

Manager's Friday Memo – Week of 11-4-19

**City Council:** Monday (11-4) was the regularly scheduled City Council meeting. Items on the agenda included:

- A presentation from Prein and Newhof regarding the results of the recent speed study completed on Main Street, Blue Star Highway (multiple locations), and Wiley Road.
- Agreement with Prein and Newhof to complete the Water Service Line Inventory and GIS mapping. Water Service Line inventory is a required component of the new Lead and Copper Rule.
- Agreement with ChargePoint to install a Commercial Charging Station at Beery Field.
- Settlement of DDA Streetscape Payment and reimbursement of excess payments.

**ICMA Membership:** A brief discussion about the City Manager's membership with ICMA was brought up during City Council, so I thought I'd provide a bit more information about ICMA and other professional organizations administration works with. ICMA is the world's leading association of professional city and county managers and other employees who serve local governments. The organization's vision is to be the leading association of local government professionals dedicated to creating and supporting thriving communities throughout the world. With over 11,000 members worldwide, ICMA offers professional development programs, research, publications, data and information, technical assistance, and training to thousands of city, town, and county chief administrative officers, their staff, and other organizations throughout the world. Much like the Michigan Municipal League, ICMA can be a great resource to the Douglas organization when it comes to policy research, sample ordinances, job descriptions, and staff recruitment. <https://icma.org/>

**IT Security:** Based on comments from City Council, I have a meeting scheduled with our information technology support provider IT Right to discuss security. At this year's Michigan Municipal League conference, IT security was one of the break-out sessions I attended and it makes one realize that the City should understand how its information is protected. It has been well publicized about governments being targeted for ransomware attacks and the subsequent high price to pay to retrieve or recreate data. Twenty-three cities were attacked in Texas in August 2019 and cost on average \$50,000 per attack. <https://www.city-journal.org/ransomware-attacks-against-cities>

**ChargePoint:** Following Monday's approval of the Commercial Charging station agreement, myself, the DPW Director, and Police Chief reviewed the proposed charging station installation location at Beery Field. After some discussion, it is evident that the best installation location for the ChargePoint system is not on Center Street, but rather in the parking area east of the restrooms at Beery Field where an existing electrical meter already exists. This location is approximately 25 feet away from the Center Street location discussed during City Council but offers the potential for a cheaper, less complicated installation, and doesn't take away from the parking on Center Street. Our parking ordinance will have to be revised so that the City can enforce "Electric Car Parking Only" for two spaces adjacent to the chargers. If anyone is interested in what the charger will look like, Roan and Black has the exact charger that Douglas will be purchasing. Also, for those interested in how the app works, go to the ChargePoint website, select "find stations" at the top of the screen, and a map will pop up showing local charging stations and the fee for charging. It's also noteworthy that some locations don't charge a fee. <https://www.chargepoint.com/>

**Election:** Tuesday was election day. Congratulations to Cathy North, Kathy Mooradian, and Jerry Donovan. Thanks also to Greg Harvath for his many years of service to the community. I understand Greg has been on City Council for 15 years. It's a selfless act to give so many years of service to the community. Thank you, Greg.

**Request for Proposals:** I've been working this week on two requests for proposals. One for the Root Beer Barrel operation, and one for winter snow removal in the downtown area. I should have both of those proposal ready for advertising next week.

**66<sup>th</sup> Street:** On Wednesday I met with our City Engineer, Saugatuck Township Manager, and two resident who live near the City's 66<sup>th</sup> Street property. Flooding concerns were the topic of discussion and we reviewed the culvert crossing on 66<sup>th</sup> Street and the culvert crossing on 129<sup>th</sup>. While I've not experienced the magnitude of flooding in the area, the culverts may be undersized to adequately manage the volume of water flowing through the SE quadrant of the intersection and as such, potentially influence flooding on the area properties. I have proposed that myself and the township manager prepare a letter for the Allegan County Road Commission to review those culvert conditions, sizes, and potentially clean or replace them.

**First Responder's Dinner:** In honor of the area's first responders, a dinner was held on Wednesday evening, Mayor Anderson, Councilman Seabert and Chief Ken and Douglas Police force attended. Mayor Anderson gave a brief speech about first responders and Council Seabert led the pledge of allegiance.

**Blue Star Trail:** Wednesday evening I attended the Saugatuck Township Board meeting to hear the discussion about the Blue Star Trail Resolution. There were varying degrees of comments, but most who stood up to talk didn't like the terms of the resolution, but they liked that there was a collaborative effort with the managers. Saugatuck Township voted to table the current resolution and offered up a motion to form a committee with representatives of all the stakeholders (including managers and elected officials).

**Allegan City Hall:** On Thursday, I toured Allegan's new City Hall with their City Manager. It was beneficial to see how they've configured their workspace and I was able to learn some of the challenges they faced and some of the do's and don'ts when it comes to renovating for municipal operations.

**Winterizing:** With the early onset of cold weather, DPW crews winterized Beery Field restrooms this week. To support the DDA events still planned for the winter season, we have ordered porta johns to be placed outside the restrooms so that we have facilities available to the public. Douglas Beach restrooms have already been winterized for the season.

**Leaf collection:** Leaf collection continues throughout the City on Tuesdays. Brush, leaves, and yard waste should not be placed in the travel lane of any street as to obstruct the lane.

That's all I have for this week. No weekend events are planned that I'm aware of. I have been invited to a Rotary event on Sunday to discuss planning for the upcoming year.

Also, just a reminder that there is a "Planning and Zoning Essentials" meeting on Wednesday, November 13<sup>th</sup> from 4 p.m. – 9 p.m. City Council, Planning and Zoning members are all invited and dinner will be provided.

