



**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, JUNE 03, 2024 AT 7:00 PM
86 W CENTER ST., DOUGLAS MI**

AGENDA

View remotely, online or by phone -

Join online by visiting: <https://us02web.zoom.us/j/83274524039>

Join by phone by dialing: +1 (312) 626-6799 | **Then enter "Meeting ID":** 832 7452 4039

- 1. CALL TO ORDER:** By Mayor
- 2. ROLL CALL:** By Clerk
- 3. PLEDGE OF ALLEGIANCE:** Led by Mayor
- 4. CONSENT CALENDAR**
 - A.** Approve the Council Meeting Agenda for June 3, 2024
 - B.** Approve the Council Workshop Meeting Minutes for May 20, 2024
 - C.** Approve the Council Regular Meeting Minutes for May 20, 2024
 - D.** Approve Invoices in the amount of \$89,085.10
- 5. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES, AGENDA ITEMS ONLY)**
- 6. PUBLIC COMMUNICATION - WRITTEN**
- 7. UNFINISHED BUSINESS**
- 8. NEW BUSINESS**
 - A.** John A. Meyer Appraisal Co. (L. Nocerini)

Motion to approve the hiring of John A. Meyer Appraisal Co. to perform appraisal work on 441 Wiley Road, 6825 Wiley Road, and the Union Street Boat Launch to include Union Street and Lake Street, in the amount of \$7,500.00 with funds from Buildings and Grounds account (101-265.000-802.000). - roll call vote

B. Douglas Marina Demolition Proposal Award (L. Nocerini / J. Pearson)

Motion to award Unema Plumbing and Excavating Inc. the Douglas Marina Demolition contract for a total amount of \$31,500. - roll call vote

C. Lead Service Verification (Potholing) Change Order (L. Nocerini / J. Pearson)

Motion to approve the change order for up to \$87,187.00 of additional potholing from Plummers Environmental Services. - roll call vote

D. Ordinance 03-2024 - Amending Procedures for Transfer of Surplus Real Property - First Reading (No Council Action Required) (L. Nocerini)

E. Ordinance No. 04-2024 - Zoning of Annexed Parcel - 6825 Wiley Road - First Reading (No Council Action Required) (S. Homyen)

F. Ordinance No. 05-2024 - Zoning Text Amendment - Swimming Pools - First Reading (No Council Action Required) (S. Homyen)

G. Resolution 12-2024 - Public Hearing for FY2024-2025 Budget Adoption

Motion to open the Public Hearing for Resolution 12-2024. - roll call vote

1. Treasurer/Administration Report
2. Public Comments
3. Council Comments

Motion to close the Public Hearing for Resolution 12-2024. - roll call vote

Motion to adopt Resolution 12-2024, approving the Fiscal Year 2024-2025 annual budget for the City of the Village of Douglas. - roll call vote

9. REPORTS

A. Commission/Committee/Boards

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

B. Administration Report

10. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES, ITEMS NOT ON AGENDA)

11. COUNCIL COMMENTS

12. MAYOR’S REPORT/COMMENTS

13. ADJOURNMENT

Motion to adjourn the meeting.

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



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

**MONDAY, MAY 20, 2024 AT 5:30 PM
86 W CENTER ST., DOUGLAS MI**

MINUTES

1. CALL TO ORDER: By Mayor North

2. ROLL CALL: By Clerk Kasper

PRESENT

Mayor Cathy North

Councilmember Jerome Donovan

Councilmember Neal Seabert

Councilmember John O'Malley

Mayor Pro-Tem Randy Walker

Councilmember Gregory Freeman

Councilmember Matt Balmer

Also Present City Manager Lisa Nocerini

City Clerk Laura Kasper

3. BUDGET WORKSHOP: Plante Moran Presentation – Brian Camiller and Monika Fontaine with Plante Moran presented the full budget review to the City Council for fiscal year 2024-2025 and addressed questions from Councilmembers.

4. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES): No communications received

5. COUNCIL COMMENTS: Regarding a possible milage, Balmer mentioned the importance of properly communicating with and informing the public.

6. MAYOR COMMENTS: No comments

7. ADJOURNMENT

Motion by Walker, second by Balmer, to adjourn the meeting.

Approved on this 3rd day of June 2024

Signed: _____ Date: _____

Cathy North, Mayor

Signed: _____ Date: _____

Laura Kasper, City Clerk

Certification of Minutes

I hereby certify that the attached is a true and correct copy of the minutes of a workshop meeting of the City Council of the City of the Village of Douglas held on May 20, 2024, I further certify that the meeting was duly called and that a quorum was present.

Signed: _____ Date: _____

Laura Kasper, City Clerk



**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, MAY 20, 2024 AT 7:00 PM
86 W CENTER ST., DOUGLAS MI**

MINUTES

1. CALL TO ORDER: By Mayor North

2. ROLL CALL: By Clerk Kasper

PRESENT

Mayor Cathy North

Councilmember Jerome Donovan

Councilmember Neal Seabert

Councilmember John O'Malley

Mayor Pro-Tem Randy Walker

Councilmember Gregory Freeman

Councilmember Matt Balmer

Also Present City Manager Lisa Nocerini

City Clerk Laura Kasper

Planning and Zoning Administrator Sean Homyen

3. PLEDGE OF ALLEGIANCE: Led by Mayor North

4. CONSENT CALENDAR

A. Approve the Council Meeting Agenda for May 20, 2024

B. Approve the Council Workshop Meeting Minutes for May 6, 2024

C. Approve the Council Regular Meeting Minutes for May 6, 2024

D. Approve invoices in the amount of \$91,573.32

E. Proclamation - Pride Month

Motion by Seabert, second by Balmer, to approve the Consent Calendar of May 20, 2024 – Motion carried by unanimous roll call vote.

5. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES, AGENDA ITEMS ONLY): No communication

6. PUBLIC COMMUNICATION – WRITTEN: Letters received by Council and recorded in the agenda packet.

A. Frederick Royce Communication

B. Jeff Scott Communication

C. Marchiene Rienstra Communication

7. UNFINISHED BUSINESS

- A. 415 Wiley Next Steps - Providing Direction to the City Administration (L. Nocerini) - Councilmembers discussed the need to gather more detailed financial information regarding values of City owned properties along with looking at the condition of the recently vacated hospital side of the building, was needed before deciding the direction. The City Administration will provide Councilmembers with the financial numbers requested and set up walkthroughs of the hospital side of the building. A Council workshop meeting will be held in June for further discussion and narrowing down contractors for the project.

8. NEW BUSINESS

- A. Resolution 09-2024 - PA 152 Health Insurance Contribution (L. Nocerini) – Annual selection to exempt.

Motion by Seabert, second by Balmer, to adopt resolution 09-2024, and exempt the City from the requirements of PA 152. – Motion carried by unanimous roll call vote.

- B. Resolution 10-2024 - Employee Insurance Plan for Fiscal Year 2024-2025 (L. Nocerini) – Approval of employee insurance plans.

Motion by Seabert, second by O'Malley, to adopt resolution 10-2024, approving Fiscal Year 2024-2025 insurance plans, HSA contribution rates, and employee contribution rates. – Motion carried by unanimous roll call vote.

- C. Resolution 11-2024 Westshore Deadline Extension (S. Homyen) – Advisement of the City Attorney for Council to extend the deadline by which the developer of the Westshore PUD (Ric Dyk/Kevin Einfeld, BDR) must record the permanent easement agreements for the internal trailways to July 31, 2024, allowing the Planning Commission's review and recommendation on the proposed modifications to the internal trailways at the June 13, 2024 meeting, and Council consideration of the final approval on July 1, 2024.

Motion by Seabert, second by O'Malley, to adopt resolution 11-2024, approving the extension of the deadline to record easement agreements for Westshore PUD internal Trailways to July 31, 2024. – Motion carried by unanimous roll call vote.

- D. Special Event - SDACVB Independence Day Fireworks - (L. Nocerini) - The Saugatuck Douglas Area Convention and Visitors Bureau (SDACVB) is taking the lead with having fireworks on July 5th and is seeking the council's approval for the event.

Motion by Seabert, second by Balmer, to approve the special event permit application from the Saugatuck Douglas Area Convention Visitors Bureau for the Independence Day fireworks event on July 5, 2024. – Motion carried by unanimous roll call vote.

- E. Fireworks Indemnification Agreement - (L. Nocerini) – An agreement to indemnify the City of Douglas from liability, listing the City only as additional insured with Small Town Saturday Night and the SDACVB named as the primary insured for the July 5, 2024 fireworks event.

Motion by Seabert, second by O'Malley, to approve the Fireworks Indemnification Agreement for the July 5, 2024 fireworks event. – Motion carried by unanimous roll call vote.

- F. Donation Request - SDACVB - (L. Nocerini) – Approving the SDACVB request of a \$2,000.00 donation for the fireworks display for the July 5, 2024 event.

Motion by Walker, second by Freeman, to approve the donation request from the Saugatuck Douglas Area Convention and Visitors Bureau for the July 5, 2024 fireworks in the amount of \$2,000.00. – Motion carried by unanimous roll call vote.

9. REPORTS

- A. Commission/Committee/Boards
1. Planning Commission – Council will decide zoning of the city owned 17-acre parcel
 2. Kalamazoo Lake Sewer Water – draft agreement workshop held, more information at next meeting
 3. Downtown Development Authority – upcoming gateway ribbon cutting and Pride event
 4. Kalamazoo Lake Harbor Authority – no meeting
 5. Douglas Harbor Authority – no meeting
 6. Douglas Brownfield Authority – no meeting
 7. Fire Board – June 17 budget
 8. Community Recreation – no meeting
 9. Playground Committee – no meeting
- B. Administration Report – City Manager Nocerini thanked DPW and Planning and Zoning Administrator Homyen for doing a great job, acknowledged Deputy Clerk Raza’s hard work and efforts on the Treasurer items she has been tasked with, the open Treasurer position continues to be posted on various platforms, tours of the 415 Wiley hospital section this week, and she gave thanks to Veterans and their families.

10. **PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES, ITEMS NOT ON AGENDA):** Mike Villar discussed that he is running for Allegan County Prosecutor. Frederick Royce talked about his letter in the packet which discussed deer fencing issue. Laura Peterson stated financial concerns with City employee health insurance. Lisa Mize thanked the Council for approving the fireworks event and donation.
11. **COUNCIL COMMENTS:** Balmer mentioned the need for amendments to the short-term rental policy. Walker had budget questions and will meet with City Manager Nocerini to address. Freeman thought this budget process has been much better than the prior. Seabert thanked everyone for their support.
12. **MAYOR’S REPORT/COMMENTS:** Mayor North reminded everyone of the upcoming Memorial Day events.
13. **ADJOURNMENT**

Motion by Seabert, second by Balmer, to adjourn the meeting.

Approved on this 3rd day of June 2024

Signed: _____ Date: _____
Cathy North, Mayor

Signed: _____ Date: _____
Laura Kasper, City Clerk

Certification of Minutes

I hereby certify that the attached is a true and correct copy of the minutes of a regular meeting of the City Council of the City of the Village of Douglas held on May 20, 2024, I further certify that the meeting was duly called and that a quorum was present.

Signed: _____ Date: _____
Laura Kasper, City Clerk

05/30/2024

INVOICE REGISTER REPORT FOR CITY OF THE VILLAGE OF DOUGLAS
EXP CHECK RUN DATES 06/03/2024 - 06/03/2024
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt
Inv Ref#	Description	Entered By		
	GL Distribution			
89288771				
48447	ABSOPURE WATER COMPANY	05/10/2024	06/03/2024	50.50
101-463.000-740.000	SUPPLIES			50.50
2421				
48444	BILLS TREE SERVICE	05/21/2024	06/03/2024	1,800.00
101-463.000-802.010	CONTRACTUAL FORESTRY			1,800.00
MAY24				
48396	COMCAST	05/13/2024	06/03/2024	409.97
101-265.000-851.000	TELEPHONE			409.97
12242				
48471	COMMERCIAL RECORD	05/23/2024	06/03/2024	90.00
101-463.000-802.000	CONTRACTUAL			90.00
205191038113				
48399	CONSUMERS ENERGY	05/22/2024	06/03/2024	56.03
213-753.000-922.000	UTILITIES			56.03
202165370969				
48400	CONSUMERS ENERGY	05/22/2024	06/03/2024	37.25
101-751.000-922.000	UTILITIES			37.25
205546965579				
48410	CONSUMERS ENERGY	05/19/2024	06/03/2024	107.84
101-265.000-922.000	UTILITIES			107.84
203144278135				
48411	CONSUMERS ENERGY	05/20/2024	06/03/2024	36.47
594-597.000-922.000	UTILITIES			36.47
103048525903				
48412	CONSUMERS ENERGY	05/19/2024	06/03/2024	37.12
101-265.000-922.000	UTILITIES			37.12
203144278136				
48413	CONSUMERS ENERGY	05/20/2024	06/03/2024	44.33
594-597.000-922.000	UTILITIES			44.33
9061				
48452	DOUGLAS SHELL	05/22/2024	06/03/2024	72.95
101-301.000-930.004	VEHICLE MAINTENANCE & REPAIRS			72.95
9068				
48475	DOUGLAS SHELL	05/30/2024	06/03/2024	117.65
101-301.000-930.004	VEHICLE MAINTENANCE & REPAIRS			117.65
101/102				
48472	HOLLAND HOSPITAL	05/20/2024	06/03/2024	4,600.33
101-000.000-255.000	CUSTOMER DEPOSITS AND INTEREST PAYABLE			4,600.33
5-16-24				
48448	JACK'S GREENHOUSE	05/16/2024	06/03/2024	665.00
101-802.000-958.000	MISCELLANEOUS			665.00

26BAYOU-APR24					
48379	KALAMAZOO LAKE SEWER & WATER	05/15/2024	06/03/2024		217.17
101-751.000-922.000	UTILITIES				217.17
86CENTER-APR24					
48380	KALAMAZOO LAKE SEWER & WATER	05/15/2024	06/03/2024		76.61
101-265.000-922.000	UTILITIES				76.61
TERPOLICE-APR24					
48381	KALAMAZOO LAKE SEWER & WATER	05/15/2024	06/03/2024		168.49
101-301.000-922.000	UTILITIES				168.49
ESHOREBR-APR24					
48382	KALAMAZOO LAKE SEWER & WATER	05/15/2024	06/03/2024		73.49
101-751.000-922.000	UTILITIES				73.49
IDRKFOUN-APR24					
48383	KALAMAZOO LAKE SEWER & WATER	05/15/2024	06/03/2024		22.81
101-751.000-922.000	UTILITIES				22.81
5MAINIRRI-APR24					
48384	KALAMAZOO LAKE SEWER & WATER	05/15/2024	06/03/2024		327.42
101-751.000-922.000	UTILITIES				327.42
CHULTZPK-APR24					
48385	KALAMAZOO LAKE SEWER & WATER	05/15/2024	06/03/2024		186.55
101-751.000-922.000	UTILITIES				186.55
SHNGTNBR-APR24					
48386	KALAMAZOO LAKE SEWER & WATER	05/15/2024	06/03/2024		189.14
101-751.000-922.000	UTILITIES				189.14
ERSTBARN-APR24					
48387	KALAMAZOO LAKE SEWER & WATER	05/15/2024	06/03/2024		70.41
101-265.000-922.000	UTILITIES				70.41
SHINGTON-APR24					
48388	KALAMAZOO LAKE SEWER & WATER	05/15/2024	06/03/2024		66.72
594-597.000-922.000	UTILITIES				66.72
7CNTRIRRI-APR24					
48389	KALAMAZOO LAKE SEWER & WATER	05/15/2024	06/03/2024		22.30
101-751.000-922.000	UTILITIES				22.30
55CENTER-APR24					
48390	KALAMAZOO LAKE SEWER & WATER	05/15/2024	06/03/2024		77.98
101-751.000-922.000	UTILITIES				77.98
iBLUESTAR-APR24					
48391	KALAMAZOO LAKE SEWER & WATER	05/15/2024	06/03/2024		66.11
101-265.000-922.000	UTILITIES				66.11
5-21-24					
48474	KATHLEEN JOHNSON	05/21/2024	06/03/2024		1,000.00
101-000.000-283.000	ESCROW				1,000.00
246709					
48458	KERKSTRA RESTROOM SERVICE	05/24/2024	06/03/2024		115.00
101-751.000-802.000	CONTRACTUAL				115.00
246710					
48459	KERKSTRA RESTROOM SERVICE	05/24/2024	06/03/2024		305.00
101-751.000-802.000	CONTRACTUAL				305.00
246713					
48460	KERKSTRA RESTROOM SERVICE	05/24/2024	06/03/2024		190.00

101-751.000-802.000	CONTRACTUAL			190.00
246712				
48461	KERKSTRA RESTROOM SERVICE	05/24/2024	06/03/2024	115.00
101-751.000-802.000	CONTRACTUAL			115.00
246711				
48462	KERKSTRA RESTROOM SERVICE	05/24/2024	06/03/2024	115.00
101-751.000-802.000	CONTRACTUAL			115.00
246708				
48463	KERKSTRA RESTROOM SERVICE	05/24/2024	06/03/2024	190.00
101-751.000-802.000	CONTRACTUAL			190.00
246707				
48464	KERKSTRA RESTROOM SERVICE	05/24/2024	06/03/2024	115.00
101-751.000-802.000	CONTRACTUAL			115.00
43044143				
48443	LINDE GAS & EQUIPMENT	05/22/2024	06/03/2024	41.40
660-903.000-860.000	GAS & OIL			41.40
69249				
48440	MENARDS - SOUTH HAVEN	05/16/2024	06/03/2024	322.92
101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL			322.92
32408				
48439	MENARDS-HOLLAND	05/18/2024	06/03/2024	13.98
101-265.000-740.000	SUPPLIES			13.98
31942				
48441	MENARDS-HOLLAND	05/12/2024	06/03/2024	46.98
101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL			46.98
5035735002				
48405	MICHIGAN GAS UTILITIES	05/21/2024	06/03/2024	19.96
594-597.000-922.000	UTILITIES			19.96
5034025359				
48406	MICHIGAN GAS UTILITIES	05/20/2024	06/03/2024	43.92
101-265.000-922.000	UTILITIES			43.92
5035578108				
48407	MICHIGAN GAS UTILITIES	05/21/2024	06/03/2024	61.54
101-265.000-922.000	UTILITIES			61.54
5036962469				
48408	MICHIGAN GAS UTILITIES	05/21/2024	06/03/2024	59.73
101-301.000-922.000	UTILITIES			59.73
5037852600				
48409	MICHIGAN GAS UTILITIES	05/22/2024	06/03/2024	74.22
101-265.000-922.000	UTILITIES			74.22
4066				
48449	MICHIGAN TWP. SERVICES ALLEGAN	05/10/2024	06/03/2024	4,409.70
101-701.000-804.000	CONTRACTUAL BUILDING INSPECTIO			4,409.70
2865207				
48465	MML WORKERS' COMP FUND	05/26/2024	06/03/2024	4,022.00
101-101.000-722.000	WORKERS COMPENSATION			8.23
101-172.000-722.000	WORKERS COMPENSATION			45.71
101-215.000-722.000	WORKERS COMPENSATION			76.57
101-257.000-722.000	WORKERS COMPENSATION			38.86
101-265.000-722.000	WORKERS COMPENSATION			112.00

101-301.000-722.000	WORKERS COMPENSATION			1,371.45
101-463.000-722.000	WORKERS COMPENSATION			660.58
101-701.000-722.000	WORKERS COMPENSATION			54.86
101-751.000-722.000	WORKERS COMPENSATION			145.14
202-463.000-722.000	WORKERS COMPENSATION			576.01
202-464.000-722.000	WORKERS COMPENSATION			221.72
203-463.000-722.000	WORKERS COMPENSATION			552.01
203-464.000-722.000	WORKERS COMPENSATION			158.86

W06034186-2				
48445 MORRISON INDUSTRIAL EQUIPMENT CO		05/15/2024	06/03/2024	208.75
660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS			208.75

39865				
48403 NEW DAWN LINEN SERVICE		05/27/2024	06/03/2024	42.78
101-265.000-802.000	COMMERCIAL CLEANING			15.01
101-301.000-802.000	COMMERCIAL CLEANING			27.77

886266				
48393 NYE UNIFORM COMPANY		05/16/2024	06/03/2024	134.50
101-301.000-750.000	UNIFORMS			134.50

886269				
48451 NYE UNIFORM COMPANY		05/23/2024	06/03/2024	77.02
101-301.000-750.000	UNIFORMS			77.02

365090460001				
48398 ODP BUSINESS SOLUTIONS		05/22/2024	06/03/2024	64.98
101-301.000-740.000	SUPPLIES			64.98

2405-760960				
48378 OVERISEL LUMBER CO.		05/17/2024	06/03/2024	33.98
101-265.000-740.000	SUPPLIES			33.98

2405-761532				
48392 OVERISEL LUMBER CO.		05/20/2024	06/03/2024	25.99
101-701.000-740.000	SUPPLIES			25.99

2405-761526				
48453 OVERISEL LUMBER CO.		05/20/2024	06/03/2024	39.90
202-463.000-806.000	CONTRACTUAL ENGINEERING			39.90

2405-761967				
48454 OVERISEL LUMBER CO.		05/21/2024	06/03/2024	49.98
101-751.000-977.000	EQUIPMENT			49.98

2405-762191				
48455 OVERISEL LUMBER CO.		05/22/2024	06/03/2024	45.96
101-751.000-930.000	REPAIRS & MAINTENANCE: GENERAL			45.96

2405-762409				
48456 OVERISEL LUMBER CO.		05/22/2024	06/03/2024	10.50
202-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL			10.50

2405-762277				
48457 OVERISEL LUMBER CO.		05/22/2024	06/03/2024	46.35
202-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL			21.36
101-751.000-977.000	EQUIPMENT			24.99

2405-762675				
48466 OVERISEL LUMBER CO.		05/23/2024	06/03/2024	10.67
101-751.000-930.000	REPAIRS & MAINTENANCE: GENERAL			10.67

2405-762968				

48467	OVERISEL LUMBER CO.	05/23/2024	06/03/2024	19.99
101-751.000-930.000	REPAIRS & MAINTENANCE: GENERAL			19.99
2405-762744				
48468	OVERISEL LUMBER CO.	05/23/2024	06/03/2024	2.98
101-751.000-930.000	REPAIRS & MAINTENANCE: GENERAL			2.98
2405-763190				
48469	OVERISEL LUMBER CO.	05/24/2024	06/03/2024	2.04
101-751.000-930.000	REPAIRS & MAINTENANCE: GENERAL			2.04
10250696				
48401	PLANTE MORAN	05/17/2024	06/03/2024	6,341.25
101-215.000-802.009	CONTRACTUAL FINANCIAL CONSULT			6,341.25
PA#1				
48473	PLUMMER'S ENVIRONMENTAL SERVICES	05/28/2024	06/03/2024	47,196.35
450-536.000-974.000	CONSTRUCTION			47,196.35
52329827				
48470	QUALITY DOOR CO., INC.	05/23/2024	06/03/2024	103.00
101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL			103.00
24-0000668				
48402	SAUGATUCK TWP FIRE DISTRICT	05/22/2024	06/03/2024	575.00
101-701.000-802.000	CONTRACTUAL			575.00
5-28-24				
48404	NEAL SEABERT	05/28/2024	06/03/2024	24.00
101-802.000-958.000	MISCELLANEOUS			24.00
5-16-24				
48450	NEAL SEABERT	05/16/2024	06/03/2024	105.00
101-802.000-958.000	MISCELLANEOUS			105.00
021816				
48446	TOP GRADE AGGREGATES-2013	05/04/2024	06/03/2024	128.32
101-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL			128.32
178558029				
48442	ULINE	05/23/2024	06/03/2024	4,671.08
101-751.000-930.000	REPAIRS & MAINTENANCE: GENERAL			4,671.08
98376				
48394	WILLIAMS AND WORKS	04/27/2024	06/03/2024	2,550.73
101-701.000-803.000	CONTRACTUAL CONSULTANT			2,550.73
98379				
48395	WILLIAMS AND WORKS	04/27/2024	06/03/2024	1,935.00
101-701.000-803.000	CONTRACTUAL CONSULTANT			1,935.00
MEMBER SERVICE				
02005100032CUS				
48348	ADOBE ACROBAT PRO	05/13/2024	06/03/2024	299.93
101-172.000-740.000	SUPPLIES			46.49
101-215.000-740.000	SUPPLIES			137.97
101-701.000-740.000	SUPPLIES			68.99
101-463.000-740.000	SUPPLIES			46.48
3209587-1431438				
48326	AMAZON MARKETPLACE	05/10/2024	06/03/2024	86.88
101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL			86.88
7679718-0648228				
48327	AMAZON MARKETPLACE	04/23/2024	06/03/2024	79.30

101-215.000-740.000	SUPPLIES			79.30
5373299-0133814				
48328	AMAZON MARKETPLACE	04/19/2024	06/03/2024	44.48
101-215.000-740.000	SUPPLIES			44.48
3674708-9022645				
48329	AMAZON MARKETPLACE	04/26/2024	06/03/2024	180.00
101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL			180.00
5637419-3558625				
48330	AMAZON MARKETPLACE	05/07/2024	06/03/2024	36.98
101-215.000-740.000	SUPPLIES			36.98
3662340-2329017				
48331	AMAZON MARKETPLACE	05/07/2024	06/03/2024	28.59
101-215.000-740.000	SUPPLIES			28.59
0245162-1334671				
48332	AMAZON MARKETPLACE	05/07/2024	06/03/2024	14.90
101-802.000-958.000	MISCELLANEOUS			14.90
4527492-5823446				
48333	AMAZON MARKETPLACE	05/01/2024	06/03/2024	103.68
101-301.000-740.000	SUPPLIES			7.75
101-265.000-740.000	SUPPLIES			95.93
5673891-0341833				
48334	AMAZON MARKETPLACE	05/08/2024	06/03/2024	246.77
101-215.000-740.000	SUPPLIES			246.77
5835223-9177034				
48335	AMAZON MARKETPLACE	04/16/2024	06/03/2024	55.05
101-265.000-740.000	SUPPLIES			55.05
165013-1456230*				
48336	AMAZON MARKETPLACE	03/26/2024	06/03/2024	33.99
101-802.000-958.000	MISCELLANEOUS			33.99
5-2-24				
48431	AMAZON MARKETPLACE	05/02/2024	06/03/2024	180.00
101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL			180.00
5-14-24				
48433	AMAZON MARKETPLACE	05/14/2024	06/03/2024	66.64
101-215.000-740.000	SUPPLIES			66.64
5-16-24				
48435	AMAZON MARKETPLACE	05/16/2024	06/03/2024	88.47
101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL			88.47
5-14-24B				
48436	AMAZON MARKETPLACE	05/14/2024	06/03/2024	54.75
101-257.000-740.000	SUPPLIES			54.75
5-16-24B				
48437	AMAZON MARKETPLACE	05/16/2024	06/03/2024	35.97
101-215.000-740.000	SUPPLIES			35.97
5-2-24				
48424	AT&T	05/02/2024	06/03/2024	50.00
101-265.000-851.000	TELEPHONE			50.00
5-6-24				
48421	BACK ALLEY PIZZA	05/06/2024	06/03/2024	69.41
101-101.000-958.000	MISCELLANEOUS			69.41

5-9-24				
48432	BACK ALLEY PIZZA	05/09/2024	06/03/2024	86.62
101-172.000-813.000	MEETINGS			86.62
4-29-24				
48415	ELLIS PARKING COMPANY	04/29/2024	06/03/2024	27.00
101-301.000-718.002	MISC TRAVEL EXPENSES-TRAINING			27.00
5-8-24				
48422	ETSY.COM	05/08/2024	06/03/2024	183.89
101-101.000-958.000	MISCELLANEOUS			183.89
4-29-24				
48416	EXPRESS CAFE	04/29/2024	06/03/2024	33.49
101-301.000-718.002	MISC TRAVEL EXPENSES-TRAINING			33.49
4-24-24C				
48430	GRAND TRAVERSE RESORT AND SPA	04/24/2024	06/03/2024	195.00
101-215.000-718.002	MISC TRAVEL EXPENSES-TRAINING			195.00
5-11-24				
48425	HOME DEPOT	05/11/2024	06/03/2024	9.12
101-751.000-930.000	REPAIRS & MAINTENANCE: GENERAL			9.12
5-11-24B				
48426	HOME DEPOT	05/11/2024	06/03/2024	70.85
101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL			70.85
LPET0090473				
48438	I-PUBLISH	04/18/2024	06/03/2024	132.59
101-701.000-900.000	PRINTING & PUBLISHING			132.59
5-13-24				
48419	LAKE VISTA SUPER VALU	05/13/2024	06/03/2024	38.43
101-301.000-718.000	TRAINING FUNDS			38.43
4-24-24				
48428	MICHIGAN ASSOC OF MUNICIPAL CLERKS	04/24/2024	06/03/2024	300.00
101-215.000-718.000	TRAINING FUNDS			300.00
4-24-24B				
48429	MICHIGAN ASSOC OF MUNICIPAL CLERKS	04/24/2024	06/03/2024	75.00
101-215.000-908.000	DUES/FEES/PUBLICATIONS			75.00
109274				
48420	ROBERT BROWN'S FLOWER SHOPPE	04/30/2024	06/03/2024	74.80
101-101.000-958.000	MISCELLANEOUS			74.80
1C284202				
48427	SCHUPAN ALUMINUM AND PLASTIC SALES	05/15/2024	06/03/2024	362.88
202-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL			362.88
5-1-24				
48417	US POSTAL SERVICE	05/01/2024	06/03/2024	5.80
101-301.000-740.000	SUPPLIES			5.80
5-6-24				
48418	US POSTAL SERVICE	05/06/2024	06/03/2024	16.49
101-301.000-740.000	SUPPLIES			16.49
5-16-24				
48434	VISTAPRINT	05/16/2024	06/03/2024	78.10
101-101.000-740.000	SUPPLIES			78.10
8026760				
48423	WYRICK CO	05/09/2024	06/03/2024	61.18

101-463.000-740.000	SUPPLIES	61.18

R67304219		
48298	YOURMEMBERSHIP.COM INC	150.00
05/06/2024	06/03/2024	
101-215.000-900.000	PRINTING & PUBLISHING	150.00

253943509		
48414	ZOOM VIDEO COMMUNICATIONS, INC	29.98
04/24/2024	06/03/2024	
101-101.000-958.000	MISCELLANEOUS	29.98

MEMBER SERVICE		3,687.01

# of Invoices: 110	# Due: 110	Totals: 89,085.10
# of Credit Memos: 0	# Due: 0	Totals: 0.00

Net of Invoices and Credit Memos:		89,085.10

--- TOTALS BY FUND ---

101 - GENERAL FUND	39,471.85
202 - MAJOR STREET FUND	1,232.37
203 - LOCAL STREETS FUND	710.87
213 - SCHULTZ PARK LAUNCH RAMP	56.03
450 - WATER SEWER FUND	47,196.35
594 - DOUGLAS MARINA	167.48
660 - EQUIPMENT RENTAL FUND	250.15

--- TOTALS BY DEPT/ACTIVITY ---

000.000 -	5,600.33
101.000 - LEGISLATIVE	444.41
172.000 - MANAGER	178.82
215.000 - CLERK/TREASURER	7,814.52
257.000 - ASSESSING	93.61
265.000 - BUILDING & GROUNDS	2,402.79
301.000 - POLICE	2,223.50
463.000 - GENERAL STREETS & ROW	4,399.72
464.000 - GENERAL STREETS WINTER & ROW	380.58
536.000 - WATER SYSTEM	47,196.35
597.000 - DOUGLAS MARINA	167.48
701.000 - PLANNING & ZONING	9,752.86
751.000 - PARKS & RECREATION	7,281.06
753.000 - LAUNCH RAMPS	56.03
802.000 - COMMUNITY PROMOTIONS	842.89
903.000 - EQUIP. REPAIRS & MAINTENANCE	250.15



The Village of Friendliness – Since 1870

To: The City of the Village of Douglas City Council

From: Lisa Nocerini, City Manager

RE: Hiring of John A. Meyer Appraisal Co.

Date: June 3, 2024

Council, as you will recall, I was directed to identify a firm to provide appraisal services for the following properties:

1. 441 Wiley Road (the front portion of the 415 Wiley Property) 2 acres.
2. 6825 W. Wiley Road (17 acres), which was not appraised previously, only assessed; and
3. The Union Street Boat Launch including Union Street (.6 acres) and Lake Street (.8 acres)

I received a quote from John A. Meyer Appraisal Co, who has previously provided appraisals on other city properties, and who specializes in real estate appraisals, in the amount of \$7500.00. It will take approximately 30-45 days from time the engagement letter is signed to complete the reports on each of the properties.

Motion: Approve the hiring of John A. Meyer Appraisal Co. to perform appraisal work on 441 Wiley Road, 6825 Wiley Road, and the Union Street Boat Launch to include Union Street and Lake Street, in the amount of \$7,500.00, with funds from Buildings and Grounds account (101-265.000-802.000).

JOHN A. MEYER APPRAISAL
REAL ESTATE APPRAISERS & CONSULTANTS
5211 Cascade Rd., SE
Grand Rapids, Michigan 49546
Ph. (616) 957-2022 Fax (616) 957-2044
www.meyerapp.com

May 24, 2024

Ms. Lisa Nocerini
City Manager
The City of the Village of Douglas
86 W Center St. - P.O. Box 757
Douglas, MI 49406

Re: Real Estate Appraisals of
441 Wiley Rd.
6825 Wiley Rd.
Union St. Boat Launch
Douglas, MI 49406

Dear Ms. Nocerini,

Thank you for the opportunity to provide you with Appraisal Reports on the above referenced properties to be used for internal decision-making and potential sale purposes. The effective date of the appraisals will be the date of inspection of the properties. I plan to furnish you with completed reports on the properties, and it will be delivered to you within 30-45 days from the time we receive this letter of engagement back.

The Appraisal Reports will be done on the real estate in a narrative report format. An Appraisal Report is one consistent with the requirements set forth in Standards Rule 2-2(a) of the Uniform Standards of Professional Appraisal Practice. The reports will present a description and discussion of the data, reasoning, and analysis used in the appraisal process to develop the market value estimate of the properties.

The depth of discussion will be specific to your needs and the intended use of the reports. I will not be responsible for its unauthorized use. The reports will be completed in accordance with the Uniform Standards of Professional Appraisal Practice and Supplemental Standards of Professional Appraisal Practice and the Code of Professional Ethics of the Appraisal Institute.

The Scope of Work for this analysis will require that I, or someone in the office, make a complete inspection of the properties on at least one occasion and perhaps more. After all the research is completed on the subject properties and the surrounding areas, we will need to search for the best comparable information available in the general area. This search and analysis will assist in estimating the highest and best use and market value of the properties.

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MEMORANDUM

REGULAR CITY COUNCIL MEETING

June 3, 2024 at 7:00 PM

TO: City Council

FROM: Lisa Nocerini, City Manager

SUBJECT: Douglas Marina Demolition Proposal Award

The City of Douglas solicited a Request for Proposal (RFP) for a demolition contractor to demolish the buildings at the Douglas Marina located at 201 N Washington Street. The scope of work included ensuring all safety measures, disconnection of all utilities, permitting, demolition, removal, clean up, and site restoration.

In late spring the RFP was advertised and opened publicly here at City Hall. The following bids were received:

- | | |
|--------------------------------------|----------|
| • Midwest Construction Group, Inc. | \$44,600 |
| • Melching Inc. | \$31,700 |
| • Unema Plumbing and Excavating Inc. | \$31,500 |

Funds for this project were originally budgeted in FY 23-24 and have been rolled over for approval in the FY 24-25 budget under: Douglas Marina – Capital Outlay 594-597-979.

Sample Motion: I recommend City Council award Unema Plumbing and Excavating Inc. the Douglas Marina Demolition contract for a total amount of \$31,500.



MEMORANDUM

REGULAR CITY COUNCIL MEETING

June 3, 2024 at 7:00 PM

TO: City Council

FROM: Lisa Nocerini, City Manager

SUBJECT: Lead Service Verification (Potholing) Change Order

On December 18, 2023, a Request for Proposal (RFP) was advertised for lead service material verification on each side of the curb box, which is the shut off value for the water service. The scope of work includes potholing which is an excavation process that uses vacuum suction and water jets to dig precision holes around a buried service line. This is being done to verify the water service line material underground. On February 5, 2024, City Council awarded the contract to Plummers Environmental Services for a total of \$84,713.

The contract was funded by the Drinking Water Asset Management (DWAM) grant. The City estimated the contracted work to cost \$171,900. Due to being \$87,187 under budget with the grant funding we would like to get approval for a change order to add up to 150 additional potholes in accordance with Plummers unit pricing.

Sample Motion: I recommend City Council approve the change order for up \$87,187 of additional potholing from Plummers Environmental Services.



The Village of Friendliness – Since 1870

To: The City of the Village of Douglas City Council

From: Lisa Nocerini, City Manager

RE: Surplus Property Ordinance Amendments: First Reading

Date: June 3rd, 2024

As you will recall, the City Council directed the City Administration to work with the city attorney and suggest amendments to the existing Surplus Property Ordinance.

The current surplus property ordinance, while well-intentioned, has proven to be overly cumbersome and restrictive. The process is laden with red tape that hinders the efficient and effective management of city-owned surplus properties.

Amending the surplus property ordinance is essential to cut unnecessary red tape, broaden the scope of property utilization, and safeguard the integrity of the city's assets. These changes will enable more efficient management, enhance more potential for community development, and uphold public trust. Your support in advancing these amendments will be instrumental in achieving these objectives.

CITY OF THE VILLAGE OF
DOUGLAS ALLEGAN COUNTY,
MICHIGAN ORDINANCE NO. 03-
2024

**AMENDMENT TO AN ORDINANCE TO ESTABLISH
PROCEDURES FOR TRANSFER OF SURPLUS
REAL PROPERTY FOR THE CITY OF THE
VILLAGE OF DOUGLAS**

**THE CITY OF THE VILLAGE OF DOUGLAS DOES HEREBY ORDAIN AS
FOLLOWS:**

Section 1: PURPOSE AND SCOPE

The purpose of the Surplus Real Property Transfer Ordinance is to provide a framework for the transfer of City real property deemed to be surplus. This Ordinance is intended to create a process to transfer Real Property that is transparent to the community, fair, equitable, and consistent with the best interests of the City.

Section 2: DEFINITIONS Transfer:

Disposal shall mean the transfer of control or ownership of real property considered by the City to be surplus, by means of a sale or lease, to include preparing, negotiating, and executing a written contract, where necessary. This ordinance shall not apply to intragovernmental property transfers pursuant to Act 425 of 1984, as amended.

Notice of Intent– Request for Bid: The notice prepared by the City announcing that the City will receive bids for the sale or lease of Surplus Real Property. The notice shall also provide prospective purchasers with direction on where or how they may obtain specific information concerning the Surplus Real Property and the sealed bid process.

Practical Use: The use of something for a reasonable purpose.

Proprietary Fund: Fund that charges a fee to cover the cost of operations.

Real Property: Any fixed property (i.e., buildings, land, etc.) controlled or owned by the City, from which the City expects to derive economic benefit for service delivery to the general public.

This Ordinance is not intended to apply to Personal Property (i.e., Automobiles/vehicles, electronics, furniture, machinery and tools, miscellaneous equipment, or office machines.) except as incidental to the sale of Real Property [RRS1] pursuant to a purchase agreement.

Surplus Real Property: Real property that is no longer needed in the foreseeable future or has no practical benefit to the City.

Section 3: APPLICABILITY

This Ordinance applies to all City owned real property except: - Real property purchased with grant funds which shall be disposed of in accordance with applicable grant requirements, if any. - Seized or unclaimed property within the Police Department which shall be handled and disposed of in accordance with applicable Federal, State, and Local requirements. This Ordinance applies to all City Officials, employees and users including, but not limited to, full time, part time, and intermittent / seasonal / contracted employees.

Section 4: REAL PROPERTY GUIDELINES

1. The City Manager or designee will review City owned real property and recommend to Council if any City owned real property is surplus.
2. Disposing of real property by City Officials or employees for personal gain or to benefit the interest of any person or party other than the City is strictly prohibited.
3. Sale of land or other real property requires City Council authorization and may require a vote of the majority of electors as provided in Chapter 13 of the City Charter.
4. Sale of Surplus Real Property shall be done by passing an ordinance.
 - a. The City shall retain an easement on all properties where public utilities exist or where future development may conceivably require public utilities.
 - b. The City may retain an easement for ingress/egress over properties to access and/or maintain other City Properties, facilities, or services.
5. Real property may be conveyed by quit claim deed.
6. The City shall not sell, transfer or convey real property or any other parcel of City owned real property to any individual or entity who is in default of any contract or obligation with the City, including but not limited to a prospective purchaser who is shown in the City records to have delinquent City real or personal property taxes or special assessments, outstanding invoices for City services, or has received a notice or citation for violation of any City ordinance, rule or regulation, unless the default, delinquency or violation is corrected prior to City Council's consideration of the sale or other disposition of the real property.
7. The purchaser of real property shall agree to pay and be responsible to pay for any mortgage or title insurance policy, all costs in applying for and securing financing or assuming existing financing, all costs of preparation of documents relating to new or existing financing, recording financing statements, inspections, environmental assessments, recording fees for mortgage and deed, , costs in connection with matters relating to purchaser's use or intended use of the real property, including but not limited

to, re-zoning, special use permits, variances, soil borings, surveying, rights-of-way, site plan preparation, sanitary sewer lines, water lines and other matters related to development of the real property, and purchaser's broker and attorney fees, and any other conditions that may apply.

Section 5: METHODS OF TRANSFER

Following are the allowable methods of transfer of Surplus Real Property [RRS2]:

1. Sale or Lease through sealed bids/offers after Notice of Intent – Request for Bid

a. The City shall publish at least one time a Notice of Intent – Request for Bid in customary locations. An appraisal shall be done prior to a Notice of Intent – Request for Bid for all real property.

i. The notice of intent shall at a minimum:

1. Describe the Surplus Real Property and minimum bid price.

~~a. The minimum bid price shall be at least 80% of appraised value [RRS3].~~

2. The notice shall allow a minimum of 30 days for the submission of responses proposals, leases, offers, and/or bids.

b. All offers shall be presented in a sealed envelope in writing and signed by the prospective buyer/ lessor and contain the following information:

i. Name, address, telephone number

ii.. Total purchase price/ lease price (annual)

iii. Terms of sale or lease

iv. Any contingencies

c. The offer shall contain the following additional information

i. Parcel number and street address

ii. Proposed use and development of the property

iii. Anticipated method of financing

iv. Number of jobs to be created/retained and average job wage (if commercial or industrial)

v. Hours of operation (if downtown or commercial)

d. The City may apply the following preferences for real property:

- i. For residential real property: preference will be given to purchasers that will construct a home on a vacant property. Adjoining property owners will be given preference if the real property is unbuildable because of zoning, other codes or laws, environmental or economic factors.
- ii. For commercial real property: preference will be given based on the number of jobs created and dollar amount of total investment.
- e. The City may reject all offers and decline to enter into a sale or lease up until the time of execution of the deed or lease when it is in the best interests of the City.
- f. City Employees shall not participate in this method of transfer.

2. Sale through Auction In the event the Surplus Real Property cannot be sold after following the above procedures, the Surplus Real Property shall be sold through auction

- a. Any expense incurred in conducting the auction ~~shall~~ **may** be deducted from the auction receipts.
- b. Employees may participate in public auction or sale of City Surplus Real Property.

c. Sale through Real Estate Broker In lieu of auction, the City may list the Surplus Real Property through the engagement of a licensed real estate broker. The broker's fee will be subject to negotiation between the broker and the City, with the listing agreement requiring approval from the City. The broker shall disclose any relationships with any City official or any party to the transaction. The selected broker will be expected to utilize all available marketing avenues to facilitate the sale. Exclusive brokerage agreements may be entertained. Payment of the broker's fee is anticipated to be from the sale proceeds at closing, with a maximum payment period of forty-five (45) days following a successful transaction closure.) Employees may participate in sale of City Surplus Real Property through this process.

d. Unsolicited Offers The City reserves the right to evaluate and potentially accept unsolicited offers for any parcel of Surplus Real Property or any other City-owned real estate at its discretion. These offers may be submitted directly if there is not an exclusive real-estate brokerage contract or through a licensed real estate broker with or without a contract, including their real estate salespersons, or from individuals or other legal entities. It is imperative that City officials maintain no financial ties to any interested parties.) Public employees may make unsolicited offers for property.

Section 6: Property Transfer Request Form

The City Manager or designee shall notify the Treasurer's Department, Planning and Zoning, Assessor, and City Clerk's Office of the sale or lease of any real property. This shall be coordinated to update City records (i.e., capital improvement documents, insurance records, audit lists and grant requirement documentation). This shall be done by filling out the Property Disposition Request form kept with the City Treasurer. Section

7: SALE PROCEEDS

All proceeds, after expense of sale, shall be allocated by the methods outlined below:
Proprietary Funded Surplus Real Property – If Surplus Real Property was purchased with proprietary funds, all proceeds from the sale of the Surplus Real Property shall be deposited into the proprietary fund in which the original purchase was sourced.

Non-Proprietary Funded Surplus Real Property- If the intent of the disposal was to offset the acquisition of a newer real property, those funds shall be used to reduce the purchase price of the new acquisition. If the proceeds were greater than anticipated, the remaining proceeds shall be deposited into the General Fund.

Section 8: PUBLIC RECORDS

All City owned property is public record, therefore records of sales or leases of Surplus Real Property must be maintained by the City Clerk's Office. Public records will be managed in compliance with applicable local, State and Federal laws, regulations, and policies including the Freedom of Information Act, Open Meetings Act, and Public Records retention schedules, Copyright Law and other applicable City policies.

PUBLIC NOTICE
THE CITY OF THE VILLAGE OF DOUGLAS
ALLEGAN COUNTY, MICHIGAN
NOTICE OF PUBLIC HEARING

THE CITY OF THE VILLAGE OF DOUGLAS WILL HOLD A PUBLIC HEARING FOR THE PROPOSED ORDINANCE NO. 03-2024, AMENDMENT #1 TO AN ORDINANCE TO ESTABLISH PROCEDURES FOR TRANSFER OF SURPLUS REAL PROPERTY FOR 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, June 17, 2024, at 7:00 o'clock p.m., Eastern Standard Time in the Council Chambers of City Hall, located at 86 W. Center Street, Douglas, Michigan, on the adoption of the proposed Ordinance No. 03-2024, amendment #1 to an ordinance to establish procedures for transfer of surplus real property for the City of the Village of Douglas.

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

The full draft ordinance amendment is available at the City of the Village of Douglas offices for public examination and review during normal business hours. Interested persons may submit comments in writing before the public hearing or appear in person at the public hearing to become part of the hearing record. The City of Douglas will provide necessary and reasonable aids and services for disabled persons upon 7 days prior notice to the City Offices at (269) 857-1438.

Dated: May 13, 2024

Laura Kasper, City Clerk
City of the Village of Douglas

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To: City of the Village of Douglas City Council

Date: June 3, 2024

From: Sean Homyen, Planning & Zoning Administrator

RE: 6825 Wiley Road – Zoning of Annexed Parcel



The Village of Friendliness – Since 1870

Background. The parcel located at 6825 Wiley Road is a 16.77-acre (73,0501.2 square feet) parcel that the City of Douglas purchased from a private resident and annexed and from Saugatuck Township in 2013. The parcel was originally planned for the construction of a new DPW building, however, this plan never came to fruition and continues to be vacant.

The procedure to annex land from another jurisdiction is outlined in the Home Rule City Act (Public Act 279 of 1909). Section 16.05 of the Zoning Ordinance further provides procedures for the zoning of land that the City annexes. Section 16.05, Zoning of Annexed Lands states:

Whenever any portion of any township becomes a part of the City or whenever any territory is annexed to and becomes part of the City, the then-existing zoning regulations for the territory being incorporated into the City shall remain in full force and effect for a period of 2 years after incorporation or annexation unless the Douglas City Council shall lawfully adopt other zoning regulations ordinances.

According to Section 16.05, the Saugatuck Township zoning district would have expired in July of 2015. The subject parcel has since been “unzoned” since that time, however, it has been included in the City’s Master Plan and Future Land Use.

In 2022, The City Council adopted an ordinance to establish procedures for the transfer of surplus real property. This ordinance defines “surplus real property” as real property that is no longer needed in the foreseeable future or has no practical benefit to the City. This ordinance enables the City Council to sell and transfer property in a fair and transparent manner, by outlining the procedures that the City must follow for selling such property designated as “surplus”.

At a recent meeting, the City Council considered the authorization of the subject parcel to be sold as surplus property, so that the process to accept bids from potential buyers could be initiated. The City Council ultimately determined that potential buyers of the parcel would need to know the permitted uses of the land before bidding. Since permitted land uses are determined by the zoning district, it was decided that the parcel should undergo the process of assigning a zoning district before authorizing the sale.

At the Planning Commission meeting on May 9, 2024, residents of Saugatuck Township mentioned that the intended use for the Wiley Road property was for parks in the 2015 Saugatuck/Douglas Parks & Recreation Plan. However, the Parks and Recreation plan was updated early of 2024 and does not include plans for the Wiley Road property for park use.

Procedures. The Planning Commission is required to conduct a public hearing to assign a zoning designation to an annexed parcel, following the same procedure as for the rezoning of a parcel. This process technically constitutes an amendment to the zoning ordinance and map. However, during the May 9, 2024 Planning Commission meeting, a procedural oversight occurred when a motion resulted in a tie vote. In response, the Planning Commission opted to table the item through another motion. Subsequently, the City Clerk sought guidance from the City Attorney regarding this matter. According to procedural norms, in the event of a tie vote, the motion fails. Consequently, this paves the way for the zoning of the Wiley property to proceed to the City Council for further consideration. The Planning Commission Members were informed of this procedural clarification via email communication from the City Clerk.

Section 28.02 provides procedures for the review and approval of amendments. At the June 3, 2024, meeting, the City Council is tasked with the final approval of the proposed zoning district designation to an annexed parcel and will hold a first reading. The second reading will be held on June 17, 2024 meeting. The Planning and Zoning Administrator's report to the Planning Commission dated April 19, 2024 is also included for your reference in the Council packet for review of procedures of assigning a zoning designation, analysis of the amendment criteria, and resolution of the purchasing of the property.

Dear Planning Commission,

I hope this email finds you well. I am writing to bring to your attention a procedural error that occurred during the Planning Commission meeting held on Thursday, May 9th.

During the meeting, there was a request on the agenda to approve or not approve the recommendation to Council of the 17-acres to R-5 zoning designation. Following the public hearing, a vote was taken on the motion, resulting in a tie. As per our established procedures, in the event of a tie vote, the motion fails.

However, it has come to our attention that subsequent to the tied vote, the Planning Commission decided to table the item with another motion. I want to highlight that this action was not procedurally permissible. Once the motion to zone the property to R-5 failed due to the tied vote, the issue was considered concluded, and the matter was to proceed to the City Council without further action from the Planning Commission. The City Attorney reviewed this matter and pointed out that pursuant to section 28.02 of the Zoning Code, the City Council may initiate a rezoning of land "on its own motion. Thus, the action of the Planning Commission does not preclude action by the City Council to zone the Wiley Road parcel on its own initiative.

Therefore, I am requesting that the Planning Commission acknowledges this procedural error. As per our protocols, the issue of rezoning the 17-acres to R-5 should now be forwarded to the City Council for their consideration.

Saying this, as the City Manager indicated, the City Council has approved a professional agreement with Ryan Kilpatrick, owner of Flywheel, to conduct a workshop, date TBD, to discuss options for affordable/attainable housing in the City of Douglas. Nothing has been determined as it pertains to specific sites, and there is currently no plan in place to develop any properties. However, it is important that the City zone the property for future development options, as it is currently not zoned. We do hope that when the workshop does commence, that each of you will be present for it.

I appreciate your attention to this matter and your commitment to upholding proper procedures in our decision-making processes. Should you have any questions or require further clarification, please do not hesitate to contact me.



Laura Kasper

To: City of the Village of Douglas Planning Commission

Date: April 19, 2024

From: Sean Homyen, Planning & Zoning Administrator

RE: 6825 Wiley Road – Zoning of Annexed Parcel



The Village of Friendliness – Since 1870

Background. The parcel located at 6825 Wiley Road is a 16.77-acre (73,0501.2 square feet) parcel that the City of Douglas annexed and purchased in 2013 from Saugatuck Township. The parcel was originally planned for the construction of a new DPW building, however, this plan never came to fruition and continues to be vacant.

The procedure to annex land from another jurisdiction is outlined in the Home Rule City Act (Public Act 279 of 1909). Section 16.05 of the Zoning Ordinance further provides procedures for the zoning land that the City annexes. Section 16.05, Zoning of Annexed Lands states:

Whenever any portion of any township becomes a part of the City or whenever any territory is annexed to and becomes part of the City, the then-existing zoning regulations for the territory being incorporated into the City shall remain in full force and effect for a period of 2 years after incorporation or annexation unless the Douglas City Council shall lawfully adopt other zoning regulations ordinances.

According to Section 16.05, the Saugatuck Township zoning district would have expired in July of 2015. The subject parcel has since been “unzoned” since that time, however, it has been included in the City’s Master Plan and Future Land Use.

In 2022, The City Council adopted an ordinance to establish procedures for the transfer of surplus real property. This ordinance defines “surplus real property” as real property that is no longer needed in the foreseeable future or has no practical benefit to the City. This ordinance enables the City Council to sell and transfer property in a fair and transparent manner, by outlining the procedures that the City must follow for selling such property designated as “surplus”.

At a recent meeting, the City Council considered the authorization of the subject parcel to be sold as surplus property, so that the process to accept bids from potential buyers could be initiated. The City Council ultimately determined that potential buyers of the parcel would need to know the permitted uses of the land before bidding. Since permitted land uses are determined by the zoning district, it was decided that the parcel should undergo the process of assigning a zoning district before authorizing the sale.

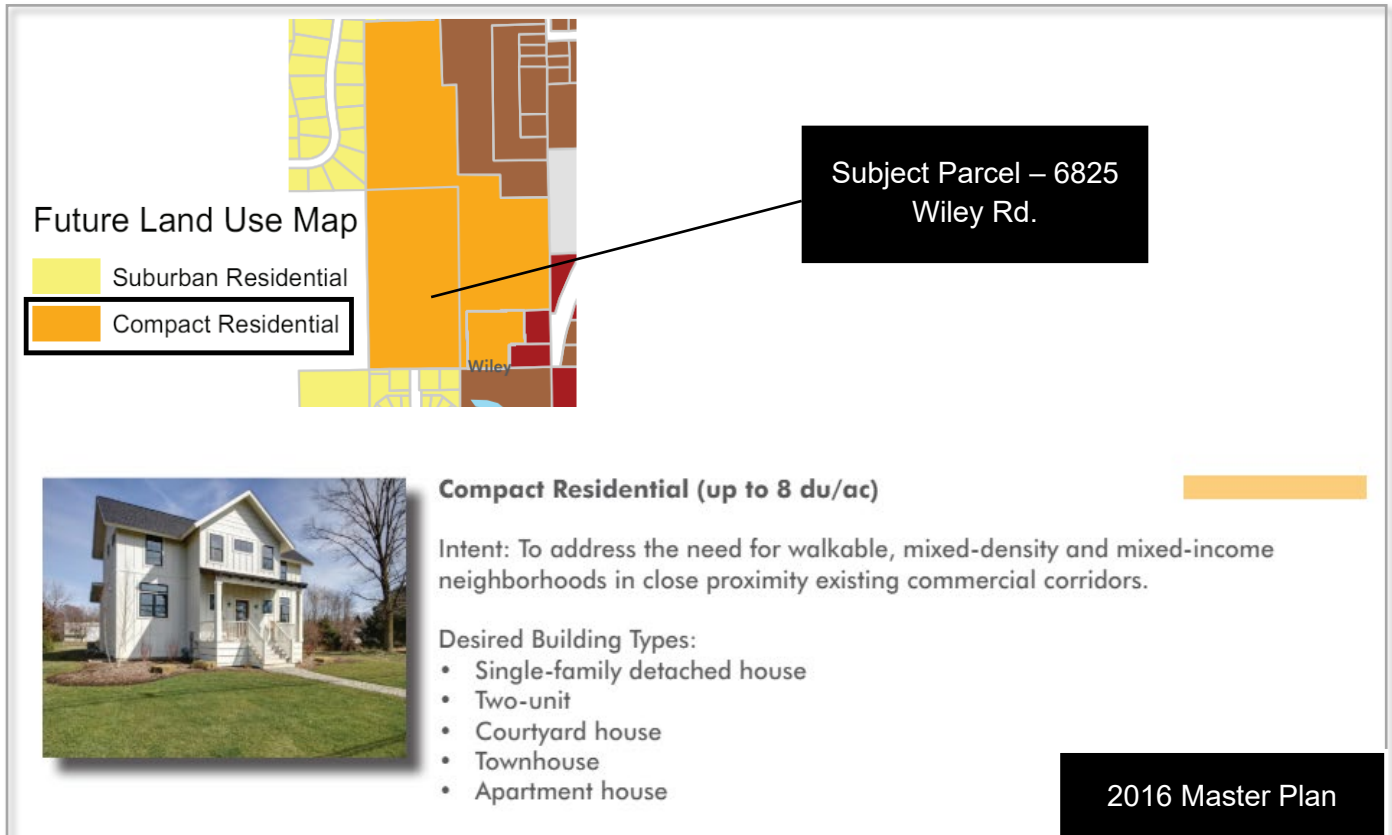
Procedures. The Planning Commission must hold a public hearing to assign a zoning designation to an annexed parcel in the same manner it would for a rezoning of a parcel. Giving the parcel a zoning designation is technically considered an amendment of the zoning ordinance and map.

Section 28.02 provides procedures for the review and approval of amendments. The Planning Commission is tasked with recommending the designation of a zoning district to the City Council. The City Council is the final reviewing authority for any amendment to the Zoning Ordinance and will hold two readings of the proposed zoning designation.

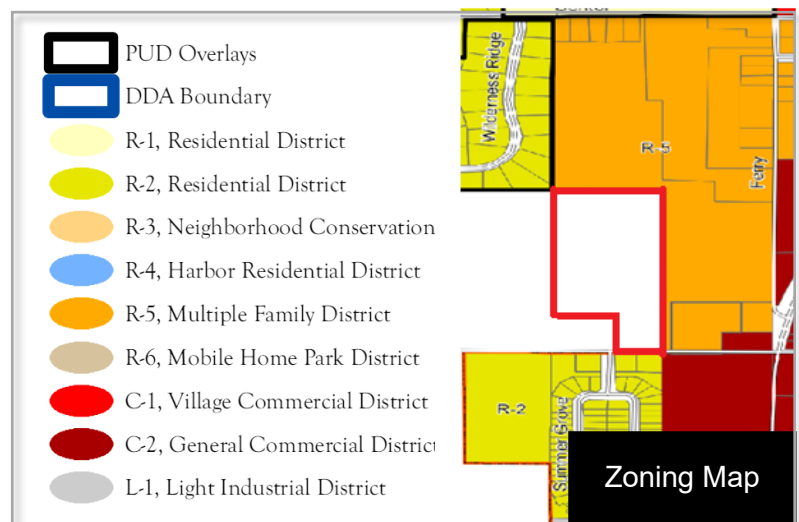
Assigning a Zoning Designation. The Planning Commission would normally take the criteria listed in Section 28.06 into consideration when making decisions on *rezonings*. Because the subject parcel is not being *rezoned* and is simply being given a zoning designation when there was not one before, the Future Land Use map and text within the Master Plan shall serve as the guide for designating an appropriate zoning district. The rezoning criteria are listed below for your reference, though many are not applicable.

- a. *What, if any, identifiable conditions related to the application have changed since the existing zoning district was established which justify the proposed amendment?*
- b. *What are the precedents and the possible effects of such precedent which might result from the approval or denial of the petition?*
- c. *What is the impact of the amendment on the ability of the City and other governmental agencies to provide adequate public services and facilities, and/or programs that might reasonably be required in the future if the proposed amendment is adopted?*
- d. *Does the petitioned district change adversely affect environmental conditions, or the rights of a neighboring property owner?*
- e. *Is the class of uses permitted in the district appropriate for the location proposed to be rezoned?*
- f. *Does the petitioned district change generally comply with the Tri-Community Comprehensive Plan, or a subsequent document that guides land use and development decisions in the City of the Village of Douglas?*
- g. *What is the ability of the property in question to be put to a reasonable economic use in the zoning district in which it is presently located?*

The current Master Plan designates the subject parcel as “Compact Residential”. The Future Land Use map and text are shown below.



Based on the Future Land Use designation and the existing zoning of adjacent parcels, staff has determined that R-5, Multiple Family Residential is the most appropriate zoning district for the subject parcel.



RECOMMENDATION

Based on the findings outlined in this staff report, staff is recommending that the Planning Commission provide a favorable recommendation to the City Council to approve the zoning designation of the 6825 Wiley Road parcel to R-5, Multiple Family Residential.

SUGGESTED MOTION

I move to forward a recommendation for [approval/denial] of the assignment of the R-5, Multiple Family zoning district to the parcel located at 6825 Wiley Road (PPN 59-017-089-40) annexed by the City of the Village of Douglas, based on the findings outlined in the staff report dated May 3, 2024.

Please feel free to reach out with any questions.

CITY OF THE VILLAGE OF DOUGLAS
ALLEGAN COUNTY, MICHIGAN
ORDINANCE NO. 02-2022

**AN ORDINANCE TO ESTABLISH PROCEDURES FOR
TRANSFER OF SURPLUS REAL PROPERTY FOR
THE CITY OF THE VILLAGE OF DOUGLAS**

**THE CITY OF THE VILLAGE OF DOUGLAS DOES HEREBY ORDAIN AS
FOLLOWS:**

Section 1: PURPOSE AND SCOPE

The purpose of the Surplus Real Property Transfer Ordinance is to provide a framework for the transfer of City real property deemed to be surplus. This Ordinance is intended to create a process to transfer of Real Property that is transparent to the community, fair, equitable, and consistent with the best interests of the City.

Section 2: DEFINITIONS

Transfer: Disposal shall mean the transfer of control or ownership of real property considered by the City to be surplus, by means of a sale or lease, to include preparing, negotiating and executing a written contract, where necessary. This ordinance shall not apply to intragovernmental property transfers pursuant to Act 425 of 1984, as amended.

Notice of Intent– Request for Bid: The notice prepared by the City announcing that the City will receive bids for the sale or lease of Surplus Real Property. The notice shall also provide prospective purchasers with direction on where or how they may obtain specific information concerning the Surplus Real Property and the sealed bid process.

Practical Use: The use of something for a reasonable purpose.

Proprietary Fund: Fund that charges a fee to cover the cost of operations.

Real Property: Any fixed property (i.e., buildings, land, etc.) controlled or owned by the City, from which the City expects to derive economic benefit for service delivery to the general public. This Ordinance is not intended to apply to Personal Property (i.e., automobiles/vehicles, electronics, furniture, machinery and tools, miscellaneous equipment, or office machines.) except as incidental to the sale of Real Property pursuant to a purchase agreement.

Surplus Real Property: Real property that is no longer needed in the foreseeable future or has no practical benefit to the City.

Section 3: APPLICABILITY

This Ordinance applies to all City owned real property except:

- Real property purchased with grant funds which shall be disposed of in accordance with applicable grant requirements, if any.
- Seized or unclaimed property within the Police Department which shall be handled and disposed of in accordance with applicable Federal, State, and Local requirements.

This Ordinance applies to all City Officials, employees and users including, but not limited to, full time, part time, and intermittent / seasonal / contracted employees.

Section 4: REAL PROPERTY GUIDELINES

1. The City Manager or designee will review City owned real property and recommend to Council if any City owned real property is surplus.
2. Disposing of real property by City Officials or employees for personal gain or to benefit the interest of any person or party other than the City is strictly prohibited.
3. Sale of land or other real property requires City Council authorization and may require a vote of the majority of electors as provided in Chapter 13 of the City Charter.
4. Sale of Surplus Real Property shall be done by passing an ordinance.
 - a. The City shall retain an easement on all properties where public utilities exist or where future development may conceivably require public utilities.
 - b. The City may retain an easement for ingress/egress over properties to access and/or maintain other City Properties, facilities, or services.
5. Real property may be conveyed by quit claim deed.
6. The City shall not sell, transfer or convey real property or any other parcel of City owned real property to any individual or entity who is in default of any contract or obligation with the City, including but not limited to a prospective purchaser who is shown in the City records to have delinquent City real or personal property taxes or special assessments, outstanding invoices for City services, or has received a notice or citation for violation of any City ordinance, rule or regulation, unless the default, delinquency or violation is corrected prior to City Council's consideration of the sale or other disposition of the real property.

7. The purchaser of real property shall agree to pay and be responsible to pay for any mortgage or title insurance policy, all costs in applying for and securing financing or assuming existing financing, all costs of preparation of documents relating to new or existing financing, recording financing statements, inspections, environmental assessments, recording fees for mortgage and deed, , costs in connection with matters relating to purchaser's use or intended use of the real property, including but not limited to, re-zoning, special use permits, variances, soil borings, surveying, rights-of-way, site plan preparation, sanitary sewer lines, water lines and other matters related to development of the real property, and purchaser's broker and attorney fees, and any other conditions that may apply.

Section 5: METHODS OF TRANSFER

Following are the allowable methods of transfer of Surplus Real Property:

1. **Sale or Lease through sealed bids/offers** after Notice of Intent – Request for Bid
 - a. The City shall publish at least one time a Notice of Intent – Request for Bid in customary locations. An appraisal shall be done prior to a Notice of Intent – Request for Bid for all real property.
 - i. The notice of intent shall at a minimum:
 1. Describe the Surplus Real Property and minimum bid price.
 - a. The minimum bid price shall be at least 80% of appraised value.
 2. The notice shall allow a minimum of 30 days for the submission of responses proposals, leases, offers, and/or bids.
 - b. All offers shall be presented in a sealed envelope in writing and signed by the prospective buyer/ lessor and contain the following information:
 - i. Name, address, telephone number
 - ii. Total purchase price/ lease price (annual)
 - iii. Terms of sale or lease
 - iv. Any contingencies
 - c. The offer shall contain the following additional information
 - i. Parcel number and street address
 - ii. Proposed use and development of the property
 - iii. Anticipated method of financing
 - iv. Number of jobs to be created/retained and average job wage (if commercial or industrial)
 - v. Hours of operation (if downtown or commercial)
 - d. The City may apply the following preferences for real property:
 - i. For residential real property: preference will be given to purchasers that will construct a home on a vacant property. Adjoining property owners will be given preference if the real property is unbuildable because of zoning, other codes or laws, environmental or economic factors.
 - ii. For commercial real property: preference will be given based on the number of jobs created and dollar amount of total investment.

- e. The City may reject all offers and decline to enter a sale or lease up until the time of execution of the deed or lease when it is in the best interests of the City.
- f. City Employees shall not participate in in this method of transfer.

2. **Sale through Auction** In the event the Surplus Real Property cannot be sold after following the above procedures, the Surplus Real Property shall be sold through auction

- a. Any expense incurred in conducting the auction shall be deducted from the auction receipts.
- b. Employees may participate in public auction or sale of City Surplus Real Property.

Section 6: Property Transfer Request Form

The City Manager or designee shall notify the Treasurer's Department, Planning and Zoning, Assessor, and City Clerk's Office of the sale or lease of any real property. This shall be coordinated to update City records (i.e., capital improvement documents, insurance records, audit lists and grant requirement documentation). This shall be done by filling out the Property Disposition Request form kept with the City Treasurer.

Section 7: SALE PROCEEDS

All proceeds, after expense of sale, shall be allocated by the methods outlined below:

Proprietary Funded Surplus Real Property – If Surplus Real Property was purchased with proprietary funds, all proceeds from the sale of the Surplus Real Property shall be deposited into the proprietary fund in which the original purchase was sourced.

Non-Proprietary Funded Surplus Real Property- If the intent of the disposal was to offset the acquisition of a newer real property, those funds shall be used to reduce the purchase price of the new acquisition. If the proceeds were greater than anticipated, the remaining proceeds shall be deposited into the General Fund.

Section 8: PUBLIC RECORDS

All City owned property is public record, therefore records of sales or leases of Surplus Real Property must be maintained by the City Clerk's Office.

Public records will be managed in compliance with applicable local, State and Federal laws, regulations, and policies including the Freedom of Information Act, Open Meetings Act, and Public Records retention schedules, Copyright Law and other applicable City policies.

Ordinance Offered by: Seabert

Ordinance Supported by: Toepper

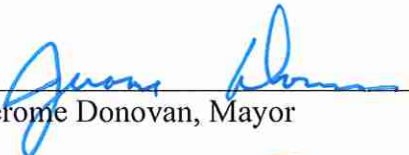
Ayes: Donovan, Miller, Nauman, Seabert, Toepper

Nays: None

Abstain: None

Absent: North, Van Loon

Ordinance Declared Adopted.


Jerome Donovan, Mayor

2-22-2022
Date


Pamela Aalderink, City Clerk

2/22/2022
Date

Ordinance Adoption Date: February 21, 2022

Ordinance Effective Date: 20 days after adoption and publication

CITY OF THE VILLAGE OF DOUGLAS**ALLEGAN COUNTY, MICHIGAN****ORDINANCE NO.04-2024****AN ORDINANCE TO AMEND THE ZONING ORDINANCE AND MAP****TO DESIGNATE THE 6825 W. WILEY RD (PPN 59-017-089-40)****SECTION 017, CITY OF THE VILLAGE OF DOUGLAS, ALLEGAN COUNTY, MICHIGAN****PREAMBLE**

WHEREAS, The City of the Village of Douglas annexed the parcel known as 6825 Wiley Road (PPN 59-017-089-40) (“the Property”) from Saugatuck Township in 2015, and it remained zoned R-4, Lakeshore Transitional Residential for two years following the annexation, per Section 16.05, Zoning of Annexed Lands, of the City of the Village of Douglas Zoning Ordinance; and

WHEREAS, The City finds that the Property was not given a zoning designation after the two years specified by Section 16.05 for the previous zoning district to be in effect;

WHEREAS, the 2016 Master Plan provides for a future land use designation of Compact Residential, which is compatible with the R-5, Multiple Family Zoning District, and consistent with the existing zoning of adjacent parcels, the City hereby designates the zoning of the Property as R-5, Multiple Family Residential.

WHEREAS, pursuant to Article 28 of the Douglas Zoning Ordinance, adding a zoning designation or changing a zoning designation constitutes an amendment to the Official Zoning Map of the City of the Village of Douglas, requiring a public hearing by the Planning Commission and Approval by City Council;

WHEREAS, pursuant to and in compliance with Act 110 of 2006 of the Public Acts of Michigan, being the Zoning Enabling Act as amended, the Planning Commission conducted a public hearing on May 9, 2024

THE CITY OF THE VILLAGE OF DOUGLAS HEREBY ORDAINS:

The City of the Village of Douglas Zoning Ordinance, adopted in 2009, as amended, is hereby amended as follows:

SECTION 1. ASSIGNMENT OF ZONING DESIGNATION. The zoning designation of R-5, Multiple Family Residential to the entire parcel located at 6825 Wiley Road (59-017-089-40), legally described below to R-5, Multiple Family Residential.

LEGAL DESCRIPTION

ALL THAT PT OF W 1/2 E 1/2 SE 1/4 LYING S OF A LIN EXTENDING FROM SW COR FELKERS L S SUBDV TH E TO W LIN E 1/2 E 1/4 SE 1/4 EX S 200' OF W 400' OF E 1309.85' ALSO EX COM 1309.85' W OF SE 1/4 COR TH N 200' TO POB TH CONT N 100' TH E 100' TH S 100' TH W 100' TO POB SEC 17 T3N R16W (2016).

SECTION 2. SEVERABILITY AND CAPTIONS. This Ordinance and the various parts, sections, subsections, sentences, phrases and clauses thereof are hereby declared severable. If any part, section, subsection, sentence, phrase or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby. The captions included at the beginning of each Section are for convenience only and shall not be considered a part of this Ordinance.

SECTION 3. REPEAL. Any existing ordinance or resolution that is inconsistent or conflicts with this Ordinance is hereby repealed to the extent of any such conflict or inconsistency.

SECTION 4. EFFECTIVE DATE. This Ordinance is ordered to take effect upon the expiration of twenty (20) days following publication of adoption in the Commercial Record, a newspaper having general circulation in the City, under the provisions of 2006 Public Act 110, except as may be extended under the provisions of such Act.

Ordinance Offered by: _____

Ordinance Supported by: _____

Ayes:

Nays:

Abstain:

Absent:

ORDINANCE DECLARED ADOPTED THIS ____ DAY OF _____ 2024

Cathy North, Mayor

Laura Kasper, City Clerk

Ordinance Adoption Date: _____ (to be published within 15 days of adoption)

Ordinance Effective Date: _____ (20 days after publication)

To: City of the Village of Douglas City Council
Date: June 3, 2024
From: Sean Homyen, Planning & Zoning Administrator
RE: Zoning Text Amendment –16.16(3)(a) & 16.16(3)(c) –
 Swimming Pools



The Village of Friendliness – Since 1870

BACKGROUND

Recent applications for pools within the City have revealed some outdated language in the Zoning Ordinance pertaining to the requirements for fencing. As you know, swimming pool installation requires a zoning permit and a building permit before construction can begin. The Zoning Ordinance and building codes both have the intent to prioritize safety. The building codes can change more frequently as technology and building materials evolve for more efficiency and safety. The Zoning Ordinance should usually reflect this type of change as well, as the two codes tend to work in unison. The Zoning Ordinance can be *more restrictive* than building codes, but cannot be *less restrictive* as zoning codes mainly regulate land use, and building code regulations are mainly for ensuring safety with any structure or appurtenance that humans will occupy or use. In 2015, the Michigan Residential Code made some changes to the barrier requirements for swimming pools and spas which would provide exceptions to the requirement to install a fence, and for the safety of building walls to serve as a barrier.

Michigan Township Services building inspectors administer the 2015 International Swimming Pool and Spa Code 2015, which perhaps may be more comprehensive than the requirements within the Michigan Residential Code. Sections from the 2015 International Swimming Pool and Spa Code are shown below for the Planning Commission's reference.

305.2.1 Barrier height and clearances.

Barrier heights and clearances shall be in accordance with all of the following:

- 1. The top of the barrier shall be not less than 48 inches (1219 mm) above grade where measured on the side of the barrier that faces away from the pool or spa. Such height shall exist around the entire perimeter of the barrier and for a distance of 3 feet (914 mm) measured horizontally from the outside of the required barrier.*
- 2. The vertical clearance between grade and the bottom of the barrier shall not exceed 2 inches (51 mm) for grade surfaces that are not solid, such as grass or gravel, where measured on the side of the barrier that faces away from the pool or spa.*
- 3. The vertical clearance between a surface below the barrier to a solid surface, such as concrete, and the bottom of the required barrier shall not exceed 4 inches (102 mm) where measured on the side of the required barrier that faces away from the pool or spa.*

4. *Where the top of the pool or spa structure is above grade, the barrier shall be installed on grade or shall be mounted on top of the pool or spa structure. Where the barrier is mounted on the top of the pool or spa, the vertical clearance between the top of the pool or spa and the bottom of the barrier shall not exceed 4 inches (102 mm).*

305.4 Structure wall as a barrier.

Where a wall of a dwelling or structure serves as part of the barrier and where doors or windows provide direct access to the pool or spa through that wall, one of the following shall be required:

1. *Operable windows having a sill height of less than 48 inches (1219 mm) above the indoor finished floor and doors shall have an alarm that produces an audible warning when the window, door or their screens are opened. The alarm shall be listed and labeled as a water hazard entrance alarm in accordance with UL 2017.*

In dwellings or structures not required to be Accessible units, Type A units or Type B units, the operable parts of the alarm deactivation switches shall be located 54 inches (1372 mm) or more above the finished floor. In dwellings or structures required to be Accessible units, Type A units or Type B units, the operable parts of the alarm deactivation switches shall be located not greater than 54 inches (1372 mm) and not less than 48 inches (1219 mm) above the finished floor.

2. *A safety cover that is listed and labeled in accordance with ASTM F 1346 is installed for the pools and spas.*
3. *An approved means of protection, such as self-closing doors with self-latching devices, is provided. Such means of protection shall provide a degree of protection that is not less than the protection afforded by Item 1 or 2.*

The current ordinance language does not permit a building wall to serve as a barrier if it has windows or doors. Building codes have changed to require the alarms on doors and windows so that it is known when a door to the pool area is opening. The Zoning Ordinance amendment proposes to remove language that allows a building wall to serve as a barrier if doors or windows are not present. The amendment also proposes to change the minimum fencing height to 4' instead of 5' to both match the applicable building codes, and eliminate any special ordering of fence panels, since most standard fence panels come in 4' and 6' in height.

Proposed Amendment. Based on discussions held at the April 11, 2024 Planning Commission meeting, there seemed to be a consensus regarding on *keeping* the fence requirement, regardless of the applicable building code's exception to fencing when a power safety cover is installed. We have made the practical changes to the ordinance, as noted above, that have had an impact on recent applications for swimming pools. At the May 9, 2024 meeting, the Planning Commission made the recommendation to remove the option of providing a power safety cover instead of fencing.

The proposed amendment is below with the language that is proposed for removal shown as highlighted and stricken to make the changes clear along with the removal of the optional power safety cover as recommended by the Planning Commission.

Section 16.16 Swimming Pools:

- 3) Fencing: Yard areas with pools are to be fenced to discourage unsupervised access.
 - a. Such fencing is to be a minimum of ~~five (5)~~ four (4) feet high and equipped with a self-closing and self-latching gate/door.
 - b. Latching devices are to be located at a minimum height of four feet above the ground.
 - c. Such fencing may be omitted where building walls ~~without doorways or windows~~ abut the pool area, provided that the entire perimeter of the pool area is secured.

Procedures. Section 28.02 provides procedures for the review and approval of amendments. The Planning Commission forwarded a favorable recommendation to City Council on the May 9, 2024 meeting.

At the June 3, 2024 meeting, the City Council is tasked with the final approval of the proposed ordinance amendment, and will hold a first reading. The second reading will be held on June 17, 2024 meeting. An ordinance to amend the zoning ordinance has been drafted for the City Council's reference in its review of the proposed zoning ordinance amendment. The Planning and Zoning Administrator's report to the Planning Commission dated April 19, 2024 is also included for your reference in the Council packet for review of the amendment procedures, analysis of the amendment criteria, and original proposed amendment.

Please feel free to reach out with any questions

To: City of the Village of Douglas Planning Commission
Date: April 19, 2024
From: Sean Homyen, Planning & Zoning Administrator
RE: Zoning Text Amendment –16.16(3)(a) & 16.16(3)(c) –
 Swimming Pools



The Village of Friendliness – Since 1870

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2. *A safety cover that is listed and labeled in accordance with ASTM F 1346 is installed for the pools and spas.*
3. *An approved means of protection, such as self-closing doors with self-latching devices, is provided. Such means of protection shall provide a degree of protection that is not less than the protection afforded by Item 1 or 2.*

The current ordinance language does not permit a building wall to serve as a barrier if it has windows or doors. Building codes have changed to require the alarms on doors and windows so that it is known when a door to the pool area is opening. The Zoning Ordinance amendment proposes to remove language that allows a building wall to serve as a barrier if doors or windows are not present. The amendment also proposes to change the minimum fencing height to 4' instead of 5' to both match the applicable building codes, and eliminate any special ordering of fence panels, since most standard fence panels come in 4' and 6' in height. We have also added an optional exception to preclude the fencing requirement when a power safety cover has been installed.

Proposed Amendment. Based on discussions held at the April meeting, there seemed to be a consensus regarding on *keeping* the fence requirement, regardless of the applicable building code's exception to fencing when a power safety cover is installed. We have made the practical changes to the ordinance, as noted above, that have had an impact on recent applications for swimming pools, and we have added the option to add an exception to the fencing requirement if the Planning Commission is comfortable with it. An ordinance to amend has been drafted for your review and can be changed before it goes to the City Council, depending on whether the Planning Commission chooses to add part e to Section 16.16(3).

The proposed amendment is below with the language that is proposed for removal shown as highlighted and stricken to make the changes clear.

Section 16.16 Swimming Pools:

- 3) Fencing: Yard areas with pools are to be fenced to discourage unsupervised access.
 - a. Such fencing is to be a minimum of ~~five (5)~~ four (4) feet high and equipped with a self-closing and self-latching gate/door.
 - b. Latching devices are to be located at a minimum height of four feet above the ground.
 - c. Such fencing may be omitted where building walls ~~without doorways or windows~~ abut the pool area, provided that the entire perimeter of the pool area is secured.
 - d. [OPTIONAL]: EXCEPTION: The installation of a *safety cover* that is *listed* and *labeled* in accordance with ASTM F 1346 may preclude the requirement to install a fence in accordance with 16.16(3)a. through c. when installed according to the manufacturer's instructions and inspected and approved by the building inspector.

Procedures. Section 28.02 provides procedures for the review and approval of amendments. The City Council is the final reviewing authority for any amendment to the Zoning Ordinance. Therefore, the Planning Commission is tasked with making a recommendation, rather than an approval, of the proposed text amendment.

In addition, Section 28.04 outlines the requirements for holding a public hearing and the proper publication of the public hearing notice which informs the public in a newspaper of general circulation that the Planning Commission will hold a public hearing to consider the amendment on May 9, 2024.

Analysis of Amendment Criteria. Section 28.06 provides a list of considerations the Planning Commission must keep in mind when reviewing a proposed amendment to the ordinance. The majority of these considerations are not applicable to a text amendment of the Zoning Ordinance and apply mostly to amendments of the zoning map (rezonings), which is an integral part of the Zoning Ordinance. The criteria that are applicable to a zoning text amendment are highlighted:

- a. *What, if any, identifiable conditions related to the application have changed since the existing zoning district was established which justify the proposed amendment?*
- b. *What are the precedents and the possible effects of such precedent which might result from the approval or denial of the petition?*
- c. *What is the impact of the amendment on the ability of the City and other governmental agencies to provide adequate public services and facilities, and/or programs that might reasonably be required in the future if the proposed amendment is adopted?*
- d. *Does the petitioned district change adversely affect environmental conditions, or the rights of a neighboring property owner?*

- e. *Is the class of uses permitted in the district appropriate for the location proposed to be rezoned?*
- f. *Does the petitioned district change generally comply with the Tri-Community Comprehensive Plan, or a subsequent document that guides land use and development decisions in the City of the Village of Douglas?*
- g. *What is the ability of the property in question to be put to a reasonable economic use in the zoning district in which it is presently located?*

The Planning Commission may find that there is not likely to be any detrimental effects on properties neighboring properties with swimming pools, nor is there a type of precedent that is being set, other than the practice of amending the text of the ordinance from time to time to keep up with other changing codes, so that the ordinance is not unnecessarily burdensome to those who wish to install a pool.

RECOMMENDATION

Based on the findings noted in this staff report, we would recommend the Planning Commission provide a favorable recommendation to the City Council to approve the amendment of Section 16.16(3) of the City of Douglas Zoning Ordinance. The Planning Commission must determine if the power cover should preclude the fencing requirement, and reflect this in its motion as suggested below:

SUGGESTED MOTION

I move to forward a favorable recommendation to the City Council for the adoption of the text amendment to Article 16, General Provisions, Section 16.16, Swimming Pools, Subsection 3, Fences, parts a. and c. of the City of the Village of Douglas Zoning Ordinance, per the specific language stated in the Ordinance to Amend the Zoning Ordinance, and based on the findings stated in the Planning and Zoning Administrator's report dated May 3, 2024.

If the Planning Commission feels comfortable with adding on part e to section 16.16.(3), then the following language should be added to the motion:

“and the addition of part e pertaining to exceptions to the installation of a fence when a power safety cover is installed”

Feel free to reach out to me with any questions on this proposed amendment.

CITY OF THE VILLAGE OF DOUGLAS

ALLEGAN COUNTY, MICHIGAN

ORDINANCE NO.05-2024

AN ORDINANCE TO AMEND THE ZONING ORDINANCE

CITY OF THE VILLAGE OF DOUGLAS, ALLEGAN COUNTY, MICHIGAN

An ordinance to amend the City of the Village of Douglas Zoning Ordinance, Ordinance No. 02-2009, as amended, to amend Article 16, General Provisions, Section 16.16, Swimming Pools, Subsection(3) Fencing. This ordinance repeals all ordinances or parts of ordinances in conflict therewith.

THE CITY OF THE VILLAGE OF DOUGLAS HEREBY ORDAINS:

SECTION 1: PREAMBLE

WHEREAS The City of the Village of Douglas acknowledges the modernization and updates to applicable building codes that regulate swimming pools; and

WHEREAS The City's Zoning Ordinance must be updated from time to time to keep up with changing codes applicable to structures and activities that are also regulated by zoning; and

WHEREAS The regulations within the Zoning Ordinance may be more restrictive, but not less restrictive than applicable building codes.

SECTION 2: AMENDMENT. An ordinance to amend article 16, General Provisions, Section 16.16, Swimming Pools, Subsection 3, Fencing, which shall read as follows:

- 3) Fencing: Yard areas with pools are to be fenced to discourage unsupervised access.

- a. Such fencing is to be a minimum of four (4) feet high and equipped with a self-closing and self-latching gate/door.
- b. Latching devices are to be located at a minimum height of four feet above the ground.
- c. Such fencing may be omitted where building walls abut the pool area, provided that the entire perimeter of the pool area is secured.

SECTION 2. SEVERABILITY. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any of the other provisions of this Ordinance.

SECTION 3. REPEALER. All other ordinances or portions of ordinances inconsistent with this ordinance are hereby repealed.

SECTION 4. PUBLICATION. Within fifteen (15) days of its adoption, this Ordinance or a notice of adoption summarizing this Ordinance, as required by law, shall be published by the City Clerk in a newspaper of general circulation in the City in accordance with Act 110 of 2006.

SECTION 5. EFFECTIVE DATE. This Ordinance shall become effective twenty (20) days after the date of publication.

[SIGNATURES ON FOLLOWING PAGE]

Ordinance Offered by: _____

Ordinance Supported by: _____

Ayes: _____

Nays: _____

Abstain: _____

Absent: _____

First Reading: _____

Second Reading: _____

Date of Publication: _____

Effective Date: _____

ORDINANCE DECLARED ADOPTED THIS ____ DAY OF _____ 2024

Cathy North, Mayor

Laura Kasper, City Clerk

CERTIFICATION

I, _____, 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 an Ordinance adopted by the Douglas City Council at a regular meeting held on Monday, _____, 2024, 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 requires by this Act.

CITY OF THE VILLAGE OF DOUGLAS

By: _____

City Clerk, City of the Village of Douglas



MEMORANDUM

CITY COUNCIL MEETING

June 3, 2024 at 7:00 PM

TO: Lisa Nocerini, City Manager

FROM: Monika Fontaine, Plante Moran

DATE: May 30, 2024

SUBJECT: Fiscal Year 2024- 2025 Budget Adoption
Resolution 12-2024

The attached budget is developed in compliance with the Douglas City Charter Chapter IX and the Uniform Budgeting and Accounting Public Act 2 of 1968 as amended. The public hearing and formal adoption of the annual budget will complete the final step in the months long process of workshops and discussions to prepare the next fiscal year budget.

The City's property tax millage rate remains at 13.0818. The City Council has chosen to not levy the maximum millage rate to keep taxes as low as possible. For the 2023 tax year, the City had the fifth lowest tax millage rate amongst cities in Allegan, Berrien, Ottawa, and Van Buren Counties.

The overall budget of the City is in balance with revenues exceeding expenditures.

I recommend that the Council adopt the proposed Fiscal Year 2024-2025 annual budget for the City of the Village of Douglas by approving Resolution 12-2024 General Appropriations Act.

**CITY OF THE VILLAGE OF DOUGLAS
COUNTY OF ALLEGAN
STATE OF MICHIGAN
RESOLUTION NO. 12-2024**

**RESOLUTION ADOPTING GENERAL APPROPRIATIONS ACT
FOR THE FISCAL YEAR JULY 1, 2024 – JUNE 30, 2025**

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 3rd day of June 2024, at 7:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by Councilperson _____, and supported by Councilperson _____.

RESOLUTION

WHEREAS, pursuant to Chapter IX of the Douglas City Charter (“Charter”) and the Uniform Budgeting and Accounting Act, P.A. 2 of 1968, as amended (the “Act”), the City is required to pass a general appropriations act; and

WHEREAS, in accordance with the Charter and the Act, the City has provided the required notice and hearing; and

WHEREAS, in order to comply with the Charter and the Act, the City wishes to adopt an appropriation act pursuant to this Resolution.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. Title. This Resolution shall be known as the City of the Village of Douglas General Appropriations Act (Fiscal Year 2024-2025).
2. Chief Administrative Officer. The City Manager shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this Act.
3. Fiscal Officer. The City Treasurer shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this Act.
4. Public Hearings on the Budget. Pursuant to the Act, notice of a public hearing on the proposed budget was published in a newspaper of general circulation as required by law, and a public hearing on the proposed budget was held on June 3, 2024. A copy of the proposed budget was available for public inspection as required by the Charter.
5. Estimated Revenues. Estimated City general fund revenues for fiscal year 2024-2025, including a charter operating millage of 13.0818 mills (inclusive of Headlee rollback), and various miscellaneous revenues shall total \$3,712,811.
6. Millage Levy. The Council of the City of the Village of Douglas shall cause to be levied and collect the general property tax millage against all classes of assessable property, at taxable valuations, as approved by the Board of Commissioners for Allegan County, the State Tax Commission, and any anticipated adjustments of the Michigan Tax Tribunal for the Fiscal Year July 1, 2024 through June 30, 2025 as follows:

Property Tax Millage

<u>Designated Purpose</u>	<u>Rate</u>	<u>Amount</u>
General Operating	13.0818	\$3,119,016

7. Estimated Expenditures. Estimated City general fund expenditures for Fiscal Year 2024-2025 for the various City activities are as shown in exhibit A.
8. Estimated revenues and expenditures by fund for all other funds as shown in exhibit B. The schedule of fees as amended is shown in exhibit C.

9. Adoption of Budget by Reference. The general fund budget for the City for 2024-2025 is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this Resolution. All other funds budgets for the City for 2024-2025 is hereby adopted by reference with revenues and activities as indicated in Section 8 of this resolution.
10. Appropriation not a Mandate to Spend. Appropriations will be deemed maximum authorizations to incur expenditures. The Fiscal Officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any order for expenditures that exceed appropriations.

Exhibit A: General Fund

DEPARTMENT	DESCRIPTION	2022-23	2023-24	2024-25
		ACTIVITY	ACTIVITY	RECOMMENDED
		THRU 05/28/24		BUDGET
TOTAL ESTIMATED REVENUES		3,525,389	3,749,548	3,712,811
APPROPRIATIONS				
101.000	LEGISLATIVE	16,076	11,916	22,176
172.000	MANAGER	178,583	157,600	173,150
215.000	CLERK/TREASURER	335,494	287,809	322,185
223.000	AUDITOR	9,400	7,500	9,600
257.000	ASSESSING	62,465	58,927	69,512
262.000	ELECTION	8,031	12,129	24,310
265.000	BUILDING & GROUNDS	177,906	210,525	207,290
266.000	ATTORNEY	74,678	49,941	85,000
301.000	POLICE	751,083	712,062	909,665
463.000	GENERAL STREETS & ROW	254,651	279,490	484,608
701.000	PLANNING & ZONING	348,611	307,571	438,560
751.000	PARKS & RECREATION	230,895	204,510	232,620
802.000	COMMUNITY PROMOTIONS	18,323	10,512	17,500
850.000	INSURANCE & BONDS	40,772	73,351	54,727
966.000	TRANSFERS OUT	400,000	1,917,298	265,520
TOTAL EXPENDITURES		2,906,968	4,301,141	3,316,423
Surplus(Deficit)		618,421	(551,593)	396,388
PROJECTED BEGINNING FUND BALANCE				1,675,871
ENDING FUND BALANCE				2,072,259

Exhibit B: All Other Funds

DEPARTMENT	DESCRIPTION	2022-23 ACTIVITY	2023-24 ACTIVITY THRU 05/28/24	2024-25 RECOMMENDED BUDGET
MAJOR STREET FUND	ESTIMATED REVENUES	367,647	284,179	359,520
	TOTAL EXPENDITURES	295,816	232,448	477,135
	Surplus(Deficit)	71,831	51,731	(117,615)
	PROJECTED BEGINNING FUND BALANCE			263,155
	ENDING FUND BALANCE			145,540
LOCAL STREET FUND	ESTIMATED REVENUES	569,054	267,784	328,750
	TOTAL EXPENDITURES	510,131	212,498	480,685
	Surplus(Deficit)	58,923	55,286	(151,935)
	PROJECTED BEGINNING FUND BALANCE			227,976
	ENDING FUND BALANCE			76,041
SCHULTZ PARK LAUNCH	ESTIMATED REVENUES	35,495	24,358	30,000
	TOTAL EXPENDITURES	13,357	24,336	75,550
	Surplus(Deficit)	22,138	22	(45,550)
	PROJECTED BEGINNING FUND BALANCE			123,895
	ENDING FUND BALANCE			78,345
BROWNFIELD FUND	ESTIMATED REVENUES	75,616	169,011	540,989
	TOTAL EXPENDITURES	49,571	90,070	566,158
	Surplus(Deficit)	26,045	78,941	(25,169)
	PROJECTED BEGINNING FUND BALANCE			113,812
	ENDING FUND BALANCE			88,643
HARBOR AUTHORITY	ESTIMATED REVENUES	113	-	-
	TOTAL EXPENDITURES	1,276	-	-
	Surplus(Deficit)	(1,163)	-	-
	BEGINNING FUND BALANCE			4,145
	ENDING FUND BALANCE			4,145
DDA	ESTIMATED REVENUES	51,658	65,802	62,807
	TOTAL EXPENDITURES	39,545	94,137	57,560
	Surplus(Deficit)	12,113	(28,335)	5,247
	BEGINNING FUND BALANCE			66,920
	ENDING FUND BALANCE			72,167

DEPARTMENT	DESCRIPTION	2022-23 ACTIVITY	2023-24 ACTIVITY THRU 05/28/24	2024-25 RECOMMENDED BUDGET
BLUE STAR CORRIDOR	ESTIMATED REVENUES	108,627	118,937	105,000
	TOTAL EXPENDITURES	119,213	26,018	-
	Surplus(Deficit)	(10,586)	92,919	105,000
	PROJECTED BEGINNING FUND BALANCE			223,241
	ENDING FUND BALANCE			328,241
WATER/SEWER FUND	ESTIMATED REVENUES	258,018	160,407	477,784
	TOTAL EXPENDITURES	178,279	109,708	563,000
	Surplus(Deficit)	79,739	50,699	(85,216)
	PROJECTED BEGINNING FUND BALANCE			166,949
	ENDING FUND BALANCE			81,733
MUNICIPAL BUILDING	ESTIMATED REVENUES	-	1,512,298	-
	TOTAL EXPENDITURES	-	1,512,298	-
	Surplus(Deficit)	-	-	-
	PROJECTED BEGINNING FUND BALANCE			-
	ENDING FUND BALANCE			-
DOUGLAS MARINA	ESTIMATED REVENUES	50,353	138,926	112,750
	TOTAL EXPENDITURES	107,710	57,370	151,450
	Surplus(Deficit)	(57,357)	81,592	(38,700)
	PROJECTED BEGINNING FUND BALANCE			121,949
	ENDING FUND BALANCE			83,249
EQUIPMENT FUND	ESTIMATED REVENUES	47,237	223,294	392,000
	TOTAL EXPENDITURES	237,897	220,817	348,436
	Surplus(Deficit)	(190,660)	2,477	43,564
	PROJECTED BEGINNING FUND BALANCE			1,082,090
	ENDING FUND BALANCE			1,125,654

CITY OF THE VILLAGE OF DOUGLAS

ANNUAL BUDGET

FOR THE Fiscal Year Ending June 30, 2025



July 1, 2024

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Community & Government

Personnel & Council Summary

City Council

Mayor: Cathy North	Term Ending: Nov. 2025
Mayor Pro Tem: Randy Walker	Term Ending: Nov. 2024
Councilperson: Jerome Donovan	Term Ending: Nov. 2025
Councilperson: Gregory Freeman	Term Ending: Nov. 2024
Councilperson: Neal Seabert	Term Ending: Nov. 2024
Councilperson: Matt Balmer	Term Ending: Nov. 2025
Councilperson: John O'Malley	Term Ending: Nov. 2024

City Hall Staff

City Manager: Lisa Nocerini	Started: September 2023
City Clerk: Laura Kasper	Started: September 2022
Deputy Clerk: Dawn Raza	Started: April 2024
City Treasurer/ Finance Director: Vacant	Started:
City Planner: Sean Homyen	Started: October 2023
Executive Assistant/ Project Manager: Jennifer Pearson	Started: April 2017
City Assessor: Tom Doane	Started: December 2020

Police Department

Police Chief: Steve Kent	Started: August 1986
Corporal: Lori Warsen	Started: January 2006
Police Officer: Anthony Brown	Started: November 2022
Police Officer: Trevor Dyer	Started: July 2023
Police Officer: Olivia Schipper	Started: October 2023
Police Dept. Admin. Assistant: Ashley Janik	Started: August 2013

Public Works

Director: Ricky Zoet	Started: June 2019
Lead Equipment Operator: Greg Salinas	Started: October 2018
Equipment Operator: Cody Carpenter	Started: March 2019
Equipment Operator: Kyle Hooker	Started: March 2020
Equipment Operator: Bill Brown	Started: October 2020
Equipment Operator: Leo Maas	Started: November 2023

Budgeting Policies & Procedures

A Reader's Guide to Budgeting

The budgeting and accounting policies of the City of the Village of Douglas conform to Generally Accepted Accounting Principles (GAAP) as applicable to governmental units. The following are the significant budgetary policies followed by the City.

Uniform Budgeting Act

The City of the Village of Douglas is legally subject to the budgetary control requirements of the State of Michigan P.A. 2 of 1968 (the Uniform Budgeting Act). The following statements represent a brief synopsis of the major provisions of this Act.

- Budgets must be adopted for the General Fund and Special Revenue Funds.
- A fund balance deficit cannot be budgeted for.
- The budgets shall be amended when necessary.
- Debt cannot be entered into unless permitted by law.
- Expenditures cannot be made unless appropriated for.
- A Public hearing must be held before the budget is adopted by City Council.

Basis of Budgeting

The adopted budget is prepared on a cash-basis which will not significantly differ from Generally Accepted Accounting Principles ("GAAP"). The City records actual activity on the modified accrual basis of accounting for all governmental fund types. Accruals for both revenues and expenditures will be made at the end of the fiscal year to properly record the activity in the correct fiscal year.

The full accrual basis of accounting is utilized for the Internal Service Fund, the component units, and the government-wide statements. For budgeting purposes, these too (except the government-wide reporting that is an amalgamation of multiple funds) are budgeted on a cash-basis.

Fund Structure of Approved Budget

Public Act 2 of 1968, the Uniform Budgeting Act, only requires an adopted budget for the General Fund and the Special Revenue funds, such as Major and Local Streets. As a best practice, the City budgets for all of its funds regardless of fund type.

The City Council reviews revenue/expenditure and budgetary reports prepared by management on a monthly basis.

Fund Accounting

The accounts of the City of the Village of Douglas are organized by funds and departments. Funds are established to segregate specific activities or functions of the government in accordance with legal restrictions or to segregate certain activities for the sake of transparency or management expediency. The City utilizes four fund types – governmental funds, proprietary funds (just the internal service equipment fund), fiduciary funds (tax collection and general custodial), and component units (DDA, KLHA, and BRA).

Below are the different types of funds:

Governmental Funds

General Fund: The General Fund contains the accounting of the ordinary activities of the City. The General Fund expenditures are financed mostly by general operating property tax revenues and some state shared revenues. The General Fund is usually the most commonly used fund and is where expenditures for City Hall, Police and Parks are found.

Special Revenue Funds: Special Revenue funds are used to account for the proceeds of earmarked revenue from financing activities requiring separate accounting because of legal or regulatory requirements. The City's Special Revenue Funds are Major Street Fund, Local Street Fund, and Schultz Park Launch Ramp Fund. The Major and Local Street Funds are the City's largest special revenue funds. The City receives monies from the State from gasoline tax collected. The City receives their amounts based on a state formula that divides the gas tax monies between state road projects, counties and local municipalities.

Debt Service Funds: Debt service funds are used to account for the annual payment of principal and interest concerning long-term debt other than the debt payable from the operations of an enterprise fund. **The City does not currently utilize any Debt Service Funds.**

Capital Projects Fund: Capital Projects Funds are used to account for the development of capital facilities and projects. The City has three capital project funds. The Water and Sewer Fund collects revenue from water and sewer connections to pay for infrastructure improvements to the City's water and sewer system. The Blue Star Corridor Improvement Fund is assigned the adult use marijuana revenues distributed by the State to pay for infrastructure improvements along the blue star corridor. The Municipal Building Fund accumulates funds for a new municipal building and accounts for building costs.

Permanent Funds: Permanent Funds are used to account for resources that are legally restricted to the extent that only earnings and not principal may be used to support government programs. **The City does not currently utilize any Permanent Funds.**

Enterprise Funds: Enterprise Funds are funds that are accounted for on a full accrual basis of accounting and are used for business-type activities. The sale of water and sewer treatment is typically recorded in an Enterprise Fund, but because the Kalamazoo Lake Sewer & Water Authority (KLSWA), a separate legal entity and component unit of the City, operates the sewer and water activity for the Tri-Community area, the City does not currently utilize an enterprise fund. The capital charges billed to water and sewer customers are being accumulated to pay for future capital improvements (lines, mains, other infrastructure, etc...) in a capital project fund and are not a function of how much water a customer uses.

Internal Service Funds: The City has one Internal Service Fund and that is the Equipment Rental Fund. The Equipment Rental Fund is financed by rental charges to the General Fund, Major Street Fund and Local Street Fund primarily for the use of equipment by the Public Works Department. The rental charges are used to finance the purchase of equipment for the Public Works Department and the rates used are provided by the Michigan Department of Transportation.

Fiduciary Funds

Custodial Funds: Custodial Funds are used to account for the assets held by the City in a trustee capacity or as an agent for individuals, organizations, other governments or other funds. The City has two Custodial Funds.

Pensions Trust Funds: Pension Trust Funds are used to report the resources required to be held for the members and beneficiaries of defined benefit pension plans, defined contribution plans and other post-employment benefits. **The City does not have a Pension Trust Fund** because Michigan Employers Retirement System (MERS) accounts and records necessary information and resources. Pension information accounted for by MERS is displayed in City's Annual Financial Statements.

Investment Funds: Investment Funds are funds whose legal purpose is to hold separate governments' pool of investments. **The City does not have an Investment Fund.**

Private-purpose Trust Funds: Private-purpose Trust Funds are used report trust arrangements not reported in other trust funds, which has limited provisions to the monies held in the fund. **The City does not have a Private-purpose Trust Fund.**

Budgeting Procedures

Item 8G.

The annual budget covers a twelve-month period beginning July 1st and ending June 30. The budget is an ongoing process that includes phases of development, adoption, implementation and oversight throughout the year.

Several goals are associated with the preparation and development of the City's annual budget document. First, the budget is a policy document. The budget should help foster comprehensive community problem solving and policy making. Second, the budget is a financial plan and management tool. The document should help staff in monitoring revenue and expenditures and in evaluating the effectiveness of City programs and services. Third, the budget serves as an important reference document. It should provide the City Council, staff and the public with extensive information on the nature and scope of municipal operations and services.

Strategic Planning Process

The City Council holds multiple workshop meetings throughout the year with the City Manager and department heads to discuss and develop both long and short-term goals and objectives. These workshop meetings give the City Manager and department heads guidance and understanding of the goals the City Council would like to have completed and in a general order.

Budget Review and Analysis

All department heads meet with the City Treasurer for review and evaluation of their respective budgets. The objective of this phase is to:

- Ensure that the intent of all budget requests are understood
- Gain greater understanding of departmental objectives and standards of performance and operations for the upcoming fiscal year.
- Determine how proposed departmental projects and programs are related to the goals and objectives set by Council.
- Balance the needs of each department to the total City needs.

Analysis in this phase include analysis of levels of service, evaluation of historical expenditure trends, projection of inflationary increases, and review of departmental operations.

Building the Proposed Budget

The City Treasurer and City Assessor work towards reasonable estimates of property tax income based on projections and reasonable estimates of property tax values. Property tax revenues generally account for about two-thirds of the City's Revenue.

The Treasurer meets with the different department heads to determine the costs of proposed projects and operating expenditures. The Treasurer then meets with the City Manager to review the budget as a whole and bring a proposed budget to City Council.

The proposed budget is then prepared for Council to review. Workshop sessions are held with the City Council to ensure that the proposed budget is in alignment with the Council's goals and objectives, as well as their vision for the City. The Treasurer adjusts the budget as directed by the City Council and makes a recommended budget document for adoption.

City Council Adoption

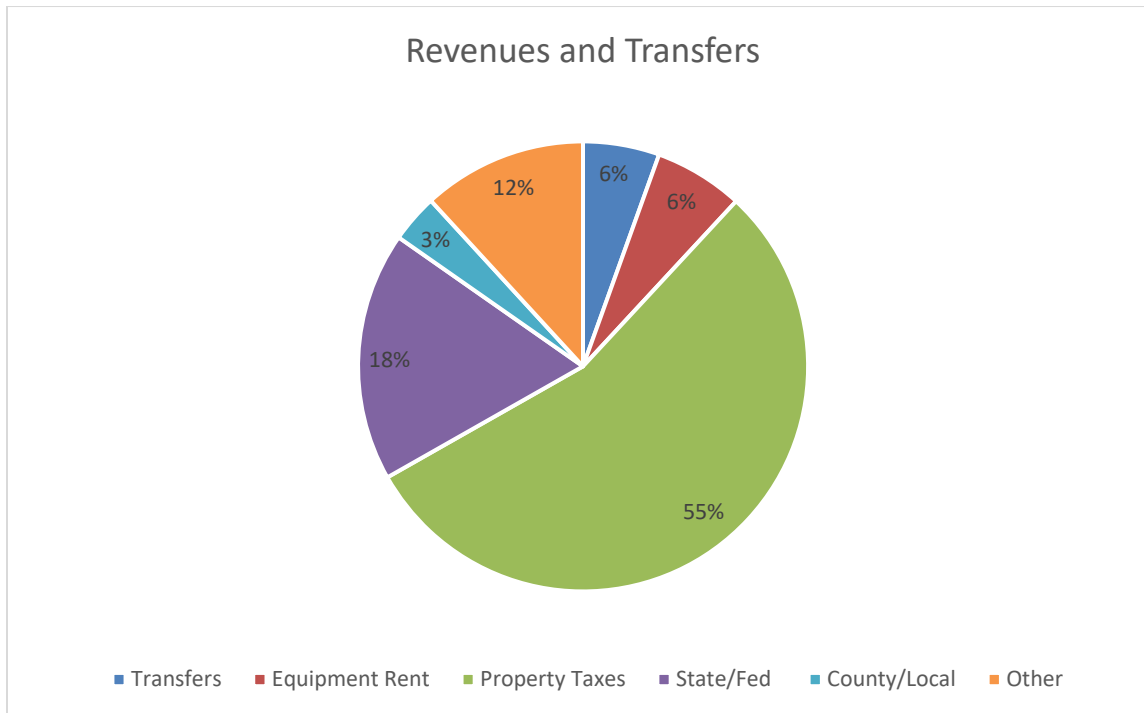
After completion of the budget workshop sessions, the proposed budget is published on the City's website and public hearings are held for the budget and the City's millage rate. After completion of the public hearings, the City Treasurer would make any adjustments as necessary under the direction of the City Council. The budget is then adopted.

Budget Amendment Process

After the budget is adopted, the primary responsibility for managing the budget falls to individual departments and the Treasurer reviews expenditures on a monthly basis. Management is given flexibility to each department of exceeding a line item within a department if it can be compensated for within the same department. Budget amendments that require transfers from fund balance or other departments require approval by the City Council.

Overview of Financial Data

Revenue



The City's budgeted revenue across all funds for fiscal year 2024-2025 is \$6.1 million, an increase of approximately \$600,000, primarily due to an increase in taxable value and an EPA grant received for the Brownfield Redevelopment Fund. It should be noted that the millages levied by the City remain unchanged.

Property Taxes

Property taxes are the largest source of revenue for the City accounting for over half of the City's entire Revenue. This revenue is dependent upon two variables – taxable value and millage rates. The taxable value is determined by the City Assessor and the millage rate is set by the City Council. The formula to determine total property tax revenue is as follows:

$$\text{Taxes} = \frac{\text{Taxable Value} \times \text{Millage Rate}}{1000}$$

The City Assessor maintains two values for every parcel, both real and personal property within the City. The first value is the State Equalized Value, known as the SEV, which is 5% of the true market value of the property. The second value is the taxable value, which came into existence as a result of 1994's Proposal A, the property tax reform law. The taxable value of real property cannot increase higher than the rate of inflation or 5%, whichever is lower, and cannot be higher than the SEV of property.

This formula remains in place until a property is sold at which time the property becomes "uncapped" and changes to match the SEV. The limitations on increases then begin anew from the "uncapped" rate.

The City Council has chosen to not levy the maximum millage rate in order to keep taxes as low as possible. The City has held a consistent millage rate since becoming a city in 2004 even though the City could levy a higher millage rate.

Other Sources of Revenue

While property taxes are the major source of revenue for the City (84% of General Fund Revenues), there are other sources the City relies upon during the year.

Revenues received from the State of Michigan are a very important source of revenue for the City. State shared revenue estimates, which are determined by a formula based upon population and type of local government (i.e. city, village, township). Street funds come to the City from the Michigan Department of Transportation and they are based upon formulas prescribed by Public Act 51.

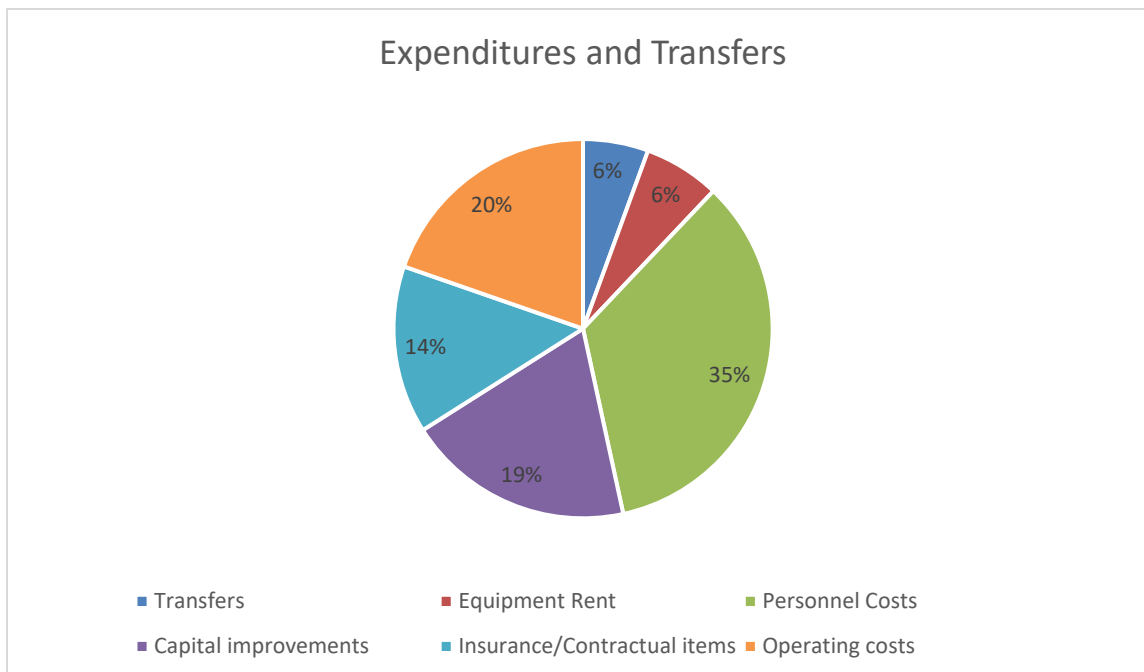
Additionally, the City charges residents and other customers for charges for services such as permits, planning fees, business licenses and boat launch passes. Fines are collected from traffic and parking violations and ordinance enforcement.

Expenditures

Item 8G.

There are several broad categories of expenditures that can be compared across funds. These are as follows:

- Contracted services such as lawyers, auditors, engineers, assessing and other professional services as needed
- Personnel Costs, which include wages, salaries, payroll taxes, pension contributions, health, dental, life and disability insurance and annual police officers sick time pay outs.
- Operating costs such as printing, postage, maintenance and repairs, utilities, office supplies, dues, publications, uniforms and anything else related to general operations that are not covered under another category.
- Capital improvements, which are items that will last over multiple years. These may include computers, vehicles, equipment and infrastructure improvements.
- Debt Service is the payments that are made on bonds and loans issued by the City.
- Transfers out are operating transfers between funds such as transfers out of the General Fund to the Major and Local Street Funds.



The City's budgeted expenditures for fiscal year 2024-2025 is \$6.0 million. Highlights of this year's expenditures and transfers budget include a 3% cost of living increase for employees and continued focus on capital improvements primarily for water/sewer infrastructure.

General Fund

Item 8G.

The General Fund is the main operational fund for the City. It contains all of the activities of the City that are not required to be accounted for in another fund, such as special revenue or enterprise funds. The main sources of revenue for the General Fund are property taxes, State shared revenue and County road millage. Expenditures that occur from this fund are for administrative activities, community development, parks and recreation, public safety and public works.

Departments

Legislative (101)

The residents of the City of the Village of Douglas elect seven council members to two-year terms. Three terms end odd years and four terms end even years. After the residents elect their council members, the council then elects a Mayor and Mayor Pro Tem to preside over the City Council. The Council has the power to adopt laws, ordinances, and resolutions, adopt a budget, levy taxes, and set policies. The Council appoints the City Manager who is accountable for all administrative functions that are not directed by the charter, ordinances or state law.

Expenditures in this department include City Council member's wages, training, newspaper publishing and supplies.

Manager (172)

The City Manager strives to effectively serve the City Council and the public through responsible administration of all City affairs. The Manager demonstrates and promotes a high standard of ethics, professionalism and integrity throughout the city's organization. The City Manager fosters open and complete communications, actively seeks out and incorporates citizen involvement and participation, and achieves outstanding results through partnerships with other service providers in both the public and private sectors. The City Manager demonstrates through words, actions and policies a commitment to treat all colleagues and citizens with respect and dignity.

Expenditures in this department include City Manager's wages, benefits, training funds, supplies and association dues.

Clerk/Treasurer (215)

The City Clerk holds many responsibilities including maintaining all city records, administering city elections, publishing public notices and manage human resources for City employees.

The City Treasurer is responsible for billing, collecting and disbursing property taxes, maintain accurate financial records, create and administer the City's annual budget and help financially direct the City in accordance with city policies and state laws and as directed by the City Council.

Expenditures in this department include City Clerk, Deputy Clerk and City Treasurer wages and benefits, software and website fees, training, postage, association dues and supplies.

Auditor (223)

The City contracts with an accounting firm to perform an annual audit on the City's financial statements and report to the City Council their findings. The audit consists of determining the accuracy of the City's financial statements, internal controls and financial policies. The City contracted with Siegfried & Crandall.

Assessor (257)

The City Assessor keeps the records of all property located within the City. The Assessor computes and analyzes the property values of all parcels based on sales studies and relevant state laws in correlation with the Allegan County Equalization department.

Expenditures in this department include wages and benefits of the assessor, board of review member wages, software and website fees for the online tax and assessing system, supplies, and postage and printing costs.

Elections (262)

The City elections are overseen by the City Clerk in accordance with federal, state, county and local laws. The Clerk administers elections for federal, state, county, city and school elections ranging from representatives, laws and millage proposals. Also, the City Clerk maintains voter registration records within the City and maintains all City records.

Expenditures in this department include election worker's wages, publishing of notices, voter identification cards, ballots and other election supply costs.

Buildings & Grounds (265)

The Buildings and Grounds department accounts for all expenditures relating to the buildings owned and operated by the City.

Expenditures include repairs and maintenance, utilities and payroll costs of public works employees for time spent working in, on or for the City's buildings. The City has budgeted for the replacement of staff computers and a generator at the DPW building.

Attorney (266)

The City contracts attorney services from several law firms to represent and guide the City and its staff to ensure the City operates and moves in a law-biding manner for the good of the public. The attorneys help the City Council and staff with issues including but not limited to union negotiations, employee issues, planning and zoning regulations and guidance on legal issues that arise.

Police (301)

The Police department operates with a Police Chief, a corporal, three full-time officers, and multiple part-time police officers. The Douglas Police department serves the City of Douglas.

All expenditures that are related to the Police department building are expensed in this account instead of the Buildings and Grounds department. Expenditures in this department include all officer wages and benefits, training costs, officer's equipment, prosecuting attorney, liability insurance, utilities, police vehicle repairs and gasoline. The City has budgeted for an additional officer this year and a generator for the building.

General Streets & Right of Way (463)

The General Streets and Right of Way department operates under the management of the Public Works department and is responsible for the brush and leaf pickup, repairing and maintaining roads and sidewalks and the maintenance and beautification of the downtown.

Expenditures in this department include public works wages and benefits, supplies, street lights, utilities, landscaping services and road and sidewalk maintenance and repairs. The City has budgeted for water street drainage improvements and a storm sewer capital improvement plan.

Planning & Zoning (701)

The Planning and Zoning department is also referred to as Community Development. The City Planner works closely with the Planning Commission and the Zoning Board of Appeals and is responsible for directing and managing the physical development of the City in a manner that emphasizes quality, livability and sustainability. The City Planner uses guidance from the City Council, the Master Plan and Tri-Community Master Plan for the decision making process regarding the development of the City.

Expenditures in this department include City Planner wages and benefits, Planning Commission and Zoning Board of Appeals wages, contracted attorney, engineering and building inspector costs, supplies and software fees. The City has budgeted to update the Zoning ordinances and maps.

Parks & Recreation (751)

The Parks and Recreation department operates under the management of the Public Works department. This department is responsible for the maintenance and upkeep of all of the City's parks including Beery Field, Douglas Beach, Veteran's park, and Schultz Park (not including the boat launch).

Expenditures in this department include public works wages and benefits, landscaping services, utilities, City park maintenance, and supplies. The City has budgeted for Beery Field improvements.

Community Promotions (802)

Community Promotions account for expenditures pertaining to local organizations to support the community in promoting all the different events around the City and Tri-community area.

Insurance & Bonds (850)

The Insurance and Bonds department accounts for the expenditures related to the City's general liability insurance provided through the Michigan Municipal League (MML).

Transfers Out (966)

Transfers out are transfers of monies from one fund to another to cover operating expenditures because the fund cannot cover operating expenditures from its revenues. The General Fund transfers monies to the Major and Local Street Funds because the ACT 51 monies received from the State of Michigan only cover about one-third of these funds' operating costs. Also, the City transfers monies to the Brownfield Authority, Douglas Marina, and Water Sewer fund for capital projects.

City of the Village of Douglas Fund Balance Policy

The City of the Village of Douglas's policy is to keep a minimum of 30% of General Fund operating expenditures in the General Fund fund balance as adopted by City Council. The Government Finance Officers Association (GFOA) recommends a minimum reserve of two months of operations (approx. 17% of the budget) in fund balance. Additional fund balance may, at times, be committed or assigned by City council for specific purposes such as capital projects.

Special Revenue Funds

Special revenue funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures made for specific purposes. The City's special revenue funds are:

- Major Street Fund (202)
- Local Street Fund (203)
- Schultz Park Launch Ramp Fund (213)

Major and Local Street Funds (202 & 203)

The Major Street Fund and the Local Street Fund receive revenue from the state through Public Act 51 which uses a formula to share gas and weight taxes to governmental entities at the state, county and local levels. The revenue received from Act 51 only covers about one-third of the operating costs in each of these two funds. The rest of the expenditures are covered by a transfer from the General Fund. These two funds account for the repairs and maintenance of the city streets and sidewalks including snowplowing. The City has budgeted for a various road projects.

Schultz Park Launch Ramp Fund (213)

The Schultz Park Launch Ramp Fund receives revenue from the launch fees and requires the revenues to be spent on the repairs and maintenance of the launch ramp, its facilities or other recreation.

Other Funds

Marina Fund (594)

The Marina Fund primarily collects revenue from slip fees at the City's Point Pleasant Marina. The fund accounts for the activities at Point Pleasant, Wades Bayou, and the Douglas Harbor Authority. The City has budgeted aquatic weed control treatments, irrigation improvements at Wades Bayou, and the demolition of the Douglas Marina House.

Capital Project Funds

Blue Star Corridor Improvement Fund (403)

The Blue Star Corridor Improvement Fund collects revenue from the State related to adult use marihuana and pays for infrastructure improvements along the blue star corridor.

Water and Sewer Revolving Fund (450)

The Water and Sewer Fund collects revenue from connection fees for water and sewer connections and pays for repairs on the city's water and sewer system. The City of the Village of Douglas collaborates with the Kalamazoo Lake Sewer & Water Authority to administer the day-to-day activities of the sewer and water system. The City has budgeted for lead service line replacement, a Sewer Asset Management plan, development of municipal utility standards, and hydrant adjustments.

Internal Service Fund

Equipment Rental Fund (660)

The City uses the Equipment Rental Fund to charge rent to the different Public Works Departments for time using equipment in the different locations throughout the city. The City purchases new equipment and vehicles through this fund and plans for equipment purchases. The Equipment Rental Fund expenses repairs, maintenance, depreciation and gas for the vehicles and equipment purchased from this fund.

Internal Service Funds are proprietary funds and utilize the full-accrual basis of accounting. Internal Service Funds are to be accounted for differently than the General Fund and Special Revenue Funds because their economic factors are different meaning their activities should be accounted for like a standard for-profit business and not a governmental entity.

For the 2024-2025 fiscal budget the City has budgeted for the purchase of various public works equipment.

Component Units

Item 8G.

Brownfield Redevelopment Authority (243)

The Brownfield Redevelopment Authority is charged with revitalization of environmentally distressed areas within the City. The Brownfield Redevelopment Authority Fund accounts for all of the revenue and expenditures for the Brownfield Redevelopment Authority including grants received and monies spent on engineering studies.

Harbor Authority (245)

The Harbor Authority is a joint venture between the City of the Village of Douglas and the City of Saugatuck. The Harbor Authority Fund accounts for all of the revenue and expenditures for the Harbor Authority including grants received and monies spent on engineering studies.

Downtown Development Authority (248)

The Downtown Development Authority (DDA) is charged with developing the Douglas Downtown. The DDA captures a portion of property taxes to accomplish the goals and projects set forth in the Tax Increment Financing (TIF) Plan, which was established at the creation of DDA. The DDA board is comprised of the Mayor of Douglas and up to eight members appointed by the City council. The DDA budgeted for Beery Field Improvements and downtown beautification.

RESOLUTION ADOPTING GENERAL APPROPRIATIONS ACT**FOR THE FISCAL YEAR JULY 1, 2024 – JUNE 30, 2025****RESOLUTION**

WHEREAS, pursuant to Chapter IX of the Douglas City Charter (“Charter”) and the Uniform Budgeting and Accounting Act, P.A. 2 of 1968, as amended (the “Act”), the City is required to pass a general appropriations act; and

WHEREAS, in accordance with the Charter and the Act, the City has provided the required notice and hearing; and

WHEREAS, in order to comply with the Charter and the Act, the City wishes to adopt an appropriation act pursuant to this Resolution.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. Title. This Resolution shall be known as the City of the Village of Douglas General Appropriations Act (Fiscal Year 2024-2025).
2. Chief Administrative Officer. The City Manager shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this Act.
3. Fiscal Officer. The City Treasurer shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this Act.
4. Public Hearings on the Budget. Pursuant to the Act, notice of a public hearing on the proposed budget was published in a newspaper of general circulation as required by law, and a public hearing on the proposed budget was held on June 3, 2024. A copy of the proposed budget was available for public inspection as required by the Charter.
5. Estimated Revenues. Estimated City general fund revenues for fiscal year 2024-2025, including a charter operating millage of 13.0818 mills (inclusive of Headlee rollback), and various miscellaneous revenues shall total \$3,712,811.

6. Millage Levy. The Council of the City of the Village of Douglas shall cause to be levied and collect the general property tax millage against all classes of assessable property, at taxable valuations, as approved by the Board of Commissioners for Allegan County, the State Tax Commission, and any anticipated adjustments of the Michigan Tax Tribunal for the Fiscal Year July 1, 2024 through June 30, 2025 as follows:

Item 8G.

Property Tax Millage

<u>Designated Purpose</u>	<u>Rate</u>	<u>Amount</u>
General Operating	13.0818	\$3,119,016

7. Estimated Expenditures. Estimated City general fund expenditures for Fiscal Year 2024-2025 for the various City activities are as shown in exhibit A.
8. Estimated revenues and expenditures by fund for all other funds as shown in exhibit B. The schedule of fees as amended is shown in exhibit C.
9. Adoption of Budget by Reference. The general fund budget for the City for 2024-2025 is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this Resolution. All other funds budgets for the City for 2024-2025 is hereby adopted by reference with revenues and activities as indicated in Section 8 of this resolution.
10. Appropriation not a Mandate to Spend. Appropriations will be deemed maximum authorizations to incur expenditures. The Fiscal Officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any order for expenditures that exceed appropriations.

DEPARTMENT	DESCRIPTION	2022-23	2023-24	2024-25	RECOMMENDED BUDGET	Item 8G.
		ACTIVITY	ACTIVITY			
			THRU 05/28/24			
TOTAL ESTIMATED REVENUES		3,525,389	3,749,548	3,712,811		
APPROPRIATIONS						
101.000	LEGISLATIVE	16,076	11,916	22,176		
172.000	MANAGER	178,583	157,600	173,150		
215.000	CLERK/TREASURER	335,494	287,809	322,185		
223.000	AUDITOR	9,400	7,500	9,600		
257.000	ASSESSING	62,465	58,927	69,512		
262.000	ELECTION	8,031	12,129	24,310		
265.000	BUILDING & GROUNDS	177,906	210,525	207,290		
266.000	ATTORNEY	74,678	49,941	85,000		
301.000	POLICE	751,083	712,062	909,665		
463.000	GENERAL STREETS & ROW	254,651	279,490	484,608		
701.000	PLANNING & ZONING	348,611	307,571	438,560		
751.000	PARKS & RECREATION	230,895	204,510	232,620		
802.000	COMMUNITY PROMOTIONS	18,323	10,512	17,500		
850.000	INSURANCE & BONDS	40,772	73,351	54,727		
966.000	TRANSFERS OUT	400,000	1,917,298	265,520		
TOTAL EXPENDITURES		2,906,968	4,301,141	3,316,423		
Surplus(Deficit)		618,421	(551,593)	396,388		
PROJECTED BEGINNING FUND BALANCE				1,675,871		
ENDING FUND BALANCE				2,072,259		

DEPARTMENT	DESCRIPTION	2022-23	2023-24	2024-25
		ACTIVITY	ACTIVITY	RECOMMENDED
			THRU 05/28/24	BUDGET
Item 8G.				
MAJOR STREET FUND ESTIMATED REVENUES		367,647	284,179	359,520
TOTAL EXPENDITURES		295,816	232,448	477,135
Surplus(Deficit)		71,831	51,731	(117,615)
PROJECTED BEGINNING FUND BALANCE				263,155
ENDING FUND BALANCE				145,540
LOCAL STREET FUND ESTIMATED REVENUES		569,054	267,784	328,750
TOTAL EXPENDITURES		510,131	212,498	480,685
Surplus(Deficit)		58,923	55,286	(151,935)
PROJECTED BEGINNING FUND BALANCE				227,976
ENDING FUND BALANCE				76,041
SCHULTZ PARK LAUNCH ESTIMATED REVENUES		35,495	24,358	30,000
TOTAL EXPENDITURES		13,357	24,336	75,550
Surplus(Deficit)		22,138	22	(45,550)
PROJECTED BEGINNING FUND BALANCE				123,895
ENDING FUND BALANCE				78,345
BROWNFIELD FUND ESTIMATED REVENUES		75,616	169,011	540,989
TOTAL EXPENDITURES		49,571	90,070	566,158
Surplus(Deficit)		26,045	78,941	(25,169)
PROJECTED BEGINNING FUND BALANCE				113,812
ENDING FUND BALANCE				88,643
HARBOR AUTHORITY ESTIMATED REVENUES		113	-	-
TOTAL EXPENDITURES		1,276	-	-
Surplus(Deficit)		(1,163)	-	-
BEGINNING FUND BALANCE				4,145
ENDING FUND BALANCE				4,145
DDA ESTIMATED REVENUES		51,658	65,802	62,807
TOTAL EXPENDITURES		39,545	94,137	57,560
Surplus(Deficit)		12,113	(28,335)	5,247
BEGINNING FUND BALANCE				66,920
ENDING FUND BALANCE				72,167

DEPARTMENT	DESCRIPTION	2022-23	2023-24	2024-25	RECOMMENDED BUDGET	Item 8G.
		ACTIVITY	ACTIVITY THRU 05/28/24			
BLUE STAR CORRIDOR	ESTIMATED REVENUES	108,627	118,937		105,000	
	TOTAL EXPENDITURES	119,213	26,018		-	
	Surplus(Deficit)	(10,586)	92,919		105,000	
	PROJECTED BEGINNING FUND BALANCE				223,241	
	ENDING FUND BALANCE				328,241	
WATER/SEWER FUND	ESTIMATED REVENUES	258,018	160,407		477,784	
	TOTAL EXPENDITURES	178,279	109,708		563,000	
	Surplus(Deficit)	79,739	50,699		(85,216)	
	PROJECTED BEGINNING FUND BALANCE				166,949	
	ENDING FUND BALANCE				81,733	
MUNICIPAL BUILDING	ESTIMATED REVENUES	-	1,512,298		-	
	TOTAL EXPENDITURES	-	1,512,298		-	
	Surplus(Deficit)	-	-		-	
	PROJECTED BEGINNING FUND BALANCE				-	
	ENDING FUND BALANCE				-	
DOUGLAS MARINA	ESTIMATED REVENUES	50,353	138,926		112,750	
	TOTAL EXPENDITURES	107,710	57,370		151,450	
	Surplus(Deficit)	(57,357)	81,592		(38,700)	
	PROJECTED BEGINNING FUND BALANCE				121,949	
	ENDING FUND BALANCE				83,249	
EQUIPMENT FUND	ESTIMATED REVENUES	47,237	223,294		392,000	
	TOTAL EXPENDITURES	237,897	220,817		348,436	
	Surplus(Deficit)	(190,660)	2,477		43,564	
	PROJECTED BEGINNING FUND BALANCE				1,082,090	
	ENDING FUND BALANCE				1,125,654	

Exhibit C: Schedule of Fees

CITY CLERK SERVICES	Basic Fee	Escrow
Garbage/Refuse Permits	\$100	
Outside Amplification	\$100	
Parking Fee Waiver (per space)	\$7,000	
Community Directory Signs	\$50	
Short-Term Rental		
• Registration/Initial Inspection	\$350	
• Re-Inspection	\$100	
Business License/DDA (Annual)	\$25/year	
Temporary Vendor (Hawker/Peddler License)	\$150/daily	
Boat Launch Ramps	<i>Resident</i> \$10/daily, \$25/season	
• Union Street	<i>Non-Resident</i> \$10/daily, \$75/season	
• Shultz Park		
Revocable Sign License/Agreement	\$250/year	
Zoning Ordinance (Hard Copy)	\$50	
Zoning Map Copy		
• 8.5" x 11" & 11"x17"	\$0.25	
• Large format print	\$5	
Special Meeting of the City Council	\$500	
Water Well Review	\$50	\$1,000
Acceptance of Private Roads into the Public System	\$500	\$2,000
Marihuana Facility Permit Application (annual)	\$5,000	
Pleasant Point Kayak Storage Rack	\$175/season	
USB Storage Drive	Actual cost	
Freedom of Information Act Requests	Fee parameters as established by the Act (Act 442 of 1976).	
Returned check fee	\$13	
Special Event Permit	\$50	
	Free for non-profit organizations	
City Park Reservation	\$50	
	Free for non-profit organizations	
Douglas Marina Transient Slip	\$25/day	
Douglas Marina Slip (lottery system)	\$2,000/year for 2 years	
Wedding Officiant (Mayor)	\$50	
Street Vacation	\$500	\$1,000
Water Capital Charge	\$18/MEU	
Municipal Water Connection		
• Users within City Limits	\$2,000	
• Users outside City Limits	\$4,000	
• Connection Inspection	\$200	
Sanitary Sewer Connection		
• Users within City Limits	\$2500	
• Users outside City Limits	\$3500	
• Indirect Connection	\$1,250	
• Connection Inspection	\$200	

PLANNING & ZONING SERVICES	Basic Fee	Escrow
Planned Unit Development (PUD)		
• Rezone Request and Preliminary PUD Review	\$1,000	\$2,000
• Final PUD Review	\$500	\$2,000
• Major Amendment to a PUD	\$500	\$2,000
• Minor Amendment to a PUD (administrative review)	\$300	\$1,000
Rezoning Requests (NON-PUD)		
• Rezoning of parcel	\$300	\$2,000
Residential and Mixed-Use Developments and Subdivisions		
• Plat Review (Conventional)	\$1,500	\$2,000
• Site Condominium Review	\$1,000	\$2,000
• Site Plan Review for Condominium Developments	\$1,000	\$2,000
• Open Space Preservation Developments	\$1,000	\$2,000
• Multi-Family Residential Development	\$1,000	\$2,000
• Mixed-Use Development (Vertical)	\$1,000	\$2,000
Non-Residential Developments		
• Site Plan Review – New Construction	\$1,000	\$2,000
• Site Plan Review – Expansions exceeding 15% of the existing floor area	\$500	\$1,000
• Site Plan Review – Expansions <i>NOT</i> exceeding 15% of the existing floor area	\$300	\$500
Waterfront Construction Permits		
• Minor	\$100	\$2,000
• Major	\$500	\$2,000
Special Use Permit	\$1,000	\$2,000
Master Plan Amendment	\$1,500	\$2,000
Special Meetings (outside of regularly scheduled PC meetings)	\$500	
Private Road Review	\$500	\$2,000
Land Division / Boundary Change Review	\$250	PZ Admin Discretion
Zoning Board of Appeals		
• Dimensional Variance Request	\$350	\$1,000
• Use Variance Request	\$350	\$1,000
• Zoning Text Interpretation	\$350	\$1,000
• Appeal of Planning & Zoning Administrator's Determination	\$350	\$1,000
Zoning Permits		PZ Admin Discretion
• General	\$50	
• Fences	\$50	
• Chickens	\$25/year	
• Sign Permits	\$100	
• Food Truck Permit	\$150/3-day-\$25/each add'l day	
• Home Occupation (annual)	\$50	
• Temporary Structures and Uses	\$50	
• Wind Energy Conversion System	\$50	
Zoning Ordinance Text Amendment	\$1,000	\$2,000
Tree Removal Permit	\$50	
Failure to Obtain a Zoning Permit (Penalty)	\$500	
Right of Way Work/Road Cut/Bore/Driveway Permit	\$100	\$5000

Police Fees	Basic Fee	Escrow
Parking violations per 70.35 of Douglas General Ordinances	\$25	
Sex Offender registration	\$50	
Fingerprints	\$25	

Glossary of Budget and Finance Terms

The Annual Budget contains specialized and technical terminology that is unique to public finance and budgeting. To assist the reader of the Annual Budget document in understanding these terms, this budget glossary has been included in the document.

Accrual Basis of Accounting: A method of accounting that recognizes the financial effect of transactions, events, and Interfund activities when they occur, regardless of the timing of related cash flows.

Activity: Cost center within a fund or department to which specific expenses are to be collected.

Ad Valorem: According to value. “A method of taxation using the value of the thing taxed to determine the amount of tax. Taxes can be either “ad valorem” or “specific”. Example: A tax of \$5.00 per \$1,000.00 of value per house is “ad valorem”. A tax of \$5.00 per house (irrespective of value) is specific.

Appropriation: An authorization made the City Council, which permits officials to incur obligations against, and to make expenditures of governmental resources. Appropriations last for one year and expire at year-end.

Assessed Valuation: The estimated value placed upon real and personal property by the City’s Assessor for the determination of property taxes. Assessed value is required to be at least 50% of the true cash value.

Assets: Property owned by the City, which has monetary value.

Audit: A systematic examination of resource utilization concluding in a written report. It is a test of management’s internal controls and is intended to ascertain whether financial statements fairly present financial positions and results of operations. The audit may identify areas of possible improvements in accounting practices and procedures, but does not specifically look to identify those.

Bond (Debt Instrument): A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date) along with periodic interest paid at the specified percentage of the principal (interest rate). Bonds are typically used for long-term debt to pay for specific capital improvements.

Budget (Operating): A plan of financial operations embodying an estimate of proposed expenditures for a given period (for one fiscal year) and the proposed means of financing them (revenue estimates). Also, the term is sometimes used to denote the officially approved expenditure ceiling under which the City and its departments operate.

Budget Calendar: The schedule of key dates or milestones that the City follows in preparation and adoption of the budget.

Budgetary Control: The level at which expenditures cannot legally exceed the appropriated amounts. Examples include fund, function, department, and line-item.

Budget Message (City Manager's): A general discussion of the proposed budget document presented in writing as a supplement to the budget document. The budget message explains principle budget issues against background of financial experience in recent years.

Capital Outlay: A disbursement of money which results in the acquisition of or addition to fixed assets. The item must have a purchase price greater than \$3,000 and have a useful life of more than one year.

CIP: Abbreviation for Capital Improvement Plan.

Contingency: An estimated amount of funds needed for deficiency or emergency purposes. An annual appropriation to cover short falls in revenue and/or underestimation of expenditures. Under Michigan law, to be used, contingencies must be moved to the specific appropriation line by a budget amendment.

Contractual Services: Items of expenditures from services that the City receives from an outside company. Attorney services, engineering services and landscaping services are examples of contractual services.

CPI: Abbreviation for Consumer Price Index.

Current Taxes: Taxes that are levied and due within one year.

Debt Service: The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

Department: An administrative division of the City. Departments are the main grouping with the budget, for example City Manager, Planning & Zoning and Parks & Recreation.

Depreciation: A noncash expense that reduces the value of an asset as a result of wear and tear, age or obsolescence. Most assets lose their value over time and must be replaced at the end of their useful life.

Downtown Development Authority (DDA): Created by Public act 197 of 1975 to promote revitalization and development of existing business districts.

Enterprise Fund: An accounting fund in which the services provided are financed and operated similarly to those of a private business, i.e user charges. The rate schedules for these services are established to ensure that revenues are adequate to meet all necessary expenditures. Enterprise funds are typically established for utility services such as water and sewer; however, the City does not currently have any enterprise funds.

Estimated Revenue: The amount of projected revenue to be collected during the fiscal year.

Expenditure: The cost of goods delivered and services rendered, whether paid or unpaid.

Fiscal Year: A 12 month period to which the annual operating budget applies and at the end of which the City determines its financial position as a result of its operations. The fiscal year for the City of the Village of Douglas is July 1 – June 30.

Fund: An independent accounting entity established to account for the assets, liabilities, revenues and expenditures for specific activities. Examples include the General Fund for day-to-day activities, Major Street Funds for activities relating to major streets, etc.

Fund Balance: The excess of an entity's assets over liabilities. A negative fund balance is called a deficit.

GAAP: Abbreviation for Generally Accepted Accounting Principles.

GASB: The Governmental Accounting Standards Board, which provides direction in accounting and reporting requirements for units of government.

General Fund: The largest fund within the City, the General Fund accounts for most of the day-to-day operations of the government, such as police protections, finance, public works, parks and general administration. The main source of Revenue for the General Fund is the City's operating millage.

General obligation Bonds: When the City pledges its full faith and credit to the repayment of the bonds that it issues, those bonds are called general obligation (GO) bonds. Issuance of these bonds require an election and they are usually repaid by an ad valorem property tax levy.

GFOA: Abbreviation for Government Finance Officers Association.

GIS: Abbreviation for Geographic Information System.

Internal Service Fund: A fund used to account for the financing of goods and services provided by one department to other departments of the City on a cost reimbursement basis.

Liabilities: Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed or refunded at some future date. The term does not include encumbrances.

Long Term Debt: Debt with a maturity of more than one year.

Maturities: The date on which the principal or stated values of investments or debt obligations mature and may be reclaimed.

MERS: The Michigan Municipal Employees Retirement System is a multi-employer statewide public employee retirement plan created to provide retirement, survivor and disability benefits to local government employees.

Millage: A rate of taxation expressed as mills per dollar.

Modified Accrual Basis of Accounting: Basis of accounting to which (a) revenues are recognized in the accounting period in which they are earned, measurable, and available and (b) expenditures are recognized in the accounting period in which the fund liability is incurred and payable, except for non-matured interest on general long-term debt and certain similar obligations which should be recognized when due.

Per Capita Basis: Per unit population.

Personnel Services: The expenditures within the budget that relate to personnel such as salaries and fringe benefits.

Revenue: An addition to the assets of a fund which does not increase a liability, does not represent the recovery of an expenditure, does not represent the cancellation of a liability without corresponding increase in any other liability or decrease in assets, and does not represent a contribution of fund capital in an enterprise fund.

State Equalized Value (SEV): The assess valuation of property in the City, as determined by the City Assessor and then reviewed and adjusted, if necessary, by the County and the State, to assure that it equals 50% of market value as required by State law.

Special Assessments: Assessments levied on tax bills that are used to fund capital projects that benefit a limited number of properties. The assessments are usually used to repay bonds.

Special Revenue Fund: The fund used to account for the proceeds of specific revenue sources used to finance projects or activities such as the Special Events Fund.

Taxable Value: This is a value used as a base for levying property taxes. It was established by a state constitutional amendment. Taxable values may only be increased by 5% or the rate of inflation, whichever is lower. When property changes ownership, the value returns to 50% of the true cash value equal to the SEV.

Transfers In/Out: legally moving unrestricted funding from one fund to another.

Custodial Funds: these funds are used to account for assets held by the City in a trustee capacity or as an agent for individuals, organizations, other governments, or other funds.