



**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, MARCH 06, 2023 AT 7:00 PM
86 W CENTER ST., DOUGLAS MI**

AGENDA

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

Join online by visiting: <https://us02web.zoom.us/j/81413341635>

Join by phone by dialing: +1 (312) 626-6799 | **Then enter "Meeting ID":** 814 1334 1635

- 1. CALL TO ORDER:** By Mayor
- 2. ROLL CALL:** By Clerk
- 3. PLEDGE OF ALLEGIANCE**
- 4. CONSENT CALENDAR**
 - A.** Approval of the March 6, 2023 Agenda
 - B.** Approval of the February 21, 2023 Meeting Minutes
 - C.** Approval of Water Street Workshop Minutes
 - D.** Approval of Invoices in the amount of \$122,499.37

Motion to approve the consent calendar of March 6, 2023. - roll call vote
- 5. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES)**
- 6. PUBLIC COMMUNICATION - WRITTEN**
 - A.** John Thomas Letter
- 7. UNFINISHED BUSINESS**
- 8. NEW BUSINESS**
 - A.** Community Pride Event

Motion to approve the Community Pride Event Application for Saturday, June 3, 2023 and Sunday, June 4, 2023, contingent upon the applicant scheduling two (2) meetings with the Chief of Police and Director of Public Works to discuss progress and concerns. - roll call vote

B. 12th Annual Lakeshore Harvest Bike Ride

Motion to approve the Special Event Application for the 12th Annual Lakeshore Harvest Bike Ride with the following contingencies: The Douglas Police Department be made aware of any changes to the route.

C. Erin Go Bark People & Pet Parade

Motion to approve the Special Event Application Request for The Erin Go Bark People & Pet Parade Event on Saturday, March 18, 2023. - roll call vote

D. 2022-23 Mill & Overlay Road Projects

Motion to award Michigan Paving and Materials Company of Comstock Park the 22-23 mill and overlay road projects for \$137,383 and amend the budget by \$7,383. - roll call vote

E. Water Street Workshop Results

Recommendation that City Council prioritize the list of potential solutions to address safety and speeding concerns on Water Street between Randolph Street and Wiley Road.

F. Baker Tilly US,LLP Drinking Water Asset Management Grant

Motion to approve the engagement letter provided by Baker Tilly US, LLP of East Lansing, Michigan for \$10,500 plus all reasonable out-of-pocket expenses incurred in connection with the water rate study defined in the Drinking Water Asset Management grant. - roll call vote

9. REPORTS

A. Commission/Committee/Boards

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

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 - Motion to adjourn

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



**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING OF THE CITY COUNCIL
TUESDAY, FEBRUARY 21, 2023 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/84409514606>

Join by phone by dialing: +1 (312) 626-6799 **Then enter "Meeting ID":** 844 0951 4606

1. CALL TO ORDER: By Mayor

2. ROLL CALL: By Clerk

PRESENT

Mayor Pro-Tem Cathy North
Mayor Jerome Donovan
Councilmember Neal Seabert
Councilmember John O'Malley
Councilmember Randy Walker

ABSENT

Councilmember Robert Naumann
Councilmember Gregory Freeman

3. PLEDGE OF ALLEGIANCE: Led by Mayor

4. CONSENT CALENDAR

- A. Approval of the February 21, 2023, Meeting Agenda
- B. Approval of the February 06, 2023 Meeting Minutes
- C. Approval of Invoices in the amount of \$67,300.00

Motion to approve the February 21, 2023, Consent Calendar. - roll call vote

Motion made by Councilmember Seabert, Seconded by Councilmember O'Malley.
Motion carried by unanimous vote of those members present.

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

Dave Barker, Forrest Gate developer requests City Council approve a meeting between the City Manager and himself for the purpose of discussing property that would be used as a public road. The benefit would be additional Act 51 funding for the City. Council directed City Manager LaBombard to work with Mr. Barker on the road to the west of Northern Lights.

6. PUBLIC COMMUNICATION - WRITTEN

- A. Lebenart Gallery: Douglas entrance signs
- B. Chuck Gutafson: Water Street Safety

7. UNFINISHED BUSINESS: No unfinished business to address.

8. NEW BUSINESS

- A. Annual Easter & Candy Hunt Parade

Motion to approve the request by Jessica Potter to hold the annual Douglas Easter Parade and Egg/Candy hunt at Beery Field.- roll call vote

Motion made by Councilmember Seabert, Seconded by Mayor Pro-Tem North.
Motion carried by unanimous roll call vote of those members present.

- B. 200 Blue Star Fence – Fence Consultants of West Michigan

Motion to consider purchasing the fence panels located at 200 Blue Star Highway from Fence Consultants of West Michigan located in Grand Rapids, Michigan for \$14,458.40. - roll call vote

The city established a budget of \$20,000 for fencing on 200 Blue Star Hwy. The monthly rent for fencing is \$744 per month. The city owes \$7,440 for ten months of rental including the month of February. Fence Consultants indicate the material could be sold to the city for \$14,458.40, which if purchased would be a savings for the city of \$4,885.60

Motion by Seabert, with support from O'Malley, to purchase the fence panels located at 200 Blue Star Hwy from Fence Consultants of West Michigan located in Grand Rapids, Michigan for \$14,458.40 plus the \$7,440 balance which would be \$21,898.40
Motion carried by unanimous roll call vote of those members present.

- C. Budget Amendment Fiscal Year 22-23 Resolution 06-2023

Motion to adopt Resolution 06-2023 which outlines the amendments to the City of Douglas annual budget for the fiscal year 2022-2023. - roll call vote

Motion by Seabert, with support from Walker, to approve Resolution 06-2023 approving the Budget Amendment For Fiscal Year 22-23. Motion carried by unanimous roll call vote of those members present.

- D. Resolution 07-2023 Saugatuck Brewing Company Off-Premises Tasting License

Motion to approve Resolution 07-2023 recommending this application be considered for approval by the Michigan Liquor Control Commission and any termination of small winemaker license will be

contingent upon the approval/issuance of the off-premises tasting room permit so as to allow continued use of the small winemaker license until that transition occurs. - roll call vote

Attorney Brenan Gorman explained to Council what an off premises tasting license was.

Motion by North, with support from Seabert, to approve Resolution 07-2023 requesting the Michigan Liquor Control Commission consider the approval of an off premise license for the Saugatuck Brewing Company and that any termination of the small winemaker license will be contingent upon the approval/issuance of the off-premise tasting room permit so as to allow continued use of the small winemaker license until that transition occurs.

Motion carried by unanimous roll call vote of those members present.

E. Deer Survey Results - Discussion Item

A few members of the council were surprised there were not more returned surveys. Others stated that more education for residents was needed, perhaps more flyers or placing the information in the manager's report. The information obtained by the survey will be used in the upcoming budgeting process.

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

Planning - Seabert invited all present to come to the next Planning meeting or at least join by zoom. This will give them an idea of what the Planning Commission is tasked with. Forrest Gate will be returning to Planning on March 9th. Center Collective will be coming to council shortly.

Fireboard - The Audit went very well, the Fire Department is financially sound. Another discussion at the meeting was cost recovery, the department may have to look into a collection agency to recoup some of the money not recovered.

B. Staff Written Reports

1. City Manager

City Manager LaBombard stated he will be meeting with Representative Huizinga along with the City of Saugatuck and Township Managers to discuss the river channel. They are looking for some assistance from the Army Corp of Engineers. The funds applied for to do a bridge over Tannery Creek were not received. The Department of Public Works has been applying salt to the road ahead of the bad ice storm headed this way.

City Mayor Donovan requested Chief Kent answer some questions regarding the local agreement and back up procedures for out of jurisdiction. LaBombard inquired if the council would be open to a sub-committee to discuss the Police and out of jurisdiction responses. The City Manager, Chief Kent, Mayor Donovan, and Councilmember Walker will serve on the committee.

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

11. COUNCIL COMMENTS

O'Malley believed the comments received from the Water St workshop were great.

North and Seabert agreed.

Walker addressed the sign at Blue Star and Center, inviting anyone who would like to submit a new design to do so.

It was suggested that DDA do a contest for the sign.

12. MAYOR'S REPORT/COMMENTS

13. ADJOURNMENT

Motion by Seabert, with support from Walker, to adjourn. Meeting adjourned at 8:45 pm

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**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING OF THE CITY COUNCIL
TUESDAY, FEBRUARY 21, 2023, AT 7:00 PM
86 W CENTER ST., DOUGLAS MI**

WORKSHOP MINUTES

1. CALL TO ORDER: By Mayor

2. ROLL CALL: By Clerk

PRESENT

Mayor Pro-Tem Cathy North

Mayor Jerome Donovan

Councilmember Neal Seabert

Councilmember John OMalley

Councilmember Randy Walker

ABSENT

Councilmember Robert Naumann

Councilmember Gregory Freeman

3. Workshop

Meeting Objective: To address the safety on Water Street.

City Manager LaBombard explained that all present would be broken up into small groups that would discuss concerns regarding Water Street, entering them onto a provided poster sheet that will be used to send to Prein & Newhoff.

Following a short travel video of Water Street, all groups began to discuss their concerns. Most of the discussion items, when addressed by Prein & Newhoff representatives Ken and Lucas, brought further questions and concerns regarding other areas that could be impacted by increased traffic and or re-routed Water St. traffic.

An update on the Water St. workshop will be presented at the March 6th City Council meeting.

4. Workshop adjourned by unanimous roll call vote of those members present.

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03/02/2023

INVOICE REGISTER REPORT FOR CITY OF THE VILLAGE OF DOUGLAS
 EXP CHECK RUN DATES 03/06/2023 - 03/06/2023
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt
88734546				
45403	ABSOPURE WATER COMPANY DPW WATER 101-463.000-740.000	02/16/2023	03/06/2023	43.50
	SUPPLIES			43.50
SE2/10252				
45405	ALTA EQUIPMENT CO. MINI-EXCAVATOR 660-902.000-979.000	01/30/2023	03/06/2023	63,794.00
	CAPITAL OUTLAY			63,794.00
23424				
45376	AMERICAN LEGAL PUBLISHING CORP CODE OF ORDINANCE INTERNET RENEWAL 101-701.000-900.000	02/16/2023	03/06/2023	495.00
	PRINTING & PUBLISHING			495.00
2-24-23				
45386	ROBIN LYNN BELL CLEANING SERVICES 101-265.000-802.000	02/24/2023	03/06/2023	330.00
	CONTRACTUAL			250.00
	101-301.000-802.000			80.00
2-15-23				
45374	COMCAST POLICE OFFICE 101-301.000-851.000	02/15/2023	03/06/2023	399.48
	TELEPHONE			399.48
4169				
45379	COMMERCIAL RECORD FOREST GATE PUBLIC NOTICE 101-701.000-900.000	01/30/2023	03/06/2023	73.50
	PRINTING & PUBLISHING			73.50
206880722064				
45418	CONSUMERS ENERGY DPW 101-265.000-922.000	02/28/2023	03/06/2023	306.78
	UTILITIES			306.78
201719741253				
45419	CONSUMERS ENERGY POLICE 101-301.000-922.000	02/28/2023	03/06/2023	212.50
	UTILITIES			212.50
201719741254				
45420	CONSUMERS ENERGY 86 W CENTER 101-265.000-922.000	02/28/2023	03/06/2023	178.40
	UTILITIES			178.40
206524923065				
45421	CONSUMERS ENERGY 201 WASHINGTON - POINT PLEASANT DOCKS 594-597.000-922.000	02/23/2023	03/06/2023	142.80
	UTILITIES			142.80

206524923066				
45422	CONSUMERS ENERGY	02/23/2023	03/06/2023	69.44
	177 WASHINGTON - POINT PLEASANT			
	594-597.000-922.000 UTILITIES			69.44
201808718475				
45423	CONSUMERS ENERGY	02/18/2023	03/06/2023	56.18
	250 WILEY SCHULTZ PARK RAMP			
	213-753.000-922.000 UTILITIES			56.18
204567455955				
45424	CONSUMERS ENERGY	02/28/2023	03/06/2023	44.64
	503 W CENTER - CENTER ST LIGHTS			
	101-463.000-922.000 UTILITIES			44.64
206880722066				
45425	CONSUMERS ENERGY	02/28/2023	03/06/2023	30.86
	25 MAIN ST BEERY FIELD BALL FIELD			
	101-751.000-922.000 UTILITIES			30.86
SI23-19680				
45398	DETROIT SALT COMPANY	02/20/2023	03/06/2023	3,357.22
	ROAD SALT			
	203-464.000-740.001 SNOW AND ICE REMOVAL SUPPLIES			1,678.61
	202-464.000-740.001 SNOW AND ICE REMOVAL SUPPLIES			1,678.61
15553				
45392	DOUGLAS SHELL	02/25/2023	03/06/2023	402.35
	REPAIRS AND SERVICING CAR 5			
	101-301.000-930.004 VEHICLE MAINTENANCE & REPAIRS			402.35
55754				
45416	FENCE CONSULTANTS	02/28/2023	03/06/2023	21,898.40
	PURCHASE FENCE FOR 200 BLUE STAR/PREVIOUS RENTAL			
	243-000.000-740.000 SUPPLIES			21,898.40
438887				
45394	HOLLAND P.T.	02/24/2023	03/06/2023	87.71
	REPLACE HOSE FOR GEHL 650			
	660-903.000-930.004 VEHICLE MAINTENANCE & REPAIRS			87.71
436363				
45404	HOLLAND P.T.	12/13/2022	03/06/2023	211.87
	BUCKET BROOM HOSES			
	660-903.000-930.004 VEHICLE MAINTENANCE & REPAIRS			211.87
437996				
45414	HOLLAND P.T.	02/01/2023	03/06/2023	(57.89)
	CREDIT MEMO			
	660-903.000-930.004 VEHICLE MAINTENANCE & REPAIRS			(57.89)
2-24-23				
45387	KIMBERLY S HOSSINK	02/24/2023	03/06/2023	330.00
	CLEANING SERVICES			
	101-265.000-802.000 CONTRACTUAL			250.00
	101-301.000-802.000 CONTRACTUAL			80.00
277021				
45390	IHLE AUTO PARTS	02/22/2023	03/06/2023	5.21
	HOLDER REPAIRS			

	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS	5.21
319504			
45380**	KENT COMMUNICATIONS	02/15/2023 03/06/2023	469.85
	ASSESSMENT NOTICES		
	101-257.000-900.000	PRINTING & PUBLISHING	475.00
	101-257.000-901.000	POSTAGE	(5.15)
218745			
45384	KERKSTRA RESTROOM SERVICE	02/20/2023 03/06/2023	175.00
	DOUGLAS BEACH PARK		
	101-751.000-802.000	CONTRACTUAL	175.00
51566			
45389	MENARDS - SOUTH HAVEN	02/27/2023 03/06/2023	73.69
	REPAIRS TO LEAKY DPW BUILDING		
	101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL	73.69
51616			
45412	MENARDS - SOUTH HAVEN	02/28/2023 03/06/2023	12.67
	REPAIRS TO LEAKY DPW BUILDING		
	101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL	12.67
2-18-23			
45373	MICHIGAN ART GUIDE	02/18/2023 02/21/2023	750.00
	ART ON CENTER		
	248-728.000-880.000	COMMUNITY PROMOTION	750.00
4480262930			
45426	MICHIGAN GAS UTILITIES	02/28/2023 03/06/2023	95.00
	201 WASHINGTON ST POINT PLEASANT		
	594-597.000-922.000	UTILITIES	95.00
4479935229			
45427	MICHIGAN GAS UTILITIES	02/28/2023 03/06/2023	343.68
	47 CENTER		
	101-301.000-922.000	UTILITIES	343.68
4480608947			
45428	MICHIGAN GAS UTILITIES	02/28/2023 03/06/2023	795.65
	486 WATER		
	101-265.000-922.000	UTILITIES	795.65
4479918291			
45429	MICHIGAN GAS UTILITIES	02/28/2023 03/06/2023	202.62
	86 CENTER		
	101-265.000-922.000	UTILITIES	202.62
2-24-23			
45399	MICHIGAN MUNICIPAL EXECUTIVES	02/24/2023 03/06/2023	425.00
	MME DUES		
	101-172.000-908.000	DUES/FEES/PUBLICATIONS	425.00
2302-639458			
45393	OVERISEL LUMBER CO.	02/27/2023 03/06/2023	169.99
	FLOOR FAN - DRY WET CARPETING POLICE STATION		
	101-301.000-977.000	EQUIPMENT	169.99
2302-639540			
45413	OVERISEL LUMBER CO.	02/28/2023 03/06/2023	26.07
	SECURE HOOKUP FOR TRAILER OF MINI EXCAVATOR		

	101-463.000-740.000	SUPPLIES		26.07
2301-633253				
45415	OVERISEL LUMBER CO.	01/28/2023	03/06/2023	26.97
	POLICE LIGHTS			
	101-301.000-930.000	REPAIRS & MAINTENANCE: GENERAL		26.97
230480001260				
45383	PRIORITY HEALTH	02/16/2023	03/06/2023	19,116.68
	MARCH HEALTH INSURANCE			
	101-172.000-719.000	INSURANCE BENEFITS		1,166.96
	101-215.000-719.000	INSURANCE BENEFITS		4,421.39
	101-265.000-719.000	INSURANCE BENEFITS		741.33
	101-301.000-719.000	INSURANCE BENEFITS		7,922.34
	101-701.000-719.000	INSURANCE BENEFITS		919.66
	101-463.000-719.000	INSURANCE BENEFITS		1,019.37
	101-751.000-719.000	INSURANCE BENEFITS		170.99
	202-463.000-719.000	INSURANCE BENEFITS		757.04
	202-464.000-719.000	INSURANCE BENEFITS		618.92
	203-463.000-719.000	INSURANCE BENEFITS		903.15
	203-464.000-719.000	INSURANCE BENEFITS		475.53
45195				
45400	RAY'S SERVICE CENTER, LLC	02/21/2023	03/06/2023	75.00
	TOW			
	101-301.000-930.004	VEHICLE MAINTENANCE & REPAIRS		75.00
23-573				
45377	SAUGATUCK TWP FIRE DISTRICT	02/15/2023	03/06/2023	275.00
	RENTAL HOME INSPECTIONS			
	101-701.000-802.000	CONTRACTUAL		275.00
2837735				
45391	SCHNEIDER TIRE OUTLET	02/21/2023	03/06/2023	596.00
	TIRE REPLACEMENT			
	101-301.000-930.004	VEHICLE MAINTENANCE & REPAIRS		596.00
12665				
45395	SCOTT'S LANDSCAPE MANAGMENT INC	02/24/2023	03/06/2023	2,000.00
	LIQUID CALCIUM CHLORIDE			
	202-464.000-740.001	SNOW AND ICE REMOVAL SUPPLIES		1,000.00
	203-464.000-740.001	SNOW AND ICE REMOVAL SUPPLIES		1,000.00
12661				
45397	SCOTT'S LANDSCAPE MANAGMENT INC	02/21/2023	03/06/2023	2,562.45
	SNOW REMOVAL CONTRACT			
	202-464.000-802.002	CONTRACTUAL-SIDEWALK PLOWING		1,281.23
	203-464.000-802.002	CONTRACTUAL-SIDEWALK PLOWING		1,281.22
225992				
45396	SHARE CORPORATION	02/15/2023	03/06/2023	283.87
	INSCECTICIDE			
	101-265.000-740.000	SUPPLIES		133.87
	101-751.000-740.000	SUPPLIES		150.00
2800				
45382	SLANT	02/16/2023	03/06/2023	650.00
	WEBSITE WORK			

	101-215.000-806.006	WEBSITE		650.00
717009				
45388	TRACTOR SUPPLY COMPANY	02/21/2023	03/06/2023	139.98
	FIX BROKEN STANDS ON THE SWEEPER			
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS		139.98
9928546487				
45410	VERIZON WIRELESS	02/24/2023	03/06/2023	164.79
	DPW IPADS			
	101-463.000-851.000	TELEPHONE		164.79
INV190042187				
45411	ZOOM VIDEO COMMUNICATIONS, INC	02/24/2023	03/06/2023	29.98
	MONTHLY ZOOM			
	101-101.000-958.000	MISCELLANEOUS		29.98
Purchase Card Vendor: 10071 CARDMEMBER SERVICE				
113-7877096-3061047				
45381	AMAZON MARKETPLACE	02/16/2023	03/06/2023	61.60
	CITY HALL SUPPLIES			
	101-265.000-740.000	SUPPLIES		61.60
112-6920900-9762629				
45401	AMAZON MARKETPLACE	02/27/2023	03/06/2023	19.99
	CITY HALL SUPPLIES			
	101-265.000-740.000	SUPPLIES		19.99
112-0939424-6717806				
45402	AMAZON MARKETPLACE	02/27/2023	03/06/2023	8.99
	CITY HALL SUPPLIES			
	101-265.000-740.000	SUPPLIES		8.99
2-21-23				
45375	DOMINOS	02/21/2023	03/06/2023	61.44
	WATER ST WORKSHOP FOOD			
	101-101.000-958.000	MISCELLANEOUS		61.44
62949				
45385	MICHIGAN MUNICIPAL LEAGUE	02/21/2023	03/06/2023	325.00
	CAP CON - WALKER			
	101-101.000-718.000	TRAINING FUNDS		325.00
2-18-23				
45378	STAPLES	02/18/2023	03/06/2023	150.46
	WORKSHOP SUPPLIES			
	101-101.000-958.000	MISCELLANEOUS		150.46
Total Purchase Card Vendor: 10071 CARDMEMBER SERVICE				627.48

# of Invoices:	51	# Due:	50	Totals:	122,557.26
# of Credit Memos:	1	# Due:	1	Totals:	(57.89)
Net of Invoices and Credit Memos:					122,499.37

--- TOTALS BY FUND ---

101 - GENERAL FUND	24,632.36
202 - MAJOR STREET FUND	5,335.80
203 - LOCAL STREETS FUND	5,338.51
213 - SCHULTZ PARK LAUNCH RAMP	56.18
243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND	21,898.40
248 - DOWNTOWN DEVELOPMENT AUTHORITY	750.00
594 - DOUGLAS MARINA	307.24
660 - EQUIPMENT RENTAL FUND	64,180.88

--- TOTALS BY DEPT/ACTIVITY ---

000.000 -	21,898.40
101.000 - LEGISLATIVE	566.88
172.000 - MANAGER	1,591.96
215.000 - CLERK/TREASURER	5,071.39
257.000 - ASSESSING	469.85
265.000 - BUILDING & GROUNDS	3,035.59
301.000 - POLICE	10,308.31
463.000 - GENERAL STREETS & ROW	2,958.56
464.000 - GENERAL STREETS WINTER & ROW	9,014.12
597.000 - POINT PLEASANT	307.24
701.000 - PLANNING & ZONING	1,763.16
728.000 - DOWNTOWN DEVELOPMENT AUTHORITY	750.00
751.000 - PARKS & RECREATION	526.85
753.000 - LAUNCH RAMPS	56.18
902.000 - DPW EQUIPMENT PURCHASES	63,794.00
903.000 - EQUIP. REPAIRS & MAINTENANCE	386.88

RECEIVED
JAN 30 2023

To the Douglas City Council and the Douglas DDA,

Over 20 years ago, the Douglas DDA was formed to try and resurrect the dying Douglas downtown. Anyone who was here then can tell you what I mean by that, so I won't go into detail about it here. But back then, a handful of individuals took a chance on resurrecting the downtown. I was one of them, and I am still here and committed to being here.

Early on, we had great success. Our turnaround was written up in the media; some businesses won regional awards and people were talking about the "Douglas Renaissance". Local TV stations even started referring to our area as "Saugatuck Douglas," which was concrete evidence of what was happening. It was our downtown that helped put Douglas on the map!

But, as time went on, we encountered several bumps in the road; the whole downtown was torn up for months for infrastructure improvements, we weathered multiple recessions like 2007, we also lived through the impact of 9/11, and of course COVID. Those things have taken a toll. As a result, I am now the longest surviving retailer from those early days and I have compiled a long list of fellow business owners who have thrown in the towel out of economic necessity. It has not been easy! And it will not be any easier going forward.

In fact, today we face the greatest threat to the survival of our downtown that I have seen. Like so many other brick and mortar business districts around the world, our existence is threatened by multiple changes in our culture, technology and behavior patterns of the customers we rely upon in order to stay in business and keep our downtown viable.

Each of us who own businesses has to find our own solutions to those challenges. And those solutions will vary depending on the type of business we own.

Many things are beyond our control and we need to understand which ones are. Most of them are also beyond the ability of the Council and the DDA to effect.

But there is one very specific thing that you can help with and that is the signage for downtown and its potential to drive more traffic to our businesses. It is not the "sign" that is important, it is the "purpose" of the sign that is important. And unfortunately that has been lost in all of the debates about the sign FOR YEARS and has resulted in immeasurable lost opportunity for our business community during this dragged out process.

If you have been on the Council or the DDA for any length of time, you know that I have addressed this issue in person, by zoom, through multiple letters on the subject, and at focus groups on this topic. Mostly to little or no avail.

But, here I am again because I refuse to give up on Douglas' potential and future.

First, let me repeat why this topic is so critical to the survival of our downtown.

To begin with, let me remind everyone why the DDA was formed. It was formed because it had been proven that small town business districts were dying everywhere and that their survival would ONLY happen if they were given the attention and support of government to do things that individual businesses were incapable of doing by themselves.

And a perfect example is the sign for our downtown at the corner of Center and Blue Star. That sign is owned and controlled by our city government. We, as business owners can't do anything with that critical piece of infrastructure without your permission and approval. So we are at your mercy when it comes to using that tool to get people downtown to our businesses. Period!

Yes, we can take out ads in the paper. We can even pay for billboards on the highway. But the single most effective means of getting people downtown, is by having an "effective" sign at Center and Blue Star to convince people to turn when they are at that intersection!

And we need that sign because our downtown is practically invisible to people when they are driving on Blue Star. So much so, that we constantly hear from people who have been coming here for years and who tell us that they never knew we had a downtown.

But, we are at risk of missing out on the full potential of that sign if current plans for signage at that location move forward as envisioned in the concepts that were part of the DDA's packet for it's January 25th meeting. I have been saying this since the early planning stages of the new Douglas signage was shared with people.

My issue is not with things like color, inches, fonts, herons, etc. What I am talking about is that we are missing the mark when it comes to understanding how important that sign is to the survival of our downtown and we are missing "what the sign needs to accomplish."

For starters, people keep referring to the sign at Blue Star and Center as a "gateway" sign (See Rich LaBombard's December 28 message to the DDA, Re: Gateway Signage and Low-Profile Signage Examples). By definition, a "gateway" sign is a sign that denotes boundaries, e.g. "Entering Douglas." But we don't need a gateway sign at that intersection saying DOUGLAS. We do need a much better welcome to Douglas sign than we currently have where you enter town - but not at Center and Blue Star. What we Do Need for downtown is a sign that will ENTICE, MOTIVATE, AND COMPEL people to turn at that corner!

A gateway sign at Center and Blue Star will not motivate anyone! We have had a downtown sign with an arrow for years and that hasn't been enough. A new sign has to be creative, compelling and not just a cookie-cutter sign like the ones being proposed and considered.

In an era when people are buying everything on the internet, we have to give people more of a reason to visit our downtown - because they don't need "downtowns" anymore.

So, I am asking you again to do better. And to urgently come up with a solution that is specifically designed to meet the goals of driving more traffic downtown. Anything less will not help us. And dragging this out for years longer, until the DDA has the funds to build the grandiose "arch" (which is just a different form of a gateway sign) is not the answer either.

From my point of view, this situation deserves the same kind of problem solving and urgency that we saw when the restaurants in town appealed to the Council for special consideration during COVID. Everyone pulled out all of the stops to come up with SOLUTIONS. The focus was on CAN not CAN'T. And it needs to happen in time for this season - not "eventually."

My argument is that this issue deserves special commitment and focus in order to keep our business district alive today. This can't continue to drag on indefinitely. We don't want our downtown to go back to what it was before we created the DDA. Yet, from my perspective, that's what is at stake.

John Thomas,


owner, Mixed Media Gallery
1/29/2023



MEMORANDUM

REGULAR CITY COUNCIL MEETING

TO: City Council

FROM: City Manager LaBombard

DATE: March 6, 2023

SUBJECT: Community Pride Event

The City of Douglas has received an application for a Special Event Permit for Community Pride. This event will take place on June 3rd & June 4th, 2023, and is a celebration of community diversity for all members. The location of the event will be Downtown Douglas, Center Street to Berry Field.

I recommend City Council approve the Community Pride Event Application for Saturday, June 3rd and Sunday, 4th, 2023, contingent upon the applicant scheduling two (2) meetings with the Chief of Police and Director of Public Works to discuss any changes or concerns.



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

CITY COUNCIL

ACTION

Approved _____

Denied _____

APPLICATION FOR SPECIAL EVENT PERMIT

The City of Douglas offers two types of permits for events within the City. A **Special Event** is described as a large gathering of people that covers a broader range of the City, such as, the entire park(s), right-of-ways, trails, street closures, sidewalks, etc. These events also require significant coordination and requests of City resources, such as, Douglas Police Department, Department of Public Works, and Saugatuck Township Fire Department. **Special Event Permits will require approval from City Council and need to be filled out in its entirety and returned to the City Clerk's office a minimum of 60 days prior to the scheduled event.** A **Park Reservation** permit is described as a small gathering confined to a small area of a park and does not require significant City coordination or resources. Park Reservation permits require only City administration approval.

APPLICANT/ORGANIZATION INFORMATION

Applicant/Organization: Community Pride MI PH: 269-857-8142
 Contact Name: Neal Seabert PH: 269-857-8142
 Street Address/P.O. Box: PO Box 437
 City/State/Zip Code: Douglas, MI, 49406
 E-mail: DDbear60@gmail.com
 CONTACT PERSON ON DAY OF EVENT: Neal Seabert PH: 269-857-8142

EVENT INFORMATION

Name of Event: Community Pride
 Event Date(s): June 3 + 4th 2023 Anticipated Number of Attendees: 2000 +
 Purpose of Event: Celebrate our Community diversity of all member
 Location of Event: Douglas Downtown - Center St - Beery Field
 Event Start & End Hours: June 3: 4 - 12 - 5pm
 Estimated Date/Time for Set-Up: June 2 P 3 - 8am to noon
 Estimated Date/Time for Clean-Up: June 3: 4 5-6pm
 Estimated Number of Volunteers: 30

EVENT DETAILS**MUSIC:**Will Music be provided during this event? ☒ Yes ☐ NoIf yes, type of music proposed: ☒ Live ☐ Amplification ☒ Recorded ☐ LoudspeakersTime music will begin: 12 end: 5**FOOD VENDORS/CONCESSIONS:** (Contact Allegan County Health Department)Will Food Vendors/Concessions be available at your event? ☒ Yes ☐ NoIf yes, ☐ Provide Copy of Health Department Food Service License Food Trucks**ALCOHOL:**Will alcohol be served at your event? ☒ Yes ☐ NoIf yes, ☒ Provide Copy of Liquor Liability Insurance (Listing the City as additional insured)☒ Provide Copy of Michigan Liquor Control LicensePlease describe measures to be taken to prohibit the sale of alcohol to minors: 10 checkat the Gate

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

EVENT SIGNAGE:

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

☒ Temporary Signs: Number requested: 6 Maximum size is 2'x2'
(Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

☒ Banner Signage: Maximum size is 14'x4'
(Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

☒ Signage at Event Site: Location(s): Banners
Description of signs: LISTING OF SPONSORS
(Signs at event site cannot be displayed prior to the day of the event and must be removed at the end of the event.)

Please see the City Clerk to obtain the correct application based on the event signage requested.

FIREWORKS:Will fireworks be a part of your event? ☐ Yes ☒ NoIf yes, ☐ Provide Copy of Liability Insurance (Listing the City as additional insured)☐ Council Resolution will be Required – see attached sample

TENTS/CANOPIES/MISC:Will tents/canopies be installed? ☒ Yes ☐ NoIf yes, ☒ Notify the Director of the Douglas Department of Public Works @ 269-857-2763 to discuss placement locations (Irrigation systems are located at Beery Field and Schultz Park)☒ Fill out the Special Event Requirements for Tent Structures form and/or call the Saugatuck Township Fire Department with questions at (269) 857-3000.☒ Booths – Quantity 30☒ Tents – Quantity 4☐ Awnings – Quantity _____☒ Tables – Quantity 20☐ Portable Toilets – Quantity _____

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

MARKETING:How do you plan to market your event? (Example: Saugatuck/Douglas Area Convention & Visitors Bureau, Local Businesses, etc.) CVB, Radio, Television and Social media**REQUIRED AUTHORIZING PERSONNEL SIGNATURES:**

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

DEPARTMENT OF PUBLIC WORKS:

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

☒ Trash Receptacles – Quantity 10☒ Barricades – Quantity _____ NOT SURE☐ Traffic Cones – Quantity _____☒ No Parking Signs – Quantity 20☒ Fencing – Quantity BEERY FIELD☒ Electric☐ Water☒ Restroom Cleaning☐ Approved ☐ Denied☐ Approved with Conditions _____

Authorized Personnel Signature _____ Date: _____

DOUGLAS POLICE DEPARTMENT:Will this event require additional officers & equipment? ☒ Yes ☐ NoIf yes, please describe & include times: Direct traffic for Caravan☒ Street Closure: (Use attached map to outline proposed closure)Street closure date/time: 6/3 8am Street re-open date/time: 6/3 6pm

Parade Type: ☐ Pedestrian ☒ Vehicle

☐ Parade Route: (Use attached map to outline route)

Parade start time: 6/3 11:00 Parade finish time: 6/3 NOON

☐ Approved ☐ Denied

☐ Approved with Conditions _____

Authorized Personnel Signature _____ Date: _____

APPLICANT/ORGANIZATION CHECK LIST

☒ Completed Application

☒ Event Map (include detailed event layout for food vendors/concessions, booths, portable restrooms, road closures, barricades, music, event signage, etc.)

☐ Certificate of Insurance (listing the City of Douglas as additional insured – see sample provided)

☐ Fireworks Resolution – 60 days in advance (if applicable)

☐ Michigan Liquor Control Commission Special Event License (if applicable)

☐ Health Department Food Service License (if applicable)

☐ Requirements for Tent Structures (if applicable)

☐ Department of Public Works Authorized Personnel Signature (if applicable)

☐ Police Department Authorized Personnel Signature (if applicable)

If document(s) are missing, please explain: _____

The Applicant/Organization understand and agrees to the following:

1. Provide a certificate of insurance with all coverage deemed necessary for the event, naming the City of Douglas as an additional insured on all applicable policies. The certificate shall be submitted to the City Clerk's Office no later than 1 (one) week following notice of the event approval.
2. Comply with all local and applicable State Laws and City policies. Applicant/Organization acknowledges that the special events permit does not relieve the Applicant/Organization from meeting any requirements of law or those of other public bodies or agencies applicable to the event.
3. Applicant/Organization further understands the approval of the event may include additional requirements and/or limitations based on the City's review of this application. The Applicant/Organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval is necessary before the event may be held.
4. Applicant/Organization understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.
5. Applicant/Organization also agrees to clean-up and leave/restore the area in the condition it was found. The City is not responsible for equipment or personal items left on public property.
6. Prohibit its organization and guests from engaging in profane or inappropriate language or actions.
7. Abide by City of Douglas Ordinance Chapter 95.01 regarding Noise Nuisances.

8. A breach of any of these understandings and agreements may result in the denial of Application or revocation of an approval of the City.

HOLD HARMLESS/INDEMNITY

1. Upon approval of Event Permit, Applicant/Organization agrees to fully defend, indemnify and hold harmless the City, its City Council, its officers, employees, agents, volunteers, and Contactors from any and all claims, demands, losses, obligations, costs, expenses, verdicts, and settlements (including but not limited to attorney fees and interest) resulting from:

- A. Acts or omissions by the Applicant/Organization, its agents, employees, servants and Contractors in furtherance of the event, including, but not limited to, acts or omissions alleged to be in the nature of gross negligence or willful misconduct. The Applicant/Organization agrees to reimburse the City for reasonable attorney fees and court costs incurred in the defense of any actions, suits, claims, or demands arising from the operations of the Applicant/Organization due to the above referenced acts or omissions.
- B. Violations of state or federal law by Applicant/Organization, its agents, employees, servants, and Contractors whether administrative or judicial, arising from the nature and extent of this Application. Permit and/or event.
- C. Other acts of Applicant/Organization or attendees causing personal injury or property damages in connection with this event, unless resulting from the sole negligence of the City, its officers, employees, or agents.

2. The Applicant/Organization agrees that it is its responsibility and not the responsibility of the City to safeguard the property and materials used in the event and the property and materials of the attendees. Further the Applicant/Organization agrees to hold the City harmless for any loss of such property and materials.

3. The Applicant/Organization shall not discriminate against any employee, or applicant for employment because of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status. The Applicant/Organization further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or sub-Contractor involved in the hosting of this event.

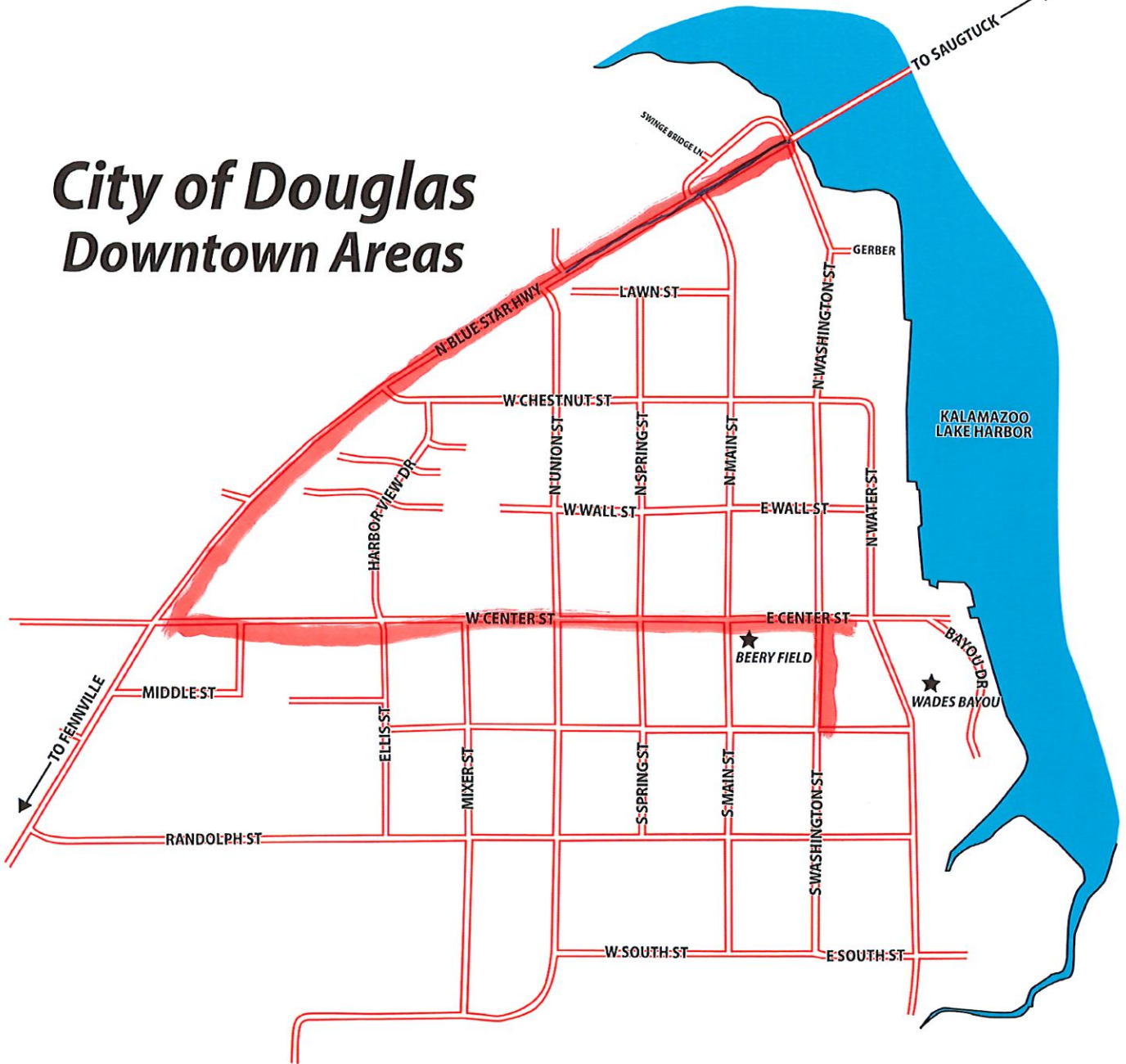
As the Applicant or duly authorized agent of the Organization, I hereby apply for approval of this special event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

Printed Name of Applicant: Neal Seabert Date: _____

Signature of Applicant: Neal Seabert Date: _____

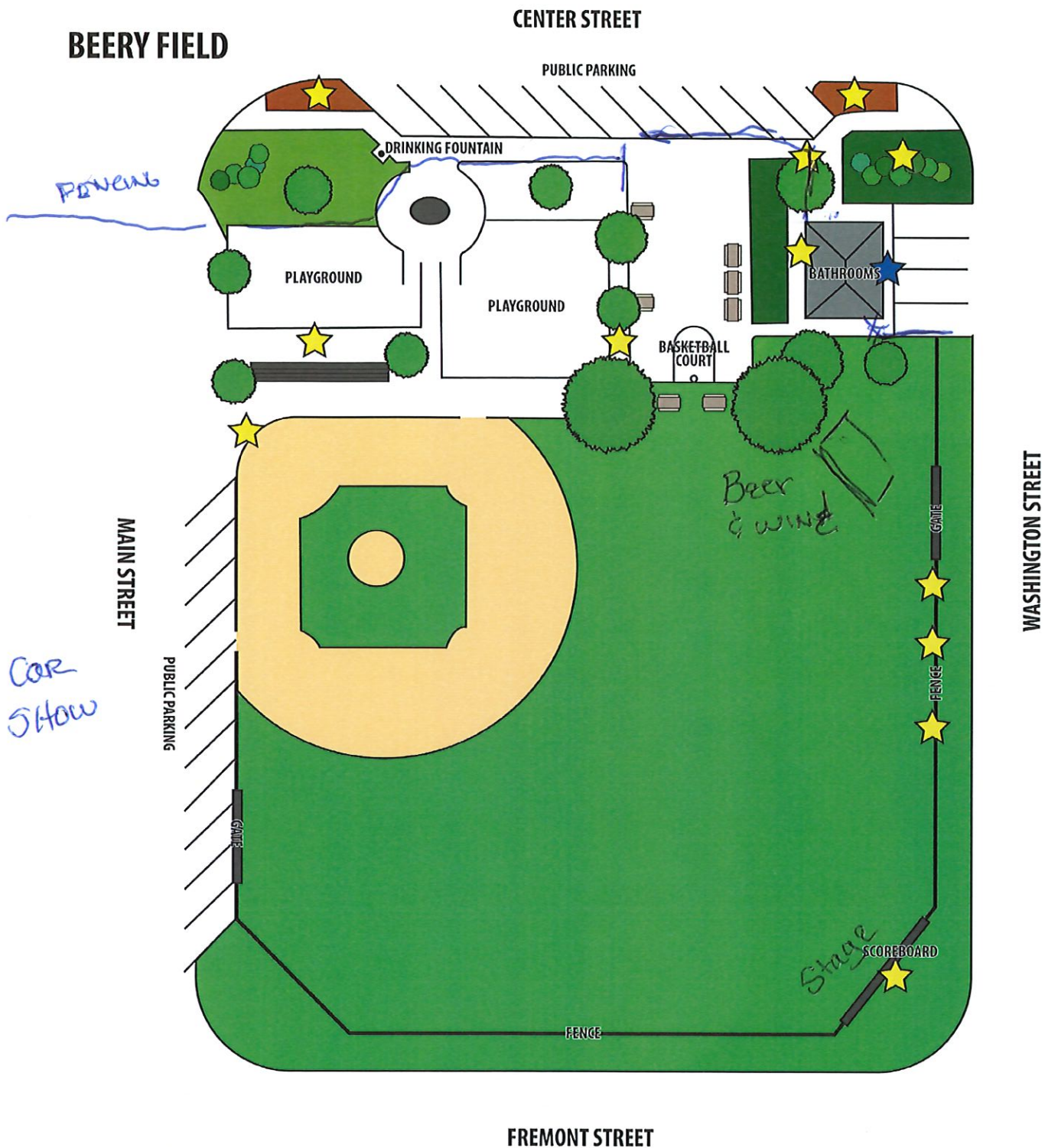


City of Douglas Downtown Areas





BEERY FIELD



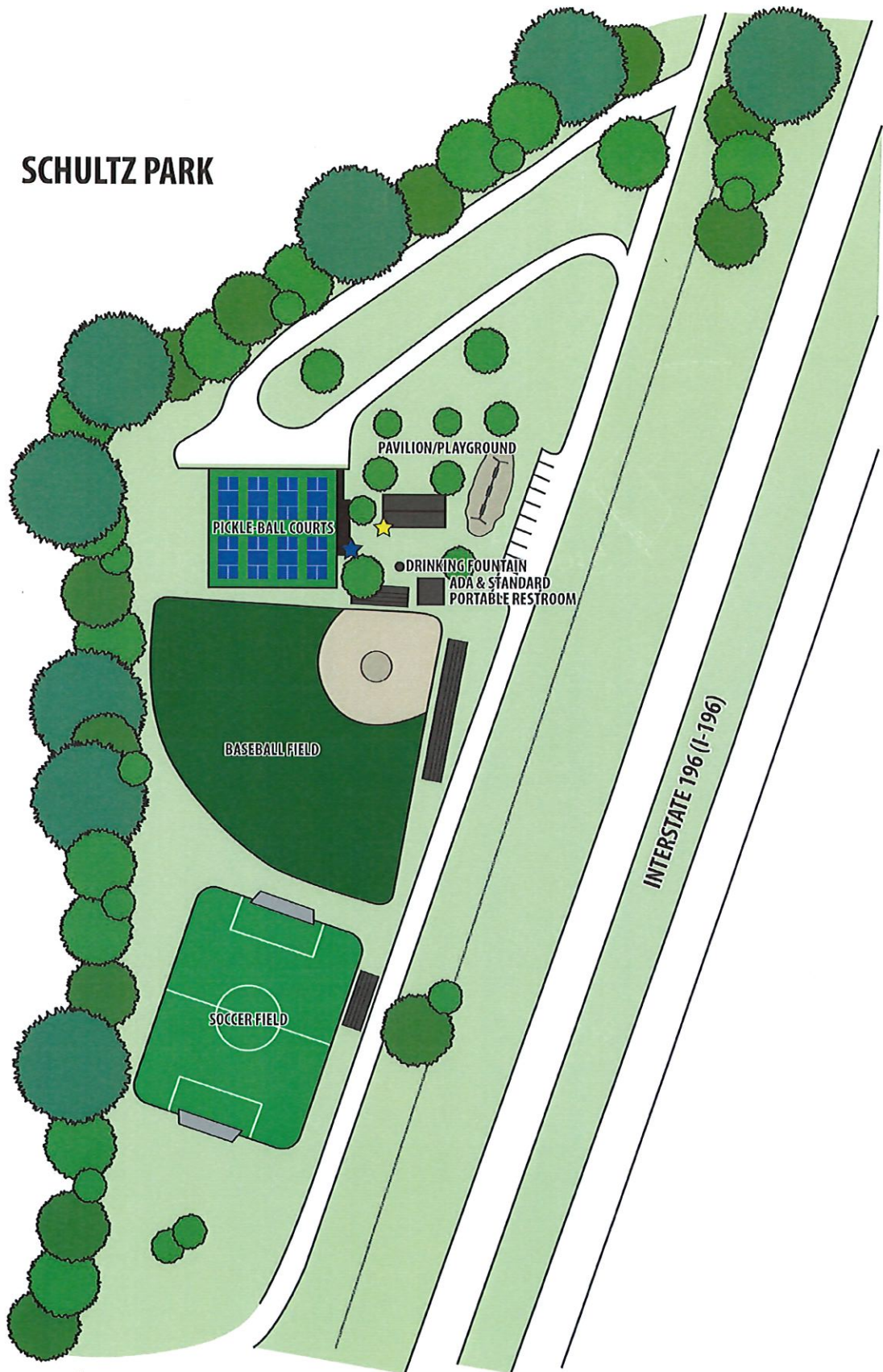
-  Water Hose Hookup
-  Electrical Outlet

Note: Beery Field has an underground irrigation system. Please notify the Director at the Douglas Department of Public Works @ 269-857-2763 to discuss placement locations for tents, canopies, etc.

FOOD TRUCKS ON CENTER IN FRONT OF BEERY FIELD
 VENDORS ON CENTER ST. FROM UNION TO MAIN ST or if not approved
 will be on Base Ball diamond.



SCHULTZ PARK

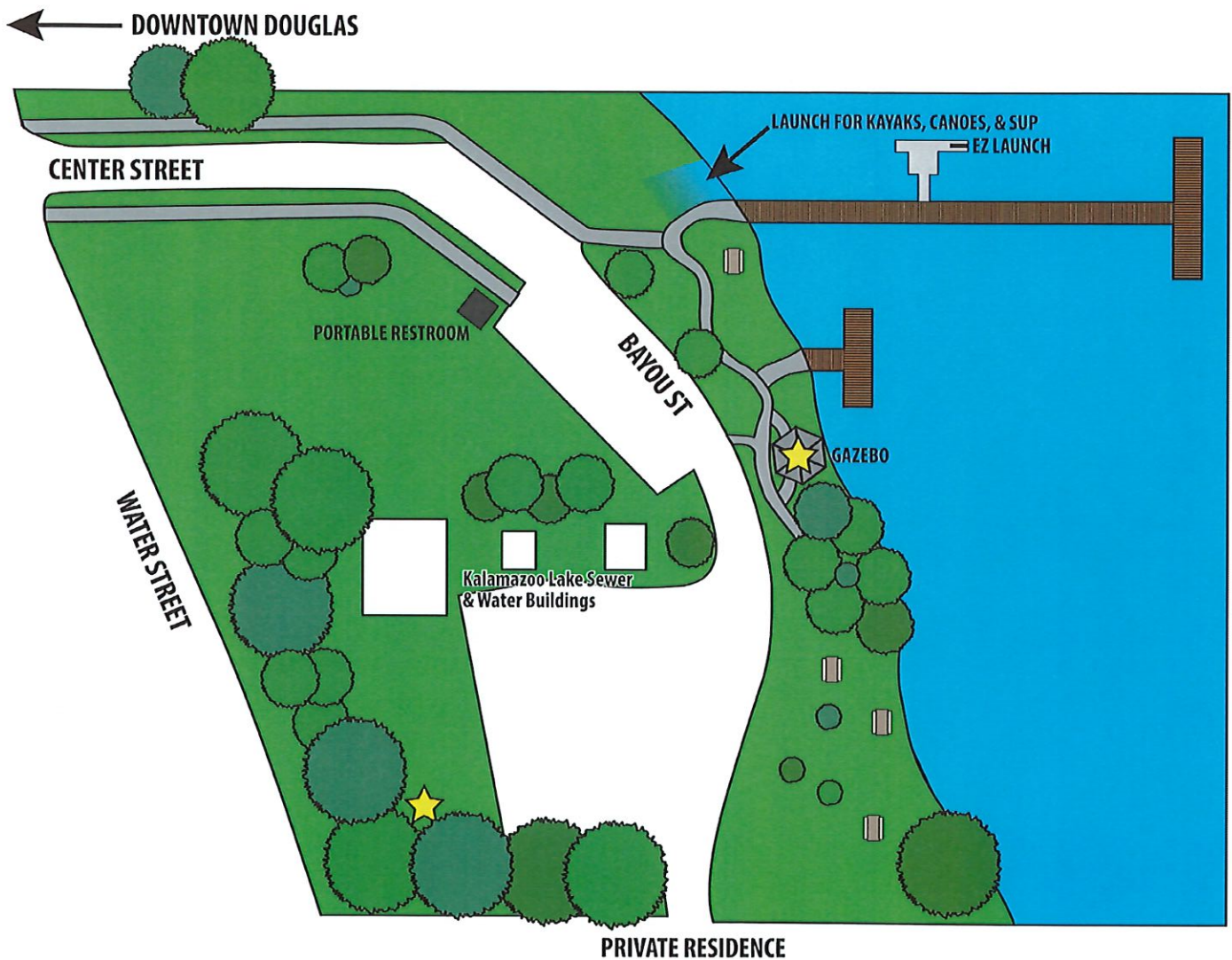


★ Electrical Outlet ★ Water Spigot

Note: Schultz Park has an underground irrigation system. Please notify the Director at the Douglas Department of Public Works @ 269-857-2763 to discuss placement locations for tents, canopies, etc.



WADES BAYOU



Note: Wades Bayou has an underground irrigation system. Please notify the Director at the Douglas Department of Public Works @ 269-857-2763 to discuss placement locations for tents, canopies, etc.



MEMORANDUM

REGULAR CITY COUNCIL MEETING

TO: City Council

FROM: City Manager LaBombard

DATE: March 6, 2023

SUBJECT: Annual Harvest Bike Ride

The City of Douglas has received a Special Event Application for the 12th Annual Lakeshore Harvest Bike Ride from the organization Friends of the Blue Star Trail. This is an annual fundraising event with all proceeds going to the Friends of the Blue Star Trail. Riders choose 1 of 4 trails within Allegan County, with Schultz Park as the start and end point.

I recommend that the City Council approve the Special Event Application for the 12th Annual Lakeshore Harvest Bike Ride with the following contingencies: The Douglas Police Department be made aware of any changes to the route.



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

CITY COUNCIL

ACTION

Approved _____

Denied _____

APPLICATION FOR SPECIAL EVENT PERMIT

The City of Douglas offers two types of permits for events within the City. A **Special Event** is described as a large gathering of people that covers a broader range of the City, such as, the entire park(s), right-of-ways, trails, street closures, sidewalks, etc. These events also require significant coordination and requests of City resources, such as, Douglas Police Department, Department of Public Works, and Saugatuck Township Fire Department. **Special Event Permits will require approval from City Council and need to be filled out in its entirety and returned to the City Clerk's office a minimum of 60 days prior to the scheduled event.** A **Park Reservation** permit is described as a small gathering confined to a small area of a park and does not require significant City coordination or resources. Park Reservation permits require only City administration approval.

APPLICANT/ORGANIZATION INFORMATION

Applicant/Organization: Friends of the Blue Star Trail PH: _____
 Contact Name: Jeffrey Bianchi PH: 312-636-3970
 Street Address/P.O. Box: 135 Main Street - PO Box 129
 City/State/Zip Code: Douglas, MI 49406
 E-mail: jeffreybianchi1@gmail.com
 CONTACT PERSON ON DAY OF EVENT: Jeffrey Bianchi PH: 312-636-3970

EVENT INFORMATION

Name of Event: 12th Annual Lakeshore Harvest Bike Ride
 Event Date(s): September 16, 2022 Anticipated Number of Attendees: 150
 Purpose of Event: Annual fund-raising ride event, all proceeds go to "The Friends of the Blue Star Trail"
 Location of Event: Riders choose 1 of 4 trails (of varying length) within Allegan County.
Schultz Park is the start/end point
 Event Start & End Hours: 7:00 AM to 5:00PM
 Estimated Date/Time for Set-Up: Sept 16 6:00 AM
 Estimated Date/Time for Clean-Up: Sept 16 5:00 PM
 Estimated Number of Volunteers: 10

EVENT DETAILS**MUSIC:**Will Music be provided during this event? ☐ Yes ☒ NoIf yes, type of music proposed: ☐ Live ☐ Amplification ☐ Recorded ☐ Loudspeakers

Time music will begin: _____ end: _____

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department)Will Food Vendors/Concessions be available at your event? ☐ Yes ☒ NoIf yes, ☐ Provide Copy of Health Department Food Service License**ALCOHOL:**Will alcohol be served at your event? ☐ Yes ☒ NoIf yes, ☐ Provide Copy of Liquor Liability Insurance (Listing the City as additional insured)☐ Provide Copy of Michigan Liquor Control License

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

No alcohol will be served or available

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

EVENT SIGNAGE:

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

☐ Temporary Signs: Number requested: _____ Maximum size is 2'x2'
(Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

☐ Banner Signage: Maximum size is 14'x4'
(Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

☒ Signage at Event Site: Location(s): Parking Area
Description of signs: Arrow signs for entrance, registration & parking
(Signs at event site cannot be displayed prior to the day of the event and must be removed at the end of the event.)

Please see the City Clerk to obtain the correct application based on the event signage requested.

FIREWORKS:Will fireworks be a part of your event? ☐ Yes ☒ NoIf yes, ☐ Provide Copy of Liability Insurance (Listing the City as additional insured)☐ Council Resolution will be Required – see attached sample

TENTS/CANOPIES/MISC:

Will tents/canopies be installed? ☐ Yes ☒ No

If yes, ☐ Notify the Director of the Douglas Department of Public Works @ 269-857-2763 to discuss placement locations (Irrigation systems are located at Beery Field and Schultz Park)

☐ Fill out the Special Event Requirements for Tent Structures form and/or call the Saugatuck Township Fire Department with questions at (269) 857-3000.

☐ Booths – Quantity _____

☐ Tents – Quantity _____

☐ Awnings – Quantity _____

☐ Tables – Quantity _____

☐ Portable Toilets – Quantity _____

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

MARKETING:

How do you plan to market your event? (Example: Saugatuck/Douglas Area Convention & Visitors Bureau, Local Businesses, etc.) _____

Event is marketed through the FOTBS web site, Social Media, and member mailing lists

APPLICANT/ORGANIZATION CHECK LIST

- ☒ Completed Application
- ☐ Event Map (include detailed event layout for food vendors/concessions, booths, portable restrooms, road closures, barricades, music, event signage, etc.)
- ☐ Certificate of Insurance (listing the City of Douglas as additional insured– see sample provided)
- ☐ Fireworks Resolution – 60 days in advance (if applicable)
- ☐ Michigan Liquor Control Commission Special Event License (if applicable)
- ☐ Health Department Food Service License (if applicable)
- ☐ Requirements for Tent Structures (if applicable)

If document(s) are missing, please explain:

The Applicant/Organization understand and agrees to the following:

1. Provide a certificate of insurance with all coverage deemed necessary for the event, naming the City of Douglas as an additional insured on all applicable policies. The certificate shall be submitted to the City Clerk's Office no later than 1 (one) week following notice of the event approval.
2. Comply with all local and applicable State Laws and City policies. Applicant/Organization acknowledges that the special events permit does not relieve the Applicant/Organization from meeting any requirements of law or those of other public bodies or agencies applicable to the event.
3. Applicant/Organization further understands the approval of the event may include additional requirements and/or limitations based on the City's review of this application. The Applicant/Organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval is necessary before the event may be held.

4. Applicant/Organization understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.
5. Applicant/Organization also agrees to clean-up and leave/restore the area in the condition it was found. The City is not responsible for equipment or personal items left on public property.
6. Prohibit its organization and guests from engaging in profane or inappropriate language or actions.
7. Abide by City of Douglas Ordinance Chapter 95.01 regarding Noise Nuisances.
8. A breach of any of these understandings and agreements may result in the denial of Application or revocation of an approval of the City.

HOLD HARMLESS/INDEMNITY

1. Upon approval of Event Permit, Applicant/Organization agrees to fully defend, indemnify and hold harmless the City, its City Council, its officers, employees, agents, volunteers, and Contactors from any and all claims, demands, losses, obligations, costs, expenses, verdicts, and settlements (including but not limited to attorney fees and interest) resulting from:

- A. Acts or omissions by the Applicant/Organization, its agents, employees, servants and Contractors in furtherance of the event, including, but not limited to, acts or omissions alleged to be in the nature of gross negligence or willful misconduct. The Applicant/Organization agrees to reimburse the City for reasonable attorney fees and court costs incurred in the defense of any actions, suits, claims, or demands arising from the operations of the Applicant/Organization due to the above referenced acts or omissions.
- B. Violations of state or federal law by Applicant/Organization, its agents, employees, servants, and Contractors whether administrative or judicial, arising from the nature and extent of this Application. Permit and/or event.
- C. Other acts of Applicant/Organization or attendees causing personal injury or property damages in connection with this event, unless resulting from the sole negligence of the City, its officers, employees, or agents.

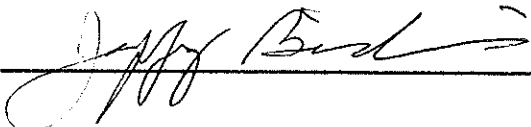
2. The Applicant/Organization agrees that it is its responsibility and not the responsibility of the City to safeguard the property and materials used in the event and the property and materials of the attendees. Further the Applicant/Organization agrees to hold the City harmless for any loss of such property and materials.

3. The Applicant/Organization shall not discriminate against any employee, or applicant for employment because of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status. The Applicant/Organization further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78.Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or sub-Contractor involved in the

hosting of this event.

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

Printed Name of Applicant: Jeffrey Bianchi Date: February 15, 2023

Signature of Applicant:  Date: February 15, 2023

----- Office Use -----

AUTHORIZING PERSONNEL SIGNATURES:

DEPARTMENT OF PUBLIC WORKS:

(Applicable permit fees may apply depending upon the assistance required by the City):

☐ Approved ☐ Denied *Authorized Personnel Signature* _____

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

- | | |
|---|--|
| <input type="checkbox"/> Trash Receptacles – Quantity _____ | <input type="checkbox"/> Barricades – Quantity _____ |
| <input type="checkbox"/> Traffic Cones – Quantity _____ | <input type="checkbox"/> No Parking Signs – Quantity _____ |
| <input type="checkbox"/> Fencing– Quantity _____ | <input type="checkbox"/> Electric _____ |
| <input type="checkbox"/> Water _____ | <input type="checkbox"/> Restroom Cleaning _____ |

DOUGLAS POLICE DEPARTMENT:

(Applicable permit fees may apply depending upon the assistance required by the City):

☐ Approved ☐ Denied *Authorized Personnel Signature* _____

Will this event require additional officers & equipment? ☐ Yes ☐ No

If yes, please describe & include times: _____

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

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

☐ Parade Route: (Use attached map to outline route)

Parade start time: _____ Parade finish time: _____



MEMORANDUM

REGULAR CITY COUNCIL MEETING

TO: City Council

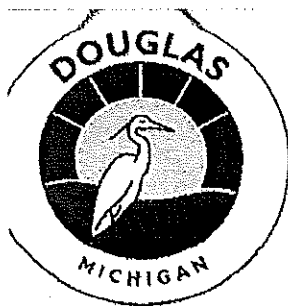
FROM: City Manager LaBombard

DATE: March 6, 2023

SUBJECT: Pet Parade

The City of Douglas has received an application for a Special Event Permit from Lakeshore Pet Boutique / Randy Walker for Erin Go Bark People and Pet Parade Event. The annual event will take place on Saturday, March 18, 2023. Attendees will travel down Center Street to Beery Field.

I recommend City Council approve the Special Event Application Request for The Pet Parade Event on Saturday, March 18, 2023.



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

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

Item 8C.

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

Fee: \$50
Received by:

APPLICATION FOR SPECIAL EVENT PERMIT

The City of Douglas offers two types of permits for events within the City. A Special Event is described as a large gathering of people that covers a broader range of the City, such as, the entire park(s), right-of-ways, trails, street closures, sidewalks, etc. These events also require significant coordination and requests of City resources, such as, Douglas Police Department, Department of Public Works, and Saugatuck Township Fire Department. Special Event Permits will require approval from City Council and need to be filled out in its entirety and returned to the City Clerk's office a minimum of 60 days prior to the scheduled event. A Park Reservation permit is described as a small gathering confined to a small area of a park and does not require significant City coordination or resources. Park Reservation permits require only City administration approval. Park reservation fee is \$50.

APPLICANT/ORGANIZATION INFORMATION

Applicant/Organization: Lakeshore Pet Boutique PH: 269-455-5873

Contact Name: Randy Walker PH: 847-209-0631

Street Address/P.O. Box: 10 W. Center St.

City/State/Zip Code: Douglas, MI

E-mail: randy@lakeshorepetboutique.com

CONTACT PERSON ON DAY OF EVENT: Randy Walker PH: 847-209-0631

EVENT INFORMATION

Name of Event: Erin Go Bark People and Pet Parade

Event Date(s): March 18, 2023 Anticipated Number of Attendees: 50

Purpose of Event: To continue the annual tradition of celebrating St. Patrick's Day with people and pets.

Location of Event: Center St. from Spring St. into Beery Field

Event Start & End Hours: 12pm-1pm

Estimated Date/Time for Set-Up: 30 minutes

Estimated Date/Time for Clean-Up: 30

Estimated Number of Volunteers: 6

EVENT DETAILS**MUSIC:**

Will Music be provided during this event? ☐ Yes ☒ No

If yes, type of music proposed: ☐ Live ☐ Amplification ☐ Recorded ☐ Loudspeakers

Time music will begin: _____ end: _____

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

Will Food Vendors/Concessions be available at your event? ☐ Yes ☒ No

If yes, ☐ Provide Copy of Health Department Food Service License

ALCOHOL:

Will alcohol be served at your event? ☐ Yes ☒ No

If yes, ☐ Provide Copy of Liquor Liability Insurance (Listing the City as additional insured)

☐ Provide Copy of Michigan Liquor Control License

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

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

EVENT SIGNAGE:

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

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

Please see the City Clerk to obtain the correct application based on the event signage requested.

FIREWORKS:

Will fireworks be a part of your event? ☐ Yes ☒ No

If yes, ☐ Provide Copy of Liability Insurance (Listing the City as additional insured)

☐ Council Resolution will be Required – see attached sample

TENTS/CANOPIES/MISC:Will tents/canopies be installed? ☐ Yes ☒ NoIf yes, ☐ Notify the Director of the Douglas Department of Public Works @ 269-857-2763 to discuss placement locations (Irrigation systems are located at Beery Field and Schultz Park)☐ Fill out the Special Event Requirements for Tent Structures form and/or call the Saugatuck Township Fire Department with questions at (269) 857-3000.☐ Booths – Quantity _____☐ Tents – Quantity _____☐ Awnings – Quantity _____☐ Tables – Quantity _____☐ Portable Toilets – Quantity _____

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

MARKETING:How do you plan to market your event? (Example: Saugatuck/Douglas Area Convention & Visitors Bureau, Local Businesses, etc.) Social Media, Flyers**REQUIRED AUTHORIZING PERSONNEL SIGNATURES:**

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

DEPARTMENT OF PUBLIC WORKS:

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

☐ Trash Receptacles – Quantity _____☒ Barricades – Quantity 8☐ Traffic Cones – Quantity _____☐ No Parking Signs – Quantity _____☐ Fencing – Quantity _____☐ Electric☐ Water☐ Restroom Cleaning☒ Approved ☐ Denied
☐ Approved with Conditions _____

Authorized Personnel Signature

Richy L. ZoetDate: 3/1/23**DOUGLAS POLICE DEPARTMENT:**Will this event require additional officers & equipment? ☐ Yes ☒ No

If yes, please describe & include times: _____

☒ Street Closure: (Use attached map to outline proposed closure)Street closure date/time: 11:00 amStreet re-open date/time: 1:00 pm

Parade Type: ☒ Pedestrian ☐ Vehicle

☐ Parade Route: (Use attached map to outline route)

Parade start time: 12 pm Parade finish time: 12:30 pm

☐ Approved ☐ Denied

☒ Approved with Conditions NOTE: PEDESTRIAN PARADE, EXTRA

PERSONNEL + DPW PERSONNEL

Authorized Personnel Signature  Date: 03/01/23

APPLICANT/ORGANIZATION CHECK LIST

- ☐ Completed Application
- ☐ Event Map (include detailed event layout for food vendors/concessions, booths, portable restrooms, road closures, barricades, music, event signage, etc.)
- ☐ Certificate of Insurance (listing the City of Douglas as additional insured – see sample provided)
- ☐ Fireworks Resolution – 60 days in advance (if applicable)
- ☐ Michigan Liquor Control Commission Special Event License (if applicable)
- ☐ Health Department Food Service License (if applicable)
- ☐ Requirements for Tent Structures (if applicable)
- ☐ Department of Public Works Authorized Personnel Signature (if applicable)
- ☐ Police Department Authorized Personnel Signature (if applicable)

If document(s) are missing, please explain: _____

The Applicant/Organization understand and agrees to the following:

1. Provide a certificate of insurance with all coverage deemed necessary for the event, naming the City of Douglas as an additional insured on all applicable policies. The certificate shall be submitted to the City Clerk's Office no later than 1 (one) week following notice of the event approval.
2. Comply with all local and applicable State Laws and City policies. Applicant/Organization acknowledges that the special events permit does not relieve the Applicant/Organization from meeting any requirements of law or those of other public bodies or agencies applicable to the event.
3. Applicant/Organization further understands the approval of the event may include additional requirements and/or limitations based on the City's review of this application. The Applicant/Organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval is necessary before the event may be held.
4. Applicant/Organization understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.
5. Applicant/Organization also agrees to clean-up and leave/restore the area in the condition it was found. The City is not responsible for equipment or personal items left on public property.
6. Prohibit its organization and guests from engaging in profane or inappropriate language or actions.
7. Abide by City of Douglas Ordinance Chapter 95.01 regarding Noise Nuisances.

Revision 02.21.2023

8. A breach of any of these understandings and agreements may result in the denial of Application or revocation of an approval of the City.

HOLD HARMLESS/INDEMNITY

1. Upon approval of Event Permit, Applicant/Organization agrees to fully defend, indemnify and hold harmless the City, its City Council, its officers, employees, agents, volunteers, and Contactors from any and all claims, demands, losses, obligations, costs, expenses, verdicts, and settlements (including but not limited to attorney fees and interest) resulting from:
 - A. Acts or omissions by the Applicant/Organization, its agents, employees, servants and Contractors in furtherance of the event, including, but not limited to, acts or omissions alleged to be in the nature of gross negligence or willful misconduct. The Applicant/Organization agrees to reimburse the City for reasonable attorney fees and court costs incurred in the defense of any actions, suits, claims, or demands arising from the operations of the Applicant/Organization due to the above referenced acts or omissions.
 - B. Violations of state or federal law by Applicant/Organization, its agents, employees, servants, and Contractors whether administrative or judicial, arising from the nature and extent of this Application. Permit and/or event.
 - C. Other acts of Applicant/Organization or attendees causing personal injury or property damages in connection with this event, unless resulting from the sole negligence of the City, its officers, employees, or agents.
2. The Applicant/Organization agrees that it is its responsibility and not the responsibility of the City to safeguard the property and materials used in the event and the property and materials of the attendees. Further the Applicant/Organization agrees to hold the City harmless for any loss of such property and materials.
3. The Applicant/Organization shall not discriminate against any employee, or applicant for employment because of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status. The Applicant/Organization further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or sub-Contractor involved in the hosting of this event.

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

Printed Name of Applicant: Randy Walker Date: 2-27-23

Signature of Applicant: Randy Walker Date: 2-27-23

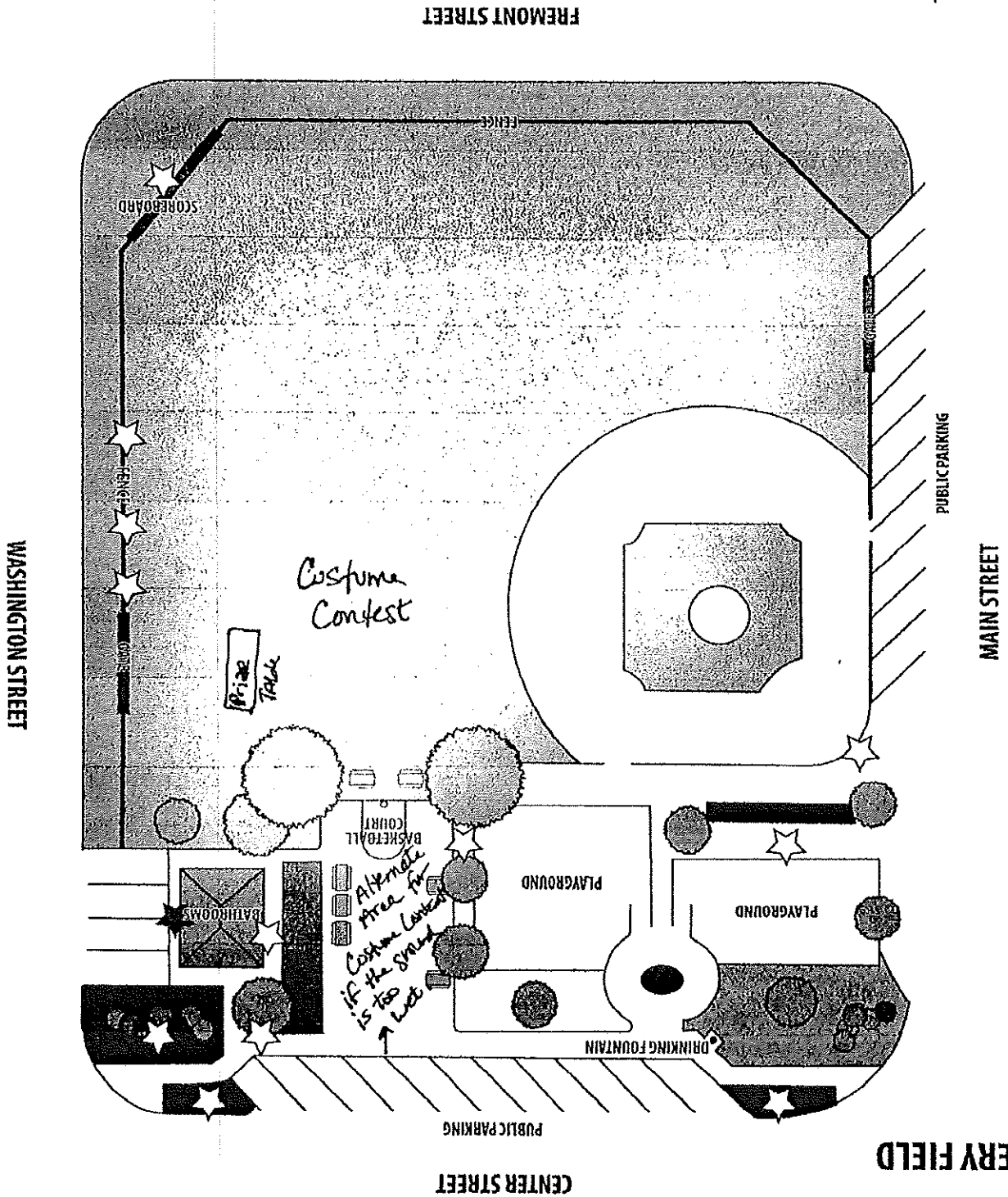
**City of Douglas
Downtown Areas**

TO SAUGTUCK
TO FENNVILLE
HARBOR VIEW DR
MIDDLE ST
RANDOLPH ST
N BLUE STAR HWY
N UNION ST
N SPRING ST
N MAIN ST
N WASHINGTON ST
N WATER ST
N CENTER ST
N SOUTH ST
W CHESTNUT ST
W WALL ST
W CENTER ST
W SOUTH ST
E WALL ST
E CENTER ST
E SOUTH ST
S SPRING ST
S MAIN ST
S WASHINGTON ST
S SOUTH ST
GERBER
KALAMAZOO LAKE HARBOR
BAYOU DR
WAIDES BAYOU
BEERY FIELD

~~_____~~ = Street Chasing

Note: Beery Field has an underground irrigation system. Please notify the Director at the Douglas Department of Public Works @ 269-857-2763 to discuss placement locations for tents, canopies, etc.

★ Water Hose Hookup
★ Electrical Outlet





MEMORANDUM

REGULAR CITY COUNCIL MEETING

March 6, 2023, at 7:00 PM

TO: City Council

FROM: Rich LaBombard, City Manager

SUBJECT: FY 22-23 Mill and Overlay Road Projects

The City solicited bids for the FY 22-23 mill and overlay road project. This project is in cooperation with the five year road plan developed by Prein&Newhof of Holland.

The scope of work is to mill and overlay:

- East Wiley Road from the pavement change (approximately 1,600' West of Shultz Park Drive) to Schultz Park Drive
- East South Street from South Main Street to South Water Street
- Randolph Street from South Spring to Water Street

We don't have an anticipated timeline to begin construction; however, to avoid major construction during peak tourism season, we have asked the contractor to complete the project by June 30th if scheduling allows.

The following bids were received:

Michigan Paving and Materials Company of Comstock Park	\$137,383
Rieth-Riley Construction Company, Inc. of Wyoming	\$177,950

Funds for this project have been budgeted in the FY 22-23 budget under:

Major Streets - General Streets & ROW – Capital Outlay Account 202-463-979	\$66,000
Local Streets - General Streets & ROW – Capital Outlay Account 203-463-979	\$50,000
Local Streets - General Streets & ROW – Contractual Account 203-463-802	<u>\$14,000</u>
	\$130,000

Should City Council award the contract, a budget amendment must be approved in the amount of \$7,383.

Sample Motion: I recommend City Council award Michigan Paving and Materials Company of Comstock Park the 22-23 mill and overlay road projects for \$137,383 and amend the budget by \$7,383.



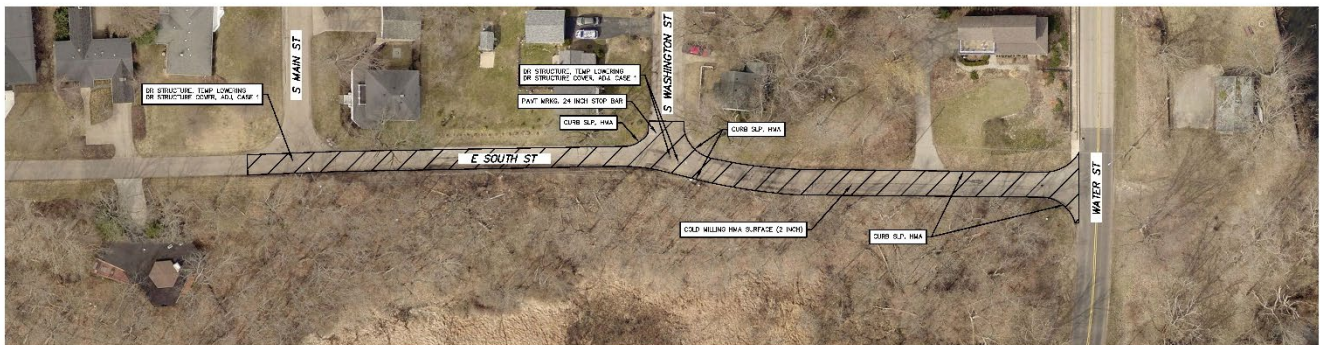
E WILEY ROAD

SCALE: 1" = 40'



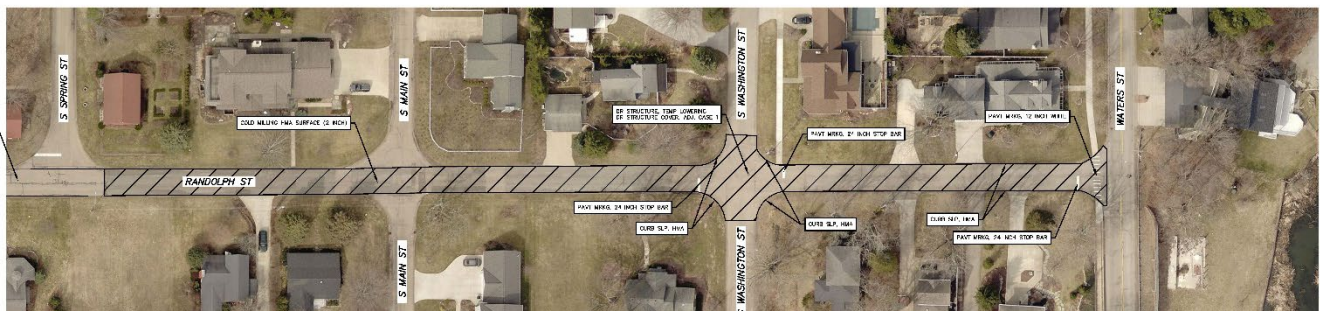
E WILEY ROAD

SCALE: 1" = 40'



E SOUTH STREET

SCALE: 1" = 40'



RANDOLPH STREET

SCALE: 1" = 40'





MEMORANDUM

REGULAR CITY COUNCIL MEETING

TO: City Council

FROM: Rich LaBombard, City Manager

DATE: March 6, 2023

SUBJECT: Water Street Workshop Summary

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

The following lists are being provided to City Council to rank according to highest feasibility / moderate feasibility / lowest feasibility. Some of the items listed can be performed by City staff, however, some of the items will require engineering expertise and project budgeting in FY 23-24. For reference purposes, the Michigan Manual of Uniform Traffic Control Devices (MMUTCD) is the guide for traffic standards used throughout the State of Michigan.

The potential solutions for the City Council to rank are:

- Widened asphalt shoulder to accommodate pedestrian traffic
- Path / sidewalk along route with crosswalks at intersections
- Traffic light at Wiley and Blue Star Highway
- Increase speed on Wiley Road to discourage using Water Street as a preferred route to Blue Star Highway
- Reduce truck traffic by restricting weight / length / time of day
- Eliminate guardrail to give more room for pedestrians to walk
- No speedbumps
- Install stop signs
- Install stop signs at Chestnut Street and Main Street
- Install stop sign at Washington Street and Center Street
- Install guardrail at curve
- Install flashing caution lights in advance of the northerly curve
- Increase police enforcement of speeds
- Install permanent radar speed sign

- Standardize installation / removal of reflectors on the curved section of street
- Standardize pavement marking / refreshing
- Paint "SLOW" in advance of the curves (will MMUTCD allow?)
- Reduce number of 25mph speed limit signs (based on MMUTCD standards)
- Improved signage (advance warning of curve ahead)
- Remove posted speed signage between the curved sections of Water Street

I recommend City Council prioritize the list of potential solutions to address safety and speeding concerns on Water Street between Randolph Street and Wiley Road.



MEMORANDUM

REGULAR CITY COUNCIL MEETING

TO: City Council

FROM: Rich LaBombard, City Manager

DATE: March 6, 2023

SUBJECT: Baker Tilly Engagement Letter for Water Rate Study

In January 2023, it was announced that the City of Douglas is the recipient of the Department of Environment, Great Lakes, and Energy (EGLE) grant award called the Drinking Water Asset Management (DWAM) grant which is an American Recovery Plan (ARP) funding opportunity. The purpose of this grant is to provide funding to the City of Douglas to field verify the distribution system material type on a minimum of 191 service lines out of 1,125 total based on the City's knowledge of unknown service lines. The grant is specific to the states mandate to eliminate lead containing service lines in municipal drinking water systems.

Another objective of the scope of work of the grant is to conduct a water rate study upon completion of the distribution system material inventory. The completed inventory will give a better understanding of the City's future expenses to replace all lead containing service lines. The rate study will be conducted by a financial consultant and include the creation of a capital improvement plan for the City's water system assets. Forecasting the cost to replace and /or improve existing water infrastructure is necessary to financially plan out the required five percent replacement requirement per year for the next 20 years. Th water rate study will be used to identify any funding gaps in the City's projected revenue from water rates. Currently the City only receives revenue from connection and inspection fees related to installation of new or repaired water service lines. The results of the study will allow the City to establish a water rate charged to each user of the system to build up a fund to pay for system upgrades and improvements. New water main installation will still be completed through special assessment districts.

Baker Tilly US, LLP of East Lansing, Michigan has provided the attached engagement letter to provide the City of Douglas advisory services related to a review of historical financial budgeting and current operating costs, review of the City's water user customer base, and will use the information to forecast future operating costs. The final product of the advisory services will be a comprehensive report outlining operating and maintenance

expenses, a capital improvement plan, debt service schedule for any improvements, and proposed rates for water service.

Funds are available in the Water & Sewer Fund Contractual Engineering account 450-000-806. Funds for this activity are reimbursed from the DWAM grant.

I recommend City Council approve the engagement letter provided by Baker Tilly US, LLP of East Lansing, Michigan for \$10,500 plus all reasonable out-of-pocket expenses incurred in connection with the water rate study defined in the Drinking Water Asset Management grant.



Baker Tilly US, LLP
2852 Eyde Pkwy, Ste 150
East Lansing, MI 48823
United States of America

T: +1 (517) 321 0110
F: +1 (517) 321 0110
bakertilly.com

January 30, 2023

City of the Village of Douglas, MI
c/o Mr. Rich LaBombard, Manager
86 W. Center St.
Douglas, MI 49406-0757

RE: Engagement Letter Agreement Related to Services

This letter agreement (the "Engagement Letter") is to confirm our understanding of the basis upon which Baker Tilly US, LLP ("Baker Tilly") and its affiliates are being engaged by City of the Village of Douglas, MI (the "Client") to assist the Client with advisory services.

Scope, Objectives and Approach

It is anticipated that projects undertaken in accordance with this Engagement Letter will be at the request of the Client. The scope of services, additional terms and associated fee for individual engagements will be contained in a Scope Appendix or Appendices to this Engagement Letter. Authorization to provide services will commence upon execution and return of this Engagement Letter and one or more Appendices.

Management's Responsibilities

It is understood that Baker Tilly will serve in an advisory capacity with the Client. The Client is responsible for management decisions and functions, and for designating an individual with suitable skill, knowledge or experience to oversee the services we provide. The Client is responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services. The Client is responsible for establishing and maintaining internal controls, including monitoring ongoing activities.

The procedures we perform in our engagement will be heavily influenced by the representations that we receive from Client personnel. Accordingly, false representations could cause material errors to go undetected. The Client, therefore, agrees that Baker Tilly will have no liability in connection with claims based upon our failure to detect material errors resulting from false representations made to us by any Client personnel and our failure to provide an acceptable level of service due to those false representations.

The ability to provide service according to timelines established and at fees indicated will rely in part on receiving timely responses from the Client. The Client will provide information and responses to deliverables within the timeframes established in a Scope Appendix unless subsequently agreed otherwise in writing.

The responsibility for auditing the records of the Client rests with the Client's separately retained auditor and the work performed by Baker Tilly shall not include an audit or review of the records or the expression of an opinion on financial data.



Ownership of Intellectual Property

Unless otherwise stated in a specific Scope Appendix, subject to Baker Tilly's rights in Baker Tilly's Knowledge (as defined below), Client shall own all intellectual property rights in the deliverables developed under the applicable Scope Appendix or Appendices ("Deliverables"). Notwithstanding the foregoing, Baker Tilly will maintain all ownership right, title and interest to all Baker Tilly's Knowledge. For purposes of this Agreement "Baker Tilly's Knowledge" means Baker Tilly's proprietary programs, modules, products, inventions, designs, data, or other information, including all copyright, patent, trademark and other intellectual property rights related thereto, that are (1) owned or developed by Baker Tilly prior to the Effective Date of this Agreement or the applicable Scope Appendix or Appendices ("Baker Tilly's Preexisting Knowledge") (2) developed or obtained by Baker Tilly after the Effective Date, that are reusable from client to client and project to project, where Client has not paid for such development; and (3) extensions, enhancements, or modifications of Baker Tilly's Preexisting Knowledge which do not include or incorporate Client's confidential information. To the extent that any Baker Tilly Knowledge is incorporated into the Deliverables, Baker Tilly grants to Client a non-exclusive, paid up, perpetual royalty-free worldwide license to use such Baker Tilly Knowledge in connection with the Deliverables, and for no other purpose without the prior written consent of Baker Tilly. Additionally, Baker Tilly may maintain copies of its work papers for a period of time and for use in a manner sufficient to satisfy any applicable legal or regulatory requirements for records retention.

Timing and Fees

Specific services will commence upon execution and return of a Scope Appendix to this Engagement Letter and our professional fees will be based on the rates outlined in such Scope Appendix.

Payment of professional fees is not contingent upon project completion by Client nor material timing changes in project completion. Professional fees provided according to the Scope Appendix are due within 30 days of being invoiced, regardless of project status. If necessary, monthly payment plan arrangements may be negotiated upon request.

Unless otherwise stated, in addition to the fees described in a Scope Appendix the Client will pay all of Baker Tilly's reasonable out-of-pocket expenses incurred in connection with the engagement. All out of pocket costs will be passed through at cost and will be in addition to the professional fee.

Dispute Resolution

Except for disputes related to confidentiality or intellectual property rights, all disputes and controversies between the parties hereto of every kind and nature arising out of or in connection with this Engagement Letter or the applicable Scope Appendix or Appendices as to the existence, construction, validity, interpretation or meaning, performance, nonperformance, enforcement, operation, breach, continuation, or termination of this Agreement or the applicable Scope Appendix or Appendices as shall be resolved as set forth in this section using the following procedure: In the unlikely event that differences concerning the services or fees provided by Baker Tilly should arise that are not resolved by mutual agreement, both parties agree to attempt in good faith to settle the dispute by engaging in mediation administered by the American Arbitration Association under its mediation rules for professional accounting and related services disputes before resorting to litigation or any other dispute resolution procedure. Each party shall bear their own expenses from mediation and the fees and expenses of the mediator shall be shared equally by the parties. If the dispute is not resolved by mediation, then the parties agree to expressly waive trial by jury in any judicial proceeding involving directly or indirectly, any matter (whether sounding in tort, contract, or otherwise) in any way arising out of, related to, or connected with this Agreement or the applicable Scope Appendix or Appendices as or the relationship of the parties established hereunder.

Because a breach of any the provisions of this Engagement Letter or the applicable Scope Appendix or Appendices as concerning confidentiality or intellectual property rights will irreparably harm the non-



breaching party, Client and Baker Tilly agree that if a party breaches any of its obligations thereunder, the non-breaching party shall, without limiting its other rights or remedies, be entitled to seek equitable relief (including, but not limited to, injunctive relief) to enforce its rights thereunder, including without limitation protection of its proprietary rights. The parties agree that the parties need not invoke the mediation procedures set forth in this section in order to seek injunctive or declaratory relief.

Limitation on Damages

To the extent allowed under applicable law, the aggregate liability (including attorney's fees and all other costs) of either party and its present or former partners, principals, agents or employees to the other party related to the services performed under an applicable Scope Appendix or Appendices shall not exceed the fees paid to Baker Tilly under the applicable Scope Appendix or Appendices to which the claim relates, except to the extent finally determined to have resulted from the gross negligence, willful misconduct or fraudulent behavior of the at-fault party. Additionally, in no event shall either party be liable for any lost profits, lost business opportunity, lost data, consequential, special, incidental, exemplary or punitive damages, delays or interruptions arising out of or related to this Engagement Letter or the applicable Scope Appendix or Appendices as even if the other party has been advised of the possibility of such damages.

Each party recognizes and agrees that the warranty disclaimers and liability and remedy limitations in this Engagement Letter are material bargained for bases of this Engagement Letter and that they have been taken into account and reflected in determining the consideration to be given by each party under this Engagement Letter and in the decision by each party to enter into this Engagement Letter.

The terms of this section shall apply regardless of the nature of any claim asserted (including, but not limited to, contract, tort or any form of negligence, whether of you, Baker Tilly or others), but these terms shall not apply to the extent finally determined to be contrary to the applicable law or regulation. These terms shall also continue to apply after any termination of this Engagement Letter.

You accept and acknowledge that any legal proceedings arising from or in conjunction with the services provided under this Engagement Letter must be commenced within twelve (12) months after the performance of the services for which the action is brought, without consideration as to the time of discovery of any claim.

Other Matters

E-Verify Program

Baker Tilly participates in the E-Verify program. For the purpose of this paragraph, the E-Verify program means the electronic verification of the work authorization program of the Illegal Immigration Reform and Immigration Responsibility Act of 1996 (P.L. 104-208), Division C, Title IV, s.401(a), as amended, operated by the United States Department of Homeland Security or a successor work authorization program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work authorization status of newly hired employees under the Immigration Reform and Control Act of 1986 (P.L. 99-603). Baker Tilly does not employ any "unauthorized aliens" as that term is defined in 8 U.S.C. 1324a(h)(3).

In the event Baker Tilly is requested by the Client; or required by government regulation, subpoena, or other legal process to produce our engagement working papers or its personnel as witnesses with respect to its Services rendered for the Client, so long as Baker Tilly is not a party to the proceeding in which the information is sought, Client will reimburse Baker Tilly for its professional time and expenses, as well as the fees and legal expenses incurred in responding to such a request. Neither this Engagement Letter, any claim, nor any rights or licenses granted hereunder may be assigned, delegated, or subcontracted by either party without the written consent of the other party. Either party may assign and transfer this Engagement Letter to any successor that acquires all or substantially all of the business or assets of such party by way of merger, consolidation, other



business reorganization, or the sale of interest or assets, provided that the party notifies the other party in writing of such assignment and the successor agrees in writing to be bound by the terms and conditions of this Engagement Letter.

In the event that any provision of this Engagement Letter or statement of work contained in a Scope Appendix hereto is held by a court of competent jurisdiction to be unenforceable because it is invalid or in conflict with any law of any relevant jurisdiction, the validity of the remaining provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Engagement Letter or statement of work did not contain the particular provisions held to be unenforceable. The unenforceable provisions shall be replaced by mutually acceptable provisions which, being valid, legal and enforceable, come closest to the intention of the parties underlying the invalid or unenforceable provision. If the Services should become subject to the independence rules of the U.S. Securities and Exchange Commission with respect to Client, such that any provision of this Engagement Letter would impair Baker Tilly's independence under its rules, such provision(s) shall be of no effect.

Termination

Both the Client and Baker Tilly have the right to terminate this Engagement Letter or any work being done under an individual Scope Appendix at any time after reasonable advance written notice. On termination, all fees and charges incurred prior to termination shall be paid promptly. Unless otherwise agreed to by the Client and Baker Tilly, the scope of services provided in a Scope Appendix will terminate 60 days after completion of the services in such Appendix.

Important Disclosures

Incorporated as Attachment A and part of this Engagement Letter are important disclosures. These include disclosures that apply generally and those that are applicable in the event Baker Tilly is engaged to provide municipal advisory services.

This Engagement Letter, including the attached Disclosures as updated from time to time, comprises the complete and exclusive statement of the agreement between the parties, superseding all proposals, oral or written, and all other communications between the parties. Both parties acknowledge that work performed pursuant to the Engagement Letter will be done through Scope Appendices executed and made a part of this document.

Any rights and duties of the parties that by their nature extend beyond the expiration or termination of this Engagement Letter shall survive the expiration or termination of this Engagement Letter or any statement of work contained in a Scope Appendix hereto.



If this Engagement Letter is acceptable, please sign below and return one copy to us for our files.

Sincerely,

Andy Campbell, CPA, Director

Signature Section:

The terms as set forth in this Engagement Letter are agreed to on behalf of the Client by:

Name: _____

Title: _____

Date: _____

Attachment A Important Disclosures

Non-Exclusive Services

Client acknowledges and agrees that Baker Tilly, including but not limited to Baker Tilly US, LLP, Baker Tilly Municipal Advisors, LLC, Baker Tilly Capital, LLC, and Baker Tilly Investment Services, LLC, is free to render municipal advisory and other services to the Client or others and that Baker Tilly does not make its services available exclusively to the Client.

Affiliated Entities

Baker Tilly US, LLP is an independent member of Baker Tilly International. Baker Tilly International Limited is an English company. Baker Tilly International provides no professional services to clients. Each member firm is a separate and independent legal entity and each describes itself as such. Baker Tilly US, LLP is not Baker Tilly International's agent and does not have the authority to bind Baker Tilly International or act on Baker Tilly International's behalf. None of Baker Tilly International, Baker Tilly US, LLP, nor any of the other member firms of Baker Tilly International has any liability for each other's acts or omissions. The name Baker Tilly and its associated logo is used under license from Baker Tilly International Limited.

Baker Tilly Investment Services, LLC ("BTIS"), a U.S. Securities and Exchange Commission ("SEC") registered investment adviser, may provide services to the Client in connection with the investment of proceeds from an issuance of securities. In such instances, services will be provided under a separate engagement, for an additional fee. Notwithstanding the foregoing, Baker Tilly may act as solicitor for and recommend the use of BTIS, but the Client shall be under no obligation to retain BTIS or to otherwise utilize BTIS relative to Client's investments. The fees paid with respect to investment services are typically based in part on the size of the issuance proceeds and Baker Tilly may have incentive to recommend larger financings than would be in the Client's best interest. Baker Tilly will manage and mitigate this potential conflict of interest by this disclosure of the affiliated entity's relationship, a Solicitation Disclosure Statement when Client retains BTIS's services and adherence to Baker Tilly's fiduciary duty and/or fair dealing obligations to the Client.

Baker Tilly Capital, LLC ("BTC") Baker Tilly Capital, LLC ("BTC") is a limited service broker-dealer specializing in merger and acquisition, capital sourcing, project finance and corporate finance advisory services. BTC does not participate in any municipal offerings advised on by its affiliate Baker Tilly Municipal Advisors. Any services provided to Client by BTC would be done so under a separate engagement for an additional fee.

Baker Tilly Municipal Advisors ("BTMA") is registered as a "municipal advisor" pursuant to Section 15B of the Securities Exchange Act and rules and regulations adopted by the SEC and the Municipal Securities Rulemaking Board ("MSRB"). As such, BTMA may provide certain specific municipal advisory services to the Client. BTMA is neither a placement agent to the Client nor a broker/dealer. The offer and sale of any Bonds is made by the Client, in the sole discretion of the Client, and under its control and supervision. The Client acknowledges that BTMA does not undertake to sell or attempt to sell bonds or other debt obligations and will not take part in the sale thereof.

Baker Tilly, may provide services to the Client in connection with human resources consulting, including, but not limited to, executive recruitment, talent management and community survey services. In such instances, services will be provided under a separate scope of work for an additional fee. Certain executives of the Client may have been hired after the services of Baker Tilly were utilized and may make decisions about whether to engage other services of Baker Tilly or its subsidiaries. Notwithstanding the foregoing, Baker Tilly may recommend the use of Baker Tilly or a subsidiary, but the Client shall be under no obligation to retain Baker Tilly or a subsidiary or to otherwise utilize either relative to the Client's activities.

Conflict Disclosure Applicable to Municipal Advisory Services Provided by BTMA

Legal or Disciplinary Disclosure. BTMA is required to disclose to the SEC information regarding criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation involving BTMA. Pursuant to MSRB Rule G-42, BTMA is required to disclose any legal or disciplinary event that is material to the Client's evaluation of BTMA or the integrity of its management or advisory personnel.

There are no criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations or civil litigation involving BTMA. Copies of BTMA filings with the SEC can currently be found by accessing the SEC's EDGAR system Company Search Page which is currently available at <https://www.sec.gov/edgar/searchedgar/companysearch.html> and searching for either Baker Tilly Municipal Advisors, LLC or for our CIK number which is 0001616995. The MSRB has made available on its website (www.msrb.org) a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the appropriate regulatory authority.

Contingent Fee. The fees to be paid by the Client to BTMA are or may be based on the size of the transaction and partially contingent on the successful closing of the transaction. Although this form of compensation may be customary in the municipal securities market, it presents a conflict because BTMA may have an incentive to recommend unnecessary financings, larger financings or financings that are disadvantageous to the Client. For example, when facts or circumstances arise that could cause a financing or other transaction to be delayed or fail to close, BTMA may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction.

Hourly Fee Arrangements. Under an hourly fee form of compensation, BTMA will be paid an amount equal to the number of hours worked multiplied by an agreed upon billing rate. This form of compensation presents a potential conflict of interest if BTMA and the Client do not agree on a maximum fee under the applicable Appendix to this Engagement Letter because BTMA will not have a financial incentive to recommend alternatives that would result in fewer hours worked. In addition, hourly fees are typically payable by the Client whether or not the financing transaction closes.

Fixed Fee Arrangements. The fees to be paid by the Client to BTMA may be in a fixed amount established at the outset of the service. The amount is usually based upon an analysis by Client and BTMA of, among other things, the expected duration and complexity of the transaction and the work documented in the Scope Appendix to be performed by Baker Tilly. This form of compensation presents a potential conflict of interest because, if the transaction requires more work than originally contemplated, Baker Tilly may suffer a loss. Thus, Baker Tilly may recommend less time-consuming alternatives, or fail to do a thorough analysis of alternatives.

BTMA manages and mitigates conflicts related to fees and/or other services provided primarily through clarity in the fee to be charged and scope of work to be undertaken and by adherence to MSRB Rules including, but not limited to, the fiduciary duty which it owes to the Client requiring BTMA to put the interests of the Client ahead of its own and BTMA's duty to deal fairly with all persons in its municipal advisory activities.

To the extent any additional material conflicts of interest have been identified specific to a scope of work the conflict will be identified in the respective Scope Appendix. Material conflicts of interest that arise after the date of a Scope Appendix will be provide to the Client in writing at that time.

SCOPE APPENDIX to
Engagement Letter dated: January 30, 2023
Between City of the Village of Douglas, MI and
Baker Tilly US, LLP

RE: Municipal Advisory Services

DATE: January 30, 2023

This Scope Appendix is attached by reference to the above-named engagement letter (the "Engagement Letter") between City of the Village of Douglas, MI (the "Client") and Baker Tilly US, LLP and relates to services to be provided by Baker Tilly Municipal Advisors, LLC.

SCOPE OF WORK

Baker Tilly Municipal Advisors, LLC ("BTMA") will perform the following services:

Historical and Current Financials

Historical operating expenses are reviewed using audit and budget information.

- Three years audits and budgets.
- Current and proposed (if available) budget.

A "Test Year" is developed that reflects a baseline operating cost.

- Based on current budget with leveling for base operating cost.
- Determination of anticipated changes to operating cost.
- Inflation factors by budget line item.

Customer Base

The customer base is reviewed, including the number of billable customers and volumetric sales.

- The accuracy of this data is verified by applying it to the current rate structure and compared to current audit and budget revenue.
- Other operating and non-operating revenues evaluated.

Forecasting

Assumptions are made regarding the customer base through the forecasted period.

- Prediction of customer and volume counts (may include more than one scenario).
- Trending in system utilization, particularly for industry.

Projection of operating cost.

- Anticipated inflation by expense category.
- Determination of any additions or reductions based on changing operations.

Compilation of existing debt.

- Existing annual debt service by debt issue.
- Debt is separated by revenue support, in particular, debt that is paid from rates.
- Refinancing and/or restructuring possibilities are explored.

SCOPE APPENDIX to
Engagement Letter dated: January 30, 2023
Between City of the Village of Douglas, MI and
Baker Tilly US, LLP

Compensation

BTMA's fees for services set forth in the Scope Appendix will be Ten Thousand Five Hundred Dollars (\$10,500).

BILLING PROCEDURES

Normally, you will receive a monthly statement showing fees and costs incurred in the prior month. Occasionally, we may bill on a less frequent basis if the time involved in the prior month was minimal or if arrangements are made for the payment of fees from bond proceeds. The account balance is due and payable on receipt of the statement.

Nonattest Services

As part of this engagement, we will perform certain nonattest services. For purposes of the Engagement Letter and this Scope Appendix, nonattest services include services that the *Government Auditing Standards* refers to as nonaudit services.

We will not perform any management functions or make management decisions on your behalf with respect to any nonattest services we provide.

In connection with our performance of any nonattest services, you agree that you will:

- > Continue to make all management decisions and perform all management functions, including approving all journal entries and general ledger classifications when they are submitted to you.
- > Designate an employee with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services we perform.
- > Evaluate the adequacy and results of the nonattest services we perform.
- > Accept responsibility for the results of our nonattest services.
- > Establish and maintain internal controls, including monitoring ongoing activities related to the nonattest function.

Conflicts of Interest

Attachment A to the Engagement Letter contains important disclosure information that is applicable to this Scope Appendix.

We are unaware of any additional conflicts of interest related to this Scope Appendix that exist at this time.

SCOPE APPENDIX to
Engagement Letter dated: January 30, 2023
Between City of the Village of Douglas, MI and
Baker Tilly US, LLP

Termination

This Scope Appendix will terminate according to the terms of the Engagement Letter.

If this Scope Appendix is acceptable, please sign below and return one copy to us for our files. We look forward to working with you on this important project.

Sincerely,

Andy Campbell, CPA, Director

Signature Section:

The services and terms as set forth in this Scope Appendix are agreed to on behalf of the Client by:

Name: _____

Title: _____

Date: _____

SCOPE APPENDIX to
Engagement Letter dated: January 30, 2023
Between City of the Village of Douglas, MI and
Baker Tilly US, LLP

RE: Compilation, Projection, and Accounting Services

Compilation of Historical Financial Statements

Our Responsibilities:

The objective of our engagement is to apply accounting and financial reporting expertise to assist you in the presentation of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America or the cash basis of accounting based on information provided by you.

We will conduct our compilation engagement in accordance with the Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's *Code of Professional Conduct*, including the ethical principles of integrity, objectivity, professional competence, and due care when performing the compilation engagement.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion nor provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

We in our sole professional judgement, reserve the right to refuse any procedure or take any action that could be construed as assuming management responsibilities.

Your Responsibilities:

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to assist you in the presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America or with the cash basis of accounting. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARS:

1. The selection of the cash basis of accounting or accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements.
2. The preparation and fair presentation of financial statements in accordance with the cash basis of accounting or accounting principles generally accepted in the United States of America.
3. The election to omit substantially all disclosures normally included in the financial statements in accordance with the cash basis of accounting or accounting principles generally accepted in the United States of America.
4. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements.
5. The prevention and detection of fraud.

SCOPE APPENDIX to
Engagement Letter dated: January 30, 2023
Between City of the Village of Douglas, MI and
Baker Tilly US, LLP

6. To ensure that the Client complies with the laws and regulations applicable to its activities.
7. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
8. To provide us with –
 - access to all information of which you are aware is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - additional information that we may request from you for the purpose of the compilation engagement.
 - unrestricted access to persons within the Client of whom we determine it necessary to make inquiries.

You are also responsible for all management decisions and responsibilities and for designating an individual with suitable skills, knowledge, and experience to oversee our compilation of your financial statements. You are also responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

Our Report:

As part of our engagement, we will issue a report that will state that we did not audit or review the financial statements and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on them. If, for any reason, we are unable to complete the compilation of your financial statements, we will not issue a report on such statements as a result of this engagement.

You agree to include our accountant's compilation report in any document containing financial statements that indicates that we have performed a compilation engagement on such financial statements and, prior to the inclusion of the report, to ask our permission to do so.

Compilation of a Projection Accounting Services

We will compile, in accordance with attestation standards established by the American Institute of Certified Public Accountants, from information management provides, the projected operating revenues, cash operation and maintenance expenses, non-operating revenues, and debt service coverage or projected operating receipts, operation and maintenance disbursements, non-operating receipts and debt service coverage, and summaries of significant assumptions and accounting policies of the Client. A compilation is limited to presenting, in the form of projected financial statements, information that is the representation of management. We will not examine the projected financial statements and therefore, will not express any form of assurance on the achievability of the projection or reasonableness of the underlying assumptions.

A compilation of a financial projection involves assembling the projection based on management's assumptions and performing certain other procedures with respect to the projection without evaluating the support for, or expressing an opinion or any form of assurance on, the assumptions underlying it.

If for any reason we are unable to complete our compilation of your financial projection, we will not issue a report on it as a result of this engagement.

**SCOPE APPENDIX to
Engagement Letter dated: January 30, 2023
Between City of the Village of Douglas, MI and
Baker Tilly US, LLP**

A financial projection presents, to the best of management's knowledge and belief, the Client's expected operating revenues, cash operating expenses, non-operating revenues and debt service coverage or operation receipts, operating disbursements, non-operating revenues and debt service coverage for the projection period assuming the construction and financing of the proposed improvement projects. It is based on management's assumptions, reflecting conditions it expects would exist and courses of action it expects would be taken during the projection period assuming management's assumptions concerning future events and circumstances.

Management is responsible for representations about its plans and expectations and for disclosure of significant information that might affect the ultimate realization of the projected results.

Even if the Client construction and financing of the proposed improvement projects were to occur, there will usually be differences between the projected and actual results, because events and circumstances frequently do not occur as expected, and those differences may be material. Our report will contain a statement to that effect.

We have no responsibility to update our report for events and circumstances occurring after the date of our report.

In order for us to complete this engagement, management must provide assumptions that are appropriate for the projection. If the assumptions provided are inappropriate and have not been revised to our satisfaction, we will be unable to complete the engagement and, accordingly, we will not issue a report on the projection.

We understand that the projection and our report thereon will be used only for presentation to the Indiana State Revolving Program or other designated entities. If management intends to reproduce the projection and our report thereon, they must be reproduced in their entirety, and both the first and subsequent corrected drafts of the document containing the projection and any accompanying material must be submitted to us for approval.

We will assist in preparing the above-described projection of debt service coverage and summaries of significant assumptions and accounting policies of the Client based on information provided by you. The preparation of a financial projection involves the computer processing of, and the mathematical and other clerical functions related to, the presentation of the projection, which is based on management's assumptions. The other services are limited to the preparation services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the projection preparation services, and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience evaluate the adequacy and results of the services; and accept responsibility for them.



now joined with Umbaugh

FIRM HISTORY AND QUALIFICATIONS

Lansing, Michigan	Indianapolis, Indiana	South Bend, Indiana	Columbus, Ohio
2852 Eyde Parkway Suite 150 East Lansing, MI 48823 517-321-0110	8365 Keystone Crossing Suite 300 Indianapolis, IN 46240 317-465-1500	112 Ironworks Ave. Suite C Mishawaka, IN 46544 574-935-5178	200 East Campus View Blvd. Suite 200 Columbus, OH 43235 614-985-3744

Baker Tilly Municipal Advisors, LLC local unit division provides municipal advisory services to local governments. The experience over the years in providing solid financial consulting and planning for local governments includes cities, villages, townships, counties, utilities, libraries, and other governmental units throughout the Midwest. Even though our firm has grown significantly, we realize that our success is a result of personal attention, integrity and high quality of service we provide to each individual client.

Services include:

- Bond Issuance
- Capital Improvement Financial Plans
- Water/Sewer Asset Management Financial Plans
- Water/Sewer Rate Studies

Baker Tilly, its partners and eligible staff are members of the American Institute of Certified Public Accountants (AICPA) and are held to the high standards of the accounting profession. As CPAs our work is subject to periodic review by our peers to help us provide the highest quality of service. We are also registered with the Securities and Exchange Commission and the Municipal Securities Rulemaking Board.

Additional information regarding Baker Tilly, its employees and services can be obtained at our website: www.bakertilly.com.

Andy Campbell, CPA



Andy Campbell is a Director with Baker Tilly. Prior to working for Umbaugh (now Baker Tilly), Mr. Campbell worked in the financial services and banking industries. Since joining in February 2013, Mr. Campbell has provided assistance to municipalities and school districts in obtaining financing for projects through issuing tax-exempt and taxable debt. He has also provided assistance in developing cash flow estimates and user rate charges for numerous clients.

Mr. Campbell graduated from Central Michigan University in 2010 with a Bachelor of Science in Business Administration Degree in Finance and Accounting. In November 2013, he passed the CPA exam and became a licensed CPA. In addition, he passed the Series 50 exam to become a MSRB registered Municipal Advisor and Series 54 exam to become a MSRB registered Municipal Advisor Principal.

The following is a list of Michigan cities and villages that have been served:

Allegan	Edwardsburg	Menominee	Sturgis
Alma	Elberta	Mesick	Suttons Bay
Ashley	Elk Rapids	Montague	Swartz Creek
Auburn	Ellsworth	Montrose	Thompsonville
Auburn Hills	Escanaba	Munising	Union City
Baldwin	Evart	Muskegon	Vassar
Bancroft	Farwell	Muskegon Heights	Vermontville
Bangor	Fennville	Negaunee	Vicksburg
Baraga	Ferrysburg	Newberry	Watervliet
Bear Lake	Frankfort	New Buffalo	Wayland
Beaverton	Franklin	New Lothrop	West Branch
Bellaire	Galesburg	North Muskegon	Westphalia
Bellevue	Galien	Northport	Whitehall
Benzonia	Goodrich	Onaway	White Pigeon
Berrien Springs	Grass Lake	Onkama	Wolverine Lake
Bessemer	Greenville	Onsted	Williamston
Beulah	Grosse Pointe Park	Owosso	Yale
Boyne City	Harrison	Parchment	
Bridgman	Harrisville	Pinckney	
Britton	Hart	Pigeon	
Bronson	Hartford	Plymouth	
Brooklyn	Hastings	Portland	
Buchanan	Honor	Pottersville	
Burr Oak	Houghton	Ravenna	
Cadillac	Hudson	Reading	
Caledonia	Imlay City	Reed City	
Carleton	Ithaca	Rochester	
Caspian	Jackson	Rockford	
Cassopolis	Jonesville	Roosevelt Park	
Central Lake	Kaleva	Roscommon	
Centreville	Kalkaska	Rose City	
Cheboygan	Kent City	Saginaw	
Chesaning	Kingsford	Saline	
Clare	Lake City	Sandusky	
Clinton	Lake Odessa	Saugatuck	
Clio	L'Anse	Schoolcraft	
Coloma	Lawton	Scottville	
Colon	Leslie	Shelby	
Constantine	Linden	Sheridan	
Coopersville	Lowell	South Range	
Croswell	Madison Heights	Sparta	
Crystal Falls	Manistique	Spring Lake	
Davison	Manton	Springfield	
Decatur	Marcellus	St. Johns	
Dexter	Martin	St. Joseph	
Douglas	Mason	St. Louis	
Durand	Mattawan	Standish	
East Jordan	McBain	Stanton	
Eau Claire	Mendon	Stephenson	

The following is a list of Michigan townships that have been served:

Alpine Township, Kent County	Lake Township, Berrien County
AuSable Township, Iosco County	Laketon Township, Muskegon County
Bath Township, Clinton County	Leighton Township, Allegan County
Bear Creek Township, Emmet County	Long Lake Township, Grand Traverse County
Benton Township, Berrien County	Lyon Township, Oakland County
Big Creek Township, Oscoda County	Lyon Township, Roscommon County
Big Rapids Township, Mecosta County	Marathon Township, Lapeer County
Brighton Township, Livingston County	Meridian Township, Ingham County
Caledonia Township, Kent County	Michigamme Township, Marquette County
Cannon Township, Kent County	Milford Township, Oakland County
Carp Lake Township, Ontonagon County	Montcalm Township, Montcalm County
Carrollton Township, Saginaw County	Montrose Township, Genesee County
Chikaming Township, Berrien County	Muskegon Township, Muskegon County
Coloma Township, Berrien County	Napoleon Township, Jackson County
Columbia Township, Jackson County	Negaunee Township, Marquette County
Comins Township, Oscoda County	New Buffalo Township, Berrien County
Commerce Township, Oakland County	Niles Township, Berrien County
Comstock Township, Kalamazoo County	North Branch Township, Lapeer County
Cottrellville Township, St. Clair County	Ogemaw Township, Ogemaw County
Courtland Township, Kent County	Ontwa Township, Cass County
Crystal Falls Township, Iron County	Oscoda Township, Iosco County
Dalton Township, Muskegon County	Oshtemo Township, Kalamazoo County
Davison Township, Genesee County	Otsego Township, Allegan County
Delhi Township, Ingham County	Park Township, Ottawa County
Delta Township, Eaton County	Paw Paw Township, Van Buren County
Denmark Township, Tuscola County	Pierson Township, Montcalm County
Dorr Township, Allegan County	Pittsfield Township, Washtenaw County
Eden Township, Lake County	Plainfield Township, Kent County
Egelston Township, Muskegon County	Polkton Township, Ottawa County
Elk Township, Lake County	Port Huron Township, St Clair County
Fairhaven Township, Huron County	Portage Township, Mackinac County
Fenton Township, Genesee County	Porter Township, Cass County
Forsyth Township, Marquette County	Ross Township, Kalamazoo County
Frankenlust Township, Bay County	Royalton Township, Berrien County
Gerrish Township, Roscommon County	Sauble Township, Lake County
Grand Haven Township, Ottawa County	Saugatuck Township, Allegan County
Grant Township, Keweenaw County	Silver Creek Township, Cass County
Grattan Township, Kent County	Springville Township, Wexford County
Green Lake Township, Grand Traverse County	St. Joseph Township, Berrien County
Hampton Township, Bay County	Superior Township, Washtenaw County
Handy Township, Livingston County	Tekonsha Township, Calhoun County
Haring Township, Wexford County	Texas Township, Kalamazoo County
Highland Township, Oakland County	Waterford Township, Oakland County
Hope Township, Midland County	Watervliet Township, Berrien County
Inverness Township, Cheboygan County	White Lake Township, Oakland County
Iosco Township, Livingston County	
Kalamazoo Township, Kalamazoo County	
Kochville Township, Saginaw County	

The following is a list of Michigan counties that have been served:

Bay	Hillsdale	Ogemaw	Wexford
Clare	Isabella	Sanilac	
Gladwin	Kalkaska	Shiawassee	

The following is a list of Michigan utility authorities that have been served:

Big Creek-Mentor Utility Authority
 Dorr-Leighton Wastewater Authority
 East Lansing-Meridian Water & Sewer Authority
 Fonda, Island & Briggs Lake Joint Water Authority
 Franklin-Quincy Water Authority
 Gerrish Lyon Utility Authority
 Grand Haven-Spring Lake Sewer Authority
 GRSD Sewer Authority
 Gull Lake Water & Sewer Authority
 Harbor Springs Utility Authority
 Houghton Lake Sewer Authority
 Kalamazoo Lake Sewer & Water Authority
 Lake Mitchell Sewer Authority
 Lakes Area Sewer Authority
 Lakewood Wastewater Authority
 Loch Alpine Sanitary Authority
 North Houghton County Water & Sewage Authority
 Northport-Leelanau Utility Authority
 Port Hope-Gore-Rubicon Utilities Authority
 Portage Lake Water & Sewer Authority
 Sister Lakes Area Utility Authority
 South County Water & Sewer Authority
 Southwest Michigan Regional Sanitary Sewer & Water Authority
 Torch Lake Area Sewage Authority
 White Pigeon Sanitary System

The following is a partial list of Michigan libraries that have been served:

Hackley Public Library
 New Buffalo Library
 Paw Paw District Library
 Saugatuck-Douglas District Library