

AGENDA
THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING OF THE CITY COUNCIL
November 16, 2020 – 7:00 P.M.
Zoom Meeting

1. Call to Order – Mayor
2. Roll Call - City Clerk
- Election of Officer's – City Clerk
Nomination of Mayor
Nomination of Mayor Pro Tem
3. Consent Calendar
 - A. Approval of the November 16, 2020 Agenda
 - B. Approval of the City Council Minutes of November 2, 2020
 - C. Approval of Invoices in the amount of \$295,407.92
 - D. Appointments / Resignations / Proclamations
 1. Planning Commission Resignation – Bruce Stewart
 2. Planning Commission Appointment – Linda McIntyre
 3. DDA Appointment – Randy Walker
 4. DDA Appointment – David Laakco

Motion to approve the Consent Calendar of November 16, 2020 – roll call vote

4. Public Communication
 - A. Verbal (Limit of 3 minutes)
 - B. Written Communications
 1. Rienstra Letter re: Beach Project
5. Unfinished Business
 - A. Beach Revetment - Discussion
6. New Business
 - A. Resolution 38-2020 Accounts Payable Policy

Motion to approve Resolution 38-2020 adopting the Finance/Budget Policy Statement No. 01-2020 and 02-2020. – roll call vote

- B. Aquatic Weed Contract

Motion to approve Aquatic Doctor's 2021 contract to treat the Douglas Harbor from Schultz Park to Union St. Launch. – roll call vote

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/89797569208>

Join by phone by dialing:

+1 (312) 626-6799

-or-

+1 (646) 518-9805

Then enter
Meeting ID:

897 9756 9208

Those who are hearing impaired and require additional accommodations are encouraged to contact (269) 857-4751 or douglas@ci.douglas.mi.us as soon as possible.

C. Request for Qualifications Award

Motion to accept the Building Team recommendation awarding ABM Building Solutions, LLC of Troy, Michigan,

7. Reports

A. Commission / Committee / Board Reports

1. Planning Commission – Seabert
2. Kalamazoo Lake Sewer and Water –
3. Kalamazoo Lake Harbor Authority – North
4. Downtown Development Authority – Lion
5. Douglas Harbor Authority – North
6. Douglas Brownfield Authority – Donovan
7. Fire Board – Miller
8. Community Recreation – Seabert
9. Recycling Committee – Garnett Lewis

B. Staff Reports

1. Community Development / Planning / Zoning – Wikar
2. Treasurer - Smith
3. Department of Public Works – Vogel
4. Chief of Police – Kent
5. City Clerk - Aalderink
6. Manager’s Report

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

9. Council Comments

10. Mayor’s Report / Comments

11. 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 Pamela Aalderink, City Clerk, at (269) 857-1438, or clerk@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 12th day of November 2020

MINUTES
THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING OF THE CITY COUNCIL
NOVEMBER 2, 2020 – 7:00 P.M.
ZOOM MEETING

1. Call to Order at 7:00 p.m. by Mayor Lion
2. Roll Call: Present – Donovan, Kenny, Miller, North, Seabert, Lion
Absent/Excused – Mooradian
Also, present – City Manager LaBombard, City Clerk Aalderink, City Planner Wikar, City Treasurer Smith.
3. Consent Calendar:
 - A. Approve the November 2, 2020 Agenda
 - B. Approve the October 19, 2020 Meeting Minutes
 - C. Approve the October 19, 2020 Closed Session Minutes
 - D. Approve the October 23, 2020 Workshop Minutes
 - E. Approve the Invoices in the amount of \$259,342.95
 - F. Appoint Cathy North as Election Inspector
 - G. Accept the Resignation of Robert Kenny

*Motion by Seabert, with support from Kenny, to approve the consent calendar as amended.
Motion carried by unanimous roll call vote.*

4. Public Comments
 - A. Verbal (Limit of 3 minutes)
 1. Introduction of new city employees Amy Howell and Bill Brown
 2. John Helmrich introduced himself as a 4 yr. non-voter of the Kalamazoo Lake Harbor Authority. Joined this evening to see how the vote for Saugatuck Township joining moves.
 3. Dave Shecka acknowledge Donovan and North, who met at Green Koi with him regarding his proposed sign.
 - B. Written
 1. Interurban Minutes
 2. Margaret Boutin re: Republic Services
Council members asked if it was time to re-evaluate Republic pick-up. With the Republic guidelines what is acceptable and non-acceptable for pick-up? And there should be a schedule of pick up (recycle) on the Republic website.
5. Unfinished Business
 - A. Saugatuck Township Intent to Consider Joining the Kalamazoo Lake Harbor Authority.

LaBombard updated council on the intent of the Township. One year ago, council looked at the Township joining and sent the request back to the Kalamazoo Lake Harbor

Authority for further information on what the Township was requesting. Included in the packet for council is a link to the Intergovernmental Agreement and Township.

Discussion: Council expressed concern that the Township could have voting rights but have no monetary investment.

Motion by North, with support by Seabert, to consider the in-kind contributions, participation in harbor activities, and the financial contribution to cover legal fees associated with joining the Kalamazoo Lake Harbor Authority, and waive the entry fee for Saugatuck Township to join the Kalamazoo Lake Harbor Authority. Motion carried by unanimous roll call vote.

B. Ordinance No. 07-2020 Amending the Sign Ordinance (Ordinance No. 111-D)

Wikar presented an overall view of the changes proposed. Council questioned if the legal attorney had given input into the proposed changes. Stuart, Planning member does not see the benefit for allowing signs in the right of way. Other questions/concerns included the current number of signs in the right of way to this date, recommendation to send back to committee, perhaps hold a workshop, and definitely more clarification is needed regarding the proposed change.

Motion by Seabert, with support from Donovan, to adopt Ordinance No. 07-2020 Amendment to Sign Ordinance 111-D, updating language to reflect "Cityhood", and to allow for administrative review of signs. Motion failed by tied roll call vote. Yes votes – Donovan, Seabert, Lion. No votes – Kenny, Miller, North.

6. New Business

A. Resolution 35-2020 MERS Adoption Agreement Addendum

Motion by Kenny, with support from North, to adopt Resolution 35-2020 approving the Municipal Employee's Retirement System Adoption Agreement Addendum. Motion carried by unanimous roll call vote.

B. Resolution 36-2020 Amending the General Fund

Motion to adopt Resolution 39-2020 Amending the General Fund budget to include construction costs for the water main special assessment districts of Whittier & First, Fremont & Ellis, and McVea. Motion carried by unanimous roll call vote.

C. Irrigation Improvements for Downtown Parking Bump-outs

Motion by Seabert, with support from Kenny, to award Kramer J Services, Inc. of Douglas Michigan a contract for irrigation improvements for the downtown bump outs for the quoted amount of \$12,849.00. Motion carried by unanimous roll call vote.

D. Resolution 37-2020 Appointment of City Assessor

Motion to adopt Resolution 37-2020 and appoint Mr. Thomas Doane to the administrative officer position of Assessor for the City of Douglas in Accordance with the City Charter. Motion carried by unanimous roll call vote.

E. Manager's Contract Amendment

Motion by North, with support from Kenny, to approve the Manager's Contract Amendments as submitted. Motion carried by unanimous roll call vote.

7. Committee Reports

- A. Planning Commission – A PUD workshop will be held with Linda Anderson.
- B. Kalamazoo Lake Sewer Water Authority – No report
- C. Downtown Douglas Authority – Held a meeting to discuss the 150th Banners.
- D. Douglas Harbor Authority - No report
- E. Kalamazoo Lake Harbor Authority – Discussed the City of Saugatuck's work on invasive area with Aquatic Doctors, the Township joining the Authority, and Bridge lighting.
- F. Douglas Brownfield Authority – EPA Grant application has been submitted.
- G. Fire Board – No report
- H. Community Recreation – No report
- I. Recycling Committee – Garnet Lewis (not available, will attend next meeting)

8. Staff Reports

- A. City Planner – Wikar stated the West Center PUD has been cancelled. The next Planning Commission meeting a new Chair will be appointed.
- B. City Clerk – Election is ready for voters and plans are in place.

9. Manager Report

LaBombard updated council on the following topics:

- * The water main project.
- * McVea residents were issued a boil water notice.
- * Paving questions have been received.
- * Point Pleasant is moving along. The DPW has worked with the owners on winterizing.
- * Facility study (ABM) RFP has been received.
- * Covid best practices for visits to City Hall
- * Beach Erosion temporary cure could be sandbags.
- * A request to the Sherriff's office to fly the drone has been made.
- * EPA Grant has been submitted.
- * Thanked Kenny for her service on Council.

10. Public Comments

- A. David Shecka has waited months and still there is no answer to his sign. He is tired and extremely frustrated. Has requested seeing other variances for signs in the right of way.

11. Council Comments

Seabert – Called out to voters to cast their votes. Also address the new employees, the irrigation, and thanked Ms. Kenny for her service on council.

Miller – Frustrated with sign Ordinance that he feels needs more clarity.

North – Echoed Seabert and Miller’s comments and believed legal opinion is needed.

Also, a Thank you to Ms. Kenny for serving on council.

Kenny – Thanked council and staff. She is impressed with the community attendance on zoom. Explained her intent to remain active in Douglas.

- 12. Mayor Comments
Request list of current committees list.

- 13. Adjournment
Motion by Kenny, with support from Seabert, to adjourn the meeting.

Signed: _____ Date: _____

Signed: _____ Date: _____

11/11/2020

INVOICE REGISTER REPORT FOR CITY OF THE VILLAGE OF DOUGLAS
 EXP CHECK RUN DATES 07/01/2020 - 11/17/2020
 BOTH JOURNALIZED AND UNJOURNALIZED
 OPEN

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due
8732620					
39964	ABSOPURE WATER COMPANY 486 WATER 101-463.000-740.000	10/29/2020	11/28/2020	58.00	58.00
	SUPPLIES			58.00	
11/11/2020					
40029	ALEXA URQUHART NOVEMBER ELECTION PAY 101-191.000-703.000	11/03/2020	11/17/2020	130.00	130.00
	WAGES			130.00	
OCT 2020					
39970	ALLEGAN CO TREASURER OCTOBER MOBILE HOME 101-000.000-221.001	10/31/2020	11/17/2020	225.00	225.00
	DUE TO OTHER GOVERNMENTAL UNIT			225.00	
309912					
40012	APEX SOFTWARE APEX SKETCHING ANNUAL MAINT-8/1/20-8/1/2021 101-180.000-802.000	06/27/2020	11/17/2020	235.00	235.00
	CONTRACTUAL			235.00	
11/11/2020					
40033	BRANDY ERLANDSON NOVEMBER ELECTION PAY 101-191.000-703.000	11/03/2020	11/17/2020	130.00	130.00
	WAGES			130.00	
2422					
39963	BRIAN'S MAJOR APPLIANCE REPAIR ICE MAKER REPAIR 101-265.000-930.000	10/26/2020	11/26/2020	208.18	208.18
	REPAIRS & MAINTENANCE: GENERAL			208.18	
4592					
39981	BURNETT & KASTRAN PROFESSIONAL SERVICES-POLICE 101-301.000-801.000	10/02/2020	12/01/2020	180.00	180.00
	CONTRACTUAL ATTORNEY			180.00	
4246					
39982	BURNETT & KASTRAN PROFESSIONAL SERVICES-POLICE 101-301.000-801.000	10/13/2020	12/01/2020	120.00	120.00
	CONTRACTUAL ATTORNEY			120.00	
4595					
39983	BURNETT & KASTRAN PROFESSIONAL SERVICES-POLICE 101-301.000-801.000	10/30/2020	12/01/2020	120.00	120.00
	CONTRACTUAL ATTORNEY			120.00	
11/11/2020					
40032	CATHY NORTH NOVEMBER ELECTION PAY 101-191.000-703.000	11/03/2020	11/17/2020	130.00	130.00
	WAGES			130.00	
NOV 5 2020					
39993	COMCAST 486 WATER ST 101-463.000-851.000	11/05/2020	11/26/2020	244.59	244.59
	TELEPHONE			244.59	
OCT 15 2020					
39994	COMCAST 47 CENTER ST 101-301.000-851.000	10/15/2020	11/17/2020	282.47	282.47
	TELEPHONE			282.47	
206968565400					
39976	CONSUMERS ENERGY STREET LIGHTS OCTOBER 101-463.000-925.000	10/31/2020	11/24/2020	1,839.99	1,839.99
	STREET LIGHTS			1,839.99	
202163421788					

	39977	CONSUMERS ENERGY LED LIGHTS	10/31/2020	11/24/2020	186.55	186.55
		101-463.000-925.000 STREET LIGHTS			186.55	

206968565394	39978	CONSUMERS ENERGY TRAFFIC LIGHTS	10/31/2020	11/24/2020	10.90	10.90
		101-463.000-925.000 STREET LIGHTS			10.90	

11/11/2020	40024	DONNA ST. ANDRE NOVEMBER ELECTION PAY	11/03/2020	11/17/2020	250.00	250.00
		101-191.000-703.000 WAGES			250.00	

2605	39966	EDGEWATER RESOURCES LLC DOUGLAS BEACK PARK SHORELINE PROTECTION	10/27/2020	11/17/2020	8,698.80	8,698.80
		101-751.000-979.000 CAPITAL OUTLAY			8,698.80	

11/11/2020	40028	ERICA BAARMAN NOVEMBER ELECTION PAY	11/03/2020	11/17/2020	130.00	130.00
		101-191.000-703.000 WAGES			130.00	

2213-3673	39985	FAST SIGNS GREEN FREFLECTIVE 30X6 AND WHITE REFLECTIVE 30X6	10/30/2020	11/17/2020	85.66	85.66
		203-463.000-727.000 TRAFFIC SIGNS & SERVICES			85.66	

11/11/2020	40027	GREG HARVATH NOVEMBER ELECTION PAY	11/03/2020	11/17/2020	130.00	130.00
		101-191.000-703.000 WAGES			130.00	

10/31/2020	39975	HOLLAND SENTINEL & FLASHES NOTICE OF PUBLIC HEARING	10/31/2020	11/24/2020	136.00	136.00
		101-401.000-908.000 DUES/FEES/PUBLICATIONS			136.00	

20166203	39984	I.T. RIGHT CONTRACT RENEWAL-12/1/2020-11/30/2021	11/02/2020	12/01/2020	3,648.00	3,648.00
		101-260.000-802.000 CONTRACTUAL			1,368.00	
		101-301.000-802.000 CONTRACTUAL			1,824.00	
		101-401.000-802.000 CONTRACTUAL			456.00	

11/11/2020	40035	JEAN E NEVE NOVEMBER ELECTION PAY	11/03/2020	11/17/2020	250.00	250.00
		101-191.000-703.000 WAGES			250.00	

DEC 2020	39968	KELLEY ZIESEMER ASSESSING SERVICES DECEMBER	11/17/2020	12/01/2020	4,350.00	4,350.00
		101-180.000-803.000			4,350.00	

167218	39972	KERKSTRA RESTROOM SERVICE BARRY FIELD HANDICAP PORTABLE RESTROOM	11/04/2020	11/17/2020	155.00	155.00
		101-751.000-802.000 CONTRACTUAL			155.00	

167219	39973	KERKSTRA RESTROOM SERVICE DOUGLAS BEACH PARK HANDICAP RESTROOM	11/04/2020	11/17/2020	155.00	155.00
		101-751.000-802.000 CONTRACTUAL			155.00	

11/7/2020	39997	KIMBERLY S HOSSINK CLEANING SERVICES	11/07/2020	11/17/2020	140.00	140.00
		101-265.000-802.000 CONTRACTUAL			100.00	
		101-301.000-802.000 CONTRACTUAL			40.00	

285150	40013	LEMON FRESH-APPARELMASTER COMMERCIAL CLEANING	11/09/2020	11/17/2020	33.75	33.75

	101-265.000-802.000	COMMERCIAL CLEANING			9.75	
	101-301.000-802.000	COMMERCIAL CLEANING			24.00	

10-31-2020						
39965	LINDA ANDERSON		10/31/2020	11/17/2020	360.00	360.00
	ASSITANCE TO CITY ZONING ADMINISTRATOR					
	101-401.000-725.000	TRAINING FUNDS			360.00	

11/11/2020						
40025	LOUISE PATTISON		11/03/2020	11/17/2020	250.00	250.00
	NOVEMBER ELECTION PAY					
	101-191.000-703.000	WAGES			250.00	

414206						
39959	MML WORKERS' COMP FUND		10/28/2020	12/28/2020	2,017.00	2,017.00
	WORKERS COMP PAYROLL AUDIT					
	101-101.000-722.000	WORKERS COMPENSATION			6.60	
	101-170.000-722.000	WORKERS COMPENSATION			26.23	
	101-260.000-722.000	WORKERS COMPENSATION			43.87	
	101-265.000-722.000	WORKERS COMPENSATION			65.36	
	101-301.000-722.000	WORKERS COMPENSATION			638.65	
	101-301.000-722.000	WORKERS COMPENSATION			13.56	
	101-401.000-722.000	WORKERS COMPENSATION			27.58	
	101-463.000-722.000	WORKERS COMPENSATION			423.05	
	101-751.000-722.000	WORKERS COMPENSATION			70.76	
	202-463.000-722.000	WORKERS COMPENSATION			259.61	
	202-464.000-722.000	WORKERS COMPENSATION			129.17	
	203-463.000-722.000	WORKERS COMPENSATION			247.85	
	203-464.000-722.000	WORKERS COMPENSATION			64.71	

10819205						
39988	MML WORKERS' COMP FUND		11/02/2020	11/17/2020	1,682.00	1,682.00
	WORKERS COMP POLICY 7/1/20-7/1/21 QTRLY PAYMENT					
	101-101.000-722.000	WORKERS COMPENSATION			5.50	
	101-170.000-722.000	WORKERS COMPENSATION			21.87	
	101-260.000-722.000	WORKERS COMPENSATION			36.56	
	101-265.000-722.000	WORKERS COMPENSATION			54.50	
	101-301.000-722.000	WORKERS COMPENSATION			532.75	
	101-301.000-722.000	WORKERS COMPENSATION			11.31	
	101-401.000-722.000	WORKERS COMPENSATION			23.00	
	101-463.000-722.000	WORKERS COMPENSATION			352.74	
	101-751.000-722.000	WORKERS COMPENSATION			59.00	
	202-463.000-722.000	WORKERS COMPENSATION			216.46	
	202-464.000-722.000	WORKERS COMPENSATION			107.70	
	203-463.000-722.000	WORKERS COMPENSATION			206.65	
	203-464.000-722.000	WORKERS COMPENSATION			53.96	

2582083-00						
39974	NICHOLS PAPER & SUPPLY, CO		09/16/2020	11/17/2020	207.33	207.33
	DPW SUPPLIES					
	101-265.000-740.000	SUPPLIES			207.33	

2580713-01						
40015	NICHOLS PAPER & SUPPLY, CO		09/30/2020	11/17/2020	73.52	73.52
	LARGE WALL MOUNT WIPE DISPENSER FOR COVID					
	101-265.000-740.000	SUPPLIES			73.52	

2583757-00						
40016	NICHOLS PAPER & SUPPLY, CO		11/04/2020	11/29/2020	159.37	159.37
	DPW SUPPLIES					
	101-265.000-740.000	SUPPLIES			159.37	

131449681001						
39967	OFFICE DEPOT		10/20/2020	11/22/2020	199.72	199.72
	OFFICE SUPPLIES					
	101-265.000-740.000	SUPPLIES			199.72	

133487906001						
39989	OFFICE DEPOT		10/28/2020	11/29/2020	78.84	78.84
	POLICE DEPT SUPPLIES					

	101-301.000-740.000	SUPPLIES			78.84	
133487908001	39990	OFFICE DEPOT POLICE DEPT SUPPLIES	10/28/2020	11/29/2020	15.17	15.17
	101-301.000-740.000	SUPPLIES			15.17	
133484437001	39991	OFFICE DEPOT POLICE DEPT SUPPLIES	10/28/2020	11/29/2020	7.58	7.58
	101-301.000-740.000	SUPPLIES			7.58	
133073151001	39992	OFFICE DEPOT PAPER	10/26/2020	11/29/2020	77.98	77.98
	101-260.000-740.000	SUPPLIES			77.98	
1280	39986	OVERISEL ELECTRIC LLC CENTER ST RECEPACAL REPAIR	11/02/2020	11/17/2020	80.00	80.00
	202-463.000-802.000	CONTRACTUAL			80.00	
1279	39987	OVERISEL ELECTRIC LLC WADES BAYOU NEW ELECTRICAL SERVICE	11/02/2020	11/17/2020	2,495.00	2,495.00
	594-598.000-974.000	CONSTRUCTION			2,495.00	
D545774	39998	OVERISEL LUMBER CO. PICNIC TABLE WADES	10/06/2020	11/29/2020	480.98	480.98
	594-598.000-930.000	REPAIRS & MAINTENANCE: GENERAL			480.98	
D546833	39999	OVERISEL LUMBER CO. BUMP OUTS	10/09/2020	11/17/2020	31.92	31.92
	202-463.000-740.000	SUPPLIES			31.92	
D548354	40000	OVERISEL LUMBER CO. CAMPBELL HILL RIVER PEBBLES	10/16/2020	11/17/2020	17.96	17.96
	202-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL			17.96	
D548360	40001	OVERISEL LUMBER CO. CAMPBELL HILL RIVER PEBBLES	10/16/2020	11/17/2020	22.45	22.45
	203-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL			22.45	
D548891	40002	OVERISEL LUMBER CO. LAUNCH SIGNS UNION AND SCHULTZ	10/20/2020	11/17/2020	149.56	149.56
	509-750.000-930.000	REPAIRS & MAINTENANCE: GENERAL			74.78	
	101-751.000-929.000	UNION REPAIRS & MAINTENANCE			74.78	
D549604	40003	OVERISEL LUMBER CO. KEYS	10/23/2020	11/17/2020	4.17	4.17
	101-265.000-740.000	SUPPLIES			4.17	
D550487	40004	OVERISEL LUMBER CO. ROOTBEER BARREL LED BULBS	10/28/2020	11/17/2020	18.70	18.70
	101-751.000-740.000	SUPPLIES			18.70	
D550578	40005	OVERISEL LUMBER CO. UNION ST RIVER PEBBLES	10/28/2020	11/17/2020	44.90	44.90
	202-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL			44.90	
D550845	40006	OVERISEL LUMBER CO. DPW SHOP SUPPLIES	10/29/2020	11/17/2020	3.80	3.80
	101-265.000-740.000	SUPPLIES			3.80	
D550877	40007	OVERISEL LUMBER CO. KEYS	10/29/2020	11/17/2020	1.39	1.39

	101-265.000-740.000	SUPPLIES			1.39	
107						
39971	PEARSON PROPERTIES		11/04/2020	11/17/2020	375.00	375.00
	RENTED STORAGE SPACE FOR EQUIPMENT					
	594-599.000-802.000	CONTRACTUAL			375.00	
10778359						
40010	PLUNKETT COONEY		11/09/2020	11/17/2020	495.00	495.00
	SWINGBRIDGE, POINT PLEASANT, BROWNFIELD					
	101-401.000-801.000	CONTRACTUAL ATTORNEY			33.75	
	594-597.000-801.000	CONTRACTUAL ATTORNEY			371.25	
	243-000.000-803.000	CONTRACTUAL CONSULTANT			90.00	
57853						
40018	PREIN & NEWHOF		11/05/2020	11/17/2020	615.50	615.50
	ST. PETERS WATERMAIN REPLACEMENT					
	650-000.000-806.000	CONTRACTUAL ENGINEERING			615.50	
57854						
40019	PREIN & NEWHOF		11/05/2020	12/05/2020	343.00	343.00
	CAMPBELL ROAD & WATER STREET DRAINAGE IMPROVEMENTS					
	650-000.000-806.000	CONTRACTUAL ENGINEERING			343.00	
57851						
40020	PREIN & NEWHOF		11/05/2020	12/05/2020	175.25	175.25
	UNION ST RESURFACE					
	203-463.000-806.000	CONTRACTUAL ENGINEERING			175.25	
57852						
40021	PREIN & NEWHOF		11/05/2020	12/05/2020	779.00	779.00
	WILERY RD CMAQ NON-MOTORIZED PATHWAY					
	202-463.000-806.000	CONTRACTUAL ENGINEERING			779.00	
57850						
40022	PREIN & NEWHOF		11/05/2020	12/05/2020	245.00	245.00
	UTILITY REVIEWS					
	101-401.000-806.000	CONTRACTUAL ENGINEERING			245.00	
57849						
40023	PREIN & NEWHOF		11/05/2020	12/05/2020	17,843.85	17,843.85
	WATERMAIN PROJECT					
	650-000.000-806.000	CONTRACTUAL ENGINEERING			17,843.85	
11/11/2020						
40026	RENEE WADDELL		11/03/2020	11/17/2020	130.00	130.00
	NOVEMBER ELECTION PAY					
	101-191.000-703.000	WAGES			130.00	
0240-008145890						
39995	REPUBLIC SERVICES #240		10/31/2020	11/20/2020	345.05	345.05
	486 WATER ST					
	101-463.000-802.000	CONTRACTUAL			345.05	
104263550						
39960	RICOH U.S.A, INC.		10/23/2020	11/18/2020	203.10	203.10
	POLICE COPIER RENT #14125902/MPC3004EX					
	101-301.000-942.000	LEASE- COPIER			203.10	
5060712621						
39961	RICOH USA, INC		11/01/2020	12/01/2020	34.21	34.21
	POLICE COPIES					
	101-301.000-802.000	CONTRACTUAL			34.21	
5060712553						
39962	RICOH USA, INC		11/01/2020	12/01/2020	632.67	632.67
	CITY HALL COPIES					
	101-265.000-802.000	CONTRACTUAL			632.67	
UNIONS ST #1						
40011	RIETH-RILEY CONSTRUCTION CO.		11/10/2020	11/17/2020	231,110.00	231,110.00
	UNION STREET RESURFACING					
	203-463.000-979.000	CAPITAL OUTLAY			231,110.00	
11/7/2020						
39996	ROBIN LYNN BELL		11/07/2020	11/17/2020	140.00	140.00

	CLEANING SERVICES						
	101-265.000-802.000	CONTRACTUAL				100.00	
	101-301.000-802.000	CONTRACTUAL				40.00	

11/11/2020	40031 SAM PHILLIPPE		11/03/2020	11/17/2020		130.00	130.00
	NOVEMBER ELECTION PAY						
	101-191.000-703.000	WAGES				130.00	

68494423	40008 SHELL FLEET PLUS		11/06/2020	11/17/2020		632.63	632.63
	POLICE GAS OCT						
	101-301.000-860.000	GAS & OIL				632.63	

68488260	40009 SHELL FLEET PLUS		11/06/2020	11/17/2020		843.97	843.97
	DPW GAS OCT						
	660-903.000-860.000	GAS & OIL				843.97	

104105	39979 SIEGFRIEDCRANDALL PC		10/31/2020	11/17/2020		8,200.00	8,200.00
	PROGRESS BILLING ON AUDIT						
	101-214.000-802.000	CONTRACTUAL				8,200.00	

11/11/2020	40030 SUSAN OOMS		11/03/2020	11/17/2020		130.00	130.00
	NOVEMBER ELECTION PAY						
	101-191.000-703.000	WAGES				130.00	

858	40014 UNDERGROUND GRAPHICS		10/31/2020	11/17/2020		367.64	367.64
	36 HATS 4 DECALS						
	101-880.000-960.000	MISCELLANEOUS				367.64	

9865669924	39980 VERIZON WIRELESS		10/24/2020	11/17/2020		144.82	144.82
	SEPT25-OCT24 DPW DATA PLAN						
	101-463.000-851.000	TELEPHONE				144.82	

11/11/2020	40017 WEST MI BLUE STAR CHAMBER		10/19/2020	11/17/2020		500.00	500.00
	REFUND DONATION FOR 150TH CELEBRATION						
	225-000.000-674.000	DONATIONS				500.00	

11/11/2020	40034 WILLIAM F. LEFEVERE		11/03/2020	11/17/2020		250.00	250.00
	NOVEMBER ELECTION PAY						
	101-191.000-703.000	WAGES				250.00	

# of Invoices:	76	# Due: 76	Totals:			295,407.92	295,407.92
# of Credit Memos:	0	# Due: 0	Totals:			0.00	0.00
Net of Invoices and Credit Memos:						295,407.92	295,407.92

--- TOTALS BY FUND ---

101 - GENERAL FUND	37,741.34	37,741.34
202 - MAJOR STREET FUND	1,666.72	1,666.72
203 - LOCAL STREETS FUND	231,966.53	231,966.53
225 - DDA FUND	500.00	500.00
243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND	90.00	90.00
509 - SCHULTZ PARK LAUNCH RAMP	74.78	74.78
594 - DOUGLAS MARINA	3,722.23	3,722.23
650 - WATER & SEWER FUND	18,802.35	18,802.35
660 - EQUIPMENT RENTAL FUND	843.97	843.97

--- TOTALS BY DEPT/ACTIVITY ---

000.000 -	19,617.35	19,617.35
101.000 - LEGISLATIVE	12.10	12.10

170.000 - MANAGER	48.10	48.10
180.000 - ASSESSING	4,585.00	4,585.00
191.000 - ELECTION	2,040.00	2,040.00
214.000 - AUDITOR	8,200.00	8,200.00
260.000 - CLERK/TREASURER	1,526.41	1,526.41
265.000 - BUILDING & GROUNDS	1,819.76	1,819.76
301.000 - POLICE	4,798.27	4,798.27
401.000 - PLANNING & ZONING	1,281.33	1,281.33
463.000 - GENERAL STREETS & ROW	236,883.40	236,883.40
464.000 - GENERAL STREETS WINTER & ROW	355.54	355.54
597.000 - POINT PLEASANT	371.25	371.25
598.000 - WADES BAYOU	2,975.98	2,975.98
599.000 - DOUGLAS HARBOR AUTHORITY	375.00	375.00
750.000 - LAUNCH RAMPS	74.78	74.78
751.000 - PARKS & RECREATION	9,232.04	9,232.04
880.000 - COMMUNITY PROMOTIONS	367.64	367.64
903.000 - EQUIP. REPAIRS & MAINTENANCE	843.97	843.97

Bruce Stewart
P.O. Box 669
Douglas, MI 49406

November 9, 2020

Mayor Lion:

This letter is to inform you of my resignation from the Douglas Planning Commission effective immediately.

My schedule and work load are such that I cannot assume the position of Commission Chair. I have enjoyed my time and service to the community.

Bruce F. Stewart

Bruce F. Stewart, Vice-Chair



BOARD AND COMMISSION APPLICATION
City of the Village of Douglas

1. On which Board or Commission would you like to serve? List in order preference.

A. Planning Commission

B. _____

2. Name: Linda McIntyre
(first) (middle) (last)

3. Home Address/Box No.: PO Box 292, 298 McVee Dr,
City / Zip Douglas, MI 49406

4. Are you a registered voter in Douglas? YES NO

5. Home Phone No. 202.256.5773

6. I have resided continuously in the City of Douglas since: August (house just finished)

7. Employment: about to start planner job at
(Name of employer) Progressive AE

Occupation: city planner Business Phone: _____

8. E-Mail Address: Linda.mcintyre@gmail.com

9. Please indicate any information (experience, education, community activities, organizations, etc.) which you think should be considered for your appointment to a Board or Commission. Use additional paper and include a resume if you wish.

please see attached resume and expression of interest

10. Are there any reasons you may have a conflict of interest if you were appointed to a Board or Commission listed above? For example, could you or any member of your family be affected financially by decisions to be made by the board or commission for which you have applied?

YES _____ NO (I assume that the commission has no purview over the awarding of contracts to firms like Progressive AE)



If yes, please explain _____

- 11. Are you presently indebted to the City of the Village of Douglas for overdue real or personal property tax, special assessment, license fee or property lien? YES _____ NO

If so, please explain: _____

- 12. Are you currently serving as an appointee to any other City of the Village of Douglas Board/Commission? YES _____ NO
If yes, which Board/Commission? _____

- 13. Have you been convicted of a misdemeanor within the past five years or a felony within the past ten years? YES _____ NO
If yes, explain the circumstances on a separate sheet of paper and attach it to this application. A conviction is not necessarily grounds for disqualification. The number of convictions, nature, recentness, and relationship to the board position applied for will be evaluated and a determination will be made after a review of all relevant facts.

- 14. Have you reviewed the current meeting schedule of the indicated Board(s) or Commission(s) and determined that you can commit to regular meeting attendance and participation? YES NO _____

Linda Melton
Signature of applicant

11.9.2020
Date

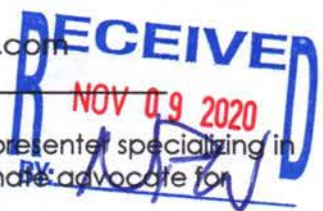
Return application to:
City of Douglas, 86 W. Center Street, P.O. Box 757
Douglas, MI. 49406-0757.
 e-mail: douglas@ci.douglas.mi.us
 Fax: 857-4751

For further information, please call the City Clerk's Office at 857-1438

Thank you for your interest in serving the City of the Village of Douglas.

Linda McIntyre, AICP

298 McVea Drive ♦ Douglas, MI 49406 ♦ 202.256.5773 ♦ linda.mcintyre@gmail.com



Experienced land use planner and policy analyst. Award-winning writer and skilled presenter specializing in translating codes, abstract concepts, and jargon into compelling narratives. Passionate advocate for sustainable and equitable communities, buildings, and landscapes.

EXPERIENCE

City of New York
City Planner

2014-present

Department of Parks and Recreation

Senior Project Planner, Planning and Neighborhood Development 2019-present

- Collaborate with other Parks divisions, state and city agencies, developers, and neighborhoods to plan, build, and maintain public open space along the waterfront and throughout the city.
- Advocate for projects and represent Parks before political panels and at public meetings.
- Researched, proposed, and implemented outreach/engagement protocols for remote public meetings during COVID as part of core internal team.

Department of City Planning

City Planner | Land Use Review Editor, Land Use Review Division 2016-2019

- Approved public information about City Planning Commission decisions for clarity, accuracy, accessibility, and compliance with legal requirements.
- Organized, planned, and executed public meetings.
- Created and implemented popular comprehensive land use review training program.
- Worked with Planning Labs data/tech team to improve functionality of public- and applicant-facing interactive websites.
- Member of award-winning East Midtown and Jerome Avenue Corridor Rezoning teams.

City Planner, Technical Review Division 2016

- Reviewed land use applications for compliance with standards, zoning, and city land use policy.

Department of Citywide Administrative Services

City Planning Consultant, Land Use and Planning Unit 2014-2016

- Prepared and submitted land use applications, environmental analyses, and maps.
- Reviewed agency waterfront portfolio and recommended management changes.

Writer/Editor

2006-present

- **Freelance Writer:** *Planning, The (Planning) Commissioner*, and other publications (2010-present)
- **Co-author:** *The Green Roof Manual*, a leading technical book on green roof design, installation, and maintenance (2008-2010); a *Dwell* "book you need to read if you love design" (December 2014)
- **Editor:** *Landscape Architecture* magazine news section (2008-2013)
- **Staff Writer and Editor:** *Landscape Architecture* magazine (2006-2008)
- **Awards:** ASLA medal for excellence in writing (2010)

EDUCATION

Hunter College, New York, NY: MUP (Honors)

Boston University School of Law, Boston, MA: JD (Member, State Bar of Michigan)

University of Michigan, Ann Arbor, MI: BA in English (Honors)

Technical skills: Microsoft Office; ArcGIS; Adobe InDesign, Photoshop, and Illustrator; SketchUp; basic architectural drafting and sketching; coursework in grading and drainage, site analysis, horticulture, and landscape design



Linda McIntyre, AICP
295 Moved Drive • Douglas, MI 49408 • 202.252.2723 • linda.mcintyre@gmail.com

Experienced landscape architect and policy analyst. Award-winning writer and skilled presenter specializing in translating ideas, research, and data into compelling narratives. Proven advocate for sustainable and equitable communities, buildings, and landscapes.

EXPERIENCE

City of New York
City Planner

2014-present

Department of Parks and Recreation

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- Advocate for projects and represent Parks before political panels and at public meetings.
- Researched, prepared, and implemented a citywide (engagement) process to engage people meetings during COVID as part of core internal team.

2019-present

Department of City Planning

- City Planner (Land Use Review Editor, Land Use Review Division)**
- Approved public information about City Planning Commission decisions for clarity, accuracy, accessibility, and compliance with legal requirements.
- Organized, planned, and executed public meetings.
- Created and implemented popular comprehensive land use review training program.
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2016-2019

City Planner, Technical Review Division

- Reviewed land use applications for compliance with standards, zoning, and city land use policy.

2018

Department of Citywide Administrative Services

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- Prepared and submitted land use applications, environmental analyses, and maps.
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2014-2018

Writer/Editor

2006-present

- Awards: ASLA medal for excellence in writing (2010)
- Staff Writer and Editor, Landscape Architecture magazine (2006-2008)
- Editor, Landscape Architecture magazine news section (2008-2013)
- Co-author, The Green Book Manual, a leading technical manual on green roof design, installation, and maintenance (2008-2010); a "Dwell" book you need to read if you love design" (December 2014)
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University of Michigan, Ann Arbor, MI; BA in English (Honors)

Technical skills: Microsoft Office; ArcGIS; Adobe Indesign, Photoshop, and Illustrator; SketchUp; basic architectural drafting and sketching; coursework in grading and drainage, site analysis, horticulture, and landscape design

EXPRESSION OF INTEREST - DOUGLAS PLANNING COMMISSION



iofz

Thank you for considering my application to fill an unexpected vacancy on the Planning Commission. I live at 298 McVea Drive and am a certified city planner with a broad range of planning-related experience (please see attached resume for details).

While we moved here in August, my husband and I purchased our property in 2016 (our house was only recently completed) and have since visited frequently (my sister lives in Saugatuck) and followed news and developments in Douglas closely. Like so many other residents, we were drawn here by the natural beauty of the area, the unique small businesses, and forward-thinking civic culture as well as the opportunity to be closer to family.

As the city grows while maintaining its vibrant and inviting character, we face multiple challenges--the public health and economic impact of the COVID-19 pandemic, the resilience of our shorelines, and maintaining/enhancing safe travel infrastructure for all modes, to name just a few. But these are also opportunities to learn, to experiment, and to engage even more closely with our neighbors, both longstanding and newly arrived. We can move forward with intention, by choice rather than by chance.

My experience and skills are well aligned with this kind of work. I am accustomed to collaborating with multiple agencies as well as engaged and opinionated stakeholders both public and private. I've been on all sides of the New York City's land use review process—applicant, reviewer, and part of the team planning, executing, and creating the record of the City Planning Commission's public meetings and decisions--and for years I trained newly hired planners, helping them to understand and abide by the city's rules.

With my legal training, I'm comfortable delving deeply into complex subjects including, but not limited to, the thousand-plus page New York City Zoning Resolution, and communicating this information effectively with a broad audience. Before

RECEIVED
NOV 09 2020
BY: [unclear]

COMMISSION
EXPRESSION OF INTEREST - DOUGLAS PLANNING

Thank you for considering my application to fill an unexpected vacancy on the Planning Commission. I live at 298 McVea Drive and am a certified city planner with a broad range of planning-related experience (please see attached resume for details).

While we moved here in August, my husband and I purchased our property in 2016 (our house was only recently completed) and have since visited frequently (my sister lives in Saugus) and followed news and developments in Douglas closely. Like so many other residents, we were drawn here by the natural beauty of the area, the unique small businesses, and forward-thinking civic culture as well as the opportunity to be closer to family.

As the city grows while maintaining its vibrant and inviting character, we face multiple challenges--the public health and economic impact of the COVID-19 pandemic, the resilience of our shorelines, and maintaining/enhancing safe travel infrastructure for all modes, to name just a few. But there are also opportunities to learn, to experiment, and to engage even more closely with our neighbors, both longstanding and newly arrived. We can move forward with intention, by choice rather than by chance.

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With my legal training, I'm comfortable delving deeply into complex subjects including, but not limited to, the thousand-plus page New York City Zoning Resolution, and communicating this information effectively with a broad audience. Before

earning my planning degree in 2015, I spent almost a decade as a journalist exploring the technicalities of land use and environmental regulation. During that time I also wrote, in collaboration with a subject matter expert, The Green Roof Manual (Timber Press, 2010), for which I researched engineering, hydrology, risk, and construction specification and interviewed multiple experts on these subjects, distilling the information into an organized, concise, and accessible volume. It has been used as a textbook and praised by reviewers including both Dwell magazine and the National Roofing Contractors Association.

NFW
2 of 2

As a native Michigander and a planner, I am honored and excited by the possibility of working with this community as a member of the Planning Commission. Thank you once again for considering my application.

Linda McIntyre
298 McVea Drive
202.256.5773

BOARD AND COMMISSION APPLICATION
City of the Village of Douglas



1. On which Board or Commission would you like to serve? List in order preference.

A. Downtown Douglas Authority

B. _____

2. Name: Randy J. Walker
(first) (middle) (last)

3. Home Address/Box No.: 415 Harbor Lake Drive #1055
City / Zip Douglas, 49406

4. Are you a registered voter in Douglas? YES ___ NO

5. Home Phone No. 847-209-0631

6. I have resided continuously in the City of Douglas since: Part-time since 2011

7. Employment: Lakeshore Pet Boutique
(Name of employer)

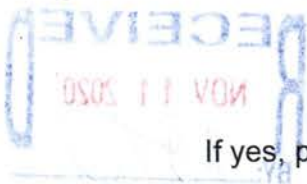
Occupation: owner Business Phone: 269-455-5873

8. E-Mail Address: Randy@lakeshorepetboutique.com

9. Please indicate any information (experience, education, community activities, organizations, etc.) which you think should be considered for your appointment to a Board or Commission. Use additional paper and include a resume if you wish.

I WAS A member of the Evanston, IL. Mental Health BOARD for 8 years (2 terms) + Served AS Vice-Chair + Chair.

10. Are there any reasons you may have a conflict of interest if you were appointed to a Board or Commission listed above? For example, could you or any member of your family be affected financially by decisions to be made by the board or commission for which you have applied?
YES ___ NO



If yes, please explain _____

- 11. Are you presently indebted to the City of the Village of Douglas for overdue real or personal property tax, special assessment, license fee or property lien? YES _____ NO

If so, please explain: _____

- 12. Are you currently serving as an appointee to any other City of the Village of Douglas Board/Commission? YES _____ NO
If yes, which Board/Commission? _____

- 13. Have you been convicted of a misdemeanor within the past five years or a felony within the past ten years? YES _____ NO
If yes, explain the circumstances on a separate sheet of paper and attach it to this application. A conviction is not necessarily grounds for disqualification. The number of convictions, nature, recency, and relationship to the board position applied for will be evaluated and a determination will be made after a review of all relevant facts.

- 14. Have you reviewed the current meeting schedule of the indicated Board(s) or Commission(s) and determined that you can commit to regular meeting attendance and participation? YES NO _____

Randy Laska
Signature of applicant

11-11-20
Date

Return application to:
City of Douglas, 86 W. Center Street, P.O. Box 757
Douglas, MI. 49406-0757.
e-mail: douglas@ci.douglas.mi.us
Fax: 857-4751

For further information, please call the City Clerk's Office at 857-1438

Thank you for your interest in serving the City of the Village of Douglas.

BOARD AND COMMISSION APPLICATION
City of the Village of Douglas

1. On which Board or Commission would you like to serve? List in order preference.
A. DCA
B. _____
2. Name: DAVID G LAAKSO
(first) (middle) (last)
3. Home Address/Box No.: 1735 66th St
City / Zip FENNVILLE 49408
4. Are you a registered voter in Douglas? YES ___ NO X
5. Home Phone No. 574.360.5355
6. I have resided continuously in the City of Douglas since: BUSINESS OWNER IN DOUGLAS
7. Employment: Self-Employed
(Name of employer)
- Occupation: INTERNAL AUDITOR Business Phone: N/A
8. E-Mail Address: DLAAKSO@GMAIL.COM
9. Please indicate any information (experience, education, community activities, organizations, etc.) which you think should be considered for your appointment to a Board or Commission. Use additional paper and include a resume if you wish.
MBA - UNIVERSITY OF DETROIT - ACCOUNTING
BBA - WESTERN MICHIGAN UNIVERSITY - ACCOUNTING/ FINANCE
CERTIFIED INTERNAL AUDITOR
10. Are there any reasons you may have a conflict of interest if you were appointed to a Board or Commission listed above? For example, could you or any member of your family be affected financially by decisions to be made by the board or commission for which you have applied?
YES X NO ___
I OWN A RESTAURANT BUSINESS

If yes, please explain I own A Downtown Business
WITHIN THE DDA BOUNDARIES

11. Are you presently indebted to the City of the Village of Douglas for overdue real or personal property tax, special assessment, license fee or property lien? YES _____ NO X

If so, please explain: _____

12. Are you currently serving as an appointee to any other City of the Village of Douglas Board/Commission? YES _____ NO X
If yes, which Board/Commission? _____

13. Have you been convicted of a misdemeanor within the past five years or a felony within the past ten years? YES _____ NO X
If yes, explain the circumstances on a separate sheet of paper and attach it to this application. A conviction is not necessarily grounds for disqualification. The number of convictions, nature, recency, and relationship to the board position applied for will be evaluated and a determination will be made after a review of all relevant facts.

14. Have you reviewed the current meeting schedule of the indicated Board(s) or Commission(s) and determined that you can commit to regular meeting attendance and participation? YES X NO _____



Signature of applicant

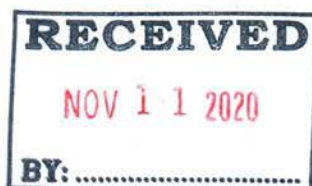
11/10/2020

Date

Return application to:
City of Douglas, 86 W. Center Street, P.O. Box 757
Douglas, MI. 49406-0757.
e-mail: douglas@ci.douglas.mi.us
Fax: 857-4751

For further information, please call the City Clerk's Office at 857-1438

Thank you for your interest in serving the City of the Village of Douglas.



john rienstra <jrienstra@gmail.com>

Beach Project

1 message

Marchiene Rienstra <marchiene@gmail.com>

Tue, Nov 10, 2020 at 8:17 PM

To: Jennifer Pearson <douglas@ci.douglas.mi.us>, Rich LaBombard <rlabombard@ci.douglas.mi.us>, Lyon Pat <rosemontinnresort@comcast.net>

Dear Mayor, City Manager, and City Council Members,

My husband Dr. John Rienstra and I live right next to the Douglas Public Beach, to the north, at 66 Lakeshore Drive. We have a keen interest in decisions you are making about protection and enhancement of the public beach during these times of high lake water levels and significant storm erosion. We are directly affected by what happens to the public beach bluff since our property bluff is of a piece with it and any damage that affects the public beach bluff also affects our bluff and our stairs, decks, and home. We are therefore feeling that something needs to be done urgently to protect the public beach for the winter storms and beyond.

Having investigated best practices for beach and bluff protection, along with seven of our neighbors to the north, we engaged Argent Group, headed by Dave Barker, to build a boulder wall along our lakefront properties. He has almost completed this task, and we are all very pleased with the quality of his work, and how attractive the wall looks. We expect the boulder wall will protect our properties for decades to come.

There are several compelling reasons for choosing to move ahead now with having Argent Group install a boulder wall along the eroding bluff of the public beach, and we ask you to seriously consider these reasons. Here they are:

1. Mr. Barker is willing to build a boulder wall to protect the public beach soon and quickly, at the same cost as the proposal by the engineering firm you are considering for putting sandbags in place as winter protection.

2. It is well known and confirmed by the experts that sand bags do not last nearly as long as a boulder wall of the sort Barker built for us and is willing and able to build for the public beach.

Sand bags deteriorate and break apart from the pounding of the huge waves of Lake Michigan storms, leaving polluting shreds of fabric imbedded in the beach sand which are unsightly as well as bad for the environment.

3. Big boulder walls like that Barker would build for the public beach are a far better investment of tax payers money. They are environmentally friendly, long lasting, and look much better than sand bags. For the same price! (About \$90,000)

4. Moreover, unlike sandbags, the boulders can be moved, re-positioned, etc. if there is a need to do so in order to adjust to a long range beach protection plan in the future. If the Council wishes to work with the engineering firm in the spring to take other measures to protect and build up the beach, that can certainly be done as step two of the beach protection plan. Step one needs to be giving a green light to Argent for building a boulder wall NOW, before any more big storms. Mr. Barker assures us he could have the entire boulder wall done in about a week! He says he now has a large supply of beautiful big boulders (which have been in short supply before now, due to high demand along the lakeshore) and he has a significant work crew able to build the boulder wall now.

5. Attached are references from the mayor and city clerk to decisions already made by the Council and City

Manager and Mayor this summer to work with Argent/Dave Barker on a beach protection plan. That plan has not been implemented, and with the decision to include Edgewater Engineering in the planning and creating of a beach protection plan, Barker's proposal needs to be amended somewhat. But in light of the agreement in place with him, it seems to us that the wisest, most ethical, and legally sound decision is to work with him in the ways he is willing (as described above) to install a temporary boulder wall now for winter beach protection and then revisit the whole protection project in the spring. It may be that the boulders work so well that nothing more will be needed except repair of the stairs. That remains to be seen.

6. For the good of the public beach and the community and tourists that use it, we therefore humbly and urgently request that you now give Argent Group the green light to proceed with a boulder wall to protect the beach so many love and would like to enjoy next season.

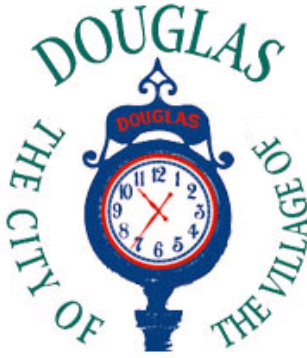
Personally, my husband and I would heave a huge sigh of relief and gratitude if you would do this!

Dr. John Rienstra and Rev. Marchiene Rienstra

John Rienstra

Marchiene Rienstra

MEMORANDUM



To: Rich LaBombard
City Manager

From: Matthew Smith
Treasurer

Date: November 11, 2020

Subject: Accounts Payable Policy
Resolution 38-2020

Internal controls are an important part of any government's operations. They are used to establish safeguards to minimize the opportunities to commit fraud, improve accuracy of financial reporting, and ensure compliance with laws, grants, and regulations. These controls are routinely written and available to the staff to whom they apply. As the municipality grows and evolves, so should their internal controls. It is not uncommon with staff turnover controls might end up being replaced with unofficial office practices. For these reasons it is good to review, update, and approve policies periodically.

I have reviewed policies and office practices for the accounts payable process as well as sample policies on the Michigan Municipal League, Michigan Municipal Treasurers Association, and Michigan Accounting Manual and suggest the following:

- The Purchasing Ordinance is the base foundation policy for disbursements. It is used to set purchase thresholds, determine when quotes are required (5,000+), describes when bidding is necessary (20,000+), who is authorized to make purchases (City Manager if less than \$20,000 if budgeted, Council if greater than \$20,000), and set procedures for bids.

The thresholds in the Purchasing Ordinance seek to find a balance between efficiency and fiscal responsibility and oversight. If the threshold for bidding is too low, purchasing routine everyday supplies can be cumbersome slow and have minimal fiscal savings. If the threshold is too high, the City can be missing out on potentially significant fiscal savings. Similarly authorizing the City Manager to enter into contracts up to a certain threshold when the Council has already approved the purchase in the budget prevents the Council from being overwhelmed with contracts to award. The thresholds set are reasonable and the City Council should make no changes to the established thresholds.

- The Accounts Payable Policy is designed to cover more of the day to day operations. It is a supplement to the Purchasing Ordinance, but has to follow the Purchasing Ordinance. The policy establishes procedures for purchases, approvals, and payments. The summarized process requires a department head to approve and

assign a general ledger account to each invoice, the Treasurer will review and send to the City Council for review. After City Council approval the invoice will be paid by a check signed by 2 signers. The policy also contains a provision to allow for routine bills to be paid prior to Council approval to avoid late fees and ensure uninterrupted services.

- The Credit Card Policy is designed to cover a specific subset of transactions covered in the Accounts Payable Process. Public Act 266 of 1995 requires that any local unit that uses credit cards adopt a written policy. This policy is a supplement to the Accounts Payable Process and the Purchasing Ordinance, both of which must be followed. This policy establishes who is in charge of issuance of credit cards, required documentation, procedures for payment, and disciplinary action for improper use.

Recommendation: I recommend the City Council approve Resolution 38-2020 adopting Finance/Budget Policy Statement No. 01-2020 and 02-2020

City of the Village of Douglas
Accounts Payable Policy Statement
Finance/Budget Policy Statement No. 01-2020

Adopted by Council Resolution No. 38-2020; November 16, 2020

Purpose:

To set forth the official policy of the City of the Village of Douglas (“the City”) regarding the processes related to purchases and disbursements of City funds for those purchases. This policy provides instructions on the proper procedures for day to day operations and is a supplement to the City’s Purchasing Ordinance.

1. Purchases

1.1. All purchases made must be for Official City Business and within the available balance of the Council appropriated budget. An invoice supporting each purchase must be coded to a specific account, be approved for payment by a department head/supervisor and be submitted to the Treasurer for payment.

1.1.1. To assist department heads/supervisors with ensuring purchases are within the available balance of the Council appropriated budget; the Treasurer shall provide department heads/supervisors with a revenue and expenditure report monthly. The Treasurer shall also provide a revenue and expenditure report at any time upon request of a department head.

1.2. The City is exempt for local and state sales taxes. Care should be taken to ensure the City is not charged sales tax when making purchases. The Treasurer can provide the necessary exemption documents to any vendor upon request.

1.3. When initiating a purchase of services with a new vendor, The Treasurer should be notified of the vendor name and address so that a W-9 form can be sent to the vendor.

1.4. All purchases must be made in accordance with the City’s Purchasing Ordinance.

1.4.1. If a purchase is going to be greater than \$5,000 the Vendor Quote Form (Attachment A) should be used.

1.4.2. If a purchase is going to be greater than \$20,000 sealed bids and documentation should be obtained as described in the City’s Purchasing Ordinance.

2. Approval

- 2.1. All purchases require approval by a department head/supervisor. Invoices received by the Clerk for payment will be stamped with date received and forwarded to the applicable department for approval and coding.
- 2.2. The Treasurer will review the coding when entering the invoice into the Accounts Payable System.
- 2.3. At each Council meeting the Treasurer will have prepared an invoice register to be reviewed and approved by the Council.

3. Payment

- 3.1. All checks issued by the City must be signed by two signors
- 3.2. Payments shall be made from invoices rather than a statement.
- 3.3. Payments shall be approved by the Council prior to payment except as noted in section 4

4. Routine Bills

- 4.1. Certain bills are routine monthly bills. Due to the timing of the receipt of the invoice and the due dates it is not always possible to receive Council approval before the due date. The Treasurer is given permission to make payment of these invoices by electronic funds transfer or paper check. This is permissible to avoid late fees and ensure services are not interrupted.
 - 4.1.1. The following is a list of approved vendors that qualify for routine bill payment. The Council may update the list as necessary.
 - 4.1.1.1. Priority health
 - 4.1.1.2. Delta Dental
 - 4.1.1.3. Standard Insurance
 - 4.1.1.4. Comcast
 - 4.1.1.5. Verizon
 - 4.1.1.6. Michigan Gas
 - 4.1.1.7. Consumers Energy
 - 4.1.1.8. Municipal Employees' Retirement System (MERS)
 - 4.1.1.9. Shell Fleet Gas
 - 4.1.1.10. Saugatuck Township Fire District (rental inspections)
 - 4.1.1.11. Assessor Services
 - 4.1.1.12. Pearson Properties
 - 4.1.1.13. Kerkstra Restroom Service
 - 4.1.2. The Treasurer will document approval of the invoice and get documentation of the approval of the Clerk.

- 4.1.3. At the next Council meeting the invoices will be included on the invoice register for the Council review and approval.

5. Employee Reimbursement

- 5.1. The City's accounts payable process will be used to reimburse employee expenditures on behalf of the City in the **rare** instance where a City credit card or vendor payment via a check is inefficient or ineffective in meeting City staff and resident needs. Employees should use the City credit card whenever possible.
- 5.2. Employee must submit a request and include receipts and are subject to City

**City of the Village of Douglas
Credit Card Use Policy Statement
Finance/Budget Policy Statement No. 02-2020**

Adopted by Council Resolution No. 38-2020; November 16, 2020

Purpose:

To set forth the official policy of the City of the Village of Douglas (“the City”) regarding the use of City-authorized and issued credit cards. This policy provides instructions on the proper use of City-authorized and issued credit cards as a supplement to other procurement techniques. This policy will facilitate service area operations while preserving the integrity of the City’s internal controls.

1. Policy

- 1.1. It is the policy of the City to use credit cards issued to authorized personnel for the purchase of goods and services while on official business for the City only. The card may only be used for authorized expenditures from budgeted funds as approved by the City Manager. Failure to obtain proper authorization will result in the cancellation of the individual’s credit card and may result in other administrative and/or disciplinary actions.
- 1.2. The credit card may be used for single purchases up to and including \$500 in value without prior approval of the City Manager. The City Manager may approve, in advance of the purchase, single purchases in amounts in excess of \$500 in value. The total monthly credit card limit for all transactions on each individual employee’s credit card will be established by the City Manager.
 - 1.2.1. The type of transaction on each credit card shall be limited to only certain types of vendors (i.e., hardware stores, automotive suppliers, hotels, conference/seminar registrations, discount “warehouse” stores, etc.) as determined by the City Manager.
 - 1.2.2. The total monthly credit card limit of any credit card issued to an employee may be increased or decreased at any point after issue by the City Manager. Written notification identifying the amount of the increase or decrease, the effective date and the reason, if any, for same, shall be provided by the City Clerk.
- 1.3. It is the responsibility of the City Manager to approve the issuance, accounting, monitoring and retrieval of credit cards issued in the City’s name.
 - 1.3.1. The City Clerk, or his/her authorized designee, shall notify the City Manager whenever an employee who has been issued a credit card changes employment status as described below:

- 1.3.1.1. It is the responsibility of the City Clerk, or authorized designee, to retrieve the credit card from a terminated or retiring employee for immediate cancellation. The employee shall immediately surrender the credit card upon termination of employment for any reason.

2. Procedure

- 2.1. Authorization. The City Manager shall determine which City employees shall be eligible to receive a City-authorized and issued credit card. The City Manager shall also determine the amount of authorized monthly credit limit and any restrictions. The credit card issued will be issued in the City's and the employee's name.
 - 2.1.1. The credit card issuer shall receive only the last four digits of the employee's social security number for security purposes should an employee need to contact the bank for account information or to report a card lost or stolen. No other personal information will be provided to the credit card issuer other than the cardholder's name and work address.
 - 2.1.2. The employee will be notified by the City Clerk when the credit card is received. The employee will be required to attend a brief orientation and sign for the credit card before any usage of the credit card will be authorized.
- 2.2. Use and Responsibility. The employee to whom the card is issued will be responsible for all charges against the card.
 - 2.2.1. Every employee issued a credit card will be provided a copy of this policy and be required to sign a statement that the policy has been received and read. The signed statement will be filed with and acknowledged by the City Clerk before any purchases are authorized.
 - 2.2.2. Any employee using a credit card is responsible to the City for complying with this policy. Each employee is responsible for protection and custody of the credit card and shall immediately notify the credit card issuer, the City Clerk, or designee, and the City Manager if the credit card is lost or stolen.
 - 2.2.2.1. An employee shall not duplicate, post or otherwise displace or disseminate his/her credit card so that it can be used by a third party. Sharing of an employee's credit card may result in cancellation of the credit card and disciplinary action.
 - 2.2.3. A statement of purchases for each credit card will be received by the City Treasurer that shall summarize the purchases made during the preceding billing period.

- 2.2.4. If the cardholder cannot substantiate that the purchase was necessary and for official City business, the City Treasurer shall immediately address the situation with the City Manager. Improper use by employees of City-authorized and issued credit cards may result in disciplinary action, up to and including termination.
 - 2.2.5. An employee shall retain and file copies of all receipts pertaining to any purchase made on a monthly basis with the City Treasurer, or his/her designee. The employee shall forward the original detailed receipts to the City Treasurer, or his/her designee, as part of the monthly reconciliation process. (Please note: Receipts that indicate just the amount purchased and not the detailed items are insufficient.)
 - 2.2.6. Department directors shall approve and code each receipt.
 - 2.2.7. Department directors shall be required to justify for audit purposes, to the full and complete satisfaction of the City Treasurer, or his/her designee, any purchases made by their employees.
 - 2.2.8. The credit card balance, including interest due on an extension of credit under the credit card arrangement, shall be paid for not more than 60 days of the initial statement date.
- 2.3. The following list covers purchases for which credit card use is prohibited:
- 2.3.1. Cash advance through bank tellers or ATM machines.
 - 2.3.2. Purchase of gasoline or diesel fuel for City vehicles, except in an emergency situation.
 - 2.3.3. Additional specific restrictions as deemed necessary by the City Manager. Specific restrictions may be updated from time to time.
 - 2.3.4. Any merchandise or service not required by the City for the conduct of official business.
- 2.4. The credit card is a supplement to other City purchasing ordinances, policies and procedures. As with the other purchasing methods, the following conditions must be met prior to or in conjunction with the use of a credit card:
- 2.4.1. Cardholders must follow normal budgetary control procedures to ensure that sufficient funds are available prior to making any purchase.
 - 2.4.2. Use of the credit card is not intended to: 1) replace effective procurement planning which enable volume discounts, or 2) to purchase centrally controlled expenditures.
 - 2.4.3. Purchases must not be split to circumvent procurement procedures.

- 2.5. Employees are required to follow these steps when an in-person purchase with the credit card is made:
 - 2.5.1. The merchant will request that the employee sign a vendor sales draft. Before signing the draft, the employee shall verify the dollar amount is correct and that sales tax has not been included.
 - 2.5.2. The employee shall be provided one copy of the signed sales draft. This copy shall be processed for payment and forwarded to the City Treasurer or his/her designee. The City Treasurer, or his/her designee, shall verify all charges against the monthly Statement of Account. Once verified that all items are correct, the sales drafts should be attached to the statement and processed for approval by the City Council. (Note: If the sales draft does not contain sufficient detail of the purchase, a description should be attached to the statement along with the sales draft).
- 2.6. Employees are required to follow these steps when a telephone, fax or Internet purchase with the credit card is made:
 - 2.6.1. The cardholder must confirm that the vendor agrees to charge the credit card when shipment is made and provide a receipt or paid invoice with the shipped goods so that the purchase may be certified on the monthly Statement of Account. The cardholder may also request that a receipt or invoice be faxed or mailed to substantiate the purchase.
 - 2.6.2. On receipt of the purchase, the employee will be required to verify the invoice dollar amount is correct and that sales tax has not been included. Cardholders shall immediately notify the City Treasurer of any vendors unwilling to remove/reimburse taxes charged in error.
- 2.7. The following procedures shall be followed after a purchase with a credit card has been made:
 - 2.7.1. After receiving the monthly Statement of Account, the City Treasurer, or his/her designee, shall review the statement for accuracy.
 - 2.7.2. The City Treasurer, or his/her designee, shall attach all original sales drafts and detailed receipts to the statement. The sales drafts or detailed receipts must identify the items or services charged. Charges without the sales draft will be subject to review by the City Manager, or his/her designee, and the cardholder may be subject to disciplinary action, up to and including termination. Failure by cardholders to submit on a timely basis all original sales drafts and detailed receipts may lead to revocation of the card by the City Manager.
 - 2.7.3. If an item purchased is returned, the cardholder shall immediately submit the credit voucher to the City Treasurer, or his/her designee.

- 2.7.4. There may be occasions where the City Treasurer, or his/her designee, finds items on credit card statements that do not correlate with receipts. The cardholder may not have made the transaction, the amount is incorrect, or a quality issue may exist. If this situation arises, the City Treasurer, or his/her designee, shall first attempt to resolve the problem with the merchant. If the merchant refuses to issue a credit voucher, the affected employee cardholder shall prepare a memo to the City Treasurer, or his/her designee, explaining the problem. Upon receipt of a disputed charge, the City Treasurer, or his/her designee, shall submit a formal written dispute with the credit card issuer. Disputes shall be submitted in writing by the City Treasurer, or his/her designee, to the credit card issuer within thirty (30) days of the statement date. Prompt and timely notification shall be submitted to the City Treasurer, or his/her designee, to ensure the above deadlines are met.
- 2.8. The following list details internal accounting procedures:
- 2.8.1. The City Treasurer, or his/her designee, shall verify that the appropriate expense budget line items for credit card charges have been properly identified by the cardholder.
- 2.8.2. Each City department director will be responsible for ensuring that expenses are charged to the correct expense budget line items.
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PROCEDURES FOR PURCHASES, CONTRACTS AND BIDDING

§ 37.01 RESPONSIBILITIES.

All purchases and contracts for materials, supplies, equipment and services required by any department or organizational unit of the city shall be performed under the authority of the City Manager or his or her authorized representative. Any deviations from this authorization shall be approved by the City Manager.

(Ord. 01-2010, passed 6-8-2010)

§ 37.02 PURCHASES OF \$5,000 AND UNDER.

The City Manager is hereby authorized to make purchases or authorize purchases to be made whose total actual or estimated costs do not exceed \$5,000; provided that the funds are provided for within the annual budget, and provided, further, that such purchases are made in accordance with the rules and procedures provided for by this subchapter.

(Ord. 01-2010, passed 6-8-2010)

§ 37.03 PURCHASES IN EXCESS OF \$5,000 BUT UNDER \$20,000.

(A) The City Manager is authorized to make purchases or to authorize purchases or contracts, including settlements of pending claims, to be made whose total or actual estimated costs will be greater than \$5,000 but less than \$20,000; provided, that:

(1) Where possible at least three written quotations are obtained prior to awarding the purchase to the best qualified vendor;

(2) The funds are provided for within the annual budget; and

(3) Such purchases are made in accordance with the rules and procedures provided for by this subchapter.

(B) The provisions of this section shall not apply to purchases or contracts as set forth in §37.14.

(Ord. 01-2010, passed 6-8-2010)

§ 37.04 PURCHASES IN EXCESS OF \$20,000.

(A) All purchases or contracts covered by this subchapter whose estimated costs exceed \$20,000 shall be submitted to the mayor and city council for approval prior to purchase or contract.

(B) Except for the purchases or contracts set forth in §37.14, all purchases or contracts whose estimated costs exceed \$20,000 shall be based upon written specifications and awarded in the following manner:

(1) By written contract let to the lowest responsible bidder after advertising for sealed bids;

(2) In any manner authorized by resolution of the mayor and city council;

(3) In any manner authorized by statute or ordinance.

(Ord. 01-2010, passed 6-8-2010)

§ 37.05 LOCAL PREFERENCE IN PURCHASING.

(A) Any purchase or contract to be made with entirely city funds may be awarded to the lowest written quoted price or lowest evaluated bid price from a responsive and responsible local vendor provided that the local vendor's quote or bid is no higher than the lowest responsive and responsible non-local vendor by more than two percent or two thousand dollars, whichever is less.

(B) **LOCAL VENDOR** means any person, firm, partnership, corporation (including franchises or branches) licensed to conduct business within the city, physically operating within the corporate boundaries of the city, and subject to city taxes.

(Ord. 01-2010, passed 6-8-2010)

§ 37.06 NEWSPAPER NOTICE.

(A) When a sealed bid is required by this subchapter, advertisements shall be published at least once in at least one newspaper of general circulation in the city at least 20 days prior to the date announced for the receipt of bids. The newspaper notice required by this section shall include a general description of the articles to be purchased or sold or the work to be performed, the location where blank bid forms and specifications may be secured, the time by which bids must be submitted, the location where the bids must be submitted, and the time and place for opening bids. Irregularities in the notice or publication period shall not invalidate the bidding process.

(B) The city may solicit sealed bids from all responsible bidders whom the City Manager or departmental representatives know from experience or research appear to be capable of providing the items to be purchased or performing the required service. Notice shall be by sending the prospective bidders a copy of such newspaper notice or such other notice as will acquaint them with the proposed purchase or sale.

(Ord. 01-2010, passed 6-8-2010)

§ 37.07 FORMAT FOR SUBMISSION OF BIDS.

Bids shall be submitted in a sealed opaque envelope to the City Manager. Each bid shall be addressed to the City Manager and shall bear on the face of the envelope the name of the bidder, a statement that it is a sealed bid to be opened on the date and hour mentioned in the public notice, and a statement of the contract for which the bid is made. Each bid shall be submitted on the printed form supplied by the city. Any bid not submitted as required herein may be rejected and not considered a proper bid.

(Ord. 01-2010, passed 6-8-2010)

§ 37.08 BID OPENING PROCEDURES.

(A) Bids shall be opened by the city manager, or his/her designee, in public at the time and place specified in the public notice, in the presence of a representative of the department recommending the purchase.

(B) A tabulation of all bids received shall be made available for public inspection in the office of the City Manager within a reasonable period of time after opening of the bids.

(C) Any bid which is not submitted in the form as required by §37.07 and which is inadvertently opened prior to the official bid opening shall be rejected.

(Ord. 01-2010, passed 6-8-2010)

§ 37.09 AWARD OF CONTRACT.

(A) The City Manager is empowered to award contracts on behalf of the city within the purview of this subchapter, which are for less than \$20,000. Except as otherwise provided herein, the Mayor and City Council shall award all other contracts.

(B) Contracts subject to bidding requirements shall be awarded to the lowest responsible bidder as determined at the sole discretion of the city. In determining the lowest possible bidder, the city shall consider the following as well as other criteria:

- (1) The ability, capacity and skill of the bidder to perform the contract or provide the service required;
- (2) The ability of the bidder to perform the contract within the proposed schedule for completion;
- (3) The capacity of the bidder to perform the contract or provide the service promptly, or within the time specified, without delay or interference;
- (4) The character, integrity, reputation, judgment, experience and efficiency of the bidder including but not limited to past performance record; default under previous contracts, whether or not such contracts were with the city; competency; and failure to pay or satisfactorily settle all bills due for labor and material on former contracts;
- (5) The quality of performance of previous contracts or services;
- (6) The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
- (7) The sufficiency of the financial resources and financial ability of the bidder to perform the contract or service;
- (8) The quality, availability and adaptability of the supplies, machinery, plant or other equipment or contractual services to the particular use required;
- (9) The ability of the bidder to provide future maintenance and service for the use of the subject of the contract, including guarantees; and
- (10) Whether the bidder is entitled to local preference as set forth in this subchapter.

(C) When the award is not recommended to be given to the lowest bidder, a statement of the reasons for such award recommendation shall be prepared.

(D) Nothing set forth herein shall prohibit the city from negotiating a lower price than the lowest responsible bidder.

(Ord. 01-2010, passed 6-8-2010)

§ 37.10 REJECTION OF BIDS.

The city may reject any and all bids received, may waive any procedural informality in the bidding process if determined to be in the best interest of the city or, if no bids are received, may:

- (A) Abandon the project;
- (B) Re-advertise for new bids; or
- (C) Provide for the contract to be negotiated in the open market.

(Ord. 01-2010, passed 6-8-2010)

§ 37.11 ADVANCE DISCLOSURES.

Any disclosure of information contained in any submitted bid documents in advance of the opening of bids, made or permitted by a city officer or employee or representative thereof, shall operate to void the bid in its entirety as to all bidders.

(Ord. 01-2010, passed 6-8-2010)

§ 37.12 DOCUMENTS REQUIRED FOR PURCHASE OR CONTRACT.

The following requirements shall be met in the manners indicated below:

(A) *Bid security.*

(1) *Public works or construction contracts over \$20,000.* When the estimate for any public works or construction contract is over \$20,000, all bidders shall submit a bid bond secured by a cashier's check or certified check or by an insurance company licensed to do business within the state, attached to the bid documents in an amount equal to at least 5% of the bid or such other reasonable amount as determined by the City Manager. The security will be held to ensure good faith on the part of the bidder and to be applied as liquidated damages should the successful bidder fail to execute and submit all required contract documents within the time required by § 37.13 or attempt to withdraw the bid prior to the beginning date of the contract.

(1) *Other purchases or contracts.* For any purchase or contract other than as set forth in division (A) of this section or if the bid award is computed from a bid not based on a fixed total contract sum, the City Manager is empowered to fix a reasonable bid security amount to ensure good faith on the part of the bidder and to be applied as liquidated damages should the successful bidder fail to execute and submit all required contract documents within the time required by § 37.13 or attempt to withdraw the bid prior to the beginning date of the contract. If the City Manager determines that the requirement of a bid bond may result in a lack of competitive bids or quotes or is otherwise not warranted, the City Manager may waive the requirement of a bid bond.

(3) *Return of bid security.* All bid security, other than that submitted by the successful bidder, shall be returned to the respective bidders within a reasonable period of time after award of a contract or rejection of the bid. The bond of the successful bidder shall be held by the City Manager until all required contract documents have been fully executed.

(B) *Affidavits of compliance.* Each bidder shall submit, with other required contract bidding documents, the following affidavits.

(1) An affidavit that the bidder is familiar with and will comply with all applicable state, local and federal laws, including, as applicable, but not limited to, the Prevailing Wage Act and the Davis-Bacon Act.

(2) An affidavit indicating the following ownership status of the bidder:

(a) *If a corporation.* The name of the state in which the corporation is chartered; the name, address and telephone number of the local registered agent and office;

(b) *If a partnership.* The name of all partners and the address and telephone number of the business office;

(c) *Sole proprietorship.* The name of the owner and the address and telephone number of the business office.

(3) An affidavit that the bidder has not colluded with any person in the bid for the contract.

(4) An affidavit that the bidder does not and will not engage in discriminatory practices and does not and will not engage in discrimination because of race, sex, religion, national origin, age or sensory, mental or physical handicap in hiring or firing, and is in fact an equal opportunity employer.

(C) *Insurance, all construction and public works contracts.*

(1) The successful bidder in all construction or public works contracts shall submit with other required contract documents a certificate of general liability insurance, issued by an insurance company licensed to do business within the state, indicating the bidder as the insured and naming the city as an additional insured for the duration of the contract, in at least the following amounts.

(a) *Commercial general liability.* One million dollars combined single limit per occurrence for bodily injury, personal injury, and property damage. The minimum general aggregate shall be no less than a project/contract specific aggregate of \$1,000,000.

(b) *Business automobile liability.* One million dollars; combined single limit per accident for bodily injury and property damage.

(c) Worker's compensation insurance, amount as required by state statute.

(d) Any self-insured retentions must be declared to and approved by the city. This certificate shall be submitted with the other required documents.

(2) The successful bidder shall require the same amounts and coverages as in division (A) of this section from all subcontractors.

(D) *Labor and performance bonds.*

(1) *Labor and performance bond.* Construction and public works contracts over \$20,000. The successful bidder in all construction and public works contracts whose estimated contract price exceeds \$20,000 shall submit a labor and materials bond and a performance bond written for the duration of the contract issued by an insurance company licensed to do business within the state. The labor and materials bond shall be conditioned upon the full and complete payment for all materials and labor used to complete the contract, in the amount of 100% of the contract price. The performance bond shall be conditioned on the full completion of the contract according to its terms, in the amount of 100% on the contract price. Any person may submit in lieu of the performance bond required in this section, cash in escrow with an escrow agreement approved as to form by the City Attorney. The amount deposited in escrow shall be in the amount of 100% of the contract price. Notice of intent to make such an escrow deposit shall accompany the bid proposal. No withdrawal of the escrow deposit by the bidder shall be allowed until the completion of the project as approved by the City Manager. The successful bidder shall execute the performance bond on a form provided by the city or its equivalent and submit the bond with other required contract documents.

(2) The City Manager may require a labor and materials bond or a performance bond for any other contract to be entered into by the city.

(3) All bidders on any contract which is funded from the state motor fuel tax in whole or in part shall submit to the City Manager when required by the state, a current certificate of eligibility indicating prequalification in at least the amount of the bid and areas of expertise required and issued by the state at or prior to the time and date set for bid opening.

(Ord. 01-2010, passed 6-8-2010)

§ 37.13 SUBMITTAL OF REQUIRED DOCUMENTS.

(A) (1) Within 15 calendar days after award of the contract by the city and prior to commencing work, the successful bidder shall submit the following required contract documents fully executed and bound, to the City Manager:

- (a) All documents as required by § 37.12; and
- (b) Signed contract form provided by the city.

(2) Failure to tender the above documents as required shall permit the city to terminate the contract award and draw upon the full amount of the bidder's bid bond as liquidated damages.

(B) The submission of a document required by this subchapter which is in whole or in part false or misleading in any material statement shall be considered a default under the contract. The City Manager is hereby empowered to immediately inform the successful bidder of the default pursuant to the provisions set out in the contract documents. He or she shall immediately take steps to institute the city's remedies available under the contract and at law, which shall include, but not be limited to, entering into a contract with the next lowest responsible bidder or re-advertising for bids.

(Ord. 01-2010, passed 6-8-2010)

§ 37.14 EXCEPTIONS TO WRITTEN SPECIFICATIONS AND BIDDING REQUIREMENTS FOR PURCHASES OR CONTRACTS IN EXCESS OF \$5,000.

The following purchases or contracts whose estimated cost is in excess of \$5,000 shall not require written specifications or competitive bidding provided that:

(A) The following purchases or contracts shall be submitted to the Mayor and City Council for approval prior to purchase or contract:

- (1) Purchases which may only be made from a single source;
- (2) Purchases for additions to and repairs and maintenance of personal property owned by the city which may be more efficiently added to, repaired or maintained by a specific person;
- (3) Purchases of personal property which are compatible with the existing equipment or systems owned by the city;
- (4) Contracts for the services of individuals possessing a high degree of professional skill;
- (5) Purchases, which because of the unique characteristics of the personal property or the needs of the city are not susceptible to competitive bidding; and
- (6) Contracts with options to renew for additional periods of time at a fixed price.

(B) The City Manager shall inform the Mayor and City Council by a full written account of the contracts entered into or purchases made pursuant to this division:

(1) Purchases which can be made at a public auction, close-out sale, bankruptcy sale or other similar sale at a cost below the market cost in the community;

(2) Purchases where an emergency immediately affects the public health, safety or welfare if authorized by the City Manager. Upon cessation of the emergency, the City Manager shall inform the City Council by a full written account of the contracts entered into or purchases made pursuant to this division; and

(3) Contracts for the printing of bonds, tax warrants and other evidences of indebtedness.

(Ord. 01-2010, passed 6-8-2010)

§ 37.15 CHANGE ORDERS.

Change orders shall be executed in the following manner:

(A) The City Manager is hereby empowered to execute the following change orders:

- (1) Change orders which do not alter the scope or cost of the project; and
- (2) Change orders which result in a reduction in cost, but do not alter the scope or quality of the project.

(B) The City Manager is hereby empowered to execute the following change orders without prior approval by the City Council, provided, however, he or she shall report such change orders to the City Council:

(1) Change orders which result from emergency situations, defined as:

- (a) Any clear and present danger or hazard to health, safety or welfare; or
- (b) Condition which would require the cessation of work on the project, if not immediately executed.

(2) Change orders which result in an additional project cost, if the accrued costs of all change orders to date relative to the contract do not exceed the lesser of \$2,500 or 10% of the original project cost.

(3) All change orders not included in division (A) or (B) of this section shall be effective only after prior approval of the city council. If such approval is given, the City Manager is hereby authorized to execute such change orders.

(4) All change orders necessitating an increase or decrease in the cost of a contract by a total of \$10,000 or more or the time of completion by a total of 30 days or more shall be effective only after prior approval of the City Council and a finding that: the circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was made; or, the change is germane to the original contract as signed; or the change is in the best interests of the city and authorized by law.

(Ord. 01-2010, passed 6-8-2010)

§ 37.16 EXCLUSIONS.

This subchapter shall not apply to:

(A) Any collective bargaining agreement or employment contracts to which the city is a party;

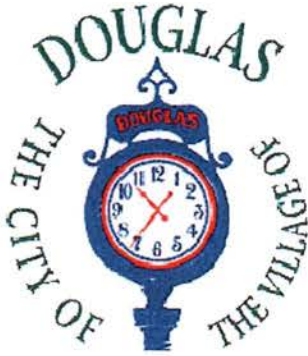
(B) Any purchase, sale or lease of real property to which the city is a party;

(C) Contracts with or purchases from another governmental entity; or

(D) Contracts or purchases made at prices determined through a bid process conducted by a local, regional, or state governmental entity or agency.

(Ord. 01-2010, passed 6-8-2010)

MEMORANDUM



To: City Council
From: Rich LaBombard
City Manager
Date: November 11, 2020
Subject: Aquatic Weed Control Contract 2021

Invasive aquatic weeds presented a considerable challenge to water recreation, boating navigation, and the physical appearance of Douglas Harbor during the summer of 2019. Eurasian Milfoil and duckweed were the predominant species the City received complaints about during the summer season.

On December 2, 2019, City Council awarded Aquatic Dr's a contract for treatment of the Douglas Harbor for the 2020 season with the first treatment scheduled for early spring and the final treatment scheduled for late summer. Due to COVID the first treatment was delayed; however, residents and Douglas Harbor Authority members were impressed with the results.

City staff received a 2021 contract from Aquatic Drs and brought it to the Douglas Harbor Authority for discussion. On September 15, 2020, DHA made a recommendation to City Council to continue treatment with Aquatic Dr's for 2021 in the Douglas Harbor and to extend treatment to the Union Street boat launch. This motion was approved by a unanimous roll call vote.

Staff obtained new pricing from Aquatic Dr's to include the additional acres to the 2021 contract. The higher end updated cost of the 2021 expected treatment area is proposed to be \$39,425/treatment with two treatments per year.

Funding for FY 20-21 was budgeted in Wades Bayou, Repairs & Maintenance – General line item at \$75,000. Of the amount budgeted, approximately \$46,000 still remains. This remaining amount is available for the early spring initial treatment

The proposed second treatment will occur in the next fiscal year and will be presented in the next budget.

This agenda item is being brought to you early to allow time for gathering signatures from all waterfront residents and to allow Aquatic Dr's to apply for the permit.

I recommend City Council approve Aquatic Dr's 2021 contract to treat the Douglas Harbor from Schultz Park to the Red Dock.



Aquatic Doctors Lake Management, Inc.

MT Ryan Schauland
PO Box 150247
Grand Rapids MI 49515
(616) 365.1698

September 7, 2020

Dear Friend,

To start I would like to thank you for choosing *Aquatic Doctors Lake Management, Inc.*, Michigan's fastest growing Lake Management Company. The 2020 season started WET and just got WETTER!! After the rain came the heat, this combination is extremely difficult to manage. The record amounts of rain succeeded in loading the ponds and lakes with large amounts of fresh nutrients. Weeds and algae love the nutrients and use it to grow aggressively. By the time the heat arrived the waterbodies were primed for excessive growth. Even the beneficial growth becomes a problem. This season's conditions were successful in bolstering Michigan waters with excessive weed and algae growth. The large and rapid growth of weeds and algae was very evident in many of our clients water bodies. In many cases additional treatments were needed to keep up with the excessive growth. It certainly was a battle, but with your help, we were able to successfully control the growth of nuisance weeds and algae. We are hopeful next season will return to more normal conditions.

Our main goal for the 2021 season is the early submittance of the permit applications. We feel confident this will help erase the permit delays, experienced this past summer, in Michigan. We are attempting to submit all applications by the 1st of the year. This will give the DEQ ample time to return our permits in time for early treatments.

Enclosed is a 2021 contract (**if not included; a multi-year contract is still in effect**). Please review it and return the completed contract to us as soon as possible. Along with the contract please enclose a check to "State of Michigan", for the permit fee, --Please refer to letter attached "Permit fees by State of Michigan". If there is no attached "Fees Letter" simply disregard the fee...

We are thrilled to be working with you, and believe we have started a long-lasting friendship. If you would like to adjust your treatments or have any questions or concerns please call me anytime. Thank you again, we look forward to speaking with you.

Sincerely,

MT Ryan Schauland
President

Avoid Permit Delays- Act Now

Aquatic Doctors Lake Management, Inc.
PO Box 150247 Grand Rapids MI 49515 Office: (616) 365 1698 Fax: (501) 647 3041 www.aquaticdoctors.com

Permit Fees for 2021

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, \$75.00.
 - b) ½ acre or more but less than 5 acres, \$200.00.
 - c) 5 acres or more but less than 20 acres, \$400.00.
 - d) 20 acres or more but less than 100 acres, \$800.00.
 - e) 100 acres or more, \$1,500.00.

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.**



Contract:

Signature Page for "City of Douglas"

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): _____

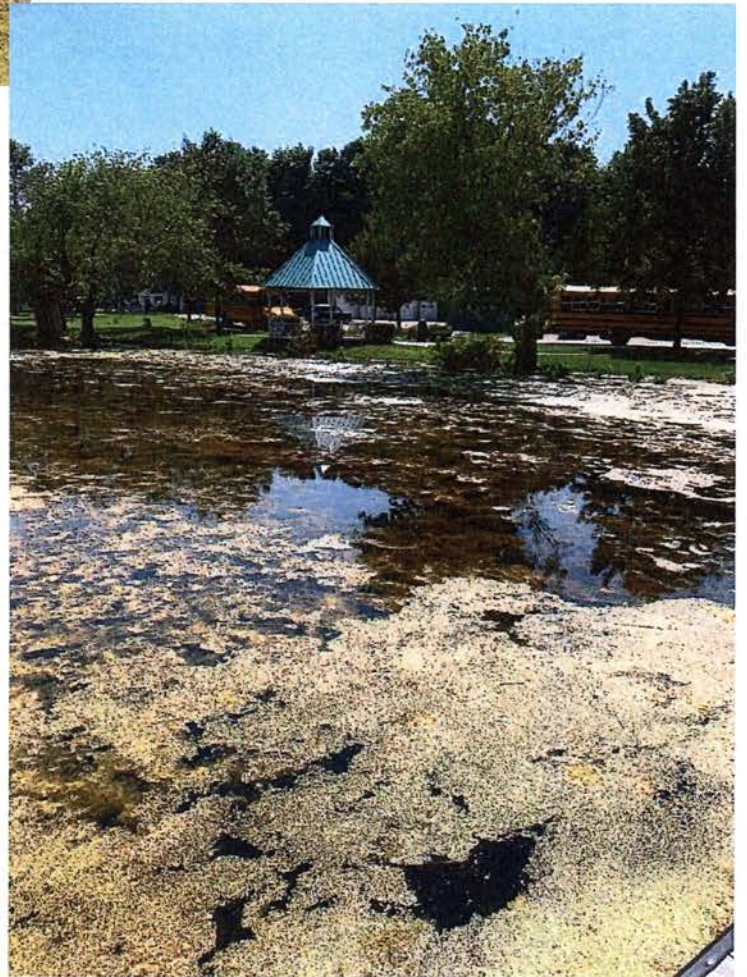
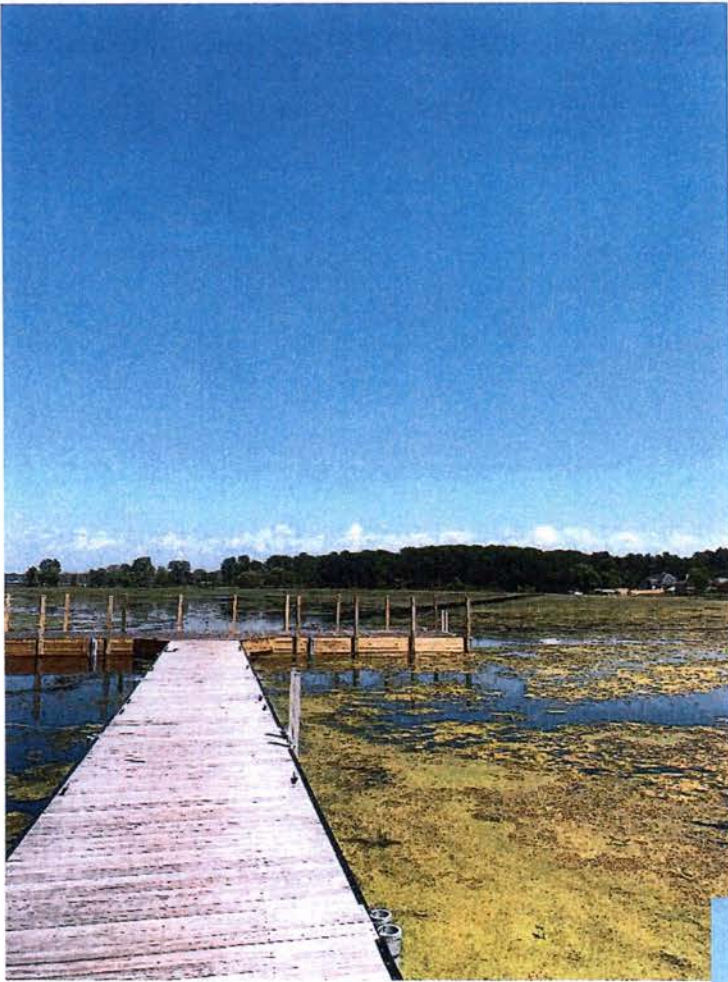
Signature

Date

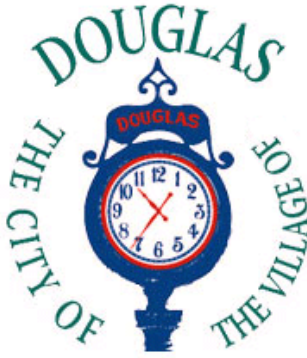
email: _____



Before Treatment – July 2019



MEMORANDUM



To: City Council

From: Rich LaBombard
City Manager

Date: November 11, 2020

Subject: Request for Qualifications Award

The City of the Village of Douglas issued a Request for Qualification (RFQ) to solicit qualified professional firms or a collaboration of multiple firms capable of inventorying, evaluating, assessing, and/or improving the City's Municipal facilities. Architectural, design/build, and contracting firms were invited to submit relevant information demonstrating their qualifications, technical capabilities, experience, and available resources to provide the scope of services described in the proposal.

The City sought to select a firm that may be asked to develop scopes of work to evaluate municipal facilities, recommend capital planning and upgrades to facilities, and develop energy efficiency performance standards. The selected firm must provide a strong operations team, a strong technical support team, reduce maintenance, and provide efficiencies, all with guaranteed cost savings to the City.

Professional firms were required to submit written proposals that present the firm's qualifications and experience. Of those that requested the RFQ, ABM Building Solutions, LLC, of Troy Michigan, submitted a proposal for the November 2, 2020 deadline.

If awarded the City is authorizing ABM to complete an Investment Grade Audit of our facilities. Should the audit provide the City with a solution to upgrade or consolidate, then ABM will be awarded a contract with no cost for the audit. If the City decides not to proceed with the upgrades or consolidation projects the City agrees to pay \$20,000 to ABM for the cost of the completed audit.

Funding for this project is budgeted in the General Fund – Buildings and Grounds, Capital Outlay line item – 101-265-979

The Building Team recommends City Council award ABM Building Solutions, LLC, of Troy Michigan, to complete an investment grade audit of our Municipal Facilities Program.

Tri-Community Recycling Survey Results - DRAFT

Introduction

In early 2020, the three local municipalities (City of Saugatuck, the City of Douglas, and Saugatuck Township) collaborated to form the Tri-Community Recycling Ad-hoc Committee (TCRC). The primary goals of the TCRC was to determine (1) residents' recycling knowledge, (2) the ease/difficulty of recycling, and (3) how recycling-related communication and education can be improved.

Current recycling activities in the tri-community area are limited to individual consumer commitment and constituent and/or business owner passion pertaining to recycling, and individual waste management contracts and that company's commitment and access to recycling. In short, the local recycling program is extremely limited.

However, given the environmental focus of the lakeshore community, residents and business owners are committed to ensuring that the local environment is cleaner, conserving materials, saving energy and reducing the amount of garbage in West Michigan landfills. Tri-community residents and business owners recognize that recycling (1) reduces the amount of waste sent to landfills and incinerators, (2) conserves natural resources, (3) increases economic security by tapping a domestic source of materials, (4) prevents pollution by reducing the need to collect new raw materials, (5) saves energy, (6) supports American manufacturing and conserves valuable resources, and (7) helps create jobs in the recycling and manufacturing industries. What is lacking is a clear determination of individual and business owner commitment to recycling and the sacrifice they are willing to make in order to implement and sustain a long-term, permanent recycling program.

The first measurable objective of the TCRC was to develop a survey instrument that would adequately gather recycling-related practices and relevant information from tri-community residents and business owners. Once the survey was developed, it was administered via electronic and hard-copy methodology, as well as through social media page postings.

By eventually implementing a clear and concise recycling-related communication and education plan, it is our hope to decrease waste and increase recycling in the tri-communities. Success will be measured by the completion of the survey and implementation of a clear and concise recycling education program.

Data analysis and summary reporting

Summary data will be reported in aggregate form and the survey results will be shared via public meetings to the respective municipalities, and by posting the summary report on the respective municipality web pages. The final objective will be to have a clear tri-community recycling-related communication and education plan of action.

Data are presented below in three parts: (1) resident survey responses (n=579), (2) business-owner responses (n=69), and (3) resident and business owner comment section. The resident survey consisted of nineteen (19) questions that took approximately 6 minutes to complete. The business-owner survey consisted of twenty (20) questions with an identical response time.

General observations are that residents and business-owners feel confident in their knowledge of how and what to recycle, are passionate about recycling, would recycle on a weekly basis, but are not

satisfied with the current recycling procedures that are in place. Resident sentiment remains unclear as to whether or not the yellow bags are still to be used for recycling and have a lack of confidence that recycling materials are being processed correctly. A significant number of respondents indicated that they would like “reassurance that all eligible materials are actually being recycled.”

When responding to the questions regarding composting, the majority indicated that they do not currently compost and are not sure if they would use a compost site if one was available. In addition, the majority of respondents (468) indicated that they would “support the elimination of non-recyclable plastic bags, Styrofoam or non-recyclable plastic containers/utensils, in our community.” Lastly, residents are interested in receiving educational materials and updates regarding composting and recycling, through direct mail, social media, via the municipality webpage and, for business-owners, via the CVB and/or SDABA listservs.

Initial review and recommendations

An initial review of the data, and resident and business-owner comments suggest the following:

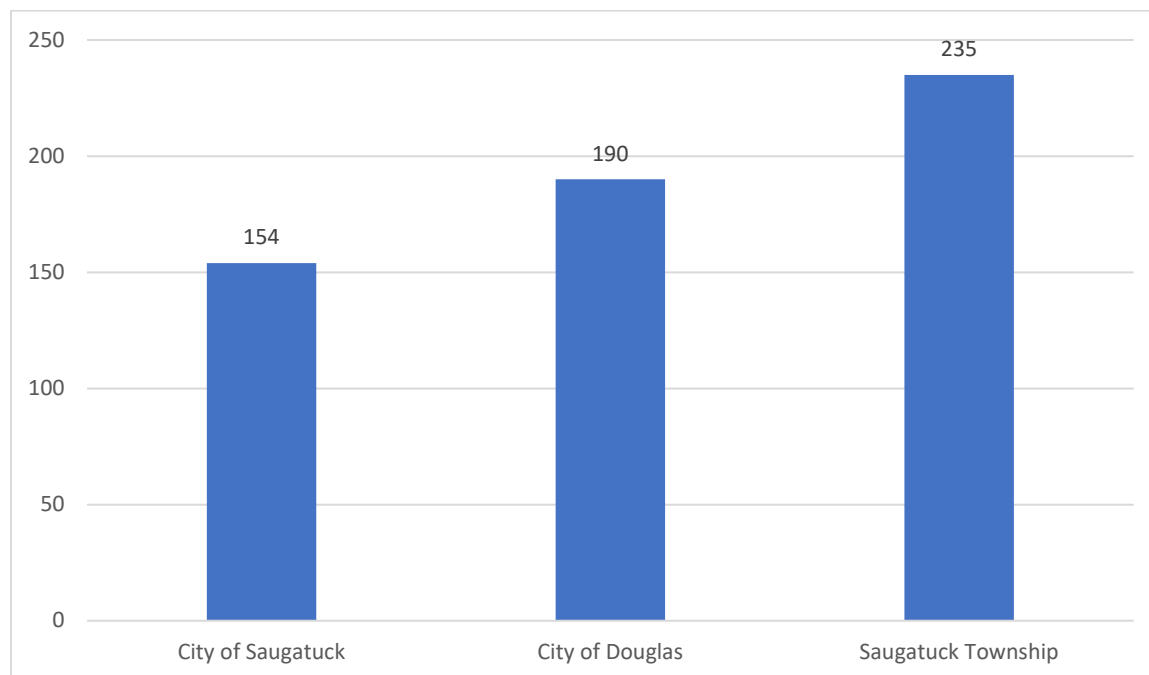
1. That the TCRC must address the continued use of the yellow bags, specifically in Saugatuck Township. Apparently, Republic Services is continuing to make the yellow bags available. This has led to confusion and adds more plastic to our local landfills.
2. A “Back-to-basics” education initiative. The TCRC could provide educational materials to local residents and business-owners. Within this initiative, the TCRC would encourage residents and business-owners to ONLY recycle: cardboard boxes, paper, metal cans/pop cans, milk jugs, water and soda plastic bottles.
3. Resident-specific suggestions:
 - a. Create one-page mailer for residents of the tri-communities to inform them of the results of the Recycling Survey and the immediate Action Plan of the Recycling Committee. This flier would include ‘getting back to basics’ and how they can help support the effort. Note on this flier that information will be available online. Flier would include:
 - i. What Items Can Be Recycled (Specific items will be determined upon feedback from Republic, with a focus on items we know Republic has an interest in recycling as opposed to “wish-list” items. Critical piece in shifting public’s expectations away from wanting to recycle everything to recognizing that increasing the volume of materials successfully recycled depends upon recycling only those materials capable of being recycled.
 - ii. How to Properly Prepare Material to be Recycled (Important follow-up piece to increase the likelihood that appropriate materials put into the recycling will be recycled and not rejected due to contamination.
 - iii. How to Compost at Home (Educate residents about how to compost at home and respond to misconceptions about composting as a means of reducing overall waste)
 - b. Create an easily accessible Facebook page for Saugatuck/Douglas Recycling where the above educational sheets can live and be easily accessed by residents and visitors.
 - c. Regular Column in the Commercial Record (Approach Scott Sullivan about having a semi-monthly article in the Commercial Record keeping the public informed about recycling trends, news, and developments in the Recycling Committee. We would need 2-3 contributing writers to create the articles to print. The TCRC could create an outline of all the articles we would like to cover in the year. Everything from single use plastics, composting, to ways we can recycle better.
 - d. Provide composting-related education through FB page, possible live stream demos, explaining the difference around backyard vs. industrial composting.
 - e. Connect with the Garden Club to see if they would be willing to host/manage a compost drop off site to then use in the gardens. Coordinate with school efforts around this as well.

4. Connect with Jim Yost and Kelly Roche to explore possible composting opportunities especially with respect to compostable materials most likely to be used by businesses that may require special processing.
5. Business-owner specific suggestions:
 - a. Determine business owner interest in group-buys for compostable materials.
 - b. Explore possibilities for food waste reduction: connect with local farmers to see if there is interest or need in utilizing unusable food for animal feed.
 - c. Explore opportunity to create branded, reusable bags to cut down on plastic bag use and generate funds for the Recycling Committee.
 - d. Discuss ways to eliminate single-use plastics and identify more sustainable options. Start discussions to eliminate plastic bags from retail stores in town for something more sustainable.
 - e. "Group Buy" of sustainable single-use packaging throughout the tri-community area.
6. General community-wide thoughts, for both residents and businesses:
 - a. Research the cost of household hazardous waste drop off & medical waste/pills events that includes all 3 municipalities.
 - b. Discuss options about a recycle drop-off location(s).
 - c. Research community composting location(s) and/or farmers.
 - d. Reach out to Saugatuck Public Schools to explore educational and program opportunities with the students and, subsequently, their parents/guardians.

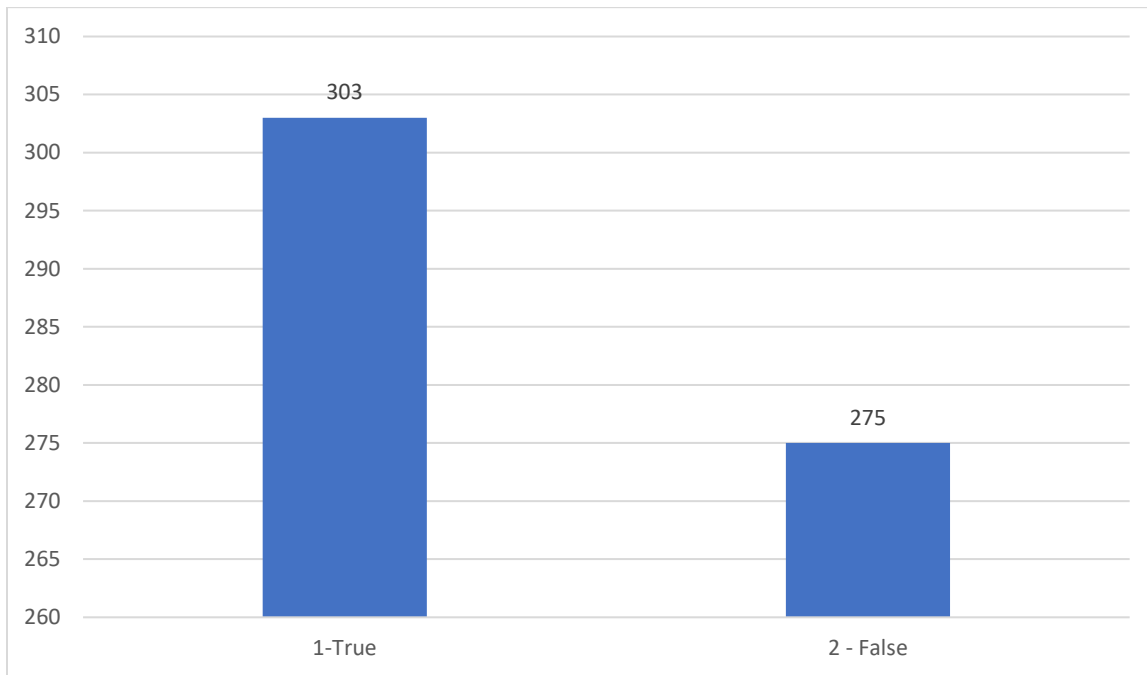
Resident survey responses

The TCRC made the survey available via electronic and hard-copy methodology, as well as through postings on numerous social media pages. A total of 579 responses were collected (154 from the City of Saugatuck, 190 from the City of Douglas, and 235 from Saugatuck Township) from a possible 4,760 residents, resulting in an overall response rate of 12.2%

Question 1 - Do you reside in:

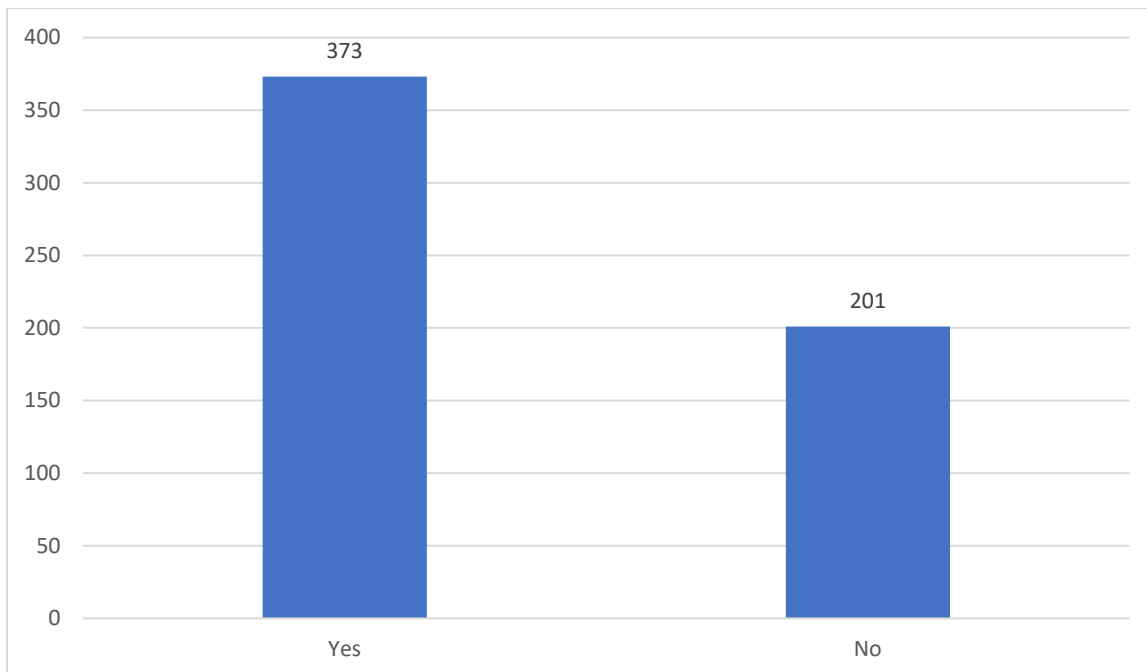


Question 3: True or False? I feel completely confident in my knowledge of how and what to recycle.

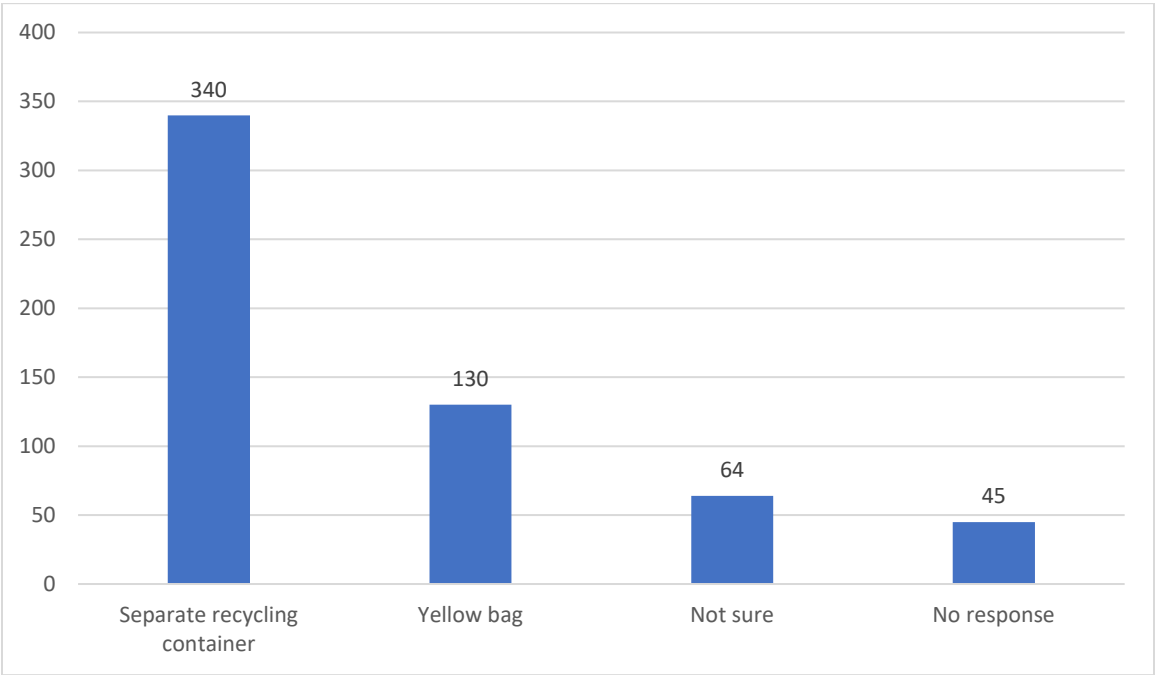


Question 4: When asked, “Who is your current trash provider?” The majority of responses were Republic Services (or Chef). It is important to note that the City of Saugatuck and the City of Douglas are under a single-hauler contract with Republic Services. Saugatuck Township does not currently have a contract. As a result, additional responses included: Thirty-three (33) “JJ Disposal” or “Jay’s;” ten (10) “Arrow Waste;” thirteen (13) “Not sure.” Other single responses included: Virg’s, Allied, Reliable, Lakeside Disposal, Everclean, and Jerry’s.

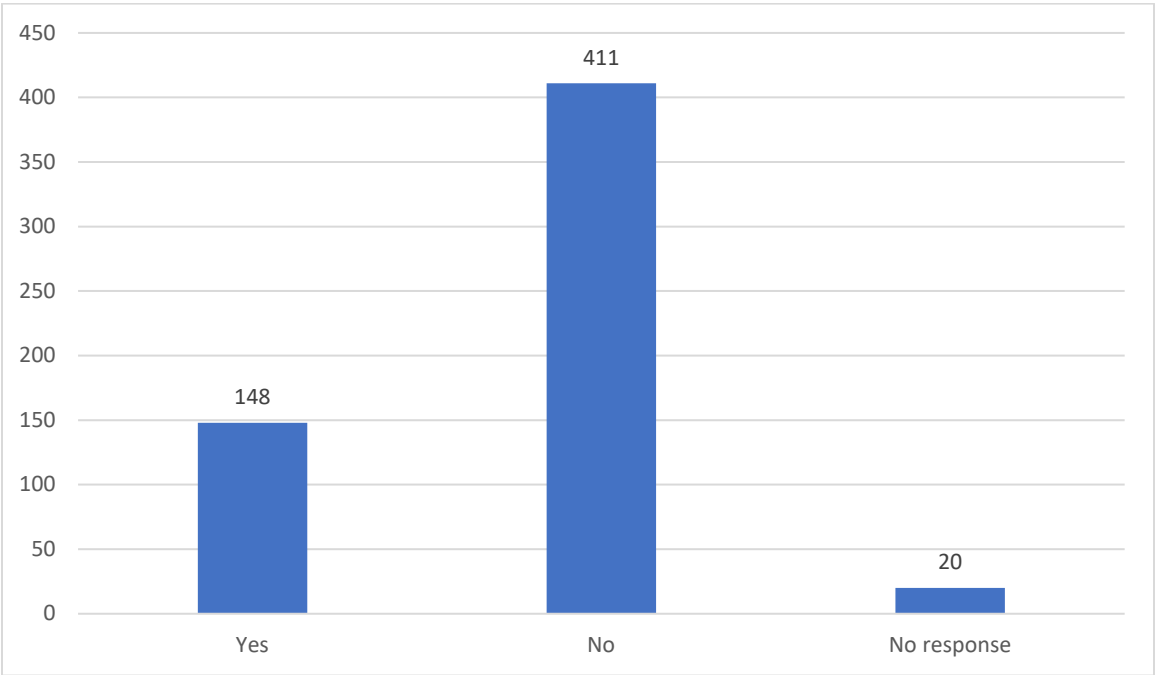
Question 5: Have you opted into your waste hauler’s recycling cart service?



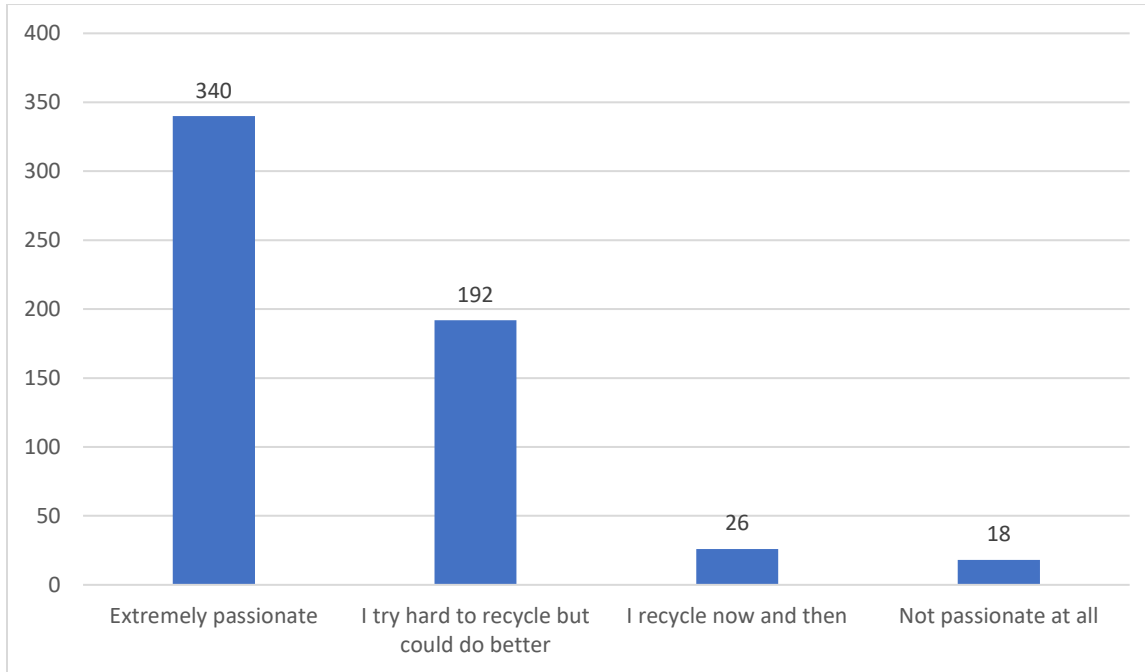
Question 6: What type of recycling container do you use?



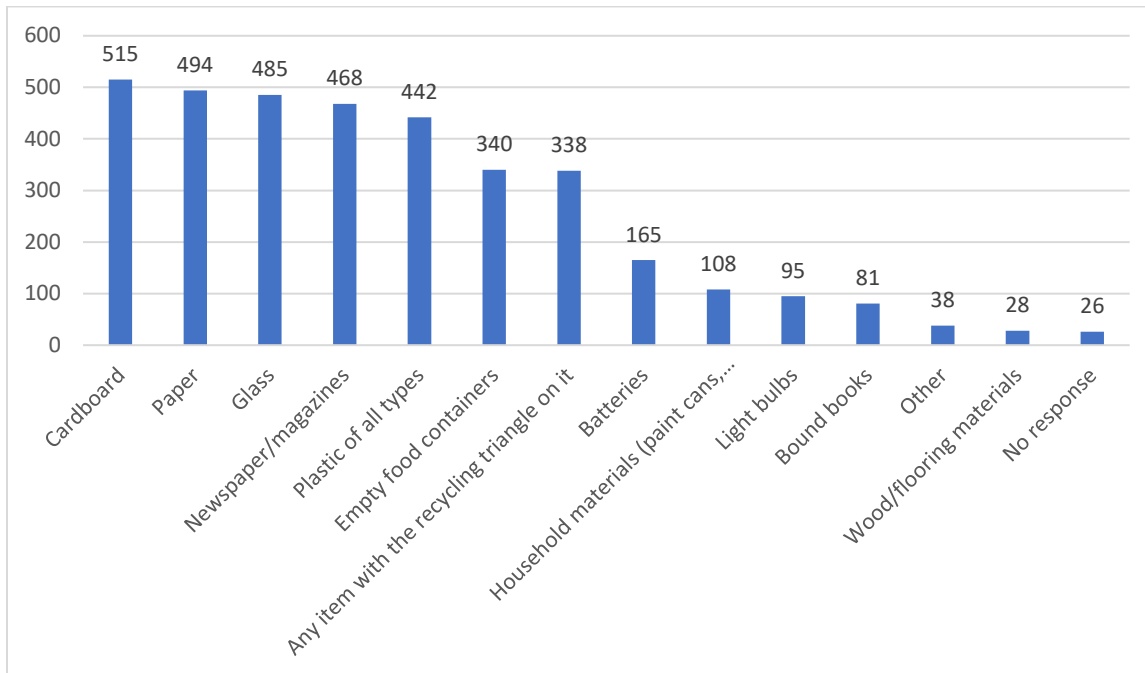
Question 7: Are you satisfied with the current recycling procedures in place?



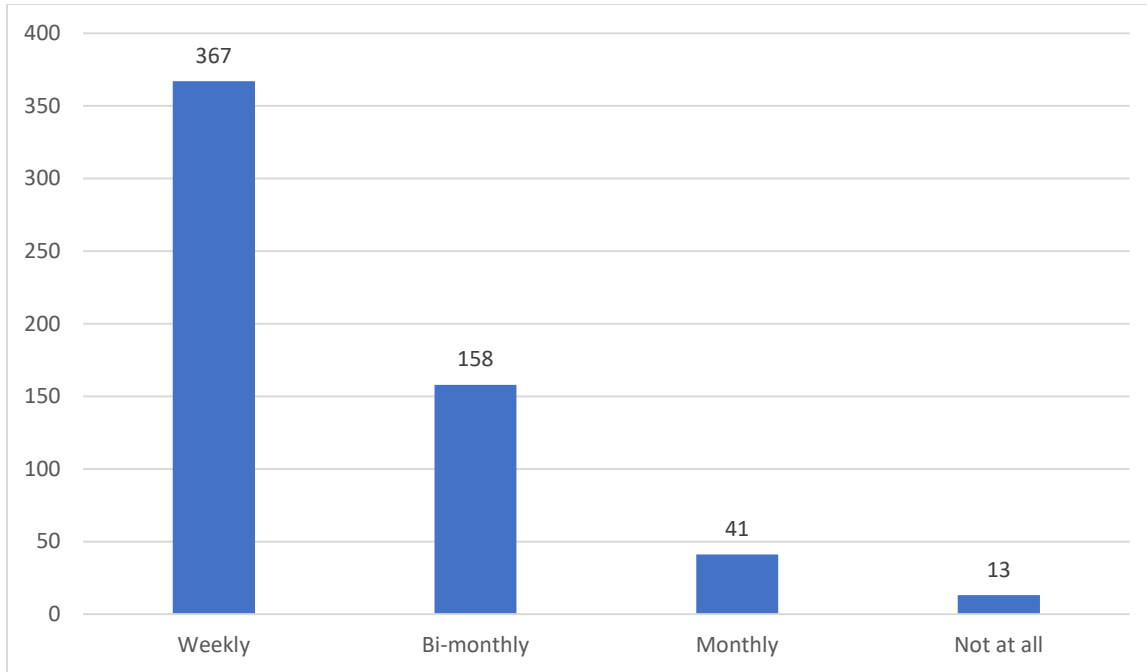
Question 8: How passionate are you about recycling?



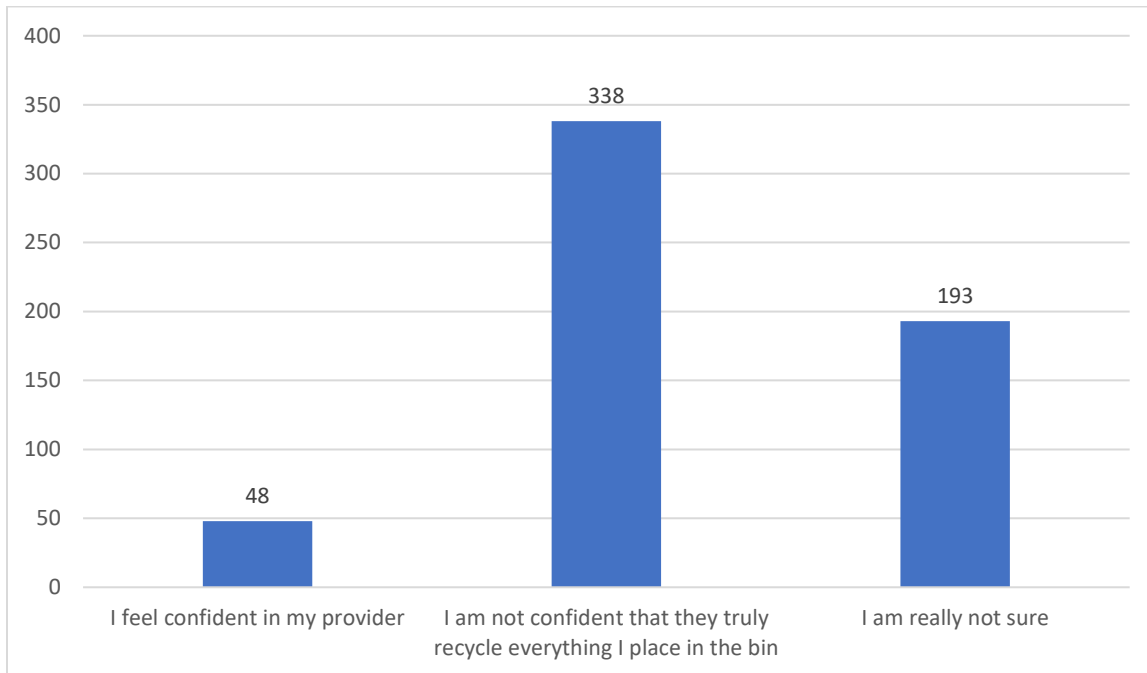
Question 9: What do you currently recycle (check all that apply).



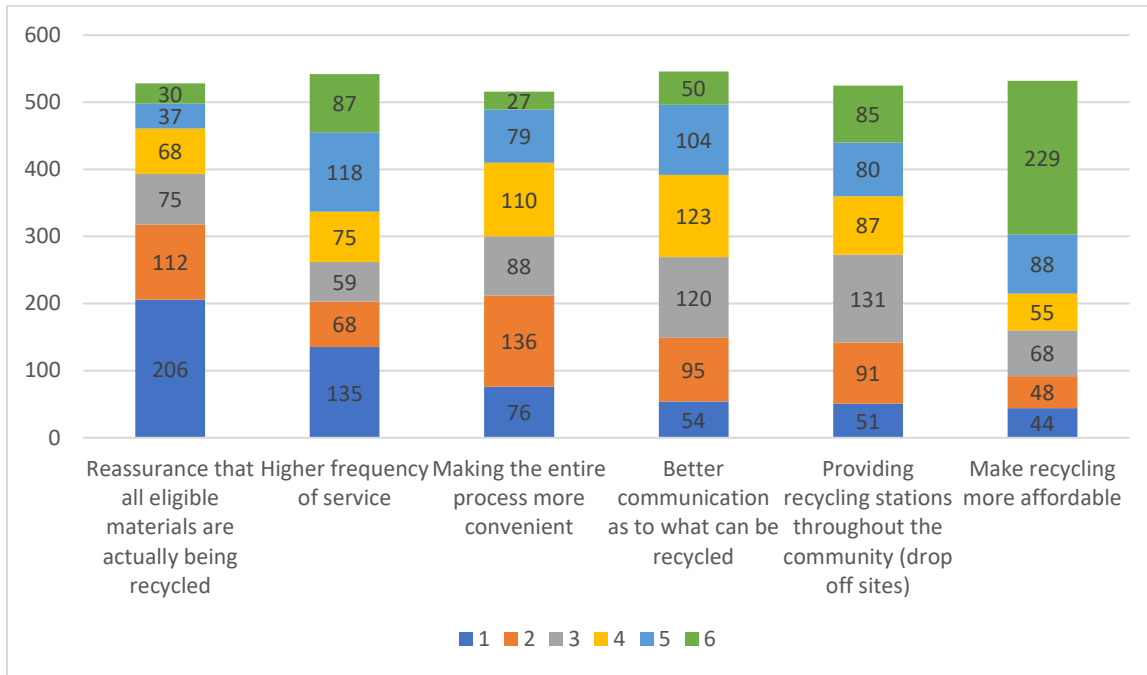
Question 10 - If I could, I would recycle:



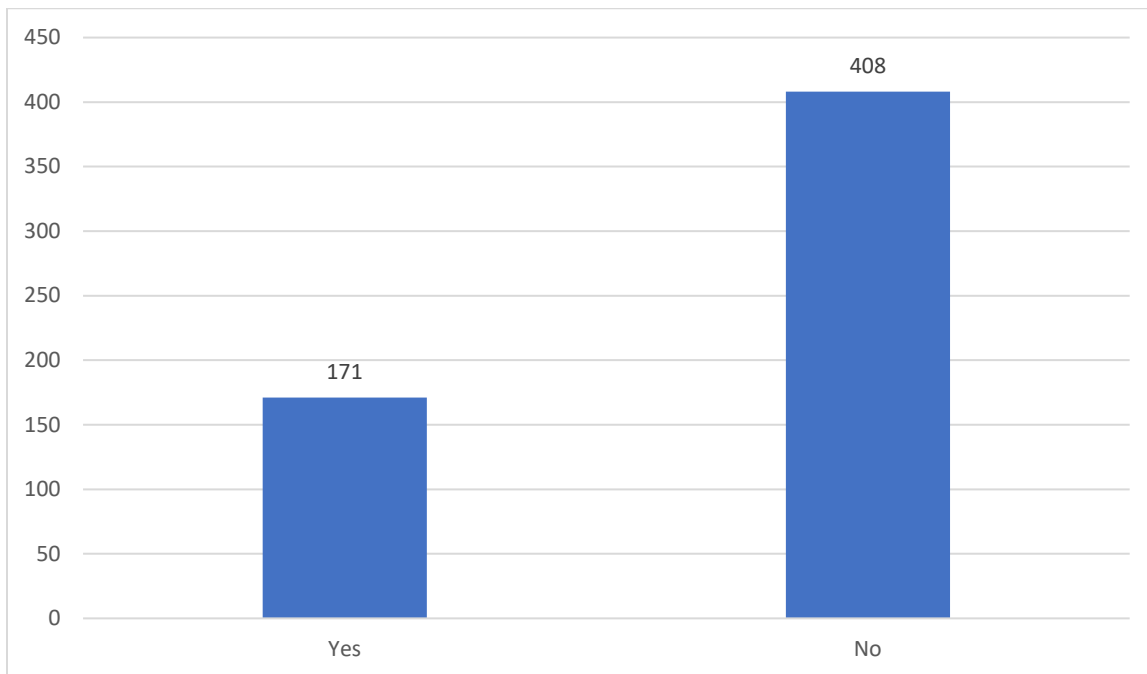
Question 11 – How much confidence do you have that your recycling is being processed correctly?



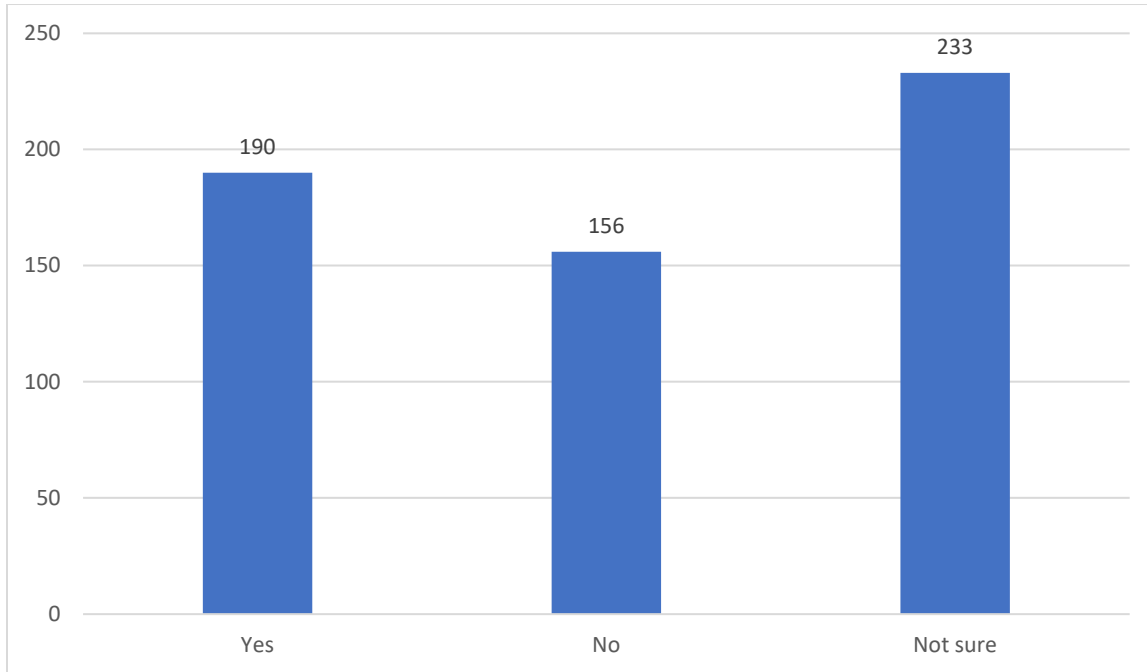
Question 12 – If we could help improve your current recycling experience, please rank what you believe is the most important, to the least important (1 being most important).



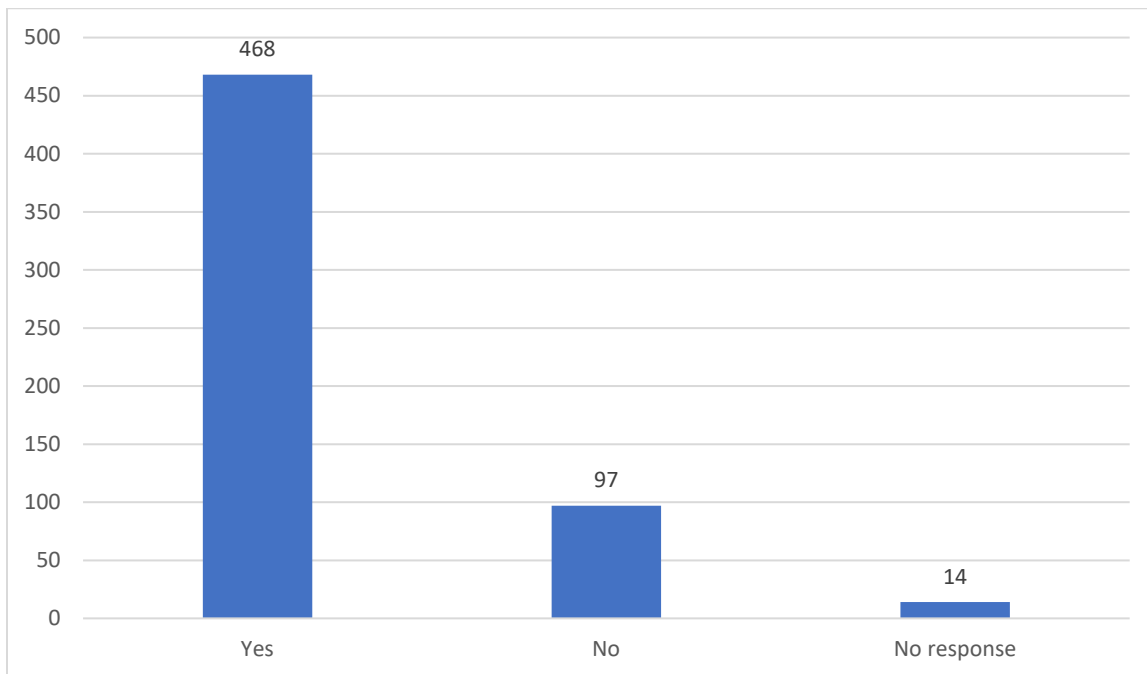
Question 13 – Do you compost?



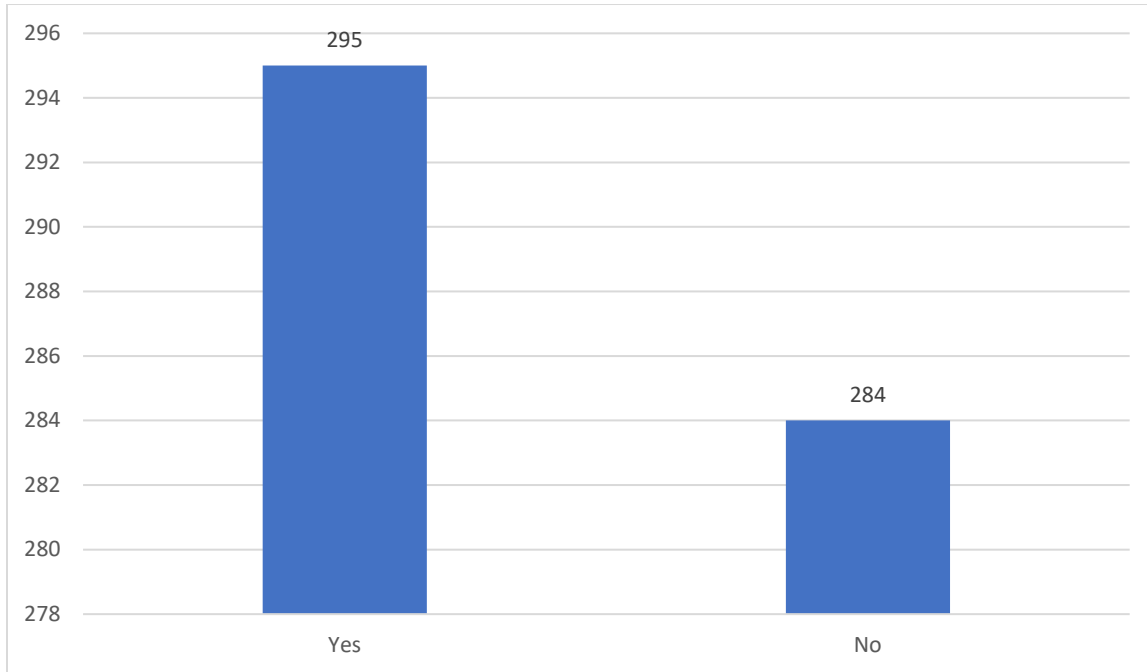
Question 14 – If a community compost site was available, would you use it?



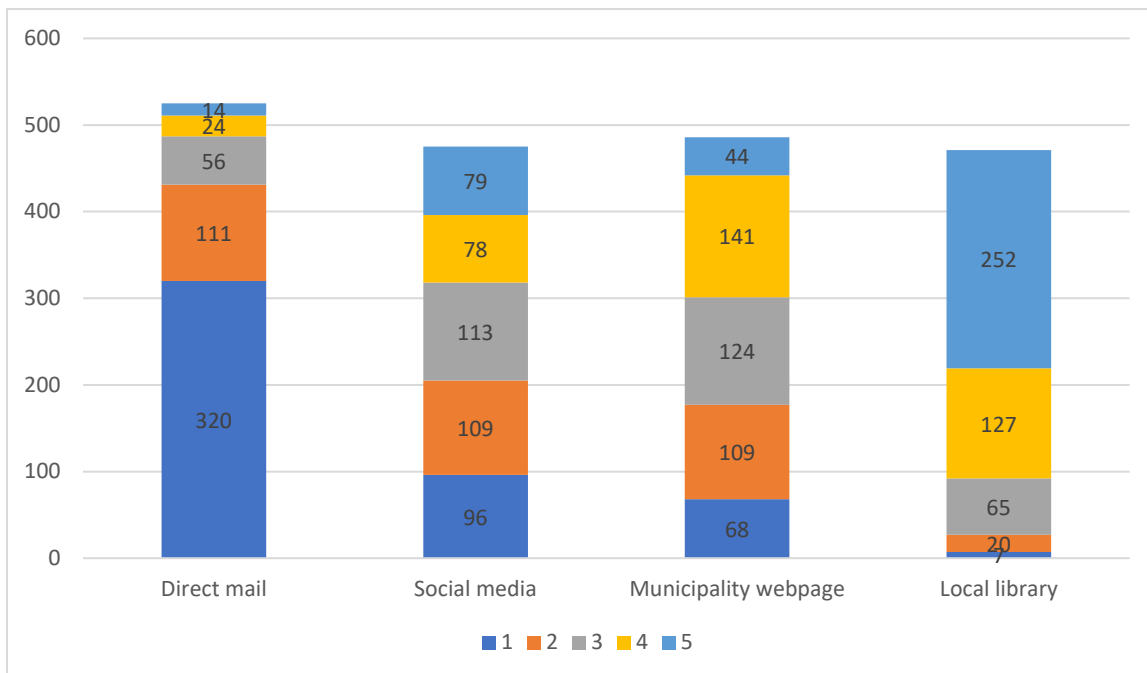
Question 15 – Would you support the elimination of non-recyclable plastic bags, styrofoam or non-recyclable plastic containers/utensils in our community?



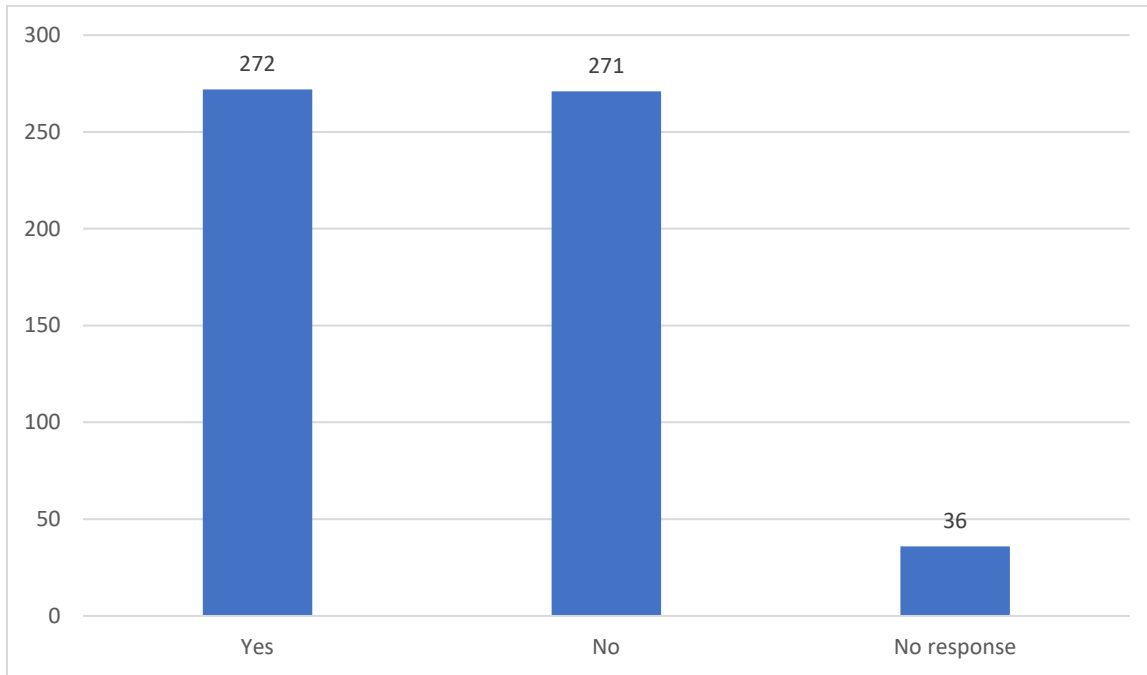
Question 16 – Are you interested in receiving educational materials regarding recycling and composting?



Question 17 – If the municipalities were to provide educational materials and updates regarding composting and recycling, what is the best way to communicate with you? Please rank the options with 1 being your most favorite.



Question 19 – Are you interested in being notified when your municipality’s trash contract comes up for renewal?

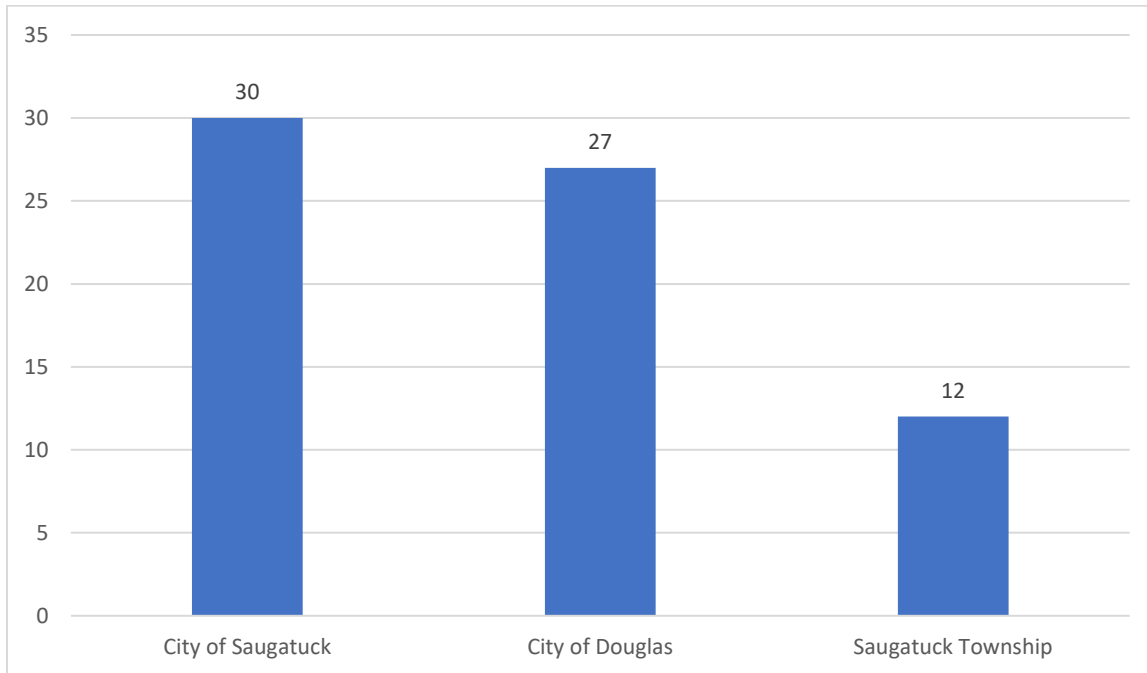


For resident recycling-related comments, see Appendix A.

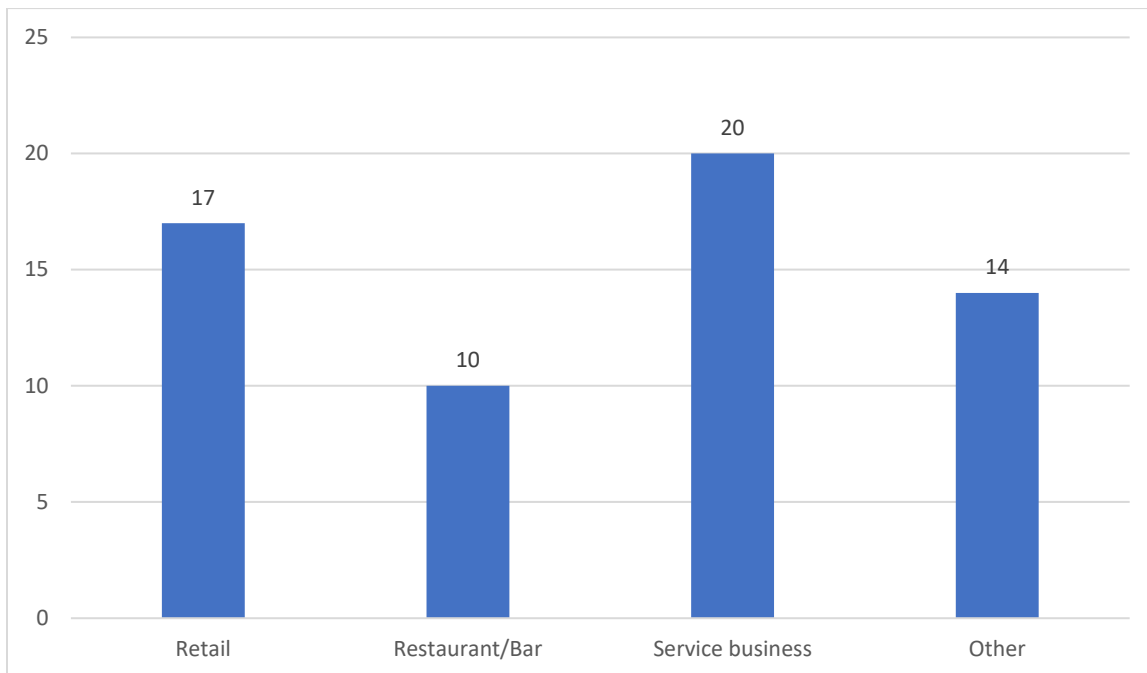
Business-owner survey responses

The business-owner version of the Recycling Survey was sent via individual emails sent to business owners; an e-blast to Convention and Visitor’s Bureau as well as Saugatuck-Douglas Area Business Association members; and through postings on numerous social media pages. A total of 69 business owners responded.

Question 1 – Is your business located in:

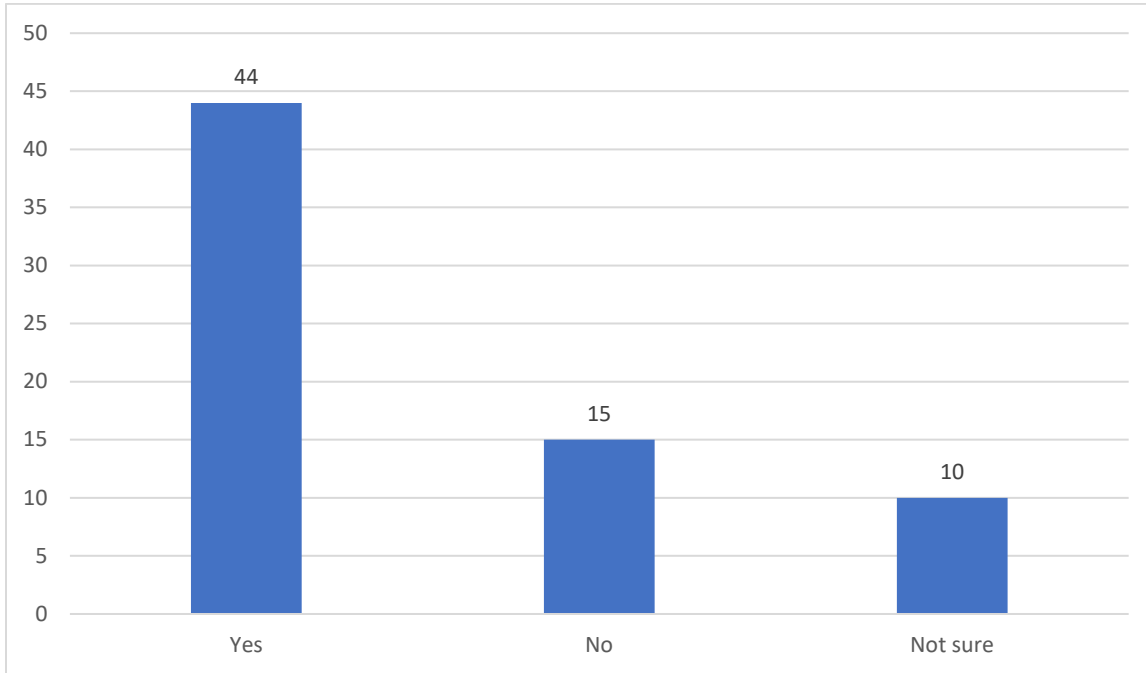


Question 3 – In what category is your business?

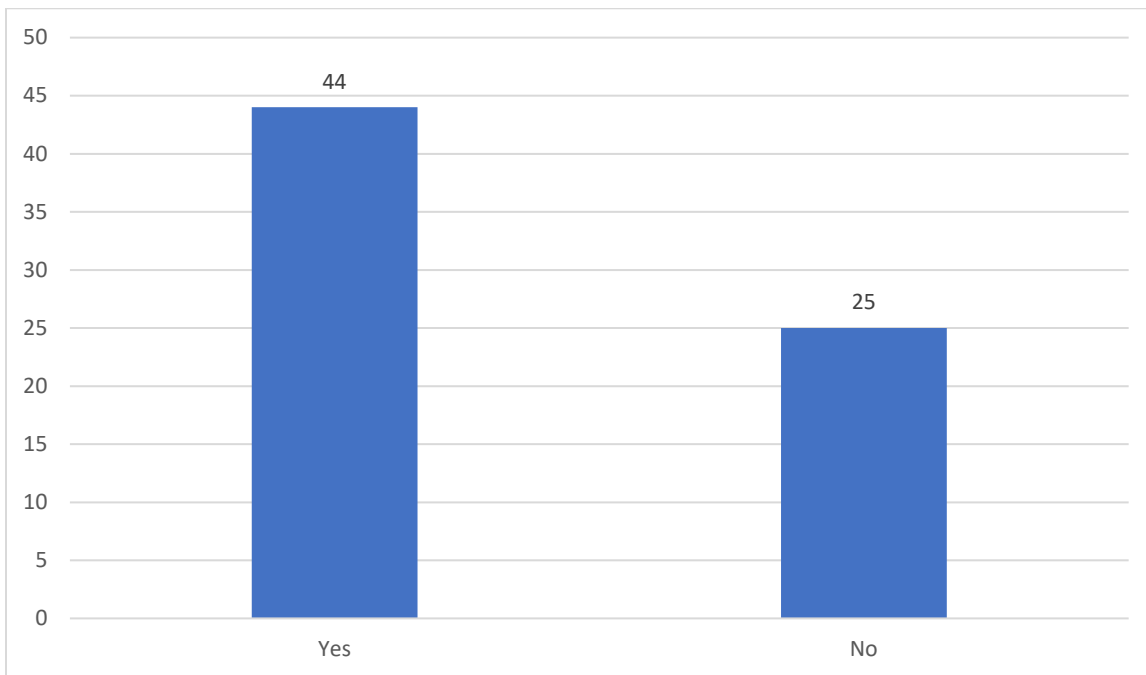


When asked, “Who is your current trash provider?” The majority of responses were Republic Services (also referred to as Chef). It is important to note that businesses are not included in the respective City of Saugatuck and the City of Douglas single-hauler contract with Republic Services, and Saugatuck Township does not currently have a contract. Additional responses included J’s Disposal, Reliable, “the City,” and “I take it home.” Five responded “I do not know.”

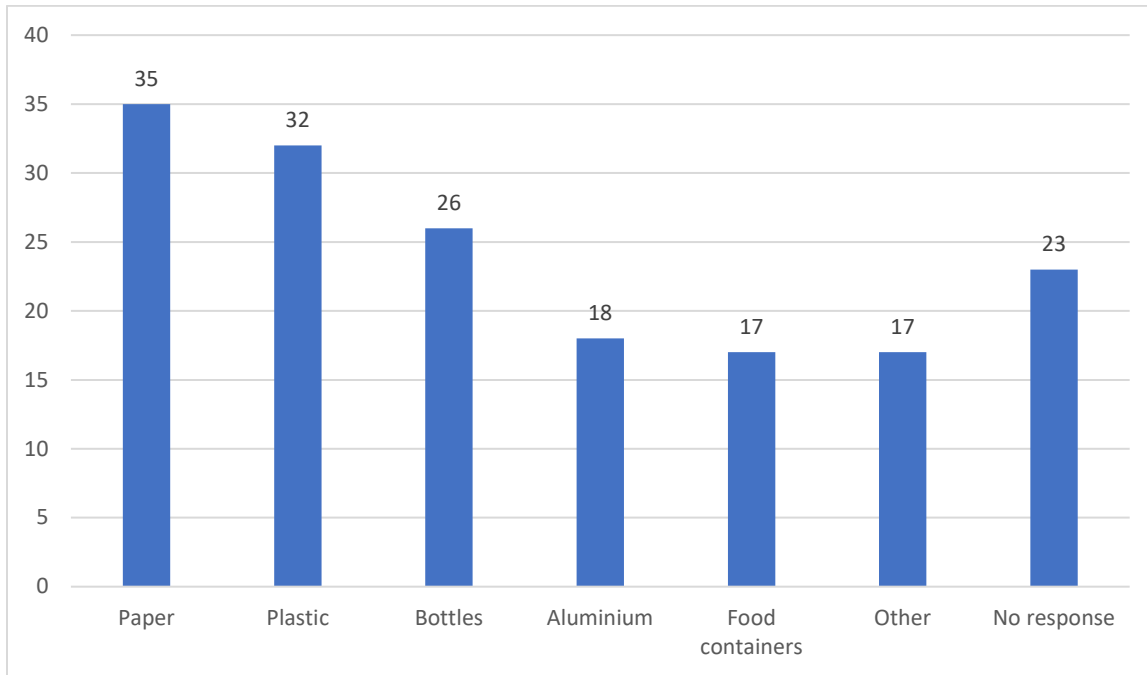
Question 5 – Does your trash provider also provide recycling?



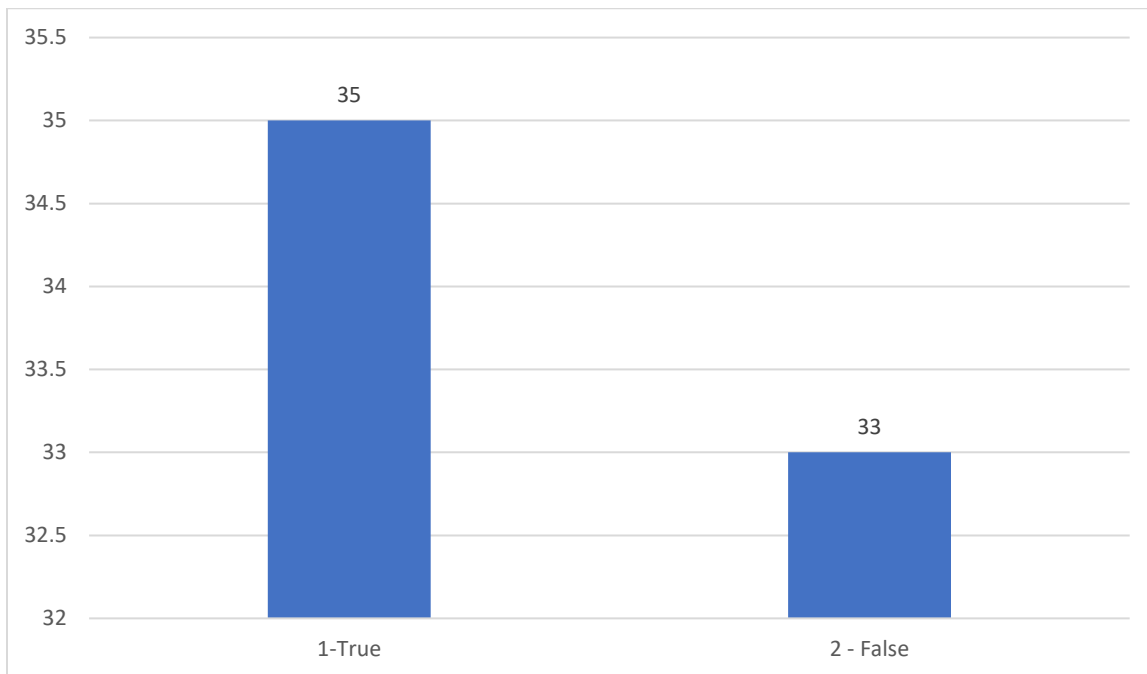
Question 6 – Do you recycle for your business currently?



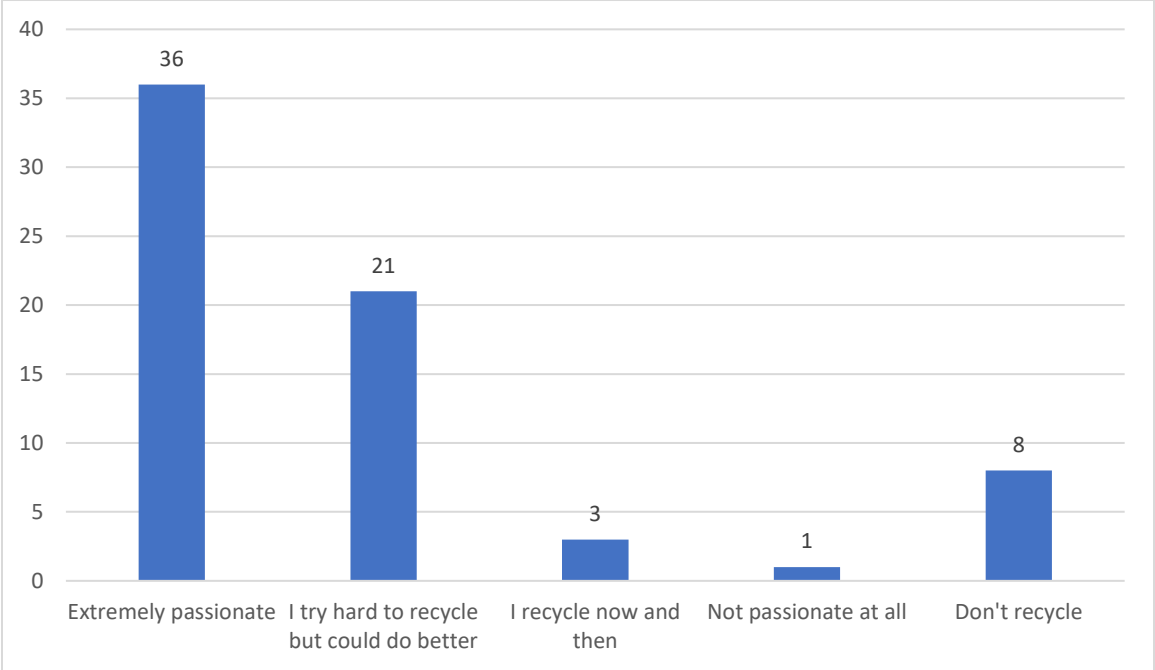
Question 7 – If yes to the question above, what products do you most frequently recycle? (Check all that apply.)



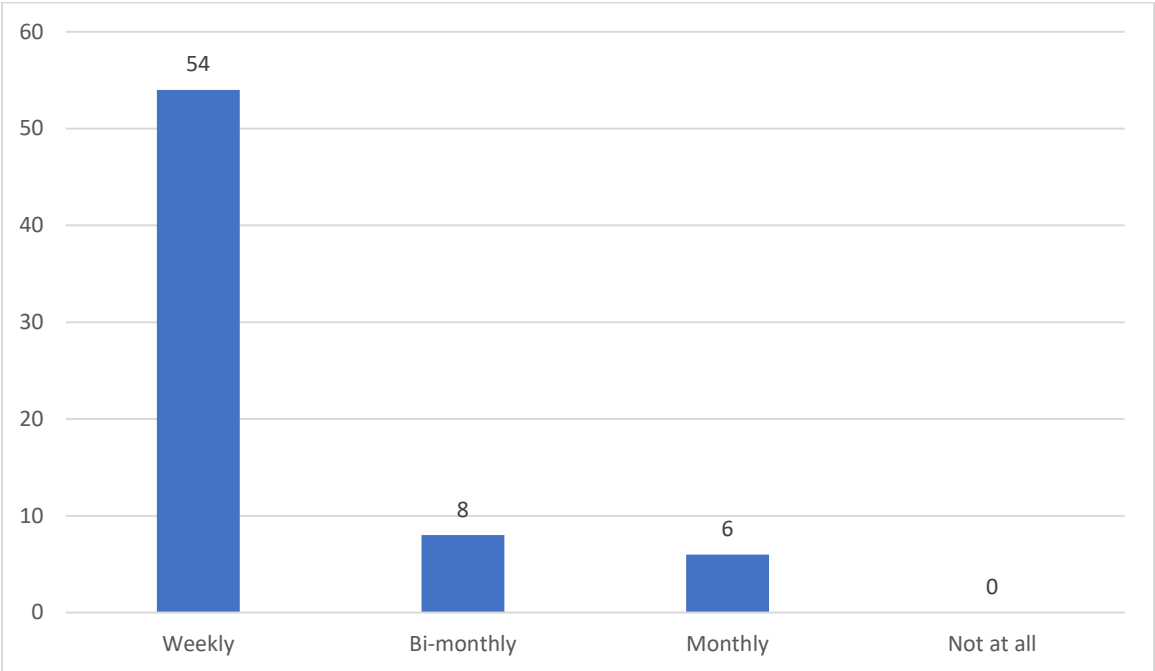
Question 8: True or False? I feel completely confident in my knowledge of how and what to recycle.



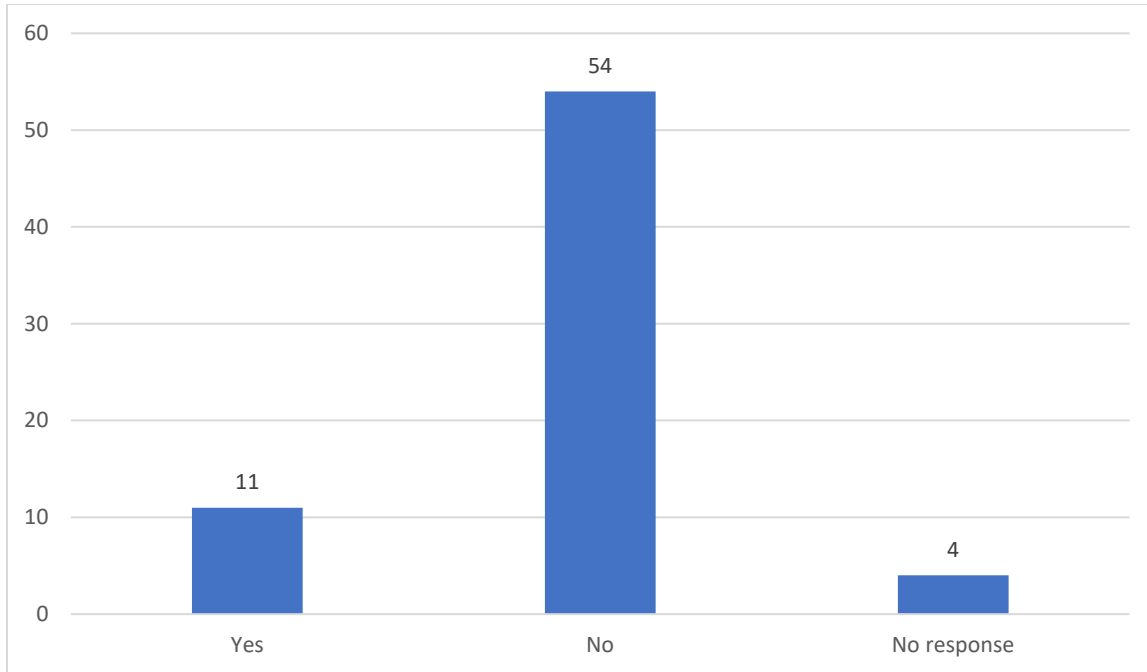
Question 9 – If you recycle, how passionate are you about recycling for your business?



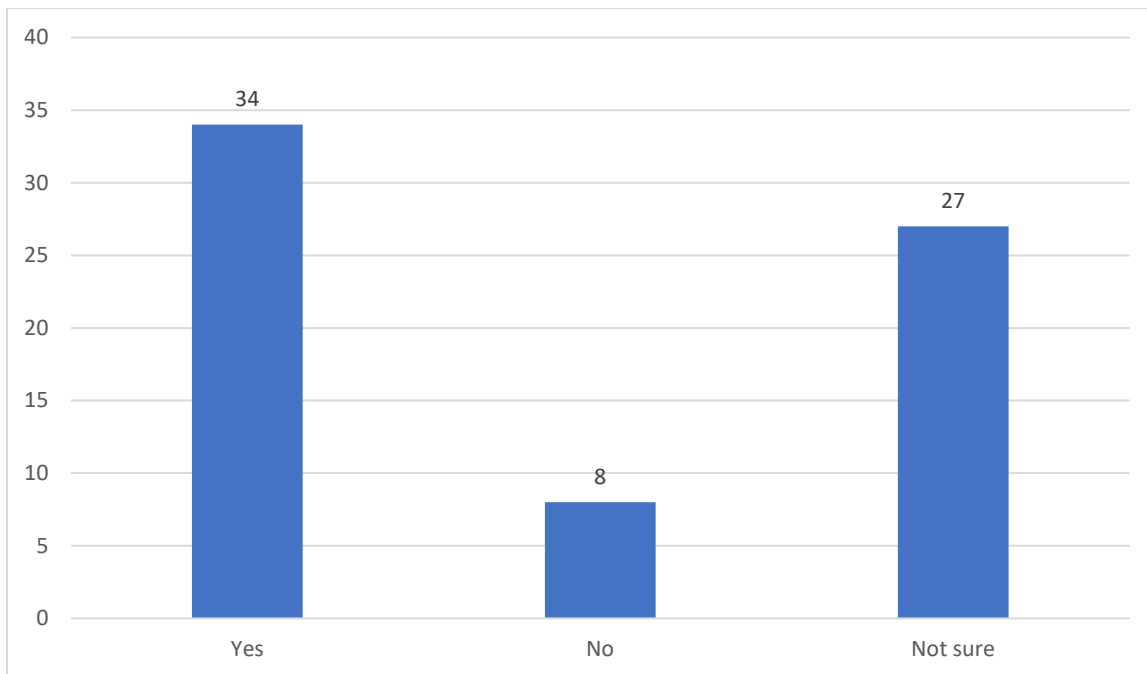
Question 10 – If money were not an object, our business would recycle:



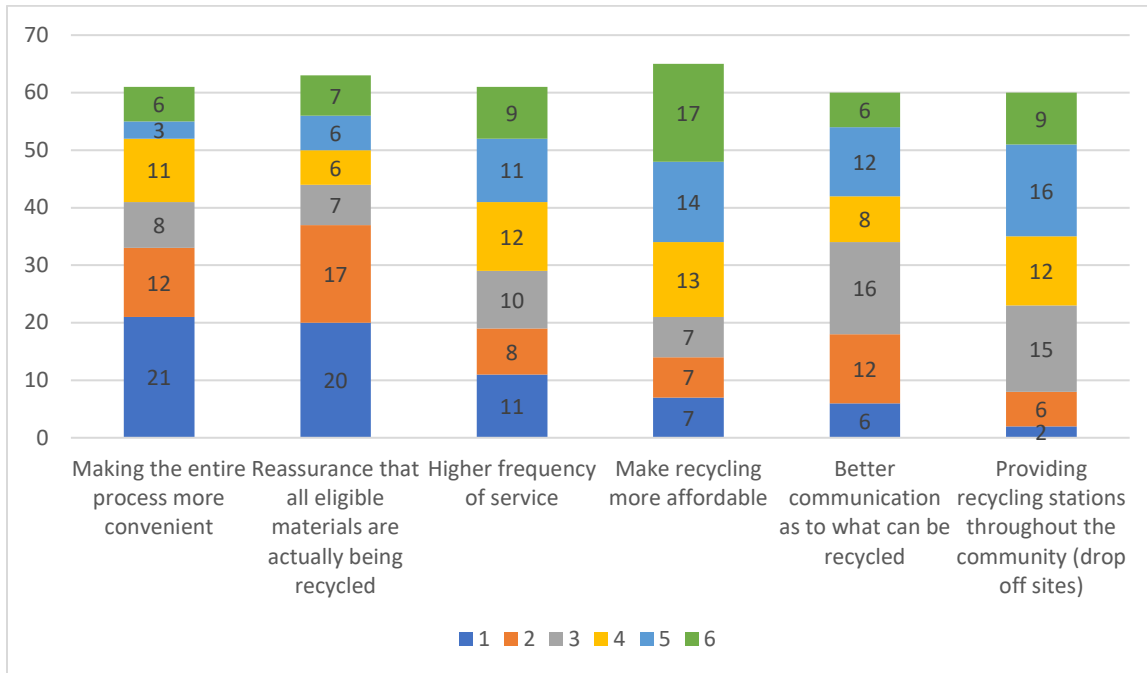
Question 11 – Are you satisfied with the current municipal recycling procedures in place?



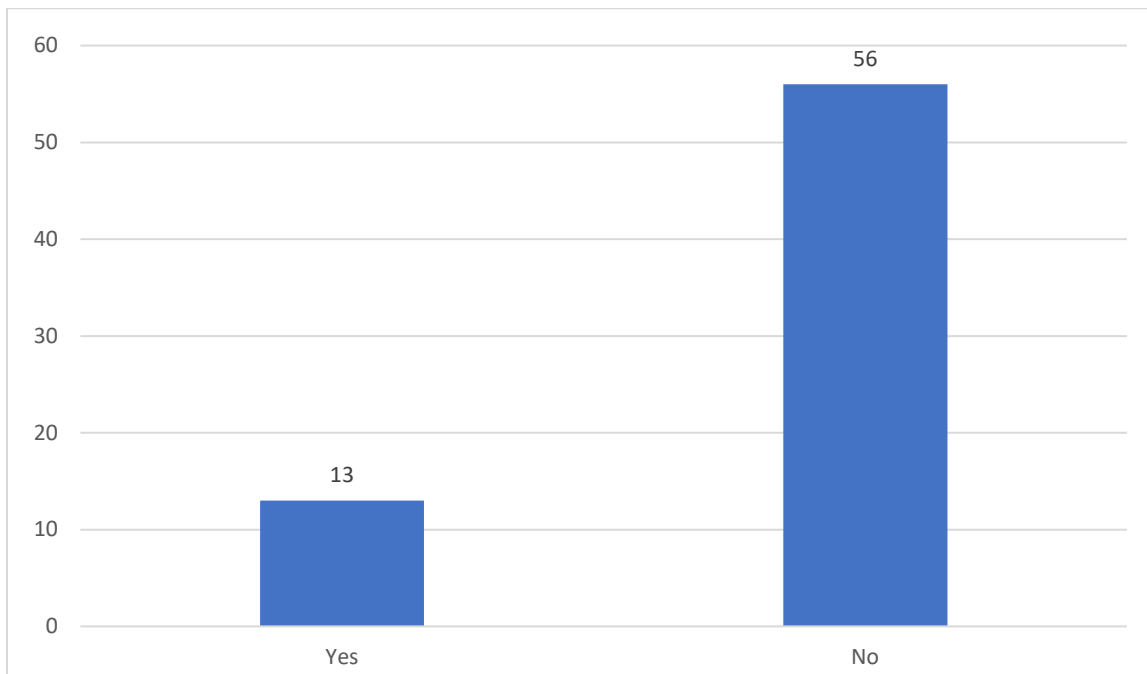
Question 12 – If the municipalities offered a bi-annual hazardous waste drop off, for a fee, would you be inclined to participate?



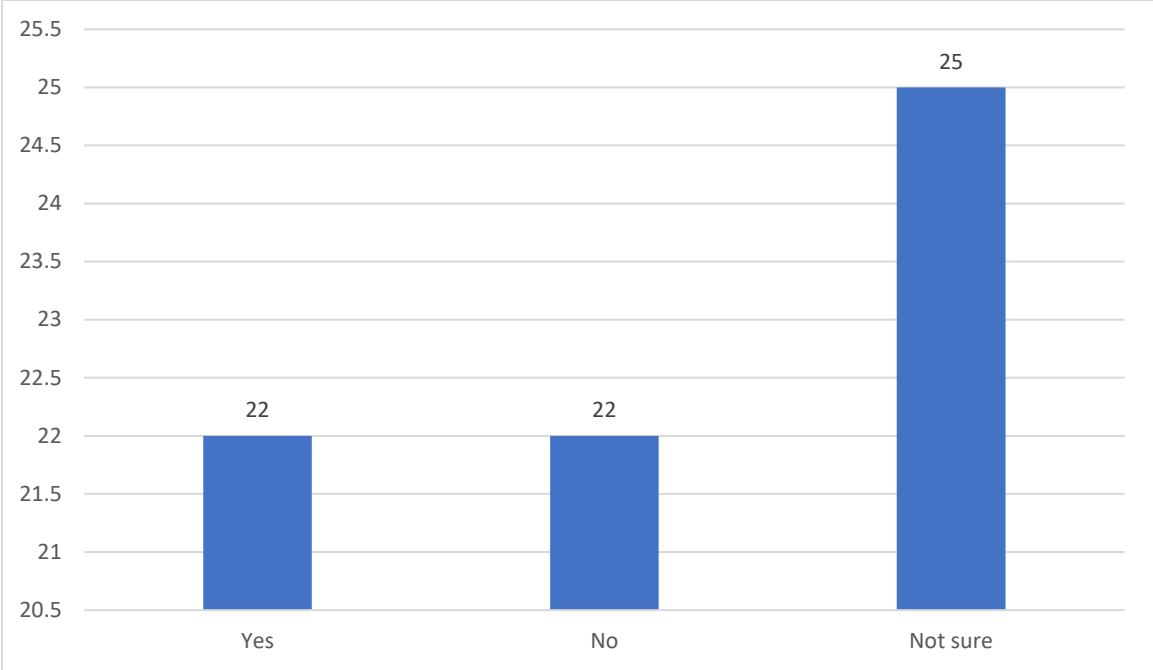
Question 12 – If we could help improve your current recycling experience, please rank what you believe is the most important, to the least important (1 being most important).



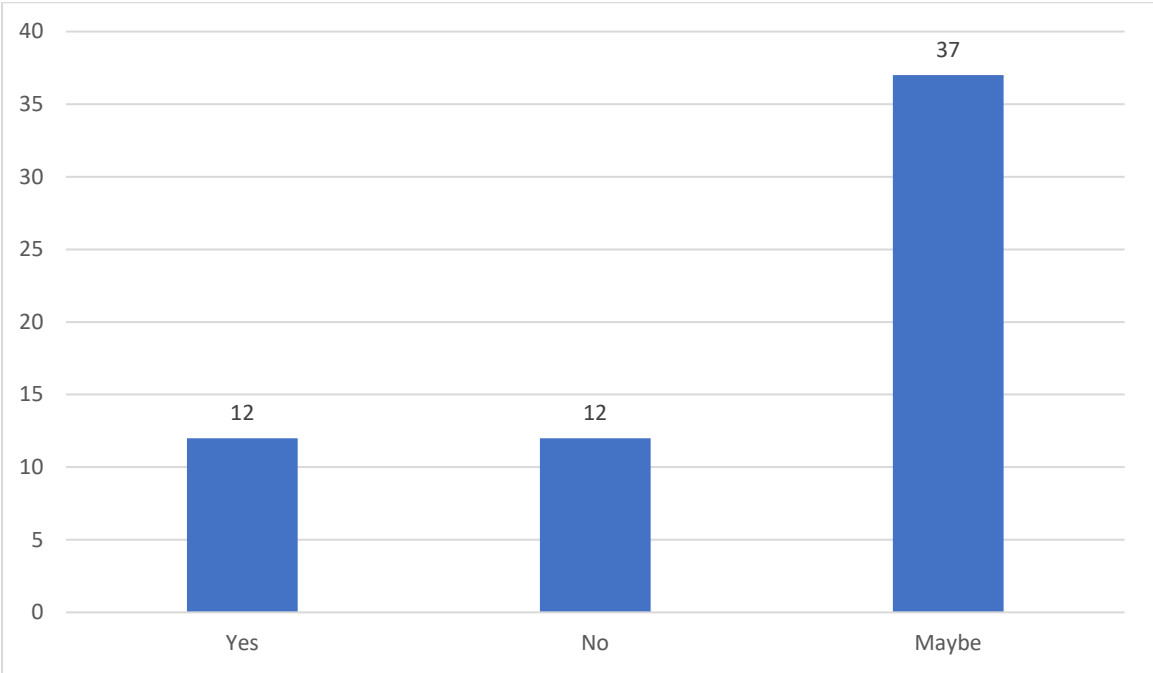
Question 14 – Do you compost?



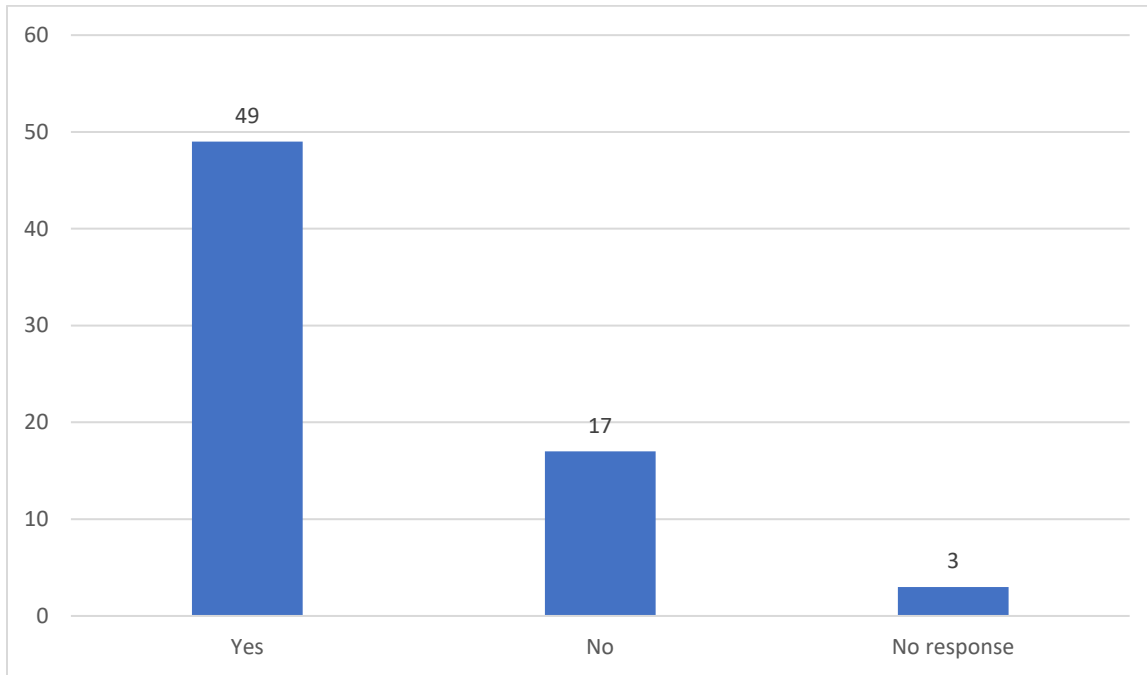
Question 15 – If a community compost site was available, would you use it?



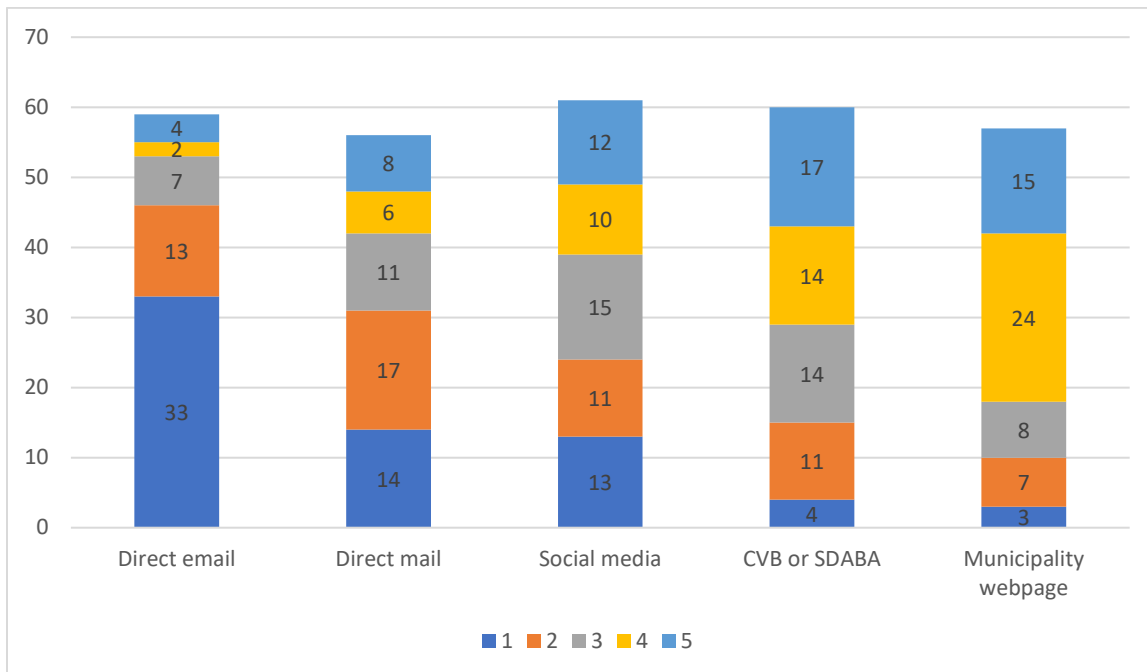
Question 16 – Would you be interested in group discount purchasing for recyclable products for your business?



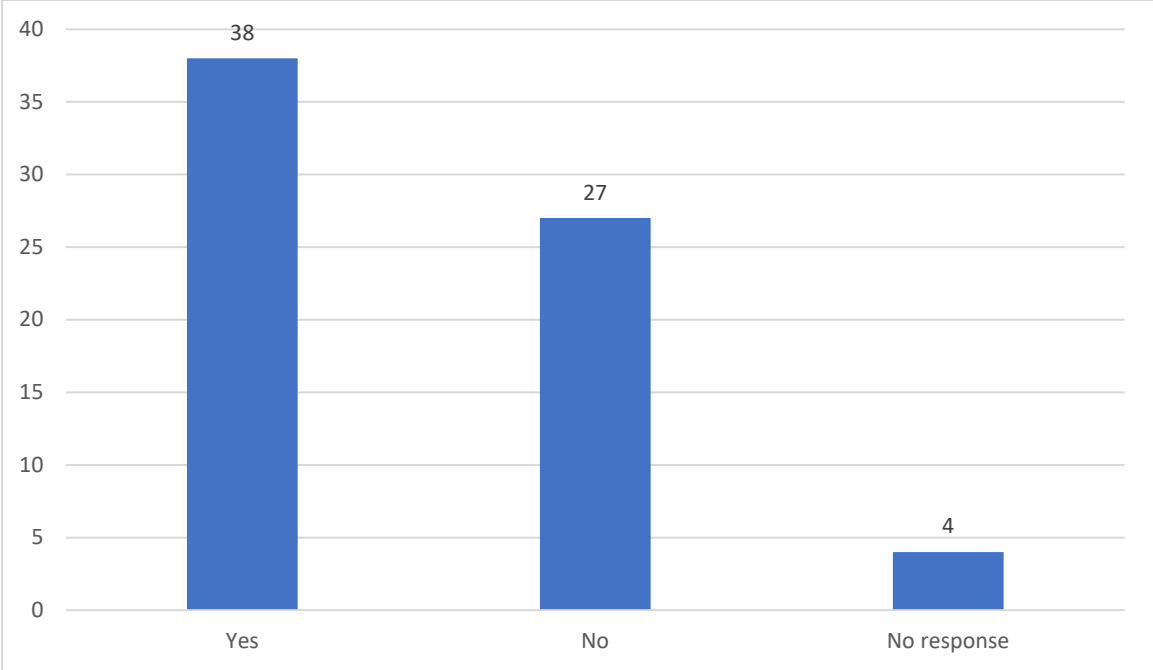
Question 17 – Would you support the elimination of non-recyclable plastic bags, styrofoam or non-recyclable plastic containers/utensils in our community?



Question 18 – If the municipalities were to provide educational materials and updates regarding composting and recycling, what is the best way to communicate with you? Please rank the options with 1 being the best way.



Question 19 – Are you interested in receiving educational materials regarding recycling and composting?



For business-owner recycling-related comments, see Appendix A.

Appendix A

Resident recycling-related comments

Do you have any other recycling-related comments that you would like to share with the committee?

There should be an added fee to residents that use waste pick up but DO NOT use the recycling service provided by the community.

Let's get things going now! People want & need to recycle!

Just that once per month pick-up is insufficient.\

Provide a bin

What to do with light bulbs & especially how to discard batteries

I'm glad that we moved away from the yellow recycling bags to recycle bins as you can now separate easier and recycle more. But again, recycle bins should be a weekly pick on the same day that trash is picked up.

Better communication on where to take items that cannot be recycled and where to take them.

Thanks for the interest.

The yellow plastic bags worked best to place all recycle materials to then be placed in dumpsters.

I do not like having to use Republic Services at all and wish that we could go back to using our own companies.

I really want to be able to get rid of household waste through the county. I can't even pay a small fee to recycle with the county. I had to use a friend from a different township to recycle electronics, batteries, old cleaning products, and other household waste. To recycle this through republic is very expensive!

We are serious recyclers in our household. However, we see renters not doing the same and that makes us sick! It would be great to have rental properties make it easy for renters to recycle while they are enjoying our community.

Would love to have a community drop off spot.

Recycling educational programs at the library.

Residents must be educated of need. Service must be part of basic trash removal contracts and included in cost.

Drug takeback collection site or collection day. Leftover or unused medications should be disposed of properly.

Thank you for doing this. Our earth depends on our wise choices.

I would love to know how and where to recycle things such as batteries, light bulbs, aerosol cans and appliances.

We need weekly pickup.

It would be nice to have a drop off for cardboard boxes. Between UPS and FedEx boxes from online purchases we need to be recycling 100%.

What are we supposed to do with electronics, building or remodeling material that the contractor does not take, batteries, - We want to recycle as much as we can but there is so much we do not know.

I eat out most meals.

Would love to see recycling receptacles throughout the area (next to garbage cans, for example).

With All the Money We Pay in Taxes--this should have been set-up in the 80's. WAY before the Library, or that bike-path.

It would be helpful to have ONE location with designated hours that took everything, sorted it and distributed it to the appropriate processor.

Let's keep the momentum going!

I support any efforts to help our community become more educated on this subject.

Why are we paying for recycling through our garbage bill when nothing is being recycled. Why was this not communicated to the constituents of your community.

I'm appalled that Republic picks up recycling 1X/ month. It's irresponsible.

I am pleased that at least some recycling service is available here. If there were a transfer station available to Douglas residents, I would use it.

An accessible recycle center in the community.

Thank you for looking into this important topic.

Easier and/or more frequent opportunities to recycle the harder items: batteries, light bulbs, paint, household cleaner/solvent. Maybe some TerraCycle drop-off days for damaged/unusable clothing, wine corks, e-waste, the options are numerous.

Recycling is inefficient and merely serves to make people feel better about themselves.

Republic needs competition, we should have more than one choice of providers.

We need a way to recycle household batteries. To my knowledge, there is no local place to bring these items.

Please explore how private homeowners associations work or don't work with the municipalities' recycling program.

We should have access to free recycling even in a condo as we are taxpayers wanting to do the right thing for the environment. Make it easy! Thank you!

Thanks for survey I'd like to see more recycling downtown areas.

We need to find a way to get the rental houses to comply.

I support installing bottle filling sites at drinking fountains to reduce plastic and research/development of more glass recycling.

When Chef container used the yellow bags that was very convenient way to recycle If there were a drop-off site I would use it.

I am so excited about having better recycling options!

We would like to recycle but it's not very convenient in Saugatuck Township. We support improving current situation.

I always loved the recycle center we had at Demonds lot Separate slots for glass paper cardboard etc. so would be willing to cart to a community center.

I certainly want to be able to "opt out" if the Tri-Community dictates one recycler. Recycling of small appliances has been a problem since the Allegan County options were eliminated.

Our current recycling through Republic does not accept any glass. There is a drop-off for glass in Fennville. If we could do more and get information out about recycle glass would be great. Also, have our local business's get in involved in recycling.

Leave it the way it was!

What are we supposed to do with the leaves? I'm in the township! They don't pickup out here?

It seems like hazardous material deposal is non existent - except for a place in Plainwell Can this be improved?

If you are looking for community members as a possible advisory group, I would be interested in helping out.

Everyone I've talked to here feels unsure about the recycling program. We are willing to sort and clean, but nothing is clear, so it's very discouraging.

PLEASE LET ME CHOOSE MY OWN TRASH HAULER.

Many municipal recycling contracts have an "economic out" clause. They get paid to collect materials - but are not required to actually recycle if current economics are not favorable. Would be good to know if that is in place so we cannot waste money and time in process and collecting materials in more expensive fashion if they are actually landfilled at the conclusion of the process.

We were always able to recycle before Republic came along. I understand other condo complexes are having the same problem. That's a lot of people that can't recycle!

Community drop bins work the best - there can be numerous bins so citizens sort the items themselves into the correct bin. The only plastic that might be recycled is bottles, so we should stop pretending and not accept anything else - feeling the pain of putting it all in the trash will increase self-responsibility.

We need to have more options for cardboard boxes in particular.

Since the township rejected the recycle millage, I have no way to recycle paint, tires, old satellite dishes, batteries etc.

I'm happy that you are working on this. Thank you.

If it was part of regular trash service at no additional cost, it would be utilized.

I would like to see recycling brought back to the township.

Mostly, I just want to know what actually can be recycled in more detail.

Thank you to the three communities for coming together to make recycling and composting work better for all of us. Figuring this out will make this a more attractive community!

Biggest problem I see across all 3 communities is uncertainty regarding what happens to their waste/recycling...Which leads to reduced recycling compliance. Also being a resort community, with beaches (full of trash and plastics) we need to make education of visitors a priority. That only YOU put the Pure in Pure Michigan, do your part. Recycling bins need to be available routinely alongside public space garbage cans. Even if people don't want to bother over a dime for a returnable, we need to capture it as a recyclable vs landfill. I know restaurants who do NOT recycle cans in their own operations...just straight into the garbage.

Need easy and accessible place to recycle batteries, paints and other toxic materials.

We need more local options for hazardous waste, electronics recycling, household waste recycling.

Would prefer to return to the yellow bag method.

We can and should be doing much better in this community. Lack of action is a lack of leadership and foresight. We should be leaders in the state.

I think text message should be considered as a means of communication as well.

Cardboard - shipping- boxes are the issue for us, partners during pandemic. Just not enough capacity to handle these and other recycling with only once per month pickup.

I'd like to be part of the solution but our current provider makes it rather challenging. Looking forward to other options!

Improve your recycling pick up program without increasing the cost.

Just to encourage everyone to recycle. Make it free! Discourage excess use of plastic bags etc.

I realize recycling has become less profitable and more difficult for companies since China and others no longer buy our recycled items. I have hope that the problem will be solved and we can work to save our environment through better recycling once again.

We are anxious to see what will happen in Douglas with the new committee working on updates and support their recycling efforts for our community.

We are in an association and have communal trash and would appreciate republic offering a communal bin to recycle.

We need separate recycle bins at no additional cost.

I would like more publicity and information about hazardous waste drop-off sites and would like them available on a regular basis, say once a quarter or at least semi-annually. If that is happening, I'm not aware of it.

Yellow bags need to be bigger and stronger and need assurance their contents are being recycled as well as separate bin.

It would make a huge difference if our condo could have recycling services again!

I would like to know if they are indeed recycling or just putting recyclables in a different land fill??

I hope it continues weekly.

No place will accept batteries or paint.

Thank you!!!! Single provider for recycling makes sense to me.

I would love to see local drop off sites for recycling. We are great at sorting, but as mentioned in the survey, I don't have confidence that Republic is actually recycling my materials. Even if the drop off sites are just for paper and cardboard, that would be great. I'd also like to see/hear about household item recycling. If it's something that happens locally, I'm unaware. I have items like light bulbs and small electronics that I don't know what to do with.

We need to be serious about recycling, not continue to throw out some quasi-solution which doesn't really address the issue.

The city MUST address the frequency in which our recycling is picked up. As a full-time resident, it is completely necessary. We are literally throwing away items that can be recycled because our recycling bin is picked up so infrequently.

Go back to yellow bags or give us a station to take things in. We would willingly separate paper, glass, tin and plastic if need be.

Just need somewhere to go or a better service offered.

Currently we have one bag of trash per week and our recycling bin is nearly full. So trash pick up every other week and recycling every week would be ideal.

No good place to recycle styrofoam, old paint.

I have styrofoam that I receive medications in and I don't know what to do with it. I don't want to throw it in the garbage because it will end up in a landfill.

Please bring back the inexpensive recycling that were paid once a year with property taxes. The twice monthly pickup and price were really nice.

Thank you for the survey. Community compost!

Let us get this resolved.

Thank you for your effort.

We've been very frustrated that we haven't been able to recycle anymore.

I don't believe the contents of the yellow plastic bags are recycled at all. I have better confidence in the large containers and like the \$3/ month price, but wish they were picked up more frequently than 1 x month. I have two containers and they are full in two weeks.

Reducing is better than recycling, so banning limited use plastic bags and such is best.

Firm believer in Reduce, Reuse, Recycle. Protect our environment.

If the city isn't going to provide curbside pick up to condo associations, then there should be a recycling center to drop off our recyclables.

Frankly, to get the vast majority of people to recycle it needs to be financially cheaper. I believe if it was possible we should charge those who do not recycle more than those who do.

Need to recycle.

We need special services too -- we must have a way of disposing of hazardous materials - specifically mercury in light bulbs. And we need at least an annual event to dispose of electronic waste.

Drop off a post Recycling is best for individual needs and wusnito which varies each week.

Fix the frequency of pick up!

Thank you for your efforts. Too much plastic making our beaches a mess.

I lived in a town with a community recycle center. It was in a building with a loading dock. Workers were always there to help and keep things sorted and moving. People pre-sorted and brought their recycling as often as they needed. It was free. But trash was only collected in a certain city trash bag that was 1.50 per bag. This encouraged everyone to recycle whatever they could!

I appreciate you doing this!

Last time there was a recycling (zoom) meeting the notice did not go out until just before the meeting. I wanted to attend but did not get the email until too late. Every other meeting held by the city I get at least a day's notice. Why is this not consistent? Please mention to city staff.

Need to be able to easily dispose of large items, electronics, hazardous materials on a monthly basis in one location.

I work for a non-profit that does some environmental education and can assist with information.

If recycling isn't as easy as it is now with the yellow bag, i would just put everything in the garbage.

Love the initiative to focus on this. Thank you!

Make available, a way to recycle everything (like plastic bags, plastic wrappers, batteries, electronics, etc.) from your house.

Thanks for doing this!

Already paying way more than when done with township pickup.

I think we need a place to bring old Paint, Electronics, etc.

If what I read on social media is true...and Republic does not really recycle what we pay them extra to pick up every other week, then they should be prohibited from charging for a fraudulent service.

I just wish we had the ability to recycle in our complex. The amount of recyclable items that our just thrown in our complex's big Trash bin is substantial.

Thank you for working on this!!! We not only need better recycling and "green" policies, but this could energize Saugatuck/Douglas as a green, pristine destination and environmentally conscious place to live, too. Good for us and this world we live in. Bravo for tackling this!

Glad this is being prioritized. It's important.

Impressed that you are doing this. Thank you!

Go back to the county program, that was a good program.

How can we get more people to recycle?

The sooner the better for the life of the planet.

Need to be able to recycle acid free batteries and electronics.

Yes, basically I am sure the City of Douglas practices good environmental standards. Perhaps to a point! I have sent prior correspondence to the City regarding the dumping of roots, tree stumps, back fill materials, removed old concrete and other materials on the old MIRO golf course by the factory. I have extensive experience in managing many major construction projects throughout the country, as well as issues relating to contaminated soil testing, removal and disposal to properly tested and approved sites to dump these materials by the EPA and other state agencies. These sites must be approved and the

materials that are dumped need to be tested for contaminants into the soil. Some of these removed materials are from contaminated locations. From my understanding this process has been ignored, and proper testing procedures have not been established to ensure that these dumped materials are free of contaminated substances. This is not a simple procedure or outcome based on what you see. Also an abandoned old restaurant that is a potential environmental problem and safety hazard is still in a rapidly deteriorating condition for many months. A factory which has an environmental record of leaching chemicals and perhaps other contaminated materials into the soil in the field on the west side. From my knowledge not cleaned up and contaminated soils removed and this should be required by the City and the owner of the Factory has this responsibility as well. So in conclusion any recycling program is a positive. Unless I am incorrect you have a few other more Major Issues to resolve as well, that impacts all of us environmentally!

We need to recycle all eligible materials that are placed in the bins.

It would be better to innovate and create a bolder recycling initiative rather than try to fit with what currently exists. Finding both financial and convenience incentives is key. Those of us who are already passionate about recycling will recycle but what we want is to try to get a higher level of the most people recycling and learning. The companies that contract with us to handle recycling need to be more transparent with the communities they serve - as their customers we should all have a very clear understanding about how often/why materials are either actually recycled or added to a landfill when not recycled. Confidence is essential.

I appreciate that our community is involved

I would like to minimize the pounding of our subdivision roads needlessly. Trucks should be one source and truck size should take its weight into consideration by you! One provider should handle areas exclusively.

Please leave trash and recycling up to the individual owners. We do not want to be forced into a single hauler like the cities are. My money, my choice!!!

Yes. Please amend the ordinance. We should have a choice in recycling companies 2 companies not just one

Thank you for addressing this issue and for making it a priority.

Recycling is long overdue in Saugatuck Township. A look at how other communities have successfully initiated recycling (e.g., Petaluma, CA and Boulder, CO) could provide some good models for Saugatuck's plan.

I have been recycling for as long as I can remember, here and where we lived before...up until two months ago, because of distrust in the system.

Thank you for doing this!

Pick up more often please.

Glad there is an effort to improve recycling rates in our community. Thank you!

I think it's odd (and a little disappointing) that, based on an earlier question in this survey, this committee did not appear to know that plastic bags are not only recyclable, but there are nearby drop-off sites conveniently available.

Great job.

Don't we have more important things to worry about?

Wish we could use the yellow bags instead of one large blue trash bin. It was more convenient.

Until this spring when Republic said they would no longer supply the yellow bags (and I understand why they had to do it), I have recycled for over 30 years; now I can't recycle and I find it very disturbing.

Don't spend a lot of the Township's money on this topic.

How can the condo complex recycle?

My previous community provided large composting bins. It reduced my trash to half a small bin every two weeks. Compost bin collected every two weeks.

Build a recycling plant and use the latest technologies from all over the world.

Also need to encourage pre-recycling, making good purchasing choices.

It should go beyond individuals but pushing to the restaurants and such add cost at a time they are struggling with COVID changes. I still support it being beyond residential though. Love to see at least Douglas be an example city for all Michigan in this regard. Others will follow suit if a culture change can be made.

We need to find a way to "hook in" young people to recycling. I think we over-amplify recycling as something for homeowners, home renters and landlords. What about all those kids who live on college campuses.

Economically, it might work to have a two-tiered system so the waste from avid recyclers, who sort carefully and produce high-value recyclables, is not mixed with other household that don't have the time or capacity to follow every rule.

The Republic bins are not branded clearly at all. The blue bin that Republic dropped off is stenciled with "Trash" on the lid, so I use that for trash. My recycling bin is the old 'Chef' branded bin- nothing branded on the bin (a recycling stencil, or green lid or...?) to make it abundantly clear this bin is for recycling. I think I moved in right after the yellow bag requirement was lifted, which of course would have made it clear which bin was which. But perhaps a rebranding initiative would at least help to make it entirely clear for community visitors where the recycling goes.

More information regarding how to prepare items for recycling, i.e., is it necessary to remove paper labels from tin cans?

How about hazardous materials 4 times a year?

Place in township to recycle wood, carpet, larger household items.

Nearly anything can be recycled, from cigarette butts to commercial food waste. In the past when I inquired of my local government as to where I could recycle household batteries and styrofoam I was told "Government can't do everything for you". Great attitude towards its citizenry.

I would like to see recycling bins placed downtown and around parks/public spaces, so empty cans, bottles, etc. can be recycled rather than thrown in the trash.

Due to the fact that our road has a minimum of 5 trash trucks come down it each week we would like to see the township have one trash/recycler/yard waste hauler for all residents so that there is less wear and tear on the roads and not to have to look at trash bins all the time. Another consideration for the committee is that bins not be stored in view of the street as some store theirs in their driveway but next to the street where they are visible and often overflowing.

Would like community recycling program with bins that is affordable every two weeks . Currently spend \$140+ annually to recycle.

I believe it should be mandatory for everyone to recycle.

Make it weekly same day as garbage, not too expensive, easy with stickers for cans of what can be recycled.

Please make it user friendly.

Republic is far too large to be able to give the kind of service we deserve. I believe we should be using a smaller local hauler.

Weekly recycling.

Attaboy on the efforts. Thank you.

Let's get started soon.

Bring back the yellow bags (or equivalent).

Less junk mail that is not easy to determine if it is recyclable or not. I know that's out of our hands, though. :-(

We like to be able to drop off shipping bubble wrap and peanuts to a recycle Center. They are not allowed to be placed in our recycle bin.

It can be very short sighted to simply ban materials in a community this small. Would be better at county or state level. Look forward to more info on composting . Would also be refreshing to see the 3 very small communities do something collaboratively for once.

I think we can do better! I know there are a lot of other things going on right now, but we have so much room for improvement in this area!

I'm glad to see this survey.

I used to live in a community that had a "town dump." It was very convenient to be able to go over and leave things when you needed to.

Need a place to recycle batteries.

No survey addressed concerns. Need to know what qualifies, need more frequent pickup. Most green towns have frequent recycling compost pick up & limited garbage pick up . Community recycling needs to happen in town w number of tourists.

Once a month is not enough especially during the summer season.

Vacation rentals, if they have the most current & updated recycling info, could also participate.

Thank you! We need this and I am so thankful you have stepped up!

Happy to be part of this team! Looking forward to moving our communities forward on this initiative.

Appendix B
Business-owner comments

Thank you for doing this survey.

SPS would like to be part of a regional recycling solution. I envision a model similar to colleges and universities, where we engage students and teachers in separating materials during the day and have an efficient and cost-effective solution for removing the sorted recyclables from our buildings.

Go back to the way things were 5 years ago.

Thank you for working on this issue.

MORE MORE MORE

Appreciate your efforts in making this a priority. Thank you.

Please publish results. Alternatively, educational articles about recycling could be included in the Commercial Record.

This survey was too long and cumbersome. If the whole system in Saugatuck didn't irritate me so much, I would not have stuck with it. WHY ISN'T THERE INCENTIVE FOR RECYCLING VERSUS A CHARGE????HARDLY ANY OF MY NEIGHBORS RECYCLE. THE WHOLE EFFORT SEEMS HALF-ASSED.

I think there is a lot of confusion about recycling. There doesn't seem to be one place to find out the facts and you tend to hear a lot of people say "well I heard it was this way". People want to do the right thing. They just need help figuring out what that is. Thanks for doing this.

It seems ridiculous that our community does not have an effective way of managing recycling. I live in the Township and pay for once a month recycling service (not convinced it actually works). We are a progressive community!

Thank you for your work on making this an easier, more inclusive resource in our community! Let us try to do something that doesn't make our town look like a trash heap.

Thanks for asking!

Please leave the option to me as the vendor I choose to haul my waste and recycling. I do not want anything from Republic's horrible service!!

Thanks for doing this!

No, all set. Thanks for asking.

Appendix C
Presentation to the three municipalities

Proposal for Tri-Community Recycling Committee Survey

The cities of Saugatuck and Douglas, and Saugatuck Township, are collaborating to educate constituents about recycling and waste reduction. The three municipalities formed the Tri-Community Recycling Ad-hoc Committee (TCRC) to “identify and address critical recycling issues, and to provide better education and processes to enhance and maximize recycling activities in the most cost effective manner to the public.” The goal of the TCRC is to (1) determine residents’ recycling knowledge, (2) ease/difficulty of recycling, and (3) how recycling-related communication and education can be improved. Using survey results, the TCRC will develop a sustainable recycling solution for the tri-community area.

Quick re-cap of the committee’s progress thus far:

1. Resolution initiated to form the Tri-Community Recycling Ad-Hoc Committee
2. Municipality members selected/finalized – March 31, 2020
 - a. City of Saugatuck: Garnet Lewis, Berry Johnson, Linda Escott
 - b. Village of Douglas: Cathy North, Ronna Alexander, Demetrhea Terrian
 - c. Saugatuck Township: Daniel DeFranco, Patrick Stewart, Mark Epstein
3. April 14, 2020 – 1st meeting of the committee
 - a. Chairperson selected: Garnet Lewis
 - b. Vice Chairperson selected: Demetrhea Terrian
 - c. Recording Secretary volunteer: Cathy North & Monica Nagel
4. April 24, 2020 – 2nd meeting
 - a. Presentation by Ken Freestone, GreenMichigan.org Director & Co-Founder, Residential Energy Advisor for the City of Holland
 - b. Discussion of committee goals and outcomes
5. May 18, 2020 – 3rd meeting
 - a. Reviewed City of Saugatuck and Village of Douglas Republic Services contracts
 - b. Discussed Recycling Survey
 - c. Introduction to EGLE Recycling Grant
6. June 23, 2020 – 4th meeting
 - a. Special guests Kerry Rattinger and Jack Brown, Republic Services
7. August 12 – 5th meeting
 - a. Special Guest: Rosemary Graham, Allegan County Resource Recovery and Recycling Program
 - b. Draft survey reviewed and edited

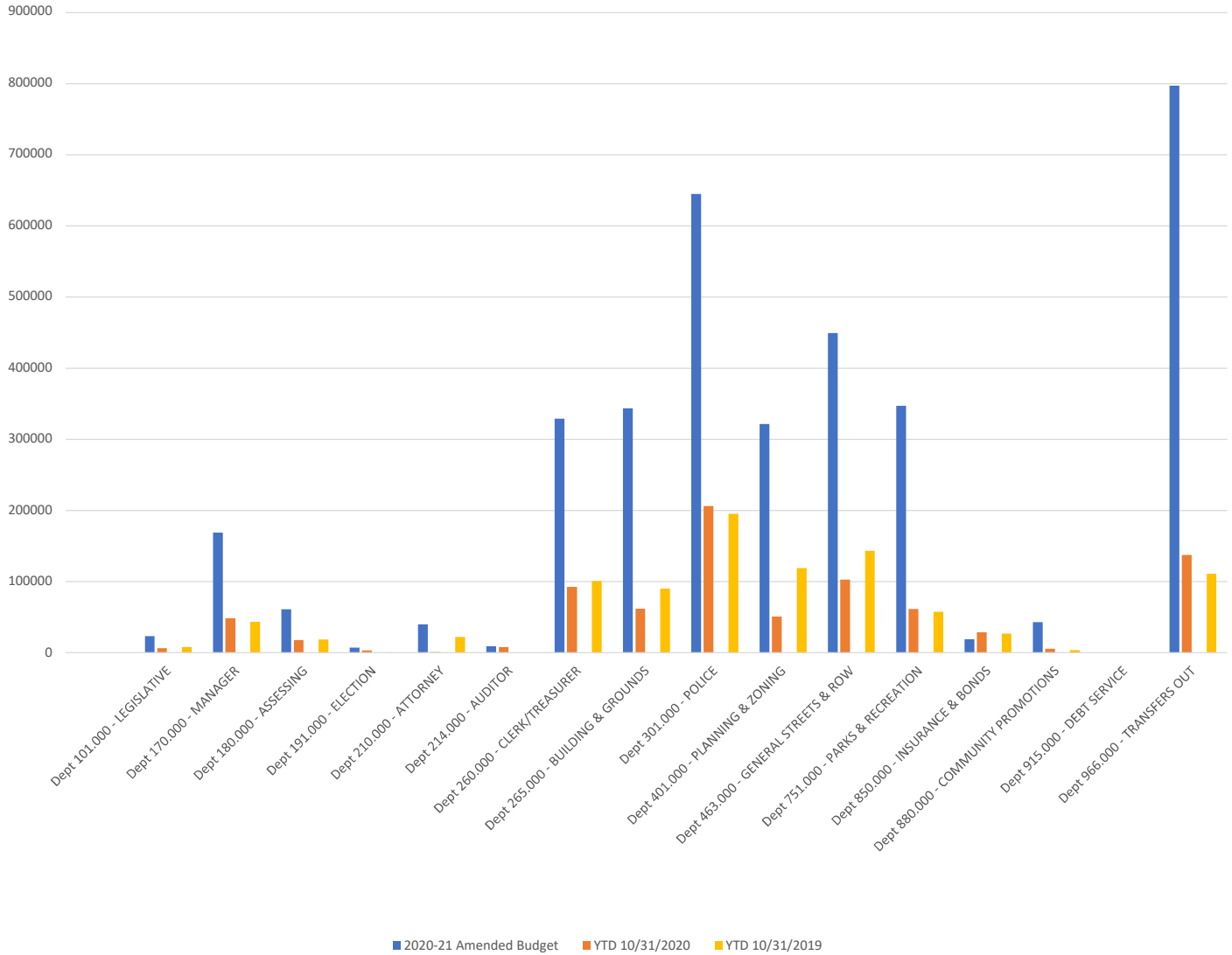
Recycling Survey Proposal

1. Survey administration
 - Online in Survey Monkey
 - One per household
2. Two surveys – each take approximately 6 minutes to complete
 - Resident
 - Business owner
3. Online versions available:
 - a. Resident – sent via
 - Municipality email list serve
 - Municipality web page
 - Social media
 - Other?
 - b. Business owner
 - SDABA list serve
 - CVB list serve
 - Social media
 - Other?
4. Hard copy of survey available upon request. Copy should be requested directly from the respective municipality.
5. Time frame: one month
 - September 8 – online version available to business owners
 - September 9 – online version available to residents
 - September 17 & 18 – reminders posted
 - September 25 – surveys closed
 - October 2 – data analyzed and comments summarized
 - October 9 – draft report of findings completed
6. Cost per municipality:
 - Survey administration & analysis – gratis
 - Hard copy printing – paid for by the respective municipality
7. Publicize via
 - Commercial Record article
 - Press release to relevant sources
 - Morning Grind
 - Fliers



recycling-simplified-is-this-recyclable.pdf

City of the Village of Douglas
General Fund Expenditures
October 31, 2020



Department	2020-21 Amended Budget	YTD 10/31/2020	% Budget Used	YTD 10/31/2019
Dept 101.000 - LEGISLATIVE	23,272.00	6,359.09	27.33	7,788.40
Dept 170.000 - MANAGER	168,828.00	48,476.37	28.71	43,472.22
Dept 180.000 - ASSESSING	60,975.00	17,833.12	29.25	18,388.32
Dept 191.000 - ELECTION	7,100.00	3,223.79	45.41	540.02
Dept 210.000 - ATTORNEY	40,000.00	737.50	1.84	22,028.45
Dept 214.000 - AUDITOR	9,200.00	8,200.00	89.13	0.00
Dept 260.000 - CLERK/TREASURER	328,950.00	92,638.33	28.16	100,575.31
Dept 265.000 - BUILDING & GROUNDS	343,745.00	61,768.35	17.97	90,163.58
Dept 301.000 - POLICE	645,040.00	206,271.90	31.98	195,282.78
Dept 401.000 - PLANNING & ZONING	321,817.00	51,065.95	15.87	118,866.18
Dept 463.000 - GENERAL STREETS & ROW	449,215.00	102,842.90	22.89	143,431.35
Dept 751.000 - PARKS & RECREATION	347,055.00	61,234.45	17.64	57,609.00
Dept 850.000 - INSURANCE & BONDS	19,000.00	28,762.00	151.38	26,893.00
Dept 880.000 - COMMUNITY PROMOTIONS	43,000.00	5,743.71	13.36	3,554.12
Dept 915.000 - DEBT SERVICE	0.00	0.00	0.00	0.00
Dept 966.000 - TRANSFERS OUT	797,350.00	137,357.05	17.23	110,967.35
TOTALS	<u>3,604,547.00</u>	<u>832,514.51</u>	<u>23.10%</u>	<u>939,560.08</u>

User: MATTSMITH

DB: Douglas

PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDGT USED	YTD BALANCE
		AMENDED BUDGET	10/31/2020 NORM (ABNORM)	MONTH 10/31/20 INCR (DECR)	BALANCE NORM (ABNORM)		10/31/2019 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Revenues							
Dept 000.000							
101-000.000-402.000	CURRENT REAL PROPERTY TAX	2,280,840.00	2,193,401.05	33,883.70	87,438.95	96.17	2,030,154.38
101-000.000-424.000	MOBILE HOME TAX	500.00	178.00	44.50	322.00	35.60	178.50
101-000.000-446.000	INTEREST & PENALTIES: DELQ TAX	3,000.00	1,096.89	439.13	1,903.11	36.56	479.70
101-000.000-447.000	TAX COLLECTION FEES	79,732.00	61,867.76	910.09	17,864.24	77.59	57,624.81
101-000.000-450.000	BUSINESS LICENSE FEES	22,000.00	75.00	15.00	21,925.00	0.34	30.00
101-000.000-451.000	CATV FRANCHISE FEES	13,000.00	0.00	0.00	13,000.00	0.00	0.00
101-000.000-452.000	METRO ACT	6,000.00	0.00	0.00	6,000.00	0.00	0.00
101-000.000-478.000	BUILDING FEES	75,000.00	7,082.00	150.00	67,918.00	9.44	14,325.00
101-000.000-478.001	ROAD CUT FEES	100.00	300.00	0.00	(200.00)	300.00	0.00
101-000.000-478.002	PLANNING & ZONING FEES	5,000.00	2,695.00	0.00	2,305.00	53.90	250.00
101-000.000-478.003	RENTAL INSPECTION FEE	5,000.00	2,750.00	500.00	2,250.00	55.00	1,125.00
101-000.000-480.000	DPW- RESIDENT SERVICES	250.00	0.00	0.00	250.00	0.00	0.00
101-000.000-528.000	OTHER FEDERAL GRANTS	0.00	5,943.00	0.00	(5,943.00)	100.00	0.00
101-000.000-545.000	LAW ENFORCEMENT TRAINING	1,000.00	250.00	250.00	750.00	25.00	250.00
101-000.000-547.000	GRANTS: HWYS & STREETS(CO.)	155,000.00	0.00	0.00	155,000.00	0.00	0.00
101-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	35,000.00	32,460.53	32,460.53	2,539.47	92.74	30,865.86
101-000.000-574.000	STATE REVENUE: SALES TAX	104,479.00	22,522.00	22,522.00	81,957.00	21.56	20,043.00
101-000.000-579.000	STATE REVENUE: LIQUOR LICENSE	6,000.00	17,443.80	0.00	(11,443.80)	290.73	6,867.30
101-000.000-603.000	POLICE ADMINISTRATION FEE	0.00	318.67	0.00	(318.67)	100.00	0.00
101-000.000-656.000	ORDINANCE FINES - POLICE	6,000.00	617.59	25.00	5,382.41	10.29	1,648.33
101-000.000-656.001	ORDINANCE FINES - CIVIC	1,000.00	0.00	0.00	1,000.00	0.00	0.00
101-000.000-664.000	INTEREST INCOME	90,000.00	(1,902.02)	(795.80)	91,902.02	(2.11)	63,365.51
101-000.000-667.001	WADE'S BAYOU PARK RENTAL	2,000.00	750.00	150.00	1,250.00	37.50	750.00
101-000.000-674.000	DONATIONS	200.00	6,485.16	4,192.71	(6,285.16)	3,242.58	15,500.00
101-000.000-675.000	OTHER REVENUE	5,000.00	860.86	212.00	4,139.14	17.22	2,091.51
101-000.000-675.002	OTHER REV - ELECTION REIMBUR	0.00	2,509.69	0.00	(2,509.69)	100.00	0.00
101-000.000-679.001	REIMBURSE FROM STATE	100,000.00	0.00	0.00	100,000.00	0.00	56,150.33
101-000.000-682.000	INSURANCE REIMBURSEMENTS	5,000.00	0.00	0.00	5,000.00	0.00	3,654.00
101-000.000-687.000	UNION ST RAMP	8,500.00	3,921.12	292.00	4,578.88	46.13	3,032.36
101-000.000-693.000	GAIN ON SALE OF DEPRECIABLE FIXED ASSETS	1,000.00	0.00	0.00	1,000.00	0.00	0.00
101-000.000-698.225	FROM DDA FUND-PROJECT REPAY	5,020.00	0.00	0.00	5,020.00	0.00	0.00
101-000.000-698.509	FROM SCHULTZ PARK-HARBOR	2,000.00	0.00	0.00	2,000.00	0.00	0.00
101-000.000-699.208	TRANSFER IN FROM SPECIAL EVENTS	2,500.00	0.00	0.00	2,500.00	0.00	0.00
Total Dept 000.000		3,020,121.00	2,361,626.10	95,250.86	658,494.90	78.20	2,308,385.59
TOTAL REVENUES		3,020,121.00	2,361,626.10	95,250.86	658,494.90	78.20	2,308,385.59
Expenditures							
Dept 101.000 - LEGISLATIVE							
101-101.000-703.000	WAGES	9,000.00	2,150.00	0.00	6,850.00	23.89	2,150.00
101-101.000-722.000	WORKERS COMPENSATION	22.00	11.00	0.00	11.00	50.00	20.50
101-101.000-725.000	TRAINING FUNDS	4,500.00	3,632.56	585.00	867.44	80.72	2,804.00
101-101.000-725.002	MISCELLANEOUS TRAVEL EXPENSES	5,000.00	0.00	0.00	5,000.00	0.00	1,997.77
101-101.000-740.000	SUPPLIES	400.00	0.00	0.00	400.00	0.00	38.15
101-101.000-740.005	SUPPLIES - RECEPTIONS	400.00	0.00	0.00	400.00	0.00	0.00
101-101.000-861.000	MILEAGE REIMBURSEMENT	750.00	0.00	0.00	750.00	0.00	703.39
101-101.000-862.000	RECORDING CLERK	200.00	0.00	0.00	200.00	0.00	0.00
101-101.000-900.000	PRINTING & PUBLISHING	1,000.00	0.00	0.00	1,000.00	0.00	0.00
101-101.000-908.000	DUES/FEES/PUBLICATIONS	1,000.00	305.00	0.00	695.00	30.50	0.00
101-101.000-955.000	COUNCIL EXPENSE	1,000.00	260.53	29.98	739.47	26.05	74.59
Total Dept 101.000 - LEGISLATIVE		23,272.00	6,359.09	614.98	16,912.91	27.33	7,788.40

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PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 10/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/20 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 10/31/2019 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
Dept 170.000 - MANAGER							
101-170.000-702.000	SALARIES	105,000.00	32,547.74	8,183.40	72,452.26	31.00	28,476.88
101-170.000-719.000	INSURANCE BENEFITS	14,100.00	3,186.99	1,201.35	10,913.01	22.60	2,662.64
101-170.000-720.000	PAYROLL TAXES	8,500.00	2,489.90	626.03	6,010.10	29.29	2,355.43
101-170.000-721.000	MERS BENEFITS	12,100.00	3,904.96	893.66	8,195.04	32.27	2,739.62
101-170.000-721.001	457 CONTRIBUTION	18,540.00	6,122.55	1,367.20	12,417.45	33.02	4,561.56
101-170.000-722.000	WORKERS COMPENSATION	88.00	43.74	0.00	44.26	49.70	78.92
101-170.000-725.000	TRAINING FUNDS	1,500.00	26.25	0.00	1,473.75	1.75	674.00
101-170.000-725.002	MISCELLANEOUS TRAVEL EXPENSES	1,500.00	0.00	0.00	1,500.00	0.00	200.55
101-170.000-740.000	SUPPLIES	500.00	112.20	16.99	387.80	22.44	697.62
101-170.000-851.000	TELEPHONE	1,200.00	0.00	0.00	1,200.00	0.00	200.00
101-170.000-861.000	MILEAGE REIMBURSEMENT	4,200.00	0.00	0.00	4,200.00	0.00	700.00
101-170.000-863.000	MEETINGS	1,000.00	42.04	42.04	957.96	4.20	0.00
101-170.000-900.000	PRINTING & PUBLISHING	100.00	0.00	0.00	100.00	0.00	0.00
101-170.000-908.000	DUES/FEES/PUBLICATIONS	500.00	0.00	0.00	500.00	0.00	125.00
Total Dept 170.000 - MANAGER		168,828.00	48,476.37	12,330.67	120,351.63	28.71	43,472.22
Dept 180.000 - ASSESSING							
101-180.000-725.000	TRAINING FUNDS	400.00	27.00	0.00	373.00	6.75	265.00
101-180.000-725.002	MISCELLANEOUS TRAVEL EXPENSES	600.00	0.00	0.00	600.00	0.00	596.07
101-180.000-740.000	SUPPLIES	500.00	21.12	0.00	478.88	4.22	81.37
101-180.000-802.000	CONTRACTUAL	1,000.00	235.00	0.00	765.00	23.50	235.00
101-180.000-802.005	WEB SITE- BS&A	1,000.00	0.00	0.00	1,000.00	0.00	0.00
101-180.000-803.000	CONTRACTUAL CONSULTANT	52,200.00	17,400.00	4,350.00	34,800.00	33.33	16,800.00
101-180.000-807.000	BOARD OF REVIEW	1,325.00	150.00	0.00	1,175.00	11.32	150.00
101-180.000-861.000	MILEAGE REIMBURSEMENT	1,000.00	0.00	0.00	1,000.00	0.00	165.88
101-180.000-863.000	MEETINGS	100.00	0.00	0.00	100.00	0.00	20.00
101-180.000-864.000	POSTAGE	1,000.00	0.00	0.00	1,000.00	0.00	0.00
101-180.000-900.000	PRINTING & PUBLISHING	1,400.00	0.00	0.00	1,400.00	0.00	0.00
101-180.000-908.000	DUES/FEES/PUBLICATIONS	450.00	0.00	0.00	450.00	0.00	75.00
Total Dept 180.000 - ASSESSING		60,975.00	17,833.12	4,350.00	43,141.88	29.25	18,388.32
Dept 191.000 - ELECTION							
101-191.000-703.000	WAGES	3,000.00	1,300.00	0.00	1,700.00	43.33	0.00
101-191.000-726.000	EXPENSES	2,000.00	0.00	0.00	2,000.00	0.00	456.84
101-191.000-740.000	SUPPLIES	1,500.00	948.79	0.00	551.21	63.25	0.00
101-191.000-864.000	POSTAGE	100.00	0.00	0.00	100.00	0.00	0.00
101-191.000-900.000	PRINTING & PUBLISHING	500.00	975.00	366.00	(475.00)	195.00	83.18
Total Dept 191.000 - ELECTION		7,100.00	3,223.79	366.00	3,876.21	45.41	540.02
Dept 210.000 - ATTORNEY							
101-210.000-801.000	CONTRACTUAL ATTORNEY	40,000.00	737.50	0.00	39,262.50	1.84	22,028.45
Total Dept 210.000 - ATTORNEY		40,000.00	737.50	0.00	39,262.50	1.84	22,028.45
Dept 214.000 - AUDITOR							
101-214.000-802.000	CONTRACTUAL	9,200.00	8,200.00	8,200.00	1,000.00	89.13	0.00

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PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	10/31/2020 NORM (ABNORM)	MONTH 10/31/20 INCR (DECR)	BALANCE NORM (ABNORM)		10/31/2019 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
Total Dept 214.000 - AUDITOR		9,200.00	8,200.00	8,200.00	1,000.00	89.13	0.00
Dept 260.000 - CLERK/TREASURER							
101-260.000-702.000	SALARIES	178,050.00	42,074.01	10,968.93	135,975.99	23.63	51,519.53
101-260.000-719.000	INSURANCE BENEFITS	61,475.00	16,124.27	4,639.09	45,350.73	26.23	26,710.80
101-260.000-720.000	PAYROLL TAXES	14,775.00	3,470.66	923.12	11,304.34	23.49	3,910.65
101-260.000-721.000	MERS BENEFITS	21,000.00	5,254.65	1,903.10	15,745.35	25.02	7,294.32
101-260.000-722.000	WORKERS COMPENSATION	150.00	73.12	0.00	76.88	48.75	155.62
101-260.000-725.000	TRAINING FUNDS	2,500.00	42.15	0.00	2,457.85	1.69	139.00
101-260.000-725.002	MISCELLANEOUS TRAVEL EXPENSES	1,500.00	0.00	0.00	1,500.00	0.00	83.79
101-260.000-740.000	SUPPLIES	3,500.00	1,958.70	1,284.10	1,541.30	55.96	1,168.97
101-260.000-802.000	CONTRACTUAL	13,000.00	3,082.43	614.08	9,917.57	23.71	2,330.49
101-260.000-802.005	WEB SITE- BS&A	800.00	0.00	0.00	800.00	0.00	0.00
101-260.000-802.009	CONTRACTUAL FINANCIAL CONSULT	0.00	7,093.05	0.00	(7,093.05)	100.00	0.00
101-260.000-806.006	WEBSITE-CITY	10,000.00	0.00	0.00	10,000.00	0.00	200.00
101-260.000-851.000	TELEPHONE	1,200.00	1,036.07	38.45	163.93	86.34	184.44
101-260.000-861.000	MILEAGE REIMBURSEMENT	500.00	0.00	0.00	500.00	0.00	0.00
101-260.000-864.000	POSTAGE	4,000.00	1,827.73	525.15	2,172.27	45.69	806.50
101-260.000-900.000	PRINTING & PUBLISHING	5,500.00	2,370.06	52.92	3,129.94	43.09	662.50
101-260.000-908.000	DUES/FEES/PUBLICATIONS	1,500.00	369.00	150.00	1,131.00	24.60	724.00
101-260.000-977.000	EQUIPMENT	1,000.00	211.99	0.00	788.01	21.20	0.00
101-260.000-977.005	COMPUTER HARDWARE/SOFTWARE	8,500.00	7,650.44	0.00	849.56	90.01	4,684.70
Total Dept 260.000 - CLERK/TREASURER		328,950.00	92,638.33	21,098.94	236,311.67	28.16	100,575.31
Dept 265.000 - BUILDING & GROUNDS							
101-265.000-703.000	WAGES	27,200.00	6,771.09	791.09	20,428.91	24.89	10,802.64
101-265.000-719.000	INSURANCE BENEFITS	8,500.00	1,066.29	352.56	7,433.71	12.54	2,155.53
101-265.000-720.000	PAYROLL TAXES	2,275.00	518.00	60.51	1,757.00	22.77	847.53
101-265.000-721.000	MERS BENEFITS	2,800.00	723.00	79.59	2,077.00	25.82	959.64
101-265.000-722.000	WORKERS COMPENSATION	220.00	109.00	0.00	111.00	49.55	194.00
101-265.000-740.000	SUPPLIES	5,000.00	6,564.95	1,497.14	(1,564.95)	131.30	896.35
101-265.000-802.000	CONTRACTUAL	30,000.00	24,666.55	4,125.25	5,333.45	82.22	19,471.78
101-265.000-851.000	TELEPHONE	3,000.00	1,436.80	294.30	1,563.20	47.89	950.68
101-265.000-922.000	UTILITIES	12,000.00	3,191.89	908.85	8,808.11	26.60	2,376.79
101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL	5,000.00	5,969.58	2,959.18	(969.58)	119.39	843.29
101-265.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	35,000.00	10,751.20	1,742.68	24,248.80	30.72	11,286.47
101-265.000-942.000	LEASE- COPIER	750.00	0.00	0.00	750.00	0.00	775.60
101-265.000-979.000	CAPITAL OUTLAY	212,000.00	0.00	0.00	212,000.00	0.00	38,603.28
Total Dept 265.000 - BUILDING & GROUNDS		343,745.00	61,768.35	12,811.15	281,976.65	17.97	90,163.58
Dept 301.000 - POLICE							
101-301.000-702.000	SALARIES	76,150.00	24,414.51	5,857.20	51,735.49	32.06	21,715.52
101-301.000-703.000	WAGES	181,100.00	66,329.71	15,082.80	114,770.29	36.63	58,597.81
101-301.000-704.000	WAGES - PARTTIME	35,360.00	17,294.57	3,325.56	18,065.43	48.91	6,434.88
101-301.000-705.000	WAGES - OVERTIME	19,150.00	1,230.28	1,163.57	17,919.72	6.42	6,799.37
101-301.000-709.000	WAGES - OFFICE	47,925.00	13,382.68	2,920.08	34,542.32	27.92	11,870.36
101-301.000-713.000	HOLIDAY/SICK PAY REIMB	35,675.00	1,322.03	258.24	34,352.97	3.71	3,896.84
101-301.000-719.000	INSURANCE BENEFITS	96,300.00	36,202.71	10,732.51	60,097.29	37.59	34,935.31
101-301.000-720.000	PAYROLL TAXES	29,500.00	9,609.98	2,210.08	19,890.02	32.58	8,554.97
101-301.000-721.000	MERS BENEFITS	25,950.00	8,448.36	2,167.37	17,501.64	32.56	10,311.14
101-301.000-722.000	WORKERS COMPENSATION	2,180.00	1,088.12	0.00	1,091.88	49.91	1,976.60
101-301.000-725.000	TRAINING FUNDS	1,000.00	26.25	0.00	973.75	2.63	0.00

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PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 10/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/20 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 10/31/2019 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
101-301.000-725.001	TRAINING FUNDS - ACT 302	1,000.00	0.00	0.00	1,000.00	0.00	0.00
101-301.000-725.002	MISCELLANEOUS TRAVEL EXPENSES	250.00	0.00	0.00	250.00	0.00	0.00
101-301.000-740.000	SUPPLIES	1,000.00	209.78	128.47	790.22	20.98	153.46
101-301.000-750.000	UNIFORMS	3,600.00	268.14	237.15	3,331.86	7.45	433.98
101-301.000-801.000	CONTRACTUAL ATTORNEY	2,000.00	1,584.00	420.00	416.00	79.20	300.00
101-301.000-801.003	CONTRACTUAL ATTORNEY PROSECUTE	6,000.00	120.00	0.00	5,880.00	2.00	0.00
101-301.000-802.000	CONTRACTUAL	6,000.00	1,059.09	227.21	4,940.91	17.65	3,713.19
101-301.000-851.000	TELEPHONE	3,500.00	1,336.49	334.30	2,163.51	38.19	1,000.48
101-301.000-860.000	GAS & OIL	10,000.00	2,912.51	654.43	7,087.49	29.13	2,980.01
101-301.000-864.000	POSTAGE	500.00	0.00	0.00	500.00	0.00	0.55
101-301.000-900.000	PRINTING & PUBLISHING	250.00	0.00	0.00	250.00	0.00	0.00
101-301.000-908.000	DUES/FEES/PUBLICATIONS	500.00	0.00	0.00	500.00	0.00	0.00
101-301.000-913.000	INSURANCE (LIABILITY/AUTO)	19,000.00	11,078.00	0.00	7,922.00	58.31	11,697.00
101-301.000-922.000	UTILITIES	6,000.00	1,859.28	272.51	4,140.72	30.99	1,343.01
101-301.000-930.000	REPAIRS & MAINTENANCE: GENERAL	5,000.00	70.12	0.00	4,929.88	1.40	497.00
101-301.000-930.004	VEHICLE MAINTENANCE & REPAIRS	5,500.00	1,379.34	84.95	4,120.66	25.08	406.90
101-301.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	16,700.00	0.00	0.00	16,700.00	0.00	0.00
101-301.000-942.000	LEASE- COPIER	2,450.00	1,015.50	406.20	1,434.50	41.45	812.40
101-301.000-977.000	EQUIPMENT	1,000.00	730.45	0.00	269.55	73.05	0.00
101-301.000-977.005	COMPUTER HARDWARE/SOFTWARE	1,000.00	0.00	0.00	1,000.00	0.00	6,852.00
101-301.000-979.000	CAPITAL OUTLAY	3,500.00	3,300.00	0.00	200.00	94.29	0.00
Total Dept 301.000 - POLICE		645,040.00	206,271.90	46,482.63	438,768.10	31.98	195,282.78
Dept 401.000 - PLANNING & ZONING							
101-401.000-702.000	SALARIES	67,200.00	19,052.47	5,047.45	48,147.53	28.35	19,503.76
101-401.000-703.000	WAGES	0.00	1,550.00	0.00	(1,550.00)	100.00	950.00
101-401.000-719.000	INSURANCE BENEFITS	15,275.00	2,014.19	1,071.79	13,260.81	13.19	6,136.88
101-401.000-720.000	PAYROLL TAXES	5,600.00	1,449.70	386.12	4,150.30	25.89	1,429.67
101-401.000-721.000	MERS BENEFITS	11,000.00	3,210.59	823.57	7,789.41	29.19	3,076.10
101-401.000-722.000	WORKERS COMPENSATION	92.00	46.00	0.00	46.00	50.00	58.86
101-401.000-725.000	TRAINING FUNDS	1,000.00	766.25	360.00	233.75	76.63	390.00
101-401.000-725.002	MISCELLANEOUS TRAVEL EXPENSES	600.00	0.00	0.00	600.00	0.00	47.00
101-401.000-740.000	SUPPLIES	750.00	617.08	52.75	132.92	82.28	115.58
101-401.000-801.000	CONTRACTUAL ATTORNEY	12,000.00	5,598.75	33.75	6,401.25	46.66	7,732.50
101-401.000-802.000	CONTRACTUAL	4,000.00	150.66	0.00	3,849.34	3.77	225.00
101-401.000-802.005	WEB SITE- BS&A	750.00	0.00	0.00	750.00	0.00	0.00
101-401.000-803.000	CONTRACTUAL CONSULTANT	30,000.00	1,424.81	0.00	28,575.19	4.75	0.00
101-401.000-804.000	CONTRACTUAL BUILDING INSPECTIO	65,000.00	5,764.80	0.00	59,235.20	8.87	12,243.50
101-401.000-806.000	CONTRACTUAL ENGINEERING	100,000.00	7,808.40	0.00	92,191.60	7.81	63,499.25
101-401.000-851.000	TELEPHONE	0.00	207.26	51.83	(207.26)	100.00	0.00
101-401.000-861.000	MILEAGE REIMBURSEMENT	500.00	0.00	0.00	500.00	0.00	0.00
101-401.000-862.000	RECORDING CLERK	1,000.00	600.00	100.00	400.00	60.00	500.00
101-401.000-864.000	POSTAGE	50.00	0.00	0.00	50.00	0.00	16.20
101-401.000-900.000	PRINTING & PUBLISHING	750.00	602.00	161.00	148.00	80.27	0.00
101-401.000-908.000	DUES/FEES/PUBLICATIONS	250.00	166.00	136.00	84.00	66.40	25.00
101-401.000-977.000	EQUIPMENT	1,000.00	36.99	0.00	963.01	3.70	0.00
101-401.000-977.005	COMPUTER HARDWARE/SOFTWARE	5,000.00	0.00	0.00	5,000.00	0.00	2,916.88
Total Dept 401.000 - PLANNING & ZONING		321,817.00	51,065.95	8,224.26	270,751.05	15.87	118,866.18
Dept 463.000 - GENERAL STREETS & ROW							
101-463.000-703.000	WAGES	105,900.00	23,778.93	5,316.57	82,121.07	22.45	38,869.18
101-463.000-706.000	WAGES - SEASONAL	100.00	0.00	0.00	100.00	0.00	0.00

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GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 10/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/20 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 10/31/2019 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
101-463.000-719.000	INSURANCE BENEFITS	34,750.00	11,532.90	2,863.66	23,217.10	33.19	11,773.40
101-463.000-720.000	PAYROLL TAXES	8,850.00	1,814.98	402.59	7,035.02	20.51	2,610.63
101-463.000-721.000	MERS BENEFITS	10,550.00	3,350.99	608.20	7,199.01	31.76	4,154.71
101-463.000-722.000	WORKERS COMPENSATION	1,415.00	705.48	0.00	709.52	49.86	1,505.28
101-463.000-725.000	TRAINING FUNDS	0.00	30.00	0.00	(30.00)	100.00	0.00
101-463.000-740.000	SUPPLIES	7,000.00	9,129.48	1,891.06	(2,129.48)	130.42	11,103.87
101-463.000-740.002	EXTERIOR SUPPLIES	1,000.00	151.15	123.20	848.85	15.12	0.00
101-463.000-740.003	BANNERS	5,000.00	0.00	0.00	5,000.00	0.00	3,358.50
101-463.000-740.004	BENCHES	1,000.00	1,192.71	166.61	(192.71)	119.27	0.00
101-463.000-741.000	PLANTING MATERIALS	1,000.00	0.00	0.00	1,000.00	0.00	142.92
101-463.000-750.000	UNIFORMS	3,000.00	499.24	132.50	2,500.76	16.64	721.01
101-463.000-802.000	CONTRACTUAL	12,000.00	7,635.70	3,345.05	4,364.30	63.63	2,353.17
101-463.000-802.003	CONTRACTUAL- REFUSE	3,000.00	0.00	0.00	3,000.00	0.00	0.00
101-463.000-802.007	LANDSCAPING SERVICES	1,500.00	1,409.00	71.00	91.00	93.93	0.00
101-463.000-802.010	CONTRACTUAL FORESTRY	10,000.00	0.00	0.00	10,000.00	0.00	9,100.00
101-463.000-806.000	CONTRACTUAL ENGINEERING	6,500.00	3,627.60	0.00	2,872.40	55.81	402.50
101-463.000-851.000	TELEPHONE	5,500.00	2,549.43	673.63	2,950.57	46.35	1,030.82
101-463.000-861.000	MILEAGE REIMBURSEMENT	150.00	0.00	0.00	150.00	0.00	0.00
101-463.000-900.000	PRINTING & PUBLISHING	400.00	0.00	0.00	400.00	0.00	0.00
101-463.000-908.000	DUES/FEES/PUBLICATIONS	500.00	95.00	0.00	405.00	19.00	0.00
101-463.000-922.000	UTILITIES	7,500.00	1,641.83	324.55	5,858.17	21.89	2,073.40
101-463.000-925.000	STREET LIGHTS	25,000.00	8,105.67	2,037.44	16,894.33	32.42	9,689.94
101-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL	100.00	4,730.24	0.00	(4,630.24)	4,730.24	0.00
101-463.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	75,000.00	18,743.21	2,420.12	56,256.79	24.99	44,542.02
101-463.000-979.000	CAPITAL OUTLAY	77,500.00	2,119.36	0.00	75,380.64	2.73	0.00
101-463.000-979.011	CAPITAL OUTLAY-DRAINS	45,000.00	0.00	0.00	45,000.00	0.00	0.00
Total Dept 463.000 - GENERAL STREETS & ROW		449,215.00	102,842.90	20,376.18	346,372.10	22.89	143,431.35
Dept 751.000 - PARKS & RECREATION							
101-751.000-703.000	WAGES	18,150.00	8,611.59	1,190.18	9,538.41	47.45	13,181.80
101-751.000-706.000	WAGES - SEASONAL	100.00	0.00	0.00	100.00	0.00	0.00
101-751.000-713.000	HOLIDAY/SICK PAY REIMB	100.00	0.00	0.00	100.00	0.00	0.00
101-751.000-719.000	INSURANCE BENEFITS	5,650.00	2,573.69	781.79	3,076.31	45.55	6,443.10
101-751.000-720.000	PAYROLL TAXES	1,525.00	658.76	91.05	866.24	43.20	1,068.10
101-751.000-721.000	MERS BENEFITS	1,900.00	891.45	119.73	1,008.55	46.92	1,308.33
101-751.000-722.000	WORKERS COMPENSATION	240.00	118.00	0.00	122.00	49.17	210.00
101-751.000-740.000	SUPPLIES	10,000.00	2,069.90	18.70	7,930.10	20.70	2,659.44
101-751.000-741.000	PLANTING MATERIALS	600.00	55.12	0.00	544.88	9.19	0.00
101-751.000-802.000	CONTRACTUAL	12,000.00	5,689.39	1,048.80	6,310.61	47.41	10,805.80
101-751.000-802.007	LANDSCAPING SERVICES	2,500.00	3,308.25	1,349.00	(808.25)	132.33	1,105.50
101-751.000-809.000	SAUGATUCK TWP CEMETERY MAINT	7,500.00	0.00	0.00	7,500.00	0.00	0.00
101-751.000-900.000	PRINTING & PUBLISHING	500.00	0.00	0.00	500.00	0.00	0.00
101-751.000-922.000	UTILITIES	11,000.00	2,910.62	182.16	8,089.38	26.46	4,382.16
101-751.000-929.000	UNION REPAIRS & MAINTENANCE	750.00	74.78	74.78	675.22	9.97	0.00
101-751.000-930.000	REPAIRS & MAINTENANCE: GENERAL	8,040.00	753.95	0.00	7,286.05	9.38	640.02
101-751.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	26,000.00	10,743.15	1,709.30	15,256.85	41.32	15,804.75
101-751.000-960.000	MISCELLANEOUS	0.00	2,490.00	2,490.00	(2,490.00)	100.00	0.00
101-751.000-977.000	EQUIPMENT	500.00	0.00	0.00	500.00	0.00	0.00
101-751.000-979.000	CAPITAL OUTLAY	240,000.00	20,285.80	0.00	219,714.20	8.45	0.00
Total Dept 751.000 - PARKS & RECREATION		347,055.00	61,234.45	9,055.49	285,820.55	17.64	57,609.00
Dept 850.000 - INSURANCE & BONDS							

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GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 10/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/20 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 10/31/2019 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
101-850.000-958.000	MISCELLANEOUS	19,000.00	28,762.00	0.00	(9,762.00)	151.38	26,893.00
Total Dept 850.000 - INSURANCE & BONDS		19,000.00	28,762.00	0.00	(9,762.00)	151.38	26,893.00
Dept 880.000 - COMMUNITY PROMOTIONS							
101-880.000-960.000	MISCELLANEOUS	43,000.00	5,743.71	1,578.63	37,256.29	13.36	3,554.12
Total Dept 880.000 - COMMUNITY PROMOTIONS		43,000.00	5,743.71	1,578.63	37,256.29	13.36	3,554.12
Dept 966.000 - TRANSFERS OUT							
101-966.000-999.202	TRANSFER TO MAJOR STREET	132,500.00	0.00	0.00	132,500.00	0.00	0.00
101-966.000-999.203	TRANSFER TO LOCAL STREET	137,500.00	0.00	0.00	137,500.00	0.00	0.00
101-966.000-999.243	TRANSFER TO BROWNFIELD AUTHORITY	150,600.00	100,000.00	100,000.00	50,600.00	66.40	11,676.25
101-966.000-999.244	HARBOR AUTHORITY	500.00	0.00	0.00	500.00	0.00	0.00
101-966.000-999.594	TRANSFER OUT-DOUGLAS MARINA	376,250.00	37,357.05	0.00	338,892.95	9.93	99,291.10
Total Dept 966.000 - TRANSFERS OUT		797,350.00	137,357.05	100,000.00	659,992.95	17.23	110,967.35
TOTAL EXPENDITURES		3,604,547.00	832,514.51	245,488.93	2,772,032.49	23.10	939,560.08
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		3,020,121.00	2,361,626.10	95,250.86	658,494.90	78.20	2,308,385.59
TOTAL EXPENDITURES		3,604,547.00	832,514.51	245,488.93	2,772,032.49	23.10	939,560.08
NET OF REVENUES & EXPENDITURES		(584,426.00)	1,529,111.59	(150,238.07)	(2,113,537.59)	261.64	1,368,825.51

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Fund 130 - CURRENT TAX RECEIVING							
Revenues							
Dept 000.000							
130-000.000-447.000	TAX COLLECTION FEES	0.00	4.12	(613.03)	(4.12)	100.00	173.85
Total Dept 000.000		0.00	4.12	(613.03)	(4.12)	100.00	173.85
TOTAL REVENUES		0.00	4.12	(613.03)	(4.12)	100.00	173.85
Fund 130 - CURRENT TAX RECEIVING:							
TOTAL REVENUES		0.00	4.12	(613.03)	(4.12)	100.00	173.85
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	4.12	(613.03)	(4.12)	100.00	173.85

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GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 10/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/20 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 10/31/2019 NORM (ABNORM)
Fund 202 - MAJOR STREET FUND							
Revenues							
Dept 000.000							
202-000.000-540.000	STATE GRANTS - WILEY ROAD	490,000.00	0.00	0.00	490,000.00	0.00	0.00
202-000.000-546.000	STATE GRANT: ACT 51	124,500.00	30,199.44	0.00	94,300.56	24.26	26,439.92
202-000.000-546.001	SNOW REMOVAL	25,000.00	0.00	0.00	25,000.00	0.00	0.00
202-000.000-569.000	STATE GRANT: OTHER	23,450.00	0.00	0.00	23,450.00	0.00	0.00
202-000.000-664.000	INTEREST INCOME	1,800.00	0.00	0.00	1,800.00	0.00	0.00
202-000.000-699.101	TRANSFER IN - GENERAL FUND	132,500.00	0.00	0.00	132,500.00	0.00	0.00
202-000.000-699.204	TRANSFER IN- ROAD MIL.	82,500.00	0.00	0.00	82,500.00	0.00	0.00
Total Dept 000.000		879,750.00	30,199.44	0.00	849,550.56	3.43	26,439.92
TOTAL REVENUES		879,750.00	30,199.44	0.00	849,550.56	3.43	26,439.92
Expenditures							
Dept 463.000 - GENERAL STREETS & ROW							
202-463.000-703.000	WAGES	60,450.00	22,093.75	6,818.35	38,356.25	36.55	20,551.74
202-463.000-706.000	WAGES - SEASONAL	300.00	0.00	0.00	300.00	0.00	0.00
202-463.000-719.000	INSURANCE BENEFITS	18,850.00	3,301.57	845.60	15,548.43	17.51	5,510.84
202-463.000-720.000	PAYROLL TAXES	5,050.00	1,690.19	521.61	3,359.81	33.47	1,621.40
202-463.000-721.000	MERS BENEFITS	6,200.00	2,034.81	685.94	4,165.19	32.82	1,919.92
202-463.000-722.000	WORKERS COMPENSATION	870.00	432.92	0.00	437.08	49.76	820.74
202-463.000-727.000	TRAFFIC SIGNS & SERVICES	1,500.00	8,091.12	0.00	(6,591.12)	539.41	0.00
202-463.000-740.000	SUPPLIES	4,000.00	31.92	31.92	3,968.08	0.80	0.00
202-463.000-802.000	CONTRACTUAL	6,500.00	0.00	0.00	6,500.00	0.00	0.00
202-463.000-806.000	CONTRACTUAL ENGINEERING	13,500.00	9,770.10	0.00	3,729.90	72.37	0.00
202-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL	125,000.00	2,043.71	488.86	122,956.29	1.63	8,361.86
202-463.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	30,000.00	28,014.68	9,434.98	1,985.32	93.38	12,056.72
202-463.000-979.000	CAPITAL OUTLAY	280,000.00	0.00	0.00	280,000.00	0.00	0.00
Total Dept 463.000 - GENERAL STREETS & ROW		552,220.00	77,504.77	18,827.26	474,715.23	14.04	50,843.22
Dept 464.000 - GENERAL STREETS WINTER & ROW							
202-464.000-703.000	WAGES	30,250.00	0.00	0.00	30,250.00	0.00	0.00
202-464.000-719.000	INSURANCE BENEFITS	9,425.00	0.00	0.00	9,425.00	0.00	0.00
202-464.000-720.000	PAYROLL TAXES	2,550.00	0.00	0.00	2,550.00	0.00	0.00
202-464.000-721.000	MERS BENEFITS	3,100.00	0.00	0.00	3,100.00	0.00	0.00
202-464.000-722.000	WORKERS COMPENSATION	435.00	215.40	0.00	219.60	49.52	214.84
202-464.000-740.001	SNOW AND ICE REMOVAL SUPPLIES	12,000.00	0.00	0.00	12,000.00	0.00	3,277.50
202-464.000-802.002	CONTRACTUAL-SIDEWALK PLOWING	22,000.00	0.00	0.00	22,000.00	0.00	0.00
202-464.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	40,000.00	68.31	68.31	39,931.69	0.17	3,339.91
Total Dept 464.000 - GENERAL STREETS WINTER & ROW		119,760.00	283.71	68.31	119,476.29	0.24	6,832.25
TOTAL EXPENDITURES		671,980.00	77,788.48	18,895.57	594,191.52	11.58	57,675.47
Fund 202 - MAJOR STREET FUND:							
TOTAL REVENUES		879,750.00	30,199.44	0.00	849,550.56	3.43	26,439.92
TOTAL EXPENDITURES		671,980.00	77,788.48	18,895.57	594,191.52	11.58	57,675.47
NET OF REVENUES & EXPENDITURES		207,770.00	(47,589.04)	(18,895.57)	255,359.04	22.90	(31,235.55)

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Fund 203 - LOCAL STREETS FUND							
Revenues							
Dept 000.000							
203-000.000-546.000	STATE GRANT: ACT 51	51,355.00	12,854.28	0.00	38,500.72	25.03	11,254.32
203-000.000-546.001	SNOW REMOVAL	6,111.00	0.00	0.00	6,111.00	0.00	0.00
203-000.000-664.000	INTEREST INCOME	2,000.00	0.00	0.00	2,000.00	0.00	0.00
203-000.000-699.203	TRANSFER IN-GENERAL FUND	137,500.00	0.00	0.00	137,500.00	0.00	0.00
203-000.000-699.204	TRANSFER IN- ROAD MIL.	82,500.00	0.00	0.00	82,500.00	0.00	0.00
Total Dept 000.000		279,466.00	12,854.28	0.00	266,611.72	4.60	11,254.32
TOTAL REVENUES		279,466.00	12,854.28	0.00	266,611.72	4.60	11,254.32
Expenditures							
Dept 463.000 - GENERAL STREETS & ROW							
203-463.000-703.000	WAGES	57,500.00	22,856.25	7,424.62	34,643.75	39.75	12,663.24
203-463.000-706.000	WAGES - SEASONAL	500.00	0.00	0.00	500.00	0.00	0.00
203-463.000-719.000	INSURANCE BENEFITS	17,900.00	4,395.53	1,804.79	13,504.47	24.56	3,660.70
203-463.000-720.000	PAYROLL TAXES	4,800.00	1,748.50	567.98	3,051.50	36.43	1,004.82
203-463.000-721.000	MERS BENEFITS	5,900.00	2,459.64	746.93	3,440.36	41.69	1,216.27
203-463.000-722.000	WORKERS COMPENSATION	830.00	413.30	0.00	416.70	49.80	737.74
203-463.000-727.000	TRAFFIC SIGNS & SERVICES	1,000.00	85.66	85.66	914.34	8.57	0.00
203-463.000-740.000	SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00	240.00
203-463.000-802.000	CONTRACTUAL	500.00	945.10	0.00	(445.10)	189.02	0.00
203-463.000-806.000	CONTRACTUAL ENGINEERING	9,000.00	5,129.02	0.00	3,870.98	56.99	0.00
203-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL	8,000.00	3,822.45	22.45	4,177.55	47.78	3,737.34
203-463.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	25,000.00	30,830.00	10,366.30	(5,830.00)	123.32	8,918.64
203-463.000-979.000	CAPITAL OUTLAY	407,300.00	9,401.02	0.00	397,898.98	2.31	0.00
Total Dept 463.000 - GENERAL STREETS & ROW		539,230.00	82,086.47	21,018.73	457,143.53	15.22	32,178.75
Dept 464.000 - GENERAL STREETS WINTER & ROW							
203-464.000-703.000	WAGES	15,125.00	0.00	0.00	15,125.00	0.00	0.00
203-464.000-719.000	INSURANCE BENEFITS	4,725.00	0.00	0.00	4,725.00	0.00	0.00
203-464.000-720.000	PAYROLL TAXES	1,275.00	0.00	0.00	1,275.00	0.00	0.00
203-464.000-721.000	MERS BENEFITS	1,550.00	0.00	0.00	1,550.00	0.00	0.00
203-464.000-722.000	WORKERS COMPENSATION	220.00	107.92	0.00	112.08	49.05	128.90
203-464.000-740.000	SUPPLIES	300.00	0.00	0.00	300.00	0.00	0.00
203-464.000-740.001	SNOW AND ICE REMOVAL SUPPLIES	8,000.00	0.00	0.00	8,000.00	0.00	3,277.50
203-464.000-802.002	CONTRACTUAL-SIDEWALK PLOWING	10,000.00	0.00	0.00	10,000.00	0.00	0.00
203-464.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	40,000.00	68.31	68.31	39,931.69	0.17	3,066.67
Total Dept 464.000 - GENERAL STREETS WINTER & ROW		81,195.00	176.23	68.31	81,018.77	0.22	6,473.07
TOTAL EXPENDITURES		620,425.00	82,262.70	21,087.04	538,162.30	13.26	38,651.82
Fund 203 - LOCAL STREETS FUND:							
TOTAL REVENUES		279,466.00	12,854.28	0.00	266,611.72	4.60	11,254.32
TOTAL EXPENDITURES		620,425.00	82,262.70	21,087.04	538,162.30	13.26	38,651.82
NET OF REVENUES & EXPENDITURES		(340,959.00)	(69,408.42)	(21,087.04)	(271,550.58)	20.36	(27,397.50)

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PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 10/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/20 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 10/31/2019 NORM (ABNORM)
Fund 204 - ROAD MILLAGE							
Expenditures							
Dept 966.000 - TRANSFERS OUT							
204-966.000-999.202	TRANSFER TO MAJOR STREET	82,500.00	0.00	0.00	82,500.00	0.00	0.00
204-966.000-999.203	TRANSFER TO LOCAL STREET	82,500.00	0.00	0.00	82,500.00	0.00	0.00
Total Dept 966.000 - TRANSFERS OUT		165,000.00	0.00	0.00	165,000.00	0.00	0.00
TOTAL EXPENDITURES		165,000.00	0.00	0.00	165,000.00	0.00	0.00
Fund 204 - ROAD MILLAGE:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		165,000.00	0.00	0.00	165,000.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		(165,000.00)	0.00	0.00	(165,000.00)	0.00	0.00

PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 10/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/20 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 10/31/2019 NORM (ABNORM)
Fund 209 - TRAIL FUND							
Revenues							
Dept 000.000							
209-000.000-674.000	DONATIONS	0.00	200.00	0.00	(200.00)	100.00	250.00
Total Dept 000.000		0.00	200.00	0.00	(200.00)	100.00	250.00
TOTAL REVENUES		0.00	200.00	0.00	(200.00)	100.00	250.00
Fund 209 - TRAIL FUND:							
TOTAL REVENUES		0.00	200.00	0.00	(200.00)	100.00	250.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	200.00	0.00	(200.00)	100.00	250.00

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PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	10/31/2020 NORM (ABNORM)	MONTH 10/31/20 INCR (DECR)	BALANCE NORM (ABNORM)		10/31/2019 NORM (ABNORM)
Fund 225 - DDA FUND							
Revenues							
Dept 000.000							
225-000.000-417.000	TAX INCREMENT RECAPTURE	30,985.00	27,938.24	0.00	3,046.76	90.17	24,817.18
225-000.000-588.002	SOCIALS DONATIONS	6,000.00	0.00	0.00	6,000.00	0.00	7,314.50
225-000.000-664.000	INTEREST INCOME	1,500.00	0.00	0.00	1,500.00	0.00	0.00
225-000.000-674.000	DONATIONS	6,500.00	1,205.00	0.00	5,295.00	18.54	0.00
225-000.000-675.000	OTHER REVENUE	0.00	2,100.00	2,100.00	(2,100.00)	100.00	0.00
Total Dept 000.000		44,985.00	31,243.24	2,100.00	13,741.76	69.45	32,131.68
TOTAL REVENUES		44,985.00	31,243.24	2,100.00	13,741.76	69.45	32,131.68
Expenditures							
Dept 728.000 - DOWNTOWN DEVELOPMENT AUTHORITY							
225-728.000-725.000	TRAINING FUNDS	500.00	500.00	0.00	0.00	100.00	0.00
225-728.000-725.003	DDA ADMINISTRATION	7,800.00	0.00	0.00	7,800.00	0.00	870.00
225-728.000-726.002	SOCIALS	4,000.00	0.00	0.00	4,000.00	0.00	1,709.13
225-728.000-726.005	WEBSITE	550.00	0.00	0.00	550.00	0.00	108.00
225-728.000-726.006	PROMOTIONS/MARKETING	3,130.00	343.75	210.00	2,786.25	10.98	943.44
225-728.000-726.020	PROMOTIONS/EVENTS	1,750.00	792.37	590.97	957.63	45.28	0.00
225-728.000-726.021	PROMOTIONS/ MERCHANTS	2,620.00	0.00	0.00	2,620.00	0.00	0.00
225-728.000-726.022	PRIDE EVENTS	6,500.00	0.00	0.00	6,500.00	0.00	0.00
225-728.000-732.000	HOLIDAY PREVIEW/ LIGHT EVENT	750.00	0.00	0.00	750.00	0.00	0.00
225-728.000-802.001	CONTRACTUAL-PLANNING STUDY	6,000.00	0.00	0.00	6,000.00	0.00	0.00
225-728.000-802.100	BUSINESS INCENTIVE PROGRAM	5,000.00	0.00	0.00	5,000.00	0.00	0.00
225-728.000-900.000	PRINTING & PUBLISHING	0.00	220.50	73.50	(220.50)	100.00	0.00
225-728.000-908.000	DUES/FEES/PUBLICATIONS	450.00	324.00	0.00	126.00	72.00	0.00
225-728.000-979.000	CAPITAL OUTLAY	80,000.00	0.00	0.00	80,000.00	0.00	0.00
Total Dept 728.000 - DOWNTOWN DEVELOPMENT AUTHORITY		119,050.00	2,180.62	874.47	116,869.38	1.83	3,630.57
TOTAL EXPENDITURES		119,050.00	2,180.62	874.47	116,869.38	1.83	3,630.57
Fund 225 - DDA FUND:							
TOTAL REVENUES		44,985.00	31,243.24	2,100.00	13,741.76	69.45	32,131.68
TOTAL EXPENDITURES		119,050.00	2,180.62	874.47	116,869.38	1.83	3,630.57
NET OF REVENUES & EXPENDITURES		(74,065.00)	29,062.62	1,225.53	(103,127.62)	39.24	28,501.11

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PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 10/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/20 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 10/31/2019 NORM (ABNORM)
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND							
Revenues							
Dept 000.000							
243-000.000-699.101	TRANSFER IN - GENERAL FUND	150,600.00	100,000.00	100,000.00	50,600.00	66.40	11,676.25
Total Dept 000.000		150,600.00	100,000.00	100,000.00	50,600.00	66.40	11,676.25
TOTAL REVENUES		150,600.00	100,000.00	100,000.00	50,600.00	66.40	11,676.25
Expenditures							
Dept 000.000							
243-000.000-732.001	BLIGHT REMOVAL	75,000.00	0.00	0.00	75,000.00	0.00	0.00
243-000.000-803.000	CONTRACTUAL CONSULTANT	25,000.00	90.00	90.00	24,910.00	0.36	11,376.25
243-000.000-806.000	CONTRACTUAL ENGINEERING	50,000.00	316.25	0.00	49,683.75	0.63	0.00
243-000.000-862.000	RECORDING CLERK	600.00	0.00	0.00	600.00	0.00	300.00
Total Dept 000.000		150,600.00	406.25	90.00	150,193.75	0.27	11,676.25
TOTAL EXPENDITURES		150,600.00	406.25	90.00	150,193.75	0.27	11,676.25
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:							
TOTAL REVENUES		150,600.00	100,000.00	100,000.00	50,600.00	66.40	11,676.25
TOTAL EXPENDITURES		150,600.00	406.25	90.00	150,193.75	0.27	11,676.25
NET OF REVENUES & EXPENDITURES		0.00	99,593.75	99,910.00	(99,593.75)	100.00	0.00

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PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	10/31/2020 NORM (ABNORM)	MONTH 10/31/20 INCR (DECR)	BALANCE NORM (ABNORM)		10/31/2019 NORM (ABNORM)
Fund 244 - TRI-COMMUNITY HARBOR AUTHORITY							
Revenues							
Dept 000.000							
244-000.000-657.244	SAUGATUCK CONTRIBUTION HARBOR	500.00	0.00	0.00	500.00	0.00	0.00
244-000.000-699.244	TRANSFER IN FROM GF	500.00	0.00	0.00	500.00	0.00	0.00
Total Dept 000.000		1,000.00	0.00	0.00	1,000.00	0.00	0.00
TOTAL REVENUES		1,000.00	0.00	0.00	1,000.00	0.00	0.00
Expenditures							
Dept 790.000 - HARBOR							
244-790.000-862.000	RECORDING CLERK	1,000.00	300.00	100.00	700.00	30.00	300.00
Total Dept 790.000 - HARBOR		1,000.00	300.00	100.00	700.00	30.00	300.00
TOTAL EXPENDITURES		1,000.00	300.00	100.00	700.00	30.00	300.00
Fund 244 - TRI-COMMUNITY HARBOR AUTHORITY:							
TOTAL REVENUES		1,000.00	0.00	0.00	1,000.00	0.00	0.00
TOTAL EXPENDITURES		1,000.00	300.00	100.00	700.00	30.00	300.00
NET OF REVENUES & EXPENDITURES		0.00	(300.00)	(100.00)	300.00	100.00	(300.00)

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PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	10/31/2020 NORM (ABNORM)	MONTH 10/31/20 INCR (DECR)	BALANCE NORM (ABNORM)		10/31/2019 NORM (ABNORM)
Fund 509 - SCHULTZ PARK LAUNCH RAMP							
Revenues							
Dept 000.000							
509-000.000-476.000	LAUNCH FEES	15,000.00	19,877.13	1,928.00	(4,877.13)	132.51	15,234.28
509-000.000-664.000	INTEREST INCOME	300.00	0.00	0.00	300.00	0.00	0.00
Total Dept 000.000		15,300.00	19,877.13	1,928.00	(4,577.13)	129.92	15,234.28
TOTAL REVENUES		15,300.00	19,877.13	1,928.00	(4,577.13)	129.92	15,234.28
Expenditures							
Dept 750.000 - LAUNCH RAMPS							
509-750.000-703.000	WAGES	0.00	0.00	0.00	0.00	0.00	126.12
509-750.000-719.000	INSURANCE BENEFITS	0.00	0.00	0.00	0.00	0.00	116.93
509-750.000-720.000	PAYROLL TAXES	0.00	0.00	0.00	0.00	0.00	10.54
509-750.000-721.000	MERS BENEFITS	0.00	0.00	0.00	0.00	0.00	14.74
509-750.000-922.000	UTILITIES	500.00	125.63	44.04	374.37	25.13	106.26
509-750.000-930.000	REPAIRS & MAINTENANCE: GENERAL	1,000.00	286.76	74.78	713.24	28.68	0.00
509-750.000-961.000	MISCELLANEOUS	1,000.00	1,121.94	0.00	(121.94)	112.19	300.00
509-750.000-979.000	CAPITAL OUTLAY	32,500.00	0.00	0.00	32,500.00	0.00	0.00
Total Dept 750.000 - LAUNCH RAMPS		35,000.00	1,534.33	118.82	33,465.67	4.38	674.59
Dept 966.000 - TRANSFERS OUT							
509-966.000-999.101	TRANSFER TO GEN FUND-ADMIN OVH	2,000.00	0.00	0.00	2,000.00	0.00	0.00
509-966.000-999.102	TRANSFER OUT-GENERAL FUND PARKS	2,500.00	0.00	0.00	2,500.00	0.00	0.00
Total Dept 966.000 - TRANSFERS OUT		4,500.00	0.00	0.00	4,500.00	0.00	0.00
TOTAL EXPENDITURES		39,500.00	1,534.33	118.82	37,965.67	3.88	674.59
Fund 509 - SCHULTZ PARK LAUNCH RAMP:							
TOTAL REVENUES		15,300.00	19,877.13	1,928.00	(4,577.13)	129.92	15,234.28
TOTAL EXPENDITURES		39,500.00	1,534.33	118.82	37,965.67	3.88	674.59
NET OF REVENUES & EXPENDITURES		(24,200.00)	18,342.80	1,809.18	(42,542.80)	75.80	14,559.69

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PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 10/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/20 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 10/31/2019 NORM (ABNORM)
Fund 594 - DOUGLAS MARINA							
Revenues							
Dept 000.000							
594-000.000-569.000	STATE GRANT: OTHER	660,000.00	0.00	0.00	660,000.00	0.00	0.00
594-000.000-699.101	TRANSFER IN - GENERAL FUND	376,250.00	37,357.05	0.00	338,892.95	9.93	99,291.10
Total Dept 000.000		1,036,250.00	37,357.05	0.00	998,892.95	3.61	99,291.10
TOTAL REVENUES		1,036,250.00	37,357.05	0.00	998,892.95	3.61	99,291.10
Expenditures							
Dept 597.000 - POINT PLEASANT							
594-597.000-801.000	CONTRACTUAL ATTORNEY	0.00	3,678.75	371.25	(3,678.75)	100.00	0.00
594-597.000-802.000	CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	4,500.60
594-597.000-922.000	UTILITIES	12,000.00	0.00	0.00	12,000.00	0.00	0.00
594-597.000-979.000	CAPITAL OUTLAY	265,000.00	0.00	0.00	265,000.00	0.00	23,360.00
Total Dept 597.000 - POINT PLEASANT		277,000.00	3,678.75	371.25	273,321.25	1.33	27,860.60
Dept 598.000 - WADES BAYOU							
594-598.000-930.000	REPAIRS & MAINTENANCE: GENERAL	75,250.00	29,313.48	156.00	45,936.52	38.95	0.00
594-598.000-974.000	CONSTRUCTION	12,500.00	4,959.04	4,959.04	7,540.96	39.67	70,152.00
Total Dept 598.000 - WADES BAYOU		87,750.00	34,272.52	5,115.04	53,477.48	39.06	70,152.00
Dept 599.000 - DOUGLAS HARBOR AUTHORITY							
594-599.000-750.000	SUPPLIES	4,000.00	0.00	0.00	4,000.00	0.00	0.00
594-599.000-802.000	CONTRACTUAL	6,500.00	750.00	0.00	5,750.00	11.54	0.00
594-599.000-862.000	RECORDING CLERK	1,000.00	300.00	100.00	700.00	30.00	100.00
Total Dept 599.000 - DOUGLAS HARBOR AUTHORITY		11,500.00	1,050.00	100.00	10,450.00	9.13	100.00
TOTAL EXPENDITURES		376,250.00	39,001.27	5,586.29	337,248.73	10.37	98,112.60
Fund 594 - DOUGLAS MARINA:							
TOTAL REVENUES		1,036,250.00	37,357.05	0.00	998,892.95	3.61	99,291.10
TOTAL EXPENDITURES		376,250.00	39,001.27	5,586.29	337,248.73	10.37	98,112.60
NET OF REVENUES & EXPENDITURES		660,000.00	(1,644.22)	(5,586.29)	661,644.22	0.25	1,178.50

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PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 10/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/20 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 10/31/2019 NORM (ABNORM)
Fund 650 - WATER & SEWER FUND							
Revenues							
Dept 000.000							
650-000.000-601.000	CONNECTION FEES, SEWER	40,000.00	5,000.00	2,500.00	35,000.00	12.50	12,500.00
650-000.000-602.000	CONNECTION FEES, WATER	30,000.00	15,000.00	2,000.00	15,000.00	50.00	10,000.00
650-000.000-664.000	INTEREST INCOME	12,000.00	0.00	0.00	12,000.00	0.00	0.00
Total Dept 000.000		82,000.00	20,000.00	4,500.00	62,000.00	24.39	22,500.00
TOTAL REVENUES		82,000.00	20,000.00	4,500.00	62,000.00	24.39	22,500.00
Expenditures							
Dept 000.000							
650-000.000-806.000	CONTRACTUAL ENGINEERING	40,000.00	15,394.21	0.00	24,605.79	38.49	614.43
650-000.000-922.001	HYDRANT CHARGES	1,000.00	0.00	0.00	1,000.00	0.00	0.00
650-000.000-974.000	CONSTRUCTION	425,500.00	196,165.57	196,165.57	229,334.43	46.10	0.00
Total Dept 000.000		466,500.00	211,559.78	196,165.57	254,940.22	45.35	614.43
TOTAL EXPENDITURES		466,500.00	211,559.78	196,165.57	254,940.22	45.35	614.43
Fund 650 - WATER & SEWER FUND:							
TOTAL REVENUES		82,000.00	20,000.00	4,500.00	62,000.00	24.39	22,500.00
TOTAL EXPENDITURES		466,500.00	211,559.78	196,165.57	254,940.22	45.35	614.43
NET OF REVENUES & EXPENDITURES		(384,500.00)	(191,559.78)	(191,665.57)	(192,940.22)	49.82	21,885.57

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PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 10/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/20 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 10/31/2019 NORM (ABNORM)
Fund 660 - EQUIPMENT RENTAL FUND							
Revenues							
Dept 000.000							
660-000.000-664.000	INTEREST INCOME	4,500.00	0.00	0.00	4,500.00	0.00	0.00
660-000.000-673.000	SALE OF EQUIPMENT	5,000.00	0.00	0.00	5,000.00	0.00	0.00
660-000.000-679.000	REIMBUR: MAJ & LOC ST-EQ RENT	135,000.00	58,981.30	19,937.90	76,018.70	43.69	27,381.94
660-000.000-679.101	EQUIP REINBURSE-GENERAL FUND	152,700.00	40,237.56	5,872.10	112,462.44	26.35	71,633.24
Total Dept 000.000		297,200.00	99,218.86	25,810.00	197,981.14	33.38	99,015.18
TOTAL REVENUES		297,200.00	99,218.86	25,810.00	197,981.14	33.38	99,015.18
Expenditures							
Dept 260.000 - CLERK/TREASURER							
660-260.000-977.000	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	5,763.17
Total Dept 260.000 - CLERK/TREASURER		0.00	0.00	0.00	0.00	0.00	5,763.17
Dept 902.000 - DPW EQUIPMENT PURCHASES							
660-902.000-979.000	CAPITAL OUTLAY	63,500.00	9,562.18	5,081.64	53,937.82	15.06	65,414.00
Total Dept 902.000 - DPW EQUIPMENT PURCHASES		63,500.00	9,562.18	5,081.64	53,937.82	15.06	65,414.00
Dept 903.000 - EQUIP. REPAIRS & MAINTENANCE							
660-903.000-860.000	GAS & OIL	16,000.00	3,579.49	843.97	12,420.51	22.37	3,875.78
660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS	25,000.00	27,629.24	8,673.41	(2,629.24)	110.52	14,134.80
Total Dept 903.000 - EQUIP. REPAIRS & MAINTENANCE		41,000.00	31,208.73	9,517.38	9,791.27	76.12	18,010.58
TOTAL EXPENDITURES		104,500.00	40,770.91	14,599.02	63,729.09	39.02	89,187.75
Fund 660 - EQUIPMENT RENTAL FUND:							
TOTAL REVENUES		297,200.00	99,218.86	25,810.00	197,981.14	33.38	99,015.18
TOTAL EXPENDITURES		104,500.00	40,770.91	14,599.02	63,729.09	39.02	89,187.75
NET OF REVENUES & EXPENDITURES		192,700.00	58,447.95	11,210.98	134,252.05	30.33	9,827.43
TOTAL REVENUES - ALL FUNDS							
TOTAL REVENUES - ALL FUNDS		5,806,672.00	2,712,580.22	228,975.83	3,094,091.78	46.71	2,626,352.17
TOTAL EXPENDITURES - ALL FUNDS		6,319,352.00	1,288,318.85	503,005.71	5,031,033.15	20.39	1,240,083.56
NET OF REVENUES & EXPENDITURES		(512,680.00)	1,424,261.37	(274,029.88)	(1,936,941.37)	277.81	1,386,268.61

**City of the Village of Douglas
Financial Holdings Summary
Oct 31, 2020**

	<u>Identifier</u>	<u>Matures</u>	<u>Rate</u>	<u>Market Value</u>
<u>Cash</u>				
Huntington Bank - Common Checking				487,524.77
Huntington Bank - Payroll				1,595.05
Huntington Bank - DDA				0.00
D.A. Davidson - Cash			0.01%	341,448.95
Huntington Business Premier- MMA Public Funds			0.02%	780,043.59
<u>CD's</u>				
D.A. Davidson:				
CITIBANK	17312QY60	12/27/2022	3.35%	267,312.50
American Expr Natl Bk	02589AA28	12/4/2023	3.55%	214,018.86
Morgan Stanley Bank	61690UCK4	12/13/2023	3.50%	271,192.86
Wells Fargo Bank	949763WA0	12/28/2023	3.50%	110,239.00
JPMorgan Chase Bank	48128LVQ9	12/30/2029	2.50%	<u>212,869.20</u>
				1,075,632.42
MBS:				
Grand River Bank	38644ABH1	6/28/2021	3.00%	254,865.00
Wells Fargo Bank	949763L79	10/18/2021	1.95%	101,822.00
Michigan Legacy Credit Union	59452WAA6	11/9/2021	3.20%	85,667.62
Wells Fargo Bank	949763VW3	12/14/2021	3.25%	103,568.00
Wells Fargo Bank	949763SQ0	7/27/2022	3.15%	52,646.50
Michigan Legacy Credit Union	59452WAC2	11/9/2022	3.30%	88,327.77
Michigan Legacy Credit Union	59452WAE8	11/9/2023	3.45%	<u>91,137.32</u>
				778,034.21
First National Bank	**4328	6/8/2021	0.45%	250,000.00
Chemical (13189)	**13189	4/5/2022	0.15%	245,230.57
<u>Bonds</u>				
D.A. Davidson:				
Fedl Home Loan Bank Bond Step	3130A9V32	11/15/2021	2.00%	101,929.00
Fedl Farm Credit Bank Bond	3133EMCQ3	10/13/2023	0.28%	249,907.50
Fedl Farm Credit Bank Bond	3133EJ5H8	1/16/2025	2.85%	165,538.50
Fedl Home loan Mtg Corp	3134GWUC8	12/30/2025	0.50%	198,228.00
Fedl Farm Credit Bank Bond	3133ELEN0	12/18/2029	2.25%	166,982.30
				882,585.30
<u>Other Investments</u>				
Michigan Class			0.10%	<u>2,213,461.37</u>
Total Cash & Investments				<u>7,055,556.23</u>
<u>Fund</u>				
	Cash & Investments		Prior Month	7,160,301.97
	Oct 31, 2020		Prior Year	6,204,356.44
101 - General Fund	3,816,886.32			
130 - Current Tax Receiving	480.11			
202 - Major Street	292,953.68			
203 - Local Streets	533,484.38			
204 - Road Millage	809,145.38			
209 - Trail Fund	22,007.32			
225 - DDA	170,779.60			
243 - Brownfield Redevelopment Authority	99,683.75			
244 - Harbor Authority	6,393.79			
509 - Schultz Park Launch Ramp	96,737.84			
594 - Douglas Marina	3,421.00			
650 - Water & Sewer Fund	473,656.18			
660 - Equipment Rental Fund	<u>729,926.88</u>			
	<u>7,055,556.23</u>			

Douglas City Police Department

Chief's Report for October Activity 2020

*Includes 2020 Year to Date Totals

	October 2020	2020 Year to Date
<u>Complaints Answered/Investigated:</u>	147	1,581
<u>Criminal Arrests/Filings:</u>		
Felony:	0	0
Misdemeanor:	3	34
<u>Warrant Arrests:</u>	0	06
<u>Traffic Enforcement:</u>		
OWI/OUID/Impaired Driving Arrests:	0	03
OWI High Blood Alcohol Content:	1	04
Traffic Stops:	32	436
Civil Infraction:	05	56

Community Contacts:

Personal Contacts:	805	8,300
Business Contacts:	201	2,105
Property Security Checks:	1,104	11,605
Foot Patrol	1,380 Min. (23 hours.)	

Arrests: (October)

Operating While Intoxicated w/ High BAC
Driving While License Suspended (2)

Activity Time on Follow Up Investigations: (October)

2,035 Minutes (33 hours & 55 Minutes)

Investigation of Felony Cases:

Criminal Sexual Conduct (#18-1933): Investigation on-going.
Submission of additional property for MSP Lab analysis.

Arson/Breaking & Entering Investigation (#20-0157). Investigation on-going.

Hit & Run PI Car/Bicycle Crash (#20-0924) Investigation is open.

Vulnerable Adult/Fraud (20-1054) Submitted to the Allegan County Prosecutor's Office for review.

Breaking & Entering/Flee & Elude (20-1502) submitted to the Allegan County Prosecutor's Office for charges.

Out of Jurisdiction Responses: (October)

Saugatuck Township: 0

Saugatuck City: 0

Laketown Township: 1

- Personal Injury Vehicle Rollover Crash

Manlius Township: 1

- UDAA (Stolen Vehicle) Assist/Traffic Crash

****Total Out of Jurisdiction Responses for October: 02**

Events: (October)

Halloween Safety Event & Candy pass-out along with the Fire Department at Beery Park.

National Prescription Drug Take Back Event at Douglas PD.

Respectfully submitted,



Steven M. Kent

Chief of Police

Douglas City Police Department