



**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, AUGUST 21, 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/84253008355>

Join by phone by dialing: +1 (312) 626-6799 | Then enter "Meeting ID": 842 5300 8355

1. **CALL TO ORDER:** By Mayor
2. **ROLL CALL:** By Clerk
3. **PLEDGE OF ALLEGIANCE:** Led by Mayor
4. **CONSENT CALENDAR**
 - A. Approve the Agenda for August 21, 2023
 - B. Approve the August 7, 2023 City Council Regular Meeting Minutes
 - C. Approve the August 10, 2023 City Council Special Meeting Minutes
 - D. Approve the invoices in the amount of \$62,787.77
 - E. Date Change -
Ordinance No. 06-2023 - Ground-floor Residential Text Amendment - Public Hearing will be on the September 6, 2023 agenda.

Motion to approve the Consent Calendar of August 21, 2023 – roll call vote
5. **PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES)**
6. **PUBLIC COMMUNICATION - WRITTEN**
 - A. Gary L. Vandenberg - Letter
7. **UNFINISHED BUSINESS**
8. **NEW BUSINESS**

A. Special Event - Adult Halloween Parade

Motion to approve the special event permit application from Hystopolis Productions and provide in-kind support for the 25th Annual Douglas Halloween Parade for Adults, to be held on Saturday, October 28th, 2023. - roll call vote

B. Special Event - Out On The Lakeshore Fall Speedo Run

Motion the approve the special event application from Out On The Lakeshore for the 1-Mile Fall Speedo Run on September 30th, 2023, from 11:00 am to 1:00 pm. - roll call vote

C. Special Event - Douglas Elementary School Walk A Thon Parade

Motion to approve the special event application by Douglas Elementary School Parent Teacher Organization to hold a Walk A Thon Parade on Monday, October 2nd, 2023, from 12:30 pm to 1:30 pm. - roll call vote

D. Ordinance No. 07-2023 - Zoning Ordinance Amendment - Second Read - Public Hearing

Motion to open the Public Hearing for Ordinance No. 07-2023, Zoning Ordinance amendment, addition of Article 22; Signs. - roll call vote

1. Planning & Zoning Administrator Comments
2. Public Comments
3. Council Comments

Motion to close the Public Hearing for Ordinance No. 07-2023, Zoning Ordinance amendment, addition of Article 22; Signs. - roll call vote

Motion to adopt Ordinance No. 07-2023, Zoning Ordinance amendment, addition of Article 22; Signs. - roll call vote

E. AED Discussion

F. Second Interview - Lisa Nocerini

9. CLOSED SESSION

Motion to enter into closed session per Sect: 8 (1)(h) of the Open Meetings Act, to discuss with the City Attorney material exempt from discussion or disclosure by state and federal statute. - roll call vote

Motion to exit from closed session and enter back into the regular session of City Council. - roll call vote

10. REPORT ON CITY MANAGER AND INTERIM CITY MANAGER SEARCH

11. 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

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

13. COUNCIL COMMENTS

14. MAYOR’S REPORT/COMMENTS

15. ADJOURNMENT

Motion to adjourn the meeting.

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



**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, AUGUST 07, 2023 AT 7:00 PM
86 W CENTER ST., DOUGLAS MI**

MINUTES

1. CALL TO ORDER: By Mayor

2. ROLL CALL: By Clerk

PRESENT

Mayor Pro-Tem Cathy North
Mayor Jerome Donovan
Councilmember Robert Naumann
Councilmember John O'Malley
Councilmember Randy Walker
Councilmember Gregory Freeman
Also Present City Manager LaBombard

ABSENT

Councilmember Neal Seabert

3. PLEDGE OF ALLEGIANCE: Led by Mayor

4. CONSENT CALENDAR

- A. Approve the Council Meeting Agenda for August 7, 2023
- B. Approve the July 17, 2023 Council Meeting Minutes
- C. Approve the July 31, 2023 Council Special Meeting Minutes
- D. Approve the August 3, 2023 Council Special Meeting Minutes
- E. Approve invoices in the amount of \$300,480.87

Motion by Naumann, seconded by Freeman, to approve the Consent Calendar of August 7, 2023 – Motion carried by unanimous roll call vote.

5. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES): Jeff Kerr – Appreciates the support with his application submission.

6. PUBLIC COMMUNICATION – WRITTEN: Acknowledged by Council as recorded in the agenda packet.

- A. MML Meeting Notice – Included in packet for record
- B. Peter Carideo Email – Included in packet for record

7. UNFINISHED BUSINESS: None

8. NEW BUSINESS:

- A. Interim City Manager Discussion – A Special Meeting will be held on August 10th for interviews based on availability of candidates and adhering of noticing requirements.
- B. Baker Tilly - Water Rate Study Presentation – Discussion Item -
 Ken Bosma, Prein & Newhof, spoke and Andy Campbell from BakerTilly present the financial analysis to the City Council. As required by the Michigan Department of Environment, Great Lakes, and Energy, the City is preparing a water system capital improvement plan (CIP). The CIP outlines the City’s methodology to maintain the underground water system infrastructure. Underground water infrastructure items include water mains, valves, hydrants, etc. A key component of a properly developed CIP is a funding source to accomplish the objectives of the plan. Funding sources for CIP typically come from connection fees, user capital charges, special assessments, and contributions from the general fund. The City does not currently charge residents a capital improvement charge on their water bill.
 Working with Prein & Newhof and BakerTilly, the City is on schedule to complete the plan by the mid-August deadline. Prein & Newhof developed the water infrastructure CIP by reviewing water asset age, condition, material type, size, break history, and other factors. With that review complete, the list of capital improvement priorities and target completion dates was developed. Using the capital improvement list, BakerTilly has developed a funding methodology to finance the capital improvements. City Council reviewed the plan as presented in the agenda packet.
- C. Resolution 29-2023 - Purchase of 415 Wiley Road – Presentation was given by City Manager, Rich LaBombard, which included the timeline of direction given from City Council. -
 The City of Douglas has negotiated a purchase agreement for \$1,500,000 for property located at 415 Wiley Road. The present value of the property is approximately \$2,000,000. The nearly 8-acre parcel and 18,000 square foot facility is proposed to be purchased for the future consolidation of all Douglas municipal services at one location.
 The Douglas City Council spent several years discussing the consolidation of services and facilities to improve the delivery of municipal services and government efficiency. After a search of available properties, the 415 Wiley location is the best available location within the City boundaries to accommodate the future needs of the City. The site is situated on commercial property and has a facility that could be retrofitted to suit municipal government needs. Approximately four acres of the land are needed for the consolidation of the Department of Public Works (DPW) activities and equipment.
 The facility at 415 Wiley is currently occupied by the Douglas Family Clinic. The clinic recently announced the construction of a new facility on Blue Star Highway in Saugatuck Township. The clinic anticipates moving in the summer of 2024 to its new location. Rent payments currently paid by the clinic will be made to the City of Douglas if the purchase is approved. The monthly income from the rental payment is currently \$3,000 per month. Funds for the purchase will be made with an amendment to the budget by a transfer from the general fund balance. The City has approximately \$2.1 million of investments maturing by the end of 2023 and will be able to cash flow the purchase of the property.
- Motion by North, seconded by O’Malley, to adopt Resolution 29-2023, to approve the purchase agreement between the City of the Village of Douglas and Galivan Corporation of Illinois to purchase the property located at 415 Wiley Road for a sum of \$1,500,000 plus closing costs with a transfer from the general fund balance. – Motion carried by unanimous roll call vote.*
- D. Resolution 25-2023 - Approving Condominium Plan of Center Park Place - City Planning and Zoning Administrator, Joe Blair spoke and gave a brief breakdown about the item and how the Planning Commission approved the favorable recommendation to the City Council for final approval.

Motion by Naumann, seconded by O'Maley, to adopt Resolution 25-2023 - Approving the final Condominium Plan of Center Park Place. – Motion carried by unanimous roll call vote.

- E. Resolution 27-2023 - Temporary Traffic Control Order – Police Chief Kent and Director of Public Works Zoet discussed the background of the item, which was presented in the agenda memo. A temporary all-way stop is proposed for the intersection of Bluestar Highway and Wiley Road and all legs of the intersection will be required to stop, noting that per, the City Engineer, the traffic study completed in 2021 does not warrant making the all-way stop permanent. Funds for this activity are not currently budgeted. A budget amendment to the Bluestar Corridor Fund - Capital Outlay account (403-463-979) could pay for the selected option. The Bluestar Corridor Fund was created to make improvements to the corridor. Council directed Mr. Zoet to attempt to obtain a timeline from contractors for setup of rented signaling equipment and wondered about the date for the exit 41 bridge reopening as a factor. They also discussed the possible closing of Ferry to alleviate traffic. Based on the item and costs working with a temporary order and moving timeline, the item was motioned to be tabled for the need of research of further information.

Motion by Freeman, seconded by O'Malley, to table Resolution 27-2023, in order to address Council questions to Thursday's meeting. – Motion carried by unanimous roll call vote.

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

Motion by North, seconded by Naumann, to open the Public Hearing for Ordinance 05-2023; Downtown Development Authority's Updated Development Plan and Tax Increment Financing Plan. – Motion carried by roll call vote.

1. City Manager Comments – City Manager LaBombard referred to the prior meeting and formalities.
2. Public Comments - None
3. Council Comments – Walker mentioned the dedication of the work that the DDA has executed. North thought it was very well developed and thanked the DDA for its efforts.

Motion by Walker, seconded by Naumann, to close the Public Hearing for Ordinance 05-2023; Downtown Development Authority's Updated Development Plan and Tax Increment Financing Plan. – Motion carried by unanimous roll call vote.

Motion by Walker, seconded by Naumann, to adopt Ordinance 05-2023; amending the Downtown Development Authority Development Plan and Tax Increment Financing Plan, as determined by City Council to constitute a public purpose. – Motion carried by unanimous roll call vote.

- G. Ordinance No. 06-2023 Ground Floor Residential Ordinance Amendment – First Reading - (No Council action required) - City Planning and Zoning Administrator, Joe Blair mentioned that this item should have a review by the DDA before the second read with Council.
- H. Ordinance No. 07-2023 – Zoning Ordinance Amendment – Addition of Article 22, Signs - First Reading (No Council action required) - City Planning and Zoning Administrator, Joe Blair gave a brief background of the item to Council.

9. REPORTS

- A. Commission/Committee/Boards

- 1. Planning Commission - meeting Thursday, workshop
- 2. Kalamazoo Lake Sewer Water- Minutes link on website
- 3. Downtown Development Authority – No meeting
- 4. Kalamazoo Lake Harbor Authority – Next Tuesday will meet
- 5. Douglas Harbor Authority – Next Tuesday will meet
- 6. Douglas Brownfield Authority – Meeting cancelled
- 7. Fire Board – Meeting in 2-weeks from today
- 8. Community Recreation – No meeting
- 9. Playground Committee – August 22nd event - Ivy House fundraiser for Park Project

B. City Manager Written Reports – City Manager LaBombard is working on transition planning.

10. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES): None

11. COUNCIL COMMENTS: O’Malley acknowledged Tricia Anderson with Williams & Works for the good work she did on the sign ordinance. North and Freeman thanked police and DPW for their efforts with National Night Out. Walker reminded Council of the upcoming police Unity bike ride event on Monday.

12. MAYOR’S REPORT/COMMENTS: Mayor Donovan acknowledged the fun time he had in the dunk tank for National Night Out. He also mentioned that the Manager job is posted on MML site and North would prepare interview questions for the upcoming interviews on Thursday. He also stated that this meeting was a historic event with the 415 Wiley purchase approval.

13. ADJOURNMENT:

Motion by Walker, seconded by Naumann, to adjourn the meeting.

Approved on this 21st day of August, 2023

Signed: _____ Date: _____

Jerome Donovan, Mayor

Signed: _____ Date: _____

Laura Kasper, Interim City Clerk

Certification of Minutes

I hereby certify that the attached is a true and correct copy of the minutes of a regular meeting of the City Council of the City of the Village of Douglas held on August 7, 2023, I further certify that the meeting was duly called and that a quorum was present.

Signed: _____ Date: _____

Laura Kasper, Interim City Clerk



**THE CITY OF THE VILLAGE OF DOUGLAS
SPECIAL MEETING OF THE CITY COUNCIL
THURSDAY, AUGUST 10, 2023 AT 4:00 PM
86 W CENTER ST., DOUGLAS MI**

MINUTES

1. **CALL TO ORDER:** By Mayor

2. **ROLL CALL:** By Clerk
PRESENT
Mayor Pro-Tem Cathy North
Mayor Jerome Donovan
Councilmember John OMalley
Councilmember Randy Walker
Councilmember Gregory Freeman

ABSENT
Councilmember Neal Seabert
Councilmember Robert Naumann

3. **PLEDGE OF ALLEGIANCE:** Led by Mayor
4. **PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES):** None
5. **PUBLIC COMMUNICATION – WRITTEN:** None

6. **UNFINISHED BUSINESS**
 - A. Resolution 27-2023 - Temporary Traffic Control Order (item tabled 8/7/2023) – DPW Director, Rick Zoet presented the additional information requested by Council at the August 7, 2023 meeting. The contracting company stated that the setting up of the temporary traffic control equipment would take about a week from confirmation from the City. With Exit-41 nearing completion, and the quick turn-around time for set up, Council decided to table the item till next meeting, and see what effect that has on traffic.
Motion by Walker, seconded by Freeman, to table the item to the next City Council meeting. Motion carried by unanimous roll call vote.

7. **NEW BUSINESS**
 - A. Interview - City Manager
Lisa Nocerini - Councilmembers interviewed the City Manager Applicant, who attended in person.

8. **PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES):** None
9. **COUNCIL COMMENTS:** None
10. **MAYOR’S COMMENTS:** None

11. ADJOURNMENT:

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

Approved on this 21st day of August, 2023

Signed: _____ Date: _____
Jerome Donovan, Mayor

Signed: _____ Date: _____
Laura Kasper, Interim City Clerk

Certification of Minutes

I hereby certify that the attached is a true and correct copy of the minutes of a special meeting of the City Council of the City of the Village of Douglas held on August 10, 2023, I further certify that the meeting was duly called and that a quorum was present.

Signed: _____ Date: _____
Laura Kasper, Interim City Clerk

08/16/2023

INVOICE REGISTER REPORT FOR CITY OF THE VILLAGE OF DOUGLAS
 EXP CHECK RUN DATES 08/21/2023 - 08/21/2023
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt
88945252				
46501	ABSOPURE WATER COMPANY DPW WATER 101-463.000-740.000 SUPPLIES	08/03/2023	08/21/2023	58.00 58.00
8-14-23				
46549	ALLEGAN CO TREASURER MOBILE HOME TAX 101-000.000-230.000 DUE TO OTHER GOVERNMENTS	08/14/2023	08/21/2023	230.00 230.00
JUL23				
46493	ALLEGAN COUNTY SHERIFF'S DEPT. DEBT CREW JULY 101-463.000-802.000 CONTRACTUAL	08/07/2023	08/21/2023	184.00 184.00
8-4-23				
46534	JOE BLAIR PROFESSIONAL MEMBERSHIPS 101-701.000-908.000 DUES/FEES/PUBLICATIONS	08/04/2023	08/21/2023	698.00 698.00
8-5-23				
46512	COMCAST 486 WATER 101-463.000-851.000 TELEPHONE	08/05/2023	08/21/2023	313.79 313.79
8-13-23				
46513	COMCAST CITY HALL 101-265.000-851.000 TELEPHONE	08/13/2023	08/21/2023	402.31 402.31
4367				
46502	COMMERCIAL RECORD PARK PROJ EVEN ADVERTISING - DONATION FUNDED 101-751.000-958.000 MISCELLANEOUS	06/29/2023	08/21/2023	73.50 73.50
4384				
46547	COMMERCIAL RECORD PUBLIC NOTICES 248-728.000-880.000 COMMUNITY PROMOTION 101-701.000-900.000 PRINTING & PUBLISHING 101-215.000-900.000 PRINTING & PUBLISHING	07/27/2023	08/21/2023	372.40 78.40 168.00 126.00
PAY APP#2				
46503	COMPTON INC 333 BLUESTAR HIGHWAY SIDEWALK 403-463.000-979.000 CAPITAL OUTLAY	07/18/2023	08/21/2023	9,813.35 9,813.35
204300735066				
46528	CONSUMERS ENERGY 86 CENTER ROW 101-463.000-922.000 UTILITIES	08/08/2023	08/21/2023	99.59 99.59
204300735069				
46529	CONSUMERS ENERGY	08/08/2023	08/21/2023	48.37

	50 LAKE SHORE DOUGLAS BEACH				
	101-751.000-922.000	UTILITIES			48.37
204300735067					
46530	CONSUMERS ENERGY		08/08/2023	08/21/2023	47.28
	198 WASHINGTON - BRIDGE LIGHTING				
	101-463.000-922.000	UTILITIES			47.28
201542000069					
46531	CONSUMERS ENERGY		08/08/2023	08/21/2023	36.36
	26 BAYOU DR				
	101-751.000-922.000	UTILITIES			36.36
204300735065					
46532	CONSUMERS ENERGY		08/08/2023	08/21/2023	33.43
	251 CENTER ST SIGN WEST ENTRANCE				
	101-463.000-922.000	UTILITIES			33.43
204300735068					
46533	CONSUMERS ENERGY		08/08/2023	08/21/2023	31.73
	11 BLUESTAR HWY SIGN NORTH ENTERANCE				
	101-463.000-922.000	UTILITIES			31.73
101554					
46478	CORPORATE TECHNOLOGIES LLC		08/11/2023	08/21/2023	(1,050.00)
	CREDIT				
	101-215.000-802.000	CONTRACTUAL			(1,050.00)
115801					
46526	CREXENDO BUSINESS SOLUTIONS		08/15/2023	08/21/2023	308.87
	DOUGLAS POLICE PHONE SYSTEM				
	101-301.000-851.000	TELEPHONE			308.87
10-984370					
46555	ECONO SIGNS, LLC		08/07/2023	08/21/2023	668.23
	WATER ST IMPROVEMENT SIGNAGE				
	202-463.000-979.000	CAPITAL OUTLAY			481.05
	202-463.000-746.000	TRAFFIC SIGNS & SERVICES			93.59
	203-463.000-746.000	TRAFFIC SIGNS & SERVICES			93.59
8-13-23					
46504	ANNA GREGG		08/13/2023	08/21/2023	260.36
	DOUGLAS PARK PROJECT EVENT INSURANCE - DONATION FUNDED				
	101-751.000-958.000	MISCELLANEOUS			260.36
7-31-23					
46492	IHLE AUTO PARTS		07/31/2023	08/21/2023	10.26
	MISC PARTS				
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS			10.26
282639					
46536	IHLE AUTO PARTS		08/15/2023	08/21/2023	25.96
	MISC REPAIR PARTS				
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS			25.96
282378					
46545	IHLE AUTO PARTS		08/07/2023	08/21/2023	35.45
	MISC PARTS				
	101-751.000-930.000	REPAIRS & MAINTENANCE: GENERAL			29.99
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS			5.46
282654					
46550	IHLE AUTO PARTS		08/15/2023	08/21/2023	18.54
	MOWER OIL FILTERS				

660-903.000-930.004		VEHICLE MAINTENANCE & REPAIRS		18.54

26BAYOUJUL23				
46514	KALAMAZOO LAKE SEWER & WATER	08/15/2023	08/21/2023	299.04
	26 BAYOU DR IRRIGATION			
	101-751.000-922.000	UTILITIES		299.04

455CENTERJUL23				
46515	KALAMAZOO LAKE SEWER & WATER	08/15/2023	08/21/2023	45.48
	ROOT BEER BARREL			
	101-751.000-922.000	UTILITIES		45.48

147CENTERJUL23				
46516	KALAMAZOO LAKE SEWER & WATER	08/15/2023	08/21/2023	45.03
	147 CENTER -PRIDE GARDEN			
	101-751.000-922.000	UTILITIES		45.03

86CENTERJUL23				
46517	KALAMAZOO LAKE SEWER & WATER	08/15/2023	08/21/2023	57.26
	86 W CENTER			
	101-265.000-922.000	UTILITIES		57.26

47CENTERJUL23				
46518	KALAMAZOO LAKE SEWER & WATER	08/15/2023	08/21/2023	126.85
	47 CENTER			
	101-301.000-922.000	UTILITIES		126.85

50LKSHRJUL23				
46519	KALAMAZOO LAKE SEWER & WATER	08/15/2023	08/21/2023	139.49
	50 LAKESHORE DR BATHROOMS			
	101-751.000-922.000	UTILITIES		139.49

25MAINJUL23				
46520	KALAMAZOO LAKE SEWER & WATER	08/15/2023	08/21/2023	7.92
	25 MAIN DRINKING FOUNTAIN			
	101-751.000-922.000	UTILITIES		7.92

25MAINIRRJUL23				
46521	KALAMAZOO LAKE SEWER & WATER	08/15/2023	08/21/2023	1,687.71
	25 MAIN ST IRRIGATION			
	101-751.000-922.000	UTILITIES		1,687.71

3100SCHLTZJUL23				
46522	KALAMAZOO LAKE SEWER & WATER	08/15/2023	08/21/2023	334.99
	3100 SCHULTZ PARK DR			
	101-751.000-922.000	UTILITIES		334.99

37WASHJUL23				
46523	KALAMAZOO LAKE SEWER & WATER	08/15/2023	08/21/2023	375.42
	37 WASHINGTON BATHROOMS			
	101-751.000-922.000	UTILITIES		375.42

201WASHJUL23				
46524	KALAMAZOO LAKE SEWER & WATER	08/15/2023	08/21/2023	55.66
	201 WASHINGTON			
	594-597.000-922.000	UTILITIES		55.66

486WATERJUL23				
46525	KALAMAZOO LAKE SEWER & WATER	08/15/2023	08/21/2023	60.04
	486 WATER NEW BARN			
	101-265.000-922.000	UTILITIES		60.04

229298				
46505	KERKSTRA RESTROOM SERVICE	08/07/2023	08/21/2023	175.00
	DOUGLAS BEACH PARK			

	101-751.000-802.000	CONTRACTUAL			175.00
3967					
46548	MICHIGAN TWP. SERVICES ALLEGAN		08/07/2023	08/21/2023	4,533.30
	JULY PERMITS				
	101-701.000-804.000	CONTRACTUAL BUILDING INSPECTIO			4,533.30
9169206					
46507	MML WORKERS' COMP FUND		08/10/2023	08/21/2023	3,940.00
	MML WORKERS COMP INSTALLMENT #2				
	101-101.000-722.000	WORKERS COMPENSATION			8.50
	101-172.000-722.000	WORKERS COMPENSATION			47.00
	101-215.000-722.000	WORKERS COMPENSATION			78.80
	101-257.000-722.000	WORKERS COMPENSATION			39.31
	101-265.000-722.000	WORKERS COMPENSATION			114.30
	101-301.000-722.000	WORKERS COMPENSATION			1,218.88
	101-463.000-722.000	WORKERS COMPENSATION			678.74
	101-701.000-722.000	WORKERS COMPENSATION			56.42
	101-751.000-722.000	WORKERS COMPENSATION			148.75
	202-463.000-722.000	WORKERS COMPENSATION			591.89
	202-464.000-722.000	WORKERS COMPENSATION			227.03
	203-463.000-722.000	WORKERS COMPENSATION			567.56
	203-464.000-722.000	WORKERS COMPENSATION			162.82
INV81205					
46556	MUNICIPAL SUPPLY CO.		08/15/2023	08/21/2023	270.00
	TRAFFIC CONES				
	202-463.000-740.000	SUPPLIES			135.00
	203-463.000-740.000	SUPPLIES			135.00
26883					
46497	NEW DAWN LINEN SERVICE		08/07/2023	08/21/2023	42.78
	COMMERCIAL CLEANING				
	101-265.000-802.000	COMMERCIAL CLEANING			15.01
	101-301.000-802.000	COMMERCIAL CLEANING			27.77
70326					
46485	NICK UNEMA PLUMBING & HEATING INC		08/08/2023	08/21/2023	3,800.00
	LEAD SERVICE REPLACEMENT 204 WILEY				
	450-536.000-974.000	CONSTRUCTION			3,800.00
859314					
46542	NYE UNIFORM COMPANY		08/09/2023	08/21/2023	139.00
	UNIFORM REIMBURSEMENT - WARSEN				
	101-301.000-750.000	UNIFORMS			139.00
323875100001					
46483	ODP BUSINESS SOLUTIONS		07/26/2023	08/21/2023	48.32
	CITY HALL OFFICE SUPPLIES				
	101-215.000-740.000	SUPPLIES			48.32
324471377001					
46541	ODP BUSINESS SOLUTIONS		07/27/2023	08/21/2023	69.83
	POLICE SUPPLIES				
	101-301.000-740.000	SUPPLIES			69.83
2308-691573					
46551	OVERISEL LUMBER CO.		08/15/2023	08/21/2023	9.99
	MOUNTING TAPE				
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS			9.99
2308-688764					

46552	OVERISEL LUMBER CO. FLASHLIGHTS 101-265.000-740.000	SUPPLIES	08/15/2023	08/21/2023	79.97
					79.97
76221					
46486	PREIN & NEWHOF 2023 ROAD IMPROVEMENTS 203-463.000-806.000	CONTRACTUAL ENGINEERING	08/04/2023	08/21/2023	116.25
					116.25
76242					
46487	PREIN & NEWHOF 333 BLUESTAR HIGHWAY SIDEWALK PLANNING 403-463.000-979.000	CAPITAL OUTLAY	08/04/2023	08/21/2023	295.00
					295.00
76247					
46488	PREIN & NEWHOF FOREST GATE 101-701.000-806.000	CONTRACTUAL ENGINEERING	08/04/2023	08/21/2023	370.00
					370.00
76275					
46489	PREIN & NEWHOF DWAM - AMP 450-000.000-806.000	CONTRACTUAL ENGINEERING	08/04/2023	08/21/2023	1,584.25
					1,584.25
76276					
46490	PREIN & NEWHOF DWAM - DSMI 450-000.000-806.000	CONTRACTUAL ENGINEERING	08/04/2023	08/21/2023	5,232.20
					5,232.20
76224					
46498	PREIN & NEWHOF CENTER ST DEVELOPMENT 101-701.000-806.000	CONTRACTUAL ENGINEERING	08/04/2023	08/21/2023	2,309.50
					2,309.50
76228					
46499	PREIN & NEWHOF GENERAL CONSULTING 202-463.000-806.000	TEMP 4 WAY STOP	08/04/2023	08/21/2023	6,234.10
					3,606.50
					518.00
					594.60
					555.00
					310.00
					155.00
					185.00
					310.00
32064990					
46554	QUALITY DOOR CO., INC. DOOR OPENERS 101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL	05/25/2023	08/21/2023	320.00
					320.00
158638					
46506	RAPID SHRED, LLC RAPID SHRED 101-265.000-802.000	CONTRACTUAL	08/09/2023	08/21/2023	105.00
					55.00
					50.00
23000000455					
46491	SAUGATUCK TOWNSHIP CITY SHARE OF TRI-COMMUNITY REC PLAN 101-701.000-803.000	CONTRACTUAL CONSULTANT	08/03/2023	08/21/2023	375.00
					375.00
23-619					

46484	SAUGATUCK TWP FIRE DISTRICT RENTAL HOME INSPECTIONS 101-701.000-802.000	CONTRACTUAL	08/08/2023	08/21/2023	125.00 125.00
91011583					
46510	SHELL FLEET PLUS SHELL DPW 660-903.000-860.000	GAS & OIL	08/07/2023	08/21/2023	1,907.98 1,907.98
91031699					
46511	SHELL FLEET PLUS SHELL POLICE 101-301.000-860.000	GAS & OIL	08/07/2023	08/21/2023	1,400.65 1,400.65
I-9748					
46537	SIGNS BY TOMORROW PED CROSSING SIGNS 202-463.000-746.000	TRAFFIC SIGNS & SERVICES	08/14/2023	08/21/2023	109.87 109.87
DSO012549					
46543	TRUCK & TRAILER SPECIALTIES FLOOR COVER KIT 660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS	08/04/2023	08/21/2023	1,517.00 1,517.00
DJO04510					
46544	TRUCK & TRAILER SPECIALTIES RUST PROTECTION 660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS	08/04/2023	08/21/2023	1,288.00 1,288.00
167229805					
46553	ULINE RADIOS AND SUPPLIES 101-265.000-740.000 101-463.000-740.000	SUPPLIES SUPPLIES	08/15/2023	08/21/2023	228.91 165.00 63.91
119836					
46479	VC3 INC MICROSOFT LICENSES MONTHLY 101-215.000-802.000	CONTRACTUAL	08/04/2023	08/21/2023	234.00 234.00
119837					
46480	VC3 INC DOUGLAS PD MONTHLY EXCHANGE ONLINE PLAN 101-215.000-802.000	CONTRACTUAL	08/04/2023	08/21/2023	40.00 40.00
120703					
46481	VC3 INC ANNUAL IT SERVICES SEPT 23 - JULY 24 101-215.000-802.000	CONTRACTUAL	08/10/2023	08/21/2023	4,088.54 4,088.54
9941910207					
46527	VERIZON WIRELESS CITY ISSUED PHONES 101-215.000-851.000 101-301.000-851.000 101-463.000-851.000 101-101.000-851.000 101-701.000-851.000	TELEPHONE TELEPHONE TELEPHONE TELEPHONE TELEPHONE	08/15/2023	08/21/2023	408.37 48.33 43.68 229.00 43.68 43.68
96925					
46500	WILLIAMS AND WORKS PLANNING CONSULTATION SERVICES 101-701.000-806.000	CONTRACTUAL ENGINEERING	07/29/2023	08/21/2023	4,025.00 4,025.00

R64148253					
46509	YOURMEMBERSHIP.COM INC	08/04/2023	08/21/2023		150.00
	CITY MANAGER AD				
	101-172.000-900.000	PRINTING & PUBLISHING			150.00

Purchase Card Vendor: 10071 CARDMEMBER SERVICE					

2526539113					
46508	ADOBE ACROBAT PRO	08/13/2023	08/21/2023		265.94
	ADOBE SUBS				
	101-172.000-740.000	SUPPLIES			45.24
	101-215.000-740.000	SUPPLIES			132.97
	101-701.000-740.000	SUPPLIES			66.49
	101-463.000-740.000	SUPPLIES			21.24

13234					
46546	AJ AUTOMOTIVE	08/15/2023	08/21/2023		14.24
	HOLDER REPAIR				
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS			14.24

193968					
46495	GRAPHIX EMBROIDERY	08/03/2023	08/21/2023		67.80
	BRANDING				
	101-802.000-958.000	MISCELLANEOUS			67.80

51349					
46496	GRAPHIX EMBROIDERY	07/25/2023	08/21/2023		194.59
	BRANDING				
	101-802.000-958.000	MISCELLANEOUS			194.59

P03824					
46539	GREENMARK EQUIPMENT, INC	08/10/2023	08/21/2023		42.48
	WEED EATER BLADES				
	101-751.000-977.000	EQUIPMENT			42.48

8-3-23					
46535	HARBOR FREIGHT TOOLS	08/03/2023	08/21/2023		18.00
	LAUNCH RAMP IMPROVEMENTS				
	213-753.000-930.000	REPAIRS & MAINTENANCE: GENERAL			18.00

1065295					
46538	TRAFFIC CONES FOR LESS	08/10/2023	08/21/2023		646.24
	REPLACE OLD TRAFFIC CONES				
	202-463.000-740.000	SUPPLIES			323.12
	203-463.000-740.000	SUPPLIES			323.12

8-7-23					
46482	US POSTAL SERVICE	08/07/2023	08/21/2023		11.00
	POSTAGE				
	101-301.000-740.000	SUPPLIES			11.00

Total Purchase Card Vendor: 10071 CARDMEMBER SERVICE					1,260.29

# of Invoices:	76	# Due: 76	Totals:		63,837.77
# of Credit Memos:	1	# Due: 1	Totals:		(1,050.00)
Net of Invoices and Credit Memos:					62,787.77

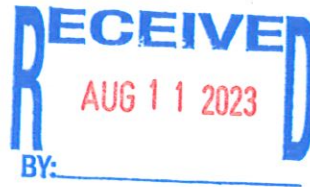
--- TOTALS BY FUND ---

101 - GENERAL FUND	28,579.09
202 - MAJOR STREET FUND	5,568.05
203 - LOCAL STREETS FUND	1,398.34

213 - SCHULTZ PARK LAUNCH RAMP	18.00
248 - DOWNTOWN DEVELOPMENT AUTHORITY	78.40
403 - BLUE STAR CORRIDOR IMPROVEMENT FUND	10,108.35
450 - WATER SEWER FUND	12,184.45
594 - DOUGLAS MARINA	55.66
660 - EQUIPMENT RENTAL FUND	4,797.43

--- TOTALS BY DEPT/ACTIVITY ---

000.000 -	8,096.45
101.000 - LEGISLATIVE	52.18
172.000 - MANAGER	242.24
215.000 - CLERK/TREASURER	3,746.96
257.000 - ASSESSING	39.31
265.000 - BUILDING & GROUNDS	1,268.89
301.000 - POLICE	3,396.53
463.000 - GENERAL STREETS & ROW	18,755.60
464.000 - GENERAL STREETS WINTER & ROW	389.85
536.000 - WATER SYSTEM	4,318.00
597.000 - POINT PLEASANT	55.66
701.000 - PLANNING & ZONING	13,364.99
728.000 - DOWNTOWN DEVELOPMENT AUTHORITY	78.40
751.000 - PARKS & RECREATION	3,904.89
753.000 - LAUNCH RAMPS	18.00
802.000 - COMMUNITY PROMOTIONS	262.39
903.000 - EQUIP. REPAIRS & MAINTENANCE	4,797.43



Gary L. Vandenberg
PO Box 1000
352 Mariners Cove
Douglas, MI 49406

August 9, 2023

City Council
Douglas City Hall
86 W. Center Street
Douglas, MI 49406-0757

Dear City Council Members,

The chain ferry and Saugatuck- Douglas History Museum are wonderful public assets in our community. Yet from the Museum side of the river, these assets are not easily accessible by pedestrians. With Ferry Street being so narrow and public parking so limited, wouldn't it make sense to encourage safe pedestrian and bicycle traffic to the area in the future?

Currently the sidewalk in Douglas runs along Ferry Street from Center Street to just past Westshore Street. If this walking and bicycle path extended to the chain ferry, it would significantly encourage use of these public facilities. Residents and tourists along Ferry Street could also access the Root Beer Barrel and Outside Coffee without driving.

The narrow right of way and challenging topography would make it challenging to build. Moving the walkway from one side of the road to the other side once or twice in this .8 of a mile stretch would make it less difficult.

Such a paved walkway would encourage healthy exercise and be much better for the environment than bringing even more cars into this area. It would encourage use of our public assets. It would also encourage patronage of our local businesses.

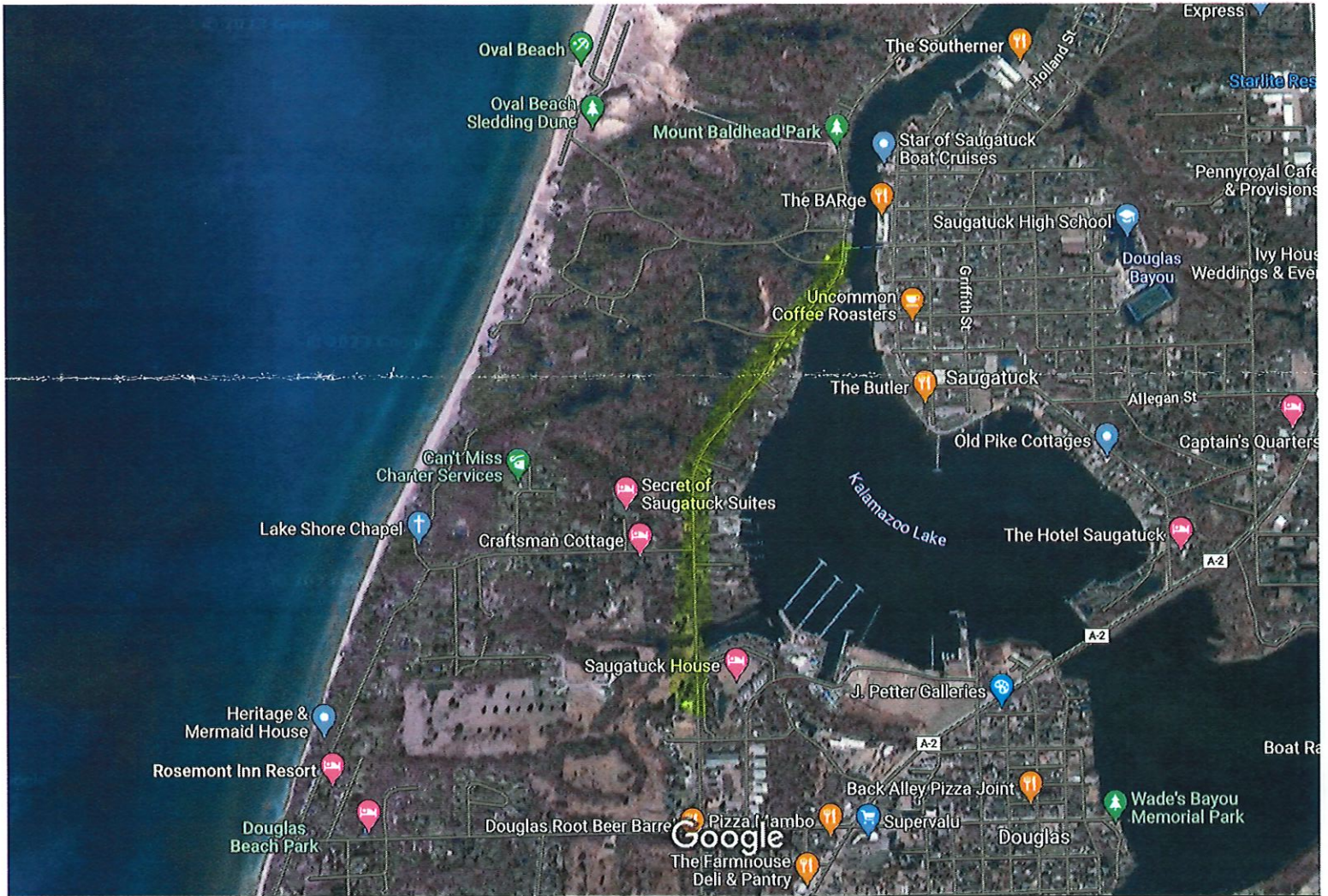
If you are looking to form a Citizen's Committee to investigate the cost and feasibility, I would consider serving.

Respectfully submitted,



Gary L. Vandenberg

Item 6A.



Imagery ©2023 CNES / Airbus, Maxar Technologies, NOAA, USDA/FPAC/GEO, Map data ©2023 1000 ft

MEMORANDUM



To: City Council

**From: Rich LaBombard
City Manager**

Date: August 21, 2023

**Subject: Douglas Halloween Parade for Adults
Special Event Permit**

Hystopolis Productions, a 501c3 non-profit organization, has submitted an application for a special event permit for the 25th annual Douglas Halloween Parade for Adults to be held on Saturday, October 28th. The parade lineup will start at 9:00 p.m. with the parade starting at 10:00 p.m., and cleanup is anticipated to end by midnight. Music, sound amplification, and spotlights will be utilized for the event between the hours of 7:00 p.m. and 11:30 p.m. The parade route will require barricading Center Street between Washington Street and Mixer Street with additional barricading surrounding the site within approximately a one block radius. Overflow parking for the event will be at designated spots in both cities, Douglas and Saugatuck. The event traditionally draws 10,000± visitors to the City to participate in the parade. More information about the event can be found at www.douglashalloween.com.

Traditionally, the City has contributed its support to the event in the form of in-kind services such as policing, staffing, portable restrooms, barricading, donation of equipment, event setup, and post event clean up. The Police Chief is coordinating with local first responders to provide additional security and traffic control on the evening of the event. Saugatuck Township Fire District will assist with barricading the parade route and traffic control.

I recommend the City Council approve the special event permit application from Hystopolis Productions and provide in-kind support for the 25th Annual Douglas Halloween Parade for Adults.

Handwritten notes in blue ink:
@2023
@2023-2024
@2024-2025
@2025-2026
@2026-2027
@2027-2028

RECEIVED
AUG 04 2023

Item 8A.



By: _____

DOUGLAS HALLOWEEN PARADE FOR ADULTS

Saturday, October 28, 2023 - 9:00pm - Lineup | 10pm Parade

August 3, 2023

Dear Douglas City Council,

Hystopolis Productions requests permission to host the 25th Annual Douglas Halloween Parade for Adults on Saturday, October 28, 2023 in Downtown Douglas. We considered last year a tremendous success with around 12-14,000 spectators and 720 participants. We anticipate another record turnout the 25th Anniversary.

Last year we changed the direction of the parade to start by the Old School House, at the suggestion of emergency services, and it worked extremely well. We plan to utilize the same route this year, but begin half hour earlier at 9pm. Please see additional details in the application attached.

Hystopolis kindly requests consideration for an alternate location for any approved food trucks. Each food trailer required a loud generator that expelled noxious fumes, and a truck to block it, which occupied a large footprint in the final block of the parade. It pushed the crowd further into the street, narrowing the route to the exit, and made it challenging to manage. It also impacted Everyday People Cafe's business. We suggest locating them on Mixer near lineup, to compliment the activities planned for the Old School House and OxBow House and keep them out of spectator areas.

Should you approve our application, we are looking forward to another amazing parade this year!

Please do not hesitate to contact me if you have any questions or concerns.

Thank you,

Erin K. Wilkinson
Director of Events
Hystopolis Productions



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

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

CITY COUNCIL ACTION:	Approved	Denied
POLICE DEPARTMENT:	Approved	Denied
DEPT. PUBLIC WORKS:	Approved	Denied
Fee:	\$50	
Received by:	<i>LK to Council 8/21/23</i>	

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: Hystopolis Productions PH: 312-787-7387
 Contact Name: Erin Wilkinson PH: 616-990-1817
 Street Address/P.O. Box: PO Box 490
 City/State/Zip Code: Douglas, MI 49406
 E-mail: hystopolis@gmail.com
CONTACT PERSON ON DAY OF EVENT: Erin Wilkinson PH: 616-990-1817

EVENT INFORMATION

Name of Event: 25th Annual Douglas Halloween Parade for Adults
 Event Date(s): Sat. Oct. 28, 2023 Anticipated Number of Attendees: 10-15,000
 Purpose of Event: Promote tourism to the area and drive revenue to the local economy, to celebrate creative arts, and host an event that is fun, inclusive, and safe for everyone.
 Location of Event: Center Street from Washington to Ellis
 Event Start & End Hours: 9pm Lineup/10-11pm Parade
 Estimated Date/Time for Set-Up: 12-8 pm
 Estimated Date/Time for Clean-Up: 11 pm - 12 am
 Estimated Number of Volunteers: 30-40

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: 7pm (ish) end: 11pm (ish)

(Music starts when the crowd arrives)

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: 30 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): Sponsor signs around town and signs in the parade
Description of signs: Pumpkin King logo on an H stand or carried in the parade
(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 _____

Awnings – Quantity 2

Tables – Quantity _____

Portable Toilets – Quantity 6-10

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.) Website, social media, posters, cards, stickers, t-shirts, radio, tv,

press release, and other merchandise.

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: Set up at 4pm

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

Trash Receptacles – Quantity 10-15

Barricades – Quantity All of them

Traffic Cones – Quantity 30-40

No Parking Signs – Quantity 40 Fri @ 2:30

Fencing – Quantity _____

Electric

Water

Restroom Cleaning

Approved Denied
 Approved with Conditions

Pickey L. Zoet

Authorized Personnel Signature _____ Date: _____

DOUGLAS POLICE DEPARTMENT:

Will this event require additional officers & equipment? Yes No

If yes, please describe & include times: 7:30p - ?

Full Staffing of Police AND MSP Bicycle units

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

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

Parade Type: Pedestrian Vehicle

Parade Route: (Use attached map to outline route)

Parade start time: 9 pm lineup / 10 pm start Parade finish time: 11 pm (ish) 1 am cleanup

Approved Denied

Approved with Conditions _____

Authorized Personnel Signature St M. [Signature] Date: 08/14/23

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.

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.

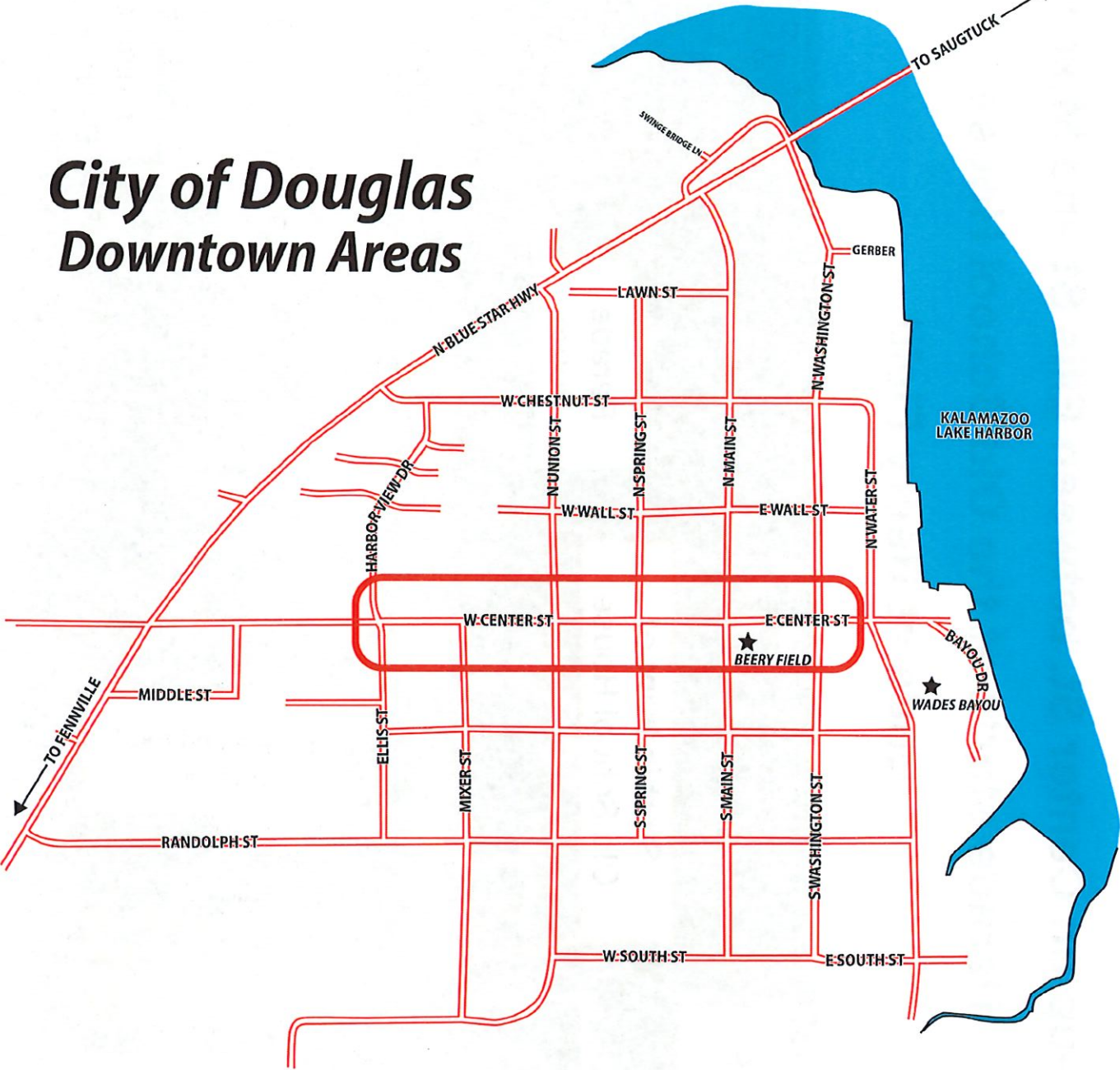
As the Applicant or duly authorized agent of the Organization, I hereby apply for approval of this special event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

Printed Name of Applicant: Michael Schwabe Date: _____

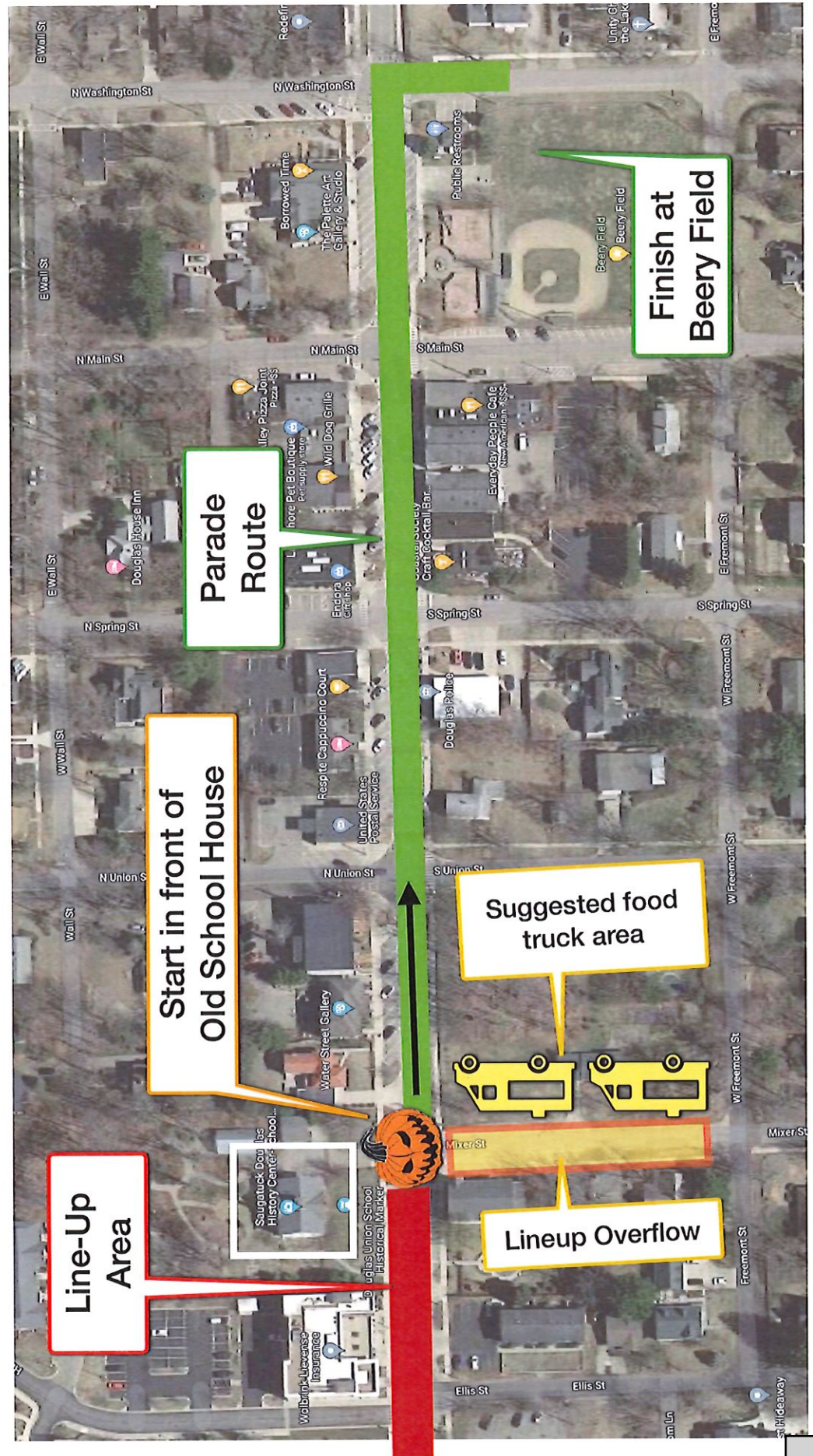
Signature of Applicant:  Date: 7-30-'23
President
Hystopolis Productions

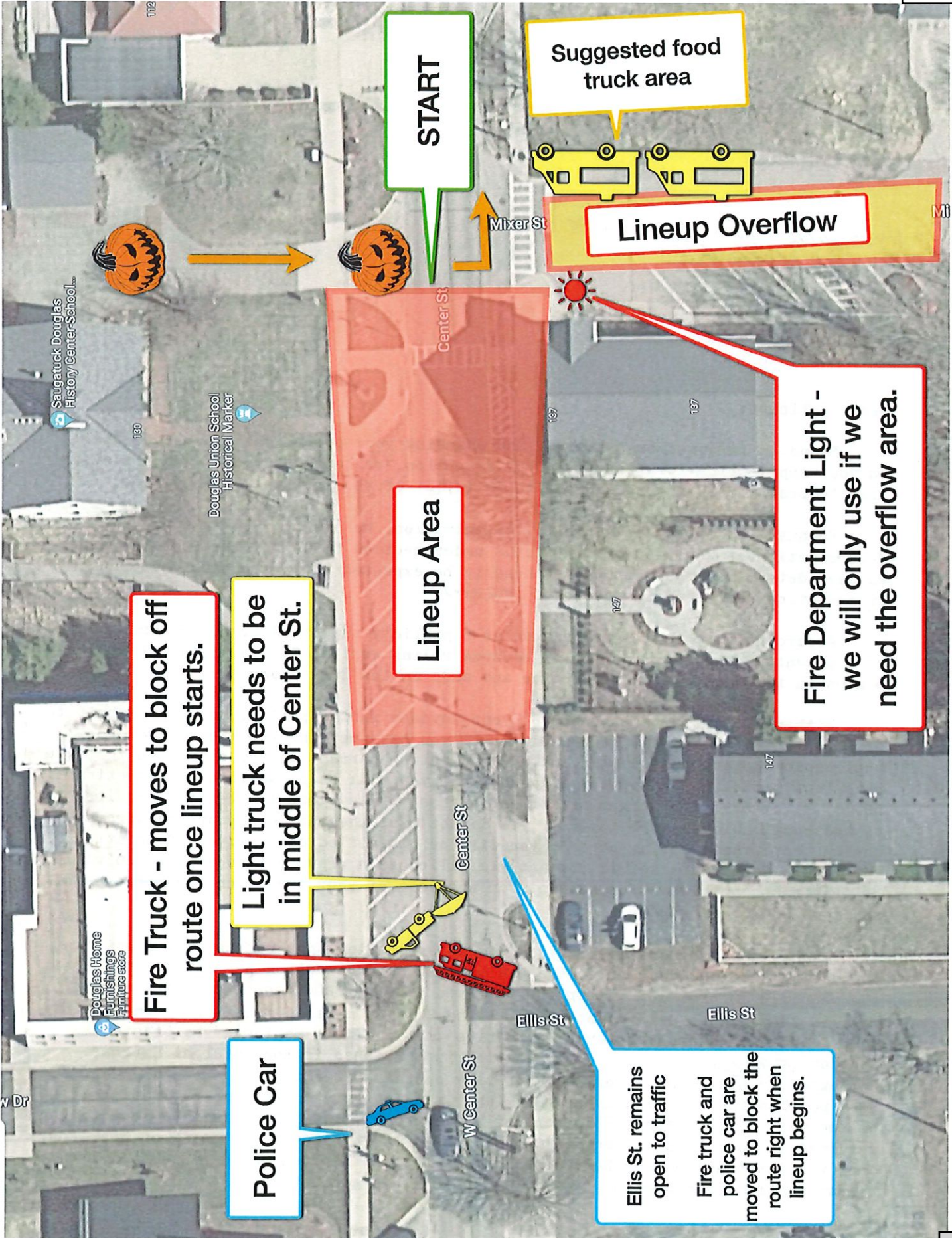


City of Douglas Downtown Areas



Line-up on Center St. between Ellis St and Mixer St. Parade starts at the Old School House Ends at Beery Field





Fire Truck - moves to block off route once lineup starts.

Light truck needs to be in middle of Center St.

Police Car

Lineup Area

Suggested food truck area

Lineup Overflow

Fire Department Light - we will only use if we need the overflow area.

Ellis St. remains open to traffic
Fire truck and police car are moved to block the route right when lineup begins.



MEMORANDUM
REGULAR CITY COUNCIL MEETING
August 21, 2023 at 7:00 PM

TO: City Council

FROM: Rich LaBombard

SUBJECT: Special Event - Out On The Lakeshore – 1-Mile Fall Speedo Run

The organization Out On The Lakeshore has submitted a special event application for a 1-Mile Fall Speedo Run. The event will take place on September 30th, 2023 from 11:00 am to 1:00 pm.

The purpose of the event is a 1-mile fundraiser run in the City of Douglas. Funds raised will go to Out On The Lakeshore, a 501c3 nonprofit providing programming and resources to the LGBTQ+ community along the lakeshore.

Both the Department of Public Works and the Douglas Police Department have met with the applicant and will be working together to keep the participants safe.

I recommend that City Council approve the Special Event Application from Out On The Lakeshore for the 1-Mile Fall Speedo Run on September 30th, 2023, from 11:00 am to 1:00 pm.



RECEIVED
JUL 26 2023
 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 8B.

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

Fee: \$50 - waved - 501c3

Received by:

LK - To Council 8/21/23

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

EVENT INFORMATION

Name of Event: 1 Mile Fall Speedo Run

Event Date(s): 9/30/2023 Anticipated Number of Attendees: 150

Purpose of Event: 1 mile fundraiser run in Douglas. Funds raised will go to Out On The Lakeshore, a 501c3 nonprofit providing programming and resources to the LGBTQ+ community along the lakeshore.

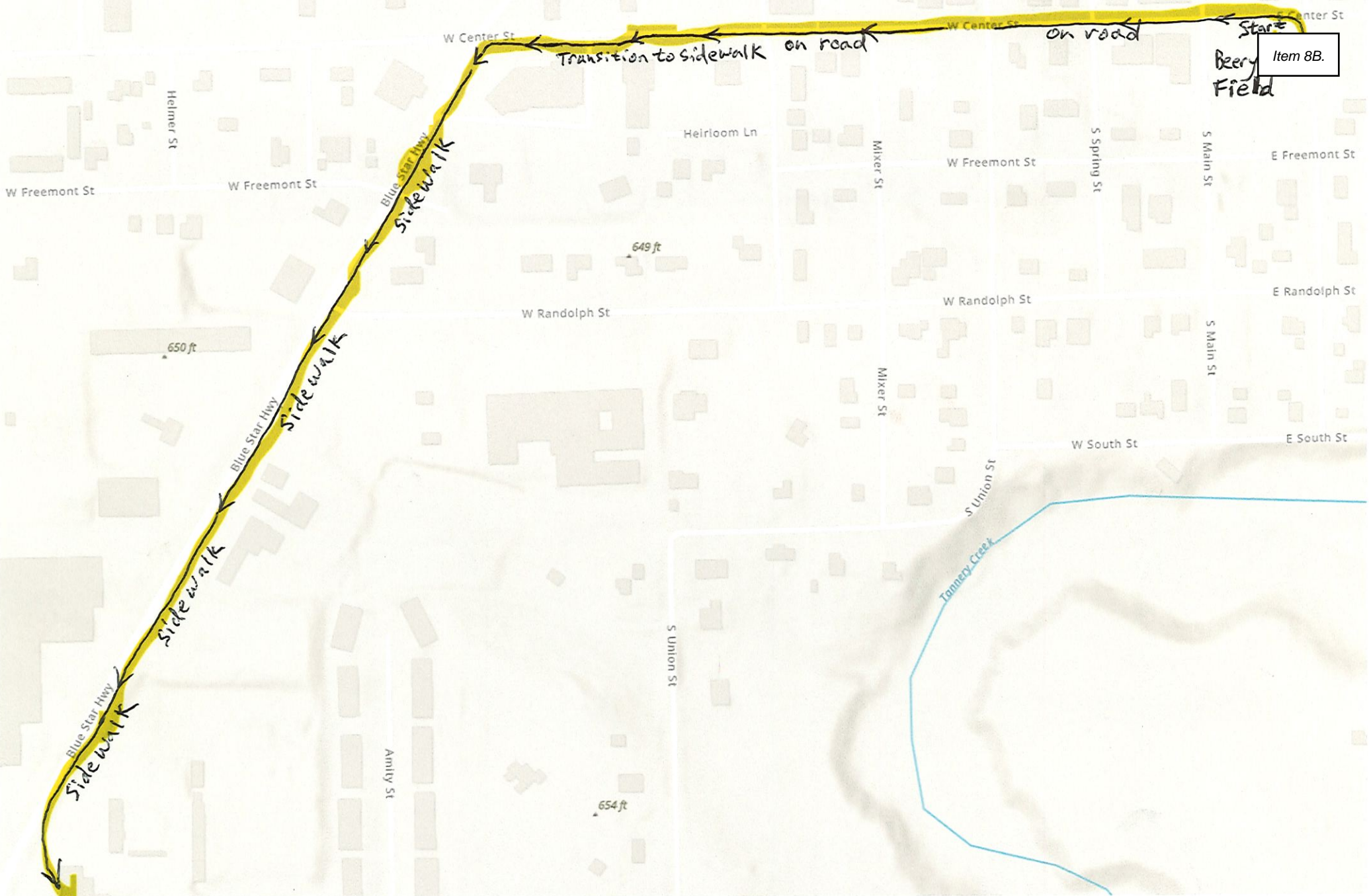
Location of Event: Downtown Douglas

Event Start & End Hours: 11 am- 1 pm

Estimated Date/Time for Set-Up: 9/30/2023 9:00 am

Estimated Date/Time for Clean-Up: 9/30/2023 1 pm

Estimated Number of Volunteers: 20



End @ The Dunes Resort



MEMORANDUM
REGULAR CITY COUNCIL MEETING
August 21, 2023 at 7:00 PM

TO: City Council

FROM: Rich LaBombard

SUBJECT: Douglas Elementary School PTO Walk A Thon

The Douglas Elementary School Parent Teacher Organization has submitted an application for a Walk A Thon to be held on Monday, October 2, 2023 from 12:30 pm to 1:30 pm.

Elementary School children are fundraising for the Douglas PTO. In celebration of their success, they will parade through downtown Douglas alongside the Police, Fire, and Saugatuck High School Marching Band. The walk will begin at the school grounds, turning left onto Ellis St. and right onto Center St., right onto Spring St and then back down to Randolph St.

Both the Department of Public Works and the Douglas Police Department will be working together to keep the participants safe.

I recommend that City Council approve the Special Event Application by the Douglas Elementary School Parent Teacher Organization to hold a Walk A Thon Parade on Monday, October 2 from 12:30 pm to 1:30 pm.



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.ci.douglas.mi.us.com
douglas@ci.douglas.mi.us

APPLICATION FOR SPECIAL EVENT PERMIT

Applicant/Organization: DES PTO



Event Date(s): Monday, October 2nd Anticipated Number of Attendees: 400

Event Start & End Hours (including time for set-up and clean-up): 12:30p-1:30p

Description of Event: The elementary school kids are fundraising for our school & PTO. In celebration of their success we will parade through Douglas, along with our SHS Marching Band, Police, & Fire

Location of Event: See map for detailed route

Designate location on attached map, including parade route, etc. if applicable, and the location of barricades, parking restrictions, etc.

Plan for Managing: (Include an explanation and drawings where applicable, of your plans to provide for the services your providing below. Attach additional pages if necessary.)

Group will be led by police, walk through town and head back to school. No events within town

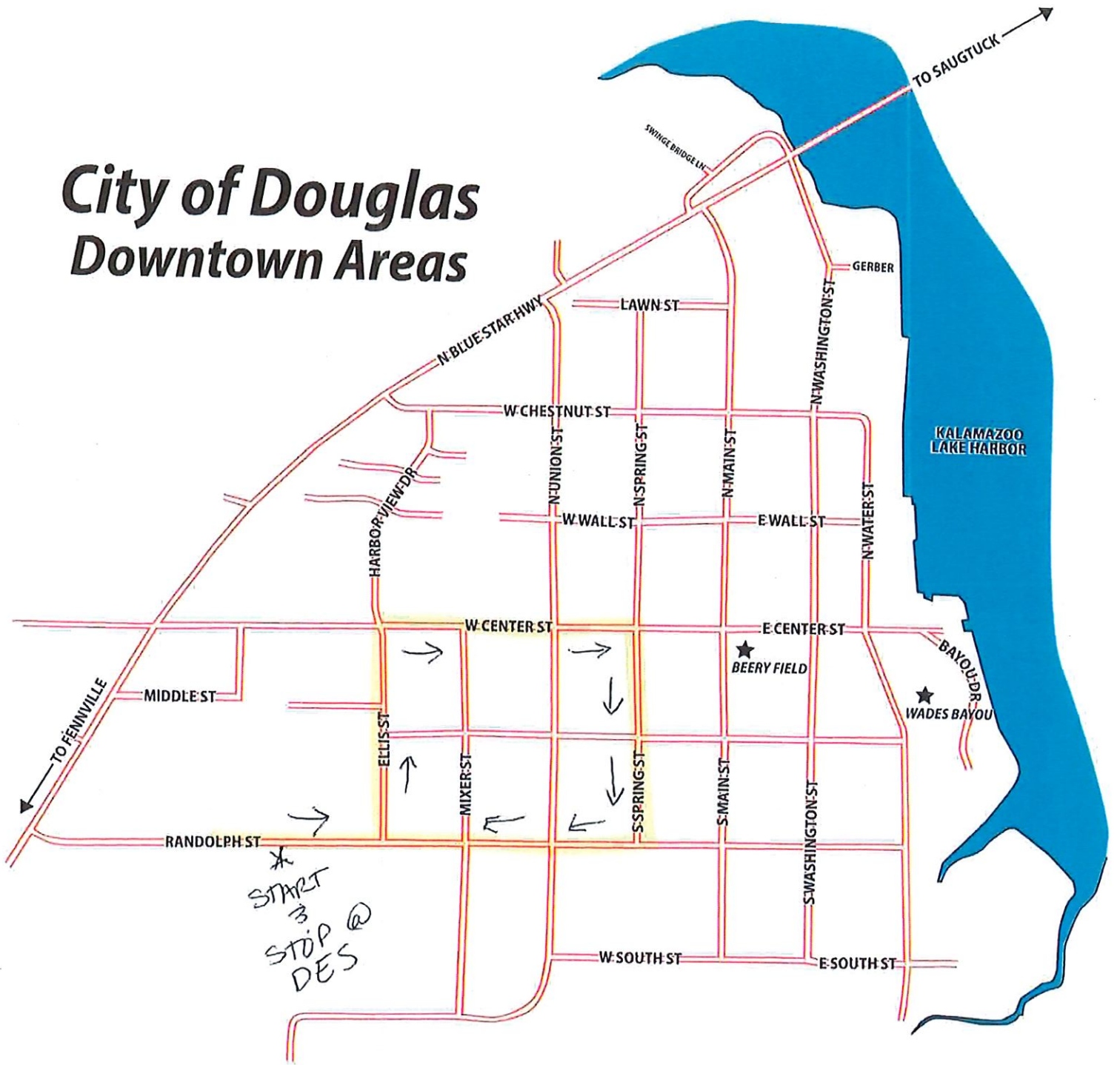
Insurance & Bonding Arrangements (copies provided): Do we need insurance? Have not in the past?

If the event include signs a temporary sign permit is required. Please see application provided.

DPW Ricky L. Zoet
DPA S.M.

Five-vehicle in front
Block intersections

City of Douglas Downtown Areas



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MEMORANDUM

To: The City of the Village of Douglas City Council
Date: August 2, 2023
From: Tricia Anderson, AICP
RE: **Zoning Ordinance Amendment – Addition of Article 22, Signs**

In June of 2022, the former Planning & Zoning Administrator brought to Council an amendment to the Zoning Ordinance that would repeal the Sign Ordinance (Ord. No. 111-D, part of the City's Code of Ordinances) and include in the Zoning Ordinance, new sign regulations. The City Council held a first reading of the previous version of the new sign regulations. After Williams & Works was hired to act as Interim Planning & Zoning Administrator in September of 2022, we had an opportunity to review said sign regulations and noted a number of areas that could be viewed as problematic as it relates to content neutrality. These issues are described in our memorandum dated February 2, 2023 (included in this packet), along with suggestions for other ways to make the ordinance more user-friendly and easy to administer. We also recommended that a full legal review be conducted on the ordinance toward the end of the process. The Planning Commission was open to spending additional time on the sign ordinance include added value and legal review.

At the March 9, 2023 meeting, we provided a new draft of the sign ordinance that was based on the previous draft. In addition to making changes that would achieve content neutrality, the new draft of the sign ordinance included the following additional content and revised organization:

- ▷ An Applicability section.
- ▷ A simplified section relating to the intent and purpose of the sign ordinance.
- ▷ A comprehensive list of definitions:
 - We noted that Ordinance No. 111-D contained a limited list of definitions
 - The previous draft of the sign ordinance did not contain any definitions
 - The existing Article 2, Definitions of the Zoning Ordinance does not contain any sign-related definitions.
- ▷ New graphics associated with the definitions and other areas of the draft where a visual would be helpful.
- ▷ A section dedicated specifically to sign permit procedures, referencing Section 23.03 of the Zoning Ordinance, along with a simplified list of signs considered “exempt”.
- ▷ A section that speaks to regulations that are applicable in all zoning districts, which includes simplified regulatory language for illumination standards digital signs and static signs, abandoned signs, safety standards, etc.
- ▷ Tables provided for signs in each zoning designation, providing for easy look-up of form, number, location, area, and illumination limitations.
- ▷ Revised nonconforming section for simplification, and incorporated the “revokable license agreement” within that section.

The Planning Commission reviewed these changes and made suggestions for additional changes over the course of six months. At the May 11, 2023 meeting, the Planning

Commission reviewed and discussed the final draft of the sign ordinance and made a favorable recommendation to the City Council for the adoption of the ordinance.

A condition in the Planning Commission's favorable recommendation was that the draft shall undergo legal review prior to being placed on the City Council's agenda for the first reading of the final draft. On June 15, 2023, we received a report from Mr. Charles Bogren of Plunkett & Cooney, which detailed his review comments from a legal perspective. Based on the nature of the recommendations, we felt it would be best to bring the revised language back to the Planning Commission for their consideration. On July 13, 2023, the Planning Commission responded to the recommended changes to include some language that would address the use of aesthetics as a purpose to limit signage, conditions of permit issuance and remove ambiguity and vagueness from the language. And finally, they made another favorable recommendation to the City Council for the approval of the proposed ordinance amendments.

At the August 7, 2023 meeting, the City Council will hold the first reading of the final draft of the sign ordinance which incorporates the Planning Commission's final changes in response to the legal review. At a subsequent meeting of the City Council, a second reading will be held and the City Council will consider the final adoption of the ordinance amendments.

As a result of amending the Zoning Ordinance to add a new Article 22, Signs, there are other areas of the Zoning Ordinance and Code of Ordinances that must also be amended that reference the sign ordinance. These areas include the following:

1. Table of Contents – this section must be amended to include the new Article 22 (currently reserved for future use), and the sections within Article 22.
2. Article 16, General Provisions, Section 16.26, Signs – this section references the sign ordinance that must be repealed.
3. Ordinance No. 111-D – this ordinance is not currently part of the zoning ordinance. It will be repealed and the regulations will be replaced with Article 22, Signs, in the Zoning Ordinance.

Included in this packet are the following documents to support your review of the proposed sign ordinance:

- Planning Commission memorandums from meeting dates when the sign ordinance amendment was on the agenda.
- Charles Bogren's legal review report
- Ordinance to Amend
- Ordinance No. 111-D to be repealed

We feel confident that the proposed sign ordinance is a defensible document that will be an improvement in terms of administration and ease of use. The Planning Commission should be commended for their hard work and careful consideration of the proposed regulations.

Please feel free to reach out with any questions or concerns.

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MEMORANDUM

To: The City of the Village of Douglas Planning Commission
Date: February 2, 2023
From: Tricia Anderson, AICP
 Andy Moore, AICP
RE: **Draft Sign Ordinance - Discussion**

The former Douglas zoning administrator drafted a major amendment to the City's sign ordinance and planned to bring it to Council in June of 2022 for a second reading. It is our understanding that no legal review was conducted on this draft. In our review of the draft amendment, we found several areas that would violate the US Constitution's first amendment (freedom of speech).

The requirement for "content neutrality" stems from a church in the Town of Gilbert, Arizona that filed a lawsuit against the Town upon discovering that the Town's sign ordinance had stricter regulations for off-premise signage for religious services than it did for political or ideological sign content. In 2015, the case went all the way to the United States Supreme Court, and the court held that municipalities cannot impose content-based sign regulations, as it is a violation of the sign holder's constitutional right to free speech. As a result, many municipalities are slowly adopting new "**content-neutral**" sign codes.

Our discussion of the ordinance at the upcoming Planning Commission meeting will relate to the following areas:

- Areas of the draft that have been identified as not content-neutral that should be removed.
- Potential ways to simplify the ordinance to make it a bit more user-friendly, such as adding tables to summarize sign allowances.
- Potential ways to reduce regulations that may be over-burdensome to administer.

We have provided a few sample sign ordinances that demonstrate the above potential goals that may help guide the Planning Commission in deciding what to keep and what to modify before making a recommendation to the City Council.

We understand that the Planning Commission put a significant amount of work to get the draft to where it is now, and our intent is not to minimize your efforts, but rather assist you in viewing the draft with a different lens in terms of content neutrality and simplification.

Please feel free to reach out to us with any questions.

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MEMORANDUM

To: The City of the Village of Douglas Planning Commission
Date: February 23, 2023
From: Tricia Anderson, AICP
 Andy Moore, AICP
RE: Draft Sign Ordinance - Discussion

At the February 9th meeting, the Planning Commission discussed the desired direction for the sign ordinance. The consensus of the Planning Commission at this meeting was that, although the previous draft of the revised sign ordinance received a favorable recommendation to the City Council for its approval, they felt that the added upgrades recommended in our memorandum dated February 2, 2023 related to content neutrality and simplification would be beneficial and necessary in a revised sign ordinance draft.

In addition to making changes that would achieve content neutrality, the new draft of the sign ordinance includes the following:

- An Applicability section.
- A simplified section relating to the intent and purpose of the sign ordinance.
- A comprehensive list of definitions. We noted that the old sign ordinance, the previous draft of the sign ordinance and the existing Article 2, Definitions of the zoning ordinance does not contain any sign-related definitions.
- Graphics associated with the definitions and other areas of the draft where a visual would be helpful.
- A section dedicated specifically to sign permit procedures, referencing Section 23.03 of the zoning ordinance, along with a simplified list of signs considered “exempt”.
- A section that speaks to regulations that are applicable in all zoning districts, which includes simplified regulatory language for illumination standards digital signs and static signs, abandoned signs, safety standards, etc.
- Tables provided for signs in each zoning designation, providing for easy look-up of form, number, location, area, and illumination limitations.
- Revised “off-premise” signs section to simplify and tailor to billboards specifically.
- Revised nonconforming section for simplification, and incorporated the “revokable license agreement” within that section.

The task of the Planning Commission at the upcoming meeting is to review the proposed draft and provide any feedback for us to make additional adjustments to meet the needs of the community.

Please feel free to reach out to us with any questions.

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MEMORANDUM

To: The City of the Village of Douglas Planning Commission
Date: April 14, 2023
From: Tricia Anderson, AICP
Andy Moore, AICP
RE: Draft Sign Ordinance - Discussion

At the March 9th meeting, the Planning Commission reviewed and discussed the draft of the new sign ordinance. Meaningful feedback was received and an email to solicit further comments or recommendations was sent to the Planning Commission. We incorporated all the feedback we've received into a revised draft for your review at the upcoming meeting.

If the Planning Commission is largely accepting of the revised draft, we will incorporate any further additions as advised by the Planning Commission, and send to the City Attorney for review. At the May meeting, the Planning Commission can then hold the public hearing and make a formal recommendation to the City Council for the final approval.

The task of the Planning Commission at the upcoming meeting is to review the revised draft and provide any feedback for us to make additional adjustments to meet the needs of the community.

Please feel free to reach out to us with any questions.

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MEMORANDUM

To: The City of the Village of Douglas Planning Commission
Date: July 5, 2023
From: Tricia Anderson, AICP
RE: **Sign Ordinance Legal Review and Recommended Changes to Draft**

At the May 11, 2023 meeting, the Planning Commission reviewed and discussed the final draft of the sign ordinance and made a favorable recommendation to the City Council for the adoption of the ordinance. One of the conditions in that recommendation was that the draft shall undergo legal review prior to being placed on the City Council's agenda for the first reading of the final draft.

One of the City's Attorneys, Mr. Charles Bogren, of Plunkett & Cooney, provided a comprehensive report on his review of the sign ordinance draft from a legal perspective that the Planning Commission recommended to council for approval, along with the minor changes recommended at that meeting. Because of the nature of the recommended changes to the draft in response to the legal review, Mr. Bogren recommended that the draft be reviewed one last time by the Planning Commission with the incorporation of the recommended changes, and that it be noticed as a public hearing, thus the Planning Commission will hold a public hearing at the upcoming July 13, 2023 meeting.

Mr. Bogren's legal perspective is valuable with regard to known case law where specific characteristics of sign ordinances were viewed by courts to be unconstitutional. In applying that knowledge and perspective to the review of the draft of the sign ordinance, he identified a few areas that may be questionable as it pertains to some of the case law surrounding definitions, vagueness, aesthetics as a purpose to limit signage and permit issuance conditions. The areas highlighted in Mr. Bogren's review specifically relate to the following:

1. Billboards and the lack of a definition of "life of the billboard". He indicates that it's ok to prohibit any new billboards, but we need to be more specific in terms of what life of the billboard means. Changes were made in the draft to reflect this recommendation to be more specific and define that phrase. It is highlighted in the draft.
2. Temporary wire-framed signs – the draft of the sign ordinance limited each parcel within the City to 2 wire-framed temporary signs. Mr. Bogren indicated that an additional allowance should be considered, as well as allowing parcels with more frontage the opportunity for additional wire-framed signs. The changes would allow for up to four wire-framed temporary signs for each 50 feet of frontage on a public or private road. The changes are highlighted in the draft.
3. Temporary manual reader board sign zoning permit issuance process – the ordinance must have some language that provides the circumstances under which a zoning permit can be issued. We have added some language that makes it more specific here. The changes are highlighted in the draft.

4. Human signs – The draft language for this prohibited sign type was vague in terms of when a human could hold a sign. The phrase, “or other events” was recommended to be expressly spelled out to indicate what those “other events” would be. We made the recommended change to “events” with “City-sanctioned events” to satisfy the recommendation. This change is highlighted in the draft.

Outside of the above-noted recommended changes, Mr. Bogren applauded the Planning Commission’s efforts and noted that the ordinance is well written to avoid all the major pitfalls a sign ordinance could contain in its language to withstand a lawsuit.

Please feel free to reach out to us with any questions.

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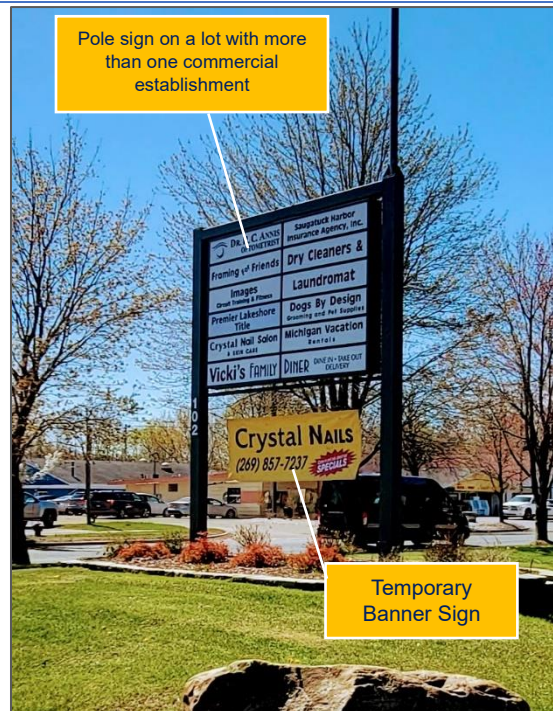
MEMORANDUM

To: City of The Village of Douglas Planning Commission
Date: May 2, 2023
From: Tricia Anderson, AICP
Andy Moore, AICP
RE: Existing Signage in Douglas

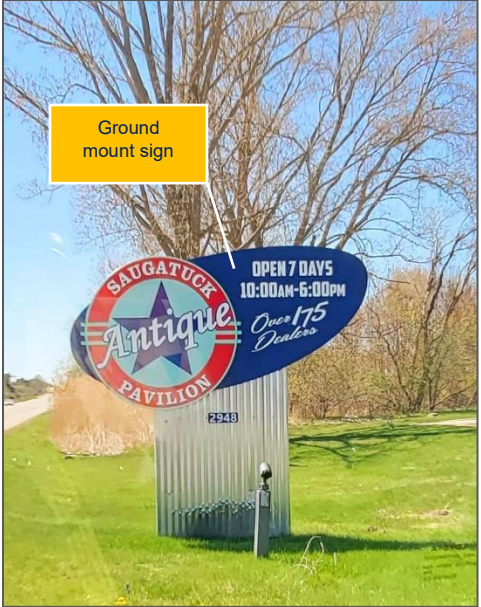
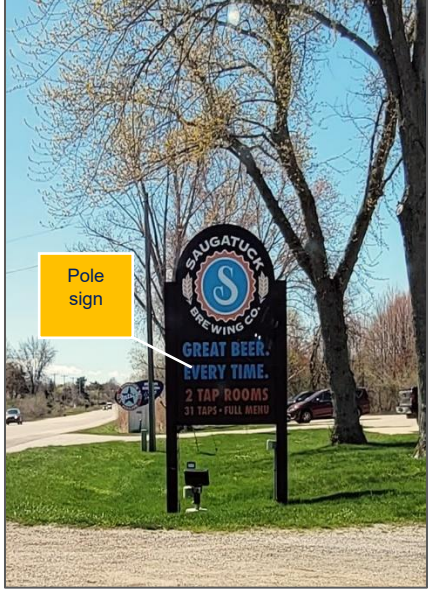
At the April 20, 2023 meeting, the Planning Commission indicated that it would be helpful in their development of the sign ordinance draft, to have an inventory of the existing signage in Douglas. The Planning Commission expressed the desire for the nonconforming section of the sign ordinance draft to be carefully worded to protect the longevity of some of the City's existing signs that they feel generate some of the City's character. In developing the dimensional regulations, the Planning Commission felt strongly about not wanting to *create* nonconformities as a result of any changes to the dimensional regulations.

A partial inventory of some of the more pronounced signs in the City (on Blue Star Highway and Center Street) is shown below, along with tags that indicate the sign form. The Planning Commission is encouraged to take the existing signage into consideration as they provide additional feedback on the draft at the May 11th meeting.

Blue Star Highway Signs



Blue Star Highway Signs (continued)



Center Street Signs



Ancillary Sign



Pole sign



Pole sign



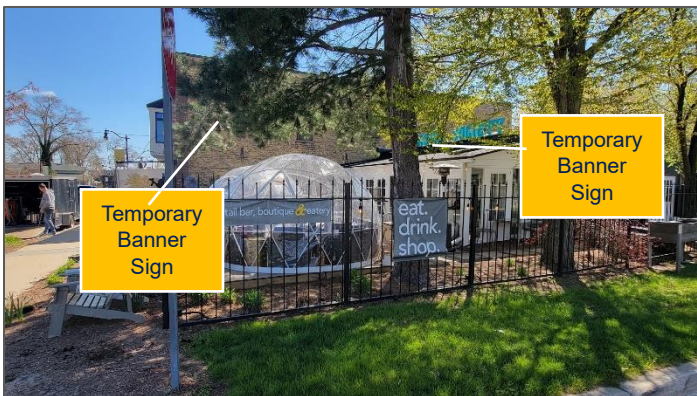
Ground mount sign

Ground mount sign



Roof Sign

Temporary Banner Sign



Temporary Banner Sign

Temporary Banner Sign

Center Street Signs (continued)





MEMORANDUM

TO: Richard LaBombard

FROM: Charles Bogren
 (616) 752-4606
 cbogren@plunkettcooney.com

DATE: June 15, 2023

RE: Proposed Sign Ordinance

You had asked for a legal review of the proposed new sign ordinance for the City of the Village of Douglas.

Legal Standards Concerning Signage

According to the United States Supreme Court, an ordinance (1) must contain adequate standards to guide the official's decision, (2) must not be based on the content of the message, (3) must be narrowly tailored to serve a significant government interest, and (4) must leave open ample alternatives for communication. *Thomas v. Chicago Park District*, 534 U.S. 316, 323 & n. 3, 122 S.Ct. 775 (2002).

The First Amendment, applicable to states through the Fourteenth Amendment, protects freedom of speech from laws that would abridge it. "A prior restraint is any law 'forbidding certain communications when issued in advance of the time that such communications are to occur.'" *McGlone v. Bell*, 681 F.3d 718, 733 (6th Cir. 2012) (quoting *Alexander v. United States*, 509 U.S. 544, 550, 113 S.Ct. 2766 (1993)). "Prior restraints are presumptively invalid because of the risk of censorship associated with the vesting of unbridled discretion in government officials and the risk of indefinitely suppressing permissible speech when a licensing law fails to provide for the prompt issuance of a license." *Bronco's Ent., Ltd. v. Charter Twp. of Van Buren*, 421 F.3d 440, 444 (6th Cir. 2005).

To be constitutional, a prior restraint must be content-neutral, narrowly tailored to serve a significant governmental interest, and leave open ample alternatives for communication. *Forsyth Cty. v. Nationalist Movement*, 505 U.S. 123, 130, 112 S.Ct. 2395 (1992). It must also not delegate overly broad licensing discretion to official decision-makers: "[i]f the permit scheme involves appraisal of facts, the exercise of judgment, and the formation of an opinion by the licensing authority, the danger of censorship and of abridgment of our precious First

Amendment freedoms is too great to be permitted.” *Id.* at 131, 112 S.Ct. 2395. Furthermore, the “decision whether or not to grant” a permit “must be made within a specified, brief period, and the status quo must be preserved pending a final judicial determination on the merits.” *Deja Vu of Nashville, Inc. v. Metro. Gov't of Nashville*, 274 F.3d 377, 400 (6th Cir. 2001). A municipal government vested with state authority, such as Douglas, “has no power to restrict expression because of its message, its ideas, its subject matter, or its content.” *Reed v. Town of Gilbert*, 576 U.S. 155, 163, 135 S.Ct. 2218 (2015).

The Ordinance Generally

Upon review, the proposed ordinance is drafted in such a way as to avoid major pitfalls that would clearly expose Douglas to potential litigation or liability. There are three particular areas that are addressed separately below that should be considered, but generally the Ordinance meets and exceeds the standards set out by courts.

The Supreme Court held in *Thomas v. Chicago Park District*, 534 U.S. 316, 323 & n. 3, 122 S.Ct. 775 (2002), that an ordinance (1) must contain adequate standards to guide the official's decision, (2) must not be based on the content of the message, (3) must be narrowly tailored to serve a significant government interest, and (4) must leave open ample alternatives for communication. Douglas' proposed sign ordinances in question satisfy all four of these factors.

First, the sign ordinances contain narrow, objective, and definite nondiscretionary criteria. The ordinances contain very particular requirements for signs, including limitations on size, height, location, area, and setback conditions. On their face, the sign ordinances contain enough specificity to render the decision of whether to grant or deny an application virtually ministerial. This satisfies the first *Thomas* element.

Second, nothing in the text of the sign ordinances indicates that content is a factor in the approval process. This is often the most contested issue in suits over sign ordinances, but this set satisfies the second element.

Third, goals such as aesthetics and safety are legitimate governmental interests. Business signs hold the potential to distract or impede the view of drivers. Excessive signage can also diminish the beauty of the surrounding area. A sign's size and structure can also affect the safety of its construction. The sign ordinances in question reflect Douglas' justified concern over these interests and therefore satisfy the third element.

Finally, the ordinances permit the erection of signs that meet the City's stated criteria for height, size, and other factors. Individuals, be they businesses or otherwise, are also free to use any of the myriad other forms of available communication such as print, television, or the internet to advertise. The ordinances therefore satisfy the fourth *Thomas* element.

Billboards

Banning billboards for aesthetic purposes while still allowing other commercial signage is acceptable and not impermissibly broad. *Metromedia, Inc. v. City of San Diego*, 453 U.S. 490

(1981). However, the language that is being used in the proposed ordinance may lead to other legal issues.

A large swath of litigation stemming from sign ordinances have been filed by billboard companies. That is not to say that there is any inherent legal reason not to prohibit the building of billboards, but the language offered in the proposed ordinance could use some additional information to offer Douglas more protection and property owners more guidance.

In Section 22.10, the proposed language adds that:

New billboards shall not be erected within the City Limits after the effective date of this ordinance. Any existing billboards shall be permitted to continue for the life of the billboard.

The rest of the section is then deleted from the proposed final ordinance. Billboards are helpfully defined in Section 22.03 – Definitions section, but there is no specific language that defines the “life of the billboard.” The life could refer to the amortization of the billboard, or it could refer to its structural integrity, etc. With this vague language there are potential grounds for a suit under the “impermissibly vague” constitutional suit. It also could allow for owners of current billboards to continue to alter their agreements or otherwise upgrade the structures to keep extending the billboard’s “life.”

Some kind of language both defining life and limiting its parameters would likely be a benefit to the City and potentially forestall legal challenges.

Temporary Signs

Generally, the Temporary Sign section of the ordinance, 22.05.15, is laudable and does not having issues that would raise an immediate concern for a legal challenge. Not having a temporal aspect alleviates the concern that it could be limiting protected speech, particularly related to political campaigns and organizations that may want their signs up even after an election or well in advance.

However, it is worth noting that there could be owners of larger parcels that are upset they are limited to the same number of temporary signs as their neighbors with significantly smaller lots. Because the language is neutral as far as content is concerned this is not likely to be a successful suit as Douglas can still articulate a reason as to why the restriction on total number was enacted. But the aesthetic argument is blunted when someone with four times as much road frontage as their neighbor is limited to the same number of signs.

The application process for a temporary sign permit for manual reader boards and temporary banner signs contemplated in 22.05.15(e)(v) may be somewhat vague. The Supreme Court held that the ordinances must contain “adequate standards to guide the [licensing] official's discretion and render it subject to effective judicial review.” *Thomas v. Chicago Park District*, 534 U.S. 316, 122 S.Ct. 775 (2002). The process described in that subsection of what must be submitted is detailed and provides good information, but it does

not explain what the Zoning Administrator would be looking for in making his decision. If the awarding of a permit is intended to be ministerial, meaning that so long as the applicant provides the 3 pieces of information then his permit *must* be granted, then that should be made explicit. If it is meant to be a discretionary decision based on standards enumerated elsewhere in the ordinance, then a cross reference should be given. And if there is an as-yet undisclosed set of criteria that would be used then those should be disclosed as well.

Human Signs

In Section 22.06 various prohibitions are laid out, including “human signs” (which are also defined in Section 22.03. There is an allowance for these kinds of signs to be used “as part of a protest, parade, or other types of events.” The language presumably intends to foreclose the use of signs for advertising purposes while allowing political signs to be used. However, the inclusion of “other types of events” creates several potential avenues for a would-be human sign user.

Events is not a defined term within the ordinance, and without any specificity it is not difficult to imagine a creative interpretation of the definition. A “going out of business” sale or “liquidation” sale could be an event that would regularly see a sign-holding human on the side of a road. Without delving into all the possibilities, the language as written provides a concerning amount of leeway in its interpretation. Language to be considered could include “except as part of a protest, parade, or other *City-sanctioned events*.” This would help limit the use to things that Douglas has not only permitted but is aware will be ongoing.

Conclusion

The proposed ordinance is well-drafted and should provide guidance to those living and doing business in Douglas. There are a few areas that should be addressed, but they are not major overhauls, but instead call for slightly more detailed information to provide more guidance for both the Douglas and the sign owners.

Please do not hesitate to contact me to discuss any questions you may have or how best to approach the next steps.

**CITY OF THE VILLAGE OF DOUGLAS
ALLEGAN COUNTY, MICHIGAN
ORDINANCE NO. _____**

**AN ORDINANCE TO AMEND THE ZONING ORDINANCE
CITY OF THE VILLAGE OF DOUGLAS, ALLEGAN COUNTY, MICHIGAN**

An ordinance to amend the City of the Village of Douglas Zoning Ordinance, Ordinance No. 02-2009, as amended; to create Article 22: Sign Regulations; to repeal and replace Ordinance No. 111-D, and to repeal all ordinances or parts of ordinances in conflict therewith.

THE CITY OF THE VILLAGE OF DOUGLAS HEREBY ORDAINS:

SECTION 1. Amendment to the Table of Contents. Table of Contents (pages i-vi) of Ordinance No. 02-2009 is hereby amended to add the title of Article 22, Sign Regulations, which shall read as follows:

- Article 22: Sign Regulations
 - Section 22.01 – Applicability
 - Section 22.02 – Intent
 - Section 22.03 – Definitions
 - Section 22.04 – Sign Permit Procedures
 - Section 22.05 – General Provisions for Signs in All Districts
 - Section 22.06 – Prohibitions
 - Section 22.07 – Signs in Residential Districts
 - Section 22.08 – Signs in C-1, Village Center District
 - Section 22.09 – Signs in C-2, General Commercial and L-1, Light Industrial Districts
 - Section 22.10 – Oversized Off-Premise Signs
 - Section 22.11 – Nonconforming Signs

Page numbers to the remainder of the document shall continue in sequence following the last page of Article 22.

SECTION 2. Repeal of Section 16.26, Signs. Article 16, General Provisions, Section 16.26, Signs, is hereby repealed, and replaced with the title “*Section 16.26, Reserved for Future Use*”.

SECTION 3. Amendment to Article 22 [Reserved for Future Use]. Article 22 of Ordinance No. 02-2009 is hereby amended to add the title of the Article and Sections 22.01-22.11 of Article 22, Sign Regulations, which shall read as follows:

ARTICLE 22:

SIGNS

Section 22.01 Applicability

This article applies to all persons, firms, partnerships, associations, and corporations owning, occupying, or having control or management of any premises located within the City of the Village of Douglas.

Section 22.02 Intent

The intent of this article is to provide regulatory parameters for the location and method of display of signs in the City in a manner consistent with the following purposes:

- A. To protect and further the health, safety, and welfare of the City's residents, property owners, and visitors.
- B. To prevent traffic hazards and pedestrian accidents caused by signs that obstruct vision, distract or confuse drivers, or are improperly secured or constructed.
- C. To conserve and enhance community character.
- D. To promote uniformity in the size, number, or placement of signs within districts.
- E. To promote the economic viability of commercial areas by minimizing visual clutter and allowing for proper placement of signs to safely direct motorists to their destination.
- F. To balance the public's right to be informed and its desire to avoid visual pollution and hazardous conditions with the rights of businesses and other non-business uses to communicate.
- G. To allow for the reasonable continuance of the use of nonconforming signs.
- H. It is further recognized that special circumstances or events may create a need for portable signage for a limited and reasonable period of time.
- I. The purpose of this article does not include the regulation of the content or any information included on the sign.
- J. The regulations and standards of this chapter are considered the minimum amount of regulation necessary to achieve a substantial government interest for public safety, aesthetics, and protection of property values.

Section 22.03 Definitions

For purposes of this article, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

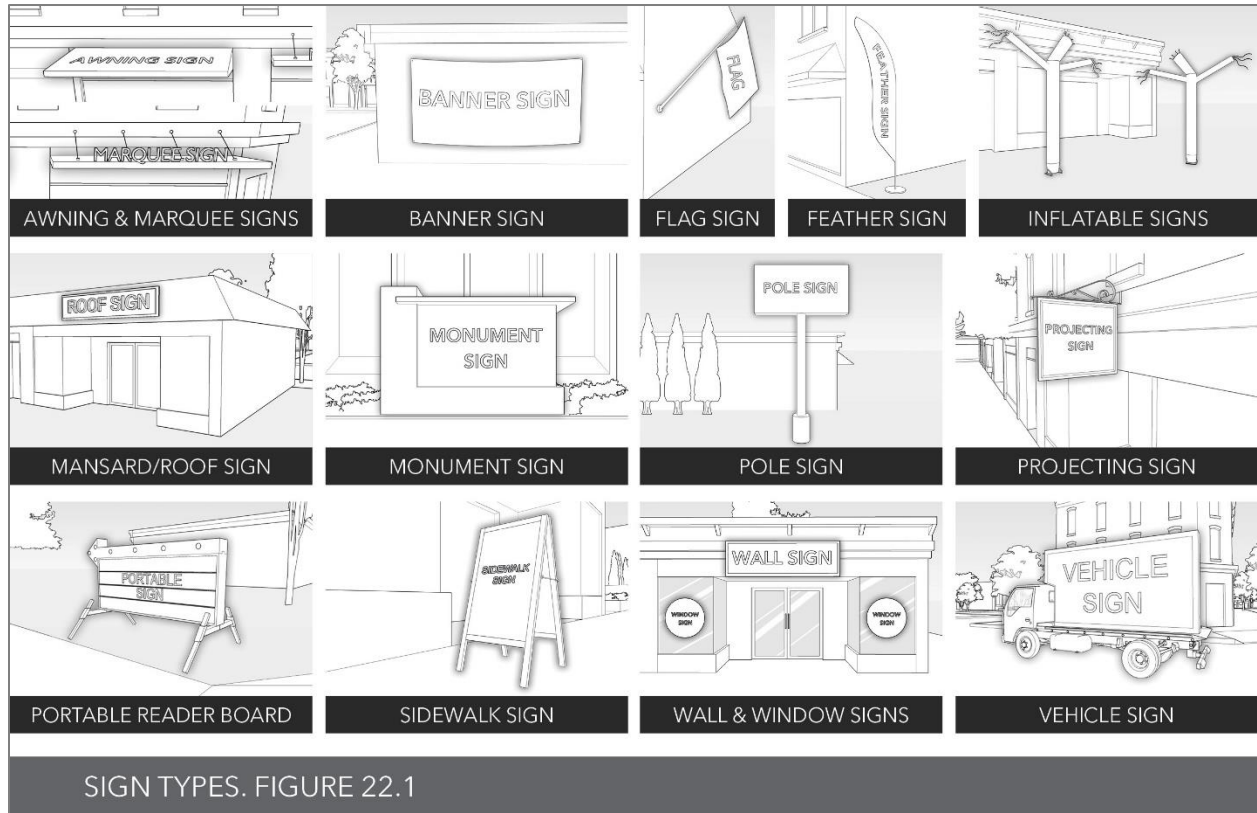
1. **Abandoned sign.** A sign for which no legal owner can be found; or a sign that is dilapidated, has fallen into disrepair or otherwise exhibits characteristics of abandonment in the opinion of the Zoning Administrator.
2. **Architectural Feature.** An integral element of a building that does not contain any discernable commercial message.
3. **Ancillary Sign.** A sign separate from and subordinate in the area to the principal sign, no larger than two square feet.
4. **Artwork.** Any decorative element that is not integral to a building and does not contain an immediately discernable commercial message or representation.
5. **Awning.** A retractable or fixed shelter constructed of non-rigid materials on a supporting framework that projects from the exterior wall of a building. An awning is the same as a canopy.

6. **Awning sign.** A sign painted on, printed on, or attached flat against the surface of an awning or canopy.
7. **Balloon Sign.** See *inflatable sign*.
8. **Banner Sign.** A sign made from fabric, plastic, vinyl, or other non-rigid material. A banner sign will be defined as one of the following:
 - a. **Banner Sign, Temporary.** A temporary sign made from fabric, plastic, vinyl, or other non-rigid material without an enclosing structural framework attached to or hung from a pole, rope or to a building or structure.
 - b. **Banner Sign, Permanent.** Wall signs made exclusively from plastic, vinyl, or other non-rigid materials that are permanently affixed to the wall of a building with fasteners. Permanent banner signs may or may not have a frame surrounding the sign area.
9. **Billboard.** A sign separate from an on-premise sign erected for the purpose of displaying messages or images, located on private property which abuts an interstate right-of-way and contains over 200 square feet of sign copy area.
10. **Building Frontage.** The area in square feet of a building façade facing a street as viewed from the exterior. In the case of a multi-tenant building, the building frontage shall consist of the area of the frontage of the exterior space occupied by the tenant/occupant.
11. **Digital Sign.** An internally lit sign that contains changing digital images or messages.
12. **Electronic Message Center.** The use of changing lights or video screen(s) to form a sign message or messages in text display form wherein the messages and the rate of change can be modified by an electronic process.
13. **Essential Service.** Uses that are deemed essential such as public schools, public utility companies, and government agencies.
14. **Exempt sign.** A sign that is exempt from either a sign permit or from the provisions of this entire article, as described in Section 22.04.B
15. **External Illumination.** Lights designed to illuminate a sign that are not located within the sign itself.
16. **Feather Sign.** A portable lightweight piece of cloth, fabric, or other similar material in the shape of a feather that is supported by a slender rod or pole driven into the ground.
17. **Festoons.** A string of ribbons, tinsel, flags, pennants, or pinwheels that contains messages or sign copy.

18. **Flag.** A lightweight piece of cloth, fabric, or other similar material that is attached either to a ground-mounted pole used exclusively for the purpose of flag display or attached to a permanent building using a flag pole bracket.
19. **Flashing sign.** A sign that contains a rapidly intermittent or changing light source.
20. **Footcandles.** A unit of illumination on a surface equal to one lumen per square foot, which is used to measure the brightness of a sign containing internal or external illumination or digital signs displayed on a screen.
21. **Freestanding sign.** A sign not attached to a building or wall that is supported by one or more poles or braces, or that rests on the ground or on a foundation resting on the ground.
22. **Government sign.** A sign that is erected or required to be erected by the City of the Village of Douglas, Allegan County, or the state or federal government.
23. **Human sign.** A sign that is held by a person and displayed on or off-site to attract the attention of passing pedestrians and vehicular traffic.
24. **Illegal sign.** A sign that does not meet the requirements of this chapter and that has not received legal nonconforming status.
25. **Inflatable sign.** Any three-dimensional object, including a tethered balloon, capable of being filled with air or gas depicting a character, figure, product, or product trademark, whether or not such object contains a message or lettering, that may or may not have some form of movement.
26. **Integral signs.** Any sign that is integral to site circulation and wayfinding, such as above entrances.
27. **Internal Illumination.** Lights designed to illuminate a sign from the interior of the sign itself.
28. **Mansard Roof.** A sloped roof or roof-like façade that is architecturally comparable to a building wall.
29. **Marquee.** A permanent structure constructed of rigid materials that project from the exterior wall of a building.
30. **Marquee sign.** A sign affixed to the surface of a marquee.
31. **Monument sign.** A freestanding sign supported by a base that rests directly on the ground, or by other supports which elevate the sign, where the width of the supporting mechanism is at least 50 percent of the width of the sign copy area.

32. **Non-conforming sign.** Any permanent sign that has been erected prior to the adoption of this Article that does not comply with the provisions of this Article with regard to form, size, quantity, location, illumination, etc. as contained herein.
33. **Painted wall sign.** A sign that is applied with paint or a similar substance on the face of a wall or the roof of a building.
34. **Pole sign.** A free-standing sign that is supported by a single structure, pole, or brace that is less than 50 percent of the width of the sign.
35. **Pennant.** A flag or cloth that tapers to a point.
36. **Projecting sign.** A sign attached to a building or wall that extends perpendicularly more than 12 inches but not more than 48 inches from the face of the building or wall.
37. **Reader board sign.** One of the following:
- a. **Manual reader board.** A sign on which the letters or pictorials are changed manually or;
 - b. **Electronic reader board.** A sign with a fixed or changing display or message composed of a series of internal lights or digital images and text that may be changed through electronic means.
 - c. **Portable reader board.** A sign where, by its nature may be or is intended to be easily moved from one location to another, typically a sign supported on a metal chassis and may include copy that can be changed manually through the use of attachable characters, but not including sidewalk signs, banners, etc.
38. **Multi-vision sign.** Any sign composed in whole or in part of a series of vertical or horizontal slats or cylinders that are capable of being rotated at intervals so that partial rotation of the group of slats or cylinders produces a different image or images.
39. **Roofline.** The top of a roof or parapet wall, whichever is higher, but excluding any cupolas, chimneys, or other minor projections.
40. **Roof sign.** A sign that is attached to or is placed on the roof of a building.
41. **Rotating sign.** A sign in which the sign itself or any portion of the sign moves in a revolving or similar manner. Such motion does not refer to methods of the changeable copy.
42. **Sidewalk sign.** An A-frame sign that is portable and designed to be placed on the sidewalk in front of the use it advertises. Also commonly called a “*sandwich board sign.*”

43. **Sign.** A device, structure, fixture, figure, or placard that may or may not use graphics, symbols, emblems, numbers, lights and/or written copy to communicate information of any kind to the public. House numbers, addresses, and name plates not exceeding two square feet shall not be considered signs.
44. **Structural frame.** The foundations, structural elements, and supports of a billboard.
45. **Permanent sign.** A sign installed on a support structure, not intended to be moved or removed, but to remain for an indefinite period of time.
46. **Temporary sign.** A sign installed for a limited period of time intended to be removed within a time period as specified herein. Examples of temporary signs include, but are not limited to, wire-framed signs, banners, feather flags, balloon signs/air dancers and signs with wooden or metal supports that are placed into the ground, without a permanent foundation. Temporary signs are not designed to withstand wind and snow loads as prescribed by the Michigan Building Code.
47. **Snipe sign.** A sign that is attached to a utility pole, tree, fence, or to any object located or situated on public property, or private property without permission.
48. **Streamers.** A long, narrow strip of material used as a decoration or symbol.
49. **Wall sign.** A sign painted or attached directly to and parallel to the exterior wall of a building extending no greater than 12 inches from the exterior face of a wall to which it is attached.
50. **Window sign.** A sign installed on or inside a window and intended to be viewed from the outside.
51. **Vehicle sign.** A sign painted on, incorporated in, or attached directly to any mode of transportation, including but not limited to automobiles, trucks, buses, boats, trailers, semi-trailers or airplanes.
52. **Wireframe sign.** A temporary sign made of corrugated plastic, vinyl, cardboard, poster board or similar material that is supported by or attached to a metal frame.



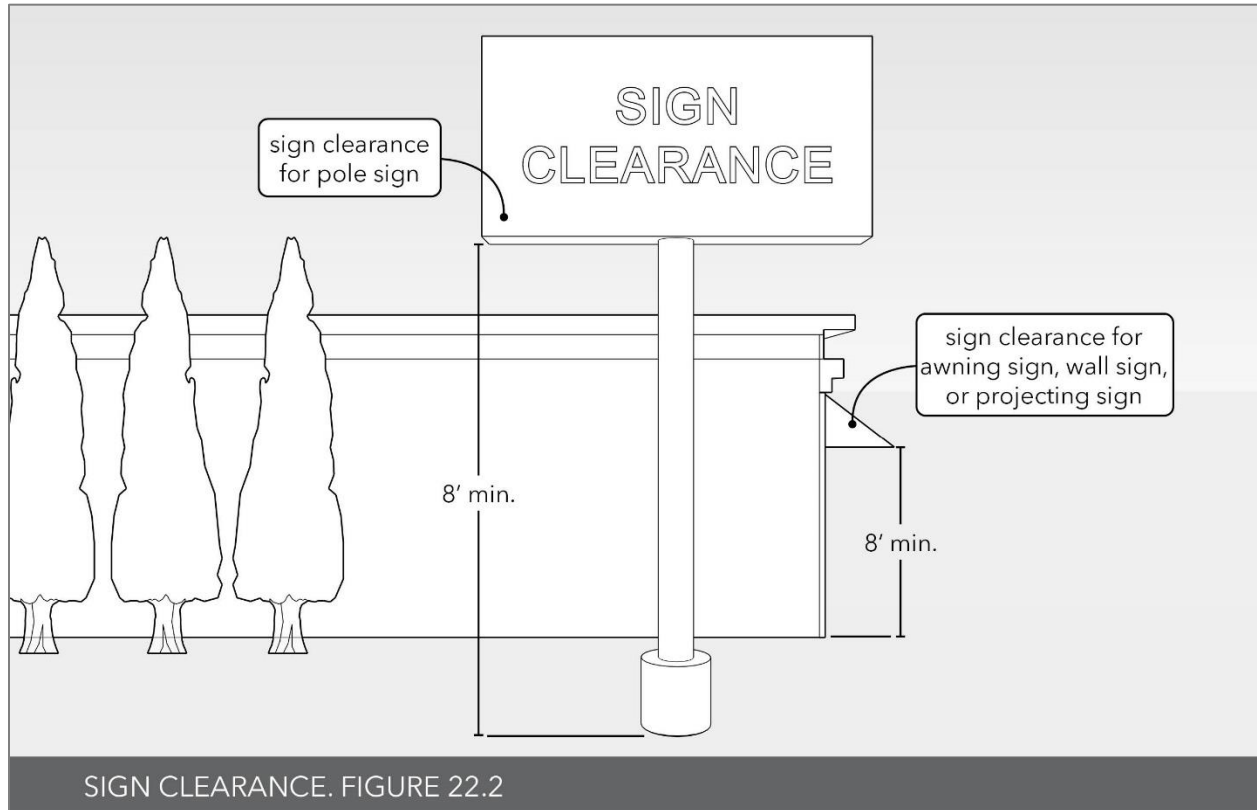
Section 22.04 Sign Permit Procedures

- A. Permit Required.** Prior to the commencement of the erection, alteration or structural change to a sign or other advertising structure, with the exception of the signs listed in Section 22.04.B and identified as “exempt”, a zoning permit must be obtained in accordance with the process set forth in Section 23.03, Permit Procedures and Regulations.
- B. Exempt Signs.** The following signs shall not require a permit but shall be subject to all other applicable regulations of this article.
1. Government signs, including wayfinding, identification, traffic control and light pole banner signs.
 2. Signs with an area of less than two square feet.
 3. Traffic control signs approved and established by state, county or local units of government.
 4. Internal site traffic circulation and wayfinding signs on private property.
 5. Window signs, provided no flashing lights are used in conjunction with the window sign.
 6. Flags and flagpoles, provided no more than 3 flag poles are erected at a height not to exceed 35’.
 7. Wire-framed temporary signs as regulated in 22.05.15.

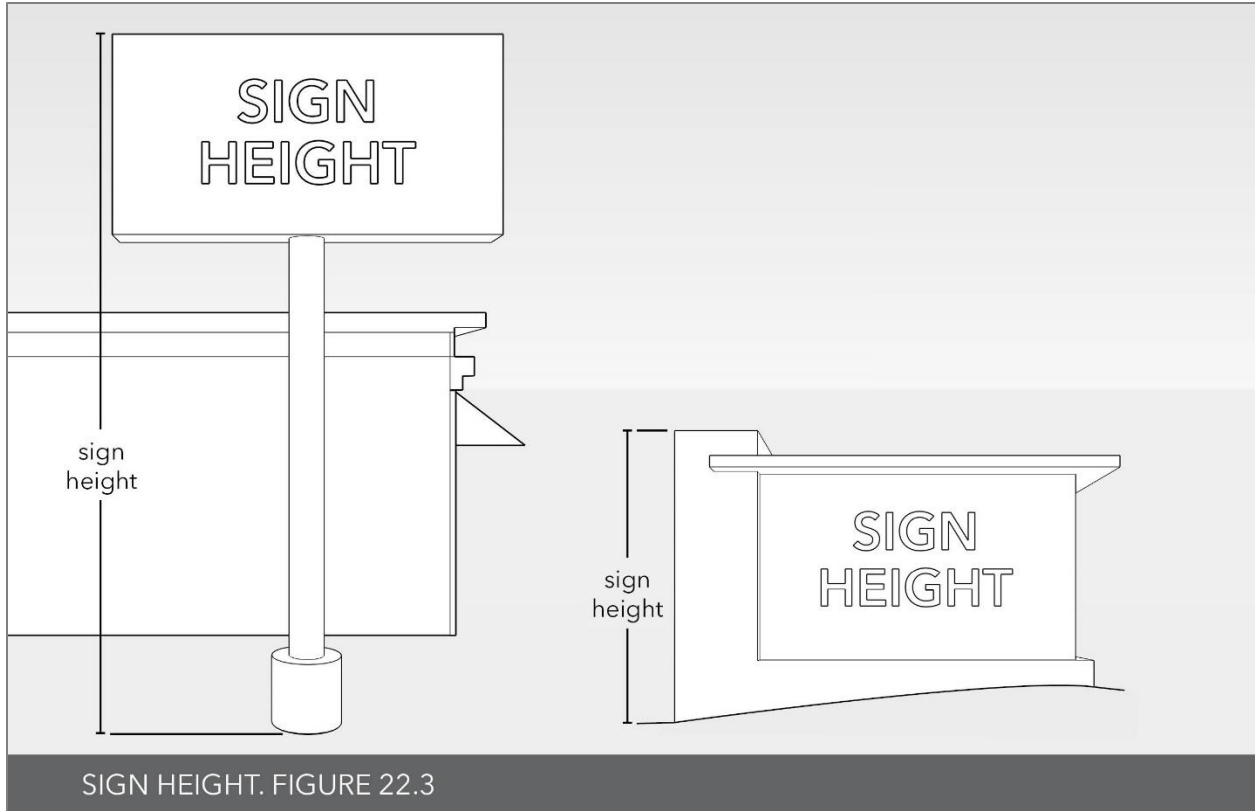
Section 22.05 General Provisions for Signs in All Districts

The following regulations are applicable to signs in all zoning districts:

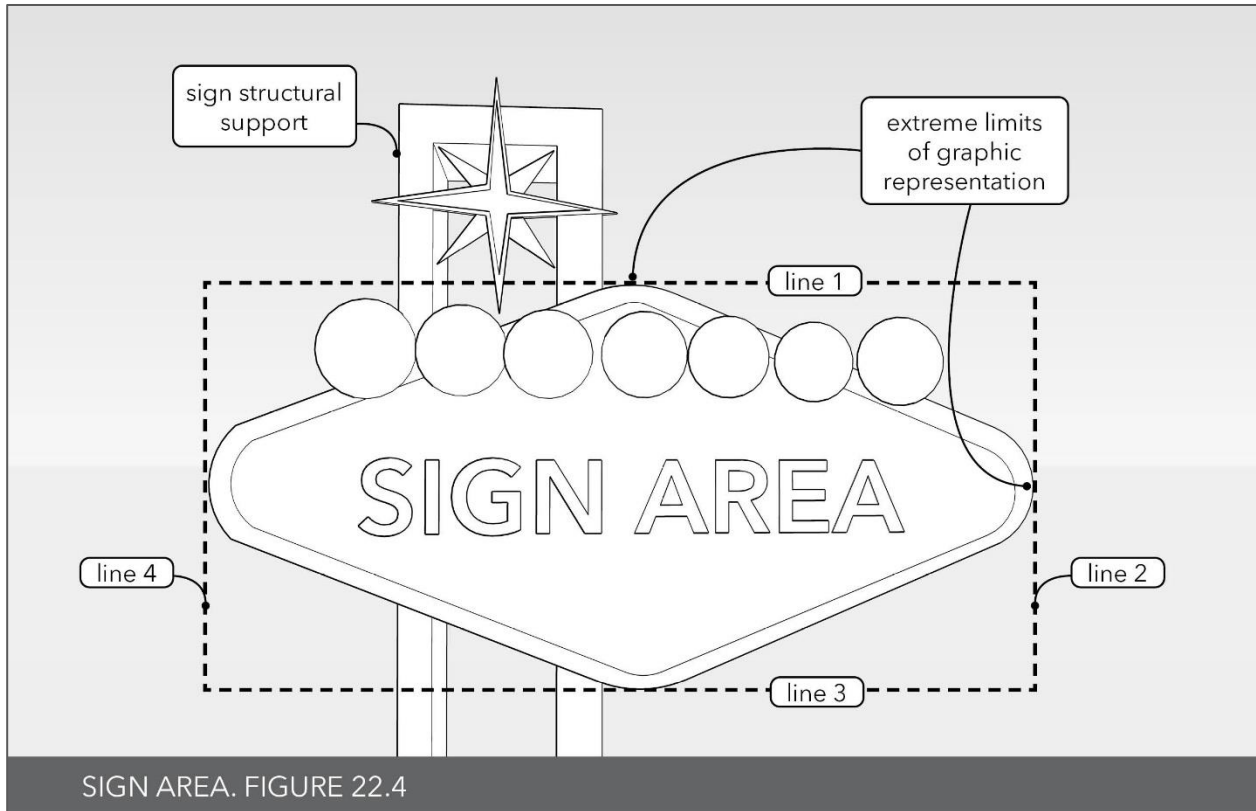
1. **Vertical Clearance.** Any pole sign, awning sign, marquee sign, and projecting sign shall maintain a minimum vertical clearance of eight feet from the bottom of the sign to the ground directly beneath the sign.



2. **Vehicle Signs.** Vehicles that bear signs (see Figure 22.1) may be parked on-site provided they are located in such a manner that they do not function as signs as prohibited by Section 22.06 of this Article.
3. **Sign Measurement.** Except where otherwise expressly provided for in this article, sign copy area and heights of signs shall be measured in accordance with the requirements below, and per the illustration shown in Figure 22.3:
 - a. The height of a freestanding sign shall be measured as the vertical distance from the highest point on the sign to the grade of the surface on which the sign is erected. The height measurement for a ground-mounted monument sign includes the height of the base or support structure on which it is fixed.



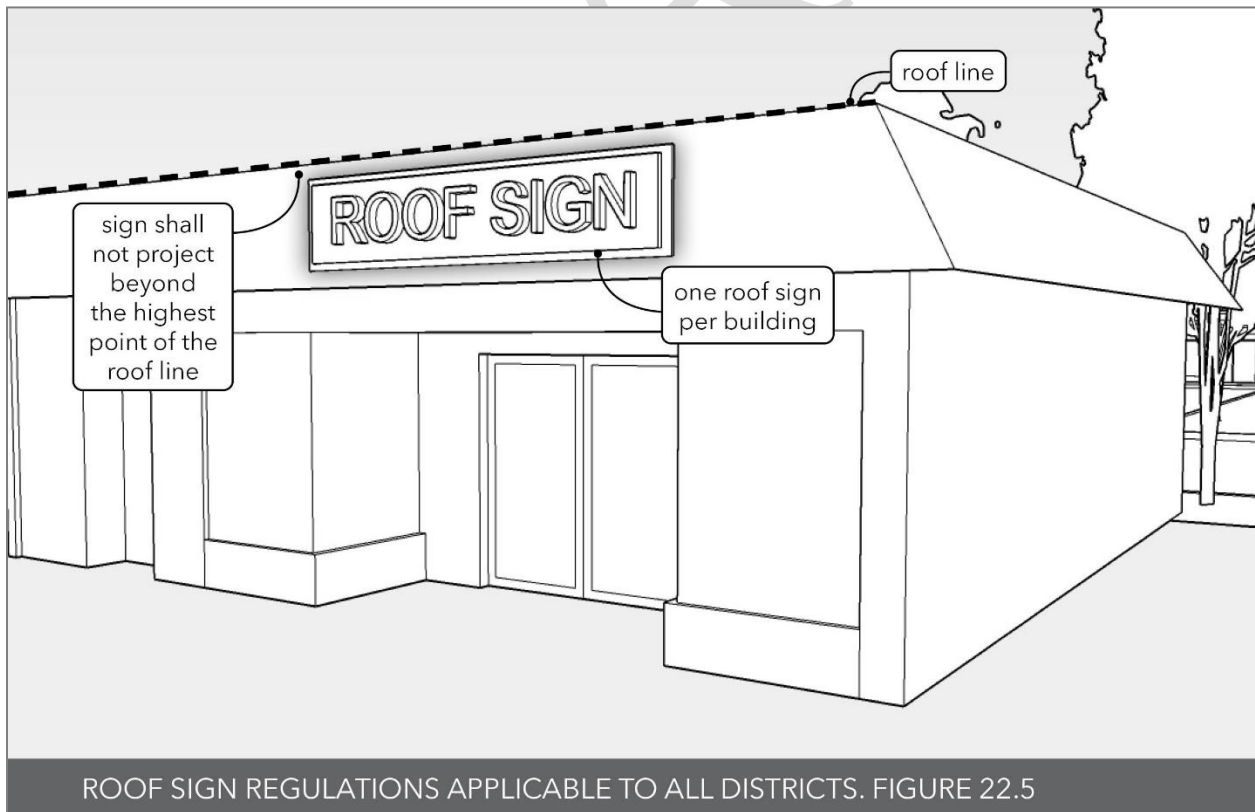
- b. The sign copy area shall be measured as the area within a single, continuous perimeter composed of four straight lines which enclose the extreme limits of writing, representation, emblem, logo, or any other figure of similar character, together with any frame, architectural feature or other material or color-forming part of the display or used to differentiate the sign from the background against which it is placed. See Figure 22.4.
- c. The area of a freestanding sign that has two or more faces shall be measured by including the area of all sign faces. However, if two such faces are placed back-to-back and are no more than two feet apart at any point, the area of the two back-to-back faces shall be counted as one face with the larger of the two sign faces to be counted as the relevant sign face for sign area measurement purposes.



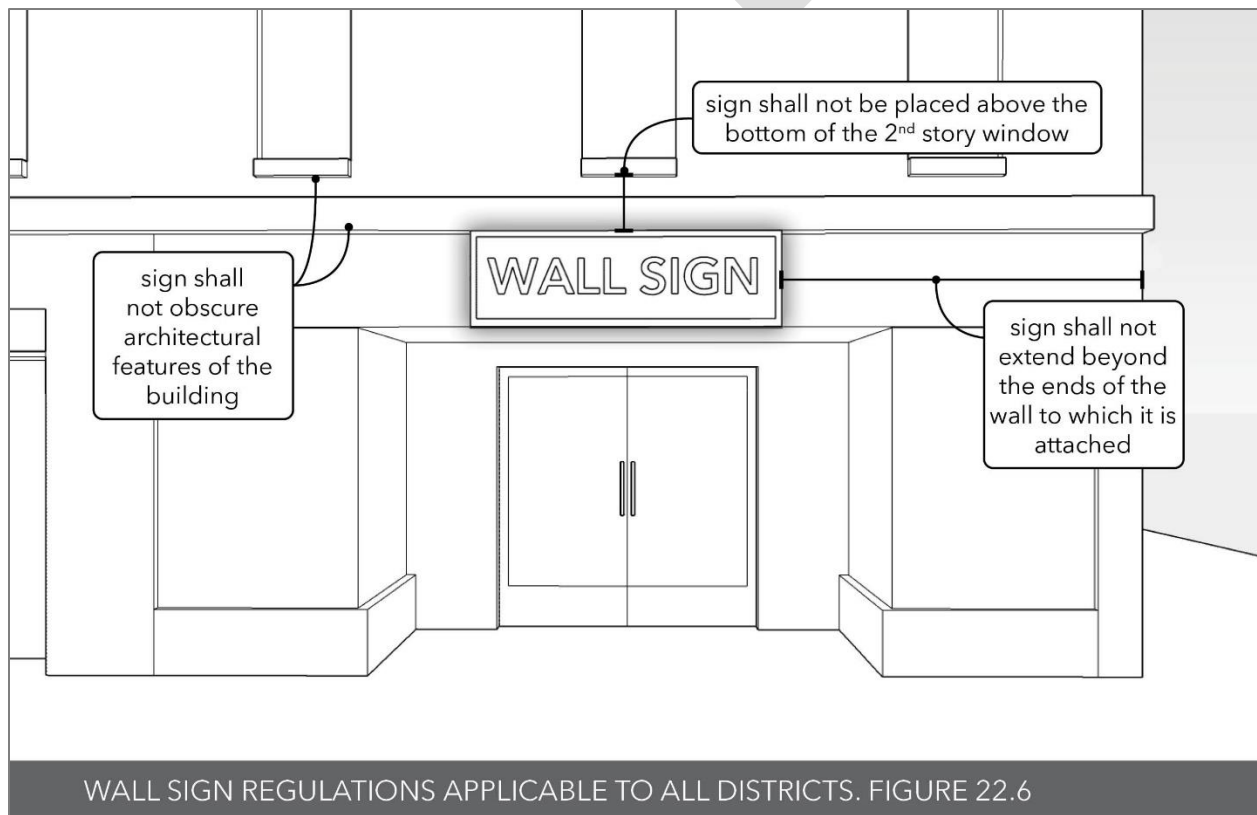
SIGN AREA. FIGURE 22.4

4. **Removal or Repair of Signs; Notice.** Any sign and appurtenant structure shall be removed or repaired by the owner within thirty (30) days of receipt of notice from the Zoning Administrator or their designee, stating that the sign is unsafe, not properly maintained, or otherwise does not comply with the requirements of this chapter (excluding properly maintained signs that lawfully retain associated nonconforming rights).
5. **Structural Requirements.** Signs shall be constructed to withstand all wind and vibration forces that normally can be expected to occur in the vicinity, per the applicable building codes.
6. **Sign Illumination.** Signs may be internally or externally illuminated where permitted. The following provisions apply to illuminated signage in the City of Douglas.
 - a. **Glare and Distractions.** All illuminated signs shall not create glare or light trespass onto adjacent properties. Any sign illumination that may cause or otherwise create traffic hazards is prohibited.
 - b. **Electrical Wiring.** All electrical wiring shall be located underground and any associated electrical conduit or piping shall not be exposed to view above ground.
 - c. **External Illumination.** For externally illuminated signs, the lighting fixture shall be mounted above the sign only and the light fixture shielded such that light is directed downward and directly at the sign face only (below the horizontal plane). Externally illuminated signs shall not be directly aimed at adjacent streets, roads, or other properties, and shall meet all other applicable standards of this zoning ordinance.

- d. **Internal Illumination.** Internally illuminated signs shall adhere to the following parameters:
- i. The sign shall not be illuminated after 11:00 PM or no more than 30 minutes after the close of business, whichever is later.
 - ii. No sign shall be illuminated prior to 6:00 AM or 30 minutes before the opening of business, whichever is earlier.
 - iii. No internally illuminated sign shall bear a digital image or message unless it is a sign used by an essential service or public entity.
7. **Projection.** A sign and its supporting mechanism shall not extend beyond any lot lines of the property on which it is located except that in the C-1, Village Center district, projecting signs may project over the public sidewalk.
8. **Roof Signs.**
- a. A roof sign shall not project or extend beyond or above the highest point of the roof line.
 - b. Only one roof sign shall be permitted per building.
 - c. The size of a roof sign shall not exceed ten percent of the building frontage area or the area occupied by an individual business within a multi-tenant building.
 - d. Lighting for roof signs shall comply with Section 22.04.6.
 - e. A roof sign may consist of painting on the surface of a roof or a sign that is composed of roofing materials or other materials affixed parallel to the roof surface.

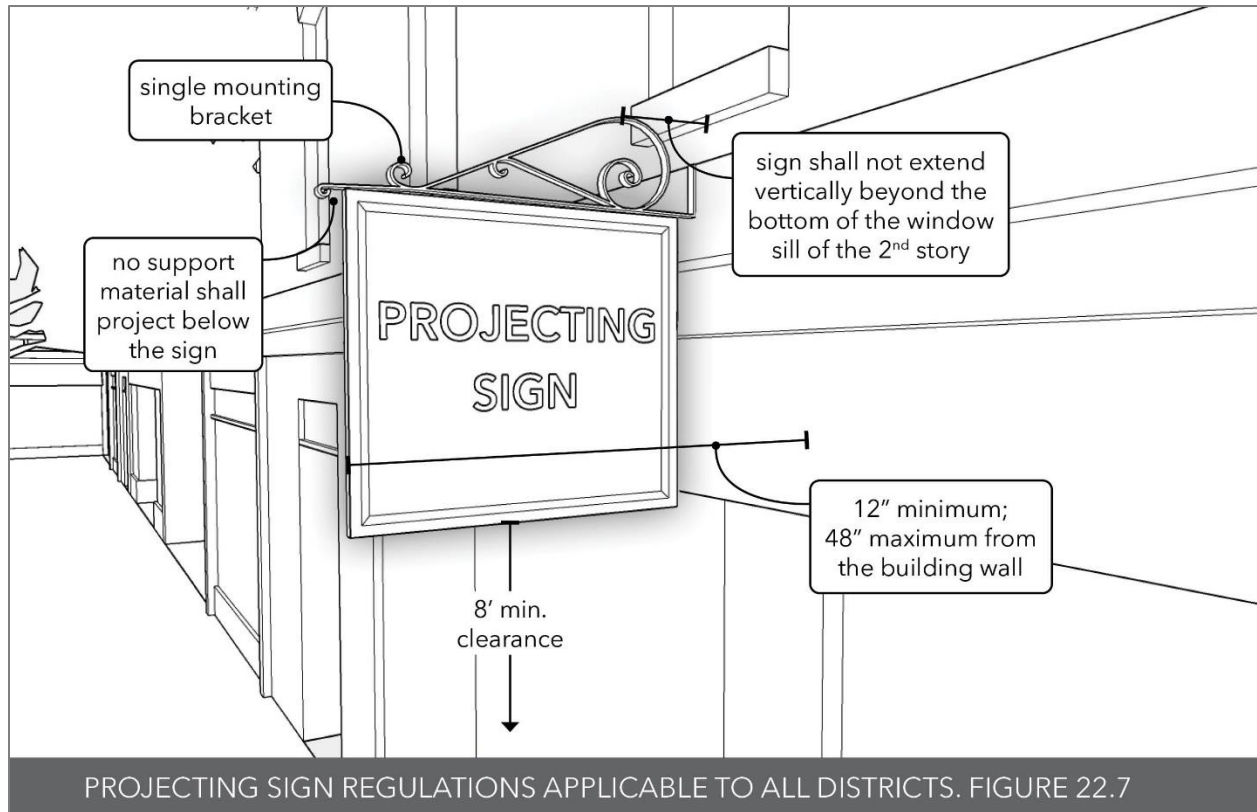


9. **Reader Boards.** Wall and freestanding signs may include manual reader boards subject to the following regulations:
- The reader board portion of the sign shall not consist of more than 50% of the total permitted sign copy area.
 - Electronic or digital reader boards are prohibited in all districts and in all sign forms, with the exception of allowances for essential services and public entities.
 - Temporary manual reader boards are permitted in accordance with Section 22.15.e. and are permitted subject to the issuance of a zoning compliance permit.
10. **Wall Signs:**
- Wall signs shall not obscure architectural features of the building including, but not limited to windows, arches, sills, moldings, cornices, and transoms.
 - Wall signs shall not extend above the lowest point of the roof, nor beyond the ends of the wall to which it is attached.
 - A wall sign shall not be placed above nor shall any part of the sign extend above the bottom of the second-story window of a multi-story building.



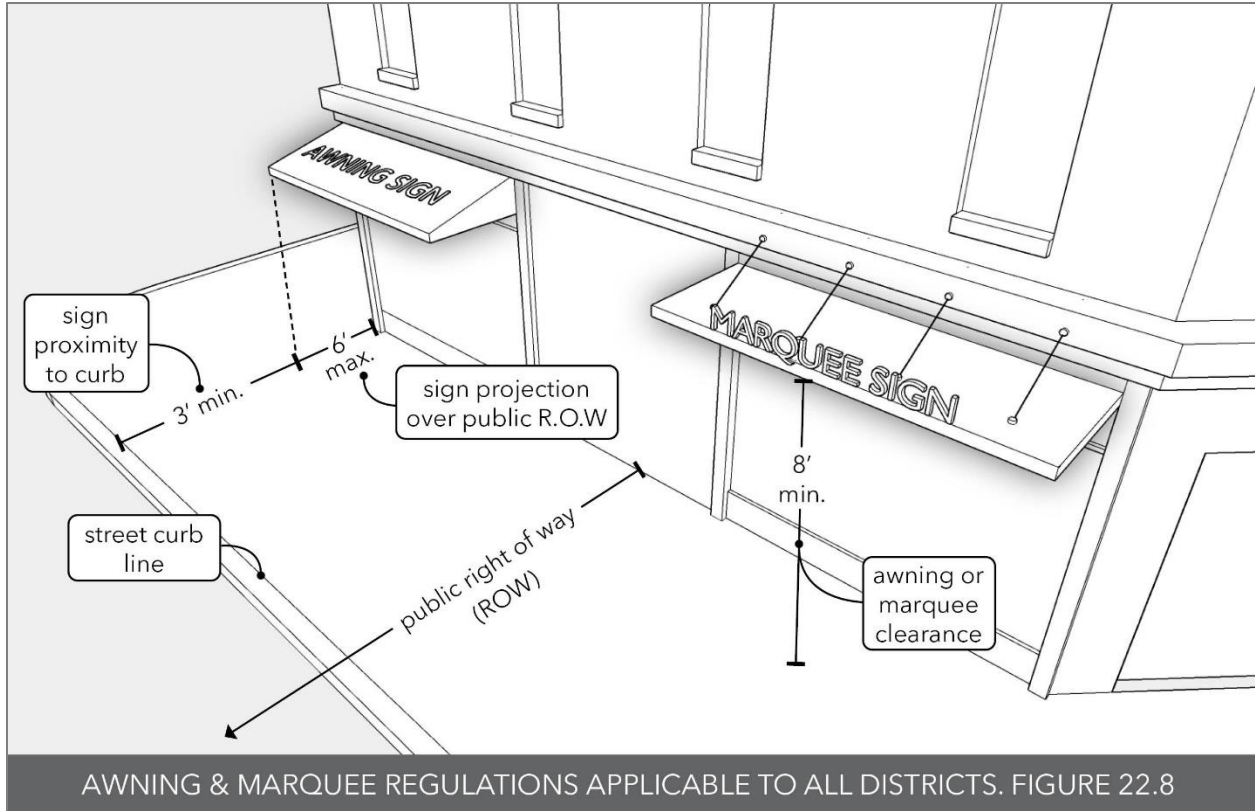
11. **Projecting Signs:**
- Projecting signs shall not extend vertically beyond the bottom of the window sill of the second story.

- c. The sign shall maintain a minimum clearance from the ground of eight (8) feet.
- d. The sign shall be mounted to the building by a single mounting bracket (support chains shall be prohibited) and no support material shall project below the sign.
- e. Projecting signs shall not be internally lit. External illumination is permitted but the source of illumination shall not cause glare and shall comply with Section 22.05.6.



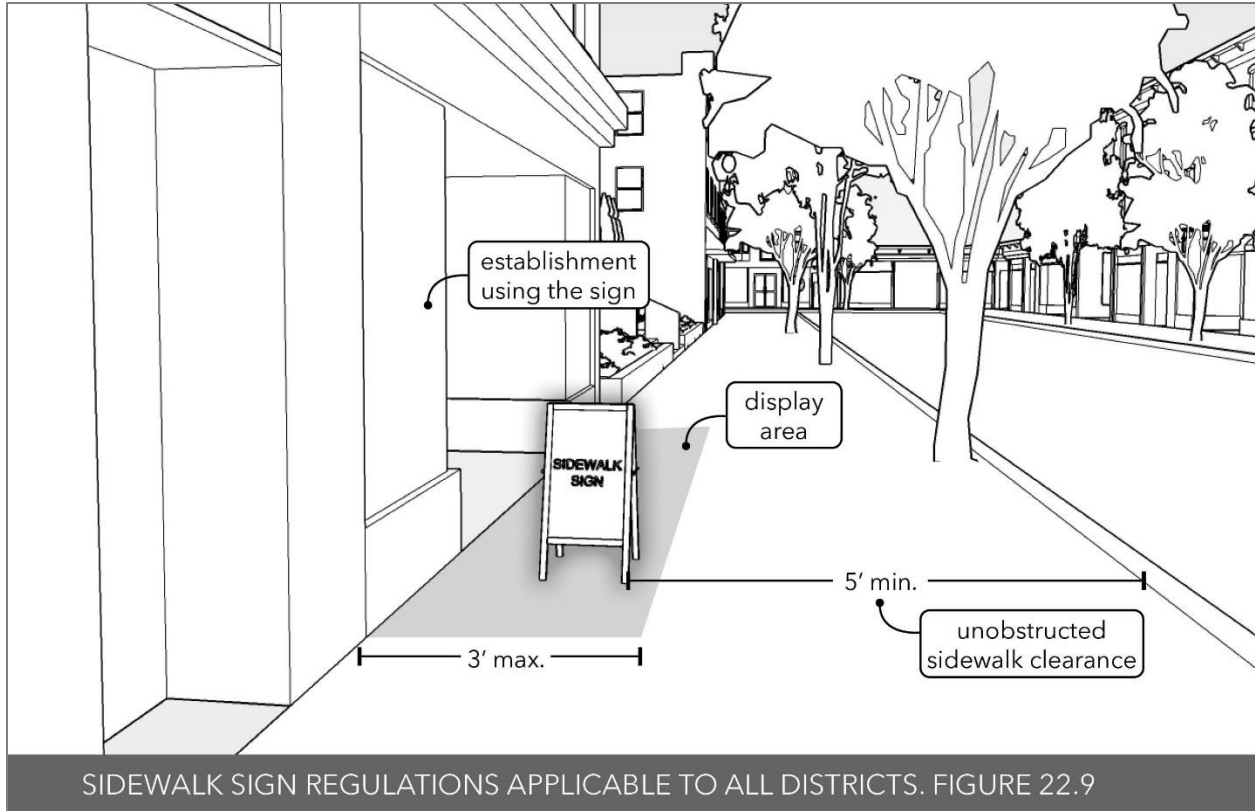
12. **Awning and Marquee Signs:**

- a. Such signs shall not project more than six (6) feet into the public right-of-way, nor be closer than three (3) feet to any street curb line.
- b. The awning or marquee to which the sign is attached shall maintain a minimum clearance from the ground of eight (8) feet.



13. Sidewalk Signs:

- a. Sidewalk signs shall only be permitted on property zoned C-1, Village Center, C-2 General Commercial, or PUD, Planned Unit Development if the PUD-zoned property is located within the boundaries of the DDA.
- b. The sign shall be placed in front of the establishment that is using the sign.
- c. A minimum of five feet of unobstructed sidewalk clearance must remain on the sidewalk at all times.
- d. A display area adjacent to and not extending further than 36 inches from the front wall of the building may contain a sidewalk sign. However, five (5) feet of unobstructed sidewalk clearance must be maintained between the sign and the edge of the street or roadway.
- e. The sign shall not be placed in a way that obstructs pedestrian circulation, interferes with the opening of doors of parked vehicles, or snow removal operations.
- f. Such signs shall be properly maintained and not allowed to become unsightly.
- g. Such signs shall only be in place during hours of operation of the establishment.



14. Pole Signs.

- a. Pole signs are permitted exclusively on lots that have frontage on Blue Star Highway.
- b. For developments containing multi-tenant buildings or business parks, one pole sign representing individual businesses with Blue Star Highway frontage may be increased by 25% of the sign copy area permitted in that zoning district.
- c. The height of a pole sign shall not exceed 25 feet in height in any district, measured in accordance with Figure 22.3.

15. Temporary Signs. Temporary signs as defined in Section 22.03 are permitted in all zoning districts, subject to the following restrictions:

- a. Sidewalk signs shall not be deemed temporary signs
- b. All temporary signs shall be subject to the prohibitions outlined in Section 22.06.
- c. Wire-framed signs:
 - i. Up to two (2) wire-framed temporary signs are permitted per parcel.
 - ii. Wire-framed temporary signs shall not be subject to the requirements of Section 23.03, Permit Procedures and Regulations.
- d. Up to two (2) feather signs are permitted on parcels within the C-2 and L-I zoning districts, and are not subject to the requirements of Section 23.03, Permit Procedures and Regulations.

- e. The following regulations shall apply to temporary manual reader boards and temporary banner signs:
- i. Temporary banners and manual reader boards are not permitted in residential districts.
 - ii. One (1) temporary banner sign shall be permitted on non-residential parcels within the C-1, C-2 and L-I, and PUD zoning districts, or on parcels in residential districts when associated with a non-residential use.
 - iii. One (1) temporary manual reader board shall be permitted on non-residential parcels within the C-2, PUD, and L-I zoning districts, or on parcels in residential districts when associated with a non-residential use.
 - iv. A parcel located in the C-2, PUD, or L-I zoning districts shall not have both a temporary banner sign and a temporary manual reader board during the same period of time.
 - v. A temporary sign permit is required for any proposed temporary banner sign or temporary manual reader board signs. An application for a temporary sign permit shall be submitted to the Zoning Administrator that contains, at minimum, the following information, and is subject to the following procedures:
 1. A site plan that contains the proposed location of the temporary manual reader board or temporary banner.
 2. A stated period of time that the temporary manual reader board or temporary banner sign is proposed to be erected, not to exceed 14 days total.
 3. The applicant shall submit a deposit in the amount of \$50, to be reimbursed after the temporary manual reader board is removed in accordance with the dates indicated on the application.
 4. The zoning administrator shall issue the zoning permit for the temporary banner or temporary manual reader board upon receipt of the required application information noted above and upon determining that the proposed temporary banner or temporary manual reader board is in compliance with the provisions of this ordinance.
 5. The \$50 deposit shall be forfeited if the sign has not been removed by the 15th day.

Section 22.06 Prohibitions

The following forms, conditions, and actions are prohibited as it pertains to signs in the City of Douglas.

1. **Inflatable Signs.** Inflatable or balloon signs (“air dancers”) are not permitted in any district at any time.
2. **Unsafe Signs.** Any sign which is structurally or electrically unsafe, consistent with the City’s adopted codes. The procedure outlined in section 22.05.4 shall be followed in notifying a property owner of their responsibility to repair or remove an unsafe sign.

3. **Consent Required.** Any sign erected on any property, public or private, without the consent of the property owner, shall be prohibited.
4. **Human Signs.** Signs held by a person shall not be permitted at any time in any district, except as part of a protest or City-sanctioned event. In no case shall a human sign be used for a business special event such as a sale or closing of business.
5. **Motion.** A sign shall not contain parts or display images that flash or blink, nor shall any sign contain moving parts.
6. **Prohibition in Right of Way.** Signs shall not be placed in, upon or over any public right-of-way, private road easement, alley, or other place, except as may be otherwise permitted by this ordinance.
7. **Prohibition on Utility Poles.** A utility pole, light pole or other similar supporting member shall not be used for the placement of any sign unless specifically designed and approved for such use.
8. **Obstructions Prohibited.** A sign shall not be erected in any place where it may, by reason of its position, shape, color, or other characteristics, interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal, or device, or constitute a nuisance per se. Additionally, no sign shall obstruct the 20' clear vision zone at intersections as illustrated in Sections 18.1 through 18.4.
9. **Sparks and Flames.** No sign shall incorporate any type of spark or flame.
10. **Blighted Signs Prohibited.** Any sign which, in the opinion of the Zoning Administrator, has deteriorated due to structural damage, unshielded lights, exposed electrical wiring, cracked or broken sign cabinet, significant rust or other deterioration of materials, and peeling or flaking paint. The procedure outlined in section 22.05.4 shall be followed in notifying a property owner of their responsibility to repair or remove an unsafe sign.
11. **Vehicle Signs.** Stationery or moving vehicle signs, which contain a fixed display that is either digital or static, used for the purpose of on or off-premise display of messages, shall be prohibited in all zoning districts.

Section 22.07 Signs in Residential Districts:

In addition to other regulations provided herein, signs associated with residential and non-residential uses in residential zoning districts, and residential uses in non-residential districts are subject to the following:

A. Signs Permitted in Residential Districts, R-1, R-2, R-3, R-4, R-5, R-6, or other districts that contain a residential or mixed-use (with the exception of PUD districts):						
Form		Maximum Number	Maximum Area (per sign)	Maximum Height (per sign)	Illumination Permitted	Minimum Setback
Monument	Residential Development/ Subdivision	1	48 sq. ft.	6'	Yes (external only)	15' from any property line
	Short-Term Rental	1	6 sq. ft.	4'	no	5' from any property line
	Non-Residential Uses	1	48 sq. ft.	6'	Yes	15' from any property line
Wall	Home Occupations	1	2 sq. ft.	N/A	No	N/A
	Short-term Rental Use	1	4 sq. ft.	N/A	No	N/A
	Non-Residential Use	1 per street frontage	Not to exceed 10% of the wall face to which it is affixed	N/A	Yes (external only)	N/A
Temporary Signs		Permitted in accordance with Section 22.05.15				
Electronic Reader Boards (monument signs only)		Permitted for essential services and public entities	Not more than 50% of sign copy area	6	Yes	15' from any property line
Projecting Signs	Short-term Rental Use	1	4 sq. ft.	N/A	No	N/A
	Non-Residential Use	1	8 sq. ft.	N/A	No	N/A
	Home Occupations	1	2 sq. ft.	N/A	No	N/A

- B. Additional requirements for monument signs in Residential Districts:
1. Monument signs shall be constructed primarily with carved wood, brick, stone, wrought iron, terra cotta, glazed tile, or similar decorative material in order to reflect and enhance the character of the area.
 2. Temporary banner and reader board signs as outlined in Section 22.05.15.e shall be permitted only on lots containing a non-residential use in a residential zoning district. For the purposes of this ordinance, the following uses shall be considered residential:
 - i. A short-term rental shall be considered a residential use.
 - ii. A family day care home as defined in Article 2, Definitions, shall be considered a residential use.
 - iii. Home occupations, major and minor, as defined in Article 2, Definitions, shall be considered a residential use.
 3. Short-term rentals and home occupations shall be allowed one wall sign OR one projecting sign.

Section 22.08 Signs in the C-1 Village Center District: In addition to other regulations provided herein, the following shall apply to signs associated with non-residential uses within the C-1, Village Center district:

A. Signs Permitted in the C-1, Village Center District					
Form Permitted	Maximum Number	Illumination Permitted	Minimum Setback	Maximum Area	Maximum Height
Monument	1 per parcel	Yes	None	48 sq. ft.	6'
Temporary Signs	Permitted in accordance with Section 22.05.15				
Projecting	1 per commercial establishment	Yes	N/A	10 sq. ft.	N/A
Sidewalk	1 per commercial establishment	No	Must maintain 5' of clearance on sidewalk	8 sq. ft.	6'
Awning, Marquee, Roof, OR Wall	1 per commercial establishment, and each street frontage	Yes	N/A	Not to exceed 10% of wall face of building or tenant space	N/A

Electronic Message Center	1 per essential service or public entity	Yes	None	Not to exceed 50% of total sign copy area within a monument sign only	6'
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B. Additional requirements for signs in the C-1, Village Center District:

1. Pole signs are not permitted in the C-1, Village Center District.
2. Way-finding signage and integral signage shall not require a permit, provided way-finding signs are not located in the right of way.

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Section 22.09 Signs in the C-2, General Commercial & L-1, Light Industrial Districts:

In addition to other regulations provided herein, the following shall apply to signs in the C-2 and L-1 zoning districts:

A. Signs Permitted in the C-2, General Commercial and L-1, Light Industrial Districts.					
Form Permitted	Maximum Number	Illumination Permitted	Minimum Setback	Maximum Area	Maximum Height
Monument Sign	1 per parcel	Yes	15' from any property line	48 sq. ft.	6'
Temporary Signs	Permitted in accordance with Section 22.05.15				
Projecting	1 per establishment	No	N/A	10 sq. ft.	N/A
Awning, Marquee, roof, OR Wall Sign	1 per commercial establishment and each street frontage	Yes	N/A	Not to exceed 10% of wall face of building or tenant space	N/A
Pole Sign	1 per parcel with frontage on Blue Star Highway	Yes	45' to the center line of Blue Star Highway. 5' from any other property line	48 sq. ft. for single establishment 60 sq. ft. for lots with more than one establishment	25'
Billboards	Permitted in accordance with Section 22.10				
Sidewalk Sign	1 per establishment	No	Must maintain 5' of clearance on sidewalk	8 square feet	6'

B. Additional requirements for signs in the C-2 and Industrial districts:

- Way-finding signage and integral signage shall not require a permit, provided way-finding signs are not located in the right of way.

Section 22.10 Billboards.

New billboards shall not be erected within the City limits after the effective date of this ordinance. Existing billboards shall adhere to the following provisions:

- i. **Permitted Activity:**
 1. Any existing billboards shall not be expanded or enlarged.
 2. Existing billboards within the City are permitted to lawfully remain for the life of the billboard.
 3. The life of the billboard shall be defined as the period within which the structural integrity of the billboard structural frame meets current building code standards for wind loads and weight loads, as determined by a structural engineer.
 4. Billboards that are visibly in disrepair shall be required to be inspected by a structural engineer to determine whether the structural frame are structurally sound in accordance with number 3 above.
 5. Once the structural frame is determined not to be structurally sound, the billboard shall be removed.
- B. **Activity Permitted Upon Issuance of a Zoning Permit**
 1. The sign copy area may be refaced or replaced within the life of the billboard, so long as the structural frame remains structurally sound and the sign copy area is not expanded, enlarged, or upgraded to any other format (such as digital or tri-vision), and shall remain static.
 2. Any changes to the sign copy area shall require the issuance of a zoning permit. The application for a zoning permit shall contain a clear description of the proposed scope of work for the reface or replacement of the sign copy area.
 3. The zoning administrator may require an inspection of the billboard structure by a structural engineer to determine whether the structural frame is in structurally sound condition to support changes to the sign copy area, prior to the issuance of a zoning permit for the reface or replacement of the sign copy area.

Section 22.11 Nonconforming Signs:

It is the intent of this Section to permit the continuance of the lawful use of any sign that does not conform with the provisions of this ordinance with regard to size, number, height, form, illumination or location. All lawful nonconforming signs shall be subject to the following regulations:

1. **Nonconforming Status:** All signs which have been lawfully erected or are lawfully in place on the effective date of this Article, but which do not comply with the provisions of this Article shall be deemed nonconforming.
2. **Structural Changes:** Structural supports, framing mechanisms, or other parts of any nonconforming sign shall not be changed, altered, substituted, or enlarged unless the result of the structural change conforms with the provisions of this article. Removal of the structural support mechanisms will result in loss of nonconforming rights associated with the sign.
3. **Repairs and Refacing:** Nonconforming signs may undergo repairs and alterations resulting in the change of the sign copy areas that do not alter the sign by way of structural changes as described in part 1 of this section. Repairs may include, but are not limited to:
 - a. Refacing that is typically associated with rebranding, change in ownership or replacement of sign copy area due to damage.
 - b. Painting.

- c. Resurfacing.
- d. Upgrading of electrical wiring or illuminating mechanisms.
- e. Addition of an electronic message center, not exceeding 50% of the sign copy area, as permitted for essential services and public entity uses only.
- f. Routine maintenance.
- g. Any other repair or upgrade determined by the Zoning Administrator not to be a structural change.

4. Replacement. If a nonconforming sign is damaged to the point of needing structural repairs, it may not be reconstructed, or replaced except with a sign that conforms to with all the provisions of this Article.

5. Revocable Sign License Agreements. Existing nonconforming signs which are lawfully located within the right of way (within the area measuring 33' from the center of Blue Star Highway toward the subject property), shall enter into a revocable sign license agreement with the City and pay associated annual fee.

SECTION 4. Severability. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any of the other provisions of this Ordinance.

SECTION 5. Repealer. All other ordinances or portion of ordinances inconsistent with this ordinance are hereby repealed.

SECTION 6. Publication. Within fifteen (15) days of its adoption, this Ordinance or a notice of adoption summarizing this Ordinance, as required by law, shall be published by the City Clerk in a newspaper of general circulation in the city.

SECTION 7. Effective Date. This Ordinance shall become effective twenty (20) days after the date of publication.

Ordinance Offered by: _____

Ordinance Supported by: _____

Ayes: _____

Nays: _____

Abstain: _____

Absent: _____

First Reading: _____

Second Reading: _____

Date of Publication: _____

Effective Date: _____

ORDINANCE DECLARED ADOPTED THIS _____ DAY OF _____ 2023

Jerome Donovan, Mayor

_____, City Clerk

CERTIFICATION

I, _____, 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 an Ordinance adopted by the Douglas City Council at a regular meeting held on Monday, _____, 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 requires by this Act.

CITY OF THE VILLAGE OF DOUGLAS

By: _____
_____, City Clerk



MEMORANDUM
REGULAR CITY COUNCIL MEETING
August 21, 2023, at 7:00 PM

TO: City Council

FROM: Rich LaBombard, City Manager

SUBJECT: AED Discussion

At the request of Councilperson Walker, there will be a discussion about Automated External Defibrillator (AED).

The City budgeted \$23,800 for the purchase of AEDs and cabinets for FY 23-24.

- City Hall – Replace AED - \$1,700
- Public Works – Replace AED - \$1,700
- Police – Replace 4 AED - \$6,800
- Beery Field – AED and cabinet - \$3,400
- Douglas Beach – AED and cabinet - \$3,400
- Schultz Park – AED and cabinet - \$3,400
- Douglas Marina – AED and cabinet – \$3,400

Discussion item



MEMORANDUM

REGULAR CITY COUNCIL MEETING

August 21, 2023, at 7:00 PM

TO: City Council

FROM: Rich LaBombard, City Manager

SUBJECT: Department Report – August 2023

City Manager:

Transition Plan – I’ve spent a good amount of time documenting information about the City Manager role, projects, and general information about the City for the next City Manager.

Water CIP and AMP – This week I reviewed the draft water capital improvement plan (CIP) and asset management plan prepared by the City Engineer. I submitted the documents to EGLE by the required deadline established in the spring. The City should be in good standing with EGLE on this topic.

Surplus Property – The notice to solicit bids went out this week for the 10± acre property the City owns on 66th Street. Interested individuals should see the City website for the bid specifications.

<https://douglasmi.gov/proposal-postings/>

Parks and Recreation Ad Hoc – The Parks and Rec committee met this month for a workshop and toured all municipal parks in anticipation of a meeting with Viridis Design group. The tour was helpful for committee members to learn more about our park system. In addition to touring all the major parks, they also had the opportunity to see Willow Park and Alice McClay park—two undeveloped parcels that are part of the City’s park system.

Demolition Debris – Working with the EPA, the City revised its work plan for the disposal of contaminated demolition debris located at 200 Blue Star Highway. The EPA needed responses to a few questions they posed in the initial submittal. Hopefully, EPA will approve the work plan and allow the City to dispose of the demolition debris that has been on site for almost two years. The debris can be hauled to a traditional landfill because the level of PCB contaminants in the debris is low.

Bridge Work over I-196 – Contractors updated regional stakeholders this week about plans to open the exit 36 bridge and close the exit 41 bridge over the highway. Exit 36 is anticipated to open on August 24. Exit 41 bridge will be closed starting September 5th until mid-November. The detour will be posted.

Additionally, Highway I-196 will be closed for two nights while the deck is removed from the bridge at the exit 41. On September 6 from 9pm to 6am, northbound I-196 drivers will have to exit at M-89 and take Blue Star Highway to re-enter the highway. On September 7 from 9pm to 6am, southbound I-196 drivers will have to exit the highway at exit 36 and take Blue Star Highway to exit 41 to re-enter the highway. See attached graphics.

Household Hazardous Waste Day – Republic waste services is hosting a household hazardous waste day on September 23rd. Republic customers will be receiving a flyer in the mail with more information.

City Manager Posting – The City Council has posted the position of City Manager on the Michigan Municipal website. Interested candidates may submit an application and resume to City Hall. <https://douglasmi.gov/wp-content/uploads/2023/04/Employment-Application-2023-fillable-3.pdf>

City Clerk Posting – The City has posted a job announcement for the City Clerk position on the Michigan Municipal Clerk Association website. Interested candidates may apply by filling out an application on the City’s website. The posting will be open until filled.

415 Wiley Building Timeline – I have fielded a few questions about the timeline for moving City services to 415 Wiley Road. I anticipate the project could take 2-5 years to complete. Holland Hospital still occupies the space that will be converted to municipal offices until the summer 2024. Interior renovations could last 6 months to a year. The construction of the public works buildings could begin sooner if funding is lined up.

Verizon – A contractor from Verizon contacted me this week about adding a small cell tower at Beery Field to improve reception in the Douglas area. Any proposed small cell device would have to be reviewed by the Planning Commission and City Council. If approved, the City would receive a rent payment from Verizon, but more importantly, cell service in the area would improve substantially.

Library Board Vacancy – The City is taking applications for an open seat as a Library Trustee for the Saugatuck – Douglas District Library Board. Candidates must be from Douglas and will serve a four-year term. The Library board meets 10 times a year on the third Wednesday of the month at 7:00 or as scheduled. For an application, visit the City’s website for Board and Commission Openings. More information can be obtained on the Library website. <https://www.sdlibrary.org/about-us-1/board-of-trustees>

Non-motorized Blue Star Trail – I participated in a meeting this week to discuss the extension of the non-motorized Blue Star Trail from Douglas into Saugatuck. The construction timeline is anticipated to be in 2025. The trail will extend north from the existing Douglas trail-end at Main Street and cross the bridge into Saugatuck where it will continue north. The long-range plan is to connect to the existing trail system in Saugatuck Township.

Temporary Yard Signs – Did you know temporary yard signs that advertise services or businesses require a permit per the zoning ordinance? The permit is required for any ground mounted yard sign unless they are political in nature or real estate signs. Permits for up to 30 days can be obtained from City Hall.

Clerk:

General Election – The preparation for the November 7, 2023, election is underway. The State of Michigan dates and deadlines for the General Election began in July and will continue even after Election Day. The deadline for local proposals to be placed on the ballot has now passed. The City received word from Allegan County that we will not have any local proposals on the November ballot. The State does have another week or so to place a proposal on the ballot, however at this point there is nothing anticipated. It looks like the only item on the Douglas ballot will be for City Council elections.

ACCA Meeting – This month, the Allegan County Clerks Association will be meeting to discuss the early voting plans. The state now requires an early voting period of 9-days for all state and federal elections. Area Clerks are required to submit their plans to the county by the end of September. Area jurisdictions are looking into options of shared voting sites or stand-alone sites. With much of our County’s jurisdiction being rural and spread out, Allegan County has opted out of serving as a central site. For Douglas’ early voting plan, I will be taking our voters into consideration as priority, and which option will best meet their needs.

MAMC Meeting – On August 30th, I will be attending the Michigan Association of Municipal Clerks (MAMC) Member Meeting and education day. The main area of focus on the agenda will be the recent legislative updates regarding election laws and early voting. This will be instrumental to the upcoming busy election cycle. I am looking forward to the valuable information provided and I am thankful for the opportunity to attend alongside my statewide fellow Clerks.

Police Department:

	July	Fiscal Year	Y.T.D.
<u>Complaints Answered/Investigated:</u>	209	209	1,220
<u>Criminal Arrests/Filings:</u>			
Felony:	01	01	20
Misdemeanor:	04	04	33
<u>Warrant Arrests:</u>	01	01	06
<u>Traffic Enforcement:</u>			
OWI/OUID/Impaired Driving Arrests:	01	01	08
OWI High Blood Alcohol Content:	00	00	02
OWI 3 rd Offense:	00	00	00
Traffic Stops:	138	138	558
Civil Infraction:	23	23	112
<u>Community Contacts:</u>			
Personal Contacts:	1,272	1,272	7,922
Business Contacts:	229	229	1,491
Property Security Checks:	893	893	6,274

Foot Patrol: (July) 1,345 Minutes (22 Hours & 25 Minutes.)

Misdemeanor Charges: (July)
 Operating Motor Vehicle While Intoxicated
 Driving While License Suspended
 No Operator’s License

Fraudulent Use of Identification (x2)

Felony Charges: (July)

Resisting and Obstructing a Peace Officer

Fleeing and Eluding an Officer

Activity Time on Follow Up Complaint Investigations: (July)

2,393 Minutes (39 Hrs. & 53 Minutes)

Number of July Follow Up Investigations: 108

Investigation of Felony Cases:

Criminal Sexual Conduct/Juveniles: (23-1067): Charges now Authorized.

Elder Abuse (23-1058): Open Investigation.

Fraud involving \$8,000 Loss (23-0995): On-Going Investigation.

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: (July)

Saugatuck Township:

- 23-1012: Request for assistance from the Sheriff's Office with transport of occupants involved in a traffic crash to AmericInn Motel.
- 23-1026: Response to a report of CPR in Progress and assist First Responders and EMS.
- 23-1174: Respond as closest LE to a report of serious crash. I Phone found in the roadway. Incident unfounded.

Saugatuck City:

- 23-1187: Back up Sheriff's Office on an alarm.
- 23-1189: Back up Sheriff's Office on domestic assault investigation.

Ganges Township:

- 23-1074: Back up Sheriff's Office on a traffic crash and OWI investigation.
- 23-1126: Back up Sheriff's Office on a flee and elude.
- 23-1190: Back up Sheriff's Office on a unknown situation.
- 23-1205: Back up the State Police on a domestic assault with the Trooper's closest back up coming from Allegan.

Total Out of Jurisdiction Responses for July: 09

Total Complaints Handled within Douglas City for July: **200**

Noteworthy Incidents: (July)

23-1036: On Tuesday, July 4, 2023, at 12:23am Officer Brown was on the lookout in the Douglas area for a vehicle that had occupants throwing eggs at a cyclist in Saugatuck city. Officer Brown located the suspect vehicle and after investigation the driver was cited for No Operator's License on person and violation of a restricted license. The driver was given a verbal warning for MIP of Tobacco.

23-1081: On Sunday, July 9, 2023, at 4:30pm Officer Reyes was dispatched to the 200 block of W Center Street reference a subject being disorderly and threatening employees of the business. Upon arrival the subject had left the scene and was not located after a search of the area.

23-1104: On Wednesday, July 12, 2023, at 9:11pm Officer Brown was dispatched to a possibly suicidal subject in the 0 block of Lawn Street. After investigating Officer Brown was able to locate the subject in the 2700 block of 62nd Street and determined that the subject had not intended to harm himself and no further action was needed.

23-1140: On Tuesday, July 18, 2023, at 12:04am Officer Brown was conducting stationary radar at Blue Star Highway and Wiley Road when he observed a vehicle traveling faster than the posted speed limit. Officer Brown attempted to initiate a traffic stop on the vehicle and the subject disregarded Officer Brown and began to flee. Officer Brown pursued the vehicle until Blue Star and M89 where the vehicle left the roadway and went into the ditch. Four subjects ran on foot and were apprehended. The juvenile driver of the vehicle was arrested and lodged for Operating While Intoxicated, Fleeing and Eluding, and Resisting and Obstructing a Police Officer.

23-1150: On Thursday, July 20, 2023, at 11:39am Corporal Warsen was dispatched to a complaint of a Personal Protection Order Violation that had just occurred. The victim stated they had received a phone call from the suspect, and it was in violation of the current Personal Protection Order that is in place. Charges were filed with the Allegan County Circuit Court for Violating the PPO.

23-1162: On Saturday, July 22, 2023, at 10:37pm Officers Brown and Greydanus were dispatched to the 200 block of St. Peters Drive in reference to a threats complaint. Occupants on a boat were accused of making a wake when entering the marina and then threatening others when confronted. The suspect was gone on arrival and was not located.

23-1167: On Sunday, July 23, 2023, at 11:56pm Officer Brown was dispatched to the 0 block of N Blue Star Highway in reference to a fight and patrons refusing to leave. Upon arrival the physical disturbance had ended, one suspect had left the scene, and the remaining suspect did not want to pursue any charges. Suspect 1 was not located.

23-1186: On Thursday, July 27, 2023, at 1:31pm Officer Reyes received a Criminal Sexual Conduct Complaint that occurred at W Center near Ellis Street. The victim stated that they were inappropriately touched by another subject. Charges are submitted and have been authorized by the Allegan County Prosecutor's Office.

23-1192: On Friday, July 28, 2023, at 8:17am Corporal Warsen and I were dispatched to an unknown disturbance in progress reported as near the Root Beer Barrel. Officers searched the area and located two male subjects on the ground in a driveway on West Center near Wilderness Ridge. Investigation

determined that a “Road Rage” Incident started on I-196 Northbound at Bluestar Exit 36 involving the two suspects in their vehicles and continued through Douglas City ending in one suspect vehicle blocking the other and then a fight ensued on West Center just East of Wilderness Ridge. Charges were submitted to the Allegan County Prosecutor on both suspects, however were not authorized indicating mutual combatants.

23-1199: On Saturday, July 29, 2023, at 9:30am Corporal Warsen was dispatched to a missing person complaint near the 300 block of N Ferry Street. Upon arrival it was determined that the caller’s son was missing. Cpl. Warsen was investigating the incident and the missing person contacted family and returned safely later that day.

The Department also responded to the following types of calls during July:

Larceny Complaints, Fraud Complaints, Disorderly Person, Suspicious Person/Vehicle/Situation, Mental Health Complaints, Medical Emergencies, Trespassing Complaint, Harassment Complaints, Personal Protection Order Violation, Peace Officer Complaints, Animal/Conservation Complaints, Property Damage Vehicle Crash Complaints, Fireworks Complaints, Watercraft Property Damage Complaint, Welfare Checks, Motorist Assists, Business/Residential Alarms, Fire Alarm, Assist to STFD, Noise Complaints, Open Door Complaints, Downed wires/trees, Road Hazard Complaints, Parking Complaints, Lost/Found Property Complaints, Ordinance Violation Complaint, and General Public Assists/Non-Criminal Complaints.

Events: (July)

Staffing and Traffic Control for the 4th of July Fireworks and Laser Show.
Additional Staff for Venetian Festival Weekend.

Planning and Zoning:

Permits – Since July 17th, we have processed between 10-15 permits for various projects including water and sewer connections, signs, building additions, and tree removal.

Site Visits – I visited a number of businesses and residences, to inspect existing structures, as well as to discuss with property owners the elements of submitted applications which might be confusing.

Meetings – I have continued to hold meetings with residents, which have been a mix of preliminary meetings regarding various projects within Douglas, but are mostly surrounding individual projects such as sheds, garages, and fences.

Forest Gate / Center Collective – After meeting with City Staff and consultants to review the status of applications, we’ve continued to work with developers for both Center Collective and Forest Gate to prepare materials prior to appearance at City Council.

Ordinance Amendments – Two ordinance amendments have gone before City Council on August 7th (Sign Ordinance and Ground Floor Residential). The second reading for the Sign Ordinance is to be held on August 21st, with the second reading of the Ground Floor Residential ordinance preliminarily set for September 6th, following presentation at the DDA meeting on August 23rd.

Enforcements – Counter to previous months, enforcements have dropped, and I have not had to send many letters to property owners regarding possible Zoning or General ordinance violations.

Project Management:

Planning and Zoning Assistance – Assist the Planning and Zoning Department with processes, applications, and current projects. Arranged and published the Planning Commission agenda packet.

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.

66th Street Request for Proposal – Advertised the Request for Bid for the disposal of surplus real property.

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.

Administrative Support Training – Attended an administrative Support Professional Development Training in Mount Pleasant, MI for 3 days. Topics covered were communication challenges, communication skills, well-being and work-life balance, crisis communication, and personalities in the office.

Snow and Ice Removal Request for Proposal – Developed a snow and ice removal request for proposal to seek qualified business to remove snow and ice on select sidewalks. The draft request for proposal is in review at the City Attorney's office.

Root Beer Barrel Lease Request for Proposal – Developed a Root Beer Barrel lease request for proposal to seek qualified vendors to sell food and beverages, bagged ice, and novelty souvenirs at the Root Beer Barrel. The draft request for proposal is in review at the City Attorney's office.

Douglas Marina – Seeking an engineering proposal for additional finger piers at Douglas Marina. Advertised the lottery for slips for the 2024 and 2025 seasons. Manage transient applications for slips #1 and #2.

Public Works Department:

Downtown – Grass bump outs continue to be mowed once a week and bathrooms cleaned daily.

Major and Local Roads – Pothole patching on Wiley, Water, Feery and South Street has taken place since the last report. Weeding in the triangle of Chestnut Street and Blue Star Highway has been taken care of and tall grasses have been cut down for clear vision at that intersection.

Douglas Marina – Improvements like weeding and landscape improvements continue at our marina. Docks are blown off every morning and bathrooms are cleaned daily.

Building and Grounds – Replaced the non-working garage door opener and keypad that operates the basement garage door at City Hall.

Parks – Mowing/trimming and weeding continue on a weekly rotation and park reservation signage is placed prior to all scheduled events.

Equipment – Lawnmowers were due for oil changes and blades needed to be sharpened on all mowers.

Drinking Water Asset Management – DPW personnel continue to verify water service lines, document size and type of material and check that the meter is up to code.

Treasurer:

Taxes – Tax bills hit mailboxes July 1 month and tax payments have started coming in. Through July we have received approximately 200 tax payments, which is in line with prior year.

- 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

Payroll – The City's workers' compensation insurance premium is based on estimated payroll amounts. Each year we submit final actual numbers after the fact. I am compiling the information to submit to our insurance provider Michigan Municipal League (MML) for the fiscal year ending June 30, 2023. This information is due by October 1, 2023.

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 with the auditors 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 up from last month. This was primarily related to end property taxes. MML property and liability insurance, dunes sidewalk, lead service replacement, and DPW equipment purchases were the largest cash outflows for the month.





City Revenues and Expenses – Revenues and expenditures were generally consistent with where we would expect for this point of the year.

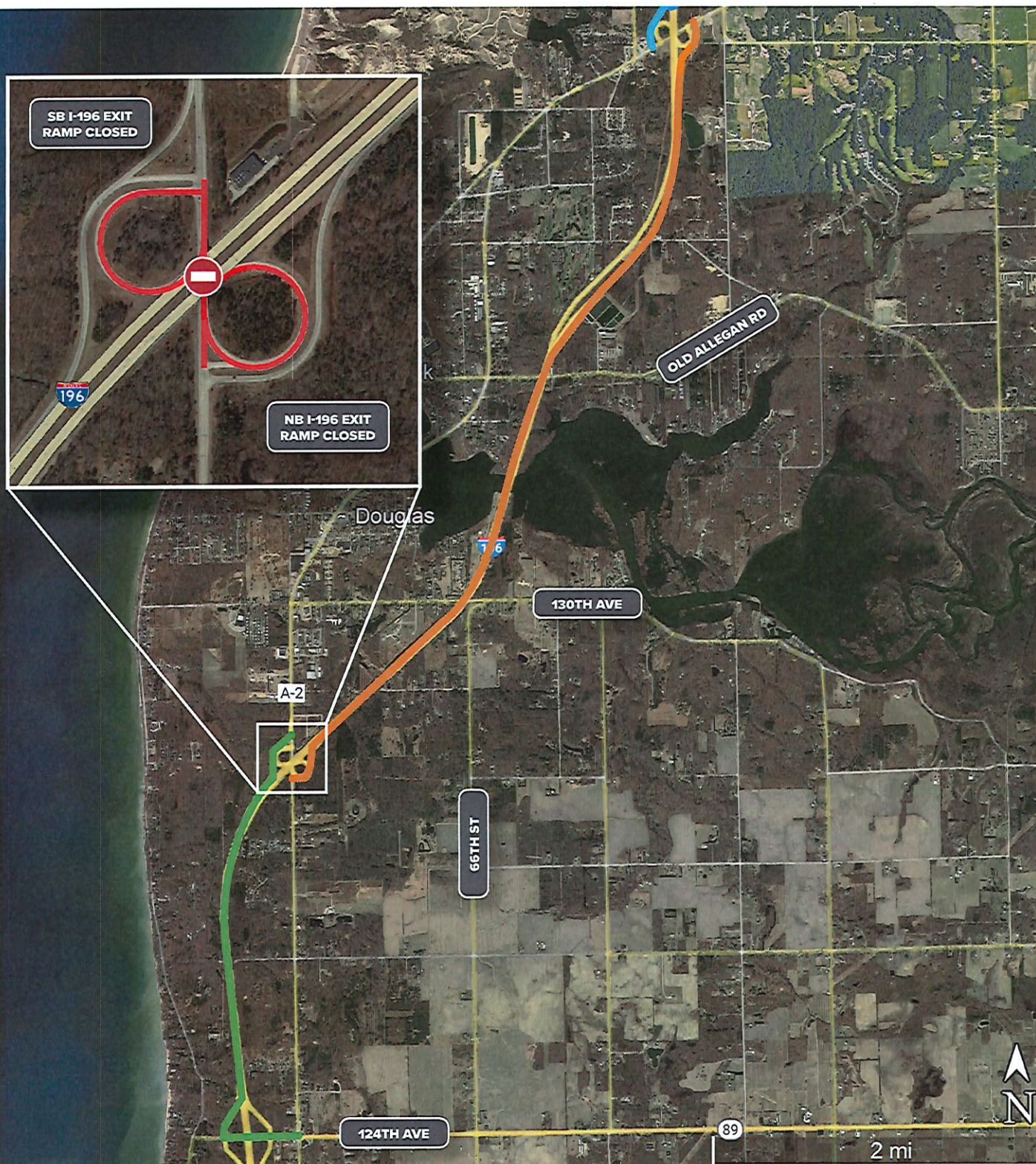


ROAD CLOSURES

9/05/23 to Mid-November

Blue Star Hwy at Exit 36 Detour

-  SB Blue Star Hwy. Detour Route
-  NB I-196 Exit Ramp Blue Star Hwy Detour Route
-  SB I-196 Exit Ramp Detour Route
-  Road Closure
 - Blue Star Hwy Bridge Over I-196
 - NB I-196 Ramp to Blue Star Hwy
 - SB I-196 Ramp to Blue Star Hwy







ROAD CLOSURES

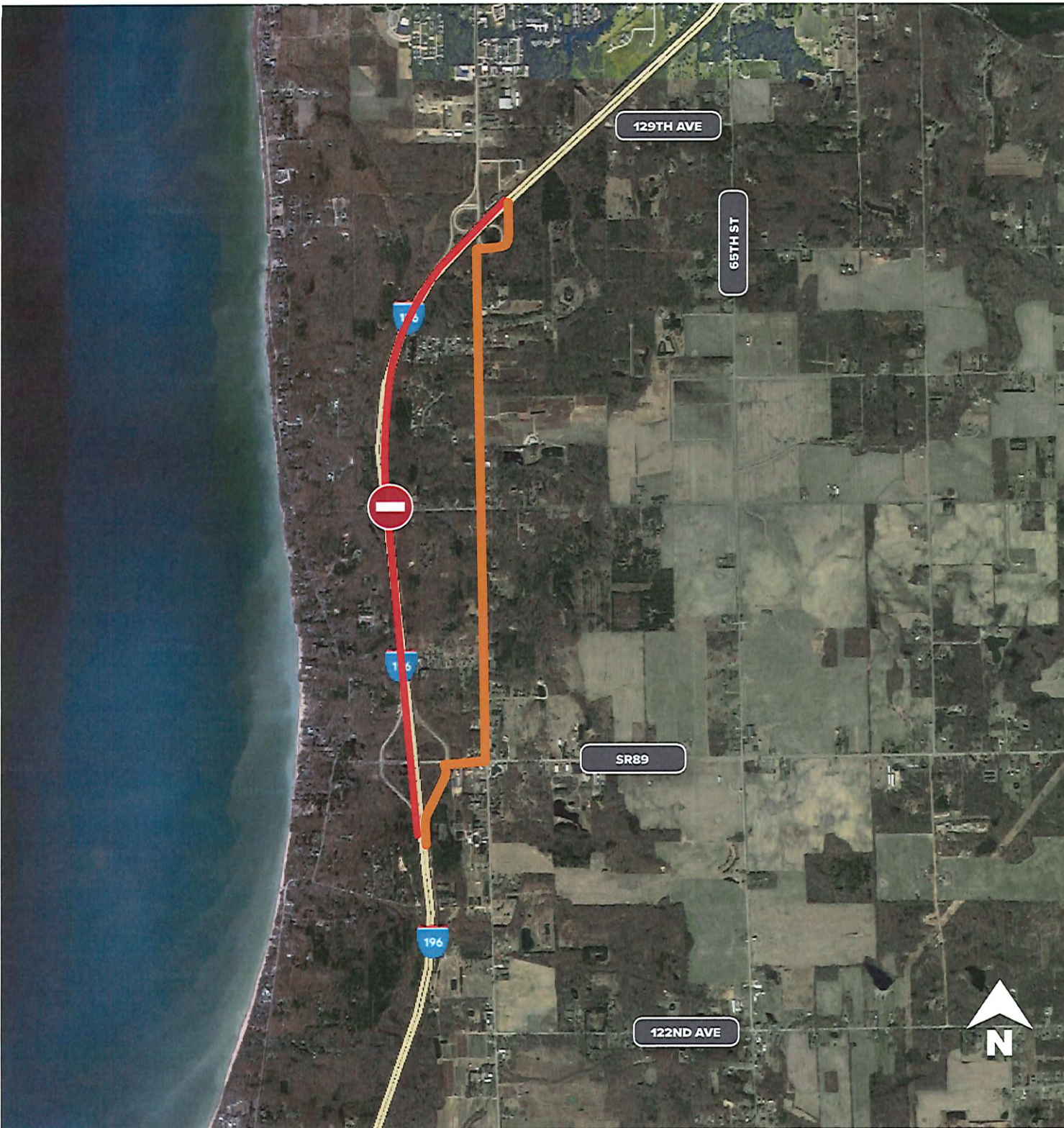
9/06/23

NB I-196 Freeway

 NB I-196 Detour Route

 Road Closure

- NB I-196 from 9:00pm - 6:00am





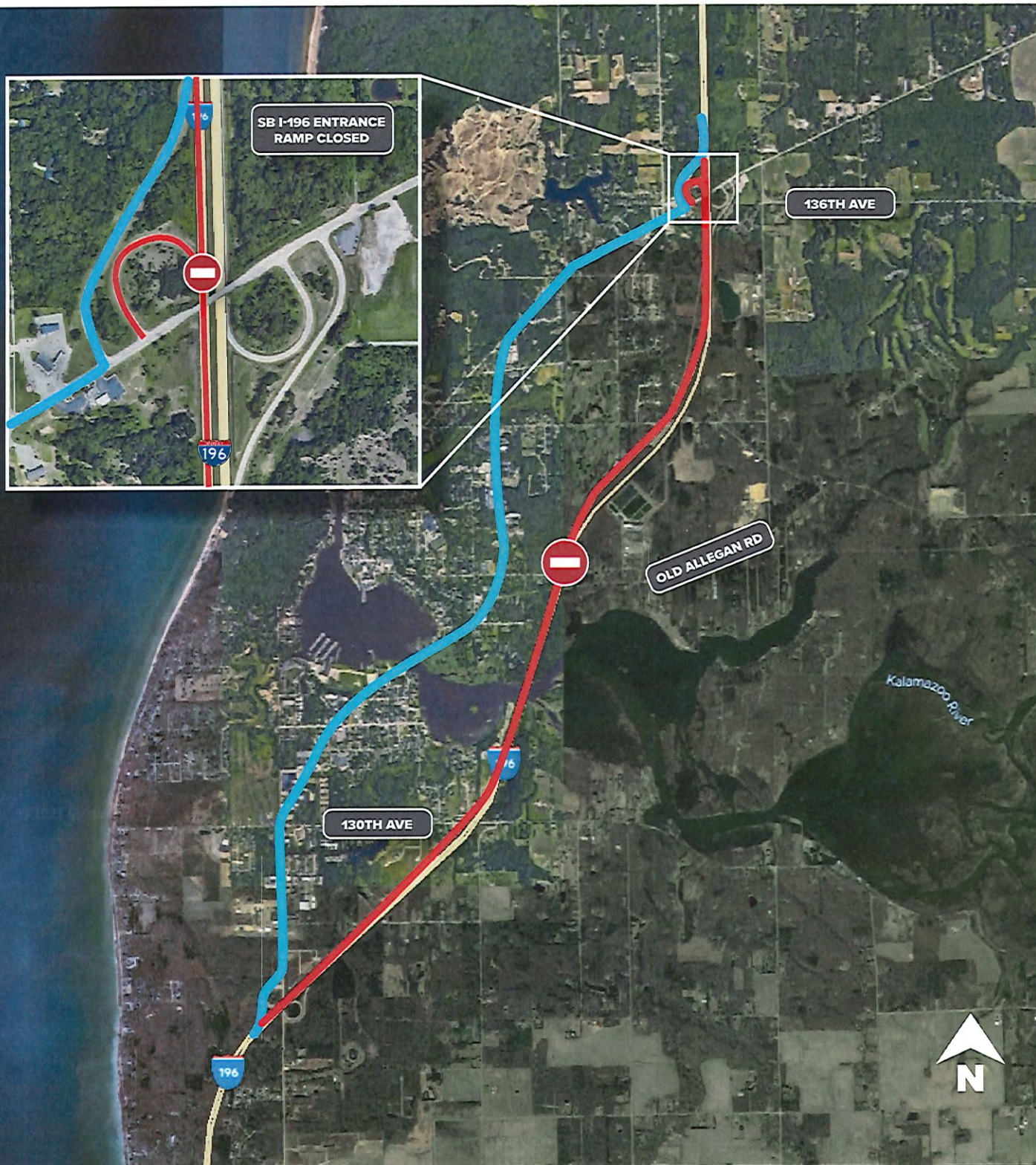


ROAD CLOSURES

9/07/23

SB I-196 Freeway

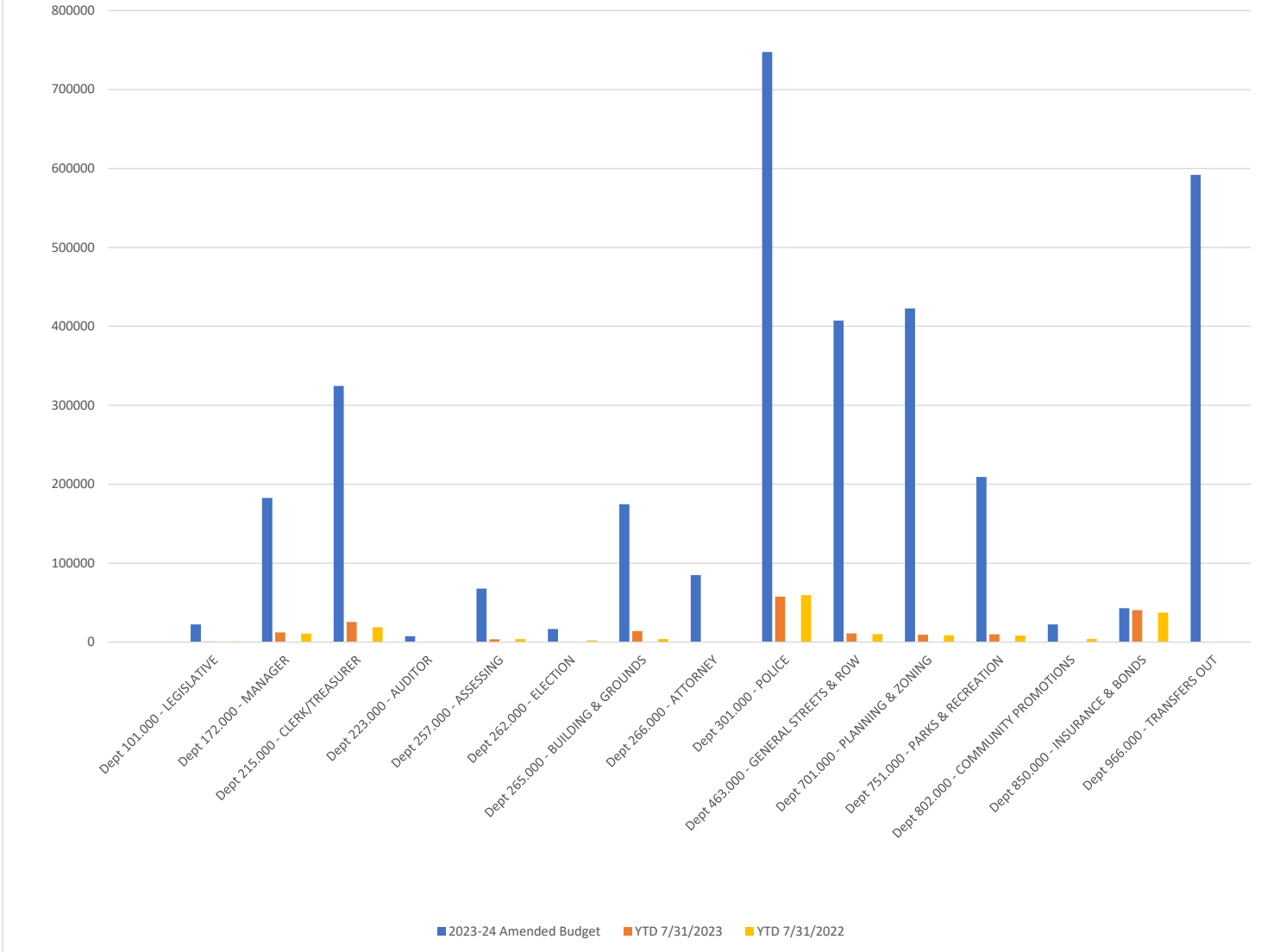
-  SB I-196 Detour Route
-  Road Closure
 - SB I-196 from 9:00pm to 6:00am



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

	<u>Identifier</u>	<u>Matures</u>	<u>Rate</u>	<u>Market Value</u>
<u>Cash</u>				
Huntington Bank - Common Checking				207,148.45
Huntington Bank - Tax & Trust				130,567.86
D.A. Davidson			2.00%	3,962.67
<u>CD's</u>				
D.A. Davidson:				
American Expr Natl Bk	02589AA28	12/4/2023	3.55%	192,888.38
Morgan Stanley Bank	61690UCK4	12/13/2023	3.50%	244,440.36
Wells Fargo Bank	949763WAO	12/28/2023	3.50%	<u>99,304.00</u>
MBS:				
Michigan Legacy Credit Union	59452WAE8	11/9/2023	3.45%	82,612.39
Citizens Bank	75524KQJ6	12/22/2023	5.15%	<u>199,878.00</u>
<u>Bonds</u>				
D.A. Davidson:				
Fedl Farm Credit Bank Bond	3133EMCQ3	10/13/2023	0.28%	247,400.00
Fedl Farm Credit Bank Bond	3133EJ5H8	1/16/2025	2.85%	144,910.50
Fedl Home loan Mtg Corp	3134GXKR4	7/15/2025	0.40%	274,443.00
Fedl Home loan Mtg Corp	3134GWUC8	12/30/2025	0.50%	180,334.00
Fed Home Loan Bank Bond Step	3130AKSV9	1/28/2026	0.75%	225,942.50
Fedl Farm Credit Bank Bond	3133ELENO	12/18/2029	2.25%	<u>136,316.08</u>
MBS:				
Fed Home Loan Bank Bond Step	3130ATD38	9/28/2023	4.00%	299,208.00
Fed Home Loan Bank Bond Step	3130ASVW6	11/17/2023	3.50%	248,797.50
Fed Home Loan Bank Bond Step	3130amfn7	5/26/2026	0.75%	137,578.50
Pinckney mich commnity schools	722205NW7	5/1/2028	1.84%	<u>87,128.00</u>
<u>Other Investments</u>				
Michigan Class			5.27%	<u>1,148,695.92</u>
Total Cash & Investments				<u>4,291,556.11</u>
<u>Fund</u>				
	Cash & Investments			
	July 31, 2023	Prior Month		4,247,709.43
		Prior Year		4,780,161.57
101 - General Fund	2,789,918.34			
202 - Major Street	260,834.27			
203 - Local Streets	218,630.50			
213 - Schultz Park Launch Ramp	131,326.62			
243 - Brownfield Redevelopment Authority	34,870.87			
244 - Harbor Authority	4,145.20			
248 - DDA	104,570.13			
403 - Blue Star Corridor Improvement Fund	141,389.11			
450 - Water & Sewer Fund	127,643.71			
594 - Douglas Marina	43,246.01			
660 - Equipment Rental Fund	323,110.80			
703 - Current Tax Receiving	<u>111,870.55</u>			
	<u>4,291,556.11</u>			

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



Department	2023-24 Amended Budget	YTD 7/31/2023	% Budget Used	YTD 7/31/2022
Dept 101.000 - LEGISLATIVE	22,376.00	1,001.48	4.48	998.09
Dept 172.000 - MANAGER	182,590.00	12,296.21	6.73	10,921.32
Dept 215.000 - CLERK/TREASURER	324,615.00	25,635.23	7.90	18,916.22
Dept 223.000 - AUDITOR	7,500.00	0.00	0.00	0.00
Dept 257.000 - ASSESSING	67,885.00	3,694.66	5.44	3,827.51
Dept 262.000 - ELECTION	16,672.00	0.00	0.00	2,203.00
Dept 265.000 - BUILDING & GROUNDS	174,690.00	13,946.00	7.98	3,749.99
Dept 266.000 - ATTORNEY	85,000.00	0.00	0.00	92.00
Dept 301.000 - POLICE	747,540.00	57,647.52	7.71	59,673.44
Dept 463.000 - GENERAL STREETS & ROW	407,260.00	11,174.91	2.74	10,148.97
Dept 701.000 - PLANNING & ZONING	422,660.00	9,359.49	2.21	8,697.64
Dept 751.000 - PARKS & RECREATION	209,135.00	9,792.66	4.68	8,493.39
Dept 802.000 - COMMUNITY PROMOTIONS	22,500.00	154.95	0.69	4,000.00
Dept 850.000 - INSURANCE & BONDS	43,000.00	40,531.00	94.26	37,342.65
Dept 966.000 - TRANSFERS OUT	<u>592,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTALS	<u>3,325,423.00</u>	<u>185,234.11</u>	<u>5.57%</u>	<u>169,064.22</u>

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED	YTD BALANCE
		AMENDED BUDGET	07/31/2023 NORM (ABNORM)	MONTH 07/31/23 INCR (DECR)	BALANCE NORM (ABNORM)		07/31/2022 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Revenues							
Dept 000.000							
101-000.000-402.000	CURRENT REAL PROPERTY TAX	2,870,000.00	302,339.07	302,339.07	2,567,660.93	10.53	213,046.25
101-000.000-434.000	MOBILE HOME TAX	500.00	46.00	46.00	454.00	9.20	46.00
101-000.000-445.000	INTEREST & PENALTIES: DELQ TAX	5,000.00	0.00	0.00	5,000.00	0.00	0.00
101-000.000-447.000	TAX COLLECTION FEES	111,733.00	9,100.41	9,100.41	102,632.59	8.14	6,287.15
101-000.000-453.000	SPECIAL ASSESSMENT REVENUE	5,555.00	0.00	0.00	5,555.00	0.00	5,349.66
101-000.000-474.000	INTEREST ON SPECIAL ASSESSMENTS	1,082.00	0.00	0.00	1,082.00	0.00	0.00
101-000.000-476.000	BUSINESS LICENSE FEES	11,000.00	0.00	0.00	11,000.00	0.00	15.00
101-000.000-477.000	FRANCHISE FEES	17,000.00	0.00	0.00	17,000.00	0.00	(4,331.23)
101-000.000-543.001	LAW ENFORCEMENT TRAINING	1,000.00	0.00	0.00	1,000.00	0.00	0.00
101-000.000-543.100	STATE REVENUE: LIQUOR LICENSE	7,000.00	0.00	0.00	7,000.00	0.00	0.00
101-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	45,000.00	0.00	0.00	45,000.00	0.00	0.00
101-000.000-573.001	METRO ACT	7,000.00	0.00	0.00	7,000.00	0.00	0.00
101-000.000-574.000	STATE REVENUE: SALES TAX	157,404.00	0.00	0.00	157,404.00	0.00	(27,320.00)
101-000.000-581.000	COUNTY ROAD MILLAGE CNTRB	180,000.00	0.00	0.00	180,000.00	0.00	0.00
101-000.000-603.000	POLICE ADMINISTRATION FEE	1,000.00	34.89	34.89	965.11	3.49	10.00
101-000.000-626.001	ROAD CUT FEES	3,000.00	0.00	0.00	3,000.00	0.00	500.00
101-000.000-627.000	BUILDING FEES	65,000.00	1,200.00	1,200.00	63,800.00	1.85	750.00
101-000.000-627.001	RENTAL INSPECTION FEE	10,500.00	1,400.00	1,400.00	9,100.00	13.33	1,600.00
101-000.000-628.000	PLANNING & ZONING FEES	39,500.00	3,900.00	3,900.00	35,600.00	9.87	675.00
101-000.000-651.000	LAUNCH FEES	7,250.00	2,244.00	2,244.00	5,006.00	30.95	1,540.00
101-000.000-657.000	ORDINANCE FINES - POLICE	3,500.00	187.70	187.70	3,312.30	5.36	712.29
101-000.000-665.000	INTEREST INCOME	0.00	13,348.51	13,348.51	(13,348.51)	100.00	10,054.50
101-000.000-667.000	RENT	14,400.00	1,200.00	1,200.00	13,200.00	8.33	1,200.00
101-000.000-674.000	DONATIONS	0.00	(10.00)	(10.00)	10.00	100.00	27,282.72
101-000.000-675.000	OTHER REVENUE	7,800.00	820.00	820.00	6,980.00	10.51	690.00
101-000.000-675.001	REIMBURSEMENTS LOCAL GOV	3,750.00	0.00	0.00	3,750.00	0.00	0.00
101-000.000-698.000	INSURANCE REIMBURSEMENTS	5,000.00	0.00	0.00	5,000.00	0.00	0.00
101-000.000-699.213	TRANSFER IN SCHULTZ PARK LAUNCH	23,250.00	0.00	0.00	23,250.00	0.00	0.00
Total Dept 000.000		3,603,224.00	335,810.58	335,810.58	3,267,413.42	9.32	238,107.34
TOTAL REVENUES		3,603,224.00	335,810.58	335,810.58	3,267,413.42	9.32	238,107.34
Expenditures							
Dept 101.000 - LEGISLATIVE							
101-101.000-703.000	WAGES	9,000.00	0.00	0.00	9,000.00	0.00	0.00
101-101.000-718.000	TRAINING FUNDS	4,500.00	0.00	0.00	4,500.00	0.00	0.00
101-101.000-718.002	MISC TRAVEL EXPENSES-TRAINING	4,000.00	0.00	0.00	4,000.00	0.00	0.00
101-101.000-722.000	WORKERS COMPENSATION	36.00	8.50	8.50	27.50	23.61	7.25
101-101.000-740.000	SUPPLIES	400.00	0.00	0.00	400.00	0.00	0.00
101-101.000-812.000	RECORDING CLERK	200.00	0.00	0.00	200.00	0.00	0.00
101-101.000-851.000	TELEPHONE	540.00	0.00	0.00	540.00	0.00	43.86
101-101.000-861.000	MILEAGE REIMBURSEMENT	650.00	0.00	0.00	650.00	0.00	0.00
101-101.000-900.000	PRINTING & PUBLISHING	1,000.00	0.00	0.00	1,000.00	0.00	0.00
101-101.000-908.000	DUES/FEES/PUBLICATIONS	1,050.00	963.00	963.00	87.00	91.71	917.00
101-101.000-958.000	MISCELLANEOUS	1,000.00	29.98	29.98	970.02	3.00	29.98
Total Dept 101.000 - LEGISLATIVE		22,376.00	1,001.48	1,001.48	21,374.52	4.48	998.09
Dept 172.000 - MANAGER							
101-172.000-702.000	SALARIES	113,300.00	7,862.25	7,862.25	105,437.75	6.94	6,5
101-172.000-718.000	TRAINING FUNDS	1,500.00	102.50	102.50	1,397.50	6.83	2
101-172.000-718.002	MISC TRAVEL EXPENSES-TRAINING	1,000.00	0.00	0.00	1,000.00	0.00	0.00

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED	YTD BALANCE
		AMENDED BUDGET	07/31/2023 NORM (ABNORM)	MONTH 07/31/23 INCR (DECR)	BALANCE NORM (ABNORM)		07/31/2022 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
101-172.000-719.000	INSURANCE BENEFITS	16,300.00	1,289.72	1,289.72	15,010.28	7.91	1,199.06
101-172.000-720.000	PAYROLL TAXES	9,000.00	631.76	631.76	8,368.24	7.02	532.70
101-172.000-721.000	MERS BENEFITS	18,500.00	1,051.94	1,051.94	17,448.06	5.69	1,077.94
101-172.000-721.001	457 CONTRIBUTION	15,000.00	861.04	861.04	14,138.96	5.74	811.74
101-172.000-722.000	WORKERS COMPENSATION	200.00	47.00	47.00	153.00	23.50	42.24
101-172.000-740.000	SUPPLIES	500.00	0.00	0.00	500.00	0.00	36.98
101-172.000-813.000	MEETINGS	500.00	0.00	0.00	500.00	0.00	0.00
101-172.000-851.000	TELEPHONE	1,290.00	100.00	100.00	1,190.00	7.75	100.00
101-172.000-861.000	MILEAGE REIMBURSEMENT	4,200.00	350.00	350.00	3,850.00	8.33	350.00
101-172.000-900.000	PRINTING & PUBLISHING	100.00	0.00	0.00	100.00	0.00	0.00
101-172.000-908.000	DUES/FEES/PUBLICATIONS	1,200.00	0.00	0.00	1,200.00	0.00	0.00
Total Dept 172.000 - MANAGER		182,590.00	12,296.21	12,296.21	170,293.79	6.73	10,921.32
Dept 215.000 - CLERK/TREASURER							
101-215.000-702.000	SALARIES	178,500.00	11,137.40	11,137.40	167,362.60	6.24	8,769.09
101-215.000-718.000	TRAINING FUNDS	2,500.00	525.00	525.00	1,975.00	21.00	0.00
101-215.000-718.002	MISC TRAVEL EXPENSES-TRAINING	1,500.00	0.00	0.00	1,500.00	0.00	0.00
101-215.000-719.000	INSURANCE BENEFITS	40,100.00	4,847.82	4,847.82	35,252.18	12.09	3,556.24
101-215.000-720.000	PAYROLL TAXES	14,100.00	843.38	843.38	13,256.62	5.98	670.86
101-215.000-721.000	MERS BENEFITS	28,600.00	1,782.11	1,782.11	26,817.89	6.23	1,986.20
101-215.000-722.000	WORKERS COMPENSATION	335.00	78.80	78.80	256.20	23.52	76.22
101-215.000-740.000	SUPPLIES	4,000.00	0.00	0.00	4,000.00	0.00	53.99
101-215.000-802.000	CONTRACTUAL	41,300.00	4,762.75	4,762.75	36,537.25	11.53	660.56
101-215.000-806.006	WEBSITE	3,500.00	0.00	0.00	3,500.00	0.00	0.00
101-215.000-851.000	TELEPHONE	1,080.00	0.00	0.00	1,080.00	0.00	43.86
101-215.000-861.000	MILEAGE REIMBURSEMENT	500.00	0.00	0.00	500.00	0.00	0.00
101-215.000-900.000	PRINTING & PUBLISHING	3,500.00	725.00	725.00	2,775.00	20.71	575.00
101-215.000-901.000	POSTAGE	3,500.00	42.97	42.97	3,457.03	1.23	549.20
101-215.000-908.000	DUES/FEES/PUBLICATIONS	1,600.00	890.00	890.00	710.00	55.63	335.00
101-215.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	0.00	0.00	0.00	0.00	0.00	1,640.00
Total Dept 215.000 - CLERK/TREASURER		324,615.00	25,635.23	25,635.23	298,979.77	7.90	18,916.22
Dept 223.000 - AUDITOR							
101-223.000-802.000	CONTRACTUAL	7,500.00	0.00	0.00	7,500.00	0.00	0.00
Total Dept 223.000 - AUDITOR		7,500.00	0.00	0.00	7,500.00	0.00	0.00
Dept 257.000 - ASSESSING							
101-257.000-703.000	WAGES	55,100.00	3,154.06	3,154.06	51,945.94	5.72	3,216.38
101-257.000-718.000	TRAINING FUNDS	350.00	0.00	0.00	350.00	0.00	0.00
101-257.000-718.002	MISC TRAVEL EXPENSES-TRAINING	550.00	0.00	0.00	550.00	0.00	0.00
101-257.000-720.000	PAYROLL TAXES	4,400.00	241.29	241.29	4,158.71	5.48	246.06
101-257.000-722.000	WORKERS COMPENSATION	170.00	39.31	39.31	130.69	23.12	34.67
101-257.000-740.000	SUPPLIES	1,400.00	0.00	0.00	1,400.00	0.00	0.00
101-257.000-802.000	CONTRACTUAL	1,000.00	260.00	260.00	740.00	26.00	235.00
101-257.000-806.006	WEBSITE	1,350.00	0.00	0.00	1,350.00	0.00	0.00
101-257.000-807.000	BOARD OF REVIEW	750.00	0.00	0.00	750.00	0.00	0.00
101-257.000-813.000	MEETINGS	100.00	0.00	0.00	100.00	0.00	0.00
101-257.000-851.000	TELEPHONE	180.00	0.00	0.00	180.00	0.00	0.00
101-257.000-861.000	MILEAGE REIMBURSEMENT	500.00	0.00	0.00	500.00	0.00	0.00
101-257.000-900.000	PRINTING & PUBLISHING	900.00	0.00	0.00	900.00	0.00	0.00

PERIOD ENDING 07/31/2023

Item 11B.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDGT USED	YTD BALANCE
		AMENDED BUDGET	07/31/2023 NORM (ABNORM)	MONTH 07/31/23 INCR (DECR)	BALANCE NORM (ABNORM)		07/31/2022 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
101-257.000-901.000	POSTAGE	685.00	0.00	0.00	685.00	0.00	0.00
101-257.000-908.000	DUES/FEES/PUBLICATIONS	450.00	0.00	0.00	450.00	0.00	0.00
101-257.000-977.005	COMPUTER HARDWARE/SOFTWARE	0.00	0.00	0.00	0.00	0.00	95.40
Total Dept 257.000 - ASSESSING		67,885.00	3,694.66	3,694.66	64,190.34	5.44	3,827.51
Dept 262.000 - ELECTION							
101-262.000-703.000	WAGES	3,325.00	0.00	0.00	3,325.00	0.00	0.00
101-262.000-740.000	SUPPLIES	2,250.00	0.00	0.00	2,250.00	0.00	0.00
101-262.000-900.000	PRINTING & PUBLISHING	850.00	0.00	0.00	850.00	0.00	0.00
101-262.000-901.000	POSTAGE	2,000.00	0.00	0.00	2,000.00	0.00	0.00
101-262.000-930.000	REPAIRS & MAINTENANCE: GENERAL	653.00	0.00	0.00	653.00	0.00	0.00
101-262.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	7,594.00	0.00	0.00	7,594.00	0.00	2,203.00
Total Dept 262.000 - ELECTION		16,672.00	0.00	0.00	16,672.00	0.00	2,203.00
Dept 265.000 - BUILDING & GROUNDS							
101-265.000-703.000	WAGES	41,900.00	3,213.18	3,213.18	38,686.82	7.67	854.01
101-265.000-705.000	WAGES - SEASONAL	8,000.00	2,237.96	2,237.96	5,762.04	27.97	634.09
101-265.000-719.000	INSURANCE BENEFITS	8,000.00	1,096.39	1,096.39	6,903.61	13.70	176.26
101-265.000-720.000	PAYROLL TAXES	3,400.00	450.08	450.08	2,949.92	13.24	129.04
101-265.000-721.000	MERS BENEFITS	5,200.00	428.99	428.99	4,771.01	8.25	90.63
101-265.000-722.000	WORKERS COMPENSATION	490.00	114.30	114.30	375.70	23.33	125.25
101-265.000-740.000	SUPPLIES	15,000.00	377.53	377.53	14,622.47	2.52	149.62
101-265.000-802.000	CONTRACTUAL	35,000.00	2,779.12	2,779.12	32,220.88	7.94	0.00
101-265.000-851.000	TELEPHONE	4,900.00	0.00	0.00	4,900.00	0.00	399.77
101-265.000-922.000	UTILITIES	15,000.00	198.19	198.19	14,801.81	1.32	0.00
101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL	20,000.00	310.95	310.95	19,689.05	1.55	1,191.32
101-265.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	7,400.00	2,739.31	2,739.31	4,660.69	37.02	0.00
101-265.000-979.000	CAPITAL OUTLAY	10,400.00	0.00	0.00	10,400.00	0.00	0.00
Total Dept 265.000 - BUILDING & GROUNDS		174,690.00	13,946.00	13,946.00	160,744.00	7.98	3,749.99
Dept 266.000 - ATTORNEY							
101-266.000-801.000	CONTRACTUAL ATTORNEY	85,000.00	0.00	0.00	85,000.00	0.00	92.00
Total Dept 266.000 - ATTORNEY		85,000.00	0.00	0.00	85,000.00	0.00	92.00
Dept 301.000 - POLICE							
101-301.000-702.000	SALARIES	85,600.00	5,003.15	5,003.15	80,596.85	5.84	5,126.91
101-301.000-703.000	WAGES	252,300.00	11,627.20	11,627.20	240,672.80	4.61	12,634.07
101-301.000-704.000	WAGES - PARTTIME	6,000.00	3,290.95	3,290.95	2,709.05	54.85	4,220.66
101-301.000-706.000	WAGES - OVERTIME	26,500.00	1,366.37	1,366.37	25,133.63	5.16	2,921.77
101-301.000-707.000	SICK PAYOUT	10,300.00	0.00	0.00	10,300.00	0.00	0.00
101-301.000-708.000	SPECIAL EVENTS WAGES	0.00	695.38	695.38	(695.38)	100.00	514.34
101-301.000-709.000	WAGES - OFFICE	46,500.00	3,046.57	3,046.57	43,453.43	6.55	1,133.99
101-301.000-718.000	TRAINING FUNDS	500.00	0.00	0.00	500.00	0.00	0.00
101-301.000-718.001	TRAINING FUNDS ACT 302	1,000.00	0.00	0.00	1,000.00	0.00	0.00
101-301.000-718.002	MISC TRAVEL EXPENSES-TRAINING	430.00	0.00	0.00	430.00	0.00	0.00
101-301.000-719.000	INSURANCE BENEFITS	116,500.00	10,955.40	10,955.40	105,544.60	9.40	9,900.00
101-301.000-720.000	PAYROLL TAXES	33,800.00	1,905.28	1,905.28	31,894.72	5.64	2,100.00
101-301.000-721.000	MERS BENEFITS	50,900.00	2,944.40	2,944.40	47,955.60	5.78	3,225.00

PERIOD ENDING 07/31/2023

Item 11B.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED	YTD BALANCE
		AMENDED BUDGET	07/31/2023 NORM (ABNORM)	MONTH 07/31/23 INCR (DECR)	BALANCE NORM (ABNORM)		07/31/2022 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
101-301.000-722.000	WORKERS COMPENSATION	5,185.00	1,218.88	1,218.88	3,966.12	23.51	982.23
101-301.000-740.000	SUPPLIES	2,000.00	125.95	125.95	1,874.05	6.30	0.00
101-301.000-750.000	UNIFORMS	4,500.00	0.00	0.00	4,500.00	0.00	1,027.50
101-301.000-801.003	CONTRACTUAL ATTORNEY PROSECUTER	5,000.00	0.00	0.00	5,000.00	0.00	0.00
101-301.000-802.000	CONTRACTUAL	5,000.00	67.77	67.77	4,932.23	1.36	0.00
101-301.000-814.000	INSURANCE (LIABILITY/AUTO)	14,000.00	13,296.00	13,296.00	704.00	94.97	13,498.35
101-301.000-851.000	TELEPHONE	5,700.00	428.63	428.63	5,271.37	7.52	429.75
101-301.000-860.000	GAS & OIL	17,500.00	0.00	0.00	17,500.00	0.00	0.00
101-301.000-900.000	PRINTING & PUBLISHING	125.00	0.00	0.00	125.00	0.00	0.00
101-301.000-908.000	DUES/FEES/PUBLICATIONS	250.00	0.00	0.00	250.00	0.00	0.00
101-301.000-922.000	UTILITIES	6,900.00	0.00	0.00	6,900.00	0.00	0.00
101-301.000-930.000	REPAIRS & MAINTENANCE: GENERAL	3,500.00	0.00	0.00	3,500.00	0.00	0.00
101-301.000-930.004	VEHICLE MAINTENANCE & REPAIRS	12,000.00	9.00	9.00	11,991.00	0.08	0.00
101-301.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	20,000.00	1,666.59	1,666.59	18,333.41	8.33	1,666.67
101-301.000-942.000	LEASE- COPIER	0.00	0.00	0.00	0.00	0.00	203.10
101-301.000-977.000	EQUIPMENT	4,000.00	0.00	0.00	4,000.00	0.00	0.00
101-301.000-979.000	CAPITAL OUTLAY	11,550.00	0.00	0.00	11,550.00	0.00	0.00
Total Dept 301.000 - POLICE		747,540.00	57,647.52	57,647.52	689,892.48	7.71	59,673.44
Dept 463.000 - GENERAL STREETS & ROW							
101-463.000-703.000	WAGES	69,200.00	3,117.22	3,117.22	66,082.78	4.50	2,463.06
101-463.000-705.000	WAGES - SEASONAL	8,000.00	202.98	202.98	7,797.02	2.54	1,105.01
101-463.000-708.000	SPECIAL EVENTS WAGES	0.00	58.54	58.54	(58.54)	100.00	0.00
101-463.000-718.000	TRAINING FUNDS	2,500.00	822.50	822.50	1,677.50	32.90	0.00
101-463.000-718.002	MISC TRAVEL EXPENSES-TRAINING	1,250.00	319.68	319.68	930.32	25.57	0.00
101-463.000-719.000	INSURANCE BENEFITS	17,100.00	1,103.10	1,103.10	15,996.90	6.45	1,476.64
101-463.000-720.000	PAYROLL TAXES	5,500.00	258.48	258.48	5,241.52	4.70	298.89
101-463.000-721.000	MERS BENEFITS	8,300.00	403.20	403.20	7,896.80	4.86	263.82
101-463.000-722.000	WORKERS COMPENSATION	2,890.00	678.74	678.74	2,211.26	23.49	648.04
101-463.000-740.000	SUPPLIES	15,000.00	119.62	119.62	14,880.38	0.80	287.30
101-463.000-740.003	BANNERS	1,000.00	0.00	0.00	1,000.00	0.00	0.00
101-463.000-740.004	BENCHES	1,000.00	0.00	0.00	1,000.00	0.00	0.00
101-463.000-750.000	UNIFORMS	4,500.00	0.00	0.00	4,500.00	0.00	16.10
101-463.000-802.000	CONTRACTUAL	30,000.00	653.04	653.04	29,346.96	2.18	0.00
101-463.000-802.003	CONTRACTUAL- REFUSE	5,000.00	275.00	275.00	4,725.00	5.50	475.00
101-463.000-802.007	LANDSCAPING SERVICES	4,000.00	400.00	400.00	3,600.00	10.00	0.00
101-463.000-802.010	CONTRACTUAL FORESTRY	27,500.00	250.00	250.00	27,250.00	0.91	0.00
101-463.000-806.000	CONTRACTUAL ENGINEERING	32,500.00	0.00	0.00	32,500.00	0.00	0.00
101-463.000-851.000	TELEPHONE	9,600.00	312.98	312.98	9,287.02	3.26	550.11
101-463.000-900.000	PRINTING & PUBLISHING	500.00	0.00	0.00	500.00	0.00	0.00
101-463.000-908.000	DUES/FEES/PUBLICATIONS	2,000.00	0.00	0.00	2,000.00	0.00	0.00
101-463.000-922.000	UTILITIES	6,000.00	0.00	0.00	6,000.00	0.00	0.00
101-463.000-925.000	STREET LIGHTS	25,000.00	0.00	0.00	25,000.00	0.00	0.00
101-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL	10,000.00	0.00	0.00	10,000.00	0.00	2,565.00
101-463.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	21,300.00	2,199.83	2,199.83	19,100.17	10.33	0.00
101-463.000-979.000	CAPITAL OUTLAY	61,800.00	0.00	0.00	61,800.00	0.00	0.00
101-463.000-979.011	CAPITAL OUTLAY-DRAINS	35,820.00	0.00	0.00	35,820.00	0.00	0.00
Total Dept 463.000 - GENERAL STREETS & ROW		407,260.00	11,174.91	11,174.91	396,085.09	2.74	10,148.97
Dept 701.000 - PLANNING & ZONING							
101-701.000-702.000	SALARIES	93,600.00	5,335.93	5,335.93	88,264.07	5.70	5,4
101-701.000-703.000	WAGES	5,400.00	0.00	0.00	5,400.00	0.00	94

PERIOD ENDING 07/31/2023

Item 11B.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED	YTD BALANCE
		AMENDED BUDGET	07/31/2023 NORM (ABNORM)	MONTH 07/31/23 INCR (DECR)	BALANCE NORM (ABNORM)		07/31/2022 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
101-701.000-718.000	TRAINING FUNDS	5,500.00	640.00	640.00	4,860.00	11.64	0.00
101-701.000-718.002	MISC TRAVEL EXPENSES-TRAINING	1,250.00	0.00	0.00	1,250.00	0.00	0.00
101-701.000-719.000	INSURANCE BENEFITS	18,700.00	1,446.18	1,446.18	17,253.82	7.73	1,341.40
101-701.000-720.000	PAYROLL TAXES	7,400.00	409.85	409.85	6,990.15	5.54	413.27
101-701.000-721.000	MERS BENEFITS	14,700.00	838.12	838.12	13,861.88	5.70	1,059.47
101-701.000-722.000	WORKERS COMPENSATION	240.00	56.42	56.42	183.58	23.51	42.73
101-701.000-740.000	SUPPLIES	2,000.00	7.99	7.99	1,992.01	0.40	99.99
101-701.000-801.000	CONTRACTUAL ATTORNEY	29,000.00	0.00	0.00	29,000.00	0.00	0.00
101-701.000-802.000	CONTRACTUAL	9,500.00	625.00	625.00	8,875.00	6.58	250.00
101-701.000-803.000	CONTRACTUAL CONSULTANT	107,500.00	0.00	0.00	107,500.00	0.00	0.00
101-701.000-804.000	CONTRACTUAL BUILDING INSPECTIO	65,000.00	0.00	0.00	65,000.00	0.00	0.00
101-701.000-806.000	CONTRACTUAL ENGINEERING	55,000.00	0.00	0.00	55,000.00	0.00	0.00
101-701.000-806.006	WEBSITE	1,000.00	0.00	0.00	1,000.00	0.00	0.00
101-701.000-812.000	RECORDING CLERK	200.00	0.00	0.00	200.00	0.00	0.00
101-701.000-851.000	TELEPHONE	720.00	0.00	0.00	720.00	0.00	43.86
101-701.000-861.000	MILEAGE REIMBURSEMENT	250.00	0.00	0.00	250.00	0.00	0.00
101-701.000-900.000	PRINTING & PUBLISHING	5,000.00	0.00	0.00	5,000.00	0.00	0.00
101-701.000-901.000	POSTAGE	250.00	0.00	0.00	250.00	0.00	0.00
101-701.000-908.000	DUES/FEES/PUBLICATIONS	450.00	0.00	0.00	450.00	0.00	30.00
Total Dept 701.000 - PLANNING & ZONING		422,660.00	9,359.49	9,359.49	413,300.51	2.21	8,697.64
Dept 751.000 - PARKS & RECREATION							
101-751.000-703.000	WAGES	34,900.00	2,283.81	2,283.81	32,616.19	6.54	2,707.83
101-751.000-705.000	WAGES - SEASONAL	8,000.00	1,066.96	1,066.96	6,933.04	13.34	630.70
101-751.000-719.000	INSURANCE BENEFITS	6,600.00	731.58	731.58	5,868.42	11.08	883.33
101-751.000-720.000	PAYROLL TAXES	3,300.00	271.16	271.16	3,028.84	8.22	270.53
101-751.000-721.000	MERS BENEFITS	4,300.00	267.81	267.81	4,032.19	6.23	284.81
101-751.000-722.000	WORKERS COMPENSATION	635.00	148.75	148.75	486.25	23.43	180.00
101-751.000-740.000	SUPPLIES	13,000.00	270.86	270.86	12,729.14	2.08	182.04
101-751.000-802.000	CONTRACTUAL	15,500.00	1,060.00	1,060.00	14,440.00	6.84	1,323.50
101-751.000-802.007	LANDSCAPING SERVICES	3,750.00	0.00	0.00	3,750.00	0.00	0.00
101-751.000-809.000	SAUGATUCK TWP CEMETERY MAINT	7,950.00	0.00	0.00	7,950.00	0.00	0.00
101-751.000-922.000	UTILITIES	15,000.00	34.62	34.62	14,965.38	0.23	33.93
101-751.000-930.000	REPAIRS & MAINTENANCE: GENERAL	5,500.00	113.94	113.94	5,386.06	2.07	1,370.54
101-751.000-930.006	UNIONS REPAIRS AND MAINT	2,000.00	0.00	0.00	2,000.00	0.00	0.00
101-751.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	28,000.00	2,543.17	2,543.17	25,456.83	9.08	0.00
101-751.000-958.000	MISCELLANEOUS	2,000.00	0.00	0.00	2,000.00	0.00	0.00
101-751.000-977.000	EQUIPMENT	7,000.00	0.00	0.00	7,000.00	0.00	116.86
101-751.000-979.000	CAPITAL OUTLAY	51,700.00	1,000.00	1,000.00	50,700.00	1.93	509.32
Total Dept 751.000 - PARKS & RECREATION		209,135.00	9,792.66	9,792.66	199,342.34	4.68	8,493.39
Dept 802.000 - COMMUNITY PROMOTIONS							
101-802.000-958.000	MISCELLANEOUS	22,500.00	154.95	154.95	22,345.05	0.69	4,000.00
Total Dept 802.000 - COMMUNITY PROMOTIONS		22,500.00	154.95	154.95	22,345.05	0.69	4,000.00
Dept 850.000 - INSURANCE & BONDS							
101-850.000-814.000	INSURANCE (LIABILITY/AUTO)	43,000.00	40,531.00	40,531.00	2,469.00	94.26	37,342.65
Total Dept 850.000 - INSURANCE & BONDS		43,000.00	40,531.00	40,531.00	2,469.00	94.26	37,342.65

Item 11B.

PERIOD ENDING 07/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	07/31/2023 NORM (ABNORM)	MONTH 07/31/23 INCR (DECR)	BALANCE NORM (ABNORM)		07/31/2022 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
Dept 966.000 - TRANSFERS OUT							
101-966.000-995.202	TRANSFER OUT MAJOR ST	110,000.00	0.00	0.00	110,000.00	0.00	0.00
101-966.000-995.203	TRANSFER OUT LOCAL ST	175,000.00	0.00	0.00	175,000.00	0.00	0.00
101-966.000-995.243	TRANSFER OUT BROWNFIELD	150,000.00	0.00	0.00	150,000.00	0.00	0.00
101-966.000-995.245	TRANSFER OUT TRI-COMMUNITY HARBOR AUTH	7,000.00	0.00	0.00	7,000.00	0.00	0.00
101-966.000-995.450	TRANSFER OUT WATER/SEWER FUND	50,000.00	0.00	0.00	50,000.00	0.00	0.00
101-966.000-995.594	TRANSFER OUT DOUGLAS MARINA	100,000.00	0.00	0.00	100,000.00	0.00	0.00
Total Dept 966.000 - TRANSFERS OUT		592,000.00	0.00	0.00	592,000.00	0.00	0.00
TOTAL EXPENDITURES		3,325,423.00	185,234.11	185,234.11	3,140,188.89	5.57	169,064.22
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		3,603,224.00	335,810.58	335,810.58	3,267,413.42	9.32	238,107.34
TOTAL EXPENDITURES		3,325,423.00	185,234.11	185,234.11	3,140,188.89	5.57	169,064.22
NET OF REVENUES & EXPENDITURES		277,801.00	150,576.47	150,576.47	127,224.53	54.20	69,043.12

PERIOD ENDING 07/31/2023

Item 11B.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	07/31/2023 NORM (ABNORM)	MONTH 07/31/23 INCR (DECR)	BALANCE NORM (ABNORM)		07/31/2022 NORM (ABNORM)
Fund 202 - MAJOR STREET FUND							
Revenues							
Dept 000.000							
202-000.000-546.000	STATE GRANT: ACT 51	190,100.00	0.00	0.00	190,100.00	0.00	(14,518.83)
202-000.000-546.001	SNOW REMOVAL	40,000.00	0.00	0.00	40,000.00	0.00	0.00
202-000.000-699.101	TRANSFER IN - GENERAL FUND	110,000.00	0.00	0.00	110,000.00	0.00	0.00
Total Dept 000.000		340,100.00	0.00	0.00	340,100.00	0.00	(14,518.83)
TOTAL REVENUES		340,100.00	0.00	0.00	340,100.00	0.00	(14,518.83)
Expenditures							
Dept 463.000 - GENERAL STREETS & ROW							
202-463.000-703.000	WAGES	80,200.00	3,095.86	3,095.86	77,104.14	3.86	6,851.27
202-463.000-719.000	INSURANCE BENEFITS	15,200.00	848.70	848.70	14,351.30	5.58	2,517.95
202-463.000-720.000	PAYROLL TAXES	6,400.00	234.14	234.14	6,165.86	3.66	524.13
202-463.000-721.000	MERS BENEFITS	9,900.00	397.91	397.91	9,502.09	4.02	986.65
202-463.000-722.000	WORKERS COMPENSATION	2,520.00	591.89	591.89	1,928.11	23.49	384.17
202-463.000-740.000	SUPPLIES	1,500.00	0.00	0.00	1,500.00	0.00	0.00
202-463.000-746.000	TRAFFIC SIGNS & SERVICES	5,000.00	155.12	155.12	4,844.88	3.10	0.00
202-463.000-802.000	CONTRACTUAL	29,000.00	0.00	0.00	29,000.00	0.00	0.00
202-463.000-806.000	CONTRACTUAL ENGINEERING	13,500.00	0.00	0.00	13,500.00	0.00	0.00
202-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL	40,000.00	0.00	0.00	40,000.00	0.00	0.00
202-463.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	48,000.00	2,617.81	2,617.81	45,382.19	5.45	0.00
202-463.000-979.000	CAPITAL OUTLAY	38,525.00	0.00	0.00	38,525.00	0.00	0.00
Total Dept 463.000 - GENERAL STREETS & ROW		289,745.00	7,941.43	7,941.43	281,803.57	2.74	11,264.17
Dept 464.000 - GENERAL STREETS WINTER & ROW							
202-464.000-703.000	WAGES	27,900.00	491.56	491.56	27,408.44	1.76	239.89
202-464.000-719.000	INSURANCE BENEFITS	5,300.00	99.21	99.21	5,200.79	1.87	0.00
202-464.000-720.000	PAYROLL TAXES	2,300.00	37.14	37.14	2,262.86	1.61	18.37
202-464.000-721.000	MERS BENEFITS	3,500.00	53.04	53.04	3,446.96	1.52	27.44
202-464.000-722.000	WORKERS COMPENSATION	970.00	227.03	227.03	742.97	23.41	177.70
202-464.000-740.001	SNOW AND ICE REMOVAL SUPPLIES	15,000.00	0.00	0.00	15,000.00	0.00	0.00
202-464.000-802.002	CONTRACTUAL-SIDEWALK PLOWING	30,000.00	0.00	0.00	30,000.00	0.00	0.00
202-464.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	15,500.00	483.82	483.82	15,016.18	3.12	0.00
Total Dept 464.000 - GENERAL STREETS WINTER & ROW		100,470.00	1,391.80	1,391.80	99,078.20	1.39	463.40
TOTAL EXPENDITURES		390,215.00	9,333.23	9,333.23	380,881.77	2.39	11,727.57
Fund 202 - MAJOR STREET FUND:							
TOTAL REVENUES		340,100.00	0.00	0.00	340,100.00	0.00	(14,518.83)
TOTAL EXPENDITURES		390,215.00	9,333.23	9,333.23	380,881.77	2.39	11,727.57
NET OF REVENUES & EXPENDITURES		(50,115.00)	(9,333.23)	(9,333.23)	(40,781.77)	18.62	(26,246.40)

PERIOD ENDING 07/31/2023

Item 11B.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	07/31/2023 NORM (ABNORM)	MONTH 07/31/23 INCR (DECR)	BALANCE NORM (ABNORM)		07/31/2022 NORM (ABNORM)
Fund 203 - LOCAL STREETS FUND							
Revenues							
Dept 000.000							
203-000.000-546.000	STATE GRANT: ACT 51	79,950.00	0.00	0.00	79,950.00	0.00	(6,106.21)
203-000.000-546.001	SNOW REMOVAL	18,000.00	0.00	0.00	18,000.00	0.00	0.00
203-000.000-699.203	TRANSFER IN-LOCAL ST	175,000.00	0.00	0.00	175,000.00	0.00	0.00
Total Dept 000.000		272,950.00	0.00	0.00	272,950.00	0.00	(6,106.21)
TOTAL REVENUES		272,950.00	0.00	0.00	272,950.00	0.00	(6,106.21)
Expenditures							
Dept 463.000 - GENERAL STREETS & ROW							
203-463.000-703.000	WAGES	87,200.00	3,027.79	3,027.79	84,172.21	3.47	7,503.12
203-463.000-719.000	INSURANCE BENEFITS	16,500.00	849.48	849.48	15,650.52	5.15	2,384.56
203-463.000-720.000	PAYROLL TAXES	7,000.00	229.01	229.01	6,770.99	3.27	573.94
203-463.000-721.000	MERS BENEFITS	10,700.00	400.30	400.30	10,299.70	3.74	1,052.72
203-463.000-722.000	WORKERS COMPENSATION	2,415.00	567.56	567.56	1,847.44	23.50	381.37
203-463.000-740.000	SUPPLIES	750.00	0.00	0.00	750.00	0.00	0.00
203-463.000-746.000	TRAFFIC SIGNS & SERVICES	5,000.00	0.00	0.00	5,000.00	0.00	0.00
203-463.000-802.000	CONTRACTUAL	25,000.00	0.00	0.00	25,000.00	0.00	0.00
203-463.000-806.000	CONTRACTUAL ENGINEERING	14,000.00	0.00	0.00	14,000.00	0.00	0.00
203-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL	22,000.00	0.00	0.00	22,000.00	0.00	0.00
203-463.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	42,300.00	1,957.14	1,957.14	40,342.86	4.63	0.00
203-463.000-979.000	CAPITAL OUTLAY	23,025.00	0.00	0.00	23,025.00	0.00	(22,228.25)
Total Dept 463.000 - GENERAL STREETS & ROW		255,890.00	7,031.28	7,031.28	248,858.72	2.75	(10,332.54)
Dept 464.000 - GENERAL STREETS WINTER & ROW							
203-464.000-703.000	WAGES	21,000.00	99.08	99.08	20,900.92	0.47	159.95
203-464.000-719.000	INSURANCE BENEFITS	4,000.00	10.60	10.60	3,989.40	0.27	0.00
203-464.000-720.000	PAYROLL TAXES	1,700.00	7.48	7.48	1,692.52	0.44	12.26
203-464.000-721.000	MERS BENEFITS	2,600.00	10.69	10.69	2,589.31	0.41	18.33
203-464.000-722.000	WORKERS COMPENSATION	695.00	162.82	162.82	532.18	23.43	124.13
203-464.000-740.000	SUPPLIES	300.00	0.00	0.00	300.00	0.00	0.00
203-464.000-740.001	SNOW AND ICE REMOVAL SUPPLIES	12,500.00	0.00	0.00	12,500.00	0.00	0.00
203-464.000-802.002	CONTRACTUAL-SIDEWALK PLOWING	25,000.00	0.00	0.00	25,000.00	0.00	0.00
203-464.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	12,800.00	56.62	56.62	12,743.38	0.44	0.00
Total Dept 464.000 - GENERAL STREETS WINTER & ROW		80,595.00	347.29	347.29	80,247.71	0.43	314.67
TOTAL EXPENDITURES		336,485.00	7,378.57	7,378.57	329,106.43	2.19	(10,017.87)
Fund 203 - LOCAL STREETS FUND:							
TOTAL REVENUES		272,950.00	0.00	0.00	272,950.00	0.00	(6,106.21)
TOTAL EXPENDITURES		336,485.00	7,378.57	7,378.57	329,106.43	2.19	(10,017.87)
NET OF REVENUES & EXPENDITURES		(63,535.00)	(7,378.57)	(7,378.57)	(56,156.43)	11.61	3,911.66

Item 11B.

PERIOD ENDING 07/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	07/31/2023 NORM (ABNORM)	MONTH 07/31/23 INCR (DECR)	BALANCE NORM (ABNORM)		07/31/2022 NORM (ABNORM)
Fund 213 - SCHULTZ PARK LAUNCH RAMP							
Revenues							
Dept 000.000							
213-000.000-651.000	LAUNCH FEES	25,100.00	7,558.73	7,558.73	17,541.27	30.11	4,769.00
Total Dept 000.000		25,100.00	7,558.73	7,558.73	17,541.27	30.11	4,769.00
TOTAL REVENUES		25,100.00	7,558.73	7,558.73	17,541.27	30.11	4,769.00
Expenditures							
Dept 753.000 - LAUNCH RAMPS							
213-753.000-922.000	UTILITIES	800.00	0.00	0.00	800.00	0.00	0.00
213-753.000-930.000	REPAIRS & MAINTENANCE: GENERAL	2,000.00	0.00	0.00	2,000.00	0.00	0.00
213-753.000-958.000	MISCELLANEOUS	2,000.00	105.00	105.00	1,895.00	5.25	100.00
Total Dept 753.000 - LAUNCH RAMPS		4,800.00	105.00	105.00	4,695.00	2.19	100.00
Dept 966.000 - TRANSFERS OUT							
213-966.000-995.101	TRANSFER OUT GF	23,250.00	0.00	0.00	23,250.00	0.00	0.00
Total Dept 966.000 - TRANSFERS OUT		23,250.00	0.00	0.00	23,250.00	0.00	0.00
TOTAL EXPENDITURES		28,050.00	105.00	105.00	27,945.00	0.37	100.00
Fund 213 - SCHULTZ PARK LAUNCH RAMP:							
TOTAL REVENUES		25,100.00	7,558.73	7,558.73	17,541.27	30.11	4,769.00
TOTAL EXPENDITURES		28,050.00	105.00	105.00	27,945.00	0.37	100.00
NET OF REVENUES & EXPENDITURES		(2,950.00)	7,453.73	7,453.73	(10,403.73)	252.67	4,669.00

Item 11B.

PERIOD ENDING 07/31/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 07/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 07/31/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 07/31/2022 NORM (ABNORM)
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND							
Revenues							
Dept 000.000							
243-000.000-699.101	TRANSFER IN - GENERAL FUND	150,000.00	0.00	0.00	150,000.00	0.00	0.00
Total Dept 000.000		150,000.00	0.00	0.00	150,000.00	0.00	0.00
TOTAL REVENUES		150,000.00	0.00	0.00	150,000.00	0.00	0.00
Expenditures							
Dept 000.000							
243-000.000-802.243	BLIGHT REMOVAL	150,000.00	0.00	0.00	150,000.00	0.00	0.00
Total Dept 000.000		150,000.00	0.00	0.00	150,000.00	0.00	0.00
TOTAL EXPENDITURES		150,000.00	0.00	0.00	150,000.00	0.00	0.00
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Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:							
TOTAL REVENUES		150,000.00	0.00	0.00	150,000.00	0.00	0.00
TOTAL EXPENDITURES		150,000.00	0.00	0.00	150,000.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00

Item 11B.

PERIOD ENDING 07/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	07/31/2023 NORM (ABNORM)	MONTH 07/31/23 INCR (DECR)	BALANCE NORM (ABNORM)		07/31/2022 NORM (ABNORM)
Fund 245 - TRI-COMMUNITY HARBOR AUTHORITY							
Revenues							
Dept 000.000							
245-000.000-626.002	SAUGATUCK CONTRIBUTION	7,000.00	0.00	0.00	7,000.00	0.00	0.00
245-000.000-699.245	TRANSFER IN TRI-HARBOR AUTHORITY	7,000.00	0.00	0.00	7,000.00	0.00	0.00
Total Dept 000.000		14,000.00	0.00	0.00	14,000.00	0.00	0.00
TOTAL REVENUES		14,000.00	0.00	0.00	14,000.00	0.00	0.00
Expenditures							
Dept 754.000 - HARBOR							
245-754.000-812.000	RECORDING CLERK	1,000.00	0.00	0.00	1,000.00	0.00	0.00
245-754.000-979.000	CAPITAL OUTLAY	14,000.00	0.00	0.00	14,000.00	0.00	0.00
Total Dept 754.000 - HARBOR		15,000.00	0.00	0.00	15,000.00	0.00	0.00
TOTAL EXPENDITURES		15,000.00	0.00	0.00	15,000.00	0.00	0.00
Fund 245 - TRI-COMMUNITY HARBOR AUTHORITY:							
TOTAL REVENUES		14,000.00	0.00	0.00	14,000.00	0.00	0.00
TOTAL EXPENDITURES		15,000.00	0.00	0.00	15,000.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		(1,000.00)	0.00	0.00	(1,000.00)	0.00	0.00

Item 11B.

PERIOD ENDING 07/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	07/31/2023 NORM (ABNORM)	MONTH 07/31/23 INCR (DECR)	BALANCE NORM (ABNORM)		07/31/2022 NORM (ABNORM)
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000.000							
248-000.000-417.000	TAX INCREMENT RECAPTURE	49,942.00	8,580.08	8,580.08	41,361.92	17.18	9,367.14
248-000.000-675.000	OTHER REVENUE	0.00	140.00	140.00	(140.00)	100.00	0.00
Total Dept 000.000		49,942.00	8,720.08	8,720.08	41,221.92	17.46	9,367.14
TOTAL REVENUES		49,942.00	8,720.08	8,720.08	41,221.92	17.46	9,367.14
Expenditures							
Dept 728.000 - DOWNTOWN DEVELOPMENT AUTHORITY							
248-728.000-703.001	DDA ADMINISTRATION	7,800.00	650.00	650.00	7,150.00	8.33	650.00
248-728.000-718.000	TRAINING FUNDS	1,000.00	0.00	0.00	1,000.00	0.00	0.00
248-728.000-802.000	CONTRACTUAL	3,000.00	0.00	0.00	3,000.00	0.00	0.00
248-728.000-806.000	CONTRACTUAL ENGINEERING	0.00	0.00	0.00	0.00	0.00	421.00
248-728.000-880.000	COMMUNITY PROMOTION	16,000.00	0.00	0.00	16,000.00	0.00	73.50
248-728.000-979.000	CAPITAL OUTLAY	42,000.00	0.00	0.00	42,000.00	0.00	0.00
Total Dept 728.000 - DOWNTOWN DEVELOPMENT AUTHORITY		69,800.00	650.00	650.00	69,150.00	0.93	1,144.50
TOTAL EXPENDITURES		69,800.00	650.00	650.00	69,150.00	0.93	1,144.50
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		49,942.00	8,720.08	8,720.08	41,221.92	17.46	9,367.14
TOTAL EXPENDITURES		69,800.00	650.00	650.00	69,150.00	0.93	1,144.50
NET OF REVENUES & EXPENDITURES		(19,858.00)	8,070.08	8,070.08	(27,928.08)	40.64	8,222.64

Item 11B.

PERIOD ENDING 07/31/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 07/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 07/31/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 07/31/2022 NORM (ABNORM)
Fund 403 - BLUE STAR CORRIDOR IMPROVEMENT FUND							
Revenues							
Dept 000.000							
403-000.000-439.000	MRE TAX	103,000.00	0.00	0.00	103,000.00	0.00	0.00
Total Dept 000.000		103,000.00	0.00	0.00	103,000.00	0.00	0.00
TOTAL REVENUES		103,000.00	0.00	0.00	103,000.00	0.00	0.00
Expenditures							
Dept 463.000 - GENERAL STREETS & ROW							
403-463.000-979.000	CAPITAL OUTLAY	50,000.00	0.00	0.00	50,000.00	0.00	0.00
Total Dept 463.000 - GENERAL STREETS & ROW		50,000.00	0.00	0.00	50,000.00	0.00	0.00
TOTAL EXPENDITURES		50,000.00	0.00	0.00	50,000.00	0.00	0.00
Fund 403 - BLUE STAR CORRIDOR IMPROVEMENT FUND:							
TOTAL REVENUES		103,000.00	0.00	0.00	103,000.00	0.00	0.00
TOTAL EXPENDITURES		50,000.00	0.00	0.00	50,000.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		53,000.00	0.00	0.00	53,000.00	0.00	0.00

PERIOD ENDING 07/31/2023

Item 11B.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	07/31/2023 NORM (ABNORM)	MONTH 07/31/23 INCR (DECR)	BALANCE NORM (ABNORM)		07/31/2022 NORM (ABNORM)
Fund 450 - WATER SEWER FUND							
Revenues							
Dept 000.000							
450-000.000-602.000	CONNECTION FEES, WATER	30,000.00	6,000.00	6,000.00	24,000.00	20.00	10,000.00
450-000.000-602.001	CONNECTION FEES, SEWER	35,000.00	7,500.00	7,500.00	27,500.00	21.43	12,500.00
450-000.000-679.001	REIMBURSE FROM STATE	329,687.00	0.00	0.00	329,687.00	0.00	0.00
450-000.000-699.101	TRANSFER IN - GENERAL FUND	50,000.00	0.00	0.00	50,000.00	0.00	0.00
Total Dept 000.000		444,687.00	13,500.00	13,500.00	431,187.00	3.04	22,500.00
TOTAL REVENUES		444,687.00	13,500.00	13,500.00	431,187.00	3.04	22,500.00
Expenditures							
Dept 000.000							
450-000.000-703.000	WAGES	0.00	2,183.39	2,183.39	(2,183.39)	100.00	0.00
450-000.000-719.000	INSURANCE BENEFITS	0.00	705.94	705.94	(705.94)	100.00	0.00
450-000.000-720.000	PAYROLL TAXES	0.00	165.11	165.11	(165.11)	100.00	0.00
450-000.000-721.000	MERS BENEFITS	0.00	240.62	240.62	(240.62)	100.00	0.00
450-000.000-721.001	457 CONTRIBUTION	0.00	13.62	13.62	(13.62)	100.00	0.00
450-000.000-806.000	CONTRACTUAL ENGINEERING	20,000.00	0.00	0.00	20,000.00	0.00	0.00
450-000.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	0.00	1,080.27	1,080.27	(1,080.27)	100.00	0.00
450-000.000-974.000	CONSTRUCTION	547,359.00	0.00	0.00	547,359.00	0.00	0.00
Total Dept 000.000		567,359.00	4,388.95	4,388.95	562,970.05	0.77	0.00
TOTAL EXPENDITURES		567,359.00	4,388.95	4,388.95	562,970.05	0.77	0.00
Fund 450 - WATER SEWER FUND:							
TOTAL REVENUES		444,687.00	13,500.00	13,500.00	431,187.00	3.04	22,500.00
TOTAL EXPENDITURES		567,359.00	4,388.95	4,388.95	562,970.05	0.77	0.00
NET OF REVENUES & EXPENDITURES		(122,672.00)	9,111.05	9,111.05	(131,783.05)	7.43	22,500.00

PERIOD ENDING 07/31/2023

Item 11B.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	07/31/2023 NORM (ABNORM)	MONTH 07/31/23 INCR (DECR)	BALANCE NORM (ABNORM)		07/31/2022 NORM (ABNORM)
Fund 594 - DOUGLAS MARINA							
Revenues							
Dept 000.000							
594-000.000-654.000	SEASONAL SLIP FEES	26,000.00	0.00	0.00	26,000.00	0.00	275.00
594-000.000-654.001	TRANSIENT SLIP	0.00	850.00	850.00	(850.00)	100.00	0.00
594-000.000-667.001	WADE'S BAYOU PARK RENTAL	7,000.00	3,042.20	3,042.20	3,957.80	43.46	0.00
594-000.000-699.101	TRANSFER IN - GENERAL FUND	100,000.00	0.00	0.00	100,000.00	0.00	0.00
Total Dept 000.000		133,000.00	3,892.20	3,892.20	129,107.80	2.93	275.00
TOTAL REVENUES		133,000.00	3,892.20	3,892.20	129,107.80	2.93	275.00
Expenditures							
Dept 597.000 - POINT PLEASANT							
594-597.000-802.000	CONTRACTUAL	3,500.00	180.00	180.00	3,320.00	5.14	0.00
594-597.000-820.000	MARINA OPERATIONS	15,000.00	437.93	437.93	14,562.07	2.92	175.00
594-597.000-922.000	UTILITIES	5,000.00	0.00	0.00	5,000.00	0.00	0.00
594-597.000-979.000	CAPITAL OUTLAY	41,150.00	0.00	0.00	41,150.00	0.00	0.00
Total Dept 597.000 - POINT PLEASANT		64,650.00	617.93	617.93	64,032.07	0.96	175.00
Dept 597.001 - WADES BAYOU							
594-597.001-930.000	REPAIRS & MAINTENANCE: GENERAL	6,000.00	272.00	272.00	5,728.00	4.53	483.06
Total Dept 597.001 - WADES BAYOU		6,000.00	272.00	272.00	5,728.00	4.53	483.06
Dept 597.002 - DOUGLAS HARBOR AUTHORITY							
594-597.002-740.000	SUPPLIES	4,000.00	0.00	0.00	4,000.00	0.00	0.00
594-597.002-802.000	CONTRACTUAL	75,600.00	0.00	0.00	75,600.00	0.00	375.00
594-597.002-812.000	RECORDING CLERK	600.00	0.00	0.00	600.00	0.00	0.00
Total Dept 597.002 - DOUGLAS HARBOR AUTHORITY		80,200.00	0.00	0.00	80,200.00	0.00	375.00
TOTAL EXPENDITURES		150,850.00	889.93	889.93	149,960.07	0.59	1,033.06
Fund 594 - DOUGLAS MARINA:							
TOTAL REVENUES		133,000.00	3,892.20	3,892.20	129,107.80	2.93	275.00
TOTAL EXPENDITURES		150,850.00	889.93	889.93	149,960.07	0.59	1,033.06
NET OF REVENUES & EXPENDITURES		(17,850.00)	3,002.27	3,002.27	(20,852.27)	16.82	(758.06)

PERIOD ENDING 07/31/2023

Item 11B.

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 07/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 07/31/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 07/31/2022 NORM (ABNORM)
Fund 660 - EQUIPMENT RENTAL FUND							
Revenues							
Dept 000.000							
660-000.000-676.000	EQUIPMENT CHARGES - NON DPW	27,594.00	1,666.59	1,666.59	25,927.41	6.04	3,843.00
660-000.000-676.001	EQUIPMENT CHARGES -DPW	175,300.00	13,677.97	13,677.97	161,622.03	7.80	1,666.67
Total Dept 000.000		202,894.00	15,344.56	15,344.56	187,549.44	7.56	5,509.67
TOTAL REVENUES		202,894.00	15,344.56	15,344.56	187,549.44	7.56	5,509.67
Expenditures							
Dept 262.000 - ELECTION							
660-262.000-979.000	CAPITAL OUTLAY	12,000.00	0.00	0.00	12,000.00	0.00	0.00
Total Dept 262.000 - ELECTION		12,000.00	0.00	0.00	12,000.00	0.00	0.00
Dept 902.000 - DPW EQUIPMENT PURCHASES							
660-902.000-979.000	CAPITAL OUTLAY	142,500.00	117,650.00	117,650.00	24,850.00	82.56	0.00
Total Dept 902.000 - DPW EQUIPMENT PURCHASES		142,500.00	117,650.00	117,650.00	24,850.00	82.56	0.00
Dept 903.000 - EQUIP. REPAIRS & MAINTENANCE							
660-903.000-860.000	GAS & OIL	30,000.00	0.00	0.00	30,000.00	0.00	0.00
660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS	70,000.00	(2,344.99)	(2,344.99)	72,344.99	(3.35)	716.80
Total Dept 903.000 - EQUIP. REPAIRS & MAINTENANCE		100,000.00	(2,344.99)	(2,344.99)	102,344.99	(2.34)	716.80
TOTAL EXPENDITURES		254,500.00	115,305.01	115,305.01	139,194.99	45.31	716.80
Fund 660 - EQUIPMENT RENTAL FUND:							
TOTAL REVENUES		202,894.00	15,344.56	15,344.56	187,549.44	7.56	5,509.67
TOTAL EXPENDITURES		254,500.00	115,305.01	115,305.01	139,194.99	45.31	716.80
NET OF REVENUES & EXPENDITURES		(51,606.00)	(99,960.45)	(99,960.45)	48,354.45	193.70	4,792.87
TOTAL REVENUES - ALL FUNDS							
		5,338,897.00	384,826.15	384,826.15	4,954,070.85	7.21	259,903.11
TOTAL EXPENDITURES - ALL FUNDS							
		5,337,682.00	323,284.80	323,284.80	5,014,397.20	6.06	173,768.28
NET OF REVENUES & EXPENDITURES		1,215.00	61,541.35	61,541.35	(60,326.35)	5,065.13	86,134.83