



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

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**AGENDA**

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**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/82152925799>

**Join by phone by dialing:** +1 (312) 626-6799 | **Then enter "Meeting ID":** 821 5292 5799

- 1. CALL TO ORDER - Mayor**
- 2. ROLL CALL - By City Clerk**
- 3. PLEDGE OF ALLEGIANCE - Led by Mayor**
- 4. CONSENT CALENDAR**
  - A.** Approve the April 17, 2023 Meeting Agenda
  - B.** Approve the April 3, 2023 Workshop Meeting Minutes
  - C.** Approve the April 3, 2023 Closed Session Minutes
  - D.** Approve the April 3, 2023 Regular Meeting Minutes
  - E.** Approval of Invoices in the amount of \$122,948.68

Motion to approve the Consent Calendar of April 17, 2023 – roll call vote
- 5. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES)**
- 6. PUBLIC COMMUNICATION - WRITTEN**
- 7. UNFINISHED BUSINESS**
- 8. NEW BUSINESS**
  - A.** Presentation - Library Board
  - B.** Presentation - CVB

C. Presentation - Don Poppe - DNR Biologist to discuss deer population

D. Special Event - Chamber Music Festival of Saugatuck

Motion to approve the Special Event Application for the Chamber Music Festival of Saugatuck Season Kick-off Concert on June 30, 2023 -roll call vote

E. Ethics Ordinance – Second Reading, Public Hearing & Adoption

Motion to open the Public Hearing for Ordinance No. 04-2023 Amending Ordinance No. 171: Code of Ethics - roll call vote

1. Public Comments
2. Staff Remarks
3. Council Discussion

Motion to close the Public Hearing for Ordinance No. 04-2023 Amending Ordinance No. 171: Code of Ethics - roll call vote

Motion to adopt Ordinance No. 04-2023, an ordinance to amend Ordinance No. 171: Code of Ethics of the City of the Village of Douglas - roll call vote

F. Update Floodplain Ordinance 01-2023 –1st Reading (No Council Action Required)

G. Resolution 06-2023 Commemorative Donation Policy

Motion to approve Resolution 06-2023 a resolution to adopt a commemorative donation policy for the City of the Village of Douglas - roll call vote

H. Res. 09-2023 Refuse Resolution

Motion to approve Resolution 09-2023 and approve the Refuse and Recycling Collection and Disposal Services Agreement with Republic Services of Jenison, MI - roll call vote

I. FY 22-23 Chip and Fog Seal Road Project

Motion to award Highway Maintenance & Construction of Romulus the 22-23 chip and fog seal road project for \$38,654.71 - 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.** Manager's Report

**C.** Staff Written Reports

1. City Manager

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

**11. COUNCIL COMMENTS**

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

**13. ADJOURNMENT**

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



**THE CITY OF THE VILLAGE OF DOUGLAS  
WORKSHOP MEETING OF THE CITY  
COUNCIL**

**MONDAY, APRIL 03, 2023 AT 5:30 PM  
86 W CENTER ST., DOUGLAS MI**

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**MINUTES**

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**1. CALL TO ORDER - By Mayor**

**2. ROLL CALL - By Clerk**

Present: Freeman, O'Malley, North, Walker, Naumann, Seabert, Donovan

Also present: LaBombard (City Manager).

Absent: None

**3. Strategic Planning Session #3 - Planning, Sidewalks, Streets, DDA, BSH Fund**

All ideas pulled from the following documents: Our Douglas Vision Master Plan, Blue Star Corridor Plan, TIF Plan, Waterfront Master Plan, Douglas Waterfront Public Marina Plan, Recreation Master Plan, Tri-Community Master Plan, Five Year Street Asset Management Plan, Storm Water Asset Management Plan, Sanitary Sewer Asset Management Plan, DPW Equipment Asset Management Plan, Wade Bayou Marina Plan, Point Pleasant Municipal Marina Development Plan.

To begin the strategic planning process LaBombard began with FY 23/24 Items (Arbor) (Contractual Services) (Marketing & Branding) (Miscellaneous)(Ordinances)(Placemaking) (Planning & Zoning / Economic Development)(Policies & Resolutions)(Staffing)(Technology)(Right-of-Way & Sidewalks / Trails Projects)(Street Projects)(Blue Star Hwy. Business Corridor).

**4. ADJOURNMENT – Motion by Seabert, with support from O'Malley, to close the meeting. Carried by unanimous roll call vote.**

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**THE CITY OF THE VILLAGE OF DOUGLAS  
REGULAR MEETING OF THE CITY COUNCIL  
MONDAY, APRIL 03, 2023 AT 7:00 PM  
86 W CENTER ST., DOUGLAS MI**

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**MINUTES**

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**1. CALL TO ORDER - By Mayor**

**2. ROLL CALL - By Clerk**

PRESENT

Mayor Pro-Tem Cathy North  
Mayor Jerome Donovan  
Councilmember Neal Seibert  
Councilmember Robert Naumann  
Councilmember John OMalley  
Councilmember Randy Walker  
Councilmember Gregory Freeman

**3. PLEDGE OF ALLEGIANCE - Led by Mayor**

**4. CONSENT CALENDAR**

- A. Approve the April 3, 2023 Meeting Agenda
- B. Approve March 20, 2023 Meeting Minutes
- C. Approve the March 20, 2023 Closed Session Minutes
- D. Approve the March 20, 2023 Workshop Minutes
- E. Approval of Invoices in the amount of \$29,555.15
- F. Appointments, Resignations

Reappoint to Planning: Gregg Freeman, Kelli Heneghan, Paul Buszka - Term Ending 2026  
Reappoint to Assessing Board of Review: Maria Droz - Term Ending 2026  
Reappoint to Douglas Brownfield Authority: Rob Naumann, Mary Fechtig - Term Ending 2026

Motion to approve the April 3, 2023 Consent Calendar. - roll call vote

Motion made by Councilmember Freeman, Seconded by Councilmember Naumann.

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

Motion carried by unanimous roll call vote.

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

Tracey Shaffroth thanked council for holding the Water St. workshops.

**6. PUBLIC COMMUNICATION - WRITTEN**

Mayor Donovan noted written communications have been received.

- A. John Thomas letter dated March 22, 2023
- B. Interurban Pensions (No Council Action Required)

**7. UNFINISHED BUSINESS**

**8. NEW BUSINESS**

- A. Ordinance 04-2023 Ethics - 1st Reading (No Council Action Required)

First reading of ordinance 04-2023 - Ethics Policy. Second reading will be April 17, 2023.

- B. Social District Permit - Wild Dog Grille LLC

Motion to approve the Wild Dog LLC application for a Social District Permit as required by the Michigan Department of Licensing and Regulatory Affairs Liquor Control Commission (MLCC). - roll call vote

Motion made by Councilmember Seabert, Seconded by Councilmember Naumann.

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

Motion carried by unanimous roll call vote.

- C. Special Event - Town Crier Race

Motion to approve the special event application for the June 17, 2023 Town Crier Race, with the condition the organizers meet at least twice with the Chief of Police and Director of Public Works to discuss any changes or updates to the event. - roll call vote

Motion made by Councilmember Seabert, Seconded by Councilmember OMalley.

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

Motion carried by unanimous roll call vote.

- D. Award Blue Star Highway Storm Drain/Sidewalk Project

Motion to award Compton, Inc. of South Haven, MI the 333 Blue Star Highway storm drain and Sidewalk project for \$98,327 and amend the budget by \$11,327. - roll call vote

Motion made by Councilmember Naumann, Seconded by Councilmember OMalley.

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

Motion carried by unanimous roll call vote.

E. Aquatic Weed Control Contract

Motion to approve Aquatic Doctor's 2023 contract in the amount of \$71,875 for treatment of invasive aquatic weeds from Douglas Harbor from Schultz Park to Union Street Boat Launch. - roll call vote

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

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

Motion carried by unanimous roll call vote.

F. Five Year Recreation Plan - Council Discussion Item

Motion to appoint an ad hoc Parks and Recreation Committee to represent the City of Douglas with the development of the 2024-2029 Parks and Recreation Plan. - roll call vote

An ad will be placed for those who would like to be appointed to the Ad Hoc Committee.

Motion made by Councilmember OMalley, Seconded by Councilmember Naumann.

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

Motion carried by unanimous 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 -

DDA - Close to completion on the Gateway Sign. John Thomas and John Leben will place temporary signage for the summer. Kabri will sponsor the holiday market this year.

Douglas Harbor Authority - Met two week prior regarding the Aquatic Doctor's contract and discussed the water taxi.

City Manager - Last week of April there will be a joint meeting between the City Council and Brownfield to listen to Ryan Kilpatrick presentation on affordable homes. The exit 41 bridge will be closed for repair. Looks as if the city may have a new Planning Zoning Admin.

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

#### 11. COUNCIL COMMENTS

Naumann	Noticed the new walkway at the Douglas Beach.
Seabert	Attended the CVB meeting on increasing workers.
North	Thanks to Rich and Staff for Budget information.

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

#### 13. CLOSED SESSION

Motion to enter into closed session per the Open Meetings Act, section MCL 15.268(d) and MCL 15268(h) to consider the purchase of real property up to the time an option to purchase real property is obtained, and to consider material exempt from discussion or disclosure by state or federal statute. - roll call vote

Motion to enter from closed session and revisit the regular meeting of City Council. - roll call vote

Motion made by Councilmember Seabert, Seconded by Councilmember OMalley.

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

Motion carried by unanimous roll call vote.

(Motion to enter from detailed in closed session minutes)

#### 14. ADJOURNMENT

Motion to adjourn by Walker, supported by Seabert. Motion carried by unanimous roll call vote.

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04/12/2023

INVOICE REGISTER REPORT FOR CITY OF THE VILLAGE OF DOUGLAS  
 EXP CHECK RUN DATES 04/17/2023 - 04/17/2023  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt
88752494				
45672	ABSOPURE WATER COMPANY POLICE WATER 101-301.000-740.000 SUPPLIES	03/31/2023	04/17/2023	72.60  72.60
4-6-23				
45647	ALLEGAN CO TREASURER MOBILE HOME TAX 101-000.000-230.000 DUE TO OTHER GOVERNMENTS	04/06/2023	04/17/2023	230.00  230.00
4-12-23				
45701	ANTHONY GOSLER REFUND DEPOSIT 594-000.000-654.000 SEASONAL SLIP FEES	04/17/2023	04/17/2023	450.00  450.00
44990860				
45699	BAUMANN & DEGROOT BEERY FIELD BATHROOM REPAIRS 101-751.000-802.000 CONTRACTUAL	03/24/2023	04/17/2023	257.50  257.50
4-5-23				
45653	COMCAST 486 WATER 101-463.000-851.000 TELEPHONE	04/07/2023	04/17/2023	312.80  312.80
4213				
45700	COMMERCIAL RECORD PUBLIC NOTICES 101-101.000-900.000 PRINTING & PUBLISHING 101-701.000-900.000 PRINTING & PUBLISHING	03/30/2023	04/17/2023	302.00  238.00 64.00
204300543205				
45635	CONSUMERS ENERGY TRAFFIC LIGHTS 101-463.000-925.000 STREET LIGHTS	04/01/2023	04/17/2023	12.00  12.00
205813305558				
45636	CONSUMERS ENERGY 49406 LED LIGHT RD 101-463.000-925.000 STREET LIGHTS	04/01/2023	04/17/2023	655.38  655.38
204300543216				
45637	CONSUMERS ENERGY STREET LIGHTS 101-463.000-925.000 STREET LIGHTS	04/01/2023	04/17/2023	1,460.14  1,460.14
202876675603				
45659	CONSUMERS ENERGY 11 BLUESTAR HWY SIGN NORTH ENTERANCE 101-463.000-922.000 UTILITIES	04/10/2023	04/17/2023	30.74  30.74
202787682077				
45660	CONSUMERS ENERGY 26 BAYOU DR	04/10/2023	04/17/2023	33.41

	101-751.000-922.000	UTILITIES			33.41
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202876675600					
45661	CONSUMERS ENERGY		04/10/2023	04/17/2023	34.19
	251 CENTER ST SIGN WEST ENTRANCE				
	101-463.000-922.000	UTILITIES			34.19
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202876675604					
45662	CONSUMERS ENERGY		04/10/2023	04/17/2023	36.56
	50 LAKE SHORE DOUGLAS BEACH				
	101-751.000-922.000	UTILITIES			36.56
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202876675602					
45663	CONSUMERS ENERGY		04/10/2023	04/17/2023	112.91
	198 WASHINGTON - BRIDGE LIGHTING				
	101-463.000-922.000	UTILITIES			112.91
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202876675601					
45664	CONSUMERS ENERGY		04/10/2023	04/17/2023	117.05
	86 CENTER ROW				
	101-463.000-922.000	UTILITIES			117.05
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10-981505					
45684	ECONO SIGNS, LLC		03/27/2023	04/17/2023	2,700.82
	TRAFFIC SIGNS				
	203-463.000-746.000	TRAFFIC SIGNS & SERVICES			1,350.41
	202-463.000-746.000	TRAFFIC SIGNS & SERVICES			1,350.41
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S105042112					
45685	ETNA SUPPLY CO.		04/10/2023	04/17/2023	268.00
	REPAIRS MENS DOUGLAS BEACH BATHROOM				
	101-751.000-740.000	SUPPLIES			268.00
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MIHOL454297					
45679	FASTENAL COMPANY		04/05/2023	04/17/2023	214.84
	TOLIET PAPER FOR BEERY AND DOUGLAS BEACH				
	101-751.000-740.000	SUPPLIES			214.84
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147CENTERMAR23					
45655	KALAMAZOO LAKE SEWER & WATER		04/11/2023	04/17/2023	7.30
	147 CENTER -PRIDE GARDEN				
	101-751.000-922.000	UTILITIES			7.30
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47CENTERMAR23					
45656	KALAMAZOO LAKE SEWER & WATER		04/11/2023	04/17/2023	125.54
	47 CENTER				
	101-301.000-922.000	UTILITIES			125.54
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86WCENTMAR23					
45657	KALAMAZOO LAKE SEWER & WATER		04/11/2023	04/17/2023	125.57
	86 W CENTER				
	101-265.000-922.000	UTILITIES			125.57
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455CENTERMAR23					
45658	KALAMAZOO LAKE SEWER & WATER		04/11/2023	04/17/2023	36.50
	ROOT BEER BARREL				
	101-751.000-922.000	UTILITIES			36.50
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25MAINIRRMAR23					
45665	KALAMAZOO LAKE SEWER & WATER		04/10/2023	04/17/2023	96.50
	25 MAIN ST IRRIGATION				
	101-751.000-922.000	UTILITIES			96.50
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25MAINMAR23					
45666	KALAMAZOO LAKE SEWER & WATER		04/10/2023	04/17/2023	67.30

	25 MAIN DRINKING FOUNTAIN				
	101-751.000-922.000	UTILITIES			67.30
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50LKSHMAR23					
45667	KALAMAZOO LAKE SEWER & WATER		04/10/2023	04/17/2023	108.33
	50 LAKESHORE DR BATHROOMS				
	101-751.000-922.000	UTILITIES			108.33
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3100SCHLTZMAR23					
45668	KALAMAZOO LAKE SEWER & WATER		04/10/2023	04/17/2023	78.25
	3100 SCHULTZ PARK DR				
	101-751.000-922.000	UTILITIES			78.25
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37WASHMAR23					
45669	KALAMAZOO LAKE SEWER & WATER		04/10/2023	04/17/2023	133.71
	37 WASHINGTON BATHROOMS				
	101-751.000-922.000	UTILITIES			133.71
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201WASHMAR23					
45670	KALAMAZOO LAKE SEWER & WATER		04/10/2023	04/17/2023	108.33
	201 WASHINGTON				
	594-597.000-922.000	UTILITIES			108.33
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486WATERMAR23					
45671	KALAMAZOO LAKE SEWER & WATER		04/10/2023	04/17/2023	55.59
	486 WATER NEW BARN				
	101-265.000-922.000	UTILITIES			55.59
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221261					
45702	KERKSTRA RESTROOM SERVICE		04/12/2023	04/17/2023	180.00
	WADES BAYOU HANDICAP				
	594-597.001-930.000	REPAIRS & MAINTENANCE: GENERAL			180.00
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221262					
45703	KERKSTRA RESTROOM SERVICE		04/12/2023	04/17/2023	105.00
	VETERANS MEMORIAL PARK				
	101-751.000-802.000	CONTRACTUAL			105.00
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221263					
45704	KERKSTRA RESTROOM SERVICE		04/12/2023	04/17/2023	105.00
	UNION ST BOAT LAUNCH				
	101-751.000-802.000	CONTRACTUAL			105.00
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221264					
45705	KERKSTRA RESTROOM SERVICE		04/12/2023	04/17/2023	285.00
	THE BARREL HANDICAP AND STANDARD				
	101-751.000-802.000	CONTRACTUAL			285.00
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221265					
45706	KERKSTRA RESTROOM SERVICE		04/12/2023	04/17/2023	105.00
	SCHULTZ PARK BOAT LAUNCH				
	213-753.000-958.000	MISCELLANEOUS			105.00
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221266					
45707	KERKSTRA RESTROOM SERVICE		04/12/2023	04/17/2023	285.00
	SCHULTZ PARK STANDARD AND HANDICAP				
	101-751.000-802.000	CONTRACTUAL			285.00
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221268					
45708	KERKSTRA RESTROOM SERVICE		04/12/2023	04/17/2023	105.00
	DOG PARK				
	101-751.000-802.000	CONTRACTUAL			105.00
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221267					
45709	KERKSTRA RESTROOM SERVICE		04/12/2023	04/17/2023	180.00

	POINT PLEASANT HANDICAP 594-597.000-820.000	MARINA OPERATIONS			180.00
BYR-1027986					
45692	KUBOTA OF WEST MICHIGAN PARTS FOR ZERO TURN LAWN MOWERS 660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS	03/29/2023	04/17/2023	351.19
3174404					
45648	RICHARD LABOMBARD VISION REIMBURSE 101-172.000-719.000	INSURANCE BENEFITS	04/05/2023	04/17/2023	300.00
2270					
45683	LAKESHORE OUTDOORS LLC BRUSH REMOVAL 101-463.000-802.000	CONTRACTUAL	04/03/2023	04/17/2023	160.00
34894685					
45691	LINDE GAS & EQUIPMENT HI-LO FUEL 660-903.000-860.000	GAS & OIL	03/22/2023	04/17/2023	37.59
63889					
45633	MCNALLY ELEVATOR COMPANY, INC. ANNUAL ELEVATOR MAINT CITY HALL 101-265.000-802.000	CONTRACTUAL	04/01/2023	04/17/2023	241.30
05273					
45678	MENARDS-HOLLAND REPAIR GATE AT DOG PARK 101-751.000-930.000	REPAIRS & MAINTENANCE: GENERAL	04/10/2023	04/17/2023	17.98
05412					
45697	MENARDS-HOLLAND POTHOLE PATCH, AND MISC ITEMS 101-802.000-958.000 101-265.000-740.000 203-463.000-930.000 202-463.000-930.000	MISCELLANEOUS SUPPLIES REPAIRS & MAINTENANCE: GENERAL REPAIRS & MAINTENANCE: GENERAL	04/12/2023	04/17/2023	532.39 29.90 7.94 247.27 247.28
551-613628					
45638	MICHIGAN STATE POLICE SOR FEE 101-000.000-230.000	DUE TO OTHER GOVERNMENTS	04/03/2023	04/17/2023	30.00
3920					
45654	MICHIGAN TWP. SERVICES ALLEGAN MARCH PERMIT FEES 101-701.000-804.000	CONTRACTUAL BUILDING INSPECTIO	04/06/2023	04/17/2023	5,973.30
21488					
45643	NEW DAWN LINEN SERVICE COMMERCIAL CLEANING 101-265.000-802.000 101-301.000-802.000	COMMERCIAL CLEANING COMMERCIAL CLEANING	04/03/2023	04/17/2023	42.78 15.01 27.77
69500					
45690	NICK UNEMA PLUMBING & HEATING INC STORM SEWER JETTING AND CLEANING 213-753.000-930.000 202-463.000-802.000	REPAIRS & MAINTENANCE: GENERAL CONTRACTUAL	03/27/2023	04/17/2023	997.50 285.00 712.50
2304-648900					

45686	OVERISEL LUMBER CO. FIX STREET LIGHT ON CENTER ST 202-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL	04/07/2023	04/17/2023	13.99
2304-647595					13.99
45687	OVERISEL LUMBER CO. BATTERIES 101-265.000-740.000	SUPPLIES	04/03/2023	04/17/2023	21.98
2303-647262					21.98
45688	OVERISEL LUMBER CO. LIGHT SENSING TIMER 101-751.000-740.000	SUPPLIES	03/31/2023	04/17/2023	28.18
2303-647279					28.18
45689	OVERISEL LUMBER CO. MATERIALS FOR DESK IN DPW BUILDING 101-265.000-740.000	SUPPLIES	03/31/2023	04/17/2023	16.49
2303-646547					16.49
45693	OVERISEL LUMBER CO. BATTERIES 101-751.000-740.000	SUPPLIES	03/29/2023	04/17/2023	32.97
2303-646528					32.97
45694	OVERISEL LUMBER CO. PARKS SUPPLIES 101-751.000-740.000	SUPPLIES	03/29/2023	04/17/2023	43.98
2304-648942					43.98
45695	OVERISEL LUMBER CO. BALLARD INSTALLATION 101-751.000-977.000	EQUIPMENT	04/07/2023	04/17/2023	9.99
2304-650237					9.99
45698	OVERISEL LUMBER CO. PARKS SUPPLIES 101-751.000-740.000	SUPPLIES	04/12/2023	04/17/2023	6.99
1022821448					6.99
45644	PITNEY BOWES INC RED INK POSTAGE MACHINE 101-215.000-740.000	SUPPLIES	03/28/2023	04/17/2023	91.29
10878451					91.29
45649	PLUNKETT COONEY LEGAL SERVICES - SPECIALTY 101-266.000-801.000 101-701.000-801.000	CONTRACTUAL ATTORNEY CONTRACTUAL ATTORNEY	04/05/2023	04/17/2023	6,817.50
10878207					3,172.50
45650	PLUNKETT COONEY LEGAL SERVICES - GENERAL 101-701.000-801.000 101-266.000-801.000	CONTRACTUAL ATTORNEY CONTRACTUAL ATTORNEY	04/04/2023	04/17/2023	2,052.50
103635					332.50
45642	PM ENVIRONMENTAL, INC ECONOMIC INCENTIVE CONSULTING 243-000.000-803.000	CONTRACTUAL CONSULTANT	03/31/2023	04/17/2023	456.25
4-5-23					456.25
45631	RAQUEL ROBELIN REFUND OF FOOD TRUCK DAILY FEE FOR MAY 27 AND JUNE 3		04/05/2023	04/17/2023	50.00

	101-000.000-476.000	BUSINESS LICENSE FEES			50.00
-----					
0240-009170947					
45630	REPUBLIC SERVICES #240		03/31/2023	04/17/2023	200.35
	REFUSE PICKUP				
	101-463.000-802.003	CONTRACTUAL- REFUSE			200.35
-----					
5067062396					
45632	RICOH U.S.A, INC.		04/01/2023	04/17/2023	614.04
	QUARTERLY CITY HALL COPIES				
	101-265.000-802.000	CONTRACTUAL			614.04
-----					
60846907					
45680	ROSE PEST SOLUTIONS		03/29/2023	04/17/2023	44.00
	PEST CONTROL				
	101-301.000-802.000	CONTRACTUAL			44.00
-----					
60846880					
45681	ROSE PEST SOLUTIONS		03/29/2023	04/17/2023	148.00
	PEST CONTROL				
	594-597.000-820.000	MARINA OPERATIONS			148.00
-----					
60846879					
45682	ROSE PEST SOLUTIONS		03/29/2023	04/17/2023	148.00
	PEST CONTROL CITY HALL				
	101-265.000-802.000	CONTRACTUAL			148.00
-----					
23-586					
45645	SAUGATUCK TWP FIRE DISTRICT		03/29/2023	04/17/2023	375.00
	RENTAL HOME INSPECTIONS				
	101-701.000-802.000	CONTRACTUAL			375.00
-----					
15158					
45640	SCHIPPER CONCRETE LLC		03/31/2023	04/17/2023	4,950.00
	SIDEWALK AT DOUGLAS BEACH				
	101-751.000-979.000	CAPITAL OUTLAY			4,950.00
-----					
88442674					
45651	SHELL FLEET PLUS		04/07/2023	04/17/2023	1,347.19
	SHELL POLICE				
	101-301.000-860.000	GAS & OIL			1,347.19
-----					
88432919					
45652	SHELL FLEET PLUS		04/07/2023	04/17/2023	924.38
	SHELL DPW				
	660-903.000-860.000	GAS & OIL			924.38
-----					
MG23030					
45646	SINCLAIR RECREATION		03/24/2023	04/17/2023	84,022.88
	GT WAVE - PLAYGROUND EQUIPMENT				
	101-751.000-979.000	CAPITAL OUTLAY			84,022.88
-----					
2812					
45634	SLANT		04/01/2023	04/17/2023	150.00
	WEBSITE WORK				
	101-257.000-806.006	WEBSITE			150.00
-----					
PERMITS 2023					
45676	STATE OF MI		04/11/2023	04/17/2023	800.00
	AQUATIC DR TREATMENT PERMITS				
	594-597.002-802.000	CONTRACTUAL			800.00
-----					
2023PERMITS					
45677	STATE OF MI		04/11/2023	04/17/2023	75.00
	AQUATIC DR PERMITS				

	594-597.002-802.000	CONTRACTUAL			75.00
726742					
45696	TRACTOR SUPPLY COMPANY		04/04/2023	04/17/2023	86.87
	EROSIN CONTROL AND TOOLS FOR TRUCK				
	101-751.000-930.000	REPAIRS & MAINTENANCE: GENERAL			64.96
	101-751.000-977.000	EQUIPMENT			21.91
329738					
45641	TRANSNATION TITLE AGENCY OF MI		03/31/2023	04/17/2023	300.00
	TITLE SEARCH				
	101-265.000-802.000	CONTRACTUAL			300.00
4-11-23					
45675	RICKY ZOET		04/11/2023	04/17/2023	202.51
	TRAINING MEALS AND MILEAGE				
	101-701.000-718.002	MISC TRAVEL EXPENSES-TRAINING			202.51
Purchase Card Vendor: 10071 CARDMEMBER SERVICE					
112-6820814-0564211					
45618	AMAZON MARKETPLACE		03/29/2023	04/17/2023	10.99
	OFFICE SUPPLIES				
	101-215.000-740.000	SUPPLIES			10.99
4-7-23					
45674	COMFORT INN		04/07/2023	04/17/2023	504.00
	LODGING - MPSI TRAINING - ZOET				
	101-701.000-718.002	MISC TRAVEL EXPENSES-TRAINING			504.00
4-3-23					
45639	JACKIE'S PLACE		04/03/2023	04/17/2023	119.97
	WORKSHOP FOOD				
	101-101.000-958.000	MISCELLANEOUS			119.97
4-7-23					
45673	US POSTAL SERVICE		04/07/2023	04/17/2023	5.50
	POSTAGE				
	101-301.000-740.000	SUPPLIES			5.50
Total Purchase Card Vendor: 10071 CARDMEMBER SERVICE					640.46

# of Invoices:	81	# Due:	79	Totals:	122,948.68
# of Credit Memos:	0	# Due:	0	Totals:	0.00
Net of Invoices and Credit Memos:					122,948.68

--- TOTALS BY FUND ---

101 - GENERAL FUND	114,926.08
202 - MAJOR STREET FUND	2,324.18
203 - LOCAL STREETS FUND	1,597.68
213 - SCHULTZ PARK LAUNCH RAMP	390.00
243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND	456.25
594 - DOUGLAS MARINA	1,941.33
660 - EQUIPMENT RENTAL FUND	1,313.16

--- TOTALS BY DEPT/ACTIVITY ---

000.000 -	1,216.25
101.000 - LEGISLATIVE	357.97
172.000 - MANAGER	300.00
215.000 - CLERK/TREASURER	102.28
257.000 - ASSESSING	150.00
265.000 - BUILDING & GROUNDS	1,545.92
266.000 - ATTORNEY	4,892.50
301.000 - POLICE	1,622.60
463.000 - GENERAL STREETS & ROW	7,017.42
597.000 - POINT PLEASANT	436.33
597.001 - WADES BAYOU	180.00
597.002 - DOUGLAS HARBOR AUTHORITY	875.00
701.000 - PLANNING & ZONING	11,096.31
751.000 - PARKS & RECREATION	91,423.04
753.000 - LAUNCH RAMPS	390.00
802.000 - COMMUNITY PROMOTIONS	29.90
903.000 - EQUIP. REPAIRS & MAINTENANCE	1,313.16



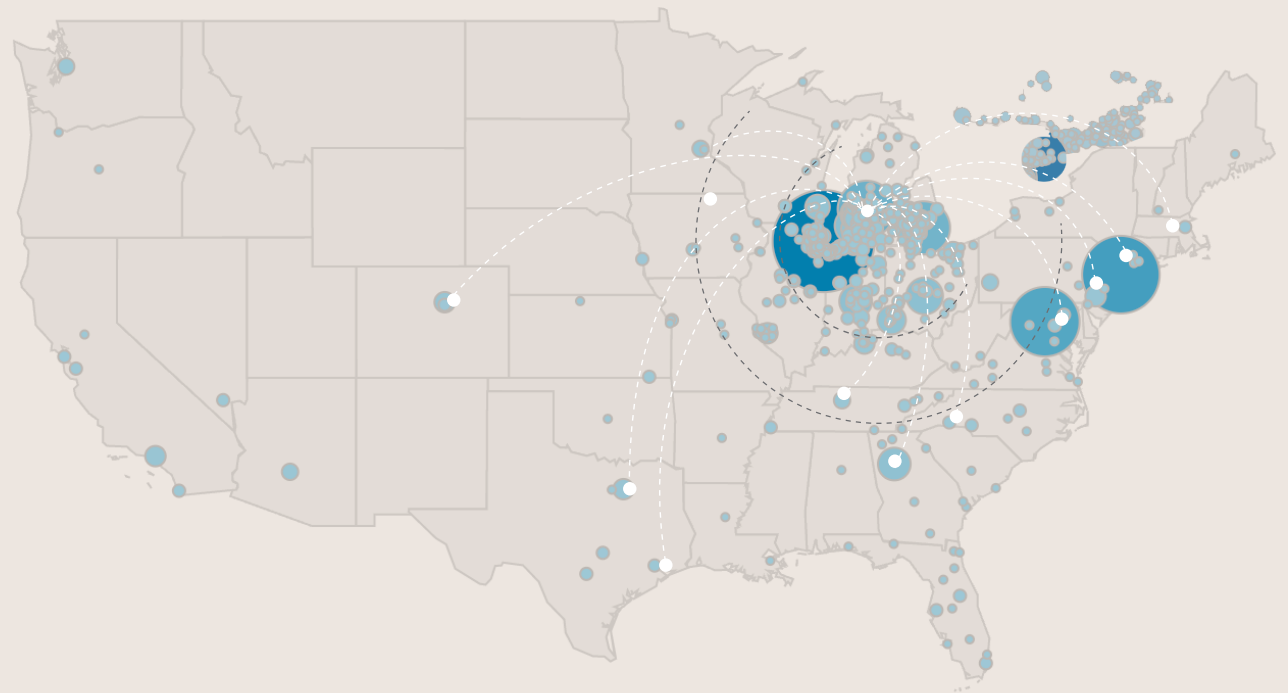
April 2023

# Saugatuck Douglas Area Convention and Visitors Bureau 2023 Marketing Strategy

**Markets of Opportunity**

For 2023, we will continue focusing efforts on the short-drive and long-drive metropolitan markets but will increase digital advertising attention given to direct flight markets like New York City, Washington DC, and Atlanta which currently make up 15% of all users to the website.

Region	Traffic%	Miles
1. Chicago	12.9%	140
2. New York	7.4%	765
3. Washington DC	6.0%	670
4. Grand Rapids	4.4%	40
5. Detroit	3.5%	190
6. Columbus	1.4%	360
7. Indianapolis	1.3%	225
8. Atlanta	1.6%	750
9. Cleveland	1.0%	315
10. Cincinnati	0.8%	325
11. Ann Arbor	0.7%	165
12. Milwaukee	0.7%	240
13. Denver	0.5%	1,125
14. Los Angeles	0.5%	2,150
15. Toronto	0.5%	394
16. Dallas	0.4%	1,075
17. Philadelphia	0.4%	730
18. Louisville	0.4%	335
19. St. Louis	0.4%	410
20. Fort Wayne	0.3%	165
21. Nashville	0.3%	508



**GRR Direct Flights**

● Long Distance Opportunities

- |                   |               |
|-------------------|---------------|
| Atlanta           | Houston       |
| Baltimore/Wash DC | Minneapolis   |
| Boston            | Nashville     |
| Charlotte         | New York City |
| Dallas            | Philadelphia  |
| Denver            |               |

2022 Geographic Website Reach

Strategy No. 1

# Amplify the Saugatuck/Douglas Brand to Target Markets

With continued increase in bookings, engagement, and PR mentions, marketing mix activities to support this strategy will continue to revolve around strategic partnerships with influencers and media, the creation of compelling content distributed through digital, social, and print channels, and cross-channel advertising.

## Strategy No. 1 Tactics

**1.1 | Optimize integrated marketing efforts focusing on short-drive and long-drive metropolitan markets and specific direct flight markets**


---

Target digital advertising to geographic priorities

---

Generate incremental press and public awareness with new PR story pitches, FAM trips, and “deskside director tours” that heighten interest and differentiate the region

- Target Indianapolis media for this year’s FAM as well as national outlets/verticals
- Target media outlets geared to younger audiences (*Thrillist, BuzzFeed*)
- Target media outlets geared to the LGBTQ audience (*Out, Them, Into*)

---

**1.2 | Develop differentiating content to generate awareness and provide inspiration for travel to the Art Coast of Michigan**


---

2023 editorial calendar will be developed with content holistically leveraged across all platforms in a coordinated fashion

---

Produce and distribute via e-newsletter and social channels one to three new content pieces per month, including web articles and video content.

---

Determine content themes by top searched and trending topics.

- Social Responsibility/Sustainable Tourism and AgriTourism
- Multi-generational Extended Family Vacations
- LGBTQ Family Travel
- Workcations

---

Utilize keyword research and SEO optimization to target new areas of opportunity in content development

---

Create compelling new video and imagery assets and graphics to support short and long form content

---

Develop more short-form video content to support various social channels and grow TikTok and YouTube presence for the brand to generate more millennial interest and awareness for the destination

- YouTube videos will be well-curated, involve professional on-camera personality, and include inspiring topics and more in-depth content
- Beach Highlights
- Night Life
- Focus on Winemakers/Brewers

---

**1.3 | Continue to develop strategic alliances that can enhance and amplify the brand.**


---

Gain additional traction with influencers that reflect target audiences (less niche) to maximize reach

- Partner with influencer groups focused on LGBTQ and Girls Getaway audiences
- Maximize the potential of influencer collaborations to create generate more user-generated (the new “word of mouth”) content in communication channels

---

Partner with editorial expert focused on specific distinguishing attributes such as culinary or beverage to promote region

- Develop supporting imagery and leverage content in various channels

---

**1.4 | Produce new Visitors Guide that inspires travel to the region and conveys the brand’s distinctive attributes**


---

Distributed by request from Saugatuck.com and inserted within the Wall Street Journal (or other publication) for distribution to the greater Chicago, Detroit, Indianapolis, and larger Ohio markets

---

**1.5 | Utilize social media/digital advertising opportunities to drive top of mind awareness**


---

Based on 2022 performance, increase Google Display and Google Search ads with greater distribution to shoulder seasons

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Maintain ad spend for Facebook and Instagram

---

Maintain above industry standards for conversions from paid media

---

**1.6 | Explore print opportunities to drive brand awareness**


---

Continue partnership with Pure Michigan

- Develop 2023 ads for Spring/Summer, Families, and Fall/Winter publications

---

Explore specific publications targeting our audience and regions (*Edible Indy*)

---

Continue with current billboard execution

---

Strategy No. 1 Tactics

**1.7 | Grow current email subscriber list to improve brand awareness and boost website traffic**

---

Add a sign-up option on social media accounts

    Create Subscribe tab or module on Facebook

    Add a clickable link to Instagram Stories / swipe up

---

Add a more intentional CTA at bottom of blog posts – (i.e., Did you like this post?

Sign up for our newsletter and we'll send you links to posts like this every month)

---

Encourage subscribers to share and forward emails to expand contact list

    Create "Email to a Friend" button on newsletter

---

Strategy No. 2

# Drive Awareness and Demand for Saugatuck/Douglas as the Destination of Choice in the Shoulder Seasons

Shoulder seasons remain our biggest opportunity for growth. Driving more tourism activity for these off-peak times will require an intentional focus and promotion on available activities that can be enjoyed at the establishments that remain open during these times. Highlighting the arts, culinary, and craft beverage scenes in editorial content and advertising efforts will capture the psychographic segments of our targeted audiences who will appreciate the slower pace of these seasons.

Strategy No. 2 Tactics

**2.1 | Develop seasonally-driven content and leverage and seasonal assets to encourage travel to the Art Coast of Michigan during shoulder seasons**

Create more seasonally inspired itineraries

Feature compelling reasons for off-peak, mid-week and extended stays

Use psychographic interests to develop long-form content and assets aimed at drawing visitation during shoulder season months

- Art • Culinary • Craft Beverage

Partner with editorial experts focused on these topics to develop content to be leveraged in multiple channels

Develop short-form videos that support seasonal itineraries

**2.2 | Utilize social channels and PR pitches to promote travel to Saugatuck/Douglas during key need periods**

Focus on extended family gatherings and bridal/bachelorette getaways for spring and fall

**2.3 | Develop influencer programming to highlight the area during fall and spring**

Offer shoulder season giveaway incentives for influencers to utilize with their followers

**2.4 | Increase digital and social ads to encourage visitation during the shoulder season**

Target digital advertising to seasonal activities

Prioritize digital ad efforts for March, April, September, and October

**2.5 | Pursue seasonally-driven print opportunities**

Continue partnership with Pure Michigan

Develop 2023 ads for Spring/Summer and Fall/Winter publications

Explore specific publications targeting our audience and regions (*Edible Indy*)

Continue with current seasonal billboard execution

**2.6 | Position Saugatuck/Douglas as a viable destination for group business aimed at shoulder seasons**

Uncover opportunities to reach meeting planners through industry publications (i.e., MACVB Meet in Michigan Guide), digital platforms and other communications channels

Develop articles and itineraries specifically for meeting and event professionals

Create a comprehensive presentation package for inquiries and requests

**2.7 | Explore seasonal promotions to encourage visitation to the destination during the shoulder seasons**

Promote any existing lodging deals and packages

Encourage lodging participants to offer deals on extended stays

Strategy No. 3

# Champion the Value of Tourism and SDACVB Efforts in the Community

Tourism is the largest revenue generator for the area, contributing to job creation and consumer spending. However, many community members and business leaders are still unaware of what the SDACVB does and the value that it provides. To ensure the strategic growth and sustainability of the organization, efforts to enhance community awareness and support must be maintained.



Strategy No. 3 Tactics

**3.1 | Continue to advocate for the SDACVB locally**

Develop press releases for local media about CVB programs and positive impacts of tourism

Assist with member communications and presentations regarding marketing initiatives and year-end results

**3.2 | Improve website user experience for members**

Maintain functional updates to the website

Integrate online assessment payments in member portal

**3.3 | Enhance SDACVB brand experience for local audiences**

Develop on-brand banners to be used in sponsored community events

Evaluate any needs for organization rebranding

**3.4 | Support members' marketing initiatives and community events**

Continue to provide access to on-brand imagery and video

Push member activities and experiences and community events that will appeal to visitors through website articles, newsletters, and social channels

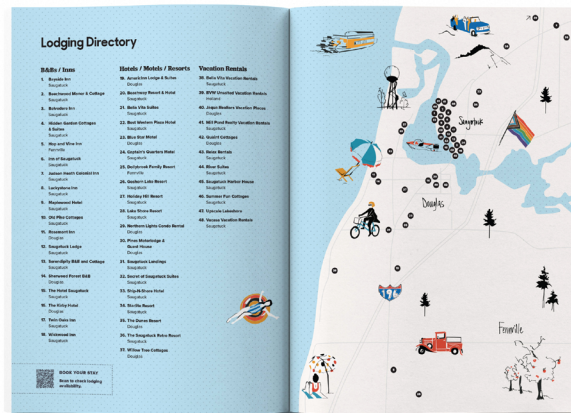
Assist with PR efforts for relevant happenings

**3.5 | Support growth of local businesses through promotion to visitors**

Develop Maps/Guides that direct visitors to various venues (Add Eat + Shop)

Highlight relevant venues through website articles, newsletters, and social channels

2023 DISCOVERY GUIDE  
60,000 Printed for Distribution



**DIGITAL ADVERTISING**

Spring 2023

**Video Ads**

Facebook  
Instagram  
Instagram Stories

—  
*click image to  
view video*



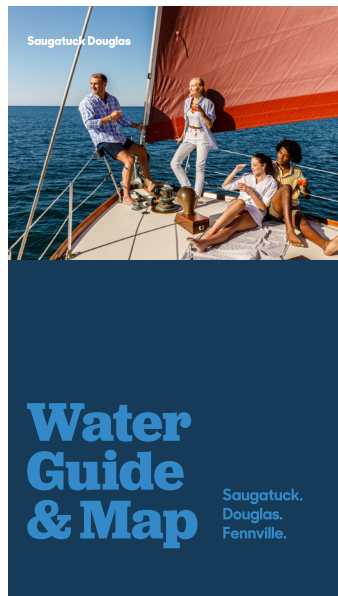
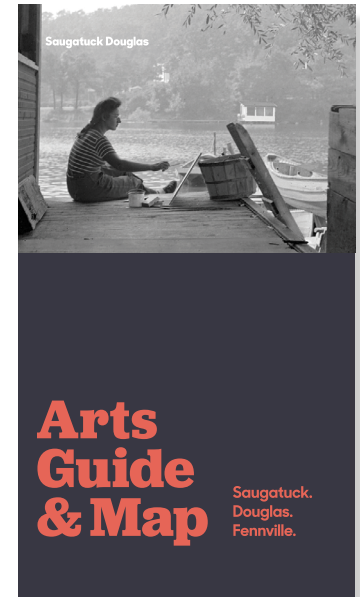
**Display Ads**

Google Display  
Facebook  
Instagram

—  
Various A/B testing  
with headlines,  
captions, CTA and  
type on images



**2023 POCKET GUIDES**  
Annual Average 10,000 Per Guide



**BILLBOARD**

Spring/Summer on US31 South of Saugatuck



# Present Day Challenges in Deer Management

Item 8C.



Don Poppe  
Wildlife Biologist  
Michigan Department of Natural Resources



# Urban Deer Management





# Why Engage in Deer Management?

Item 8C.



# Characteristics of Urban Deer

- Reproduction
  - Increased in Urban Areas
    - Reported as high as 1.8 fawns/adult doe
- Survival
  - Higher rates
    - Reported as high as 87%
- Home Range Size
  - Typically smaller

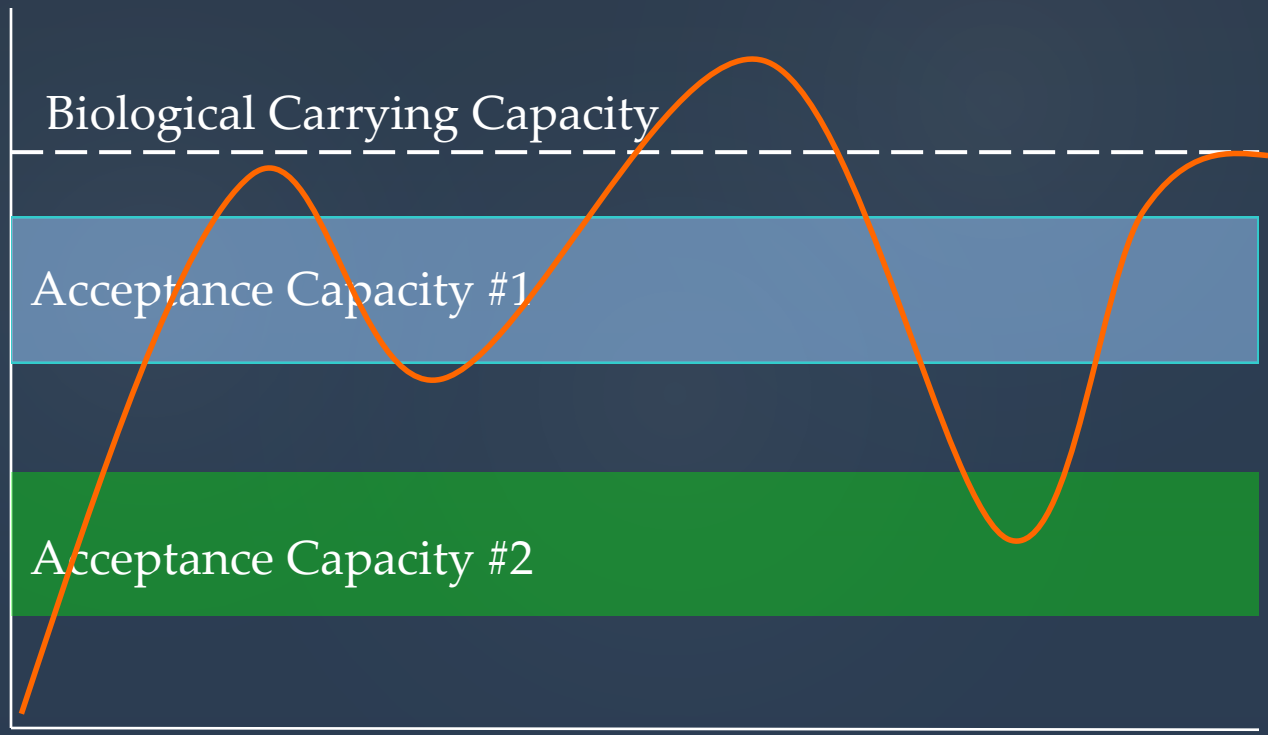


# Carrying Capacity



# Measures of Capacity for Wildlife Populations

Wildlife Population



Time



# Items to Begin Monitoring

- Deer-Vehicle Collisions
- Botanical Surveys
- Landscape Damage
- Complaints
- Residents Opinions
- Deer Numbers



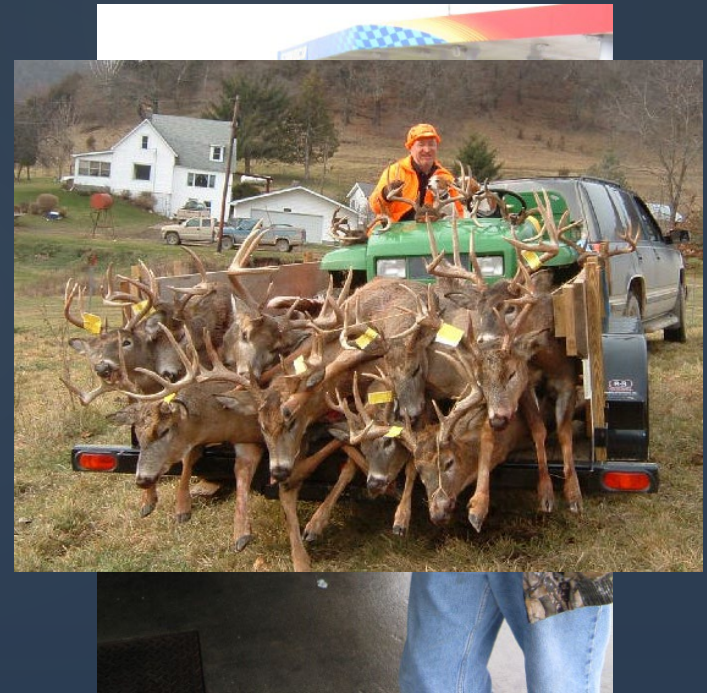
# Management Options

- Let Nature Take it's Course
  - Pros
    - Seem like a compromise
    - Inexpensive
  - Cons
    - Doesn't solve any problems that are occurring
    - Continued degradation of habitat and conflicts



# Management Options

- Hunting
  - Pros
    - Inexpensive to communities
    - Provides minor economic stimulus
    - Largely favored by many people
  - Cons
    - Some types of hunting (i.e. trophy) not appealing to many
    - Lethal, which is a negative to some



# Management Options

- Sharpshooting
  - Pros
    - Reduces deer population quickly
  - Cons
    - Often expensive
    - Controversial
    - Lethal, which is negative to some





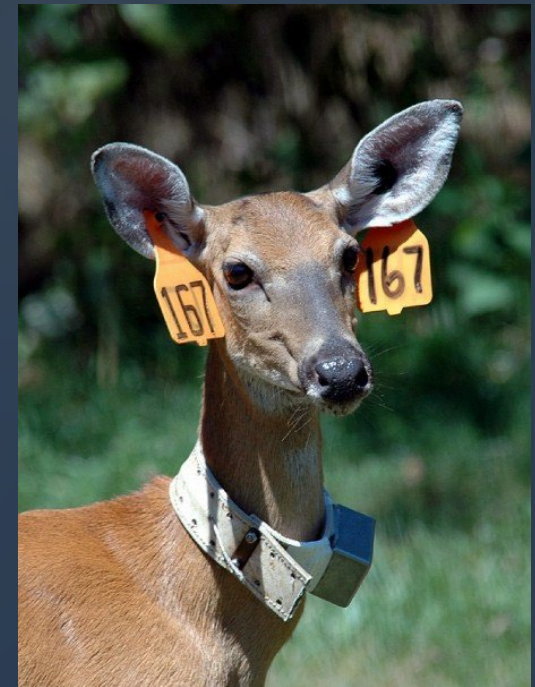
# Management Options

- Trap and Remove
  - Pros
    - No projectile
    - Removes deer from difficult areas
  - Cons
    - High stress to deer
    - Expensive
    - Transfer not typically allowed by state agencies



# Management Options

- Contraception
  - Pros
    - Doesn't fire lethal projectile
    - Prevents future fawns from being born
  - Cons
    - Expensive
    - Doesn't remove deer which may be the problem
    - Difficult to achieve results



# Management Options

- Sterilization
  - Pros
    - Doesn't fire a lethal projectile
    - Prevents fawns from being born permanently
  - Cons
    - Expensive
    - Doesn't remove deer which may be problem
    - Difficult to achieve results



# Management Options

- Reintroduce Predators
  - Pros
    - Opportunity to return historical species
  - Cons
    - Socially unacceptable
    - Expensive
    - Complicated interactions requires study



# Management Options

- Fencing and Repellants
  - Pros
    - Can exclude deer from problem areas
    - Relatively inexpensive
  - Cons
    - Requires maintenance
    - Does not solve community wide problem



# First Steps to Consider

- Consult local DNR biologists
- Recommend fencing/repellents/hunting
- Review local ordinances
  - Feeding deer
  - Projectile ordinances
- Public meetings



# Considerations for Starting a Deer Management Program

Item 8C.

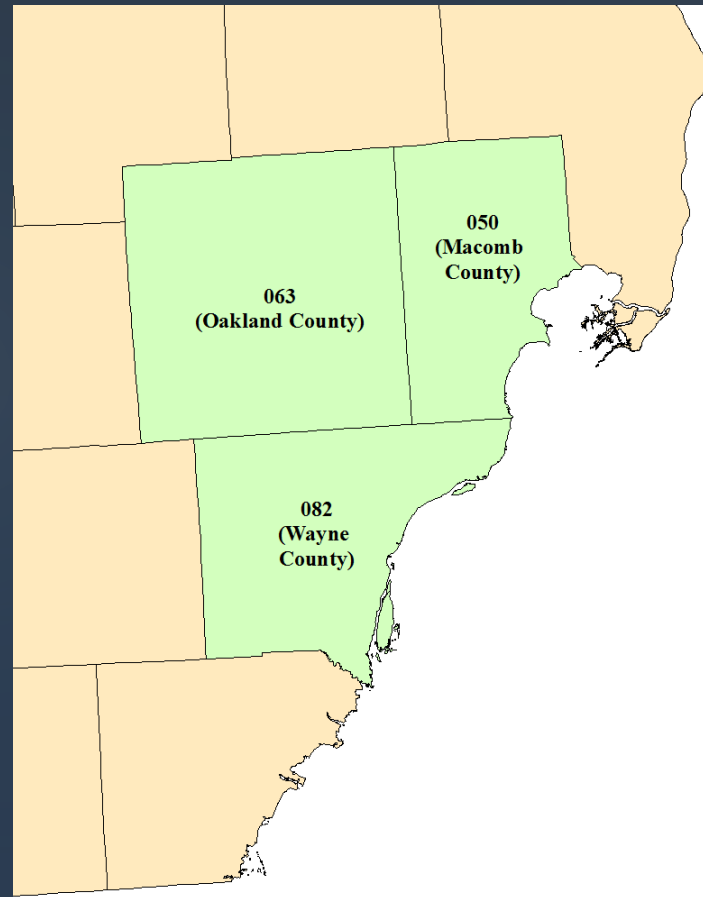


- Authority
- Background
- Objectives
- Recommendations
- Alternatives
- Logistics
- Evaluate
- Communicate



# Urban Deer Management Pilot

Item 8C.





# Urban Deer Management Conclusions

- Consensus on deer management is impossible
- Incorporate both biological and social input
- Appropriate management strategies should align with the objectives of the deer program
- All management actions need to be maintained over time



[www.mi.gov/CWD](http://www.mi.gov/CWD)

**Donald E. Poppe**  
Wildlife Biologist  
Michigan Dept. of Natural Resources  
Allegan State Game Area  
4590 118<sup>th</sup> Avenue  
Allegan, MI 49010  
[popped@michigan.gov](mailto:popped@michigan.gov)  
269-673-2430





**MEMORANDUM**  
**REGULAR CITY COUNCIL MEETING**  
**April 17, 2023 at 7:00 PM**

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**TO: City Council**

**FROM: City Manager**

**DATE: April 17, 2023**

**SUBJECT: Chamber Music Festival of Saugatuck**

---

The City of Douglas has received an application for a Special Event Permit for the Chamber Music Festival of Saugatuck Season Kick-off Concert. This annual event is a free community concert intended for families, kids, and anyone who happens to be enjoying downtown Douglas. The event date is June 30, 2023 with a rain date of July 1, 2023 and would take place at Beery Field.

**I recommend City Council approve the Special Event Application Request for the Chamber Music Festival of Saugatuck Season Kick-off Concert on June 30, 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/PayltOnline

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

Fee: \$50 ✓ Waived  
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: Chamber Music Festival of Saugatuck PH: 616-298-6276  
Contact Name: Jenny Walvoord PH: 616-298-6276  
Street Address/P.O. Box: P.O. Box 1073  
City/State/Zip Code: Saugatuck, MI 49453  
E-mail: cmfs@saugatuckmusic.org  
CONTACT PERSON ON DAY OF EVENT: Jenny Walvoord PH: 616-298-6276

### EVENT INFORMATION

Name of Event: Chamber Music Festival of Saugatuck Season Kick-off Concert  
Event Date(s): June 30, 2023 (rain date of July 1) Anticipated Number of Attendees: 100  
Purpose of Event: This would be a free community concert intended for families, kids, and anyone who happens to be enjoying downtown Douglas.  
Location of Event: Beery Field, Douglas, MI

Event Start & End Hours: 7:00-8:30pm  
Estimated Date/Time for Set-Up: June 30 at 5:30pm  
Estimated Date/Time for Clean-Up: June 30 at 8:30pm  
Estimated Number of Volunteers: 10

**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: 7:00pm end: 8:00pm

**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: 4 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): at entrance of the park  
Description of signs: A banner displaying the name of our festival.  
(Signs at event site cannot be displayed prior to the day of the event and must be removed at the end of the event.)

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

**FIREWORKS:**

Will fireworks be a part of your event?  Yes  No

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

Council Resolution will be Required – see attached sample

**TENTS/CANOPIES/MISC:**

Will tents/canopies be installed?  Yes  No

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

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

- Booths – Quantity \_\_\_\_\_
- Tents – Quantity 1
- Awnings – Quantity \_\_\_\_\_
- Tables – Quantity 2
- 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.) Saugatuck/Douglas Area Convention & Visitors Bureau,

ads placed in local publications, facebook...suggestions welcome!

**REQUIRED AUTHORIZING PERSONNEL SIGNATURES:**

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

**DEPARTMENT OF PUBLIC WORKS:**

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

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

- Approved  Denied
- Approved with Conditions \_\_\_\_\_

*Nothing noted for DPW Let me know if anything changes 😊*

Authorized Personnel Signature Rich Zoet Date: 7/29/23

**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: \_\_\_\_\_ Street re-open date/time: \_\_\_\_\_

Parade Type:  Pedestrian  Vehicle

Parade Route: (Use attached map to outline route)

Parade start time: \_\_\_\_\_ Parade finish time: \_\_\_\_\_

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:

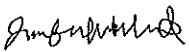
- A. Acts or omissions by the Applicant/Organization, its agents, employees, servants and Contractors in furtherance of the event, including, but not limited to, acts or omissions alleged to be in the nature of gross negligence or willful misconduct. The Applicant/Organization agrees to reimburse the 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.

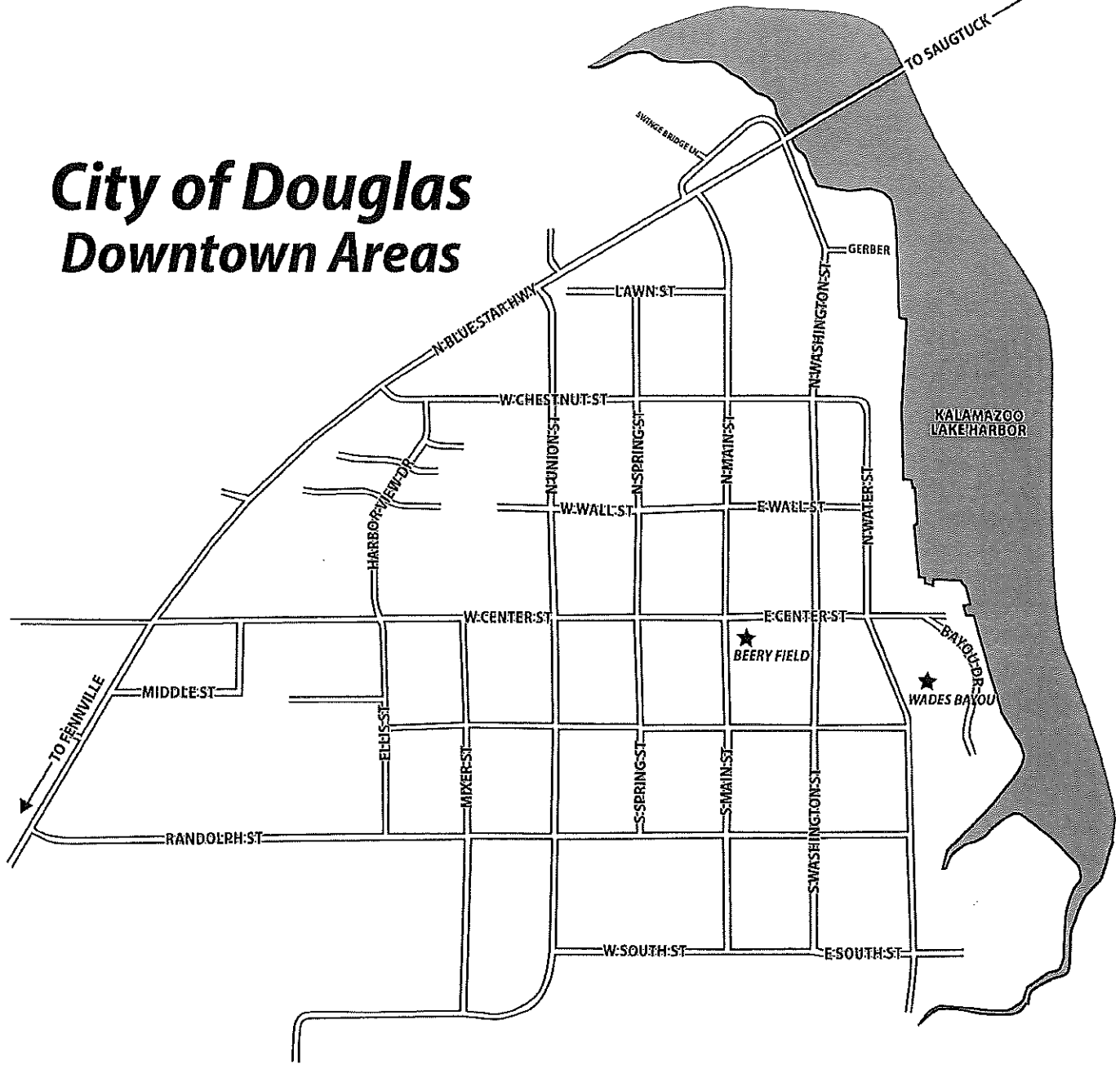
Printed Name of Applicant: Jenny Walvoord Date: March 28, 2023

Signature of Applicant:  Digitally signed by Jennifer Walvoord Date: 2023.03.28 08:59:02 -04'00' Date: March 28, 2023



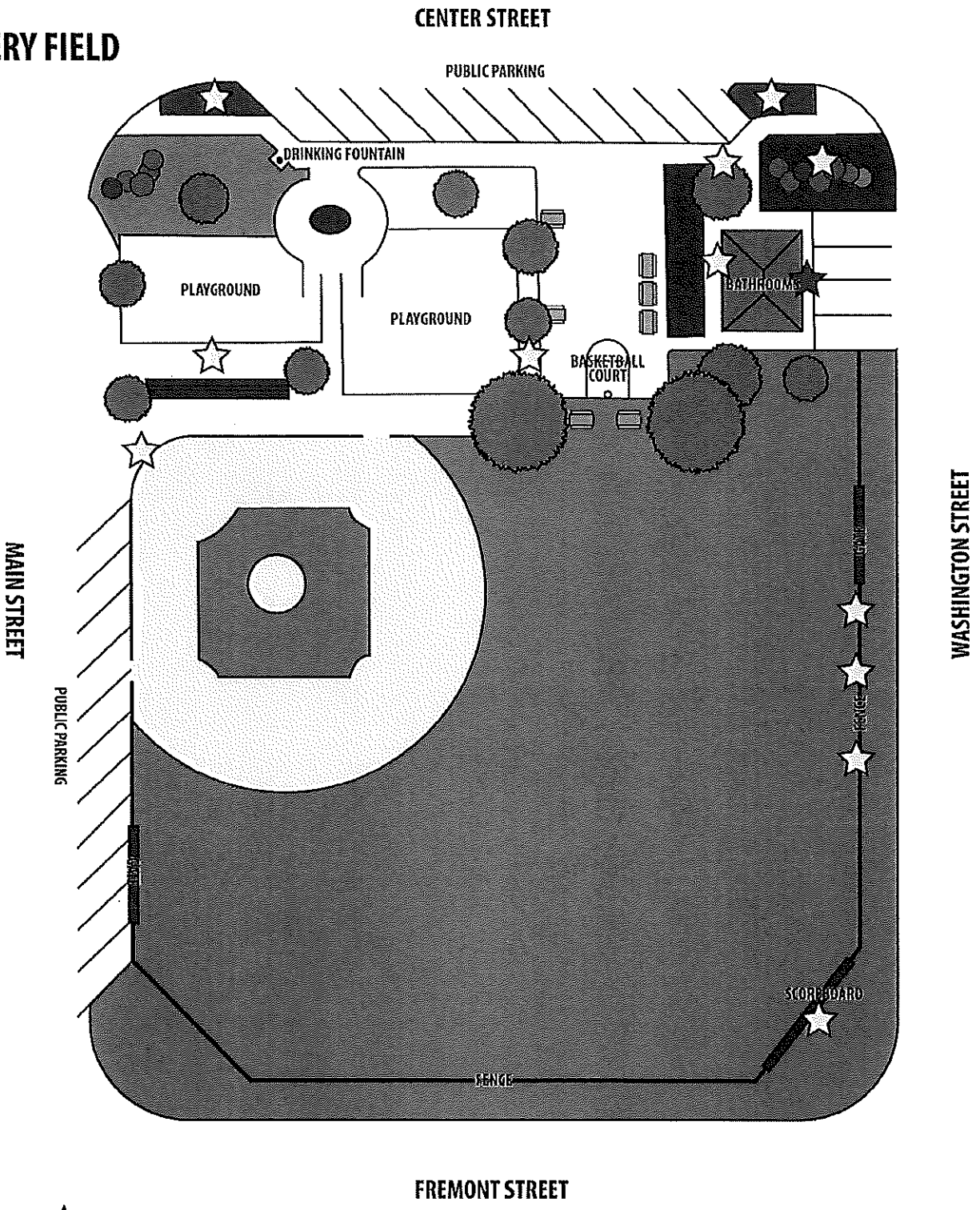




# City of Douglas Downtown Areas





# BEERY FIELD

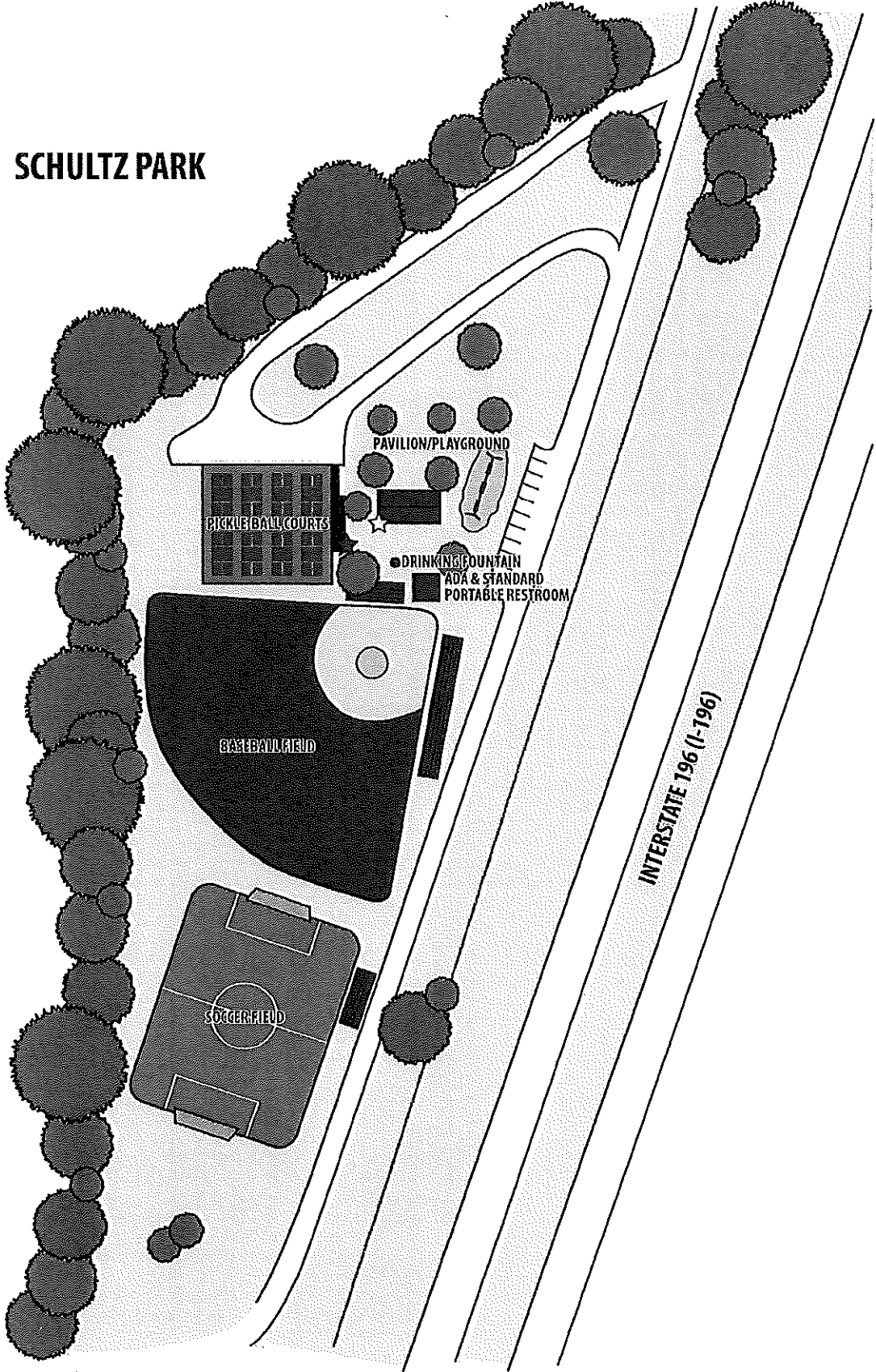


-  Water Hose Hookup
-  Electrical Outlet

**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.**



# SCHULTZ PARK

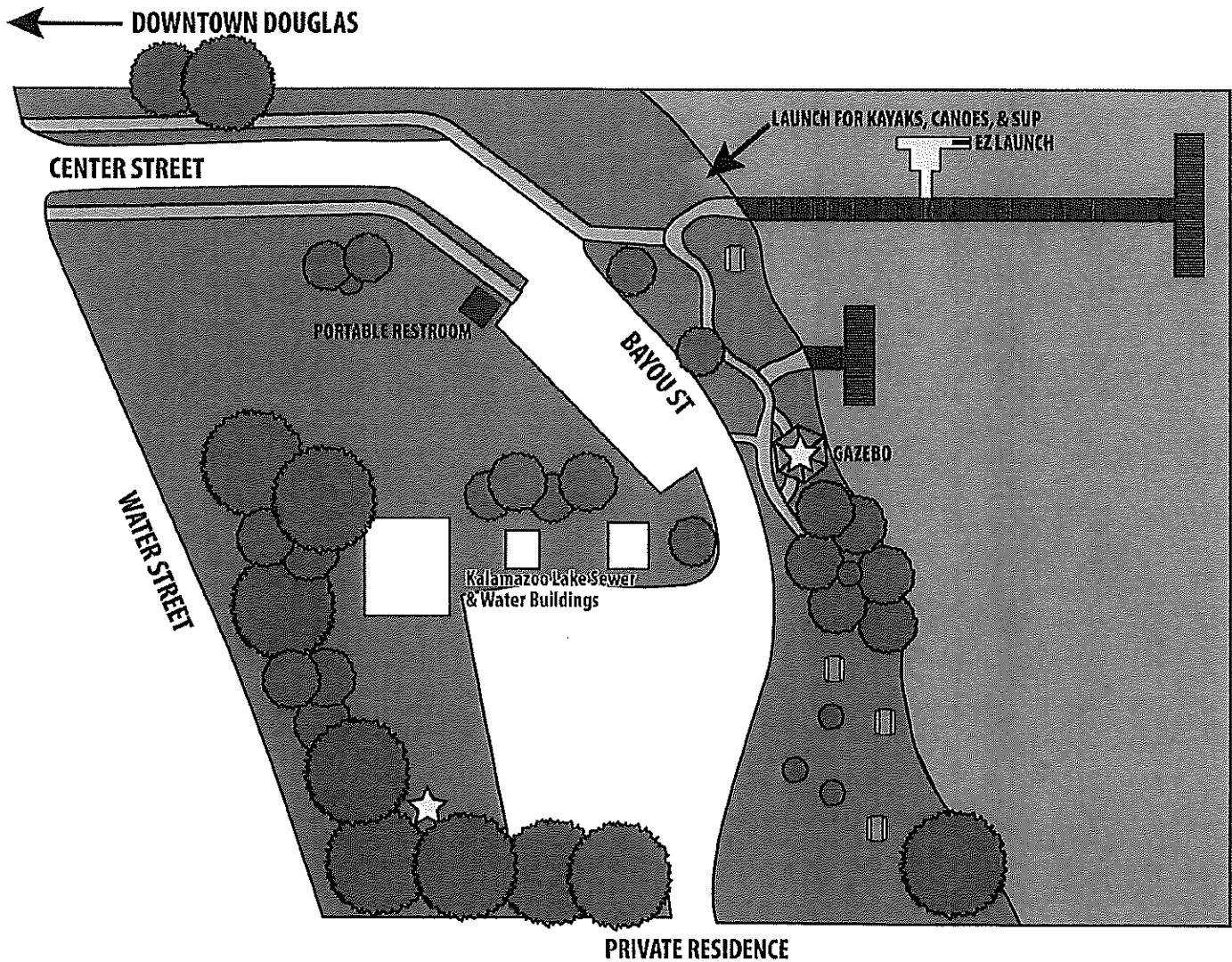


☆ Electrical Outlet    ★ Water Spigot

**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



★ Electrical Outlet

**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.**

# City of Douglas

**From:** Jenny Walvoord <cmfs@saugatuckmusic.org>  
**Sent:** Tuesday, March 28, 2023 9:09 AM  
**To:** City of Douglas  
**Subject:** RE: Concert at Beery Field  
**Attachments:** Application-for-Special-Event-Permit-Fillable.pdf

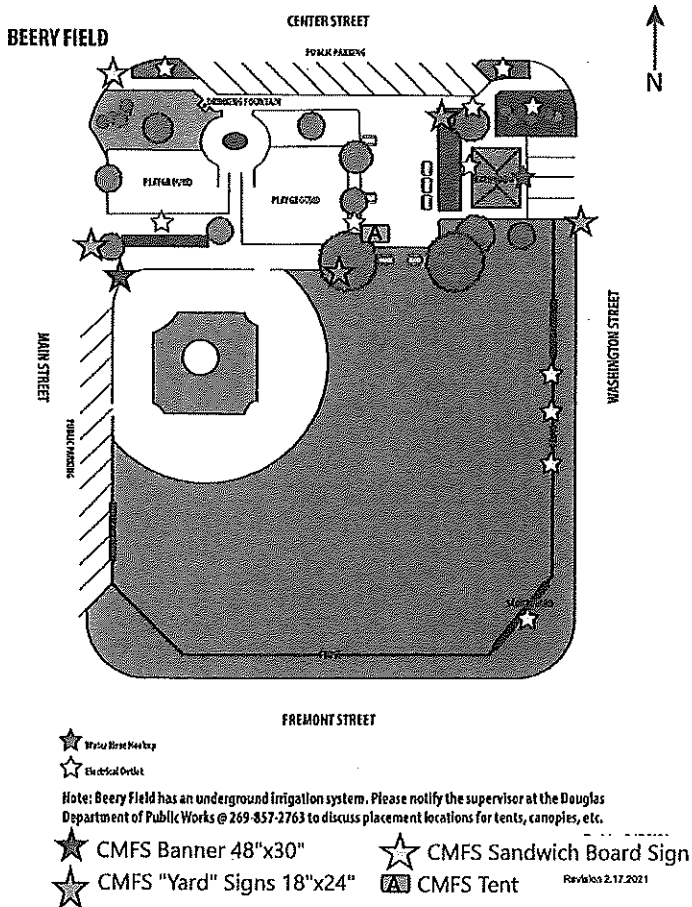
Hi Laura,

I'm attaching our application for the Beery Field concert that I mentioned in the previous email. This event will be very similar to what we've done the past two summer. I'll attach the application and a picture of the approximate tent & signage set-up that we've done in the past.

Please let me know if you need anything else at this point.

Thanks!  
Jenny

CMFS proposed signage-tent A.jpg





# CERTIFICATE OF LIABILITY INSURANCE

DATE	04	Item 8D.
------	----	----------

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

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

<b>PRODUCER</b> Lighthouse, an Alera Group Company 56 Grandville Ave SW, Ste 300  Grand Rapids MI 49503	<b>CONTACT NAME:</b> CL Grand Rapids CT <b>PHONE (A/C, No, Ext):</b> (800) 344-3531 <b>E-MAIL ADDRESS:</b>	<b>FAX (A/C, No):</b> (616) 455-9489
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> CHAMBER MUSIC FESTIVAL OF SAUGATUCK C/O mike tischleder P O BOX 1073 SAUGATUCK MI 49453	<b>INSURER A:</b> Selective Ins Co of SE NAIC # 39926	
	<b>INSURER B:</b> Cincinnati Insurance NAIC # 10677	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:** 23-24 Master                      **REVISION NUMBER:**

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


INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y		S 1812885	02/15/2023	02/15/2024	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000						
							MED EXP (Any one person) \$ 15,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE    OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
B	Directors and Officers			EMN 0522950	02/15/2022	02/15/2025	Limit \$ 1,000,000 Deductible \$ 1,000

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

Verification of Insurance only.

### CERTIFICATE HOLDER

### CANCELLATION

The City of Douglas	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 





**MEMORANDUM**  
**REGULAR CITY COUNCIL MEETING**  
**April 17, 2023, at 7:00 PM**

**TO: City Council**

**FROM: Rich LaBombard, City Manager**

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

The City of the Village of Douglas Code of Ethics Ordinance was last amended in 2003 and took effect on January 5, 2004. It has come to our attention that the ordinance was outdated. For example, the former ordinance references Village President, Trustees of the Village, Village Manager, and the Personnel Committee. Without updating this ordinance, it is impossible to effectively administer the ordinance or properly manage ethics complaints. The revised ordinance will update the terms throughout the ordinance and insert new references that are compatible with current laws.

The City Attorney has reviewed the revisions.

**Sample Motion to Open Public Hearing – I make a motion to open the public hearing for Ordinance 04-2023 (roll call)**

**Sample Motion to Close Public Hearing – I make a motion to close the public hearing for Ordinance 04-2023 (roll call)**

**Sample Motion to Adopt – I make a motion to adopt Ordinance 04-2023, an ordinance to amend ordinance No. 171: Code of Ethics of the City of the Village of Douglas, Michigan. (Roll call)**

Ordinance procedure:

- Notice of Publication – On March 16, 2023, the notice of public hearing for Ordinance 04-2023 was published in a newspaper of general circulation for no less than 15 days. The notice announced the time and place of the public hearing.
- Reading Requirements – Ordinances require two readings. An ordinance must be read aloud or considered by the local governing body, either in full or by title. The first reading of Ordinance 04-2023 was on April 3, 2023. The second reading of the Ordinance 04-2023 will be on April 17, 2023.



- Public Hearing – The City Council will motion to open a public hearing on the topic to gather information from the public. Once all public comments are provided, the public hearing will be closed.
- Adoption – Following City Council discussion, a motion may be made to adopt the ordinance. A majority vote of elected members of the governing body is required to formally adopt.
- Effective Date – The adopted ordinance will take effect 20 days after publication in a local newspaper of general circulation.

**CITY OF THE VILLAGE OF DOUGLAS  
ALLEGAN COUNTY, MICHIGAN  
ORDINANCE 04-2023**

**AN ORDINANCE TO AMEND ORDINANCE NO. 171: CODE OF ETHICS  
OF THE CITY OF THE VILLAGE OF DOUGLAS, MICHIGAN.**

THE CITY OF THE VILLAGE OF DOUGLAS ORDAINS:

That the Ordinance Code of the City of the Village of Douglas, Michigan (the “Code”), Article VII. Code of Ethics is hereby amended as follows:

**ARTICLE VII. CODE OF ETHICS**

**Secs. 31.35. Title.**

This ordinance shall be referred to as the “Code of Ethics.”

**Secs. 31.36. Purpose.**

The purpose of this ordinance is to establish a standard of ethical conduct for public servants and employees of the City of the Village of Douglas.

**Secs. 31.37. Definitions.**

The following terms shall be defined as follows:

“Business entity” means a corporation, a limited liability company, partnership, joint venture, unincorporated association, sole proprietorship, trust, and any other business form.

“Confidential information” means any information and documents which are exempt from disclosure under the Michigan Freedom of Information Act, Public Act 267 of 1976, as amended or information communicated in a closed-door session under the Open Meetings Act, Public Act 267 of 1976, or under other Michigan or Federal law.

“Conflict of interest” means an interest that directly competes with or is adverse [unfavorable, disagreeable, poor, hostile, harmful, or gives the impression of such] to a public servant’s duty to the public.

“Ethics Review Committee” means the group of persons identified in Section 2-177.

“Interest” means any right, title or share, whether it is personal, financial, legal, or equitable, which is owned, held or controlled, in whole or in part, directly or indirectly, by a public servant. It does not include any ownership in a corporation acquired through

the purchase for fair market value or inheritance of less than one percent of the shares of such corporation, or of a parent, subsidiary or affiliate of such corporation, if such shares had been registered on the securities exchange pursuant to the Securities Exchange Act of 1934, as amended.

“Public body” means the City Council, and any board, authority, commission, committee, subcommittee, department, office or other agency of the City.

“Public servant” means the Mayor, a member of the City Council, administrative officers, and any other person elected or appointed to a public body of the City, regardless of whether such person receives monetary compensation.

City means the City of the Village of Douglas, a Michigan General Law city.

### **Secs. 31.38 Prohibited Conduct.**

All public servants are prohibited from engaging in the following conduct regardless of whether a public disclosure is made:

- (a) Divulging confidential information to any person or business entity not authorized to obtain such information;
- (b) Benefiting financially from divulging confidential information.
- (c) Representing his or her personal opinion as that of the City.
- (d) Acting on behalf of the City when no authority has been given;
- (e) Soliciting or accepting any gift, loan, goods, services, except anything of nominal value, which tends to influence the manner in which the public servant performs his or her duties;
- (f) Using his or her official position to unreasonably secure, request, or grant any interest, privilege, exemption, advantage, or preferential treatment for his or her benefit or the benefit of others; and
- (g) Substantially failing to follow the City Council’s rules of procedure and exercising decorum at meetings, matters, and activities of the City.

### **Secs. 31.39 Disclosure.**

- (a) Except as otherwise provided in this subsection (a), no public servant shall request, use or permit the use of any publicly owned or publicly supported property, vehicle, equipment, labor, service, or money, for their personal convenience, their private advantage, or for a use that does not directly benefit the city. This shall not preclude a public servant from requesting, using or permitting the use of such publicly owned or publicly supplied property, vehicle, equipment, material, labor or service if the public servant has made a public disclosure of the conflict of interest as provided in this ordinance and the City Council has approved the request, use, or permitting of the use.
- (b) Except as otherwise provided in this subsection (b), no public servant shall participate in

any way in a City contract, loan, grant, rate fixing, issuance of a permit, zoning matter, or ordinance matter involving or in any way affecting a business entity in which he or she has an interest. This shall not preclude a public servant from participating in any city contract, loan, grant, rate fixing, issuance of a permit, zoning matter, or ordinance matter directly affecting a business entity in which he or she has an interest if the following has been complied with:

- (1) The public servant makes a public disclosure as provided in this ordinance.
  - (2) The public servant does not participate, in the decision regarding the City contract, loan, grant, rate fixing, issuance of a permit, zoning matter, or ordinance matter; and
  - (3) After reviewing the circumstances and the public disclosure, the City Council, or the applicable public body, determines that the city contract, loan, grant, rate fixing, issuance of a permit, or a decision regarding a zoning matter or ordinance matter is in the best interest of the City.
- (c) Except as otherwise provided in this subsection (c), no public servant shall engage in employment with, or render services for, any person or business entity which transacts business with the City or any public body of the City. This shall not preclude a public servant from engaging in employment with, or rendering services for, any person or business entity, which transacts business with the City or any public body of the City if the following has been complied with:
- (1) The public servant makes a public disclosure as provided in this ordinance; and
  - (2) After reviewing the circumstances and the public disclosure, the City Council, or the applicable public body, determines that the public servant's engaging in employment with, or rendering services for, any person or business entity, which transacts business with the City or any public body of the City does not impair or tend to impair the public servant's independence of judgment.

#### **Secs. 31.40 Contents of Disclosure.**

For any public disclosure required under this ordinance, a public servant shall disclose the following:

- (1) The identify and relationship of all of the persons and business entities involved; and
- (2) The nature of the conflict of interest.

All written public disclosures shall be signed.

#### **Secs.31.41 Methods of Public Disclosure.**

- (a) Whenever an elected official is required to make a public disclosure as provided in this ordinance, the elected official shall make it either orally on the record at a meeting of the applicable public body, or in writing and file it with the City Clerk.

- (b) Whenever any other public servant other than the ones described in subsection (a) above are required to make a public disclosure as provided in this ordinance, it shall be made in writing to the City Manager.
- (c) All public disclosures, whether oral or written, shall be provided to the City Clerk or City Manager within five (5) days of the public disclosure. Any oral public disclosure shall be transcribed in writing and forwarded as provided above.
- (d) All public servants shall make a public disclosure pursuant to this ordinance ten (10) days before the decision is to be made by the applicable public body or as soon as reasonably possible.

### **Secs.31.42 Enforcement and Penalties.**

- (a) All matters regarding this ordinance shall be directed to the Ethics Review Committee. The Ethics Review Committee shall consist of the City Mayor, Clerk, and the Chief of Police, unless one of these persons is the subject of an investigation. The Ethics Review Committee is authorized to take whatever action is consistent with this ordinance.
- (b) Once the Ethics Review Committee has received a complaint, request for information, or public disclosure, it shall make a determination whether to proceed. If the Ethics Review Committee makes a determination to proceed, it shall notify in writing the affected public servant of the charges underlying the determination to proceed. The public servant shall have an opportunity to attend a hearing before the Ethics Review Committee. The Ethics Review Committee shall schedule the hearing within thirty (30) days of the public servant's request. If the Ethics Review Committee determines to proceed, it shall make a recommendation to the City Council regarding the matter, which includes, but is not limited to, further review and investigation, or a determination as to enforcement. Enforcement may include: civil prosecution, criminal prosecution or both. Enforcement may also include removal from office if the public servant is guilty of official misconduct, willful neglect of duty, extortion, habitual drunkenness, or has been convicted of being drunk, or convicted of a felony as provided in MCL 168.327. The Ethics Review Committee's recommendation shall be forwarded to the City Council. If the recommendation from the Ethics Review Committee involves any Councilmember of the City Council, such Councilmember shall be disqualified from voting on and participating in any discussion on the recommendation of the Ethics Review Committee. The City Council shall review the recommendation at its next meeting and shall vote to do any of the following: accept, reject, or send the recommendation back to the Ethics Review Committee for further research and consideration. The City Council must approve a motion to either accept or reject the Ethics Review Committee's recommendation by a vote of five (5) members of the City Council. If a motion to either accept or reject the Ethics Review Committee's recommendation does not obtain a vote of five (5) members of the City Council, the recommendation will be sent back to the Ethics Review Committee for further research and consideration. If the recommendation is accepted by the City Council, it shall be binding and have an immediate effect on the public servant unless further action is required by law. The effect of the City Council rejecting the Ethics Review Committee's recommendation will be to dismiss the complaint or resolve in finality the request for information or public disclosure. If the determination of enforcement involves removal from office, the City Council shall prepare a report which details the matter and shall send it to the Governor for a determination as provided in MCL 168.327. If the determination of enforcement

involves civil or criminal prosecution, it shall be referred to the City Attorney for further action. To the extent authorized or permitted by law, the city shall collect its out-of-pocket costs (including attorney fees) involving civil or criminal prosecution from a public servant who has violated this ordinance.

**Secs. 31.43 Advisory Opinion.**

The City Council, the Ethics Review Committee, and any public servant with the consent of either the City Council or the Ethics Review Committee may request that the City Attorney provide an advisory opinion interpreting the effect of this ordinance generally, or on issues directly relating to conduct in a particular situation.

**Secs. 31.44 Validity.**

The invalidity of any section, sentence, clause, or any other part of this ordinance shall not affect the validity of any other part of this ordinance.

**Secs.31.45 Effective Date.**

This ordinance was adopted by the City Council at its April 17, 2023, regular meeting, and will take effect on May 18, 2023.

Ordinance Adopted: April 17, 2023

Ordinance Effective Date: May 18, 2023

CITY OF THE VILLAGE OF DOUGLAS

By \_\_\_\_\_  
Jerome Donovan  
City Mayor

By \_\_\_\_\_  
Pamela Aalderink  
City Clerk



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

**TO: City Council**

**FROM: Rich LaBombard, City Manager**

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

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

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

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

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

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

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

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

#### **Discussion Item - First Reading of Ordinance 01-2023**

##### Ordinance procedure:

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



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

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

**Ordinance number 01-2023**

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

The City of the Village of Douglas ordains:

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

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

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

Residential Code.

**Section 4. MOST RESTRICTIVE STANDARDS.** If another ordinance contains standards inconsistent with the provisions of this ordinance, the most restrictive standards shall apply.

**Section 5. PUBLICATION.**

This ordinance duly adopted on \_\_\_\_\_ (Date) at a regular meeting of the City of the Village of Douglas and will become effective \_\_\_\_\_ (Date).

Signed on \_\_\_\_\_ (Date) by \_\_\_\_\_ (Signature),  
\_\_\_\_\_ (Printed/Typed Name), Clerk of the City of the Village of Douglas.

Attested on \_\_\_\_\_ (Date) by \_\_\_\_\_ (Signature),  
\_\_\_\_\_ (Printed/Typed Name)  
\_\_\_\_\_ (Title: Chair, Mayor, Supervisor, or President) of the  
City of the Village of Douglas.

**NOTICE OF PUBLIC HEARING**

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

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

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

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

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

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

Posted: March 14, 2023

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

**Please Note:** The City of the Village of Douglas (the "City") is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of this meeting, or the facilities are requested to contact the City Deputy Clerk, at 269 857-1438 or [info@douglasmi.gov](mailto:info@douglasmi.gov) to allow the city to make reasonable accommodations for those persons



**MEMORANDUM**  
**REGULAR CITY COUNCIL MEETING**  
**April 17, 2023 at 7:00 PM**

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**TO:** City Council

**FROM:** City Manager

**DATE:** April 17, 2023

**SUBJECT:** Commemorative Donation Policy

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The goal of this policy is to present a set of guidelines for the city, when determining acceptance and placement of donations, as Trees, benches, picnic tables, and/or artwork, made to the city. With the number of memorial donations increasing the city must adopt guidelines for acceptance, placement, and maintenance of these donations.

If council deems necessary, the following motion can be used:

**Motion to approve Resolution 06-2023 a resolution to adopt a commemorative donation policy for the City of the Village of Douglas.**

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

RESOLUTION NO. 06-2023

A RESOLUTION TO ADOPT THE COMMEMORATIVE DONATION POLICY FOR THE  
CITY OF DOUGLAS

\_\_\_\_\_

At a regular meeting of the City Council for the City of the Village of Douglas,  
Michigan, held at the City of the Village of Douglas City Hall, Douglas, Michigan, on the 17 th  
day of April, 2023, at 7:00 p.m. with

PRESENT:

ABSENT:

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

**RESOLUTION**

**WHEREAS**, The City of the Village of Douglas has determined to set guidelines for decision  
making related to the acceptance, placement, and long-term maintenance of donations of  
trees, benches, artwork, and picnic tables placed on city owned property, and

**WHEREAS**, donation guidelines are needed for sustainable management of site-appropriate  
amenities because the City’s property can accommodate only a limited number of permanent  
memorials or donations, and

**WHEREAS**, The City of the Village of Douglas will strictly limit memorials or donations accepted in order to promote environmental resource management and sustainability, while also maintaining the integrity, natural, architectural, features of City property,

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:** The City of the Village of Douglas City Council does hereby adopt Resolution 06-2023 a resolution to establish guidelines for donations to the City.

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

**ADOPTED** this 17th day of April, 2023

**CITY OF THE VILLAGE OF DOUGLAS**

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

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

**CERTIFICATION**

Item 8G.

I, Pamela Aalderink, the duly appointed Clerk of the City of the Village of Douglas, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Douglas City Council at a regular meeting held on Monday, April 17, 2023 in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

**CITY OF THE VILLAGE OF DOUGLAS**

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



## CITY OF DOUGLAS COMMEMORATIVE DONATION POLICY

### Purpose

The purpose of this policy is to establish guidelines for decision making related to the acceptance, placement, and long-term maintenance of donations of trees, benches and picnic tables placed on city owned property. The City reserves the right to control what shall be accepted and under what circumstances it may be located on City property consistent with the terms of this policy. Donations of land and other enhancements are separate from this policy and will be determined acceptable by the City Manager and City Council.

### Determination

A municipal determination to accept (or not) donated items or memorials on City property is a form of government speech, the City has control over final approval of any donation. Guidelines are needed for sustainable management of site-appropriate amenities because the City's property can accommodate only a limited number of permanent memorials or donations.

The following words shall be defined in the following manner:

- a. *Donated item* – Any plaque, bench, tree, artwork, statue, picnic table or other such item offered without permanent recognition or remembrance, excluding gifts of land.
- b. *Memorial* - Plaques, benches, trees, artwork, statues, picnic tables, offered in recognition or remembrance of a person, place or event, and excluding gifts of land.
- c. *Unrestricted* - Having no restrictions or obligations placed on the design, use or placement of a memorial or donation.

### Donation Reviews

City donation reviews under this Policy will be guided by the following management philosophy:

- a. The City will strictly limit memorials or donations accepted in order to promote environmental resource management and sustainability.



- b. The City will maintain the integrity, natural, and architectural features of City property must be preserved, and neither memorials nor donations may detract from a user's experience.
- c. Design specifications will be solely determined by the City and compatible with existing management and operation plans.

### **Proposals for Donations**

All proposals for donations or memorials will be evaluated by the City according to the following:

- a. Whether placement on City property is compatible with the existing City Master Plan, City Ordinances, policies and any applicable capital improvement plan requirements of the City.
- b. Whether placement on City property will be compatible with any existing operational plan, future plan and any associated design constraints of the City space involved.
- c. Only memorials which are directly associated with the City of the Village of Douglas community may be accepted.
- d. Whether placement on City property will detract from or overpower the aesthetic, scenic, historical, or architectural values of the existing environment.
- e. Where the item will be constructed of materials that meet the design and maintenance needs of the City as applied by the City.
- f. Donated items and memorials cannot have a commercial appearance, purpose, or identification.
- g. Donated items and memorials will be considered on a case-by-case basis.

### **Steps to Take When Donations are Made**

Processing of requests will be initiated by the donor by submittal of a completed Donation Agreement Form to the City. Final decisions on the acceptance, placement, and installation of donated items or memorials will be made by the City Manager consistent with this policy.

The City Manager will review and determine the appropriateness of the proposal as measured by the approval criteria. If accepted by the City Manager, the proposal may be implemented or placed on a wait list.

Thereafter, when the City, in its sole discretion, determines to make improvements to public parks, rights of way or other City property, it will review the waiting list maintained by the City

Clerk to determine if a proposed donated item or memorial would be suitable for such improvements.

Where a planned improvement is found to be suitable for a proposed donated item or memorial, the City Manager will notify the donor either in writing, email, or other phone of notification. It is the responsibility of donor to notify the City of any changes to contact information.

Once installed the donation becomes property of the City and thus the City shall be responsible for installation and reasonable maintenance of the donation.

The City does not guarantee permanency of the memorial or donated item and reserves the right to restore, relocate, remove or relinquish donations that are no longer suited for their original purpose. Donations do not confer special privilege or rights; they are graciously and unconditionally accepted without obligation.



THE CITY OF THE VILLAGE OF DOUGLAS  
86 W CENTER STREET, PO BOX 757  
DOUGLAS, MI 49406  
www.douglasmi.gov

**COMMEMORATIVE DONATION PROGRAM GUIDELINES**

Donating a bench, picnic table, tree, or artwork to be placed in a park or greenspace in the City of Douglas is a wonderful way to commemorate a special event, honor an agency or individual, or memorialize loved ones. All donations should be ordered using a **City of Douglas** donation order form. The City will order, assemble, and locate them accordingly.

Placement of the donation is at the discretion of the city.

- Step 1: Contact the City of Douglas to inform us of your intention to donate, then:
  - Completely fill out a City of Douglas donation form
  - Engraved plate
    - Two lines of text are permissible for any engraved plate
    - Font will be Times New Roman
    - Plate size is 2 1/2" x 6"
    - Logos or insignias are **not** permitted on the donation

We will do the rest! The city will order and assemble the donation(s) and install them according to the available space. You will be notified of the location. (Please note location may not always remain the same).

.....

Donor Name: \_\_\_\_\_ Email: \_\_\_\_\_  
(Please print)

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

I am ordering this: Bench \_\_ Tree \_\_ Picnic Table \_\_  
(order will be placed when payment has been received)

In honor of:


Agreement: The undersigned understands that a commemorative donation does not constitute ownership of the item, the land upon which it is situated or the surrounding area. If the donation needs to be moved for any reason, every effort will be made to contact the donor to inform them of the move and replacement. The city reserves the right to remove or replace the bench at its discretion.

\_\_\_\_\_  
Signature Date

You can mail your form to the City of Douglas or email it to: info@douglasmi.gov

.....

Office use only:

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_



**MEMORANDUM**  
**REGULAR CITY COUNCIL MEETING**  
**April 17, 2023, at 7:00 PM**

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**TO: City Council**

**FROM: Rich LaBombard, City Manager**

**SUBJECT: Refuse and Recycling Collection and Disposal Services Agreement, Resolution 09-2023**

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City staff prepared a request for proposal for Refuse Collection and Disposal Services in anticipation of the end of the current refuse and recyclable materials service agreement which expired on November 20, 2022.

On October 6, 2022, two (2) proposals were received and opened publicly. Those proposers were Republic Services and Arrowaste both from Jenison, MI. At the October 17th City Council meeting, both proposer's submittals were reviewed, and Republic Services was awarded refuse collection and disposal services.

The attached Agreement states the collection and disposal schedule and fees for residential and participating units for Domestic Solid Waste, Recyclable Materials, and Hazardous Waste. This Agreement shall be for a term starting December 1, 2022, and ending November 30, 2025. The collection and disposal of yard waste is listed as an optional service. Bulk Waste collection and disposal will continue to be offered annually as a City clean up event for one week in June.

Per Republic Services' request for proposal submittal an Intergovernmental Incentive was not a service they offer.

**Sample Motion: I recommend City Council approve Resolution 09-2023 and approve the Refuse and Recycling Collection and Disposal Services Agreement with Republic Services of Jenison, MI.**

**CITY OF THE VILLAGE OF DOUGLAS  
REFUSE AND RECYCLING COLLECTION AND DISPOSAL SERVICES**

Effective December 1, 2022, this Agreement (“Agreement”) is made by and between the City of the Village of Douglas (“the City”), a Michigan Municipal Corporation, with offices located at 86 W. Center St., Douglas, Michigan 49406 and Allied Waste Systems, Inc. DBA Republic Services of Jenison, of 2471 Wilshere Dr, Jenison, Michigan, 49428 (“the Contractor”) (together, the "Parties").

**RECITALS**

WHEREAS, the City, pursuant to Chapter 54: Garbage and Refuse Ordinance ("Ordinance"), is authorized to enter into an exclusive, revocable Agreement to a designated collector, giving it the right, power and authority to collect domestic and/or commercial solid waste, recyclable materials, bulk refuse, and yard waste as described herein within the City. This Agreement is entered into pursuant to such Ordinance, and

WHEREAS, the City has determined that it is in the best interests of and consistent with the health, safety, and welfare of the citizens of the City, to enter into an exclusive revocable Agreement with the Contractor to provide domestic solid waste removal and recyclable material collection service within the confines of the City to the residents, according to the terms and conditions in this Agreement, and

WHEREAS, the City has solicited bids from qualified refuse contractors and afforded all citizens of the City reasonable opportunity to be heard, and has considered the Contractor's proposal documents and other representations regarding its general character, financial condition, legal qualifications, and ability to carry out the service duties required under the Ordinance; and

WHEREAS, the City desires to enter into an exclusive, revocable Agreement with Contractor for the purpose of providing sanitary and satisfactory methods of preparation, collection, transport and disposal of domestic solid waste and materials from residences and participating commercial units within the City, all as provided in this Agreement, and

WHEREAS, the Contractor desires to enter into an Agreement with the City and has agreed to be bound by the Ordinance and this Agreement to provide such collection, transportation, and disposal pursuant to the Contractor's bid proposal, the terms and conditions set forth in the City's Request for Proposal, the Ordinance and provisions of this Agreement (collectively, the "Services"), and

WHEREAS, a building, or portion thereof, designated for occupancy exclusively for residential purposes, and having cooking facilities and separate sanitary facilities, not including a license nursing home (“Residential Unit”) and any premises receiving Services from the designated collector as provided for in 54.09 Contracts (“Participating Units”) shall be serviced in accordance with the Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and considerations set forth herein, the Parties agree as follows:

## AGREEMENT

The City of the Village of Douglas Ordinance is incorporated herein, with the Request for Proposal, by reference for such purpose.

### A. Definitions

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

Recyclable Material. Recyclable Material consists of any material or substance at the locations where Services will be provided that can be put to beneficial re-use or sold in recognized markets for purposes other than disposal, including, without limitation, uncontaminated non-hazardous corrugated cardboard, white paper, newsprint and other paper; plastics and plastic film; ferrous and non-ferrous metals; and glass. Recyclable Material specifically includes those materials listed in Ordinance 54.02 Recyclable Materials.

Solid Waste. Solid Waste is any nonhazardous solid waste generated at City's locations where Services will be provided that is not excluded by the provisions of this Agreement. Solid Waste shall not include any Unacceptable Waste.

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

Waste Material. Waste Material is all Solid Waste and Recyclable Material that are not excluded by this Agreement. Waste Material does not include any Unacceptable Waste.

All words or phrases not defined herein shall have the same meaning given to such words and phrases by the Ordinance, as may be amended from time to time. In the event of a discrepancy between the definitions in this Agreement and the Ordinance, the Ordinance shall control.

### B. Collection of Domestic Solid Waste, Recyclable Materials, Yard Waste, Bulk Refuse, Hazardous Waste

1. During the term of this Agreement, unless earlier terminated in accordance with the provisions hereof, the Contractor shall have the exclusive, revocable right to provide the Services to Residential and Participating Units in the City.
2. Domestic Solid Waste: The Contractor shall collect, transport, and properly dispose of all Domestic Solid Waste from all Residential Units and other Participating Units within the City and all City facilities (City Hall, Police Department, and Department of Public Works), subject to the terms of this Agreement and Ordinance. The Contractor shall be solely responsible for billing and collecting its charges for such Services. Domestic Solid Waste shall be disposed in an approved and permitted disposal site that is licensed by the State of Michigan Department of Natural Resources and Environment (DNRE) or the Michigan

Department of Environment, Great Lakes, and Energy (EGLE). The Contractor will specify the name of disposal sites and provide copies of the applicable permits & licenses. City representatives may inspect identified disposal sites at any time to determine compliance with sanitation requirements. Domestic Solid Waste shall be separated and contained in an approved container.

3. **Recyclable Materials:** The Contractor shall provide bi-weekly curbside pick-up of Recyclable Materials to all locations receiving Domestic Solid Waste pick-up upon notice from resident that wish to have such service. The Contractor shall collect and transport Recyclable Materials from all Residential Units and Participating Units within the City subject to the terms of this Agreement and Ordinance. Recyclable Materials shall be delivered to an appropriate recycling facility. The Contractor shall be solely responsible for billing and collecting its charges for such Services from such owners or occupants. Contractor shall provide, at a minimum, pickup of the following materials: newspapers, magazines, corrugated cardboard, junk mail, paperboards, all glass bottles and jars, aluminum and steel cans, household plastics #1 thru #7 (with exceptions); and any other material deemed recyclable and mutually acceptable by the City and the Contractor.
4. **Yard Waste:** The Contractor shall collect and transport Yard Waste from all Residential Units and Participating Units within the City subject to the terms of this Agreement and Ordinance. Residential Units and Participating Units must place yard waste in approved bins on the curb for pick-up. Brush and branch clippings may be bundled up and tied into 4-foot lengths no larger than 2-feet in diameter. The bundle may then be placed on the curb. The Contractor shall place all collected yard waste in a compost facility licensed by the Michigan Department of Natural Resources and Environment (DNRE) or the Michigan Department of Environment, Great Lakes, and Energy (EGLE). The Contractor will specify the name of compost facilities to be used and provide copies of the applicable permits & licenses. City representatives may inspect identified compost facilities at any time. Service shall be provided from the first collection date in April through the last collection date in November each year during the term of service. Yard waste shall be separated as required by the City and contained in an approved container. The Contractor shall be solely responsible for billing and collecting its charges for such Services from such owners or occupants. Contractor shall also permit the City to contract independently for composting Services and/or develop proprietary programs for residential composting.
5. **Bulk Refuse Service:** The Contractor shall make available a program for the Residential Units and Participating Units to independently pay and schedule a pickup of bulk items by calling the following number: 877-698-7274.

**Hazardous Waste Collection Day:** The Contractor shall provide one annual household Hazardous Waste collection day event, to be held on agreed upon dates and at 4368 60<sup>th</sup> Steet, Holland, MI 49423, during the term of this Agreement with the first collection to be held in 2023. Each Residential Unit and Participating Unit currently receiving Domestic Solid Waste and Recyclable Material services shall be notified of the collection date, time, appropriate materials accepted. Residents wishing to participate in event must go to 4368 60<sup>th</sup> St., Holland MI 49423 prior to event and register and pickup voucher to be used day of event. If voucher is not picked up prior to event that resident will not be allowed to participate in that year's event. This process helps gauge participation prior to the event to ensure proper coverage. The Hazardous Waste charge is an additional charge above the Domestic Solid

Waste and Recycling Material services fee (see Exhibit A). This service is not open to any commercial or industrial business in the city. The Contractor shall dispose of hazardous items in an approved and permitted disposal site that is licensed by the State of Michigan Department of Natural Resources and Environment (DNRE). The Contractor will specify the name of disposal sites to be used and provide copies of the applicable permits & licenses. City representatives may inspect identified disposal sites at any time to determine compliance with sanitation requirements. All Hazardous Waste shall be separated and collected by collectors privately contracted for by the person who produced the waste and shall otherwise comply with the provisions of this Agreement and the City's Ordinance.

6. Material shall pass to Contractor when loaded into Contractor's collection vehicle or otherwise received by Contractor. Title to and liability for any Unacceptable Waste shall at no time pass to Contractor.

If Unacceptable Waste is discovered before it is collected by Contractor, Contractor may refuse to collect the entire Waste Container that contains the Unacceptable Waste. In the event Unacceptable Waste is present but not discovered until after it has been collected by Contractor, Contractor may, in its sole discretion, remove, transport, and dispose of such Unacceptable Waste at a facility authorized to accept such Unacceptable Waste in accordance with Applicable Law and charge the depositor or generator of such Unacceptable Waste for all direct and indirect costs incurred due to the removal, remediation, handling, transportation, delivery, and disposal of such Unacceptable Waste. The City shall provide all reasonable assistance to Contractor in the Contractor's investigation to determine the identity of the depositor or generator of the Unacceptable Waste and the Contractor's efforts to collect the costs incurred by Contractor in connection with such Unacceptable Waste. Subject to the City's providing all such reasonable assistance to Contractor, Contractor shall release City from any liability for any such costs incurred by Contractor in connection with such Unacceptable Waste, except to the extent that such Unacceptable Waste is determined to be attributed to the City.

7. Homeowner Associations: Associations legally incorporated or not, may have separate service arrangements and separate charges if mutually agreed upon between the City and the Contractor. In the event no agreement can be reached between the Association and the Contractor, the Residential Unit will be billed by the Contractor at the Domestic Solid Waste and Recyclable Material service fee in effect at the time. If an Association utilizes a 2-, 4-, 6-, or 8-yard dumpster for Domestic Solid Waste and/or Recyclable Material, the association will be charged in accordance with Exhibit A.
8. Seasonal Service: A Residential Unit or Participating Residential Unit may subscribe to Seasonal Service at rates set forth in Exhibit A. Seasonal Service shall be in all respects identical to regular service (and any other services for which the Residential Unit or Participating Unit may subscribe) except for the term which shall be from May 1 through October 1 each year.
9. Contractor shall Provide pick-up at the front curb of the Residential Unit or Participating Unit to be served, or in the designated "garbage area" located on the premises provided that such designation meets prior approval of the owner, association, Contractor, and the City.
10. Provide weekly pick-up at all residential condominiums in multiple-family structures in the



City, unless otherwise agreed upon by the City. The Contractor will supply, empty, and maintain an adequate number of fully enclosed metal refuse containers for the storage of refuse at multi-family condominium unit buildings. The Contractor agrees to provide additional pick-ups per week upon request of the property owner. The Contractor agrees that they will bill the property owner directly for this additional service. A single container may service all units in a multiple family condominium, or additional containers shall be provided as needed. The size and number of containers at multiple family condominiums shall be mutually decided by the parties.

11. The Contractor shall not landfill uncontaminated Recyclable Materials. Ownership of Recyclable Materials is vested in the Contractor when the items are placed in the collection vehicle. The Contractor shall be responsible for handling, processing, and marketing the Recyclable Material to the aftermarket and is entitled to all proceeds from the sale of Recyclable Materials. The Contractor shall pick-up Recyclable Materials on the same day as Domestic Solid Waste pick-up. Vehicles used to collect Recyclable Materials will be separate from vehicles used for Domestic Solid Waste pick-up or will be designed specifically to keep waste and recyclables separated in different compartments. All Recyclable Material shall be separated and contained in a recycling container furnished by the Contractor. The City's goal is a 60 percent or higher recycling rate.
12. Private Property Collection and Return Service: Private Property Collection and Return Service is the Contractor's entry of the premises of a Residential Unit or Participating Unit in order to collect Domestic Solid Waste, Recyclable Materials and/or Yard Waste from a designated location and return the empty container(s) to a designated location. Private Property Collection and Return Service is offered for those that are legally disabled for an additional monthly charge (see Exhibit A), with the following guidelines: containers must be located in the open, and in view from the road, driveway cannot be more than 150 feet long or have an excessive incline or decline, and driveway must be cleared of all snow and ice, or debris on day of service or it will not be serviced, and resident shall be required to wait till next service day. This Agreement does not preclude Contractor from making similar arrangements with non-disabled owners or occupants.
13. Route: The Contractor shall submit a map designating the collection routes with days of pick-up to the City for its approval. The Contractor may from time-to-time submit changes in routes or days of collection to the City for approval. Upon City approval of the proposed changes, Contractor shall promptly give written or published notice to the affected residents. The City may be divided into different days of collection, if necessary, but on the given day for collection, all waste types should be collected at a given address. However, it is preferred that all residential collections be done on the same day of the week.
14. Uniformity of Services: The Contractor shall provide the Services in a uniform manner to all Residential Units and Participating Units. If the Contractor requires Residential Units or Participating Units to enter into a written agreement for any Service provided, Contractor shall do so using a written agreement which comports with this Agreement and the Ordinance and has been approved by the City.
15. Compliance with laws: The Contractor agrees that all Domestic Solid Waste, Yard Waste, and Bulk Refuse collected pursuant to this Agreement shall be disposed of only in licensed landfills and in accordance with all applicable Michigan and federal laws and regulations,

and all ordinances, rules, and regulations of the City. The Contractor agrees that all Recyclable Materials shall be prepared for and delivered to a secondary market (which may include a lawfully operating recycling facility) in accordance with all applicable Michigan and federal law and regulations, and all ordinances, rules, and regulations of the City. The Contractor shall obtain and maintain all licenses, permits, or other approvals required by Applicable Law to perform its Services pursuant to this Agreement. The Contractor agrees that all Services provided herein, including without limitation collection, transportation, and disposal activities shall be conducted in accordance with applicable Michigan and federal laws and regulations, and all ordinances, rules, and regulations of the City.

16. Contractor may provide contracted-for Services to Residential Units or Participating Units for all types of Domestic Solid Waste not directly covered by this Agreement, to be billed by the Contractor to the resident, including large quantities of earth, sod, rocks, concrete, rubble and refuse from the remodeling, construction, and demolition of buildings, excavations, and other materials, except for poisonous and toxic materials and large quantities of liquid requiring tank truck disposal equipment. On request, the Contractor will furnish estimates to residents for the cost of removal of any materials pursuant to this paragraph.
17. Commercial or Industrial Refuse: The Contractor shall not be required under the terms of this Agreement to collect refuse from any commercial or industrial establishment. The Contractor may, at their option, contract with firms, individuals, or agencies for collection service outside the scope of this Agreement, subject to any regulation governing refuse disposal contractors generally, and providing such operation shall not interfere with the satisfactory carrying out of this work under this Agreement.

C. Collection Schedule; Publication of Notice:

1. Domestic Solid Waste collection shall take place each Monday morning not earlier than 7:00 a.m. and not later than 7:00 p.m., except in the event of an emergency when so authorized by the City Manager. Recyclable Materials collection will take place twice per month on a routine schedule coinciding with the Domestic Solid Waste collection. All collection and route schedules and amendments thereto are subject to the prior written approval of the City Manager and shall be filed with the City Clerk. Exceptions to collection hours shall only be made upon the mutual agreement of the City and the Contractor, or when the Contractor reasonably determines that an exception is necessary in order to complete collection on an existing collection route due to holiday catch-up or unusual circumstances.
2. Regular collection shall not take place on a holiday. In the event a holiday falls on a Monday, the collection service day that week will be on Tuesday. If the holiday falls on any other day, the collection service day will remain unchanged. For purposes of this Section, 'holiday' means New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day. Services may also be interrupted/delayed due to acts of God (weather, etc.).
3. The Contractor shall not make any changes to its schedules or operation affecting the City without receiving written approval from the City Manager at least thirty (30) days prior to the implementation of such a change. The Contractor shall disseminate, at its expense, notices to residents of any changes to the schedule or operation.
4. The Contractor shall offer Yard Waste collection service within the City with a weekly

pickup from April 1 through November 30. If the volume of Yard Waste collected increases enough, as reasonably determined by the City and Contractor, to warrant additional pickups, the City shall coordinate those additional dates with the Contractor, if availability exists from Contractor. Additional charges may be assessed for this service. The Contractor shall monitor and keep a record of the number of yard waste containers being collected. This information shall be made available to the City upon request. Any excess yard waste outside of the 96-gallon container will be charged per yard bag (see Exhibit A) and will be the responsibility of the resident.

D. Container; Method of Collection:

1. The Contractor, at its own expense, shall provide Residential Units and Participating Units with the following:
  - a) 64 or 96-gallon Domestic Solid Waste container(s); and
  - b) 96-gallon Recyclable Materials container(s); and
  - c) 96-gallon containers for Yard Waste upon request.

The Contractor shall provide all containers for Residential Units and Participating Units, whether for domestic solid waste, recyclables, or yard waste, required under this Agreement. The Contractor shall provide one container per Residential Unit or Participating Unit per collection type. Containers shall consist of metal, fiberglass, plastic, or other substantial construction approved by the City. All containers shall have handles, tight fitting covers, and shall not exceed 96-gallons each in capacity. Additional containers that may be requested by Residential Units or Participating Units shall be at the expense of the Residential Unit or Participating Unit and the Contractor shall bill the Residential Unit or Participating Unit directly for additional containers (see Exhibit A). Additional containers shall be billed at a consistent/uniform cost to all Residential Unit or Participating Unit.

The Contractor agrees that a 64-gallon container may contain up to 70 pounds of Domestic Solid Waste. Further, Contractor agrees that a 96-gallon container may contain up to 100 pounds of Domestic Solid Waste or Recyclable Material. The Contractor shall not be required to collect any Domestic Solid Waste or Yard Waste not properly contained in a container or yard bag.

2. The Contractor must exercise due care in preventing damage to containers and shall return containers in an upright position. Residents will be responsible for cleanliness, care, and storage of containers in between pick-up services.
3. Containers damaged through the negligence or carelessness of the owner or occupant of a Residential Unit or Participating Unit shall be replaced by the Contractor and the cost thereof may be charged to the owner or occupant. The Contractor will replace containers which have been damaged by the Contractor’s negligence or willful misconduct with an exception to normal wear and tear caused pursuant to the Services provided under this Agreement.

E. Further Obligations of the Contractor:

1. The Contractor shall provide safe, clean, compaction type collection trucks displaying

Contractor's name. All equipment used by the Contractor shall be maintained in a safe and reasonably clean condition and operated in a manner which does not create a nuisance. Collection trucks shall not be parked on City streets except as is reasonably necessary in connection with the provision of Services. Collection trucks of an appropriate size shall be used to provide Services on streets that are narrower than typical City streets. The Contractor shall maintain an adequate number of vehicles and employees to provide the Services.

2. The Contractor shall perform all collection and disposal Services rendered hereunder in a neat, orderly, and efficient manner and shall endeavor to use care and diligence in the performance of this Agreement. All facilities, vehicles, and equipment used by Contractor shall meet all federal and state of Michigan requirements for safety and sanitation. The Contractor shall endeavor to use due care to prevent materials from being spilled or scattered during the transportation process. If materials of any kind are spilled during transportation, the Contractor shall promptly clean up spilled materials.
3. Contractor shall provide neat, orderly, and courteous personnel on its collection crews; and provide courteous and knowledgeable personnel in its customer service function. Contractor personnel shall be dressed in a neat and professional manner and shall carry official company identification and to present it upon request. All vehicle drivers are to carry a valid Michigan State driver's license for the class of vehicle operated and shall obey all traffic regulations, including weight and speed limits. The Contractor shall hire and pay its workers as employees and not as independent contractors. Persons hired by the Contractor shall not be deemed to be employees of or otherwise in any joint venture or other relationship with the City. The Contractor shall comply with all Michigan and federal laws, regulations and executive orders relating to hiring, hours of work, manner of pay, workers' compensation, and unemployment benefits.
4. Provide Services for the collection of bulk refuse. The Contractor shall dispose of bulk items in an approved and permitted disposal site that is licensed by the State of Michigan Department of Natural Resources and Environment (DNRE). The Contractor will specify the name of disposal sites to be used and provide copies of the applicable permits & licenses. City representatives may inspect identified disposal sites at any time to determine compliance with sanitation requirements. All bulk refuse shall be separated and must be removed using an approved method. Approved methods of removal shall be limited to arrangements with the Contractor or private arrangements to transfer the bulk refuse to an appropriate disposal site or facility.
5. Contractor shall conduct two (2) inbound material sampling audits per year at the Recycling Material recovery facility, reporting back to the City contamination rates for the Recyclable Materials collected from City routes and a list identifying principal causes for contamination. Annually, the Contractor shall provide the City with data including total tonnage of waste material collected, total tonnage of Recyclable Material collected, total tonnage of Recyclable Material diverted to a land fill, and resident participation rate in the City's recycling program. Upon request, Contractor shall make available to the City any additional data and/or statistics Contractor has on record relative to the City's provided Services.
6. Contractor shall tag any materials left at the curb indicating why they were not taken, along with a phone number to call the local office for customer questions.

7. Contractor is responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work of this Agreement.
8. Contractor shall not enter private driveways except as permitted by this Agreement and shall endeavor to take all necessary precautions for the protection of public or private property. The Contractor shall be responsible for repairing or replacing any damage to public or private property caused solely due to Contractor's negligence or willful misconduct, with an exception to normal wear and tear, caused pursuant to the performance of Services under this Agreement. All property which suffers damage caused by the Contractor's negligence or willful misconduct, including sod, mailboxes, Domestic Solid Waste or Recyclable Materials containers, shall be repaired or replaced to equivalent quality at the time of damage at no extra charge to the property owner or the City.
9. Contractor shall prohibit any drinking of alcoholic beverages or use of a controlled substance, except by a doctor's prescription, by its drivers and crew members while on duty or in the course of performing their duties under this Agreement. Contractor employees shall be specifically prohibited from driving while impaired by alcohol or any controlled substance. In the event that any of the Contractor's employees are deemed by the City to be unfit or unsuitable to perform the Services under this Agreement as a result of intoxication, drug use, or by virtue of abusive or obnoxious behavior, then, upon prior formal written request of the City stating the reason of such removal in detail, the Contractor, if such allegations are verified, shall remove such employee from work within the City and furnish a suitable and competent replacement employee.
10. Contractor shall provide a safety plan for emergencies and/or accidents.
11. Contractor shall obtain a business license with the City as provided for in Ordinance Chapter 110 Business Licensing before engaging in the business of collecting, transporting, delivering, or disposing of Domestic Solid Waste, Recyclable Materials, commercial or construction debris, garbage, hazardous, or industrial solid waste in the City.

F. Obligations of the City:

The City will be responsible for uploading the Domestic Solid Waste and Recyclable Materials schedule to the City's website and in the determination of the City a release of any other media article that would assist the Residential Units and Participating Units to gather information concerning the Services.

G. Service Investigation and Complaints:

1. All complaints made directly to the Contractor shall be given courteous attention. In the case of alleged missed scheduled collections, the Contractor shall investigate; and if such allegations are verified, shall arrange for the collection of the uncollected refuse no more than 48 hours after the complaint is received (weekends excluded). The Contractor shall maintain this toll-free number, 877-698-7274, for this use of Residential Units and Participating Units served under the Agreement. In the event of a billing dispute, Contractor shall respond fully to customer within one week of receiving a complaint.

2. The Contractor shall maintain an adequately staffed office and regular office hours for the receipt of service calls, questions, and complaints regarding the Services. The Contractor agrees to maintain regular contact with the City for the purpose of receiving and responding to such questions and complaints.
3. The Contractor agrees to record all complaints and requests for investigations received at its designated office or at Douglas City Hall on a service investigation system. The service investigation system shall indicate the date and time the complaint or request was received, the date and time the Contractor was notified if such complaint or request for investigation was received by the City, the name, address, and telephone number of the complainant, and the nature of the complaint or investigation. The Contractor shall retain copies of the service investigation and shall supply a copy to the City Manager or his/her designee upon request.
4. Upon receipt of a complaint or request for investigation, Contractor agrees to investigate the incident and take such corrective action as is necessary to comply with its obligations under this Agreement, and all ordinances, rules, and regulations of the City. When the Contractor is at fault due to its negligence or willful misconduct, and the Contractor receives notice of the complaint by 3:00 p.m., corrective action shall be taken within twenty-four (24) hours after the Contractor is notified of the incident. If the Contractor receives notice of the complaint after 3:00 p.m., corrective action shall be taken within forty-eight (48) hours after the Contractor is notified of the incident. In the event of a difference of opinion as to the validity of the complaint or the fault or responsibility of the Contractor, the parties shall take mutual decision as to how to redress the complaint.
5. Upon completion of its investigation and the taking of corrective action as required by this Section, the Contractor agrees to record the nature of the corrective action taken and the date and time of such action. The Contractor shall retain the completed service investigation and deliver a copy to the City Manager or his or her designee upon request.

#### H. Compensation:

1. The Contractor shall directly bill each Residential Unit and Participating Unit for the collection of Domestic Solid Waste, Rear Yard or Private Property Collection and Return Service, and Yard Waste (if requested) in the amounts set forth in the rate schedule sheet incorporated herein and attached as Exhibit A. The Contractor shall include all fees for the collection and disposal of Recyclable Materials and there shall be no separate charge applied to the Residential Units and Participating Units for recycling services.
2. The Contractor shall provide the Residential Units and Participating Units with various choices for subscription service and payments to include:

#### Payment Terms:

Net 30 days - The Contractor will bill the Residential Unit or Participating Unit the following rates, per Exhibit A, for Domestic Solid Waste and Recyclable Material

Services in advance and shall be paid unconditionally and in full within thirty (30) days from the date of receipt of invoice by the Residential Unit or Participating Unit. All unpaid invoices shall carry interest at the rate of 1.5% per month or, if lower, the maximum rate permitted by Applicable Law, until the balance is paid in full.

Annual - Residential Units or Participating Units can pay for 12 months in advance subject to any upward or downward adjustment of the fee pursuant to the fuel surcharge described in Section H.6. No refunds or prorations will be given.

Service Options: 64-Gallon Domestic Solid Waste Container  
96-Gallon Domestic Solid Waste Container

3. The Contractor shall be entitled to compensation for collecting Bulk Refuse in such amounts as it typically charges, as agreed by the Residential Unit and Participating Unit.
4. Residential Units and Participating Units shall be offered various payment options for Services, including payment by credit or debit cards.
5. The compensation set forth in this Section shall be the only compensation paid to the Contractor for Services provided under this Agreement.
6. A Fuel Recovery Fee shall be assessed after year 1 and applied on a per residence/month basis, in addition to the Monthly Charge. The Base Price for diesel fuel shall be set at \$5.00/gallon. Price will be based on the DOE Index for Highway Diesel – Midwest Index of fuel rise above the "base price," a surcharge of \$0.04/residence/month shall be applied for every \$0.10/gallon increment of increase in Contractor's cost of fuel above the Base Price. No adjustments made for pricing below \$5.00 per gallon.
7. The Fuel Recovery Fee will be added to the residents' rates at the beginning of each contract term and will be reviewed annually using the most current DOE data one month prior to annual start.
8. Pass Through – The Monthly Charge may be able to be increased, upon thirty (30) days written notice, due to future and certain increases in Federal, State or local taxes (excluding income taxes and property taxes), and any charges, surcharges, and fees imposed by governmental authorities on Contractor's collection Services, processing facility for recycling or disposal site, and due to laws, rules regulations and ordinances which are passed after the date hereof which have the effect of increasing the collection Services, processing facility or the disposal site's direct costs. The Contractor shall not be entitled to any increase associated with violations of law, regulations, ordinances, or permit conditions.
9. The Contractor shall be responsible for, and the City shall bear no responsibility for, the assessment, billing, processing, and the collection of all charges imposed by the Contractor upon Residential Units and Participating Units. The Contractor may use only lawful means of collecting or attempting to collect delinquent charges owed by the owner or occupant of a Residential Unit and Participating Unit. If the Contractor suspends Services to a Residential Unit or Participating Unit as a result of nonpayment

of charges due to the Contractor, the Contractor shall notify Residential Unit, Participating Unit, and the City Manager seven (7) days prior to the suspension of service and shall provide written justification for the suspension of service.

I. Hold Harmless; Insurance; Letter of Credit:

1. The Parties agree to defend, indemnify, and hold harmless the other and officers, agents, and employees from and against any direct damage, claim (including reasonable attorney fees) for injury to or death of persons present on the property where Services shall be performed, or injury to or destruction of property, arising out of or directly in connection with any act of that party's negligence or willful misconduct or that party's breach of this Agreement. The Contractor's obligations under this Section shall survive the expiration or termination of this Agreement.
2. The Contractor shall defend, indemnify, and save harmless the City, and its departments, public officials and officers, agents, and employees from and against any fine, penalty, costs, or other charge (including without limitation, court costs and attorney fees) arising out of or in connection with the negligent performance of Contractor's Services or its failure to comply with all applicable laws, rules, and regulations governing the collection, transportation and disposal of all Domestic Solid Waste and other materials collected pursuant to this Agreement. Upon request of the City, the Contractor shall provide written documentation evidencing proper transportation and disposal of all materials collected by the Contractor pursuant to this Agreement. The Contractor's duties and obligations under this Section shall survive the expiration or termination of this Agreement.
3. Except for hazardous or toxic substances necessary for the operation of vehicles and office equipment used by the Contractor in the ordinary course of business, the Contractor shall not cause or permit any hazardous or toxic substances to be released, stored, produced, emitted, disposed of or used in connection with the Agreement or any act or omission of the Contractor or any agent or employee of the Contractor in the course of the performance of the Services provided per this Agreement or to the Residential Units and Participating Units. As used in this section, the term "hazardous or toxic substance or material" shall include, but not be limited to, any material or substance which is deemed a hazardous substance pursuant to the United States Environmental Protection Agency, any Applicable Law, Comprehensive Environmental Response, Compensation and Liability Act, 42 USCA §9661 et seq. as amended, or pursuant to the Michigan Natural Resources and Environmental Protection Act, MCLA 324.101, et seq. as amended, and rules and regulations promulgated under either Act. The Contractor shall hold the City harmless from, indemnify it for, and defend it against any and all cost, claims, losses, liability, damages, administrative and criminal proceedings, or other actions as a result of the Contractor's breach of such condition; provided, however, that in no event shall the Contractor have any liability to the City, under this Section or otherwise, solely as a result of the unlawful act or omission of the owner or occupant of a Residential Unit or Participating Unit. The Contractor's obligations under this Section shall survive the expiration or termination of this Agreement.



4. The Contractor shall secure and maintain, for the duration of the term of this Agreement, workers' compensation insurance, Contractor's pollution liability insurance, and general liability insurance for bodily injury and property damage in an amount not less than \$1,000,000 per person and \$2,000,000 per occurrence for bodily injury, and not less than \$500,000 per occurrence for property damage. Any policy maintained to satisfy this requirement shall be placed with insurance carriers fully licensed and authorized to do business in the state of Michigan. The City, its departments, public officials and officers, employees, and agents shall be additional insureds on all such policies of insurance (except worker's compensation) via blanket-form endorsement. The Contractor shall deliver an ACORD certificate of insurance to the City. Contractor shall continuously maintain required insurance coverage and shall assume full responsibility for the Contractor's work from loss or damage and shall protect all public and private property from injury or loss arising in connection with the Contractor's work.

J. Non-Performance:

In the event that the Contractor shall fail, neglect, or refuse to perform any or all of its duties, obligations, or responsibilities under this Agreement, the City may, after thirty (30) days written notice to the Contractor, perform such duties, obligations, or agreements, or have such duties, obligations, or agreements performed and charge all costs thereof to the Contractor, and the Contractor shall pay all of said costs to the City. If such failure, neglect, or refusal continues for 30 days after such written notice, the City shall exercise its right of termination under Section K, Right of Termination; Notice, of this Agreement, and pursue any and all legal remedies to which it may be entitled.

K. Right of Termination; Notice:

1. Either party shall have the right to terminate this Agreement in the event of a material breach by the other party of any of the covenants, terms, or conditions of this Agreement and such material breach or nonperformance is not substantially cured and continues for a period of 30 days after written notice specifying such material breach or nonperformance in reasonable detail, is provided to the other party. However, if the breach cannot be substantially cured within thirty (30) days, the Agreement may not be terminated if a cure is commenced within the cure period and for as long thereafter as a cure is diligently pursued provided both parties agree. Upon termination, the Residential Unit or Participating Unit receiving Services shall pay Contractor only such charges and fees for the Services performed on or before the termination effective date and Contractor shall collect its equipment, and shall have no further obligation to perform any Services under this Agreement.
2. Either party shall have the right to terminate this Agreement upon prior written notice, in the event that the other party ceases operation of its business by reason of insolvency, bankruptcy, or similar proceeding, whether voluntary or involuntary, or for any other reason. Notwithstanding the foregoing, upon the occurrence of such event, a Residential Unit or Participating Unit receiving Services shall be liable to pay Contractor for all the Services performed till such termination effective date.

3. The City shall have the right to immediately terminate this Agreement in the event Contractor fails to obtain or maintain any licenses, permits, or other approvals required to provide the Services or fulfill its obligations under this Agreement.
4. In the event of a termination under Section 1, 2 or 3 a Residential Unit or Participating Unit receiving Services shall pay Contractor only such charges and fees for the Services performed on or before the termination effective date and Contractor shall collect its equipment. The City acknowledges its obligation, in the event of a termination of this Agreement, to mitigate its damages by engaging a different contractor to render the Services as soon as reasonably practicable after the date of termination. The Contractor shall remain liable to the City for any damages the City may sustain as a result of the Contractor's breach in excess of any such mitigation.
5. In addition to any other remedies available under this Agreement or at law or equity, the prevailing party in any lawsuit between the City and the Contractor to enforce any provision of this Agreement may recover its actual reasonable costs, including reasonable attorney's fees and other legal expenses incurred to investigate, bring, maintain, or defend any action from its first accrual or first notice thereof through any and all appellate and collection proceedings. To the extent not otherwise prohibited by law, the parties agree that the jurisdiction and venue for any action brought pursuant to or to enforce any provision of this Agreement shall be exclusively in the state courts in Allegan County, Michigan.
6. In the event of a termination of the Agreement, Contractor shall endeavor to use its best efforts to transition the Services to a new contractor in order for Residential Units and Participating Units receive continuous and uninterrupted service.

L. Assignment:

1. The Parties shall neither assign this Agreement nor any part thereof, to any person, firm, or organization unless said assignment is first approved in writing by the other party. The Parties acknowledge that such written approval may not be unreasonably withheld, delayed or conditioned by the other party. Any attempt to assign this Agreement without prior approval shall render the Agreement null and void.

M. The Term of Agreement:

1. This Agreement shall be for a term starting on December 1, 2022 and ending November 30, 2025. It is intended that the term of this Agreement shall be for three (3) years with two (2) optional one (1) year extensions unless earlier terminated. The Agreement may be terminated by either party within one hundred eighty (180) days by written notice based on the terms and conditions of the Agreement. The Agreement may be terminated by either party without cause with at least thirty (30) days' prior written notice by mutual agreement or in the event of substantial failure to perform with the terms set forth in the Agreement as described in the Agreement as set forth above. Should extensions be agreed upon, the Parties retain the right to modify elements of the Agreement, if necessary, as addendums.

N. Miscellaneous Provisions:

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

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

The Contractor may distribute a newsletter to all residents at least two (2) times a year, in the summer and in the winter. These newsletters need to be pre-approved by the City, and preparation and distribution are at the Contractor's expense/cost.

2. The terms of this Agreement may be modified, changed, or altered upon the mutual written agreement of the Contractor and the City. No such amendment shall be effective or binding unless it expressly makes reference to this Agreement, is in writing, and is signed by the Contractor and duly authorized representatives of the City.
3. This Agreement has been negotiated and prepared by the parties and their respective counsel and should any provision of this Agreement require judicial interpretation, the court interpreting or construing the provision shall not apply the rule of construction that a document is to be construed more strictly against one party.
4. Neither the City nor the Contractor shall be considered or construed as the agent of the other, nor shall either party have the right to bind the other in any manner whatsoever, and this Agreement shall not be construed as a contract of agency.
5. This Agreement shall be governed in all respects, whether as to validity, construction, performance or otherwise, by the laws of the State of Michigan.
6. If any paragraph, section, clause, or provision of this Agreement be ruled invalid or unenforceable by any court of competent jurisdiction, the validity or unenforceability of such paragraph, section, clause, or provision shall not affect the validity of any and all remaining paragraphs, sections, clauses, or provisions.
7. All notices, approvals, consents, requests, demands, or formal actions hereunder shall be in writing and mailed or delivered to the following addresses:

To the City: City of the Village of Douglas  
 86 W. Center Street  
 P.O. Box 757  
 Douglas, MI 49406

Attn: City Manager

To the Contractor:  
Allied Waste Systems Inc.  
DBA Republic Service of Jenison  
2471 Wilshere Drive  
Jenison, MI 49428  
Attn: Jack Brown

The City or the Contractor may by written notice to the other, designate any additional or different addresses to which subsequent notices, approvals, consents, requests, demands, or formal actions shall be sent.

- 8. This Agreement constitutes the entire agreement between the parties hereto with respect to the subject matter hereof and supersedes all prior conflicting oral or written representations, understandings, or agreements relating to the subject matter hereof, except, as a condition of entering into this Agreement, the City has relied upon all representations or warranties made by the Contractor in the course of the bidding process, the Agreement documents, and the discussions and negotiations between the Contractor and the City prior to the effective date of this Agreement, and the City continues to rely on said representations and warranties. This Agreement shall control with respect to any conflict between it and the representations or warranties of the Contractor. The Contractor acknowledges that the terms of this Agreement supersede any and all prior representations or warranties of the City, and that the City is not bound by any terms not contained herein.
  
- 9. Any failure to enforce any provision of this Agreement or waiver by either party of any breach by the other party of any provision of this Agreement shall not constitute a waiver of any other provision of this Agreement or any subsequent breach by that party of any provision of this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date written below.

CITY OF THE VILLAGE OF DOUGLAS

\_\_\_\_\_  
By:  
Its: Mayor

\_\_\_\_\_  
By: Pamela Aalderink  
Its: Clerk

ALLIED WASTE SYSTEMS, INC. DBA REPUBLIC SERVICES OF JENISON

\_\_\_\_\_  
By: Tom Mahoney

Its: General Manager

**EXHIBIT A - RATE SCHEDULE**

<b>Unit</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
<b>Trash</b>			
Smaller 64-Gallon Container, Cost/Household/Month, Weekly Pickup	\$ 16.68	\$ 17.51	\$ 18.39
Standard 96-Gallon Container, Cost/Household/Month, Weekly Pickup	\$ 16.68	\$ 17.51	\$ 18.39
Additional 64-gallon Container, Cost/Household/Month, Weekly Pickup	\$ 6.50	\$ 6.83	\$ 7.17
Additional 96-gallon Container, Cost/Household/Month, Weekly Pickup	\$ 6.50	\$ 6.83	\$ 7.17
2 YD Dumpster, Cost/Facility/Month, Weekly Pickup	\$ 70.00	\$ 73.50	\$ 77.18
2 YD Dumpster, Cost/Facility/Month, Bi-Weekly Pickup	\$ 65.00	\$ 68.25	\$ 71.66
2 YD Dumpster, Cost/Facility/Month, Monthly Pickup	\$ 55.00	\$ 57.75	\$ 60.64
2 YD Dumpster, Cost/Facility/Month, On-Call Pickup/Extra Pick-Up	\$ 150.00	\$ 157.50	\$ 165.38
4 YD Dumpster, Cost/Facility/Month, Weekly Pickup	\$ 85.00	\$ 89.25	\$ 93.71
4 YD Dumpster, Cost/Facility/Month, Bi-Weekly Pickup	\$ 75.00	\$ 78.75	\$ 82.69
4 YD Dumpster, Cost/Facility/Month, Monthly Pickup	\$ 65.00	\$ 68.25	\$ 71.66
4 YD Dumpster, Cost/Facility/Month, On-Call Pickup/Extra Pick-Up	\$ 150.00	\$ 157.50	\$ 165.38
6 YD Dumpster, Cost/Facility/Month, Weekly Pickup	\$ 105.00	\$ 110.25	\$ 115.76
6 YD Dumpster, Cost/Facility/Month, Bi-Weekly Pickup	\$ 90.00	\$ 94.50	\$ 99.23
6 YD Dumpster, Cost/Facility/Month, Monthly Pickup	\$ 70.00	\$ 73.50	\$ 77.18
6 YD Dumpster, Cost/Facility/Month, On-Call Pickup/Extra Pick-Up	\$ 150.00	\$ 157.50	\$ 165.38
8 YD Dumpster, Cost/Facility/Month, Weekly Pickup	\$ 135.00	\$ 141.75	\$ 148.84
8 YD Dumpster, Cost/Facility/Month, Bi-Weekly Pickup	\$ 108.00	\$ 113.40	\$ 119.07
8 YD Dumpster, Cost/Facility/Month, Monthly Pickup	\$ 91.80	\$ 96.39	\$ 101.21
8 YD Dumpster, Cost/Facility/Month, On-Call Pickup/Extra Pick-Up	\$ 150.00	\$ 157.50	\$ 165.38
Private Property Collection and Return Service (Disabled Only) Per Container	\$ 15.00	\$15.75	\$16.54
Seasonal Service	\$ 19.68	\$20.66	\$21.70

Unit	Year 1	Year 2	Year 3
<b>Recycling</b>			
Standard 96 Gallon Container, Cost/Household/Month, Weekly Pickup	N/A	N/A	N/A
Standard 96 Gallon Container, Cost/Household/Month, Bi-Weekly Pickup	Price is included in the Monthly Trash Rate		
Additional 96 Gallon Container, Cost/Household/Month, Weekly Pickup	N/A	N/A	N/A
Additional 96 Gallon Container, Cost/Household/Month, Bi-Weekly Pickup	\$ 6.50	\$ 6.83	\$ 7.17
2 YD Container Cost/Facility/Month, Weekly Pickup	\$ 63.00	\$ 66.15	\$ 69.46
2 YD Container, Cost/Facility/Month, Bi-Weekly Pickup	\$ 53.55	\$ 56.23	\$ 59.04
2 YD Container, Cost/Facility/Month, Monthly Pickup	\$ 47.12	\$ 49.48	\$ 51.95
2 YD Container, Cost/Facility/Month, On-Call Pickup/Extra Pick-Up	\$ 150.00	\$ 157.50	\$ 165.38
4 YD Container, Cost/Facility/Month, Weekly Pickup	\$ 76.50	\$ 80.33	\$ 84.34
4 YD Container, Cost/Facility/Month, Bi-Weekly Pickup	\$ 65.03	\$ 68.28	\$ 71.70
4 YD Container, Cost/Facility/Month, Monthly Pickup	\$ 57.22	\$ 60.08	\$ 63.09
4 YD Container, Cost/Facility/Month, On-Call Pickup/Extra Pick-Up	\$ 150.00	\$ 157.50	\$ 165.38
6 YD Container, Cost/Facility/Month, Weekly Pickup	\$ 94.50	\$ 99.23	\$ 104.19
6 YD Dumpster, Cost/Facility/Month, Bi-Weekly Pickup	\$ 80.33	\$ 84.35	\$ 88.56
6 YD Container, Cost/Facility/Month, Monthly Pickup	\$ 70.69	\$ 74.22	\$ 77.94
6 YD Container, Cost/Facility/Month, On-Call Pickup/Extra Pick-Up	\$ 150.00	\$ 157.50	\$ 165.38
8 YD Container, Cost/Facility/Month, Weekly Pickup	\$ 121.50	\$ 127.58	\$ 133.95
8 YD Container, Cost/Facility/Month, Bi-Weekly Pickup	\$ 103.28	\$ 108.44	\$ 113.87
8 YD Container, Cost/Facility/Month, Monthly Pickup	\$ 90.88	\$ 95.42	\$ 100.20
8 YD Container, Cost/Facility/Month, On-Call Pickup/Extra Pick-Up	\$ 150.00	\$ 157.50	\$ 165.38
Private Property Collection and Return Service	\$ 15.00		
Seasonal Service	Price is included in the Monthly Trash Rate		

**All 2, 4, 6, and 8 yard recycle containers are Cardboard only (single stream or contamination with trash or yard waste could result in a charge to the user). Mixed recyclables are only permitted with a 96-gallon container. Call 877-698-7274 to contract this service.**

Unit	Year 1	Year 2	Year 3
<b>Yard Waste Additional Option</b>			
Annual Charge is for a 96-gallon container plus 3 bio degradable paper bags per season ( April 1- November 30”)	\$ 140.00	\$ 147.00	\$ 154.35
Each Bag Over 3	\$ 3.00		
<b>Bulk Refuse Additional Options</b>			
Bulk Refuse Service Per Item	Call 877-698-7274 for pricing		
<b>Hazardous Waste</b>			
Annual event for all Residential Units and Participating Units to be charged to ALL trash customers per month	\$ 1.50	\$ 1.58	\$ 1.65

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

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

RESOLUTION NO. 09-2023

**A RESOLUTION TO ENTER INTO A REFUSE AND RECYCLING COLLECTION AND DISPOSAL SERVICES AGREEMENT WITH REPUBLIC SERVICES OF JENISON, MI.**

At a regular meeting of the City Council for the City of the Village of Douglas, Michigan, held at the City of the Village of Douglas City Hall, Douglas, Michigan, on the 17th day of April, 2023, at 7:00 p.m. with

PRESENT:  
ABSENT:

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

**RESOLUTION**

**WHEREAS**, The City of the Village of Douglas has a contract with Republic Services that has expired on November 20, 2022, and

**WHEREAS**, Two (2) proposals were received and opened publicly, with the low bidder being Republic Services, and

**WHEREAS**, This Agreement shall be for a term starting December 1, 2022, and ending November 30, 2025, and

**WHEREAS**, The services provided to the residents of the City of the Village of Douglas shall be pick up of domestic solid waste, recyclable materials, and hazardous waste, with bulk waste collection offered annually as a city clean up event.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:** The City of the Village of Douglas Council approves Resolution No. 09-2023 Refuse and Recycling Collection and Disposal Services Agreement.

YEAS: Council Members:  
NAYS: Council Members:  
ABSTAIN: Council Members:



ABSENT: Council Members:

Item 8H.

**ADOPTED** this 17th day of April, 2023

**CITY OF THE VILLAGE OF DOUGLAS**

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

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

**CERTIFICATION**

*Item 8H.*

I, Pamela Aalderink, the duly appointed Clerk of the City of the Village of Douglas, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Douglas City Council at a regular meeting held on Monday, April 17, 2023 in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

**CITY OF THE VILLAGE OF DOUGLAS**

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



**MEMORANDUM**  
**REGULAR CITY COUNCIL MEETING**  
**April 17, 2023, at 7:00 PM**

**TO: City Council**

**FROM: Rich LaBombard, City Manager**

**SUBJECT: FY 22-23 Chip and Fog Seal Road Project**

Through Allegan County Road Commission, Douglas solicited bids for the FY 22-23 chip and fog seal 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 chip and fog seal:

- Center Street – Washington to Bayou Drive
- Bayou Drive – E. Center to Crosswalk
- Blue Star Highway – Wiley Road to approximately 1,200' N of Wiley Road
- Washington Street – Fremont Street to Blue Star Highway
- Randolph Street – Ellis Street to Spring Street

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

The following bid was received:

Highway Maintenance & Construction of Romulus	\$38,654.71
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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	\$37,500
Local Streets - General Streets & ROW – Capital Outlay Account 203-463-979	<u>\$20,700</u>
	\$58,200

Should City Council award the contract, the City will be under budget by \$19,545.29

**Sample Motion: I recommend City Council award Highway Maintenance & Construction of Romulus the 22-23 chip and fog seal road project for \$38,654.71.**





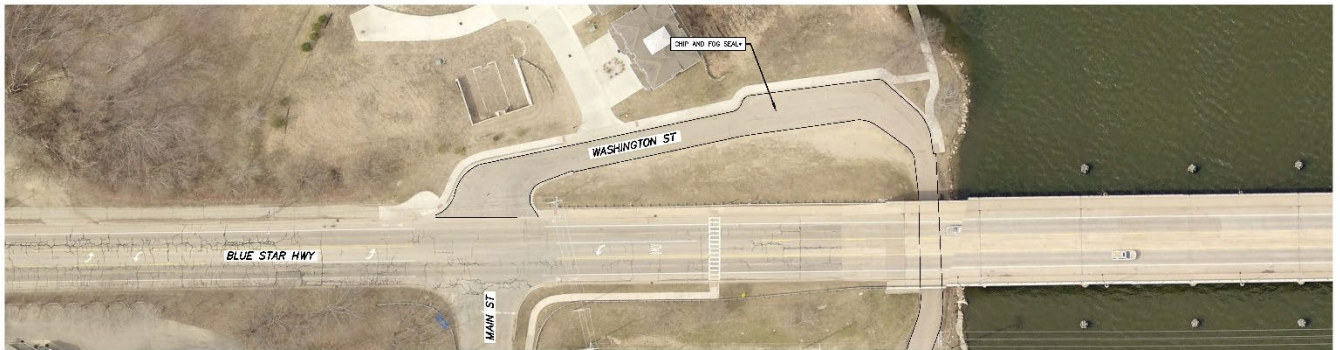
6

WASHINGTON STREET  
 SCALE: 1" = 40'

5



WASHINGTON STREET  
 SCALE: 1" = 40'



WASHINGTON STREET  
 SCALE: 1" = 40'

4



RANDOLPH STREET  
 SCALE: 1" = 40'



**To:** City Council

**From:** Rich LaBombard  
City Manager

**Date:** April 17, 2023

**Subject:** Monthly Department Activity Report  
April 2023

### Assessor:

**Board of Review** – March Board of Review is complete, and it is the start of a new assessment cycle for 2024.

**23-24 Database** – The assessor rolled over the database from 2023 to 2024.

**Active Permits** – The assessor pulled active permits from last year that still need additional work to be completed.

**2023 Assessment Roll Audit** – Notice was received from the State regarding the upcoming audit for the 2023 assessment roll. I have been preparing for this during the year and just needed to review the requested information and fine tune a few items. I have loaded all the requested information to the State site and am now waiting for the auditor to set up meeting times in the next month or so.

**Land Tables** – I am in the process of revamping some of our land tables to move away from site values and instead value property by the front foot. For City lots, it is the most common way to determine equitable land values.

Continuing work on many projects:

- Reappraisal using aerial maps – ongoing
- Processing incoming Property Transfer Affidavits
- Processing deeds monthly
- Processing monthly building permits

### City Manager:

**MDOT Bridge Work** – I learned this week that MDOT has delayed the start of the bridge work on Blue Star Highway at exits 41 and 36. The new start date proposed is May 30th to allow more time for utility relocation work. The regional stakeholders will participate in a meeting with MDOT on May 10th to talk more about the detour route and bridge closures. I understand that the interstate on-ramps from Blue Star Highway onto I-196 will remain open at exit 36, but the off ramps from I-196 to Blue Star Highway will be closed until fall. More information will be shared after the MDOT meeting.

**DPW Supervisor Position** – With the promotion of Ricky Zoet to the Director of Public Works position, a vacancy was created in the supervisor role. The job description and salary study have been completed and the vacancy is posted in the Commercial Record. I anticipate the first review of applications will be in early May with the first interviews scheduled before the middle of the month. The job announcement is also posted on the City’s website.

**Centre Collective Site Plan Review** – Residential Site Condos – Stakeholders met this week to review the submittal for Centre Collective’s residential site condos. The developer is proposing to develop 19 condos in the residentially zoned property adjacent to St. Peters Drive. The site plan review committee is comprised of representatives from the City, KLSWA, Fire, and other local utility providers. The information provided to the developer in this meeting helps to streamline the review process in advance of the plans going before the Planning Commission.

**Westshore Site Plan Review** – Residential Site Condos – Stakeholders met this week to review the submittal for Westshore’s fifth addition of residential site condos by amending the Planned Unit Development. The developer has proposed to develop 22 condos with an entrance off McVea Street.

**Easter Parade** – In the Monday morning staff meeting, it was reported that there was an excellent turnout for the Easter Parade and egg hunt over the weekend. Warm temperatures and sunny skies brought an estimated 200 participants to the event.

**Boat Launch** – This is a reminder to the boating community that annually on April 15, daily launch fees are required for users of the City’s two launch sites. Annual passes are available at City Hall for those who use the launches more frequently.

**Road Edges** – DPW will be working this week to restore road edges impacted by erosion following the successive rain events a few weeks ago. Maintaining the road edges is necessary to ensure the longevity of the road. Pavement edges that aren’t supported by gravel backing will crumble more readily and cause the pavement to fail sooner.

**Westshore Path** – Work is beginning on the path in the Westshore development that will link up the Ferry / Center Street intersection to Lakeshore Drive. The path is being constructed as part of the Planned Unit Development.

**Public Art** – Staff worked with Maryjo Lemanski to finalize the site of the newly acquired sculpture called “pyramid” for the City of Douglas. The work will be installed near the Police Department. The City agreed to pour the concrete pad that the pedestal will be mounted on.

**Road Resurfacing Projects** – The City held a preconstruction meeting this week with the contractor hired for road resurfacing projects. The five-year road plan has identified portions of Randolph Street, South Street, and Wiley Road to be resurfaced this June. The contractor is aware of any event and detours that they will have to work around.

**Wayfinding** – Work continues on developing Wayfinding signage for the downtown and Blue Star Highway. A conceptual plan is prepared and ready to be presented to the Downtown Development Authority.

**Distinctly Douglas** – Thank you to everyone who provided photographs last week. City Hall is asking for high resolution photos for the City’s website that are “*Distinctly Douglas*”. Artistic high-resolution photos of events, people, parks, parades, blooming flowers, sunsets, sunrises, wildlife (oh deer!), walks along the beach, boating, pets, sculptures, smiling faces, wonderful places, etc. are requested. The photographs should convey the distinct feeling of the Douglas community. By submitting photos, you agree to allow the City to place selected photos on the website. We only ask that the photos be taken within the City of Douglas. Photos can be sent to [info@douglasmigov](mailto:info@douglasmigov) with the subject line “photo submission”.

## Clerk:

**Elections** – The Clerk’s office has been working diligently to train the Deputy Clerk in all areas of running an election. There have been many malicious emails circulating in regard to elections, the City of Douglas has not received any of these to this date; however, this is a constant reminder to all of us to keep a vigilant eye on who we are receiving emails from. Stop, Look, and Confirm before opening.

**Daily Office Procedures** – Standard Operating Procedures have been a continuing list of work for this department, it is the goal of this office to have each task of the Clerk office written down in some form of procedural document by the end of July.

**Addresses** – The office would like to remind all residents to please contact the Clerk to see if your correct mailing address is on file for election purposes. You can contact your clerk at - [clerk@douglasmi.gov](mailto:clerk@douglasmi.gov) or [info@douglasmi.gov](mailto:info@douglasmi.gov).

**Open Meetings Act** – There has been an uptick in controversy over the Open Meetings Act in the news. Elected and appointed officials should take the time to re-read the open meeting act. The Open Meetings Act handbook can be found at [https://www.michigan.gov/-/media/Project/Websites/AG/open-meetings/OMA\\_handbook.pdf](https://www.michigan.gov/-/media/Project/Websites/AG/open-meetings/OMA_handbook.pdf)

## Deputy Clerk:

**MAMC Institute** - In March I completed the 1<sup>st</sup> year of the Michigan Association of Municipal Clerks Institute. This completion of the Central Michigan University sponsored institute is the first step in the three-year program for Clerk certification. I was in attendance along with 120 fellow Clerk department employees from municipalities throughout our state. The institute was not only an amazing educational opportunity, but also was a fantastic chance for me to gain professional connections. I am very thankful for the opportunity to attend.

**Clerks Meeting** - The West Michigan Regional Clerks Association (WMRCA) will be holding a workshop event in May with guest speakers and a presentation from the Ottawa County Clerk, Justin Roebuck. This presentation will include discussion of important election updates and information. The Clerk and I are looking forward to attending.

**City Meetings Training** - Continued training with the Clerk on meeting procedures, minutes, resolutions, and ordinances. The City Clerk has provided me with a variety of information and procedural outlines, which are especially useful. In addition, I have been studying Robert’s Rules of Order alongside the Open Meetings Act. I have attended some of our City’s Board and Commission meetings and have conducted a couple as well. This has been helpful for me with understanding the entire meetings process.

**Important Cybersecurity Reminders** – As our technology advances, so do cybersecurity threats. Advancements in AI technology are beneficial but can also aid cyber hackers to exploit potential security weaknesses. Here are a few simple reminder tips to add to your protection –

- Use strong passwords with more than 12 Characters and include varied numbers and symbols. Change passwords frequently and never use the same one twice.
- Keep your technology updated! Never push off system updates on computers, phones, and tablets. These updates typically include fixes in security weaknesses.
- Never open an attachment within an email from a company or person you do not know or are not expecting. Avoid and delete suspicious looking emails and never respond back to them. Emails without a subject line or body, and grammatical errors are always a red flag.



**Police Department:**

	<b>March</b>	<b>Fiscal Year</b>	<b>1<sup>st</sup> Qtr.</b>
<u>Complaints Answered/Investigated:</u>	176	1,502	482
<u>Criminal Arrests/Filings:</u>			
Felony:	07	18	12
Misdemeanor:	04	29	10
<u>Warrant Arrests:</u>	02	07	03
<u>Traffic Enforcement:</u>			
OWI/OUID/Impaired Driving Arrests:	02	08	03
OWI High Blood Alcohol Content:	01	03	01
OWI 3 <sup>rd</sup> Offense:	00	01	00
Traffic Stops:	50	478	160
Civil Infraction:	09	388	21
<u>Community Contacts:</u>			
Personal Contacts:	1,261	9,689	3,217
Business Contacts:	236	1,929	576
Property Security Checks:	997	9,048	2,577

**Foot Patrol:** (March)

1,591 Minutes (26 Hours &amp; 31 Minutes.)

**Felony Cases:** (1<sup>st</sup> Quarter) (12 Total)

Possession of Meth Amphetamines  
 Receiving & Conceiving a Stolen Vehicle  
 Carrying a Concealed Weapon  
 Fleeing & Eluding a Police Officer III (x2)  
 Aggravated Domestic Violence (x2)  
 Assaulting/Resisting/Obstructing a Police Officer (x4)  
 Felonious Assault/Weapon

**Misdemeanor Charges:** (1<sup>st</sup> Quarter) (10 Total)

Domestic Violence/Assault (x3)  
 Operating while Intoxicated High Blood Alcohol Content.  
 Malicious Destruction of Property under \$200.  
 Operating Under the Influence of Intoxicants.  
 Operating While Impaired by Intoxicants.  
 No Valid Operator's License.  
 Driving while License Suspended (x2).

**Activity Time on Follow Up Complaint Investigations:** (1<sup>st</sup> Quarter)

1,210 Minutes ( 20 Hrs. & 10 Minutes)  
 Number of March Follow Up Investigations: 66

**Investigation of Felony Cases:**

Larceny (22-1742): Open.  
 Larceny (22-1793): Open.  
 Fraudulent Checks (22-1496): Open.  
 Stolen Watercraft (#21-1420): Open.  
 Robbery-Armed Huntington ATM (#20-1827). Open.  
 Fraud (22-0091). Open.  
 Fraud (22-0133). Open.  
 Fraud (22-1261): Open.

**Out of Jurisdiction Responses:** (March)

Saugatuck Township:

- 23-0418: Back up/Assist Sheriff's Office on a Personal Injury Rollover Crash/Traffic for scene safety.
- 23-0423: Request by Sheriff's Office to check pedestrian in dark clothing in roadway Exit 36 Overpass.
- 23-0449: Back up Michigan State Police/Sheriff's Office on vehicle pursuit/pursuit was terminated due to safety concerns.
- 23-0478: Back up the Sheriff's Office on a traffic stop with warrant arrest and occupant with probation order.

Saugatuck City:

- 23-0386- Back up the Sheriff's Office on a traffic stop/suspended driver/vehicle search.

Filmore Township:

- 23-0299: Back up the Sheriff's Office on a Domestic Assault Investigation.

Total Out of Jurisdiction Responses for February: 06

Total Complaints Handled within Douglas City for March: 170

**Noteworthy Incidents:** (March)

23-0341: On Wednesday 03/08/2023 Officer Dyer was contacted at our office in reference to a missing person. The subject missing has dementia and left home without notifying her spouse. The subject was located in the 200 block of West Center and reunited with the complainant.

23-0362: On Saturday 3/11/2023 at 3:47pm I was dispatched to investigate damage to vending machines in the 100 block of S Blue Star Highway. While the investigation was on-going, I was advised by the victim that they were not pursuing the issue further. Case is closed.

23-0373: On Monday 03/13/2023 at 5:29pm Officer Brown was conducting stationary radar when he observed a vehicle traveling faster than the posted speed limit. Officer Brown made a stop on the vehicle and the driver had three outstanding warrants for his arrest. The driver/suspect refused to comply with Officer's Commands then actively resisted arrest. The suspect was finally placed under arrest for the outstanding warrants and Resisting/Obstructing a Police Officer. The suspect was lodged at the Allegan County Jail.

23-0391: On Thursday 03/16/2023 at 8:59am I was dispatched to check the welfare of a suicidal subject in the 0 block of East Fremont Street. I made contact with the subject's father who stated his son was not suicidal. I was able to confirm the status with the son and notified the caller by phone of the findings.

23-0400: On Saturday 03/18/2023 at 2:11am Officer Brown observed a vehicle traveling faster than the posted speed limit. Officer Brown made a stop on the vehicle and after investigation it was determined that the driver was Operating Under the Influence. The driver was arrested for OWI and lodged at the Allegan County Jail.

23-0428: On Wednesday 3/22/2023 at 12:20pm. Officers Reyes and Brown were dispatched to a call of an unconscious person in the 300 block of Mariner's Cove. After arrival it was determined that the subject was deceased. Officer Reyes along with the Medical Examiner's Office completed the death investigation and report.

23-0440: On Friday 03/24/2023 at 7:19pm Corporal Warsen was dispatched to the 400 block of South Bluestar Highway in reference to an intoxicated subject who drove into the parking lot. After investigation the suspect was arrested for Operating While Intoxicated and lodged at the Allegan County Jail.

23-0458/23-0459: On Monday 03/27/2023 at 3:28pm Officer Brown was dispatched to a medical emergency/subject having a seizure in the 3000 block of May Street. It was determined that the subject had a no contact order with one of the parties on scene and subsequently was violating probation. The patient was transported by ambulance from the scene and paperwork was submitted regarding the probation issue.

23-0470: On Wednesday 03/29/2022 at 2:49am Officer Dyer was dispatched to a domestic assault/felonious assault. After investigation it was determined that the suspect had assaulted the victim while armed with a knife. While Officer Dyer attempted to place the suspect under arrest the suspect resisted arrest. Eventually the suspect was arrested and transported to the Allegan County Jail. Officer Dyer and back up Officers were not injured during the arrest.

**The Department also responded to the following types of calls during March -**

Larceny Complaints, Disorderly Person, Suspicious Person/Vehicle/Situation, Medical Emergencies, Sex Offender Registrations, Missing Person Complaint, Breaking & Entering Complaint, Fraud Complaints, Trespassing Complaint, Harassment Complaints, Reckless Driving Complaint, Welfare Checks, Vehicles in the Ditch/Motorist Assists, Business/Residential Alarms, Bank Alarm, Open

Door Complaints, Road Hazard Complaints, Parking Complaints, Lost/Found Property Complaints, and General Public Assists/Non-Criminal Complaints.

**Events:** (March)

Douglas Elementary School to instruct Safe Kids Classroom Training with STFD.  
Planning & Staffing for the Erin Go Bark People & Pets Parade.

**Staff Training:** (March)

All Department Staff attended CPR and AED training.  
Officer Giles and I attended Active Violence Training in Battle Creek. (MCOLES Mandated).  
Corporal Warsen attended a LEIN TAC Refresher course. (Mandated by LEIN Field Services).

## **Project Management:**

**Planning and Zoning Assistance** – Meet with and assist Williams and Works as the interim Planning and Zoning contact. Receive zoning review applications, sign applications, and fence applications and process them with either Williams and Works or Michigan Township Services. Continually learn the procedure of flow for each application and filing them accordingly. Assisted residents with application submittals and directed them to Williams and Works with questions I'm unable to answer. Arranged and published the agenda packets and answered questions by Commissioners.

**EGLE Grant** – In February I applied for a zero match Community Energy Management Grant from the Michigan Department of Environmental, Great Lakes, and Energy (EGLE). The grant request was to replace the two outdated furnaces with a single high efficiency furnace, replace the two outdated air conditioning units and replace them with a single high efficiency furnace, and to replace the fluorescent / incandescent lighting fixtures with new LED lights, all of which should reduce utility costs. In March I received an email awarding the City of Douglas grant funding for \$19,650. The agreement has been signed and now I am proceeding with gathering quotes per our purchasing policy. Attended a zoom meeting with EGLE to discuss next steps.

**Refuse Agreement** – Finalized the Republic refuse agreement for the City Council agenda packet.

**Permit Applications** – Continue to improve and recreate outdated forms for Planning and Zoning needs. Update the fees according to the new schedule of fees and add an online payment link. Created a new rezoning application and I'm in the process of doing a major revamp of the planned unit development application with Williams & Works.

**FY 22-23 & FY 23-24** – Scheduling of various capital improvement projects. Attended a preconstruction meeting for the upcoming road projects. Presented the 333 Blue Star Highway storm drain project to City Council for award. Continue to create budget worksheets for council workshops and update the master project list accordingly. Following up on quotes still needed before council ranks CIP priorities.

**Police Department Sculpture** – Met with MaryJo to discuss the location of the sculpture to be located at the police department. Designed a site plan for gathering quotes for the 6" thick circular concrete base.

**Wayfinding** – Worked extensively on wayfinding locations within the downtown and Blue Star corridor. Created sign content for each sign directing residents and tourists to various Douglas locations. Sought a quote for the proposed gateway sign. Created a map to correspond with the appropriate sign for that location.

**DPW** – Assist with ordering supplies, permit requirements, and updating list of various DPW items.

**Road Work Notices** – Created a notice for upcoming road work construction and mailed them to all residents touching the proposed resurfacing work.

**Spring Clean Up** – Developed a spring bulk trash clean up flyer for DPW with requirements and restrictions. DPW has moved the clean-up week to June to allow for more time for returning homeowners to gather their bulk trash.

**Aquatic Dr Letters** – Created an authorization letter for the residents abutting the treatment area for invasive species at Wade’s Bayou and the Douglas Harbor. Treatment is tentatively scheduled for June 13 and July 19.

## **Public Works Department:**

**Downtown** - With recent snow melt and rain events, the DPW has been observing and cleaning debris away from drains, ditches, and catch basins.

**Road Maintenance** - DPW crews have filled in potholes on Wiley, Main, Randolph, and 129<sup>th</sup> Street. The mechanical broom on the loader has been used several times to remove dirt and gravel from roadways.

**Budgeting** - DPW continues to work on getting quotes for the upcoming FY 23/24 capital expense meetings.

**Schultz Park** – The Christmas tree pile and brush throughout the park has been picked up and taken to a local contractor. Dock repairs at the boat launch are scheduled before needing to be reset in the water.

**Equipment** – The holder tractors’ coolant and hydraulic lines needed repair work. The new plow truck has been sprayed with Woolwax automotive undercoating to protect the undercarriage. New tires have been installed on the DPW ¾ ton pickup truck. The chainsaws have had necessary maintenance performed in preparation for high winds. All plow trucks, loaders, and pickups have all been washed and had interiors detailing to protect the City’s investments.

**Facilities** - City Hall has had reoccurring furnace issues that have been resolved. Beery bathrooms have been cleaned thoroughly and have had the necessary light bulbs replaced. The mezzanine at the DPW garage has been cleaned and organized. Fire extinguishers, AEDs, and the eyewash station have all been inspected per requirement.

**Misc.** - Miss Digs have been completed as required in the allotted time frame by flagging and painting. Designated employees have been completing required training and testing per new standards. Two employees have passed their exam and are now considered “Member/Full”, which allows full access through the Miss Dig system. G.I.S. mapping is ongoing as weather allows.

## **Treasurer:**

**Taxes** - Settlement with the County was completed. This month the City received a check from the County to cover the unpaid taxes. The County will now take over the responsibility for collecting those unpaid taxes.

**Budget** - City staff have been busy getting quotes for potential capital purchases for next year as well as starting to think about their operating and staffing needs for next year. I have been pushing our health, dental, life/short-term disability, and workers comp insurance providers for quotes, as well as working with potential new providers to get quotes. Council will be busy with workshops scheduled before every meeting until the public hearing for the budget on June 5<sup>th</sup>.

**Payroll** - This month I worked on setting up employee-related insurances in our payroll program. This will result in the insurance costs being allocated based on where an employee is working. This will result in a more accurate financial picture for each department.

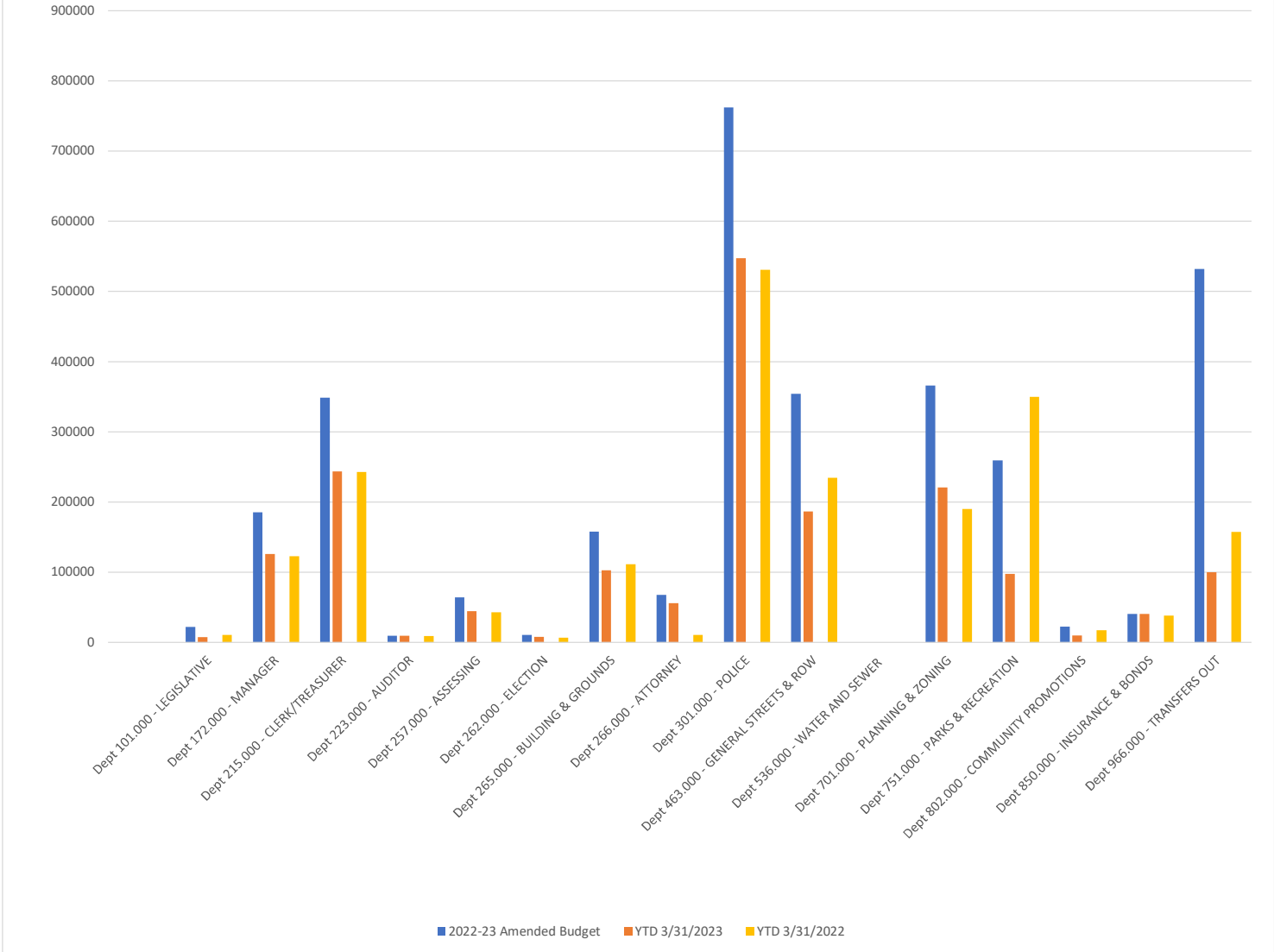
**Cash Balances** - The City's cash balances were down slightly from last month. This was primarily related to the payment of standard bills.

**City Revenues and Expenses** - Revenues and expenditures were generally consistent with where we would expect for this point of the year.

**City of the Village of Douglas  
Financial Holdings Summary  
March 31, 2023**

	<u>Identifier</u>	<u>Matures</u>	<u>Rate</u>	<u>Market Value</u>
<b><u>Cash</u></b>				
Huntington Bank - Common Checking				147,427.50
Huntington Bank - Tax & Trust				27,630.00
D.A. Davidson			2.00%	269.19
<b><u>CD's</u></b>				
D.A. Davidson:				
American Expr Natl Bk	02589AA28	12/4/2023	3.55%	191,978.52
Morgan Stanley Bank	61690UCK4	12/13/2023	3.50%	243,237.42
Wells Fargo Bank	949763WAO	12/28/2023	3.50%	<u>98,798.00</u>
MBS:				
Michigan Legacy Credit Union	59452WADO	5/9/2023	5.00%	249,577.50
Fifth Third	316777XV8	6/30/2023	2.95%	248,632.50
Michigan Legacy Credit Union	59452WAE8	11/9/2023	3.45%	<u>82,188.26</u>
Citizens Bank	75524KQJ6	12/22/2023	5.15%	<u>199,998.00</u>
<b><u>Bonds</u></b>				
D.A. Davidson:				
Fedl Farm Credit Bank Bond	3133EMCQ3	10/13/2023	0.28%	243,692.50
Fedl Farm Credit Bank Bond	3133EJ5H8	1/16/2025	2.85%	146,088.00
Fedl Home loan Mtg Corp	3134GXKR4	7/15/2025	0.40%	274,260.00
Fedl Home loan Mtg Corp	3134GWUC8	12/30/2025	0.50%	181,382.00
Fed Home Loan Bank Bond Step	3130AKSV9	1/28/2026	0.75%	228,692.50
Fedl Farm Credit Bank Bond	3133ELEN0	12/18/2029	2.25%	<u>139,463.44</u>
MBS:				
Fed Home Loan Bank Bond Step	3130ATD38	9/28/2023	4.00%	298,305.00
Fed Home Loan Bank Bond Step	3130ASVW6	11/17/2023	3.50%	248,007.50
Fed Home Loan Bank Bond Step	3130amfn7	5/26/2026	0.75%	138,646.50
Pinckney mich commnity schools	722205NW7	5/1/2028	1.84%	<u>88,040.00</u>
<b><u>Other Investments</u></b>				
Michigan Class			4.85%	<u>1,328,521.13</u>
<b>Total Cash &amp; Investments</b>				<b><u>4,804,835.46</u></b>
	<b>Cash &amp; Investments</b>		Prior Month	4,882,257.21
	<b><u>March 31, 2023</u></b>		Prior Year	5,010,157.07
<b><u>Fund</u></b>				
101 - General Fund	3,293,460.41			
202 - Major Street	271,475.75			
203 - Local Streets	116,064.18			
204 - Road Millage	0.00			
213 - Schultz Park Launch Ramp	110,755.56			
243 - Brownfield Redevelopment Authority	1,638.23			
244 - Harbor Authority	5,152.21			
248 - DDA	107,273.41			
403 - Blue Star Corridor Improvement Fund	226,874.56			
450 - Water & Sewer Fund	59,177.97			
594 - Douglas Marina	50,218.83			
660 - Equipment Rental Fund	561,248.60			
701 - Trust and Agency	0.00			
703 - Current Tax Receiving	<u>1,495.75</u>			
	<b><u>4,804,835.46</u></b>			

City of the Village of Douglas  
 General Fund Expenditures  
 March 31, 2023



Department	2022-23 Amended Budget	YTD 3/31/2023	% Budget Used	YTD 3/31/2022
Dept 101.000 - LEGISLATIVE	22,366.00	7,699.22	34.42	10,524.00
Dept 172.000 - MANAGER	185,502.00	126,070.66	67.96	122,596.98
Dept 215.000 - CLERK/TREASURER	348,867.00	243,582.37	69.82	242,641.08
Dept 223.000 - AUDITOR	9,400.00	9,400.00	100.00	9,300.00
Dept 257.000 - ASSESSING	64,160.00	44,491.86	69.35	42,998.04
Dept 262.000 - ELECTION	10,978.00	8,030.96	73.16	6,892.42
Dept 265.000 - BUILDING & GROUNDS	157,710.00	102,749.33	65.15	111,669.96
Dept 266.000 - ATTORNEY	67,500.00	55,792.54	82.66	10,519.21
Dept 301.000 - POLICE	762,295.00	547,408.92	71.81	530,835.24
Dept 463.000 - GENERAL STREETS & ROW	354,270.00	186,830.09	52.74	234,562.60
Dept 536.000 - WATER AND SEWER	0.00	0.00	0.00	0.00
Dept 701.000 - PLANNING & ZONING	365,859.00	220,977.31	60.40	189,909.92
Dept 751.000 - PARKS & RECREATION	259,242.00	97,767.60	37.71	349,813.99
Dept 802.000 - COMMUNITY PROMOTIONS	22,500.00	9,691.22	43.07	17,330.21
Dept 850.000 - INSURANCE & BONDS	40,772.00	40,771.65	100.00	38,315.00
Dept 966.000 - TRANSFERS OUT	532,000.00	100,000.00	18.80	157,501.32
<b>TOTALS</b>	<b>3,203,421.00</b>	<b>1,801,263.73</b>	<b>56.23%</b>	<b>2,075,409.97</b>



Item 9C.

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDGT	YTD BALANCE
		AMENDED BUDGET	03/31/2023	MONTH 03/31/23	BALANCE		03/31/2022
			NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED	NORM (ABNORM)
Fund 101 - GENERAL FUND							
Revenues							
Dept 000.000							
101-000.000-402.000	CURRENT REAL PROPERTY TAX	2,589,781.00	2,549,726.60	7,440.69	40,054.40	98.45	2,375,247.56
101-000.000-434.000	MOBILE HOME TAX	500.00	412.50	46.00	87.50	82.50	410.50
101-000.000-445.000	INTEREST & PENALTIES: DELQ TAX	5,000.00	2,148.54	446.44	2,851.46	42.97	2,998.74
101-000.000-447.000	TAX COLLECTION FEES	100,539.00	98,045.81	1,381.49	2,493.19	97.52	90,775.15
101-000.000-453.000	SPECIAL ASSESSMENT REVENUE	16,898.00	16,897.98	0.00	0.02	100.00	92,272.81
101-000.000-474.000	INTEREST ON SPECIAL ASSESSMENTS	1,308.00	1,307.68	0.00	0.32	99.98	1,261.10
101-000.000-476.000	BUSINESS LICENSE FEES	11,000.00	6,950.00	1,675.00	4,050.00	63.18	1,035.00
101-000.000-477.000	FRANCHISE FEES	16,000.00	9,054.18	0.00	6,945.82	56.59	8,566.82
101-000.000-528.000	OTHER FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00	3,952.65
101-000.000-543.001	LAW ENFORCEMENT TRAINING	1,000.00	250.00	0.00	750.00	25.00	277.68
101-000.000-543.100	STATE REVENUE: LIQUOR LICENSE	8,167.00	8,166.95	0.00	0.05	100.00	7,912.85
101-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	45,000.00	29,716.30	0.00	15,283.70	66.04	30,618.35
101-000.000-573.001	METRO ACT	7,000.00	0.00	0.00	7,000.00	0.00	0.00
101-000.000-574.000	STATE REVENUE: SALES TAX	156,069.00	81,680.00	0.00	74,389.00	52.34	68,979.00
101-000.000-581.000	COUNTY ROAD MILLAGE CNTRB	175,000.00	78.89	0.00	174,921.11	0.05	3,275.97
101-000.000-603.000	POLICE ADMINISTRATION FEE	2,000.00	494.19	134.75	1,505.81	24.71	997.60
101-000.000-626.001	ROAD CUT FEES	3,000.00	2,600.00	0.00	400.00	86.67	1,000.00
101-000.000-627.000	BUILDING FEES	65,000.00	40,826.50	2,288.00	24,173.50	62.81	33,766.00
101-000.000-627.001	RENTAL INSPECTION FEE	10,500.00	11,350.00	1,500.00	(850.00)	108.10	8,330.00
101-000.000-628.000	PLANNING & ZONING FEES	39,500.00	41,220.00	3,432.50	(1,720.00)	104.35	9,076.70
101-000.000-651.000	LAUNCH FEES	7,250.00	6,159.00	150.00	1,091.00	84.95	3,663.25
101-000.000-657.000	ORDINANCE FINES - POLICE	3,500.00	2,477.49	76.15	1,022.51	70.79	3,416.53
101-000.000-657.001	ORDINANCE FINES - CIVIC	500.00	0.00	0.00	500.00	0.00	100.00
101-000.000-665.000	INTEREST INCOME	0.00	61,558.49	49,890.32	(61,558.49)	100.00	(86,651.06)
101-000.000-667.000	RENT	14,000.00	10,800.00	1,200.00	3,200.00	77.14	2,400.00
101-000.000-667.001	WADE'S BAYOU PARK RENTAL	0.00	0.00	0.00	0.00	0.00	2,850.00
101-000.000-674.000	DONATIONS	50,000.00	45,951.10	(10.00)	4,048.90	91.90	81,311.60
101-000.000-675.000	OTHER REVENUE	9,064.00	10,080.79	1,016.75	(1,016.79)	111.22	8,065.99
101-000.000-675.001	REIMBURSEMENTS LOCAL GOV	7,200.00	3,720.75	0.00	3,479.25	51.68	5,940.98
101-000.000-698.000	INSURANCE REIMBURSEMENTS	7,090.00	7,089.95	0.00	0.05	100.00	12,357.49
101-000.000-699.213	TRANSFER IN SCHULTZ PARK LAUNCH	4,500.00	4,500.00	0.00	0.00	100.00	4,500.00
Total Dept 000.000		3,356,366.00	3,053,263.69	70,668.09	303,102.31	90.97	2,778,709.26
TOTAL REVENUES		3,356,366.00	3,053,263.69	70,668.09	303,102.31	90.97	2,778,709.26
Expenditures							
Dept 101.000 - LEGISLATIVE							
101-101.000-703.000	WAGES	9,000.00	3,800.00	0.00	5,200.00	42.22	4,100.00
101-101.000-718.000	TRAINING FUNDS	4,500.00	1,665.00	325.00	2,835.00	37.00	2,127.00
101-101.000-718.002	MISC TRAVEL EXPENSES-TRAINING	4,000.00	0.00	0.00	4,000.00	0.00	741.89
101-101.000-722.000	WORKERS COMPENSATION	32.00	31.25	0.00	0.75	97.66	40.27
101-101.000-740.000	SUPPLIES	400.00	0.00	0.00	400.00	0.00	937.03
101-101.000-812.000	RECORDING CLERK	200.00	0.00	0.00	200.00	0.00	0.00
101-101.000-851.000	TELEPHONE	540.00	393.66	43.70	146.34	72.90	0.00
101-101.000-861.000	MILEAGE REIMBURSEMENT	644.00	187.50	0.00	456.50	29.11	635.15
101-101.000-900.000	PRINTING & PUBLISHING	1,000.00	56.00	0.00	944.00	5.60	595.00
101-101.000-908.000	DUES/FEES/PUBLICATIONS	1,050.00	1,012.00	0.00	38.00	96.38	973.00
101-101.000-958.000	MISCELLANEOUS	1,000.00	553.81	313.97	446.19	55.38	374.66
Total Dept 101.000 - LEGISLATIVE		22,366.00	7,699.22	682.67	14,666.78	34.42	10,
Dept 172.000 - MANAGER							121

PERIOD ENDING 03/31/2023

Item 9C.

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 03/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 03/31/2022 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
101-172.000-702.000	SALARIES	108,445.00	77,422.78	8,270.93	31,022.22	71.39	75,791.33
101-172.000-718.000	TRAINING FUNDS	1,500.00	1,240.00	0.00	260.00	82.67	449.00
101-172.000-718.002	MISC TRAVEL EXPENSES-TRAINING	1,000.00	48.95	0.00	951.05	4.90	195.00
101-172.000-719.000	INSURANCE BENEFITS	15,395.00	11,632.56	1,241.96	3,762.44	75.56	11,946.30
101-172.000-720.000	PAYROLL TAXES	8,605.00	6,416.74	668.87	2,188.26	74.57	6,360.46
101-172.000-721.000	MERS BENEFITS	18,420.00	13,538.04	1,442.11	4,881.96	73.50	12,424.16
101-172.000-721.001	457 CONTRIBUTION	13,500.00	9,297.02	991.17	4,202.98	68.87	9,359.11
101-172.000-722.000	WORKERS COMPENSATION	185.00	182.10	0.00	2.90	98.43	220.99
101-172.000-740.000	SUPPLIES	534.00	357.63	45.24	176.37	66.97	632.90
101-172.000-802.000	CONTRACTUAL	10,000.00	0.00	0.00	10,000.00	0.00	0.00
101-172.000-813.000	MEETINGS	750.00	127.69	0.00	622.31	17.03	39.87
101-172.000-851.000	TELEPHONE	1,290.00	900.00	100.00	390.00	69.77	967.52
101-172.000-861.000	MILEAGE REIMBURSEMENT	4,200.00	3,237.00	350.00	963.00	77.00	3,150.00
101-172.000-900.000	PRINTING & PUBLISHING	100.00	0.00	0.00	100.00	0.00	0.00
101-172.000-908.000	DUES/FEES/PUBLICATIONS	1,090.00	1,182.55	425.00	(92.55)	108.49	1,060.34
101-172.000-977.005	COMPUTER HARDWARE/SOFTWARE	488.00	487.60	0.00	0.40	99.92	0.00
Total Dept 172.000 - MANAGER		185,502.00	126,070.66	13,535.28	59,431.34	67.96	122,596.98
Dept 215.000 - CLERK/TREASURER							
101-215.000-702.000	SALARIES	179,243.00	121,120.50	14,095.96	58,122.50	67.57	136,324.48
101-215.000-718.000	TRAINING FUNDS	2,500.00	1,727.00	0.00	773.00	69.08	2,077.00
101-215.000-718.002	MISC TRAVEL EXPENSES-TRAINING	1,500.00	374.39	0.00	1,125.61	24.96	269.15
101-215.000-719.000	INSURANCE BENEFITS	54,275.00	37,927.84	4,424.39	16,347.16	69.88	46,151.06
101-215.000-720.000	PAYROLL TAXES	14,915.00	9,949.38	1,117.41	4,965.62	66.71	11,137.22
101-215.000-721.000	MERS BENEFITS	36,575.00	25,013.61	2,797.47	11,561.39	68.39	26,478.66
101-215.000-722.000	WORKERS COMPENSATION	327.00	326.42	0.00	0.58	99.82	308.10
101-215.000-740.000	SUPPLIES	2,500.00	2,436.15	181.27	63.85	97.45	1,262.01
101-215.000-802.000	CONTRACTUAL	32,000.00	27,264.00	486.22	4,736.00	85.20	10,611.25
101-215.000-806.006	WEBSITE	3,600.00	1,340.00	650.00	2,260.00	37.22	2,240.00
101-215.000-851.000	TELEPHONE	570.00	393.66	43.70	176.34	69.06	409.82
101-215.000-861.000	MILEAGE REIMBURSEMENT	250.00	143.70	0.00	106.30	57.48	0.00
101-215.000-900.000	PRINTING & PUBLISHING	4,500.00	1,430.00	0.00	3,070.00	31.78	2,608.00
101-215.000-901.000	POSTAGE	3,500.00	2,630.23	0.00	869.77	75.15	1,347.38
101-215.000-908.000	DUES/FEES/PUBLICATIONS	1,500.00	1,493.49	30.00	6.51	99.57	1,416.95
101-215.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	8,157.00	8,157.00	6,517.00	0.00	100.00	0.00
101-215.000-977.005	COMPUTER HARDWARE/SOFTWARE	2,955.00	1,855.00	0.00	1,100.00	62.77	0.00
Total Dept 215.000 - CLERK/TREASURER		348,867.00	243,582.37	30,343.42	105,284.63	69.82	242,641.08
Dept 223.000 - AUDITOR							
101-223.000-802.000	CONTRACTUAL	9,400.00	9,400.00	0.00	0.00	100.00	9,300.00
Total Dept 223.000 - AUDITOR		9,400.00	9,400.00	0.00	0.00	100.00	9,300.00
Dept 257.000 - ASSESSING							
101-257.000-703.000	WAGES	52,740.00	37,698.16	4,056.68	15,041.84	71.48	36,123.91
101-257.000-718.000	TRAINING FUNDS	350.00	250.00	0.00	100.00	71.43	113.00
101-257.000-718.002	MISC TRAVEL EXPENSES-TRAINING	550.00	529.19	0.00	20.81	96.22	0.00
101-257.000-720.000	PAYROLL TAXES	4,285.00	3,035.92	316.31	1,249.08	70.85	2,991.47
101-257.000-722.000	WORKERS COMPENSATION	150.00	149.46	0.00	0.54	99.64	0.00
101-257.000-740.000	SUPPLIES	250.00	0.00	0.00	250.00	0.00	0.00
101-257.000-802.000	CONTRACTUAL	1,000.00	915.00	0.00	85.00	91.50	0.00

User: MATTSMITH

DB: Douglas

PERIOD ENDING 03/31/2023

Item 9C.

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDGT	YTD BALANCE
		AMENDED BUDGET	03/31/2023	MONTH 03/31/23	BALANCE		03/31/2022
			NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED	NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
101-257.000-806.006	WEBSITE	1,350.00	0.00	0.00	1,350.00	0.00	0.00
101-257.000-807.000	BOARD OF REVIEW	750.00	100.00	0.00	650.00	13.33	150.00
101-257.000-813.000	MEETINGS	100.00	0.00	0.00	100.00	0.00	0.00
101-257.000-861.000	MILEAGE REIMBURSEMENT	500.00	0.00	0.00	500.00	0.00	0.00
101-257.000-900.000	PRINTING & PUBLISHING	900.00	769.00	769.00	131.00	85.44	744.00
101-257.000-901.000	POSTAGE	685.00	677.35	(5.15)	7.65	98.88	611.02
101-257.000-908.000	DUES/FEES/PUBLICATIONS	450.00	272.38	0.00	177.62	60.53	175.00
101-257.000-977.005	COMPUTER HARDWARE/SOFTWARE	100.00	95.40	0.00	4.60	95.40	1,072.03
Total Dept 257.000 - ASSESSING		64,160.00	44,491.86	5,136.84	19,668.14	69.35	42,998.04
Dept 262.000 - ELECTION							
101-262.000-703.000	WAGES	3,325.00	3,325.00	0.00	0.00	100.00	1,900.00
101-262.000-740.000	SUPPLIES	985.00	463.27	16.72	521.73	47.03	644.88
101-262.000-900.000	PRINTING & PUBLISHING	850.00	839.00	0.00	11.00	98.71	130.26
101-262.000-901.000	POSTAGE	2,000.00	585.69	0.00	1,414.31	29.28	1,021.44
101-262.000-930.000	REPAIRS & MAINTENANCE: GENERAL	615.00	615.00	0.00	0.00	100.00	0.00
101-262.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	2,203.00	2,203.00	0.00	0.00	100.00	2,203.00
101-262.000-958.000	MISCELLANEOUS	1,000.00	0.00	0.00	1,000.00	0.00	992.84
Total Dept 262.000 - ELECTION		10,978.00	8,030.96	16.72	2,947.04	73.16	6,892.42
Dept 265.000 - BUILDING & GROUNDS							
101-265.000-703.000	WAGES	27,390.00	23,616.70	3,358.37	3,773.30	86.22	20,066.95
101-265.000-705.000	WAGES - SEASONAL	9,917.00	1,875.09	0.00	8,041.91	18.91	4,923.21
101-265.000-719.000	INSURANCE BENEFITS	6,630.00	4,294.04	741.33	2,335.96	64.77	5,615.84
101-265.000-720.000	PAYROLL TAXES	3,225.00	2,113.03	264.96	1,111.97	65.52	2,157.63
101-265.000-721.000	MERS BENEFITS	3,560.00	2,556.45	455.55	1,003.55	71.81	1,925.08
101-265.000-722.000	WORKERS COMPENSATION	541.00	539.96	0.00	1.04	99.81	474.86
101-265.000-740.000	SUPPLIES	16,289.00	7,908.01	386.03	8,380.99	48.55	6,960.10
101-265.000-802.000	CONTRACTUAL	26,000.00	12,626.82	678.02	13,373.18	48.56	16,056.04
101-265.000-851.000	TELEPHONE	4,800.00	3,593.21	399.51	1,206.79	74.86	3,029.75
101-265.000-922.000	UTILITIES	14,000.00	9,590.82	1,598.02	4,409.18	68.51	11,629.98
101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL	20,000.00	8,677.70	1,321.28	11,322.30	43.39	18,359.48
101-265.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	0.00	0.00	0.00	0.00	0.00	18,623.86
101-265.000-979.000	CAPITAL OUTLAY	25,358.00	25,357.50	0.00	0.50	100.00	1,847.18
Total Dept 265.000 - BUILDING & GROUNDS		157,710.00	102,749.33	9,203.07	54,960.67	65.15	111,669.96
Dept 266.000 - ATTORNEY							
101-266.000-801.000	CONTRACTUAL ATTORNEY	67,500.00	55,792.54	2,262.50	11,707.46	82.66	10,519.21
Total Dept 266.000 - ATTORNEY		67,500.00	55,792.54	2,262.50	11,707.46	82.66	10,519.21
Dept 301.000 - POLICE							
101-301.000-702.000	SALARIES	81,950.00	57,498.62	6,303.82	24,451.38	70.16	56,492.48
101-301.000-703.000	WAGES	216,424.00	156,606.25	15,434.28	59,817.75	72.36	144,579.28
101-301.000-704.000	WAGES - PARTTIME	44,015.00	29,843.36	3,465.00	14,171.64	67.80	32,704.02
101-301.000-706.000	WAGES - OVERTIME	32,600.00	27,541.40	1,638.34	5,058.60	84.48	21,181.97
101-301.000-707.000	SICK PAYOUT	9,972.00	9,971.52	0.00	0.48	100.00	14,000.00
101-301.000-708.000	SPECIAL EVENTS WAGES	7,714.00	3,856.96	0.00	3,857.04	50.00	14,000.00
101-301.000-709.000	WAGES - OFFICE	40,970.00	23,771.07	135.00	17,198.93	58.02	30,112.50

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	03/31/2023 NORM (ABNORM)	MONTH 03/31/23 INCR (DECR)	BALANCE NORM (ABNORM)		03/31/2022 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
101-301.000-718.000	TRAINING FUNDS	500.00	0.00	0.00	500.00	0.00	0.00
101-301.000-718.001	TRAINING FUNDS ACT 302	1,000.00	372.50	0.00	627.50	37.25	194.38
101-301.000-718.002	MISC TRAVEL EXPENSES-TRAINING	430.00	214.56	0.00	215.44	49.90	0.00
101-301.000-719.000	INSURANCE BENEFITS	120,770.00	85,432.17	7,922.34	35,337.83	70.74	94,005.88
101-301.000-720.000	PAYROLL TAXES	35,005.00	25,307.55	2,080.78	9,697.45	72.30	24,440.86
101-301.000-721.000	MERS BENEFITS	55,070.00	39,920.12	3,621.65	15,149.88	72.49	33,643.51
101-301.000-722.000	WORKERS COMPENSATION	4,237.00	4,234.42	0.00	2.58	99.94	4,485.68
101-301.000-740.000	SUPPLIES	2,000.00	1,081.17	18.60	918.83	54.06	1,575.23
101-301.000-750.000	UNIFORMS	3,400.00	2,888.08	195.00	511.92	84.94	1,258.99
101-301.000-801.000	CONTRACTUAL ATTORNEY	0.00	0.00	0.00	0.00	0.00	87.00
101-301.000-801.003	CONTRACTUAL ATTORNEY PROSECUTER	5,000.00	2,472.00	0.00	2,528.00	49.44	2,868.00
101-301.000-802.000	CONTRACTUAL	4,812.00	2,887.87	311.29	1,924.13	60.01	4,146.00
101-301.000-814.000	INSURANCE (LIABILITY/AUTO)	13,498.00	13,498.35	0.00	(0.35)	100.00	13,656.00
101-301.000-851.000	TELEPHONE	5,525.00	4,037.19	443.18	1,487.81	73.07	3,473.14
101-301.000-860.000	GAS & OIL	17,446.00	10,943.35	1,016.19	6,502.65	62.73	9,085.01
101-301.000-900.000	PRINTING & PUBLISHING	125.00	0.00	0.00	125.00	0.00	46.51
101-301.000-908.000	DUES/FEES/PUBLICATIONS	250.00	211.90	60.00	38.10	84.76	67.95
101-301.000-922.000	UTILITIES	6,850.00	4,666.01	677.28	2,183.99	68.12	4,312.22
101-301.000-930.000	REPAIRS & MAINTENANCE: GENERAL	4,000.00	939.10	26.97	3,060.90	23.48	4,754.81
101-301.000-930.004	VEHICLE MAINTENANCE & REPAIRS	11,960.00	8,871.02	2,778.95	3,088.98	74.17	11,867.40
101-301.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	20,000.00	15,000.03	1,666.67	4,999.97	75.00	12,524.67
101-301.000-942.000	LEASE- COPIER	460.00	460.36	0.00	(0.36)	100.08	1,827.90
101-301.000-977.000	EQUIPMENT	2,018.00	2,187.99	0.00	(169.99)	108.42	136.03
101-301.000-979.000	CAPITAL OUTLAY	14,294.00	12,694.00	0.00	1,600.00	88.81	2,370.00
Total Dept 301.000 - POLICE		762,295.00	547,408.92	47,795.34	214,886.08	71.81	530,835.24
Dept 463.000 - GENERAL STREETS & ROW							
101-463.000-703.000	WAGES	94,807.00	32,725.01	3,071.04	62,081.99	34.52	39,341.47
101-463.000-705.000	WAGES - SEASONAL	9,917.00	1,895.51	0.00	8,021.49	19.11	3,714.50
101-463.000-708.000	SPECIAL EVENTS WAGES	10,138.00	5,068.59	0.00	5,069.41	50.00	0.00
101-463.000-719.000	INSURANCE BENEFITS	27,900.00	12,783.60	1,094.37	15,116.40	45.82	17,093.42
101-463.000-720.000	PAYROLL TAXES	9,505.00	3,179.33	240.58	6,325.67	33.45	3,482.63
101-463.000-721.000	MERS BENEFITS	13,277.00	4,115.01	404.13	9,161.99	30.99	3,912.37
101-463.000-722.000	WORKERS COMPENSATION	2,796.00	2,793.72	0.00	2.28	99.92	2,854.82
101-463.000-740.000	SUPPLIES	17,500.00	4,536.17	90.81	12,963.83	25.92	2,737.84
101-463.000-740.002	EXTERIOR SUPPLIES	360.00	179.00	0.00	181.00	49.72	21.22
101-463.000-740.003	BANNERS	2,390.00	490.04	0.00	1,899.96	20.50	0.00
101-463.000-740.004	BENCHES	1,000.00	0.00	0.00	1,000.00	0.00	0.00
101-463.000-750.000	UNIFORMS	5,000.00	2,626.49	0.00	2,373.51	52.53	4,308.39
101-463.000-802.000	CONTRACTUAL	29,868.00	16,523.60	50.00	13,344.40	55.32	23,724.32
101-463.000-802.003	CONTRACTUAL- REFUSE	6,100.00	3,165.89	200.35	2,934.11	51.90	4,671.23
101-463.000-802.007	LANDSCAPING SERVICES	2,800.00	1,810.07	0.00	989.93	64.65	4,122.50
101-463.000-802.010	CONTRACTUAL FORESTRY	25,000.00	17,261.98	0.00	7,738.02	69.05	9,387.50
101-463.000-806.000	CONTRACTUAL ENGINEERING	9,528.00	6,668.55	486.25	2,859.45	69.99	965.90
101-463.000-851.000	TELEPHONE	9,400.00	7,627.03	696.20	1,772.97	81.14	5,738.46
101-463.000-900.000	PRINTING & PUBLISHING	200.00	381.00	231.00	(181.00)	190.50	0.00
101-463.000-908.000	DUES/FEES/PUBLICATIONS	1,904.00	951.90	0.00	952.10	49.99	467.95
101-463.000-922.000	UTILITIES	5,838.00	3,713.02	367.51	2,124.98	63.60	5,162.14
101-463.000-925.000	STREET LIGHTS	23,222.00	15,984.98	2,222.70	7,237.02	68.84	16,679.86
101-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL	10,000.00	6,529.70	0.00	3,470.30	65.30	4,233.35
101-463.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	0.00	0.00	0.00	0.00	0.00	35,617.23
101-463.000-979.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	10,000.00
101-463.000-979.011	CAPITAL OUTLAY-DRAINS	35,820.00	35,819.90	0.00	0.10	100.00	36,000.00

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GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 03/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 03/31/2022 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
Total Dept 463.000 - GENERAL STREETS & ROW		354,270.00	186,830.09	9,154.94	167,439.91	52.74	234,562.60
Dept 701.000 - PLANNING & ZONING							
101-701.000-702.000	SALARIES	78,600.00	47,590.00	1,965.35	31,010.00	60.55	48,223.37
101-701.000-703.000	WAGES	5,400.00	1,250.00	0.00	4,150.00	23.15	1,900.00
101-701.000-718.000	TRAINING FUNDS	3,000.00	158.46	0.00	2,841.54	5.28	160.00
101-701.000-718.002	MISC TRAVEL EXPENSES-TRAINING	600.00	197.96	0.00	402.04	32.99	0.00
101-701.000-719.000	INSURANCE BENEFITS	17,950.00	10,383.31	1,069.66	7,566.69	57.85	9,513.31
101-701.000-720.000	PAYROLL TAXES	8,550.00	3,706.09	153.76	4,843.91	43.35	3,941.74
101-701.000-721.000	MERS BENEFITS	12,025.00	3,719.93	199.52	8,305.07	30.93	10,099.80
101-701.000-722.000	WORKERS COMPENSATION	186.00	184.21	0.00	1.79	99.04	143.41
101-701.000-740.000	SUPPLIES	2,000.00	1,128.92	66.49	871.08	56.45	1,267.71
101-701.000-801.000	CONTRACTUAL ATTORNEY	29,308.00	19,461.50	3,772.50	9,846.50	66.40	36,765.00
101-701.000-802.000	CONTRACTUAL	7,550.00	3,730.00	900.00	3,820.00	49.40	3,965.80
101-701.000-803.000	CONTRACTUAL CONSULTANT	66,000.00	56,670.10	6,595.00	9,329.90	85.86	14,522.67
101-701.000-804.000	CONTRACTUAL BUILDING INSPECTIO	65,000.00	33,129.25	0.00	31,870.75	50.97	29,314.40
101-701.000-806.000	CONTRACTUAL ENGINEERING	57,978.00	32,633.50	1,832.50	25,344.50	56.29	22,370.50
101-701.000-812.000	RECORDING CLERK	200.00	0.00	0.00	200.00	0.00	0.00
101-701.000-851.000	TELEPHONE	570.00	149.58	0.00	420.42	26.24	482.15
101-701.000-861.000	MILEAGE REIMBURSEMENT	250.00	0.00	0.00	250.00	0.00	0.00
101-701.000-900.000	PRINTING & PUBLISHING	5,000.00	1,612.50	799.50	3,387.50	32.25	3,347.00
101-701.000-901.000	POSTAGE	0.00	0.00	0.00	0.00	0.00	59.25
101-701.000-908.000	DUES/FEES/PUBLICATIONS	450.00	30.00	0.00	420.00	6.67	427.00
101-701.000-977.000	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	3,406.81
101-701.000-977.005	COMPUTER HARDWARE/SOFTWARE	5,242.00	5,242.00	0.00	0.00	100.00	0.00
Total Dept 701.000 - PLANNING & ZONING		365,859.00	220,977.31	17,354.28	144,881.69	60.40	189,909.92
Dept 751.000 - PARKS & RECREATION							
101-751.000-703.000	WAGES	41,900.00	23,500.50	1,343.49	18,399.50	56.09	29,258.81
101-751.000-705.000	WAGES - SEASONAL	9,917.00	2,279.70	0.00	7,637.30	22.99	3,548.74
101-751.000-719.000	INSURANCE BENEFITS	10,145.00	7,261.02	170.99	2,883.98	71.57	12,347.15
101-751.000-720.000	PAYROLL TAXES	4,396.00	2,058.21	103.63	2,337.79	46.82	2,645.74
101-751.000-721.000	MERS BENEFITS	5,445.00	2,493.59	181.40	2,951.41	45.80	2,733.37
101-751.000-722.000	WORKERS COMPENSATION	776.00	775.99	0.00	0.01	100.00	271.21
101-751.000-740.000	SUPPLIES	12,000.00	7,274.68	221.94	4,725.32	60.62	4,065.41
101-751.000-802.000	CONTRACTUAL	15,500.00	9,699.00	175.00	5,801.00	62.57	11,709.02
101-751.000-802.007	LANDSCAPING SERVICES	3,662.00	1,831.30	0.00	1,830.70	50.01	2,461.21
101-751.000-809.000	SAUGATUCK TWP CEMETERY MAINT	7,950.00	0.00	0.00	7,950.00	0.00	7,805.33
101-751.000-900.000	PRINTING & PUBLISHING	0.00	0.00	0.00	0.00	0.00	315.00
101-751.000-922.000	UTILITIES	13,500.00	9,689.52	1,005.65	3,810.48	71.77	9,754.02
101-751.000-930.000	REPAIRS & MAINTENANCE: GENERAL	5,364.00	2,681.81	0.00	2,682.19	50.00	7,036.15
101-751.000-930.006	UNIONS REPAIRS AND MAINT	1,246.00	622.92	0.00	623.08	49.99	15.80
101-751.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	0.00	0.00	0.00	0.00	0.00	34,262.08
101-751.000-958.000	MISCELLANEOUS	2,853.00	2,853.43	0.00	(0.43)	100.02	1,995.00
101-751.000-977.000	EQUIPMENT	7,000.00	5,181.63	569.97	1,818.37	74.02	10,183.84
101-751.000-979.000	CAPITAL OUTLAY	117,588.00	19,564.30	0.00	98,023.70	16.64	209,406.11
Total Dept 751.000 - PARKS & RECREATION		259,242.00	97,767.60	3,772.07	161,474.40	37.71	349,813.99
Dept 802.000 - COMMUNITY PROMOTIONS							
101-802.000-958.000	MISCELLANEOUS	22,500.00	9,691.22	0.00	12,808.78	43.07	17,

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GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	03/31/2023 NORM (ABNORM)	MONTH 03/31/23 INCR (DECR)	BALANCE NORM (ABNORM)		03/31/2022 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
Total Dept 802.000	- COMMUNITY PROMOTIONS	22,500.00	9,691.22	0.00	12,808.78	43.07	17,330.21
Dept 850.000 - INSURANCE & BONDS							
101-850.000-814.000	INSURANCE (LIABILITY/AUTO)	40,772.00	40,771.65	0.00	0.35	100.00	0.00
101-850.000-958.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	38,315.00
Total Dept 850.000	- INSURANCE & BONDS	40,772.00	40,771.65	0.00	0.35	100.00	38,315.00
Dept 966.000 - TRANSFERS OUT							
101-966.000-995.202	TRANSFER OUT MAJOR ST	110,000.00	0.00	0.00	110,000.00	0.00	0.00
101-966.000-995.203	TRANSFER OUT LOCAL ST	75,000.00	75,000.00	0.00	0.00	100.00	0.00
101-966.000-995.243	TRANSFER OUT BROWNFIELD	75,000.00	25,000.00	0.00	50,000.00	33.33	55,000.00
101-966.000-995.245	TRANSFER OUT TRI-COMMUNITY HARBOR AUTH	7,000.00	0.00	0.00	7,000.00	0.00	0.00
101-966.000-995.403	TRANSFER OUT BLUE STAR CORRIDOR IMP	0.00	0.00	0.00	0.00	0.00	28,001.32
101-966.000-995.450	TRANSFER OUT WATER/SEWER FUND	250,000.00	0.00	0.00	250,000.00	0.00	0.00
101-966.000-995.594	TRANSFER OUT DOUGLAS MARINA	15,000.00	0.00	0.00	15,000.00	0.00	74,500.00
Total Dept 966.000	- TRANSFERS OUT	532,000.00	100,000.00	0.00	432,000.00	18.80	157,501.32
TOTAL EXPENDITURES		3,203,421.00	1,801,263.73	139,257.13	1,402,157.27	56.23	2,075,409.97
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		3,356,366.00	3,053,263.69	70,668.09	303,102.31	90.97	2,778,709.26
TOTAL EXPENDITURES		3,203,421.00	1,801,263.73	139,257.13	1,402,157.27	56.23	2,075,409.97
NET OF REVENUES & EXPENDITURES		152,945.00	1,251,999.96	(68,589.04)	(1,099,054.96)	818.59	703,299.29

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Item 9C.

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 03/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 03/31/2022 NORM (ABNORM)
Fund 202 - MAJOR STREET FUND							
Revenues							
Dept 000.000							
202-000.000-546.000	STATE GRANT: ACT 51	186,862.00	108,429.00	14,998.40	78,433.00	58.03	103,658.06
202-000.000-546.001	SNOW REMOVAL	30,000.00	66,271.16	66,271.16	(36,271.16)	220.90	40,557.49
202-000.000-699.101	TRANSFER IN - GENERAL FUND	110,000.00	0.00	0.00	110,000.00	0.00	0.00
202-000.000-699.204	TRANSFER IN- ROAD MIL.	125,399.00	125,398.58	0.00	0.42	100.00	177,500.00
202-000.000-699.211	TRANSFER IN TRAIL FUND	0.00	0.00	0.00	0.00	0.00	22,057.10
Total Dept 000.000		452,261.00	300,098.74	81,269.56	152,162.26	66.36	343,772.65
TOTAL REVENUES		452,261.00	300,098.74	81,269.56	152,162.26	66.36	343,772.65
Expenditures							
Dept 463.000 - GENERAL STREETS & ROW							
202-463.000-703.000	WAGES	62,150.00	51,684.02	3,814.36	10,465.98	83.16	43,990.78
202-463.000-719.000	INSURANCE BENEFITS	15,050.00	14,984.16	757.04	65.84	99.56	12,265.53
202-463.000-720.000	PAYROLL TAXES	5,030.00	4,059.77	294.50	970.23	80.71	3,452.57
202-463.000-721.000	MERS BENEFITS	8,075.00	6,988.72	492.30	1,086.28	86.55	6,375.19
202-463.000-722.000	WORKERS COMPENSATION	1,657.00	1,656.17	0.00	0.83	99.95	2,603.58
202-463.000-740.000	SUPPLIES	2,500.00	41.49	0.00	2,458.51	1.66	153.52
202-463.000-746.000	TRAFFIC SIGNS & SERVICES	4,000.00	391.45	0.00	3,608.55	9.79	2,490.69
202-463.000-802.000	CONTRACTUAL	41,383.00	8,198.94	0.00	33,184.06	19.81	9,792.40
202-463.000-806.000	CONTRACTUAL ENGINEERING	20,000.00	11,849.80	2,838.00	8,150.20	59.25	63,242.33
202-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL	50,000.00	2,928.77	0.00	47,071.23	5.86	7,992.88
202-463.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	0.00	0.00	0.00	0.00	0.00	41,900.30
202-463.000-979.000	CAPITAL OUTLAY	108,000.00	4,236.95	0.00	103,763.05	3.92	258,289.02
Total Dept 463.000 - GENERAL STREETS & ROW		317,845.00	107,020.24	8,196.20	210,824.76	33.67	452,548.79
Dept 464.000 - GENERAL STREETS WINTER & ROW							
202-464.000-703.000	WAGES	28,750.00	21,345.75	3,827.70	7,404.25	74.25	33,850.18
202-464.000-719.000	INSURANCE BENEFITS	6,960.00	1,830.69	618.92	5,129.31	26.30	6,289.53
202-464.000-720.000	PAYROLL TAXES	2,330.00	1,783.81	299.21	546.19	76.56	3,126.25
202-464.000-721.000	MERS BENEFITS	3,735.00	2,345.27	521.99	1,389.73	62.79	4,194.15
202-464.000-722.000	WORKERS COMPENSATION	766.00	766.07	0.00	(0.07)	100.01	1,054.89
202-464.000-740.001	SNOW AND ICE REMOVAL SUPPLIES	12,000.00	12,122.66	4,348.95	(122.66)	101.02	13,555.42
202-464.000-802.002	CONTRACTUAL-SIDEWALK PLOWING	40,000.00	21,000.49	4,270.76	18,999.51	52.50	42,925.47
202-464.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	0.00	0.00	0.00	0.00	0.00	50,514.30
Total Dept 464.000 - GENERAL STREETS WINTER & ROW		94,541.00	61,194.74	13,887.53	33,346.26	64.73	155,510.19
TOTAL EXPENDITURES		412,386.00	168,214.98	22,083.73	244,171.02	40.79	608,058.98
Fund 202 - MAJOR STREET FUND:							
TOTAL REVENUES		452,261.00	300,098.74	81,269.56	152,162.26	66.36	343,772.65
TOTAL EXPENDITURES		412,386.00	168,214.98	22,083.73	244,171.02	40.79	608,058.98
NET OF REVENUES & EXPENDITURES		39,875.00	131,883.76	59,185.83	(92,008.76)	330.74	(264,286.33)

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Item 9C.

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	03/31/2023	MONTH 03/31/23	BALANCE		03/31/2022
			NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)		NORM (ABNORM)
Fund 203 - LOCAL STREETS FUND							
Revenues							
Dept 000.000							
203-000.000-546.000	STATE GRANT: ACT 51	78,594.00	45,605.33	6,308.34	32,988.67	58.03	43,828.73
203-000.000-546.001	SNOW REMOVAL	13,000.00	39,318.73	39,318.73	(26,318.73)	302.45	20,573.63
203-000.000-699.203	TRANSFER IN-LOCAL ST	75,000.00	75,000.00	0.00	0.00	100.00	0.00
203-000.000-699.204	TRANSFER IN- ROAD MIL.	245,398.00	245,398.00	0.00	0.00	100.00	97,500.00
Total Dept 000.000		411,992.00	405,322.06	45,627.07	6,669.94	98.38	161,902.36
TOTAL REVENUES		411,992.00	405,322.06	45,627.07	6,669.94	98.38	161,902.36
Expenditures							
Dept 463.000 - GENERAL STREETS & ROW							
203-463.000-703.000	WAGES	61,700.00	57,492.21	3,593.48	4,207.79	93.18	45,262.34
203-463.000-719.000	INSURANCE BENEFITS	14,940.00	14,346.27	903.15	593.73	96.03	11,841.44
203-463.000-720.000	PAYROLL TAXES	4,995.00	4,536.02	277.30	458.98	90.81	3,544.61
203-463.000-721.000	MERS BENEFITS	8,015.00	7,591.51	468.96	423.49	94.72	6,481.11
203-463.000-722.000	WORKERS COMPENSATION	1,645.00	1,644.10	0.00	0.90	99.95	2,448.90
203-463.000-740.000	SUPPLIES	750.00	28.50	0.00	721.50	3.80	153.52
203-463.000-746.000	TRAFFIC SIGNS & SERVICES	5,000.00	391.44	0.00	4,608.56	7.83	2,949.18
203-463.000-802.000	CONTRACTUAL	30,000.00	3,026.32	0.00	26,973.68	10.09	10,859.91
203-463.000-806.000	CONTRACTUAL ENGINEERING	30,000.00	30,248.30	3,469.50	(248.30)	100.83	53,779.00
203-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL	19,850.00	12,486.38	0.00	7,363.62	62.90	5,403.18
203-463.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	0.00	0.00	0.00	0.00	0.00	36,957.63
203-463.000-979.000	CAPITAL OUTLAY	286,125.00	215,418.14	0.00	70,706.86	75.29	160,368.83
Total Dept 463.000 - GENERAL STREETS & ROW		463,020.00	347,209.19	8,712.39	115,810.81	74.99	340,049.65
Dept 464.000 - GENERAL STREETS WINTER & ROW							
203-464.000-703.000	WAGES	20,085.00	17,651.82	3,000.91	2,433.18	87.89	26,092.47
203-464.000-719.000	INSURANCE BENEFITS	4,862.00	1,382.90	475.53	3,479.10	28.44	4,554.68
203-464.000-720.000	PAYROLL TAXES	1,625.00	1,505.33	235.30	119.67	92.64	2,428.41
203-464.000-721.000	MERS BENEFITS	2,610.00	1,954.73	435.27	655.27	74.89	3,434.06
203-464.000-722.000	WORKERS COMPENSATION	536.00	535.13	0.00	0.87	99.84	864.68
203-464.000-740.000	SUPPLIES	300.00	0.00	0.00	300.00	0.00	39.78
203-464.000-740.001	SNOW AND ICE REMOVAL SUPPLIES	10,000.00	11,783.69	4,348.96	(1,783.69)	117.84	12,243.36
203-464.000-802.002	CONTRACTUAL-SIDEWALK PLOWING	15,000.00	21,000.46	4,270.74	(6,000.46)	140.00	14,343.23
203-464.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	0.00	0.00	0.00	0.00	0.00	37,556.20
Total Dept 464.000 - GENERAL STREETS WINTER & ROW		55,018.00	55,814.06	12,766.71	(796.06)	101.45	101,556.87
TOTAL EXPENDITURES		518,038.00	403,023.25	21,479.10	115,014.75	77.80	441,606.52
Fund 203 - LOCAL STREETS FUND:							
TOTAL REVENUES		411,992.00	405,322.06	45,627.07	6,669.94	98.38	161,902.36
TOTAL EXPENDITURES		518,038.00	403,023.25	21,479.10	115,014.75	77.80	441,606.52
NET OF REVENUES & EXPENDITURES		(106,046.00)	2,298.81	24,147.97	(108,344.81)	2.17	(279,704.16)



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PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 03/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 03/31/2022 NORM (ABNORM)
Fund 204 - ROAD MILLAGE							
Expenditures							
Dept 966.000 - TRANSFERS OUT							
204-966.000-995.202	TRANSFER OUT MAJOR ST	125,399.00	125,398.58	0.00	0.42	100.00	177,500.00
204-966.000-995.203	TRANSFER OUT LOCAL ST	245,398.00	245,398.00	0.00	0.00	100.00	97,500.00
Total Dept 966.000 - TRANSFERS OUT		370,797.00	370,796.58	0.00	0.42	100.00	275,000.00
TOTAL EXPENDITURES		370,797.00	370,796.58	0.00	0.42	100.00	275,000.00
Fund 204 - ROAD MILLAGE:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		370,797.00	370,796.58	0.00	0.42	100.00	275,000.00
NET OF REVENUES & EXPENDITURES		(370,797.00)	(370,796.58)	0.00	(0.42)	100.00	(275,000.00)

Item 9C.

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 03/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 03/31/2022 NORM (ABNORM)
Fund 211 - TRAIL FUND							
Expenditures							
Dept 751.000 - PARKS & RECREATION							
211-751.000-995.202	TRANSFER OUT MAJOR ST	0.00	0.00	0.00	0.00	0.00	22,057.10
Total Dept 751.000 - PARKS & RECREATION		0.00	0.00	0.00	0.00	0.00	22,057.10
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	22,057.10
Fund 211 - TRAIL FUND:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	22,057.10
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00	(22,057.10)

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	03/31/2023 NORM (ABNORM)	MONTH 03/31/23 INCR (DECR)	BALANCE NORM (ABNORM)		03/31/2022 NORM (ABNORM)
Fund 213 - SCHULTZ PARK LAUNCH RAMP							
Revenues							
Dept 000.000							
213-000.000-651.000	LAUNCH FEES	25,100.00	17,133.87	825.00	7,966.13	68.26	16,734.45
Total Dept 000.000		25,100.00	17,133.87	825.00	7,966.13	68.26	16,734.45
TOTAL REVENUES		25,100.00	17,133.87	825.00	7,966.13	68.26	16,734.45
Expenditures							
Dept 753.000 - LAUNCH RAMPS							
213-753.000-922.000	UTILITIES	800.00	409.76	56.18	390.24	51.22	502.64
213-753.000-930.000	REPAIRS & MAINTENANCE: GENERAL	1,573.00	1,637.45	64.61	(64.45)	104.10	0.00
213-753.000-958.000	MISCELLANEOUS	1,876.00	1,575.51	0.00	300.49	83.98	1,132.28
Total Dept 753.000 - LAUNCH RAMPS		4,249.00	3,622.72	120.79	626.28	85.26	1,634.92
Dept 966.000 - TRANSFERS OUT							
213-966.000-995.101	TRANSFER OUT GF	4,500.00	4,500.00	0.00	0.00	100.00	4,500.00
Total Dept 966.000 - TRANSFERS OUT		4,500.00	4,500.00	0.00	0.00	100.00	4,500.00
TOTAL EXPENDITURES		8,749.00	8,122.72	120.79	626.28	92.84	6,134.92
Fund 213 - SCHULTZ PARK LAUNCH RAMP:							
TOTAL REVENUES		25,100.00	17,133.87	825.00	7,966.13	68.26	16,734.45
TOTAL EXPENDITURES		8,749.00	8,122.72	120.79	626.28	92.84	6,134.92
NET OF REVENUES & EXPENDITURES		16,351.00	9,011.15	704.21	7,339.85	55.11	10,599.53

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 03/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 03/31/2022 NORM (ABNORM)
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND							
Revenues							
Dept 000.000							
243-000.000-528.000	OTHER FEDERAL GRANTS	25,000.00	0.00	0.00	25,000.00	0.00	0.00
243-000.000-699.101	TRANSFER IN - GENERAL FUND	75,000.00	25,000.00	0.00	50,000.00	33.33	55,000.00
Total Dept 000.000		100,000.00	25,000.00	0.00	75,000.00	25.00	55,000.00
TOTAL REVENUES		100,000.00	25,000.00	0.00	75,000.00	25.00	55,000.00
Expenditures							
Dept 000.000							
243-000.000-740.000	SUPPLIES	0.00	21,898.40	21,898.40	(21,898.40)	100.00	5,544.00
243-000.000-802.243	BLIGHT REMOVAL	80,000.00	6,582.50	0.00	73,417.50	8.23	97,905.25
243-000.000-803.000	CONTRACTUAL CONSULTANT	3,000.00	1,925.00	0.00	1,075.00	64.17	4,852.50
243-000.000-806.000	CONTRACTUAL ENGINEERING	0.00	1,781.25	0.00	(1,781.25)	100.00	23,905.00
Total Dept 000.000		83,000.00	32,187.15	21,898.40	50,812.85	38.78	132,206.75
TOTAL EXPENDITURES		83,000.00	32,187.15	21,898.40	50,812.85	38.78	132,206.75
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:							
TOTAL REVENUES		100,000.00	25,000.00	0.00	75,000.00	25.00	55,000.00
TOTAL EXPENDITURES		83,000.00	32,187.15	21,898.40	50,812.85	38.78	132,206.75
NET OF REVENUES & EXPENDITURES		17,000.00	(7,187.15)	(21,898.40)	24,187.15	42.28	(77,206.75)

PERIOD ENDING 03/31/2023

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GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	03/31/2023 NORM (ABNORM)	MONTH 03/31/23 INCR (DECR)	BALANCE NORM (ABNORM)		03/31/2022 NORM (ABNORM)
Fund 245 - TRI-COMMUNITY HARBOR AUTHORITY							
Revenues							
Dept 000.000							
245-000.000-626.002	SAUGATUCK CONTRIBUTION	7,000.00	0.00	0.00	7,000.00	0.00	0.00
245-000.000-699.245	TRANSFER IN TRI-HARBOR AUTHORITY	7,000.00	0.00	0.00	7,000.00	0.00	0.00
Total Dept 000.000		14,000.00	0.00	0.00	14,000.00	0.00	0.00
TOTAL REVENUES		14,000.00	0.00	0.00	14,000.00	0.00	0.00
Expenditures							
Dept 754.000 - HARBOR							
245-754.000-812.000	RECORDING CLERK	1,000.00	100.00	0.00	900.00	10.00	500.00
245-754.000-900.000	PRINTING & PUBLISHING	0.00	56.00	0.00	(56.00)	100.00	0.00
245-754.000-979.000	CAPITAL OUTLAY	14,000.00	0.00	0.00	14,000.00	0.00	0.00
Total Dept 754.000 - HARBOR		15,000.00	156.00	0.00	14,844.00	1.04	500.00
TOTAL EXPENDITURES		15,000.00	156.00	0.00	14,844.00	1.04	500.00
Fund 245 - TRI-COMMUNITY HARBOR AUTHORITY:							
TOTAL REVENUES		14,000.00	0.00	0.00	14,000.00	0.00	0.00
TOTAL EXPENDITURES		15,000.00	156.00	0.00	14,844.00	1.04	500.00
NET OF REVENUES & EXPENDITURES		(1,000.00)	(156.00)	0.00	(844.00)	15.60	(500.00)

PERIOD ENDING 03/31/2023

Item 9C.

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 03/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 03/31/2022 NORM (ABNORM)
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000.000							
248-000.000-417.000	TAX INCREMENT RECAPTURE	40,424.00	40,424.00	0.02	0.00	100.00	33,816.32
248-000.000-674.000	DONATIONS	1,000.00	1,000.00	0.00	0.00	100.00	0.00
248-000.000-675.000	OTHER REVENUE	8,000.00	8,000.00	0.00	0.00	100.00	0.00
Total Dept 000.000		49,424.00	49,424.00	0.02	0.00	100.00	33,816.32
TOTAL REVENUES		49,424.00	49,424.00	0.02	0.00	100.00	33,816.32
Expenditures							
Dept 728.000 - DOWNTOWN DEVELOPMENT AUTHORITY							
248-728.000-703.001	DDA ADMINISTRATION	7,800.00	5,850.00	650.00	1,950.00	75.00	5,850.00
248-728.000-718.000	TRAINING FUNDS	0.00	0.00	0.00	0.00	0.00	83.10
248-728.000-802.001	CONTRACTUAL-PLANNING STUDY	5,851.00	5,851.00	0.00	0.00	100.00	4,472.04
248-728.000-802.100	BUSINESS INCENTIVE PROGRAM	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00
248-728.000-806.000	CONTRACTUAL ENGINEERING	9,800.00	3,011.50	0.00	6,788.50	30.73	0.00
248-728.000-806.006	WEBSITE	550.00	0.00	0.00	550.00	0.00	0.00
248-728.000-880.000	COMMUNITY PROMOTION	18,000.00	10,616.57	163.13	7,383.43	58.98	2,092.58
248-728.000-908.000	DUES/FEES/PUBLICATIONS	450.00	125.00	125.00	325.00	27.78	176.50
248-728.000-979.000	CAPITAL OUTLAY	34,000.00	0.00	0.00	34,000.00	0.00	54,591.93
Total Dept 728.000 - DOWNTOWN DEVELOPMENT AUTHORITY		81,451.00	25,454.07	938.13	55,996.93	31.25	72,266.15
TOTAL EXPENDITURES		81,451.00	25,454.07	938.13	55,996.93	31.25	72,266.15
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		49,424.00	49,424.00	0.02	0.00	100.00	33,816.32
TOTAL EXPENDITURES		81,451.00	25,454.07	938.13	55,996.93	31.25	72,266.15
NET OF REVENUES & EXPENDITURES		(32,027.00)	23,969.93	(938.11)	(55,996.93)	74.84	(38,449.83)

Item 9C.

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	03/31/2023 NORM (ABNORM)	MONTH 03/31/23 INCR (DECR)	BALANCE NORM (ABNORM)		03/31/2022 NORM (ABNORM)
Fund 403 - BLUE STAR CORRIDOR IMPROVEMENT FUND							
Revenues							
Dept 000.000							
403-000.000-439.000	MRE TAX	112,000.00	104,254.97	103,702.06	7,745.03	93.08	112,906.88
403-000.000-699.101	TRANSFER IN - GENERAL FUND	0.00	0.00	0.00	0.00	0.00	28,001.32
Total Dept 000.000		112,000.00	104,254.97	103,702.06	7,745.03	93.08	140,908.20
TOTAL REVENUES		112,000.00	104,254.97	103,702.06	7,745.03	93.08	140,908.20
Expenditures							
Dept 463.000 - GENERAL STREETS & ROW							
403-463.000-806.000	CONTRACTUAL ENGINEERING	14,175.00	18,288.61	4,073.36	(4,113.61)	129.02	0.00
403-463.000-979.000	CAPITAL OUTLAY	104,500.00	0.00	0.00	104,500.00	0.00	0.00
Total Dept 463.000 - GENERAL STREETS & ROW		118,675.00	18,288.61	4,073.36	100,386.39	15.41	0.00
TOTAL EXPENDITURES		118,675.00	18,288.61	4,073.36	100,386.39	15.41	0.00
Fund 403 - BLUE STAR CORRIDOR IMPROVEMENT FUND:							
TOTAL REVENUES		112,000.00	104,254.97	103,702.06	7,745.03	93.08	140,908.20
TOTAL EXPENDITURES		118,675.00	18,288.61	4,073.36	100,386.39	15.41	0.00
NET OF REVENUES & EXPENDITURES		(6,675.00)	85,966.36	99,628.70	(92,641.36)	1,287.89	140,908.20

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	03/31/2023 NORM (ABNORM)	MONTH 03/31/23 INCR (DECR)	BALANCE NORM (ABNORM)		03/31/2022 NORM (ABNORM)
Fund 450 - WATER SEWER FUND							
Revenues							
Dept 000.000							
450-000.000-602.000	CONNECTION FEES, WATER	30,000.00	25,548.00	0.00	4,452.00	85.16	20,000.00
450-000.000-602.001	CONNECTION FEES, SEWER	40,000.00	26,000.00	0.00	14,000.00	65.00	25,000.00
450-000.000-679.001	REIMBURSE FROM STATE	349,500.00	19,812.71	19,812.71	329,687.29	5.67	0.00
450-000.000-699.101	TRANSFER IN - GENERAL FUND	250,000.00	0.00	0.00	250,000.00	0.00	0.00
Total Dept 000.000		669,500.00	71,360.71	19,812.71	598,139.29	10.66	45,000.00
TOTAL REVENUES		669,500.00	71,360.71	19,812.71	598,139.29	10.66	45,000.00
Expenditures							
Dept 000.000							
450-000.000-703.000	WAGES	0.00	223.47	105.89	(223.47)	100.00	0.00
450-000.000-720.000	PAYROLL TAXES	0.00	19.10	8.27	(19.10)	100.00	0.00
450-000.000-721.000	MERS BENEFITS	0.00	31.05	15.74	(31.05)	100.00	0.00
450-000.000-721.001	457 CONTRIBUTION	0.00	14.72	8.83	(14.72)	100.00	0.00
450-000.000-806.000	CONTRACTUAL ENGINEERING	88,800.00	35,263.85	8,104.25	53,536.15	39.71	46,927.15
450-000.000-974.000	CONSTRUCTION	540,000.00	13,142.41	0.00	526,857.59	2.43	128,683.88
Total Dept 000.000		628,800.00	48,694.60	8,242.98	580,105.40	7.74	175,611.03
TOTAL EXPENDITURES		628,800.00	48,694.60	8,242.98	580,105.40	7.74	175,611.03
Fund 450 - WATER SEWER FUND:							
TOTAL REVENUES		669,500.00	71,360.71	19,812.71	598,139.29	10.66	45,000.00
TOTAL EXPENDITURES		628,800.00	48,694.60	8,242.98	580,105.40	7.74	175,611.03
NET OF REVENUES & EXPENDITURES		40,700.00	22,666.11	11,569.73	18,033.89	55.69	(130,611.03)



PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	03/31/2023 NORM (ABNORM)	MONTH 03/31/23 INCR (DECR)	BALANCE NORM (ABNORM)		03/31/2022 NORM (ABNORM)
Fund 594 - DOUGLAS MARINA							
Revenues							
Dept 000.000							
594-000.000-654.000	SEASONAL SLIP FEES	25,200.00	14,025.00	6,700.00	11,175.00	55.65	20,313.13
594-000.000-667.001	WADE'S BAYOU PARK RENTAL	4,500.00	6,800.00	175.00	(2,300.00)	151.11	0.00
594-000.000-674.000	DONATIONS	0.00	0.00	0.00	0.00	0.00	600.00
594-000.000-699.101	TRANSFER IN - GENERAL FUND	15,000.00	0.00	0.00	15,000.00	0.00	74,500.00
Total Dept 000.000		44,700.00	20,825.00	6,875.00	23,875.00	46.59	95,413.13
TOTAL REVENUES		44,700.00	20,825.00	6,875.00	23,875.00	46.59	95,413.13
Expenditures							
Dept 597.000 - POINT PLEASANT							
594-597.000-802.000	CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	30.00
594-597.000-820.000	MARINA OPERATIONS	30,000.00	6,108.17	148.00	23,891.83	20.36	18,230.10
594-597.000-922.000	UTILITIES	5,000.00	1,982.78	353.99	3,017.22	39.66	3,019.77
594-597.000-979.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	39,297.06
Total Dept 597.000 - POINT PLEASANT		35,000.00	8,090.95	501.99	26,909.05	23.12	60,576.93
Dept 597.001 - WADES BAYOU							
594-597.001-930.000	REPAIRS & MAINTENANCE: GENERAL	6,000.00	5,302.42	0.00	697.58	88.37	37,084.34
594-597.001-974.000	CONSTRUCTION	18,145.00	18,145.00	0.00	0.00	100.00	0.00
Total Dept 597.001 - WADES BAYOU		24,145.00	23,447.42	0.00	697.58	97.11	37,084.34
Dept 597.002 - DOUGLAS HARBOR AUTHORITY							
594-597.002-740.000	SUPPLIES	4,000.00	250.07	0.00	3,749.93	6.25	0.00
594-597.002-802.000	CONTRACTUAL	78,500.00	36,432.50	0.00	42,067.50	46.41	6,165.00
594-597.002-812.000	RECORDING CLERK	600.00	100.00	0.00	500.00	16.67	600.00
Total Dept 597.002 - DOUGLAS HARBOR AUTHORITY		83,100.00	36,782.57	0.00	46,317.43	44.26	6,765.00
TOTAL EXPENDITURES		142,245.00	68,320.94	501.99	73,924.06	48.03	104,426.27
Fund 594 - DOUGLAS MARINA:							
TOTAL REVENUES		44,700.00	20,825.00	6,875.00	23,875.00	46.59	95,413.13
TOTAL EXPENDITURES		142,245.00	68,320.94	501.99	73,924.06	48.03	104,426.27
NET OF REVENUES & EXPENDITURES		(97,545.00)	(47,495.94)	6,373.01	(50,049.06)	48.69	(9,013.14)

PERIOD ENDING 03/31/2023

Item 9C.

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 03/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 03/31/2022 NORM (ABNORM)
Fund 660 - EQUIPMENT RENTAL FUND							
Revenues							
Dept 000.000							
660-000.000-673.000	SALE OF EQUIPMENT	5,000.00	0.00	0.00	5,000.00	0.00	0.00
660-000.000-676.000	EQUIPMENT CHARGES - NON DPW	23,843.00	25,360.03	8,183.67	(1,517.03)	106.36	0.00
660-000.000-676.001	EQUIPMENT CHARGES -DPW	0.00	0.00	0.00	0.00	0.00	270,159.27
Total Dept 000.000		28,843.00	25,360.03	8,183.67	3,482.97	87.92	270,159.27
TOTAL REVENUES		28,843.00	25,360.03	8,183.67	3,482.97	87.92	270,159.27
Expenditures							
Dept 265.000 - BUILDING & GROUNDS							
660-265.000-979.000	CAPITAL OUTLAY	8,157.00	8,157.00	0.00	0.00	100.00	0.00
Total Dept 265.000 - BUILDING & GROUNDS		8,157.00	8,157.00	0.00	0.00	100.00	0.00
Dept 301.000 - POLICE							
660-301.000-979.000	CAPITAL OUTLAY	54,315.00	42,815.00	0.00	11,500.00	78.83	0.00
Total Dept 301.000 - POLICE		54,315.00	42,815.00	0.00	11,500.00	78.83	0.00
Dept 902.000 - DPW EQUIPMENT PURCHASES							
660-902.000-979.000	CAPITAL OUTLAY	452,321.00	316,926.00	63,794.00	135,395.00	70.07	137,446.72
Total Dept 902.000 - DPW EQUIPMENT PURCHASES		452,321.00	316,926.00	63,794.00	135,395.00	70.07	137,446.72
Dept 903.000 - EQUIP. REPAIRS & MAINTENANCE							
660-903.000-860.000	GAS & OIL	29,414.00	18,127.18	2,385.37	11,286.82	61.63	15,662.27
660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS	55,000.00	41,545.47	2,416.94	13,454.53	75.54	19,938.80
Total Dept 903.000 - EQUIP. REPAIRS & MAINTENANCE		84,414.00	59,672.65	4,802.31	24,741.35	70.69	35,601.07
TOTAL EXPENDITURES		599,207.00	427,570.65	68,596.31	171,636.35	71.36	173,047.79
Fund 660 - EQUIPMENT RENTAL FUND:							
TOTAL REVENUES		28,843.00	25,360.03	8,183.67	3,482.97	87.92	270,159.27
TOTAL EXPENDITURES		599,207.00	427,570.65	68,596.31	171,636.35	71.36	173,047.79
NET OF REVENUES & EXPENDITURES		(570,364.00)	(402,210.62)	(60,412.64)	(168,153.38)	70.52	97,111.48
TOTAL REVENUES - ALL FUNDS							
TOTAL REVENUES - ALL FUNDS		5,264,186.00	4,072,043.07	336,963.18	1,192,142.93	77.35	3,941,415.64
TOTAL EXPENDITURES - ALL FUNDS		6,181,769.00	3,372,093.28	287,191.92	2,809,675.72	54.55	4,086,325.48
NET OF REVENUES & EXPENDITURES		(917,583.00)	699,949.79	49,771.26	(1,617,532.79)	76.28	(144,909.84)