



**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, DECEMBER 05, 2022 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/84770931534>

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

8477 093 1534

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. CONSENT CALENDAR**
 - A. Approve December 5, 2022 Agenda**
 - B. Approve the November 21, 2022 Closed Session Minutes**
 - C. Approve the November 21, 2022 Meeting Minutes**
 - D. Approve Invoices in the amount of \$51,527.19**
 - E. Appointment of Cathy North to the Saugatuck Twp. Fire Board**

Motion to approve the Consent Agenda for December 5, 2022. - roll call vote

- 5. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES)**
- 6. PUBLIC COMMUNICATION - WRITTEN**
- 7. UNFINISHED BUSINESS**
- 8. NEW BUSINESS**

A. Resolution 40-2022 - Appoint Interim Director of Public Works

Motion to adopt Resolution 40-2022 and appoint Mr. Ricky Zoet as the Director of Public Works on an interim basis for the City of the Village of Douglas. - roll call

B. Closed Session

Motion to enter into closed session per MCL15.2668 Sect. 8(h), to consider Attorney opinion. - roll call vote

9. REPORTS

A. Commission/Committee/Boards

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

B. Staff Written Reports

1. City Manager

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

11. COUNCIL COMMENTS

12. MAYOR’S REPORT/COMMENTS

13. ADJOURNMENT

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



**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, NOVEMBER 21, 2022, AT 7:00 PM
86 W CENTER ST., DOUGLAS MI**

MINUTES

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/85931396682>

Join by phone by dialing: +1 (312) 626-6799 | Then enter "Meeting ID": 8593 139 6682

1. **CALL TO ORDER** - By Mayor Donovan at 7:00 pm
2. **ROLL CALL** – Present – Naumann, North, O’Malley, Seabert, Walker, Donovan
Absent – Toepper
Also Present – City Manager LaBombard, City Clerk Aalderink, Deputy Clerk Kasper
3. **PLEDGE OF ALLEGIANCE** - Led by Mayor
4. **Election of Officers**
Vote Mayor – Jerome Donovan voted by unanimous vote.
Vote Mayor Pro-Tem – Cathy North voted by unanimous vote.
5. **CONSENT CALENDAR**
 - A. November 21, 2022, Agenda
 - B. November 7, 2022, Meeting Minutes
 - C. Approve Invoices in the amount of \$151,703.12
 - D. 2023 Council Meeting Schedule
 - E. *Open Douglas Harbor Authority seat
*Open Kalamazoo Lake Harbor Authority seat
*Open Fire Board Representative seat – Appoint Cathy North

Motion to approve the November 21, 2022, Consent Agenda as amended adding agenda item Sect. 8 (a) to Closed Session. - roll call vote

Motion by Naumann, Second by Seabert

Voting Yea: North, O’Malley, Walker, Donovan

Motion carried by roll call vote.

6. **PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES)**

Dan Urquhart, 119 Chestnut Lane, KLSWA Representative – Spoke about the purchase of a back truck, will probably be ordered in the next 60 days, expected to receive in 2024. Also, a sampling of sludge ponds will be taken.

7. PUBLIC COMMUNICATION - WRITTEN - No written communication

8. UNFINISHED BUSINESS – No unfinished business.

9. NEW BUSINESS

A. Resolution 38-2022 Michigan Spark Grant Application

Motion to approve Resolution 38-2022 Approving the submission of the Michigan Spark Grant Application for the Michigan Department Natural Resources. - roll call vote

Motion by Naumann, Support by Seabert

Voting Yea: North, O'Malley, Walker, Donovan

Motion carried by roll call vote

B. 749 Golfview Dr. Well Request

Motion to approve the well to be constructed on the parcel located at 749 Golfview Drive, subject to the approval of the ACHD, and based on the finding that the well is only for irrigation purposes and to fill the man-made pond on the property. - roll call vote

The City Manager gave a synopsis of the procedural process and EGLE to approve. Owner Mr. Smith addressed council questions regarding interference with anything else, and the shallow well will only be used to fill the man-made pond and will not be used for watering.

Motion by Seabert, Support by North

Voting Yea: Naumann, O'Malley, Walker, Donovan

Motion carried by roll call vote

10. REPORTS

A. Commission/Committee/Boards

1. Planning Commission – No meeting for this month, will have items on next agenda

2. Kalamazoo Lake Sewer Water

3. Downtown Development Authority – Meeting on November 23. 2022

4. Kalamazoo Lake Harbor Authority – Meeting canceled

5. Douglas Harbor Authority – Meeting Canceled

6. Douglas Brownfield Authority – No report

7. Fire Board – No report

8. Community Recreation – Seabert reports inquiries about adult programs. Mentioned Hiking club

meets Monday mornings, Adult Fitness and Yoga class meet for free at Blue Star Gym, Pickleball

classes meet indoors at school, and Adult Basketball group meets on Sunday nights till March. All paid through mileages. Information can be found on their Facebook page.

9. Recycle Committee – North stated the group is over.

10. Tri-Community Bike Trail Group – Donovan Stated the group is done.

11. Playground Committee – Fundraising, Spark Grant

B. Staff Reports

Councilmember North appreciates the detailed written reports.

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

Mr. Smith – Member of Saugatuck Wild Hearts questioned if Douglas will have a letter of support for the group. Donovan questioned if he was aware that the Army Corps of Engineers ruled against the marina project.

12. COUNCIL COMMENTS

Seabert- Congratulations to new members and Mayor/Pro Tem, thanks for voting him back on city council, mentioned upcoming tree lighting event.

Naumann- Congratulations to new members and Mayor/Pro-Tem

Walker – Thanks for having me

North – Great job DPW with recent snow cleanup

O'Malley – Thanks for having me, spent weekend going over all the information

13. MAYOR'S REPORT/COMMENTS

Wonderful job on the election, and Happy Thanksgiving.

14. Closed Session

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

Motion by Seabert, Support by North

Voting Yea: Naumann, O'Malley, Walker, Donovan

Motion carried by roll call vote

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

Motion to engage Taft for cost recovery regarding 200 Bluestar. – roll call vote

Motion by Seabert, support by North

Voting Yea: Naumann, O'Malley, Walker, Donovan

Motion carried by roll call vote

Motion to accept recommendation of the City Manager to separate employment with Mr. Matt Vogel. -roll call vote

Motion by Seabert, support by Naumann

Voting Yea: North, O'Malley, Walker Donovan

Motion carried by roll call vote

15. ADJOURNMENT

Motion to adjourn by Seabert, second by Naumann, Mayor adjourned the meeting by gavel.

Submitted by Laura Kasper

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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

12/01/2022

INVOICE REGISTER REPORT FOR CITY OF THE VILLAGE OF DOUGLAS
EXP CHECK RUN DATES 12/05/2022 - 12/05/2022
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt
11-29-22				
44810	PAMELA AALDERINK MILEAGE 101-215.000-861.000	11/29/2022	12/05/2022	32.48
	MILEAGE REIMBURSEMENT			32.48
88629268				
44788	ABSOPURE WATER COMPANY DPW WATER 101-463.000-740.000	11/23/2022	12/05/2022	65.25
	SUPPLIES			65.25
59485				
44755	BARBER FORD INC. POLICE CAR TUNE UP 101-301.000-930.004	11/11/2022	12/05/2022	435.01
	VEHICLE MAINTENANCE & REPAIRS			435.01
12506096				
44811	CERTASITE FIRE EXTINGUISHER TESTING 101-265.000-802.000	11/29/2022	12/05/2022	112.19
	CONTRACTUAL			112.19
12506165				
44812	CERTASITE FIRE EXTINGUISHER SERVICE DPW 101-463.000-802.000	11/29/2022	12/05/2022	248.91
	CONTRACTUAL			248.91
12506105				
44813	CERTASITE EXTINGUISHER SERVICE CITY HALL 101-265.000-802.000	11/29/2022	12/05/2022	99.05
	CONTRACTUAL			99.05
646				
44808	CITY OF DOUGLAS TREASURER 2022 WINTER TAX BILL PRODE GARDEN 101-751.000-958.000	12/01/2022	12/05/2022	863.43
	MISCELLANEOUS			863.43
11-15-22				
44745	COMCAST POLICE OFFICE 101-301.000-851.000	11/15/2022	12/05/2022	388.58
	TELEPHONE			388.58
201630597970				
44748	CONSUMERS ENERGY PRIDE GARDEN 101-751.000-922.000	11/18/2022	12/05/2022	14.49
	UTILITIES			14.49
201630597474				
44749	CONSUMERS ENERGY 250 WILEY SCHULTZ PARK RAMP 213-753.000-922.000	11/18/2022	12/05/2022	54.64
	UTILITIES			54.64
202787477500				
44782	CONSUMERS ENERGY 201 WASHINGTON - POINT PLEASANT DOCKS 594-597.000-922.000	11/22/2022	12/05/2022	37.69
	UTILITIES			37.69

202787477501				
44783	CONSUMERS ENERGY	11/22/2022	12/05/2022	51.27
	177 WASHINGTON - POINT PLEASANT			
	594-597.000-922.000 UTILITIES			51.27
204122373115				
44790	CONSUMERS ENERGY	11/28/2022	12/05/2022	38.14
	25 MAIN ST BEERY FIELD BALL FIELD			
	101-751.000-922.000 UTILITIES			38.14
207058339005				
44791	CONSUMERS ENERGY	11/28/2022	12/05/2022	85.63
	503 W CENTER - CENTER ST LIGHTS			
	101-463.000-922.000 UTILITIES			85.63
202075580202				
44792	CONSUMERS ENERGY	11/28/2022	12/05/2022	166.47
	86 W CENTER			
	101-265.000-922.000 UTILITIES			166.47
202075580201				
44793	CONSUMERS ENERGY	11/28/2022	12/05/2022	246.43
	POLICE			
	101-301.000-922.000 UTILITIES			246.43
204122373113				
44794	CONSUMERS ENERGY	11/28/2022	12/05/2022	283.06
	DPW			
	101-265.000-922.000 UTILITIES			283.06
204122373114				
44795	CONSUMERS ENERGY	11/28/2022	12/05/2022	368.49
	37 WASHINGTON - BEERY FIELD RESTROOMS			
	101-751.000-922.000 UTILITIES			368.49
MIHOL449058				
44771	FASTENAL COMPANY	11/16/2022	12/05/2022	108.14
	B&G SUPPLIES			
	101-265.000-740.000 SUPPLIES			108.14
SD384				
44798	HIGH POINT ELECTRIC	11/28/2022	12/05/2022	1,014.49
	LOWER UNDERGROUND BOXES - PART OF UNION ST SIDEWALK PROJ			
	202-463.000-979.000 CAPITAL OUTLAY			1,014.49
274525				
44766	IHLE AUTO PARTS	11/17/2022	12/05/2022	45.33
	SALT DAMAGE PREVENTION			
	660-903.000-930.004 VEHICLE MAINTENANCE & REPAIRS			45.33
214562				
44787	KERKSTRA RESTROOM SERVICE	11/28/2022	12/05/2022	175.00
	DOUGLAS BEACH			
	101-751.000-802.000 CONTRACTUAL			175.00
928				
44809	MICH ASSOCIATION OF MUNICIPAL CLERK	11/29/2022	12/05/2022	75.00
	ANNUAL MEMBERSHIP - AALDERINK			
	101-215.000-908.000 DUES/FEES/PUBLICATIONS			75.00
95930				
44796	MENARDS-HOLLAND	11/28/2022	12/05/2022	322.36
	MESSAGE BAORD @ CITY HALL			
	101-265.000-930.000 REPAIRS & MAINTENANCE: GENERAL			322.36

0016503-IN				
44769	METROPOLITAN COMPOUNDS INC	11/08/2022	12/05/2022	517.21
	HEAVY DUTY CLEANER			
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS		517.21
4370195203				
44778	MICHIGAN GAS UTILITIES	11/21/2022	12/05/2022	140.75
	86 CENTER			
	101-265.000-922.000	UTILITIES		140.75
4370140412				
44779	MICHIGAN GAS UTILITIES	11/21/2022	12/05/2022	459.51
	486 WATER			
	101-265.000-922.000	UTILITIES		459.51
4371388110				
44780	MICHIGAN GAS UTILITIES	11/21/2022	12/05/2022	46.06
	201 WASHINGTON ST POINT PLEASANT			
	594-597.000-922.000	UTILITIES		46.06
4370260213				
44781	MICHIGAN GAS UTILITIES	11/21/2022	12/05/2022	210.37
	47 CENTER			
	101-301.000-922.000	UTILITIES		210.37
25732				
44762	MICHIGAN MUNICIPAL LEAGUE	11/28/2022	12/05/2022	85.00
	NEW ELECTED OFFICIALS TRAINING - WALKER			
	101-101.000-718.000	TRAINING FUNDS		85.00
5775206				
44747	MML WORKERS' COMP FUND	11/18/2022	12/05/2022	3,206.00
	WORKERS COMP INSTALLMENT #3			
	101-101.000-722.000	WORKERS COMPENSATION		7.25
	101-172.000-722.000	WORKERS COMPENSATION		42.24
	101-215.000-722.000	WORKERS COMPENSATION		76.22
	101-257.000-722.000	WORKERS COMPENSATION		34.67
	101-265.000-722.000	WORKERS COMPENSATION		125.25
	101-301.000-722.000	WORKERS COMPENSATION		982.23
	101-463.000-722.000	WORKERS COMPENSATION		648.04
	101-701.000-722.000	WORKERS COMPENSATION		42.73
	101-751.000-722.000	WORKERS COMPENSATION		180.00
	202-463.000-722.000	WORKERS COMPENSATION		384.17
	202-464.000-722.000	WORKERS COMPENSATION		177.70
	203-463.000-722.000	WORKERS COMPENSATION		381.37
	203-464.000-722.000	WORKERS COMPENSATION		124.13
15849				
44764	NEW DAWN LINEN SERVICE	11/28/2022	12/05/2022	40.20
	COMMERCIAL CLEANING			
	101-265.000-802.000	COMMERCIAL CLEANING		13.72
	101-301.000-802.000	COMMERCIAL CLEANING		26.48
68809				
44765	NICK UNEMA PLUMBING & HEATING INC	11/23/2022	12/05/2022	4,700.00
	INSTALL COPPER WATER SERVICE 90 MAIN			
	450-000.000-974.000	CONSTRUCTION		4,700.00
834157				
44756	NYE UNIFORM COMPANY	11/17/2022	12/05/2022	198.78
	POLICE UNIFORM REYES			

	101-301.000-750.000	UNIFORMS			198.78
2211-619590					
44767	OVERISEL LUMBER CO.		11/28/2022	12/05/2022	91.15
	MESSAGE BOARD SIGN REDESIGN/REPAIR				
	101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL			91.15
2211-614049					
44776	OVERISEL LUMBER CO.		11/02/2022	12/05/2022	(234.51)
	RETURNS				
	101-265.000-740.000	SUPPLIES			(234.51)
2211-619996					
44801	OVERISEL LUMBER CO.		11/29/2022	12/05/2022	31.99
	HAND TOOL				
	101-751.000-977.000	EQUIPMENT			31.99
2211-619886					
44802	OVERISEL LUMBER CO.		11/29/2022	12/05/2022	77.97
	TOOL/CITY HALL MESSAGE BOARD				
	101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL			65.98
	101-751.000-977.000	EQUIPMENT			11.99
2211-619994					
44803	OVERISEL LUMBER CO.		11/29/2022	12/05/2022	(11.99)
	RETURN				
	101-751.000-977.000	EQUIPMENT			(11.99)
948906					
44754	PARAMED INC		11/03/2022	12/05/2022	508.75
	AMBULANCE - HALLOWEEN PARADE				
	101-802.000-958.000	MISCELLANEOUS			508.75
167					
44757	PEARSON PROPERTIES		11/22/2022	12/05/2022	375.00
	RENTED STORAGE SPACE FOR EQUIPMENT				
	594-597.002-802.000	CONTRACTUAL			375.00
3316626075					
44784	PITNEY BOWES INC		11/25/2022	12/05/2022	167.52
	LEASE CHG-ACCT 0015608568				
	101-215.000-802.000	CONTRACTUAL			167.52
223210001255					
44750	PRIORITY HEALTH		11/16/2022	12/05/2022	23,322.12
	DECEMBER HEALTH INSURANCE				
	101-172.000-719.000	INSURANCE BENEFITS			1,166.96
	101-215.000-719.000	INSURANCE BENEFITS			4,131.32
	101-265.000-719.000	INSURANCE BENEFITS			867.25
	101-301.000-719.000	INSURANCE BENEFITS			10,830.67
	101-701.000-719.000	INSURANCE BENEFITS			919.66
	101-463.000-719.000	INSURANCE BENEFITS			1,451.92
	101-751.000-719.000	INSURANCE BENEFITS			574.41
	202-463.000-719.000	INSURANCE BENEFITS			1,619.95
	203-463.000-719.000	INSURANCE BENEFITS			1,759.98
1359					
44774	RB MARINE SERVICES		11/22/2022	12/05/2022	500.00
	SHRINK WRAP ITEMS STORED OUTDOORS IN WINTER				
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS			500.00
IN225723					
44768	SAFETY COMPANY LLC		11/17/2022	12/05/2022	2,237.01

	REPAIR ODB LEAF VAC			
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS		2,237.01
IN225714				
44770	SAFETY COMPANY LLC	11/17/2022	12/05/2022	3,829.44
	HOLDER REPAIRS			
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS		3,829.44
2771				
44826	SLANT	11/22/2022	12/05/2022	50.00
	WEBSITE WORK			
	101-215.000-806.006	WEBSITE		50.00
2750				
44827	SLANT	08/04/2022	12/05/2022	100.00
	WEBSITE WORK			
	101-215.000-806.006	WEBSITE		100.00
4058811				
44786	TAFT STETTINIUS & HOLLISTER LLP	10/21/2022	12/05/2022	1,927.00
	LEGAL SERVICES - ENVIRONMENTAL RESPONSE RECOVERY			
	101-266.000-801.000	CONTRACTUAL ATTORNEY		1,927.00
156679999				
44772	ULINE	11/18/2022	12/05/2022	(880.00)
	RETURNS			
	101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL		(880.00)
155935420				
44773	ULINE	11/02/2022	12/05/2022	1,023.20
	MESSAGE CENTER SIGN			
	101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL		1,023.20
9920464214				
44746	VERIZON WIRELESS	11/12/2022	12/05/2022	393.57
	CITY ISSUED PHONES			
	101-215.000-851.000	TELEPHONE		43.73
	101-301.000-851.000	TELEPHONE		43.73
	101-463.000-851.000	TELEPHONE		262.38
	101-101.000-851.000	TELEPHONE		43.73
9921402692				
44789	VERIZON WIRELESS	11/24/2022	12/05/2022	174.81
	DPW IPADS			
	101-463.000-851.000	TELEPHONE		174.81
4962				
44805	WMCJTC	11/29/2022	12/05/2022	87.50
	FALL 2022 LAW ENFORCEMENT DISTRIBUTION			
	101-301.000-718.001	TRAINING FUNDS ACT 302		87.50
11-29-22				
44775	RICKY ZOET	11/29/2022	12/05/2022	190.80
	UNIFORM ALLOWANCE			
	101-463.000-750.000	UNIFORMS		190.80
Purchase Card Vendor: 10071 CARDMEMBER SERVICE				
112-0311969-1477047				
44753	AMAZON MARKETPLACE	10/21/2022	12/05/2022	72.04
	OFFICE SUPPLIES			
	101-265.000-740.000	SUPPLIES		72.04
112-9344671-7929056				
44758	AMAZON MARKETPLACE	11/21/2022	12/05/2022	67.00

	OFFICE SUPPLIES			
	101-265.000-740.000	SUPPLIES		67.00
112-8636781-3084258				
44759	AMAZON MARKETPLACE		11/21/2022	12/05/2022
	OFFICE SUPPLIES			29.51
	101-265.000-740.000	SUPPLIES		29.51
112-1064715-3755427				
44760	AMAZON MARKETPLACE		11/21/2022	12/05/2022
	OFFICE SUPPLIES			23.30
	101-265.000-740.000	SUPPLIES		23.30
111-6453284-3121035				
44761	AMAZON MARKETPLACE		11/28/2022	12/05/2022
	CITY HALL AND DPW SUPPLIES			35.87
	101-265.000-740.000	SUPPLIES		18.99
	101-463.000-740.000	SUPPLIES		16.88
111-8982711-4477864				
44799	AMAZON MARKETPLACE		11/30/2022	12/05/2022
	DPW SUPPLIES			47.10
	101-463.000-740.000	SUPPLIES		47.10
111-2867723-7626658				
44800	AMAZON MARKETPLACE		11/30/2022	12/05/2022
	DPW SUPPLIES			13.76
	101-463.000-740.000	SUPPLIES		13.76
112-7412312-2404203				
44806	AMAZON MARKETPLACE		11/29/2022	12/05/2022
	CITY HALL SUPPLIES			29.99
	101-265.000-740.000	SUPPLIES		29.99
11-11-22				
44752	COMFORT INN		11/11/2022	12/05/2022
	LODGING RADAR CERTIFICATION TRAINING			214.56
	101-301.000-718.002	MISC TRAVEL EXPENSES-TRAINING		214.56
ENV333568615				
44814	ENVELOPES.COM		11/29/2022	12/05/2022
	ENVELOPES			133.95
	101-265.000-740.000	SUPPLIES		133.95
944				
44828	MICH ASSOCIATION OF MUNICIPAL CLERK		11/30/2022	12/05/2022
	CLERK INSTITUTE - KASPER			700.00
	101-215.000-718.000	TRAINING FUNDS		700.00
5329668				
44763	MSU EXTENSION		11/28/2022	12/05/2022
	ZBA TRAINING - NORTH			250.00
	101-257.000-718.000	TRAINING FUNDS		250.00
17021				
44797	SKID STEER GENIUS		11/23/2022	12/05/2022
	SNOW BLOWER ATTACHEMENT			304.50
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS		304.50
241275				
44807	STICKER GENIUS		11/30/2022	12/05/2022
	DPW VEHICLE DECALS			560.64
	101-463.000-740.000	SUPPLIES		560.64
2648				

44829	STICKER GENIUS	12/01/2022	12/05/2022	(31.73)
	SALES TAX CREDIT			
	101-463.000-740.000	SUPPLIES		(31.73)

N6N25ZNRJKY				
44804	THE RIGHT PLACE	11/29/2022	12/05/2022	120.00
	ECONOMIC OUTLOOK SEMINAR - LABOMBARD			
	101-172.000-718.000	TRAINING FUNDS		120.00

INV172480492				
44751	ZOOM VIDEO COMMUNICATIONS, INC	10/24/2022	12/05/2022	29.98
	MONTHLY ZOOM			
	101-101.000-958.000	MISCELLANEOUS		29.98

INV176930286				
44785	ZOOM VIDEO COMMUNICATIONS, INC	11/24/2022	12/05/2022	29.98
	MONTHLY ZOOM			
	101-101.000-958.000	MISCELLANEOUS		29.98

Total Purchase Card Vendor: 10071 CARDMEMBER SERVICE				2,630.45

# of Invoices:	69	# Due: 69	Totals:	52,685.42
# of Credit Memos:	4	# Due: 4	Totals:	(1,158.23)
Net of Invoices and Credit Memos:				51,527.19

--- TOTALS BY FUND ---

101 - GENERAL FUND	33,367.25
202 - MAJOR STREET FUND	3,196.31
203 - LOCAL STREETS FUND	2,265.48
213 - SCHULTZ PARK LAUNCH RAMP	54.64
450 - WATER SEWER FUND	4,700.00
594 - DOUGLAS MARINA	510.02
660 - EQUIPMENT RENTAL FUND	7,433.49

--- TOTALS BY DEPT/ACTIVITY ---

000.000 -	4,700.00
101.000 - LEGISLATIVE	195.94
172.000 - MANAGER	1,329.20
215.000 - CLERK/TREASURER	5,376.27
257.000 - ASSESSING	284.67
265.000 - BUILDING & GROUNDS	3,138.35
266.000 - ATTORNEY	1,927.00
301.000 - POLICE	13,664.34
463.000 - GENERAL STREETS & ROW	8,894.35
464.000 - GENERAL STREETS WINTER & ROW	301.83
597.000 - POINT PLEASANT	135.02
597.002 - DOUGLAS HARBOR AUTHORITY	375.00
701.000 - PLANNING & ZONING	962.39
751.000 - PARKS & RECREATION	2,245.95
753.000 - LAUNCH RAMPS	54.64
802.000 - COMMUNITY PROMOTIONS	508.75
903.000 - EQUIP. REPAIRS & MAINTENANCE	7,433.49

MEMORANDUM



To: City Council

From: Rich LaBombard
City Manager

Date: December 5, 2022

Subject: **Appoint Interim Director of Public Works
Resolution 40-2022**

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

Following the provisions of ordinance section 31.19, I'm requesting City Council approve my recommendation to appoint Mr. Ricky Zoet, the current Department of Public Works Supervisor, to the Director of Public Works position on an interim basis. Approval of the appointment will move Mr. Zoet from an hourly position to a salary position for the duration of the appointment. Mr. Zoet's benefits will remain unchanged. The current salary for the Director of Public Works position is \$35.67 per hour. I propose the salary change be retroactive to November 22, 2022.

A review of the Director of Public Works duties, position description, and salary is underway. I plan to post the position both internally and externally to seek a permanent candidate. Mr. Zoet will be allowed to apply for the position if he desires. Upon termination of the interim position, Mr. Zoet will return to the hourly supervisory role unless appointed to the director position on a permanent basis. During the interim appointment, the supervisor role will remain unfilled.

Mr. Zoet joined the City in June 2019 and was promoted to the Department of Public Works Supervisor position in September 2020. In addition to his experience as a supervisor for the City of Douglas, Mr. Zoet has experience in his previous position as a supervisor of up to 30 team members.

I recommend City Council adopt Resolution 40-2022 and appoint Mr. Ricky Zoet as the Director of Public Works on an interim basis for the City of Douglas.

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

RESOLUTION NO. 40 -2022

A RESOLUTION TO APPOINT AN INTERIM DIRECTOR OF PUBLIC WORKS

At a regular meeting of the City Council for the City of the Village of Douglas, Michigan, held at the City of the Village of Douglas City Hall, Douglas, Michigan, on the 5th day of December 2022, at 7:00 p.m.

PRESENT:

ABSENT:

The following Resolution was offered by Councilperson and supported by Councilperson

RESOLUTION

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

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

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

WHEREAS, The City Manager requests the appointment of Mr. Ricky Zoet, the current Department of Public Works Supervisor, to the Director of Public Works position on an interim basis. Upon termination of the interim position, Mr. Zoet will return to the hourly supervisory roll unless appointed to the director position on a permanent basis. During the interim appointment, the supervisor role will remain unfilled.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS: The City Council does hereby adopt Resolution 40-2022 and appoint Mr. Ricky Zoet as the Director of Public Works on an interim basis for the City of the Village of Douglas.

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

ADOPTED this 5th day of December 2022

CITY OF THE VILLAGE OF DOUGLAS

BY: _____
Jerome Donovan, Mayor Date

BY: _____
Pamela Aalderink, City Clerk Date

CERTIFICATION

I, Pamela Aalderink, the duly appointed Clerk of the City of the Village of Douglas, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Douglas City Council at a regular meeting held on Monday, December 5, 2022 in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

CITY OF THE VILLAGE OF DOUGLAS

BY: _____
Pamela Aalderink, City Clerk