



**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, NOVEMBER 20, 2023 AT 7:00 PM
86 W CENTER ST., DOUGLAS MI**

AGENDA

To join remotely online or by phone

Join online by visiting: <https://us02web.zoom.us/j/81337892782>

Join by phone by dialing: +1 (312) 626-6799 | **Then enter "Meeting ID":**813 3789 2782

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **ELECTION OF OFFICERS**
 - A. Election of Mayor - City Clerk shall call for nominations for the office of Mayor
 - B. Election of Mayor Pro-Tem - The Mayor shall call for nominations for the office of Mayor Pro-Tem
5. **CONSENT CALENDAR**
 - A. Approve the Council Meeting Agenda for November 20, 2023
 - B. Approve the November 6, 2023 Council Regular Meeting Minutes
 - C. Approve invoices in the amount of \$181,787.12
 - D. Appointments

Motion to approve the Consent Calendar of November 20, 2023 – roll call vote
6. **PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES)**
7. **PUBLIC COMMUNICATION - WRITTEN**
 - A. Written Communication - Nicki
 - B. Written Communication - Helen
8. **UNFINISHED BUSINESS**

9. NEW BUSINESS

A. Root Beer Barrel RFP - Award of Management Contract

Motion to approve the award of the Root Beer Barrel Management Contract to 505 Water St Café, LLC, as recommended by the City Building Committee. - roll call vote

B. Special Event - DES PTO Color Run

Motion to approve the special event request for the Douglas Elementary School PTO Color Run, to be held at Schultz Park on May 10, 2024. - roll call vote

C. Resolution 33-2023 - Appoint City Manger as Street Administrator

Motion to adopt Resolution 33-2023, appointing the City Manager as Street Administrator. - roll call vote

D. Westshore PUD Easements

10. REPORTS

A. Commission/Committee/Boards

1. Planning Commission
2. Kalamazoo Lake Sewer Water
3. Downtown Development Authority
4. Kalamazoo Lake Harbor Authority
5. Douglas Harbor Authority
6. Douglas Brownfield Authority
7. Fire Board
8. Community Recreation
9. Playground Committee

B. Administration Reports

11. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES)

12. COUNCIL COMMENTS

13. MAYOR’S REPORT/COMMENTS

14. ADJOURNMENT:

Motion to adjourn the meeting.

Please Note – The City of the Village of Douglas (the “City”) is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of this meeting or the facilities, are requested to contact Laura Kasper, City Clerk, at (269) 857-1438, or clerk@douglasmi.gov to allow the City to make reasonable accommodations for those persons. CITY OF THE VILLAGE OF DOUGLAS, ALLEGAN COUNTY, MICHIGAN



**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, NOVEMBER 06, 2023 AT 7:00 PM
86 W CENTER ST., DOUGLAS MI**

MINUTES

1. CALL TO ORDER: By Mayor

2. ROLL CALL: By Clerk

PRESENT

Mayor Pro-Tem Cathy North

Mayor Jerome Donovan

Councilmember Neal Seabert

Councilmember Robert Naumann

Councilmember John O'Malley

Councilmember Randy Walker

Councilmember Gregory Freeman

Also Present City Manager, Lisa Nocerini

City Clerk, Laura Kasper

3. PLEDGE OF ALLEGIANCE: Led by Mayor

4. CONSENT CALENDAR

A. Approve the Council Meeting Agenda for November 6, 2023

B. Approve the October 16, 2023 Council Regular Meeting Minutes

C. Approve invoices in the amount of \$77,316.60

D. Appointments - Reappoint Pattison to Douglas Harbor Authority

Motion by Seabert, seconded by Naumann, to approve the Consent Calendar of November 6, 2023 – Motion carried by unanimous roll call vote.

5. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES): None

6. PUBLIC COMMUNICATION – WRITTEN:

A. Mike Widdes – Letter

7. UNFINISHED BUSINESS: None

8. NEW BUSINESS:

A. Friends of the Blue Star Trail Presentation – Richard Donovan, Chair of the Douglas Parks and Recreation Ad Hoc Committee and Member of the Friends of the Blue Star Trail, led discussion on the

progress of the Blue Star Trail. He informed Councilmembers on the proposed timeline for the Wiley-to-M-89 Section and gave a breakdown of the three phases of the project.

- B. Douglas Saugatuck Pickleball Club Presentation – Club Board Members led a discussion about the background of the Pickleball Club and the agreement with the City. The Board Members present answered questions and addressed concerns from the City Councilmembers.
- C. Pickleball Club Agreement – With consideration of the prior discussion and presentation, Councilmembers agreed to renew the agreement with the amended term of one-year and the use of five courts by the Club, with no change to the scheduled times of usage.

Motion by North, seconded by Seabert, to approve the renewal of the agreement regarding use of pickleball courts at Schultz Park between the Douglas Saugatuck Pickleball Club and the City of the Village of Douglas, for a term of one-year and use of five courts. – Motion carried by unanimous roll call vote.

9. REPORTS

A. Commission/Committee/Boards

- 1. Planning Commission – Meets on Thursday for Master Plan workshop
- 2. Kalamazoo Lake Sewer Water – Tri-Community and Laketown Township agreement meetings in progress with Baker Tilly
- 3. Downtown Development Authority – Positive feedback regarding new wayfinding signage
- 4. Kalamazoo Lake Harbor Authority – No meeting
- 5. Douglas Harbor Authority – No meeting till April
- 6. Douglas Brownfield Authority – Meeting next week
- 7. Fire Board – No meeting
- 8. Community Recreation – No meeting
- 9. Playground Committee – Looking at National Fitness Court and grants

- B. Administrator Reports – City Manager, Nocerini introduced Code Enforcement Officer, Michael Torrez. She mentioned the joint Brownfield and Council meeting that will occur on November 20 at 5:00 pm, water rates will be set in place by resolution and sent to KLSWA for capture of funds, and continued issues with the brush pickup involving violations and costs have been increasingly difficult and is becoming not feasible to continue, so Council will need to look at alternative options. She added congratulations to Officer Reyes on his retirement, and thanked Councilmember Naumann for his support on City Council.

10. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES): Douglas Saugatuck Pickleball Club Board Members asked for clarification on a few items with the approved agreement. City Manager Nocerini will follow up with them to sign the agreement. Paul, Douglas resident, voiced concern about dogs on the Douglas beach and signage.

11. COUNCIL COMMENTS: O'Malley thanked Naumann for serving on Council. Walker mentioned the upcoming Douglas Light Night tree lighting event, future budget discussions regarding electric at Beery Field, and thanked Naumann. North thanked all the City staff for their efforts with the Halloween Parade, and thanked Naumann for his service. Seabert also thanked Naumann, and he thanked Council for allowing him to attend the MML conference, and the DPW and City staff for the hard work put into the Halloween Parade. Freeman thanked Naumann for serving on Council and City Manager Nocerini for her informative memos. Naumann stated honor in serving the City of Douglas, and thanked Councilmembers and City staff for their support.

12. MAYOR’S REPORT/COMMENTS: Mayor Donovan acknowledged the efforts of staff for the Halloween Parade. He thanked Naumann for serving on City Council and presented Mr. Naumann with a certificate of recognition for his time serving the City of Douglas.

13. ADJOURNMENT:

Motion by Seabert, seconded by North, to adjourn the meeting.

Approved on this 20th day of November, 2023

Signed: _____ Date: _____
Jerome Donovan, Mayor

Signed: _____ Date: _____
Laura Kasper, City Clerk

Certification of Minutes

I hereby certify that the attached is a true and correct copy of the minutes of a regular meeting of the City Council of the City of the Village of Douglas held on November 6, 2023, I further certify that the meeting was duly called and that a quorum was present.

Signed: _____ Date: _____
Laura Kasper, City Clerk

11/16/2023

INVOICE REGISTER REPORT FOR CITY OF THE VILLAGE OF DOUGLAS
 EXP CHECK RUN DATES 11/20/2023 - 11/20/2023
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt
89049389				
47113	ABSOPURE WATER COMPANY POLCE WATER 101-301.000-740.000 SUPPLIES	10/31/2023	11/20/2023	96.55 96.55
89049390				
47127	ABSOPURE WATER COMPANY CITY HALL WATER 101-265.000-740.000 SUPPLIES	10/27/2023	11/20/2023	23.85 23.85
11-1-23				
47087	ALLEGAN CO TREASURER MOBILE HOME TAXES 101-000.000-230.000 DUE TO OTHER GOVERNMENTS	11/01/2023	11/20/2023	230.00 230.00
11-7-23				
47095	ALLEGAN CO TREASURER 2023 DRAIN ASSESSMENT 101-463.000-979.011 CAPITAL OUTLAY-DRAINS	11/07/2023	11/20/2023	32,852.88 32,852.88
5184				
47089	BURNETT & KASTRAN PROFESSIONAL SERVICES POLICE 101-301.000-801.003 CONTRACTUAL ATTORNEY PROSECUTER	10/13/2023	11/20/2023	420.00 420.00
5187				
47090	BURNETT & KASTRAN PROFESSIONAL SERVICES POLICE 101-301.000-801.003 CONTRACTUAL ATTORNEY PROSECUTER	10/18/2023	11/20/2023	108.00 108.00
296603				
47137	CAMP & CRUISE KAYAK LAUNCH OUT FOR THE WINTER 594-597.001-930.000 REPAIRS & MAINTENANCE: GENERAL	11/08/2023	11/20/2023	450.00 450.00
11-5-23				
47100	COMCAST 486 WATER 101-463.000-851.000 TELEPHONE	11/05/2023	11/20/2023	314.31 314.31
11-13-23				
47166	COMCAST CITY HALL 101-265.000-851.000 TELEPHONE	11/13/2023	11/20/2023	405.26 405.26
4488				
47094	COMMERCIAL RECORD ORDINANCE, ELECTION ACCURACY TEST, ORDINANCE OFFICER POSTING 101-215.000-900.000 PRINTING & PUBLISHING 101-262.000-900.000 PRINTING & PUBLISHING	10/31/2023	11/20/2023	259.00 210.00 49.00
205724644933				
47110	CONSUMERS ENERGY TRAFFIC LIGHTS	11/01/2023	11/20/2023	12.00

	101-463.000-925.000	STREET LIGHTS			12.00
205724644940					
47111	CONSUMERS ENERGY		11/01/2023	11/20/2023	1,412.45
	STREET LIGHTS				
	101-463.000-925.000	STREET LIGHTS			1,412.45
205101724970					
47112	CONSUMERS ENERGY		11/01/2023	11/20/2023	685.55
	49406 LED LIGHT RD				
	101-463.000-925.000	STREET LIGHTS			685.55
205991588485					
47160	CONSUMERS ENERGY		11/07/2023	11/20/2023	129.69
	86 CENTER ROW				
	101-463.000-922.000	UTILITIES			129.69
205991588486					
47161	CONSUMERS ENERGY		11/07/2023	11/20/2023	54.95
	198 WASHINGTON - BRIDGE LIGHTING				
	101-463.000-922.000	UTILITIES			54.95
205991588488					
47162	CONSUMERS ENERGY		11/07/2023	11/20/2023	43.19
	50 LAKE SHORE DOUGLAS BEACH				
	101-751.000-922.000	UTILITIES			43.19
203054974417					
47163	CONSUMERS ENERGY		11/07/2023	11/20/2023	40.59
	26 BAYOU DR				
	101-751.000-922.000	UTILITIES			40.59
205991588484					
47164	CONSUMERS ENERGY		11/07/2023	11/20/2023	32.66
	251 CENTER ST SIGN WEST ENTRANCE				
	101-463.000-922.000	UTILITIES			32.66
205991588487					
47165	CONSUMERS ENERGY		11/07/2023	11/20/2023	32.25
	11 BLUESTAR HWY SIGN NORTH ENTERANCE				
	101-463.000-922.000	UTILITIES			32.25
11-6-23					
47081	COWBELL		11/06/2023	11/20/2023	3,224.00
	ANNUAL CYBER INSURANCE				
	101-850.000-814.000	INSURANCE (LIABILITY/AUTO)			3,224.00
11-1-23					
47134	CREXENDO BUSINESS SOLUTIONS		11/01/2023	11/20/2023	310.81
	DOUGLAS POLICE PHONE SYSTEM				
	101-301.000-851.000	TELEPHONE			310.81
14430					
47136	D & L TRUCK AND TRAILER, LLC		11/09/2023	11/20/2023	10,577.75
	DOT INSPECTION AND REPAIRS				
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS			10,577.75
2023-071					
47129	DAVINCI ENGINEERING INC		11/11/2023	11/20/2023	700.00
	BEERY FIELD TOWER STRUCTURAL LETTER				
	101-751.000-802.000	CONTRACTUAL			700.00
575325872					
47098	DELUXE BUSINESS CHECKS & SOLUTIONS		11/07/2023	11/20/2023	511.13
	CHECKS				

	101-215.000-740.000	SUPPLIES			511.13
4729					
47096	EDGEWATER RESOURCES LLC		11/07/2023	11/20/2023	1,034.00
	SANDBAG RESPONSE				
	101-751.000-802.000	CONTRACTUAL			1,034.00
4721					
47099	EDGEWATER RESOURCES LLC		11/06/2023	11/20/2023	348.00
	DOUGLAS MARINA WORK				
	594-597.000-802.000	CONTRACTUAL			348.00
24885394-1					
47101	GALLS		10/18/2023	11/20/2023	290.15
	POLICE UNIFORM REIMBURSEMENT TONY BROWN				
	101-301.000-750.000	UNIFORMS			290.15
26BAYOUIRROCT23					
47168	KALAMAZOO LAKE SEWER & WATER		11/15/2023	11/20/2023	101.62
	26 BAYOU DR IRRIGATION				
	101-751.000-922.000	UTILITIES			101.62
86CENTEROCT23					
47169	KALAMAZOO LAKE SEWER & WATER		11/15/2023	11/20/2023	54.44
	86 W CENTER				
	101-265.000-922.000	UTILITIES			54.44
47CENTEROCT23					
47170	KALAMAZOO LAKE SEWER & WATER		11/15/2023	11/20/2023	141.08
	47 CENTER				
	101-301.000-922.000	UTILITIES			141.08
147CENTOCT23					
47171	KALAMAZOO LAKE SEWER & WATER		11/15/2023	11/20/2023	70.63
	147 CENTER -PRIDE GARDEN				
	101-751.000-922.000	UTILITIES			70.63
415WILEYOCT23					
47172	KALAMAZOO LAKE SEWER & WATER		11/15/2023	11/20/2023	49.13
	415 WILEY BUILDING				
	101-265.000-922.000	UTILITIES			49.13
455CENTEROCT23					
47173	KALAMAZOO LAKE SEWER & WATER		11/15/2023	11/20/2023	96.52
	ROOT BEER BARREL				
	101-751.000-922.000	UTILITIES			96.52
50LKSHROCT23					
47174	KALAMAZOO LAKE SEWER & WATER		11/15/2023	11/20/2023	114.54
	50 LAKESHORE DR BATHROOMS				
	101-751.000-922.000	UTILITIES			114.54
25MAINOCT23					
47175	KALAMAZOO LAKE SEWER & WATER		11/15/2023	11/20/2023	67.71
	25 MAIN DRINKING FOUNTAIN				
	101-751.000-922.000	UTILITIES			67.71
25MAINIROCT23					
47176	KALAMAZOO LAKE SEWER & WATER		11/15/2023	11/20/2023	268.72
	25 MAIN ST IRRIGATION				
	101-751.000-922.000	UTILITIES			268.72
3100SCHLTZOCT23					
47178	KALAMAZOO LAKE SEWER & WATER		11/15/2023	11/20/2023	214.06
	3100 SCHULTZ PARK DR				

	101-751.000-922.000	UTILITIES			214.06

37WASHOCT23					
47179	KALAMAZOO LAKE SEWER & WATER		11/15/2023	11/20/2023	213.07
	37 WASHINGTON BATHROOMS				
	101-751.000-922.000	UTILITIES			213.07

201WASHOCT23					
47180	KALAMAZOO LAKE SEWER & WATER		11/15/2023	11/20/2023	49.58
	201 WASHINGTON				
	594-597.000-922.000	UTILITIES			49.58

486WATEROCT23					
47181	KALAMAZOO LAKE SEWER & WATER		11/15/2023	11/20/2023	52.55
	486 WATER NEW BARN				
	101-265.000-922.000	UTILITIES			52.55

11-9-23					
47131	LAURA KASPER		11/09/2023	11/20/2023	72.05
	ELECTION MILEAGE				
	101-262.000-740.000	SUPPLIES			72.05

11-8-23					
47115	KCAAO		11/08/2023	11/20/2023	30.00
	2024 BOARD OF REVIEW TRAINING				
	101-257.000-718.000	TRAINING FUNDS			30.00

2445					
47144	LAKESHORE OUTDOORS LLC		10/25/2023	11/20/2023	179.00
	BRUSH AND LEAF DUMPING				
	101-463.000-802.000	CONTRACTUAL			179.00

39007880					
47143	LINDE GAS & EQUIPMENT		10/23/2023	11/20/2023	40.19
	HI LO GAS				
	660-903.000-860.000	GAS & OIL			40.19

20198					
47153	MENARDS-HOLLAND		11/09/2023	11/20/2023	11.99
	TOOL BOX				
	203-464.000-740.000	SUPPLIES			11.99

20041					
47154	MENARDS-HOLLAND		11/13/2023	11/20/2023	195.91
	SECURE CHRISTMAS TREE FOR DDA TREE LIGHTING EVENT				
	248-728.000-880.000	COMMUNITY PROMOTION			195.91

20488					
47155	MENARDS-HOLLAND		11/13/2023	11/20/2023	72.38
	STRAPS				
	101-463.000-740.000	SUPPLIES			72.38

26646					
47086	MICHIGAN MUNICIPAL LEAGUE		11/02/2023	11/20/2023	450.00
	CDL FEE				
	101-463.000-908.000	DUES/FEES/PUBLICATIONS			450.00

3996					
47126	MICHIGAN TWP. SERVICES ALLEGAN		11/06/2023	11/20/2023	4,745.70
	OCTOBER PERMIT FEES				
	101-701.000-804.000	CONTRACTUAL BUILDING INSPECTIO			4,745.70

9170206					
47116	MML WORKERS' COMP FUND		11/10/2023	11/20/2023	3,940.00
	MML WORKERS COMP INSTALLMENT #3				

	101-101.000-722.000	WORKERS COMPENSATION			8.50
	101-172.000-722.000	WORKERS COMPENSATION			47.00
	101-215.000-722.000	WORKERS COMPENSATION			78.80
	101-257.000-722.000	WORKERS COMPENSATION			39.31
	101-265.000-722.000	WORKERS COMPENSATION			114.30
	101-301.000-722.000	WORKERS COMPENSATION			1,218.88
	101-463.000-722.000	WORKERS COMPENSATION			678.74
	101-701.000-722.000	WORKERS COMPENSATION			56.42
	101-751.000-722.000	WORKERS COMPENSATION			148.75
	202-463.000-722.000	WORKERS COMPENSATION			591.89
	202-464.000-722.000	WORKERS COMPENSATION			227.03
	203-463.000-722.000	WORKERS COMPENSATION			567.56
	203-464.000-722.000	WORKERS COMPENSATION			162.82
31081					
47130	NEW DAWN LINEN SERVICE		11/13/2023	11/20/2023	42.78
	COMMERCIAL CLEANING				
	101-265.000-802.000	COMMERCIAL CLEANING			15.01
	101-301.000-802.000	COMMERCIAL CLEANING			27.77
70808					
47128	NICK UNEMA PLUMBING & HEATING INC		11/08/2023	11/20/2023	4,100.00
	SEWER WORK AT 137 W CENTER				
	101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL			4,100.00
1560					
47148	OVERISEL ELECTRIC LLC		11/15/2023	11/20/2023	2,950.00
	SCHULTZ PARK LIGHTING CONTROLS				
	101-751.000-802.000	CONTRACTUAL			2,950.00
2311-713633					
47150	OVERISEL LUMBER CO.		11/02/2023	11/20/2023	11.34
	KEYS FOR TRAFFIC LIGHT GENERATOR				
	101-265.000-740.000	SUPPLIES			11.34
10-16-23					
47109	PITNEY BOWES INC		11/03/2023	11/20/2023	604.50
	POSTAGE				
	101-215.000-901.000	POSTAGE			604.50
10902326					
47124	PLUNKETT COONEY		11/08/2023	11/20/2023	15,615.00
	LEGAL SERVICES SPECIALTY				
	101-701.000-801.000	CONTRACTUAL ATTORNEY			15,615.00
10901759					
47125	PLUNKETT COONEY		11/06/2023	11/20/2023	10,277.00
	LEGAL SERVICES GENERAL				
	101-701.000-801.000	CONTRACTUAL ATTORNEY			2,520.00
	101-266.000-801.000	CONTRACTUAL ATTORNEY			7,757.00
10573					
47177	PRAISE SIGN COMPANY LLC		11/15/2023	11/20/2023	31,422.50
	WAY FINDING FINAL PAYMENT				
	248-728.000-979.000	CAPITAL OUTLAY			17,980.70
	403-463.000-979.000	CAPITAL OUTLAY			13,441.80
77951					
47102	PREIN & NEWHOF		11/03/2023	11/20/2023	1,365.00
	CENTER ST DEVELOPMENT				
	101-701.000-806.000	CONTRACTUAL ENGINEERING			1,365.00

77980					
47103	PREIN & NEWHOF FOREST GATE 101-701.000-806.000	CONTRACTUAL ENGINEERING	11/03/2023	11/20/2023	1,480.00 1,480.00
78028					
47104	PREIN & NEWHOF UNION ST BOAT LAUNCH ASSESSMENT 101-751.000-979.000	CAPITAL OUTLAY	11/03/2023	11/20/2023	620.00 620.00
78029					
47105	PREIN & NEWHOF ROAD ASSET MANAGEMENT PLAN 202-463.000-806.000 203-463.000-806.000	CONTRACTUAL ENGINEERING CONTRACTUAL ENGINEERING	11/03/2023	11/20/2023	1,667.20 555.73 1,111.47
78113					
47106	PREIN & NEWHOF DWAM AMP 450-536.000-806.000	CONTRACTUAL ENGINEERING	11/03/2023	11/20/2023	510.00 510.00
77959					
47108	PREIN & NEWHOF GENERAL CONSULTING 101-701.000-806.000 101-463.000-806.000	W/S CONNECTIONS/PLANNING REVIEWS GENERAL PROJECT UPDATES	11/03/2023	11/20/2023	4,189.35 4,111.85 77.50
2067					
47182	RB MARINE SERVICES SHRINK WRAP FOR OUTDOOR STORAGE 660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS	11/15/2023	11/20/2023	400.00 400.00
0240-009380672					
47083	REPUBLIC SERVICES #240 REFUSE PICKUP 486 WATER AND 415 WILEY 101-463.000-802.003	CONTRACTUAL- REFUSE	11/02/2023	11/20/2023	603.85 603.85
60866475					
47140	ROSE PEST SOLUTIONS PEST CONTROL POLICE 101-301.000-802.000	CONTRACTUAL	10/27/2023	11/20/2023	51.00 51.00
60866450					
47141	ROSE PEST SOLUTIONS PEST CONTROL MARINA 594-597.000-802.000	CONTRACTUAL	10/27/2023	11/20/2023	157.00 157.00
60866449					
47142	ROSE PEST SOLUTIONS PEST CONTROL CITY HALL 101-265.000-802.000	CONTRACTUAL	10/27/2023	11/20/2023	157.00 157.00
2300000497					
47114	SAUGATUCK TOWNSHIP REC PLAN 101-751.000-809.000	SAUGATUCK TWP CEMETERY MAINT	11/07/2023	11/20/2023	500.00 500.00
10-30-23					
47133	SAUGATUCK TWP FIRE DISTRICT AEDS 101-265.000-979.000 101-301.000-979.000 101-751.000-979.000	CAPITAL OUTLAY CAPITAL OUTLAY CAPITAL OUTLAY	10/30/2023	11/20/2023	18,645.00 2,390.00 4,780.00 8,606.25

	594-597.000-979.000	CAPITAL OUTLAY			2,868.75
13528					
47146	SCOTT'S LANDSCAPE MANAGMENT INC		11/07/2023	11/20/2023	227.58
	CENTER ST IRRIGATION REPAIR				
	101-463.000-802.000	CONTRACTUAL			227.58
13547					
47147	SCOTT'S LANDSCAPE MANAGMENT INC		11/07/2023	11/20/2023	410.00
	WINTERIZATION				
	101-265.000-802.000	CONTRACTUAL			150.00
	101-751.000-802.000	CONTRACTUAL			260.00
13665					
47149	SCOTT'S LANDSCAPE MANAGMENT INC		11/08/2023	11/20/2023	440.00
	PARADE SETUP HELP				
	101-463.000-802.000	CONTRACTUAL			440.00
10-18-23					
47091	NEAL SEABERT		10/18/2023	11/20/2023	39.96
	MML CONF MEALS				
	101-101.000-718.002	MISC TRAVEL EXPENSES-TRAINING			39.96
11-2-23					
47092	NEAL SEABERT		11/02/2023	11/20/2023	301.04
	EVERGREENS IN POTS				
	101-802.000-958.000	MISCELLANEOUS			301.04
251330					
47135	SHARE CORPORATION		11/08/2023	11/20/2023	365.67
	SUPPLIES				
	101-265.000-740.000	SUPPLIES			206.00
	101-751.000-740.000	SUPPLIES			159.67
93016808					
47084	SHELL FLEET PLUS		11/07/2023	11/20/2023	1,946.00
	GAS DPW				
	660-903.000-860.000	GAS & OIL			1,946.00
93019144					
47085	SHELL FLEET PLUS		11/07/2023	11/20/2023	1,265.44
	GAS POLICE				
	101-301.000-860.000	GAS & OIL			1,265.44
113396					
47093	SIEGFRIEDCRANDALL PC		10/31/2023	11/20/2023	7,250.00
	AUDIT				
	101-223.000-802.000	CONTRACTUAL			7,250.00
17774					
47138	TOP GRADE AGGREGATES-2013		10/28/2023	11/20/2023	44.10
	FIX EROSION				
	101-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL			44.10
170553073					
47145	ULINE		11/06/2023	11/20/2023	1,111.55
	SUPPLIES				
	101-265.000-740.000	SUPPLIES			555.78
	101-751.000-740.000	SUPPLIES			555.77
INV0295VC3					
47080	VC3 INC		10/31/2023	11/20/2023	4,524.00
	REPLACEMENT COMPUTERS				
	101-265.000-979.000	CAPITAL OUTLAY			4,524.00

9949175040					
47167	VERIZON WIRELESS		11/12/2023	11/20/2023	448.50
	CITY ISSUED PHONES				
	101-301.000-851.000	TELEPHONE			43.79
	101-463.000-851.000	TELEPHONE			229.55
	101-701.000-851.000	TELEPHONE			43.79
	101-172.000-851.000	TELEPHONE			43.79
	101-101.000-851.000	TELEPHONE			43.79
	101-215.000-851.000	TELEPHONE			43.79

5449					
47082	WMCJTC		11/02/2023	11/20/2023	332.43
	FALL 2023 LAW ENFORCEMENT DISTRIBUTION				
	101-301.000-718.001	TRAINING FUNDS ACT 302			332.43

Purchase Card Vendor: 10071 CARDMEMBER SERVICE					

114-9190036-1059466					
47156	AMAZON MARKETPLACE		11/07/2023	11/20/2023	39.18
	DPW HATS				
	101-463.000-750.000	UNIFORMS			39.18

114-9033605-8465840					
47157	AMAZON MARKETPLACE		11/07/2023	11/20/2023	239.88
	DPW HATS				
	101-463.000-750.000	UNIFORMS			239.88

114-6829727-4637852					
47158	AMAZON MARKETPLACE		11/07/2023	11/20/2023	63.36
	DPW HATS				
	101-463.000-750.000	UNIFORMS			63.36

114-0479361-9149009					
47159	AMAZON MARKETPLACE		11/07/2023	11/20/2023	31.90
	CODE ENFORCEMENT MAGNETIC SIGN				
	101-701.000-740.000	SUPPLIES			31.90

11-6-23					
47132	FAMILY FARE		11/06/2023	11/20/2023	89.30
	ELECTION FOOD				
	101-262.000-740.000	SUPPLIES			89.30

P15871					
47139	GREENMARK EQUIPMENT, INC		11/02/2023	11/20/2023	70.64
	SPRAY TIPS FOR BRINE APPLICATOR				
	202-464.000-740.001	SNOW AND ICE REMOVAL SUPPLIES			70.64

11-2-23					
47088	MICH ASSOCIATION OF MUNICIPAL CLERK		11/02/2023	11/20/2023	700.00
	CLERK INSTITUTE				
	101-215.000-718.000	TRAINING FUNDS			700.00

11-5-23					
47107	MEIJERS		11/03/2023	11/20/2023	35.58
	RETIREMENT - DE MINIMIS				
	101-215.000-740.000	SUPPLIES			35.58

11-1-23					
47152	STAPLES		11/01/2023	11/20/2023	124.01
	PRINTER INK				
	101-265.000-740.000	SUPPLIES			124.01

8046					
47151	TRACTORMAT		10/31/2023	11/20/2023	353.60

RUST PROTECTION					
660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS				353.60

131-88114173-2347511					
47097	ZAZZLE	11/07/2023	11/20/2023		134.99
	RETIREMENT DE MINIMIS GIFTS				
101-215.000-740.000	SUPPLIES				134.99

Total Purchase Card Vendor: 10071 CARDMEMBER SERVICE					1,882.44

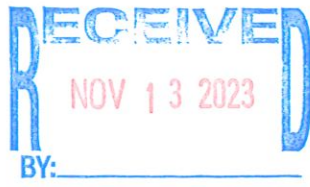
# of Invoices:	96	# Due:	96	Totals:	181,787.12
# of Credit Memos:	0	# Due:	0	Totals:	0.00
Net of Invoices and Credit Memos:					181,787.12

--- TOTALS BY FUND ---

101 - GENERAL FUND	129,168.71
202 - MAJOR STREET FUND	1,445.29
203 - LOCAL STREETS FUND	1,853.84
248 - DOWNTOWN DEVELOPMENT AUTHORITY	18,176.61
403 - BLUE STAR CORRIDOR IMPROVEMENT FUND	13,441.80
450 - WATER SEWER FUND	510.00
594 - DOUGLAS MARINA	3,873.33
660 - EQUIPMENT RENTAL FUND	13,317.54

--- TOTALS BY DEPT/ACTIVITY ---

000.000 -	230.00
101.000 - LEGISLATIVE	92.25
172.000 - MANAGER	90.79
215.000 - CLERK/TREASURER	2,318.79
223.000 - AUDITOR	7,250.00
257.000 - ASSESSING	69.31
262.000 - ELECTION	210.35
265.000 - BUILDING & GROUNDS	12,932.67
266.000 - ATTORNEY	7,757.00
301.000 - POLICE	9,085.90
463.000 - GENERAL STREETS & ROW	55,140.31
464.000 - GENERAL STREETS WINTER & ROW	472.48
536.000 - WATER SYSTEM	510.00
597.000 - POINT PLEASANT	3,423.33
597.001 - WADES BAYOU	450.00
701.000 - PLANNING & ZONING	29,969.66
728.000 - DOWNTOWN DEVELOPMENT AUTHORITY	18,176.61
751.000 - PARKS & RECREATION	16,765.09
802.000 - COMMUNITY PROMOTIONS	301.04
850.000 - INSURANCE & BONDS	3,224.00
903.000 - EQUIP. REPAIRS & MAINTENANCE	13,317.54



11/14/23

Item 7A.

Dear Sus,

I'm writing to say what a good job Mike White is doing running the Bavel. My parents owned the Bavel in the 70's but they had a little house behind the Bavel to do the cooking. Now all the cooking is done in the small Bavel + the employees work so hard, especially in the summer with no air-conditioning. They also have to scrape + varnish the Bavel every year. I wish the people who think they should have the contract for the Bavel would go there + see how hard these people work. I doubt many people would want to work in that small place for so many hours a day.

Mike has made the Bavel a thriving business + does all the hard work. And he's tried not to raise his prices so the average person can afford to do business there.

Thank you,
 Nicki Gallo, *Savgstad*

(269) 857-1143

09-25-2023

To The Village of The
City of Douglas
City Manager and
The City Council,

Concerning the upcoming meeting to discuss and to approve the proposal of Michael White to continue to operate The Barrel. I would like to strongly recommend to continue this lease to Michael. He more than anyone else has proven his ability to run The Barrel not only as a successful business, but has turned it into a Douglas, MI. destination. Not only has this brought people to The Barrel, but once here, they have become customers at other businesses in our City. Michael has continued to provide a
high. (over)

quality of food, but also excellent service.
 The Barrel. He has also continued to enrich a most attractive area in which to eat, and continues to do so on a consistent basis. Michael prides himself on his reputation on doing the best that he can provide. In doing so, he shows his commitment to his customers, well as to our area, with no exceptions. Michael also has been very generous with his time to also provide an extra commitment in giving groups in the area and giving them excellent experience in his effort always move forward. He has shown the giving side of his business the entire time he has run The Barrel.

Therefore, I continue to support him to continue to run the business for another three to four years, and we no doubt that he will do so to the best of his ability. I would appreciate you to honor his commitment to our City, and to issue him this approval. Thank you for your consideration,



MEMORANDUM
REGULAR CITY COUNCIL MEETING
Monday, November 20th, 2023

TO: The City of the Village of Douglas City Council

FROM: Lisa Nocerini, City Manager

SUBJECT: Recommendation: Root Beer Barrel 2024 Season
505 Water St Café, LLC

The City of the Village of Douglas issued a Request for Proposals (RFP) on September 21st, 2023, for the management of the Root Beer Barrel for three (3) years with two (2) optional one (1) year extensions available for the RFP that meets the requirements and is determined to be most advantageous to the community.

Four (4) proposals were received by the deadline of October 19th, 2023, and were reviewed by the City Council Building Committee. Two (2) of the proposals met all the requirements of the RFP and were interviewed in person by the Building Committee.

The committee has selected 505 Water St Café, LLC as their recommendation for the Root Beer Barrel Management contract, subject to City Council approval.

Letters and emails were sent on Monday, November 13, 2023, to the applicants who were not chosen, thanking them for their submissions.

**Root Beer Barrel Proposal
from 505 Water St Cafe, LLC**

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- Section 4 Requirements – 5 pages
- Section 5 Proposal Form – 1 page
- Prior Balance Statements – 2 pages
- Prior P&L Statements – 2 pages
- Personal Credit Report – 1 page
- Bank Balance Statements – 2 pages
- Proposed Menu – 2 pages
- List of Proposed Equipment – 1 page
- Food Safety Certificate – 1 page
- Certificate of Insurance – 1 page

**SECTION 4
REQUIREMENTS**

TO BE COMPLETED AND SUBMITTED AS REQUIREMENTS (Per Section 3)

This Request for Proposal (RFP) is to solicit proposals from qualified vendors to use The Root Beer Barrel located at 455 W Center Street (Property), for food and beverages, bagged ice, and novelty souvenirs. Those interested are required to submit a written proposal that best represents the Proposer. The Property will be used as is with no proposed improvements planned by the City of Douglas.

PROPOSERS QUALIFICATION STATEMENT:

Check One: An Individual _____ A Co-Partnership LLC _____ A Corporation _____

Submitted By: 505 Water Steet Cafe, LLC _____

With principal office at: [REDACTED] _____

The completion and submission of this questionnaire reflects accurate and truthful statements of the signatory. (Attach additional pages if necessary)

Request for Proposal: Requirements

The proposal should include the following to coincide with this RFP:

- 1. Provide business plan or explain in detail the Proposer's proposed use of the Property and how it will contribute to the vitality of the City.

In 2011 when the 'Friends of the Barrel' came together to 'Save the Barrel' their goal was to preserve this historical iconic. Our menu and services are intended to satisfy this goal by taking residents and visitors back to these earlier days with exceptional products for sale. We will accept cash and credit for all purchases and be open rain or shine.

- 2. Explain how proposers use of facility is compatibility with the City's Zoning Ordinances and Master Plan. Plans can be found on the City's website at www.douglasmn.gov.

Goal 2 of the Master Plan Economic Development states that Douglas will leverage private future development opportunities to enhance public spaces and connectivity with an objective to add vitality and create synergy during times of day and times of the year when options are limited. The usage of the Root Beer Barrel to offer limited food and beverages within the city park during the summer season is compatible with this goal.

The City's Zoning Ordinance allows city parks within the R-5 zoning district and the limited sale of food and beverages in a typical use within a city park.

- 3. Resume' of Proposer's previous experience, identifying not less than three (3) years of experience directly related to the proposed use.

505 Water Street Café, LLC owns and operates 3 similar operations all in Saugatuck:

The Grilled Cheese Shack – located at 505 Water St. - 4 seasons (Opened in May 2020 with property under lease through 2024)

Basecamp Coffee & Waffles - located at 505 Water St. - 2 seasons (Opened in May 2022 with property under lease through 2024)

Smoothie Hut – located at 246 Culver St - 1 season (Opened in June 2023)

- 4. Three (3) business and/or personal references. Note - the City reserves the right to contact the references listed and references other than, and/or in addition to, those being furnished.

[Redacted references]

- 5. Financial statements including, but not limited to, balance sheets and income statements (audited statements preferred) for the past two (2) years supporting the financial abilities of the Proposer to operate at the facility.

See attached balance sheets and income statements.

- 6. Statement that the Proposer is or is not a subsidiary of, or affiliated with, any other corporations, partnerships, or firm. If so, please specify. If the Proposer is a subsidiary, please indicate the extent to which the parent entity will guarantee performance by the subsidiary.

505 Water St Cafe LLC is not a subsidiary or affiliated with any other corporations, partnerships, or firms.

- 7. In what other businesses are you financially invested?

[Redacted financial investments]

- 8. Statement that the Proposer or its officers, principal members, shareholders, or investors, or any of its parent, subsidiary, or affiliated entities or other interested parties have or have not been adjudged bankrupt, either voluntarily or involuntarily, within the past ten years? If so, explain.

505 Water St Cafe, LLC and all of its members have not been adjudicated in any bankruptcy.

- 9. Statement that there is or is not pending litigation against the Proposing entity or its officers, principal members, shareholders, or investors, or any parent, subsidiary or affiliated entities or other interested parties other than minor personal injury suits involving claims under \$250,000? If so, explain.

505 Water St Cafe, LLC and all of its members are not involved and have no pending litigations.

- 10. Letter(s) from any financial credit rating service for the Proposer with whom the City may contract or the member or members of that entity who will be responsible for financial obligations and on whom the City should rely for financial performance.

Attached is my personal credit report with an [REDACTED]

- 11. Any other financial statements and/or other documents that would indicate acceptable financial standing and the ability of Proposer to fund the proposed services on the City Property.

Attached is a copy of our current personal bank balances and cash investments [REDACTED].

- 12. A complete description and history of the Proposer's entity (corporation, partnership, etc.) and identification of all parties including disclosure of all persons or entities having a beneficial and/or financial interest in the proposal. Include names and qualifications of corporate/company officers/owners, their address/location(s) and other appropriate contact information.

505 Water St Café, LLC was formed in 2020 to operate The Grilled Cheese Shack in Saugatuck. Since opening The Grilled Cheese Shack in 2020, we have opened two additional operations as listed in #3 above.

All members reside at [REDACTED] as. The members are as follows:

[REDACTED] as
 [REDACTED] of
 [REDACTED] d
 activities.

- 13. Description of employment opportunities that will be created by the proposed services including a description of the type, number of positions, and the estimated salary range of those positions.

Location Manager – 1 position – Salary Range - \$20 - \$24 / hr.

Food Prep and Servers – 15 positions - Salary Range - \$15 - \$19 / hr.

14. Proposed operating schedule detailing days and hours open to the public.

Friday before Memorial Day through Labor Day:
Open Daily from 11:00 am to 7:00 pm rain or shine.

15. Description of the proposed menu items or vendor items with pricing.

See attached proposed menu .

16. Description of the proposed marketing, advertising, and sales promotion plans.

Weekly ad in Commercial Record starting one week before Memorial Day running for 15 weeks every year.

Website built using Square similar to <https://thegrilledcheeseshack.square.site/>

Updated information on Facebook, Google, Trip Advisor, Yelp.

17. Description of the proposed annual lease payment and proposed monthly percentage of gross revenue payment paid to the City during the three (3) year Contract period. Tier percentage fees will not be accepted. The City expressly reserves the right to accept an offer other than the highest responsive offered price, and also reserves the right to negotiate any terms.

Annual lease payment will be 10% of annual gross sales with a minimum annual payment of \$10,000. The minimum annual payment of \$10,000 will be made by November 30th of the prior year and the balance payment will be made by September 30th of the current year.

For example, for the 2024 season assuming \$150,000 in sales the total lease payment would be \$15,000. \$10,000 would be paid by 11/30/23 and the remaining \$5,000 would be paid by 9/30/23.

18. List all major equipment Proposer will supply to provide services and/or goods proposed in this proposal.

See attached list of equipment.

19. Affirmative statements that:

- a) The Proposer's entity will occupy the Property.
- b) The Proposer will not sublet or sublease the Property.

505 Water St Café LLC will occupy the Property and will not sublet or sublease the Property.

20. You may, if you desire, provide a narrative that would include anything you feel might assist the City of Douglas in evaluating your experience or Business Plan. If appropriate, describe plans you may have for, including projected expenditures. Attach additional sheets if necessary.



With the experience gained from currently running three similar businesses in Saugatuck we know the importance of the following:

Reliable Point of Sale Equipment and Internet are essential – We utilize Square. This gives the customer many options for payment, makes payment processing quick, minimizes internal theft, and provides very accurate sales reports. We will use Comcast Business Internet with ATT Broadband as a redundant backup provider. All will be installed without any external boxes attached to the Root Beer Barrel.

Quality of products offered – The highest quality of products is essential to satisfy the customers and receive the highest reviews.

Remaining Open for business – Even the days that the weather is not the best, customers will expect you to be open throughout the season.



**SECTION 5
ATTACHMENT B – PROPOSAL FORM**

TO BE COMPLETED AND SUBMITTED AS ATTACHMENT B (Per Section 3)

The undersigned certifies that the enclosed proposal is being submitted and is subject to the terms and conditions as outlined in the Request for Proposal that was issued by the City of Douglas.

505 Water St Cafe, LLC
Name of Company/Organization

Authorized Signature of individual submitting proposal for above Company/Organization

Todd Martinson
Printed name of individual above

10/19/2023
Date

[Redacted]
Email address

[Redacted]
Phone

THIS SECTION MUST BE SUBMITTED ALONG WITH RESPONSE IN ORDER FOR PACKAGE TO BE CONSIDERED COMPLETE AND ACCEPTABLE.

Financial Information Page

Not subject to public disclosure

Financial Information Page

Not subject to public disclosure

Financial Information Page

Not subject to public disclosure

Financial Information Page

Not subject to public disclosure

Financial Information Page

Not subject to public disclosure

Financial Information Page

Not subject to public disclosure

PROPOSED MENU

Root Beer

Wild Bill's Root Beer

Handcrafted in Northern Michigan this old-fashioned root beer uses natural sugars to craft a deep dark root flavor.

16 oz \$2.50
 Glass mug \$8.50
 Refill \$1.50

Espresso Root Beer

Handcrafted in Northern Michigan this caffeinated spin on the classic root beer has a strong espresso flavor paired with a milky, smooth dark chocolate body.

16 oz \$2.50
 Glass mug \$8.50
 Refill \$1.50

Specialty Root Beer

Check out our wide selection of distinctive brands with their unique twists.

Bottle \$5.00

Floats

Creamy vanilla ice cream topped with your choice of root beer.

w/ Wild Bill's Root Beer \$4.50
 w/ Espresso Root Beer \$4.50
 w/ Specialty Root Beer \$7.50

Hot Dogs

100% all beef hot dogs with a traditional blend of spices for the perfect savory snap. Toppings include your choice of pickle, onion, and relish. Add perfectly seasoned chili and a sprinkle of cheddar cheese to make it a chili cheese dog.

Hot dog \$3.50
 Footlong Hot Dog \$6.50
 w/ chili add \$0.50
 w/ cheese add \$0.25

Chicago Dog

This tasty hot dog is a collection of yellow mustard, chopped white onions, bright green sweet pickle relish, dill pickle spear, tomato wedges, sport peppers and a dash of celery salt.

Regular \$4.50
 Footlong \$8.00

Coney Dog

Originating in east Michigan, the Coney dog is covered with chili and topped off with mustard and freshly diced onion.

Regular \$4.50
 Footlong \$8.00

Corn Dogs

Our corn dogs are house-made from the old-fashioned, iconic Pronto Pup batter and deep fried to a golden brown.

Corn dog \$4.00

Sides

Great Lakes Kettle Chips

Locally produced using Michigan grown potatoes, these chips are thick sliced and cooked in 100% non-GMO sunflower oil and then seasoned with pure sea salt.

Bag \$1.50

Pickle

Cold, crisp, thick-cut pickle.

Each \$0.50

PROPOSED MENU

Drinks

Bag \$2.50

Lemonade

16 oz \$3.00

Bottle Water

Bottle \$1.00

Candy Sticks

Check out our variety of old-fashioned candy sticks, including the popular root beer flavor.

Each \$0.25

Sweets

Sundaes

Vanilla ice cream smothered in Michigan's favorite Sander's hot fudge and topped off with whipped cream, sprinkles and a cherry.

Dish \$4.50

Kettle Corn

Sweet and salty popcorn variety locally produced in Holland MI.

Bag \$5.50

Cotton Candy

Freshly made and packaged here.

Proposed Equipment Specifications

Equipment	Make	Model	Capacity	Dimension	Condition	Certification
HOT DOG ROLLER	GREAT NORTHERN POPCORN COMPANY	4106 GNP	Maximum Capacity: 30 Hot Dogs Per Batch (10 Rows of 3)	23" W x 16" L x 16" H	New	ETL CE
BUN WARMER	AVANTCO	BW32	Maximum Capacity: 32 Hot Dogs Buns	23 1/2" W x 21 1/2" L x 9 3/4" H	New	CE
CORN DOG FRYER	GOLD MEDAL	8047D	25 lbs of oil	10 1/8" W x 26 5/8" D x 14 7/8" H	New	UL
COTTON CANDY MACHINE	GREAT NORTHERN POPCORN COMPANY	6300 Vortex	12 corn dogs	21" x 21" x 20" H	New	NSF
1.5 QT HOT FUDGE WARMER	SERVER	FS-2 82700	n/a	8" x 8" x 8"	New	CE NSF UL
1.5 QT CHILL WARMER ICE CREAM DIPPING CABINET	SERVER	FS-2 82700	1.5 Quarts	8" x 8" x 8"	New	CE NSF UL
DIRECT DRAW ROOT BEER DISPENSER	EXCELLENCE INDUSTRIES ARCTIC AIR	ISL-5D ADD48R-2	Six 3-Gallon Tubs Two 1/2 Barrels of Root Beer	24 1/2" W x 24 1/2" D x 36" H 49" W x 24" D x 39" H	New	ETL UL
FREEZER	MAXX COLD	MXX-23F	23 cu ft	33" x 29" x 78"	New	ETL
REFRIGERATOR	MAXX COLD WATERWORKS	MXX-23R	23 cu ft	30" x 30" x 81"	New	ETL
4-BASIN CABINET SINK	CONCESSION SINKS	35-0090	4 Basins	30" W x 20" D x 36" H	New	UL



StateFoodSafetyTM
Food Safety Training & Certification

StateFoodSafety FOOD MANAGER CERTIFICATION

PRESENTED TO

[Redacted Name]

for successfully completing the StateFoodSafety Food Protection Manager Certification Exam.
This exam is accredited by the American National Standards Institute (ANSI).

May 3, 2020

DATE OF ISSUANCE

Valid five (5) years from date of issuance.



[Redacted Verification Number]

VERIFICATION NUMBER

Verify certificate online at
www.statefoodsafety.com/Verify



VERIFICATION CODE

Use any QR code reader on a
mobile device to verify.

23

EXAMINATION FORM

Bryan Chapman
Bryan Chapman, CCFS, CP-FS
CEO, StateFoodSafety



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ID 1020

Item 9A.

Insurance Coverage Page

Not subject to public disclosure

Proposal Divider Page

Jacks Pack, LLC - Cover

Proposal for: The Root Beer Barrel, Douglas, Michigan

Submitted by: Jacks Pack, LLC – Jackie Leach – Sole Proprietor



Due date: 19 October 2023; NLT 2:00 PM

Submitted to: City of Douglas, c/o Jenny Pearson, Exec. Asst., 86 W. Center St., PO BOX 757, Douglas, MI 49406

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Resume & References

Equifax Credit Score Document

Financial Standing Documents

18 October 2023
Jacks Pack, LLC
Jackie Leach

Cover Letter

IN REFERENCE TO:
The Root Beer Barrel (RFP)
455 W. Center St.
Douglas, MI 49406

The City of Douglas
86 W. Center St.
Douglas, MI 49406

Dear Board of Directors,

The City of the Village of Douglas is growing as a destination place in Michigan. Center Street hosts popular art galleries, eclectic restaurants, and unique retail shops. Douglas started as a small lumber mill town in 1851. It has come a long way since then and is still developing each year. We would like to be a part of that growth and vision by managing an iconic part of The City of Douglas. The Root Beer Barrel should be a stable tourist draw and revenue stream for years to come.

The Root Beer Barrel contributes a nostalgic image to the beginning of the City of Douglas. The handsome wooden barrel and its skilled craftsmanship represents the days of Douglas when wood was a primary resource. We believe this landmark serves as a tourist attraction that should not only feed tourism, but also the City of Douglas in terms of revenue. We propose to spotlight The Root Beer Barrel, help preserve the history surrounding it, serve the community, attract tourists, share revenues, and assist in the growth and vision of the City of Douglas.

Jacks Pack, LLC, plans to involve the community, tourists & schools into its plans. We will continue to propel sales, provide stellar services, and offer a superb quality of goods that will represent the City of Douglas in a favorable way. Tourists will look forward to paying homage to the barrel's unique local presence while also exploring Douglas and the surrounding areas.

As Principal Owner, I will utilize the experience of my past career of the food service and restaurant industry, to bring forth the service and quality you should expect. I am motivated as a long-time Douglas resident and local enthusiast. I am creative, hospitable as well as engaging and amiable. Guests will feel welcome, and I will tout the city of Douglas, as I always have.

[REDACTED]

Our Plan includes attention to detail that contributes to attracting more tourists to the Root Beer Barrel. We will add to the downtown appeal, provide a friendly environment, and offer a pleasant experience for all that visit. There is great pride in the food we serve and the legacy we forge. Let us help contribute to the future and proposed "Vision" of the City of Douglas.

Please contact me, with any additional questions or interests. Thank you for this opportunity. We hope to meet each of you soon.

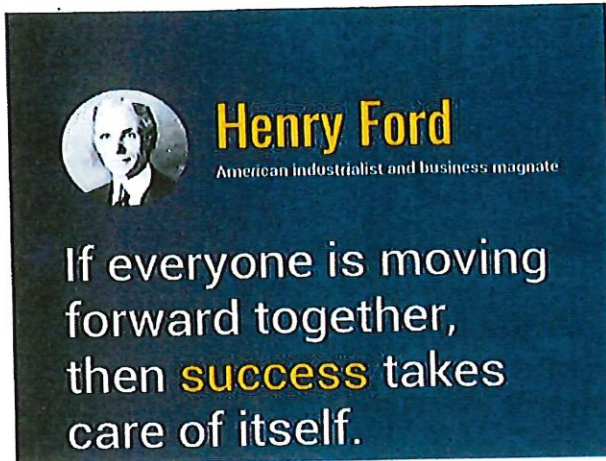
Respectfully,

Jaquelyn E. Leach
Jackie Leach, Principal Owner *

Jack's Pack LLC

Executive Summary

We intend to guide our business and service at RBB the same way that you do: "To promote the region as a premier destination and advocate for sensible, sustainable development to enhance the community's Quality of Life and Sense of Place." Our part will be a small footprint (in a busy environment) that offers an economical oasis and a snapshot of the history of the City of Douglas. We will always place people before profit, and we truly believe in the following quote:



We plan to:

- Engage the community by offering monthly events / coupons to show them our appreciation and dedication to our residents and neighborhoods.
- Work with the local schools and highlight opportunities to create fund raiser events. We are looking into COE possibilities as well.
- Hand out small maps of downtown area to benefit tourists and retailers.

In our "The Plan" section, we will provide more detail on our Marketing Plan and how we are planning a well-balanced approach to exposure and consistent customer draw. We will utilize various mediums such as social media, newspapers, emails and generate publicity via events and community gatherings.

All efforts are designed to enhance the downtown experience, garner positive word-of-mouth and favorable reviews.

Our featured items will be our Classic Root Beer Float and a specially selected flavor of the month. The flavor of the month will be a planned and approved eclectic root beer that customers can sample and enjoy each month. After all, it is a Root Beer Barrel landmark (not a hot dog) that attracts the attendance. Of course, we will include hotdogs and quality food at economical prices. Our location will also serve as a reliable source of bagged ice and souvenirs for beach goers and tourist. These items along with superb service will make The Root Beer Barrel a valued destination and will add to the downtown appeal.

Each product will be submitted for Council approval, and we will submit creative monthly specials to attract repeat customers. Credit Cards, and Venmo will be added for the convenience of our customers.

The significant differences we wish to bring to the table are total transparency and timely reports. We will provide reliable and measurable revenue figures by delivering to Council a monthly report. We want you to be informed and involved in our success.

We have already gathered a list of new Equipment in which we would be investing. We have started testing various suppliers and preparing for the best that can be delivered. First impressions are extremely important.

Our lease offer and gross revenue share should provide greater revenue flow to the City of Douglas than has been received in the past. We want it to be a win-win situation.

We look forward to your review of our Proposal and we eagerly await your decision. Thank you for this opportunity!

The Plan

Our goal...

is to be an important ingredient in the City's Vision and Master Development Plan. We viewed the Master Plan and love the dedicated leadership and direction of the City of Douglas. We want to be a part of that vision.

Our part would be a small footprint, yet a significant contribution that pairs well with providing an increased flow of downtown visitors. Our location would serve as a destination, iconic attraction, and a historic reminder of the growth of the City of Douglas. The Barrel is already there and beautifully restored. Our part would be to pull in visitors, deliver an outstanding service as well as quality products and create a pleasant experience that propels the desire to explore Douglas and the immediate area.

Jacks Pack, LLC believes our main goal is to hit the ground running in May of 2024. Our primary task is to seamlessly open, present a great product, provide superb service, and grow revenue via visitor volume.

What we do each day at the Barrel will welcome and encourage people to explore downtown. Parking will never be restricted in any way. We would never be part of loud distractions or a deterrent from access of downtown and other establishments. Our intentions would be to be good neighbors to the entire village.

Experience and references

Our past experiences have instilled us with gifts that will serve this venture well. I have had extensive experience in the restaurant industry. I've worked from the ground up as a server and progressed to various levels of management. Starting with my roots [REDACTED] then through years of service as a manager and [REDACTED] such as [REDACTED] and [REDACTED]. My duties culminated in a multi-restaurant management position that supervised several locations. I maintain an in-depth understanding of food and labor costs and the efficiencies necessary to manage a fast-paced food service establishment. I am exceptionally skilled at training and managing people. I can connect with all-ages and resonate with them. My nature is out-going, amiable, witty, and observant. The people skills I utilize will lead to having the best workers/servers, satisfied customers and a pleasant working environment that attracts a reliable workforce. I have also developed a keen financial acumen with experience as a Financial Adviser for Ameriprise. I can see the whole picture, navigate through rough weather, and still deliver favorable results. (See my Bio)

[REDACTED]

Employees and Training

Our Service Plan will include attracting the right team members, via interviews, background screenings and proper training programs. We use a method that centers around the customer experience and how to interact with them, keep it positive and leave a favorable impression. We plan to have 8-10 people on our staff with revolving schedules to accommodate a 7-day week of about 8 hours a day. Our intention would be to open early to mid-May, host a daily schedule from 11 am – 7 pm and close in mid to late October. Once approved

and established we would prepare all proper signage, submit to the board for approval, then display before the season starts. Hiring procedures would commence in March and wrap-up by May 1st.

If awarded this opportunity, we plan to meet with Mr. Mark Neidlinger, Saugatuck HS Principal, to explain the need for exceptional students to apply and work at the RBB. We will ask them to distribute our "request for summer help" to their most reliable students and let them know we will be paying excellent wages for summer work. We also plan to work with Hope College to identify co-op programs for students interested in summer employment. In addition, we already have a few reliable individuals to ensure key support throughout our summer months.

Scheduling

In May, early June and October, we will plan to have a minimum of four on site each day, rotating people so that none will log more than 40 hours per week.

In the busy months of latter June, all of July through September, we will plan accordingly with a compliment of 6 or more on hand each day. Part of our strategy is to shorten lines & lessen wait time for customers, while also increasing actual sales volume. This can be done with an "outside" order taker to alleviate the lines and increase the volume and efficiency of filling orders. We also plan to use both windows, in the most efficient manner, to help navigate the heavy flow and prevent congestion which often turns visitors away.

Hours of service will be daily from 11:00 am – 7:00 pm. We plan to enter and prep the Barrel each day before 9:30 am and clean-up after close about 1 hour after last customer.

Opening would include prepping inside of barrel, stocking items for the day, setting up warmers, starting food prep, meeting with in-coming workers for the day, checking grounds, signs and trash cans before guests arrive.

Closing would require, thorough sanitation and clean-up of inside barrel, proper disposal of trash, consolidation of outside trash for pick-up, sanitizing tables, chairs, benches and games, grounds clean-up, appliance shut-down, lock-up. (2 team members for Close/lock-down)

Uniforms

Our required uniform for team members will be the same T-shirts we sell as a souvenir. It will be a likeness to the Cover of our RPF response... "Have a Barrel of Fun in Douglas!" It will come in Navy Blue, Yellow, Green, and White. Each employee will receive two and will be required to wear one during working hours with an acceptable pair of jeans or shorts. This will provide good exposure, advertisement, and a coordinated look.

Operatons

One over-all Supervisor; two food preparers; two-three servers/order takers; one outside salesperson; one additional order taker during busy periods. One-two early pre-open and close duties. That is a total of 6-10, depending on busy months.

Supervisor would oversee employees, payroll, schedules, coordinated efforts, supply orders, distribution of supplies and special event planning. We will have a part-time graphics person as needed. I will be involved with all, and [REDACTED] will handle marketing, some training and any new items for proposal/approval to the City of Douglas Council members.

Our Menu

Jacks Pack, LLC - Plan, Pg. 3

We have included a sample menu which will include a good offering of food pairings that will be satisfying and economical. (See Menu Items and pricing attachments M1 & M2)

We will procure the best product with emphasis on high quality and desirable suppliers. Expect a "Green" approach by our team. We prefer paper straws, paper cups, holders, and napkins. With two nearby beaches, we believe it will contribute to the ecology and sustainability of our immediate environment.

Our Marketing Plan

[REDACTED] is a Marketing Major and would be more than happy to detail media and advertising channels, geographic and psychographic data analysis, rating times and market samples, but the simplest explanation is that we plan to use a well-balanced marketing plan which includes social media, newspaper, CR deliveries and positive publicity. Word-of-mouth, community events and handouts work well too.

Target marketing will be directed toward neighborhood residents with coupons and monthly specials, as well as schools with student discounts, convenient flyers at hotel points, and special events.

Equipment

Our equipment will be new. We also plan to purchase service contracts and extended warranties on all equipment. Some equipment, such as warmers and cookers will be purchased in twos, so we will never be without and can expect twice the life expectancy. (See our List of Equipment, Attachment – E1)

Research has led us to discover previous leases of this property to be as low as \$750 and as high as \$950 for the year, with no mention of shared revenues. We have seen and experienced the *long lines and expect the revenues to be healthy. *BTW, long lines may seem to indicate a good business to some, but to us, we believe in "high-volume" and "short" lines. When the lines are long, customers become aggravated – we've spoken to a few that have experienced that recently at the RBB. Long lines also discourage repeat customers and drive by drop-ins. We have a solution for the long lines that will also help to deliver high sales volume.

Our Offer

We offer an annual lease amount of \$5,000 and a shared gross revenue percentage of 5%. We will also produce regular and accurate monthly sales reports as well as monthly check payments to the City of Douglas.

We shall keep the premises clean and worthy of the City of Douglas. We will generate an admirable experience to Douglas visitors. We pledge to be transparent associates that work for the same prosperity as the City of Douglas. Count on us as a reliable business/revenue stream that gives back to the community.

We hope that our roads will meet soon, preferably at the corner of Center Street and Ferry Street. 😊

Thank you all for your time and consideration.

Respectfully,

Jackie Leach
Sole Proprietor
Jacks Pack, LLC

[REDACTED]

The Douglas Root Beer Barrel Menu

Attachments -- M1

Dogs

Douglas Dog	\$ 3.25
Classic 100% Beef Hot Dog (Top with your choice Mustard, Ketchup, Relish on the *Ford Assembly Line)	
Mackinac Island Dog (Chili Dog)	\$ 4.95
Topped with Chili (Add Cheese and/or onions +.50)	
Chicago Dog	\$ 4.95
Mustard, Pickle, Tomato, Cucumber, Relish, Pepper & a Dash of Celery	
Mac-attack Dog	\$ 4.95
Topped with Mac & Cheese (Add Bacon or Chili .50)	
Dune Dog (the real "hot" dog)	\$ 4.95
Jalapeno Cream Cheese, Bacon, Sour Cream, Jalapenos	
BLT Dog (everything's better with bacon on it)	\$ 4.95
Bacon, Lettuce and Tomato	
Sauerkraut Dog	\$ 4.95
Sauerkraut and Dijon Mustard	
Turkey Dog	\$ 5.95
Mayo & Slaw	
<u>Brats</u>	
Veggie Brat	\$ 6.95
Chicken Brat	\$ 6.95
*Gluten Free Buns available for all of our Brats & Hot dogs	\$ 1.50
Chicken Salad Sandwich	\$ 5.95
Chicken, Pecans, Grape-halves	
Gourmet Grilled-Cheese	\$ 3.50
Gouda & Havarti blend	
Cup of Chili	\$ 2.50
Special recipe with ground turkey and beans	
*Ford Assembly Line	N/C
<i>Comes with hot dog or brat purchase: regular Mustard, Ketchup, Relish</i>	
Choice of side	\$ 1.50
Baked Beans; Potato Salad; Cole Slaw; Bag of Chips	

Drinks

Attachments – M2

The J.W. Westcott Float**\$ 3.95**

Classic Draft Root Beer Float w/vanilla ice cream – add \$2.50 for souvenir cup.

Regular Root Beer Draft**\$ 3.00**

On tap Root Beer – add \$2.50 for take-home souvenir cup.

Great Lakes Lemonade**\$ 2.50**

Ice-cold Lemonade!

Bottled Water**\$ 2.50**

16 oz bottles

Round Island Lighthouse Cookie**\$ 2.00**

Variety

Popsicles, Ice Cream Bars and Ice Cream Sandwiches**\$ 2.50**

Just what your kid needs to cool off.

Souvenirs and Other Items for Sale**Bag of Ice (8 lb. bag)****\$ 3.50****RB Barrel of Fun T-shirt (comes in four different colors: Navy blue, Yellow, Green, White)****\$20.00****RBB Caps (Quality Custom Caps from 'Cosso Corner')****\$16.00****Souvenir Root Beet Cup (without drink)****\$ 5.00****Root Beer Barrel Hard Candies 6 oz bag****\$ 3.00****RBB Magnets (The Root Beer Barrel magnetic photo & for refrigerator display)****\$ 5.00****RBB Postcards (Featuring: The Root Beer Barrel – 8 pack)****\$ 5.00**

Equipment List

Attachments – E1

Refrigeration

Freezer

Ice bins

Portable beverage bins

Three-compartment portable sink

Kegeerator - dual tap root beer fridge & dispenser (2)

Hot dog roaster/roller (2)

Warmer for hot dogs 200 degrees+

Hot dog steamer

Three-pan commercial food warmer

Microwave

Food preparation tables

Condiment trays & dispensers

Cutting boards

Inventory storage unit

Storage cabinet

Cash register

Credit card swiper/tablet (2)

Portable storage containers



SECTION 4 REQUIREMENTS

TO BE COMPLETED AND SUBMITTED AS REQUIREMENTS (Per Section 3)

This Request for Proposal (RFP) is to solicit proposals from qualified vendors to use The Root Beer Barrel located at 455 W Center Street (Property), for food and beverages, bagged ice, and novelty souvenirs. Those interested are required to submit a written proposal that best represents the Proposer. The Property will be used as is with no proposed improvements planned by the City of Douglas.

PROPOSERS QUALIFICATION STATEMENT:

Check One: An Individual Yes A Co-Partnership _____ A Corporation _____

Submitted By: **Jacquelyn Leach, Sole Proprietor of Jacks Pack, LLC.**

With principal office at: **[REDACTED]**

The completion and submission of this questionnaire reflects accurate and truthful statements of the signatory. (Attach additional pages if necessary)

Request for Proposal: Requirements

The proposal should include the following to coincide with this RFP:

1. Provide business plan or explain in detail the Proposer's proposed use of the Property and how it will contribute to the vitality of the City. **(Submitted "The Plan" attachment)**
2. Explain how proposers use of facility is compatibility with the City's Zoning Ordinances and Master Plan. Plans can be found on the City's website at www.douglasmich.gov. **(See "The Plan" page 1, Our Goal)**
3. Resume' of Proposer's previous experience, identifying not less than three (3) years of experience directly related to the proposed use. **See attached Resume & Bios**
4. Three (3) business and/or personal references. Note - the City reserves the right to contact the references listed and references other than, and/or in addition to, those being furnished. **Included at the bottom of attached Resume**
5. Financial statements including, but not limited to, balance sheets and income statements (audited statements preferred) for the past two (2) years supporting the financial abilities of the Proposer to operate at the facility. **Included with final attachments.**
6. Statement that the Proposer is or is not a subsidiary of, or affiliated with, any other corporations, partnerships, or firm. If so, please specify. If the Proposer is a subsidiary, please indicate the extent to which the parent entity will guarantee performance by the subsidiary. **(I am Not.)**

7. In what other businesses are you financially invested? (None)
8. Statement that the Proposer or its officers, principal members, shareholders, or investors, or any of its parent, subsidiary, or affiliated entities or other interested parties have or have not been adjudged bankrupt, either voluntary or involuntarily, within the past ten years? If so, explain. (None, whatsoever at any time.)
9. Statement that there is or is not pending litigation against the Proposing entity or its officers, principal members, shareholders, or investors, or any parent, subsidiary or affiliated entities or other interested parties other than minor personal injury suits involving claims under \$250,000? If so, explain. (None)
10. Letter(s) from any financial credit rating service for the Proposer with whom the City may contract or the member or members of that entity who will be responsible for financial obligations and on whom the City should rely for financial performance. (Included Credit Score from Equifax in attachments.)
11. Any other financial statements and/or other documents that would indicate acceptable financial standing and the ability of Proposer to fund the proposed services on the City Property. Included summary of 2022 Tax Return
12. A complete description and history of the Proposer's entity (corporation, partnership, etc.) and identification of all parties including disclosure of all persons or entities having a beneficial and/or financial interest in the proposal. Include names and qualifications of corporate/company officers/owners, their address/location(s) and other appropriate contact information. (Simply an LLC that I will conduct this business under. Sole Proprietor)
13. Description of employment opportunities that will be created by the proposed services including a description of the type, number of positions, and the estimated salary range of those positions. (Salary range will be no lower than \$11/hr and as high as \$21/hr. – more detail stated under "Plan" Page 1 2, "Employees and Training" & "Scheduling")
14. Proposed operating schedule detailing days and hours open to the public. (Listed within "The Plan" under "Scheduling")
15. Description of the proposed menu items or vendor items with pricing. (See Menu example attachments M1 & M2)
16. Description of the proposed marketing, advertising, and sales promotion plans. (Submitted within "The Plan" under "Our Marketing Plan")
17. Description of the proposed annual lease payment and proposed monthly percentage of gross revenue payment paid to the City during the three (3) year Contract period. Tier percentage fees will not be accepted. The City expressly reserves the right to accept an offer other than the highest responsive offered price, and also reserves the right to negotiate any terms. (See "The Plan" page-three, paragraph-six. "we offer...")

18. List all major equipment Proposer will supply to provide services and/or goods proposed in this proposal. (See attached "Equipment List" attachment E1.)

19. Affirmative statements that:

- a) The Proposer's entity will occupy the Property. (Affirmative – complete compliancy.)
- b) The Proposer will not sublet or sublease the Property. (Affirmative – complete compliancy)

20. You may, if you desire, provide a narrative that would include anything you feel might assist the City of Douglas in evaluating your experience or Business Plan. If appropriate, describe plans you may have for, including projected expenditures. Attach additional sheets if necessary. We submit: 1) Cover Letter; 2) Executive Summary; 3) "The Plan", 4) Sample Menu; 5) Equipment List; 6) all information and signature pages required in RFP.

Thank you all for this opportunity!

THIS SECTION MUST BE SUBMITTED ALONG WITH RESPONSE IN ORDER FOR PACKAGE TO BE CONSIDERED COMPLETE AND ACCEPTABLE.



**SECTION 5
ATTACHMENT B – PROPOSAL FORM**

Inserted with Proposal Responses (5 copies)

TO BE COMPLETED AND SUBMITTED AS ATTACHMENT B (Per Section 3)

The undersigned certifies that the enclosed proposal is being submitted and is subject to the terms and conditions as outlined in the Request for Proposal that was issued by the City of Douglas.

Jacks Pack, LLC

Name of Company/Organization

Sign here *Jacquelyn E. Leach*

Authorized Signature of individual submitting proposal for above Company/Organization

Jacquelyn Leach

Printed name of individual above

17 October, 2023

Date

[Redacted]

Email

[Redacted]

Phone

RFP Page/ Sect/ Subset	Acknowledge	Agree Totally	
RFP Cover Pg: Key Dates	Yes	Yes	We conform to all dates listed
SECTION 1 - Introduction			
Introduction	Yes	Yes	Read all; did some research ourselves too; have great ideas here.
Background	Yes	Yes	Thank you for information
Description	Yes	Yes	Appreciate background info of the RBB and the history of Douglas
Notice to Proposer	Yes	Yes	Understand the property, parking, water and restrooms. All is acceptable.
			Done
SECTION 2 - Specifications			
Goods	Yes	Yes	We plan to sell Food/Beverages; Bagged Ice; Souvenirs; & use CC & Venmo
Proposal Selection	Yes	Yes	Want to collaborate & work harmoniously with City, Community and Tourists
Applicable Laws and Regulations	Yes	Yes	Will comply with all laws & regulations.
Equipment	Yes	Yes	We will procure all new equipment to fully & optimally operate the RBB.
Utilities	Yes	Yes	Understood. Will do.
Grounds and Parking Lot	Yes	Yes	Will comply with all grounds, parking and signage ordinance and city desires
Operating Schedule	Yes	Item Notes	We would like to have a soft opening in early May and end in October.
Maintenance	Yes	Yes	Agreed
Responsibilities of the Proposer	Yes	See below	
A	Yes	Yes	No music
B	Yes	Yes	Will not obstruct
C	Yes	Yes	no parking restrictions
D	Yes	Yes	no parking signage
E	Yes	Yes	Will have ample trash cans and keep property clean and inviting!
F	Yes	Yes	Will have ample trash cans and keep property clean and inviting!
G	Yes	Yes	Will contract with City Waste Services for removal and disposal.
H	Yes	Yes	Will obtain and maintain a City of Douglas Business License
I	Yes	Yes	Will display proper contact information for all Name, Phone, Email, & Monitor
J	Yes	Yes	Thank you for Electric connections
K	Yes	Yes	We will have clean source of water for all needs.
L	Yes	Yes	Safety and security will be at the front of our minds and actions
M	Yes	Yes	Will write & provide a safety plan for emergencies, accidents & natural disasters.
N	Yes	Yes	All employees will have to pass a background check. We have always done this.
O	Yes	Yes	Will comply with ordinance Chapter 112.
P	Yes	Yes	Will provide Liability Insurance for City & hold the City of Douglas harmless.
Q	Yes	Yes	Will have a routine cleaning schedule for provided restrooms. Thank you 4 RR.
SECTION 3 - Instructions/Terms/Conditions			
Acceptable Delivery of Proposal	Yes	Yes	Done
General Instructions for Proposal	Yes	See below	
A. Proposal Content	Yes	Yes	Done
B. Submittals	Yes	Yes	Done: 1 original and 4 copies submitted.

C. Proposal Period	Yes	Yes	Understood. Will do.
D. Proposal Award	Yes	Yes	Striving to be most conforming & most beneficial overall. Appreciate Opportunity!
E. Term and Renewal	Yes	Yes	Understood. All-in on three and intending to go five, if approved.
F. Basis of Payment	Yes	Yes	Proposed annual lease payment and gross revenue share submitted in Proposal.
G. Default	Yes	Yes	We are in good standing.
H. Costs for Proposal	Yes	Yes	Understood.
I. Acceptance of Terms and Conditions	Yes	Yes	We accept terms and conditions.
J. Information Disclaimer	Yes	Yes	No one is perfect. :) No issues.
K. Rejection of Proposals	Yes	Yes	Understood.
L. Collusion	Yes	Yes	Understood.
M. Freedom of Information Act	Yes	Yes	Aware
N. Questions	Yes	Yes	Have done so.
O. Lobbying	Yes	Yes	No Lobbying or protests.
P. Trade Secret	Yes	Yes	No trade secrets. Will share all and grow together.
Q. Exclusivity of Contract	Yes	Yes	We will be sole Contractor/Operator.
Terms and Conditions for Proposal	Yes	See below	
A	Yes	Yes	Will have all requested within our response envelope
B	Yes	Yes	Will not alter property without written consent.
C	Yes	Yes	City of Douglas determines access and use of property for repair or maintenance
D	Yes	Yes	We will repair any damages for duration of the contract
E	Yes	Yes	We will obtain all permits and licenses required for duration of contract.
F	Yes	Yes	All improvements must be approved by City of Douglas first & stay with property.
G	Yes	Yes	We will adhere to all laws, ordinances and regulations, with respect & class!
Insurance	Yes	See below	
A. 1. Commercial General Liability Insurance	Yes	Yes	Will adhere or exceed the minimums as stated in all insurance verbiage.
A. 2. Automobile Liability	Yes	Yes	Will adhere or exceed the minimums as stated in all insurance verbiage.
A. 3. Worker's Compensation Certification	Yes	Yes	Will comply completely.
B.	Yes	Yes	In Proposer name
C.	Yes	Yes	City of Douglas named as Additional Insured
D.	Yes	Yes	Proposer responsible for payment of all deductibles.
E.	Yes	Yes	Will keep minimums to date with appropriate amounts each year.
F.			Understood
G. Default			Understood
Indemnification	Yes	Yes	Agree totally. We have experienced same serving as Board of Directors.
Equal Employment Opportunity	Yes	Yes	On same page with EEO
SECTION 4 - Requirements			
Proposers Qualification Statement	Yes	Yes	LLC, Sole Proprietor: Jackie Leach; Douglas Resident and Business owner.
Request for Proposal Requirements	Yes	See below	
1	Yes	Yes	Submitted and provided

Jackie Leach - Biography



Jackie has over 30 years of corporate experience including 8 years of service in the restaurant and food industry. She has years of experience in middle and upper management levels in which she managed 15-90 team members. Her success in every management position, was based on Jackie's strong belief that "a great manager, has done and will do the job of his/her team members". With many years as a successful sales professional, she has in depth experience in training, as well as developing training programs. She has been recognized with several leadership awards and is dedicated to finding success in all her endeavors.

Jackie's past professional experience includes financial advising and educational awareness in financial literacy. She is passionate in education and helping others with their personal growth and professional development.

Jackie enjoys golf, pickleball, hiking, card games and social gatherings with family and friends. Competitive by nature, she is always up for a challenge. Jackie is also a very optimistic person. Her favorite movie is "It's A Wonderful Life" and lives by the motto and moral of this film, **Faith, Family and Friends**

Ken Leach – Biography



Ken has over 38 years of corporate experience. He attended the US Naval Academy and was selected by USNA as a volunteer interviewer of incoming candidates for appointment. He has obtained a Bachelor of Science degree in Business and has earned several professional certificates and awards during his working career. Ken has served on several boards, including Neighbors Credit Union, National Football Foundation/College Hall of Fame; US Naval Academy Alumni Association and the Mehlville School District.

Ken's strengths are in marketing, innovation, building relationships, excavating what is most important to the customer and creating solutions with reciprocity. He is a skilled listener, presenter and communicator who is aware of the significance of timelines and budgets. Ken is a self-motivated and driven individual who harmonizes team efforts for optimal results.

Ken enjoys football, cribbage, travel, movies and volunteering in his personal time. He currently resides in St. Louis, MO with his wife Diana, son Trevor, daughter Sabreana, and an Australian Shepherd named Lily.

Ken's favorite authors are Rudyard Kipling, Tom Clancy, Robert Ludlum and Dean Koontz. He is a fan of Bruce Springsteen, The Beatles and The Eagles. He loves Michigan and Colorado and misses fishing with his dad.

"The importance of giving back to your community should never be ignored or delayed. Each day that expires is crucial to the domino effect and positive compounding results that transpire. Volunteer and give where you can."
Ken Leach

JACQUELYN "JACKIE" LEACH

Douglas, MI



PROFILE: CERTIFIED PERSONAL FINANCIAL COUNSELOR AND COACH – FINANCIAL FITNESS SOLUTIONS

Energetic and positive sales leader with extensive experience in financial services. Proven leader in exceeding sales quota, building and leading sales teams to achieve exceptional results. Knowledge in coaching, training, and mentoring.

FOLLETT SCHOOL SOLUTIONS, Woodridge, IL

07/2005 – 01/2023

Region Sales Director

Leading provider of pre-K-12 educational materials, including textbooks, SaaS, classroom and library materials, and asset management software.

- Worked closely with outside account executives covering 35 states, leading by example, motivating, and helping each AE to maximize revenue growth in their respective territories.
- Developed and managed complex budgets, extensive forecasts, quotas, financial goals and strategies.
- Collaborated with executive leadership team on multiple projects and transitions, such as a cross functional training strategy within several divisions of the company.
- As technology project team lead, worked with a third-party software vendor to develop new technology and equipment for the field sales team. Results included creating a key competitive advantage over our competition along with increased efficiencies, profit margins and overall revenue.
- Business Development Manager: search engine optimization and marketing campaigns.

Awards and Recognition

- Director of the Year designation five times.
- Mentorship program leader for three years.

ZARLENGA CFP-AMERIPRISE, Lisle, IL

Associate Financial Advisor

- Performed data gathering and constructed financial plans for clients through FAS software program.
- Constructed financial diversification projects for established clients.
- Worked with mutual fund companies to promote seminars and information-driven client workshops.
- Contributed to marketing operations for financial advisors in a shared office.
- Obtained series 7 and 66 licenses in addition to life and health and accident insurance.

Tippin's Restaurants, Kansas City, MO

Restaurant Manager

- Managed multi-locations; 50+ employees; scheduling, controlling food cost, labor cost and overhead in a high-volume restaurant.

Pantera's Pizza, St. Louis, MO

General Manager

- Multi-location management; 30+ employees, scheduling, food cost management, hiring and training.
- Developed Marketing Plans to increase sales and customer traffic.
- Started first delivery service concept to residents in the St. Louis region.

References (3)



Financial Information Page

Not subject to public disclosure

Financial Information Page

Not subject to public disclosure

Financial Information Page

Not subject to public disclosure

Financial Information Page

Not subject to public disclosure

Financial Information Page

Not subject to public disclosure

Financial Information Page

Not subject to public disclosure



**CITY OF DOUGLAS
REQUEST FOR PROPOSAL**

THE ROOT BEER BARREL

Table of Contents:

- Section 1. Introduction
- Section 2. Specification
- Section 3. Instructions / Terms / Conditions
- Section 4. Requirements
- Section 5. Attachment B, Proposal Form
- Section 6. RFP Evaluation Form Sample
- Section 7. Draft Contract

Key Dates:

- Invitation to Bid: September 21, 2023
- RFP Advertised: September 21, 2023
- Last Date for Questions: October 12, 2023 @ 12:00 PM
- Please submit questions to: Jenny Pearson, Executive Assistant
douglas@douglasmi.gov / 269-857-1438 ext. 102
- Proposals must be received by: October 19, 2023 @ 2:00 PM
- Proposals Opened Publicly: October 19, 2023 @ 2:00 PM
- City Council Tentative Award: November 6, 2023 @ 7:00 PM
- City Council Alternate Award: November 20, 2023 @ 7:00 PM



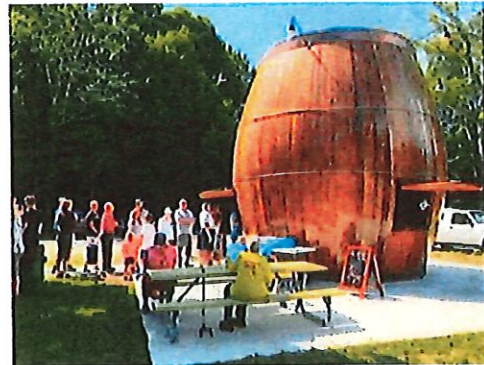
SECTION 1 INTRODUCTION

Introduction:

The City of Douglas is pleased to announce an opportunity for a qualified vendor to sell food and beverages, bagged ice, and novelty souvenirs at The Root Beer Barrel located at 455 W Center Street (Property). The City is seeking responses to this Request for Proposal (RFP) from qualified vendors who propose to sell food and beverages, bagged ice, and novelty souvenirs that meet the requirements of this RFP, attract visitors, and complement tourism in the City of Douglas. Proposers should thoroughly describe the goods they propose to sell, hours of operation, annual lease payment amount, and the monthly percentage of gross revenue they will pay to the municipality in exchange for occupying The Root Beer Barrel. The City is issuing this RFP with the intent to enter into a three (3) year Contract with two (2) optional one (1) year extensions available for the Proposer who best meets the requirements of this RFP and is determined to be most advantageous to the community.

Background:

The Root Beer Barrel is an iconic, restored, and reconstructed barrel at 455 Center Street on the corner of Center Street and Ferry Street on the way to Douglas Beach and Oval Beach. For nearly 7 years, volunteers refurbished the structure with the project beginning in 2011. The barrel is built like a traditional wine barrel, using 125 staves that fit together without the use of screws or nails. The Root Beer Barrel has long been a focal point of commerce and activity in the City of Douglas.



Historically the location of a lumber mill, basket factory, tannery, and bountiful fishing, the City of Douglas was a source of economic wealth. The City (population 1,232) is located in Allegan County on the shores of Lake Michigan in beautiful West Michigan. The City of Douglas is situated on Michigan's "Art Coast" and is home to a quaint downtown with a variety of retail shops, art galleries, and fine dining restaurants that attract visitors from major metropolitan areas. Being located less than three hours from Detroit and Chicago, Douglas' summer population more than doubles as seasonal residents return to family cottages to enjoy mild summers on the lake and an abundance of outdoor recreation activities such as swimming, boating, hiking, bicycling, enjoying forest trails, beaches, and sand dunes.

The Root Beer Barrel is located on 1.12 acres of public property situated on the corner of Center Street and Ferry Street. With a strong connection and easy access to the beach, The Root Beer Barrel is a destination for all. As public property, the City routinely solicits bids from qualified

vendors to provide goods that take advantage of The Root Beer Barrel's location and historic charm to attract visitors.

Description:

On average the public property has five (5) standard picnic tables for public use. The grounds are maintained by the City of Douglas with portable restrooms and electricity paid for by the City. Water is currently unavailable at The Root Beer Barrel. Public parking is available in the adjoining lot and along Center Street.

Notice to Proposer:

The City of Douglas officially distributes RFP documents through the City Clerk. Copies of proposal documents obtained from any other source are not considered official copies. The City of Douglas cannot guarantee the accuracy of any information not obtained from the City of Douglas and is not responsible for any errors contained by any information received from alternate sources. Only those Proposers who obtain proposal documents from the City of Douglas are guaranteed access to receive addendum information if such information is issued. If you obtained this document from a different source, it is recommended you contact the Executive Assistant at douglas@douglasmn.gov and obtain an official copy.

Received, Acknowledged and Read on 10-13-2023



SECTION 2 SPECIFICATIONS

The City of Douglas is issuing this Request for Proposal (RFP) for a three (3) year Contract with two (2) optional one (1) year extensions available for a qualified vendor (Proposer) at The Root Beer Barrel interested in providing food and beverages, bagged ice, and novelty souvenirs in accordance with this RFP. **(Understood and in total agreement)**

Proposers are required to submit written proposals that thoroughly describe the **1)** goods they propose to sell, **2)** hours of operation, **3)** annual lease payment amount, and the monthly percentage of gross revenue they will pay to the municipality in exchange for occupying The Root Beer Barrel. The response to the proposal should be prepared simply and economically and should provide all the information the proposer considers pertinent to its qualifications for the Specifications listed herein. Emphasis should be placed on completeness of goods offered and clarity of content. **1) Goods described - in Menu - attachments M1 & M2.**

2) Hours – The Plan, P.2 under "Scheduling", paragraph-three. 3) Annual Lease payment & monthly percentage of gross revenue offer – The Plan, P.3, Our Offer, "We offer an annual..."

This proposal will be opened according to the key dates listed on the cover page. Proposal documents received after key dates and time will not be accepted or opened. Incomplete proposals will not be accepted. Proposals will be opened publicly and read aloud at Douglas City Hall. You may either hand deliver your sealed proposal or mail it to: **(Understood)**

Request for Proposal for The Root Beer Barrel
 City of Douglas c/o Jenny Pearson
 86 W. Center St., PO Box 757 **(Requested a Fed Ex address; Cannot deliver to a PO Box)**
 Douglas, MI 49406

Goods:

The City retains the right to approve the sale of all goods offered as part of this Contract. The Proposer shall not sell any goods of which the City of Douglas does not approve of or reflects poorly on the community or community standards. **(Agreed)**

The potential uses of The Root Beer Barrel may be:

- Food and Beverages **(Yes)**
- Bagged Ice **(Yes)**
- Novelty Souvenirs **(Yes)**

Credit cards shall be accepted by the selected Proposer for all goods. **(Absolutely! Venmo too!)**

It is recommended that Proposers make a personal visit to The Root Beer Barrel to determine the site and facility conditions, plus any factors affecting the operation. **(Done)**
To schedule a walkthrough please call the Department of Public Works at 269-857-2763

Proposal Selection:

It is the intent of the City of Douglas to award a Contract to the Proposer who is the most conforming of this solicitation and will be most advantageous to the City of Douglas, provided it has been submitted in accordance with the proposal requirements. If a proposal is selected, it will be the most advantageous regarding the quality of goods, the contractor's qualifications, and capabilities to provide the specified goods, and other factors which the City of Douglas may consider. **(Agree and understand)**

Applicable Laws and Regulations:

Selected Proposer must comply with all applicable federal, state, and local laws, regulations, and permits. Food service establishments must operate per the Allegan County Health Department requirements, local zoning, and the City of Douglas Code of Ordinances and Zoning Ordinances. **(Agree and understand)**

Equipment:

The Proposer must accept the facility in its present condition. No equipment is supplied for the operation; however, the City provides a handicap portable restroom, a standard portable restroom, and picnic tables for park use. **(understood)**

Utilities:

The Proposer shall pay for all utilities not paid by the City of Douglas used in or about The Root Beer Barrel grounds, including but not limited to refuse, internet service (water is currently unavailable at The Root Beer Barrel). Electricity is currently paid for by the City of Douglas. **(All understood and we will make arrangements to cover all, once selected.)**

Grounds and Parking Lot:

The Root Beer Barrel grounds are maintained by the City of Douglas as public property. As public property, no vendor is permitted to restrict or deny parking to any individuals. Street parking is also available at The Root Beer Barrel and is adequate for the site. **(Y)**

The operation of The Root Beer Barrel will not have an adverse effect on surrounding properties. If traffic generated or parking becomes a problem, review of use may be necessary by the City Manager or designee. **(Y)**

All advertising signage shall be in conformance with the City Sign Ordinance as amended. **(Y)**

No overnight camping and/or parking is allowed. **(Will completely comply with all above.)**

Operating Schedule:

The Proposer shall disclose their operating schedule in the response to this RFP. Recommended season/days, and hours of operation as follows: **(Understood - See "Scheduling" Under "The Plan, Page 2, paragraphs 1-5)**

**Friday before Memorial Day through Labor Day:
Daily from 11:00 am to 7:00 pm**

Maintenance:

The City will perform all maintenance work needed on The Root Beer Barrel. Any permanent additions or improvements made to the Property or surrounding premises shall require approval of the City of Douglas and will become property of the City at the termination of this Contract, except as may be otherwise stated in the Contract. (Agree and understand)

Responsibilities of the Proposer:

Upon entering into Contract, the Proposer shall:

- A. Not broadcast music audible beyond a ten-foot (10') circumference from proposed operation, nor shall Proposer make public announcements to solicit business or call attention to the operation. (Understood and will comply completely)
- B. Will not occupy or obstruct any portion of the public sidewalk outside the designated area, or any area commonly used by the Department of Public Works for maintenance and/or repair. Not interfere with, block or limit the general public from sitting or standing on public property or from entering and exiting the premises. (will comply completely)
- C. Not restrict parking. (agreed)
- D. Not install parking signage, personal or other. (Understood)
- E. Provide an adequate number of trash cans. (We have 6 scheduled for outside and two for inside)
- F. Pick up and remove trash generated by patrons of the Proposer on a frequent basis. (Yes)
- G. Contract with the City's Refuse and Recycling Contractor, Republic Services, for refuse disposal and removal. (Will schedule frequent pick-up services with city refuse services)
- H. Maintain a current Douglas annual business license. (Will obtain immediately upon selection)
- I. Shall provide 24/7 available contact person should issues and complaints arise regarding the Proposer's use of the property. Specifics will be brought to the Proposer's attention for immediate resolution to the full satisfaction of the City. If a satisfactory resolution by the Proposer is not made per above, it may be grounds for immediate termination of the Contract and no proration of payments. (Will comply with all, submit for approval and be available 24/7)
- J. Shall be authorized to use the electrical outlets for his concessions. (Thank you!)
- K. Provide necessary water per Health Department's requirements due to The Root Beer Barrel not having potable water. (Will use Absopure for supply and dispersal – same as City of Douglas)
- L. Operate in a safe manner and maintain the surrounding area in a safe manner for the public. (Yes)
- M. Provide a safety plan for emergencies, accidents, and natural disasters. (Yes, as directed.)
- N. Provide an employee background check for all employees. (All employees shall go through background check)
- O. Familiarize themselves with Ordinance Chapter 112: Alcoholic Beverages. (We totally agree)
- P. Provide liability insurance naming the City of Douglas as additional insured and hold the City of Douglas harmless. (Will do in the amounts recommended in this RFP)
- Q. Provide one (1) standard and one (1) ADA compatible portable restroom to be cleaned routinely. (Will arrange frequent and appropriate cleaning schedule.)

Violation of the Contract or of any federal or state law or City Ordinance may result in a cancellation of the Contract without any proration of payments. (Understood)



SECTION 3 INSTRUCTIONS / TERMS / CONDITIONS

All proposals must be delivered in a sealed envelope. Proposals should be clearly labeled on the outside of the envelope:

Request for Proposal for The Root Beer Barrel
Proposers Name Jacquelyn Leach – Jacks Pack, LLC
Address [REDACTED]
Date 10-17-2023 (Overnighted via Federal Express Delivery)

Proposals should be mailed or delivered in person to:

City of Douglas
 c/o Jenny Pearson, Executive Assistant
 86 W. Center St., PO Box 757 (requested
 an acceptable Fed Ex address)
 Douglas, MI 49406

Proposals must be received in accordance with key dates. (Understood)

General Instructions for Proposal:

A. Proposal Content – A completed Proposal must contain the following:

1. Section 4, Requirements (Done)
2. Section 5, Attachment "B" Proposal Form – the Proposal form must be completed and signed by an authorized individual (Done)

Proposals submitted without all required documents of each section may be deemed non-responsive. (Understood – all documents included.)

- B. Submittals – Provide one (1) original paper and four (4) additional paper copies of the completed Proposal to the City of Douglas. (Prepared and included in Fed Ex delivery)
- C. Proposal Period – After the proposal has been submitted to the City of Douglas, it may not be withdrawn for thirty (30) calendar days after the date of the opening. Proposals will be opened and read publicly in accordance with the key dates. (Understood)
- D. Proposal Award – It is the intent of the City of Douglas to enter into a Contract with the Proposer whose proposal is the most conforming of this solicitation and will be most advantageous to the City of Douglas, provided it has been submitted in accordance with the proposal requirements. If a proposal is selected, it will be the most advantageous regarding the quality of goods, the contractor's qualifications, and capabilities to provide the specified goods, and other factors which the City of Douglas may consider. (Agreed)

Personal interviews may be required to assist in evaluating each Proposer's proposal and qualifications. If such interviews are required, Proposer will be contacted to make arrangements. (Will be available and will look forward to that.)

All qualified Proposals will be presented to the City of Douglas Building Team for consideration and for recommendation to the City Council for award in accordance with key dates outlined in this RFP. Evaluators will use the RFP Evaluation Scoring Form in Section 6. (Understood)

The City reserves the right to accept, reject, or negotiate any or all proposals and to waive irregularities therein. The City of Douglas reserves the right to negotiate any terms and conditions prior to entering into Contract with the Proposer. The City of Douglas further reserves the right to rescind the RFP and decline to enter into a Contract at any time prior to a Contract being fully executed. (Understood)

- E. Term and Renewal – It is intended that the term of the Contract shall be for three (3) years with two (2) optional one (1) year extensions unless earlier terminated. The Contract may be terminated by either party within ninety (90) days by written notice based on the terms and conditions of the Contract. The Contract may be terminated by either party without cause with less than ninety (90) days' notice by mutual Contract or in the event of substantial failure to perform with the terms set forth in the Contract as described in the Contract. (Terms accepted; would be 'all-in' for three and will intend to serve five total.)
- F. Basis of Payment – The Contract will state the accepted offer of the proposed annual lease payment and the monthly percentage of gross revenue to be paid to the City during the three (3) year Contract period. Tier percentage fees will not be accepted. The City expressly reserves the right to accept an offer other than the highest responsive offered price, and also reserves the right to negotiate any terms. (Offer Submitted: Plan, P3, paragraph 6, "we offer...)
- G. Default - No proposal will be accepted from, or Contract awarded to any person, firm, or corporation that is in arrears or is in default to the City of Douglas upon debt or Contract, or that is in default as surety or otherwise, or failed to perform faithfully any previous Contract with the City. (In total compliance)
- H. Costs for Proposal - All costs incurred in the preparation of this proposal are the responsibility of the Proposer and shall not be reimbursed. (Understood)
- I. Acceptance of Terms and Conditions – By submitting a proposal, the Proposer agrees to be governed by the terms and conditions set forth in this RFP, as well as applicable state and local law. Any exceptions to the specifications must be clearly identified in the last section of the Proposer's response. (Agreed and understood)
- J. Information Disclaimer – The information contained herein is in summary form. It is believed to be accurate; however, no warranties are expressed or implied. Interested parties should familiarize themselves with the Property itself, relevant reports (if any), and the requirements of the City of Douglas. (Nobody's perfect. ☺; understood.)
- K. Rejection of Proposals – If material errors are found in a proposal, or if a proposal fails to materially conform to the requirements of the RFP, the City may reject the proposal. Data

and information submitted in the proposal should be prepared in a manner designed to provide the City with a straightforward presentation of the Proposer's capability to satisfy the requirements of this RFP. (Agreed; please contact me with any questions: [REDACTED])

- L. Collusion - More than one Proposal from the same Proposer under the same or different names will not be considered. Reasonable grounds for believing that a Proposer is submitting more than one Proposal will cause the rejection of all Proposals in which the Proposer is involved. Proposals will be rejected if the City reasonably determines that there is reason to believe that collusion exists among Proposers, and no participant in such collusion will be considered in any future RFP. (Understood)
- M. Freedom of Information Act – Information submitted to the City is subject to the requirements of the Freedom of Information Act. Proposers are encouraged to not submit information that is considered confidential, trade secret, or proprietary. (Understand)
- N. Questions – Proposers are encouraged to visit the Property to become thoroughly familiar with the Property and its surrounding environment. For inquiries of the Property the Proposer may contact Jenny Pearson at douglas@douglasmi.gov in accordance with the key dates. (Understood)
- O. Lobbying – Proposers are prohibited from lobbying City of Douglas employees, advisory committee members, or elected officials regarding this RFP or Contract, or during the pendency of any Award protest, by the Proposer/protestor or any member of the Proposer/protestor's staff, an agent or employee of the Proposer/protestor, or any person employed by any legal entity affiliated with or representing an organization that is responding to the RFP or Contract, or has a pending Proposal protest is strictly prohibited until either an award is formal or any protest is formally resolved by the City. For purposes of this provision, lobbying activities shall include but not be limited to, influencing, or attempting to influence action or non-action in connection with any RFP or Contract through direct or indirect oral or written communication or an attempt to obtain goodwill of person and/or entities specified in this provision. Such actions may cause any RFP or Contract to be rejected or disqualified from consideration. (Understood)
- P. Trade Secret - Any language contained in the Proposers proposal purporting to require confidentiality of any portion of the proposal, except to the extent that certain information is in the City's opinion a Trade Secret pursuant to Michigan law, shall be void. The City shall be the final arbiter of whether any information contained in the Proposers proposal constitutes a Trade Secret. The City's determination of whether an exemption applies shall be final, and the Proposer agrees to defend, indemnify, and hold harmless the City, its officers, employees, volunteers, and agents, against any loss or damages incurred by any person or entity as a result of the City's treatment of records as public records. Proposals purporting to be subject to copyright protection in full or in part will be rejected. (agree)
- EXCEPT FOR CLEARLY MARKED PORTIONS THAT ARE BONA FIDE TRADE SECRETS PURSUANT TO MICHIGAN LAW, DO NOT MARK YOUR PROPOSAL AS PROPRIETARY OR CONFIDENTIAL. DO NOT MARK YOUR PROPOSAL OR ANY PART THEREOF AS COPYRIGHTED. (Noted)

- Q. Exclusivity of Contract – Any Contract between the Proposer and the City is exclusive and non-assignable, and any attempted assignment, delegation, transfer, or conveyance is void. (Understood)

Terms and Conditions for Proposals:

- A. The Request for Proposal and the Proposers response will be incorporated into the final Contract as attachments (We have included attachments as directed)
- B. The Proposer will not structurally alter the Property without the express written consent of the City. (Would not do so, without approval and written permission.)
- C. The City retains the right to limit or suspend access and use of the Property for repair or maintenance, or other governmental needs upon notice to the Proposer. (Understand)
- D. The Proposer will repair any and all damages to the Property by the Proposer or its invitees attributable to use of the Property. In the event the Property is not repaired as described herein and the City is forced to make repairs, the Proposer will reimburse the City for any and all expenses associated with such repairs and all costs in connection with the collection of such expenses, including, but not limited to attorney's fees and other costs of collection. (Understood)
- E. The Proposer will obtain at its own expense all necessary permits and licenses required by any and all authorities having jurisdiction over the Property or Proposer's activities. (Will do upon selection.)
- F. All improvements to the Property shall be approved by the City in writing prior to the start of any work and will be subject to the following conditions: (Complete compliance)
1. Ensure safety, security, and proper desirable use of the Property.
 2. Ensure high-quality improvements are made to the Property.
 3. Improvements will become the property of the City.
- G. The awarded Proposer will operate the Property in full compliance with all applicable laws, ordinances, and regulations. (Complete compliance with all)

Insurance:

- A. Upon award of Contract, Proposer shall maintain at its expense during the entire term of the Contract, the following insurance per Ordinance 37.12 DOCUMENTS REQUIRED FOR PURCHASE OR CONTRACT, section (C). (We will obtain all these recommended amounts upon selection – we are in complete agreement.)
1. **Commercial General Liability Insurance** - The Proposer shall procure and maintain during the life of this Contract, Commercial General Liability Insurance, Personal Injury, Bodily Injury and Property Damage on an "Occurrence Basis" with limits of liability not less than \$1,000,000 (One Million Dollars) per occurrence combined single limit.
 2. **Automobile Liability** insurance covering all owned, hired, and non-owned vehicles with Personal Protection insurance to comply with the provisions of the Michigan No Fault Insurance Law including Residual Liability insurance with minimum bodily injury limits of

\$1,000,000 (One Million Dollars) each person and **\$1,000,000** (One Million Dollars) each occurrence and minimum property damage limits of **\$1,000,000** (One Million Dollars) each occurrence.

3. Worker's Compensation insurance in the amount required by state statute.

- B. All policies shall name the Proposer as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior notice date to the City; alternately, Proposer may agree to provide notice of such cancellation or reduction. (Agreed)
- C. The City of Douglas shall be named as Additional Insured for General Liability and Auto Liability and shall also be listed as a certificate holder. Certificates of Insurance evidencing such coverage shall be submitted to the City of Douglas, Executive Assistants' office at douglas@douglasmil.gov or at PO Box 757, Douglas, MI 49406 to commencement of performance under this Contract and at least fifteen (15) days prior to the expiration dates of expiring policies. A current certificate of insurance must be on file with the City for the duration of the Contract. Said coverage shall be primary coverage rather than any policies and insurance self-insurance retention owned or maintained by the City. Policies shall be issued by insurers who endorse the policies to reflect that, in the event of payment of any loss or damages, subrogation rights under those Contract documents will be waived by the insurer with respect to claims against the City. (Agreed)
- D. The Proposer shall be responsible for payment of all deductibles contained in any insurance required hereunder. (Will be set-up that way)
- E. If, during the term of the Contract, changed conditions or other pertinent factors should in the reasonable judgment of the City render inadequate insurance limits, the Proposer will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be affected at the Proposer's expense, under valid and enforceable policies, issued by the insurers of recognized responsibility which are well-rated by national rating organizations and are acceptable to the City. (Understood)
- F. The provisions requiring the Proposer to carry said insurance shall not be construed in any manner as waiving or restricting the liability of the Proposer under this Contract. (Understood)
- G. The City has the authority to vary from the specified limits as deemed necessary. (Your prerogative)

If any provision or portion thereof of the Contract is or becomes invalid under any applicable statute or rule of law, and such invalidity does not materially alter the essence of this Contract to either party, such provision shall not render unenforceable this entire Contract. Rather, the parties intend that the remaining provisions shall be administered as if the Contract did not include the invalid provision. (Understand)

Indemnification:

The selected Proposer shall hold and save harmless the City, its officers, agents, volunteers, and employees from liability of any kind in the performance of this Contract. Further, the

selected Proposer shall indemnify, save harmless, and undertake the defense of the City, its City Council, agents, servants, and employees from and against any and all claims, suits, actions, damages, or causes of action arising during the term of this Contract, for any personal or bodily injury, loss of life, or damage to property arising directly or indirectly from Proposer's operation pursuant to this Contract and from and against all costs, counsel fees, expenses, and liabilities incurred in and about any such claims, the investigation thereof, or the defense of any action or proceedings brought thereon, and from and against any orders or judgments which may be entered therein. The City shall notify the Proposer within fourteen (14) days of receipt by the City of any claim, suit, or action against the City arising directly or indirectly from the operations of the Proposer hereunder, for which the City may be entitled to a claim or indemnity against the Proposer, under the provisions of this Contract. Proposer shall have the right to control the defense of any such claim, suit, or actions. The Proposer shall also be liable to the City for all costs, expenses, attorneys' fees, and damages which may be incurred or sustained by the City by reason of the Proposers breach of any of the provisions of the Contract. Proposer shall not be responsible for negligent acts of the City or its employees.

(Absolutely agree)

Equal Employment Opportunity:

To ensure nondiscrimination in employment, the Proposer must have on file or execute with the City, an Equal Employment Opportunity statement. *(Of course.)*

Proposal Divider Page

BARREL BID 2023

My name is Michael White and I have run the Root Beer Barrel for the last 5 seasons. I would like to start my bid letter with letting the Council and City Manager know what a privilege and honor it has been watching the barrel grow over the past 5 seasons. Thank you for opportunity I have been giving and God willing will continue to do so. I believe I have achieved a lot of what I set out to do there and that was to make it an affordable tourist destination and not a tourist trap. We have worked hard and will continue to do so if given the opportunity to the upcoming bid.

Last year I submitted an amount of \$5000 for the seasonal rent on the barrel and was awarded a one-year contract. I would like to highlight some of cost I endure throughout the 2023 season and hopefully the amount I offer for the 3-year contract is acceptable to the council and city manager. I have to carry state farm insurance on the property in the tune of appx: \$71 dollars a month 12 months a year. I pay for garbage bill of appx: \$1000 a season. I pay for varnish/supplies/labor to shine the barrel every September to prepare the barrel for winter in the amount of \$1190 (2023). Every Halloween night we do free hotdogs and root beer to all.

This season was a challenging one as far as food cost and employee wage. Both have gone up in this area. This area is having a hard time finding restaurant workers and if we are lucky enough to find workers the pay rate is expected to be much higher than previous years. Food cost went up on just about everything... I have kept my prices at a very fair amount for our guests. As it is important to me to have them feel like they did fall into a local tourist trap

I encourage the Council and City Manager to go to Google reviews and see the reviews that our guests of Douglas leave the barrel.

I would like the Council and City Manager know that I make sure property is well maintained and cleaned every day. I believe I am a great steward for the barrel. Our Facebook page has over 4,000 followers. Our food is delicious and our root beer floats are loved. If given the opportunity to another contract I will continue to represent the city in a professional manner and I feel I have proven I am worthy of this contract.

I have attached a copy of my last health inspection. For a place that has no running water I have to be on top of my game. As you can see by the inspection noting: NO violations I have achieved that.

In any restaurant/food cart operation the profit margin is very thin. Especially if one does not have a liquor license. I have kept to my original thought of a good cheap place to eat/treat and have the guest feeling good after they leave. I believe I achieved that even in the market of higher food cost and employee wage.

In keeping the barrel up and running and looking good it cost appx: \$4,500 a season in repairs and replacements of: equipment, menus, umbrellas, furniture

I am offering for the three-year contract as following:

2024 season \$6,000 half paid at beginning of season with half being paid in middle of season

2025 season \$7,000 half paid at beginning of season and half being paid in middle of season

2026 season \$8,000 half paid at beginning of season and half paid in middle of season

I believe this to be a fair amount to both parties involved and I look forward if given the opportunity to continue putting the barrel on the map as a tourist destination in Douglas, Michigan.

If you have any questions/comments or concerns, please feel free to contact me at [REDACTED]

Thank you for time and consideration

Sincerely yours:

A handwritten signature in black ink that reads "Michael D. White". The signature is written in a cursive style with a large initial 'M'.

Three references:

[REDACTED]

[REDACTED]

[REDACTED]



SECTION 4 REQUIREMENTS

TO BE COMPLETED AND SUBMITTED AS REQUIREMENTS (Per Section 3)

This Request for Proposal (RFP) is to solicit proposals from qualified vendors to use The Root Beer Barrel located at 455 W Center Street (Property), for food and beverages, bagged ice, and novelty souvenirs. Those interested are required to submit a written proposal that best represents the Proposer. The Property will be used as is with no proposed improvements planned by the City of Douglas.

PROPOSERS QUALIFICATION STATEMENT:

Check One: An Individual A Co-Partnership _____ A Corporation _____

Submitted By: Michael D. White

With principal office at: [REDACTED]

The completion and submission of this questionnaire reflects accurate and truthful statements of the signatory. (Attach additional pages if necessary)

Request for Proposal: Requirements

The proposal should include the following to coincide with this RFP:

1. Provide business plan or explain in detail the Proposer's proposed use of the Property and how it will contribute to the vitality of the City.
2. Explain how proposers use of facility is compatibility with the City's Zoning Ordinances and Master Plan. Plans can be found on the City's website at www.douglasmi.gov.
3. Resume' of Proposer's previous experience, identifying not less than three (3) years of experience directly related to the proposed use.
4. Three (3) business and/or personal references. Note - the City reserves the right to contact the references listed and references other than, and/or in addition to, those being furnished.
5. Financial statements including, but not limited to, balance sheets and income statements (audited statements preferred) for the past two (2) years supporting the financial abilities of the Proposer to operate at the facility.
6. Statement that the Proposer is or is not a subsidiary of, or affiliated with, any other corporations, partnerships, or firm. If so, please specify. If the Proposer is a subsidiary, please indicate the extent to which the parent entity will guarantee performance by the subsidiary.



**SECTION 5
ATTACHMENT B – PROPOSAL FORM**

TO BE COMPLETED AND SUBMITTED AS ATTACHMENT B (Per Section 3)

The undersigned certifies that the enclosed proposal is being submitted and is subject to the terms and conditions as outlined in the Request for Proposal that was issued by the City of Douglas.

Root Beer Barrel
Name of Company/Organization

Michael D. White
Authorized Signature of individual submitting proposal for above Company/Organization

Michael D. White
Printed name of individual above

10/6/93
Date

[Redacted]
Email address

[Redacted]
Phone

THIS SECTION MUST BE SUBMITTED ALONG WITH RESPONSE IN ORDER FOR PACKAGE TO BE CONSIDERED COMPLETE AND ACCEPTABLE.



EQUIPMENT FORM

Per **Article VI. Sale of Goods, G. Equipment and Supplies, 1. Equipment, c.;**
Annually, the Contractor shall furnish the City of Douglas a complete inventory of equipment owned, leased, or loaned to the Contractor; any additional equipment shall be reported as soon as installed.

Please, list equipment inventory:

- 2 Refrigerator
- Freezer
- Fridge
- bar
- tables
- Cooker
- STOVE
- Picnic tables
- Benches
- stands for displays
- shelves
- Chip Racks
- umbrellas
- Back up bar
- Storage Bins
- Dish Wash Machine
- Microwaves (2)

Proposal Divider Page



Business Plan Proposal: Outlaw Roasted Corn

1. Executive Summary:

Outlaw Roasted Corn #4 is a food business owned by Leslie Vazquez, established in 2022. With nine years of experience in the food industry, Outlaw Roasted Corn has been successfully attending multiple events and county fairs. The business aims to operate from the first week of May until the last week of September. The current menu includes roasted corn, loaded potatoes, and walking tacos. However, Outlaw Roasted Corn has the capacity to create a customized menu that can incorporate items such as ice cream, root beer, hot dogs, and more. With the support of other family-owned food businesses like Tacon Madre Restaurant, El Patio 616 bar and grill, and Brandywine Restaurant, Outlaw Roasted Corn can offer unlimited options to its customers. Additionally, the business will leverage social media and advertising expertise from MTY Signs, a sign and marketing company owned by the family, to maximize its reach and promote not only the Root Beer Barrel but also the city of Douglas.

2. Business Description:

Outlaw Roasted Corn is a food business specializing in roasted corn, loaded potatoes, and walking tacos. The business has been operating successfully for four years, attending various events and county fairs. The business aims to operate from May to September, capitalizing on the peak season for outdoor events and festivals. With the ability to create a customized menu, Outlaw Roasted Corn can incorporate additional items such as ice cream, root beer, hot dogs, and more, providing a diverse range of options to its customers.

3. Market Analysis:

The food industry is a highly competitive market, but Outlaw Roasted Corn has already established a strong presence and a loyal customer base. By attending multiple events and county fairs, the business has gained valuable experience and exposure. With the support of other family-owned food businesses, Outlaw Roasted Corn can leverage their expertise and resources to expand its offerings and attract a wider customer base. The business will also utilize social media platforms and advertising campaigns to maximize its reach and promote both the Root Beer Barrel and the city of Douglas.

4. Marketing and Sales Strategy:

Outlaw Roasted Corn will focus on maximizing its social media presence to reach a larger audience. The business will utilize platforms such as Facebook, Instagram, and TikTok to engage with customers, share updates, and promote special offers. Additionally, the business will collaborate with MTY Signs, a sign and marketing company owned by the family, to run effective advertising campaigns. By leveraging the experience and resources of MTY Signs, Outlaw Roasted Corn can effectively target its desired customer base and increase brand awareness.

5. Operations

The business will operate from May to September. With the support of other family-owned food businesses, Outlaw Roasted Corn can ensure a smooth operation and access to a wide range of ingredients and resources. The business will prioritize customer satisfaction by providing high-quality food and excellent service.

6. Financial Projections:

Outlaw Roasted Corn expects steady growth in revenue due to its established presence and loyal customer base. The business will track expenses meticulously to ensure profitability. With the support of other family-owned food businesses, Outlaw Roasted Corn can benefit from shared resources and cost-saving measures. The business will also allocate a budget for advertising and marketing campaigns to maximize its reach and attract new customers.

7. Insurance and Equipment:

Outlaw Roasted Corn is fully insured and has all the necessary equipment required for its operations. From food equipment to a Point of Sale (POS) system such as Clover, the business is well-equipped to handle its daily operations efficiently. This ensures that customers receive high-quality food and service while maintaining a smooth and seamless operation.

8. Commission Pay to the City of Douglas:

Outlaw Roasted Corn proposes a 10% commission pay to the city of Douglas for the privilege of operating within its jurisdiction. This commission will contribute to the local economy and support community development initiatives. By partnering with the city, Outlaw Roasted Corn aims to foster a mutually beneficial relationship and contribute to the growth and prosperity of Douglas.

In conclusion, Outlaw Roasted Corn is a well-established food business with a strong presence in the industry. With the ability to create a customized menu and the support of other family-owned food businesses, the business is well-positioned for growth and success. By leveraging social media and advertising expertise, Outlaw Roasted Corn aims to maximize its reach and promote both the Root Beer Barrel and the city of Douglas

An Individual Submitted By:

Leslie Vazquez

With principal office at:

[Redacted]

Authorized Signature of individual

submitting proposal for above Company/Organization

[Signature]

Printed name of individual above

Leslie Vazquez

Date

10/18/23

Email address

[Redacted]

Phone

[Redacted]

Financial Information Page

Not subject to public disclosure

Financial Information Page

Not subject to public disclosure

Financial Information Page

Not subject to public disclosure

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OUR NETWORK MICHIGAN



3501 S Division
Wyoming MI



Holland MI

Grand Rapids MI



2907 S Division
Wyoming MI



2844 East Beltline
Grand Rapids MI

"Empowering dreams, Igniting success."

LEO VAZQUEZ





MEMORANDUM
REGULAR CITY COUNCIL MEETING
November 20, 2023, at 7:00 PM

TO: City Council

FROM: City Clerk, Laura Kasper

SUBJECT: Special Event – DES PTO Color Run

The City of Douglas has received an application for a special event permit from the Douglas Elementary School PTO for their annual Color Run celebration. The event will take place at Schultz Park Soccer and Baseball area on May 10, 2024, from 3:00pm to 7:00pm. It should be noted that this event does not require the support of City services, or resources.

I recommend City Council approve the Application for Special Event Permit for The DES PTO Color Run, to be held on May 10, 2024.



CITY OF THE VILLAGE OF DOUGLAS
86 West Center Street, P.O. Box 757
Douglas, MI 49406
(269) 857-1438 phone / (269) 857-4751 fax

www.douglasmi.gov
info@douglasmi.gov
Payable Online At: tinyurl.com/PayItOnline

CITY COUNCIL ACTION: Approved Denied
POLICE DEPARTMENT: Approved Denied
DEPT. PUBLIC WORKS: Approved Denied

Fee: \$50 - Waived - School
Received by: LK

APPLICATION FOR SPECIAL EVENT PERMIT

The City of Douglas offers two types of permits for events within the City. A **Special Event** is described as a large gathering of people that covers a broader range of the City, such as, the entire park(s), right-of-ways, trails, street closures, sidewalks, etc. These events also require significant coordination and requests of City resources, such as, Douglas Police Department, Department of Public Works, and Saugatuck Township Fire Department. **Special Event Permits** will require approval from City Council and need to be filled out in its entirety and returned to the City Clerk's office a minimum of 60 days prior to the scheduled event. A **Park Reservation** permit is described as a small gathering confined to a small area of a park and does not require significant City coordination or resources. Park Reservation permits require only City administration approval. Park reservation fee is \$50.

APPLICANT/ORGANIZATION INFORMATION

Applicant/Organization: DES PTO PH: 904-655-4101
Contact Name: BIRDIE HOLLEY PH: SAME AS ABOVE
Street Address/P.O. Box: 6335 127TH AVE
City/State/Zip Code: FENNVILLE, MI 49408
E-mail: BIRDIEWESTER@GMAIL.COM
CONTACT PERSON ON DAY OF EVENT: BIRDIE HOLLEY PH: SAME AS ABOVE

EVENT INFORMATION

Name of Event: DES PTO - SCREEN FREE WEEK - COLOR RUN
Event Date(s): FRIDAY, MAY 10 2024 Anticipated Number of Attendees: 250-300
Purpose of Event: CELEBRATE A WEEK OF NO SCREENS WITH OUR DES STUDENTS
KIDS WILL RUN AROUND AND GET SPRAYED WITH POWDERED COLOR
Location of Event: SCHULTZ PARK - SOCCER & BASEBALL AREA (OR ONE OR THE OTHER WORKS TOO)

Event Start & End Hours: 3-7P
Estimated Date/Time for Set-Up: 3-4P
Estimated Date/Time for Clean-Up: 6-7P
Estimated Number of Volunteers: 25

TENTS/CANOPIES/MISC:

Will tents/canopies be installed? Yes No

If yes, Notify the Director of the Douglas Department of Public Works @ 269-857-2763 to discuss placement locations (Irrigation systems are located at Beery Field and Schultz Park)
 Fill out the Special Event Requirements for Tent Structures form and/or call the Saugatuck Township Fire Department with questions at (269) 857-3000.

- Booths – Quantity _____
- Tents – Quantity _____
- Awnings – Quantity _____
- Tables – Quantity _____
- Portable Toilets – Quantity _____

The City of Douglas does not have tents, tables, or chairs available for rental.

MARKETING:

How do you plan to market your event? (Example: Saugatuck/Douglas Area Convention & Visitors Bureau, Local Businesses, etc.) THROUGH OUR PTO PAGE AND SCHOOL NEWSLETTER

REQUIRED AUTHORIZING PERSONNEL SIGNATURES:

If your event requires City services, please seek proper authorization. Applicable fees may apply depending upon the assistance required by the City.

DEPARTMENT OF PUBLIC WORKS:

Will this event require the use of any of the following municipal equipment?

- Trash Receptacles – Quantity _____
- Barricades – Quantity _____
- Traffic Cones – Quantity _____
- No Parking Signs – Quantity _____
- Fencing – Quantity _____
- Electric _____
- Water _____
- Restroom Cleaning _____

- Approved Denied
- Approved with Conditions

No requests of DPW

Authorized Personnel Signature *Richy L. Zet* Date: _____

DOUGLAS POLICE DEPARTMENT:

Will this event require additional officers & equipment? Yes No

If yes, please describe & include times: _____

Street Closure: (Use attached map to outline proposed closure)

Street closure date/time: _____ Street re-open date/time: _____

8. A breach of any of these understandings and agreements may result in the denial of Application or revocation of an approval of the City.

HOLD HARMLESS/INDEMNITY

1. Upon approval of Event Permit, Applicant/Organization agrees to fully defend, indemnify and hold harmless the City, its City Council, its officers, employees, agents, volunteers, and Contactors from any and all claims, demands, losses, obligations, costs, expenses, verdicts, and settlements (including but not limited to attorney fees and interest) resulting from:


- A. Acts or omissions by the Applicant/Organization, its agents, employees, servants and Contractors in furtherance of the event, including, but not limited to, acts or omissions alleged to be in the nature of gross negligence or willful misconduct. The Applicant/Organization agrees to reimburse the City for reasonable attorney fees and court costs incurred in the defense of any actions, suits, claims, or demands arising from the operations of the Applicant/Organization due to the above referenced acts or omissions.
- B. Violations of state or federal law by Applicant/Organization, its agents, employees, servants, and Contractors whether administrative or judicial, arising from the nature and extent of this Application. Permit and/or event.
- C. Other acts of Applicant/Organization or attendees causing personal injury or property damages in connection with this event, unless resulting from the sole negligence of the City, its officers, employees, or agents.

2. The Applicant/Organization agrees that it is its responsibility and not the responsibility of the City to safeguard the property and materials used in the event and the property and materials of the attendees. Further the Applicant/Organization agrees to hold the City harmless for any loss of such property and materials.

3. The Applicant/Organization shall not discriminate against any employee, or applicant for employment because of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status. The Applicant/Organization further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78.Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or sub-Contractor involved in the hosting of this event.

As the Applicant or duly authorized agent of the Organization, I hereby apply for approval of this special event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

Printed Name of Applicant: ELIZABETH BIRDIE HOLLEY Date: 10/16/23

Signature of Applicant:  Digitally signed by Elizabeth Holley Date: 2023.10.16 13:25:57 -04'00' Date: 10/16/23



MEMORANDUM

TO: Lisa Nocerini, City Manager

FROM: Matt Smith, Treasurer

DATE: November 14, 2023

SUBJECT: Appoint City Manger as Street Administrator

The purpose of this resolution is to designate the City Manager as the City's Street Administrator to act on behalf of the City in all transactions with the State Transportation Department.

I recommend the City adopt Resolution 33-2023 to designate the City Manager as the City's Street Administrator.

**RESOLUTION NO. 33-2023
CITY OF THE VILLAGE OF DOUGLAS
ALLEGAN COUNTY, MICHIGAN**

RESOLUTION FOR DESIGNATION OF STREET ADMINISTRATOR

WHEREAS, Section 13(9) of Act 51, Public Acts of 1951, provides that each incorporated city and village to which funds are returned under the provisions of this section, that “the responsibility for street improvements, maintenance, and traffic operations work, and the development, construction, or repair of off-street parking facilities, and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the governing body and shall be responsible for and shall represent the municipality in transactions with the State Transportation Department pursuant to this act.”

NOW, THEREFORE, BE IT RESOLVED that the City of the Village of Douglas City Council designates Lisa Nocerini, City Manager, as the single Street Administrator for the City of the Village of Douglas in all transactions with the State Transportation Department as provided in Section 13 of the Act.

Members Present:
Members Absent:

It was moved by Councilmember , and supported by Councilmember , to adopt the resolution.

Members Voting Yes:
Members Voting No:
Members Abstain:
Members Absent:

RESOLUTION DECLARED ADOPTED

Jerome Donovan, Mayor
City of the Village of Douglas, Michigan

CERTIFICATION

The foregoing is a true and complete copy of a Resolution adopted by the City Council of the City of the Village of Douglas, County of Allegan, State of Michigan, at a regular meeting of the City Council held on the 20th day of November, 2023, and public notice of said Meeting was given pursuant to and in accordance with the requirements of Act No. 267 of the Public Acts of 1976, as amended, the same being the Open Meetings Act, and the Minutes of said meeting have been or will be made available as required by said Act.

The Resolution was declared adopted by the Mayor and has been duly recorded in the Resolution Book of the City of the Village of Douglas.

Laura Kasper, Clerk
City of the Village of Douglas, Michigan



MEMORANDUM
REGULAR CITY COUNCIL MEETING
Monday, November 20th, 2023

TO: The City of the Village of Douglas City Council

FROM: Lisa Nocerini, City Manager

SUBJECT: Westshore PUD

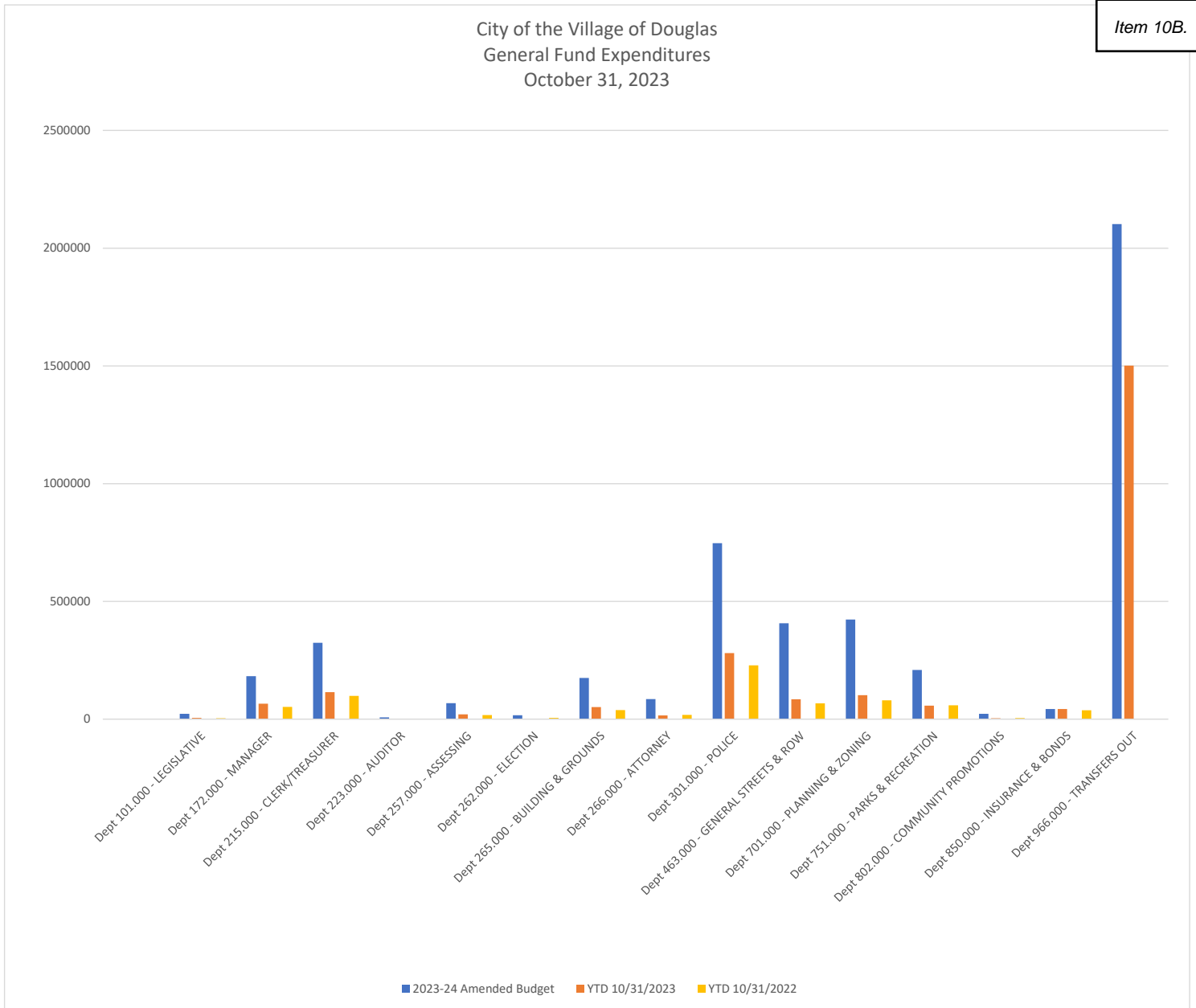
Under the advisement of the City Attorney's office, the City Council is being asked to approve City execution of Westshore open space easements; extend to December 1, 2023, the deadline for recordation of Westshore PUD open space easements; and acknowledge that BDR may request future Westshore PUD amendments/condominium site plan approvals notwithstanding BDR not having recorded Westshore PUD open space easements by November 7, 2023.

**City of the Village of Douglas
Financial Holdings Summary
October 31, 2023**

Item 10B.

	<u>Identifier</u>	<u>Matures</u>	<u>Rate</u>	<u>Market Value</u>
<u>Cash</u>				
Huntington Bank - Common Checking				187,441.52
Huntington Bank - Tax & Trust				48,730.96
D.A. Davidson			2.00%	651.38
<u>CD's</u>				
D.A. Davidson:				
American Expr Natl Bk	02589AA28	12/4/2023	3.55%	193,613.94
Morgan Stanley Bank	61690UCK4	12/13/2023	3.50%	245,387.46
Wells Fargo Bank	949763WAO	12/28/2023	3.50%	<u>99,698.00</u>
MBS:				
Michigan Legacy Credit Union	59452WAE8	11/9/2023	3.45%	82,952.69
Citizens Bank	75524KQJ6	12/22/2023	5.15%	<u>199,914.00</u>
<u>Bonds</u>				
D.A. Davidson:				
Fedl Farm Credit Bank Bond	3133EJ5H8	1/16/2025	2.85%	145,389.00
Fedl Home loan Mtg Corp	3134GXKR4	7/15/2025	0.40%	276,156.00
Fedl Home loan Mtg Corp	3134GWUC8	12/30/2025	0.50%	180,856.00
Fed Home Loan Bank Bond Step	3130AKSV9	1/28/2026	0.75%	227,670.00
Fedl Farm Credit Bank Bond	3133ELENO	12/18/2029	2.25%	<u>132,641.00</u>
MBS:				
Fed Home Loan Bank Bond Step	3130ASVW6	11/17/2023	3.50%	249,822.50
Fed Home Loan Bank Bond Step	3130amfn7	5/26/2026	0.75%	137,853.00
Pinckney mich commnity schools	722205NW7	5/1/2028	1.84%	<u>85,781.00</u>
<u>Other Investments</u>				
Michigan Class			5.49%	<u>2,224,825.38</u>
Total Cash & Investments				<u>4,719,383.83</u>
		Cash & Investments		
		October 31, 2023	Prior Month	4,812,999.36
			Prior Year	6,073,426.51
<u>Fund</u>				
101 - General Fund		3,504,732.26		
202 - Major Street		180,769.43		
203 - Local Streets		131,813.30		
213 - Schultz Park Launch Ramp		117,486.35		
243 - Brownfield Redevelopment Authority		28,747.34		
244 - Harbor Authority		4,145.20		
248 - DDA		110,009.19		
403 - Blue Star Corridor Improvement Fund		118,262.74		
450 - Water & Sewer Fund		126,454.72		
594 - Douglas Marina		13,165.48		
660 - Equipment Rental Fund		333,298.62		
703 - Current Tax Receiving		<u>21,430.53</u>		
		<u>4,719,383.83</u>		

City of the Village of Douglas
 General Fund Expenditures
 October 31, 2023



Department	2023-24 Amended Budget	YTD 10/31/2023	% Budget Used	YTD 10/31/2022
Dept 101.000 - LEGISLATIVE	22,376.00	4,991.04	22.31	3,555.09
Dept 172.000 - MANAGER	182,590.00	65,360.52	35.80	52,244.00
Dept 215.000 - CLERK/TREASURER	324,615.00	114,455.55	35.26	98,827.04
Dept 223.000 - AUDITOR	7,500.00	0.00	0.00	0.00
Dept 257.000 - ASSESSING	67,885.00	20,420.43	30.08	17,503.19
Dept 262.000 - ELECTION	16,672.00	1,107.72	6.64	4,970.61
Dept 265.000 - BUILDING & GROUNDS	174,690.00	51,498.47	29.48	38,274.56
Dept 266.000 - ATTORNEY	85,000.00	15,898.50	18.70	18,083.65
Dept 301.000 - POLICE	747,540.00	280,556.56	37.53	228,663.94
Dept 463.000 - GENERAL STREETS & ROW	407,260.00	84,224.50	20.68	67,239.28
Dept 701.000 - PLANNING & ZONING	422,660.00	101,499.86	24.01	79,668.80
Dept 751.000 - PARKS & RECREATION	209,135.00	57,086.61	27.30	59,177.35
Dept 802.000 - COMMUNITY PROMOTIONS	22,500.00	3,820.72	16.98	4,618.92
Dept 850.000 - INSURANCE & BONDS	43,000.00	42,763.00	99.45	37,342.65
Dept 966.000 - TRANSFERS OUT	<u>2,102,000.00</u>	<u>1,501,237.78</u>	<u>71.42</u>	<u>0.00</u>
TOTALS	<u>4,835,423.00</u>	<u>2,344,921.26</u>	<u>48.49%</u>	<u>710,169.08</u>

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
			10/31/2023 NORM (ABNORM)	MONTH 10/31/23 INCR (DECR)	BALANCE NORM (ABNORM)		10/31/2022 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Revenues							
Dept 000.000							
101-000.000-402.000	CURRENT REAL PROPERTY TAX	2,870,000.00	2,810,191.34	17,738.20	59,808.66	97.92	2,512,139.67
101-000.000-434.000	MOBILE HOME TAX	500.00	184.00	46.00	316.00	36.80	183.00
101-000.000-445.000	INTEREST & PENALTIES: DELQ TAX	5,000.00	335.48	396.69	4,664.52	6.71	1,096.49
101-000.000-447.000	TAX COLLECTION FEES	111,733.00	81,891.30	629.01	29,841.70	73.29	72,875.32
101-000.000-453.000	SPECIAL ASSESSMENT REVENUE	5,555.00	3,625.27	0.00	1,929.73	65.26	11,465.41
101-000.000-474.000	INTEREST ON SPECIAL ASSESSMENTS	1,082.00	67.97	0.00	1,014.03	6.28	103.20
101-000.000-476.000	BUSINESS LICENSE FEES	11,000.00	75.00	75.00	10,925.00	0.68	220.00
101-000.000-477.000	FRANCHISE FEES	17,000.00	0.00	0.00	17,000.00	0.00	0.00
101-000.000-543.001	LAW ENFORCEMENT TRAINING	1,000.00	949.80	949.80	50.20	94.98	250.00
101-000.000-543.100	STATE REVENUE: LIQUOR LICENSE	7,000.00	7,694.50	0.00	(694.50)	109.92	8,125.70
101-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	45,000.00	32,919.60	32,919.60	12,080.40	73.15	29,716.30
101-000.000-573.001	METRO ACT	7,000.00	0.00	0.00	7,000.00	0.00	0.00
101-000.000-574.000	STATE REVENUE: SALES TAX	157,404.00	28,706.00	28,706.00	128,698.00	18.24	28,481.00
101-000.000-581.000	COUNTY ROAD MILLAGE CNTRB	180,000.00	0.00	0.00	180,000.00	0.00	0.00
101-000.000-603.000	POLICE ADMINISTRATION FEE	1,000.00	184.89	0.00	815.11	18.49	145.00
101-000.000-626.001	ROAD CUT FEES	3,000.00	600.00	400.00	2,400.00	20.00	1,500.00
101-000.000-627.000	BUILDING FEES	65,000.00	21,793.00	2,036.00	43,207.00	33.53	25,622.50
101-000.000-627.001	RENTAL INSPECTION FEE	10,500.00	4,350.00	1,900.00	6,150.00	41.43	3,100.00
101-000.000-628.000	PLANNING & ZONING FEES	39,500.00	34,919.50	23,857.50	4,580.50	88.40	7,745.00
101-000.000-651.000	LAUNCH FEES	7,250.00	5,508.00	384.00	1,742.00	75.97	5,909.00
101-000.000-657.000	ORDINANCE FINES - POLICE	3,500.00	2,119.25	145.20	1,380.75	60.55	1,556.64
101-000.000-665.000	INTEREST INCOME	0.00	60,837.28	15,529.77	(60,837.28)	100.00	(52,264.89)
101-000.000-667.000	RENT	14,400.00	0.00	(3,600.00)	14,400.00	0.00	4,800.00
101-000.000-674.000	DONATIONS	0.00	37,445.76	(171.23)	(37,445.76)	100.00	46,001.10
101-000.000-675.000	OTHER REVENUE	7,800.00	23,270.90	20,512.50	(15,470.90)	298.34	3,019.15
101-000.000-675.001	REIMBURSEMENTS LOCAL GOV	3,750.00	0.00	0.00	3,750.00	0.00	0.00
101-000.000-698.000	INSURANCE REIMBURSEMENTS	5,000.00	3,000.00	0.00	2,000.00	60.00	3,172.88
101-000.000-699.213	TRANSFER IN SCHULTZ PARK LAUNCH	23,250.00	23,250.00	18,750.00	0.00	100.00	4,500.00
Total Dept 000.000		3,603,224.00	3,183,918.84	161,204.04	419,305.16	88.36	2,719,462.47
TOTAL REVENUES		3,603,224.00	3,183,918.84	161,204.04	419,305.16	88.36	2,719,462.47
Expenditures							
Dept 101.000 - LEGISLATIVE							
101-101.000-703.000	WAGES	9,000.00	2,050.00	2,050.00	6,950.00	22.78	1,850.00
101-101.000-718.000	TRAINING FUNDS	4,500.00	1,190.00	1,190.00	3,310.00	26.44	520.00
101-101.000-718.002	MISC TRAVEL EXPENSES-TRAINING	4,000.00	520.00	520.00	3,480.00	13.00	0.00
101-101.000-722.000	WORKERS COMPENSATION	36.00	17.00	0.00	19.00	47.22	16.75
101-101.000-740.000	SUPPLIES	400.00	0.00	0.00	400.00	0.00	0.00
101-101.000-812.000	RECORDING CLERK	200.00	0.00	0.00	200.00	0.00	0.00
101-101.000-851.000	TELEPHONE	540.00	131.12	43.76	408.88	24.28	131.42
101-101.000-861.000	MILEAGE REIMBURSEMENT	650.00	0.00	0.00	650.00	0.00	0.00
101-101.000-900.000	PRINTING & PUBLISHING	1,000.00	0.00	0.00	1,000.00	0.00	0.00
101-101.000-908.000	DUES/FEES/PUBLICATIONS	1,050.00	963.00	0.00	87.00	91.71	917.00
101-101.000-958.000	MISCELLANEOUS	1,000.00	119.92	29.98	880.08	11.99	119.92
Total Dept 101.000 - LEGISLATIVE		22,376.00	4,991.04	3,833.74	17,384.96	22.31	3,555.09
Dept 172.000 - MANAGER							
101-172.000-702.000	SALARIES	113,300.00	45,458.02	13,100.86	67,841.98	40.12	31,114
101-172.000-718.000	TRAINING FUNDS	1,500.00	102.50	0.00	1,397.50	6.83	0.00
101-172.000-718.002	MISC TRAVEL EXPENSES-TRAINING	1,000.00	113.01	0.00	886.99	11.30	0.00

PERIOD ENDING 10/31/2023

Item 10B.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDGT USED	YTD BALANCE
		AMENDED BUDGET	10/31/2023 NORM (ABNORM)	MONTH 10/31/23 INCR (DECR)	BALANCE NORM (ABNORM)		10/31/2022 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
101-172.000-719.000	INSURANCE BENEFITS	16,300.00	4,122.88	139.47	12,177.12	25.29	5,247.86
101-172.000-720.000	PAYROLL TAXES	9,000.00	3,682.08	1,093.51	5,317.92	40.91	2,550.86
101-172.000-721.000	MERS BENEFITS	18,500.00	5,849.65	1,552.40	12,650.35	31.62	5,555.70
101-172.000-721.001	457 CONTRIBUTION	15,000.00	4,668.73	1,153.86	10,331.27	31.12	3,811.74
101-172.000-722.000	WORKERS COMPENSATION	200.00	94.00	0.00	106.00	47.00	97.62
101-172.000-740.000	SUPPLIES	500.00	160.62	70.14	339.38	32.12	110.94
101-172.000-813.000	MEETINGS	500.00	0.00	0.00	500.00	0.00	25.51
101-172.000-851.000	TELEPHONE	1,290.00	259.03	59.03	1,030.97	20.08	400.00
101-172.000-861.000	MILEAGE REIMBURSEMENT	4,200.00	700.00	0.00	3,500.00	16.67	1,487.00
101-172.000-900.000	PRINTING & PUBLISHING	100.00	150.00	0.00	(50.00)	150.00	0.00
101-172.000-908.000	DUES/FEES/PUBLICATIONS	1,200.00	0.00	0.00	1,200.00	0.00	125.00
101-172.000-977.005	COMPUTER HARDWARE/SOFTWARE	0.00	0.00	0.00	0.00	0.00	487.60
Total Dept 172.000 - MANAGER		182,590.00	65,360.52	17,169.27	117,229.48	35.80	52,244.00
Dept 215.000 - CLERK/TREASURER							
101-215.000-702.000	SALARIES	178,500.00	56,627.73	16,364.01	121,872.27	31.72	43,789.47
101-215.000-718.000	TRAINING FUNDS	2,500.00	575.00	0.00	1,925.00	23.00	399.00
101-215.000-718.002	MISC TRAVEL EXPENSES-TRAINING	1,500.00	274.22	0.00	1,225.78	18.28	333.77
101-215.000-719.000	INSURANCE BENEFITS	40,100.00	12,097.76	2,416.41	28,002.24	30.17	13,774.38
101-215.000-720.000	PAYROLL TAXES	14,100.00	4,313.87	1,257.63	9,786.13	30.59	3,404.63
101-215.000-721.000	MERS BENEFITS	28,600.00	8,523.67	2,736.87	20,076.33	29.80	9,635.16
101-215.000-722.000	WORKERS COMPENSATION	335.00	157.60	0.00	177.40	47.04	175.98
101-215.000-740.000	SUPPLIES	4,000.00	536.16	209.31	3,463.84	13.40	169.68
101-215.000-802.000	CONTRACTUAL	41,300.00	27,010.62	214.25	14,289.38	65.40	18,342.64
101-215.000-806.006	WEBSITE	3,500.00	200.00	0.00	3,300.00	5.71	0.00
101-215.000-851.000	TELEPHONE	1,080.00	179.45	43.76	900.55	16.62	131.42
101-215.000-861.000	MILEAGE REIMBURSEMENT	500.00	308.00	36.03	192.00	61.60	0.00
101-215.000-900.000	PRINTING & PUBLISHING	3,500.00	2,016.50	0.00	1,483.50	57.61	855.00
101-215.000-901.000	POSTAGE	3,500.00	645.97	301.50	2,854.03	18.46	3,181.82
101-215.000-908.000	DUES/FEES/PUBLICATIONS	1,600.00	989.00	99.00	611.00	61.81	1,139.09
101-215.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	0.00	0.00	0.00	0.00	0.00	1,640.00
101-215.000-977.005	COMPUTER HARDWARE/SOFTWARE	0.00	0.00	0.00	0.00	0.00	1,855.00
Total Dept 215.000 - CLERK/TREASURER		324,615.00	114,455.55	23,678.77	210,159.45	35.26	98,827.04
Dept 223.000 - AUDITOR							
101-223.000-802.000	CONTRACTUAL	7,500.00	0.00	0.00	7,500.00	0.00	0.00
Total Dept 223.000 - AUDITOR		7,500.00	0.00	0.00	7,500.00	0.00	0.00
Dept 257.000 - ASSESSING							
101-257.000-703.000	WAGES	55,100.00	17,977.19	6,352.77	37,122.81	32.63	15,386.42
101-257.000-718.000	TRAINING FUNDS	350.00	140.94	0.00	209.06	40.27	0.00
101-257.000-718.002	MISC TRAVEL EXPENSES-TRAINING	550.00	238.64	0.00	311.36	43.39	529.19
101-257.000-720.000	PAYROLL TAXES	4,400.00	1,375.25	485.98	3,024.75	31.26	1,177.06
101-257.000-722.000	WORKERS COMPENSATION	170.00	78.62	0.00	91.38	46.25	80.12
101-257.000-740.000	SUPPLIES	1,400.00	30.72	0.00	1,369.28	2.19	0.00
101-257.000-802.000	CONTRACTUAL	1,000.00	260.00	0.00	740.00	26.00	235.00
101-257.000-806.006	WEBSITE	1,350.00	0.00	0.00	1,350.00	0.00	0.00
101-257.000-807.000	BOARD OF REVIEW	750.00	0.00	0.00	750.00	0.00	0.00
101-257.000-813.000	MEETINGS	100.00	0.00	0.00	100.00	0.00	0.00
101-257.000-851.000	TELEPHONE	180.00	192.00	0.00	(12.00)	106.67	0.00

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Item 10B.

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 10/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 10/31/2022 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
101-257.000-861.000	MILEAGE REIMBURSEMENT	500.00	127.07	0.00	372.93	25.41	0.00
101-257.000-900.000	PRINTING & PUBLISHING	900.00	0.00	0.00	900.00	0.00	0.00
101-257.000-901.000	POSTAGE	685.00	0.00	0.00	685.00	0.00	0.00
101-257.000-908.000	DUES/FEES/PUBLICATIONS	450.00	0.00	0.00	450.00	0.00	0.00
101-257.000-977.005	COMPUTER HARDWARE/SOFTWARE	0.00	0.00	0.00	0.00	0.00	95.40
Total Dept 257.000 - ASSESSING		67,885.00	20,420.43	6,838.75	47,464.57	30.08	17,503.19
Dept 262.000 - ELECTION							
101-262.000-703.000	WAGES	3,325.00	0.00	0.00	3,325.00	0.00	1,675.00
101-262.000-740.000	SUPPLIES	2,250.00	1,107.72	518.19	1,142.28	49.23	309.61
101-262.000-900.000	PRINTING & PUBLISHING	850.00	0.00	0.00	850.00	0.00	783.00
101-262.000-901.000	POSTAGE	2,000.00	0.00	0.00	2,000.00	0.00	0.00
101-262.000-930.000	REPAIRS & MAINTENANCE: GENERAL	653.00	0.00	0.00	653.00	0.00	0.00
101-262.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	7,594.00	0.00	0.00	7,594.00	0.00	2,203.00
Total Dept 262.000 - ELECTION		16,672.00	1,107.72	518.19	15,564.28	6.64	4,970.61
Dept 265.000 - BUILDING & GROUNDS							
101-265.000-703.000	WAGES	41,900.00	15,060.12	4,855.43	26,839.88	35.94	7,891.71
101-265.000-705.000	WAGES - SEASONAL	8,000.00	7,317.46	576.00	682.54	91.47	1,875.09
101-265.000-719.000	INSURANCE BENEFITS	8,000.00	3,803.66	869.96	4,196.34	47.55	1,154.54
101-265.000-720.000	PAYROLL TAXES	3,400.00	1,817.69	422.07	1,582.31	53.46	792.14
101-265.000-721.000	MERS BENEFITS	5,200.00	1,930.63	599.72	3,269.37	37.13	819.12
101-265.000-722.000	WORKERS COMPENSATION	490.00	228.60	0.00	261.40	46.65	289.46
101-265.000-740.000	SUPPLIES	15,000.00	1,199.78	192.08	13,800.22	8.00	4,207.50
101-265.000-802.000	CONTRACTUAL	35,000.00	5,530.88	1,512.44	29,469.12	15.80	2,978.19
101-265.000-851.000	TELEPHONE	4,900.00	1,206.93	402.31	3,693.07	24.63	1,200.87
101-265.000-922.000	UTILITIES	15,000.00	1,950.76	575.01	13,049.24	13.01	1,916.06
101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL	20,000.00	1,331.13	696.88	18,668.87	6.66	2,451.88
101-265.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	7,400.00	10,120.83	2,608.72	(2,720.83)	136.77	0.00
101-265.000-979.000	CAPITAL OUTLAY	10,400.00	0.00	0.00	10,400.00	0.00	12,698.00
Total Dept 265.000 - BUILDING & GROUNDS		174,690.00	51,498.47	13,310.62	123,191.53	29.48	38,274.56
Dept 266.000 - ATTORNEY							
101-266.000-801.000	CONTRACTUAL ATTORNEY	85,000.00	15,898.50	8,654.50	69,101.50	18.70	18,083.65
Total Dept 266.000 - ATTORNEY		85,000.00	15,898.50	8,654.50	69,101.50	18.70	18,083.65
Dept 301.000 - POLICE							
101-301.000-702.000	SALARIES	85,600.00	27,584.83	9,624.98	58,015.17	32.23	23,033.70
101-301.000-703.000	WAGES	252,300.00	95,090.05	51,073.89	157,209.95	37.69	61,164.19
101-301.000-704.000	WAGES - PARTTIME	6,000.00	(513.07)	(13,918.48)	6,513.07	(8.55)	12,876.49
101-301.000-706.000	WAGES - OVERTIME	26,500.00	7,481.79	4,851.10	19,018.21	28.23	9,675.58
101-301.000-707.000	SICK PAYOUT	10,300.00	8,037.72	8,037.72	2,262.28	78.04	0.00
101-301.000-708.000	SPECIAL EVENTS WAGES	0.00	2,329.63	808.24	(2,329.63)	100.00	2,591.88
101-301.000-709.000	WAGES - OFFICE	46,500.00	16,112.77	5,356.80	30,387.23	34.65	9,226.59
101-301.000-718.000	TRAINING FUNDS	500.00	0.00	0.00	500.00	0.00	0.00
101-301.000-718.001	TRAINING FUNDS ACT 302	1,000.00	0.00	0.00	1,000.00	0.00	0.00
101-301.000-718.002	MISC TRAVEL EXPENSES-TRAINING	430.00	0.00	0.00	430.00	0.00	0.00
101-301.000-719.000	INSURANCE BENEFITS	116,500.00	43,824.80	10,956.20	72,675.20	37.62	41,110.77

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Item 10B.

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 10/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 10/31/2022 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
101-301.000-720.000	PAYROLL TAXES	33,800.00	11,922.73	5,047.09	21,877.27	35.27	9,646.75
101-301.000-721.000	MERS BENEFITS	50,900.00	18,285.81	7,656.04	32,614.19	35.92	15,389.72
101-301.000-722.000	WORKERS COMPENSATION	5,185.00	2,437.76	0.00	2,747.24	47.02	2,269.96
101-301.000-740.000	SUPPLIES	2,000.00	1,776.07	405.29	223.93	88.80	431.62
101-301.000-750.000	UNIFORMS	4,500.00	571.30	275.00	3,928.70	12.70	1,596.58
101-301.000-801.003	CONTRACTUAL ATTORNEY PROSECUTER	5,000.00	1,752.00	1,068.00	3,248.00	35.04	1,500.00
101-301.000-802.000	CONTRACTUAL	5,000.00	1,378.14	855.54	3,621.86	27.56	1,176.86
101-301.000-814.000	INSURANCE (LIABILITY/AUTO)	14,000.00	13,296.00	0.00	704.00	94.97	13,498.35
101-301.000-851.000	TELEPHONE	5,700.00	2,583.02	454.57	3,116.98	45.32	1,750.25
101-301.000-860.000	GAS & OIL	17,500.00	4,236.42	1,187.64	13,263.58	24.21	4,626.86
101-301.000-900.000	PRINTING & PUBLISHING	125.00	0.00	0.00	125.00	0.00	0.00
101-301.000-908.000	DUES/FEES/PUBLICATIONS	250.00	0.00	0.00	250.00	0.00	0.00
101-301.000-922.000	UTILITIES	6,900.00	1,022.61	336.25	5,877.39	14.82	1,309.85
101-301.000-930.000	REPAIRS & MAINTENANCE: GENERAL	3,500.00	0.00	(7,412.09)	3,500.00	0.00	856.26
101-301.000-930.004	VEHICLE MAINTENANCE & REPAIRS	12,000.00	10,431.48	8,289.54	1,568.52	86.93	2,020.60
101-301.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	20,000.00	6,666.60	1,666.67	13,333.40	33.33	6,666.68
101-301.000-942.000	LEASE- COPIER	0.00	0.00	0.00	0.00	0.00	812.40
101-301.000-977.000	EQUIPMENT	4,000.00	0.00	0.00	4,000.00	0.00	2,018.00
101-301.000-979.000	CAPITAL OUTLAY	11,550.00	4,248.10	0.00	7,301.90	36.78	2,814.00
Total Dept 301.000 - POLICE		747,540.00	280,556.56	96,619.99	466,983.44	37.53	228,663.94
Dept 463.000 - GENERAL STREETS & ROW							
101-463.000-703.000	WAGES	69,200.00	18,547.44	6,615.84	50,652.56	26.80	12,670.13
101-463.000-705.000	WAGES - SEASONAL	8,000.00	1,492.98	68.00	6,507.02	18.66	1,895.51
101-463.000-708.000	SPECIAL EVENTS WAGES	0.00	5,598.53	4,036.59	(5,598.53)	100.00	2,623.83
101-463.000-718.000	TRAINING FUNDS	2,500.00	2,347.50	1,525.00	152.50	93.90	0.00
101-463.000-718.002	MISC TRAVEL EXPENSES-TRAINING	1,250.00	432.69	0.00	817.31	34.62	0.00
101-463.000-719.000	INSURANCE BENEFITS	17,100.00	5,131.60	1,536.00	11,968.40	30.01	6,090.74
101-463.000-720.000	PAYROLL TAXES	5,500.00	1,971.53	818.72	3,528.47	35.85	1,358.16
101-463.000-721.000	MERS BENEFITS	8,300.00	3,001.33	1,308.27	5,298.67	36.16	1,674.78
101-463.000-722.000	WORKERS COMPENSATION	2,890.00	1,357.48	0.00	1,532.52	46.97	1,497.64
101-463.000-740.000	SUPPLIES	15,000.00	2,012.60	534.63	12,987.40	13.42	1,648.32
101-463.000-740.003	BANNERS	1,000.00	137.21	47.71	862.79	13.72	0.00
101-463.000-740.004	BENCHES	1,000.00	0.00	0.00	1,000.00	0.00	0.00
101-463.000-750.000	UNIFORMS	4,500.00	2,255.72	2,255.72	2,244.28	50.13	1,358.10
101-463.000-802.000	CONTRACTUAL	30,000.00	1,941.04	336.00	28,058.96	6.47	403.00
101-463.000-802.003	CONTRACTUAL- REFUSE	5,000.00	1,100.00	275.00	3,900.00	22.00	1,960.00
101-463.000-802.007	LANDSCAPING SERVICES	4,000.00	1,315.65	915.65	2,684.35	32.89	1,810.07
101-463.000-802.010	CONTRACTUAL FORESTRY	27,500.00	6,750.00	3,300.00	20,750.00	24.55	14,366.98
101-463.000-806.000	CONTRACTUAL ENGINEERING	32,500.00	4,869.70	3,469.00	27,630.30	14.98	1,635.00
101-463.000-851.000	TELEPHONE	9,600.00	2,644.70	784.49	6,955.30	27.55	3,849.93
101-463.000-900.000	PRINTING & PUBLISHING	500.00	0.00	0.00	500.00	0.00	0.00
101-463.000-908.000	DUES/FEES/PUBLICATIONS	2,000.00	18.37	18.37	1,981.63	0.92	0.00
101-463.000-922.000	UTILITIES	6,000.00	1,418.38	422.26	4,581.62	23.64	1,554.99
101-463.000-925.000	STREET LIGHTS	25,000.00	6,337.12	2,116.61	18,662.88	25.35	5,822.40
101-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL	10,000.00	1,082.50	1,082.50	8,917.50	10.83	5,019.70
101-463.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	21,300.00	12,460.43	5,621.08	8,839.57	58.50	0.00
101-463.000-979.000	CAPITAL OUTLAY	61,800.00	0.00	0.00	61,800.00	0.00	0.00
101-463.000-979.011	CAPITAL OUTLAY-DRAINS	35,820.00	0.00	0.00	35,820.00	0.00	0.00
Total Dept 463.000 - GENERAL STREETS & ROW		407,260.00	84,224.50	37,087.44	323,035.50	20.68	67,
Dept 701.000 - PLANNING & ZONING							

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Item 10B.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	10/31/2023 NORM (ABNORM)	MONTH 10/31/23 INCR (DECR)	BALANCE NORM (ABNORM)		10/31/2022 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
101-701.000-702.000	SALARIES	93,600.00	22,713.33	3,124.70	70,886.67	24.27	22,607.61
101-701.000-703.000	WAGES	5,400.00	450.00	450.00	4,950.00	8.33	550.00
101-701.000-718.000	TRAINING FUNDS	5,500.00	270.00	0.00	5,230.00	4.91	0.00
101-701.000-718.002	MISC TRAVEL EXPENSES-TRAINING	1,250.00	251.03	(140.00)	998.97	20.08	0.00
101-701.000-719.000	INSURANCE BENEFITS	18,700.00	5,488.32	1,058.35	13,211.68	29.35	5,285.25
101-701.000-720.000	PAYROLL TAXES	7,400.00	1,722.37	235.98	5,677.63	23.28	1,724.93
101-701.000-721.000	MERS BENEFITS	14,700.00	3,399.84	335.53	11,300.16	23.13	2,612.79
101-701.000-722.000	WORKERS COMPENSATION	240.00	112.84	0.00	127.16	47.02	98.75
101-701.000-740.000	SUPPLIES	2,000.00	207.46	66.49	1,792.54	10.37	603.50
101-701.000-801.000	CONTRACTUAL ATTORNEY	29,000.00	19,515.00	7,327.50	9,485.00	67.29	3,852.50
101-701.000-802.000	CONTRACTUAL	9,500.00	1,575.00	375.00	7,925.00	16.58	750.00
101-701.000-803.000	CONTRACTUAL CONSULTANT	107,500.00	7,109.37	6,734.37	100,390.63	6.61	3,054.10
101-701.000-804.000	CONTRACTUAL BUILDING INSPECTIO	65,000.00	18,014.20	13,480.90	46,985.80	27.71	21,470.85
101-701.000-806.000	CONTRACTUAL ENGINEERING	55,000.00	19,407.10	7,342.50	35,592.90	35.29	11,319.10
101-701.000-806.006	WEBSITE	1,000.00	0.00	0.00	1,000.00	0.00	0.00
101-701.000-812.000	RECORDING CLERK	200.00	0.00	0.00	200.00	0.00	0.00
101-701.000-851.000	TELEPHONE	720.00	87.44	43.76	632.56	12.14	131.42
101-701.000-861.000	MILEAGE REIMBURSEMENT	250.00	0.00	0.00	250.00	0.00	0.00
101-701.000-900.000	PRINTING & PUBLISHING	5,000.00	470.00	225.00	4,530.00	9.40	336.00
101-701.000-901.000	POSTAGE	250.00	8.56	0.00	241.44	3.42	0.00
101-701.000-908.000	DUES/FEES/PUBLICATIONS	450.00	698.00	0.00	(248.00)	155.11	30.00
101-701.000-977.005	COMPUTER HARDWARE/SOFTWARE	0.00	0.00	0.00	0.00	0.00	5,242.00
Total Dept 701.000 - PLANNING & ZONING		422,660.00	101,499.86	40,660.08	321,160.14	24.01	79,668.80
Dept 751.000 - PARKS & RECREATION							
101-751.000-703.000	WAGES	34,900.00	12,850.80	3,521.22	22,049.20	36.82	16,231.99
101-751.000-705.000	WAGES - SEASONAL	8,000.00	2,899.96	0.00	5,100.04	36.25	2,279.70
101-751.000-719.000	INSURANCE BENEFITS	6,600.00	2,876.56	610.77	3,723.44	43.58	4,512.63
101-751.000-720.000	PAYROLL TAXES	3,300.00	1,240.71	267.11	2,059.29	37.60	1,470.81
101-751.000-721.000	MERS BENEFITS	4,300.00	1,648.47	473.68	2,651.53	38.34	1,681.05
101-751.000-722.000	WORKERS COMPENSATION	635.00	297.50	0.00	337.50	46.85	415.99
101-751.000-740.000	SUPPLIES	13,000.00	3,647.83	611.04	9,352.17	28.06	5,337.02
101-751.000-802.000	CONTRACTUAL	15,500.00	8,011.00	4,666.00	7,489.00	51.68	7,466.50
101-751.000-802.007	LANDSCAPING SERVICES	3,750.00	915.65	915.65	2,834.35	24.42	1,831.30
101-751.000-806.000	CONTRACTUAL ENGINEERING	0.00	155.00	0.00	(155.00)	100.00	0.00
101-751.000-809.000	SAUGATUCK TWP CEMETERY MAINT	7,950.00	0.00	0.00	7,950.00	0.00	0.00
101-751.000-922.000	UTILITIES	15,000.00	6,444.49	2,118.09	8,555.51	42.96	4,105.34
101-751.000-930.000	REPAIRS & MAINTENANCE: GENERAL	5,500.00	807.73	2.79	4,692.27	14.69	2,644.58
101-751.000-930.006	UNIONS REPAIRS AND MAINT	2,000.00	0.00	0.00	2,000.00	0.00	622.92
101-751.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	28,000.00	7,758.23	1,485.17	20,241.77	27.71	0.00
101-751.000-958.000	MISCELLANEOUS	2,000.00	2,255.36	995.00	(255.36)	112.77	995.00
101-751.000-977.000	EQUIPMENT	7,000.00	1,342.32	511.98	5,657.68	19.18	3,500.39
101-751.000-979.000	CAPITAL OUTLAY	51,700.00	3,935.00	0.00	47,765.00	7.61	6,082.13
Total Dept 751.000 - PARKS & RECREATION		209,135.00	57,086.61	16,178.50	152,048.39	27.30	59,177.35
Dept 802.000 - COMMUNITY PROMOTIONS							
101-802.000-958.000	MISCELLANEOUS	22,500.00	3,820.72	98.79	18,679.28	16.98	4,618.92
Total Dept 802.000 - COMMUNITY PROMOTIONS		22,500.00	3,820.72	98.79	18,679.28	16.98	4,
Dept 850.000 - INSURANCE & BONDS							

Item 10B.

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	10/31/2023 NORM (ABNORM)	MONTH 10/31/23 INCR (DECR)	BALANCE NORM (ABNORM)		10/31/2022 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
101-850.000-814.000	INSURANCE (LIABILITY/AUTO)	43,000.00	42,763.00	2,232.00	237.00	99.45	37,342.65
Total Dept 850.000 - INSURANCE & BONDS		43,000.00	42,763.00	2,232.00	237.00	99.45	37,342.65
Dept 966.000 - TRANSFERS OUT							
101-966.000-995.202	TRANSFER OUT MAJOR ST	110,000.00	0.00	0.00	110,000.00	0.00	0.00
101-966.000-995.203	TRANSFER OUT LOCAL ST	175,000.00	0.00	0.00	175,000.00	0.00	0.00
101-966.000-995.243	TRANSFER OUT BROWNFIELD	150,000.00	0.00	0.00	150,000.00	0.00	0.00
101-966.000-995.245	TRANSFER OUT TRI-COMMUNITY HARBOR AUTH	7,000.00	0.00	0.00	7,000.00	0.00	0.00
101-966.000-995.450	TRANSFER OUT WATER/SEWER FUND	50,000.00	0.00	0.00	50,000.00	0.00	0.00
101-966.000-995.470	TRANSFER OUT MUNICPAL BUILDING	1,510,000.00	1,501,237.78	0.00	8,762.22	99.42	0.00
101-966.000-995.594	TRANSFER OUT DOUGLAS MARINA	100,000.00	0.00	0.00	100,000.00	0.00	0.00
Total Dept 966.000 - TRANSFERS OUT		2,102,000.00	1,501,237.78	0.00	600,762.22	71.42	0.00
TOTAL EXPENDITURES		4,835,423.00	2,344,921.26	266,880.64	2,490,501.74	48.49	710,169.08
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		3,603,224.00	3,183,918.84	161,204.04	419,305.16	88.36	2,719,462.47
TOTAL EXPENDITURES		4,835,423.00	2,344,921.26	266,880.64	2,490,501.74	48.49	710,169.08
NET OF REVENUES & EXPENDITURES		(1,232,199.00)	838,997.58	(105,676.60)	(2,071,196.58)	68.09	2,009,293.39

User: MATTSMITH

DB: Douglas

PERIOD ENDING 10/31/2023

Item 10B.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	10/31/2023 NORM (ABNORM)	MONTH 10/31/23 INCR (DECR)	BALANCE NORM (ABNORM)		10/31/2022 NORM (ABNORM)
Fund 202 - MAJOR STREET FUND							
Revenues							
Dept 000.000							
202-000.000-546.000	STATE GRANT: ACT 51	190,100.00	33,565.46	14,821.68	156,534.54	17.66	31,833.20
202-000.000-546.001	SNOW REMOVAL	40,000.00	0.00	0.00	40,000.00	0.00	0.00
202-000.000-699.101	TRANSFER IN - GENERAL FUND	110,000.00	0.00	0.00	110,000.00	0.00	0.00
Total Dept 000.000		340,100.00	33,565.46	14,821.68	306,534.54	9.87	31,833.20
TOTAL REVENUES		340,100.00	33,565.46	14,821.68	306,534.54	9.87	31,833.20
Expenditures							
Dept 463.000 - GENERAL STREETS & ROW							
202-463.000-703.000	WAGES	80,200.00	21,395.25	7,927.98	58,804.75	26.68	28,493.02
202-463.000-719.000	INSURANCE BENEFITS	15,200.00	4,140.89	1,165.76	11,059.11	27.24	8,821.31
202-463.000-720.000	PAYROLL TAXES	6,400.00	1,620.16	601.51	4,779.84	25.32	2,179.73
202-463.000-721.000	MERS BENEFITS	9,900.00	2,687.96	974.88	7,212.04	27.15	4,195.47
202-463.000-722.000	WORKERS COMPENSATION	2,520.00	1,183.78	0.00	1,336.22	46.98	887.83
202-463.000-740.000	SUPPLIES	1,500.00	1,214.34	356.55	285.66	80.96	12.99
202-463.000-746.000	TRAFFIC SIGNS & SERVICES	5,000.00	4,645.78	572.96	354.22	92.92	79.10
202-463.000-802.000	CONTRACTUAL	30,000.00	1,781.25	142.50	28,218.75	5.94	8,053.94
202-463.000-806.000	CONTRACTUAL ENGINEERING	13,500.00	5,132.25	0.00	8,367.75	38.02	3,983.25
202-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL	40,000.00	607.70	0.00	39,392.30	1.52	2,174.66
202-463.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	48,000.00	13,450.54	5,153.73	34,549.46	28.02	0.00
202-463.000-979.000	CAPITAL OUTLAY	38,525.00	3,604.56	0.00	34,920.44	9.36	260.50
Total Dept 463.000 - GENERAL STREETS & ROW		290,745.00	61,464.46	16,895.87	229,280.54	21.14	59,141.80
Dept 464.000 - GENERAL STREETS WINTER & ROW							
202-464.000-703.000	WAGES	27,900.00	1,207.22	715.66	26,692.78	4.33	1,798.34
202-464.000-719.000	INSURANCE BENEFITS	5,300.00	356.95	257.74	4,943.05	6.73	0.00
202-464.000-720.000	PAYROLL TAXES	2,300.00	91.17	54.03	2,208.83	3.96	137.62
202-464.000-721.000	MERS BENEFITS	3,500.00	130.26	77.22	3,369.74	3.72	196.44
202-464.000-722.000	WORKERS COMPENSATION	970.00	454.06	0.00	515.94	46.81	410.67
202-464.000-740.001	SNOW AND ICE REMOVAL SUPPLIES	15,000.00	19.98	19.98	14,980.02	0.13	0.00
202-464.000-802.002	CONTRACTUAL-SIDEWALK PLOWING	30,000.00	0.00	0.00	30,000.00	0.00	0.00
202-464.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	15,500.00	495.50	11.68	15,004.50	3.20	0.00
Total Dept 464.000 - GENERAL STREETS WINTER & ROW		100,470.00	2,755.14	1,136.31	97,714.86	2.74	2,543.07
TOTAL EXPENDITURES		391,215.00	64,219.60	18,032.18	326,995.40	16.42	61,684.87
Fund 202 - MAJOR STREET FUND:							
TOTAL REVENUES		340,100.00	33,565.46	14,821.68	306,534.54	9.87	31,833.20
TOTAL EXPENDITURES		391,215.00	64,219.60	18,032.18	326,995.40	16.42	61,684.87
NET OF REVENUES & EXPENDITURES		(51,115.00)	(30,654.14)	(3,210.50)	(20,460.86)	59.97	(29,851.67)

PERIOD ENDING 10/31/2023

Item 10B.

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 10/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 10/31/2022 NORM (ABNORM)
Fund 203 - LOCAL STREETS FUND							
Revenues							
Dept 000.000							
203-000.000-546.000	STATE GRANT: ACT 51	79,950.00	14,147.61	6,247.24	65,802.39	17.70	13,389.02
203-000.000-546.001	SNOW REMOVAL	18,000.00	0.00	0.00	18,000.00	0.00	0.00
203-000.000-699.203	TRANSFER IN-LOCAL ST	175,000.00	0.00	0.00	175,000.00	0.00	0.00
Total Dept 000.000		272,950.00	14,147.61	6,247.24	258,802.39	5.18	13,389.02
TOTAL REVENUES		272,950.00	14,147.61	6,247.24	258,802.39	5.18	13,389.02
Expenditures							
Dept 463.000 - GENERAL STREETS & ROW							
203-463.000-703.000	WAGES	87,200.00	20,037.13	7,479.14	67,162.87	22.98	28,978.56
203-463.000-719.000	INSURANCE BENEFITS	16,500.00	3,856.92	921.57	12,643.08	23.38	8,663.88
203-463.000-720.000	PAYROLL TAXES	7,000.00	1,517.58	567.96	5,482.42	21.68	2,216.78
203-463.000-721.000	MERS BENEFITS	10,700.00	2,510.23	946.76	8,189.77	23.46	4,243.39
203-463.000-722.000	WORKERS COMPENSATION	2,415.00	1,135.12	0.00	1,279.88	47.00	881.36
203-463.000-740.000	SUPPLIES	750.00	1,074.81	217.03	(324.81)	143.31	0.00
203-463.000-746.000	TRAFFIC SIGNS & SERVICES	5,000.00	1,653.20	572.97	3,346.80	33.06	79.10
203-463.000-802.000	CONTRACTUAL	26,000.00	2,281.25	642.50	23,718.75	8.77	3,026.32
203-463.000-806.000	CONTRACTUAL ENGINEERING	14,000.00	1,390.50	1,088.00	12,609.50	9.93	14,716.55
203-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL	22,000.00	3,622.52	3,000.00	18,377.48	16.47	9,822.70
203-463.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	42,300.00	12,434.92	5,293.36	29,865.08	29.40	0.00
203-463.000-979.000	CAPITAL OUTLAY	23,025.00	2,980.00	2,980.00	20,045.00	12.94	119,531.01
Total Dept 463.000 - GENERAL STREETS & ROW		256,890.00	54,494.18	23,709.29	202,395.82	21.21	192,159.65
Dept 464.000 - GENERAL STREETS WINTER & ROW							
203-464.000-703.000	WAGES	21,000.00	99.08	0.00	20,900.92	0.47	772.46
203-464.000-719.000	INSURANCE BENEFITS	4,000.00	10.60	0.00	3,989.40	0.27	0.00
203-464.000-720.000	PAYROLL TAXES	1,700.00	7.48	0.00	1,692.52	0.44	59.15
203-464.000-721.000	MERS BENEFITS	2,600.00	10.69	0.00	2,589.31	0.41	87.33
203-464.000-722.000	WORKERS COMPENSATION	695.00	325.64	0.00	369.36	46.85	286.87
203-464.000-740.000	SUPPLIES	300.00	0.00	0.00	300.00	0.00	0.00
203-464.000-740.001	SNOW AND ICE REMOVAL SUPPLIES	12,500.00	19.98	19.98	12,480.02	0.16	0.00
203-464.000-802.002	CONTRACTUAL-SIDEWALK PLOWING	25,000.00	0.00	0.00	25,000.00	0.00	0.00
203-464.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	12,800.00	56.62	0.00	12,743.38	0.44	0.00
Total Dept 464.000 - GENERAL STREETS WINTER & ROW		80,595.00	530.09	19.98	80,064.91	0.66	1,205.81
TOTAL EXPENDITURES		337,485.00	55,024.27	23,729.27	282,460.73	16.30	193,365.46
Fund 203 - LOCAL STREETS FUND:							
TOTAL REVENUES		272,950.00	14,147.61	6,247.24	258,802.39	5.18	13,389.02
TOTAL EXPENDITURES		337,485.00	55,024.27	23,729.27	282,460.73	16.30	193,365.46
NET OF REVENUES & EXPENDITURES		(64,535.00)	(40,876.66)	(17,482.03)	(23,658.34)	63.34	(179,976.44)

Item 10B.

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	10/31/2023 NORM (ABNORM)	MONTH 10/31/23 INCR (DECR)	BALANCE NORM (ABNORM)		10/31/2022 NORM (ABNORM)
Fund 213 - SCHULTZ PARK LAUNCH RAMP							
Revenues							
Dept 000.000							
213-000.000-651.000	LAUNCH FEES	25,100.00	17,365.73	1,070.00	7,734.27	69.19	16,008.87
Total Dept 000.000		25,100.00	17,365.73	1,070.00	7,734.27	69.19	16,008.87
TOTAL REVENUES		25,100.00	17,365.73	1,070.00	7,734.27	69.19	16,008.87
Expenditures							
Dept 753.000 - LAUNCH RAMPS							
213-753.000-922.000	UTILITIES	800.00	142.54	52.69	657.46	17.82	144.93
213-753.000-930.000	REPAIRS & MAINTENANCE: GENERAL	2,000.00	18.00	0.00	1,982.00	0.90	643.04
213-753.000-958.000	MISCELLANEOUS	2,000.00	341.73	131.73	1,658.27	17.09	1,575.51
Total Dept 753.000 - LAUNCH RAMPS		4,800.00	502.27	184.42	4,297.73	10.46	2,363.48
Dept 966.000 - TRANSFERS OUT							
213-966.000-995.101	TRANSFER OUT GF	23,250.00	23,250.00	18,750.00	0.00	100.00	4,500.00
Total Dept 966.000 - TRANSFERS OUT		23,250.00	23,250.00	18,750.00	0.00	100.00	4,500.00
TOTAL EXPENDITURES		28,050.00	23,752.27	18,934.42	4,297.73	84.68	6,863.48
Fund 213 - SCHULTZ PARK LAUNCH RAMP:							
TOTAL REVENUES		25,100.00	17,365.73	1,070.00	7,734.27	69.19	16,008.87
TOTAL EXPENDITURES		28,050.00	23,752.27	18,934.42	4,297.73	84.68	6,863.48
NET OF REVENUES & EXPENDITURES		(2,950.00)	(6,386.54)	(17,864.42)	3,436.54	216.49	9,145.39

Item 10B.

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	10/31/2023 NORM (ABNORM)	MONTH 10/31/23 INCR (DECR)	BALANCE NORM (ABNORM)		10/31/2022 NORM (ABNORM)
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND							
Revenues							
Dept 000.000							
243-000.000-528.000	OTHER FEDERAL GRANTS	0.00	5,671.25	2,426.25	(5,671.25)	100.00	0.00
243-000.000-699.101	TRANSFER IN - GENERAL FUND	150,000.00	0.00	0.00	150,000.00	0.00	0.00
Total Dept 000.000		150,000.00	5,671.25	2,426.25	144,328.75	3.78	0.00
TOTAL REVENUES		150,000.00	5,671.25	2,426.25	144,328.75	3.78	0.00
Expenditures							
Dept 000.000							
243-000.000-802.243	BLIGHT REMOVAL	150,000.00	7,546.25	3,428.75	142,453.75	5.03	6,582.50
243-000.000-803.000	CONTRACTUAL CONSULTANT	0.00	4,248.53	974.53	(4,248.53)	100.00	0.00
243-000.000-806.000	CONTRACTUAL ENGINEERING	0.00	0.00	0.00	0.00	0.00	732.50
Total Dept 000.000		150,000.00	11,794.78	4,403.28	138,205.22	7.86	7,315.00
TOTAL EXPENDITURES		150,000.00	11,794.78	4,403.28	138,205.22	7.86	7,315.00
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:							
TOTAL REVENUES		150,000.00	5,671.25	2,426.25	144,328.75	3.78	0.00
TOTAL EXPENDITURES		150,000.00	11,794.78	4,403.28	138,205.22	7.86	7,315.00
NET OF REVENUES & EXPENDITURES		0.00	(6,123.53)	(1,977.03)	6,123.53	100.00	(7,315.00)

Item 10B.

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 10/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 10/31/2022 NORM (ABNORM)
Fund 245 - TRI-COMMUNITY HARBOR AUTHORITY							
Revenues							
Dept 000.000							
245-000.000-626.002	SAUGATUCK CONTRIBUTION	7,000.00	0.00	0.00	7,000.00	0.00	0.00
245-000.000-699.245	TRANSFER IN TRI-HARBOR AUTHORITY	7,000.00	0.00	0.00	7,000.00	0.00	0.00
Total Dept 000.000		14,000.00	0.00	0.00	14,000.00	0.00	0.00
TOTAL REVENUES		14,000.00	0.00	0.00	14,000.00	0.00	0.00
Expenditures							
Dept 754.000 - HARBOR							
245-754.000-812.000	RECORDING CLERK	1,000.00	0.00	0.00	1,000.00	0.00	100.00
245-754.000-900.000	PRINTING & PUBLISHING	0.00	0.00	0.00	0.00	0.00	56.00
245-754.000-979.000	CAPITAL OUTLAY	14,000.00	0.00	0.00	14,000.00	0.00	0.00
Total Dept 754.000 - HARBOR		15,000.00	0.00	0.00	15,000.00	0.00	156.00
TOTAL EXPENDITURES		15,000.00	0.00	0.00	15,000.00	0.00	156.00
Fund 245 - TRI-COMMUNITY HARBOR AUTHORITY:							
TOTAL REVENUES		14,000.00	0.00	0.00	14,000.00	0.00	0.00
TOTAL EXPENDITURES		15,000.00	0.00	0.00	15,000.00	0.00	156.00
NET OF REVENUES & EXPENDITURES		(1,000.00)	0.00	0.00	(1,000.00)	0.00	(156.00)

Item 10B.

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	10/31/2023 NORM (ABNORM)	MONTH 10/31/23 INCR (DECR)	BALANCE NORM (ABNORM)		10/31/2022 NORM (ABNORM)
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000.000							
248-000.000-417.000	TAX INCREMENT RECAPTURE	49,942.00	43,493.41	0.00	6,448.59	87.09	35,120.83
248-000.000-675.000	OTHER REVENUE	0.00	260.00	0.00	(260.00)	100.00	8,000.00
Total Dept 000.000		49,942.00	43,753.41	0.00	6,188.59	87.61	43,120.83
TOTAL REVENUES		49,942.00	43,753.41	0.00	6,188.59	87.61	43,120.83
Expenditures							
Dept 728.000 - DOWNTOWN DEVELOPMENT AUTHORITY							
248-728.000-703.001	DDA ADMINISTRATION	7,800.00	2,600.00	650.00	5,200.00	33.33	2,600.00
248-728.000-718.000	TRAINING FUNDS	1,000.00	0.00	0.00	1,000.00	0.00	0.00
248-728.000-802.000	CONTRACTUAL	3,000.00	0.00	0.00	3,000.00	0.00	0.00
248-728.000-802.001	CONTRACTUAL-PLANNING STUDY	0.00	176.76	176.76	(176.76)	100.00	0.00
248-728.000-806.000	CONTRACTUAL ENGINEERING	0.00	0.00	0.00	0.00	0.00	3,115.55
248-728.000-880.000	COMMUNITY PROMOTION	16,000.00	1,579.75	1,154.35	14,420.25	9.87	1,703.44
248-728.000-979.000	CAPITAL OUTLAY	76,000.00	25,218.97	5,960.00	50,781.03	33.18	0.00
Total Dept 728.000 - DOWNTOWN DEVELOPMENT AUTHORITY		103,800.00	29,575.48	7,941.11	74,224.52	28.49	7,418.99
TOTAL EXPENDITURES		103,800.00	29,575.48	7,941.11	74,224.52	28.49	7,418.99
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		49,942.00	43,753.41	0.00	6,188.59	87.61	43,120.83
TOTAL EXPENDITURES		103,800.00	29,575.48	7,941.11	74,224.52	28.49	7,418.99
NET OF REVENUES & EXPENDITURES		(53,858.00)	14,177.93	(7,941.11)	(68,035.93)	26.32	35,701.84

Item 10B.

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 10/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 10/31/2022 NORM (ABNORM)
Fund 403 - BLUE STAR CORRIDOR IMPROVEMENT FUND							
Revenues							
Dept 000.000							
403-000.000-439.000	MRE TAX	103,000.00	517.51	0.00	102,482.49	0.50	0.00
Total Dept 000.000		103,000.00	517.51	0.00	102,482.49	0.50	0.00
TOTAL REVENUES		103,000.00	517.51	0.00	102,482.49	0.50	0.00
Expenditures							
Dept 463.000 - GENERAL STREETS & ROW							
403-463.000-806.000	CONTRACTUAL ENGINEERING	0.00	118.00	0.00	(118.00)	100.00	0.00
403-463.000-979.000	CAPITAL OUTLAY	62,500.00	12,458.53	0.00	50,041.47	19.93	0.00
Total Dept 463.000 - GENERAL STREETS & ROW		62,500.00	12,576.53	0.00	49,923.47	20.12	0.00
TOTAL EXPENDITURES		62,500.00	12,576.53	0.00	49,923.47	20.12	0.00
Fund 403 - BLUE STAR CORRIDOR IMPROVEMENT FUND:							
TOTAL REVENUES		103,000.00	517.51	0.00	102,482.49	0.50	0.00
TOTAL EXPENDITURES		62,500.00	12,576.53	0.00	49,923.47	20.12	0.00
NET OF REVENUES & EXPENDITURES		40,500.00	(12,059.02)	0.00	52,559.02	29.78	0.00

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Item 10B.

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 10/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 10/31/2022 NORM (ABNORM)
Fund 450 - WATER SEWER FUND							
Revenues							
Dept 000.000							
450-000.000-602.000	CONNECTION FEES, WATER	30,000.00	8,000.00	2,000.00	22,000.00	26.67	21,548.00
450-000.000-602.001	CONNECTION FEES, SEWER	35,000.00	12,500.00	2,500.00	22,500.00	35.71	23,500.00
450-000.000-679.001	REIMBURSE FROM STATE	276,568.00	26,033.17	26,033.17	250,534.83	9.41	0.00
450-000.000-699.101	TRANSFER IN - GENERAL FUND	50,000.00	0.00	0.00	50,000.00	0.00	0.00
Total Dept 000.000		391,568.00	46,533.17	30,533.17	345,034.83	11.88	45,048.00
TOTAL REVENUES		391,568.00	46,533.17	30,533.17	345,034.83	11.88	45,048.00
Expenditures							
Dept 000.000							
450-000.000-806.000	CONTRACTUAL ENGINEERING	0.00	0.00	(7,866.45)	0.00	0.00	372.00
450-000.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	0.00	0.00	(267.50)	0.00	0.00	0.00
450-000.000-974.000	CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	2,800.00
Total Dept 000.000		0.00	0.00	(8,133.95)	0.00	0.00	3,172.00
Dept 536.000 - WATER SYSTEM							
450-536.000-703.000	WAGES	0.00	4,961.26	266.21	(4,961.26)	100.00	0.00
450-536.000-719.000	INSURANCE BENEFITS	0.00	1,369.98	5.59	(1,369.98)	100.00	0.00
450-536.000-720.000	PAYROLL TAXES	0.00	375.37	20.35	(375.37)	100.00	0.00
450-536.000-721.000	MERS BENEFITS	0.00	540.35	28.72	(540.35)	100.00	0.00
450-536.000-721.001	457 CONTRIBUTION	0.00	13.62	0.00	(13.62)	100.00	0.00
450-536.000-806.000	CONTRACTUAL ENGINEERING	20,000.00	20,962.05	14,581.05	(962.05)	104.81	0.00
450-536.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	0.00	2,356.20	377.54	(2,356.20)	100.00	0.00
450-536.000-974.000	CONSTRUCTION	504,068.00	5,750.00	0.00	498,318.00	1.14	0.00
Total Dept 536.000 - WATER SYSTEM		524,068.00	36,328.83	15,279.46	487,739.17	6.93	0.00
TOTAL EXPENDITURES		524,068.00	36,328.83	7,145.51	487,739.17	6.93	3,172.00
Fund 450 - WATER SEWER FUND:							
TOTAL REVENUES		391,568.00	46,533.17	30,533.17	345,034.83	11.88	45,048.00
TOTAL EXPENDITURES		524,068.00	36,328.83	7,145.51	487,739.17	6.93	3,172.00
NET OF REVENUES & EXPENDITURES		(132,500.00)	10,204.34	23,387.66	(142,704.34)	7.70	41,876.00

PERIOD ENDING 10/31/2023

Item 10B.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	10/31/2023 NORM (ABNORM)	MONTH 10/31/23 INCR (DECR)	BALANCE NORM (ABNORM)		10/31/2022 NORM (ABNORM)
Fund 594 - DOUGLAS MARINA							
Revenues							
Dept 000.000							
594-000.000-654.000	SEASONAL SLIP FEES	26,000.00	6,450.00	4,500.00	19,550.00	24.81	6,275.00
594-000.000-654.001	TRANSIENT SLIP	0.00	1,225.00	0.00	(1,225.00)	100.00	0.00
594-000.000-667.001	WADE'S BAYOU PARK RENTAL	7,000.00	5,828.90	0.00	1,171.10	83.27	50.00
594-000.000-699.101	TRANSFER IN - GENERAL FUND	100,000.00	0.00	0.00	100,000.00	0.00	0.00
Total Dept 000.000		133,000.00	13,503.90	4,500.00	119,496.10	10.15	6,325.00
TOTAL REVENUES		133,000.00	13,503.90	4,500.00	119,496.10	10.15	6,325.00
Expenditures							
Dept 597.000 - POINT PLEASANT							
594-597.000-802.000	CONTRACTUAL	3,500.00	1,191.00	337.00	2,309.00	34.03	0.00
594-597.000-820.000	MARINA OPERATIONS	15,000.00	437.93	0.00	14,562.07	2.92	2,962.84
594-597.000-922.000	UTILITIES	5,000.00	419.12	159.99	4,580.88	8.38	572.26
594-597.000-979.000	CAPITAL OUTLAY	41,150.00	0.00	0.00	41,150.00	0.00	0.00
Total Dept 597.000 - POINT PLEASANT		64,650.00	2,048.05	496.99	62,601.95	3.17	3,535.10
Dept 597.001 - WADES BAYOU							
594-597.001-930.000	REPAIRS & MAINTENANCE: GENERAL	6,000.00	812.00	180.00	5,188.00	13.53	1,358.53
594-597.001-974.000	CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	7,750.00
Total Dept 597.001 - WADES BAYOU		6,000.00	812.00	180.00	5,188.00	13.53	9,108.53
Dept 597.002 - DOUGLAS HARBOR AUTHORITY							
594-597.002-740.000	SUPPLIES	4,000.00	0.00	0.00	4,000.00	0.00	0.00
594-597.002-802.000	CONTRACTUAL	75,600.00	37,835.00	0.00	37,765.00	50.05	34,657.50
594-597.002-812.000	RECORDING CLERK	600.00	0.00	0.00	600.00	0.00	100.00
Total Dept 597.002 - DOUGLAS HARBOR AUTHORITY		80,200.00	37,835.00	0.00	42,365.00	47.18	34,757.50
TOTAL EXPENDITURES		150,850.00	40,695.05	676.99	110,154.95	26.98	47,401.13
Fund 594 - DOUGLAS MARINA:							
TOTAL REVENUES		133,000.00	13,503.90	4,500.00	119,496.10	10.15	6,325.00
TOTAL EXPENDITURES		150,850.00	40,695.05	676.99	110,154.95	26.98	47,401.13
NET OF REVENUES & EXPENDITURES		(17,850.00)	(27,191.15)	3,823.01	9,341.15	152.33	(41,076.13)

PERIOD ENDING 10/31/2023

Item 10B.

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 10/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 10/31/2022 NORM (ABNORM)
Fund 660 - EQUIPMENT RENTAL FUND							
Revenues							
Dept 000.000							
660-000.000-676.000	EQUIPMENT CHARGES - NON DPW	27,594.00	6,666.60	1,666.67	20,927.40	24.16	10,509.68
660-000.000-676.001	EQUIPMENT CHARGES -DPW	175,300.00	59,133.27	20,283.78	116,166.73	33.73	0.00
Total Dept 000.000		202,894.00	65,799.87	21,950.45	137,094.13	32.43	10,509.68
TOTAL REVENUES		202,894.00	65,799.87	21,950.45	137,094.13	32.43	10,509.68
Expenditures							
Dept 262.000 - ELECTION							
660-262.000-979.000	CAPITAL OUTLAY	12,000.00	0.00	0.00	12,000.00	0.00	0.00
Total Dept 262.000 - ELECTION		12,000.00	0.00	0.00	12,000.00	0.00	0.00
Dept 265.000 - BUILDING & GROUNDS							
660-265.000-979.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	8,157.00
Total Dept 265.000 - BUILDING & GROUNDS		0.00	0.00	0.00	0.00	0.00	8,157.00
Dept 902.000 - DPW EQUIPMENT PURCHASES							
660-902.000-979.000	CAPITAL OUTLAY	142,500.00	145,600.49	24,600.48	(3,100.49)	102.18	43,715.00
Total Dept 902.000 - DPW EQUIPMENT PURCHASES		142,500.00	145,600.49	24,600.48	(3,100.49)	102.18	43,715.00
Dept 903.000 - EQUIP. REPAIRS & MAINTENANCE							
660-903.000-860.000	GAS & OIL	30,000.00	4,907.35	1,040.69	25,092.65	16.36	5,164.52
660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS	70,000.00	5,064.66	2,377.76	64,935.34	7.24	18,643.56
Total Dept 903.000 - EQUIP. REPAIRS & MAINTENANCE		100,000.00	9,972.01	3,418.45	90,027.99	9.97	23,808.08
TOTAL EXPENDITURES		254,500.00	155,572.50	28,018.93	98,927.50	61.13	75,680.08
Fund 660 - EQUIPMENT RENTAL FUND:							
TOTAL REVENUES		202,894.00	65,799.87	21,950.45	137,094.13	32.43	10,509.68
TOTAL EXPENDITURES		254,500.00	155,572.50	28,018.93	98,927.50	61.13	75,680.08
NET OF REVENUES & EXPENDITURES		(51,606.00)	(89,772.63)	(6,068.48)	38,166.63	173.96	(65,170.40)
TOTAL REVENUES - ALL FUNDS							
TOTAL REVENUES - ALL FUNDS		5,285,778.00	3,424,776.75	242,752.83	1,861,001.25	64.79	2,885,697.07
TOTAL EXPENDITURES - ALL FUNDS		6,852,891.00	2,774,460.57	375,762.33	4,078,430.43	40.49	1,113,226.09
NET OF REVENUES & EXPENDITURES		(1,567,113.00)	650,316.18	(133,009.50)	(2,217,429.18)	41.50	1,772,470.98