



**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, JULY 17, 2023 AT 7:00 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/83317658496>

Join by phone by dialing: +1 (312) 626-6799 | **Then enter "Meeting ID":** 833 1765 8496

1. **CALL TO ORDER:** By Mayor
2. **ROLL CALL:** By City Clerk
3. **PLEDGE OF ALLEGIANCE**
4. **CONSENT CALENDAR**
 - A. Approve the Agenda for July 17, 2023
 - B. Approve the July 5, 2023 Closed Session Minutes
 - C. Approve the July 5, 2023 City Council Meeting Minutes
 - D. Approve invoices in the amount of \$204,053.34
 - E. Appointments:
 1. Rick Zoet to the Parks and Recreation Ad Hoc Committee

Motion to approve the Consent Calendar of July 17, 2023 – roll call vote

5. **PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES)**
6. **PUBLIC COMMUNICATION - WRITTEN**
7. **UNFINISHED BUSINESS**
8. **NEW BUSINESS**
 - A. Resolution 26-2023 - Appoint Interim City Clerk

Motion to adopt Resolution 26-2023 and appoint Ms. Laura Kasper as the City Clerk on an interim basis for the City of the Village of Douglas. - roll call vote

B. Special Event - Labor Day Bridge Walk

Motion to approve the September 4, 2023 Labor Day Bridge Walk special event application submitted by Saugatuck Public Schools Community Recreation. - roll call vote

C. Park Use Policy

Motion to approve the Park Use Policy establishing a set of rules and regulations for the reservation of city public parks. - roll call vote

D. Policy - Lost and Found

Motion to approve the Lost and Found Personal Property Policy establishing a standard for municipal staff regarding lost and found property. - roll call vote

E. Resolution 25-2023; Center Park Place Condo Master Deed Amendment III

Motion to adopt Resolution 25-2023; the third Amendment to the Master Deed for Center Park Place Condominium as reviewed by the City Attorney. - roll call vote

F. Viridis Proposal - Update 5-Year Park Plan

Motion to accept the proposal from Viridis Design group of Grand Rapids, Michigan, to update the joint 5-Year Parks and Recreation Plan, the cost of which is to be equally shared by the City of Douglas, Saugatuck Township, City of Saugatuck, and Saugatuck Public Schools. - roll call vote

G. Baker Tilly - Water Agreement

Motion to accept proposal from Baker Tilly of East Lansing, Michigan to act as advisory consultant in update of the KLSWA water agreement with the tentative cost share as proposed. - roll call vote

H. Ordinance 05-2023; Downtown Development Authority's Updated Development Plan and Tax Increment Financing Plan - First Public Hearing

Motion to open the Public Hearing for Ordinance 05-2023; Downtown Development Authority's updated Development Plan and Tax Increment Financing Plan. - roll call vote

1. City Manager Comments
2. Public Comments
3. Council Comments

Motion to close the Public Hearing for Ordinance 05-2023; Downtown Development Authority's updated Development Plan and Tax Increment Financing Plan. - roll call vote

I. Ordinance 02-2023 - To Sell 291 66th Street Property - Public Hearing and Second Reading

Motion to open the Public Hearing for Ordinance 02-2023; Ordinance to sell 66th Street Property. - roll call vote

1. City Manager Comments
2. Public Comments
3. Council Comments

Motion to close the Public Hearing for Ordinance 02-2023; Ordinance to sell 66th Street Property. - roll call vote

Motion to direct the City Manager to prepare a request for bids for disposal of public property located at 291 66th Street, Douglas, Michigan. - roll call vote

J. Shawn Phillip Morin - Sculpture Acquisition

Motion to allow the use of insurance proceeds to acquire a sculpture by Shawn Phillip Morin to be located at Wades Bayou Park. - roll call vote

9. 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. Staff Written Reports

1. City Manager

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

11. COUNCIL COMMENTS

12. MAYOR’S REPORT/COMMENTS

13. 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 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



**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING OF THE CITY COUNCIL
WEDNESDAY, JULY 5, 2023 – 7:00 P.M.
86 W CENTER ST., DOUGLAS, MI**

MINUTES

1. Call to Order: Mayor Donovan called the meeting to order at 7:00 p.m.
2. Roll Call: Present – Freeman, North, O’Malley, Seabert, Walker, Donovan
Absent – Naumann
3. Pledge of Allegiance led by Mayor Donovan
4. Consent Calendar
 - A. Approval of the July 5, 2023, Council Meeting Agenda
 - B. Approval of the June 19, 2023, Closed Session Minutes
 - C. Approval of the June 19, 2023, Council Meeting Minutes
 - D. Approval of invoices in the amount of \$230,234.84
 - E. Proclamation – City Logo and Dedicating of City Flag

Motion by Seabert, with support from Freeman, to approve the July 5, 2023, consent calendar.
Motion carried by unanimous roll call vote of those present.

5. Public Communication – Verbal (Limit of 3 Minutes)

Joe Milauckas, an applicant for the Lakeshore Wood Private Road, briefly spoke to the council making himself available for questions.

6. Public Communication – Written
 - A. Frank Holub – Deer population
 - B. Joan Leonard – “Y” at end of Chestnut and Blue Star
 - C. Debbi & Fred Larsen – Chicken Letter
 - D. Deputy Clerk Kasper – Filing Notice
7. Unfinished Business: No unfinished business

8. New Business

A. National Night Out Event

Chief Kent informed the council that this event is being arranged as a meet and greet for the community. Everyone is invited to meet their local safety personnel, attending will be the State Police, County Police, Township Fire Department, EMS, and Douglas Police.

Motion by Walker, with support from Freeman, to approve the Special Event Permit Application for National Night Out 2023, to be held on August 1, 2023, at Beery Field from 6:00 to 8:00 pm
Motion carried by unanimous roll call vote.

B. Ordinance 02-2023 – 66th Street Sale First Reading: No action required

C. Lead Water Service Line Replacement – Sole Source Vendor

Motion to Seabert, with support O’Malley, to approve Unema Plumbing of Holland, Michigan as a preferred sole source vendor for lead service line replacements for Fiscal year 23/24 or until the budget is exhausted. Motion carried by unanimous roll call vote.

D. Resolution No. 24-2023 – Lakeshore Woods Private Road

City Planner stated the Planning Commission gave a favorable opinion, if council chooses not to approve the application, then it should go back to the Planning Commission. The road is intended as an emergency access if Lakeshore Dr. gives way.

Motion by Seabert, with support from Freeman, to adopt Resolution 24-2023 – the private road application for Lakeshore Woods private road on the parcel located at 2862 Blue Star Hwy (referred to as “Tranquil” parcel), based on the favorable recommendation of the Planning Commission and the findings noted in Williams & Works memorandum dated June 8, 2023, and subject to the following conditions:

1. The applicant shall address any issues outlined by the Saugatuck-Douglas Fire Department.
2. The applicant shall work with Saugatuck Township to satisfy any requirements related to Declaration and Grant of Easement document that may not be addressed in the Douglas Zoning Ordinance.
3. Upon Council approval, the applicant shall record the Declaration and Grant of Easements prior to use of the private road and provide the City of Douglas with a recorded copy.
4. The City Attorney shall have final review of the expected revision to the Declaration and confirm to the City Planner that the Declaration, as revised, satisfies the City Ordinance and the expectations outlined in the City Attorney’s letter dated 6/29/23

Motion carried by unanimous roll call vote.

9. Reports

- A. Planning will have a meeting on the 13th of July.
Kalamazoo Lake Sewer and Water Authority minutes are online.
DDA will be replacing the sign at Blue Star with a sign that is more proportioned.
DDA member Kabri will be hosting a holiday market event.
Douglas Brownfield Authority continues to wait for the EPA, PM Environment has been chosen to do the debris clean-up work.
- B. The City Manager presented the Treasurer's breakdown for events, actual costs of employee hours donated to each event.
As requested by Council an energy usage report of Beery field was available, the council directed the City Manager look into two additional fast charging stations as well as fees other communities charge.

10. Public Communications: No communications received

11. Council Comments:

Freeman	Excited about the new signage.
O'Malley	Commented on the traffic following the fireworks
North	Thanked everyone for a safe holiday
Seabert	Good to see Mayor Donovan in the Saugatuck Parade, give the city a good look Nice to see how clean the city was following the fireworks.
Walker	Agreed with Seabert.

12. Mayor's Report:

Mayor gave a brief analysis of his parade attendance and remarked on the great job the crew did with the holiday clean-up.

Motion by Seabert, with support from North, to enter into closed session per Sec. 15.268, §8(a) of the Open Meetings Act, to consider a periodic personnel evaluation of a public officer, employee, staff member, or individual agent, if the named individual requests closed hearing.
Motion carried by unanimous roll call vote.

Motion by Walker, with support from North, to enter back into the regular session of council.
Motion carried by unanimous roll call vote.

13. Motion by North, with support from Seabert, to adjourn the meeting. Meeting adjourned at 9:00 P.M. by gavel of Mayor.

07/13/2023

INVOICE REGISTER REPORT FOR CITY OF THE VILLAGE OF DOUGLAS
 EXP CHECK RUN DATES 07/17/2023 - 07/17/2023
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt
20641				
46240	ABSOPURE WATER COMPANY CITY HALL WATER 101-265.000-740.000 SUPPLIES	07/07/2023	07/17/2023	31.80 31.80
88876430				
46250	ABSOPURE WATER COMPANY WATER POLICE 101-301.000-740.000 SUPPLIES	06/08/2023	07/17/2023	40.50 40.50
88911796				
46260	ABSOPURE WATER COMPANY DPW WATER 101-463.000-740.000 SUPPLIES		07/17/2023	78.10 78.10
7-3-23				
46224	ALLEGAN CO TREASURER MOBILE HOME TAX 101-000.000-230.000 DUE TO OTHER GOVERNMENTS	07/03/2023	07/17/2023	230.00 230.00
322744				
46244	APEX SOFTWARE APEX SKETCHING ANNUAL MAINT-8/1/23-8/1/2024 101-257.000-802.000 CONTRACTUAL	06/27/2023	07/17/2023	260.00 260.00
7-10-23				
46306	BAUMANN & DEGROOT SERVICE AGREEMENT 486 WATER 101-265.000-802.000 CONTRACTUAL	07/10/2023	07/17/2023	518.00 518.00
7-10-23				
46307	BAUMANN & DEGROOT SERVICE AGREEMENT 86 W CENTER 101-265.000-802.000 CONTRACTUAL	07/12/2023	07/17/2023	938.00 938.00
7-10-23				
46308	BAUMANN & DEGROOT SERVICE AGREEMENT 201 WASHINGTON 594-597.000-820.000 MARINA OPERATIONS	07/12/2023	07/17/2023	348.00 348.00
7-10-23				
46309	BAUMANN & DEGROOT SERVICE AGREEMENT 47 S WASHINGTON ST 101-265.000-802.000 CONTRACTUAL	07/12/2023	07/17/2023	318.00 318.00
2343				
46293	BILLS TREE SERVICE TREE REMOVAL 9 LAWN 101-463.000-802.010 CONTRACTUAL FORESTRY	07/12/2023	07/17/2023	250.00 250.00
6-11-23				
46262	BRONSON OWI BLOOD DRAW 101-301.000-740.000 SUPPLIES	06/11/2023	07/17/2023	100.00 100.00
5114				
46243	BURNETT & KASTRAN POLICE LEGAL SERVICES 101-301.000-801.003 CONTRACTUAL ATTORNEY PROSECUTOR	06/30/2023	07/17/2023	48.00 48.00
7-5-23				
46228	COMCAST 486 WATER 101-463.000-851.000 TELEPHONE	07/05/2023	07/17/2023	312.98 312.98
4348				

46313	COMMERCIAL RECORD ORDINANCE NOTICES, ELECTION NOTICES, PLANNING AND ZONING NOTICES, ART IN DOUGLAS 248-728.000-880.000 101-701.000-900.000 101-101.000-900.000	06/29/2023 07/17/2023	693.00 147.00 168.00 378.00
6-30-23			
46223	COMMUNITY PRIDE MI DDA APPROVED COMMUNITY PROMOTIONS REIMBURSEMENT 248-728.000-880.000	06/30/2023 07/17/2023	1,650.00 1,650.00
206703033621			
46245	CONSUMERS ENERGY STREET LIGHTS 101-463.000-925.000	07/01/2023 07/17/2023	1,440.60 1,440.60
201897910500			
46246	CONSUMERS ENERGY 49406 LED LIGHT RD 101-463.000-925.000	07/01/2023 07/17/2023	663.87 663.87
206703033616			
46247	CONSUMERS ENERGY TRAFFIC LIGHTS 101-463.000-925.000	07/01/2023 07/17/2023	11.80 11.80
205190576045			
46254	CONSUMERS ENERGY 86 CENTER ROW 101-463.000-922.000	07/10/2023 07/17/2023	104.10 104.10
205190576048			
46255	CONSUMERS ENERGY 50 LAKE SHORE DOUGLAS BEACH 101-751.000-922.000	07/10/2023 07/17/2023	50.23 50.23
205190576046			
46256	CONSUMERS ENERGY 198 WASHINGTON - BRIDGE LIGHTING 101-463.000-922.000	07/10/2023 07/17/2023	47.95 47.95
202075918432			
46257	CONSUMERS ENERGY 26 BAYOU DR 101-751.000-922.000	07/10/2023 07/17/2023	36.34 36.34
205190576044			
46258	CONSUMERS ENERGY 251 CENTER ST SIGN WEST ENTRANCE 101-463.000-922.000	07/10/2023 07/17/2023	33.56 33.56
205190576047			
46259	CONSUMERS ENERGY 11 BLUESTAR HWY SIGN NORTH ENTERANCE 101-463.000-922.000	07/10/2023 07/17/2023	30.80 30.80
MIHOL457558			
46278	FASTENAL COMPANY PARK SUPPLIES 101-751.000-740.000	07/05/2023 07/17/2023	270.86 270.86
MIHOL456462			
46283	FASTENAL COMPANY PARK SUPPLIES 101-751.000-740.000	06/05/2023 07/17/2023	779.11 779.11
MIHOL457419			
46284	FASTENAL COMPANY RESTOCK SUUPLIES 101-265.000-740.000	06/29/2023 07/17/2023	91.48 91.48
MIHOL457317			
46285	FASTENAL COMPANY BATHROOM SUPPLIES 101-301.000-740.000	06/27/2023 07/17/2023	124.92 62.46

	594-597.000-820.000	MARINA OPERATIONS			62.46
E01742					
46292	GREENMARK EQUIPMENT, INC 2 TRACTORS 2 MOWERS		07/11/2023	07/17/2023	95,766.00
	660-902.000-979.000	CAPITAL OUTLAY			95,766.00
116775					
46261	HOLLAND MEDI- CENTER DOT DRUG TEST		02/02/2023	07/17/2023	65.00
	101-463.000-802.000	CONTRACTUAL			65.00
281458					
46268	IHLE AUTO PARTS HOLDER REPAIRS		07/11/2023	07/17/2023	23.74
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS			23.74
455CENTJUN23					
46294	KALAMAZOO LAKE SEWER & WATER ROOT BEER BARREL		07/15/2023	07/17/2023	47.50
	101-751.000-922.000	UTILITIES			47.50
147CENTJUN23					
46295	KALAMAZOO LAKE SEWER & WATER 147 CENTER -PRIDE GARDEN		07/15/2023	07/17/2023	62.18
	101-751.000-922.000	UTILITIES			62.18
86CENTJUN23					
46296	KALAMAZOO LAKE SEWER & WATER 86 W CENTER		07/15/2023	07/17/2023	66.40
	101-265.000-922.000	UTILITIES			66.40
47CENTJUN23					
46297	KALAMAZOO LAKE SEWER & WATER 47 CENTER		07/15/2023	07/17/2023	126.39
	101-301.000-922.000	UTILITIES			126.39
26BAYOUJUN23					
46298	KALAMAZOO LAKE SEWER & WATER 26 BAYOU DR IRRIGATION		07/15/2023	07/17/2023	240.82
	101-751.000-922.000	UTILITIES			240.82
50LKSHRJUN23					
46299	KALAMAZOO LAKE SEWER & WATER 50 LAKESHORE DR BATHROOMS		07/15/2023	07/17/2023	112.87
	101-751.000-922.000	UTILITIES			112.87
25MAINJUN23					
46300	KALAMAZOO LAKE SEWER & WATER 25 MAIN DRINKING FOUNTAIN		07/15/2023	07/17/2023	7.99
	101-751.000-922.000	UTILITIES			7.99
25MAINIRRJUN23					
46301	KALAMAZOO LAKE SEWER & WATER 25 MAIN ST IRRIGATION		07/15/2023	07/17/2023	46.26
	101-751.000-922.000	UTILITIES			46.26
3100SCHLUTZJUN23					
46302	KALAMAZOO LAKE SEWER & WATER 3100 SCHULTZ PARK DR		07/15/2023	07/17/2023	683.82
	101-751.000-922.000	UTILITIES			683.82
486WATERJUN23					
46303	KALAMAZOO LAKE SEWER & WATER 486 WATER NEW BARN		07/15/2023	07/17/2023	68.77
	101-265.000-922.000	UTILITIES			68.77
37WASHJUN23					
46304	KALAMAZOO LAKE SEWER & WATER 37 WASHINGTON BATHROOMS		07/15/2023	07/17/2023	175.55
	101-751.000-922.000	UTILITIES			175.55
201WASHJUN23					
46305	KALAMAZOO LAKE SEWER & WATER 201 WASHINGTON		07/15/2023	07/17/2023	63.59
	594-597.000-922.000	UTILITIES			63.59

323780					
46217	KENT COMMUNICATIONS	06/29/2023	07/17/2023		767.97
	SUMMER TAX BILLS				
	101-215.000-901.000	POSTAGE			42.97
	101-215.000-900.000	PRINTING & PUBLISHING			725.00
226918					
46232	KERKSTRA RESTROOM SERVICE	07/05/2023	07/17/2023		180.00
	WADES BAYOU				
	594-597.001-930.000	REPAIRS & MAINTENANCE: GENERAL			180.00
226916					
46233	KERKSTRA RESTROOM SERVICE	07/05/2023	07/17/2023		105.00
	UNION ST BOAT LAUNCH				
	101-751.000-802.000	CONTRACTUAL			105.00
226914					
46234	KERKSTRA RESTROOM SERVICE	07/05/2023	07/17/2023		105.00
	SCHULTZ PARK BOAT LAUNCH				
	213-753.000-958.000	MISCELLANEOUS			105.00
226915					
46235	KERKSTRA RESTROOM SERVICE	07/05/2023	07/17/2023		285.00
	THE BARREL				
	101-751.000-802.000	CONTRACTUAL			285.00
226912					
46236	KERKSTRA RESTROOM SERVICE	07/05/2023	07/17/2023		180.00
	DOUGLAS MARINA				
	594-597.000-802.000	CONTRACTUAL			180.00
226917					
46237	KERKSTRA RESTROOM SERVICE	07/05/2023	07/17/2023		105.00
	VETERANS MEMORIAL PARK				
	101-751.000-802.000	CONTRACTUAL			105.00
226913					
46238	KERKSTRA RESTROOM SERVICE	07/05/2023	07/17/2023		285.00
	SCHULTZ PARK				
	101-751.000-802.000	CONTRACTUAL			285.00
226911					
46239	KERKSTRA RESTROOM SERVICE	07/05/2023	07/17/2023		105.00
	DOG PARK				
	101-751.000-802.000	CONTRACTUAL			105.00
227286					
46253	KERKSTRA RESTROOM SERVICE	07/10/2023	07/17/2023		175.00
	DOUGLAS BEACH				
	101-751.000-802.000	CONTRACTUAL			175.00
BYR-14739					
46269	KUBOTA OF WEST MICHIGAN	06/30/2023	07/17/2023		4,919.89
	HAND TOOLS				
	660-902.000-979.000	CAPITAL OUTLAY			4,919.89
2369					
46272	LAKESHORE OUTDOORS LLC	07/07/2023	07/17/2023		314.00
	LEAF AND BRUSH DUMPING				
	101-463.000-802.000	CONTRACTUAL			314.00
36679353					
46282	LINDE GAS & EQUIPMENT	06/22/2023	07/17/2023		41.49
	HI-LO GAS				
	660-903.000-860.000	GAS & OIL			41.49
64774					
46222	MCNALLY ELEVATOR COMPANY, INC.	07/01/2023	07/17/2023		415.11
	ANNUAL ELEVATOR MAINTENANCE				
	101-265.000-802.000	CONTRACTUAL			415.11
64818					
46321	MCNALLY ELEVATOR COMPANY, INC.	07/12/2023	07/17/2023		575.00
	CATEGORY 1 ELEVATOR TEST CITY HALL				
	101-265.000-802.000	CONTRACTUAL			575.00

11412					
46266	MENARDS-HOLLAND	07/06/2023	07/17/2023		172.20
	SCHULTZ PARK PICNIC TABLES, MISC SUPPLIES				
	101-751.000-930.000	REPAIRS & MAINTENANCE: GENERAL			113.94
	101-265.000-740.000	SUPPLIES			16.74
	101-463.000-740.000	SUPPLIES			41.52
11351					
46267	MENARDS-HOLLAND	07/05/2023	07/17/2023		270.97
	CITY HALL GARAGE DOOR REPAIRS				
	101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL			270.97
3955					
46314	MICHIGAN TWP. SERVICES ALLEGAN	07/10/2023	07/17/2023		4,099.20
	PERMIT FEES				
	101-701.000-804.000	CONTRACTUAL BUILDING INSPECTIO			4,099.20
25706					
46249	NEW DAWN LINEN SERVICE	03/15/2023	07/17/2023		42.78
	COMMERICAL CLEANING				
	101-265.000-802.000	COMMERCIAL CLEANING			15.01
	101-301.000-802.000	COMMERCIAL CLEANING			27.77
70022					
46216	NICK UNEMA PLUMBING & HEATING INC	06/21/2023	07/17/2023		6,050.00
	LEAD SERVICE REPLACEMENT 101 S UNION				
	450-000.000-974.000	CONSTRUCTION			6,050.00
70045					
46290	NICK UNEMA PLUMBING & HEATING INC	06/23/2023	07/17/2023		2,565.00
	STORM SEWER CLEANING				
	202-463.000-802.000	CONTRACTUAL			1,282.50
	203-463.000-802.000	CONTRACTUAL			1,282.50
70049					
46315	NICK UNEMA PLUMBING & HEATING INC	07/06/2023	07/17/2023		7,800.00
	LEAD SERVICE REPLACEMENT 90 UNION				
	450-000.000-974.000	CONSTRUCTION			7,800.00
70054					
46316	NICK UNEMA PLUMBING & HEATING INC	07/06/2023	07/17/2023		6,050.00
	LEAD SERVICE REPLACEMENT 21 RANDOLPH				
	450-000.000-974.000	CONSTRUCTION			6,050.00
70053					
46317	NICK UNEMA PLUMBING & HEATING INC	07/06/2023	07/17/2023		3,025.00
	LEAD SERVICE REPLACEMENT 150 WASHINGTON				
	450-000.000-974.000	CONSTRUCTION			3,025.00
70052					
46318	NICK UNEMA PLUMBING & HEATING INC	07/06/2023	07/17/2023		6,050.00
	LEAD SERVICE REAPLCEMENT 29 RANDOLPH				
	450-000.000-974.000	CONSTRUCTION			6,050.00
70051					
46319	NICK UNEMA PLUMBING & HEATING INC	07/06/2023	07/17/2023		3,025.00
	LEAD SERVICE REPLACEMENT 264 WATER				
	450-000.000-974.000	CONSTRUCTION			3,025.00
70050					
46320	NICK UNEMA PLUMBING & HEATING INC	07/06/2023	07/17/2023		8,900.00
	LEAD SERVICE REPLACEMENT 137 MAIN				
	450-000.000-974.000	CONSTRUCTION			8,900.00
319971170					
46186	ODP BUSINESS SOLUTIONS	06/22/2023	07/17/2023		99.63
	SUPPLIES				
	101-265.000-740.000	SUPPLIES			67.18
	101-215.000-740.000	SUPPLIES			32.45
2307-678981					
46263	OVERISEL LUMBER CO.	07/07/2023	07/17/2023		5.99
	HITCH FOR BIKE RACK				
	101-301.000-740.000	SUPPLIES			5.99

2307-679927					
46270	OVERISEL LUMBER CO. PARK SUPPLIES 101-701.000-740.000	SUPPLIES	07/11/2023	07/17/2023	7.99
					7.99
2307-679371					
46271	OVERISEL LUMBER CO. MARINA IMPROVEMENTS 594-597.000-820.000	MARINA OPERATIONS	07/10/2023	07/17/2023	89.93
					89.93
2307-679334					
46274	OVERISEL LUMBER CO. BATTERIES 101-265.000-740.000	SUPPLIES	07/10/2023	07/17/2023	18.99
					18.99
2306-677165					
46286	OVERISEL LUMBER CO. PEST CONTROL 101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL	06/30/2023	07/17/2023	11.38
					11.38
2307-678026					
46287	OVERISEL LUMBER CO. PAINT STAIR WAY BEHIND CITY HALL 101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL	07/05/2023	07/17/2023	39.98
					39.98
2306-676701					
46288	OVERISEL LUMBER CO. HAND TOOLS 101-751.000-977.000	EQUIPMENT	06/29/2023	07/17/2023	49.97
					49.97
2306-677243					
46289	OVERISEL LUMBER CO. PEST CONTROL 101-265.000-740.000	SUPPLIES	06/30/2023	07/17/2023	13.66
					13.66
7-12-23					
46310	JENNIFER PEARSON KEY BOX/ DOCKING STATION 101-265.000-740.000	SUPPLIES	07/12/2023	07/17/2023	194.05
					194.05
10888228					
46248	PLUNKETT COONEY LEGAL SERVICES - SPECIALTY 101-266.000-801.000	CONTRACTUAL ATTORNEY	07/07/2023	07/17/2023	6,435.00
	101-701.000-801.000	CONTRACTUAL ATTORNEY			1,552.50
					4,882.50
10887627					
46252	PLUNKETT COONEY LEGAL SERVICES SPECIALTY 101-266.000-801.000	CONTRACTUAL ATTORNEY	06/29/2023	07/17/2023	4,860.00
	101-701.000-801.000	CONTRACTUAL ATTORNEY			1,237.50
					3,622.50
0240-009257065					
46218	REPUBLIC SERVICES #240 EXTRA TRASH CONTAINERS FOR SPECIAL EVENT 101-802.000-958.000	MISCELLANEOUS	06/25/2023	07/17/2023	2,050.00
					2,050.00
0240-009264781					
46231	REPUBLIC SERVICES #240 REFUSE PICKUP 101-463.000-802.003	CONTRACTUAL- REFUSE	07/01/2023	07/17/2023	275.00
					275.00
5067640449					
46221	RICOH U.S.A, INC. QUARTERLY CITY HALL COPIES 101-265.000-802.000	CONTRACTUAL	07/01/2023	07/17/2023	623.34
					623.34
14683					
46277	ROBERT DENOYER CHEVROLET REPAIR TRUCK #52 660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS	06/28/2023	07/17/2023	102.73
					102.73
60855055					
46279	ROSE PEST SOLUTIONS PEST CONTROL - POLICE		06/28/2023	07/17/2023	51.00

	101-301.000-802.000	CONTRACTUAL			51.00
60855025					
46280	ROSE PEST SOLUTIONS		06/28/2023	07/17/2023	157.00
	PEST CONTROL MARINA				
	594-597.000-820.000	MARINA OPERATIONS			157.00
60855024					
46281	ROSE PEST SOLUTIONS		06/28/2023	07/17/2023	157.00
	PEST CONTROL CITY HALL				
	101-265.000-802.000	CONTRACTUAL			157.00
23-602					
46251	SAUGATUCK TWP FIRE DISTRICT		07/06/2023	07/17/2023	625.00
	RENTAL HOME INSPECTIONS				
	101-701.000-802.000	CONTRACTUAL			625.00
13156					
46275	SCOTT'S LANDSCAPE MANAGMENT INC		07/10/2023	07/17/2023	92.00
	IRRIGATION WORK WADES				
	594-597.001-930.000	REPAIRS & MAINTENANCE: GENERAL			92.00
13088					
46276	SCOTT'S LANDSCAPE MANAGMENT INC		07/03/2023	07/17/2023	400.00
	BUMP OUT WORK				
	101-463.000-802.007	LANDSCAPING SERVICES			400.00
9308					
46291	SEILER INSTRUMENT & MANUFACTURING		06/29/2023	07/17/2023	13,213.89
	GIS EQUIPMENT & LAPTOPS				
	660-902.000-979.000	CAPITAL OUTLAY			13,213.89
90382451					
46226	SHELL FLEET PLUS		07/07/2023	07/17/2023	1,452.21
	SHELL POLICE				
	101-301.000-860.000	GAS & OIL			1,452.21
90387415					
46227	SHELL FLEET PLUS		07/07/2023	07/17/2023	1,681.96
	SHELL DPW				
	660-903.000-860.000	GAS & OIL			1,681.96
I-9619					
46273	SIGNS BY TOMORROW		07/07/2023	07/17/2023	155.12
	TRAFFIC SIGNS				
	202-463.000-746.000	TRAFFIC SIGNS & SERVICES			155.12
6047635					
46242	TAFT STETTINIUS & HOLLISTER LLP		06/24/2023	07/17/2023	2,689.90
	ENVIROMENTAL RESPONSE RECOVERY				
	243-000.000-803.000	CONTRACTUAL CONSULTANT			2,689.90
116654					
46229	VC3 INC		07/06/2023	07/17/2023	40.00
	DOUGLAS PD EXCHANGE ONLINE				
	101-301.000-802.000	CONTRACTUAL			40.00
116653					
46230	VC3 INC		07/06/2023	07/17/2023	234.00
	CITY EXHANGE ONLINE/OFFICE365				
	101-215.000-802.000	CONTRACTUAL			234.00
Purchase Card Vendor: 10071 CARDMEMBER SERVICE					
114-8306968-1834649					
46219	AMAZON MARKETPLACE		07/03/2023	07/17/2023	119.96
	POLICE SUPPLIES				
	101-301.000-740.000	SUPPLIES			119.96
114-7645995-5141030					
46311	AMAZON MARKETPLACE		07/12/2023	07/17/2023	80.97
	GIS EQUIPMENT				
	660-902.000-979.000	CAPITAL OUTLAY			80.97
114-2149448-1606621					
46312	AMAZON MARKETPLACE		07/12/2023	07/17/2023	69.28
	GIS EQUIPMENT				

	660-902.000-979.000	CAPITAL OUTLAY			69.28
7-2-23					
46265	DUNES VIEW KWIK SHOP, INC CAR WASH		07/02/2023	07/17/2023	9.00
	101-301.000-930.004	VEHICLE MAINTENANCE & REPAIRS			9.00
10650328					
46225	FUSION GRAPHIX DPW FLAG		07/03/2023	07/17/2023	154.95
	101-802.000-958.000	MISCELLANEOUS			154.95
7-6-23					
46241	MICH ASSOCIATION OF MUNICIPAL CLERK MAMC MASTERS ACADEMY		07/07/2023	07/17/2023	525.00
	101-215.000-718.000	TRAINING FUNDS			525.00
8443943420					
46264	MICROSOFT STORE GIS EQUIPMENT & LAPTOPS		06/30/2023	07/17/2023	3,599.97
	660-902.000-979.000	CAPITAL OUTLAY			3,599.97
Total Purchase Card Vendor: 10071 CARDMEMBER SERVICE					4,559.13
# of Invoices:	106	# Due: 106	Totals:		204,053.34
# of Credit Memos:	0	# Due: 0	Totals:		0.00
Net of Invoices and Credit Memos:					204,053.34

--- TOTALS BY FUND ---

101 - GENERAL FUND	35,168.42
202 - MAJOR STREET FUND	1,437.62
203 - LOCAL STREETS FUND	1,282.50
213 - SCHULTZ PARK LAUNCH RAMP	105.00
243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND	2,689.90
248 - DOWNTOWN DEVELOPMENT AUTHORITY	1,797.00
450 - WATER SEWER FUND	40,900.00
594 - DOUGLAS MARINA	1,172.98
660 - EQUIPMENT RENTAL FUND	119,499.92

--- TOTALS BY DEPT/ACTIVITY ---

000.000 -	43,819.90
101.000 - LEGISLATIVE	378.00
215.000 - CLERK/TREASURER	1,559.42
257.000 - ASSESSING	260.00
265.000 - BUILDING & GROUNDS	4,450.86
266.000 - ATTORNEY	2,790.00
301.000 - POLICE	2,083.28
463.000 - GENERAL STREETS & ROW	6,789.40
597.000 - POINT PLEASANT	900.98
597.001 - WADES BAYOU	272.00
701.000 - PLANNING & ZONING	13,405.19
728.000 - DOWNTOWN DEVELOPMENT AUTHORITY	1,797.00
751.000 - PARKS & RECREATION	3,737.44
753.000 - LAUNCH RAMPS	105.00
802.000 - COMMUNITY PROMOTIONS	2,204.95
902.000 - DPW EQUIPMENT PURCHASES	117,650.00
903.000 - EQUIP. REPAIRS & MAINTENANCE	1,849.92



MEMORANDUM
REGULAR CITY COUNCIL MEETING
July 17, 2023, at 7:00 PM

TO: City Council

FROM: Rich LaBombard, City Manager

SUBJECT: Appoint Interim City Clerk – Resolution 26-2023

With the announcement of the retirement of City Clerk Pam Aalderink on July 31, a vacancy will be created in the City Clerk position. It is necessary for City Council to approve an appointment of an interim City Clerk until a permanent replacement is hired. City Council's authority to approve appointments of administrative officers is defined in the City's Code of Ordinances (Title III: Administration, Chapter 31, "City Officials and Employees", (§ 31.19 – City Manager Duties), "The manager shall...appoint, suspend, or remove all appointed administrative offices and department heads, subject to Council approval. The Manager shall recommend to the Council the salary or wages to be paid each such official...."

Following the provisions of ordinance section 31.19, I'm requesting City Council approve my recommendation to appoint Ms. Laura Kasper as the interim City Clerk until a permanent replacement is found. Approval of the appointment will move Ms. Kasper from an hourly position to a salary position for the duration of the appointment. Ms. Kasper's benefits will remain unchanged. The revised salary for the City Clerk position is \$28.85 per hour or \$60,000 per year.

A review of the City Clerk duties and position description is underway. I plan to post the position both internally and externally to seek a permanent candidate. Ms. Kasper will be allowed to apply for the position if she desires. Upon termination of the interim position, Ms. Kasper will return to the hourly role of Deputy City Clerk unless appointed to the City Clerk position on a permanent basis. During the interim appointment, the Deputy Clerk role will remain unfilled.

Ms. Kasper joined the City in September 2022 and has been working closely with the City Clerk to train for the potential role of City Clerk. In addition to her experience with the City of Douglas, Ms. Kasper has previous municipal experience working for Georgetown Township Clerk's office.

I recommend City Council adopt Resolution 26-2023 and appoint Ms. Laura Kasper as the City Clerk on an interim basis for the City of Douglas.

CITY OF THE VILLAGE OF DOUGLAS
COUNTY OF ALLEGAN
STATE OF MICHIGAN

RESOLUTION NO. 26-2023

A RESOLUTION TO APPOINT LAURA KASPER AS INTERIM CITY CLERK FOR THE
CITY OF THE VILLAGE OF DOUGLAS

At a regular meeting of the City Council for the City of the Village of Douglas,
Michigan, held at the City of the Village of Douglas City Hall, Douglas, Michigan, on the 17th
day of July, 2023, at 7:00 p.m. with

PRESENT:

ABSENT:

The following Resolution was offered by Councilperson _____ and
supported by Councilperson _____.

RESOLUTION

WHEREAS, it is necessary for the City Council to approve the appointment of an interim City
Clerk until a permanent replacement is hired, and

WHEREAS, City’s Code of Ordinances (Title III: Administration, Chapter 31 §31.19 – City
Manager Duties) “The manager shall...appoint, suspend, or remove all appointed
administrative offices and department heads, subject to Council approval, and

WHEREAS, The City Manager shall recommend to the City Council the salary or wages to be
paid each such official...”, and

WHEREAS, The City Manager requests the appointment of Ms. Laura Kasper, the current
Deputy Clerk, to the City Clerk position on an interim basis. Upon termination of the interim
position, Ms. Kasper will return to the hourly roll unless appointed to the City Clerk position on
a permanent basis. During the interim appointment, the Deputy Clerk role will remain unfilled.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS: The City Council does hereby adopt Resolution 26-2023 and appoint Ms. Laura Kasper as the City Clerk on an interim basis for the City of the Village of Douglas.

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

ADOPTED this 17th day of July, 2023

CITY OF THE VILLAGE OF DOUGLAS

BY: _____ Date:
Jerome Donovan, Mayor

BY: _____ Date:
Pamela Aalderink, City Clerk

CERTIFICATION

I, Pamela Aalderink, the duly appointed Clerk of the City of the Village of Douglas, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Douglas City Council at a regular meeting held on Monday, July 17, 2023 in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

CITY OF THE VILLAGE OF DOUGLAS

BY: _____
Pamela Aalderink, City Clerk



MEMORANDUM
REGULAR CITY COUNCIL MEETING
July 17, 2023 7:00 PM

TO: City Council

FROM: City Manager LaBombard

DATE: July 17, 2023

SUBJECT: Labor Day Bridge Walk

The City of Douglas has received an application for a special event permit from Scott Kierzek with Saugatuck Public Schools Community Recreation. The event is for the annual Labor Day Bridge Walk which will take place at the Blue Star Bridge on September 4th, 2023, from 9:00 am to 10:00 am. The Douglas Police Department and Department of Public Works have reviewed the submitted application and have signed for approval.

I recommend that the City Council approve the request for the special event from Saugatuck Public Schools Community Rec for the Labor Day Bridge Walk.



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/PayltOnline

Item 8B.

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

Fee: \$50 Waved
 Received by: LK @ 9/29/23
City Council
7/17/23

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: SPS Community Rec PH: 616-886-0577
 Contact Name: Scott Kierzek PH: " "
 Street Address/P.O. Box: PO BOX 818 / 201 Randolph St.
 City/State/Zip Code: Douglas MI 49406
 E-mail: skierzek@saugatuckps.com
 CONTACT PERSON ON DAY OF EVENT: Scott Kierzek PH: 616-886-0577

EVENT INFORMATION

Name of Event: Labor Day Bridge Walk
 Event Date(s): Sept. 4 2023 Anticipated Number of Attendees: 200-300
 Purpose of Event: Tradition
 Location of Event: Blue Star Bridge
 Event Start & End Hours: 9:30 am - 10 am
 Estimated Date/Time for Set-Up: 9-4-23 / 8:30 am
 Estimated Date/Time for Clean-Up: 9-4-23 / 10:15 am
 Estimated Number of Volunteers: 15

EVENT DETAILS

MUSIC:

Will Music be provided during this event? Yes No

If yes, type of music proposed: Live Amplification Recorded Loudspeakers

Time music will begin: _____ end: _____

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department)

Will Food Vendors/Concessions be available at your event? Yes No

If yes, Provide Copy of Health Department Food Service License

ALCOHOL:

Will alcohol be served at your event? Yes No

If yes, Provide Copy of Liquor Liability Insurance (Listing the City as additional insured)

Provide Copy of Michigan Liquor Control License

Please describe measures to be taken to prohibit the sale of alcohol to minors: _____

NOTE: It shall be unlawful for any person within the City to consume intoxicating liquor of any kind in any street, alley, park, public building, or other land owned by the City, unless the consumption is authorized under a valid permit issued by the City or its authorized agent. (1995 Code, 42-166) (Ord.43, passed 6-5-1961)

EVENT SIGNAGE:

City approval is required for any temporary signage in the public right-of-way, across a street, or on City property. Which of the following signs are requested for this event?

Temporary Signs: Number requested: _____ Maximum size is 2'x2'
(Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

Banner Signage: Maximum size is 14'x4'
(Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

Signage at Event Site: Location(s): Bridge Walk Sign - Southwest side of bridge
Description of signs: 4'x6'
(Signs at event site cannot be displayed prior to the day of the event and must be removed at the end of the event.)

Please see the City Clerk to obtain the correct application based on the event signage requested.

FIREWORKS:

Will fireworks be a part of your event? Yes No

If yes, Provide Copy of Liability Insurance (Listing the City as additional insured)

Council Resolution will be Required – see attached sample

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 1 10x10' Pop up

Awnings – Quantity _____

Tables – Quantity 1

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.) Saugatuck Public School, Saugatuck/Douglas Visitors

Bureau, local paper

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 2

Barricades – Quantity 10 concrete Trucks & Loader

Traffic Cones – Quantity 100-200

No Parking Signs – Quantity _____

Fencing – Quantity _____

Electric

Water

Restroom Cleaning

Approved Denied

Approved with Conditions _____

Authorized Personnel Signature

Picky L. Zoet

Date:

7/7/23

DOUGLAS POLICE DEPARTMENT:

Will this event require additional officers & equipment? Yes No

If yes, please describe & include times: Traffic control - 9:15 - 10:15 am

2 Additional officers + DPW STAFFING

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

Street closure date/time: 9:25 - 10am

Street re-open date/time: 10am?

Parade Type: Pedestrian Vehicle

Parade Route: (Use attached map to outline route)

Parade start time: 9:30 am Parade finish time: 10 am

Approved Denied

Approved with Conditions _____

Authorized Personnel Signature Date: 07/07/23

APPLICANT/ORGANIZATION CHECK LIST

- Completed Application
- Event Map (include detailed event layout for food vendors/concessions, booths, portable restrooms, road closures, barricades, music, event signage, etc.)
- Certificate of Insurance (listing the City of Douglas as additional insured – see sample provided)
- Fireworks Resolution – 60 days in advance (if applicable)
- Michigan Liquor Control Commission Special Event License (if applicable)
- Health Department Food Service License (if applicable)
- Requirements for Tent Structures (if applicable)
- Department of Public Works Authorized Personnel Signature (if applicable)
- Police Department Authorized Personnel Signature (if applicable)

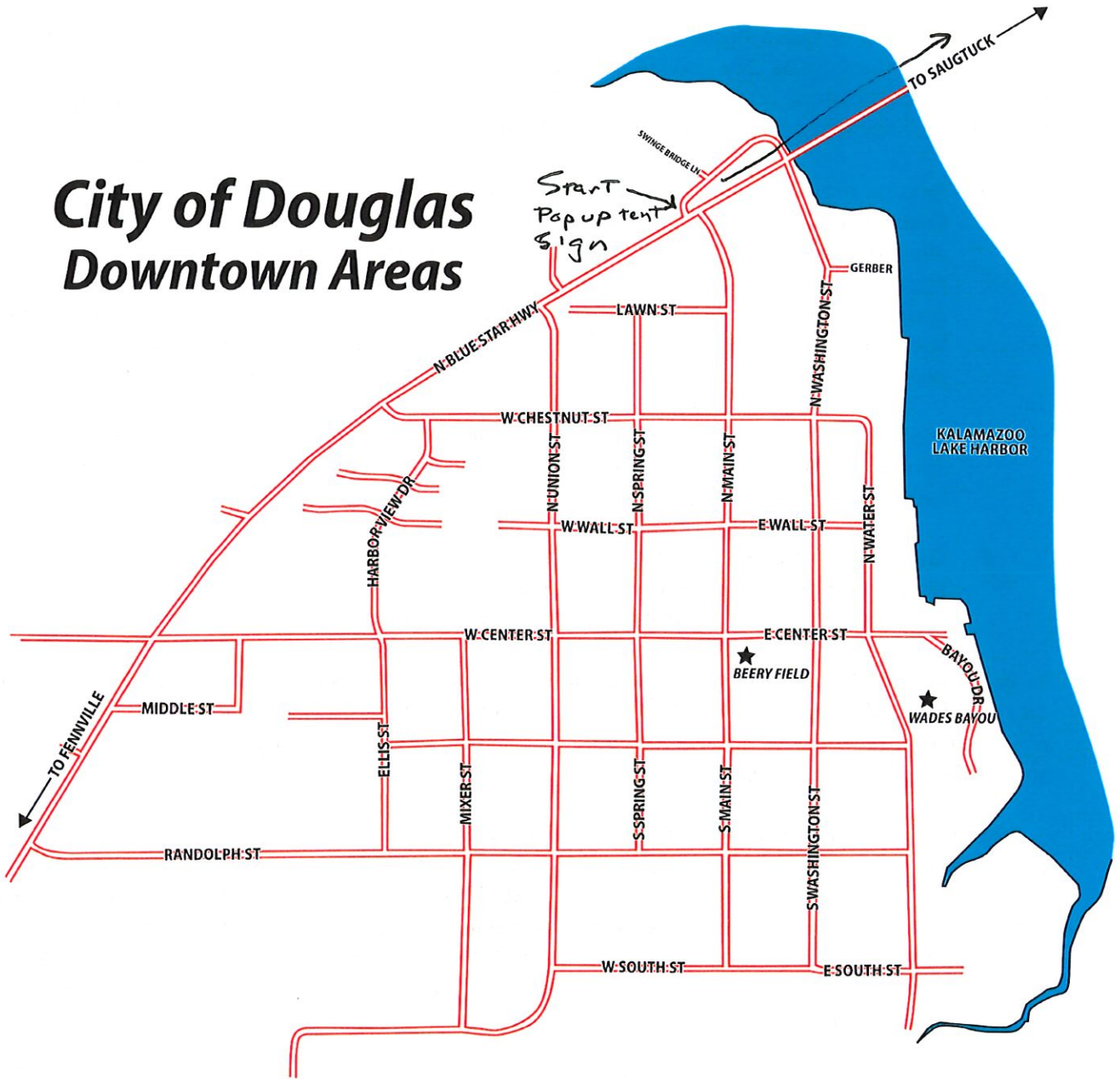
If document(s) are missing, please explain: _____

The Applicant/Organization understand and agrees to the following:

1. Provide a certificate of insurance with all coverage deemed necessary for the event, naming the City of Douglas as an additional insured on all applicable policies. The certificate shall be submitted to the City Clerk’s Office no later than 1 (one) week following notice of the event approval.
2. Comply with all local and applicable State Laws and City policies. Applicant/Organization acknowledges that the special events permit does not relieve the Applicant/Organization from meeting any requirements of law or those of other public bodies or agencies applicable to the event.
3. Applicant/Organization further understands the approval of the event may include additional requirements and/or limitations based on the City’s review of this application. The Applicant/Organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval is necessary before the event may be held.
4. Applicant/Organization understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.
5. Applicant/Organization also agrees to clean-up and leave/restore the area in the condition it was found. The City is not responsible for equipment or personal items left on public property.
6. Prohibit its organization and guests from engaging in profane or inappropriate language or actions.
7. Abide by City of Douglas Ordinance Chapter 95.01 regarding Noise Nuisances.



City of Douglas Downtown Areas



- 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:

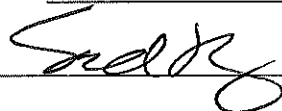
- A. Acts or omissions by the Applicant/Organization, its agents, employees, servants and Contractors in furtherance of the event, including, but not limited to, acts or omissions alleged to be in the nature of gross negligence or willful misconduct. The Applicant/Organization agrees to reimburse the 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.

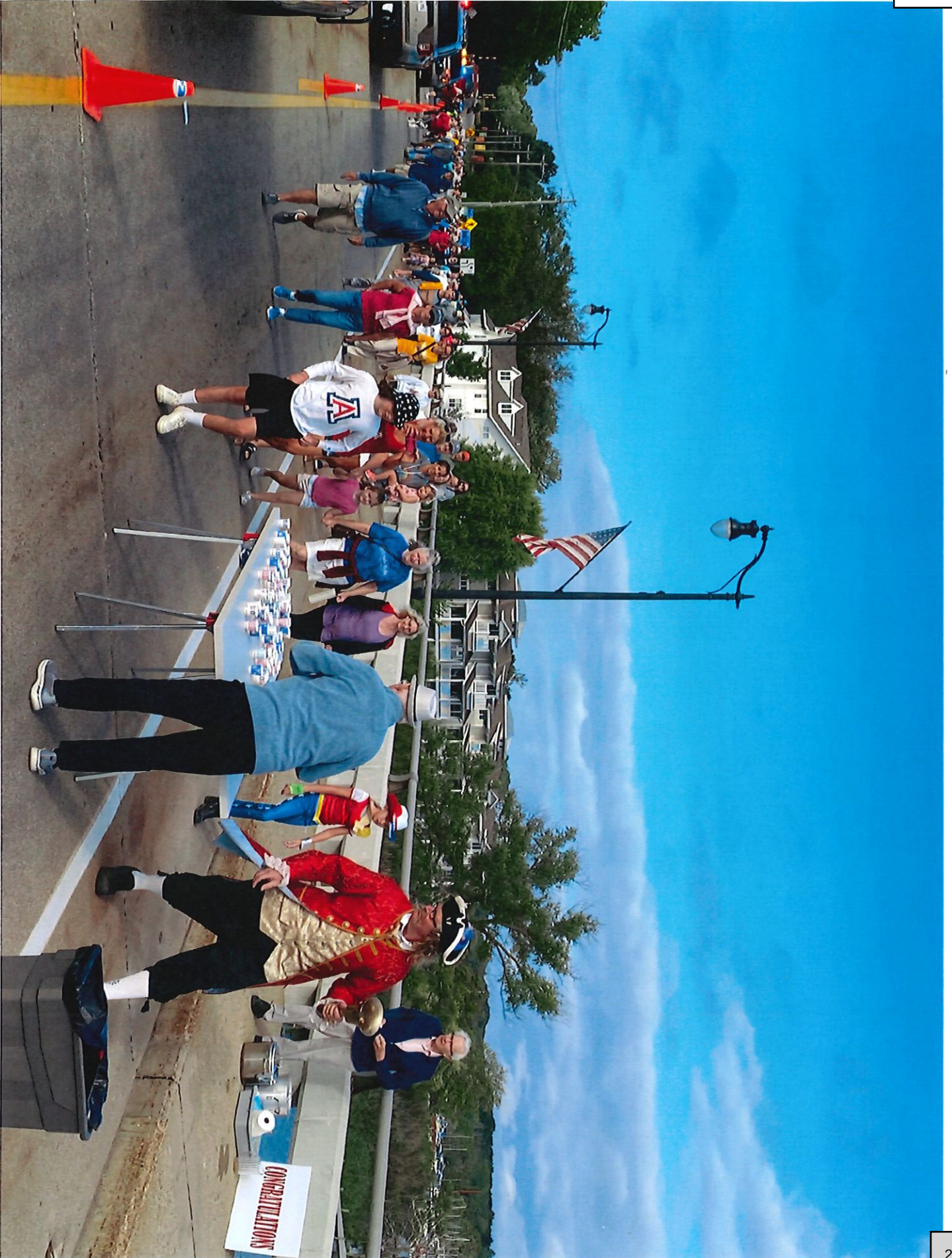
2. The Applicant/Organization agrees that it is its responsibility and not the responsibility of the City to safeguard the property and materials used in the event and the property and materials of the attendees. Further the Applicant/Organization agrees to hold the City harmless for any loss of such 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: Scott Kierzick Date: 6-29-23

Signature of Applicant:  Date: 6-29-23







MEMORANDUM
REGULAR CITY COUNCIL MEETING
July 17, 2023, at 7:00 PM

TO: City Council

FROM: Clerk Aalderink

DATE: July 17, 2023

SUBJECT: Park Use Policy

The goal of this policy is to establish written standards for the rental of specific park facilities. The policy further protects the City from potential damages and additional department man hours. The policy limits rental of park assets to only covered structures such as pavilions and gazebos, and the basketball court.

This policy was developed because the existing park reservation permit is unclear about other areas available for rental. Recent park reservation submissions have included requests for reserving ball fields, children's play areas, and pickleball courts. Reservation requests have also been submitted to include requests for the Department of Public Works to power wash chairs, tables, and cement areas of parks.

The policy has been sent to the city attorney and received back with approval.

Motion for consideration:

Motion to approve the Park Use Policy establishing a set of rules and regulations for the reservation of city public parks.



SHELTER RENTALS AND GROUP OUTINGS PARK USE POLICY

The purpose of this policy is to establish rules and regulations for the use of public parks. The City of Douglas reserves the right to rent only the Pavilions and Gazebos located within the parks. The Beery Field basketball court has been used in the past by groups and will remain on the list of areas to rent.

It is the policy of the city to require all individuals and/or groups to leave the parks as they found them. The individual submitting the application, fee, and receiving the permit will be known by the city as the “permit holder”.

All reservations must be made at least one week prior to the group outing, and will be accepted on a first come, first served basis. Reservation applications must be filled in their entirety and submitted to the City Clerk or City Treasurer along with the required fee. Reservation fees are non-refundable. Reservations will be deemed acceptable/non-acceptable at the time they are submitted.

The City Department of Public Works will post a notice at the reservation site prior to the event to indicate that the area has been reserved, the permit holder should also bring a copy of the permit to the event as well. Please note, the reservation only applies to the Gazebo, Pavilion, or basketball court (depending on which park was chosen). Due to potential fire hazards the city does not allow the use of charcoal grills, small gas grills are allowed.

Permit holders are responsible for cleaning and restoring the site after the event. All trash and/or garbage shall be placed in heavy duty bags and deposited into the city trash receptacles. Any bags that do not fit into the city trash receptacles should be removed from the site upon completion of the event. Do not leave trash piled high onto the trash receptacles over the weekends. The cost of any employee overtime incurred because of the permit holder’s failure to clean and/or restore the site following the event will be invoiced to the permit holder.

Alcohol is not permitted in city parks. No driving or parking on the grass areas. No blocking roadways. No fireworks (including sparklers, smoke bombs, and other such displays).

If using music at an event, noise levels must be maintained at an acceptable level so as to minimize disturbance to residents and other users of the park, and must be turned off by 10:00 p.m.

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 require certain accommodations in order to use the pavilions or Gazebo may contact the City Clerk at clerk@douglasmi.gov or call the City Offices at 269-857-1438.

CITY OF THE VILLAGE OF DOUGLAS, ALLEGAN COUNTY, MICHIGAN



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

Item 8C.

Date received: _____
 Payment received: _____

PARK RESERVATION: Wades Gazebo, Schultz Pavilion, Beery Basketball Court Tables

A **Park Reservation** permit is described as a small gathering confined to a park shelter or table area, and does not require significant City coordination or resources. Subject to availability, Park Reservations require only City administration approval, and a \$50 Non-refundable park rental fee. The City of Douglas has three park rental options which include; Wades Bayou Gazebo, Schultz Park Pavilion, and Beery Field basketball court area tables. **Park reservation applications must be filled out in its entirety & returned to the City Clerk’s Office a minimum of 7- days prior to requested date, along with the park rental fee.**

Applicant Name: _____

Street Address/P.O. Box: _____

City/State/Zip Code: _____

Telephone: _____ E-mail: _____

Reservation Location: _____

Reservation Date: _____ Anticipated Number of Attendees: _____

Reservation Start & End Hours (including time for set-up and clean-up): _____

Description of Reservation: _____

NOTE: It shall be unlawful for any person within the city to consume intoxicating liquor of any kind in any street, alley, park, public building, or other land owned by the city, unless the consumption is authorized under a valid permit issued by the city or its authorized agent. (1995 Code, 42-166) (Ord.43, passed 6-5-1961)

The Applicant/Organization understand and agree to the following:

The purpose of this policy is to establish rules and regulations for the use of public parks. The City of Douglas reserves the right to rent only the Pavilions and Gazebos located within the parks. The Beery Field basketball court has been used in the past by groups and will remain on the list of areas to rent.

It is the policy of the city to require all individuals and/or groups to leave the parks as they found them. The individual submitting the application, fee, and receiving the permit will be known by the city as the "permit holder".

All reservations must be made at least one week prior to the group outing, and will be accepted on a first come, first served basis. Reservation applications must be filled in their entirety and submitted to the City Clerk or City Treasurer along with the required fee. Reservation fees are non-refundable. Reservations will be deemed acceptable/non-acceptable at the time they are submitted.

The City Department of Public Works will post a notice at the reservation site prior to the event to indicate that the area has been reserved, the permit holder should also bring a copy of the permit to the event as well. Please note, the reservation only applies to the Gazebo, Pavilion, or basketball court (depending on which park was chosen). Due to potential fire hazards the city does not allow the use of charcoal grills, small gas grills are allowed.

Permit holders are responsible for cleaning and restoring the site after the event. All trash and/or garbage shall be placed in heavy duty bags and deposited into the city trash receptacles. Any bags that do not fit into the city trash receptacles should be removed from the site upon completion of the event. Do not leave trash piled high onto the trash receptacles over the weekends. The cost of any employee overtime incurred because of the permit holder's failure to clean and/or restore the site following the event will be invoiced to the permit holder.

Alcohol is not permitted in city parks. No driving or parking on the grass areas. No blocking roadways. No fireworks (including sparklers, smoke bombs, and other such displays).

If using music at an event, noise levels must be maintained at an acceptable level so as to minimize disturbance to residents and other users of the park, and must be turned off by 10:00 p.m.

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 require certain accommodations in order to use the pavilions or Gazebo may contact the City Clerk at clerk@douglasmi.gov or call the City Offices at 269-857-1438.

HOLD HARMLESS/INDEMNITY

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

Printed Name of Applicant: _____ Date: _____

Signature of Applicant: _____ Date: _____

(TO BE COMPLETED BY THE CITY)

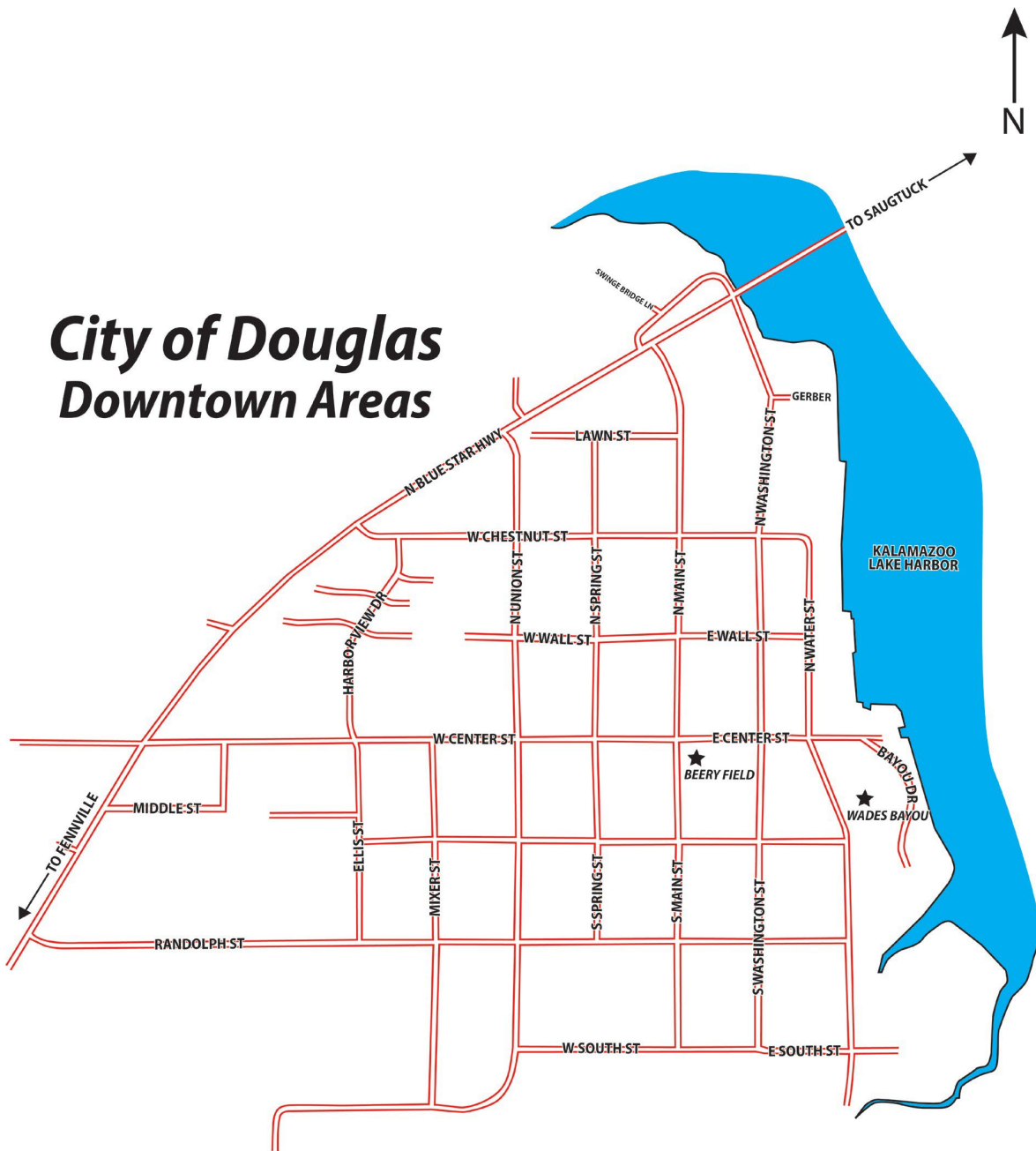
Received on: _____ By: _____

Approval: _____ Yes _____ No

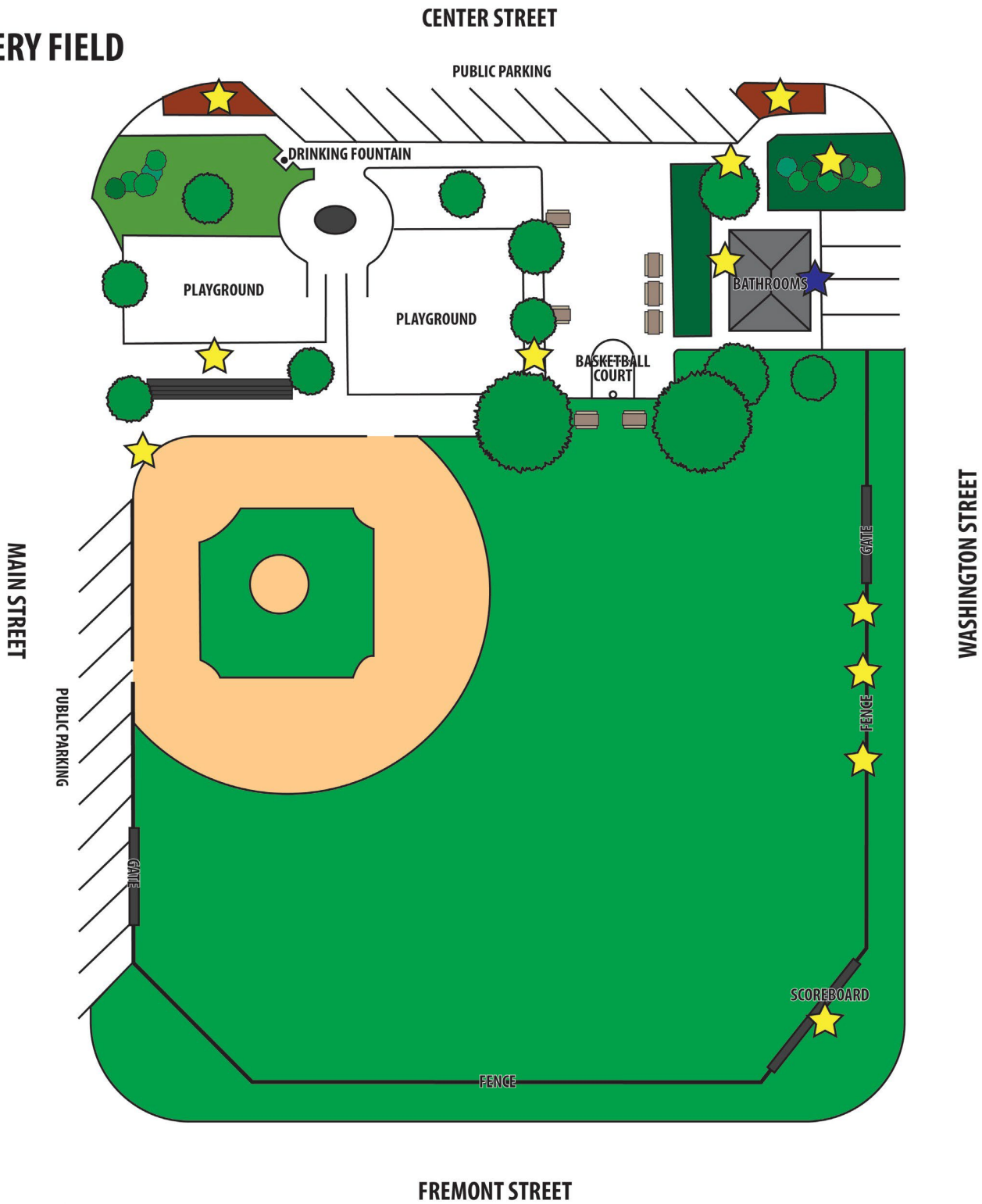
Any Conditions: _____

Notification to: (initial & date)

DPW _____ Police _____ Fire _____ Other _____



BEERY FIELD

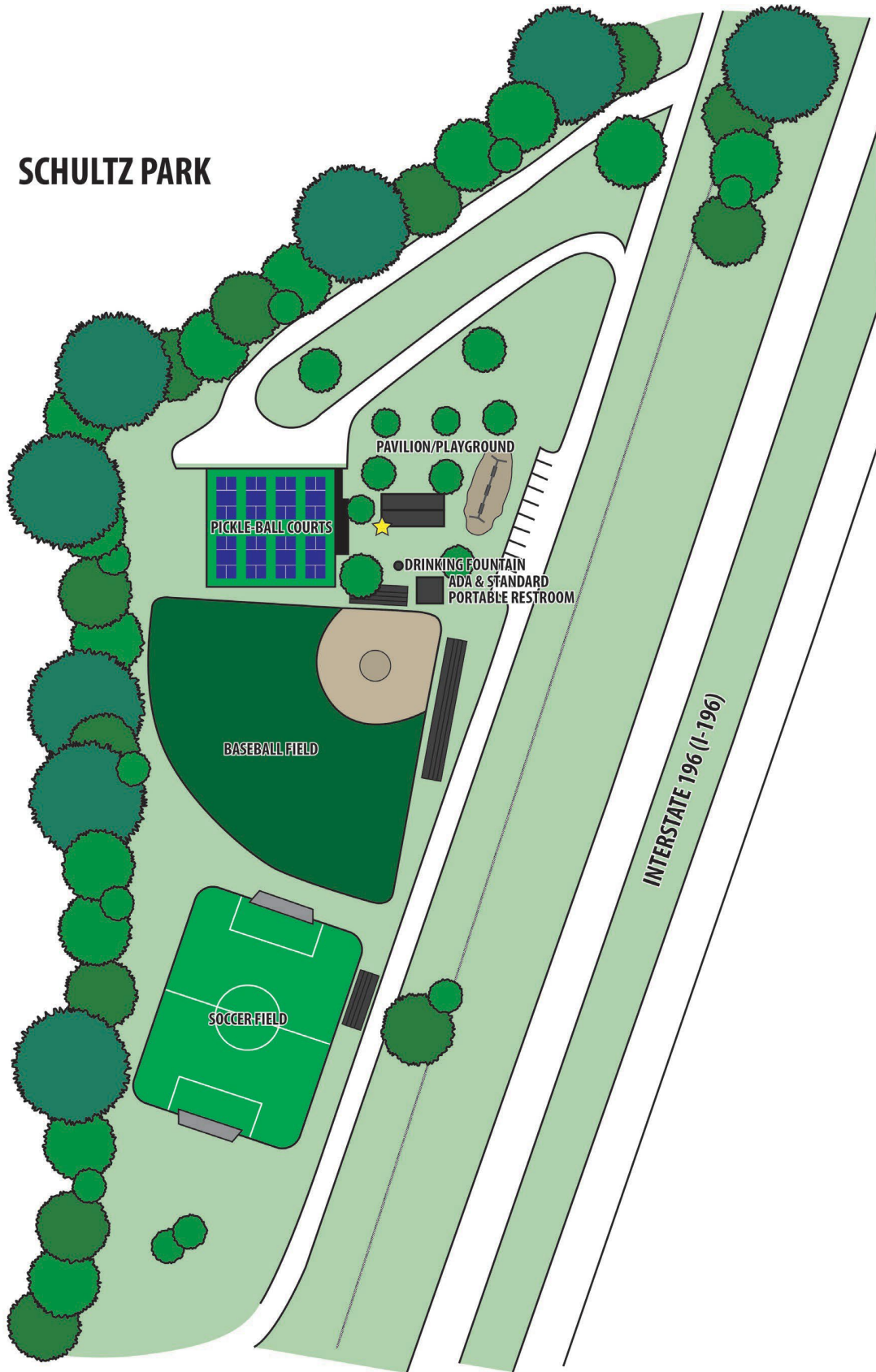


-  Water Hose Hookup
-  Electrical Outlet

Note: Beery Field has an underground irrigation system. Please notify the Director at the Douglas Department of Public Works @ 269-857-2763 to discuss placement locations for tents, canopies, etc.



SCHULTZ PARK

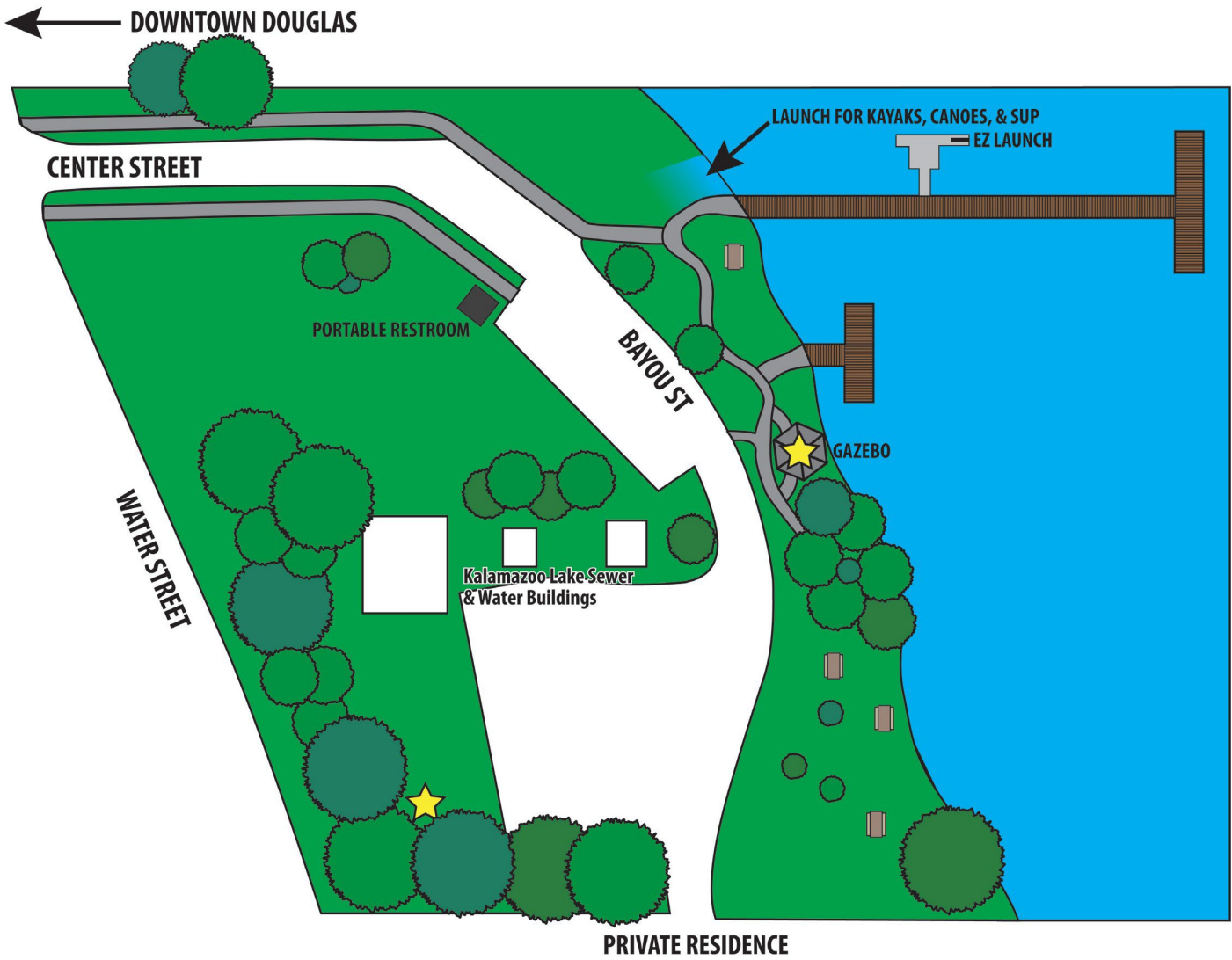


 Electrical Outlet

Note: Schultz Park has an underground irrigation system. Please notify the supervisor at the Douglas Department of Public Works @ 269-857-2763 to discuss placement locations for tents, canopies, etc.



WADES BAYOU



 Electrical Outlet

Note: Wades Bayou has an underground irrigation system. Please notify the Director at the Douglas Department of Public Works @ 269-857-2763 to discuss placement locations for tents, canopies, etc.



MEMORANDUM
REGULAR CITY COUNCIL MEETING
July 17, 2023, at 7:00 PM

TO: City Council

FROM: Rich LaBombard, City Manager

SUBJECT: Policy – Lost and Found Personal Property Handling

The objective of this policy is to provide standards for municipal staff for the handling of lost, found, abandoned or unclaimed personal property. This policy was developed to clearly define the process of managing lost and found property located on public streets, sidewalks, public buildings, or other public property or grounds of the City. This policy coincides with the Police Department's Evidence Policy Chapter 14 for the care, redemption, or disposition of found personal property.

Sample Motion – I motion to approve the Lost and Found Personal Property Policy establishing a standard for municipal staff regarding lost and found property.



Lost and Found Personal Property Policy

July 17, 2023

Purpose:

This policy provides standards for municipal staff for the handling of lost, found, abandoned, or unclaimed personal property.

Definition of lost and found personal property:

Personal Property is defined as any movable thing or intangible item of value that is capable of being owned by a person and not recognized as real property.

Lost and found personal property is classified in two ways:

1. Property of major value - Definition: Property of major value means any property that is not collectible currency, contraband, currency, evidence, hazardous material, junk, perishable property, or property of minor value. (MCL 434.21)
2. Property of minor value - Definition: Property of minor value means any property whose fair market value is less than the total cost of preparing a property report, plus the costs of storage and disposition. (MCL 434.21)

Responsibility of finder of lost property

Any person who finds an item of personal property, including any money, goods, things in action, or other item not defined as real property (real estate or anything attached to land), is not bound to take charge of it, but if such person does take charge of it, that person shall, within a reasonable time, inform the owner, if known, and restore the property to the owner. If the owner is unknown or has not claimed the property within five business days, the finder shall turn the property over to the Douglas Police Department.

Responsibility of City officer or employee

Any officer or employee of the City who shall find or take possession of any personal property in or upon any public street, sidewalk, public building, or other public property or grounds of the City, the ownership of which is unknown to such officer or employee, shall immediately turn the property over to the Douglas Police Department.

Responsibility of Police Department

All personal property found by an officer or employee, or received by police officers from another party who has found the property, will be transferred to the control of the Douglas Police Department's evidence custodian. The Police Department shall comply with Douglas Police Department Evidence Policy Chapter 14 in the care, redemption, or disposition of the found personal property.

DOUGLAS POLICE DEPARTMENT EVIDENCE

14.1 PURPOSE

This order establishes procedures for receiving, storing, releasing, and disposing of property seized as evidence and/or property held for safekeeping.

These orders are for Douglas Police Department use only, and do not apply to any criminal or civil proceedings. The department policy should not be construed as a creation of higher legal standard of safety or care in evidentiary sense with respect to third party claims. Violations of these orders will only form the basis of administrative sanctions. Violations of law will for the basis for criminal and civil and sanctions in a recognized judicial setting.

14.2 POLICY

It is the policy of the Douglas Police Department to establish control over all property seized, found or held by this office and to ensure that a chain of evidence is established and maintained. Further, it is the policy of this office to ensure that property for return, sale or destruction is processed properly in accordance with all state or local laws.

14.3 RULES AND REGULATIONS

- A. All property and evidence shall be transferred to the control of the Evidence Custodian.
 - A. Weapons for evidence shall be transferred to the control of the Evidence Custodian, as well as any other items that might be construed as weapons.
 - B. Personal property on the person of on arrested, i.e., money, wallet and contents, jewelry, etc., shall not be taken from the arrestee by arresting officer except unusual circumstances which necessitate the removal of such items for safekeeping. Any personal property removed from arrestee's person in the circumstances will be transferred to the control of the Evidence Custodian and so noted in the officer's report if evidence of crime only.
 - C. All property removed from any vehicle shall be transferred to the control of the Evidence Custodian and so noted on the officer's report.
 - D. All property found by police officers or received by police officers from another party who has found the property will be transferred to the control of the Evidence Custodian.
 - E. All property seized shall be placed into the property room no later than the end of your shift, unless you have the following:
 - 1. Supervisor approval

- F. Any items that are contaminated with body fluids will be handled as biohazard material.

14.4 TRANSFERRING EVIDENCE TO COURT

Evidence required in court for prosecution purposes will be released by the Evidence Custodian to the officer presenting the evidence. The evidence will be returned to the Evidence Custodian immediately after all legal actions have been completed. When returned, the evidence will be, as released, in the original packages and all tags attached. In the event the evidence or any part thereof is retained by the court, the presenting officer will notify the Evidence Custodian in order that the records may be cleared and the receipt so noted. The property receipt will be signed by the officer when accepting control of the evidence and by the Evidence Custodian when receiving the evidence upon its return.

14.5 DISPOSITION OF EVIDENCE

- A. Release from Evidence Status to Property:
 - 1. The impounding officer will release evidence to property status as soon as possible after the case has been concluded. When the evidence is released by the impounding officer, it is that officer's responsibility to notify the owner that he has 30 days to claim the property.
- B. Court Order:
 - 1. Evidence will be released by court order from a court of competent jurisdiction. Destruction of contraband will also be carried out by the Evidence Custodian after receipt of a court order.
- C. Public Sale:
- D. By Conversion:
- E. This shall be accomplished through forfeiture proceedings or by unclaimed found property.
- F. By Return to Rightful Owner:
 - 1. Property will be released to the person in whose name the property is listed upon proper identification of the legal owner or agent of the legal owner. Found property may or may not be released to the finder dependent upon attendant circumstances of the case and nature of property found. In all cases of found property, the department reserves the right to secure legal determination before releasing property.
- G. Found Property:

Found property is classified in two ways:

1. Property of major value
 - i. Definition: Property of major value means any property that is not collectible currency, contraband, currency, evidence, hazardous material, junk, perishable property or property of minor value. (MCL 434.21)
2. Property of minor value
 - i. Definition: Property of minor value means any property whose fair market value is less than the total cost of preparing a property report, plus the costs of storage and disposition. (MCL 434.21)
3. Property of major value shall be returned to the legal owner when the evidence custodian is reasonably satisfied of the ownership.
4. If an owner does not appear, then a notice must be sent by mail to any known legal owner of collectible currency, currency, evidence, perishable property or property of major value to the last known address of record. The notice shall contain the following information:
 - i. The date the property was found.
 - ii. The type of property found
 - iii. The address whence the property is located.
 - iv. The cost of storage per day. (if any)
 - v. A statement that the property must be claimed within six months of the date of letter on the property shall be considered abandoned and disposed of.
 - vi. The name of the law enforcement agency, the address and the telephone number where the legal owner can obtain the property.
5. If they legal owner is not located and after six months from the date of notice, the property shall be disposed of as follows:
 - a. Unless the finder of the property cannot be located or does not want the property, return the property to the finder.
 - b. If the finder of the property cannot be located or does not want the property, then do one of the following:
 1. Retain the property for use by the Douglas Police Department. An incident report must be filled out and

signed by the Sergeant and filed in the property room.

2. Sell the property at a public sale and deposit the money in the city's general fund.
 3. Release the property to a charitable organization.
6. Property of minor value shall be returned to the legal owner when the Douglas Police Department is reasonably satisfied of that ownership. If after three months the property has not been claimed by the legal owner, the property may be disposed of in any manner by the Douglas Police Department.

14.6 PERISHABLE EVIDENCE/PROPERTY

- A. Officers may return perishable items to the owner or business after all of the following has been done.
1. When the crime is a misdemeanor, document the complete description of the item and its container in the police report, i.e., item, weight, color, value, brand name, manufacture numbers, color of container (wrapper) and other identifying marks.
 - a. Return the perishable property to the owner (store).
 - b. The owner is then free to sell the item(s).
 2. When the crime is a felony, document the complete description of the item and its container in the police report, i.e. item, weight, color, value, brand name, manufacture numbers, color of container (wrapper), other identifying marks and photograph the perishable item(s) with a camera, and log the film/photo into evidence. Then:
 - a. Obtain approval from the prosecutor on call to return the evidence to the owner.
 - b. Return the perishable property to the owner (store).
 - c. The owner is then free to sell the item(s).
 3. Officers will testify in court as to the description of the property, produce photograph (when available) as evidence.
 4. A refrigerator will be kept in the evidence room for evidence that requires refrigeration.

14.7 SPECIMEN COLLECTION KITS

- A. When an officer obtains a blood or urine specimen using the collection kit provided by the Michigan State Police and requests a laboratory analysis, the following steps will be taken:
1. The kit will be sealed per instructions.
 2. The evidence custodian will see that the specimen kit is sent for analysis via certified mail.

14.8 LOGGING ALCOHOLIC BEVERAGE(S) INTO PROPERTY

- A. When a police officer takes into their possession any type of alcoholic beverage, then the following needs to occur:
1. The police officer shall note in their report the type and quantity of the beverage.
 2. The police officer shall dispose of the beverage by dumping the beverage out and returning the container to the holder and shall also note the disposal method and information in their report.
 3. In the event that the beverage is obtained from a shoplifting incident or larceny incident, then the beverage shall be returned to the owner. A photograph can be taken for evidence purposes.

14.9 LOGGING FLAMMABLE LIQUIDS & FIREWORKS INTO PROPERTY

- A. When a police officer has an incident where they have flammable liquids or fireworks that have become evidence, then the following needs to occur:
1. All efforts shall be taken so that flammable/fireworks are disposed of instead of being placed into the property room, and all the information on the disposal must be noted in their report.
 - a. Photos shall be taken of all disposed flammable/fireworks.
 - b. Used containers.

14.10 HANDLING OF NARCOTIC AND DANGEROUS DRUG EVIDENCE

- A. Officers logging in narcotic or drug evidence will weigh the substance in the container that it was confiscated in. This weigh is only an approximation and is used to protect the officer from allegations of misconduct. The actual weight will be determined by the state police crime lab.
- B. Officers are not to weigh items that are extremely heavy or bulky.
- C. Officers will count any substance that is suitable for counting, such as pills.

- D. Seal the substance in an envelope, insuring that the glued flap is properly secured. In cases where the substance is too large to fit in an envelope it will be packaged in one of the other packaging devices provided and sealed.
- E. The evidence custodian, upon receipt of drug or narcotic evidence, shall inspect the packaging for signs of tampering. Any signs of tampering will be immediately reported to the supervisor for appropriate action. Such evidence will be kept in the drug locker until it is taken to the lab, court, or to the incinerator for destruction.
- F. Officers returning drug evidence from court or the lab will insure the package is properly secured. All drug and narcotic evidence that is no longer needed for court will be destroyed at the next scheduled drug destruction date. The evidence custodian and one officer appointed by the Chief or his designee will be present and will follow all state and federal laws in destroying the drugs.
- G. When other items are found in conjunction with narcotics, such as needles, pipes and syringes, they are to be packaged and logged separately as long as they do not contain amounts of drugs or narcotics. Needles, pipes and syringes that do not contain narcotics or drugs, etc. are to be logged in the regular property log.

14.11 DUTIES OF ARRESTING OR REPORTING OFFICER

- A. It is the responsibility of the arresting or reporting officer to properly package and/or tag all property and/or evidence and to properly complete the property receipt before transferring the property to the control of the evidence custodian. In all cases, the property receipt must be turned in with the evidence or property. The arresting or reporting officer will insure that the following steps have been taken prior to releasing property to the evidence custodian. Officers will advise the complainant/victim to contact the evidence custodian to make an appointment to obtain any seized items that can be released.
 - 1. Required Documentation (Recovering Officer)
 - a. Evidence and non-evidence property will not be mixed in the same property bag(s). Property bags will be sealed and signed and a property label completed and attached to the bag by the arresting or reporting officer prior to transfer to the evidence custodian. Officers must write on or attach information that advises who the items may be returned to and when if no criminal action is being sought.
 - b. Red evidence tags will be securely attached to property seized as evidence or contraband which is too large or bulky or otherwise inappropriate for property bags.
 - c. All firearms, including handguns will be tagged only, not placed in bags.

- d. The custodial officer is responsible for maintaining an adequate supply of property receipts, property bags, red evidence tags, property labels and making them available to all personnel.
- e. Officers confiscating property have the responsibility of notifying the owner when said property is released from evidence if the owner/finder is legally entitled to receive such property. A release form will be completed by the officer and given to the evidence custodian.
- f. It shall be the responsibility of the officer to properly mark and tag items submitted to evidence that might present a health hazard with the appropriate biohazard labels on all containers.
- g. The officer receiving found property will make every attempt to identify the rightful owner of such property and advise the owner that the property is being held for safekeeping.

14.12 DUTIES OF EVIDENCE CUSTODIAN

- A. The evidence custodian will receive, store and release evidence and other property in a timely efficient and accountable manner, avoiding any unnecessary delay in receiving and releasing property. The evidence custodian will follow established procedures which minimize loss, theft, or destruction of property or any other actions which might lead to loss of evidentiary value of the property. All procedures will be followed to maintain a proper chain of evidence and document the transfer of property to the point of release from police control. Every legal effort will be made by the evidence custodian to prevent the unnecessary accumulation of property in storage.
 - 1.
 - a. General property. Evidence and/or property will be received by the evidence custodian only after these items have been recorded on the property receipt and each item listed thereon has been properly bagged or tagged.
 - b. Weapons. Weapons will be received as indicated above; however, all firearms will be tagged only with the appropriate tag. All firearms will be unloaded with the ammunition bagged and properly marked.
 - 2. Evidence and Property Room Procedures
 - a. The evidence custodian will date and initial the property receipt, bag and tags.
 - b. The property receipt will be filed by the officer's last name.
 - c. It is the submitting officer's responsibility to properly list all items that are being placed into evidence on a report prior to placing them into the storage cabinet.
 - 1. Selected clerical staff will be assigned the duty of entering property into the computer.
 - d. Upon placement of the evidence or property in the evidence storage room, the storage area and bin number will be recorded on the property receipt.

e. Any item of evidence or property taken to the State Crime Lab will be accompanied by the property receipt. The receipt will be signed by the accepting technician and the crime lab number duly noted on the receipt. The receipt will then be returned to the department's files. Also, a lab work sheet filled out by the officer shall accompany the evidence.

f. Narcotics and dangerous drug evidence (capsules, pills) shall be counted as well as weighed. Additionally, all containers of narcotics and dangerous drugs shall be inspected for tampering as a safeguard against the substitution of material having the same weight. The evidence custodian shall secure all narcotics and dangerous drugs in the locked storage cabinet within the storage room.

3. Incident Reporting

- a. In the event that the evidence custodian has problems with either evidence or the submitting officer, a department incident report must be completed and turned into the supervisor controlling the property room.

14.13 DUTIES OF THE NARCOTIC EVIDENCE CUSTODIAN

A. The narcotics evidence custodian will handle all narcotic/drugs that are placed into the property bins.

B. The narcotics evidence custodian shall follow the following steps:

1. Shall remove the property and log it into the property book and place it in a secure location.
2. Shall determine whether or not the property needs to go to the Michigan State Police Laboratory for examination. If the property need to go to the laboratory the narcotics evidence custodian shall place the property in a secure location until it can be taken to the lab.
3. The narcotics evidence custodian shall be responsible for making sure that the narcotics/drugs property is taken to the lab and it is returned to the department. Once the narcotics/drugs are taken into the property room and it needs to go to the lab, the narcotics evidence custodian shall make sure it gets there in a reasonable amount of time.

C. The narcotics evidence custodian will also be responsible for the disposition of the narcotics/drugs and destroying the narcotics/drugs.



MEMORANDUM
REGULAR CITY COUNCIL MEETING
July 17, 2023 at 7:00 PM

TO: City Council

FROM: Joe Blair, Planning and Zoning Administrator

DATE: July 17, 2023

SUBJECT: Res. 25-2023; Center Park Place Condo Master Deed Amendment III

The co-owners of Center Park Place Condominiums, located on W. Center Street just east of Ferry Street, have selected to amend their Master Deed for a third time. This amendment consists of two parts:

- Amending Article III "Definitions" under Paragraph I
- Amending Article V Unit Descriptions and Percentage of Value

These two amendments have been reviewed by the City Attorney, David Keast, and he has referred the amendments to City Council for review as they read in your packets.

I recommend that City Council approve the Third Amendment to the Master Deed for Center Park Place Condominium as reviewed by the City Attorney.

**CITY OF THE VILLAGE OF DOUGLAS
COUNTY OF ALLEGAN
STATE OF MICHIGAN**

RESOLUTION NO. 25-2023

**RESOLUTION APPROVING THE THIRD AMENDMENT TO THE MASTER
DEED OF CENTER PARK PLACE, A MICHIGAN CONDOMINIUM,
CITY OF THE VILLAGE OF DOUGLAS,
ALLEGAN COUNTY, MICHIGAN**

At a regular meeting of the City Council for the City of the Village of Douglas, Michigan, held at the City of the Village of Douglas City Hall, Douglas, Michigan, on the 17th day of July, 2023, at 7:00 p.m.

PRESENT:

ABSENT:

The following Resolution was offered by Councilperson _____ and supported by Councilperson _____.

RESOLUTION

WHEREAS, this is the third amendment to the master deed to Center Park Place, a Michigan Condominium and the co-owners of Center Park Place Association, Inc desire to amend said Condominium Master Deed; and

WHEREAS, Article III "Definitions" is hereby amended under Paragraph I as follows:

I. "Condominium Subdivision Plan" is defined at Replat No I of the Allegan County Condominium Subdivision Plan No. 136 Exhibit B to the Master Deed of the Center Park Place Association; and

WHEREAS, Article V Unit Descriptions and Percentage of Value is hereby amended to read as follows;

Sections A & B are hereby amended to read as follows;

*A. **Unit Descriptions.** Each unit in the Condominium Project is described in this Paragraph with reference to the Condominium Subdivision Plan of Central Park Place Condominium as surveyed by Mitchell & Morse Land Surveying of 234 Veterans Blvd., South Haven, MI 49090, attached as Exhibit B, consisting of Sheets I, 3, 4 and 5. Each Unit shall consist of the area located within Unit boundaries as shown on Exhibit B and delineated with heavy outlines together with appurtenances.*

*B. **Percentage of Value.** The percentage of value assigned to each Unit is equal. The percentages of value were computed on the basis that the comparative characteristics of the Units are such that it is fair and appropriate that each Unit owner vote equally and pay an equal share of the expenses of maintaining the General Common Elements. The percentage of value assigned to each Unit shall be determinative of each Co-Owner's respective share of General Common Elements of the Condominium Project, the proportionate share of each respective Co-Owner in the proceeds and expenses of administration and the value of such Co-Owner's vote at meetings of the Association of Co-Owners;*

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the Council of the City of Douglas approves the Third Master Deed amendment for the Center Park Place Condominium development, located near the corner W Center Street and Ferry Street of (PPN: 03-59-075-005-00) in the City of Douglas, Michigan.
2. That any resolutions in conflict with this Resolution are deemed rescinded and revoked by the adoption of this Resolution.
3. This Resolution shall take effect immediately upon City Council approval.

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

ADOPTED this 17th day of July 2023.

CITY OF THE VILLAGE OF DOUGLAS

BY: _____
Jerome Donovan, Mayor

BY: _____
Pamela Aalderink, CMC, City Clerk

CERTIFICATION

I, Pamela Aalderink, the duly appointed Clerk of the City of the Village of Douglas, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Douglas City Council at a regular meeting held July 17th 2023 in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

CITY OF THE VILLAGE OF DOUGLAS

BY: _____
Pamela Aalderink, CMC, City Clerk

**THIRD AMENDMENT TO THE MASTER DEED
OF
CENTER PARK PLACE, A MICHIGAN CONDOMINIUM**

This Form is exempt from Transfer Tax under MCL 207.505(a) & 207.526(a).

THIS THIRD AMENDMENT to the Master Deed is executed on the date indicated below, by CENTER PARK PLACE ASSOCIATION, INC. (Successor-in-interest to Center Place Development LLC as the Developer), a State of Michigan Corporation and Condominium, by a unanimous vote of its co-owners, at its annual meeting held on March 11, 2023.

The co-owners of CENTER PARK PLACE ASSOCIATION, INC., a Michigan Corporation, pursuant to the recorded Master Deed thereof dated December 13, 2000 and recorded in Liber 2007 of Deeds, Pages 617-657, inclusive, Allegan County Register of Deeds and known as Allegan County Condominium Subdivision Plan Number 136, desire to amend said Condominium Master Deed for the Third time.

NOW, THEREFORE, the Co-Owners, upon recording hereof, do hereby amend the Master Deed follows :

ARTICLE I.

Article III "Definitions" is hereby amended under Paragraph I as follows:

- I. "Condominium Subdivision Plan" is defined at Replat No 1 of the Allegan County Condominium Subdivision Plan No. 136 Exhibit B to the Master Deed of the Center Park Place Association.

ARTICLE II.

Article V Unit Descriptions and Percentage of Value is hereby amended to read as follows;

Sections A & B are hereby amended to read as follows;

- A. **Unit Descriptions.** Each unit in the Condominium Project is described in this Paragraph with reference to the Condominium Subdivision Plan of Center Park Place Condominium as surveyed by Mitchell & Morse Land Surveying of 234 Veterans Blvd., South Haven, MI 49090, attached as Exhibit B, consisting of Sheets 1, 3, 4 and 5. Each Unit shall consist of the area located within Unit boundaries as shown on Exhibit B and delineated with heavy outlines together with appurtenances.

B. **Percentage of Value.** The percentage of value assigned to each Unit is equal. The percentages of value were computed on the basis that the comparative characteristics of the Units are such that it is fair and appropriate that each Unit owner vote equally and pay an equal share of the expenses of maintaining the General Common Elements. The percentage of value assigned to each Unit shall be determinative of each Co-Owner's respective share of General Common Elements of the Condominium Project, the proportionate share of each respective Co-Owner in the proceeds and expenses of administration and the value of such Co-Owner's vote at meetings of the Association of Co-Owners.

UNIT PERCENTAGES

UNIT NUMBER	SQUARE FOOTAGE	PERCENTAGE
1	726 SQ. FT.	11.11
2	722 SQ. FT.	11.11
3	1048 SQ. FT.	11.11
4	737 SQ. FT.	11.11
5	742 SQ. FT.	11.11
6	1330.6 SQ. FT.	11.11
7	1354.6 SQ. FT.	11.11
8	1353.5 SQ. FT.	11.11
9	1331.7 SQ. FT.	11.11
	6,487 SQ. FT.	100%

The tax parcel numbers for Buildings A Units and Building B Units are:

Building A	Parcel Numbers
423 W CENTER ST UNIT NUMBER 1	59-075-001-00 (Parcel Number)
423 W CENTER ST UNIT NUMBER 2	59-075-002-00 (Parcel Number)
423 W CENTER ST UNIT NUMBER 3	59-075-003-00 (Parcel Number)
423 W CENTER ST UNIT NUMBER 4	59-075-004-00 (Parcel Number)
423 W CENTER ST UNIT NUMBER 5	59-075-005-00 (Parcel Number)
Building B	Parcel Numbers
424 W FREMONT ST UNIT NUMBER 6	59-075-006-00 (Parcel Number)
424 W FREMONT ST UNIT NUMBER 7	59-075-007-00 (Parcel Number)
424 W FREMONT ST UNIT NUMBER 8	59-075-008-00 (Parcel Number)
424 W FREMONT ST UNIT NUMBER 9	59-075-009-00 (Parcel Number)

IN WITNESS WHEREOF, the undersigned has executed this Third Amendment to recorded Condominium documents as referenced above.

Dated: 6-29-2023

CENTER PARK PLACE ASSOCIATION, INC.

By: Michael J. Pezok
Michael J. Pezok, President

STATE OF MICHIGAN)
COUNTY OF Oakland)

Before me, a Notary Public in and for said County and State, personally appeared Michael J. Pezok, as President of Center Park Place, who acknowledged the execution of the foregoing Amendment, and who, having been duly sworn, stated that the facts and matters set forth in it are true and correct.

Witness my hand and Notarial Seal this 29th day of June, 20 23.

My Commission Expires: 3/20/2029 Cynthia Switalski
Notary Public Signature

CYNTHIA SWITALSKI
Notary public, State of Michigan
County of Oakland
My commission expires 20-Mar-2029
Acting in the County of Oakland

This instrument was prepared by:

When Recorded, return to:

Michael J. Pezok
PO Box 611
Douglas MI 49406-0611

Michael J. Pezok
PO Box 611
Douglas MI 49406-0611

ATTENTION COUNTY
REGISTRAR OF DEEDS
THE CONDOMINIUM SUBDIVISION PLAN NUMBER
MUST BE ASSIGNED IN CONSECUTIVE SEQUENCE
IF A NUMBER HAS BEEN ASSIGNED TO THIS
PROJECT, ITS NUMBER MUST BE PROPERLY
SHOWN IN THE TITLE ON THIS SHEET AND IN
THE SURVEYOR'S CERTIFICATION ON SHEET 2.

REPLAT NO. 1 OF
ALLEGAN COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 136
EXHIBIT B TO THE MASTER DEED OF

CENTER PARK PLACE

VILLAGE OF DOUGLAS, ALLEGAN COUNTY, MICHIGAN

DEVELOPER
CENTER PARK PLACE ASSOCIATION
251 NORTH STREET
SAUGATUCK, MICHIGAN, 49453

SURVEYOR
MITCHELL & MORSE LAND SURVEYING
234 VETERANS BLVD.
SOUTH HAVEN, MI 49090

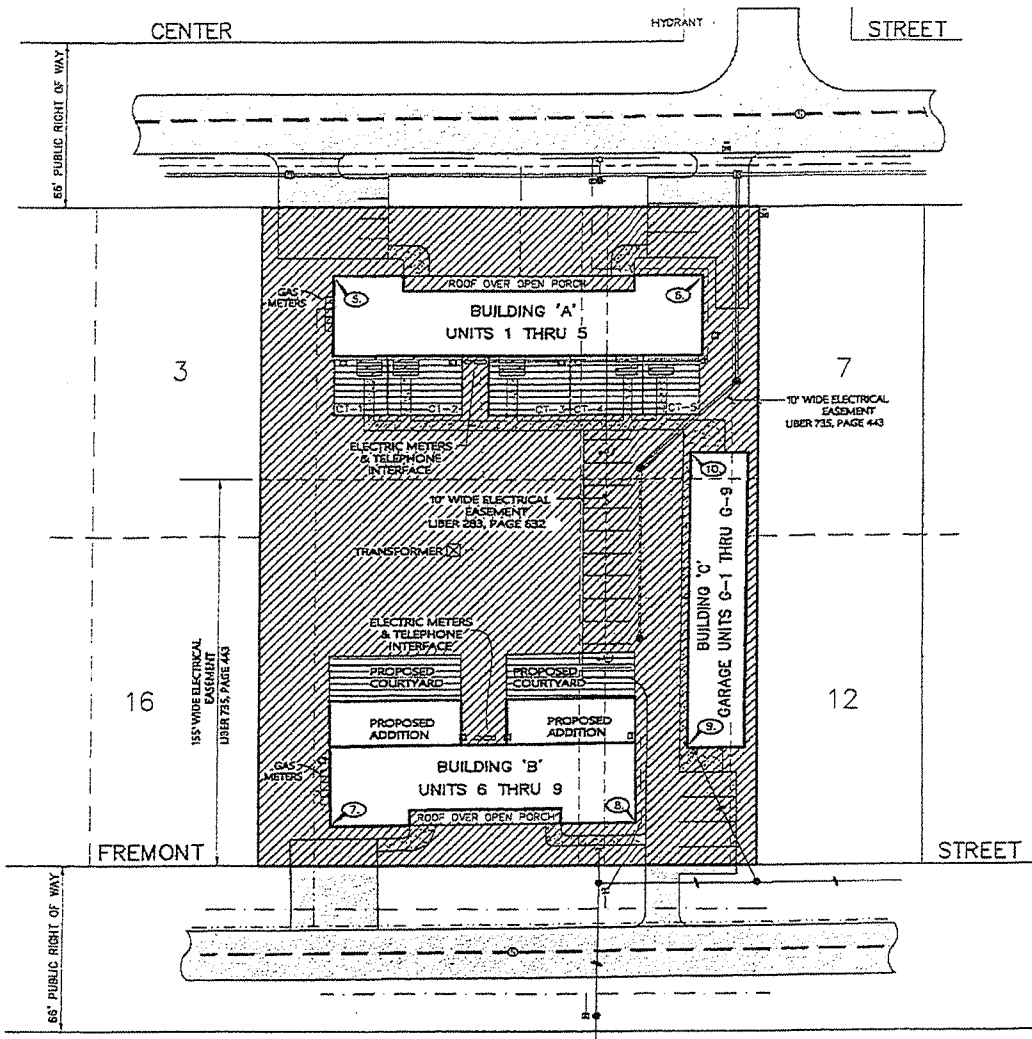
SHEET INDEX
* 1.) TITLE & DESCRIPTION SHEET
2.) SURVEY PLAN
* 3.) SITE & UTILITY PLAN
* 4.) FLOOR PLANS
* 5.) BUILDING CROSS SECTIONS

PROPERTY DESCRIPTION:
SITUATED IN THE VILLAGE OF DOUGLAS, ALLEGAN COUNTY, MICHIGAN
LOTS 4, 5 & 6 AND LOTS 13, 14 & 15, BLOCK 1 OF HELMER'S ADDITION TO THE
VILLAGE OF DOUGLAS ACCORDING TO THE RECORDED PLAT THEREOF AS RECORDED
IN LIBER 44 OF PLATS ON PAGE 259, VILLAGE OF DOUGLAS, ALLEGAN COUNTY, MICHIGAN.

THE ASTERISK (*) AS SHOWN IN THE SHEET INDEX
INDICATES AMENDED SHEETS WHICH ARE REVISED.
DATED: APRIL 13, 2023. THESE SHEETS WITH
THIS SUBMISSION ARE TO REPLACE THOSE PREVIOUSLY
ISSUED.

MUST BE BUILT
DATED: APRIL 13, 2023

REPLAT NO. 1
SHEET 1



LEGEND

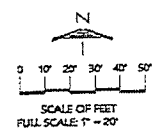
- GENERAL COMMON ELEMENT
- LIMITED COMMON ELEMENT
- ASPHALT
- CONCRETE
- WOOD DECK

UTILITY LEGEND

SYMBOL	UTILITY	SOURCE
	ELECTRIC	CONSUMERS POWER
	WATER	KAL-LAKE SEWER & WATER AUTHORITY
	SANITARY	KAL-LAKE SEWER & WATER AUTHORITY
	STORM	KAL-LAKE SEWER & WATER AUTHORITY
	NATURAL GAS	MICHIGAN GAS UTILITIES
	TELEPHONE	G.T.E.
	CATV	TCI
	BURIED ELECTRIC	

SYMBOL LEGEND

- WATER VALVE BOX
- SANITARY SEWER MANHOLE
- POWER POLE
- TELEPHONE PEDESTAL
- AIR CONDITIONING UNIT
- CATCH BASIN
- HANDICAP PARKING
- COURTYARD (LIMITED COMMON ELEMENT)
- 6' HIGH WOOD FENCING
- COORDINATE POINT



NOTES:
1.) ALL UTILITIES ARE APPROXIMATE LOCATIONS DERIVED FROM FIELD MEASUREMENTS, OBSERVATIONS AND AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.

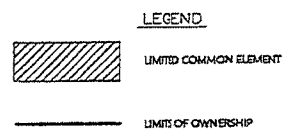
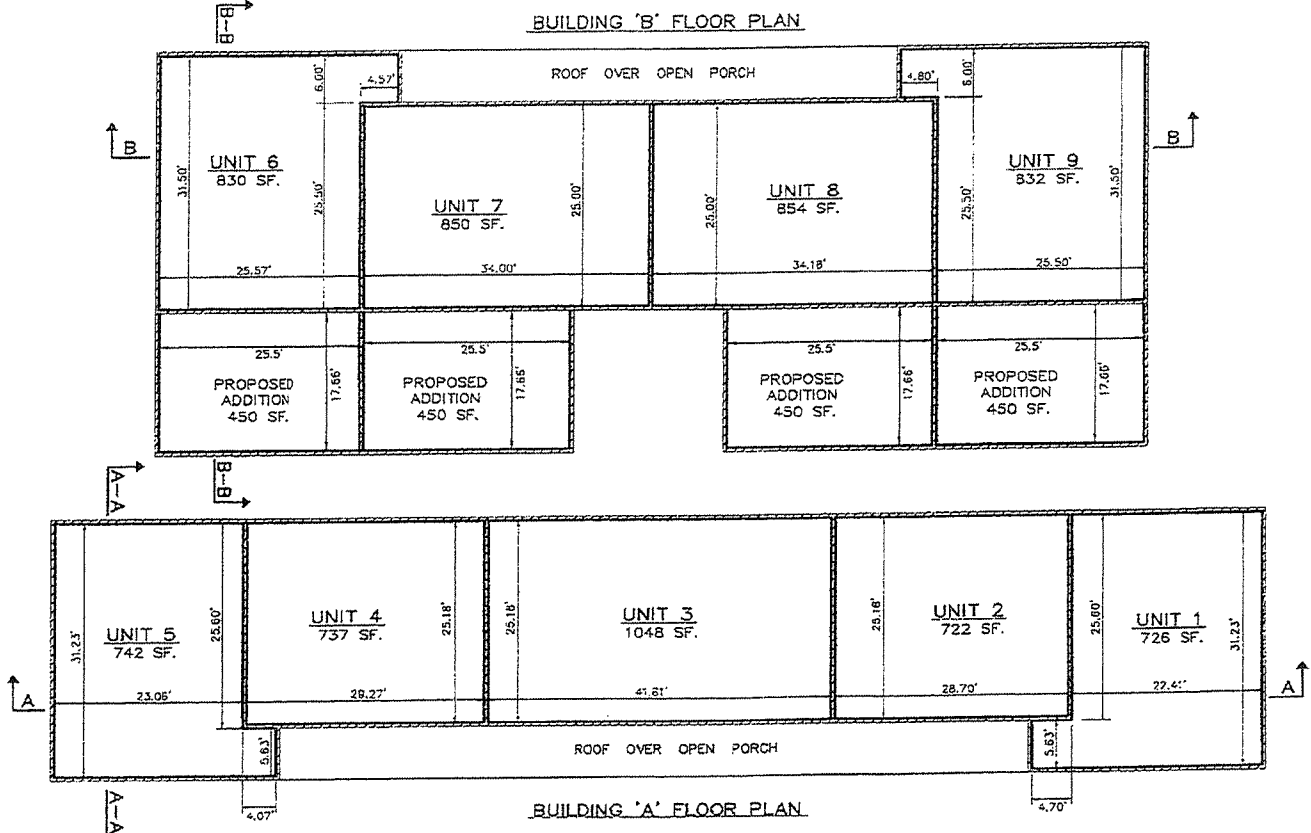
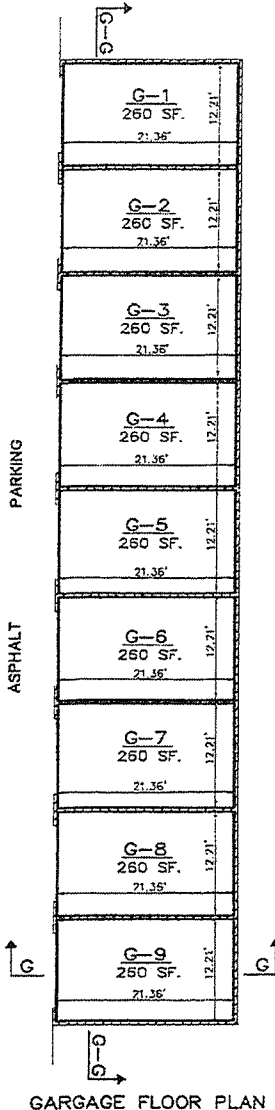
**SITE AND UTILITY PLAN
CENTER PARK PLACE**

BUILDING COORDINATES

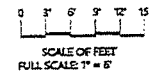
POINT	NORTHING	EASTING
5	5236.553	5028.563
6	5236.644	5176.625
7	5015.881	5028.693
8	5017.318	5150.673
9	5047.332	5171.108
10	5165.535	5172.141

PREPARED BY
MITCHELL & MORSE LAND SURVEYING
234 VETERANS BLVD.
SOUTH HAVEN, MI 49090

SHEET 3 REPEAT NO. 1



- NOTES**
- 1) ALL OWNERSHIP LINES ARE AT 90° TO EACH OTHER UNLESS OTHERWISE SHOWN OR NOTED.
 - 2) ALL DIMENSIONS ARE IN FEET AND DECIMALS.
 - 3) OWNERSHIP AREA HEIGHTS AND WIDTHS ARE MEASURED FROM CONCRETE SLAB OR WOOD FLOOR TO FACE OF DRYWALL CEILING OR BETWEEN DRYWALL FACES.



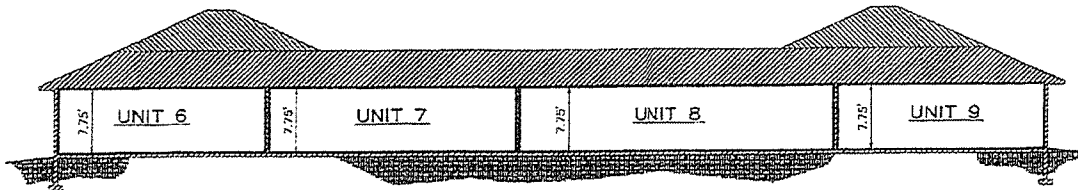
**FLOOR PLANS
CENTER PARK PLACE**

PREPARED BY
MITCHELL & MORSE LAND SURVEYING
234 VETERANS BLVD.
SOUTH HAVEN, MI 49090

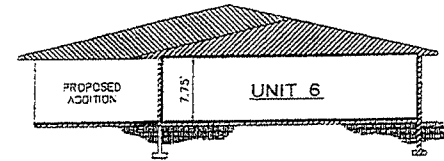
MUST BE BUILT
DATED: APRIL 13, 2023

REPLAT NO. 1

SHEET 4

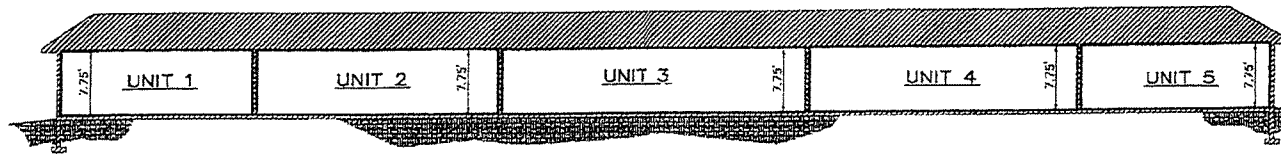


BUILDING 'B' - SECTION B
FINISH FLOOR ELEV-690.08

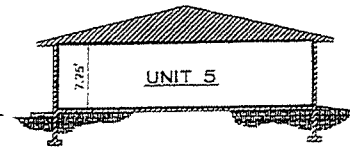


BUILDING 'B'
SECTION B-B

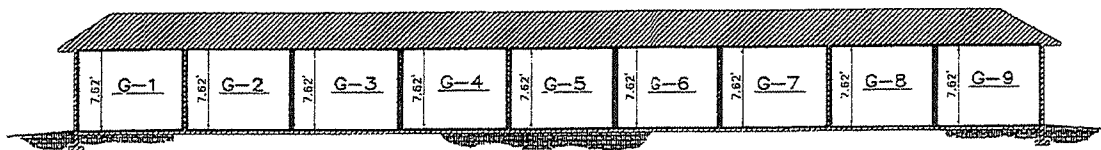
NOTE: ALL CEILINGS IN THE KITCHEN AND LIVING ROOM AREAS ARE CATHEDRAL WITH A PEAK HEIGHT OF 12 FEET.



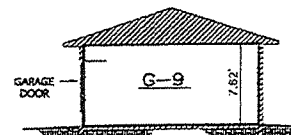
BUILDING 'A' - SECTION A
FINISH FLOOR ELEV-628.30



BUILDING 'A'
SECTION A-A



GARAGE - SECTION G-G
FINISH FLOOR ELEV-626.94

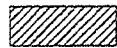


GARAGE - SECTION G

**BUILDING SECTIONS
CENTER PARK PLACE**

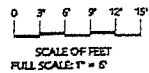
PREPARED BY
MITCHELL & MORSE LAND SURVEYING
234 VETERANS BLVD.
SOUTH HAVEN, MI 49090

LEGEND



LIMITED COMMON ELEMENT

LIMITS OF OWNERSHIP



NOTES

- 1) ALL OWNERSHIP LINES ARE AT 90° TO EACH OTHER UNLESS OTHERWISE SHOWN OR NOTED.
- 2) ALL DIMENSIONS ARE IN FEET AND DECIMALS.
- 3) OWNERSHIP AREA HEIGHTS AND WIDTHS ARE MEASURED FROM CONCRETE SLAB OR WOOD FLOOR TO FACE OF DRYWALL CEILING OR BETWEEN DRYWALL FACES.

MUST BE BUILT
DATED: APRIL 13, 2023

REPLAT NO. 1

SHEET 5



MEMORANDUM
REGULAR CITY COUNCIL MEETING
July 17, 2023, at 7:00 PM

TO: City Council

FROM: Rich LaBombard, City Manager

SUBJECT: Proposal to Update 5-year Parks and Recreation Plan

The Cities of Douglas and Saugatuck, Saugatuck Township, and the Saugatuck Public Schools have agreed to work together to update the joint 5-Year Parks and Recreation Plan. The current Parks and Recreation Master Plan expires in February 2024. A current 5-Year Parks and Recreation Plan is required to be eligible for any of the grant programs offered through the Department of Natural Resources.

To facilitate the update process, the communities established a Steering Committee made up of municipal administrators who were tasked with developing a request for proposal (RFP), soliciting sealed responses, reviewing submittals, and making a recommendation for the selection of a firm to lead the project. The Steering Committee received two strong proposals in response to the RFP.

- Viridis Design Group, Grand Rapids, Michigan - \$15,500
- MCSA Group, Inc., East Grand Rapids, Michigan - \$16,500

Having reviewed the proposals, the Steering Committee recommends that the communities accept the proposal submitted by Viridis Design Group. Viridis demonstrated experience working with smaller communities, offered a more detailed scope of work, submitted resumes of the project team, created a defined work schedule, and was the lowest cost of the two proposals submitted. Viridis proposes completing the Parks and Recreation Plan update at a cost of \$15,500. The Steering Committee recommends an equal cost-share for the four participating entities in the joint plan update. The City of Douglas' share will be \$3,875.00. The City budgeted \$7,500 for this activity. Additional funds are available for Douglas specific items or additional meetings with the consultant if needed.

Funds are available in the General Fund – Planning and Zoning – Contractual Consultant Account – 101-701-803.

I recommend City Council accept the proposal from Viridis Design Group, of Grand Rapids, Michigan, to update the joint 5-Year Parks and Recreation Plan the cost of which is to be equally shared by the City of Douglas, Saugatuck Township, City of Saugatuck, and Saugatuck Public Schools.



TRI-COMMUNITY 5-YEAR PARKS & RECREATION MASTER PLAN

City of Saugatuck, City of Douglas,
Saugatuck Township, & Saugatuck School District
June 16, 2023

Proposal for Master Planning Services



2926 West Main Street
Kalamazoo, Michigan 49006

1439 Monroe NW, Suite 210
Grand Rapids, Michigan 49505

June 16, 2023

ATTN: Daniel DeFranco
Saugatuck Township Manager

Re: 2024 Tri-Community Five-Year Parks and Recreation Master Plan Update

Dear Daniel,

VIRIDIS Design Group is pleased to present the following proposal to provide professional park master planning services to the Saugatuck-Douglas Tri-Community to update the Five-Year Parks and Recreation Master Plan in accordance with the Michigan Department of Natural Resources (MDNR) guidance documents. Our experienced staff assigned to the project have completed numerous parks and recreation plans and updates, along with other park planning efforts, for many other communities in Michigan, including the Grand Rapids 2022 Strategic Parks Master Plan and City of Walker 2023 Five-Year Parks and Recreation Master Plan. We are very familiar with the MDNR requirements for park master plan development and have an excellent understanding of the planning process.

We understand the master plan update will provide a basis for future acquisition, development, expansion, maintenance, and administration of recreation and park facilities within the tri-community area. The master plan will create a unified plan for future additions and improvements to its current high-quality public spaces, parks, and trails for all residents and visitors to enjoy.

Our final deliverable will include a comprehensive report that will describe the following requisite components for certification by the MDNR: Community Description, Administrative Structure, Recreation Inventory, Description of the Planning and Public Input Process, Goals and Objectives, Action Program, Long Term Funding Opportunities, and accompanying plans, maps, charts, tables, and other graphics.

We can meet the schedule for submitting a plan by the 2/1/24 deadline and we believe our experience to be extremely well-suited to your project needs. We look forward to the opportunity you have presented.

Sincerely,
VIRIDIS Design Group

John McCann, PLA, ASLA, LEED AP
Principal

COMMUNITY BUILDING: CO-LEAD + EMPOWER

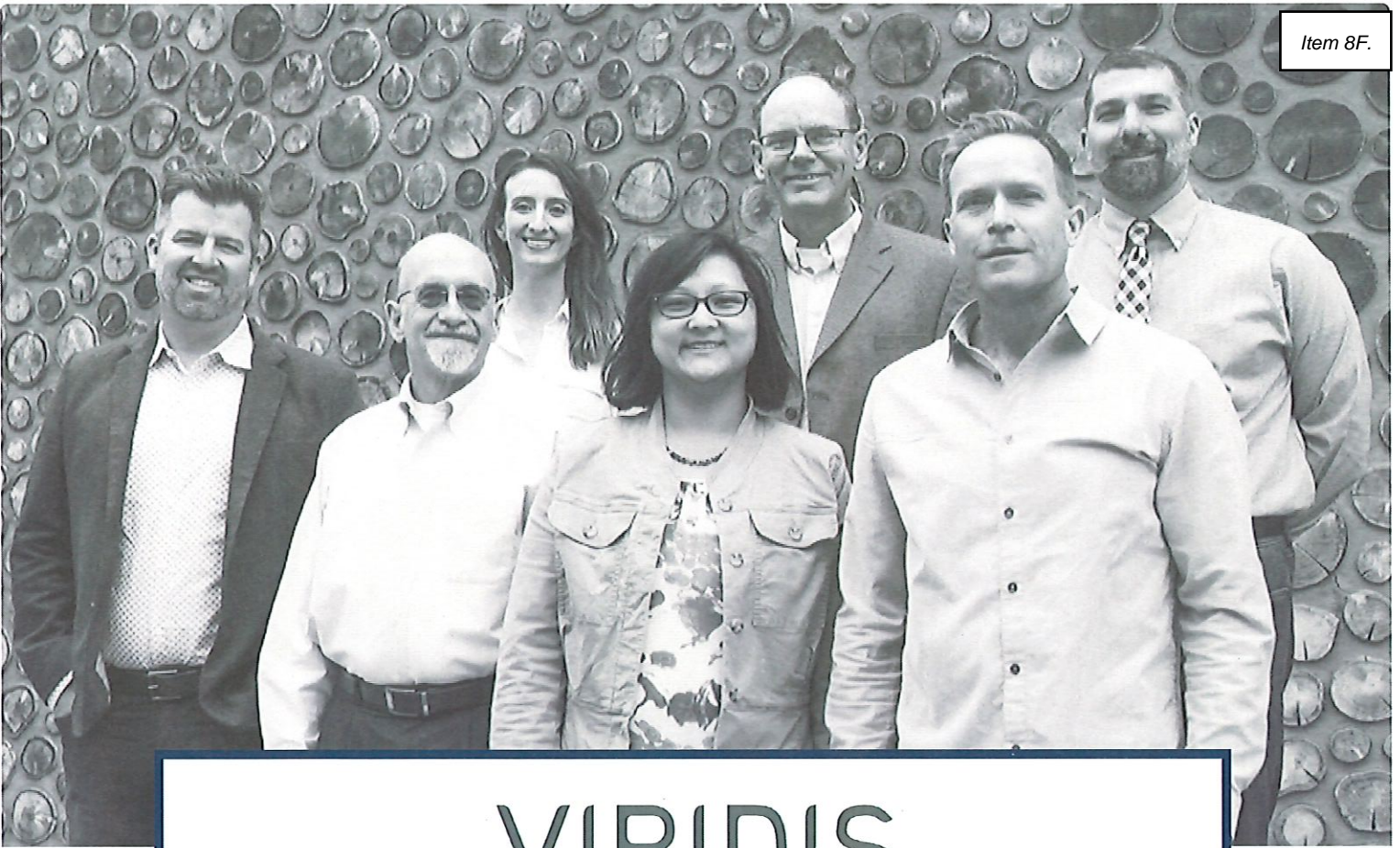
The art of public engagement is in storytelling. As designers and planners, it is our job to weave together years of previous planning efforts within the Tri-Community area into a succinct timeline that helps residents understand the foundation of the master plan effort. Through careful listening, we will rely upon stakeholders aspirations and the unique characteristics of each community to suggest appropriate planning directions. Our role as a collaborator with the Steering Committee, stakeholders, and general public, is to offer our experience and insight to best practices in park master planning. We recognize the significance of this effort and its potential impacts on the community and surrounding region. Our charge is to listen, test the input through the goal setting process, balance the realities and capacity to implement the goals of the plan, and achieve a preferred vision. A strong emphasis on community engagement ultimately produces consensus-driven, quality design—the best plans emerge not from our own preconceived notions, but from a holistic process tied to each community in which we work.

In reviewing past Saugatuck and Douglas planning reports, our team is excited about the progress made and about the breadth of possibilities for connecting to the community on a high impact project that spans across the area. Our team thrives on building relationships and trust within every community we work in and look forward for the opportunity to interact with groups such as students and teachers in the Saugatuck school district, residents and visitors, and City and Township leaders in playful and meaningful ways. We see this engagement process as a combination of one-on-one conversations blended with vibrant community gatherings, supplemented with online surveys.

To co-lead and empower is to highlight ways in which a community can achieve desired environmental, social, and economic goals while staying true to the community's character and sense of place. It means bringing a diverse group of people to the table with designers to collectively create vibrant, important public green spaces. We will work side-by-side with you to develop an engagement strategy that is true and authentic to the character and perspectives that make the Tri-Community a special place.

TEAM WORK MAKES THE DREAM WORK! - WADE'S BAYOU MEMORIAL PARK





VIRIDIS

Design Group

VIRIDIS Design Group is an experienced based, award-winning professional landscape architecture and civil engineering firm with offices in Kalamazoo and Grand Rapids, Michigan. We have built our firm with individuals who specialize in recreational, urban, and institutional planning and design. We offer open-space planning, community engagement, site design and visualization, pedestrian and vehicular circulation, civil engineering, and construction documentation and administration. Our comprehensive experience allows us to merge artistic vision, environmental sensitivity, and sound technical skills to create inspirational and enduring places. Our firm has received numerous professional awards and was honored as the 2016 Firm of the Year by the American Society of Landscape Architects, Michigan Chapter. We are a licensed LLC firm in the state of Michigan and consist of six licensed landscape architects and a civil engineer. These senior level professionals deal with every aspect of the project from client interface, to public engagement, to documentation. This process ensures that our clients receive a personalized, holistic approach to their project, with a final product that is supported by their community.

Kalamazoo Office:
2926 West Main Street
Kalamazoo, MI 49006
(269) 978-5143

Grand Rapids Office
1430 Monroe Ave. NW, Suite 210
Grand Rapids, MI 49505
(616) 438-9841
www.virdg.com

Professionals:

Tim Britain, PLA, ASLA, LEED AP
Woody Isaacs, PLA, ASLA, CPSI
Trevor Bosworth, PLA, ASLA
John McCann, PLA, ASLA, LEED AP
SuLin Kotowicz, PLA, FASLA
Lindsey Gadbois, PLA, ASLA
George Granger, PE

Experience:

+ 30 Years
+ 30 Years
+ 25 Years
+ 25 Years
+ 17 Years
+ 15 Years
+ 40 Years

PROJECT TEAM

JOHN McCANN, PLA, ASLA, LEED AP

Landscape Architect, Principal-In-Charge



YEARS OF EXPERIENCE

+14 Years VIRIDIS
+25 Years Total

OFFICE HOME BASE

2926 West Main Street
Kalamazoo, MI 49006

John is a partner in the firm and brings 25 years of recreation planning and design experience to the project. He has extensive knowledge and experience pertaining to park planning and design and has completed many park master plan updates. John has experience with the MDNR Recreation Plan guidelines, process, and grant programs. In every planning project he leads, he encourages participatory public engagement strategies, such as workshops and public brainstorming sessions. This form of relationship and trust building has proven to deepen community investment in public space.

John is experienced in ADA guidelines and universal design principles, and understands the rating system required for DNR projects. John has worked on a number of recreation projects and is well versed in park system planning.

PROJECT ROLE: John will serve as the project manager and will be the primary contact for the project. John will manage the schedule and budget, coordinate meetings with the Steering Committee and develop the Recreation plan documents.

EDUCATION

Bachelor of Landscape Architecture,
Penn State University, 1997

PROFESSIONAL REGISTRATIONS

Licensed Landscape Architect: State of Michigan
& Ohio

PROFESSIONAL MEMBERSHIPS

+ American Society of Landscape Architects
+ Richland Township Planning Commission
+ Gull Lake Community Schools Foundation Board

SELECTED PROJECTS

City of Walker - 5-Year Recreation Plan Update
City of Springfield - 5-Year Recreation Plan Update
Fruitland Township 5-Year Recreation Plan Update
City of Hastings 5-Year Recreation Plan Update
Barry Township 5-Year Recreation Plan
City of Portage 5-Year Recreation Plan Update
Delta Township 5-Year Recreation Plan Update
City of Sturgis 5-Year Recreation Plan Update

Schoolcraft Township 5-Year Recreation Plan Update
Texas Township 5 Year Recreation Plan Update
Solon Township 5 Year Recreation Plan
Village of Richland 5 Year Recreation Plan
Kalamazoo Township Non-Motorized Transportation Master Plan
City of Sturgis Non-Motorized Transportation Master Plan
Barry Township Strategic Master Plan
Texas Township DDA Master Plan

PROJECT TEAM

LINDSEY GADBOIS, PLA

Landscape Architect & Community Engagement Coordinator



YEARS OF EXPERIENCE

+ 4 Years VIRIDIS
+16 Years Total

OFFICE HOME BASE

1430 Monroe Avenue NW
Grand Rapids, MI 49505

Lindsey brings 10 years of recreation planning and design experience to the project. Lindsey has assisted with the development of many 5-year park and recreation master plans and is familiar with the MDNR Recreation Plan guidelines. Lindsey most recently lead the City of Grand Rapids 5-Year Parks and Recreation Master Plan Update which has given her extensive experience with the requirements of the recreation plan process. Lindsey regularly leads public engagement processes and creates innovative ways of connecting with people, unique to each community she works in, both in-person and virtually.

With an experienced background in the arts and horticulture, Lindsey strives to foster eco-literacy within urban environments by designing spaces that encourage play and spark curiosity. Through one-on-one conversations, she weaves together ecological, cultural, and historical stories to create spaces that are reflective of each community she works in.

PROJECT ROLE: Lindsey will lead the public engagement process and assist with the development and production the final master plan report.

EDUCATION

Bachelor of Landscape Architecture,
University of Washington, 2014

ATA Horticulture, Edmonds
Community College, 2007

PROFESSIONAL REGISTRATION

Licensed Landscape Architect:
State of Michigan

PROFESSIONAL MEMBERSHIPS

+ American Society of Landscape Architects
+ Downtown Grand Rapids, Inc. Alliance Member

SELECTED PROJECTS

City of Walker - 5-Year Recreation Plan Update
Grand Rapids Parks and Recreation Strategic 5-Year Master Plan Update, City of Grand Rapids
Fruitland Township 5-Year Recreation Plan Update
6th Street & Canal Park Master Plan, City of Grand Rapids
Ken-O-Sha Park Improvements, City of Grand Rapids
Ah-Nab-Awen Park Master Plan, City of Grand Rapids
Ottawa Sands County Park Master Plan, Ottawa County

Ketchum Park Master Plan, City of Marshall
Mill Race Pavilion and Confluence Garden, City of Marshall
Playground in the Park at John Ball Zoo,
Grand Rapids, MI
The Highlands Naturescape, Grand Rapids, MI

PROJECT TEAM

LINDA BRUNO, PLA
Landscape Architect



YEARS OF EXPERIENCE

+4 Years VIRIDIS
+16 Years Total

OFFICE HOME BASE

1430 Monroe Avenue NW
Grand Rapids, MI 49505

Linda brings over 15 years of recreation planning and design experience to the project. Linda has assisted with the development of many 5-year park and recreation master plans, which has given her extensive experience with the requirements of the planning process, including the MDNR Recreation Plan guidelines. Linda is adept at collecting background information and conducting site visits to inventory existing site amenities and review accessibility ratings.

In addition to her background in Parks and Recreation planning, Linda also has extensive experience with the preparation and management of MDNR recreation grants. Having this understanding of the requirements of the grant development process helps inform her ability to prepare Recreation Master Plans that include park development descriptions that dovetail with the grant writing requirements.

PROJECT ROLE: Linda will assist with the collection of background information, conduct the recreation inventory, and assist with report preparation and mapping exhibits.

EDUCATION

Bachelor of Landscape Architecture,
Ball State University, 2001

PROFESSIONAL REGISTRATION

Licensed Landscape Architect: State of
Michigan

PROFESSIONAL MEMBERSHIPS

+ American Society of Landscape Architects

SELECTED PROJECTS

Delta Township 5-Year Recreation Plan Update
City of Hastings 5-Year Recreation Plan Update
City of Portage 5-Year Recreation Plan Update
Solon Township 5-Year Recreation Plan
Barry Township 5-Year Recreation Plan
Paul Henry Thornapple River Trail, Village of Middleville
South Drake Rd Non-Motorized Trail Phase 1 & 2,
Oshtemo Township

MSU Pathways Red Cedar Greenway Path, MSU / East Lansing
6th Street Park Implementation, Texas Township
Campau Park Master Plan and Implementation,
City of Grand Rapids

APPROACH

Our design process can be defined as the steps taken in search of form or answers to design questions. It is a process of envisioning and weighing possibilities with the aim of proposing intentional change. Continuous feedback is the cornerstone of our design process. At every phase, we engage stakeholders and discuss alternatives with clients. These methods are proven to reconcile diverse and even conflicting priorities, leading to better solutions and timely processes. We apply our extensive experience to guide an efficient and comprehensive engagement and design process making certain that all voices are embodied in the final product.

Built around an understanding of the Tri-Community's vision, balanced with infrastructure availability, community history and culture, and the physical condition of existing green spaces and connecting trails, we will develop an strategic master plan that holistically connects the park system to existing residents and amenities while planning for growth and new generations within a vibrant tourist community.

We provide a strong commitment to city and township leaders, stakeholders, and the general public to provide valuable information with which to plan for impactful solutions for park planning throughout the Saugatuck and Douglas area. Our process will be rooted in the following principles:

- Engagement in a transparent and open process that allows significant input and multiple feedback loops between the VIRIDIS Team, the city, downtown stakeholders, and general public.
- Consideration of all points of view to develop a plan that addresses needs and concerns in order to enhance the user experience in each corridor and throughout greater downtown.
- Improvements that promote good urbanism with a focus of flexible space development and preservation of corridor character-defining features.
- Maximize aesthetic appeal and environmental stewardship while minimizing maintenance requirements and impact to existing infrastructure and services.
- Delivery of informed, creative, and vibrant design solutions that are a catalyst to generate excitement, raise awareness, and help guide future investments.
- Development of realistic cost estimates for implementation and preventative maintenance for the project corridor.
- Anticipation of construction needs to reduce circulation and economic impacts on the surrounding business community and downtown residents.



VIRIDIS Team with a City of Grand Rapids staff member at a community engagement event for their 5-Year Parks and Recreation Update

WORK SCOPE

VIRIDIS Design Group will complete the scope of work through a well-organized work plan that assists the Steering Committee through the planning process. Our work plan is designed to be flexible and is offered as a guide to develop and implement the project. The following assignments can be modified as deems necessary. Our service philosophy is to provide a high-quality finished product, therefore, if more meetings are required than what is listed in this plan, the VIRIDIS Team will attend and facilitate additional meetings. Our ultimate goal is to ensure a successful project and client satisfaction.

■ Kickoff / Administrative Input Meeting

VIRIDIS Design Group will facilitate a kickoff meeting with the Steering Committee to review the scope of the project and discuss goals and objectives. We anticipate the attendees of this meeting will include city and township staff from Saugatuck and Douglas as well as representatives from the Saugatuck School District. The following topics should be discussed:

- Discuss coordination between municipalities
- Identify other key stakeholders to include in the process
- Set project schedules and deadlines
- Set public input meeting and stakeholder meeting dates and agendas
- Discuss both project and client goals and objectives
- Identify strengths and weaknesses from the current plan
- Identify other pertinent planning documents for review
- Identify any potential project concerns

■ Collection of Background Information

Our team will obtain available information and mapping for local and regional recreational facilities. The following will be completed:

- Obtain demographic information including census data and population characteristics, trends and projections.
- Obtain and review in detail the existing (and past) Parks and Recreation Plan(s), listing of previously completed grant projects and grants received, and any other existing pertinent planning documents.
- Obtain available mapping including natural resources, utilities, land use, and other relevant mapping.
- Obtain information regarding administrative structure, organizational charts, programming, recreation budgets, and operational and maintenance budgets between the Tri-Community municipalities.
- Obtain information regarding recent park development/improvements, non-motorized facility development, ADA improvements, and maintenance issues.

■ Recreation Inventory

Using the current plan as a guide VIRIDIS will complete a comprehensive update of existing park facilities, including non-motorized facilities, within the Tri-Community area. We will review the park facility inventory in the current plan and update the matrix based on any changes that have occurred, including any barrier free improvements that may affect the ADA Assessment rating. Our analysis and update will include school facilities, cemeteries, and non-motorized facilities. The following will be completed as part of the Recreation Inventory:

- Development of overall Tri-Community park map delineating locations of park facilities.
- Inventory of current programs and events offered through the Saugatuck-Douglas area.
- Listing of Recreation Grant award history.
- Assist the in preparing the Post Completion Self-Certification Reports for all previous grant projects which will include photographs of program recognition plaques and completed PR1944 forms.
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- Identify potential land acquisition sites for future park development.
- Inventory of regional parks and recreation facilities.
- Inventory of adjacent non-City/Township owned recreational facilities in the area (golf courses, camp grounds, etc).
- Inventory and mapping of natural resources.
- Aerial map of each park site.
- Evaluate the inventory data to determine deficiencies based upon present and projected goals.

■ Community Needs Assessment

We will assess the community need for parks and recreational facilities against facility availability. We will utilize three methods to identify the needs of the Tri-Community area which include: comparison to accepted standards, level of service perceived by the public, and demographic trend analysis.

Comparison to Accepted Standards - Using the National Parks and Recreation Association (NPRA) guidelines we will compare the area's available facilities to the defined NPRA standards to understand the minimum acceptable park and recreation facilities and identify a program for achieving an equal distribution of parks and green space. This assessment will use park service area standards and units per population both by acres of park type and number of facilities. The following will be completed:

- Classification of each recreational facility per NPRA guidelines in accordance with the size and role they play in the park system (mini-park, community park etc).
- Overall map of associated service area for each park type that indicate a minimum standard for geographic balance.
- A matrix showing population service standards by park type.
- A matrix showing population service standards by recreation activity.

Level of Service Perceived by the Public - In order to understand how the residents of perceive the parks and recreation system, we will host a public input process to solicit community input through surveys, public workshops, focus groups, and public hearings (described on the following page).

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As designers and planners, it is our job to weave together years of previous planning efforts within the Tri-Community area into a succinct timeline that helps residents understand the foundation of the master plan effort. Through careful listening, we will rely upon stakeholders aspirations and the unique characteristics of each community to suggest appropriate planning directions. Our role as a collaborator with the Steering Committee, stakeholders, and general public, is to offer our experience and insight to best practices in park master planning. We recognize the significance of this effort and its potential impacts on the community and surrounding region. Our charge is to listen, test the input through the goal setting process, balance the realities and capacity to implement the goals of the plan, and achieve a preferred vision. A strong emphasis on community engagement ultimately produces consensus-driven, quality design—the best plans emerge not from our own preconceived notions, but from a holistic process tied to each community in which we work.

We understand engagement is a process, and we see that moving from vision to action provides lasting results. Our unique approach for engagement builds upon ideation to a process of active community building, all while working hand in hand with the Steering Committee and stakeholders. Our suggested process includes the following techniques:

Community Survey & Marketing - VIRIDIS will develop an online survey designed to receive feedback from the community. This method provides the residents with a way to express their views if they are unable to participate in an in-person engagement session. Surveys provide an analysis of results which is helpful in cross-referencing with population characteristics and recreation trends. The survey can be printed out and provided to those who do not have access to internet or a computer. Our team can assist in managing social media outlets to inform the community of project updates, survey links, and ways to participate in the planning process. We can provide useful marketing materials, such as flyers and postcards with QR codes, to promote project awareness within the community.

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The open house style workshop will include a series of interactive feedback stations that allow participants to “drop-in” during a designated time frame to voice their ideas on opportunities and challenges within the parks system. Feedback stations may include (but not limited to) dot polling (placing a dot sticker on desired amenities), review of park imagery to spark ideas, maps of existing parks with sticky notes, kids activities, park modeling activities, questionnaires, and other input collection strategies.

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Utilizing the park inventory, needs assessment, resource analysis and information gathered from stakeholders, city and township staff, school leadership, and the community, VIRIDIS will develop a draft version of the parks and recreation plan. The draft will include the following (including all mapping):

- Community Description
- Updated Administrative Structure with description of Saugatuck parks and trails millage
- Resource & Recreation Inventory
- Description of the Planning Process & Public Input Process
- Goals and Objectives
- Actions Program and Capital Improvement Schedule

Review Meetings - A draft of the master plan report will be provided to the Steering Committee for review. Revisions based on the feedback and comments received from staff reviews will regularly be updated into the plan.

30-Day Public Review - Once the Steering Committee is comfortable with the master plan draft, it will be made available to the public for review and comment for a period of 30 days, as required by the MDNR. The review period will be publicly noticed made available for viewing in at least two or three locations within the Tri-Community area.

Final Report - Once the 30-day public review period is complete, VIRIDIS will make any necessary revisions and prepare a final Parks and Recreation Plan. The final plan will be based on all feedback gathered from Township staff, stakeholders, and community members. The final version of the plan will include all the required maps and descriptions to satisfy the requirements of the MDNR, and include appendices containing meeting notices and notes, survey results, budget data, and other pertinent documents.

Deliverables - VIRIDIS Design Group will provide the Steering Committee with a digital copy of the final report including all maps and diagrams that will be generated during the project. We will submit, on behalf of the Steering Committee, the 5-Year Parks and Recreation Plan to the MDNR by completing the submittal checklist and uploading the plan contents to the MDNR web portal. Our team will provide the Steering Committee with slide decks for presentations at the public hearing and final adoption meetings.

■ Proposed Schedule

Description	Jul-23					Aug-23				Sep-23				Oct-23					Nov-23				Dec-23				Jan-24					Feb-24								
	3	10	17	24	31	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	30	4	11	18	25	1	8	15	22	29	1	8	15	22	29			
Kickoff Meeting w/Steering Com.																																								
Collection of Background Information																																								
Recreation Inventory																																								
Steering Com. Working Session #1																																								
Park Entity Meetings (4 total)																																								
Public Workshop Open House																																								
Community Survey																																								
Community Needs Assessment																																								
Steering Com. Working Session #2																																								
Draft of Plan Development																																								
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Final Report Development																																								
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Final Plan Adoption																																								
Submittal to MDNR																																								

■ Professional Fee

To complete the scope of services outlined in the RFP, VIRIDIS Design Group proposes a **total not-to-exceed fee of \$15,500**. This fee includes all estimated reimbursable expenses and is based on the work scope and schedule outlined in this proposal.

Our proposal is flexible and can be tailored to meet your needs; we are happy to discuss any desired adjustments to our work scope. Additional services may be adjusted as mutually agreed upon by the tri-community client team and VIRIDIS Design Group.

SIMILAR PROJECT EXPERIENCE

VIRIDIS Design Group has led many Five-Year Parks and Recreation Master Plan projects that have been adopted and approved by the MDNR. This experience has provided us with the expertise related to MDNR and other grant standards and process for developing and submitting a Five-Year Park Master Plan. The projects listed below were informed through a customized public engagement process of strategies that include, online surveys, public workshops and input sessions, social media platforms, and stakeholder focus groups. Community feedback directly informed deliverables which typically includes maps, graphics, and report content for each plan to meet grant requirements.

Recently Completed Five-Year Parks and Recreation Master Plans:

- City of Walker - 2023 5-Year Parks & Recreation Plan
- City of Portage - 2023 5-Year Parks & Recreation Plan
- City of Springfield - 2023 5-Year Parks & Recreation Plan
- Delta Township - 2023 5-Year Parks & Recreation Plan
- Fruitland Township - 2022 5-Year Parks & Recreation Plan
- City of Grand Rapids - 2022 Five Year Parks & Recreation Plan
- City of Hastings - 2019 Five Year Parks & Recreation Plan
- Schoolcraft Township - 2019 Five Year Parks & Recreation Plan
- City of Portage - 2018 Five Year Parks & Recreation Plan
- Delta Township - 2018 Five Year Parks & Recreation Plan
- Barry Township - 2015 Five Year Parks & Recreation Plan
- Charter Township of Texas - 2015 Five Year Parks & Recreation Plan
- City of Sturgis - 2015 Five Year Parks & Recreation Plan
- Solon Township - 2015 Five Year Parks & Recreation Plan
- City of Hastings - 2014 Five Year Parks & Recreation Plan
- Village of Richland - 2014 Five Year Parks & Recreation Plan

Spark Grant:

- City of Portage: Ramona Park Playground Renovation
- Fruitland Township: Nestrom Park Master Plan Redevelopment
- Lilly Township: Stephen P. Bitely Park Master Plan Redevelopment
- Richland Township: Township Park Pickleball Courts

Trust Fund Grant:

- Delta Township: Delta Mills Park Remove and Replace Restroom
- Delta Township: Delta Mills Park Restroom Renovation
- Delta Township: Delta Mills Park Canoe Launch
- Delta Township: West Willow Highway Canoe Launch
- Texas Township: Texas Drive Non-Motorized Trail
- Texas Township: 6th Street Park
- Texas Township: Texas Drive Park Splash Pad
- City of Hastings: Riverwalk Phase II
- Meridian Township: Harris Nature Center Pavilion
- Village of Sparta: Sparta Recreation Authority Facility
- Village of Middleville: Paul Henry Trail Extension and Riverfront Improvements
- City of Lansing: Burchard Park / Brenke Fish Ladder
- City of Lansing: Adado Riverfront Park Improvements
- City of Grand Rapids: Garfield Park Splash Pad
- City of Grand Rapids: Clemente Park

Lands and Water Conservation Fund:

- Delta Township: Mt Hope Park Phase 1 Development
- Delta Township: Mt Hope Park North Ballfields
- Delta Township: Mt Hope Park Perimeter Pathway
- Meridian Township: Harris Nature Center Restroom
- Recreation Passport Grant:
- City of Sturgis: Oaklawn Park Playground and In-link Rink
- City of Sturgis: Memorial Park Playground
- Texas Township: Texas Drive Park Play Area Renovation



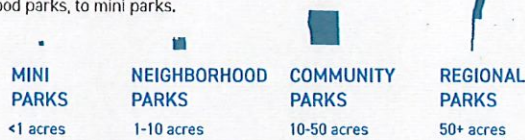
*Nestrom Park Master Plan:
Fruitland Township 5-Year Parks and Recreation Plan 2022*

PROJECT PROFILE: Grand Rapids Parks 5-Year Strategic Master Plan Update

TECHNIQUES FOR COLLECTIVE CREATIVITY

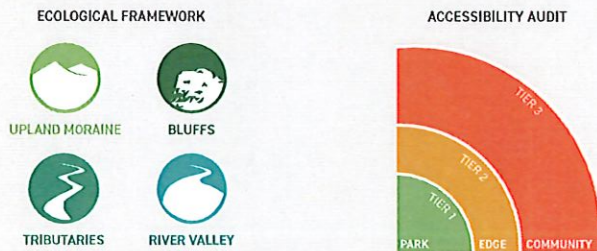
Determine Your Park Type

Grand Rapids has parks of many shapes and sizes from large naturalized regional parks, to amenity-rich community and neighborhood parks, to mini parks.



Assess the Local Context

Recognize the ecological zone in which the parks sits and identify site-specific topographic, hydrological conditions, and native vegetation communities. Analyze accessibility on a tiered scale that identifies human-made and ecological barriers to park users.



Consider the Basic Needs of the Community

Community needs vary depending on economical, cultural, and social settings, and are unique to each neighborhood in which they reside.



CLIENT:
City of Grand Rapids

LOCATION:
Grand Rapids, Michigan

PROJECT COMPLETION:
December 2021

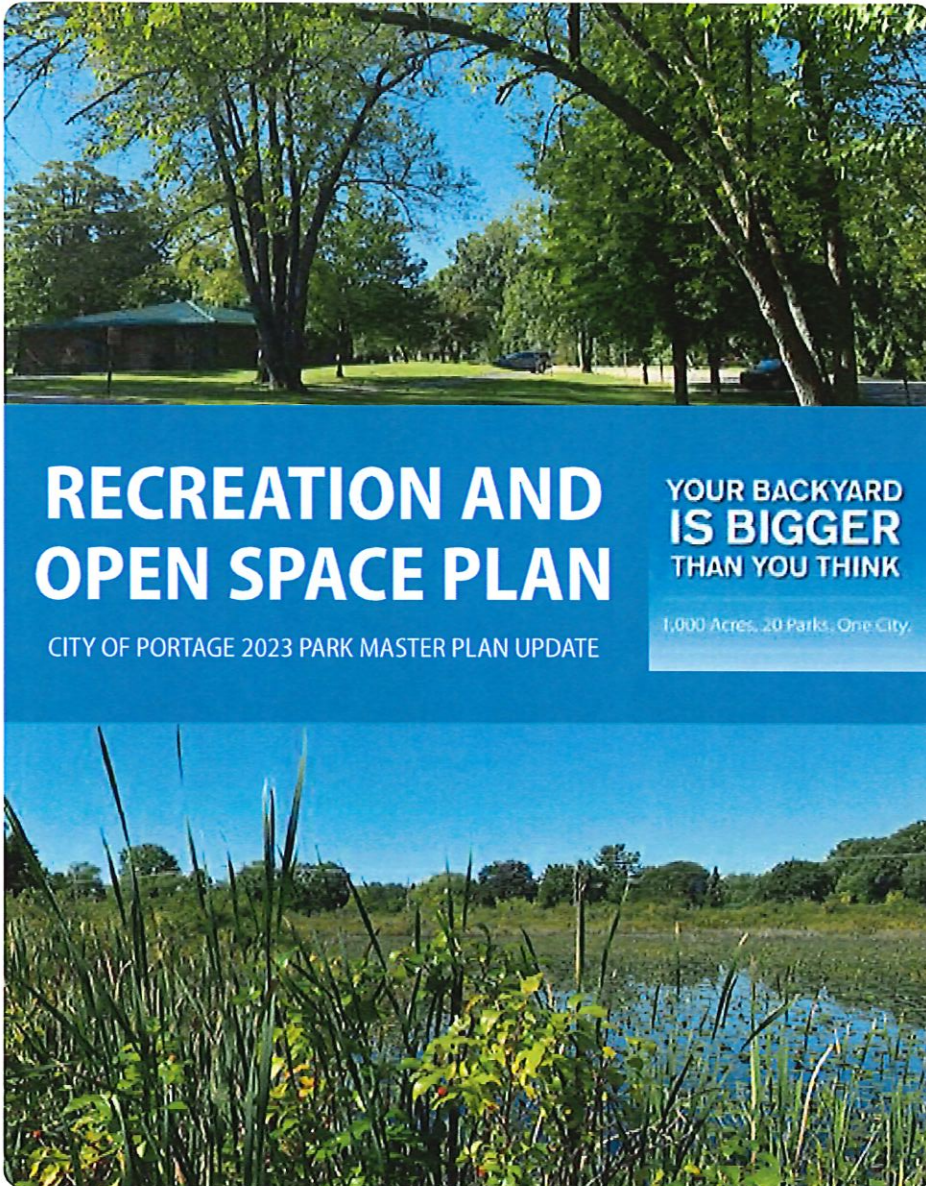
CONTACT:
Karie Enriquez, PE, Project Manager
(616) 456-4281
kenriquez@grand-rapids.mi.us

VIRIDIS was retained by the City of Grand Rapids Parks Department to lead an updated strategic master plan process that engaged the community, and provided guidance for improvements to existing park green spaces, facilities, and recreational programming. Additionally, VIRIDIS was tasked with developing detailed concept plans for four priority parks located in each city ward, with emphasis on equitable access to healthy, safe, and welcoming public parks. The final report was not only a road-map for future park improvements, but a toolkit to guide engagement and analyze the social, economic, and environmental character of the project's community.

KEY FEATURES

- Collaboration with residents at 15 public engagement opportunities
- "PhotoVision" social media campaign to boost public awareness
- Schematic design and cost-estimates for four priority parks
- Temporary prototype installations to test community ideas in park spaces

PROJECT PROFILE: City of Portage Park Master Plan



Recreation and Open Space Plan

GOAL 1
 Enhance existing recreation facilities to provide a high quality, accessible, and safe recreational experience at all city parks and facilities.

- Provide access to all users by meeting or exceeding barrier-free standards.
- Update existing playgrounds to meet current safety and ADA guidelines.
- Evaluate security measures such as emergency call boxes, security systems, lighting, and park visibility.
- Work with enforcement agencies and community organizations to provide a safe environment for park users.
- Maintain park facilities by providing adequate staff, equipment, and responsive systems.
- Incorporate low maintenance products and equipment that save energy, reduce wear, reduce environmental impact, and reduce demands on staff.

GOAL 2
 Preserve, protect, and improve historic, natural, scenic, and environmentally sensitive areas for appropriate public use and enjoyment and habitat protection.

- Develop management and maintenance strategies for natural areas including eradication of invasive species.
- Identify land acquisition opportunities to preserve environmentally sensitive areas including land along Portage Creek.
- Provide programs and facilities that educate the public about the environment.
- Provide programs and facilities that support the conservation, protection, and preservation of the natural environment.

GOAL 3
 Expand the diversity of recreation facilities available at new or existing recreation facilities to offer year-round opportunities for individuals of all ages and abilities in order to meet current and future demands.

- Identify new innovative equipment and/or facilities.
- Provide playground equipment for toddlers.
- Provide wider range of active and passive recreation facilities and programs with four season activities for all ages.

GOAL 4
 Encourage community partnerships and joint ventures with groups and organizations that have a supportive relationship.

- Identify organizations with similar goals that can be collaborative and share costs for activities and events.
- Collaborate with local agencies, adjacent municipalities, and other public organizations.
- Coordinate with local school district and non-profit organizations to identify synergistic programs and activities.
- Explore opportunities to partner with private organizations to encourage philanthropic investment in city park and recreation facilities.
- Facilitate partnerships that support venues for cultural, sports, and recreational activities.

Goals and Objectives 194

Recreation and Open Space Plan

MINI PARK

- 8 Mini Parks
- Under 1 acre
- Address unique or specialized recreation needs
- Typically located in urban or dense areas
- Complement neighborhood parks in dense areas

NEIGHBORHOOD PARK

- 3 Neighborhood Parks
- 10-25 Acres
- Located in neighborhoods with family activities suitable for residents
- Can provide active and passive uses

COMMUNITY PARK

- 4 Community Parks
- 10-50 acres
- Meet local community recreation needs
- May contain specialized recreation facilities
- Contribute to a connected system

LARGE URBAN PARK

- 2 Large Urban Parks
- 10-75 acres
- Serve a broad purpose
- Focus on meeting community recreation needs
- May provide unique landscapes/open space

NATURAL RESOURCE PARK

- 4 Natural Resource Parks
- Access varies based on availability
- Preservation of significant natural resources
- Typically unsuitable for development
- Supports passive recreation activities

SPECIAL USE PARK

- 3 Special Use Parks
- Access varies based on use and location
- Single or specialized recreation activities
- May contain historic/cultural uses

Inventory of Existing Parks & Recreation Facilities 41

CLIENT:
 City of Portage

LOCATION:
 Portage, Michigan

PROJECT COMPLETION:
 December 2022

CONTACT:
 Kathleen Hoyle, Director
 (269) 329-4521
 hoylek@portagemi.gov

Viridis Design Group was retained by the City of Portage to update the Five-Year Parks Master Plan to help guide future investments and improvements to the city's vibrant parks and non-motorized trail system. Viridis facilitated a robust community engagement program that allowed citizens the opportunity to participate in the process and witness how their input was incorporated into the overall report. In researching demographics and trends and cross referencing with data in the NRPA data base, national park trends, and similar size communities, our team produced an action plan to achieve goals, objectives, and a capital improvement plan developed alongside city leadership.

The final graphic plan report told a comprehensive story that interlaced all applicable assessments, maps, engagement findings, and required MDNR information, and was approved and adopted by the city.

PROJECT PROFILE: A River For All



CLIENT:
City of Grand Rapids

LOCATION:
Grand Rapids, Michigan

PARTNERS:
WENK Associates
Williams & Works

PROJECT COMPLETION:
2017

AWARD:
2019 Design Merit Award, American Society of Landscape Architects

CONTACT:
Tim Kelly, President & CEO
(616) 690-5277
tkelly@downtowngr.org

A 'River for All' symbolizes the significance of the Grand River to the City of Grand Rapids, Kent County, and West Michigan as a prominent feature that will enhance the quality of life for all through activation, beautification, restoration, and connection. The river improvements and public spaces along the riverfront will be an inclusive amenity for all residents and guests of Grand Rapids to enjoy. Bike routes, pedestrian trails, and tributaries will provide connections to residents outside of the river corridor and into the adjacent neighborhoods, providing a critical 'missing link' for the region.

As part of a multidisciplinary team, VIRIDIS Design Group served as the local landscape architect, providing corridor-wide planning and design services to create guidelines for future development along the downtown segment of the Grand River. Critical to the success of the project, VIRIDIS collaborated with Williams & Works, in developing an extensive community engagement campaign, including the creation of "A River For All" tag line and project brand. An action oriented planning strategy was used in the form of a pop-up park during ArtPrize, where real-time citizen engagement and feedback was expressed through use and demonstrated preferences in situ. This human-scale pilot project provided a fun space for ideas to be generated by the public, which directly influenced the final river corridor design guidelines.

KEY FEATURES

- Corridor-wide design guidelines
- Extensive public engagement and outreach campaign
- Identification and design of urban infill sites for future green space
- Non-motorized trail development



2926 West Main Street
Kalamazoo, Michigan 49006

1430 Monroe NW, Suite 210
Grand Rapids, Michigan 49506

July 6, 2023

Proposal for the Tri-Community 5-Year Parks and Recreation Master Plan

To: Saugatuck Township
3461 Blue Star Hwy, Saugatuck, MI 49453

Attn: Daniel DeFranco, PhD
Saugatuck Township Manager

From: John McCann & Lindsey Gadbois
VIRIDIS Design Group

Dear Daniel:

VIRIDIS Design Group is pleased to present the following proposal to provide professional park master planning services to Saugatuck Township, the City of Douglas, the City of Saugatuck, and Saugatuck Schools Community Recreation for updating the Tri-Community Five-Year Parks and Recreation Master Plan in accordance with the Michigan Department of Natural Resources (MDNR) requirements. We understand the update will provide a basis for future acquisition, development, expansion, maintenance, and administration of recreation and park facilities within the tri-community area. The master plan will create a unified plan for future additions and improvements to its current high-quality public spaces, parks, and trails for all residents and visitors to enjoy.

Our final deliverable will include a comprehensive report that will describe the following requisite components for certification by the MDNR: Community Description, Administrative Structure, Recreation Inventory, Description of the Planning and Public Input Process, Goals and Objectives, Action Program, Long Term Funding Opportunities, and accompanying plans, maps, charts, tables, and other graphics.

Our approach will be rooted in the following principles:

- Planning that engages representatives from each of the tri-community entities in a transparent and open process that allows significant input and multiple feedback loops.
- Consideration of all points of view to create a plan that is sensitive to user needs and reflects the values of the community.
- Enhance the existing character within the parks system using low-impact, sustainable site development principles that will support proposed improvements and programming.
- Ensure that the proposed amenities are accessible to all users.
- Develop a creative yet tangible phased-approach plan with opinions of probable costs for proposed improvements.

WORK SCOPE

VIRIDIS Design Group will complete the scope of work through a well-organized work plan that assists the Steering Committee through the planning process. Our work plan is designed to be flexible and is offered as a guide to develop and implement the project. The following assignments can be modified as deems necessary. Our service philosophy is to provide a high-quality finished product, therefore, if more meetings are required than what is listed in this plan, the VIRIDIS Team will attend and facilitate additional meetings. Our ultimate goal is to ensure a successful project and client satisfaction.

■ Kickoff / Administrative Input Meeting

VIRIDIS Design Group will facilitate a kickoff meeting with the Steering Committee to review the scope of the project and discuss goals and objectives. We anticipate the attendees of this meeting will include city and township staff from Saugatuck and Douglas as well as representatives from the Saugatuck School District. The following topics should be discussed:

- Discuss coordination between municipalities
- Identify other key stakeholders to include in the process
- Set project schedules and deadlines
- Set public input meeting and stakeholder meeting dates and agendas
- Discuss both project and client goals and objectives
- Identify strengths and weaknesses from the current plan
- Identify other pertinent planning documents for review
- Identify any potential project concerns

■ Collection of Background Information

Our team will obtain available information and mapping for local and regional recreational facilities. The following will be completed:

- Obtain demographic information including census data and population characteristics, trends and projections.
- Obtain and review in detail the existing (and past) Parks and Recreation Plan(s), listing of previously completed grant projects and grants received, and any other existing pertinent planning documents.
- Obtain available mapping including natural resources, utilities, land use, and other relevant mapping.
- Obtain information regarding administrative structure, organizational charts, programming, recreation budgets, and operational and maintenance budgets between the Tri-Community municipalities.
- Obtain information regarding recent park development/improvements, non-motorized facility development, ADA improvements, and maintenance issues.

■ Recreation Inventory

Using the current plan as a guide VIRIDIS will complete a comprehensive update of existing park facilities, including non-motorized facilities, within the Tri-Community area. We will review the park facility inventory in the current plan and update the matrix based on any changes that have occurred, including any barrier free improvements that may affect the ADA Assessment rating. Our analysis and update will include school facilities, cemeteries, and non-motorized facilities. The following will be completed as part of the Recreation Inventory:

- Development of overall Tri-Community park map delineating locations of park facilities.
- Inventory of current programs and events offered through the Saugatuck-Douglas area.
- Listing of Recreation Grant award history.
- Assist the in preparing the Post Completion Self-Certification Reports for all previous grant projects which will include photographs of program recognition plaques and completed PR1944 forms.
- Mapping of the non-motorized system improvements to date.
- Identify opportunities for larger redevelopment initiatives.
- Identify potential land acquisition sites for future park development.
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- Overall map of associated service area for each park type that indicate a minimum standard for geographic balance.
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Level of Service Perceived by the Public - In order to understand how the residents of perceive the parks and recreation system, we will host a public input process to solicit community input through surveys, public workshops, focus groups, and public hearings (described on the following page).

Demographic Trend Analysis - We will research parks and recreation use patterns and trends nationally and cross reference the data with local demographics and population statistics to gain an understanding about how the community is or isn't using park facilities as well as where gaps in park service may exist. The analysis will include how age, gender, and lifestyle impact park and recreation wants and desires.

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Social Media - Our team can assist the Steering Committee in managing social media outlets to inform the community of project updates, survey links, and ways to participate in the planning process. Our team can provide useful marketing materials, such as flyers and postcards with QR codes, to promote project awareness within the community.

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■ Plan Development

Utilizing the park inventory, needs assessment, resource analysis and information gathered from stakeholders, city and township staff, school leadership, and the community, VIRIDIS will develop a draft version of the parks and recreation plan. The draft will include the following (including all mapping):

- Community Description
- Updated Administrative Structure with description of Saugatuck parks and trails millage
- Resource & Recreation Inventory
- Description of the Planning Process & Public Input Process
- Goals and Objectives
- Actions Program and Capital Improvement Schedule

Review Meetings - A draft of the master plan report will be provided to the Steering Committee for review. Revisions based on the feedback and comments received from staff reviews will regularly be updated into the plan.

30-Day Public Review - Once the Steering Committee is comfortable with the master plan draft, it will be made available to the public for review and comment for a period of 30 days, as required by the MDNR. The review period will be publicly noticed made available for viewing in at least two or three locations within the Tri-Community area.

Final Report - Once the 30-day public review period is complete, VIRIDIS will make any necessary revisions and prepare a final Parks and Recreation Plan. The final plan will be based on all feedback gathered from Township staff, stakeholders, and community members. The final version of the plan will include all the required maps and descriptions to satisfy the requirements of the MDNR, and include appendices containing meeting notices and notes, survey results, budget data, and other pertinent documents.

Deliverables - VIRIDIS Design Group will provide the Steering Committee with a digital copy of the final report including all maps and diagrams that will be generated during the project. We will submit, on behalf of the Steering Committee, the 5-Year Parks and Recreation Plan to the MDNR by completing the submittal checklist and uploading the plan contents to the MDNR web portal. Our team will provide the Steering Committee with slide decks for presentations at the public hearing and final adoption meetings.

The intent for the project timeline is for plan completion, approval, and submission to the DNR by Feb 1, 2024.

■ Professional Fee

To complete the scope of services outlined in the RFP, VIRIDIS Design Group proposes a total not-to-exceed fee of \$15,500. This fee includes all estimated reimbursable expenses and is based on the work scope and schedule outlined in this proposal.

Specific items that are not included in our fees are as follows:

- Public engagement sessions and meetings not outlined above
- Construction drawings and specifications
- Utility design or off-site improvements
- Surveying or soil borings of geotechnical investigations
- Environmental studies such as wetland delineations or hydrology analysis
- Permitting

Invoices will be submitted monthly based on the percentage of work completed and payment is due within forty-five (45) days from date of invoice. Digital files of finalized deliverables will be submitted to the client team. Hard copies can be provided at an additional cost . Should you have any questions or need additional information, feel free to contact us. We look forward to working with you on this exciting project!

Sincerely,
VIRIDIS Design Group



John McCann, PLA, LEED AP
Prinicpal, VIRIDIS Design Group



Lindsey Gadbois, PLA
Landscape Architect, VIRIDIS Design Group

If this proposal meets your approval, please sign below and return to lindsey@virdg.com

Signature

Date



MEMORANDUM
REGULAR CITY COUNCIL MEETING
July 17, 2023, at 7:00 PM

TO: City Council

FROM: Rich LaBombard, City Manager

SUBJECT: Baker Tilly – Consultant Engagement Letter for Water Agreement

The Cities of Douglas and Saugatuck, and Saugatuck Township, are constituent communities of the Kalamazoo Lake Sewer and Water Authority (KLSWA). The constituent communities rely on a written agreements for water and sewer to define areas of responsibility and the working relationship between the constituent communities and KLSWA. The Department of Energy, Great Lakes, and Environment (EGLE) has mandated that KLSWA and the constituent communities update the water agreement to correct certain deficiencies pertaining to management organization of the water system. EGLE requires that an updated water agreement be submitted no later than December 31, 2023.

Given the short timeframe for submitting the update, KLSWA and the constituent communities recommend engaging a utility consultant to act as an advisor and facilitator to guide the update process. A utility consultant provides industry knowledge of best practices, experience with negotiating complex agreements, and consultation regarding financial impacts of decisions.

Three consultants submitted proposals and were interviewed by the constituent communities managers and city attorneys. The submittals were provided by:

- Baker Tilly – East Lansing, Michigan
- Utility Financial Solutions – Leland, Michigan
- Stantec – Ann Arbor, Michigan

KLSWA and the three constituent municipalities unanimously recommend accepting the proposal submitted by Baker Tilly. All determined that Baker Tilly had the required experience, understand the situation and history of KLSWA, and had the availability for timely completion of the project. Baker Tilly has proposed a fee of \$45,000 for approximately ten in-person meetings and 100 hours of time. A charge of \$2,000 for each additional meeting beyond the scope of work is also built into the agreement if needed. The following cost/share arrangement is being tentatively proposed:

- Douglas – 37.5 percent – \$16,875
- Saugatuck – 37.5 percent – \$16,875
- Saugatuck Township – 15 percent – \$6,750
- KLSWA – 10 percent – \$4,500

Baker Tilly will track and report actual hours spent with each unit to determine final cost share.

Funds are available in the Water & Sewer Fund – Construction Account – 450-000-974.

Sample Motion – Move to accept proposal from Baker Tilly of East Lansing, Michigan to act as advisory consultant in update of the KLSWA water agreement with the tentative cost share as proposed.



Kalamazoo Lake Sewer and Water Authority & Associated Member Units

Utility Governance

Proposal for utility governance and structure





Baker Tilly Municipal Advisors, LLC
 2852 Eyde Parkway
 Suite 150
 East Lansing, MI 48823
 T (517) 321-0110
 bakertilly.com

June 9, 2023

Dear Kalamazoo Lake Sewer and Water Authority & Associated Member Units:

On behalf of Baker Tilly Municipal Advisors, LLC ("BTMA" or "Firm"), we are pleased to submit this proposal to the Authority Members (the "Members" or "Client") to assist with the utility governance discussion.

BTMA is the result of a combination of three leading service providers to the public sector: H.J. Umbaugh and Associates, Certified Public Accountants, LLP ("Umbaugh"), Springsted Incorporated ("Springsted") and Baker Tilly US, LLP ("Baker Tilly"), the 11th largest accounting and advisory firm in the U.S. according to Accounting Today. This strategic combination brings together what we believe to be a unique set of resources within a municipal advisory practice.

BTMA is a leader in the municipal advisory space with more than 90 registered municipal advisors (MAs) to act as your independent fiduciary. We have the necessary resources, experience, commitment to quality and timeliness you require. With BTMA you will benefit from:

- Dedicated municipal advisors with deep experience in all types of bond issuance, utility rate design and governance discussions
- A collaborative approach through which we share insights and best practices
- Data and reporting that is understandable and supports your goals

We are appreciative of the opportunity to provide our qualifications, and we would welcome a chance to meet with you to further discuss your plans and visions, to share ideas, strategize and develop plans to achieve your goals. We are eager to offer our expertise and demonstrate the BTMA difference to you!

Very truly yours,

A handwritten signature in black ink, appearing to read "Andy Campbell".

BAKER TILLY MUNICIPAL ADVISORS, LLC
 Andy Campbell, CPA, Director
 T: (517) 325-9655
 E: andy.campbell@bakertilly.com

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Firm Overview

About BTMA

BTMA brings more than 80 years of experience in solid financial consulting and planning for governmental units, not-for-profit corporations and special districts that has resulted in completed projects and improved management and operations for utilities, municipalities, counties, schools, libraries, and other governmental units. We realize that our success is a result of personal attention, integrity, and the high quality of service we provide to each individual client.

At any time, we represent several hundred governmental units. The financial advice and solutions we provide reflect our broad range of experiences with similar projects.

Accounting services	Efficiency studies
Arbitrage/rebate regulatory compliance	Financial management services
Attestation services	Investment services*
Bond issuance	Post-issuance compliance
Capital planning	Public sector human capital services
CAFR & GAAP services	Referendum assistance/surveys
Cybersecurity planning	TIF management
Economic development	User fees/Utility rate consulting

** Services provided by Baker Tilly Investment Services, LLC, a registered investment advisor and wholly-owned subsidiary of Baker Tilly US, LLP, an accounting firm.*

Experience and Qualifications

Utility governance experience

BTMA has extensive knowledge in utility governance. We currently serve as municipal advisor for many Authorities and quasi-Authorities that we have helped establish the initial governance for or helped with restructuring the Authority to better fit their needs. These discussions have helped a wide range of communities, including:

- GRSD Sewer Authority (Berrien County)
 - Restructuring took place in 2022
- Gull Lake Water & Sewer Authority (Kalamazoo County)
 - Similar set up to KLSWA
- South County Water & Sewer Authority (Kalamazoo County)
 - Currently working on Authority structure
- City of Owosso (Shiawassee County)
 - Quasi-Authority structure with surrounding Townships
- City of Jackson (Jackson County)
 - Quasi-Authority structure with surrounding Townships
- Gerrish Lyon Utility Authority (Roscommon County)
 - Currently working on Authority structure

In addition, we are a nationwide firm that has offices and consultants with a wealth of experience and similar project experience that can add value to the engagement, if needed.

Key professionals

We know the Client expects to work with professionals who are experienced municipal advisors, who understand the Client’s needs, who are proactive and creative in identifying issues and who are flexible in providing solutions. BTMA has the capacity and knowledge to provide comprehensive municipal advisory services.

Team member	Role
Andy Campbell, CPA, Director	Lead advisor
Brittany Brower	Consultant

The team will be led by Andy Campbell. He has personally served more than 250 local governments throughout Michigan, with most of his work focused on water and sewer utility finance and rate management.

Resumes, highlighting the relevant qualifications and experience of these team members, are included in **Appendix I**.

Approach to the Project & Deliverables

Our dedicated professionals will provide you with realistic ideas and solutions to your challenges. We understand your unique community needs and our principal objective is to provide you with strategic insights and assist you in achieving your long-term goals.

The potential scope of services is provided below. The Firm will work with the Client as to what the Client wants the Firm to provide within the stated scope possibilities.

Debt Analysis

- Review of current debt obligations outstanding

Revenue Analysis

- Review of current rate structure(s), discussion of potential new rate structure(s)

Expense Analysis

- Review of current expenses and associated allocations, discussion of future expense allocations, tracking, responsibilities, etc.

Capital Improvement Analysis

- Review of current capital improvement plans and associated responsibilities, discussion of future plans, allocations, tracking, responsibilities, etc.

Advice

- Consultation regarding financial impact of decisions made by the Client and future anticipated outcomes
- Consultation regarding industry knowledge of standard practices
- Consultation regarding industry knowledge of similar situations, contracts, responsibilities, etc.
- Contract review, discussion and analysis

Fee Estimate

We are anticipating an iterative process that will require many in-person and virtual meetings to meet the needs of each member unit and the Authority. Our proposal below includes a base fee and assumption of time investment, as well as an allowance for further time investment, if needed.

The base fee includes up to two in-person meetings per community for a total of up to 10 in-person meetings (including the Authority). It is expected that we would meet with each community in-person at the start of the engagement to gather information, general thoughts, Authority structure desires, asset management plans, asset management expectations, etc. In addition, we would expect to present final work products to each member unit's board and the Authority board. It is also expected that we would meet virtually to discuss ideas, discuss draft work products, etc. These virtual meetings do not count towards the meeting cap but will be included in the hourly time investment calculations and charged at the hourly rates below. Travel time and in-person meeting attendance is not included in the time investment cap below as those are capped and charged separately.

The base fee includes the following aspects:

- Up to 10 in-person meetings as detailed above
- Up to 100 hours of time investment
 - Includes virtual meetings, all other hours contributed outside of in-person meetings

The base fee for this engagement would be \$45,000.

The meeting cap and time investment is based on past experience. It is anticipated that we will be able to complete the engagement within these parameters. If additional hours are needed, the hourly rate will be \$250/hour. If additional in-person meetings are needed, each meeting will be \$2,000. Additional hours and meetings will be authorized by the Client before incurrence.

Appendix I: Resume

Andy Campbell, CPA

Andy Campbell, director in the East Lansing office, joined the firm in 2013.



Baker Tilly Municipal Advisors, LLC
Director

2852 Eyde Parkway
Suite 150
East Lansing, MI 48823
United States

T +1 (517) 325-9655
M +1 (517) 243-1186
andy.campbell@bakertilly.com
bakertilly.com

Education

Bachelor of Science in Business Administration,
Finance and Accounting
Central Michigan University (Mt. Pleasant, MI)

Certified Public Accountant (CPA)
State of Michigan

Registered municipal advisor with the Securities
and Exchange Commission

Andy has provided assistance to local governments, utilities, and school districts. His experience includes bond issuance, installment purchase agreements, government grant/loan programs, asset management planning, rate studies and tax increment finance.

Specific experience

- Assists local governments, counties, libraries, and authorities to obtain financing for projects through issuance of tax-exempt and taxable bonds
- Develops cash flow estimates, asset management financial plans and user rate charges

Industry involvement

- Michigan Government Finance Officers Association (MGFOA)
- MGFOA Professional Development Committee
- Michigan Water Environment Association
- American Water Works Association
- Michigan Municipal Executives
- Michigan Township Association
- American Institute of Certified Public Accountants
- Michigan Association of Certified Public Accountants



Baker Tilly US, LLP
 2852 Eyde Pkwy, Ste. 150
 East Lansing, MI 48823
 United States of America

T: +1 (517) 321 0110
 bakertilly.com

June 30, 2023

Kalamazoo Lake Sewer and Water Authority & Associated Member Units

RE: Engagement Letter Agreement Related to Services

This letter agreement (the "Engagement Letter") is to confirm our understanding of the basis upon which Baker Tilly US, LLP ("Baker Tilly") and its affiliates are being engaged by the Kalamazoo Lake Sewer & Water Authority, the City of the Village of Douglas, the City of Saugatuck, and Saugatuck Township (the "Clients") to assist the Clients with advisory services.

Scope, Objectives and Approach

It is anticipated that projects undertaken in accordance with this Engagement Letter will be at the request of the Clients. The scope of services, additional terms and associated fee for individual engagements will be contained in a Scope Appendix or Appendices to this Engagement Letter. Authorization to provide services will commence upon execution and return of this Engagement Letter and one or more Appendices.

Management's Responsibilities

It is understood that Baker Tilly will serve in an advisory capacity with the Clients. The Clients are responsible for management decisions and functions, and for designating an individual with suitable skill, knowledge, or experience to oversee the services we provide. The Clients are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services. The Clients are responsible for establishing and maintaining internal controls, including monitoring ongoing activities.

The procedures we perform in our engagement will be heavily influenced by the representations that we receive from Client's personnel. Accordingly, false representations could cause material errors to go undetected. The Clients, therefore, agrees that Baker Tilly will have no liability in connection with claims based upon our failure to detect material errors resulting from false representations made to us by any Client's personnel and our failure to provide an acceptable level of service due to those false representations.

The ability to provide service according to timelines established and at fees indicated will rely in part on receiving timely responses from the Clients. The Clients will provide information and responses to deliverables within the timeframes established in a Scope Appendix unless subsequently agreed otherwise in writing.

The responsibility for auditing the records of the Clients rests with the Client's separately retained auditor and the work performed by Baker Tilly shall not include an audit or review of the records or the expression of an opinion on financial data.

Ownership of Intellectual Property

Unless otherwise stated in a specific Scope Appendix, subject to Baker Tilly's rights in Baker Tilly's Knowledge (as defined below), Clients shall own all intellectual property rights in the deliverables developed under the applicable Scope Appendix or Appendices ("Deliverables"). Notwithstanding the foregoing, Baker Tilly will maintain all ownership right, title and interest to all Baker Tilly's Knowledge. For purposes of this Agreement "Baker Tilly's Knowledge" means Baker Tilly's



proprietary programs, modules, products, inventions, designs, data, or other information, including all copyright, patent, trademark and other intellectual property rights related thereto, that are (1) owned or developed by Baker Tilly prior to the Effective Date of this Agreement or the applicable Scope Appendix or Appendices ("Baker Tilly's Preexisting Knowledge") (2) developed or obtained by Baker Tilly after the Effective Date, that are reusable from client to client and project to project, where Clients have not paid for such development; and (3) extensions, enhancements, or modifications of Baker Tilly's Preexisting Knowledge which do not include or incorporate Client's confidential information. To the extent that any Baker Tilly Knowledge is incorporated into the Deliverables, Baker Tilly grants to Clients a non-exclusive, paid up, perpetual royalty-free worldwide license to use such Baker Tilly Knowledge in connection with the Deliverables, and for no other purpose without the prior written consent of Baker Tilly. Additionally, Baker Tilly may maintain copies of its work papers for a period of time and for use in a manner sufficient to satisfy any applicable legal or regulatory requirements for records retention.

The supporting documentation for this engagement, including, but not limited to work papers, is the property of Baker Tilly and constitutes confidential information. We may have a responsibility to retain the documentation for a period of time sufficient to satisfy any applicable legal or regulatory requirements for records retention. If we are required by law, regulation or professional standards to make certain documentation available to required third parties, the Clients hereby authorizes us to do so.

Timing and Fees

Specific services will commence upon execution and return of a Scope Appendix to this Engagement Letter and our professional fees will be based on the rates outlined in such Scope Appendix.

Payment of professional fees is not contingent upon project completion by Clients nor material timing changes in project completion. Professional fees provided according to the Scope Appendix are due within 30 days of being invoiced, regardless of project status. If necessary, monthly payment plan arrangements may be negotiated upon request.

Unless otherwise stated, in addition to the fees described in a Scope Appendix the Clients will pay all of Baker Tilly's reasonable out-of-pocket expenses incurred in connection with the engagement. All out of pocket costs will be passed through at cost and will be in addition to the professional fee.

Dispute Resolution

Except for disputes related to confidentiality or intellectual property rights, all disputes and controversies between the parties hereto of every kind and nature arising out of or in connection with this Engagement Letter or the applicable Scope Appendix or Appendices as to the existence, construction, validity, interpretation or meaning, performance, nonperformance, enforcement, operation, breach, continuation, or termination of this Agreement or the applicable Scope Appendix or Appendices as shall be resolved as set forth in this section using the following procedure: In the unlikely event that differences concerning the services or fees provided by Baker Tilly should arise that are not resolved by mutual agreement, both parties agree to attempt in good faith to settle the dispute by engaging in mediation administered by the American Arbitration Association under its mediation rules for professional accounting and related services disputes before resorting to litigation or any other dispute resolution procedure. Each party shall bear their own expenses from mediation and the fees and expenses of the mediator shall be shared equally by the parties. If the dispute is not resolved by mediation, then the parties agree to expressly waive trial by jury in any judicial proceeding involving directly or indirectly, any matter (whether sounding in tort, contract, or otherwise) in any way arising out of, related to, or connected with this Agreement or the applicable Scope Appendix or Appendices as or the relationship of the parties established hereunder.

Because a breach of any the provisions of this Engagement Letter or the applicable Scope Appendix or Appendices as concerning confidentiality or intellectual property rights will irreparably harm the non-breaching party, Clients and Baker Tilly agree that if a party breaches any of its obligations thereunder, the non-breaching party shall, without limiting its other rights or remedies, be entitled to seek equitable relief (including, but not limited to, injunctive relief) to enforce its rights thereunder,



including without limitation protection of its proprietary rights. The parties agree that the parties need not invoke the mediation procedures set forth in this section in order to seek injunctive or declaratory relief.

Limitation on Damages

To the extent allowed under applicable law, the aggregate liability (including attorney's fees and all other costs) of either party and its present or former partners, principals, agents or employees to the other party related to the services performed under an applicable Scope Appendix or Appendices shall not exceed the fees paid to Baker Tilly under the applicable Scope Appendix or Appendices to which the claim relates, except to the extent finally determined to have resulted from the gross negligence, willful misconduct or fraudulent behavior of the at-fault party. Additionally, in no event shall either party be liable for any lost profits, lost business opportunity, lost data, consequential, special, incidental, exemplary, or punitive damages, delays or interruptions arising out of or related to this Engagement Letter or the applicable Scope Appendix or Appendices as even if the other party has been advised of the possibility of such damages.

Each party recognizes and agrees that the warranty disclaimers and liability and remedy limitations in this Engagement Letter are material bargained for bases of this Engagement Letter and that they have been taken into account and reflected in determining the consideration to be given by each party under this Engagement Letter and in the decision by each party to enter into this Engagement Letter.

The terms of this section shall apply regardless of the nature of any claim asserted (including, but not limited to, contract, tort, or any form of negligence, whether of you, Baker Tilly or others), but these terms shall not apply to the extent finally determined to be contrary to the applicable law or regulation. These terms shall also continue to apply after any termination of this Engagement Letter.

You accept and acknowledge that any legal proceedings arising from or in conjunction with the services provided under this Engagement Letter must be commenced within twelve (12) months after the performance of the services for which the action is brought, without consideration as to the time of discovery of any claim.

Other Matters

E-Verify Program

Baker Tilly participates in the E-Verify program. For the purpose of this paragraph, the E-Verify program means the electronic verification of the work authorization program of the Illegal Immigration Reform and Immigration Responsibility Act of 1996 (P.L. 104-208), Division C, Title IV, s.401(a), as amended, operated by the United States Department of Homeland Security or a successor work authorization program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work authorization status of newly hired employees under the Immigration Reform and Control Act of 1986 (P.L. 99-603). Baker Tilly does not employ any "unauthorized aliens" as that term is defined in 8 U.S.C. 1324a(h)(3).

In the event Baker Tilly is requested by the Clients; or required by government regulation, subpoena, or other legal process to produce our engagement working papers or its personnel as witnesses with respect to its Services rendered for the Clients, so long as Baker Tilly is not a party to the proceeding in which the information is sought, Clients will reimburse Baker Tilly for its professional time and expenses, as well as the fees and legal expenses incurred in responding to such a request.

Neither this Engagement Letter, any claim, nor any rights or licenses granted hereunder may be assigned, delegated, or subcontracted by either party without the 'written consent of the other party. Either party may assign and transfer this Engagement Letter to any successor that acquires all or substantially all of the business or assets of such party by way of merger, consolidation, other business reorganization, or the sale of interest or assets, provided that the party notifies the other party in writing of such assignment and the successor agrees in writing to be bound by the terms and conditions of this Engagement Letter.



In the event that any provision of this Engagement Letter or statement of work contained in a Scope Appendix hereto is held by a court of competent jurisdiction to be unenforceable because it is invalid or in conflict with any law of any relevant jurisdiction, the validity of the remaining provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Engagement Letter or statement of work did not contain the particular provisions held to be unenforceable. The unenforceable provisions shall be replaced by mutually acceptable provisions which, being valid, legal and enforceable, come closest to the intention of the parties underlying the invalid or unenforceable provision. If the Services should become subject to the independence rules of the U.S. Securities and Exchange Commission with respect to the Clients, such that any provision of this Engagement Letter would impair Baker Tilly's independence under its rules, such provision(s) shall be of no effect.

Termination

Both the Clients and Baker Tilly have the right to terminate this Engagement Letter, or any work being done under an individual Scope Appendix at any time after reasonable advance written notice. On termination, all fees and charges incurred prior to termination shall be paid promptly. Unless otherwise agreed to by the Clients and Baker Tilly, the scope of services provided in a Scope Appendix will terminate 60 days after completion of the services in such Appendix.

Important Disclosures

Incorporated as Attachment A and part of this Engagement Letter are important disclosures. These include disclosures that apply generally and those that are applicable in the event Baker Tilly is engaged to provide municipal advisory services.

This Engagement Letter, including the attached Disclosures as updated from time to time, comprises the complete and exclusive statement of the agreement between the parties, superseding all proposals, oral or written, and all other communications between the parties. Both parties acknowledge that work performed pursuant to the Engagement Letter will be done through Scope Appendices executed and made a part of this document.

Any rights and duties of the parties that by their nature extend beyond the expiration or termination of this Engagement Letter shall survive the expiration or termination of this Engagement Letter or any statement of work contained in a Scope Appendix hereto.

If this Engagement Letter is acceptable, please sign below and return one copy to us for our files.

Sincerely,

A handwritten signature in black ink, appearing to read "Andy Campbell".

Andy Campbell, CPA, Director

Attachment A Important Disclosures

Non-Exclusive Services

Clients acknowledges and agrees that Baker Tilly, including but not limited to Baker Tilly US, LLP, Baker Tilly Municipal Advisors, LLC, Baker Tilly Capital, LLC, and Baker Tilly Investment Services, LLC, is free to render municipal advisory and other services to the Clients or others and that Baker Tilly does not make its services available exclusively to the Clients.

Affiliated Entities

Baker Tilly US, LLP is an independent member of Baker Tilly International. Baker Tilly International Limited is an English company. Baker Tilly International provides no professional services to clients. Each member firm is a separate and independent legal entity, and each describes itself as such. Baker Tilly US, LLP is not Baker Tilly International's agent and does not have the authority to bind Baker Tilly International or act on Baker Tilly International's behalf. None of Baker Tilly International, Baker Tilly US, LLP, nor any of the other member firms of Baker Tilly International has any liability for each other's acts or omissions. The name Baker Tilly and its associated logo is used under license from Baker Tilly International Limited.

Baker Tilly Investment Services, LLC ("BTIS"), a division of Baker Tilly Wealth Management, LLC, is registered as an investment adviser with the Securities and Exchange Commission ("SEC") under the Federal Investment Advisers Act of 1940, may provide services to the Clients in connection with the investment of proceeds from an issuance of securities. In such instances, services will be provided under a separate engagement, for an additional fee. Notwithstanding the foregoing, Baker Tilly may act as solicitor for and recommend the use of BTIS, but the Clients shall be under no obligation to retain BTIS or to otherwise utilize BTIS relative to Client's investments. The fees paid with respect to investment services are typically based in part on the size of the issuance proceeds and Baker Tilly may have incentive to recommend larger financings than would be in the Client's best interest. Baker Tilly will manage and mitigate this potential conflict of interest by this disclosure of the affiliated entity's relationship, a Solicitation Disclosure Statement when Clients retains BTIS's services and adherence to Baker Tilly's fiduciary duty and/or fair dealing obligations to the Clients.

Baker Tilly Capital, LLC ("BTC") is a limited-service broker-dealer specializing in merger and acquisition, capital sourcing, project finance and corporate finance advisory services. BTC does not participate in any municipal offerings advised on by its affiliate Baker Tilly Municipal Advisors. Any services provided to Clients by BTC would be done so under a separate engagement for an additional fee.

Baker Tilly Municipal Advisors ("BTMA") is registered as a "municipal advisor" pursuant to Section 15B of the Securities Exchange Act and rules and regulations adopted by the SEC and the Municipal Securities Rulemaking Board ("MSRB"). As such, BTMA may provide certain specific municipal advisory services to the Clients. BTMA is neither a placement agent to the Clients nor a broker/dealer. The offer and sale of any Bonds is made by the Clients, in the sole discretion of the Clients, and under its control and supervision. The Clients acknowledge that BTMA does not undertake to sell or attempt to sell bonds or other debt obligations and will not take part in the sale thereof.

Baker Tilly, may provide services to the Clients in connection with human resources consulting, including, but not limited to, executive recruitment, talent management and community survey services. In such instances, services will be provided under a separate scope of work for an additional fee. Certain executives of the Clients may have been hired after the services of Baker Tilly were utilized and may make decisions about whether to engage other services of Baker Tilly or its subsidiaries. Notwithstanding the foregoing, Baker Tilly may recommend the use of Baker Tilly or a subsidiary, but the Clients shall be under no obligation to retain Baker Tilly or a subsidiary or to otherwise utilize either relative to the Client's activities.

Conflict Disclosure Applicable to Municipal Advisory Services Provided by BTMA

Legal or Disciplinary Disclosure. BTMA is required to disclose to the SEC information regarding criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation involving BTMA. Pursuant to MSRB Rule G-42, BTMA is required to disclose any legal or disciplinary event that is material to the Client's evaluation of BTMA or the integrity of its management or advisory personnel.

There are no criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations or civil litigation involving BTMA. Copies of BTMA filings with the SEC can currently be found by accessing the SEC's EDGAR system Company Search Page which is currently available at <https://www.sec.gov/edgar/searchedgar/companysearch.html> and searching for either Baker Tilly Municipal Advisors, LLC or for our CIK number which is 0001616995. The MSRB has made available on its website (www.msrb.org) a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the appropriate regulatory authority.

Contingent Fee. The fees to be paid by the Clients to BTMA are or may be based on the size of the transaction and partially contingent on the successful closing of the transaction. Although this form of compensation may be customary in the municipal securities market, it presents a conflict because BTMA may have an incentive to recommend unnecessary financings, larger financings or financings that are disadvantageous to the Clients. For example, when facts or circumstances arise that could cause a financing or other transaction to be delayed or fail to close, BTMA may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction.

Hourly Fee Arrangements. Under an hourly fee form of compensation, BTMA will be paid an amount equal to the number of hours worked multiplied by an agreed upon billing rate. This form of compensation presents a potential conflict of interest if BTMA and the Clients do not agree on a maximum fee under the applicable Appendix to this Engagement Letter because BTMA will not have a financial incentive to recommend alternatives that would result in fewer hours worked. In addition, hourly fees are typically payable by the Clients whether or not the financing transaction closes.

Fixed Fee Arrangements. The fees to be paid by the Clients to BTMA may be in a fixed amount established at the outset of the service. The amount is usually based upon an analysis by Clients and BTMA of, among other things, the expected duration and complexity of the transaction and the work documented in the Scope Appendix to be performed by Baker Tilly. This form of compensation presents a potential conflict of interest because, if the transaction requires more work than originally contemplated, Baker Tilly may suffer a loss. Thus, Baker Tilly may recommend less time-consuming alternatives, or fail to do a thorough analysis of alternatives.

BTMA manages and mitigates conflicts related to fees and/or other services provided primarily through clarity in the fee to be charged and scope of work to be undertaken and by adherence to MSRB Rules including, but not limited to, the fiduciary duty which it owes to the Clients requiring BTMA to put the interests of the Clients ahead of its own and BTMA's duty to deal fairly with all persons in its municipal advisory activities.

To the extent any additional material conflicts of interest have been identified specific to a scope of work the conflict will be identified in the respective Scope Appendix. Material conflicts of interest that arise after the date of a Scope Appendix will be provide to the Clients in writing at that time.

SCOPE APPENDIX to
Engagement Letter dated: June 30, 2023
Between Kalamazoo Lake Sewer and Water Authority & Associated Member Units and
Baker Tilly US, LLP

RE: Municipal Advisory Services

DATE: June 30, 2023

This Scope Appendix is attached by reference to the above-named engagement letter (the "Engagement Letter") between the Kalamazoo Lake Sewer and Water Authority, the City of the Village of Douglas, the City of Saugatuck, and Saugatuck Township (the "Clients") and Baker Tilly US, LLP and relates to services to be provided by Baker Tilly Municipal Advisors, LLC.

SCOPE OF WORK & ASSOCIATED FEES

Baker Tilly Municipal Advisors, LLC ("BTMA") will perform the following services:

Debt Analysis

- Review of current debt obligations outstanding

Revenue Analysis

- Review of current rate structure(s), discussion of potential new rate structure(s)

Expense Analysis

- Review of current expenses and associated allocations, discussion of future expense allocations, tracking, responsibilities, etc.

Capital Improvement Analysis

- Review of current capital improvement plans and associated responsibilities, discussion of future plans, allocations, tracking, responsibilities, etc.

Advice

- Consultation regarding financial impact of decisions made by the Client and future anticipated outcomes
- Consultation regarding industry knowledge of standard practices
- Consultation regarding industry knowledge of similar situations, contracts, responsibilities, etc.
- Contract review, discussion and analysis

We are anticipating an iterative process that will require many in-person and virtual meetings to meet the needs of each member unit and the Authority. Our proposal below includes a base fee and assumption of time investment, as well as an allowance for further time investment, if needed.

The base fee includes up to two in-person meetings per community for a total of up to 10 in-person meetings (including the Authority). It is expected that we would meet with each community in-person at the start of the engagement to gather information, general thoughts, Authority structure desires, asset management plans, asset management expectations, etc. In addition, we would expect to present final work products to each member unit's board and the Authority board. It is also expected that we would meet virtually to discuss ideas, discuss draft work products, etc. These virtual meetings do not count towards the meeting cap but will be included in the hourly time investment calculations and charged at the hourly rates below. Travel time and in-person meeting attendance is not included in the time investment cap below as those are capped and charged separately.

SCOPE APPENDIX to
Engagement Letter dated: June 30, 2023
Between Kalamazoo Lake Sewer and Water Authority & Associated Member Units and
Baker Tilly US, LLP

The base fee includes the following aspects:

- Up to 10 in-person meetings as detailed above
- Up to 100 hours of time investment
 - Includes virtual meetings, all other hours contributed outside of in-person meetings

The base fee for this engagement would be \$45,000.

The meeting cap and time investment is based on past experience. It is anticipated that we will be able to complete the engagement within these parameters. If additional hours are needed, the hourly rate will be \$250/hour. If additional in-person meetings are needed, each meeting will be \$2,000. Additional hours and meetings will be authorized by the Clients before incurrence.

Conflicts of Interest

Attachment A to the Engagement Letter contains important disclosure information that is applicable to this Scope Appendix.

We are unaware of any additional conflicts of interest related to this Scope Appendix that exist at this time.

SCOPE APPENDIX to
Engagement Letter dated: June 30, 2023
Between Kalamazoo Lake Sewer and Water Authority & Associated Member Units and
Baker Tilly US, LLP

Termination

Notwithstanding termination provisions contained in the Engagement Letter, this Scope Appendix is intended to be ongoing and applicable individually to specific services including financings, arbitrage computations, and/or continuing disclosure engagement, ("Sub-engagements") as if they are the sole subject of the Scope Appendix. As such, termination may occur for a specific Sub-engagement without terminating the Scope Appendix itself. On termination of a Sub-engagement or the Scope Appendix, all fees and charges incurred prior to termination shall be paid promptly. Unless otherwise agreed to by the Clients and Baker Tilly, the scope of services provided in a Sub-engagement performed under this Scope Appendix will terminate 60 days after completion of the services for such Sub-engagement.

If this Scope Appendix is acceptable, please sign below and return one copy to us for our files. We look forward to working with you on this important project.

Sincerely,



Andy Campbell, CPA, Director

Signature Section:

The terms as set forth in this Engagement Letter are agreed to on behalf of the Clients by:

City of the Village of Douglas

Name: _____

Title: _____

Date: _____

City of Saugatuck

Name: _____

Title: _____

Date: _____

Saugatuck Township

Name: _____

Title: _____

Date: _____



MEMORANDUM

City Council

July 17, 2023, at 7:00 PM

TO: City Council

FROM: Rich LaBombard, City Manager

SUBJECT: DDA Development Plan and Tax Increment Financing Plan – First Public Hearing - Ordinance 05-2023

The Douglas Downtown Development Authority (DDA) was created by City Council in 1997 and expanded in 2006. The DDA is designed to serve as a catalyst in the development of the community's downtown district. The DDA provides for a variety of funding options including tax increment financing mechanism, revenue from which can be used to fund public improvements in the downtown district. The DDA is required to prepare a tax increment financing plan and may create a development plan to submit for approval to the local municipality. A development plan describes costs, location, and resources for the implementation of public improvements in the DDA district. A tax increment financing plan includes the development plan and details the tax increment procedure, any bonded indebtedness to be incurred, and the duration of the program.

At the May 31, 2023, DDA meeting, the DDA recommended the adoption of the Development Plan and Tax Increment Financing Plan to the City Council. The City Council is required to hold a public hearing prior to adoption of the development and TIF plan. The City Clerk noticed the time and place of the public hearing twice in the local newspaper and posted the notice in 20 conspicuous and public places in the downtown district at least 20 days prior to the hearing. Notice was mailed to all the property taxpayers of record in the downtown district not less than 20 days prior to the hearing. Certified mailings were sent out not less than 20 days prior to the hearing to all the governing bodies of each taxing jurisdiction levying taxes subject to the TIF capture.

There was discussion raised at the DDA meeting from the Interurban Transit Authority regarding the tax capture from the Interurban's millage in the amount of approximately \$1,000 per year since 2021. The Interurban exempted itself from the DDA expansion that occurred back in 2006 but did not exempt itself from the origin of the DDA district in 1997. Therefore approximately \$1,000 of Interurban millage comes to the DDA budget. It is unclear if the Interurban can exempt itself from capture at this time an updated plan is being considered. I've recommended the Interurban contact their attorney for an opinion.

Following the public hearing, City Council shall determine if the development plan and TIF constitutes a public purpose. If the plan constitutes a public purpose, the City Council shall then

approve or reject the plan or approve it with modification by ordinance based on the following considerations.

1. The findings and recommendations of a development area citizens council, if a development area citizen council was formed (Douglas does not require a citizens council).
2. The plan meets the requirements set forth in section 217(2) of Michigan Public Act 57 of 2018. An act to provide for the recodification and establishment of certain tax increment finance authorities.
3. The proposed method of financing the development is feasible and the authority has the ability to arrange the financing.
4. The development is reasonable and necessary to carry out the purposes of this part.
5. The land included within the development areas to be acquired is reasonably necessary to carry out the purposes of the plan and of this part in an efficient and economically satisfactory manner.
6. The development plan is in reasonable accord with the master plan of the municipality.
7. Public services, such as fire and police protection and utilities, are or will be adequate to service the project area.
8. Changes in zoning, streets, street levels, intersections and utilities are reasonably necessary for the project and for the municipality.

The City attorney has reviewed the ordinance.

This ordinance will require two public hearings prior to approval. The second public hearing will be on August 7, 2023.

I recommend the City Council open a public hearing to receive public comment verbally or in writing with reference to the Downtown Development Authority's updated Development Plan and Tax Increment Financing Plan.

City of the Village of
Douglas, Michigan

DEVELOPMENT PLAN AND TAX INCREMENT FINANCING PLAN

Adopted: May 1, 2006
Updated: 2023

City of the Village of Douglas
86 W. Center
P.O. Box 757 Douglas, MI 49406
(269) 857-1438

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1. Legal Description of Downtown District & Development Area
2. Schedule of Taxable Values and Property List (2, 2A, 2B, 2C)
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MAPS

1. Map 1 | Downtown District & Development Area Boundaries
2. Map 2 | Zoning

City of the Village of Douglas Downtown Development Authority
Development Plan and Tax Increment Financing Plan

INTRODUCTION

A. Purpose of the Recodified Tax Increment Financing Act.

Michigan Public Act 57 of 2018, as amended, referred to as the Recodified Tax Increment Financing Act (“the Act”), is an Act to provide for the recodification and establishment of certain tax increment financing authorities; to prescribe the powers and duties of the authorities; to correct and prevent deterioration in residential, commercial, and industrial areas and certain other areas; to authorize the acquisition and disposal of interests in real and personal property; to authorize the creation and implementation of development plans and development areas; to promote residential and economic growth; to create certain boards; to prescribe the powers and duties of certain boards; to authorize the issuance of bonds and other evidences of indebtedness; to levy certain taxes; to authorize the use of tax increment financing; to prescribe powers and duties of certain state officials; to provide for rule promulgation; to provide for enforcement of this act; and to repeal acts and parts of acts. Michigan Public Act 57 of 2018 replaced Michigan Public Act 197 of 1975, commonly referred to as the Downtown Development Authority Act. A copy of Part 2 of Act 57 is attached as exhibit 4 in this plan.

Part 2 of the Act was created in part to correct and prevent deterioration in business districts, to authorize the acquisition and disposal of interests in real property, to promote the economic growth of business districts, to authorize the issuance of bonds, and to authorize the use of tax increment financing. The Act seeks to reverse historical trends that have led to a loss of population, tax

base, job opportunities, and economic activity in Michigan cities. It gives cities the means to revitalize downtown areas through a downtown development authority. The methods granted in the Act may be used by a downtown development authority in ways appropriate to the problems facing a particular downtown district.

B. Creation of the Downtown Development Authority and Update of the Development Plan and Tax Increment Financing Plan.

On November 3, 1997, the City Council of the City of the Village of Douglas adopted an ordinance to create a Downtown Development Authority officially titled the Douglas Downtown Development Authority and designated the boundaries of the district. The Douglas Downtown Development Authority was initially created to reverse the pattern of deterioration in the downtown area and to plan for and implement certain public improvements that are considered necessary for future economic growth. Although the DDA was formed, a downtown development TIF and development plan was not implemented at that time.

On March 6, 2006 the City Council of the City of the Village of Douglas adopted an ordinance to expand the boundary of the downtown district. On March 27, 2006, the first Development Plan and Tax Increment Financing Plan for the City of the Village of Douglas was approved and recommended by the DDA to the Douglas City Council thereafter. The Plan was adopted by the City Council on May 1, 2006.

In 2021, the City of the Village of Douglas Downtown Development Authority initiated an update to the first Development Plan and Tax Increment Financing Plan to re-evaluate and re-prioritize projects and goals of the Plan. On May 31, 2023, an update to the Development Plan and Tax Increment Financing Plan for the City of

the Village of Douglas was approved and recommended by the DDA to the Douglas City Council thereafter. The updated Plan was adopted by the City Council on **(INSERT DATE)**.

C. *Overview of the Development Plan.*

The City and the DDA have found the need to develop a focused development plan for the areas located within the DDA boundaries. The area remains underutilized and contains several buildings and sites with re-use opportunities. The Development Plan includes proposed improvements both by the public (government) and the private sector, which are both needed for the overall development of the area. It is likely that a re-evaluation and re-prioritization may be necessary from time to time by the DDA and City in order to take full advantage of available grant funding and yet unknown re-development opportunities within the DDA district.

DEVELOPMENT PLAN

A. *The designation of boundaries of the development area in relation to highways, streets, streams, or otherwise. Section 217(2)(a).*

The boundary of the Downtown Development Authority is indicated on Map 1: DDA Boundaries. A narrative legal description is provided as Exhibit 1. The Downtown Development Authority District and the Development Area boundaries are identical.

B. *The location and extent of existing streets and other public facilities within the development area, the location, character, and extent of the categories of public and private land uses then existing and proposed for the development area, including residential, recreational, commercial, industrial, educational, and other uses, and a legal description of the development area. Section 217(2)(b).*

The majority of the district is commercial, office and some residential uses. Map 2: Zoning Map and property tax classifications in Exhibit 2 reflect the existing land uses for property located within the Development Area

1. Streets and rights-of-ways included in the Development area

The main streets through town include Blue Star Highway running northeast/southwest and Center Street, running east-west.

Streets and rights-of-ways within the DDA district include portions of:

- Blue Star Highway from St. Peters Drive to a point approximately 250 feet south of Center Street.
- Center Street - reconstruction from Blue Star Highway to Water Street
- Center Street - reconstruction from Water Street to Kalamazoo River
- Water Street - reconstruction from 150 feet south of Wall Street to Fremont Street
- Washington Street - reconstruction from 150 feet south of Wall Street to Fremont Street
- Main Street - reconstruction from 150 feet south of Wall Street to Fremont Street
- Spring Street - reconstruction from 150 feet south of Wall Street to approximately 80 feet north of Fremont Street
- Union Street - reconstruction from 150 feet south of Wall Street to 150 feet north of Fremont Street
- Mixer Street - reconstruction from Center Street to 150 feet north of Fremont Street
- Ellis Street - reconstruction from Center Street to approximately 80 feet north of Fremont Street

2. Public Facilities and Land Uses included in the Development Area

There are community facilities within the development area boundary including the current city hall (Dutcher Lodge), the old village hall/police station, library, the post office, and park land. This same diverse mixture of uses is planned for the future.

3. Legal Description of the Development Area

A narrative legal description is provided as Exhibit 1. The Downtown Development Authority District and the Development Area boundaries are identical.

C. *A description of existing improvements in the development area to be demolished, repaired, or altered, a description of any repairs and alterations, and an estimate of the time required for completion. Section 217(2)(c).*

No existing improvements in the DDA district are to be demolished aside from those improvements outlined in this Development Plan at this time.

The goals of the development are:

1. To link the DDA District and the community with the river and the City's history while recognizing the importance of private development.
2. To provide a diversity of experiences and views that will appeal to the permanent community as well as the visitor.
3. To establish "reasonable" development opportunities for both public and private interests.
4. To improve the overall business climate of the DDA District through planning, promotion, coordination of activities, and implementation of specific improvement projects.
5. To accommodate residential uses within the DDA District to create a continuum of activity.
6. To establish facility design that reflects the character and heritage of the DDA district while promoting compatibility between new and existing developments
7. To foster a spirit of cooperation between the DDA, City staff and officials, residents, and the school district.

The Development includes factors necessary and incidental to the principal development elements as described under the five general categories below:

i. Public Infrastructure, Communication & Technology Construction & Maintenance

Road & Sidewalk Improvement Projects: In order to maintain the walkable, pedestrian scale of the DDA district, it is likely that extensive improvement projects may be warranted. The streets and sidewalks within the development area may require maintenance from time to time and the DDA may assist the City and contribute to those expenses.

Utility Improvements: In order to improve the function and aesthetics of the DDA district, and maintain the necessary capacity for new development, the DDA may assist the City of the Village of Douglas in upgrading existing utility services, such as establishing community Wi-Fi or installing green infrastructure systems for stormwater management.

Aesthetic Elements: Consistency in design and placement of elements throughout the DDA district is important in presenting a unified appearance to the community. Aesthetic elements may include decorative street lighting, decorative crosswalks, planter pots, banners/flag poles, annual/perennial plantings, benches, holiday lighting, historical/interpretive displays, and trash receptacles as well as the general maintenance and replacement of these items.

Corridor Enhancement: Enhancement of specific corridors within the DDA includes creating a uniform enhanced street system appearance that creates a sense of place within the development area and subsequently generates economic development by attracting certain businesses to the DDA District.

Improvements have been completed on Center Street and Blue Star Highway in recent years, so now the DDA's focus will turn primarily to the maintenance and repair of corridor enhancements already undertaken.

Maintenance. The DDA may allocate a portion of revenues each year to pay for a portion of the costs of maintaining streetscapes within the Development Area. Such costs may include cost of services and/or purchase of equipment to aid in snowplowing, street sweeping, irrigation, street lighting, mowing, sidewalk replacement, and annual plantings.

Water Main, Sanitary Sewer, and Storm Water Drainage Improvements: In order to improve these services and maintain the necessary capacity for new development, the DDA may assist the City of the Village of Douglas in upgrading water mains, sanitary sewer lines, and storm water drainage facilities throughout the DDA district.

Engineering and Legal Support. The DDA currently employs consulting engineers and legal counsel for advice on specific topics. The continued use of these consultants is necessary as the DDA life is extended. The DDA expects to employ consultants throughout the term of the Plan.

ii. Parks, Recreation & Culture

Creative Art and Design Projects: Public art is an important element in every community. It reflects specific characteristics or historic events that make each community unique and welcoming.

Park & Recreation Development: In order to develop the DDA district as an active and exciting place to visit and to live, parks and recreation must be emphasized. Specifically Beery Field and Wade's Bayou Park are important assets that capitalize connections to the DDA district and to the waterfront. Amenities such as parking, restrooms, gathering and entertainment spaces, walking paths, boating improvements, and other amenities normally associated with parks and recreation development that are deemed appropriate.

Non-Motorized Circulation Improvement Projects: Supporting non-motorized circulation into and throughout the development area is an essential element to any successful DDA district. Creation of a non-motorized walk pathway network to link the residential and public spaces in the development area with other public spaces and retail businesses is a key element.

Events and Festivals. The support of additional events and festivals should be proposed to take place in different areas of the DDA throughout the year as regularly scheduled events. Adequate promotion of these events should take place by publicizing them in newspapers, on radio stations, etc. These events will not only help generate additional community involvement but also bring additional visitors to the area.

iii. Purchase & Renovation of Real Estate

Property/Structure Acquisition: In order to improve the image of the DDA and the City, it may be necessary to remove obsolete buildings and structures. For this purpose, the DDA plans to coordinate efforts with the City of the Village of Douglas and may assist in the acquisition and removal or redevelopment of non-conforming structures and uses within the DDA boundary. Projects such as renovation of the existing police station, assistance for improvements for the Old School House or the creation of a business incubator facility are considerations within the DDA boundary.

Facade Improvement Projects: In order to maintain the image of the DDA and the City, it may be necessary to improve the facades of existing buildings and structures facing a major street such as Blue Star Highway and Center Street. For this purpose the DDA plans to coordinate efforts with the City of the Village of Douglas and assist in the acquisition of easements and the granting of seed funds for development of a façade improvement program for buildings within the DDA boundary.

City Hall Dutcher Lodge: This Development Plan allocates funds to assist the City in renovating City Hall to include technological updates as well as interior and exterior enhancements as needed.

Public Parking: As redevelopment and development occurs, the demands for future parking may change. The DDA will need to be able to respond to the potential increased need for parking, yet balance it with the desire for quality development that maximizes the land area.

iv. Gateway Improvements

Gateway Treatment: Gateways are an important element in announcing arrival into the DDA district. There is consensus among business owners that the downtown is a healthy and functioning business district, but directing patrons to downtown has long since been a challenge. Prominent gateway feature(s) near Blue Star Highway and Center Street have been identified as a key element to addressing this challenge. Entrances into the DDA district will be designed in keeping with and likened to the historic structures in the area.

Street signage improvements and way-finding system: Since the DDA district is located off the main circulation route, there is a disadvantage in terms of convenient access and visibility. The challenge for the DDA is to attract attention off these main routes. Once in the DDA district, providing a point for distribution of information for public promotional literature and information such as a kiosk would aid in further promoting the community's assets.

v. DDA District Planning, Promotion & Staffing

DDA Promotion. In order to promote the development area and attract more visitors, a defined marketing plan will be developed for the DDA district. This will help promote the DDA district as a destination and inform the public about development progress and local events.

Webpage. The City's website is in the process of being updated to enhance the page devoted to the Douglas DDA. This page needs to be regularly updated and should include the latest information on restaurants, events, housing, shopping, parks, recreation, and services in the DDA district. It should also provide information such as investment incentives, available vacancies, development opportunities, and sources of employment that may stimulate further economic development within the DDA district.

Market study analysis A market study analysis would be prepared in addition to and in conjunction with other DDA promotion efforts. This market analysis would include preparation of a DDA district comprehensive plan including site plans, land uses & promotional plans, preparation of a digital base map of the DDA district, development of a business recruitment program as well as market studies for retail and housing needs within the district.

Grants Coordinator/Assistant. Currently, the DDA coordination is handled "by committee". The DDA proposes a new position to provide facilities coordination in lieu of the coordination "by committee". It is expected that this person will oversee and coordinate the DDA's infrastructure and maintenance needs, assist in grant preparation and manage projects taken on by the DDA, and be responsible for communications with business owners.

Business Recruitment Program. The Grants Coordinator/Assistant will oversee and lead a pro-active campaign for business recruitment, retention and expansion. This may involve developing database of available buildings and properties within the DDA district, performing business retention and/or expansion visits with existing business owners, developing a business incubator program with other incentives and/or programs necessary to promote a strong business climate for the DDA.

D. Purpose of this Development Plan and Tax Increment Financing Plan.

Under Michigan Public Act 57 of 2018, the DDA must prepare and submit a tax increment financing plan and a development plan if it determines that creation of such plans is necessary for the achievement of the purposes of the Act.

This document constitutes both of these plans, with the development plan and the format described in Section 217(2) of the Act, followed by the tax increment financing plan as described in Sections 214, 215, and 216 of the Act.

It is the DDA and City's desire to see tangible improvements that would directly benefit the community as a whole in the general order of prioritizes listed in the subsequent tables. Costs and anticipated schedule are estimates only and need to be evaluated based on on-going opportunities for development in the DDA District. It is likely that re-evaluation and re-prioritization may be necessary from time to time to take full advantage of available grant funding and yet unknown re-development opportunities within the DDA district. As a general rule, grant programs and potential funding should be explored whenever possible to maximize the use of local funds. Numbers are based on 2022 and do not take into account an inflation factor of 3-4% per year for each year period after the 2022 actual value. Costs should include all construction, engineering, and legal expenses anticipated by each potential project. The cost of the various parts of the Development Plan are estimated to follow the date ranges provided in the subsequent tables and anticipated approximate costs are variable based on market conditions, cost of construction materials, and final design or scope of the development project.

Development Projects

The following tables summarize the various projects and activities proposed, including an estimated cost and priority for each. This section includes figures from other applicable planning documents in an effort to “weave” them into this plan. As noted previously, the costs are generalized estimates only and are subject to change without further amendment to this Plan. Costs assume the total funds needed to complete a project, although it is unlikely that the DDA would be responsible to fund the total amount needed for any one project. For example, the DDA may contribute matching funds to a grant, partial funds to a City road or park project, or may supplement work with donations or volunteers.

These priorities and estimates may vary because of private investment decisions, financing opportunities, market shifts or other factors.

Projects are organized by priority. **High Priority Projects** are tasks that the DDA intends to focus on in the near future. These include:

- Beery Field General Improvements
- Wade’s Bayou General Improvements
- Gateway Treatment
- Street Signage Improvements and Way-finding System
- Grants Coordinator/Project Administration
- DDA Promotion

Supplemental projects are illustrated as well for when opportunities, such as funding or technical support, arise.

High priority projects are expected to be completed between 2022 and 2032; Medium Priority projects between 2032 and 2042; and Low Priority projects between 2042 and 2052. Projects that are anticipated to be continuous throughout the duration of the Plan are also considered “ongoing” and are specified as such in the following tables.

Medium and Low Priority projects have been identified as supplemental to High Priority projects, but are still considered valuable projects the DDA may undertake.

Medium Priority Projects:

- Non-Motorized Circulation Maintenance & Improvement Projects
- Corridor Enhancements
- Establish Free District Wide High-Speed Internet/Wi-Fi
- Creative Art and Design Projects
- Events and Festivals
- Property/Structure Acquisition
- Elements of the Street Signage Improvements and Wayfinding System
- Technical Support for Businesses
- Increase Neighborhood Communication of Planning Activities
- Coordinate Activities with Local Institutions and Businesses
- Market Available Properties in the District
- Identify Strategic Locations for Bicycle Amenities
- Provide Consistent, Low-Energy and Dark-Sky Compliant Lighting

Low Priority Projects:

- Assist the City with Maintenance of Streets Within the DDA
- Install Rain Gardens and Green Infrastructure
- Complete a Parking Study
- City Hall/Dutcher Lodge Updates
- Acquisition & Development of District Parking
- Facade Improvement Projects

Public Infrastructure. Focuses on maintenance, road & sidewalk improvement projects, utility improvements, aesthetic elements, corridor enhancement, water main, sanitary sewer, and storm water drainage improvements, and engineering and legal support.

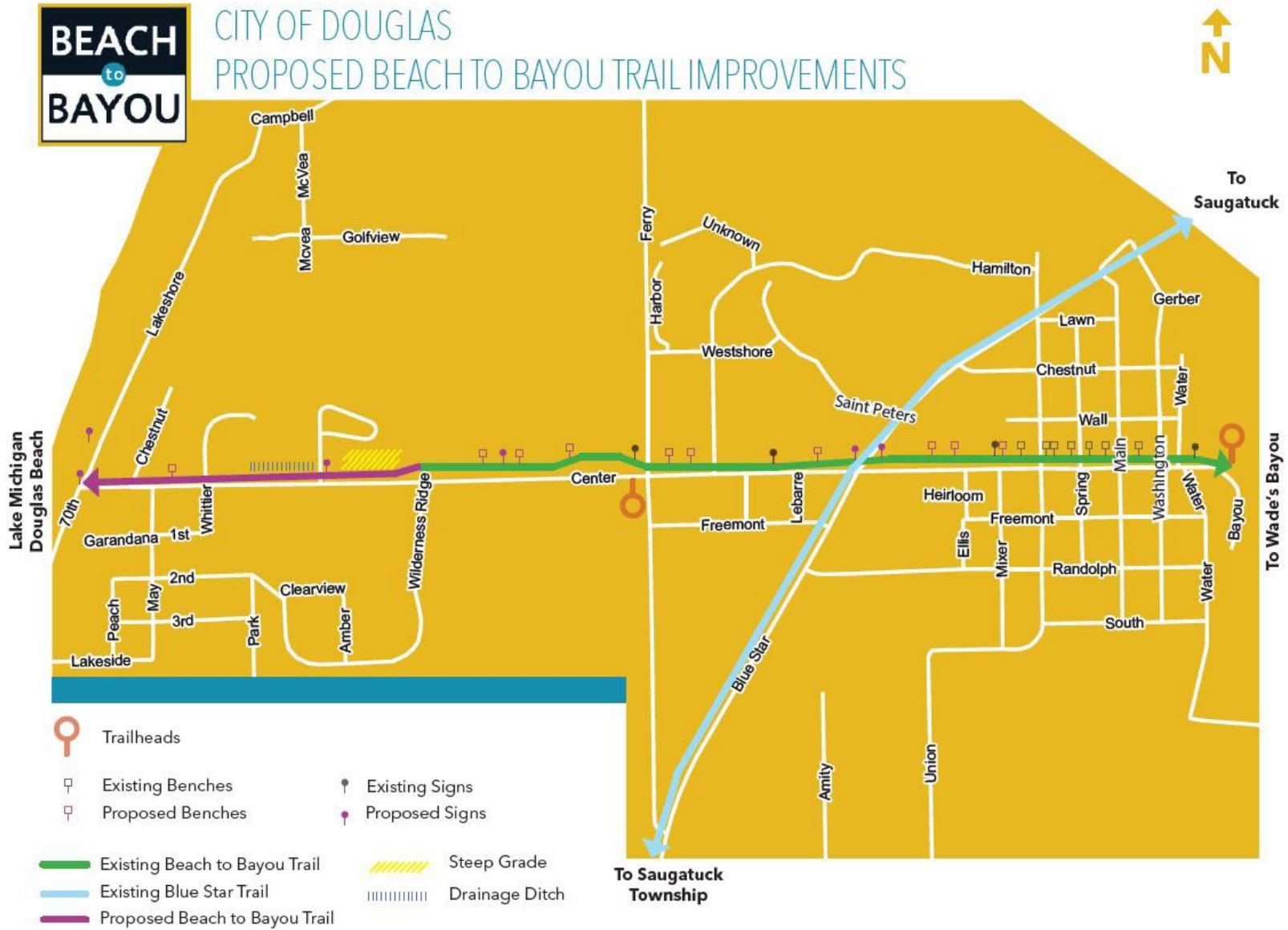
Public Infrastructure Project	Potential Costs	Priority
Identify Strategic Locations for and Installation of Bicycle Amenities - Such as bike parking, bike repair stations, or signage, to encourage non-motorized travel and emphasize the Beach to Bayou Trail	\$100,000	Medium
Provide Consistent, Low-Energy, and Dark-Sky Compliant Lighting Where Appropriate	\$250,000	Medium
Non-Motorized Circulation Maintenance & Improvement Projects - Such as sidewalk connections, repair, and replacement, and pathways to connect the DDA and surrounding areas	\$375,000	Medium (Ongoing)
Corridor Enhancement - General streetscape improvements or replacements including: <ul style="list-style-type: none"> • Street trees • Sidewalks/pathways • Parking • Decorative street lighting • Specialty paving • Crosswalk enhancements • Benches/trash receptacles • Banners for decorative lights • Irrigation 	\$300,000	Medium (Ongoing)
Establish Free District Wide High-Speed Internet/Wi-Fi	\$100,000	Medium (Ongoing)
Assist the City with Maintenance of Streets within the DDA <ul style="list-style-type: none"> • Center Street - from Blue Star Highway to Wade’s Bayou (Priority Street) • Water Street - from 150 feet south of Wall Street to Fremont Street • Washington Street - from 150 feet south of Wall Street to Fremont Street • Main Street - from 150 feet south of Wall Street to Fremont Street • Spring Street - from 150 feet south of Wall Street to approximately 80 feet north of Fremont Street • Union Street - from 150 feet south of Wall Street to 150 feet north of Fremont Street • Mixer Street - from Center Street to 150 feet north of Fremont Street • Ellis Street - from Center Street to approximately 80 feet north of Fremont Street 	\$765,000	Low (Ongoing)
Install Rain Gardens and Green Infrastructure - Where appropriate to capture, detain, and/or treat stormwater	\$45,000	Low (Ongoing)
Complete a Parking Study - To determine parking demand and capacity during different hours and seasons	\$15,000	Low

Note: These generalized costs assume the full amount of a project. A project may include money from TIF dollars, grants, private contributions, City partnerships, and bonds.

This illustration was created for another City planning effort, separate from this Development Plan and Tax Increment Financing Plan and has only been included for reference. These plans are in various stages of implementation and may not accurately represent completed or in-progress projects.

Item 8H.

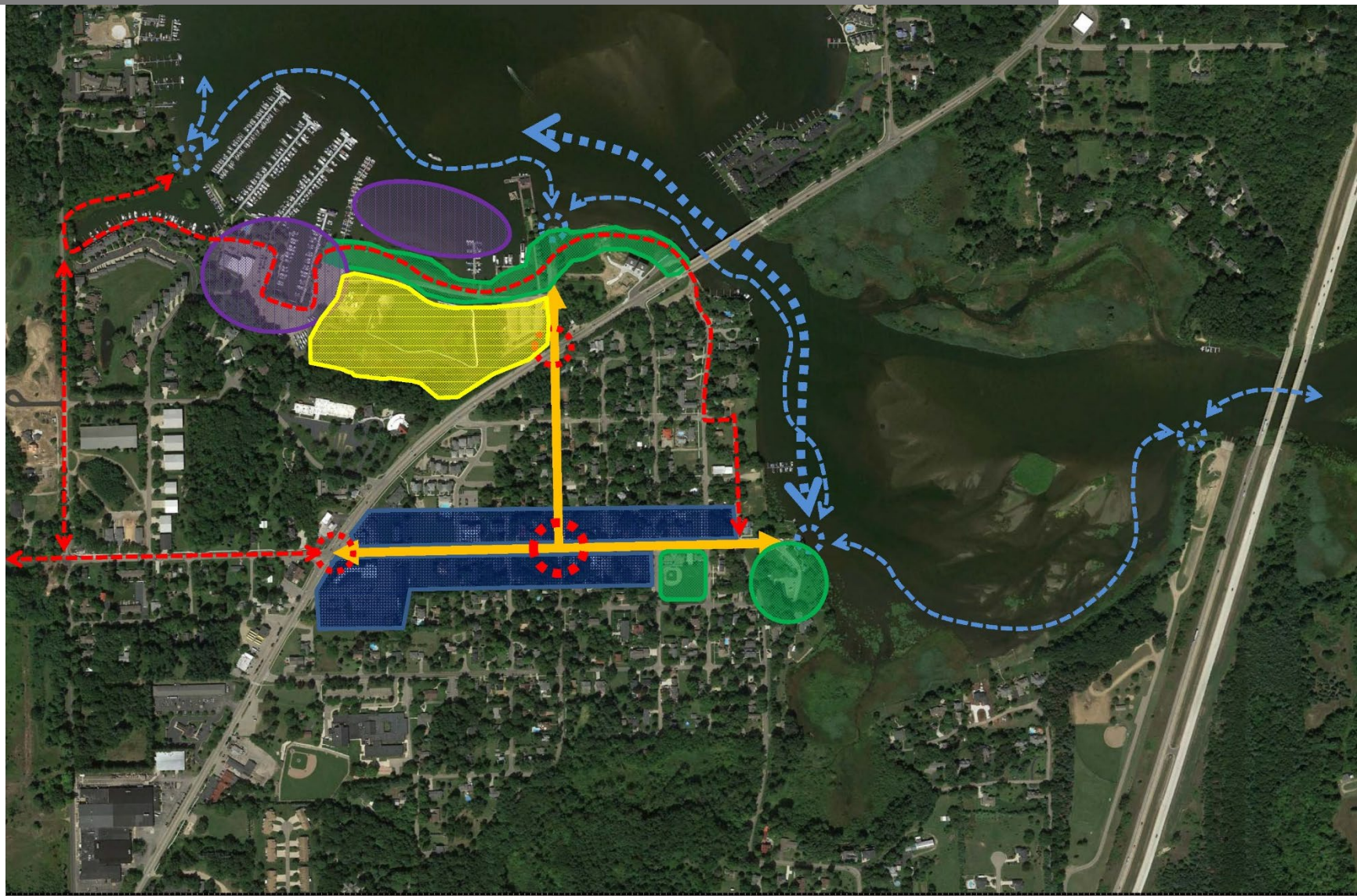
Trail Improvements Illustrated in the City's Master Plan



This illustration was created for another City planning effort, separate from this Development Plan and Tax Increment Financing Plan and has only been included for reference. These plans are in various stages of implementation and may not accurately represent completed or in-progress projects.

Item 8H.

Waterfront Connections and Areas of Focus as Illustrated in the Douglas Waterfront Public Marina



City of the Village of Douglas

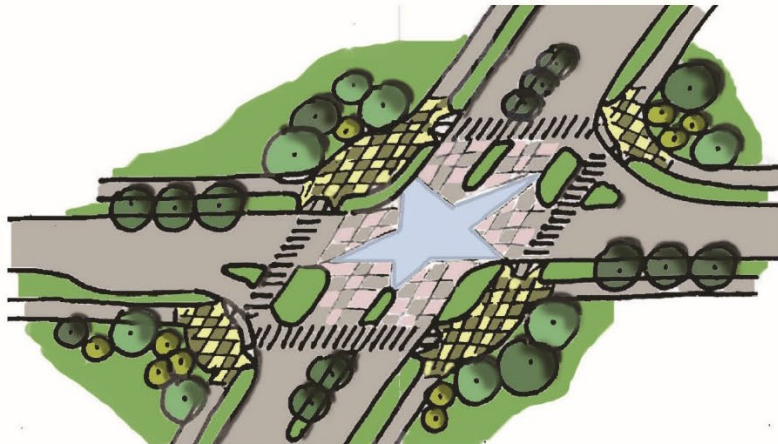
Harbor Vision and Long Range Plan

Blue Star Highway & Center Street Intersection Improvements Illustrated in the City's Master Plan

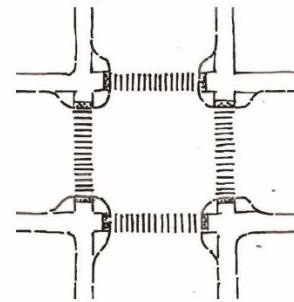
Recommendations

- Redesign the Center Street and Blue Star Highway intersection to minimize the crosswalk distance
- Add a bike lane to west Center Street from Blue Star Highway to Lakeshore Drive.
- Add mid-block crossings along Blue Star Highway at St. Peter's, Union Street and Main Street.

"Bump-Out" Example
Center Street and Blue Star Highway



"Bump-Out" Example



- Tactile Surfacing
- ADA-Accessible Ramps
- Marked Crosswalks
- Pedestrian Signalization

"Roundabout Example"

- Larger land mass; additional right-of-way required
- Not as bicycle and pedestrian-friendly (increases blind spots); may need additional pedestrian signals



This illustration was created for another City planning effort, separate from this Development Plan and Tax Increment Financing Plan and has only been included for reference. These plans are in various stages of implementation and may not accurately represent completed or in-progress projects.

Item 8H.

Center Street Corridor Enhancements Illustrated in the Blue Star Highway Technical Memorandum



Parks, Recreation & Culture. Focuses on creative art and design projects, parks & recreation development, non-motorized circulation improvement projects, and events and festivals.

Parks, Recreation & Culture Project	Potential Costs	Priority
<p>Beery Field General Improvements - Projects may include:</p> <ul style="list-style-type: none"> • Year-round and ADA compliant restroom • Fire pits with seating to facilitate year-round use of the downtown • Splash pad/ice rink to facilitate year-round use of the downtown • Any other park related uses or recreational facilities deemed appropriate 	\$725,000	High
<p>Wade's Bayou General Improvements - Projects may include:</p> <ul style="list-style-type: none"> • Waterfront focused projects • Transient slips • Improved water access and dredging of channel • Recreational facilities • Band shell • Parking • Any other park related uses or recreational facilities deemed appropriate 	\$637,500	High
<p>Creative Art and Design Projects - Projects may include:</p> <ul style="list-style-type: none"> • Public art and other outdoor design enhancements • Commission local artists to enhance/hide utilities through public art • Commission local artists to create bronze or other permanent sculptures that are durable and easily maintained • Establish a program for winter window displays or sidewalk ice sculptures to stimulate year-round tourism 	\$75,000	Medium (Ongoing)
<p>Events and Festivals - Support and facilitate events year-round, distributed throughout the DDA, and collaborate with business owners</p>	\$150,000	Medium (Ongoing)

Note: These generalized costs assume the full amount of a project. A project may include money from TIF dollars, grants, private contributions, City partnerships, and bonds.

This illustration was created for another City planning effort, separate from this Development Plan and Tax Increment Financing Plan and has only been included for reference. These plans are in various stages of implementation and may not accurately represent completed or in-progress projects.

Item 8H.

Boat Ramp & Street Activation Illustrated in the Xtreme LA Plan



Boat ramp conceptual rendering for Douglas Harbor.



Conceptual rendering of an activated Center Street or festival space, like Beery Field.

Wade's Bayou Entry Illustrated in the City's Master Plan

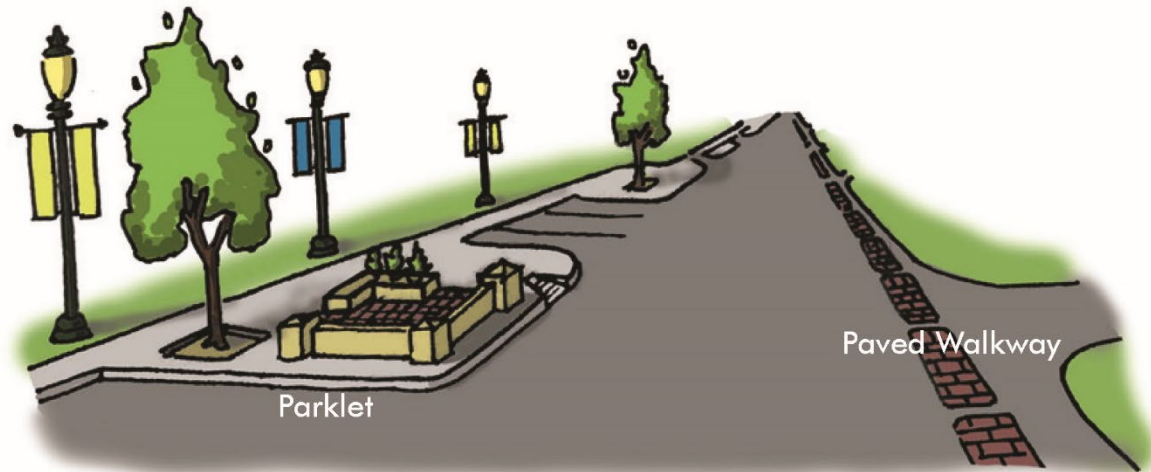
Recommendations

- Pursue acquisition of vacant and underutilized properties or use for temporary activity space.
- Create focal point at waterfront
- Remove city repository
- Enhance pedestrian connections to waterfront (Washington Street, Water Street and Center Street)

Remove "No Outlet" sign on Center Street (discourages access)



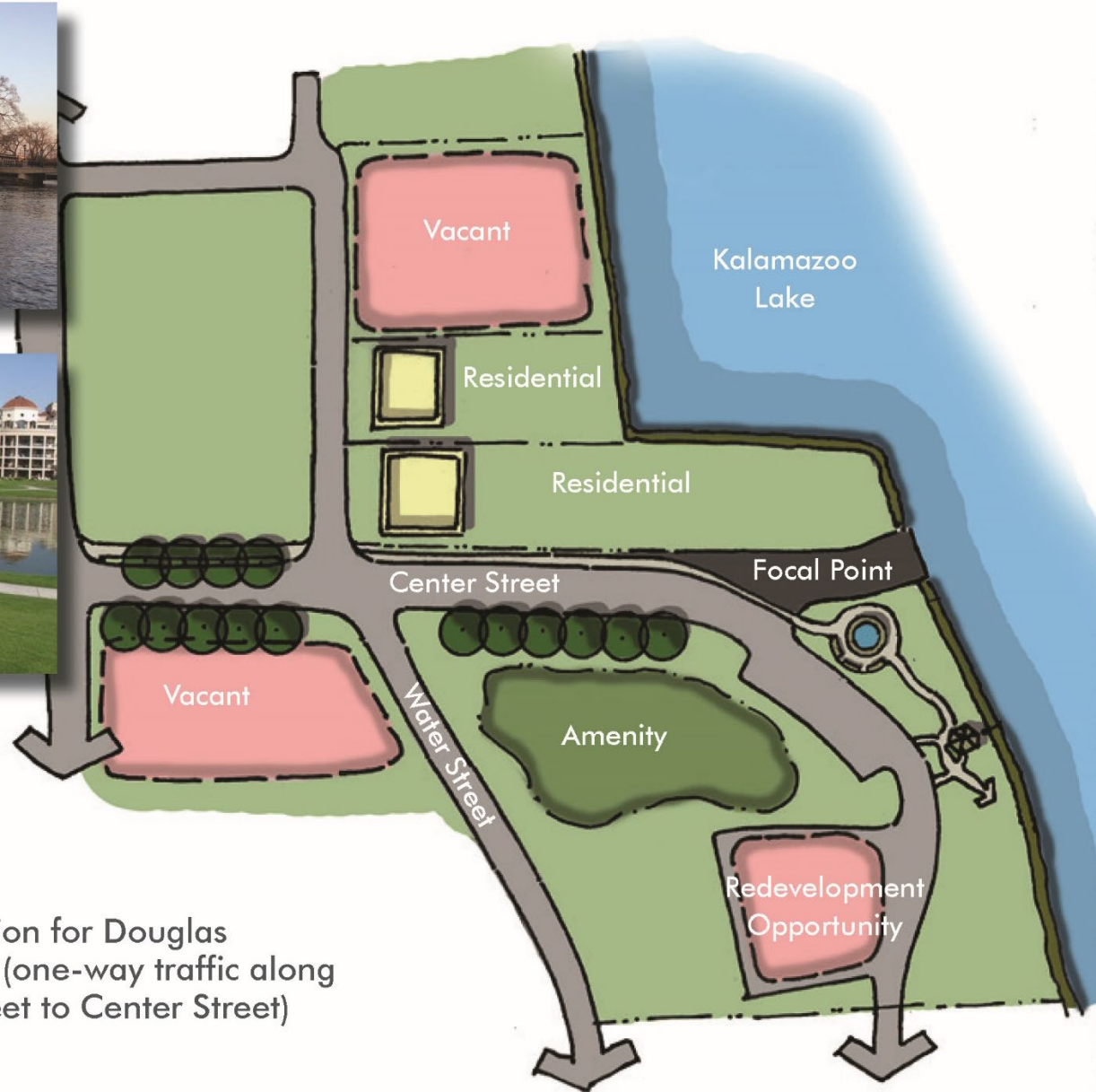
Recommended Washington Street enhancement: (between Center Street and Blue Star Highway)



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Item 8H.

Wade's Bayou Sub Area Plan Illustrated in the City's Master Plan



Possible recommendation for Douglas Harbor enhancements (one-way traffic along southbound Water Street to Center Street)

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Item 8H.

Consensus Plan as Illustrated in the Douglas Waterfront Public Marina Plan



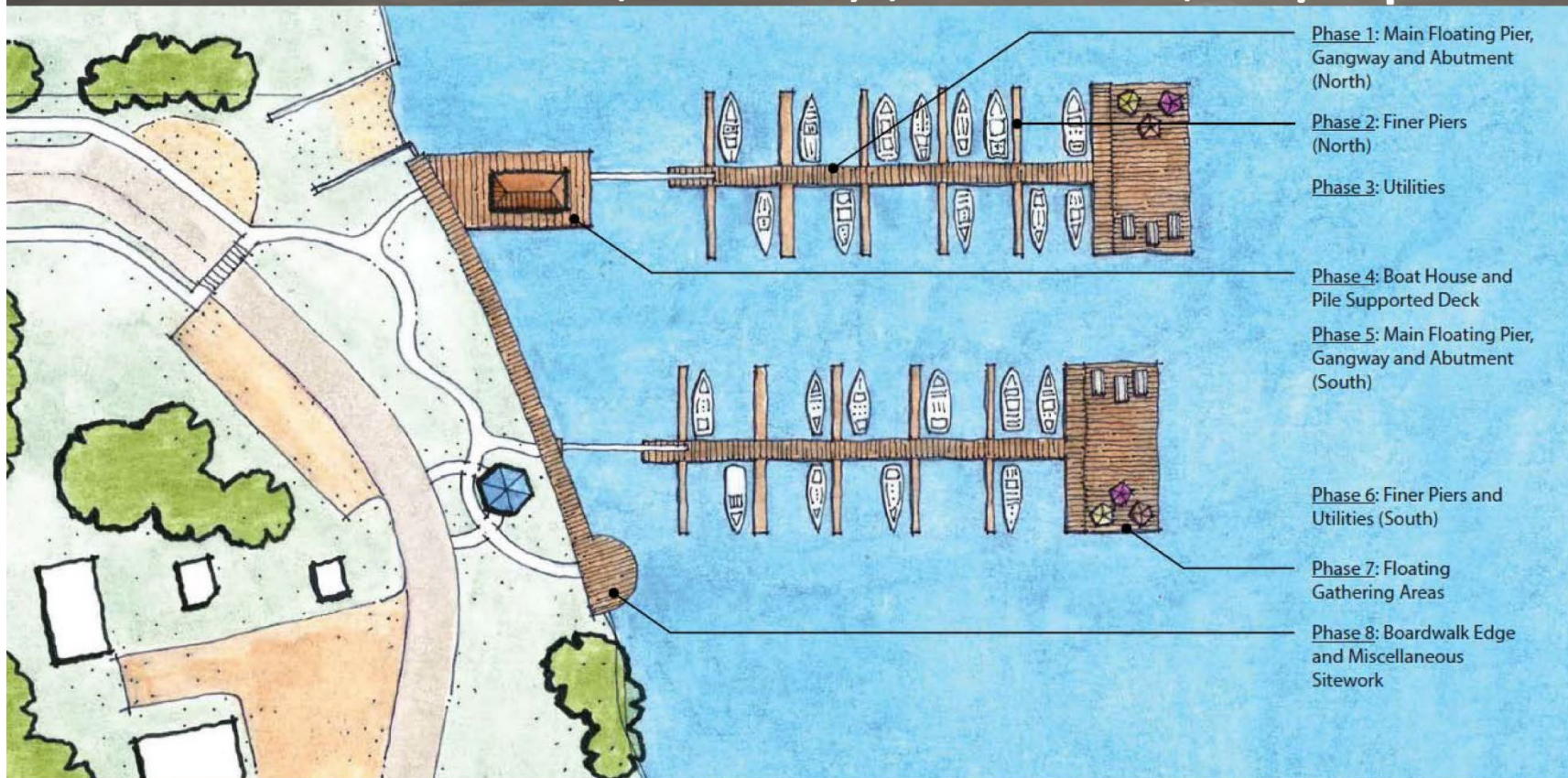
City of the Village of Douglas

Harbor Vision and Long Range Plan

Wades Bayou Marina Plan as Illustrated in the Douglas Waterfront Public Marina Plan

Wades Bayou Memorial Park New Marina

- 24 Slips Phase One, 50 Slips Full Build Out
- Construction Cost \$1.2M P1, \$2.3M FBO \$50k/Slip



Purchase & Renovation of Real Estate. Focuses on property/structure acquisition, facade improvement projects, City Hall/Dutcher Lodge, and public parking.

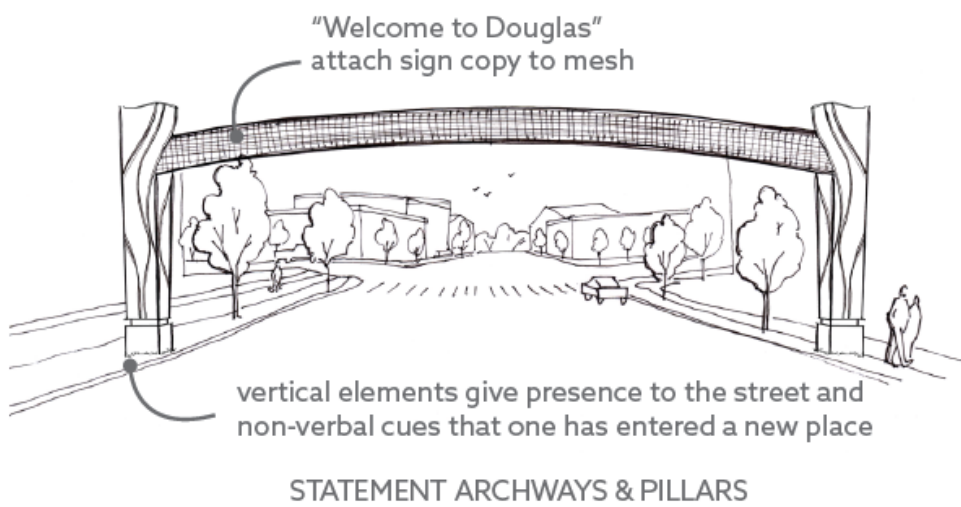
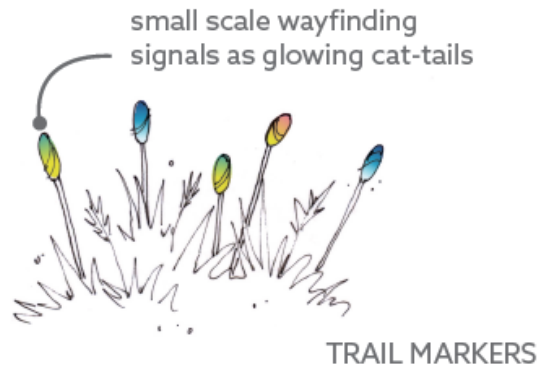
Purchase & Renovation of Real Estate	Potential Costs	Priority
Property/Structure Acquisition - Coordinate efforts with the City of the Village of Douglas and assist in the acquisition and removal or redevelopment of structures (i.e. the old village hall/police station) and uses within the DDA boundary	\$375,000	Medium (Ongoing)
City Hall/Dutcher Lodge - Technological updates as well as interior and exterior enhancements as needed	\$150,000	Low
Acquisition & Development of District Parking - This component involves the improvement of existing public off-street and on-street parking facilities, acquisition and development of future parking areas, and/or shared parking agreements, if the need arises	\$300,000	Low
Facade Improvement Projects - In coordination with the City, develop and maintain a façade improvement program to improve the facades of existing buildings	\$150,000	Low (Ongoing)

Gateway Improvements. Focuses on gateway treatments, street signage improvements, and way-finding system development.

Gateway Improvements Project	Potential Costs	Priority
Gateway Treatment - Explore design/feasibility options for major downtown gateway elements, such as archways, pillars, art, statement signs, plazas, as appropriate, in conjunction with City road reconstruction efforts	\$150,000	High
Street Signage Improvements and Wayfinding System - Projects may include: <ul style="list-style-type: none"> Implement the downtown wayfinding program, including directional post-mounted signs, parking signs, and a kiosk Construct a downtown monument sign at the corner of Center Street and Blue Star Highway Install wayfinding pavement markings and trail signs for the Beach to Bayou Trail Replace the park entry signs at Beery Field and Wade’s Bayou Install interpretive signage at Beery Field and Wade’s Bayou, as needed Establish locations for a Douglas Statement Sign 	\$75,000	High/Medium (Ongoing)

Note: These generalized costs assume the full amount of a project. A project may include money from TIF dollars, grants, private contributions, City partnerships, and bonds.

Gateway Treatments and Trail Markers as Shared During the Douglas Wayfinding Planning Process



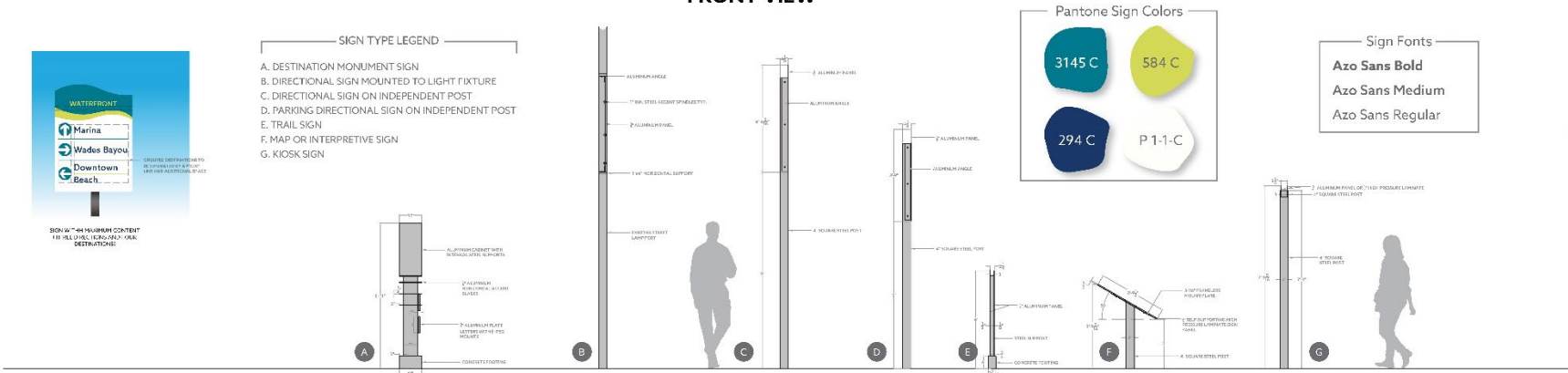
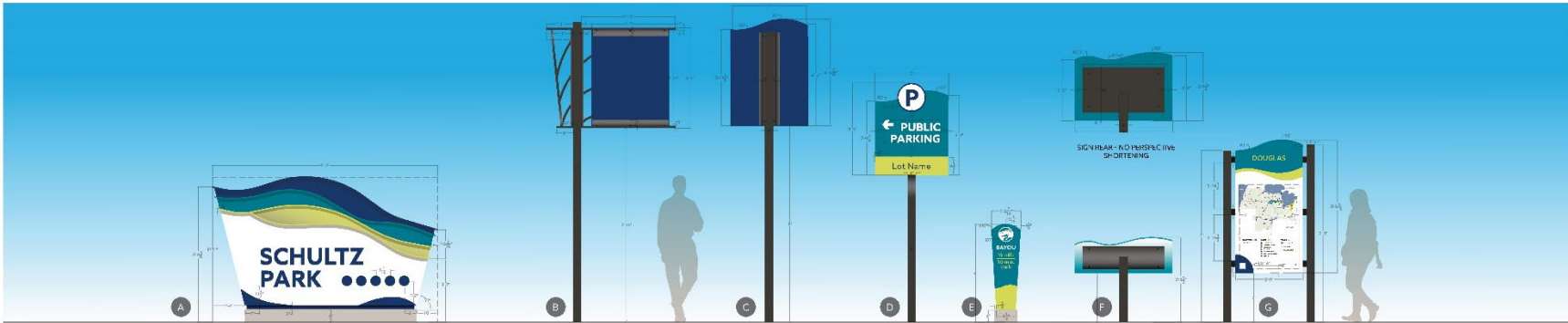
It's a Process

Other conceptual wayfinding elements are being discussed and may be explored in greater detail as the design process continues

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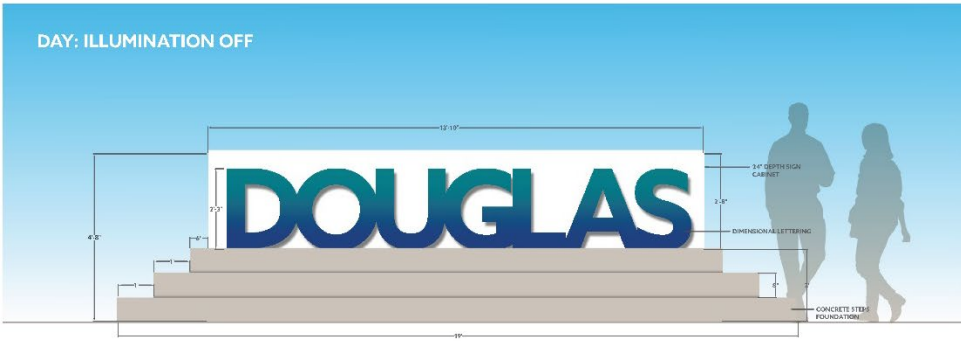
Item 8H.

Wayfinding Signage as Illustrated in the Douglas Final Wayfinding Suite



Statement Sign as Illustrated in the Douglas Final Wayfinding Suite

Douglas Statement Sign



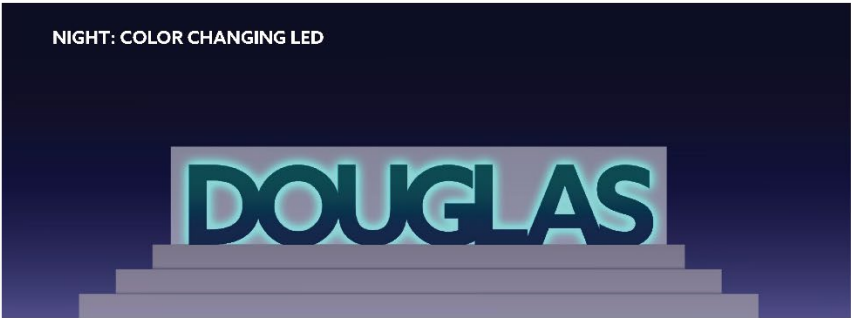
ILLUMINATION:
REVERSE CHANNEL

LED lights to be programmed for various backlit color displays. To the right is a sample of illuminated reverse channel lettering with opaque, painted aluminum sign copy.



ILLUMINATION: REVERSE CHANNEL

Backlit LED illuminated sign copy with opaque dimensional lettering. Light display to emit from behind the lettering, casting on the cabinet face.



DDA District Planning, Promotion & Staffing. Focuses on DDA representation on the City’s webpage, DDA promotion, market study analysis, grants coordinator/assistant, and a business recruitment program.

DDA District Planning, Promotion & Staffing Project	Potential Costs	Priority
<p>Grants Coordinator/Project Administration - Create a new position to provide facilities coordination in lieu of DDA coordination "by committee". It is expected that this person will oversee and coordinate the DDA's infrastructure, and maintenance needs, assist in grant writing, and manage projects.</p>	\$945,000	High (Ongoing)
<p>DDA Promotion - Develop and maintain a strategic promotion and marketing campaign to attract more visitors, newspaper articles, travel magazine articles, etc., and inform the public about development progress and local events</p> <ul style="list-style-type: none"> • Dedicated DDA webpage on the City's website with district events and information • Coordinate with local organizations such as Saugatuck-Douglas Area Convention & Visitors Bureau, Rotary Club, and others on the promotion of downtown and local events • Prepare a Market Study Analysis that includes site plans, land uses & promotional plans, preparation of a digital base map of the DDA district, development of a business recruitment program as well as market studies for retail and housing needs within the district 	\$960,000	High (Ongoing)
<p>Technical Support - Provide resources for existing businesses for promotion, marketing, and social media</p>	\$60,000	Medium (Ongoing)
<p>Increase Neighborhood Communication of Planning Activities - Improve or establish techniques for improved communication between business owners and residents and the DDA.</p>	\$30,000	Medium (Ongoing)
<p>Coordinate Activities with Local Institutions and Businesses - work with area visitors bureaus, business organizations, and other groups on marketing, tourism, and promotional campaigns</p>	\$30,000	Medium (Ongoing)
<p>Market Available Properties in the District</p>	\$15,000	Medium (Ongoing)

Note: These generalized costs assume the full amount of a project. A project may include money from TIF dollars, grants, private contributions, City partnerships, and bonds.

E. Description of Desired Zoning Changes and Changes in Streets, Street Levels, Intersections, or Utilities.

The existing zoning for the area is set forth on the attached Map 2. It is not expected that any zoning changes will be required as part of this Plan. Zoning changes may occur as a result of private development and will be subject to the standard procedures and policies currently in place under the City ordinances and codes. In addition, no new streets, street levels, or intersections are proposed as part of this Plan. Utility and streetscape changes may occur as needed to implement Development Plan projects and goals.

F. Planned New Development.

The objectives of the Plan are to encourage sustainable private sector development. It is expected that as the proposed projects are implemented, additional private sector interest in the DDA District may be generated, ultimately resulting in new private investment.

G. Existing and Planned Open Space.

The DDA may assist the City to improve recreational opportunities at Wade's Bayou and Beery Field by adding new recreational amenities as well as adding new facilities to each park. Both of these projects will expand and improve recreational activities in the Development Area.

H. Identification of Private Interests.

At the time of adoption of the Plan, there are no private interests, parties or person identified to whom land for development will be sold, leased or conveyed.

The DDA may convey property in the Development Area to presently undetermined private parties for redevelopment for appropriate retail, commercial or industrial uses. The conveyance of such property shall be conducted in accordance with the following paragraph.

I. Dispositions of Property To or From the City.

At the time of the adoption of this Plan, the DDA does not own any land. The City however owns several parcels within the Development Area. If the DDA and the City determine that is necessary to accomplish any project under this Plan or the goals and objectives of the DDA, the DDA may sell, donate, exchange or lease property to or from the City. The terms of such sale, donation, exchange or lease shall be determined by the DDA and the City and be in accordance with local municipal policy and state law, if applicable.

J. Proposed Land Disposition Terms and Bidding Procedures.

The terms under which land designated for new development will be sold, leased or otherwise conveyed to private development interests shall be determined by the DDA, subject to approval by the City of the Village of Douglas City Council.

The procedures by which bids to purchase such property will be received and awarded will be in accordance with existing procedures and practices currently used by the City of the Village of Douglas in disposing of other city-owned property, or as

otherwise approved by the City of the Village of Douglas City Council.

The DDA and the City of the Village of Douglas City Council will reserve the right to select the development proposal and/or the developer whose proposal for purchase best meets the intent of this Plan and the best interests of the City of the Village of Douglas.

The DDA has acquired easements and improved property for parking lots and expects to extend the terms of those easements in the future. The property owners will continue to own the parking lots. The easements will remain in effect for a term not less than the term of any bonds issued to finance any improvements made by the DDA on the property. After payment of the bonds, the easements may terminate and the property owners will own the property and the improvements.

K. *Development Cost Estimates and Financing.*

The total cost to the DDA of completing all of the projects included in this Plan is estimated to be approximately \$6,777,500. A breakdown of this cost estimate is provided in Section D above.

The costs include expenditures for activities associated with the accomplishment of each of the projects described in the Plan, plus administrative expenses.

The DDA expects to finance these activities from one or more of the following sources:

1. Contributions and/or donations to the Authority for the performance of its functions;
2. Revenues from any property, building or facility sold, owned, leased, licensed, or operated by the Authority or under its control;

3. Tax increment revenue to be received pursuant to the Tax Increment Financing Plan;
4. Interest on investments;
5. Proceeds of tax increment bonds;
6. Proceeds of revenue bonds;
7. Federal, state and foundation grants, including grants from the Michigan Department of Transportation;
8. Money obtained from development agreements with property owners benefiting from public improvements;
9. Special assessments collected by the City for public improvements or maintenance of improvements constructed by the DDA; and
10. Money obtained from any other legal source approved by the City Council.

No private sector investment commitments have been made nor, have estimates of private sector costs been included. The private sector improvements would be financed through conventional lending sources arranged by the private owners or developers.

The proceeds to be received from tax increment revenues in the Development Area plus the availability of funds from other authorized sources will be used to finance all activities and improvements to be carried out under this Plan.

L. *Estimates of the Number of Persons Residing on the Property to Which the Plan Applies and the Number of Families and Individuals to be Displaced.*

There are less than 100 persons residing in the Development Area. Consequently, in accordance with Act 57, a Development Area Citizens Council has been not been appointed at the time of adoption of this plan. No displacement of families in the Development Area is contemplated.



M. Plan for Establishing Priority for Relocation of Displaced Persons.

Since no persons will be displaced from the Development Area by any of the proposed projects, it is not necessary to prepare a plan for establishing priority for displaced persons.

N. Provision for the Costs of Relocating Displaced Persons.

All costs associated with any real property acquisition and relocation activities will be approved by the DDA. In the event any future projects involve the relocation of displaced persons, provision for the costs of relocating persons displaced by the

development, and financial assistance and reimbursement of expenses, including litigation expenses and expenses incident to the transfer of title, shall be made in accordance with the standards and provisions of the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, USC § 4601-4655.

O. Compliance With Act 227 of the Michigan Public Acts of 1972.

This Development Plan meets the requirements of Act 227 of the Michigan Public Acts of 1972, as amended, in that there are no displaced persons or businesses at present and future development will comply with Act 227 to the extent required.

TAX INCREMENT FINANCING PLAN FOR THE CITY OF THE VILLAGE OF DOUGLAS

This tax increment-financing plan is established to make possible the financing of all or a portion of the costs associated with the carrying out and completion of those activities and improvements contained in the officially adopted Development Plan for the Development Area as may be amended from time to time.

A. *Tax Increment Financing Procedure*

The tax increment financing procedure as outlined in the Act requires the adoption by the City, by Ordinance, of a development plan and a tax increment financing plan. Following the adoption of that Ordinance, the municipal and county treasurers are required by law to transmit to the DDA that portion of the tax levy of all taxing bodies paid each year on the captured assessed value of all real and personal property located in the Development Area. The tax amounts to be transmitted are hereinafter referred to as "Tax Increment Revenue." The "Captured Assessed Value" is defined by the Act as "the amount in any one year, by which the current assessed value of the project area, including the assessed value of property for which specific local taxes are paid in lieu of property taxes. . . exceeds the initial assessed value." The "initial assessed value" is defined by the Act as "the assessed value, as equalized, of all the taxable property within the boundaries of the development area at the time the ordinance establishing the tax increment financing plan is approved, as shown by the most recent assessment roll of the municipality for which equalization has been completed at the time the resolution is adopted." Property exempt from taxation at the time of the determination of the initial assessed value shall be included as zero. For the purpose of determining initial assessed value, property for which a specific local tax is paid in lieu of a property tax, shall not be considered to be property that is exempt from taxation. The initial assessed value

of property for which a specific tax was paid in lieu of a property tax shall be determined as provided below.

"Specific local tax" means a tax levied under Act No. 198 of the Michigan Public Acts of 1974, as amended, being Sections 207.551 to 207.571 of the Michigan Compiled Laws, the Commercial Redevelopment Act, Act No. 255 of the Michigan Public Acts of 1978, as amended, being Sections 207.651 to 207.668 of the Michigan Compiled Laws, Act No. 189 of the Michigan Public Acts of 1953, as amended, being Sections 211.181 to 211.182 of the Michigan Compiled Laws, and the Technology Park Development Act, Act No. 385 of the Michigan Public Acts of 1984, as amended, being Sections 207.701 to 207.718 of the Michigan Compiled Laws. The State Tax Commission shall prescribe the method for calculating the initial assessed value and current assessed value for which a specific local tax was paid in lieu of a property tax.

When the Authority determines that it is necessary for the purposes of this Act, the Authority shall prepare and submit a tax increment financing plan to the governing body of the municipality. The plan shall include a development plan as provided in section 217(2) of the Act, a detailed explanation of the tax increment procedure, the maximum amount of bonded indebtedness to be incurred, the duration of the program and shall be in compliance with section 15 of the Act. The plan shall contain a statement of the estimated impact of tax increment financing on the assessed values of all taxing jurisdictions in which the development area is located. The plan may provide for the use of part or all of the captured assessed value, but the portion intended to be used by the authority shall be clearly stated in the tax increment financing plan.

Approval of the tax increment financing plan shall be pursuant to the notice, hearing, and disclosure provisions of section 18 of the Act. If the development plan is part of the tax increment financing

plan, only one hearing and approval procedure is required for the two plans together.

Following adoption of the ordinance approving the Development Plan and Tax Increment Financing Plan, the municipal and county treasurers are required by law to transmit to the DDA that portion of the tax levy of all taxing jurisdictions paid each year on the captured assessed value of all real and personal property included in the Tax Increment Financing Plan. The DDA is not permitted by law to capture tax increment revenues from any local or intermediate school district, or the state education tax.

The tax increment financing plan may be modified if the modification is approved by the City of the Village of Douglas following the same public hearing procedures as were required for adoption of the original Plan.

On March 27, 2006, the DDA recommended to the City Council that a Downtown Development Plan and Tax Increment Financing Plan be approved. After public notice and a hearing, the City Council approved the recommended Downtown Development Plan and Tax Increment Financing Plan on May 1, 2006.

On May 31, 2023, the DDA recommended to the City Council that an updated Downtown Development Plan and Tax Increment Financing Plan be approved. After public notice and a hearing, the City Council approved the updated Downtown Development Plan and Tax Increment Financing Plan on (INSERT DATE).

Presented in **Exhibit 2** are schedules of the initial assessed values of all real and personal property in the original Development Area and the area which was added to the Development Area in 2006, determined as of December 31, 2004 (for the 2005 calendar year) and updated as of December 31, 2005 (for the 2006 calendar year). An updated list of properties has also been provided reflecting conditions in 2022.

B. Estimates of Captured Assessed Values and Tax Increment Revenues

The DDA shall expend the tax increments received for the development program only in accordance with the Tax Increment Financing Plan. Tax increment revenues in excess of the estimated tax increment revenues or in excess of the actual cost of the Plan to be paid by the tax increment revenues may be retained by the DDA only for purposes that, by resolution of the DDA Board, are determined to further the development program in accordance with the Tax Increment Financing Plan. The excess revenue not so used shall revert proportionately to the respective taxing jurisdictions. These revenues shall not be used to circumvent existing property tax laws or a local charter which provides a maximum authorized rate for the levy of property taxes.

The City of the Village of Douglas may terminate the Tax Increment Financing Plan if it finds that the purposes for which the Plan was established are accomplished. However, the Tax Increment Financing Plan may not be terminated until the principal of and interest on any bonds issued under the Act have been paid or funds sufficient to make that payment have been segregated and placed in an irrevocable trust for the benefit of the holders of the bonds.

A schedule of the estimated tax increment revenues to be realized from increases in real and personal property values for the period from 2022 through 2052 is set forth in **Exhibit 3**. The projected revenue after 2022 is based on appreciation only. The millage rates levied by the local taxing jurisdictions within the Development Area in 2022 were applied to the captured assessed totals for ad valorem real and personal property. Under this Tax Increment Financing Plan, the entire tax increment amount is to be utilized by the DDA, however, the DDA may enter into agreements with local taxing jurisdictions to share a portion of the captured assessed value.

For the portion of the Development Area which was included in the downtown district at the time that the Downtown Development Authority was originally established in 1997, the tax levies of all taxing jurisdictions levying ad valorem taxes in the original Development Area (except the local and intermediate school districts and the state) will be captured by the Tax Increment Financing Plan. This includes the City of the Village of Douglas, Allegan County, the Saugatuck-Douglas District Library and the Interurban Transit Authority. For the portion of the Development Area which was added in 2006, only the tax levies of the City of the Village of Douglas and Allegan County will initially be subject to capture, as the other local taxing jurisdictions (the Library and the Transit Authority) have filed resolutions with the City Clerk to exempt their millage from capture, as permitted by Section 3(3) of the Act. However, any one of these taxing jurisdictions may file a resolution with the City Council to withdraw their prior resolution and irrevocably consent to the capture of their millage in the area added to the district in 2006. The Fire District also filed a resolution exempting its millage from capture, but since the Fire District collects special assessments rather than ad valorem taxes, the special assessments are not subject to capture in any event.

C. Use of Tax Increment Revenue

The tax increment revenue paid to the DDA by the municipal and county treasurers is to be disbursed by the DDA from time to time in such manner as the DDA may deem necessary and appropriate in order to carry out the purposes of the Development Plan, including but not limited to the following:

1. The principal, interest and reserve payments required for any bonded indebtedness to be incurred in its behalf for purposes provided in the Development Plan.

2. Cash payments for initiating and completing any improvements or activity called for in the Development Plan.
3. Any annual operating deficits that the DDA may incur from acquired and/or leased property in the Development Area.
4. Interest payments on any sums that the DDA should borrow before or during the construction of any improvement or activity to be accomplished by the Development Plan.
5. Payments required to establish and maintain a capital replacement reserve.
6. Payments required to establish and maintain a capital expenditure reserve.
7. Payments required to establish and maintain any required sinking fund.
8. Payments to pay the costs of any additional improvements to the Development Area that are determined necessary by the DDA and approved by the City of the Village of Douglas.
9. Any administrative expenditure required to meet the cost of operation of the DDA and to repay any cash advances provided by the City of the Village of Douglas. This may include quarterly payments to the City to support overhead expenses.

The DDA may modify the priority of projects and payments at any time if, within its discretion, such modification is necessary to facilitate the Development Plan then existing and is permitted under the term of any outstanding indebtedness.

D. *Bonded Indebtedness to be Incurred (if any)*

Revenues to support these costs shall be derived from any of the following sources, or from a combination of these sources:

1. The issuance of one or more series of revenue bonds which may be supported by a limited tax pledge if authorized by resolution of the City Council or, if authorized by the voters of the City of the Village of Douglas, the unlimited tax, full faith and credit of the City of the Village of Douglas;
2. Tax increment bonds which are secured by tax increment revenue to be received from property within the Development Area and which may be secured by a limited tax pledge of the City of the Village of Douglas if authorized by resolution of the City Council or, if authorized by the voters of the City of the Village of Douglas, the unlimited tax, full faith and credit of the City of the Village of Douglas;
3. Funds borrowed from the City of the Village of Douglas at rates and terms to be agreed upon or as set forth elsewhere in the Development Plan and Tax Increment Financing Plan.
4. Cash.

Tax collections expected to be generated by the captured assessed value of property within the Development Area are expected to be adequate to provide for payment of principal and interest on bonds or funds borrowed from the City of the Village of Douglas.

At the time of adoption of the Plan, the DDA estimates that the maximum aggregate principal amount of bonded indebtedness or indebtedness to be incurred by the DDA and/or the City of the Village of Douglas for all bond issues or loans, including payments

of project costs, issuance expenses, capitalized interest, and any required reserve accounts which may be incurred during the term of the Plan, if any, is \$2,100,000 including project costs and issuance expenses.

E. *Duration of Plan*

The Tax Increment Financing Plan shall have a term of thirty (30) years, and shall expire following the collection of the December 1, 2052 tax levy. The term of the Plan may be modified from time to time by the City Council upon notice, public hearing and amendments as required by the Act.

F. *Impact on Assessed Values and Tax Revenues*

The overall impact of the Development Plan is expected to generate increased economic activity in the Development Area, the Downtown District, the City of the Village of Douglas and Allegan County at large. This increase in activity will, in turn, generate additional amounts of tax revenue to local taxing jurisdictions through increases in assessed valuations of real and personal property and from increases in personal income of new employment within the Development Area, the Downtown District, the City of the Village of Douglas, other neighboring communities and throughout Allegan County. The projected revenue after 2022 is based on appreciation only at a conservative assumed growth rate of 3%. As identified earlier in Exhibit 3 of this Plan, the expected increases in assessed valuation for existing property in the Development Area have been estimated for the 2023 through 2052 tax years.

For purposes of determining the estimated impact of this Tax Increment Financing Plan upon those taxing jurisdictions within the Development Area, estimates of captured assessed values (Exhibit 3) were used along with 2022 tax millage rates to determine tax increment revenue amounts that would be shifted from these

jurisdictions to the DDA to finance the project activities called for in the Development Plan.

G. Use of the Captured Assessed Values

The Development and Tax Increment Financing Plan provides for the use of all of the captured assessed value by the DDA for the purposes herein set forth.

H. Reports

The DDA shall submit annually to the City of the Village of Douglas and the State Tax Commission a financial report on the status of the Tax Increment Financing Plan. The report shall include the following:

1. The amount and source of revenue in the tax increment financing account.
2. The amount in any bond reserve account.
3. The amount and purpose of expenditures from the tax increment financing account.
4. The amount of principal and interest on any outstanding bonded indebtedness of the DDA.
5. The initial assessed value of the Development Area.
6. The captured assessed value retained by the DDA.
7. The tax increment revenues received.
8. The number of jobs created as a result of the implementation of the Tax Increment Financing Plan.
9. Any additional information the City of the Village of Douglas or the State Tax Commission considers necessary.

The report shall be published in a newspaper of general circulation in the City of the Village of Douglas.

EXHIBITS

1. Legal Description of Downtown District and Development Area
2. Schedule of Taxable Values, Tax Classifications, and Addresses for Property Included in the Development Area (2, 2A, 2B, 2C)
3. Schedules of Anticipated Tax Increment Revenues and Projected Impact on Taxing Jurisdictions (3A, 3B)
4. Part 2, Downtown Development Authorities, Recodified Tax Increment Financing Act 57 of 2018

MAPS

1. Map 1 | Downtown District and Development Area Boundaries
2. Map 2 | Zoning

**Exhibit 1. Legal Description of Downtown
District and Development Area**

State of Michigan, Allegan County, City of the Village of Douglas, Section 16 starting at the northwest corner of the Blue Star Highway and Center Street right-of-way, for the point of beginning of this description; thence northeast approximately 520 feet along the Blue Star Highway west right-of-way line to the north right-of-way line of St. Peter's Drive; thence southeast approximately 120 feet to the northeast corner of parcel 03-59-600-003-30 thence southeast approximately 90 feet along the property line of parcel 03-59-600-003-30 to the northwest corner of parcel 03-59-600-006-00; thence east approximately 140 feet, thence south approximately 140 feet; thence east approximately 90 feet; thence south approximately 115 feet to the north right-of-way of Center Street; thence east approximately 35 feet; thence north approximately 350 feet along the west line of parcel 03-59-600-005-00 to a point that is the north right-of-way line of Wall Street extended; thence east approximately 265 feet along the north right-of-way of Wall Street; thence south approximately 66 feet to the northeast corner of parcel 03-59-551-004-50; thence south approximately 130 feet to the northwest corner of parcel 03-59-551-003-00; thence east approximately 225 feet to the centerline of the Union Street right-of-way; thence east approximately 790 feet along the north right-of-way line of the existing alleyway to the centerline of the Washington Street right-of-way; thence southeasterly approximately 33 feet to the northwest corner of parcel 03-59-100-009-50; thence east approximately 130 feet to the east right-of-way line of Water Street; thence south approximately 140 feet to the northeast corner of the Center Street and Water Street right-of-ways; thence east approximately 330 feet to the Kalamazoo River; thence southeasterly approximately 430 feet along the edge of the Kalamazoo River to the south right-of-way of Freemont Street extended to the Kalamazoo River; thence west approximately 370 feet to the southwest corner of the Water Street and Freemont Street right-of-way; thence northwesterly approximately 220 feet to the northeast corner of parcel 03-59-150-012-00; thence west approximately 20 feet; thence south approximately 90 feet to the southeast corner of parcel 03-59-150-010-00; thence west approximately 135 feet to

the east right-of-way line of Washington Street; thence south approximately 120 feet to the southeast corner of the Washington Street and Freemont Street right-of-way; thence west approximately 335 feet to the southwest corner of the Main Street and Freemont Street right-of-way; thence north along the west right-of-way line of Main Street approximately 130 feet to the southeast corner of parcel 03-59-150-005-00; thence west approximately 265 feet to the west right-of-way line of Spring Street; thence north approximately 90 feet to the southeast corner of parcel 03-59-150-002-00; thence west approximately 100 feet to the southwest corner of parcel 03-59-150-002-00; thence south approximately 30 feet to the southeast corner of parcel 03-59-150-001-00; thence west approximately 270 feet to the northwest corner of parcel 03-59-501-003-00; thence south approximately 195 feet to the south right-of-way line of Freemont Street; thence west approximately 165 feet to the southwest corner of the Freemont Street & Mixer Street right-of-way at the northeast corner of parcel 03-59-503-006-00; thence north approximately 200 feet to the southeast corner of parcel 03-59-502-001-00; thence west approximately 65 feet to the southwest corner of parcel 03-59-502-001-00; thence south approximately 15 feet to the southeast corner of parcel 03-59-125 (Douglas Town Home Condo); thence west 135 feet to the east right-of-way line of Ellis Street; thence south approximately 55 feet to the southwest corner of parcel 03-59-502-004-00; thence west approximately 33 feet to the southeast corner of parcel 03-59-016-039-11; thence west approximately 270 feet to the southwest corner of parcel 03-59-016-039-00; thence south approximately 180 feet to the southeast corner of parcel 03-59-016-042-00; thence west approximately 30 feet to the northwest corner of parcel 03-59-016-046-00; thence south approximately 55 feet to the southeast corner of parcel 03-59-016-041-00; thence west approximately 240 feet to the southeast corner of parcel 03-59-016-043-00; thence north approximately 220 feet to the northeast corner of parcel 03-59-016-043-00; thence west approximately 370 feet to the west right-of-way of Blue Star Highway; thence northeasterly along said right-of-way approximately 360 feet to the point of beginning.

Exhibit 2. *Schedule of Taxable Values , Tax Classifications, and Addresses for Property Included in the Development Area.*

EXHIBIT 2
CITY OF THE VILLAGE OF DOUGLAS
SCHEDULE OF TAXABLE VALUES

Original District

Real Property

Parcel #	Owner's Name	Address	2004 Taxable Value (Initial Taxable Value)	2005 Taxable Value	Captured Assessed Value
59-016-039-00	Klage William & Elizabeth (2004)	229 Center	4,700	4,808	108
59-016-039-10	Village Entertainment (2005)				
59-016-039-11	Leonard, John M & Donna K	201 Center	111,041	113,594	2,553
59-016-039-20	Keller, Bonnie & Looman	Ellis Vacant	33,600	34,372	772
59-100-009-00	Mark Peter	Center Street	72,500	72,500	0
59-100-009-50	Calla Properties LLC	50 Center	199,544	200,000	456
59-100-011-00	Sheridan Stephen E &	11 N Water Street	26,000	26,598	598
59-100-012-00	WPH Land Holdings LLC	32 Center	105,555	107,982	2,427
59-100-014-51	Starrett Dewey & Susan C	20 Center	131,485	133,800	2,315
59-100-015-00	Group West Michigan	21 Main Street	105,000	107,415	2,415
59-100-016-00	The People's Store Of	22 Main Street	53,800	53,800	0
59-100-017-00	Resume Center Street	24 Center	650,000	650,000	0
59-100-018-00	Douglas Professional	38 Center	171,878	175,831	3,953
59-100-019-00	Bekken Gerald &	48 Center	133,900	133,900	0
59-125-001-00	Putnam Kevin & Blodgett (2004)	62 Center	92,552	94,660	2,128
59-125-002-00	Bonacorsi Steven (2005)	70 Center	72,681	74,352	1,671
59-125-003-00	Barkman David A Trust	39 Ellis St 1	55,000	72,500	17,500
59-125-004-00	Cole John V & Susan E				
59-125-005-00	McCaleb Robert E &	39 Ellis St 2	52,435	68,800	16,365
59-150-001-00	Roedig Christopher &	39 Ellis St 3	52,435	53,641	1,206
59-150-002-00	Village of Douglas	39 Ellis St 4	22,987	23,525	528
59-150-003-00	Matteson, Max	39 Ellis St 5	52,435	53,641	1,206
59-150-004-00	Peregrine-Douglas	13 Union	37,092	37,945	853
59-150-005-10	Eggert Susan K Trust	47 Center	0	0	0
59-150-005-20	Balmer Margaret Elaine	35 E Center	76,414	78,171	1,757
59-150-006-00	Village of Douglas	Main St, Parking Lot	0	0	0
59-150-007-00	Maltott Leslie & Cross	25 Center	180,000	180,000	0
59-501-001-00	Schumacher Wm Jr	23 Center	180,000	180,000	0
59-501-002-00	Douglas Village	11 Center	108,143	110,630	2,487
59-502-001-00	Floral Maria N & Eklof SH	Center Street	0	0	0
59-502-003-00	Oxford Holding Company	7 S. Washington	79,930	81,768	1,838
59-530-001-00	Cadwalader Kenneth & K	25 Mixer Street	20,588	21,071	473
59-530-002-00	Laughner Steven T ET	25 Mixer Street	48,652	49,770	1,118
59-551-001-00	Village of Douglas	137 Center	0	0	0
59-551-002-00	Laughner Steven T ET	147 Center	55,554	56,831	1,277
59-551-003-00	Schoeneich Eugene A &	8 Center	280,046	286,027	5,981
59-551-004-50	Budd Nancy J Trustee	10 Center	63,400	59,300	-4,100
59-600-005-00*	Douglas Development	12 Center	44,988	46,032	1,034
		86 Center Street	0	0	0
		98 Center Street	190,000	190,000	0
		112 Center	74,686	76,414	1,718
		130 Center	117,233	119,929	2,698
			100,000	100,000	0
Total Real Property			3,836,294	3,908,627	73,333

*Due to a subsequent lot split, the 2004 taxable value for the portion of parcel no. 59-600-005-00 which is included in the original district has been determined to be \$100,000 based on an approximate square footage allocation by the City Assessor.

Parcel #	Owner's Name	Address	2004 Taxable Value (Initial Taxable Value)	2005 Taxable Value	Captured Assessed Value
Personal Property					
59-900-003-00	RIVERVIEW LEASE/LOAN	12 Center	2,400	1,800	-600
59-900-014-00	VFS LEASE RESIDUAL	62 Center	0	800	800
59-900-021-00	VON DER HEIDE ARCHITECTS	20 Center	19,400	16,900	-2,500
59-900-024-00	EVERYDAY PEOPLE	11 Center	33,200	28,500	-4,700
59-900-035-00	CENTER STAGE SALON	32 Center	0	0	0
59-900-038-00	CIRCA AND YUM YUM	88 Center	0	4,000	4,000
59-900-041-00	COPPER GRILL	24 Center	0	0	0
59-900-044-00	Cadwalader Fine Arts, LLC	10 Center	0	900	900
59-900-080-00	Sheridan Law Offices PC	62 Center	8,000	6,800	-1,200
59-900-087-00	Wobink Livense	62 Center	1,200	1,200	0
59-900-186-00	State Farm Mutual Ins Co	201 Center	2,600	1,800	-700
59-900-200-00	V & S Flowers	147 Center	300	300	0
59-900-207-00	Douglas Hair Care	237 Center	0	0	0
59-900-213-00	DeLong & Brower	62 Center	0	500	500
59-900-225-00	Respite Cappuccino	48 Center	500	500	0
59-900-237-00	Raymond James Financial	201 Center	0	4,600	4,600
59-900-813-00	Rocking Bear Inc	34 Center	6,200	1,200	-5,000
59-900-825-00	Bentley's	50 E. Center	800	800	0
59-900-828-00	Chaps	8 Center	34,000	30,600	-3,400
59-900-831-00	Philip & Son	25 Center	1,200	1,700	500
59-900-836-00	Back Alley Pizzeria, Inc	22 Main	16,400	15,000	-1,400
59-900-839-00	Luoma Art Gallery	202 Center	2,100	1,800	-300
59-900-846-00	Ghn & Bear It	50 E. Center	1,700	1,500	-200
59-900-963-00	Cascade Interiors	10 Center	2,800	2,300	-500
59-900-965-00	Pacelli & Crews, LTD	23 Center	1,300	1,100	-200
59-900-971-00	Canon Financial Services	23 Center	3,200	2,800	-400
59-900-981-00	13 Hawks Studio	50 E. Center	500	500	0
Total Personal Property			137,800	128,000	-9,800
Total Real and Personal Property in Original District			3,974,094	4,037,627	63,533
Area Added to District in 2006					
Real Property					
59-016-037-00	Kiama Properties	28 Blue Star Hwy	142,047	145,314	3,267
59-016-038-00	Alexander Jerry	41 Blue Star Hwy	66,797	68,333	1,536
59-016-041-00	Diamond's Super Value	237 Center	416,695	428,278	9,583
59-016-042-00	Village Entertainment	229 Center	167,370	171,219	3,849
59-150-010-00	Douglas Village Camp	28 Bayou Dr	0	0	0
59-551-004-00	New Tara Properties	200 Center	36,110	36,940	830
59-600-003-00	Douglas Properties	46 Blue Star Hwy	189,609	193,970	4,361
59-600-003-40	Danjo Properties	202 Center	213,992	218,913	4,921
59-600-006-00*	Douglas Development		150,000	150,000	0
Total Real Property			1,382,820	1,410,967	28,347

*Due to a subsequent lot split, the 2004 taxable value for the portion of parcel no. 59-600-006-00 which is included in the area added to the district in 2006 has been determined to be \$150,000 based on an approximate square footage allocation by the City Assessor.

Parcel #	Owner's Name	Address	2004 Taxable Value (Initial Taxable Value)	2005 Taxable Value	Captured Assessed Value
Personal Property					
59-900-005-00	Douglas Super Value		149,400	130,200	-19,200
59-900-018-00	Edward D Jones & Co		12,200	12,200	0
59-900-229-00	Metropolitan Title Co		5,000	4,900	-100
59-900-809-00	Shoreline Realtors		2,200	2,000	-200
59-900-838-00	Chicago Title Of		1,900	1,900	0
59-900-972-00	Lighthouse Realty		0	0	0
Total Personal Property			170,700	151,200	-19,500
Total Real and Personal Property in Area Added to District			1,553,320	1,562,167	8,847
Grand Total - Real Property			5,218,914	5,320,594	101,680
Grand Total - Personal Property			308,500	279,200	-29,300
Grand Total - Real and Personal Property			5,527,414	5,599,794	72,380

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Exhibit 2A
City of the Village of Douglas
Schedule of Taxable Values by Property 2022
Original District

Owner	Parcel	Class	Property Address	Zoning	Taxable Value
229 CENTER ST LLC	5901603900	202	227 W CENTER ST	C-1A VILL CTR C	\$41,175.00
LEONARD JOHN M & DONNA K	5901603910	201	201 W CENTER ST	C-1A VILL CTR C	\$161,544.00
JOHNSON JERRY - VACANT	5901603911	402	44 ELLIS ST	R-3 NBHD CONSER	\$31,300.00
DOUGLAS FLATS, LLC	5901603920	202	225 W CENTER ST	C-1A VILL CTR C	\$39,500.00
REDEFINE PROPERTIES LLC	5910000900	201	50 E CENTER ST	C-1A VILL CTR C	\$146,995.00
SCHIPPER BRIAN J 2009 TRUST	5910000950	201	11 N WASHINGTON ST	C-1A VILL CTR C	\$45,865.00
PFAPFFHOUSE LLC	5910001100	1	32 E CENTER ST	N/A	\$64,149.00
NEEDHAM, LLC	5910001150	202	14 E CENTER ST	C-1A VILL CTR C	\$45,658.00
DROZ MARIA T	5910001200	201	21 N MAIN ST	C-1A VILL CTR C	\$81,193.00
22 MAIN ST LLC	5910001451	201	22 N MAIN ST	C-1A VILL CTR C	\$40,982.00
HUNT PROPERTIES OF DOUGLAS	5910001500	201	24 W CENTER ST	C-1A VILL CTR C	\$313,930.00
COLSEN RONALD E & CAROLE J	5910001700	201	48 W CENTER ST	C-1A VILL CTR C	\$109,601.00
COLSEN RONALD E & CAROLE J	5910001800	201	62 W CENTER ST	C-1A VILL CTR C	\$151,231.00
ALB 21, LLC	5910001900	201	70 W CENTER ST	C-1A VILL CTR C	\$105,731.00
WINSTON HOLDINGS LLC	5912500100	401	39 ELLIS ST 1	C-1A VILL CTR C	\$71,483.00
GILES LEANNE	5912500200	401	39 ELLIS ST 2	C-1A VILL CTR C	\$69,500.00
COLE JOHN V & SUSAN E	5912500300	401	39 ELLIS ST 3	C-1A VILL CTR C	\$69,500.00
ALEXANDER MARLEE KAY	5912500400	401	39 ELLIS ST 4	C-1A VILL CTR C	\$69,500.00
JADE MOON LLC	5912500500	401	39 ELLIS ST 5	C-1A VILL CTR C	\$71,483.00
DOUGLAS DEVELOPMENT PARTNERS LLC	5913000000	6	150 W CENTER ST	C-2 GEN COMM	\$0.00
RAMSEY TRUST	5913000100	201	150 W CENTER ST A	C-2 GEN COMM	\$128,066.00
GACK LLC	5913000200	201	150 W CENTER ST B	C-2 GEN COMM	\$135,406.00
SCE PROPERTIES LLC	5913000300	201	150 W CENTER ST C	C-2 GEN COMM	\$172,372.00
150 CENTER ST LLC	5913000400	201	150 W CENTER ST D	C-2 GEN COMM	\$118,000.00
HAWCO JAMES E & PATRICIA	5913000500	401	150 W CENTER ST E	C-2 GEN COMM	\$157,071.00
WELSH ADAM B	5913000600	401	150 W CENTER ST F	C-2 GEN COMM	\$120,613.00
FAIRMAN DONALD & REGINA	5913000700	401	150 W CENTER ST G	C-2 GEN COMM	\$98,389.00
KLING JOANNA N & KLING JULIA ET AL	5913000800	401	150 W CENTER ST H	C-2 GEN COMM	\$102,469.00
LANNING TERESA M	5913000900	401	150 W CENTER ST I	C-2 GEN COMM	\$172,900.00
STEFANCHIK BETH A TRUST	5913001000	401	150 W CENTER ST J	C-2 GEN COMM	\$87,779.00
THOMPSON LESLIE B TRUST	5913001100	401	150 W CENTER ST K	C-2 GEN COMM	\$110,044.00
TIERNEY MICHAEL	5913001200	401	150 W CENTER ST L	C-2 GEN COMM	\$155,858.00
TOMPKINS DEBORAH A	5913001300	401	150 W CENTER ST M	C-2 GEN COMM	\$110,277.00
DELFOSSSE LAWRENCE ET AL	5915000100	401	13 S UNION ST	C-1A VILL CTR C	\$53,955.00
CITY OF THE VILLAGE OF DOUGLAS - POLICE DEPARTMENT	5915000200	201	47 W CENTER ST	C-1A VILL CTR C	\$0.00
SANDY FEET COTTAGE RENTALS LLC	5915000400	201	35 W CENTER ST	C-1A VILL CTR C	\$195,467.00
VILLAGE OF DOUGLAS	5915000500	202	S MAIN ST	R-3 NBHD CONSER	\$0.00
PEREGRINE-DOUGLAS LLC	5915000510	1	25 W CENTER ST	C-1A VILL CTR C	\$0.00
STAN01, LLC	5915000520	1	23 W CENTER ST	C-1A VILL CTR C	\$0.00

BALMER MARGARET & BALMER MATTHEW	5915000600	201	11 W CENTER ST	C-1A VILL CTR C	\$215,023.00
CITY OF THE VILLAGE OF DOUGLAS - BEERY FIELD	5915000700	402	9 E CENTER ST	C-1A VILL CTR C	\$0.00
RANDALL MARK C ET AL	5915001000	401	15 S WASHINGTON ST	C-1A VILL CTR C	\$202,317.00
STOLTZNER KYLE J REV TRUST	5915001010	401	19 S WASHINGTON ST	R-3 NBHD CONSER	\$132,123.00
SCHUMACHER WM JR	5950100100	401	25 S MIXER ST	C-1A VILL CTR C	\$100,738.00
DDA REF SCHUMACHER WM JR	5950100200	1	25 S MIXER ST	N/A	\$0.00
CITY OF THE VILLAGE OF DOUGLAS - OLD LIBRARY	5950200100	201	137 W CENTER ST	C-1A VILL CTR C	\$0.00
CITY OF THE VILLAGE OF DOUGLAS - PRIDE GARDEN	5950200300	202	147 W CENTER ST	C-1A VILL CTR C	\$52,373.00
MBSM LLC	5953000100	201	8 W CENTER ST	C-1A VILL CTR C	\$200,042.00
TRUONG TRI & DONNA	5953000200	201	10 W CENTER ST	C-1A VILL CTR C	\$62,703.00
RETROGETAWAY INC	5953000300	201	12 W CENTER ST	C-1A VILL CTR C	\$91,833.00
CITY OF THE VILLAGE OF DOUGLAS - CITY HALL	5955100100	201	86 W CENTER ST	C-1A VILL CTR C	\$0.00
LAUGHNER STEVEN T ET AL	5955100200	201	98 W CENTER ST	C-1A VILL CTR C	\$148,855.00
DINGES BRYN M &	5955100300	401	112 W CENTER ST	C-1A VILL CTR C	\$108,665.00
SAUGATUCK DOUGLAS HISTORICAL SOCIETY	5955100450	201	130 W CENTER ST	R-3 NBHD CONSER	\$0.00
THE PEOPLE'S STORE OF DOUGLAS LLC	5956000000	6	34 W CENTER ST	C-1A VILL CTR C	\$0.00
SADIE ENTERPRISES LLC	5956000100	201	36 W CENTER ST 1	C-1A VILL CTR C	\$50,125.00
SADIE ENTERPRISES LLC	5956000200	201	36 W CENTER ST 2	C-1A VILL CTR C	\$95,937.00
SADIE ENTERPRISES LLC	5956000300	201	36 W CENTER ST 3	C-1A VILL CTR C	\$48,492.00
STEINER DEAN B	5956000400	401	36 W CENTER ST 4	C-1A VILL CTR C	\$111,005.00
BAUER ROBERT H & SHARON A	5956000500	401	36 W CENTER ST 5	C-1A VILL CTR C	\$79,852.00
HUGHES ANTHONY & TULA	5956000600	401	36 W CENTER ST 6	C-1A VILL CTR C	\$121,756.00
RAY FRANCES A	5956000700	401	29 N SPRING ST 7	C-1A VILL CTR C	\$79,348.00
DDA REF DOUGLAS DEVELOPMENT PARTNER	5960000500	1	160 W CENTER ST	N/A	\$0.00
STAN01, LLC	5972000100	201	23 W CENTER ST UNIT 1	C-1A VILL CTR C	\$46,794.00
STAN01, LLC	5972000200	201	23 W CENTER ST UNIT 2	C-1A VILL CTR C	\$46,794.00
STAN01, LLC	5972000300	401	23 W CENTER ST UNIT 3	C-1A VILL CTR C	\$45,761.00
STAN01, LLC	5972000400	401	23 W CENTER ST UNIT 4	C-1A VILL CTR C	\$45,658.00
PEREGRINE-DOUGLAS LLC	5973000100	201	25 W CENTER ST UNIT 1	C-1A VILL CTR C	\$44,645.00
PEREGRINE-DOUGLAS LLC	5973000200	201	25 W CENTER ST UNIT 2	C-1A VILL CTR C	\$44,645.00
PEREGRINE-DOUGLAS LLC	5973000300	401	25 W CENTER ST UNIT 3	C-1A VILL CTR C	\$45,654.00
PEREGRINE-DOUGLAS LLC	5973000400	401	25 W CENTER ST UNIT 4	C-1A VILL CTR C	\$45,654.00
PFÄFFHOUSE LLC	5982000101	201	22 E CENTER ST	C-1A VILL CTR C	\$0.00
DDA REF RIVERVIEW LEASE/LOAN	5990000300	3	216 ST PETERS DR	N/A	\$0.00
THE COVE	5990000400	251	41 N BLUE STAR HWY	N/A	\$0.00
229 CENTER ST LLC	5990000600	251	229 W CENTER ST	N/A	\$0.00
DDA REF VFS LEASE RESIDUAL HOLDING	5990001400	3	62 W CENTER ST	N/A	\$0.00
DDA REF VON DER HEIDE ARCHITECTS	5990002100	3	20 E CENTER ST	N/A	\$0.00
EVERYDAY PEOPLE CAFE	5990002400	251	11 W CENTER ST	N/A	\$0.00
DDA REF CIRCA AND YUM YUM	5990003800	3	98 W CENTER ST	N/A	\$0.00
DDA REF KEN CADWALLADER INC	5990004400	3	10 W CENTER ST	N/A	\$0.00
CENTURY 21 AFFILIATED	5990007500	251	62 W CENTER ST	N/A	\$0.00
DDA REF SHERIDAN LAW OFFICES PC	5990008000	3	62 W CENTER ST	N/A	\$0.00
LIGHTHOUSE INSURANCE GROUP INC	5990008700	3	150 W CENTER ST	N/A	\$0.00
STATE FARM MUTUAL INS CO	5990016600	251	201 W CENTER ST	N/A	\$0.00

DDA REF V & S FLOWERS	5990020000	3	2914 S BLUE STAR HWY	N/A	\$0.00
DDA REF DELONG & BROWER	5990021300	3	201 W CENTER ST	N/A	\$0.00
RESPIRE CAPPUCCINO COURT	5990022500	251	48 W CENTER ST	N/A	\$0.00
JOHN M LEONARD LLC	5990023700	251	201 W CENTER ST	N/A	\$0.00
BRACKETT AND COMPANY INC	5990025300	251	34 W CENTER ST 2	N/A	\$0.00
POSSESSIONS	5990026500	251	25 W CENTER ST	N/A	\$0.00
WILD DOG	5990031900	251	24 W CENTER ST	N/A	\$0.00
DDA REF KUBIAK GALLERY	5990032000	3	48 W CENTER ST	N/A	\$0.00
DDA REF HADDOCK & ASSOC PLC	5990032400	3	62 W CENTER ST	N/A	\$0.00
FIRST DATA MERCHANT SERVICES-POS	5990032500	251	35 W CENTER ST	N/A	\$0.00
HAWKINS WATER TECH INC	5990032600	251	237 W CENTER ST	N/A	\$0.00
WATER STREET GALLERY	5990038311	251	98 W CENTER ST	N/A	\$0.00
PREMIER LAKESHORE TITLE LLC	5990041212	251	202 W CENTER ST 2	N/A	\$0.00
CENTER STAGE SALON	5990042513	251	12 W CENTER ST	N/A	\$0.00
ASHBOURNE CARLTON E	5990047617	251	201 W CENTER ST #3	N/A	\$0.00
KIM NEUENS DESIGN & INTERIORS LLC	5990047817	251	25 W CENTER ST	N/A	\$0.00
MR MILLERS ART EMPORIUM	5990048717	251	48 W CENTER ST	N/A	\$0.00
DDA REF ROCKING BEAR, INC	5990081300	3	34 W CENTER ST	N/A	\$0.00
DDA REF BENTLEYS	5990082500	3	50 E CENTER ST	N/A	\$0.00
DDA REF CHAPS	5990082800	3	8 W CENTER ST	N/A	\$0.00
JOHN THOMAS	5990083100	251	23 W CENTER ST	N/A	\$0.00
BACK ALLEY PIZZERIA INC	5990083600	251	22 N MAIN ST	N/A	\$0.00
DDA REF LUOMA ART GALLERY	5990083900	3	48 W CENTER ST	N/A	\$0.00
DDA REF GRIN & BEAR IT	5990084500	3	50 EAST CENTER ST	N/A	\$0.00
DDA REF CASCADE INTERIORS	5990096300	3	10 E CENTER ST	N/A	\$0.00
DDA REF PACELLI & CREWS, LTD	5990096600	3	23 W CENTER ST	N/A	\$0.00
CANON FINANCIAL SERVICES, INC.	5990097100	251	23 W CENTER ST	N/A	\$0.00
DDA REF 13 HAWKS STUDIO	5990098100	3	50 E CENTER ST	N/A	\$0.00

Property lists were provided by the assessor in Fall of 2022 and Winter of 2023.
These lists have been cross-referenced to verify property addresses and ownership.

Exhibit 2B
City of the Village of Douglas
Schedule of Taxable Values by Property 2022
Expanded District

Owner	Parcel	Class	Property Address	Zoning	2022 Taxable Value
KIAMA PROPERTIES LLC	5901603700	201	29 N BLUE STAR HWY	C-2 GEN COMM	\$161,783.00
ALEXANDER JERRY L TRUST	5901603800	201	41 N BLUE STAR HWY	C-2 GEN COMM	\$97,171.00
DEMOND'S SUPER VALUE INC	5901604100	201	237 W CENTER ST	C-2 GEN COMM	\$606,240.00
229 CENTER STREET LLC	5901604200	201	229 W CENTER ST	C-1A VILL CTR C	\$197,944.00
CITY OF THE VILLAGE OF DOUGLAS - WADES BA	5915007200	402	26 BAYOU DR	R-3 NBHD CONSER	\$0.00
DOUGLAS FLATS, LLC	5960000300	202	200 W CENTER ST	C-1A VILL CTR C	\$58,700.00
HS45BS LLC	5960000330	201	45 N BLUE STAR HWY	C-2 GEN COMM	\$188,633.00
DANJO PROPERTIES LLC	5960000340	201	202 W CENTER ST	C-2 GEN COMM	\$215,072.00
SAUGATUCK-DOUGLAS DISTRICT LIBRARY	5960000600	201	174 W CENTER ST	C-2 GEN COMM	\$0.00
LAKE VISTA SUPERVALUE	5990000500	251	237 W CENTER ST	N/A	\$0.00
EDWARD D JONES & CO	5990001800	251	45 N BLUE STAR HWY	N/A	\$0.00
DDA REF FIRST AMERICAN TITLE INS	5990022900	3	45 N BLUE STAR HWY	N/A	\$0.00
SHORELINE REALTORS	5990080900	251	202 W CENTER ST	N/A	\$0.00
DDA REF CHICAGO TITLE OF MICHIGAN	5990083800	3	2987 S BLUE STAR HWY 101	N/A	\$0.00
LIGHTHOUSE REALTY	5990097200	251	29 N BLUE STAR HWY	N/A	\$0.00

Property lists were provided by the assessor in Fall of 2022 and Winter of 2023.
These lists have been cross-referenced to verify property addresses and ownership.

Exhibit 2C
State of Michigan Tax Commission Classification
Codes

Property Classification Code	Description
1	Retired Split / Combined
2	New Split / Combine
3	Reference Personal
4	Reference Special Acts Real
5	Reference Special Acts Personal
6	Non-Assessable Permanent Reference
201	Commercial - Improved
202	Commercial - Vacant
251	Commercial - Personal Property
301	Industrial - Improved
302	Industrial - Vacant
351	Industrial - Personal Property
401	Residential - Improved
402	Residential - Vacant
551	Utility - Personal Property
703	Exempt - County, City, Township, or Village
708	Exempt - Religious

Exhibit 3. *Schedules of Anticipated Tax Increment Revenues and Projected Impact on Taxing Jurisdictions*

Exhibit 3B

Projected Tax Increment Finance District Capture for City of the Village of Douglas Downtown Development Authority (Expanded Boundary)
Based on 3% annual growth

Year	Taxable Value	Captured Value	City (13.0818M)	Captured by TIF	County (6.9483M)	Captured by TIF	All Mills	Captured by TIF
2005 (Base)	\$1,562,167.00	\$0.00		\$0		\$0		\$0
2022 (Actual)	\$1,525,543.00	-\$36,624.00	\$19,956.85	-\$479.11	\$10,599.93	-\$254.47	\$30,556.78	-\$733.58
2023	\$1,571,309.29	\$9,142.29	\$20,555.55	\$119.60	\$10,917.93	\$63.52	\$31,473.48	\$183.12
2024	\$1,618,448.57	\$56,281.57	\$21,172.22	\$736.26	\$11,245.47	\$391.06	\$32,417.69	\$1,127.33
2025	\$1,667,002.03	\$104,835.03	\$21,807.39	\$1,371.43	\$11,582.83	\$728.43	\$33,390.22	\$2,099.86
2026	\$1,717,012.09	\$154,845.09	\$22,461.61	\$2,025.65	\$11,930.32	\$1,075.91	\$34,391.92	\$3,101.56
2027	\$1,768,522.45	\$206,355.45	\$23,135.46	\$2,699.50	\$12,288.22	\$1,433.82	\$35,423.68	\$4,133.32
2028	\$1,821,578.12	\$259,411.12	\$23,829.52	\$3,393.56	\$12,656.87	\$1,802.47	\$36,486.39	\$5,196.03
2029	\$1,876,225.47	\$314,058.47	\$24,544.41	\$4,108.45	\$13,036.58	\$2,182.17	\$37,580.98	\$6,290.62
2030	\$1,932,512.23	\$370,345.23	\$25,280.74	\$4,844.78	\$13,427.67	\$2,573.27	\$38,708.41	\$7,418.05
2031	\$1,990,487.60	\$428,320.60	\$26,039.16	\$5,603.20	\$13,830.50	\$2,976.10	\$39,869.67	\$8,579.30
2032	\$2,050,202.23	\$488,035.23	\$26,820.34	\$6,384.38	\$14,245.42	\$3,391.02	\$41,065.76	\$9,775.39
2033	\$2,111,708.29	\$549,541.29	\$27,624.95	\$7,188.99	\$14,672.78	\$3,818.38	\$42,297.73	\$11,007.37
2034	\$2,175,059.54	\$612,892.54	\$28,453.69	\$8,017.74	\$15,112.97	\$4,258.56	\$43,566.66	\$12,276.30
2035	\$2,240,311.33	\$678,144.33	\$29,307.30	\$8,871.35	\$15,566.36	\$4,711.95	\$44,873.66	\$13,583.30
2036	\$2,307,520.67	\$745,353.67	\$30,186.52	\$9,750.57	\$16,033.35	\$5,178.94	\$46,219.87	\$14,929.51
2037	\$2,376,746.29	\$814,579.29	\$31,092.12	\$10,656.16	\$16,514.35	\$5,659.94	\$47,606.47	\$16,316.10
2038	\$2,448,048.68	\$885,881.68	\$32,024.88	\$11,588.93	\$17,009.78	\$6,155.37	\$49,034.66	\$17,744.30
2039	\$2,521,490.14	\$959,323.14	\$32,985.63	\$12,549.67	\$17,520.07	\$6,665.66	\$50,505.70	\$19,215.34
2040	\$2,597,134.84	\$1,034,967.84	\$33,975.20	\$13,539.24	\$18,045.67	\$7,191.27	\$52,020.87	\$20,730.51
2041	\$2,675,048.88	\$1,112,881.88	\$34,994.45	\$14,558.50	\$18,587.04	\$7,732.64	\$53,581.50	\$22,291.14
2042	\$2,755,300.35	\$1,193,133.35	\$36,044.29	\$15,608.33	\$19,144.65	\$8,290.25	\$55,188.94	\$23,898.58
2043	\$2,837,959.36	\$1,275,792.36	\$37,125.62	\$16,689.66	\$19,718.99	\$8,864.59	\$56,844.61	\$25,554.25
2044	\$2,923,098.14	\$1,360,931.14	\$38,239.39	\$17,803.43	\$20,310.56	\$9,456.16	\$58,549.95	\$27,259.59
2045	\$3,010,791.09	\$1,448,624.09	\$39,386.57	\$18,950.61	\$20,919.88	\$10,065.47	\$60,306.45	\$29,016.09
2046	\$3,101,114.82	\$1,538,947.82	\$40,568.16	\$20,132.21	\$21,547.48	\$10,693.07	\$62,115.64	\$30,825.28
2047	\$3,194,148.26	\$1,631,981.26	\$41,785.21	\$21,349.25	\$22,193.90	\$11,339.50	\$63,979.11	\$32,688.75
2048	\$3,289,972.71	\$1,727,805.71	\$43,038.77	\$22,602.81	\$22,859.72	\$12,005.31	\$65,898.48	\$34,608.12
2049	\$3,388,671.89	\$1,826,504.89	\$44,329.93	\$23,893.97	\$23,545.51	\$12,691.10	\$67,875.44	\$36,585.08
2050	\$3,490,332.05	\$1,928,165.05	\$45,659.83	\$25,223.87	\$24,251.87	\$13,397.47	\$69,911.70	\$38,621.34
2051	\$3,595,042.01	\$2,032,875.01	\$47,029.62	\$26,593.66	\$24,979.43	\$14,125.03	\$72,009.05	\$40,718.69
2052	\$3,702,893.27	\$2,140,726.27	\$48,440.51	\$28,004.55	\$25,728.81	\$14,874.41	\$74,169.32	\$42,878.96
TOTAL				\$364,860.33		\$193,792.83		\$558,653.16
MILLS			13.0818		6.9483		20.0301	

(1) Estimated taxable values and captured values are based on taxable value for base year and 2022. Growth assumed at a rate of 3% per year.
 (2) Tax levies for each taxing jurisdiction have been assumed to stay the same.

Exhibit 4. *Part 2, Downtown Development
Authorities, Recodified Tax Increment Financing
Act 57 of 2018*

RECODIFIED TAX INCREMENT FINANCING ACT
Act 57 of 2018

AN ACT to provide for the recodification and establishment of certain tax increment finance authorities; to prescribe the powers and duties of the authorities; to correct and prevent deterioration in residential, commercial, and industrial areas and certain other areas; to authorize the acquisition and disposal of interests in real and personal property; to authorize the creation and implementation of development plans and development areas; to promote residential and economic growth; to create certain boards; to prescribe the powers and duties of certain boards; to authorize the issuance of bonds and other evidences of indebtedness; to levy certain taxes; to authorize the use of tax increment financing; to prescribe powers and duties of certain state officials; to provide for rule promulgation; to provide for enforcement of this act; and to repeal acts and parts of acts.

History: 2018, Act 57, Eff. Jan. 1, 2019.

The People of the State of Michigan enact:

PART 1
GENERAL PROVISIONS

125.4101 Short title.

Sec. 101. This act shall be known and may be cited as the "recodified tax increment financing act".

History: 2018, Act 57, Eff. Jan. 1, 2019.

125.4102 Repeal of statute or section of law; effect.

Sec. 102. (1) The repeal of a statute or section of law by this act does not relinquish any penalty, forfeiture, or liability, whether criminal or civil in nature, and that statute or section of law shall be treated as still remaining in force as necessary for the purpose of instituting or sustaining any proper action or prosecution for the enforcement of the penalty, forfeiture, or liability.

(2) A bond, note, or any other obligation or refunding of any obligation issued by an authority or by the municipality that created the authority under a statute or section of law repealed by this act shall continue in effect under its original terms under the corresponding part of this act.

(3) A contractual right, duty, or obligation relating to an authority under a statute or section of law repealed by this act shall continue and remain with the authority under the corresponding part of this act.

(4) A development plan or a tax increment financing plan developed by an authority under a statute or section of law repealed by this act shall remain in effect with the authority under the corresponding part of this act.

History: 2018, Act 57, Eff. Jan. 1, 2019.

125.4103 Board of authority created under repealed statute or section of law; continuation in office; duration; appointment.

Sec. 103. Members of a board of an authority created under a statute or section of law repealed by this act with the same or similar name and functions shall continue in office for the duration of the terms of office for which they were appointed. Members shall be appointed under this act only as terms of the former members expire or vacancies occur. Members of the board of an authority created under a statute or section of law repealed by this act may be appointed to the new board to succeed themselves subject to any limits for the total period of service set forth in this act.

History: 2018, Act 57, Eff. Jan. 1, 2019.

125.4104 Act as recodification of certain existing acts.

Sec. 104. As this act is a recodification of certain existing tax increment financing acts, the recodification of 1975 PA 197, MCL 125.1651 to 125.1681, in part 2 is a continuation of the taxing authority authorized in section 12 of 1975 PA 197, MCL 125.1662, for purposes of section 31 of article IX of the state constitution of 1963.

History: 2018, Act 57, Eff. Jan. 1, 2019.

PART 2
DOWNTOWN DEVELOPMENT AUTHORITIES

125.4201 Definitions.

Rendered Wednesday, May 19, 2021

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Sec. 201. As used in this part:

- (a) "Advance" means a transfer of funds made by a municipality to an authority or to another person on behalf of the authority in anticipation of repayment by the authority. Evidence of the intent to repay an advance may include, but is not limited to, an executed agreement to repay, provisions contained in a tax increment financing plan approved prior to the advance, or a resolution of the authority or the municipality.
- (b) "Assessed value" means 1 of the following:
 - (i) For valuations made before January 1, 1995, the state equalized valuation as determined under the general property tax act, 1893 PA 206, MCL 211.1 to 211.155.
 - (ii) For valuations made after December 31, 1994, the taxable value as determined under section 27a of the general property tax act, 1893 PA 206, MCL 211.27a.
- (c) "Authority" means a downtown development authority created pursuant to this part.
- (d) "Board" means the governing body of an authority.
- (e) "Business district" means an area in the downtown of a municipality zoned and used principally for business.
- (f) "Captured assessed value" means the amount in any 1 year by which the current assessed value of the project area, including the assessed value of property for which specific local taxes are paid in lieu of property taxes as determined in subdivision (aa), exceeds the initial assessed value. The state tax commission shall prescribe the method for calculating captured assessed value.
- (g) "Catalyst development project" means a project that is located in a municipality with a population greater than 600,000, is designated by the authority as a catalyst development project, and is expected to result in at least \$300,000,000.00 of capital investment. There shall be no more than 1 catalyst development project designated within each authority.
- (h) "Chief executive officer" means the mayor or city manager of a city, the president or village manager of a village, or the supervisor of a township or, if designated by the township board for purposes of this part, the township superintendent or township manager of a township.
- (i) "Development area" means that area to which a development plan is applicable.
- (j) "Development plan" means that information and those requirements for a development plan set forth in section 217.
- (k) "Development program" means the implementation of the development plan.
- (l) "Downtown district" means that part of an area in a business district that is specifically designated by ordinance of the governing body of the municipality pursuant to this part. A downtown district may include 1 or more separate and distinct geographic areas in a business district as determined by the municipality if the municipality enters into an agreement with a qualified township under section 203(7) or if the municipality is a city that surrounds another city and that other city lies between the 2 separate and distinct geographic areas. If the downtown district contains more than 1 separate and distinct geographic area in the downtown district, the separate and distinct geographic areas shall be considered 1 downtown district.
- (m) "Eligible advance" means an advance made before August 19, 1993.
- (n) "Eligible obligation" means an obligation issued or incurred by an authority or by a municipality on behalf of an authority before August 19, 1993 and its subsequent refunding by a qualified refunding obligation. Eligible obligation includes an authority's written agreement entered into before August 19, 1993 to pay an obligation issued after August 18, 1993 and before December 31, 1996 by another entity on behalf of the authority.
- (o) "Fire alarm system" means a system designed to detect and announce the presence of fire, or by-products of fire. Fire alarm system includes smoke detectors.
- (p) "Fiscal year" means the fiscal year of the authority.
- (q) "Governing body of a municipality" means the elected body of a municipality having legislative powers.
- (r) "Initial assessed value" means the assessed value, as equalized, of all the taxable property within the boundaries of the development area at the time the ordinance establishing the tax increment financing plan is approved, as shown by the most recent assessment roll of the municipality for which equalization has been completed at the time the resolution is adopted. Property exempt from taxation at the time of the determination of the initial assessed value shall be included as zero. For the purpose of determining initial assessed value, property for which a specific local tax is paid in lieu of a property tax shall not be considered to be property that is exempt from taxation. The initial assessed value of property for which a specific local tax was paid in lieu of a property tax shall be determined as provided in subdivision (aa). In the case of a municipality having a population of less than 35,000 that established an authority prior to 1985, created a district or districts, and approved a development plan or tax increment financing plan or amendments to a plan, and which plan or tax increment financing plan or amendments to a plan, and which plan expired by its

terms December 31, 1991, the initial assessed value for the purpose of any plan or plan amendment adopted as an extension of the expired plan shall be determined as if the plan had not expired December 31, 1991. For a development area designated before 1997 in which a renaissance zone has subsequently been designated pursuant to the Michigan renaissance zone act, 1996 PA 376, MCL 125.2681 to 125.2696, the initial assessed value of the development area otherwise determined under this subdivision shall be reduced by the amount by which the current assessed value of the development area was reduced in 1997 due to the exemption of property under section 7ff of the general property tax act, 1893 PA 206, MCL 211.7ff; but in no case shall the initial assessed value be less than zero.

(s) "Municipality" means a city, village, or township.

(t) "Obligation" means a written promise to pay, whether evidenced by a contract, agreement, lease, sublease, bond, or note, or a requirement to pay imposed by law. An obligation does not include a payment required solely because of default upon an obligation, employee salaries, or consideration paid for the use of municipal offices. An obligation does not include those bonds that have been economically defeased by refunding bonds issued under this part. Obligation includes, but is not limited to, the following:

(i) A requirement to pay proceeds derived from ad valorem property taxes or taxes levied in lieu of ad valorem property taxes.

(ii) A management contract or a contract for professional services.

(iii) A payment required on a contract, agreement, bond, or note if the requirement to make or assume the payment arose before August 19, 1993.

(iv) A requirement to pay or reimburse a person for the cost of insurance for, or to maintain, property subject to a lease, land contract, purchase agreement, or other agreement.

(v) A letter of credit, paying agent, transfer agent, bond registrar, or trustee fee associated with a contract, agreement, bond, or note.

(u) "On behalf of an authority", in relation to an eligible advance made by a municipality, or an eligible obligation or other protected obligation issued or incurred by a municipality, means in anticipation that an authority would transfer tax increment revenues or reimburse the municipality from tax increment revenues in an amount sufficient to fully make payment required by the eligible advance made by the municipality, or eligible obligation or other protected obligation issued or incurred by the municipality, if the anticipation of the transfer or receipt of tax increment revenues from the authority is pursuant to or evidenced by 1 or more of the following:

(i) A reimbursement agreement between the municipality and an authority it established.

(ii) A requirement imposed by law that the authority transfer tax increment revenues to the municipality.

(iii) A resolution of the authority agreeing to make payments to the incorporating unit.

(iv) Provisions in a tax increment financing plan describing the project for which the obligation was incurred.

(v) "Operations" means office maintenance, including salaries and expenses of employees, office supplies, consultation fees, design costs, and other expenses incurred in the daily management of the authority and planning of its activities.

(w) "Other protected obligation" means:

(i) A qualified refunding obligation issued to refund an obligation described in subparagraph (ii), (iii), or (iv), an obligation that is not a qualified refunding obligation that is issued to refund an eligible obligation, or a qualified refunding obligation issued to refund an obligation described in this subparagraph.

(ii) An obligation issued or incurred by an authority or by a municipality on behalf of an authority after August 19, 1993, but before December 31, 1994, to finance a project described in a tax increment finance plan approved by the municipality in accordance with this part before December 31, 1993, for which a contract for final design is entered into by or on behalf of the municipality or authority before March 1, 1994 or for which a written agreement with a developer, titled preferred development agreement, was entered into by or on behalf of the municipality or authority in July 1993.

(iii) An obligation incurred by an authority or municipality after August 19, 1993, to reimburse a party to a development agreement entered into by a municipality or authority before August 19, 1993, for a project described in a tax increment financing plan approved in accordance with this part before August 19, 1993, and undertaken and installed by that party in accordance with the development agreement.

(iv) An obligation incurred by the authority evidenced by or to finance a contract to purchase real property within a development area or a contract to develop that property within the development area, or both, if all of the following requirements are met:

(A) The authority purchased the real property in 1993.

(B) Before June 30, 1995, the authority enters a contract for the development of the real property located within the development area.

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(C) In 1993, the authority or municipality on behalf of the authority received approval for a grant from both of the following:

- (I) The department of natural resources for site reclamation of the real property.
- (II) The department of consumer and industry services for development of the real property.
- (v) An ongoing management or professional services contract with the governing body of a county which was entered into before March 1, 1994 and which was preceded by a series of limited term management or professional services contracts with the governing body of the county, the last of which was entered into before August 19, 1993.
- (vi) A loan from a municipality to an authority if the loan was approved by the legislative body of the municipality on April 18, 1994.
- (vii) Funds expended to match a grant received by a municipality on behalf of an authority for sidewalk improvements from the Michigan department of transportation if the legislative body of the municipality approved the grant application on April 5, 1993 and the grant was received by the municipality in June 1993.
- (viii) For taxes captured in 1994, an obligation described in this subparagraph issued or incurred to finance a project. An obligation is considered issued or incurred to finance a project described in this subparagraph only if all of the following are met:
 - (A) The obligation requires raising capital for the project or paying for the project, whether or not a borrowing is involved.
 - (B) The obligation was part of a development plan and the tax increment financing plan was approved by a municipality on May 6, 1991.
 - (C) The obligation is in the form of a written memorandum of understanding between a municipality and a public utility dated October 27, 1994.
 - (D) The authority or municipality captured school taxes during 1994.
 - (ix) An obligation incurred after July 31, 2012 by an authority, municipality, or other governmental unit to pay for costs associated with a catalyst development project.
 - (x) "Public facility" means a street, plaza, pedestrian mall, and any improvements to a street, plaza, or pedestrian mall including street furniture and beautification, park, parking facility, recreational facility, right-of-way, structure, waterway, bridge, lake, pond, canal, utility line or pipe, building, and access routes to any of the foregoing, designed and dedicated to use by the public generally, or used by a public agency. Public facility includes an improvement to a facility used by the public or a public facility as those terms are defined in section 1 of 1966 PA 1, MCL 125.1351, which improvement is made to comply with the barrier free design requirements of the state construction code promulgated under the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1531. Public facility also includes the acquisition, construction, improvement, and operation of a building owned or leased by the authority to be used as a retail business incubator.
- (y) "Qualified refunding obligation" means an obligation issued or incurred by an authority or by a municipality on behalf of an authority to refund an obligation if 1 or more of the following apply:

(i) The obligation is issued to refund a qualified refunding obligation issued in November 1997 and any subsequent refundings of that obligation issued before January 1, 2010 or the obligation is issued to refund a qualified refunding obligation issued on May 15, 1997 and any subsequent refundings of that obligation issued before January 1, 2010 in an authority in which 1 parcel or group of parcels under common ownership represents 50% or more of the taxable value captured within the tax increment finance district and that will ultimately provide for at least a 40% reduction in the taxable value of the property as part of a negotiated settlement as a result of an appeal filed with the state tax tribunal. Qualified refunding obligations issued under this subparagraph are not subject to the requirements of section 611 of the revised municipal finance act, 2001 PA 34, MCL 141.2611, if issued before January 1, 2010. The duration of the development program described in the tax increment financing plan relating to the qualified refunding obligations issued under this subparagraph is hereby extended to 1 year after the final date of maturity of the qualified refunding obligations.

(ii) The refunding obligation meets both of the following:

- (A) The net present value of the principal and interest to be paid on the refunding obligation, including the cost of issuance, will be less than the net present value of the principal and interest to be paid on the obligation being refunded, as calculated using a method approved by the department of treasury.
- (B) The net present value of the sum of the tax increment revenues described in subdivision (cc)(ii) and the distributions under section 213b to repay the refunding obligation will not be greater than the net present value of the sum of the tax increment revenues described in subdivision (cc)(ii) and the distributions under section 213b to repay the obligation being refunded, as calculated using a method approved by the department of treasury.

(iii) The obligation is issued to refund an other protected obligation issued as a capital appreciation bond delivered to the Michigan municipal bond authority on December 21, 1994 and any subsequent refundings of that obligation issued before January 1, 2012. Qualified refunding obligations issued under this subparagraph are not subject to the requirements of section 305(2), (3), (5), and (6), section 501, section 503, or section 611 of the revised municipal finance act, 2001 PA 34, MCL 141.2305, 141.2501, 141.2503, and 141.2611, if issued before January 1, 2012. The duration of the development program described in the tax increment financing plan relating to the qualified refunding obligations issued under this subparagraph is extended to 1 year after the final date of maturity of the qualified refunding obligations. The obligation may be payable through the year 2025 at an interest rate not exceeding the maximum rate permitted by law, notwithstanding the bond maturity dates contained in the notice of intent to issue bonds published by the municipality. An obligation issued under this subparagraph is a qualified refunding obligation only to the extent that revenues described in subdivision (c)(i) and distributions under section 213b to repay the qualified refunding obligation do not exceed \$750,000.00.

(iv) The obligation is issued to refund a qualified refunding obligation issued on February 13, 2008, and any subsequent refundings of that obligation, issued before December 31, 2018. Qualified refunding obligations issued under this subparagraph are not subject to the requirements of section 305(2), (3), (5), and (6), 501, 503, or 611 of the revised municipal finance act, 2001 PA 34, MCL 141.2305, 141.2501, 141.2503, and 141.2611. The duration of the development program described in the tax increment financing plan relating to the qualified refunding obligations issued under this subparagraph is extended to 1 year after the final date of maturity of the qualified refunding obligations. Revenues described in subdivision (c)(i) and distributions made under section 213b in excess of the amount needed for current year debt service on an obligation issued under this subparagraph may be paid to the authority to the extent necessary to pay future years' debt service on the obligation as determined by the board.

(z) "Qualified township" means a township that meets all of the following requirements:

(i) Was not eligible to create an authority prior to January 3, 2005.

(ii) Adjoins a municipality that previously created an authority.

(iii) Along with the adjoining municipality that previously created an authority, is a member of the same joint planning commission under the joint municipal planning act, 2003 PA 226, MCL 125.131 to 125.143.

(aa) "Specific local tax" means a tax levied under 1974 PA 198, MCL 207.551 to 207.572, the commercial redevelopment act, 1978 PA 255, MCL 207.651 to 207.668, the technology park development act, 1984 PA 385, MCL 207.701 to 207.718, and 1953 PA 189, MCL 211.181 to 211.182. The initial assessed value or current assessed value of property subject to a specific local tax shall be the quotient of the specific local tax paid divided by the ad valorem millage rate. However, after 1993, the state tax commission shall prescribe the method for calculating the initial assessed value and current assessed value of property for which a specific local tax was paid in lieu of a property tax.

(bb) "State fiscal year" means the annual period commencing October 1 of each year.

(cc) "Tax increment revenues" means the amount of ad valorem property taxes and specific local taxes attributable to the application of the levy of all taxing jurisdictions upon the captured assessed value of real and personal property in the development area, subject to the following requirements:

(i) Tax increment revenues include ad valorem property taxes and specific local taxes attributable to the application of the levy of all taxing jurisdictions other than the state pursuant to the state education tax act, 1993 PA 331, MCL 211.901 to 211.906, and local or intermediate school districts upon the captured assessed value of real and personal property in the development area for any purpose authorized by this part.

(ii) Tax increment revenues include ad valorem property taxes and specific local taxes attributable to the application of the levy of the state pursuant to the state education tax act, 1993 PA 331, MCL 211.901 to 211.906, and local or intermediate school districts upon the captured assessed value of real and personal property in the development area in an amount equal to the amount necessary, without regard to subparagraph (i), to repay eligible advances, eligible obligations, and other protected obligations.

(iii) Tax increment revenues do not include any of the following:

(A) Ad valorem property taxes attributable either to a portion of the captured assessed value shared with taxing jurisdictions within the jurisdictional area of the authority or to a portion of value of property that may be excluded from captured assessed value or specific local taxes attributable to such ad valorem property taxes.

(B) Ad valorem property taxes excluded by the tax increment financing plan of the authority from the determination of the amount of tax increment revenues to be transmitted to the authority or specific local taxes attributable to such ad valorem property taxes.

(C) Ad valorem property taxes exempted from capture under section 203(3) or specific local taxes attributable to such ad valorem property taxes.

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(D) Ad valorem property taxes levied under 1 or more of the following or specific local taxes attributable to those ad valorem property taxes:

(I) The zoological authorities act, 2008 PA 49, MCL 123.1161 to 123.1183.

(II) The art institute authorities act, 2010 PA 296, MCL 123.1201 to 123.1229.

(III) Except as otherwise provided in section 203(3), ad valorem property taxes or specific local taxes attributable to those ad valorem property taxes levied for a separate millage for public library purposes approved by the electors after December 31, 2016.

(iv) The amount of tax increment revenues authorized to be included under subparagraph (ii) or (v), and required to be transmitted to the authority under section 214(1), from ad valorem property taxes and specific local taxes attributable to the application of the levy of the state education tax act, 1993 PA 331, MCL 211.901 to 211.906, a local school district or an intermediate school district upon the captured assessed value of real and personal property in a development area shall be determined separately for the levy by the state, each school district, and each intermediate school district as the product of sub-subparagraphs (A) and (B):

(A) The percentage that the total ad valorem taxes and specific local taxes available for distribution by law to the state, local school district, or intermediate school district, respectively, bears to the aggregate amount of ad valorem millage taxes and specific taxes available for distribution by law to the state, each local school district, and each intermediate school district.

(B) The maximum amount of ad valorem property taxes and specific local taxes considered tax increment revenues under subparagraph (ii) or (v).

(v) Tax increment revenues include ad valorem property taxes and specific local taxes, in an annual amount and for each year approved by the state treasurer, attributable to the levy by this state under the state education tax act, 1993 PA 331, MCL 211.901 to 211.906, and by local or intermediate school districts, upon the captured assessed value of real and personal property in the development area of an authority established in a city with a population of 600,000 or more to pay for, or reimburse an advance for, not more than \$8,000,000.00 for the demolition of buildings or structures on public or privately owned property within a development area that commences in 2005, or to pay the annual principal of or interest on an obligation, the terms of which are approved by the state treasurer, issued by an authority, or by a city on behalf of an authority, to pay not more than \$8,000,000.00 of the costs to demolish buildings or structures on public or privately owned property within a development area that commences in 2005.

(vi) Tax increment revenues include ad valorem property taxes and specific local taxes attributable to the levy by this state under the state education tax act, 1993 PA 331, MCL 211.201 to 211.906, and by local or intermediate school districts which were levied on or after July 1, 2010, upon the captured assessed value of real and personal property in the development area of an authority established in a city with a population of 600,000 or more to pay for, or reimburse an advance for, costs associated with the land acquisition, preliminary site work, and construction of a catalyst development project.

History: 2018, Act 57, Eff. Jan. 1, 2019.

125.4201a Legislative findings.

Sec. 201 a. The legislature finds all of the following:

(a) That there exists in this state conditions of property value deterioration detrimental to the state economy and the economic growth of the state and its local units of government.

(b) That government programs are desirable and necessary to eliminate the causes of property value deterioration thereby benefiting the economic growth of the state.

(c) That it is appropriate to finance these government programs by means available to the state and local units of government in the state, including tax increment financing.

(d) That tax increment financing is a government financing program that contributes to economic growth and development by dedicating a portion of the increase in the tax base resulting from economic growth and development to facilities, structures, or improvements within a development area thereby facilitating economic growth and development.

(e) That it is necessary for the legislature to exercise its power to legislate tax increment financing as authorized in this part and in the exercise of this power to mandate the transfer of tax increment revenues by city, village, township, school district, and county treasurers to authorities created under this part in order to effectuate the legislative government programs to eliminate property value deterioration and to promote economic growth.

(f) That halting property value deterioration and promoting economic growth in the state are essential governmental functions and constitute essential public purposes.

(g) That economic development strengthens the tax base upon which local units of government rely and that government programs to eliminate property value deterioration benefit local units of government and are

for the use of the local units of government.

(h) That the provisions of this part are enacted to provide a means for local units of government to eliminate property value deterioration and to promote economic growth in the communities served by those local units of government.

History: 2018, Act 57, Eff. Jan. 1, 2019.

125.4202 Authority; establishment; restriction; public body corporate; powers generally.

Sec. 202. (1) Except as otherwise provided in this subsection, a municipality may establish 1 authority. If, before November 1, 1985, a municipality establishes more than 1 authority, those authorities may continue to exist as separate authorities. Under the conditions described in section 203a, a municipality may have more than 1 authority within that municipality's boundaries. A parcel of property shall not be included in more than 1 authority created by this part.

(2) An authority shall be a public body corporate which may sue and be sued in any court of this state. An authority possesses all the powers necessary to carry out the purpose of its incorporation. The enumeration of a power in this part shall not be construed as a limitation upon the general powers of an authority.

History: 2018, Act 57, Eff. Jan. 1, 2019.

125.4203 Resolution of intent to create and provide for operation of authority; public hearing on proposed ordinance creating authority and designating boundaries of downtown district; notice; exemption of taxes from capture; action by library board or commission; adoption, filing, and publication of ordinance; altering or amending boundaries; agreement with adjoining municipality; agreement with qualified township.

Sec. 203. (1) When the governing body of a municipality determines that it is necessary for the best interests of the public to halt property value deterioration and increase property tax valuation where possible in its business district, to eliminate the causes of that deterioration, and to promote economic growth, the governing body may, by resolution, declare its intention to create and provide for the operation of an authority.

(2) In the resolution of intent, the governing body shall set a date for the holding of a public hearing on the adoption of a proposed ordinance creating the authority and designating the boundaries of the downtown district. Notice of the public hearing shall be published twice in a newspaper of general circulation in the municipality, not less than 20 or more than 40 days before the date of the hearing. Not less than 20 days before the hearing, the governing body proposing to create the authority shall also mail notice of the hearing to the property taxpayers of record in the proposed district and for a public hearing to be held after February 15, 1994 to the governing body of each taxing jurisdiction levying taxes that would be subject to capture if the authority is established and a tax increment financing plan is approved. Beginning June 1, 2005, the notice of hearing within the time frame described in this subsection shall be mailed by certified mail to the governing body of each taxing jurisdiction levying taxes that would be subject to capture if the authority is established and a tax increment financing plan is approved. Failure of a property taxpayer to receive the notice shall not invalidate these proceedings. Notice of the hearing shall be posted in at least 20 conspicuous and public places in the proposed downtown district not less than 20 days before the hearing. The notice shall state the date, time, and place of the hearing, and shall describe the boundaries of the proposed downtown district. A citizen, taxpayer, or property owner of the municipality or an official from a taxing jurisdiction with millage that would be subject to capture has the right to be heard in regard to the establishment of the authority and the boundaries of the proposed downtown district. The governing body of the municipality shall not incorporate land into the downtown district not included in the description contained in the notice of public hearing, but it may eliminate described lands from the downtown district in the final determination of the boundaries.

(3) Not more than 60 days after a public hearing held after February 15, 1994, the governing body of a taxing jurisdiction levying ad valorem property taxes that would otherwise be subject to capture may exempt its taxes from capture by adopting a resolution to that effect and filing a copy with the clerk of the municipality proposing to create the authority. The resolution takes effect when filed with that clerk and remains effective until a copy of a resolution rescinding that resolution is filed with that clerk. If a separate millage for public library purposes was levied before January 1, 2017, and all obligations and other protected obligations of the authority are paid, then the levy is exempt from capture under this part, unless the library board or commission allows all or a portion of its taxes levied to be included as tax increment revenues and subject to capture under this part under the terms of a written agreement between the library board or commission and the authority. The written agreement shall be filed with the clerk of the municipality. However, if a separate millage for public library purposes was levied before January 1, 2017, and the

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authority alters or amends the boundaries of a downtown district or extends the duration of the existing finance plan, then the library board or commission may, not later than 60 days after a public hearing is held under this subsection, exempt all or a portion of its taxes from capture by adopting a resolution to that effect and filing a copy with the clerk of the municipality that created the authority. For ad valorem property taxes or specific local taxes attributable to those ad valorem property taxes levied for a separate millage for public library purposes approved by the electors after December 31, 2016, a library board or commission may allow all or a portion of its taxes levied to be included as tax increment revenues and subject to capture under this part under the terms of a written agreement between the library board or commission and the authority. The written agreement shall be filed with the clerk of the municipality. However, if the library was created under section 1 or 10a of 1877 PA 164, MCL 397.201 and 397.210a, or established under 1869 LA 233, then any action of the library board or commission under this subsection shall have the concurrence of the chief executive officer of the city that created the library to be effective, and, if the action of the library board or commission involves any bond issued by this state or a state agency, the concurrence of the state treasurer.

(4) Not less than 60 days after the public hearing, if the governing body of the municipality intends to proceed with the establishment of the authority, it shall adopt, by majority vote of its members, an ordinance establishing the authority and designating the boundaries of the downtown district within which the authority shall exercise its powers. The adoption of the ordinance is subject to any applicable statutory or charter provisions in respect to the approval or disapproval by the chief executive or other officer of the municipality and the adoption of an ordinance over his or her veto. This ordinance shall be filed with the secretary of state promptly after its adoption and shall be published at least once in a newspaper of general circulation in the municipality.

(5) The governing body of the municipality may alter or amend the boundaries of the downtown district to include or exclude lands from the downtown district pursuant to the same requirements for adopting the ordinance creating the authority.

(6) A municipality that has created an authority may enter into an agreement with an adjoining municipality that has created an authority to jointly operate and administer those authorities under an interlocal agreement under the urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.

(7) A municipality that has created an authority may enter into an agreement with a qualified township to operate its authority in a downtown district in the qualified township under an interlocal agreement under the urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512. The interlocal agreement between the municipality and the qualified township shall provide for, but is not limited to, all of the following:

- (a) Size and makeup of the board.
- (b) Determination and modification of downtown district, business district, and development area.
- (c) Modification of development area and development plan.
- (d) Issuance and repayment of obligations.
- (e) Capture of taxes.
- (f) Notice, hearing, and exemption of taxes from capture provisions described in this section.

History: 2018, Act 57, Eff. Jan. 1, 2019.

125.4203a Authority of annexing or consolidated municipality; obligations, agreements, and bonds.

Sec. 203a. If a downtown district is part of an area annexed to or consolidated with another municipality, the authority managing that district shall become an authority of the annexing or consolidated municipality. Obligations of that authority incurred under a development or tax increment plan, agreements related to a development or tax increment plan, and bonds issued under this part shall remain in effect following the annexation or consolidation.

History: 2018, Act 57, Eff. Jan. 1, 2019.

125.4203b Ratification and validation of ordinance and actions; compliance.

Sec. 203b. (1) An ordinance enacted by a municipality that has a population of less than 50,000 establishing an authority, creating a district, or approving a development plan or tax increment financing plan, or an amendment to an authority, district, or plan, and all actions taken under that ordinance, including the issuance of bonds, are ratified and validated notwithstanding that notice for the public hearing on the establishment of the authority, creation of the district, or approval of the development plan or tax increment financing plan, or on the amendment, was not published, posted, or mailed at least 20 days before the hearing, if the notice was published or posted at least 15 days before the hearing or the authority was established in

1984 by a village that filed the ordinance with the secretary of state not later than March 1986. This section applies only to an ordinance adopted by a municipality before February 1, 1991, and shall include any bonds or amounts to be used by the authority to pay the principal of and interest on bonds that have been issued or that are to be issued by the authority, the incorporating municipality, or a county on behalf of the incorporating municipality. An authority for which an ordinance or amendment to the ordinance establishing the authority has been published before February 1, 1991 is considered for purposes of section 203(4) to have promptly filed the ordinance or amendment to the ordinance with the secretary of state if the ordinance or amendment to the ordinance is filed with the secretary of state before October 1, 1991. As used in this section, "notice was published" means publication of the notice occurred at least once.

(2) A development plan and tax increment financing plan approved by a resolution adopted by the village council of a village having a population of less than 3,000 before June 15, 1988 rather than by adoption of an ordinance is ratified and validated, if an amendment to the plans was adopted by the village council in compliance with sections 18 and 19.

(3) A development plan and tax increment financing plan approved by a resolution adopted by the village council of a village having a population of less than 7,000 before June 1, 1998 rather than by adoption of an ordinance is ratified and validated if an amendment to the plans was adopted by the village council in compliance with sections 18 and 19.

History: 2018, Act 57, Eff. Jan. 1, 2019.

125.4203c Proceedings or findings; validity.

Sec. 203c. The validity of the proceedings or findings establishing an authority, or of the procedure, adequacy of notice, or findings with respect to the approval of a development plan or tax increment financing plan is conclusive with respect to the capture of tax increment revenues for an other protected obligation that is a bond issued after October 1, 1994.

History: 2018, Act 57, Eff. Jan. 1, 2019.

125.4203d Establishment or amendment of authority, district, or plan; notice; publication or posting.

Sec. 203d. An ordinance enacted by a municipality that has a population of greater than 1,000 and less than 2,000 establishing an authority, creating a district, or approving a development plan or tax increment financing plan, or an amendment to an authority, district, or plan, and all actions taken or to be taken under that ordinance, including the issuance of bonds, are ratified and validated notwithstanding that notice for the public hearing on the establishment of the authority, creation of the district, or approval of the development plan or tax increment financing plan, or on the amendment, was not published, posted, or mailed at least 20 days before the hearing, provided that the notice was either published or posted at least 10 days before the hearing or that the authority was established in 1990 by a municipality that filed the ordinance with the secretary of state not later than July 1991. This section applies only to an ordinance or an amendment adopted by a municipality before January 1, 1999 and shall include any bonds or amounts to be used by the authority to pay the principal of and interest on bonds that have been issued or that are to be issued by the authority or the incorporating municipality. An authority for which an ordinance or amendment to the ordinance establishing the authority has been published before February 1, 1991 is considered for purposes of section 203(3) to have promptly filed the ordinance or amendment to the ordinance with the secretary of state if the ordinance or amendment to the ordinance is filed with the secretary of state before December 31, 2002. The validity of the proceedings or findings establishing an authority described in this section, or of the procedure, adequacy of notice, or findings with respect to the approval of a development plan or tax increment financing plan for an authority described in this section is conclusive with respect to the capture of tax increment revenues for a bond issued after June 1, 2002 and before June 1, 2006. As used in this section, "notice was either published or posted" means either publication or posting of the notice occurred at least once.

History: 2018, Act 57, Eff. Jan. 1, 2019.

125.4204 Board; appointment, terms, and qualifications of members; vacancy; compensation and expenses; election of chairperson; appointment as public official; oath; conducting business at public meeting; public notice; special meetings; removal of member; review; expense items and financial records; availability of writings to public; single board governing all authorities; member as resident or having interest in property; planning commission serving as board in certain municipalities; modification by interlocal agreement.

Sec. 204. (1) Except as provided in subsections (7), (8), and (9), an authority shall be under the supervision

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and control of a board consisting of the chief executive officer of the municipality or his or her designee from the governing body of the municipality and not less than 8 or more than 12 members as determined by the governing body of the municipality. Members shall be appointed by the chief executive officer of the municipality, subject to approval by the governing body of the municipality. Not less than a majority of the members shall be persons having an interest in property located in the downtown district or officers, members, trustees, principals, or employees of a legal entity having an interest in property located in the downtown district. Not less than 1 of the members shall be a resident of the downtown district, if the downtown district has 100 or more persons residing within it. Of the members first appointed, an equal number of the members, as near as is practicable, shall be appointed for 1 year, 2 years, 3 years, and 4 years. A member shall hold office until the member's successor is appointed. Thereafter, each member shall serve for a term of 4 years. An appointment to fill a vacancy shall be made by the chief executive officer of the municipality for the unexpired term only. Members of the board shall serve without compensation, but shall be reimbursed for actual and necessary expenses. The chairperson of the board shall be elected by the board. The rules of procedure or the bylaws of the authority may provide that a person be appointed to the board in his or her capacity as a public official, whether appointed or elected. The rules of procedure or bylaws may also provide that the public official's term shall expire upon expiration of his or her service as a public official. In addition, the public official's membership on the board expires on his or her resignation from office as a public official.

(2) Before assuming the duties of office, a member shall qualify by taking and subscribing to the constitutional oath of office.

(3) The business which the board may perform shall be conducted at a public meeting of the board held in compliance with the open meetings act, 1976 PA 267, MCL 15.261 to 15.275. Public notice of the time, date, and place of the meeting shall be given in the manner required by the open meetings act, 1976 PA 267, MCL 15.261 to 15.275. The board shall adopt rules consistent with the open meetings act, 1976 PA 267, MCL 15.261 to 15.275, governing its procedure and the holding of regular meetings, subject to the approval of the governing body. Special meetings may be held if called in the manner provided in the rules of the board.

(4) Pursuant to notice and after having been given an opportunity to be heard, a member of the board may be removed for cause by the governing body. Removal of a member is subject to review by the circuit court.

(5) All expense items of the authority shall be publicized monthly and the financial records shall always be open to the public.

(6) In addition to the items and records prescribed in subsection (5), a writing prepared, owned, used, in the possession of, or retained by the board in the performance of an official function shall be made available to the public in compliance with the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

(7) By resolution of its governing body, a municipality having more than 1 authority may establish a single board to govern all authorities in the municipality. The governing body may designate the board of an existing authority as the board for all authorities or may establish by resolution a new board in the same manner as provided in subsection (1). A member of a board governing more than 1 authority may be a resident of or have an interest in property in any of the downtown districts controlled by the board in order to meet the requirements of this section.

(8) By ordinance, the governing body of a municipality that has a population of less than 5,000 may have the municipality's planning commission created pursuant to former 1931 PA 285 or the Michigan planning enabling act, 2008 PA 33, MCL 125.3801 to 125.3885, serve as the board provided for in subsection (1).

(9) If a municipality enters into an agreement with a qualified township under section 203(7), the membership of the board may be modified by the interlocal agreement described in section 203(7).

History: 2018, Act 57, Eff. Jan. 1, 2019;—Am. 2019, Act 29, Imd. Eff. June 25, 2019.

125.4205 Director; acting director; treasurer; secretary; legal counsel; other personnel.

Sec. 205. (1) The board may employ and fix the compensation of a director, subject to the approval of the governing body of the municipality. The director shall serve at the pleasure of the board. A member of the board is not eligible to hold the position of director. Before entering upon the duties of his or her office, the director shall take and subscribe to the constitutional oath, and furnish bond, by posting a bond in the penal sum determined in the ordinance establishing the authority payable to the authority for use and benefit of the authority, approved by the board, and filed with the municipal clerk. The premium on the bond shall be deemed an operating expense of the authority, payable from funds available to the authority for expenses of operation. The director shall be the chief executive officer of the authority. Subject to the approval of the board, the director shall supervise, and be responsible for, the preparation of plans and the performance of the functions of the authority in the manner authorized by this part. The director shall attend the meetings of the board, and shall render to the board and to the governing body of the municipality a regular report covering

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the activities and financial condition of the authority. If the director is absent or disabled, the board may designate a qualified person as acting director to perform the duties of the office. Before entering upon the duties of his or her office, the acting director shall take and subscribe to the oath, and furnish bond, as required of the director. The director shall furnish the board with information or reports governing the operation of the authority as the board requires.

(2) The board may employ and fix the compensation of a treasurer, who shall keep the financial records of the authority and who, together with the director, shall approve all vouchers for the expenditure of funds of the authority. The treasurer shall perform such other duties as may be delegated to him or her by the board and shall furnish bond in an amount as prescribed by the board.

(3) The board may employ and fix the compensation of a secretary, who shall maintain custody of the official seal and of records, books, documents, or other papers not required to be maintained by the treasurer. The secretary shall attend meetings of the board and keep a record of its proceedings, and shall perform such other duties delegated by the board.

(4) The board may retain legal counsel to advise the board in the proper performance of its duties. The legal counsel shall represent the authority in actions brought by or against the authority.

(5) The board may employ other personnel deemed necessary by the board.

History: 2018, Act 57, Eff. Jan. 1, 2019.

125-4206 Participation of employees in municipal retirement and insurance programs.

Sec. 206. The employees of an authority shall be eligible to participate in municipal retirement and insurance programs of the municipality as if they were civil service employees except that the employees of an authority are not civil service employees.

History: 2018, Act 57, Eff. Jan. 1, 2019.

125-4207 Powers of board; creation, operation, or funding of retail business incubator.

Sec. 207. (1) The board may:

- (a) Prepare an analysis of economic changes taking place in the downtown district.
- (b) Study and analyze the impact of metropolitan growth upon the downtown district.
- (c) Plan and propose the construction, renovation, repair, remodeling, rehabilitation, restoration, preservation, or reconstruction of a public facility, an existing building, or a multiple-family dwelling unit which may be necessary or appropriate to the execution of a plan which, in the opinion of the board, aids in the economic growth of the downtown district.
- (d) Plan, propose, and implement an improvement to a public facility within the development area to comply with the barrier free design requirements of the state construction code promulgated under the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1531.
- (e) Develop long-range plans, in cooperation with the agency which is chiefly responsible for planning in the municipality, designed to halt the deterioration of property values in the downtown district and to promote the economic growth of the downtown district, and take such steps as may be necessary to persuade property owners to implement the plans to the fullest extent possible.
- (f) Implement any plan of development in the downtown district necessary to achieve the purposes of this part, in accordance with the powers of the authority as granted by this part.
- (g) Make and enter into contracts necessary or incidental to the exercise of its powers and the performance of its duties.
- (h) Acquire by purchase or otherwise, on terms and conditions and in a manner the authority considers proper or own, convey, or otherwise dispose of, or lease as lessor or lessee, land and other property, real or personal, or rights or interests in property, which the authority determines is reasonably necessary to achieve the purposes of this part, and to grant or acquire licenses, easements, and options with respect to that property.
- (i) Improve land and construct, reconstruct, rehabilitate, restore and preserve, equip, improve, maintain, repair, and operate any building, including multiple-family dwellings, and any necessary or desirable appurtenances to that property, within the downtown district for the use, in whole or in part, of any public or private person or corporation, or a combination of them.
- (j) Fix, charge, and collect fees, rents, and charges for the use of any building or property under its control or any part thereof, or facility therein, and pledge the fees, rents, and charges for the payment of revenue bonds issued by the authority.
- (k) Lease any building or property under its control, or any part of a building or property.
- (l) Accept grants and donations of property, labor, or other things of value from a public or private source.
- (m) Acquire and construct public facilities.
- (n) Create, operate, and fund marketing initiatives that benefit only retail and general marketing of the

downtown district.

- (o) Contract for broadband service and wireless technology service in the downtown district.
- (p) Operate and perform all duties and exercise all responsibilities described in this section in a qualified township if the qualified township has entered into an agreement with the municipality under section 203(7).
- (q) Create, operate, and fund a loan program to fund improvements for existing buildings located in a downtown district to make them marketable for sale or lease. The board may make loans with interest at a market rate or may make loans with interest at a below market rate, as determined by the board.
- (r) Create, operate, and fund retail business incubators in the downtown district.
- (2) If it is the express determination of the board to create, operate, or fund a retail business incubator in the downtown district, the board shall give preference to tenants who will provide goods or services that are not available or that are underserved in the downtown area. If the board creates, operates, or funds retail business incubators in the downtown district, the board and each tenant who leases space in a retail business incubator shall enter into a written contract that includes, but is not limited to, all of the following:
 - (a) The lease or rental rate that may be below the fair market rate as determined by the board.
 - (b) The requirement that a tenant may lease space in the retail business incubator for a period not to exceed 18 months.
 - (c) The terms of a joint operating plan with 1 or more other businesses located in the downtown district.
 - (d) A copy of the business plan of the tenant that contains measurable goals and objectives.
 - (e) The requirement that the tenant participate in basic management classes, business seminars, or other business education programs offered by the authority, the local chamber of commerce, local community colleges, or institutions of higher education, as determined by the board.

History: 2018, Act 57, Eff. Jan. 1, 2019.

125.4208 Board serving as planning commission; agenda.

Sec. 208. If a board created under this part serves as the planning commission under the Michigan planning enabling act, 2008 PA 33, MCL 125.3801 to 125.3885, the board shall include planning commission business in its agenda.

History: 2018, Act 57, Eff. Jan. 1, 2019.

125.4209 Authority as instrumentality of political subdivision.

Sec. 209. The authority shall be deemed an instrumentality of a political subdivision for purposes of 1972 PA 227, MCL 213.321 to 213.332.

History: 2018, Act 57, Eff. Jan. 1, 2019.

125.4210 Taking, transfer, and use of private property.

Sec. 210. A municipality may take private property under 1911 PA 149, MCL 213.21 to 213.25, for the purpose of transfer to the authority, and may transfer the property to the authority for use in an approved development, on terms and conditions it deems appropriate, and the taking, transfer, and use shall be considered necessary for public purposes and for the benefit of the public.

History: 2018, Act 57, Eff. Jan. 1, 2019.

125.4211 Financing activities of authority; disposition of money received by authority; municipal obligations.

Sec. 211. (1) The activities of the authority shall be financed from 1 or more of the following sources:

- (a) Donations to the authority for the performance of its functions.
- (b) Proceeds of a tax imposed pursuant to section 212.
- (c) Money borrowed and to be repaid as authorized by sections 213 and 213a.
- (d) Revenues from any property, building, or facility owned, leased, licensed, or operated by the authority or under its control, subject to the limitations imposed upon the authority by trusts or other agreements.
- (e) Proceeds of a tax increment financing plan, established under sections 214 to 216.
- (f) Proceeds from a special assessment district created as provided by law.
- (g) Money obtained from other sources approved by the governing body of the municipality or otherwise authorized by law for use by the authority or the municipality to finance a development program.
- (h) Money obtained pursuant to section 213b.
- (i) Revenue transferred pursuant to section 11a of chapter 2 of the city income tax act, 1964 PA 284, MCL 141.611a.
- (j) Revenue transferred pursuant to section 11b of chapter 2 of the city income tax act, 1964 PA 284, MCL 141.611b.

(2) Money received by the authority and not covered under subsection (1) shall immediately be deposited to the credit of the authority, subject to disbursement pursuant to this part. Except as provided in this part, the municipality shall not obligate itself, nor shall it ever be obligated to pay any sums from public funds, other than money received by the municipality pursuant to this section, for or on account of the activities of the authority.

History: 2018, Act 57, Eff. Jan. 1, 2019.

125.4212 Ad valorem tax; borrowing in anticipation of collection.

Sec. 212. (1) An authority with the approval of the municipal governing body may levy an ad valorem tax on the real and tangible personal property not exempt by law and as finally equalized in the downtown district. The tax shall not be more than 1 mill if the downtown district is in a municipality having a population of 1,000,000 or more, or not more than 2 mills if the downtown district is in a municipality having a population of less than 1,000,000. The tax shall be collected by the municipality creating the authority levying the tax. The municipality shall collect the tax at the same time and in the same manner as it collects its other ad valorem taxes. The tax shall be paid to the treasurer of the authority and credited to the general fund of the authority for purposes of the authority.

(2) The municipality may at the request of the authority borrow money and issue its notes under the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821, in anticipation of collection of the ad valorem tax authorized in this section.

History: 2018, Act 57, Eff. Jan. 1, 2019.

125.4213 Revenue bonds.

Sec. 213. The authority may borrow money and issue its negotiable revenue bonds under the revenue bond act of 1933, 1933 PA 94, MCL 141.101 to 141.140. Revenue bonds issued by the authority shall not except as hereinafter provided be deemed a debt of the municipality or the state. The municipality by majority vote of the members of its governing body may pledge its full faith and credit to support the authority's revenue bonds.

History: 2018, Act 57, Eff. Jan. 1, 2019.

125.4213a Borrowing money; issuing revenue bonds or notes; purpose; costs; security; pledge and lien of pledge valid and binding; filing or recording not required; tax exemption; bonds or notes neither liability nor debt of municipality; statement; investment and deposit of bonds and notes.

Sec. 213a. (1) The authority may with approval of the local governing body borrow money and issue its revenue bonds or notes to finance all or part of the costs of acquiring or constructing property in connection with the implementation of a development plan in the downtown district or to refund or refund in advance bonds or notes issued pursuant to this section. The costs which may be financed by the issuance of revenue bonds or notes may include the cost of purchasing, acquiring, constructing, improving, enlarging, extending, or repairing property in connection with the implementation of a development plan in the downtown district; any engineering, architectural, legal, accounting, or financial expenses; the costs necessary or incidental to the borrowing of money; interest on the bonds or notes during the period of construction; a reserve for payment of principal and interest on the bonds or notes; and a reserve for operation and maintenance until sufficient revenues have developed. The authority may secure the bonds and notes by mortgage, assignment, or pledge of the property and any money, revenues, or income received in connection therewith.

(2) A pledge made by the authority shall be valid and binding from the time the pledge is made. The money or property pledged by the authority immediately shall be subject to the lien of the pledge without a physical delivery, filing, or further act. The lien of such a pledge shall be valid and binding as against parties having claims of any kind in tort, contract, or otherwise, against the authority, irrespective of whether the parties have notice of the lien. Neither the resolution, the trust agreement, nor any other instrument by which a pledge is created need be filed or recorded.

(3) Bonds or notes issued pursuant to this section shall be exempt from all taxation in this state except inheritance and transfer taxes, and the interest on the bonds or notes shall be exempt from all taxation in this state, notwithstanding that the interest may be subject to federal income tax.

(4) The municipality shall not be liable on bonds or notes of the authority issued pursuant to this section and the bonds or notes shall not be a debt of the municipality. The bonds or notes shall contain on their face a statement to that effect.

(5) The bonds and notes of the authority may be invested in by all public officers, state agencies and political subdivisions, insurance companies, banks, savings and loan associations, investment companies, and

fiduciaries and trustees, and may be deposited with and received by all public officers and the agencies and political subdivisions of this state for any purpose for which the deposit of bonds is authorized.

History: 2018, Act 57, Eff. Jan. 1, 2019.

125-4213b Insufficient tax increment revenues to repay advance or pay obligation; contents, time, and payment of claim; appropriation and distribution of aggregate amount; limitations; distribution subject to lien; obligation as debt or liability; certification of distribution amount; basis for calculation of distributions and claim reports.

Sec. 213b. (1) If the amount of tax increment revenues lost as a result of the reduction of taxes levied by local school districts for school operating purposes required by the millage limitations under section 1211 of the school code of 1976, 1976 PA 451, MCL 380.1211, reduced by the amount of tax increment revenues received from the capture of taxes levied under or attributable to the state education tax act, 1993 PA 331, MCL 211.901 to 211.906, will cause the tax increment revenues received in a fiscal year by an authority under section 215 to be insufficient to repay an eligible advance or to pay an eligible obligation, the legislature shall appropriate and distribute to the authority the amount described in subsection (5).

(2) Not less than 30 days before the first day of a fiscal year, an authority eligible to retain tax increment revenues from taxes levied by a local or intermediate school district or this state or to receive a distribution under this section for that fiscal year shall file a claim with the department of treasury. The claim shall include the following information:

(a) The property tax millage rates levied in 1993 by local school districts within the jurisdictional area of the authority for school operating purposes.

(b) The property tax millage rates expected to be levied by local school districts within the jurisdictional area of the authority for school operating purposes for that fiscal year.

(c) The tax increment revenues estimated to be received by the authority for that fiscal year based upon actual property tax levies of all taxing jurisdictions within the jurisdictional area of the authority.

(d) The tax increment revenues the authority estimates it would have received for that fiscal year if property taxes were levied by local school districts within the jurisdictional area of the authority for school operating purposes at the millage rates described in subdivision (a) and if no property taxes were levied by this state under the state education tax act, 1993 PA 331, MCL 211.901 to 211.906.

(e) A list and documentation of eligible obligations and eligible advances and the payments due on each of those eligible obligations or eligible advances in that fiscal year, and the total amount of all the payments due on those eligible obligations and eligible advances in that fiscal year.

(f) The amount of money, other than tax increment revenues, estimated to be received in that fiscal year by the authority that is primarily pledged to, and to be used for, the payment of an eligible obligation or the repayment of an eligible advance. That amount shall not include excess tax increment revenues or the authority that are permitted by law to be retained by the authority for purposes that further the development program. However, that amount shall include money to be obtained from sources authorized by law, which law is enacted on or after December 1, 1993, for use by the municipality or authority to finance a development project.

(g) The amount of a distribution received pursuant to this part for a fiscal year in excess of or less than the distribution that would have been required if calculated upon actual tax increment revenues received for that fiscal year.

(h) A list and documentation of other protected obligations and the payments due on each of those other protected obligations in that fiscal year, and the total amount of all the payments due on those other protected obligations in that fiscal year.

(3) For the fiscal year that commences after September 30, 1993 and before October 1, 1994, an authority may make a claim with all information required by subsection (2) at any time after March 15, 1994.

(4) After review and verification of claims submitted pursuant to this section, amounts appropriated by the state in compliance with this part shall be distributed as 2 equal payments on March 1 and September 1 after receipt of a claim. An authority shall allocate a distribution it receives for an eligible obligation issued on behalf of a municipality to the municipality.

(5) Subject to subsections (6) and (7), the aggregate amount to be appropriated and distributed pursuant to this section to an authority shall be the sum of the amounts determined pursuant to subdivisions (a) and (b) minus the amount determined pursuant to subdivision (c), as follows:

(a) The amount by which the tax increment revenues the authority would have received for the fiscal year, excluding taxes exempt under section 7ff of the general property tax act, 1893 PA 206, MCL 211.7ff, if property taxes were levied by local school districts for school operating purposes at the millage rates described in subsection (2)(a) and if no property taxes were levied under the state education tax act, 1993 PA Renerated Wednesday, May 19, 2021

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331, MCL 211.901 to 211.906, exceed the tax increment revenues the authority actually received for the fiscal year.

(b) A shortfall required to be reported pursuant to subsection (2)(g) that had not previously increased a distribution.

(c) An excess amount required to be reported pursuant to subsection (2)(g) that had not previously decreased a distribution.

(6) The amount distributed under subsection (5) shall not exceed the difference between the amount described in subsection (2)(e) and the sum of the amounts described in subsection (2)(c) and (f).

(7) If, based upon the tax increment financing plan in effect on August 19, 1993, the payment due on eligible obligations or eligible advances anticipates the use of excess prior year tax increment revenues permitted by law to be retained by the authority, and if the sum of the amounts described in subsection (2)(c) and (f) plus the amount to be distributed under subsections (5) and (6) is less than the amount described in subsection (2)(e), the amount to be distributed under subsections (5) and (6) shall be increased by the amount of the shortfall. However, the amount authorized to be distributed pursuant to this section shall not exceed that portion of the cumulative difference, for each preceding fiscal year, between the amount that could have been distributed pursuant to subsection (5) and the amount actually distributed pursuant to subsections (5) and (6) and this subsection.

(8) A distribution under this section replacing tax increment revenues pledged by an authority or a municipality is subject to the lien of the pledge, whether or not there has been physical delivery of the distribution.

(9) Obligations for which distributions are made pursuant to this section are not a debt or liability of this state; do not create or constitute an indebtedness, liability, or obligation of this state; and are not and do not constitute a pledge of the faith and credit of this state.

(10) Not later than July 1 of each year, the authority shall certify to the local tax collecting treasurer the amount of the distribution required under subsection (5), calculated without regard to the receipt of tax increment revenues attributable to local or intermediate school district taxes or attributable to taxes levied under the state education tax act, 1993 PA 331, MCL 211.901 to 211.906.

(11) Calculations of distributions under this section and claims reports required to be made under subsection (2) shall be made on the basis of each development area of the authority.

(12) The state tax commission may provide that the reimbursement calculations under this section and the calculation of allowable capture of school taxes shall be made for each calendar year's tax increment revenues using a 12-month debt payment period used by the authority and approved by the state tax commission.

History: 2018, Act 57, Eff. Jan. 1, 2019.

125.4213c Retention and payment of taxes levied under state education tax act; conditions; application by authority for approval; information to be included; approval, modification, or denial of application by department of treasury; appropriation and distribution of amount; calculation of aggregate amount; lien; reimbursement calculations; legislative intent.

Sec. 213c. (1) If the amount of tax increment revenues lost as a result of the personal property tax exemptions provided by section 1211(1) and (4) of the revised school code, 1976 PA 451, MCL 380.1211, section 3 of the state education tax act, 1993 PA 331, MCL 211.903, section 14(4) of 1974 PA 198, MCL 207.564, and section 9k of the general property tax act, 1893 PA 206, MCL 211.9k, will reduce the allowable school tax capture received in a fiscal year, then, notwithstanding any other provision of this part, the authority, with approval of the department of treasury under subsection (3), may request the local tax collecting treasurer to retain and pay to the authority taxes levied under the state education tax act, 1993 PA 331, MCL 211.901 to 211.906, to be used for the following:

(a) To repay an eligible advance.

(b) To repay an eligible obligation.

(c) To repay an other protected obligation.

(2) Not later than June 15, 2008, not later than September 30, 2009, and not later than June 1 of each subsequent year, except for 2011, not later than June 15, an authority eligible under subsection (1) to have taxes levied under the state education tax act, 1993 PA 331, MCL 211.901 to 211.906, retained and paid to the authority under this section, shall apply for approval with the department of treasury. The application for approval shall include the following information:

(a) The property tax millage rates expected to be levied by local school districts within the jurisdictional area of the authority for school operating purposes for that fiscal year.

(b) The tax increment revenues estimated to be received by the authority for that fiscal year based upon Rendered Wednesday, May 19, 2021

actual property tax levies of all taxing jurisdictions within the jurisdictional area of the authority.

(c) The tax increment revenues the authority estimates it would have received for that fiscal year if the personal property tax exemptions described in subsection (1) were not in effect.

(d) A list of eligible obligations, eligible advances, and other protected obligations, the payments due on each of those in that fiscal year, and the total amount of all the payments due on all of those in that fiscal year.

(e) The amount of money, other than tax increment revenues, estimated to be received in that fiscal year by the authority that is primarily pledged to, and to be used for, the payment of an eligible obligation, the repayment of an eligible advance, or the payment of an other protected obligation. That amount shall not include excess tax increment revenues of the authority that are permitted by law to be retained by the authority for purposes that further the development program. However, that amount shall include money to be obtained from sources authorized by law, which law is enacted on or after December 1, 1993, for use by the municipality or authority to finance a development plan.

(f) The amount of a distribution received pursuant to this part for a fiscal year in excess of or less than the distribution that would have been required if calculated upon actual tax increment revenues received for that fiscal year.

(3) Not later than August 15, 2008; for 2009, not later than February 3, 2010; for 2011 only, not later than 30 days after the effective date of the amendatory act that amended this sentence; and not later than August 15 for 2010, 2012, and each subsequent year, based on the calculations under subsection (5), the department of treasury shall approve, modify, or deny the application for approval to have taxes levied under the state education tax act, 1993 PA 331, MCL 211.901 to 211.906, retained and paid to the authority under this section. If the application for approval contains the information required under subsection (2)(a) through (f) and appears to be in substantial compliance with the provisions of this section, then the department of treasury shall approve the application. If the application is denied by the department of treasury, then the department of treasury shall provide the opportunity for a representative of the authority to discuss the denial within 21 days after the denial occurs and shall sustain or modify its decision within 30 days after receiving information from the authority. If the application for approval is approved or modified by the department of treasury, the local tax collecting treasurer shall retain and pay to the authority the amount described in subsection (5) as approved by the department. If the department of treasury denies the authority's application for approval, the local tax collecting treasurer shall not retain or pay to the authority the taxes levied under the state education tax act, 1993 PA 331, MCL 211.901 to 211.906. An approval by the department does not prohibit a subsequent audit of taxes retained in accordance with the procedures currently authorized by law.

(4) Each year the legislature shall appropriate and distribute an amount sufficient to pay each authority the following:

(a) If the amount to be retained and paid under subsection (3) is less than the amount calculated under subsection (5), the difference between those amounts.

(b) If the application for approval is denied by the department of treasury, an amount verified by the department equal to the amount calculated under subsection (5).

(5) Subject to subsection (6), the aggregate amount under this section shall be the sum of the amounts determined under subdivisions (a) and (b) minus the amount determined under subdivision (c), as follows:

(a) The amount by which the tax increment revenues the authority would have received and retained for the fiscal year, excluding taxes exempt under section 7ff of the general property tax act, 1893 PA 206, MCL 211.7ff, if the personal property tax exemptions described in subsection (1) were not in effect, exceed the tax increment revenues the authority actually received for the fiscal year. For fiscal years beginning January 1, 2019 and thereafter, the amount under this subdivision shall be calculated using the greater of the following:

(i) The captured assessed value of industrial personal property, commercial personal property, and the personal property component of exemption certificates granted under 1974 PA 198, MCL 207.551 to 207.572, that are sited on property classified as either industrial or commercial, for the authority's fiscal year ending in the current year.

(ii) The 2013 captured assessed value of industrial personal property, commercial personal property, and the personal property component of exemption certificates granted under 1974 PA 198, MCL 207.551 to 207.572, that are sited on property classified as either industrial or commercial.

(b) A shortfall required to be reported under subsection (2)(f) that had not previously increased a distribution.

(c) An excess amount required to be reported under subsection (2)(f) that had not previously decreased a distribution.

(6) A distribution or taxes retained under this section replacing tax increment revenues pledged by an authority or a municipality are subject to any lien of the pledge described in subsection (1), whether or not there has been physical delivery of the distribution.

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(7) Obligations for which distributions are made under this section are not a debt or liability of this state; do not create or constitute an indebtedness, liability, or obligation of this state; and are not and do not constitute a pledge of the faith and credit of this state.

(8) Not later than September 15 of each year, the authority shall provide a copy of the application for approval approved by the department of treasury to the local tax collecting treasurer and provide the amount of the taxes retained and paid to the authority under subsection (5).

(9) Calculations of amounts retained and paid and appropriations to be distributed under this section shall be made on the basis of each development area of the authority.

(10) The state tax commission may provide that the reimbursement calculations under this section and the calculation of allowable capture of school taxes shall be made for each calendar year's tax increment revenues using a 12-month debt payment period used by the authority and approved by the state tax commission.

(11) It is the intent of the legislature that, to the extent that the total amount of taxes levied under the state education tax act, 1993 PA 331, MCL 211.901 to 211.906, that are allowed to be retained under this section and section 411b, section 15a of the brownfield redevelopment financing act, 1996 PA 381, MCL 125.2665a, and section 312b, exceeds the difference of the total school aid fund revenue for the tax year minus the estimated amount of revenue the school aid fund would have received for the tax year had the tax exemptions described in subsection (1) and the earmark created by section 515 of the Michigan business tax act, 2007 PA 36, MCL 208.1515, not taken effect, the general fund shall reimburse the school aid fund the difference.

History: 2018, Act 57, Eff. Jan. 1, 2019;—Am. 2018, Act 481, Imd. Eff. Dec. 27, 2018.

125.4214 Tax increment financing plan; preparation and contents; limitation; public hearing; fiscal and economic implications; recommendations; agreements; modification of plan; catalyst development project.

Sec. 214. (1) When the authority determines that it is necessary for the achievement of the purposes of this part, the authority shall prepare and submit a tax increment financing plan to the governing body of the municipality. The plan shall include a development plan as provided in section 217, a detailed explanation of the tax increment procedure, the maximum amount of bonded indebtedness to be incurred, and the duration of the program, and shall be in compliance with section 215. The plan shall contain a statement of the estimated impact of tax increment financing on the assessed values of all taxing jurisdictions in which the development area is located. The plan may provide for the use of part or all of the captured assessed value, but the portion intended to be used by the authority shall be clearly stated in the tax increment financing plan. The authority or municipality may exclude from captured assessed value growth in property value resulting solely from inflation. The plan shall set forth the method for excluding growth in property value resulting solely from inflation.

(2) The percentage of taxes levied for school operating purposes that is captured and used by the tax increment financing plan shall not be greater than the plan's percentage capture and use of taxes levied by a municipality or county for operating purposes. For purposes of the previous sentence, taxes levied by a county for operating purposes include only millage allocated for county or charter county purposes under the property tax limitation act, 1933 PA 62, MCL 211.201 to 211.217a. For purposes of this subsection, tax increment revenues used to pay bonds issued by a municipality under section 216(1) shall be considered to be used by the tax increment financing plan rather than shared with the municipality. The limitation of this subsection does not apply to the portion of the captured assessed value shared pursuant to an agreement entered into before 1989 with a county or with a city in which an enterprise zone is approved under section 13 of the enterprise zone act, 1985 PA 224, MCL 125.2113.

(3) Approval of the tax increment financing plan shall be pursuant to the notice, hearing, and disclosure provisions of section 218. If the development plan is part of the tax increment financing plan, only 1 hearing and approval procedure is required for the 2 plans together.

(4) Before the public hearing on the tax increment financing plan, the governing body shall provide a reasonable opportunity to the taxing jurisdictions levying taxes subject to capture to meet with the governing body. The authority shall fully inform the taxing jurisdictions of the fiscal and economic implications of the proposed development area. The taxing jurisdictions may present their recommendations at the public hearing on the tax increment financing plan. The authority may enter into agreements with the taxing jurisdictions and the governing body of the municipality in which the development area is located to share a portion of the captured assessed value of the district.

(5) A tax increment financing plan may be modified if the modification is approved by the governing body upon notice and after public hearings and agreements as are required for approval of the original plan.

(6) Under a tax increment financing plan that includes a catalyst development project, an authority may pledge available tax increment revenues of the authority as security for any bonds issued to develop and Rended Wednesday, May 19, 2021

construct a catalyst development project.

History: 2018, Act 57, Eff. Jan. 1, 2019.

125.4215 Transmitting and expending tax increments revenues; reversion of surplus funds; abolishment of tax increment financing plan; conditions.

Sec. 215. (1) The municipal and county treasurers shall transmit to the authority tax increment revenues.

(2) The authority shall expend the tax increment revenues received for the development program only pursuant to the tax increment financing plan. Surplus funds shall revert proportionately to the respective taxing bodies. These revenues shall not be used to circumvent existing property tax limitations. The governing body of the municipality may abolish the tax increment financing plan when it finds that the purposes for which it was established are accomplished. However, the tax increment financing plan shall not be abolished, allowed to expire, or otherwise terminate until the principal of, and interest on, bonds issued pursuant to section 216 have been paid or funds sufficient to make the payment have been segregated.

History: 2018, Act 57, Eff. Jan. 1, 2019.

125.4216 General obligation bonds and tax increment bonds; qualified refunding obligation.

Sec. 216. (1) The municipality may by resolution of its governing body authorize, issue, and sell general obligation bonds subject to the limitations set forth in this subsection to finance the development program of the tax increment financing plan and shall pledge its full faith and credit for the payment of the bonds. The municipality may pledge as additional security for the bonds any money received by the authority or the municipality pursuant to section 211. The bonds are subject to the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821. Before the municipality may authorize the borrowing, the authority shall submit an estimate of the anticipated tax increment revenues and other revenue available under section 211 to be available for payment of principal and interest on the bonds, to the governing body of the municipality. This estimate shall be approved by the governing body of the municipality by resolution adopted by majority vote of the members of the governing body in the resolution authorizing the bonds. If the governing body of the municipality adopts the resolution authorizing the bonds, the estimate of the anticipated tax increment revenues and other revenue available under section 211 to be available for payment of principal and interest on the bonds shall be conclusive for purposes of this section. The bonds issued under this subsection shall be considered a single series for the purposes of the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2801.

(2) By resolution of its governing body, the authority may authorize, issue, and sell tax increment bonds subject to the limitations set forth in this subsection to finance the development program of the tax increment financing plan. The tax increment bonds issued by the authority under this subsection shall pledge solely the tax increment revenues of a development area in which the project is located or a development area from which tax increment revenues may be used for this project, or both. In addition or in the alternative, the bonds issued by the authority pursuant to this subsection may be secured by any other revenues identified in section 211 as sources of financing for activities of the authority that the authority shall specifically pledge in the resolution. However, the full faith and credit of the municipality shall not be pledged to secure bonds issued pursuant to this subsection. The bond issue may include a sum sufficient to pay interest on the tax increment bonds until full development of tax increment revenues from the project and also a sum to provide a reasonable reserve for payment of principal and interest on the bonds. The resolution authorizing the bonds shall create a lien on the tax increment revenues and other revenues pledged by the resolution that shall be a statutory lien and shall be a first lien subject only to liens previously created. The resolution may provide the terms upon which additional bonds may be issued of equal standing and parity of lien as to the tax increment revenues and other revenues pledged under the resolution. Bonds issued under this subsection that pledge revenue received under section 211 for repayment of the bonds are subject to the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821.

(3) Notwithstanding any other provision of this part, if the state treasurer determines that an authority or municipality can issue a qualified refunding obligation and the authority or municipality does not make a good-faith effort to issue the qualified refunding obligation as determined by the state treasurer, the state treasurer may reduce the amount claimed by the authority or municipality under section 213b by an amount equal to the net present value saving that would have been realized had the authority or municipality refunded the obligation or the state treasurer may require a reduction in the capture of tax increment revenues from taxes levied by a local or intermediate school district or this state by an amount equal to the net present value savings that would have been realized had the authority or municipality refunded the obligation. This subsection does not authorize the state treasurer to require the authority or municipality to pledge security greater than the security pledged for the obligation being refunded.

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History: 2018, Act 57, Eff. Jan. 1, 2019.

125.4217 Development plan; preparation; contents.

Sec. 217. (1) When a board decides to finance a project in the downtown district by the use of revenue bonds as authorized in section 213 or tax increment financing as authorized in sections 214, 215, and 216, it shall prepare a development plan.

(2) The development plan shall contain all of the following:

- (a) The designation of boundaries of the development area in relation to highways, streets, streams, or otherwise.
- (b) The location and extent of existing streets and other public facilities within the development area, shall designate the location, character, and extent of the categories of public and private land uses then existing and proposed for the development area, including residential, recreational, commercial, industrial, educational, and other uses, and shall include a legal description of the development area.
- (c) A description of existing improvements in the development area to be demolished, repaired, or altered, a description of any repairs and alterations, and an estimate of the time required for completion.
- (d) The location, extent, character, and estimated cost of the improvements including rehabilitation contemplated for the development area and an estimate of the time required for completion.
- (e) A statement of the construction or stages of construction planned, and the estimated time of completion of each stage.
- (f) A description of any parts of the development area to be left as open space and the use contemplated for the space.
- (g) A description of any portions of the development area that the authority desires to sell, donate, exchange, or lease to or from the municipality and the proposed terms.
- (h) A description of desired zoning changes and changes in streets, street levels, intersections, or utilities.
- (i) An estimate of the cost of the development, a statement of the proposed method of financing the development, and the ability of the authority to arrange the financing.
- (j) Designation of the person or persons, natural or corporate, to whom all or a portion of the development is to be leased, sold, or conveyed in any manner and for whose benefit the project is being undertaken if that information is available to the authority.
- (k) The procedures for bidding for the leasing, purchasing, or conveying in any manner of all or a portion of the development upon its completion, if there is no express or implied agreement between the authority and persons, natural or corporate, that all or a portion of the development will be leased, sold, or conveyed in any manner to those persons.
- (l) Estimates of the number of persons residing in the development area and the number of families and individuals to be displaced. If occupied residences are designated for acquisition and clearance by the authority, a development plan shall include a survey of the families and individuals to be displaced, including their income and racial composition, a statistical description of the housing supply in the community, including the number of private and public units in existence or under construction, the condition of those units in existence, the number of owner-occupied and renter-occupied units, the annual rate of turnover of the various types of housing and the range of rents and sale prices, an estimate of the total demand for housing in the community, and the estimated capacity of private and public housing available to displaced families and individuals.
- (m) A plan for establishing priority for the relocation of persons displaced by the development in any new housing in the development area.
- (n) Provision for the costs of relocating persons displaced by the development and financial assistance and reimbursement of expenses, including litigation expenses and expenses incident to the transfer of title, in accordance with the standards and provisions of the federal uniform relocation assistance and real property acquisition policies act of 1970, Public Law 91-646, 42 USC 4601.
- (o) A plan for compliance with 1972 PA 227, MCL 213.321 to 213.332.
- (p) Other material that the authority, local public agency, or governing body considers pertinent.

History: 2018, Act 57, Eff. Jan. 1, 2019.

125.4218 Ordinance approving or amending development plan or tax increment financing plan; public hearing; notice; record.

Sec. 218. (1) The governing body, before adoption of an ordinance approving or amending a development plan or approving or amending a tax increment financing plan, shall hold a public hearing on the development plan. Notice of the time and place of the hearing shall be given by publication twice in a newspaper of general circulation designated by the municipality, the first of which shall be not less than 20 days before the date set

for the hearing. Notice of the hearing shall be posted in at least 20 conspicuous and public places in the downtown district not less than 20 days before the hearing. Notice shall also be mailed to all property taxpayers of record in the downtown district not less than 20 days before the hearing. Beginning June 1, 2005, the notice of hearing within the time frame described in this subsection shall be mailed by certified mail to the governing body of each taxing jurisdiction levying taxes that would be subject to capture if the development plan or the tax increment financing plan is approved or amended.

(2) Notice of the time and place of hearing on a development plan shall contain: a description of the proposed development area in relation to highways, streets, streams, or otherwise; a statement that maps, plats, and a description of the development plan, including the method of relocating families and individuals who may be displaced from the area, are available for public inspection at a place designated in the notice, and that all aspects of the development plan will be open for discussion at the public hearing; and other information that the governing body considers appropriate. At the time set for hearing, the governing body shall provide an opportunity for interested persons to be heard and shall receive and consider communications in writing with reference to the development plan. The hearing shall provide the fullest opportunity for expression of opinion, for argument on the merits, and for introduction of documentary evidence pertinent to the development plan. The governing body shall make and preserve a record of the public hearing, including all data presented thereat.

History: 2018, Act 57, Eff. Jan. 1, 2019.

125.4219 Development plan or tax increment financing plan as constituting public purpose; determination; ordinance; considerations; amendments; incorporation of catalyst development project plan.

Sec. 219. (1) The governing body after a public hearing on the development plan or the tax increment financing plan, or both, with notice of the hearing given in accordance with section 218, shall determine whether the development plan or tax increment financing plan constitutes a public purpose. If it determines that the development plan or tax increment financing plan constitutes a public purpose, it shall then approve or reject the plan, or approve it with modification, by ordinance based on the following considerations:

- (a) The findings and recommendations of a development area citizens council, if a development area citizens council was formed.
- (b) The plan meets the requirements set forth in section 217(2).
- (c) The proposed method of financing the development is feasible and the authority has the ability to arrange the financing.
- (d) The development is reasonable and necessary to carry out the purposes of this part.
- (e) The land included within the development area to be acquired is reasonably necessary to carry out the purposes of the plan and of this part in an efficient and economically satisfactory manner.
- (f) The development plan is in reasonable accord with the master plan of the municipality.
- (g) Public services, such as fire and police protection and utilities, are or will be adequate to service the project area.
- (h) Changes in zoning, streets, street levels, intersections, and utilities are reasonably necessary for the project and for the municipality.
- (2) Amendments to an approved development plan or tax increment plan must be submitted by the authority to the governing body for approval or rejection.
- (3) Proposed amendments made to an approved development plan to incorporate a catalyst development project plan shall be submitted by the authority to the Michigan strategic fund for approval or rejection of that part of the plan relating to the catalyst development project. Amendments not approved or rejected under this subsection by the Michigan strategic fund within 45 days of submission for approval shall be considered approved.

History: 2018, Act 57, Eff. Jan. 1, 2019.

125.4220 Notice to vacate.

Sec. 220. A person to be relocated under this part shall be given not less than 90 days' written notice to vacate unless modified by court order for good cause.

History: 2018, Act 57, Eff. Jan. 1, 2019.

125.4221 Development area citizens council; establishment; appointment and qualifications of members; representative of development area.

Sec. 221. (1) If a proposed development area has residing within it 100 or more residents, a development area citizens council shall be established at least 90 days before the public hearing on the development or tax

increment financing plan. The development area citizens council shall be established by the governing body and shall consist of not less than 9 members. The members of the development area citizens council shall be residents of the development area and shall be appointed by the governing body. A member of a development area citizens council shall be at least 18 years of age.

(2) A development area citizens council shall be representative of the development area.

History: 2018, Act 57, Eff. Jan. 1, 2019.

125.4222 Development area citizens council; advisory body.

Sec. 222. A development area citizens council established pursuant to this part shall act an advisory body to the authority and the governing body in the adoption of the development or tax increment financing plans.

History: 2018, Act 57, Eff. Jan. 1, 2019.

125.4223 Consultation.

Sec. 223. Periodically a representative of the authority responsible for preparation of a development or tax increment financing plan within the development area shall consult with and advise the development area citizens council regarding the aspects of a development plan, including the development of new housing for relocation purposes located either inside or outside of the development area. The consultation shall begin before any final decisions by the authority and the governing body regarding a development or tax increment financing plan. The consultation shall continue throughout the preparation and implementation of the development or tax increment financing plan.

History: 2018, Act 57, Eff. Jan. 1, 2019.

125.4224 Development area citizens council; meetings; notice; record; information and technical assistance; failure to organize, consult, or advise.

Sec. 224. (1) Meetings of the development area citizens council shall be open to the public. Notice of the time and place of the meetings shall be given by publication in a newspaper of general circulation not less than 5 days before the dates set for meetings of the development area citizens council. A person present at those meetings shall have reasonable opportunity to be heard.

(2) A record of the meetings of a development area citizens council, including information and data presented, shall be maintained by the council.

(3) A development area citizens council may request of and receive from the authority information and technical assistance relevant to the preparation of the development plan for the development area.

(4) Failure of a development area citizens council to organize or to consult with and be advised by the authority, or failure to advise the governing body, as provided in this part, shall not preclude the adoption of a development plan by a municipality if the municipality complies with the other provisions of this part.

History: 2018, Act 57, Eff. Jan. 1, 2019.

125.4225 Citizens district council as development area citizens council.

Sec. 225. In a development area where a citizens district council established according to 1945 PA 344, MCL 125.71 to 125.84, already exists the governing body may designate it as the development area citizens council authorized by this part.

History: 2018, Act 57, Eff. Jan. 1, 2019.

125.4226 Notice of findings and recommendations.

Sec. 226. Within 20 days after the public hearing on a development or tax increment financing plan, the development area citizens council shall notify the governing body, in writing, of its findings and recommendations concerning a proposed development plan.

History: 2018, Act 57, Eff. Jan. 1, 2019.

125.4227 Development area citizens council; dissolution.

Sec. 227. A development area citizens council may not be required and, if formed, may be dissolved in any of the following situations:

(a) On petition of not less than 20% of the adult resident population of the development area by the last federal decennial or municipal census, a governing body, after public hearing with notice thereof given in accordance with section 218 and by a 2/3 vote, may adopt an ordinance for the development area to eliminate the necessity of a development area citizens council.

(b) When there are less than 18 residents, real property owners, or representatives of establishments located in the development area eligible to serve on the development area citizens council.

(c) Upon termination of the authority by ordinance of the governing body.

Rendered Wednesday, May 19, 2021

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Michigan Compiled Laws Complete Through PA 13 of 2021

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Courtesy of www.legislature.mi.gov

History: 2018, Act 57, Eff. Jan. 1, 2019.

125.4228 Budget; cost of handling and auditing funds.

Sec. 228. (1) The director of the authority shall prepare and submit for the approval of the board a budget for the operation of the authority for the ensuing fiscal year. The budget shall be prepared in the manner and contain the information required of municipal departments. Before the budget may be adopted by the board, it shall be approved by the governing body of the municipality. Funds of the municipality shall not be included in the budget of the authority except those funds authorized in this part or by the governing body of the municipality.

(2) The governing body of the municipality may assess a reasonable pro rata share of the funds for the cost of handling and auditing the funds against the funds of the authority, other than those committed, which cost shall be paid annually by the board pursuant to an appropriate item in its budget.

History: 2018, Act 57, Eff. Jan. 1, 2019.

125.4228a Exemption.

Sec. 228a. Beginning January 1, 2010, the authority shall be exempt from all taxation on its earnings or property. Instruments of conveyance from an authority are exempt from transfer taxes under 1966 PA 134, MCL 207.501 to 207.513, and the state real estate transfer tax act, 1993 PA 330, MCL 207.521 to 207.537.

History: 2018, Act 57, Eff. Jan. 1, 2019.

125.4229 Historic sites.

Sec. 229. (1) A public facility, building, or structure that is determined by the municipality to have significant historical interests shall be preserved in a manner as considered necessary by the municipality in accordance with laws relative to the preservation of historical sites. The preservation of facilities, buildings, or structures determined to be historic sites by a municipality shall include, at a minimum, equipping the historic site with a fire alarm system.

(2) An authority shall refer all proposed changes to the exterior of sites listed on the state register of historic sites and the national register of historic places to the applicable historic district commission created under the local historic districts act, 1970 PA 169, MCL 399.201 to 399.215, or the Michigan state housing development authority for review.

History: 2018, Act 57, Eff. Jan. 1, 2019.

Compiler's note: For transfer of powers and duties of the state historic preservation office relating to the identification, certification, and preservation of historical sites from the Michigan state housing development authority to the Michigan strategic fund, see E.R.O. No. 2019-3, compiled at MCL 125.1998.

125.4230 Dissolution of authority; disposition of property and assets; reinstatement of authority; contesting validity of proceedings, findings, and determinations.

Sec. 230. (1) An authority that has completed the purposes for which it was organized shall be dissolved by ordinance of the governing body. The property and assets of the authority remaining after the satisfaction of the obligations of the authority belong to the municipality.

(2) An authority established under this part before December 31, 1988, that is dissolved by ordinance of the governing body before September 30, 1990 and that is reinstated by ordinance of the governing body after notice and public hearing as provided in section 203(2) shall not be invalidated pursuant to a claim that, based upon the standards set forth in section 203(1), a governing body improperly determined that the necessary conditions existed for the reinstatement of an authority under this part if at the time the governing body established the authority the governing body determined or could have determined that the necessary conditions existed for the establishment of an authority under this part or could have determined that establishment of an authority under this part would serve to promote economic growth and notwithstanding that the boundaries of the downtown district are altered at the time of reinstatement of the authority.

(3) In the resolution of intent, the municipality shall set a date for the holding of a public hearing on the adoption of a proposed ordinance reinstating the authority. The procedure for publishing the notice of hearing, holding the hearing, and adopting the ordinance reinstating the authority shall be as provided in section 203(2), (4), and (5).

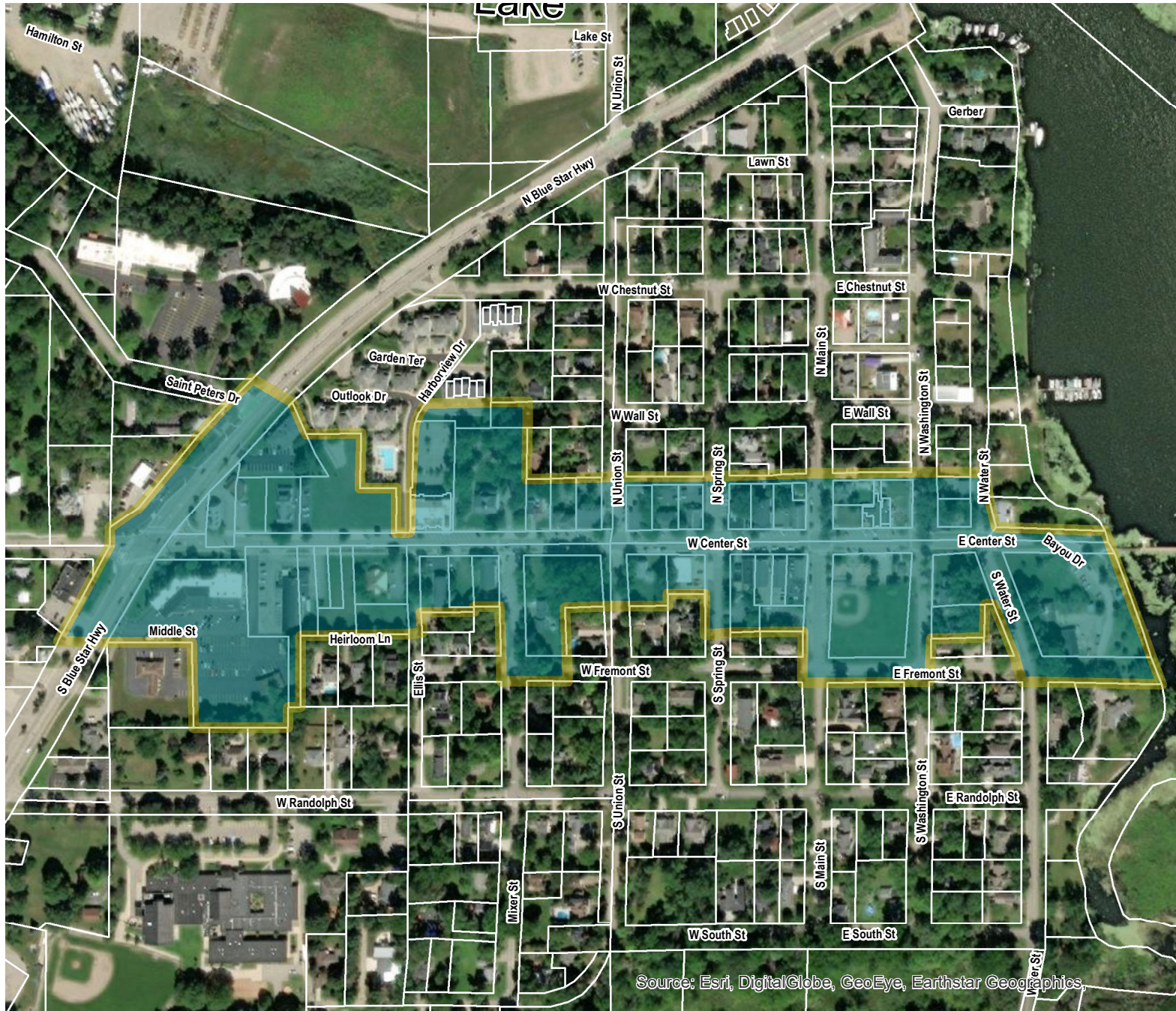
(4) The validity of the proceedings, findings, and determinations reinstating an authority shall be conclusive unless contested in a court of competent jurisdiction within 60 days after the last of the following occurs:

- (a) Publication of the ordinance reinstating the authority as adopted.
- (b) Filing of the ordinance reinstating the authority with the secretary of state.
- (c) May 27, 1993.

Map 1. *Downtown District and Development
Area Boundaries*

The City of the Village of
DOUGLAS
Allegan County, Michigan

MAP 1 | DDA Boundary



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics,



0 62.5 125 250 Feet

williams&works
engineers | surveyors | planners














Data Source: Allegan County

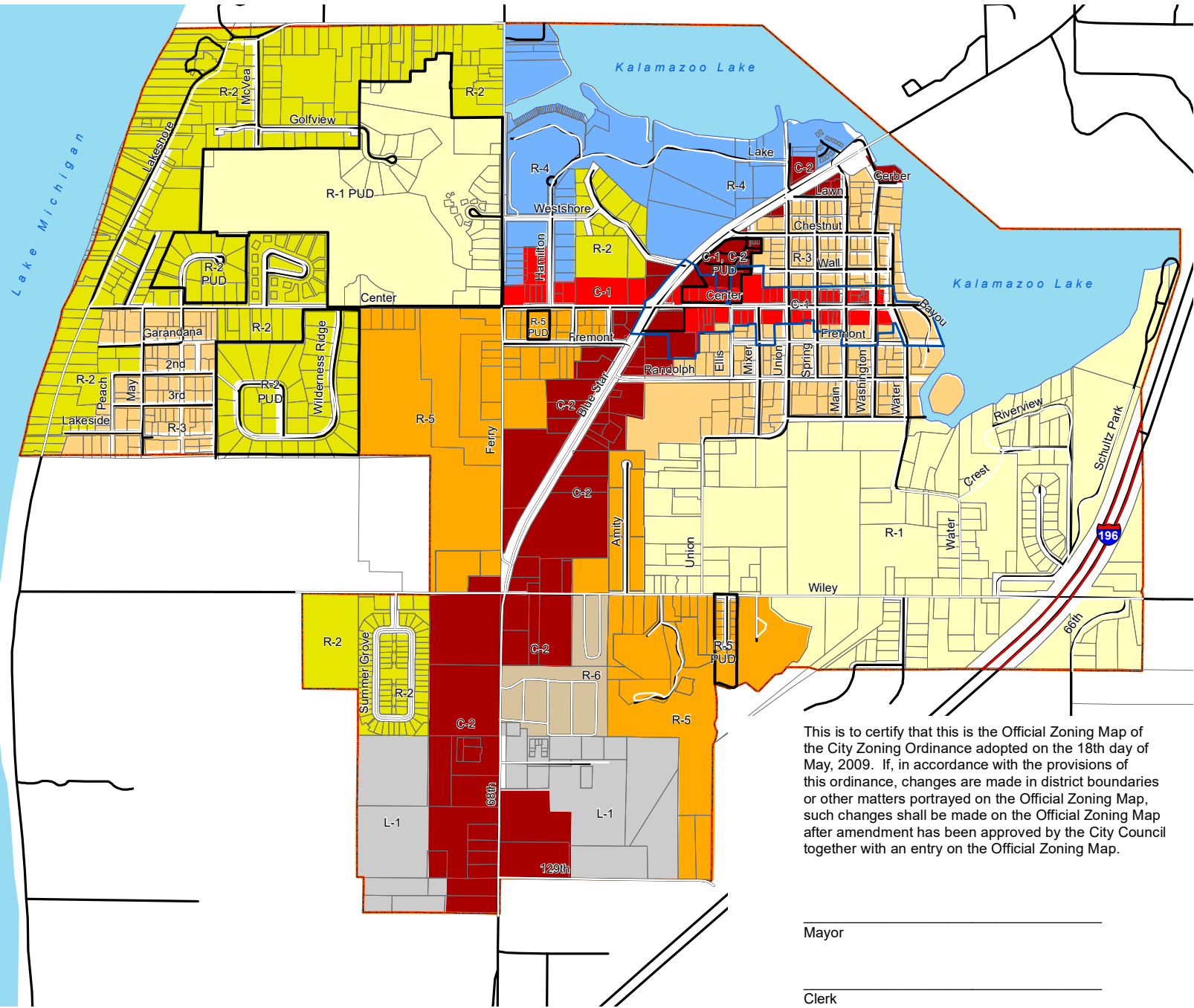
Map 2 Zoning

The City of the Village of
DOUGLAS
Allegan County, Michigan

MAP 2 | Zoning Map

Effective Date:
July 16, 2014

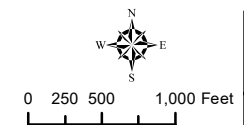
-  DDA Boundary
-  PUD Overlays
-  R-1, Residential District
-  R-2, Residential District
-  R-3, Neighborhood Conservation District
-  R-4, Harbor Residential District
-  R-5, Multiple Family District
-  R-6, Mobile Home Park District
-  C-1, Village Commercial District
-  C-2, General Commercial District
-  L-1, Light Industrial District



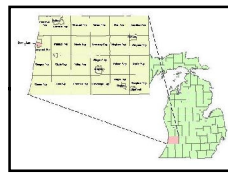
This is to certify that this is the Official Zoning Map of the City Zoning Ordinance adopted on the 18th day of May, 2009. If, in accordance with the provisions of this ordinance, changes are made in district boundaries or other matters portrayed on the Official Zoning Map, such changes shall be made on the Official Zoning Map after amendment has been approved by the City Council together with an entry on the Official Zoning Map.

Mayor _____

Clerk _____



williams&works
engineers | surveyors | planners



Data Source: Allegan County



MEMORANDUM

City Council

July 17, 2023, at 7:00 PM

TO: City Council

FROM: Rich LaBombard, City Manager

SUBJECT: Ordinance to sell 291 66th Street – Ordinance 02-2023 – Public Hearing and Second Reading

The Douglas City Council has directed the City Manager to sell public property owned by the City of Douglas located at 291 66th Street. Per the requirements of Ordinance 02-2022, an ordinance to *Establish Procedures for Transfer of Surplus Real Property for the City of the Village of Douglas*, the sale of surplus real property shall be done by passing an ordinance.

A review of Chapter 13 of the City Charter, also specifies that, “The City may not sell any cemetery, park or any part thereof unless approved by a majority vote of the electors voting thereon at any general or special election.” The property located at 291 66th Street is neither a park or cemetery.

The City purchased 291 66th Street property in 2017 with the intent of relocating any or all of the Department of Public Works operations and construct a clear span storage building. The City paid just under \$52,000 for the property. An additional \$58,000 was invested to install a culvert, driveway, and parking pad. The City’s total investment into the property was \$110,000 not including the cost for an environmental assessment. The current appraisal of the property estimates the value to be approximately \$160,000.

The property is deemed to be surplus due to the relatively small area that is buildable to suit the Department of Public Works needs. Furthermore, the location of the property in a residential neighborhood east of the highway is not the ideal location for a municipal facility.

Per the Surplus Property Ordinance:

- Disposing of real property by City officials for employees for personal gain or to benefit the interest of any person or party other than the City is strictly prohibited.
- Sale of land or other real property requires City Council authorization and may require a vote of the majority of electors as provided in Chapter 13 of the City Charter.
- Sale of surplus real property shall be done by passing an ordinance. Real property may be conveyed by quit claim deed.
- The City shall not sell property to any individual or entity who is in default to the City.

- The purchaser shall agree to pay and be responsible to pay for any mortgage or title insurance policy, all costs in applying for and securing financing, inspections, environmental assessments, recording fees, and costs in connection with the purchaser's use or intended use.

If the City Council agrees to sell the property, the City Manager will issue a request for sealed bids and allow 30 days for the submission of responses. The City may give preference to purchasers that will construct a home on vacant property for residentially zoned parcels. Adjoining property owners may be given preference if the real property is unbuildable because of zoning, other codes or laws, environmental or economic factors.

Motion to open the public hearing.

Sample Motion – I motion to direct the City Manager to prepare a request for bids for disposal of public property located at 291 66th Street, Douglas, Michigan.

**CITY OF THE VILLAGE OF
DOUGLAS ALLEGAN COUNTY,
MICHIGAN ORDINANCE NO. 02-2023**

**AN ORDINANCE TO SELL 291 66TH STREET, SURPLUS REAL PROPERTY, FOR
THE CITY OF THE VILLAGE OF DOUGLAS**

THE CITY OF THE VILLAGE OF DOUGLAS DOES HEREBY ORDAIN:

SECTION 1: PURPOSE

The purpose of this ordinance is to provide a framework for the transfer of the City's real property, 291 66th Street, PNN: 03-59-022-006-00, Zoned R-1 Residential District, deemed to be surplus. This ordinance is intended to authorize the sale of real property that is transparent to the community, fair, equitable, and consistent with the best interests of the City.

SECTION 2: METHOD OF SALE

The real property shall be sold through sealed bids/offers after a Notice of Intent – Request for Bid is advertised.

SECTION 3: AUTHORIZATION TO SELL

The City is hereby authorized to sell the real property identified 291 66th Street, in accordance with the terms and conditions set forth in Ordinance 02-2022.

SECTION 4: TERMS OF SALE

The terms of sale, including the accepted bid and any other conditions of sale, shall be approved by the City Council.

SECTION 5: AUTHORIZATION TO EXECUTE DOCUMENTS

The City Manager is hereby authorized to execute any and all documents necessary to complete the sale of the real property, including purchase agreements, deeds, and escrow instructions, subject to final approval of the sale by the City Council subject to section 4 above.

Ordinance Offered by: _____

Ordinance Supported by: _____

Ayes:

Nays:

Abstain:

Absent:

Ordinance adopted on this _____ day of _____, 2023.

Jerome Donovan, Mayor

Date

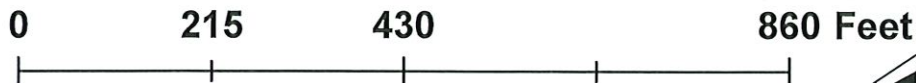
Pamela Aalderink, City Clerk

Date

Ordinance Effective Date: 20 days after publication

Allegan County Parcel Number: 20-022-024-00

Item 81.

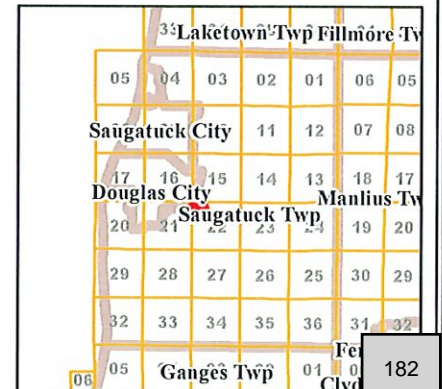


Address: 66Th St V/L
 Owner: Carpenter Donald C
 Acres: 9.59



The information contained herewith has been compiled from recorded deeds, plats, tax maps, surveys and other public records. It is not a legally recorded map or survey and is not intended to be used as one. Users should consult the information sources mentioned above when questions arise.

Image Year: 2014 Map Date: 7/12/2017



**NOTICE OF PUBLIC HEARING
CITY OF THE VILLAGE OF DOUGLAS
ALLEGAN COUNTY**

Proposed adoption of Ordinance 02-2023: Sale of surplus property.

NOTICE IS HEREBY GIVEN, that a public hearing on Ordinance 02-2023 to sell 291 66th Street, surplus property, for the City of the Village of Douglas at 7:00 p.m. on July 3, 2023, in the Council Chambers of City Hall, 86 W. Center Street, Douglas Michigan 49406.

The City Council may not adopt the proposed ordinance until after the public hearing. All interested parties will be given an opportunity to be heard regarding the proposed adoption. A copy of Ordinance 02-2023 is available to the public during normal office hours at the City Clerk's office, City Hall, 86 W Center Street, Douglas, Michigan, for a period of not less than one week prior to such public hearing.

This notice is given by order of the City of the Village of Douglas Council.

The City of the Village of Douglas 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 City Hall, at 269-857-1438 promptly to allow the City of the Village of Douglas to make reasonable accommodations for those persons.

Pamela Aalderink, CMC/MiCPT
Douglas City Clerk



MEMORANDUM
REGULAR CITY COUNCIL MEETING
July 17, 2023, at 7:00 PM

TO: City Council

FROM: Rich LaBombard, City Manager

SUBJECT: Shawn Phillip Morin – Sculpture Acquisition

Maryjo Lemanski, formerly of the Saugatuck Douglas Fennville Art Initiative (SDFAI) has approached the City of Douglas about an opportunity to acquire a new public art installation using insurance proceeds from a damaged sculpture. Ms. Lemanski was successful in coordinating the acquisition of a Jason Quigno sculpture called “Seven Grandfathers” and “Pyramid” for the City of Douglas. The damaged sculpture was located at Wades Bayou and was damaged in 2020 and found to be irreparable. A claim was filed, and the City received insurance proceeds in the amount of \$1,750 in April 2023.

Ms. Lemanski proposes the City acquire a sculpture by artist Shawn Phillip Morin. Two sculptures are available for approximately \$4,500 each (See attached). The City would have to contribute the balance of approximately \$2,750 from general fund or from community fund raising efforts. The installation cost would be approximately \$650. If acquired, the sculpture would be installed at Wades Bayou.

Per the Public Art Policy “Selection Criteria for Community Initiated Public Art”, artwork proposals will be reviewed by staff for recommendation to the Douglas City Council. The works of art will be evaluated based on the following criteria:

1. Verification that the artwork will be located on public property and be publicly accessible.
2. Ability of the artist/applicant to complete the project within the proposed timeframe and budget.
3. Commitment of proposed partners involved in the project. Application should include a clear explanation of the responsibilities of each entity involved in the project.
4. Ability/willingness of the artist/applicant to work with the City.
5. Ability of the applicant to provide funding (if proposed).

-
6. Verification that the completed and installed artwork will become the property of the City of Douglas.
 7. Artwork meets design, safety and maintenance criteria, funding availability, appropriateness of the artwork for the site and the ability of the piece to contribute to the identity and viability of the community and promote the image of the City of Douglas.

Sample Motion: I motion to use insurance proceeds to acquire a sculpture by Shawn Phillip Morin to be located at Wades Bayou Park.

Canary Cole Mine/ Shawn Phillip Morin
painted steel / 11' \$4500

Courage Under Fire/ Shawn Phillip Morin
painted steel/ 9' \$4500

Shawn Phillip Morin

Shawn Phillip Morin is a Professor and the Assistant Director of the School of Art at Bowling Green University in Bowling Green, Ohio.

Morin has exhibited in more than 125 competitive national, regional and international exhibitions. With numerous awards to his credit, he won the 2006 Best of Show Award at the Toledo Area Artist Exhibit at the prestigious Toledo Museum of Art. His works are included in more than 50 public and private collections in the United States and Seoul, South Korea.

Shawn is a stone carver. His passion for the ancient technique in modern forms has been his focus for his entire art career. He taught stone carving at Bowling Green University until the administration requested he discontinue due to health hazards for the students.

He began this steel series two years ago moving in a new direction and changing his curriculum at Bowling Green. Before the two sculptures above, he had created one welded steel work.

Morin found a change in materials and technique involved creating new forms. As he is finding his "voice" in steel, the works created involve multiple sections or pieces. He welds each piece unlike many sculptors who work with a fabricator after creating a maquette or small sculpture that is sent to be made.

Similar to "children's blocks" Morin moves the forms until the overall sculpture is a successful composition.

"My work is predicated by the personal belief that compositional complexity can only be achieved through the use of multiple forms. The forms may or may not stand out. They may even seem inconsequential. But think about this... Is the Acropolis any less magnificent just because it now lies in ruins?"

Canary in a Coal Mine

Shawn ruminates over titles for his sculptures as he is making the piece. This piece was entitled **Canary in a Coal Mine** with a reference to steel. The origins of this material is in the ore that comes from mines.

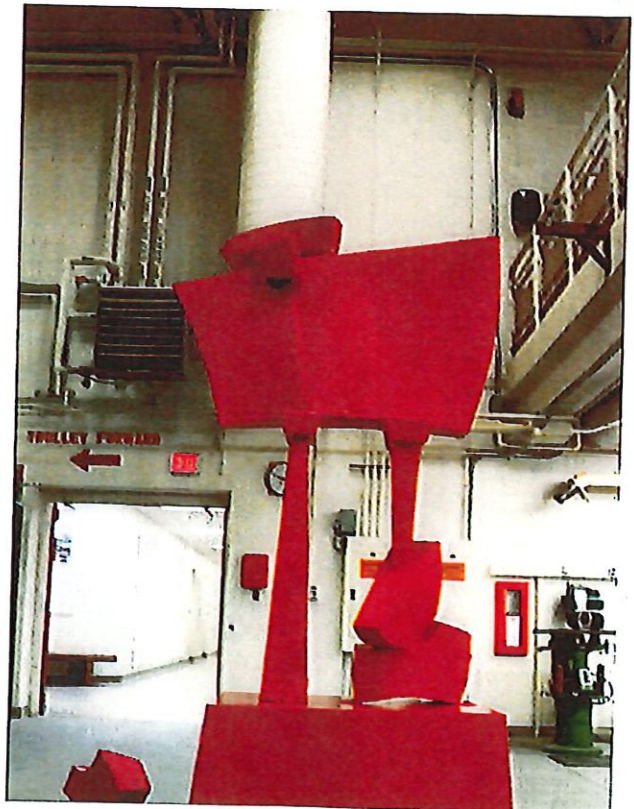
The story is about the miners that bring a canary into the mine. Canaries sense danger and when a canary is underground and knows a natural disaster is coming, he flies out sending a message to the miners that they too need to get out.

The color yellow is in direct reference to the canary.

Courage under Fire

This title is less defined. When Morin was in graduate school, there were two professors that strongly influenced his work through directing his growth not only in the technical skills but also in a philosophical perspective. Artists leave their "mark" in the world. Sculptors create works that are often seen in public art collections so their mark is "out there". It takes courage.

Courage under Fire can apply not only to the process of welding steel but also to the public reaction to the sculptures. It takes courage to listen to critical comments about your work which is under fire when exposed to the public.





MEMORANDUM
REGULAR CITY COUNCIL MEETING
July 17, 2023, at 7:00 PM

TO: City Council

FROM: Rich LaBombard, City Manager

SUBJECT: Department Report – July 2023

Assessor:

Residential Land Tables – I have finished work on the residential land tables and will continue work on the Commercial & Industrial land tables in the fall.

Preliminary Residential Study – We received the preliminary residential two study from the County and I have sent in my contentions which have been accepted. The initial study showed an increase of 20 percent for next year. We are still catching up from the crazy sales period over the last couple of years and sales prices are still strong although not as many sales this year.

Land Divisions – I have a couple of land divisions to finalize and a new lot line adjustment that I just sent to the County for mapping and renumbering.

Residential Sales Study - I plan to begin work on residential sales studies to start establishing assessments for 2024 over the next couple of months.

Continuing work on many projects:

- Reappraisal using aerial maps – ongoing
- Processing incoming Property Transfer Affidavits
- Processing deeds monthly
- Processing monthly building permits

City Manager:

EGLE Order – The Department of Environment Great Lakes and Energy have sent letters out to permit holders who installed sandbags during the erosion event of 20-21 and are requiring the entire removal of sandbags. From another source I understand that EGLE is concerned about microplastics entering the water system. I've been in contact with our local representative about the extensive geotextile work done at Douglas Beach to support the bluff is required to be removed. I suspect removal of the geotextile tubes at Douglas Beach will have a negative effect on all the work done at the beach to protect the bluff.

Douglas Grows – In a report on MLive about statewide census population change, the northwest section of the lower peninsula experienced the majority of population growth in the state over the past two years even though the state’s population declined overall by 43,000 people. The City of Douglas’ population grew by 2.3 percent over an approximately two-year period. Saugatuck grew by 0.7 percent, Saugatuck Township grew by 2.6 percent, and Laketown Township grew by 3.7 percent.

Root Beer Best – Holland Sentinel “food critics”, set out to find the best hot dogs in the region as reported in the July 8th edition. They tested hot dogs from five local restaurants and Douglas’ own Root Beer Barrel ranked #1. The Donna Dog, loaded with mac and cheese and bacon was a savory delight to the taste testers. Great job Mick. Mick presented City Hall with a framed graphic of the Root Beer Barrel.

Summer Tax Bills – Tax bills have been sent out. If you haven’t received your bill, please contact the treasurer.

Temporary Traffic Signs – The Department of Public Works is working with the City Engineer and Give ‘em a break to plan out the temporary stop signs for the intersection of Wiley and Blue Star while MDOT bridge construction is underway. If all the material is available, the signs will be installed next week.

Aquatic Treatment – The next treatment of the Douglas Harbor for invasive aquatic species will be on July 19th. The treatment targets the invasive Eurasian milfoil.

Interim City Clerk – At Monday’s City Council meeting, I’m proposing to appoint Deputy City Clerk Laura Kasper as Interim City Clerk while a search is underway following the announcement of City Clerk Pam Aalderink’s retirement. Laura has been with the City almost a year and has worked closely with Pam to gain experience specific to the Douglas Community. Laura will do well in the role.

Congratulations Pam – July 28th will be City Clerk Pam Aalderink’s last day with the City. Pam was hired in 2008 as a part-time employee. As she worked her way up the municipal ranks, she became Deputy City Clerk and was appointed to her current position as City Clerk in 2019. Pam holds designations as a Certified Municipal Clerk and Certified Municipal Treasurer. Pam also earned a bachelor’s degree as a working student from Grand Valley State University and majored in Sociology. Pam has had an influence on the Douglas community. As a community minded citizen, Pam started Scary Beery Halloween in the Park, brought the Cincinnati Orchestra to Douglas, set up flu vaccination clinics, and started the Fill the Humvee for Christian Neighbor’s event, and other events still celebrated today. Congratulations on your retirement Pam. She has assured me that she will be available to help with elections.

Clerk:

Welcome Corporate Technology – The City of Douglas will be working with Corp Tech out of Ada, Michigan for all IT Services. On Tuesday, July 11, 2023, the onboarding process for IT Services began with an in-house visit from two techs. Equipment was reviewed and labeled, the server was identified and determined ok to begin the final implementation of the onboarding process. There is a 5-step plan that they will be following to get the city up and running. At this time all logins remain the same, no need to change anything until notified to do so.

Last Staff Report – This will be my final staff report as City Clerk for the City of Douglas. It has been a pleasure and honor to serve each of the residents of this great city and to work side by side with some of the finest co-workers. I am grateful. God Bless each of you.

Congratulations Laura Kasper – Laura Kasper will serve as the City interim Clerk, she has done a wonderful job getting to know her way around the charter, files, and election process. She is very excited to meet the community and will do a wonderful job in this position.

Deputy Clerk:

Clerk Master Academy – This week I registered for the Michigan Association of Municipal Clerks (MAMC) Master Academy which will take place in the Fall. This class is the follow-up to Clerking 101, which I completed last month. Main areas of focus included in the Academy agenda will be the recent legislative updates regarding election laws and early voting. This will be implemental to the upcoming busy election cycle. I am looking forward to the valuable information provided and I am thankful for the opportunity to attend.

General Election – The City’s next election will be on November 7, 2023. While this date may seem far away, preparations for the election have already started. The State of Michigan dates and deadlines for the General Election begin in July and continue even after Election Day. The first deadline for the City is July 25th, 2023 at 4:00pm and is for nominating petitions and Affidavits of Identity for candidates. There will be three non-partisan positions open for City Council for terms of two-years each. The petitions and Affidavits of Identity can be picked up at the Clerk’s office and must be returned before the July 25th 4:00 pm deadline.

ACCA Meeting – This week the Clerk and I will be attending the Allegan County Clerks Association meeting. One of the items on the agenda is a presentation by a representative from the Michigan Secretary of State office. There will also be updates from our County Clerk and Clerk Committees, as well as open discussion on a variety of Clerk-related topics. I am looking forward to representing our City and receiving important information from our neighboring Clerks.

Congratulations Pam! - I would like to congratulate City Clerk Pam Aalderink on her retirement. It has been a pleasure to serve Pam as Deputy Clerk and learn from her years of knowledge and experience. I am grateful for the guidance and training that City Clerk Aalderink has given me.

Police Department:

	June	Fiscal Year	Y.T.D.
<u>Complaints Answered/Investigated:</u>	171	2,031	1,011
<u>Criminal Arrests/Filings:</u>			
Felony:	01	25	19
Misdemeanor:	07	48	29
<u>Warrant Arrests:</u>	00	09	05

Traffic Enforcement:

OWI/OUID/Impaired Driving Arrests:	02	12	07
OWI High Blood Alcohol Content:	01	04	02
OWI 3 rd Offense:	00	01	00
Traffic Stops:	95	738	420
Civil Infraction:	33	112	89

Community Contacts:

Personal Contacts:	1,051	13,122	6,650
Business Contacts:	188	2,615	1,262
Property Security Checks:	706	11,853	5,381

Foot Patrol: (May) 1,620 Minutes (27 Hours & 0 Minutes)

Misdemeanor Charges: (June)

- Domestic Violence
- Driving While License Suspended
- Operating While Intoxicated High Blood Alcohol Content
- Open Intoxicants in a Motor Vehicle
- Operating While Intoxicated (2)
- Reckless Driving
- No Operator's License

Felony Charges: (June)

- Felonious Assault Strangulation

Activity Time on Follow Up Complaint Investigations: (June)

2,020 Minutes (33 Hrs. & 40 Minutes) Number of June Follow Up Investigations: 55

Investigation of Felony Cases:

Fraud involving \$8,000 Loss (23-0995):	On-Going Investigation.
Criminal Sexual Conduct (23-0768):	Open.
Larceny of Tow Dolly Trailer (23-0496):	Open.
Larceny of Floating Dock (23-0536):	Open.
Larceny (22-1742):	Open.
Larceny (22-1793):	Open.
Fraudulent Checks (22-1496):	Open.
Stolen Watercraft (#21-1420):	Open.
Robbery-Armed Huntington ATM (#20-1827).	Open.
Fraud (22-0091).	Open.
Fraud (22-0133).	Open.
Fraud (22-1261):	Open.

Out of Jurisdiction Responses: (June)

Saugatuck Township:

- 23-951: Back up Sheriff's Office on the search of vehicle.

Laketown Township:

- 23-858: Emergency Road Hazard on I-196 @ 41 mm/Vehicle stopped in the passing lane. No other LE available. Officer Dyer pushed vehicle off to side of highway and cleared.
- 23-947: Assist Sheriff's Office and State Police with a fatal traffic crash on I-196 @ 43 mm. Exit 41 for traffic control.

Fillmore Township:

- 23-974: Back up the Sheriff's Office on a possible Breaking & Entering of an occupied home.

Ganges Township:

- 23-865: Back up the Sheriff's Office on a trespassing/disorderly arrest.

Total Out of Jurisdiction Responses for June: 05

Total Complaints Handled within Douglas City for June: 166

Noteworthy Incidents: (June)

23-0899: On Sunday June 11th at 2:31 A.M. Officer Brown was traveling northbound on Blue Star Highway near Wiley Road when he observed a vehicle traveling on the shoulder with no taillights. After initiating a traffic stop it was determined that the driver was operating while intoxicated. The driver was arrested and lodged at the Allegan Jail.

23-0917: On Friday June 16th at 3:07 A.M. Officer Dyer was conducting stationary radar on Blue Star Highway near the South City Limits. A vehicle headed southbound left the road and nearly ran into Officer Dyer's patrol vehicle. Officer Dyer initiated a traffic stop on the vehicle and the driver was found to be operating while intoxicated. The driver was arrested and lodged at the Allegan Jail.

23-0924: On Saturday June 17th at 7:59 A.M. Corporal Warsen was working the Town Crier Race and was dispatched to the 0 Block of N Blue Star Highway in reference to a domestic assault that was witnessed by a passerby. While on scene it was determined that the male half assaulted the female by strangulation. The male was arrested and lodged at the Allegan Jail on charges of Felonious Assault Strangulation and Domestic Violence.

23-0961: On Friday June 23rd at 1:50 A.M. Officer Dyer was conducting stationary radar northbound on Blue Star Highway at Union Street when he observed a vehicle at a high rate of speed over the Kalamazoo River Bridge. Officer Dyer conducted a traffic stop on the vehicle and after investigation the driver was arrested and lodged at the Allegan Jail for operating while intoxicated.

23-0995: On Wednesday June 28th at 3:05 P.M. Officer Reyes was dispatched to a Fraud Complaint that occurred on Monday June 26th in the 400 Block of East Summer Grove. The Suspects contacted the Victim by telephone and fraudulently posed as an attorney for the Victim's Grandson needing Bond Money for a fatal traffic crash indicating that the Judge had imposed a gag order. One of the Suspects arrived as a "courier" hours later and obtained \$8,000 Dollars in cash from the Victim. This case is an active and on-going investigation and likely relates to similar frauds in Ionia, Kent, and Ottawa Counties.

23-1011: On June 30th at 11:07 P.M. Officer Dyer was dispatched to a domestic assault in the 800 block of Campbell Road. While on scene it was determined that the suspect was autistic and Officer Dyer determined it was best to remove the suspect from the home for safety to a hotel for the evening. The report is under review by the Allegan County Prosecutor's Office.

The Department also responded to the following types of calls during June:

Larceny Complaints, Fraud Complaints, Disorderly Person, Suspicious Person/Vehicle/Situation, Medical Emergencies, Trespassing Complaint, Harassment Complaints, Sex Offender Registrations, Personal Protection Order Violation, Peace Officer Complaints, Animal/Conservation Complaints, Reckless Driving Complaint, Property Damage Vehicle Crash Complaints, Illegal Burn Complaint, Fireworks Complaints, Watercraft Complaint, Animal Welfare Complaint, Welfare Checks, Motorist Assists, Business/Residential Alarms, Fire Alarm, Assist to STFD on a Fire Call, Noise Complaints, Open Door Complaints, Road Hazard Complaints, Parking Complaints, Lost/Found Property Complaints, Neighbor Disputes, Child Abuse Complaint, Ordinance Violation Complaint, and General Public Assists/Non-Criminal Complaints.

June Events:

Staffing for security at the Pride Festival Events.

Staffing for the Town Crier Race.

Planning Meeting for the 4th of July Fireworks/Laser Event with traffic planning.

Participate with STFD at Douglas Elementary School with “Water Fun Day”.

June Staff Training:

Evidence/Property Room Management Training (1 Officer).

Intoxilyzer Training (2 Officers).

Planning and Zoning:

Zoning Permits – Since June 19th, we have processed between 5-8 zoning permits for various projects including water and sewer connections, lot line adjustments, and interior renovation work.

Site Visits – I visited larger project sites such as Swingbridge and Westshore, as well as individual homes and businesses for concerns or questions.

Meetings – I have continued to hold meetings with residents, which have been a mix of preliminary meetings regarding building projects and clarifications regarding ongoing projects such as Swingbridge, Westshore, and Center Collective.

Plan Requests – I’ve continued to field plan requests regarding the West Shore Development, while waiting for revisions to be submitted before re-noticing for the public hearing

Ordinance Amendments – Two ordinance amendments have gone before the Planning Commission this past Thursday (Sign Ordinance and Special Use Ground Floor Residential), and we’re putting together a list of items to clean up or clarify going forward.

Enforcements – I’m currently in the process of contacting a number of residents and businesses who are in violation of the ordinances’ standards, ranging from tall grass to lack of zoning permits.

Projects in Progress – There are a number of projects in progress including Westshore, Forest Gate, Center Collective, and 200 W. Center. The status of each project is as follows:

- *Westshore*
 - o Currently we are waiting on revisions from BDR to be submitted regarding a number of items pertaining to the PUD section of the Zoning Ordinance as well as Ordinance 03-2012 (The original PUD Ordinance for Westshore).
 - o In addition, we are compiling a history of events in the timeline of the project, including elements from the original PUD for the property in 2007, titles West Shore Cottages.
- *Forest Gate*
 - o Planning and Zoning has been in touch with the developer and have been communicating regarding the conditions set down by the Planning Commission at their April meeting. So far, the developer is making progress toward completing those conditions prior to their next appearance at City Council.
- *Center Collective*
 - o We are waiting on the applicant to follow through on the conditions set by the Planning Commission, namely acceptance of drainage design by the Allegan County Drain Commission and the determination of a construction timeline that shows the sequence of construction.
 - o In addition, there is still question regarding the vacation of the Pleasant St. ROW that needs to be resolved before this item can come before City Council.
- *200 W Center St.*
 - o There has not been any movement on this project as of late, but it is likely we will see some after the most recent Planning Commission meeting this past Thursday regarding amendments to Section 26.13 Ground Floor Residential of the Zoning Ordinance.

Project Management:

Planning and Zoning Assistance – Assist the Planning and Zoning Department with processes, applications, and current projects. Fulfilled the requirements of a public hearing notice for the Amendment to the Sign Ordinance and Special Land Use for Planning Commission. Arranged and published the Planning Commission agenda packet.

EGLE Grant – The City has been reimbursed for the work completed at the Police Department and the grant is now complete.

AED Equipment – Worked in conjunction with the Fire District to select and order AED equipment for City Hall, the Police Department, and DPW. AED equipment with special exterior cabinets will also be installed at various parks.

Wayfinding – Continue to work with Praise Sign Company to implement our wayfinding signage throughout the City.

DPW – Assist with ordering supplies, permit requirements, and updating list of various DPW items.

Road Work – All budgeted projects are completed for FY 22/23. FY 23/24 will be crack sealing, which will take place in the spring.

333 Blue Star Highway – Project is complete with the final invoice remaining.

Manage Douglas Marina Slips – Continue to manage the slips at Douglas Marina and make sure all slip holders have filed the appropriate paperwork. A two (2) year lottery for 2024 & 2025 will be going out last summer/early fall.

66th Street Request for Proposal – Drafted an RFP for the disposal of surplus real property. An ordinance will need to be adopted in conjunction with the RFP. The RFP is currently in review by the City Manager but will need attorney review as well. The ordinance will be on the agenda for the second reading on July 17.

Branding – When time allows, I have been working on merchandise and branding of the City's new logo. The City is proposing new hats, shirts, etc.

Drinking Water Asset Management Grant (DWAM) – Continue to meet with City Engineers to discuss next steps on inspections for lead service lines, training on the GIS application, and establishing reports. The DPW will inspect the service lines that enter the residence. City Engineers will bid out the work for inspections at the curb stop. Notifications have been sent to those randomly selected for verification.

Sidewalk Repairs – Established sidewalk repair priorities throughout downtown. Quotes are being sought to see how many can get done within the budget.

Public Works Department:

Downtown – Branches hanging lower than eight feet have been trimmed above the new sidewalk from City Hall to Blue Star Highway. Weeds and grass down Center Street curb and gutter have been removed and cleaned up. Trimming and mowing have taken place at the dead end of Wall Street at the request of a resident and for better visibility to the fire hydrant between the end of Wall Street and Douglas Harbor Village East.

Major and Local Roads – Dirt and gravel that had washed onto Washington Street, Wades Bayou Drive, and Water Street after the last rain event were cleaned off with our ride on Billy Goat blower.

Douglas Marina – Improvements at the marina continue. The DEBTS crew is providing most of the labor to install landscape pavers around the fountain and DPW staff is working on laying bricks to complete a sidewalk on the south side of the house. Newly seeded grass areas continue to be watered.

Building and Grounds – Railing that were repaired behind City Hall last fall have now been painted and the garage door opener to the basement that quit working was repaired. Parking lots behind EPC and Respite were cleaned up with the ride on blower.

Parks – Trees with water bags continue to be watered at Schultz Park and Wades Bayou. Larger trees at both locations have been trimmed up to approximately eight feet high for ease of mowing and aesthetics.

Brush – Brush pick up continues while leaf pick up is complete until October.

Beach Bathroom – New grass seed on the north side continues to be watered.

Equipment – Tractors and mowers that Council approved have arrived (minus the snowplows) and have already been put to use mowing at Wiley barn, 200 Blue Star Highway, Schutlz Park, and Union Launch. Trimble GIS equipment has come in, staff is excited to receive the training and get started.

Drinking Water Asset Management (DWAM) – DPW personnel have been working on water service line verification, by knocking on doors, locating where the water is coming in, and documenting size of line, type of material, and that the meter is up to code.

Traffic Safety - DPW has been working with Prein&Newhof and the Police Chief for an engineered plan to make Wiley Road and Blue Star Highway a temporary four way stop throughout MDOT construction.

Treasurer:

Taxes – Tax bills hit mailboxes this month and tax payments have started coming in.

- The Summer tax bills the City sends out contain amounts due to the City, State, County, Schools, and ISD.
- The winter tax bills contain amounts due to County, School, Library, Fire district, Transit Authority, and any special assessments. The City keeps 23 to 33 cents of each tax dollar collected, depending on Principal Residence Exemption (PRE) status. The remainder is distributed to the other governments and authorities.

Useful Links - The City encourages people to sign up for our tax autopay program. Forms and further information can be found at tinyurl.com/DouglasTaxAutoPay. Look up your balance and payment information anytime at bsaonline.com/?uid=484.

MERS – The City received the annual actuarial valuation as of December 31, 2022. The valuation stated the City’s pension is 95 percent funded down from 97 percent funded in the prior year. This decrease in funding status was primarily related to investment returns in 2022.

Audit – The fiscal year has come to an end. Preliminary revenue and expense numbers are being reviewed and additional accruals and minor adjustments are still being made. I have started compiling information for the audit, and making sure items are recorded in the proper fiscal year. This year I will be preparing the financial statements for the auditors as well as preparing schedules to help the audit go smoother. As a result, the City will have lower audit fees. Very few governments have the staff expertise necessary to prepare their own financial statements. The audit is scheduled to occur in October and the auditors will be at City Hall for 2-3 days. The audit must be submitted to the State by December 31st.

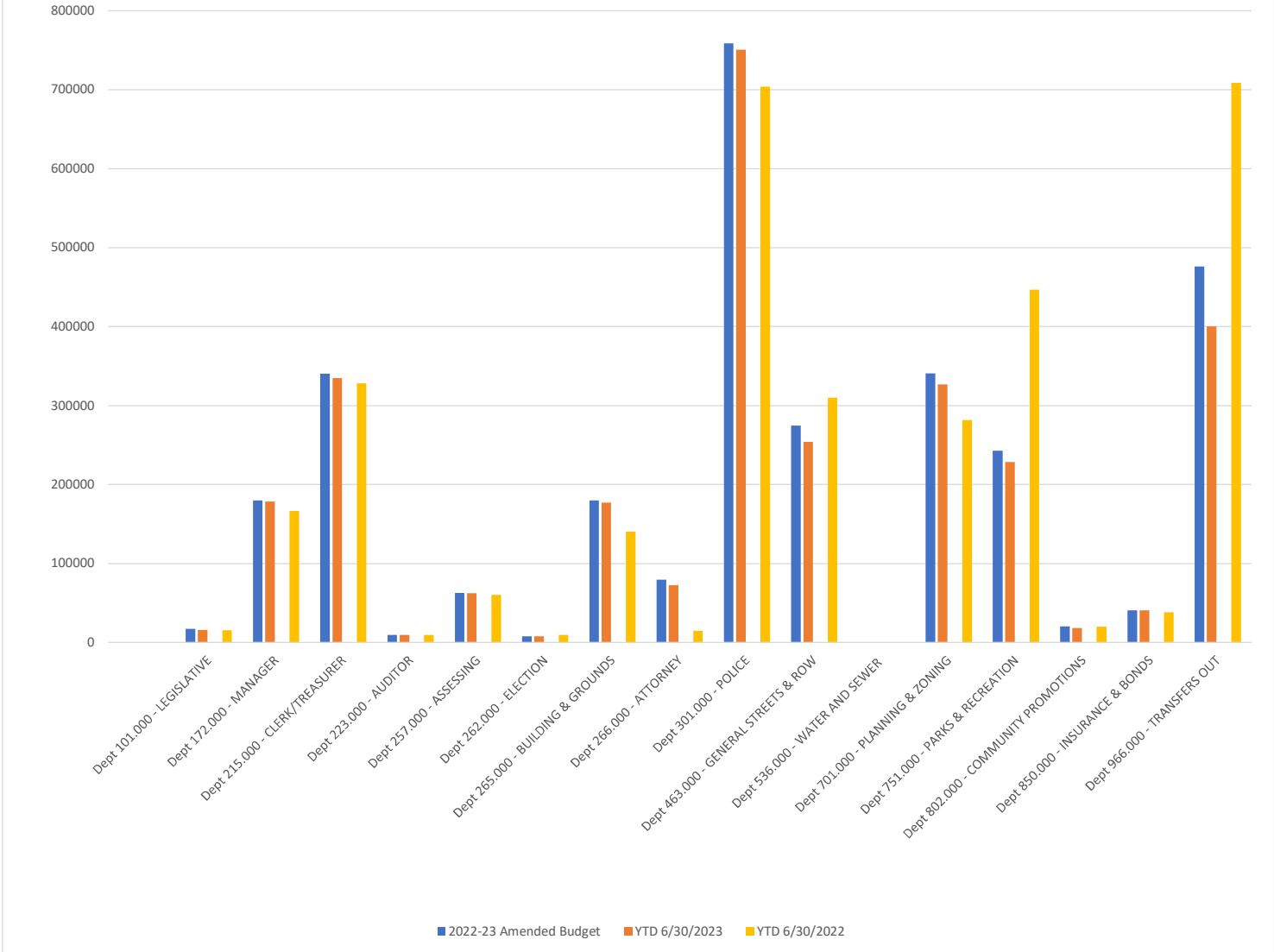
Cash Balances – The City’s cash balances were down from last month. This was primarily related to the payment for the last few capital purchases, aquatic weed treatment, and lead service replacement work.

City Revenues and Expenses – Revenues and expenditures were generally consistent with where we would expect for this point of the year.

**City of the Village of Douglas
Financial Holdings Summary
June 30, 2023**

	<u>Identifier</u>	<u>Matures</u>	<u>Rate</u>	<u>Market Value</u>
<u>Cash</u>				
Huntington Bank - Common Checking				666,159.32
Huntington Bank - Tax & Trust				40,701.21
D.A. Davidson			2.00%	0.00
<u>CD's</u>				
D.A. Davidson:				
American Expr Natl Bk	02589AA28	12/4/2023	3.55%	192,541.12
Morgan Stanley Bank	61690UCK4	12/13/2023	3.50%	243,997.56
Wells Fargo Bank	949763WAO	12/28/2023	3.50%	<u>99,123.00</u>
MBS:				
Michigan Legacy Credit Union	59452WAE8	11/9/2023	3.45%	82,456.35
Citizens Bank	75524KQJ6	12/22/2023	5.15%	<u>199,786.00</u>
<u>Bonds</u>				
D.A. Davidson:				
Fedl Farm Credit Bank Bond	3133EMCQ3	10/13/2023	0.28%	246,260.00
Fedl Farm Credit Bank Bond	3133EJ5H8	1/16/2025	2.85%	144,744.00
Fedl Home loan Mtg Corp	3134GXKR4	7/15/2025	0.40%	272,088.00
Fedl Home loan Mtg Corp	3134GWUC8	12/30/2025	0.50%	179,888.00
Fed Home Loan Bank Bond Step	3130AKSV9	1/28/2026	0.75%	225,527.50
Fedl Farm Credit Bank Bond	3133ELEN0	12/18/2029	2.25%	<u>138,573.90</u>
MBS:				
Fed Home Loan Bank Bond Step	3130ATD38	9/28/2023	4.00%	299,037.00
Fed Home Loan Bank Bond Step	3130ASVW6	11/17/2023	3.50%	248,440.00
Fed Home Loan Bank Bond Step	3130amfn7	5/26/2026	0.75%	137,400.00
Pinckney mich commnity schools	722205NW7	5/1/2028	1.84%	<u>87,158.00</u>
<u>Other Investments</u>				
Michigan Class			5.22%	<u>743,828.47</u>
Total Cash & Investments				<u>4,247,709.43</u>
		Cash & Investments		
		<u>June 30, 2023</u>	Prior Month	4,637,229.18
			Prior Year	4,436,714.39
<u>Fund</u>				
101 - General Fund		2,700,859.42		
202 - Major Street		250,736.77		
203 - Local Streets		215,841.52		
213 - Schultz Park Launch Ramp		121,219.27		
243 - Brownfield Redevelopment Authority		39,910.98		
244 - Harbor Authority		4,032.21		
248 - DDA		96,062.65		
403 - Blue Star Corridor Improvement Fund		220,471.26		
450 - Water & Sewer Fund		130,917.35		
594 - Douglas Marina		38,619.68		
660 - Equipment Rental Fund		<u>429,038.32</u>		
		<u>4,247,709.43</u>		

City of the Village of Douglas
 General Fund Expenditures
 June 30, 2023



Department	2022-23 Amended Budget	YTD 6/30/2023	% Budget Used	YTD 6/30/2022
Dept 101.000 - LEGISLATIVE	17,047.00	15,697.92	92.09	15,507.42
Dept 172.000 - MANAGER	180,090.00	178,582.98	99.16	166,799.02
Dept 215.000 - CLERK/TREASURER	340,178.00	334,939.62	98.46	328,120.58
Dept 223.000 - AUDITOR	9,400.00	9,400.00	100.00	9,300.00
Dept 257.000 - ASSESSING	62,664.00	62,429.21	99.63	60,409.92
Dept 262.000 - ELECTION	8,031.00	8,030.96	100.00	9,459.86
Dept 265.000 - BUILDING & GROUNDS	180,094.00	177,177.37	98.38	140,404.44
Dept 266.000 - ATTORNEY	79,691.00	72,697.79	91.22	14,717.67
Dept 301.000 - POLICE	758,608.00	750,651.11	98.95	703,879.92
Dept 463.000 - GENERAL STREETS & ROW	274,544.00	254,025.34	92.53	309,874.65
Dept 536.000 - WATER AND SEWER	0.00	0.00	0.00	0.00
Dept 701.000 - PLANNING & ZONING	340,708.00	326,741.02	95.90	281,633.43
Dept 751.000 - PARKS & RECREATION	242,851.00	228,615.43	94.14	446,673.97
Dept 802.000 - COMMUNITY PROMOTIONS	20,340.00	18,322.92	90.08	20,105.09
Dept 850.000 - INSURANCE & BONDS	40,772.00	40,771.65	100.00	38,315.00
Dept 966.000 - TRANSFERS OUT	476,120.00	400,000.00	84.01	708,732.32
TOTALS	3,031,138.00	2,878,083.32	94.95%	3,253,933.29

PERIOD ENDING 06/30/2023

Item 9B.

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	06/30/2023 NORM (ABNORM)	MONTH 06/30/23 INCR (DECR)	BALANCE NORM (ABNORM)		06/30/2022 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
Dept 850.000 - INSURANCE & BONDS							
101-850.000-814.000	INSURANCE (LIABILITY/AUTO)	40,772.00	40,771.65	0.00	0.35	100.00	0.00
101-850.000-958.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	38,315.00
Total Dept 850.000 - INSURANCE & BONDS		40,772.00	40,771.65	0.00	0.35	100.00	38,315.00
Dept 966.000 - TRANSFERS OUT							
101-966.000-995.202	TRANSFER OUT MAJOR ST	110,000.00	110,000.00	0.00	0.00	100.00	133,637.00
101-966.000-995.203	TRANSFER OUT LOCAL ST	75,000.00	75,000.00	0.00	0.00	100.00	292,094.00
101-966.000-995.243	TRANSFER OUT BROWNFIELD	75,000.00	75,000.00	0.00	0.00	100.00	65,000.00
101-966.000-995.245	TRANSFER OUT TRI-COMMUNITY HARBOR AUTH	1,120.00	0.00	0.00	1,120.00	0.00	0.00
101-966.000-995.403	TRANSFER OUT BLUE STAR CORRIDOR IMP	0.00	0.00	0.00	0.00	0.00	28,001.32
101-966.000-995.450	TRANSFER OUT WATER/SEWER FUND	200,000.00	125,000.00	0.00	75,000.00	62.50	0.00
101-966.000-995.594	TRANSFER OUT DOUGLAS MARINA	15,000.00	15,000.00	0.00	0.00	100.00	190,000.00
Total Dept 966.000 - TRANSFERS OUT		476,120.00	400,000.00	0.00	76,120.00	84.01	708,732.32
TOTAL EXPENDITURES		3,031,138.00	2,878,083.32	326,627.04	153,054.68	94.95	3,253,933.29
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		3,407,546.00	3,450,235.47	41,864.55	(42,689.47)	101.25	3,200,334.32
TOTAL EXPENDITURES		3,031,138.00	2,878,083.32	326,627.04	153,054.68	94.95	3,253,933.29
NET OF REVENUES & EXPENDITURES		376,408.00	572,152.15	(284,762.49)	(195,744.15)	152.00	(53,598.97)

REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF DOUGLAS

Item 9B.

PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 06/30/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 06/30/2022 NORM (ABNORM)
Fund 204 - ROAD MILLAGE							
Expenditures							
Dept 966.000 - TRANSFERS OUT							
204-966.000-995.202	TRANSFER OUT MAJOR ST	0.00	0.00	(125,398.58)	0.00	0.00	177,500.00
204-966.000-995.203	TRANSFER OUT LOCAL ST	370,797.00	370,796.58	125,398.58	0.42	100.00	97,500.00
Total Dept 966.000 - TRANSFERS OUT		370,797.00	370,796.58	0.00	0.42	100.00	275,000.00
TOTAL EXPENDITURES		370,797.00	370,796.58	0.00	0.42	100.00	275,000.00
Fund 204 - ROAD MILLAGE:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		370,797.00	370,796.58	0.00	0.42	100.00	275,000.00
NET OF REVENUES & EXPENDITURES		(370,797.00)	(370,796.58)	0.00	(0.42)	100.00	(275,000.00)

Item 9B.

PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 06/30/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 06/30/2022 NORM (ABNORM)
Fund 211 - TRAIL FUND							
Expenditures							
Dept 751.000 - PARKS & RECREATION							
211-751.000-995.202	TRANSFER OUT MAJOR ST	0.00	0.00	0.00	0.00	0.00	22,057.10
Total Dept 751.000 - PARKS & RECREATION		0.00	0.00	0.00	0.00	0.00	22,057.10
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	22,057.10
Fund 211 - TRAIL FUND:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	22,057.10
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00	(22,057.10)

PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 06/30/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 06/30/2022 NORM (ABNORM)
Fund 213 - SCHULTZ PARK LAUNCH RAMP							
Revenues							
Dept 000.000							
213-000.000-651.000	LAUNCH FEES	30,170.00	32,786.87	6,539.00	(2,616.87)	108.67	32,296.45
213-000.000-665.000	INTEREST INCOME	0.00	2,697.95	2,697.95	(2,697.95)	100.00	0.00
Total Dept 000.000		30,170.00	35,484.82	9,236.95	(5,314.82)	117.62	32,296.45
TOTAL REVENUES		30,170.00	35,484.82	9,236.95	(5,314.82)	117.62	32,296.45
Expenditures							
Dept 753.000 - LAUNCH RAMPS							
213-753.000-922.000	UTILITIES	614.00	606.86	94.08	7.14	98.84	711.38
213-753.000-930.000	REPAIRS & MAINTENANCE: GENERAL	8,929.00	4,976.81	3,054.36	3,952.19	55.74	0.00
213-753.000-958.000	MISCELLANEOUS	3,571.00	3,272.67	1,487.16	298.33	91.65	1,507.28
Total Dept 753.000 - LAUNCH RAMPS		13,114.00	8,856.34	4,635.60	4,257.66	67.53	2,218.66
Dept 966.000 - TRANSFERS OUT							
213-966.000-995.101	TRANSFER OUT GF	4,500.00	4,500.00	0.00	0.00	100.00	4,500.00
Total Dept 966.000 - TRANSFERS OUT		4,500.00	4,500.00	0.00	0.00	100.00	4,500.00
TOTAL EXPENDITURES		17,614.00	13,356.34	4,635.60	4,257.66	75.83	6,718.66
Fund 213 - SCHULTZ PARK LAUNCH RAMP:							
TOTAL REVENUES		30,170.00	35,484.82	9,236.95	(5,314.82)	117.62	32,296.45
TOTAL EXPENDITURES		17,614.00	13,356.34	4,635.60	4,257.66	75.83	6,718.66
NET OF REVENUES & EXPENDITURES		12,556.00	22,128.48	4,601.35	(9,572.48)	176.24	25,577.79

PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 06/30/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 06/30/2022 NORM (ABNORM)
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND							
Revenues							
Dept 000.000							
243-000.000-665.000	INTEREST INCOME	0.00	616.29	616.29	(616.29)	100.00	0.00
243-000.000-699.101	TRANSFER IN - GENERAL FUND	75,000.00	75,000.00	0.00	0.00	100.00	65,000.00
Total Dept 000.000		75,000.00	75,616.29	616.29	(616.29)	100.82	65,000.00
TOTAL REVENUES		75,000.00	75,616.29	616.29	(616.29)	100.82	65,000.00
Expenditures							
Dept 000.000							
243-000.000-740.000	SUPPLIES	21,898.00	21,898.40	0.00	(0.40)	100.00	5,610.13
243-000.000-802.243	BLIGHT REMOVAL	12,181.00	9,549.00	2,966.50	2,632.00	78.39	99,549.75
243-000.000-803.000	CONTRACTUAL CONSULTANT	5,247.00	7,499.65	2,689.90	(2,252.65)	142.93	4,852.50
243-000.000-806.000	CONTRACTUAL ENGINEERING	11,590.00	10,623.75	3,928.75	966.25	91.66	25,030.00
Total Dept 000.000		50,916.00	49,570.80	9,585.15	1,345.20	97.36	135,042.38
TOTAL EXPENDITURES		50,916.00	49,570.80	9,585.15	1,345.20	97.36	135,042.38
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:							
TOTAL REVENUES		75,000.00	75,616.29	616.29	(616.29)	100.82	65,000.00
TOTAL EXPENDITURES		50,916.00	49,570.80	9,585.15	1,345.20	97.36	135,042.38
NET OF REVENUES & EXPENDITURES		24,084.00	26,045.49	(8,968.86)	(1,961.49)	108.14	(70,042.38)

PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 06/30/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 06/30/2022 NORM (ABNORM)
Fund 245 - TRI-COMMUNITY HARBOR AUTHORITY							
Revenues							
Dept 000.000							
245-000.000-626.002	SAUGATUCK CONTRIBUTION	1,120.00	0.00	0.00	1,120.00	0.00	0.00
245-000.000-665.000	INTEREST INCOME	0.00	112.99	112.99	(112.99)	100.00	0.00
245-000.000-699.245	TRANSFER IN TRI-HARBOR AUTHORITY	1,120.00	0.00	0.00	1,120.00	0.00	0.00
Total Dept 000.000		2,240.00	112.99	112.99	2,127.01	5.04	0.00
TOTAL REVENUES		2,240.00	112.99	112.99	2,127.01	5.04	0.00
Expenditures							
Dept 754.000 - HARBOR							
245-754.000-812.000	RECORDING CLERK	109.00	100.00	0.00	9.00	91.74	800.00
245-754.000-900.000	PRINTING & PUBLISHING	61.00	56.00	0.00	5.00	91.80	0.00
245-754.000-979.000	CAPITAL OUTLAY	1,222.00	1,120.00	1,120.00	102.00	91.65	0.00
Total Dept 754.000 - HARBOR		1,392.00	1,276.00	1,120.00	116.00	91.67	800.00
TOTAL EXPENDITURES		1,392.00	1,276.00	1,120.00	116.00	91.67	800.00
Fund 245 - TRI-COMMUNITY HARBOR AUTHORITY:							
TOTAL REVENUES		2,240.00	112.99	112.99	2,127.01	5.04	0.00
TOTAL EXPENDITURES		1,392.00	1,276.00	1,120.00	116.00	91.67	800.00
NET OF REVENUES & EXPENDITURES		848.00	(1,163.01)	(1,007.01)	2,011.01	137.15	(800.00)

PERIOD ENDING 06/30/2023

Item 9B.

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	06/30/2023 NORM (ABNORM)	MONTH 06/30/23 INCR (DECR)	BALANCE NORM (ABNORM)		06/30/2022 NORM (ABNORM)
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000.000							
248-000.000-417.000	TAX INCREMENT RECAPTURE	40,424.00	40,424.00	0.00	0.00	100.00	33,816.32
248-000.000-665.000	INTEREST INCOME	0.00	2,234.40	2,234.40	(2,234.40)	100.00	0.00
248-000.000-674.000	DONATIONS	1,000.00	1,000.00	0.00	0.00	100.00	0.00
248-000.000-675.000	OTHER REVENUE	8,000.00	8,000.00	0.00	0.00	100.00	0.00
Total Dept 000.000		49,424.00	51,658.40	2,234.40	(2,234.40)	104.52	33,816.32
TOTAL REVENUES		49,424.00	51,658.40	2,234.40	(2,234.40)	104.52	33,816.32
Expenditures							
Dept 728.000 - DOWNTOWN DEVELOPMENT AUTHORITY							
248-728.000-703.001	DDA ADMINISTRATION	7,800.00	7,800.00	650.00	0.00	100.00	7,800.00
248-728.000-718.000	TRAINING FUNDS	0.00	0.00	0.00	0.00	0.00	83.10
248-728.000-802.001	CONTRACTUAL-PLANNING STUDY	6,656.00	6,101.00	0.00	555.00	91.66	10,997.09
248-728.000-802.100	BUSINESS INCENTIVE PROGRAM	5,000.00	5,000.00	5,000.00	0.00	100.00	5,000.00
248-728.000-806.000	CONTRACTUAL ENGINEERING	9,800.00	3,011.50	0.00	6,788.50	30.73	3,703.00
248-728.000-806.006	WEBSITE	0.00	0.00	0.00	0.00	0.00	100.00
248-728.000-880.000	COMMUNITY PROMOTION	18,000.00	16,114.20	2,852.96	1,885.80	89.52	8,467.58
248-728.000-908.000	DUES/FEES/PUBLICATIONS	195.00	125.00	0.00	70.00	64.10	176.50
248-728.000-979.000	CAPITAL OUTLAY	34,000.00	0.00	0.00	34,000.00	0.00	69,456.93
Total Dept 728.000 - DOWNTOWN DEVELOPMENT AUTHORITY		81,451.00	38,151.70	8,502.96	43,299.30	46.84	105,784.20
TOTAL EXPENDITURES		81,451.00	38,151.70	8,502.96	43,299.30	46.84	105,784.20
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		49,424.00	51,658.40	2,234.40	(2,234.40)	104.52	33,816.32
TOTAL EXPENDITURES		81,451.00	38,151.70	8,502.96	43,299.30	46.84	105,784.20
NET OF REVENUES & EXPENDITURES		(32,027.00)	13,506.70	(6,268.56)	(45,533.70)	42.17	(71,967.88)

PERIOD ENDING 06/30/2023

Item 9B.

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 06/30/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 06/30/2022 NORM (ABNORM)
Fund 403 - BLUE STAR CORRIDOR IMPROVEMENT FUND							
Revenues							
Dept 000.000							
403-000.000-439.000	MRE TAX	104,255.00	104,254.97	0.00	0.03	100.00	112,906.88
403-000.000-665.000	INTEREST INCOME	0.00	4,371.50	4,371.50	(4,371.50)	100.00	0.00
403-000.000-699.101	TRANSFER IN - GENERAL FUND	0.00	0.00	0.00	0.00	0.00	28,001.32
Total Dept 000.000		104,255.00	108,626.47	4,371.50	(4,371.47)	104.19	140,908.20
TOTAL REVENUES		104,255.00	108,626.47	4,371.50	(4,371.47)	104.19	140,908.20
Expenditures							
Dept 463.000 - GENERAL STREETS & ROW							
403-463.000-806.000	CONTRACTUAL ENGINEERING	21,652.00	20,076.56	1,787.95	1,575.44	92.72	0.00
403-463.000-979.000	CAPITAL OUTLAY	110,827.00	88,069.00	88,069.00	22,758.00	79.47	0.00
Total Dept 463.000 - GENERAL STREETS & ROW		132,479.00	108,145.56	89,856.95	24,333.44	81.63	0.00
TOTAL EXPENDITURES		132,479.00	108,145.56	89,856.95	24,333.44	81.63	0.00
Fund 403 - BLUE STAR CORRIDOR IMPROVEMENT FUND:							
TOTAL REVENUES		104,255.00	108,626.47	4,371.50	(4,371.47)	104.19	140,908.20
TOTAL EXPENDITURES		132,479.00	108,145.56	89,856.95	24,333.44	81.63	0.00
NET OF REVENUES & EXPENDITURES		(28,224.00)	480.91	(85,485.45)	(28,704.91)	1.70	140,908.20

REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF DOUGLAS

Item 9B.

PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	06/30/2023 NORM (ABNORM)	MONTH 06/30/23 INCR (DECR)	BALANCE NORM (ABNORM)		06/30/2022 NORM (ABNORM)
Fund 450 - WATER SEWER FUND							
Revenues							
Dept 000.000							
450-000.000-602.000	CONNECTION FEES, WATER	28,746.00	29,548.00	2,000.00	(802.00)	102.79	22,000.00
450-000.000-602.001	CONNECTION FEES, SEWER	27,130.00	28,500.00	2,500.00	(1,370.00)	105.05	27,075.00
450-000.000-665.000	INTEREST INCOME	0.00	2,037.78	2,037.78	(2,037.78)	100.00	0.00
450-000.000-679.001	REIMBURSE FROM STATE	46,688.00	19,812.71	0.00	26,875.29	42.44	0.00
450-000.000-699.101	TRANSFER IN - GENERAL FUND	200,000.00	125,000.00	0.00	75,000.00	62.50	0.00
Total Dept 000.000		302,564.00	204,898.49	6,537.78	97,665.51	67.72	49,075.00
TOTAL REVENUES		302,564.00	204,898.49	6,537.78	97,665.51	67.72	49,075.00
Expenditures							
Dept 000.000							
450-000.000-703.000	WAGES	456.00	1,571.26	1,347.79	(1,115.26)	344.57	0.00
450-000.000-719.000	INSURANCE BENEFITS	48.00	327.14	327.14	(279.14)	681.54	0.00
450-000.000-720.000	PAYROLL TAXES	37.00	121.90	102.80	(84.90)	329.46	0.00
450-000.000-721.000	MERS BENEFITS	62.00	177.36	146.31	(115.36)	286.06	0.00
450-000.000-721.001	457 CONTRIBUTION	29.00	26.50	11.78	2.50	91.38	0.00
450-000.000-806.000	CONTRACTUAL ENGINEERING	100,585.00	69,285.95	19,002.45	31,299.05	68.88	70,041.07
450-000.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	31.00	0.00	0.00	31.00	0.00	0.00
450-000.000-974.000	CONSTRUCTION	144,177.25	43,392.41	30,250.00	100,784.84	30.10	236,835.59
Total Dept 000.000		245,425.25	114,902.52	51,188.27	130,522.73	46.82	306,876.66
TOTAL EXPENDITURES		245,425.25	114,902.52	51,188.27	130,522.73	46.82	306,876.66
Fund 450 - WATER SEWER FUND:							
TOTAL REVENUES		302,564.00	204,898.49	6,537.78	97,665.51	67.72	49,075.00
TOTAL EXPENDITURES		245,425.25	114,902.52	51,188.27	130,522.73	46.82	306,876.66
NET OF REVENUES & EXPENDITURES		57,138.75	89,995.97	(44,650.49)	(32,857.22)	157.50	(257,801.66)

Item 9B.

PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT	YTD BALANCE
		AMENDED BUDGET	06/30/2023 NORM (ABNORM)	MONTH 06/30/23 INCR (DECR)	BALANCE NORM (ABNORM)		06/30/2022 NORM (ABNORM)
Fund 594 - DOUGLAS MARINA							
Revenues							
Dept 000.000							
594-000.000-654.000	SEASONAL SLIP FEES	25,969.00	25,968.60	3,993.60	0.40	100.00	26,163.13
594-000.000-654.001	TRANSIENT SLIP	0.00	125.00	125.00	(125.00)	100.00	0.00
594-000.000-665.000	INTEREST INCOME	0.00	2,109.01	2,109.01	(2,109.01)	100.00	0.00
594-000.000-667.001	WADE'S BAYOU PARK RENTAL	7,150.00	7,150.00	0.00	0.00	100.00	3,900.00
594-000.000-674.000	DONATIONS	0.00	0.00	0.00	0.00	0.00	600.00
594-000.000-699.101	TRANSFER IN - GENERAL FUND	15,000.00	15,000.00	0.00	0.00	100.00	190,000.00
Total Dept 000.000		48,119.00	50,352.61	6,227.61	(2,233.61)	104.64	220,663.13
TOTAL REVENUES		48,119.00	50,352.61	6,227.61	(2,233.61)	104.64	220,663.13
Expenditures							
Dept 597.000 - POINT PLEASANT							
594-597.000-802.000	CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	30.00
594-597.000-820.000	MARINA OPERATIONS	8,330.00	7,791.53	1,018.36	538.47	93.54	22,266.82
594-597.000-922.000	UTILITIES	2,638.00	2,566.68	320.11	71.32	97.30	4,162.60
594-597.000-979.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	60,528.99
Total Dept 597.000 - POINT PLEASANT		10,968.00	10,358.21	1,338.47	609.79	94.44	86,988.41
Dept 597.001 - WADES BAYOU							
594-597.001-930.000	REPAIRS & MAINTENANCE: GENERAL	6,490.00	5,949.42	180.00	540.58	91.67	77,674.87
594-597.001-974.000	CONSTRUCTION	18,145.00	18,145.00	0.00	0.00	100.00	0.00
Total Dept 597.001 - WADES BAYOU		24,635.00	24,094.42	180.00	540.58	97.81	77,674.87
Dept 597.002 - DOUGLAS HARBOR AUTHORITY							
594-597.002-740.000	SUPPLIES	273.00	250.07	0.00	22.93	91.60	4,241.18
594-597.002-802.000	CONTRACTUAL	103,500.00	72,525.00	33,617.50	30,975.00	70.07	7,290.00
594-597.002-812.000	RECORDING CLERK	218.00	200.00	100.00	18.00	91.74	800.00
Total Dept 597.002 - DOUGLAS HARBOR AUTHORITY		103,991.00	72,975.07	33,717.50	31,015.93	70.17	12,331.18
TOTAL EXPENDITURES		139,594.00	107,427.70	35,235.97	32,166.30	76.96	176,994.46
Fund 594 - DOUGLAS MARINA:							
TOTAL REVENUES		48,119.00	50,352.61	6,227.61	(2,233.61)	104.64	220,663.13
TOTAL EXPENDITURES		139,594.00	107,427.70	35,235.97	32,166.30	76.96	176,994.46
NET OF REVENUES & EXPENDITURES		(91,475.00)	(57,075.09)	(29,008.36)	(34,399.91)	62.39	43,668.67

Item 9B.

PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 06/30/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 06/30/2022 NORM (ABNORM)
Fund 660 - EQUIPMENT RENTAL FUND							
Revenues							
Dept 000.000							
660-000.000-665.000	INTEREST INCOME	0.00	16,877.26	16,877.26	(16,877.26)	100.00	0.00
660-000.000-676.000	EQUIPMENT CHARGES - NON DPW	30,360.00	30,360.04	1,666.67	(0.04)	100.00	18,903.00
660-000.000-676.001	EQUIPMENT CHARGES -DPW	0.00	0.00	0.00	0.00	0.00	371,601.97
Total Dept 000.000		30,360.00	47,237.30	18,543.93	(16,877.30)	155.59	390,504.97
TOTAL REVENUES		30,360.00	47,237.30	18,543.93	(16,877.30)	155.59	390,504.97
Expenditures							
Dept 265.000 - BUILDING & GROUNDS							
660-265.000-979.000	CAPITAL OUTLAY	8,157.00	8,157.00	0.00	0.00	100.00	0.00
Total Dept 265.000 - BUILDING & GROUNDS		8,157.00	8,157.00	0.00	0.00	100.00	0.00
Dept 301.000 - POLICE							
660-301.000-979.000	CAPITAL OUTLAY	54,596.00	54,596.10	0.00	(0.10)	100.00	0.00
Total Dept 301.000 - POLICE		54,596.00	54,596.10	0.00	(0.10)	100.00	0.00
Dept 902.000 - DPW EQUIPMENT PURCHASES							
660-902.000-968.000	DEPRECIATION	0.00	0.00	0.00	0.00	0.00	92,620.00
660-902.000-979.000	CAPITAL OUTLAY	446,469.00	446,469.33	90,607.35	(0.33)	100.00	162.21
Total Dept 902.000 - DPW EQUIPMENT PURCHASES		446,469.00	446,469.33	90,607.35	(0.33)	100.00	92,782.21
Dept 903.000 - EQUIP. REPAIRS & MAINTENANCE							
660-903.000-860.000	GAS & OIL	30,984.00	23,944.09	3,363.03	7,039.91	77.28	25,193.34
660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS	59,001.00	54,314.53	699.86	4,686.47	92.06	26,632.18
Total Dept 903.000 - EQUIP. REPAIRS & MAINTENANCE		89,985.00	78,258.62	4,062.89	11,726.38	86.97	51,825.52
TOTAL EXPENDITURES		599,207.00	587,481.05	94,670.24	11,725.95	98.04	144,607.73
Fund 660 - EQUIPMENT RENTAL FUND:							
TOTAL REVENUES		30,360.00	47,237.30	18,543.93	(16,877.30)	155.59	390,504.97
TOTAL EXPENDITURES		599,207.00	587,481.05	94,670.24	11,725.95	98.04	144,607.73
NET OF REVENUES & EXPENDITURES		(568,847.00)	(540,243.75)	(76,126.31)	(28,603.25)	94.97	245,897.24
TOTAL REVENUES - ALL FUNDS		4,950,112.00	4,916,271.80	121,748.11	33,840.20	99.32	5,309,418.96
TOTAL EXPENDITURES - ALL FUNDS		5,498,710.25	4,938,204.97	668,445.38	560,505.28	89.81	6,045,796.49
NET OF REVENUES & EXPENDITURES		(548,598.25)	(21,933.17)	(546,697.27)	(526,665.08)	4.00	(736,

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