

## THE CITY OF THE VILLAGE OF DOUGLAS WORKSHOP MEETING OF THE CITY COUNCIL MONDAY, APRIL 03, 2023 AT 5:30 PM 86 W CENTER ST., DOUGLAS MI

#### AGENDA

To attend and participate in this remote meeting of the City of the Village of Douglas City Council, please consider joining online or by phone.

Join online by visiting: https://us02web.zoom.us/j/87011708329

Join by phone by dialing: +1 (312) 626-6799 | Then enter "Meeting ID": 8701 170 8329

#### 1. CALL TO ORDER - By Mayor

- 2. ROLL CALL By Clerk
- 3. Strategic Planning Session #3 Planning, Sidewalks, Streets, DDA, BSH Fund
  - A. Workshop #3 Planning & Zoning, Sidewalks, Streets, Downtown, Blue Star Highway

#### 4. ADJOURNMENT

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 Pamela Aalderink, 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



## **MEMORANDUM** CITY COUNCIL STRATEGIC PLANNING WORKSHOP #3 April 3, 2023, at 5:30 PM

**TO: City Council** 

FROM: Rich LaBombard, City Manager

#### SUBJECT: FY 23-24 Strategic Planning Workshop #3 – Planning & Zoning, Sidewalks, Streets, Downtown, Blue Star Highway

Annually, City Council participates in a strategic planning session to provide guidance for the upcoming fiscal year budget development and to also establish priorities for the next five years based on information obtained from asset management plans, master plans, development plans, the master project list, and general observation. For this communication, the following master plans were referenced:

- Our Douglas Vision Master Plan which is our most comprehensive master plan
- Blue Star Corridor Plan
- Downtown Development & Tax Increment Financing (TIF) Plan
- Waterfront Master Plan
- Douglas Waterfront Public Marina Plan
- Recreation Master Plan
- Tri-Community Master Plan

The following asset management plans were referenced:

- Five Year Street Asset Management Plan
- Storm Water Asset Management Plan
- Sanitary Sewer Asset Management Plan
- DPW Equipment Asset Management Plan

And, the following facility development plans were referenced:

- Wades Bayou Marina Development Plan
- Point Pleasant Municipal Marina Development Plan

In addition:

- Regional objectives (i.e. Blue Star Trail, Kalamazoo River Water Trail, recycling, housing)
- State mandates (i.e. lead and galvanized water line replacement)

The City Council also takes the opportunity to review the established strategic goals. The City Council's strategic goal is to effectively use public policy and public resources at their disposal to leverage opportunities that will establish, implement, and support programs in the following four focus areas in order to grow and strengthen the Douglas community:

- 1. Promote, enhance, and expand on our Social, Cultural, Environmental, and Recreational values and traditions.
- 2. Promote Economic Development that complements our existing businesses while creating new sustainable opportunities within the community.
- 3. Housing that improves on the existing range of opportunities for workers, young families, visitors, and retirees aging in place.
- 4. Public Services and Infrastructure that deliver cost effective solutions at sustainable levels in keeping with the expectations and future needs of the community.

City Council's priorities are typically set based on available funding and/or grant funding opportunities, project timeline constraints, and sometimes the ability / willingness of adjacent governmental units to partner to accomplish broader / regional goals.

City Council should maintain focus on the projects that can be done well and be willing to admit that sometimes government may not be the best suited to solve every problem simply because it has been presented.

Finally, most of the goals and priorities established by City Council will in some way be interrelated to other goals, asset management plans, development plans, or master plans. Government typically moves at a slow and deliberate pace. Not because it doesn't know how to move faster, but there is usually a need, desire, or requirement to inform our citizens and incorporate public input as part of the process.

The information containing in this communication was developed to provide an overview of accomplishments in the current fiscal year (FY 22-23), what is proposed to be accomplished in the upcoming fiscal year (FY 23-24) based on information received from previous strategic planning sessions, and a section to provide additional input for future fiscal years (FY 24-27). As a reminder, the fiscal year begins on July 1 and ends on June 30.

This strategic planning session is intended to provide City Council information about projects and prepare them for the ranking of the project master list. The project master list will be used to guide the budget development process for the next fiscal year.

The City Manager will provide an overview of each topic and lead a discussion on the proposed projects and provide any additional detail needed by City Council. City Council will provide their input and the City Manager will add additional project items that will be entered into the project master list for ranking. The rankings will identify top priorities which will be used for the next fiscal year budget development.

## Arbor

Trees are an element that make a community desirable and there is a significant amount of investment and maintenance required to maintain the municipalities living green infrastructure.

### FY 21/22 Items

• Tree removal and replacement at Schultz

#### FY 22/23 Items

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#### FY 23/24 Items

- Tree replacement budget
- Tree removal and stump grinding
- Additional trees in R3 district
- Tree City USA candidate

## Additional Items for Consideration

Tree canopy assessment

## **Contractual Services**

The municipality relies on contractual services to provide a variety of services that aren't available or economical to provide with City staff.

### FY 21/22 Items

- Labor attorney renewed in 2022
- Downtown parking lot maintenance agreement

#### FY 22/23 Items

- Republic Services
- Aquatic Weed Treatment (\$72,000)
- Seasonal décor & lighting
- Copier contract (City Hall & PD)
- Downtown parking lot maintenance agreement

## FY 23/24 Items

- Auditor
- 42 North Rowing
- City Engineer
- City Attorney
- Root Beer barrel RFP
- Sewer agreement KLSWA
- Water agreement KLSWA
- Document scanning (\$15,300)
- Website redevelopment (\$7,500)
- Social media archive for (CH & PD) (\$4,200 annually for lowest level plan)
- Baker Tilly water rate study (\$10,500)
- IT services (\$x,xxx)
- Snow removal RFP
- Cyber insurance Cowbell (\$3,400 annually)
- Seasonal décor & lighting

## Additional Items for Consideration

Item 3A.

## Marketing & Branding

Marketing and branding are elements that increase tourism, attract residents, bolster business, and make a community desirable, as well as memorable.

### FY 21/22 Items

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## FY 22/23 Items

• Logo

### FY 23/24 Items

- Branding
  - o Douglas Flag

## Additional Items for Consideration

Item 3A.

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## Miscellaneous Items

These miscellaneous items don't fall into one of the other categories but will require municipal resources to complete the listed tasks.

## FY 21/22 Items

• Deer Management Information housed on the City's website for resident information and reference

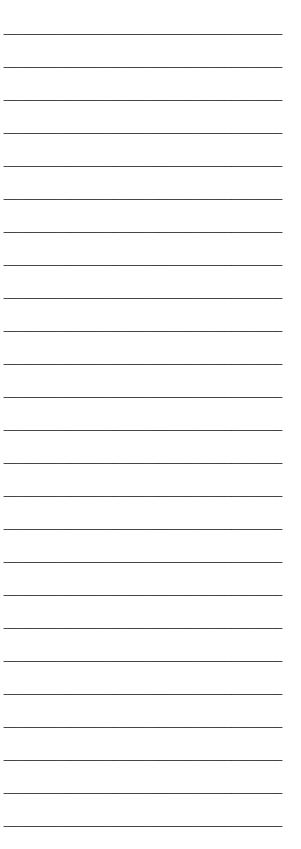
## FY 22/23 Items

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## FY 23/24 Items

- Spark Grant round 2
- Alley Paving Project North of Wall St. and south of Chestnut St. between Spring St. & Main St. and Main St. & Washington St. (\$89,000)
- Deer nuisance (\$xx,xxx)

## Additional Items for Consideration



## Ordinances

A municipal ordinance carries the weight of a law and typically is associated with a fee or a fine for violating. Ordinances not intended to be "laws" are also written in such a manner that it is codified and can be easily referenced in ordinance books and have a long standing effect.

### FY 21/22 Items

- Business licensing
  - Food trucks
  - 0 Marihuana

## FY 22/23 Items

- Overnight parking at City parks
- Sign ordinance
- Personal Property Surplus
- Real Property Surplus
- Environmental Protection Standards
- Mobile Food Vending Unit/Food Trucks
- Code of Ethics
- Floodplain Management

## FY 23/24 Items

- Golf carts (CURV amend to prohibit)
- Fire suppression connection & fees
- Temporary storage pods
- Municipal utility standards, specification, and details

## Additional Items for Consideration

Amend non-conforming section of zoning ordinance

## Placemaking

Creating a unique identity for the community is key to marketing and promoting the community.

## FY 21/22 Items

• Overlook at Warnock Drain

### FY 22/23 Items

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## FY 23/24 Items

- MDOT Regional Signage
- DDA Gateway beautification
- Public art
  - o Sculptures (\$5,000)
  - Art Installation under BSH Bridge (\$5,000)
- Wayfinding Signage Physical installation of signage
  - o Road signs
  - o Map kiosks
  - o Placemaking signage

## Additional Items for Consideration

Pedestrian bridge structure over Tannery Creek Ravine along the Wiley Road Trail

BSH bridge under lighting

# Planning & Zoning / Economic Development

The department of Planning and Zoning and Economic Development covers a wide range of responsibilities and is made up of several categories related to development, master planning, code enforcement, and zoning.

## FY 21/22 Items

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## FY 22/23 Items

• DDA Development / TIF Plan - Audit & Amendment

## FY 23/24 Items

- Zoning ordinance and map update (\$25,000)
- Redevelopment Ready Community
- Master Plan Update (\$12,000-\$30,000)
- Parks and Recreation Master Plan (\$7,500)

## Additional Items for Consideration

Item 3A.

## **Policies & Resolutions**

A policy is generally a document that describes the way a municipality will conduct business.

### FY 21/22 Items

• Kayak storage

## FY 22/23 Items

- Schedule of fees
- Donation policy for memorial trees, benches, and miscellaneous – need to standardize the donation policy so its managed consistently.

## FY 23/24 Items

- Rebate policy
- Funds from scrap policy
- Annual inventory
- Standard operating procedures for various items

## Additional Items for Consideration

## Staffing

The municipal staff deliver services to the public on a daily basis and should possess the necessary knowledge, skills, and tools to deliver services.

## FY 21/22 Items

• Employee handbook

### FY 22/23 Items

- Annual evaluations
- Job and wage study
- Cost of living adjustment
- Benefits review
- Code enforcement
- Staffing at Police Department replaced retired police officer
- Summer seasonal for DPW (2 positions)
- Training for boards and commissions (\$3,500)

## FY 23/24 Items

- Annual evaluations
- Staff training developed
- Summer seasonal for DPW (\$24,000) (two employees/20 weeks/ 35 hours per week/\$17 per hour)
- Full time police officer position (small pool of part-time personnel, reduction of overtime) (\$88,000)

## Additional Items for Consideration

## Technology

The continual investment in technology ensures the municipality is able to keep up with changes in the technical environment and also create efficiencies in managing information and processes for the municipality.

#### FY 21/22 Items

- Site plan review software
- New email addresses
- New website address
- Cyber security
- Audio/Video upgrades & City Hall
- Assessor's desktop computer upgrade

### FY 22/23 Items

- Complete Legal Review of entire Code of Ordinances & Recodification – necessary because many municipal ordinances conflict and are outdated (\$20,000 -Municode)
- Computer aided design software (CAD) (\$500 per year)
- Copier for City Hall (\$8,200)
- Intern desktop computer (\$1,100)
- Remote learning for BS&A Software Annual
- BS&A Change Order for Community Development Software (\$x,xxx)

## FY 23/24 Items

- PC replacement for staff (1/4, every year with 4 year life) (\$6,000)
- Chamber Room Technology Upgrades, microphones and speakers (\$5,000)
- Revamp municipal website for better functionality and ADA compliance (\$7,500)

### Additional Items for Consideration

<u>City Wide Wi-Fi / Broadband</u>

202-463 & 202-464 Local Streets 203-463 & 203-464 Local Streets 101-463 General Streets & ROW

## Right-of-Way & Sidewalks/Trails Projects

**Right-of Way:** In addition to the five-year asset management plan, improving and expanding non-motorized transportation routes within the City is listed on many of the master plans.

Sidewalks/Trails: Sidewalks and Trails provide alternative means of transportation for exercise, leisure, or recreation and provides a network of interconnected routes typically for pedestrian and non-motorized travel throughout the community.

#### FY 21/22 Items

- Wiley Road Trail Blue Star to Wiley Court
- Beach to Bayou Trail Correction of noncompliant ADA slope issues
- Westshore Trail Install trail along portion of Ferry Street
- Campbell Road widened shoulder for pedestrian use
- Union Street sidewalk from BSH south to Center

#### FY 22/23 Items

- BSH fill in sidewalk gaps from Dunes Resort north to existing sidewalk (Dunes portion \$xx,xxx). Note: City will pay for drain improvements
- Wayfinding Signage Install physical signage (\$42,000)

#### FY 23/24 Items

**Note:** When a sidewalk or trail project is proposed that requires design engineering, the design engineering shall be budgeted in the first year with construction budgeted the following year.

- BSH fill in sidewalk gap from Chestnut St. to Union St./Lawn St.; Lawn St. from Union St./BSH to Main St.; relocation of Crossing at BSH and Main St. (\$260,000)
- BSH resurface west side asphalt sidewalk Main to St. Peters (\$92,000)
- 319 S Union Street Resident gets storm water flow from properties on the west side of road (\$5,000)
- Center/Ferry intersection storm water replacement (flagged by SAW-collapsed) (\$xx,xxx)
- Westshore/Hamilton storm water replacement (8" steel connected to 4" clay, collapsed) (\$xx,xxx)
- DPW storm water drainage improvements, ponding on Water St. (\$x,xxx)
- Mixer St./Fremont St. storm water drainage improvements, ponding at 99 Fremont (\$x,xxx)
- Banners (\$35,000)

#### Additional Items for Consideration

Complete Wiley Road Trail Extension from Wiley Court east to Schultz Park

Passage over ravine on Wiley Rd. (bridge \$1,000,000 or boardwalk \$600,000)

Union St. from BSH north to Hamilton (Union Street Boat Launch) (\$90,000)

Complete Union St. sidewalk from South St. to Wiley (\$350,000)

Complete Ferry Street sidewalk from Artisan Row north to Campbell Rd. (\$420,000)

Water St. sidewalk to connect beach to bayou to Wiley

Tunnel at Union St. & BSH (staring at \$600,000)

Blue Star Trail Extension - Wiley to City Limits

Sidewalk – connection from West Centre Collective to Ferry

St. Peters Drive Sidewalk - Connection to BSH

Extend curb on Union by City Hall

# 202-463 & 202-464 Martin Local Streets

## **Street Projects**

Per the five-year asset management plan, the municipality committed to improving streets throughout the municipality. Includes items with the plan are traffic signage and pavement markings associated with local and major streets funds.

#### FY 21/22 Items

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Resurface, Chipseal, Crackseal

#### FY 22/23 Items

- Chip and Fog Seal
  - Bayou E Center to Crosswalk
  - Center Washington to Bayou Drive
  - BSH Curb and gutter starts (approx.. 1,200' N of Wiley) to Wiley
  - Washington Fremont to Center
  - Washington Center to BSH Bridge
  - Washington BSH Bridge to BSH Grade
  - Randolph Ellis to Spring
- Mill and Overlay
  - E Wiley Rd. Pavement change (approx. 1600' W of Schultz Park Dr.) to Schultz Park Dr.
  - E South St S Main St. to Water St
  - Randolph S Spring St. to Water St
- Crack seal for surface maintenance (\$4,400)
  - o Union St. –W Wiley Rd. to BSH
  - $\circ \hspace{5mm} Ellis \ St. W \ Fremont \ St. \ to \ Center \ St.$
  - $\circ \quad \ \ McVea\ Dr-Campbell\ Rd.\ to\ Dead\ End$
  - W Fremont St. Ellis St. to S Union St.
  - Whittier Ave First St. to W Center St.
- Replace Traffic Signage Local Streets (\$7,500)
- Replace Traffic Signage Major Streets (\$7,500)
- Storm Sewer Jetting and Cleaning Local Streets (\$20,000)
- Storm Sewer Jetting and Cleaning Major Streets (\$20,000)
- Pavement Markings Local Streets (\$5,000)
- Pavement Markings Major Streets (\$5,000)
- Dust Control for gravel streets and parking lots (\$5,000)

#### FY 23/24 Items

- Replace Traffic Signage Local Streets (\$7,500)
- Replace Traffic Signage Major Streets (\$7,500)
- Storm Sewer Jetting and Cleaning (\$40,000)
- Pavement Markings Local Streets (\$5,000)
- Pavement Markings Major Streets (\$5,000)
- Dust Control for gravel streets and parking lots (\$5,000)
- Mill and overlay (\$xxx,xxx total)
  - S Ferry Center to just past 200 BSH (\$xx,xxx)
  - Schultz Park Dr. E Wiley to Riverview (\$xx,xxx)
  - Wiley Rd. West City Line to BSH (\$xx,xxx)
  - Wiley Rd. BSH to Wiley Court (\$xx,xxx)
  - Campbell Rd Shorewood/Lakeshore Dr. to McVea Dr. (\$xx,xxx)
- Crack Seal (\$xx,xxx total)
  - o BSH Center to Bridge (\$x,xxx)
  - 0 W Chestnut BSH to N Main (\$x,xxx)
  - o E Chestnut N Main to N Washington (\$x,xxx)
  - $\circ \quad N \text{ Water} E \text{ Wall to } E \text{ Chestnut (} x, xxx)$
  - Center BSH to Washington (\$x,xxx)
  - $\circ \quad \ \ BSH-129^{th} \ to \ Wiley \ (\$x,xxx)$
- Establish truck routes on Water and Union
- Water Street workshop results (\$xx,xxx)

#### Additional Items for Consideration

Bridge fund to establish a reserve for future maintenance of the Blue Star Hwy Bridge for inspections, scour repair of piers, resurfacing of deck, bridge paining, and other bridge related work (\$x,xxx recommended by engineer)

Reconfigure Center St. & Ferry St. intersection (\$x,xxx)

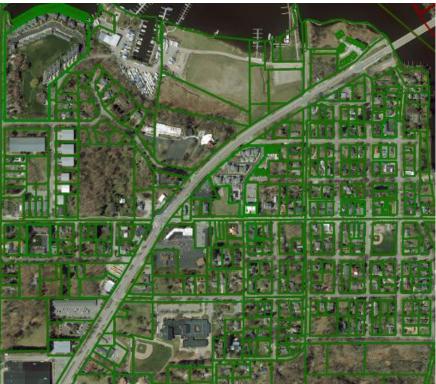
Ferry Street Reroute

Felkers Road Replacements

#### 403-463 Blue Star Corridor Il Blue Star Highway Business Corridor (City Limit to Bridge)

The corridor is a key throughfare that bisects the city and is the location of many businesses.





## FY 21/22 Items

#### FY 22/23 Items

• Wayfinding Signage along BSH (\$10,000)

#### FY 23/24 Items

- Boulevards on S BSH (\$x,xxx)
- Wayfinding Signage Install physical signage (\$xx,xxx)
- Decorative light pole painting on bridge (entire pole painted) (5 poles for Douglas) (\$5,000)
- Traffic Signal at BSH and Wiley (\$xx,xxx)

## Additional Items

Install trees in the parkway

Marihuana revenue for corridor improvements (fund balance \$216,000)

Blue Star Highway / Center St. intersection traffic study for round-about, dog legs, and pedestrian access\_(engineering the first year, construction the second year)

#### Roundabout at BSH and Wiley Rd.