



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

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/87011708329>

Join by phone by dialing: +1 (312) 626-6799 | Then enter "Meeting ID": 87011708329

1. **CALL TO ORDER - By Mayor**
2. **ROLL CALL - By Clerk**
3. **PLEDGE OF ALLEGIANCE - Led by Mayor**
4. **CONSENT CALENDAR**
 - A. Approve the April 3, 2023 Meeting Agenda
 - B. Approve March 20, 2023 Meeting Minutes
 - C. Approve the March 20, 2023 Closed Session Minutes
 - D. Approve the March 20, 2023 Workshop Minutes
 - E. Approval of Invoices in the amount of \$29,555.15
 - F. Appointments, Resignations

Reappoint to Planning: Gregg Freeman, Kelli Heneghan, Paul Buszka - Term Ending 2026

Reappoint to Assessing Board of Review: Maria Droz - Term Ending 2026

Reappoint to Douglas Brownfield Authority: Rob Naumann, Mary Fechtig - Term Ending 2026

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

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

6. PUBLIC COMMUNICATION - WRITTEN

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

7. UNFINISHED BUSINESS

8. NEW BUSINESS

- A. Ordinance 04-2023 Ethics - 1st Reading (No Council Action Required)
- B. Social District Permit - Wild Dog Grille LLC

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

- C. Special Event - Town Crier Race

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

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

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

- E. Aquatic Weed Control Contract

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

- F. Five Year Recreation Plan - Council Discussion Item

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

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 -

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

11. COUNCIL COMMENTS

12. MAYOR’S REPORT/COMMENTS

13. CLOSED SESSION

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

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

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 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, MARCH 20, 2023 AT 5:30 PM
86 W CENTER ST., DOUGLAS MI**

MINUTES

1. CALL TO ORDER - By Mayor

2. ROLL CALL - By Clerk

PRESENT

Mayor Pro-Tem Cathy North

Mayor Jerome Donovan

Councilmember Neal Seabert

Councilmember Robert Naumann

Councilmember John OMalley

Councilmember Randy Walker

Councilmember Gregory Freeman

3. PLEDGE OF ALLEGIANCE – Led by Mayor

4. CONSENT CALENDAR

A. Approval of the March 6, 2023 Regular Meeting Minutes

B. Approval of the March 6, 2023 Workshop Meeting Minutes

C. Approval of the Invoices in the amount of \$60,975.85

Motion by Seabert, with support from Naumann, to approve the Consent Calendar for March 20, 2023.
Motion carried by roll call vote.

5. PUBLIC COMMUNICATION/VERBAL – No communication

6. PUBLIC COMMUNICATION/WRITTEN – Ronna Alexander letter dated Feb. 23, 2023. Mayor acknowledged receipt of this letter.

7. UNFINISHED BUSINESS – No business to attend to

8. NEW BUSINESS

A. Presentation – Playground Status by Anna Greg

The group has brought in around \$40,000 to date, new equipment has been purchased and delivered, just waiting on the installation date. The attempt now is to market for the Adult space as the group did not receive the SPARK Grant.

B. Special Event – National MS Society, Michigan Chapter

Motion by North, with support from Seabert, to approve the Special Event request for the Bike MS Great Lakes West Michigan Breakaway Ride. Motion carried by unanimous roll call vote.

C. Special Event Permit – Ocktoberfest 2023

Motion by Walker, with support from Seabert, to approve the Special Event Permit request for Oktoberfest 2023, contingent upon the applicant meeting with Chief of Police and Public Works Director at least twice prior to the event for the purpose of discussing how the event is proceeding. Motion carried by unanimous roll call vote.

D. Resolution 04-2023 Appoint Ricky Zoet to Director of Public Works

Motion by Freeman, with support from Naumann, to adopt Resolution 04-2023 appointing Mr. Ricky Zoet to the position of Director of Public Works for the City of the Village of Douglas. Motion carried by unanimous roll call vote.

E. Resolution 08-2023 Resolution to Continue the Social District

Motion by Seabert, with support from O'Malley, to approve Resolution 08-2023 as resolution to continue the Social District. Motion carried by unanimous roll call vote.

F. DDA Holiday Lighting on Structures

Motion by Seabert, with support from Walker, to allow holiday lighting to remain in place on municipal structures pursuant to the DDA's proposal and request City Council consider paying the added cost of electric incurred by the times lighting display at the gazebo and gateway sign. Motion carried by unanimous roll call vote.

9. REPORTS

A. Commission / Committee / Boards

1. Planning Commission – The April meeting will be by the 20th of the month. Planning looked at zoning for Forrest Gate and requested a 3rd party look over the traffic study and environmental information submitted. The Commission also reviewed the Sign Ordinance.

2. Douglas Harbor Authority – Conducted their organizational meeting, discussed the open slip at Point Pleasant, and recommended City Council approve the invasive treatment contract for the year 2023.

3. Fire Board – CPR training will resume with Wendy Bale. Discussion took place regarding the MDOT Bridge work plans and a preliminary Ad Hoc group was formed to look over Ambulance service.

B. Staff Written Reports

1. City Manager – MDOT Bridge meeting at the end of the month, Manager will run a mock of the detour to determine if any changes may be needed. Need someone to sit on the Park & Rec Team (Seabert volunteered)

10. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES) – None received

11. COUNCIL COMMENTS

Walker	Gave an update on the Erin Go Bark Parade.
Naumann	Attended the Parade, cold but fun
Seabert	Would it be possible to get someone from the library board to give an update, and would like to add banners to the budget workshop.
North	Congratulation to Ricky Zoet, Douglas is lucky to have him.

12. MAYOR’S REPORT / COMMENTS – None

13. CLOSED SESSION

Motion by North, with support from O’Malley, to meet in closed session under Sect. 8(d) of the Open Meeting Act to consider the purchase of real property up to the time an option to purchase real property is obtained. Motion carried by unanimous roll call vote.

Motion to enter from closed session made at the end of the closed session (minutes of closed session reflect this move)

14. ADJOURNMENT

Motion by gavel of the Mayor.

Approved on this ____ day of _____, 2023

Signed: _____ Date: _____
Jerome Donovan, Mayor

Signed: _____ Date: _____
Pamela Aalderink, City Clerk



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

**MONDAY, MARCH 20, 2023 AT 5:30 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.

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1. CALL TO ORDER - By Mayor

2. ROLL CALL - By Clerk

PRESENT

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

3. NEW BUSINESS

A. Strategic Planning Session #2 - Facilities, Parks, Property

The following City Plans were used to compile the workshop budget priority list. Our Vision Master Plan, Blue Star Corridor Plan, DDA Tax Increment Financing (TIF) Plan, Waterfront Master Plan, Recreation Master Plan, Tri-Community Master Plan, Five Year Street Asset Management Plan, Storm Water Asset Management Plan, Sanitary Sewer Asset Management Plan, Wade's Bayou Marina Development Plan, and the Point Pleasant Municipal Marina Development Plan.

City Manager LaBombard - The intent of this workshop is to provide council with information about projects and prepare them for the ranking of the project Master List. An overview of each topic was

presented, council provided their input, and LaBombard will implement comments onto the project list for ranking.

Items discussed: Acquisitions / Asset Disposal, Douglas Harbor Area, 17 Acres, 66th St. Property, 137 W Center, 86 Center St., DPW Building, Police Dept., EPC parking area, Beery Field, Douglas Beach, Point Pleasant Marina, Root Beer Barrel, Schultz Park, Union St. Launch, Veterans Park, 200 Blue Star Hwy, Wade's Bayou Park.

4. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES)

No comments received

5. COUNCIL COMMENTS

Seabert would like the banners to have banners discussed.

6. ADJOURNMENT

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03/30/2023

INVOICE REGISTER REPORT FOR CITY OF THE VILLAGE OF DOUGLAS
 EXP CHECK RUN DATES 04/03/2023 - 04/03/2023
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt
88770627				
45557	ABSOPURE WATER COMPANY DPW WATER 101-463.000-740.000 SUPPLIES	03/16/2023	04/03/2023	50.75 50.75
JAN23				
45549	ALLEGAN COUNTY SHERIFF'S DEPT. DEBT CREW 101-463.000-802.000 CONTRACTUAL	03/16/2023	04/03/2023	264.00 264.00
FEB23				
45550	ALLEGAN COUNTY SHERIFF'S DEPT. DEBT CREW 101-463.000-802.000 CONTRACTUAL	03/16/2023	04/03/2023	168.00 168.00
MAR23				
45593	MATT BALMER 2023 1ST QTR PC PAY 101-701.000-703.000 WAGES	03/28/2023	04/03/2023	100.00 100.00
3-23-23				
45617	BOAT LIFTS UNLIMITED LTD 2022 BUOY INSTALL 594-597.002-802.000 CONTRACTUAL	03/21/2023	04/03/2023	1,600.00 1,600.00
MAR23				
45591	PAUL BUSZKA 2023 1ST QTR PC PAY 101-701.000-703.000 WAGES	03/28/2023	04/03/2023	150.00 150.00
3-15-23				
45578	COMCAST POLICE OFFICE 101-301.000-851.000 TELEPHONE	03/20/2023	04/03/2023	399.48 399.48
201452803501				
45570	CONSUMERS ENERGY PRIDE GARDEN 101-751.000-922.000 UTILITIES	03/20/2023	04/03/2023	38.37 38.37
202164729992				
45571	CONSUMERS ENERGY 250 WILEY SCHULTZ PARK RAMP 213-753.000-922.000 UTILITIES	03/20/2023	04/03/2023	52.62 52.62
205991262599				
45572	CONSUMERS ENERGY 177 WASHINGTON - POINT PLEASANT 594-597.000-922.000 UTILITIES	03/20/2023	04/03/2023	59.96 59.96
205991262598				
45573	CONSUMERS ENERGY 201 WASHINGTON - POINT PLEASANT DOCKS 594-597.000-922.000 UTILITIES	03/20/2023	04/03/2023	63.01 63.01

202431727486					
45623	CONSUMERS ENERGY	03/29/2023	04/03/2023		540.94
	37 WASHINGTON - BEERY FIELD RESTROOMS				
	101-751.000-922.000 UTILITIES				540.94
202431727485					
45624	CONSUMERS ENERGY	03/29/2023	04/03/2023		306.15
	DPW				
	101-265.000-922.000 UTILITIES				306.15
201630787021					
45625	CONSUMERS ENERGY	03/29/2023	04/03/2023		179.45
	POLICE				
	101-301.000-922.000 UTILITIES				179.45
201630787022					
45626	CONSUMERS ENERGY	03/29/2023	04/03/2023		150.53
	86 W CENTER				
	101-265.000-922.000 UTILITIES				150.53
204656481053					
45627	CONSUMERS ENERGY	03/29/2023	04/03/2023		46.32
	503 W CENTER - CENTER ST LIGHTS				
	101-463.000-922.000 UTILITIES				46.32
202431727487					
45628	CONSUMERS ENERGY	03/29/2023	04/03/2023		30.60
	25 MAIN ST BEERY FIELD BALL FIELD				
	101-751.000-922.000 UTILITIES				30.60
MAR23					
45584	JEROME DONOVAN	03/28/2023	04/03/2023		375.00
	2023 1ST QTR COUNCIL PAY				
	101-101.000-703.000 WAGES				375.00
15592					
45620	DOUGLAS SHELL	03/29/2023	04/03/2023		75.15
	SERVICE CAR 4				
	101-301.000-930.004 VEHICLE MAINTENANCE & REPAIRS				75.15
3-21-23					
45566	MARIA DROZ	03/21/2023	04/03/2023		150.00
	MARCH BOR				
	101-257.000-807.000 BOARD OF REVIEW				150.00
10-981063					
45612	ECONO SIGNS, LLC	03/07/2023	04/03/2023		874.32
	ROAD SIGNS				
	202-463.000-746.000 TRAFFIC SIGNS & SERVICES				437.16
	203-463.000-746.000 TRAFFIC SIGNS & SERVICES				437.16
MIHOL453732					
45605	FASTENAL COMPANY	03/21/2023	04/03/2023		39.48
	REPLACEMENT CHAINSAW CHAINS				
	101-751.000-977.000 EQUIPMENT				39.48
MIHOL453535					
45608	FASTENAL COMPANY	03/16/2023	04/03/2023		893.67
	MEDICAL CABINET RESTOCK FOR ALL BUILDINGS AND PARK SUPPLIES				
	101-265.000-740.000 SUPPLIES				83.54
	101-751.000-740.000 SUPPLIES				810.13
MAR23					
45589	GREGORY FREEMAN	03/28/2023	04/03/2023		250.00

	2023 1ST QTR COUNCIL & PC PAY			
	101-101.000-703.000	WAGES		150.00
	101-701.000-703.000	WAGES		100.00

MAR23				
45592	KELLI HENEGHAN		03/28/2023 04/03/2023	100.00
	2023 1ST QTR PC PAY			
	101-101.000-703.000	WAGES		100.00

MAR23				
45587	JOHN O'MALLEY		03/28/2023 04/03/2023	450.00
	2023 1ST QTR COUNCIL & PC PAY			
	101-101.000-703.000	WAGES		300.00
	101-701.000-703.000	WAGES		150.00

3-21-23				
45567	ROBERT JOON		03/21/2023 04/03/2023	120.00
	MARCH BOR			
	101-257.000-807.000	BOARD OF REVIEW		120.00

R201096231:01				
45613	K&R TRUCK REPAIRS		03/24/2023 04/03/2023	4,594.45
	2015 INTERNATIONAL TRANSMISSION REPAIR			
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS		4,594.45

3-15-23				
45547	LAURA KASPER		03/15/2023 04/03/2023	30.95
	ACCA LUNCH AND MILEAGE			
	101-215.000-718.002	MISC TRAVEL EXPENSES-TRAINING		13.98
	101-215.000-861.000	MILEAGE REIMBURSEMENT		16.97

3-27-23				
45598	LAURA KASPER		03/27/2023 04/03/2023	161.38
	MEALS AND MILEAGE FOR TRAINING			
	101-215.000-718.002	MISC TRAVEL EXPENSES-TRAINING		21.56
	101-215.000-861.000	MILEAGE REIMBURSEMENT		139.82

MAR23				
45595	KEN KUTZEL		03/28/2023 04/03/2023	50.00
	2023 1ST QTR ZBA PAY			
	101-701.000-703.000	WAGES		50.00

220076				
45559	KERKSTRA RESTROOM SERVICE		03/20/2023 04/03/2023	175.00
	DOUGLAS BEACH RESTROOM			
	101-751.000-802.000	CONTRACTUAL		175.00

3-21-23				
45568	PAUL MARINEAU		03/21/2023 04/03/2023	150.00
	MARCH BOR			
	101-257.000-807.000	BOARD OF REVIEW		150.00

52304				
45601	MENARDS - SOUTH HAVEN		03/20/2023 04/03/2023	184.73
	WORK ON CITY HALL ANOUNCEMENT SIGN BOARD			
	101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL		184.73

04322				
45600	MENARDS-HOLLAND		03/27/2023 04/03/2023	(46.16)
	RETURNS			
	101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL		(46.16)

04102				
45615	MENARDS-HOLLAND		03/23/2023 04/03/2023	162.33

	DPW SHOP ORGANIZATION				
	101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL			162.33
04324					
45616	MENARDS-HOLLAND		03/27/2023	04/03/2023	163.72
	DPW SHOP ORGANIZATION SUPPLIES TO HANG LIFE RINGS				
	101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL			123.84
	101-751.000-930.000	REPAIRS & MAINTENANCE: GENERAL			39.88
39063					
45558	MICHIGAN ASSOCIATION OF PLANNING		03/23/2023	04/03/2023	75.00
	PLANNING AND ZONING AD				
	101-701.000-900.000	PRINTING & PUBLISHING			75.00
4516770721					
45574	MICHIGAN GAS UTILITIES		03/20/2023	04/03/2023	193.05
	86 CENTER				
	101-265.000-922.000	UTILITIES			193.05
4517271047					
45575	MICHIGAN GAS UTILITIES		03/20/2023	04/03/2023	812.82
	486 WATER				
	101-265.000-922.000	UTILITIES			812.82
4517838402					
45576	MICHIGAN GAS UTILITIES		03/20/2023	04/03/2023	333.20
	47 CENTER				
	101-301.000-922.000	UTILITIES			333.20
4517109575					
45577	MICHIGAN GAS UTILITIES		03/20/2023	04/03/2023	89.25
	201 WASHINGTON ST POINT PLEASANT				
	594-597.000-922.000	UTILITIES			89.25
3905					
45548	MICHIGAN TWP. SERVICES ALLEGAN		03/13/2023	04/03/2023	2,059.20
	FEB MTS PERMITS				
	101-701.000-804.000	CONTRACTUAL BUILDING INSPECTIO			2,059.20
1869507					
45553	MILLER JOHNSON		03/22/2023	04/03/2023	2,741.75
	PROFESSIONAL SERVICES LABOR				
	101-266.000-801.000	CONTRACTUAL ATTORNEY			2,741.75
20849					
45551	NEW DAWN LINEN SERVICE		03/20/2023	04/03/2023	42.78
	COMMERCIAL CLEANING				
	101-265.000-802.000	COMMERCIAL CLEANING			15.01
	101-301.000-802.000	COMMERCIAL CLEANING			27.77
MAR23					
45586	CATHY NORTH		03/28/2023	04/03/2023	100.00
	2023 1ST QTR COUNCIL PAY				
	101-101.000-703.000	WAGES			100.00
837717					
45545	NYE UNIFORM COMPANY		03/13/2023	04/03/2023	54.00
	UNIFORM - TONY BROWN				
	101-301.000-750.000	UNIFORMS			54.00
833635					
45561	NYE UNIFORM COMPANY		03/13/2023	04/03/2023	70.00
	UNIFORM TONY BROWN				
	101-301.000-750.000	UNIFORMS			70.00

847322					
45569	NYE UNIFORM COMPANY UNIFORM REYES 101-301.000-750.000	UNIFORMS	03/20/2023	04/03/2023	119.50 119.50
302457228001					
45543	ODP BUSINESS SOLUTIONS PAPER 101-215.000-740.000	SUPPLIES	03/08/2023	04/03/2023	48.32 48.32
302541477001					
45544	ODP BUSINESS SOLUTIONS OFFICE SUPPLIES 101-215.000-740.000	SUPPLIES	03/08/2023	04/03/2023	18.38 18.38
2303-646004					
45602	OVERISEL LUMBER CO. EQUIPMENT TO HELP HANG SIGNS 101-751.000-977.000	EQUIPMENT	03/27/2023	04/03/2023	69.94 49.99
	202-463.000-746.000	TRAFFIC SIGNS & SERVICES			9.97
	203-463.000-746.000	TRAFFIC SIGNS & SERVICES			9.98
2303-646210					
45603	OVERISEL LUMBER CO. LAZER DISTANCE MESURER 101-751.000-977.000	EQUIPMENT	03/28/2023	04/03/2023	99.99 99.99
2303-644890					
45606	OVERISEL LUMBER CO. LIGHT SENSOR OUTLET TIMER 101-751.000-930.000	REPAIRS & MAINTENANCE: GENERAL	03/22/2023	04/03/2023	16.99 16.99
2303-644425					
45609	OVERISEL LUMBER CO. VOLTAGE TESTER 101-751.000-977.000	EQUIPMENT	03/21/2023	04/03/2023	15.99 15.99
2303-644410					
45610	OVERISEL LUMBER CO. FIX FLAG POLE AT CITY HALL 101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL	03/21/2023	04/03/2023	27.98 27.98
MAR23					
45594	LOUISE PATTISON 2023 1ST QTR PC & ZBA PAY 101-701.000-703.000	WAGES	03/28/2023	04/03/2023	200.00 200.00
MAR23					
45596	TARUE PULLEN 2023 1ST QTR ZBA PAY 101-701.000-703.000	WAGES	03/28/2023	04/03/2023	50.00 50.00
10646					
45614	ROBERT DENOYER CHEVROLET CHEVY PLOW PICKUP NEW TORQUE CONVERTER 660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS	03/23/2023	04/03/2023	3,772.89 3,772.89
MAR23					
45585	ROBERT NAUMANN 2023 1ST QTR COUNCIL PAY 101-101.000-703.000	WAGES	03/28/2023	04/03/2023	150.00 150.00
3-20-23					
45552	SAUGATUCK TOWNSHIP		03/20/2023	04/03/2023	105.00

CITY PORTION OF RECREATION MASTER PLAN MEETING					
	101-701.000-803.000	CONTRACTUAL CONSULTANT			105.00

23-583					
45542	SAUGATUCK TWP FIRE DISTRICT		03/20/2023	04/03/2023	125.00
	RENTAL HOME INSPECTIONS				
	101-701.000-802.000	CONTRACTUAL			125.00

MAR23					
45597	BILL SCHUMACHER		03/28/2023	04/03/2023	50.00
	2023 1ST QTR ZBA PAY				
	101-701.000-703.000	WAGES			50.00

12716					
45607	SCOTT'S LANDSCAPE MANAGMENT INC		03/21/2023	04/03/2023	854.15
	SNOW REMOVAL CONTRACT				
	203-464.000-802.002	CONTRACTUAL-SIDEWALK PLOWING			427.07
	202-464.000-802.002	CONTRACTUAL-SIDEWALK PLOWING			427.08

MAR23					
45588	NEAL SEABERT		03/28/2023	04/03/2023	450.00
	2023 1ST QTR COUNCIL & PC PAY				
	101-101.000-703.000	WAGES			300.00
	101-701.000-703.000	WAGES			150.00

228873					
45604	SHARE CORPORATION		03/20/2023	04/03/2023	596.35
	RPLACEMENT STRAPS, AIR FRESHNERS FOR PARK BATHROOMS, ELECTICAL REPAIRS				
	101-463.000-740.000	SUPPLIES			243.58
	101-751.000-740.000	SUPPLIES			300.00
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS			52.77

12719					
45580	SISTERS IN INK		03/20/2023	04/03/2023	163.13
	ART IN DOUGLAS SIGN BOARDS				
	248-728.000-880.000	COMMUNITY PROMOTION			163.13

3-28-23					
45599	MATT SMITH		03/28/2023	04/03/2023	300.00
	VISION REIMBURSE				
	101-215.000-719.000	INSURANCE BENEFITS			300.00

9930964132					
45579	VERIZON WIRELESS		03/24/2023	04/03/2023	263.13
	DPW IPADS				
	101-463.000-851.000	TELEPHONE			164.79
	101-215.000-851.000	TELEPHONE			98.34

MAR23					
45590	RANDY WALKER		03/28/2023	04/03/2023	300.00
	2023 1ST QTR COUNCIL PAY				
	101-101.000-703.000	WAGES			300.00

3-27-23					
45554	WMRCA		03/27/2023	04/03/2023	15.00
	CLERK SPRING WORKSHOP				
	101-215.000-718.000	TRAINING FUNDS			15.00

3-26-23					
45555	WMRCA		03/27/2023	04/03/2023	15.00
	CLERK SPRING WORKSHOP				
	101-215.000-718.000	TRAINING FUNDS			15.00

R62523203					

45560	YOURMEMBERSHIP.COM INC PLANNING AND ZONING AD 101-701.000-900.000	PRINTING & PUBLISHING	03/22/2023	04/03/2023	225.00
Purchase Card Vendor: 10071 CARDMEMBER SERVICE					225.00
3-20-23					
45546	BACK ALLEY PIZZA WORKSHOP FOOD 101-101.000-958.000	MISCELLANEOUS	03/20/2023	04/03/2023	86.47
3-24-23					86.47
45621	COMFORT INN CLERK TRAINING LODGING 101-215.000-718.002	MISC TRAVEL EXPENSES-TRAINING	03/24/2023	04/03/2023	577.50
3-13-23					577.50
45565	CUDEBACK CAMERA SERVICE 101-265.000-802.000	CONTRACTUAL	03/16/2023	04/03/2023	21.20
3-16-23					21.20
45541	DUNES VIEW KWIK SHOP, INC CAR WASH 101-301.000-930.004	VEHICLE MAINTENANCE & REPAIRS	03/16/2023	04/03/2023	18.00
3-17-23					18.00
45564	DUNES VIEW KWIK SHOP, INC CAR WASH 101-301.000-930.004	VEHICLE MAINTENANCE & REPAIRS	03/16/2023	04/03/2023	12.00
OID348410					12.00
45622	IAPE EVIDENCE MANAGEMENT CLASS 101-301.000-718.000	TRAINING FUNDS	03/24/2023	04/03/2023	395.00
3-27-23					395.00
45556	MICH ASSOCIATION OF MUNICIPAL CLERK 2023 ANNUAL CLERK WORKSHOP 101-215.000-718.000	TRAINING FUNDS	03/27/2023	04/03/2023	300.00
3-24-23					300.00
45582	OTTER AI OTTER VOICE MEETING NOTES 3/23/23-3/23/24 101-101.000-958.000	MISCELLANEOUS	03/24/2023	04/03/2023	240.00
9911378308					240.00
45611	STAPLES TIME CARDS 101-265.000-740.000	SUPPLIES	03/22/2023	04/03/2023	99.17
3-28-23					99.17
45581	US POSTAL SERVICE POSTAGE 101-215.000-901.000	POSTAGE	03/28/2023	04/03/2023	2.61
3-6-23					2.61
45563	WALMART REFUND 101-215.000-802.000	CONTRACTUAL	03/27/2023	04/03/2023	(3.77)
INV194493014					(3.77)
45583	ZOOM VIDEO COMMUNICATIONS, INC MONTHLY ZOOM 101-101.000-958.000	MISCELLANEOUS	03/24/2023	04/03/2023	29.98
					29.98

Total Purchase Card Vendor: 10071 CARDMEMBER SERVICE			1,778.16
# of Invoices: 83 # Due: 83 Totals:			29,605.08
# of Credit Memos: 2 # Due: 2 Totals:			(49.93)
Net of Invoices and Credit Memos:			29,555.15

--- TOTALS BY FUND ---

101 - GENERAL FUND	17,358.65
202 - MAJOR STREET FUND	874.21
203 - LOCAL STREETS FUND	874.21
213 - SCHULTZ PARK LAUNCH RAMP	52.62
248 - DOWNTOWN DEVELOPMENT AUTHORITY	163.13
594 - DOUGLAS MARINA	1,812.22
660 - EQUIPMENT RENTAL FUND	8,420.11

--- TOTALS BY DEPT/ACTIVITY ---

101.000 - LEGISLATIVE	2,131.45
215.000 - CLERK/TREASURER	1,563.71
257.000 - ASSESSING	420.00
265.000 - BUILDING & GROUNDS	2,134.19
266.000 - ATTORNEY	2,741.75
301.000 - POLICE	1,683.55
463.000 - GENERAL STREETS & ROW	1,831.71
464.000 - GENERAL STREETS WINTER & ROW	854.15
597.000 - POINT PLEASANT	212.22
597.002 - DOUGLAS HARBOR AUTHORITY	1,600.00
701.000 - PLANNING & ZONING	3,589.20
728.000 - DOWNTOWN DEVELOPMENT AUTHORITY	163.13
751.000 - PARKS & RECREATION	2,157.36
753.000 - LAUNCH RAMPS	52.62
903.000 - EQUIP. REPAIRS & MAINTENANCE	8,420.11

RECEIVED
MAR 23 2023
BY: _____
Item 6A.

DDA Board,

I would like to formally thank the Board for spending so much time during the March 22nd meeting to discuss and consider the proposal from the Art In Douglas galleries concerning changes to the signs at Center Street and Blue Star and at Main and Blue Star. I appreciated the willingness of the Board to engage in a lengthy and meaningful discussion about the various options under consideration and the method by which the final decision was reached.

Respectfully,



John Thomas
Mixed Media Gallery
23 Center Street
3/22/2023

C: Douglas City Council

RECEIVED
MAY 23 2013
BY: _____

GDA Board

I would like to formally thank the Board for awaiting so much time during the March 2013 meeting to discuss and consider the proposal from the Art in Douglas gallery concerning changes to the sign at Center Street and Pine Street at Main and Third Street - considering the willingness to present a revised and meaningful discussion about the various other similar outdoor signs and the method by which the final decision was reached.

Respectfully,



John Thomas
Lilac Moon Gallery
53 Center Street
3222-2023

John Thomas

The Protecting Local Government Retirement and Benefits Act (PA 202 of 2017) & Public Act 530 of 2016 Pension Report

Item 6B.

Enter Local Government Name	Interurban Transit Authority	Instructions: For a list of detailed instructions on how to complete and submit this form, visit michigan.gov/LocalRetirementReporting .
Enter Six-Digit Municode	037516	
Unit Type	Authority	
Fiscal Year End Month	September	
Fiscal Year (four-digit year only, e.g. 2019)	2022	Questions: For questions, please email LocalRetirementReporting@michigan.gov . Return this original Excel file. Do not submit a scanned image or PDF.
Contact Name (Chief Administrative Officer)	Phyllis Yff	
Title if not CAO	Executive Director	
CAO (or designee) Email Address	pyff@saugatuckinterurban.org	
Contact Telephone Number	269-857-1301	
Pension System Name (not division) 1	MERS of Michigan	If your pension system is separated by divisions, you would only enter one system. For example, one could have different divisions of the same system for union and non-union employees. However, these would be only one system and should be reported as such on this form.
Pension System Name (not division) 2		
Pension System Name (not division) 3		
Pension System Name (not division) 4		
Pension System Name (not division) 5		

Line	Descriptive Information	Source of Data	System 1	System 2	System 3	System 4	System 5
1	Is this unit a primary government (County, Township, City, Village)?	Calculated	NO	NO	NO	NO	NO
2	Provide the name of your retirement pension system	Calculated from above	MERS of Michigan				
3	Financial Information						
4	Enter retirement pension system's assets (system fiduciary net position ending)	Most Recent Audit Report	1,340,534				
5	Enter retirement pension system's liabilities (total pension liability ending)	Most Recent Audit Report	1,807,113				
6	Funded ratio	Calculated	74.2%				
7	Actuarially Determined Contribution (ADC)	Most Recent Audit Report	56,508				
8	Governmental Fund Revenues	Most Recent Audit Report	1,202,728				
9	All systems combined ADC/Governmental fund revenues	Calculated	4.7%				
10	Membership						
11	Indicate number of active members	Actuarial Funding Valuation used in Most Recent Audit Report	6				
12	Indicate number of inactive members	Actuarial Funding Valuation used in Most Recent Audit Report					
13	Indicate number of retirees and beneficiaries	Actuarial Funding Valuation used in Most Recent Audit Report	4				
14	Investment Performance						
15	Enter actual rate of return - prior 1-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	14.13%				
16	Enter actual rate of return - prior 5-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	9.96%				
17	Enter actual rate of return - prior 10-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	9.11%				
18	Actuarial Assumptions						
19	Actuarial assumed rate of investment return	Actuarial Funding Valuation used in Most Recent Audit Report	7.00%				
20	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	Level Percent				
21	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	17				
22	Is each division within the system closed to new employees?	Actuarial Funding Valuation used in Most Recent Audit Report	No				
23	Uniform Assumptions						
24	Enter retirement pension system's actuarial value of assets using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	1,239,133				
25	Enter retirement pension system's actuarial accrued liabilities using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	1,885,106				
26	Funded ratio using uniform assumptions	Calculated	65.7%				
27	Actuarially Determined Contribution (ADC) using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	76,128				
28	All systems combined ADC/Governmental fund revenues	Calculated	6.3%				
29	Pension Trigger Summary						
30	Does this system trigger "underfunded status" as defined by PA 202 of 2017?	Primary government triggers: Less than 60% funded <u>AND</u> greater than 10% ADC/Governmental fund revenues. Non-Primary government triggers: Less than 60% funded	NO	NO	NO	NO	NO

Requirements (For your information, the following are requirements of P.A. 202 of 2017)
 Local governments must post the current year report on their website or in a public place.
 The local government must electronically submit the form to its governing body.
 Local governments must have had an actuarial experience study conducted by the plan actuary for each retirement system at least every 5 years.
 Local governments must have had a peer actuarial audit conducted by an actuary that is not the plan actuary OR replace the plan actuary at least every 8 years.

By emailing this report to the Michigan Department of Treasury, the local government acknowledges that this report is complete and accurate in all known respects.



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

TO: City Council

FROM: Rich LaBombard, City Manager

SUBJECT: Ethics Ordinance – First Reading of Ordinance 04-2023

The City of the Village of Douglas Code of Ethics Ordinance was last amended in 2003 and took effect on January 5, 2004. It has come to our attention that the ordinance was outdated. For example, the former ordinance references Village President, Trustees of the Village, Village Manager, and the Personnel Committee. Without updating this ordinance, it is impossible to effectively administer the ordinance or property manage ethics complaints.

The revised ordinance will update the terms throughout the ordinance and insert new references that are compatible with current laws.

The City Attorney has reviewed the revisions.

First Reading of Ordinance 04-2023

REDLINE COPY

**CITY OF THE VILLAGE OF DOUGLAS
ALLEGAN COUNTY, MICHIGAN
ORDINANCE NO. 171
ORDINANCE 04-2023**

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

THE CITY OF THE VILLAGE OF DOUGLAS ORDAINS:

That the Ordinance Code of the City of the Village of Douglas, Michigan (the “Code”), Article VII. Code of Ethics is hereby amended by ~~adding Article VII to Chapter 2 of the Code~~ as follows:

ARTICLE VII. CODE OF ETHICS

Secs. 2-170. Title.

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

Secs. 2-171. Purpose.

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

Secs. 2-172. Definitions.

The following terms shall be defined as follows:

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

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

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

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

“Interest” means any right, title or share, whether it is personal, financial, legal, or equitable, which is owned, held or controlled, in whole or in part, directly or indirectly, by a public servant. It does not include any ownership in a corporation acquired through the purchase for fair market value or inheritance of less than one percent of the shares of such corporation, or of a parent, subsidiary or affiliate of such corporation, if such shares had been registered on the securities exchange pursuant to the Securities Exchange Act of 1934, as amended.

“Public body” means **City Council** ~~the Village~~ **(modified throughout document)**, and any board, authority, commission, committee, subcommittee, department, office or other agency of the **City**.

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

“Village” **City** means the **City of the** Village of Douglas, a Michigan General Law ~~Village~~ **city**.

Secs. 2-173. Prohibited Conduct.

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

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

Secs. 2-174. Disclosure.

- (a) Except as otherwise provided in this subsection (a), no public servant shall request, use or permit the use of any publicly owned or publicly supported property, vehicle, equipment, labor, service, or money, for their personal convenience, their private advantage, or for a use that does not directly benefit the Village City. This shall not preclude a public servant from requesting, using or permitting the use of such publicly owned or publicly supplied property, vehicle, equipment, material, labor or service if the public servant has made a public disclosure of the conflict of interest as provided in this ordinance and the Village City Council has approved the request, use, or permitting of the use.
- (b) Except as otherwise provided in this subsection (b), no public servant shall participate in any way in a Village City contract, loan, grant, rate fixing, issuance of a permit, zoning matter, or ordinance matter ~~directly involved in any way~~ affecting a business entity in which he or she has an interest. This shall not preclude a public servant from participating in any Village City contract, loan, grant, rate fixing, issuance of a permit, or zoning matter, or ordinance matter ~~directly involved in any way~~ affecting a business entity in which he or she has an interest if the following has been complied with:
- (1) The public servant makes a public disclosure as provided in this ordinance.
 - (2) The public servant **does not participate** ~~is not involved, directly or indirectly~~ in the decision regarding the Village City contract, loan, grant, rate fixing, issuance of a permit, zoning matter, or ordinance matter; and
 - (3) After reviewing the circumstances and the public disclosure, the Village City Council, or the applicable public body, determines that the Village City contract, loan, grant, rate fixing, issuance of a permit, or a decision regarding a zoning matter or ordinance matter is in the best interest of the Village City.
- (c) Except as otherwise provided in this subsection (c), no public servant shall engage in employment with, or render services for, any person or business entity which transacts business with the Village City or any public body of the Village City. This shall not preclude a public servant from engaging in employment with, or rendering services for, any person or business entity, which transacts business with the Village City or any public body of the Village City if the following has been complied with:
- (1) The public servant makes a public disclosure as provided in this ordinance; and
 - (2) After reviewing the circumstances and the public disclosure, the Village City Council, or the applicable public body, determines that the public servant's engaging in employment with, or rendering services for, any person or business entity, which transacts business with the Village City or any public body of the Village City does not impair or tend to impair the public servant's independence of judgment.

Secs. 2-175. Contents of Disclosure.

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

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

All written public disclosures shall be signed under penalty of perjury and notarized.

Secs. 2-176. Methods of Public Disclosure.

- (a) Whenever an elected official is required to make a public disclosure as provided in this ordinance, the elected official shall make it either orally on the record at a meeting of the applicable public body, or in writing and file it with the ~~Village~~ **City** Clerk.
- (b) Whenever any other public servant other than the ones described in subsection (a) above are required to make a public disclosure as provided in this ordinance, it shall be made in writing to the ~~Village~~ **City** Manager.
- (c) All public disclosures, whether oral or written, shall be provided to the Ethics Review Committee within five (5) days of the public disclosure. Any oral public disclosure shall be transcribed in writing and forwarded as provided above.
- (d) All public servants shall make a public disclosure pursuant to this ordinance ten (10) days before the decision is to be made by the applicable public body or as soon as reasonably possible.

Secs. 2-177. Enforcement and Penalties.

- (a) All matters regarding this ordinance shall be directed to the Ethics Review Committee. The Ethics Review Committee shall consist of the ~~Village President~~ **City Mayor**, Clerk, and the ~~chair of the Personnel Committee~~ **Chief of Police**, unless one of these persons is the subject of an investigation. The Ethics Review Committee is authorized to take whatever action is consistent with this ordinance.
- (b) Once the Ethics Review Committee has received a complaint, request for information, or public disclosure, it shall make a determination whether to proceed. **If the Ethics Review Committee makes a determination to proceed** ~~Following the hearing or in the event there is no hearing held, it~~ the Ethics Review Committee shall notify in writing the affected public servant of the charges underlying the determination to proceed. The public servant shall have an opportunity to a hearing before the Ethics Review Committee. The Ethics Review Committee shall schedule the hearing within thirty (30) days of the public servant's request. If the Ethics Review Committee determines to proceed, it shall make a recommendation to the ~~Village~~ **City** Council regarding the matter, which includes, but is not limited to, further review and investigation, or a determination as to enforcement. Enforcement may **include** ~~be any one or some combination of the following:~~ civil prosecution, criminal prosecution, **or both**. Enforcement may also include removal from office if the public servant is guilty of official misconduct, willful neglect of duty, extortion, habitual drunkenness, or has been convicted of being drunk, **or convicted of a**

felony as provided in MCL 168.327 383. ~~The Ethics Review Committee's recommendation shall be forwarded to the Village Council.~~ If the recommendation from the Ethics Review Committee involves any **Trustee Councilmember** of the **Village City** Council, such **Trustee Councilmember** shall be disqualified from voting on and participating in any discussion on the recommendation of the Ethics Review Committee. The **Village City** Council shall review the recommendation at its next meeting and shall vote to do any of the following: accept, reject, or send the recommendation back to the Ethics Review Committee for further research and consideration. The **Village City** Council must approve a motion to either accept or reject the Ethics Review Committee's recommendation by a vote of five (5) ~~Trustees~~ members of the **Village City** Council. If a motion to either accept or reject the Ethics Review Committee's recommendation does not obtain a vote of five (5) members of the **Village City** Council, the recommendation will be sent back to the Ethics Review Committee for further research and consideration. If the recommendation is accepted by the **Village City** Council, it shall be binding and have an immediate effect on the public servant unless further action is required by law. The effect of the **Village City** Council rejecting the Ethics Review Committee's recommendation will be to dismiss the complaint or resolve in finality the request for information or public disclosure. If the determination of enforcement involves removal from office, the **Village City** Council shall prepare a report which details the matter and shall send it to the Governor for a determination as provided in MCL 168.383 327. If the determination of enforcement involves civil or criminal prosecution, it shall be referred to the **Village City** Attorney for further action. To the extent authorized or permitted by law, the **Village City** shall collect its out-of-pocket costs (including attorney fees) involving civil or criminal prosecution from a public servant who has violated this ordinance.

Secs. 2-178. Advisory Opinion.

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

Secs. 2-179. Validity.

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

Secs. 2-180. Effective Date.

This ordinance was adopted by the **Village City** Council at its [_____ , _____] regular meeting, and will take effect on [_____].

Ordinance Adoption Date: [_____]

Ordinance Effective Date: [_____]

CITY OF THE VILLAGE OF DOUGLAS

By _____
~~Tim Glinski~~ **Jerome Donovan**
~~It's President~~ **City Mayor**

By _____
~~Barbara MeVea~~ **Pamela Aalderink**
~~It's Clerk/Treasurer~~ **City Clerk**

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

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

THE CITY OF THE VILLAGE OF DOUGLAS ORDAINS:

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

ARTICLE VII. CODE OF ETHICS

Secs. 31.35. Title.

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

Secs. 31.36. Purpose.

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

Secs. 31.37. Definitions.

The following terms shall be defined as follows:

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

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

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

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

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

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

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

Secs. 31.40 Contents of Disclosure.

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

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

All written public disclosures shall be signed.

Secs.31.41 Methods of Public Disclosure.

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

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

Secs. 31.43 Advisory Opinion.

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

Secs. 31.44 Validity.

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

Secs.31.45 Effective Date.

This ordinance was adopted by the City Council at its [_____ ,] regular meeting, and will take effect on [_____].

Ordinance Adoption Date: [_____]

Ordinance Effective Date: [_____]

CITY OF THE VILLAGE OF DOUGLAS

By _____
Jerome Donovan
City Mayor

By _____
Pamela Aalderink
City Clerk

NOTICE OF PUBLIC HEARING

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

**NOTICE OF PROPOSED ORDINANCE AMENDMENT TO THE CODE OF CITY OF THE VILLAGE OF DOUGLAS
BY AMENDING SECTION 31.35 THROUGH 31.44, CHAPTER 31, TITLE OF SUCH CODE.**

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

PLEASE TAKE NOTICE that the City Council of the City of the Village of Douglas, Michigan, will hold a Public Hearing on Monday, April 17, 2023, at 7:00 o'clock p.m., Eastern Standard Time in the Council Chambers of City Hall, located at 86 W. Center Street, Douglas, Michigan, on the adoption of the proposed ordinance changes.

At the public hearing, all citizens, taxpayer, and property owners of the City of the Village of Douglas desiring to address the City Council shall be afforded an opportunity to be heard in regard to the proposed amendment.

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

Posted: March 13, 2023

Laura Kasper, Deputy Clerk
City of the Village of Douglas

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 the City Deputy Clerk, at 269 857-1438 or info@douglasmich.gov to allow the City to make reasonable accommodations for those persons.



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

TO: City Council

FROM: City Manager

DATE: March 30, 2023

SUBJECT: Wild Dog LLC

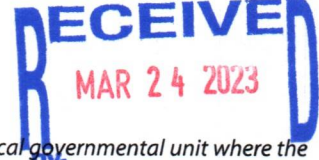
An application was received by the Michigan Department of Licensing and Regulatory Affairs Liquor Control Commission (MLCC) for a Social District Permit. Pursuant to MCL 436.1551 of the state regulations, a qualified license that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local government unit has designate a social district with commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees.

The City of Douglas has opted to establish a Social District, Wild Dog Grille has applied for a permit from the state. I recommend the following:

Motion to approve the Social District Application for Permit received from Wild Dog Grille, acknowledging that it has met all requirements under the state regulations (MCL 436.1551)



Local Governmental Unit Approval For Social District Permit



Instructions for Governing Body of Local Governmental Unit:

A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ meeting of the _____ council/board
(regular or special) (name of city, township, or village)

called to order by _____ on _____ at _____
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from RJC Wild Dog LLC DBA Wild Dog Grille
(name of licensee - if a corporation or limited liability company, please state the company name)

for a **Social District Permit** is _____ by this body for consideration for approval by the
(recommended/not recommended)
Michigan Liquor Control Commission.

If not recommended, state the reason: _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____
council/board at a _____ meeting held on _____
(regular or special) (date) (name of city, township, or village)

I further certify that the licensed premises of the aforementioned licensee are contiguous to the commons area designated by the council/board as part of a social district pursuant to MCL 436.1551.

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

RECEIVED
BY: _____



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

TO: City Council

FROM: City Manager

DATE: March 30, 2023

SUBJECT: Town Crier Races

This year marks the 21st run for the Town Crier Races. The event will be held on June 17th, 2023 with all races beginning at the Saugatuck High School and ending at Beery Field in Douglas. It is expected to attract an estimate 800 runners with 50-60 volunteer staff.

I recommend the following:

Motion to approve the Special Event Application for the 21st Town Crier Run, with the following conditions:
The event organizers meet at least two (2) times prior to the race with the Chief of Police and the Director of Public Works to discuss any changes to the event.



CITY OF THE VILLAGE OF DOUGLAS
86 West Center Street, P.O. Box 757
Douglas, MI 49406
(269) 857-1438 phone / (269) 857-4751 fax

www.douglasmi.gov
info@douglasmi.gov
Payable Online At: tinyurl.com/PayItOnline

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

Fee: \$50
Received by:

APPLICATION FOR SPECIAL EVENT PERMIT

The City of Douglas offers two types of permits for events within the City. A Special Event is described as a large gathering of people that covers a broader range of the City, such as, the entire park(s), right-of-ways, trails, street closures, sidewalks, etc. These events also require significant coordination and requests of City resources, such as, Douglas Police Department, Department of Public Works, and Saugatuck Township Fire Department. Special Event Permits will require approval from City Council and need to be filled out in its entirety and returned to the City Clerk's office a minimum of 60 days prior to the scheduled event. A Park Reservation permit is described as a small gathering confined to a small area of a park and does not require significant City coordination or resources. Park Reservation permits require only City administration approval. Park reservation fee is \$50.

APPLICANT/ORGANIZATION INFORMATION

Applicant/Organization: Town Crier Races PH: 269.857.2133
Contact Name: Susan Poolman PH: 269.227.3448
Street Address/P.O. Box: PO Box 1040
City/State/Zip Code: Douglas, MI 49406
E-mail: towncrierrace@gmail.com
CONTACT PERSON ON DAY OF EVENT: Rick Bauer PH: 616.848.9313

EVENT INFORMATION

Name of Event: town Crier Race Event
Event Date(s): 06/17/2023 Anticipated Number of Attendees: 800
Purpose of Event: \$\$ for SPS CC, Track & Running Club
Location of Event: Event starts at the SHS, then ends in Douglas in front of Beery Field
Event Start & End Hours: 6:00am - 11:30am
Estimated Date/Time for Set-Up: 06/17/2023 - 5:45am
Estimated Date/Time for Clean-Up: 06/17/2023 - 11:30am/12pm
Estimated Number of Volunteers: 30-50

EVENT DETAILS**MUSIC:**

Will Music be provided during this event? Yes No

If yes, type of music proposed: Live Amplification Recorded Loudspeakers

Time music will begin: _____ end: _____

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department)

Will Food Vendors/Concessions be available at your event? Yes No

If yes, Provide Copy of Health Department Food Service License

ALCOHOL:

Will alcohol be served at your event? Yes No

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

Provide Copy of Michigan Liquor Control License

Please describe measures to be taken to prohibit the sale of alcohol to minors: _____

NOTE: *It shall be unlawful for any person within the City to consume intoxicating liquor of any kind in any street, alley, park, public building, or other land owned by the City, unless the consumption is authorized under a valid permit issued by the City or its authorized agent. (1995 Code, 42-166) (Ord.43, passed 6-5-1961)*

EVENT SIGNAGE:

City approval is required for any temporary signage in the public right-of-way, across a street, or on City property. Which of the following signs are requested for this event?

- Temporary Signs: Number requested: _____ Maximum size is 2'x2'
(Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- Banner Signage: Maximum size is 14'x4'
(Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- Signage at Event Site: Location(s): _____
Description of signs: _____
(Signs at event site cannot be displayed prior to the day of the event and must be removed at the end of the event.)

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

FIREWORKS:

Will fireworks be a part of your event? Yes No

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

Council Resolution will be Required – see attached sample

TENTS/CANOPIES/MISC:

Will tents/canopies be installed? Yes No

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

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

- Booths – Quantity _____
- Tents – Quantity _____
- Awnings – Quantity _____
- Tables – Quantity _____
- Portable Toilets – Quantity _____

The City of Douglas does not have tents, tables, or chairs available for rental.

MARKETING:

How do you plan to market your event? (Example: Saugatuck/Douglas Area Convention & Visitors Bureau, Local Businesses, etc.) CVB, social media, local newspaper along with different runner media outlets

REQUIRED AUTHORIZING PERSONNEL SIGNATURES:

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

DEPARTMENT OF PUBLIC WORKS:

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

- Trash Receptacles – Quantity 4
- Barricades – Quantity 14
- Traffic Cones – Quantity 10 ?
- No Parking Signs – Quantity _____
- Fencing – Quantity _____
- Electric
- Water
- Restroom Cleaning

- Approved Denied
- Approved with Conditions _____

Authorized Personnel Signature _____ Date: _____

DOUGLAS POLICE DEPARTMENT:

Will this event require additional officers & equipment? Yes No

If yes, please describe & include times: We believe so. Typically we set up a meeting with

everyone (city officials) to see what we need for day of

- Street Closure: (Use attached map to outline proposed closure)
- Street closure date/time: 06/17/23 @ 6am Street re-open date/time: 06/17/23 @ 11/11:30am

Parade Type: Pedestrian Vehicle

Parade Route: (Use attached map to outline route)

Parade start time: _____ Parade finish time: _____

Approved Denied

Approved with Conditions _____

Authorized Personnel Signature _____ Date: _____

APPLICANT/ORGANIZATION CHECK LIST

- Completed Application
- Event Map (include detailed event layout for food vendors/concessions, booths, portable restrooms, road closures, barricades, music, event signage, etc.)
- Certificate of Insurance (listing the City of Douglas as additional insured – see sample provided)
- Fireworks Resolution – 60 days in advance (if applicable)
- Michigan Liquor Control Commission Special Event License (if applicable)
- Health Department Food Service License (if applicable)
- Requirements for Tent Structures (if applicable)
- Department of Public Works Authorized Personnel Signature (if applicable)
- Police Department Authorized Personnel Signature (if applicable)

If document(s) are missing, please explain: _____

The Applicant/Organization understand and agrees to the following:

1. Provide a certificate of insurance with all coverage deemed necessary for the event, naming the City of Douglas as an additional insured on all applicable policies. The certificate shall be submitted to the City Clerk’s Office no later than 1 (one) week following notice of the event approval.
2. Comply with all local and applicable State Laws and City policies. Applicant/Organization acknowledges that the special events permit does not relieve the Applicant/Organization from meeting any requirements of law or those of other public bodies or agencies applicable to the event.
3. Applicant/Organization further understands the approval of the event may include additional requirements and/or limitations based on the City’s review of this application. The Applicant/Organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval is necessary before the event may be held.
4. Applicant/Organization understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.
5. Applicant/Organization also agrees to clean-up and leave/restore the area in the condition it was found. The City is not responsible for equipment or personal items left on public property.
6. Prohibit its organization and guests from engaging in profane or inappropriate language or actions.
7. Abide by City of Douglas Ordinance Chapter 95.01 regarding Noise Nuisances.

8. A breach of any of these understandings and agreements may result in the denial of Application or revocation of an approval of the City.

HOLD HARMLESS/INDEMNITY

1. Upon approval of Event Permit, Applicant/Organization agrees to fully defend, indemnify and hold harmless the City, its City Council, its officers, employees, agents, volunteers, and Contactors from any and all claims, demands, losses, obligations, costs, expenses, verdicts, and settlements (including but not limited to attorney fees and interest) resulting from:

- A. Acts or omissions by the Applicant/Organization, its agents, employees, servants and Contractors in furtherance of the event, including, but not limited to, acts or omissions alleged to be in the nature of gross negligence or willful misconduct. The Applicant/Organization agrees to reimburse the City for reasonable attorney fees and court costs incurred in the defense of any actions, suits, claims, or demands arising from the operations of the Applicant/Organization due to the above referenced acts or omissions.
- B. Violations of state or federal law by Applicant/Organization, its agents, employees, servants, and Contractors whether administrative or judicial, arising from the nature and extent of this Application. Permit and/or event.
- C. Other acts of Applicant/Organization or attendees causing personal injury or property damages in connection with this event, unless resulting from the sole negligence of the City, its officers, employees, or agents.

2. The Applicant/Organization agrees that it is its responsibility and not the responsibility of the City to safeguard the property and materials used in the event and the property and materials of the attendees. Further the Applicant/Organization agrees to hold the City harmless for any loss of such property and materials.

3. The Applicant/Organization shall not discriminate against any employee, or applicant for employment because of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status. The Applicant/Organization further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or sub-Contractor involved in the hosting of this event.

As the Applicant or duly authorized agent of the Organization, I hereby apply for approval of this special event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

Printed Name of Applicant: Susan Poolman Date: 03/21/2023

Signature of Applicant: *Susan L. Poolman* Date: 03/21/2023

- **Douglas Notes**

- Cones will need to be setup night before so no one parks in the section of the finish line in front of Beery Field
- Ignite Your Event Timer will need power in downtown Douglas
 - They would setup on the same side as Borrowed Time
 - See attached image of Downtown Douglas
- DPW to setup barricades according to our map
- DPW to clean up and remove barricades after race event
- Water Station #3 (Bridge - Washington/Blue Star)
 - Trash receptacles needed
- Water Station #1 (Lakeshore & Wiley)
 - Trash receptacles needed
- Finish Line
 - 2 - 4 Trash receptacles needed
- We would need someone from the Downtown Douglas Authority to notify the businesses on Center St that are between Spring St and Washington St that the road is closed until 11/11:30am
 - Going from memory, we'll keep track this year to have better information for next year
- Police Officers
 - It was mentioned that there are "Floating Officers" that could help during the event
- Need officials on the corner of Spring and Chestnut
- Interurban Transit
 - We'll have them picking up runners on the corner of Center & Washington starting at 8:30am and then on the half hour until Noon or sooner



#5 = Kids Free Fun Run

#6 = n/a

#3 = Biggy Coffee

#4 = NovaCare Rehabilitation
Med Tent

#8 = Ignite Your Event
Timing Company

#1 = Finish line gantry

#2 = Food/Water Table
State Farm Insurance

#7 = Awards/Announcer
(10 x 15 tent??)

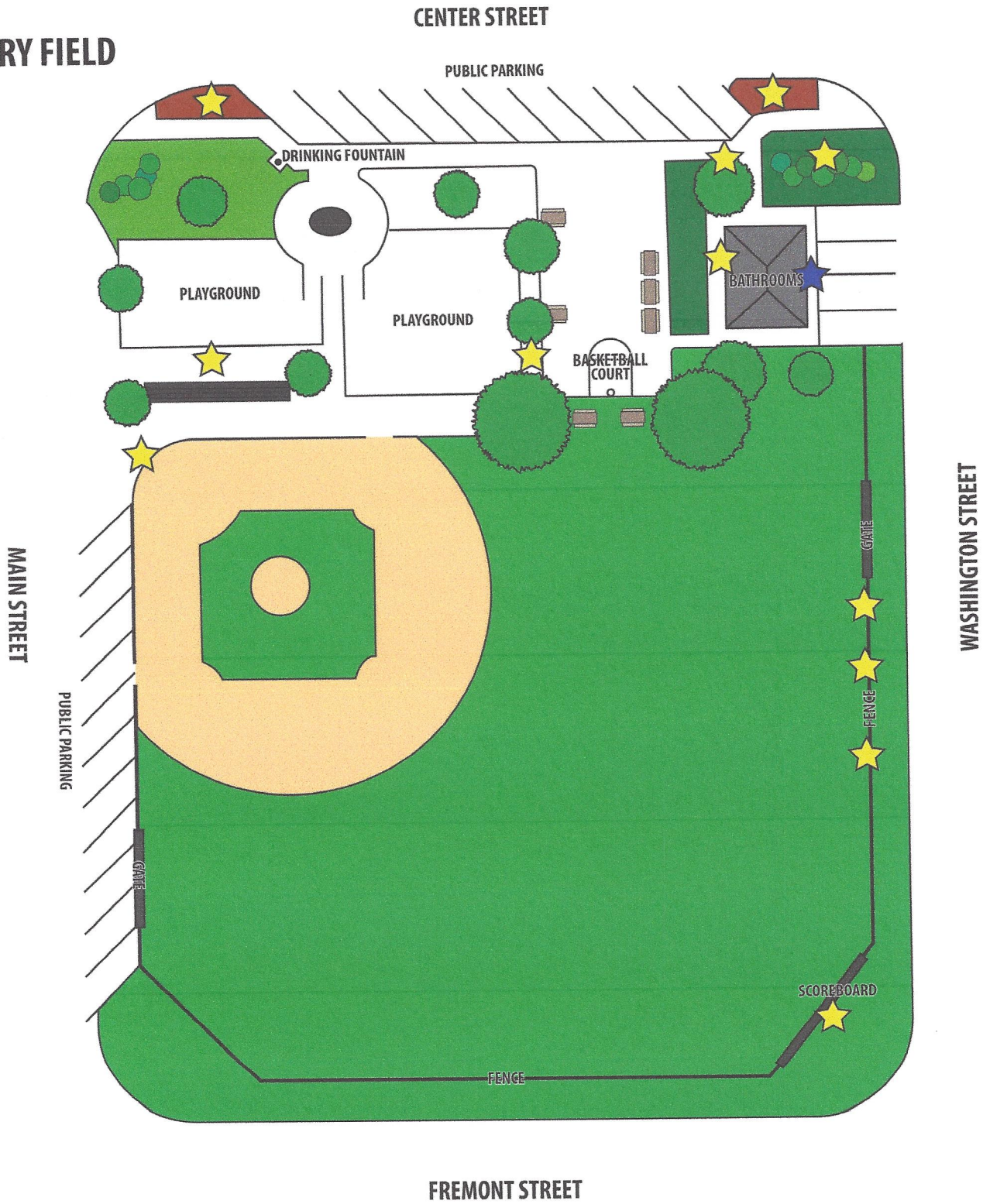




City of Douglas Downtown Areas





BEERY FIELD

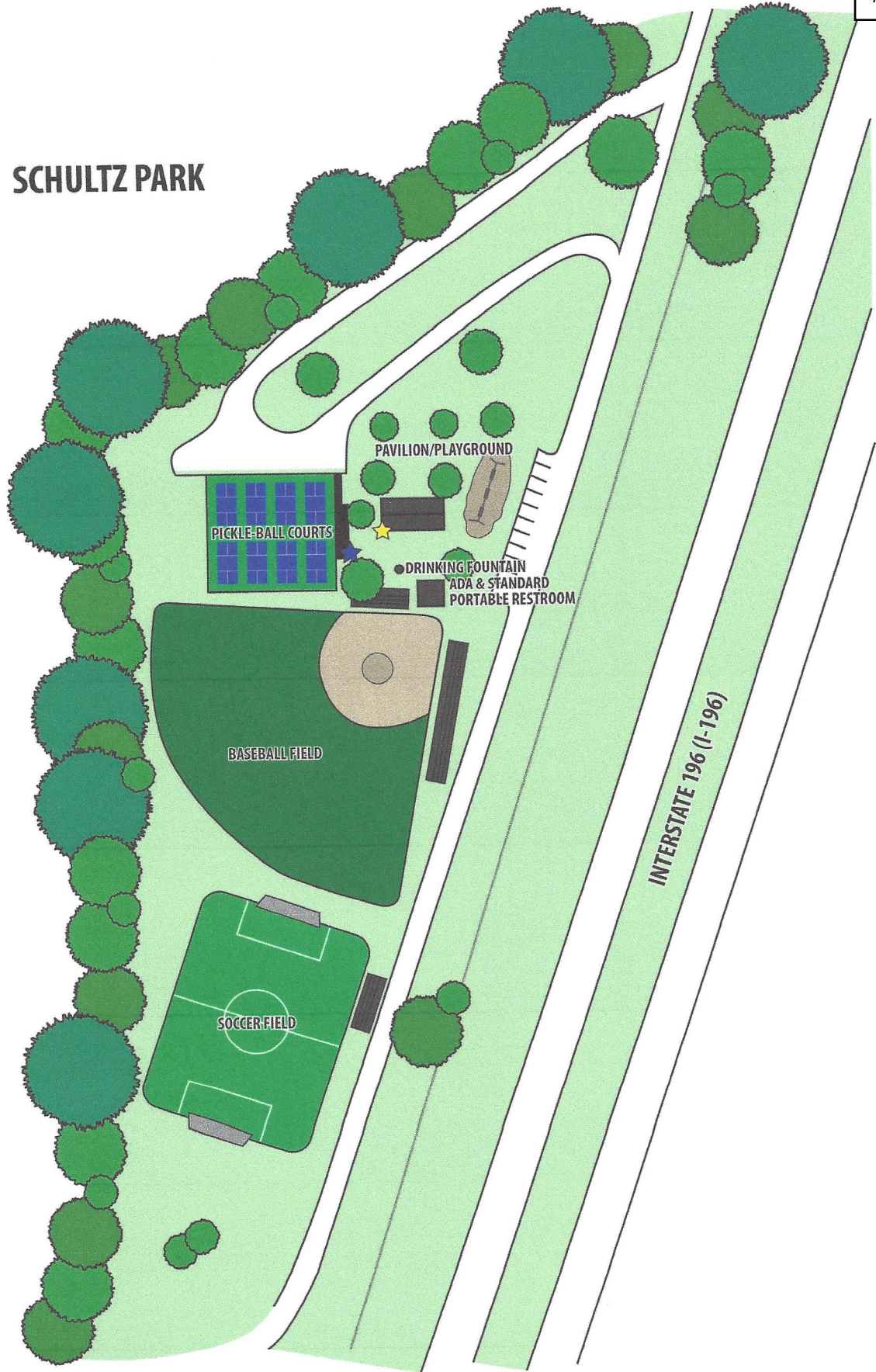


-  Water Hose Hookup
-  Electrical Outlet

Note: Beery Field has an underground irrigation system. Please notify the Director at the Douglas Department of Public Works @ 269-857-2763 to discuss placement locations for tents, canopies, etc.



SCHULTZ PARK

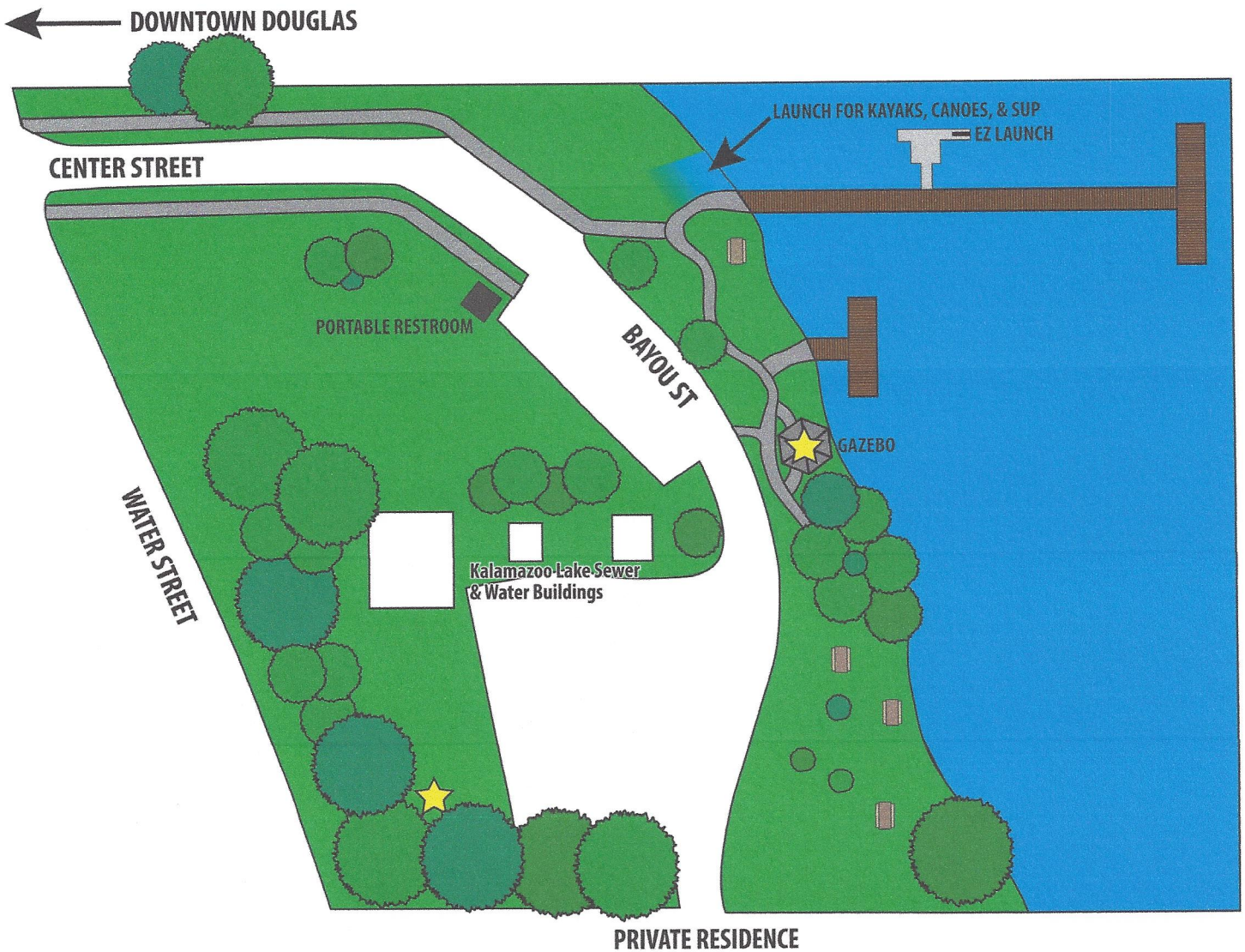


★ Electrical Outlet ★ Water Spigot

Note: Schultz Park has an underground irrigation system. Please notify the Director at the Douglas Department of Public Works @ 269-857-2763 to discuss placement locations for tents, canopies, etc.



WADES BAYOU



 Electrical Outlet

Note: Wades Bayou has an underground irrigation system. Please notify the Director at the Douglas Department of Public Works @ 269-857-2763 to discuss placement locations for tents, canopies, etc.



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

TO: City Council

FROM: Rich LaBombard, City Manager

SUBJECT: 333 Blue Star Highway Storm Drain & Sidewalk Project

Striving to make Douglas a walkable city is an important goal of the City Council. A walkable city is one that is well connected with easy accessibility for residents and tourist. With the 2022 renovation of the Dunes Resort property, Planning Commission made a recommendation to City Council to order construction of the sidewalk at 333 Blue Star Highway to further their walkability goal.

On April 18, 2022, City Council held a public hearing to establish terms for compliance with Chapter 93, Streets and Sidewalks, which requires the owners of lots and premises to construct or repair sidewalks in the public streets adjacent to and abutting upon the lots and premises. Resolution 10-2022 obligated the City to cost share for grading and storm drain culvert work prior to the sidewalk construction portion.

The City Engineer provided estimates for the construction of those sidewalks at \$87,000 for the storm drain portion and \$63,000 for the sidewalk portion. City Council allowed for a 2-year completion of the sidewalk portion; however, the City will cover the cost of the necessary survey, engineering, inspections, and site restoration if completed in conjunction with the drain project.

After a formal bidding process, the City received the following bids:

Compton, Inc. of South Haven	\$98,327.00
Redline Excavating, LLC of Holland	\$134,500.00
Anlaan Corporation of Grand Haven	\$147,936.50

City staff is seeking the award of the contract to Compton, Inc. in the amount of \$98,327, with the Dunes Resort cost share total of \$17,800, leaving a total of \$80,527 as the City’s portion.

Funds for this project have been budgeted in the FY 22-23 budget under:
Blue Star Corridor Improvement Fund – Capital Outlay Account 403-463-979 - \$87,000

Should City Council award the contract, a budget amendment must be approved in the amount of \$11,327, however, the City will recoup \$17,800 from the Dunes Resort after completion.

Sample Motion: I recommend City Council award Compton, Inc. of South Haven, MI the 333 Blue Star Highway storm drain and sidewalk project for \$98,327 and amend the budget by \$11,327.



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

TO: City Council

FROM: Rich LaBombard, City Manager

SUBJECT: Aquatic Weed Control Contract Renewal for 2023

Invasive aquatic weeds present a considerable challenge to water recreation, boating navigation, and the physical appearance of Douglas Harbor. Beginning in 2019, Eurasian Milfoil and duckweed became predominant aquatic species and the City received complaints about the condition of the harbor during the summer season. Since then, the City of Douglas has contracted with Aquatic Dr's of Grand Rapids to treat the harbor with great results. In 2021, an expanded treatment area extending to Union Street boat launch was added to the scope of work.

Once again, it is time to consider a one year contract for Aquatic Dr's to treat the harbor at a cost of \$71,875 per calendar year, including the updated permit fee from the State of Michigan.

The Douglas Harbor Authority has recommended to City Council the approval of the Aquatic Dr's 2023 contract to treat the Douglas Harbor from Schulz Park to Union Street Boat Launch.

Funding for FY 22-23 was budgeted in (594-597.002-802) Douglas Harbor Authority, Contractual for \$72,000. Of the amount budgeted, approximately \$42,067.50 remains available for this fiscal year. This remaining amount is available for the early spring treatment. The proposed second treatment will occur in the next fiscal year and will be included in the next budget.

Sample Motion: I recommend City Council approve the Aquatic Dr's 2023 contract to treat the Douglas Harbor from Schultz Park to Union Street Boat Launch for invasive aquatic weeds for \$71,875.



Contract:

Signature Page for “City of Douglas”

Expected 2023 Budget:

- 1. Bayou Treatment: Late May – Early June Invoice: \$37,000.00
- 2. Bayou Treatment: Mid – Late July Invoice: \$34,000.00
- 3. Bayou Permit fee: \$750.00 - \$800.00
- 4. Pond Treatment: \$500.00
- 5. Pond Permit fee: \$75.00

Program Option for City of Douglas:

One (1) Year Program- _____
 Three (3) Year Program- _____
 Five (5) Year Program- _____
 (Just initial your choice)

Aquatic Doctors Lake Management, Inc.

By: MT Ryan Schauland B.S.
President

Signature

Date

For City of Douglas Representative:

Name (Print) _____

Title _____

Address: _____

Phone: _____

(Day): _____

(Eve): _____

Signature

Date

email: _____

Permit Fees for 2023

Act No. 164
Public Acts of 2003
Approved by the Governor
Aug 11, 2003
Filed with the Secretary of State
Aug 12, 2003
EFFECTIVE DATE: Aug 12, 2003

STATE OF MICHIGAN
92ND LEGISLATURE
REGULAR SESSION OF 2003

ENROLLED SENATE BILL No. 596

States:

1. Until December 31, 2009, an application for a permit under this section for control work qualifying for a Certificate of Coverage under a general permit shall be accompanied by a fee of \$75.00. Until December 31, 2009, an application for a permit under this section for any other control work shall be accompanied by the following fee, based on the size of the area of impact:
 - a) Less than ½ acre, \$80.00.
 - b) ½ acre or more but less than 5 acres, \$225.00.
 - c) 5 acres or more but less than 20 acres, \$450.00.
 - d) 20 acres or more but less than 100 acres, \$875.00.**
 - e) 100 acres or more, \$1,600.00.

The Department of Environmental Quality shall forward fees collected under this section to the state treasure for deposit in the land and water management permit fee fund created in section 30113 of the natural resources and environmental protection act, 1994 PA 451, MCL 324.30113.

- **The highlighted section is the fee for you and your association.**



MEMORANDUM

REGULAR CITY COUNCIL MEETING

April 3, 2023, at 7:00 PM

TO: City Council

FROM: Rich LaBombard, City Manager

SUBJECT: Five Year Parks and Recreation Plan Update – Ad hoc Committee

In 2019, the City of Douglas, Saugatuck Township, and the Saugatuck Public Schools adopted the Saugatuck Douglas Area Parks and Recreation Plan. The document served as a joint five-year plan for the three entities. The main purpose of the plan is to facilitate collaborative planning among the three groups to accomplish regional planning of park amenities and recreational opportunities. However, the plan does provide separate governmental control of the facilities within each municipality or jurisdiction. The plan will expire in 2023. A full copy of the 123 page 2019-2023 Parks and Recreation Plan is available on the City's website at: <https://douglasmi.gov/parks-rec/>

The Michigan Department of Natural Resources (DNR) requires a Parks and Recreation Plan to be approved by their Grants Management Division in order to be eligible for grant programs. In addition, the plan helps guide City Council with future capital budgeting decision making. The plan must be approved by February 1 of the year a community intends to apply for grants and must be adopted by resolution of each community.

With the need to renew the Parks and Recreation Plan, an initial meeting of Saugatuck Parks and Public Works Committee, Saugatuck Township Parks Committee, and the Saugatuck Public School Community Recreation was held to lay the initial groundwork and restate the interest in working collaboratively on the next five-year plan. I represented the City of Douglas at the organizational meeting. The City of Douglas does not have a Parks and Recreation Committee to represent the City at the joint meetings.

Saugatuck Township is represented by a five-member committee, Saugatuck is represented by a six-member committee, and Saugatuck Public Schools is represented by an eight-member advisory board. Councilman Seabert is a member of the Saugatuck Public Schools Community Recreation Advisory Board.

I'm seeking input from City Council to establish an ad hoc committee of elected / appointed officials and interested citizens to represent the City of Douglas at future Parks and Recreation Master Plan meetings. I recommend City Council appoint 5-7 members to the ad hoc committee with at least one representative from City Council. One member of the Douglas Harbor Authority may be beneficial as an appointed member.

If approved, the City Clerk will advertise for open positions for boards and committees for the vacant ad hoc parks and recreation committee. City Council will appoint members to the committee based on a review of the applications. Members of the ad hoc committee shall be appointed for a term of one year. The City Manager, or their designee, will be the administrative representative from the City. Vacancies shall be filled by appointment with recommendation from the mayor to the City Council. The duties of the committee shall be to review and provide input and recommendations to the City Council on updates to the 2024-2029 Parks and Recreation Plan. The committee shall represent the City of Douglas at joint Parks and Recreation Plan committee meetings and public meetings and events to gather resident feedback. The committee shall have no obligation to dedicate or expend municipal funds.

As the draft document is developed and available for public hearings, the Douglas community will have the opportunity to provide input on the Parks and Recreation Master Plan. In addition, the committee may select public events to seek input from the community.

Incidentally, City Council will have to plan for a budget expense in the next fiscal year for professional services to develop the plan. The estimated expense as of this writing is approximately \$7,500.

I recommend City Council consider establishing an ad hoc Parks and Recreation Committee to represent the City of Douglas with the development of the 2024-2029 Parks and Recreation Plan.

Saugatuck Public Schools Community Recreation Directors Report March, 2023

Current Advisory Board Members:

Bill Dunn – SPS Administrator
 Andy Diaz – SPS Coaching Staff
 Kelly Roche – City Of Saugatuck
 Neil Seabert – City of Douglas
 Jessica Ruthsatz - Saugatuck Twp.
 Garrett Gormley – Laketown Twp.
 Ashley Little Rea– Community At Large Member #1
 - Community At Large Member #2

I.

A. Youth Basketball

1. Start Smart – 12 participants
2. K-2 =49 participants
3. 3-4 Girls=16 participants
4. 3-4 Boys= 28 participants
5. 5 Girls= 13 participants
6. 5-6 Boys= 22 participants
7. 6 Girls - Moved up to Middle School League 7
8. 7-8 Girls= 10 participants
9. 7-8 Boys= 14 participants
10. Total = 171

B. Hiking Club

1. Monday mornings – Frank Lamb = 30+ Participants
2. Open Enrollment – FREE
3. They have added several more hikes during the week.

C. Adult Basketball

1. 10 – 25 participants nightly
2. Sunday nights
3. \$3 per night or \$25 for season for non-residents
4. Nov - April

D. Ski Club:

1. I work with Bittersweet Ski Resorts and Saugatuck Public Schools to provide discounted rates for skiing and snowboarding.
2. All ages = 101 participants

E. Boys High School Volleyball

1. Boys 9-12 Grade = 1 teams / 10 players
2. First year as a club sport. Spring Season

F. Girls MS/High School Basketball Clinics

1. Girls 6-12 Grade = 22 players
2. Thursday Night Skills Clinic

G. Marketing - How does Community Recreation promote its programs?

- 1. Facebook: Saugatuck Recreation
- 2. Twitter: Saugatuck Recreation
- 3. Website: saugatuckps.com (community recreation)
- 4. Saugatuck Recreation Blue Sombrero Online Store.

Non-cyber methods

- 1. 1.Registration forms are sent home with every student at SPS. Registration forms are also located at every SPS office.
- 2. Flyers- Promotional flyers are put up at each school.
- 3. Info is sent out via email to every parent through the bi-weekly DES Newsletter.
- 4. Announcements are made at schools when deadlines are drawing near.
- 5. DES Marquee: Community Recreation gets the use of the lighted sign in front of DES.
- 6. Using the school alert system we can notify past participants of upcoming registration deadlines.

H. 5 Year Parks and Recreation Plan

- 1. Working with local governments. March 21 meeting.

I. Scholarships

- 1. See attached

II. Preview

- A. Little League, Swimming, Summer Sports Camps, Tennis Lessons, Senior Social Tennis, Pickle Ball, Adult Outdoor Fitness and Yoga, Girls MS Volleyball.

III. News

- A. City of Saugatuck, Douglas, Laketown, Saugatuck Twp, SPS, updates?

<p>Saugatuck Recreation Scholarship Tracking Grant Rogers Burd Fund</p>
--

2023 Scholarships

Sport	Gender	Age	Amount
Basketball 8 scholarships @\$45	Boys/Girls	3-12 years old	\$360.00
Little League 15 scholarships @ \$45	Boys/Girls	3-16 years old	\$675.00