



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

---

**AGENDA**

---

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

Join online by visiting: <https://us02web.zoom.us/j/82314580854>

Join by phone by dialing: +1 (312) 626-6799 | Then enter "Meeting ID": 823 1458 0854

1. **CALL TO ORDER:** By Mayor
2. **ROLL CALL:** By Clerk
3. **PLEDGE OF ALLEGIANCE:** Led by Mayor
4. **INTERVIEW & APPOINTMENT OF CITY COUNCILMEMBER**

A. C. Daniel Urquhart

B. Gregory Freeman

5. **CONSENT CALENDAR**

A. 1. Approval of the January 17, 2023 Meeting Agenda

B. 2. Approval of the January 03, 2023 Meeting Minutes

C. 3. Approval of Invoices in the Amount of \$126,190.42

D. 2023 Meeting Calendar

Motion to approve the Tuesday, January 17, 2023 Consent Agenda. - roll call vote

6. **PUBLIC COMMUNICATION - VERBAL (Limit 3 minutes)**
7. **PUBLIC COMMUNICATION - WRITTEN**
8. **UNFINISHED BUSINESS:** No unfinished business to attend to.

## **9. NEW BUSINESS**

**A.** Audit Presentation Fiscal Year Ending June 30, 2022

**B.** Zoom presentation by Kristin Armstrong. No action required.

**C.** Water Street Residents Presentation - Tracey Shafroth

**D.** Resolution 02-2023 - Drinking Water Asset Management Grant Resolution

Motion to approve Resolution 02-2023 and accept EGLE's Drinking Water Asset Management grant in the amount of \$349,500 and authorize the City Manager to sign the grant agreement. In addition, Council does hereby increase the revenues in the Water and Sewer Fund -Reimbursement from State account 450-000-679.001 and increase the expenditures in the Water and Sewer Fund - Construction account 450-000-974 in the amount of \$300,000. - roll call vote

**E.** Water Service Replacement Vendor

Motion to approve Unema Plumbing of Holland, Michigan as a preferred sole source vendor for lead service line replacements for the remainder of the fiscal year. - roll call vote

## **10. REPORTS**

**A.** Commission/Committee/Boards

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

**B.** Staff Written Reports

1. City Manager

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

## **12. COUNCIL COMMENTS**

## **13. MAYOR’S REPORT/COMMENTS**

## **14. ADJOURNMENT**

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

City Clerk, at (269) 857-1438, or [clerk@douglasmi.gov](mailto:clerk@douglasmi.gov) to allow the City to make reasonable accommodations for those persons. CITY OF THE VILLAGE OF DOUGLAS, ALLEGAN COUNTY, MICHIGAN



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

RECEIVED  
DEC 16 2022  
LK

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

## BOARD and COMMISSION APPLICATION

Name: C. Daniel Urquhart Date Submitted: 12-16-2022

Address: 119 Chestnut Lane, P. O. 594

City / Zip: Douglas, MI 49406

Phone: 269.543.2470 E-Mail: cdanielurquhart@gmail.com

- On which board or commission would you like to serve? City Council
- Are you a registered voter in Douglas: YES ☒ NO ☐
- Have you been a resident of the City of Douglas for at least one year? YES ☒ NO ☐
- Occupation: retired former hydraulic engineer
- Please indicate any relevant information which you think should be considered for your appointment to a board or commission: I have been a council member approximately 20 years ago and know the history of the city I also have the time to invest.
- Do you or an immediate family member have any professional or financial relationship that may present a potential conflict of interest for this board or commission? YES ☐ NO ☒  
If yes, please explain: \_\_\_\_\_
- Are you related to anyone who is currently on any board or commission? YES ☐ NO ☒  
If yes, to whom are you related? \_\_\_\_\_
- Are you presently indebted to the City of the Village of Douglas for overdue or personal property tax, special assessment, license fee or property lien? YES ☐ NO ☒  
If yes, please explain: \_\_\_\_\_
- Are you currently serving as an appointee to any other City of Douglas board or commission? YES ☒ NO ☐  
If yes, which board or commission? KLSWA
- Have you been convicted of a misdemeanor within the past five years or a felony within the past ten years? YES ☐ NO ☒  
If yes, explain the circumstances on a separate sheet of paper and attach it to this application. A conviction is not necessarily grounds for disqualification.



- What kind of experience, education, community activities, organizations have you belonged to and how do you think your involvement would benefit the community? (Attach additional page if needed)  
I have been a leader in Masonic Organizations. I have years of experience with mechanical and civil engineering. I can bring this knowledge to the board.
- Describe your understanding of the board or commission you are applying for: The Council establishes the tone of the city, sets the budget, oversees the ordinances and personnel.
- Why do you want to be appointed to this board or commission? I feel I can bring continuity to the council as well as a level of experience in different areas.
- Have you attended any meetings of the board or commission you are applying to? YES ☒ NO ☐
- Have you reviewed the current meeting schedule of the indicated board(s) or commission(s) and determined that you can commit to regular meeting attendance and participation? YES ☒ NO ☐

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

  
Signature of the applicant

  
Date

**Return Application to:**

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

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

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



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

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

## BOARD and COMMISSION APPLICATION

Name: Gregory Freeman Date Submitted: 12/27/2022

Address: 123 Harbor Court, PO Box 614

City / Zip: Douglas, MI 49406

Phone: 312-203-9283 E-Mail: freeman.g@sbcglobal.net and gfreeman@douglasmi.gov

- On which board or commission would you like to serve? City Council
- Are you a registered voter in Douglas: YES X NO \_\_\_\_
- Have you been a resident of the City of Douglas for at least one year? YES X NO \_\_\_\_
- Occupation: Retired
- Please indicate any relevant information which you think should be considered for your appointment to a board or commission: Please see attached resume
- Do you or an immediate family member have any professional or financial relationship that may present a potential conflict of interest for this board or commission? YES \_\_\_\_ NO X  
If yes, please explain: \_\_\_\_\_
- Are you related to anyone who is currently on any board or commission? YES \_\_\_\_ NO X  
If yes, to whom are you related? \_\_\_\_\_
- Are you presently indebted to the City of the Village of Douglas for overdue or personal property tax, special assessment, license fee or property lien? YES \_\_\_\_ NO X  
If yes, please explain: \_\_\_\_\_
- Are you currently serving as an appointee to any other City of Douglas board or commission? YES X NO \_\_\_\_  
If yes, which board or commission? Planning Comm, Douglas Harbor Auth, Kal Lake Harbor Auth.
- Have you been convicted of a misdemeanor within the past five years or a felony within the past ten years?  
YES \_\_\_\_ NO X  
If yes, explain the circumstances on a separate sheet of paper and attach it to this application. A conviction is not necessarily grounds for disqualification.

- What kind of experience, education, community activities, organizations have you belonged to and how do you think your involvement would benefit the community? (Attach additional page if needed)  
Please see attached
- Describe your understanding of the board or commission you are applying for: City Council provides guidance and policies, as well as budget approval, for the operation of the city. The City Manager manages day to day operations.
- Why do you want to be appointed to this board or commission? Douglas is now my home and I want to contribute to it. I have a strong analytical mind and have experience in planning and executing strategic plans. I'm very interested in waterfront activation for Douglas, and in Business Development, esp for downtown and I have several ideas I'd like to share.
- Have you attended any meetings of the board or commission you are applying to? YES X NO \_\_\_\_
- Have you reviewed the current meeting schedule of the indicated board(s) or commission(s) and determined that you can commit to regular meeting attendance and participation? YES X NO \_\_\_\_

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

  
Signature of the applicant

12/27/22  
Date

**Return Application to:**

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

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

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

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

#### **Education:**

- Master's Degree in Project Management and 30+ years of managing projects.
- Bachelors in Psychology
- 100 Ton USCG Captains License – Great Lakes and Near Coastal Waters

#### **Employment/Experience:**

- Thirty + years in professional roles:
  - Most recent employer was University of Chicago Medical Center working on new buildings and services delivery spaces, including the new Emergency Department/Level 1 Trauma Center, Labor and Delivery Center, Cell Therapy Lab, Anatomic Pathology Lab/Morgue, Infusion Therapy Center, Retail and Specialty Pharmacies, and many more
  - Independent contractor working at BMO/Harris Bank, American Medical Association (AMA), Leo Burnett, Chamberlain Group, JP Morgan Chase, and others
  - International Business Machines (IBM)
  - CNA Insurance

#### **Community Activities:**

- City of Douglas:
  - Planning Commission
  - Douglas Harbor Authority
  - Lake Kalamazoo Harbor Authority
- Chicago:
  - Founder: Friends of Monroe Harbor – a lakefront planning, development and preservation group
  - Chicago Yacht Club member (CYC) 1982 – 2021
    - Board of Directors: 6 years:
    - Chair/Vice Chair CYC Race to Mackinac – 2008 – 2011
  - Board of Directors Resurrection University – formerly West Suburban College of Nursing
  - Board Member – Friends of the Parks

Trainer, Facilitator, Story Teller and Public Speaker,

Retired, live in Douglas, MI

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



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

---

**MINUTES**

---

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

**Join online by visiting:** <https://us02web.zoom.us/j/89352856834>

**Join by phone by dialing:** +1 (312) 626-6799 | **Then enter "Meeting ID":** 893 5285 6834

**1. CALL TO ORDER**

Meeting called to Order by Councilmember Seabert at 7:00 pm

**2. ROLL CALL**

Present: Councilmember Seabert, Councilmember Naumann, Councilmember OMalley, Councilmember Walker.

Absent: Councilmember Donovan, Councilmember North

**3. PLEDGE OF ALLEGIANCE**

Pledge of Allegiance led by Councilmember Seabert

**4. CONSENT CALENDAR**

A. Approve The January 3, 2023 Agenda

B. Approval Of The December 19, 2022 Minutes

C. Approve Invoices in the amount of \$192,387.55

Motion to approve the January 3, 2022 Consent Agenda as presented.

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

No Public Comments

**6. PUBLIC COMMUNICATION - WRITTEN**

No Public Communication

**7. UNFINISHED BUSINESS**

No Unfinished Business

**8. NEW BUSINESS**

A. January 16, 2023 City Council Meeting Date Change

B. Union Street Sidewalk Change Order #1 And Budget Amendment

City Manager LaBombard updated newer councilmembers on the Union Sidewalk project.

Motion made by Councilmember OMalley, Seconded by Councilmember Naumann.

Voting Yea: Councilmember Seabert, Councilmember Naumann, Councilmember OMalley, Councilmember Walker

**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

The Planning Commission will be meeting on January 12th.

The DDA have started their budget discussions and moving in a good direction towards the Wayfinding signage.

Douglas Brownfield will have a meeting on Thursday the 12th of January at 1:00 in City Hall.

B. Staff Written Reports

1. City Manager

Department of Public Works did a remarkable job with snow removal during the big storm.

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

Tracey Shaffroth - Addressed the speed and size of trucks traveling Water Street. She requested to appear on the agenda at the next meeting to present on this issue.

**11. COUNCIL COMMENTS**

O'Malley wanted to hear more about Ms. Shafroth's issue.

Naumann addressed the issue of the Pod that remains onsite. When was it required to leave?

Walker wished everyone a Happy New Year!

Seabert congratulated the DPW staff and their work on the snow.

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

No report

## **13. ADJOURNMENT**

Meeting adjourned by gavel at 7:17 pm

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

01/11/2023

INVOICE REGISTER REPORT FOR CITY OF THE VILLAGE OF DOUGLAS  
EXP CHECK RUN DATES 01/17/2023 - 01/17/2023  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt
88664286				
45024	ABSOPURE WATER COMPANY DPW WATER 101-463.000-740.000	12/22/2022	01/17/2023	58.00
	SUPPLIES			58.00
NOV-DEC22				
45019	ALLEGAN CO TREASURER MOBILE HOME TAX 101-000.000-230.000	12/29/2022	01/17/2023	457.50
	DUE TO OTHER GOVERNMENTS			457.50
1-3-23				
45094	ALLEGAN CO TREASURER DECEMBER BOARD OF REVIEW CHARGEBACKS 101-000.000-445.000	01/03/2023	01/17/2023	355.87
	INTEREST & PENALTIES: DELQ TAX			355.87
5008				
45045	BURNETT & KASTRAN PROFESSIONAL SERVICES POLICE 101-301.000-801.003	12/09/2022	01/17/2023	132.00
	CONTRACTUAL ATTORNEY PROSECUTOR			132.00
5011				
45046	BURNETT & KASTRAN PROFESSIONAL SERVICES POLICE 101-301.000-801.003	12/13/2022	01/17/2023	216.00
	CONTRACTUAL ATTORNEY PROSECUTOR			216.00
5012				
45047	BURNETT & KASTRAN PROFESSIONAL SERVICES POLICE 101-301.000-801.003	12/14/2022	01/17/2023	60.00
	CONTRACTUAL ATTORNEY PROSECUTOR			60.00
1-5-23				
45050	CODY CARPENTER UNIFORM REIMBURSEMENT 101-463.000-750.000	01/05/2023	01/17/2023	93.35
	UNIFORMS			93.35
202342598644				
45052	CONSUMERS ENERGY 37 WASHINGTON - BEERY FIELD RESTROOMS 101-751.000-922.000	12/28/2022	01/17/2023	503.72
	UTILITIES			503.72
202342598643				
45053	CONSUMERS ENERGY DPW 101-265.000-922.000	12/28/2022	01/17/2023	350.25
	UTILITIES			350.25
202075625158				
45054	CONSUMERS ENERGY POLICE 101-301.000-922.000	12/28/2022	01/17/2023	239.02
	UTILITIES			239.02
202075625159				
45055	CONSUMERS ENERGY 86 W CENTER 101-265.000-922.000	12/28/2022	01/17/2023	194.52
	UTILITIES			194.52



202342598645					
45056	CONSUMERS ENERGY	12/28/2022	01/17/2023		77.82
	25 MAIN ST BEERY FIELD BALL FIELD				
	101-751.000-922.000 UTILITIES				77.82
207058378401					
45057	CONSUMERS ENERGY	12/28/2022	01/17/2023		45.70
	503 W CENTER - CENTER ST LIGHTS				
	101-463.000-922.000 UTILITIES				45.70
205813175152					
45058	CONSUMERS ENERGY	01/01/2023	01/17/2023		521.91
	49406 LED LIGHT RD				
	101-463.000-925.000 STREET LIGHTS				521.91
206969558124					
45059	CONSUMERS ENERGY	01/01/2023	01/17/2023		1,395.96
	STREET LIGHTS				
	101-463.000-925.000 STREET LIGHTS				1,395.96
206969558118					
45060	CONSUMERS ENERGY	01/01/2023	01/17/2023		11.61
	TRAFFIC LIGHTS				
	101-463.000-925.000 STREET LIGHTS				11.61
202164619823					
45088	CONSUMERS ENERGY	01/07/2023	01/17/2023		30.41
	50 LAKE SHORE DOUGLAS BEACH				
	101-751.000-922.000 UTILITIES				30.41
202164619822					
45089	CONSUMERS ENERGY	01/07/2023	01/17/2023		39.78
	11 BLUESTAR HWY SIGN NORTH ENTERANCE				
	101-463.000-922.000 UTILITIES				39.78
202164619821					
45090	CONSUMERS ENERGY	01/02/2023	01/17/2023		57.18
	198 WASHINGTON - BRIDGE LIGHTING				
	101-463.000-922.000 UTILITIES				57.18
202164619819					
45091	CONSUMERS ENERGY	01/07/2023	01/17/2023		59.12
	251 CENTER ST SIGN WEST ENTRANCE				
	101-463.000-922.000 UTILITIES				59.12
202164619820					
45092	CONSUMERS ENERGY	01/07/2023	01/17/2023		249.81
	86 CENTER ROW				
	101-463.000-922.000 UTILITIES				249.81
13708					
45071	D & L TRUCK AND TRAILER, LLC	01/06/2023	01/17/2023		172.50
	DOT INSPECTION NEW TRUCK				
	660-903.000-930.004 VEHICLE MAINTENANCE & REPAIRS				172.50
13683					
45100	D & L TRUCK AND TRAILER, LLC	12/30/2022	01/17/2023		145.13
	TRUCK #2 PART				
	660-903.000-930.004 VEHICLE MAINTENANCE & REPAIRS				145.13
1687					
45048	DUNES VIEW KWIK SHOP, INC	01/03/2023	01/17/2023		210.00
	QUARTERLY CAR WASH PACKAGE 2 CARS POLICE				
	101-301.000-930.004 VEHICLE MAINTENANCE & REPAIRS				210.00

22-8598				
45044	ELECTION SOURCE	01/01/2023	01/17/2023	615.00
	ELECTION EQUIPMENT ANNUAL MAINT			
	101-262.000-930.000	REPAIRS & MAINTENANCE: GENERAL		615.00
MIHOL450587				
45072	FASTENAL COMPANY	12/30/2022	01/17/2023	122.00
	EYEWASH BOTTLE			
	101-265.000-740.000	SUPPLIES		122.00
MIHOL449739				
45073	FASTENAL COMPANY	12/07/2022	01/17/2023	104.43
	LOCK OUT TAGS			
	101-463.000-740.000	SUPPLIES		104.43
MIHOL434135				
45074	FASTENAL COMPANY	11/15/2022	01/17/2023	(19.55)
	RETURNS			
	203-463.000-746.000	TRAFFIC SIGNS & SERVICES		(9.78)
	202-463.000-746.000	TRAFFIC SIGNS & SERVICES		(9.77)
MIHOL448866				
45075	FASTENAL COMPANY	11/14/2022	01/17/2023	(119.04)
	RETURNS			
	101-265.000-740.000	SUPPLIES		(119.04)
2332				
45043	FISCHER-IDEMA EXCAVATING	01/03/2023	01/17/2023	2,875.00
	ASPHALT PATCH WATERLINE ABANDONMENT			
	450-000.000-974.000	CONSTRUCTION		2,875.00
INV5364				
45081	HOLIDAY OUTDOOR DECOR	10/30/2022	01/17/2023	347.78
	HOLIDAY BOWS FOR STREET LIGHTS			
	101-802.000-958.000	MISCELLANEOUS		347.78
436798				
45099	HOLLAND P.T.	12/28/2022	01/17/2023	222.57
	HOLDER REPAIR			
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS		222.57
1-3-22				
45049	KYLE HOOKER	01/03/2023	01/17/2023	116.56
	UNIFORM REIMBURSEMENT			
	101-463.000-750.000	UNIFORMS		116.56
275974				
45105	IHLE AUTO PARTS	01/10/2023	01/17/2023	56.69
	LIGHTS AND DOOR HANDLE			
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS		56.69
R201092357:01				
45028	K&R TRUCK REPAIRS	12/06/2022	01/17/2023	136.62
	SHOP SUPPLIES			
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS		136.62
R2011092357:01				
45085	K&R TRUCK REPAIRS	12/06/2022	01/17/2023	2,368.73
	REPAIRS TO PLOW TRUCK #2			
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS		2,368.73
222537				
45095	KENT COMMUNICATIONS	01/01/2023	01/17/2023	682.50
	POSTAGE FOR ASSESSMENTS			

	101-257.000-901.000	POSTAGE		682.50
33177635				
45104	LINDE GAS & EQUIPMENT	12/22/2022	01/17/2023	40.19
	HI-LO TANK			
	660-903.000-860.000	GAS & OIL		40.19
98452				
45096	MENARDS-HOLLAND	01/03/2023	01/17/2023	46.72
	DPW SUPPLIES			
	101-265.000-740.000	SUPPLIES		46.72
98625				
45101	MENARDS-HOLLAND	01/05/2023	01/17/2023	854.43
	COLD PATCH AND DPW SUPPLIES			
	101-802.000-958.000	MISCELLANEOUS		26.99
	101-751.000-740.000	SUPPLIES		26.13
	101-265.000-740.000	SUPPLIES		47.20
	203-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL		377.05
	202-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL		377.06
25838				
45065	MICHIGAN MUNICIPAL LEAGUE	01/05/2023	01/17/2023	85.00
	NEWLY ELECTED OFFICIALS TRAINING - OMALLEY			
	101-101.000-718.000	TRAINING FUNDS		85.00
17699				
45069	NEW DAWN LINEN SERVICE	01/09/2023	01/17/2023	42.78
	COMMERCIAL CLEANING			
	101-265.000-802.000	CONTRACTUAL		15.01
	101-301.000-802.000	COMMERCIAL CLEANING		27.77
280690397001				
45041	ODP BUSINESS SOLUTIONS	12/22/2022	01/17/2023	86.82
	POLICE DEPT SUPPLIES			
	101-301.000-740.000	SUPPLIES		86.82
2301-627377				
45076	OVERISEL LUMBER CO.	01/03/2023	01/17/2023	120.95
	TOOL BOX AND MISC SUPPLIES			
	101-751.000-740.000	SUPPLIES		25.99
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS		94.96
2301-628364				
45077	OVERISEL LUMBER CO.	01/06/2023	01/17/2023	57.68
	REPAIR FENCE GATE			
	101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL		57.68
2301-628222				
45078	OVERISEL LUMBER CO.	01/06/2023	01/17/2023	85.96
	REPAIR FENCE, MISC SUPPLIES			
	101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL		39.98
	101-751.000-740.000	SUPPLIES		25.99
	101-751.000-977.000	EQUIPMENT		19.99
10869177				
45082	PLUNKETT COONEY	01/05/2023	01/17/2023	2,292.50
	LEGAL SERVICES - GENERAL			
	101-701.000-801.000	CONTRACTUAL ATTORNEY		945.00
	101-266.000-801.000	CONTRACTUAL ATTORNEY		1,347.50
0240-009058980				
45062	REPUBLIC SERVICES #240	12/31/2022	01/17/2023	155.00

	REFUSE PICKUP			
5066465756	101-463.000-802.003	CONTRACTUAL- REFUSE		155.00
45040	RICOH U.S.A, INC.	01/01/2023	01/17/2023	617.27
	QUARTERLY COPIES CITY HALL			
	101-265.000-802.000	CONTRACTUAL		617.27
60840190				
45079	ROSE PEST SOLUTIONS	12/28/2022	01/17/2023	148.00
	PEST CONTROL			
	594-597.000-820.000	MARINA OPERATIONS		148.00
60840189				
45080	ROSE PEST SOLUTIONS	12/28/2022	01/17/2023	148.00
	PEST CONTROL CITY HALL			
	101-265.000-802.000	CONTRACTUAL		148.00
710371				
45093	S.A. MORMAN & CO	01/09/2023	01/17/2023	8,795.00
	BEACH GATE TIMED LOCK			
	101-751.000-979.000	CAPITAL OUTLAY		8,795.00
22-566				
45042	SAUGATUCK TWP FIRE DISTRICT	12/28/2022	01/17/2023	700.00
	RENTAL HOME INSPECTIONS			
	101-701.000-802.000	CONTRACTUAL		700.00
12583				
45103	SCOTT'S LANDSCAPE MANAGMENT INC	01/10/2023	01/17/2023	2,590.00
	SNOW REMOVAL			
	202-464.000-802.002	CONTRACTUAL-SIDEWALK PLOWING		1,295.00
	203-464.000-802.002	CONTRACTUAL-SIDEWALK PLOWING		1,295.00
86338162				
45086	SHELL FLEET PLUS	01/06/2023	01/17/2023	3,330.25
	SHELL DPW			
	660-903.000-860.000	GAS & OIL		3,330.25
86330620				
45087	SHELL FLEET PLUS	01/06/2023	01/17/2023	1,125.41
	SHELL POLICE			
	101-301.000-860.000	GAS & OIL		1,125.41
1-10-23				
45063	STATE OF MI	01/10/2023	01/17/2023	52.00
	LICENSE PLATES			
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS		52.00
975423				
45098	TRACTOR SUPPLY COMPANY	01/09/2023	01/17/2023	94.46
	HI-LO FUEL			
	660-903.000-860.000	GAS & OIL		94.46
DJ0003257				
45083	TRUCK & TRAILER SPECIALTIES	12/30/2022	01/17/2023	89,453.00
	TRUCK UPFITTING			
	660-902.000-979.000	CAPITAL OUTLAY		89,453.00
DR0005995				
45102	TRUCK & TRAILER SPECIALTIES	01/04/2023	01/17/2023	237.50
	TRUCK #5 UPFITTING INSPECTION AND REPAIR			
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS		237.50
1088				

45061	UNDERGROUND GRAPHICS	01/10/2023	01/17/2023	468.00
	DOUGLAS HATS			
	101-802.000-958.000 MISCELLANEOUS			468.00
97534				
45066	VC3 INC	12/31/2022	01/17/2023	64.00
	OFFICE 365 EXCHANGE ONLINE			
	101-215.000-802.000 CONTRACTUAL			64.00
97573				
45067	VC3 INC	12/31/2022	01/17/2023	412.50
	MICROSOFT OFFICE QUARTERLY BILLING			
	101-215.000-802.000 CONTRACTUAL			412.50
X101281625:01				
45070	WEST MICHIGAN INTERNATIONAL	01/03/2023	01/17/2023	296.32
	FLOOR MATS NEW TRUCK			
	660-903.000-930.004 VEHICLE MAINTENANCE & REPAIRS			296.32
Purchase Card Vendor: 10071 CARDMEMBER SERVICE				
112-8764197-2948239				
45020	AMAZON MARKETPLACE	12/29/2022	01/17/2023	35.98
	CITY HALL SUPPLIES			
	101-265.000-740.000 SUPPLIES			35.98
112-2233086-7248225				
45021	AMAZON MARKETPLACE	12/29/2022	01/17/2023	27.27
	CITY HALL SUPPLIES			
	101-265.000-740.000 SUPPLIES			27.27
112-5685356-3255405				
45022	AMAZON MARKETPLACE	12/20/2022	01/17/2023	34.47
	CITY HALL SUPPLIES			
	101-265.000-740.000 SUPPLIES			34.47
W025311				
44945	BATTERY SOLUTIONS	12/20/2022	01/17/2023	109.95
	BATTERY BUCKET			
	101-265.000-740.000 SUPPLIES			109.95
1-9-23				
45097	BEST BUY	01/09/2023	01/17/2023	105.97
	RICKS COMPUTER SETUP			
	101-265.000-740.000 SUPPLIES			105.97
10514284				
45068	SIGNS.COM	01/06/2023	01/17/2023	102.15
	BEACH SIGNS			
	101-751.000-740.000 SUPPLIES			102.15
3440823				
45084	SOARING EAGLE	01/05/2023	01/17/2023	158.46
	LODGING FOR MISS DIG TRAINING			
	101-701.000-718.000 TRAINING FUNDS			158.46
INV181218248				
45023	ZOOM VIDEO COMMUNICATIONS, INC	12/24/2022	01/17/2023	29.98
	ZOOM			
	101-101.000-958.000 MISCELLANEOUS			29.98
Total Purchase Card Vendor: 10071 CARDMEMBER SERVICE				604.23

# of Invoices:	70	# Due:	69	Totals:	126,329.01
# of Credit Memos:	2	# Due:	2	Totals:	(138.59)
Net of Invoices and Credit Memos:					126,190.42

--- TOTALS BY FUND ---

101 - GENERAL FUND	23,141.94
202 - MAJOR STREET FUND	1,662.29
203 - LOCAL STREETS FUND	1,662.27
450 - WATER SEWER FUND	2,875.00
594 - DOUGLAS MARINA	148.00
660 - EQUIPMENT RENTAL FUND	96,700.92

--- TOTALS BY DEPT/ACTIVITY ---

000.000 -	3,688.37
101.000 - LEGISLATIVE	114.98
215.000 - CLERK/TREASURER	476.50
257.000 - ASSESSING	682.50
262.000 - ELECTION	615.00
265.000 - BUILDING & GROUNDS	1,833.23
266.000 - ATTORNEY	1,347.50
301.000 - POLICE	2,097.02
463.000 - GENERAL STREETS & ROW	3,642.97
464.000 - GENERAL STREETS WINTER & ROW	2,590.00
597.000 - POINT PLEASANT	148.00
701.000 - PLANNING & ZONING	1,803.46
751.000 - PARKS & RECREATION	9,607.20
802.000 - COMMUNITY PROMOTIONS	842.77
902.000 - DPW EQUIPMENT PURCHASES	89,453.00
903.000 - EQUIP. REPAIRS & MAINTENANCE	7,247.92

**CITY OF THE VILLAGE OF DOUGLAS  
2023 MEETING SCHEDULE**

	COUNCIL		PLANNING	DDA	ZBA	KLHA	DHA	DBRA	KLSWA
<b>JANUARY</b>	3	17	12	25	24	17		12	16
<b>FEBRUARY</b>	6	21	9	22	28	21		9	20
<b>MARCH</b>	6	20	9	22	28	21		9	20
<b>APRIL</b>	3	17		26	25	18	18	13	17
<b>MAY</b>	1	15		24	23	16	16	11	15
<b>JUNE</b>	5	19		28	27	20	20	8	19
<b>JULY</b>	3	17		26	25	18	18	13	17
<b>AUGUST</b>	7	21		23	22	15	15	10	21
<b>SEPTEMBER</b>	5	18		27	26	19	19	14	18
<b>OCTOBER</b>	2	16		25	24	17	17	12	16
<b>NOVEMBER</b>	6	20		22	28	21		9	20
<b>DECEMBER</b>	4	18		27	26	19		14	18

**City Council:** Meetings are held on the 1st & 3rd Monday of each month at 7:00 P.M.

**Planning Commission:** Meetings are temporarily held on the 2nd Thursday of each month at 7:00 P.M.

**Downtown Development Authority (DDA):** Meetings are held on the 4th Wednesday at 2:00 P.M.

**Zoning Board of Appeals (ZBA):** Meetings are held on the 4th Tuesday of each month at 7:00 P.M.

**Kalamazoo Lake Harbor Authority (KLHA):** Meetings are held on alternately between Saugatuck/Douglas on the 3rd Tuesday of each month, as needed at 5:30 P.M.

**Douglas Harbor Authority (DHA):** Held April through Oct. on the 3rd Tuesday of each month at 4:30 P.M.

**Douglas Brownfield Redevelopment Authority (DBRA):** Meetings are held on the 2nd Thursday of each month at 1:00 P.M.

**Kalamazoo Lake Sewer and Water Authority:** Meetings are held on the 3rd Monday of each month at 10:00 /



# MEMORANDUM

## REGULAR CITY COUNCIL MEETING

January 17, 2023 at 7:00 PM

---

**TO:** Rich LaBombard, City Manager

**FROM:** Matt Smith, Treasurer

**DATE:** January 17, 2023

**SUBJECT:** Audit Presentation Fiscal Year Ending June 30, 2022

---

Siegfried Crandall, PC of Byron Center, Michigan completed the annual audit which included a complete review of the financial statements of the governmental activities, business-type activities, each major fund, component units, and the collective remaining fund information for the City of Douglas for the fiscal year ending June 30, 2022.

A member of the Siegfried Crandall team will present a summary of the results.



To: Douglas City Council

From: Tracey Shafroth  
271 Water Street

Date: 17 January 2023

Re: Water Street Concerns

Thank you for allowing me to address the Council this evening and discuss the many concerns I, and my neighbors, have about the health and safety of Water Street. One of the reasons I have asked for this meeting is that we have quite a few new members of the Council who are likely not aware of the concerns we have shared with Council and staff many times over the course of the last five years.

Brian Alexander, a resident of Water Street, with a degree in Industrial Design, spent hours several years ago studying the corner and the challenges that the slope and angles present. He will shortly share a study that he presented to Council several years ago. Put your seatbelts on because you'll learn a lot.

I believe that the conditions along the road have deteriorated in the last few years. There are certain qualities of the road that we just can't engineer our way around. The road is narrow, there are regular 12" deep gullies that form after a hard rain and the bridge that goes over Tannery Creek is narrow and drops off precipitously. It's not clear to me if sidewalks are even an option. The street, with its two sharp turns, steep hill, blind corner, and unstable roadbed, makes for a deadly combination.

In the last two years there has been a steady increase in the number of large trucks along the road. They primarily come from the southeast of Douglas and use Water Street as a cut through to Blue Star Highway. It saves them about one and a half minutes. However, in the process they make the road more precarious for residents, pedestrians, and cyclists. Their size and weight damage the already unstable edges of the road. Are we willing to take on that cost to save the trucks 90 seconds?

I recently consulted with an attorney, as well as the Allegan County Road Commission, after the City indicated that they were not aware of who set speed limits, signage or the types of vehicles allowed on Water Street. It turns out that you, the City Council, makes those determinations. You can decide, knowing what you know about this road, exactly what you want to do to make this road safe.

So here are some proposed solutions:

-Lower the speed limit to 15 or 20mph on the entire road. The speed is currently 25mph.

- Aggressively enforce the new speed limit during the times of day cited in the traffic study when excessive speed is most significant.

- Rethink the signage to make it clear and less confusing.

- Carry out a sustained public education effort that will inform traffic of the new speed limit.

- Prohibit big trucks from using the road. Hammer out an ordinance that will dictate the kinds of small trucks that are permitted on the road.

I call upon all of you to make this a priority. I believe that as neighbors we have been conscientious and responsible citizens in our efforts to make this street safe. We need your help. Let's get it done.

## Intro

The first version of this document was presented in August of 2018 with a revision offered in 2020 making this a rev 3 update to that document.

My name is Brian Alexander and I reside with my family at 265 Water Street. I offer the following information for consideration regarding the general safety and functionality of South Water street in Douglas. My background is in Systems, Industrial Design with an emphasis on Cognitive and Behavioral Ergonomics. I have been a design consultant to area and regional business for the past 34 years. The information offered is intended help inform the process of future land development by all involved. I've included my personal opinion in the summary section but approached the rest much as I would any client project which includes a combination of objectivity, science, and common sense. I hope it is of benefit to the decision making process.

Thank you for your time,

Brian Alexander



## Water Street

### Layout & geometry

Corner B is a sweeping turn on a level grade and has adequate sight lines in both directions.

Corner A is a tighter hairpin or "switchback" turn which is less than 90 degrees with a rapid change in elevation through the turn. It has inadequate sight lines due to its acute angularity and elevation change making it technically a double blind turn.

In general, drivers are conditioned (muscle memory) to orthogonal geometry in road ways. Conditions which appear "on grid" or normal when they actually aren't are where mistakes are most often made.

## Water Street

South St. to the Hairpin



The concern from South St. to the hairpin is that for foot traffic and cyclist there is a compound safety issue in conflict with motor traffic. Setting aside the obvious fact that there are no sidewalks on this section of Water Street, the stretch from South Street to the pump station has no shoulder and a steep drop off on both sides. The guardrail section over Tannery Creek is nearly line to line with the road so you have no choice but to walk in the street to get through. It takes longer to walk through than it does a sighted car to reach your location so inevitably you are jogging to the other end and off the street while they wait. The irony is that the fastest section for motorists is the least usable and most dangerous for pedestrians.

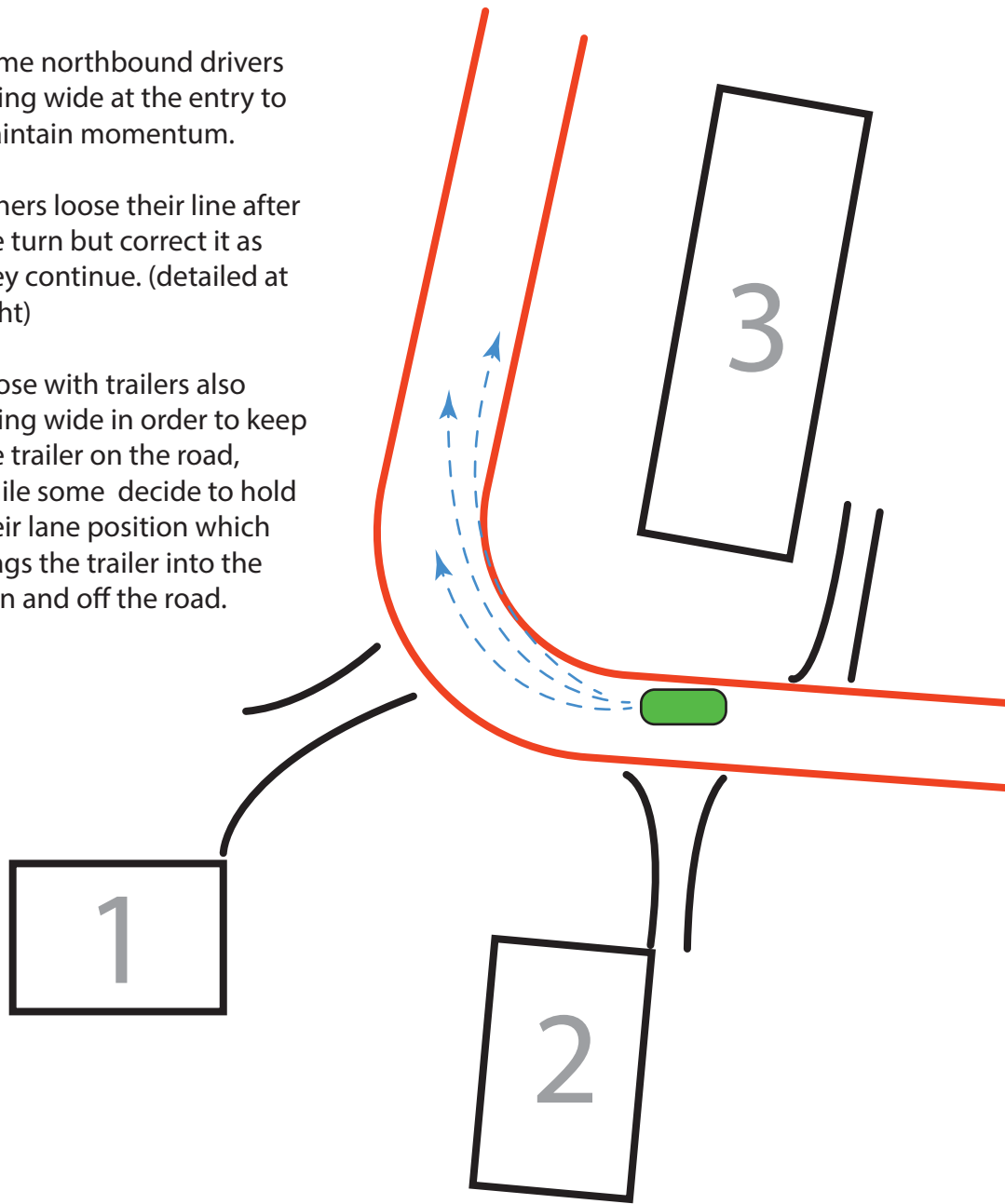
## Water Street

the Hairpin northbound

Some northbound drivers swing wide at the entry to maintain momentum.

Others loose their line after the turn but correct it as they continue. (detailed at right)

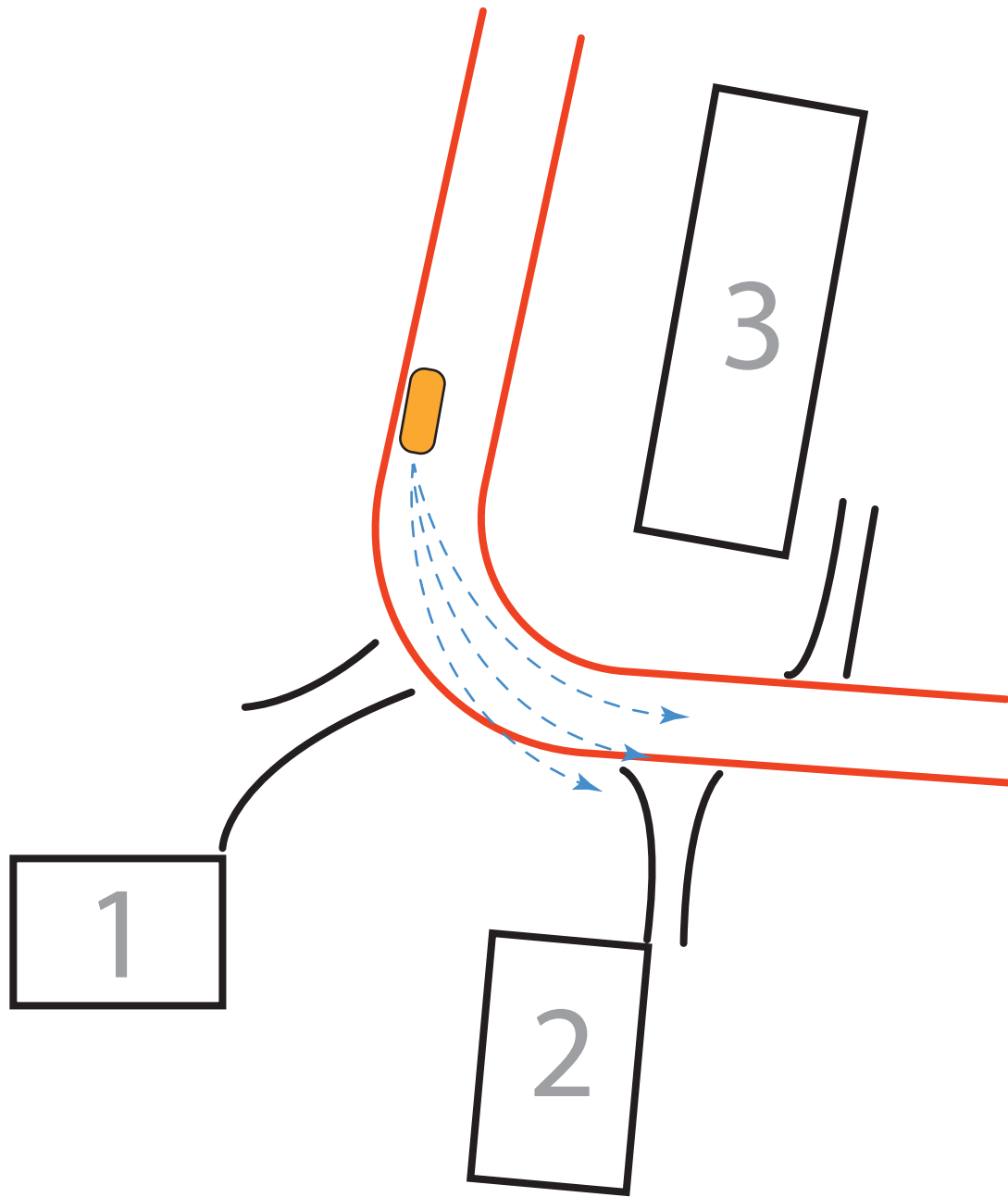
Those with trailers also swing wide in order to keep the trailer on the road, while some decide to hold their lane position which drags the trailer into the turn and off the road.



People coming into town often drift into southbound traffic after the apex of the turn. The root issue is that its a blind turn but it differs from the previous example in that the prior two turns set up an expectation of whats next. Motorist coming into town from 130th experience two 90 degree turns with good sight lines so speed and expectations are optimistic as they travel. It isn't until they're midway through the blind turn that they realize it is tighter than the previous ones and not actually 90 degrees. Again, we are generally hard wired for ordered geometry with reinforcing sight lines. When geometry deviates from the norm on more than one count, your awareness shifts from a semi-conscious state to a reflexive presence which is often where individuals "over-react" to driving conditions.

## Water Street

the Hairpin Southbound



A blind turn means you don't see what's around the corner until you almost finished it. Making a safe turn requires knowing what is ahead so you have time to react. People regularly drift into oncoming traffic or go wide into the gravel on this turn because as you come up the hill we lose our sight line. We tend to steer where we look, so as we look for the trajectory of the road, we then drive into oncoming traffic. The momentum of our action combined with a loss of information triggers a stress based response which in turn kicks off a series of automated reactions all tied to our sympathetic nervous system. As people round the turn in this state, their awareness is compromised and they do not properly process their surroundings. Which is one reason so many poles have been hit on the south side after the turn.



## Water Street

the Hairpin Southbound

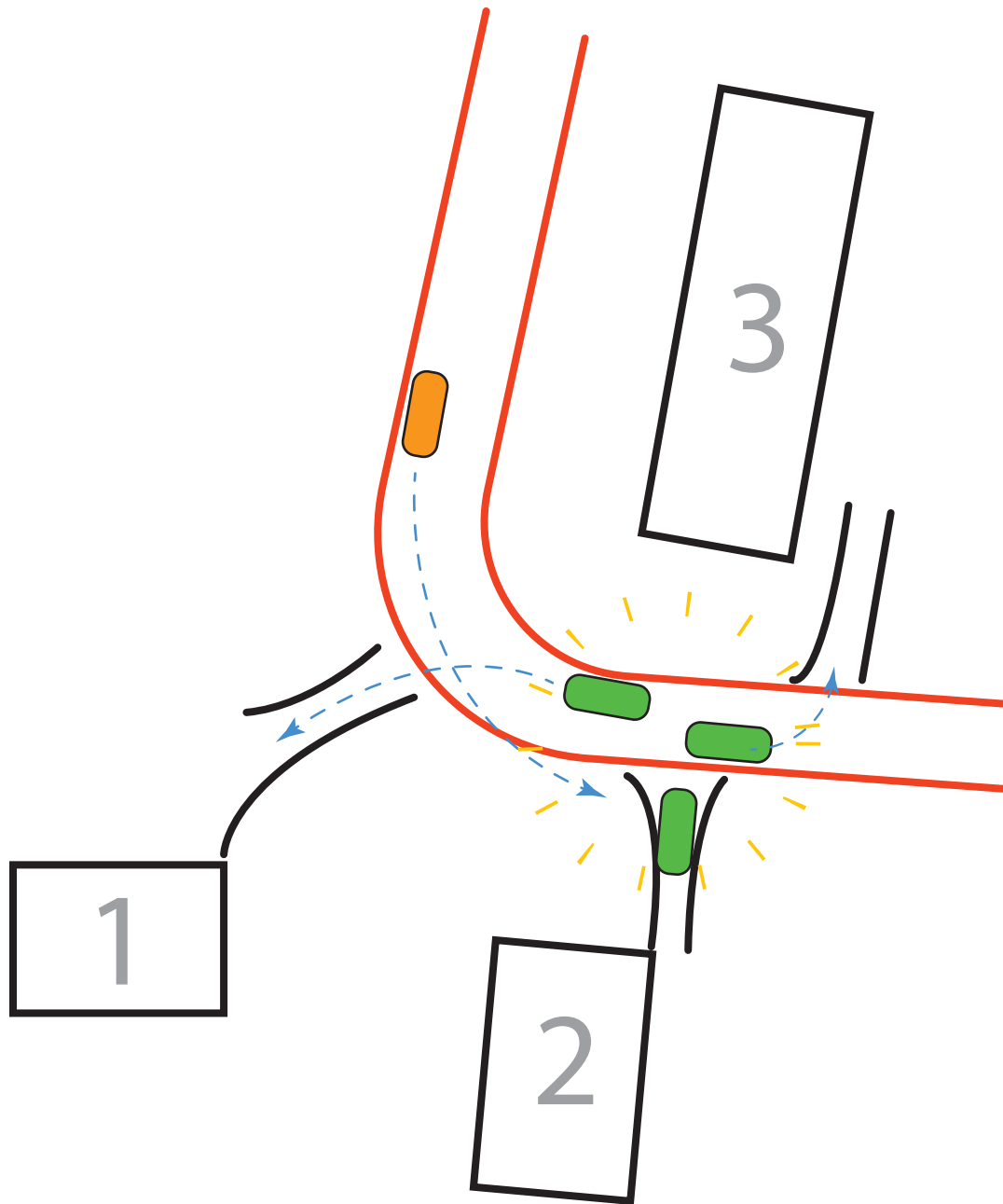
The converse of turning into on coming traffic is missing the turn all together. Unless there is serious damage, the majority of these go unreported though the evidence remains. besides the drivers themselves the obvious concern her is for pedestrian safety.





## Water Street

the Hairpin for residences



Each of us who live on the corner negotiate our own unique set of “blind corner” circumstances daily. The root issue is that there is very little time to react getting in and out of our drive ways and for on coming traffic to respond accordingly. Specifically it is the southbound traffic which suddenly appears from below the hill in the midst of entry and egress to these three residences.

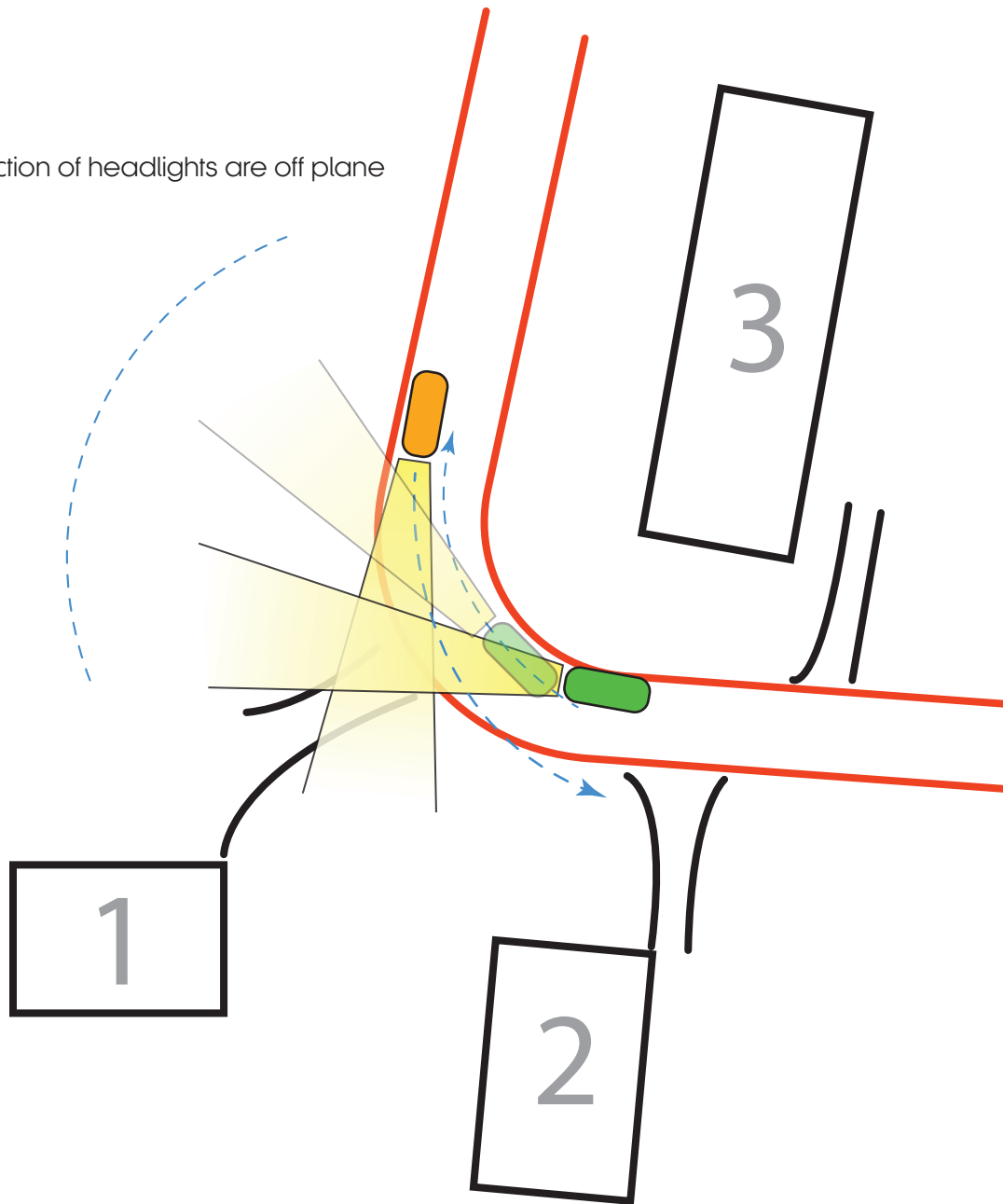
on 1/11/23:

As a FedEx driver stated this morning; *“thanks, you too, it will be a good day if I make it out of your drive, hazards on and hope for the best !”* as he pointed to the sky.

## Water Street

the Hairpin at night

projection of headlights are off plane



In darkness, the offset in elevation through the turn creates a visibility and lighting hazard for southbound vehicles who can incur a head on or “lights in your face” condition as they negotiate the turn. This momentary exposure is known as flash blindness which creates visual distortions and after images lasting a several seconds or even minutes depending on the intensity. Obviously this compromises a driver’s judgment of distance, movement, and direction of other vehicles. In short, you cannot judge another drivers intent let alone navigate your own if you can’t see properly. This is an unusual hazard for our area for which there are few comparisons unless you’ve previously lived in a mountainous region or frequent parking garages.



## Water Street

Layout & geometry

Corner B is a sweeping turn on a level grade and has adequate sight lines in both directions.

Corner A is a tighter hairpin or "switchback" turn which is less than 90 degrees with a rapid change in elevation through the turn. It has inadequate sight lines due to its acute angularity and elevation change making it technically a double blind turn.

In general, drivers are conditioned (muscle memory) to orthogonal geometry in road ways. Conditions which appear "on grid" or normal when they actually aren't are where mistakes are most often made.

# Traffic Flow Factors

## Expansion of Seasonal Rentals

With the popularity of AirBnB, VRBO, HomeAway etc., there are currently three rentals on Water Street between Wiley and South, this may seem insignificant but is in fact a great test case for pedestrian volume. When all three of those groups decide to walk to downtown for coffee it appears (at a street level) as though there's a march in progress but that is only because there is no support for the activity so - they walk in the street with strollers or kids in wagons, etc. Creating hazards for motorist and individuals alike.

## General population east of 196 and south of the river

130th into Douglas is the primary road serving the general population along and south of the river towards 58th (see purple areas shaded on attached map). For those northbound, Water Street is the short cut of choice as opposed to continuing west to Blue Star.

## Schultz Park

Schultz also highlights use of the Water Street short cut by boaters seeking a launch coming from the north as it is one of the only legitimate and properly outfitted public launches in the area. This season has seen an additional spike in traffic from the closure of the Saugatuck Launch. In general Schultz Park and its related improvements offer a "trail head" to the river and outdoor activities. It's an area feature that is not properly connected to the surrounding area by other than means of motor traffic.

## Events

Though not sanctioned as such, Water street to Wiley and east along the river is considered by many a scenic water view attraction and many groups and organization integrate this into their events.

# Traffic Flow Factors

## Events continued

From spring through to fall color tours, there are cycling and automotive events which use Water Street as their route of choice. The automotive events are mainly spikes but rarely an issue. Cycling however, is a true safety concern as our route sees regular club training riders 12>, local enthusiast rides 10<, the normal seasonal visitors which have spiked since the Beach to Bayou project was completed and major events like the Holland 100 which takes the entire day and host over 1000 participants. Each year our corner (the hairpin turn) gets marked with caution tape or flags and a general warning that “on coming traffic may go wide or come into your lane though the course of the turn”. A few years back, they spray painted a skull and crossbones on the street which seem to sum it up and struck a chord with most people.

## Fire and Rescue

When responding to priority one or two emergencies in the township or assisting Fennville and Ganges, Water Street is the preferred route due to its directness and time savings. We are required by law to yield and or pull over for emergency vehicles which is not possible except for the east, west section and some spots near Wiley. The situation is compounded with cyclist and pedestrians in the mix. When lives are on the line, it doesn't seem feasible to tell them to take the long way around.

# Traffic Flow Factors

## Covid

In one way or another Covid has changed everyone's lives. It is a wild card to say the least but one aspect which I am directly involved in is WFH. The reality of WFH (work from home) has been both boon and bankruptcy for various businesses. As an exodus from major cities and urban areas continues, people owning vacation homes work to make them their permanent residence while others shop for land or homes on the market. For many, WFH is the new norm as it continues to be adopted by corporations large and small it most likely points to a steeper growth curve in our area.

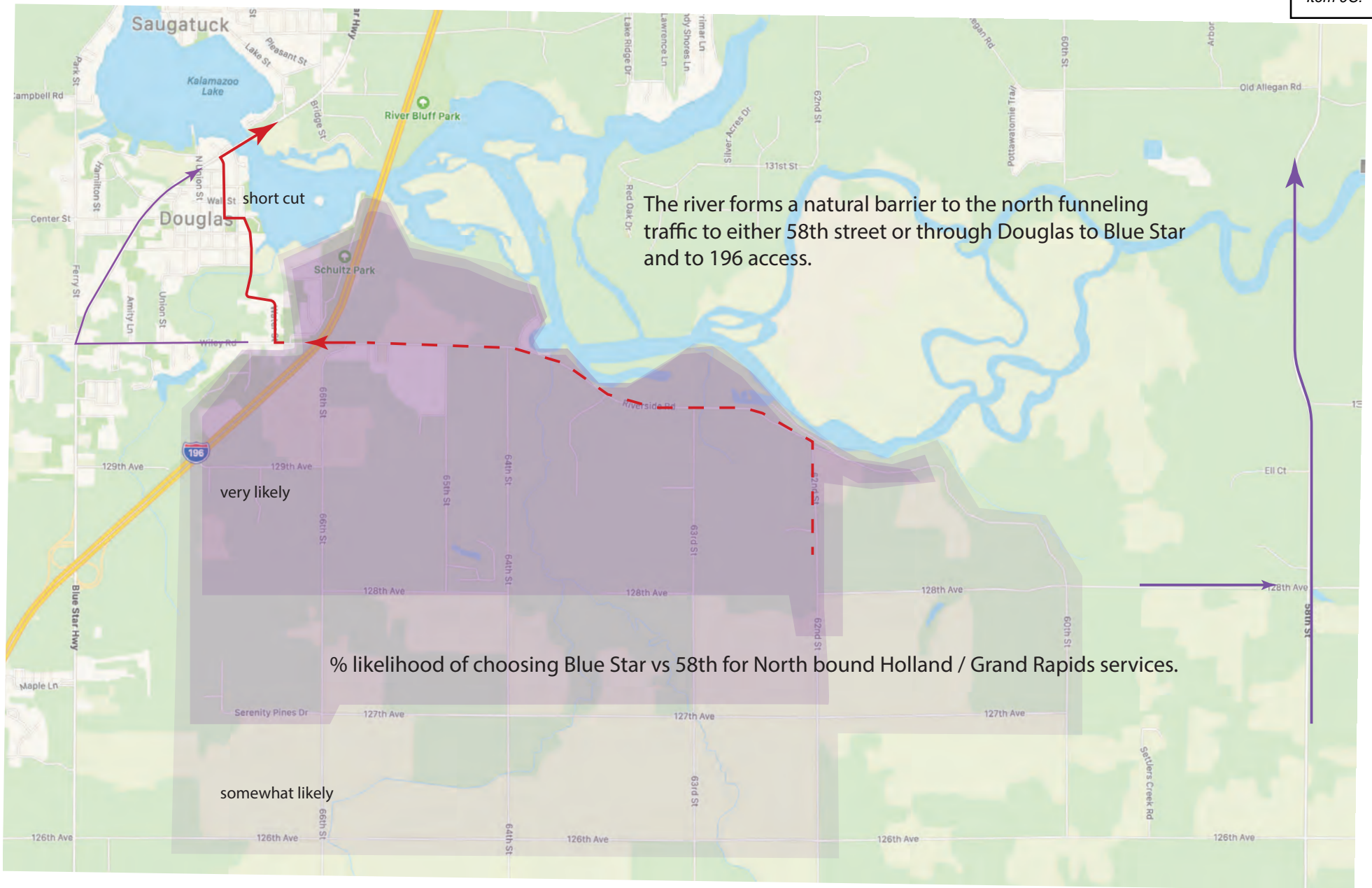
## Climate Refugees

An emerging trend but gaining momentum is statewide and regional growth around migration from climate affected areas. In a sense this is bundled with Covid (or future Covies) as a set of motives which drive residency.

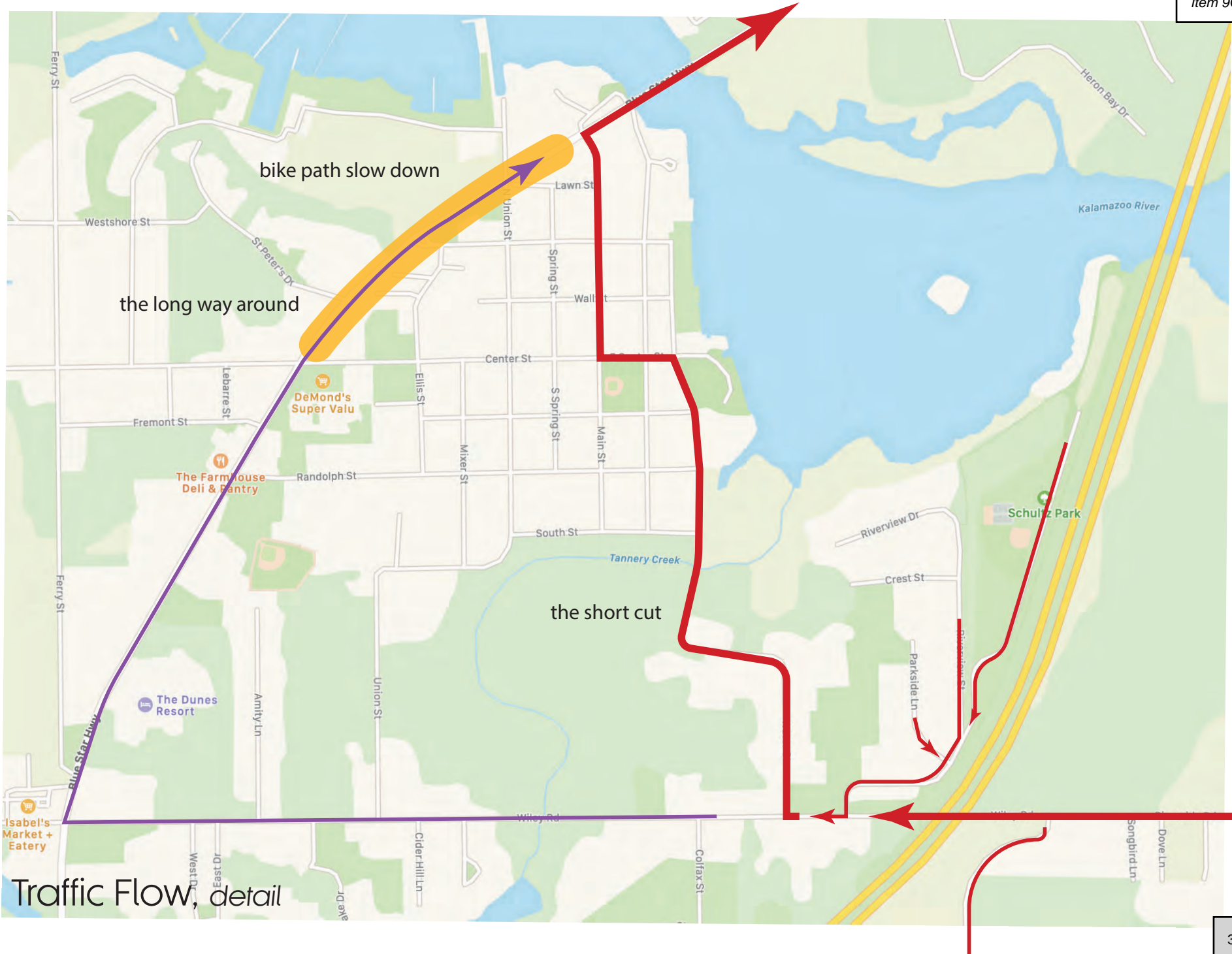
## Blue Star Cycle Path

The bike path/park way on Blue Star though loathed by some, is a positive feature in connecting cyclists from the north and helping to create a safe, walkable atmosphere. One by-product of its completion has been a rise in traffic via the Main to Water to Wiley short cut. If traveling north or south around the river to Wiley, taking this short cut through town conveniently avoids the tighter bike path route on Blue Star. This section of Blue Star is generally thought to be a bit of a hazard unto itself for large vehicles though the short cut isn't any better an option for them and isn't necessarily where they are headed. In general, this section of road is avoided by many which in turn sends traffic elsewhere.





Traffic Flow, southeast



Traffic Flow, detail



## Summary

- \* Though there have been improved marking and signage efforts the turn itself is fundamentally flawed in a physical sense.
- \* What made sense 100 or even 50 years ago as an infrastructure solution does not mesh with the current environment and its use.
- \* With a growing population, the diversity of users and vehicle/pedestrian types is at polar odds with its function as a bottle neck - short cut to the surrounding area.

## Recommendation

In terms of what is actionable; speed, frequency and user type in combination or separate would be the most impactful and cost effective. If applicable, further detail can be provided.

TO:  
**Douglas City Council and  
 City of Douglas Planning Commission**

FROM:  
**Ken Carls and Jim Schmiechen  
 144 Water Street**

Date:  
**January 9, 2022**

RE:  
**Water Street Traffic Issues**

We write, once again, to address safety -- and liveability -- issues regarding Water Street, specifically to address the safety of residents (and their property), pedestrians, and bicyclists by implementing controls to limit access to through traffic and reducing speed and constructing safe pedestrian walkways and bike lanes. We, along with our Water Street neighbors, have brought this topic before the Council and Planning Commission multiple times over a number of years. Our requests have always falling on deaf ears. What will be required to draw attention to this matter of public concern and to effect positive action to ameliorate what is becoming increasingly critical? Will it require trauma to a pedestrian or bicyclist or damage to private property at the hands of a reckless speeding driver? What will it require for the City to take action to avoid costly damage to the street surface from the unnecessary traffic of heavy trucks and construction equipment that use this residential street as a shortcut to or from the Blue Star?

Standing: Having owned property and lived at three different addresses along Water Street (254, 325, and currently 144) over a now 24-year period, we are uniquely qualified to speak to safety issues present along this busy residential street. During that period as more and more properties are developed out beyond the City and towards Fennville, we have watched the volume of traffic increase dramatically. Speeds are rarely monitored by local police.

Existing Problems: Relating to the safety and traffic issues, we know City Council has been made aware of some of the hazards as at least as long ago as 2017. We were present at a Council meeting where the owner of the third house north of Water and Randolph asked the Council to do something about speeding vehicles along Water Street. Since then, a number of times we have joined Water Street resident groups to plead with Council to act to limit traffic and mitigate safety hazards posed by vehicular traffic through our neighborhood.

Why Is the Volume of Traffic So High? We want to reiterate that Water Street between Center Street and Wiley Road is a primary thoroughfare from Douglas to all the houses in the growing subdivision adjacent to Schulz Park; Schulz Park itself with its sports fields, dog run, and boat launch; Newport; Peachtree Creek development; the increasing number of houses between 66th and 62nd Street between the river and M-89; and on out to Fennville. The high usage is especially noticeable in the early morning hours when dozens of residents east of Douglas and thundering trucks use Water Street as a shortcut to the Blue Star and come back again in the evening.

Re: Safety Issues: During our 20-year residency on Water Street, several different times people have missed the turn and smashed into the power pole or tree at the top of the hill. And anyone who has tried to walk into town or back and crossed over Tannery Creek has risked life and limb from the fast traffic negotiating the sharp blind corner and downhill turn, which is only exacerbated after dark.

That said, there are dozens of bicyclists that use that Water Street on a daily basis, going in both directions. Ditto, pedestrians, even though there are no sidewalks and no shoulder at the Tannery Creek crossing, which is the most critical danger point along Water Street.

Planning Priorities: Vehicular traffic aside, it is with reference to the cyclists, runners, and walkers that we address a further point: In 2010, Ryan Kilpatrick, the then Planning and Zoning Administrator for the City, organized an extensive 3-day city planning exercise in which he brought together a group of 40 local influencers of wide interests and expertise (including both of us), invited nationally known planning experts, representatives from M-DOT, representatives from the local police, etc., to conceptualize Douglas's future. The conclusions presented proposed future growth that emphasizes *traffic calming*, *walkability/pedestrian friendliness*, and *bike-ability* as a priority in the City. That was now 13 years ago. What has been done? Current and increasing levels of vehicular traffic contravene this priority by actually discouraging pedestrians and bicycles on this dangerous stretch of public thoroughfare.

**Conclusion: We join our neighbors in requesting that the City Council and Planning Commission act immediately to reduce pressure on this residential/neighborhood street and the already stressed traffic bottleneck across Tannery Creek by constructing a pedestrian/bicycle pathway along Water Street, reducing and monitoring in earnest the speed of vehicular traffic, and limiting access to Water Street by heavy trucks and construction equipment.**

January 6, 2023

Douglas City Council  
PO Box 757  
86 W. Center St.  
Douglas, MI 49406-0757

To Whom It May Concern,

I am writing to share my concern regarding the safety of Water Street. Traffic has increased significantly over the past several years and trucks now use it as a cut through to Wiley Street. Unfortunately vehicles often drive significantly over the stated speed limit and it is no longer possible to walk safely along the side of Water Street to Wiley Road due to the fact that cars speed around the curves without regard for the health and safety of pedestrians.

Besides the health and safety issues, this traffic has caused significant damage to the road itself. Years ago neighbors along Water Street witnessed firsthand the damage done to the road from attempted construction of a house at 151 Water Street that resulted in the lengthy closure and rebuilding of the road at considerable expense.

Since this work was done, the east side of the road north of Randolph often needs to be repaired as it collapses and falls down the hill. My spouse has contacted City Hall several times to report serious and dangerous erosion and undermining of the road and to request repair. These repairs seem to be temporary as the roadbed and shoulder are compromised and the safety and integrity of the road is a concern. Perhaps increased traffic, speed, and usage by so many trucks exacerbates the problem.

Please consider permanent repair to the road rather than performing temporary fixes, lowering the speed limit (or even enforcing the existing one), striping the road, and closing the road to trucks utilizing it for cut through purposes. I also wonder about the value of "speed bumps" to potentially deal with these problems.

Respectfully,

*Joseph D'Ambrosio*

Joseph D'Ambrosio  
65 Randolph Street  
Douglas, MI 49406

January 6, 2023

Douglas City Council  
PO Box 757  
86 W. Center St.  
Douglas, MI 49406-0757

To Whom It May Concern,

I am writing to share my concern regarding the safety of Water Street. Usage has changed significantly since I moved to 65 Randolph Street in 2006. Traffic has consistently increased, many trucks use it as a cut through to Wiley Street, and drivers often drive significantly over the stated speed limit. It is no longer possible to walk along the side of Water Street to Wiley due to the fact that cars speed around the curves with no care to the health and safety of pedestrians.

Besides the health and safety issues, this traffic has caused significant damage to the road itself. I witnessed firsthand the damage done to the road from attempted construction of a house at 151 Water Street years ago that resulted in the closure and rebuilding of the road. The road was closed for many months. It cost the city (thus the taxpayers) a great deal on money to rebuild the road.

Since this work was done, the east side of the road often needs to be repaired as it collapses and falls down the hill. I have contacted City Hall and submitted photos (see attached) several times (often annually) so road repair can be done. These repairs seem to be temporary as the roadbed is compromised and the safety and integrity of the road is a concern. Perhaps increased traffic, speed, and usage by so many trucks exacerbates the problem.

Please consider repairing the road rather than performing temporary fixes, lowering the speed limit (or even enforcing the existing one), striping the road, and closing the road to trucks utilizing it for cut through purposes.

Thank you for your consideration,

*Elizabeth Eckhardt*

Elizabeth Eckhardt  
65 Randolph St  
Douglas MI 49406











# MEMORANDUM

## REGULAR CITY COUNCIL MEETING

January 17, 2023, at 7:00 PM

**TO:** City Council

**FROM:** Rich LaBombard, City Manager

**DATE:** January 17, 2023

**SUBJECT:** Drinking Water Asset Management Grant and Budget Amendment – Resolution 02-2023

The City of Douglas is the recipient of the Department of Environment, Great Lakes, and Energy (EGLE) award called the Drinking Water Asset Management (DWAM) grant which is an American Recovery Plan (ARP) funding opportunity. The purpose of this grant is to provide funding to the City of Douglas to field verify a minimum of 191 service lines out of 1,125 total based on the City's knowledge of unknown service lines.

The City will utilize this funding to "pothole" or expose through a minimally invasive hydro excavating procedure, the water service lines before and after a water shut off box to identify the material type. The objective is to find lead service lines and apply a formula across the remaining service lines to calculate the cost to replace those services. Per the State of Michigan's Lead and Copper Rule, the City must replace a minimum of five percent of our lead services lines over the next 20 years.

As this is a reimbursement grant, the City will have to amend the annual budget to increase the available revenues in the current fiscal year by \$349,500 and increase the expenditures by \$300,000. The City already had \$50,000 budgeted in the current fiscal year for water service inventory. As a result, the City is saving \$50,000. The grant will reimburse expenses the City has incurred for lead service line inventory dating back to March 3, 2021. The City has three years from the start of the grant to request reimbursement from the available grant funds. The City Engineer will assist the City with developing a request for proposal for qualified contractors to bid on the pothole / inventory work over the coming months.

Furthermore, in an effort to gather permanent location information on the City's water service boxes, the Department of Public Works team will gather geographic information system data on the location of each service box as a way to preserve location information in a database. The grant will reimburse the City for GIS data gathering efforts. The City Engineer will store the GIS information for the City.



With the budget amendment, funds will be available in the Water & Sewer Fund, Construction account 450-000-974 in the amount of \$350,000.

**I recommend the City Council approve Resolution 02-2023 and accept EGLE's Drinking Water Asset Management grant in the amount of \$349,500 and authorize the City Manager to sign the grant agreement. In addition, the City Council shall increase the revenues in the Water and Sewer Fund – Reimbursement from State account 450-000-679.001 and increase the expenditures in the Water and Sewer Fund – Construction account 450-000-974 in the amount of \$300,000.**

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

**RESOLUTION NO. 02 -2023**

**A RESOLUTION TO AMEND THE BUDGET AND ACCEPT THE DEPARTMENT OF  
ENVIRONMENT, GREAT LAKES, AND ENERGY GRANT AWARD (DWAM).**

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

PRESENT:

ABSENT:

The following Resolution was offered by Councilperson  
Councilperson

and supported by

**RESOLUTION**

**WHEREAS**, The City of Douglas is the recipient of the Department of Environment, Great Lakes, and Energy (EGLE) award called the Drinking Water Asset Management (DWAM) grant, and

**WHEREAS**, The purpose of this grant is to provide funding to the City of Douglas to field verify a minimum of 191 service lines out of 1,125 total based on the City's knowledge of unknown service lines, and

**WHEREAS**, The objective is to find lead service lines and apply a formula across the remaining service lines to calculate the cost to replace those services. Per the State of Michigan's Lead and Copper Rule, the City must replace a minimum of five percent of our lead service lines over the next 20 years, and

**WHEREAS**, This is a reimbursement grant, the City will amend the annual budget to increase the available revenues in the current fiscal year by \$349,500 and increase the expenditures by \$3000,000. The budget amendment, funds will be available in the Water & Sewer Fund, Construction account 450-000-974 in the amount of \$350,000.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:** The City Council does hereby approve Resolution 02-2023 and accept EGLE's Drinking Water Asset Management grant in the amount of \$349,500 and authorize the City Manager to sign the grant agreement. In addition, the City Council authorizes the increase in revenues in the Water and Sewer Fund – Reimbursement from State account 450-000-679.001 and increase the expenditure in the Water and Sewer Fund – Construction account 450-000-974 in the amount of \$300,000.

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

**ADOPTED** this 17th day of January 2023

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

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

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

### **CERTIFICATION**

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

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

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



**DRINKING WATER ASSET MANAGEMENT GRANT AGREEMENT (ARP FUNDED)**  
**BETWEEN THE**  
**MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY**  
**AND CITY OF THE VILLAGE OF DOUGLAS**

This Grant Agreement ("Agreement") is made between the Michigan Department of Environment, Great Lakes, and Energy (EGLE), Finance Division ("State"), and City of the Village of Douglas ("Grantee").

The purpose of this Agreement is to provide funding in exchange for work to be performed for the project named below. The State is authorized to provide grant assistance pursuant to P.A. 53 of 2022. This Agreement is subject to the terms and conditions specified herein.

**PROJECT INFORMATION:**

Project Name: <u>AMP/DSMI</u>	Project #: <u>DWA-115</u>
Amount of grant: <u>\$349,500</u>	100% of grant federal funding
Amount of match: <u>none required</u>	PROJECT TOTAL: <u>\$349,500</u>
Start Date: <u>3/3/2021</u>	End Date: <u>1/15/2026</u>

**FISCAL RECOVERY FUND (FRF) ITEMS:**

Recipient Type: Subrecipient

Can be used for allowable expenditures incurred on/or after: 3/3/2021

Federal Awarding Agency: US Department of Treasury      CFDA Number and Name: 21.027

FAIN Number: SLFRP0127      Research and Development Award: ☐ Yes ☒ No

SLFRF Category: Other Water Infrastructure 5.15      SLFRF Short Name: FRF3173

Major Program: ARPDWAM

**GRANTEE CONTACT INFORMATION:**Name/Title: Rich LaBombard, City ManagerOrganization: City of the Village of DouglasAddress: 86 W. Center StreetCity, State, ZIP: Douglas, MI 49406Phone Number: 269-857-1438E-Mail Address: rlabombard@douglasmi.govFederal ID: 38-6007174Grantee UEI Number: E68QPNKYNKJ5SIGMA Vendor Number: CV0048374**STATE'S CONTACT INFORMATION:**Name/Title: Bridget Flanery, Departmental AnalystDivision/Bureau/Office: Finance DivisionAddress: 525 W Allegan StreetCity, State, ZIP: Lansing, MI 48909Phone Number: 517-282-0280E-Mail Address: FlaneryB@michigan.gov

The individuals signing below certify by their signatures that they are authorized to sign this Agreement on behalf of their agencies and that the parties will fulfill the terms of this Agreement, including any attached appendices, as set forth herein.

**FOR THE GRANTEE:**

	Rich LaBombard, City Manager	
Signature	Name/Title	Date

**FOR THE STATE:**

	Kelly Green, Administrator	
Signature	Name/Title	Date

## **I. PROJECT SCOPE**

This Agreement and its appendices constitute the entire Agreement between the State and the Grantee and may be modified only by written agreement between the State and the Grantee.

(A) The scope of this project is limited to the activities specified in Appendix A and such activities as are authorized by the State under this Agreement. Any change in project scope requires prior written approval in accordance with Section III, Changes, in this Agreement.

(B) By acceptance of this Agreement, the Grantee commits to complete the project identified in Appendix A within the time period allowed for in this Agreement and in accordance with the terms and conditions of this Agreement.

## **II. AGREEMENT PERIOD**

Upon signature by the State, the Agreement shall be effective from the Start Date until the End Date on page 1. The State shall have no responsibility to provide funding to the Grantee for project work performed except between the Start Date and the End Date specified on page 1. Expenditures made by the Grantee prior to the Start Date or after the End Date of this Agreement are not eligible for payment under this Agreement.

## **III. CHANGES**

Any changes to this Agreement shall be requested by the Grantee or the State in writing and implemented only upon approval in writing by the State. The State reserves the right to deny requests for changes to the Agreement or to the appendices. No changes can be implemented without approval by the State.

## **IV. GRANTEE DELIVERABLES AND REPORTING REQUIREMENTS**

The Grantee shall submit deliverables and follow reporting requirements specified in Appendix A of this Agreement.

(A) The Grantee must complete and submit financial and/or progress reports according to a form and format prescribed by the State and must include supporting documentation of eligible project expenses. These reports shall be due according to the following:

<b>Reporting Period</b>	<b>Due Date</b>
Jan 1 – Jan 31	Feb 15
Feb 1 – Feb 28	Mar 15
Mar 1 – Mar 31	April 15
April 1 – April 30	May 15
May 1 – May 31	June 15
June 1 – June 30	July 15
July 1 – July 31	Aug 15

Aug 1 – Aug 31	Sept 15
Sept 1 – Sept 30	Before Oct 10*
Oct 1 – Oct 31	Nov 15
Nov 1 – Nov 30	Dec 15
Dec 1 – Dec 31	Jan 15

\*Due to the State's year-end closing procedures, there will be an accelerated due date for the report covering July 1 – September 30. Advance notification regarding the due date for the quarter ending September 30 will be sent to the Grantee. If the Grantee is unable to submit a report in early October for the quarter ending September 30, an estimate of expenditures through September 30 must be submitted to allow the State to complete its accounting for that fiscal year.

The forms provided by the State shall be submitted to the State's contact at the address on page 1. All required supporting documentation (invoices, proof of payment, etc.) for expenses must be included with the report.

(B) The Grantee shall provide a final project report in a format prescribed by the State. The Grantee shall submit the final status report, including all supporting documentation for expenses, along with the final project report and any other outstanding products within 30 days of substantial completion of the project or the End Date of the Agreement.

## **V. GRANTEE RESPONSIBILITIES**

(A) The Grantee agrees to abide by all applicable local, state, and federal laws, rules, ordinances, and regulations in the performance of this grant, including Uniform Guidance for Federal Awards (2 CFR 200).

(B) All local, state, and federal permits, if required, are the responsibility of the Grantee. Award of this grant is not a guarantee of permit approval by the State.

(C) The Grantee shall be solely responsible to pay all applicable taxes and fees, if any, that arise from the Grantee's receipt or execution of this grant.

(D) The Grantee is responsible for the professional quality, technical accuracy, timely completion, and coordination of all designs, drawings, specifications, reports, and other services submitted to the State under this Agreement. The Grantee shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in drawings, designs, specifications, reports, or other services.

(E) The State's approval of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve the Grantee of responsibility for the technical adequacy of the work. The State's review, approval, acceptance, or payment for any of the services shall not be construed as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

(F) The Grantee acknowledges that it is a crime to knowingly and willingly file false information with the State for the purpose of obtaining this Agreement or any payment under the Agreement, and that any such filing may subject the Grantee, its agents, and/or employees to criminal and civil prosecution and/or termination of the grant.

## **VI. USE OF MATERIAL**

Unless otherwise specified in this Agreement, the Grantee may release information or material developed under this Agreement, provided it is acknowledged that the State funded all or a portion of its development.

The State, and federal awarding agency, if applicable, retains a royalty-free, nonexclusive and irrevocable right to reproduce, publish, and use in whole or in part, and authorize others to do so, any copyrightable material or research data submitted under this grant whether or not the material is copyrighted by the Grantee or another person. The Grantee will only submit materials that the State can use in accordance with this paragraph.

## **VII. ASSIGNABILITY**

The Grantee shall not assign this Agreement or assign or delegate any of its duties or obligations under this Agreement to any other party without the prior written consent of the State. The State does not assume responsibility regarding the contractual relationships between the Grantee and any subcontractor.

## **VIII. SUBCONTRACTS & SUBAWARDS**

The State reserves the right to deny the use of any consultant, contractor, associate, or other personnel to perform any portion of the project. The Grantee is solely responsible for all contractual activities performed under this Agreement. Further, the State will consider the Grantee to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated Grant. All subcontractors used by the Grantee in performing the project shall be subject to the provisions of this Agreement and shall be qualified to perform the duties required.

For all Subawards - 2 CFR 200.331 – 200.333 Subrecipient Monitoring and Management All pass-through entities must:

**A)** Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, include the changes in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the Federal award and subaward. Required information includes:

(1) Federal award identification.

- (i) Subrecipient name (which must match the name associated with its unique entity identifier)
- (ii) Subrecipient's unique entity identifier
- (iii) Federal Award Identification Number (FAIN)



- (iv) Federal Award Date (see the definition of Federal award date in § 200.1 of this part) of award to the recipient by the Federal agency
- (v) Subaward Period of Performance Start and End Date
- (vi) Subaward Budget Period Start and End Date
- (vii) Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient
- (viii) Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current financial obligation
- (ix) Total Amount of the Federal Award committed to the subrecipient by the pass-through entity
- (x) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA)
- (xi) Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity
- (xii) Assistance Listings number and Title; the pass-through entity must identify the dollar amount made available under each Federal award and the Assistance Listings Number at time of disbursement
- (xiii) Identification of whether the award is R&D; and
- (xiv) Indirect cost rate for the Federal award (including if the de minimis rate is charged) per § 200.414

(2) All requirements imposed by the pass-through entity on the subrecipient so that the Federal award is used in accordance with Federal statutes, regulations and the terms and conditions of the Federal award

(3) Any additional requirements that the pass-through entity imposes on the subrecipient in order for the pass-through entity to meet its own responsibility to the Federal awarding agency including identification of any required financial and performance reports.

(4) (i) An approved federally recognized indirect cost rate negotiated between the subrecipient and the Federal Government. If no approved rate exists, the pass-through entity must determine the appropriate rate in collaboration with the subrecipient, which is either:

- (A) The negotiated indirect cost rate between the pass-through entity and the subrecipient; which can be based on a prior negotiated rate between a different PTE and the same subrecipient. If basing the rate on a previously negotiated rate, the pass-through entity is not required to collect information justifying this rate, but may elect to do so;
- (B) The de minimis indirect cost rate.

(ii) The pass-through entity must not require use of a de minimis indirect cost rate if the subrecipient has a Federally approved rate. Subrecipients can elect to use the cost allocation method to account for indirect costs in accordance with § 200.405(d).

(5) A requirement that the subrecipient permit the pass-through entity and auditors to have access to the subrecipient's records and financial statements as necessary for the pass-through entity to meet the requirements of this part,

(6) Appropriate terms and conditions concerning closeout of the subaward.

**B) Evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring described in paragraphs (d) and (e) of this section, which may include consideration of such factors as:**

- (1) The subrecipient's prior experience with the same or similar subawards;
- (2) The results of previous audits including whether or not the subrecipient receives a Single Audit in accordance with Subpart F of this part, and the extent to which the same or similar subaward has been audited as a major program.
- (3) Whether the subrecipient has new personnel or new or substantially changed systems.
- (4) The extent and results of Federal awarding agency monitoring (e.g., if the subrecipient also receives Federal awards directly from a Federal awarding agency).

**C) Consider imposing specific subaward conditions upon a subrecipient if appropriate as described in § 200.208.**

**D) Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. Pass-through entity monitoring of the subrecipient must include:**

- (1) Reviewing financial and performance reports required by the pass-through entity.
- (2) Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and written confirmation from the subrecipient, highlighting the status of actions planned or taken to address Single Audit findings related to the particular subaward.
- (3) Issuing a management decision for applicable audit findings pertaining only to the Federal award provided to the subrecipient from the pass-through entity as required by § 200.521.
- (4) The pass-through entity is responsible for resolving audit findings specifically related to the subaward and not responsible for resolving crosscutting findings. If a subrecipient has a current Single Audit report posted in the Federal Audit Clearinghouse and has not otherwise been excluded from receipt of Federal funding (e.g., has been debarred or suspended), the pass-through entity may rely on the subrecipient's cognizant audit agency or cognizant oversight agency to perform audit follow-up and make management decisions related to cross-cutting findings in accordance with section § 200.513(a)(3)(vii). Such reliance does not eliminate the responsibility of the pass-through entity to issue subawards that conform to agency and award-specific requirements, to manage risk through ongoing subaward monitoring, and to monitor the status of the findings that are specifically related to the subaward.

**E)** Depending upon the pass-through entity's assessment of risk posed by the subrecipient (as described in paragraph (b) of this section), the following monitoring tools may be useful for the pass-through entity to ensure proper accountability and compliance with program requirements and achievement of performance goals:

- (1) Providing subrecipients with training and technical assistance on program-related matters; and
- (2) Performing on-site reviews of the subrecipient's program operations;
- (3) Arranging for agreed-upon-procedures engagements as described in § 200.425.

**F)** Verify that every subrecipient is audited as required by Subpart F of this part when it is expected that the subrecipient's Federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in § 200.501.

**G)** Consider whether the results of the subrecipient's audits, on-site reviews, or other monitoring indicate conditions that necessitate adjustments to the pass-through entity's own records.

**(h)** Consider taking enforcement action against noncompliant subrecipients as described in § 200.339 of this part and in program regulations.

#### **H) 200.332 Fixed amount subawards**

With prior written approval from the Federal awarding agency, a pass-through entity may provide subawards based on fixed amounts up to the Simplified Acquisition Threshold, provided that the subawards meet the requirements for fixed amount awards in §200.201 Use of grant agreements (including fixed amount awards), cooperative agreements, and contracts.

### **IX. NON-DISCRIMINATION**

The Grantee shall comply with the Elliott Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 *et seq.*, the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 *et seq.*, and all other federal, state, and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, or physical or mental disability that is unrelated to the individual's ability to perform the duties of a particular job or position. The Grantee agrees to include in every subcontract entered into for the performance of this Agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of this Agreement.

### **X. UNFAIR LABOR PRACTICES**

The Grantee shall comply with the Employers Engaging in Unfair Labor Practices Act, 1980 PA 278, as amended, MCL 423.321 *et seq.*

### **XI. LIABILITY**

**(A)** The Grantee, not the State, is responsible for all liabilities as a result of claims, judgments, or costs arising out of activities to be carried out by the Grantee under this Agreement, if the liability is

caused by the Grantee, or any employee or agent of the Grantee acting within the scope of their employment or agency.

(B) Nothing in this Agreement should be construed as a waiver of any governmental immunity by the Grantee, the State, its agencies, or their employees as provided by statute or court decisions.

## **XII. CONFLICT OF INTEREST**

No government employee, or member of the legislative, judicial, or executive branches, or member of the Grantee's Board of Directors, its employees, partner agencies, or their families shall benefit financially from any part of this Agreement.

## **XIII. ANTI-LOBBYING**

If all or a portion of this Agreement is funded with federal funds, then in accordance with 2 CFR 200, as appropriate, the Grantee shall comply with the Anti-Lobbying Act, which prohibits the use of all project funds regardless of source, to engage in lobbying the state or federal government or in litigation against the State. Further, the Grantee shall require that the language of this assurance be included in the award documents of all subawards at all tiers.

If all or a portion of this Agreement is funded with state funds, then the Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of lobbying as defined in the State of Michigan's lobbying statute, MCL 4.415(2). "Lobbying" means communicating directly with an official of the executive branch of state government or an official in the legislative branch of state government for the purpose of influencing legislative or administrative action." The Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of litigation against the State. Further, the Grantee shall require that language of this assurance be included in the award documents of all subawards at all tiers.

## **XIV. DEBARMENT AND SUSPENSION**

Each eligible applicant must obtain a Unique Entity Identifier (UEI) and maintain an active registration with the Federal System for Award Management (SAM). The SAM website is:  
<https://www.sam.gov/SAM>.

By signing this Agreement, the Grantee certifies that it has checked the federal debarment/suspension list at [www.SAM.gov](http://www.SAM.gov) to verify that its agents, and its subcontractors:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or the state.
- (2) Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, as defined in 45 CFR 1185; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

- (3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in subsection (2).
- (4) Have not within a three-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.
- (5) Will comply with all applicable requirements of all other state or federal laws, executive orders, regulations, and policies governing this program.

## **XV. AUDIT AND ACCESS TO RECORDS**

### **Federal Audit Requirements**

- (A) (2 CFR 200.501) Audit required. A non-federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program specific audit conducted for that year in accordance with the provisions of this part
- (B) (2 CFR 200.508) Auditee requirements:
  - a. Procure or otherwise arrange for the audit, if required.
  - b. Prepare appropriate financial statements, including the schedule of expenditures of Federal awards.
  - c. Promptly follow up and take corrective action on the audit findings.
  - d. Provide the auditor with access to personnel, accounts, books, records, supporting documentation, and other information as needed for the auditor to perform the audit.

The State reserves the right to conduct a programmatic and financial audit of the project, and the State may withhold payment until the audit is satisfactorily completed. The Grantee will be required to maintain all pertinent records and evidence pertaining to this Agreement, including grant and any required matching funds, in accordance with generally accepted accounting principles and other procedures specified by the State. The State or any of its duly authorized representatives must have access, upon reasonable notice, to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. The Grantee will provide proper facilities for such access and inspection. All records must be maintained through December 31, 2031.

## **XVI. INSURANCE**

- (A) The Grantee must maintain insurance or self-insurance that will protect it from claims that may arise from the Grantee's actions under this Agreement.
- (B) The Grantee must comply with applicable workers' compensation laws while engaging in activities authorized under this Agreement.

## **XVII. OTHER SOURCES OF FUNDING**

The Grantee guarantees that any claims for reimbursement made to the State under this Agreement must not be financed by any source other than the State under the terms of this Agreement. If funding is received through any other source, the Grantee agrees to delete from Grantee's billings, or to immediately refund to the State, the total amount representing such duplication of funding.



## **XVIII. COMPENSATION**

(A) A breakdown of costs allowed under this Agreement is identified in Appendix A. The State will pay the Grantee a total amount not to exceed the amount on page 1 of this Agreement, in accordance with Appendix A, and only for expenses incurred and paid. All other costs necessary to complete the project are the sole responsibility of the Grantee.

(B) Expenses incurred by the Grantee prior to the Start Date or after the End Date of this Agreement are not allowed under the Agreement.

(C) The State will approve payment requests after approval of reports and related documentation as required under this Agreement.

(D) The State reserves the right to request additional information necessary to substantiate payment requests.

(E) Payments under this Agreement may be processed by Electronic Funds Transfer (EFT). The Grantee may register to receive payments by EFT at the SIGMA Vendor Self Service web site (<https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>).

## **XIX. CLOSEOUT**

(A) A determination of project completion, which may include a site inspection and an audit, shall be made by the State after the Grantee has met any match obligations, satisfactorily completed the activities, and provided products and deliverables described in Appendix A.

(B) Upon issuance of final payment from the State, the Grantee releases the State of all claims against the State arising under this Agreement. Unless otherwise provided in this Agreement or by State law, final payment under this Agreement shall not constitute a waiver of the State's claims against the Grantee.

(C) The Grantee shall immediately refund to the State any payments in excess of the costs allowed by this Agreement.

(D) Any funds received under the authorizing legislation for this program expended by the eligible applicant in a manner that does not adhere to the American Rescue Plan 117-2 or Uniform Guidance 2 CFR 200, as applicable, shall be returned to the state. If it is determined that an eligible applicant receiving funds under this act expends any funds under this act for a purpose that is not consistent with the requirements of the American Rescue Plan, Public Law 117-2, or Uniform Guidance 2 CFR 200, the state budget director is authorized to withhold payment of state funds, in part or in whole, payable from any state appropriation.

## **XX. CANCELLATION**

This Agreement may be canceled by the State, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the Grantee, or upon mutual agreement by the State and Grantee. The State may honor requests for just and equitable compensation to the Grantee for all satisfactory and eligible work completed under this Agreement up until 30 days after

written notice, upon which time all outstanding reports and documents are due to the State and the State will no longer be liable to pay the grantee for any further charges to the grant.

## **XXI. TERMINATION**

(A) This Agreement may be terminated by the State as follows.

(1) Upon 30 days written notice to the Grantee:

- a. If the Grantee fails to comply with the terms and conditions of the Agreement, or with the requirements of the authorizing legislation cited on page 1, or the rules promulgated thereunder, or other applicable law or rules.
- b. If the Grantee knowingly and willingly presents false information to the State for the purpose of obtaining this Agreement or any payment under this Agreement.
- c. If the State finds that the Grantee, or any of the Grantee's agents or representatives, offered or gave gratuities, favors, or gifts of monetary value to any official, employee, or agent of the State in an attempt to secure a subcontract or favorable treatment in awarding, amending, or making any determinations related to the performance of this Agreement.
- d. If the Grantee or any subcontractor, manufacturer, or supplier of the Grantee appears in the register of persons engaging in unfair labor practices that is compiled by the Michigan Department of Licensing and Regulatory Affairs or its successor.
- e. During the 30-day written notice period, the State shall withhold payment for any findings under subparagraphs a through d, above and the Grantee will immediately cease charging to the grant and stop earning match for the project (if applicable).

(2) Immediately and without further liability to the State if the Grantee, or any agent of the Grantee, or any agent of any subcontract is:

- a. Convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract.
- b. Convicted of a criminal offense, including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees.
- c. Convicted under State or federal antitrust statutes; or
- d. Convicted of any other criminal offense that, in the sole discretion of the State, reflects on the Grantee's business integrity.
- e. Added to the federal or state Suspension and Debarment list.

(B) If a grant is terminated, the State reserves the right to require the Grantee to repay all or a portion of funds received under this Agreement.

## **XXII. IRAN SANCTIONS ACT**

By signing this Agreement, the Grantee is certifying that it is not an Iran linked business, and that its contractors are not Iran linked businesses, as defined in MCL 129.312.

### **XXIII. PROTECTED PERSONALLY IDENTIFIABLE INFORMATION (PII) AND THE PRIVACY ACT.**

In accordance with the Uniform Guidance (including but not limited to, sections §200.303 and §200.338) and the Privacy Act of 1974 (5 U.S.C. § 552a), the recipient is required to take reasonable measures to safeguard protected personally identifiable information and other information the US Department of Treasury or State of Michigan designates as sensitive or the recipient considers sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality.

### **XXIV. STATUTORY CATEGORIES FOR USE OF FISCAL RECOVERY FUND (FRF)**

The four statutory categories for use of FRF funds are included below as outlined in the guidance. The program design has been approved to ensure that the program meets one of the requirements below. Appendix A provides additional details on eligible uses to ensure it aligns with Treasury's guidance.

- (1) To respond to the COVID-19 public health emergency or its negative economic impacts
- (2) To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to such eligible workers of the recipient, or by providing grants to eligible employers that have eligible workers who performed essential work
- (3) For the provision of government services, to the extent of the reduction in revenue of such recipient due to the COVID-19 public health emergency, relative to revenues collected in the most recent full fiscal year of the recipient prior to the emergency
- (4) To make necessary investments in water, sewer, or broadband infrastructure

Treasury's Final Rule details compliance responsibilities and provides additional information on eligible and restricted uses of SLFRF award funds and reporting requirements. Your organization should review and comply with the information contained in Treasury's Interim Final Rule, and any subsequent final rule when building appropriate controls for SLFRF award funds.

#### **Use of Funds Restrictions:**

First, a recipient may not use SLFRF funds for a program, service, or capital expenditure that includes a term or condition that undermines efforts to stop the spread of COVID-19. A program or service that imposes conditions on participation or acceptance of the service that would undermine efforts to stop the spread of COVID-19 or discourage compliance with recommendations and guidelines in CDC guidance for stopping the spread of COVID-19 is not a permissible use of SLFRF funds.

Second, a recipient may not use SLFRF funds in violation of the conflict-of-interest requirements contained in the Award Terms and Conditions or the Office of Management and Budget's Uniform Guidance, including any self-dealing or violation of ethics rules. Recipients are required to establish policies and procedures to manage potential conflicts of interest.

Lastly, recipients should also be cognizant that federal, state, and local laws and regulations, outside of SLFRF program requirements, may apply. Furthermore, recipients are also required to comply with



other federal, state, and local background laws, including environmental laws and federal civil rights and nondiscrimination requirements, which include prohibitions on discrimination on the basis of race, color, national origin, sex, (including sexual orientation and gender identity), religion, disability, or age, or familial status (having children under the age of 18).

#### **XXIV. DISCLOSURE OF INFORMATION**

All reports and other printed or electronic material prepared by or for the Grantee under the Agreement will not be distributed without the prior written consent of the State except for items disclosed in response to a Freedom of Information Act request, Court Order or subpoena.]

#### **XXVII. PREVAILING WAGE and LABOR AGREEMENT**

This project is subject to the Davis-Bacon Act, 40 U S C 276a, *et seq*, which requires that prevailing wages and fringe benefits be paid to contractors and subcontractors performing on federally funded projects over \$2,000 for the construction, alteration, repair (including painting and decorating) of public buildings or works.

Grantee must provide either

- 1) a certificate for a project labor agreement, meaning a pre-hire collective bargaining agreement consistent with section 8(f) of the National Labor Relations Act (29 U.S.C. 158(f))
- 2) or provide a project workforce continuity plan, detailing:
  - a) How the recipient will ensure the project has ready access to a sufficient supply of appropriately skilled and unskilled labor to ensure high-quality construction throughout the life of the project, including a description of any required professional certifications and/or in-house training;
  - b) How the recipient will minimize risks of labor disputes and disruptions that would jeopardize timeliness and cost-effectiveness of the project;
  - c) How the recipient will provide a safe and healthy workplace that avoids delays and costs associated with workplace illnesses, injuries, and fatalities, including descriptions of safety training, certification, and/or licensure requirements for all relevant workers (e.g., OSHA 10, OSHA 30);
  - d) Whether workers on the project will receive wages and benefits that will secure an appropriately skilled workforce in the context of the local or regional labor market; and  
☒ Yes ☐ No
  - e) Whether the project has completed a project labor agreement.  
☐ Yes ☒ No

## FEDERALLY FUNDED PROGRAM-SPECIFIC BOILERPLATE

Funds were added under sections 602 and 603 of section 9901 of the Social Security Act of section 9901 of Public Law No. 117-2, known as American Rescue Plan Act of 2021 ("ARPA"), signed into law on March 11, 2021 <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds> as the Coronavirus State and Local Fiscal Recovery Funds ("FRF"). The State of Michigan was awarded \$6.54 billion dollars under the Fiscal Recovery Fund, on May 13, 2021.

OMB Uniform Guidance for Non-federal Agencies Receiving These Funds The U.S. Department of Treasury has indicated in the Coronavirus State and Local Fiscal Recovery Fund Frequently Asked Questions that are accessible at U.S. Department of Treasury State and Local Fiscal Recovery Funds, located at <https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-FAQ.pdf>, that the SLFRF awards are generally subject to the requirements set forth in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 (the "Uniform Guidance"). All reimbursements requested under this program should be accounted for with supporting documentation. Eligible applicants should maintain documentation evidencing that the funds were expended in accordance with federal, state, and local regulations. In accordance with federal Uniform Guidance, funds received under this program shall be included on the eligible applicant's Schedule of Expenditures of Federal Awards (SEFA) and included within the scope of the eligible applicant's Single Audit.

Programs are required to follow the Uniform Guidance provisions that are included in the document. Applicants must review the eCFR Uniform Guidance at <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1> for complete requirements.

The SLFRF awards are generally subject to the requirements set forth in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 (the "Uniform Guidance"). In all instances, your organization should review the Uniform Guidance requirements applicable to your organization's use of SLFRF funds, and SLFRF-funded projects. The following sections provide a general summary of your organization's compliance responsibilities under applicable statutes and regulations, including the Uniform Guidance, as described in the 2022 OMB Compliance Supplement Part 3. Compliance Requirements (issued May 12, 2022).

The Award Terms and Conditions of the SLFRF financial assistance agreement sets forth the compliance obligations for recipients pursuant to the SLFRF statute, the Uniform Guidance, and Treasury's Final Rule. Recipients should ensure they remain in compliance with all Award Terms and Conditions.

## PROJECT-SPECIFIC REQUIREMENTS – APPENDIX A

### Project Overview:

This project involves work related to the City of the Village of Douglas' (Douglas) Distribution System Materials Inventory (DSMI) and drinking water Asset Management Plan (AMP). Field verification will be conducted for a minimum of 191 service lines out of their total of 1,125, based on Douglas' knowledge of unknown service lines at the time of this agreement, in accordance with EGLE's Drinking Water and Environmental Health Division's Minimum Service Line Material Verification Requirements. This includes effort by city staff to pothole on either side of each curb stop and conduct in-building documentation of service line materials. This project includes applicable restoration to original condition of potholed locations.

Douglas' drinking water AMP will be updated based on a comprehensive asset inventory as well as other portions of the plan, including condition assessment, water system criticality, level of service assessment, capital improvement planning, and revenue structure development. Douglas will also update its hydraulic model to identify water system improvements for capital improvement planning. The AMP will also include updates from the DSMI investigation. Information gathered will be incorporated into an existing Geographic Information System database and water system maps will be developed.

### EGLE approved estimated project costs include:

Task	Budget
AMP	\$110,000
DSMI	\$239,500
Equipment	\$0
<b>Project Cost Subtotal</b>	<b>\$349,500</b>
<b>Total Grant Amount</b>	<b>\$349,500</b>

Indirect costs are not allowed under this agreement.

Grantees must obligate all funds to any subrecipients by December 31, 2024. Therefore, all grantees must have a signed contract in place with all contracted parties for the work to be completed with these grant funds by December 31, 2024. In addition, all project work must be completed by December 31, 2026.

### Program-specific Requirements:

- a) Non-professional contractor services should be competitively bid.
- b) A signed contract is needed for contracted services greater than \$50,000 prior to reimbursement.
- c) Force account may be utilized with justification documenting the need. Force account fringe benefits are limited to 40 percent and holiday and overtime pay is not grant eligible. Utility indirect costs (rent, overhead, etc.) are not grant eligible. A detailed summary sheet(s) including name, title, hours worked, per hour compensation (show wages and fringes) of each municipal employee with time billed to the project, along with a description of the service the employee provided, is needed for reimbursement.
- d) Eligible equipment purchases with acceptable justification, such as computer hardware or software used directly for asset management or materials assessment, can be reimbursed at 25 percent of the purchase price if the equipment can be used for multiple asset types, at EGLE's discretion. This may include training related to that equipment/hardware/software purchase. If the equipment will be shared with a neighboring community, EGLE will consider reimbursement up to 50 percent of the equipment purchase price. Adequate maintenance and procedures must be developed to keep equipment purchased in good working condition for the entirety of the grant period.
- e) Completion of grant funded work does not constitute approval by the Department of Environment, Great Lakes, and Energy's Drinking Water and Environmental Health Division to meet a regulatory obligation. All compliance related questions need to be directed to your district engineer. All water systems need to meet required compliance deadlines and approval and execution of this grant contract does not alter a water supply's obligation to meet compliance deadlines.

### Grant Administration and Close Out:

As mentioned previously, in Section IV, GRANTEE DELIVERABLES AND REPORTING REQUIREMENTS, the Grantee must complete and submit financial and progress reports and must include supporting documentation of eligible project expenses. Reports shall include the Financial Status Report Form with supporting cost documentation (i.e., vendor invoices), a report including a brief description of work completed during the reporting period, and any delays occurred or anticipated. Reports shall be due within 15 days of the end of each monthly reporting period. If applicant chooses not to submit reimbursement requests monthly, the EGLE project manager must be notified that no submission will be completed for the month.

The Grantee must provide a final project report, which shall include a summary of work completed utilizing grant funds, including any significant lessons learned and anticipated needs going forward. The Grantee shall submit the final status report, including the Financial Status Report Form with all supporting documentation for expenses, along with the final project report and any other outstanding products within 30 days of substantial completion of the project or the end date of the agreement whichever occurs first.

Grant information including grantee name, grant award amount, and a project summary will be shared with the legislature and posted on EGLE's website.

If you need this information in an alternate format, contact [EGLE-Accessibility@Michigan.gov](mailto:EGLE-Accessibility@Michigan.gov) or call 800-662-9278.

EGLE does not discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its programs or activities, and prohibits intimidation and retaliation, as required by applicable laws and regulations. Questions or concerns should be directed to the Nondiscrimination Compliance Coordinator at [EGLE-NondiscriminationCC@Michigan.gov](mailto:EGLE-NondiscriminationCC@Michigan.gov) or 517-249-0906.

This form and its contents are subject to the Freedom of Information Act and may be released to the public.



**DRINKING WATER ASSET MANAGEMENT GRANT AGREEMENT (ARP FUNDED)**  
**BETWEEN THE**  
**MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY**  
**AND CITY OF THE VILLAGE OF DOUGLAS**

This Grant Agreement ("Agreement") is made between the Michigan Department of Environment, Great Lakes, and Energy (EGLE), Finance Division ("State"), and City of the Village of Douglas ("Grantee").

The purpose of this Agreement is to provide funding in exchange for work to be performed for the project named below. The State is authorized to provide grant assistance pursuant to P.A. 53 of 2022. This Agreement is subject to the terms and conditions specified herein.

**PROJECT INFORMATION:**

Project Name: <u>AMP/DSMI</u>	Project #: <u>DWA-115</u>
Amount of grant: <u>\$349,500</u>	100% of grant federal funding
Amount of match: <u>none required</u>	PROJECT TOTAL: <u>\$349,500</u>
Start Date: <u>3/3/2021</u>	End Date: <u>1/15/2026</u>

**FISCAL RECOVERY FUND (FRF) ITEMS:**

Recipient Type: Subrecipient

Can be used for allowable expenditures incurred on/or after: 3/3/2021

Federal Awarding Agency: US Department of Treasury      CFDA Number and Name: 21.027

FAIN Number: SLFRP0127      Research and Development Award: ☐ Yes ☒ No

SLFRF Category: Other Water Infrastructure 5.15      SLFRF Short Name: FRF3173

Major Program: ARPDWAM



**GRANTEE CONTACT INFORMATION:**Name/Title: Rich LaBombard, City ManagerOrganization: City of the Village of DouglasAddress: 86 W. Center StreetCity, State, ZIP: Douglas, MI 49406Phone Number: 269-857-1438E-Mail Address: rlabombard@douglasmi.govFederal ID: 38-6007174Grantee UEI Number: E68QPNKYNKJ5SIGMA Vendor Number: CV0048374**STATE'S CONTACT INFORMATION:**Name/Title: Bridget Flanery, Departmental AnalystDivision/Bureau/Office: Finance DivisionAddress: 525 W Allegan StreetCity, State, ZIP: Lansing, MI 48909Phone Number: 517-282-0280E-Mail Address: FlaneryB@michigan.gov

The individuals signing below certify by their signatures that they are authorized to sign this Agreement on behalf of their agencies and that the parties will fulfill the terms of this Agreement, including any attached appendices, as set forth herein.

**FOR THE GRANTEE:**

	Rich LaBombard, City Manager	
Signature	Name/Title	Date

**FOR THE STATE:**

	Kelly Green, Administrator	
Signature	Name/Title	Date

## **I. PROJECT SCOPE**

This Agreement and its appendices constitute the entire Agreement between the State and the Grantee and may be modified only by written agreement between the State and the Grantee.

(A) The scope of this project is limited to the activities specified in Appendix A and such activities as are authorized by the State under this Agreement. Any change in project scope requires prior written approval in accordance with Section III, Changes, in this Agreement.

(B) By acceptance of this Agreement, the Grantee commits to complete the project identified in Appendix A within the time period allowed for in this Agreement and in accordance with the terms and conditions of this Agreement.

## **II. AGREEMENT PERIOD**

Upon signature by the State, the Agreement shall be effective from the Start Date until the End Date on page 1. The State shall have no responsibility to provide funding to the Grantee for project work performed except between the Start Date and the End Date specified on page 1. Expenditures made by the Grantee prior to the Start Date or after the End Date of this Agreement are not eligible for payment under this Agreement.

## **III. CHANGES**

Any changes to this Agreement shall be requested by the Grantee or the State in writing and implemented only upon approval in writing by the State. The State reserves the right to deny requests for changes to the Agreement or to the appendices. No changes can be implemented without approval by the State.

## **IV. GRANTEE DELIVERABLES AND REPORTING REQUIREMENTS**

The Grantee shall submit deliverables and follow reporting requirements specified in Appendix A of this Agreement.

(A) The Grantee must complete and submit financial and/or progress reports according to a form and format prescribed by the State and must include supporting documentation of eligible project expenses. These reports shall be due according to the following:

<b>Reporting Period</b>	<b>Due Date</b>
Jan 1 – Jan 31	Feb 15
Feb 1 – Feb 28	Mar 15
Mar 1 – Mar 31	April 15
April 1 – April 30	May 15
May 1 – May 31	June 15
June 1 – June 30	July 15
July 1 – July 31	Aug 15

Aug 1 – Aug 31	Sept 15
Sept 1 – Sept 30	Before Oct 10*
Oct 1 – Oct 31	Nov 15
Nov 1 – Nov 30	Dec 15
Dec 1 – Dec 31	Jan 15

\*Due to the State's year-end closing procedures, there will be an accelerated due date for the report covering July 1 – September 30. Advance notification regarding the due date for the quarter ending September 30 will be sent to the Grantee. If the Grantee is unable to submit a report in early October for the quarter ending September 30, an estimate of expenditures through September 30 must be submitted to allow the State to complete its accounting for that fiscal year.

The forms provided by the State shall be submitted to the State's contact at the address on page 1. All required supporting documentation (invoices, proof of payment, etc.) for expenses must be included with the report.

(B) The Grantee shall provide a final project report in a format prescribed by the State. The Grantee shall submit the final status report, including all supporting documentation for expenses, along with the final project report and any other outstanding products within 30 days of substantial completion of the project or the End Date of the Agreement.

## **V. GRANTEE RESPONSIBILITIES**

(A) The Grantee agrees to abide by all applicable local, state, and federal laws, rules, ordinances, and regulations in the performance of this grant, including Uniform Guidance for Federal Awards (2 CFR 200).

(B) All local, state, and federal permits, if required, are the responsibility of the Grantee. Award of this grant is not a guarantee of permit approval by the State.

(C) The Grantee shall be solely responsible to pay all applicable taxes and fees, if any, that arise from the Grantee's receipt or execution of this grant.

(D) The Grantee is responsible for the professional quality, technical accuracy, timely completion, and coordination of all designs, drawings, specifications, reports, and other services submitted to the State under this Agreement. The Grantee shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in drawings, designs, specifications, reports, or other services.

(E) The State's approval of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve the Grantee of responsibility for the technical adequacy of the work. The State's review, approval, acceptance, or payment for any of the services shall not be construed as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

(F) The Grantee acknowledges that it is a crime to knowingly and willingly file false information with the State for the purpose of obtaining this Agreement or any payment under the Agreement, and that any such filing may subject the Grantee, its agents, and/or employees to criminal and civil prosecution and/or termination of the grant.

## **VI. USE OF MATERIAL**

Unless otherwise specified in this Agreement, the Grantee may release information or material developed under this Agreement, provided it is acknowledged that the State funded all or a portion of its development.

The State, and federal awarding agency, if applicable, retains a royalty-free, nonexclusive and irrevocable right to reproduce, publish, and use in whole or in part, and authorize others to do so, any copyrightable material or research data submitted under this grant whether or not the material is copyrighted by the Grantee or another person. The Grantee will only submit materials that the State can use in accordance with this paragraph.

## **VII. ASSIGNABILITY**

The Grantee shall not assign this Agreement or assign or delegate any of its duties or obligations under this Agreement to any other party without the prior written consent of the State. The State does not assume responsibility regarding the contractual relationships between the Grantee and any subcontractor.

## **VIII. SUBCONTRACTS & SUBAWARDS**

The State reserves the right to deny the use of any consultant, contractor, associate, or other personnel to perform any portion of the project. The Grantee is solely responsible for all contractual activities performed under this Agreement. Further, the State will consider the Grantee to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated Grant. All subcontractors used by the Grantee in performing the project shall be subject to the provisions of this Agreement and shall be qualified to perform the duties required.

For all Subawards - 2 CFR 200.331 – 200.333 Subrecipient Monitoring and Management All pass-through entities must:

**A)** Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, include the changes in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the Federal award and subaward. Required information includes:

(1) Federal award identification.

- (i) Subrecipient name (which must match the name associated with its unique entity identifier)
- (ii) Subrecipient's unique entity identifier
- (iii) Federal Award Identification Number (FAIN)

- (iv) Federal Award Date (see the definition of Federal award date in § 200.1 of this part) of award to the recipient by the Federal agency
- (v) Subaward Period of Performance Start and End Date
- (vi) Subaward Budget Period Start and End Date
- (vii) Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient
- (viii) Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current financial obligation
- (ix) Total Amount of the Federal Award committed to the subrecipient by the pass-through entity
- (x) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA)
- (xi) Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity
- (xii) Assistance Listings number and Title; the pass-through entity must identify the dollar amount made available under each Federal award and the Assistance Listings Number at time of disbursement
- (xiii) Identification of whether the award is R&D; and
- (xiv) Indirect cost rate for the Federal award (including if the de minimis rate is charged) per § 200.414

(2) All requirements imposed by the pass-through entity on the subrecipient so that the Federal award is used in accordance with Federal statutes, regulations and the terms and conditions of the Federal award

(3) Any additional requirements that the pass-through entity imposes on the subrecipient in order for the pass-through entity to meet its own responsibility to the Federal awarding agency including identification of any required financial and performance reports.

(4) (i) An approved federally recognized indirect cost rate negotiated between the subrecipient and the Federal Government. If no approved rate exists, the pass-through entity must determine the appropriate rate in collaboration with the subrecipient, which is either:

(A) The negotiated indirect cost rate between the pass-through entity and the subrecipient; which can be based on a prior negotiated rate between a different PTE and the same subrecipient. If basing the rate on a previously negotiated rate, the pass-through entity is not required to collect information justifying this rate, but may elect to do so;

(B) The de minimis indirect cost rate.

(ii) The pass-through entity must not require use of a de minimis indirect cost rate if the subrecipient has a Federally approved rate. Subrecipients can elect to use the cost allocation method to account for indirect costs in accordance with § 200.405(d).

(5) A requirement that the subrecipient permit the pass-through entity and auditors to have access to the subrecipient's records and financial statements as necessary for the pass-through entity to meet the requirements of this part,

(6) Appropriate terms and conditions concerning closeout of the subaward.

**B) Evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring described in paragraphs (d) and (e) of this section, which may include consideration of such factors as:**

- (1) The subrecipient's prior experience with the same or similar subawards;
- (2) The results of previous audits including whether or not the subrecipient receives a Single Audit in accordance with Subpart F of this part, and the extent to which the same or similar subaward has been audited as a major program.
- (3) Whether the subrecipient has new personnel or new or substantially changed systems.
- (4) The extent and results of Federal awarding agency monitoring (e.g., if the subrecipient also receives Federal awards directly from a Federal awarding agency).

**C) Consider imposing specific subaward conditions upon a subrecipient if appropriate as described in § 200.208.**

**D) Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. Pass-through entity monitoring of the subrecipient must include:**

- (1) Reviewing financial and performance reports required by the pass-through entity.
- (2) Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and written confirmation from the subrecipient, highlighting the status of actions planned or taken to address Single Audit findings related to the particular subaward.
- (3) Issuing a management decision for applicable audit findings pertaining only to the Federal award provided to the subrecipient from the pass-through entity as required by § 200.521.
- (4) The pass-through entity is responsible for resolving audit findings specifically related to the subaward and not responsible for resolving crosscutting findings. If a subrecipient has a current Single Audit report posted in the Federal Audit Clearinghouse and has not otherwise been excluded from receipt of Federal funding (e.g., has been debarred or suspended), the pass-through entity may rely on the subrecipient's cognizant audit agency or cognizant oversight agency to perform audit follow-up and make management decisions related to cross-cutting findings in accordance with section § 200.513(a)(3)(vii). Such reliance does not eliminate the responsibility of the pass-through entity to issue subawards that conform to agency and award-specific requirements, to manage risk through ongoing subaward monitoring, and to monitor the status of the findings that are specifically related to the subaward.



E) Depending upon the pass-through entity's assessment of risk posed by the subrecipient (as described in paragraph (b) of this section), the following monitoring tools may be useful for the pass-through entity to ensure proper accountability and compliance with program requirements and achievement of performance goals:

- (1) Providing subrecipients with training and technical assistance on program-related matters; and
- (2) Performing on-site reviews of the subrecipient's program operations;
- (3) Arranging for agreed-upon-procedures engagements as described in § 200.425.

F) Verify that every subrecipient is audited as required by Subpart F of this part when it is expected that the subrecipient's Federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in § 200.501.

G) Consider whether the results of the subrecipient's audits, on-site reviews, or other monitoring indicate conditions that necessitate adjustments to the pass-through entity's own records.

(h) Consider taking enforcement action against noncompliant subrecipients as described in § 200.339 of this part and in program regulations.

#### H) 200.332 Fixed amount subawards

With prior written approval from the Federal awarding agency, a pass-through entity may provide subawards based on fixed amounts up to the Simplified Acquisition Threshold, provided that the subawards meet the requirements for fixed amount awards in §200.201 Use of grant agreements (including fixed amount awards), cooperative agreements, and contracts.

### IX. NON-DISCRIMINATION

The Grantee shall comply with the Elliott Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 *et seq.*, the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 *et seq.*, and all other federal, state, and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, or physical or mental disability that is unrelated to the individual's ability to perform the duties of a particular job or position. The Grantee agrees to include in every subcontract entered into for the performance of this Agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of this Agreement.

### X. UNFAIR LABOR PRACTICES

The Grantee shall comply with the Employers Engaging in Unfair Labor Practices Act, 1980 PA 278, as amended, MCL 423.321 *et seq.*

### XI. LIABILITY

(A) The Grantee, not the State, is responsible for all liabilities as a result of claims, judgments, or costs arising out of activities to be carried out by the Grantee under this Agreement, if the liability is

caused by the Grantee, or any employee or agent of the Grantee acting within the scope of their employment or agency.

(B) Nothing in this Agreement should be construed as a waiver of any governmental immunity by the Grantee, the State, its agencies, or their employees as provided by statute or court decisions.

## **XII. CONFLICT OF INTEREST**

No government employee, or member of the legislative, judicial, or executive branches, or member of the Grantee's Board of Directors, its employees, partner agencies, or their families shall benefit financially from any part of this Agreement.

## **XIII. ANTI-LOBBYING**

If all or a portion of this Agreement is funded with federal funds, then in accordance with 2 CFR 200, as appropriate, the Grantee shall comply with the Anti-Lobbying Act, which prohibits the use of all project funds regardless of source, to engage in lobbying the state or federal government or in litigation against the State. Further, the Grantee shall require that the language of this assurance be included in the award documents of all subawards at all tiers.

If all or a portion of this Agreement is funded with state funds, then the Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of lobbying as defined in the State of Michigan's lobbying statute, MCL 4.415(2). "Lobbying" means communicating directly with an official of the executive branch of state government or an official in the legislative branch of state government for the purpose of influencing legislative or administrative action." The Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of litigation against the State. Further, the Grantee shall require that language of this assurance be included in the award documents of all subawards at all tiers.

## **XIV. DEBARMENT AND SUSPENSION**

Each eligible applicant must obtain a Unique Entity Identifier (UEI) and maintain an active registration with the Federal System for Award Management (SAM). The SAM website is:  
<https://www.sam.gov/SAM>.

By signing this Agreement, the Grantee certifies that it has checked the federal debarment/suspension list at [www.SAM.gov](http://www.SAM.gov) to verify that its agents, and its subcontractors:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or the state.
- (2) Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, as defined in 45 CFR 1185; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

- (3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in subsection (2).
- (4) Have not within a three-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.
- (5) Will comply with all applicable requirements of all other state or federal laws, executive orders, regulations, and policies governing this program.

## **XV. AUDIT AND ACCESS TO RECORDS**

### **Federal Audit Requirements**

- (A) (2 CFR 200.501) Audit required. A non-federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program specific audit conducted for that year in accordance with the provisions of this part
- (B) (2 CFR 200.508) Auditee requirements:
  - a. Procure or otherwise arrange for the audit, if required.
  - b. Prepare appropriate financial statements, including the schedule of expenditures of Federal awards.
  - c. Promptly follow up and take corrective action on the audit findings.
  - d. Provide the auditor with access to personnel, accounts, books, records, supporting documentation, and other information as needed for the auditor to perform the audit.

The State reserves the right to conduct a programmatic and financial audit of the project, and the State may withhold payment until the audit is satisfactorily completed. The Grantee will be required to maintain all pertinent records and evidence pertaining to this Agreement, including grant and any required matching funds, in accordance with generally accepted accounting principles and other procedures specified by the State. The State or any of its duly authorized representatives must have access, upon reasonable notice, to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. The Grantee will provide proper facilities for such access and inspection. All records must be maintained through December 31, 2031.

## **XVI. INSURANCE**

- (A) The Grantee must maintain insurance or self-insurance that will protect it from claims that may arise from the Grantee's actions under this Agreement.
- (B) The Grantee must comply with applicable workers' compensation laws while engaging in activities authorized under this Agreement.

## **XVII. OTHER SOURCES OF FUNDING**

The Grantee guarantees that any claims for reimbursement made to the State under this Agreement must not be financed by any source other than the State under the terms of this Agreement. If funding is received through any other source, the Grantee agrees to delete from Grantee's billings, or to immediately refund to the State, the total amount representing such duplication of funding.



## **XVIII. COMPENSATION**

(A) A breakdown of costs allowed under this Agreement is identified in Appendix A. The State will pay the Grantee a total amount not to exceed the amount on page 1 of this Agreement, in accordance with Appendix A, and only for expenses incurred and paid. All other costs necessary to complete the project are the sole responsibility of the Grantee.

(B) Expenses incurred by the Grantee prior to the Start Date or after the End Date of this Agreement are not allowed under the Agreement.

(C) The State will approve payment requests after approval of reports and related documentation as required under this Agreement.

(D) The State reserves the right to request additional information necessary to substantiate payment requests.

(E) Payments under this Agreement may be processed by Electronic Funds Transfer (EFT). The Grantee may register to receive payments by EFT at the SIGMA Vendor Self Service web site (<https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>).

## **XIX. CLOSEOUT**

(A) A determination of project completion, which may include a site inspection and an audit, shall be made by the State after the Grantee has met any match obligations, satisfactorily completed the activities, and provided products and deliverables described in Appendix A.

(B) Upon issuance of final payment from the State, the Grantee releases the State of all claims against the State arising under this Agreement. Unless otherwise provided in this Agreement or by State law, final payment under this Agreement shall not constitute a waiver of the State's claims against the Grantee.

(C) The Grantee shall immediately refund to the State any payments in excess of the costs allowed by this Agreement.

(D) Any funds received under the authorizing legislation for this program expended by the eligible applicant in a manner that does not adhere to the American Rescue Plan 117-2 or Uniform Guidance 2 CFR 200, as applicable, shall be returned to the state. If it is determined that an eligible applicant receiving funds under this act expends any funds under this act for a purpose that is not consistent with the requirements of the American Rescue Plan, Public Law 117-2, or Uniform Guidance 2 CFR 200, the state budget director is authorized to withhold payment of state funds, in part or in whole, payable from any state appropriation.

## **XX. CANCELLATION**

This Agreement may be canceled by the State, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the Grantee, or upon mutual agreement by the State and Grantee. The State may honor requests for just and equitable compensation to the Grantee for all satisfactory and eligible work completed under this Agreement up until 30 days after

written notice, upon which time all outstanding reports and documents are due to the State and the State will no longer be liable to pay the grantee for any further charges to the grant.

## **XXI. TERMINATION**

(A) This Agreement may be terminated by the State as follows.

(1) Upon 30 days written notice to the Grantee:

- a. If the Grantee fails to comply with the terms and conditions of the Agreement, or with the requirements of the authorizing legislation cited on page 1, or the rules promulgated thereunder, or other applicable law or rules.
- b. If the Grantee knowingly and willingly presents false information to the State for the purpose of obtaining this Agreement or any payment under this Agreement.
- c. If the State finds that the Grantee, or any of the Grantee's agents or representatives, offered or gave gratuities, favors, or gifts of monetary value to any official, employee, or agent of the State in an attempt to secure a subcontract or favorable treatment in awarding, amending, or making any determinations related to the performance of this Agreement.
- d. If the Grantee or any subcontractor, manufacturer, or supplier of the Grantee appears in the register of persons engaging in unfair labor practices that is compiled by the Michigan Department of Licensing and Regulatory Affairs or its successor.
- e. During the 30-day written notice period, the State shall withhold payment for any findings under subparagraphs a through d, above and the Grantee will immediately cease charging to the grant and stop earning match for the project (if applicable).

(2) Immediately and without further liability to the State if the Grantee, or any agent of the Grantee, or any agent of any subcontract is:

- a. Convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract.
- b. Convicted of a criminal offense, including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees.
- c. Convicted under State or federal antitrust statutes; or
- d. Convicted of any other criminal offense that, in the sole discretion of the State, reflects on the Grantee's business integrity.
- e. Added to the federal or state Suspension and Debarment list.

(B) If a grant is terminated, the State reserves the right to require the Grantee to repay all or a portion of funds received under this Agreement.

## **XXII. IRAN SANCTIONS ACT**

By signing this Agreement, the Grantee is certifying that it is not an Iran linked business, and that its contractors are not Iran linked businesses, as defined in MCL 129.312.

### **XXIII. PROTECTED PERSONALLY IDENTIFIABLE INFORMATION (PII) AND THE PRIVACY ACT.**

In accordance with the Uniform Guidance (including but not limited to, sections §200.303 and §200.338) and the Privacy Act of 1974 (5 U.S.C. § 552a), the recipient is required to take reasonable measures to safeguard protected personally identifiable information and other information the US Department of Treasury or State of Michigan designates as sensitive or the recipient considers sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality.

### **XXIV. STATUTORY CATEGORIES FOR USE OF FISCAL RECOVERY FUND (FRF)**

The four statutory categories for use of FRF funds are included below as outlined in the guidance. The program design has been approved to ensure that the program meets one of the requirements below. Appendix A provides additional details on eligible uses to ensure it aligns with Treasury's guidance.

- (1) To respond to the COVID-19 public health emergency or its negative economic impacts
- (2) To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to such eligible workers of the recipient, or by providing grants to eligible employers that have eligible workers who performed essential work
- (3) For the provision of government services, to the extent of the reduction in revenue of such recipient due to the COVID-19 public health emergency, relative to revenues collected in the most recent full fiscal year of the recipient prior to the emergency
- (4) To make necessary investments in water, sewer, or broadband infrastructure

Treasury's Final Rule details compliance responsibilities and provides additional information on eligible and restricted uses of SLFRF award funds and reporting requirements. Your organization should review and comply with the information contained in Treasury's Interim Final Rule, and any subsequent final rule when building appropriate controls for SLFRF award funds.

#### **Use of Funds Restrictions:**

First, a recipient may not use SLFRF funds for a program, service, or capital expenditure that includes a term or condition that undermines efforts to stop the spread of COVID-19. A program or service that imposes conditions on participation or acceptance of the service that would undermine efforts to stop the spread of COVID-19 or discourage compliance with recommendations and guidelines in CDC guidance for stopping the spread of COVID-19 is not a permissible use of SLFRF funds.

Second, a recipient may not use SLFRF funds in violation of the conflict-of-interest requirements contained in the Award Terms and Conditions or the Office of Management and Budget's Uniform Guidance, including any self-dealing or violation of ethics rules. Recipients are required to establish policies and procedures to manage potential conflicts of interest.

Lastly, recipients should also be cognizant that federal, state, and local laws and regulations, outside of SLFRF program requirements, may apply. Furthermore, recipients are also required to comply with



other federal, state, and local background laws, including environmental laws and federal civil rights and nondiscrimination requirements, which include prohibitions on discrimination on the basis of race, color, national origin, sex, (including sexual orientation and gender identity), religion, disability, or age, or familial status (having children under the age of 18).

#### **XXIV. DISCLOSURE OF INFORMATION**

All reports and other printed or electronic material prepared by or for the Grantee under the Agreement will not be distributed without the prior written consent of the State except for items disclosed in response to a Freedom of Information Act request, Court Order or subpoena.]

#### **XXVII. PREVAILING WAGE and LABOR AGREEMENT**

This project is subject to the Davis-Bacon Act, 40 U S C 276a, *et seq*, which requires that prevailing wages and fringe benefits be paid to contractors and subcontractors performing on federally funded projects over \$2,000 for the construction, alteration, repair (including painting and decorating) of public buildings or works.

Grantee must provide either

- 1) a certificate for a project labor agreement, meaning a pre-hire collective bargaining agreement consistent with section 8(f) of the National Labor Relations Act (29 U.S.C. 158(f))
- 2) or provide a project workforce continuity plan, detailing:
  - a) How the recipient will ensure the project has ready access to a sufficient supply of appropriately skilled and unskilled labor to ensure high-quality construction throughout the life of the project, including a description of any required professional certifications and/or in-house training;
  - b) How the recipient will minimize risks of labor disputes and disruptions that would jeopardize timeliness and cost-effectiveness of the project;
  - c) How the recipient will provide a safe and healthy workplace that avoids delays and costs associated with workplace illnesses, injuries, and fatalities, including descriptions of safety training, certification, and/or licensure requirements for all relevant workers (e.g., OSHA 10, OSHA 30);
  - d) Whether workers on the project will receive wages and benefits that will secure an appropriately skilled workforce in the context of the local or regional labor market; and  
☒ Yes ☐ No
  - e) Whether the project has completed a project labor agreement.  
☐ Yes ☒ No

## FEDERALLY FUNDED PROGRAM-SPECIFIC BOILERPLATE

Funds were added under sections 602 and 603 of section 9901 of the Social Security Act of section 9901 of Public Law No. 117-2, known as American Rescue Plan Act of 2021 ("ARPA"), signed into law on March 11, 2021 <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds> as the Coronavirus State and Local Fiscal Recovery Funds ("FRF"). The State of Michigan was awarded \$6.54 billion dollars under the Fiscal Recovery Fund, on May 13, 2021.

OMB Uniform Guidance for Non-federal Agencies Receiving These Funds The U.S. Department of Treasury has indicated in the Coronavirus State and Local Fiscal Recovery Fund Frequently Asked Questions that are accessible at U.S. Department of Treasury State and Local Fiscal Recovery Funds, located at <https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-FAQ.pdf>, that the SLFRF awards are generally subject to the requirements set forth in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 (the "Uniform Guidance"). All reimbursements requested under this program should be accounted for with supporting documentation. Eligible applicants should maintain documentation evidencing that the funds were expended in accordance with federal, state, and local regulations. In accordance with federal Uniform Guidance, funds received under this program shall be included on the eligible applicant's Schedule of Expenditures of Federal Awards (SEFA) and included within the scope of the eligible applicant's Single Audit.

Programs are required to follow the Uniform Guidance provisions that are included in the document. Applicants must review the eCFR Uniform Guidance at <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1> for complete requirements.

The SLFRF awards are generally subject to the requirements set forth in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 (the "Uniform Guidance"). In all instances, your organization should review the Uniform Guidance requirements applicable to your organization's use of SLFRF funds, and SLFRF-funded projects. The following sections provide a general summary of your organization's compliance responsibilities under applicable statutes and regulations, including the Uniform Guidance, as described in the 2022 OMB Compliance Supplement Part 3. Compliance Requirements (issued May 12, 2022).

The Award Terms and Conditions of the SLFRF financial assistance agreement sets forth the compliance obligations for recipients pursuant to the SLFRF statute, the Uniform Guidance, and Treasury's Final Rule. Recipients should ensure they remain in compliance with all Award Terms and Conditions.

## PROJECT-SPECIFIC REQUIREMENTS – APPENDIX A

### Project Overview:

This project involves work related to the City of the Village of Douglas' (Douglas) Distribution System Materials Inventory (DSMI) and drinking water Asset Management Plan (AMP). Field verification will be conducted for a minimum of 191 service lines out of their total of 1,125, based on Douglas' knowledge of unknown service lines at the time of this agreement, in accordance with EGLE's Drinking Water and Environmental Health Division's Minimum Service Line Material Verification Requirements. This includes effort by city staff to pothole on either side of each curb stop and conduct in-building documentation of service line materials. This project includes applicable restoration to original condition of potholed locations.

Douglas' drinking water AMP will be updated based on a comprehensive asset inventory as well as other portions of the plan, including condition assessment, water system criticality, level of service assessment, capital improvement planning, and revenue structure development. Douglas will also update its hydraulic model to identify water system improvements for capital improvement planning. The AMP will also include updates from the DSMI investigation. Information gathered will be incorporated into an existing Geographic Information System database and water system maps will be developed.

### EGLE approved estimated project costs include:

Task	Budget
AMP	\$110,000
DSMI	\$239,500
Equipment	\$0
<b>Project Cost Subtotal</b>	<b>\$349,500</b>
<b>Total Grant Amount</b>	<b>\$349,500</b>

Indirect costs are not allowed under this agreement.

Grantees must obligate all funds to any subrecipients by December 31, 2024. Therefore, all grantees must have a signed contract in place with all contracted parties for the work to be completed with these grant funds by December 31, 2024. In addition, all project work must be completed by December 31, 2026.

### Program-specific Requirements:

- a) Non-professional contractor services should be competitively bid.
- b) A signed contract is needed for contracted services greater than \$50,000 prior to reimbursement.
- c) Force account may be utilized with justification documenting the need. Force account fringe benefits are limited to 40 percent and holiday and overtime pay is not grant eligible. Utility indirect costs (rent, overhead, etc.) are not grant eligible. A detailed summary sheet(s) including name, title, hours worked, per hour compensation (show wages and fringes) of each municipal employee with time billed to the project, along with a description of the service the employee provided, is needed for reimbursement.
- d) Eligible equipment purchases with acceptable justification, such as computer hardware or software used directly for asset management or materials assessment, can be reimbursed at 25 percent of the purchase price if the equipment can be used for multiple asset types, at EGLE's discretion. This may include training related to that equipment/hardware/software purchase. If the equipment will be shared with a neighboring community, EGLE will consider reimbursement up to 50 percent of the equipment purchase price. Adequate maintenance and procedures must be developed to keep equipment purchased in good working condition for the entirety of the grant period.
- e) Completion of grant funded work does not constitute approval by the Department of Environment, Great Lakes, and Energy's Drinking Water and Environmental Health Division to meet a regulatory obligation. All compliance related questions need to be directed to your district engineer. All water systems need to meet required compliance deadlines and approval and execution of this grant contract does not alter a water supply's obligation to meet compliance deadlines.

### Grant Administration and Close Out:

As mentioned previously, in Section IV, GRANTEE DELIVERABLES AND REPORTING REQUIREMENTS, the Grantee must complete and submit financial and progress reports and must include supporting documentation of eligible project expenses. Reports shall include the Financial Status Report Form with supporting cost documentation (i.e., vendor invoices), a report including a brief description of work completed during the reporting period, and any delays occurred or anticipated. Reports shall be due within 15 days of the end of each monthly reporting period. If applicant chooses not to submit reimbursement requests monthly, the EGLE project manager must be notified that no submission will be completed for the month.

The Grantee must provide a final project report, which shall include a summary of work completed utilizing grant funds, including any significant lessons learned and anticipated needs going forward. The Grantee shall submit the final status report, including the Financial Status Report Form with all supporting documentation for expenses, along with the final project report and any other outstanding products within 30 days of substantial completion of the project or the end date of the agreement whichever occurs first.

Grant information including grantee name, grant award amount, and a project summary will be shared with the legislature and posted on EGLE's website.

If you need this information in an alternate format, contact [EGLE-Accessibility@Michigan.gov](mailto:EGLE-Accessibility@Michigan.gov) or call 800-662-9278.

EGLE does not discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its programs or activities, and prohibits intimidation and retaliation, as required by applicable laws and regulations. Questions or concerns should be directed to the Nondiscrimination Compliance Coordinator at [EGLE-NondiscriminationCC@Michigan.gov](mailto:EGLE-NondiscriminationCC@Michigan.gov) or 517-249-0906.

This form and its contents are subject to the Freedom of Information Act and may be released to the public.





# MEMORANDUM

## REGULAR CITY COUNCIL MEETING

### January 17, 2023, at 7:00 PM

**TO:** City Council

**FROM:** Rich LaBombard, City Manager

**DATE:** January 17, 2023

**SUBJECT:** Water Service Replacement Vendor

On occasion, municipalities encounter projects that aren't good candidates for following the purchasing policy. Tree removal for example is one of those types of projects. The quantity varies, the location varies, the size and complexity of removal varies, and the timing of removal varies. By using a sole source vendor, the City can get a responsive vendor, typically can get the best price, good response time, and high quality of work. Because of these factors, the City has utilized one vendor for tree removal services for some time. Occasionally, we check the vendors pricing to ensure that they are still cost competitive.

Much like tree removal, we've run into a situation with lead water service line replacement which is driving this request to move to a single source preferred vendor for select water service line replacements. Like tree removal, lead water service replacement work varies in complexity, location, and skill level required to replace each service. We've found through our past quoting process that we have one bidder consistently responding to our request for quotes, providing the best price, and providing quality service. We've also found a number of contractors aren't willing to quote work for various reasons; however, Unema Plumbing of Holland, Michigan has been consistently responsive to the City of Douglas and generally provides a better price than competitors.

With those factors in mind, I'd like to request that the City of Douglas move to a single source vendor for select lead service line replacements for the remainder of this fiscal year so we may meet the State of Michigan's Lead and Copper Rule objectives to replace five percent of our lead containing service lines per year.

Without revealing the names of the other contractors, examples of Unema's competitive pricing are included in the following examples.

Example #1 - Lakeshore Drive Service Replacement — Lead service serving multiple housing

- Unema Plumbing                      \$29,250
- Vendor #2                              \$33,250
- Vendors #3 through #7              No Quote



Example #2 — Main Street Service Split — Currently a two on one connection

- Unema Plumbing                      \$11,400
- Vendors #2 through #5              No Quote

Example #3 — Main Street Service Replacement — New construction connected to an old lead low flow service

- Unema Plumbing                      \$4,700 — No additional quotes needed when under \$5,000.

Example #4 — Center Street Service Replacement — New construction connected to an old lead low flow service

- Unema Plumbing                      \$2,800 — No additional quotes needed when under \$5,000.

The City has budgeted \$100,000 in FY 22-23 for lead service line replacements in the 450-000-974 Water & Sewer Fund - Construction Account. Of the budgeted amount, \$92,500 is still available for the City to complete lead service line replacements until the end of the fiscal year.

**I recommend City Council consider approving Unema Plumbing of Holland, Michigan as a preferred sole source vendor for lead service line replacements for the remainder of the fiscal year.**



**To:** City Council

**From:** Rich LaBombard  
City Manager

**Date:** January 1, 2023

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

### **Assessor:**

**Taxable Value** – I just finished entering new permit data for the 2023 assessment roll. With the 5 percent cap on taxable value, new construction and uncapping of taxable value from 2022 sales, the City's taxable value is up around 22 million.

**2023 Assessments** – I finished the personal property canvas and sent out statements last week. I also uploaded the 2023 assessment roll to Allegan County for their annual review of new, loss and adjustment. The County will report back any questions or concerns they may have regarding value changes for 2023.

Continuing work on many projects:

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

### **City Manager:**

**Assessments** – The City Assessor mentioned in his report that the taxable value will increase by five percent and along with new construction and uncapping of values due to sales, the City's general fund will see increased revenue in the \$250,000 range.

**Bridge Navigation Lighting** – The harbor authorities have been working on a project to install navigational lighting on the Blue Star Bridge and we received word this week that the Coast Guard will approve the permit so the project can move forward. As the bridge is jointly owned by Douglas and Saugatuck, the permit will be issued to both cities. The engineer will be issuing a request for proposals in the coming weeks to receive bids from qualified contractors to install solar navigation lighting. The hope is to have the navigation lights installed prior to Memorial Day.

**Road Projects** – Staff is working with the City Engineer to develop bid specifications for the City's upcoming road maintenance projects. Road maintenance activities budgeted in the current fiscal year by City Council per the five-year road plan include the following proposed locations; (Projects may be bumped to the next fiscal year if bid pricing exceeds the available budget. Pavement marking will be completed after pavement maintenance work at any location that is currently marked i.e. crosswalks, stop bars, centerlines, and fog lines).

- Bayou Drive – Center to road end – Chip and Fog Seal (No chip seal on the parking areas)
- Blue Star Highway – 129<sup>th</sup> to 1200 feet north of Wiley – Chip and Fog Seal
- Center Street – Blue Star to Ellis – Chip and Fog Seal (No chip seal on the parking areas)
- Center Street – Ellis to Main – Chip and Fog Seal (No chip seal on the parking areas)
- Center Street – Main to Bayou Drive – Chip and Fog Seal (No chip seal on the parking areas)
- Washington Street – Fremont to Center – Chip and Fog Seal
- Washington Street – Center to Blue Star Bridge – Chip and Fog Seal
- Randolph Street – Ellis to Spring – Chip and Fog Seal
- Union Street – Center to Wiley – Crack Fill
- Union Street – Blue Star Highway to Center – Crack Fill
- Ellis Street – Fremont to Center – Crack Fill
- McVea Street – Campbell to Road End – Crack Fill
- Fremont Street – Ellis to Union – Crack Fill
- Whittier Street – First to Center – Crack Fill
- Wiley Road – 1600' west of Schultz Park to Schultz Park Drive – Resurface
- South Street – Main to Water – Resurface
- Randolph – Spring to Main – Resurface
- Randolph – Main to Water – Resurface

**ACCF Grant** – With the assistance of Maryjo Lemanski, the City applied for a grant from the Allegan County Community Foundation for \$2500 to inspect and clean the City's collection of sculptures. If awarded, the grant will pay for hiring a qualified professional to clean and inspect approximately eight publicly owned sculptures. The sculptures are located at Wades Bayou, Douglas Beach, and along Center Street. Ms. Lemanski is also working on interpretive QR codes for each sculpture to provide additional information about the artwork and artist.

**Job Postings** – In the coming days, I will post openings for the Planning and Zoning Administrator and Department of Public Works Director. The openings will be posed in the local newspaper as well as on the Michigan Municipal League website.

**Drinking Water Asset Management Grant** – The City has received the contractual documentation for the DWAM grant from EGLE in the amount of \$349,500. Once signed, the City will begin working with the City Engineer on a request for proposal to hire a contractor to perform the inspection work. The City's DPW staff will be collecting GIS data on all the locations of the shut off boxes the contractor exposes so that we have permanent GIS record of the water shut off box locations. The information gathered will help us understand the true cost to replace lead or lead containing water service lines in the City. Another benefit is that we will gather sufficient information to use as a foundation for a water rate study.

**200 Blue Star Construction Debris** – In a conversation with the City's Environmental Engineer, the demolition debris remaining on site and wrapped in plastic can be hauled to a class 2 landfill similar to other construction debris. The engineer is submitting a work plan to the EPA to complete that task. If all goes as planned, the debris will be hauled away by April.

**Brownfield Redevelopment Authority** – The Brownfield Authority will meet on Thursday, January 12<sup>th</sup> and receive an update on 200 Blue Star progress. The following is a list of agenda topics that will be covered by the engineer.

- Results of EPA Investigation – 200 Blue Star
- Other EPA Plans/Submittals – 200 Blue Star
- Status of EPA Cleanup Grant Activities
  - Overview of Grant-Required Activities and General Schedule

- In Progress Activities
- Next Steps
- Public Participation/Meetings and Coordination

## **Clerk:**

The Clerk's office has been concentrating on training the new Deputy Clerk on Zoom operations, Meeting Minutes, and agendas. For the next few months Laura will be immersing herself in every aspect of clerking. During the month of March, she will be attending her first of three sessions to learn the vital skills required for the world of clerking, in short Laura will be carrying a heavy learning load this first quarter of the new year.

Other news from the Clerk's office, there will be no May election for the City of Douglas. Your Clerk will take on a second newly appointed City Clerk in the Allegan County Clerk Association Mentorship Program. The newly adopted employee handbooks have been printed for each employee and their departments retention schedule has been placed in the back of the handbook.

There has been an increase in attempted cyber-attacks both on personal accounts and business accounts, so please remember to complete your Cowbell training. If you are not receiving the Cowbell training or do not have a sign in, please let me know and we will get you updated. Currently the City of Douglas has been seeing an uptick in Douglas Complaints that are not legitimate. If for any reason something arrives in your email that you have not initiated or it does not look right, do not open it and call City Hall, better safe than sorry.

## **Deputy Clerk:**

**ACCA Meeting-** At the end of the month the Clerk and I will be attending the Allegan County Clerks meeting. With the passing of Proposal 2 this will be a fantastic opportunity to connect with area Clerks and prepare full insight of how this will affect the face of our future elections.

**Records Retention-** The Clerk has continued training me on the responsibility and maintenance of City records. I have gathered the current information from the State of Michigan on record retention and disposal schedules for each City department. These retention schedules will be distributed to each pertaining department with the new employee manuals, to help us continue to properly maintain all City records.

**Meetings Training** – I am working with the Clerk training me on meeting procedures, bylaws, minutes, and attending more meetings with her guidance. In March I will be attending the Michigan Association of Municipal Clerks Institute. This weeklong course is the first step in the three-year institute program for clerk certification. I am excited for all the direct training, and I am looking forward to learning and understanding the duties of City Clerk.

**Short Term Rentals/Building BS&A-** Work continues with organizing, uploading, and digitalizing our records of short-term rental applications and inspections. The continued process involves utilizing our Building Department program through BS&A. This will help streamline our tracking of renewals, failed/passed inspections, and payments for all short-term rental registrations. Along with this project I am researching and planning to set up other processes utilizing the Building Department program.

## **Planning and Zoning:**

**Planning Commission** – The next Planning Commission meeting is scheduled to be held on January 12, 2023 at 7:00 p.m. The agenda has one item of business for a development at 200 Center Street.

**Zoning Board of Appeals** – The ZBA met on Tuesday and heard an appeal from a resident at located at 9 E. Fremont Street. The ZBA denied the appeal for a dimensional variance request.

## **Police Department:**

	December	Fiscal Year	Year End
<u>Complaints Answered/Investigated:</u>	158	1,020	1,962
<u>Criminal Arrests/Filings:</u>			
Felony:	00	06	20
Misdemeanor:	04	20	34
<u>Warrant Arrests:</u>	01	08	08
<u>Traffic Enforcement:</u>			
OWI/OUID/Impaired Driving Arrests:	01	05	08
OWI High Blood Alcohol Content:	00	02	04
OWI 3 <sup>rd</sup> Offense:	00	01	01
Traffic Stops:	43	318	831
Civil Infraction:	03	23	40
Parking Tickets:	03	45	96
<u>Community Contacts:</u>			
Personal Contacts:	762	6,472	13,414
Business Contacts:	238	1,353	2,619
Property Security Checks:	1,081	6,471	12,289
<u>Foot Patrol:</u> (December)			
1,151 Minutes (19 Hours & 11 min.)			
<u>Misdemeanor Charges:</u> (December)			
Domestic Violence/Assault.			

Possession of a Firearm while Intoxicated.  
 Operating while Intoxicated.  
 Driving while License Suspended.

Activity Time on Follow Up Complaint Investigations: (December)  
 1,504 Minutes (25 Hrs. & 4 Minutes)  
 Number of December Follow Up Investigations: 59

Investigation of Felony Cases:

Larceny (22-1742): Open Investigation.  
 Larceny (22-1793): Open Investigation. Submitted to Prosecutor's Office.  
 Fraudulent Checks (22-1496): Open.  
 Fraud/Bank Account \$82,900 (#22-1261): Open/Inactive.  
 Criminal Sexual Conduct (#22-0905): Open Investigation.  
 Stolen Watercraft (#21-1420): Open/Inactive.  
 Robbery-Armed Huntington ATM (#20-1827). Open.  
 Fraud (22-0091). Open investigation.  
 Fraud (22-0133). Open investigation.  
 Fraud (22-1261): Open investigation.

Out of Jurisdiction Responses: (December)

Saugatuck Township:

- 22-1814: Back up South Haven Police on a Felony Vehicle Stop on Robbery Armed Suspects.
- 22-1918: No Law Enforcement available. Assist motorist on I-196.
- 22-1919: After clearing 22-1918 Assist another motorist on I-196.  
 Note: OOJR Policy coaching on 22-1918 & 1919.
- 22-1930: Backup Sheriff's office on a traffic stop of a Hit + Run Suspect.

Saugatuck City:

22-1955: Back up Sheriff's Office on a suicidal subject with intentions to hang himself.

Laketown Township:

- 22-1933: Request to assist other agencies to shut down/divert traffic from I-196 for a semi-truck/trailer Personal Injury Crash.

Ganges Township:

- 22-1825: Back up Sheriff's office on a traffic crash w/ vehicle traffic hazards to the Deputy on scene.

Total Out of Jurisdiction Responses for December: 07

Total Complaints Handled within Douglas City for December: 151

Noteworthy Incidents: (December)

22-1824: On Saturday 12/03/22 at 11:09 A.M. I was dispatched to a 911 call of Domestic Violence in the 100 block of Westshore Woods. After completing the on scene investigation, a male suspect was arrested and lodged at the Allegan County Jail for Domestic Violence/Assault.

22-1826: On Saturday 12/03/22 at 8:58 P.M. Cpl. Warsen was dispatched to the 200 block of West Center Street for a disorderly person. After investigation Cpl. Warsen learned that the suspect became verbally hostile with staff over a service issue, he was given a trespass warning and the suspect left from the property.

22-1831: On Sunday 12/04/22 at 4:41 P.M. Officer Dyer was contacted at our office regarding a female suspect who had stolen several food items in the 00 block of West Center Street and left the business on foot. Officer Dyer searched the area on foot, however, was unable to locate the suspect and she has not been identified.

22-1840: On Tuesday 12/06/22 at 8:54 P.M. Officer Brown responded to a report of a structure fire/smoke in the hallway at Douglas Cove Care Facility. Officer Brown and STFD Personnel were able to determine the origins of the issue and that the patients could shelter in place.

22-1848: On Thursday 12/08/22 at 12:29 P.M. Central Dispatch put out a call of a female caller being followed in her vehicle by another suspect & vehicle that had confronted her and her child at Aldi's in Holland and that they were Southbound on US-31/I-196. Central Dispatch updated that the caller had exited at the 41 MM and was still being followed by the suspect vehicle South on Bluestar Highway. I observed the caller's vehicle and suspect's vehicle Southbound on Bluestar at the Kalamazoo River Bridge, and the suspect vehicle was approximately one foot off from the caller's rear bumper. I stopped the suspect vehicle on North Union Street near Bluestar Highway and the caller continued to Douglas Shell Station. I turned the investigation over to the Sheriff's Office upon their arrival. The suspect was found to be Operating Under the Influence and in possession of Crack Cocaine. The suspect was lodged at the Allegan Jail by the Sheriff's Office.

22-1852: On Thursday 12/08/22 at 7:19 P.M. Cpl. Warsen was dispatched to an intoxicated subject who was possibly suicidal in the 300 block of South Bluestar Highway. After investigation into what was determined to be old injuries on the female and that no assault had occurred, the female was transported by ambulance to an area emergency room for evaluation and further assistance.

22-1860: On Saturday 12/10/22 at 10:21 P.M. Officer Brown was dispatched along with STFD to the 100 block of North Main Street for a possible structure fire. Officer Brown upon arrival was able to determine that there was no fire at this point and only a burnt odor in the air. Officer Brown stayed on scene after STFD arrived to assist.

22-1864: On Sunday 12/11/22 at 1:16 P.M. Officer Reyes was dispatched to the 00 block of North Bluestar Highway for a lewd conduct complaint. Upon arrival Officer Reyes had contact with a male suspect who was found to be in possession of a firearm while intoxicated. The 54-year-old male suspect is facing charges for possession of the handgun while intoxicated.

22-1866: On Monday 12/12/22 at 9:59 A.M. I responded to the 200 block of West Randolph Street for a fire alarm. Upon arrival the students were evacuated. STFD arrived and it was determined that there was a detector failure and no fire. The staff & students returned to the building.

22-1904: On Monday 12/19/22 at 10:09 P.M. Officer Dyer was dispatched to the 200 block of West Randolph Street to check the welfare due to a 911 call/unknown issue. Upon arrival it was determined that a contracted worker had misdialed from the school grounds, and all was fine.



22-1934: On Sunday 12/25/22 at 8:13 P.M. Officer Brown was dispatched to the 300 block of South Bluestar Highway for a Domestic Violence Complaint. After investigation probable cause of an assault could not be determined and the parties were separated from each other for safety purposes.

22-1960: On Saturday 12/31/22 at 12:21 P.M. Cpl. Warsen was dispatched to the 00 block of Lakeshore Drive for a reported weapons violation with multiple shots being fired. Upon Cpl. Warsen arriving on scene and her investigation, it was determined that subjects were legally bird hunting on Lake Michigan and no further action could be taken.

The Department also responded to the following types of calls during December: Domestic Violence Investigations, noise complaints, intoxicated person complaints, medical emergencies, disorderly person complaint, suspicious person/vehicle/situation complaints, threats/harassment complaints, property damage vehicle crashes, vehicle/deer crashes, motorist assists, residential & business alarms, delinquent juvenile complaints, fraud complaints, Larceny complaints, abandoned watercraft complaint, peace officer complaints, conservation and animal complaints, fire alarms, gas odor investigation, sex offender registries, operating while intoxicated complaint, traffic hazards, parking complaints, health & safety complaints, and general non-criminal assists.

#### Events: (December)

Douglas Elementary School Safe Kids Classroom Training with STFD.

Department Staff and their Spouses were able to gather for a Christmas Dinner at a local restaurant.

#### Equipment:

The Department took delivery of the 2023 Ford Police Utility Vehicle on December 22<sup>nd</sup> with the equipment installation expected in late February.

## **Project Management:**

**Planning and Zoning Assistance** – Continue to meet with Williams and Works as the interim Planning and Zoning contact. Receive zoning review applications, sign applications, and fence applications and process them with either Williams and Works or Michigan Township Services. Continually learn the procedure of flow for each application and filing them accordingly. Assisted residents with application submittals and directed them to Williams and Works with questions I am unable to answer. Created notices for both the Zoning Board of Appeals and Planning Commission. Arranged and published the agenda packets and answered questions by Commissioners. Researched zoning requirements for a past PUD.

**Refuse Agreement** – Continue to work on the final Agreement with Republic and published the 2023 refuse and recycling schedule.

**Permit Applications** – Continue to improve and recreate outdated forms for Planning and Zoning needs.

**FY 22-23** – Scheduling of various capital improvement projects. Updated the Master Project List for staff reporting. Starting to gather quotes for FY 23-24 for the budget process.

**DPW** – Assist with ordering supplies, permit requirements, and updating list of various DPW items. Helped contact Consumers for lighting issues, as well as Michigan Gas for repairs to the Wiley Rd non-motorized path. Scheduled IT help for the DPW laptop set up.

**Deer Survey** – Receiving and organizing deer survey results as they come in.

**Surplus Real Property** – Created a Request for Bid for the disposal of Real Property located in the City of Douglas deemed surplus.

**200 Blue Star Highway** – Met with PM Environmental to discuss the disposal of the remaining demolition debris located at 200 BSH.

## **Public Works Department:**

**Downtown** - DPW crews were busy around the Christmas Holiday plowing snow on streets, bike paths, sidewalks, and parking lots. Large piles of snow were removed out of the downtown area to allow for full use of parking spaces and to have the snow melting occur away from the downtown area. Holiday decorations have been removed, packed, and put away for the season.

**Douglas Beach** - DPW assisted a contractor with the installation of the new automatic locking and unlocking system at the beach stairs. The gate will be locked between the hours of 11:00 pm and 6:00 am, however, a release button is available should you get locked in.

**Road Maintenance** - DPW crews have searched for potholes on every road in our coverage area and filled them in where necessary. Road signage has been fixed/replaced after being damaged by slide offs and accidents. Some roadside trees were trimmed after plow crews noticed branches with snow on them were leaning in far and low enough to brush against snow removal equipment.

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

**Schultz Park** – Wires in an electrical box along Schultz Park Drive were repaired to correct a lighting issue down by the boat launch.

**Plow Truck** - After waiting a year and a half for the completion of a new plow truck, DPW has added to and improved the new truck to make it an even better asset for the City.

**DPW Facility** – The DPW yard and shop area continue to be organized, cleaned, and improved for a better/safer work environment.

**Buoys** - New buoys that arrived just after the beginning of last year's boating season were numbered accordingly and hooks were installed for easier handling.

**Snow Melt** – The DPW crew has redirected large flows of water alongside Ferry Street, 129th Street, and at Wades Bayou due to rapidly melting snow. Storm drains were cleared and cleaned to allow for better water disbursement.

**Misc.** - Miss Digs have been completed as required. Vehicle/equipment inspections and maintenance continue to happen on a routine basis.

## **Treasurer:**

**Taxes** – Tax bills started arriving in mailboxes on December 1<sup>st</sup>. Since then, we have had a consistent stream of tax receipts coming in.

- New this year you will be able to pay online via credit card or e-check. Please see [tinyurl.com/PayItOnline](http://tinyurl.com/PayItOnline) for further information.
- The City encourages people to sign up for our tax autopay program. Forms and further information can be found at [tinyurl.com/DouglasTaxAutoPay](http://tinyurl.com/DouglasTaxAutoPay)
- Look up your balance and payment information anytime at [bsaonline.com/?uid=484](http://bsaonline.com/?uid=484)

**Budget** – The City’s fiscal year is half complete, so it is time to begin thinking about the next year’s budget process and take a closer look at the current year budget. In February I will be coming to Council with mid-year adjustments based on the activity we have seen so far. Included in the Treasurer’s report is a tentative budget calendar. This is a lengthy process with lots of moving parts and many workshops for Council to attend and provide input, so please make sure to review. Staff has already begun getting quotes for equipment and projects for next year’s budget. Similar to last year, four strategic planning workshops are planned to start in March. A full budget workshop is scheduled for May 15<sup>th</sup>. Last year this took 3-4 hours. I will have the Clerk reach out to determine a good date for a second workshop if necessary. The goal is to have the public hearing and adopt next fiscal year’s budget at the June 5<sup>th</sup> meeting.

**Accounts Payable** – Continued work on switching to ACH payments for vendors. This process will take some time to implement as information will need to be collected from each vendor. Roughly 50 vendors have signed up for ACH payments so far.

**Cash Balances** – The City’s cash balances were up from last month. This was primarily related to property tax receipts. Some of the larger expenditures were the new police vehicle, engineering, and Allegan County Drain payment. The latest inflation report provided hope that inflation is cooling off, hopefully this becomes the trend. The Fed Board minutes indicated that rate increases may slow during 2023, and no rate decreases are currently expected.

**City Revenues and Expenses** – Revenues and expenditures were generally consistent with where we would expect for this point of the year. The elections and insurance department expenditures are weighted near the front of the year but are in line with expectations.

**Apprentice** – Many of you have heard I got a young apprentice last month. I have been talking to him about numbers, budgets, and fund accounting. Time will tell if he follows in his dad’s footsteps or if he continues to drool and fall asleep when I talk accounting.



**To: City Council**

**From: Matt Smith**

**Date: January 17, 2023**

**Subject: Tentative FY 23/24 Budget Calendar**

January 17	Tentative FY 23/24 budget calendar delivered to City Council
February 20	FY 22/23 Mid-year budget adjustments
February 21	Treasurer distributes department budget information to staff
March-April	Department heads discuss operating budgets with City Manager / Treasurer
March 6	Council Strategic planning session
March 20	Council Strategic planning session
April 3	Council Strategic planning session
April 17	Council Strategic planning session
April 26	DDA budget due
May 15	Budget workshop
Week of May 15	Budget workshop continued (if necessary)
June 5	Public Hearing – Adopt FY23 /24 budget (1-week public notice required)
June 5	Adopt Health Insurance plan
June 19	Amend FY 22/23 budget activity

**City of the Village of Douglas**  
**Financial Holdings Summary**  
**Dec 31, 2022**

	<u>Identifier</u>	<u>Matures</u>	<u>Rate</u>	<u>Market Value</u>
<b><u>Cash</u></b>				
Huntington Bank - Common Checking				252,934.32
Huntington Bank - Tax & Trust				854,623.73
D.A. Davidson		2.00%		278.68

**CD's**

D.A. Davidson:				
Western Alliance Bank	95763PHX2	1/19/2023	3.35%	250,000.00
NorthPoint Bank	666613KX1	3/6/2023	4.20%	200,000.00
Capital One	14042RUM1	3/31/2023	3.95%	250,000.00
American Expr Natl Bk	02589AA28	12/4/2023	3.55%	192,133.72
Morgan Stanley Bank	61690UCK4	12/13/2023	3.50%	243,439.14
Wells Fargo Bank	949763WAO	12/28/2023	3.50%	<u>98,897.00</u>
MBS:				
Fifth Third	316777XV8	6/30/2023	2.95%	248,280.00
Michigan Legacy Credit Union	59452WAE8	11/9/2023	3.45%	<u>82,202.37</u>

**Bonds**

D.A. Davidson:				
Fedl Farm Credit Bank Bond	3133EMCQ3	10/13/2023	0.28%	240,955.00
Fedl Farm Credit Bank Bond	3133EJ5H8	1/16/2025	2.85%	145,123.50
Fedl Home loan Mtg Corp	3134GXKR4	7/15/2025	0.40%	270,381.00
Fedl Home loan Mtg Corp	3134GWUC8	12/30/2025	0.50%	178,796.00
Fed Home Loan Bank Bond Step	3130AKSV9	1/28/2026	0.25%	225,540.00
Fedl Farm Credit Bank Bond	3133ELEN0	12/18/2029	2.25%	<u>136,189.68</u>
MBS:				
Toyota Mtr Commerical Paper	89233HNJ9	1/18/2023	3.56%	299,304.92
Toyota Mtr Commerical Paper	8923A1Q2	3/10/2023	4.08%	247,836.81
Fed Home Loan Bank Bond Step	3130ATD38	9/28/2023	4.00%	299,346.00
Fed Home Loan Bank Bond Step	3130ASVW6	11/17/2023	3.25%	246,865.00
Fed Home Loan Bank Bond Step	3130amfn7	5/26/2026	0.75%	135,904.50
Pinckney mich commnity schools	722205NW7	5/1/2028	1.84%	<u>85,418.00</u>

**Other Investments**

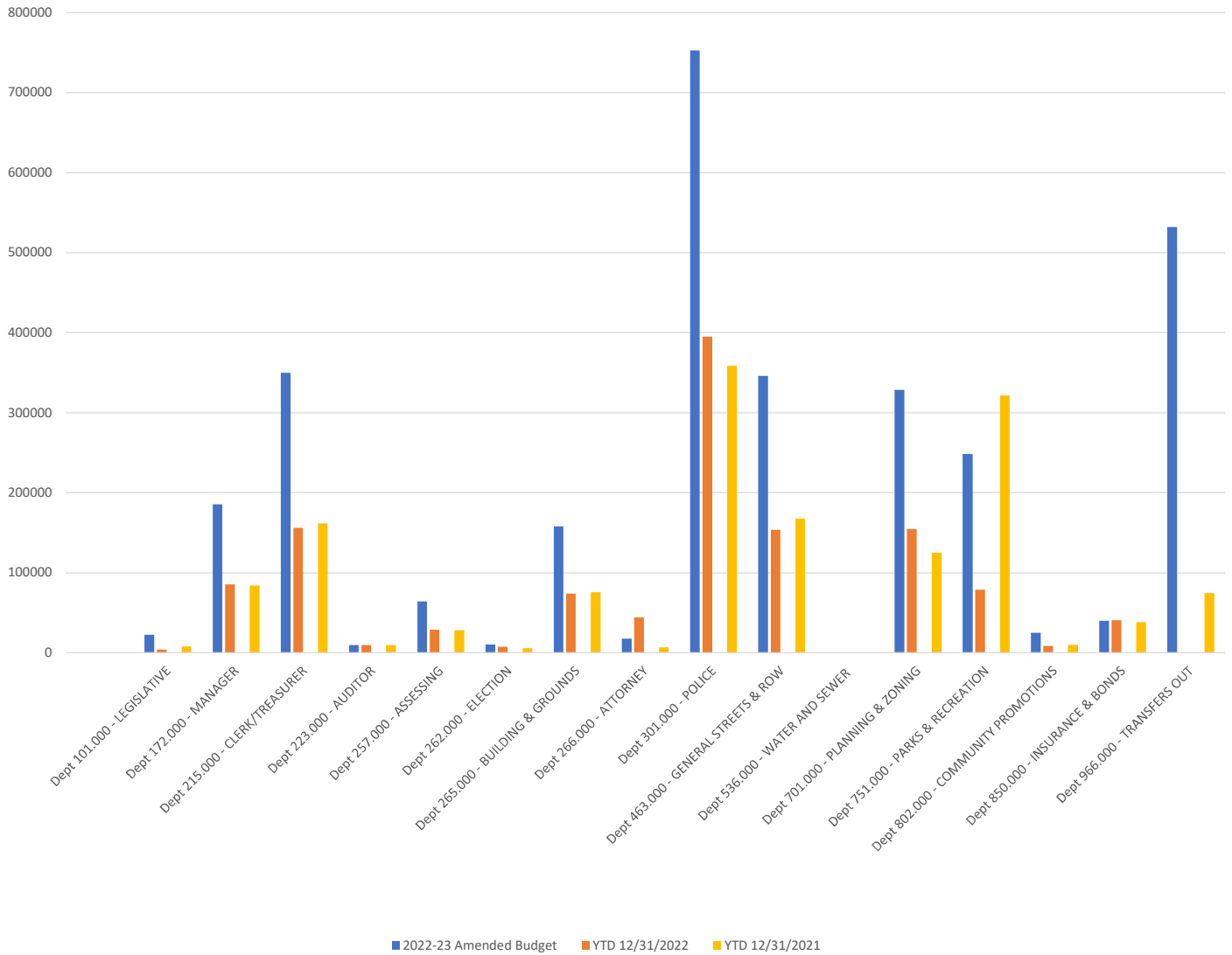
Michigan Class		4.26%	<u>870,166.09</u>
----------------	--	-------	-------------------

**Total Cash & Investments****6,054,615.46**

<b><u>Fund</u></b>	<b><u>Cash &amp; Investments</u></b>	<b><u>Dec 31, 2022</u></b>	<b>Prior Month</b>	<b>Prior Year</b>
101 - General Fund	3,655,057.41		5,493,624.40	6,388,605.16
202 - Major Street	285,698.87			
203 - Local Streets	83,485.96			
204 - Road Millage	0.00			
213 - Schultz Park Launch Ramp	110,774.49			
243 - Brownfield Redevelopment Authority	922.88			
244 - Harbor Authority	5,152.21			
248 - DDA	110,423.32			
403 - Blue Star Corridor Improvement Fund	134,150.61			
450 - Water & Sewer Fund	64,733.58			
594 - Douglas Marina	45,107.59			
660 - Equipment Rental Fund	719,872.81			
701 - Trust and Agency	30,784.60			
703 - Current Tax Receiving	<u>808,451.13</u>			
	<b><u>6,054,615.46</u></b>			

City of the Village of Douglas  
General Fund Expenditures  
December 31, 2022

Item 10B.



Department	2022-23 Amended Budget	YTD 12/31/2022	% Budget Used	YTD 12/31/2021
Dept 101.000 - LEGISLATIVE	22,366.00	3,982.26	17.80	7,662.55
Dept 172.000 - MANAGER	185,515.00	85,340.83	46.00	83,925.14
Dept 215.000 - CLERK/TREASURER	349,752.00	156,099.24	44.63	161,751.96
Dept 223.000 - AUDITOR	9,400.00	9,400.00	100.00	9,300.00
Dept 257.000 - ASSESSING	63,997.00	28,705.41	44.85	28,007.29
Dept 262.000 - ELECTION	10,328.00	7,399.24	71.64	5,566.12
Dept 265.000 - BUILDING & GROUNDS	157,710.00	73,872.97	46.84	75,651.49
Dept 266.000 - ATTORNEY	17,500.00	44,186.15	252.49	6,814.21
Dept 301.000 - POLICE	752,970.00	395,009.91	52.46	358,488.69
Dept 463.000 - GENERAL STREETS & ROW	346,019.00	153,712.63	44.42	167,720.96
Dept 536.000 - WATER AND SEWER	0.00	0.00	0.00	0.00
Dept 701.000 - PLANNING & ZONING	328,560.00	154,667.35	47.07	125,021.40
Dept 751.000 - PARKS & RECREATION	248,461.00	78,736.19	31.69	321,662.90
Dept 802.000 - COMMUNITY PROMOTIONS	25,000.00	8,404.67	33.62	9,961.83
Dept 850.000 - INSURANCE & BONDS	40,000.00	40,771.65	101.93	38,315.00
Dept 966.000 - TRANSFERS OUT	532,000.00	0.00	0.00	74,500.00
TOTALS	3,089,578.00	1,240,288.50	40.14%	1,474,349.54



User: MATTSMITH

DB: Douglas

PERIOD ENDING 12/31/2022

Item 10B.

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 12/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 12/31/2021 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Revenues							
Dept 000.000							
101-000.000-402.000	CURRENT REAL PROPERTY TAX	2,590,145.00	2,533,427.83	4,262.43	56,717.17	97.81	2,348,306.16
101-000.000-434.000	MOBILE HOME TAX	500.00	320.50	91.50	179.50	64.10	226.50
101-000.000-445.000	INTEREST & PENALTIES: DELQ TAX	5,000.00	1,644.30	127.87	3,355.70	32.89	1,644.58
101-000.000-447.000	TAX COLLECTION FEES	99,073.00	76,758.81	125.95	22,314.19	77.48	68,821.31
101-000.000-453.000	SPECIAL ASSESSMENT REVENUE	6,053.00	11,465.41	0.00	(5,412.41)	189.42	0.00
101-000.000-474.000	INTEREST ON SPECIAL ASSESSMENTS	1,342.00	103.20	0.00	1,238.80	7.69	0.00
101-000.000-476.000	BUSINESS LICENSE FEES	11,000.00	220.00	0.00	10,780.00	2.00	75.00
101-000.000-477.000	FRANCHISE FEES	16,000.00	4,640.32	0.00	11,359.68	29.00	4,454.34
101-000.000-543.001	LAW ENFORCEMENT TRAINING	1,000.00	250.00	0.00	750.00	25.00	277.68
101-000.000-543.100	STATE REVENUE: LIQUOR LICENSE	7,000.00	8,125.70	0.00	(1,125.70)	116.08	7,912.85
101-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	45,000.00	29,716.30	0.00	15,283.70	66.04	30,618.35
101-000.000-573.001	METRO ACT	7,000.00	0.00	0.00	7,000.00	0.00	0.00
101-000.000-574.000	STATE REVENUE: SALES TAX	147,960.00	55,478.00	26,997.00	92,482.00	37.50	46,350.00
101-000.000-581.000	COUNTY ROAD MILLAGE CNTRB	175,000.00	0.00	0.00	175,000.00	0.00	3,275.97
101-000.000-603.000	POLICE ADMINISTRATION FEE	2,000.00	209.98	20.00	1,790.02	10.50	761.41
101-000.000-626.001	ROAD CUT FEES	500.00	2,100.00	400.00	(1,600.00)	420.00	0.00
101-000.000-627.000	BUILDING FEES	75,000.00	31,591.50	2,902.00	43,408.50	42.12	24,425.00
101-000.000-627.001	RENTAL INSPECTION FEE	8,000.00	6,000.00	1,850.00	2,000.00	75.00	2,900.00
101-000.000-628.000	PLANNING & ZONING FEES	14,500.00	24,969.00	10,422.00	(10,469.00)	172.20	5,426.70
101-000.000-651.000	LAUNCH FEES	7,250.00	5,909.00	0.00	1,341.00	81.50	3,563.25
101-000.000-657.000	ORDINANCE FINES - POLICE	3,500.00	1,732.04	84.40	1,767.96	49.49	2,047.00
101-000.000-657.001	ORDINANCE FINES - CIVIC	500.00	0.00	0.00	500.00	0.00	100.00
101-000.000-665.000	INTEREST INCOME	0.00	728.10	31,806.99	(728.10)	100.00	(11,025.15)
101-000.000-667.000	RENT	14,000.00	8,400.00	2,400.00	5,600.00	60.00	0.00
101-000.000-667.001	WADE'S BAYOU PARK RENTAL	0.00	0.00	0.00	0.00	0.00	450.00
101-000.000-674.000	DONATIONS	50,000.00	45,981.10	(10.00)	4,018.90	91.96	77,342.69
101-000.000-675.000	OTHER REVENUE	7,800.00	7,664.40	3,867.25	135.60	98.26	6,408.99
101-000.000-675.001	REIMBURSEMENTS LOCAL GOV	7,200.00	0.00	0.00	7,200.00	0.00	2,159.73
101-000.000-698.000	INSURANCE REIMBURSEMENTS	5,000.00	3,172.88	0.00	1,827.12	63.46	4,471.33
101-000.000-699.213	TRANSFER IN SCHULTZ PARK LAUNCH	4,500.00	4,500.00	0.00	0.00	100.00	0.00
Total Dept 000.000		3,311,823.00	2,865,108.37	85,347.39	446,714.63	86.51	2,630,993.69
TOTAL REVENUES		3,311,823.00	2,865,108.37	85,347.39	446,714.63	86.51	2,630,993.69
Expenditures							
Dept 101.000 - LEGISLATIVE							
101-101.000-703.000	WAGES	9,000.00	1,850.00	0.00	7,150.00	20.56	2,000.00
101-101.000-718.000	TRAINING FUNDS	4,500.00	605.00	85.00	3,895.00	13.44	1,792.00
101-101.000-718.002	MISC TRAVEL EXPENSES-TRAINING	4,000.00	187.50	0.00	3,812.50	4.69	1,372.70
101-101.000-722.000	WORKERS COMPENSATION	36.00	24.00	7.25	12.00	66.67	32.27
101-101.000-740.000	SUPPLIES	400.00	0.00	0.00	400.00	0.00	595.98
101-101.000-812.000	RECORDING CLERK	200.00	0.00	0.00	200.00	0.00	0.00
101-101.000-851.000	TELEPHONE	480.00	218.88	43.73	261.12	45.60	0.00
101-101.000-861.000	MILEAGE REIMBURSEMENT	750.00	0.00	0.00	750.00	0.00	0.00
101-101.000-900.000	PRINTING & PUBLISHING	1,000.00	0.00	0.00	1,000.00	0.00	364.00
101-101.000-908.000	DUES/FEES/PUBLICATIONS	1,000.00	917.00	0.00	83.00	91.70	888.00
101-101.000-958.000	MISCELLANEOUS	1,000.00	179.88	59.96	820.12	17.99	617.60
Total Dept 101.000 - LEGISLATIVE		22,366.00	3,982.26	195.94	18,383.74	17.80	7,668.55
Dept 172.000 - MANAGER							
101-172.000-702.000	SALARIES	108,445.00	52,505.76	8,411.67	55,939.24	48.42	51,957.89

User: MATTSMITH

DB: Douglas

PERIOD ENDING 12/31/2022

Item 10B.

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 12/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 12/31/2021 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
101-172.000-718.000	TRAINING FUNDS	1,500.00	890.00	120.00	610.00	59.33	449.00
101-172.000-718.002	MISC TRAVEL EXPENSES-TRAINING	1,000.00	0.00	0.00	1,000.00	0.00	195.00
101-172.000-719.000	INSURANCE BENEFITS	15,395.00	7,799.54	1,236.46	7,595.46	50.66	7,867.78
101-172.000-720.000	PAYROLL TAXES	8,605.00	4,219.85	677.36	4,385.15	49.04	4,148.87
101-172.000-721.000	MERS BENEFITS	18,420.00	9,194.51	1,456.31	9,225.49	49.92	8,440.74
101-172.000-721.001	457 CONTRIBUTION	13,500.00	6,311.74	1,000.00	7,188.26	46.75	6,359.11
101-172.000-722.000	WORKERS COMPENSATION	210.00	139.86	42.24	70.14	66.60	176.58
101-172.000-740.000	SUPPLIES	500.00	221.91	36.99	278.09	44.38	484.94
101-172.000-802.000	CONTRACTUAL	10,000.00	0.00	0.00	10,000.00	0.00	0.00
101-172.000-813.000	MEETINGS	750.00	25.51	0.00	724.49	3.40	39.87
101-172.000-851.000	TELEPHONE	1,290.00	600.00	100.00	690.00	46.51	645.02
101-172.000-861.000	MILEAGE REIMBURSEMENT	4,200.00	2,187.00	350.00	2,013.00	52.07	2,100.00
101-172.000-900.000	PRINTING & PUBLISHING	100.00	0.00	0.00	100.00	0.00	0.00
101-172.000-908.000	DUES/FEES/PUBLICATIONS	1,100.00	757.55	0.00	342.45	68.87	1,060.34
101-172.000-977.005	COMPUTER HARDWARE/SOFTWARE	500.00	487.60	0.00	12.40	97.52	0.00
Total Dept 172.000 - MANAGER		185,515.00	85,340.83	13,431.03	100,174.17	46.00	83,925.14
Dept 215.000 - CLERK/TREASURER							
101-215.000-702.000	SALARIES	185,760.00	78,922.87	14,103.46	106,837.13	42.49	92,646.47
101-215.000-718.000	TRAINING FUNDS	2,500.00	1,099.00	700.00	1,401.00	43.96	427.00
101-215.000-718.002	MISC TRAVEL EXPENSES-TRAINING	1,500.00	333.77	0.00	1,166.23	22.25	238.28
101-215.000-719.000	INSURANCE BENEFITS	54,275.00	23,494.65	4,300.74	30,780.35	43.29	29,090.63
101-215.000-720.000	PAYROLL TAXES	14,915.00	6,265.80	1,140.54	8,649.20	42.01	7,054.90
101-215.000-721.000	MERS BENEFITS	36,575.00	16,630.41	2,810.69	19,944.59	45.47	17,991.43
101-215.000-722.000	WORKERS COMPENSATION	377.00	252.20	76.22	124.80	66.90	229.79
101-215.000-740.000	SUPPLIES	2,500.00	456.35	157.74	2,043.65	18.25	865.08
101-215.000-802.000	CONTRACTUAL	32,000.00	19,239.11	365.52	12,760.89	60.12	7,217.53
101-215.000-806.006	WEBSITE	3,600.00	150.00	150.00	3,450.00	4.17	1,400.00
101-215.000-851.000	TELEPHONE	570.00	218.88	43.73	351.12	38.40	254.57
101-215.000-861.000	MILEAGE REIMBURSEMENT	250.00	32.48	32.48	217.52	12.99	0.00
101-215.000-900.000	PRINTING & PUBLISHING	4,500.00	1,430.00	575.00	3,070.00	31.78	1,012.00
101-215.000-901.000	POSTAGE	3,500.00	2,630.23	34.10	869.77	75.15	2,027.33
101-215.000-908.000	DUES/FEES/PUBLICATIONS	1,500.00	1,448.49	226.90	51.51	96.57	1,296.95
101-215.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	1,640.00	1,640.00	0.00	0.00	100.00	0.00
101-215.000-977.005	COMPUTER HARDWARE/SOFTWARE	3,790.00	1,855.00	0.00	1,935.00	48.94	0.00
Total Dept 215.000 - CLERK/TREASURER		349,752.00	156,099.24	24,717.12	193,652.76	44.63	161,751.96
Dept 223.000 - AUDITOR							
101-223.000-802.000	CONTRACTUAL	9,400.00	9,400.00	9,400.00	0.00	100.00	9,300.00
Total Dept 223.000 - AUDITOR		9,400.00	9,400.00	9,400.00	0.00	100.00	9,300.00
Dept 257.000 - ASSESSING							
101-257.000-703.000	WAGES	52,740.00	25,528.12	4,056.68	27,211.88	48.40	24,533.35
101-257.000-718.000	TRAINING FUNDS	400.00	250.00	250.00	150.00	62.50	0.00
101-257.000-718.002	MISC TRAVEL EXPENSES-TRAINING	500.00	529.19	0.00	(29.19)	105.84	0.00
101-257.000-720.000	PAYROLL TAXES	4,285.00	1,952.91	310.34	2,332.09	45.58	1,876.80
101-257.000-722.000	WORKERS COMPENSATION	172.00	114.79	34.67	57.21	66.74	74.11
101-257.000-740.000	SUPPLIES	250.00	0.00	0.00	250.00	0.00	0.00
101-257.000-802.000	CONTRACTUAL	1,000.00	235.00	0.00	765.00	23.50	2
101-257.000-806.006	WEBSITE	1,350.00	0.00	0.00	1,350.00	0.00	0.00

User: MATTSMITH

DB: Douglas

PERIOD ENDING 12/31/2022

Item 10B.

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	12/31/2022 NORM (ABNORM)	MONTH 12/31/22 INCR (DECR)	BALANCE NORM (ABNORM)		12/31/2021 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
101-257.000-807.000	BOARD OF REVIEW	700.00	0.00	0.00	700.00	0.00	0.00
101-257.000-813.000	MEETINGS	100.00	0.00	0.00	100.00	0.00	0.00
101-257.000-861.000	MILEAGE REIMBURSEMENT	500.00	0.00	0.00	500.00	0.00	0.00
101-257.000-900.000	PRINTING & PUBLISHING	900.00	0.00	0.00	900.00	0.00	0.00
101-257.000-901.000	POSTAGE	650.00	0.00	0.00	650.00	0.00	0.00
101-257.000-908.000	DUES/FEES/PUBLICATIONS	450.00	0.00	0.00	450.00	0.00	175.00
101-257.000-977.005	COMPUTER HARDWARE/SOFTWARE	0.00	95.40	0.00	(95.40)	100.00	1,072.03
Total Dept 257.000 - ASSESSING		63,997.00	28,705.41	4,651.69	35,291.59	44.85	28,007.29
Dept 262.000 - ELECTION							
101-262.000-703.000	WAGES	3,000.00	3,325.00	0.00	(325.00)	110.83	1,900.00
101-262.000-740.000	SUPPLIES	1,000.00	446.55	0.00	553.45	44.66	340.02
101-262.000-900.000	PRINTING & PUBLISHING	500.00	839.00	0.00	(339.00)	167.80	130.26
101-262.000-901.000	POSTAGE	2,000.00	585.69	0.00	1,414.31	29.28	0.00
101-262.000-930.000	REPAIRS & MAINTENANCE: GENERAL	625.00	0.00	0.00	625.00	0.00	0.00
101-262.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	2,203.00	2,203.00	0.00	0.00	100.00	2,203.00
101-262.000-958.000	MISCELLANEOUS	1,000.00	0.00	0.00	1,000.00	0.00	992.84
Total Dept 262.000 - ELECTION		10,328.00	7,399.24	0.00	2,928.76	71.64	5,566.12
Dept 265.000 - BUILDING & GROUNDS							
101-265.000-703.000	WAGES	27,390.00	13,194.60	3,316.15	14,195.40	48.17	13,725.29
101-265.000-705.000	WAGES - SEASONAL	9,917.00	1,875.09	0.00	8,041.91	18.91	4,923.21
101-265.000-719.000	INSURANCE BENEFITS	6,630.00	2,631.13	885.69	3,998.87	39.69	4,140.02
101-265.000-720.000	PAYROLL TAXES	3,225.00	1,197.82	253.70	2,027.18	37.14	1,554.57
101-265.000-721.000	MERS BENEFITS	3,560.00	1,378.28	339.25	2,181.72	38.72	1,314.39
101-265.000-722.000	WORKERS COMPENSATION	625.00	414.71	125.25	210.29	66.35	368.61
101-265.000-740.000	SUPPLIES	12,000.00	6,780.32	325.12	5,219.68	56.50	2,662.73
101-265.000-802.000	CONTRACTUAL	26,000.00	8,533.51	984.68	17,466.49	32.82	13,797.20
101-265.000-851.000	TELEPHONE	4,800.00	2,394.69	397.94	2,405.31	49.89	2,237.49
101-265.000-922.000	UTILITIES	14,000.00	4,037.79	1,049.79	9,962.21	28.84	5,625.77
101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL	20,000.00	6,077.53	1,750.18	13,922.47	30.39	10,160.52
101-265.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	0.00	0.00	0.00	0.00	0.00	13,294.51
101-265.000-979.000	CAPITAL OUTLAY	29,563.00	25,357.50	0.00	4,205.50	85.77	1,847.18
Total Dept 265.000 - BUILDING & GROUNDS		157,710.00	73,872.97	9,427.75	83,837.03	46.84	75,651.49
Dept 266.000 - ATTORNEY							
101-266.000-801.000	CONTRACTUAL ATTORNEY	17,500.00	44,186.15	8,623.50	(26,686.15)	252.49	6,814.21
Total Dept 266.000 - ATTORNEY		17,500.00	44,186.15	8,623.50	(26,686.15)	252.49	6,814.21
Dept 301.000 - POLICE							
101-301.000-702.000	SALARIES	81,950.00	38,587.16	6,353.82	43,362.84	47.09	38,481.56
101-301.000-703.000	WAGES	221,515.00	111,104.22	14,595.00	110,410.78	50.16	98,256.63
101-301.000-704.000	WAGES - PARTTIME	44,015.00	20,638.36	2,570.00	23,376.64	46.89	24,570.88
101-301.000-706.000	WAGES - OVERTIME	23,100.00	18,342.85	3,231.54	4,757.15	79.41	11,975.97
101-301.000-707.000	SICK PAYOUT	15,055.00	9,971.52	9,971.52	5,083.48	66.23	14,237.96
101-301.000-708.000	SPECIAL EVENTS WAGES	0.00	3,856.96	0.00	(3,856.96)	100.00	0.00
101-301.000-709.000	WAGES- OFFICE	44,470.00	18,037.06	3,470.81	26,432.94	40.56	20,000.00
101-301.000-718.000	TRAINING FUNDS	1,000.00	0.00	0.00	1,000.00	0.00	0.00

User: MATTSMITH

DB: Douglas

PERIOD ENDING 12/31/2022

Item 10B.

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 12/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 12/31/2021 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
101-301.000-718.001	TRAINING FUNDS ACT 302	1,000.00	87.50	87.50	912.50	8.75	194.38
101-301.000-718.002	MISC TRAVEL EXPENSES-TRAINING	50.00	214.56	214.56	(164.56)	429.12	0.00
101-301.000-719.000	INSURANCE BENEFITS	120,770.00	62,032.12	11,170.25	58,737.88	51.36	59,196.72
101-301.000-720.000	PAYROLL TAXES	35,005.00	17,693.21	3,137.38	17,311.79	50.54	16,115.37
101-301.000-721.000	MERS BENEFITS	55,070.00	28,262.73	5,366.24	26,807.27	51.32	23,099.37
101-301.000-722.000	WORKERS COMPENSATION	4,885.00	3,252.19	982.23	1,632.81	66.58	3,627.22
101-301.000-740.000	SUPPLIES	2,000.00	687.00	130.18	1,313.00	34.35	981.18
101-301.000-750.000	UNIFORMS	3,400.00	2,651.48	198.78	748.52	77.98	787.49
101-301.000-801.000	CONTRACTUAL ATTORNEY	1,000.00	0.00	0.00	1,000.00	0.00	0.00
101-301.000-801.003	CONTRACTUAL ATTORNEY PROSECUTER	5,000.00	1,824.00	324.00	3,176.00	36.48	1,704.00
101-301.000-802.000	CONTRACTUAL	7,100.00	1,721.68	376.96	5,378.32	24.25	2,801.99
101-301.000-814.000	INSURANCE (LIABILITY/AUTO)	14,000.00	13,498.35	0.00	501.65	96.42	13,656.00
101-301.000-851.000	TELEPHONE	5,525.00	2,674.87	462.31	2,850.13	48.41	2,146.70
101-301.000-860.000	GAS & OIL	14,000.00	7,597.45	1,538.37	6,402.55	54.27	5,853.66
101-301.000-900.000	PRINTING & PUBLISHING	250.00	0.00	0.00	250.00	0.00	18.35
101-301.000-908.000	DUES/FEES/PUBLICATIONS	250.00	151.90	151.90	98.10	60.76	67.95
101-301.000-922.000	UTILITIES	6,850.00	2,341.78	456.80	4,508.22	34.19	2,239.38
101-301.000-930.000	REPAIRS & MAINTENANCE: GENERAL	5,000.00	912.13	33.89	4,087.87	18.24	4,389.81
101-301.000-930.004	VEHICLE MAINTENANCE & REPAIRS	7,500.00	3,344.41	554.46	4,155.59	44.59	3,472.15
101-301.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	20,000.00	10,000.02	1,666.67	9,999.98	50.00	8,349.78
101-301.000-942.000	LEASE- COPIER	610.00	812.40	0.00	(202.40)	133.18	1,218.60
101-301.000-977.000	EQUIPMENT	1,000.00	2,018.00	0.00	(1,018.00)	201.80	136.03
101-301.000-979.000	CAPITAL OUTLAY	11,600.00	12,694.00	0.00	(1,094.00)	109.43	0.00
Total Dept 301.000 - POLICE		752,970.00	395,009.91	67,045.17	357,960.09	52.46	358,488.69
Dept 463.000 - GENERAL STREETS & ROW							
101-463.000-703.000	WAGES	104,945.00	24,066.52	3,930.28	80,878.48	22.93	32,532.20
101-463.000-705.000	WAGES - SEASONAL	9,917.00	1,895.51	0.00	8,021.49	19.11	3,714.50
101-463.000-708.000	SPECIAL EVENTS WAGES	0.00	5,068.59	0.00	(5,068.59)	100.00	0.00
101-463.000-719.000	INSURANCE BENEFITS	27,900.00	9,107.39	1,555.10	18,792.61	32.64	11,354.27
101-463.000-720.000	PAYROLL TAXES	9,505.00	2,420.45	300.02	7,084.55	25.47	2,836.78
101-463.000-721.000	MERS BENEFITS	13,277.00	3,140.82	401.33	10,136.18	23.66	3,181.36
101-463.000-722.000	WORKERS COMPENSATION	3,225.00	2,145.68	648.04	1,079.32	66.53	2,261.05
101-463.000-740.000	SUPPLIES	17,500.00	3,729.16	1,710.98	13,770.84	21.31	1,636.67
101-463.000-740.002	EXTERIOR SUPPLIES	250.00	179.00	0.00	71.00	71.60	0.00
101-463.000-740.003	BANNERS	2,500.00	0.00	0.00	2,500.00	0.00	0.00
101-463.000-740.004	BENCHES	1,000.00	0.00	0.00	1,000.00	0.00	0.00
101-463.000-750.000	UNIFORMS	5,000.00	1,790.06	190.80	3,209.94	35.80	3,990.68
101-463.000-802.000	CONTRACTUAL	26,300.00	13,161.91	12,200.91	13,138.09	50.05	21,015.57
101-463.000-802.003	CONTRACTUAL- REFUSE	6,100.00	2,610.19	175.19	3,489.81	42.79	3,341.23
101-463.000-802.007	LANDSCAPING SERVICES	2,800.00	1,810.07	0.00	989.93	64.65	2,051.25
101-463.000-802.010	CONTRACTUAL FORESTRY	25,000.00	17,261.98	0.00	7,738.02	69.05	8,625.00
101-463.000-806.000	CONTRACTUAL ENGINEERING	5,500.00	4,763.80	84.00	736.20	86.61	965.90
101-463.000-851.000	TELEPHONE	8,200.00	5,297.89	723.98	2,902.11	64.61	4,143.82
101-463.000-900.000	PRINTING & PUBLISHING	100.00	0.00	0.00	100.00	0.00	0.00
101-463.000-908.000	DUES/FEES/PUBLICATIONS	500.00	811.90	331.90	(311.90)	162.38	467.95
101-463.000-922.000	UTILITIES	7,500.00	2,420.73	448.34	5,079.27	32.28	3,502.12
101-463.000-925.000	STREET LIGHTS	25,000.00	9,681.38	1,927.86	15,318.62	38.73	10,723.36
101-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL	7,500.00	6,529.70	0.00	970.30	87.06	4,233.35
101-463.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	0.00	0.00	0.00	0.00	0.00	33,488.59
101-463.000-979.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	13,655.31
101-463.000-979.011	CAPITAL OUTLAY-DRAINS	36,500.00	35,819.90	35,819.90	680.10	98.14	

User: MATTSMITH

DB: Douglas

PERIOD ENDING 12/31/2022

Item 10B.

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 12/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 12/31/2021 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
Total Dept 463.000 - GENERAL STREETS & ROW		346,019.00	153,712.63	60,448.63	192,306.37	44.42	167,720.96
Dept 701.000 - PLANNING & ZONING							
101-701.000-702.000	SALARIES	103,600.00	41,669.29	5,529.95	61,930.71	40.22	32,755.64
101-701.000-703.000	WAGES	5,400.00	550.00	0.00	4,850.00	10.19	1,000.00
101-701.000-718.000	TRAINING FUNDS	3,000.00	0.00	0.00	3,000.00	0.00	120.00
101-701.000-718.002	MISC TRAVEL EXPENSES-TRAINING	600.00	0.00	0.00	600.00	0.00	0.00
101-701.000-719.000	INSURANCE BENEFITS	17,950.00	7,291.57	987.40	10,658.43	40.62	6,287.99
101-701.000-720.000	PAYROLL TAXES	8,550.00	3,180.87	421.90	5,369.13	37.20	2,473.39
101-701.000-721.000	MERS BENEFITS	18,025.00	3,118.86	203.94	14,906.14	17.30	6,861.48
101-701.000-722.000	WORKERS COMPENSATION	215.00	141.48	42.73	73.52	65.80	114.59
101-701.000-740.000	SUPPLIES	2,000.00	929.45	56.99	1,070.55	46.47	795.27
101-701.000-801.000	CONTRACTUAL ATTORNEY	25,000.00	10,334.00	962.50	14,666.00	41.34	33,695.00
101-701.000-802.000	CONTRACTUAL	7,550.00	1,200.00	7.50	6,350.00	15.89	2,469.80
101-701.000-803.000	CONTRACTUAL CONSULTANT	35,000.00	32,038.10	6,310.00	2,961.90	91.54	1,922.50
101-701.000-804.000	CONTRACTUAL BUILDING INSPECTIO	65,000.00	24,064.65	0.00	40,935.35	37.02	21,042.50
101-701.000-806.000	CONTRACTUAL ENGINEERING	30,000.00	24,307.50	3,227.00	5,692.50	81.03	11,091.60
101-701.000-812.000	RECORDING CLERK	200.00	0.00	0.00	200.00	0.00	0.00
101-701.000-851.000	TELEPHONE	570.00	149.58	0.00	420.42	26.24	356.13
101-701.000-861.000	MILEAGE REIMBURSEMENT	250.00	0.00	0.00	250.00	0.00	0.00
101-701.000-900.000	PRINTING & PUBLISHING	5,000.00	420.00	84.00	4,580.00	8.40	609.45
101-701.000-901.000	POSTAGE	200.00	0.00	0.00	200.00	0.00	19.25
101-701.000-908.000	DUES/FEES/PUBLICATIONS	450.00	30.00	0.00	420.00	6.67	0.00
101-701.000-977.000	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	3,406.81
101-701.000-977.005	COMPUTER HARDWARE/SOFTWARE	0.00	5,242.00	0.00	(5,242.00)	100.00	0.00
Total Dept 701.000 - PLANNING & ZONING		328,560.00	154,667.35	17,826.41	173,892.65	47.07	125,021.40
Dept 751.000 - PARKS & RECREATION							
101-751.000-703.000	WAGES	41,900.00	20,560.44	1,921.10	21,339.56	49.07	26,205.11
101-751.000-705.000	WAGES - SEASONAL	9,917.00	2,279.70	0.00	7,637.30	22.99	3,548.74
101-751.000-719.000	INSURANCE BENEFITS	10,145.00	6,461.75	596.76	3,683.25	63.69	10,980.13
101-751.000-720.000	PAYROLL TAXES	4,396.00	1,801.90	146.96	2,594.10	40.99	2,368.28
101-751.000-721.000	MERS BENEFITS	5,445.00	2,148.86	196.52	3,296.14	39.46	2,433.39
101-751.000-722.000	WORKERS COMPENSATION	895.00	595.99	180.00	299.01	66.59	216.71
101-751.000-740.000	SUPPLIES	10,000.00	6,482.40	538.82	3,517.60	64.82	3,994.19
101-751.000-802.000	CONTRACTUAL	12,000.00	9,174.00	175.00	2,826.00	76.45	8,136.52
101-751.000-802.007	LANDSCAPING SERVICES	7,500.00	1,831.30	0.00	5,668.70	24.42	2,461.21
101-751.000-809.000	SAUGATUCK TWP CEMETERY MAINT	7,950.00	0.00	0.00	7,950.00	0.00	7,805.33
101-751.000-900.000	PRINTING & PUBLISHING	500.00	0.00	0.00	500.00	0.00	0.00
101-751.000-922.000	UTILITIES	11,000.00	6,350.23	451.51	4,649.77	57.73	6,570.04
101-751.000-930.000	REPAIRS & MAINTENANCE: GENERAL	7,500.00	2,681.81	0.00	4,818.19	35.76	6,651.87
101-751.000-930.006	UNIONS REPAIRS AND MAINT	750.00	622.92	0.00	127.08	83.06	15.80
101-751.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	0.00	0.00	0.00	0.00	0.00	31,111.55
101-751.000-958.000	MISCELLANEOUS	0.00	2,853.43	863.43	(2,853.43)	100.00	1,995.00
101-751.000-977.000	EQUIPMENT	5,000.00	4,359.53	450.85	640.47	87.19	3,864.92
101-751.000-979.000	CAPITAL OUTLAY	113,563.00	10,531.93	585.00	103,031.07	9.27	203,304.11
Total Dept 751.000 - PARKS & RECREATION		248,461.00	78,736.19	6,105.95	169,724.81	31.69	321,662.90
Dept 802.000 - COMMUNITY PROMOTIONS							
101-802.000-958.000	MISCELLANEOUS	25,000.00	8,404.67	3,785.75	16,595.33	33.62	9,

User: MATTSMITH

DB: Douglas

PERIOD ENDING 12/31/2022

Item 10B.

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE		YTD BALANCE
		AMENDED BUDGET	12/31/2022	MONTH 12/31/22	BALANCE	% BDGT	12/31/2021
Fund 101 - GENERAL FUND							
Expenditures							
Total Dept 802.000 - COMMUNITY PROMOTIONS		25,000.00	8,404.67	3,785.75	16,595.33	33.62	9,961.83
Dept 850.000 - INSURANCE & BONDS							
101-850.000-814.000	INSURANCE (LIABILITY/AUTO)	40,000.00	40,771.65	0.00	(771.65)	101.93	0.00
101-850.000-958.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	38,315.00
Total Dept 850.000 - INSURANCE & BONDS		40,000.00	40,771.65	0.00	(771.65)	101.93	38,315.00
Dept 966.000 - TRANSFERS OUT							
101-966.000-995.202	TRANSFER OUT MAJOR ST	110,000.00	0.00	0.00	110,000.00	0.00	0.00
101-966.000-995.203	TRANSFER OUT LOCAL ST	75,000.00	0.00	0.00	75,000.00	0.00	0.00
101-966.000-995.243	TRANSFER OUT BROWNFIELD	75,000.00	0.00	0.00	75,000.00	0.00	0.00
101-966.000-995.245	TRANSFER OUT TRI-COMMUNITY HARBOR AUTH	7,000.00	0.00	0.00	7,000.00	0.00	0.00
101-966.000-995.450	TRANSFER OUT WATER/SEWER FUND	250,000.00	0.00	0.00	250,000.00	0.00	0.00
101-966.000-995.594	TRANSFER OUT DOUGLAS MARINA	15,000.00	0.00	0.00	15,000.00	0.00	74,500.00
Total Dept 966.000 - TRANSFERS OUT		532,000.00	0.00	0.00	532,000.00	0.00	74,500.00
TOTAL EXPENDITURES		3,089,578.00	1,240,288.50	225,658.94	1,849,289.50	40.14	1,474,349.54
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		3,311,823.00	2,865,108.37	85,347.39	446,714.63	86.51	2,630,993.69
TOTAL EXPENDITURES		3,089,578.00	1,240,288.50	225,658.94	1,849,289.50	40.14	1,474,349.54
NET OF REVENUES & EXPENDITURES		222,245.00	1,624,819.87	(140,311.55)	(1,402,574.87)	731.09	1,156,644.15



User: MATTSMITH

DB: Douglas

PERIOD ENDING 12/31/2022

Item 10B.

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 12/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 12/31/2021 NORM (ABNORM)
Fund 202 - MAJOR STREET FUND							
Revenues							
Dept 000.000							
202-000.000-546.000	STATE GRANT: ACT 51	183,860.00	60,840.39	13,557.00	123,019.61	33.09	57,945.66
202-000.000-546.001	SNOW REMOVAL	30,000.00	0.00	0.00	30,000.00	0.00	0.00
202-000.000-699.101	TRANSFER IN - GENERAL FUND	110,000.00	0.00	0.00	110,000.00	0.00	0.00
202-000.000-699.204	TRANSFER IN- ROAD MIL.	185,399.00	185,398.58	185,398.58	0.42	100.00	0.00
Total Dept 000.000		509,259.00	246,238.97	198,955.58	263,020.03	48.35	57,945.66
TOTAL REVENUES		509,259.00	246,238.97	198,955.58	263,020.03	48.35	57,945.66
Expenditures							
Dept 463.000 - GENERAL STREETS & ROW							
202-463.000-703.000	WAGES	62,150.00	41,756.83	3,943.17	20,393.17	67.19	38,773.22
202-463.000-719.000	INSURANCE BENEFITS	15,050.00	12,439.84	1,706.48	2,610.16	82.66	9,153.55
202-463.000-720.000	PAYROLL TAXES	5,030.00	3,194.39	301.64	1,835.61	63.51	2,966.19
202-463.000-721.000	MERS BENEFITS	8,075.00	5,871.05	403.41	2,203.95	72.71	5,828.24
202-463.000-722.000	WORKERS COMPENSATION	1,910.00	1,272.00	384.17	638.00	66.60	2,174.61
202-463.000-740.000	SUPPLIES	2,500.00	12.99	0.00	2,487.01	0.52	138.17
202-463.000-746.000	TRAFFIC SIGNS & SERVICES	4,000.00	391.44	0.00	3,608.56	9.79	2,522.69
202-463.000-802.000	CONTRACTUAL	34,000.00	8,198.94	145.00	25,801.06	24.11	6,506.15
202-463.000-806.000	CONTRACTUAL ENGINEERING	20,000.00	5,753.05	965.80	14,246.95	28.77	52,589.50
202-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL	50,000.00	2,551.71	377.05	47,448.29	5.10	6,628.61
202-463.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	0.00	0.00	0.00	0.00	0.00	36,389.79
202-463.000-979.000	CAPITAL OUTLAY	106,536.00	260.50	0.00	106,275.50	0.24	75,932.77
Total Dept 463.000 - GENERAL STREETS & ROW		309,251.00	81,702.74	8,226.72	227,548.26	26.42	239,603.49
Dept 464.000 - GENERAL STREETS WINTER & ROW							
202-464.000-703.000	WAGES	28,750.00	8,950.30	4,383.63	19,799.70	31.13	5,983.79
202-464.000-719.000	INSURANCE BENEFITS	6,960.00	25.70	25.70	6,934.30	0.37	221.83
202-464.000-720.000	PAYROLL TAXES	2,330.00	684.81	335.39	1,645.19	29.39	457.73
202-464.000-721.000	MERS BENEFITS	3,735.00	946.79	448.44	2,788.21	25.35	614.58
202-464.000-722.000	WORKERS COMPENSATION	885.00	588.37	177.70	296.63	66.48	818.55
202-464.000-740.001	SNOW AND ICE REMOVAL SUPPLIES	12,000.00	4,670.93	1,657.79	7,329.07	38.92	3,834.93
202-464.000-802.002	CONTRACTUAL-SIDEWALK PLOWING	40,000.00	2,562.45	2,562.45	37,437.55	6.41	0.00
202-464.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	0.00	0.00	0.00	0.00	0.00	7,109.86
Total Dept 464.000 - GENERAL STREETS WINTER & ROW		94,660.00	18,429.35	9,591.10	76,230.65	19.47	19,041.27
TOTAL EXPENDITURES		403,911.00	100,132.09	17,817.82	303,778.91	24.79	258,644.76
Fund 202 - MAJOR STREET FUND:							
TOTAL REVENUES		509,259.00	246,238.97	198,955.58	263,020.03	48.35	57,945.66
TOTAL EXPENDITURES		403,911.00	100,132.09	17,817.82	303,778.91	24.79	258,644.76
NET OF REVENUES & EXPENDITURES		105,348.00	146,106.88	181,137.76	(40,758.88)	138.69	(200,699.10)

User: MATTSMITH

DB: Douglas

PERIOD ENDING 12/31/2022

Item 10B.

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 12/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 12/31/2021 NORM (ABNORM)
Fund 203 - LOCAL STREETS FUND							
Revenues							
Dept 000.000							
203-000.000-546.000	STATE GRANT: ACT 51	77,330.00	25,589.52	5,702.12	51,740.48	33.09	24,602.34
203-000.000-546.001	SNOW REMOVAL	13,000.00	0.00	0.00	13,000.00	0.00	0.00
203-000.000-699.203	TRANSFER IN-LOCAL ST	75,000.00	0.00	0.00	75,000.00	0.00	0.00
203-000.000-699.204	TRANSFER IN- ROAD MIL.	185,398.00	185,398.00	85,398.00	0.00	100.00	0.00
Total Dept 000.000		350,728.00	210,987.52	91,100.12	139,740.48	60.16	24,602.34
TOTAL REVENUES		350,728.00	210,987.52	91,100.12	139,740.48	60.16	24,602.34
Expenditures							
Dept 463.000 - GENERAL STREETS & ROW							
203-463.000-703.000	WAGES	61,700.00	46,042.38	4,550.20	15,657.62	74.62	39,403.59
203-463.000-719.000	INSURANCE BENEFITS	14,940.00	12,343.22	1,771.60	2,596.78	82.62	8,236.91
203-463.000-720.000	PAYROLL TAXES	4,995.00	3,522.16	348.10	1,472.84	70.51	3,014.42
203-463.000-721.000	MERS BENEFITS	8,015.00	6,318.85	465.46	1,696.15	78.84	5,879.09
203-463.000-722.000	WORKERS COMPENSATION	1,900.00	1,262.73	381.37	637.27	66.46	1,969.57
203-463.000-740.000	SUPPLIES	750.00	0.00	0.00	750.00	0.00	138.17
203-463.000-746.000	TRAFFIC SIGNS & SERVICES	5,000.00	391.45	0.00	4,608.55	7.83	2,981.18
203-463.000-802.000	CONTRACTUAL	30,000.00	3,026.32	0.00	26,973.68	10.09	7,436.16
203-463.000-806.000	CONTRACTUAL ENGINEERING	15,000.00	18,850.55	0.00	(3,850.55)	125.67	18,756.30
203-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL	14,850.00	12,109.33	377.06	2,740.67	81.54	4,766.89
203-463.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	0.00	0.00	0.00	0.00	0.00	31,329.00
203-463.000-979.000	CAPITAL OUTLAY	72,600.00	122,878.64	1,014.49	(50,278.64)	169.25	0.00
Total Dept 463.000 - GENERAL STREETS & ROW		229,750.00	226,745.63	8,908.28	3,004.37	98.69	123,911.28
Dept 464.000 - GENERAL STREETS WINTER & ROW							
203-464.000-703.000	WAGES	20,085.00	6,088.04	3,319.29	13,996.96	30.31	2,871.84
203-464.000-719.000	INSURANCE BENEFITS	4,862.00	18.53	18.53	4,843.47	0.38	167.39
203-464.000-720.000	PAYROLL TAXES	1,625.00	465.81	253.94	1,159.19	28.67	219.79
203-464.000-721.000	MERS BENEFITS	2,610.00	643.55	339.53	1,966.45	24.66	296.40
203-464.000-722.000	WORKERS COMPENSATION	620.00	411.00	124.13	209.00	66.29	628.34
203-464.000-740.000	SUPPLIES	300.00	0.00	0.00	300.00	0.00	39.78
203-464.000-740.001	SNOW AND ICE REMOVAL SUPPLIES	10,000.00	4,331.92	1,657.79	5,668.08	43.32	2,687.48
203-464.000-802.002	CONTRACTUAL-SIDEWALK PLOWING	15,000.00	2,562.45	2,562.45	12,437.55	17.08	0.00
203-464.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	0.00	0.00	0.00	0.00	0.00	1,539.98
Total Dept 464.000 - GENERAL STREETS WINTER & ROW		55,102.00	14,521.30	8,275.66	40,580.70	26.35	8,451.00
TOTAL EXPENDITURES		284,852.00	241,266.93	17,183.94	43,585.07	84.70	132,362.28
Fund 203 - LOCAL STREETS FUND:							
TOTAL REVENUES		350,728.00	210,987.52	91,100.12	139,740.48	60.16	24,602.34
TOTAL EXPENDITURES		284,852.00	241,266.93	17,183.94	43,585.07	84.70	132,362.28
NET OF REVENUES & EXPENDITURES		65,876.00	(30,279.41)	73,916.18	96,155.41	45.96	(107,759.94)

01/10/2023 01:07 PM  
 User: MATTSMITH  
 DB: Douglas

REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF DOUGLAS

Page: 9/17

Item 10B.

PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE		YTD BALANCE
		AMENDED BUDGET	12/31/2022	MONTH 12/31/22	BALANCE	% BDGT	12/31/2021
			NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED	NORM (ABNORM)
Fund 204 - ROAD MILLAGE							
Expenditures							
Dept 966.000 - TRANSFERS OUT							
204-966.000-995.202	TRANSFER OUT MAJOR ST	185,399.00	185,398.58	185,398.58	0.42	100.00	0.00
204-966.000-995.203	TRANSFER OUT LOCAL ST	185,398.00	185,398.00	85,398.00	0.00	100.00	0.00
Total Dept 966.000 - TRANSFERS OUT		370,797.00	370,796.58	270,796.58	0.42	100.00	0.00
TOTAL EXPENDITURES		370,797.00	370,796.58	270,796.58	0.42	100.00	0.00
Fund 204 - ROAD MILLAGE:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		370,797.00	370,796.58	270,796.58	0.42	100.00	0.00
NET OF REVENUES & EXPENDITURES		(370,797.00)	(370,796.58)	(270,796.58)	(0.42)	100.00	0.00

01/10/2023 01:07 PM  
User: MATTSMITH  
DB: Douglas

REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF DOUGLAS

Page: 10/17

Item 10B.

PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT	YTD BALANCE
		AMENDED BUDGET	12/31/2022	MONTH 12/31/22	BALANCE	USED	12/31/2021
			NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)		NORM (ABNORM)
Fund 213 - SCHULTZ PARK LAUNCH RAMP							
Revenues							
Dept 000.000							
213-000.000-651.000	LAUNCH FEES	25,100.00	16,008.87	0.00	9,091.13	63.78	15,534.45
Total Dept 000.000		25,100.00	16,008.87	0.00	9,091.13	63.78	15,534.45
TOTAL REVENUES		25,100.00	16,008.87	0.00	9,091.13	63.78	15,534.45
Expenditures							
Dept 753.000 - LAUNCH RAMPS							
213-753.000-922.000	UTILITIES	800.00	260.24	54.64	539.76	32.53	345.20
213-753.000-930.000	REPAIRS & MAINTENANCE: GENERAL	1,000.00	643.04	0.00	356.96	64.30	0.00
213-753.000-958.000	MISCELLANEOUS	1,500.00	1,575.51	0.00	(75.51)	105.03	51.28
Total Dept 753.000 - LAUNCH RAMPS		3,300.00	2,478.79	54.64	821.21	75.11	396.48
Dept 966.000 - TRANSFERS OUT							
213-966.000-995.101	TRANSFER OUT GF	4,500.00	4,500.00	0.00	0.00	100.00	0.00
Total Dept 966.000 - TRANSFERS OUT		4,500.00	4,500.00	0.00	0.00	100.00	0.00
TOTAL EXPENDITURES		7,800.00	6,978.79	54.64	821.21	89.47	396.48
Fund 213 - SCHULTZ PARK LAUNCH RAMP:							
TOTAL REVENUES		25,100.00	16,008.87	0.00	9,091.13	63.78	15,534.45
TOTAL EXPENDITURES		7,800.00	6,978.79	54.64	821.21	89.47	396.48
NET OF REVENUES & EXPENDITURES		17,300.00	9,030.08	(54.64)	8,269.92	52.20	15,137.97

01/10/2023 01:07 PM  
User: MATTSMITH  
DB: Douglas

REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF DOUGLAS

Page: 11/17

Item 10B.

PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	12/31/2022 NORM (ABNORM)	MONTH 12/31/22 INCR (DECR)	BALANCE NORM (ABNORM)		12/31/2021 NORM (ABNORM)
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND							
Revenues							
Dept 000.000							
243-000.000-528.000	OTHER FEDERAL GRANTS	25,000.00	0.00	0.00	25,000.00	0.00	0.00
243-000.000-699.101	TRANSFER IN - GENERAL FUND	75,000.00	0.00	0.00	75,000.00	0.00	0.00
Total Dept 000.000		100,000.00	0.00	0.00	100,000.00	0.00	0.00
TOTAL REVENUES		100,000.00	0.00	0.00	100,000.00	0.00	0.00
Expenditures							
Dept 000.000							
243-000.000-802.243	BLIGHT REMOVAL	80,000.00	6,582.50	0.00	73,417.50	8.23	6,667.75
243-000.000-803.000	CONTRACTUAL CONSULTANT	3,000.00	587.50	0.00	2,412.50	19.58	4,852.50
243-000.000-806.000	CONTRACTUAL ENGINEERING	0.00	732.50	0.00	(732.50)	100.00	683.75
Total Dept 000.000		83,000.00	7,902.50	0.00	75,097.50	9.52	12,204.00
TOTAL EXPENDITURES		83,000.00	7,902.50	0.00	75,097.50	9.52	12,204.00
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:							
TOTAL REVENUES		100,000.00	0.00	0.00	100,000.00	0.00	0.00
TOTAL EXPENDITURES		83,000.00	7,902.50	0.00	75,097.50	9.52	12,204.00
NET OF REVENUES & EXPENDITURES		17,000.00	(7,902.50)	0.00	24,902.50	46.49	(12,204.00)

REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF DOUGLAS

Item 10B.

PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 12/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 12/31/2021 NORM (ABNORM)
Fund 245 - TRI-COMMUNITY HARBOR AUTHORITY							
Revenues							
Dept 000.000							
245-000.000-626.002	SAUGATUCK CONTRIBUTION	7,000.00	0.00	0.00	7,000.00	0.00	0.00
245-000.000-699.245	TRANSFER IN TRI-HARBOR AUTHORITY	7,000.00	0.00	0.00	7,000.00	0.00	0.00
Total Dept 000.000		14,000.00	0.00	0.00	14,000.00	0.00	0.00
TOTAL REVENUES		14,000.00	0.00	0.00	14,000.00	0.00	0.00
Expenditures							
Dept 754.000 - HARBOR							
245-754.000-812.000	RECORDING CLERK	1,000.00	100.00	0.00	900.00	10.00	400.00
245-754.000-900.000	PRINTING & PUBLISHING	0.00	56.00	0.00	(56.00)	100.00	0.00
245-754.000-979.000	CAPITAL OUTLAY	14,000.00	0.00	0.00	14,000.00	0.00	0.00
Total Dept 754.000 - HARBOR		15,000.00	156.00	0.00	14,844.00	1.04	400.00
TOTAL EXPENDITURES		15,000.00	156.00	0.00	14,844.00	1.04	400.00
Fund 245 - TRI-COMMUNITY HARBOR AUTHORITY:							
TOTAL REVENUES		14,000.00	0.00	0.00	14,000.00	0.00	0.00
TOTAL EXPENDITURES		15,000.00	156.00	0.00	14,844.00	1.04	400.00
NET OF REVENUES & EXPENDITURES		(1,000.00)	(156.00)	0.00	(844.00)	15.60	(400.00)



User: MATTSMITH

DB: Douglas

PERIOD ENDING 12/31/2022

Item 10B.

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 12/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 12/31/2021 NORM (ABNORM)
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000.000							
248-000.000-417.000	TAX INCREMENT RECAPTURE	39,188.00	36,001.96	0.00	3,186.04	91.87	30,000.58
248-000.000-675.000	OTHER REVENUE	8,000.00	8,000.00	0.00	0.00	100.00	0.00
Total Dept 000.000		47,188.00	44,001.96	0.00	3,186.04	93.25	30,000.58
TOTAL REVENUES		47,188.00	44,001.96	0.00	3,186.04	93.25	30,000.58
Expenditures							
Dept 728.000 - DOWNTOWN DEVELOPMENT AUTHORITY							
248-728.000-703.001	DDA ADMINISTRATION	7,800.00	3,900.00	650.00	3,900.00	50.00	3,900.00
248-728.000-718.000	TRAINING FUNDS	0.00	0.00	0.00	0.00	0.00	83.10
248-728.000-802.001	CONTRACTUAL-PLANNING STUDY	0.00	0.00	0.00	0.00	0.00	4,472.04
248-728.000-802.100	BUSINESS INCENTIVE PROGRAM	5,000.00	0.00	0.00	5,000.00	0.00	0.00
248-728.000-806.000	CONTRACTUAL ENGINEERING	9,800.00	3,115.55	0.00	6,684.45	31.79	0.00
248-728.000-806.006	WEBSITE	550.00	0.00	0.00	550.00	0.00	0.00
248-728.000-880.000	COMMUNITY PROMOTION	18,000.00	9,703.44	8,000.00	8,296.56	53.91	1,519.30
248-728.000-908.000	DUES/FEES/PUBLICATIONS	450.00	0.00	0.00	450.00	0.00	0.00
248-728.000-979.000	CAPITAL OUTLAY	34,000.00	0.00	0.00	34,000.00	0.00	24,517.93
Total Dept 728.000 - DOWNTOWN DEVELOPMENT AUTHORITY		75,600.00	16,718.99	8,650.00	58,881.01	22.12	34,492.37
TOTAL EXPENDITURES		75,600.00	16,718.99	8,650.00	58,881.01	22.12	34,492.37
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		47,188.00	44,001.96	0.00	3,186.04	93.25	30,000.58
TOTAL EXPENDITURES		75,600.00	16,718.99	8,650.00	58,881.01	22.12	34,492.37
NET OF REVENUES & EXPENDITURES		(28,412.00)	27,282.97	(8,650.00)	(55,694.97)	96.03	(4,491.79)

REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF DOUGLAS

Item 10B.

PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE		YTD BALANCE
		AMENDED BUDGET	12/31/2022	MONTH 12/31/22	BALANCE	% BDGT	12/31/2021
			NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED	NORM (ABNORM)
Fund 403 - BLUE STAR CORRIDOR IMPROVEMENT FUND							
Revenues							
Dept 000.000							
403-000.000-439.000	MRE TAX	112,000.00	552.91	0.00	111,447.09	0.49	0.00
Total Dept 000.000		112,000.00	552.91	0.00	111,447.09	0.49	0.00
TOTAL REVENUES		112,000.00	552.91	0.00	111,447.09	0.49	0.00
Expenditures							
Dept 463.000 - GENERAL STREETS & ROW							
403-463.000-806.000	CONTRACTUAL ENGINEERING	14,175.00	0.00	0.00	14,175.00	0.00	0.00
403-463.000-979.000	CAPITAL OUTLAY	104,500.00	7,310.50	5,639.50	97,189.50	7.00	0.00
Total Dept 463.000 - GENERAL STREETS & ROW		118,675.00	7,310.50	5,639.50	111,364.50	6.16	0.00
TOTAL EXPENDITURES		118,675.00	7,310.50	5,639.50	111,364.50	6.16	0.00
Fund 403 - BLUE STAR CORRIDOR IMPROVEMENT FUND:							
TOTAL REVENUES		112,000.00	552.91	0.00	111,447.09	0.49	0.00
TOTAL EXPENDITURES		118,675.00	7,310.50	5,639.50	111,364.50	6.16	0.00
NET OF REVENUES & EXPENDITURES		(6,675.00)	(6,757.59)	(5,639.50)	82.59	101.24	0.00

## PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE		YTD BALANCE
		AMENDED BUDGET	12/31/2022	MONTH 12/31/22	BALANCE	% BDGT	12/31/2021
			NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED	NORM (ABNORM)
Fund 450 - WATER SEWER FUND							
Revenues							
Dept 000.000							
450-000.000-602.000	CONNECTION FEES, WATER	30,000.00	23,548.00	0.00	6,452.00	78.49	20,000.00
450-000.000-602.001	CONNECTION FEES, SEWER	40,000.00	26,000.00	0.00	14,000.00	65.00	25,000.00
450-000.000-699.101	TRANSFER IN - GENERAL FUND	250,000.00	0.00	0.00	250,000.00	0.00	0.00
Total Dept 000.000		320,000.00	49,548.00	0.00	270,452.00	15.48	45,000.00
TOTAL REVENUES		320,000.00	49,548.00	0.00	270,452.00	15.48	45,000.00
Expenditures							
Dept 000.000							
450-000.000-806.000	CONTRACTUAL ENGINEERING	88,800.00	12,136.00	3,822.50	76,664.00	13.67	35,525.60
450-000.000-974.000	CONSTRUCTION	240,000.00	9,190.28	4,700.00	230,809.72	3.83	78,108.67
Total Dept 000.000		328,800.00	21,326.28	8,522.50	307,473.72	6.49	113,634.27
TOTAL EXPENDITURES		328,800.00	21,326.28	8,522.50	307,473.72	6.49	113,634.27
Fund 450 - WATER SEWER FUND:							
TOTAL REVENUES		320,000.00	49,548.00	0.00	270,452.00	15.48	45,000.00
TOTAL EXPENDITURES		328,800.00	21,326.28	8,522.50	307,473.72	6.49	113,634.27
NET OF REVENUES & EXPENDITURES		(8,800.00)	28,221.72	(8,522.50)	(37,021.72)	320.70	(68,634.27)

PERIOD ENDING 12/31/2022

Item 10B.

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	12/31/2022 NORM (ABNORM)	MONTH 12/31/22 INCR (DECR)	BALANCE NORM (ABNORM)		12/31/2021 NORM (ABNORM)
Fund 594 - DOUGLAS MARINA							
Revenues							
Dept 000.000							
594-000.000-654.000	SEASONAL SLIP FEES	25,200.00	7,775.00	0.00	17,425.00	30.85	8,563.13
594-000.000-667.001	WADE'S BAYOU PARK RENTAL	4,500.00	5,400.00	350.00	(900.00)	120.00	0.00
594-000.000-699.101	TRANSFER IN - GENERAL FUND	15,000.00	0.00	0.00	15,000.00	0.00	74,500.00
Total Dept 000.000		44,700.00	13,175.00	350.00	31,525.00	29.47	83,063.13
TOTAL REVENUES		44,700.00	13,175.00	350.00	31,525.00	29.47	83,063.13
Expenditures							
Dept 597.000 - POINT PLEASANT							
594-597.000-802.000	CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	30.00
594-597.000-820.000	MARINA OPERATIONS	30,000.00	4,780.54	148.00	25,219.46	15.94	17,620.77
594-597.000-922.000	UTILITIES	5,000.00	1,021.72	135.02	3,978.28	20.43	1,934.16
594-597.000-979.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	21,557.77
Total Dept 597.000 - POINT PLEASANT		35,000.00	5,802.26	283.02	29,197.74	16.58	41,142.70
Dept 597.001 - WADES BAYOU							
594-597.001-930.000	REPAIRS & MAINTENANCE: GENERAL	6,000.00	5,302.42	0.00	697.58	88.37	36,209.34
594-597.001-974.000	CONSTRUCTION	18,250.00	18,145.00	0.00	105.00	99.42	0.00
Total Dept 597.001 - WADES BAYOU		24,250.00	23,447.42	0.00	802.58	96.69	36,209.34
Dept 597.002 - DOUGLAS HARBOR AUTHORITY							
594-597.002-740.000	SUPPLIES	4,000.00	0.00	0.00	4,000.00	0.00	0.00
594-597.002-802.000	CONTRACTUAL	78,500.00	36,432.50	375.00	42,067.50	46.41	2,000.00
594-597.002-812.000	RECORDING CLERK	1,000.00	100.00	0.00	900.00	10.00	400.00
Total Dept 597.002 - DOUGLAS HARBOR AUTHORITY		83,500.00	36,532.50	375.00	46,967.50	43.75	2,400.00
TOTAL EXPENDITURES		142,750.00	65,782.18	658.02	76,967.82	46.08	79,752.04
Fund 594 - DOUGLAS MARINA:							
TOTAL REVENUES		44,700.00	13,175.00	350.00	31,525.00	29.47	83,063.13
TOTAL EXPENDITURES		142,750.00	65,782.18	658.02	76,967.82	46.08	79,752.04
NET OF REVENUES & EXPENDITURES		(98,050.00)	(52,607.18)	(308.02)	(45,442.82)	53.65	3,311.09

PERIOD ENDING 12/31/2022

Item 10B.

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 12/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 12/31/2021 NORM (ABNORM)
Fund 660 - EQUIPMENT RENTAL FUND							
Revenues							
Dept 000.000							
660-000.000-673.000	SALE OF EQUIPMENT	5,000.00	0.00	0.00	5,000.00	0.00	0.00
660-000.000-676.000	EQUIPMENT CHARGES - NON DPW	23,843.00	13,843.02	1,666.67	9,999.98	58.06	0.00
660-000.000-676.001	EQUIPMENT CHARGES -DPW	0.00	0.00	0.00	0.00	0.00	164,816.06
Total Dept 000.000		28,843.00	13,843.02	1,666.67	14,999.98	47.99	164,816.06
TOTAL REVENUES		28,843.00	13,843.02	1,666.67	14,999.98	47.99	164,816.06
Expenditures							
Dept 265.000 - BUILDING & GROUNDS							
660-265.000-979.000	CAPITAL OUTLAY	8,200.00	8,157.00	0.00	43.00	99.48	0.00
Total Dept 265.000 - BUILDING & GROUNDS		8,200.00	8,157.00	0.00	43.00	99.48	0.00
Dept 301.000 - POLICE							
660-301.000-979.000	CAPITAL OUTLAY	54,315.00	0.00	0.00	54,315.00	0.00	0.00
Total Dept 301.000 - POLICE		54,315.00	0.00	0.00	54,315.00	0.00	0.00
Dept 902.000 - DPW EQUIPMENT PURCHASES							
660-902.000-979.000	CAPITAL OUTLAY	358,671.00	163,679.00	0.00	194,992.00	45.63	25,480.02
Total Dept 902.000 - DPW EQUIPMENT PURCHASES		358,671.00	163,679.00	0.00	194,992.00	45.63	25,480.02
Dept 903.000 - EQUIP. REPAIRS & MAINTENANCE							
660-903.000-860.000	GAS & OIL	25,000.00	11,082.80	3,032.33	13,917.20	44.33	6,755.01
660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS	40,000.00	31,695.63	12,258.52	8,304.37	79.24	15,935.48
Total Dept 903.000 - EQUIP. REPAIRS & MAINTENANCE		65,000.00	42,778.43	15,290.85	22,221.57	65.81	22,690.49
TOTAL EXPENDITURES		486,186.00	214,614.43	15,290.85	271,571.57	44.14	48,170.51
Fund 660 - EQUIPMENT RENTAL FUND:							
TOTAL REVENUES		28,843.00	13,843.02	1,666.67	14,999.98	47.99	164,816.06
TOTAL EXPENDITURES		486,186.00	214,614.43	15,290.85	271,571.57	44.14	48,170.51
NET OF REVENUES & EXPENDITURES		(457,343.00)	(200,771.41)	(13,624.18)	(256,571.59)	43.90	116,645.55
TOTAL REVENUES - ALL FUNDS							
TOTAL REVENUES - ALL FUNDS		4,863,641.00	3,459,464.62	377,419.76	1,404,176.38	71.13	3,051,955.91
TOTAL EXPENDITURES - ALL FUNDS		5,406,949.00	2,293,273.77	570,272.79	3,113,675.23	42.41	2,154,406.25
NET OF REVENUES & EXPENDITURES		(543,308.00)	1,166,190.85	(192,853.03)	(1,709,498.85)	214.65	897,549.66