



**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**

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**AGENDA**

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

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

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

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PLEDGE OF ALLEGIANCE**

**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 Consent Calendar of January 03, 2023 – roll call vote

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

**6. PUBLIC COMMUNICATION - WRITTEN**

**7. UNFINISHED BUSINESS**

**8. NEW BUSINESS**

**A.** January 16, 2023 City Council Meeting Date Change

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

## **9. REPORTS**

### **A. Commission/Committee/Boards**

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

### **B. Staff Written Reports**

1. City Manager

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

## **11. COUNCIL COMMENTS**

## **12. MAYOR’S REPORT/COMMENTS**

## **13. ADJOURNMENT**

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



**THE CITY OF THE VILLAGE OF DOUGLAS  
REGULAR MEETING OF THE CITY COUNCIL  
MONDAY, DECEMBER 19, 2022 AT 7:00 PM  
86 W CENTER ST., DOUGLAS MI**

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**MINUTES**

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

Join online by visiting: <https://us02web.zoom.us/j/83343957901>

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**1. CALL TO ORDER**

Call to Order by Mayor at 7:00 PM

**2. ROLL CALL**

PRESENT

Mayor Pro-Tem Cathy North

Mayor Jerome Donovan

Councilmember Neal Seabert

Councilmember Phil Toepper

Councilmember Robert Naumann

Councilmember John OMalley

Councilmember Randy Walker

**3. PLEDGE OF ALLEGIANCE**

**4. CONSENT CALENDAR**

A. Approve the December 19, 2022 Agenda

B. Approval of December 5, 2022 Meeting Minutes

C. Approve the December 5, 2022 Closed Session Minutes

D. Approve Invoices in the amount of \$125,861.03

E. Resignation of Councilperson Phil Toepper

F. Gregory Freeman Appointment to Kalamazoo Lake Harbor Authority

Motion to approve the December 19, 2022 Consent Calendar. - roll call vote

Motion made by Councilmember Seabert, Seconded by Councilmember Naumann.

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

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

David Swan - Thanked council for placing the Coastal Alliance on the agenda.

Dawn Schumann - Douglas resident has served on many Douglas committees and has also worked on the Tri-Community Master Plan. Those who worked on the plan went over every aspect of what happens one place happens in another.

Bobby Gaunt - Saugatuck resident feels as if she lives in all three tri communities, the marina is contrary to public interest.

Russ Gardner - Family has lived here since 1880's, visitors see no difference between the cities, please support the Coastal Alliance.

Scott Boscraft - Land owner of North Shores of Saugatuck. The project has obtained approval from the Saugatuck Township, EGLE, US Army Corp of Engineers, and all other pertinent state divisions necessary. Believes the Coastal Alliances has chosen specific phrases from the master plan to make their case.

## **6. PUBLIC COMMUNICATION - WRITTEN**

Late letter received by Suzanne Dixon and Rob Joon. Letters were sent to Army Corp Engineers.

## **7. UNFINISHED BUSINESS**

No unfinished business

## **8. NEW BUSINESS**

A. January 2, 2023 City Council Meeting Date Change

Motion to move the Monday, January 2, 2023 City Council Meeting to Tuesday, January 3, 2023 due to the Holiday. - roll call vote

Motion made by Councilmember Seabert, Seconded by Councilmember Walker.

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

**B. Resolution 42-2022 Personnel Policy & Benefit Manual Amended 2022**

Motion to adopt Resolution 42-2022 and adopt the Personnel Policy and Benefits Manual as amended, to take effect on January 1, 2023. - roll call vote

Motion made by Councilmember Naumann, Seconded by Councilmember OMalley.

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

**C. Resolution 44-2022 Public Art Donation Kirov Pyramid**

Motion to adopt Resolution 44-2022 and accept the proposed donation of a sculpture by artist Rado Kirov titled "Pyramid" to be located at 47 W Center Street with minimal cost to the City. - roll call vote

The art work will cost the city the price of the cement pad and will be placed at the Police Station.

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

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

**D. Northshore of Saugatuck Proposed Marina Basin - Discussion Item**

Discussion agenda item. Mayor stated there are a lot of unknowns with this request. Naumann asked how the marina, which was for private use, would benefit the community. Several council stated they were for the preservation. Mayor stated this is for discussion, all state permission has been given, the property is not in Douglas jurisdiction.

This will appear again on the agenda after the first of the year, perhaps in a workshop or closed session.

**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. Tree Committee
10. Playground Committee

Planning has reviewed 2 site plans, both approved and will be appearing before the council. Also discussed was the Mi Ro property.

DDA has one open seat. Interested public should fill out a board application found on the city website.

Fire Board met with Chief Janik and took a tour. She was impressed.

Playground committee has submitted the Spark grant.

**B. Staff Written Reports**

1. City Manager

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

**11. COUNCIL COMMENTS**

**12. MAYOR’S REPORT/COMMENTS**

**13. ADJOURNMENT**

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12/28/2022

INVOICE REGISTER REPORT FOR CITY OF THE VILLAGE OF DOUGLAS  
EXP CHECK RUN DATES 01/03/2023 - 01/03/2023  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt
88664272				
44941	ABSOPURE WATER COMPANY CITY HALL WATER 101-265.000-740.000 SUPPLIES	12/22/2022	01/03/2023	3.80  3.80
4TH QTR 22				
45012	MATT BALMER PLANNING PAY 101-701.000-703.000 WAGES	12/28/2022	01/03/2023	100.00  100.00
60960				
44979	BARBER FORD INC. CAR 4 REPAIRS 101-301.000-930.004 VEHICLE MAINTENANCE & REPAIRS	12/15/2022	01/03/2023	1,588.75  1,588.75
40141714				
44968	BAUMANN & DEGROOT BERRY FIELD ANNUAL CONTRACT 101-265.000-802.000 CONTRACTUAL	12/15/2022	01/03/2023	318.00  318.00
40146320				
44969	BAUMANN & DEGROOT POLICE STATION ANNUAL CONTRACT 101-265.000-802.000 CONTRACTUAL	12/15/2022	01/03/2023	538.00  538.00
40147469				
44970	BAUMANN & DEGROOT POINT PLEASANT ANNUAL CONTRACT 101-265.000-802.000 CONTRACTUAL	12/15/2022	01/03/2023	348.00  348.00
40125588				
44971	BAUMANN & DEGROOT CITY HALL ANNUAL CONTRACT 101-265.000-802.000 CONTRACTUAL	12/15/2022	01/03/2023	938.00  938.00
40131611				
44972	BAUMANN & DEGROOT PUBLIC WORKS ANNUAL CONTRACT 101-265.000-802.000 CONTRACTUAL	12/15/2022	01/03/2023	518.00  518.00
4TH QTR 22				
45010	PAUL BUSZKA PLANNING PAY 101-701.000-703.000 WAGES	12/28/2022	01/03/2023	100.00  100.00
12-15-22				
44978	COMCAST POLICE OFFICE 101-301.000-851.000 TELEPHONE	12/15/2022	01/03/2023	388.58  388.58
204300394686				
44982	CONSUMERS ENERGY PRIDE GARDEN 101-751.000-922.000 UTILITIES	12/20/2022	01/03/2023	39.79  39.79

205991128169				
44983	CONSUMERS ENERGY	12/20/2022	01/03/2023	44.06
	250 WILEY SCHULTZ PARK RAMP			
	213-753.000-922.000 UTILITIES			44.06
206080125627				
44984	CONSUMERS ENERGY	12/20/2022	01/03/2023	37.09
	201 WASHINGTON - POINT PLEASANT DOCKS			
	594-597.000-922.000 UTILITIES			37.09
206080125628				
44985	CONSUMERS ENERGY	12/20/2022	01/03/2023	61.73
	177 WASHINGTON - POINT PLEASANT			
	594-597.000-922.000 UTILITIES			61.73
PAY APP1				
44980	CURT DEJONGE EXCAVATING	12/19/2022	01/03/2023	92,539.50
	UNION ST SIDEWALK			
	203-463.000-979.000 CAPITAL OUTLAY			92,539.50
4552146				
44947	DELTA COLLEGE	11/14/2022	01/03/2023	285.00
	MCOLES SPEED MEASUREMENT OPERATOR COURSE - DYER			
	101-301.000-718.001 TRAINING FUNDS ACT 302			285.00
SI23-17888				
44992	DETROIT SALT COMPANY	12/21/2022	01/03/2023	3,244.85
	BULK SALT			
	203-464.000-740.001 SNOW AND ICE REMOVAL SUPPLIES			1,622.43
	202-464.000-740.001 SNOW AND ICE REMOVAL SUPPLIES			1,622.42
11-16-22				
44942	TOM DOANE	12/16/2022	01/03/2023	175.00
	2023 ASSESSOR CERTIFICATION			
	101-257.000-908.000 DUES/FEES/PUBLICATIONS			175.00
12-19-22				
44943	TOM DOANE	12/19/2022	01/03/2023	97.38
	MI ASSESSORS ASSOC MEMBERSHIP			
	101-257.000-908.000 DUES/FEES/PUBLICATIONS			97.38
4THQTR22				
45001	JEROME DONOVAN	12/28/2022	01/03/2023	450.00
	COUNCIL PAY			
	101-101.000-703.000 WAGES			450.00
15488				
44948	DOUGLAS SHELL	12/20/2022	01/03/2023	73.15
	SERVICE CAR 4			
	101-301.000-930.004 VEHICLE MAINTENANCE & REPAIRS			73.15
4TH QTR22				
45014	GREGORY FREEMAN	12/28/2022	01/03/2023	100.00
	PLANNING PAY			
	101-701.000-703.000 WAGES			100.00
4TH QTR 22				
45011	KELLI HENEGHAN	12/28/2022	01/03/2023	100.00
	PLANNING PAY			
	101-701.000-703.000 WAGES			100.00
275474				
44991	IHLE AUTO PARTS	12/22/2022	01/03/2023	50.95
	RATCHET TIE DOWNS			



	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS		50.95
275432				
45000	IHLE AUTO PARTS	12/21/2022	01/03/2023	37.98
	AIR EXHAUST SYSTEM CLEANER			
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS		37.98
4TH QTR 22				
45005	JOHN O'MALLEY	12/28/2022	01/03/2023	250.00
	COUNCIL AND PLANNING PAY			
	101-101.000-703.000	WAGES		150.00
	101-701.000-703.000	WAGES		100.00
25MAINDRKNV22				
44957	KALAMAZOO LAKE SEWER & WATER	12/15/2022	01/03/2023	6.79
	25 MAIN DRINKING FOUNTAIN			
	101-751.000-922.000	UTILITIES		6.79
25MAINIRRN22				
44958	KALAMAZOO LAKE SEWER & WATER	12/15/2022	01/03/2023	33.95
	25 MAIN ST IRRIGATION			
	101-751.000-922.000	UTILITIES		33.95
50LKSHRNOV22				
44959	KALAMAZOO LAKE SEWER & WATER	12/15/2022	01/03/2023	57.74
	50 LAKESHORE DR BATHROOMS			
	101-751.000-922.000	UTILITIES		57.74
147CENTNOV22				
44960	KALAMAZOO LAKE SEWER & WATER	12/15/2022	01/03/2023	34.79
	147 CENTER -PRIDE GARDEN			
	101-751.000-922.000	UTILITIES		34.79
86CENTERNOV22				
44961	KALAMAZOO LAKE SEWER & WATER	12/15/2022	01/03/2023	55.73
	86 W CENTER			
	101-265.000-922.000	UTILITIES		55.73
47CENTERNOV22				
44962	KALAMAZOO LAKE SEWER & WATER	12/15/2022	01/03/2023	121.55
	47 CENTER			
	101-301.000-922.000	UTILITIES		121.55
455CENTERNOV22				
44963	KALAMAZOO LAKE SEWER & WATER	12/15/2022	01/03/2023	33.93
	ROOT BEER BARREL			
	101-751.000-922.000	UTILITIES		33.93
486WATERNOV22				
44964	KALAMAZOO LAKE SEWER & WATER	12/15/2022	01/03/2023	50.73
	486 WATER NEW BARN			
	101-265.000-922.000	UTILITIES		50.73
3100NOV22				
44965	KALAMAZOO LAKE SEWER & WATER	12/15/2022	01/03/2023	16.98
	3100 SCHULTZ PARK DR			
	101-751.000-922.000	UTILITIES		16.98
37WASHNOV22				
44966	KALAMAZOO LAKE SEWER & WATER	12/15/2022	01/03/2023	129.77
	37 WASHINGTON BATHROOMS			
	101-751.000-922.000	UTILITIES		129.77
201WASHNOV22				
44967	KALAMAZOO LAKE SEWER & WATER	12/15/2022	01/03/2023	46.75

	201 WASHINGTON				
	594-597.000-922.000	UTILITIES			46.75
12-27-22					
44981	LAURA KASPER		12/27/2022	01/03/2023	300.00
	VISION REIMBURSE				
	101-215.000-719.000	INSURANCE BENEFITS			300.00
216055					
44974	KERKSTRA RESTROOM SERVICE		12/26/2022	01/03/2023	175.00
	DOUGLAS BEACH PARK				
	101-751.000-802.000	CONTRACTUAL			175.00
2112					
44988	LAKESHORE OUTDOORS LLC		12/22/2022	01/03/2023	114.00
	LEAF AND BRUSH DISPOSAL				
	101-463.000-802.000	CONTRACTUAL			114.00
1930Z					
44949	LUNGHAMER FORD		12/22/2022	01/03/2023	42,815.00
	2023 FORD PLICE INTERCEPTOR				
	660-301.000-979.000	CAPITAL OUTLAY			42,815.00
12-16-22					
44977	MICH ASSOCIATION OF MUNICIPAL CLERK		12/16/2022	01/03/2023	15.00
	MEMBERSHIP FEE				
	101-215.000-908.000	DUES/FEES/PUBLICATIONS			15.00
108370					
44976	MARK'S BODY SHOP		12/20/2022	01/03/2023	674.85
	CAR 5 REPAIRS				
	101-301.000-930.004	VEHICLE MAINTENANCE & REPAIRS			674.85
97493					
44990	MENARDS-HOLLAND		12/19/2022	01/03/2023	63.92
	101-751.000-977.000	EQUIPMENT			63.92
4408032366					
44952	MICHIGAN GAS UTILITIES		12/22/2022	01/03/2023	383.35
	47 CENTER				
	101-301.000-922.000	UTILITIES			383.35
4407972140					
44953	MICHIGAN GAS UTILITIES		12/22/2022	01/03/2023	223.43
	86 CENTER				
	101-265.000-922.000	UTILITIES			223.43
4408202084					
44954	MICHIGAN GAS UTILITIES		12/22/2022	01/03/2023	88.74
	201 WASHINGTON ST POINT PLEASANT				
	594-597.000-922.000	UTILITIES			88.74
4407818097					
44955	MICHIGAN GAS UTILITIES		12/22/2022	01/03/2023	772.29
	486 WATER				
	101-265.000-922.000	UTILITIES			772.29
3878					
44934	MICHIGAN TWP. SERVICES ALLEGAN		12/09/2022	01/03/2023	2,544.30
	NOVEMBER PERMITS				
	101-701.000-804.000	CONTRACTUAL BUILDING INSPECTIO			2,544.30
4THQTR22					
45002	AARON MILLER		12/28/2022	01/03/2023	100.00

	COUNCIL PAY				
	101-101.000-703.000	WAGES			100.00
INV80366					
44996	MUNICIPAL SUPPLY CO.		12/20/2022	01/03/2023	57.00
	MARK/PAINT IDENTIFY NEW CONES				
	202-463.000-740.000	SUPPLIES			28.50
	203-463.000-740.000	SUPPLIES			28.50
INV80365					
44997	MUNICIPAL SUPPLY CO.		12/20/2022	01/03/2023	128.00
	WINTER WORK GLOVES FOR EMPLOYEES				
	101-463.000-740.000	SUPPLIES			128.00
7317					
44994	NEWCOMER SERVICE & REPAIR		10/28/2022	01/03/2023	165.00
	RECIEVER MOUNT BALL AND PINTLE HITCH				
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS			165.00
68835					
44999	NICK UNEMA PLUMBING & HEATING INC		11/29/2022	01/03/2023	883.63
	BACKFLOW PREVENTER				
	594-597.000-820.000	MARINA OPERATIONS			883.63
4THQTR22					
45004	CATHY NORTH		12/28/2022	01/03/2023	300.00
	COUNCIL PAY				
	101-101.000-703.000	WAGES			300.00
281724040001					
44946	ODP BUSINESS SOLUTIONS		12/09/2022	01/03/2023	60.85
	OFFICE SUPPLIES				
	101-265.000-740.000	SUPPLIES			60.85
2212-625344					
44995	OVERISEL LUMBER CO.		12/21/2022	01/03/2023	132.98
	DREMEL TOOL AND CARIDE CUTTER				
	101-751.000-977.000	EQUIPMENT			132.98
2212-624533					
44998	OVERISEL LUMBER CO.		12/16/2022	01/03/2023	32.48
	GATE TIMED LOCK SUPPLIES				
	101-751.000-979.000	CAPITAL OUTLAY			32.48
4TH QTR 22					
45013	LOUISE PATTISON		12/28/2022	01/03/2023	100.00
	PLANNING PAY				
	101-701.000-703.000	WAGES			100.00
4TH QTR 22					
45007	PHIL TOEPPER		12/28/2022	01/03/2023	150.00
	COUNCIL PAY				
	101-101.000-703.000	WAGES			150.00
102783					
44944	PM ENVIRONMENTAL, INC		12/21/2022	01/03/2023	1,048.75
	EID CONSULTING				
	243-000.000-806.000	CONTRACTUAL ENGINEERING			1,048.75
223510001128					
44951	PRIORITY HEALTH		12/15/2022	01/03/2023	14,797.38
	JANUARY HEALTH INS				
	101-172.000-719.000	INSURANCE BENEFITS			1,166.96
	101-215.000-719.000	INSURANCE BENEFITS			4,674.03

	101-265.000-719.000	INSURANCE BENEFITS			192.80
	101-301.000-719.000	INSURANCE BENEFITS			4,937.58
	101-701.000-719.000	INSURANCE BENEFITS			919.66
	101-463.000-719.000	INSURANCE BENEFITS			1,184.38
	101-751.000-719.000	INSURANCE BENEFITS			233.62
	202-463.000-719.000	INSURANCE BENEFITS			904.52
	202-464.000-719.000	INSURANCE BENEFITS			268.64
	203-463.000-719.000	INSURANCE BENEFITS			121.46
	203-464.000-719.000	INSURANCE BENEFITS			193.73
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153487					
44973	RAPID SHRED, LLC		12/20/2022	01/03/2023	105.00
	SHREDDING SERVICES				
	101-265.000-802.000	CONTRACTUAL			55.00
	101-301.000-802.000	CONTRACTUAL			50.00
<hr/>					
4THQTR22					
45003	ROBERT NAUMANN		12/28/2022	01/03/2023	250.00
	COUNCIL PAY				
	101-101.000-703.000	WAGES			250.00
<hr/>					
12538					
44989	SCOTT'S LANDSCAPE MANAGMENT INC		12/28/2022	01/03/2023	11,958.10
	SNOW REMOVAL CONTRACT				
	202-464.000-802.002	CONTRACTUAL-SIDEWALK PLOWING			5,979.05
	203-464.000-802.002	CONTRACTUAL-SIDEWALK PLOWING			5,979.05
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4THQTR22					
45006	NEAL SEABERT		12/28/2022	01/03/2023	400.00
	COUNCIL AND PLANNING PAY				
	101-101.000-703.000	WAGES			300.00
	101-701.000-703.000	WAGES			100.00
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2786					
44956	SLANT		12/22/2022	01/03/2023	540.00
	WEBSITE HOSTING AND MAINT				
	101-215.000-806.006	WEBSITE			540.00
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JAN22					
44950	STANDARD INSURANCE COMPANY		12/15/2022	01/03/2023	405.57
	JANUARY LIFE/STD				
	101-172.000-719.000	INSURANCE BENEFITS			39.38
	101-215.000-719.000	INSURANCE BENEFITS			91.52
	101-265.000-719.000	INSURANCE BENEFITS			9.20
	101-301.000-719.000	INSURANCE BENEFITS			125.04
	101-701.000-719.000	INSURANCE BENEFITS			15.76
	101-463.000-719.000	INSURANCE BENEFITS			42.47
	101-751.000-719.000	INSURANCE BENEFITS			11.15
	202-463.000-719.000	INSURANCE BENEFITS			43.18
	202-464.000-719.000	INSURANCE BENEFITS			12.82
	203-463.000-719.000	INSURANCE BENEFITS			5.80
	203-464.000-719.000	INSURANCE BENEFITS			9.25
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11-30-22					
44935	STATE OF MI		11/30/2022	01/03/2023	3,976.45
	WILEY RD NON MOTORIZED PATHWAY				
	202-463.000-979.000	CAPITAL OUTLAY			3,976.45
<hr/>					
97305-00					
44993	TERMINAL SUPPLY CO		12/21/2022	01/03/2023	155.01

IMPROVE LIGHTING ON PLOW TRUCKS					
660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS				155.01
4TH QTR 22					
45008	MICHAEL VANLOON	12/28/2022	01/03/2023		100.00
	COUNCIL PAY				
101-101.000-703.000	WAGES				100.00
95226					
44975	VC3 INC	12/21/2022	01/03/2023		3,648.00
	ANNUAL SERVICE CONTRACT				
101-215.000-802.000	CONTRACTUAL				3,648.00
9923787450					
44986	VERIZON WIRELESS	12/24/2022	01/03/2023		174.81
	DPW IPADS				
101-463.000-851.000	TELEPHONE				174.81
9922844235					
44987	VERIZON WIRELESS	12/12/2022	01/03/2023		367.58
	CITY ISSUED PHONES				
101-215.000-851.000	TELEPHONE				43.68
101-301.000-851.000	TELEPHONE				43.68
101-463.000-851.000	TELEPHONE				236.54
101-101.000-851.000	TELEPHONE				43.68
4TH QTR 22					
45009	RANDY WALKER	12/28/2022	01/03/2023		150.00
	COUNCIL PAY				
101-101.000-703.000	WAGES				150.00
Purchase Card Vendor: 10071 CARDMEMBER SERVICE					
12-16-22					
44938	ALLEYS	12/16/2022	01/03/2023		102.18
	HOLIDAY PARTY				
101-172.000-813.000	MEETINGS				102.18
111-7309092-8949008					
44936	AMAZON MARKETPLACE	11/15/2022	01/03/2023		204.89
	DOUGLAS BEACH GATE				
101-751.000-979.000	CAPITAL OUTLAY				204.89
1742-3956					
44937	APWA	11/30/2022	01/03/2023		745.00
	MPSI REGISTRATION -RICK ZOET				
101-463.000-802.000	CONTRACTUAL				745.00
12-19-22					
44940	MICH ASSOCIATION OF MUNICIPAL CLERK	12/19/2022	01/03/2023		(50.00)
	REFUND				
101-215.000-718.000	TRAINING FUNDS				(50.00)
12-1-22					
44939	STATE OF MI	12/01/2022	01/03/2023		12.69
	SERVICE FEE				
101-463.000-802.000	CONTRACTUAL				12.69
Total Purchase Card Vendor: 10071 CARDMEMBER SERVICE					1,014.76

# of Invoices:	79	# Due:	79	Totals:	192,437.55
# of Credit Memos:	1	# Due:	1	Totals:	(50.00)
Net of Invoices and Credit Memos:					192,387.55

--- TOTALS BY FUND ---

101 - GENERAL FUND	33,617.56
202 - MAJOR STREET FUND	12,835.58
203 - LOCAL STREETS FUND	100,499.72
213 - SCHULTZ PARK LAUNCH RAMP	44.06
243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND	1,048.75
594 - DOUGLAS MARINA	1,117.94
660 - EQUIPMENT RENTAL FUND	43,223.94

--- TOTALS BY DEPT/ACTIVITY ---

000.000 -	1,048.75
101.000 - LEGISLATIVE	1,993.68
172.000 - MANAGER	1,308.52
215.000 - CLERK/TREASURER	9,262.23
257.000 - ASSESSING	272.38
265.000 - BUILDING & GROUNDS	4,083.83
301.000 - POLICE	51,486.53
463.000 - GENERAL STREETS & ROW	100,285.80
464.000 - GENERAL STREETS WINTER & ROW	15,687.39
597.000 - POINT PLEASANT	1,117.94
701.000 - PLANNING & ZONING	4,179.72
751.000 - PARKS & RECREATION	1,207.78
753.000 - LAUNCH RAMPS	44.06
903.000 - EQUIP. REPAIRS & MAINTENANCE	408.94



# MEMORANDUM

## REGULAR CITY COUNCIL MEETING

January 3, 2023 at 7:00 PM

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**TO:** Douglas City Council

**FROM:** Clerk's Office

**DATE:** January 3, 2023

**SUBJECT:** Council Meeting Date Change

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The next meeting of the City Council is Monday, January 16, 2023. Due to this date being a holiday, City Council should consider moving their meeting to Tuesday, January 17, 2023.

## MEMORANDUM



To: Douglas City Council

From: Rich LaBombard  
City Manager

Date: January 3, 2023

Subject: Union Street Sidewalk Change Order #1  
And Budget Amendment

In FY 21-22 the City of Douglas, with assistance from Prein&Newhof, contracted with Curt DeJonge Excavating of Holland, Michigan to install approximately 940 linear feet of five-foot-wide concrete sidewalk along Union Street from Center Street to Blue Star Highway. Prein&Newhof estimated the proposed sidewalk project to cost \$150,000. The selected bid was well under the engineer's estimate at \$88,475.

As with all construction projects, a need for scope changes routinely occur. The change orders include:

- Installation of missing sidewalk along Wall Street to meet up with the intersection / crosswalk.
- The replacement of damaged sections of sidewalk along Wall Street to meet the new sidewalk limits. These were mostly found to be cracked or elevated.
- Removal and replacement of portions of the concrete drive approach at 36 Union Street and the replacement of a portion of driveway between new sidewalk and right of way line to eliminate a dip.
- Additional 18 inch poured retaining wall at Chestnut Street and Union Street to retain the slope to avoid erosion onto the sidewalk.
- Removal of a drive approach (without replacement) at 36 Union Street which resulted in a project cost savings.

The additional scope of work resulted in an overage of \$4,064.50. Per City Ordinance Chapter 37: Finance, 37.15 Change Order, any change order over \$2,500 shall be brought back to City Council for approval. The change order will be funded from the Local Street – General Streets & Right of Way Capital Outlay account 203-460-979.

I recommend City Council approve the change order and amend the budget for the Union Street Sidewalk project to reflect the additional cost of \$4,064.50 for a total completed project cost of \$92,539.50.



**CHANGE ORDER NO.: 1**

Owner: City of Douglas  
 Engineer: Prein&Newhof  
 Contractor: Curt DeJonge Excavating  
 Project: Union Street Sidewalk

Owner's Project No.:  
 Engineer's Project No.: 2200676  
 Contractor's Project No.:

Contract Name:

Date Issued: 12/19/2022

Effective Date of Change Order:

The Contract is modified as follows upon execution of this Change Order:

Description:

**Description:**

Attachments:

**Description:**

Change in Contract Price		Change in Contract Times [State Contract Times as either a specific date or a number of days]	
Original Contract Price:		Original Contract Times:	
\$ 88,475.00		Substantial Completion:	
		Ready for final payment: 11/1/2022	
<del>[Increase]</del> <del>[Decrease]</del> from previously approved Change Orders No. 1 to No. 1:		<del>[Increase]</del> <del>[Decrease]</del> from previously approved Change Orders No.1 to No. 1:	
\$ 0.00		Substantial Completion:	
		Ready for final payment:	
Contract Price prior to this Change Order:		Contract Times prior to this Change Order:	
\$ 88,475.00		Substantial Completion:	
		Ready for final payment:	
<del>[Increase]</del> <del>[Decrease]</del> this Change Order:		<del>[Increase]</del> <del>[Decrease]</del> this Change Order:	
\$ 4,064.50		Substantial Completion:	
		Ready for final payment:	
Contract Price incorporating this Change Order:		Contract Times with all approved Change Orders:	
\$ 92,539.50		Substantial Completion:	
		Ready for final payment:	

Recommended by Engineer (if required)

By: K. Dorman  
 Title: PROJ ENGINEER  
 Date: 12/19/22

Authorized by Owner

By: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Accepted by Contractor

By: [Signature]  
 Title: OWNER  
 Date: 12-21-22

Approved by Funding Agency (if applicable)

By: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

# Change Order

For (project): Union Street Sidewalk						Change No. 1
From (Contractor): Curt DeLonge Excavating						Date: 12/19/2022
ITEM		VALUE			CHANGE	
Item No.	Description of Change	Quantity Change	Unit	Unit Price	Total Value	Increase in Contract Price
1	Grading & Restoration	-9	Ft	23.00	-\$207.00	207.00
2	HMA Surface, Rem	10	Syd	18.00	\$180.00	180.00
3	Pavt, Rem	26	Syd	20.00	\$520.00	520.00
4	Tree, Rem, 19 inch to 36 inch		Ea	3,500.00		
5	Sidewalk, Conc, 4 inch	(120.00)	Sft	5.25	-\$630.00	630.00
6	Sidewalk, Conc, 6 inch	30	Sft	7.10	\$213.00	213.00
7	Sidewalk Ramp, Conc, 6 inch	-87	Sft	7.75	-\$674.25	674.25
8	Detectable Warning Surface	-18	Ft	45.00	-\$810.00	810.00
9	Hydrant Extension		Ea	900.00		
10	Curb Box, Adjust		Ea	225.00		
11	Dr Structure, Rem		Ea	1,100.00		
12	Dr Structure, 48 inch Dia		Ea	2,550.00		
13	Dr Structure, 48 inch Dia, Leach Basin		Ea	3,750.00		
14	Dr Structure Cover, Type G		Ea	425.00		

Item 8B.

# Change Order


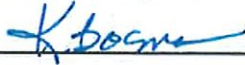
ITEM		VALUE			CHANGE	
Item No.	Description of Change	Quantity Change	Unit	Unit Price	Total Value	Increase in Contract Price
15	Sewer, Rem, Less than 24 inch	-4	Ft	15.00	-\$60.00	60.00
16	Sewer, CI A, 12 inch, Tr Det B	-4	Ft	42.00	-\$168.00	168.00
17	Aggregate Base, 6 inch	16	Syd	12.75	\$204.00	204.00
18	HMA Approach		Ton	275.00		
19	HMA Spillway	-1.23	Ton	275.00	-\$338.25	338.25
20	Riprap, Plain	-5	Syd	110.00	-\$550.00	550.00
21	Erosion Control, Mulch Blanket	158	Syd	5.00	\$790.00	790.00
22	Erosion Control, Inlet Protection Fabric Drop		Ea	125.00		
23	Sign, Relocate		Ea	250.00		
24	Relocate Landscaping	-0.15	Lsum	2,300.00	-\$345.00	345.00
25	Pavt Mrkg, Rem		Ft	8.00		
26	Pavt Mrkg, Waterborne, 12 inch, Crosswalk		Ft	4.00		
27	Pavt Mrkg, Waterborne, 24 inch, Stop Bar		Ft	10.00		
28	Traffic Control		Lsum	3,000.00		
Balance Quantities Change Totals					\$3,782.50	\$1,907.00

Item 8B.

Change Order

ITEM		VALUE			CHANGE	
Item No.	Description of Change	Quantity Change	Unit	Unit Price	Total Value	Increase in Contract Price
Miscellaneous Items						
1	Concrete Wall	1	Ft	5,940.00	\$5,940.00	5,940.00
Miscellaneous Items Change Totals						\$5,940.00
Net Change In Contract Price						\$4,064.50

## Contractor's Application for Payment

<b>Owner:</b> <u>City of Douglas</u> <b>Engineer:</b> <u>Prein&amp;Newhof</u> <b>Contractor:</b> <u>Curt DeJonge Excavating</u> <b>Project:</b> <u>Union Street Sidewalk</u> <b>Contract:</b> _____	<b>Owner's Project No.:</b> _____ <b>Engineer's Project No.:</b> <u>2200676</u> <b>Contractor's Project No.:</b> _____																								
<b>Application No.:</b> <u>1</u> <b>Application Date:</b> <u>12/19/2022</u> <b>Application Period:</b> From <u>3/7/2022</u> to <u>12/8/2022</u>																									
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">1. Original Contract Price</td> <td style="width: 30%; text-align: right;">\$ 88,475.00</td> </tr> <tr> <td>2. Net change by Change Orders</td> <td style="text-align: right;">\$ 4,064.50</td> </tr> <tr> <td>3. Current Contract Price (Line 1 + Line 2)</td> <td style="text-align: right;">\$ 92,539.50</td> </tr> <tr> <td>4. Total Work completed and materials stored to date (Column L Unit Price Total)</td> <td style="text-align: right;">\$ 92,539.50</td> </tr> <tr> <td>5. Retainage</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">a. <u>0.00</u> % X \$ <u>92,539.50</u> Work Completed</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td style="padding-left: 20px;">b. _____ % X \$ _____ Stored Materials</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td style="padding-left: 20px;">c. Total Retainage (Line 5.a + Line 5.b)</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>6. Amount eligible to date (Line 4 - Line 5.c)</td> <td style="text-align: right;">\$ 92,539.50</td> </tr> <tr> <td>7. Less previous payments (Line 6 from prior application)</td> <td></td> </tr> <tr> <td>8. Amount due this application</td> <td style="text-align: right;">\$ 92,539.50</td> </tr> <tr> <td>9. Balance to finish, including retainage (Line 3 - Line 6)</td> <td style="text-align: right;">\$ -</td> </tr> </table>		1. Original Contract Price	\$ 88,475.00	2. Net change by Change Orders	\$ 4,064.50	3. Current Contract Price (Line 1 + Line 2)	\$ 92,539.50	4. Total Work completed and materials stored to date (Column L Unit Price Total)	\$ 92,539.50	5. Retainage		a. <u>0.00</u> % X \$ <u>92,539.50</u> Work Completed	\$ -	b. _____ % X \$ _____ Stored Materials	\$ -	c. Total Retainage (Line 5.a + Line 5.b)	\$ -	6. Amount eligible to date (Line 4 - Line 5.c)	\$ 92,539.50	7. Less previous payments (Line 6 from prior application)		8. Amount due this application	\$ 92,539.50	9. Balance to finish, including retainage (Line 3 - Line 6)	\$ -
1. Original Contract Price	\$ 88,475.00																								
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8. Amount due this application	\$ 92,539.50																								
9. Balance to finish, including retainage (Line 3 - Line 6)	\$ -																								
<b>Contractor's Certification</b> The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.																									
<b>Contractor:</b> <u></u> <b>Signature:</b> <u>CURT DE JONGE ETC.</u> <b>Date:</b> <u>12-21-22</u>																									
<b>Recommended by Engineer</b> <b>By:</b> <u></u> <b>Title:</b> <u>PROJ ENGINEER</u> <b>Date:</b> <u>12/19/22</u>	<b>Approved by Owner</b> <b>By:</b> _____ <b>Title:</b> _____ <b>Date:</b> _____																								
<b>Approved by Funding Agency (if applicable)</b> <b>By:</b> _____ <b>Title:</b> _____ <b>Date:</b> _____																									

Progress Estimate - Unit Price Work

Owner:	City of Douglas	Contractor's Application for Payment
Engineer:	Prein&Newhof	Owner's Project No.:
Contractor:	Curt Delong Excavating	Engineer's Project No.:
Project:	Union Street Sidewalk	Contractor's Project No.:
Contract:		

Application No.:		1		Application		From		3/7/2022		to		12/8/2022		Application Dates:		12/19/2022	
Bid Item No.	Description	C	D	Contract Information		E	F	G	H	I	J	K	L				
				Item Quantity	Units									Unit Price (\$)	Value of Bid Item (C X E) (\$)	Work Completed	
																Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (G X E) (\$)
Original Contract																	
1	Grading & Restoration	980.00	Pt			23.00	22,540.00	971.00	22,333.00	0.00	0.00	971.00	22,333.00				
2	HMA Surface, Rem	170.00	Syd			18.00	3,060.00	180.00	3,240.00	0.00	0.00	180.00	3,240.00				
3	Pavt. Rem	40.00	Syd			20.00	800.00	66.00	1,320.00	0.00	0.00	66.00	1,320.00				
4	Tree, Rem, 19 inch to 36 inch	1.00	Ea			3,500.00	3,500.00	1.00	3,500.00	0.00	0.00	1.00	3,500.00				
5	Sidewalk, Conc, 4 inch	4,100.00	Sft			5.25	21,525.00	3,980.00	20,895.00	0.00	0.00	3,980.00	20,895.00				
6	Sidewalk, Conc, 6 inch	500.00	Sft			7.10	3,550.00	530.00	3,763.00	0.00	0.00	530.00	3,763.00				
7	Sidewalk Ramp, Conc, 6 inch	300.00	Sft			7.75	2,325.00	213.00	1,650.75	0.00	0.00	213.00	1,650.75				
8	Detectable Warning Surface	50.00	Pt			45.00	2,250.00	32.00	1,440.00	0.00	0.00	32.00	1,440.00				
9	Hydrant Extension	1.00	Ea			900.00	900.00	1.00	900.00	0.00	0.00	1.00	900.00				
10	Curb Box Adjust	2.00	Ea			225.00	450.00	2.00	450.00	0.00	0.00	2.00	450.00				
11	Dr Structure, Rem	1.00	Ea			1,100.00	1,100.00	1.00	1,100.00	0.00	0.00	1.00	1,100.00				
12	Dr Structure, 48 inch Dia	1.00	Ea			2,550.00	2,550.00	1.00	2,550.00	0.00	0.00	1.00	2,550.00				
13	Dr Structure, 48 inch Dia, Leach Basin	1.00	Ea			3,750.00	3,750.00	1.00	3,750.00	0.00	0.00	1.00	3,750.00				
14	Dr Structure Cover, Type G	2.00	Ea			425.00	850.00	2.00	850.00	0.00	0.00	2.00	850.00				
15	Sewer, Rem, Less than 24 inch	20.00	Pt			15.00	300.00	16.00	240.00	0.00	0.00	16.00	240.00				
16	Sewer, C.I.A, 12 inch, Tr Det B	20.00	Pt			42.00	840.00	16.00	672.00	0.00	0.00	16.00	672.00				
17	Aggregate Base, 6 inch	160.00	Syd			12.75	2,040.00	176.00	2,244.00	0.00	0.00	176.00	2,244.00				
18	HMA Approach	21.00	Ton			275.00	5,775.00	21.00	5,775.00	0.00	0.00	21.00	5,775.00				
19	HMA Spillway	2.00	Ton			275.00	550.00	0.77	211.75	0.00	0.00	0.77	211.75				
20	Riprap, Plain	5.00	Syd			110.00	550.00	0.00	0.00	0.00	0.00	0.00	0.00				
21	Erosion Control, Mulch Blanket	300.00	Syd			5.00	1,500.00	458.00	2,290.00	0.00	0.00	458.00	2,290.00				
22	Erosion Control, Inlet Protection Fabric Drop	4.00	Ea			125.00	500.00	4.00	500.00	0.00	0.00	4.00	500.00				
23	Sign, Relocate	2.00	Ea			250.00	500.00	2.00	500.00	0.00	0.00	2.00	500.00				
24	Relocate Landscaping	1.00	Lsrm			2,300.00	2,300.00	0.85	1,955.00	0.00	0.00	0.85	1,955.00				
25	Pavt Mrkg, Rem	15.00	Pt			8.00	120.00	15.00	120.00	0.00	0.00	15.00	120.00				
26	Pavt Mrkg, Waterborne, 12 inch, Crosswalk	300.00	Pt			4.00	1,200.00	300.00	1,200.00	0.00	0.00	300.00	1,200.00				
27	Pavt Mrkg, Waterborne, 24 inch, Stop Bar	15.00	Pt			10.00	150.00	15.00	150.00	0.00	0.00	15.00	150.00				
28	Traffic Control	1.00	Lsrm			3,000.00	3,000.00	1.00	3,000.00	0.00	0.00	1.00	3,000.00				
Original Contract Totals							\$ 88,475.00	\$ 86,599.50	\$	-	98%	\$ 86,599.50					



This document is a MODIFIED version of EJCDC C-620 Contractor's Application for Payment  
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