



**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, OCTOBER 17, 2022 AT 7:00 PM
86 W CENTER ST., DOUGLAS MI**

AGENDA

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

Join online by visiting: <https://us02web.zoom.us/j/89332897637>

Join by phone by dialing: +1 (312) 626-6799 | Then enter "Meeting ID": 8933 289 7637

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **CONSENT CALENDAR**
 - A. Approve the October 17, 2022 Meeting Agenda
 - B. Approve the October 3, 2022 Meeting Minutes
 - C. Approve Invoices in the amount of \$68,818.90
 - D. Resignations/Appointments/Proclamations

Motion to Approve the October 17, 2022 Consent Calendar - roll call vote
5. **PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES)**
6. **PUBLIC COMMUNICATION - WRITTEN**
 - A. Wild Hearts of Saugatuck

Request how Council would like to proceed
7. **UNFINISHED BUSINESS**
8. **NEW BUSINESS**

A. Automatic External Defibrillator - Chief Janik [Informational Item]

B. 3077 May Ave. Storage Pods - Kathy Sarkisian

C. Resolution 35-2022 Amendment #1 - Saugatuck Douglas History Center Letter of Agreement

Motion to approve Resolution 35-2022 and approve Amendment #1 to the Letter of Agreement for historic markers to be installed at the proposed locations. - roll call vote

D. Resolution 36-2022 1st Root Beer Barrel Agreement Amendment

Motion to approve Resolution 36-2022 1st Amendment to Contract for the Root Beer Barrel and extend the contract for one (1) year at \$5,000. - roll call vote

E. Purchase of 2022 Truck Bed Replacement on Current 2016 Plow Truck

Motion to approve the purchase of the 2022 truck bed replacement for \$69,820.00 from Versalift Midwest of Shelby Township, MI. - roll call vote

F. Refuse Collection and Disposal Services Recommendation

Motion to award Republic Services of Jenison Refuse Collection and Disposal Services for the City of Douglas. - roll call vote

9. REPORTS

A. Commission/Committee/Boards

1. Planning Commission
2. Kalamazoo Lake Sewer Water
3. Downtown Development Authority
4. Kalamazoo Lake Harbor Authority
5. Douglas Harbor Authority
6. Douglas Brownfield Authority
7. Fire Board
8. Community Recreation
9. Recycle Committee
10. Tri-Community Bike Trail Group
11. Playground Committee

B. Manager Staff Reports

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

11. COUNCIL COMMENTS

12. MAYOR’S REPORT/COMMENTS

13. ADJOURNMENT

Motion to adjourn the October 17, 2022 City Council meeting - voice vote

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



MINUTES
THE CITY OF THE VILLAGE OF DOUGLAS REGULAR
MEETING OF THE CITY COUNCIL
86 W. CENTER ST. – DOUGLAS, MI
OCTOBER 3, 2022 – 7:00 P.M.

1. **Call to Order:** Mayor Donovan called the meeting to order at 7:00 p.m.
2. **Roll Call:** Present – North, Seabert, Toepper, Donovan
Absent – Naumann, Miller, Van Loon
Also present – City Manager LaBombard, City Clerk Alderink
3. **Pledge of Allegiance Led by Mayor**
4. **Consent Calendar:**
 - A. Agenda for October 3, 2022
 - B. Regular City Council Meeting Minutes of September 19, 2022
 - C. Approval of the invoices in the amount of \$106,647.97
 - D. Appointments/Resignations /Proclamations
 - i. Resignation of Paul Florian from Planning
 - ii. Appointment of Planning Commission Members Balmer and Freeman
 - iii. Appointment of November 8, 2022, Election Inspectors

Motion by North, with support from Toepper, to approve the consent agenda as amended. Tabled agenda item 4Dii. Motion carried by roll call vote.

5. **Public Communication:**
 - A. Verbal (Limit of three (3) minutes on agenda items only)
 - B. Written – Three letters requesting support for the Wild Hearts of Saugatuck
6. **Unfinished Business:** No unfinished business
7. **New Business:**
 - A. Resolution 33-2022 Establishing an Absentee Counting Board for the November 8, 2022, General Election.

Motion by Seabert, with support from Toepper, to adopt Resolution 33-2022 Establishing an Absentee Counting Board for the November 8, 2022, General Election. Motion carried by roll call vote.

- B. Real Estate Donation Pride Memorial Garden 147 Center Street

Gammons reported that he would maintain the gardens as long as he lives, however the City would pay the electric, water, and insurance on the garden. The amount of funding to cover the upkeep is not a guarantee due to the markets.

Motion by Seabert with support from Toepper, to accept the real estate sale/donation contract for 147 Center Street, Douglas, Michigan, commonly known as the "Pride Celebration Garden" from the Lawrence W. Gammons and Carl I. Jennings Trust and reimburse Mr. Gammons for concrete work as requested. Motion carried by roll call vote.

C. Resolution 34-2022 Increase Kayak Storage Rack Fee

Motion by Seabert, with support from Toepper, to accept the Douglas Harbor Authority recommendation and adopt Resolution 34-3033 increasing the annual kayak storage space rental fee to \$175. Motion carried by roll call vote.

D. City Hall Exterior Painting Change Order

Motion by Seabert, with support from Toepper, to approve the Vork Brothers of Zeeland change order (#1) in the amount of \$2,000 for additional work to City Hall building. Motion carried by roll call vote.

E. 2021 Road & Drainage Improvement Project – Guardrail Replacement discussion item.

Memo received from Nate Williams regarding the guardrails and the original bid. Council questioned why they needed to be replaced. The replacement was part of the original bid.

F. Knight of Columbus Tootsie Roll Drive

Motion by Toepper, with support from Seabert, to allow the Knights of Columbus to hold their Annual Tootsie Roll Drive on October 7th & 8th. Motion carried by roll call vote.

8. Reports:

A. Commission/Committee/Boards

- i. Planning Commission – Held three (3) Public Hearings. The next meeting is October 19th.
- ii. Downtown Development Authority – Awarded \$5,000 to Coastal Society for repairs and improvements. Discussed Blue Star signage, and heard a presentation on the charging station and coupons for those who charge their vehicles.
- iii. Douglas Harbor Authority – Still waiting on test results.

9. Public Communication:

A. Verbal (Limit of 3 minutes)

- i. Suzanne Dixon, addressed the need for Douglas to support Wings of Saugatuck. The tri-community plan does not agree with what is proposed at the mouth of the river.
- ii. Dan Urquhart, is aware of the Miro history and the project proposed years ago that was stopped due to the arsenic.

10. Council Comments

Toepper	Very thankful for the Pride Garden donation.
North	Also pleased with the donation.
Seabert	This weekend is Oktoberfest. Pleased with the Pride Garden donation.
Mayor Donovan	Honored to have the donation.

11. Adjournment

Motion by North, with support from Toepper, to close the meeting. Meeting closed at 7:45 pm

Approved this 3rd day of October,

THE CITY OF THE VILLAGE OF DOUGLAS

Signed: _____ Date: _____
Jerome Donovan, City Mayor

Signed: _____ Date: _____
Pamela Aalderink, City Clerk

10/13/2022

INVOICE REGISTER REPORT FOR CITY OF THE VILLAGE OF DOUGLAS
EXP CHECK RUN DATES 10/17/2022 - 10/17/2022
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt
88559008				
44412	ABSOPURE WATER COMPANY DPW WATER 101-463.000-740.000 SUPPLIES	09/29/2022	10/17/2022	65.25 65.25
88558994				
44493	ABSOPURE WATER COMPANY POLICE WATER 101-301.000-740.000 SUPPLIES	10/01/2022	10/17/2022	1.90 1.90
4161824				
44470	ACTION INDUSTRIAL SUPPLY CO EMPLOYEE SAFETY VETS 101-463.000-740.000 SUPPLIES	09/27/2022	10/17/2022	69.44 69.44
SEPT22				
44436	ALLEGAN CO TREASURER MOBILE HOME TAX 101-000.000-230.000 DUE TO OTHER GOVERNMENTS	10/03/2022	10/17/2022	230.00 230.00
143690				
44502	B S & A SOFTWARE GL,AP, TAX ANNUAL SERVICE SUPPORT 101-215.000-802.000 CONTRACTUAL	10/13/2022	10/17/2022	1,711.00 1,711.00
10-12-22				
44496	ROBIN LYNN BELL COMMERICAL CLEANING 101-265.000-802.000 CONTRACTUAL 101-301.000-802.000 CONTRACTUAL	10/12/2022	10/17/2022	230.00 150.00 80.00
9-6-22				
44419	BILLY BROWN UNIFORM REIMBURSEMENT 101-463.000-750.000 UNIFORMS	09/06/2022	10/17/2022	156.58 156.58
4481				
44400	BURNETT & KASTRAN PROFESSIONAL SERVICES POLICE 101-301.000-801.003 CONTRACTUAL ATTORNEY PROSECUTOR	09/06/2022	10/17/2022	60.00 60.00
4956				
44401	BURNETT & KASTRAN PROFESSIONAL SERVICES POLICE 101-301.000-801.003 CONTRACTUAL ATTORNEY PROSECUTOR	09/13/2022	10/17/2022	540.00 540.00
4968				
44402	BURNETT & KASTRAN PROFESSIONAL SERVICES POLICE 101-301.000-801.003 CONTRACTUAL ATTORNEY PROSECUTOR	09/28/2022	10/17/2022	348.00 348.00
3RDQTR22				
44428	PAUL BUSZKA 3RD QTR PC 2022	10/03/2022	10/17/2022	100.00

	101-701.000-703.000	WAGES		100.00
12493499				
44414	CERTASITE	09/30/2022	10/17/2022	243.41
	POLICE FIRE EXTINGUISHER INSPECTION AND REPLACEMENT			
	101-265.000-802.000	CONTRACTUAL		243.41
12493500				
44415	CERTASITE	09/30/2022	10/17/2022	145.89
	CITY HALL FIRE EXTINGUISHER INSPECTION AND REPLACEMENT			
	101-265.000-802.000	CONTRACTUAL		145.89
10-5-22				
44445	COMCAST	10/05/2022	10/17/2022	286.79
	486 WATER			
	101-463.000-851.000	TELEPHONE		286.79
4039				
44494	COMMERCIAL RECORD	09/29/2022	10/17/2022	1,459.50
	PUBLIC NOTICES, ART ON CENTER,			
	101-701.000-900.000	PRINTING & PUBLISHING		336.00
	101-215.000-900.000	PRINTING & PUBLISHING		210.00
	248-728.000-880.000	COMMUNITY PROMOTION		220.50
	101-262.000-900.000	PRINTING & PUBLISHING		693.00
207146837602				
44433	CONSUMERS ENERGY	10/01/2022	10/17/2022	11.61
	TRAFFIC LIGHTS			
	101-463.000-925.000	STREET LIGHTS		11.61
204745216555				
44434	CONSUMERS ENERGY	10/01/2022	10/17/2022	492.33
	49406 LED LIGHT RD			
	101-463.000-925.000	STREET LIGHTS		492.33
203944309373				
44446	CONSUMERS ENERGY	10/05/2022	10/17/2022	151.64
	86 CENTER ROW			
	101-463.000-922.000	UTILITIES		151.64
203944309374				
44447	CONSUMERS ENERGY	10/05/2022	10/17/2022	50.68
	198 WASHINGTON - BRIDGE LIGHTING			
	101-463.000-922.000	UTILITIES		50.68
203944309376				
44448	CONSUMERS ENERGY	10/05/2022	10/17/2022	44.90
	50 LAKE SHORE DOUGLAS BEACH			
	101-751.000-922.000	UTILITIES		44.90
203944309372				
44449	CONSUMERS ENERGY	10/05/2022	10/17/2022	33.35
	251 CENTER ST SIGN WEST ENTRANCE			
	101-463.000-922.000	UTILITIES		33.35
203944309375				
44450	CONSUMERS ENERGY	10/05/2022	10/17/2022	31.38
	11 BLUESTAR HWY SIGN NORTH ENTERANCE			
	101-463.000-922.000	UTILITIES		31.38
204033298305				
44488	CONSUMERS ENERGY	10/01/2022	10/17/2022	1,435.47
	STREET LIGHTS			
	101-463.000-925.000	STREET LIGHTS		1,435.47

13465				
44471	D & L TRUCK AND TRAILER, LLC	09/30/2022	10/17/2022	3,749.28
	YEARLY INSPECTION AND OIL CHANGE			
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS		3,749.28
RIS0004485980				
44499	DELTA DENTAL	10/12/2022	10/17/2022	1,439.87
	NOVEMBER DENTAL			
	101-172.000-719.000	INSURANCE BENEFITS		69.50
	101-215.000-719.000	INSURANCE BENEFITS		205.06
	101-265.000-719.000	INSURANCE BENEFITS		42.26
	101-301.000-719.000	INSURANCE BENEFITS		540.25
	101-701.000-719.000	INSURANCE BENEFITS		67.74
	101-463.000-719.000	INSURANCE BENEFITS		106.29
	101-751.000-719.000	INSURANCE BENEFITS		111.79
	202-463.000-719.000	INSURANCE BENEFITS		149.43
	203-463.000-719.000	INSURANCE BENEFITS		147.55
3RDQTR22				
44421	JEROME DONOVAN	10/03/2022	10/17/2022	450.00
	3RD QTR COUNCIL 2022			
	101-101.000-703.000	WAGES		450.00
10-3-22				
44485	ELIZABETH ENGEL	10/03/2022	10/17/2022	12.59
	FIRST AID KIT OKTOBERFEST			
	701-771.000-880.000	COMMUNITY PROMOTION		12.59
9-29-22				
44500	ELIZABETH ENGEL	09/29/2022	10/17/2022	2,500.00
	PRIDE EXPENSES			
	701-771.000-880.000	COMMUNITY PROMOTION		2,500.00
MIHOL447499				
44480	FASTENAL COMPANY	10/06/2022	10/17/2022	11.85
	ZIP TIES			
	101-751.000-740.000	SUPPLIES		11.85
2022-53448				
44487	GEMINI MEDIA LLC	09/01/2022	10/17/2022	175.00
	URBAN ST SEP/OCT ART ON CENTER			
	248-728.000-880.000	COMMUNITY PROMOTION		175.00
02367284				
44472	HARBOR STEEL & SUPPLY CORP	10/04/2022	10/17/2022	420.00
	TRUCK 5 BED REPAIR			
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS		420.00
3RD QTR 22				
44429	KELLI HENEGHAN	10/03/2022	10/17/2022	100.00
	3RD QTR PC 2022			
	101-701.000-703.000	WAGES		100.00
433853				
44464	HOLLAND P.T.	10/03/2022	10/17/2022	226.80
	REPLACE HYDRALUOC HOSES ON PLOW TRUCKS			
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS		226.80
10-12-22				
44497	KIMBERLY S HOSSINK	10/12/2022	10/17/2022	230.00
	COMMERICAL CLEANING			
	101-265.000-802.000	CONTRACTUAL		150.00

	101-301.000-802.000	CONTRACTUAL		80.00
273006				
44462	IHLE AUTO PARTS	10/03/2022	10/17/2022	31.50
	PREMWASH			
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS		31.50
9-30-22				
44411	JIM BAILEY	09/30/2022	10/17/2022	244.82
	COMMUNITY PRIDE SUPPLIES			
	701-771.000-880.000	COMMUNITY PROMOTION		244.82
3RDQTR22				
44430	JOHN O'MALLEY	10/03/2022	10/17/2022	100.00
	3RD QTR PC 2022			
	101-701.000-703.000	WAGES		100.00
222179				
44489	KENT COMMUNICATIONS	09/28/2022	10/17/2022	615.62
	WINTER TAX BILL POSTAGE			
	101-215.000-901.000	POSTAGE		615.62
210861				
44416	KERKSTRA RESTROOM SERVICE	09/30/2022	10/17/2022	100.00
	DOG PARK			
	101-751.000-802.000	CONTRACTUAL		100.00
211054				
44417	KERKSTRA RESTROOM SERVICE	10/03/2022	10/17/2022	175.00
	DOUGLAS BEACH PARK HANDICAP			
	101-751.000-802.000	CONTRACTUAL		175.00
211449				
44451	KERKSTRA RESTROOM SERVICE	10/07/2022	10/17/2022	100.00
	VETERANS PARK			
	101-751.000-802.000	CONTRACTUAL		100.00
211447				
44452	KERKSTRA RESTROOM SERVICE	10/07/2022	10/17/2022	275.00
	THE BARREL			
	101-751.000-802.000	CONTRACTUAL		275.00
211445				
44453	KERKSTRA RESTROOM SERVICE	10/07/2022	10/17/2022	100.00
	SCHULTZ PARK BOAT LAUNCH			
	213-753.000-958.000	MISCELLANEOUS		100.00
211446				
44454	KERKSTRA RESTROOM SERVICE	10/07/2022	10/17/2022	275.00
	SCHULTZ PARK			
	101-751.000-802.000	CONTRACTUAL		275.00
211450				
44455	KERKSTRA RESTROOM SERVICE	10/07/2022	10/17/2022	175.00
	WADES BAYOU			
	594-597.001-930.000	REPAIRS & MAINTENANCE: GENERAL		175.00
211448				
44456	KERKSTRA RESTROOM SERVICE	10/07/2022	10/17/2022	100.00
	UNION ST BOAT LAUNCH			
	101-751.000-802.000	CONTRACTUAL		100.00
211706				
44484	KERKSTRA RESTROOM SERVICE	10/07/2022	10/17/2022	825.00
	OKTOBERFEST EXTRA BATHROOMS			

	101-751.000-802.000	CONTRACTUAL		825.00
9-28-22				
44490	MARYJO LEMANSKI	09/28/2022	10/17/2022	828.86
	QUIGNO EXPENSES			
	701-846.000-880.000	COMMUNITY PROMOTION		828.86
808849-20220831				
44458	LEXISNEXIS COPLOGIC SOLUTIONS	09/30/2022	10/17/2022	2,814.00
	E-CITATION SYSTEM			
	101-301.000-979.000	CAPITAL OUTLAY		2,814.00
31422711				
44469	LINDE GAS & EQUIPMENT	09/22/2022	10/17/2022	38.88
	HI-LO FUEL			
	660-903.000-860.000	GAS & OIL		38.88
10-12-22				
44498	MARIAN WEBER	10/12/2022	10/17/2022	6,050.00
	LANDSCAPING ESCROW REFUND 342 PARKSIDE LANE			
	101-000.000-283.000	ESCROW		6,050.00
91506				
44465	MENARDS-HOLLAND	09/30/2022	10/17/2022	138.97
	TRUCK 5 BED REPAIR			
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS		138.97
6842				
44418	MMTA	10/01/2022	10/17/2022	198.00
	MMTA DUES			
	101-215.000-908.000	DUES/FEES/PUBLICATIONS		198.00
PRIDEEVENT				
44492	MICHIGAN MILLERS MUTUAL INS CO	10/01/2022	10/17/2022	110.00
	PRIDE EVENT INSURANCE			
	701-771.000-880.000	COMMUNITY PROMOTION		110.00
551-606127				
44420	MICHIGAN STATE POLICE	10/03/2022	10/17/2022	30.00
	SOR			
	101-000.000-230.000	DUE TO OTHER GOVERNMENTS		30.00
3854				
44440	MICHIGAN TWP. SERVICES ALLEGAN	10/05/2022	10/17/2022	9,507.60
	SEPTEMBER PERMITS			
	101-701.000-804.000	CONTRACTUAL BUILDING INSPECTIO		9,507.60
3RDQTR22				
44422	AARON MILLER	10/03/2022	10/17/2022	250.00
	3RD QTR COUNCIL 2022			
	101-101.000-703.000	WAGES		250.00
13483				
44406	NEW DAWN LINEN SERVICE	10/03/2022	10/17/2022	40.20
	COMMERCIAL CLEANING			
	101-265.000-802.000	COMMERCIAL CLEANING		13.72
	101-301.000-802.000	COMMERCIAL CLEANING		26.48
68477				
44468	NICK UNEMA PLUMBING & HEATING INC	09/29/2022	10/17/2022	7,750.00
	IRRIGATION SYSTEM IMPROVEMENTS & SPIGOT WADES BAYOU			
	594-597.001-974.000	CONSTRUCTION		7,750.00
3RDQTR22				
44424	CATHY NORTH	10/03/2022	10/17/2022	250.00

3RD QTR COUNCIL 2022					
261902402001	101-101.000-703.000	WAGES			250.00
44405	ODP BUSINESS SOLUTIONS		09/22/2022	10/17/2022	126.25
	ELECTION PRINTER - TONER				
	101-262.000-740.000	SUPPLIES			126.25
2210-607308					
44474	OVERISEL LUMBER CO.		10/10/2022	10/17/2022	27.98
	SMALL HAND TOOL				
	101-751.000-977.000	EQUIPMENT			27.98
2210-605730					
44475	OVERISEL LUMBER CO.		10/04/2022	10/17/2022	48.84
	SHOP SUPPLIES SMALL HAND TOOL				
	101-265.000-740.000	SUPPLIES			17.99
	101-751.000-977.000	EQUIPMENT			30.85
2210-605360					
44476	OVERISEL LUMBER CO.		10/03/2022	10/17/2022	35.98
	SHOP SUPPLIES				
	101-265.000-740.000	SUPPLIES			35.98
2209-604330					
44477	OVERISEL LUMBER CO.		09/29/2022	10/17/2022	124.07
	REPAIRS TO RAILING BEHIND CITY HALL				
	101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL			124.07
2210-607097					
44478	OVERISEL LUMBER CO.		10/07/2022	10/17/2022	415.95
	TRASH CANS FOR EVENTS				
	101-802.000-958.000	MISCELLANEOUS			415.95
3RD QTR 22					
44432	LOUISE PATTISON		10/03/2022	10/17/2022	100.00
	3RD QTR PC 2022				
	101-701.000-703.000	WAGES			100.00
3RD QTR22					
44426	PHIL TOEPFER		10/03/2022	10/17/2022	150.00
	3RD QTR COUNCIL 2022				
	101-101.000-703.000	WAGES			150.00
10-1-22					
44403	PLAINFIELD CHARTER TOWNSHIP		10/01/2022	10/17/2022	125.00
	WMME MEMBERSHIP 22-23 DUES				
	101-172.000-908.000	DUES/FEES/PUBLICATIONS			125.00
101940					
44410	PM ENVIRONMENTAL, INC		09/28/2022	10/17/2022	1,082.50
	ECONOMIC INCENTIVE CONSULTING				
	243-000.000-802.243	BLIGHT REMOVAL			1,082.50
0240-008936237					
44443	REPUBLIC SERVICES #240		10/05/2022	10/17/2022	475.00
	REFUSE PICKUP				
	101-463.000-802.003	CONTRACTUAL- REFUSE			475.00
5065692252					
44399	RICOH U.S.A, INC.		10/01/2022	10/17/2022	36.13
	POLICE COPIES				
	101-301.000-802.000	CONTRACTUAL			36.13
3RD QTR22					

44423	ROBERT NAUMANN 3RD QTR COUNCIL 2022 101-101.000-703.000	WAGES	10/03/2022	10/17/2022	250.00 250.00
60831974					
44466	ROSE PEST SOLUTIONS PEST CONTROL POINT PLEASANT 594-597.000-820.000	MARINA OPERATIONS	09/28/2022	10/17/2022	148.00 148.00
60831973					
44467	ROSE PEST SOLUTIONS PEST CONTROL CITY HALL 101-265.000-802.000	CONTRACTUAL	09/28/2022	10/17/2022	148.00 148.00
2208					
44444	SAUGATUCK PUBLIC SCHOOLS ART A LOAN 101-802.000-958.000	MISCELLANEOUS	10/05/2022	10/17/2022	150.00 150.00
12220					
44479	SCOTT'S LANDSCAPE MANAGMENT INC ROUND 4 FERTILIZATION 101-751.000-802.007	LANDSCAPING SERVICES	10/07/2022	10/17/2022	1,831.30 1,831.30
9-27-22					
44404	NEAL SEABERT COMMUNITY PRIDE SUPPLIES 701-771.000-880.000	COMMUNITY PROMOTION	09/27/2022	10/17/2022	80.91 80.91
3RD QTR					
44425	NEAL SEABERT 3RD QTR COUNCIL & PC 2022 101-101.000-703.000 101-701.000-703.000	WAGES WAGES	10/03/2022	10/17/2022	400.00 300.00 100.00
214814					
44481	SHARE CORPORATION HAND TOOLS, ROAD SIGNS ETC 101-751.000-977.000 202-463.000-746.000 203-463.000-746.000	EQUIPMENT TRAFFIC SIGNS & SERVICES TRAFFIC SIGNS & SERVICES	10/10/2022	10/17/2022	462.46 304.26 79.10 79.10
211954					
44501	SHARE CORPORATION SUPPLIES 101-265.000-740.000	SUPPLIES	09/09/2022	10/17/2022	659.30 659.30
84236570					
44441	SHELL FLEET PLUS SHELL POLICE 101-301.000-860.000	GAS & OIL	10/05/2022	10/17/2022	1,232.06 1,232.06
84236568					
44442	SHELL FLEET PLUS SHELL DPW 660-903.000-860.000	GAS & OIL	10/05/2022	10/17/2022	1,994.37 1,994.37
131086-1					
44457	TAYLOR RENTAL CENTER WILEY DRAIN & DITCH IMPROVEMENT 202-463.000-802.000	CONTRACTUAL	10/07/2022	10/17/2022	650.00 650.00
137164-1					
44486	TAYLOR RENTAL CENTER		10/03/2022	10/17/2022	4,416.27

OKTOBER FEST TENTS/STAGE FINAL PAYMENT				
701-771.000-880.000	COMMUNITY PROMOTION			4,416.27
139974-1				
44495	TAYLOR RENTAL CENTER	10/12/2022	10/17/2022	740.00
	CITY HALL AND POLICE DEPARTMENT LANDSCAPING IMPROVEMENTS			
202-463.000-802.000	CONTRACTUAL			740.00
3RDQTR22				
44427	MICHAEL VANLOON	10/03/2022	10/17/2022	200.00
	3RD QTR COUNCIL 2022			
101-101.000-703.000	WAGES			200.00
88718				
44483	VC3 INC	10/07/2022	10/17/2022	2,287.00
	PLANNING AND ZONING LAPTOP INSURANCE CLAIM100PR2200361			
101-701.000-977.005	COMPUTER HARDWARE/SOFTWARE			2,287.00
3RD QTR 22				
44431	JEREMIAH WHITELEY	10/03/2022	10/17/2022	50.00
	3RD QTR PC 2022			
101-701.000-703.000	WAGES			50.00
Purchase Card Vendor: 10071 CARDMEMBER SERVICE				
48147				
44435	ABC CONFERENCING	10/04/2022	10/17/2022	283.14
	POLICE CALL BOX			
101-301.000-930.000	REPAIRS & MAINTENANCE: GENERAL			283.14
9-29-22				
44413	ADOBE ACROBAT PRO	09/29/2022	10/17/2022	7.71
	ADDITIONAL ADOBE LICENSE			
101-215.000-740.000	SUPPLIES			7.71
112-7070873-4748201				
44408	AMAZON MARKETPLACE	09/30/2022	10/17/2022	34.46
	CITY HALL SUPPLIES			
101-265.000-740.000	SUPPLIES			34.46
112-0168572-6076217				
44409	AMAZON MARKETPLACE	09/30/2022	10/17/2022	29.81
	CITY HALL SUPPLIES			
101-265.000-740.000	SUPPLIES			29.81
111-3798920-3557027				
44460	AMAZON MARKETPLACE	10/10/2022	10/17/2022	54.00
	NO OVERNIGHT PARKING SIGNS			
101-751.000-979.000	CAPITAL OUTLAY			54.00
111-7584276-5891450				
44461	AMAZON MARKETPLACE	10/10/2022	10/17/2022	63.96
	NO OVERNIGHT DOCKING SIGNS			
101-751.000-979.000	CAPITAL OUTLAY			63.96
9-30-22				
44407	CPA ACADEMY	09/30/2022	10/17/2022	40.00
	ETHICS WEBINAR			
101-215.000-718.000	TRAINING FUNDS			40.00
10/06/2022				
44437	CUDDEBACK	09/28/2022	10/17/2022	42.40
	SERVICE TO CATCH VANDALS AT 66TH ST PROPERTY			
101-265.000-802.000	CONTRACTUAL			42.40
10/06/2022				

44438	CUDDEBACK	09/28/2022	10/17/2022	42.40
	SERVICE TO CATCH VANDALS AT 66TH ST PROPERTY			
	101-265.000-802.000	CONTRACTUAL		42.40
<hr/>				
10-7-22				
44459	DUNES VIEW KWIK SHOP, INC	10/07/2022	10/17/2022	9.00
	CAR WASH			
	101-301.000-930.004	VEHICLE MAINTENANCE & REPAIRS		9.00
<hr/>				
02341940				
44482	HARBOR FREIGHT TOOLS	10/03/2022	10/17/2022	314.14
	TRUCK 5 BED REPAIR			
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS		314.14
<hr/>				
SO2086980				
44491	SOCIETY FOR HUMAN RESOURCE MGT	10/12/2022	10/17/2022	229.00
	ANNUAL MEMBERSHIP			
	101-215.000-908.000	DUES/FEES/PUBLICATIONS		229.00
<hr/>				
950693				
44463	TRACTOR SUPPLY COMPANY	10/03/2022	10/17/2022	450.38
	BED REPAIR TRUCK 5			
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS		450.38
<hr/>				
1-647851				
44473	WYRICK CO	10/04/2022	10/17/2022	433.17
	TRUCK 5 BED REPAIR			
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS		433.17
<hr/>				
Total Purchase Card Vendor: 10071 CARDMEMBER SERVICE				2,033.57

# of Invoices:	103	# Due:	103	Totals:	68,818.90
# of Credit Memos:	0	# Due:	0	Totals:	0.00
Net of Invoices and Credit Memos:					68,818.90

--- TOTALS BY FUND ---

101 - GENERAL FUND	41,331.78
202 - MAJOR STREET FUND	1,618.53
203 - LOCAL STREETS FUND	226.65
213 - SCHULTZ PARK LAUNCH RAMP	100.00
243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND	1,082.50
248 - DOWNTOWN DEVELOPMENT AUTHORITY	395.50
594 - DOUGLAS MARINA	8,073.00
660 - EQUIPMENT RENTAL FUND	7,797.49
701 - GENERAL AGENCY FUND	8,193.45

--- TOTALS BY DEPT/ACTIVITY ---

000.000 -	7,392.50
101.000 - LEGISLATIVE	1,850.00
172.000 - MANAGER	194.50
215.000 - CLERK/TREASURER	3,216.39
262.000 - ELECTION	819.25
265.000 - BUILDING & GROUNDS	1,879.69
301.000 - POLICE	6,050.96
463.000 - GENERAL STREETS & ROW	5,210.99
597.000 - POINT PLEASANT	148.00
597.001 - WADES BAYOU	7,925.00
701.000 - PLANNING & ZONING	12,748.34
728.000 - DOWNTOWN DEVELOPMENT AUTHORITY	395.50
751.000 - PARKS & RECREATION	4,330.89
753.000 - LAUNCH RAMPS	100.00
771.000 - COMMUNITY PRIDE	7,364.59
802.000 - COMMUNITY PROMOTIONS	565.95
846.000 - JASON QUIGNO ART	828.86
903.000 - EQUIP. REPAIRS & MAINTENANCE	7,797.49

Pam Aalderink

From: Michael Van Loon
Sent: Thursday, September 22, 2022 11:30 AM
To: Jerry Donovan; Robert Naumann
Cc: Rich LaBombard; Pam Aalderink; Jennifer Pearson
Subject: DHA & KLHA Resignations

Follow Up Flag: Follow up
Flag Status: Flagged

Good Morning All - as I mentioned on Tuesday, I am resigning from my appointments to both the Douglas Harbor Authority and the Kalamazoo Lake Harbor Authority effective after the November election. I will be available after that to assist as needed with the transition.

Further - I will be out of town for the 2 Harbor meetings of Oct 18.

Best Regards,

Mike Van Loon

Pam Aalderink

From: Jeremiah Whiteley <jerewhiteley@gmail.com>
Sent: Thursday, September 29, 2022 4:28 PM
To: Pam Aalderink
Cc: Jerry Donovan; Paul Buszka
Subject: Resignation Whiteley

Pam,

Please accept this email as my resignation from The City of Douglas Planning Commission effective immediately.

I have enjoyed the opportunity to serve on the Planning Commission. However, scheduling for me has been an issue as the PC meets on Wednesday's and I often have to travel for work Tuesday - Thursday.

I will continue to promote and work in any capacity I am able to serve the Douglas community.

Thank you to Mayor Donovan, my fellow commissioners and all my friends at City Hall!

Best Regards,

Jeremiah "Jere" Whiteley
(269) 720-3332 Cell

"Make a career out of humanity, commit yourself to the noble struggle for equal rights. You will make a greater person of yourself, a greater nation of your country and a finer world to live in."



City of the Village of Douglas
86 W. Center St.
PO Box 757
Douglas, MI 49406
PH: 269-857-1438 / FX: 269-857-4751

Planning:

Item 4D.

Received By: 9.23.22
Sent To: CLERK
Date: _____
Appointed Date: _____

BOARD and COMMISSION APPLICATION

Name: Gregory Freeman Date Submitted: 09/23/22

Address: 123 Harbor Court, PO Box 614

City / Zip: Douglas, MI 49406

Phone: 312-203-9383 E-Mail: freeman.g@sbcglobal.net

- On which board or commission would you like to serve? Planning Commission
- Are you a registered voter in Douglas: YES ☒ NO ☐
- Have you been a resident of the City of Douglas for at least one year? YES ☒ NO ☐
- Occupation: Retired
- Please indicate any relevant information which you think should be considered for your appointment to a board or commission: 4.5 Y Facilities Planning, Design & Construction, Univ of Chicago Medical Center, Director Friends of the Parks, Founder Friends of Monroe Harbor - Lakefront Planning, Masters in Project Management, Sec'y THCA HOA
- Do you or an immediate family member have any professional or financial relationship that may present a potential conflict of interest for this board or commission? YES ☐ NO ☒
If yes, please explain: _____
- Are you related to anyone who is currently on any board or commission? YES ☐ NO ☒
If yes, to whom are you related? _____
- Are you presently indebted to the City of the Village of Douglas for overdue or personal property tax, special assessment, license fee or property lien? YES ☐ NO ☒
If yes, please explain: _____
- Are you currently serving as an appointee to any other City of Douglas board or commission? YES ☒ NO ☐
If yes, which board or commission? Douglas Harbor Authority
- Have you been convicted of a misdemeanor within the past five years or a felony within the past ten years? YES ☐ NO ☒
If yes, explain the circumstances on a separate sheet of paper and attach it to this application. A conviction is not necessarily grounds for disqualification.

- What kind of experience, education, community activities, organizations have you belonged to and how do you think your involvement would benefit the community? (Attach additional page if needed)
See attached
- Describe your understanding of the board or commission you are applying for: Review and provide guidance, along with City staff, on the development of private and public spaces and buildings in the City of Douglas.
- Why do you want to be appointed to this board or commission? Douglas is now my home. I am very interested in being a part of how the community grows and evolves in the coming years. This is a very special place and there need to be committed stewards of the land and resources.
- Have you attended any meetings of the board or commission you are applying to? YES ☒ NO ☐
- Have you reviewed the current meeting schedule of the indicated board(s) or commission(s) and determined that you can commit to regular meeting attendance and participation? YES ☒ NO ☐

I understand this appointment will require substantial effort on my part and I am willing to devote the necessary time to carry out the responsibilities and requirements of the position.

Signature of the applicant

Date

09/23/22

Return Application to:

City of Douglas
86 W. Center St.
PO Box 757
Douglas, MI 49406-0757
Email: clerk@douglasmi.gov
Fax: 269-857-4751

For further information, please call the City Clerk's Office at 269-857-1438.

Thank you for your interest in serving the City of the Village of Douglas.

Attachment to Greg Freeman's Application to Join the Douglas Planning Commission
September 23, 2021

Experience, Education, Community Organizations and Activities

- Masters Degree in Project Management and 30+ years of managing projects. Most recent employer was University of Chicago Medical Center working on new buildings/clinics and support services projects.
- Friends of Monroe Harbor, Founder/President – a lakefront planning, development and preservation group in Chicago
- Friends of the Parks, Board of Directors - Chicago's premier open space advocacy organization
- Chicago Yacht Club member (CYC) 1982 – 2021
 - Board of Directors: 6 years:
 - Chair/Vice Chair CYC Race to Mackinac – 2008 - 2011
- Public Speaker, Trainer, Facilitator and Story Teller
- USCG 100 Tons Captains License, Near Coastal and Great Lakes, with Sailing and Towing endorsements
- Retired, live in Douglas, MI

"You can't just be opposed to something you don't like; you've got to be in favor of something better."



PLANNING Commission

City of the Village of Douglas
86 W. Center Street
PO Box 757
Douglas, MI 49406
PH: 269-857-1438 / FX: 269-857-4751

Item 4D.

BOARD and COMMISSION APPLICATION

Name: MAT BALMER Date Submitted: 9-1-22

Address: 150 MIXER ST

City / Zip: DOUGLAS

Phone: 66-260-9035 E-Mail: EBALMA@GMAIL.COM

• On which board or commission would you like to serve? PLANNING COMMISSION

• Are you a registered voter in Douglas: YES ☒ NO ☐

• Have you been a resident of the City of Douglas for at least one year? YES ☒ NO ☐

• Occupation: SELF EMPLOYED

• Please indicate any relevant information which you think should be considered for your appointment to a board or commission: SERVED AS DOUGLAS CITY PLANNING COMMISSION

CHAIR, ZONING ORDINANCE RE-WRITE STEERING COMMITTEE

• Do you or an immediate family member have any professional or financial relationship that may present a potential conflict of interest for this board or commission? YES ☐ NO ☒
If yes, please explain: _____

• Are you related to anyone who is currently on any board or commission? YES ☒ NO ☐
If yes, to whom are you related? ALEXANDER BALMER DDA

• Are you presently indebted to the City of the Village of Douglas for overdue or personal property tax, special assessment, license fee or property lien? YES ☐ NO ☒
If yes, please explain: _____

• Are you currently serving as an appointee to any other City of Douglas board or commission? YES ☒ NO ☐
If yes, which board or commission? CHAIR BROWNFIELD REDEVELOPMENT BOARD

AUTHORITY

RECEIVED

- Have you been convicted of a misdemeanor within the past five years or a felony within the past ten years?
YES ____ NO ☒
If yes, explain the circumstances on a separate sheet of paper and attach it to this application. A conviction is not necessarily grounds for disqualification.
- What kind of experience, education, community activities, organizations have you belonged to and how do you think your involvement would benefit the community? (Attach additional page if needed)
SERVED NUMEROUS CITY BOARDS OVER THE PAST TWO DECADES
- Describe your understanding of the board or commission you are applying for: LAND USE ZONING REGULATION/PLANNING
- Why do you want to be appointed to this board or commission? SHARE MY EXPERIENCE TO HELP AID THE COMMUNITY
- Have you attended any meetings of the board or commission you are applying to? YES ☒ NO ____
- Have you reviewed the current meeting schedule of the indicated board(s) or commission(s) and determined that you can commit to regular meeting attendance and participation? YES ☒ NO ____

I understand this appointment will require substantial effort on my part and I am willing to devote the necessary time to carry out the responsibilities and requirements of the position.


Signature of the applicant

9-1-22
Date

Return Application to:

City of Douglas
86 W. Center St.
PO Box 757
Douglas, MI 49406-0757
Email: clerk@ci.douglas.mi.us
Fax: 269-857-4751

For further information, please call the City Clerk's Office at 269-857-1438.

Thank you for your interest in serving the City of the Village of Douglas.



MEMORANDUM

REGULAR CITY COUNCIL MEETING

October 17, 2022, at 7:00 PM

TO: City Council

FROM: Rich LaBombard

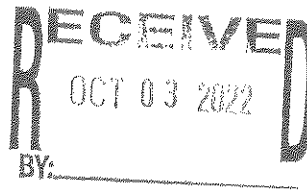
DATE: October 17, 2022

SUBJECT: Wild Hearts of Saugatuck

The City of Douglas is in receipt of 33 letters from various individuals urging the City to protect the Wild Heart of Saugatuck, a proposed sand dune mine, excavation, and removal of 250,000 tons of sand from Michigan's Critical Dune Boundary to add a private marina.

Of the letters received, 11 are Douglas residents. A few of these letters were brought before Council at their October 3, 2022, meeting.

Informational Agenda Item



Sept. 30, 2022

Dear Mayor Donovan and Member of the City Council,

Since moving here just a few years ago, I have been surprised by several egregious instances of people ignoring zoning and related laws, choosing to outspend or outwait those who object. However, the proposed sand mining and alteration of the river channel at the mouth of our river is beyond the pale.

Which one of these is a step too far: Breaking laws related to sand mining? Trampling sacred Native American grounds? Destroying historic Singapore? Ruining irretrievable dunes? Threatening the water table and the ecosystems of the river and wetlands?

People travel here for a reason, have second homes here for a reason, spend money here for a reason: because we have something very special. Do we choose to protect it or squander it, fouling our own nest?

I urge you to join your fellow citizens, the ones you represent, and take action immediately to stem this assault on the environment, history, and culture and to deter those who surely will see such lawless development as a precedent. It is against public interest to allow a few lawless individuals to destroy our community.

Please step up when EGLE accepts comments for the state permit review. Tell them this development goes against the Tri-Community Master Plan and that we will indeed demand that our law and policies to be adhered to. And follow through until the word goes out that in our towns, we abide by the law.

Thank you for your kind attention to this matter which defines our community from here on out. Please read this into your minutes.

Wendy Gronbeck
99 Fremont St
Box 910
Douglas, MI 49406

Saugatuck Township in 2017 and again in 2018.

During your October meeting, PLEASE initiate and pass a resolution stating: *The proposed sand dune mine, excavation, and removal of 250,000 tons of sand within Michigan's Critical Dune Boundary at the Kalamazoo River Mouth is Contrary to the Public Interest as detailed in the Tri-Community Master Plan.* Then, submit the approved resolution to EGLE and USACE in compliance with their permit process and reviews.

With best regards, your neighbor and constituent,

Signature

Name

Address

City, State, ZIP

Mark
Mark Randall
P.O. Box 428 (residence address is 15 S. Washington)
Douglas, MI 49406

*The Marina and Sand Mining would
 put a big gouge in the Dune land, in the
 intent of the Tri-community Master Plan, in
 our history—and for what?
 and our environment—*

DATE: October 1, 2022

TO: Mayor Donovan and City Council Members

FROM: Ronna and Brian Alexander
265 Water Street, Douglas

RE: A Request to Protect and Preserve

To Mayor Donovan and all members of the Douglas City Council:

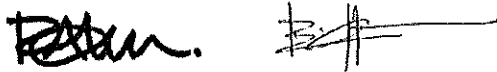
We are writing to you as Douglas residents for the past 25 years, hoping that you will do your part in helping protect The Wild Heart of Saugatuck from the sand mining and development within Michigan's Critical Dune Boundary at the Kalamazoo River Mouth. From our perspective, it is not an advantage to the general population of tourists nor residents of the 3 municipalities and most importantly, the environment. A project of this magnitude risks substantial, negative long term effects of disrupting and removing entire ecosystems that support countless wildlife, land and water habitats, and the historic site of Singapore.

We are asking that during your October meeting, PLEASE initiate and pass a resolution stating: ***The proposed sand dune mine, excavation, and removal of 250,000 tons of sand within Michigan's Critical Dune Boundary at the Kalamazoo River Mouth is Contrary to the Public Interest as detailed in the Tri-Community Master Plan. Then, submit the approved resolution to EGLE and USACE in compliance with their permit process and reviews.***

This proposed mining and excavation is utterly contrary to the Public Interest as expressed in the Tri-Community Master Plan and we ask that you uphold what is clearly stated within it. We must continue to protect sensitive environments. While the mining would only take place on private land, the negative effects reach into the public lands beyond it. It will increase congestion at the exact point in the river that is already dangerous and while we're sure it is attractive in the way of increased tax revenue for the City, it is at a compromise to other boaters, long term residents and most of all the land and history that it will erase.

We are grateful for your work on this. The earth's environment is already unstable from climate change but luckily, this is one instance where you can clearly help keep sacred lands and the environments around them, intact for local residents, visitors and all of those who come after us.

Best Regards,



Ronna & Brian Alexander & Family

"If anyone has a right to say what happens to these lands, it should be those who have had the longest connection and intimate knowledge of it." - Dr. Nicole Anderson

Anthony S. Pastor
 Susan M. Pastor
 PO Box 069
 Douglas, MI 49406

October 5, 2022

To: Jerome Donovan, Mayor
 Cathy North, Mayor Pro Tem
 Aaron Miller
 Robert Naumann
 Neal Seabert
 Phil Toepper
 Mike Van Loon
 Rich LaBombard, City Manager

Dear Douglas City Management Team

You may have heard that last week's Saugatuck Dunes Coastal Alliance update meeting at the SCA was informative, energetic, and well-attended. I will add "celebratory", because there is good news about progress against this unconscionable violation of our local environmental integrity.

The proposed sand dune mine, within Michigan's Critical Dune Boundary at the Kalamazoo River Mouth is contrary to the public interest as detailed in the **Tri-Community Master Plan, which has been passed and embraced by the government of the City of the Village of Douglas.**

The proposed sand dune mine, excavation, and removal of 250,000 tons of sand from Michigan's Critical Dune Boundary to add 3,200-feet of waterfrontage to develop a private marina would forever change our river and coastline. It would set a dangerous precedent for permitting other marina developments in the River Mouth Area, potentially including Pine Trail Camp, Ox-Bow School of Art, even Saugatuck's northeast parking lot at Oval Beach.

Please focus on these facts: The proposed sand dune mine and excavation are projected to:

- Erase 6.5 acres of rare Critical Dunes for commercial gain.
- Drain the groundwater beneath the globally imperiled interdunal wetlands on the Patty Birkholz Natural Area.
- Damage the Potawatomi Traditional Cultural Property putting at risk lake sturgeon, burial sites, wild rice, and other Cultural Values.
- Destroy the archaeological and historic site of Singapore.

The proposed marina threatens our local economy and clearly violates local ordinances. It:

- Diminishes and devalues the Tri-Communities' \$20+-million investment in the adjacent Saugatuck Harbor Natural Area, Tallmadge Woods, and the Patty Birkholz Natural Area by introducing inappropriate noise, vibration, fumes, and visual intrusions.
- Undermines the economic vision in our Tri-Community Master Plan – degrading our Parks, Natural Areas, Beaches, Waterways, Shorelines, Wetlands, and Dunes by changing the essential character of the Kalamazoo River Mouth.

Rich LaBombard

From: Rich LaBombard
Sent: Tuesday, October 4, 2022 8:01 AM
To: Pam Alderink
Subject: Fwd: Please protect the Wild Heart of Saugatuck

Sent from my iPhone

Begin forwarded message:

From: Belinda Rachman <belindaesq@hotmail.com>
Date: October 3, 2022 at 6:01:57 PM EDT
To: Jerry Donovan <jdonovan@douglasmi.gov>, Cathy North <CNorth@douglasmi.gov>, Aaron Miller <AMiller@douglasmi.gov>, Robert Naumann <RNAumann@douglasmi.gov>, Neal Seabert <NSeabert@douglasmi.gov>, Phil Toepper <ptoepper@douglasmi.gov>, Michael Van Loon <mvanloon@douglasmi.gov>, Rich LaBombard <rlabombard@douglasmi.gov>, glewis@saugatuckcity.com, sdean@saugatuckcity.com, mbekken@saugatuck.com, hleo@saugatuckcity.com, russ@saugatuckcity.com, lstanton@saugatuckcity.com, ktrestor@saugatuckcity.com, ryan@saugatuckcity.com, abigford@saugatucktownship.org, jhelmrch@saugatucktownship.org, saldrich@saugatucktownship.org, bmarcy@saugatucktownship.org, risraels@saugatucktownship.org, ddefranco@saugatucktownship.org
Subject: Please protect the Wild Heart of Saugatuck

I own rental property on Goshorn Lake and I live there in the Fall and Spring. I am ASTOUNDED that anyone considering the best interest of our area, tourism, ecology, say nothing of being ok to violate local ordinances etc. would think that removing 250,000 tons of sand in order for a few rich people to park their big boats is a good idea. The danger of some entitled, frat boy crashing their dad's boat and causing a massive oil spill is a very real possibility. We are talking about forever getting rid of 6.5 acres of our beautiful dunes, which draw visitors. The water tables will be lowered which could very well affect Goshorn Lake, which is spring fed. Most residents are NOT ok with the idea of destroying the city of Singapore.

I want all of you who value our beautiful area to take a stand for protecting our environment by passing a resolution stating that this project is contrary to the public interests detailed in the Tri-Community MasterPlan, then submit the approved resolution to AGLE and USACE in compliance with their permit process and reviews.

Thank you,

<https://www.youtube.com/watch?v=h7KGKx1xjh8>

Belinda Rachman, Esq.
 Your Peaceful Divorce Expert
 Divorce In A Day Mediation

Official Huffington Post blogger
<http://www.huffingtonpost.com/belinda-etezad-rachman>

Hello,

The following is a letter that I have copied from another proponent of stopping the development of a marina that would eliminate a good portion of the dunes around the Kalamazoo River as it enters Lake Michigan. The letter says it all and there is no reason I should rewrite it to make it original. Rather, I send it to let you know that another citizen of West MI who greatly enjoys Saugatuck and all that it has to offer is opposed to these drastic changes to our lakes shore and its ecology. Let's stand up protect the nature around us and not give in to monied interests.

I am writing to strongly urge you, as a fellow resident of West Michigan and as an elected official in West Michigan, to protect the Wild Heart of Saugatuck by passing a resolution stating the proposed sand dune mine, excavation, and removal of 250,000 tons of sand within Michigan's Critical Dune Boundary at the Kalamazoo River Mouth is Contrary to the Public Interest as detailed in the Tri-Community Master Plan.

The proposed sand dune mine, excavation, and removal of 250,000 tons of sand from Michigan's Critical Dune Boundary to add 3,200-feet of waterfrontage to develop a private marina would forever change the Essential Character of the Wild Heart of Saugatuck. It would set a dangerous precedent for permitting other marina developments in the River Mouth Area, potentially including Pine Trail Camp, Ox-Bow School of Art, even Saugatuck's northeast parking lot at Oval Beach.

The proposed sand dune mine and excavation is projected to:

- Erase 6.5 acres of rare Critical Dunes for commercial gain.
- Drain the groundwater beneath the globally imperiled interdunal wetlands on the Patty Birkholz Natural Area.
- Damage the Potawatomi Traditional Cultural Property putting at risk lake sturgeon, burial sites, wild rice, and other Cultural Values.
- Destroy the archaeological and historic site of Singapore.

The proposed marina threatens our local economy and clearly violates local ordinances. It:

- Diminishes and devalues the Tri-Communities' \$20+-million investment in the adjacent Saugatuck Harbor Natural Area, Tallmadge Woods, and the Patty Birkholz Natural Area by introducing inappropriate noise, vibration, fumes, and visual intrusions.
- Undermines the economic vision in our Tri-Community Master Plan – degrading our Parks, Natural Areas, Beaches, Waterways, Shorelines, Wetlands, and Dunes by changing the essential character of the Kalamazoo River Mouth.
- Adds significant boat traffic to the already-congested River Mouth area.
- Violates Saugatuck Township Code of Ordinances Section 40-910(h) and Section 40-337(c)3 prohibiting excavation to add 3,200-feet of additional waterfrontage within Michigan's Critical Dune Boundary.

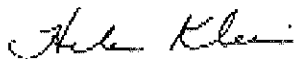
We need your voice – and your actions – to protect and preserve the Wild Heart of Saugatuck.

This fall EGLE will again notice the City of Saugatuck and Saugatuck Township to provide comment in the state permit review. The U.S. Army Corps of Engineers (USACE) noticed the City of Saugatuck and Township in 2017 and again in 2018.

During your October meeting, PLEASE initiate and pass a resolution stating:

The proposed sand dune mine, excavation, and removal of 250,000 tons of sand within Michigan's Critical Dune Boundary at the Kalamazoo River Mouth is Contrary to the Public Interest as detailed in the Tri-Community Master Plan. Then, submit the approved resolution to EGLE and USACE in compliance with their permit process and reviews.

With best regards,



Helen Klein
1234 Waukazoo Drive
Holland, MI 49424

Rich LaBombard

From: Diane Payne <dianepayne76@gmail.com>
Sent: Monday, October 3, 2022 12:56 PM
To: Jerry Donovan; Cathy North; Aaron Miller; Robert Naumann; Neal Seabert; Phil Toepper; Michael Van Loon; Rich LaBombard; glewis@saugatuckcity.com; sdean@saugatuckcity.com; mbekken@saugatuckcity.com; hleo@saugatuckcity.com; russ@saugatuckcity.com; lstanton@saugatuckcity.com; ktrestor@saugatuckcity.com; Ryan@saugatuckcity.com; abigford@saugatucktownship.org; jhelmrch@saugatucktownship.org; saldrich@saugatucktownship.org; bmarcy@saugatucktownship.org; risraels@saugatucktownship.org; ddefranco@saugatucktownship.org
Subject: Save the Saugatuck Dunes

To Whom It May Concern:

I am writing to strongly urge you, as a fellow resident and as my elected official, to protect the Wild Heart of Saugatuck by passing a resolution stating the proposed sand dune mine, excavation, and removal of 250,000 tons of sand within Michigan's Critical Dune Boundary at the Kalamazoo River Mouth is Contrary to the Public Interest as detailed in the Tri-Community Master Plan.

The proposed sand dune mine, excavation, and removal of 250,000 tons of sand from Michigan's Critical Dune Boundary to add 3,200-feet of waterfrontage to develop a private marina would forever change the Essential Character of the Wild Heart of Saugatuck. It would set a dangerous precedent for permitting other marina developments in the River Mouth Area, potentially including Pine Trail Camp, Ox-Bow School of Art, even Saugatuck's northeast parking lot at Oval Beach.

I love the Saugatuck Dunes and hope you will do everything in your power to protect this pristine area. So little land along the lake has been preserved and that's tragic.

Best,

Diane Payne
 311 West 21st
 Holland, MI 49423

Rich LaBombard

From: Rich LaBombard
Sent: Monday, October 3, 2022 10:32 AM
To: Pam Aalderink
Subject: FW: Comments: Proposed Sand Dune Mine, Excavation, and

From: Tiffany Schriever <tiffany.schriever@gmail.com>
Sent: Monday, October 3, 2022 10:22 AM
To: Jerry Donovan <jdonovan@DouglasMI.gov>; Cathy North <CNorth@DouglasMI.gov>; Aaron Miller <AMiller@DouglasMI.gov>; Robert Naumann <RNAumann@DouglasMI.gov>; Neal Seabert <NSeabert@DouglasMI.gov>; Phil Toepper <ptoepper@DouglasMI.gov>; Michael Van Loon <mvanloon@DouglasMI.gov>; Rich LaBombard <rlabombard@douglasmi.gov>; glewis@saugatuckcity.com; sdean@saugatuckcity.com; hleo@saugatuckcity.com; russ@saugatuckcity.com; lstanton@saugatuckcity.com; ktrestor@saugatuckcity.com; Ryan@saugatuckcity.com; abigford@saugatucktownship.org; jhelmrich@saugatucktownship.org; saldrich@saugatucktownship.org; bmarcy@saugatucktownship.org; risraels@saugatucktownship.org; ddefranco@saugatucktownship.org
Subject: Comments: Proposed Sand Dune Mine, Excavation, and

I am writing to strongly urge you, as a fellow resident and as my elected official, to protect the Wild Heart of Saugatuck by passing a resolution stating the proposed sand dune mine, excavation, and removal of 250,000 tons of sand within Michigan's Critical Dune Boundary at the Kalamazoo River Mouth is Contrary to the Public Interest as detailed in the Tri-Community Master Plan.

The proposed sand dune mine, excavation, and removal of 250,000 tons of sand from Michigan's Critical Dune Boundary to add 3,200-feet of waterfrontage to develop a private marina would forever change the Essential Character of the Wild Heart of Saugatuck. It would set a dangerous precedent for permitting other marina developments in the River Mouth Area, potentially including Pine Trail Camp, Ox-Bow School of Art, even Saugatuck's northeast parking lot at Oval Beach.

The proposed sand dune mine and excavation is projected to:

- Erase 6.5 acres of rare Critical Dunes for commercial gain.
- Drain the groundwater beneath the globally imperiled interdunal wetlands on the Patty Birkholz Natural Area.
- Damage the Potawatomi Traditional Cultural Property putting at risk lake sturgeon, burial sites, wild rice, and other Cultural Values.
- Destroy the archaeological and historic site of Singapore.

The proposed marina threatens our local economy and clearly violates local ordinances. It:

- Diminishes and devalues the Tri-Communities' \$20+-million investment in the adjacent Saugatuck Harbor Natural Area, Tallmadge Woods, and the Patty Birkholz Natural Area by introducing inappropriate noise, vibration, fumes, and visual intrusions.
- Undermines the economic vision in our Tri-Community Master Plan – degrading our Parks, Natural Areas, Beaches, Waterways, Shorelines, Wetlands, and Dunes by changing the essential character of the Kalamazoo River Mouth.
- Adds significant boat traffic to the already-congested River Mouth area.

- Violates Saugatuck Township Code of Ordinances Section 40-910(h) and Section 40-337(c) prohibiting excavation to add 3,200-feet of additional waterfrontage within Michigan's Critical Dune Boundary.

We need your voice – and your actions – to protect and preserve the Wild Heart of Saugatuck. This fall EGLE will again notice the City of Saugatuck and Saugatuck Township to provide comment in the state permit review. The U.S. Army Corps of Engineers (USACE) noticed the City of Saugatuck and Saugatuck Township in 2017 and again in 2018.

The Kalamazoo River has had enough! More boats, houses, sewage systems, and construction waste will pollute our river even more. Everything we do on land ends up in the water, including a gem to the World - Lake Michigan. This isn't only about an area of precious sand dune, it is about water security for the Great Lakes.

During your October meeting, PLEASE initiate and pass a resolution stating: The proposed sand dune mine, excavation, and removal of 250,000 tons of sand within Michigan's Critical Dune Boundary at the Kalamazoo River Mouth is Contrary to the Public Interest as detailed in the Tri-Community Master Plan. Then, submit the approved resolution to EGLE and USACE in compliance with their permit process and reviews.

With best regards,
your neighbor and constituent,
Tiffany Bloom
2423 Lomond Dr. Kalamazoo, MI 49008

~~~~~

<https://sites.google.com/view/schrieverlab/home>

**Rich LaBombard**

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**From:** Marlee Alexander <marleekaymarzipan@gmail.com>  
**Sent:** Sunday, October 2, 2022 10:49 PM  
**To:** Jerry Donovan; Cathy North; Aaron Miller; Robert Naumann; Neal Seabert; Phil Toepper; Michael Van Loon; Rich LaBombard  
**Cc:** Jennifer Pearson; Garnet Lewis; Ryan Heise; abigford@saugatucktownship.org; ddefranco  
**Subject:** Protect and Preserve (for October meeting)

Good folks of Douglas,

I ask that you protect the Wild Heart of Saugatuck by passing a resolution stating the proposed sand dune mine, excavation, and removal of 250,000 tons of sand within Michigan's Critical Dune Boundary at the Kalamazoo River Mouth is contrary to the public interest as detailed in the tri-community master plan.

Sacred lands and wildlife are gifts and should be treated as such.

Thank you for your time,  
Marlee Alexander

**Rich LaBombard**

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**From:** Vicki Rosenberg <vjrosenberg@gmail.com>  
**Sent:** Sunday, October 2, 2022 7:44 PM  
**To:** Jerry Donovan; Cathy North; Aaron Miller; Robert Naumann; Neal Seabert; Phil Toepper; Michael Van Loon; Rich LaBombard  
**Subject:** Urgent Letter re: Protecting our Natural Environment  
**Attachments:** Letter to Elected Officials p 1.pdf; Letter to Elected Officials p 2 - J Bean.pdf

To: City of the Village of Douglas officials

Attached please find my letter with an urgent request to to protect the Wild Heart of Saugatuck by passing a resolution stating the proposed sand dune mine, excavation, and removal of 250,000 tons of sand within Michigan's Critical Dune Boundary at the Kalamazoo River Mouth is Contrary to the Public Interest as detailed in the Tri-Community Master Plan.

I ask that you read our individual letters at your upcoming meeting to ensure they are included in the minutes and official public record.

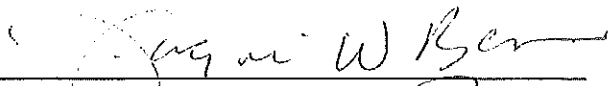
Thank you,

Jackie Bean  
143 West St.  
Saugatuck, MI 49453

Saugatuck Township in 2017 and again in 2018.

During your October meeting, PLEASE initiate and pass a resolution stating: *The proposed sand dune mine, excavation, and removal of 250,000 tons of sand within Michigan's Critical Dune Boundary at the Kalamazoo River Mouth is Contrary to the Public Interest as detailed in the Tri-Community Master Plan.* Then, submit the approved resolution to EGLE and USACE in compliance with their permit process and reviews.

With best regards, your neighbor and constituent,

Signature   
 Name JACQUELINE BEAUD  
 Address 143 WEST  
 City, State, ZIP SAUGATUCK, MI 49453

PLEASE READ THIS LETTER SO IT BECOME A  
 PART OF THE OFFICIAL PUBLIC RECORD.  
 WE OWN A SECOND HOME HERE BECAUSE  
 OF THE ESSENCE OF THE CITY OF SAUGATUCK.  
 THE NATURE, DUNES, PEACEFUL SETTING.  
 THIS PROPOSED DEVELOPMENT WILL DEEPLY  
 HARM THE AREA AND SURROUNDING  
 DUNES & LAKE ETORE.

## Rich LaBombard

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**From:** Rich LaBombard  
**Sent:** Monday, October 3, 2022 8:42 AM  
**To:** Pam Aalderink  
**Subject:** FW: Urgent Letter re: Protecting our Natural Environment  
**Attachments:** Letter to Elected Officials p 1.pdf; Letter to Elected Officials p 1.pdf; Letter to Elected Officials p 2 - V Rosenberg.pdf; Letter to Elected Officials p 2 - E Parach.pdf

**From:** Vicki Rosenberg <vjrosenberg@gmail.com>  
**Sent:** Sunday, October 2, 2022 7:42 PM  
**To:** Jerry Donovan <jdonovan@DouglasMI.gov>; Cathy North <CNorth@DouglasMI.gov>; Aaron Miller <AMiller@DouglasMI.gov>; Robert Naumann <RNAumann@DouglasMI.gov>; Neal Seabert <NSeabert@DouglasMI.gov>; Phil Toepper <ptoepper@DouglasMI.gov>; Michael Van Loon <mvanloon@DouglasMI.gov>; Rich LaBombard <rlabombard@douglasmi.gov>  
**Subject:** Urgent Letter re: Protecting our Natural Environment

To: City of the Village of Douglas officials

Attached please find two letters, one from me and another from my husband re: our urgent request to protect the Wild Heart of Saugatuck by passing a resolution stating the proposed sand dune mine, excavation, and removal of 250,000 tons of sand within Michigan's Critical Dune Boundary at the Kalamazoo River Mouth is Contrary to the Public Interest as detailed in the Tri-Community Master Plan.

My husband Eddie and I ask that you read our individual letters at your upcoming meeting to ensure they are included in the minutes and official public record.

Thank you,

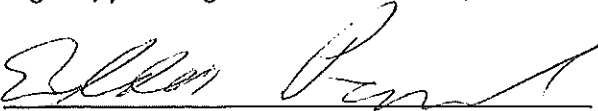
Vicki Rosenberg & Eddie Parach  
 445 No. Maple Street, PO Box 116  
 Saugatuck, MI 49453

Saugatuck Township in 2017 and again in 2018.

During your October meeting, PLEASE initiate and pass a resolution stating: *The proposed sand dune mine, excavation, and removal of 250,000 tons of sand within Michigan's Critical Dune Boundary at the Kalamazoo River Mouth is Contrary to the Public Interest as detailed in the Tri-Community Master Plan.* Then, submit the approved resolution to EGLE and USACE in compliance with their permit process and reviews.

With best regards, your neighbor and constituent,

Signature



Name

Eddie PARASH

Address

445 NO. <sup>maple</sup> ~~Maple~~ ST.

City, State, ZIP

Saugatuck, MI 49457

Please read my letter at your meeting so it becomes part of the official public record.

Saugatuck Township in 2017 and again in 2018.

During your October meeting, PLEASE initiate and pass a resolution stating: *The proposed sand dune mine, excavation, and removal of 250,000 tons of sand within Michigan's Critical Dune Boundary at the Kalamazoo River Mouth is Contrary to the Public Interest as detailed in the Tri-Community Master Plan.* Then, submit the approved resolution to EGLE and USACE in compliance with their permit process and reviews.

With best regards, your neighbor and constituent,

Signature

Name

Address

City, State, ZIP

Please read This into at your meeting so it becomes part of the official public record.

**Rich LaBombard**

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**From:** James Cook <Jim@JamesCook.biz>  
**Sent:** Thursday, September 29, 2022 9:37 AM  
**To:** Rich LaBombard  
**Subject:** NO to the NorthShore Marina

To our local officials,

It was the natural beauty of the Saugatuck Lakeshore area that drew me here 17 years ago. After more than 30 years in Colorado, I was driven to leave due to overdevelopment and the diminishing amounts of undisturbed territory.

As a photographer, I've found that residents and tourists alike share my love of what we have here. I've been able to consistently sell photographs of the forests, the dunes, and the lake. That confirmation of their appreciation certainly reverberates throughout our local economy.

Singapore is proof that nature can and will heal. But at the very least, in our lifetimes, once it's gone, it's gone. Why inflict avoidable damage?

I am writing to strongly urge you, as a fellow resident and as my elected official, to protect the Wild Heart of Saugatuck by passing a resolution stating the proposed sand dune mine, excavation, and removal of 250,000 tons of sand within Michigan's Critical Dune Boundary at the Kalamazoo River Mouth is Contrary to the Public Interest as detailed in the Tri-Community Master Plan.

James Cook  
3330 Palmer Drive  
Sauagtuck, MI 49453

[Jim@JamesCook.biz](mailto:Jim@JamesCook.biz)  
720-252-7042

<https://JamesCook.biz>

James Cook  
[Jim@JamesCook.biz](mailto:Jim@JamesCook.biz)  
720-252-7042

<https://JamesCook.biz>

## Rich LaBombard

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**From:** Kenneth Altman <hilltop415@me.com>  
**Sent:** Friday, September 30, 2022 11:09 AM  
**To:** Rich LaBombard  
**Subject:** North Shore Development  
**Attachments:** SDCA Letter.pdf

Attached is my letter regarding the destructive development at the river mouth.


Please distribute to City Council.

Thank you for your consideration.

Saugatuck Township in 2017 and again in 2018.

During your October meeting, PLEASE initiate and pass a resolution stating: *The proposed sand dune mine, excavation, and removal of 250,000 tons of sand within Michigan's Critical Dune Boundary at the Kalamazoo River Mouth is Contrary to the Public Interest as detailed in the Tri-Community Master Plan.* Then, submit the approved resolution to EGLE and USACE in compliance with their permit process and reviews.

With best regards, your neighbor and constituent,

Signature 

Name Ken Altman

Address 415 Vine St

City, State, ZIP Saugatuck, MI. 49453

I have been hiking the Saugatuck Dunes for 40 years. The river mouth is one of the few truly natural areas left in West Michigan and our local governments should be doing everything possible to prevent inappropriate development in these areas. The proposed development in North Shore seeks to destroy critical dune areas, destroy Native cultural and historical lands and damage globally imperiled interdunal wetlands. I urge you and the local government to take a stand to protect these valuable natural resources. The Tri-Community Master Plan could not be more clear that these resources are vital to our economy. It is well stated in that plan that should we not protect our wild places then the goose that laid the golden egg will be dead.

**Rich LaBombard**

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**From:** Will Gervais <wegervais@gmail.com>  
**Sent:** Wednesday, September 28, 2022 11:22 AM  
**To:** Jerry Donovan; Cathy North; Aaron Miller; maumann@douglasmi.gov; Neal Seabert; Phil Toepper; Michael Van Loon; Rich LaBombard  
**Subject:** Request for a City Resolution  
**Attachments:** SDCA Letter\_20220928\_0001.pdf

I am sending along the attached letter which requests the Douglas City Council to pass a resolution to protect the Wild Heart of Saugatuck. Although this is a form letter, it absolutely reflect my personal heartfelt beliefs regarding the proposed North Shore development and its negative impact on our community. It is really important for the city to make a formal statement to the State regulators. No formal statement will be interpreted as if we just don't care what happens to this incredible natural resource.  
Respectfully submitted.

---

Will Gervais  
248.568.4068

Saugatuck Township in 2017 and again in 2018.

During your October meeting, PLEASE initiate and pass a resolution stating: *The proposed sand dune mine, excavation, and removal of 250,000 tons of sand within Michigan's Critical Dune Boundary at the Kalamazoo River Mouth is Contrary to the Public Interest as detailed in the Tri-Community Master Plan.* Then, submit the approved resolution to EGLE and USACE in compliance with their permit process and reviews.

With best regards, your neighbor and constituent,

Signature W. J. Gervais

Name W. J. GERVAS

Address 484 S. UNION

City, State, ZIP DOUGLAS, MI 49406

Saugatuck Township in 2017 and again in 2018.

During your October meeting, PLEASE initiate and pass a resolution stating: *The proposed sand dune mine, excavation, and removal of 250,000 tons of sand within Michigan's Critical Dune Boundary at the Kalamazoo River Mouth is Contrary to the Public Interest as detailed in the Tri-Community Master Plan.* Then, submit the approved resolution to EGLE and USACE in compliance with their permit process and reviews.

With best regards, your neighbor and constituent,

Signature Nancy Plantinga

Name Nancy Plantinga

Address 88 Washington St.

City, State, ZIP Douglas, MI 49406

I am an avid hiker. The dunes of Saugatuck, Cross Noot  
at Oxbow have become my 2nd home. Nature is my  
spiritual path. I find God, and peace there.

Destroying this beauty is appalling and cannot be  
allowed!

*JP*

Saugatuck Township in 2017 and again in 2018.

During your October meeting, PLEASE initiate and pass a resolution stating: *The proposed sand dune mine, excavation, and removal of 250,000 tons of sand within Michigan's Critical Dune Boundary at the Kalamazoo River Mouth is Contrary to the Public Interest as detailed in the Tri-Community Master Plan.* Then, submit the approved resolution to EGLE and USACE in compliance with their permit process and reviews.

With best regards, your neighbor and constituent,

Signature *Dawn F. Schumann*

Name *DAWN F. SCHUMANN*

Address *296 Lakeshore Dr., P.O. Box 51*

City, State, ZIP *Douglas, MI 49406-5105*

*As an 86 year old who has enjoyed the view of  
the last remaining natural harbor entrance as we  
sailed. We need as much protection as we can  
get.*

*Dawn F. Schumann*

Saugatuck Township in 2017 and again in 2018.

During your October meeting, PLEASE initiate and pass a resolution stating: *The proposed sand dune mine, excavation, and removal of 250,000 tons of sand within Michigan's Critical Dune Boundary at the Kalamazoo River Mouth is Contrary to the Public Interest as detailed in the Tri-Community Master Plan.* Then, submit the approved resolution to EGLE and USACE in compliance with their permit process and reviews.

With best regards, your neighbor and constituent,

Signature

Name

Address

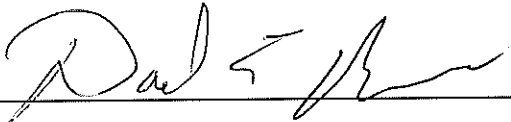
City, State, ZIP

*John C. Hoffmann*  
*John C Hoffmann / Paula Hoffmann*  
*848 Center St*  
*Douglas, MI 49406*

Saugatuck Township in 2017 and again in 2018.

During your October meeting, PLEASE initiate and pass a resolution stating: *The proposed sand dune mine, excavation, and removal of 250,000 tons of sand within Michigan's Critical Dune Boundary at the Kalamazoo River Mouth is Contrary to the Public Interest as detailed in the Tri-Community Master Plan.* Then, submit the approved resolution to EGLE and USACE in compliance with their permit process and reviews.

With best regards, your neighbor and constituent,

Signature 

Name DAVID E. GURDICA

Address 385 FREMONT

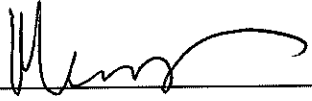
City, State, ZIP DOUGLAS, MI 49406

PROTECTING THE RIVER IS IN  
DOUGLAS' BEST INTEREST.

Saugatuck Township in 2017 and again in 2018.

During your October meeting, PLEASE initiate and pass a resolution stating: *The proposed sand dune mine, excavation, and removal of 250,000 tons of sand within Michigan's Critical Dune Boundary at the Kalamazoo River Mouth is Contrary to the Public Interest as detailed in the Tri-Community Master Plan.* Then, submit the approved resolution to EGLE and USACE in compliance with their permit process and reviews.

With best regards, your neighbor and constituent,

Signature   
 Name MARY LUKENS  
 Address 385 FREMONT  
 City, State, ZIP DOUGLAS, MI 49406

Please consider the implications of the land surrounded by public, open spaces being denigrated to benefit a few private land owners. Our natural areas, waterways & beaches are our largest asset as a community, let's keep it that way!

Mary Lukens

Saugatuck Township in 2017 and again in 2018.

During your October meeting, PLEASE initiate and pass a resolution stating: The proposed sand dune mine, excavation, and removal of 250,000 tons of sand within Michigan's Critical Dune Boundary at the Kalamazoo River Mouth is Contrary to the Public Interest as detailed in the Tri-Community Master Plan. Then, submit the approved resolution to EGLE and USACE in compliance with their permit process and reviews.

With best regards, your neighbor and constituent,

Signature Robert J. Aardema

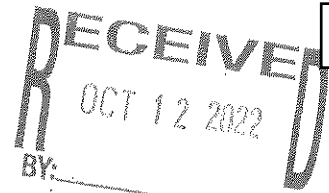
Name ROBERT J. AARDEMA

Address 363 N. 2ND ST

City, State, ZIP KALAMAZOO, MI 49009

As a frequent visitor to your community and the Kalamazoo River Harbor, I plead for your opposition to the proposed marina at the mouth of the river.

I am concerned that if allowed, it would establish a precedent that could allow other developers to buy up river frontage properties to dig more canals. Our wonderful (recovering) Kalamazoo <sup>river</sup> would be forever marred & scarred!



Saugatuck Township in 2017 and again in 2018.

During your October meeting, PLEASE initiate and pass a resolution stating: *The proposed sand dune mine, excavation, and removal of 250,000 tons of sand within Michigan's Critical Dune Boundary at the Kalamazoo River Mouth is Contrary to the Public Interest as detailed in the Tri-Community Master Plan.* Then, submit the approved resolution to EGLE and USACE in compliance with their permit process and reviews.

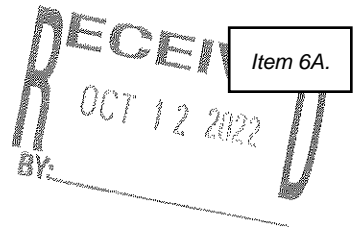
With best regards, your neighbor and constituent,

Signature Curtis J Birky  
 Name Curtis J Birky  
 Address 7137 114th AVE  
 City, State, ZIP Fennville, MI 49408

I regularly visit this natural area for hiking and enjoying the beach. I have spent time there with my family and friends who come from other areas of the State and country. \* Please ~~preserve~~ preserve, for future enjoyment and generations who live in and visit this beautiful area of unique lakeshore area. Thank you,

Curtis Birky

\* While in the community we often stop for something to eat or drink or go to the shops.



Saugatuck Township in 2017 and again in 2018.

During your October meeting, PLEASE initiate and pass a resolution stating: *The proposed sand dune mine, excavation, and removal of 250,000 tons of sand within Michigan's Critical Dune Boundary at the Kalamazoo River Mouth is Contrary to the Public Interest as detailed in the Tri-Community Master Plan.* Then, submit the approved resolution to EGLE and USACE in compliance with their permit process and reviews.

With best regards, your neighbor and constituent,

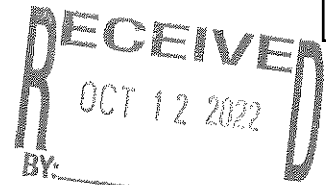
Signature

Name

Address

City, State, ZIP

My Family Chooses to Routinely Visit Saugatuck Instead of South Haven, Grand Haven, Holland, or St. Joseph Because of the Natural Features and Wisely Controlled Development. We know many other families in our area who make the same choice for the same reason. KEEP IT WILD! Please read into the minutes at your next Council Meeting.



Saugatuck Township in 2017 and again in 2018.

During your October meeting, PLEASE initiate and pass a resolution stating: *The proposed sand dune mine, excavation, and removal of 250,000 tons of sand within Michigan's Critical Dune Boundary at the Kalamazoo River Mouth is Contrary to the Public Interest as detailed in the Tri-Community Master Plan.* Then, submit the approved resolution to EGLE and USACE in compliance with their permit process and reviews.

With best regards, your neighbor and constituent,

Signature Fran and Mort VanHoue

Name Fran and Mort VanHoue

Address 2378 Lakeshore Dr. (5 driveways south of Saugatuck Township)

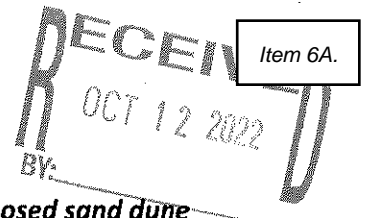
City, State, ZIP Fennville, Mi 49408

As carriers of tourists to Saugatuck down the river to experience the river, channel and Lake Michigan and it's coastline, we understand the rare awe, joy, peace experienced by people who see these natural wonders.

Saugatuck, Douglas, the tri communities are characterized in several ways, the most important is the natural surroundings and the peace & tranquility that being in the area brings. The restaurants, shops, real estate businesses, tourist attraction businesses all benefit and in fact survive and thrive because of the conservation of our beauty, natural areas, peaceful outdoor activities and areas to enjoy by hiking, bird watching. Our place is special and shared with visitors who need this type of place.

We are fighting to protect our health in many ways, economic, long term land protection. We the citizens want to protect our place, for now, for the future, for the ecology, rural character. Protect and preserve.

Saugatuck Township in 2017 and again in 2018.



During your October meeting, PLEASE initiate and pass a resolution stating: *The proposed sand dune mine, excavation, and removal of 250,000 tons of sand within Michigan's Critical Dune Boundary at the Kalamazoo River Mouth is Contrary to the Public Interest as detailed in the Tri-Community Master Plan.* Then, submit the approved resolution to EGLE and USACE in compliance with their permit process and reviews.

With best regards, your neighbor and constituent,

Signature Laura Gudge  
Name Laura Gudge  
Address 6510 Oakwood Lane  
City, State, ZIP Holland MI 49423  
(Laketown Twp).

We live in the southern most portion of Laketown Township, our daughter went through her K-12 education at Saugatuck Public Schools, and we frequently dine and shop in both Saugatuck & Douglas. We hike 2 or 3 times a week at Saugatuck Dunes State Park.

This project is a travesty. The globally unique intertidal wetlands must be protected. You have a chance to protect this unique rivermouth for future generations and the residents of West Michigan.

With best regards, your neighbor,

Signature

Name

Address

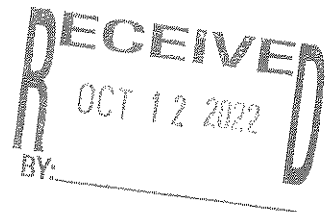
City, State, ZIP

*Kathryn Flock*  
*Kathryn Flock*  
*50 E. 30th St.*  
*Holland, MI 49423*



While I am not currently a resident, I have long and deep roots in the Saugatuck area. I worked a number of years at the Presbyterian Camps (wiped out to build mansions at the Lake), my father lived in Saugatuck Township for 35 years before his passing, and I've been running three times a week at the Saugatuck Dunes State Park for the past 13 years. The question I always ask myself is, "What sorts of people look at the wild beauty and sacred landscape of the Kalamazoo River Mouth and say, 'I think I'll dig all this up and build a marina.?' " My answer: those who would put personal monetary gain over the public interest. The healing medicine of this place would disappear forever under the burden of the noise, the fumes, the stagnant water, the degraded wetlands, wrought by building a boat basin, all so a few can run their yachts in and out of Lake Michigan to the detriment of all of the rest of us. You have it in your power:

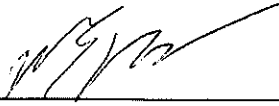
**Please protect the Wild Heart of Saugatuck!**



Saugatuck Township in 2017 and again in 2018.

During your October meeting, PLEASE initiate and pass a resolution stating: *The proposed sand dune mine, excavation, and removal of 250,000 tons of sand within Michigan's Critical Dune Boundary at the Kalamazoo River Mouth is Contrary to the Public Interest as detailed in the Tri-Community Master Plan.* Then, submit the approved resolution to EGLE and USACE in compliance with their permit process and reviews.

With best regards, your neighbor and constituent,

Signature 

Name William Bardelmeier

Address 6493 145th Ave

City, State, ZIP Holland, MI 49423

As a charter boat operator in Saugatuck the destruction of this beautiful area would directly impact my customers experience of the town. I currently get many negative comments on the development as the new houses are being built and disturbing the natural dune.



Saugatuck Township in 2017 and again in 2018.

During your October meeting, PLEASE initiate and pass a resolution stating: *The proposed sand dune mine, excavation, and removal of 250,000 tons of sand within Michigan's Critical Dune Boundary at the Kalamazoo River Mouth is Contrary to the Public Interest as detailed in the Tri-Community Master Plan.* Then, submit the approved resolution to EGLE and USACE in compliance with their permit process and reviews.

With best regards, your neighbor and constituent,

Signature

*Steven N Miller*

Name

STEVE N MILLER

Address

1540 Pennoyer

City, State, ZIP

Grand Haven MI

49517

RECEIVED  
OCT 12 2022  
BY:

*Dear Steve*

*initiate*

*local officials accountable*

*regional cooperation  
& permit*

*any future  
will be a  
guarantee  
make*



Saugatuck Township in 2017 and again in 2018.

During your October meeting, PLEASE initiate and pass a resolution stating: *The proposed sand dune mine, excavation, and removal of 250,000 tons of sand within Michigan's Critical Dune Boundary at the Kalamazoo River Mouth is Contrary to the Public Interest as detailed in the Tri-Community Master Plan.* Then, submit the approved resolution to EGLE and USACE in compliance with their permit process and reviews.

With best regards, your neighbor and constituent,

Signature

John B. Rossi

Name

John B. Rossi

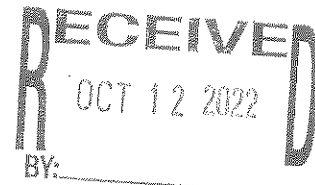
Address

255 W. 17<sup>th</sup> St.

City, State, ZIP

Holland, MI 49423

I work out at Ox-Bow School of Art and reside there from May to October. I hike the crows nest trail located in the Tallmudge Woods. The Proposed Marina would impact the view in a negative way. I am also concerned how the de watering will affect our Wetland.



Item 6A.

Saugatuck Township in 2017 and again in 2018.

During your October meeting, PLEASE initiate and pass a resolution stating: *The proposed sand dune mine, excavation, and removal of 250,000 tons of sand within Michigan's Critical Dune Boundary at the Kalamazoo River Mouth is Contrary to the Public Interest as detailed in the Tri-Community Master Plan.* Then, submit the approved resolution to EGLE and USACE in compliance with their permit process and reviews.

With best regards, your neighbor and ~~constituent~~,

Signature Jean Veenema-Birk

Name JEAN VEENEMA-BIRK

Address 7139 114th Ave

City, State, ZIP GLENN (FENNIVILLE) MI

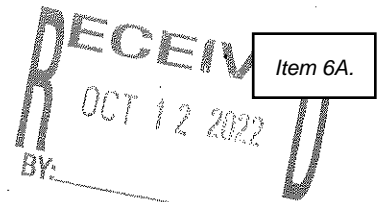
We have utilized, or at least  
a weekly basis, hiking in these areas.

Our children have hiked even more  
frequently. When we have guests from  
other states or countries we have hiked  
with them in these spectacular natural  
wilderness spaces.

We have experienced these places as physically,  
emotionally & psychologically renewing.

As a local psychotherapist I have also often  
recommended these calm & peaceful wilderness places  
as a source of calm & stress reduction. and the protection  
of our land wilderness.

Saugatuck Township in 2017 and again in 2018.



During your October meeting, PLEASE initiate and pass a resolution stating: *The proposed sand dune mine, excavation, and removal of 250,000 tons of sand within Michigan's Critical Dune Boundary at the Kalamazoo River Mouth is Contrary to the Public Interest as detailed in the Tri-Community Master Plan.* Then, submit the approved resolution to EGLE and USACE in compliance with their permit process and reviews.

With best regards, your neighbor and constituent,

Signature Kathi Minto

Name Kathi Minto

Address 6817 126<sup>th</sup> Ave

City, State, ZIP Fennville, MI 49408

As a former employee of the City of Saugatuck as a beach patroller summertime at Oval Beach, I know how important is to the hundreds of tourists who patronize it. So many commented to me and other patrollers how they love the natural landscape with absence of buildings and development. Comments like, "This is the most beautiful beach I've ever seen." They walked the shoreline from Oval Beach to the riverfront which was then still natural. It means so much to me to keep it natural. I am also a photographer and hike the trails through the Saugatuck Harbor Natural Area to the riverfront capturing nature and appreciating the dunes, birds, interdunal wetlands, and the calm riverfront. I feel sad when I have seen the development going on and am concerned it may be contaminated by greed! Our community must lose its distinction as a natural shoreline... so rare!

Saugatuck Township in 2017 and again in 2018.

During your October meeting, PLEASE initiate and pass a resolution stating: **The proposed sand dune mine, excavation, and removal of 250,000 tons of sand within Michigan's Critical Dune Boundary at the Kalamazoo River Mouth is Contrary to the Public Interest as detailed in the Tri-Community Master Plan.** Then, submit the approved resolution to EGLE and USACE in compliance with their permit process and reviews.

With best regards, your neighbor and constituent,

Signature Cathy Casper

Name Cathy Casper

Address 10422 Woodlawn

City, State, ZIP Portage MI 49082

When I climb Mt Baldhead there is a point where you can see forest as far as the eye can see. Please do not put a mining and mariculture between our beach and the State Park. Our natural areas are shrinking daily please act now to preserve the mouth of the Kalamazoo river, for ourselves and our grandchildren. You are our greatest strength in this endeavor. You cannot get this area back once you allow its destruction. Please join us to protect the Saugatuck dunes.

With Deep respect, Sincerely

Cathy Casper

# WALL CABINET FOR AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

## OVERVIEW

The AIVIA® 200 is suitable for indoor or outdoor use. Combining strength and lightness AIVIA® is composed of two distinct parts:

- The polycarbonate cover
- The ABS base

These materials are well known in the industry, giving excellent shock resistance properties.



# LABELING

The survival sequence and three clear pictograms with instruction for use are shown on the front cover. The AED acronym and the defibrillator logo (heart broken by an electric spark) are on the sides.

# FEATURES

A controlled convection heating and fan systems are activated through a temperature sensor and configured thresholds maintain the AED operating temperature within certain limits.

Open access to the AED is protected by security seals.

A luminosity sensor automatically activates white LEDs when the AIVIA® is in the dark.

Removing the AED automatically triggers a visual alarm (flashing red LEDs) as well as an audible alarm (103 dB).

A visual alarm using red LEDs signals anomalies such as out of range temperatures.



# LOCATION

The mains power supply (24 volts DC) allows the operation of the heating and fan systems. With this specificity as well as its intelligent design, the AIVIA® 200 is suitable for outdoor positioning, in public and private sites.



Light level sensor for automatic day/night lighting. Red and white LEDs.



Wall mount holes  $\frac{5}{16}"$  (8 mm). Security seals.



HD1PY

THOMPSON CENTER WATERS  
5453 WEST WATERS AVENUE - SUITE 105  
TAMPA, FL 33634  
Phone: +1-813-515-6995

**SMART MONITORING  
WALL CABINET  
FOR AUTOMATED  
EXTERNAL  
DEFIBRILLATOR  
(AED)**



**Aiviva<sup>®</sup> 320**

# AIVIA Model 320

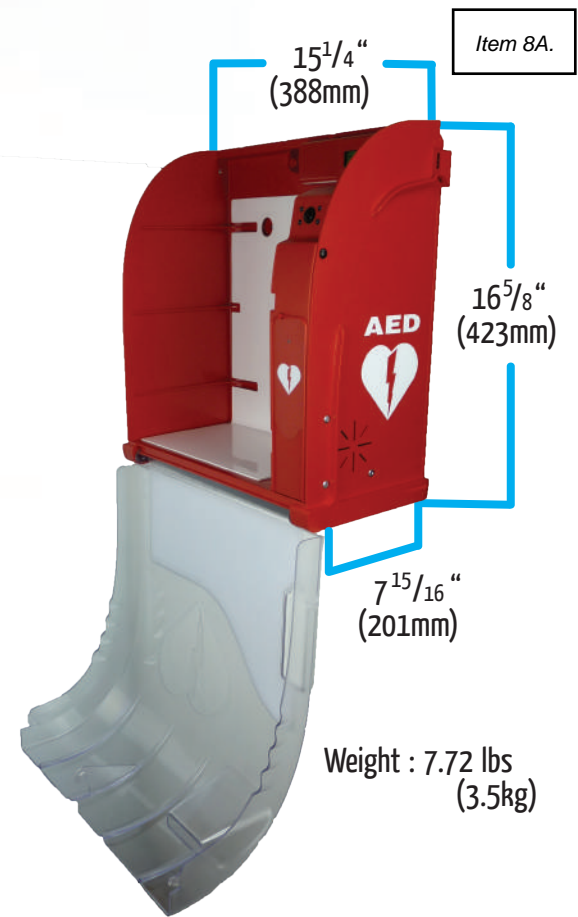
## SMART AED MONITORING CABINET

The AIVIA 320 allows automatic GSM phone calls in case of an emergency as well as the remote monitoring of the hardware via Internet.

Having an emergency calling terminal status, this model is an intelligent AED protective cabinet which is permanently connected to the AIVIANet server through http, ensuring that all the AIVIA units remain fully operational at all times.

The AIVIA 320 has the ability to constantly monitor its own functions, the presence of the AED as well as its immediate surroundings.

It provides realtime information concerning incidents and events.



## CLOSE-UP VIEWS



Ventilation fan and convactor heating device



Infra-red lens taking pictures upon the opening of the cabinet and removal of the AED



Call button to activate GDM hands free telephone module.



Sensor monitoring the presence of the AED and controlling the temperature



LCD screen displaying general status or incidents



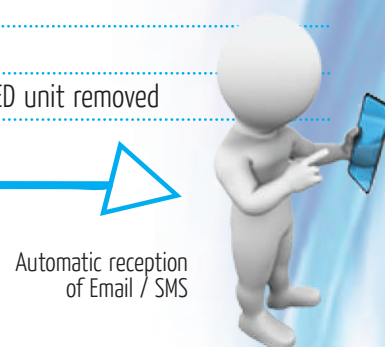
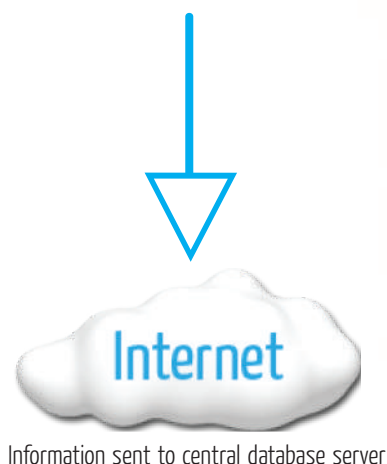
# OVERVIEW

## STANDARD FEATURES

- ▷ Impact-resistant transparent polycarbonate cover and red ABS base
- ▷ Sensor monitoring the presence of the AED and the temperature surrounding the defibrillator
- ▷ Backlit LCD screen displaying the status of the power, network, temperature and presence of the AED
- ▷ Protected access to the AED thanks to security seal stickers
- ▷ Local visual warnings (flashing red LEDs) indicating incidents
- ▷ GSM : Emergency phone connection via the mobile phone network, using hands free telephone intercom. Automatic phone call is made in case of emergency when the cabinet is opened or when the call button is pushed as preset by user.
- ▷ Connection to local (LAN) Ethernet network plus possibility of wireless communication
- ▷ 3G communication : In addition to the standard Ethernet LAN connection, AIVIA 320 and the AED it contains can also be monitored by 3G communication through the mobile phone network if a LAN connection is not available.
- ▷ Integrated light sensor to light up the AED compartment in dark locations
- ▷ 24V DC SELV (Safety Extra Low Voltage) for human safety
- ▷ RFID badge reader for maintenance purposes
- ▷ Rechargeable back-up battery for essential functions in case of power supply failure

## SPECIFIC FEATURES

- ▷ Constant remote monitoring of the presence of the AED through a sensor
- ▷ Http communication between the AIVIA cabinet and the AIVIAnet server
- ▷ Realtime information concerning incidents or events
- ▷ Immediate and automatic routing of data via Email / SMS
- ▷ Optional photo surveillance when the cabinet is opened and the AED unit removed



# THE AIVIANET SERVER

## A MONITORING SOFTWARE APPLICATION

The AIVIA server is a software application which ensures straightforward, remote and around-the-clock monitoring of the AIVIA cabinet and the presence of the AED stored within.

Accessible through secure access from any computer connected to the Internet, the AIVIA server offers constant remote monitoring of the presence of the AED and its protective cabinet, providing realtime information concerning incidents or events which may occur.

### Features and benefits of the AIVIA server:

- ▷ Multilingual version requiring a username and password to access the server
- ▷ Incidents displayed with the possibility of verifying and logging information and events
- ▷ One or several AIVIA cabinet(s) monitored at any time (presence of the AED, photos taken upon opening the cabinets, control system, alarms...)
- ▷ Programmable to send Email / SMS alerts to one or more recipients should an incident occur
- ▷ Recordkeeping of past incidents
- ▷ Color-coded data Interpretation
- ▷ Geolocation of any AIVIA cabinet connected to the network



## A CONFIGURATION AND MAINTENANCE TOOL

In addition to monitoring AIVIA cabinets, the AIVIA server application is an easy-to-use online tool for the configuration and maintenance of these cabinets, featuring an online diagnostic capacity.

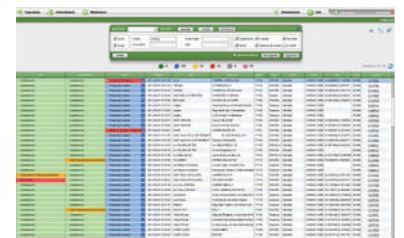
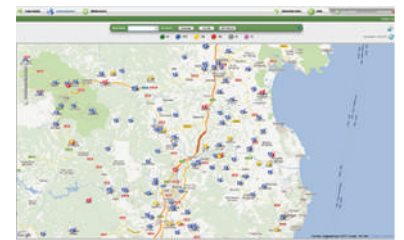
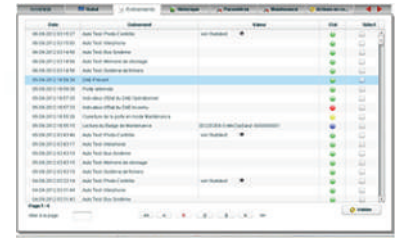
- ▷ Configuration can be modified from the server
- ▷ Online diagnostic capability and interpretation by error code
- ▷ Details and automatic routing of incidents (Emails/SMS wordings, recipients...)
- ▷ Recordkeeping of maintenance events for each AED and cabinet
- ▷ Instructions concerning necessary preventative actions (keeping users informed of the expiration of the pads and batteries, serial numbers...)



**HD1PY**  
THOMPSON CENTER WATERS  
5453 WEST WATERS AVENUE - SUITE 105  
TAMPA, FL 33634  
Phone: 813 515 6995



Item 8A.





# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



## Schultz Park AED Installation Price Quote

### Initial AED Costs:

---

Lifepak 1000 AED (refurbished): \$1,195.00

Adult Electrode Pads: Included with AED purchase

Pediatric Electrode Pads: \$150.00

\*Wall Cabinet: \$95.00 (disregard if purchasing the Aivia 320 cabinet below)

Shipping: \$35.00

**Total: \$1,475.00, plus/minus**

*Purchase would be made through Fire District's account with vendor for best rate*

*\*This is a basic wall cabinet that does not feature fans or heaters, nor does it have the capabilities to be monitored or feature audible or visual alarms.*

---

### Maintenance Costs:

---

Battery: \$450.00, every 5 years

Adult Pads: \$45.00, every 2 years

Pediatric Pads: \$150.00, every 2 years

**Total Maintenance Costs: \$645.00, plus/minus**

*Purchases could be made via Fire District accounts for best rates*

---

### Installation of a monitored system:

---

Aivia 320 Outdoor Wall Cabinet: \$1,749.00

- Price quote for similar project attached
- Product information flyers attached
- Electrical power source and internet capabilities would be needed
- Monthly subscription for service would be required

**Total Purchase Cost: \$1,816.00, plus licensed electrician and monthly subscription fees**

---

**Total Life Safety Investment: \$3,936.00, plus monthly monitoring subscription fees**



**TEAM LIFE, INC.**  
 291 Route 34, Suite B  
 Colts Neck, NJ 07722-1114  
 (732) 946-4243

Item 8A.  
**Quote**

Date Number

2/15/2022

11405

Bill To:

Saugatuck Township Fire Department  
 Accounts Payable  
 3342 Blue Star Hwy  
 Saugatuck, MI 49453

Ship To:

Saugatuck Township Fire Department  
 Deputy Chief Chris Mantels  
 3342 Blue Star Hwy  
 Saugatuck, MI 49453

Terms

Rep

Quote Valid for

TGK

30 days

| Qty | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Price    | Total     |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------|
| 2   | Indoor/Outdoor Aivia 320 Presence GSM/4G AED Wall Cabinet with Internet, Fan, Alarm & Heater option. Fits ALL AED types. Weatherproof. Comes with two-years AIVIANet software included. Does not include breaker box or TBT cables. Must be installed by a licensed electrician. Audible & visual alarm system, cooling fan, heater, photo surveillance and phone system. Must continue an AIVIANet subscription after 2 years to receive all of the above services. | 1,749.00 | 3,498.00T |
| 2   | Power Supply for AIVIA 200, 300 & 320 Cabinets, 24 Volts DC                                                                                                                                                                                                                                                                                                                                                                                                          | 50.00    | 100.00T   |
| 2   | Shipping & Handling                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 17.00    | 34.00T    |

**We truly hope to gain your business.**

Web Site [www.teamlife.com](http://www.teamlife.com)

**Subtotal** \$3,632.00

**Sales Tax (0.0%)** \$0.00

**Total** \$3,632.00

Please sign below and date to accept & place order

Signature

Accepted Date:

# williams&works

engineers | surveyors | planners

## MEMORANDUM

**To:** City of The Village of Douglas City Council  
**Date:** October 13, 2022  
**From:** Tricia Anderson  
 Andy Moore, AICP  
**RE:** **3077 May Ave. – Storage Pods**

The property at 3077 May has been the subject of recent enforcement efforts by the City as it relates to storage pods that have been placed in the driveway for over one year. These temporary storage containers are considered “accessory structures”. While the Zoning Ordinance is silent on the maximum period of time a temporary accessory structure can be located on a parcel, Section 16.13(7) prohibits an accessory structure from being located within the front yard. The enforcement letter sent to Ms. Sarkisian on September 16, 2022, informed her that the storage pods must be removed from the driveway or relocated to an area that is not considered the front yard.

Section 23.04, Enforcement, outlines the procedure that the Zoning Administrator must follow when initiating enforcement on an alleged violation. Subsection 2 provides the required content to be included in a letter notifying a property owner of said violation:

*“.....The notice shall advise the owner, or party of interest in writing, that within thirty (30) days the violation shall be corrected, or the owner, or party of interest shall request a hearing on the violation before the City Council. If so requested, the Zoning Administrator shall notify the owner or party of interest of the time and place of a hearing to be held before the City Council. At said hearing, the person to whom the Notice of Violation is addressed shall have the opportunity to show cause why said violation should not be ordered to be corrected or why said enforcement action would cause an undue hardship.”*

The property owner has requested a hearing in front of the City Council to show cause of why the violation should not be ordered to be corrected and claims that enforcement would create “undue hardship.”

An “undue hardship” means an impractical or unreasonable expectation in the strict application of the Zoning Ordinance and generally relates to the *property* exhibiting peculiar attributes, such as size, shape, topography, or other natural features. Generally, a hardship that is created from personal circumstance should not be considered in determining whether an *undue hardship* exists that would prevent the property owner from correcting the violation.

At the October 17, 2022, regular meeting, the City Council is tasked with hearing testimony from the Zoning Administrator, the owner of 3077 May Avenue, and any other interested party who wishes to speak on the matter. Section 23.04.3 indicates that *"the City Council may extend the time by which the violations must be corrected, for a period not to exceed 6 months, however, the City Council shall not allow such violations to exist longer than this period."*

If the City Council finds that undue hardship does exist on the property that would prevent the property owner from complying with the ordinance, its findings should be clearly stated in the record, as well as any specific timeframes or deadlines that would be placed on the new order to correct the violation. If the City Council finds that undue hardship does not exist, findings should be clearly stated in the record with any new deadlines for correcting the violation.

Procedurally, if the City Council orders the correction within a specific timeframe and the property owner does not fulfill her obligation to follow the order and abate the violation within that timeframe, enforcement will then move into civil infraction proceedings, whereby the property owner will be subject to fines and/or an appearance in district court.

Ms. Sarkisian has provided a narrative that speaks to the undue hardship she feels is being caused by the order to correct the violation. Photos of the violation have also been included.

It should be noted that the letter sent on September 16<sup>th</sup> also included an order to abate the unlawful parking of an inoperable vehicle (blue mini-van) in the right of way. Ms. Sarkisian has indicated that the van will be removed by October 17<sup>th</sup>, 2022, which is acceptable.

Please feel free to reach out with any questions regarding this issue.

September 16, 2022

**SECOND NOTICE**

SARKISIAN SARKIS & KATHRYN A  
PO BOX 986  
DOUGLAS, MI 49406

RE: 3077 May Avenue, Douglas, MI 49406 – 59-210-032-00

Dear Property Owner,

It has come to our attention that there are violations that still exist on your property that must be abated to bring your property into compliance with the City of the Village of Douglas Zoning Ordinance. The following violations must be resolved by the date specified within this letter:

1. **Inoperable vehicle.** An inoperable vehicle is parked in the City's right of way. A motor vehicle that has been deemed "inoperable or abandoned" is defined as:

*Any wheeled vehicle which is self-propelled and intended to be self-propelled, and which by reason of dismantling, disrepair, not currently licensed, or other cause is incapable of being propelled under its own power.*

Police records indicate that the vehicle has been ticketed on three separate occasions. The vehicle is violating the following zoning ordinance section:

*16.19 Junk Cars. It shall be unlawful to have, possess, or maintain junk, or inoperable or abandoned motor vehicles on any property in the City, see Ordinance #114.*

2. **Storage pods.** The driveway of the home contains two storage pods that prevent the parking of vehicles in the driveway.

The storage pods are considered accessory structures and are not permitted to be located within the front yard, per the following zoning ordinance section:

*Section 16.13(7). Buildings accessory to principal buildings shall not be erected in the front yard except that accessory structures may be located between the principal structure and the primary street right of way where a property has frontage along the Kalamazoo River, Kalamazoo Lake or Lake Michigan, notwithstanding all other requirements of this ordinance. Accessory structures located between the principal structure and the street right of way shall meet the minimum front yard setback requirements of the underlying zoning district and shall be side-loaded such that no garage door shall directly face the street.*

You are hereby ordered to abate the aforementioned violations **no later than September 30, 2022**. Failure to comply with the zoning ordinance may result in the issuance of a civil infraction and/or fines. You may also request a hearing with The City Council to show cause why the

violations described in this letter should not be ordered to be corrected or why the order to abate would cause an undue hardship.

Please contact me with questions or concerns.

A handwritten signature in black ink, appearing to read 'Tricia Anderson', with a stylized flourish extending to the right.

Tricia Anderson,  
Zoning Administrator

To, City of the Village of Douglas – City Council Members

October 12, 2022

Letter Requesting to come before the council – Meeting Date – Oct 17, 2022

Re: Complaint Issue: 3077 May Ave Douglas, MI 49406

Kathryn and Sarkis Sarkisian

RE:

Sections 23.04(2) and (3) of the Administration and Enforcement Chapter of the Zoning Ordinance indicates the following:

*2) Notice of Violation: Such notice shall be directed to each owner of, or a party in interest, in whose name the property appears on the last local tax assessment records. All notices shall be served upon the person to whom they are directed personally, or in lieu of personal service, may be mailed by certified mail, return receipt requested, addressed to such owner or party in interest at the address shown on the tax records. The notice shall advise the owner, or party of interest in writing, that within thirty (30) days the violation shall be corrected or the owner, or party of interest shall request a hearing on the violation before the City Council. If so requested, the Zoning Administrator shall notify the owner or party of interest of the time and place of a hearing to be held before the City Council. At said hearing the person to whom the Notice of Violation is addressed shall have the opportunity to show cause why said violation should not be ordered to be corrected or why said enforcement action would cause an undue hardship.*

*3) Hearing: The City Council shall take testimony of the Zoning Administrator, the owner of the property, and any other interested party or witness. Upon findings of said hearing the City Council may extend the time by which the violations must be corrected for a period not to exceed six (6) months. However, the City Council shall not allow such violations to exist longer than this period.*

Please feel free to reach out with questions.

**Tricia Anderson**

Planner + Project Manager

-----  
Attention Tricia, and Douglas City Council Members,

3077 May Ave Douglas, MI 49406

We are requesting an audience with the City Council at the next meeting (October 17, 2022) regarding said issue.

Detailed info on this compliance issue is listed below and in attachments, as well as why relocating the PODS would cause damage, safety concerns and undue hardship.

- a) PODS are located in the drive as a result of no other stable/safe location to place on the property other than the actual front lawn on May which would be far more damaging and have much higher visibility in general to all other residents etc.
- b) Your notice states this has been on record with the “City” since 2020. I/we never received any notice(s) prior to this 1, nor did the owner of record at that time.
  - 1) Please see attached: Receipt showing delivery date of 1<sup>st</sup> POD July 19, 2021, 2<sup>nd</sup> POD delivery date: March 19, 2022. \*(note: there previously was a POD on the property back 3-4 years ago, when Patricia Woods, owner at the time (my mother), moved things here after AZ house sale - not 100% sure what date it was removed but it was gone before Covid hit) There was no POD here in 2020.
  - 2) In addition, please also see attached copy of deed: Our (Kathryn W & Sarkis Sarkisian) purchase/ownership of this property occurred March 21, 2021, we did not own the property in 2020 but again there was no POD in 2020.

- c) We are asking for an extension of 6 months (city's max extension/Sections 23.04(2) and (3) with the intention of having them gone by the end of the year weather permitting completion and removal.
- d) We are also submitting a case for hardship which required placement in the current location. Please see attached pictures and my document detailing clearance issues and ground level issues (drop offs) in what might be considered... possible other locations.

Note: We have tried to be 'in compliance' (didn't realize the corner lot / double front yard issue) and most considerate of our neighbors in placing the PODS in their current location where they would be stable, safe and least in plain sight while completing our tasks. The other 'City' issue is the van. It is being picked up by Cars4Cash on Monday, Oct. 17, 21. I will bring a confirmation picture to the meeting.

Thank you for your consideration,

Kathryn and Sarkis Sarkisian

October 12, 2022

TRUSTEES COVENANT DEED

The Grantor, Patricia Paton Woods, as Trustee of the Patricia Paton Woods Declaration of Trust dated June 4, 2002, as amended December 18, 2009 and November 8, 2017, whose address is 218 Lakeshore Drive, P.O. Box 986, Douglas, Michigan 49406,

conveys under the power in that agreement to Kathryn Anne Woods Sarkisian, whose address is 3077 May Avenue, Douglas, Michigan 49406,

the following described premises situated in the City of the Village of Douglas, County of Allegan, State of Michigan:

Lot(s) No. 86, 87, 88, and 89 of Felker's Lake Shore Subdivision, according to the recorded plat thereof,

Commonly known as 3077 May Avenue, Douglas, Michigan 49406,  
Tax Parcel Number 03-59-210-032-00,

RECEIVED

'21 MAR 23 PM 2:41

The consideration for this transfer is the sum of One Dollar (\$1.00), and this instrument is exempt from County Real Estate Transfer Tax pursuant to MCL 207.505(a) and from State Real Estate Transfer Tax pursuant to MCL 207.526(a) as the consideration is less than \$100.00.

Subject to easements and restrictions of record and zoning laws and ordinances affecting the premises and further subject to any taxes which are a lien upon the premises, but not yet billed.

The Certificate of Trust for the Patricia Paton Woods Declaration of Trust dated June 4, 2002, as amended December 18, 2009 and November 8, 2017 being recorded in Liber 4594, Page 237, of the Allegan County Records.

Grantor covenants and agrees that Grantor has not charged or encumbered the premises in title, estate or otherwise. This covenant shall be binding upon and inure to the benefit of the respective heirs, successors and legal representatives of Grantor and Grantee.

Kathryn Woods Sarkisian, Douglas

## Order Information

Item 8B.

**Order #:** 2918372

Original Order Date: 7/16/2021

Order Change Revision Date: 7/18/2021

Number of Containers: 1

Contents Protection Option: Declined

Container Only Option: Declined

### Container 1 Details: 16-foot length container

| Service Date  | Service             | Location                             |
|---------------|---------------------|--------------------------------------|
| 7/19/2021     | Deliver to Customer | 3077 May Avenue<br>Douglas, MI 49406 |
| 1 month       | Storage             | On-site Storage                      |
| Not scheduled | Final Pick-up       | 3077 May Avenue<br>Douglas, MI 49406 |

## Rich LaBombard

---

**From:** Rich LaBombard  
**Sent:** Thursday, July 9, 2020 10:18 AM  
**To:** [REDACTED]  
**Subject:** RE: Storage POD

Good Morning,

The Zoning Administrator is the point of contact for zoning issues. He and I just had a conversation about the pods. He will review in the zoning ordinance pertaining to enforcing the removal.

Rich LaBombard  
 City Manager

[REDACTED]  
**Sent:** Wednesday, July 8, 2020 8:18 PM  
**To:** Nick Wikar <nwikar@ci.douglas.mi.us>  
**Cc:** Rich LaBombard <rlabombard@ci.douglas.mi.us>  
**Subject:** RE: Storage POD

Rich - I sent this email on June 24<sup>th</sup> and am disappointed that I have yet to get even the courtesy of a reply from either you or Nick. Please advise as to who may be able to respond to the issue below. I understand that these are challenging times but even so I do not think it is too much to expect the courtesy of a reply after two weeks.

[REDACTED]  
**Sent:** Wednesday, June 24, 2020 11:55 AM  
**To:** [nwikar@ci.douglas.mi.us](mailto:nwikar@ci.douglas.mi.us)  
**Cc:** [rlabombard@ci.douglas.mi.us](mailto:rlabombard@ci.douglas.mi.us)  
**Subject:** Storage POD

Nick -- You may or may not be the right person but I did want to ask if the city has or enforces any limitation as to how long a homeowner can have a storage POD on their property. There is a home at 3077 Peach (the corner of Peach and 2<sup>nd</sup>) that has had a storage POD in the driveway for a VERY long time. It has become a bit of an "eye sore" for those of us in the Felker's subdivision and was raised as an issue at our annual association meeting. If there are no zoning type restrictions on having a POD for a certain length of time so be it but if there is we would respectfully ask that it be enforced.

Thank you in advance.

**Rich LaBombard**

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**From:** [REDACTED]  
**Sent:** Thursday, May 28, 2020 5:02 PM  
**To:** Rich LaBombard  
**Cc:** [REDACTED]  
**Subject:** Extended use of "PODS" storage container at 3077 May St.

Rich,

From looking at the Douglas website, you seem to be the correct one to address this request.

For approximately the last 2 to 3 years, [REDACTED] at 3077 May, Cathy Sarkisian, has had a PODS storage container on her driveway. Some of the neighbors have had discussions with her on how long she expects to have it there. These discussions have been cordial, and ended with the "container will be removed in the next couple of months". I have never had any face to face discussions with her on this topic. Before I do have a conversation, I would like know:

- what are the ordinances/rules are for having a temporary storage container like this
- have any discussions occurred between the city and the owner on this topic
- if so, is there any pending action

In addition to the POD, there are other miscellaneous items on the front yard.

I would rather not cause unneeded tension if the matter is already being addressed. Many of us are trying to be good, understanding neighbors, but the storage container has been there for an extended period of time.

Thanks for your help

[REDACTED]

**From:** [Rich LaBombard](#)  
**To:** [Moore, Andrew](#)  
**Cc:** [Anderson, Tricia](#)  
**Subject:** RE: 3077 May - Junk Vehicle, Storage Pods and Feral Cats  
**Date:** Wednesday, September 14, 2022 9:15:25 AM  
**Attachments:** [REDACTED]

I'd appreciate continued effort on this.

Rich

---

**From:** Moore, Andrew <Moore@williams-works.com>  
**Sent:** Wednesday, September 14, 2022 9:02 AM  
**To:** Rich LaBombard <rlabombard@douglasmi.gov>  
**Cc:** Anderson, Tricia <Anderson@williams-works.com>  
**Subject:** FW: 3077 May - Junk Vehicle, Storage Pods and Feral Cats

We can draft another letter to re-start the enforcement process on this. We can address the pods and maybe the cats, but the latter might be a little harder. 16.18 and 16.19 would be the applicable sections of the ZO that we would apply. plus the general law ordinances.

AM

---

**From:** Rich LaBombard [<mailto:rlabombard@douglasmi.gov>]  
**Sent:** Monday, September 12, 2022 1:41 PM  
**To:** [REDACTED] <[skent@douglaspd.us](mailto:skent@douglaspd.us)>; Moore, Andrew <[Moore@williams-works.com](mailto:Moore@williams-works.com)>; Jennifer Pearson <[Douglas@douglasmi.gov](mailto:Douglas@douglasmi.gov)>  
**Subject:** RE: 3077 May - Junk Vehicle, Storage Pods and Feral Cats

Chief Kent and Mr. Moore, can you respond to [REDACTED] about this topic?

Rich

---

**From:** [REDACTED]  
**Sent:** Monday, September 12, 2022 1:38 PM  
**To:** [skent@douglaspd.us](mailto:skent@douglaspd.us); Rich LaBombard <[rlabombard@douglasmi.gov](mailto:rlabombard@douglasmi.gov)>; Moore, Andrew <[Moore@williams-works.com](mailto:Moore@williams-works.com)>; Jennifer Pearson <[Douglas@douglasmi.gov](mailto:Douglas@douglasmi.gov)>  
**Subject:** RE: 3077 May - Junk Vehicle, Storage Pods and Feral Cats

Hi All – I know these are busy times but it has now been 3 weeks since I sent my initial email.

Junk car is still there. Pods are still there. Cats are still there.

Have any concrete actions been taken that you can share?

Thanks in advance.

[REDACTED]  
[REDACTED]  
[REDACTED]

---

**Sent:** Monday, August 22, 2022 10:42 AM  
**To:** S Kent <[skent@douglaspd.us](mailto:skent@douglaspd.us)>; Rich LaBombard <[rlabombard@douglasmi.gov](mailto:rlabombard@douglasmi.gov)>; Moore, Andrew <[Moore@williams-works.com](mailto:Moore@williams-works.com)>; Jennifer Pearson <[Douglas@douglasmi.gov](mailto:Douglas@douglasmi.gov)>  
**Subject:** RE: 3077 May - Junk Vehicle, Storage Pods and Feral Cats

Thank you all for the quick responses and attention to these issues. Fingers crossed that we see some positive changes moving forward.

Best -

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

---

**From:** S Kent [<mailto:skent@douglaspd.us>]  
**Sent:** Monday, August 22, 2022 10:00 AM  
**To:** Rich LaBombard <[rlabombard@douglasmi.gov](mailto:rlabombard@douglasmi.gov)>; [REDACTED] Moore, Andrew <[Moore@williams-works.com](mailto:Moore@williams-works.com)>; Jennifer Pearson <[Douglas@douglasmi.gov](mailto:Douglas@douglasmi.gov)>  
**Subject:** RE: 3077 May - Junk Vehicle, Storage Pods and Feral Cats

Hi All,

The photos [REDACTED] attached are an accurate depiction of the circumstances. When I discussed the circumstances and complaints with Zoning he was going to issue an Abatement regarding the lack of on premise parking for vehicles due to the driveway being occupied by 2 storage pods. I am not sure on the status of the Abatement. I have written 3 parking citations for inoperable vehicle and 2 of 3 have been paid. The inoperable vehicle will have to be removed to allow DPW to complete snow removal later this year. The homeowner has claimed she is going to scrap the vehicle however this has not happened.

Steve Kent  
Chief of Police

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

**From:** Rich LaBombard <[rlabombard@douglasmi.gov](mailto:rlabombard@douglasmi.gov)>  
**Date:** 8/22/22 9:48 AM (GMT-05:00)  
**To:** [REDACTED] "Moore, Andrew" <[Moore@williams-works.com](mailto:Moore@williams-works.com)>, Jennifer Pearson <[Douglas@douglasmi.gov](mailto:Douglas@douglasmi.gov)>, S Kent <[skent@douglaspd.us](mailto:skent@douglaspd.us)>  
**Subject:** FW: 3077 May - Junk Vehicle, Storage Pods and Feral Cats

All, please see [REDACTED] communication and attached images. I know Nick was working to get resolution on the storage pods (we don't have an ordinance that restricts them specifically), but we were able to have the resident remove them in the past based on some of the ordinance listed below. The Chief of Police is citing the un-registered vehicle on a routine basis. Lets attempt to regain some traction on this issue....and other junk issues around the community. Andy, will Williams and Works perform code enforcement for the City for some of these more pressing topics?

Thanks

Rich LaBombard  
City Manager

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**From:** [REDACTED]  
**Sent:** Sunday, August 21, 2022 7:21 PM  
**To:** Rich LaBombard <[rlabombard@douglasmi.gov](mailto:rlabombard@douglasmi.gov)>  
**Subject:** 3077 May - Junk Vehicle, Storage Pods and Feral Cats

Rich-Please forward/ share with the appropriate personnel. Thanks in advance.

Hello – I am writing in the hopes that appropriate action, as dictated by local zoning ordinances, can be taken in regards to issues at 3077 May, Douglas, MI. My own reading of the ordinances is fuzzy at best but I have copied some sections below that may/may not apply. I have attached some pictures of what the situation looks like.

- There is an abandoned vehicle on the street belonging to the residents. The vehicle has been in the same spot since at least last

winter. This vehicle has been ticketed but apparently it was not enough to force its removal. Section 16.19 of the city codes states:

**Section 16.19 Maintenance of Junk Prohibited**

It shall be unlawful to have, possess, or maintain junk, or inoperable or abandoned motor vehicles on any property in the City, see Ordinance #114.

Per this section of the code, this vehicle should be removed. It is inoperable due to flat tires. It does not have current plates (Nov 20 on plate). It seems to be used only for additional "storage".

- The residence again has PODS in the driveway which have been there for quite some time. This period of time seems to be in excess of "reasonable use" of these PODS for temporary storage/storage shed related to a move or renovation. This has been an issue previously with this particular residence. Complaints were made and the previous POD was removed only to be replaced by two PODS. These PODS should not be permitted as additional, permanent storage (i.e. a shed) for a resident. Their location on the driveway presents an eyesore to the neighborhood especially when additional items like a mattress, old doors and windows are similarly "stored" between and/or next to these PODS. There has to be applicable zoning that prevents a resident from having this kind of "storage shed" in plain sight and/or a limitation on how long such "storage shed" can be on site.

the district.

4) Street Setbacks: Accessory buildings and structures are subject to all setback requirements from the street applying to the principal building.

5) Lot Coverage: Accessory buildings or structures shall not occupy more than

7) Front Yard Prohibition: Buildings accessory to principal buildings shall not be erected in the front yard except that accessory structures may be located between the principal structure and the primary street right of way where a property has frontage along the Kalamazoo River, Kalamazoo Lake or Lake Michigan, notwithstanding all other requirements of this ordinance. Accessory structures located between the principal structure and the street right of way shall meet the minimum front yard setback requirements of the underlying zoning district and shall be side-loaded such that no garage door shall directly face the street.

10) A lot shall not contain more than two (2) accessory buildings unless reviewed and approved by the Planning Commission. In such case where more than two (2) accessory buildings are permitted, the Planning Commission may require additional screening and buffering in accordance with the standards of Article 21. The maximum lot coverage standards of the applicable zoning district, as well as all other standards of this section, shall apply.

#### 14) Conditions of Approval:

- a) The nature and intensity of the temporary use and the size and placement of any temporary structure shall be planned so that the temporary use or structure will be compatible with existing development.
- b) The use shall not be typically located within a permanent building or structure.
- c) The parcel shall be of sufficient size to adequately accommodate the temporary use or structure.
- d) The location of the temporary use or structure shall be such that adverse effects on surrounding properties will be minimal, with particular regards to the traffic generated by the temporary use or structure.
- e) Off-street parking areas are of adequate size for the particular temporary use or structure and properly located and the entrance and exit drives are laid out so as to prevent traffic hazards and nuisances.
- f) Signs shall conform to the provisions of the City Sign Ordinance.
- g) Any lighting shall be directed and controlled so as to not create a nuisance to neighboring property owners.
- h) The Zoning Administrator may impose conditions with the issuance of the permit which are designed to ensure compliance with the

- There are a number of feral cats that are in our neighborhood largely as a result of the "support" given these animals from this residence. It is not uncommon to see 4-5 of these cats around the residence at any point in time. I don't know what, if anything, can be done to remove/relocate these feral animals.

Thanks in advance for your attention. I realize it is a lot to unwind but these are ongoing issues.

[REDACTED]











## MEMORANDUM



To: City Council

From: Rich LaBombard  
City Manager

Date: October 17, 2022

Subject: Saugatuck Douglas History Center  
Letter of Agreement - Amendment #1  
Resolution 35-2022

The attached Letter of Agreement and Amendment #1 outlines the terms and conditions proposed for the second installation of historical markers as part of the Saugatuck Douglas History Center's initiative entitled "History Lives Here". The project aims to install high quality markers detailing important historical features at key locations in the community. The project previously was given approval to install markers at Wades Bayou and the Old School House. The History Center proposes two additional markers to be located on City owned property located at Beery Field and Douglas Beach per the terms of Letter of Agreement – Amendment #1. If approved, the City Manager and staff will assist with the location of the markers to avoid future development projects or underground utilities.

No municipal funds are required for this activity.

**I recommend City Council approve Resolution 35-2022 and approve Amendment #1 to the Letter of Agreement for historic markers to be installed at the proposed locations.**

## Letter of Agreement – Amendment #1

Between the City of the Village of Douglas and

The Saugatuck Douglas History Center

This Amendment #1 to the Letter of Agreement, dated January 26, 2022, sets forth the terms of agreement between the **City of the Village of Douglas**, 86 W. Center Street, Douglas, Michigan, represented by its City Council and the City Manager, and the **Saugatuck Douglas History Center – School House Campus**, 130 W. Center Street, Douglas, Michigan, represented by its Executive Director, to amend the Letter of Agreement to add additional historical markers subject to the same terms and conditions of the original Agreement.

Two additional markers are proposed to be installed as part of the History Center's "History Lives Here" program at the following locations, subject to the agreed upon site locations in coordination with the Saugatuck Douglas History Center Executive Director and the City Manager and/or assigned staff:

- Beery Field – Center Street
- Douglas Beach – Lakeshore Drive

Saugatuck Douglas History Center

City of the Village of Douglas

\_\_\_\_\_  
Executive Director\_\_\_\_\_  
Mayor

Date \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Board of Director\_\_\_\_\_  
City Clerk

Date \_\_\_\_\_

Date \_\_\_\_\_

## Letter of Agreement (LOA) – City of Douglas

This letter sets forth the terms of an agreement reached between the City of Douglas, represented by its City Council and City Manager, and the Saugatuck Douglas History Center (SDHC), represented by its Executive Director, for the Historical Markers Project. The project is defined as the creation, installation and upkeep of four historical markers on city property. The purpose of the agreement is to detail the terms of the installation, maintenance and, if exercised, the removal of the Historical Markers.

SDHC will be responsible for the design, development and cost of the historical marker structures, based on input from the designated city DPW associate.

SDHC will be responsible for the delivery and installation costs and process, in coordination with the designated city DPW associate.

SDHC will be solely responsible for the determination and development of all content displayed on the interpretive panels affixed to the historic markers.

SDHC will be responsible for the cost to produce and affix the interpretive panels on the marker structures.

SDHC will be responsible for the installation and costs of the city required concrete base upon which the Historical Marker structures will be affixed, in the pre-selected and approved placement with each of the defined properties as agreed and documented during the Council approval process.

SDHC will coordinate with the designated city DPW associate, to arrange for Miss Dig markings prior to site preparation for the concrete base.

SDHC will coordinate with the designated city DPW associate to prepare the site for installation of the concrete base.

The city will be responsible for the grounds maintenance around the concrete base as part of its general maintenance of the park area where the Historic Markers are installed.

The SDHC will be responsible for the timely repair and or replacement, and costs associated with such, for damage to the Historic Markers which the SDHC deems necessary in the professional appearance of said Markers.

The city will be responsible for the liability of the Historical Markers on city property, under its umbrella policy.

The SDHC is the sole owner of the Historical Markers and May remove, at its own expense, the structures and concrete pads following written notification of 90 days to the city manager.

1-25-2022

Saugatuck-Douglas History Center

The city may require the removal of the Historical Marker structures, with advance written notice of no less than 90 days. In the event of city required removal of one or all of the Historical Markers, the city will be responsible for the removal of the concrete pad and repair of the ground upon which it sat. Should the city provide a mutually agreeable site for marker relocation, the city will be responsible for the relocation or replacement of the concrete base, with the SDHC responsible for the re-installment of the Historical Marker structure(s).

Upon agreement by the city and SDHC, any additional Historical Markers installed will be subject to the terms of this letter of agreement, with any mutually agreed upon amendments.

Signature indicates agreement to the terms above.

Jerome Denahan  
Print Name

Jerome Denahan  
Signature

January 25, 2022  
Date of Signing

City Mayor

City of Douglas

Eric F Gollanek  
Print Name

E. F. Gollanek  
Signature

1/26/2022  
Date of Signing

Executive Director

Saugatuck Douglas History Center

PAMELA HALDERINK  
Print Name

Pamela Halderink  
Signature

January 25, 2022  
Date of Signing

City Clerk

City of Douglas

1-25-2022

Saugatuck-Douglas History Center

## **“HISTORY LIVES HERE”: SHDC HISTORY MARKER PROJECT**

### **DESCRIPTION OF MARKERS**

- Vertical 7' high V-shaped steel structure
- Steel structure bolted to concrete base
- Two waterproof and fade proof 24" x 48" panels showing context and images of site history bolted to steel structure
- Panels fabricated from same materials that were used for Root Beer Barrel and Fish Shanty
- Panel material guaranteed for a 10 year lifespan (can last up to 20 year)

### **PROPOSED TOPICS AND LOCATIONS OF MARKERS**

#### **SAUGATUCK**

- Wicks Park next to Chain Ferry (both panels on Chain Ferry)
- Wicks Park southwest corner next to river (Both panels on shipbuilding)
- Cook Park at site of Big Pavilion (one panel on Big Pavilion, other on steamship tourism)
- Coghlin Park southwest corner at site of Fruit Exchange Building (one panel on the Fruit Exchange, other panel on fruit growing industry)

#### **DOUGLAS**

- Old School House (both panels on Old School House and grounds)
- Wade's Bayou (one panel on the Basket Factory, second panel on lumber industry)

### **INSTALLATION AND LONG-TERM MAINTENANCE**

- Installation completed by SDHC with supervision by City's DPW
- SDHC will be responsible for on-going maintenance, repair and replacement of panels, concrete base and steel structure
- Installation is scheduled to be completed prior to the Memorial day weekend, 2022.

### **FUNDING**

- Funding will come from sponsorship of a panel for \$2,000
- Donor will be recognized on their sponsored panel (For example, business name/logo, individual(s) names with or without business name and logo, family name, "In Honor of" or "In Memory of" memorial dedication.

### **COUNCIL APPROVAL STEPS**

- Verbal agreement from Council for SDHC to proceed at meeting introducing project
- Council will approve a "Letter of Agreement" to document above with authorized signatures from the City and SDHC

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

RESOLUTION NO. 35 -2022

**A RESOLUTION TO APPROVE THE AMENDMENT TO THE HISTORIC MARKER LETTER  
OF AGREEMENT**

At a regular meeting of the City Council for the City of the Village of Douglas, Michigan, held at the City of the Village of Douglas City Hall, Douglas, Michigan, on the 17th day of October 2022, at 7:00 p.m.

PRESENT:

ABSENT:

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

**RESOLUTION**

**WHEREAS**, The Saugatuck Douglas History Center's "History Lives Here" initiative, is a project which aims to install high quality markers detailing important historical features at key locations in the community, and

**WHEREAS**, The project was previously given approval to install markers at Wades Bayou and the Old School House, and

**WHEREAS**, The History Center proposes two additional markers to be located on City owned property located at Beery Field and Douglas Beach.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:** The City of the Village of Douglas City Council approves Amendment #1 to the Letter of Agreement for historic markers to be installed at the proposed two additional locations.

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

**ADOPTED** this 17<sup>th</sup> day of October 2022

**CITY OF THE VILLAGE OF DOUGLAS**

BY: \_\_\_\_\_  
Jerome Donovan, Mayor      Date

BY: \_\_\_\_\_  
Pamela Aalderink, City Clerk      Date

**CERTIFICATION**

I, Pamela Aalderink, the duly appointed Clerk of the City of the Village of Douglas, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Douglas City Council at a regular meeting held on Monday, October 17th, 2022 in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

**CITY OF THE VILLAGE OF DOUGLAS**

BY: \_\_\_\_\_  
Pamela Aalderink, City Clerk



## HISTORY LIVES HERE HISTORICAL MARKER PROJECT

The Saugatuck-Douglas History Center is launching a new historical marker program, placing permanent interpretive markers across Saugatuck-Douglas in the spring of 2022.

From logging to ship building to the Big Pavilion, each seven-foot tall steel marker will be erected on the spot where history happened. Rich in images and interpretive content, the markers will engage residents and visitors alike.

- V-shape design to minimize footprint, maximize area site lines, withstand wind, and allow ease of clean out by grounds crew.\*
- Concrete base with bolt-on structure for easy ground crew mowing/trimming, and ease of replacement in future years.
- Two affixed history graphic panels on the two outer walls, 24" wide by 48" high, 35" off the ground for ease of reading.

\*design and placement input provided by City Manager and DPS/DPW

This report presents details on the placement and form of the two permanent interpretive markers planned for Douglas in the spring of 2023.

The SDHC project team selected sites with input from the Douglas City Manager.

Each sheet in this packet illustrates the marker location on a satellite photograph as well as providing a site photograph.



SAUGATUCK-DOUGLAS  
**HISTORY**  
CENTER



Building on the success of the 2022 marker project, the **Saugatuck-Douglas History Center** will research, design and install four, interpretive markers in 2023 at

- Oval Beach
- Douglas Beach
- Interurban/Information Booth at Jones Park
- Center Street Douglas

New sponsorship opportunities for 2023 include exclusive personalized naming opportunities on eight panels. Each historical marker location will feature two interpretive panels, each with an exclusive sponsor (one per panel) for a \$2,500 commitment.

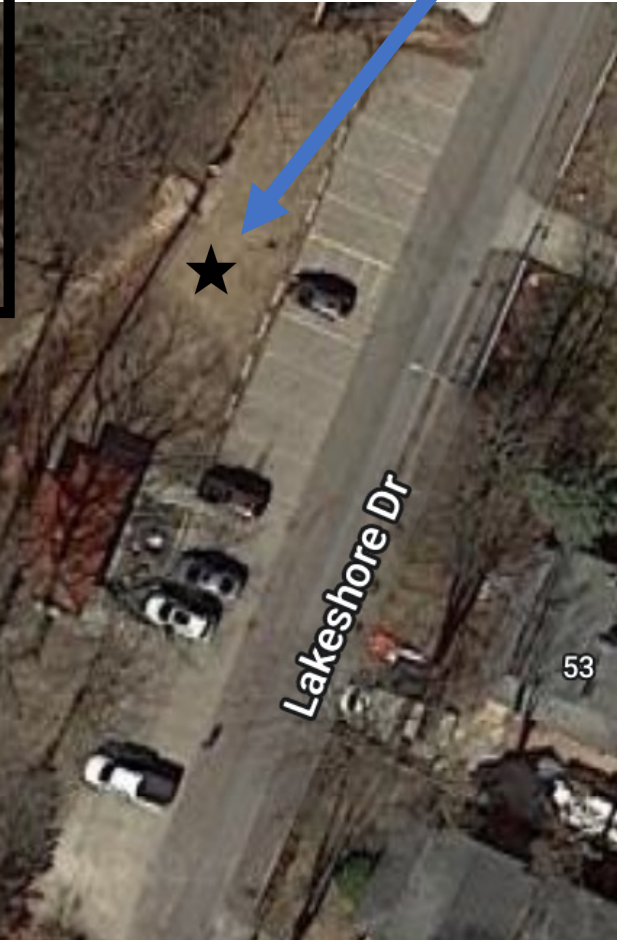
Options for sponsorships include:

- Business name and logo
- Individual(s) names with or without business name
- Family names
- 'In memory of' memorial dedication

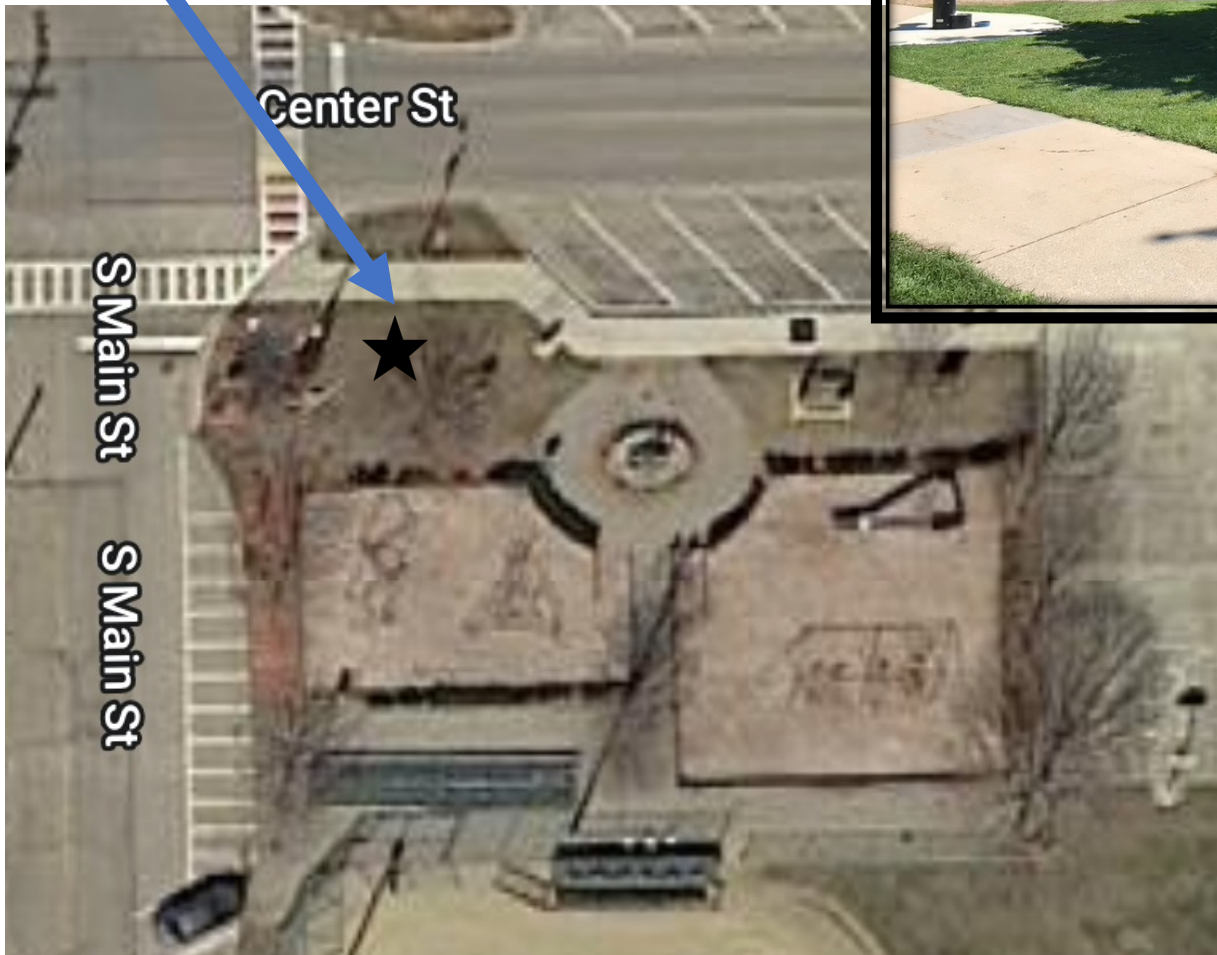
In addition to naming rights on a History Lives Here panel, sponsors will also receive an invitation to the VIP Dedication Event in the summer of 2023, a commemorative gift booklet, and acknowledgement in SDHC publicity including press releases, social media, and newsletters.

Please contact SDHC Director Eric Gollanek at [director@sdhistoricalsociety.org](mailto:director@sdhistoricalsociety.org) for more information on how you can support Saugatuck-Douglas history.

# Douglas Beach marker site



# Beery Field marker site



## MEMORANDUM



**To:** City Council

**From:** Rich LaBombard  
City Manager

**Date:** October 17, 2022

**Subject:** Resolution 36-2022  
1<sup>st</sup> Root Beer Barrel Agreement Amendment

At the June 6, 2022, City Council meeting, the City Manager brought an item to City Council to seek direction on how to proceed with the current agreement for the Root Beer Barrel. Based on the discussion item, City Council created an ad hoc committee to review options available to the City Council for the Root Beer Barrel operation agreement. The City Council formed a committee of Councilpersons Miller, VanLoon, and Naumann to meet and develop a list of options for City Council to consider. On July 18, 2022 Council met to discuss those options and decided to move forward with a one year extension while recuperating most of the City's cost at \$5,000.

**Sample Motion: I recommend City Council approve Resolution 36-2022 1<sup>st</sup> Amendment to Contract for the Root Beer Barrel and extend the contract for one (1) year at \$5,000.**

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

**RESOLUTION NO. 36-2022**

**RESOLUTION APPROVING 1<sup>st</sup> AMENDMENT TO CONTRACT  
FOR THE ROOT BEER BARREL**

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At a regular meeting of the City Council for the City of the Village of Douglas, Michigan, held at the City of the Village of Douglas City Hall, Douglas, Michigan, on the 17th day of October 2022, at 7:00 p.m.

PRESENT:

ABSENT:

The following Resolution was offered by Councilperson \_\_\_\_\_ and supported by Councilperson \_\_\_\_\_.

**RESOLUTION**

**WHEREAS**, the City of the Village of Douglas (“Douglas”) did enter into an agreement beginning in 2022 with Michael White, for use of the Root Beer Barrel facility for concessions;

**WHEREAS**, the Council of Douglas finds the operations of Michael White’s concessions add to the overall attraction of the City as a premier tourist and water destination;

**WHEREAS**, the Council of Douglas finds that it is in the best interest of Douglas to approve the Amended Agreement by and between the City of the Village of Douglas and Michael White for the 2023 season.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. That the Agreement by and between the City of the Village of Douglas and Michael White,  
is approved and terms and conditions of the Amended Agreement shall constitute a  
contract between the parties commencing January 1, 2023 through and including  
December 31, 2023.
2. That Michael White shall pay a non-refundable fee of \$5,000 for the use of the Root Beer  
Barrel payable in two installments; \$2,500 by May 1 and \$2,500 by July 15, 2023.
3. That the Mayor and City Clerk are authorized to sign the Amended Agreement on behalf of  
Douglas.
4. That any resolutions in conflict with the Resolution are deemed rescinded and revoked by  
the adoption of this Resolution.

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

**ADOPTED** this 17th day of October, 2022.

## CITY OF THE VILLAGE OF DOUGLAS

BY: \_\_\_\_\_  
Jerome Donovan, Mayor

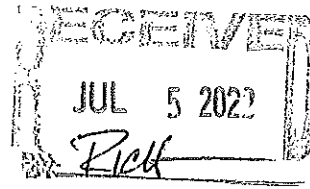
BY: \_\_\_\_\_  
Pamela Aalderink, City Clerk

**CERTIFICATION**

I, Pamela Aalderink, the duly appointed Clerk of the City of the Village of Douglas, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Douglas City Council at a regular meeting held October 17, 2022, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

**CITY OF THE VILLAGE OF DOUGLAS**

BY: \_\_\_\_\_  
Pamela Aalderink, City Clerk



It is my understanding from the commercial record article that the city manager's June 13<sup>th</sup> weekly managers report states a committee had met and would present results to full council in July on options for the Root Beer Barrel property. When I signed my lease I had faith that if both parties were satisfied the two-year extension would be granted. In my lease it states what rent would be for the 2023 and 2024 seasons. While the city set the price in the lease for every year there was a small increase. The lease states what rent would be for 2023 and 2024. I do agree it is low and the city does need more money for the property. I am offering for 2023 and 2024 to pay \$1000 a month. The season being May June July August and September for a total of \$5000 for the season. I believe this is quite a substantial jump from the amount the city stated in my original lease and should satisfy both myself and the city council. If the Council accepts my new offer I would like the full 2 years in a new lease. I have given much thought to this and I feel this a fair amount to both parties and after my 5-year lease is up if city feels need to open bid on it then so be it. Thank you for your time and consideration and if any questions, comments and/or concerns feel free to contact me. I am keeping, my head held up high and going to have a great season this year and do the best job I can. If this is my last year, I thank the City for a fun wonderful time and I wouldn't have traded it for the world. I hope we can continue our relationship as I do believe I and have been an asset to the city.

Thank you Michael white



## CITY OF DOUGLAS

### 1<sup>st</sup> AMENDMENT TO CONTRACT FOR THE ROOT BEER BARREL

This 1st Amendment to the City of Douglas Contract for use of the Root Beer Barrel ("Contract"), is made as of October 17th, 2022, between the City of Douglas, a Michigan Municipal Corporation, whose address is 86 W. Center St., Douglas, MI 49406 (hereinafter referred to as "City"), and Michael White, whose address is 2527 Pine St. Lot 15, Fennville, MI 49408 (hereinafter referred to as "Contractor").

#### TERMS AND CONDITIONS

In exchange for the consideration in and referred to by this Contract between the City and the Contractor, dated May 8, 2020, this contract is hereby amended as follows:

1. Article II. Contract Price and Payment shall be amended to read as follows:

Subject to the terms and conditions of this Contract, the Contractor agrees to pay the City \$750 for the season of 2020, \$800 for the season of 2021, \$850 for the season of 2022, payable in two (2) installments - one half (1/2) on May 1 and one half (1/2) on July 15 of each year. If extensions are awarded, payment of \$5,000 will be due for the season of 2023. Such payment is in exchange for, and consideration of the satisfactory performance and completion of the work, terms, and conditions, required under and pursuant to this Contract.

All other provisions of the Contract shall remain in full force and effect, except as expressly modified by this 1st Amendment.

#### CONTRACTOR

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name & Title

CITY OF DOUGLAS

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name & Title

## MEMORANDUM



**To:** Rich LaBombard,  
City Manager

**From:** Rick Zoet  
DPW Supervisor

**Date:** October 17, 2022

**Subject:** Purchase of 2022 Truck Bed  
Replacement on Current  
2016 Plow Truck

During the annual budget process, the Department of Public Works (DPW) presented a variety of equipment purchases to be included in the FY 22 - 23 budget. The purchase of a truck bed was included as a proposed purchase.

Using the cooperative buying contract from MiDEAL, the DPW worked with Versalift Midwest of Shelby Township, MI to quote a 2022 combination truck bed. Cost of this truck bed would be \$87,084.00, however, using special MiDEAL pricing the total cost to the city is \$69,820.00. Approved budget for this purchase is for \$61,857.00. Material cost increases since obtaining the original quote are attributed to the higher cost of \$7,963.00, however, because the DPW is under budget by \$7,672.00 with purchases to date, funds are available in the equipment fund to cover the cost increase.

This purchase is necessary because the DPW is holding off asking for a complete plow truck replacement at \$195,000.00. The chassis of current 2016 truck is in good shape so adding a new style bed will extend the trucks longevity with the City while also eliminating a truck bed that is rusty and requires an insert installation/removal every fall and spring.

Funds for this purchase have been budgeted in the FY 22 - 23 budget under the Equipment - DPW Equipment - Capital Outlay Account 660-902-979.

**I recommend City Council approve the purchase of the 2022 truck bed replacement for \$69,820.00 from Versalift Midwest of Shelby Township, MI.**



VERSALIFT MIDWEST, LLC  
51761 Danview Technology Ct.  
Shelby Twp, MI 48315  
Ph: (586) 991-0054  
Fx: (586) 991-0074

Q U O T A  
=====

Item 8E.

Quote No. J35156

STATE REG NO: F151568

DEALER LICENSE NUMBER: B6542

Page 1

Customer: 99998  
CITY OF VILLAGE OF DOUGLAS  
86 W CENTER ST  
  
DOUGLAS MI 49406

09/27/22: Quote Date  
10/27/22: Expire Date  
COD: Terms  
: Delivery

Contact: RICKY ZOET / CODY CARPENTER

Phone:

Fax:

FURNISH AND INSTALL:

BODY REPLACEMENT (CUSTOMER TO REMOVE OLD BODY)  
USE EXISTING HYDRAULIC SYSTEM AND CONTROLS

- 1) SWENSON APB 10' STAINLESS STEEL DUMP PACKAGE
  - REAR DISCHARGE ALL PURPOSE BODY
  - 84" INSIDE WIDTH / 96" OUTSIDE WIDTH
  - 120" LENGTH
  - 6" WIDE SIDEBORD POCKETS
  - NO TOP SCREENS
  - 38 DEGREE SLOPED SIDES
  - FLOOR 1/4" STAINLESS STEEL 201
  - CROSSMEMBERLESS CONSTRUCTION
  - 6:1 GEARBOX
  - 1/4" STAINLESS STEEL LONGSILLS
  - 60"HEADSHEET
  - 1/2 (24") CAB SHIELD 10GA STAINLESS STEEL
  - FENDERS 7GA STAINLESS STEEL 201
  - DOG HOUSE
  - TRUNNION MOUNTED DOUBLE ACTING TELESCOPIC HOIST
  - 1 1/2" X 1/2" BARS EVERY OTHER LINK PINTLE STYLE CONVEYOR
  - 8 TOOTH SPROCKETS ON 2" DRIVE AND IDLER SHAFTS
  - SWING UNDER REAR SPINNER ASSEMBLY WITH 20" POLY DISC
  - REAR CORNER POSTS 7GA STAINLESS STEEL 201
  - STAINLESS STEEL TAILGATE HARDWARE & CHAINS
  - 3 OVALS IN EACH REAR CORNER POST
  - STAINLESS STEEL FOLD UP LADDER
- 1) ROLL-RITE ELECTRIC TARP SYSTEM
  - ALL ALUMINUM CONSTRUCTION
  - 12 VOLT SYSTEM WITH CIRCUIT BREAKER PROTECTION
  - IN CAB CONTROLS WITH BREAKER RESET
  - 14' BLACK MESH TARP
  - WIND DEFLECTOR

- 1) LIGHTING PACKAGE

\*\*\* CONTINUED NEXT PAGE \*\*\*





VERSALIFT MIDWEST, LLC  
51761 Danview Technology Ct.  
Shelby Twp, MI 48315  
Ph: (586) 991-0054  
Fx: (586) 991-0074

Q U O T A T

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Contact: RICKY ZOET / CODY CARPENTER

Phone:

Fax:

- ONE (1) BUYERS AMBER GREEN LO-PRO LIGHT BAR #8891049 MOUNTED ON CENTER OF CAB SHIELD
- LED STOP, TAIL, TURN LOCATED IN REAR PILLARS
- TWO (2) BUYERS AMBER GREEN STROBE LIGHTS #8892210 LOCATED HIGH IN GRILL
- TWO (2) BUYERS AMBER GREEN STROBE LIGHTS #8892210 LOCATED REAR ONE EACH CORNER
- TWO (2) LED BUYERS WORK LIGHTS #1492112 LOCATED REAR ONE EACH SIDE
- UTILIZE EXISTING SCRAPER LIGHTS, WIRING AND SWITCH

ABOVE PACKAGE IN CARBON STEEL.....\$ 67,200.00  
MIDEAL DISCOUNT.....(\$ 13,467.00)  
ADJUSTED INSTALLED.....\$ 53,733.00  
\*\*\*\*\*LEAD TIME 110 DAYS\*\*\*\*\*

OPTIONS:

1) PREWET SYSTEM

- TWO (2) 100 GALLON POLY TANKS, ONE EACH SIDE OF BODY
- HYDRAULIC PRE-WET PUMP
- 2" MALE QUICK FILL
- FLUSH KIT
- SPRAY NOZZLES
- CROSSOVER KIT

INSTALLED.....\$ 8,729.00  
MIDEAL.....(\$ 1,746.00)  
ADJUSTED INSTALLED.....\$ 6,983.00

1) SBD-9S HYDRAULIC UNDER TAILGATE SPREADER

- DIRECT DRIVE MOTOR
- SINGLE 9" AUGER WITH CONTINUOUS FLIGHTING TO DISCHARGE AT EXTREME LEFT AND RIGHT ENDS OF TROUGH FOR SIDE SPREADING

\*\*\* CONTINUED NEXT PAGE \*\*\*



VERSALIFT MIDWEST, LLC  
51761 Danview Technology Ct.  
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Contact: RICKY ZOET / CODY CARPENTER

Phone:

Fax:

- INCLUDES BERM CHUTE
- 1/4" END PLATES
- DESIGNED TO MOUNT BELOW DUMP BODY TAILGATE AND NOT INTERFERE WITH NORMAL DUMP BODY OPERATIONS WHEN NOT IN USE
- SEPERATE HYDRAULIC MOTORS FOR THE AUGER AND SPINNER TO ALLOW FOR INDEPENDENT CONTROL OF EACH FUNCTION
- HYDRAULIC SAFETY INTERLOCK SYTEM DISABLES AUGER DURING CLEANOUT AND MAINTENANCE
- 18" POLY SPINNER DISC
- HINGED COVER ALLOWS FULL USE OF DUMP BODY
- BOTTOM DOOR IS HINGED FOR EASY CLEANOUT AND BLOCKAGE REMOVAL
- QUICK DETACH STABILIZER KIT KEEPS SPINNER PARALLEL TO ROAD AT ALL DUMP ANGLES
- TAILGATE SHIELDS CLOSE OFF GAP BETEEN DUMP BODY TAILGATE AND SIDE OF BODY
- ANTI-FLOW PLATE INSTALLED OVER MATERIAL DROP OUT PREVENTS FREE FLOW WHILE AUGER IS NOT TURNING
- TROUGH WIDTH: 96"
- TROUGH MATERIAL: 7GA 201 STAINLESS STEEL
- END PLATE MATERIAL: 7GA STAINLESS STEEL 201

\*\*\*NOT RECOMMENDED FOR STRAIGHT SALT APPLICATIONS DUE TO HIGH VOLUME OUTPUT\*\*\*

INSTALLED..... \$ 10,255.00  
MIDEAL DISCOUNT..... (\$ 2,051.00)  
ADJUSTED INSTALLED..... \$ 8,204.00

\*\*\*\*\*NEED TO VERIFY IF CONTROLS ARE SUITABLE OR IF NEW CONTROLS NEEDED\*\*\*\*\*

THANK YOU,  
JOHN WILLERER

QUOTE ACCEPTED AS AN ORDER \_\_\_\_\_ DATE \_\_\_\_\_ TRUCK INFO: \_\_\_\_\_

GOODS ARE SOLD ONLY WITH SUCH WARRANTIES AS MAY BE EXTENDED BY MANUFACTURER OF THE PRODUCT. WE MAKE NO OTHER WARRANTY &  
THERE ARE NO IMPLIED WARRANTIES OF MERCHANTABILITY. SALES TAX NOT INCLUDED IN ABOVE PRICE.

## MEMORANDUM



**To:** City Council

**From:** Rich LaBombard  
City Manager

**Date:** October 17, 2022

**Subject:** Refuse Collection and Disposal Services  
Recommendation

At the September 6th City Council meeting, guidance was sought from City Council regarding how Council would like to proceed with the City's solid waste agreement with options being – do nothing and let the solid waste agreement end without selecting a designated collector or issue a request for proposal (RFP) to solicit bids from qualified refuse and recycling material collectors. The consensus from Council was to issue the RFP for award of contract to a single hauler.

City Ordinance, Chapter 54 “*Garbage and Refuse*,” Section 54.09 “*Contracts*” allows for the City to grant an exclusive contract. “The City may by resolution grant an exclusive, revocable contract to a designated collector, giving it the right, power, and authority to collect domestic and/or commercial solid waste, recyclable materials, bulk refuse, and yard waste as described herein with the City. The designated collector shall receive no compensation from the City but shall be permitted to enter into private contracts for the collection of solid domestic waste and other services authorized herein.” The attached link directs to the City's Garbage and Refuse ordinance: [https://codelibrary.amlegal.com/codes/douglas/latest/douglas\\_mi/0-0-0-9611](https://codelibrary.amlegal.com/codes/douglas/latest/douglas_mi/0-0-0-9611)

City staff prepared a request for proposal for Refuse Collection and Disposal Services in anticipation of the end of the current refuse and recyclable materials service agreement set to expire on November 20, 2022. On October 6, 2022, two (2) proposal were received and opened publicly. Those proposers were Republic Services and Arrowaste both from Jenison, MI.

The issuance of the RFP requested respondents to quote the following services: collection of domestic solid waste, recyclable materials, yard waste, bulk refuse, and hazardous waste.

The following is a comparison of those requested services:

|                                                                           | <u>Republic Services</u> | <u>Arrowaste</u>   |
|---------------------------------------------------------------------------|--------------------------|--------------------|
| Refuse – <i>Standard 96 Gallon Cart, Weekly Pickup</i>                    | \$16.68 per month        | \$19.00 per month  |
| Recycling – <i>Standard 96 Gallon Cart, Bi-Weekly Pickup</i>              | included with trash rate | \$7.25 per month   |
| Yard Waste – <i>Standard 96 Gallon Cart, Weekly Pickup April-November</i> | \$8.00 per month         | \$18.00 per month  |
| Bulk Refuse                                                               | \$35.00 per month        | \$30 per bulk item |
| Hazardous Waste                                                           | \$18.00 for annual event | NA                 |
| Annual Cost of Refuse                                                     | \$200.16                 | \$228.00           |
| Annual Cost of Recycling                                                  | included with trash rate | \$87.00            |
| Annual Cost of Yard Waste                                                 | <u>\$64.00</u>           | <u>\$144.00</u>    |
| Total Cost Per Year                                                       | \$264.16                 | \$459.00           |
| Annual increase                                                           | 5%                       | 3%                 |

With the calculation of annual costs, Republic is approximately \$194.84 less than Arrowaste per year. Please see attached proposal for further details and cost breakdown of each service.

The City seeks to obtain the highest quality of service at the best price in reviewing any responses to the RFP. Evaluators will use the attached form on pg 37 of the RFP package to evaluate proposals. Once an award is recommended a resolution will be established to accept the agreed upon contract.

**Sample Motion: I recommend City Council award Republic Services of Jenison Refuse Collection and Disposal Services for the City of Douglas.**

# City of Douglas RFP 2022

Solicitation Number: RFP2022



**REPUBLIC**  
SERVICES

Sustainability in Action



Republic



## SECTION 5 RATE SCHEDULE WORKSHEET

**TO BE COMPLETED AND SUBMITTED (Per Section 3)**

| Unit                                                             | Year 1    | Year 2    | Year 3    | Optional<br>Year 4 | Optional<br>Year 5 |
|------------------------------------------------------------------|-----------|-----------|-----------|--------------------|--------------------|
| <b>Trash</b>                                                     |           |           |           |                    |                    |
| Smaller Cart, Cost/Household/Month, Weekly Pickup                | \$ 16.68  | \$ 17.51  | \$ 18.39  |                    |                    |
| Standard 96 Gallon Cart, Cost/Household/Month, Weekly Pickup     | \$ 16.68  | \$ 17.51  | \$ 18.39  |                    |                    |
| Additional Cart, Cost/Household/Month, Weekly Pickup             | \$ 6.50   | \$ 6.83   | \$ 7.17   |                    |                    |
| 2 YD Dumpster, Cost/Facility/Month, Weekly Pickup                | \$ 70.00  | \$ 73.50  | \$ 77.18  |                    |                    |
| 2 YD Dumpster, Cost/Facility/Month, Bi-Weekly Pickup             | \$ 65.00  | \$ 68.25  | \$ 71.66  |                    |                    |
| 2 YD Dumpster, Cost/Facility/Month, Monthly Pickup               | \$ 55.00  | \$ 57.75  | \$ 60.64  |                    |                    |
| 2 YD Dumpster, Cost/Facility/Month, On-Call Pickup/Extra Pick-Up | \$ 150.00 | \$ 157.50 | \$ 165.38 |                    |                    |
| 4 YD Dumpster, Cost/Facility/Month, Weekly Pickup                | \$ 85.00  | \$ 89.25  | \$ 93.71  |                    |                    |
| 4 YD Dumpster, Cost/Facility/Month, Bi-Weekly Pickup             | \$ 75.00  | \$ 78.75  | \$ 82.69  |                    |                    |
| 4 YD Dumpster, Cost/Facility/Month, Monthly Pickup               | \$ 65.00  | \$ 68.25  | \$ 71.66  |                    |                    |
| 4 YD Dumpster, Cost/Facility/Month, On-Call Pickup/Extra Pick-Up | \$ 150.00 | \$ 157.50 | \$ 165.38 |                    |                    |
| 6 YD Dumpster, Cost/Facility/Month, Weekly Pickup                | \$ 105.00 | \$ 110.25 | \$ 115.76 |                    |                    |
| 6 YD Dumpster, Cost/Facility/Month, Bi-Weekly Pickup             | \$ 90.00  | \$ 94.50  | \$ 99.23  |                    |                    |
| 6 YD Dumpster, Cost/Facility/Month, Monthly Pickup               | \$ 70.00  | \$ 73.50  | \$ 77.18  |                    |                    |
| 6 YD Dumpster, Cost/Facility/Month, On-Call Pickup/Extra Pick-Up | \$ 150.00 | \$ 157.50 | \$ 165.38 |                    |                    |
| 8 YD Dumpster, Cost/Facility/Month, Weekly Pickup                | \$ 135.00 | \$ 141.75 | \$ 148.84 |                    |                    |
| 8 YD Dumpster, Cost/Facility/Month, Bi-Weekly Pickup             | \$ 108.00 | \$ 113.40 | \$ 119.07 |                    |                    |
| 8 YD Dumpster, Cost/Facility/Month, Monthly Pickup               | \$ 91.80  | \$ 96.39  | \$ 101.21 |                    |                    |
| 8 YD Dumpster, Cost/Facility/Month, On-Call Pickup/Extra Pick-Up | \$ 150.00 | \$ 157.50 | \$ 165.38 |                    |                    |
| Other (optional)                                                 |           |           |           |                    |                    |

| Unit                                                              | Year 1                                      | Year 2    | Year 3    | Optional Year 4 | Optional Year 5 |
|-------------------------------------------------------------------|---------------------------------------------|-----------|-----------|-----------------|-----------------|
| <b>Recycling</b>                                                  |                                             |           |           |                 |                 |
| Standard Cart, Cost/Household/Month, Weekly Pickup                | N/A                                         | N/A       | N/A       |                 |                 |
| Standard Cart, Cost/Household/Month, Bi-Weekly Pickup             | Price is included in the Monthly Trash Rate |           |           |                 |                 |
| Additional Cart, Cost/Household/Month, Weekly Pickup              | N/A                                         | N/A       | N/A       |                 |                 |
| Additional Cart, Cost/Household/Month, Bi-Weekly Pickup           | \$ 6.50                                     | \$ 6.83   | \$ 7.17   |                 |                 |
| 2 YD Container Cost/Facility/Month, Weekly Pickup                 | \$ 63.00                                    | \$ 66.15  | \$ 69.46  |                 |                 |
| 2 YD Container, Cost/Facility/Month, Bi-Weekly Pickup             | \$ 53.55                                    | \$ 56.23  | \$ 59.04  |                 |                 |
| 2 YD Container, Cost/Facility/Month, Monthly Pickup               | \$ 47.12                                    | \$ 49.48  | \$ 51.95  |                 |                 |
| 2 YD Container, Cost/Facility/Month, On-Call Pickup/Extra Pick-Up | \$ 150.00                                   | \$ 157.50 | \$ 165.38 |                 |                 |
| 4 YD Container, Cost/Facility/Month, Weekly Pickup                | \$ 76.50                                    | \$ 80.33  | \$ 84.34  |                 |                 |
| 4 YD Container, Cost/Facility/Month, Bi-Weekly Pickup             | \$ 65.03                                    | \$ 68.28  | \$ 71.70  |                 |                 |
| 4 YD Container, Cost/Facility/Month, Monthly Pickup               | \$ 57.22                                    | \$ 60.08  | \$ 63.09  |                 |                 |
| 4 YD Container, Cost/Facility/Month, On-Call Pickup/Extra Pick-Up | \$ 150.00                                   | \$ 157.50 | \$ 165.38 |                 |                 |
| 6 YD Container, Cost/Facility/Month, Weekly Pickup                | \$ 94.50                                    | \$ 99.23  | \$ 104.19 |                 |                 |
| 6 YD Dumpster, Cost/Facility/Month, Bi-Weekly Pickup              | \$ 80.33                                    | \$ 84.35  | \$ 88.56  |                 |                 |
| 6 YD Container, Cost/Facility/Month, Monthly Pickup               | \$ 70.69                                    | \$ 74.22  | \$ 77.94  |                 |                 |
| 6 YD Container, Cost/Facility/Month, On-Call Pickup/Extra Pick-Up | \$ 150.00                                   | \$ 157.50 | \$ 165.38 |                 |                 |
| 8 YD Container, Cost/Facility/Month, Weekly Pickup                | \$ 121.50                                   | \$ 127.58 | \$ 133.95 |                 |                 |
| 8 YD Container, Cost/Facility/Month, Bi-Weekly Pickup             | \$ 103.28                                   | \$ 108.44 | \$ 113.87 |                 |                 |
| 8 YD Container, Cost/Facility/Month, Monthly Pickup               | \$ 90.88                                    | \$ 95.42  | \$ 100.20 |                 |                 |
| 8 YD Container, Cost/Facility/Month, On-Call Pickup/Extra Pick-Up | \$ 150.00                                   | \$ 157.50 | \$ 165.38 |                 |                 |
| Other (optional)                                                  |                                             |           |           |                 |                 |

\*\*\*All 2, 4, 6, and 8 yard recycle containers are Cardboard only, any mixed recyclables

i.e. single stream or contamination with trash or yard waste could result in a charge to the user.

| Unit                                                                                                                                                                         | Year 1    | Year 2    | Year 3    | Optional<br>Year 4 | Optional<br>Year 5 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|-----------|--------------------|--------------------|
| <b>Yard Waste</b>                                                                                                                                                            |           |           |           |                    |                    |
| Cost/Household/Month, Proposed Frequency **<br>Weekly Service April - November Cost is to be charged for ALL<br>trash customers                                              | \$ 8.00   | \$ 8.40   | \$ 8.82   |                    |                    |
| Other (optional)<br>** Each trash resident can chose Yard Waste Individually,<br>Charge is Per season (April - November)                                                     | \$ 140.00 | \$ 147.00 | \$ 154.35 |                    |                    |
| <b>Bulk Items</b>                                                                                                                                                            |           |           |           |                    |                    |
| Cost/Household/Month, Proposed Frequency **<br>Pick up is one time per month, residents must schedule pickup<br>at least 2 days prior to service date                        | \$ 35.00  | \$ 36.75  | \$ 38.59  |                    |                    |
| Other (optional)                                                                                                                                                             |           |           |           |                    |                    |
| <b>Hazardous Waste</b>                                                                                                                                                       |           |           |           |                    |                    |
| Cost/Household/Year, Proposed Frequency<br>**Proposal is for an Annual event, Cost is to be charged for ALL<br>trash customers, and each resident within a condo association | \$ 18.00  | \$ 18.90  | \$ 19.85  |                    |                    |
| Other (optional)                                                                                                                                                             |           |           |           |                    |                    |

| <b>One Time Charges</b>                      |                                  |  |  |
|----------------------------------------------|----------------------------------|--|--|
|                                              | Delivery/exchange/removal Charge |  |  |
| Residential Carts                            | \$10 per cart                    |  |  |
| Residential Cart - Replacement Cost          | \$75 per cart                    |  |  |
| Front Load Containers ( 2, 4, 6, and 8 yard) | \$75 per container               |  |  |



**SECTION 4  
REQUIREMENTS**

This Request for Proposal (RFP) is to solicit proposals from qualified companies to compete for the awarding of

a contract with the City for the preparation, collection, and disposal of domestic solid waste, recyclable materials, yard waste, bulk waste, and hazardous waste.

Contractors are required to submit written proposals that present the requirements listed herein. The response to the proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the requirements listed herein. Emphasis should be placed on completeness and clarity of content.

**CONTRACTORS QUALIFICATION STATEMENT:**

Company: Allied Waste Services of Jenison// DBA: Republic Service of Jenison

Submitted By: Jack Brown

With principal office at: Jenison, Michigan

The completion and submission of this RFP reflects accurate and truthful statements of the signatory. (Attach additional pages if necessary)

**Request for Proposal: Requirements:**

The proposal should include the following to coincide with this RFP:

- 1) A completed bid summary with costs for each service contained in this RFP. Proposed rates must be inclusive of all fees, charges, and surcharges. The frequency of pick-up and limit as to the number of containers and/or the weight to which the resident can use to dispose of items to be collect should be identified as well.
  - a) Cost for curbside collection of domestic solid waste should be proposed for weekly service. Cost should be proposed as a fixed price per single-family & two-family household per month, residential multiple-family condominium by container size, and City facility by container size. See Pricing page, service is CART only.
  - b) Cost for curbside collection of recyclables should be proposed for weekly and bi-weekly service. Proposed cost for weekly and bi-weekly service should be a fixed price per single-family & two-family household per month, residential multiple-family condominium by container size, and City facility by container size. See Pricing page, service is CART only.
  - c) Cost for curbside collection of yard waste should be proposed for frequency of service based on the Contractor's recommendation. Proposed cost for service should be a fixed price per household per month. See Pricing page, service is CART plus 5 bags.
  - d) Cost for curbside collection of bulk waste should be proposed for frequency of service

based on the Contractor's recommendation. Proposed cost for service should be a fixed price per household per month.

- e) Cost for an annual collection of hazardous waste.
- f) Standardized rate for an additional trash & recycling container.

2) Explanation of how the Contractor would fulfill the requirements of the contract scope, to include:

- a) Describe the methodology used to collect domestic solid waste (e.g., equipment list, automated, semi-automated, one or two person crews, etc.).
  - We will be operating fully automated to pick up all container's curbside.
- b) Describe the methodology used to collect curbside recycling (e.g., equipment list, automated, semi-automated, one or two person crews, etc.).
  - We will be operating fully automated to pick up all container's curbside.
- c) Describe the methodology used to collect yard waste (e.g., equipment list, automated, semi-automated, one or two person crews, etc.).
  - We will be operating fully automated to pick up all container's curbside.
- d) Describe the methodology used to collect bulk items (e.g., equipment list, automated, semi-automated, one or two person crews, etc.), as well as the recommended frequency of bulk item collection.
  - Bulk will be collected by 1- or 2-man route, we will pickup bulk 1x/month, residents will be required to call, schedule and pay for their pickup prior to the scheduled day of the month we are in the city.
- e) Describe the methodology use to collect hazardous waste items (e.g., equipment list, automated, semi-automated, one or two person crews, etc.) and location.
  - The collection will be scheduled one time per year at our facility in Holland, we will be using US Ecology as our hazardous waste collection company. This service is available to residents only, no commercial businesses in the City of Douglas that has a Solid waste account with Republic. Residents will be required to come to our Holland site prior to the event and provide proof of residency and proof of having an account with Republic, at that point they will be given a ticket for the day of the event.
- f) Describe how customer complaints are handled.
  - Customers can contact Republic a couple of different ways to notify us of any service issues, broken containers or request additional services, either by call our toll-free number or they can sign up for our APP/web site to request these items as well.
- g) Describe the plan that the Contractor will take to deal with emergency situations such as extreme cold temperatures, snow/ice, fire, natural disaster, or public health emergency which may require a deviation from the normal operating procedures. The emergency plan should address customer notification procedures and include emergency contact information.
  - If severe weather occurs that delays a route, residences will be notified via phone blast and if those residents have the APP they will also be notified via text or email of the delay.

- 3) A statement of the Contractor's previous experience. Include a minimum of three references from organizations or municipal governments for which you have performed similar work to that required herein. For each reference describe the work provided, the date of the beginning of the contract, the length of the contract, and a contact person (with telephone number and e-mail).

- SEE ATTACHED DOCUMENT

- 4) An explanation on how Contractor ensures high quality and prompt customer service. May include manual or training material, as well as references.

We have daily, weekly and monthly training session with our drivers on Safety, and "Customer Zeal". We proactively work with a third-party company that reaches out to our customers randomly to see how the service, billing, and contact with Republic has been, we then use this data to train not only our drivers but our Supervisors and other staff.

- 5) Identification of the person responsible for drafting the bid and a contact person to whom inquiries should be directed, with an address, telephone number, and email.

- Jack Brown – 2471 Wilshire, Jenison, MI 49428 (616)662-6842  
jack.brown@republicservices.com

- 6) Specify on a separate sheet of paper any exceptions: terms, conditions, or specifications that the Contractor is unwilling or unable to meet.

- SEE ATTACHED DOCUMENTS

- 7) A list of all disposal sites to be utilized under this proposal for disposal and processing of domestic solid waste, recyclable, yard waste, bulk waste, and hazardous waste, including but not limited to sanitary landfill facilities, transfer stations, material recover facilities, and composting facilities.

- SEE ATTACHED DOCUMENTS

- 8) A copy of disposal site permits and licenses. SEE ATTACHED

- 9) Statement that there is or is not pending litigation against the Proposing entity or its officers, principal members, shareholders, or investors, or any parent, subsidiary or affiliated entities or other interested parties other than minor personal injury suits involving claims under \$250,000? If so, explain.
- No such litigation exists against Republic Services or it interested parties.
- 10) If there are potential conflicts of interest, such as a relationship with a City of Douglas official or employee, or an immediate family member with the City of Douglas, the Contractor must identify and declare clearly to avoid any future conflicts with the City.
- No conflict exist that we are aware of.
- 11) You may, if you desire, provide a 500 word narrative that would include anything you feel might assist the City of Douglas in evaluating your proposal. Attach additional sheets if necessary.
- 12) To distinguish their level of customer service, some firms will offer services like special assistance for senior citizens or those with disabilities who may have a challenge taking their refuse to the curb and returning the containers to their home. Contractors should specify if they plan to offer such a program and what, if any, special cost there may be for such a service. Similarly, when a resident moves in or out of a residential unit, extra refuse is often generated. Contractors should indicate if they offer collection of larger than usual loads in these circumstances.
- We would offer backdoor service to residents that are disabled, cost for such service would be an additional \$15 per month for just those residents. (Driveway length cannot be over 150 feet long and containers must be visible from the road). Resident must be legally disabled to get this service. We do not offer curbside larger than normal collection for move in's or outs, we do have 20 and 30 yard roll-off's that could be purchased for use.
- 13) Specify any medical waste services you may offer.
- 14) Provide recycling specifications for the types of material accepted (i.e. Styrofoam, colored glass, etc.) and what is not, including plastic recycling symbology.
- See attached recycle sheet that shows all acceptable items/unacceptable items.
- 15) What average percent of recyclable material is considered contaminated and does not make it to the recycling center?
- If container at the curb has any large visible signs of contamination, i.e. unacceptable items that are visible to the driver the container will not be dumped and resident will be notified they must cleanup container and it will be dumped at their next regular pickup.
- 16) If awarded, how long will it take to initiate each service?
- Services in place today.

- In the rare event of termination of contract, how will you notify residents and manage final billing? Customers will be sent their last invoice based on the termination date agreed upon and any removal charges would be applied.

## FUEL RECOVERY FEE STRUCTURE

\$5.00 per Gallon is our starting price for year 1 of the contract

Fuel Recovery Fee — A Fuel Recovery Fee shall be assessed after year 1 and applied on a per residence/month basis, in addition to the Monthly Charge. The Base Price for diesel fuel shall be set at \$5.00/gallon. Price will be based on the DOE Index for Highway Diesel – Midwest Index of fuel rise above the "base price," a surcharge of \$0.04/residence/month shall be applied for every \$0.10/gallon increment of increase in Contractor's cost of fuel above the Base Price. No adjustments made for pricing below the \$5.00 per gallon.

This charge will be added to the residents' rates at the beginning of each contract term and will be reviewed annually. See below for Fuel rate chart.

| Price Per Gallon | Increase on Residents Bill |
|------------------|----------------------------|
| \$ 4.95          | \$ -                       |
| \$ 5.00          | \$ -                       |
| \$ 5.05          | \$ -                       |
| \$ 5.10          | \$ 0.04                    |
| \$ 5.20          | \$ 0.08                    |
| \$ 5.30          | \$ 0.12                    |
| \$ 5.40          | \$ 0.16                    |

## **References**

City of Holland – Trash/Recycle/Yard Waste Services

Dan Broersma – (616)355-1354

[d.broersma@cityofholland.com](mailto:d.broersma@cityofholland.com)

April 2020

Village of Ravenna – Trash/Recycle/ Yard Waste Services

Emily Carrigan – (231)853-2360

[vravclerk@gmail.com](mailto:vravclerk@gmail.com)

July 2003

City of Coopersville – Trash/Recycle/Yard Waste Services

Dennis Luce – (616)997-2119

[dluce@cityofcoopersville.com](mailto:dluce@cityofcoopersville.com)

July 1994

## **DISPOSAL SITES**

Republic Services of Holland – Transfer station

4368 60<sup>th</sup> St.

Holland, MI 49423

Disposal Site for: Trash / Recyclables / Yard Waste / Bulk



Michigan Department of Environmental Quality  
Waste Management and Radiological Protection Division

## SOLID WASTE DISPOSAL AREA OPERATING LICENSE

This license is issued under the provisions of Part 115, Solid Waste Management of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, MCL 324.11501 et seq., and authorizes the operation of this solid waste disposal area (Facility) in the state of Michigan. This license does not obviate the need to obtain other authorizations as may be required by state law.

FACILITY NAME: Westshore Recycling and Transfer Station, LLC

LICENSEE/OPERATOR: Allied Waste Systems, Inc.

FACILITY OWNER: Allied Waste Systems, Inc.

PROPERTY OWNER: Allied Waste Systems, Inc.

FACILITY TYPE(S): Solid Waste Transfer Facility and Solid Waste Processing Plant

FACILITY ID NUMBER: 474845

COUNTY: Allegan

LICENSE NUMBER: 9516

ISSUE DATE: April 12, 2018

EXPIRATION DATE: April 12, 2023

FACILITY DESCRIPTION: The Westshore Recycling and Transfer Station, LLC, a solid waste transfer facility and solid waste processing plant, consists of 14 acres located at A-4376 60<sup>th</sup> Street, Laketown Township, Allegan County, Michigan, as identified in Attachment A and fully described in this license.

AREA AUTHORIZED FOR DISPOSAL OF SOLID WASTE: Identified in Attachment A of this license.

RESPONSIBLE PARTY: Brent Goodsell, Vice President  
Allied Waste Systems, Inc.  
832 Langsdale Avenue  
Indianapolis, Indiana 46202  
317-283-7183

**FIRST OPERATING LICENSE:** This License Number 9516 is the first operating license issued for this Facility to this licensee.

This license is subject to revocation by the Director of the Michigan Department of Environmental Quality (Director) if the Director finds that this Facility is not being constructed or operated in accordance with the approved plans, the conditions of a permit or license, Part 115, or the rules promulgated under Part 115. Failure to comply with the terms and provisions of this license may result in legal action leading to civil and/or criminal penalties pursuant to Part 115. This license shall be available through the licensee during its term and remains the property of the Director.

**THIS LICENSE IS NOT TRANSFERABLE.**

Rhonda S. Oyer, Manager, Solid Waste Section  
Waste Management and Radiological Protection Division

TORM SEWER LEGEND

[illegible]

~~LANDSCAPE LEGEND~~  
(NOT TO SCALE)

| SPINDL | TYPE                         | SIZE        | NUMBER |
|--------|------------------------------|-------------|--------|
| ①      | ASH (OR APPROVED EQUAL)      | 2 1/2" SOL. | 10     |
| ②      | JUNIPER (OR APPROVED EQUAL)  | 13"         | 22     |
| ③      | * SPRUCE (OR APPROVED EQUAL) | 6 1/4"      | 50     |

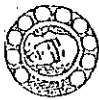
DESCRIPTION

THE EAST HALF OF THE  
16 WEST LANE DOWN TO  
330 FEET OF THE WEST  
DEGREE, TAKEN ON CROSS  
OR MICHIGAN, INCLUDING  
DESCENDING IN THE INST  
RECORDS OF DEEDS OF  
THAT PART OF THE EAST  
NORTH, RANKEE 16 WEST  
NORTHEASTLY OF US  
AND ALSO EXCEPTING 1  
NORTH, RANKEE TO WEST  
NORTH, AS COMING  
NORTH 30 DEGREES 05  
SAYD NORTHEAST 1/4.  
TO THE WEST BIGHT OF  
OF THIS DESCRIPTION.  
BEING NORTH 00 DEGR  
DEGREES 00 MINUTES E  
EAST 400.00 FEET ALON  
ACE OF BEGINNING.

GENERAL NO.

1. UTILITIES SHOWN (IF ANY) ARE TO BE CONSIDERED AS APPROXIMATE.
  2. NOTE TO CONTRACTOR:  
WEST DUG AT 1-800-
  3. CONTIGUOUS SETBACK
  4. BENCHMARK: INTER RM  
POLE 42 FEET WEST  
FEET NORTH OF THE  
ENTRANCE
- ELEVATION: 693.09 FT
5. ALL SITE SIGNAGE TO  
BE PLACED ONTO ADJACENT

3 WORKING DAYS  
(72 HOURS)  
BEFORE YOU DIG  
CALL MISS DIG  
1-800-482-7171



PUBLIC INJURIES OF ALL TYPES HAVE BEEN SHOWN ON THESE PLANS USING THE INFORMATION AVAILABLE, BUT ARE NOT GUARANTEED AS ACCURATE OR THAT THERE ARE OTHER THAN THOSE SHOWN ARE NOT PRESENT. CONTRACTOR SHALL CONTACT UTILITY DIG AT 1-800-462-7173 FOR INFORMATION AND NOTIFY UTILITY COMPANIES THREE WORKING DAYS PRIOR TO COMMENCING WORK.

# TYPICAL SECTION—CURED AND GUTTER APPROACH TO PARALLEL GRASSY LOCAL ROAD WITHOUT GUTTER AND GUTTER

CSN 77

NAME OF REPORTER:

PLEASE DO NOT RETURN  
THIS CARD TO THE  
ISSUING OFFICE

2000



+

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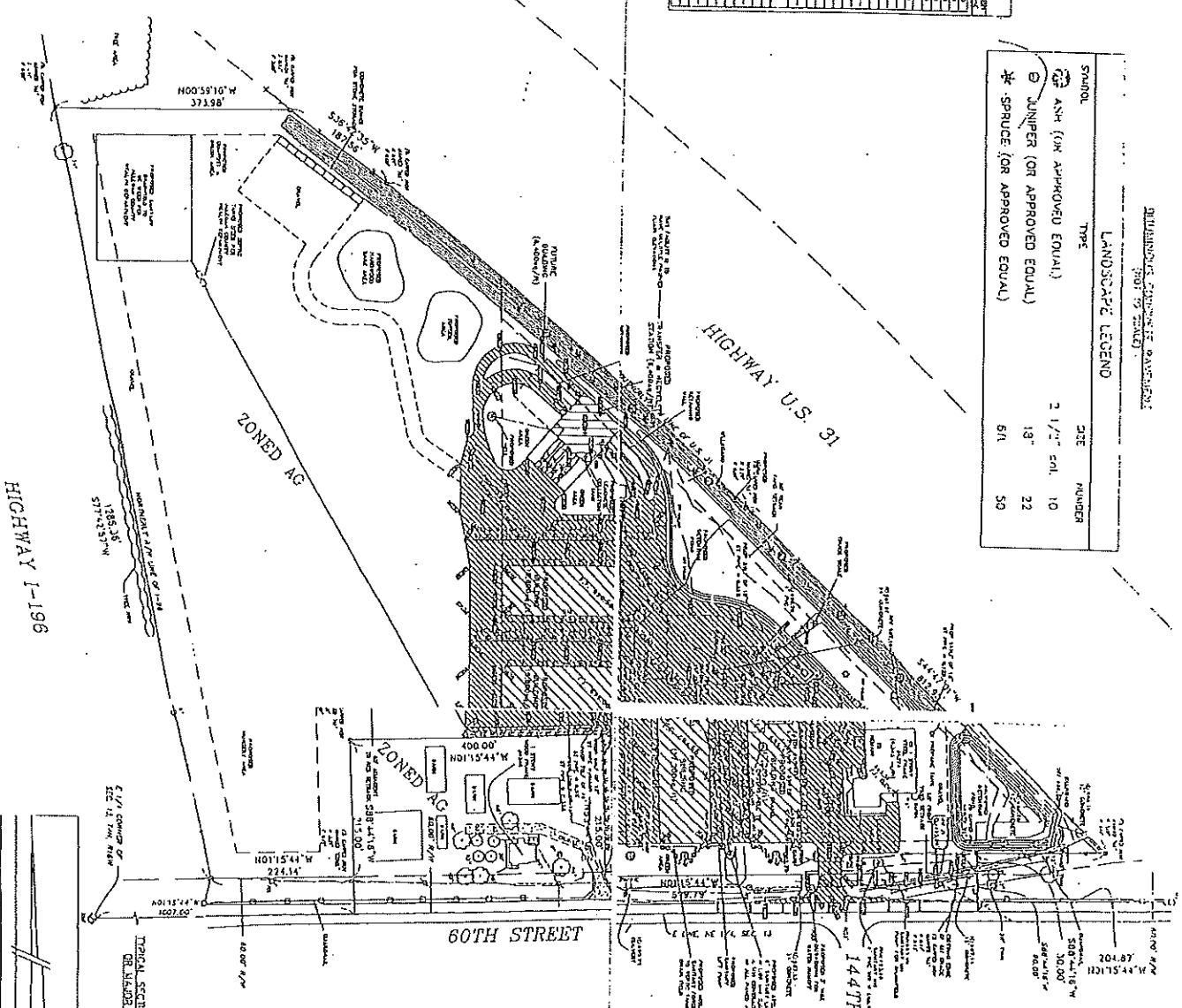
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**Abstract**

ATTACHMENT A



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## **Contract language Changes per Section 6 “Proposal Form”**

### **Issues:**

1. **Legal Entity:** The correct legal entity to sign the Contract resultant to this Bid (“Contract”) and perform the services for Republic (if successful bidder) is Allied Waste Systems, Inc. dba Republic Services of Jenison.
2. **Section 2, Specifications, Responsibilities of the Contractor, Point U, Page 11:** Republic should not be required to indemnify for any damages or injuries occurring because of the Republic’s work as specified in this paragraph.
3. **Section 2, Specifications, Non-Performance / Default, Pages 13-14:** The Contract should also include the concept of force majeure so that Republic’s performance is excused for unexpected occurrences such as labor disputes, riots, pandemic, acts of terrorism, fires etc.
4. **Section 3, Instructions/Terms/Conditions, General Instructions for Proposal, Point P, Pages 18-19:** Republic should not be required to indemnify Customer for any against any loss or damages due to City’s treatment of records as public records.
5. **Section 3, Instructions/Terms/Conditions, Indemnification, Page 21:** Republic’s indemnity obligations should be limited to claims to the extent caused solely by Republic’s gross negligence or willful misconduct. Further, the indemnity obligations should be made reciprocal so that the City indemnifies Republic as well.
6. **Section 7, Attachment A, Clause 54.02, Definitions, Pages 30-32:** The following definitions should also be added to this Contract:

**Applicable Law.** Applicable Law means any applicable law (whether statutory or common), including statutes, ordinances, regulations, rules, governmental orders, governmental decrees, judicial judgments, constitutional provisions, and requirements of any kind and nature promulgated or issued by any governmental authority claiming or having jurisdiction.

**Excluded Waste.** Excluded Waste means: (1) Hazardous Waste; (2) radioactive, volatile, corrosive, highly flammable, explosive, biomedical, infectious, biohazardous, or toxic waste as defined by Applicable Law; or (3) any otherwise regulated waste.

**Waste Material.** Waste Material is all Solid Waste and Recyclable Material that are not excluded by this Contract. Waste Material does not include any Excluded Waste.

### **Issues:**

7. **Section 2, Specifications, Recyclable Materials, Page 6:** Please review the list of recyclables that Republic would be required to collect. The items that Republic will not be collecting may be deleted. If there are any concerns with respect to contamination of recyclables, the Contract must mention such provision that would protect Republic from such contamination.
8. **Section 2, Specifications, Intergovernmental Agreement, Last paragraph, Page 8:** Republic does not want to be obligated to provide any discount to the City as specified in this section.
9. **Section 2, Specifications, Responsibilities of the Contractor, Point C, Page 8:** Republic should be liable to replace any container only to the extent whereby damage to such container is caused due to Republic’s gross negligence or willful misconduct with an exception to normal wear and tear caused pursuant to the services performed under this Contract.
10. **Section 2, Specifications, Responsibilities of the Contractor, Point H, Page 9:** Recyclable materials shall comply with any and all specifications provided by Republic in order to meet quality thresholds

for commodity markets and be free of contamination. To the extent any type of recyclable material received within the City limits is rejected by the recycling facility or is not of the intended quality or grade, Republic will notify City and City shall pay any damages, costs, and penalties incurred by Republic due to such rejection or lesser quality or grade, to include transportation and disposal costs for the residual material.

Further, if market conditions develop that limit or inhibit Republic from selling some or all of the recyclable materials, Republic may (i) suspend or discontinue any or all recycling services, or (ii) dispose of the recyclable materials in a landfill and update the City's rates accordingly.

11. **Section 2, Specifications, Responsibilities of the Contractor, Point L, Page 10:** The cost for any audit as specified in this section shall be borne by the City.
12. **Section 2, Specifications, Responsibilities of the Contractor, Points T-U, Page 11:** Republic should be liable for any damage to property only to the extent damage is caused due to Republic's gross negligence or willful misconduct with an exception to normal wear and tear caused pursuant to the services performed under this Contract.
13. **Section 2, Specifications, Transportation of Waste Material, Point D, Page 13:** City's right to inspect be subject to include advance reasonable written notice and appropriate limitations as to the scope and frequency of the inspection. (Also refer to Section 2, Specifications, Responsibilities of the Contractor, Point F on Page 9 and Section 2, Specifications, Responsibilities of the Contractor, Points I-K on Pages 9-10)
14. **Section 2, Specifications, Seasonality, Page 13:** Any changes to the service levels or costs or any other element of the Contract shall come in effect only after obtaining Republic's written consent. (Also refer to Section 3, Instructions/Terms/Conditions, Point E, Page 17)
15. **Section 3, Instructions/Terms/Conditions, General Instructions for Proposal, Point Q, Page 19:** Republic should have an absolute right of assignment of the Contract. In the alternative, the consent should not be unreasonably withheld, delayed or conditioned by the City and no consent is required for transfers to affiliates and/or in connection with the sale or purchase of a business.
16. **Section 3, Instructions/Terms/Conditions, Insurance, Pages 19-21:** Following changes are required to be made in the insurance section:
  - Delete the words "*per Ordinance 37.12 DOCUMENTS REQUIRED FOR PURCHASE OR CONTRACT, section (C).*" from Point A on Page 19.
  - Delete Point A (2) from Pages 19-20.
  - Replace the words "*Such coverage shall provide for a three-year discovery period*" with the words "*such coverage shall be maintained for a period of three years following expiration of the Contract*" in Point A (3) on Page 20.
  - Delete the words "*including residual liability insurance*" in the third line of Point A (4) on Page 20.
  - Insert the words "*The policy shall be endorsed with the broadened Pollution Liability Form CA 9948 Endorsement*" in the end of Point A (4) on Page 20.
  - Insert the words "*or Contractor's parent corporation*" after the words "*shall name the Contractor*" in first line of Point B on Page 20.
  - Insert the words "*all policies except worker's compensation*" after the words "*as the insured and*" in first line of Point B on Page 20.
  - Replace the words "*accompanied by a commitment from the insurer*" with the words "*endorsed via blanket-form endorsement to provide*" in second line of Point B on Page 20.
  - Replace the words "*reduced without at least*" with the words "*materially changed without*" in third line of Point B on Page 20.
  - Delete the word "*date*" from third line of Point B on Page 20.
  - Replace the word "*reduction*" with the words "*material change*" in third line of Point B on Page 20.

- Insert the words “*via blanket-form endorsement*” after the words “*auto liability*” in second line of Point C on Page 20.
  - Insert the word “*prior*” after the words “*MI 49406*” in fourth line of Point C on Page 20.
  - Replace the word “*at least*” with the word “*within*” in fifth line of Point B on Page 20.
  - Insert the words “*via blanket-form endorsement*” after the words “*endorse the policies*” in ninth line of Point C on Page 20.
  - Replace the words “*the insurers of recognized responsibility which are well-rated by national rating organizations and are acceptable to the City.*” with the words “*insurers rated A-VIII or higher by A.M. Best*” in last three lines of Point E on Page 20.
17. **Section 3, Instructions/Terms/Conditions, Termination, Point A, For Fault, Pages 21-22:** Republic should be given a cure period of at least thirty (30) days to cure Republic’s breach. In the event of Republic’s failure to cure such breach, the Contract can be terminated upon at least thirty (30) days prior written notice by the City. Further, Republic should be allowed to terminate the Contract upon City’s breach after City has the opportunity to cure that breach within a certain number of days. (Also Refer to Section 2, Specifications, Non-Performance / Default, Pages 13-14)
18. **Section 3, Instructions/Terms/Conditions, Termination, Point B, Not For Fault, Page 22:** Republic should also have the similar right to terminate this Contract upon its convenience.
19. **Section 7, Attachment A, Clause 54.11, Fees, Page 35:** Republic shall be paid unconditionally within thirty (30) days from the receipt of an invoice by the residential unit/occupant and Republic shall have the ability to charge interest on late payment in the event such residential unit/occupant does not pay Republic on time and also increase the rates on account of any increase in costs due to change in Laws.
20. **Section 7, Attachment A, Clause 54.99, Penalty, Page 35:** Republic shall not be liable for paying any penalties as specified in this section.
21. **Section 8, Worker’s Compensation Certification, Page 36:** Following changes are required to be made in the insurance section:
- Delete Section 8 in its entirety and see the attached Evidence of Coverage Certificates.
- The following legal issues need to be addressed in the Contract that may be entered into by Republic and City; if Republic is the successful bidder:
22. **Acceptable Waste; Excluded Waste:** The RFP response should include a detailed description of the type of waste Republic will collect and dispose of.
- Further, Republic must have a right to reject any Excluded/Hazardous waste provided by any residential or commercial unit.
23. **Title to Waste:** Title to and liability for any hazardous/unacceptable waste must not pass to Republic at any time.
24. **Responsibility for Equipment; Access:** Any equipment Republic furnishes shall remain Republic’s property. City shall be liable for all loss or damage to such equipment (except for normal wear and tear and for loss or damage resulting from Republic’s handling of the equipment). City shall use the equipment only for its proper and intended purpose and shall not overload (by weight or volume), move or alter the equipment. CITY SHALL INDEMNIFY, DEFEND AND HOLD HARMLESS REPUBLIC FROM AND AGAINST ALL LOSSES ARISING FROM ANY INJURY OR DEATH TO PERSONS OR LOSS OR DAMAGE TO PROPERTY (INCLUDING THE EQUIPMENT) ARISING OUT OF CITY’S USE, OPERATION OR POSSESSION OF THE EQUIPMENT. City shall provide safe, unobstructed access to the equipment on the scheduled collection day. Republic may charge an additional fee for any additional collection service required by City’s failure to provide access.



## SECTION 1 INTRODUCTION

### **Introduction:**

The City of Douglas is soliciting a Request For Proposal (RFP) for a qualified vendor (Contractor) to respond to provide services related to the collection, hauling, and disposal of domestic solid waste, recyclable materials, yard waste, bulk waste, and hazardous waste.

### **Background:**

The City of Douglas is home to approximately 1300± residents, with forty-nine percent being primary residents and fifty-one percent being non-residents (vacation homes or rentals). The City is located between Saugatuck to the north and Fennville to the south in west Allegan County, Michigan. It is approximately 2.5± sq miles and has approximately 16.0 miles of roads.

Douglas is situated on Michigan's "Art Coast" and is home to a quaint downtown with a variety of retail shops, art galleries, and fine dining restaurants that attract visitors from major metropolitan areas. Being located less than three hours from Detroit and Chicago, Douglas' summer population more than doubles as seasonal residents return to family cottages to enjoy mild summers on the lake and an abundance of outdoor recreation activities such as swimming, boating, hiking, bicycling, forest trails, beaches, and sand dunes.

The City currently provides a weekly curbside collection of domestic solid waste and a four (4) week cycle for recycling. The City also offers yard waste services and an annual bulk clean up week provided and funded by the City with hazardous waste being offered and funded from the Tri-Community Recycling Ad-Hoc Committee.

It is the intent of the City Council that Ordinance 54, Garbage and Refuse, be liberally construed for the purpose of providing sanitary and satisfactory methods of preparation, collection, and disposal of domestic solid waste and materials, as well as the maintenance of public and private property in a clean, orderly, and sanitary conditions, for the health, safety, and welfare of the City, and to provide for a reasonable system of user fees.

### **Notice to Contractor:**

The City officially distributes RFP documents through the Executive Assistant. Copies of proposal documents obtained from any other source are not considered official copies. The City cannot guarantee the accuracy of any information not obtained from the official source and is not responsible for any errors contained by any information received from alternate sources. Only those Contractors who obtain proposal documents from the Executive Assistant are guaranteed access to receive addendum information if such information is issued. If you obtained this document from a different source, it is recommended you contact the Executive Assistant at [douglas@douglasmi.gov](mailto:douglas@douglasmi.gov) and obtain an official copy.

shall be the final arbiter of whether any information contained in the Contractors proposal constitutes a Trade Secret. The City's determination of whether an exemption applies shall be final, and the Contractor agrees to defend, indemnify, and hold harmless the City, its officers, employees, volunteers, and agents, against any loss or damages incurred by any person or entity as a result of the City's treatment of records as public records. Proposals purporting to be subject to copyright protection in full or in part will be rejected.

EXCEPT FOR CLEARLY MARKED PORTIONS THAT ARE BONA FIDE TRADE SECRETS PURSUANT TO MICHIGAN LAW, DO NOT MARK YOUR PROPOSAL AS PROPRIETARY OR CONFIDENTIAL. DO NOT MARK YOUR PROPOSAL OR ANY PART THEREOF AS COPYRIGHTED.

- Q. Exclusivity of Contract – Any contract between the Contractor and the City is exclusive and non-assignable, and any attempted assignment, delegation, transfer, or conveyance is void. The selected Contractor will be required to assume responsibility for all services outlined in this bid, whether or not that firm provides them or subcontracts them to another entity. None of the Contractor's duties under the Contractor shall be subcontracted or transferred without prior written consent of the City. Any subcontract or transfer of duties under the contract shall be in writing. The City will consider the Contractor to be the sole point of contact with regard to contractual matters, including payment of any or all charges resulting from the contract. If any of the work is to be subcontracted, the Contractor awarded the bid must provide a complete description of the work to be subcontracted and a description of the subcontractor's organization and capabilities. The Contractor must list all subcontractors to be used in the proposal. The Contractor is fully responsible for adherence by the subcontractor to all provisions of the contract and its specifications.

**Terms and Conditions for Proposals:**

- A. The Request for Proposal and the selected Contractors response will be incorporated into the final contract as attachments.
- B. The Contractor will obtain at its own expense all necessary permits and licenses required by any and all authorities having jurisdiction over the Contractor's activities.
- C. The awarded Contractor will operate in full compliance with all applicable laws, ordinances, and regulations.

**Insurance:**

- A. Upon award of the contract, Contractor shall maintain at its expense during the entire term of the contract, the following insurance: ~~per Ordinance 37.12 DOCUMENTS REQUIRED FOR PURCHASE OR CONTRACT, section (C).~~
  - 1. **Commercial General Liability Insurance** - The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance, Personal Injury, Bodily Injury and Property Damage on an "Occurrence Basis" with limits of liability not less than \$1,000,000 (One Million Dollars) per occurrence combined single limit.
  - 2. ~~Broadened Auto Pollution Liability Form CA 9948: The Contractor shall acquire and maintain Broadened Pollution Liability Form CA 9948 in the amount of~~

*SUCH COVERAGE SHALL BE MAINTAINED FOR A PERIOD OF THREE YEARS FOLLOWING EXPIRATION OF THE CONTRACT.*

~~\$1,000,000 per occurrence. The City shall be named as additional insured.~~

3. **Site Specific Pollution Liability Coverage:** If the Contractor has a transfer facility, the Contractor shall acquire and maintain Site Specific Pollution Liability Coverage in the amount of \$5M per occurrence, with a \$5M aggregate in claims made form. ~~Such coverage shall provide for a three-year discovery period. The City shall be named as additional insured.~~

4. **Automobile Liability** insurance covering all owned, hired and non-owned vehicles with Personal Protection insurance to comply with the provisions of the Michigan No Fault Insurance Law ~~including Residual Liability insurance~~ with minimum bodily injury limits of \$1,000,000 (One Million Dollars) each person and \$1,000,000 (One Million Dollars) each occurrence and minimum property damage limits of \$1,000,000 (One Million Dollars) each occurrence. *THE POLICY SHALL BE ENDORSED WITH THE BROADENED POLLUTION LIABILITY FORM CA 9948 ENDORSEMENT.*

5. **Worker's Compensation** insurance in the amount required by state statute.

- B. All policies shall name the Contractor <sup>OR CONTRACTOR'S PARENT CORPORATION</sup> as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without ~~at least~~ thirty (30) days prior notice <sup>date</sup> to the City; alternately, Contractor may agree to provide notice of such cancellation or reduction <sup>ENDORSED VIA BLANKET FORM ENDORSEMENT</sup>. *MATERIAL CHANGE.*

- C. The City of Douglas shall be named as Additional Insured for General Liability and Auto Liability and shall also be listed as a certificate holder. Certificates of Insurance evidencing such coverage shall be submitted to the City of Douglas, Executive Assistants' office at [douglas@douglasmi.gov](mailto:douglas@douglasmi.gov) or at PO Box 757, Douglas, MI 49406 <sup>PRIOR</sup> to commencement of performance under this contract and <sup>WITHIN</sup> at least fifteen (15) days prior to the expiration dates of expiring policies. A current certificate of insurance must be on file with the City for the duration of the contract. Said coverage shall be primary coverage rather than any policies and insurance self-insurance retention owned or maintained by the City. Policies shall be issued by insurers who endorse the policies to reflect that, in the event of payment of any loss or damages, subrogation rights under those agreement documents will be waived by the insurer with respect to claims against the City. *VIA BLANKET-FORM ENDORSEMENT*

- D. The Contractor shall be responsible for payment of all deductibles contained in any insurance required hereunder.

- E. If, during the term of the contract, changed conditions or other pertinent factors should in the reasonable judgment of the City render inadequate insurance limits, the Contractor will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be affected at the Contractor's expense, under valid and enforceable policies, issued by ~~the insurers of recognized responsibility which are well-rated by national rating organizations and are acceptable to the City.~~ *RATED A- VIII or higher By A.M. BEST.*

- F. The provisions requiring the Contractor to carry said insurance shall not be construed

in any manner as waiving or restricting the liability of the Contractor under this contract.

G. The City has the authority to vary from the specified limits as deemed necessary.

If any provision or portion thereof of the contract is or becomes invalid under any applicable statute or rule of law, and such invalidity does not materially alter the essence of this contract to either party, such provision shall not render unenforceable this entire contract. Rather, the parties intend that the remaining provisions shall be administered as if the contract did not include the invalid provision.

#### **Indemnification:**

The selected Contractor shall hold and save harmless the City, its officers, agents, volunteers, and employees from liability of any kind in the performance of this contract. Further, the selected Contractor shall indemnify, save harmless, and undertake the defense of the City, its City Council, agents, servants, and employees from and against any and all claims, suits, actions, damages, or causes of action arising during the term of this contract, for any personal or bodily injury, loss of life, or damage to property arising directly or indirectly from Contractor's operation pursuant to this contract and from and against all costs, counsel fees, expenses, and liabilities incurred in and about any such claims, the investigation thereof, or the defense of any action or proceedings brought thereon, and from and against any orders or judgments which may be entered therein. The City shall notify the Contractor within fourteen (14) days of receipt by the City of any claim, suit, or action against the City arising directly or indirectly from the operations of the Contractor hereunder, for which the City may be entitled to a claim or indemnity against the Contractor, under the provisions of this contract. Contractor shall have the right to control the defense of any such claim, suit, or actions. The Contractor shall also be liable to the City for all costs, expenses, attorneys' fees, and damages which may be incurred or sustained by the City by reason of the Contractor's breach of any of the provisions of the contract. Contractor shall not be responsible for negligent acts of the City or its employees.

#### **Silence of Specifications:**

The apparent silence of these specifications and any supplemental specifications as to any detail, or the omission from them of a detailed description concerning any point, shall be regarded as meaning only that the best commercial practices are to prevail and only material of the first quality and correct type, size and design are to be used. All workmanship is to be first quality. All interpretations of these specifications will be made upon the basis of this statement.

#### **Termination:**

- A. **For Fault:** If the City Manager determines that the Contractor has failed to perform or will fail to perform all or any part of the services, obligations, or duties required by the contract, the City Manager may terminate or suspend the contract in whole or in part. Upon written notice to the Contractor specifying the failure of performance, the Contractor shall have fourteen (14) calendar days from receipt of the notice to correct the violations. If the Contractor does not correct the violations during the period provided for in the notice, the contract shall be terminated upon expiration of such time. Upon termination, any payment due to the Contractor at time of termination may be adjusted to cover any additional costs

*SEE ATTACHED EVIDENCE OF COVERAGE CERTIFICATES*



## SECTION 8 WORKER'S COMPENSATION CERTIFICATION

I hereby certify that effective the date of this contract with the City of Douglas and at all times in the performance of such contract that:

I have and will maintain in full force and effect the Workers Compensation Insurance in compliance with the laws of the State of Michigan, and will provide a Certificate of Insurance to the City upon request, with the following insurance company:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Agent's Name, Address, and Telephone Number

\_\_\_\_\_  
Policy Number and Effective Date

OR

I will perform said contract myself and do not have and will not have any employee or employees assisting me with the performance of the contract and am not required by the Laws of the State of Michigan to obtain and maintain a Worker's Compensation Insurance in the performance of this contract.

I understand that this statement is made as a material part of the contract, which I have, or will execute, with the City of Douglas.

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Date



# CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 2

DATE (MM/DD/YYYY)  
07/01/2022

Item 8F.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                                |                                                |                          |
|----------------------------------------------------------------------------------------------------------------|------------------------------------------------|--------------------------|
| <b>PRODUCER</b><br>CANNON COCHRAN MANAGEMENT SERVICES, INC.<br>17015 N. SCOTTSDALE RD.<br>SCOTTSDALE, AZ 85255 | <b>CONTACT NAME:</b>                           |                          |
|                                                                                                                | <b>PHONE (A/C No.Ext):</b>                     | <b>FAX (A/C No.Ext):</b> |
| <b>INSURED</b><br>REPUBLIC SERVICES, INC.<br>18500 N. ALLIED WAY<br>PHOENIX, AZ 85054                          | <b>E-MAIL ADDRESS:</b> certificateam@ccmsl.com |                          |
|                                                                                                                | <b>INSURER(S) AFFORDING COVERAGE</b>           |                          |
|                                                                                                                | <b>NAIC #</b>                                  |                          |
|                                                                                                                | <b>INSURER A:</b>                              |                          |
|                                                                                                                | <b>INSURER B:</b>                              |                          |
|                                                                                                                | <b>INSURER C:</b>                              |                          |
|                                                                                                                | <b>INSURER D:</b>                              |                          |
| <b>INSURER E:</b>                                                                                              |                                                |                          |
| <b>INSURER F:</b>                                                                                              |                                                |                          |

**COVERAGES**

CERTIFICATE NUMBER: 2175342

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                    | ADDL INSD | SUBR WVD | POLICY NUMBER          | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                          |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|------------------------|-------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC<br><input type="checkbox"/> OTHER: |           |          |                        |                         |                         | EACH OCCURRENCE<br>DAMAGE TO RENTED PREMISES (Ea occurrence)<br>MED EXP (Any one person)<br>PERSONAL & ADV INJURY<br>GENERAL AGGREGATE<br>PRODUCTS -COMP/OP AGG |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY<br><input type="checkbox"/>                  |           |          |                        |                         |                         | COMBINED SINGLE LIMIT (Ea accident)<br>BODILY INJURY (Per person)<br>BODILY INJURY (Per accident)<br>PROPERTY DAMAGE (Per accident)                             |
|          | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br><input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$                                                                                                 |           |          |                        |                         |                         | EACH OCCURRENCE<br>AGGREGATE                                                                                                                                    |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below<br>Pollution Legal Liability:                                                          | Y/N       | N/A      |                        |                         |                         | <input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER<br>E.L. EACH ACCIDENT<br>E.L. DISEASE -EA EMPLOYEE<br>E.L. DISEASE -POLICY LIMIT            |
|          |                                                                                                                                                                                                                                                                                      |           |          | See Page 2 for Details | 06/30/2022              | 06/30/2023              | \$45,000,000 Per Pollution Condition:<br>\$45,000,000 Aggregate                                                                                                 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

EVIDENCE OF COVERAGE - FOR USE FOR REPUBLIC SERVICES, INC. AND ALL ITS SUBSIDIARIES

**CERTIFICATE HOLDER**

EVIDENCE OF COVERAGE

United States

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



Policy No.: HRS-113  
 Initial Release Date: 04/14/2009  
 Revision Date: 07/20/2020

***Policies and Procedures Manual ("PPM")***  
***Non-Discrimination and Equal Employment Opportunity Policy***

|     |                                            |   |
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| 4.  | General Policy .....                       | 2 |
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*Note: The information in this Manual is the property of Republic Services, Inc. ("Republic") and is to be used in connection with the conduct of the business of Republic and/or its subsidiaries (being collectively referred to in the policies as the "Company" or "Republic"). These policies are not intended to and do not constitute or create contractual terms of employment.*



Policy No.: HRS-113  
Initial Release Date: 04/14/2009  
Revision Date: 07/20/2020

## 1. Purpose

The purpose of this section of the Policies and Procedures Manual ("PPM") is to describe Republic Services, Inc.'s and its subsidiaries ("Republic" or the "Company") approved policies and procedures for non-discrimination and equal employment opportunity ("EEO").

## 2. Applicability

This policy applies to all applicants, employees, contractors, vendors and those doing business with the Company and its affiliates.

## 3. Policy Effective Date

This policy was originally effective as of April 14, 2009 and was most recently updated on July 20, 2020 and continues to be updated from time to time. Refer to the [Policies and Procedures Manual](#) section of [Inside Republic Services](#) for the most current version of the Company's policies.

## 4. General Policy

The Company has established this policy to ensure that all applicants and employees are provided equal opportunity without regard to their physical appearance, personal beliefs, veteran status or any other classification protected by law.

It is the policy of the Company to treat all applicants and employees as individuals without regard to their race, color, religion, national or social origin, ethnicity, sex, sexual orientation, gender identity or expression, age, disability, veteran status, relationship or association with a protected veteran (spouses or other family members), genetic testing or any other classification protected by law, even if the law does not prohibit the conduct. This means that the Company will not tolerate discrimination with respect to any employment-related decision or practice, including, but not limited to, advertising, benefits, compensation, hiring, promotion, demotion, transfer, discipline (including probation, suspension and/or termination), availability of Company facilities, performance evaluation, recruitment, social/recreational programs and training.

## 5. Pay Transparency Policy Statement

Republic will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by Republic, or (c) consistent with Republic's legal duty to furnish information.

## 6. Employee Responsibilities

All supervisors and managers are responsible for ensuring that all procedures and practices at each Company location are in full compliance with all applicable federal, state and local EEO statutes, rules and regulations, and the provisions of this policy.



Policy No.: HRS-113  
Initial Release Date: 04/14/2009  
Revision Date: 07/20/2020

All supervisors and managers are responsible for implementing this policy and their performance will be judged, in part, on how they implement this policy. The Company requires all supervisors and managers to attend appropriate training and briefings on the Company's EEO policies and procedures in order to assist in their implementation.

## 7. Recruitment

Each Company location will maintain contact with recruitment sources approved by Area or Corporate Human Resources specifically selected by such location in order to provide maximum access to a broad base of applicants, including individuals who are members of groups protected by law.

All employment decisions will be based on an individual's qualifications, such as skill, knowledge and/or the ability to perform the position being filled (e.g., education, experience, demonstrated competence, etc.). When appropriate, Government security requirements also must be satisfied.

The Company will ensure that all employment advertising and all employment orders placed with employment agencies clearly indicate the Company's EEO policy with the following statement: EOE including Disability/Protected Veterans. The Company also will ensure that all employment selection procedures are job-related and consistent with all applicable federal, state and local requirements.

## 8. Non-Retaliation Statement

Failure to comply with this policy will result in disciplinary action, including in certain circumstances, termination of employment. The Company will not take any adverse action against an individual who makes a good faith report of discrimination, or who participates in a review of such conduct. The Company does not permit employees to engage in retaliation. Retaliation means that an employee is subjected to a negative consequence for reporting a concern under this policy or participating in an investigation under this policy. Retaliation is a serious violation of this policy and should be reported immediately to the Division or Area Human Resources Manager; the Area Director, Human Resources; a Corporate Human Resources Manager; the Vice President, Human Resources; or by contacting the confidential AWARE Line either by phone at 1-866-3-AWARE-4 or web report at [AWARELine.RepublicServices.com](http://AWARELine.RepublicServices.com). Any person found to have retaliated against another individual for reporting discrimination, or other concerns related to this policy, will be subject to serious disciplinary action, including, in certain circumstances, termination of employment.

## 9. Policy Contact(s)

If you have specific questions or concerns relating to this policy, please contact your local Human Resources Manager; your Area Director, Human Resources; the Vice President, Human Resources; or Corporate Human Resources.

## 10. Related Policies and Other Resources

- [Recruiting & Selection Procedures](#)
- [The Americans with Disabilities Act](#)
- [Anti-Harassment Policy](#)
- [Code of Business Ethics and Conduct](#)
- [Speak Up Poster](#)

# ONLY place these items in the recycling container



**Flattened  
Cardboard**



**Paper**



**Metal  
Cans**



**Plastic Bottles  
& Jugs**



**Glass**



## How to prepare your recyclables

### **Empty. Clean. Dry.™**

Keep all recyclables free  
of food and liquid



### **Don't bag it**

Never put recyclables  
in containers or bags



## **NEVER place these items in the recycling container**

**Plastic Bags  
& Wrappers**

**Clothing  
& Shoes**

**Tools  
Food**

**Electronics  
& Batteries**

**Medical Waste  
Yard Waste**

**Soiled Paper  
Styrofoam**

**Greasy  
Pizza Boxes**

**Toys**

**Construction  
Waste**

**Diapers  
Scrap Metal**

Learn more at  
[RecyclingSimplified.com](http://RecyclingSimplified.com)

Recycling *Simplified*



We'll handle it from here.™

# City of Douglas RFP 2022

Solicitation Number: RFP2022



**REPUBLIC**  
SERVICES

Sustainability in Action





## Company Overview

**Republic Services is one of the country's leading providers of municipal recycling and waste services, serving more than 2,400 communities, with millions of customers across North America.**

### Local Presence

For 35 years, Republic Services has partnered with municipalities, residents, and businesses in Western Michigan to provide [solid waste, recycling, yard waste, and bulky item collection services.

We place great importance on our human capital and recognize that our employees are our most important asset. Republic Services endeavors to provide the very best working conditions, including a safe environment, competitive pay and benefits, and many opportunities for professional growth. In fact, 40% of our supervisors and managers began their careers at Republic

**Republic Services invests in our communities by continuing to provide customers with safe, customer service-focused solutions**

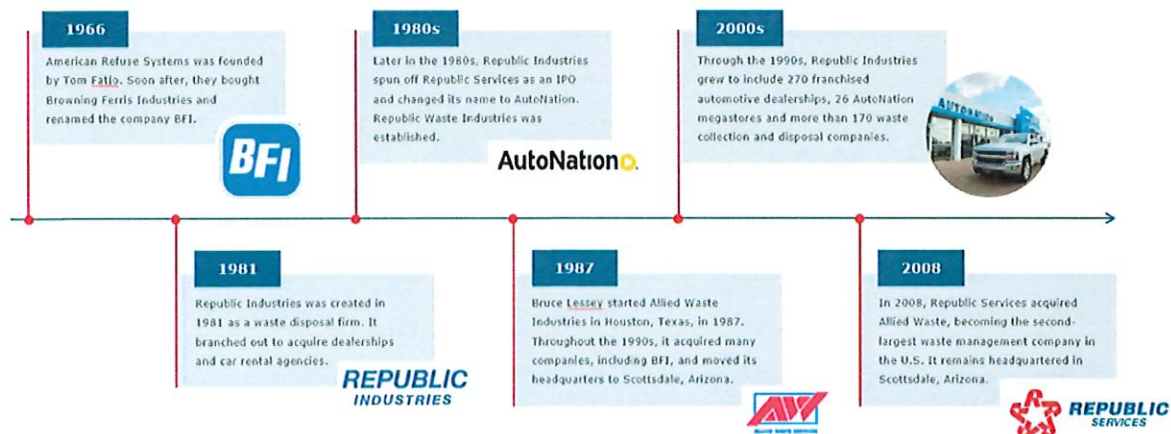
- Municipalities that partner with Republic Services choose to renew or extend their contracts about 90% of the time; overall, we have 95% customer retention
- Our 16,000 drivers execute 5M pickups/day
- As a corporate partner, we sponsor and are present in the communities we serve
- Republic Services deploys 70 trucks daily from its local collection operations

Services as drivers, landfill operators or technicians.

### Our Company

Republic Services is an industry leader in the environmental services space with revenues more than \$11 billion and more than 35,000 dedicated employees. Our lineage, which includes three of the industries most recognized brands, which combined in 2008. All our legacy brands

*Figure 1. Company History. Today's Republic Services is the product of three former industry leaders.*





## City of Douglas RFP 2022

operate today as a part of the Republic Services family.

Republic Services' collection companies, transfer stations, recycling centers and landfills focus on providing effortless solutions for our millions of commercial, industrial, and residential customers. Republic Services responsibly operates 356 collection operations, 239 transfer stations, 198 active solid waste landfills and 71 recycling centers across North America. We also have 77 landfill gas and renewable energy projects and are adding new facilities every year. In our Environmental Services vertical, we have 6 treatment, recovery and disposal facilities as well as 9 saltwater disposal wells.

With more than 16,000 vehicles, Republic Services deploys the 5th largest vocational fleet in the U.S. We have 900 locations nationwide and process more than 5M tons of recyclables annually.

### Vision

Republic Services' vision is: Partnering with customers to create a more sustainable world. We do this by providing our customers with simple solutions, reliability and environmental responsibility, wrapped with a level of service unmatched anywhere else in our industry.

### Values

*Figure 10. **Environmental Responsibility.** We believe there will always be more we can do to enhance our sustainability efforts, and, in the process, strengthen our business.*



We believe that empowered and engaged employees are the greatest indicator of our success. We are guided by the principles we have adopted as our core values. These include:

**Safe** – We protect the livelihoods of our colleagues and communities.

**Committed to Serve** – We go above and beyond to exceed our customers' expectations.

**Environmentally Responsible** – We take action to improve our environment.

**Driven** – We deliver results in the right way.

**Human-centered** – We respect the dignity and unique potential of every person.

### Our Promise

**Sustainability in Action™**, our promise, Republic Services proactively executes essential aspects of our customer's environmental responsibilities so they can always make a positive impact on people and planet.

### Sustainability

At Republic Services, we are dedicated environmental stewards entrusted to properly handle materials every day by driving increased recycling, generating renewable energy, and helping our customers be more resourceful. Republic Services leads by example, working diligently to improve our relationship with the environment and society through decreased vehicle emissions, innovative landfill technologies, use of renewable energy, community engagement and employee growth opportunities.

Sustainability contributes to a cleaner world, while also providing opportunities to increase customer loyalty, grow our business, motivate our employees and



## City of Douglas RFP 2022

differentiate Republic Services from our competitors.

## People

Our people are the center of our success. Attracting, developing and engaging the best talent is critical to our success. Whether it's through our dedication to safety, robust learning and talent development programs or expanding our diversity and inclusion initiative, Mosaic, we are committed to making Republic Services an employer of choice where the best and brightest come to work.

## Leadership

Republic Services' operations are expansive in scope and network but local in operations and service. The dynamics and opportunities differ in each of our markets.

Our national presence allows us to identify and incorporate best practices that drive greater overall operating efficiency across the company while maintaining day-to-day operating decisions at the local level, closest to the customer. We manage our operations through 12 geographic operating areas, consisting of multiple divisions that each provide recycling and waste collection, transportation and disposal services.

Your municipal contract will be executed locally, by our seasoned team located at our Jenison, MI hauling Company. This team is fully empowered within our company structure to deliver on our promise to be your preferred recycling and waste provider. This local team has the backing and support of corporate staff.

## Ownership

Republic Services, Inc. is a publicly traded company on the New York Stock Exchange (NYSE symbol: RSG).

## Ownership beyond five percent

The following figure shows information as of April 2022 with respect to the ownership of

common stock by each shareholder who is known by Republic Services to own more than 5 percent of our outstanding common stock:

Figure 3. Ownership beyond five percent.

| Name of Owner            | Percent Owned |
|--------------------------|---------------|
| Cascade Investment, LLC  | 34.8%         |
| BlackRock, Inc.          | 6.5%          |
| The Vanguard Group, Inc. | 5.6%          |

## Credit Rating

Republic Services, Inc. has an "investment-grade" rating.

## Associations

Republic Services is a member of the following associations and organizations, among others. Our employees are actively engaged in these organizations and, in many cases, serve on the board of directors and/or are elected officers.

- National Waste & Recycling Association (NWRA)
- Solid Waste Association of North America (SWANA)
- Environmental Research and Education Foundation (EREF)
- United States Green Building Council (USGBC)
- Public Affairs Council
- U.S. Conference of Mayors, Solid Waste Advisory Council
- National League of Cities (NLC)
- International City Managers Association (ICMA)



City of Douglas RFP 2022



### **Republic Services is your low-risk, best value partner**

- Reliable – 99.9% pickup rate
- Environmental Responsibility – approximately 21% of the fleet operates on natural gas
- Safer – 38% fewer incidents than industry average
- Simple solutions – manage your account with the Republic Services app
- Named to the Dow Jones Sustainability North America Index
- Named to Barron's 100 Most Sustainable Companies
- US-based, national Customer Resource Centers

**service, proven commitment, real sustainability and relentless optimism.**

### **Best Value**

The Republic Services team is passionate about our role as responsible stewards of our planet. We believe in a cleaner, safer and healthier world where people thrive – not just for today, but for generations to come.

### **A Commitment to Excellence**

## **Executive Summary**

**An overwhelming majority of municipalities extend their current contracts with Republic Services because of our partnerships and local expertise offering proactive**



## City of Douglas RFP 2022

We know that by offering differentiated products, services and experiences designed to meet our customers' wants and needs, we drive customer loyalty and increase willingness to pay. We continue to invest in and enhance our customer-facing technology. We also use our RISE platform for our dispatch operations. This technology equips our dispatchers with real-time routing information and enhanced data visualization tools. This platform has significantly increased connectivity with our customers – which also further empowers our employees, improves productivity and transforms our overall operations.

We know our customers care about recycling, and they have demonstrated a willingness to pay for it. We continue to make progress working with our municipal partners in transforming recycling into a more durable, economically sustainable business model. Recycling is essential to our sustainability platform, and we continue to invest in the business for the long term.

**Sustainability in Action™** is our promise that lets customers know they can always

rely on us to handle their recycling and waste needs in a responsible way.

There is an energy of excellence at Republic Services, and it is surging through everything we do.

We begin by actively listening to our customers. We mine these conversations for insights into customer wants and needs. Those insights lead to innovation. Our innovation brings about simple solutions for our customers. We configure products and services to the individual customer at the right price.

*Figure 4. **Your Low-Risk, Best Value Partner.** Republic Services is proud to lead the industry in many key factors that make us your preferred partner for municipal recycling and waste services.*

| Strengths of our Company                                                                     | Benefits to Municipality                                                                     |
|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| 99.9% On-time reliability rate                                                               | Happy community; fewer calls to city hall                                                    |
| 38% safer than industry average                                                              | Fewer incidents; safer community streets for children at play                                |
| Simple solutions for your community waste and recycling needs                                | Easy access to solutions for the growing number of waste streams                             |
| Recognized on Dow Jones Sustainability Index for North America                               | Peace of mind that you have a global leader in sustainable initiatives as your partner       |
| Most advanced, integrated Customer Resource Centers in the industry                          | Longer customer service hours, with hundreds of trained agents networked together nationwide |
| Web- and smartphone-based app for easy access by community residents to relevant information | Stronger communications, and ease of alert and news dissemination                            |
| Robust community education and outreach                                                      | Communities educated on recycling produce less contamination and greater diversion           |



## City of Douglas RFP 2022

Our strategy for growth is articulated through four main themes:

### Proactive Service

We know reliability is important to you. We offer predictable and dependable services, first-call resolution and a single point of contact.

### Proven Commitment

Our reputation is built on our experience and credibility translated into action. We're devoted to our customers and providing you the dependable service you deserve.

### Real Sustainability

Republic Services is recognized by third-party organizations for sustainability. We have the expertise to ensure your waste disposal is responsible and sustainable.

### Relentless Optimism

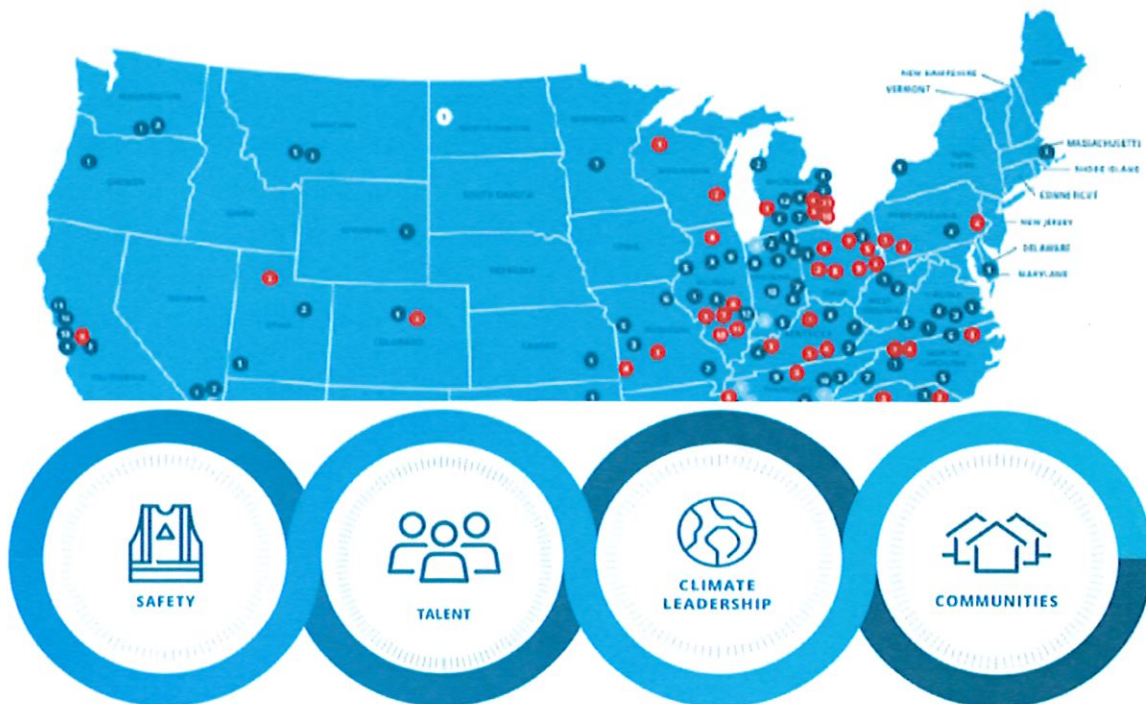
Your community is a vital part of our economy. Our extensive network and resources allow us to say yes to varying municipal needs with customized solutions.

We strive to make our process an effortless and enjoyable experience for customers. We enable customers to interact with us on their terms: online, in-person or by phone.

From operations to talent to technology, we are focused on not just meeting the needs of our millions of customers but exceeding them.

Low-cost providers in the industry sacrifice one or more of these elements, translating to risk to your municipality. Republic Services is your best-value partner, through

*Figure 5. Local team with a national network. Republic Services has more than 198 active landfills across North America.*





## City of Douglas RFP 2022

our proven and demonstrated balance of these factors, while serving more than 2,400 communities today.

## Local Leadership with National Support

Our local team is vital to the continued successful delivery of this contract and its daily operations. This team's unique combination of experience ensures quality service for the duration of the contract. Our local and area management teams have extensive industry experience operating and managing solid waste companies and have longevity in the region. Because of this, we are proactive in anticipating customers' needs and adjusting to changes in the markets. We also seek to implement the best practices of our various business units throughout our operations to continue improving our operations and service to our customers.

While our local business operation is fully empowered and accountable for delivering on our commitments, they are also backed by the support and breadth of our area and

corporate leadership teams, capable of amassing expertise and support to assist or respond to any challenge. An example of this benefit to you is the response capabilities during times of crisis, such as COVID-19 and natural disasters. In times of challenges like this, our area and corporate teams activate to ensure our people are safe and our assets are operational, so we can return to normal operations quickly. This is a considerable benefit and risk mitigation to City of Douglas that many other providers in the industry are unable to stand behind.

## Sustainability

The breadth and scope of our sustainability platform is earning noteworthy recognition. From products that create solutions for our customers to an industry-leading safety program, and a fleet that reduces its carbon impact to landfills that generate renewable energy, we are **Sustainability in Action™**. Sustainability contributes to a cleaner world, while also providing opportunities to improve brand awareness, increase customer loyalty, grow our business,

*Figure 7. Recognition supports our approach. Engaged employees and leadership make Republic Services an employer of choice.*





## City of Douglas RFP 2022

motivate our employees and differentiate Republic Services from our competitors.

We are guardians of our environment and have a big responsibility to it.

We lead by example, working diligently to by decreasing our vehicle emissions, creating innovative landfill technologies, generating and using renewable energy, and cultivating community engagement and employee growth opportunities. We are privileged to serve millions of customers across North America. Republic Services' multifaceted sustainability platform revolves around four elements: Safety, Talent, Climate Leadership and Communities. These elements are around which we've built our 2030 Sustainability Goals.

## Safety

We prioritize safety above all else. When people feel safe, they can fully participate every day in the opportunities that are available to them.

Republic Services has a consistently low occurrence of incidents and accidents and is known for our strict focus on safety and corresponding best in industry, multi-faceted, and well-organized safety program. Republic Services' has a 38% lower than the average industry incident rate based on OSHA recordable data.

*Figure 8. An industry leading safety program that has been 39% better than the industry average.*

Employees, the public, and rate payers all benefit from Republic Services' dedication to safety. We have been, and will continue to strive to be, the safest waste services company in America.

## Talent

Engaged employees are the greatest indicator of our success. We provide ongoing job training, growth and development opportunities for our employees at every

level. We are invested in them and continue to look for meaningful ways to demonstrate our appreciation for the hard work and dedication they show every day. Our active inclusion and diversity efforts work to ensure everyone can bring their best selves to work each day.

Republic Services' local offices are staffed with a committed team of nearly 150 professionals who take personal responsibility for serving customers with care. Republic Services is also an industry leader providing the strength of our national network, decades of experience, diversified capabilities and expertise serving clients of all sizes — including, proudly, City of Douglas.



City of Douglas RFP 2022

## Climate Leadership

In 2017, Republic Services announced its Sustainability Platform and from it our 2030 Sustainability Goals were born. These ambitious goals help us strive to do best by our environment, keep us accountable to responsible disposal and help us benchmark our successes.

## Communities

We are dedicated to being a good neighbor in the communities in which we live and work. This includes investing back into our communities through customer engagement, philanthropic giving, volunteerism, environmentally responsible infrastructure, and operating in our markets at the highest standards.

Republic Services' community engagement plan is based on the needs of the community-based organizations and civic and business entities of City of Douglas. Republic Services has a track record of giving to and spending in City of Douglas.

## Collection – Residential

**When it comes to handling your waste needs, Republic Services knows how important safe and dependable curbside pickup is to you. We work to exceed your expectations with**

Figure 9. Our 2030 Sustainability Goals

# Our 2030 Sustainability Goals



### Safety Amplified ›

**0** Zero employee fatalities

### Incident Reduction ›

**<2.0** Reduce our OSHA Total Recordable Incident Rate (TRIR) to 2.0 or less by 2030



### Engaged Workforce ›

**88%**

Achieve and maintain employee engagement scores at or above 88% by 2030



### Charitable Giving ›

**20M**

Positively impact 20 million people by 2030



### Science Based Target ›

**35%**

Reduce absolute Scope 1 and 2 greenhouse gas emissions 35% by 2030 (2017 baseline year)

• APPROVED BY SBTi<sup>1</sup> •

### Circular Economy ›

**40%**

Increase recovery and circularity of key materials by 40% on a combined basis by 2030 (2017 baseline year)

### Renewable Energy ›

**50%**

Increase beneficial reuse of biogas by 50% by 2030 (2017 baseline year)

1. SBTi is a collaboration between CDP, the United Nations Global Compact (UNGC), World Resources Institute (WRI) and the World Wide Fund for Nature (WWF)



City of Douglas RFP 2022

**quality carts and dumpsters and outstanding customer service.**

### Residential MSW Collection

We intend to service all single-family carts using an automated side loader (ASL) truck. The ASL is proven to retrieve and return carts in even the most hard-to-reach locations such as narrow streets, courts and alleyways, enabling the industry's most efficient, safe and environmentally responsible curbside automated collection services.

Each collection vehicle is operated by a single driver and will be painted in a uniform

### *The largest provider of municipal residential collection services in the US*

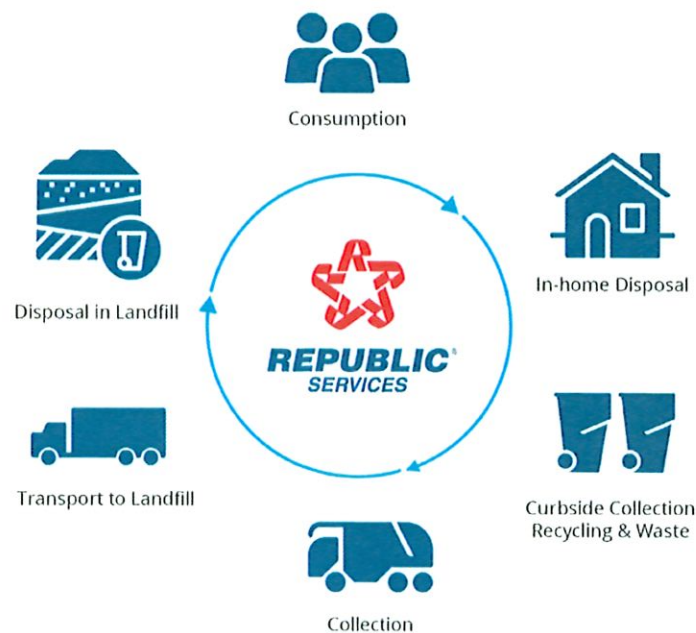
- 5 million pickups each day
- 99.9% on-time pickup
- Comprehensive collection services, including solid waste, recycling, yard waste, and bulk

manner, featuring our logo and company contact information.

We propose to use blue carts with black lids for residential trash collection.

Residents will be offered the option of choosing a 96-gallon cart or 64 gallon cart. If a customer needs more than one

*Figure 10. Residential Collection process. Our residential collection service is simple, reliable, and environmentally responsible.*





collection cart, we will provide an additional cart for a fee to accommodate the customer's needs.

The ASL cart collection methodology is fast and efficient and requires approximately 8 to 12 seconds completing the cycle (pick up cart, deposit contents, place cart back onto the curbside) before the driver moves to the next stop.

### Residential Recycle Collection

We will offer all single-family customers every other week, fully automated single-stream recycling collection services. Recycling carts will be serviced with the same equipment and manner as residential solid waste carts.

All single-family customers will be issued a blue cart with a light blue lid 95/96 or 64 gallons wheeled recycle cart.

### Residential Yard Waste Collection

We will offer all residential customers weekly, automated collection of accepted yard waste materials. Yard waste carts will be serviced with the same equipment and manner as residential solid waste and recycling carts.

All single-family customers will be issued a 95/96-gallon wheeled organics blue cart with a brown lid.

### Bulk Waste Collection

White goods, with chlorofluorocarbons (CFCs) removed, and bulk items will be serviced weekly. A clam shell or boom type of truck will service these items.

### Service Days

The following table reflects the service schedules for residential MSW, recycle, yard waste and bulk items collection.

### Holiday Schedules

## City of Douglas RFP 2022

**Figure 11. Automated Side Load Collection.**  
Provides a cleaner, safer, more efficient residential collection.



Republic Services will be closed on Thanksgiving and Christmas. If your service day falls on one of these days, we will service you on your next scheduled service day.

### Residential Carts

## Financials and Other Requested Information

**Republic Services is among the leading recycling and waste services companies in the United States, with the financial strength and stability to exceed City of Douglas's**

10/6/22

City of Douglas  
86 W Center St.  
Douglas, MI 49406

Arrowwaste, Inc. would like to thank The City of Douglas for the opportunity to bid on Refuse Collection and Disposal Services. Arrowwaste is a local, family owned company offering a full range of trash removal and recycling services since 2000. We take great pride in our customer focused attitude while providing safe, professional, and timely services. Arrowwaste has been providing a full range of refuse removal and recycling for Industrial, Commercial, and Residential customers for the last 22 years. Our service area includes the counties of Ottawa, Kent, Muskegon, and Allegan.

### **Request for Proposal: Requirements**

- 1) Included in this bid is Section 5 Rate Schedule Worksheet. The bid price is inclusive of all fees, charges, and surcharges. Garbage & Recycle containers cannot weigh more than 80 lbs and bulk items can not weigh more than 120 lbs for pickup.
  - a. The cost proposed is for single-family & two-family households per month. Multi-family condos and city buildings pricing as described in 2yd – 8yd pricing
  - b. The cost for 96gal cart serviced bi-weekly pricing is proposed, weekly recycling is unavailable.
  - c. The cost for Yard Waste is proposed for 96gal cart 1xweek service April 1 – November 30<sup>th</sup>.
  - d. The cost for curbside collection of bulk waste is proposed for per piece per pickup requested by the resident.
  - e. Arrowwaste does not collect hazardous waste and does not bid on that collection.
  - f. Additional cost for additional containers are proposed on rate worksheet.
- 2) Explanation of how the Contractor would fulfill the requirements.
  - a. Arrowwaste would use a one-man automated side load trucks for collection of Solid Waste. Currently we have a fleet of more than 50 automated side load trucks.
  - b. Arrowwaste would use a one-man automated side load trucks for collection of recycling. Currently we have a fleet of more than 50 automated side load trucks.
  - c. Arrowwaste would use a one-man automated side load trucks for collection of Yard Waste. Currently we have a fleet of more than 50 automated side load trucks.
  - d. Arrowwaste would use a one-man Rear Load truck to collect bulk items. Currently we have a fleet of more than 10 Rear Load trucks.

- e. Arrowaste does not collect Hazardous Waste.
- f. Arrowaste has a team of 8 dedicated CSR reps answering phone calls every day. Any complaints would be handled by the answering rep and resolved in that call. If a run back was required we would schedule that run back the next day.
- g. Arrowaste has been able to deal with all emergency situations we have encountered. On occasion we have delayed a pickup day due to extreme winter weather. In this occasion we make an effort to reach our customers thru some but not all of the following; social media postings, emails, robocalls, automated messages.

3) Previous Experience

- a. Holland Township, we have a trash & recycle cleanup for all township residents 5 times a year. Holland Township has about 38,000 residents. We have been providing this annually cleanup since 2005. Terry Neinhuis (616) 396-2345 [terryn@hct.holland.mi.us](mailto:terryn@hct.holland.mi.us)
  - b. Park Township, we have a trash & recycle cleanup for all township residents 3 times a year. Park Township has about 18,000 residents. We have been providing this annually cleanup since 2005. Howard Fink (616) 738-4229 [hfink@parktownship.org](mailto:hfink@parktownship.org)
  - c. Olive Township, we facilitate a Spring trash and recycle cleanup once a year for all township residents. Olive Township has about 5,000 residents. Todd Wolters (616) 786-9996
  - d. Arrowaste also services well over 60,000 subscription residential customers in the West Michigan area for Trash, Recycle, and Yard Waste services.
- 4) Arrowaste has grown from a 1 truck operation into an 85 truck operation because of the high quality, reliable service we provide to our customers. We have been a trusted local hauler since 2000 in this area. We have 8 CSR reps, in our office in Jenison, answering all calls live and answering all questions and solving all problems on the first phone call.
- 5) Contact Person: Russ Boersma, PO Box 828 Jenison, MI. 616-726-2972 or [rboersma@arrowaste.com](mailto:rboersma@arrowaste.com)
- 6) Terms unable to meet. Arrowaste is not licensed to haul Hazardous Waste. Arrowaste does not own a Material Recovery Facility so we can not provide (2) inbound material recycle sampling audit. We can provide some feedback from our driver and the recycle center.
- 7) Facilities that could be used
- a. Autumn Hills Landfill
  - b. Westshore Waste and Recycling
  - c. Kent Count Recycle and Education Center
  - d. IB Compost
  - e. Ottawa County Farms Landfill
- 8) All the above sites are permitted by EGLE and can be verified on their website, <https://www.michigan.gov/egle/about/organization/materials-management/solid-waste/solid-waste-disposal-areas>
- 9) There is not pending litigation against Arrowaste or its offices, principal members, shareholders, or investors, or and parent, subsidiary or affiliated entities or other

interested parties other than minor personal injury suits involving claims under \$250,000.

- 10) There are no conflicts of interest with the City of Douglas
- 11) Arrowaste has been providing trash, recycle, and yard waste services to West Michigan for the last 22 years. We have grown from a 1 truck operation to a highly reputable 85 truck operation because of our customer focused service on the street and on the phone. We are more than capable to service The City of Douglas with high quality and reliable service for many years.
- 12) If there are senior citizens or individuals with disabilities, as determined by the City Manager, Arrowaste is willing to offer assistance in getting the cart to the road or returning the cart to the home. This service would require a route that can offer walk up services and would cost the resident an additional \$19.00/month. For residents that are moving out or moving in Arrowaste can take up to 3 bags extra along side the container. If a resident has more than that a requested bulk item pickup can be scheduled and charged at the then current bulk item rates.
- 13) Arrowaste does not provide medical waste services.
- 14) Included in this bid packet is a Kent County Recycle guide that specifies what material we can take and recycle
- 15) All material that is placed inside the recycle cart that is emptied into our truck is taken to the recycle center. At the recycle center contamination would be removed. If the driver sees the cart is full of non recyclable materials he will not dump it and call it in to the office. The customer would be contacted about the issue.
- 16) We would need at least 90days to order the necessary carts and arrange for them to be delivered.
- 17) If terminated to would send a letter to the residents with an end date of the agreement and when the carts would be collected. Billing would only go thru to the end date.

### **Fuel Adjustment**

The prices quoted are based on fuel price per gallon under \$5.00 per gallon. If the price per gallon is between \$5.00 and \$5.20 per gallon we will add \$0.20 per month to each bill. If the price per gallon is between \$5.21 and \$5.40 we will add \$0.40 per month to each bill. As the price of diesel rises in \$0.20 increments, the adjustment will also rise in \$0.20 increments. We will determine the price per gallon from the Midwest average of diesel fuel reported the week before we bill by the Energy Information Administration of the U.S. Department of Energy ("EIA/DOE") in its Weekly Retail On-Highway Diesel Prices Index. If a fuel adjustment is added there will be a separate line item on each bill saying "Fuel Adjustment."



## SECTION 4 REQUIREMENTS

### **TO BE COMPLETED AND SUBMITTED (Per Section 3)**

This Request for Proposal (RFP) is to solicit proposals from qualified companies to compete for the awarding of a contract with the City for the preparation, collection, and disposal of domestic solid waste, recyclable materials, yard waste, bulk waste, and hazardous waste.

Contractors are required to submit written proposals that present the requirements listed herein. The response to the proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the requirements listed herein. Emphasis should be placed on completeness and clarity of content.

### **CONTRACTORS QUALIFICATION STATEMENT:**

Company: Arrowaste, Inc

Submitted By: Russ Boersma

With principal office at: 1296 Chicago Dr, Jenison, MI 49428

The completion and submission of this RFP reflects accurate and truthful statements of the signatory. (Attach additional pages if necessary)

### **Request for Proposal: Requirements:**

The proposal should include the following to coincide with this RFP:

- 1) A completed bid summary with costs for each service contained in this RFP. Proposed rates must be inclusive of all fees, charges, and surcharges. The frequency of pick-up and limit as to the number of containers and/or the weight to which the resident can use to dispose of items to be collect should be identified as well.
  - a) Cost for curbside collection of domestic solid waste should be proposed for weekly service. Cost should be proposed as a fixed price per single-family & two-family household per month, residential multiple-family condominium by container size, and City facility by container size.
  - b) Cost for curbside collection of recyclables should be proposed for weekly and bi-weekly service. Proposed cost for weekly and bi-weekly service should be a fixed price per single-family & two-family household per month, residential multiple-family condominium by container size, and City facility by container size.
  - c) Cost for curbside collection of yard waste should be proposed for frequency of service based on the Contractor's recommendation. Proposed cost for service should be a fixed price per household per month.
  - d) Cost for curbside collection of bulk waste should be proposed for frequency of service

based on the Contractor's recommendation. Proposed cost for service should be a fixed price per household per month.

- e) Cost for an annual collection of hazardous waste.
  - f) Standardized rate for an additional trash & recycling container.
- 2) Explanation of how the Contractor would fulfill the requirements of the contract scope, to include:
    - a) Describe the methodology used to collect domestic solid waste (e.g., equipment list, automated, semi-automated, one or two person crews, etc.).
    - b) Describe the methodology used to collect curbside recycling (e.g., equipment list, automated, semi-automated, one or two person crews, etc.).
    - c) Describe the methodology used to collect yard waste (e.g., equipment list, automated, semi-automated, one or two person crews, etc.).
    - d) Describe the methodology used to collect bulk items (e.g., equipment list, automated, semi-automated, one or two person crews, etc.), as well as the recommended frequency of bulk item collection.
    - e) Describe the methodology use to collect hazardous waste items (e.g., equipment list, automated, semi-automated, one or two person crews, etc.) and location.
    - f) Describe how customer complaints are handled.
    - g) Describe the plan that the Contractor will take to deal with emergency situations such as extreme cold temperatures, snow/ice, fire, natural disaster, or public health emergency which may require a deviation from the normal operating procedures. The emergency plan should address customer notification procedures and include emergency contact information.
  - 3) A statement of the Contractor's previous experience. Include a minimum of three references from organizations or municipal governments for which you have performed similar work to that required herein. For each reference describe the work provided, the date of the beginning of the contract, the length of the contract, and a contact person (with telephone number and e-mail).
  - 4) An explanation on how Contractor ensures high quality and prompt customer service. May include manual or training material, as well as references.
  - 5) Identification of the person responsible for drafting the bid and a contact person to whom inquiries should be directed, with an address, telephone number, and email.
  - 6) Specify on a separate sheet of paper any exceptions: terms, conditions, or specifications that the Contractor is unwilling or unable to meet.
  - 7) A list of all disposal sites to be utilized under this proposal for disposal and processing of domestic solid waste, recyclable, yard waste, bulk waste, and hazardous waste, including but not limited to sanitary landfill facilities, transfer stations, material recover facilities, and composting facilities.
  - 8) A copy of disposal site permits and licenses.

- 9) Statement that there is or is not pending litigation against the Proposing entity or its officers, principal members, shareholders, or investors, or any parent, subsidiary or affiliated entities or other interested parties other than minor personal injury suits involving claims under \$250,000? If so, explain.
- 10) If there are potential conflicts of interest, such as a relationship with a City of Douglas official or employee, or an immediate family member with the City of Douglas, the Contractor must identify and declare clearly to avoid any future conflicts with the City.
- 11) You may, if you desire, provide a 500 word narrative that would include anything you feel might assist the City of Douglas in evaluating your proposal. Attach additional sheets if necessary.
- 12) To distinguish their level of customer service, some firms will offer services like special assistance for senior citizens or those with disabilities who may have a challenge taking their refuse to the curb and returning the containers to their home. Contractors should specify if they plan to offer such a program and what, if any, special cost there may be for such a service. Similarly, when a resident moves in or out of a residential unit, extra refuse is often generated. Contractors should indicate if they offer collection of larger than usual loads in these circumstances.
- 13) Specify any medical waste services you may offer.
- 14) Provide recycling specifications for the types of material accepted (i.e. Styrofoam, colored glass, etc.) and what is not, including plastic recycling symbology.
- 15) What average percent of recyclable material is considered contaminated and does not make it to the recycling center?
- 16) If awarded, how long will it take to initiate each service?
- 17) In the rare event of termination of contract, how will you notify residents and manage final billing?

**THIS SECTION MUST BE SUBMITTED ALONG WITH RESPONSE IN ORDER FOR PACKAGE TO BE CONSIDERED COMPLETE AND ACCEPTABLE.**



## SECTION 5 RATE SCHEDULE WORKSHEET

**TO BE COMPLETED AND SUBMITTED (Per Section 3)**

| Unit                                                             | Year 1   | Year 2   | Year 3   | Optional<br>Year 4 | Optional<br>Year 5 |
|------------------------------------------------------------------|----------|----------|----------|--------------------|--------------------|
| <b>Trash</b>                                                     |          |          |          |                    |                    |
| Smaller Cart, Cost/Household/Month, Weekly Pickup                | \$18.00  | \$18.54  | \$19.10  | \$19.67            | \$20.26            |
| Standard 96 Gallon Cart, Cost/Household/Month, Weekly Pickup     | \$19.00  | \$19.57  | \$20.16  | \$20.76            | \$21.38            |
| Additional Cart, Cost/Household/Month, Weekly Pickup             | \$10.00  | \$10.30  | \$10.61  | \$10.93            | \$11.26            |
| 2 YD Dumpster, Cost/Facility/Month, Weekly Pickup                | \$69.00  | \$71.07  | \$73.20  | \$75.40            | \$77.66            |
| 2 YD Dumpster, Cost/Facility/Month, Bi-Weekly Pickup             | \$48.00  | \$49.44  | \$50.92  | \$52.45            | \$54.02            |
| 2 YD Dumpster, Cost/Facility/Month, Monthly Pickup               | N/A      | N/A      | N/A      | N/A                | N/A                |
| 2 YD Dumpster, Cost/Facility/Month, On-Call Pickup/Extra Pick-Up | \$38.00  | \$39.14  | \$40.31  | \$41.52            | \$42.77            |
| 4 YD Dumpster, Cost/Facility/Month, Weekly Pickup                | \$84.00  | \$86.52  | \$89.12  | \$91.79            | \$94.54            |
| 4 YD Dumpster, Cost/Facility/Month, Bi-Weekly Pickup             | \$56.00  | \$57.68  | \$59.41  | \$61.19            | \$63.03            |
| 4 YD Dumpster, Cost/Facility/Month, Monthly Pickup               | N/A      | N/A      | N/A      | N/A                | N/A                |
| 4 YD Dumpster, Cost/Facility/Month, On-Call Pickup/Extra Pick-Up | \$44.00  | \$45.32  | \$46.68  | \$48.08            | \$49.52            |
| 6 YD Dumpster, Cost/Facility/Month, Weekly Pickup                | \$110.00 | \$113.20 | \$116.70 | \$120.20           | \$123.81           |
| 6 YD Dumpster, Cost/Facility/Month, Bi-Weekly Pickup             | \$76.00  | \$78.28  | \$80.63  | \$83.05            | \$85.85            |
| 6 YD Dumpster, Cost/Facility/Month, Monthly Pickup               | N/A      | N/A      | N/A      | N/A                | N/A                |
| 6 YD Dumpster, Cost/Facility/Month, On-Call Pickup/Extra Pick-Up | \$61.00  | \$62.83  | \$64.71  | \$66.66            | \$68.66            |
| 8 YD Dumpster, Cost/Facility/Month, Weekly Pickup                | \$156.00 | \$160.68 | \$165.50 | \$170.47           | \$175.58           |
| 8 YD Dumpster, Cost/Facility/Month, Bi-Weekly Pickup             | \$103.00 | \$106.09 | \$109.27 | \$112.55           | \$115.93           |
| 8 YD Dumpster, Cost/Facility/Month, Monthly Pickup               | N/A      | N/A      | N/A      | N/A                | N/A                |
| 8 YD Dumpster, Cost/Facility/Month, On-Call Pickup/Extra Pick-Up | \$90.00  | \$92.70  | \$95.48  | \$98.35            | \$101.30           |
| Other (optional)                                                 |          |          |          |                    |                    |

| Unit                                                              | Year 1 | Year 2 | Year 3 | Optional Year 4 | Optional Year 5 |
|-------------------------------------------------------------------|--------|--------|--------|-----------------|-----------------|
| <b>Recycling</b>                                                  |        |        |        |                 |                 |
| Standard Cart, Cost/Household/Month, Weekly Pickup                | N/A    | N/A    | N/A    | N/A             | N/A             |
| Standard Cart, Cost/Household/Month, Bi-Weekly Pickup             | \$7.25 | \$7.47 | \$7.69 | \$7.92          | \$8.16          |
| Additional Cart, Cost/Household/Month, Weekly Pickup              | N/A    | N/A    | N/A    | N/A             | N/A             |
| Additional Cart, Cost/Household/Month, Bi-Weekly Pickup           | \$5.00 | \$5.15 | \$5.30 | \$5.46          | \$5.63          |
| 2 YD Container Cost/Facility/Month, Weekly Pickup                 | N/A    | N/A    | N/A    | N/A             | N/A             |
| 2 YD Container, Cost/Facility/Month, Bi-Weekly Pickup             | N/A    | N/A    | N/A    | N/A             | N/A             |
| 2 YD Container, Cost/Facility/Month, Monthly Pickup               | N/A    | N/A    | N/A    | N/A             | N/A             |
| 2 YD Container, Cost/Facility/Month, On-Call Pickup/Extra Pick-Up | N/A    | N/A    | N/A    | N/A             | N/A             |
| 4 YD Container, Cost/Facility/Month, Weekly Pickup                | N/A    | N/A    | N/A    | N/A             | N/A             |
| 4 YD Container, Cost/Facility/Month, Bi-Weekly Pickup             | N/A    | N/A    | N/A    | N/A             | N/A             |
| 4 YD Container, Cost/Facility/Month, Monthly Pickup               | N/A    | N/A    | N/A    | N/A             | N/A             |
| 4 YD Container, Cost/Facility/Month, On-Call Pickup/Extra Pick-Up | N/A    | N/A    | N/A    | N/A             | N/A             |
| 6 YD Container, Cost/Facility/Month, Weekly Pickup                | N/A    | N/A    | N/A    | N/A             | N/A             |
| 6 YD Dumpster, Cost/Facility/Month, Bi-Weekly Pickup              | N/A    | N/A    | N/A    | N/A             | N/A             |
| 6 YD Container, Cost/Facility/Month, Monthly Pickup               | N/A    | N/A    | N/A    | N/A             | N/A             |
| 6 YD Container, Cost/Facility/Month, On-Call Pickup/Extra Pick-Up | N/A    | N/A    | N/A    | N/A             | N/A             |
| 8 YD Container, Cost/Facility/Month, Weekly Pickup                | N/A    | N/A    | N/A    | N/A             | N/A             |
| 8 YD Container, Cost/Facility/Month, Bi-Weekly Pickup             | N/A    | N/A    | N/A    | N/A             | N/A             |
| 8 YD Container, Cost/Facility/Month, Monthly Pickup               | N/A    | N/A    | N/A    | N/A             | N/A             |
| 8 YD Container, Cost/Facility/Month, On-Call Pickup/Extra Pick-Up | N/A    | N/A    | N/A    | N/A             | N/A             |
| Other (optional)                                                  |        |        |        |                 |                 |

| Unit                                                                           | Year 1                                    | Year 2  | Year 3  | Optional Year 4 | Optional Year 5 |
|--------------------------------------------------------------------------------|-------------------------------------------|---------|---------|-----------------|-----------------|
| Yard Waste                                                                     |                                           |         |         |                 |                 |
| Cost/Household/Month, Proposed Frequency<br>96gal Cart 1xWeek April - November | \$18.00                                   | \$18.54 | \$19.10 | \$19.67         | \$20.26         |
| Other (optional)                                                               |                                           |         |         |                 |                 |
| Bulk Items                                                                     |                                           |         |         |                 |                 |
| Cost/Household/Month, Proposed Frequency                                       |                                           |         |         |                 |                 |
| Other (optional)                                                               | \$30.00 per Bulk Item, Billed to resident |         |         |                 |                 |
| Hazardous Waste                                                                |                                           |         |         |                 |                 |
| Cost/Household/Year, Proposed Frequency                                        | N/A                                       | N/A     | N/A     | N/A             | N/A             |
| Other (optional)                                                               |                                           |         |         |                 |                 |

**THIS SECTION MUST BE SUBMITTED ALONG WITH RESPONSE IN ORDER FOR PACKAGE TO BE CONSIDERED COMPLETE AND ACCEPTABLE.**



## SECTION 6 ATTACHMENT A – PROPOSAL FORM

### **TO BE COMPLETED AND SUBMITTED (Per Section 3)**

Having carefully examined the specifications and any other applicable information, the Contractor proposes to furnish all items necessary for, and reasonably incidental to the proper completion of this bid. This proposal is true and accurate to the best knowledge of the Contractor. It is understood that a proposal may be rejected by the City if the information it contains is found to be false or inaccurate. The Contractor certifies that as of the date of this bid, the Contractor is not in arrears to the City of Douglas for debt or contract.

The Contractor submits this bid and agrees to meet or exceed all of the City's requirements and specifications unless otherwise indicated in writing and attached hereto.

The Contractor understands and agrees, if selected, to enter into a contract with the City and to provide proof of any required insurance and bonds. The Contractor shall comply with all applicable federal, state, local and ordinances, codes, laws, rules, and regulations and obtain any required permits for this work.

The Contractor understands that it is the intent of the City of Douglas to enter into a contract with the Contractor whose proposal is the most conforming of this solicitation and will be most advantageous to the City of Douglas, provided it has been submitted in completion and accordance with the proposal requirements. If a proposal is selected, it will be the most advantageous regarding customer service, the rate structure, the Contractor's experience and qualifications, and capabilities to provide the specified services, and other factors which the City of Douglas may consider. The City expressly reserves the right to accept an offer other than the lowest responsive cost to the City and reserves the right to negotiate any terms prior to award. If acceptable terms cannot be negotiated, the City will abandon the negotiations and begin negotiations with the next ranked proposal until agreeable terms are concluded. City Council has the sole authority to award contracts at their pleasure.

The Contractor agrees that the bid may not be withdrawn for a period of six (6) months from the actual date of the opening of the bid.

Submitted by:

|                                                    |                                                                                                   |
|----------------------------------------------------|---------------------------------------------------------------------------------------------------|
| <u>Arrowwaste, Inc</u><br>Contractor Business Name | <u>Russ Boersma GM</u><br>Name and Title (print)                                                  |
| <u>616-726-2972</u><br>Phone                       | <u>rboersma@arrowwaste.com</u><br>Email                                                           |
| <u>PO Box 828, Jenison, MI 49429</u><br>Address    | <br>Signature |
| <u>arrowwaste.com</u><br>Website                   |                                                                                                   |

**THIS SECTION MUST BE SUBMITTED ALONG WITH RESPONSE IN ORDER FOR  
PACKAGE TO BE CONSIDERED COMPLETE AND ACCEPTABLE.**



# RECYCLING GUIDE

Kent County Recycling & Education Center | ReimagineTrash.org

Item 8F.



KENT COUNTY  
DEPARTMENT OF  
PUBLIC WORKS

## PAPER

### CLEAN AND EMPTY

Flattened Cardboard  
Clean Pizza Boxes (No Food Residue)  
Paper Boxes & Containers  
Newspapers & Magazines  
Junk Mail & Office Paper  
Cold & Hot Paper Cups

**NO SHREDDED PAPER**



## PLASTIC

### CLEAN AND EMPTY

Plastic Bottles,  
Cups & Containers  
(LEAVE CAPS ON)

**NO PLASTIC BAGS  
NO FOAM**



## GLASS

### CLEAN AND EMPTY

Glass Bottles & Jars

**NO WINDOWS OR CERAMICS**



## METAL

### CLEAN AND EMPTY

Steel & Aluminum Bottles & Cans,  
Aluminum Foil

**NO PROPANE TANKS  
NO SCRAP METAL**



## CARTONS

### CLEAN AND EMPTY

Milk, Juice, & Soup Cartons  
(LEAVE CAPS ON)



SEPARATE  
OUT  
RECYCLING  
TRASH

## KEEP OUT OF RECYCLING CONTAINERS



Anything  
stringy,  
like cords,  
cables, hoses,  
clothing



Anything  
in bags.  
Leave  
recyclables  
loose.



Hazardous  
materials like  
batteries,  
medical waste,  
or propane tank

# DO YOU RECYCLE?

Item 8F.

## Economic Benefits

- Recycling creates American jobs in the recycling industry
- Recycling supplies American manufacturers with raw materials
- Recycling keeps valuable materials out of landfills

## Environmental Benefits

- Recycling conserves natural resources and energy
- Recycling is an investment in our community's environmental health
- Recycling prevents pollution and other environmental impacts from raw materials extraction

**BUT  
WHERE  
DOES IT  
ALL GO?**



## TO START RECYCLING

[www.reimaginetrash.org/recycle](http://www.reimaginetrash.org/recycle)



# CITY OF DOUGLAS REQUEST FOR PROPOSAL

## REFUSE COLLECTION AND DISPOSAL SERVICES

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### **Key Dates:**

|                                |                                                                                                                       |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Invitation to Bid:             | September 9, 2022                                                                                                     |
| RFP Advertised:                | September 15, 2022                                                                                                    |
| Last Date for Questions:       | September 29, 2022 @ 12:00 PM                                                                                         |
| Please submit questions to:    | Jenny Pearson, Executive Assistant<br><a href="mailto:douglas@douglasmi.gov">douglas@douglasmi.gov</a> / 269-857-1438 |
| Proposals must be received by: | October 6, 2022 @ 2:00 PM                                                                                             |
| Proposals Opened Publicly:     | October 6, 2022 @ 2:00 PM                                                                                             |
| City Council Tentative Award:  | October 17, 2022 @ 7:00 PM                                                                                            |



## SECTION 1 INTRODUCTION

### **Introduction:**

The City of Douglas is soliciting a Request For Proposal (RFP) for a qualified vendor (Contractor) to respond to provide services related to the collection, hauling, and disposal of domestic solid waste, recyclable materials, yard waste, bulk waste, and hazardous waste.

### **Background:**

The City of Douglas is home to approximately 1300± residents, with forty-nine percent being primary residents and fifty-one percent being non-residents (vacation homes or rentals). The City is located between Saugatuck to the north and Fennville to the south in west Allegan County, Michigan. It is approximately 2.5± sq miles and has approximately 16.0 miles of roads.

Douglas is situated on Michigan's "Art Coast" and is home to a quaint downtown with a variety of retail shops, art galleries, and fine dining restaurants that attract visitors from major metropolitan areas. Being located less than three hours from Detroit and Chicago, Douglas' summer population more than doubles as seasonal residents return to family cottages to enjoy mild summers on the lake and an abundance of outdoor recreation activities such as swimming, boating, hiking, bicycling, forest trails, beaches, and sand dunes.

The City currently provides a weekly curbside collection of domestic solid waste and a four (4) week cycle for recycling. The City also offers yard waste services and an annual bulk clean up week provided and funded by the City with hazardous waste being offered and funded from the Tri-Community Recycling Ad-Hoc Committee.

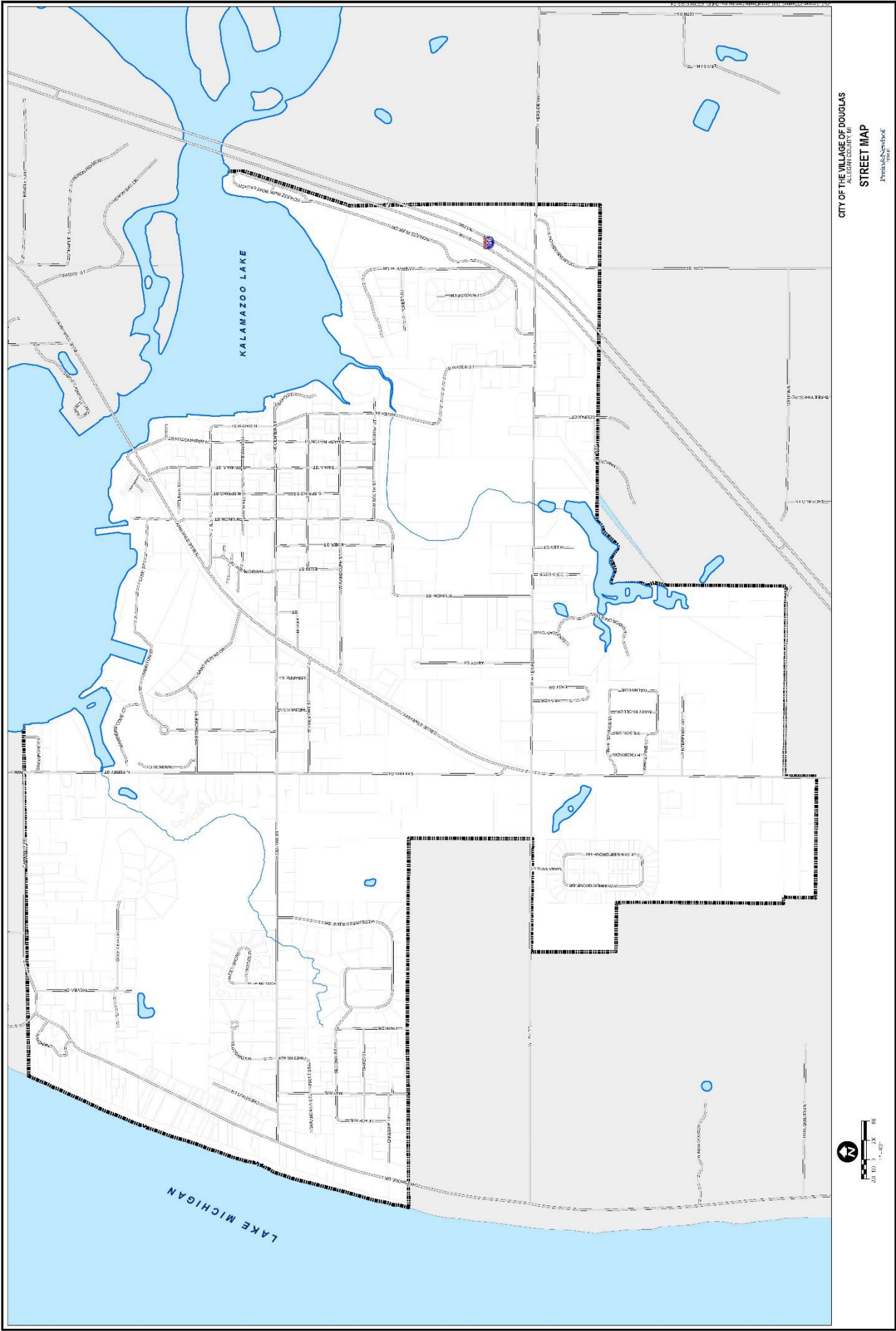
It is the intent of the City Council that Ordinance 54, Garbage and Refuse, be liberally construed for the purpose of providing sanitary and satisfactory methods of preparation, collection, and disposal of domestic solid waste and materials, as well as the maintenance of public and private property in a clean, orderly, and sanitary conditions, for the health, safety, and welfare of the City, and to provide for a reasonable system of user fees.

### **Notice to Contractor:**

The City officially distributes RFP documents through the Executive Assistant. Copies of proposal documents obtained from any other source are not considered official copies. The City cannot guarantee the accuracy of any information not obtained from the official source and is not responsible for any errors contained by any information received from alternate sources. Only those Contractors who obtain proposal documents from the Executive Assistant are guaranteed access to receive addendum information if such information is issued. If you obtained this document from a different source, it is recommended you contact the Executive Assistant at [douglas@douglasmi.gov](mailto:douglas@douglasmi.gov) and obtain an official copy.

**Service Area:**

The City of Douglas street map and zoning map included in this RFP outline the boundaries of the City. The map shall govern as the service area of this contract. Any changes to the service area shall be communicated to the awarded Contractor by the City.



[click here for online street map](#)












The City of the Village of

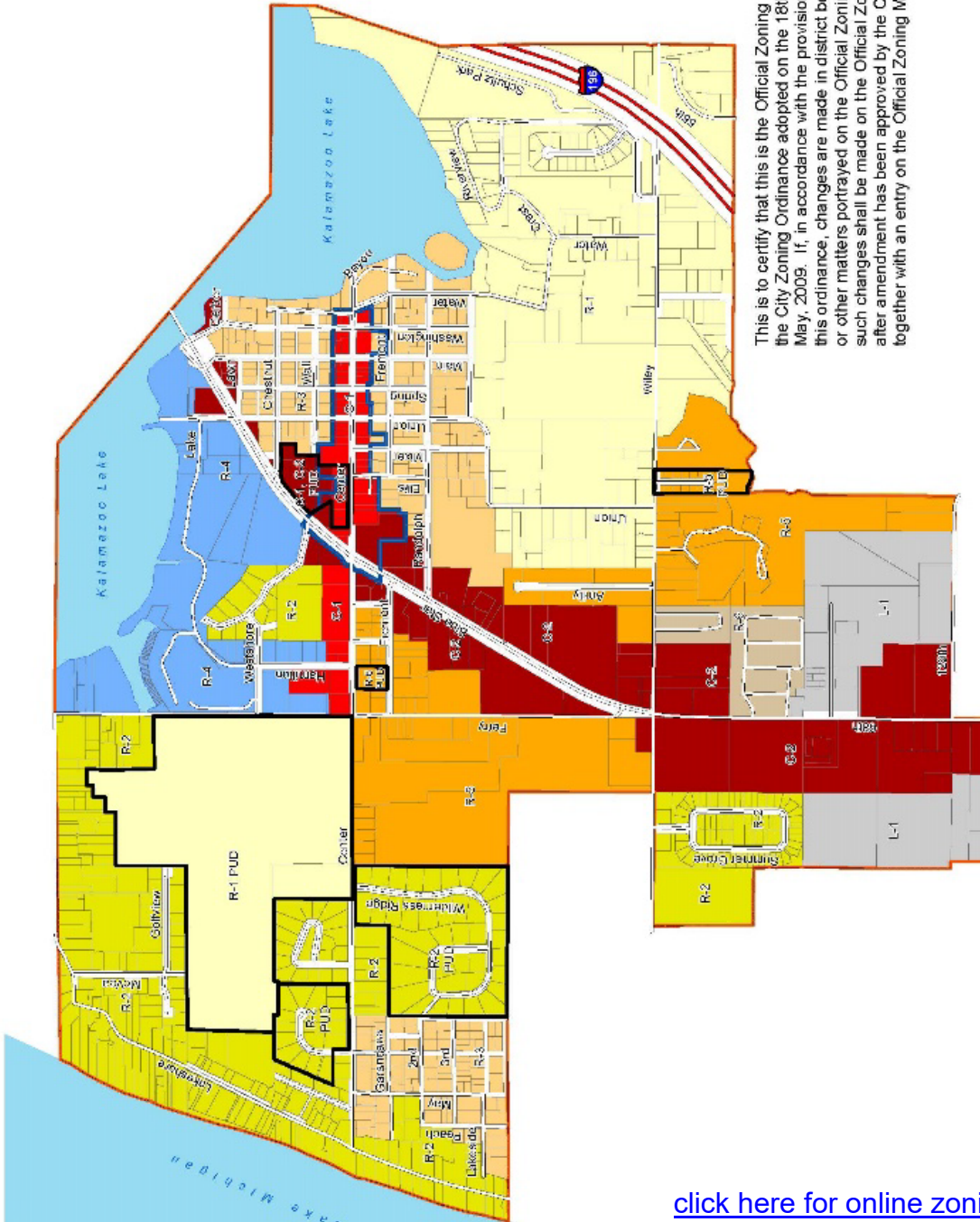
# DOUGLAS

Allegan County, Michigan

## Zoning Map

Effective Date:  
July 16, 2014

-  PUD Overlay
-  CDA Boundary
-  R-1, Residential District
-  R-2, Residential District
-  R-3, Neighborhood Conservation District
-  R-4, Harbor Residential District
-  R-5, Multiple Family District
-  R-6, Mobile Home Park District
-  C-1, Village Commercial District
-  C-2, General Commercial District
-  L-1, Light Industrial District



This is to certify that this is the Official Zoning Map of the City Zoning Ordinance adopted on the 18th day of May, 2009. If, in accordance with the provisions of this ordinance, changes are made in district boundaries or other matters portrayed on the Official Zoning Map, such changes shall be made on the Official Zoning Map after amendment has been approved by the City Council together with an entry on the Official Zoning Map.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



**Williams & Works**

The State of Michigan



Item 8F.

[click here for online zoning map](#)



## SECTION 2 SPECIFICATIONS

The City of Douglas is issuing this Request for Proposal (RFP) for a three (3) year contract with two (2) optional one (1) year extensions available for a qualified vendor for the purpose of providing sanitary and satisfactory methods of collection, hauling, and disposal per City ordinance Chapter 54: Garbage and Refuse of:

Domestic Solid Waste - The waste materials resulting from the usual routine of housekeeping, including garbage and rubbish, and excluding hazardous waste, construction and demolition debris, industrial solid waste and medical waste.

Recyclable Materials – Materials separated from domestic solid waste for the express purpose of preparation for and delivery to a secondary market or other use. For purposes of this proposal, recyclable materials shall, at a minimum, include plastic bottles, polystyrene, newsprint, container glass, tin/steel cans, aluminum, aerosol cans, corrugated cardboard boxes, magazines, and junk mail. Additional recyclable materials may be collected, provided they are properly collected, transported, and recycled in accordance with all applicable laws and regulations.

Yard Waste – Grass clippings, brush trimmings and branches under six inches. Yard waste does not include leaves.

Bulk Refuse – Appliances, furniture, and other bulky refuse items, excluding construction and demolition debris, which cannot readily be placed in an approved container.

Hazardous Waste – Hazardous waste as defined in Part 111 of the Michigan Natural Resources and Environmental Protection Act, as amended, M.C.L.A. §§ 324.11101 *et seq.*, and the regulations promulgated thereunder.

The City's intent and the requirements of this RFP are to provide its residents with the highest quality of service at the best price.

Contractors are required to submit written proposals that present the requirements listed in Section 4 Requirements. The response to the proposal should be prepared simply and economically and should provide all the information it considers pertinent to communicate the Contractors' qualifications for the requirements listed herein. Emphasis should be placed on completeness and clarity of content.

This proposal will be opened according to the key dates listed on the cover page. Proposal documents received after submission dates and time will not be accepted. Incomplete proposals will not be accepted. The City in its sole discretion will determine if a proposal is complete. Proposals will be opened publicly per the date listed and read aloud at Douglas City Hall.

You may either hand deliver your sealed proposal or mail it to:

Request for Proposal for Refuse Collection and Disposal Services  
 City of Douglas c/o Jenny Pearson  
 86 W. Center St., PO Box 757  
 Douglas, MI 49406

**Investigation by Contractor:**

The information presented in this RFP are for informational purposes only. It shall be the responsibility of the Contractor to thoroughly read and understand the ordinance, information, instructions, and specifications herein. Contractors are expected to fully inform themselves as to the conditions and requirements of the services they are proposing to provide, this includes an examination of the service area, including, but not limited to, types of housing, roads, traffic patterns, population density, and collection procedures required. Failure to do so is at the Contractors own risk. No plea of error or plea of ignorance by the Contractor of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Contractor to make the necessary examinations and investigations will be accepted as a basis for varying the requirements of the City. The City will assume that submission of a proposal means that the Contractor has familiarized itself with the ordinance, conditions, and requirements and intends to comply with them unless specifically noted otherwise.

**Proposal Selection & Award Process:**

It is the intent of the City of Douglas to enter into a contract with the Contractor whose proposal is the most conforming of this solicitation and will be most advantageous to the City of Douglas, provided it has been submitted in completion and accordance with the proposal requirements. If a proposal is selected, it will be the most advantageous regarding customer service, the rate structure, the Contractor's experience and qualifications, and capabilities to provide the specified services, and other factors which the City of Douglas may consider. The City expressly reserves the right to accept an offer other than the lowest responsive cost to the City and reserves the right to negotiate any terms prior to award. If acceptable terms cannot be negotiated, the City will abandon the negotiations and begin negotiations with the next ranked proposal until agreeable terms are concluded. City Council has the sole authority to award contracts at their pleasure.

**Intergovernmental Agreement:**

The City may by resolution enter into an intergovernmental agreement with one or more units of local government for the purpose of designating a collector and giving it the right, power, and authority to collect domestic solid waste, recyclable materials, bulk refuse, and yard waste as described herein within the City.

The objective of an intergovernmental agreement would be designed to accomplish the following:

- A. promote the continuity of services between local units of government, and
- B. improve the safety of residents and lessening the impact on public and private roadways by reducing the impact of multiple heavy collection vehicles, and
- C. bring about increased efficiencies and coordination, enhance supplemental programs, and increase recycling and diversion from landfill dependence.

An intergovernmental agreement will standardize:

- A. The term of contract.
- B. The services to be offered.
- C. The renewal term for participating units of government thereby creating operational efficiencies for the Contractor resulting in a reduction in service fees to the resident. The amount of the deduction shall be negotiated between the Contractor and participating units of government and specified in the intergovernmental agreement.

In the event the City enters into an intergovernmental agreement to provide for coordination and regulation of services, the participating local units of government and the Contractor shall apply an incentive in the form of a line-item discount on the invoices to the residents and negotiate all other terms and conditions specific to their community in accordance with their own ordinance.

**Applicable Laws and Regulations:**

The selected Contractor must comply with and obtain all applicable federal, state, and local laws, regulations, licenses, and permits.

**Responsibilities of the Contractor:**

Upon entering into a contract, the Contractor shall:

- A. Be responsible for all performance items per the contract, and shall provide and furnish all the labor, materials, necessary tools, expendable equipment and supplies, vehicles, transportation services, permits, and landfill space required to perform and complete the collection and disposal processes to all single-family, two-family dwelling units, residential multi-family condominium units, and all City facilities (City Hall, Police Department, and Department of Public Works).
- B. Perform all collection and disposal services rendered hereunder in a neat, orderly, and efficient manner; to use care and diligence in the performance of this contract; to provide neat, orderly, and courteous personnel on its collection crews; and to provide courteous and knowledgeable personnel in its customer service function.
- C. Provide all containers for residents, whether for domestic solid waste, recyclables, or yard waste, required under this contract. The Contractor shall provide a container of metal, fiberglass, plastic, or other substantial construction approved by the City. A standard container shall have handles and tight fitting covers and shall not exceed 96 gallons each in capacity, however, a smaller container shall be available as an option. Contractor must exercise due care in preventing damage to containers and shall return containers in an upright position with the lids replaced. In the event the Contractor damages a container, it will be replaced at Contractor's expense within one week. Residents will be responsible for cleanliness, care, and storage of containers in between pick-up services.
- D. The Contractor shall provide one container per dwelling unit per collection type. Additional containers that may be requested by residents shall be at the expense of the resident and the Contractor shall bill the resident directly for additional containers. Additional containers shall be billed at a consistent/uniform cost to all residents.

- E. Provide pick-up at the front curb of the residence or residential unit to be served, or in the designated “garbage area” located on the premises provided that such designation meets prior approval of the owner, association, Contractor, and the City. Contractor shall also offer residents the option of a doorstep pick up service for an additional fee to be agreed upon by Contractor and City and added to resident’s bill.
- F. Dispose of all domestic solid waste in an approved and permitted disposal site that is licensed by the State of Michigan Department of Natural Resources and Environment (DNRE) or the Michigan Department of Environment, Great Lakes, and Energy (EGLE). The Contractor will specify the name of disposal sites proposed to be used in the bid submission and provide copies of the applicable permits & licenses. City representatives may inspect identified disposal sites at any time to determine compliance with sanitation requirements. Domestic solid waste shall be separated and contained in an approved container.
- G. Provide weekly pick-up at all residential condominiums in multiple-family structures in the City, unless otherwise agreed upon by the City. The Contractor will supply, empty, and maintain an adequate number of fully enclosed metal refuse containers for the storage of refuse at multi-family condominium unit buildings. The Contractor agrees to provide additional pick-ups per week upon request of the property owner. The Contractor agrees that they will bill the property owner directly for this additional service. A single container may service all units in a multiple family condominium, or additional containers shall be provide as needed. The size and number of containers at multiple family condominiums shall be at the discretion of the City.
- H. Provide weekly or bi-weekly curbside pick-up of recyclable materials to all locations receiving domestic solid waste pick-up, unless requested otherwise. The Contractor should specify whether materials need to be separated or whether they may be all co-mingled via single stream. The Contractor shall not landfill uncontaminated recyclable materials. Ownership of recyclable materials is vested in the Contractor when the items are placed in the collection vehicle. The Contractor shall be responsible for handling, processing, and marketing the recyclable material to the aftermarket and is entitled to all proceeds from the sale of recyclable materials. The Contractor shall pick-up recyclable materials on the same day as domestic solid waste pick-up. Vehicles used to collect recyclable materials will be separate from vehicles used for domestic solid waste pick-up or will be designed specifically to keep waste and recyclables separated in different compartments. All recyclable material shall be separated and contained in a recycling container furnished by the Contractor. The City’s goal is a 60 percent or higher recycle rate.
- I. Provide a proposal for services for the collection of yard waste material as an option to be considered by the City. The Contractor will propose the most appropriate frequency for yard waste collection. Residents must place yard waste in approved biodegradable yard waste bags or bins on the curb for pick-up. Yard waste bags must not be plastic. Brush and branch clippings may be bundled up and tied into 4-foot lengths no larger than 2-feet in diameter. The bundle may then be placed on the curb. As an option, the Contractor may provide yard waste bins. The Contractor shall place all collected yard waste in a compost facility licensed by the Michigan Department of Natural Resources and Environment (DNRE) or the Michigan Department of Environment, Great Lakes, and Energy (EGLE). The Contractor will specify

the name of compost facilities proposed to be used in the bid submission and provide copies of the applicable permits & licenses. City representatives may inspect identified compost facilities at any time. Service shall be provided from the first collection date in April through the last collection date in November each year during the term of service. Yard waste shall be separated as required by the City and contained in an approved container.

- J. Provide a proposal for services for the collection of bulk refuse. The Contractor will propose the most appropriate frequency for bulk item collection. The Contractor shall dispose of bulk items in an approved and permitted disposal site that is licensed by the State of Michigan Department of Natural Resources and Environment (DNRE). The Contractor will specify the name of disposal sites proposed to be used in the bid submission and provide copies of the applicable permits & licenses. City representatives may inspect identified disposal sites at any time to determine compliance with sanitation requirements. All bulk refuse shall be separated and must be removed using an approved method. Approved methods of removal shall be limited to arrangements with the Contractor or private arrangements to transfer the bulk refuse to an appropriate disposal site or facility.
- K. Provide a proposal for services for an annual hazardous waste pick up. The Contractor shall dispose of hazardous items in an approved and permitted disposal site that is licensed by the State of Michigan Department of Natural Resources and Environment (DNRE). The Contractor will specify the name of disposal sites proposed to be used in the bid submission and provide copies of the applicable permits & licenses. City representatives may inspect identified disposal sites at any time to determine compliance with sanitation requirements. All hazardous waste shall be separated and collected by collectors privately contracted for by the person who produced the waste and shall otherwise comply with the provisions of this chapter.
- L. Contractor shall conduct two (2) inbound material sampling audits per year at the recycling material recovery facility, reporting back to the City contamination rates for the recyclable materials collected from City routes and a list identifying principal causes for contamination. Annually, the Contractor shall provide the City with data including but not limited to, total tonnage of waste material collected, total tonnage of recyclable material collected, total tonnage of recyclable material diverted to a land fill, and resident participation rate in the City's recycling program. Upon request, Contractor shall make available to the City any additional data and/or statistics Contractor has on record relative to the City's provided services.
- M. Contractor shall permit the City to contract independently for composting services and/or develop proprietary programs for residential composting.
- N. May provide contractual services to residents for all types of refuse materials not directly covered by this contract, to be billed by the Contractor to the resident, including large quantities of earth, sod, rocks, concrete, rubble and refuse from the remodeling, construction, and demolition of buildings, excavations, and other materials, except for poisonous and toxic materials and large quantities of liquid requiring tank truck disposal equipment. The Contractor agrees to keep available for this service tractor loaders, trailers, and other equipment as may be necessary for the providing of this service to the residents

of the City. On request, the Contractor will furnish estimates to residents for the cost of removal of any materials on this private removal service.

- O. Tag any materials left at the curb indicating why they were not taken, along with a phone number to call the local office for customer questions.
- P. Use due care to prevent materials from being spilled or scattered during the transportation process. If materials of any kind are spilled during transportation, the Contractor shall promptly clean-up spilled materials.
- Q. Schedule their collection activities so that they occur within the hours of 7:00 am and 7:00 pm local time, Monday through Saturday. All collection schedules shall be filed within the City Clerk's office. Exceptions to collection hours shall only be made upon the mutual agreement of the City and the Contractor, or when the Contractor reasonably determines that an exception is necessary in order to complete collection on an existing collection route due to holiday catch-up or unusual circumstances.
- R. The Contractor shall submit a map designating the collection routes with days of pick-up to the City for its approval. The Contractor may from time-to-time submit changes in routes or days of collection to the City for approval. Upon City approval of the proposed changes, Contractor shall promptly give written or published notice to the affected residents. The City may be divided into different days of collection, if necessary, but on the given day for collection, all waste types should be collected at a given address. However, it is preferred that all residential collection be done on the same day of the week.
- S. Be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work of this contract.
- T. Not enter private driveways and take all necessary precautions for the protection of public or private property. Contractor shall be responsible for damages on public or private property, including but not limited to, careless operation of vehicles or careless handling of any receptacle. All property which suffers damage caused by the Contractor, including, but not limited to sod, mailboxes, domestic solid waste or recycling containers, shall be repaired or replaced as soon as possible to equivalent quality at the time of damage at no extra charge to the property owner or the City.
- U. Continuously maintain required insurance coverage and shall assume full responsibility for the Contractor's work from loss or damage and shall protect all public and private property from injury or loss arising in connection with the Contractor's work. The Contractor shall indemnify and save the City harmless from all such damages or injuries occurring because of the Contractor's work.
- V. Prohibit any drinking of alcoholic beverages or use of a controlled substance, except by a doctor's prescription, by its drivers and crew members while on duty or in the course of performing their duties under this contract. In the event that any of the Contractors employees are deemed by the City to be unfit or unsuitable to perform the services under this contract as a result of intoxication, drug use, or by virtue of abusive or obnoxious behavior, then, upon formal written request of the City, the Contractor shall remove such

employee from work within the City and furnish a suitable and competent replacement employee.

- W. Be dressed in a neat and professional like manner and shall carry official company identification and to present it upon request.
- X. Require all vehicle drivers to carry a valid Michigan State driver's license for the class of vehicle operated. Vehicle operators shall obey all traffic regulations, including weight and speed limits.
- Y. Provide a safety plan for emergencies and/or accidents.
- Z. Obtain a business license with the City as provided for in Ordinance Chapter 110 Business Licensing before engaging in the business of collecting, transporting, delivering, or disposing of solid waste bulk refuse, commercial or construction debris, garbage, hazardous, or industrial solid waste in the City.

#### **Holidays:**

No collection will be allowed on the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day. Pick-up normally scheduled on the observance day of the holiday will be pushed forward to the next regular workday, which may include Saturday if needed.

#### **Fees:**

Charges for the collection and disposal of domestic solid waste and materials shall be billed by the designated collector directly to the residential unit or participating unit owner or occupant at a rate outlined in the collector's contract with the City.

#### **Transportation of Waste Materials:**

- A. **Mode of Transportation:** The transportation of all garbage, offal or rubbish or other waste materials through the streets, alleys or thoroughfares of the City shall be conducted in a manner with does not create nuisance. It shall be unlawful for any person to transport, cart, carry or convey through or over any of the streets, alleys or public places of the City any unwanted garbage, refuse, or food containers without the approval of the City. It shall be unlawful for any person to transport or otherwise convey through or over any of the street or public places of the City any rubbish or other waste material, except under written regulations or with a written consent of the City, except rubbish or waste material accumulation on property owned or controlled by them, and then only by approved methods of conveyance. The Contractor shall at all times provide an adequate number of vehicles to perform the services to be outlined in the terms of this contract. The vehicles shall be licensed in the State of Michigan and shall operate in compliance with all applicable State, Federal, and Municipal regulations. All vehicles shall be manufactured and maintained to conform to State of Michigan Department of Transportation standards.
- B. **Conveyance Vehicles:** Vehicles conveying waste must be of such construction and operated in such a manner that the contents shall not spill upon the right-of-way of public property. Such vehicles shall be watertight and covered. All such vehicles shall comply with U.S. Environmental Protection Agency noise and fuel emission control regulations. Contractor shall use automated trucks with an automated container lifting system.

- C. **Vehicle Identification:** Contractor's name and local telephone number will be plainly visible on both cab doors.
- D. **Cleaning and Maintenance:** Contractor shall maintain all vehicles in a safe, neat, clean, and operable condition at all times. Vehicles used for overnight storage of waste shall comply with City requirements and prevent leakage as well as provide security from vector pests. Vehicles shall be thoroughly washed on a regular basis. City representatives may inspect vehicles at any time to determine compliance with sanitation requirements.

**Personnel:**

- A. **Qualifications:** The Contractor shall furnish qualified drivers and other personnel to provide services in a safe and efficient manner. All drivers shall be trained and qualified in the operation of waste collection vehicles and must have in effect a valid Commercial Driver's License of the appropriate class.
- B. **Courtesy and Appearance:** All employees of the Contractor shall be uniformed, showing their association with the Contractor while operating in the field. Each employee shall be neat and clean as circumstances permit. Shirts will be worn at all times. Contractor shall prohibit employees from using loud or profane language. Employees will be instructed to work as quietly as possible. Employees shall not at any time make solicitations to residents.

**Seasonality:**

The City reserves the right to seasonally reduce service-levels (i.e. from once a week pick-up to every other week, etc.) and costs for seasonal residents and facilities (i.e. marinas, second home owners, multi-family condominiums that are at significantly reduced capacity in the winter, etc.) at their request.

**Collection of Complaints:**

All complaints shall be made directly to the Contractor and shall be given prompt and courteous attention. In the case of alleged missed scheduled collections, the Contractor shall investigate and, if such allegations are verified, shall arrange for the collection of the domestic solid waste, recyclable, yard waste, and bulk items not collected within 24 hours after the complaint is received. The Contractor must provide a local or toll-free number at which it can be contacted, and will designate, by name, the person who will serve as contact or liaison to the City. Contractor should provide complaint/resolution list to the City on a quarterly basis.

**Non-Performance / Default:**

Contractor shall be contacted if issues and complaints arise regarding the Contractor's overall services to the City. Specifics will be brought to the Contractor's attention for immediate resolution to the full satisfaction of the City. If satisfactory resolution by the Contractor is not made, it may be grounds for immediate termination of the contract and no proration of payments.

If the Contractor fails to provide service or response to the complaint/issue for fourteen (14) calendar days, and if such lack of observance is caused by the fault or negligence of the Contractor, and if such lack of observance is not due to extreme weather conditions or other

acts of God, strikes, civil disorders, or any other circumstances beyond the control of the Contractor that prevent the timely accomplishment of its obligations, then the City shall reserve the right to determine if there has not been sufficient cause to justify such lack of observance.

If in the City's judgement sufficient cause has not been demonstrated, then the City shall serve notice either personally or by affixing such notice to the premises of the servicing location of the Contractor stating that this contract shall be deemed in default if the Contractor does not take action to reestablish the schedule within fourteen (14) calendar days of said notice. If after the fourteen (14) calendar day period, the Contractor has not made the necessary corrections, the City shall take such steps as are necessary to furnish services according to the collection requirements provided for in this contract. The Contractor shall be liable for all costs of such steps from the date of notice of default. The City further reserves the right to terminate this contract for such non-performance.

If the Contractor fails to provide or maintain in full force and effect the insurance coverage required at any time during the term of this contract, this shall be deemed default, and the City shall serve notice of such default as stated above. If the Contractor has not corrected the default within the period of time allowed, as stated in the notice, the City shall reserve the right to terminate this contract.

Violation of the contract or of any federal or state law or City Ordinance may result in a cancellation of the contract without any proration of payments.

### **Transition Period**

The Contractor must be able to begin service by November 20, 2022, or as agreed upon in the awarded contract.

### **Public Education and Community Outreach**

The Contractor may develop Public Education and Community Outreach Programs in partnership with the City and other appropriate parties. The public education program may include information on recycling and waste reduction, in support of City, County, and State waste reduction programs and goals. To ensure message consistency, all materials must be pre-approved by the City.

The Contractor shall send a color brochure, or provide a website link, to all residents within 30-days of being awarded the contract introducing their company, highlighting the start date, and describing services including graphics (specifically noting any changes). This brochure needs to be pre-approved by the City, and preparation and distribution is at the Contractor's expense/cost.

The Contractor may distribute a newsletter to all residents at least two (2) times a year, in the summer and in the winter. These newsletters need to be pre-approved by the City, and preparation and distribution are at the Contractor's expense/cost.

### **Reporting**

The Contractor shall be responsible for maintaining and submitting weekly, monthly, and annual reports as requested by the City. Reports will include trash volumes and reporting of recyclables

tonnage. Contractor should provide complaint/resolution list to the City on a quarterly basis.

**Commercial or Industrial Refuse**

The Contractor shall not be required under the terms of this contract to collect refuse from any commercial or industrial establishment. The Contractor may, at their option, contract with firms, individuals, or agencies for collection service outside the scope of this contract, subject to any regulation governing refuse disposal contractors generally, and providing such operation shall not interfere with the satisfactory carrying out of this work under this contract.



## SECTION 3 INSTRUCTIONS / TERMS / CONDITIONS

All proposals must be delivered in a sealed envelope. Proposals should be clearly labeled on the outside of the envelope:

**Request for Proposal for Refuse Collection and Disposal Services**  
**Contractors Name**  
**Address**  
**Date**

Proposals should be mailed or delivered in person to:

City of Douglas  
 c/o Jenny Pearson, Executive Assistant  
 86 W. Center St., PO Box 757  
 Douglas, MI 49406

Proposals must be received in accordance with key dates.

### **General Instructions for Proposal:**

- A. Proposal Content – A completed Proposal must contain the following:
  1. **Requirements – Section 4**
  2. **Rate Structure Worksheet – Section 5**
  3. **Proposal Form – the Proposal form must be completed and signed by an individual authorized to propose the services – Section 6**

Proposals submitted without all required documents of each section may be deemed non-responsive.
- B. Submittals – Provide one (1) original paper and four (4) additional paper copies of the completed proposal to the City of Douglas.
- C. Proposal Period – After the proposal has been submitted to the City of Douglas, it may not be withdrawn for a period of six (6) months from the actual date of the opening of the bid. Proposals will be opened and read publicly in accordance with the key dates.
- D. Proposal Award – It is the intent of the City of Douglas to enter into a contract with the Contractor whose proposal is the most conforming of this solicitation and will be most advantageous to the City of Douglas, provided it has been submitted in completion and accordance with the proposal requirements. If a proposal is selected, it will be the most advantageous regarding customer service, the rate structure, the Contractor's

experience and qualifications, and capabilities to provide the specified services, and other factors which the City of Douglas may consider. The City expressly reserves the right to accept an offer other than the lowest responsive cost to the City and reserves the right to negotiate any terms prior to award. If acceptable terms cannot be negotiated, the City will abandon the negotiations and begin negotiations with the next ranked proposal until agreeable terms are concluded. City Council has the sole authority to award contracts at their pleasure.

Personal interviews may be required to assist in evaluating each Contractors proposal and qualifications. If such interviews are required, Contractor will be contacted to make arrangements.

All qualified proposals that are determined to be in the public interest for uses in accordance with the Refuse Collection & Disposal Services RFP will be presented to the Evaluation Team for consideration and for recommendation to the City Council for award in accordance with key dates outlined in this RFP. Evaluators will use the RFP Evaluation Form in Section 9.

The City reserves the right to accept, reject, or negotiate any or all proposals and to waive irregularities therein. The City of Douglas reserves the right to negotiate any terms and conditions prior to entering into a contract with the Contractor. The City of Douglas further reserves the right to rescind the RFP and decline to enter into a contract at any time prior to a contract being fully executed.

- E. Term and Renewal –It is intended that the term of the contact shall be for three (3) years with two (2) optional one (1) year extensions unless earlier terminated. The contract may be terminated by either party within one hundred eighty (180) days by written notice based on the terms and conditions of the contract. The contract may be terminated by either party without cause with less than one hundred eighty (180) days' notice by mutual agreement or in the event of substantial failure to perform with the terms set forth in the contract as described in the contract. Any contract the city enters into with the designated collector, or renewal extension or amendment thereto, is subject to revocation at the will of the City Council. Should extensions be agreed upon, the City retains the right to modify elements of the contract, if necessary, as addendums.
- F. Basis of Payment – A price quotation sheet will be made in accordance with an agreed upon contract between the Contractor and the City.
- G. Default - No proposal will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to the City of Douglas upon debt or contract, or that is in default as surety or otherwise, or failed to perform faithfully any previous contract with the City.
- H. Costs for Proposal - All costs incurred in the preparation of this proposal are the responsibility of the Contractor and shall not be reimbursed.
- I. Acceptance of Terms and Conditions – By submitting a proposal, the Contractor agrees to be governed by the terms and conditions set forth in this RFP, as well as applicable

state and local law. Any exceptions to the specifications must be clearly identified in the last section of the Contractor's response.

- J. Rejection of Proposals – If material errors are found in a proposal, or if a proposal fails to materially conform to the requirements of the RFP, the City may reject the proposal. Data and information submitted in the proposal should be prepared in a manner designed to provide the City with a straightforward presentation of the Contractor's capability to satisfy the requirements of this RFP.
- K. Collusion - More than one proposal from the same Contractor under the same or different names will not be considered. Reasonable grounds for believing that a Contractor is submitting more than one proposal will cause the rejection of all proposals in which the Contractor is involved.
- L. Freedom of Information Act – Information submitted to the City is subject to the requirements of the Freedom of Information Act. Contractors are encouraged to not submit information that is considered confidential, trade secret, or proprietary.
- M. Local Preference – Any purchase or contract to be made with entirely City funds may be awarded to the lowest written quoted price or lowest evaluated bid price from a responsive and responsible local vendor provided that the local vendor's quote or bid is no higher than the lowest responsive and responsible non-local vendor by more than two percent (2%) or two thousand dollars (\$2,000), whichever is less. A local vendor is defined as any person, firm, partnership, corporation (including franchises or branches) licensed to conduct business within the City, physically operating within the corporate boundaries of the City, and subject to City taxes.
- N. Questions – Contractors are encouraged to visit the City to become thoroughly familiar with the location and its surrounding environment. All questions regarding this RFP shall be submitted in writing to Jenny Pearson, Executive Assistant by email at [douglas@douglasmi.gov](mailto:douglas@douglasmi.gov) in accordance with the key dates.
- O. Lobbying – Contractors are prohibited from lobbying City of Douglas employees, advisory committee members, or elected officials regarding this RFP or contract, or during the pendency of any Award protest, by the Contractor/protestor or any member of the Contractor/protestor's staff, an agent or employee of the Contractor/protestor, or any person employed by any legal entity affiliated with or representing an organization that is responding to the RFP or contract, or has a pending proposal protest is strictly prohibited until either an award is formal or any protest is formally resolved by the City. For purposes of this provision, lobbying activities shall include but not be limited to, influencing, or attempting to influence action or non-action in connection with any RFP or contract through direct or indirect oral or written communication or an attempt to obtain goodwill of person and/or entities specified in this provision. Such actions may cause any RFP or contract to be rejected or disqualified from consideration.
- P. Trade Secret - Any language contained in the Contractors proposal purporting to require confidentiality of any portion of the proposal, except to the extent that certain information is in the City's opinion a Trade Secret pursuant to Michigan law, shall be void. The City

shall be the final arbiter of whether any information contained in the Contractors proposal constitutes a Trade Secret. The City's determination of whether an exemption applies shall be final, and the Contractor agrees to defend, indemnify, and hold harmless the City, its officers, employees, volunteers, and agents, against any loss or damages incurred by any person or entity as a result of the City's treatment of records as public records. Proposals purporting to be subject to copyright protection in full or in part will be rejected.

EXCEPT FOR CLEARLY MARKED PORTIONS THAT ARE BONA FIDE TRADE SECRETS PURSUANT TO MICHIGAN LAW, DO NOT MARK YOUR PROPOSAL AS PROPRIETARY OR CONFIDENTIAL. DO NOT MARK YOUR PROPOSAL OR ANY PART THEREOF AS COPYRIGHTED.

- Q. Exclusivity of Contract – Any contract between the Contractor and the City is exclusive and non-assignable, and any attempted assignment, delegation, transfer, or conveyance is void. The selected Contractor will be required to assume responsibility for all services outlined in this bid, whether or not that firm provides them or subcontracts them to another entity. None of the Contractor's duties under the Contractor shall be subcontracted or transferred without prior written consent of the City. Any subcontract or transfer of duties under the contract shall be in writing. The City will consider the Contractor to be the sole point of contact with regard to contractual matters, including payment of any or all charges resulting from the contract. If any of the work is to be subcontracted, the Contractor awarded the bid must provide a complete description of the work to be subcontracted and a description of the subcontractor's organization and capabilities. The Contractor must list all subcontractors to be used in the proposal. The Contractor is fully responsible for adherence by the subcontractor to all provisions of the contract and its specifications.

#### **Terms and Conditions for Proposals:**

- A. The Request for Proposal and the selected Contractors response will be incorporated into the final contract as attachments.
- B. The Contractor will obtain at its own expense all necessary permits and licenses required by any and all authorities having jurisdiction over the Contractor's activities.
- C. The awarded Contractor will operate in full compliance with all applicable laws, ordinances, and regulations.

#### **Insurance:**

- A. Upon award of the contract, Contractor shall maintain at its expense during the entire term of the contract, the following insurance per Ordinance 37.12 DOCUMENTS REQUIRED FOR PURCHASE OR CONTRACT, section (C).
  - 1. **Commercial General Liability Insurance** - The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance, Personal Injury, Bodily Injury and Property Damage on an "Occurrence Basis" with limits of liability not less than **\$1,000,000** (One Million Dollars) per occurrence combined single limit.
  - 2. **Broadened Auto Pollution Liability Form CA 9948:** The Contractor shall acquire and maintain Broadened Pollution Liability Form CA 9948 in the amount of

\$1,000,000 per occurrence. The City shall be named as additional insured.

3. **Site Specific Pollution Liability Coverage:** If the Contractor has a transfer facility, the Contractor shall acquire and maintain Site Specific Pollution Liability Coverage in the amount of \$5M per occurrence, with a \$5M aggregate in claims made form. Such coverage shall provide for a three-year discovery period. The City shall be named as additional insured.
  4. **Automobile Liability** insurance covering all owned, hired and non-owned vehicles with Personal Protection insurance to comply with the provisions of the Michigan No Fault Insurance Law including Residual Liability insurance with minimum bodily injury limits of **\$1,000,000** (One Million Dollars) each person and **\$1,000,000** (One Million Dollars) each occurrence and minimum property damage limits of **\$1,000,000** (One Million Dollars) each occurrence.
  5. **Worker's Compensation** insurance in the amount required by state statute.
- B. All policies shall name the Contractor as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior notice date to the City; alternately, Contractor may agree to provide notice of such cancellation or reduction.
  - C. The City of Douglas shall be named as Additional Insured for General Liability and Auto Liability and shall also be listed as a certificate holder. Certificates of Insurance evidencing such coverage shall be submitted to the City of Douglas, Executive Assistants' office at [douglas@douglasmi.gov](mailto:douglas@douglasmi.gov) or at PO Box 757, Douglas, MI 49406 to commencement of performance under this contract and at least fifteen (15) days prior to the expiration dates of expiring policies. A current certificate of insurance must be on file with the City for the duration of the contract. Said coverage shall be primary coverage rather than any policies and insurance self-insurance retention owned or maintained by the City. Policies shall be issued by insurers who endorse the policies to reflect that, in the event of payment of any loss or damages, subrogation rights under those agreement documents will be waived by the insurer with respect to claims against the City.
  - D. The Contractor shall be responsible for payment of all deductibles contained in any insurance required hereunder.
  - E. If, during the term of the contract, changed conditions or other pertinent factors should in the reasonable judgment of the City render inadequate insurance limits, the Contractor will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be affected at the Contractor's expense, under valid and enforceable policies, issued by the insurers of recognized responsibility which are well-rated by national rating organizations and are acceptable to the City.
  - F. The provisions requiring the Contractor to carry said insurance shall not be construed

in any manner as waiving or restricting the liability of the Contractor under this contract.

G. The City has the authority to vary from the specified limits as deemed necessary.

If any provision or portion thereof of the contract is or becomes invalid under any applicable statute or rule of law, and such invalidity does not materially alter the essence of this contract to either party, such provision shall not render unenforceable this entire contract. Rather, the parties intend that the remaining provisions shall be administered as if the contract did not include the invalid provision.

#### **Indemnification:**

The selected Contractor shall hold and save harmless the City, its officers, agents, volunteers, and employees from liability of any kind in the performance of this contract. Further, the selected Contractor shall indemnify, save harmless, and undertake the defense of the City, its City Council, agents, servants, and employees from and against any and all claims, suits, actions, damages, or causes of action arising during the term of this contract, for any personal or bodily injury, loss of life, or damage to property arising directly or indirectly from Contractor's operation pursuant to this contract and from and against all costs, counsel fees, expenses, and liabilities incurred in and about any such claims, the investigation thereof, or the defense of any action or proceedings brought thereon, and from and against any orders or judgments which may be entered therein. The City shall notify the Contractor within fourteen (14) days of receipt by the City of any claim, suit, or action against the City arising directly or indirectly from the operations of the Contractor hereunder, for which the City may be entitled to a claim or indemnity against the Contractor, under the provisions of this contract. Contractor shall have the right to control the defense of any such claim, suit, or actions. The Contractor shall also be liable to the City for all costs, expenses, attorneys' fees, and damages which may be incurred or sustained by the City by reason of the Contractor's breach of any of the provisions of the contract. Contractor shall not be responsible for negligent acts of the City or its employees.

#### **Silence of Specifications:**

The apparent silence of these specifications and any supplemental specifications as to any detail, or the omission from them of a detailed description concerning any point, shall be regarded as meaning only that the best commercial practices are to prevail and only material of the first quality and correct type, size and design are to be used. All workmanship is to be first quality. All interpretations of these specifications will be made upon the basis of this statement.

#### **Termination:**

A. **For Fault:** If the City Manager determines that the Contractor has failed to perform or will fail to perform all or any part of the services, obligations, or duties required by the contract, the City Manager may terminate or suspend the contract in whole or in part. Upon written notice to the Contractor specifying the failure of performance, the Contractor shall have fourteen (14) calendar days from receipt of the notice to correct the violations. If the Contractor does not correct the violations during the period provided for in the notice, the contract shall be terminated upon expiration of such time. Upon termination, any payment due to the Contractor at time of termination may be adjusted to cover any additional costs

the Municipality incurred by reason of the termination of the contract. No proration of payments will be given for services not yet performed. This provision for termination shall not limit or modify any other right to the Municipality to proceed against the Contractor at law or under the terms of the contract.

- B. **Not for Fault:** Whenever the City Manager determines that termination of the contract in whole or in part is in the best interest of the City or in the event that termination is required by any state or federal agency, the City Manager may terminate the contract by written notice to the Contractor specifying the services terminated and the effective date of such termination. Upon termination, the Contractor shall be entitled to and the City shall pay the costs actually incurred in compliance with the contract until the date of such termination.

**Equal Employment Opportunity:**

To ensure nondiscrimination in employment, the Contractor must have on file or execute with the City, an Equal Employment Opportunity statement.

**Fuel Adjustment:**

The bid price submitted by the Contractor will be adjusted on an annual basis according to a fuel adjustment factor. The fuel adjustment calculation should be tied to the Midwest average price of diesel fuel as reported weekly by the Energy Information Administration of the U.S. Department of Energy (EIA/DOE) in its Weekly Retail On-highway Diesel Prices Index. This factor will be applied to the contract price at the beginning of the contract years 2 through 5 by the Contractor, following the City's review and approval. Bidders should submit a Fuel Adjustment Chart indicating the effects of fuel prices on the contract price, and clearly identify the starting fuel factor.



## SECTION 4 REQUIREMENTS

### **TO BE COMPLETED AND SUBMITTED (Per Section 3)**

This Request for Proposal (RFP) is to solicit proposals from qualified companies to compete for the awarding of a contract with the City for the preparation, collection, and disposal of domestic solid waste, recyclable materials, yard waste, bulk waste, and hazardous waste.

Contractors are required to submit written proposals that present the requirements listed herein. The response to the proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the requirements listed herein. Emphasis should be placed on completeness and clarity of content.

### **CONTRACTORS QUALIFICATION STATEMENT:**

Company: \_\_\_\_\_

Submitted By: \_\_\_\_\_

With principal office at: \_\_\_\_\_

The completion and submission of this RFP reflects accurate and truthful statements of the signatory. (Attach additional pages if necessary)

### **Request for Proposal: Requirements:**

The proposal should include the following to coincide with this RFP:

- 1) A completed bid summary with costs for each service contained in this RFP. Proposed rates must be inclusive of all fees, charges, and surcharges. The frequency of pick-up and limit as to the number of containers and/or the weight to which the resident can use to dispose of items to be collect should be identified as well.
  - a) Cost for curbside collection of domestic solid waste should be proposed for weekly service. Cost should be proposed as a fixed price per single-family & two-family household per month, residential multiple-family condominium by container size, and City facility by container size.
  - b) Cost for curbside collection of recyclables should be proposed for weekly and bi-weekly service. Proposed cost for weekly and bi-weekly service should be a fixed price per single-family & two-family household per month, residential multiple-family condominium by container size, and City facility by container size.
  - c) Cost for curbside collection of yard waste should be proposed for frequency of service based on the Contractor's recommendation. Proposed cost for service should be a fixed price per household per month.
  - d) Cost for curbside collection of bulk waste should be proposed for frequency of service

based on the Contractor's recommendation. Proposed cost for service should be a fixed price per household per month.

- e) Cost for an annual collection of hazardous waste.
  - f) Standardized rate for an additional trash & recycling container.
- 2) Explanation of how the Contractor would fulfill the requirements of the contract scope, to include:
    - a) Describe the methodology used to collect domestic solid waste (e.g., equipment list, automated, semi-automated, one or two person crews, etc.).
    - b) Describe the methodology used to collect curbside recycling (e.g., equipment list, automated, semi-automated, one or two person crews, etc.).
    - c) Describe the methodology used to collect yard waste (e.g., equipment list, automated, semi-automated, one or two person crews, etc.).
    - d) Describe the methodology used to collect bulk items (e.g., equipment list, automated, semi-automated, one or two person crews, etc.), as well as the recommended frequency of bulk item collection.
    - e) Describe the methodology use to collect hazardous waste items (e.g., equipment list, automated, semi-automated, one or two person crews, etc.) and location.
    - f) Describe how customer complaints are handled.
    - g) Describe the plan that the Contractor will take to deal with emergency situations such as extreme cold temperatures, snow/ice, fire, natural disaster, or public health emergency which may require a deviation from the normal operating procedures. The emergency plan should address customer notification procedures and include emergency contact information.
  - 3) A statement of the Contractor's previous experience. Include a minimum of three references from organizations or municipal governments for which you have performed similar work to that required herein. For each reference describe the work provided, the date of the beginning of the contract, the length of the contract, and a contact person (with telephone number and e-mail).
  - 4) An explanation on how Contractor ensures high quality and prompt customer service. May include manual or training material, as well as references.
  - 5) Identification of the person responsible for drafting the bid and a contact person to whom inquiries should be directed, with an address, telephone number, and email.
  - 6) Specify on a separate sheet of paper any exceptions: terms, conditions, or specifications that the Contractor is unwilling or unable to meet.
  - 7) A list of all disposal sites to be utilized under this proposal for disposal and processing of domestic solid waste, recyclable, yard waste, bulk waste, and hazardous waste, including but not limited to sanitary landfill facilities, transfer stations, material recover facilities, and composting facilities.
  - 8) A copy of disposal site permits and licenses.

- 9) Statement that there is or is not pending litigation against the Proposing entity or its officers, principal members, shareholders, or investors, or any parent, subsidiary or affiliated entities or other interested parties other than minor personal injury suits involving claims under \$250,000? If so, explain.
- 10) If there are potential conflicts of interest, such as a relationship with a City of Douglas official or employee, or an immediate family member with the City of Douglas, the Contractor must identify and declare clearly to avoid any future conflicts with the City.
- 11) You may, if you desire, provide a 500 word narrative that would include anything you feel might assist the City of Douglas in evaluating your proposal. Attach additional sheets if necessary.
- 12) To distinguish their level of customer service, some firms will offer services like special assistance for senior citizens or those with disabilities who may have a challenge taking their refuse to the curb and returning the containers to their home. Contractors should specify if they plan to offer such a program and what, if any, special cost there may be for such a service. Similarly, when a resident moves in or out of a residential unit, extra refuse is often generated. Contractors should indicate if they offer collection of larger than usual loads in these circumstances.
- 13) Specify any medical waste services you may offer.
- 14) Provide recycling specifications for the types of material accepted (i.e. Styrofoam, colored glass, etc.) and what is not, including plastic recycling symbology.
- 15) What average percent of recyclable material is considered contaminated and does not make it to the recycling center?
- 16) If awarded, how long will it take to initiate each service?
- 17) In the rare event of termination of contract, how will you notify residents and manage final billing?

**THIS SECTION MUST BE SUBMITTED ALONG WITH RESPONSE IN ORDER FOR PACKAGE TO BE CONSIDERED COMPLETE AND ACCEPTABLE.**



## SECTION 5 RATE SCHEDULE WORKSHEET

### TO BE COMPLETED AND SUBMITTED (Per Section 3)

| Unit                                                             | Year 1 | Year 2 | Year 3 | Optional<br>Year 4 | Optional<br>Year 5 |
|------------------------------------------------------------------|--------|--------|--------|--------------------|--------------------|
| <b>Trash</b>                                                     |        |        |        |                    |                    |
| Smaller Cart, Cost/Household/Month, Weekly Pickup                |        |        |        |                    |                    |
| Standard 96 Gallon Cart, Cost/Household/Month, Weekly Pickup     |        |        |        |                    |                    |
| Additional Cart, Cost/Household/Month, Weekly Pickup             |        |        |        |                    |                    |
| 2 YD Dumpster, Cost/Facility/Month, Weekly Pickup                |        |        |        |                    |                    |
| 2 YD Dumpster, Cost/Facility/Month, Bi-Weekly Pickup             |        |        |        |                    |                    |
| 2 YD Dumpster, Cost/Facility/Month, Monthly Pickup               |        |        |        |                    |                    |
| 2 YD Dumpster, Cost/Facility/Month, On-Call Pickup/Extra Pick-Up |        |        |        |                    |                    |
| 4 YD Dumpster, Cost/Facility/Month, Weekly Pickup                |        |        |        |                    |                    |
| 4 YD Dumpster, Cost/Facility/Month, Bi-Weekly Pickup             |        |        |        |                    |                    |
| 4 YD Dumpster, Cost/Facility/Month, Monthly Pickup               |        |        |        |                    |                    |
| 4 YD Dumpster, Cost/Facility/Month, On-Call Pickup/Extra Pick-Up |        |        |        |                    |                    |
| 6 YD Dumpster, Cost/Facility/Month, Weekly Pickup                |        |        |        |                    |                    |
| 6 YD Dumpster, Cost/Facility/Month, Bi-Weekly Pickup             |        |        |        |                    |                    |
| 6 YD Dumpster, Cost/Facility/Month, Monthly Pickup               |        |        |        |                    |                    |
| 6 YD Dumpster, Cost/Facility/Month, On-Call Pickup/Extra Pick-Up |        |        |        |                    |                    |
| 8 YD Dumpster, Cost/Facility/Month, Weekly Pickup                |        |        |        |                    |                    |
| 8 YD Dumpster, Cost/Facility/Month, Bi-Weekly Pickup             |        |        |        |                    |                    |
| 8 YD Dumpster, Cost/Facility/Month, Monthly Pickup               |        |        |        |                    |                    |
| 8 YD Dumpster, Cost/Facility/Month, On-Call Pickup/Extra Pick-Up |        |        |        |                    |                    |
| Other (optional)                                                 |        |        |        |                    |                    |

| Unit                                                              | Year 1 | Year 2 | Year 3 | Optional<br>Year 4 | Optional<br>Year 5 |
|-------------------------------------------------------------------|--------|--------|--------|--------------------|--------------------|
| <b>Recycling</b>                                                  |        |        |        |                    |                    |
| Standard Cart, Cost/Household/Month, Weekly Pickup                |        |        |        |                    |                    |
| Standard Cart, Cost/Household/Month, Bi-Weekly Pickup             |        |        |        |                    |                    |
| Additional Cart, Cost/Household/Month, Weekly Pickup              |        |        |        |                    |                    |
| Additional Cart, Cost/Household/Month, Bi-Weekly Pickup           |        |        |        |                    |                    |
| 2 YD Container Cost/Facility/Month, Weekly Pickup                 |        |        |        |                    |                    |
| 2 YD Container, Cost/Facility/Month, Bi-Weekly Pickup             |        |        |        |                    |                    |
| 2 YD Container, Cost/Facility/Month, Monthly Pickup               |        |        |        |                    |                    |
| 2 YD Container, Cost/Facility/Month, On-Call Pickup/Extra Pick-Up |        |        |        |                    |                    |
| 4 YD Container, Cost/Facility/Month, Weekly Pickup                |        |        |        |                    |                    |
| 4 YD Container, Cost/Facility/Month, Bi-Weekly Pickup             |        |        |        |                    |                    |
| 4 YD Container, Cost/Facility/Month, Monthly Pickup               |        |        |        |                    |                    |
| 4 YD Container, Cost/Facility/Month, On-Call Pickup/Extra Pick-Up |        |        |        |                    |                    |
| 6 YD Container, Cost/Facility/Month, Weekly Pickup                |        |        |        |                    |                    |
| 6 YD Dumpster, Cost/Facility/Month, Bi-Weekly Pickup              |        |        |        |                    |                    |
| 6 YD Container, Cost/Facility/Month, Monthly Pickup               |        |        |        |                    |                    |
| 6 YD Container, Cost/Facility/Month, On-Call Pickup/Extra Pick-Up |        |        |        |                    |                    |
| 8 YD Container, Cost/Facility/Month, Weekly Pickup                |        |        |        |                    |                    |
| 8 YD Container, Cost/Facility/Month, Bi-Weekly Pickup             |        |        |        |                    |                    |
| 8 YD Container, Cost/Facility/Month, Monthly Pickup               |        |        |        |                    |                    |
| 8 YD Container, Cost/Facility/Month, On-Call Pickup/Extra Pick-Up |        |        |        |                    |                    |
| Other (optional)                                                  |        |        |        |                    |                    |

| Unit                                     | Year 1 | Year 2 | Year 3 | Optional<br>Year 4 | Optional<br>Year 5 |
|------------------------------------------|--------|--------|--------|--------------------|--------------------|
| <b>Yard Waste</b>                        |        |        |        |                    |                    |
| Cost/Household/Month, Proposed Frequency |        |        |        |                    |                    |
| Other (optional)                         |        |        |        |                    |                    |
| <b>Bulk Items</b>                        |        |        |        |                    |                    |
| Cost/Household/Month, Proposed Frequency |        |        |        |                    |                    |
| Other (optional)                         |        |        |        |                    |                    |
| <b>Hazardous Waste</b>                   |        |        |        |                    |                    |
| Cost/Household/Year, Proposed Frequency  |        |        |        |                    |                    |
| Other (optional)                         |        |        |        |                    |                    |

**THIS SECTION MUST BE SUBMITTED ALONG WITH RESPONSE IN ORDER FOR PACKAGE TO BE CONSIDERED COMPLETE AND ACCEPTABLE.**



## SECTION 6 ATTACHMENT A – PROPOSAL FORM

### **TO BE COMPLETED AND SUBMITTED (Per Section 3)**

Having carefully examined the specifications and any other applicable information, the Contractor proposes to furnish all items necessary for, and reasonably incidental to the proper completion of this bid. This proposal is true and accurate to the best knowledge of the Contractor. It is understood that a proposal may be rejected by the City if the information it contains is found to be false or inaccurate. The Contractor certifies that as of the date of this bid, the Contractor is not in arrears to the City of Douglas for debt or contract.

The Contractor submits this bid and agrees to meet or exceed all of the City's requirements and specifications unless otherwise indicated in writing and attached hereto.

The Contractor understands and agrees, if selected, to enter into a contract with the City and to provide proof of any required insurance and bonds. The Contractor shall comply with all applicable federal, state, local and ordinances, codes, laws, rules, and regulations and obtain any required permits for this work.

The Contractor understands that it is the intent of the City of Douglas to enter into a contract with the Contractor whose proposal is the most conforming of this solicitation and will be most advantageous to the City of Douglas, provided it has been submitted in completion and accordance with the proposal requirements. If a proposal is selected, it will be the most advantageous regarding customer service, the rate structure, the Contractor's experience and qualifications, and capabilities to provide the specified services, and other factors which the City of Douglas may consider. The City expressly reserves the right to accept an offer other than the lowest responsive cost to the City and reserves the right to negotiate any terms prior to award. If acceptable terms cannot be negotiated, the City will abandon the negotiations and begin negotiations with the next ranked proposal until agreeable terms are concluded. City Council has the sole authority to award contracts at their pleasure.

The Contractor agrees that the bid may not be withdrawn for a period of six (6) months from the actual date of the opening of the bid.

Submitted by:

\_\_\_\_\_  
Contractor Business Name

\_\_\_\_\_  
Name and Title (print)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Website

**THIS SECTION MUST BE SUBMITTED ALONG WITH RESPONSE IN ORDER FOR  
PACKAGE TO BE CONSIDERED COMPLETE AND ACCEPTABLE.**



## SECTION 7 ATTACHMENT A ORDINANCE CODE OF THE CITY OF DOUGLAS GARBAGE AND REFUSE - CHAPTER 54

### CHAPTER 54: GARBAGE AND REFUSE

#### Section

- [54.01](#) Purpose and intent
- [54.02](#) Definitions
- [54.03](#) Disposal of solid waste generally
- [54.04](#) Accumulation of solid waste
- [54.05](#) Unauthorized dumping and littering
- [54.06](#) Pre-collection requirements; separation; containers
- [54.07](#) Receptacles
- [54.08](#) Contractor registration
- [54.09](#) Contracts
- [54.10](#) Transportation of waste materials
- [54.11](#) Fees
- [54.12](#) Prohibited waste
- [54.13](#) Enforcement
- [54.14](#) Rules and regulations
  
- [54.99](#) Penalty

#### **§ 54.01 PURPOSE AND INTENT.**

It is the intent of the City Council that this chapter be liberally construed for the purpose of providing sanitary and satisfactory methods of preparation, collection and disposal of domestic solid waste and materials, as well as the maintenance of public and private property in a clean, orderly and sanitary condition, for the health, safety and welfare of the city, and to provide for a reasonable system of user fees. Upon approval of the City Council, the City Manager is authorized to make such rules and regulations as appear to be necessary from time to time to carry out the intent of this chapter; provided, however, that such rules are not in direct conflict with city ordinances or state law.  
(Ord. 04-2012, passed 9-4-2012)

#### **§ 54.02 DEFINITIONS.**

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

**BULK REFUSE.** Appliances, furniture and other bulky refuse items, excluding construction and demolition debris, which cannot readily be placed in an approved container.

**COMMERCIAL ESTABLISHMENT.** Property classified by the city's zoning ordinance as a nonindustrial, business or residential property with more than four units.

**CONSTRUCTION DEBRIS.** Waste from buildings, driveways or other construction, alteration or repair, including dirt from excavations.

**CONTRACTOR.** A person engaged in the business of collecting, transporting, delivering or disposing of solid waste, bulk refuse, commercial or construction debris, garbage, hazardous or industrial solid waste, and is:

- (1) A licensed contractor under § [54.08](#); or
- (2) A designated collector under § [54.09](#).

**DEMOLITION DEBRIS.** Refuse incidental to the demolition of buildings, structures or appurtenances on a premises.

**DISCARDED HOUSEHOLD DEBRIS.** Domestic refuse of a quantity that exceeds the amount generated by routine housekeeping, including for example, unsold garage sale items and items discarded in the process of vacating a premises. **DISCARDED HOUSEHOLD DEBRIS** does not include bulk refuse for which removal arrangements have been made.

**DOMESTIC SOLID WASTE.** The waste materials resulting from the usual routine of housekeeping, including garbage and rubbish, and excluding hazardous waste, construction and demolition debris, industrial solid waste and medical waste.

**GARBAGE.** All animals, fish, fowl, fruit or vegetable waste incidental to the use, preparation and storage of food for human consumption. This term does not include food processing wastes from canneries, slaughterhouses and packinghouses or hazardous waste.

**GREASE INCEPTOR WASTE.** Grease and other wastes required to be collected by inceptors in accordance with the sewer regulations found in of the city code.

**HAZARDOUS WASTE.** Hazardous waste as defined in Part 111 of the Michigan Natural Resources and Environmental Protection Act, as amended, M.C.L.A. §§ 324.11101 *et seq.*, and the regulations promulgated thereunder.

**INDUSTRIAL SOLID WASTE.** All solid waste materials resulting from industrial or manufacturing operations or process of every nature, including organic wastes from canneries, slaughterhouses, packinghouses and other industrial food processing operations. This term includes refuse material resulting from cleaning up in connection with such industrial or manufacturing operations, and refuse material resulting from offices, stores, lunchrooms, warehouses or other operations established in conjunction with such industrial or manufacturing operations, and excludes hazardous waste.

**MEDICAL WASTE.** Any material identified by state or federal regulation as medical, bio-hazardous or pathological waste, and subject to special handling and disposal regulations.

**MULTIPLE RESIDENTIAL.** Residential establishments consisting of five or more residential units.

**NON-PORTABLE RECEPTACLE.** A stationary dumpster of a type that can be mechanically hoisted by a refuse collection vehicle, and with specifications established and approved by the city and the necessities of health and safety. **NON-PORTABLE RECEPTACLES** shall be of all-weather material of a sufficient size and capacity to eliminate overflowing, and secured to prevent unauthorized access.

**PARTICIPATING UNIT.** Any premises receiving services from the designated collector as provided for in § 54.09.

**PERSON IN CHARGE.** The owner, proprietor, occupant or agent in charge of any premises, whether an individual, partnership, corporation or business entity.

**PREMISES.** A parcel of land within the city, which includes rights-of-way or legal easements, separated from adjacent parcels of land by legal description.

**RECYCLABLE MATERIALS.** Materials separated from solid waste for the express purpose of preparation for and delivery to a secondary market or other use. For purposes of this chapter, **RECYCLABLE MATERIALS** shall, at a minimum, include plastic bottles, polystyrene, newsprint, container glass, tin/steel cans, aluminum, aerosol cans, corrugated cardboard boxes, magazines and junk mail. Additional **RECYCLABLE MATERIALS** may be collected, provided they are properly collected, transported and recycled in accordance with all applicable laws and regulations.

**REFUSE.** The same as **SOLID WASTE**.

**RESIDENTIAL UNIT.** A building, or portion thereof, designated for occupancy exclusively for residential purposes, and having cooking facilities and separate sanitary facilities, not including a licensed nursing home.

**RUBBISH.** The miscellaneous waste materials resulting from housekeeping and ordinary mercantile enterprises, including materials such as packing boxes, cartons, excelsior, paper, ashes, cinders, glass, metal, plastic and rubber, and excluding hazardous waste.

**SOLID WASTE.** Garbage and rubbish. This term does not include human body waste, liquid waste, materials that have been separated either at the source or at a processing site for the purpose of reuse, recycling or composting, or any material that has been identified by state or federal regulation to be unsuitable for disposal in a Type II sanitary landfill or its state-designated equivalent.

**TYPE II SANITARY LANDFILL.** As defined in Part 115 of Public Act No. 451 of 1994, M.C.L.A. §§ 324.101 to 324.90106, as amended from time to time, or a state equivalent designation.

**YARD WASTE.** Grass clippings, brush trimmings and branches under six inches. **YARD WASTE** does not include leaves.

**YARD WASTE COLLECTION.** The **YARD WASTE COLLECTION** service provided by a licensed contractor or designated collector for a designated number of months each year, for example, April 1 to November 30.

**YARD WASTE CONTAINER.** A container specifically identified by the city as suitable for the collection and disposal of yard waste.  
(Ord. 04-2012, passed 9-4-2012)

### **§ 54.03 DISPOSAL OF SOLID WASTE GENERALLY.**

A person shall dispose of his solid waste and segregate items as provided in this chapter, or as specified by subsequent resolution of the City Council, from all other solid waste produced, and shall separately bundle or contain such items for proper disposal and collection, in accordance with the provisions set forth in this chapter.  
(Ord. 04-2012, passed 9-4-2012)

### **§ 54.04 ACCUMULATION OF SOLID WASTE.**

(A) *Accumulation of refuse or garbage.* No owner and/or person in control of a residential unit, commercial establishment or industrial facility shall permit the accumulation of refuse, garbage or solid waste upon his or her premises for a period that would pose a health hazard, subject adjacent property occupants to unreasonably offensive odors or become a public nuisance. The accumulation of refuse, garbage or solid waste for a period in excess of seven days shall be prima facie evidence of posing a health hazard and creating a public nuisance. The terms of a lease shall not excuse either the property owner or the tenant from complying with the requirements of this section.

(B) *Composting storage.* Leaves, yard waste and vegetable waste may be stored for composting purposes as long as they do not harbor rodents, subject adjacent property owners to an unreasonably offensive odor, or become a public nuisance, provided compost is stored in the rear yard and located not closer than ten feet from the property line.

(C) *Alternate means of disposal.* Residential units that are not participating units are required to provide alternative means of disposing of solid waste. Only a licensed contractor can collect and transport domestic solid waste or recyclable materials in the city.  
(Ord. 04-2012, passed 9-4-2012)

### **§ 54.05 UNAUTHORIZED DUMPING AND LITTERING.**

Except as permitted by the city's brush and leaf pickup policy, it shall be unlawful for any person to throw or deposit any refuse upon or into any street, right-of-way, alley or waterway. It is also unlawful to place or permit the placement of any portable or non-portable container upon another's property, public or private, without the permission of the owner, proprietor, occupant or agent in charge of such property. Even with such permission, portable containers not belonging to a participating unit shall not be placed or permitted upon the property of a participating unit for disposal by the designated collector without the designated collector's express consent.  
(Ord. 04-2012, passed 9-4-2012)

### **§ 54.06 PRE-COLLECTION REQUIREMENTS; SEPARATION; CONTAINERS.**

(A) *Pre-collection; separation and container regulation.* All persons within the city who place the following items for disposal, removal or collection shall do so in strict conformity with the following regulations:

- (1) *Solid waste.* Solid waste shall be separated and contained in an approved container.
- (2) *Yard waste.* Yard waste shall be separated as required by the city and contained in an approved container.

(3) *Bulk refuse.* All bulk refuse shall be separated and must be removed using an approved method. Approved methods of removal shall be limited to:

- (a) Arrangements with the contractor; or
- (b) Private arrangements to transfer the bulk refuse to an appropriate disposal site or facility.

(4) *Recyclable material.* All recyclable material shall be separated and contained in a recycling container furnished by the contractor.

(5) *Industrial solid waste.* All industrial solid waste shall be collected by collectors privately contracted for by the industrial user, and shall otherwise comply with the provisions of this chapter.

(6) *Discarded household, construction and demolition debris.* All discarded household, construction and demolition debris shall be separated and collected by contractors privately contracted for by the person who produced the waste, and shall otherwise comply with the provisions of this chapter.

(7) *Hazardous waste.* All hazardous waste shall be separated and collected by collectors privately contracted for by the person who produced the waste, and shall otherwise comply with the provisions of this chapter.

(8) *Medical waste.* All medical waste shall be separated and disposed of in accordance with all applicable state and federal regulations, shall be collected by contractors privately contracted for by the person who produced the waste, and shall otherwise comply with the provisions of this section.

(9) *Grease inceptor waste.* All grease inceptor waste shall be separated and disposed of in accordance with all applicable state and federal regulations, shall be collected by contractors privately contracted for by the person who produced the waste, and shall otherwise comply with the provisions of this section.

(B) *Use of unapproved containers.* Items placed in an unapproved container will not be picked up, unless otherwise provided in this chapter.

(Ord. 04-2012, passed 9-4-2012)

#### **§ 54.07 RECEPTACLES.**

(A) *Maintenance.* The owner, person in charge, or occupant of a building, house or structure where domestic solid waste accumulates shall maintain proper refuse receptacles as defined in this chapter, and shall place, or cause to be placed, in such receptacles all domestic solid waste accumulating on the premises, provided that bulk refuse, recyclable materials and yard waste may be stored in a condition properly prepared for collection as specified in this chapter.

(B) *Residential.* The person in charge of every residential building having four or less residential units shall maintain and keep clean proper receptacles to house domestic waste.

(C) *Commercial, industrial and multiple residential.* The person in charge of a building consisting of five or more residential units, and every building used as a commercial or industrial business, shall provide and keep clean and in place, proper receptacles of a portable type as defined in this chapter, provided that if the city determines that portable receptacles are not practical for a multiple dwelling, commercial or industrial business, it may authorize the use of non-portable receptacles as defined in this chapter.

(D) *Portable receptacles.* Portable receptacles for domestic solid waste shall be of metal, fiberglass, plastic or other substantial construction approved by the city. Such receptacles shall have handles and tight-fitting covers, and shall not exceed 96 gallons each in capacity.

(E) *Non-portable receptacles.* It shall be the responsibility of the property owner or agent being serviced to maintain the non-portable receptacle area free of odors, scattered or overflowing debris and all other nuisances. All garbage shall be properly wrapped or placed within a closed plastic bag before it is placed in a non-portable receptacle. The city may at any time order the relocation or screening of a dumpster if it is deemed to be interfering with the health, safety or well being of others.

(F) *Location.* All non-portable receptacles shall be placed and collected in a location designated by the city. Such receptacles shall be located so that the permitted collectors will not have to trespass on the private property of another in order to pick up such receptacles. In no event shall non-portable receptacles be placed in or upon public property, easements or public rights-of-way. All portable

receptacles shall be stored upon the premises, and shall not be set out for collection prior to 12:00 p.m. proceeding the day of collection, and after the receptacles are emptied they shall be returned to their place of storage on the same day collections are made. No empty portable receptacles shall be stored on city property, including the public right-of-way, sidewalks and streets.

(G) *Nonconforming receptacles.* Receptacles that are badly broken or otherwise fail to meet the requirements of this chapter may be classified as rubbish and, after due notice to the owner and contractor/collector, may be ordered by the city to be collected as rubbish by the contractor/collector. (Ord. 04-2012, passed 9-4-2012)

#### **§ 54.08 CONTRACTOR REGISTRATION.**

No person shall engage in the business of collecting, transporting, delivering or disposing of solid waste, bulk refuse, commercial or construction debris, garbage, hazardous or industrial solid waste in the city without first obtaining a business license from the city as provided for in § 110.02 of the city code.

(Ord. 04-2012, passed 9-4-2012)

#### **§ 54.09 CONTRACTS.**

(A) *Grant of exclusive contract.* The city may by resolution grant an exclusive, revocable contract to a designated collector, giving it the right, power and authority to collect domestic and/or commercial solid waste, recyclable materials, bulk refuse and yard waste as described herein within the city. The designated collector shall receive no compensation from the city, but shall be permitted to enter into private contracts for the collection of solid domestic waste and other services authorized herein.

(B) *Intergovernmental agreement.* The city may by resolution enter in to an intergovernmental agreement with one or more units of local government for the purpose of designating a collector and giving it the right, power and authority to collect domestic solid waste, recyclable materials, bulk refuse and yard waste as described herein within the city.

(C) *Renewal of contract.* Any agreement the city enters into with the designated collector, or renewal extension or amendment thereto, is subject to revocation at the will of the City Council.

(Ord. 04-2012, passed 9-4-2012)

#### **§ 54.10 TRANSPORTATION OF WASTE MATERIALS.**

(A) *Mode of transportation.* The transportation of all garbage, offal or rubbish or other waste materials through the streets, alleys or thoroughfares of the city shall be conducted in a manner that does not create a nuisance. It shall be unlawful for any person to transport, cart, carry or convey through or over any of the streets, alleys or public places of the city any unwanted garbage, refuse or food containers without the approval of the city. It shall be unlawful for any person to transport or otherwise convey through or over any of the street or public places of the city any rubbish or other waste material, except under written regulations or with the written consent of the city, except rubbish or waste material accumulating on property owned or controlled by him or her, and then only by approved methods of conveyance.

(B) *Conveyance vehicles.* Vehicles conveying waste must be of such construction and operated in such a manner that the contents shall not spill upon the public right-of-way or public property. Such vehicles shall be watertight and covered.

(C) *Collection schedule.* All solid waste contractors who maintain a regular schedule for collection activities within the city shall file that schedule with the City Clerk.

(D) *Collection times.* All solid waste contractors shall schedule their collection activities so that they occur within the hours of 7:00 a.m. and 7:00 p.m. local time, Monday through Saturday.

(E) *Collection days.* The City Council may establish by category of waste being collected the day or days of the week that solid waste contractors may operate within the city.

(Ord. 04-2012, passed 9-4-2012)

#### **§ 54.11 FEES.**

Charges for the collection and disposal of domestic solid waste and materials shall be billed by the designated collector directly to the residential unit or participating unit owner or occupant at a rate outlined in the collector's contract with the city.

(Ord. 04-2012, passed 9-4-2012)

#### **§ 54.12 PROHIBITED WASTE.**

(A) *Prohibited waste.* It shall be unlawful for any person to place any material in a container or receptacle that might endanger the collection personnel, or to deposit or deliver to a disposal site any hazardous material, waste material that would be detrimental to the normal operation of collection, incineration, recycling or disposal, such as gaseous, solid or liquid poison, dead animals, ammunition, explosives, flammable liquid, un-drained garbage of a liquid or semi-liquid nature, whether in containers or not, concrete, dirt, automobile or equipment parts, or any material that possesses heat sufficient to ignite any other collected materials. No motor vehicles shall be dumped or abandoned at any disposal site.

(B) *Prohibited placement.* It shall be unlawful for any person to place yard waste, bulk refuse, hazardous waste or other waste specifically required to be separated from solid waste by this chapter, in a refuse container for the purpose of refuse collection, removal or disposal, or not otherwise dispose of such item, except in conformance with the provisions of this section.

(C) *Unauthorized use.* No person shall dump or place garbage, rubbish or refuse in a dumpster, bin or other container located on the property of another person leased, owned or maintained by that person without the authorized permission of that person. All violators will be prosecuted to the fullest extent allowed by law and/or provision of this chapter.

(Ord. 04-2012, passed 9-4-2012)

#### **§ 54.13 ENFORCEMENT.**

Enforcement of this chapter shall be the responsibility of the City Manager or his or her designee. The city is authorized and directed to establish and promulgate reasonable regulations as to the manner, days and times for the collection of waste or recyclable materials. The City Council may, by majority vote, change, modify, repeal or amend any portion of this chapter. Designated city officials charged with the enforcement of this chapter may be authorized to issue citations or notices for violations relative to any part of this chapter.

(Ord. 04-2012, passed 9-4-2012)

#### **§ 54.14 RULES AND REGULATIONS.**

The city may promulgate rules and regulations to carry out the provisions of this chapter.

(Ord. 04-2012, passed 9-4-2012)

#### **§ 54.99 PENALTY.**

(A) Any person, firm, corporation, trust, partnership or other legal entity that violates or refuses to comply with any provision of this chapter shall be responsible for a municipal civil infraction and shall be punished by a civil fine in accordance with §§ 34.01 through 34.07 of this code.

(B) Each day that a violation of this chapter continues to exist shall constitute a distinct and separate offense, and shall make the violator liable for the imposition of fines for each day.

(C) Any violation of the provisions of this chapter shall constitute a nuisance per se, and the foregoing penalties shall be in addition to the abatement of the violating condition and injunctive or other relief that may be ordered by the court as prescribed by the laws of the State of Michigan for the abatement of a nuisance designated as a municipal civil infraction.

(Ord. 04-2012, passed 9-4-2012)



## SECTION 8 WORKER'S COMPENSATION CERTIFICATION

- ☐ I hereby certify that effective the date of this contract with the City of Douglas and at all times in the performance of such contract that:

I have and will maintain in full force and effect the Workers Compensation Insurance in compliance with the laws of the State of Michigan, and will provide a Certificate of Insurance to the City upon request, with the following insurance company:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Agent's Name, Address, and Telephone Number

\_\_\_\_\_  
Policy Number and Effective Date

OR

- ☐ I will perform said contract myself and do not have and will not have any employee or employees assisting me with the performance of the contract and am not required by the Laws of the State of Michigan to obtain and maintain a Worker's Compensation Insurance in the performance of this contract.

I understand that this statement is made as a material part of the contract, which I have, or will execute, with the City of Douglas.

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Date



## SECTION 9 RPF EVALUATION FORM

Reviewer Name: \_\_\_\_\_

### **INSTRUCTIONS TO EVALUATORS:**

Per City Charter – Public servants shall treat public office as a public trust, using the powers and resources of public office only to advance public interests, and not to attain personal benefits or pursue any private interest incompatible with the public good. Public servants shall employ independent, objective judgement in performing their duties, deciding all matters on the merits, free from conflicts of interest and apparent improper influences.

The Evaluator understands that it is the intent of the City of Douglas to enter into a contract with the Contractor whose proposal is the most conforming of this solicitation and will be most advantageous to the City of Douglas, provided it has been submitted in completion and accordance with the proposal requirements. If a proposal is selected, it will be the most advantageous regarding customer service, the rate structure, the Contractor's experience and qualifications, and capabilities to provide the specified services, and other factors which the City of Douglas may consider. The City expressly reserves the right to accept an offer other than the lowest responsive cost to the City and reserves the right to negotiate any terms prior to award. If acceptable terms cannot be negotiated, the City will abandon the negotiations and begin negotiations with the next ranked proposal until agreeable terms are concluded. City Council has the sole authority to award contracts at their pleasure.

Evaluators will use the attached form to evaluate proposals. It is recommended that each evaluator read each proposal first. Then, do your evaluation during a second read of each proposal. In each category, rank either: **non-complaint, minimal compliance, compliant, exceeds compliance**. To assist in the evaluation process, please reference Section 4, Requirements. You may use a blank sheet to record key notes during your evaluation.

| <b>Evaluation Factor</b>                      | <b>Proposer<br/>#1</b> | <b>Proposer<br/>#2</b> | <b>Proposer<br/>#3</b> | <b>Proposer<br/>#4</b> |
|-----------------------------------------------|------------------------|------------------------|------------------------|------------------------|
| Completeness of Proposal                      |                        |                        |                        |                        |
| Rate Structure                                |                        |                        |                        |                        |
| Experience and<br>Qualifications              |                        |                        |                        |                        |
| Compatibility to Provide<br>Service Requested |                        |                        |                        |                        |



## CITY OF DOUGLAS REQUEST FOR PROPOSAL

### REFUSE COLLECTION AND DISPOSAL SERVICES ADDENDUM #1

#### **Questions Asked By Potential Proposers:**

##### **How many residential users?**

According to our current hauler the City has 606 refuse carts, 404 recycling carts, and 45 residents using the yard waste service.

##### **How many multi family association?**

The City has 26 multifamily associations, however, not all associations use a common dumpster for refuse. Some multifamily associations use the cart system. The City has no record of size of refuse container or frequency of service pick up.

##### **How many units are in each association?**

|                        |                          |                             |
|------------------------|--------------------------|-----------------------------|
| Wilderness Ridge – 32  | Wildwood Lane – 14       | Westshore Woods – 18        |
| Summer Grove – 76      | Douglas Cove – 10        | Tower Harbor – 61           |
| Hidden Lakes – 4       | Hidden Waters – 6        | Cider Hill – 14             |
| MeadowArgus – 14       | Parkside Landing – 20    | Riverview/Crest – 18        |
| Swingbridge – 16       | Singapore Harbor – 24    | Friendship Lane – 22        |
| Amity Meadows – 26     | Amity Meadows #2 – 9     | Douglas Harbor Village – 22 |
| Enterprise Drive – 17  | Northern Lights – 36     | Douglas Townhomes – 5       |
| Beacon Court Condo – 6 | Center Park Place – 9    | Downtown Condos – 18        |
| Westshore Condos – 34  | Vintage Views Condos - 5 |                             |

##### **How many commercial users?**

It is unknown at this time how many commercial units use our current hauler.

##### **Will the awardee of the contract have exclusive rights to haul for all residential?**

Per City Ordinance Chapter 54.09, Garbage and Refuse, Contracts:

*(A) Grant of exclusive contract. The city may by resolution grant an exclusive, revocable contract to a designated collector, giving it the right, power and authority to collect domestic and/or commercial solid waste, recyclable materials, bulk refuse and yard waste as described herein within the city. The designated collector shall receive no compensation from the city, but shall be permitted to enter into private contracts for the collection of solid domestic waste and other services authorized herein.*

##### **What is the current pricing for residential?**

Current pricing for residential refuse is under \$200 annually for a 96 gallon, once per week pick up.

##### **How many residential services stop in the winter months?**

The City of Douglas has approximately 51% of its residents listed as second homeowners, however, the City is unaware of how many suspend services during the off season.

**What day of the week is the current collection day?**

The refuse pick up schedule is currently on Mondays with recycling pick up on a 4-week rotation.

**Is the household hazardous waste portion of this contract mandatory to quote the entire RFP?**

No, the household hazardous waste portion of this request for proposal is not a mandatory service for the City but rather an additional service option. Medical and industrial hazardous waste is the responsibility of the respective business generating the waste.

**Are there preferred or suggested term arrangements for billing?**

The City has no term arrangements for billing. The awarded hauler will handle all billing directly with the customer.

User: MATTSMITH

DB: Douglas

PERIOD ENDING 09/30/2022

Item 9B.

| GL NUMBER                        | DESCRIPTION                         | 2022-23<br>AMENDED BUDGET | YTD BALANCE<br>09/30/2022<br>NORM (ABNORM) | ACTIVITY FOR<br>MONTH 09/30/22<br>INCR (DECR) | AVAILABLE<br>BALANCE<br>NORM (ABNORM) | % BDGT<br>USED | YTD BALANCE<br>09/30/2021<br>NORM (ABNORM) |
|----------------------------------|-------------------------------------|---------------------------|--------------------------------------------|-----------------------------------------------|---------------------------------------|----------------|--------------------------------------------|
| Fund 101 - GENERAL FUND          |                                     |                           |                                            |                                               |                                       |                |                                            |
| Revenues                         |                                     |                           |                                            |                                               |                                       |                |                                            |
| Dept 000.000                     |                                     |                           |                                            |                                               |                                       |                |                                            |
| 101-000.000-402.000              | CURRENT REAL PROPERTY TAX           | 2,590,145.00              | 2,471,445.11                               | 1,755,795.17                                  | 118,699.89                            | 95.42          | 2,294,796.70                               |
| 101-000.000-434.000              | MOBILE HOME TAX                     | 500.00                    | 137.00                                     | 0.00                                          | 363.00                                | 27.40          | 135.50                                     |
| 101-000.000-445.000              | INTEREST & PENALTIES: DELQ TAX      | 5,000.00                  | 459.18                                     | 459.18                                        | 4,540.82                              | 9.18           | 415.03                                     |
| 101-000.000-447.000              | TAX COLLECTION FEES                 | 99,073.00                 | 71,725.24                                  | 50,169.82                                     | 27,347.76                             | 72.40          | 65,872.72                                  |
| 101-000.000-453.000              | SPECIAL ASSESSMENT REVENUE          | 6,053.00                  | 11,465.41                                  | 6,115.75                                      | (5,412.41)                            | 189.42         | 0.00                                       |
| 101-000.000-474.000              | INTEREST ON SPECIAL ASSESSMENTS     | 1,342.00                  | 103.20                                     | 103.20                                        | 1,238.80                              | 7.69           | 0.00                                       |
| 101-000.000-476.000              | BUSINESS LICENSE FEES               | 11,000.00                 | 130.00                                     | 100.00                                        | 10,870.00                             | 1.18           | 60.00                                      |
| 101-000.000-477.000              | FRANCHISE FEES                      | 16,000.00                 | 0.00                                       | 0.00                                          | 16,000.00                             | 0.00           | 0.00                                       |
| 101-000.000-543.001              | LAW ENFORCEMENT TRAINING            | 1,000.00                  | 0.00                                       | 0.00                                          | 1,000.00                              | 0.00           | 0.00                                       |
| 101-000.000-543.100              | STATE REVENUE: LIQUOR LICENSE       | 7,000.00                  | 6,446.86                                   | 0.00                                          | 553.14                                | 92.10          | 5,591.30                                   |
| 101-000.000-573.000              | LOCAL COMMUNITY STABILIZATION SHARE | 45,000.00                 | 0.00                                       | 0.00                                          | 45,000.00                             | 0.00           | 0.00                                       |
| 101-000.000-573.001              | METRO ACT                           | 7,000.00                  | 0.00                                       | 0.00                                          | 7,000.00                              | 0.00           | 0.00                                       |
| 101-000.000-574.000              | STATE REVENUE: SALES TAX            | 147,960.00                | 0.00                                       | 0.00                                          | 147,960.00                            | 0.00           | 0.00                                       |
| 101-000.000-581.000              | COUNTY ROAD MILLAGE CNTRB           | 175,000.00                | 0.00                                       | 0.00                                          | 175,000.00                            | 0.00           | 3,275.97                                   |
| 101-000.000-603.000              | POLICE ADMINISTRATION FEE           | 2,000.00                  | 145.00                                     | 110.00                                        | 1,855.00                              | 7.25           | 88.32                                      |
| 101-000.000-626.001              | ROAD CUT FEES                       | 500.00                    | 800.00                                     | 200.00                                        | (300.00)                              | 160.00         | 0.00                                       |
| 101-000.000-627.000              | BUILDING FEES                       | 75,000.00                 | 14,642.50                                  | 10,065.50                                     | 60,357.50                             | 19.52          | 8,066.00                                   |
| 101-000.000-627.001              | RENTAL INSPECTION FEE               | 8,000.00                  | 2,650.00                                   | 0.00                                          | 5,350.00                              | 33.13          | 1,900.00                                   |
| 101-000.000-628.000              | PLANNING & ZONING FEES              | 14,500.00                 | 6,333.11                                   | 1,724.60                                      | 8,166.89                              | 43.68          | 3,276.70                                   |
| 101-000.000-651.000              | LAUNCH FEES                         | 7,250.00                  | 5,383.00                                   | 1,202.00                                      | 1,867.00                              | 74.25          | 3,251.25                                   |
| 101-000.000-657.000              | ORDINANCE FINES - POLICE            | 3,500.00                  | 1,367.39                                   | 296.15                                        | 2,132.61                              | 39.07          | 970.95                                     |
| 101-000.000-657.001              | ORDINANCE FINES - CIVIC             | 500.00                    | 0.00                                       | 0.00                                          | 500.00                                | 0.00           | 100.00                                     |
| 101-000.000-665.000              | INTEREST INCOME                     | 0.00                      | (46,452.85)                                | (36,759.04)                                   | 46,452.85                             | 100.00         | (7,599.46)                                 |
| 101-000.000-667.000              | RENT                                | 14,000.00                 | 3,600.00                                   | 1,200.00                                      | 10,400.00                             | 25.71          | 0.00                                       |
| 101-000.000-667.001              | WADE'S BAYOU PARK RENTAL            | 0.00                      | 0.00                                       | 0.00                                          | 0.00                                  | 0.00           | 450.00                                     |
| 101-000.000-674.000              | DONATIONS                           | 50,000.00                 | 43,511.10                                  | (6,414.40)                                    | 6,488.90                              | 87.02          | 72,525.64                                  |
| 101-000.000-675.000              | OTHER REVENUE                       | 7,800.00                  | 2,088.15                                   | 708.15                                        | 5,711.85                              | 26.77          | 4,138.00                                   |
| 101-000.000-675.001              | REIMBURSEMENTS LOCAL GOV            | 7,200.00                  | 0.00                                       | 0.00                                          | 7,200.00                              | 0.00           | 0.00                                       |
| 101-000.000-698.000              | INSURANCE REIMBURSEMENTS            | 5,000.00                  | 3,172.88                                   | 0.00                                          | 1,827.12                              | 63.46          | 4,471.33                                   |
| 101-000.000-699.213              | TRANSFER IN SCHULTZ PARK LAUNCH     | 4,500.00                  | 4,500.00                                   | 4,500.00                                      | 0.00                                  | 100.00         | 0.00                                       |
| Total Dept 000.000               |                                     | 3,311,823.00              | 2,603,652.28                               | 1,789,576.08                                  | 708,170.72                            | 78.62          | 2,461,785.95                               |
| TOTAL REVENUES                   |                                     | 3,311,823.00              | 2,603,652.28                               | 1,789,576.08                                  | 708,170.72                            | 78.62          | 2,461,785.95                               |
| Expenditures                     |                                     |                           |                                            |                                               |                                       |                |                                            |
| Dept 101.000 - LEGISLATIVE       |                                     |                           |                                            |                                               |                                       |                |                                            |
| 101-101.000-703.000              | WAGES                               | 9,000.00                  | 0.00                                       | 0.00                                          | 9,000.00                              | 0.00           | 0.00                                       |
| 101-101.000-718.000              | TRAINING FUNDS                      | 4,500.00                  | 520.00                                     | 520.00                                        | 3,980.00                              | 11.56          | 1,522.00                                   |
| 101-101.000-718.002              | MISC TRAVEL EXPENSES-TRAINING       | 4,000.00                  | 0.00                                       | 0.00                                          | 4,000.00                              | 0.00           | 882.97                                     |
| 101-101.000-722.000              | WORKERS COMPENSATION                | 36.00                     | 16.75                                      | 2.25                                          | 19.25                                 | 46.53          | 16.23                                      |
| 101-101.000-740.000              | SUPPLIES                            | 400.00                    | 0.00                                       | 0.00                                          | 400.00                                | 0.00           | 0.00                                       |
| 101-101.000-812.000              | RECORDING CLERK                     | 200.00                    | 0.00                                       | 0.00                                          | 200.00                                | 0.00           | 0.00                                       |
| 101-101.000-851.000              | TELEPHONE                           | 480.00                    | 87.64                                      | 43.78                                         | 392.36                                | 18.26          | 0.00                                       |
| 101-101.000-861.000              | MILEAGE REIMBURSEMENT               | 750.00                    | 0.00                                       | 0.00                                          | 750.00                                | 0.00           | 0.00                                       |
| 101-101.000-900.000              | PRINTING & PUBLISHING               | 1,000.00                  | 0.00                                       | 0.00                                          | 1,000.00                              | 0.00           | 364.00                                     |
| 101-101.000-908.000              | DUES/FEES/PUBLICATIONS              | 1,000.00                  | 917.00                                     | 0.00                                          | 83.00                                 | 91.70          | 888.00                                     |
| 101-101.000-958.000              | MISCELLANEOUS                       | 1,000.00                  | 89.94                                      | 59.96                                         | 910.06                                | 8.99           | 291.81                                     |
| Total Dept 101.000 - LEGISLATIVE |                                     | 22,366.00                 | 1,631.33                                   | 625.99                                        | 20,734.67                             | 7.29           | 3,055.84                                   |
| Dept 172.000 - MANAGER           |                                     |                           |                                            |                                               |                                       |                |                                            |
| 101-172.000-702.000              | SALARIES                            | 108,445.00                | 23,225.05                                  | 8,349.12                                      | 85,219.95                             | 21.42          | 24,140.92                                  |

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DB: Douglas

PERIOD ENDING 09/30/2022

Item 9B.

| GL NUMBER                            | DESCRIPTION                   | 2022-23<br>AMENDED BUDGET | YTD BALANCE<br>09/30/2022<br>NORM (ABNORM) | ACTIVITY FOR<br>MONTH 09/30/22<br>INCR (DECR) | AVAILABLE<br>BALANCE<br>NORM (ABNORM) | % BDGT<br>USED | YTD BALANCE<br>09/30/2021<br>NORM (ABNORM) |
|--------------------------------------|-------------------------------|---------------------------|--------------------------------------------|-----------------------------------------------|---------------------------------------|----------------|--------------------------------------------|
| Fund 101 - GENERAL FUND              |                               |                           |                                            |                                               |                                       |                |                                            |
| Expenditures                         |                               |                           |                                            |                                               |                                       |                |                                            |
| 101-172.000-718.000                  | TRAINING FUNDS                | 1,500.00                  | 770.00                                     | 520.00                                        | 730.00                                | 51.33          | 449.00                                     |
| 101-172.000-718.002                  | MISC TRAVEL EXPENSES-TRAINING | 1,000.00                  | 0.00                                       | 0.00                                          | 1,000.00                              | 0.00           | 0.00                                       |
| 101-172.000-719.000                  | INSURANCE BENEFITS            | 15,395.00                 | 4,011.40                                   | 1,440.97                                      | 11,383.60                             | 26.06          | 4,841.66                                   |
| 101-172.000-720.000                  | PAYROLL TAXES                 | 8,605.00                  | 1,878.29                                   | 672.56                                        | 6,726.71                              | 21.83          | 1,939.24                                   |
| 101-172.000-721.000                  | MERS BENEFITS                 | 18,420.00                 | 4,100.70                                   | 1,455.01                                      | 14,319.30                             | 22.26          | 3,796.96                                   |
| 101-172.000-721.001                  | 457 CONTRIBUTION              | 13,500.00                 | 2,811.74                                   | 1,000.00                                      | 10,688.26                             | 20.83          | 2,859.11                                   |
| 101-172.000-722.000                  | WORKERS COMPENSATION          | 210.00                    | 97.62                                      | 13.14                                         | 112.38                                | 46.49          | 88.82                                      |
| 101-172.000-740.000                  | SUPPLIES                      | 500.00                    | 110.94                                     | 73.96                                         | 389.06                                | 22.19          | 73.98                                      |
| 101-172.000-802.000                  | CONTRACTUAL                   | 10,000.00                 | 0.00                                       | 0.00                                          | 10,000.00                             | 0.00           | 0.00                                       |
| 101-172.000-813.000                  | MEETINGS                      | 750.00                    | 25.51                                      | 25.51                                         | 724.49                                | 3.40           | 0.00                                       |
| 101-172.000-851.000                  | TELEPHONE                     | 1,290.00                  | 300.00                                     | 100.00                                        | 990.00                                | 23.26          | 322.50                                     |
| 101-172.000-861.000                  | MILEAGE REIMBURSEMENT         | 4,200.00                  | 1,137.00                                   | 437.00                                        | 3,063.00                              | 27.07          | 1,050.00                                   |
| 101-172.000-900.000                  | PRINTING & PUBLISHING         | 100.00                    | 0.00                                       | 0.00                                          | 100.00                                | 0.00           | 0.00                                       |
| 101-172.000-908.000                  | DUES/FEES/PUBLICATIONS        | 1,100.00                  | 0.00                                       | 0.00                                          | 1,100.00                              | 0.00           | 0.00                                       |
| 101-172.000-977.005                  | COMPUTER HARDWARE/SOFTWARE    | 500.00                    | 487.60                                     | 487.60                                        | 12.40                                 | 97.52          | 0.00                                       |
| Total Dept 172.000 - MANAGER         |                               | 185,515.00                | 38,955.85                                  | 14,574.87                                     | 146,559.15                            | 21.00          | 39,562.19                                  |
| Dept 215.000 - CLERK/TREASURER       |                               |                           |                                            |                                               |                                       |                |                                            |
| 101-215.000-702.000                  | SALARIES                      | 185,760.00                | 30,596.01                                  | 10,913.46                                     | 155,163.99                            | 16.47          | 41,465.85                                  |
| 101-215.000-718.000                  | TRAINING FUNDS                | 2,500.00                  | 359.00                                     | 0.00                                          | 2,141.00                              | 14.36          | 0.00                                       |
| 101-215.000-718.002                  | MISC TRAVEL EXPENSES-TRAINING | 1,500.00                  | 333.77                                     | 333.77                                        | 1,166.23                              | 22.25          | 0.00                                       |
| 101-215.000-719.000                  | INSURANCE BENEFITS            | 54,275.00                 | 10,373.77                                  | 3,589.11                                      | 43,901.23                             | 19.11          | 16,741.81                                  |
| 101-215.000-720.000                  | PAYROLL TAXES                 | 14,915.00                 | 2,340.62                                   | 834.89                                        | 12,574.38                             | 15.69          | 3,161.29                                   |
| 101-215.000-721.000                  | MERS BENEFITS                 | 36,575.00                 | 6,930.03                                   | 2,471.93                                      | 29,644.97                             | 18.95          | 8,054.85                                   |
| 101-215.000-722.000                  | WORKERS COMPENSATION          | 377.00                    | 175.98                                     | 23.54                                         | 201.02                                | 46.68          | 115.81                                     |
| 101-215.000-740.000                  | SUPPLIES                      | 2,500.00                  | 161.97                                     | 107.98                                        | 2,338.03                              | 6.48           | 527.72                                     |
| 101-215.000-802.000                  | CONTRACTUAL                   | 32,000.00                 | 15,767.59                                  | 14,838.55                                     | 16,232.41                             | 49.27          | 1,113.45                                   |
| 101-215.000-806.006                  | WEBSITE                       | 3,600.00                  | 0.00                                       | 0.00                                          | 3,600.00                              | 0.00           | 50.00                                      |
| 101-215.000-851.000                  | TELEPHONE                     | 570.00                    | 87.64                                      | 43.78                                         | 482.36                                | 15.38          | 137.97                                     |
| 101-215.000-861.000                  | MILEAGE REIMBURSEMENT         | 250.00                    | 0.00                                       | 0.00                                          | 250.00                                | 0.00           | 0.00                                       |
| 101-215.000-900.000                  | PRINTING & PUBLISHING         | 4,500.00                  | 645.00                                     | 70.00                                         | 3,855.00                              | 14.33          | 562.00                                     |
| 101-215.000-901.000                  | POSTAGE                       | 3,500.00                  | 1,052.70                                   | 0.00                                          | 2,447.30                              | 30.08          | 506.92                                     |
| 101-215.000-908.000                  | DUES/FEES/PUBLICATIONS        | 1,500.00                  | 584.40                                     | 74.40                                         | 915.60                                | 38.96          | 946.95                                     |
| 101-215.000-941.001                  | EQUIPMENT RENT-EQUIPMENT FUND | 1,640.00                  | 1,640.00                                   | 0.00                                          | 0.00                                  | 100.00         | 0.00                                       |
| 101-215.000-977.005                  | COMPUTER HARDWARE/SOFTWARE    | 3,790.00                  | 1,855.00                                   | 1,855.00                                      | 1,935.00                              | 48.94          | 0.00                                       |
| Total Dept 215.000 - CLERK/TREASURER |                               | 349,752.00                | 72,903.48                                  | 35,156.41                                     | 276,848.52                            | 20.84          | 73,384.62                                  |
| Dept 223.000 - AUDITOR               |                               |                           |                                            |                                               |                                       |                |                                            |
| 101-223.000-802.000                  | CONTRACTUAL                   | 9,400.00                  | 0.00                                       | 0.00                                          | 9,400.00                              | 0.00           | 0.00                                       |
| Total Dept 223.000 - AUDITOR         |                               | 9,400.00                  | 0.00                                       | 0.00                                          | 9,400.00                              | 0.00           | 0.00                                       |
| Dept 257.000 - ASSESSING             |                               |                           |                                            |                                               |                                       |                |                                            |
| 101-257.000-703.000                  | WAGES                         | 52,740.00                 | 11,329.74                                  | 4,056.68                                      | 41,410.26                             | 21.48          | 11,011.03                                  |
| 101-257.000-718.000                  | TRAINING FUNDS                | 400.00                    | 0.00                                       | 0.00                                          | 400.00                                | 0.00           | 0.00                                       |
| 101-257.000-718.002                  | MISC TRAVEL EXPENSES-TRAINING | 500.00                    | 529.19                                     | 529.19                                        | (29.19)                               | 105.84         | 0.00                                       |
| 101-257.000-720.000                  | PAYROLL TAXES                 | 4,285.00                  | 866.73                                     | 310.34                                        | 3,418.27                              | 20.23          | 842.34                                     |
| 101-257.000-722.000                  | WORKERS COMPENSATION          | 172.00                    | 80.12                                      | 10.78                                         | 91.88                                 | 46.58          | 37.50                                      |
| 101-257.000-740.000                  | SUPPLIES                      | 250.00                    | 0.00                                       | 0.00                                          | 250.00                                | 0.00           | 0.00                                       |
| 101-257.000-802.000                  | CONTRACTUAL                   | 1,000.00                  | 235.00                                     | 0.00                                          | 765.00                                | 23.50          | 0.00                                       |
| 101-257.000-806.006                  | WEBSITE                       | 1,350.00                  | 0.00                                       | 0.00                                          | 1,350.00                              | 0.00           | 0.00                                       |

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PERIOD ENDING 09/30/2022

Item 9B.

| GL NUMBER                               | DESCRIPTION                    | 2022-23        | YTD BALANCE   | ACTIVITY FOR   | AVAILABLE     | % BDGT | YTD BALANCE   |
|-----------------------------------------|--------------------------------|----------------|---------------|----------------|---------------|--------|---------------|
|                                         |                                | AMENDED BUDGET | 09/30/2022    | MONTH 09/30/22 | BALANCE       | USED   | 09/30/2021    |
|                                         |                                |                | NORM (ABNORM) | INCR (DECR)    | NORM (ABNORM) |        | NORM (ABNORM) |
| Fund 101 - GENERAL FUND                 |                                |                |               |                |               |        |               |
| Expenditures                            |                                |                |               |                |               |        |               |
| 101-257.000-807.000                     | BOARD OF REVIEW                | 700.00         | 0.00          | 0.00           | 700.00        | 0.00   | 0.00          |
| 101-257.000-813.000                     | MEETINGS                       | 100.00         | 0.00          | 0.00           | 100.00        | 0.00   | 0.00          |
| 101-257.000-861.000                     | MILEAGE REIMBURSEMENT          | 500.00         | 0.00          | 0.00           | 500.00        | 0.00   | 0.00          |
| 101-257.000-900.000                     | PRINTING & PUBLISHING          | 900.00         | 0.00          | 0.00           | 900.00        | 0.00   | 0.00          |
| 101-257.000-901.000                     | POSTAGE                        | 650.00         | 0.00          | 0.00           | 650.00        | 0.00   | 0.00          |
| 101-257.000-908.000                     | DUES/FEES/PUBLICATIONS         | 450.00         | 0.00          | 0.00           | 450.00        | 0.00   | 0.00          |
| 101-257.000-977.005                     | COMPUTER HARDWARE/SOFTWARE     | 0.00           | 95.40         | 0.00           | (95.40)       | 100.00 | 1,072.03      |
| Total Dept 257.000 - ASSESSING          |                                | 63,997.00      | 13,136.18     | 4,906.99       | 50,860.82     | 20.53  | 13,238.90     |
| Dept 262.000 - ELECTION                 |                                |                |               |                |               |        |               |
| 101-262.000-703.000                     | WAGES                          | 3,000.00       | 1,675.00      | 1,675.00       | 1,325.00      | 55.83  | 1,000.00      |
| 101-262.000-740.000                     | SUPPLIES                       | 1,000.00       | 183.36        | 0.00           | 816.64        | 18.34  | 201.98        |
| 101-262.000-900.000                     | PRINTING & PUBLISHING          | 500.00         | 90.00         | 0.00           | 410.00        | 18.00  | (242.66)      |
| 101-262.000-901.000                     | POSTAGE                        | 2,000.00       | 0.00          | 0.00           | 2,000.00      | 0.00   | 0.00          |
| 101-262.000-930.000                     | REPAIRS & MAINTENANCE: GENERAL | 625.00         | 0.00          | 0.00           | 625.00        | 0.00   | 0.00          |
| 101-262.000-941.001                     | EQUIPMENT RENT-EQUIPMENT FUND  | 2,203.00       | 2,203.00      | 0.00           | 0.00          | 100.00 | 0.00          |
| 101-262.000-958.000                     | MISCELLANEOUS                  | 1,000.00       | 0.00          | 0.00           | 1,000.00      | 0.00   | 58.20         |
| Total Dept 262.000 - ELECTION           |                                | 10,328.00      | 4,151.36      | 1,675.00       | 6,176.64      | 40.20  | 1,017.52      |
| Dept 265.000 - BUILDING & GROUNDS       |                                |                |               |                |               |        |               |
| 101-265.000-703.000                     | WAGES                          | 27,390.00      | 4,372.19      | 2,045.64       | 23,017.81     | 15.96  | 6,705.59      |
| 101-265.000-705.000                     | WAGES - SEASONAL               | 9,917.00       | 1,875.09      | 272.00         | 8,041.91      | 18.91  | 4,923.21      |
| 101-265.000-719.000                     | INSURANCE BENEFITS             | 6,630.00       | 777.97        | 307.53         | 5,852.03      | 11.73  | 2,275.30      |
| 101-265.000-720.000                     | PAYROLL TAXES                  | 3,225.00       | 522.89        | 183.80         | 2,702.11      | 16.21  | 1,017.60      |
| 101-265.000-721.000                     | MERS BENEFITS                  | 3,560.00       | 456.23        | 212.10         | 3,103.77      | 12.82  | 630.54        |
| 101-265.000-722.000                     | WORKERS COMPENSATION           | 625.00         | 289.46        | 38.96          | 335.54        | 46.31  | 185.58        |
| 101-265.000-740.000                     | SUPPLIES                       | 12,000.00      | 3,373.23      | 1,068.60       | 8,626.77      | 28.11  | 1,278.51      |
| 101-265.000-802.000                     | CONTRACTUAL                    | 26,000.00      | 1,957.57      | 809.20         | 24,042.43     | 7.53   | 6,684.71      |
| 101-265.000-851.000                     | TELEPHONE                      | 4,800.00       | 1,200.87      | 801.10         | 3,599.13      | 25.02  | 1,121.07      |
| 101-265.000-922.000                     | UTILITIES                      | 14,000.00      | 1,347.06      | 790.45         | 12,652.94     | 9.62   | 2,076.82      |
| 101-265.000-930.000                     | REPAIRS & MAINTENANCE: GENERAL | 20,000.00      | 2,233.43      | 987.30         | 17,766.57     | 11.17  | 3,946.97      |
| 101-265.000-941.001                     | EQUIPMENT RENT-EQUIPMENT FUND  | 0.00           | 0.00          | (1,537.84)     | 0.00          | 0.00   | 6,698.59      |
| 101-265.000-979.000                     | CAPITAL OUTLAY                 | 29,563.00      | 10,698.00     | 8,698.00       | 18,865.00     | 36.19  | 228.15        |
| Total Dept 265.000 - BUILDING & GROUNDS |                                | 157,710.00     | 29,103.99     | 14,676.84      | 128,606.01    | 18.45  | 37,772.64     |
| Dept 266.000 - ATTORNEY                 |                                |                |               |                |               |        |               |
| 101-266.000-801.000                     | CONTRACTUAL ATTORNEY           | 17,500.00      | 18,083.65     | 17,904.15      | (583.65)      | 103.34 | 2,951.50      |
| Total Dept 266.000 - ATTORNEY           |                                | 17,500.00      | 18,083.65     | 17,904.15      | (583.65)      | 103.34 | 2,951.50      |
| Dept 301.000 - POLICE                   |                                |                |               |                |               |        |               |
| 101-301.000-702.000                     | SALARIES                       | 81,950.00      | 16,966.27     | 6,008.33       | 64,983.73     | 20.70  | 17,418.82     |
| 101-301.000-703.000                     | WAGES                          | 221,515.00     | 45,393.43     | 16,588.08      | 176,121.57    | 20.49  | 44,063.54     |
| 101-301.000-704.000                     | WAGES - PARTTIME               | 44,015.00      | 10,842.17     | 3,076.43       | 33,172.83     | 24.63  | 10,702.53     |
| 101-301.000-706.000                     | WAGES - OVERTIME               | 23,100.00      | 6,835.03      | 1,982.64       | 16,264.97     | 29.59  | 3,673.43      |
| 101-301.000-707.000                     | SICK PAYOUT                    | 15,055.00      | 0.00          | 0.00           | 15,055.00     | 0.00   | 0.00          |
| 101-301.000-708.000                     | SPECIAL EVENTS WAGES           | 0.00           | 1,697.74      | 381.01         | (1,697.74)    | 100.00 | 0.00          |
| 101-301.000-709.000                     | WAGES- OFFICE                  | 44,470.00      | 5,733.79      | 3,456.80       | 38,736.21     | 12.89  | 9,000.00      |
| 101-301.000-718.000                     | TRAINING FUNDS                 | 1,000.00       | 0.00          | 0.00           | 1,000.00      | 0.00   | 0.00          |

User: MATTSMITH

DB: Douglas

PERIOD ENDING 09/30/2022

Item 9B.

| GL NUMBER                                  | DESCRIPTION                     | 2022-23<br>AMENDED BUDGET | YTD BALANCE<br>09/30/2022<br>NORM (ABNORM) | ACTIVITY FOR<br>MONTH 09/30/22<br>INCR (DECR) | AVAILABLE<br>BALANCE<br>NORM (ABNORM) | % BDGT<br>USED | YTD BALANCE<br>09/30/2021<br>NORM (ABNORM) |
|--------------------------------------------|---------------------------------|---------------------------|--------------------------------------------|-----------------------------------------------|---------------------------------------|----------------|--------------------------------------------|
| Fund 101 - GENERAL FUND                    |                                 |                           |                                            |                                               |                                       |                |                                            |
| Expenditures                               |                                 |                           |                                            |                                               |                                       |                |                                            |
| 101-301.000-718.001                        | TRAINING FUNDS ACT 302          | 1,000.00                  | 0.00                                       | 0.00                                          | 1,000.00                              | 0.00           | 0.00                                       |
| 101-301.000-718.002                        | MISC TRAVEL EXPENSES-TRAINING   | 50.00                     | 0.00                                       | 0.00                                          | 50.00                                 | 0.00           | 0.00                                       |
| 101-301.000-719.000                        | INSURANCE BENEFITS              | 120,770.00                | 33,171.75                                  | 9,392.35                                      | 87,598.25                             | 27.47          | 32,963.96                                  |
| 101-301.000-720.000                        | PAYROLL TAXES                   | 35,005.00                 | 7,217.88                                   | 2,706.01                                      | 27,787.12                             | 20.62          | 6,626.74                                   |
| 101-301.000-721.000                        | MERS BENEFITS                   | 55,070.00                 | 11,164.14                                  | 4,175.09                                      | 43,905.86                             | 20.27          | 9,607.87                                   |
| 101-301.000-722.000                        | WORKERS COMPENSATION            | 4,885.00                  | 2,269.96                                   | 305.50                                        | 2,615.04                              | 46.47          | 1,823.92                                   |
| 101-301.000-740.000                        | SUPPLIES                        | 2,000.00                  | 380.44                                     | 161.02                                        | 1,619.56                              | 19.02          | 343.68                                     |
| 101-301.000-750.000                        | UNIFORMS                        | 3,400.00                  | 1,588.33                                   | 424.33                                        | 1,811.67                              | 46.72          | 227.00                                     |
| 101-301.000-801.000                        | CONTRACTUAL ATTORNEY            | 1,000.00                  | 0.00                                       | 0.00                                          | 1,000.00                              | 0.00           | 0.00                                       |
| 101-301.000-801.003                        | CONTRACTUAL ATTORNEY PROSECUTER | 5,000.00                  | 552.00                                     | 552.00                                        | 4,448.00                              | 11.04          | 912.00                                     |
| 101-301.000-802.000                        | CONTRACTUAL                     | 7,100.00                  | 954.25                                     | 715.22                                        | 6,145.75                              | 13.44          | 714.20                                     |
| 101-301.000-814.000                        | INSURANCE (LIABILITY/AUTO)      | 14,000.00                 | 13,498.35                                  | 0.00                                          | 501.65                                | 96.42          | 13,656.00                                  |
| 101-301.000-851.000                        | TELEPHONE                       | 5,525.00                  | 1,285.23                                   | 465.02                                        | 4,239.77                              | 23.26          | 878.24                                     |
| 101-301.000-860.000                        | GAS & OIL                       | 14,000.00                 | 3,394.80                                   | 3,394.80                                      | 10,605.20                             | 24.25          | 2,469.27                                   |
| 101-301.000-900.000                        | PRINTING & PUBLISHING           | 250.00                    | 0.00                                       | 0.00                                          | 250.00                                | 0.00           | 0.00                                       |
| 101-301.000-908.000                        | DUES/FEES/PUBLICATIONS          | 250.00                    | 74.40                                      | 74.40                                         | 175.60                                | 29.76          | 67.95                                      |
| 101-301.000-922.000                        | UTILITIES                       | 6,850.00                  | 979.51                                     | 591.18                                        | 5,870.49                              | 14.30          | 856.91                                     |
| 101-301.000-930.000                        | REPAIRS & MAINTENANCE: GENERAL  | 5,000.00                  | 173.12                                     | 0.00                                          | 4,826.88                              | 3.46           | 4,389.81                                   |
| 101-301.000-930.004                        | VEHICLE MAINTENANCE & REPAIRS   | 7,500.00                  | 1,926.95                                   | 159.00                                        | 5,573.05                              | 25.69          | 1,585.15                                   |
| 101-301.000-941.001                        | EQUIPMENT RENT-EQUIPMENT FUND   | 20,000.00                 | 5,000.01                                   | 1,666.67                                      | 14,999.99                             | 25.00          | 4,174.89                                   |
| 101-301.000-942.000                        | LEASE- COPIER                   | 610.00                    | 609.30                                     | 203.10                                        | 0.70                                  | 99.89          | 609.30                                     |
| 101-301.000-977.000                        | EQUIPMENT                       | 1,000.00                  | 0.00                                       | 0.00                                          | 1,000.00                              | 0.00           | 136.03                                     |
| 101-301.000-979.000                        | CAPITAL OUTLAY                  | 11,600.00                 | 0.00                                       | 0.00                                          | 11,600.00                             | 0.00           | 0.00                                       |
| Total Dept 301.000 - POLICE                |                                 | 752,970.00                | 171,708.85                                 | 56,478.98                                     | 581,261.15                            | 22.80          | 167,259.20                                 |
| Dept 463.000 - GENERAL STREETS & ROW       |                                 |                           |                                            |                                               |                                       |                |                                            |
| 101-463.000-703.000                        | WAGES                           | 104,945.00                | 8,643.99                                   | 3,505.70                                      | 96,301.01                             | 8.24           | 11,156.87                                  |
| 101-463.000-705.000                        | WAGES - SEASONAL                | 9,917.00                  | 1,844.51                                   | 136.00                                        | 8,072.49                              | 18.60          | 2,754.00                                   |
| 101-463.000-719.000                        | INSURANCE BENEFITS              | 27,900.00                 | 4,917.27                                   | 1,703.77                                      | 22,982.73                             | 17.62          | 6,753.74                                   |
| 101-463.000-720.000                        | PAYROLL TAXES                   | 9,505.00                  | 844.88                                     | 281.26                                        | 8,660.12                              | 8.89           | 1,124.92                                   |
| 101-463.000-721.000                        | MERS BENEFITS                   | 13,277.00                 | 914.45                                     | 367.80                                        | 12,362.55                             | 6.89           | 1,081.74                                   |
| 101-463.000-722.000                        | WORKERS COMPENSATION            | 3,225.00                  | 1,497.64                                   | 201.56                                        | 1,727.36                              | 46.44          | 1,153.96                                   |
| 101-463.000-740.000                        | SUPPLIES                        | 17,500.00                 | 1,447.21                                   | 836.35                                        | 16,052.79                             | 8.27           | 592.73                                     |
| 101-463.000-740.002                        | EXTERIOR SUPPLIES               | 250.00                    | 0.00                                       | 0.00                                          | 250.00                                | 0.00           | 0.00                                       |
| 101-463.000-740.003                        | BANNERS                         | 2,500.00                  | 0.00                                       | 0.00                                          | 2,500.00                              | 0.00           | 0.00                                       |
| 101-463.000-740.004                        | BENCHES                         | 1,000.00                  | 0.00                                       | 0.00                                          | 1,000.00                              | 0.00           | 0.00                                       |
| 101-463.000-750.000                        | UNIFORMS                        | 5,000.00                  | 1,201.52                                   | 1,185.42                                      | 3,798.48                              | 24.03          | 881.14                                     |
| 101-463.000-802.000                        | CONTRACTUAL                     | 26,300.00                 | 295.00                                     | 295.00                                        | 26,005.00                             | 1.12           | 9,131.00                                   |
| 101-463.000-802.003                        | CONTRACTUAL- REFUSE             | 6,100.00                  | 1,485.00                                   | 475.00                                        | 4,615.00                              | 24.34          | 1,902.45                                   |
| 101-463.000-802.007                        | LANDSCAPING SERVICES            | 2,800.00                  | 1,810.07                                   | 1,810.07                                      | 989.93                                | 64.65          | 1,831.25                                   |
| 101-463.000-802.010                        | CONTRACTUAL FORESTRY            | 25,000.00                 | 6,016.98                                   | 1,261.99                                      | 18,983.02                             | 24.07          | 0.00                                       |
| 101-463.000-806.000                        | CONTRACTUAL ENGINEERING         | 5,500.00                  | 1,635.00                                   | 1,635.00                                      | 3,865.00                              | 29.73          | 965.90                                     |
| 101-463.000-851.000                        | TELEPHONE                       | 8,200.00                  | 2,933.07                                   | 2,238.14                                      | 5,266.93                              | 35.77          | 2,000.86                                   |
| 101-463.000-900.000                        | PRINTING & PUBLISHING           | 100.00                    | 0.00                                       | 0.00                                          | 100.00                                | 0.00           | 0.00                                       |
| 101-463.000-908.000                        | DUES/FEES/PUBLICATIONS          | 500.00                    | 74.40                                      | 74.40                                         | 425.60                                | 14.88          | 67.95                                      |
| 101-463.000-922.000                        | UTILITIES                       | 7,500.00                  | 1,052.26                                   | 780.95                                        | 6,447.74                              | 14.03          | 1,514.46                                   |
| 101-463.000-925.000                        | STREET LIGHTS                   | 25,000.00                 | 3,390.92                                   | 2,905.92                                      | 21,609.08                             | 13.56          | 4,305.95                                   |
| 101-463.000-930.000                        | REPAIRS & MAINTENANCE: GENERAL  | 7,500.00                  | 3,069.70                                   | 504.70                                        | 4,430.30                              | 40.93          | 4,233.35                                   |
| 101-463.000-941.001                        | EQUIPMENT RENT-EQUIPMENT FUND   | 0.00                      | 0.00                                       | (3,049.19)                                    | 0.00                                  | 0.00           | 11,524.04                                  |
| 101-463.000-979.011                        | CAPITAL OUTLAY-DRAINS           | 36,500.00                 | 0.00                                       | 0.00                                          | 36,500.00                             | 0.00           | 0.00                                       |
| Total Dept 463.000 - GENERAL STREETS & ROW |                                 | 346,019.00                | 43,073.87                                  | 17,149.84                                     | 302,945.13                            | 12.45          | 62,206                                     |

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PERIOD ENDING 09/30/2022

Item 9B.

| GL NUMBER                                 | DESCRIPTION                    | 2022-23<br>AMENDED BUDGET | YTD BALANCE<br>09/30/2022<br>NORM (ABNORM) | ACTIVITY FOR<br>MONTH 09/30/22<br>INCR (DECR) | AVAILABLE<br>BALANCE<br>NORM (ABNORM) | % BDGT<br>USED | YTD BALANCE<br>09/30/2021<br>NORM (ABNORM) |
|-------------------------------------------|--------------------------------|---------------------------|--------------------------------------------|-----------------------------------------------|---------------------------------------|----------------|--------------------------------------------|
| Fund 101 - GENERAL FUND                   |                                |                           |                                            |                                               |                                       |                |                                            |
| Expenditures                              |                                |                           |                                            |                                               |                                       |                |                                            |
| Dept 701.000 - PLANNING & ZONING          |                                |                           |                                            |                                               |                                       |                |                                            |
| 101-701.000-702.000                       | SALARIES                       | 103,600.00                | 13,581.47                                  | 1,983.81                                      | 90,018.53                             | 13.11          | 14,698.74                                  |
| 101-701.000-703.000                       | WAGES                          | 5,400.00                  | 0.00                                       | 0.00                                          | 5,400.00                              | 0.00           | 0.00                                       |
| 101-701.000-718.000                       | TRAINING FUNDS                 | 3,000.00                  | 0.00                                       | 0.00                                          | 3,000.00                              | 0.00           | 120.00                                     |
| 101-701.000-718.002                       | MISC TRAVEL EXPENSES-TRAINING  | 600.00                    | 0.00                                       | 0.00                                          | 600.00                                | 0.00           | 0.00                                       |
| 101-701.000-719.000                       | INSURANCE BENEFITS             | 17,950.00                 | 4,758.15                                   | 1,659.46                                      | 13,191.85                             | 26.51          | 3,901.77                                   |
| 101-701.000-720.000                       | PAYROLL TAXES                  | 8,550.00                  | 1,035.59                                   | 150.63                                        | 7,514.41                              | 12.11          | 1,113.65                                   |
| 101-701.000-721.000                       | MERS BENEFITS                  | 18,025.00                 | 2,411.37                                   | 201.41                                        | 15,613.63                             | 13.38          | 3,075.22                                   |
| 101-701.000-722.000                       | WORKERS COMPENSATION           | 215.00                    | 98.75                                      | 13.29                                         | 116.25                                | 45.93          | 57.64                                      |
| 101-701.000-740.000                       | SUPPLIES                       | 2,000.00                  | 603.50                                     | 503.51                                        | 1,396.50                              | 30.18          | 286.49                                     |
| 101-701.000-801.000                       | CONTRACTUAL ATTORNEY           | 25,000.00                 | 3,852.50                                   | 3,397.50                                      | 21,147.50                             | 15.41          | 12,162.50                                  |
| 101-701.000-802.000                       | CONTRACTUAL                    | 7,550.00                  | 625.00                                     | 250.00                                        | 6,925.00                              | 8.28           | 1,797.60                                   |
| 101-701.000-803.000                       | CONTRACTUAL CONSULTANT         | 35,000.00                 | 1,812.50                                   | 187.50                                        | 33,187.50                             | 5.18           | 1,922.50                                   |
| 101-701.000-804.000                       | CONTRACTUAL BUILDING INSPECTIO | 65,000.00                 | 2,907.90                                   | 2,907.90                                      | 62,092.10                             | 4.47           | 6,994.40                                   |
| 101-701.000-806.000                       | CONTRACTUAL ENGINEERING        | 30,000.00                 | 11,319.10                                  | 11,319.10                                     | 18,680.90                             | 37.73          | 6,611.00                                   |
| 101-701.000-812.000                       | RECORDING CLERK                | 200.00                    | 0.00                                       | 0.00                                          | 200.00                                | 0.00           | 0.00                                       |
| 101-701.000-851.000                       | TELEPHONE                      | 570.00                    | 87.64                                      | 43.78                                         | 482.36                                | 15.38          | 178.15                                     |
| 101-701.000-861.000                       | MILEAGE REIMBURSEMENT          | 250.00                    | 0.00                                       | 0.00                                          | 250.00                                | 0.00           | 0.00                                       |
| 101-701.000-900.000                       | PRINTING & PUBLISHING          | 5,000.00                  | 0.00                                       | 0.00                                          | 5,000.00                              | 0.00           | 84.00                                      |
| 101-701.000-901.000                       | POSTAGE                        | 200.00                    | 0.00                                       | 0.00                                          | 200.00                                | 0.00           | 0.00                                       |
| 101-701.000-908.000                       | DUES/FEES/PUBLICATIONS         | 450.00                    | 30.00                                      | 0.00                                          | 420.00                                | 6.67           | 0.00                                       |
| 101-701.000-977.000                       | EQUIPMENT                      | 0.00                      | 0.00                                       | 0.00                                          | 0.00                                  | 0.00           | 3,342.15                                   |
| 101-701.000-977.005                       | COMPUTER HARDWARE/SOFTWARE     | 0.00                      | 2,955.00                                   | 2,955.00                                      | (2,955.00)                            | 100.00         | 0.00                                       |
| Total Dept 701.000 - PLANNING & ZONING    |                                | 328,560.00                | 46,078.47                                  | 25,572.89                                     | 282,481.53                            | 14.02          | 56,345.81                                  |
| Dept 751.000 - PARKS & RECREATION         |                                |                           |                                            |                                               |                                       |                |                                            |
| 101-751.000-703.000                       | WAGES                          | 41,900.00                 | 13,900.89                                  | 5,411.44                                      | 27,999.11                             | 33.18          | 15,013.05                                  |
| 101-751.000-705.000                       | WAGES - SEASONAL               | 9,917.00                  | 2,279.70                                   | 586.50                                        | 7,637.30                              | 22.99          | 3,548.74                                   |
| 101-751.000-719.000                       | INSURANCE BENEFITS             | 10,145.00                 | 3,088.25                                   | 1,011.29                                      | 7,056.75                              | 30.44          | 6,588.25                                   |
| 101-751.000-720.000                       | PAYROLL TAXES                  | 4,396.00                  | 1,292.49                                   | 472.90                                        | 3,103.51                              | 29.40          | 1,512.15                                   |
| 101-751.000-721.000                       | MERS BENEFITS                  | 5,445.00                  | 1,438.35                                   | 557.84                                        | 4,006.65                              | 26.42          | 1,382.94                                   |
| 101-751.000-722.000                       | WORKERS COMPENSATION           | 895.00                    | 415.99                                     | 55.99                                         | 479.01                                | 46.48          | 109.00                                     |
| 101-751.000-740.000                       | SUPPLIES                       | 10,000.00                 | 5,325.17                                   | 2,595.95                                      | 4,674.83                              | 53.25          | 2,166.39                                   |
| 101-751.000-802.000                       | CONTRACTUAL                    | 12,000.00                 | 5,371.50                                   | 3,120.00                                      | 6,628.50                              | 44.76          | 5,331.52                                   |
| 101-751.000-802.007                       | LANDSCAPING SERVICES           | 7,500.00                  | 0.00                                       | 0.00                                          | 7,500.00                              | 0.00           | 1,711.21                                   |
| 101-751.000-809.000                       | SAUGATUCK TWP CEMETERY MAINT   | 7,950.00                  | 0.00                                       | 0.00                                          | 7,950.00                              | 0.00           | 7,805.33                                   |
| 101-751.000-900.000                       | PRINTING & PUBLISHING          | 500.00                    | 0.00                                       | 0.00                                          | 500.00                                | 0.00           | 0.00                                       |
| 101-751.000-922.000                       | UTILITIES                      | 11,000.00                 | 3,791.04                                   | 3,341.31                                      | 7,208.96                              | 34.46          | 2,074.01                                   |
| 101-751.000-930.000                       | REPAIRS & MAINTENANCE: GENERAL | 7,500.00                  | 2,565.74                                   | 301.16                                        | 4,934.26                              | 34.21          | 4,239.99                                   |
| 101-751.000-930.006                       | UNIONS REPAIRS AND MAINT       | 750.00                    | 622.92                                     | 579.01                                        | 127.08                                | 83.06          | 15.80                                      |
| 101-751.000-941.001                       | EQUIPMENT RENT-EQUIPMENT FUND  | 0.00                      | 0.00                                       | (8,419.99)                                    | 0.00                                  | 0.00           | 17,870.30                                  |
| 101-751.000-977.000                       | EQUIPMENT                      | 5,000.00                  | 2,995.34                                   | 2,255.08                                      | 2,004.66                              | 59.91          | 1,301.85                                   |
| 101-751.000-979.000                       | CAPITAL OUTLAY                 | 29,540.00                 | 5,964.17                                   | 0.00                                          | 23,575.83                             | 20.19          | 64,558.22                                  |
| Total Dept 751.000 - PARKS & RECREATION   |                                | 164,438.00                | 49,051.55                                  | 11,868.48                                     | 115,386.45                            | 29.83          | 135,228.75                                 |
| Dept 802.000 - COMMUNITY PROMOTIONS       |                                |                           |                                            |                                               |                                       |                |                                            |
| 101-802.000-958.000                       | MISCELLANEOUS                  | 25,000.00                 | 4,000.00                                   | 0.00                                          | 21,000.00                             | 16.00          | 5,583.91                                   |
| Total Dept 802.000 - COMMUNITY PROMOTIONS |                                | 25,000.00                 | 4,000.00                                   | 0.00                                          | 21,000.00                             | 16.00          | 5,                                         |
| Dept 850.000 - INSURANCE & BONDS          |                                |                           |                                            |                                               |                                       |                |                                            |

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REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF DOUGLAS

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Item 9B.

PERIOD ENDING 09/30/2022

| GL NUMBER                              | DESCRIPTION                            | 2022-23        | YTD BALANCE                 | ACTIVITY FOR                  | AVAILABLE                | % BDGT<br>USED | YTD BALANCE                 |
|----------------------------------------|----------------------------------------|----------------|-----------------------------|-------------------------------|--------------------------|----------------|-----------------------------|
|                                        |                                        | AMENDED BUDGET | 09/30/2022<br>NORM (ABNORM) | MONTH 09/30/22<br>INCR (DECR) | BALANCE<br>NORM (ABNORM) |                | 09/30/2021<br>NORM (ABNORM) |
| Fund 101 - GENERAL FUND                |                                        |                |                             |                               |                          |                |                             |
| Expenditures                           |                                        |                |                             |                               |                          |                |                             |
| 101-850.000-814.000                    | INSURANCE (LIABILITY/AUTO)             | 40,000.00      | 37,342.65                   | 0.00                          | 2,657.35                 | 93.36          | 0.00                        |
| 101-850.000-958.000                    | MISCELLANEOUS                          | 0.00           | 0.00                        | 0.00                          | 0.00                     | 0.00           | 35,439.00                   |
| Total Dept 850.000 - INSURANCE & BONDS |                                        | 40,000.00      | 37,342.65                   | 0.00                          | 2,657.35                 | 93.36          | 35,439.00                   |
| Dept 966.000 - TRANSFERS OUT           |                                        |                |                             |                               |                          |                |                             |
| 101-966.000-995.202                    | TRANSFER OUT MAJOR ST                  | 110,000.00     | 0.00                        | 0.00                          | 110,000.00               | 0.00           | 0.00                        |
| 101-966.000-995.203                    | TRANSFER OUT LOCAL ST                  | 75,000.00      | 0.00                        | 0.00                          | 75,000.00                | 0.00           | 0.00                        |
| 101-966.000-995.243                    | TRANSFER OUT BROWNFIELD                | 75,000.00      | 0.00                        | 0.00                          | 75,000.00                | 0.00           | 0.00                        |
| 101-966.000-995.245                    | TRANSFER OUT TRI-COMMUNITY HARBOR AUTH | 7,000.00       | 0.00                        | 0.00                          | 7,000.00                 | 0.00           | 0.00                        |
| 101-966.000-995.450                    | TRANSFER OUT WATER/SEWER FUND          | 250,000.00     | 0.00                        | 0.00                          | 250,000.00               | 0.00           | 0.00                        |
| 101-966.000-995.594                    | TRANSFER OUT DOUGLAS MARINA            | 15,000.00      | 0.00                        | 0.00                          | 15,000.00                | 0.00           | 63,500.00                   |
| Total Dept 966.000 - TRANSFERS OUT     |                                        | 532,000.00     | 0.00                        | 0.00                          | 532,000.00               | 0.00           | 63,500.00                   |
| TOTAL EXPENDITURES                     |                                        | 3,005,555.00   | 529,221.23                  | 200,590.44                    | 2,476,333.77             | 17.61          | 698,225.36                  |
| Fund 101 - GENERAL FUND:               |                                        |                |                             |                               |                          |                |                             |
| TOTAL REVENUES                         |                                        | 3,311,823.00   | 2,603,652.28                | 1,789,576.08                  | 708,170.72               | 78.62          | 2,461,785.95                |
| TOTAL EXPENDITURES                     |                                        | 3,005,555.00   | 529,221.23                  | 200,590.44                    | 2,476,333.77             | 17.61          | 698,225.36                  |
| NET OF REVENUES & EXPENDITURES         |                                        | 306,268.00     | 2,074,431.05                | 1,588,985.64                  | (1,768,163.05)           | 677.33         | 1,763,560.59                |

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PERIOD ENDING 09/30/2022

Item 9B.

| GL NUMBER                                         | DESCRIPTION                    | 2022-23<br>AMENDED BUDGET | YTD BALANCE<br>09/30/2022<br>NORM (ABNORM) | ACTIVITY FOR<br>MONTH 09/30/22<br>INCR (DECR) | AVAILABLE<br>BALANCE<br>NORM (ABNORM) | % BDGT<br>USED | YTD BALANCE<br>09/30/2021<br>NORM (ABNORM) |
|---------------------------------------------------|--------------------------------|---------------------------|--------------------------------------------|-----------------------------------------------|---------------------------------------|----------------|--------------------------------------------|
| Fund 202 - MAJOR STREET FUND                      |                                |                           |                                            |                                               |                                       |                |                                            |
| Revenues                                          |                                |                           |                                            |                                               |                                       |                |                                            |
| Dept 000.000                                      |                                |                           |                                            |                                               |                                       |                |                                            |
| 202-000.000-546.000                               | STATE GRANT: ACT 51            | 183,860.00                | 17,391.06                                  | 17,391.06                                     | 166,468.94                            | 9.46           | 30,532.33                                  |
| 202-000.000-546.001                               | SNOW REMOVAL                   | 30,000.00                 | 0.00                                       | 0.00                                          | 30,000.00                             | 0.00           | 0.00                                       |
| 202-000.000-699.101                               | TRANSFER IN - GENERAL FUND     | 110,000.00                | 0.00                                       | 0.00                                          | 110,000.00                            | 0.00           | 0.00                                       |
| 202-000.000-699.204                               | TRANSFER IN- ROAD MIL.         | 185,399.00                | 0.00                                       | 0.00                                          | 185,399.00                            | 0.00           | 0.00                                       |
| Total Dept 000.000                                |                                | 509,259.00                | 17,391.06                                  | 17,391.06                                     | 491,867.94                            | 3.41           | 30,532.33                                  |
| TOTAL REVENUES                                    |                                | 509,259.00                | 17,391.06                                  | 17,391.06                                     | 491,867.94                            | 3.41           | 30,532.33                                  |
| Expenditures                                      |                                |                           |                                            |                                               |                                       |                |                                            |
| Dept 463.000 - GENERAL STREETS & ROW              |                                |                           |                                            |                                               |                                       |                |                                            |
| 202-463.000-703.000                               | WAGES                          | 62,150.00                 | 21,918.88                                  | 7,233.10                                      | 40,231.12                             | 35.27          | 18,880.36                                  |
| 202-463.000-719.000                               | INSURANCE BENEFITS             | 15,050.00                 | 6,893.23                                   | 2,428.20                                      | 8,156.77                              | 45.80          | 4,402.90                                   |
| 202-463.000-720.000                               | PAYROLL TAXES                  | 5,030.00                  | 1,676.82                                   | 553.34                                        | 3,353.18                              | 33.34          | 1,444.36                                   |
| 202-463.000-721.000                               | MERS BENEFITS                  | 8,075.00                  | 3,214.94                                   | 1,083.39                                      | 4,860.06                              | 39.81          | 2,779.25                                   |
| 202-463.000-722.000                               | WORKERS COMPENSATION           | 1,910.00                  | 887.83                                     | 119.49                                        | 1,022.17                              | 46.48          | 1,015.49                                   |
| 202-463.000-740.000                               | SUPPLIES                       | 2,500.00                  | 12.99                                      | 12.99                                         | 2,487.01                              | 0.52           | 0.00                                       |
| 202-463.000-746.000                               | TRAFFIC SIGNS & SERVICES       | 4,000.00                  | 0.00                                       | 0.00                                          | 4,000.00                              | 0.00           | 0.00                                       |
| 202-463.000-802.000                               | CONTRACTUAL                    | 34,000.00                 | 2,100.00                                   | 0.00                                          | 31,900.00                             | 6.18           | 5,337.40                                   |
| 202-463.000-806.000                               | CONTRACTUAL ENGINEERING        | 20,000.00                 | 3,983.25                                   | 3,983.25                                      | 16,016.75                             | 19.92          | 13,851.80                                  |
| 202-463.000-930.000                               | REPAIRS & MAINTENANCE: GENERAL | 50,000.00                 | 2,174.66                                   | 1,396.66                                      | 47,825.34                             | 4.35           | 4,052.90                                   |
| 202-463.000-941.001                               | EQUIPMENT RENT-EQUIPMENT FUND  | 0.00                      | 0.00                                       | (6,956.26)                                    | 0.00                                  | 0.00           | 19,204.90                                  |
| 202-463.000-979.000                               | CAPITAL OUTLAY                 | 106,536.00                | 102,617.74                                 | 0.00                                          | 3,918.26                              | 96.32          | 0.00                                       |
| Total Dept 463.000 - GENERAL STREETS & ROW        |                                | 309,251.00                | 145,480.34                                 | 9,854.16                                      | 163,770.66                            | 47.04          | 70,969.36                                  |
| Dept 464.000 - GENERAL STREETS WINTER & ROW       |                                |                           |                                            |                                               |                                       |                |                                            |
| 202-464.000-703.000                               | WAGES                          | 28,750.00                 | 850.12                                     | 429.13                                        | 27,899.88                             | 2.96           | 917.10                                     |
| 202-464.000-719.000                               | INSURANCE BENEFITS             | 6,960.00                  | 0.00                                       | 0.00                                          | 6,960.00                              | 0.00           | 0.00                                       |
| 202-464.000-720.000                               | PAYROLL TAXES                  | 2,330.00                  | 65.06                                      | 32.84                                         | 2,264.94                              | 2.79           | 70.15                                      |
| 202-464.000-721.000                               | MERS BENEFITS                  | 3,735.00                  | 96.24                                      | 47.09                                         | 3,638.76                              | 2.58           | 104.14                                     |
| 202-464.000-722.000                               | WORKERS COMPENSATION           | 885.00                    | 410.67                                     | 55.27                                         | 474.33                                | 46.40          | 431.96                                     |
| 202-464.000-740.001                               | SNOW AND ICE REMOVAL SUPPLIES  | 12,000.00                 | 0.00                                       | 0.00                                          | 12,000.00                             | 0.00           | 1,899.00                                   |
| 202-464.000-802.002                               | CONTRACTUAL-SIDEWALK PLOWING   | 40,000.00                 | 0.00                                       | 0.00                                          | 40,000.00                             | 0.00           | 0.00                                       |
| Total Dept 464.000 - GENERAL STREETS WINTER & ROW |                                | 94,660.00                 | 1,422.09                                   | 564.33                                        | 93,237.91                             | 1.50           | 3,422.35                                   |
| TOTAL EXPENDITURES                                |                                | 403,911.00                | 146,902.43                                 | 10,418.49                                     | 257,008.57                            | 36.37          | 74,391.71                                  |
| Fund 202 - MAJOR STREET FUND:                     |                                |                           |                                            |                                               |                                       |                |                                            |
| TOTAL REVENUES                                    |                                | 509,259.00                | 17,391.06                                  | 17,391.06                                     | 491,867.94                            | 3.41           | 30,532.33                                  |
| TOTAL EXPENDITURES                                |                                | 403,911.00                | 146,902.43                                 | 10,418.49                                     | 257,008.57                            | 36.37          | 74,391.71                                  |
| NET OF REVENUES & EXPENDITURES                    |                                | 105,348.00                | (129,511.37)                               | 6,972.57                                      | 234,859.37                            | 122.94         | (43,859.38)                                |

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PERIOD ENDING 09/30/2022

Item 9B.

| GL NUMBER                                         | DESCRIPTION                    | 2022-23<br>AMENDED BUDGET | YTD BALANCE<br>09/30/2022<br>NORM (ABNORM) | ACTIVITY FOR<br>MONTH 09/30/22<br>INCR (DECR) | AVAILABLE<br>BALANCE<br>NORM (ABNORM) | % BDGT<br>USED | YTD BALANCE<br>09/30/2021<br>NORM (ABNORM) |
|---------------------------------------------------|--------------------------------|---------------------------|--------------------------------------------|-----------------------------------------------|---------------------------------------|----------------|--------------------------------------------|
| Fund 203 - LOCAL STREETS FUND                     |                                |                           |                                            |                                               |                                       |                |                                            |
| Revenues                                          |                                |                           |                                            |                                               |                                       |                |                                            |
| Dept 000.000                                      |                                |                           |                                            |                                               |                                       |                |                                            |
| 203-000.000-546.000                               | STATE GRANT: ACT 51            | 77,330.00                 | 7,314.66                                   | 7,314.66                                      | 70,015.34                             | 9.46           | 12,997.02                                  |
| 203-000.000-546.001                               | SNOW REMOVAL                   | 13,000.00                 | 0.00                                       | 0.00                                          | 13,000.00                             | 0.00           | 0.00                                       |
| 203-000.000-699.203                               | TRANSFER IN-LOCAL ST           | 75,000.00                 | 0.00                                       | 0.00                                          | 75,000.00                             | 0.00           | 0.00                                       |
| 203-000.000-699.204                               | TRANSFER IN- ROAD MIL.         | 185,398.00                | 0.00                                       | 0.00                                          | 185,398.00                            | 0.00           | 0.00                                       |
| Total Dept 000.000                                |                                | 350,728.00                | 7,314.66                                   | 7,314.66                                      | 343,413.34                            | 2.09           | 12,997.02                                  |
| TOTAL REVENUES                                    |                                | 350,728.00                | 7,314.66                                   | 7,314.66                                      | 343,413.34                            | 2.09           | 12,997.02                                  |
| Expenditures                                      |                                |                           |                                            |                                               |                                       |                |                                            |
| Dept 463.000 - GENERAL STREETS & ROW              |                                |                           |                                            |                                               |                                       |                |                                            |
| 203-463.000-703.000                               | WAGES                          | 61,700.00                 | 22,489.41                                  | 7,142.42                                      | 39,210.59                             | 36.45          | 17,784.33                                  |
| 203-463.000-719.000                               | INSURANCE BENEFITS             | 14,940.00                 | 6,735.55                                   | 2,587.32                                      | 8,204.45                              | 45.08          | 3,825.53                                   |
| 203-463.000-720.000                               | PAYROLL TAXES                  | 4,995.00                  | 1,720.36                                   | 546.36                                        | 3,274.64                              | 34.44          | 1,360.50                                   |
| 203-463.000-721.000                               | MERS BENEFITS                  | 8,015.00                  | 3,271.92                                   | 1,073.71                                      | 4,743.08                              | 40.82          | 2,677.17                                   |
| 203-463.000-722.000                               | WORKERS COMPENSATION           | 1,900.00                  | 881.36                                     | 118.62                                        | 1,018.64                              | 46.39          | 980.04                                     |
| 203-463.000-740.000                               | SUPPLIES                       | 750.00                    | 0.00                                       | 0.00                                          | 750.00                                | 0.00           | 0.00                                       |
| 203-463.000-746.000                               | TRAFFIC SIGNS & SERVICES       | 5,000.00                  | 0.00                                       | 0.00                                          | 5,000.00                              | 0.00           | 368.27                                     |
| 203-463.000-802.000                               | CONTRACTUAL                    | 30,000.00                 | 0.00                                       | 0.00                                          | 30,000.00                             | 0.00           | 6,267.41                                   |
| 203-463.000-806.000                               | CONTRACTUAL ENGINEERING        | 15,000.00                 | 14,716.55                                  | 14,716.55                                     | 283.45                                | 98.11          | 15,323.85                                  |
| 203-463.000-930.000                               | REPAIRS & MAINTENANCE: GENERAL | 14,850.00                 | 8,922.70                                   | 1,294.70                                      | 5,927.30                              | 60.09          | 3,095.54                                   |
| 203-463.000-941.001                               | EQUIPMENT RENT-EQUIPMENT FUND  | 0.00                      | 0.00                                       | (5,509.69)                                    | 0.00                                  | 0.00           | 14,574.96                                  |
| 203-463.000-979.000                               | CAPITAL OUTLAY                 | 72,600.00                 | 5,002.50                                   | 3,100.08                                      | 67,597.50                             | 6.89           | 0.00                                       |
| Total Dept 463.000 - GENERAL STREETS & ROW        |                                | 229,750.00                | 63,740.35                                  | 25,070.07                                     | 166,009.65                            | 27.74          | 66,257.60                                  |
| Dept 464.000 - GENERAL STREETS WINTER & ROW       |                                |                           |                                            |                                               |                                       |                |                                            |
| 203-464.000-703.000                               | WAGES                          | 20,085.00                 | 566.78                                     | 286.10                                        | 19,518.22                             | 2.82           | 490.99                                     |
| 203-464.000-719.000                               | INSURANCE BENEFITS             | 4,862.00                  | 0.00                                       | 0.00                                          | 4,862.00                              | 0.00           | 0.00                                       |
| 203-464.000-720.000                               | PAYROLL TAXES                  | 1,625.00                  | 43.40                                      | 21.90                                         | 1,581.60                              | 2.67           | 37.54                                      |
| 203-464.000-721.000                               | MERS BENEFITS                  | 2,610.00                  | 64.17                                      | 31.38                                         | 2,545.83                              | 2.46           | 55.07                                      |
| 203-464.000-722.000                               | WORKERS COMPENSATION           | 620.00                    | 286.87                                     | 38.61                                         | 333.13                                | 46.27          | 368.05                                     |
| 203-464.000-740.000                               | SUPPLIES                       | 300.00                    | 0.00                                       | 0.00                                          | 300.00                                | 0.00           | 0.00                                       |
| 203-464.000-740.001                               | SNOW AND ICE REMOVAL SUPPLIES  | 10,000.00                 | 0.00                                       | 0.00                                          | 10,000.00                             | 0.00           | 1,899.00                                   |
| 203-464.000-802.002                               | CONTRACTUAL-SIDEWALK PLOWING   | 15,000.00                 | 0.00                                       | 0.00                                          | 15,000.00                             | 0.00           | 0.00                                       |
| 203-464.000-941.001                               | EQUIPMENT RENT-EQUIPMENT FUND  | 0.00                      | 0.00                                       | 0.00                                          | 0.00                                  | 0.00           | 27.82                                      |
| Total Dept 464.000 - GENERAL STREETS WINTER & ROW |                                | 55,102.00                 | 961.22                                     | 377.99                                        | 54,140.78                             | 1.74           | 2,878.47                                   |
| TOTAL EXPENDITURES                                |                                | 284,852.00                | 64,701.57                                  | 25,448.06                                     | 220,150.43                            | 22.71          | 69,136.07                                  |
| Fund 203 - LOCAL STREETS FUND:                    |                                |                           |                                            |                                               |                                       |                |                                            |
| TOTAL REVENUES                                    |                                | 350,728.00                | 7,314.66                                   | 7,314.66                                      | 343,413.34                            | 2.09           | 12,997.02                                  |
| TOTAL EXPENDITURES                                |                                | 284,852.00                | 64,701.57                                  | 25,448.06                                     | 220,150.43                            | 22.71          | 69,136.07                                  |
| NET OF REVENUES & EXPENDITURES                    |                                | 65,876.00                 | (57,386.91)                                | (18,133.40)                                   | 123,262.91                            | 87.11          | (56,139.05)                                |

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REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF DOUGLAS

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Item 9B.

PERIOD ENDING 09/30/2022

| GL NUMBER                          | DESCRIPTION           | 2022-23        | YTD BALANCE   | ACTIVITY FOR   | AVAILABLE     |        | YTD BALANCE   |
|------------------------------------|-----------------------|----------------|---------------|----------------|---------------|--------|---------------|
|                                    |                       | AMENDED BUDGET | 09/30/2022    | MONTH 09/30/22 | BALANCE       | % BDGT | 09/30/2021    |
|                                    |                       |                | NORM (ABNORM) | INCR (DECR)    | NORM (ABNORM) | USED   | NORM (ABNORM) |
| Fund 204 - ROAD MILLAGE            |                       |                |               |                |               |        |               |
| Expenditures                       |                       |                |               |                |               |        |               |
| Dept 966.000 - TRANSFERS OUT       |                       |                |               |                |               |        |               |
| 204-966.000-995.202                | TRANSFER OUT MAJOR ST | 185,399.00     | 0.00          | 0.00           | 185,399.00    | 0.00   | 0.00          |
| 204-966.000-995.203                | TRANSFER OUT LOCAL ST | 185,398.00     | 0.00          | 0.00           | 185,398.00    | 0.00   | 0.00          |
| Total Dept 966.000 - TRANSFERS OUT |                       | 370,797.00     | 0.00          | 0.00           | 370,797.00    | 0.00   | 0.00          |
| TOTAL EXPENDITURES                 |                       | 370,797.00     | 0.00          | 0.00           | 370,797.00    | 0.00   | 0.00          |
| Fund 204 - ROAD MILLAGE:           |                       |                |               |                |               |        |               |
| TOTAL REVENUES                     |                       | 0.00           | 0.00          | 0.00           | 0.00          | 0.00   | 0.00          |
| TOTAL EXPENDITURES                 |                       | 370,797.00     | 0.00          | 0.00           | 370,797.00    | 0.00   | 0.00          |
| NET OF REVENUES & EXPENDITURES     |                       | (370,797.00)   | 0.00          | 0.00           | (370,797.00)  | 0.00   | 0.00          |

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PERIOD ENDING 09/30/2022

Item 9B.

| GL NUMBER                            | DESCRIPTION                    | 2022-23        | YTD BALANCE | ACTIVITY FOR   | AVAILABLE | % BDGT | YTD BALANCE |
|--------------------------------------|--------------------------------|----------------|-------------|----------------|-----------|--------|-------------|
|                                      |                                | AMENDED BUDGET | 09/30/2022  | MONTH 09/30/22 | BALANCE   |        | 09/30/2021  |
|                                      |                                |                |             |                |           |        |             |
| Fund 213 - SCHULTZ PARK LAUNCH RAMP  |                                |                |             |                |           |        |             |
| Revenues                             |                                |                |             |                |           |        |             |
| Dept 000.000                         |                                |                |             |                |           |        |             |
| 213-000.000-651.000                  | LAUNCH FEES                    | 25,100.00      | 15,099.87   | 3,324.87       | 10,000.13 | 60.16  | 14,354.45   |
| Total Dept 000.000                   |                                | 25,100.00      | 15,099.87   | 3,324.87       | 10,000.13 | 60.16  | 14,354.45   |
| TOTAL REVENUES                       |                                | 25,100.00      | 15,099.87   | 3,324.87       | 10,000.13 | 60.16  | 14,354.45   |
| Expenditures                         |                                |                |             |                |           |        |             |
| Dept 753.000 - LAUNCH RAMPS          |                                |                |             |                |           |        |             |
| 213-753.000-922.000                  | UTILITIES                      | 800.00         | 100.70      | 49.03          | 699.30    | 12.59  | 111.88      |
| 213-753.000-930.000                  | REPAIRS & MAINTENANCE: GENERAL | 1,000.00       | 643.04      | 643.04         | 356.96    | 64.30  | 0.00        |
| 213-753.000-958.000                  | MISCELLANEOUS                  | 1,500.00       | 1,541.51    | 1,341.51       | (41.51)   | 102.77 | 0.00        |
| Total Dept 753.000 - LAUNCH RAMPS    |                                | 3,300.00       | 2,285.25    | 2,033.58       | 1,014.75  | 69.25  | 111.88      |
| Dept 966.000 - TRANSFERS OUT         |                                |                |             |                |           |        |             |
| 213-966.000-995.101                  | TRANSFER OUT GF                | 4,500.00       | 4,500.00    | 4,500.00       | 0.00      | 100.00 | 0.00        |
| Total Dept 966.000 - TRANSFERS OUT   |                                | 4,500.00       | 4,500.00    | 4,500.00       | 0.00      | 100.00 | 0.00        |
| TOTAL EXPENDITURES                   |                                | 7,800.00       | 6,785.25    | 6,533.58       | 1,014.75  | 86.99  | 111.88      |
|                                      |                                |                |             |                |           |        |             |
| Fund 213 - SCHULTZ PARK LAUNCH RAMP: |                                |                |             |                |           |        |             |
| TOTAL REVENUES                       |                                | 25,100.00      | 15,099.87   | 3,324.87       | 10,000.13 | 60.16  | 14,354.45   |
| TOTAL EXPENDITURES                   |                                | 7,800.00       | 6,785.25    | 6,533.58       | 1,014.75  | 86.99  | 111.88      |
| NET OF REVENUES & EXPENDITURES       |                                | 17,300.00      | 8,314.62    | (3,208.71)     | 8,985.38  | 48.06  | 14,242.57   |

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REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF DOUGLAS

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Item 9B.

PERIOD ENDING 09/30/2022

| GL NUMBER                                           | DESCRIPTION                | 2022-23<br>AMENDED BUDGET | YTD BALANCE<br>09/30/2022<br>NORM (ABNORM) | ACTIVITY FOR<br>MONTH 09/30/22<br>INCR (DECR) | AVAILABLE<br>BALANCE<br>NORM (ABNORM) | % BDGT<br>USED | YTD BALANCE<br>09/30/2021<br>NORM (ABNORM) |
|-----------------------------------------------------|----------------------------|---------------------------|--------------------------------------------|-----------------------------------------------|---------------------------------------|----------------|--------------------------------------------|
| Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND  |                            |                           |                                            |                                               |                                       |                |                                            |
| Revenues                                            |                            |                           |                                            |                                               |                                       |                |                                            |
| Dept 000.000                                        |                            |                           |                                            |                                               |                                       |                |                                            |
| 243-000.000-528.000                                 | OTHER FEDERAL GRANTS       | 25,000.00                 | 0.00                                       | 0.00                                          | 25,000.00                             | 0.00           | 0.00                                       |
| 243-000.000-699.101                                 | TRANSFER IN - GENERAL FUND | 75,000.00                 | 0.00                                       | 0.00                                          | 75,000.00                             | 0.00           | 0.00                                       |
| Total Dept 000.000                                  |                            | 100,000.00                | 0.00                                       | 0.00                                          | 100,000.00                            | 0.00           | 0.00                                       |
| TOTAL REVENUES                                      |                            | 100,000.00                | 0.00                                       | 0.00                                          | 100,000.00                            | 0.00           | 0.00                                       |
| Expenditures                                        |                            |                           |                                            |                                               |                                       |                |                                            |
| Dept 000.000                                        |                            |                           |                                            |                                               |                                       |                |                                            |
| 243-000.000-802.243                                 | BLIGHT REMOVAL             | 80,000.00                 | 5,500.00                                   | 5,500.00                                      | 74,500.00                             | 6.88           | 0.00                                       |
| 243-000.000-803.000                                 | CONTRACTUAL CONSULTANT     | 3,000.00                  | 0.00                                       | 0.00                                          | 3,000.00                              | 0.00           | 0.00                                       |
| 243-000.000-806.000                                 | CONTRACTUAL ENGINEERING    | 0.00                      | 732.50                                     | 732.50                                        | (732.50)                              | 100.00         | 683.75                                     |
| Total Dept 000.000                                  |                            | 83,000.00                 | 6,232.50                                   | 6,232.50                                      | 76,767.50                             | 7.51           | 683.75                                     |
| TOTAL EXPENDITURES                                  |                            | 83,000.00                 | 6,232.50                                   | 6,232.50                                      | 76,767.50                             | 7.51           | 683.75                                     |
| Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND: |                            |                           |                                            |                                               |                                       |                |                                            |
| TOTAL REVENUES                                      |                            | 100,000.00                | 0.00                                       | 0.00                                          | 100,000.00                            | 0.00           | 0.00                                       |
| TOTAL EXPENDITURES                                  |                            | 83,000.00                 | 6,232.50                                   | 6,232.50                                      | 76,767.50                             | 7.51           | 683.75                                     |
| NET OF REVENUES & EXPENDITURES                      |                            | 17,000.00                 | (6,232.50)                                 | (6,232.50)                                    | 23,232.50                             | 36.66          | (683.75)                                   |

PERIOD ENDING 09/30/2022

Item 9B.

| GL NUMBER                                  | DESCRIPTION                      | 2022-23        | YTD BALANCE                 | ACTIVITY FOR                  | AVAILABLE                | % BDGT<br>USED | YTD BALANCE                 |
|--------------------------------------------|----------------------------------|----------------|-----------------------------|-------------------------------|--------------------------|----------------|-----------------------------|
|                                            |                                  | AMENDED BUDGET | 09/30/2022<br>NORM (ABNORM) | MONTH 09/30/22<br>INCR (DECR) | BALANCE<br>NORM (ABNORM) |                | 09/30/2021<br>NORM (ABNORM) |
| Fund 245 - TRI-COMMUNITY HARBOR AUTHORITY  |                                  |                |                             |                               |                          |                |                             |
| Revenues                                   |                                  |                |                             |                               |                          |                |                             |
| Dept 000.000                               |                                  |                |                             |                               |                          |                |                             |
| 245-000.000-626.002                        | SAUGATUCK CONTRIBUTION           | 7,000.00       | 0.00                        | 0.00                          | 7,000.00                 | 0.00           | 0.00                        |
| 245-000.000-699.245                        | TRANSFER IN TRI-HARBOR AUTHORITY | 7,000.00       | 0.00                        | 0.00                          | 7,000.00                 | 0.00           | 0.00                        |
| Total Dept 000.000                         |                                  | 14,000.00      | 0.00                        | 0.00                          | 14,000.00                | 0.00           | 0.00                        |
| TOTAL REVENUES                             |                                  | 14,000.00      | 0.00                        | 0.00                          | 14,000.00                | 0.00           | 0.00                        |
| Expenditures                               |                                  |                |                             |                               |                          |                |                             |
| Dept 754.000 - HARBOR                      |                                  |                |                             |                               |                          |                |                             |
| 245-754.000-812.000                        | RECORDING CLERK                  | 1,000.00       | 0.00                        | 0.00                          | 1,000.00                 | 0.00           | 200.00                      |
| 245-754.000-900.000                        | PRINTING & PUBLISHING            | 0.00           | 56.00                       | 56.00                         | (56.00)                  | 100.00         | 0.00                        |
| 245-754.000-979.000                        | CAPITAL OUTLAY                   | 14,000.00      | 0.00                        | 0.00                          | 14,000.00                | 0.00           | 0.00                        |
| Total Dept 754.000 - HARBOR                |                                  | 15,000.00      | 56.00                       | 56.00                         | 14,944.00                | 0.37           | 200.00                      |
| TOTAL EXPENDITURES                         |                                  | 15,000.00      | 56.00                       | 56.00                         | 14,944.00                | 0.37           | 200.00                      |
| Fund 245 - TRI-COMMUNITY HARBOR AUTHORITY: |                                  |                |                             |                               |                          |                |                             |
| TOTAL REVENUES                             |                                  | 14,000.00      | 0.00                        | 0.00                          | 14,000.00                | 0.00           | 0.00                        |
| TOTAL EXPENDITURES                         |                                  | 15,000.00      | 56.00                       | 56.00                         | 14,944.00                | 0.37           | 200.00                      |
| NET OF REVENUES & EXPENDITURES             |                                  | (1,000.00)     | (56.00)                     | (56.00)                       | (944.00)                 | 5.60           | (200.00)                    |

PERIOD ENDING 09/30/2022

Item 9B.

| GL NUMBER                                           | DESCRIPTION                | 2022-23        | YTD BALANCE | ACTIVITY FOR   | AVAILABLE   | % BDGT | YTD BALANCE |
|-----------------------------------------------------|----------------------------|----------------|-------------|----------------|-------------|--------|-------------|
|                                                     |                            | AMENDED BUDGET | 09/30/2022  | MONTH 09/30/22 | BALANCE     |        | 09/30/2021  |
|                                                     |                            |                |             |                |             |        |             |
| Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY           |                            |                |             |                |             |        |             |
| Revenues                                            |                            |                |             |                |             |        |             |
| Dept 000.000                                        |                            |                |             |                |             |        |             |
| 248-000.000-417.000                                 | TAX INCREMENT RECAPTURE    | 39,188.00      | 35,120.83   | 0.00           | 4,067.17    | 89.62  | 29,244.67   |
| Total Dept 000.000                                  |                            | 39,188.00      | 35,120.83   | 0.00           | 4,067.17    | 89.62  | 29,244.67   |
| TOTAL REVENUES                                      |                            | 39,188.00      | 35,120.83   | 0.00           | 4,067.17    | 89.62  | 29,244.67   |
| Expenditures                                        |                            |                |             |                |             |        |             |
| Dept 728.000 - DOWNTOWN DEVELOPMENT AUTHORITY       |                            |                |             |                |             |        |             |
| 248-728.000-703.001                                 | DDA ADMINISTRATION         | 7,800.00       | 1,950.00    | 650.00         | 5,850.00    | 25.00  | 1,950.00    |
| 248-728.000-802.100                                 | BUSINESS INCENTIVE PROGRAM | 5,000.00       | 0.00        | 0.00           | 5,000.00    | 0.00   | 0.00        |
| 248-728.000-806.000                                 | CONTRACTUAL ENGINEERING    | 9,800.00       | 1,373.10    | 0.00           | 8,426.90    | 14.01  | 0.00        |
| 248-728.000-806.006                                 | WEBSITE                    | 550.00         | 0.00        | 0.00           | 550.00      | 0.00   | 0.00        |
| 248-728.000-880.000                                 | COMMUNITY PROMOTION        | 10,000.00      | 1,307.94    | 1,059.44       | 8,692.06    | 13.08  | 597.00      |
| 248-728.000-908.000                                 | DUES/FEES/PUBLICATIONS     | 450.00         | 0.00        | 0.00           | 450.00      | 0.00   | 0.00        |
| 248-728.000-979.000                                 | CAPITAL OUTLAY             | 34,000.00      | 0.00        | 0.00           | 34,000.00   | 0.00   | 248.16      |
| Total Dept 728.000 - DOWNTOWN DEVELOPMENT AUTHORITY |                            | 67,600.00      | 4,631.04    | 1,709.44       | 62,968.96   | 6.85   | 2,795.16    |
| TOTAL EXPENDITURES                                  |                            | 67,600.00      | 4,631.04    | 1,709.44       | 62,968.96   | 6.85   | 2,795.16    |
|                                                     |                            |                |             |                |             |        |             |
| Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:          |                            |                |             |                |             |        |             |
| TOTAL REVENUES                                      |                            | 39,188.00      | 35,120.83   | 0.00           | 4,067.17    | 89.62  | 29,244.67   |
| TOTAL EXPENDITURES                                  |                            | 67,600.00      | 4,631.04    | 1,709.44       | 62,968.96   | 6.85   | 2,795.16    |
| NET OF REVENUES & EXPENDITURES                      |                            | (28,412.00)    | 30,489.79   | (1,709.44)     | (58,901.79) | 107.31 | 26,449.51   |

REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF DOUGLAS

Item 9B.

PERIOD ENDING 09/30/2022

| GL NUMBER                                       | DESCRIPTION             | 2022-23        | YTD BALANCE                 | ACTIVITY FOR                  | AVAILABLE                | % BDGT<br>USED | YTD BALANCE                 |
|-------------------------------------------------|-------------------------|----------------|-----------------------------|-------------------------------|--------------------------|----------------|-----------------------------|
|                                                 |                         | AMENDED BUDGET | 09/30/2022<br>NORM (ABNORM) | MONTH 09/30/22<br>INCR (DECR) | BALANCE<br>NORM (ABNORM) |                | 09/30/2021<br>NORM (ABNORM) |
| Fund 403 - BLUE STAR CORRIDOR IMPROVEMENT FUND  |                         |                |                             |                               |                          |                |                             |
| Revenues                                        |                         |                |                             |                               |                          |                |                             |
| Dept 000.000                                    |                         |                |                             |                               |                          |                |                             |
| 403-000.000-439.000                             | MRE TAX                 | 112,000.00     | 0.00                        | 0.00                          | 112,000.00               | 0.00           | 0.00                        |
| Total Dept 000.000                              |                         | 112,000.00     | 0.00                        | 0.00                          | 112,000.00               | 0.00           | 0.00                        |
| TOTAL REVENUES                                  |                         | 112,000.00     | 0.00                        | 0.00                          | 112,000.00               | 0.00           | 0.00                        |
| Expenditures                                    |                         |                |                             |                               |                          |                |                             |
| Dept 463.000 - GENERAL STREETS & ROW            |                         |                |                             |                               |                          |                |                             |
| 403-463.000-806.000                             | CONTRACTUAL ENGINEERING | 14,175.00      | 0.00                        | 0.00                          | 14,175.00                | 0.00           | 0.00                        |
| 403-463.000-979.000                             | CAPITAL OUTLAY          | 104,500.00     | 0.00                        | 0.00                          | 104,500.00               | 0.00           | 0.00                        |
| Total Dept 463.000 - GENERAL STREETS & ROW      |                         | 118,675.00     | 0.00                        | 0.00                          | 118,675.00               | 0.00           | 0.00                        |
| TOTAL EXPENDITURES                              |                         | 118,675.00     | 0.00                        | 0.00                          | 118,675.00               | 0.00           | 0.00                        |
| Fund 403 - BLUE STAR CORRIDOR IMPROVEMENT FUND: |                         |                |                             |                               |                          |                |                             |
| TOTAL REVENUES                                  |                         | 112,000.00     | 0.00                        | 0.00                          | 112,000.00               | 0.00           | 0.00                        |
| TOTAL EXPENDITURES                              |                         | 118,675.00     | 0.00                        | 0.00                          | 118,675.00               | 0.00           | 0.00                        |
| NET OF REVENUES & EXPENDITURES                  |                         | (6,675.00)     | 0.00                        | 0.00                          | (6,675.00)               | 0.00           | 0.00                        |

PERIOD ENDING 09/30/2022

Item 9B.

| GL NUMBER                      | DESCRIPTION                | 2022-23        | YTD BALANCE                 | ACTIVITY FOR                  | AVAILABLE                | % BDGT<br>USED | YTD BALANCE                 |
|--------------------------------|----------------------------|----------------|-----------------------------|-------------------------------|--------------------------|----------------|-----------------------------|
|                                |                            | AMENDED BUDGET | 09/30/2022<br>NORM (ABNORM) | MONTH 09/30/22<br>INCR (DECR) | BALANCE<br>NORM (ABNORM) |                | 09/30/2021<br>NORM (ABNORM) |
| Fund 450 - WATER SEWER FUND    |                            |                |                             |                               |                          |                |                             |
| Revenues                       |                            |                |                             |                               |                          |                |                             |
| Dept 000.000                   |                            |                |                             |                               |                          |                |                             |
| 450-000.000-602.000            | CONNECTION FEES, WATER     | 30,000.00      | 16,000.00                   | 4,000.00                      | 14,000.00                | 53.33          | 6,000.00                    |
| 450-000.000-602.001            | CONNECTION FEES, SEWER     | 40,000.00      | 20,000.00                   | 2,500.00                      | 20,000.00                | 50.00          | 7,500.00                    |
| 450-000.000-699.101            | TRANSFER IN - GENERAL FUND | 250,000.00     | 0.00                        | 0.00                          | 250,000.00               | 0.00           | 0.00                        |
| Total Dept 000.000             |                            | 320,000.00     | 36,000.00                   | 6,500.00                      | 284,000.00               | 11.25          | 13,500.00                   |
| TOTAL REVENUES                 |                            | 320,000.00     | 36,000.00                   | 6,500.00                      | 284,000.00               | 11.25          | 13,500.00                   |
| Expenditures                   |                            |                |                             |                               |                          |                |                             |
| Dept 000.000                   |                            |                |                             |                               |                          |                |                             |
| 450-000.000-806.000            | CONTRACTUAL ENGINEERING    | 70,000.00      | 372.00                      | 372.00                        | 69,628.00                | 0.53           | 1,392.00                    |
| 450-000.000-974.000            | CONSTRUCTION               | 240,000.00     | 2,800.00                    | 2,800.00                      | 237,200.00               | 1.17           | 0.00                        |
| Total Dept 000.000             |                            | 310,000.00     | 3,172.00                    | 3,172.00                      | 306,828.00               | 1.02           | 1,392.00                    |
| TOTAL EXPENDITURES             |                            | 310,000.00     | 3,172.00                    | 3,172.00                      | 306,828.00               | 1.02           | 1,392.00                    |
| Fund 450 - WATER SEWER FUND:   |                            |                |                             |                               |                          |                |                             |
| TOTAL REVENUES                 |                            | 320,000.00     | 36,000.00                   | 6,500.00                      | 284,000.00               | 11.25          | 13,500.00                   |
| TOTAL EXPENDITURES             |                            | 310,000.00     | 3,172.00                    | 3,172.00                      | 306,828.00               | 1.02           | 1,392.00                    |
| NET OF REVENUES & EXPENDITURES |                            | 10,000.00      | 32,828.00                   | 3,328.00                      | (22,828.00)              | 328.28         | 12,108.00                   |

PERIOD ENDING 09/30/2022

Item 9B.

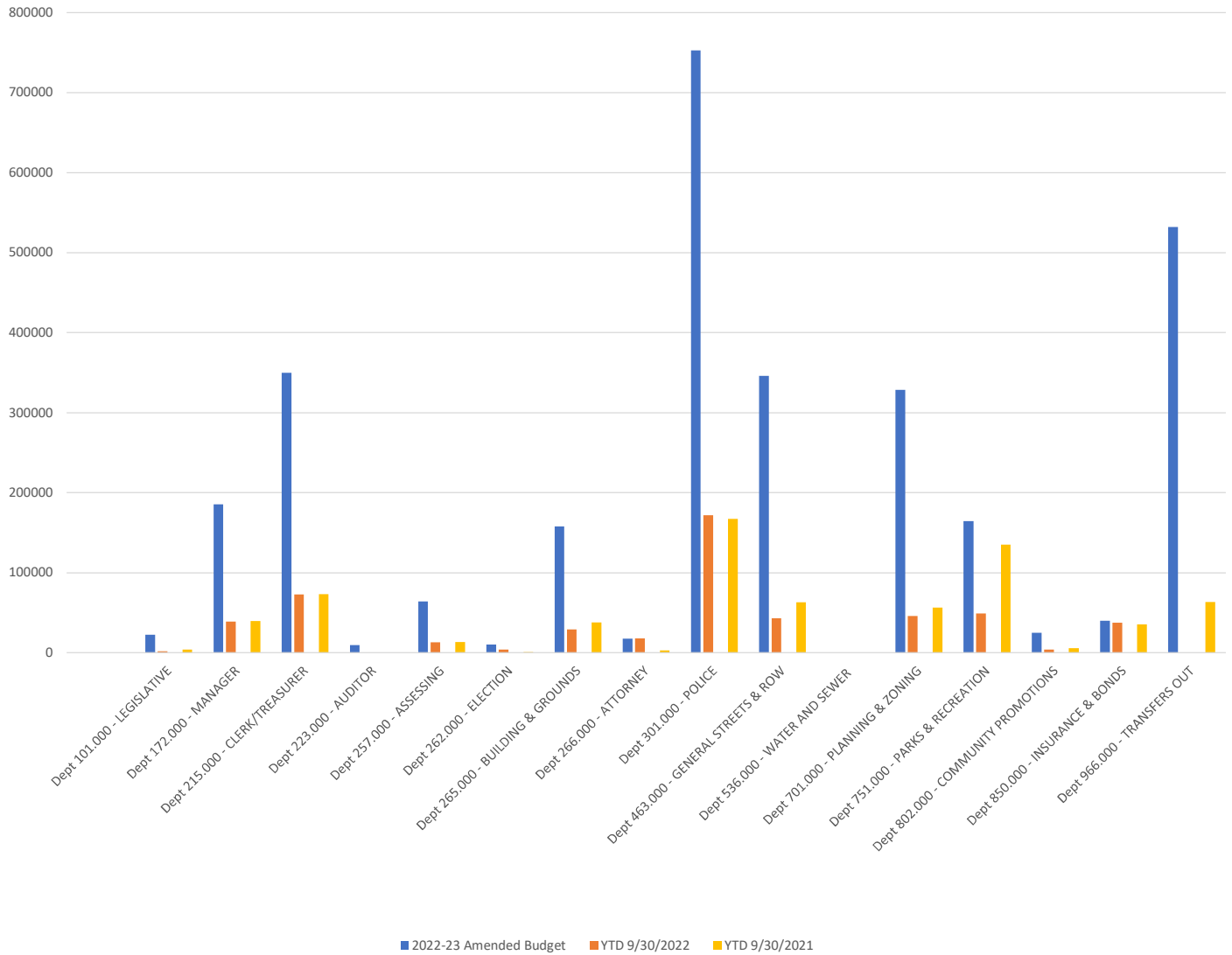
| GL NUMBER                                     | DESCRIPTION                    | 2022-23<br>AMENDED BUDGET | YTD BALANCE<br>09/30/2022<br>NORM (ABNORM) | ACTIVITY FOR<br>MONTH 09/30/22<br>INCR (DECR) | AVAILABLE<br>BALANCE<br>NORM (ABNORM) | % BDGT<br>USED | YTD BALANCE<br>09/30/2021<br>NORM (ABNORM) |
|-----------------------------------------------|--------------------------------|---------------------------|--------------------------------------------|-----------------------------------------------|---------------------------------------|----------------|--------------------------------------------|
| Fund 594 - DOUGLAS MARINA                     |                                |                           |                                            |                                               |                                       |                |                                            |
| Revenues                                      |                                |                           |                                            |                                               |                                       |                |                                            |
| Dept 000.000                                  |                                |                           |                                            |                                               |                                       |                |                                            |
| 594-000.000-654.000                           | SEASONAL SLIP FEES             | 25,200.00                 | 1,275.00                                   | 900.00                                        | 23,925.00                             | 5.06           | 963.13                                     |
| 594-000.000-667.001                           | WADE'S BAYOU PARK RENTAL       | 4,500.00                  | 50.00                                      | 50.00                                         | 4,450.00                              | 1.11           | 0.00                                       |
| 594-000.000-699.101                           | TRANSFER IN - GENERAL FUND     | 15,000.00                 | 0.00                                       | 0.00                                          | 15,000.00                             | 0.00           | 63,500.00                                  |
| Total Dept 000.000                            |                                | 44,700.00                 | 1,325.00                                   | 950.00                                        | 43,375.00                             | 2.96           | 64,463.13                                  |
| TOTAL REVENUES                                |                                | 44,700.00                 | 1,325.00                                   | 950.00                                        | 43,375.00                             | 2.96           | 64,463.13                                  |
| Expenditures                                  |                                |                           |                                            |                                               |                                       |                |                                            |
| Dept 597.000 - POINT PLEASANT                 |                                |                           |                                            |                                               |                                       |                |                                            |
| 594-597.000-820.000                           | MARINA OPERATIONS              | 30,000.00                 | 2,639.84                                   | 2,251.58                                      | 27,360.16                             | 8.80           | 11,707.05                                  |
| 594-597.000-922.000                           | UTILITIES                      | 5,000.00                  | 460.77                                     | 345.44                                        | 4,539.23                              | 9.22           | 1,090.41                                   |
| Total Dept 597.000 - POINT PLEASANT           |                                | 35,000.00                 | 3,100.61                                   | 2,597.02                                      | 31,899.39                             | 8.86           | 12,797.46                                  |
| Dept 597.001 - WADES BAYOU                    |                                |                           |                                            |                                               |                                       |                |                                            |
| 594-597.001-930.000                           | REPAIRS & MAINTENANCE: GENERAL | 6,000.00                  | 1,183.53                                   | 525.47                                        | 4,816.47                              | 19.73          | 35,349.34                                  |
| 594-597.001-974.000                           | CONSTRUCTION                   | 18,250.00                 | 0.00                                       | 0.00                                          | 18,250.00                             | 0.00           | 0.00                                       |
| Total Dept 597.001 - WADES BAYOU              |                                | 24,250.00                 | 1,183.53                                   | 525.47                                        | 23,066.47                             | 4.88           | 35,349.34                                  |
| Dept 597.002 - DOUGLAS HARBOR AUTHORITY       |                                |                           |                                            |                                               |                                       |                |                                            |
| 594-597.002-740.000                           | SUPPLIES                       | 4,000.00                  | 0.00                                       | 0.00                                          | 4,000.00                              | 0.00           | 0.00                                       |
| 594-597.002-802.000                           | CONTRACTUAL                    | 78,500.00                 | 34,282.50                                  | 375.00                                        | 44,217.50                             | 43.67          | 875.00                                     |
| 594-597.002-812.000                           | RECORDING CLERK                | 1,000.00                  | 0.00                                       | 0.00                                          | 1,000.00                              | 0.00           | 200.00                                     |
| Total Dept 597.002 - DOUGLAS HARBOR AUTHORITY |                                | 83,500.00                 | 34,282.50                                  | 375.00                                        | 49,217.50                             | 41.06          | 1,075.00                                   |
| TOTAL EXPENDITURES                            |                                | 142,750.00                | 38,566.64                                  | 3,497.49                                      | 104,183.36                            | 27.02          | 49,221.80                                  |
| Fund 594 - DOUGLAS MARINA:                    |                                |                           |                                            |                                               |                                       |                |                                            |
| TOTAL REVENUES                                |                                | 44,700.00                 | 1,325.00                                   | 950.00                                        | 43,375.00                             | 2.96           | 64,463.13                                  |
| TOTAL EXPENDITURES                            |                                | 142,750.00                | 38,566.64                                  | 3,497.49                                      | 104,183.36                            | 27.02          | 49,221.80                                  |
| NET OF REVENUES & EXPENDITURES                |                                | (98,050.00)               | (37,241.64)                                | (2,547.49)                                    | (60,808.36)                           | 37.98          | 15,241.33                                  |

PERIOD ENDING 09/30/2022

Item 9B.

| GL NUMBER                                         | DESCRIPTION                   | 2022-23<br>AMENDED BUDGET | YTD BALANCE<br>09/30/2022<br>NORM (ABNORM) | ACTIVITY FOR<br>MONTH 09/30/22<br>INCR (DECR) | AVAILABLE<br>BALANCE<br>NORM (ABNORM) | % BDGT<br>USED | YTD BALANCE<br>09/30/2021<br>NORM (ABNORM) |
|---------------------------------------------------|-------------------------------|---------------------------|--------------------------------------------|-----------------------------------------------|---------------------------------------|----------------|--------------------------------------------|
| Fund 660 - EQUIPMENT RENTAL FUND                  |                               |                           |                                            |                                               |                                       |                |                                            |
| Revenues                                          |                               |                           |                                            |                                               |                                       |                |                                            |
| Dept 000.000                                      |                               |                           |                                            |                                               |                                       |                |                                            |
| 660-000.000-673.000                               | SALE OF EQUIPMENT             | 5,000.00                  | 0.00                                       | 0.00                                          | 5,000.00                              | 0.00           | 0.00                                       |
| 660-000.000-676.000                               | EQUIPMENT CHARGES - NON DPW   | 23,843.00                 | 8,843.01                                   | 5,000.01                                      | 14,999.99                             | 37.09          | 0.00                                       |
| 660-000.000-676.001                               | EQUIPMENT CHARGES -DPW        | 0.00                      | 0.00                                       | (28,806.31)                                   | 0.00                                  | 0.00           | 74,075.50                                  |
| Total Dept 000.000                                |                               | 28,843.00                 | 8,843.01                                   | (23,806.30)                                   | 19,999.99                             | 30.66          | 74,075.50                                  |
| TOTAL REVENUES                                    |                               | 28,843.00                 | 8,843.01                                   | (23,806.30)                                   | 19,999.99                             | 30.66          | 74,075.50                                  |
| Expenditures                                      |                               |                           |                                            |                                               |                                       |                |                                            |
| Dept 265.000 - BUILDING & GROUNDS                 |                               |                           |                                            |                                               |                                       |                |                                            |
| 660-265.000-979.000                               | CAPITAL OUTLAY                | 8,200.00                  | 0.00                                       | 0.00                                          | 8,200.00                              | 0.00           | 0.00                                       |
| Total Dept 265.000 - BUILDING & GROUNDS           |                               | 8,200.00                  | 0.00                                       | 0.00                                          | 8,200.00                              | 0.00           | 0.00                                       |
| Dept 301.000 - POLICE                             |                               |                           |                                            |                                               |                                       |                |                                            |
| 660-301.000-979.000                               | CAPITAL OUTLAY                | 50,000.00                 | 0.00                                       | 0.00                                          | 50,000.00                             | 0.00           | 0.00                                       |
| Total Dept 301.000 - POLICE                       |                               | 50,000.00                 | 0.00                                       | 0.00                                          | 50,000.00                             | 0.00           | 0.00                                       |
| Dept 902.000 - DPW EQUIPMENT PURCHASES            |                               |                           |                                            |                                               |                                       |                |                                            |
| 660-902.000-979.000                               | CAPITAL OUTLAY                | 358,671.00                | 43,715.00                                  | 0.00                                          | 314,956.00                            | 12.19          | 8,800.00                                   |
| Total Dept 902.000 - DPW EQUIPMENT PURCHASES      |                               | 358,671.00                | 43,715.00                                  | 0.00                                          | 314,956.00                            | 12.19          | 8,800.00                                   |
| Dept 903.000 - EQUIP. REPAIRS & MAINTENANCE       |                               |                           |                                            |                                               |                                       |                |                                            |
| 660-903.000-860.000                               | GAS & OIL                     | 25,000.00                 | 3,131.27                                   | 3,093.60                                      | 21,868.73                             | 12.53          | 2,639.29                                   |
| 660-903.000-930.004                               | VEHICLE MAINTENANCE & REPAIRS | 40,000.00                 | 9,318.21                                   | 6,800.87                                      | 30,681.79                             | 23.30          | 3,317.78                                   |
| Total Dept 903.000 - EQUIP. REPAIRS & MAINTENANCE |                               | 65,000.00                 | 12,449.48                                  | 9,894.47                                      | 52,550.52                             | 19.15          | 5,957.07                                   |
| TOTAL EXPENDITURES                                |                               | 481,871.00                | 56,164.48                                  | 9,894.47                                      | 425,706.52                            | 11.66          | 14,757.07                                  |
| Fund 660 - EQUIPMENT RENTAL FUND:                 |                               |                           |                                            |                                               |                                       |                |                                            |
| TOTAL REVENUES                                    |                               | 28,843.00                 | 8,843.01                                   | (23,806.30)                                   | 19,999.99                             | 30.66          | 74,075.50                                  |
| TOTAL EXPENDITURES                                |                               | 481,871.00                | 56,164.48                                  | 9,894.47                                      | 425,706.52                            | 11.66          | 14,757.07                                  |
| NET OF REVENUES & EXPENDITURES                    |                               | (453,028.00)              | (47,321.47)                                | (33,700.77)                                   | (405,706.53)                          | 10.45          | 59,318.43                                  |
| TOTAL REVENUES - ALL FUNDS                        |                               |                           |                                            |                                               |                                       |                |                                            |
| TOTAL REVENUES - ALL FUNDS                        |                               | 4,855,641.00              | 2,724,746.71                               | 1,801,250.37                                  | 2,130,894.29                          | 56.12          | 2,700,953.05                               |
| TOTAL EXPENDITURES - ALL FUNDS                    |                               | 5,291,811.00              | 856,433.14                                 | 267,552.47                                    | 4,435,377.86                          | 16.18          | 910,914.80                                 |
| NET OF REVENUES & EXPENDITURES                    |                               | (436,170.00)              | 1,868,313.57                               | 1,533,697.90                                  | (2,304,483.57)                        | 428.35         | 1,790,038.25                               |

City of the Village of Douglas  
General Fund Expenditures  
September 30, 2022



| Department                           | 2022-23<br>Amended Budget | YTD<br>9/30/2022  | % Budget<br>Used | YTD<br>9/30/2021  |
|--------------------------------------|---------------------------|-------------------|------------------|-------------------|
| Dept 101.000 - LEGISLATIVE           | 22,366.00                 | 1,631.33          | 7.29             | 3,965.01          |
| Dept 172.000 - MANAGER               | 185,515.00                | 38,955.85         | 21.00            | 39,562.19         |
| Dept 215.000 - CLERK/TREASURER       | 349,752.00                | 72,903.48         | 20.84            | 73,384.62         |
| Dept 223.000 - AUDITOR               | 9,400.00                  | 0.00              | 0.00             | 0.00              |
| Dept 257.000 - ASSESSING             | 63,997.00                 | 13,136.18         | 20.53            | 13,238.90         |
| Dept 262.000 - ELECTION              | 10,328.00                 | 4,151.36          | 40.20            | 1,017.52          |
| Dept 265.000 - BUILDING & GROUNDS    | 157,710.00                | 29,103.99         | 18.45            | 37,772.64         |
| Dept 266.000 - ATTORNEY              | 17,500.00                 | 18,083.65         | 103.34           | 2,951.50          |
| Dept 301.000 - POLICE                | 752,970.00                | 171,708.85        | 22.80            | 167,259.20        |
| Dept 463.000 - GENERAL STREETS & ROW | 346,019.00                | 43,073.87         | 12.45            | 62,976.31         |
| Dept 536.000 - WATER AND SEWER       | 0.00                      | 0.00              | 0.00             | 0.00              |
| Dept 701.000 - PLANNING & ZONING     | 328,560.00                | 46,078.47         | 14.02            | 56,345.81         |
| Dept 751.000 - PARKS & RECREATION    | 164,438.00                | 49,051.55         | 29.83            | 135,228.75        |
| Dept 802.000 - COMMUNITY PROMOTIONS  | 25,000.00                 | 4,000.00          | 16.00            | 5,583.91          |
| Dept 850.000 - INSURANCE & BONDS     | 40,000.00                 | 37,342.65         | 93.36            | 35,439.00         |
| Dept 966.000 - TRANSFERS OUT         | 532,000.00                | 0.00              | 0.00             | 63,500.00         |
| <b>TOTALS</b>                        | <b>3,005,555.00</b>       | <b>529,221.23</b> | <b>17.61%</b>    | <b>698,225.36</b> |

**City of the Village of Douglas**  
**Financial Holdings Summary**  
**Sept 30, 2022**

|                                   | <u>Identifier</u> | <u>Matures</u> | <u>Rate</u> | <u>Market Value</u> |
|-----------------------------------|-------------------|----------------|-------------|---------------------|
| <b><u>Cash</u></b>                |                   |                |             |                     |
| Huntington Bank - Common Checking |                   |                |             | 264,686.36          |
| Huntington Bank - Payroll         |                   |                |             | 24,122.76           |
| D.A. Davidson - Cash              |                   |                | 0.70%       | 5,063.17            |

**CD's**

|                              |           |            |       |                  |
|------------------------------|-----------|------------|-------|------------------|
| D.A. Davidson:               |           |            |       |                  |
| CITIBANK                     | 17312QY60 | 12/27/2022 | 3.35% | 250,030.00       |
| Capital One                  | 14042RUM1 | 3/31/2023  | 3.95% | 250,000.00       |
| American Expr Natl Bk        | 02589AA28 | 12/4/2023  | 3.55% | 192,605.14       |
| Morgan Stanley Bank          | 61690UCK4 | 12/13/2023 | 3.50% | 244,041.84       |
| Wells Fargo Bank             | 949763WA0 | 12/28/2023 | 3.50% | <u>99,169.00</u> |
| MBS:                         |           |            |       |                  |
| Michigan Legacy Credit Union | 59452WAC2 | 11/9/2022  | 3.30% | 83,029.05        |
| Fifth Third                  | 316777XV8 | 6/30/2023  | 2.95% | 248,127.50       |
| Michigan Legacy Credit Union | 59452WAE8 | 11/9/2023  | 3.45% | <u>82,356.75</u> |
| First National Bank of MI    |           |            |       |                  |
|                              | **4328    | 12/8/2022  | 1.50% | 251,314.36       |
| Grand River Bank             | **4419    | 10/9/2022  | 1.25% | 250,400.90       |

**Bonds**

|                                |           |            |       |                   |
|--------------------------------|-----------|------------|-------|-------------------|
| D.A. Davidson:                 |           |            |       |                   |
| Fedl Farm Credit Bank Bond     | 3133EMCQ3 | 10/13/2023 | 0.28% | 239,115.00        |
| Fedl Farm Credit Bank Bond     | 3133EJ5H8 | 1/16/2025  | 2.85% | 145,377.00        |
| Fedl Home loan Mtg Corp        | 3134GXKR4 | 7/15/2025  | 0.40% | 267,942.00        |
| Fedl Home loan Mtg Corp        | 3134GWUC8 | 12/30/2025 | 0.50% | 176,100.00        |
| Fed Home Loan Bank Bond Step   | 3130AKSV9 | 1/28/2026  | 0.25% | 223,232.50        |
| Fedl Farm Credit Bank Bond     | 3133ELEN0 | 12/18/2029 | 2.25% | <u>135,908.44</u> |
| MBS:                           |           |            |       |                   |
| Fed Home Loan Bank Bond Step   | 3130ASVW6 | 11/17/2023 | 3.00% | 246,885.00        |
| Toyota Mtr Commerical Paper    | 89233HJN9 | 1/18/2023  | 3.56% | 296,397.50        |
| Fed Home Loan Bank Bond Step   | 3130ATD38 | 9/28/2023  | 4.00% | 300,069.00        |
| Fed Home Loan Bank Bond Step   | 3130amfn7 | 5/26/2026  | 0.50% | 134,365.50        |
| Pinckney mich commnity schools | 722205NW7 | 5/1/2028   | 1.84% | <u>85,147.00</u>  |

**Other Investments**

|                |  |  |       |                     |
|----------------|--|--|-------|---------------------|
| Michigan Class |  |  | 2.59% | <u>1,735,027.16</u> |
|----------------|--|--|-------|---------------------|

**Total Cash & Investments****6,230,512.93**

| <u>Fund</u>                               | <u>Cash &amp; Investments</u><br><u>Sept 30, 2022</u> | Prior Month  | Prior Year   |
|-------------------------------------------|-------------------------------------------------------|--------------|--------------|
| 101 - General Fund                        | 4,084,010.46                                          | 5,058,993.77 | 6,905,753.03 |
| 202 - Major Street                        | 102,213.55                                            |              |              |
| 203 - Local Streets                       | 170,739.64                                            |              |              |
| 204 - Road Millage                        | 370,796.58                                            |              |              |
| 213 - Schultz Park Launch Ramp            | 110,059.03                                            |              |              |
| 243 - Brownfield Redevelopment Authority  | 2,592.88                                              |              |              |
| 244 - Harbor Authority                    | 5,308.21                                              |              |              |
| 248 - DDA                                 | 114,689.58                                            |              |              |
| 403 - Blue Star Corridor Improvement Fund | 140,908.20                                            |              |              |
| 450 - Water & Sewer Fund                  | 69,339.86                                             |              |              |
| 594 - Douglas Marina                      | 60,473.13                                             |              |              |
| 660 - Equipment Rental Fund               | 916,137.75                                            |              |              |
| 701 - Trust and Agency                    | 36,572.55                                             |              |              |
| 703 - Current Tax Receiving               | <u>46,671.51</u>                                      |              |              |
|                                           | <b><u>6,230,512.93</u></b>                            |              |              |

MASTER PROJECT LIST

Item 9B.

1

|          | Department Activity                                      | Working Title / Item                                                                                                                                                                                      | Est. Budget Amount                | Proposed Budget Year | Rank | Purpose of Project / Project Notes                                                                                                                                                                                                                                                                                                                                | Notes                                                                                                                         |
|----------|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|----------------------|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| FY 22-23 |                                                          |                                                                                                                                                                                                           |                                   |                      |      |                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                               |
| 1        | Felkers Utilities (Public) WS1                           | Felkers Utilities (Public)<br>- Storm sewer easements with O'Connor and Janks<br>- Engineering costs for easement for storm water to Garandana bowl<br>- Grant opportunities<br>- Engineering for Felkers | \$50,000 approved for Engineering | 22-23                | 3.9  | Garandana Drainage Improvments - \$19,000, Utility Extension \$89,000, Construction Estimate Update - Storm Sewer \$125,000, Water Main \$446,000, Sanitary Sewer \$308,000, REstoration \$455,000, Estimated Engineering \$214,400<br>Requires complete engineering and cost estimates in the first year to establish a special assessment district. \$1,575,400 | Propsal Sent for Engineering \$22,500                                                                                         |
| 2        | Acquisitions / Asset Dispoal WS2                         | Dispose of 66th St. Property (10 acres)                                                                                                                                                                   | In house activity                 | 22-23                | 4.0  | Seek an appraisal and dispose of property through the RFP process asset disposal policy                                                                                                                                                                                                                                                                           | Draft RFP Started                                                                                                             |
| 3        | Acquisitions / Asset Dispoal WS2                         | Amend Zoning Map                                                                                                                                                                                          | In house activity                 | 22-23                | 3.8  | Add annexed land to Zoning Map (66th St. & 17 Acres)                                                                                                                                                                                                                                                                                                              | Proposal from Williams and Works coming soon                                                                                  |
| 4        | Harbor Area WS2                                          | Bridge Navigation Lighting                                                                                                                                                                                | \$7,000                           | 22-23                | 2.1  | \$14,000 total split with Saugatuck                                                                                                                                                                                                                                                                                                                               | In progress, all 3 municipalities have signed off on                                                                          |
| 5        | Harbor Area WS2                                          | Treat Douglas Harbor for Invasive Species (Annual)                                                                                                                                                        | \$72,000                          | 22-23                | 4.0  | Treat harbor for invasive aquatic weed species.                                                                                                                                                                                                                                                                                                                   | Aquatic Dr. contract, hold for 2023, DHA looking into other alternatives                                                      |
|          | 17 Acres (6825 W. Wiley Rd.) WS2                         | 17 Acres (6825 W Wiley Rd.)                                                                                                                                                                               |                                   | 22-23                |      |                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                               |
| 6        |                                                          | - Fence Around DPW Storage Area                                                                                                                                                                           | \$15,500                          |                      | 2.1  | Install a screening fence for all City supplies stored on property                                                                                                                                                                                                                                                                                                | Mid October                                                                                                                   |
|          | City Hall (86 W. Center St.) WS2                         | City Hall Upgrades                                                                                                                                                                                        |                                   | 22-23                |      |                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                               |
| 7        |                                                          | - Painting all 4 exterior walls                                                                                                                                                                           | \$10,000 approved for 2 sides     |                      | 2.8  | Paint exterior of City Hall                                                                                                                                                                                                                                                                                                                                       | 99% of painting is complete. Vork needs to finish basement windows and door. Repairs need to happen and then touch ups after. |
|          | Department of Public Works (486 Water St.) WS2           | DPW Upgrades                                                                                                                                                                                              |                                   | 22-23                |      |                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                               |
| 8        |                                                          | - Fence outdoor storage to comply with zoning ordinance                                                                                                                                                   | \$4,500                           |                      | 2.9  |                                                                                                                                                                                                                                                                                                                                                                   | Mid October                                                                                                                   |
|          | Department of Public Works Equipment (486 Water St.) WS4 | DPW Equipment                                                                                                                                                                                             |                                   | 22-23                |      |                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                               |
| 9        |                                                          | - Replace combination dump bed for 2014 Plow / Dump Truck                                                                                                                                                 | \$61,857                          |                      | 2.9  |                                                                                                                                                                                                                                                                                                                                                                   | Use state bid pricing - Mi-Deal                                                                                               |
|          | Police Department (47 W. Center St.) WS2                 | Police Department Upgrades                                                                                                                                                                                |                                   | 22-23                |      |                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                               |
| 10       |                                                          | - Window Replacement                                                                                                                                                                                      | \$10,000                          |                      | 3.8  | Replace window frames and windows due to age and improve efficiency                                                                                                                                                                                                                                                                                               | 90% complete                                                                                                                  |
| 11       |                                                          | - Upgrade Telephone System                                                                                                                                                                                | \$1,600                           |                      | 3.8  | Current are very old and lack technology                                                                                                                                                                                                                                                                                                                          |                                                                                                                               |
|          | Police Department (47 W. Center St.) WS2                 | Police Department Equipment                                                                                                                                                                               |                                   | 22-23                |      |                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                               |
| 12       |                                                          | - Patrol Vehicle Allocation (every 3 years)<br>- Purhcase Patrol Vehilce (Purchase Year)                                                                                                                  | \$20,000<br>\$50,000              |                      | 3.3  | Replace vehicles on a routine replacement schedule every three years<br>FY22-23 is a purhcase year                                                                                                                                                                                                                                                                | Use state bid                                                                                                                 |
| 13       | Public Parking Lot Behind EPC WS2                        | Public Parking ADA Marking & ADA Signage                                                                                                                                                                  | \$5,000                           | 22-23                | 2.9  |                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                               |
|          |                                                          | Wayfinding Plan                                                                                                                                                                                           |                                   |                      |      |                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                               |

MASTER PROJECT LIST

Item 9B.

1

|    | Department Activity                       | Working Title / Item                                      | Est. Budget Amount | Proposed Budget Year | Rank | Purpose of Project / Project Notes                                                                          | Notes                                                                         |
|----|-------------------------------------------|-----------------------------------------------------------|--------------------|----------------------|------|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| 14 | All Parks, Facilities, BSH, Downtown Etc. | - Wayfinding Signage in the Downtown                      | \$34,000           | 22-23                | 3.3  | 6 x \$18,000                                                                                                | DPW to field locate current signage, Requires Design, Build, and Installation |
| 15 |                                           | - Wayfinding Signage along the Blue Star Highway Corridor | \$10,000           |                      | 2.1  | 29 x \$4,000                                                                                                | DPW to field locate current signage, Requires Design, Build, and Installation |
|    | Beery Field WS2                           | Beery Field Upgrades                                      |                    | 22-23                |      |                                                                                                             |                                                                               |
| 16 |                                           | - Concrete work by men’s bathroom door                    | \$1,000            |                      | 3.8  | Miscellaneous concrete                                                                                      | Going to see what happens to it this winter and fix in spring if needed       |
|    | Douglas Beach WS2                         | Douglas Beach Upgrades                                    |                    | 22-23                |      |                                                                                                             |                                                                               |
| 17 |                                           | - Sanitary sewer upgrade to the restroom                  | \$3,800            |                      | 2.8  | Upgrade current system                                                                                      | Mid October                                                                   |
| 18 |                                           | - Timed locks on restrooms                                | \$8,000            |                      | 3.0  | Result in labor cost savings / increased safety / compliance with park hours                                | Order Placed                                                                  |
| 19 |                                           | - Timed gate – button unlock                              | \$5,000            |                      | 3.9  | Result in labor cost savings / increased safety / compliance with park hours                                | Order Placed                                                                  |
| 20 |                                           | - No overnight parking signage                            | \$150              |                      | 3.8  |                                                                                                             | Need Ordinance                                                                |
| 21 |                                           | - Sidewalk connection from bathroom to gate entrance      | \$5,000            |                      | 2.9  |                                                                                                             | Fall or spring                                                                |
|    | Root Beer Barrel WS2                      | Root Beer Barrel Property Upgrades                        |                    | 22-23                |      |                                                                                                             |                                                                               |
| 22 |                                           | - Establish written facility routine maintenance plan     | In house activity  |                      | 3.8  | Develop recurring maintenance plan - varnish, caulk, floor drain, power wash concrete, storage behind fence |                                                                               |
| 23 |                                           | - No overnight parking signage                            | \$150              |                      | 3.9  |                                                                                                             | Need Ordinance                                                                |
| 24 |                                           | - RFP for vendor agreement                                | In house activity  |                      | 3.6  | Consider percentage of sales                                                                                | Amending current contract for 2023                                            |
|    | Union Street Boat Launch WS2              | Union St. Boat Launch Upgrades                            |                    | 22-23                |      |                                                                                                             |                                                                               |
| 25 |                                           | -Fire extinguisher                                        | \$300              |                      | 3.9  | Fire Extinguishers \$130 each                                                                               |                                                                               |
|    | 200 Blue Star Highway WS2                 | 200 Blue Star Highway Upgrades                            |                    | 22-23                |      |                                                                                                             |                                                                               |
| 26 |                                           | - Grant Match & Engineering Oversight                     | \$30,000           |                      | 3.9  | Consider bumping up the budget (\$350,000) for envornmental engineering and oversight                       | Requies environmental engineering                                             |
|    | Wades Bayou Park WS2                      | Wade's Bayou Park Upgrades                                |                    | 22-23                |      |                                                                                                             |                                                                               |
| 27 |                                           | - Add trees                                               | \$1,250            |                      | 2.2  | 10 x \$250                                                                                                  | Adding 3 this October                                                         |
| 28 |                                           | - Irrigation system improvements & spigot                 | \$17,000           |                      | 3.3  |                                                                                                             | Mid October                                                                   |
| 29 | Arbor WS3                                 | Tree City USA Candidate                                   | In house activity  | 22-23                | 2.9  |                                                                                                             |                                                                               |

MASTER PROJECT LIST

Item 9B.

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|    | Department Activity                          | Working Title / Item                                                           | Est. Budget Amount | Proposed Budget Year | Rank | Purpose of Project / Project Notes                                                                     | Notes                              |
|----|----------------------------------------------|--------------------------------------------------------------------------------|--------------------|----------------------|------|--------------------------------------------------------------------------------------------------------|------------------------------------|
| 30 | Contractual Services WS3                     | Refuse Services                                                                | In house activity  | 22-23                | 3.8  | Create RFP for refuse, recycling, yard waste, bulk pickup, and hazardous waste                         | Bid opened October 6, 2022         |
| 31 | Contractual Services WS3                     | Water Agreement                                                                | In house activity  | 22-23                | 3.9  |                                                                                                        |                                    |
| 32 | Contractual Services WS3                     | Seasonal Décor & Lighting                                                      | \$4,000            | 22-23                | 3.0  | We currently use Chips Groundcovering, 3 yr contract, 2022 is the last year                            |                                    |
| 33 | Contractual Services WS3                     | Downtown Parking Lot Maintenance Agreement                                     | \$5,000            | 22-23                | 3.9  |                                                                                                        |                                    |
| 34 | Miscellaneous WS3                            | Community Satisfaction Survey                                                  |                    | 22-23                | 3.8  | Can we locate a survey from another community? If not, who can conduct this survey on our behalf? MML? | Can MML perform?                   |
| 35 | Ordinances WS3                               | Short Term Rental Ordinance                                                    | In house activity  |                      | 2.2  |                                                                                                        | Requires Attorney Review           |
| 36 | Ordinances WS3                               | Golf Cart (CURV - amend to prohibit)                                           | In house activity  | 22-23                | 1.9  |                                                                                                        | Requires Attorney Review and Input |
| 37 | Ordinances WS3                               | Fire Suppression Connection & Fee                                              | In house activity  | 22-23                | 3.4  |                                                                                                        | Requires Attorney Review           |
| 38 | Ordinances WS3                               | Temporary Storage Pods                                                         | In house activity  | 22-23                | 2.3  |                                                                                                        | Requires Attorney Review           |
| 39 | Ordinances WS3                               | Overnight Parking at City Parks                                                | In house activity  | 22-23                | 3.0  |                                                                                                        | Requires Attorney Review           |
| 40 | Placemaking WS3                              | DDA Gateway Beautification                                                     | In house activity  | 22-23                | 3.0  | Is this for additional design or is there a design ready to be bid?                                    | Requires designer or engineering   |
| 41 | Planning & Zoning / Economic Development WS3 | Community Master Plan Audit and Amendment                                      | \$32,000           | 22-23                | 3.0  | In house activity or require a consultant to accomplish? Combine with Park and Rec Plan?               |                                    |
| 42 | Planning & Zoning / Economic Development WS3 | DDA Development / TIF Plan Audit and Amendment                                 | \$0                | 22-23                | 3.0  | Audit of DDA Development and TIF Plan                                                                  | Final Amendment to DDA in November |
| 43 | Planning & Zoning / Economic Development WS3 | Redevelopment Ready Community                                                  | \$0                | 22-23                | 2.1  |                                                                                                        |                                    |
| 44 | Planning & Zoning / Economic Development WS3 | Establish Environmental Protection Standards                                   | In house activity  | 22-23                | 3.1  | Trees, Shoreline, Waterfront Construction, Sensitive Land, Stormwater                                  | Tree Standards are Complete        |
| 45 | Policies & Resolutions WS3                   | Donation Policy for Memorial Trees, Benches and Misc.                          | In house activity  | 22-23                | 2.1  |                                                                                                        |                                    |
| 46 | Policies & Resolutions WS3                   | Beach Gate Policy                                                              | In house activity  | 22-23                | 3.1  |                                                                                                        |                                    |
| 47 | Policies & Resolutions WS3                   | Schedule of Fees                                                               | In house activity  | 22-23                | 3.0  |                                                                                                        |                                    |
| 48 | Staffing WS3                                 | Annual Evaluations                                                             | In house activity  | 22-23                | 4.0  |                                                                                                        |                                    |
| 49 | Staffing WS3                                 | Possible Retirement at Police Dept (Training will need to overlap)             | \$10,000           | 22-23                | 3.3  | Looking for a two month training overlap                                                               |                                    |
| 50 | Staffing WS3                                 | Summer Seasonal for DPW                                                        | \$40,000           | 22-23                | 3.0  | Three employees/20 weeks/35 hours                                                                      |                                    |
| 51 | Staffing WS3                                 | Intern for Planning and Zoning                                                 | \$10,000           | 22-23                | 3.3  |                                                                                                        |                                    |
| 52 | Technology WS3                               | Complete Legal Review of Entire Code of Ordinances & Recodification - Municode | \$20,000           | 22-23                | 3.9  | Necessary because many municipal ordinances conflict and are outdated                                  | Ongoing with Municode              |
| 53 | Technology WS3                               | Document Scanning and Filing                                                   |                    | 22-23                | 2.9  |                                                                                                        |                                    |

MASTER PROJECT LIST

Item 9B.

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|    | Department Activity                            | Working Title / Item                                                                                                                        | Est. Budget Amount    | Proposed Budget Year | Rank | Purpose of Project / Project Notes                                                                                                                                                                                                                                                                                                                                                                               | Notes                                                                                                                                                                                       |
|----|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 54 | Technology WS3                                 | Extra Desktop Computer for Intern and VPN of BS&A Software                                                                                  | \$1,100               | 22-23                | 3.3  | Extra computer for STFD and Inspector remote access of BS&A for rental inspections                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                             |
| 55 | Technology WS3                                 | Remote Learning for BS&A (Annual)                                                                                                           | \$3,000               | 22-23                | 3.6  | 2-3 day annual remote learning for BS&A software                                                                                                                                                                                                                                                                                                                                                                 | Outsource to BS&A                                                                                                                                                                           |
| 56 | Right-of-Way & Sidewalks / Trails Projects WS3 | BSH fill in sidewalk gaps from Dunes Resort north to existing sidewalk (Dunes portion \$63,000). Note: City will pay for drain improvements | City Portion \$87,000 | 22-23                | 4.0  | Note: When a sidewalk or trail project is proposed that requires design engineering, the design engineering shall be budgeted in the first year with construction budgeted the following year. How much for the design work cost for this project?? This cost includes engineering and assumes that most of the landscaping at the Dunes remains intact and much of the ditch will be enclosed with storm sewer. | The City's portion may be able to be reduced if the preliminary survey and design find that extensive storm sewer is not needed. Requires Civil Engineering Topo Survey was done in October |
| 57 | Right-of-Way & Sidewalks / Trails Projects WS3 | Water trail map                                                                                                                             | In house activity     | 22-23                | 2.1  | Coordinate with Kalamazoo River Greenway for development of water trail map specific to Kalamazoo Lake Harbor                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                             |
| 58 | Right-of-Way & Sidewalks / Trails Projects WS3 | 3 <sup>rd</sup> party agreement for signage in Right-of-Ways at Schultz Park for Crest & Riverview HOA                                      | In house activity     | 22-23                | 2.2  |                                                                                                                                                                                                                                                                                                                                                                                                                  | Requires Attorney Review                                                                                                                                                                    |
| 59 | Right-of-Way & Sidewalks / Trails Projects WS3 | Trail map and brochure                                                                                                                      | In house activity     | 22-23                | 2.1  | Create local map of trails and park amenities brochure (CVB may already have one)                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                             |
| 60 | Right-of-Way & Sidewalks / Trails Projects WS3 | Blue Star Trail Connection to Saugatuck                                                                                                     | Grant Activity        | 22-23                | 3.9  | Coordinated by the Blue Star Trail committee                                                                                                                                                                                                                                                                                                                                                                     | Grant Condidtionally Awarded                                                                                                                                                                |
|    | Street Projects WS3                            | Street Resurfacing                                                                                                                          |                       | 22-23                |      |                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                             |
| 61 |                                                | - E Wiley Rd. – Pavement change (approx. 1600’ W of Schultz Park Dr. to Schultz Park Dr.)                                                   | \$116,000             |                      |      | \$65,874<br>0.3 miles                                                                                                                                                                                                                                                                                                                                                                                            | Major Rd. - Requires Civil Engineering                                                                                                                                                      |
|    |                                                | - E South St – S Main St. to Water St                                                                                                       |                       |                      |      | \$24,500<br>was .11 miles - \$24,154, added Water St.                                                                                                                                                                                                                                                                                                                                                            | Local Rd. - Requires Civil Engineering                                                                                                                                                      |
|    |                                                | - Randolph – S Spring St. to Water St                                                                                                       |                       |                      |      | \$25,000<br>was Spring to Main - .05 miles (\$10,979), was Main to Washington .05 miles (\$10,979), added to Water St.                                                                                                                                                                                                                                                                                           | Local Rd. - Requires Civil Engineering                                                                                                                                                      |
|    | Street Projects WS3                            | Crack seal for surface maintenance                                                                                                          |                       | 22-23                |      |                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                             |
| 62 |                                                | - Union St. –W Wiley Rd. to BSH                                                                                                             | \$4,800 Total         |                      | 3.8  | .63 miles (\$3,036)                                                                                                                                                                                                                                                                                                                                                                                              | Local Rd. - use Allegan County contractor                                                                                                                                                   |
|    |                                                | - Ellis St. – W Fremont St. to Center St.                                                                                                   |                       |                      |      | 0.06 miles (\$264)                                                                                                                                                                                                                                                                                                                                                                                               | Local Rd. - use Allegan County contractor                                                                                                                                                   |
|    |                                                | - McVea Dr – Campbell Rd. to Dead End                                                                                                       |                       |                      |      | 0.19 miles (\$836)                                                                                                                                                                                                                                                                                                                                                                                               | Local Rd. - use Allegan County contractor                                                                                                                                                   |
|    |                                                | - W Fremont St. – Ellis St. to S Union St.                                                                                                  |                       |                      |      | 0.1 miles (\$440)                                                                                                                                                                                                                                                                                                                                                                                                | Local Rd. - use Allegan County contractor                                                                                                                                                   |
|    |                                                | - Whittier Ave – First St. to W Center St.                                                                                                  |                       |                      |      | 0.05 Miles (\$220)                                                                                                                                                                                                                                                                                                                                                                                               | Local Rd. - use Allegan County contractor                                                                                                                                                   |
|    |                                                | Chip and Fog seal for surface maintenance                                                                                                   |                       |                      |      |                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                             |
|    |                                                | - Bayou Drive - E. Center to Dead End                                                                                                       |                       |                      |      | .12 mile (\$3,000 in 21-22)                                                                                                                                                                                                                                                                                                                                                                                      | Local Rd. - use Allegan County contractor                                                                                                                                                   |
|    |                                                | - Blue Star Highway - 129 to approx 1200' N of Wiley                                                                                        |                       |                      |      | .73 mile (\$23,700 in 21-22)                                                                                                                                                                                                                                                                                                                                                                                     | Major Rd. - use Allegan County contractor                                                                                                                                                   |

MASTER PROJECT LIST

Item 9B.

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|    | Department Activity       | Working Title / Item                                   | Est. Budget Amount                              | Proposed Budget Year | Rank | Purpose of Project / Project Notes                                                                                                                                                                                                   | Notes                                                                        |
|----|---------------------------|--------------------------------------------------------|-------------------------------------------------|----------------------|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| 63 | Street Projects WS3       | - Center - Blue Star to Ellis                          | \$37,500 Major,<br>\$20,700 Local =<br>\$58,200 | 22-23                |      | .13 mile (\$3,900 in 21-22)                                                                                                                                                                                                          | Major Rd. - use Allegan County contractor                                    |
|    |                           | - Center - Main to Bayou                               |                                                 |                      |      | .13 mile (\$3,900 in 21-22)                                                                                                                                                                                                          | Major Rd. - use Allegan County contractor                                    |
|    |                           | - Washington - Center to Blue Star Bridge              |                                                 |                      |      | .28 mile (\$8,400 in 21-22)                                                                                                                                                                                                          | Local Rd. - use Allegan County contractor                                    |
|    |                           | - Washington - Fremont to Center                       |                                                 |                      |      | .07 mile (\$2,100 in 21-22)                                                                                                                                                                                                          | Local Rd. - use Allegan County contractor                                    |
|    |                           | - Center - Ellis to Main                               |                                                 |                      |      | .20 mile (\$6,000 in 21-22)                                                                                                                                                                                                          | Major Rd. - use Allegan County contractor                                    |
|    |                           | - Randolph - Ellis to Spring                           |                                                 |                      |      | .15 mile (\$4,500 in 21-22)                                                                                                                                                                                                          | Local Rd. - use Allegan County contractor                                    |
|    |                           | - Washington - Blue Star Bridge to BSH at grade        |                                                 |                      |      | .09 mile (\$2,700 in 21-22)                                                                                                                                                                                                          | Local Rd. - use Allegan County contractor                                    |
|    |                           | - (Possible addition) Campbell Rd - McVea to Shorewood |                                                 |                      |      |                                                                                                                                                                                                                                      | Local Rd. - use Allegan County contractor                                    |
| 64 | Street Projects WS3       | Storm Sewer Jetting and Cleaning                       | \$40,000                                        | 22-23                | 3.8  | \$20,000 Local<br>\$20,000 Major                                                                                                                                                                                                     | Continuous 3 year rotation                                                   |
| 65 | Underground Utilities WS4 | Lead service inventory                                 | \$50,000                                        | 22-23                | 3.9  | State mandate - Pot holing and service line self inventory mailers                                                                                                                                                                   | Requires some engineering oversight<br>Surveys have been mailed              |
| 66 | Underground Utilities WS4 | Lead Water Service Replacement                         | \$100,000                                       | 22-23                | 3.9  | State mandate - required to replace a minimum of five percent every year with total elimination of lead services in 20 years                                                                                                         | Requires some engineering oversight<br>Quoting lead service line replacement |
| 67 | Underground Utilities WS4 | Water & Sewer Rate Study                               | \$40,000                                        | 22-23                | 3.9  | Initiate developing asset management study for water and sewer infrastructure so that a capital improvement rate can be assessed - Will require engineering and expertise of a firm specializing in capital improvement rate studies | DWAM Grant Phase II                                                          |

COMPLETED FY 22-23 PROJECTS

|    |                              |                                                                                                           |                |  |     |                                                                                                                                                              |                                 |
|----|------------------------------|-----------------------------------------------------------------------------------------------------------|----------------|--|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
|    |                              | DPW Equipment                                                                                             |                |  |     |                                                                                                                                                              |                                 |
| 1  |                              | - Replace 2007 1 Ton Plow / Dump Truck                                                                    | \$81,738       |  | 3.1 |                                                                                                                                                              | Use state bid pricing - Mi-Deal |
| 2  |                              | - Mini Excavator with Trailer                                                                             | \$80,739       |  | 2.6 |                                                                                                                                                              | Use state bid pricing - Mi-Deal |
| 3  |                              | - Ride on Leaf Blower                                                                                     | \$12,000       |  | 2.7 |                                                                                                                                                              | Use state bid pricing - Mi-Deal |
| 4  |                              | - 60" Turn Mower                                                                                          | \$17,057       |  | 2.9 | Note: If Mini excavator with trailer is not approved a trailer will still need to be purchased for the mower, mini track loader, and stump grinder (\$9,000) | Use state bid pricing - Mi-Deal |
| 5  |                              | - Mini Track Loader                                                                                       | \$42,765       |  | 2.9 | Note: If Mini excavator with trailer is not approved a trailer will still need to be purchased for the mower, mini track loader, and stump grinder (\$9,000) | Use state bid pricing - Mi-Deal |
| 6  |                              | - Stump grinder                                                                                           | \$24,765       |  | 2.1 | Note: If Mini excavator with trailer is not approved a trailer will still need to be purchased for the mower, mini track loader, and stump grinder (\$9,000) | Use state bid pricing - Mi-Deal |
| 7  |                              | - Trade in 2018 Bobcat (Skid Steer) wheeled loader with purchase of 2023 Bobcat (Skid Steer) track loader | \$37,750       |  | 2.8 | Net cost \$37,750                                                                                                                                            | Use state bid pricing - Mi-Deal |
|    |                              | Douglas Beach Upgrades                                                                                    |                |  |     |                                                                                                                                                              |                                 |
| 8  |                              | - Life rings                                                                                              | \$224          |  | 3.9 | Life Rings \$56 each x 4                                                                                                                                     |                                 |
|    |                              | Schultz Park and Launch Upgrades                                                                          |                |  |     |                                                                                                                                                              |                                 |
| 9  |                              | - Portable restroom at dog park                                                                           | \$800          |  | 1.7 | \$100 per month                                                                                                                                              |                                 |
| 10 |                              | - Crack Seal Pickleball Courts                                                                            | \$5,000        |  | 3.0 |                                                                                                                                                              |                                 |
| 11 | Contractual Services WS3     | Copier Contract for City Hall & Police Dept                                                               | \$8,200        |  | 3.4 | City Hall will receive a new copier with the Police Department receiving their used one                                                                      |                                 |
| 12 | Marketing & Branding WS3     | Logo Design                                                                                               |                |  | 2.6 | Integrate new logo into City (stationary, business cards, etc.)                                                                                              |                                 |
| 13 | Marketing & Branding WS3     | Branding                                                                                                  |                |  | 2.1 |                                                                                                                                                              |                                 |
|    |                              | Union St. Boat Launch Upgrades                                                                            |                |  |     |                                                                                                                                                              |                                 |
| 14 | Union Street Boat Launch WS2 | - Life rings                                                                                              | \$300          |  | 3.9 | Life Rings \$56 each                                                                                                                                         |                                 |
|    |                              | Veterans Park Upgrades                                                                                    |                |  |     |                                                                                                                                                              |                                 |
| 15 | Veterans Park WS2            | - Life rings                                                                                              | \$224          |  | 3.8 | Life rings \$56 each x 4                                                                                                                                     |                                 |
| 16 | Marketing & Branding WS3     | LGBTQ friendly                                                                                            |                |  | 3.0 |                                                                                                                                                              | Donation of Pride Garden        |
| 17 | Technology WS3               | Computer Aided Design Software                                                                            | \$500 per year |  | 3.8 | Need one license                                                                                                                                             |                                 |
| 18 | Street Projects WS3          | Pavement Markings – Local Streets                                                                         | \$5,000        |  | 3.9 |                                                                                                                                                              | Outsource to contractor         |
| 19 | Street Projects WS3          | Dust Control for gravel streets and parking lots                                                          | \$6,850        |  | 3.1 |                                                                                                                                                              |                                 |



**To:** City Council

**From:** Rich LaBombard  
City Manager

**Date:** October 17, 2022

**Subject:** Monthly Department Activity Report  
October 2022

### **Assessor:**

**Audit** - Next year starts the five-year audit cycle with the State and we are up first again. I went to a class last week to review all the areas covered in the audit and feel we are in fairly good shape. There are certainly a few tweaks that need to happen during the creation of the 2023 roll and that will be a major focus until March. In the audit there are three areas defined as substantial and twelve defined as technical. In order to pass you need to complete all three substantial requirements and nine of the technical requirements.

Continuing work on many projects:

- Land value studies – each land table. I have run through this once already and currently doing a deeper dive with some more recent land sales
- Reappraisal using aerial maps – ongoing
- Processing incoming Property Transfer Affidavits
- Processing deeds monthly
- Update record inspection policy to comply with new audit requirements
- Review land value adjustments to comply with new audit requirements

### **City Manager:**

**City Hall Painting** – Painting was completed on the exterior of City Hall. A number of maintenance issues have come to our attention with the painting project; therefore, quotes for additional repair work will be solicited for City Council to consider. Specifically, there are a number of rotten sections that will need to be replaced including clapboards, windowsills, and window trim.

**Union Street Sidewalk** – Work is wrapping up on the sidewalk project. The hydrant at the intersection of Union and Chestnut still has to be raised to the proper grade. We noticed a bit of an erosion issue because grass hasn't been established yet. We will correct the erosion issue with some straw blanket.

**Centre Collective** – Staff met with the developers of Centre Collective this past month to go over the commercially zoned submittal that faces Center Street. The City's interim Zoning Administrator and City Engineer provided feedback on the proposed plan.

**City Engineer** – Nate Williams, the former Engineer assigned by Prein & Newhof to work with the City has taken another position in municipal government and will no longer be working with the City of Douglas. Engineer Ken Bosma is assigned to work with the City.

**Notices to Abate** – Notices were issued to locations with code enforcement issues such as junk cars, unregistered vehicles, and blight.

**Drinking Water Asset Management** – The City received word that it will receive funding for its Drinking Water Asset Management grant request; however, the state is asking the City to refine its costs. The City applied for \$425,000 to inventory its water service lines throughout the City and build an asset management plan for future capital maintenance and replacement.

**High Water Infrastructure Grant** – The City received notice of a new grant opportunity from Michigan Department of Environment, Great Lakes and Energy (EGLE) called the State High Water Infrastructure Grant. \$14.25 million is available to address flooding, coastline erosion, urban heat, and storm water management. The grant requires a 20 percent match. The City has a few projects that may be good candidates for this opportunity. I will be coordinating with the City Engineer on some ideas in the coming weeks to determine if we should pursue this opportunity.

**GIS Data Collection** – City staff will receive training on our geographic information system data collector. GIS is widely used by engineers and municipalities to locate and inventory common municipal features such as signage, hydrants, catch basins, guardrails, trees, etc. Attributes such as type, age, condition, and material can be assigned to any GIS data collected and will help the City better understand the maintenance and replacement needs of infrastructure and assets.

**Municode** – City staff are working on a recodification of the City’s ordinances and training on new software that will generate agendas and meeting minutes automatically. Another convenient feature is live voting for elected and appointed officials with the cast votes automatically populated into the meeting minutes on the web-based software. We anticipate the Municode system to be up and running by mid-October.

**Refuse RFP** – The City opened sealed bids for solid waste, recycling, and yard waste services. Two companies responded to the City’s request for proposal. Republic Waste and Arrowaste.

**Sculpture Maintenance Proposal** – I spoke with the Allegan County Community Foundation this past month about a proposal from a generous donor to maintain and clean sculptures donated to the City as part of the “art about town” initiative. The City owns five sculptures that would be included in the cleaning and maintenance program. If approved, the first step in the program would be an inventory and inspection of the existing sculptures to determine if repairs are needed, followed by a recommended cleaning and waxing program if applicable. The sculpture “Almost Eagles” in front of City Hall was donated to the City as part of this program.

**Welcome** – Laura Kasper officially joined the Clerk’s office at Douglas City Hall this past month. I’d like to welcome Laura to the City. Laura will work with the City Clerk to handle incoming phone calls, greet visitors, work on elections, assist with licenses and certificates, and any other work assigned by the Clerk.

**Douglas Harbor Authority** – The DHA met for its regular meeting and discussed the following items:

- Water taxi – discussion item
- Kayak storage rental fee – approved recommending a fee increase to City Council of \$25 per storage slot
- Aquatic Dr. 2023 proposal to treat invasive species – requested additional research of alternative methods and efficacy of treatment
- Point Pleasant boat slip lottery – agreed to continue to utilize the lottery system for upcoming years

**Planning Commission Meeting** – The PC met with a full house in attendance. Items up for discussion / public hearing were:

- 423 West Center / 424 Fremont Street – approved the site plan review and condo amendment
- 485 Ferry Street—a 90 unit by-right residential condominium development – tabled by the PC
- 324 Center Street—a 20 unit by-right residential condominium development – pulled by the applicant prior to the meeting
- 39 Washington – house move – sent back to the Planning and Zoning Administrator for approval

**Downtown Development Authority Meeting** – The DDA met this past month and reviewed the following items:

- Heard a presentation from Brian Coon regarding an advertising pilot program
- Received an application for the Business Incentive Program for Coastal Society for a proposed platform and shade kite requesting \$5,000.
- Discussed downtown gateway improvements to the intersection of Blue Star and Center Street
- Discussed DDA owned table and chair rentals
- Received a written update on the wayfinding program

## **Clerk:**

**Election Legislation** - The Governor signed 2022 PA 195 into law, making several changes to pre-processing and ballot drop boxes, both of these will take effect by September 20, 2022. The City of Douglas will not be pre-processing ballots for the election due to the number of registered voters. The second legislation requires Clerks to maintain a collection log. This log documents the number of ballots taken from the drop box, the time, and the name of the inspector/staff removing the ballots. These drop boxes must be monitored by video camera, which the City of Douglas has already implemented. The Accuracy Test for election equipment will be conducted on October 25<sup>th</sup> at 10:00 am. These tests are open to the General Public.

**Municode Software** - The Clerk's office will go live with the new Agenda/Minutes software from Municode. This software is cloud based and has already proved to be a valuable addition to the staff.

**Additional Items** - The City Clerk will be meeting with the MML representative regarding the Pride Garden and Cowbell Cyber Insurance. The office will be working with IT Right to get the Fire Department up onto the server for Short Term rentals, and also reviewing the final draft of the Personnel Policy.

Deputy Clerk Laura Kasper has been training and has obtained her Notary stamp. She has been doing a wonderful job in her new position.

## **Police Department:**

|                                                 | September | Fiscal Year | YTD   |
|-------------------------------------------------|-----------|-------------|-------|
| <b><u>Complaints Answered/Investigated:</u></b> | 170       | 542         | 1,484 |

### **Criminal Arrests/Filings:**

|                  |    |    |    |
|------------------|----|----|----|
| Felony:          | 04 | 06 | 20 |
| Misdemeanor:     | 03 | 14 | 28 |
| Warrant Arrests: | 02 | 05 | 05 |

**Traffic Enforcement:**

|                                    |    |     |     |
|------------------------------------|----|-----|-----|
| OWI/OUID/Impaired Driving Arrests: | 01 | 03  | 06  |
| OWI High Blood Alcohol Content:    | 01 | 02  | 04  |
| OWI 3 <sup>rd</sup> Offense:       | 01 | 01  | 01  |
| Traffic Stops:                     | 39 | 192 | 705 |
| Civil Infraction:                  | 10 | 19  | 36  |
| Parking Tickets:                   | 5  | 42  | 93  |

**Community Contacts:**

|                           |       |       |        |
|---------------------------|-------|-------|--------|
| Personal Contacts:        | 1,156 | 3,477 | 10,419 |
| Business Contacts:        | 199   | 683   | 1,949  |
| Property Security Checks: | 1,161 | 3,417 | 9,195  |

Foot Patrol: (September) 1,421 Minutes (23 Hours & 41 min.)

**Misdemeanor Charges: (September)**

Operating with High Blood Alcohol Content  
 Operating While Intoxicated  
 Suspended Operator's License

**Felony Charges: (September)**

Operating while Intoxicated 3<sup>rd</sup> Offense.  
 Operating With High Blood Alcohol Content  
 Assault/Resist/Obstruct Police Officer (x2)

**Activity Time on Follow Up Investigations: (September)**

1,369 Minutes (22 Hrs. & 49 Minutes) Number of September Follow Up Investigations: 68

**Investigation of Felony Cases:**

Child Abuse (#22-1273): Prosecutor's review/Charges authorized.  
 Fraud/Bank Account \$82,900 (#22-1261): Open.  
 Criminal Sexual Conduct (#22-0905): Open Investigation.  
 Felonious Assaults & Robbery/Larceny (22-0754): Closed. Charges not authorized.  
 Larceny of Motor Vehicle Parts (#21-1695): Open/Inactive.  
 Stolen Watercraft (#21-1420): Open/Inactive.  
 Robbery-Armed Huntington ATM (#20-1827). Open.  
 Fraud (22-0091). Open investigation.  
 Fraud (22-0133). Open investigation.  
 Larceny/Malicious Destruction of Property (22-0354). Open & On-going.  
 Fraud (21-1863). Open Investigation.  
 Fraud (22-1261): Open investigation.

**Out of Jurisdiction Responses: (September)****Saugatuck Township:**

- 22-1316: PI Rollover Crash with reported entrapment. Closest LE available.
- 22-1326: Backup Sheriff's Office on a stabbing.
- 22-1347: Backup STFD, Hostile Patient and Caller on a Medical Emergency.
- 22-1400: Backup Sheriff's Office on a suicidal/mental subject.
- 22-1459: Domestic Violence/Closest LE available.

**Saugatuck City:**

- 22-1327: Backup Sheriff's Office on a Domestic Violence and Home Invasion.
- 22-1345: Backup Sheriff's Office on Domestic Violence
- 22-1382: Backup Sheriff's Office at a bar fight/report of 15 persons involved. No Saugatuck Contract Deputy on duty.
- 22-1418: Medical Emergency/life threatening. Only LE available.
- 22-1419: Medical Emergency/life threatening. Only LE available.
- 22-1437: Backup Sheriff's Office on a suicidal subject.
- 22-1443: Backup Sheriff's Office on a mental health issue.

**Laketown Township:**

- 22-: Backup Sheriff's Office on an OWI/Resist & Obstruct Officer.

**Total Out of Jurisdiction Responses for September: 13**

**Total Complaints Handled within Douglas City for September: 157**

**Noteworthy Incidents: (September)**

On Friday 9/2/22 at 2:18pm Officer Reyes was called to a domestic assault. Suspect bit the victim and was armed with a screwdriver. Suspect was gone on arrival. Charges were submitted to the Allegan County Prosecutors Office for assault.

On Sunday 9/4/22 at 12:11am Officer Dyer was running stationary radar on Blue Star Highway near Enterprise Drive. The suspect driver was driving at a high rate of speed and was pulled over by Officer Dyer. Suspect was arrested for Operating While Intoxicated 3<sup>rd</sup> Offense and Driving While License Suspended.

On Sunday 9/4/22 at 2:19am Corporal Giles responded to the 300 block of Blue Star Highway for a report of a fight in progress. Upon arrival suspects were unable to be located and Cpl. Giles remained in the area to assure there were no additional issues.

On Monday 9/5/22 at 12:50am Corporal Giles and Officer Dyer responded to an unknown disturbance in the 300 block of South Blue Star Highway. After investigation it was determined the caller was creating the disturbance and was asked to leave the premises and did so.

On Monday 9/5/22 at 1:19pm Corporal Warsen responded to a hit and run traffic crash on Third Street. After investigation the Suspect vehicle was unable to be located. Report completed by Cpl. Warsen.

On Saturday 9/17/22 at 5:03pm Officer Dyer responded to Main Street and Center Street to a call involving a moped where the driver tipped over the moped multiple times. After investigation the Driver was arrested for Operating While Intoxicated with a High Blood Alcohol Content.

Additionally in September the Department responded to/investigated animal complaints, sex offender registrations, domestic assault complaint, warrant arrest complaints, larceny complaints, malicious destruction of property complaint, property damage crashes, medical emergencies, intoxicated person complaints, lost & found property complaints, noise complaints, fight/disturbance complaints, harassment complaints, civil/peace officer complaints, suspicious vehicle/subject/situation complaints, open door complaints, traffic related complaints, road hazard complaints, firearms turned in for destruction complaint, illegal dumping complaint, parking complaints, abandoned vehicle complaints, check welfare complaints, mental health complaints, ordinance violation complaints, business and residential alarms, and general non-criminal assist complaints.

**Events and Meetings: (September)**

Planning and Staffing for the Labor Day Bridgewalk Event.

Participate in the Douglas Elementary School Open House Event.  
Staffing for the Mt. Baldhead Challenge Race within Douglas City.

**Training: (September)**

Fall Firearms Training and Qualifications.

**Project Management:**

**Planning and Zoning Assistance** – Continue to meet with Williams and Works as the interim Planning and Zoning contact. Receive zoning review applications and process them with either Williams and Works or Michigan Township Services. Continually learn the procedure of flow for each application and filing them accordingly. Assisted residents with application submittals and directed them to Williams and Works with questions I'm unable to answer. Continue to organize a spreadsheet of incoming applications and see that everything keeps moving and resident needs are being met. Assembled the September Planning Commission agenda and helped get the chamber room set up with plenty of chairs.

**Refuse Request for Proposal** – Developed an addendum for the RFP with frequently asked questions. The two proposals received were opened publicly on October 6<sup>th</sup>. Prepared a draft memorandum for Council to review prior to the October 17<sup>th</sup> meeting.

**Notice to Abates** – Issued three notices to locations with code enforcement issues such as junk cars, unregistered vehicles, blight, and dumpster location.

**Drinking Water Asset Management** – Met with Prein&Newhof Engineers after the City received word that they will receive funding for this grant to discuss the next steps.

**High Water Infrastructure Grant** – Met with the City Engineer to discuss this grant opportunity from Michigan Department of Environment, Great Lakes, and Energy.

**Harbor Meetings** – Attended the September harbor meetings to take minutes and give updates on various projects.

**Special Events** – Helped facilitate a meeting and map for upcoming special events for DPW and the Police Department.

**Permit Applications** – Continue to improve and recreate outdated forms for Planning and Zoning needs.

**FY 22-23** – Scheduling of various capital improvement projects, fencing, locks, windows, painting of City Hall. Designing site plan for sidewalk at the Douglas Beach. Updated the Master Project List for staff reporting.

**Sidewalk Preparations at 333 Blue Star Highway** – On going discussions with the City Engineer for the City's portion of the proposed sidewalk at 333 Blue Star Highway. Survey has been scheduled for October.

**Water Service Material Inventory** - Continually make progress on the water service line material inventory, survey is developed, list is compiled, and letters have been mailed out. Letters are returning and the spreadsheet will be updated accordingly.

**Tree Grant** – Applied for and received a grant from Consumers Energy for the "Right Tree, Right Place" grant. Stakes have been placed at all locations receiving a tree. Grant needs to be completed by mid-November.

**Municode Meeting Program** – Had workshops with a Municode representative to learn the meeting and minutes program.

**DPW** – Assist with ordering signs, permitting requirements, and updating list of various DPW items.

## **Public Works Department:**

**Downtown** - DPW has been working on landscaping improvements and restoration at City Hall and the Police Department.

**Douglas Beach** – DPW coordinated repairs to the lateral sewer pipe for the beach bathrooms.

**Beach to Bayou** – Crews have cleaned up fallen trees and branches that have fallen on the bike path after recent storms.

**Road Maintenance** - DPW crews have made repairs to Lakeside Drive and Ferry Street.

**Leaves** – DPW crews will be busy with leaf pick up soon.

**Budgeting** – DPW equipment team has been working hard to acquire the last item for purchase off the approved equipment list.

**Wades Bayou** - Irrigation installation has begun at Wades Bayou and a meter will be installed soon.

**City Hall** - Irrigation repair due to new sidewalk should be completed by Friday the 14th.

**Special Events** - DPW staff has participated in blocking the roads off for safety for two parades, as well as some setup and tear down for the Octoberfest event.

## **Treasurer:**

**Taxes:** Taxes were due September 14, 2022. Payments received after this date are considered late and will be subject to a 1% per month interest charge. Approximately 94% taxes were collected by the due date. This was similar to prior year. The first week of October reminder bills were sent out to the parcels that still have balances due.

- New this year, you will be able to pay online via credit card or e-check. Please see [tinyurl.com/PayItOnline](https://tinyurl.com/PayItOnline) for further information.
- The City encourages people to sign up for our tax autopay program. Forms and further information can be found at [tinyurl.com/DouglasTaxAutoPay](https://tinyurl.com/DouglasTaxAutoPay)
- Look up your balance and payment information anytime at [bsaonline.com/?uid=484](https://bsaonline.com/?uid=484)

**Audit:** The City receives an annual audit that must be filed with the State by the end of 2022. Our auditors are scheduled to do field work November 14<sup>th</sup>-16<sup>th</sup>. I have been preparing schedules and documentation to facilitate their work in November.

**CPA Day** - Don't forget November 10<sup>th</sup> is CPA Appreciation Day.

**MMTA Conference:** In September I attended the MMTA fall Conference. We had sessions on dangerous individual recognition, investments, economic and legislative updates, BS&A tips and tricks, and exciting and lively discussions and networking with fellow treasurers.

**Cash Balances:** The City's cash balances were up from last month. This was primarily related to collection of property taxes. With the Federal Reserve Board's action, the past few meetings and

expected to continue, bond and CD rates continue to rise, and put temporary downward pressure on the market value of bonds and CDs purchased in the past.

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

### **Deputy Clerk:**

**Notary** – I have submitted my completed application and paperwork to the state and I should be receiving my Commission Card soon.

**AV Ballots** – As we get closer to the election, more ballots are coming in daily. I will be receiving them in the QVF system and making sure they are in balance with our records.

As I complete my third week as Deputy Clerk, I am thrilled to be a part of the City. While I am still learning procedures and protocols, the office staff has been very welcoming and helpful with any questions I have and guidance needed. I look forward to the continued process of learning and growing with the City of Douglas.