AGENDA
THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING OF THE CTY COUNCIL
DOUGLAS CITY HALL COUNCIL ROOM
86 W. CENTER STREET, DOUGLAS, MI
Monday, January 8, 2018
7:00 P.M.

1. **Call to Order – Mayor**
2. **Roll Call – City Clerk**
3. **Pledge of Allegiance – Mayor**
4. **Consent Calendar**
   A. Approval of Agenda for January 8, 2018
   B. Approval of Regular Council Meeting Minutes of December 18, 2017

   Motion to approve the consent calendar as presented (or may be amended by council) – roll call vote

5. **Approval of Invoices**
   A. Motion to approve invoices dated January 8, 2018 in the amount of $59367.68 -roll call vote

6. A**ppointments/Resignations/Proclamations/Presentations**
   A. Motion to appoint Councilperson Aaron Miller to serve on the Saugatuck Township District Fire Board filling an unexpired term to June 30, 2022. Voice vote
   B. Motion to appoint _____ to serve on the Douglas Downtown Development Authority (term ending January 2019)

7. **Public Communications**
   A. Verbal (Limit of three (3) minutes on agenda items only)
   B. Written Communications
      1. Correspondence from Herbert Conlan, Amity Lane RE: Max Rodgers
      2. Department of Natural Resources correspondence RE: Point Pleasant Marina Property Acquisition

8. **Unfinished Business**
   None

9. **New Business**
   None

10. **Reports**
    A**. Commission / Committee / Board Reports**
       1. Planning Commission – Imus
       2. Kalamazoo Lake Sewer and Water Authority – LeFevere
       3. Kalamazoo Lake Harbor Authority – Greenwood
       4. Downtown Development Authority – Lion

5. Police Commission – Harvath, Anderson
6. Fire Board-Mooradian
7. Community Recreation – Seabert

B. **Staff Reports**

1. **Community Development / Planning / Zoning –** Imus
2. **Finance / Budget**
3. **Manager's Report / Comments –** LeFevere
   a. Goal setting workshop is scheduled for Monday, January 22nd from 10:00 a.m. to 2:00 p.m. (lunch provided)

11. Public Communications – Verbal (Limit of three (3) minutes on general business of the City

12. Council Comments

13. Mayor's Report / Comments - Anderson

14. Adjournment – voice vote

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 Jean E. Neve, City Clerk, at (269) 857-1438, or jneve@ci.douglas.mi.us to allow the City to make reasonable accommodations for those persons.

CITY OF THE VILLAGE OF DOUGLAS, ALLEGAN COUNTY, MICHIGAN Posted this 5th day of January, 2018

#4B

THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING MINUTES OF THE CITY COUNCIL
Monday, December 18, 2017
DOUGLAS CITY HALL COUNCIL ROOM
86 W. CENTER STREET, DOUGLAS, MI
7:00 PM

1. **Call to Order** – Mayor Anderson called the meeting to order at 7:00 p.m.

2. **Roll Call** – Members present: Anderson, Greenwood, Harvath, Lion, Seabert
   Mooradian present via skype
   Members absent/excused: None
   Also present: City Manager LeFevere, City Planner Imus, City Clerk Neve.

3. **Pledge of Allegiance** – Mayor Anderson

4. **Consent Calendar**
   A. Approval of Agenda for December 18, 2017
   B. Approval of Regular Council Meeting Minutes of December 4, 2017

   Motion by Greenwood with support from Seabert to approve the consent calendar as amended, deleting Item #14 Closed Session.
   Motion carried unanimously by roll call vote.

5. **Approval of Invoices**
   Motion by Greenwood with support from Harvath to approve invoices dated December 18, 2017 in the amount of $88,871.51
   Motion carried unanimously by roll call vote.

6. **Appointments/Resignations/Proclamations**
   A. Motion by Lion with support from Seabert to reappoint Rob Joon to serve another term on the Assessing Board of Review (term ending January 2021)
   Motion carried.

   B. Motion by Seabert with support from Lion to appoint Dan Urquhart to serve on the Kalamazoo Lake Sewer and Water Authority Board (term ending December 2020)
   Motion carried.

   C. Motion by Greenwood with support from Seabert to reappoint Manager William LeFevere to another term on the Kalamazoo Lake Sewer and Water Authority Board (term ending December 2020).
   Motion carried.

   D. Interview candidates for City Council vacancy
      1. Aaron Miller
      2. Mike VanLoon
      3. Maria Droz
      4. Jerry Donovan

      Each candidate was asked a series of questions and given ten minutes to answer and speak about themselves.

7. Public Communications

A. Verbal (Limit of three (3) minutes on agenda items only)

1. Dean Kapenga, Allegan County Commissioner, reported on news from the county. Probations officers are being moved from the courthouse to the jail. Still working with Friends of the Blue Star Trail and getting questions answered. New communications system is working well. The State is trying to mandate changes to indigent defense requirements.

2. Dan Urquhart thanked council for the appointment to the KLSWA Board and offered his appreciation to Martha Hoexter for her service.

B. Written Communications
No written communication received.

8. Unfinished Business
None

9. New Business

A. Presentation of Audit for year ended June 30, 2017 – Siegfried Crandall PC
Dan Veldhuizen, Siegfried Crandall, reviewed audit findings. Recommendations included a better focus on investments and hiring additional accounting firm to monitor monthly reconciliations. The City continues to maintain a healthy fund balance. Paying down MERS liability has resulted in substantial savings.

B. Mayor Anderson asked that deliberation on the four candidates take place and a paper ballot vote be taken. Council discussed candidates after the first ballot failed to yield a majority. Two more rounds of voting occurred before a majority was reached.
Motion by Seabert with support from Harvath to appoint Aaron Miller to fill the council vacancy for a term ending November 2018.
Motion carried unanimously.

C. Grievance Hearing for an Appeal by Mr. Mark Zerbe of a decision by the City Manager.
Jason Owen, POLC Union Attorney and Leigh Schultz, Miller Canfield each stated the facts that Mr. Zerbe was terminated in accordance with the Police Officers Union Agreement.
Motion by Greenwood with support from Harvath to affirm the decision by City Manager LeFevere and deny the grievance.
Motion carried unanimously by roll call vote.

D. Motion by Seabert with support from Greenwood to adopt Resolution No. 45-2017 allowing penalties levied under Subsection 27b(1)(c)(i) and 27b(1)(d) of the General Property Tax Act to be waived.
Motion carried unanimously by roll call vote.

E. Motion by Greenwood with support from Seabert to adopt Resolution No. 46-2017 establishing property exemption guidelines in the City of the Village of Douglas.
Motion carried unanimously by roll call vote.

F. First Reading – Ordinance No. 04-2017 Chickens
An Ordinance to Amend Chapter 92:Animals – Chickens of the Code of Ordinances of the City of the Village of Douglas.

10. Reports

A. **Commission / Committee / Board Reports**

1. Planning Commission - Imus
Continued discussion on marijuana ordinance. Planning Commission is now considering allowing 2 distribution outlets and 2 transportation centers. The State has received 9 applications already.
Building permits for November show 1 new residence and 2 remodels. Five new homes were just approved and there are 4 more on desk..

2. Kalamazoo Lake Sewer and Water Authority-Hoexter
Discussed proposal for new auditor firm.
Talked about revisions in the Articles of Incorporation.
Will consider changing collection of connector fees to having each municipality collect.
Dan Urquhart will be a good replacement. This is Hoexter's last report.

3. Kalamazoo Lake Harbor Authority – Greenwood
No meeting.

4. Downtown Development Authority – Lion
The DDA along with Art-On-Center will purchase a full page ad on the back cover of the Convention and Visitors Guide.
A new map is up in the kiosk.
Strategic Planning session was reviewed and more will be discussed at the January 9th meeting.
Still have vacancy on DDA. Grant is available thru the Michigan Arts Council for street performers.

5. Police Commission – Harvath, Anderson
Next meeting in January.

6. Fire District Board – Mooradian
Will report at January 8th meeting.

7. Community Recreation – Seabert
No meeting.

B. **Staff Reports**

1. **Community Development / Planning / Zoning** - Imus
Nothing further.

2. **Finance / Budget**
Manager LeFevere presented the Revenue & Expense Report from the month ended November 30, 2017..

3. **Manager's Report / Comments** – LeFevere
Thank you to Martha Hoexter for service on the KLSWA Board.
Welcome to Aaron Miller
Will not be attending the January 8th meeting. Will discuss Special Assessment Districts at the January 15th meeting. Work session is scheduled for January 22nd.
Pleased that the City is on the funded list for Point Pleasant Marina project.
Planning to stay on as Manager for another year. Lots of exciting things happening that can be wrapped up during the coming year.

11. **Public Communications -** Verbal (Limit of three (3) minutes on general business of the City)
Martha Hoexter, Amity St.,commented on the audit and thanked Bob Drexler for his work on it.

12. **Council Comments**

Seabert: Many things accomplished this year. Root Beer Barrel, Beach to Bayou Trail, 2 marina projects begun, litigations settled, Blue Star Trail, to name a few.
Thank you to Martha Hoexter and welcome to Aaron Miller
Hearing good comments about how beautiful downtown looks.
Happy Holidays to all.

Greenwood: Thank you to all four council candidates; great to have such qualified people to choose from.
Welcome Aaron Miller.

Harvath: We had four great candidates tonight. Welcome Aaron.
Thank you to Martha.
Thank you to Bill for meeting with property owners regarding the special assessment districts.
Merry Christmas and Happy New Year.

Mooradian: Welcome to Aaron.
Merry Christmas to all.

Lion: First year on council there was much to learn. Good to hear positive comments on the audit. 2018 will be an exciting year.

13. **Mayor's Report / Comments -** Anderson
The year went very fast. Enjoying the position and honored to be Mayor.
Looking forward to next year.

14. **Adjournment –** Meeting adjourned at 9:25 p.m.

Respectfully submitted by:

Jean E. Neve, CMC
City of the Village of Douglas Clerk

Approved by:_____
Linda Anderson, Mayor

Certification of Minutes

I hereby certify that the attached is a true and correct copy of the minutes of a regular meeting of the City Council of the City of the Village of Douglas held on December 18, 2017, I further certify that the meeting was duly called and that a quorum was present.

Jean E. Neve, City Clerk

Date

#5

01/05/2018 01:10 PM
User: PAM
DB: Douglas

INVOICE REGISTER REPORT FOR CITY OF THE VILLAGE OF DOUGLAS
EXP CHECK RUN DATES 01/09/2018 - 01/09/2018
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt
8304					
34122	ALL IN ONE CLEANING		01/02/2018	01/09/2018	220.00
	COMMERCIAL CLEANING		PAM		
	101-265.000-802.000	CONTRACTUAL			130.00
	101-301.000-802.000	CONTRACTUAL			90.00
NOV 2017					
34129	ALLEGAN CO TREASURER		01/02/2018	01/09/2018	210.00
	MOBILE HOME TAX		PAM		
	101-000.000-221.001	DUE TO OTHER GOVERNMENTAL UNIT			210.00
NOV '17					
34142	ALLEGAN COUNTY SHERIFF'S DEPT.		12/31/2017	01/09/2018	42.00
	DEBT CREW		PAM		
	101-463.000-802.000	CONTRACTUAL			42.00
JAN 2018					
34081	BILL SCHUMACHER		01/01/2018	01/09/2018	100.00
	4TH QRT ZBA PAY		PAM		
	101-401.000-703.000	WAGES			100.00
10/24/25-16					
34114	BOAT LIFTS UNLIMITED LTD		01/02/2018	01/09/2018	1,272.00
	BOUY REMOVAL		PAM		
	244-790.000-740.000	SUPPLIES			1,272.00
4798172365004782					
34110	CARDMEMBER SERVICE		01/02/2018	01/09/2018	2,526.96
	CITY ACCOUNT		PAM		
	101-180.000-740.000	SUPPLIES			2,077.73
	101-101.000-740.005	SUPPLIES - RECEPTIONS			121.90
	101-170.000-725.000	TRAINING FUNDS			130.00
	101-401.000-740.000	SUPPLIES			30.56
	101-301.000-750.000	UNIFORMS			5.00
	101-301.000-740.000	SUPPLIES			161.77
02-316343					
34143	CARLETON EQUIPMENT		12/20/2017	01/09/2018	230.29
	BEACON LIGHT		PAM		
	101-463.000-740.000	SUPPLIES			230.29
JAN 2018					
34103	CAROL CRUMB		01/02/2018	01/09/2018	36.00
	TAX OVERPAYMENT		PAM		
	130-000.000-277.000	REFUNDS/OVERPAYMENTS			36.00
423345					
34135	CHEF CONTAINER, LLC		01/02/2018	01/09/2018	44.97
	47 CENTER ST		PAM		
	101-301.000-802.000	CONTRACTUAL			44.97
424667					
34140	CHEF CONTAINER, LLC		12/31/2017	01/09/2018	150.75
	486 WATER ST		PAM		
	101-463.000-802.003	CONTRACTUAL- REFUSE			150.75
DEC 2017					
34136	COMCAST		01/02/2018	01/09/2018	596.66
	UTILITIES		PAM		
	101-301.000-851.000	TELEPHONE			215.12
	101-265.000-851.000	TELEPHONE			237.42
	101-463.000-851.000	TELEPHONE			144.12
JAN 09/18					
34115	CONSUMERS ENERGY		01/02/2018	01/09/2018	1,666.75
	UTILITIES		PAM		

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Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt
	101-463.000-922.000	503 CENTER			34.27
	101-751.000-922.000	50 LAKESHORE			23.42
	101-265.000-922.000	86 CENTER			550.38
	101-751.000-922.000	37 WASHINGTON			74.49
	101-751.000-922.000	198 WASHINGTON			130.58
	101-265.000-922.000	486 WATER			234.94
	101-463.000-922.000	251 CENTER			96.25
	101-751.000-922.000	25 MAIN			27.84
	101-265.000-922.000	86 CENTER			133.74
	101-301.000-922.000	47 CENTER			263.58
	101-463.000-922.000	11 BLUE STAR			27.03
	101-751.000-922.000	26 BAYOU			46.46
	509-750.000-922.000	250 WILEY			23.77
21883					
34139	DAVE'S TREE SERVICE		12/31/2017	01/09/2018	675.00
	39 ELLIS / 202		PAM		
	101-463.000-802.010	CONTRACTUAL FORESTRY			675.00
JAN 2018					
34080	DAVID BURDICK		01/01/2018	01/09/2018	50.00
	4TH QRT ZBA PAY		PAM		
	101-401.000-703.000	WAGES			50.00
JAN 2018					
34091	DAVID BURDICK		01/01/2018	01/09/2018	150.00
	4TH QRT PLANNING PAY		PAM		
	101-401.000-703.000	WAGES			150.00
12943					
34126	DOUGLAS SHELL		01/02/2018	01/09/2018	68.15
	POLICE		PAM		
	101-301.000-930.004	VEHICLE MAINTENANCE & REPAIRS			68.15
12906					
34127	DOUGLAS SHELL		01/02/2018	01/09/2018	106.90
	POLICE		PAM		
	101-301.000-930.004	VEHICLE MAINTENANCE & REPAIRS			106.90
12946					
34128	DOUGLAS SHELL		01/02/2018	01/09/2018	73.26
	POLICE		PAM		
	101-301.000-930.004	VEHICLE MAINTENANCE & REPAIRS			73.26
008895989					
34109	GALLS		01/02/2018	01/09/2018	208.95
	UNIFORMS		PAM		
	101-301.000-750.000	UNIFORMS			208.95
146743					
34108	GILSON		01/02/2018	01/09/2018	3,369.15
	2018 CALENDAR		PAM		
	101-260.000-900.000	PRINTING & PUBLISHING			3,369.15
11766					
34141	GMS		12/31/2017	01/09/2018	4,809.00
	ICE MELT / SNOW REMOVAL		PAM		
	101-463.000-802.002	CONTRACTUAL-SIDEWALK PLOWING			4,809.00
51351					
34106	GREAT LAKES CLEANING SYSTEMS		01/02/2018	01/09/2018	8.41
	DPW		PAM		
	660-902.000-903.000	DEPRECIATION HIGHWAY/PUB			8.41
JAN 2018					
34098	GREG HARVATH		01/01/2018	01/09/2018	300.00
	4TH QRT COUNCIL PAY		PAM		

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Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt
	101-101.000-703.000	WAGES			300.00
20154149 34102	I.T. RIGHT WEBSITE HOSTING 2/01/2018 -		01/02/2018 PAM	01/09/2018	500.00
	101-260.000-806.006	WEBSITE-CITY			500.00
JAN 2018 34084	JEFFERY GREENWOOD 4TH QRT ZBA PAY		01/01/2018 PAM	01/09/2018	100.00
	101-401.000-703.000	WAGES			100.00
JAN 2018 34097	JIM WILEY 4TH QRT COUNCIL PAY		01/01/2018 PAM	01/09/2018	200.00
	101-101.000-703.000	WAGES			200.00
JAN 2018 34104	JOHN CRANDELL TAX OVERPAYMENT		01/02/2018 PAM	01/09/2018	485.89
	130-000.000-277.000	REFUNDS/OVERPAYMENTS			485.89
12.14.17 34100	KALAMAZOO LAKE SEWER & WATER UTILITIES		12/14/2017 PAM	01/09/2018	523.81
	101-265.000-922.000	47 CENTER ST			119.14
	101-265.000-922.000	86 CENTER			48.79
	101-751.000-922.000	26 BAYOU DR			43.85
	101-751.000-922.000	26 BAYOU DR IRRIGATION			14.95
	101-751.000-922.000	3100 SCHULTZ DR PARK			14.95
	101-751.000-922.000	37 WASHINGTON - BATHROOMS			156.62
	101-751.000-922.000	25 MAIN DRK FOUNTI			5.98
	101-751.000-922.000	25 MAIN IRRIGATION			29.90
	101-751.000-922.000	50 LAKESHORE DR BATHROOMS			43.21
	101-265.000-922.000	486 WATER ST NEW BARN			46.42
JAN 2018 34095	KATHRYN MOORADIAN 4TH QRT COUNCIL PAY		01/01/2018 PAM	01/09/2018	250.00
	101-101.000-703.000	WAGES			250.00
JAN 2018 34088	KAY SAPITA 4TH QRT PLANNING PAY		01/01/2018 PAM	01/09/2018	100.00
	101-401.000-703.000	WAGES			100.00
JAN 2018 34132	KELLEY ZIESEMER ASSESSING SERVICES JAN		01/02/2018 PAM	01/09/2018	4,038.00
	101-180.000-803.000				4,038.00
JAN 2018 34089	KELLY HENEGHAN 4TH QRT PLANNING PAY		01/01/2018 PAM	01/09/2018	100.00
	101-401.000-703.000	WAGES			100.00
JAN 2018 34083	KEN KUTZEL 4TH QRT ZBA PAY		01/01/2018 PAM	01/09/2018	100.00
	101-401.000-703.000	WAGES			100.00
259001 34131	LEMON FRESH-APPARELMASTER COMMERCIAL CLEANING		01/02/2018 PAM	01/09/2018	33.75
	101-265.000-802.000	CONTRACTUAL			9.75
	101-301.000-802.000	CONTRACTUAL			24.00

INVOICE REGISTER REPORT FOR CITY OF THE VILLAGE OF DOUGLAS
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Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt
JAN 2018					
34093	LINDA ANDERSON		01/01/2018	01/09/2018	250.00
	4TH QRT COUNCIL PAY		PAM		
	101-101.000-703.000	WAGES			250.00
JAN 2018					
34094	LISA GREENWOOD		01/01/2018	01/09/2018	300.00
	4TH QRT COUNCIL PAY		PAM		
	101-101.000-703.000	WAGES			300.00
JAN 2018					
34090	LOUISE PATTISON		01/01/2018	01/09/2018	150.00
	4TH QRT PLANNING PAY		PAM		
	101-401.000-703.000	WAGES			150.00
JAN 2018					
34086	MARK BARRONE		01/01/2018	01/09/2018	150.00
	4TH QRT PLANNING PAY		PAM		
	101-401.000-703.000	WAGES			150.00
106804					
34112	MARK'S BODY SHOP		01/02/2018	01/09/2018	95.00
	POLICE DEPT.		PAM		
	101-301.000-930.000	REPAIRS & MAINTENANCE: GENERAL			95.00
68261					
34113	MENARDS-HOLLAND		01/02/2018	01/09/2018	3.96
	SUPPLIES		PAM		
	101-463.000-740.000	SUPPLIES			3.96
67489					
34124	MENARDS-HOLLAND		01/02/2018	01/09/2018	446.48
	DPW		PAM		
	101-463.000-740.000	SUPPLIES			113.85
	202-463.000-740.000	SUPPLIES			332.63
67651					
34125	MENARDS-HOLLAND		01/02/2018	01/09/2018	77.02
	DPW		PAM		
	101-265.000-740.000	SUPPLIES			77.02
JAN 2018					
34120	METLIFE - GROUP BENEFITS		01/02/2018	01/09/2018	2,007.70
	GROUP DENTAL		PAM		
	101-170.000-719.000	INSURANCE BENEFITS			42.12
	101-260.000-719.000	INSURANCE BENEFITS			219.74
	101-265.000-719.000	INSURANCE BENEFITS			69.61
	101-301.000-719.000	INSURANCE BENEFITS			1,068.53
	101-401.000-719.000	INSURANCE BENEFITS			110.33
	101-463.000-719.000	INSURANCE BENEFITS			185.98
	101-751.000-719.000	INSURANCE BENEFITS			92.95
	202-463.000-719.000	INSURANCE BENEFITS			109.18
	203-463.000-719.000	INSURANCE BENEFITS			88.62
	509-750.000-719.000	INSURANCE BENEFITS			20.64
JAN 2018					
34087	MICHAEL TISCHLEDER		01/01/2018	01/09/2018	100.00
	4TH QRT PLANNING PAY		PAM		
	101-401.000-703.000	WAGES			100.00
12.19.17					
34101	MICHIGAN GAS UTILITIES		12/19/2017	01/09/2018	977.48
	UTILITIES		PAM		
	101-265.000-922.000	486 WATER			456.90
	101-751.000-922.000	BAYOU DR			176.48
	101-265.000-922.000	86 CENTER			158.74

INVOICE REGISTER REPORT FOR CITY OF THE VILLAGE OF DOUGLAS
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BOTH JOURNALIZED AND UNJOURNALIZED
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Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt
	101-301.000-922.000	47 W CENTER ST.			185.36
JAN 2018					
34096	NEAL SEABERT		01/01/2018	01/09/2018	300.00
	4TH QRT COUNCIL PAY		PAM		
	101-101.000-703.000	WAGES			300.00
625328					
34134	NYE UNIFORM COMPANY		01/02/2018	01/09/2018	123.14
	POLICE		PAM		
	101-301.000-750.000	UNIFORMS			123.14
629518					
34146	NYE UNIFORM COMPANY		12/27/2017	01/09/2018	150.12
	UNIFORMS		PAM		
	101-301.000-750.000	UNIFORMS			150.12
990526633001					
34105	OFFICE DEPOT		01/02/2018	01/09/2018	99.25
	SUPPLIES		PAM		
	101-260.000-740.000	SUPPLIES			99.25
990526528001					
34111	OFFICE DEPOT		01/02/2018	01/09/2018	79.99
	DPW SUPPLIES		PAM		
	101-751.000-740.000	SUPPLIES			79.99
JAN 2018					
34092	PATRICIA LION		01/01/2018	01/09/2018	300.00
	4TH QRT COUNCIL PAY		PAM		
	101-101.000-703.000	WAGES			300.00
DEC					
34107	PITNEY BOWES		01/02/2018	01/09/2018	847.16
	TAX STATEMENT POSTAGE		PAM		
	101-260.000-864.000	POSTAGE			847.16
JAN 2018					
34099	POLICE OFFICERS LABOR COUNCIL		01/01/2018	01/09/2018	351.75
	UNION DUES		PAM		
	101-000.000-264.000	ACCRUED OTHER PAYROLL DEDUCTNS			351.75
JAN 18					
34116	PRIORITY HEALTH		01/02/2018	01/09/2018	23,313.85
	HEALTH INSURANCE		PAM		
	101-170.000-719.000	INSURANCE BENEFITS			2,226.40
	101-260.000-719.000	INSURANCE BENEFITS			4,699.58
	101-265.000-719.000				420.56
	101-301.000-719.000	INSURANCE BENEFITS			10,720.54
	101-401.000-719.000	INSURANCE BENEFITS			1,101.25
	101-463.000-719.000	INSURANCE BENEFITS			1,123.71
	101-751.000-719.000	INSURANCE BENEFITS			1,161.62
	202-463.000-719.000	INSURANCE BENEFITS			959.68
	203-463.000-719.000	INSURANCE BENEFITS			900.51
113017					
34133	QUALITY CAR WASH		01/02/2018	01/09/2018	66.00
	POLICE DEPT.		PAM		
	101-301.000-930.004	VEHICLE MAINTENANCE & REPAIRS			66.00
99876066					
34117	RICOH U.S.A, INC.		01/02/2018	01/09/2018	189.17
	RENT MPC 3503		PAM		
	101-265.000-942.000	LEASE- COPIER			189.17

INVOICE REGISTER REPORT FOR CITY OF THE VILLAGE OF DOUGLAS
EXP CHECK RUN DATES 01/09/2018 - 01/09/2018
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt
99914730					
34137	RICOH U.S.A, INC.		12/31/2017	01/09/2018	215.29
	RENT MPC3004EX		PAM		
	101-301.000-942.000	LEASE- COPIER			215.29
5051818051					
34138	RICOH USA, INC		01/01/2018	01/09/2018	56.74
	IMAGES / 47 CENTER ST.		PAM		
	101-301.000-942.000	LEASE- COPIER			56.74
JAN 2018					
34085	ROBERT KENNY		01/01/2018	01/09/2018	150.00
	4TH QRT PLANNING PAY		PAM		
	101-401.000-703.000	WAGES			150.00
065102253					
34121	SHELL FLEET PLUS		01/02/2018	01/09/2018	1,565.66
	DPW		PAM		
	660-903.000-860.000	GAS & OIL			1,565.66
065102246					
34123	SHELL FLEET PLUS		01/02/2018	01/09/2018	1,991.87
	POLICE		PAM		
	101-301.000-860.000	GAS & OIL			1,991.87
894043					
34145	SOMETHING DIFFERENT SIGNS		12/31/2017	01/09/2018	15.75
	COUNCIL NAME TAG		PAM		
	101-401.000-740.000	SUPPLIES			15.75
JAN 2018					
34118	STANDARD INSURANCE COMPANY		01/02/2018	01/09/2018	533.82
	LIFE INSURANCE		PAM		
	101-170.000-719.000	INSURANCE BENEFITS			27.37
	101-260.000-719.000	INSURANCE BENEFITS			85.22
	101-265.000-719.000	INSURANCE BENEFITS			14.27
	101-301.000-719.000	INSURANCE BENEFITS			135.00
	101-401.000-719.000	INSURANCE BENEFITS			31.50
	101-463.000-719.000	INSURANCE BENEFITS			100.09
	101-751.000-719.000	INSURANCE BENEFITS			55.43
	203-463.000-719.000	INSURANCE BENEFITS			49.51
	509-750.000-719.000	INSURANCE BENEFITS			35.43
MIDEAL-589					
34119	STATE OF MICHIGAN		01/02/2018	01/09/2018	180.00
	MIDEAL-2018		PAM		
	101-463.000-802.000	CONTRACTUAL			180.00
JAN 2018					
34082	TARUE PULLEN		01/01/2018	01/09/2018	100.00
	4TH QRT ZBA PAY		PAM		
	101-401.000-703.000	WAGES			100.00
9798027400					
34144	VERIZON WIRELESS		12/31/2017	01/09/2018	333.83
	UTILITIES		PAM		
	101-301.000-851.000	TELEPHONE			57.23
	101-260.000-851.000	TELEPHONE			91.66
	101-463.000-851.000	TELEPHONE			184.94
JAN 2018					
34130	WILLIAM F. LEFEVERE		01/02/2018	01/09/2018	500.00
	MILEAGE/EXPENSE REIMB		PAM		
	101-170.000-851.000	TELEPHONE			100.00
	101-170.000-851.000	TELEPHONE			400.00

01/05/2018 01:10 PM
User: PAM
DB: Douglas

INVOICE REGISTER REPORT FOR CITY OF THE VILLAGE OF DOUGLAS
EXP CHECK RUN DATES 01/09/2018 - 01/09/2018
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	
# of Invoices:	67 # Due: 67	Totals:		59,367.68	
# of Credit Memos:	0 # Due: 0	Totals:		0.00	
Net of Invoices and Credit Memos:				59,367.68	

--- TOTALS BY FUND ---

101 - GENERAL FUND	53,479.75	5
130 - CURRENT TAX RECEIVING	521.89	
202 - MAJOR STREET FUND	1,401.49	
203 - LOCAL STREETS FUND	1,038.64	
244 - HARBOR AUTHORITY	1,272.00	
509 - SCHULTZ PARK LAUNCH RAMP	79.84	
660 - EQUIPMENT RENTAL FUND	1,574.07	

--- TOTALS BY DEPT/ACTIVITY ---

000.000 -	1,083.64	
101.000 - LEGISLATIVE	2,021.90	
170.000 - MANAGER	2,925.89	
180.000 - ASSESSING	6,115.73	
260.000 - CLERK/TREASURER	9,911.76	
265.000 - BUILDING & GROUNDS	2,896.85	
301.000 - POLICE	16,126.52	1
401.000 - PLANNING & ZONING	2,639.39	
463.000 - GENERAL STREETS & ROW	10,541.37	1
750.000 - LAUNCH RAMPS	79.84	
751.000 - PARKS & RECREATION	2,178.72	
790.000 - HARBOR	1,272.00	
902.000 - DPW EQUIPMENT PURCHASES	8.41	
903.000 - EQUIP. REPAIRS & MAINTEN	1,565.66	

47B-1

20 December 2017

Mr. Max Rogers
City of the Village of Douglas
Department of Public Works
P.O. Box 757
Douglas, MI 49406

Dear Max,

Since I've lived in Douglas for nearly 20 years this letter is long overdue to say thank you for all you and your department do for our fair city. The Christmas decorations are spectacular this year, as they are every year as well, and we can always count on you and your talented crew to keep the city looking good.

Most days I travel to Holland and when it snows our streets are always cleaned and ready for traffic even as the snow keeps falling but I can't say the same for that bigger neighbor of ours down the highway. I'm very proud of how our city is taken care of by you and your staff.

I hope you and all your department people have a wonderful Christmas and let's hope 2018 is happy and prosperous for us all.

Sincerely,

Herb Conlan

Herbert Conlan
498 Amity Lane
Douglas, MI 49406

7B-2

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING

RICK SNYDER
GOVERNOR

KEITH CREAGH
DIRECTOR

December 18, 2017

City of the Village of Douglas

Dear Grantee:

SUBJECT: TF17-0184, Point Pleasant Marina Property Acquisition

Congratulations! On behalf of Director Keith Creagh, Department of Natural Resources (DNR), I am writing to inform you that your application noted above was among those recommended for approval to receive a Michigan Natural Resources Trust Fund (MNRTF) land acquisition grant in the amount of **$1,001,400**.

The MNRTF program provides funding assistance for local units of government and DNR outdoor recreation needs, including land acquisition and development of outdoor recreation facilities. The recommendation to fund your project was made by the MNRTF Board of Trustees.

A total of 165 applications were evaluated under this program totaling $67.6 million in requests, and on December 6, 2017, the MNRTF Board of Trustees recommended funding the following projects:

1. Thirteen state and twenty-one local unit of government land acquisition projects totaling $21.3 million.

2. Seventeen state and seventy-two local unit of government outdoor recreation development projects totaling $19.0 million.

A number of additional steps need to be taken before the DNR can offer you a grant for your project, including: 1) the DNR must receive legislative and Governor approval and an appropriation of funds for these projects; and 2) you will need to enter into an agreement with the DNR.

When funds become available to the DNR, Grants Management will contact you again with information on receiving your project agreement. You can begin your project as soon as this agreement is executed. **You may not make any commitments toward starting this project or begin incurring project costs, except as outlined in the attached guidance, until an agreement between the grantee and the DNR is executed.**

Refer to the enclosed guidance outlining the steps you should be taking at this time to help ensure timely project completion. Even if you have received a MNRTF grant in recent years, you should read this document carefully since it provides updated information on project procedures.

Once again, congratulations on a successful grant application and we look forward to working with you to complete this important recreation project.

If you have any questions regarding your project or the MNRTF program, please contact Mr. Jon Mayes, MNRTF Program Manager, Grants Management, at 517-284-5954, or email mayesj@michigan.gov, or you may contact me. Our mailing address is: **Grants Management, Department of Natural Resources, P.O. Box 30425, Lansing, MI 48909-7925**.

Sincerely,

Dan Lord, Manager
Grants Management
517-290-5603
lordd1@michigan.gov

Enclosure
cc: Mr. Mark Hoffman, Chief Administrative Officer, DNR
Ms. Sharon M. Schafer, DNR
Mr. Jon Mayes, DNR

GUIDANCE TO COMMUNITIES RECOMMENDED FOR A 2017
MICHIGAN NATURAL RESOURCES TRUST FUND
ACQUISITION GRANT

Congratulations on being recommended for a Michigan Natural Resources Trust Fund (MNRTF) acquisition grant.

The MNRTF Board of Trustees has recommended your project for funding; however, the recommendations must be reviewed and approved by the Legislature and Governor and funds appropriated to the Department of Natural Resources (DNR) before a grant is considered approved. After the bill is signed into law it takes another 30 to 60 days before funds are available to the DNR for allocation to grant projects.

When funds become available to the DNR, approved applicants will be offered an MNRTF Project Agreement, which is a contract between the local unit of government that you represent and the Department of Natural Resources. It outlines very specific performance criteria for this project, and lists the long-term obligations of your community relating to property acquired with the assistance of this grant. These obligations include ensuring that the property remains in public outdoor recreation in perpetuity. Regardless of the assistance you may receive from other organizations in completing this project or future management of this site, these performance criteria and long-term obligations will be the responsibility of your local unit of government.

You will have an opportunity to choose an escrow closing option or a traditional reimbursement closing option when you review and complete your project agreement. If you anticipate being unable to acquire the rights in the property as described in the application or the property has transferred to a different owner than listed in the application, you should contact your DNR grant coordinator as soon as possible.

Prior to execution of a Project Agreement, a community may not incur any costs associated with the project, except those listed below, or make any binding commitments to the landowner toward its completion, without prior approval of Grants Management staff.

There are a few things you can and should do now as we wait for completion of the appropriation process and preparation of your Project Agreement:

1. Prepare a detailed legal description and clear boundary map of the project area, which in most cases is the property to be acquired. This map must clearly identify the boundaries of the parcel to be acquired with this grant, as defined in the legal description, and match the property identified in your application.

2. Identify the official contact who will be responsible for the day-to-day administration of this project. This person must be authorized to represent the local unit of government in an official capacity and cannot have any financial interest in any aspect of this project.

3. Begin the due diligence process to determine if there are any potential contamination issues on the property that you intend to purchase. Confirmation that this process has been completed and possible contamination issues have been addressed will be required before the DNR will give approval to close on the property.

4. Commission a 40-year title search.

The information obtained from the due diligence process and the 40-year title search **must** be reflected in the appraisal that establishes the fair market value of the property.

Please be aware that if you choose to obtain an appraisal of the property prior to the steps indicated in this document, the cost of that appraisal will not be reimbursable and the value conclusion may or may not be approved by the MDNR.

You may not allow the landowner, or their representative, to represent your community in any part of the project administration or have any role or influence in the determination of the value of the property.

If you have any questions regarding the status of the appropriation process or the procedures that will govern your project once we have received final legislative approval, please do not hesitate to contact us.

If you need additional guidance or have any questions, please contact your grant coordinator, or you may contact Mr. Jon Mayes, Program Manager, MNRTF, Grants Management at 517-284-5954.

We look forward to working with you in the completion of your MNRTF acquisition project.

Grants Management
Michigan Department of Natural Resources
P.O. Box 30425
Lansing, Michigan 48909-7925
517-284-7268 (517-28-GRANT)

December 2017