



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

**MONDAY, APRIL 15, 2024 AT 5:30 PM
86 W CENTER ST., DOUGLAS MI**

AGENDA

View remotely, online or by phone -

Join online by visiting: <https://us02web.zoom.us/j/88587227997>

Join by phone by dialing: +1 (312) 626-6799 | **Then enter "Meeting ID":** 885 8722 7997

1. **CALL TO ORDER:** By Mayor
2. **ROLL CALL:** By Clerk
3. **STRATEGIC PLANNING SESSION**
 - A.** Projects
 - B.** Wages
 - C.** Insurance
 - D.** Police Position
4. **ADJOURNMENT**

Motion to adjourn the meeting.

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



MEMORANDUM
CITY COUNCIL WORKSHOP
April 15, 2024 at 5:30 PM

TO: Lisa Nocerini, City Manager

FROM: Matt Smith, Treasurer

DATE: April 10, 2024

SUBJECT: Projects

In the first strategic planning session we discussed Police and DPW equipment and capital needs. This second strategic planning session will cover potential road, water, sewer, and storm sewer infrastructure. As well as building, parks, marina, recreation, Brownfield, DDA and other project related items.

**Fiscal Year 24-25 Fund Balance
Totals
All Funds**

		Revenues	Expenditures	Over/(Under)
		Proposed	Proposed	
		24-25	24-25	
General Fund	101-000	\$3,602,806.00	\$3,120,116.00	482,690.00
Major Streets	202-000	347,500.00	494,370.00	(146,870.00)
Local Streets	203-000	276,250.00	469,070.00	(192,820.00)
Schultz Park	213-000	25,100.00	47,800.00	(22,700.00)
Brownfield	243-000	484,432.00	571,660.00	(87,228.00)
Harbor Authority	245-000	-	-	-
DDA	248-000	52,439.00	57,560.00	(5,121.00)
Blue Star Corridor Improvement	403-000	105,000.00	-	105,000.00
Water / Sewer	450-000	477,784.00	\$563,000.00	(85,216.00)
Municipal Building	470-000	-	\$0.00	-
Douglas Marina	594-000	70,000.00	114,700.00	(44,700.00)
Equipment	660-000	392,000.00	\$348,436.00	43,564.00
Total		\$5,833,311.00	\$5,786,712.00	\$46,599.00

General Fund - Building & Grounds

101-265

Unapproved	Approved
	\$11,000 replace staff computers
	11,000 DPW Generator
\$50,000	City Hall windows and siding
13,000	City Hall paint 2 sides
5,000	City hall sign
25,500	City Hall generator
17,000	City Hall Furnaces (3)
15,000	DPW heating and Cooling
5,000	DPW sign
12,000	DPW insulation
10,000	DPW windows

General Fund - General Streets & ROW

101-463

Unapproved	Approved
	30,000 Water st drainage improvements
32,500	Replace lights on bridge
27,000	Mixer Freemont storm sewer drainage improvements
12,000	First and Whitter drainage improvements
14,000	Lakeshore drainage improvments
	Gardana Bowl Rollover
	Storm Sewer Plan

General Fund - Planning & Zoning

101-701

Unapproved	Approved
	25,000 Zoning Ordinace and Map Update(803) roll over Master Plan(803) roll over

General Fund - Parks & Recreation & Cemetery

101-751

Unapproved	Approved	
91,000		Union St Boat Launch repairs (930.006)
	15,560	50% beery field electrical improvements
	3,535	Berry Field Time Lock restrooms
	2,500	Crack repairs pickleball ct
	4,500	BST grant application cost share Sandbags?
5,000		Douglas Beach wayfinding sign
10,000		Beery Field wayfinding sign
10,000		Schultz Park wayfinding sign

General Fund - Insurance & Bonds

101-850

Unapproved	Approved	
	44,040	Property and Liability
	3,340	Cyber Insurance

Major Street - General Streets & ROW

202-463

Unapproved	Approved	
	20,000	storm sewer jetting and cleaning(802)
	5,000	pavement markings (802)
	100,000	Road work per road asset mangement plan

Local Street - General Streets & ROW

203-463

Unapproved	Approved	
	20,000	storm sewer jetting and cleaning(802)
	5,000	pavement marking(802)
	5,000	dust control(930)
	100,000	Road work per road asset mangement plan

Schultz Park Launch Ramp

213-753

Unapproved	Approved	
5,000		shoreline riprap

Brownfield Redevelopment Authority Fund

243-000

Unapproved	Approved
	551,660 EPA Grant
	20,000 Taft rollover

Downtown Development Authority

248-728

Unapproved	Approved
	15,560 50% beery field electrical improvements
	7,000 Downtown Beautification(880)
	10,000 Community promotions(880)
	10,000 Holiday lighting & seasonal decorations(880)

Water system

450-536

Unapproved	Approved
	400,000 Lead service inventory
	100,000 Lead Water Service 5% replacement
	7,500 Municipal utility standards(carry over)
	5,000 Hydrant adjustments

Sewer system

450-537

Unapproved	Approved
	Sewer Capital Improvement plan
	10,500 Sewer rate study

Douglas Marina

594-597

Unapproved	Approved
	30,700 Demo Douglas Marina house
60,000	Portable trailer restrooms
5,000	Wayfinding Signage
1,500	New Water heater
5,000	Furnace

Wades Bayou

594-597.001

Unapproved	Approved
	12,500 remaining irrigation
10,000	Wayfinding sign

Douglas Harbor Authority

594-597.002

Unapproved

Approved

37,000 Treat Harbor for invasive species(802)



MEMORANDUM
CITY COUNCIL WORKSHOP
April 15, 2024 at 5:30 PM

TO: Lisa Nocerini, City Manager

FROM: Matt Smith, Treasurer

DATE: April 1, 2024

SUBJECT: Employee Wages

The fiscal year 2024-2025 budget includes 20 full-time employees, 1 part-time assessor, 1 part-time code enforcer, a pool of part-time police officers and 1 seasonal public works employee. The budget this year includes a request for an additional police officer and additional DPW employee while removing one DPW seasonal position. This will be the first full year with a code enforcement officer. The planning and zoning administrator position spent the majority of 2023-2024 not filled. There were also openings at deputy clerk and DPW for a significant portion of 2023-2024.

In preparation for the next fiscal year, inflation numbers (CPI) have been monitored closely. As a result of this work the proposed budget includes a 3 percent cost of living increase for non-union employees and, 3 percent cost of living for union employees and step increases based on years of service per the union contract. Other items to note for the proposed budget include a slight increase in MERS contribution rates, health insurance premiums are projected at an increase of 9 percent for the current plan, dental insurance premiums remained steady. Overall wages and benefits are budgeted to go up 19.44 percent this year.

Fiscal Year	CPI	Douglas COLA	Salary Example	Expenses Example	Change
2017-2018	2.9%		\$1,000.00	\$1,000.00	100%
2018-2019	1.6	2.0%	1,020.00	1,016.48	100.35
2019-2020	0.6	2.5	1,045.50	1,023.05	102.19
2020-2021	5.4	2.5	1,071.64	1,078.89	99.39
2021-2022	9.1	2.5	1,098.43	1,175.89	93.41
2022-2023	3.0	5.0	1,153.35	1,210.80	95.25
2023-2024	1.7*	4.4	1,204.10	1,231.51	97.77
2024-2025		3.0	1,240.22		

* Used inflation from July 2023 to February 2024 as that is all that is currently available

2024-2025 Projected Budget:

	Total	719.000	720.000	721.***	Total
	<u>Wages</u>	<u>Insurance</u>	<u>Payroll Tax</u>	<u>Retirement</u>	<u>Wages & Fringes</u>
City Hall Staff	\$486,040.40	\$67,113.25	\$39,039.91	\$74,854.16	667,047.72
DPW Staff	\$407,987.91	100,283.39	33,586.08	\$49,914.70	591,772.08
Police Staff	\$514,875.35	121,103.10	41,525.46	79,273.18	756,777.09
Totals 2024-2025	<u>\$1,408,903.66</u>	<u>\$288,499.74</u>	<u>\$114,151.45</u>	<u>\$204,042.04</u>	<u>\$2,015,596.89</u>

Fiscal Year 2023-2024

City Hall Staff	\$428,034.25	\$67,715.12	\$34,747.67	\$64,610.80	595,107.84
DPW Staff	\$336,122.90	77,421.92	27,613.40	39,734.56	480,892.78
Police Staff	\$425,201.67	112,237.36	34,417.43	50,504.48	622,360.94
Totals 2023-2024	<u>\$ 1,189,358.82</u>	<u>\$ 257,374.40</u>	<u>\$ 96,778.50</u>	<u>\$ 154,849.84</u>	<u>\$ 1,698,361.56</u>
Change	\$219,544.84	\$31,125.34	\$17,372.95	\$49,192.20	\$317,235.33 18.68%

Fiscal Year 2024-2025 notes

3% Cost of Living 3% Union + step increases

9% health increase

0% dental/life/std increase

First full year with code enforcement officer(position created in November 2023)

Planning and zoning administrator position filled(position open majority of current year)

Full year with a deputy clerk(position open 3 months)

DPW additional employee + fully staffed(1 position open 5 months this year)

Additional Police officer



MEMORANDUM

CITY COUNCIL WORKSHOP

April 15, 2024 at 5:30 PM

TO: Lisa Nocerini, City Manager

FROM: Matt Smith, Treasurer

DATE: April 1, 2024

SUBJECT: Employee Health Insurance

As an employer of 20 full-time employees, the City of the Village of Douglas currently provides employees with health and dental benefits through Lighthouse Group. The City is currently waiting on official numbers and options to come from Lighthouse. The budget is currently projecting a 9% increase in premiums. Projections are based on past increases, renewing the current plan, employees remaining on the same plan (high deductible vs low deductible), same employee cost-share, and City contributions to HSA accounts.

As the City considers healthcare coverage for its employees it needs to balance the financial benefits and constraints to the City, the benefit needs of the employees, and regulatory requirements such as Public Act 152.

In 2011 the State Legislature passed Public Act 152 which limits the amount a public employer can contribute towards employee health care. The Act limits local units of government to three options: 1) paying for 80 percent of employee health insurance, 2) a hard cap-based amount, or 3) to exempt itself (opt-out) from these requirements and determine on its own the appropriate amount to contribute. Annually the City must select one of these options. The option selected is valid for one year. The City has historically elected the opt-out option.

Going over these options, option 1 is straightforward. The City would pay no more than 80 percent of an employees premium. With option 2, the State sets a dollar amount threshold based on the type of plan. For plans beginning in 2024 the annual premium limits are \$7,702.85 for single coverage, \$16,109.06 for individual plus one coverage, and \$21,007.83 for family coverage. Finally, option 3 allows the City to make its own determination on what is appropriate.

The hard cap number for the City is subject to change based on new hires, employee departures, marriages, divorces, new dependents, and/or dependents coming off the plan

Org	Opt out Employees pay 50/mo		80% employer	20% employee	hard cap		
	Employer	Employee			employer	employee	
Employee 1	5,547.48	600.00	\$4,917.98	1,229.50	7,702.85	(2,155.37)	single
Employee 2	30,693.60	600.00	\$25,034.88	6,258.72	21,007.83	9,685.77	Family
Employee 3	13,690.56	600.00	\$11,432.45	2,858.11	16,109.06	(2,418.50)	1+1
Employee 4	4,721.16	600.00	\$4,256.93	1,064.23	7,702.85	(2,981.69)	single
Employee 5	5,801.08	600.00	\$5,120.86	1,280.22	7,702.85	(1,901.77)	single
Employee 6	10,141.20	600.00	\$8,592.96	2,148.24	16,109.06	(5,967.86)	1+1
Employee 7	5,547.48	600.00	\$4,917.98	1,229.50	7,702.85	(2,155.37)	single
Employee 8	16,325.28	600.00	\$13,540.22	3,385.06	21,007.83	(4,682.55)	Family
Employee 9	20,711.04	600.00	\$17,048.83	4,262.21	21,007.83	(296.79)	Family
Employee 10	12,308.28	600.00	\$10,326.62	2,581.66	16,109.06	(3,800.78)	1+1
Employee 11	22,207.80	600.00	\$18,246.24	4,561.56	16,109.06	6,098.74	1+1
Employee 12	21,095.52	600.00	\$17,356.42	4,339.10	16,109.06	4,986.46	1+1
Employee 13	5,100.00	600.00	\$4,560.00	1,140.00	7,702.85	(2,602.85)	single
Employee 14	25,549.08	600.00	\$20,919.26	5,229.82	21,007.83	4,541.25	Family
Employee 15	5,048.64	600.00	\$4,518.91	1,129.73	7,702.85	(2,654.21)	single
Employee 16	20,239.36	600.00	\$16,671.49	4,167.87	21,007.83	(768.47)	family
Employee 17	19,318.44	600.00	\$15,934.75	3,983.69	16,109.06	3,209.38	1+1
Employee 18	5,547.48	600.00	\$4,917.98	1,229.50	7,702.85	(2,155.37)	single
Employee 19	5,547.48	600.00	\$4,917.98	1,229.50	7,702.85	(2,155.37)	single
Employee 20	5,547.48	600.00	\$4,917.98	1,229.50	7,702.85	(2,155.37)	single
Totals	<u>\$260,688.44</u>	<u>\$12,000.00</u>	<u>\$218,150.75</u>	<u>\$54,537.69</u>	<u>\$271,019.16</u>	<u>-\$10,330.72</u>	

employees 20.00
 dependents 21.00

Hard Cap Numbers
 Plan starting in
 2024

Employee premium	152,724.32	family	21,007.83
Dependent premium	119,964.12	1+1	16,109.06
		single	7,702.85