



**THE CITY OF THE VILLAGE OF DOUGLAS  
REGULAR MEETING OF THE CITY COUNCIL  
MONDAY, DECEMBER 19, 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/83343957901>

Join by phone by dialing: +1 (312) 626-6799 | Then enter "Meeting ID": 8334 395 7901

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. CONSENT CALENDAR
  - A. Approve the December 19, 2022 Agenda
  - B. Approval of December 5, 2022 Meeting Minutes
  - C. Approve the December 5, 2022 Closed Session Minutes
  - D. Approve Invoices in the amount of \$125,861.03
  - E. Resignation of Councilperson Phil Toepper
  - F. Gregory Freeman Appointment to Kalamazoo Lake Harbor AuthorityMotion to approve the December 19, 2022 Consent Calendar. - roll call vote
5. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES)
6. PUBLIC COMMUNICATION - WRITTEN
7. UNFINISHED BUSINESS

## **8. NEW BUSINESS**

### **A.** January 2, 2023 City Council Meeting Date Change

Motion to move the Monday, January 2, 2023 City Council Meeting to Tuesday, January 3, 2023 due to the Holiday. - roll call vote

### **B.** Resolution 42-2022 Personnel Policy & Benefit Manual Amended 2022

Motion to adopt Resolution 42-2022 and adopt the Personnel Policy and Benefits Manual as amended, to take effect on January 1, 2023. - roll call vote

### **C.** Resolution 44-2022 Public Art Donation Kirov Pyramid

Motion to adopt Resolution 44-2022 and accept the proposed donation of a sculpture by artist Rado Kirov titled "Pyramid" to be located at 47 W Center Street with minimal cost to the City. - roll call vote

### **D.** Northshore of Saugatuck Proposed Boat Canal - Discussion Item

## **9. REPORTS**

### **A.** Commission/Committee/Boards

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

### **B.** Staff Written Reports

1. City Manager

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

## **11. COUNCIL COMMENTS**

## **12. MAYOR'S REPORT/COMMENTS**

## **13. ADJOURNMENT**

**Please Note – The City of the Village of Douglas (the “City”) is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have**

questions regarding the accessibility of this meeting or the facilities, are requested to contact Pamela Aalderink, City Clerk, at (269) 857-1438, or [clerk@douglasmi.gov](mailto:clerk@douglasmi.gov) to allow the City to make reasonable accommodations for those persons. CITY OF THE VILLAGE OF DOUGLAS, ALLEGAN COUNTY, MICHIGAN



**THE CITY OF THE VILLAGE OF DOUGLAS  
REGULAR MEETING OF THE CITY COUNCIL  
MONDAY, DECEMBER 05, 2022 AT 7:00 PM  
86 W CENTER ST., DOUGLAS MI**

---

**MINUTES**

---

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

**Join online by visiting:**

<https://us02web.zoom.us/j/84770931534>

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

**8477 093 1534**

**1. CALL TO ORDER**

Mayor Donovan called the meeting to order at 7:00 pm

**2. ROLL CALL**

**3. PLEDGE OF ALLEGIANCE**

**4. CONSENT CALENDAR**

- A. Approve December 5, 2022 Agenda
- B. Approve the November 21, 2022 Closed Session Minutes
- C. Approve the November 21, 2022 Meeting Minutes
- D. Approve Invoices in the amount of \$51,527.19
- E. Appointment of Cathy North to the Saugatuck Twp. Fire Board

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

Motion made by Councilmember Seabert, Seconded by Councilmember Naumann.



Voting Yea: Mayor Pro-Tem North, Mayor Donovan, Councilmember Seabert, Councilmember Toepper, Councilmember Naumann, Councilmember OMalley, Councilmember Walker

Motion carried.

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

No verbal communication received.

## **6. PUBLIC COMMUNICATION - WRITTEN**

No written communication received.

## **7. UNFINISHED BUSINESS**

No unfinished business.

## **8. NEW BUSINESS**

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

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

Motion made by Mayor Pro-Tem North, Seconded by Councilmember Seabert.

Voting Yea: Mayor Pro-Tem North, Mayor Donovan, Councilmember Seabert, Councilmember Toepper, Councilmember Naumann, Councilmember OMalley, Councilmember Walker

Motion carried.

### **B. Closed Session**

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

Motion made by Councilmember Seabert, Seconded by Councilmember Toepper.

Voting Yea: Mayor Pro-Tem North, Mayor Donovan, Councilmember Seabert, Councilmember Toepper, Councilmember Naumann, Councilmember OMalley, Councilmember Walker

Motion carried.

## **9. REPORTS**

Planning will meet Dec. 7th, two site plans are set to review. A review of the Miro property will be done.

Douglas Downtown Authority had a successful Mingle with Kringle event, the lighting of the tree event was great. Thank you to CVB for the funding of lights. Next meeting will begin the budget talks.

B. Staff Written Reports

1. City Manager

A mandatory class on harassment will has been set.

Currently working on the list of things we are trying to accomplish by year end.

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

Tim Smith requested Councilmembers pass a resolution stating that Northshore of Saugatuck's 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.

**11. COUNCIL COMMENTS**

North	Congratulated DDA for the great tree lighting event.
Seabert	Also congratulated DDA. The handbook is coming along.
Naumann	The lights look great. Sad to not see the tower lights.
Walker	Have a three year commitment with Chips to do the lighting. What is the status of a Zoning Administrator. May be good to do a press release on the new city logo.

**12. MAYOR'S REPORT/COMMENTS**

**13. ADJOURNMENT**

Motion made by Councilmember Seabert, Seconded by Councilmember Seabert.

Voting Yea: Mayor Pro-Tem North, Mayor Donovan, Councilmember Seabert, Councilmember Toepper, Councilmember Naumann, Councilmember OMalley, Councilmember Walker

**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](mailto:clerk@douglasmi.gov) to allow the City to make reasonable accommodations for those persons. CITY OF THE VILLAGE OF DOUGLAS, ALLEGAN COUNTY, MICHIGAN**

12/15/2022

INVOICE REGISTER REPORT FOR CITY OF THE VILLAGE OF DOUGLAS  
EXP CHECK RUN DATES 12/19/2022 - 12/19/2022  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt
11-30-22				
44894	ABSOPURE WATER COMPANY POLICE WATER 101-301.000-740.000	11/30/2022	12/19/2022	10.60
	SUPPLIES			10.60
12-12-22				
44889	ALLEGAN CO TREASURER 2022 DRAIN ASSESSMENT 101-463.000-979.011	12/12/2022	12/19/2022	35,819.90
	CAPITAL OUTLAY-DRAINS			35,819.90
59485				
44921	BARBER FORD INC. POLICE CAR TUNE UP 101-301.000-930.004	11/11/2022	12/19/2022	19.50
	VEHICLE MAINTENANCE & REPAIRS			19.50
12-12-22				
44884	ROBIN LYNN BELL CLEANING SERVICES 101-301.000-802.000	12/12/2022	12/19/2022	280.00
	CONTRACTUAL			200.00
	101-265.000-802.000			80.00
4998				
44868	BURNETT & KASTRAN PROFESSIONAL SERVICES POLICE 101-301.000-801.003	11/17/2022	12/19/2022	180.00
	CONTRACTUAL ATTORNEY PROSECUTOR			180.00
10-31-22				
44869	BURNETT & KASTRAN PROFESSIONAL SERVICES POLICE 101-301.000-801.003	10/31/2022	12/19/2022	96.00
	CONTRACTUAL ATTORNEY PROSECUTOR			96.00
5004				
44870	BURNETT & KASTRAN PROFESSIONAL SERVICES POLICE 101-301.000-801.003	11/29/2022	12/19/2022	48.00
	CONTRACTUAL ATTORNEY PROSECUTOR			48.00
28187				
44862	CHIPS GROUNDCOVER, LLC CHRISTMAS DECORATIONS 101-802.000-958.000	12/01/2022	12/19/2022	11,277.00
	MISCELLANEOUS			3,277.00
	248-728.000-880.000			8,000.00
12-5-22				
44892	COMCAST 486 WATER 101-463.000-851.000	12/06/2022	12/19/2022	286.79
	TELEPHONE			286.79
12-13-22				
44909	COMCAST CITY HALL 101-265.000-851.000	12/13/2022	12/19/2022	397.94
	TELEPHONE			397.94
4114				
44871	COMMERCIAL RECORD	11/24/2022	12/19/2022	84.00

324 W CENTER PUBLIC NOTICE 11-17					
	101-701.000-900.000	PRINTING & PUBLISHING			84.00
206880602760					
44913	CONSUMERS ENERGY		12/01/2022	12/19/2022	11.61
	TRAFFIC LIGHTS				
	101-463.000-925.000	STREET LIGHTS			11.61
205368213900					
44914	CONSUMERS ENERGY		12/01/2022	12/19/2022	521.61
	49406 LED LIGHT RD				
	101-463.000-925.000	STREET LIGHTS			521.61
206880602767					
44915	CONSUMERS ENERGY		12/01/2022	12/19/2022	1,394.64
	STREET LIGHTS				
	101-463.000-925.000	STREET LIGHTS			1,394.64
202965478848					
44916	CONSUMERS ENERGY		12/01/2022	12/19/2022	29.71
	11 BLUESTAR HWY SIGN NORTH ENTERANCE				
	101-463.000-922.000	UTILITIES			29.71
202965478849					
44917	CONSUMERS ENERGY		12/01/2022	12/19/2022	30.39
	50 LAKE SHORE DOUGLAS BEACH				
	101-751.000-922.000	UTILITIES			30.39
202965478845					
44918	CONSUMERS ENERGY		12/01/2022	12/19/2022	37.30
	251 CENTER ST SIGN WEST ENTRANCE				
	101-463.000-922.000	UTILITIES			37.30
202965478846					
44919	CONSUMERS ENERGY		12/01/2022	12/19/2022	236.00
	86 CENTER ROW				
	101-463.000-922.000	UTILITIES			236.00
202965478847					
44920	CONSUMERS ENERGY		12/01/2022	12/19/2022	59.70
	198 WASHINGTON - BRIDGE LIGHTING				
	101-463.000-922.000	UTILITIES			59.70
RIS0004609685					
44912	DELTA DENTAL		12/14/2022	12/19/2022	932.59
	JANUARY DENTAL				
	101-172.000-719.000	INSURANCE BENEFITS			69.50
	101-215.000-719.000	INSURANCE BENEFITS			169.42
	101-265.000-719.000	INSURANCE BENEFITS			18.44
	101-301.000-719.000	INSURANCE BENEFITS			339.58
	101-701.000-719.000	INSURANCE BENEFITS			67.74
	101-463.000-719.000	INSURANCE BENEFITS			103.18
	101-751.000-719.000	INSURANCE BENEFITS			22.35
	202-463.000-719.000	INSURANCE BENEFITS			86.53
	202-464.000-719.000	INSURANCE BENEFITS			25.70
	203-463.000-719.000	INSURANCE BENEFITS			11.62
	203-464.000-719.000	INSURANCE BENEFITS			18.53
SI23-17663					
44840	DETROIT SALT COMPANY		11/30/2022	12/19/2022	3,315.58
	ROAD SALT				
	202-464.000-740.001	SNOW AND ICE REMOVAL SUPPLIES			1,657.79

	203-464.000-740.001	SNOW AND ICE REMOVAL SUPPLIES		1,657.79
15459				
44886	DOUGLAS SHELL	11/30/2022	12/19/2022	90.95
	SERVICING CAR 1			
	101-301.000-930.004	VEHICLE MAINTENANCE & REPAIRS		90.95
116067				
44888	HOLLAND MEDI- CENTER	12/05/2022	12/19/2022	75.00
	DOT PHYSICAL			
	101-463.000-802.000	CONTRACTUAL		75.00
12-12-22				
44885	KIMBERLY S HOSSINK	12/12/2022	12/19/2022	280.00
	CLEANING SERVICES			
	101-301.000-802.000	CONTRACTUAL		80.00
	101-265.000-802.000	CONTRACTUAL		200.00
275152				
44838	IHLE AUTO PARTS	12/12/2022	12/19/2022	49.48
	REPLACE LIGHTS ON PLOW TRUCKS			
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS		49.48
274989				
44839	IHLE AUTO PARTS	12/05/2022	12/19/2022	78.52
	OIL CHANGES AND MUD FLAP EXTENSIONS			
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS		78.52
R201092357:01				
44851	K&R TRUCK REPAIRS	11/28/2022	12/19/2022	2,368.73
	REPAIRS TO PLOW TRUCK #2			
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS		2,368.73
316746				
44881	KENT COMMUNICATIONS	11/29/2022	12/19/2022	609.10
	WINTER TAX BILLS			
	101-215.000-901.000	POSTAGE		34.10
	101-215.000-900.000	PRINTING & PUBLISHING		575.00
2097				
44852	LAKESHORE OUTDOORS LLC	12/05/2022	12/19/2022	852.00
	BRUSH AND LEAF DUMPING			
	101-463.000-802.000	CONTRACTUAL		852.00
32585922				
44855	LINDE GAS & EQUIPMENT	11/22/2022	12/19/2022	38.88
	HI-LO FUEL			
	660-903.000-860.000	GAS & OIL		38.88
48453				
44833	MENARDS - SOUTH HAVEN	12/07/2022	12/19/2022	287.95
	CITY HALL WATER DISPENSER, DPW SHOP CLOCK			
	101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL		287.95
48411				
44834	MENARDS - SOUTH HAVEN	12/06/2022	12/19/2022	78.49
	CABLE TIES, CLAMPS, CLEANING KIT			
	101-265.000-740.000	SUPPLIES		78.49
48175				
44853	MENARDS - SOUTH HAVEN	11/30/2022	12/19/2022	60.80
	CLEANER AND GREASE FOR EQUIPMENT			
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS		60.80
97019				

44835	MENARDS-HOLLAND	12/13/2022	12/19/2022	888.95
	POTHOLE PATCH, MISC SUPPLIES			
	101-751.000-740.000 SUPPLIES			44.86
	101-751.000-977.000 EQUIPMENT			89.98
	202-463.000-930.000 REPAIRS & MAINTENANCE: GENERAL			377.05
	203-463.000-930.000 REPAIRS & MAINTENANCE: GENERAL			377.06
-----				
96010				
44859	MENARDS-HOLLAND	11/30/2022	12/19/2022	390.80
	REPLACE BROKEN SHOVELS/RAKES			
	101-751.000-977.000 EQUIPMENT			328.88
	101-265.000-930.000 REPAIRS & MAINTENANCE: GENERAL			61.92
-----				
1858354				
44896	MILLER JOHNSON	12/09/2022	12/19/2022	1,479.00
	LABOR AND EMPLOYMENT MATTERS			
	101-266.000-801.000 CONTRACTUAL ATTORNEY			1,479.00
-----				
16464				
44895	NEW DAWN LINEN SERVICE	12/12/2022	12/19/2022	40.20
	COMMERCIAL CLEANING			
	101-265.000-802.000 COMMERCIAL CLEANING			13.72
	101-301.000-802.000 COMMERCIAL CLEANING			26.48
-----				
7758				
44843	NEWCOMER SERVICE & REPAIR	12/09/2022	12/19/2022	468.24
	AMBER/GREEN SAFETY LIGHTS FOR TRUCKS/EQUIPMENT			
	660-903.000-930.004 VEHICLE MAINTENANCE & REPAIRS			468.24
-----				
278965796				
44777	ODP BUSINESS SOLUTIONS	11/23/2022	12/19/2022	0.00
	OFFICE SUPPLIES			
	101-265.000-740.000 SUPPLIES			61.31
-----				
278965796001				
44863	ODP BUSINESS SOLUTIONS	11/28/2022	12/19/2022	61.31
	OFFICE SUPPLIES			
	101-265.000-740.000 SUPPLIES			61.31
-----				
278161606001				
44880	ODP BUSINESS SOLUTIONS	11/22/2022	12/19/2022	119.58
	POLICE SUPPLIES			
	101-301.000-740.000 SUPPLIES			119.58
-----				
1462				
44856	OVERISEL ELECTRIC LLC	12/01/2022	12/19/2022	145.00
	FIX BROKEN OUTLET			
	202-463.000-802.000 CONTRACTUAL			145.00
-----				
2212-623011				
44847	OVERISEL LUMBER CO.	12/09/2022	12/19/2022	12.16
	SUPPLIES TO INSTALL NEW LOGOS ON TRUCKS AND EQUIPMENT			
	660-903.000-930.004 VEHICLE MAINTENANCE & REPAIRS			12.16
-----				
2212-622431				
44848	OVERISEL LUMBER CO.	12/08/2022	12/19/2022	41.96
	HOOKS TO HELP HOLD DOWN EQUIPMENT ON TRAILER			
	101-463.000-740.000 SUPPLIES			41.96
-----				
2212-62257				
44849	OVERISEL LUMBER CO.	12/07/2022	12/19/2022	33.89
	PD SINK REPAIR			
	101-301.000-930.000 REPAIRS & MAINTENANCE: GENERAL			33.89
-----				

2212-621580				
44854	OVERISEL LUMBER CO.	12/05/2022	12/19/2022	38.94
	DPW SUPPLIES			
	101-463.000-740.000	SUPPLIES		38.94
10866188				
44879	PLUNKETT COONEY	12/02/2022	12/19/2022	2,152.50
	LEGAL SERVICES GENERAL			
	101-266.000-801.000	CONTRACTUAL ATTORNEY		2,135.00
	101-701.000-801.000	CONTRACTUAL ATTORNEY		17.50
10867298				
44908	PLUNKETT COONEY	12/06/2022	12/19/2022	4,027.50
	PROFESSIONAL SERVICES - SPECIALTY			
	101-701.000-801.000	CONTRACTUAL ATTORNEY		945.00
	101-266.000-801.000	CONTRACTUAL ATTORNEY		3,082.50
INV-09180-L356				
44887	POSTER COMPLIANCE CENTER	12/05/2022	12/19/2022	455.70
	MICHIGAN AND FEDERAL ENGLISH LAMINATED LABOR LAW POSTERS			
	101-215.000-908.000	DUES/FEES/PUBLICATIONS		151.90
	101-301.000-908.000	DUES/FEES/PUBLICATIONS		151.90
	101-463.000-908.000	DUES/FEES/PUBLICATIONS		151.90
71496				
44897	PREIN & NEWHOF	12/02/2022	12/19/2022	588.00
	FELKERS			
	450-000.000-806.000	CONTRACTUAL ENGINEERING		588.00
71497				
44898	PREIN & NEWHOF	12/02/2022	12/19/2022	756.00
	CENTER ST DEVELOPMENT			
	101-701.000-806.000	CONTRACTUAL ENGINEERING		756.00
71498				
44899	PREIN & NEWHOF	12/02/2022	12/19/2022	660.00
	WILEY RD NON MOTORIZED PATHWAY			
	202-463.000-806.000	CONTRACTUAL ENGINEERING		660.00
71499				
44900	PREIN & NEWHOF	12/02/2022	12/19/2022	782.00
	ST PETERS WATERMAIN			
	450-000.000-806.000	CONTRACTUAL ENGINEERING		782.00
71500				
44901	PREIN & NEWHOF	12/02/2022	12/19/2022	305.80
	UNION ST NON MOTORIZED PATHWAY			
	202-463.000-806.000	CONTRACTUAL ENGINEERING		305.80
71502				
44902	PREIN & NEWHOF	12/02/2022	12/19/2022	4,904.00
	GENERAL CONSULTING			
	101-701.000-806.000	WATER/SEWER CONNECTION INSPECTIONS		1,232.00
	101-701.000-806.000	MISC PLANNING		987.00
	101-751.000-979.000	CAPITAL OUTLAY		585.00
	450-000.000-806.000	KLSWA AGREEMENT REVIEW		2,100.00
71505				
44903	PREIN & NEWHOF	12/02/2022	12/19/2022	5,639.50
	333 BLUESTAR HIGHWAY SIDEALK PLANNING			
	403-463.000-979.000	CAPITAL OUTLAY		5,639.50
71506				

44904	PREIN & NEWHOF HIGH WATER GRANT APPLICATION 101-463.000-806.000	12/02/2022	12/19/2022	84.00 84.00
71507				
44905	PREIN & NEWHOF LAKESHORE WOODS DRIVE PLAN REVIEW 101-701.000-806.000	12/02/2022	12/19/2022	252.00 252.00
71537				
44906	PREIN & NEWHOF DWAM 450-000.000-806.000	12/02/2022	12/19/2022	176.25 176.25
71538				
44907	PREIN & NEWHOF DWAM 450-000.000-806.000	12/02/2022	12/19/2022	176.25 176.25
0240-009003302				
44867	REPUBLIC SERVICES #240 REFUSE PICKUP 101-463.000-802.003	11/30/2022	12/19/2022	175.19 175.19
60837250				
44857	ROSE PEST SOLUTIONS PEST CONTROL POINT PLEASANT 594-597.000-820.000	11/30/2022	12/19/2022	148.00 148.00
60837249				
44858	ROSE PEST SOLUTIONS PEST CONTROL CITY HALL 101-265.000-802.000	11/30/2022	12/19/2022	148.00 148.00
60837277				
44893	ROSE PEST SOLUTIONS PEST CONTROL POLICE 101-301.000-802.000	11/30/2022	12/19/2022	44.00 44.00
12434				
44841	SCOTT'S LANDSCAPE MANAGMENT INC SNOW REMOVAL CONTRACT 11/17-11/21 202-464.000-802.002 203-464.000-802.002	12/10/2022	12/19/2022	5,124.90 2,562.45 2,562.45
12456				
44842	SCOTT'S LANDSCAPE MANAGMENT INC FALL CLEANUP HELP 101-463.000-802.000	12/10/2022	12/19/2022	11,025.00 11,025.00
220037				
44845	SHARE CORPORATION AIR FRESHENERS FOR BATHROOMS 101-751.000-740.000	12/07/2022	12/19/2022	318.02 318.02
219384				
44846	SHARE CORPORATION INSULATED FULL DIPPED COATING GLOVES 101-751.000-740.000	11/30/2022	12/19/2022	175.94 175.94
85654219				
44890	SHELL FLEET PLUS SHELL POLICE 101-301.000-860.000	12/06/2022	12/19/2022	1,538.37 1,538.37



85647775				
44891	SHELL FLEET PLUS	12/06/2022	12/19/2022	2,993.45
	SHELL DPW			
	660-903.000-860.000	GAS & OIL		2,993.45
110591				
44866	SIEGFRIEDCRANDALL PC	11/30/2022	12/19/2022	9,400.00
	AUDIT			
	101-223.000-802.000	CONTRACTUAL		9,400.00
687-916227-7				
44860	USF HOLLAND LLC	11/20/2022	12/19/2022	797.17
	FREIGHT RETURNED SIGN BOARD			
	101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL		797.17
95463				
44922	WILLIAMS AND WORKS	11/26/2022	12/19/2022	6,310.00
	PLANNING CONSULTATION SERVICES			
	101-701.000-803.000	CONTRACTUAL CONSULTANT		6,310.00
Purchase Card Vendor: 10071 CARDMEMBER SERVICE				
12-13-22				
44910	ADOBE ACROBAT PRO	12/13/2022	12/19/2022	227.94
	ADOBE SUBSCRIPTIONS			
	101-172.000-740.000	SUPPLIES		36.99
	101-215.000-740.000	SUPPLIES		113.97
	101-701.000-740.000	SUPPLIES		56.99
	101-463.000-740.000	SUPPLIES		19.99
111-6496400-7693858				
44872	AMAZON MARKETPLACE	12/09/2022	12/19/2022	30.97
	DPW AND CITY HALL SUPPLIES			
	101-463.000-740.000	SUPPLIES		23.99
	101-265.000-740.000	SUPPLIES		6.98
111-2791996-7285062				
44873	AMAZON MARKETPLACE	12/07/2022	12/19/2022	30.18
	DPW SUPPLIES			
	101-463.000-740.000	SUPPLIES		30.18
111-8868694-1129857				
44874	AMAZON MARKETPLACE	12/08/2022	12/19/2022	429.48
	DPW COMPUTER MONITOR AND DOCK			
	101-463.000-740.000	SUPPLIES		429.48
111-5154473-4665857				
44875	AMAZON MARKETPLACE	12/08/2022	12/19/2022	100.42
	FLAGS, OFFICE SUPPLIES			
	101-215.000-740.000	SUPPLIES		13.78
	101-463.000-740.000	SUPPLIES		86.64
111-5878517-8436220				
44876	AMAZON MARKETPLACE	12/08/2022	12/19/2022	29.99
	CLERK KEYBOARD			
	101-215.000-740.000	SUPPLIES		29.99
112-3749194-613384				
44877	AMAZON MARKETPLACE	12/07/2022	12/19/2022	19.99
	HAND SOAP			
	101-265.000-740.000	SUPPLIES		19.99
112-9381931-7079448				
44878	AMAZON MARKETPLACE	12/06/2022	12/19/2022	28.98

	OFFICE SUPPLIES			
	101-265.000-740.000	SUPPLIES		28.98
111-0561366-0850658				
44882	AMAZON MARKETPLACE	12/02/2022	12/19/2022	12.98
	SCREEN PROTECTOR			
	101-463.000-740.000	SUPPLIES		12.98
111-1220125-4057816				
44883	AMAZON MARKETPLACE	12/02/2022	12/19/2022	44.43
	PHONE CASE			
	101-463.000-740.000	SUPPLIES		44.43
21-12-22				
44911	DUNES VIEW KWIK SHOP, INC	12/12/2022	12/19/2022	9.00
	CARWASH			
	101-301.000-930.004	VEHICLE MAINTENANCE & REPAIRS		9.00
11-30-22				
44832	FAMILY FARM & HOME	11/30/2022	12/19/2022	350.29
	HOLDER LIQUID TANK PUMP			
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS		350.29
12-12-22				
44844	STATE OF MI	12/12/2022	12/19/2022	180.00
	MI DEAL MEMBERSHIP			
	101-463.000-908.000	DUES/FEES/PUBLICATIONS		180.00
12-1-22				
44861	STATE OF MI	12/01/2022	12/19/2022	610.00
	REGISTER VEHICLES			
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS		610.00
241716				
44864	STICKER GENIUS	12/09/2022	12/19/2022	120.03
	DPW TRUCK DECALS			
	101-463.000-740.000	SUPPLIES		120.03
241716				
44865	STICKER GENIUS	12/09/2022	12/19/2022	(6.79)
	SALES TAX REFUND			
	101-463.000-740.000	SUPPLIES		(6.79)
12-1-22				
44836	TRACTOR SUPPLY COMPANY	12/01/2022	12/19/2022	88.10
	HOLDER PUMP FITTINGS			
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS		88.10
12-12-22				
44837	TRACTOR SUPPLY COMPANY	12/12/2022	12/19/2022	402.79
	TOOL BOX FOR TRUCK #7			
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS		402.79
729175726				
44850	WEATHERTECH	12/09/2022	12/19/2022	335.92
	FLOORLINER FOR NEW F600			
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS		335.92
Total Purchase Card Vendor: 10071 CARDMEMBER SERVICE				3,044.70

# of Invoices:	91	# Due:	90	Totals:	125,867.82
# of Credit Memos:	1	# Due:	1	Totals:	(6.79)
Net of Invoices and Credit Memos:					125,861.03

--- TOTALS BY FUND ---

101 - GENERAL FUND	89,945.90
202 - MAJOR STREET FUND	5,820.32
203 - LOCAL STREETS FUND	4,627.45
248 - DOWNTOWN DEVELOPMENT AUTHORITY	8,000.00
403 - BLUE STAR CORRIDOR IMPROVEMENT FUND	5,639.50
450 - WATER SEWER FUND	3,822.50
594 - DOUGLAS MARINA	148.00
660 - EQUIPMENT RENTAL FUND	7,857.36

--- TOTALS BY DEPT/ACTIVITY ---

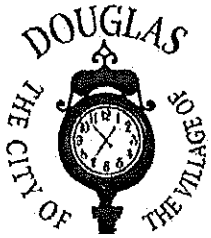
000.000 -	3,822.50
172.000 - MANAGER	106.49
215.000 - CLERK/TREASURER	1,088.16
223.000 - AUDITOR	9,400.00
265.000 - BUILDING & GROUNDS	2,200.89
266.000 - ATTORNEY	6,696.50
301.000 - POLICE	2,987.85
463.000 - GENERAL STREETS & ROW	59,487.92
464.000 - GENERAL STREETS WINTER & ROW	8,484.71
597.000 - POINT PLEASANT	148.00
701.000 - PLANNING & ZONING	10,708.23
728.000 - DOWNTOWN DEVELOPMENT AUTHORITY	8,000.00
751.000 - PARKS & RECREATION	1,595.42
802.000 - COMMUNITY PROMOTIONS	3,277.00
903.000 - EQUIP. REPAIRS & MAINTENANCE	7,857.36

I Phil Toepper

officially Resign my post AS  
CITY COUNCILPERSON EFFECTIVE  
12/5/2022

Phil Toepper





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

Received By: _____	Item 4F.
Sent To: _____	
Date: _____	
Appointed Date: _____	

## BOARD and COMMISSION APPLICATION

Name: Gregory Freeman Date Submitted: 12/06/22

Address: 123 Harbor Court (PO Box 614)

City / Zip: Douglas, MI 49406

Phone: 312.203.9383 E-Mail: freeman.g@sbcglobal.net or gfreeman@douglasmi.gov

- On which board or commission would you like to serve? Lake Kalamazoo Harbor Authority
- 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: Current member Douglas Harbor Authority and Douglas Planning Commission, life-long boater/sailor 100 Ton USCG Captains License, active in Chicago lakefront planning before moving to Douglas - see attached
- 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? Planning 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.

**Experience, Education, Community Organizations and Activities**

- Retired, live in Douglas, MI
- USCG 100 Tons Captains License, Near Coastal and Great Lakes, with Sailing and Towing endorsements
- 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
- Lifelong boater/sailor
  - Have sailed 32 Chicago - Mackinac Races (Island Goat), and 100s of other races
- Chicago Yacht Club member (CYC) 1982 – 2021
  - Board of Directors: 6 years:
  - Chair/Vice Chair CYC Race to Mackinac – 2008 - 2011
  - Chaired: Associates Committee, Cruising Sail Fleet, Fleet Review (also Announcer), Sea Scouts
  - Committee Member: Admissions, Communications, Deputy Editor Club magazine "The Blinker," Entertainment and Education, Membership, Sponsorship
- Public Speaker, Trainer, Facilitator and Story Teller
- Member Douglas Harbor Authority
- Member Douglas Planning Commission

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



# MEMORANDUM

## REGULAR CITY COUNCIL MEETING , 2022, at 7:00 PM

---

**TO:** City Manager

**FROM:** City Clerk

**DATE:** December 19, 2022

**SUBJECT:** Council Meeting Date Change

---

The next meeting of the City Council is Monday, January 2, 2023. Due to this date being a holiday, council should consider moving their meeting to Tuesday, January 3, 2023.



## MEMORANDUM



**To:** City Council

**From:** Rich LaBombard  
City Manager

**Date:** December 19, 2022

**Subject:** Personnel Policy and Benefit Manual  
Amended 2022  
Resolution 42-2022

This memorandum is intended to summarize the significant changes in the 2022 updated Personnel Policy and Benefits Manual.

1. Revised gender references throughout the document to a neutral gender
2. Inserted reference to persons with disabilities (Article I, Section B)
3. Cleaned up reference to ethnic harassment as it was covered under the Equal Employment Opportunity and Anti-harassment sections
4. Inserted new references to Retaliation and False Complaints (Article I, Section C4 & C5)
5. Inserted new reference to Anti-bullying (Article I, Section D)
6. Inserted new reference to Immigration Law Compliance (Article I, Section E)
7. Clarify ambiguous policies such as:
  - a. Definition of "hours worked" (Article III & Article V)
  - b. Unify references to how overtime is earned (Article V)
8. Inserted new reference to deductions / withholdings from pay (Article III, Section C3)
9. Clarified Pay Upon Separation (Article III, Section C4)
10. Inserted reference to adopted Credit Card policy (Article IV, Section B) – Will include full language from Resolution 38-2020 in the approved version.
11. Inserted new reference to Per Diem policy (Article IV, Section C)
12. Convert time references from days to hours (throughout Article V)
13. Unify references to increments of time that paid leave can be taken (Article V)
14. Revised procedure and reference to Medical Leave to include City's ineligibility to participate in FMLA (Article V, Section A)
15. Revised Parental Leave policy (Article V, Section A2) – was formerly included in Medical Leave
16. Inserted new reference to Unpaid Leave policy (Article V, Section A4)
17. Balance holiday time between Police Union Contract and all other City Employees (Article V, Section B)
18. Reduce bereavement leave in several areas (Article V, Section B4)
19. Removed reference to Winter Holiday Event (Article VI, Section D)
20. Inserted new reference to Email retention policy and Freedom of Information (Article VIII, Section C, D, E & F)
21. Revised workplace policies to expand vehicle policy to include Equipment (Article X, Section A)

22. Revised Annual Review to coordinate with fiscal year rather than calendar year (Article X, Section E)
23. Inserted new reference to Weapon Free Workplace policy (Article X, Section G)
24. Inserted new reference to limited Remote Work policy (Article X, Section K)
25. Revised and clarified Cell Phone Reimbursement policy (Article X, Section M)
26. Revised Alcohol and Substance Abuse policy to correlate with current labor law practices and removed ambiguous decision levels (Article XI, Section B)
27. Included commonly referenced forms (Attachments)

**I recommend City Council adopt Resolution 42-2022 and adopt the Personnel Policy and Benefits Manual as amended, to take effect on January 1, 2023.**

**RESOLUTION NO. 42 -2022**

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

**ADOPTED** this 19th day of December 2022

**CITY OF THE VILLAGE OF DOUGLAS**

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

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

**CERTIFICATION**

I, Pamela Aalderink, the duly appointed Clerk of the City of the Village of Douglas, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Douglas City Council at a regular meeting held on Monday, December 19th, 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

# City of the Village of Douglas

## PERSONNEL POLICY AND BENEFITS MANUAL



Effective September 1, 2006  
As Amended October 20, 2008  
As Amended January 30, 2015  
As Amended January 1, 2023

## TABLE OF CONTENTS

<b>INTRODUCTION</b>	<b>2</b>
<b>ARTICLE I: EQUAL OPPORTUNITY AND COMMITMENT TO DIVERSITY</b>	<b>2</b>
A. EQUAL EMPLOYMENT OPPORTUNITY	2
B. PERSONS WITH DISABILITIES	3
C. ANTI-DISCRIMINATION, HARASSMENT AND RETALIATION	3
1. <i>Sexual Harassment Prohibited</i>	3
2. <i>Other Harassment Prohibited</i>	4
3. <i>Complaint Procedure</i>	4
4. <i>Retaliation Prohibited</i>	5
5. <i>False Complaints</i>	5
D. ANTI-BULLYING STATEMENT	5
E. IMMIGRATION LAW COMPLIANCE	6
<b>ARTICLE II: DEFINITION OF EMPLOYEE STATUS</b>	<b>7</b>
A. REGULAR FULL-TIME EMPLOYEE	7
B. REGULAR PART-TIME EMPLOYEE	7
C. TEMPORARY / SEASONAL	7
<b>ARTICLE III: GENERAL INFORMATION</b>	<b>7</b>
A. JOB CLASSIFICATIONS	7
B. WAGES AND HOURS OF WORK	8
1. <i>Wages</i>	8
2. <i>Hours of Work</i>	8
3. <i>Work Week and Payday</i>	8
4. <i>Pay Upon Separation</i>	8
C. OVERTIME AND COMPENSATORY TIME	9
1. <i>Exempt and Non-Exempt Employees</i>	9
2. <i>Overtime</i>	9
a) <i>Definition</i>	9
b) <i>Approval</i>	9
3. <i>Compensatory Time</i>	10
4. <i>Scheduling and Use of Compensatory Time</i>	10
<b>ARTICLE IV: TRAVEL AND CONFERENCE POLICY</b>	<b>10</b>
A. MILEAGE REIMBURSEMENT	10
B. CREDIT CARD USE	11
C. PER DIEM	11
D. DOCUMENTATION	11
E. LODGING	11
<b>ARTICLE V: LEAVES OF ABSENCE</b>	<b>11</b>
A. UNPAID LEAVE OF ABSENCE	11
1. <i>Medical Leave</i>	11
a) <i>Procedure</i>	11
b) <i>Length</i>	12
c) <i>Compliance and Return</i>	12
2. <i>Parental Leave</i>	13
3. <i>Military Leave</i>	13

4.	<i>Unpaid Personal Leave of Absence</i>	13
B.	PAID LEAVES OF ABSENCE	14
1.	<i>Holiday Leave</i>	14
2.	<i>Court Leave</i>	15
3.	<i>Sick Leave</i>	15
4.	<i>Bereavement Leave</i>	16
5.	<i>Personal Leave</i>	16
6.	<i>Vacation Leave</i>	17
7.	<i>Jury Duty Leave</i>	17
	<b>ARTICLE VI: EMPLOYEE PENSION AND INSURANCE</b>	<b>18</b>
A.	PLAN DESCRIPTIONS	18
B.	RETIREMENT	18
C.	HEALTH & DENTAL INSURANCE COVERAGE	18
D.	OPTICAL REIMBURSEMENT	18
E.	SHORT TERM DISABILITY INSURANCE	18
F.	LIFE INSURANCE	19
	<b>ARTICLE VII: MISCELLANEOUS EMPLOYEE BENEFITS</b>	<b>19</b>
A.	UNIFORMS	19
B.	TUITION REIMBURSEMENT	19
C.	HOLIDAY BONUS	20
	<b>ARTICLE VIII: INFORMATION AND TECHNOLOGY</b>	<b>20</b>
A.	GENERAL POLICY	20
B.	PROHIBITED USE OF IT RESOURCES	21
C.	ELECTRONIC MAIL RETENTION POLICY	22
1.	<i>Definitions</i>	22
2.	<i>Records Retention and Disposal Schedules</i>	22
3.	<i>Four Categories of Electronic Mail</i>	22
D.	PROCEDURES	23
1.	<i>Employee Responsibilities</i>	23
2.	<i>City of the Village of Douglas Responsibilities</i>	24
E.	FOIA AND LITIGATION COORDINATOR RESPONSIBILITIES	24
F.	CONFIDENTIALITY	24
	<b>ARTICLE IX: WORKPLACE RULES &amp; PROHIBITIONS</b>	<b>25</b>
	<b>ARTICLE X: WORKPLACE POLICIES</b>	<b>27</b>
A.	CITY VEHICLES AND EQUIPMENT	27
B.	CITY PROPERTY	27
C.	PERSONAL POSSESSIONS	28
D.	ACCESS TO PERSONNEL RECORDS	28
E.	ANNUAL REVIEW	28
F.	SAFE WORKPLACE	28
G.	WEAPON-FREE WORKPLACE	29
1.	<i>Definitions</i>	29
2.	<i>Searches of Personal Property</i>	30
3.	<i>Enforcement</i>	30
H.	HEALTH AND SAFETY	30
I.	INJURIES AND ILLNESSES	30
J.	INCLEMENT WEATHER	31

1. City Hall Closing	31
2. Inability to Report to Work	31
K. REMOTE WORK POLICY	31
1. General Expectations	32
2. Remote Attendance / Virtual Meetings	32
L. USE OF SOCIAL SECURITY INFORMATION	32
1. Purpose	32
2. Obtaining Social Security Numbers	32
3. Retention and Access to Social Security Numbers	33
M. TELEPHONE USAGE	34
1. Desk Phones	34
2. Cellular Telephone Use Policy	34
3. Terms	34
N. TOBACCO FREE WORKPLACE	35
O. POLITICAL ACTIVITY	36
P. DRESS AND HYGIENE	36
Q. OUTSIDE ACTIVITIES AND EMPLOYMENT	36
R. REPORTING ILLEGAL / UNETHICAL ACTIVITY AND INVESTIGATIONS	37
S. EMPLOYMENT OF RELATIVES	37
T. CHANGE OF NAME, ADDRESS, OR TELEPHONE NUMBER	38
<b>ARTICLE XI: ALCOHOL AND SUBSTANCE ABUSE POLICY</b>	<b>38</b>
A. PROHIBITED CONDUCT	38
B. DRUG / ALCOHOL TESTING	39
1. Reasonable Suspicion	39
2. Post Accident / Injury	39
C. RELEASE FROM DUTY	39
D. LABORATORY TESTS	39
E. DISCIPLINARY ACTION – GROUNDS FOR IMMEDIATE DISCHARGE	40
F. VIOLATION OF REHABILITATION AND LAST CHANCE AGREEMENT	40
G. CONFIDENTIALITY	40
H. SEEKING VOLUNTARY ASSISTANCE	40
<b>ARTICLE XII: DISCIPLINE AND DISCHARGE</b>	<b>41</b>
A. GENERAL	41
B. PROCEDURES	41
C. DISPUTING A DISCHARGE OR SUSPENSION	41
<b>ARTICLE XIII: GRIEVANCE PROCEDURE</b>	<b>42</b>
A. INFORMAL RESOLUTION	42
B. DEFINITION OF GRIEVANCE	42
1. Grievance Procedure	42
a) Step 1- Immediate Supervisor	42
b) Step 2 – City Manager	42
C. GRIEVANCE FORM	43
D. TIME LIMITS	43
<b>DOUGLAS PERSONNEL POLICY AND BENEFITS MANUAL</b>	<b>44</b>
<b>RECEIPT AND ACKNOWLEDGMENT</b>	<b>44</b>
<b>DISCRIMINATION, HARASSMENT OR RETALIATION COMPLAINT FORM</b>	<b>45</b>



## ETHICAL PRINCIPLES FOR THE GOVERNMENT OF THE CITY OF THE VILLAGE OF DOUGLAS

### 1. PRINCIPLE THAT THE PUBLIC OFFICE IS A PUBLIC TRUST.

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.

### 2. PRINCIPLE OF INDEPENDENT, OBJECTIVE JUDGMENT.

Public servants shall employ independent, objective judgment in performing their duties, deciding all matters on the merits, free from conflicts of interest and apparent improper influences.

### 3. PRINCIPLE OF ACCOUNTABILITY.

Public servants shall assure that government is conducted openly, efficiently, equitably and honorably in a manner that permits the citizenry to make informed judgments and to hold government officials accountable.

### 4. PRINCIPLE OF DEMOCRATIC LEADERSHIP.

Public servants shall honor and respect the principles and spirit of representative democracy and set a positive example of good citizenship by scrupulously observing the letter and spirit of laws and rules.

### 5. PRINCIPLE OF RESPECTABILITY AND FITNESS FOR PUBLIC OFFICE.

Public servants shall safeguard public confidence in the integrity of government by being honest, fair, caring, and respectful, and by avoiding conduct which creates the appearance of impropriety.

# CITY OF THE VILLAGE OF DOUGLAS

## PERSONNEL POLICY AND BENEFITS MANUAL

### INTRODUCTION

These policies are applicable to all personnel employed by the City of the Village of Douglas (hereinafter referred to as "City" or "Employer"), except as contradicted by a collective bargaining agreement ("CBA") or other specific written employment contract signed by the person with the appropriate level of authority, in which case the terms of the applicable agreement control.

This manual should not be construed as creating a contract between the Employer and any employee. Other than the City Council, no person or representative of the Employer has any authority to enter into any agreement for employment for any specified period, or to make any agreement contrary to the provisions contained herein.

The City may alter, change, discontinue, or modify any policy, benefit, or procedure at any time it chooses to do so without notice to the employee, and nothing contained in this manual shall give the employee a right to the continuation of any policy, benefit, or procedure which the City chooses to modify, alter, or discontinue.

All employees of the City are employees "at will". As such, their employment, compensation, and benefits can be terminated with or without cause and with or without notice at any time by either the employee or the City. An employee cannot rely upon customary or prior past practice(s). The fact that these policies may have been applied differently in the past does not affect their current or future application. The Employer reserves and retains, solely and exclusively, all rights to manage and operate its affairs. Such rights shall not in any way be abridged by the terms of this manual.

The policies included in this Personnel Policy and Benefits Manual supersede and replace any prior or past personnel manuals, policies, or representations.

### ARTICLE I: EQUAL OPPORTUNITY AND COMMITMENT TO DIVERSITY

#### **A. EQUAL EMPLOYMENT OPPORTUNITY**

The City has established a City Rights ordinance (Ordinance 91.20 or as amended). The City has declared that for any person to deny any other person the enjoyment of their civil rights or for any person to discriminate against any other person in the exercise of their civil rights because of race, color, religion, sex, marital status, national origin, sexual orientation, age, height, weight, or handicap, is contrary to keeping peace, good order, and harmony among its citizens.



The City also ensures the opportunity to obtain employment without discrimination because of race, color, religion, sex, marital status, national origin, sexual orientation, gender identity, gender expression, age, disability, citizenship, genetic information, height, weight, veteran status, or any other characteristic or category protected by law.

The City is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the City. All individual employment decisions will be based on business needs and merit, including factors such as the individual's qualifications, performance, skill, experience, conduct, and effort.

## **B. PERSONS WITH DISABILITIES**

The City is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA) and the Michigan Persons with Disabilities Civil Rights Act. The City will not discriminate against a qualified individual on the basis of disability in the application process or with regards to any terms and conditions of employment. The City will also provide medically necessary reasonable accommodations to qualified employees with disabilities unless the accommodations cause the City an undue hardship or the employee poses a direct threat to their own safety or health or that of others. Employees who believe that they need a reasonable accommodation to perform the essential functions of their job should make a request to the City Manager as soon as possible. Michigan law requires that the request be submitted within 182 days from when the employee knew or reasonably should have known they may need an accommodation. The City treats all medical information and medical records as strictly confidential.

## **C. ANTI-DISCRIMINATION, HARASSMENT AND RETALIATION**

The City strictly prohibits any form of unlawful harassment or discrimination against employees on the basis of any status or characteristic protected by law. The City expects that all relationships among persons in the workplace will be business-like and free of unlawful bias, prejudice, and harassment.

This policy covers vendors, citizens, contractors, visitors, or others who enter our workplace, as well as employees. An employee who discriminates against or harasses any other employee of the City or who harasses any vendor, citizen, contractor, or visitor of the City is subject to appropriate discipline up to and including discharge.

### **1. Sexual Harassment Prohibited**

Sexual harassment is strictly prohibited and is inconsistent with the City's policies, practices, and management philosophy. Examples of sexual harassment can include the following:

Verbal harassment	Including jokes, comments or threats relating to sexual activity, body parts, or other matters of a sexual nature.
-------------------	--

Non-verbal harassment	Including staring at a person's body in a sexually suggestive manner, making sexually related gestures or motions and/or circulating sexually suggestive material.
Employment decision	Including promotion, demotion, compensation, scheduling made by a supervisor based on the employee's submission to or rejection of sexual conduct.
Physical conduct	Including grabbing, holding, hugging, kissing, tickling, massaging, displaying private body parts, touching, or other unwelcome physical contact of a sexual nature.
Submission	Submission to sexual conduct as an implicit or explicit condition of obtaining or keeping a job.
Denigration	Conduct that shows hostility or aversion to a person because of their gender and creates an intimidating, hostile, or offensive work environment.
Hostile work environment	Sexual conduct or communication that was intended to or, in fact did, substantially interfere with the employee's employment, or created an intimidating, hostile, or offensive work environment.

## 2. Other Harassment Prohibited

The City also prohibits harassment because of race, color, national origin, age, sexual orientation, gender identify, gender expression, religion, disability, marital status, height, weight, citizenship, veteran status and any characteristic or category protected by law. Such harassment includes derogatory comments, slurs, jokes, and other conduct based on the protected characteristic or category, concerning any individual employee, vendor, citizen, or ethnic, racial, or religious group.

Such comments and conduct may not occur in the workplace or at any time during any City activity, whether or not the targeted individual is present or receives any harassing material. This includes, but is not limited to all verbal communication, written communication (e-mail, computer messages, computer entries), and use of the computer, e-mail, and voicemail systems.

## 3. Complaint Procedure

Any employee who has experienced or witnessed discrimination or harassment should immediately fill out a complaint form and submit it to the City Manager, Chief of Police, or City Clerk immediately. Such reports will be investigated thoroughly. To the extent possible, the investigation will be conducted in a manner so as to protect the privacy of the



individuals involved. However, it is the primary goal of the City to investigate and resolve all harassment and discrimination complaints. As part of the investigation, it is likely that it will be necessary to reveal certain details and information. It is also possible that the information gathered during an investigation will be subject to subsequent legal or administrative proceedings which will require disclosure of the contents and results of the investigation.

Any person who has been found to have violated this policy will be subject to disciplinary action up to and including discharge depending on the circumstances.

**It is important to keep in mind that the City cannot enforce its policy against discrimination and harassment unless all instances of harassment and discrimination are brought to the attention of the City.** Thus, it is also the policy of the City that any employee who believes they have been subjected to harassment or discrimination, or who has observed another employee, vendor or citizen being subjected to harassment or discrimination, must report that fact immediately.

#### 4. Retaliation Prohibited

The City not only prohibits discrimination and harassment, but also strictly prohibits any retaliation against any employee who, in good faith, has registered a complaint of discrimination or harassment. Any employee of the City who, after investigation, has been determined to have retaliated against an employee for utilizing the complaint procedure or for participating in an investigation will be subject to appropriate discipline up to and including discharge. Any employee who believes they have been retaliated against for exercising the rights guaranteed under this policy, should utilize the Complaint Procedure stated above.

#### 5. False Complaints

Any employee who files a complaint which is knowingly false when made will be subject to immediate discipline up to and including discharge.

The foregoing policy requires that each individual exhibit, in their conduct and communications, sound judgment and respect for the feelings and sensibilities of each employee.

A form for filing a complaint is attached at the end of these policies. Additional forms may be obtained from any supervisor.

### D. ANTI-BULLYING STATEMENT

The City does not tolerate bullying in the workplace. Bullying is repetitive inappropriate behavior that undermines, demeans, and/or humiliates another person. This behavior may be intentional or unintentional, but it is often identified by those who perceive themselves

as targeted regardless of intention. This type of behavior destroys teams, trust among co-workers, and overall morale within the City.

Examples of bullying include (generally, conduct must be repeated or pervasive to constitute bullying):

- Verbally abusing, humiliating, making fun of, or insulting a person or his/her family
- Undermining a person's self-confidence, reputation and/or ability to perform
- Rude or invasive body language
- Nonverbal threatening gestures or glances that convey threatening messages
- Persistent singling out of one person
- Shouting or raising voice at an individual in public or in private
- Not allowing the person to speak or express themselves (i.e., ignoring or interrupting)
- Personal insults toward an individual or group of individuals and use of offensive nicknames
- Public humiliation in any form
- Constant criticism on matters unrelated or minimally related to the person's job performance or description
- Spreading rumors or gossiping about individuals and/or groups
- Encouraging others to disregard a manager's instructions
- Taking credit for another person's ideas or work
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property)

If any employee believes that they have been subjected to bullying in violation of this policy, they should report it to their immediate supervisor. If the employee is uncomfortable submitting a complaint to their direct supervisor, is dissatisfied with the resolution by the supervisor, or if the supervisor was involved in the conduct, or if, after notifying the supervisor, the conduct continues, the employee should contact the City Manager. Any employee who is found to have engaged in bullying behavior will be subject to disciplinary action up to and including discharge.

## **E. IMMIGRATION LAW COMPLIANCE**

The City is committed to employing citizens of the United States and aliens who are authorized to work in the United States and does not unlawfully discriminate based on citizenship or national origin. In compliance with the Immigration Reform and Control Act of

1986, each new employee, as a condition of employment must complete the Department of Homeland Security's Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

## **ARTICLE II: DEFINITION OF EMPLOYEE STATUS**

### **A. REGULAR FULL-TIME EMPLOYEE**

A regular full-time employee shall be defined as one who is regularly scheduled to be on "Full-Pay-Status" and work at least forty (40) hour per week. A regular full-time employee is generally entitled to fringe benefits as noted in this policy. For the first thirty (30) calendar days of regular employment, a full-time employee shall not receive, accumulate, or be entitled to any benefits.

### **B. REGULAR PART-TIME EMPLOYEE**

A regular part-time employee is one who is regularly scheduled to work less than forty (40) hours per week. Part-time employees shall not receive, accumulate, or be entitled to any benefits except as required by law.

### **C. TEMPORARY / SEASONAL**

An employee that does not meet the above stated requirements shall be considered a temporary or seasonal employee. Temporary and seasonal employees shall be paid by the hour for all hours actually worked and shall not receive, accumulate, or be entitled to any benefits.

## **ARTICLE III: GENERAL INFORMATION**

### **A. JOB CLASSIFICATIONS**

The City may, from time to time, revise position descriptions for each job classification in the City. Job descriptions shall include: the title of each job, a brief description of duties, responsibilities, essential functions, physical requirements of the position, minimum requirements of training, experience, skills, knowledge and abilities, and other qualifications necessary for each job.

Prior to the end of the fiscal year, the position supervisor shall conduct annual performance reviews for each employee supervised.



**B. WAGES AND HOURS OF WORK****1. Wages**

The City Manager may recommend, and the City Council may adopt a merit pay system for employees per the City Charter section 7.2(b). Employees shall be paid and receive increases for certain jobs, only when approved by the City Manager.

**2. Hours of Work**

Supervisors will advise employees of their individual work schedules. Staffing and operational needs, as determined by the supervisor, may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. The normal workday will be from 8-4:30 with a half hour unpaid lunch break for an eight (8) hour day. The specific lunch break will be scheduled by the supervisor to assure that the department will remain open during normal business hours.

**3. Work Week and Payday**

Unless otherwise provided, the normal work week begins each Saturday at 12:01 a.m. and continues until Friday at midnight. Employees will normally be paid on a bi-weekly basis. Payday shall normally be by Wednesday for the preceding two (2) weeks ending the Friday before payday.

Federal laws require that the City deduct tax withholding and Social Security from your pay. These deductions plus those you have authorized are itemized on a pay voucher. Certain state and city taxes may also be required deductions. Questions as to the amounts of any deductions should be directed to the City Manager. It is the employees' responsibility to complete and file with the City the appropriate tax exemption forms on a current basis.

The City prohibits improper pay deductions from all employees and will reimburse an employee for any improper deductions. Employees must examine each of their paychecks carefully. If an improper deduction or other error has been made, you must notify the City Manager as soon as you learn of the error so that it can be investigated and corrected.

**4. Pay Upon Separation**

A separated employee's final paycheck will include payment for all wages due and not previously paid, and compensatory time, minus authorized deductions. Unused vacation will be included in the final paycheck unless the employee was involuntarily terminated due to misconduct. Unused personal time and sick leave will not be paid out at the end of employment, regardless of reason.



## C. OVERTIME AND COMPENSATORY TIME

### 1. Exempt and Non-Exempt Employees

Positions will be classified as "exempt" or "non-exempt." The determination as to exempt or non-exempt status will be made by the City based upon the actual duties and responsibilities of the position in accordance with the standards set forth in the Fair Labor Standards Act (FLSA) and the Michigan Minimum Wage Act (MMWA). Those full-time employees who are salaried and who are considered executive, administrative, or professional are exempt from the overtime provisions of the FLSA and are not required to be paid overtime nor are they eligible for compensatory time. Non-exempt employees are entitled to overtime in accordance with the FLSA and the MMWA or they may elect compensatory time off under the Compensatory Time policy below.

### 2. Overtime

It is the City's intent to keep overtime to a minimum. From time to time, employees may be required to work longer than their scheduled shift. Non-exempt employees who actually work in excess of forty (40) hours in a work week shall be paid, or receive compensatory time off, at the rate of one and one-half (1 ½) times their normal hourly rate of pay for the overtime hours worked. There shall be no pyramiding of overtime pay. Employees are not entitled to two different premiums for the same hours worked. For example, an employee is not entitled to time and one-half for overtime hours worked on a holiday and holiday pay.

#### a) Definition

"Overtime" is defined as work actually performed by non-exempt employees in excess of forty (40) hours in a regular work week. Overtime pay is based on actual hours worked in a workweek. Hours that were paid, but not worked (i.e., sick leave, vacation, etc.) are not counted for purposes of determining whether an employee is entitled to overtime pay in a workweek. However, hours worked includes paid holidays for full-time employees. The supervisor will attempt to give as much advance notice as possible when overtime work is required.

#### b) Approval

Overtime shall not be worked without prior approval of the supervisor. Employees should not work before their scheduled starting time, work through their lunch period or continue working after their scheduled quitting time without first getting their supervisor's approval. Unauthorized overtime may result in discipline.

### 3. Compensatory Time

Compensatory time, which is commonly called "comp time", is earned at the rate of one and one half (1 ½) times the regular hourly base rate of pay for all hours actually worked over forty (40) hours in a work week. Non-exempt employees may bank up to a maximum of two hundred and forty (240) hours of comp time. Employees may elect, but are not required, to take comp time in lieu of overtime pay. Employees are not required to participate in the comp time program.

### 4. Scheduling and Use of Compensatory Time

The scheduling of compensatory time off work must be approved in advance by the employee's immediate supervisor. The employee who requests the use of compensatory time off shall be permitted to use such time within a reasonable period after making the request, provided the use of compensatory time off does not substantially disrupt the operations of the department. In no case shall an employee be permitted to accrue more than two hundred and forty (240) hours of compensatory time. Upon discharge of employment, employees shall be paid for all accrued but unused compensatory time at the rate that was in effect at the time the comp time was earned.

## **ARTICLE IV: TRAVEL AND CONFERENCE POLICY**

### **A. MILEAGE REIMBURSEMENT**

Employees required to drive their own vehicle while on City business will be reimbursed for travel based on the current IRS mileage rate. Parking charges for meters, lots, etc., will be reimbursed at actual cost. A brief explanation of the travel, with a statement of the mileage traveled, must be submitted on a reimbursement request form signed by the employee and approved by the supervisor.

All travel by common carrier must be at tourist fare rates and receipts submitted in order to be reimbursed. A travel expense is defined as follows:

- Travel for City business within the State of Michigan which does not require a formal registration or an overnight stay.
- Convention or other professional development activities of City employees, including conferences, conventions, seminars, or other training which requires a formal registration and/or an overnight stay. Such travel shall be approved and budgeted in advance.

**B. CREDIT CARD USE**

Credit card use is covered under Council resolution 38-2020 dated November 16, 2020.

**C. PER DIEM**

An employee is eligible for the reasonable cost reimbursement of meals going to and from and while in attendance at any meeting, convention, conference, or seminar on City business. Per diem rates are developed by the City Treasurer. No alcoholic beverages shall be reimbursed. Itemized receipts are required for reimbursement.

**D. DOCUMENTATION**

Normal day to day business expenses may be approved only if properly documented and relevant to the conduct of City business. Charges for personal goods, services, entertainment, and travel not related to City business will not be reimbursed.

**E. LODGING**

Reimbursement for lodging expenses will be at single room rates. Receipts for lodging expenses must be submitted with the reimbursement request form. Government rates shall be requested whenever possible. A Tax Exemption Certificate is available from the City Treasurer.

**ARTICLE V: LEAVES OF ABSENCE****A. UNPAID LEAVE OF ABSENCE****1. Medical Leave**

Although the City is a covered employer under the Family Medical Leave Act (FMLA), the City has less than 50 employees, so no employees are eligible to take leave under the FMLA. An employee, however, may request an unpaid medical leave of absence under this policy if serious physical or mental conditions of the employee necessitate time away from work.

**a) Procedure**

A written request for a medical leave must be submitted to the City Manager as early as possible (preferably at least 30 calendar days prior to the desired time off). In the request you should specify the dates, requested length, and other useful information. You must also include with your request form a physician's supporting



written statement explaining (to the City's satisfaction), the basis for the requested medical leave and why they believe you need a medical leave of absence (i.e. why you cannot perform your current job). Your physician's written statement should also specify whether you are:

- "totally disabled" and unable to perform *any* work
- if not "totally disabled," can you perform your job's essential functions despite your "disability"
- if not, what are your restrictions (your restrictions *must* be explained in detail)

If you are "totally disabled," we will look to an appropriate medical leave. If you are not "totally disabled," and depending on your restrictions, the City may attempt to reasonably accommodate your condition, thereby allowing you to continue working in either your regular or an alternate vacant position for which you are qualified. If unable to reasonably accommodate your restrictions, we will again look to an appropriate medical leave.

The City may also, at its expense, require a second physician's opinion. If the second opinion is contrary to your physician's opinion, the parties will pick a mutually agreeable third physician to review your condition (at the City's expense). In such cases, the City and employee agree that they will abide by the third physician's opinion. If the doctors reach a consensus that the employee is "totally disabled," or place restrictions on the employee which the City cannot "reasonably accommodate," the period of medical leave shall be deemed to have commenced on the date of the employee's doctor's diagnosis.

#### b) Length

The employee will, as part of a medical leave, first be required to exhaust any accrued and available compensatory time and paid time off. Upon exhaustion of the foregoing, any remaining portion of the medical leave will be unpaid, unless you qualify for worker's compensation or short-term disability. A medical leave will be limited to the period of actual inability to work, but may not exceed the period in which the City can reasonably accommodate the leave of absence without incurring an undue hardship. Employees generally may not take medical leave on an intermittent basis because it causes an undue hardship.

#### c) Compliance and Return

An employee's health insurance benefits will continue as long as an employee is receiving short-term disability benefits and the leave has been approved to

continue. An employee who fails to comply with the conditions accompanying their leave (e.g. periodically reporting in, additional physician's statements, etc.), or who fails to return to work at the designated time (the employee must present a physician's written certification releasing their return to work and setting forth any restrictions) will be separated from employment. An employee who returns upon expiration of their leave of absence will be reinstated if there is a vacant position which they are able to perform and for which they are qualified, and any restrictions can be "reasonably accommodated". If an employee is unable to return to work when their leave of absence expires, but is subsequently released by their physician to return to work, they will have to re-apply as a new hire. On return from a medical leave, the Employer reserves the right to require an employee, at the Employer's expense, to take a medical examination.

## 2. Parental Leave

Regular full-time employees who have been employed by the City for at least 12 consecutive months are eligible for up to eight (8) weeks of unpaid Parental Leave due to birth of a child or the placement of a child with the employee for adoption or foster care. Parental Leave may not be taken intermittently or on a reduced schedule and must be taken within twelve (12) months of the birth or placement of the child.

Employees will be required to use any available paid time off concurrently with a Parental Leave. Birthing mothers may also qualify for short-term disability benefits.

Employees who seek Parental Leave must submit a request to the City Manager at least 30 days' prior to the commencement of the leave unless such notice is not practicable, in which case notice must be given as soon as possible. Employees will be required to submit any documentation requested by the City, including any documentation evidencing the birth or placement of the child.

## 3. Military Leave

The City agrees to abide by the provisions of USERRA with respect to leaves of absence due to military service, including National Guard duty. Employees who require military leave should inform the City Manager, as soon as they receive their orders, of the date that the employee must leave for service.

## 4. Unpaid Personal Leave of Absence

The City provides employees an attractive paid leave of absence allocation. Occasionally employees encounter situations where unforeseen, rare and extraordinary circumstances result in an employee requesting an unpaid personal leave of absence. The City encourages employees to plan and budget paid leave of absence time thoughtfully and carefully to avoid such situations when possible. If an employee would like to request an unpaid leave of absence, the request must be



made in writing to the City Manager at least thirty (30) days in advance unless not possible, in which case the request must be made as soon as possible. The City Manager may grant an unpaid leave within their sole discretion.

## **B. PAID LEAVES OF ABSENCE**

Employees who were hired after January 1 will receive a prorated allocation upon completion of thirty (30) days of employment. New employees will not be entitled to accrue or take any paid time off under these policies until they have completed thirty (30) calendar days of employment.

### **1. Holiday Leave**

Regular full-time employees who have completed thirty (30) calendar days of employment shall be granted eight (8) hours of paid time off for each of the following holidays:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Indigenous People Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve

Should a holiday fall on a Saturday, then the Friday prior to the holiday shall be considered the holiday. Should a holiday fall on a Sunday, then the following Monday shall be considered the holiday. However, if the Friday and/or Monday are already a holiday, then the day before and/or after shall be considered the holiday. In the case of a holiday falling on an employee's regularly scheduled day off, they will be entitled to holiday pay equal to one eight (8) hour day's wages at the regular time rate.

Employees who are required to work on a paid holiday will be entitled to holiday pay plus their regular pay (pay at two (2) times their regular rate) for all hours worked up to a maximum of eight (8) hours.

To be eligible for holiday pay, the employee must also be on the payroll as of the date of the holiday, and must have worked the last full scheduled day before and the first full scheduled day after such holiday, unless excused. For this purpose, the

employee will be considered as having worked such day(s) if they were on paid vacation or were granted prior approval for compensatory or personal time off, thereon.

An employee who is scheduled to work on a holiday recognized under this policy or who otherwise agrees to work on such holiday, but fails to report for work, unless otherwise excused for a reason satisfactory to the Employer, shall not be entitled to holiday pay and will be subject to discipline.

## 2. Court Leave

An employee subpoenaed as a witness to testify on behalf of the City in connection with any matters arising out of their employment shall be granted time off for such testimony. Witness fees will be handled in the same manner as jury fees. Mileage shall be paid from an employee's home base to the courthouse. If, however, an employee is subpoenaed for any other purpose, they will be given time off without pay and without mileage reimbursement.

## 3. Sick Leave

All full-time employees who have completed thirty (30) calendar days of employment with the City will be allocated 64 hours (8 days) of sick leave on the first workday of any calendar year. Employees who were hired after January 1 will receive a prorated allocation upon completion of thirty (30) days of employment. Employees must notify their supervisor at the earliest opportunity when they will be off work because of illness.

Sick leave is a paid leave of absence from duty for an employee's personal mental and physical illness, injury, health condition, medical diagnosis, or preventative medical care, or to provide care for an immediate family member. An immediate family under this section is defined as the employee's spouse, parent, child, or member of the employee's immediate household living with the employee.

Each employee granted sick leave under this section will be paid at their current, regular time rate. Sick leave is not considered hours worked and used sick leave is not included in the total hours worked for overtime calculation purposes. Sick leave shall be taken in increments of no less than one hour.

To be eligible to use allocated paid sick leave, the employee shall give notice to their supervisor at least one (1) hour prior to the start of the scheduled workday. The supervisor must be contacted on each day of absence unless it is impossible to do so.

Records shall be maintained of sick leave used. Any sick leave in excess of 24 (twenty-four) consecutive work hours (three (3) consecutive workdays), shall be required to provide a signed doctor's certificate upon return to duty.



The abuse of sick leave or falsification of requests shall constitute sufficient grounds for discharge or other disciplinary action. Sick leave shall not be converted to paid time off or vacation. There will no pay out of sick leave not used at the end of the calendar year. If an employee leaves before the end of the year for any reason, they will forfeit any unused sick leave. Up to forty (40) hours may be carried over to the next year.

Employees budgeted to work forty (40) hours may donate up to sixteen (16) hours (two (2) days) of sick time to a full-time employee.

#### 4. Bereavement Leave

Full time employees shall be allowed paid time off according to the following schedule in the event of a death of a family member:

- up to forty (40) hours (five (5) days) with pay in the event of death of a spouse, parent, or child;
- up to twenty-four (24) hours (three (3) days) with pay in the event of death of a sibling, grandparent, or parent-in-law;
- up to eight (8) hours (one (1) day) with pay in the event of the death of an aunt, uncle, niece or nephew.

Exceptions for extenuating circumstances may be made with the approval of the City Manager. The City Manager may also grant exceptions to this policy in their sole discretion based on the unique circumstances of each specific full-time employee's request for funeral leave. Employees are not entitled to paid bereavement leave to attend a funeral while the employee is on paid or unpaid time off or is not scheduled to work. Bereavement leave must be taken within 60 days of the death. Documentation substantiating the death may be requested by the City.

#### 5. Personal Leave

Full-time employees shall receive twenty-four (24) hours (three (3) days) of paid personal leave per year. Personal leave is intended to provide employees with flexible paid time off from work that can be used for such needs as mental and physical health, appointments, educational activities, volunteerism, and other activities of the employee's choice. Such leave shall be requested for approval by the supervisor two (2) working days in advance. Unused personal days shall not be carried over from year to year or paid out at the end of employment.

Each employee granted personal leave under this section will be paid at their current, regular hourly base rate. Personal leave is not considered hours worked and used personal leave is not included in the total hours worked for overtime calculation purposes. Personal leave shall be taken in increments of no less than one hour.



## 6. Vacation Leave

All full-time employees are entitled to vacation leave as noted below. Vacation leave is earned time for hours worked the previous year. Vacation leave will be prorated during the initial year of employment based on the employee's date of hire.

Upon Hire until Completion of 2 Years of Service	40 Hours
2 Years of Service to 5 Years	80 Hours
6 Years of Service to 10 Years	120 Hours
11 Years of Service and up	160 Hours

Employees will not be required to use vacation leave if their vacation falls on a paid holiday. Vacation leave pay out in lieu of time off shall not be approved.

Each employee granted vacation leave under this section will be paid at their current, regular hourly base rate. Vacation leave is not considered hours worked and used vacation leave is not included in the total hours worked for overtime calculation purposes. Vacation leave shall be taken in increments of no less than one hour.

Vacations will be granted at such times during the year as are suitable, considering both the wishes of the employee and the efficiency of the Department concerned. The City may deny vacations based upon the Department's operational needs.

All vacations must have the prior approval of the employee's supervisor. Employees must notify their supervisor, in writing, at least fourteen (14) calendar days in advance of the vacation period desired.

An employee shall not accumulate more hours of vacation leave than the vacation maximums set forth above unless outlined in or in a separate contract. The employee may carry over up to forty (40) hours of vacation leave from one calendar year to the next.

## 7. Jury Duty Leave

If an employee is summoned and reports for jury duty, such employee shall be paid for jury duty up to 10 working days in a calendar year. Upon receipt of notification from the court of an obligation to serve on a jury, employees must notify their supervisor and provide them with a copy of the jury summons. The City will pay a regular full-time employee their regular straight time rate which they would have earned if working. If jury duty ends before an employee's scheduled shift ends, they may either return to work or take a paid leave of absence from vacation or personal time for the remainder of the day. In order to receive payment through the City, an

employee must coordinate with payroll and submit payment(s) received for jury duty, less mileage paid, to the City Treasurer. Such payment will only be made on days when the employee otherwise would have been scheduled to work.

## **ARTICLE VI: EMPLOYEE PENSION AND INSURANCE**

### **A. PLAN DESCRIPTIONS**

Employees should contact the City Clerk's office to obtain a copy of the Summary Plan Description (SPD) of each benefit described in this section. The SPD contains information regarding coverage, eligibility requirements, and required employee contributions. Coverage, eligibility and benefits will be controlled by the insurance carrier's actual plan documents.

### **B. RETIREMENT**

The City currently provides a pension plan for eligible employees. All such full-time employees will be covered by the Municipal Employees Retirement System (MERS), effective the date of employment. The plans are described in detail in the plan statement which is available from the City Clerk. The terms of the plan control the benefits provided thereunder and eligibility for benefits.

### **C. HEALTH & DENTAL INSURANCE COVERAGE**

The City currently offers health and dental insurance coverage for all regular full-time employees and dependents. Coverage will be offered after satisfactorily completing thirty (30) calendar days of employment with the City. Terms and conditions of insurance coverage shall be stipulated by an insurance carrier at its own discretion according to the policy package adopted by the City. The City reserves the right to change insurance carriers, coverage, co-pays and premium sharing contributions by employees in its discretion at any time. See Human Resources for more detail.

### **D. OPTICAL REIMBURSEMENT**

The City currently offers reimbursement up to a certain amount per year for optical expenses incurred by full-time employees who have satisfactorily completed thirty (30) calendar days of employment. See Human Resources for more detail.

### **E. SHORT TERM DISABILITY INSURANCE**

The City currently provides short term disability insurance benefits to regular full-time employees who have completed thirty (30) calendar days of employment. Terms and



conditions of insurance coverage shall be stipulated by an insurance carrier at its own discretion according to the policy package adopted by the City. The City reserves the right to change insurance carriers, coverage, co-pays and premium sharing contributions by employees in its discretion at any time. The determination of disability and terms and conditions of coverage shall be stipulated by an insurance carrier according to the policy selected by the City. Approval for short-term disability insurance benefits does not automatically entitle employees to a leave of absence. Whether an employee is entitled to a leave of absence will be determined by the City in accordance with its Medical Leave of Absence policy. See Human Resources for more detail.

#### **F. LIFE INSURANCE**

The City currently provides group life insurance benefits for regular full-time employees who have completed thirty (30) calendar days of employment. The terms of the benefit will be controlled by the insurance carrier's actual plan documents. Any full-time employee wishing to carry life insurance on a spouse or child shall be responsible for 100 percent of the premium. The City reserves the right to change insurance carriers, coverage, co-pays and premium sharing contributions by employees in its discretion at any time

### **ARTICLE VII: MISCELLANEOUS EMPLOYEE BENEFITS**

Miscellaneous employee benefits are provided on a fiscal year basis (July 1 – June 30).

#### **A. UNIFORMS**

The City will establish uniform allowance for employees whom it determines are required to wear uniforms. Employees will be required to launder and maintain the uniforms in good condition. All uniforms will be maintained without holes, tears, cuts, or stains. The allowance will be used to purchase or replace uniforms as needed based upon normal wear and tear. Uniforms will not be worn during off-work hours. The uniform allowance may be used to purchase or replace shirts, pants, shoes, boots, and coats as approved by the employee's supervisor. The City will provide health and safety equipment such as high visibility safety vests, gloves, hard hats, ear and eye protection as required for the work being performed.

#### **B. TUITION REIMBURSEMENT**

The City shall reimburse employees for up to two (2) classes each calendar year, up to a maximum of one thousand dollars (\$1,000) if the class is approved by the City in advance and is related to their work. Should an employee leave employment for any reason within

one (1) year after receiving tuition reimbursement, the employee shall repay the City for such reimbursements. Employees must have worked for the City for at least 30 days to be eligible for this benefit.

### **C. HOLIDAY BONUS**

The City provides a fifty (\$50) dollar holiday bonus to all full-time employees in the last pay period of the month of December. The holiday bonus is subject to payroll taxes. Employees must have worked for the City for at least 30 days prior to the payment date to be eligible.

## **ARTICLE VIII: INFORMATION AND TECHNOLOGY**

This policy covers the use and treatment of all City information and Information Technology (IT) resources (e.g., computers, computer systems, networks, software, programs, e-mail, electronic voice communication, video communication, facsimile, wi-fi, internet, and any future technologies owned by the City), including the City's access to, review or disclosure of electronic files, electronic mail, electronic voice, and video communications through or stored on any part of the IT resources systems.

### **A. GENERAL POLICY**

IT resources are intended to assist in the efficient and effective day to day operations of City, including collaboration and exchange of information within and between City departments, Council members, agencies, other branches of government, and outside contacts. These resources also provide public access to certain public information. The IT system is to be used for City-related purposes only. The City will treat all information stored through or on these systems including, but not limited to, voice communication and e-mail messages, as City information. The City has the capability to access, review, copy, modify, and delete any information transmitted or stored in the system, including voice and e-mail messages.

Any written or recorded information on IT resources that contain personal information of an employee as a result of an employee making incidental use of the IT resource system for personal purposes, including the transmission of personal voice and e-mail messages, will be treated no differently than other City files. The City reserves the right to access, review, copy, modify, delete or disclose them for any purpose. Accordingly, employees should not use the City's IT resources to send, receive, or store any information for personal purposes. The files or messages sent, received or stored anywhere in the respective system will be available for review by authorized representatives of the City, are subject to the Freedom of Information Act, and may be disclosed to third parties.



## B. PROHIBITED USE OF IT RESOURCES

The following uses of the IT resource system are strictly prohibited, and violation of these policies may result in discipline, up to and including discharge and, where appropriate, civil and/or criminal liability. The list of prohibited uses of IT resources is for illustration purposes only and is not intended to be all-inclusive.

- Distribution of offensive or harassing statements, transmission of defamatory obscene, offensive, or harassing messages or messages that disclose personal information without authorization.
- Distribution of statements which may incite violence or describe or promote the use of weapons or devices associated with terrorist activities.
- Distribution or solicitation of sexually orientated messages or images.
- Any use for illegal purposes or in support of such activities.
- Any use for commercial purposes, product advertisement or for-profit personal activity.
- Wasting IT resources, for example:
  - Placing a program in an endless loop
  - Printing unnecessary amounts of paper
  - Intentionally disrupting the use or performance of City-authorized IT resources or any other computer system or network
  - Storing any information or software on City-provided IT resources which is not authorized
- Accessing accounts within or outside the City's computers and communication facilities for which you are not authorized or do not have a business need.
- Copying, disclosing, transferring, examining, renaming, or changing information or programs belonging to another user unless you are given express permission to do so by the person responsible for the information.
- Knowingly or inadvertently spreading computer viruses.
- Distributing "junk mail" such as chain letters, advertisements, or unauthorized solicitations.

- Transmitting confidential information without proper security and authority.
- No games are permitted to be loaded upon or utilized on City computers.

## C. ELECTRONIC MAIL RETENTION POLICY

In order for municipal government to function administratively, undergo periodic audits, provide for its legal requirements and document its heritage, it must manage its records properly. Therefore, the City requires its employees to retain and destroy e-mail messages that are sent and received in the course of conducting official business in accordance with an approval records Retention and Disposal Schedule.

### 1. Definitions

Electronic mail (e-mail) is a means of exchanging messages and documents using telecommunications equipment and computers. A complete e-mail message not only includes the contents of the communication, but also the transactional information (dates and times that messages were sent, received, opened, deleted, etc.; as well as aliases and names of members of groups), and any attachments. Transactional information can be found and printed or saved from the e-mail system, or by contacting the city's IT Technician.

### 2. Records Retention and Disposal Schedules

These are listings of records or records series that are maintained by government agencies in the course of conducting their official business that identify how long the records must be kept, when they may be destroyed and when certain records can be sent to the Archives of Michigan for permanent preservation. In accordance with Michigan law, records cannot be destroyed unless their disposal is authorized by an approved Retention and Disposal Schedule. Retention and Disposal Schedules are developed by the Department of History, Arts and Libraries, Records Management Services, through consultation with an agency about its records. The City of the Village of Douglas adopted the Michigan Municipal League (MML) Records Management Guidelines and Approved Retention and Disposal Schedule for Cities and Villages at its regular council meeting on 8/04/2008.

### 3. Four Categories of Electronic Mail

- Official Records are recorded information that is prepared, owned, used, in the possession of, or retained by the City of the Village of Douglas in the performance of an official function. Official records include evidence of a decision. E-mail messages are public records if they are created or received as part of performing a public employee's official duties. Retain official records according to the MML Retention Schedule.



- b. Transitory Records related to the City of the Village of Douglas activities that have temporary value and do not need to be retained once their intended purpose has been fulfilled. Retain transitory records for up to 30 days.
- c. Non-Records are in the possession of the City of the Village of Douglas that are not intended to document the performance of an official function. These include drafts, duplicates and convenience copies that do not document agency activities. Non-records should be disposed of as soon as they have served their intended purpose. There is no requirement to retain them.
- d. Personal Records are records that document non-government business or activities. These should not be retained by using government technology resources.

## D. PROCEDURES

### 1. Employee Responsibilities

<ul style="list-style-type: none"> <li>Senders and Recipients of e-mail messages shall evaluate each message to determine if they need to keep it as documentation of their role in a business process.</li> </ul>
<ul style="list-style-type: none"> <li>Senders are generally considered to be the person of record for an e-mail message. However, if recipient of the message, they should also retain it as a record.</li> </ul>
<ul style="list-style-type: none"> <li>It is recommended that employees retain only the final message in a communication string that documents the contents of all previous communications. This is preferable to retaining each individual message, containing duplicate content</li> </ul>
<ul style="list-style-type: none"> <li>Shall evaluate the content and purpose of each e-mail message to determine which Retention and Disposal Schedule defines the message's approved retention period</li> </ul>
<ul style="list-style-type: none"> <li>Employees shall retain e-mail that has not fulfilled its legally mandated retention period by: putting the needed e-mails into a folder on a flash drive for future storage.</li> </ul>
<ul style="list-style-type: none"> <li>A CD of the e-mails will also be made. Flash drives will be kept in the safe and CD's stored in the department.</li> </ul>
<ul style="list-style-type: none"> <li>Shall retain transactional information (see definition of e-mail above) with the e-mail message if there is a substantial likelihood of relevancy to litigation.</li> </ul>
<ul style="list-style-type: none"> <li>Shall organize their e-mail messages so they can be located and used.</li> </ul>
<ul style="list-style-type: none"> <li>Shall dispose of transitory, non-record and personal e-mail messages from the e-mail system.</li> </ul>
<ul style="list-style-type: none"> <li>Shall dispose of e-mail messages that document the official functions of the agency in accordance with an approved Retention and Disposal Schedule. Note: Records, including e-mails, shall not be destroyed if they have been requested</li> </ul>

under FOIA, or if they are part of ongoing litigation, even if their period has expired.
<ul style="list-style-type: none"> <li>• Shall provide access to their e-mail to the FOIA or Litigation Coordinator upon request.</li> </ul>
<ul style="list-style-type: none"> <li>• Shall retain all work-related appointments, tasks and notes stored in the e-mail system for 2 years.</li> </ul>
<ul style="list-style-type: none"> <li>• Recognizing that e-mail messages that are sent and received using the City of the Village of Douglas e-mail system are not private, employees are encouraged to manually delete personal appointments (such as sick leave or annual leave) from the e-mail system after the event takes place</li> </ul>

## 2. City of the Village of Douglas Responsibilities

<ul style="list-style-type: none"> <li>• Shall ensure that its records are listed on an approved record Retention and Disposal Schedule.</li> </ul>
<ul style="list-style-type: none"> <li>• Shall ensure that all employees with e-mail accounts are aware of and implement this policy.</li> </ul>
<ul style="list-style-type: none"> <li>• Shall notify the City Clerk when the accounts of former employees can be closed.</li> </ul>
<ul style="list-style-type: none"> <li>• Shall ensure that the e-mail messages (and other records) of former employees are retained in accordance with approved Retention and Disposal Schedules</li> </ul>
<ul style="list-style-type: none"> <li>• Shall notify the litigation or FOIA coordinator when an agency becomes involved in litigation or receives a FOIA request. Exceptions to the procedures in this document may be granted in writing by the City Council.</li> </ul>

## E. FOIA AND LITIGATION COORDINATOR RESPONSIBILITIES

<ul style="list-style-type: none"> <li>• Shall identify if the records that are requested by the public are stored in e-mail, even if the public does not specifically request e-mail.</li> </ul>
<ul style="list-style-type: none"> <li>• Shall notify affected employees that a FOIA request involving e-mail was received to prevent the destruction of relevant messages.</li> </ul>
<ul style="list-style-type: none"> <li>• May in appropriate instances notify the City Council that a FOIA request involving e-mail was received to prevent the destruction of relevant messages.</li> </ul>
<ul style="list-style-type: none"> <li>• Shall identify all records relevant to litigation to which the agency is a party that are stored in e-mail.</li> </ul>
<ul style="list-style-type: none"> <li>• Shall notify the City Council that e-mail litigation cannot be destroyed until after the case is closed.</li> </ul>
<ul style="list-style-type: none"> <li>• May direct employees to complete an on-line e-mail retention training.</li> </ul>

## F. CONFIDENTIALITY

All employees are responsible for protecting the any confidential and sensitive information in the City's possession.



Specific examples include, but are not limited to:

- Employee's personal information, including addresses, phone numbers, performance
- Citizen records such as billing information, credit status, and other personal customer information.

Examples of some exceptions: If the communication of information is consistent with your normal job duties, or you are authorized to disclose this information by your supervisor, City Manager, or a member of City Council.

### **ARTICLE IX: WORKPLACE RULES & PROHIBITIONS**

It is the policy of the City of the Village of Douglas to ensure an orderly and productive working environment for all employees. All City employees are expected to adhere to the rules, policies and prohibitions of the City. Further, the list may be added to, modified, or supplemented by the City Council, City Manager, or the supervisor with the approval of the City Manager. The purpose of these rules is to set forth guidelines for conduct, violation of which will result in the disciplinary action, including possible discharge. The City reserves the right to apply other standards of conduct, or to impose disciplinary action for other matters not specifically listed below. **This list is not intended to be an all-inclusive list of rules of conduct expected of employees. The inclusion of these rules is not meant to either create an employment contract or alter the employee's status. Non-union employees are at will employees and may be terminated at any time, with or without cause.**

- Failure to notify supervisor not less than one hour prior to beginning of shift that an employee is not coming to work.
- Leaving premises or a work assignment during working hours without permission.
- Absences of three (3) consecutive working days without notifying management will be considered a voluntary resignation.
- Unexcused absences from work or from your working station.
- Tardiness three (3) times in any sixty (60) day period and each succeeding incident of tardiness during the calendar year.
- Repeated offense three (3) times in any sixty (60) day period, the failure to either punch a timecard or properly fill out a timecard.
- Interfering with others in the performance of their duties.
- Posting, removing, or tampering with bulletin board notices without authority.

- Personal work on City time.
- Violating the Alcohol and Substance Abuse Policy.
- Sleeping, or making a place to sleep, during working hours.
- Solicitation or distribution of literature for any cause during work time or in work areas without permission.
- Tampering with time clock or timecards.
- Conviction of a crime if the conviction makes the employee unfit for their position in the City's discretion.
- Loss of driver's license if driving is a required function of the employee's position.
- Stealing.
- Falsification of City records or documents.
- Lying or misrepresentation.
- Possession of weapons or explosives on City premises, at any time.
- Violation of safe driving practices and traffic laws while driving City vehicles.
- Improper use of leave of absences.
- Smoking within City buildings or vehicles.
- Verbally abusing or threatening, intimidating, coercing, physically attacking or other improper treatment, or interfering with employees, citizens or visitors.
- Refusal to perform work order of a supervisor.
- Abuse, misuse, or negligent or deliberate damage to City property or equipment.
- Abuse, misuse, or damage to the property of others on City premises.
- Poor or careless work, inefficiency, incompetence, neglect of duty or failure to satisfactorily perform job functions.
- Violation of departmental rules on confidentiality.

- Unlawful discrimination, harassment or retaliation.
- Carelessness, negligence, or disregard of safety rules or safety procedures.
- Instigating, aiding, or participating in any illegal strike or work stoppage or slow down at the City.

## **ARTICLE X: WORKPLACE POLICIES**

### **A. CITY VEHICLES AND EQUIPMENT**

For business purposes City vehicles and equipment may be provided for employees', contractual individuals', and Council members' use. City equipment is not to leave the assigned premises unless written approval is provided by the City Manager. Individuals are prohibited to permit any non-employee, or any non-authorized person to use a City vehicle for any reason. Non-employees are prohibited from using or riding in a City vehicle unless they are conducting City business. Employees utilizing City vehicles must have a valid driver's license and comply with all traffic laws. If an employee's driver's license is suspended or restricted in any way they must report that information to their supervisor immediately.

Smoking is prohibited in City vehicles. No employee shall transport drugs or alcoholic beverages in any City vehicle or operate a City vehicle if they have illegal drugs (including marijuana), alcohol, or any legally prescribed drug in their bodily system that could impair their ability to drive in any way.

City vehicles are not to be taken home or parked overnight at an employee's residence unless authorized by the City Manager. Operators of City vehicles must ensure that the vehicle is maintained and secured in a manner which protects its value and reflects favorably on the image of the City. Any defect or damage to the vehicle must be promptly reported to the City Manager.

### **B. CITY PROPERTY**

The City supplies documents, keys, equipment, hardware, software, and tools to employees for use on the job. All property remains the property of the City and is not to be used for personal purposes. Employees are responsible for the loss or damage of employer-owned property.

Per the City Charter, whenever any employee shall cease to be employed for any reason whatsoever, they shall, within five (5) days, or sooner on demand, deliver to their supervisor all City property.



All property provided to the employee must be returned to the City in the same condition as when it was received, normal wear and tear is anticipated. If property is worn or damaged through normal use, the employee should return it to their supervisor for replacement.

**C. PERSONAL POSSESSIONS**

The Employer assumes no responsibility for personal items (radios, pictures, etc.). The Employer will not reimburse an employee for a lost, missing, or damaged personal item.

**D. ACCESS TO PERSONNEL RECORDS**

Personnel records are maintained in the City Clerk's office for employees. These records include information on initial employment or re-employment, professional credentials, salary increases, promotion, demotions, disciplinary actions, and other pertinent employment information. Employees may have access to, review and have a copy made of their personnel records provided that the City Clerk, or their designee, is present during the review a maximum of two times per calendar year during business hours and with reasonable notice.

Access to personnel records shall be limited to the employee's supervisor, City Manager, and the employees responsible for maintaining said files except in accordance with Michigan law.

**E. ANNUAL REVIEW**

Annual performance reviews shall be conducted by an employee's immediate supervisor prior to June 30 each year.

**F. SAFE WORKPLACE**

The City is committed to providing a safe workplace for its employees, customers, and contractors. In an effort to prevent the potential for violence on City property, the City strictly prohibits any threatened or actual workplace violence. This includes, but is not limited to, any of the following conduct in or around the work environment:

- Threatening injury or damage against a person or property
- Fighting or threatening to fight with another person
- Using obscene or abusive language or gestures
- Stalking

Because of the potential for misunderstanding, joking about any of the above conduct is also prohibited. Any person who exhibits unsafe behavior will be removed from the City's premises by a law enforcement officer as quickly as safety permits and shall remain off City premises pending the outcome of an investigation. If the investigation substantiates that a violation has occurred, the supervisor will take immediate corrective action. Corrective action may include immediate discipline, up to and including discharge. Additionally, the City may, at its discretion, pursue any criminal or civil remedies which may be available.

All employees, contractors, and any other personnel are responsible for notifying the City of any threats which they have witnessed, received, or have been told that another person has witnessed or received. Any individual who reasonably believes that a situation may become violent, should immediately leave the area. No disciplinary action shall be taken against any employee who leaves a job site or office setting when/he has a reasonable belief that another person may cause them harm.

Any violations of this policy should be immediately reported in writing to the City Manager or, in their absence, their replacement.

A report or complaint will be promptly investigated. If a report is made in good faith, the employer shall undertake to protect the complainant from retaliation or any other detrimental impact on their employment. In order to provide a safe workplace and protect employees from threats to their safety, the City must know if a court has ordered an individual to stay away from City locations. Therefore, this policy also requires all individuals who obtain a protective or restraining order which lists City locations as being protected areas, to provide the City Manager a copy of any protective or restraining order. This information will be kept reasonably confidential to the extent possible.

## **G. WEAPON-FREE WORKPLACE**

To ensure that the City maintains a safe workplace free of violence for all employees, the City prohibits the possession or use of dangerous weapons on City property.

All City employees are subject to this provision, including contractual employees and temporary employees on City property. A license to carry the weapon on City property does not supersede this policy. Any employee in violation of this policy will be subject to disciplinary action, up to and including discharge.

### **1. Definitions**

- a.) City Property – Defined as all City-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the City's ownership or control. This policy applies to all City-owned or leased vehicles and all vehicles that come onto City property.
- b.) Dangerous Weapons – Include firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm.



Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy.

## 2. Searches of Personal Property

Although the City respects employees' legitimate privacy concerns, such concerns are subservient to facility, employee and citizen security, and safety concerns. Therefore, when the City has reason to believe an employee has violated City policy (e.g. bringing drugs, alcohol, or weapons onto City property, theft, etc.), The City reserves the right at any time and at its discretion to search all personal property, vehicles, packages, containers, lockers, briefcases, purses, desks, enclosures, containers, and persons entering City property, for the purpose of determining whether any drug, alcohol, or weapon is being or has been brought onto City-owned or leased property or premises in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including discharge.

## 3. Enforcement

This policy is administered and enforced by the City Manager. Anyone with questions or concerns specific to this policy should contact the City Manager.

# H. HEALTH AND SAFETY

Where the City shall deem it necessary it shall provide for protective devices and equipment as appropriate. Employees are expected to work in a safe manner and shall cooperate with the City in all health and safety procedures and shall make proper use of all equipment and devices provided for such purposes. It is expressly understood that violation of safety rules or regulations may result in disciplinary action up to and including discharge.

Employees shall report to their supervisor as soon as possible, all defects known to them in connection with any health and safety equipment used during the work shift.

# I. INJURIES AND ILLNESSES

An employee injured on the job, or in any way, related to their employment or who discovers a medical condition that they believe arises out of their employment shall report such injury or illness to their supervisor no later than the employee's next regularly scheduled workday. Such report shall set forth the nature of the injury/illness, the manner of its occurrence, witnesses, if any, to the event, and other such details as may be required by the City and its workers compensation insurer. The employee shall fill out an accident / incident report in writing on forms to be furnished by the City.

The City may require that the employee submit to a medical evaluation by a doctor selected by the City or the City's insurance carrier and may require a medical release prior to allowing

an employee to return to work. Any accrued sick, personal or vacation time may be used to supplement any worker's compensation payments.

Employees shall report to their supervisor as soon as possible, all defects known to them in connection with any vehicles and equipment used during the work shift.

## **J. INCLEMENT WEATHER**

The inclement weather policy shall govern the operation and/closure of City buildings, as well as the safety of City employees and customers during emergencies. The following policy was developed regarding unscheduled closings due to bad weather, during times that the City offices would otherwise be open.

### **1. City Hall Closing**

Subject to limits imposed by law, when it is deemed to be in the best interest of the City to close city facilities, or to curtail services as a result of inclement weather or emergencies, the City Manager after consultation with the Mayor may declare City Hall closed. If during normal working hours, employees may be dismissed from their duties for the remainder of the day and compensated as if worked for a normal day.

If a closing is declared, local radio stations will be notified, and employees will be notified as soon as possible of the closing. This policy does not apply to employees who are called in to work by their supervisors. If this should happen, an employee may be required to perform their duties if they are able to safely travel to the City building.

### **2. Inability to Report to Work**

In the event that City buildings remain open, and an employee cannot safely get to work, they may be absent, provided they make reasonable efforts to contact their supervisor who must approve the absence. In this event, compensatory, vacation, or personal leave may be used by the individual if approved by their supervisor. If no compensatory, vacation, or personal leave is remaining, time will be unpaid.

## **K. REMOTE WORK POLICY**

Remote work opportunities will be offered on a limited and restricted basis with the approval of the City Manager. The following expectations for employees are being provided for limited remote work and remote attendance participation when approved by the City Manager. The City Manager has the discretion to allow or terminate remote work participation on a case-by-case basis. For example, a request may be denied where direct interaction between the employee and other workers or customers is important or where the employer's standards of quality, quantity, efficiency, productivity or safety may be compromised if the employee does not work on the City's premises.



## 1. General Expectations

Remote work employees are expected to be available and communicative during scheduled work hours. City work rules and other policies continue to apply to offsite work locations. Consumption of alcohol and illegal drugs during work hours is never acceptable. Employees should seek a quiet and distraction-free working space, to the extent possible. Employees are expected to maintain their workspace in a safe and secure manner, free from safety hazards. The City will not reimburse employees for internet access fees associated with using home internet access networks. The City is not required to provide additional or specialized equipment and resources to support remote work.

## 2. Remote Attendance / Virtual Meetings

While distractions are often unavoidable, try to keep them to a minimum. No music or television in the background during meetings. Keep yourself muted during video or audio conferencing unless you are speaking. Turning on video may be required. Avoid eating during virtual meetings. Smoking or vaping is not permitted during a video conference. Wear appropriate work attire. No sleeveless tops, pajamas or other apparel that would not be appropriate to wear to a public meeting. Avoid multi-tasking. Give your full attention to the meeting as if you were face to face.

## L. USE OF SOCIAL SECURITY INFORMATION

The City obtains and uses confidential information in the conduct of its business. This includes documents containing Social Security numbers. Such documents must be treated as confidential, which means they must be retained in secured areas or files, password protected when stored on computers, disclosed only to authorized persons, and destroyed at an appropriate time and in an appropriate manner.

Employees who obtain, use, or disclose Social Security numbers for improper, unauthorized or illegal reasons are subject to discipline or discharge, as well as potential criminal or civil prosecution.

### 1. Purpose

The City is required by the Michigan Social Security Privacy Act to control how it obtains, uses, disseminates, and disposes of records which contain Social Security Numbers.

### 2. Obtaining Social Security Numbers

Documents or other records containing Social Security Numbers are to be requested, obtained, or created only for legitimate business reasons. Such reasons include, but are not limited to:



- a.) Pre-employment background check
- b.) Verifying employee eligibility for employment in accordance with the Immigration Reform and Control Act
- c.) Tax reporting purposes (e.g. IRS Form W-4), new-hire reporting, or for purposes of enrollment in employee benefits plans
- d.) Social Security Numbers may be obtained from contractors or vendors for tax reporting purposes (e.g., IRS Form 1099)
- e.) Customers / clients may be asked to provide Social Security Numbers for tax reporting purposes or for purposes of establishing a customer-specific account or other record

### 3. Retention and Access to Social Security Numbers

- a.) All records containing Social Security Numbers (whether partial or complete) will be maintained in secured files
- b.) All paper records containing Social Security Numbers must be stamped "Confidential", "Controlled Document", or with some similar identifying mark.
- c.) Only personnel who have a legitimate business reason to know will have access to records containing Social Security Numbers

Employees whose job entails regular access to records containing Social Security Numbers will be trained in the legal requirements and the requirement of this Personnel Policy and Benefits Manual

- d.) Where a record containing a Social Security Number is to be disseminated to persons outside of the City, to persons within the City who are not authorized or trained in this Policy and Procedure, or where the number is not relevant to the purpose for which the record is being shared, the Social Security Number should be rendered unreadable
- e.) Employees using records containing Social Security Numbers will take appropriate steps to secure such records when not in immediate use. Such steps may include:
  - 1.) Placing such records in a locked desk or file drawer when not in use
  - 2.) Using password protection or screen savers on computers and computerized records to prevent unauthorized access to or viewing of such records by others.

## M. TELEPHONE USAGE

### 1. Desk Phones

The City's telephone system is to be used for calls that are primarily City business. Personal calls should be from or to a cell phone, not the City phone system. Unavoidable personal calls or emergency calls are to be reimbursed to the City. If the City determines there is a pattern of non-City related calls, the City may take the necessary corrective action and/or discipline.

### 2. Cellular Telephone Use Policy

The City provided cellular telephones are for business purposes only, unless otherwise authorized by the supervisor. Cellular phones are not to be used for non-work-related communications. Unavoidable, emergency, personal phone calls are to be reimbursed by the employee if charges are incurred. Cellular telephones should not be used when a less costly alternative is safe, convenient, and readily available.

Employees shall adhere to current state law pertaining to use of cellular devices while operating any equipment and motor vehicle.

Employees in possession of City cellular phone are required to take appropriate precautions to prevent theft and vandalism of all City equipment.

The purpose of this policy is to promote fiscal responsibility in overseeing expenditures and resources while providing a resource to City staff to support the efficient operation of municipal government with relation to communication and cellular services. This policy provides general guidance for the issuance and use of cellular devices for business purposes and reimbursement of personal cellular devices.

### 3. Terms

Cellular device is defined as a mobile device with wireless voice and/or data capabilities that incur usage fees (i.e., cell phone, mobile hotspot, etc.)

Department cellular device is a cellular device issued within a specific department for the purposes of being assigned to a staff member in accordance with the tasks being assigned. Department cellular devices are issued for municipal business purposes only. Personal cellular device is a cellular device owned by an individual and all costs for usage, device, maintenance, repair and replacement is the responsibility of the individual.

Stipend reimbursement is set compensation paid by the organization for an out-of-pocket expense incurred or an overpayment made by an employee, customer, or another party.



Employees who are required by their supervisor to participate in communication functions as part of their job duties have the option of either utilizing a personal cellular device and receive a stipend reimbursement, purchasing a personal cellular device, and receive a stipend reimbursement, or may decide to use a department cellular device. Employees who choose to use a personal cellular device shall receive a stipend reimbursement based on their level of work within the organization. Supervisors must identify the permanent funding source for the stipend reimbursement in their request.

City employees whose job duties include the need for a cellular device may receive a stipend to cover business related use on their personal cellular device. The employee's supervisor may authorize the stipend reimbursement if one of the following criteria is met:

- a.) The job function of the employee requires considerable time outside of the assigned office work area
- b.) The job function of the employee requires the employee to be accessible outside of normal work hours
- c.) The job function of the employee requires wireless data and internet access
- d.) The employee is designated as a first responder to emergencies

Appropriate stipend levels will be determined by the employee's supervisor and the City Treasurer per the following levels. Stipend reimbursement amounts will be issued to the employee by automatic payroll deposit. Employees requesting reimbursement request for the following to reimburse employees who are regularly required to use their personal cell phones to perform their job duties:

Level 1 – General Employees: \$30 stipend reimbursement per month or as amended per the Fee Schedule

Level 2 – City Administration and Supervisors: \$40 stipend reimbursement per month or as amended per the Fee Schedule

## **N. TOBACCO FREE WORKPLACE**

No tobacco use will be allowed anywhere in any City building. This includes smoking, vaping, e-cigarettes, and chewing tobacco. City buildings are a tobacco-free workplace for the health, safety and well-being of all of its employees and visitors. The success of this policy will depend upon the thoughtfulness, consideration and cooperation of everyone. All employees share in the responsibility for adhering to and enforcing the policy. Persons observing a violation of this policy should bring it to the attention of their supervisor or the City Manager. Supervisors or the City Manager receiving a complaint will investigate and take action to resolve the issue as soon as possible.

**O. POLITICAL ACTIVITY**

Every employee has the right to freely express their views as a citizen and to cast a vote as they may wish. Coercion for political purposes is strictly prohibited. Employees of federally aided programs are, however, prohibited from participation in partisan political activity under the Federal Hatch Political Activities Act.

No employee shall engage in any partisan political activity or campaigning for a non-partisan elective office during scheduled working hours while on duty, or while off duty wearing a uniform or other identifying insignia of a City office or employment. Solicitation of signatures or contributions or nominating petitions is prohibited during working hours. No employee shall be required to engage in a campaign for election of any candidate.

**P. DRESS AND HYGIENE**

Because the City is in the service business, all employees are expected to look neat and professional during work hours, whether on the City premises or elsewhere. Your supervisor will inform you of what attire is appropriate. Some jobs may have additional restrictions for safety reasons. Exceptions will not be granted without written permission from your supervisor. For a first transgression, employees who appear for work inappropriately attired or without proper hygiene will be sent home without pay and directed as to the appropriate hygiene or attire. For subsequent occurrences, disciplinary action may result.

If you believe a certain manner of dress, personal appearance or hygiene is necessary because of religious beliefs, medical condition, or an otherwise legally protected reason, you must notify your supervisor of this reason, in writing, before you report to work. The City may require you to provide appropriate proof of this belief, condition or otherwise protected reason.

**Q. OUTSIDE ACTIVITIES AND EMPLOYMENT**

Employees may engage in outside activities unrelated to the performance of assigned City responsibilities, for compensation or otherwise, on a limited basis provided that such outside activities will not interfere with the performance of assigned duties, create a conflict, or the appearance of a conflict, with the City. Such outside activities should not exploit the employee's association with the City for commercial or personal purposes and should not be conducted during scheduled hours of work without disclosure and prior written approval from the supervisor. Any approval granted under this provision shall specify the terms upon which the approval is conditioned. The City shall not be liable, either directly or indirectly for any activities performed during outside or supplemental employment. Employees must understand that they may be called upon to work overtime or called in after hours. Such work is mandatory and outside employment is not an acceptable reason for failure to report for required City work.



No facilities, equipment, supplies, secretarial or other employee services furnished by the City may be used in pursuit of an outside activity.

## **R. REPORTING ILLEGAL / UNETHICAL ACTIVITY AND INVESTIGATIONS**

Any employee who, during the course of employment, believes that they have been requested or required to engage in an illegal or unethical act, must report that fact immediately, in writing, to their supervisor who will promptly undertake to investigate the allegations and take remedial action if necessary. If the supervisor is the individual who is the subject of the complaint, the employee shall notify the City Manager. If such a report is made in good faith, the City will protect the reporting employee from any retaliation or other detrimental impact upon their employment.

## **S. EMPLOYMENT OF RELATIVES**

The City may employ relatives of employees pursuant to this policy. Per the City Charter, unless the City Council shall determine that the best interest of the City shall be served, family members of any elected or appointed officer are disqualified from holding any appointive office or employment during the term of the said elected or appointed officer.

Relatives may not, however, work in the same department. Employees may not be supervised by anyone to whom they are related, nor shall an employee hold a position which has authority over a relative's hiring, discipline, promotion, salary, discharge, or other management or personnel considerations.

If one employee marries another employee, both may retain their positions providing that they are not in the same department, one is not supervised by the other, or neither holds a position which has authority over the other's employment, discipline, promotion, salary administration, or other management or personnel considerations.

If the marriage of two (2) employees results in violation of this policy, an attempt will be made to transfer one of them to another department, provided a position is available and the individual to be transferred is qualified for the position. If such a transfer cannot be accomplished within thirty (30) days, one of the married employees must resign. If a resignation is not submitted, one or both of the employees will be released. For the purpose of this policy, the term "relative" is defined as follows:

- Spouse
- Child (natural, adopted, step or foster)
- Parent (natural, step or in-law)
- Sibling (natural, step or in-law)
- Grandparent (natural, step or in-law)
- Grandchild (natural, step or in-law)
- Uncle or Aunt
- Nephew or Niece

## **T. CHANGE OF NAME, ADDRESS, OR TELEPHONE NUMBER**

If employees change their name or marital status, have children, change their phone number or address, they must inform the City Clerk as soon as possible so that their records and insurances can be adjusted. It is their responsibility to keep the City Clerk up to date regarding these matters.

## **ARTICLE XI: ALCOHOL AND SUBSTANCE ABUSE POLICY**

It is the intent of the City to provide a drug and alcohol-free, safe, and secure work environment for employees. Employees have the right to work in an alcohol & drug-free environment and to work with persons free from the effects of alcohol and drugs. Employees who abuse alcohol and drugs are a danger to themselves and to others, including customers and visitors.

For purposes of this policy, “alcohol” means any alcohol or intoxicating liquid containing alcohol or other fermented or distilled liquors. “Illegal drug” means drugs and controlled substances, the possession or use of which is unlawful, pursuant to any federal, state, or local law or regulation in the United States. Examples include street drugs such as cocaine, heroin, and phencyclidine and controlled substances such as amphetamine, methamphetamine, and barbiturates. Drugs and controlled substances that are not legally obtainable, or that are legally obtainable but have not been legally obtained, are also considered to be “illegal drugs.” Marijuana is also an illegal drug under federal law and is strictly prohibited under this policy regardless of whether an employee has a medical marijuana registration card or prescription.

The goal of this policy is to balance our respect for an individual’s privacy and rights with our mutual need to maintain a safe, productive, drug- and alcohol-free working environment. To ensure a safe and efficient workplace, the City will strictly enforce the following Rules:

### **A. PROHIBITED CONDUCT**

1. Possessing, using, selling, distributing, preparing to distribute, or offering to sell illegal drugs or alcohol while on City time or property.
2. Using a prescribed drug for purposes other than those for which the drug was prescribed or not in the prescribed manner while on City time or property. If employee is using prescription and/or over-the-counter drugs/medications that may affect their ability to safely perform their job, they must report such use to their immediate supervisor (or their designee) prior to starting their shift.
3. Reporting to work, or otherwise being on City time or property while having illegal or non-prescribed drugs and/or alcohol in employee’s bodily system.



**B. DRUG / ALCOHOL TESTING****1. Reasonable Suspicion**

The City will require an employee who is reasonably suspected of being impaired by and/or under the influence of alcohol, or who it reasonably suspects of having illegal (or non-prescribed) drugs in their bodily system while on City time or property to submit to an appropriate City-paid test for alcohol and drugs. "Reasonable suspicion" will be based on factors such as, but not limited to, personal observations of the employee's appearance, behavior or performance, a decline in the employee's productivity, a change in the employee's attendance patterns, etc. The test must be requested by the supervisor or City Manager.

**2. Post Accident / Injury**

The City will require a drug and alcohol test of any employee involved in an accident, injured on the job, or whose actions cause injury to another person or property damage.

**C. RELEASE FROM DUTY**

Any time an employee has been ordered to submit to a test under this policy, the employee will not drive a vehicle or perform any further duties or functions as an employee. The test will be performed immediately. Whenever possible, such testing process will be conducted during the employee's scheduled on-duty time.

Hourly employees required to take drug and/or alcohol tests will be paid for time away from work necessary to complete the sample collection and testing process. If an hourly employee, in order to complete the collection process, is required to expend time beyond their scheduled work assignment, the employee will be paid for such time.

To ensure the safety of all employees, the City reserves the right to send an employee home after a drug and/or alcohol test until the results are known. Time spent at home during regular working hours will be paid, unless the test result comes back positive.

**D. LABORATORY TESTS**

Arrangements will be made to transport the person taking the test to the hospital, medical office, clinic, or independent laboratory to perform the test. A proper chain of custody will be maintained on all test samples.



## **E. DISCIPLINARY ACTION – GROUNDS FOR IMMEDIATE DISCHARGE**

Employees will be subject to immediate discharge for the first offense in any of the following circumstances:

- 1.) Refusal to take a drug or alcohol test required under this policy, including any delay or refusal to execute any required consent forms, refusal to cooperate regarding collection of samples, or tampering with the testing process in any way.
- 2.) Drinking alcoholic beverages or ingesting illegal drugs during working hours, during breaks, or lunch, or between shifts prior to scheduled assignments or assignments where an employee has notification, they may be called in.
- 3.) Testing positive in a drug or alcohol test administered under this Policy.
- 4.) Possessing, concealing, manufacturing, distributing, dispensing, or selling alcoholic beverages or illegal drugs while on duty or on the City's premises.
- 5.) Conviction of any criminal drug statute.

## **F. VIOLATION OF REHABILITATION AND LAST CHANCE AGREEMENT**

Depending upon the circumstances involved, including, but not limited to, the employee's work record, whether illegal activity took place, and any other relevant factors, the City may offer the employee a last chance agreement in lieu of discharge that, if accepted by the employee, would allow the employee's employment to continue subject to certain terms and conditions, which could include successful completion of a rehabilitation program, at the employee's expense, and periodic unannounced future testing. If the employee violates the terms of the last chance agreement it will result in immediate discharge.

## **G. CONFIDENTIALITY**

All testing records will be considered confidential and will be available only to those people involved in decisions concerning the affected employee or others with a legitimate "need to know".

## **H. SEEKING VOLUNTARY ASSISTANCE**

The City sincerely desires to help employees who have alcohol or drug-related problems. It is the employee's responsibility to seek assistance. Requests for such assistance will be considered confidential. However, seeking assistance after disciplinary action has begun or is imminent will not preclude disciplinary action.

Employees with drug or alcohol problems which have not resulted in, or are not the immediate subject of disciplinary action, may request approval to take unpaid leave of absence to participate in an approved rehabilitation or treatment program. Requests for such a leave of absence will be considered confidential. The cost of participating in the program may be covered by the health insurance provided by the City, as outlined in the summary plan description (SPD). If not, it is at the employee's expense. The City will require the employee to demonstrate satisfactory completion of the program before they return to work.

## **ARTICLE XII: DISCIPLINE AND DISCHARGE**

The City may take disciplinary measures including, but not limited to, verbal warnings, written warnings, suspension, and discharge. Verbal warnings will be documented in writing in the personnel file. Though the City wishes to operate its disciplinary procedures based on a progressive basis, actions by an employee may result in immediate discharge. Under those circumstances, the fact that the progressive discipline has not occurred shall not affect the appropriateness of immediate discharge.

### **A. GENERAL**

Discipline is primarily the responsibility of the supervisor subject to review and revision by the City Manager. As applicable, the supervisor shall draft suitable rules and regulations as guidelines and a framework within which the department can effectively function. It is understood that this list of rules is not intended to be exhaustive or be the only basis for discipline or discharge.

### **B. PROCEDURES**

When an employee is to be suspended or discharged a meeting shall first be held, and the employee shall be informed by the supervisor why they are being disciplined. The employee will be provided an opportunity to respond.

### **C. DISPUTING A DISCHARGE OR SUSPENSION**

In the event an employee shall be suspended from work for disciplinary reasons or is discharged from their employment and they believe they has been unjustly suspended or discharged, such suspension or discharge shall constitute a case arising under the grievance procedure, provided a written grievance with respect thereto is presented to the City Manager or designee within three (3) regularly scheduled working days after the employee receives written notification of such discharge or suspension.



## ARTICLE XIII: GRIEVANCE PROCEDURE

### A. INFORMAL RESOLUTION

The most effective accomplishment of work requires prompt consideration for equitable adjustment of employee grievances. Therefore, City employees covered by this manual may avail themselves of the procedure listed below. It is the desire of all parties to handle problems informally. Both supervisors and employees are expected to make every effort to resolve problems informally as they arise. However, where such informal resolution is impossible, a grievance procedure has been established.

### B. DEFINITION OF GRIEVANCE

A grievance is defined as a dispute over discipline or discharge.

#### 1. Grievance Procedure

Basic steps in the formal grievance procedure are as follows:

##### a) Step 1- Immediate Supervisor

Within three (3) working days, except as otherwise provided, from the event or knowledge which caused the grievance, an employee shall discuss the grievance with their supervisor. If, after discussion, the parties fail to resolve the dispute, the employee may reduce the dispute to writing on a grievance form provided by the City and present it to the supervisor. A written grievance must be presented to the supervisor within five (5) working days after discussion. The supervisor shall give a written answer to the grievance within five (5) working days after receipt of the written grievance, unless the supervisor is unavailable (vacation, sick, etc.).

##### b) Step 2 – City Manager

If the dispute is not settled in Step 1, the employee may escalate the grievance to Step 2 by providing a written appeal to the City Manager. The appeal to the City Manager must be submitted within five (5) working days following the reply in Step 1. The written notice shall state the specifics of the grievance and the outcome of the employee meeting with their immediate supervisor. A Step 2 meeting shall be held within ten (10) working days following receipt of the grievance by the City Manager. The City Manager shall give a written reply to the employee within five (5) working days following the meeting. The decision of the City Manager shall be final and binding on the City and the grievant.

**C. GRIEVANCE FORM**

The grievances shall be filed promptly, and in order to be processed, shall be reduced to writing on a form provided by the City. The written grievance form shall be signed by the aggrieved employee and, at a minimum, shall include the date the grievance arose, the specific facts involved, the section of the employee manual and/or policy allegedly violated, and the relief sought.

**D. TIME LIMITS**

Any grievance not answered within the time limits by the City shall be automatically advanced to the next step of the grievance procedure. Any grievance not appealed by the employee within the time limits shall be permanently barred. By mutual agreement, the time limits may be extended by the parties. If such time limits are extended, such extensions shall be in writing and signed by the City and the employee.

**DOUGLAS PERSONNEL POLICY AND BENEFITS MANUAL**  
**RECEIPT AND ACKNOWLEDGMENT**

The Personnel Policy and Benefits Manual (Manual) is an important document intended to help you become acquainted with the City of the Village of Douglas. The Manual will serve as a guide; it is not always the final word. Individual circumstances may call for individual attention.

Because policies and economic conditions are always changing, the contents of the Manual may change any time at the discretion of the City. No changes in any benefit, policy, or rule will be made without due consideration of the mutual advantages, disadvantages, benefits, and responsibilities on you as an employee and the City as an employer.

Please read the following statements and sign below to show your receipt and acknowledgment of the Personnel Policy and Benefits Manual.

I have received and read a copy of the Personnel Policy and Benefits Manual. I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of the City at any time.

I further understand that unless I am a member of a bargaining unit subject to a collective bargaining agreement that says otherwise, my employment is terminable "AT WILL" either by myself or the City, regardless of my length of employment or the granting of benefits of any kind.

I understand that no contract of employment other than "AT WILL" has been expressed or implied, and that no circumstances arising out of my employment will alter my "AT WILL" employment relationship unless expressed in writing, with the understanding specifically set forth, and signed by myself and the Mayor of the City Council.

I understand that should the content of this Personnel Policy and Benefits Manual change in any way, the City may require an additional signature from me to show that I am aware of and understand any new policies or benefit changes.

I understand that my signature below says that I have read and understand the above statements and have received a copy of the City's Personnel Policy and Benefits Manual.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Position / Title

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

THE SIGNED ORIGINAL COPY OF THIS AGREEMENT MUST BE GIVEN TO YOUR SUPERVISOR TO BE FILED IN YOUR PERSONNEL FILE IN THE CITY CLERK'S OFFICE.

**DISCRIMINATION, HARASSMENT OR RETALIATION COMPLAINT FORM****I. PLEASE PROVIDE THE FOLLOWING: (Attach additional sheets if necessary.)**

a. The facts, events or circumstances that caused you to file this complaint.

---



---



---



---



---



---

b. The names of the people who engaged in the alleged discrimination, harassment or retaliation.

---



---



---

c. The dates the incident(s) occurred.

---

d. The names of any witnesses to the incident(s).

---



---

e. Please describe what you did or said in response to the conduct or statements.

---



---



---



---

**II. WHAT ACTION OR CHANGE ARE YOU SEEKING TO RESOLVE THIS COMPLAINT?**


---



---



---

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature



# City of the Village of Douglas

## RIEMBURSEMENT REQUEST FORM

Employees Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employees Signature: \_\_\_\_\_

Approved By Signature: \_\_\_\_\_

**Itemized Expense:**

Description	Cost
Tax:	
Total:	-

## Office Use Only

Initial Balance:

Account Number:

Current Balance: \_\_\_\_\_

Ending Balance: \_\_\_\_\_

**Tuition Assistance Reimbursement Request and Agreement**

Employee Name:	
Date of Request:	
Description of the Education Requested including: (a) name of the provider; (b) title of course; (c) subject matter of the course; and (d) beginning and ending dates of the course.	
Cost of the Education:	

Pursuant to the City of the Village of Douglas' ("the City") Tuition Reimbursement Policy, I understand and agree that if the City provides financial assistance to me for this education and my employment with the City ends for any reason within one (1) year after receiving a payment from the City for reimbursement of education costs, I will be obligated to reimburse the City for all payments received by me.

I hereby agree to reimburse the City for any and all amounts owed under this Agreement and further authorize the City to deduct any amounts owed by me under this Agreement from my final paycheck to the maximum extent allowed by law. If my final paycheck is insufficient to cover the amount I owe under this Agreement, I agree that I will pay the City the balance of the amount due within fourteen (14) days after my last day of work. I understand that if I fail to timely pay the City the full amount owed as set forth above, the City may pursue all legal means necessary to recover the balance of the amount owed and I agree to pay any costs or attorney's fees incurred by the City in such pursuit.

Employee Signature & Date:	
Employer Approval Signature & Date:	

**PAYROLL DEDUCTION AUTHORIZATION AND  
REIMBURSEMENT AGREEMENT – EQUIPMENT/PROPERTY**

I acknowledge that as a part of my employment with the City of the Village of Douglas (the "City") I have received the items identified below. I agree that upon termination of my employment with the City, for whatever reason, I will return all City equipment and property to the City within five (5) business days. If these items are not returned to the City on time as required by this Agreement, I agree to reimburse the City for the cost of the item(s), as seen below, and further authorize the City to deduct the cost from my final paycheck up to the maximum extent allowed by law. I further agree that if I lose or damage, beyond normal wear and tear, any City property, during my employment, I will inform my supervisor immediately and I authorize the City to deduct the cost for a replacement from my next paycheck up to the maximum extent allowed by law. In addition, if my paycheck(s) is not sufficient to cover amounts owed under this Agreement and the City is forced to initiate legal proceedings against me to recover remaining amounts, I agree to pay any costs and expenses, including attorneys' fees, incurred by the City in recovering the amounts owed.

Item	Quantity	Cost Per Item	Date Issued

<b>Total Items</b>			
<b>Total Cost</b>			

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_



# EMPLOYEE GRIEVANCE FORM

Item 8B.

GRIEVANT INFORMATION	
EMPLOYEE NAME	DATE FORM SUBMITTED
EMPLOYEE DEPARTMENT	EMPLOYEE JOB TITLE
EMPLOYEE HOME MAILING ADDRESS	WORKPLACE MAILING ADDRESS

DETAILS OF EVENT LEADING TO GRIEVANCE	
DATE, TIME, AND LOCATION OF EVENT	WITNESSES if applicable
ACCOUNT OF EVENT	VIOLATIONS
Provide a detailed account of the occurrence. Include the names of any additional persons involved.	Provide a list of any policies, procedures, or guidelines you believe have been violated in the event described.



**PROPOSED SOLUTION**

Please retain a copy of this form for your own records. As the grievant, please provide your signature below, as it indicates that the information you've included on this form is truthful.

**SIGNATURES****EMPLOYEE SIGNATURE****DATE****RECEIVED BY: PRINTED NAME AND SIGNATURE****DATE**

## MEMORANDUM



To: City Council

From: Rich LaBombard  
City Manager

Date: December 5, 2022

Subject: Public Art Donation  
Kirov Pyramid  
Resolution 44-2022

Maryjo Lemanski of the Saugatuck Douglas Fennville Art Initiative (SDFAI) has approached the City of Douglas about a new public art installation using excess funds from SDFAI and donations earmarked for a sculpture in downtown Douglas. Ms. Lemanski was successful in coordinating the acquisition of a Jason Quigno sculpture called “Seven Grandfathers” for the City of Douglas earlier this year.

Ms. Lemanski proposes to acquire a sculpture by artist Rado Kirov called “Pyramid” from the Water Street Gallery for \$2,900. Kirov’s “Pyramid” is a hand forged stainless-steel sculpture that is highly polished to reflect the natural surroundings. In addition to the sculpture, a base and interpretive plaque with QR code will be purchased by SDFAI so the sculpture can be properly displayed at an outdoor location on public property near the Police Department (47 W. Center) at the intersection of Center and Spring Streets. The sculpture will be permanently donated to the City of Douglas’ public art collection.

Ms. Lemanski is requesting the City pay for the installation of the concrete foundation that will need to be poured to support the pedestal and sculpture. The City previously paid for the foundation installation for the Jason Quigno sculpture at the History Center. The cost for this base will be less than \$500.

Artist Rado Kirov is a Bulgarian artist who specializes in metal work. Kirov resides in South Africa and has many notable accomplishments in his career. “Kirov has hand crafted numerous prestigious pieces including a silver Chalice presented to the late Pope John Paul II by former President Nelson Mandela on behalf of the South African government in 1998, a silver rose bowl presented as a wedding gift to the Japanese Crown Prince Naruhito and his wife by the South African government, and the Alfred Dunhill Challenge Cup Trophy for golf.” Kirov “received the ultimate recognition by the South African government when he was commissioned to craft the new parliamentary People’s Mace and the Black Rod mace of the South African Parliament using 18 carat gold.” Seeking a new creative outlet, Kirov “developed a unique technique of manipulating a sheet of stainless steel by hand, using the inherent physical properties of the metal to create a striking three-dimensional surface that dynamically mirrors its surroundings and draws the observer into the magic of its reflection.” Kirov coined this technique the “Mercury Effect” and those reflective properties are evident in the “Pyramid.”

Per the Public Art Policy “Selection Criteria for Community Initiated Public Art”, artwork proposals will be reviewed by staff for recommendation to the Douglas City Council. The works of art will be evaluated based on the following criteria:

1. Verification that the artwork will be located on public property and be publicly accessible.
2. Ability of the artist/applicant to complete the project within the proposed timeframe and budget.
3. Commitment of proposed partners involved in the project. Application should include a clear explanation of the responsibilities of each entity involved in the project.
4. Ability/willingness of the artist/applicant to work with the City.
5. Ability of the applicant to provide funding (if proposed).
6. Verification that the completed and installed artwork will become the property of the City of Douglas.
7. Artwork meets design, safety and maintenance criteria, funding availability, appropriateness of the artwork for the site and the ability of the piece to contribute to the identity and viability of the community and promote the image of the City of Douglas.

**I recommend City Council adopt Resolution 44-2022 and accept the proposed donation of a sculpture by artist Rado Kirov titled “Pyramid” to be located at 47 W. Center Street with minimal cost to the City.**

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

**RESOLUTION NO. 44 -2022**

**A RESOLUTION TO APPROVE THE AGREEMENT FOR THE PUBLICLY OWNED  
ARTWORK ENTITLED "PYRAMID" TO BE LOCATED AT 47 W CENTER ST**

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 19th day of December 2022, at 7:00 p.m.

PRESENT:

ABSENT:

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

**RESOLUTION**

**WHEREAS**, the Saugatuck Douglas Fennville Art Initiative (SDFAI) has approached the City of Douglas regarding a new public art installation using excess funds from SDFAI and donations earmarked for a sculpture, by artist Rado Kirov, in downtown Douglas, and

**WHEREAS**, routine maintenance activities associated with the sculpture, base, and foundation, as well as appropriate liability insurance, will be carried by the City of the Village of Douglas per the direction of City Council, and

**WHEREAS**, any damage caused during the installation and placement of the foundation, base, and sculpture will be paid for by the installer. The City of the Village of Douglas will be responsible for repair payment only after the full installment has been set in place, and



**WHEREAS** the City may repair or replace the sculpture if damaged. The City will provide the City of Douglas with 30 days or greater notice if it intends to repair or replace the sculpture.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:** The City Council does hereby adopt Resolution 44-2022 and accept the proposed donation of a sculpture by Bulgarian artist Rado Kirov titled "Pyramid" to be located at 47 W Center Street with minimal cost to the City.

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

**ADOPTED** this 19th day of December 2022

### **CITY OF THE VILLAGE OF DOUGLAS**

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

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

### **CERTIFICATION**

I, Pamela Aalderink, the duly appointed Clerk of the City of the Village of Douglas, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Douglas City Council at a regular meeting held on Monday, December 19, 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

## MEMORANDUM

To: Douglas City Council  
From: Maryjo Lemanski/SDFAI  
Re: Acquisition of Pyramid  
Rado Kirov  
43" x 15" x 15"  
Stainless Steel Outdoor Sculpture

Rado Kirov's Pyramid is a perfect addition to the Douglas Outdoor Art Collection. The focus on bringing in artists from other cultures continues with this sculpture. The shape of the piece, the pyramid symbolizes the strength of the Douglas community with the base as the foundation that is strong and stable and the apex is the goal of the City of Douglas to move upward and create a richer, vibrant, art focused community. The hand forged stainless steel is a new material and technique and will enrich the current collection.



Two locations have been evaluated for the possible location of the sculpture. The intersection of Main and Center Street and the Douglas Police Department.

An interactive quality of Pyramid involves the viewer's reflection of the natural surroundings, emphasizing the importance of an ecological awareness, respect and preservation of the natural treasures and resources in Douglas. The sculpture is currently at Water Street Gallery. Jock Aikman has the work on hold until a decision can be made.

The cost of the sculpture and base will be covered by SDFAI with remaining funds from donors restricted to purchasing an outdoor sculpture for Douglas.

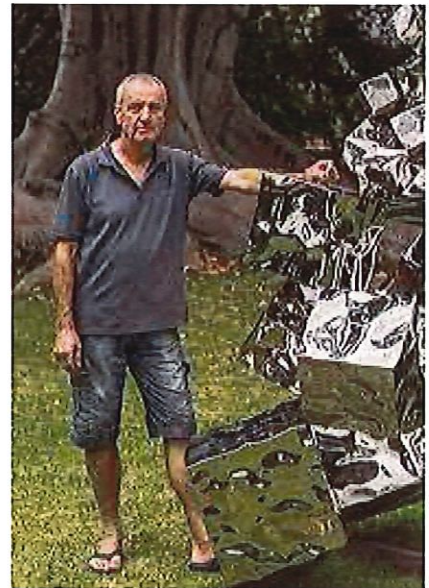
\$2,900	base
300	pedestal
<u>300</u>	<u>plaque</u>
\$3,500.	Total

The cost for the city would be the poured concrete base.

Maintenance for this sculpture will involve cleaning with a mild detergent and soft rag or Windex. Annually, the work will need polishing with a stainless-steel cleaner. It will not rust and maintains a shine better than any other metal.

Rado Kirov was born in Bulgaria in 1955. He developed an interest in metal art at an early age when he was first exposed to the wonder of the Panagyursko Treasure, a hand-crafted collection of golden artifacts dating back to the 3rd century BC.

He began an apprenticeship in copper smithing at the age of 25 in Bulgaria under Alexander Raev, one of the greatest craftsmen in Bulgaria at the time. He honed his artistic skills with copper over the next 10 years until immigrating with his family to South Africa in 1991.



Over the last 20 years, Rado gradually shifted his creative focus to product design and functional art, working extensively with interior designers and architects. Searching for a new creative outlet and complete freedom of expression, Rado recently embarked on

## MEMORANDUM

a new artistic venture at the beginning of 2012 drawing on his extensive knowledge of silver smithing and years of experience in working with various metals. Rado developed a unique technique of manipulating by hand a sheet of stainless steel under extreme temperatures to achieve a rippled surface that is mirror polished to dynamically reflect its surroundings and draws the observer into the magic of its reflection.

Rado's new-found passion for sculpture and his mastery of stainless steel are expressed in this new medium, which he has called the Mercury Effect. His work draws the viewer into the magic of the reflections.





## MEMORANDUM

### **The Cosmic Mountain**

The shape of a pyramid represents the earth's foundation at the bottom, and the pointed top represents the path to higher realms of consciousness.

The two-dimensional view of a pyramid, the triangle, has deep meaning in multiple cultures.

- The Great Pyramids in Egypt
- The Mayan pyramid in Chichén Itzá

Triangles are one of the strongest geometrical shapes that we know of. It is a symbol of positive energy base being the ground and the apex is the top or the goal. Solid, stable, and moving upward.

The symbolism of this shape is associated with its three sides, signifying a variety of triads such as:

- birth, life and death;
- heaven, earth and human;
- mind, body and soul;
- body, soul and spirit;
- father, mother and child.

## **Rado Kirov**

Rado Kirov was born in Bulgaria in 1955. He developed an interest in metal art at an early age when he was first exposed to the wonder of the Panagyursko Treasure, an exquisitely hand-crafted collection of golden artefacts dating back to the 3rd century BC. Rado began an extensive apprenticeship in copper smithing at the age of 25 in the town of Dobrich Bulgaria under the tutelage of Alexander Raev, one of the greatest craftsmen in Bulgaria at the time. He honed his artistic skills with copper over the next 10 years until immigrating with his family to South Africa in 1991. Rado continues to be a member of the Bulgarian Association of Craftsmen – Section: Copper Smithing. Rado's passion and skill in copper, shifted to silver and gold during his years of employment with the Pagliari Group in Cape Town. During this time, Rado had the privilege of hand crafting numerous prestigious pieces, including a silver Chalice presented to the late Pope John Paul II by former President Nelson Mandela on behalf of the South African Government in 1998, a silver Rose Bowl presented as a wedding gift to the Japanese Crown Prince Naruhito and his wife by the SA Government, and the Alfred Dunhill Challenge Cup Trophy for golf. Rado was also responsible for the creative design and fabrication of unique collectors' coins in 1000g pure silver and 1000g 24 carat gold. Rado's talent received the ultimate recognition by the SA Government when he was commissioned to craft the new parliamentary People's Mace and the Black Rod mace of the South African Parliament using 18 carat gold. In 2006, drawing on the inspiration of the Panagyursko Treasure, Rado created the Rhino Rhyton, a traditional wine vessel in the shape of a rhinoceros, hand crafted using 1250 g of 22 carat gold. This was a tremendous personal achievement for Rado and an absolute validation of his craftsmanship. Over the last 20 years, Rado gradually shifted his creative focus to product design and functional art working extensively with interior designers and architects. Searching for a new creative outlet and complete freedom of expression, Rado embarked on a new artistic venture at the beginning of 2012 drawing on his

## MEMORANDUM

extensive knowledge of silver smithing and years of experience in working with various metals. Rado developed a unique technique of manipulating a sheet of stainless steel by hand, using the inherent physical properties of the metal to create a striking three-dimensional surface that dynamically mirrors its surroundings and draws the observer into the magic of its reflection. Rado's new-found passion for sculpture and his mastery of stainless steel are expressed in this new medium, which he has called the Mercury Effect.



## RADO KIROV

Born in Bulgaria, 1955

### Education

- 1991 Head Coppersmith at the Old Dobrich Ethnographic Complex, Bulgaria
- 1980 Coppersmithing apprenticeship under the tutelage of Alexander Raev, Bulgaria

### Selected Exhibitions and Art Fairs

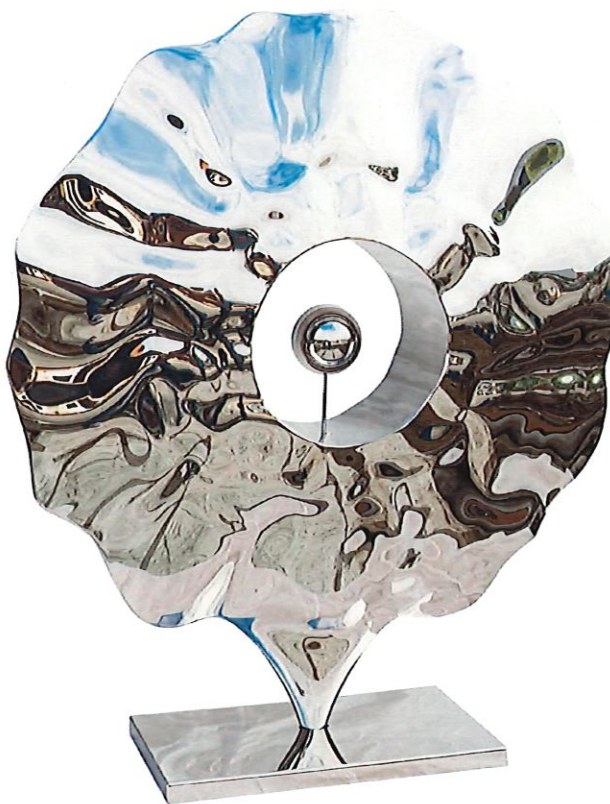
- 2018 The Mercury Effect, Pontone Gallery, London
- 2016 The Brothers Kirov, Albemarle Gallery, London
- 2016 Art 16 London, Rep. Albemarle Gallery, London
- 2015 Art 15 London, Rep. Albemarle Gallery, London
- 2015 Liquid Steel, Albemarle Gallery, London
- 2015 Guild Design Fair, Cape Town
- 2014 Rado Kirov, Albemarle Gallery, London
- 2014 Art 14 London, Rep. Albemarle Gallery, London
- 2014 Reflections, Albemarle Gallery, London
- 2013 Albemarle Collective, Albemarle Gallery, London
- 2013 Spring Collective, Albemarle Gallery, London
- 2013 Solo Exhibition, Albemarle Gallery, London
- 2013 London Art Fair, Rep. Albemarle Gallery, London
- 2012 Rado, Galerie de l'Exil, Paris

### Significant Commissions

- 2018 Gibbs Farm, New Zealand:  
Organised Chaos, 5 columns, 11 m
- 2016 Christian Dior, Cannes: River Wild, 34 x 150 x 105 cm
- 2016 Christian Dior Boutique Store, London:  
Mercury Landscape, 1.5 x 3.2 m
- 1991~ Pagliari Group, South Africa: A silver chalice presented to Pope John Paul II by former President Nelson Mandela on behalf of the South African Government in 1998; a silver Rose Bowl presented as a wedding gift to the Japanese Crown Prince Naruhito and Crown Princess Masako by the SA Government; the Alfred Dunhill Challenge Cup Trophy for golf; the parliamentary People's Mace and the Black Rod Mace of the South African Parliament in 18 carat gold



**Monumental Melt** | Mirrored Stainless Steel | 150 x 350 cm (59 x 138 in) | 2016



**Expansion** | Mirrored Stainless Steel | 100 x 82 cm (39.5 x 32.5 in) | 2016





Item 8C.



## MEMORANDUM



To: City Council

From: Rich LaBombard  
City Manager

Date: December 19, 2022

Subject: Northshore of Saugatuck  
Proposed Manrina Basin

The City of Douglas has been requested by the Saugatuck Dunes Coastal Alliance (SDCA) and several residents to provide a resolution to the United States Army Corp of Engineers (USACE) in opposition to the proposed Northshore of Saugatuck boat canal project. The proposed project located on the north side of the Kalamazoo River is situated in Saugatuck Township. The USACE is considering public comment as part of the open application. I've attached the resolution developed by the City of Saugatuck (Resolution No 221024-A) as well as documentation provided for the City of Douglas to consider.

**Discussion Item.**

**CITY OF SAUGATUCK  
COUNTY OF ALLEGAN  
STATE OF MICHIGAN**

**RESOLUTION NO. 221024-A**

**A RESOLUTION PROVIDING CITY COUNCIL'S PUBLIC COMMENT  
TO THE UNITED STATES ARMY CORPS OF ENGINEERS ON NORTHSORE OF  
SAUGATUCK, LLC'S PERMIT TO BUILD A MARINA BASIN**

Council Member Leo offered the following resolution and moved for its adoption, seconded by Council Member Gardner.

WHEREAS, NorthShore of Saugatuck, LLC has applied for a United States Army Corps of Engineers (the "USACE") permit (with USACE review file no. LRE-2010-00304-52-517-2) under Section 10 of the Rivers and Harbors Act of 1899 and Section 404 of the Clean Water Act to build a marina basin located in the Kalamazoo River, near the mouth of the Kalamazoo in Saugatuck Township (the "Township"), Michigan.

WHEREAS, the site is located upland at 3574 Dugout Road and 6500 135<sup>th</sup> Avenue, Allegan County, Michigan 49453.

WHEREAS, the City's jurisdictional boundaries, including its jurisdiction and control over the Kalamazoo River that exists within the City's boundaries, is near to the proposed marina basin.

WHEREAS, the City further owns extensive acreage held as public lands with substantial frontage on the Kalamazoo River that is directly south of the proposed marina basin.

WHEREAS, the City has interests, as reflected below, that are impacted by developments in the area, including the City's interests as a fiduciary in holding public lands in trust for its community and representing the general interests of the public within the City.

WHEREAS, the USACE is required to take into account the effects of proposed undertakings on historic properties both within and beyond waters of the United States.

WHEREAS, the USACE provided further Public Notice to the City on July 2, 2018, specifically regarding Section 106 to seek input on historic properties issues regarding the subject application pursuant to Section 106 of the National Historic Preservation Act and pursuant to 33 CFR 325, Appendix C.

WHEREAS, in response to the Public Notice and the understanding that the USACE will still consider public comment as part of the open application, City Council desires to provide public comment on the pending application and stress the importance of



the USACE to carefully review and weigh the public interest factors as well as historic preservation of the historic and cultural history at and around the proposed location as set forth below.

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

1. In its evaluation of permit applications, the USACE will conduct a public interest review in which "due consideration shall be given to" a "local agency having jurisdiction or interest over the particular activity" and the USACE will consider "those official views as a reflection of local factors of the public interest."<sup>1</sup>
2. It is true that "[w]hen private enterprise makes application for a permit, it will generally be assumed that appropriate economic evaluations have been completed, the proposal is economically viable, and is needed in the market place. *However, the district engineer in appropriate cases, may make an independent review of the need for the project from the perspective of the overall public interest*" (emphasis added).<sup>2</sup>
3. In every application, the USACE will consider "[t]he extent and permanence of the beneficial and/or detrimental effects which the proposed structure or work is likely to have on the public and private uses to which the area is suited."<sup>3</sup>
4. With regard to "other Federal, state, or local requirements," "where the required Federal, state and/or local authorization and/or certification has been denied for activities which also require a Department of the Army permit before final action has been taken on the Army permit application, the district engineer will, after considering the likelihood of subsequent approval of the other authorization and/or certification and the time and effort remaining to complete processing the Army permit application, either immediately deny the Army permit without prejudice or continue processing the application to a conclusion. If the district engineer continues processing the application, he will conclude by either denying the permit as contrary to the public interest, or denying it without prejudice indicating that except for the other Federal state or local denial the Army permit could, under appropriate conditions, be issued."<sup>4</sup>
5. The City, as a "local agency having jurisdiction or interest over the particular activity," finds that the proposed excavation to build a marina basin within the Critical Dune Area adjacent to the Kalamazoo River appears "contrary to the public interest."

---

<sup>1</sup> 33 CFR § 320.4.

<sup>2</sup> *Id.*

<sup>3</sup> *Id.*

<sup>4</sup> *Id.*

6. The City finds that the cumulative, permanent detrimental impacts of the excavation and construction of the proposed marina basin on the Tri-Community tourist-based economy (City of Saugatuck, City of the Village of Douglas, and Saugatuck Township) far outweigh any possible economic benefit. The City therefore questions that the marina basin is clearly “needed in the market place.”
7. The City finds that the Tri-Community tourist-based economy relies on the preservation of the historical, ecological, and cultural values in the river mouth area, which appear will be impacted by the proposed marina basin.
8. The City finds that the proposed marina basin has the potential of impacting well-established “public and private uses to which the area is suited,” including public lands held by governmental agencies to the north and south of the proposed marina basin.
9. With regard to “other Federal, state, or local requirements,” the City only notes that litigation continues between the Saugatuck Dunes Coastal Alliance and Saugatuck Township regarding local approvals related to the marina basin.
10. The City particularly notes the following facts:
  - a. The construction of the canal will decrease Michigan’s Critical Dune Area by 6.5 acres.<sup>5</sup>
  - b. The construction of the canal will destroy the historic site of Singapore, a 19<sup>th</sup> century lumber town buried under the dunes and eligible for the National Register of Historic Places.<sup>6</sup>
  - c. The construction of the canal may damage the Potawatomi traditional cultural resources, disturbing Lake Sturgeon, wild rice growth traditionally gathered and connected to the area, and traditional burial grounds at the mouth of the Kalamazoo River.<sup>7</sup>

---

<sup>5</sup> US Army Corps of Engineers, Public Notice: Proposed Marina in the Kalamazoo River and Beach Nourishment in Lake Michigan at Saugatuck, Michigan 1 (2017) (“[a] total of 241,750 cubic yards of sand would be excavated from a 6.54-acre upland area approximately 1,639 feet long and up to 200 feet wide, temporarily leaving a soil plug at the marina basin entrance”).

<sup>6</sup> US Army Corps of Engineers, Public Notice: Historic Properties Review for Proposed Marina Basin in the Kalamazoo River in Saugatuck Township, Michigan 4 (2018) (finding “the undertaking would have no adverse effect on Areas A, B, and D, but the undertaking would have an adverse effect on Area C, as defined in 36 CFR 800.5(a)(1)”). Area C has been identified as part of the buried 19<sup>th</sup> Century lumber town of Singapore.

<sup>7</sup> Mario Battaglia & Rebecca A. Hawkins, *Ethnographic Traditional Cultural Property Study of the Mouth of the Kalamazoo River, Allegan County, Michigan* 13-18, 23 (2019).

- d. The disposal of spoils from the construction of the canal will contribute to deforestation of a significant tree canopy of wooded sand dunes along the Kalamazoo River.<sup>8</sup>
- e. The construction of the canal will contribute to devaluation of the tri-communities' more than \$20 million in investments in the adjacent Saugatuck Harbor Natural Area, Tallmadge Woods Nature Preserve, and the Patty Birkholtz Natural Area.<sup>9</sup>

HISTORY OF THE TRI-COMMUNITIES' VALUES AND TOURIST ECONOMY: THE CANAL IS "CONTRARY TO THE PUBLIC INTEREST" AND NOT "NEEDED IN THE MARKET PLACE"

- 11. The Tri-Communities have a 137-year history of deliberately building a tourist-based economy centered on the *preservation* and *conservation* of public open space in the river mouth area.
- 12. In 1884, the Village of Saugatuck—the former governmental entity prior to incorporation of the Village into the now City of Saugatuck—purchased Mount Baldhead and the lake frontage to the west. The lake frontage would eventually become Oval Beach. Stairs up the east side of the dune and a pavilion at the bottom were built to attract tourists to the area.
- 13. In 1920, Thomas Eddy Tallmadge purchased 105 acres of forested dunes surrounding the Ox-Bow School of Art. To protect the school and land, Tallmadge made arrangements with the City to preserve the land as green space in times the school did not operate.
- 14. In 1936, the City opened Oval Beach.
- 15. In 1957, the National Park Service conducted a survey of potential park sites along Lake Michigan. The Park Service wrote in its study: "[b]y virtue of its fine beaches (Oval Beach) and scenic hinterlands, Saugatuck has a high public use value. . . . *Immediate steps should be taken to safeguard these values in order to meet the recreation demands of this region*" (emphasis added).

---

<sup>8</sup> City of Saugatuck, et al., Tri-Community Master Plan 4-23 (2016) ("Mature trees represent a valuable resource in maintaining the aesthetic character of the area, not to mention their overall importance to wildlife and the natural environment. In particular, the wooded sand dunes along the Kalamazoo River and Lake Michigan, and those buffering adjacent uses from I-196, are especially important. They should be managed to insure their long term existence"). Recent drone images reveal that the "laydown area" proposed by NorthShore of Saugatuck in both the USACE and EGLE permit applications has been clearcut and excavated.

<sup>9</sup> See Letter from Lana Pollack, Chair of Michigan Natural Resources Trust Fund Board, to National Trust for Historic Preservation (Jan. 15, 2010) (on file with the City of Saugatuck).

16. Between 1977 and 1988, local citizens worked to establish Saugatuck Dunes State Park and Natural Area.
17. In 1977, the Natural Areas Conservancy of West Michigan ("NACOWMI") acquired a 300-acre parcel, known as the Luther-Uhl property, which was adjacent to what would become the Saugatuck Dunes State Park.
18. Around this time, the State acquired 550 acres from the Augustinian Seminary. It kept 40 acres of this land for the operation of a prison and gave the remainder of the land to the Department of Natural Resources ("DNR").
19. Following its acquisition of the land, it advocated for the Luther-Uhl land to be protected as a natural area for scientific study.
20. Following this, the DNR announced its state park plan which called for a 1,500-car parking lot on the beach and an off-road vehicle area. *The local response was immediate and unanimously negative.*
21. The DNR withdrew its state park plan and allowed for the formation of a citizen's advisory committee to draft a master plan for Saugatuck Dunes State Park. *This was the first time a citizen's advisory committee was entrusted to create a State Park Master Plan.*
22. Patty Birkholz, a Parks Commissioner from the Township, was appointed Chair of the committee.
23. The committee's Master Plan called for a *low-impact nature study* and prohibited overnight camping—a rare prohibition in the state park system.
24. The Master Plan included detailed expansion plans for acquiring, among other lands, those around the proposed marina basin, including the NorthShore of Saugatuck property. These plans called for an expanded natural area and designated historic site where the buried ghost town of Singapore lies.
25. The Master Plan required the Luther-Uhl property to be legally designated as a Natural Area.
26. The citizens charged with drafting the Master Plan worked with the conservancy community, the DNR, and the State for six years to ensure the protection of the land. In 1982, the Master Plan was unanimously approved by the Natural Resources Commission.
27. In January 2004, *the DNR received over 100 individual letters supporting a proposed expansion of the Saugatuck Dunes State Park to include the Denison property, which then became the Singapore Dunes LLC property and most recently became the NorthShore of Saugatuck property.*



28. Between the years 2003 and 2005, the communities of the City of Saugatuck, the City of the Village of Douglas, and Saugatuck Township came together for a series of meetings to discuss and debate land use issues and future development. This meeting led to the publication of the 2005 Tri-Community Master Plan (the "2005 Master Plan"), which focused on protecting the historical, ecological, and cultural values that drive the tourist-based economy.
29. During this period of time, there were two townhall-style meetings, as well as the collection of data from a community survey. Almost every other resident in the community responded.
30. The 2005 Master Plan was unanimously approved by the City of Saugatuck, the City of the Village of Douglas, Saugatuck Township, and Allegan County.
31. To put the 2005 Master Plan into place, the municipalities took several actions towards protecting the natural areas.
32. In 2007, the Tri-Communities placed a conservative easement onto Tallmadge Woods Nature Preserve.
33. In 2009, the Tri-Communities assisted in the \$20 million public acquisition of the Saugatuck Harbor Natural Area. A grant of \$10.5 million from the Michigan Natural Resources Trust Fund was the largest public grant ever extended by this state fund.
34. In 2010, the City voters passed a millage to tax themselves for better support of the natural resources' local zoning protections.
35. In 2010, local organizations applied to have the Wild Heart of Saugatuck, an area including the river mouth, added to the National Trust for Historic Preservation's annual list of America's 11 Most Endangered Places.
36. Lana Pollack, former Chair of the Michigan Natural Resources Trust Fund Board, submitted the following letter to the National Trust for Historic Preservation in support of the designation, primarily in hopes of protecting the state's investment:

My own valuation of this area is best demonstrated by the recent MNRTF decision to grant \$10.5 million to protect a portion of the land now representing a significant part of this application. The grant approved in December 2009 is one of the largest MNRTF has ever made and is a particularly impressive commitment given the intense competition from other worthy applicants that year. Support for the grant did not come easily, but not because of a questioned worth of the project – 171 acres of critical dunes with globally imperiled inter-dunal wetlands, habitat that is home to several threatened and endangered species. The project's value was undoubtedly enhanced by its immediate proximity to Saugatuck's Oval Beach, the Saugatuck Lighthouse Cottage and the Ox-Bow School of Art.

Although MNRTF is focused on saving natural landscapes, we also recognized in this case the historic and cultural context of the particular 171 acres that our grant was supporting.

The designation that we now seek from the National Trust for Historic Preservation is needed because of the threat of development on the parcel immediately north of the Saugatuck Harbor Natural Area. The current proposal calls for a major marina development with a suggested nine story hotel, restaurants, retail businesses as well as a 70 slip marina near the site of the buried ghost town of Singapore – all prohibited by current zoning. *If completed, the proposed development's impact on MNRTF's investment of \$10.5 million still leaves me concerned that our public investment may become mostly the enhanced viewscape for a commercial development.*

*Fortunately, the history of preservation of the Saugatuck Dunes is strong. In the 1940's the State of Michigan looked at constructing a State Park at the mouth of the Kalamazoo River. In the 1950's the National Park Service surveyed the Saugatuck Dunes for its potential as a National Lakeshore. In the 1980's area citizens worked together to draft the Master Plan for the Saugatuck Dunes State Park and Natural Area. This followed the initial plan from the state DNR that called for paved roads and a parking plot on the beach, which was met with near unanimous resistance. Since that time several additional key parcels have been placed into conservation easements or turned into parks; historic buildings have been acquired by the local Historical Society; and progressive planning has established a Lakeshore Open Space District designed to better protect the historic and ecological treasures along the river and lakeshore.*

*It was with this in mind – the long and determinedly fought history of protecting the Saugatuck Dunes – that I felt comfortable urging MNRTF to award the \$10.5 million grant. The tenacious commitment of the local community to protect the Saugatuck Dunes' many historic, cultural and ecological resources ultimately held more sway than the threat of a developer's legal war chest to overturn protective zoning controls [emphasis added].*

37. In 2016, the updated Tri-Community Master Plan (the “2016 Master Plan”) was released. The priority among the Tri-Communities remains: “Public acquisition of the Denison property on both sides of the Kalamazoo River is the top priority for the Tri-Communities.”<sup>10</sup>

38. Today, the City owns nearly 16,000 feet of water frontage in the River Mouth Area immediately adjacent to the proposed canal. A portion of this is the Saugatuck Harbor Natural Area, a 177-acre designated natural area/sanctuary held under the supervision

<sup>10</sup> City of Saugatuck, et al., Tri-Community Master Plan 9-6 (2016).

of the City. The Saugatuck Harbor Natural Area has 570 feet of water frontage on the Kalamazoo River and nearly 6,200 feet of water frontage on the Old Harbor. All of this water frontage is in its natural state and does not have seawalls or riprap. The City also manages the Tallmadge Woods Nature Preserve, a 100-acre preserve with 6,200 feet of Kalamazoo River frontage and 2,900 feet of Old Harbor water frontage.

39. The Saugatuck Harbor Natural Area and the Tallmadge Woods Nature Preserve connect with Saugatuck's Oval Beach and Mount Baldhead Park, together comprising 415 acres of park land and natural areas. These areas are all managed as low-impact natural areas to ensure the protection of the ecological, historical, and cultural values that drive Saugatuck's tourism-based economy. These areas are indispensable to the economic well-being of the City of Saugatuck, the City of the Village of Douglas, and Saugatuck Township (the "Tri-Communities").
40. The NorthShore of Saugatuck development and management may directly affect these natural areas and sanctuaries that the City manages for the benefit of the community.
41. Because of its effect on the low-impact natural areas and City-owned property, the NorthShore of Saugatuck development may have significant impacts on the Tri-Communities' tourist-based economy.
42. Among the goals listed in the 2016 Master Plan is the goal to "[p]rotect special environments and open spaces, including but not limited to sand dunes, wetlands, and critical wildlife habitat, from the harmful effects of incompatible development activity by limiting the type and intensity of land development in those areas."<sup>11</sup>
43. The 2016 Master Plan also outlines the goal to "[g]uide development in a manner which is orderly, consistent with the planned expansion of public facilities, and strives to preserve the scenic beauty, foster the wise use of natural resources, protect environmentally sensitive areas, and enhance the special character of the Tri-Communities."<sup>12</sup>
44. The 2016 Master Plan states that "[t]hese joint goals and policies are premised on a pledge by Saugatuck Township, the City of Saugatuck, and the City of the Village of Douglas to mutually cooperate in guiding future development to advance a common vision. It is intended that these goals and policies be consulted when considering future land use decisions within an individual jurisdiction, as well as those decisions that affect the interests of more than one jurisdiction."<sup>13</sup>

---

<sup>11</sup> City of Saugatuck, et al., Tri-Community Master Plan 1-12 (2016).

<sup>12</sup> *Id.* at 1-4.

<sup>13</sup> *Id.* at 1-2.

45. The goals and policies in the 2016 Master Plan “are premised on a pledge by Saugatuck Township, the City of Saugatuck, and the City of the Village of Douglas to mutually cooperate in guiding future development to advance a common vision.”<sup>14</sup>
46. The goals and policies outlined in the 2016 Master Plan and those outlined by the City here represent a “local agency having jurisdiction or interest over the particular activity” and should be considered “as a reflection of the local factors of the public interest.”<sup>15</sup>
47. The 2016 Master Plan articulates the economic public interest in preserving the river mouth area of the Kalamazoo River for “low-impact development” or public open space.<sup>16</sup>
48. The City considers the 2016 Master Plan to be “a reflection of local factors of the public interest.” The 2016 Master Plan states “[t]hese joint goals and policies are premised on a pledge by Saugatuck Township, the City of Saugatuck, and the City of the Village of Douglas to mutually cooperate in guiding future development to advance a common vision. It is intended that these goals and policies be consulted when considering future land use decisions within an individual jurisdiction, as well as those decisions that affect the interests of more than one jurisdiction.”<sup>17</sup>
49. Specifically, the City considers the following 36 excerpts from the 2016 Plan to be “a reflection of local factors of the public interest”:
- a. “Goal: Guide development in a manner which is orderly, consistent with the planned expansion of public facilities, and strives to preserve the scenic beauty, foster the wise use of natural resources, protect environmentally sensitive areas, and enhance the special character of the Tri-Communities.”<sup>18</sup>
  - b. “Policy: Insure compatible land use planning and zoning across municipal borders and minimize land use conflicts by separating incompatible uses and requiring buffers where necessary.”<sup>19</sup>
  - c. “Policy: Support efforts to foster tourism by preserving the scenic beauty of the environment, expanding recreational opportunities, improving tourist attractions, preserving the historic character of the communities through the preservation of historic structures, expanding cultural and arts opportunities and encouraging development of promotional material which highlight the attractions of the Tri-Communities.”<sup>20</sup>

---

<sup>14</sup> *Id.*

<sup>15</sup> 33 CFR § 320.4(j)(1).

<sup>16</sup> See, generally, City of Saugatuck, et al., Tri-Community Master Plan (2016).

<sup>17</sup> *Id.*

<sup>18</sup> *Id.* at 1-4.

<sup>19</sup> *Id.* at 1-5.

<sup>20</sup> *Id.* at 1-6.



- d. "Goal: Encourage planning efforts based on the understanding, knowledge and respect for the Tri-Community's historical and cultural resources."<sup>21</sup>
- e. "Policy: Discourage the development of high intensity residential uses along the waterfront."<sup>22</sup>
- f. "Goal: Protect special environments and open spaces, including but not limited to sand dunes, wetlands, and critical wildlife habitat, from the harmful effects of incompatible development activity by limiting the type and intensity of land development in those areas."<sup>23</sup>
- g. "Policy: Identify development limitations on special environments which classify environments based on their value to the ecosystem, unique attributes, the presence of endangered plant and wildlife species, and other characteristics deemed significant."<sup>24</sup>
- h. "Policy: Encourage acquisition of special environments of significant public value by public agencies or nonprofit conservancy organizations for the purpose of preservation."<sup>25</sup>
- i. "Policy: Prepare and maintain a subarea plan for the Oxbow Peninsula including the [NorthShore of Saugatuck Property] 'Denison Property.'"<sup>26</sup>
- j. "Policy: Promote the preservation of open spaces and natural areas, as well as limited, carefully planned development along the Kalamazoo River, Kalamazoo Lake, Silver Lake, Goshorn Lake, and Lake Michigan and connecting streams, creeks, and drainage ways to protect and enhance the scenic beauty of these waterfront areas."<sup>27</sup>
- k. "In 2002 the City of Saugatuck completed a strategic plan for purposes of future growth and development and efforts involved an examination of local tourism and public opinion. The following data was secured from the plan's survey of visitors to the area, and provides useful information considered applicable to each of the Tri-Communities when considering economic and recreational impacts on the area. . . Activities – beach (40%), dune rides (12%), and boating (11%) Spending Patterns - \$500 to \$599 (median range), 15% spend +\$1,000. . ."<sup>28</sup>

---

<sup>21</sup> *Id.* at 1-10.

<sup>22</sup> *Id.* at 1-12.

<sup>23</sup> *Id.*

<sup>24</sup> *Id.*

<sup>25</sup> *Id.*

<sup>26</sup> *Id.*

<sup>27</sup> *Id.* at 1-13.

<sup>28</sup> *Id.* at 2-8.

- l. "The primary reasons people visit or live in the three communities are to enjoy the scenery and recreational opportunities and to live in a picturesque, safe place while they commute to nearby (or distant) urban centers. Beach recreation, boating and other water activities, shopping, art galleries and enjoying the scenery are the primary attractions for both tourists and year-around residents. While agriculture, industry and tourism are important economic sectors represented in the Tri-Communities, *tourism is king*" (emphasis added).<sup>29</sup>
- m. "Mature trees represent a valuable resource in maintaining the aesthetic character of the area, not to mention their overall importance to wildlife and the natural environment. *In particular, the wooded sand dunes along the Kalamazoo River and Lake Michigan, and those buffering adjacent uses from I-196, are especially important. They should be managed to insure their long term existence*" (emphasis added).<sup>30</sup>
- n. "A large portion of the lakeshore both north and south of the mouth of the Kalamazoo River is undeveloped or very sparsely developed. *A portion of this segment of the shoreline is in public ownership as Oval Beach Park. In 2011, the City of Saugatuck completed its acquisition of the 173 acres of natural dunes and 3,650 feet of undeveloped Lake Michigan Shoreline, formerly owned by the Denison family, between the south Kalamazoo River pier and Oval Beach City Park. This was made possibly through a partnership between the City; the Land Conservancy of West Michigan; a 10.5 million grant from the Michigan Natural Resources Trust Fund; The Nature Conservancy; The Conservation Fund; and generous private donors.* The Saugatuck Harbor Natural Area, as it is now called, is open year round for low impact uses such as hiking, fishing, bird watching and beach combing."<sup>31</sup>
- o. "The Tri-Community area is rich in cultural, and historical points of interest and many archaeological sites can be found throughout the area. Leading economists and forward-thinking governmental leaders have recognized the social and economic value of promoting and preserving cultural and historic assets. The state of Michigan has made community cultural; planning a key part of its most publicized and marketed economic development strategies: the 'smart growth'; 'heritage/cultural tourism'; and 'cool cities' initiatives."<sup>32</sup>
- p. "Archaeological sites are of particular scientific value to the fields of anthropology, ecology and biology, and may have historic or ethnic significance as well. There are 120 archaeological sites scattered throughout the Tri-Community area, mostly related to Ottawa and Potawatomi cultures. Their exact locations have not been disclosed by the Bureau of history to protect them

---

<sup>29</sup> *Id.* at 3-1.

<sup>30</sup> *Id.* at 4-23.

<sup>31</sup> *Id.* at 5-7.

<sup>32</sup> *Id.* at 5-9.

from exploitation. One of these sites, the Hacklander Site, located in Section 23 is listed on the National Register of Historic Places and has components representing Middle and Late Woodland periods. *A second important site is the old Singapore site located at the north edge of the 'new' (1906) harbor channel. Recipients of Federal assistance must ensure that their projects avoid damage or destruction of significant historical and archaeological resources.* The Michigan Bureau of History reviews these projects to assess their impact on archaeological sites” (emphasis added).<sup>33</sup>

- q. “Parks, recreation, and open space are essential to the quality of life of area residents, and are an important component of the local tourist economy. They enhance property values, as well as physical and psychological well-being.”<sup>34</sup>
- r. “According to the 2004 community opinion survey, following was the response to the question of whether the respondent would support the additional recreation-related activities even if it meant an increase in general property taxes. . . . The greatest support among recreation-related topics was for better water quality with 62.5%, bike lanes/pathways with 60.5% support and *parks and recreation at 50.9%. When citizens express a willingness to pay higher taxes for a service that is very significant*” (emphasis added).<sup>35</sup>
- s. “Recreation is important to the Tri-Communities and the visual experience of the community is tied to the recreational experience. Residents like to live in the Tri-Communities, in part, because it is a uniquely attractive location. *Tourists visit and spend money in the Tri-Communities based in part on the visual experience. Natural features and open spaces are important components of the Tri-Communities,* contrasting with the concentrated, developed areas of the City of Saugatuck and the City of the Village of Douglas. The compact, strong identities of the City and Village are enhanced when natural, open spaces surround the two communities. Water is one of the natural features surrounding the City and Village and helping to give them form and identity. Wetlands, woodlands, farms and parks are other existing natural features that currently contribute to natural open space.”<sup>36</sup>
- t. “Tourists have always been attracted to the area, but tourism is now the number one economic activity. . . . Consequently, how the waterfront is used will be of crucial importance to the future of the Tri-Community area.”<sup>37</sup>
- u. *“Although waterfront lands have high revenue generating potential, a major attraction of both the Lake Michigan and Kalamazoo River waterfronts is their*

---

<sup>33</sup> *Id.* at 5-11.

<sup>34</sup> *Id.* at 7-1.

<sup>35</sup> *Id.* at 7-18.

<sup>36</sup> *Id.*

<sup>37</sup> *Id.* at 8-1.

*scenic, natural shorelines composed of forested sand dunes and large wetland areas. Should these natural areas be greatly damaged or destroyed through inappropriate development, then the 'goose that laid the golden egg' will be dead. It is essential that the natural beauty of the waterfront be maintained along the Lake Michigan shoreline, the Kalamazoo River from the channel to Saugatuck, and from the Blue Star Highway Bridge inland" (emphasis added).*<sup>38</sup>

- v. "This plan seeks to define a balance between competing uses. It places protection of the natural environment at first and foremost in making future land use decisions along the Lake Michigan and Kalamazoo River waterfronts. The ultimate goal is to minimize disruption of the natural environment so that new development and redevelopment is in harmony with the environment, rather than in conflict with it. Alteration of existing natural features should be very limited, and with mitigation to provide the same values and functions nearby."<sup>39</sup>
- w. "Under the state Wilderness, Wild, and Natural Areas Program (Part 351 of the Natural Resources and Environmental Protection Act of 1994), the DNR is charged with identifying, dedicating and administering wilderness, wild and natural areas. Within the Saugatuck region, the DNR has dedicated the Saugatuck Dunes Natural Area to protect the unique dune ecosystem of open dunes, blowouts, interdunal wetlands and wooded dunes, Pitcher's Thistle occurs within the area and is listed as a threatened species by both the state and federal government. The Saugatuck Dunes Natural Area is within Saugatuck Dunes State Park. Sensitive dune ecosystems also occur in the dune areas on either side of the Kalamazoo River mouth at Lake Michigan. This area is planned for protection but details have yet to be finalized. Management would likely be the responsibility of the City of Saugatuck, Saugatuck Township and the State Park. The entire Kalamazoo River, including the Saugatuck/Douglas area is designated as an area of particular concern by the DNR. Areas of particular concern are those having scarce resources, unusual scenic beauty, unusual economic value, recreational attractions, or some combination of the above. They are only located in coastal areas. Altering the environment in an area of 'particular concern' could have a significant impact on the quality of coastal and Great Lakes waters."<sup>40</sup>
- x. "As has been emphasized throughout this Plan, *the natural beauty of the waterfront has much to do with the attraction of the Tri-Community area*" (emphasis added).<sup>41</sup>

<sup>38</sup> *Id.* at 8-1 through 8-2.

<sup>39</sup> *Id.* at 8-2.

<sup>40</sup> *Id.* at 8-6.

<sup>41</sup> *Id.* at 8-25



- y. *“Several vistas have public values that deserve protection. These include the entry into and exit from Lake Michigan on the Kalamazoo River, the view from Mount Baldhead, the view of Kalamazoo Lake from both ends, and approaches to the Kalamazoo River Bridge”* (emphasis added).<sup>42</sup>
- z. “In seeking to balance economic development with environmental protection, the concept of carrying capacity should be a major consideration. If the carrying capacity of land or water is exceeded, then activities cannot be undertaken without unacceptable impacts on users, the environment, or both. Impacts can include increased trip times, decreased safety, pollution, loss of open space, and many other considerations. The key is prevention of overuse by limiting intensity of use on adjoining lands and regulating surface water use. Environmental protection must be a leading principle in making future land use decisions along the waterfront. Environmentally sensitive areas such as sand dunes, wetlands, high risk erosion areas, floodplains, and key woodlands should be protected from unnecessary destruction. Development should complement rather than destroy these areas and their values. By doing so the environmental quality of the air and water will be improved, wildlife habitat will be preserved, scenic values will be protected, and the character of the area will be maintained. Some new intensive shoreline development will be desirable and necessary, but the balance should not be disproportionately on the side of new tax base as it has been for the past three decades. Opportunities to enhance the waterfront should be seized. Parks and open spaces should eventually be linked with other public places.”<sup>43</sup>
- aa. “Protection mechanisms, like the Natural River designation, should be recognized for the ancillary benefits they bring to the community.”<sup>44</sup>
- bb. “Good land use planning is essential to the future quality of life in the Tri-Communities. Actual future land uses are difficult to predict and guide to achieve desired results. A future land use map and plan expresses local and use goals and policies and provides a land use scenario which a community may use as a physical guide. Goals and policies, in turn, drive land use and development decisions.”<sup>45</sup>
- cc. “The following planning and design principles are the technical foundation in support of the proposed land use arrangements graphically depicted on the Future Land Use Map. These principles are consistent with the goals and policies in Chapter I and should remain the basis for reviewing any subsequent changes to the proposed Future Land Use Map. These planning principles are:

---

<sup>42</sup> *Id.*

<sup>43</sup> *Id.* at 8-25 through 8-26.

<sup>44</sup> *Id.* at 8-27.

<sup>45</sup> *Id.* at 10-1.

- Protection of public health and safety
- *Conservation of natural resources*
- *Environmental Protection*
- Minimizing public service costs
- Efficiency and convenience in meeting land use needs
- *Insuring compatibility between land uses*" (emphasis added).<sup>46</sup>

dd. "Failure to consciously protect nonrenewable natural resources exposes a community to unbridled destruction of those resources which are the foundation for an area's character and quality of life. Conservation of natural resources usually focuses on: land, water, minerals, certain soils (such as prime farmland), wetlands, sand dunes, areas supporting an abundance and diversity of wildlife, and unique forested lands. Areas where the land and the water meet are the most important. Indiscriminate land subdivision frequently reduces the size or alters the shape of land, thereby compromising the resource value and production potential of those lands. This occurs frequently in prime agricultural areas and once lost, these lands may never be reclaimed for food production purposes."<sup>47</sup>

ee. "This principle aims at preventing pollution, impairment or destruction of the environment. While there is considerable overlap with natural resource conservation issues, environmental protection measures focus primarily on air and water quality, and the impact of activities where the water meets the land. Environmental quality is best preserved by planning for appropriate land use activities in and near sensitive environmental areas, and managing development accordingly."<sup>48</sup>

ff. "A central objective of land use planning is to locate future land uses so that they are compatible with one another. This prevents future nuisance situations between adjacent land uses, such as loud sound, ground vibrations, dust, bright lights, restricted air flow, shadows, odors, traffic, and similar impacts."<sup>49</sup>

gg. "Other natural resource areas include sand dunes, wetlands, floodplains, streams, creeks and drains, the Kalamazoo River, Lake Kalamazoo, and areas at high risk of erosion along Lake Michigan. *These areas are proposed for very limited future development in keeping with their fragility and importance in buffering Lake Michigan storms*, filtering and storing water during periods of flooding, draining stormwater from land, providing habitat for a wide range of plants and animals, and for their wide ranging open space values. *Destroying these resources would destroy the essential qualities which continue to attract residents and tourists to the area.* If conserved and wisely used, waterways and farms will become a natural greenbelt system that continues to enhance the area

<sup>46</sup> *Id.* at 10-1.

<sup>47</sup> *Id.* at 10-3.

<sup>48</sup> *Id.*

<sup>49</sup> *Id.* at 10-4.

for years to come. Local zoning ordinances should be reviewed to ensure they include adequate conservation practices” (emphasis added).<sup>50</sup>

hh. “The R-3 Lakeshore Residential Zoned District is that area of the township where controls are placed upon the use and development of areas adjacent to the shoreline of Lake Michigan *so as to preserve the shoreline as a natural resource to prevent and/or control erosion and to maintain the aesthetic qualities of the area*” (emphasis added).<sup>51</sup>

ii. “Public acquisition of the Denison property on both sides of the Kalamazoo River is the top priority for the Tri-Communities.”<sup>52</sup>

jj. “While the above priority initiatives are being implemented, the matters that come before planning commissions and governing bodies month-to-month will permit many opportunities to implement key policies in this Plan (see policies in Chapter 1). Following are key strategies that should be implemented at every opportunity through local zoning, subdivision regulations and capital improvement programs. Many may first require updates to existing Zoning Ordinances. Most of the following strategies focus on preservation of the existing charter of the Tri-Communities:

- Protect the natural environment of the area AND Protect the visual quality of and visual access to the waterfront.”<sup>53</sup>

50. The City finds that, as a “local agency having jurisdiction or interest over the particular activity,” the marina basin will harm the firmly established tourist-based economy and the standards and interests of the community and therefore is “contrary to the public interest” and contrary to the well-established “public and private uses to which the area is suited.”

51. The City, based on the policies and goals accepted by the tri-communities, finds that such policies and goals demonstrate that the marina basin will pose negative impacts to the local environment, tourism, and use of the Kalamazoo River, and therefore is not “needed in the market place.”

#### HISTORIC LAND-USE AND PLANNING: THE CANAL IS NOT UNIFORM WITH “THE PUBLIC AND PRIVATE USES TO WHICH THE AREA IS SUITED”

52. The City finds that the 2005 Master Plan and the 2016 Master Plan reflect the “public and private uses to which the area is suited.”

---

<sup>50</sup> *Id.*

<sup>51</sup> *Id.* at 10-12.

<sup>52</sup> *Id.* at 13-2.

<sup>53</sup> *Id.* at 13-5.

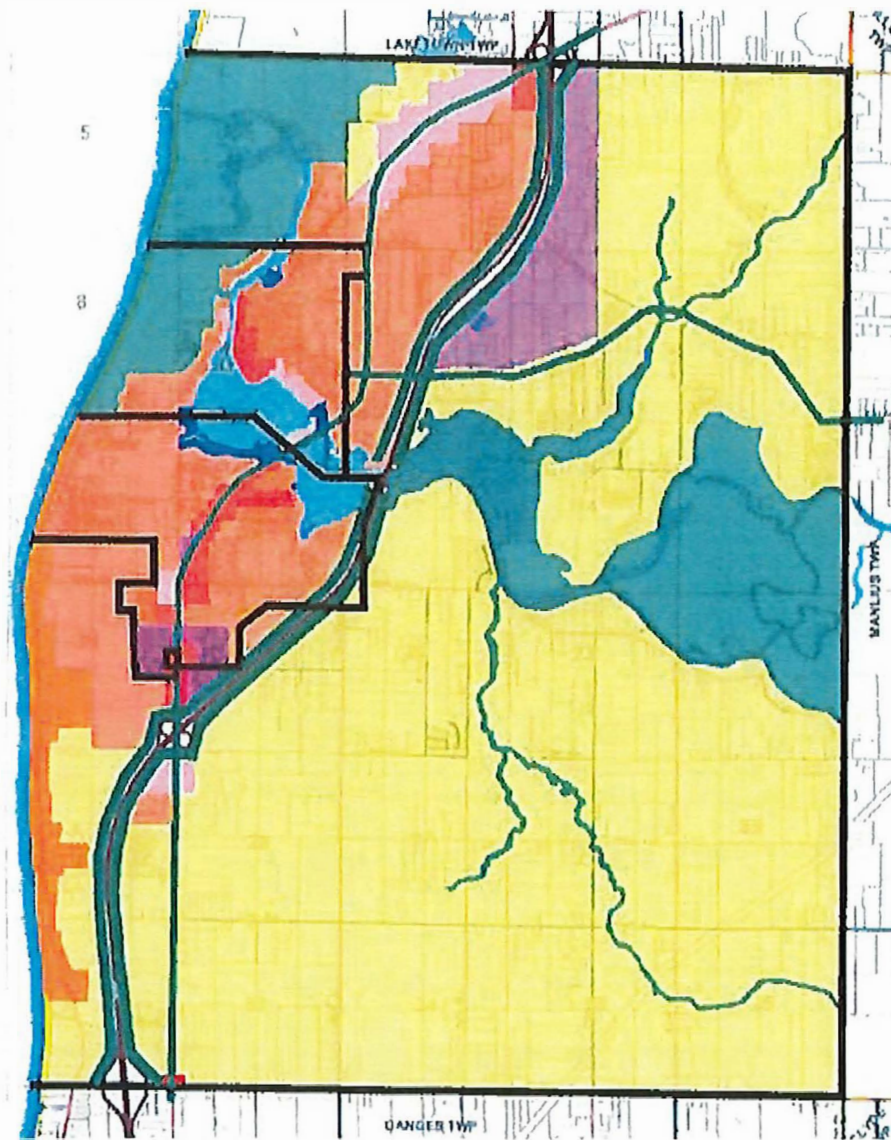
53. The 2005 Master Plan states: "The northwest corner of the Township, along with [ ] most of the land in Saugatuck west of the Kalamazoo lake should be preserved for public open space and the portion that remains in private ownership should be maintained for low intensity uses (like the art colony and church camp)." <sup>54</sup>
54. The 2005 Master Plan and the 2016 master plan state: "Although waterfront lands have a high revenue generating potential, a major attraction of both the Lake Michigan and Kalamazoo River waterfronts is their scenic, natural shorelines composed of forested sand dunes and large wetland areas. Should these natural areas be greatly damaged or destroyed through inappropriate development, then the 'goose that laid the golden egg' will be dead. It is essential that the natural beauty of the waterfront be maintained along the Lake Michigan shoreline, the Kalamazoo River from the channel to Saugatuck, and from the Blue Star Highway Bridge inland." <sup>55</sup>
55. The 300-acre Patty Birkholz Natural Area is immediately adjacent to the proposed marina basin. It is one of only 20 legally-designated natural areas in the State of Michigan, and the City finds its preservation as one of the preeminent natural areas in the State of great importance to the local community and City.
56. The Master Plan for Saugatuck Dunes State Park and Patty Birkholz Natural Area calls for a low-impact nature area.
57. The parking lot for these nature areas was situated to be as far from the natural area as possible to ensure no noise, vibrations, glare, or fumes would be introduced into this sanctuary. The proposed marina basin itself would be contrary to those extra efforts to maintain the natural area in pristine environmental condition and quality.
58. The City finds that the proposed marina basin is contrary to the well-established "public and private uses to which the area is suited."
59. For reference, the City acknowledges that the following is the future land use map proposed by the 2016 Master Plan:

---

<sup>54</sup> City of Saugatuck, et al., Tri-Community Master Plan 10-7 (2005).

<sup>55</sup> *Id.* at 8-1 through 8-2; City of Saugatuck, et al., Tri-Community Master Plan 8-1 through 8-2 (2016).





**Legend**

- |   |   |
|---|---|
| <span style="display: inline-block; width: 15px; height: 10px; background-color: yellow; border: 1px solid black;"></span> Rural Low Density Single Family Residential/Agricultural   | <span style="display: inline-block; width: 15px; height: 10px; background-color: red; border: 1px solid black;"></span> Commercial            |
| <span style="display: inline-block; width: 15px; height: 10px; background-color: orange; border: 1px solid black;"></span> Medium to High Density Single and Multi-Family Residential | <span style="display: inline-block; width: 15px; height: 10px; background-color: purple; border: 1px solid black;"></span> Industrial         |
| <span style="display: inline-block; width: 15px; height: 10px; background-color: pink; border: 1px solid black;"></span> Mixed Use Residential/Commercial                             | <span style="display: inline-block; width: 15px; height: 10px; background-color: blue; border: 1px solid black;"></span> Greenspace, Preserve |
| <span style="display: inline-block; width: 15px; height: 10px; background-color: lightblue; border: 1px solid black;"></span> Waterfront Mixed Use                                    | <span style="display: inline-block; width: 15px; height: 10px; background-color: darkblue; border: 1px solid black;"></span> Highway Buffer   |

## CONCLUSION

60. The City, as a "local agency having . . . interest over the particular activity," finds that the proposed marina basin is "contrary to the public interest."
61. The City finds that the cumulative, permanent detrimental impacts of the excavation and construction of the proposed marina basin on property held by the City, adjacent natural areas, and on the Tri-Community tourist-based economy far outweigh any benefits from the construction of the marina basin. The City therefore finds that the canal is not necessary for development of the property at issue.
62. The City finds that the Tri-Community tourist-based economy relies on the preservation of the historical, ecological, and cultural values in the river mouth area.
63. The City finds that the proposed marina basin is contrary to the well-established "public and private uses to which the area is suited."
64. Based on the findings in this Resolution, the City of Saugatuck asks the United States Army Corps of Engineers to make an independent review of the need for the project from the prospective of the overall public interest.
65. Based on the findings in this Resolution, the City of Saugatuck asks the United States Army Corps of Engineers to strongly consider the public interest factors.

YEAS: Council Members: Bekken, Gardner, Leo, Stanton, Trester

NAYS: Council Members: None

ABSTAIN: Council Members: Dean

ABSENT: Council Members: Lewis

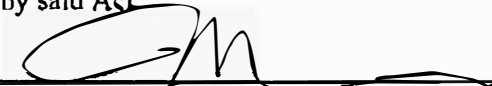
**RESOLUTION DECLARED ADOPTED.** Dated: 10/24/2022

  
Garnet Lewis, Mayor

**CERTIFICATION**

I, Jamie Wolters, the City Clerk of the City of Saugatuck, do hereby certify the foregoing is a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held on 10/24/2022, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, for which the minutes of the meeting were kept and will be or have been made available as required by said Act.

Attest:

  
Jamie Wolters, City Clerk

**EXECUTIVE SUMMARY****City of the Village of Douglas “Impacts to the Public Interest”****Comments regarding****NorthShore of Saugatuck’s proposal to construct a Boat Canal****USACE Reference LRE – 2010-00304-52-517-2**

The financial well-being of Douglas (as well as that of our Tri-Community partners – the City of Saugatuck and Saugatuck Township) relies upon our tourist-based economy. In turn, the economic flourishing of the Tri-Community relies upon the preservation of the investments our community has made in our Critical Dunes, our Wetlands, our Trees, our Historic Sites, and the Traditional Cultural Property – in other words, our historical, ecological, and cultural values.

We believe the construction of the boat canal, as proposed in the 2017 Public Notice for LRE – 2010-00304-52-517-2, will result in cumulative permanent impacts detrimental to our own and the Tri-Community’s tourist-based economy.

While USACE criteria for the Public Interest Factors Review detailed in 33 CFR 320.4 (q) assumes that the boat canal, as proposed, ‘is needed in the market place.’ the City of the Village of Douglas disagrees for the following reasons:

- a) The City’s 137-year history of establishing Parks and Natural Areas to protect the Historic, Ecological, and Cultural Values in the River Mouth Area with the intension to driving the tourist-based economy.
- b) The Tri-Community Master Plan, ‘as a reflection of local factors of the public interest’ clearly lays out the argument that:
  1. Our economy, or market place, is based upon tourism.
  2. What sustains that economy, or market place, is the protection of Historic, Ecological, and Cultural Values. Especially those found in the River Mouth Area comprised of beach, interdunal wetlands, dunes, forested dunes, Kalamazoo River frontage, and historic sites.
  3. When considering development proposals in the River Mouth Area our Master Plan clearly states that protection of the Historic, Ecological, and Cultural Values that sustain our tourist-based economy should be the primary consideration.
  4. While some economic benefits do come from development, any development that harms the Historic, Ecological, Cultural Values in the River Mouth Area is contrary to the Public Interest that supports our tourist-based economy.
- c) The economic vision articulated in the Tri-Community Master Plan supports two zoning ordinances that prohibit the boat canal, as proposed.
- d) The boat canal, as proposed, will



1. Shrink Michigan's Critical Dune Area by 6.5 acres;
2. Drain the globally imperiled interdunal wetlands on the Patty Birkholz Natural Area and destroy a wetland not yet delineated – with no guarantee if or when they will refill;
3. Destroy the historic site of Singapore – a 19th century lumber town buried under the dunes and eligible for the National Register of Historic Places;
4. Diminish and Damage Michigan's first Traditional Cultural Property – the associated Cultural Values – lake sturgeon, burial sites, wild rice -- are at risk;
5. Deforest a significant forest canopy of 'the wooded sand dunes along the Kalamazoo River;'
6. Devalue the communities' investments in immediately adjacent Natural Areas – Saugatuck Harbor Natural Area, Tallmadge Woods, and the Patty Birkholz Natural Area. As Lana Pollack, Chair of the Natural Resources Trust Fund Board when the state awarded the largest ever \$10.5 million grant, wrote: "the proposed development's impact on MNRTF's investment of \$10.5 million still leaves me concerned that our public investment may become mostly the enhanced viewscape for a commercial development."

Based upon the above factors, we ask the USACE District Engineer to recognize the boat canal, as proposed in permit application LRE-2010-00304-52-S17-2, meets the criteria as an 'appropriate case' with which to 'make an independent review of the need for the project from the perspective of the overall public interest.'

These comments submitted by the City of the Village of Douglas clearly illustrate that the cumulative permanent detrimental impacts of the boat canal, as proposed, on the Tri-Community tourist-based economy that relies upon preservation of the Historical, Ecological, and Cultural Values in the River Mouth Area far out outweigh any possible economic benefit. **In summary, the City of the Village of Douglas believes construction of a boat canal as proposed is "Contrary to the Public Interest" and is "Contrary to the Public Uses to which the Area is Suited".**

DRAFT

**LRE-2010-00304-52-S17-2**

Katie Otanez  
 Permit Evaluation Western Branch  
 Regulatory Office  
 Detroit District, Corps of Engineers  
 477 Michigan Avenue  
 Detroit, Michigan 48226-2550

Dear Ms. Otanez,

**Subject: City of the Village of Douglas “Impacts to the Public Interest”**  
**Comments regarding**  
**Northshore of Saugatuck’s proposal to construct a Boat Canal**  
**Reference LRE – 2010-00304-52-517-2**

The City of the Village of Douglas believes the excavation of a 1600’ long, 200’ wide, and 18’ deep boat canal, surrounded by publicly-funded natural areas (as presented in the USACE August 2017 Public Notice<sup>i</sup>) is contrary to the public interest<sup>ii</sup> and contrary to the public uses to which the area is suited<sup>iii</sup> given that the construction of the canal as proposed will:

- **Decrease** Michigan’s Critical Dune Area by 6.5 acres;<sup>iv</sup>
- **Drain** the globally imperiled interdunal wetlands on the Patty Birkholz Natural Area;<sup>v</sup>
- **Destroy** the historic site of Singapore;<sup>vi</sup>
- **Damage** the Potawatomi Traditional Cultural Property, risking lake sturgeon, burial sites, and wild rice;<sup>vii</sup>
- **Deforest** a significant tree canopy of wooded sand dunes along the Kalamazoo River;<sup>viii</sup> and
- **Devalue** the Tri-Communities’ more than \$20 million in investments in the adjacent Saugatuck Harbor Natural Area and the Patty Birkholz Natural Area.<sup>ix</sup>

The financial well-being of Douglas (as well as that of our Tri-Community partners – the City of Saugatuck and Saugatuck Township) relies upon our tourist-based economy. \* In turn, the economic flourishing of the Tri-Community relies upon the preservation of our

Critical Dunes, our Wetlands, our Trees, our Historic Sites, and the Traditional Cultural Property<sup>xi</sup> – in other words, our historical, ecological, and cultural values.

For all of these reasons and rationale provided, we believe the construction of the boat canal as proposed will result in cumulative permanent impacts detrimental to our own and the Tri-Community's tourist-based economy.

**The City of the Village of Douglas is, therefore, requesting (in accordance with Section [q] from 33CFR320.4) that the USACE District Engineer overseeing LRE-2010-00304-52-S1-2 make an independent review of the need for the construction of a boat canal by NorthShore of Saugatuck from the perspective of the overall Public Interest in answering the question, "Is this boat canal needed in the marketplace?"<sup>xii</sup>**

In completing this review, we ask that the District Engineer take into account the canal's impact on:

- "community cohesion" as evidenced in our Tri-Community's 137-year conservation history;
- our "Future Land-Use" maps;
- our Tri-Community Master Plan; and,
- Saugatuck Township's local zoning ordinances.

You will find included with this request background and supporting documentation organized as follows:

1. Why consider the City of the Village of Douglas's "Public Interest Comments"
2. Tourism-Based economy driven by Outdoor recreation
3. Land use patterns
4. Economic contribution of tourism
5. Ordinances prohibiting excavations for boat canals
6. Conclusion
7. Endnotes

DRAFT

Item 8D.

In summary, the City of the Village of Douglas believes construction of a boat canal as proposed is “Contrary to the Public Interest” and is “Contrary to the Public Uses to which the Area is Suited”.



## 1) Why consider comments from the City of the Village of Douglas

**The City of the Village of Douglas shares a common vision with Saugatuck Township and the City of Saugatuck, that our economic well-being is contingent upon protecting the Ecological, Historical, and Cultural Values of our Tri-Community Area.**

The parks, beaches (including Douglas Beach), trails, and river frontage of our community are deliberately managed as low-impact natural areas protecting the ecological, historic, and cultural values that drive our tourist-based economy, and are indispensable to the common good, including the economic well-being of Saugatuck, Douglas, and Saugatuck Township.

How the NorthShore of Saugatuck property is developed and managed will directly impact the Natural Areas of our community. And thus, have a direct impact upon the Tri-Communities' tourist-based economy.

Page 1-2 of the 2016 Tri-Community Master Plan states:

"These joint goals and policies are premised on a pledge by Saugatuck Township, the City of Saugatuck, and the City of the Village of Douglas to mutually cooperate in guiding future development to advance a common vision. It is intended that these goals and policies be consulted when considering future land use decisions within an individual jurisdiction, as well as those decisions that affect the interests of more than one jurisdiction." Page 1-2

The comments which follow are based upon the joint goals and policies 'premised on a pledge by Saugatuck Township, the City of Saugatuck, and the City of the Village of Douglas to mutually cooperate in guiding future development to advance a common vision.' The comments submitted by the City of the Village of Douglas, 'a local agency having jurisdiction or interest over the particular activity,' should be considered 'as a reflection of local factors of the public interest.'<sup>xiii</sup>

DRAFT

## 2) TOURIST-BASED ECONOMY DRIVEN BY OUTDOOR RECREATION –

**The Tri-Communities have a 137-year history of deliberately building a tourist-based economy centered on the Preservation and Conservation of Public Open Space in the River Mouth Area. xiv**

In 1884 the Village of Saugatuck purchased Mt. Baldhead and the lake frontage to the west. The lake frontage would eventually become Oval Beach. Stairs up the eastside of the dune and a pavilion at the bottom were built to lure tourists to the area.

In 1920 Thomas Eddy Tallmadge purchased 105 acres of forested dunes surrounding the Ox-Bow School of Art. To protect the school and land, he made arrangements with the City of Saugatuck to preserve the land as green space if the school was not operating.

In 1936 The City of Saugatuck opened Oval Beach.

In 1957 the National Park Service did a survey of potential park sites along Lake Michigan. The Park Service study wrote:

“By virtue of its fine beaches (Oval Beach) and scenic hinterlands, Saugatuck has a high public use value.... Immediate steps should be taken to safeguard these values in order to meet the recreation demands of this region.”

**Between 1977 and 1988 local citizens worked to established Saugatuck Dunes State Park and Natural Area.** Saugatuck Dunes State Park grew out of the first major project of the Natural Areas Conservancy of West Michigan. In 1977 NACOWMI acquired a 300-acre parcel, known as the Luther-Uhl property, adjacent to the de facto State Park near Saugatuck; de facto because the state had just acquired 550 acres from the Augustinian Seminary that was housed in the Felt Mansion property. The State Department of Corrections kept 40 acres for a prison and gave the remaining land to the Michigan Department of Natural Resources. The DNR had not yet developed a park plan for this land.

Following acquisition, NACOWMI advocated for the Luther-Uhl land to be protected as a natural area for scientific study. However, when the DNR unveiled their state park plan for Saugatuck, it called for a 1,500 car parking lot on the beach and an off-road vehicle area in the heart of what people had just worked so hard to protect. The local response was immediate and unanimously negative.

The DNR withdrew the plan and allowed the formation of a citizen’s advisory committee to draft a master plan for Saugatuck Dunes State Park. This was the first time a citizens’ advisory committee was entrusted to create a State Park Master Plan.

Patty Birkholz, a Parks Commissioner from Saugatuck Township, was appointed Chair of the Committee. Their plan, which called for low-impact nature study and no overnight camping – a very rare prohibition in the state park system -- was unanimously approved by the natural resource commission.

DRAFT

The Master Plan also detailed expansion plans to include acquiring the Denison property, then the McClendon or Singapore Dunes property, now the Peg & Jeff Padnos or NorthShore of Saugatuck Property. The expansion plans called for an expanded natural area and a designated historic site where the buried ghost town of Singapore lies.

That plan was unanimously approved by the Natural Resources Commission in **January 1982**. It required until **October of 1988** for the Natural Area - -the Luther-Uhl property – to be legally designated a Natural Area. It took those six additional years of citizens working with the conservancy community, the DNR, and the State government to make sure this land was truly protected – the way local citizens wanted it protected.

The Department of Natural Resources received over 100 individual letters in **January 2004** supporting a proposed expansion of the Saugatuck Dunes State Park to include the Denison property (which then became the Singapore Dunes LLC property, and most recently the NorthShore of Saugatuck property) as part of the DNR's Land Consolidation Strategy.

The communities of Saugatuck, Douglas and Saugatuck Township came together in a series of meetings between **2003 and 2005** to discuss and debate the land use issues that would determine future development decisions. The outcome of these meetings was the publication of the 2005 Tri-Community Master Plan. A progressively prescriptive economic vision focused on protecting the Historical, Ecological, and Cultural Values that drive our tourist-based economy.

A significant number of citizens contributed to the process by attending two townhall-style meetings, filling out a survey sent to every home in the tri-communities (with a 43% return rate – unheard of for a survey that required an hour to complete), and by participating in interviews and other meetings. The Master Plan cost nearly \$100,000, was a two-year process, and collectively required well over 10,000 work hours for its creation. The Master Plan was unanimously approved by Saugatuck, Douglas and Saugatuck Township, as well as by the Allegan County Commissioners.

Following the publication of the Tri-Community Master Plan, the three municipalities put the Policies of the Master Plan into action:

- Placing Tallmadge Woods into a conservation easement in **2007**
- In **May 2010** the voters of Saugatuck Township even passed a millage to tax themselves in order to better support protections on local zoning calling for protection of the natural resources. As Township Trustee Jim Hanson wrote:

“Today, the pressure the Township faces in maintaining its rules, regulations and ordinances is great. The Township wants to defend the land use goals in the 2005 Tri-Community Plan and the equitable treatment of all landowners. The only alternative to this defense is to abandon those good public policy goals that most

DRAFT

residents of the area support, and allow the litigator with the deepest pockets to win every time.”

- Assisting in the \$20 million public acquisition of the Saugatuck Harbor Natural Area in 2009. A grant of \$10.5 million from the Michigan Natural Resources Trust Fund was the largest public grant ever extended by this state fund.

In 2010 local organizations applied to have the Wild Heart of Saugatuck, which is the Saugatuck Dunes at the River Mouth Area, added to the National Trust for Historic Preservation’s annual list of America’s 11 Most Endangered Places. Lana Pollack, former Chair of the Natural Resources Trust Fund Board, submitted the following letter to the National Trust to Historic Preservation in support of the designation, primarily in hopes of protecting the state’s investment:

“My own valuation of this area is best demonstrated by the recent MNRTF decision to grant \$10.5 million to protect a portion of the land now representing a significant part of this application. The grant approved in December 2009 is one of the largest MNRTF has ever made and is a particularly impressive commitment given the intense competition from other worthy applicants that year. Support for the grant did not come easily, but not because of a questioned worth of the project – 171 acres of critical dunes with globally imperiled inter-dunal wetlands, habitat that is home to several threatened and endangered species. The project’s value was undoubtedly enhanced by its immediate proximity to Saugatuck’s Oval Beach, the Saugatuck Lighthouse Cottage and the Ox-Bow School of Art. Although MNRTF is focused on saving natural landscapes, we also recognized in this case the historic and cultural context of the particular 171 acres that our grant was supporting.

“The designation that we now seek from the National Trust for Historic Preservation is needed because of the threat of development on the parcel immediately north of the Saugatuck Harbor Natural Area. The current proposal calls for a major marina development with a suggested nine story hotel, restaurants, retail businesses as well as a 70 slip marina near the site of the buried ghost town of Singapore – all prohibited by current zoning. *If completed, the proposed development’s impact on MNRTF’s investment of \$10.5 million still leaves me concerned that our public investment may become mostly the enhanced viewscape for a commercial development.*

*“Fortunately, the history of preservation of the Saugatuck Dunes is strong. In the 1940’s the State of Michigan looked at constructing a State Park at the mouth of the Kalamazoo River. In the 1950’s the National Park Service surveyed the Saugatuck Dunes for its potential as a National Lakeshore. In the 1980’s area citizens worked together to draft the Master Plan for the*



DRAFT

*Saugatuck Dunes State Park and Natural Area. This followed the initial plan from the state DNR that called for paved roads and a parking plot on the beach, which was met with near unanimous resistance. Since that time several additional key parcels have been placed into conservation easements or turned into parks; historic buildings have been acquired by the local Historical Society; and progressive planning has established a Lakeshore Open Space District designed to better protect the historic and ecological treasures along the river and lakeshore.*

*"It was with this in mind – the long and determinedly fought history of protecting the Saugatuck Dunes – that I felt comfortable urging MNRTF to award the \$10.5 million grant. The tenacious commitment of the local community to protect the Saugatuck Dunes' many historic, cultural and ecological resources ultimately held more sway than the threat of a developer's legal war chest to overturn protective zoning controls."*

**In 2016** the updated Tri-Community Master Plan was released. The priority among the three municipalities remains:

"Public acquisition of the Denison property on both sides of the Kalamazoo River is the top priority for the Tri-Communities." Pg 13-2, 2005 Edition and 2016 Edition

DRAFT

### 3) LAND USE PATTERNS –

The 137-year history of deliberately building a tourist-based economy centered on the Preservation and Conservation of Public Open Space along the lakeshore, the dunes, and in the River Mouth Area has led to the following Land Use Patterns xv

**Saugatuck Dunes State Park –**  
Established 1982. 1000 acres  
(including the Natural Area)

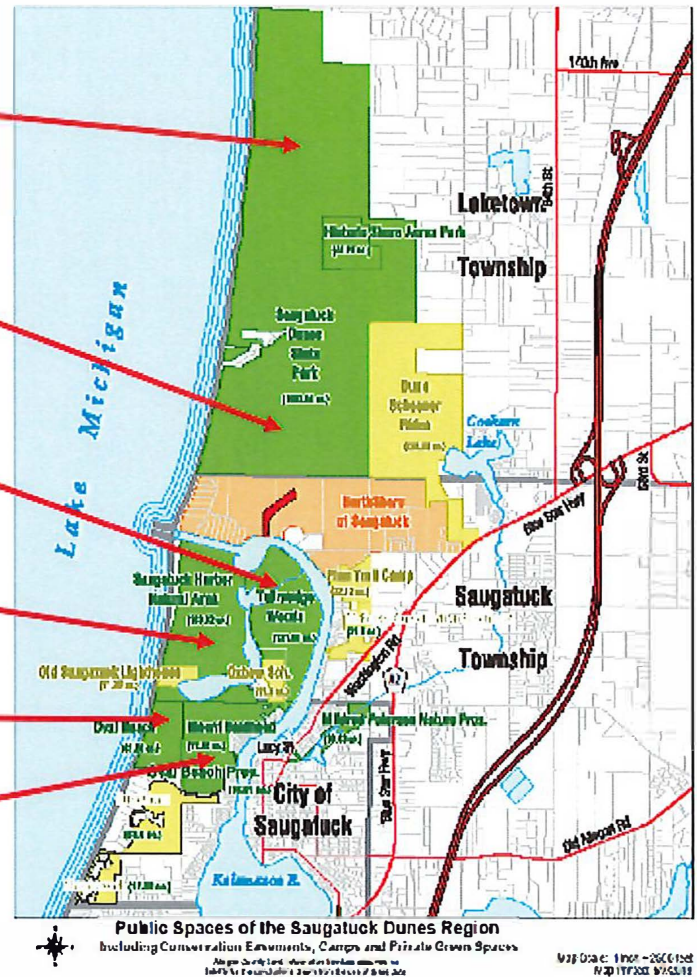
**Patty Birkholz Natural Area –**  
Established 1988. 300 acres

**Tallmadge Woods purchased in**  
1920 to protect Ox-Bow from future  
development. Placed into a  
permanent Conservation Easement  
in 2007. 100 acres

**Saugatuck Harbor Natural Area –**  
acquired for \$20M 2010.  
177 acres

**Oval Beach –**  
Established in 1932. 50 acres

**Mount Baldhead Park – established**  
in 1886. 100 acres



Our 2005 and 2016 Tri-Community Master Plans are very specific in describing the economics behind the Public Interest in maintaining the ‘public uses to which the area is suited.’

“The northwest corner of the Township, along with the most of the land in Saugatuck west of the Kalamazoo lake should be preserved for public open space and the portion that remains in private ownership should be maintained for low intensity uses (like the art colony and church camp).” Pg 10-7, 2005 edition

**“Although waterfront lands have a high revenue generating potential, a major attraction of both the Lake Michigan and Kalamazoo River waterfronts is their scenic, natural shorelines composed of forested sand dunes and large wetland areas. Should these natural areas be greatly damaged or destroyed through inappropriate development, then the “goose that laid the golden egg” will be dead. *It is essential that the natural beauty of the waterfront be maintained* along the Lake Michigan shoreline, the Kalamazoo River from the channel to Saugatuck, and from the Blue Star Highway Bridge inland.” Pg 8-1 – 8-2, 2005 Edition and 2016 Edition**

The 300-acre Patty Birkholz Natural Area is immediately adjacent to the proposed boat canal. It is one of only twenty legally-designated Natural Areas in the State of Michigan. The Master Plan for Saugatuck Dunes State Park and Patty Birkholz Natural Area calls for low-impact nature study and no overnight camping – a very rare prohibition in the state park system -- was unanimously approved by the natural resource commission in 1988. The parking lot was situated to be as far from the Natural Area as possible to ensure no noise, vibrations, glare, or fumes would be introduced into this sanctuary.

The Master Plan also included detailed expansion plans that included acquiring the Denison property, then the McClendon or Singapore Dunes property, now the Peg & Jeff Padnos or NorthShore of Saugatuck Property. The expansion plans called for an expanded natural area and a designated historic site where the buried ghost town of Singapore lies.

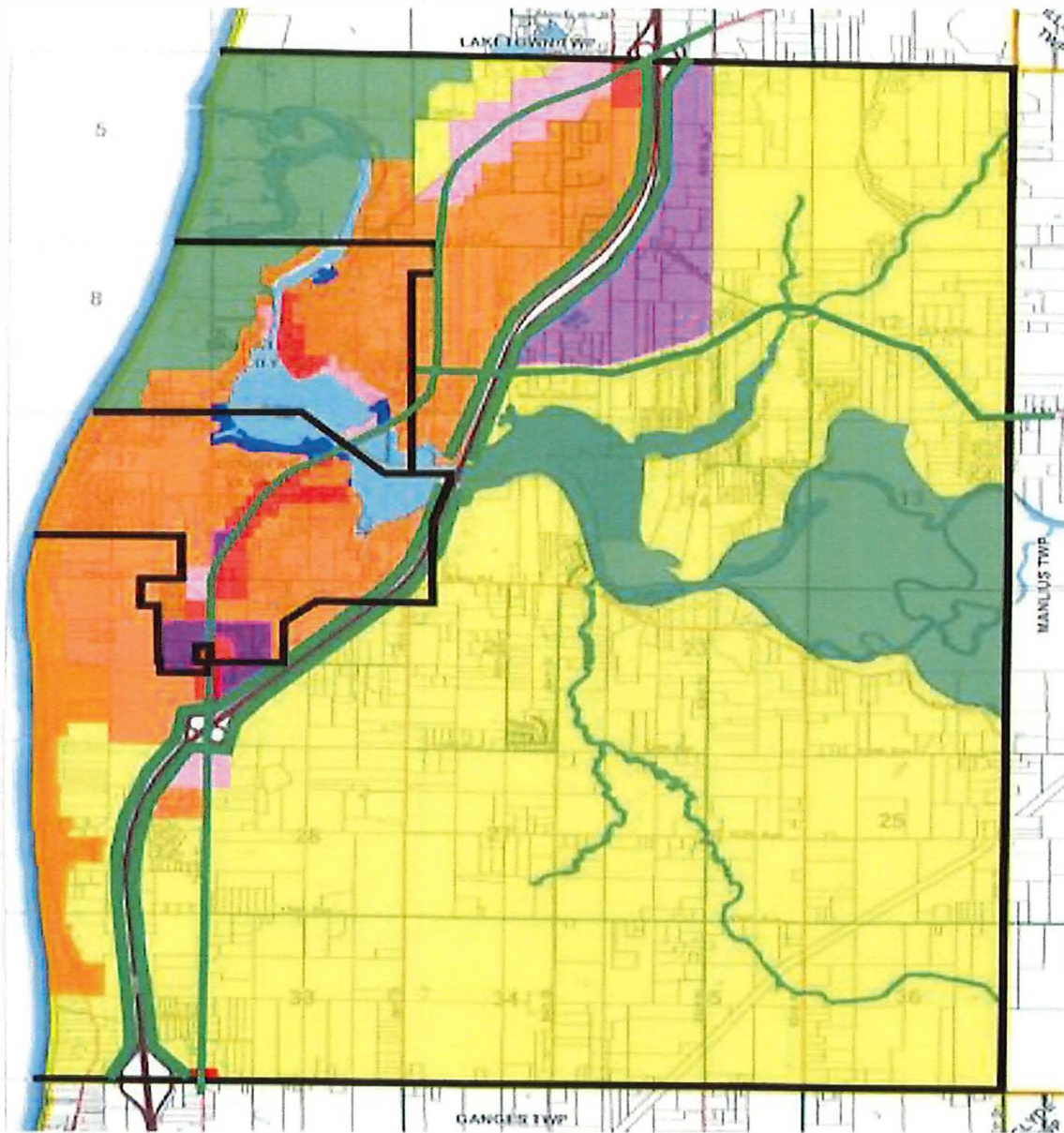
Here is the Future Land Use Map from the 2016 edition of the Tri-Community Master Plan is on the following page.



DRAFT

Map 10-1

## Future Land Use Map



## Legend

Rural Low Density Single Family Residential/Agricultural  
 Medium to High Density Single and Multi-Family Residential  
 Mixed Use Residential/Commercial  
 Waterfront Mixed Use

Commercial  
 Industrial  
 Greenspace, Preserve  
 Highway Buffer

Tri-Community Master Plan Update  
 2016  
 10-2

## PLEASE NOTE:

Any promise of future conservation easements, trails, land swaps by the property owner of NorthShore of Saugatuck, based upon what happens with permitting, is considered a Quid Pro Quo and is thus not considered a conservation easement permissible for tax reduction. xvi



DRAFT

#### 4) ECONOMIC CONTRIBUTION OF TOURISM –

**The Tri-Communities have articulated in the Master Plan the economic Public Interest in keeping the River Mouth area for ‘low-impact development’ or Public Open Space xvii**

The City of the Village of Douglas recognizes the excerpts from the Tri-Community Master Plan further below ‘as a reflection of local factors of the public interest.’ The following two excerpts emphasize the overwhelming Public Interest articulated in the Master Plan.

“The response rate to the first survey of 43% and 40% to the second survey was very high considering the length (about 1 hour completion time) and type of survey; **thus responses are believed to represent the majority view in each community.**” Pg 1-1, 2016

“These joint goals and policies are premised on a pledge by Saugatuck Township, the City of Saugatuck, and the City of the Village of Douglas to mutually cooperate in guiding future development to advance a common vision. **It is intended that these goals and policies be consulted when considering future land use decisions within an individual jurisdiction, as well as those decisions that affect the interests of more than one jurisdiction.**” Pg 1-2, 2016

The following 36 excerpts from the Tri-Community Master Plan are a ‘reflection of local factors of the Public Interest.’ From the perspective of the City of the Village of Douglas, these excerpts represent the majority view of the community. These excerpts clearly make the point that the boat canal, as proposed, is ‘Contrary to the Public Interest.’

Goal: Guide development in a manner which is orderly, consistent with the planned expansion of public facilities, and **strives to preserve the scenic beauty, foster the wise use of natural resources, protect environmentally sensitive areas, and enhance the special character of the Tri-Communities.** Pg 1-4, 2016

Policy: Insure compatible land use planning and zoning across municipal borders and minimize land use conflicts by separating incompatible uses and requiring buffers where necessary. Pg 1-5, 2016

Policy: Support efforts to **foster tourism by preserving the scenic beauty of the environment, expanding recreation opportunities, improving tourist attractions, preserving the historic character of the communities through the preservation of historic structures, expanding cultural and arts opportunities and encouraging**

DRAFT

development of promotional materials which highlight the attractions of the Tri-Communities. Pg 1-6, 2016

**Goal: Encourage planning efforts based on the understanding, knowledge and respect for the Tri-Community's historical and cultural resources. Pg 1-10, 2016**

**Policy: Discourage the development of high intensity residential uses along the waterfront. Pg 1-12, 2016**

**Goal: Protect special environments and open spaces, including but not limited to sand dunes, wetlands, and critical wildlife habitat, from the harmful effects of incompatible development activity by limiting the type and intensity of land development in those areas. Pg 1-12, 2016**

**Policy: Identify development limitations on special environments which classify environments based on their value to the ecosystem, unique attributes, the presence of endangered plant and wildlife species, and other characteristics deemed significant. Pg 1-12, 2016**

**Policy: Encourage acquisition of special environments of significant public value by public agencies or nonprofit conservancy organizations for the purposes of preservation. Pg 1-12, 2016**

**Policy: Prepare and maintain a subarea plan for the Oxbow Peninsula including the "Denison Property". Pg 1-12, 2016 [NOTE: the Denison Property is the NorthShore of Saugatuck Property.]**

**Policy: Promote the preservation of open space and natural areas, as well as limited, carefully planned development along the Kalamazoo River, Kalamazoo Lake, Silver Lake, Goshorn Lake, and Lake Michigan and connecting streams, creeks, and drainage ways to protect and enhance the scenic beauty of these waterfront areas. Pg 1-13, 2016**

In 2002 the City of Saugatuck completed a strategic plan for purposes of future growth and development and efforts involved an examination of local tourism and public opinion. The following data was secured from the plan's survey of visitors to the area, and provides useful information considered applicable to each of the Tri-Communities when considering economic and recreational impacts on the area.

• **Activities - beach (40%), dune rides (12%), and boating (11%)**  
**Spending Patterns - \$500 to \$599 (median range), 15% spend +\$1,000. Pg 2-8, 2016**

The primary reasons people visit or live in the three communities are to enjoy the scenery and recreational opportunities and to live in a picturesque, safe place while they commute to nearby (or distant) urban centers. Beach recreation, boating and other water activities, shopping, art galleries and enjoying the scenery are the primary attractions for both tourists and year-around residents. While agriculture, industry and tourism are important economic sectors represented in the Tri-Communities, **tourism is king**. Pg 3-1, 2016

Mature trees represent a valuable resource in maintaining the aesthetic character of the area, not to mention their overall importance to wildlife and the natural environment. **In particular, the wooded sand dunes along the Kalamazoo River and Lake Michigan, and those buffering adjacent uses from I-196, are especially important. They should be managed to insure their long term existence.** Pg 4-23, 2016

A large portion of the lakeshore both north and south of the mouth of the Kalamazoo River is undeveloped or very sparsely developed. A portion of this segment of shoreline is in public ownership as Oval Beach Park. In 2011 the City of Saugatuck completed its acquisition of the 173 acres of natural dunes and 3,650 feet of undeveloped Lake Michigan shoreline, formerly owned by the Denison family, between the south Kalamazoo River pier and Oval Beach City Park. This was made possible through a partnership between the City; the Land Conservancy of West Michigan; a \$10.5 million grant from the Michigan Natural Resources Trust Fund; The Nature Conservancy; The Conservation Fund; and generous private donors. The Saugatuck Harbor Natural Area, as it is now called, is open year round for low impact uses such as hiking, fishing, bird watching and beach combing. Pg 5-7, 2016

The Tri-Community area is rich in cultural, and historical points of interest and many archaeological sites can be found throughout the area. **Leading economists and forward-thinking governmental leaders have recognized the social and economic value of promoting and preserving cultural and historic assets.** The state of Michigan has made community cultural; planning a key part of several of its most publicized and marketed economic development strategies: the "smart growth"; "heritage/cultural tourism"; and "cool cities" initiatives. Pg 5-9, 2016

Archaeological sites are of particular scientific value to the fields of anthropology, ecology and biology, and may have historic or ethnic significance as well. There are 120 archaeological sites scattered throughout the Tri-Community area, mostly related to Ottawa and Potawatomi cultures. Their exact locations have not been disclosed by the Bureau of History to protect them from exploitation. One of these sites, the Hacklander Site, located in Section 23 is

DRAFT

listed on the National Register of Historic Places and has components representing Middle and Late Woodland periods. **A second important site is the old Singapore site located at the north edge of the “new” (1906) harbor channel. Recipients of Federal assistance must ensure that their projects avoid damage or destruction of significant historical and archaeological resources.** The Michigan Bureau of History reviews these projects to assess their impact on archaeological sites. Pg 5-11, 2016

**Parks, recreation, and open space are essential to the quality of life of area residents, and are an important component of the local tourist economy.** They enhance property values, as well as physical and psychological well-being. Pg 7-1, 2016

**Parks and open space define the character of the Tri-Communities, create the scenic atmosphere which stimulates tourism,** and provide the basis for popular local leisure activities. Pg 7-1, 2016

According to the 2004 community opinion survey, following was the response to the question of whether the respondent would support the additional recreation-related activities even if it meant an increase in general property taxes. The greatest support among recreation-related topics was for better water quality with 62.5 %, bike lanes/pathways with 60.5% support and **parks and recreation at 50.9%. When citizens express a willingness to pay higher taxes for a service that is very significant.** Pg 7-18, 2016

Recreation is important to the Tri-Communities and the visual experience of the community is tied to the recreational experience. Residents like to live in the Tri-Communities, in part, because it is a uniquely attractive location. **Tourists visit and spend money in the Tri-Communities based in part on the visual experience. Natural features and open spaces are important components of the Tri-Communities,** contrasting with the concentrated, developed areas of the City of Saugatuck and the City of the Village of Douglas. The compact, strong identities of the City and Village are enhanced when natural, open spaces surround the two communities. Water is one of the natural features surrounding the City and Village and helping to give them form and identity. Wetlands, woodlands, farms and parks are other existing natural features that currently contribute to natural open space. Pg 7-18, 2016

**Tourists have always been attracted to the area, but tourism is now the number one economic activity. Consequently, how the waterfront is used will be of crucial importance to the future of the Tri-Community area.** Pg 8-1, 2016

**Although waterfront lands have high revenue generating potential, a major attraction of both the Lake Michigan and Kalamazoo River waterfronts is their**



DRAFT

scenic, natural shorelines composed of forested sand dunes and Tri-Community Master Plan Update large wetland areas. Should these natural areas be greatly damaged or destroyed through inappropriate development, then the "goose that laid the golden egg" will be dead. It is essential that the natural beauty of the waterfront be maintained along the Lake Michigan shoreline, the Kalamazoo River from the channel to Saugatuck, and from the Blue Star Highway Bridge inland. Pg 8-1 – 8-2, 2016

This Plan seeks to define a balance between competing uses. It places protection of the natural environment as first and foremost in making future land use decisions along the Lake Michigan and Kalamazoo River waterfronts. The ultimate goal is to minimize disruption of the natural environment so that new development and redevelopment is in harmony with the environment, rather than in conflict with it. Alteration of existing natural features should be very limited, and with mitigation to provide the same values and functions nearby. Pg 8-2, 2016

Under the state Wilderness, Wild, and Natural Areas Program (Part 351 of the Natural Resources and Environmental Protection Act of 1994), the DNR is charged with identifying, dedicating and administering wilderness, wild and natural areas. Within the Saugatuck region, the DNR has dedicated the Saugatuck Dunes Natural Area to protect the unique dune ecosystem of open dunes, blowouts, interdunal wetlands and wooded dunes, Pitcher's Thistle occurs within the area and is listed as a threatened species by both the state and federal government. The Saugatuck Dunes Natural Area is within Saugatuck Dunes State Park. Sensitive dune ecosystems also occur in the dune areas on either side of the Kalamazoo River mouth at Lake Michigan. This area is planned for protection but details have yet to be finalized. Management would likely be the responsibility of the City of Saugatuck, Saugatuck Township and the State Park. The entire Kalamazoo River, including the Saugatuck/Douglas area is designated as an area of particular concern by the DNR. Areas of particular concern are those having scarce resources, unusual scenic beauty, unusual economic value, recreational attractions, or some combination of the above. They are only located in coastal areas. Altering the environment in an area of "particular concern" could have a significant impact on the quality of coastal and Great Lakes waters. Pg 8-6, 2016

As has been emphasized throughout this Plan, the natural beauty of the waterfront has much to do with the attraction of the Tri-Community area. Pg 8-25, 2016

Several vistas have public values that deserve protection. These include the entry into and exit from Lake Michigan on the Kalamazoo River, the view from

DRAFT

Mount Baldhead, the view of Kalamazoo Lake from both ends, and approaches to the Kalamazoo River Bridge. Pg 8-25, 2016

#### RECOMMENDATIONS TO GUIDE FUTURE USE

**In seeking to balance economic development with environmental protection, the concept of carrying capacity should be a major consideration. If the carrying capacity of land or water is exceeded, then activities cannot be undertaken without unacceptable impacts on users, the environment, or both.** Impacts can include increased trip times, decreased safety, pollution, loss of open space, and many other considerations. The key is prevention of overuse by limiting intensity of use on adjoining lands and regulating surface water use.

**Environmental protection must be a leading principle in making future land use decisions along the waterfront. Environmentally sensitive areas such as sand dunes, wetlands, high risk erosion areas, floodplains, and key woodlands should be protected from unnecessary destruction.** Development should complement rather than destroy these areas and their values. By doing so the environmental quality of the air and water will be improved, wildlife habitat will be preserved, scenic values will be protected, and the character of the area will be maintained. Some new intensive shoreline development will be desirable and necessary, but the balance should not be disproportionately on the side of new tax base as it has been for the past three decades. Opportunities to enhance the waterfront should be seized. **Parks and open spaces should eventually be linked with other public places.** Pg 8-15 – 8-26, 2016

Protection mechanisms, like the **Natural River designation**, should be **recognized for the ancillary benefits they bring to the community.** Pg 8-26, 2016

Good land use planning is essential to the future quality of life in the Tri-Communities. Actual future land uses are difficult to predict and guide to achieve desired results. **A future land use map and plan expresses local land use goals and policies and provides a land use scenario which a community may use as a physical guide. Goals and policies, in turn, drive land use and development decisions.** Pg 10-1, 2016

The following planning and design principles are the technical foundation in support of the proposed land use arrangements graphically depicted on the Future Land Use Map. These principles are consistent with the goals and policies in Chapter 1 and should remain the basis for reviewing any subsequent changes to the proposed Future Land Use Map. These planning principles are:

- Protection of public health and safety
- **Conservation of natural resources**
- **Environmental protection**
- Minimizing public service costs

DRAFT

- Efficiency and convenience in meeting land use needs
- **Ensuring compatibility between land uses.**

Pg 10-1, 2016

#### Conservation of Natural Resources

Failure to consciously protect nonrenewable natural resources exposes a community to unbridled destruction of those resources which are the foundation for an area's character and quality of life. Conservation of natural resources usually focuses on: land, water, minerals, certain soils (such as prime farmland), wetlands, sand dunes, areas supporting an abundance and diversity of wildlife, and unique forested lands. **Areas where the land and the water meet are the most important. Indiscriminate land subdivision frequently reduces the size or alters the shape of land, thereby compromising the resource value and production potential of those lands.** This occurs frequently in prime agricultural areas and once lost, these lands may never be reclaimed for food production purposes. If widespread, such losses can dramatically alter the character of an area. These changes reflect lost opportunities – usually higher public service costs and gradual degradation of an area's tourism potential.

#### Environmental Protection

This principle aims at preventing pollution, impairment or destruction of the environment. While there is considerable overlap with natural resource conservation issues, environmental protection measures focus primarily on air and water quality, and **the impact of activities where the water meets the land.** Environmental quality is best preserved by planning for appropriate land use activities in and near sensitive environmental areas, and managing development accordingly. Pg 10-3, 2016

#### Ensuring Compatibility Between Land Uses

A central objective of land use planning is to locate future land uses so that they are compatible with one another. This prevents future nuisance situations between adjacent land uses, such as loud sound, ground vibrations, dust, bright lights, restricted air flow, shadows, odors, traffic, and similar impacts. Pg 10-4, 2016

Other natural resource areas include sand dunes, wetlands, floodplains, streams, creeks and drains, the Kalamazoo River, Lake Kalamazoo, and areas at high risk of erosion along Lake Michigan. **These areas are proposed for very limited future development** in keeping with their fragility and importance in buffering Lake Michigan storms, filtering and storing water during periods of flooding, draining stormwater from land, providing habitat for a wide range of plants and animals, and for their wide ranging open space values. **Destroying these resources would destroy the essential qualities which continue to attract residents and tourists to the area.** If conserved and wisely used, waterways and farms will become a natural greenbelt system that continues to enhance the

DRAFT

area for years to come. Local zoning ordinances should be reviewed to ensure they include adequate conservation practices. Pg 10-4, 2016

The R-3 Lakeshore Residential Zoned District is that area of the township where controls are placed upon the use and development of areas adjacent to the shoreline of Lake Michigan **so as to preserve the shoreline as a natural resource** to prevent and/or control erosion and to maintain the aesthetic qualities of the area. Pg 10-12, 2016

#### **All Three Jurisdictions Together**

- **Public acquisition of the Denison property on both sides of the Kalamazoo River is the top priority for the Tri-Communities.** Pg 13-2, 2016

#### **KEY STRATEGIES TO BE IMPLEMENTED**

While the above priority initiatives are being implemented, the matters that come before planning commissions and governing bodies month-to-month will permit many opportunities to implement key policies in this Plan (see policies in Chapter 1). Following are key strategies that should be implemented at every opportunity through local zoning, subdivision regulations and capital improvement programs. Many may first require updates to existing Zoning Ordinances. Most of the following strategies focus on preservation of the existing character of the Tri-Communities:

- **Protect the natural environment of the area AND Protect the visual quality of and visual access to the waterfront.** Pg 13-5, 2016

Our Tri-Community Master Plan is overwhelmingly clear. The excavation of a 1600' long, 200' wide, 18' deep boat canal, surrounded by publicly-funded natural areas, that will:

- Shrink Michigan's Critical Dune Area by 6.5 acres;
- Drain the globally imperiled interdunal wetlands on the Patty Birkholz Natural Area and destroy a wetland not yet delineated – with no guarantee if or when they will refill;
- Destroy the archeological site of Singapore – a 19th century lumber town buried under the dunes and eligible for the National Register of Historic Places;
- Diminish and Damage Michigan's first Traditional Cultural Property – the associated Cultural Values – lake sturgeon, burial sites, wild rice -- are at risk; and,
- Devalue the communities' investments in immediately adjacent Natural Areas – Saugatuck Harbor Natural Area and the Patty Birkholz Natural Area. As Lana Pollack, Chair of the Natural Resources Trust Fund Board when the state awarded the largest ever \$10.5 million grant, wrote: "the proposed development's impact on MNRTF's investment of \$10.5 million still leaves me concerned that our public investment may become mostly the enhanced viewscape for a commercial development."



DRAFT

threatens our firmly established tourist-based economy and is thus 'Contrary to the Public Interest' and contrary to the well-established 'public uses to which the area is suited.'

The City of the Village of Douglas, as 'a local agency having jurisdiction or interest over' the boat canal, is emphasizing that it is inaccurate in this case for USACE to assume "that appropriate economic evaluations have been completed, the proposal is economically viable, and is needed in the market place." As our Tri Community Master Plan clearly details, the boat canal is contrary to the market place. The USACE district engineer should "make an independent review of the need for the project from the perspective of the overall public interest."

DRAFT

## 5) ORDINANCES PROHIBITING EXCAVATIONS FOR BOAT CANALS –

**Our Master Plan states that the ecologically important dune ecosystem at the River Mouth “is planned for protection but details have yet to be finalized.” xviii Saugatuck Township, however, has two ordinances, updated since the 2005 Tri-Community Master Plan, that prohibit the excavation of the boat canal.**

The Master Plan states that ‘Saugatuck Township, the City of Saugatuck, and the City of the Village of Douglas (agree) to mutually cooperate in guiding future development to advance a common vision.’ The City of the Village of Douglas is not trying to reinterpret what the Saugatuck Township Planning Commission determined regarding the Special Approval Use for a marina. However, as signer of the Tri-Community Master Plan, the City of the Village of Douglas is compelled to emphasize the two township zoning ordinances that impact the River Mouth Area in general, and properties owned in the Public Trust specifically.

Several parcels that are surrounded by Publicly owned parks, and acquired using Natural Resources Trust Fund monies, fall under the jurisdiction of Saugatuck Township. What is approved at NorthShore of Saugatuck, could then be approved on these properties, such as the Ox-Bow School of Art and other privately held parcels on the Old Harbor. To be clear, once again: “Should these natural areas be greatly damaged or destroyed through inappropriate development, then the “goose that laid the golden egg” will be dead.”

The following two zoning ordinances are a reflection of our communities’ history of conservation, the land-use maps both current and future, and the Tri-Community Master Plan. Both have been extensively updated since the publication of the 2005 Tri-Community Master Plan.

Ordinances overseeing development in the designated critical sand dunes were added in 2004 and 2015. These ordinances follow Michigan’s Critical Dune Boundaries: “the critical sand dune area is that portion... or located by the state or by the appropriate state agency as designated critical sand dune areas pursuant to statutory authority.”

### **Section 40-337<sup>xix</sup>**

Management and regulation of Uses and **developments in the designated critical sand dune.**

**Sec. 40-337C.** The only Uses that may be allowed in the critical sand dune area are the following:

DRAFT

**Sec. 40-337C(3).** Such noncommercial recreational uses **as would not have a materially adverse effect upon the natural contours of the land** and its vegetation;

The excavation of a 1600' long, 200' wide, 18' deep boat canal that would remove 6.5 acres from Michigan's Critical Dune Area would have a demonstrably 'materially adverse effect upon the natural contours of the land' within the Township's Critical Dune Area.

Article XII. – Water Access and Dock Density Regulations, were added in 1999 and updated in 2007 and 2014. As the intent and purpose of the ordinances state, "the township has concluded that it is desirable to retain and maintain the physical, cultural and aesthetic characteristics of its Inland Waterways and its portion of Lake Michigan<sup>xx</sup>." The two updates were completed shortly after the publication of the 2005 Tri Community Master Plan to limit development along the waterfront.

Section 40-910(h)<sup>xxi</sup>

**In no event shall a canal or channel be excavated for the purpose of increasing the Water Frontage required by this section.** Canals or channels which interface with an Inland Waterway or Lake Michigan and were lawfully in existence as of the effective date of this section may be cleaned and maintained in accordance with applicable laws of the State of Michigan **so long as they are not enlarged.**

The boat canal, as proposed, would be enlarging a canal already in existence. Further, the boat canal, as proposed, would be adding 3200' of water frontage to the applicant's 1400'.

One point must be made clear regarding the Township Planning Commission decision, or rather lack of a decision on these ordinances. And this places the burden of considering local zoning as a Public Interest Factor on USACE.

The applicant did not ask the Township for a permit to excavate a boat canal, or boat basin. The Township lawyer in a document to the Planning Commission dated April 14, 2017 writes:

**The developer is not seeking Township approval of the boat basin. The developer is seeking approval from the United States Army Corps of Engineers (USACE), the Michigan Department of Environmental Quality (MDEQ), and the United States Environmental Protection Agency (USEPA) for the boat basin.**

That application process is lengthy, includes public notices and preempts most local control of the procedure.' Pg 2<sup>xxii</sup>

Thus, the Township Planning Commission did not consider the excavation of a boat canal (section 90-910(h)) and removal of 6.5 acres of the Critical Dune contours(section 40-337(c)(3)).

DRAFT

Both zoning ordinances, 40-337(c)(3) and 40-910(h), are a clear reflection of our communities' history of conservation, the Tri-Community Master Plan, and a 'reflection of local factors of the public interest.' Further, both zoning ordinances codify what the community considers to be 'contrary to the public uses to which the area is suited.' Specifically, the excavation of a boat canal and any 'materially adverse effect upon the natural contours of the land.'



DRAFT

## 6) CONCLUSION –

**The cumulative permanent detrimental impacts of the boat canal, as proposed, on the Tri-Community tourist-based economy that relies upon preservation of the Historical, Ecological, and Cultural Values in the River Mouth Area far out outweigh any possible economic benefit. The boat canal, as proposed, is ‘Contrary to the Public Interest’ and contrary to the well-established ‘public uses to which the area is suited.’**

The City of the Village of Douglas is asking, therefore, the US Army Corps of Engineers (USACE) District Engineer overseeing LRE-2010-00304-52-S17-2 to make an independent review of the need for the project from the perspective of overall Public Interest.

In summary our rationale for this request follows:

- While 33 CFR 320.4 (q) assumes that the boat canal, as proposed, ‘is needed in the market place.’ The City of the Village of Douglas disagrees for the following reasons:
  - a) The City’s 137-year history of establishing Parks and Natural Areas to protect the Historic, Ecological, and Cultural Values in the River Mouth Area with the intention to driving the tourist-based economy.
  - b) The Tri-Community Master Plan, ‘as a reflection of local factors of the public interest’ clearly lays out the argument that:
    1. Our economy, or market place, is based upon tourism.
    2. What sustains that economy, or market place, is the protection of Historic, Ecological, and Cultural Values. Especially those found in the River Mouth Area comprised of beach, interdunal wetlands, dunes, forested dunes, Kalamazoo River frontage, and historic sites.
    3. When considering development proposals in the River Mouth Area our Master Plan clearly states that protection of the Historic, Ecological, and Cultural Values that sustain our tourist-based economy should be the primary consideration.
    4. While some economic benefits do come from development, any development that harms the Historic, Ecological, Cultural Values in the River Mouth Area is contrary to the Public Interest that supports our tourist-based economy.
  - c) The economic vision articulated in the Tri-Community Master Plan support two zoning ordinances that prohibit the boat canal, as proposed.
  - d) The boat canal, as proposed, will
    1. Shrink Michigan’s Critical Dune Area by 6.5 acres;
    2. Drain the globally imperiled interdunal wetlands on the Patty Birkholz Natural Area and destroy a wetland not yet delineated – with no guarantee if or when they will refill;

DRAFT

3. Destroy the historic site of Singapore – a 19th century lumber town buried under the dunes and eligible for the National Register of Historic Places;
4. Diminish and Damage Michigan's first Traditional Cultural Property – the associated Cultural Values – lake sturgeon, burial sites, wild rice -- are at risk;
5. Deforest a significant forest canopy of 'the wooded sand dunes along the Kalamazoo River;'
6. Devalue the communities' investments in immediately adjacent Natural Areas – Saugatuck Harbor Natural Area, Tallmadge Woods, and the Patty Birkholz Natural Area. As Lana Pollack, Chair of the Natural Resources Trust Fund Board when the state awarded the largest ever \$10.5 million grant, wrote: "the proposed development's impact on MNRTF's investment of \$10.5 million still leaves me concerned that our public investment may become mostly the enhanced viewscape for a commercial development."

Based upon the above factors, we ask the USACE District Engineer to recognize the boat canal, as proposed in permit application LRE-2010-00304-52-S17-2, meets the criteria as an 'appropriate case' with which to 'make an independent review of the need for the project from the perspective of the overall public interest.'

These comments submitted by the City of the Village of Douglas clearly illustrate that the cumulative permanent detrimental impacts of the boat canal, as proposed, on the Tri-Community tourist-based economy that relies upon preservation of the Historical, Ecological, and Cultural Values in the River Mouth Area far out outweigh any possible economic benefit. By now the point should be abundantly clear, the boat canal, as proposed, is 'Contrary to the Public Interest' and contrary to the well-established 'public uses to which the area is suited.'

DRAFT

## 7) Endnotes

<sup>i</sup> US Army Corps of Engineers, Detroit District, Public Notice LRE-2010-00304-52-S17-2, August 11, 2017.

<sup>ii</sup> US Army Corps of Engineers General Regulatory Policy 33 CFR 320.4 (a)(1).

<sup>iii</sup> US Army Corps of Engineers General Regulatory Policy 33 CFR 320.4 (a)(2)(iii). “The extent and permanence of the beneficial and/or detrimental effects which the proposed structure or work is likely to have on the **public and private uses to which the area is suited.**”

<sup>iv</sup> US Army Corps of Engineers, Detroit District, Public Notice LRE-2010-00304-52-S17-2, August 11, 2017. Page 1, “a total of 241,750 cubic yards of sand would be excavated from a **6.54-acre** upland area approximately 1,639 feet long and up to 200 feet wide”

<sup>v</sup> Potential Effects of Marina Construction as Proposed by North Shores of Saugatuck, LLC on Water Tables and Drawdown Beneath Nearby Back-Dune Wetland Complexes, Anthony Kendall and David Hyndman, March 25, 2019. Page 29, “Our modeling efforts produced a reasonably well-calibrated groundwater model for the region surrounding the proposed marina, which demonstrates that significant drawdown occurs during the marina construction period, and continues at least 60 days following the cessation of dewatering of the marina area. This drawdown occurs despite the presence of sheetpile intended to isolate the surrounding area from dewatering. **Drawdown beneath back-dune wetland complexes reaches as much as 14 feet during the construction period, and 60 days later water tables remain greater than 2 feet below pre-construction levels.** Given the hydrologic characteristics of the area, and the specification in the DEQ permit that construction occur during the winter, it is very likely that water tables will not fully recover during the growing season following construction. Indeed, it could take significantly longer for levels to recover, however that period is, as stated in our previous report, dependent upon the weather conditions before, during, and after construction—all of which remain hypothetical at this point.”

<sup>vi</sup> US Army Corps of Engineers, Detroit District, Public Notice LRE-2010-00304-52-S17-2, July 2, 2018. Page 4 “the undertaking **would have an adverse effect on Area C**, as defined in 36 CFR 800.5(a)(1).” Area C has been identified as part of the buried 19<sup>th</sup> Century lumber town of Singapore.”

<sup>vii</sup> Ethnographic Traditional Cultural Property Study of the Mouth of the Kalamazoo River, Allegan County, Michigan with Recommendations as to its Eligibility For Listing in the National Register of Historic Places, Prepared by Algonquin Consultants, Inc. with Thomas F. King, December 3, 2019. Determination of Eligibility Notification, National Register of Historic Places, National Park Service, Keeper of the Register. November 5, 2020

<sup>viii</sup> Tri-Community Master Plan, 2016. Page 4-23 “Mature trees represent a valuable resource in maintaining the aesthetic character of the area, not to mention their overall importance to wildlife and the natural environment. **In particular, the wooded sand dunes along the Kalamazoo River and Lake Michigan, and those buffering adjacent uses from I-196, are especially important. They should be managed to insure their long term existence.**” Recent drone images reveal the ‘laydown area’ proposed by NorthShore of Saugatuck in both the USACE and EGLE permit applications has been clearcut and excavated.

<sup>ix</sup> Letter to the National Trust for Historic Preservation, Lana Pollack. January 15, 2010

DRAFT

\* Tri Community Master Plan, 2016. Page 8-1. "Tourists have always been attracted to the area, but tourism is now the number one economic activity."

<sup>xi</sup> Tri Community Master Plan. Pages 8-1 – 8-2. "Although waterfront lands have high revenue generating potential, a major attraction of both the Lake Michigan and Kalamazoo River waterfronts is their scenic, natural shorelines composed of forested sand dunes and Tri-Community Master Plan Update large wetland areas. Should these natural areas be greatly damaged or destroyed through inappropriate development, then the "goose that laid the golden egg" will be dead. It is essential that the natural beauty of the waterfront be maintained along the Lake Michigan shoreline, the Kalamazoo River from the channel to Saugatuck, and from the Blue Star Highway Bridge inland."

<sup>xii</sup> US Army Corps of Engineers General Regulatory Policy 33 CFR 320.4(q). "Economics. When private enterprise makes application for a permit, it will generally be assumed that appropriate economic evaluations have been completed, the proposal is economically viable, and is needed in the market place. However, the district engineer in appropriate cases, may make an independent review of the need for the project from the perspective of the overall public interest."

<sup>xiii</sup> US Army Corps of Engineers General Regulatory Policy 33 CFR 320.4(j)(1). "Even if official certification and/or authorization is not required by state or federal law, but a state, regional, or local agency having jurisdiction or interest over the particular activity comments on the application, due consideration shall be given to those official views as a reflection of local factors of the public interest."

<sup>xiv</sup> Dates referenced come from the following sources: A Portrait of Ox-Bow: Architecture-Art-Artists, Judy Bowman Anthrop, 2009. National Park Service website. A New Role for Citizen in State Park Planning: Saugatuck Dunes State Park, Michigan Academician, Patricia L. Birkholz and Robert L. Reinking, 1988. Lana Pollack, Letter to the National Trust for Historic Preservation, 2010. Tri-Community Master Plan, 2016.

<sup>xv</sup> The maps in this section come from Allegan County Land Information Services and the Tri-Community Master Plan, 2016.

<sup>xvi</sup> [Pollard v. Commissioner- Quid pro quo \(landcan.org\)](#). Any promise of future conservation easements, trails, land swaps by the property owner of NorthShore of Saugatuck, based upon what happens with permitting, is considered a Quid Pro Quo and is thus not considered a conservation easement permissible for tax reduction.

<sup>xvii</sup> All passages quoted in this section come from the 2016 Tri-Community Master Plan.

<sup>xviii</sup> Tri Community Master Plan, 2005. Page 10-7. "The northwest corner of the Township, along with the most of the land in Saugatuck west of the Kalamazoo lake should be preserved for public open space and the portion that remains in private ownership should be maintained for low intensity uses (like the art colony and church camp)."

<sup>xix</sup> Saugatuck Township Zoning Ordinance. [DIVISION 6B. - R-3B LAKESHORE TRANSITION ZONED DISTRICT | Code of Ordinances | Saugatuck Township, \(Allegan Co.\), MI | Municode Library](#)

<sup>xx</sup> Saugatuck Township Zoning Ordinance. [ARTICLE XII. - WATER ACCESS AND DOCK DENSITY REGULATIONS | Code of Ordinances | Saugatuck Township, \(Allegan Co.\), MI | Municode Library](#). Sec. 40-906. - Intent and purpose.

(a)The township, after extensive deliberations and discussions, has concluded that the use of water resources situated within the township must be considered within the framework of the township's longterm costs and benefits. Further, the township has concluded that it is desirable to retain and maintain the physical, cultural and aesthetic characteristics of its Inland Waterways and its portion of Lake



DRAFT

Michigan.(b)Pursuant to its deliberations and discussions, the township has concluded that a lack of regulation regarding the density of Docks on and general access to Inland Waterways and Lake Michigan within or adjacent to the township has resulted in a Nuisance condition and an impairment of irreplaceable natural resources of the township. Further, the lack of regulation is resulting in the destruction of property values and constitutes a threat to the public health, safety and welfare of all persons utilizing these Inland Waterways and Lake Michigan and occupying adjacent properties within the township. Consequently, the township desires to adopt reasonable regulations regarding Dock density and general water access to protect the public health, safety and welfare, as well as the irreplaceable natural resources of the township.(c)The township has further concluded that regulation of water access and Dock density will help reduce conflicts which occur between residential single-Family use of the waterfront and shared waterfront use.

<sup>xxi</sup> Saugatuck Township Zoning Ordinance. [ARTICLE XII. - WATER ACCESS AND DOCK DENSITY REGULATIONS | Code of Ordinances | Saugatuck Township, \(Allegan Co.\), MI | Municode Library](#)

<sup>xxii</sup> Memorandum from Scott Smith and Nick Curcio of Dickinson/Wright to Saugatuck Township Planning Commission, April 14, 2017

MASTER PROJECT LIST

	Department Activity	Working Title / Item	Est. Budget Amount	Proposed Budget Year	Rank	Purpose of Project / Project Notes	Notes
FY 22-23							
1	Point Pleasant Municipal Marina / Veterans Park	High Water Grant	\$20,000	22-23		Work with Prein&Newhof on an EGLE High Water Grant for Washington St Planning	Plan only, Resolution 37-2022 approved 11.7.22
2	Parks and Recreation	Michigan Spark Grant		22-23		Apply for the Michigan Spark Grant on behalf of the Schultz Park Playground Ad-Hoc Committee	Due December 19, 2022
3	Placemaking	MDOT Regional Signage		22-23		Saugatuck/Douglas/Fennville or Art Coast Signage	Initial Research
4	Felkers Utilities (Public) WS1	Felkers Utilities (Public) - Storm sewer easements with O’Connor and Janks - Engineering costs for easement for storm water to Garandana bowl - Grant opportunities - Engineering for Felkers	\$50,000 approved for Engineering	22-23	3.9	Garandana Drainage Improvements - \$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 Requires complete engineering and cost estimates in the first year to establish a special assessment district. \$1,575,400	Proposal Sent for Engineering \$22,500 January 2023 Presentation
5	Acquisitions / Asset Disposal WS2	Dispose of 66th St. Property (10 acres)	In house activity	22-23	4.0	Dispose of property through the RFP process asset disposal policy	
6	Acquisitions / Asset Disposal 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
7	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, spring completion
8	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, possibly just do around Wades Bayou
	Police Department (47 W. Center St.) WS2	Police Department Upgrades		22-23			
9		- Upgrade Telephone System	\$1,600		3.8	Current are very old and lack technology	Ordered in Mid October, waiting for installation
10	Public Parking Lot Behind EPC WS2	Public Parking ADA Marking & ADA Signage	\$5,000		2.9	Comply with ADA guidelines for public parking	
11	Marketing & Branding WS3	Branding		22-23	2.1		
	All Parks, Facilities, BSH, Downtown Etc.	Wayfinding Plan		22-23			
12		- Wayfinding Signage in the Downtown	\$34,000		3.3	Unify signage & remove redundant signs	DPW to field locate current signage, Requires Design, Build, and Installation
13		- Wayfinding Signage along the Blue Star Highway Corridor	\$10,000		2.1	Unify signage & remove redundant signs	DPW to field locate current signage, Requires Design, Build, and Installation
	Beery Field WS2	Beery Field Upgrades		22-23			
14		- 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			
15		- Timed locks on restrooms	\$8,000		3.0	Result in labor cost savings / increased safety / compliance with park hours	Order Placed
16		- Timed gate – button unlock	\$5,000		3.9	Result in labor cost savings / increased safety / compliance with park hours	Order Placed

MASTER PROJECT LIST

	Department Activity	Working Title / Item	Est. Budget Amount	Proposed Budget Year	Rank	Purpose of Project / Project Notes	Notes
17		- Sidewalk connection from bathroom to gate entrance	\$5,000		2.9		Layout complete, scheduled for spring installation
	Root Beer Barrel WS2	Root Beer Barrel Property Upgrades		22-23			
18		- 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	
19	Schultz Park	Determine Property Ownership		22-23		Resolve ownership/use of property	
	Union Street Boat Launch WS2	Union St. Boat Launch Upgrades		22-23			
20		-Fire extinguisher	\$300		3.9	Fire Extinguishers \$130 each	Install in Spring 2023
	200 Blue Star Highway WS2	200 Blue Star Highway Upgrades		22-23			
21		- Grant Match & Engineering Oversight	\$30,000		3.9	For environmental consultant work	Using PM Environmental
22	200 Blue Star Highway	RFQ Environmental Consultant		22-23		Develop an RFQ for an environmental consultant for 200 BSH per EPA grant requirements	Issue December 2022
23	Arbor WS3	Tree City USA Candidate	In house activity	22-23	2.9		
24	Contractual Services WS3	Water Agreement	In house activity	22-23	3.9	Revise water agreement as required by EGLE	
25	Contractual Services WS3	Sewer Agreement	In house activity	22-23	3.9	Revise sewer agreement as required by EGLE	Working with attorney
26	Contractual Services WS3	Downtown Parking Lot Maintenance Agreement	\$5,000	22-23	3.9	For routine striping, signage, and patch	
27	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?
28	Ordinances WS3	Short Term Rental Ordinance	In house activity		2.2	Ordinance to limit usage	Waiting for legislative action
29	Ordinances WS3	Golf Cart (amend CURV Ordinance)	In house activity	22-23	1.9	Ordinance to limit usage	Requires Attorney Review and Input
30	Ordinances WS3	Fire Suppression Connection & Fee	In house activity	22-23	3.4	Ordinance to encourage installation	Requires Attorney Review
31	Ordinances WS3	Temporary Storage Pods	In house activity	22-23	2.3	Ordinance to limit usage	Requires Attorney Review
32	Placemaking WS3	DDA Gateway Beautification	In house activity	22-23	3.0	Work with the DDA on design concepts	Requires designer or engineering
33	Planning & Zoning / Economic Development WS3	Community Master Plan Audit and Amendment	\$32,000	22-23	3.0	Requires a consultant to accomplish	W&W / PC
34	Planning & Zoning / Economic Development WS3	DDA Development / TIF Plan Audit and Amendment	\$0	22-23	3.0	Audit of DDA Development and TIF Plan	Amendment to DDA in December
35	Planning & Zoning	Parks and Recreation Plan	\$0	22-23		Amend plan every 5 years with Saugatuck Township	Hire Consultant
36	Planning & Zoning / Economic Development WS3	Redevelopment Ready Community	\$0	22-23	2.1		W&W
37	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

MASTER PROJECT LIST

	Department Activity	Working Title / Item	Est. Budget Amount	Proposed Budget Year	Rank	Purpose of Project / Project Notes	Notes
38	Policies & Resolutions WS3	Donation Policy for Memorial Trees, Benches and Misc.	In house activity	22-23	2.1	Standardize donation policy	
39	Policies & Resolutions WS3	Beach Gate Policy	In house activity	22-23	3.1	Policy for beach access	
40	Policies & Resolutions WS3	Schedule of Fees	In house activity	22-23	3.0	Revise and update to reflect current fees	
41	Staffing WS3	Annual Evaluations	In house activity	22-23	4.0	Recurring annual evaluations	
42	Staffing WS3	Summer Seasonal for DPW	\$40,000	22-23	3.0	Three employees/20 weeks/35 hours	
43	Staffing WS3	Intern for Planning and Zoning	\$10,000	22-23	3.3	On hold	Schedule for February
44	Staffing	Harassment and Discrimination Training		22-23			
45	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
46	Technology WS3	Document Scanning and Filing		22-23	2.9	Necessary to streamline electronic storage of documents	
47	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
48	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. This cost includes engineering and assumes that most of the landscaping at the Dunes remains intact and much of the ditch will be enclosed for storm sewer management.	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
49	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	
50	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
51	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
52	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 Conditionally Awarded
	Street Projects WS3	Street Resurfacing		22-23			
53		- E Wiley Rd. – Pavement change (approx. 1600’ W of Schultz Park Dr. to Schultz Park Dr.)	\$116,000			\$65,874 0.3 miles	Major Rd. - Requires Civil Engineering specs
		- E South St – S Main St. to Water St				\$24,500 was .11 miles - \$24,154, added Water St.	Local Rd. - Requires Civil Engineering specs
		- Randolph – S Spring St. to Water St				\$25,000 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 specs
		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 Road Commission contractor



MASTER PROJECT LIST

	Department Activity	Working Title / Item	Est. Budget Amount	Proposed Budget Year	Rank	Purpose of Project / Project Notes	Notes
54	Street Projects WS3	- Blue Star Highway - 129 to approx. 1200' N of Wiley	\$37,500 Major, \$20,700 Local = \$58,200	22-23		.73 mile (\$23,700 in 21-22)	Major Rd. - use Allegan County Road Commission contractor
		- Center - Blue Star to Ellis				.13 mile (\$3,900 in 21-22)	Major Rd. - use Allegan County Road Commission contractor
		- Center - Main to Bayou				.13 mile (\$3,900 in 21-22)	Major Rd. - use Allegan County Road Commission contractor
		- Washington - Center to Blue Star Bridge				.28 mile (\$8,400 in 21-22)	Local Rd. - use Allegan County Road Commission contractor
		- Washington - Fremont to Center				.07 mile (\$2,100 in 21-22)	Local Rd. - use Allegan County Road Commission contractor
		- Center - Ellis to Main				.20 mile (\$6,000 in 21-22)	Major Rd. - use Allegan County Road Commission contractor
		- Randolph - Ellis to Spring				.15 mile (\$4,500 in 21-22)	Local Rd. - use Allegan County Road Commission contractor
		- Washington - Blue Star Bridge to BSH at grade				.09 mile (\$2,700 in 21-22)	Local Rd. - use Allegan County Road Commission contractor
		- (Possible addition) Campbell Rd - McVea to Shorewood					Local Rd. - use Allegan County Road Commission contractor
55	Street Projects WS3	Storm Sewer Jetting and Cleaning	\$40,000	22-23	3.8	\$20,000 Local \$20,000 Major	Continuous 3 year rotation
56	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, surveys have been mailed, DWAM Grant awarded 12.13.22
57	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 Quoting lead service line replacement
58	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

	Department of Public Works Equipment (486 Water St.) WS4	DPW Equipment		22-23			
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
	Wades Bayou Park WS2	Wade's Bayou Park Upgrades		22-23			
8		- Irrigation system improvements & spigot	\$17,000		3.3	3 of 4 zones are done, last zone will be budgeted in FY 23-24	
		Douglas Beach Upgrades		22-23			
9		- Life rings	\$224		3.9	Life Rings \$56 each x 4	
	Schultz Park WS2	Schultz Park and Launch Upgrades		22-23			
10		- Portable restroom at dog park	\$800		1.7	\$100 per month	
11		- Crack Seal Pickleball Courts	\$5,000		3.0		
12	Contractual Services WS3	Copier Contract for City Hall & Police Dept	\$8,200	22-23	3.4	City Hall will receive a new copier with the Police Department receiving their used one	
13	Marketing & Branding WS3	Logo Design		22-23	2.6	Integrate new logo into City (stationary, business cards, etc.)	
	Union Street Boat Launch WS2	Union St. Boat Launch Upgrades		22-23			
14		- Life rings	\$300		3.9	Life Rings \$56 each	
	Veterans Park WS2	Veterans Park Upgrades		22-23			
15		- Life rings	\$224		3.8	Life rings \$56 each x 4	
16	Marketing & Branding WS3	LGBTQ friendly		22-23	3.0	Received Pride Garden donation	
17	Technology WS3	Computer Aided Design Software	\$500 per year	22-23	3.8	Need one license	
18	Street Projects WS3	Pavement Markings – Local Streets	\$5,000	22-23	3.9	Refresh pavement markings as needed	Outsource to contractor

19	Street Projects WS3	Dust Control	\$6,850	22-23	3.1	Apply to gravel streets and parking lots	
	17 Acres (6825 W. Wiley Rd.) WS2	17 Acres (6825 W Wiley Rd.)		22-23			
20		- 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			
21		- Painting all 4 exterior walls	\$10,000 approved for 2 sides		2.8	Paint exterior of City Hall	
	Department of Public Works (486 Water St.) WS2	DPW Upgrades		22-23			
22		- Fence outdoor storage to comply with zoning ordinance	\$4,500		2.9		Done
	Department of Public Works Equipment (486 Water St.) WS4	DPW Equipment		22-23			
23		- 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			
24		- Window Replacement	\$10,000		3.8	Replace window frames and windows due to age and improve efficiency	
	Douglas Beach WS2	Douglas Beach Upgrades		22-23			
25		- Sanitary sewer upgrade to the restroom	\$3,800		2.8	Make repairs to pipe section that routinely blocks	
26		- No overnight parking signage	\$150		3.8		Need Enforceable Ordinance
	Root Beer Barrel WS2	Root Beer Barrel Property Upgrades		22-23			
27		- No overnight parking signage	\$150		3.9		Need Enforceable Ordinance
28		- RFP for vendor agreement	In house activity		3.6	Consider percentage of sales	Amending current contract for 2023
29	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	Develop Agreement
30	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	
	Street Projects WS3	Crack seal for surface maintenance		22-23			
31		- 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
32	Street Projects	Consumers Energy Tree Grant	Received \$3,000	22-23		Received a Consumers Energy, Right Tree, Right Place Tree Grant for trees in the ROW of streets and boulevards	Completed in October, 2022
33	Downtown Development Authority	CVB Grant for Holiday Lighting	Received \$8,000	22-23		The DDA applied for and received \$8,000 from the Saugatuck Douglas CVB for holiday lighting of the downtown. Working with Chips Groundcover to quote and install	
34	City Wide	Deer Survey		22-23		Deer survey to go out on the back of Winter Taxes	December-March
	Police Department (47 W. Center St.) WS2	Police Department Equipment		22-23			

35	POLICE DEPARTMENT (47 W. CENTER ST.) WS2	- Patrol Vehicle Allocation (every 3 years) - Purchase Patrol Vehicle (Purchase Year)	\$20,000 \$50,000	22-23	3.3	Replace vehicles on a routine replacement schedule every three years FY22-23 is a purchase year	Use state bid
	Wade's Bayou Park	Wade's Bayou Park Upgrades					
36		- Add trees	\$1,250		2.2	10 x \$250	Adding 3 this October
37	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, was no longer needed	
38	Downtown Development Authority	Christmascape	\$8,000	22-23		Received a CVB grant for \$8,000 for lighting	Year 1 of 3
39	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	Set up an old computer

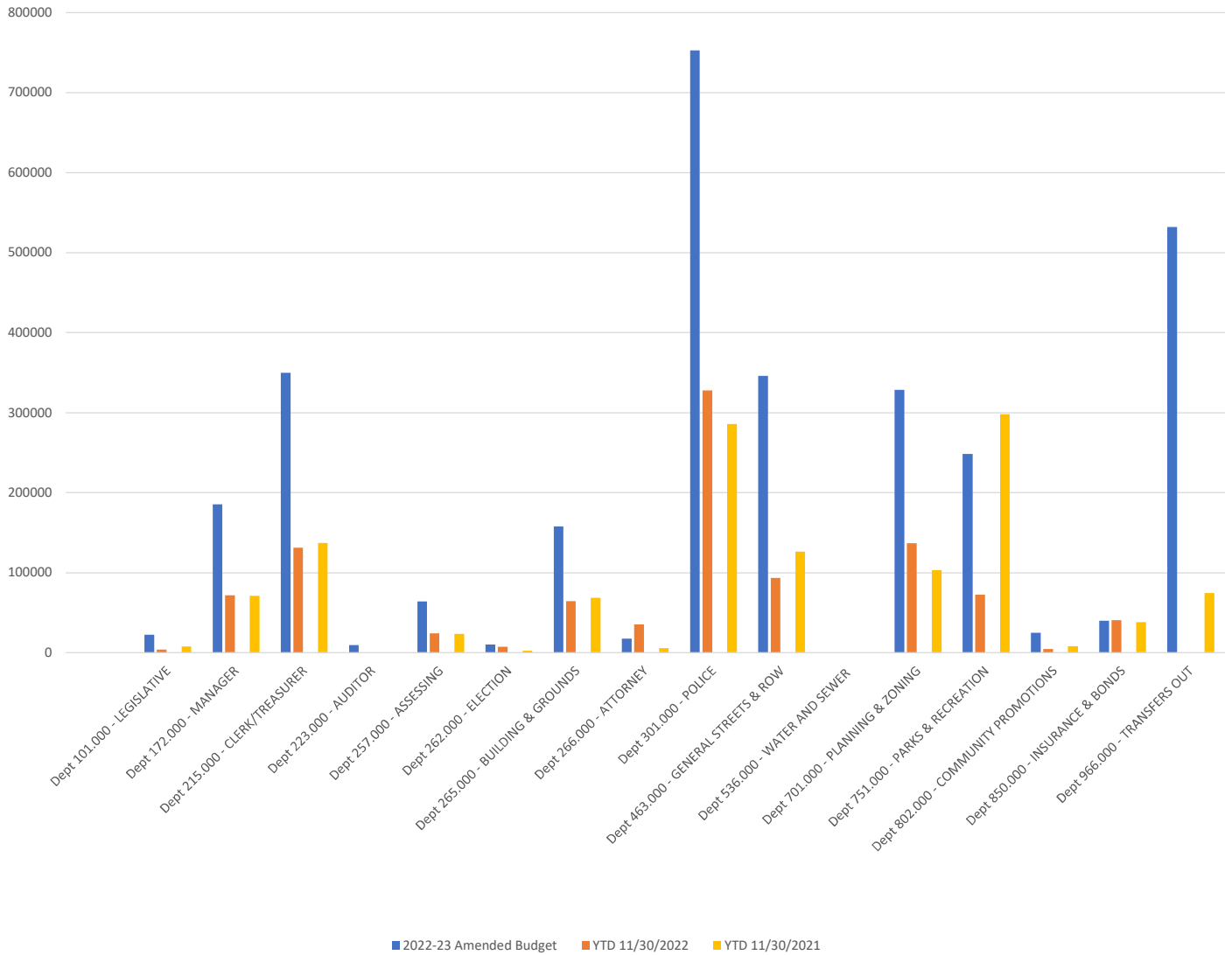


**City of the Village of Douglas**  
**Financial Holdings Summary**  
**Nov 30, 2022**

	<u>Identifier</u>	<u>Matures</u>	<u>Rate</u>	<u>Market Value</u>
<b><u>Cash</u></b>				
Huntington Bank - Common Checking				121,726.09
Huntington Bank - Tax & Trust				56,877.26
D.A. Davidson			1.25%	6,005.68
<b><u>CD's</u></b>				
D.A. Davidson:				
CITIBANK	17312QY60	12/27/2022	3.35%	249,942.50
Western Alliance Bank	95763PHX2	1/19/2023	3.35%	250,000.00
Capital One	14042RUM1	3/31/2023	3.95%	250,000.00
American Expr Natl Bk	02589AA28	12/4/2023	3.55%	191,619.62
Morgan Stanley Bank	61690UCK4	12/13/2023	3.50%	242,777.40
Wells Fargo Bank	949763WA0	12/28/2023	3.50%	<u>98,622.00</u>
MBS:				
Fifth Third	316777XV8	6/30/2023	2.95%	247,572.50
Michigan Legacy Credit Union	59452WAE8	11/9/2023	3.45%	<u>81,987.40</u>
First National Bank of MI	**4328	12/8/2022	1.50%	251,314.36
<b><u>Bonds</u></b>				
D.A. Davidson:				
Fedl Farm Credit Bank Bond	3133EMCQ3	10/13/2023	0.28%	239,735.00
Fedl Farm Credit Bank Bond	3133EJ5H8	1/16/2025	2.85%	145,269.00
Fedl Home loan Mtg Corp	3134GKKR4	7/15/2025	0.40%	269,715.00
Fedl Home loan Mtg Corp	3134GWUC8	12/30/2025	0.50%	178,200.00
Fed Home Loan Bank Bond Step	3130AKSV9	1/28/2026	0.25%	225,040.00
Fedl Farm Credit Bank Bond	3133ELEN0	12/18/2029	2.25%	<u>134,985.72</u>
MBS:				
Toyota Mtr Commerical Paper	89233HNJ9	1/18/2023	3.56%	298,264.58
Toyota Mtr Commerical Paper	8923A1Q2	3/10/2023	4.08%	246,750.01
Fed Home Loan Bank Bond Step	3130ATD38	9/28/2023	4.00%	299,136.00
Fed Home Loan Bank Bond Step	3130ASVW6	11/17/2023	3.25%	246,420.00
Fed Home Loan Bank Bond Step	3130amfn7	5/26/2026	0.75%	135,649.50
Pinckney mich commnity schools	722205NW7	5/1/2028	1.84%	<u>85,643.00</u>
<b><u>Other Investments</u></b>				
Michigan Class			3.78%	<u>940,371.78</u>
<b>Total Cash &amp; Investments</b>				<b><u>5,493,624.40</u></b>
<b>Cash &amp; Investments</b>				
<b><u>Fund</u></b>	<b><u>Nov 30, 2022</u></b>	Prior Month	6,073,426.51	
		Prior Year	6,388,605.16	
101 - General Fund	3,789,084.64			
202 - Major Street	104,561.11			
203 - Local Streets	9,569.78			
204 - Road Millage	270,796.58			
213 - Schultz Park Launch Ramp	110,829.13			
243 - Brownfield Redevelopment Authority	922.88			
244 - Harbor Authority	5,152.21			
248 - DDA	118,192.19			
403 - Blue Star Corridor Improvement Fund	139,790.11			
450 - Water & Sewer Fund	73,256.08			
594 - Douglas Marina	45,415.61			
660 - Equipment Rental Fund	776,311.99			
701 - Trust and Agency	30,784.60			
703 - Current Tax Receiving	<u>18,957.49</u>			
	<b><u>5,493,624.40</u></b>			

City of the Village of Douglas  
General Fund Expenditures  
November 30, 2022

Item 9B.



Department	2022-23 Amended Budget	YTD 11/30/2022	% Budget Used	YTD 11/30/2021
Dept 101.000 - LEGISLATIVE	22,366.00	3,786.32	16.93	7,624.76
Dept 172.000 - MANAGER	185,515.00	71,909.80	38.76	71,164.76
Dept 215.000 - CLERK/TREASURER	349,752.00	131,382.12	37.56	137,163.65
Dept 223.000 - AUDITOR	9,400.00	0.00	0.00	0.00
Dept 257.000 - ASSESSING	63,997.00	24,053.72	37.59	23,636.60
Dept 262.000 - ELECTION	10,328.00	7,399.24	71.64	2,317.85
Dept 265.000 - BUILDING & GROUNDS	157,710.00	64,445.22	40.86	68,641.63
Dept 266.000 - ATTORNEY	17,500.00	35,562.65	203.22	5,466.50
Dept 301.000 - POLICE	752,970.00	327,964.74	43.56	285,930.35
Dept 463.000 - GENERAL STREETS & ROW	346,019.00	93,264.00	26.95	126,307.12
Dept 536.000 - WATER AND SEWER	0.00	0.00	0.00	0.00
Dept 701.000 - PLANNING & ZONING	328,560.00	136,840.94	41.65	103,250.81
Dept 751.000 - PARKS & RECREATION	248,461.00	72,630.24	29.23	298,123.55
Dept 802.000 - COMMUNITY PROMOTIONS	25,000.00	4,618.92	18.48	8,177.75
Dept 850.000 - INSURANCE & BONDS	40,000.00	40,771.65	101.93	38,315.00
Dept 966.000 - TRANSFERS OUT	532,000.00	0.00	0.00	74,500.00
TOTALS	3,089,578.00	1,014,629.56	32.84%	1,250,620.33

User: MATTSMTTH

DB: Douglas

PERIOD ENDING 11/30/2022

Item 9B.

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 11/30/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 11/30/2021 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Revenues							
Dept 000.000							
101-000.000-402.000	CURRENT REAL PROPERTY TAX	2,590,145.00	2,527,387.59	15,247.92	62,757.41	97.58	2,331,453.14
101-000.000-434.000	MOBILE HOME TAX	500.00	229.00	46.00	271.00	45.80	226.50
101-000.000-445.000	INTEREST & PENALTIES: DELQ TAX	5,000.00	1,463.10	366.61	3,536.90	29.26	972.87
101-000.000-447.000	TAX COLLECTION FEES	99,073.00	73,328.54	453.22	25,744.46	74.01	66,914.73
101-000.000-453.000	SPECIAL ASSESSMENT REVENUE	6,053.00	11,465.41	0.00	(5,412.41)	189.42	0.00
101-000.000-474.000	INTEREST ON SPECIAL ASSESSMENTS	1,342.00	103.20	0.00	1,238.80	7.69	0.00
101-000.000-476.000	BUSINESS LICENSE FEES	11,000.00	220.00	0.00	10,780.00	2.00	75.00
101-000.000-477.000	FRANCHISE FEES	16,000.00	4,640.32	4,640.32	11,359.68	29.00	4,454.34
101-000.000-543.001	LAW ENFORCEMENT TRAINING	1,000.00	250.00	0.00	750.00	25.00	277.68
101-000.000-543.100	STATE REVENUE: LIQUOR LICENSE	7,000.00	8,125.70	0.00	(1,125.70)	116.08	5,591.30
101-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	45,000.00	29,716.30	0.00	15,283.70	66.04	30,618.35
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	28,481.00	0.00	119,479.00	19.25	23,447.00
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	189.98	44.98	1,810.02	9.50	711.41
101-000.000-626.001	ROAD CUT FEES	500.00	1,700.00	200.00	(1,200.00)	340.00	0.00
101-000.000-627.000	BUILDING FEES	75,000.00	28,689.50	3,067.00	46,310.50	38.25	21,054.00
101-000.000-627.001	RENTAL INSPECTION FEE	8,000.00	4,150.00	1,050.00	3,850.00	51.88	2,650.00
101-000.000-628.000	PLANNING & ZONING FEES	14,500.00	14,547.00	6,802.00	(47.00)	100.32	4,676.70
101-000.000-651.000	LAUNCH FEES	7,250.00	5,909.00	0.00	1,341.00	81.50	3,563.25
101-000.000-657.000	ORDINANCE FINES - POLICE	3,500.00	1,647.64	91.00	1,852.36	47.08	1,533.60
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	(31,078.89)	21,186.00	31,078.89	100.00	(16,905.18)
101-000.000-667.000	RENT	14,000.00	6,000.00	1,200.00	8,000.00	42.86	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	45,991.10	(10.00)	4,008.90	91.98	76,369.73
101-000.000-675.000	OTHER REVENUE	7,800.00	3,797.15	778.00	4,002.85	48.68	5,678.99
101-000.000-675.001	REIMBURSEMENTS LOCAL GOV	7,200.00	0.00	0.00	7,200.00	0.00	2,159.73
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	0.00	0.00	100.00	0.00
Total Dept 000.000		3,311,823.00	2,774,625.52	55,163.05	537,197.48	83.78	2,573,820.44
TOTAL REVENUES		3,311,823.00	2,774,625.52	55,163.05	537,197.48	83.78	2,573,820.44
Expenditures							
Dept 101.000 - LEGISLATIVE							
101-101.000-703.000	WAGES	9,000.00	1,850.00	0.00	7,150.00	20.56	2,000.00
101-101.000-718.000	TRAINING FUNDS	4,500.00	520.00	0.00	3,980.00	11.56	1,792.00
101-101.000-718.002	MISC TRAVEL EXPENSES-TRAINING	4,000.00	187.50	187.50	3,812.50	4.69	1,372.70
101-101.000-722.000	WORKERS COMPENSATION	36.00	16.75	0.00	19.25	46.53	24.46
101-101.000-740.000	SUPPLIES	400.00	0.00	0.00	400.00	0.00	595.98
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	175.15	43.73	304.85	36.49	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	119.92	0.00	880.08	11.99	587.62
Total Dept 101.000 - LEGISLATIVE		22,366.00	3,786.32	231.23	18,579.68	16.93	7,694.86
Dept 172.000 - MANAGER							
101-172.000-702.000	SALARIES	108,445.00	44,094.09	12,519.92	64,350.91	40.66	43,950.88

User: MATTSMITH

DB: Douglas

PERIOD ENDING 11/30/2022

Item 9B.

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 11/30/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 11/30/2021 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
101-172.000-718.000	TRAINING FUNDS	1,500.00	770.00	0.00	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	195.00
101-172.000-719.000	INSURANCE BENEFITS	15,395.00	6,563.08	1,315.22	8,831.92	42.63	6,773.15
101-172.000-720.000	PAYROLL TAXES	8,605.00	3,542.49	991.63	5,062.51	41.17	3,501.91
101-172.000-721.000	MERS BENEFITS	18,420.00	7,738.20	2,182.50	10,681.80	42.01	7,111.80
101-172.000-721.001	457 CONTRIBUTION	13,500.00	5,311.74	1,500.00	8,188.26	39.35	5,359.11
101-172.000-722.000	WORKERS COMPENSATION	210.00	97.62	0.00	112.38	46.49	133.23
101-172.000-740.000	SUPPLIES	500.00	184.92	73.98	315.08	36.98	447.95
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	0.00	724.49	3.40	39.87
101-172.000-851.000	TELEPHONE	1,290.00	500.00	100.00	790.00	38.76	537.52
101-172.000-861.000	MILEAGE REIMBURSEMENT	4,200.00	1,837.00	350.00	2,363.00	43.74	1,750.00
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	757.55	632.55	342.45	68.87	915.34
101-172.000-977.005	COMPUTER HARDWARE/SOFTWARE	500.00	487.60	0.00	12.40	97.52	0.00
Total Dept 172.000 - MANAGER		185,515.00	71,909.80	19,665.80	113,605.20	38.76	71,164.76
Dept 215.000 - CLERK/TREASURER							
101-215.000-702.000	SALARIES	185,760.00	64,819.41	21,029.94	120,940.59	34.89	77,788.08
101-215.000-718.000	TRAINING FUNDS	2,500.00	399.00	0.00	2,101.00	15.96	10.00
101-215.000-718.002	MISC TRAVEL EXPENSES-TRAINING	1,500.00	333.77	0.00	1,166.23	22.25	238.28
101-215.000-719.000	INSURANCE BENEFITS	54,275.00	19,193.91	5,419.53	35,081.09	35.36	24,825.52
101-215.000-720.000	PAYROLL TAXES	14,915.00	5,125.26	1,720.63	9,789.74	34.36	5,918.24
101-215.000-721.000	MERS BENEFITS	36,575.00	13,819.72	4,184.56	22,755.28	37.78	15,120.59
101-215.000-722.000	WORKERS COMPENSATION	377.00	175.98	0.00	201.02	46.68	153.31
101-215.000-740.000	SUPPLIES	2,500.00	298.61	128.93	2,201.39	11.94	763.43
101-215.000-802.000	CONTRACTUAL	32,000.00	18,873.59	530.95	13,126.41	58.98	6,872.29
101-215.000-806.006	WEBSITE	3,600.00	0.00	0.00	3,600.00	0.00	1,400.00
101-215.000-851.000	TELEPHONE	570.00	175.15	43.73	394.85	30.73	230.77
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	855.00	0.00	3,645.00	19.00	562.00
101-215.000-901.000	POSTAGE	3,500.00	2,596.13	(585.69)	903.87	74.18	1,984.19
101-215.000-908.000	DUES/FEES/PUBLICATIONS	1,500.00	1,221.59	82.50	278.41	81.44	1,296.95
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	0.00	1,935.00	48.94	0.00
Total Dept 215.000 - CLERK/TREASURER		349,752.00	131,382.12	32,555.08	218,369.88	37.56	137,163.65
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	21,471.44	6,085.02	31,268.56	40.71	20,669.83
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	0.00	(29.19)	105.84	0.00
101-257.000-720.000	PAYROLL TAXES	4,285.00	1,642.57	465.51	2,642.43	38.33	1,581.24
101-257.000-722.000	WORKERS COMPENSATION	172.00	80.12	0.00	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



User: MATTSMITH

DB: Douglas

PERIOD ENDING 11/30/2022

Item 9B.

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	11/30/2022 NORM (ABNORM)	MONTH 11/30/22 INCR (DECR)	BALANCE NORM (ABNORM)		11/30/2021 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	24,053.72	6,550.53	39,943.28	37.59	23,636.60
Dept 262.000 - ELECTION							
101-262.000-703.000	WAGES	3,000.00	3,325.00	1,650.00	(325.00)	110.83	1,900.00
101-262.000-740.000	SUPPLIES	1,000.00	446.55	136.94	553.45	44.66	217.96
101-262.000-900.000	PRINTING & PUBLISHING	500.00	839.00	56.00	(339.00)	167.80	67.26
101-262.000-901.000	POSTAGE	2,000.00	585.69	585.69	1,414.31	29.28	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	132.63
Total Dept 262.000 - ELECTION		10,328.00	7,399.24	2,428.63	2,928.76	71.64	2,317.85
Dept 265.000 - BUILDING & GROUNDS							
101-265.000-703.000	WAGES	27,390.00	9,878.45	1,986.74	17,511.55	36.07	13,240.54
101-265.000-705.000	WAGES - SEASONAL	9,917.00	1,875.09	0.00	8,041.91	18.91	4,923.21
101-265.000-719.000	INSURANCE BENEFITS	6,630.00	1,745.44	590.90	4,884.56	26.33	3,419.99
101-265.000-720.000	PAYROLL TAXES	3,225.00	944.12	151.98	2,280.88	29.28	1,517.48
101-265.000-721.000	MERS BENEFITS	3,560.00	1,039.03	219.91	2,520.97	29.19	1,262.45
101-265.000-722.000	WORKERS COMPENSATION	625.00	289.46	0.00	335.54	46.31	263.91
101-265.000-740.000	SUPPLIES	12,000.00	6,455.20	2,247.70	5,544.80	53.79	2,431.49
101-265.000-802.000	CONTRACTUAL	26,000.00	7,548.83	4,570.64	18,451.17	29.03	12,537.11
101-265.000-851.000	TELEPHONE	4,800.00	1,996.75	795.88	2,803.25	41.60	1,493.21
101-265.000-922.000	UTILITIES	14,000.00	2,988.00	1,071.94	11,012.00	21.34	3,686.75
101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL	20,000.00	4,327.35	1,875.47	15,672.65	21.64	8,723.80
101-265.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	0.00	0.00	0.00	0.00	0.00	13,294.51
101-265.000-979.000	CAPITAL OUTLAY	29,563.00	25,357.50	12,659.50	4,205.50	85.77	1,847.18
Total Dept 265.000 - BUILDING & GROUNDS		157,710.00	64,445.22	26,170.66	93,264.78	40.86	68,641.63
Dept 266.000 - ATTORNEY							
101-266.000-801.000	CONTRACTUAL ATTORNEY	17,500.00	35,562.65	17,479.00	(18,062.65)	203.22	5,466.50
Total Dept 266.000 - ATTORNEY		17,500.00	35,562.65	17,479.00	(18,062.65)	203.22	5,466.50
Dept 301.000 - POLICE							
101-301.000-702.000	SALARIES	81,950.00	32,233.34	9,199.64	49,716.66	39.33	32,427.92
101-301.000-703.000	WAGES	221,515.00	96,509.22	35,345.03	125,005.78	43.57	82,665.75
101-301.000-704.000	WAGES - PARTTIME	44,015.00	18,068.36	5,191.87	25,946.64	41.05	20,018.94
101-301.000-706.000	WAGES - OVERTIME	23,100.00	15,111.31	5,435.73	7,988.69	65.42	8,157.87
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	3,856.96	1,265.08	(3,856.96)	100.00	0.00
101-301.000-709.000	WAGES- OFFICE	44,470.00	14,566.25	5,339.66	29,903.75	32.76	17,000.00
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 11/30/2022

Item 9B.

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	11/30/2022 NORM (ABNORM)	MONTH 11/30/22 INCR (DECR)	BALANCE NORM (ABNORM)		11/30/2021 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	194.38
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	50,861.87	9,151.10	69,908.13	42.11	50,111.28
101-301.000-720.000	PAYROLL TAXES	35,005.00	14,555.83	4,909.08	20,449.17	41.58	12,454.20
101-301.000-721.000	MERS BENEFITS	55,070.00	22,896.49	7,506.77	32,173.51	41.58	18,084.21
101-301.000-722.000	WORKERS COMPENSATION	4,885.00	2,269.96	0.00	2,615.04	46.47	2,789.38
101-301.000-740.000	SUPPLIES	2,000.00	556.82	125.20	1,443.18	27.84	627.94
101-301.000-750.000	UNIFORMS	3,400.00	2,452.70	856.12	947.30	72.14	570.49
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	1,500.00	0.00	3,500.00	30.00	1,512.00
101-301.000-802.000	CONTRACTUAL	7,100.00	1,344.72	167.86	5,755.28	18.94	2,546.24
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	2,212.56	462.31	3,312.44	40.05	1,652.72
101-301.000-860.000	GAS & OIL	14,000.00	6,059.08	1,432.22	7,940.92	43.28	4,542.15
101-301.000-900.000	PRINTING & PUBLISHING	250.00	0.00	0.00	250.00	0.00	18.35
101-301.000-908.000	DUES/FEES/PUBLICATIONS	250.00	0.00	0.00	250.00	0.00	67.95
101-301.000-922.000	UTILITIES	6,850.00	1,884.98	575.13	4,965.02	27.52	1,756.43
101-301.000-930.000	REPAIRS & MAINTENANCE: GENERAL	5,000.00	878.24	21.98	4,121.76	17.56	4,389.81
101-301.000-930.004	VEHICLE MAINTENANCE & REPAIRS	7,500.00	2,789.95	769.35	4,710.05	37.20	2,074.70
101-301.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	20,000.00	8,333.35	1,666.67	11,666.65	41.67	6,958.15
101-301.000-942.000	LEASE- COPIER	610.00	812.40	0.00	(202.40)	133.18	1,015.50
101-301.000-977.000	EQUIPMENT	1,000.00	2,018.00	0.00	(1,018.00)	201.80	136.03
101-301.000-979.000	CAPITAL OUTLAY	11,600.00	12,694.00	9,880.00	(1,094.00)	109.43	0.00
Total Dept 301.000 - POLICE		752,970.00	327,964.74	99,300.80	425,005.26	43.56	285,930.35
Dept 463.000 - GENERAL STREETS & ROW							
101-463.000-703.000	WAGES	104,945.00	20,136.24	7,466.11	84,808.76	19.19	23,814.86
101-463.000-705.000	WAGES - SEASONAL	9,917.00	1,895.51	0.00	8,021.49	19.11	3,714.50
101-463.000-708.000	SPECIAL EVENTS WAGES	0.00	5,068.59	2,444.76	(5,068.59)	100.00	0.00
101-463.000-719.000	INSURANCE BENEFITS	27,900.00	7,552.29	1,461.55	20,347.71	27.07	9,581.06
101-463.000-720.000	PAYROLL TAXES	9,505.00	2,120.43	762.27	7,384.57	22.31	2,170.02
101-463.000-721.000	MERS BENEFITS	13,277.00	2,739.49	1,064.71	10,537.51	20.63	2,358.97
101-463.000-722.000	WORKERS COMPENSATION	3,225.00	1,497.64	0.00	1,727.36	46.44	1,714.15
101-463.000-740.000	SUPPLIES	17,500.00	2,018.18	369.86	15,481.82	11.53	1,400.46
101-463.000-740.002	EXTERIOR SUPPLIES	250.00	179.00	179.00	71.00	71.60	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	1,599.26	241.16	3,400.74	31.99	2,595.46
101-463.000-802.000	CONTRACTUAL	26,300.00	961.00	558.00	25,339.00	3.65	9,950.14
101-463.000-802.003	CONTRACTUAL- REFUSE	6,100.00	2,435.00	475.00	3,665.00	39.92	2,908.45
101-463.000-802.007	LANDSCAPING SERVICES	2,800.00	1,810.07	0.00	989.93	64.65	2,051.25
101-463.000-802.010	CONTRACTUAL FORESTRY	25,000.00	17,261.98	2,895.00	7,738.02	69.05	6,550.00
101-463.000-806.000	CONTRACTUAL ENGINEERING	5,500.00	4,679.80	3,044.80	820.20	85.09	965.90
101-463.000-851.000	TELEPHONE	8,200.00	4,573.91	723.98	3,626.09	55.78	3,145.64
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	480.00	480.00	20.00	96.00	467.95
101-463.000-922.000	UTILITIES	7,500.00	1,972.39	417.40	5,527.61	26.30	2,829.52
101-463.000-925.000	STREET LIGHTS	25,000.00	7,753.52	1,931.12	17,246.48	31.01	8,601.83
101-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL	7,500.00	6,529.70	1,510.00	970.30	87.06	4,233.35
101-463.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	0.00	0.00	0.00	0.00	0.00	23,598.30
101-463.000-979.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	13,655.31
101-463.000-979.011	CAPITAL OUTLAY-DRAINS	36,500.00	0.00	0.00	36,500.00	0.00	

User: MATTSMITH

DB: Douglas

PERIOD ENDING 11/30/2022

Item 9B.

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 11/30/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 11/30/2021 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
Total Dept 463.000 - GENERAL STREETS & ROW		346,019.00	93,264.00	26,024.72	252,755.00	26.95	126,307.12
Dept 701.000 - PLANNING & ZONING							
101-701.000-702.000	SALARIES	103,600.00	36,139.34	13,531.73	67,460.66	34.88	27,537.21
101-701.000-703.000	WAGES	5,400.00	550.00	0.00	4,850.00	10.19	1,000.00
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	6,304.17	1,018.92	11,645.83	35.12	5,406.66
101-701.000-720.000	PAYROLL TAXES	8,550.00	2,758.97	1,034.04	5,791.03	32.27	2,074.16
101-701.000-721.000	MERS BENEFITS	18,025.00	2,914.92	302.13	15,110.08	16.17	5,769.12
101-701.000-722.000	WORKERS COMPENSATION	215.00	98.75	0.00	116.25	45.93	86.46
101-701.000-740.000	SUPPLIES	2,000.00	872.46	268.96	1,127.54	43.62	548.37
101-701.000-801.000	CONTRACTUAL ATTORNEY	25,000.00	9,371.50	5,519.00	15,628.50	37.49	27,552.50
101-701.000-802.000	CONTRACTUAL	7,550.00	1,200.00	450.00	6,350.00	15.89	2,344.80
101-701.000-803.000	CONTRACTUAL CONSULTANT	35,000.00	25,728.10	22,674.00	9,271.90	73.51	1,922.50
101-701.000-804.000	CONTRACTUAL BUILDING INSPECTIO	65,000.00	24,064.65	2,593.80	40,935.35	37.02	15,747.80
101-701.000-806.000	CONTRACTUAL ENGINEERING	30,000.00	21,080.50	9,761.40	8,919.50	70.27	9,277.60
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	149.58	18.16	420.42	26.24	245.03
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	336.00	0.00	4,664.00	6.72	273.45
101-701.000-901.000	POSTAGE	200.00	0.00	0.00	200.00	0.00	3.00
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	5,242.00	0.00	(5,242.00)	100.00	0.00
Total Dept 701.000 - PLANNING & ZONING		328,560.00	136,840.94	57,172.14	191,719.06	41.65	103,250.81
Dept 751.000 - PARKS & RECREATION							
101-751.000-703.000	WAGES	41,900.00	18,639.34	2,407.35	23,260.66	44.49	24,462.50
101-751.000-705.000	WAGES - SEASONAL	9,917.00	2,279.70	0.00	7,637.30	22.99	3,548.74
101-751.000-719.000	INSURANCE BENEFITS	10,145.00	5,864.99	1,352.36	4,280.01	57.81	9,437.14
101-751.000-720.000	PAYROLL TAXES	4,396.00	1,654.94	184.13	2,741.06	37.65	2,234.98
101-751.000-721.000	MERS BENEFITS	5,445.00	1,952.34	271.29	3,492.66	35.86	2,269.18
101-751.000-722.000	WORKERS COMPENSATION	895.00	415.99	0.00	479.01	46.48	163.50
101-751.000-740.000	SUPPLIES	10,000.00	5,943.58	606.56	4,056.42	59.44	3,965.20
101-751.000-802.000	CONTRACTUAL	12,000.00	8,999.00	1,532.50	3,001.00	74.99	7,806.52
101-751.000-802.007	LANDSCAPING SERVICES	7,500.00	1,831.30	0.00	5,668.70	24.42	2,461.21
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	5,898.72	1,793.38	5,101.28	53.62	5,081.46
101-751.000-930.000	REPAIRS & MAINTENANCE: GENERAL	7,500.00	2,681.81	37.23	4,818.19	35.76	6,442.05
101-751.000-930.006	UNIONS REPAIRS AND MAINT	750.00	622.92	0.00	127.08	83.06	15.80
101-751.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	0.00	0.00	0.00	0.00	0.00	28,709.49
101-751.000-958.000	MISCELLANEOUS	0.00	1,990.00	995.00	(1,990.00)	100.00	1,995.00
101-751.000-977.000	EQUIPMENT	5,000.00	3,908.68	408.29	1,091.32	78.17	3,706.44
101-751.000-979.000	CAPITAL OUTLAY	113,563.00	9,946.93	3,864.80	103,616.07	8.76	188,019.01
Total Dept 751.000 - PARKS & RECREATION		248,461.00	72,630.24	13,452.89	175,830.76	29.23	298,123.55
Dept 802.000 - COMMUNITY PROMOTIONS							
101-802.000-958.000	MISCELLANEOUS	25,000.00	4,618.92	0.00	20,381.08	18.48	8,

PERIOD ENDING 11/30/2022

Item 9B.

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	11/30/2022 NORM (ABNORM)	MONTH 11/30/22 INCR (DECR)	BALANCE NORM (ABNORM)		11/30/2021 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
Total Dept 802.000 - COMMUNITY PROMOTIONS		25,000.00	4,618.92	0.00	20,381.08	18.48	8,177.75
Dept 850.000 - INSURANCE & BONDS							
101-850.000-814.000	INSURANCE (LIABILITY/AUTO)	40,000.00	40,771.65	3,429.00	(771.65)	101.93	0.00
101-850.000-958.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	38,315.00
Total Dept 850.000 - INSURANCE & BONDS		40,000.00	40,771.65	3,429.00	(771.65)	101.93	38,315.00
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	74,500.00
Total Dept 966.000 - TRANSFERS OUT		532,000.00	0.00	0.00	532,000.00	0.00	74,500.00
TOTAL EXPENDITURES		3,089,578.00	1,014,629.56	304,460.48	2,074,948.44	32.84	1,250,620.33
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		3,311,823.00	2,774,625.52	55,163.05	537,197.48	83.78	2,573,820.44
TOTAL EXPENDITURES		3,089,578.00	1,014,629.56	304,460.48	2,074,948.44	32.84	1,250,620.33
NET OF REVENUES & EXPENDITURES		222,245.00	1,759,995.96	(249,297.43)	(1,537,750.96)	791.92	1,323,200.11



PERIOD ENDING 11/30/2022

Item 9B.

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 11/30/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 11/30/2021 NORM (ABNORM)
Fund 202 - MAJOR STREET FUND							
Revenues							
Dept 000.000							
202-000.000-546.000	STATE GRANT: ACT 51	183,860.00	47,283.39	15,450.19	136,576.61	25.72	45,355.54
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	47,283.39	15,450.19	461,975.61	9.28	45,355.54
TOTAL REVENUES		509,259.00	47,283.39	15,450.19	461,975.61	9.28	45,355.54
Expenditures							
Dept 463.000 - GENERAL STREETS & ROW							
202-463.000-703.000	WAGES	62,150.00	37,813.66	9,320.64	24,336.34	60.84	33,933.65
202-463.000-719.000	INSURANCE BENEFITS	15,050.00	10,733.36	1,912.05	4,316.64	71.32	7,505.74
202-463.000-720.000	PAYROLL TAXES	5,030.00	2,892.75	713.02	2,137.25	57.51	2,595.94
202-463.000-721.000	MERS BENEFITS	8,075.00	5,467.64	1,272.17	2,607.36	67.71	5,016.34
202-463.000-722.000	WORKERS COMPENSATION	1,910.00	887.83	0.00	1,022.17	46.48	1,602.01
202-463.000-740.000	SUPPLIES	2,500.00	12.99	0.00	2,487.01	0.52	138.17
202-463.000-746.000	TRAFFIC SIGNS & SERVICES	4,000.00	391.44	312.34	3,608.56	9.79	2,522.69
202-463.000-802.000	CONTRACTUAL	34,000.00	8,053.94	0.00	25,946.06	23.69	6,506.15
202-463.000-806.000	CONTRACTUAL ENGINEERING	20,000.00	4,787.25	804.00	15,212.75	23.94	44,681.10
202-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL	50,000.00	2,174.66	0.00	47,825.34	4.35	6,628.61
202-463.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	0.00	0.00	0.00	0.00	0.00	32,661.23
202-463.000-979.000	CAPITAL OUTLAY	106,536.00	260.50	0.00	106,275.50	0.24	47,338.00
Total Dept 463.000 - GENERAL STREETS & ROW		309,251.00	73,476.02	14,334.22	235,774.98	23.76	191,129.63
Dept 464.000 - GENERAL STREETS WINTER & ROW							
202-464.000-703.000	WAGES	28,750.00	4,566.67	2,768.33	24,183.33	15.88	3,768.72
202-464.000-719.000	INSURANCE BENEFITS	6,960.00	0.00	0.00	6,960.00	0.00	161.02
202-464.000-720.000	PAYROLL TAXES	2,330.00	349.42	211.80	1,980.58	15.00	288.29
202-464.000-721.000	MERS BENEFITS	3,735.00	498.35	301.91	3,236.65	13.34	403.73
202-464.000-722.000	WORKERS COMPENSATION	885.00	410.67	0.00	474.33	46.40	627.58
202-464.000-740.001	SNOW AND ICE REMOVAL SUPPLIES	12,000.00	3,013.14	3,013.14	8,986.86	25.11	3,269.32
202-464.000-802.002	CONTRACTUAL-SIDEWALK PLOWING	40,000.00	0.00	0.00	40,000.00	0.00	0.00
202-464.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	0.00	0.00	0.00	0.00	0.00	3,959.09
Total Dept 464.000 - GENERAL STREETS WINTER & ROW		94,660.00	8,838.25	6,295.18	85,821.75	9.34	12,477.75
TOTAL EXPENDITURES		403,911.00	82,314.27	20,629.40	321,596.73	20.38	203,607.38
Fund 202 - MAJOR STREET FUND:							
TOTAL REVENUES		509,259.00	47,283.39	15,450.19	461,975.61	9.28	45,355.54
TOTAL EXPENDITURES		403,911.00	82,314.27	20,629.40	321,596.73	20.38	203,607.38
NET OF REVENUES & EXPENDITURES		105,348.00	(35,030.88)	(5,179.21)	140,378.88	33.25	(158,251.84)

User: MATTSMITH

DB: Douglas

PERIOD ENDING 11/30/2022

Item 9B.

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 11/30/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 11/30/2021 NORM (ABNORM)
Fund 203 - LOCAL STREETS FUND							
Revenues							
Dept 000.000							
203-000.000-546.000	STATE GRANT: ACT 51	77,330.00	19,887.40	6,498.38	57,442.60	25.72	19,306.97
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	100,000.00	100,000.00	85,398.00	53.94	0.00
Total Dept 000.000		350,728.00	119,887.40	106,498.38	230,840.60	34.18	19,306.97
TOTAL REVENUES		350,728.00	119,887.40	106,498.38	230,840.60	34.18	19,306.97
Expenditures							
Dept 463.000 - GENERAL STREETS & ROW							
203-463.000-703.000	WAGES	61,700.00	41,492.18	12,513.62	20,207.82	67.25	33,004.34
203-463.000-719.000	INSURANCE BENEFITS	14,940.00	10,571.62	1,907.74	4,368.38	70.76	6,782.47
203-463.000-720.000	PAYROLL TAXES	4,995.00	3,174.06	957.28	1,820.94	63.54	2,524.85
203-463.000-721.000	MERS BENEFITS	8,015.00	5,853.39	1,610.00	2,161.61	73.03	4,925.59
203-463.000-722.000	WORKERS COMPENSATION	1,900.00	881.36	0.00	1,018.64	46.39	1,480.75
203-463.000-740.000	SUPPLIES	750.00	0.00	0.00	750.00	0.00	138.17
203-463.000-746.000	TRAFFIC SIGNS & SERVICES	5,000.00	391.45	312.35	4,608.55	7.83	2,890.98
203-463.000-802.000	CONTRACTUAL	30,000.00	3,026.32	0.00	26,973.68	10.09	7,436.16
203-463.000-806.000	CONTRACTUAL ENGINEERING	15,000.00	18,850.55	4,134.00	(3,850.55)	125.67	18,756.30
203-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL	14,850.00	11,732.27	1,909.57	3,117.73	79.01	4,766.89
203-463.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	0.00	0.00	0.00	0.00	0.00	26,772.72
203-463.000-979.000	CAPITAL OUTLAY	72,600.00	121,864.15	2,333.14	(49,264.15)	167.86	0.00
Total Dept 463.000 - GENERAL STREETS & ROW		229,750.00	217,837.35	25,677.70	11,912.65	94.81	109,479.22
Dept 464.000 - GENERAL STREETS WINTER & ROW							
203-464.000-703.000	WAGES	20,085.00	2,768.75	1,996.29	17,316.25	13.79	1,933.25
203-464.000-719.000	INSURANCE BENEFITS	4,862.00	0.00	0.00	4,862.00	0.00	136.97
203-464.000-720.000	PAYROLL TAXES	1,625.00	211.87	152.72	1,413.13	13.04	147.94
203-464.000-721.000	MERS BENEFITS	2,610.00	304.02	216.69	2,305.98	11.65	206.39
203-464.000-722.000	WORKERS COMPENSATION	620.00	286.87	0.00	333.13	46.27	499.76
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	2,674.13	2,674.13	7,325.87	26.74	2,687.48
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	931.98
Total Dept 464.000 - GENERAL STREETS WINTER & ROW		55,102.00	6,245.64	5,039.83	48,856.36	11.33	6,543.77
TOTAL EXPENDITURES		284,852.00	224,082.99	30,717.53	60,769.01	78.67	116,022.99
Fund 203 - LOCAL STREETS FUND:							
TOTAL REVENUES		350,728.00	119,887.40	106,498.38	230,840.60	34.18	19,306.97
TOTAL EXPENDITURES		284,852.00	224,082.99	30,717.53	60,769.01	78.67	116,022.99
NET OF REVENUES & EXPENDITURES		65,876.00	(104,195.59)	75,780.85	170,071.59	158.17	(96,715.99)

12/14/2022 09:46 AM  
 User: MATTSMITH  
 DB: Douglas

REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF DOUGLAS

Page: 9/17

Item 9B.

PERIOD ENDING 11/30/2022

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE		YTD BALANCE
		AMENDED BUDGET	11/30/2022	MONTH 11/30/22	BALANCE	% BDGT	11/30/2021
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	100,000.00	100,000.00	85,398.00	53.94	0.00
Total Dept 966.000 - TRANSFERS OUT		370,797.00	100,000.00	100,000.00	270,797.00	26.97	0.00
TOTAL EXPENDITURES		370,797.00	100,000.00	100,000.00	270,797.00	26.97	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	100,000.00	100,000.00	270,797.00	26.97	0.00
NET OF REVENUES & EXPENDITURES		(370,797.00)	(100,000.00)	(100,000.00)	(270,797.00)	26.97	0.00

12/14/2022 09:46 AM  
User: MATTSMITH  
DB: Douglas

REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF DOUGLAS

Page: 10/17

PERIOD ENDING 11/30/2022

Item 9B.

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE		YTD BALANCE
		AMENDED BUDGET	11/30/2022	MONTH 11/30/22	BALANCE	% BDGT	11/30/2021
			NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED	NORM (ABNORM)
Fund 213 - SCHULTZ PARK LAUNCH RAMP							
Revenues							
Dept 000.000							
213-000.000-651.000	LAUNCH FEES	25,100.00	16,008.87	0.00	9,091.13	63.78	15,534.45
Total Dept 000.000		25,100.00	16,008.87	0.00	9,091.13	63.78	15,534.45
TOTAL REVENUES		25,100.00	16,008.87	0.00	9,091.13	63.78	15,534.45
Expenditures							
Dept 753.000 - LAUNCH RAMPS							
213-753.000-922.000	UTILITIES	800.00	205.60	60.67	594.40	25.70	249.80
213-753.000-930.000	REPAIRS & MAINTENANCE: GENERAL	1,000.00	643.04	0.00	356.96	64.30	0.00
213-753.000-958.000	MISCELLANEOUS	1,500.00	1,575.51	0.00	(75.51)	105.03	0.00
Total Dept 753.000 - LAUNCH RAMPS		3,300.00	2,424.15	60.67	875.85	73.46	249.80
Dept 966.000 - TRANSFERS OUT							
213-966.000-995.101	TRANSFER OUT GF	4,500.00	4,500.00	0.00	0.00	100.00	0.00
Total Dept 966.000 - TRANSFERS OUT		4,500.00	4,500.00	0.00	0.00	100.00	0.00
TOTAL EXPENDITURES		7,800.00	6,924.15	60.67	875.85	88.77	249.80
Fund 213 - SCHULTZ PARK LAUNCH RAMP:							
TOTAL REVENUES		25,100.00	16,008.87	0.00	9,091.13	63.78	15,534.45
TOTAL EXPENDITURES		7,800.00	6,924.15	60.67	875.85	88.77	249.80
NET OF REVENUES & EXPENDITURES		17,300.00	9,084.72	(60.67)	8,215.28	52.51	15,284.65



REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF DOUGLAS

Item 9B.

PERIOD ENDING 11/30/2022

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 11/30/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 11/30/2021 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	6,582.50	0.00	73,417.50	8.23	6,590.75
243-000.000-803.000	CONTRACTUAL CONSULTANT	3,000.00	587.50	587.50	2,412.50	19.58	0.00
243-000.000-806.000	CONTRACTUAL ENGINEERING	0.00	732.50	0.00	(732.50)	100.00	683.75
Total Dept 000.000		83,000.00	7,902.50	587.50	75,097.50	9.52	7,274.50
TOTAL EXPENDITURES		83,000.00	7,902.50	587.50	75,097.50	9.52	7,274.50
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	7,902.50	587.50	75,097.50	9.52	7,274.50
NET OF REVENUES & EXPENDITURES		17,000.00	(7,902.50)	(587.50)	24,902.50	46.49	(7,274.50)

12/14/2022 09:46 AM  
 User: MATTSMITH  
 DB: Douglas

REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF DOUGLAS

Page: 12/17

Item 9B.

PERIOD ENDING 11/30/2022

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE		YTD BALANCE
		AMENDED BUDGET	11/30/2022	MONTH 11/30/22	BALANCE	% BDGT	11/30/2021
			NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED	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	100.00	0.00	900.00	10.00	400.00
245-754.000-900.000	PRINTING & PUBLISHING	0.00	56.00	0.00	(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	156.00	0.00	14,844.00	1.04	400.00
TOTAL EXPENDITURES		15,000.00	156.00	0.00	14,844.00	1.04	400.00
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	156.00	0.00	14,844.00	1.04	400.00
NET OF REVENUES & EXPENDITURES		(1,000.00)	(156.00)	0.00	(844.00)	15.60	(400.00)

PERIOD ENDING 11/30/2022

Item 9B.

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	11/30/2022 NORM (ABNORM)	MONTH 11/30/22 INCR (DECR)	BALANCE NORM (ABNORM)		11/30/2021 NORM (ABNORM)
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
248-000.000-675.000	OTHER REVENUE	8,000.00	8,000.00	0.00	0.00	100.00	0.00
Total Dept 000.000		47,188.00	43,120.83	0.00	4,067.17	91.38	29,244.67
TOTAL REVENUES		47,188.00	43,120.83	0.00	4,067.17	91.38	29,244.67
Expenditures							
Dept 728.000 - DOWNTOWN DEVELOPMENT AUTHORITY							
248-728.000-703.001	DDA ADMINISTRATION	7,800.00	3,250.00	650.00	4,550.00	41.67	3,250.00
248-728.000-718.000	TRAINING FUNDS	0.00	0.00	0.00	0.00	0.00	83.10
248-728.000-802.001	CONTRACTUAL-PLANNING STUDY	0.00	0.00	0.00	0.00	0.00	4,472.04
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	3,115.55	0.00	6,684.45	31.79	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	18,000.00	1,703.44	0.00	16,296.56	9.46	1,025.30
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	24,017.93
Total Dept 728.000 - DOWNTOWN DEVELOPMENT AUTHORITY		75,600.00	8,068.99	650.00	67,531.01	10.67	32,848.37
TOTAL EXPENDITURES		75,600.00	8,068.99	650.00	67,531.01	10.67	32,848.37
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		47,188.00	43,120.83	0.00	4,067.17	91.38	29,244.67
TOTAL EXPENDITURES		75,600.00	8,068.99	650.00	67,531.01	10.67	32,848.37
NET OF REVENUES & EXPENDITURES		(28,412.00)	35,051.84	(650.00)	(63,463.84)	123.37	(3,603.70)

REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF DOUGLAS

Item 9B.

PERIOD ENDING 11/30/2022

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE		YTD BALANCE
		AMENDED BUDGET	11/30/2022 NORM (ABNORM)	MONTH 11/30/22 INCR (DECR)	BALANCE NORM (ABNORM)	% BDGT USED	11/30/2021 NORM (ABNORM)
Fund 403 - BLUE STAR CORRIDOR IMPROVEMENT FUND							
Revenues							
Dept 000.000							
403-000.000-439.000	MRE TAX	112,000.00	552.91	552.91	111,447.09	0.49	0.00
Total Dept 000.000		112,000.00	552.91	552.91	111,447.09	0.49	0.00
TOTAL REVENUES		112,000.00	552.91	552.91	111,447.09	0.49	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	1,671.00	1,671.00	102,829.00	1.60	0.00
Total Dept 463.000 - GENERAL STREETS & ROW		118,675.00	1,671.00	1,671.00	117,004.00	1.41	0.00
TOTAL EXPENDITURES		118,675.00	1,671.00	1,671.00	117,004.00	1.41	0.00
Fund 403 - BLUE STAR CORRIDOR IMPROVEMENT FUND:							
TOTAL REVENUES		112,000.00	552.91	552.91	111,447.09	0.49	0.00
TOTAL EXPENDITURES		118,675.00	1,671.00	1,671.00	117,004.00	1.41	0.00
NET OF REVENUES & EXPENDITURES		(6,675.00)	(1,118.09)	(1,118.09)	(5,556.91)	16.75	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF DOUGLAS

Item 9B.

PERIOD ENDING 11/30/2022

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 11/30/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 11/30/2021 NORM (ABNORM)
Fund 450 - WATER SEWER FUND							
Revenues							
Dept 000.000							
450-000.000-602.000	CONNECTION FEES, WATER	30,000.00	23,548.00	2,000.00	6,452.00	78.49	16,000.00
450-000.000-602.001	CONNECTION FEES, SEWER	40,000.00	26,000.00	2,500.00	14,000.00	65.00	20,000.00
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	49,548.00	4,500.00	270,452.00	15.48	36,000.00
TOTAL REVENUES		320,000.00	49,548.00	4,500.00	270,452.00	15.48	36,000.00
Expenditures							
Dept 000.000							
450-000.000-806.000	CONTRACTUAL ENGINEERING	88,800.00	8,313.50	7,941.50	80,486.50	9.36	4,238.80
450-000.000-974.000	CONSTRUCTION	240,000.00	4,490.28	1,690.28	235,509.72	1.87	0.00
Total Dept 000.000		328,800.00	12,803.78	9,631.78	315,996.22	3.89	4,238.80
TOTAL EXPENDITURES		328,800.00	12,803.78	9,631.78	315,996.22	3.89	4,238.80
Fund 450 - WATER SEWER FUND:							
TOTAL REVENUES		320,000.00	49,548.00	4,500.00	270,452.00	15.48	36,000.00
TOTAL EXPENDITURES		328,800.00	12,803.78	9,631.78	315,996.22	3.89	4,238.80
NET OF REVENUES & EXPENDITURES		(8,800.00)	36,744.22	(5,131.78)	(45,544.22)	417.55	31,761.20



REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF DOUGLAS

Item 9B.

PERIOD ENDING 11/30/2022

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 11/30/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 11/30/2021 NORM (ABNORM)
Fund 594 - DOUGLAS MARINA							
Revenues							
Dept 000.000							
594-000.000-654.000	SEASONAL SLIP FEES	25,200.00	7,775.00	1,500.00	17,425.00	30.85	963.13
594-000.000-667.001	WADE'S BAYOU PARK RENTAL	4,500.00	5,050.00	5,000.00	(550.00)	112.22	0.00
594-000.000-699.101	TRANSFER IN - GENERAL FUND	15,000.00	0.00	0.00	15,000.00	0.00	74,500.00
Total Dept 000.000		44,700.00	12,825.00	6,500.00	31,875.00	28.69	75,463.13
TOTAL REVENUES		44,700.00	12,825.00	6,500.00	31,875.00	28.69	75,463.13
Expenditures							
Dept 597.000 - POINT PLEASANT							
594-597.000-802.000	CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	30.00
594-597.000-820.000	MARINA OPERATIONS	30,000.00	4,632.54	1,669.70	25,367.46	15.44	13,042.52
594-597.000-922.000	UTILITIES	5,000.00	886.70	314.44	4,113.30	17.73	1,682.33
594-597.000-979.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	9,959.86
Total Dept 597.000 - POINT PLEASANT		35,000.00	5,519.24	1,984.14	29,480.76	15.77	24,714.71
Dept 597.001 - WADES BAYOU							
594-597.001-930.000	REPAIRS & MAINTENANCE: GENERAL	6,000.00	5,302.42	3,943.89	697.58	88.37	35,349.34
594-597.001-974.000	CONSTRUCTION	18,250.00	18,145.00	10,395.00	105.00	99.42	0.00
Total Dept 597.001 - WADES BAYOU		24,250.00	23,447.42	14,338.89	802.58	96.69	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	36,057.50	1,400.00	42,442.50	45.93	1,625.00
594-597.002-812.000	RECORDING CLERK	1,000.00	100.00	0.00	900.00	10.00	400.00
Total Dept 597.002 - DOUGLAS HARBOR AUTHORITY		83,500.00	36,157.50	1,400.00	47,342.50	43.30	2,025.00
TOTAL EXPENDITURES		142,750.00	65,124.16	17,723.03	77,625.84	45.62	62,089.05
Fund 594 - DOUGLAS MARINA:							
TOTAL REVENUES		44,700.00	12,825.00	6,500.00	31,875.00	28.69	75,463.13
TOTAL EXPENDITURES		142,750.00	65,124.16	17,723.03	77,625.84	45.62	62,089.05
NET OF REVENUES & EXPENDITURES		(98,050.00)	(52,299.16)	(11,223.03)	(45,750.84)	53.34	13,374.08

REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF DOUGLAS

Item 9B.

PERIOD ENDING 11/30/2022

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 11/30/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 11/30/2021 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	12,176.35	1,666.67	11,666.65	51.07	0.00
660-000.000-676.001	EQUIPMENT CHARGES -DPW	0.00	0.00	0.00	0.00	0.00	136,885.47
Total Dept 000.000		28,843.00	12,176.35	1,666.67	16,666.65	42.22	136,885.47
TOTAL REVENUES		28,843.00	12,176.35	1,666.67	16,666.65	42.22	136,885.47
Expenditures							
Dept 265.000 - BUILDING & GROUNDS							
660-265.000-979.000	CAPITAL OUTLAY	8,200.00	8,157.00	0.00	43.00	99.48	0.00
Total Dept 265.000 - BUILDING & GROUNDS		8,200.00	8,157.00	0.00	43.00	99.48	0.00
Dept 301.000 - POLICE							
660-301.000-979.000	CAPITAL OUTLAY	54,315.00	0.00	0.00	54,315.00	0.00	0.00
Total Dept 301.000 - POLICE		54,315.00	0.00	0.00	54,315.00	0.00	0.00
Dept 902.000 - DPW EQUIPMENT PURCHASES							
660-902.000-979.000	CAPITAL OUTLAY	358,671.00	163,679.00	119,964.00	194,992.00	45.63	8,962.19
Total Dept 902.000 - DPW EQUIPMENT PURCHASES		358,671.00	163,679.00	119,964.00	194,992.00	45.63	8,962.19
Dept 903.000 - EQUIP. REPAIRS & MAINTENANCE							
660-903.000-860.000	GAS & OIL	25,000.00	8,050.47	2,885.95	16,949.53	32.20	4,889.91
660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS	40,000.00	19,437.11	793.55	20,562.89	48.59	8,824.74
Total Dept 903.000 - EQUIP. REPAIRS & MAINTENANCE		65,000.00	27,487.58	3,679.50	37,512.42	42.29	13,714.65
TOTAL EXPENDITURES		486,186.00	199,323.58	123,643.50	286,862.42	41.00	22,676.84
Fund 660 - EQUIPMENT RENTAL FUND:							
TOTAL REVENUES		28,843.00	12,176.35	1,666.67	16,666.65	42.22	136,885.47
TOTAL EXPENDITURES		486,186.00	199,323.58	123,643.50	286,862.42	41.00	22,676.84
NET OF REVENUES & EXPENDITURES		(457,343.00)	(187,147.23)	(121,976.83)	(270,195.77)	40.92	114,208.63
TOTAL REVENUES - ALL FUNDS							
TOTAL REVENUES - ALL FUNDS		4,863,641.00	3,076,028.27	190,331.20	1,787,612.73	63.25	2,931,610.67
TOTAL EXPENDITURES - ALL FUNDS		5,406,949.00	1,723,000.98	609,774.89	3,683,948.02	31.87	1,700,028.06
NET OF REVENUES & EXPENDITURES		(543,308.00)	1,353,027.29	(419,443.69)	(1,896,335.29)	249.04	1,231,582.61



**To:** City Council

**From:** Rich LaBombard  
City Manager

**Date:** December 19, 2022

**Subject:** Monthly Department Activity Report  
December 2022

### **Assessor:**

We had our December Board of Review this week and had one clerical error on the docket to correct a square footage entry error.

We now have all our final ratios for the 2023 assessment roll:

Commercial 47.35	-	5.6% increase
Industrial 44.50	-	12.4% increase
Residential 43.47	-	15 % increase

I am certainly not surprised by the increase in residential class after the last two years of incredible sales. There are some areas going up as much as 30%. The market is currently flat, and we will see what the spring brings for the next round of real estate sales.

Continuing work on many projects:

- Reappraisal using aerial maps – ongoing
- Processing incoming Property Transfer Affidavits
- Processing deeds monthly
- Processing monthly building permits
- Year-end permit site visits to determine complete and partial values
- Personal Property Canvass

If anyone has any questions, please let me know.

### **City Manager:**

**Film Scout** – A location scout for a film called Holland, Michigan was in the area looking for locations for a movie currently under production in Nashville. I understand there are some notable actors starring in the film.

<https://www.hollandsentinel.com/story/entertainment/local/2022/06/17/report-amazon-studios-nicole-kidman-working-thriller-called-holland-michigan/7663847001/>

**CVB Board Meeting** – I attended the Convention and Visitor's Bureau Board meeting where the board received an update from each of four municipalities before reviewing their marketing efforts. In addition, the board discussed two grant opportunities. One would be in support of events to

increase tourism particularly during the shoulder season, and one for local governments to apply for to fund projects that would meet the objectives of the CVB. I will work on a list of project ideas in the coming months while the CVB finalizes details about the grant application process.

**Salary Study** – Using data from the Michigan Municipal League, I studied four positions to ensure the City’s wages are in line with the salaries paid by other communities. While the data is valuable, not all communities participate in the study, so the results can be interpreted in various ways.

**Credit Card Policy Training** – A training session for employees assigned municipal credit cards was conducted. The training reviewed the policies and procedures for card holders and card users. All in attendance signed off acknowledging their participation. More training will be coming soon on the following topics (freedom of information, document retention, and non-discrimination and harassment).

**Blue Star Trail Grant** – The tri-communities have heard from MDOT that they are the recipient of a conditional commitment award in the amount of \$1.34 million to complete the construction of the trail from Douglas to Saugatuck Township.

**Roundabout** – I understand survey and engineering have started for a planned roundabout at the intersection of Blue Star Highway and Old Allegan Road. Construction is planned for 2025 using \$2.2 million of federal funds.

**Drinking Water Asset Management Grant** – The City was informed that they are the recipient of the DWAM grant from EGLE in the amount of \$349,500. The City originally applied for \$425,000 and after refining the costs, EGLE lowered the amount of the award, but we’re still very fortunate to receive as much as we did. The funds will be used to field survey water service lines throughout the Douglas community. The information gathered will help us understand the true cost to replace lead or lead containing water service lines in the City. Another benefit is that we will gather sufficient information to use as a foundation for a water rate study.

**City Council Meeting** – The regular meeting of the City Council was held on Monday, December 5, 2022, and outside of board and commission appointments, Council had one item of business to attend to. City Council approved the appointment of an interim Public Works Director until a replacement is hired. Mr. Ricky Zoet was unanimously approved by City Council to be the interim Public Works Director. Mr. Zoet, Public Works Supervisor, has been with the City since 2019 and was promoted to Supervisor in 2020.

**Public Art** – Another sculpture is proposed to be purchased and donated to the City of Douglas using private funds. I’m working with Maryjo Lemanski to follow the public art policy and identify a suitable location for the sculpture. The public art policy provides guidance for the City to acquire and display artwork throughout the City on municipal property. Ms. Lemanski was instrumental in coordinating the procurement and installation of a Jason Quigno sculpture called “Seven Grandfathers” at the History Center. The Quigno sculpture is owned by the City, but displayed on History Center property by written agreement.

**City Hall Exterior Repairs** – The Department of Public Works is working with contractors to provide quotes for the repair of woodwork on the exterior of City Hall. City Hall was built in two sections dating back to 1875 and 1902. During this fall’s exterior painting project, a number of wood siding and window trim areas were identified that need attention. The quotes will be provided to City Council for inclusion in the next fiscal year’s budget.

**Planning Commission Meeting** – The PC met on Thursday, December 8 at its regular meeting for December and took the following action:

- 324 W. Center Street – Site Plan Review and Special Land Use Request for Mixed-use development with first floor residential – known as Centre Collective Commercial – approved with conditions
- 324 W. Center Street – Site Condo review for a 20-unit single family residential development – known as Centre Collective Residential – approved with conditions
- 485 Ferry Street – Site Plan Review and Condominium – known as Forest Gate – tabled.

**Economic Outlook for 2023** – I attended a session about the economic outlook for 2023 for the state and West Michigan Region this week. The presenters anticipated that we would experience a mild recession in the last half of 2023. They expect interest rates will remain high to fight off inflation. Supply chain issues are stabilizing, and commodity prices are decreasing. Inventory is increasing except in the automotive industry. Manufacturing is coming back to the US. Housing purchase prices are down slightly, but housing rent costs are trending higher. We are experiencing historic labor gaps as there are more jobs available than job seekers. Labor shortages are driving employers to restructure their workforce. Employers are experimenting with split shifts, shorter working hours to accommodate employee's family situations, retaining older workers, and trying to avoid worker burnout. During Covid a lot of workers migrated to the southeast of the United States. Large expensive cities saw employees leave areas like San Francisco, Boston, New York to relocate to more affordable areas. In Michigan, the Grand Rapids region is anticipated to continue to grow due to its relatively low cost of living. Allegan County is anticipated to grow its population by 4 percent over the next 30 years. The Allegan County employment outlook is optimistic as well with a projected 7.5 percent increase in employment over the next 30 years. Bottom line is 2023 could be rough for a bit, but the future of the region is looking bright.

## **Clerk:**

Merry Christmas from the Clerk's office!

**Prioritizing and Organizing** - The City Clerk has been taking this time to do a lot of much needed document scanning, cleaning, updating, and organizing city files, agreements, and reviewing contracts. Additionally, securing quotes for big items such as IT services and insurance for use at the next budget session.

**Research** - Closed Session council questions need answers, the City Clerk has been compiling the answers and materials that will address these questions. If further information is needed or you would like to sit and discuss any of the materials provided, the Clerk's office is always open. I invite new council members to visit with any questions they may have.

**Election** – There is always work to be completed on voter cards, registration, and file updates.

**Onboarding** – Training the new Deputy Clerk is one of the top tasks that will be focused on. She has proven to be a big asset to the department and will be attending Clerks institute in the spring.

## **Deputy Clerk:**

**Records Retention-** The Clerk is training me on the responsibility and maintaining of City records. I am working on gathering current information from the State of Michigan on record retention and disposal schedules for each City department. I will be passing on the information to each pertaining department as well, in order to help us continue to maintain all City records.



**Meetings** – Will continue to work with the Clerk training me on meeting procedures and minutes. I am planning to attend more meetings with her guiding me through the process. I am looking forward to the hands-on training and understanding of the meeting rules and process.

**Short Term Rentals/Building BS&A-** Continued work on organizing, uploading, and digitalizing our records of short-term rental applications and inspections. This process will be utilizing our Building Department program through BS&A. This will help streamline our tracking of renewals, failed/passed inspections, and payments for all short-term rental registrations. As I am continuing this project, I have researched and planned to set up other processes utilizing the Building Department program.

## **Police Department:**

	November	Fiscal Year	YTD
<u>Complaints Answered/Investigated:</u>	160	862	1,804
<u>Criminal Arrests/Filings:</u>			
Felony:	00	06	20
Misdemeanor:	01	16	30
<u>Warrant Arrests:</u>	02	07	07
<u>Traffic Enforcement:</u>			
OWI/OUID/Impaired Driving Arrests:	01	04	07
OWI High Blood Alcohol Content:	00	02	04
OWI 3 <sup>rd</sup> Offense:	00	01	01
Traffic Stops:	42	275	788
Civil Infraction:	01	20	37
Parking Tickets:	00	42	93
<u>Community Contacts:</u>			
Personal Contacts:	927	5,710	12,652
Business Contacts:	196	1,115	2,381
Property Security Checks:	794	5,390	11,208
Foot Patrol: (November)	1,507 Minutes (25 Hours & 7 min.)		

Misdemeanor Charges: (November)  
Operating While Intoxicated

Activity Time on Follow Up Investigations: (November)  
1,192 Minutes (19 Hrs. & 52 Minutes)  
Number of November Follow Up Investigations: 58

Investigation of Felony Cases:

Larceny (22-1742): Open Investigation.

Larceny (22-1793): Open Investigation. Submitted to Prosecutor's Office.

Fraudulent Checks (22-1496): Open

Fraud/Bank Account \$82,900 (#22-1261): Open/Inactive.

Criminal Sexual Conduct (#22-0905): Open Investigation.

Stolen Watercraft (#21-1420): Open/Inactive.

Robbery-Armed Huntington ATM (#20-1827). Open.

Fraud (22-0091). Open investigation.

Fraud (22-0133). Open investigation.

Fraud (22-1261): Open investigation.

Out of Jurisdiction Responses: (November)

Saugatuck Township:

- 22-1645: Personal Injury Rollover Accident. Closest LE Unit. Turned over to the Sheriff's Office.
- 22-1695: Backup the Sheriff's Office on a burglary alarm.

Saugatuck City:

- 22-1723: Priority 1 Medical Emergency/CPR turned into Death Investigation.

Laketown Township:

- 22-1704: Requested to assist Sheriff's Office on a traffic crash.

Ganges Township:

- 22-1769: Backup Sheriff's Office on a Domestic Violence Call.

Manlius Township:

- 22-1756: Backup the Sheriff's Office on a Threat of Workplace Violence.

Total Out of Jurisdiction Responses for November: 06

Total Complaints Handled within Douglas City for November: 154

Noteworthy Incidents: (November)

22-1680: On Wednesday 11/9/22 at 6:34 A.M. I was dispatched to the 6700 block of Enterprise Drive for a gas odor and employees evacuating the building. Upon checking with Saugatuck Fire Personnel it was determined to be an overheated battery charger causing the odor.

22-1682: On Wednesday 11/9/22 at 2:17 P.M. I was dispatched to the 400 block of Mary Knoll to a missing person with suspicious circumstances. After an extensive investigation the missing person made telephone contact with family members and was not disclosing their location however indicated that they were okay.

22-1693: On Friday 11/11/22 at 5:50 P.M. Officer Brown was dispatched to a suspicious vehicle in the area of Chestnut Lane. Officer Brown checked the area and stopped the suspect vehicle making contact with the driver and charges were submitted to the Allegan County Prosecutor's Office for Driving While License Suspended. The case was also referred to ICE due to a deportation status that was indicated.

22-1696: On Saturday 11/12/22 at 11:19 A.M. Officer Reyes was dispatched to the area of Center Street and Hamilton Street for a female subject who jumped from a vehicle and was in a manic state. Officer Reyes spoke with the subject and convinced her to get back in the vehicle with her daughter so they could seek further assistance.

22-1715: On Wednesday 11/16/22 at 9:19 P.M. Officer Brown was dispatched to the 200 block of Riverview Drive for a subject who was making multiple calls to 911 and was paranoid that he was being watched by officers. He continued to make multiple calls to 911 and had to be warned to cease and that misuse of 911 is a criminal offense.

22-1744: On 11/21/22 at 12:51 P.M. Officer Reyes and I responded to the 400 block of Amity Lane for a priority 1 medical with CPR in progress. Upon arrival a neighbor had initiated CPR and the victim was moved to the ground and CPR was continued by officers. CPR was continued by STFD and AMR Ambulance Service. Eventually CPR was ended by AMR Ambulance Service after reviewing care with Holland Hospital E.R. Physician and the incident became a death investigation. Our investigation along with the Deputy Medical Examiner concluded that the death was from a medical issue.

The Department also responded to the following types of calls during November: Narcotics Investigation, noise complaints, intoxicated person complaints, medical emergencies, disorderly person complaint, suspicious person/vehicle/situation complaints, mental health complaints, harassment complaints, trespassing complaints, property damage vehicle crashes, vehicle/deer crashes, motorist assists, child custody complaints, residential & business alarms, malicious destruction of property complaint, delinquent juvenile complaints, fraud complaints, Larceny complaints, abandoned vehicles, lost/found property complaints, peace officer complaints, conservation and animal complaints, a tree fire complaint, fire alarms, check welfare complaints, general non-criminal assists, and open doors on area businesses.

Events: (November)

Douglas Elementary School Safe Kids Classroom Training with STFD.

Assist Douglas Elementary School with mandated emergency drills.

Staff Training: (November)

Radar Training for Officer Dyer.

## **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. Issued notices for the January Planning Commission meeting and Zoning Board of Appeals meeting.

**Refuse Agreement** – Made changes to the Refuse Agreement per our City Attorneys comments. Continue to work on the final Agreement with Republic and prepared a memorandum for Council.

**Notice to Abate** – Issued one notice to a location with code enforcement issues such as junk/trash.

**Permit Applications** – Continue to improve and recreate outdated forms for Planning and Zoning needs.

**FY 22-23** – Scheduling of various capital improvement projects. Updated the Master Project List for staff reporting. Starting to gather quotes for FY 23-24 for the budget process.

**DPW** – Assist with ordering supplies, permit requirements, and updating list of various DPW items. Helped contact Consumers for meter issues, as well as Michigan Gas for repairs to the Wiley Rd non-motorized path. Designed and ordered decals for trucks and equipment. Help set up a laptop for use by the department.

**Spark Grant** – Assist the Schultz Park Community Playground ad-Hoc Committee with a Spark Grant opportunity. Met with the Committee and our City Engineer, as well as wrote a resolution of support with memorandum for City Council. Submitting final application by December 16<sup>th</sup>.

**Deer Survey** – Created a Deer Survey for the community and added it to the back of the Winter Tax bills for submittal instructions.

## **Public Works Department:**

**Downtown** - DPW renovated and installed the message board outside City Hall at its new permanent location.

**Point Pleasant** – Property has been cleaned up of leaves and brush and an anti-backflow device has been installed per KLSWA requirements.

**Beery Field** – Leaf accumulation at the ballpark fence has been blown and picked up.

**Road Maintenance** - DPW crews have filled in potholes on Lawn St., Wiley Rd., Ferry St., Union St., Water St., and Chestnut St. Road signage has been installed/improved on Campbell Rd., Wiley Rd., Center St., Union St., Blue Star Hwy/Wiley Rd., and Schultz Park for proper enforcement and safety.

**Leaves and Brush** – Crews have made the last rounds of leaf and brush pickup for the year. Not counting contracted loads, DPW took 39 loads of leaves and 8 loads of brush out of the City in the month of November.

**Budgeting** – DPW is working on getting quotes for the upcoming budget process for FY 22-23.

**Schultz Park** – Dead/unsafe trees along the water's edge by the boat launch were removed and the shoreline line was cleaned up.

**Equipment** - Pickup trucks and the leaf vacuum equipment has had oil changes. Old City decals/logos have been removed off all DPW equipment and new decals have been put on.

**DPW Shop** - DPW yard has been organized for snow removal and visual improvement. Inside shop has been cleaned and organized for employee morale and safety.

## **Treasurer:**

**Taxes** – Tax bills started arriving in mailboxes on December 1<sup>st</sup>. Since then, we have had a consistent stream of tax receipts coming in. I am working on reviewing and finalizing the December tax autopay for those property owners who have signed up.

- New this year you will be able to pay online via credit card or e-check. Please see [tinyurl.com/PayItOnline](http://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](http://tinyurl.com/DouglasTaxAutoPay)
- Look up your balance and payment information anytime at [bsaonline.com/?uid=484](http://bsaonline.com/?uid=484)
- Please check the back of your tax bill for information about a community deer survey

**Audit** – The City's annual audit was completed and required forms submitted to the State. The auditors will be making an audit presentation to Council at the second meeting in January.

**Accounts Payable** – This month I continued working on switching to ACH payments for vendors. This process will take some time to implement as information will need to be collected from each vendor.

**Cash Balances** – The City's cash balances were down from last month. Some of the larger expenditures were DPW equipment purchases and final payment on road projects done this fall. The latest inflation report provided hope that inflation is cooling off, hopefully this becomes the trend.

**City Revenues and Expenses** – Revenues and expenditures were generally consistent with where we would expect for this point of the year. The elections and insurance department expenditures are weighted near the front of the year but are in line with expectations.