



**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, MAY 01, 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/87840022931>

Join by phone by dialing: +1 (312) 626-6799 | Then enter "Meeting ID": 8784 002 2931

1. **CALL TO ORDER - Mayor**
2. **ROLL CALL - by Clerk**
3. **PLEDGE OF ALLEGIANCE - Led by Mayor**
4. **CONSENT CALENDAR**
 - A. Approval of the May 1, 2023 Council Meeting Agenda
 - B. Approval of the April 17, 2023 Council Workshop Meeting Minutes
 - C. Approval of the April 17, 2023 Council Meeting Minutes
 - D. Approval of Invoices in the amount of \$100,227.81
 - E. Appointments to the Recreation Ad Hoc Committee:
 1. Demetrhea Terrien
 2. Rob Joon
 3. Richard Donovan

Motion to approve the May 1, 2023 Consent Calendar. - roll call vote

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

7. UNFINISHED BUSINESS

8. NEW BUSINESS

A. Ordinance 01-2023 Floodplain 2nd Reading

Motion to open the Public Hearing for Ordinance 01-2023 Update to the Floodplain Ordinance. - roll call vote

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

Motion to close the Public Hearing for Ordinance 01-2023 Update to the Floodplain Ordinance. - roll call vote

Motion to approve Ordinance 01-2023 Updates to the Floodplain Ordinance. - roll call vote

B. Res. 10-2023 Appointment of Planning Zoning Administrator

Motion to adopt Resolution 10-2023 Appointment of Joe Blair as the City of the Village of Douglas Planning Zoning Administrator. -roll call vote

Clerk will administer the Oath of Office

C. Application for Memorial Day Parade

Motion to approve the Special Event Application for the 2023 Memorial Day Parade. - roll call vote

D. Pride Event Additional Law Enforcement Services Request

Motion to provide 16 hours additional law enforcement support to the Community Pride Event for June 1-4 "Pride in the Park Event" - roll call event

E. Rename Point Pleasant : Council Discussion

F. Water Street Workshop Follow Up - Discussion Item

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

B. Manager Report

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

11. COUNCIL COMMENTS

12. MAYOR’S REPORT/COMMENTS

13. CLOSED SESSION

Motion to enter into Closed Session per Act 267 of 1976, Sec. 15.268, sub-section 8 (d) to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained. - roll call vote

{ Zoom audience will be placed into a waiting room }

Motion to enter from Closed Session and return to the regular meeting of City Council for Adjournment.

14. ADJOURNMENT

Motion to adjourn the meeting

Please Note – The City of the Village of Douglas (the “City”) is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of this meeting or the facilities, are requested to contact 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
WORKSHOP MEETING OF THE CITY
COUNCIL**

**MONDAY, APRIL 17, 2023 AT 5:30 PM
86 W CENTER ST., DOUGLAS MI**

MINUTES

1. **CALL TO ORDER** – By Mayor Donovan

2. **ROLL CALL** – By Deputy Clerk Kasper

PRESENT

Mayor Pro-Tem Cathy North

Mayor Jerome Donovan

Councilmember Neal Seabert

Councilmember Robert Naumann

Councilmember John O'Malley

Councilmember Randy Walker

Councilmember Gregory Freeman

Also Present – City Manager LaBombard

3. Strategic Planning Session #4 – Equipment

A. FY 23-24 Strategic Planning Workshop #4 – Equipment –

Department of Public Works - DPW Director Rick Zoet gave a presentation to the City Council on equipment needs for the FY 23-24. He stated how the municipality owns and maintains various pieces of equipment to maintain municipal infrastructure such as streets, parks, facilities, underground utilities, trails, and sidewalks, and the importance of how equipment is a tool that helps to efficiently perform work. Mr. Zoet introduced Cody Carpenter and Greg Salinas from the Department. They discussed DPW machinery and technology equipment and answered questions from the Councilmembers.

Election Equipment – City Clerk Aalderink addressed the additional election equipment that is required to comply with the 9-day early voting for State and National Elections, as a result of Proposal 2 passage. The City will need an additional tabulator, box stand, printer and ICX (voter screen for those who are vision and hearing impaired).

4. **ADJOURNMENT** -

Motion by North, with support from Walker, to adjourn.

Submitted by Laura Kasper, Deputy Clerk

Adopted:

Signature: _____ Date: _____

Jerome Donovan, City Mayor

Signature: _____ Date: _____

Pamela Aalderink, City Clerk

Certification of Minutes

I hereby certify that the attached is a true and correct copy of the minutes of the workshop meeting of the City Council of the City of the Village of Douglas held on April 17,2023. I further certify that the meeting was duly called and that a quorum was present.

Signed: _____ Date: _____

Pamela Aalderink, City Clerk



**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, APRIL 17, 2023 AT 7:00 PM
86 W CENTER ST., DOUGLAS MI**

MINUTES

1. CALL TO ORDER – By Mayor Donovan

2. ROLL CALL – By Deputy Clerk Kasper

PRESENT

Mayor Pro-Tem Cathy North

Mayor Jerome Donovan

Councilmember Neal Seabert

Councilmember Robert Naumann

Councilmember John O'Malley

Councilmember Randy Walker

Councilmember Gregory Freeman

Also Present – City Manager LaBombard

3. PLEDGE OF ALLEGIANCE - Led by Mayor

4. CONSENT CALENDAR

- A. Approve the April 17, 2023 Meeting Agenda
- B. Approve the April 3, 2023 Workshop Meeting Minutes
- C. Approve the April 3, 2023 Closed Session Minutes
- D. Approve the April 3, 2023 Regular Meeting Minutes
- E. Approval of Invoices in the amount of \$122,948.68

Motion by Seabert, with support from Naumann, to approve the Consent Calendar of April 17, 2023, with amendment to the April 17, 2023 agenda item Public Communication – Written, Suzanne Dixon Letter to Council – Motion carried by unanimous roll call vote.

5. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES) – Suzanne Dixon, 797 Center – Spoke to Councilmembers in regard to area tourism, short-term rentals, workforce and affordable housing.

6. PUBLIC COMMUNICATION – WRITTEN – Letter from Suzanne Dixon dated April 16, 2023. A copy was presented to each Councilmember and acknowledged by Mayor Donovan.

7. UNFINISHED BUSINESS – No business to address.

8. NEW BUSINESS -

- A. Presentation - Library Board – Demetrhea Terrien serving as Douglas Trustee for over a year now, spoke about how the Board is currently working on their strategic plan, and working on a questionnaire for residents. She also discussed the Children’s area renovations, and that the Library now offers free Notary services.
- B. Presentation – CVB – Lisa Mize discussed the Saugatuck Douglas Area Convention and Visitors Bureau 2023 Marketing Strategy that was provided in the agenda packet. She highlighted the need to gain visitors and business during the shoulder seasons and the planned use of various social media platforms to provide influencer content to promote the area.
- C. Presentation - Don Poppe - DNR Biologist gave a presentation on the present-day challenges in deer management, which was also provided in the agenda packet, and answered Councilmembers questions after. An option discussed was for the City to review the hunting ordinance to allow hunting to occur on land with permission for the property owner. City Manager LaBombard recommended that the next step for Council should be to reach out to the Township.
- D. Special Event - Chamber Music Festival of Saugatuck - The City of Douglas has received an application for a Special Event Permit for the Chamber Music Festival of Saugatuck Season Kick-off Concert. This annual event is a free community concert intended for families, kids, and anyone who happens to be enjoying downtown Douglas. The event date is June 30, 2023 with a rain date of July 1, 2023 and would take place at Beery Field.

Motion by Seabert, with support from O’Malley, to approve the Special Event Application for the Chamber Music Festival of Saugatuck Season Kick-off Concert on June 30, 2023 – Motion carried by unanimous roll call vote

- E. Ethics Ordinance – Code of Ethics Ordinance – Second Reading, Public Hearing, and Adoption of Ordinance 04-2023 – An ordinance to amend Ordinance No. 171: Code of Ethics of the City of the Village of Douglas, Michigan

Motion by Seabert, with support from North, to open the Public Hearing for Ordinance No. 04-2023 Amending Ordinance No. 171: Code of Ethics – Motion carried by unanimous roll call vote

1. Public Comments – None

2. Staff Remarks – City Manager LaBombard stated that The City of the Village of Douglas Code of Ethics Ordinance was last amended in 2003 and took effect on January 5, 2004, and was now outdated. He listed some of the outdated language where the former ordinance references Village President, Trustees of the Village, Village Manager, and the Personnel Committee, and in order to properly administer the ordinance and manage ethics complaints, these updates are needed.

3. Council Discussion – Mayor Donovan stated the misspelling of Mayor in section 31.37.

Motion by North, with support from Seabert, to close the Public Hearing for Ordinance No. 04-2023 Amending Ordinance No. 171: Code of Ethics – Motion carried by unanimous roll call vote

Motion by Seabert, with support from Freeman, to adopt Ordinance No. 04-2023, an ordinance to amend Ordinance No. 171: Code of Ethics of the City of the Village of Douglas – Motion carried by unanimous roll call vote

- F. Update Floodplain Ordinance 01-2023 –1st Reading – Item included in the agenda packet. No Council Action Required – The ordinance is intended to designate an enforcing agency to discharge the

responsibility of the City of the Village of Douglas located in Allegan County, Michigan and to designate regulated flood hazard areas under the State Construction Code Act, Act No. 2030 of the Public Acts of 1972, as amended. Upon adoption, the City of the Village of Douglas will ordain the City's building official (Michigan Township Services of Allegan), to be designated as the enforcing agency to discharge the responsibility of the City of the Village of Douglas under Act 230.

- G. Resolution 06-2023 Commemorative Donation Policy – City Manager LaBombard explained the goal of this policy is to have a uniform set of guidelines and standardized options set in place when determining the acceptance and placement of donations and maintenance as well. These items would include trees, benches, picnic tables and/or artwork made to the City. This would only apply to public areas, and would apply to the properties with separate agreements, such as the Pride Garden.

Motion by Seabert, with support from Freeman, to approve Resolution 06-2023 a resolution to adopt a commemorative donation policy for the City of the Village of Douglas – Motion carried by unanimous roll call vote

- H. Res. 09-2023 Refuse Resolution - Refuse and Recycling Collection and Disposal Services Agreement – A request for proposal for Refuse Collection and Disposal Services was prepared and on October 6, 2022, two (2) proposals were received and opened publicly. Those proposers were Republic Services and Arrowaste, both from Jenison, MI. At the October 17th City Council meeting, the submittals were reviewed, and Republic Services was awarded refuse collection and disposal services. The final agreement was present in the agenda packet.

Motion by Seabert, with support from North, to approve Resolution 09-2023 and approve the Refuse and Recycling Collection and Disposal Services Agreement with Republic Services of Jenison, MI – Motion carried by unanimous roll call vote

- I. FY 22-23 Chip and Fog Seal Road Project – City Manager LaBombard spoke about how the bid project is through collaboration with Allegan County. He also stated that if the Council award the contract, the City will be under budget by \$19,545.29.

Motion by Seabert, with support from O'Malley, to award Highway Maintenance & Construction of Romulus the 22-23 chip and fog seal road project for \$38,654.71 and the additional savings be looked into for other possible locations . – Motion carried by unanimous roll call vote

9. REPORTS

A. Commission/Committee/Boards

1. Planning Commission – Meets on Thursday April 20th
2. Kalamazoo Lake Sewer Water – Mayor will follow up with members.
3. Downtown Development Authority – Meets Wednesday April 26th
4. Kalamazoo Lake Harbor Authority – Meets Tuesday April 18th
5. Douglas Harbor Authority – No meeting
6. Douglas Brownfield Authority – No Meeting
7. Fire Board – Met prior to council. North stated two main issues the Board discussed were retention of staff, and 6% increase of incident calls, and also mentioned setting up a meeting with the tri communities.
8. Community Recreation – No meeting

B. Manager's Report – City Manager LaBombard gave an update on the bridge project that is delayed until May 30th. He mentioned that the new City Planner Joe Blair will be starting in the beginning of May, and also the continued Distinctly Douglas photograph submission project.

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

11. COUNCIL COMMENTS -

Walker – Stated that she thinks early voting is going to be a good thing and would like someone to reach out to Third Coast. She also stated the need for Council to do better with attracting visitors to the Downtown area.

Freeman – Agrees with Walker on early voting and for options to gain attraction to Downtown Douglas area. He also thanked City Manager LaBombard for the thorough tour of the City.

Naumann – Acknowledged deer solutions.

O'Malley – Mentioned the deer information received and talking to the Township first.

Seabert – Liked the deer discussion information. He also stated that business owners need to work together to fix the issue and consider the community complaints on operating hours with year-round availability. He mentioned the Council and community should check out the Planning Commission meetings.

North- Thanked DPW for presenting the great information to Council.

12. MAYOR'S REPORT/COMMENTS -

Mayor Donovan mentioned the opening of Wild Dog. He recognized the vendor Brian McDavid for painting the crosswalks, free of charge for the City. He stated that he reached out to Third Coast but did not hear anything back. Mayor also mentioned that municipal assets have open bids to everyone and are there to give residents the best return. He congratulated Back Alley for 25 years of business and mentioned the renaming of Point Pleasant.

13. ADJOURNMENT -

Motion by North, with support from Walker, to adjourn.

Submitted by Laura Kasper, Deputy Clerk

Adopted:

Signature: _____ Date: _____

Jerome Donovan, City Mayor

Signature: _____ Date: _____

Pamela Aalderink, 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 April 17,2023. I further certify that the meeting was duly called and that a quorum was present.

Signed: _____ Date: _____

Pamela Aalderink, City Clerk

04/27/2023

INVOICE REGISTER REPORT FOR CITY OF THE VILLAGE OF DOUGLAS
 EXP CHECK RUN DATES 05/01/2023 - 05/01/2023
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt
88805478				
45731	ABSOPURE WATER COMPANY DPW WATER 101-463.000-740.000 SUPPLIES	04/13/2023	05/01/2023	36.25 36.25
88805465				
45733	ABSOPURE WATER COMPANY CITY HALL WATER 101-265.000-740.000 SUPPLIES	04/13/2023	05/01/2023	15.90 15.90
146361				
45719	B S & A SOFTWARE BS&A ONLINE SERVICES 101-215.000-806.006 WEBSITE 101-257.000-806.006 WEBSITE 101-701.000-806.006 WEBSITE	05/01/2023	05/01/2023	2,811.00 937.00 937.00 937.00
4-21-23				
45751	BARBER FORD INC. 2020 FORD INTERCEPTOR REPAIRS 101-301.000-930.004 VEHICLE MAINTENANCE & REPAIRS	04/21/2023	05/01/2023	2,424.34 2,424.34
4-20-23				
45723	ROBIN LYNN BELL CLEANING SERVICES 101-265.000-802.000 CONTRACTUAL 101-301.000-802.000 CONTRACTUAL	04/20/2023	05/01/2023	320.00 200.00 120.00
2313				
45782	BILLS TREE SERVICE DANGEROUS BRANCH REMOVAL 400 UNION 101-463.000-802.010 CONTRACTUAL FORESTRY	04/13/2023	05/01/2023	250.00 250.00
3268057				
45766	CLARK EQUIPMENT / BOBCAT CO. MINI TRACK LOADER 660-902.000-979.000 CAPITAL OUTLAY	04/13/2023	05/01/2023	28,002.81 28,002.81
3252258				
45767	CLARK EQUIPMENT / BOBCAT CO. MINI TRACK LOADER ATTACHMENTS 660-902.000-979.000 CAPITAL OUTLAY	04/13/2023	05/01/2023	10,933.17 10,933.17
4-13-23				
45755	COMCAST CITY HALL 101-265.000-851.000 TELEPHONE	04/13/2023	05/01/2023	398.57 398.57
4-15-23				
45756	COMCAST POLICE OFFICE 101-301.000-851.000 TELEPHONE	04/15/2023	05/01/2023	398.50 398.50
206969703803				

45769	CONSUMERS ENERGY 250 WILEY SCHULTZ PARK RAMP 213-753.000-922.000 UTILITIES	04/13/2023	05/01/2023	50.40
206258216364				50.40
45770	CONSUMERS ENERGY 201 WASHINGTON - POINT PLEASANT DOCKS 594-597.000-922.000 UTILITIES	04/13/2023	05/01/2023	35.76
206258216365				35.76
45771	CONSUMERS ENERGY 177 WASHINGTON - POINT PLEASANT 594-597.000-922.000 UTILITIES	04/13/2023	05/01/2023	49.40
205635350764				49.40
45772	CONSUMERS ENERGY PRIDE GARDEN 101-751.000-922.000 UTILITIES	04/13/2023	05/01/2023	26.97
15608				26.97
45729	DOUGLAS SHELL CAR 1 101-301.000-930.004 VEHICLE MAINTENANCE & REPAIRS	04/17/2023	05/01/2023	106.95
10-981936				106.95
45768	ECONO SIGNS, LLC SIGNAGE FOR DPW WORKER SAFETY 203-463.000-746.000 TRAFFIC SIGNS & SERVICES 202-463.000-746.000 TRAFFIC SIGNS & SERVICES	04/13/2023	05/01/2023	2,159.13
1540				1,079.57
45781	FCG TRUCK DRIVER TRAINING INC DOWNPAYMENT CDL TRAINING 101-463.000-718.000 TRAINING FUNDS	04/21/2023	05/01/2023	500.00
4-20-23				500.00
45724	KIMBERLY S HOSSINK CLEANING SERVICES 101-265.000-802.000 CONTRACTUAL 101-301.000-802.000 CONTRACTUAL	04/20/2023	05/01/2023	320.00
278674				200.00
45776	IHLE AUTO PARTS AIR FILTER 660-903.000-930.004 VEHICLE MAINTENANCE & REPAIRS	04/25/2023	05/01/2023	103.65
221729				103.65
45728	KERKSTRA RESTROOM SERVICE DOUGLAS BEACH PARK 101-751.000-802.000 CONTRACTUAL	04/17/2023	05/01/2023	175.00
BYR-14419				175.00
45780	KUBOTA OF WEST MICHIGAN LAWN EDGER 101-751.000-977.000 EQUIPMENT	04/20/2023	05/01/2023	159.99
45549000021				159.99
45757	MICHIGAN GAS UTILITIES 47 CENTER 101-301.000-922.000 UTILITIES	04/20/2023	05/01/2023	215.05
4554458975				215.05
45758	MICHIGAN GAS UTILITIES 86 CENTER	04/20/2023	05/01/2023	141.90

	101-265.000-922.000	UTILITIES			141.90
4553700350					
45759	MICHIGAN GAS UTILITIES		04/20/2023	05/01/2023	48.63
	201 WASHINGTON ST POINT PLEASANT				
	594-597.000-922.000	UTILITIES			48.63
4553843723					
45760	MICHIGAN GAS UTILITIES		04/20/2023	05/01/2023	390.01
	486 WATER				
	101-265.000-922.000	UTILITIES			390.01
22129					
45745	NEW DAWN LINEN SERVICE		04/17/2023	05/01/2023	42.78
	COMMERCIAL CLEANING				
	101-265.000-802.000	COMMERCIAL CLEANING			15.01
	101-301.000-802.000	COMMERCIAL CLEANING			27.77
69594					
45779	NICK UNEMA PLUMBING & HEATING INC		04/17/2023	05/01/2023	107.00
	BACKFLOW PREVENTOR TESTING				
	594-597.001-930.000	REPAIRS & MAINTENANCE: GENERAL			107.00
4-20-23					
45727	CATHY NORTH		04/20/2023	05/01/2023	130.08
	CAPCON MILEAGE				
	101-101.000-861.000	MILEAGE REIMBURSEMENT			130.08
307839898-001					
45712	ODP BUSINESS SOLUTIONS		04/06/2023	05/01/2023	58.61
	OFFICE SUPPLIES				
	101-215.000-740.000	SUPPLIES			58.61
307759304-001					
45713	ODP BUSINESS SOLUTIONS		04/07/2023	05/01/2023	95.91
	CITY HALL AND POLICE SUPPLIES				
	101-215.000-740.000	SUPPLIES			72.56
	101-301.000-740.000	SUPPLIES			23.35
307579407001					
45720	ODP BUSINESS SOLUTIONS		04/11/2023	05/01/2023	33.10
	CITY HALL SUPPLIES				
	101-265.000-740.000	SUPPLIES			33.10
2304-652846					
45761	OVERISEL LUMBER CO.		04/20/2023	05/01/2023	35.98
	FIX UP DOWNTOWN SIGN				
	101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL			35.98
2304-652037					
45764	OVERISEL LUMBER CO.		04/18/2023	05/01/2023	42.94
	DOWNTOWN SIGN				
	101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL			42.94
2304-650621					
45765	OVERISEL LUMBER CO.		04/13/2023	05/01/2023	19.09
	EROSION PREVENTION				
	101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL			19.09
2304-654078					
45784	OVERISEL LUMBER CO.		04/25/2023	05/01/2023	19.99
	BROOM FOR BEACH BATHROOMS				
	101-751.000-740.000	SUPPLIES			19.99
2304-654157					

45785	OVERISEL LUMBER CO. BRICK WORK AT CITY HALL 101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL	04/25/2023	05/01/2023	18.99
4-16-23					18.99
45753	PITNEY BOWES INC POSTAGE 101-215.000-901.000	POSTAGE	04/16/2023	05/01/2023	201.00
73779					201.00
45734	PREIN & NEWHOF 2023 ROAD IMPROVEMENTS 202-463.000-806.000	CONTRACTUAL ENGINEERING	04/11/2023	05/01/2023	288.00
73782					288.00
45735	PREIN & NEWHOF WATER ST TRAFFIC & SAFETY STUDY 202-463.000-806.000	CONTRACTUAL ENGINEERING	04/11/2023	05/01/2023	1,592.50
73792					1,592.50
45736	PREIN & NEWHOF CENTER ST DEVELOPMENT 101-701.000-806.000	CONTRACTUAL ENGINEERING	04/11/2023	05/01/2023	1,017.50
73794					1,017.50
45737	PREIN & NEWHOF WILEY RD NON-MOTORIZED PATHWAY 202-463.000-806.000	CONTRACTUAL ENGINEERING	04/11/2023	05/01/2023	435.00
73799					435.00
45738	PREIN & NEWHOF UNION ST NON-MOTORIZED PATHWAY 203-463.000-806.000	CONTRACTUAL ENGINEERING	04/11/2023	05/01/2023	449.40
73839					449.40
45739	PREIN & NEWHOF FOREST GATE 101-701.000-806.000	CONTRACTUAL ENGINEERING	04/11/2023	05/01/2023	2,412.50
73841					2,412.50
45740	PREIN & NEWHOF LAKESHORE WOODS 101-701.000-806.000	CONTRACTUAL ENGINEERING	04/11/2023	05/01/2023	185.00
73854					185.00
45741	PREIN & NEWHOF WESTSHORE PUD AMENDMENT 101-701.000-806.000	CONTRACTUAL ENGINEERING	04/11/2023	05/01/2023	908.00
73877					908.00
45742	PREIN & NEWHOF DWAM - AMP 450-000.000-806.000	CONTRACTUAL ENGINEERING	04/11/2023	05/01/2023	11,962.75
73878					11,962.75
45743	PREIN & NEWHOF DWAM - DSMI 450-000.000-806.000	CONTRACTUAL ENGINEERING	04/11/2023	05/01/2023	1,029.10
73812					1,029.10
45744	PREIN & NEWHOF GENERAL CONSULTING 450-000.000-806.000 101-463.000-806.000	CONTRACTUAL ENGINEERING CONTRACTUAL ENGINEERING	04/11/2023	05/01/2023	8,867.30
					2,027.80
					6,442.00

	202-463.000-806.000	CONTRACTUAL ENGINEERING			325.00
	101-701.000-806.000	CONTRACTUAL ENGINEERING			72.50
40078					
45783	RELIABLE ROAD SERVICE, INC NEW TIRES FOR LEAF VAC		04/14/2023	05/01/2023	1,547.56
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS			1,547.56
23-588					
45721	SAUGATUCK TWP FIRE DISTRICT RENTAL HOME INSPECTIONS		04/12/2023	05/01/2023	375.00
	101-701.000-802.000	CONTRACTUAL			375.00
15168					
45752	SCHIPPER CONCRETE LLC 15 CHESTNUT SIDEWALK AND SCULPTURE PAD		04/16/2023	05/01/2023	2,550.00
	101-802.000-958.000	MISCELLANEOUS			950.00
	101-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL			1,600.00
15172					
45774	SCHIPPER CONCRETE LLC CONCRETE WORK BY THE BARREL		04/25/2023	05/01/2023	3,918.00
	202-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL			3,918.00
4-20					
45725	NEAL SEABERT CAP CON EXPENSES AND MILEAGE		04/20/2023	05/01/2023	169.93
	101-101.000-718.002	MISC TRAVEL EXPENSES-TRAINING			39.85
	101-101.000-861.000	MILEAGE REIMBURSEMENT			130.08
232306					
45762	SHARE CORPORATION DPW SUPPLIES		04/25/2023	05/01/2023	209.02
	101-463.000-740.000	SUPPLIES			209.02
5971309					
45775	TAFT STETTINIUS & HOLLISTER LLP PROFESSIONAL SERVICES		03/31/2023	05/01/2023	782.00
	243-000.000-803.000	CONTRACTUAL CONSULTANT			782.00
58471-00					
45730	TELE-RAD INC. UNIFORM REIMBURSEMENT		04/11/2023	05/01/2023	113.98
	101-301.000-750.000	UNIFORMS			113.98
162563674					
45763	ULINE DPW AND BUILDING SUPPLIES		04/18/2023	05/01/2023	127.36
	101-265.000-740.000	SUPPLIES			61.36
	101-463.000-740.000	SUPPLIES			66.00
9932404091					
45754	VERIZON WIRELESS CITY ISSUED PHONES		04/12/2023	05/01/2023	369.62
	101-215.000-851.000	TELEPHONE			63.93
	101-301.000-851.000	TELEPHONE			43.67
	101-463.000-851.000	TELEPHONE			218.35
	101-101.000-851.000	TELEPHONE			43.67
4-20					
45726	RANDY WALKER CAP CON MILEAGE		04/20/2023	05/01/2023	130.08
	101-101.000-861.000	MILEAGE REIMBURSEMENT			130.08

4-20-23					
45746	RANDY WALKER	04/20/2023	05/01/2023		67.29
	MML CONF MEALS AND PARKING				
	101-101.000-718.002	MISC TRAVEL EXPENSES-TRAINING			67.29
96190					
45749	WILLIAMS AND WORKS	04/20/2023	05/01/2023		8,875.00
	PLANNING CONSULTATION SERVICES				
	101-701.000-803.000	CONTRACTUAL CONSULTANT			8,875.00
96223					
45750	WILLIAMS AND WORKS	04/13/2023	05/01/2023		250.00
	DDA DEVELOPMENT PLAN UPDATE				
	248-728.000-802.001	CONTRACTUAL-PLANNING STUDY			250.00
5200					
45732	WMCJTC	04/18/2023	05/01/2023		283.61
	PA 302 SPRING DISTRIBUTION				
	101-301.000-718.001	TRAINING FUNDS ACT 302			283.61
Purchase Card Vendor: 10071 CARDMEMBER SERVICE					
2427750676					
45711	ADOBE ACROBAT PRO	04/13/2023	05/01/2023		265.94
	ADOBE PRO 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
112-6820814-0564211					
45619	AMAZON MARKETPLACE	03/29/2023	05/01/2023		25.96
	OFFICE SUPPLIES				
	101-215.000-740.000	SUPPLIES			25.96
4-13-23					
45718	CUDEBACK	04/13/2023	05/01/2023		21.20
	SERVICE TO CATCH VANDALS AT 66TH ST PROPERTY				
	101-265.000-802.000	CONTRACTUAL			21.20
4-16-23					
45747	GORDON FOOD SERVICE	04/17/2023	05/01/2023		69.72
	WORKSHOP FOOD				
	101-101.000-958.000	MISCELLANEOUS			69.72
305807954					
45710	ODP BUSINESS SOLUTIONS	04/05/2023	05/01/2023		40.26
	OFFICE SUPPLIES				
	101-215.000-740.000	SUPPLIES			40.26
1					
45773	ODP BUSINESS SOLUTIONS	04/18/2023	05/01/2023		10.38
	SUPPLIES				
	101-265.000-740.000	SUPPLIES			10.38
Total Purchase Card Vendor: 10071 CARDMEMBER SERVICE					433.46
# of Invoices:	69	# Due: 69	Totals:		100,227.81
# of Credit Memos:	0	# Due: 0	Totals:		0.00
Net of Invoices and Credit Memos:					100,227.81

--- TOTALS BY FUND ---

101 - GENERAL FUND	34,130.75
202 - MAJOR STREET FUND	7,638.06
203 - LOCAL STREETS FUND	1,528.97
213 - SCHULTZ PARK LAUNCH RAMP	50.40
243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND	782.00
248 - DOWNTOWN DEVELOPMENT AUTHORITY	250.00
450 - WATER SEWER FUND	15,019.65
594 - DOUGLAS MARINA	240.79
660 - EQUIPMENT RENTAL FUND	40,587.19

--- TOTALS BY DEPT/ACTIVITY ---

000.000 -	15,801.65
101.000 - LEGISLATIVE	610.77
172.000 - MANAGER	45.24
215.000 - CLERK/TREASURER	1,532.29
257.000 - ASSESSING	937.00
265.000 - BUILDING & GROUNDS	1,604.43
301.000 - POLICE	3,877.22
463.000 - GENERAL STREETS & ROW	18,509.89
597.000 - POINT PLEASANT	133.79
597.001 - WADES BAYOU	107.00
701.000 - PLANNING & ZONING	14,848.99
728.000 - DOWNTOWN DEVELOPMENT AUTHORITY	250.00
751.000 - PARKS & RECREATION	381.95
753.000 - LAUNCH RAMPS	50.40
802.000 - COMMUNITY PROMOTIONS	950.00
902.000 - DPW EQUIPMENT PURCHASES	38,935.98
903.000 - EQUIP. REPAIRS & MAINTENANCE	1,651.21

**ORDINANCE ADDRESSING FLOODPLAIN MANAGEMENT PROVISIONS
OF THE STATE CONSTRUCTION CODE**

Community Name: City of the Village of Douglas, County: Allegan

Ordinance number 01 - 2023

An ordinance to designate an enforcing agency to discharge the responsibility of the City of the Village of Douglas located in Allegan County, and to designate regulated flood hazard areas under the provisions of the State Construction Code Act, Act No. 230 of the Public Acts of 1972, as amended.

The City of the Village of Douglas ordains:

Section 1. AGENCY DESIGNATED. Pursuant to the provisions of the state construction code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, the Building Official of the Village of the City of Douglas is hereby designated as the enforcing agency to discharge the responsibility of the Village of the City of Douglas under Act 230, of the Public Acts of 1972, as amended, State of Michigan. The Village of the City of Douglas assumes responsibility for the administration and enforcement of said Act through out the corporate limits of the community adopting this ordinance.

Section 2. CODE APPENDIX ENFORCED. Pursuant to the provisions of the state construction code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, Appendix G of the Michigan Building Code shall be enforced by the enforcing agency within the jurisdiction of the community adopting this ordinance.

Section 3. DESIGNATION OF REGULATED FLOOD PRONE HAZARD AREAS The Federal Emergency Management Agency (FEMA) Flood Insurance Study (FIS) entitled "Flood Insurance Study for Allegan County, All Jurisdictions" and dated June 21, 2023 and the Flood Insurance Rate Maps (FIRMs) panel numbers included on Index Panel 26005CIND0A, effective June 21, 2023 are adopted by reference for the purposes of administration of the Michigan Construction Code, and declared to be a part of Section 1612.3 of the Michigan Building Code, and to provide the content of the "Flood Hazards" section of Table R301.2(1) of the Michigan Residential Code.

NOTICE OF PUBLIC HEARING

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

NOTICE OF PUBLIC HEARING FOR ORDINANCE NO. 01-2023 – AN ORDINANCE TO DESIGNATE AN ENFORCING AGENCY TO DISCHARGE THE RESPONSIBILITY OF THE CITY OF THE VILLAGE OF DOUGLAS LOCATED IN ALLEGAN COUNTY, AND TO DESIGNATE REGULATED FLOOD HAZARD AREAS UNDER THE PROVISIONS OF THE STATE CONSTRUCTION CODE ACT, ACT NO. 230 OF THE PUBLIC ACTS OF 1972, AS AMENDED.

TO ALL INTERESTED PERSONS IN THE CITY OF THE VILLAGE OF DOUGLAS:

PLEASE TAKE NOTICE that the City Council of the City of the Village of Douglas, Michigan, will hold a Public Hearing on Monday, May 1, 2023, at 7:00 o'clock p.m. Eastern Standard Time in the council chambers of the City of the Village of Douglas, located at 86 W. Center Street, Douglas, Michigan, on the adoption of the proposed ordinance addressing floodplain management provisions of the state construction code.

At the public hearing, all citizens, taxpayers, and property owners of the City of the Village of Douglas desiring to address the City Council shall be afforded an opportunity to be heard regarding the proposed ordinance.

This notice is given by order of the City Council of the City of the Village of Douglas, Michigan.

Posted: March 14, 2023

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

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 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 the City Deputy Clerk, at 269 857-1438 or info@douglasmichigan.gov to allow the city to make reasonable accommodations for those persons



MEMORANDUM
REGULAR CITY COUNCIL MEETING
April 3, 2023, at 7:00 PM

TO: City Council

FROM: Rich LaBombard, City Manager

SUBJECT: Floodplain Ordinance and Flood Insurance Rate Maps – First Reading of Ordinance 01-2023

The National Flood Insurance Program (NFIP) is a voluntary Federal program that enables property owners in participating communities to purchase insurance protection against losses from flooding. This insurance is designated to provide an alternative to disaster assistance to meet the escalating costs of repairing damage to buildings and their contents caused by floods.

The Flood Insurance Study (FIS) Report revises and updates information on the existence and severity of flood hazards for the study area. The studies described in this report developed flood hazard data that will be used to establish actuarial flood insurance rates and to assist communities in efforts to implement sound floodplain management. In some states or communities, floodplain management criteria or regulations may exist that are more restrictive than the minimum Federal requirements. The last Flood Insurance Rate Map (FIRM) for the Douglas area was issued on February 1, 1980.

The following ordinance is intended to designate an enforcing agency to discharge the responsibility of the City of the Village of Douglas located in Allegan County, Michigan and to designate regulated flood hazard areas under the provisions of the State Construction Code Act, Act No. 230 of the Public Acts of 1972, as amended.

Upon adoption, the City of the Village of Douglas will ordain the City's building official (Michigan Township Services of Allegan), of the City of the Village of Douglas will hereby be designated as the enforcing agency to discharge the responsibility of the City of the Village of Douglas under Act 230.

Pursuant to the provisions of the state construction code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, Appendix G of the Michigan Building Code shall be enforced by the enforcing agency within the jurisdiction of the community adopting this ordinance.

The Federal Emergency Management Agency (FEMA) Flood Insurance Study (FIS) entitled "Flood Insurance Study for Allegan County, All Jurisdictions" and dated June 21, 2023, and the Flood Insurance Rate Maps (FIRMs) panel numbers included on Index Panel 26005CIND0A, effective June 21, 2023, shall be adopted by reference for the purposes of administration of the Michigan Construction Code, and declared to be a part of Section 1612.3 of the Michigan Building Code, and to provide the content of the "Flood Hazards" section of Table R301.2(1) of the Michigan Residential Code.

If another ordinance contains standards inconsistent with the provisions of this ordinance, the most restrictive standards shall apply.

Discussion Item - First Reading of Ordinance 01-2023

Ordinance procedure:

- Notice of Publication – On March 23, 2023, the notice of public hearing for Ordinance 01-2023 was published in a newspaper of general circulation for no less than 15 days. The notice announced the time and place of the public hearing at the City Council meeting held at Douglas City Hall on May 1, 2023 at 7:00 p.m.
- Reading Requirements – Ordinances require two readings. An ordinance must be read aloud or considered by the local governing body, either in full or by title. The first reading of Ordinance 01-2023 will be on April 17, 2023. The second reading of the Ordinance 01-2023 will be on May 1, 2023.
- Public Hearing – Following the second reading, the City Council will motion to open a public hearing on the topic to gather information from the public. Once all public comments are provided, the public hearing will be closed.
- Adoption – Following City Council discussion, a motion may be made to adopt the ordinance. A majority vote of elected members of the governing body is required to formally adopt.
- Effective Date – The adopted ordinance will take effect 20 days after publication in a local newspaper of general circulation.

By JIM HAYDEN
CORRESPONDENT

Fennville is again searching for a new police chief after the city's choice withdrew to stay

in his current position in South Carolina.

"So we're back to square one," Mayor Dan Rastall said at Monday's city commission meeting.

The city will be reviewing new Item 8A. as soon as possible.

In January, the commission unanimously agreed to offer the position to

NOTICE OF PUBLIC HEARING

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

NOTICE OF PUBLIC HEARING FOR ORDINANCE NO. 01-2023 – AN ORDINANCE TO DESIGNATE AN ENFORCING AGENCY TO DISCHARGE THE RESPONSIBILITY OF THE CITY OF THE VILLAGE OF DOUGLAS LOCATED IN ALLEGAN COUNTY, AND TO DESIGNATE REGULATED FLOOD HAZARD AREAS UNDER THE PROVISIONS OF THE STATE CONSTRUCTION CODE ACT, ACT NO. 230 OF THE PUBLIC ACTS OF 1972, AS AMENDED.

TO ALL INTERESTED PERSONS IN THE CITY OF THE VILLAGE OF DOUGLAS:

PLEASE TAKE NOTICE that the City Council of the City of the Village of Douglas, Michigan, will hold a Public Hearing on Monday, May 1, 2023, at 7:00 o'clock p.m. Eastern Standard Time in the council chambers of the City of the Village of Douglas, located at 86 W. Center Street, Douglas, Michigan, on the adoption of the proposed ordinance addressing floodplain management provisions of the state construction code.

At the public hearing, all citizens, taxpayers, and property owners of the City of the Village of Douglas desiring to address the City Council shall be afforded an opportunity to be heard regarding the proposed ordinance.

This notice is given by order of the City Council of the City of the Village of Douglas, Michigan.

Posted: March 14, 2023
Laura Kasper, Deputy Clerk
City of the Village of Douglas Clerk

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 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 the City Deputy Clerk, at 269 857-1438 or info@douglasmichigan.gov to allow the city to make reasonable accommodations for those persons

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Sau Tov

A meeting of the Board of Appeals will be held on May 13, 2023, at 4:00 p.m. in the City of Douglas Ship Hall, 3461 Bluewood Blvd., Douglas, MI, 49453 for public

- Mike Schaap Building Wright Rev Trust, 3438 Riverside Drive, Douglas, Michigan, on the adoption of the proposed ordinance addressing floodplain management provisions of the state construction code. The porch is approximately 7 feet wide. The roof above the final grade

Members of the public are invited to attend the meeting. A person's name and address must be received by noon on the day of the meeting as part of the regular agenda.

If, prior to the meeting, you have questions or business that will be discussed, then such persons should contact the City of Douglas Board of Appeals member, Greg Gatuck, Township Board of Trustees, 7721 ext 108 or contact the City of Douglas

**Individuals with disabilities who require accommodations for services can contact the City of Douglas for an accessible accommodation. Please contact Townships prior to the meeting at the Township Hall at (269) 857-1438



MEMORANDUM
REGULAR CITY COUNCIL MEETING
May 1, 2023, at 7:00 PM

TO: City Council

FROM: Rich LaBombard, City Manager

SUBJECT: Appoint Planning and Zoning Administrator – Resolution 10-2023

With the vacancy of the Planning and Zoning Administrator position in August 2022, the City published notices to recruit a replacement for the position. The City appointed Williams and Works as the Interim Planning and Zoning Administrator in September 2022 to fill the role until a replacement was identified. Following a review of the job description, the City advertised the position and received three applications over more than a two-month period. The interview panel interviewed all three candidates for the role and found Mr. Joseph Blair to be the best qualified candidate to assume the role of Planning and Zoning Administrator.

Mr. Blair is a licensed American Institute of Certified Planner and holds a graduate degree from the University of Michigan in Urban and Regional Planning and a bachelor's degree from Grand Valley State University in Geography. He also holds certificates in Urban Planning and GIS. Mr. Blair's prior role was as a senior planner for the City of Rockville, Maryland. In addition, he's worked in the private sector for the planning firm Carlisle Wortman, working in zoning administration and site plan reviews. Mr. Blair also has a strong background in cartography and GIS.

The Planning and Zoning Administrator position is a regular full-time salaried position. The recommended starting salary for the position is \$64,000 per year. A job study was completed for the position and the recommended salary falls within the appropriate starting salary range of \$63,000 to \$71,000. The Planning and Zoning Administrator job description is attached.

Per the City Charter, Chapter VI, Section 7.13 "Planning and Zoning Administrator", the Planning and Zoning Administrator shall issue all notices and orders to insure compliance with zoning ordinances and prosecute as necessary; process all applications related to zoning compliance, site plans, special land use permits, zoning variances, and certificates of occupancy; prepare documents, agendas, and supporting information for the Planning Commission and Zoning Board of Appeals meetings; assess all fees authorized by state statute, City ordinance or City resolution; perform all duties assigned to the department by ordinance or administration and may act as zoning enforcement officer. He or she shall be appointed by the Council on the basis of education, ability, training, and experience. The administrator shall perform such duties, as City Council shall direct.

It is necessary for City Council to appoint the Planning and Zoning Administrator based on a recommendation from the City Manager. City Council's authority to appoint administrative officers is defined in the City Charter, Chapter VII, Section 7.1, "Administrative Officers Generally". "The administrative officers of the City shall be the City Manager, Clerk, Treasurer, Assessor, City Attorney, Chief of Police, Planning and Zoning Administrator, and Board of Review."

I recommend City Council adopt Resolution 10-2023 and appoint Mr. Joseph Blair to the administrative officer position of Planning and Zoning Administrator for the City of Douglas.



City of the Village of Douglas

Job Description

Planning and Zoning Administrator

Position Summary: The Planning and Zoning Administrator is an administrative officer / department head position in the City organization, appointed by the City Council per the City Charter, and receives supervision, evaluation, and direction from the City Manager. The individual in this position performs work functions and duties as set forth in the City Charter, Chapter VII, Administrative Services, Section 7.13, *Planning and Zoning Administrator*. Oversees areas of responsibility related, but not limited to, planning, zoning, code enforcement, grant management, community and economic development, and capital improvement planning.

Supervises: Works closely with contractual consultants assisting on planning, zoning, economic development, and community development functions. Oversees work tasks and staff assigned to the department.

Essential Job Functions: An employee in this position will be asked to do any or all, but not limited to, the following essential job function examples. To perform this job successfully, an individual must be able to perform the functions competently. The essential job functions include:

1. Administers and enforces the City's Zoning Ordinance and performs all duties assigned to the department by ordinance or by administration. Serves as the zoning enforcement officer.
2. Oversees the processing of complaints regarding code violations, nuisances, unsafe conditions, and related matters, and pursues enforcement action when necessary. This may include writing abatement letters and/or civil infraction citations. Issue all violation notices and orders to ensure compliance with zoning ordinances and prosecute as necessary.
3. Review and process all applications related to zoning compliance, site plans, special land use permits, zoning variances, and certificates of occupancy.
4. Assess all fees authorized by state statute, city ordinance, or city resolution.
5. Administers and supervises vendors providing construction code inspection and zoning compliance activities. This may require coordination with one or more private, contracted consultants.
6. Serves as the staff liaison on matters related to the Planning Commission, Zoning Board of Appeals, and Downtown Development Authority (DDA).
7. Serves as the liaison between local, state, and federal private sector organizations involved in community and economic development activities.

8. Provides appropriate staff assistance and advisement to all councils, boards, commissions, committees, authorities, and other City departments on matters related to development of the City.
9. Prepare documents, agendas, or supporting information for the City Council, Downtown Development Authority, Planning Commission, and Zoning Board of Appeals meetings.
10. Provides required and necessary public notifications on development issues, performs applicable professional functions, duties, and tasks to ensure citizen / public participation on issues and forms positive public relations regarding departmental programs and activities.
11. Make presentations before the City's Planning Commission, Zoning Board of Appeals, City Council, and other entities as needed.
12. Fosters and maintains positive public relations with the City Council, boards, commissions, committees, authorities, and staff, as well as the public, media, and all governmental entities and regulatory agencies at the local, regional, state, and national levels.
13. Guides development to align with the City's goals and vision and ensure compliance with the City's master plans and applicable regulatory ordinances. Explains alternative development methods and conducts field inspections of projects to ensure conformity to statutes and regulations.
14. Prepares, maintains, and interprets the City's master plans and zoning codes / ordinances; conducts research and prepares analyses and reports on demographic and land use issues; works closely with citizen groups, neighborhood and business associations on specific planning projects and activities.
15. Participates in the development and administration of the annual departmental operating and capital budget. Ensures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
16. Drafts revisions and amendments to the City's Zoning Ordinance and master plans.
17. Works with neighboring communities to draft and revise the Tri-Community Comprehensive Plan and coordinate additional planning activities as necessary.
18. Keeps abreast of changing regulations and policies through continued education and professional growth. Maintains cooperative relationships with peer agencies and other governmental units. Attends conferences, workshops, and seminars as appropriate.
19. Serves as City's liaison to the Downtown Development Authority Board and provides pertinent information, staff reports, and recommendations as needed to maintain and promote Downtown Douglas. Develops marketing programs, provides business support and site information to business prospects / developers, and assists businesses in efforts to locate, expand, or maintain operations in community TIF districts. Assists in implementation of TIF-related policies, programs, procedures, annual reports, etc.
20. Seeks opportunities for grants and prepares grant applications for a variety of community development projects on behalf of the City.

21. Keeps City Council, applicable staff members, and the general public informed as to the purpose and progress of the Downtown Development Authority as a means to create and reinforce a favorable attitude for economic and community development.
22. Seeks opportunities to partner with community groups to expand the quality of life available in Douglas regarding such areas as housing, health care, education, tourism, recreation, etc.

This list may not be inclusive of the total scope of the job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

Requirements:

The requirements listed below are representative of the minimum education, skills, abilities, qualifications, and experience necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job. The qualifications should not be viewed as expressing absolute employment standards, but as general guidelines that should be considered along with other job-related criteria.

Education requirements include the following:

- A Bachelor's degree from an accredited college or university in Urban and Regional Planning, Urban Affairs, Public Administration, Business Administration, or closely related field.

Experience requirements include the following:

- Four (4) or more years of progressively responsible government experience (municipal preferred) in one or more of the following areas: Urban and Regional Planning, Community Development and Redevelopment, Site Plan Review, Zoning Administration, or closely related field.
- Thorough knowledge and understanding of applicable state statutes and local land use ordinances.
- Considerable knowledge of municipal operations as they relate to land development, stormwater management, utilities, roads, and construction.
- Good knowledge of public relations practices and personnel management.
- Experience in compiling and evaluating complex planning, land-use and zoning code guidelines and formulating policies, standards, and service recommendations.
- Experience in reading and interpreting civil engineered drawings, surveys, and construction documents.
- Experience in the use of office equipment and technology, including BS&A software, ArcGIS, Adobe, Microsoft Office 365, large format printers, and scanners.
- Ability to professionally and effectively communicate and present ideas and concepts verbally and in writing and make presentations in public forums.
- Ability to critically assess situations and solve problems and work effectively under stress, within deadlines and changes in work priorities. Efficient time management is a necessity.
- Ability to train, supervise, and evaluate work of others.

- Ability to perform extensive research, compile complex data, and prepare accurate records and reports.
- Ability to establish effective working relationships and use good judgement, initiative, and resourcefulness when dealing with the public, business, and community interests, elected officials, other employees, and professional contracts.
- Possess a positive attitude, ability to deal with adverse circumstances with tact and diplomacy and conduct self and office with professionalism.

Other General Requirements:

- American Institute of Certified Planners Certification as a professional community planner is highly desirable.
- Must hold a State of Michigan Vehicle Operator’s License.
- Required to attend meetings outside of regular business hours, and training sessions, to remain current with job requirements, regulations, etc.

Physical Demands and Work Environment:

The physical demands and work environment characteristically described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is required to perform the duties of the job in a typical business office setting where they are required to sit, talk, hear, view, stand, and walk for potentially extended periods of time. Use manual dexterity to type or write, communicate with others in person, on the telephone, through e-mail, or written correspondence. The noise level in the work environment is generally quiet in the office and may be moderate in the field.

The employee is also required to perform site inspections in all types of weather during all seasons of the year, including construction sites or industrial facilities. These may involve extensive walking over areas with uneven terrain, climbing ladders, kneeling or crouching, and lifting up to 40 lbs. Exposure to inclement weather, moving mechanical parts, loud noise or machinery, chemicals or fumes, and other hazards may be associated with these types of work environments.

Approved:

Rich LaBombard
City Manager

1-20-23

Date

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

RESOLUTION NO. 10-2023

A RESOLUTION TO APPOINT THE PLANNING AND ZONING ADMINISTRATOR

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 1st day of May, 2023 at 7:00 p.m. with

PRESENT:

ABSENT:

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

RESOLUTION

WHEREAS, the vacancy of the Planning and Zoning Administrator position in August 2022 had been published in a local paper and an interim from Williams and Works appointed, and

WHEREAS, interviews we conducted on three candidates and found Mr. Joseph Blair to be the best qualified candidate to assume the role as the City of the Village of Douglas new Planning & Zoning Administrator, and

WHEREAS, Mr. Blair is a licensed American Institute of Certified Planner and holds a graduate degree from the University of Michigan in Urban and Regional Planning and a bachelor's degree from Grand Valley State University in Geography. He also holds certificates in Urban Planning and GIS, and

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS: The City of the Village of Douglas City Council does hereby adopt Resolution 10-2023 and appoint Mr. Joseph Blair to the administrative officer position of Planning and Zoning Administrator for the City of the Village of Douglas.

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

ADOPTED this 1st day of May, 2023

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, May 1, 2023 in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

CITY OF THE VILLAGE OF DOUGLAS

BY: _____
Pamela Aalderink, City Clerk



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/PaytOnline

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

Fee: \$50 *WAIVED BY CLERK*
Received by: *FAM Adderink*

NOTE: ORDER FLOWERS

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: Rob Boyce/VFW/American Legion PH: 616-218-7278
Contact Name: S/D American Legion PH: _____
Street Address/P.O. Box: 248 Mason St
City/State/Zip Code: Saugatuck, MI 49453
E-mail: _____

CONTACT PERSON ON DAY OF EVENT: Rob Boyce PH: 616-218-7278
Rob Boyce

EVENT INFORMATION

Name of Event: Douglas Memorial Day Parade
Event Date(s): May 29, 2023 Anticipated Number of Attendees: _____
Purpose of Event: Show honor to fallen military service men and women
Location of Event: Center Street to Beery Park
Event Start & End Hours: 10 A.M.-11 A.M.
Estimated Date/Time for Set-Up: 5/29/23 9 A.M.
Estimated Date/Time for Clean-Up: 5/29/23 11 A.M.
Estimated Number of Volunteers: None

EVENT DETAILS

MUSIC:

Will Music be provided during this event? Yes No
If yes, type of music proposed: Live Amplification Recorded Loudspeakers
Time music will begin: _____ end: _____

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

Will Food Vendors/Concessions be available at your event? Yes No
If yes, Provide Copy of Health Department Food Service License

ALCOHOL:

Will alcohol be served at your event? Yes No
If yes, Provide Copy of Liquor Liability Insurance (Listing the City as additional insured)
 Provide Copy of Michigan Liquor Control License

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

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

EVENT SIGNAGE:

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

- Temporary Signs: Number requested: _____ Maximum size is 2'x2'
(Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- Banner Signage: Maximum size is 14'x4'
(Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- Signage at Event Site: Location(s): _____
Description of signs: _____
(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 _____
- Tables – Quantity _____
- Portable Toilets – Quantity _____

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

MARKETING:

How do you plan to market your event? (Example: Saugatuck/Douglas Area Convention & Visitors Bureau, Local Businesses, etc.) None

REQUIRED AUTHORIZING PERSONNEL SIGNATURES:

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

DEPARTMENT OF PUBLIC WORKS:

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

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

Approved Denied

Approved with Conditions _____

Authorized Personnel Signature _____ Date: _____

DOUGLAS POLICE DEPARTMENT:

Will this event require additional officers & equipment? Yes No

If yes, please describe & include times: ONE EXTRA OFFICER w/ OFFICER

ON DUTY

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

Street closure date/time: 5/29/23 9:30am Street re-open date/time: 5/29/23 11:15am

Parade Type: Pedestrian Vehicle
 Parade Route: (Use attached map to outline route)
Parade start time: 10 AM Parade finish time: 11 AM

Approved Denied
 Approved with Conditions PEDESTRIAN SAFETY BARRIERS AND
VENUE BARRIERS

Authorized Personnel Signature [Signature] Date: 04/26/23

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.

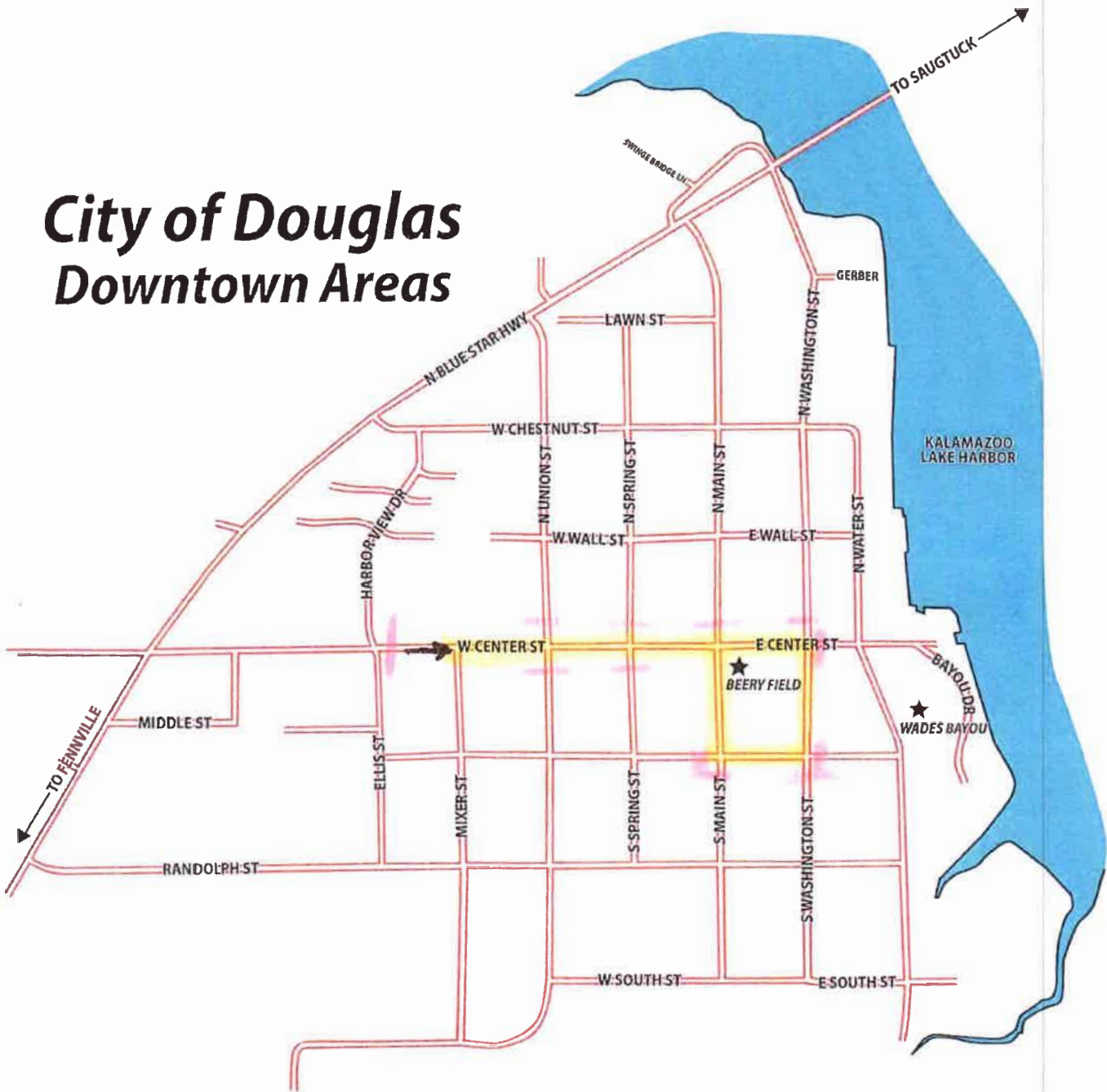
As the Applicant or duly authorized agent of the Organization, I hereby apply for approval of this special event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

Printed Name of Applicant: _____ Date: _____

Signature of Applicant: _____ Date: _____



City of Douglas Downtown Areas



 = PARADE ROUTE

 = ROAD CLOSURES

* START CEREMONY/MEMORIAL @ BEERY FLAG POLE

Revision 03.23.2022

MAY 29 717



MEMORANDUM
REGULAR CITY COUNCIL MEETING
May 1, 2023, at 7:00 PM

TO: City Council

FROM: Rich LaBombard, City Manager

SUBJECT: Pride Event Request for Additional Services

Community Pride Board members have approached the City with a request to provide additional service in support of the June Pride in the Park Event. Specifically, the Pride Committee is requesting additional law enforcement services for specific times over the event scheduled for June 1-4.

In an email to the City on April 3, 2023, Community Pride Board Members requested:

"I wanted to thank you for all your help in supporting Community Pride and Oktoberfest. Once again we are planning on both events to help drive the shoulder season in our community. We are now a 501C3 organization comprised of a volunteer board. We are still in the infant stage and striving to raise funds to provide a well attended community event. We are looking forward to providing both our annual events, starting with our Community Pride event being held June 1-4, 2023. We are hoping to have a bigger event this year with having a significant main event, including food, vendors, and live entertainment on Saturday, June 3, 2023. We will have 3 bands helping entertain our community and guests. Because of the location of the event and the fact we need to rent a sound system, stage, generator, and other costly items we are in need of security. Because there is no way to secure the equipment and the need for 3 days we are hoping the city will help by providing 24 hour security. We will need security during the event and in the overnight hours. Please let us know how the city can help facilitate this. We do understand if there are additional costs to the city we would be willing to help defray those costs. We are hoping to partner with the city and bring the community together for an enjoyable event.

After speaking with Chief Kent, he anticipates coverage would need to be done using a full-time officer at a rate of \$40.44 per hour in wages. Chief Kent had a conversation with a board member and understood that they are looking for 10pm to 6am coverage on Friday night to Saturday morning, and then again on Saturday night to Sunday morning to secure the stage/trailer and sound equipment which will be left on site. It is understood that the equipment will be removed after all events late on Sunday.

The calculated cost for 16 hours of coverage would be \$647.04. The calculated cost for 24 hours (1 full day) of coverage is \$970.56. The Committee is requesting a determination of support for this request, and if supported, they are requesting this service pro-bono or on a cost share basis.

Sample Motion: I motion to provide additional law enforcement support to the Community Pride Event for 16 hours for the June 1-4 "Pride in the Park Event".



MEMORANDUM
REGULAR CITY COUNCIL MEETING
May 1, 2023, at 7:00 PM

TO: City Council

FROM: Rich LaBombard, City Manager

SUBJECT: Naming of Point Pleasant property

The mayor will lead a discussion on the permanent naming of the Point Pleasant property.

Discussion item.



MEMORANDUM
REGULAR CITY COUNCIL MEETING
May 1, 2023, at 7:00 PM

TO: City Council

FROM: Rich LaBombard, City Manager

SUBJECT: Water Street Workshop Follow Up

At the February 21, 2023, City Council workshop, attendees made up of City Council members, residents, the City Engineer, and City staff met to discuss possible solutions to resolve safety and speeding concerns on Water Street between Randolph Street and Wiley Road. Participants broke up into groups to compile lists of possible solutions to be explored. As discussed at the conclusion of the workshop, the ideas were ranked by City Council and the list was provided to the City Engineer to estimate the cost to implement the solutions for inclusion in the annual budget process.

The following information was provided by the City Engineer following their review of the information provided.

Discussion item.

Memorandum

Date:	4/13/2023
To:	Rich LaBombard, City Manager
Community:	City of the Village of Douglas
From:	Lucas Timmer, P.E.
Project #:	2230344
Re:	Water Street Road Improvements

The City of the Village of Douglas hosted a workshop on February 21, 2023 to review options for traffic improvements for Water Street. This meeting was a follow-up to previous meetings, discussions, and reports about the traffic on Water Street in 2021 and 2022 (see October 26, 2021, Water Street Traffic Study report).

Property owners along Water Street and City Council have addressed concerns with vehicle speeds, large vehicle usage, and pedestrian safety. Following the workshop, Prein&Newhof was tasked to investigate options generated from City Council and the City Manager for future improvements along Water Street to address these issues.

Improvements to Traffic Signage

The current signage on site is shown in Figure 1 below. The existing signage used does follow Michigan Manual on Uniform Traffic Control Devices (MMUTCD) as the Reverse Turn (W1-3) signs and One Direction Large Arrow (W1-6) signs can be used on a turn per Section 2C.07 and Table 2C-5 (see legend for Figure 1).

One of the improvements that was suggested during the workshop included adding a stop sign at the corner. However, the MMUTCD indicates in Section 2B.04 that it is a state standard that “Yield or Stop Signs shall [*equivalent of “must”*] not be used for speed control”. The purpose of adding a stop or yield sign at this corner is solely for speed control, and thus the usage of a stop or yield sign at turn is not a solution that can be pursued.

To improve signage along the corner, the MMUTCD was used to determine various methods for advanced signing at these corners. As the existing method of utilizing the Reverse Turn and One Direction Large Arrow signs are not working to slow traffic. Figure 2C-2 in the MMUTCD was utilized as a more effective and standard way to warn traffic rounding these corners. The proposed advanced sign layout is shown in Figure 2. The Chevron Signs (W1-8) on the outside of the curve will provide more visibility than a single One Direction Large Arrow (W1-6) sign to warn the driver of the upcoming change in roadway alignment. Figure 2 also utilize the optional Turn with Advisory Speed (W1-1aR and W1-1aL) signs to provide additional notification to the driver before navigating the turn. As additional signs are added at the turn, the optional One Direction Large Arrow signs (W1-6L and W1-6R) were not included.

Mr. Rich LaBombard
 April 13, 2023
 Page 2

It is worth noting that Table 2C-5 indicates that Chevrons and/or One Direction Large Arrows are recommended but not required when there is a 10 mph difference between the speed limit (25 mph) and the advisory speed (15 mph). The City could consider not including these signs but we would encourage the use of these signs as the MMUTCD recommends usage as these signs will provide more visibility and advanced warning as traffic navigates the curve than the existing configuration.

The MMUTCD also allows the use of Reverse Turn signs that have been previously been installed since the tangent between the curves is less than 600 feet; however, since this existing condition is understood to be not working well due to the current traffic issues on the site as expressed by local drivers, this updated design utilizes four advanced Turn Signs instead of a single Reverse Turn sign per travel direction to more adequately provide advanced warning and visibility for drivers to navigate these curves on Water Street.

An anticipated material cost estimate for the proposed signage is shown in pink in Figure 2 amounts to an estimated \$18,500. This cost excludes engineering costs (as an engineering fee is not included as part of this traffic study) and installation costs (as it is expected the DPW would install).

Additional Improvements to Traffic Signage – Dynamic Signage

During the workshop, dynamic signage (which can be LED flashing enhanced signs and/or radar speed signs) also could also be utilized to help provide additional warning and visibility for drivers on Water Street. These signs can be powered by solar power and will need adequate access to sunlight to perform. Prein&Newhof reached out to Carrier & Gable, Inc. (see Figures 3, 4, and 5 below) for pricing on supplying LED flashing enhanced signs and radar speed signs.

Currently there is one similar radar speed sign being used by the City on a signpost right before the first curve heading southbound on Water Street from South Street. However, the intended use of these signs is to advise traffic on their speeds through dense urban settings, typically along straight sections to keep travel speeds within the posted speed limits, improving safety for other roadway users, as such, it is not recommended to keep that sign in its current location. Instead, the existing radar speed signs can be relocated and/or added as shown on Figure 3 on the (2) statutory 25 mph speed signs to advise traffic of their speeds on the straightaways in advance of the curve sections.

LED flashing enhanced signs could also be used on each of the Turn with Advisory Speed signs (4 total) as these signs are the last advanced warning before the curve. For an additional cost and to limit the continual flashing of the lights all night, a radar detection unit kit could be added to these signs to allow them only to activate when a vehicle is approaching the curve.

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 April 13, 2023
 Page 3

The cost of adding the two radar speed signs as quoted from Carrier & Gable would be \$5,000 each (for a total of \$10,000) including the sign assembly, strobe, speed, radar, and solar panel kit. The cost of adding the (4) LED flashing enhanced signs for the curves would be \$6,000 per sign (deduction in \$2,700 per sign if the City is okay without the radar detection kit meaning the signs continually flash) for a total of \$24,000 (or \$13,200 if radar detection kits are excluded).

Pavement Markings

One option that the City wanted to consider was painting “SLOW” within the street. This pavement marking is not a standard marking that is detailed in the MMUTCD. Also, studies (in particular, one by Hallmark et. al. [2007]) generally suggest that “SLOW” painted in the street is not effective at slowing traffic down.

To slow traffic down, the MMUTCD recommends Speed Reduction Markings (Section 3B.22) to be used. These markings are “white transverse line on both sides of the lane that are perpendicular to the center line, edge line, or lane line” with “longitudinal spacing between markings [that are] progressively reduced from the upstream to the downstream end of the marked portion of lane.” Figure 3B-28 of the MMUTCD details an example of Speed Reduction Markings.

MMUTCD recommends that Speed Reduction Markings only be used to “supplement the appropriate warning signs” and not a substitution for the warning signs. Also, speed reduction lines “shall not be used in lanes that do not have a longitudinal line on both sides of the lane”, in which Water Street does not have a white lane line on the edge of road. Thus, we would recommend consideration on new signage or dynamic signage before considering a pavement marking option.

Rumble Strips

The MMUTCD does not include any provisions regarding design/placement of rumble strips. The US Department of Transportation Federal Highway Administration (FHWA) indicates that centerline rumble strips “are an effective countermeasure to reduce head-on collisions and opposite direction sideswipes”. Safety statistics from FHWA suggests urban two-lane roads see a 64% reduction (with 27% standard error) in crash frequency after a rumble strip is implemented. However, rumble strips in an urban environment can result in unwanted noise for neighboring residents, and thus this option was not considered at this time as a recommendation.

Truck Traffic – Truck Routes and Reducing Truck Traffic

One outcome of the workshop was to review possible truck route and/or reduction of truck traffic. Section 257.726 of the Michigan Vehicle Code, or MVC (page 303) details truck route designations and the requirements that need to be followed by local authorities. By ordinance or resolution, a local authority (in this case, the City) can “prohibit the operation of trucks or commercial vehicles on designated highways or streets, impose limitations as to the weight of trucks or other commercial vehicles on designated highways or streets, and/or

Mr. Rich LaBombard
 April 13, 2023
 Page 4

provide that only certain highways or streets may be used by trucks or other commercial vehicles.” Signage would then need to be required per the MMUTCD. Section 2B.39 Selective Exclusion Signs, Section 2B.61 Truck Route sign and Figure 2B-30 of the MMUTCD details which truck signs could be used to where trucks can drive.

The City of Holland has designated a truck route. The ordinance from the City of Holland along with their truck map have been included in Figures 6 and 7 below. If the City of the Village of Douglas decides to do a truck route, significant consideration should be made on where truck routes are determined and an engineering master plan traffic study for the entire City should occur to determine impacts of limiting truck traffic to specific roads in the City (especially during peak tourism season). This study could also then consider increased speed on Wiley Road to discourage trucks from using Water Street or the addition of a traffic light at Wiley and Blue Star Highway.

It is also worth noting that Water Street currently is designated by the City as a City Major Road by Public Act 51 of 1951, which means that Water Street is of “the greatest general importance” to the City compared to the other roads that are classified as local streets. Other examples of streets classified as a City Major Road include Wiley Road, North Main Street, Blue Star Highway, and Center Street.

Funding from the Michigan Transportation Fund also is allocated based in part on the mileage of roadways under the jurisdiction of each eligible agency and the classification of these roads. Per our discussion with Kelly Bolt, Transportation Planner for MDOT Act 51 (boltk1@michigan.gov; 517-256-9372), Water Street would need to be redesignated as a local road if trucks were not allowed to use it which then would limit the funds available for that road.

A truck route can be considered but would require an extensive traffic study and planning of the City. For the time being, the signage improvement option seems to be the most economical starting point for the City.

Sidewalk along Water Street

Additional signage and/or truck route designation will provide some additional safety for pedestrians, but ultimately the safest option for pedestrians would be to provide their own facilities, i.e. sidewalk or shared-use path. The west side/south side of Water Street appears to be the best location for this sidewalk or shared-use path. Due to space concerns in the right-of-way/utilities and wetland/stream impacts, a 5-foot sidewalk was determined to be the best option in lieu of an 8 foot or 10 foot shared use path.

The project was split into 3 phases: Phase 1 is approximately 850 feet of sidewalk from Wiley Road north to the first corner, Phase 2 is approximately 850 feet of sidewalk around the two corners up to the pump station, and Phase 3 is about 450 feet spanning the wetlands/stream from the pump station north to South Street. The estimate below is for Phase 1 of the sidewalk.

Mr. Rich LaBombard
 April 13, 2023
 Page 5

<i>Estimated Construction Cost</i>	\$110,000
<i>Estimated Design Engineering*</i>	\$13,000
<i>Estimated Construction Engineering</i>	\$9,000
<i>Estimated Contingency</i>	\$11,000
<i>Estimated Project Cost</i>	\$143,000

**Estimated Design Engineering does not include costs of easement acquisition and preparing easement exhibits*

The estimate below is for Phase 2 of the sidewalk. For the sidewalk to be located on the south side of the road, easements are anticipated to be needed from some or all of the properties. It is worth noting that this estimate does not include the legal and engineering costs of obtaining easements.

<i>Estimated Construction Cost</i>	\$120,000
<i>Estimated Design Engineering*</i>	\$13,000
<i>Estimated Construction Engineering</i>	\$10,000
<i>Estimated Contingency</i>	\$12,000
<i>Estimated Project Cost</i>	\$155,000

**Estimated Design Engineering does not include costs of easement acquisition and preparing easement exhibits*

The estimate below is for Phase 3 of the sidewalk. This estimate assumes nearly 400 feet of 10-foot-wide boardwalk spanning the wetlands and stream. This estimate could be better determined if a wetland delineation occurred as this estimate conservatively assumes the whole low area along the road is wetland. It is also possible that easements will be needed from some or all of the properties for this boardwalk to be installed.

<i>Estimated Construction Cost</i>	\$460,000
<i>Estimated Design Engineering*</i>	\$42,000
<i>Estimated Construction Engineering</i>	\$28,000
<i>Estimated Contingency</i>	\$46,000
<i>Estimated Project Cost</i>	\$576,000

**Estimated Design Engineering does not include costs of easement acquisition and preparing easement exhibits*

Mr. Rich LaBombard
April 13, 2023
Page 6

Conclusion

We would recommend the City (at minimum) consider adding the signs as detailed in Figure 1 to assist warning drivers about the curves. Some or all of the dynamic signs should also be considered to provide more warning on both speed and the sharpness of the turns. For pedestrian safety, the City should consider completing phases of the sidewalk to get pedestrians off of the roadway starting with a sidewalk from Wiley Road north to the first curve on Water Street. Pavement markings and rumble strips should not be considered at this time as a signage improvement would be the most effective improvement at this time. Truck routes and an overall traffic study should be considered after any signage improvements.

FIGURE 1 - EXISTING SIGNS ALONG WATER STREET FROM SOUTH STREET TO WILEY ROAD



LEGEND

-  Reverse Turn (W1-3)
-  One Direction Large Arrow (W1-6)

FIGURE 2 - PROPOSED (AND EXISTING) SIGNS ALONG WATER STREET FROM SOUTH STREET TO WILEY ROAD



FIGURE 3 - PROPOSED (AND EXISTING) DYNAMIC SIGNS ALONG WATER STREET FROM SOUTH STREET TO WILEY ROAD



LEGEND




-  Chevrons (W1-8)
-  Turn (W1-1)
-  Turn with Advisory Speed (W1-1a)

FIGURE 4

LED Enhanced Signs

Data Sheet

Item 8F.



LED flashing signs improve driver compliance at crosswalks, school zones, warning and stop signs:

- ✓ Brightest in the industry: more than 1,000,000 mcd daytime light intensity
- ✓ System is reliable, compact and lightweight
- ✓ Solar Power Report™ (SPR) prepared for every location to ensure battery longevity

High-Intensity Light Output

Our LED Enhanced Sign provides high-intensity light output that can improve driver response under all conditions, no matter the time of day or weather. We use the same quality LEDs found in our rectangular rapid flashing beacons, and each sign is powered by Carmanah's robust solar or AC engine. This sign includes nighttime dimming, multiple flash pattern and intensity settings and ambient auto adjust.

Easy Installation

Carmanah's LED Enhanced Signs are conveniently shipped pre-configured from the factory, and installation is quick and uncomplicated—dramatically reducing installation costs. Retrofitting can be done where existing sign bases are used to enhance these sites in minutes, and new installations can be completed without the cost of larger poles, new bases and trenching.

Solar Sizing for Reliable Performance

Carmanah's LED Enhanced Flashing Signs are the most reliable and brightest signs on the market because we're experts at sizing-up solar. Using your sign settings and environmental factors at your location site, Carmanah's solar modeling tool produces a Solar Power Report and recommended product model that will provide dependable, year-after-year operation.

Advanced LED Enhanced Sign Options

Our LED Enhanced Sign comes with an on-board user interface for quick configuration and status monitoring. It allows for simple in-the-field adjustment of flash pattern, duration, intensity, ambient auto adjust, night dimming and many more. An optional manual override switch or wireless connection for local or remote control are also available.



MUTCD
compliant



Buy America
compliant



5-year solar
engine warranty



3-year LED sign
warranty



Solar-sized for
every location



FIGURE 4 (Cont.d)

LED Enhanced Signs

Data Sheet

1.844.412.8395 | traffic@carmanah.com | carmanah.com

SIGN TYPES



R1-1
Red LEDs



R2-1
White LEDs



W11-2
Yellow LEDs



S1-1
Yellow LEDs



W1-2
Yellow LEDs



S5-1
White/Yellow LEDs



R1-2
Red LEDs



R5-1a
Red LEDs



R3-2
White LEDs



R5-1
White LEDs

*Many sign shapes, sizes and configurations are available. Contact Carmanah for more information.

SOLAR ENGINE MOUNTING

2.0" - 2.5" Perforated Square Pole Mount

2.38" - 2.88" Diameter Round Pole Mount

3.5" - 4.5" Diameter Round Pole Mount

Side Pole Mount

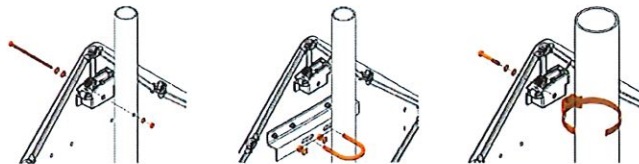


LED SIGN MOUNTING

Through Bolt

U Bolt

Banding to Pole



ACTIVATION OPTIONS

Activation	Standard operation is flashing 24 hrs./day
	Optional internal time clock for calendar programming
	Optional manual override switch allows local control of beacons
	Optional junction box: lockable, hinged door, corrosion-resistant aluminum enclosure allows easy calendar programming and access to manual override switch
	Pushbutton: ADA-compliant, piezo-driven with visual LED and two-tone audible confirmation
Audible pushbutton station: ADA-compliant, piezo-driven with visual LED and customizable voice message confirmation	

SYSTEM SPECIFICATIONS

On-Board User Interface (OBU)	Adjustable system settings with auto-scrolling LED display on our latest EMS
	System test, status, and fault detection: battery, solar, button, beacon, radio, day/night
	Flash patterns: RFB (WW+S), RFB1 (WW+S legacy), RFB2 (WSDOT), 0.5 sec. alternating (MUTCD), 0.5 sec. unison (MUTCD), 0.5 sec. x3 alternating (MUTCD), 0.1 sec. unison, 0.25 sec. unison, 0.1 sec. x3 quick flashes unison, 0.1 sec. x3 quick flashes alternating, steady on
	Input: momentary for pushbutton activation, normally open switch, normally closed switch, dusk-to-dawn operation
	Flash duration: 5 sec. to 1 hr.
	Intensity setting: 20 to 1400 mA for multiple LED enhanced signs
	Nighttime dimming: 10 to 100% of daytime intensity
	Ambient Auto Adjust: increases intensity during bright daytime
	Automatic Light Control: reduces intensity if the battery is extremely low
	Temperature correction: yellow or red LED enhanced signs
Optical	Calendar: internal time clock function
	Radio settings: enable/disable, selectable channel from 1 to 14
	Output: enabled when flashing daytime and nighttime, or nighttime only
	Activation counts and data reporting via OBU or optional USB connection
	Light intensity: 1,000,000 mcd minimum daytime
	Viewing angle: 15°
	LEDs meet MUTCD optical requirements for color, flash rate and dimming
	MUTCD compliant: 2009 MUTCD, Chapter 2A, 2B, 2C, and 7B Signs
	3M High Intensity Prismatic or Diamond Grade retroreflective sheeting and components
	Sign Construction
UV-resistant polycarbonate channels protect wiring; includes fully integrated junction box	
0.08-0.10" aluminum sign face with stainless steel hardware	
Optional encrypted, wireless radio with 2.4 GHz mesh technology	
Optional radio allows calendar program, manual override switch, or input device from one system to remotely control other systems	
User-selectable multiple channels to control different signs and ensure a robust wireless signal	
Instantaneous wireless activation: <150 ms	
Wireless range: 1000 ft (305 m)	
Integrated, vandal-proof antenna	
Power System	
	AC: 100-240 VAC input, 6-14 AWG Replaceable AC-DC power supply, circuit breaker, terminal block wiring
Energy Collection	45 deg tilt for optimal energy collection
	Maximum Power Point Tracking with Temperature Compensation (MPPT-TC) battery charger for optimal energy collection in all solar and battery conditions
Energy Storage	Replaceable, recyclable, sealed, maintenance-free, best-in-class AGM batteries offer the widest temperature range and longest life
	Battery design life: +5 yrs.
	Tool-less battery change with quick connect terminals and strapping for easy installation
Solar Engine Construction	Weatherproof, gasketed enclosure with vents for ambient air transfer (NEMA 3R)
	Lockable, hinged enclosure for access to on-board user interface and batteries Optional padlockable latch
	Corrosion-resistant aluminum with stainless steel hardware
	Raw aluminum finish or yellow, black, or green powder coated
Environmental	Prewired to minimize installation time
	High-efficiency optics and EMS = the most compact, lightweight system
	-40 to 165° F (-40 to 74° C) system operating temperature -40 to 140° F (-40 to 60° C) battery operating temperature
Warranty	5-year limited on solar engine, 3-year limited on LED signs, 1-year limited on batteries

Specifications subject to local environmental conditions, and may be subject to change.

All Carmanah products are manufactured in facilities that are certified to ISO quality standards.

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FIGURE 5

SPEEDCHECK-12

Small, Portable Radar Speed Sign Data Sheet

Affordable radar speed sign system packed with premium features at no additional cost:

- ✓ Calendar/schedule operation
- ✓ Data collection with visualization and reporting software
- ✓ Mobile app for iOS® and Android™
- ✓ Rapid-flashing strobe
- ✓ Stealth mode
- ✓ On-board diagnostic status and health indicators
- ✓ 3-year warranty

Fully Compliant, Ultra-clear Display

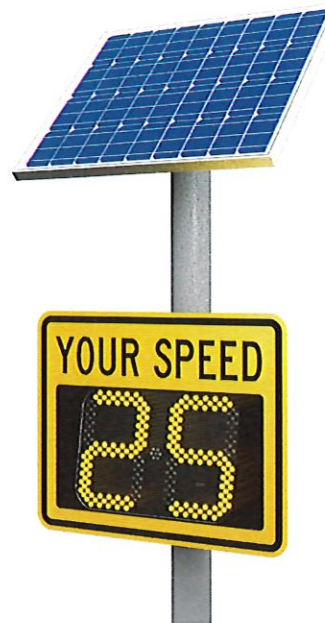
Compliant to MUTCD standards for legibility, including LED color, character and letter height. The bright LED display uses 12-inch digits against a background designed for high-contrast visibility that prevents “88” ghosting—ensuring readability in all weather and lighting conditions. The unique safety mask limits the viewing angle to prevent drivers from watching the display as they pass.

Long-lasting, Reliable Operation

The LED display is housed within a durable, weatherproof aluminum unit and is shielded with a tough polycarbonate window for added vandalism protection. Every solar-powered model is solar-sized by location to ensure year-after-year operation. Carmanah includes a Solar Power Report to prove sustainability over a 12-month period.

Easy Installation and Connectivity

The SpeedCheck® sign arrives ready to work out of the box. Its modular, lightweight design and built-in handle allows a single person to install on a pole or flat surface. Bluetooth® allows for quick connectivity and setup via the SpeedCheck Manager mobile app or PC software. A StreetHub™ model comes factory prewired and pretested for remote communication—enabling cloud-based access within minutes. Carmanah’s comprehensive support system includes product support technologists and our 24/7 on-demand [Product Support Center](#).



carmanah®



SPEEDCHECK-12
12-inch digits for speeds less than 45 mph (70 km/h)



MUTCD compliant



Buy America compliant



3-year limited warranty



Solar-sized for every location



Up to 21 days battery run time



Up to 1000 feet radar detection



CONNECTIVE CAPABILITIES

FIGURE 5 (Cont.d)

Item 8F.

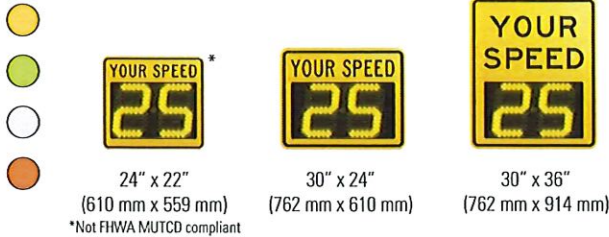
SPEEDCHECK-12

Small, Portable Radar Speed Sign Data Sheet
1.844.412.8395 | traffic@carmanah.com | carmanah.com

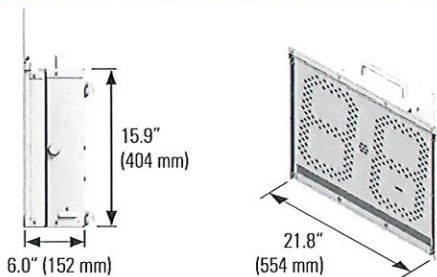


"YOUR SPEED" STATIC SIGN

Sign	Meets MUTCD legibility standards for color, character and height
Sheeting	3M High Intensity Prismatic or Diamond Grade retroreflective sheeting and components
Color	Available in yellow, fluorescent yellow/green, white, and orange

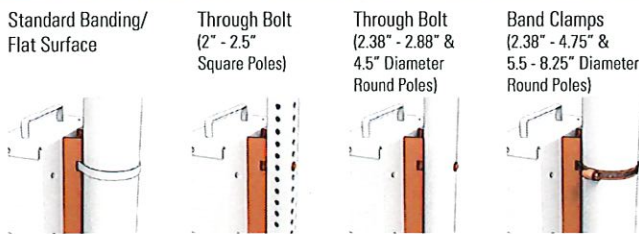


LED DISPLAY





LED Display and Strobe	Meets MUTCD legibility standards for character height and LED color for roadways with speed limits under 45 mph Seven-segment digit design using 224 amber LEDs LEDs automatically dim during nighttime operation, minimizing light bounce into neighboring windows Includes rapid-flashing strobe with white LEDs at the center of the display (with ON/OFF setting) Includes stealth mode for data collection
Radar	Detection range up to 800 ft; extended range option available Single-direction, K Band Doppler radar (+/- 1 mph) with 12° radar beam width
Construction	Weatherproof, gasketed enclosure with vents for ambient air transfer Corrosion-resistant aluminum chassis with stainless steel hardware 3/16" polycarbonate window protects digital display from weather and vandalism Keyed access prevents sign removal and battery theft
Weight	15 lbs (6.8 kg) without batteries

LED DISPLAY MOUNTS



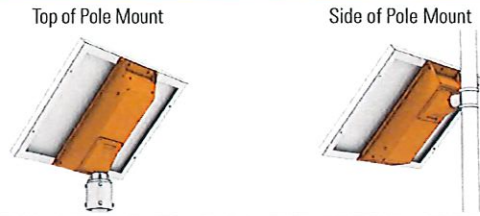
COMMUNICATION AND DATA COLLECTION

Local	Bluetooth mobile app and PC software (SpeedCheck Manager)  
Remote	Optional StreetHub model includes fully integrated monitoring unit from the factory and Glance cloud-based software for two-way communication, reporting and monitoring

POWER OPTIONS

Battery	Up to 21 days battery run time (3,000 ADT). Batteries housed inside display, includes external battery charger Maintenance-free, non-proprietary AGM batteries offer the widest temperature range and longest life Batteries can be easily replaced at low cost
Solar	12 VDC operation, solar sized to specific geographic location Includes 12-month Solar Power Report to ensure system sustainability System designed for 5+ year battery life Integrated solar kit option: includes solar panel, charge controller and batteries; lower cost option Separate solar panel and cabinet option: includes batteries, charge controller, room for 3rd-party devices
AC	100-240 VAC in standard configurations.

INTEGRATED SOLAR KITS AND MOUNTS



PANEL	LENGTH	WIDTH
30 W	21.5" (545 mm)	15.7" (400 mm)
50 W	26.3" (668 mm)	21.2" (538 mm)

SEPARATED SOLAR PANEL/CABINET AND MOUNTS



PANEL	LENGTH	WIDTH
50 W	26.3" (668 mm)	21.2" (538 mm)
80 W	30.7" (780 mm)	26.5" (672 mm)
170 W	59.1" (1500 mm)	26.3" (668 mm)
Cabinet	15.7" x 8.2" x 21.0" (399 mm x 208 mm x 534 mm) Weatherproof, gasketed cabinet with vents for ambient air transfer tested to NEMA 3R; lockable, hinged door with #2 lock	

INCLUDED WITH EVERY SIGN

Software and Mobile App	SpeedCheck Manager mobile app and PC software for setup and programming, including calendar scheduling and data collection, via Bluetooth Traffic Analyzer software for data visualization and reporting
Warranty	3-year limited warranty on LED display 1-year limited warranty on batteries
Support	Carmanah's North American product support technologists available for solution building, solar sizing and troubleshooting 24/7 access to Carmanah's online Product Support Center database
Customize	Build a SPEEDCHECK-12 online

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FIGURE 6: City of Holland Truck Route Map

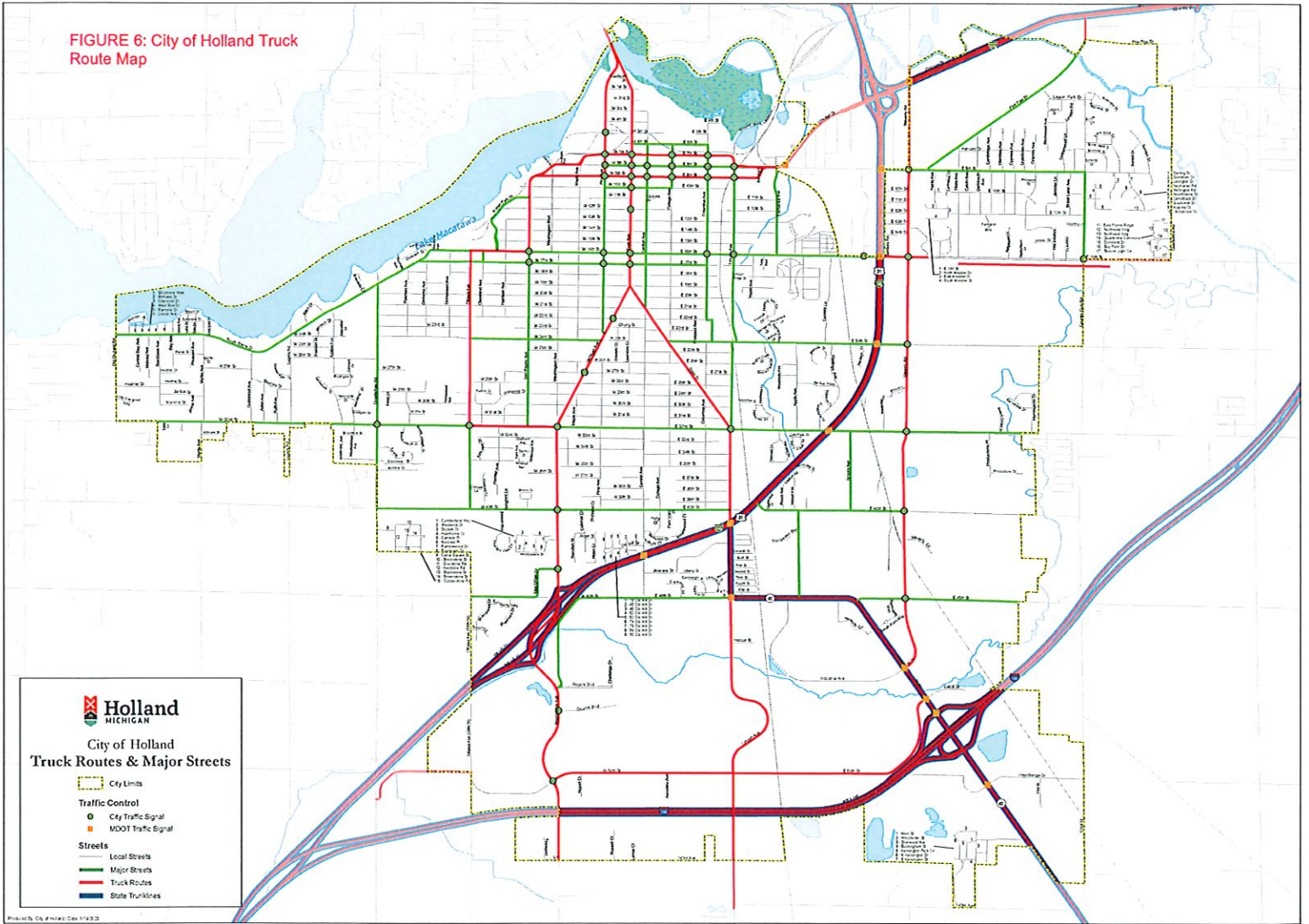


FIGURE 7: City of Holland Truck Route Ordinance

Sec. 18-24. Operation of trucks on specified routes. [Ord. No. 1393, 7-21-2004; Ord. No. 1458, 7-5-2006; 7-21-2021 by Ord. No. 1798]

- (a) Truck route limitation. It is unlawful for any person, firm, corporation, or any other entity to operate or cause to be operated a truck as hereinafter defined, on any street, road, public right-of-way, or highway within the City, unless such operation is upon a route designated as a truck route in the schedule referred to in Section 18-1. The City shall procure and have posted appropriate signs along the designated truck route as required by the laws of the State of Michigan.
- (b) Truck definition. A "truck," as used herein, shall mean any "truck," "truck tractor," "semitrailer" or "commercial vehicle" or combination thereof having an elected gross weight greater than 10,000 pounds. The word "truck" does not include the following:
- (1) Bus, as defined by MCLA § 257.4b;
 - (2) School bus, as defined by MCLA § 257.57;
 - (3) Authorized emergency vehicles, as defined by MCLA § 257.2;
 - (4) Motor home, as defined by MCLA § 257.32a;
 - (5) Farm tractors and other agricultural equipment, as defined by MCLA § 257.16;
 - (6) Utility service vehicles or vehicles used for construction in the City while the work is in progress;
 - (7) Road construction and maintenance vehicles while being used for that purpose inside the City limits;
 - (8) Refuse trucks while making refuse pickups within the residential districts of the City;
 - (9) All vehicles owned or leased by the City; and
 - (10) All vehicles used exclusively to transport personal possessions or family members for nonbusiness purposes.
- (c) Additional definitions. The term "City" shall mean the City of Holland. The terms "elected gross weight," "truck," "truck tractor," "semitrailer" and "commercial vehicle" shall have the same definitions as provided in the Michigan Vehicle Code, Act 300, Public Acts of Michigan, 1949,¹ as amended.
- (d) Information disclosure. Upon the request of a police officer, it shall be the duty of any person driving or in charge or control of any truck to stop and answer any questions regarding the weight of the truck, its destination, and its point of origin; to proceed to any public or private scale available for the purpose of weighing and determining whether the weight thereof is in excess of the weight limit provided in this section; and such persons shall also present a log book, weight slips, delivery slips, and other written evidence of destination or points of origin, for the officer's examination.
- (e) Exception: Commercial and home deliveries, pickups and service. A truck may use or travel upon a street, road, public right-of-way or highway even though not designated as a truck route by the City, for the purpose of delivering or picking up goods, wares, or merchandise, raw materials, or materials which have been processed although the manufacturing process has not been completed or there are

1. Editor's Note: See MCLA § 257.1 et seq.

FIGURE 7: City of Holland Truck Route Ordinance (Cont.d)

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other steps to be completed in the manufacturing process, or for the purpose of providing services at its destination within the City. In such event, travel along a prohibited route shall be limited to the minimum distance necessary to accomplish the delivery, pickup or service call, and said vehicle shall return to a designated truck route by the shortest route possible.

- (f) Exception: Leaving or returning to place of business. Nothing herein contained shall prevent a truck from leaving or returning to its customary storage location at the owner's or operator's business or commercial location within the City which is not located on a designated truck route, provided that the most direct route to and from a designated truck route is used.
- (g) Exception: Road repairs. If any designated truck route, or portion thereof, shall be under repair or otherwise temporarily out of use, motor vehicles within the restricted class shall use such other temporary truck routes as may be designated by the Chief of Police or his/her designee.
- (h) Unified Development Ordinance (UDO). Nothing contained herein shall authorize the parking of a truck otherwise prohibited under Chapter 39 - Unified Development Ordinance (UDO).
- (i) Penalty. A person, firm, corporation or any other entity that violates this section is responsible for a civil infraction.