

The Village of Friendliness – Since 1870

Week of January 6, 2020 – Friday Memo

Good Friday afternoon. This is the City Manager's week in review.

Severe Weather – As many people are aware from the news reports, severe weather is anticipated for the area beginning this evening and lasting through Saturday. Of particular concern is the potential for accumulation of ice and snow. Public Works crews are prepared for the storm and will be on-call throughout the weekend to plow, apply salt, cut branches, close off roads, etc. as needed. Let's hope this storm doesn't live up to all the hype.

This is a good time to appreciate our local Police and Public Works for all the work they do--particularly during dangerous storm events. The men and women of the Police Department and Public Works Department are dedicated to their jobs and it's their tireless effort that really keep the community safe and moving.

City Council - Mondays City Council meeting focused on three items of old business:

- 14 Ferry Street Demolition – Established timeline and process for removal
- SAW Grant update and Asset Management Plan – Presentation and adoption of the SAW Plan.
- Blue Star Trail Joint Resolution and appointment of members to the committee – Adopted the joint resolution to work as a community to develop the trail and appointed Councilwoman Mooradian and Councilman Donovan as members of the committee.

Leaf and Brush Pickup – Crews were working on Monday to tidy up piles of leaf and brush left in the right of way. The fair weather we've been having has allowed time for crews to make a round of clean up. Normally this activity should end in late November.

Pot holes - DPW crews were hard at work on Tuesday filling potholes. We received multiple complaints of potholes on Union Street that needed attention. Crews routinely tour the entire City as time permits and fill potholes.

DPW Position – The open DPW position was re-advertised in local papers, on Facebook, on the City's Constant Contact email circulation, and the Michigan Municipal League website.

Recycling – I issued a letter to Republic Services this week, to let them know that the City was willing to amend the Waste Agreement to convert the current bag recycling system to a cart system with a once a month pickup schedule. The City will prepare educational materials detailing the changes to the service as well as material detailing acceptable recycling methods.

Marijuana – The Planning Commission has reviewed the Adult Use / Recreation Marijuana Zoning Ordinance and has set a Public Hearing for final review and recommendation to City Council on January 31st, 2020 at 4:00 pm. The first reading of both the zoning and regulatory ordinance should be in front of City Council at the February 3rd, 2020 meeting, with a public hearing and second (final) reading on February 17th, 2020. If all is approved, the ordinance will become effective 20 days after publication in the newspaper. The new ordinance(s) allow for retail sales of both medical and adult use/recreational marijuana and marijuana transportation centers within the City. The facilities must be within the currently established zoning parameters and have a 2,250’ buffer zone between marijuana facilities. The marijuana facilities must comply with all State and Local regulations and requirements.

Flooding and Erosion Meeting – Monday, January 6, at Saugatuck High School, elected and municipal officials were invited to attend a RSVP only presentation about flooding, erosion, and emergency management practices.

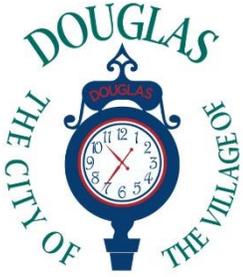
Tree Board – Tuesday was the tree board meeting. We discussed developing a list of approved trees for planting within the right of way and on municipal property. We also spoke about a tree planting ceremony for Arbor Day on April 24, 2020.

Lead and Copper Rule – I’ve been reviewing the information available regarding the new lead and copper rule. The City recently completed an initial inventory of water service lines. Public Notices will be issued by the end of January to notify residents if they have lead or galvanized water service lines or service lines of unknown material.

Street Performer Permit and MCACA Grant – I worked with staff to discuss revisions / creation of a street performer permit application that will be filled out in conjunction with the performer application that volunteers developed.

That’s all I have for now.

Rich LaBombard
City Manager



Week of January 13, 2020 – Friday Memo

Good Friday afternoon. This is the City Manager's week in review.

DPW Position – The open DPW Laborer / Equipment Operator position is still open. Please send interested candidates to City Hall for an application.

Felker's Utilities – The City Planner and I met with Prein and Newhof to review proposed utility and road improvements in the Felker's neighborhood. This project is the continued effort to sort out the water reliability issues that persist within the City.

Harbor Authority – I spent quite a bit of time reviewing historic harbor documents this week. There is interest by the township in joining the Kalamazoo Lake Harbor Authority and I had to brush up on the historic issues with that request. I also had the opportunity to speak with the former City Manager about his recollection with the topic.

DDA Meeting – Tuesday was the regular DDA meeting. The DDA is moving forward with the final design and bidding of the sign to be placed at the intersection of Center and Blue Star Highway to replace the existing sign.

Flooding and Erosion – Thursday evening, I attended a township meeting in the thumb where I grew up. The topic of flooding was discussed quite a bit. The Township Supervisor spoke about an individual with a cottage on Saginaw Bay with a foot of standing water in his home.

Director's Meeting – The regular directors meeting was held on Wednesday morning. We discuss a wide range of topics in preparation for the upcoming council meetings.

Brownfield – There have been many conversations about 200 Blue Star Highway this week. Lisa and I are planning on working on an outline for the Brownfield process next week. We will be in connection with the EPA in the coming days as well.

Marijuana – The draft ordinances are with the attorney for her review.

Michigan Municipal Executives – Wednesday was the monthly meeting of the Michigan Municipal Executives. This month's topic was more of a round table to discuss and inform each other about what's happening in our community.

Police Chief – I have been in talks with the Douglas Police Chief, Steve Kent, about his interest in being promoted and changing his title from interim police chief.

FY 20/21 Budget – I'm preparing a budget calendar for council and staff to outline the budget process. That will be distributed soon.

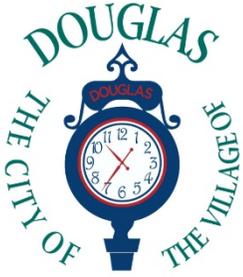
Upcoming Events – Saturday is the 4th Annual Women’s March. I understand they are expecting 1,500 -2,000 participants. I hope the weather isn’t a deterrent.

Friday Stroll – I had the pleasure of visiting two businesses in the downtown today and had very nice conversations with the owners. Krista Reuter Studio and Lakeshore Pet Boutique. Krista Reuter (pronounced Righter) has beautiful three-dimensional paper media art—and according to Krista she hand-cuts much of the work herself using an exacto knife. Stop in and see Krista’s work. I also took my pup into the Lakeshore Pet Boutique and we were greeted by owner Randy Walker. My dog Sammie was happy to walk out with a decorated dog cookie and a new squeaky toy. I love how pet friendly Douglas is. Stop in and say hi to Randy when you get a chance.

Snow Storm Preparedness – The Douglas Department of Public Works is prepared and ready for the upcoming snow forecast.

That’s all I have for now.

Rich LaBombard
City Manager



Week of January 20, 2020 – Friday Memo

Good Friday afternoon. This is the City Manager's week in review.

DPW Position – The position for DPW Laborer / Equipment Operator is still open. We are getting no responses. We've advertised in the Commercial Record, the Holland Sentinel, as well as the Michigan Municipal League website.

Capital Improvement Plan – I've been spending some time this week reviewing Capital Improvement Plans. We have a great start on a plan with our project master list that staff developed with input from council and I'd like to take the next step and develop that list into a Capital Improvement Plan. CIPs are a long-term plan of capital projects that project out six years' worth of projects and identifies the cost of the project and the funding sources. Capital projects are defined as projects and asset purchases that cost more than \$5,000 and have a useful life of two years.

Kalamazoo Lake Harbor Authority – I've been reviewing information pertaining to a previous request by the township to join the Kalamazoo Lake Harbor Authority. I spoke with the chair of the harbor authority this week about what I'm finding and have spent more time looking for past agreements.

Flooding and Erosion – Monday afternoon, I toured the lakeshore to monitor the erosion following high winds and waves over the weekend. So far it appears fairly status quo. No significant changes.

Brownfield – There have been many conversations about 200 Blue Star Highway this week. Lisa put together a rough timeline and will be working with PM Environmental next week to firm up a tentative outline of progress. We need to begin to develop our applications for the EGLE and the EPA if we want to be considered for funding available in October 2020. We have word that the developer is working with an environmental engineering firm as well as a designer. I have a conference call with the EPA on Monday for a status update.

Cleaning Service – We are seeking bids from a cleaning service after we received word this week that our cleaner has decided to resign. Bid information will be posted on line and in the paper soon.

Root Beer Barrel – Staff has worked on a request for proposal for the root beer barrel. That RFP will be available in the coming weeks.

2020 Census – A 2020 census outreach effort is underway by the West Michigan Research Network. The campaign called "Be Counted West Michigan" is intended to help local governments reach residents most at risk of not responding to this year's census and promote participation.

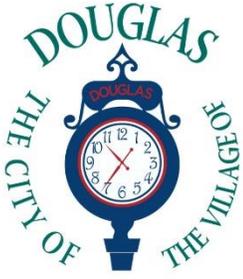
Marijuana – The draft ordinances are with the attorney for her review. Planning Commission is holding a public special meeting on January 31st at 4:00 PM to discuss the topic.

FY 20/21 Budget – February 3rd will be the day Council reviews goals and projects. The meeting will start at 4:00 p.m. The information we receive will be plugged into the Capital Improvement Plan.

Upcoming Events – There are no upcoming events this weekend that I'm aware of.

That's all I have for now.

Rich LaBombard
City Manager



Week of January 27, 2020 – Friday Memo

Good Friday afternoon. This is the City Manager's week in review.

What a week!

Mayor Anderson Resignation – I spent quite a bit of time reviewing the charter for references on replacing the mayor and council people on Monday, followed by preparing a press release and making a variety of phone calls on the topic. Mayor Anderson will be missed.

Utilities – A new hiccup in the utility saga was discovered by the City Planner this week as well. Fremont Street has a variety of connections that connect through private property for water services on Center Street. Upon further investigation, there appears to be multiple connections of a similar manner. The new lead and copper rules add a degree of complexity to the situation as well and we are working with the City Engineer to come up with alternative solutions to what started out as a crushed water service.

Contractor for Lead and Galvanized Services – Based on what we are learning about the requirements of the new lead and copper rule, the water utility will have to replace service lines in their entirety from the main to 18" inside the home if they are galvanized services or have lead goosenecks. This is not a service that the City is staffed to complete and therefore, I have the Deputy City Clerk looking for examples of proposals to hire a contractor to do the replacement work as needed. Remember, that the City will be required to replace a minimum of 5% of the lead and galvanized services every year for the next 20 years.

Capital Improvement Plan – I've been spending some time again this week reviewing Capital Improvement Plans. We have a great start on a plan with our project master list that staff developed with input from Council and I'd like to take the next step and develop that list into a Capital Improvement Plan. CIPs are a long-term plan of capital projects that project out six years' worth of projects and identifies the cost of the project and the funding sources. Capital projects are defined as projects and asset purchases that cost more than \$5,000 and have a useful life of two years.

Brownfield – I had a very short call with the EPA this week regarding the Brownfield project. They were looking for a progress update. The developer is working with an environmental engineering firm to move the project along. The City Planner was to have a conversation with our environmental engineering firm to work on a tentative timeline.

River Cruise – I was approached by an individual this week about utilizing Wades Bayou as a starting location for a river cruise business. He's very interested in working with Douglas to get his business kicked off. I'll bring more information to Council once we learn more about his proposal.

Treasurer's Resignation – More bad news. Our Treasurer has informed me that he will be taking a job in another community closer to home. The City Clerk posted the position on the Michigan Municipal League website and we are advertising the vacancy in the newspaper. I'm lining up Vredevel Haefner, LLC to fill in as the interim Treasurer until the position is filled.

Director's Meeting – Tuesday was our routine Director's Meeting. We make an effort to gather as a group and discuss Douglas.

Assessor – I spent some time with the assessor on Tuesday talking about the effect of erosion and how she's handling the adjustments for the decks and stairs that have been lost or damaged this winter.

Flooding and Erosion – Speaking of erosion, I walked the beach this week and the erosion has increased significantly. Because of the changed condition, I've reached out to the Sheriff's Department's Emergency Management to request a fly over with the drone and the Planning Intern photographed the conditions from the beach. I've invited Emergency Management and our Engineer to come next week and give me their opinion on the conditions we observed.

Cleaning Service – We are seeking bids from a cleaning service after we received word this week that our cleaner has decided to resign. Bid information is posted on line and in the paper.

Lead and Copper – As required by the State, I have reviewed and commented on a letter that we have to provide to all of our residents regarding the recent lead service line inventory. KLSWA will be issuing the letters on our behalf.

Mayor Lion – I spent quite a bit of time with Mayor Lion this week discussing the various topics of the week. Utilities, erosion, personnel, and Council agendas were key discussion items.

Root Beer Barrel – Staff has worked on a request for proposal for the root beer barrel. That RFP will be available in the coming weeks.

Police Chief – I spent some time with Interim Chief Kent regarding a possible promotion to Chief of Police. The City Charter lists the Chief of Police as one of the City's Administrative Officers "necessary for the proper operation of the city government." Interim Chief Kent has been serving in the interim position since December 2016 and I had indicated I would review his status after six months of my employment.

Marijuana – Planning Commission is holding a public special meeting on January 31st at 4:00 PM to discuss the topic of adult use marijuana.

Blue Star Trail – DPW has added new reflective markings to the Blue Star Trail at the bridge. They are working with a vendor to replace the sign on the bridge with the intent to more clearly indicate the conditions as motorists enter Douglas. Additional reflective markings are being evaluated to better indicate the lane shift as well. Thanks DPW for working on creative solutions.

DPW – On the topic of DPW, I feel like a proud father this week. I've noticed a distinct shift with the DPW crew and they have adopted a "good enough isn't good enough for Douglas" moto. Thanks, guys for going the extra mile and caring about the community. I truly feel like they want Douglas to be the best it can be.

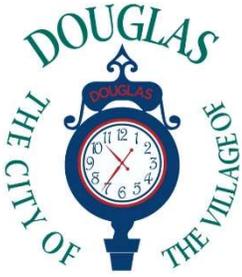
Police Department – The Douglas PD spent some time this week at the Douglas Elementary on the Safe Kids Program. Officer Reyes was giving the instruction. I hear he's well loved at the school. Thanks Officer Reyes.

FY 20/21 Budget – February 3rd will be the day Council reviews goals and projects. The meeting will start at 4:00 p.m. The information we receive will be plugged into the Capital Improvement Plan.

Upcoming Events – There are no upcoming events this weekend that I’m aware of.

That’s all I have for now.

Rich LaBombard
City Manager



Week of February 3, 2020 – Thursday Memo

Good afternoon. This is the City Manager's week in review. The memo is a day early since I will have a planned vacation day tomorrow, Friday, February 6, 2020.

Council Goal Setting – City Council spent a few hours on Monday evening in a work session to go over last year's goals and make updates.

Capital Improvement Plan – City Council was given an assignment to rank the capital improvement items on the project master list at the Council work session.

City Council Meeting – Key items on the agenda were:

- Marijuana – Council had the first reading of the marijuana zoning and regulatory ordinances.
- Police Chief – At Monday night's City Council meeting the Acting/Interim Chief of Police, Steve Kent, was promoted to Chief of Police on a permanent basis. Congratulations Chief Kent.
- DDA – The mayor covered a few DDA issues. 1. Pertaining to the DDA's plan to generate revenue with the Summer Socials, and 2. the DDA meeting schedule change.
- Interim Treasurer – Council appointed Vredeveld Haefner as the interim treasurer.
- Wades Bayou Storage – Council approved the contract to remove the Wades Bayou storage building.

Press Release – I prepared a press release Monday regarding personnel changes at City Hall. I announced the Chief's promotion and also announced the resignation of the City Treasurer. I spoke with the press on the phone about the information contained in the press release. There are articles in today's issue of the Commercial Record on both the Police Chief and Treasurer.

Special Assessment District Bid Opening – We received six bids for the Special Assessment District project that was rebid from last year. The apparent low bidder came in under the engineer's estimate by a good amount. The City Engineer is evaluating the bids for completeness and checking contractor references. The contract is anticipated to be awarded at the February 17 council meeting. We won't have a proposed project schedule until the contract is approved and we have a meeting with the Contractor.

Tower Marine – The mayor and I met with Mr. Peterson on Monday. He wanted to give the City an update on all the things he's working on at Tower Marine. Presently, he is investing in upgrading the electrical system on the docks. Each pedestal will have to have the breakers upgraded and the outlets changed to GFCI to prevent electrocution.

Union Street Design – I spoke with the City Engineer about the design of Union Street and the upcoming 2020 resurfacing project. City Council will have to make a determination in the near future about the design as it relates to pedestrian and bicycle traffic. We can put the road back as is, we can add sidewalk on one or both sides, or we can also add a complete street design that would include space for biking lanes.

Community Wi-Fi – I had a conversation this week with AT&T and I was picking their brain about the arrival of 5G technology and the community's need for better access. They are sending me some information about community wi-fi. Unfortunately, they said they couldn't give me a timeline on the roll out of 5G technology, but it sounds like the 5G platform is the backbone of a lot of new technology being developed because it permits uninterrupted transfer of data at a high speed. The technology will be used for autonomous cars and smart city applications for example. Another great service AT&T offers is called First Net and it's used for emergency responders for communication during crisis situations. The First Net technology uses a specific frequency separate from everyday users, so in the event of an emergency, First Net calls and data are ensured a connection to the other emergency services using the First Net system. I had a First Net phone in my previous community and it adds a level of confidence for communication devices.

Root Beer Barrel – The deputy City Clerk has been working diligently on getting the request for proposal prepared to receive bids for the operation of the root beer barrel. The intent of the RFP is to solicit a vendor to operate the barrel as an attraction and we intend to award a three-year contract to the best qualified vendor. The contract can be extended beyond three years if both parties agree to the terms.

Redevelopment Ready Communities – The Planning Department is working on updating the redevelopment ready communities.

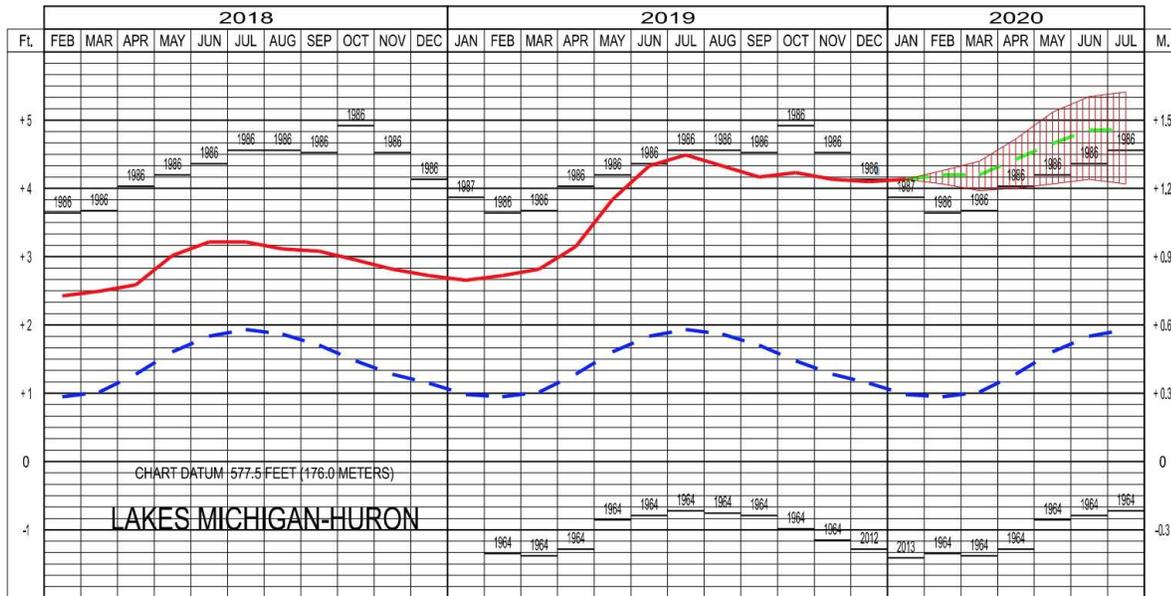
Running Rivers – Running Rivers has renewed their license to provide kayak rentals at Wades Bayou for another year. This is the final year of their contract to operate and we will be issuing a request for proposals for the location in the fall.

FY 20 Budget – As budget season is fast approaching, I'll be spending a considerable amount of time in the next few weeks with budget review and budget planning.

Great Lakes Restoration Act – City Hall will be looking at funding opportunities for this initiative.

<https://www.woodtv.com/news/michigan/great-lakes-restoration-initiative-passes-house/>

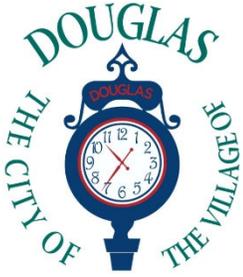
Lake Levels – According to a Wood TV8 report on February 6, 2020, "New data shows Lake Michigan broke the all-time January record by more than 3 inches, and more records are forecasted to break in the coming months. The U.S. Army Corps of Engineers monthly water level report shows Lake Michigan's average water level for January was 581.56 feet, breaking the record of 581.30 feet set in 1987. That's a difference of 3.12 inches. The new six month forecast now predicts Lake Michigan to break water records every month through at least July."



Upcoming Events – There are no upcoming events this weekend that I’m aware of.

That’s all I have for now.

Rich LaBombard
City Manager



Week of February 10, 2020 – Friday Memo

Good afternoon. This is the City Manager's week in review.

Vacancies – There is still a vacancy in the Department of Public Works and we are also advertising for a Treasurer. If you know anyone interested in those positions, please direct them to the webpage or City Hall. I want to thank the City Clerk and Deputy City Clerk for taking on additional responsibilities while the search for a new Treasurer is underway.

FY 20 Budget – I've dedicated many hours this past week to evaluating the FY 19/20 budget and preparing budget spreadsheets for staff to utilize for evaluating their FY 20/21 departmental budgets. With the exception of a few amended budget amounts, the budget is in good shape overall.

Capital Improvement Plan – City Council was given an assignment to rank the capital improvement items on the project master list at the Council work session. Council will be working on developing a six-year CIP list so that budgeting capital projects is more predictable. I asked Council to have their rankings back to me by Monday February 17th. Once the rankings are calculated, staff will start to refine the estimated project costs for inclusion in the FY 20/21 budget.

Assessor – The Assessor sent out a "2020 Assessment Info Newsletter" on Thursday to City Council and the information will be posted on-line as well. She states, "The housing market in the City of Douglas continues to show signs of strength." "As required by the constitution (Proposal A Amendment of 1994), there is a predetermined rate of change used as the basis for determining taxes. The CPI (consumer price index) this year is 1.9%. This rate will be applied to the 2019 taxable value to determine the 2020 taxable value, which means the majority of property owners will see an overall property tax increase of 1.9% from 2019 to 2020, even if their assessed value increases at a higher rate. The CPI does not apply to properties that have sold or made improvements during the year."

Manager's Meeting – Tuesday I met with the Saugatuck Township Manager and we went over a variety of topics that pertain to items we are both working on. Erosion was one of the key points I focused on since the Township's erosion issues are more advanced than the City's, but I'm following the Township's involvement very closely.

Director's Meeting – Wednesday was the scheduled Director's Meeting for Department Heads and other staff. We reviewed upcoming items for the Council Agenda and shared project updates.

Personnel Handbook – The City Clerk has been working on updating the Personnel Handbook. The handbook is very outdated and needs revision to reference laws such as the Family Medical Leave Act and add vaping restrictions, just to name a few things.

Planning Commission – Thursday evening I attended the Planning Commission meeting and listened to a presentation from Ryan Kilpatrick of Housing Next. The presentation focused on the housing market in the Ottawa/Allegan County area and the need for an additional 7500 units to meet the demand. He discussed the economic and social impact of having available housing for workers that is near their place of work. As Douglas is within commuter distance to Holland, Grand Rapids, and Kalamazoo, it's a desirable area for young professionals, singles, and married couples to locate. The amenities in the Douglas area also add the desirability (parks, lakes, rivers, hiking, small towns charm, etc.). Additionally, the presenter pointed out the housing gap that exists for singles and couples without children. The Planning Commission and audience asked a lot of great questions and there was a good amount of interest in the housing topic. City Council and Planning Commission have been supportive of creating zoning and housing that will suit the needs identified in Housing Next's presentation.

Point Pleasant – I've been sharing information this week with the attorney to bring him up to speed on the Point Pleasant project. I plan to have a call with him later this afternoon (Friday).

Brownfield Authority – The Brownfield Authority met and elected new officers. Congratulations Matt Balmer, Jerry Donovan, and Bob Sapita for being elected to the positions of Chair, Vice Chair and Recording Secretary respectively. We had a short review of the Brownfield process from PM Environmental, followed by some good questions and discussion.

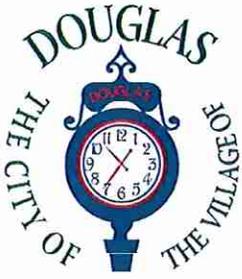
Wades Bayou Storage Building – We learned of the potential presence of a fuel tank at the Wades Bayou Storage Building which will be demolished later this year. We have asked PM Environmental to review records to confirm the existence. If no confirming records are found, we may have to go to the expense of a ground penetrating radar survey to confirm the existence. Perhaps some of our senior residents in town can confirm if there were ever underground tanks on site.

Root Beer Barrel – The Deputy City Clerk has been working diligently on getting the request for proposal prepared to receive bids for the operation of The Root Beer Barrel. The intent of the RFP is to solicit a vendor to operate the barrel as an attraction and we intend to award a three-year contract to the best qualified vendor. The contract can be extended beyond three years if both parties agree to the terms.

Upcoming Events – There are no upcoming events this weekend that I'm aware of.

That's all I have for now.

Rich LaBombard
City Manager



Week of February 17, 2020 – Friday Memo

Good afternoon. This is the City Manager's week in review.

Council Meeting – The regular meeting of the City Council was Monday. Agenda topics included:

- City Council interviews and appointment
- Election of Mayor Pro Tem
- 2nd reading and hearing of the marijuana facilities ordinance
- Appointment to the 2020 Advisory Tri-community Recycling Ad Hoc Committee
- Approval of a contract with Harris ConAg for Special Assessment Water Line Replacement
- Mid-Year budget adjustment

Planning and Zoning Administrator Resignation – During Monday's council meeting City Planner and Zoning Administrator Lisa Imus announced her resignation and plan to work as Village Manager for the Village of Lawton. I certainly appreciate the opportunity to work and learn from Lisa during my 8 months working with her. Thank you, Lisa, for everything you've helped me with. We will certainly miss your laughter and sense of humor here.

Treasurer Exit Interview – Friday I had an exit interview breakfast with the Treasurer. Today is his last day before starting his full-time job with Sparta. We wish Dave well in his new role and appreciate his contribution to the City over the past two years. Good Luck Dave.

Vacancies – There is still a vacancy in the Department of Public Works and we are also advertising for a Treasurer. If you know anyone interested in those positions, please direct them to the webpage or City Hall. Additionally, with the announcement of the Planning and Zoning Administrator's resignation, I'm working on an interim plan to fill that position.

FY 20 Budget – Unfortunately, I've been distracted from putting much time into the budget this week. Hopefully, I'll get back on schedule next week.

Capital Improvement Plan – I have all of City Council and Director's Capital Improvement Plan rankings now. The CIP will be developed into a six-year comprehensive list so that budgeting capital projects is more predictable. The next step is to refine the cost of each CIP item.

Mayor Meeting – Tuesday I had lunch with the Mayor and we talked a lot about the operations of City government given the number of open positions.

Council Orientation – Thursday I spent about 3.5 hours orienting new Councilwoman Kenny. We covered important items such as City charter items, City projects, and some long-range planning objectives.

Howard Schultz Jr. – Tuesday I had a chance meeting with Howard Schultz Jr. whose father Schultz Park is named after. Mr. Schultz Jr has a significant amount of historical knowledge about Douglas. He showed me a picture of his dad holding the village charter during the 100-year anniversary of the founding of Douglas back in 1970. This year is **Douglass'** sesquicentennial year and I believe preparations are being made to celebrate our 150th year this summer.

Water Service Break – There was a water service break on Main Street this week. I appreciate the DPW being watchful over the workmanship of the contractor to make sure the restoration was property completed. It's very clear in my mind that we need to establish a repair standard that we can share with contractors working within the right of way.

Recycling – I reviewed the attorney's draft of the contract amendment to convert our recycling program to a bin system on a once a month basis. I made a few edits and sent it back to the attorney. I also spoke with our representative from Republic to let him know that the amendment will be available for him to review soon. I hope to have the amendment on the March 2 City Council meeting.

State of Michigan \$3.5 Bond – In case you're interested in the road projects being proposed on the local interstate, I'm attaching the states 5-year road plan and how they will put the \$3.5 million bonds to work to fix the damn roads as quoted from the governor.

Police Separation Settlement – I met with the City Manager of Saugatuck on Friday to go over the final settlement of the assets of the police department split and the "true up" from the final three fiscal years prior to the split. I agreed to work with the Saugatuck City Manager and our Chief of Police to come to an agreement on the final costs of the split.

Special Assessment District – I spoke with Prein and Newhof on Wednesday to go over how the Special Assessment Districts were set up and discussed the intended method to pay for the work upfront and the payback method from the affected properties. I'll bring more information to City Council in the coming weeks.

200 Blue Star Demolition – Thursday I met with Specialized Demolition to get a preliminary quote to demolish the building at 200 Blue Star. I requested the quote to only include the removal of the ceilings and walls with the intent to leave the concrete floors and paving in place which are acting as a cap on the contaminants. We are evaluating the potential of demolishing the building as a way to lower the present taxable value and therefore increase the potential Tax Increment Financing capture which will generate more tax capture to payback the work to remediate the Brownfield site. I also requested we get a credit on the demolition costs for the scrap value of the recyclable metals.

Point Pleasant – I've been sharing information this week with the attorney to bring him up to speed on the Point Pleasant project. We should be close to having some negotiations.

Wades Bayou Storage Building – We learned of the potential presence of a fuel tank at the Wades Bayou Storage Building which will be demolished later this year. We have asked PM Environmental to review records to confirm the existence. If no confirming records are found, we may have to go to the expense of a ground penetrating radar survey to confirm the existence. I have been presented a proposed fee of \$2850 to conduct a ground penetrating radar survey to identify the presence of an underground tank. I also received a quote of \$1600 to complete an asbestos survey which has to be completed prior to demolition.

Root Beer Barrel – The Deputy City Clerk has sent the Root Beer Barrel vendor request for proposal to be advertised. We intend to open bids in late March and make a recommendation to City Council for award by the first meeting in April. The intent of the RFP is to solicit a vendor to operate the barrel as an attraction and we intend to award a three-year contract to the best qualified vendor. The contract can be extended beyond three years if both parties agree to the terms.

Cleaning Contract – City Hall recently lost its cleaning crew and we issued a request for proposals that will be opened early next week. I anticipate proposing a contract for award at one of the March City Council meetings.

Mary Whiteford – State Rep. Mary Whiteford announced today she will be available to meet and talk with members of her district in February. Her available time for Douglas is 9:30 am to 10:30 am at Douglas City Hall on February 24, 2020.

Upcoming Events – There are no upcoming events that I'm aware of at this time.

That's all I have for now.

Rich LaBombard
City Manager



STATE CAPITOL
P.O. BOX 30014
LANSING, MI 48909 7514
PHONE: (517) 373-0836
FAX: (517) 373-8728
marywhiteford@house.mi.gov
www.repwhiteford.com

MICHIGAN HOUSE OF REPRESENTATIVES

MARY WHITEFORD

ASSISTANT MAJORITY FLOOR LEADER

80TH DISTRICT

Chair, Health and Human Services
Appropriations Subcommittee

Member:
Joint Capital Outlay
Appropriations Subcommittee
Appropriations Committee
Health Policy Committee

FOR IMMEDIATE RELEASE

Jan. 22, 2020

Rep. Whiteford announces February office hours

State Rep. Mary Whiteford announced today she will be available to meet and talk with members of her district in February.

“We have had a great start to the new year in Lansing,” Whiteford said. “Hearing the concerns of those I represent is vital to our continued success.”

Rep. Whiteford will be available Monday, Feb. 24 at the following times and locations:

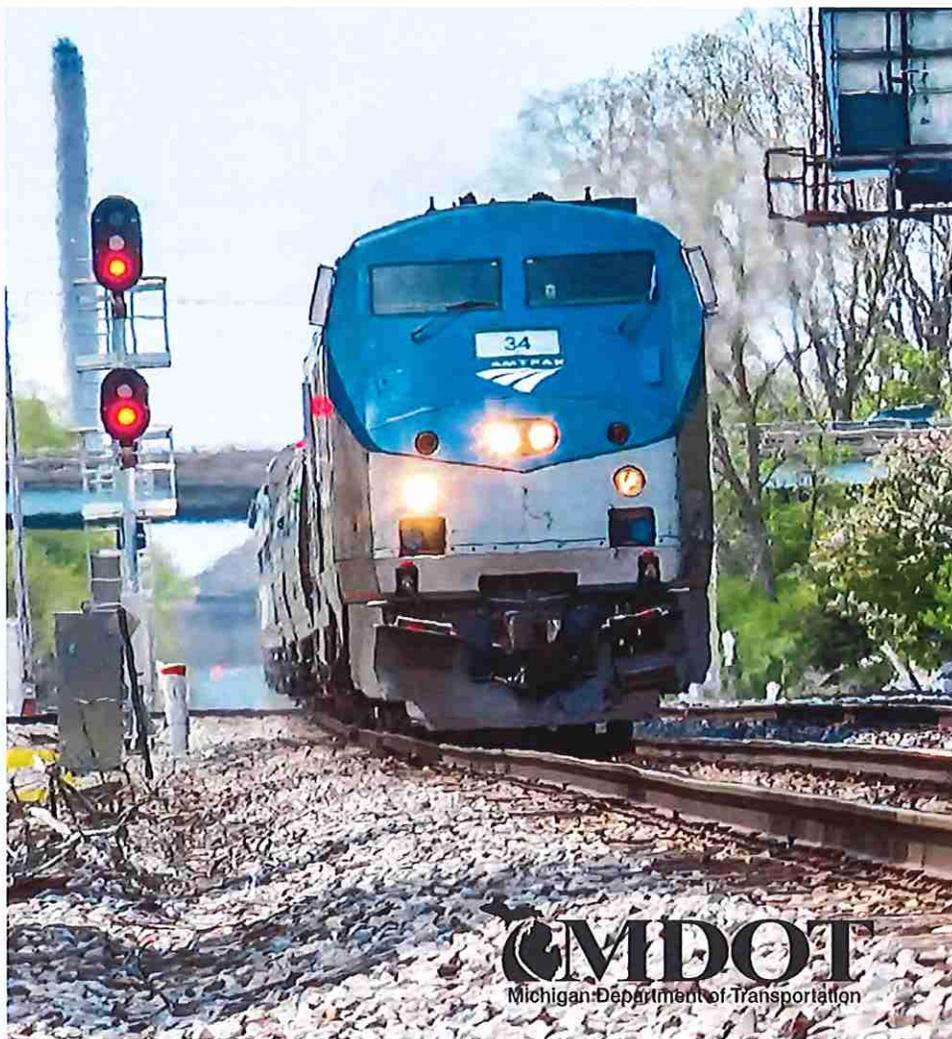
- 9:30 to 10:30 a.m. at Douglas City Hall, 86 W. Center St. in Douglas; and
- 11:30 a.m. to 12:30 p.m. at Allegan District Library, 331 Hubbard St. in Allegan.

No appointments are necessary. Those who are unable to attend at the scheduled times, but would like an opportunity to talk with Rep. Whiteford may call her office at (517) 373-0836 or email MaryWhiteford@house.mi.gov.

MICHIGAN DEPARTMENT OF TRANSPORTATION

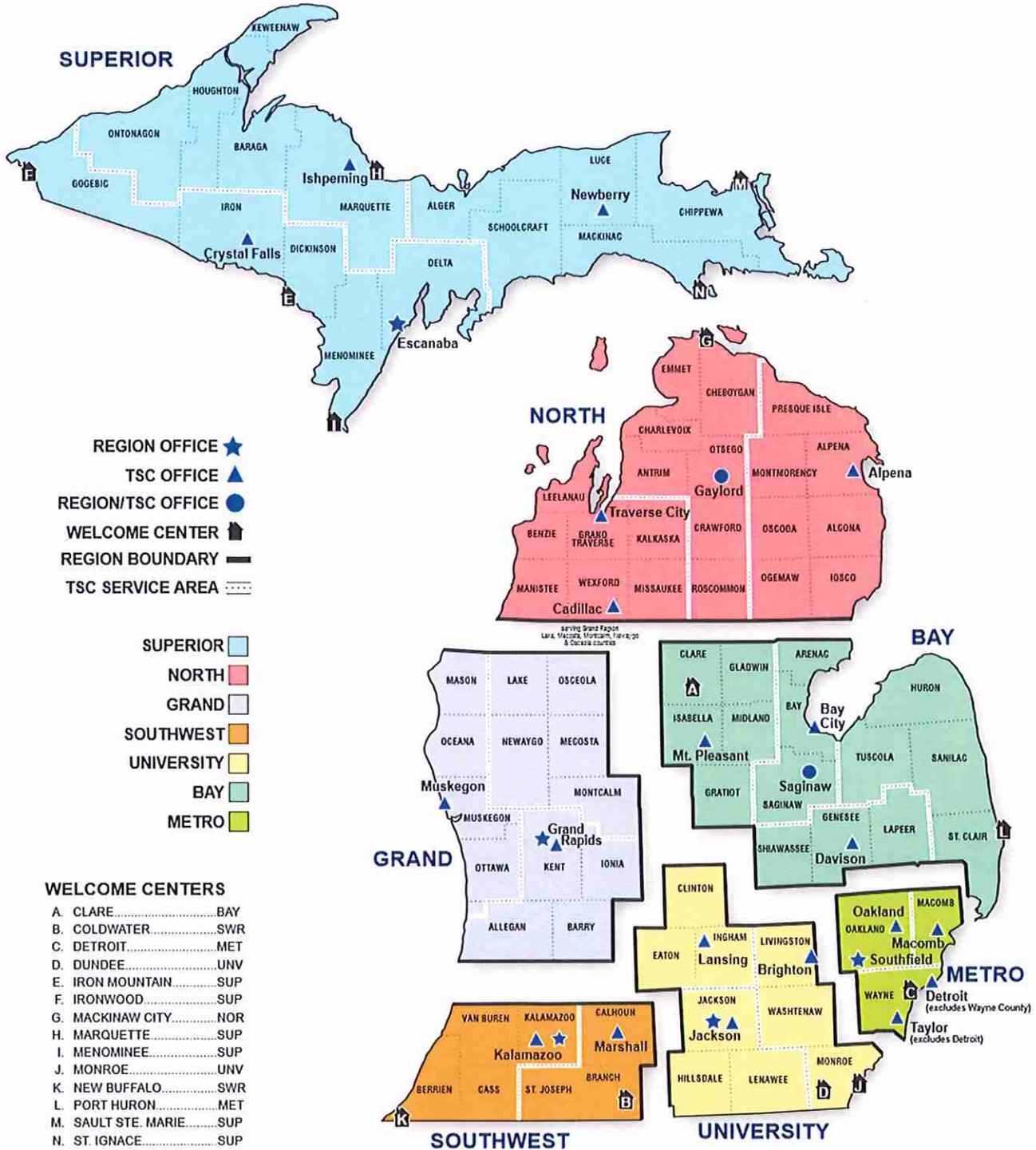


Rebuilding Michigan 2020-2024 Revised Five-Year Transportation Program Project List • January 30, 2020



MDOT
Michigan Department of Transportation

MDOT Regional Service Areas



Rebuilding Michigan Program

The Rebuilding Michigan program objective is to rebuild the state highways and bridges that are critical to the state's economy and carry the most traffic. The investment strategy is aimed at fixes that result in longer useful lives and improves the condition of the state's infrastructure. In addition, this strategy allows MDOT to address key corridors and rebuild major segments of highly travelled interstates, such as I-69, I-75, and I-94, as well as several other busy freeways.

Project Lists

The following section contains a list of road and bridge projects, divided by MDOT region, to be constructed between FY 2020 and FY 2024. For more information, including project limits, construction length, and contact information, please visit the online interactive map at www.Michigan.gov/MDOT-5YearProgram.



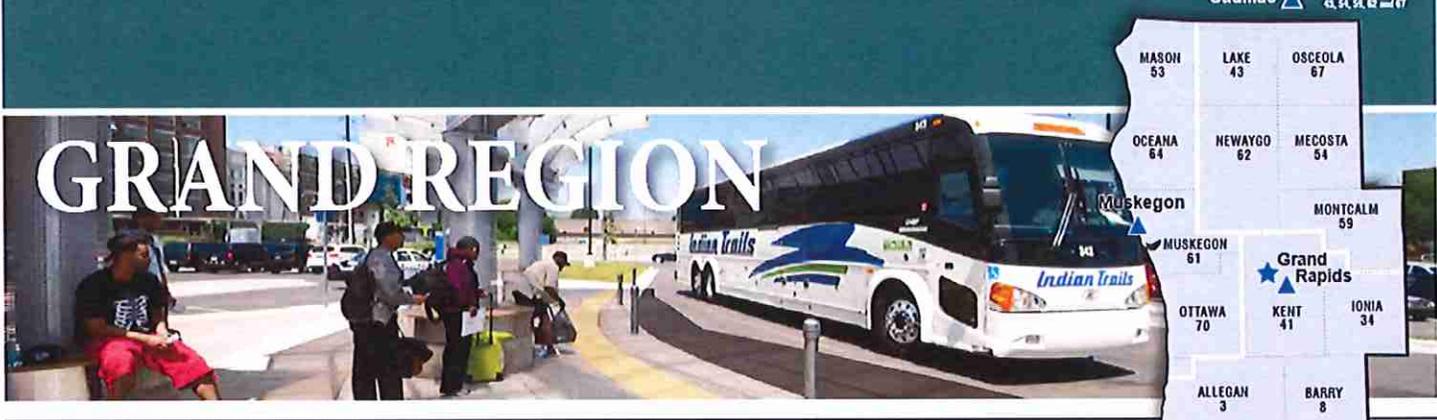
REVISED 2020-2024 FIVE-YEAR TRANSPORTATION PROGRAM

BAY REGION

REPAIR AND REBUILD ROADS

COUNTY	ROUTE (COMMON NAME)	LOCATION	TYPE OF WORK	LENGTH	2020	2021	2022	2023	2024
SAGINAW	I-675	I-75/SOUTH INTERCHANGE NORTH TO THE I-75/I-675 INTERCHANGE	ROAD REHABILITATION	8.741		CON			
SAGINAW	M-58 EB (State Street)	EASTBOUND M-58, AVALON STREET TO M-84	RECONSTRUCTION	1.174					CON
SANILAC	M-90 (Burns Line Road)	M-53 TO M-19	ROAD REHABILITATION	13.788	CON				
SANILAC	M-46 (Sanilac Road)	M-46 AND M-19	RECONSTRUCTION	8.362					CON
SHIAWASSEE	M-21	CORUNNA TO M-13	ROAD REHABILITATION	9.050			CON		
ST. CLAIR	I-69	I-69 FROM COX DOTY DRAIN TO M-19	RECONSTRUCTION	6.550	CON				
ST. CLAIR	I-69	M-19 TO TAYLOR ROAD	ROAD REHABILITATION	10.419				CON	
ST. CLAIR	M-25	M-25 FROM HANCOCK STREET TO M-136	ROAD REHABILITATION	1.600		CON			
ST. CLAIR	M-29	M-29 FROM CHURCH STREET TO PALMS ROADS	ROAD REHABILITATION	3.100		CON			
TUSCOLA	M-15 (State Road)	M-57 TO VASSAR	ROAD REHABILITATION	12.156	CON				
TUSCOLA	M-46 (Sanilac Road)	M-15 TO VASSAR ROAD	ROAD REHABILITATION	4.631	CON				

REVISED 2020-2024 FIVE-YEAR TRANSPORTATION PROGRAM



GRAND REGION

BRIDGE - BIG BRIDGE PROGRAM

COUNTY	ROUTE (COMMON NAME)	LOCATION	TYPE OF WORK	LENGTH	2020	2021	2022	2023	2024
OTTAWA	US-31	US-31 OVER GRAND RIVER AND M-104	SUPERSTRUCTURE REPAIR - STEEL			CON			

GRAND REGION

BRIDGE - PRESERVATION

ALLEGAN	I-196	107TH AVENUE OVER I-196 AND US-31	DECK PATCHING						CON
ALLEGAN	I-196	I-196 WESTBOUND OVER US-31 NORTHBOUND	OVERLAY - DEEP			CON			
ALLEGAN	I-196 (Lincoln Road)	M-40 OVER I-196	OVERLAY - DEEP				CON		
ALLEGAN	I-196 EB	I-196 EASTBOUND AND US-31 NORTHBOUND OVER KALAMAZOO RIVER	OVERLAY - DEEP				CON		
ALLEGAN	I-196 WB	I-196 WESTBOUND AND US-31 SOUTHBOUND OVER KALAMAZOO RIVER	OVERLAY - DEEP				CON		
ALLEGAN	I-196 WB	I-196 WESTBOUND OVER CSX RAIL ROAD	OVERLAY - DEEP			CON			
ALLEGAN	US-31	109 TH AVENUE OVER I-196 AND US-31	OVERLAY - DEEP					CON	
ALLEGAN	US-31	OLD US-31 OVER I-196 AND US-31	OVERLAY - DEEP					CON	
ALLEGAN	US-31 NB	US-31 BUSINESS ROUTE (58TH) OVER US-31 NORTHBOUND	OVERLAY - DEEP					CON	
IONIA	I-96	JORDAN LAKE ROAD OVER I-96	OVERLAY - SHALLOW				CON		
KENT	I-196 (Gerald R Ford Freeway)	I-196 EASTBOUND OVER M-45 WESTBOUND RAMP TO I-196 WESTBOUND	OVERLAY - SHALLOW		CON				
KENT	I-196 BS (I-196 Ramp Over the CSX)	I-196 RAMP A M-21 OVER M-21 BUSINESS ROUTE (CHICAGO DRIVE)	OVERLAY - EPOXY						CON

EPE= Study/Environmental PE=Preliminary Engineering/Design PE-B=Preliminary Engineering/Design for Bridges
 UTI=Utility work ROW=Right of way/Real Estate CON=Construction

Bonded Projects New Projects

REVISED 2020-2024 FIVE-YEAR TRANSPORTATION PROGRAM

GRAND REGION

BRIDGE - PRESERVATION

COUNTY	ROUTE (COMMON NAME)	LOCATION	TYPE OF WORK	LENGTH	2020	2021	2022	2023	2024
KENT	I-196 BS (I-196 Ramp Over the CSX)	I-196 RAMP M-21 BUSINESS ROUTE OVER CSX RAILROAD	OVERLAY - DEEP					CON	
KENT	I-196 BS (I-196 Ramp Over the CSX)	RAMP B M-21 BUSINESS ROUTE I-196 OVER I-196 EASTBOUND	OVERLAY - EPOXY					CON	
KENT	I-196 EB	I-196 EASTBOUND OVER M-45	OVERLAY - SHALLOW		CON				
KENT	I-296 SB	I-96 EASTBOUND CONNECTOR I-296 SOUTH OVER W RIVER DRIVE, CSX AND PC RAILROAD	OVERLAY - DEEP				CON		
KENT	I-96	BURTON STREET OVER I-96	OVERLAY - DEEP				CON		
KENT	I-96	FRUIT RIDGE RD OVER I-96	OVERLAY - DEEP					CON	
KENT	I-96	SEGWUN ROAD OVER I-96	OVERLAY - SHALLOW						CON
KENT	US-131 NB	US-131 NORTHBOUND OVER WEST RIVER DRIVE AND MDOT RAILROAD (ABANDONED)	OVERLAY - DEEP						CON
KENT	US-131 SB	US-131 SOUTHBOUND OVER GRAND RIVER AND FULTON STREET	BRIDGE BARRIER RAILING REPLACE				CON		
KENT	US-131 SB	US-131 SOUTHBOUND OVER WEST RIVER DRIVE AND MDOT RAILROAD (ABANDONED)	OVERLAY - DEEP						CON
MUSKEGON	I-96	I-96 OVER HILE ROAD	OVERLAY - DEEP				CON		
MUSKEGON	I-96 EB	I-96 EASTBOUND OVER NORRIS CREEK	OVERLAY - DEEP				CON		
MUSKEGON	I-96 WB	I-96 WESTBOUND OVER NORRIS CREEK	OVERLAY - DEEP				CON		
MUSKEGON	US-31 NB	US-31 NORTHBOUND OVER RILEY THOMPSON ROAD	OVERLAY - DEEP					CON	
MUSKEGON	US-31 NB	US-31 NORTHBOUND OVER WHITE RIVER	OVERLAY - DEEP		CON				
MUSKEGON	US-31 SB	US-31 SOUTHBOUND OVER WHITE RIVER	OVERLAY - DEEP		CON				
OSCEOLA	M-66	M-66 OVER MUSKEGON RIVER	SUBSTRUCTURE REPAIR						CON
OTTAWA	I-196 EB	I-196 EASTBOUND OVER 32ND AVENUE	OVERLAY - EPOXY		CON				
OTTAWA	M-104	M-104 OVER SPRING LAKE CHANNEL	OVERLAY - DEEP				CON		
OTTAWA	US-31	US-31 OVER 3RD STREET (M-104)	MISCELLANEOUS REHABILITATION				CON		
OTTAWA	US-31	US-31 OVER GTW RAILROAD AND M-104	OVERLAY - DEEP				CON		
OTTAWA	US-31 NB	US-31 NORTHBOUND OVER SOUTH CHANNEL GRAND RIVER	OVERLAY - EPOXY				CON		
OTTAWA	US-31 SB	US-31 SOUTHBOUND OVER SOUTH CHANNEL GRAND RIVER	OVERLAY - DEEP				CON		

GRAND REGION

BRIDGE REPLACEMENT

ALLEGAN	I-196 WB AND US-31 SB	I-196 WESTBOUND AND US-31 SOUTHBOUND OVER KUIPERS DRAIN	CULVERT REPLACEMENT				CON		
BARRY	M-43	M-43 OVER COLDWATER RIVER	BRIDGE REPLACEMENT						CON
KENT	I-196 EB	I-196 EASTBOUND, M-21 OVER GRAND RIVER	DECK REPLACEMENT				CON		
KENT	US-131	US-131 UNDER 100TH STREET	BRIDGE REPLACEMENT		CON				
KENT	I-196 EB	I-196 EASTBOUND OVER THE GRAND RIVER AND MOUND ROAD	BRIDGE REPLACEMENT				CON		
KENT	I-196 WB	I-196 WESTBOUND OVER THE GRAND RIVER AND MOUND ROAD	BRIDGE REPLACEMENT				CON		
MECOSTA	US-131 BR	US-131 BUSINESS ROUTE OVER DALZIEL CREEK	CULVERT REPLACEMENT				CON		
MUSKEGON	US-31 BR NB	US-31 BUSINESS ROUTE NORTH OVER BLACK CREEK	BRIDGE REPLACEMENT					CON	
MUSKEGON	US-31 BR SB	US-31 BUSINESS ROUTE SOUTH OVER BLACK CREEK	BRIDGE REPLACEMENT					CON	
OCEANA	US-31 BR (Polk Road)	US-31 BUSINESS ROUTE OVER RUSSELL CREEK	CULVERT REPLACEMENT		CON				

GRAND REGION

REPAIR AND REBUILD ROADS

ALLEGAN	I-196 WB	I-196 WB FROM 130TH AVENUE NORTH TO US-31	RECONSTRUCTION	7.375		CON			
ALLEGAN	I-196 WB	US-31 EAST TO CSX RAILROAD	ROAD REHABILITATION	4.170		CON			
ALLEGAN	M-179 (129th Avenue)	US-131 EAST TO GRAND ELKS RAILROAD	ROAD REHABILITATION	0.460	CON				
ALLEGAN	M-40	32ND STREET NORTH TO M-89	ROAD REHABILITATION	3.896	CON				
ALLEGAN	M-89 (Main Street)	58TH STREET EAST TO 56TH STREET (FENVILLE)	ROAD REHABILITATION	1.165	CON				
ALLEGAN	M-89 (Marshall Street)	M-222 EAST TO 29TH STREET	ROAD REHABILITATION	1.826			CON		

EPE= Study/Environmental PE=Preliminary Engineering/Design PE-B=Preliminary Engineering/Design for Bridges
 UTL=Utility work ROW=Right of way/Real Estate CON=Construction

 Bonded Projects

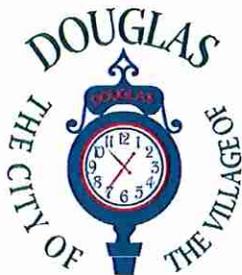
 New Projects

REVISED 2020-2024 FIVE-YEAR TRANSPORTATION PROGRAM

GRAND REGION									
REPAIR AND REBUILD ROADS									
COUNTY	ROUTE (COMMON NAME)	LOCATION	TYPE OF WORK	LENGTH	2020	2021	2022	2023	2024
ALLEGAN	US-31	US-31 FROM I-196 NORTH TO CENTRAL AVENUE	RECONSTRUCTION	3.283		CON			
ALLEGAN	US-31	CENTRAL AVENUE NORTH TO ALLEGAN/OTTAWA COUNTY LINE	ROAD REHABILITATION	1.238			CON		
BARRY	M-179	ALLEGAN/BARRY COUNTY LINE EAST TO M-43	ROAD REHABILITATION	10.806		CON			
BARRY	M-66	BRUMM ROAD NORTH TO THORNAPPLE LAKE ROAD	ROAD REHABILITATION	1.027				CON	
BARRY	M-79 (Scott Road)	BARRYVILLE ROAD EAST TO NASHVILLE WEST VILLAGE LIMIT	ROAD REHABILITATION	3.330		CON			
BARRY, KENT	M-37	M-37 FROM MIDDLEVILLE NORTH VILLAGE LIMITS NORTH TO 92ND STREET	ROAD REHABILITATION	5.798	CON				
IONIA	I-96	I-96 FROM BLISS ROAD EAST TO SUNFIELD HIGHWAY	RECONSTRUCTION	9.071					CON
IONIA	M-21 (Lincoln Avenue)	WALL STREET EAST TO M-66 (EAST JUNCTION)	ROAD REHABILITATION	1.047		CON			
KENT	I-196	THE GRAND RIVER EAST TO LANE AVENUE	ROAD REHABILITATION	2.501	CON				
KENT	I-96	THORNAPPLE RIVER DRIVE EAST TO WEST OF WHITNEYVILLE	ROAD REHABILITATION	7.649		CON			
KENT	I-96	CASCADE ROAD EAST TO M-11	ROAD REHABILITATION	3.025				CON	
KENT	M-11	CHURCH STREET EAST TO US-131	ROAD REHABILITATION	4.203			CON		
KENT	M-11	M-11 FROM DIVISION AVENUE EAST TO KALAMAZOO AVENUE	ROAD REHABILITATION	1.846		CON			
KENT	M-21	M-21 FROM I-96 EAST TO GRAND RIVER AVENUE	ROAD REHABILITATION	3.668		CON			
KENT	M-37	M-37 FROM 60TH STREET NORTH TO 44TH STREET	ROAD REHABILITATION	2.076		CON			
KENT	M-37	M-37 FROM 92ND STREET NORTH TO NORTH OF 76TH STREET	ROAD REHABILITATION AND WIDENING	2.568					CON
KENT	M-6	KALAMAZOO AVENUE TO EAST PARIS AVENUE	ROAD REHABILITATION	3.480		CON			
KENT	M-6 (Paul B Henry Freeway)	EAST BRANCH RUSH CREEK EAST TO BURLINGAME AVENUE	ROAD REHABILITATION	2.831					CON
KENT	US-131	US-131 FROM ALLEGAN/KENT COUNTY LINE NORTH TO 76TH STREET	RECONSTRUCTION	4.039					CON
MASON	US-31	HOAGUE ROAD NORTH TO MASON/MANISTEE COUNTY LINE	ROAD REHABILITATION	2.187		CON			
MASON	US-31	OCEANA/MASON COUNTY LINE NORTH TO MEISENHEIMER ROAD	ROAD REHABILITATION	4.560		CON			
MASON	US-31	SUGAR GROVE ROAD NORTH TO HOAGUE ROAD	ROAD REHABILITATION	10.103					CON
MECOSTA	US-131 NB	13 MILE ROAD NORTH TO 19 MILE ROAD	ROAD REHABILITATION	7.070			CON		
MONTCALM	M-91	KENDAVILLE ROAD NORTH TO M-46	ROAD REHABILITATION	4.489					CON
NEWAYGO	M-37 (State Road)	M-82 (SOUTH JUNCTION) NORTH TO THE MUSKOGON RIVER	ROAD REHABILITATION	2.142		CON			
OCEANA	ROTHBURY REST AREA RAMP	AT THE ROTHBURY REST AREA #529	ROADSIDE FACILITIES - IMPROVE	0.938		CON			
OSCEOLA	M-115	80TH AVENUE SOUTHEAST TO THE MIDDLE BRANCH RIVER	RECONSTRUCTION	1.085	CON				
OSCEOLA	M-115	50TH AVENUE SOUTHEAST TO 16 MILE ROAD	ROAD REHABILITATION	1.270	CON				
OSCEOLA	M-66	21 MILE ROAD TO MIDDLE BRANCH CREEK	ROAD REHABILITATION	3.623		CON			
OSCEOLA	US-131 SB	US-10 NORTH TO 14 MILE ROAD	ROAD REHABILITATION	7.714				CON	
OTTAWA	I-196	BYRON ROAD EAST TO 32ND AVENUE	TRAFFIC SAFETY	6.874			CON		
OTTAWA	I-196	I-196 FROM BYRON ROAD EAST TO 32ND AVENUE	RECONSTRUCTION	6.674			CON		
OTTAWA	I-196 (BL)	I-196 (BL) FROM US-31 EAST TO I-196	ROAD REHABILITATION	5.525		CON			
OTTAWA	I-196 EB	WEST OF 32ND AVENUE EAST TO EAST OF THE OTTAWA/ KENT COUNTY LINE	RECONSTRUCTION	5.303	CON				

EPE= Study/Environmental PE=Preliminary Engineering/Design PE-B=Preliminary Engineering/Design for Bridges
 UTL=Utility work ROW=Right of way/Real Estate CON=Construction

Bonded Projects New Projects



Week of February 24, 2020 – Friday Memo

Good afternoon. This is the City Manager's week in review.

Vacancy – We are accepting applications for the Treasurer position. If you know anyone interested with local government experience, please send them to City Hall.

DPW Position – Myself and the DPW director interviewed an individual last week and made an employment offer to fill the vacant DPW position. Hopefully in the coming days we will receive a response indicating their interest in the position.

Michigan Township Services – I met with Tasha from Michigan Township Services about adding onto their contract to include some of the workload currently housed under the Planning Department. With the departure of the Planning and Zoning Administrator, I'm proposing to outsource some of the work and plan to re-evaluate the workload later this year to determine what the best process is for the residents and the City. With MTS proposed to take on more of the work, they could serve as a one stop location for all zoning and construction questions. Tasha has presented a proposal and I will be bringing that to Council at the March 16th meeting.

Recycling – I spoke with the Republic representative on Wednesday and we reviewed the contract amendment. I have the amendment scheduled to be on the Council's agenda on March 16th. We will begin to get information distributed to the community in the coming weeks. When individuals are ready to have their cart delivered, they will call a dedicated phone number provided by Republic and the cart will be delivered. The first pick up is proposed to be in April. There are still some dates and process to work out, but we are getting closer.

Special Assessment District – I have a meeting scheduled next week with Prein and Newhof to review the Special Assessment District budget calculations. The contractor has booked the project starting in the August / September 2020 timeframe.

200 Blue Star – Thursday I met with the developer who wants to develop 200 Blue Star. We stressed with him the need to get the project moving in order to meet the State deadlines to obtain funding at the beginning of the State's fiscal year. We agreed on several key dates that need to be met to keep the project on task. By April, the environmental assessments need to be complete. In the month of May, introductory conversations need to be held with the Planning Commission, Brownfield Authority, and EPA, No later than June 1, the introductory meeting needs to be completed with the State Department of Environment Great Lakes and Energy.

Point Pleasant – I've continued sharing information with the attorney to bring him up to speed on the Point Pleasant project. I have not heard of a date to have the negotiations.

Root Beer Barrel – The Deputy City Clerk continues to hand out proposal packets for the Root Beer Barrel. This seems to be generating a good deal of interest.

Cleaning Contract – The cleaning proposal came back higher than anticipated and we've rejected all the bids. The City is currently evaluating other options.

Grateful for the Police Department – I received a call from a resident in the Felker's Neighborhood who was very appreciative of the Douglas Police Department and the "House Watch" program. As a seasonal resident, the caller was very happy to know that her property was being watched. In fact, when she showed up unexpectedly, a police officer noticed a car in the driveway and ran the license plate to make sure she was connected to the property. Thanks Douglas PD!!! If you would like a House Watch Request Form you can find it on our website under Forms and Permits.

Erosion – County Commission Chairman Jim Storey recently testified before the Natural Resources and Environment Subcommittee regarding the toll the erosion is having on lakeshore communities. I've attached Chairman Storey's statement.

COVID-19 Coronavirus – The City website has information from the County Health Officer regarding the COVID-19 Coronavirus. There are some good preventative measures people can take included in the literature.

Blue Star Bike Path Meeting – I attended the first meeting of the tri-community group. The meeting was mostly organizational in nature and Councilperson Mooradian was selected as the recording secretary. The group plans to come forward with recommendations to the respective governing bodies in July.

Upcoming Events – Winterfest is Saturday, February 29th, from 12:00-3:00 at several Douglas locations. The event flyer is attached for more information.

That's all I have for now.

Rich LaBombard
City Manager

Statement of Chairperson James Storey, Allegan County Board of Commissioners
before the
Natural Resources and Environment Subcommittee
Senate Appropriations Committee
February 25, 2020

Good Morning, Chairman Bumstead and Senator Members of the Natural Resources and Environment Subcommittee.

I am Jim Storey, a member and currently chair of the Allegan County Board of Commissioners. I appreciate the opportunity to testify before you on the serious emergency faced by the Great Lakes shoreline counties of our state.

The near-historic rise of the Great Lakes and the high winds which buffeted our Allegan County shoreline late last year exacted a telling toll on our communities and the residents who live there.

This emergency has been talked about for several months. Except to speed up a too-slow permit process for shoreline property owners, precious little action has taken place to alleviate a shipwreck on the horizon for our fast-approaching summer tourism season.

In Allegan County, our Lakeshore Drive county road has suffered serious damage that needs attention immediately and long term needs re-location. Currently, some 12 homeowners are isolated because the roadway has been eroded to a dangerous passage level. Fire, sheriff and ambulance services are prevented from accessing the area.

Temporary repairs would cost our road commission \$800,000 while a permanent relocation has been estimated at \$5,000,000. We are not the only county in this situation.

I am advised the County Road Association of Michigan is surveying its members for a list of roads in similar situations as our Lakeshore Drive.

While this cost is daunting, of even greater concern is the ugly condition of our shorelines littered with flotsam and jetsam tossed against our Lake Michigan shore by the wind-driven high water beating against our shores.

I have attached a few photos taken recently of certain sections of the Lake Michigan shoreline in Allegan County. I think you will agree summer visitors will be shocked when they attempt to access the lake from littered beaches. They may well abandon our state as a place to spend their summer vacation.

With the 2020 navigation season officially just a few weeks away, this is a serious threat to our extremely vital tourism industry which employs hundreds if not thousands of Michigan residents.

Can you imagine the beating Pure Michigan will take if this trash is not removed? Will Michigan's image be bolstered if a commercial or recreational vessel hits debris in our waters and sinks, perhaps injuring those on board?

Current emergency disaster funding is tied to a mechanism that was never designed to address our current Great Lake emergency. Among the many stop points that require emergency managers to document the start of a disaster and an end to said disaster.

This disaster is ongoing and if Corps of Engineers and NOAA predictions come true, it will continue for the year ahead.

Action is needed now, not after a so-called action task force meets and discusses the situation.

So, what is to be done?

Allegan County needs and deserves an emergency appropriation from the state to relocate our tourist-oriented Lakeshore Drive. Our county and 23 of our 24 townships already tax themselves in addition to state-shared revenue to maintain our county road system. We are among only a handful of Michigan counties that do so.

In other words, we don't ask you first for funds; we do our job before we ask for help, but we need the help of our State Government now.

Our beaches need immediate attention to remove the wreckage. The Governor of Indiana has already tasked his reports to assess damage to that state's Lake Michigan shore to document the need for emergency funding.

In comparison to that state, our endless Great Lakes shoreline in both peninsulas are much longer and the threat to our tourism economic is many times greater.

Our state government should take same action as the Hoosier state while at the same time getting the two natural resource agencies, DNR and EGLE, in gear to engage those with the skill and knowledge to remove that debris.

Some have suggested this task – removing beach debris which consists of torn-off decks, stairways, barbecue grills, large trees, and docks among other things – could be a training exercise for engineering units of the National Guard.

With the 147 vetoes of funding for various projects this fiscal year freeing up millions of dollars, we need to utilize the remaining frozen funds to attack this natural disaster.

When Katrina hit the gulf coast and the 2012 Atlantic coast storm hit New Jersey and other nearby states, the Congress appropriated emergency funds to help those states rebuild. This was in addition to funds triggered by the current legal mechanism.

Michigan counties need that same spirit of response to this emergency that hit our shores, our communities and our residents.

We need Michigan's state government to engage in this emergency, now, not some years ahead.

A DOUGLAS COMMUNITY EVENT

Winterfest

Saturday, February 29
12:00-3:00 pm

HORSE-DRAWN WAGON

Ride to each location during Winterfest. Sponsored by Kim Neuens Design.

SAUGATUCK TOWNSHIP FIRE DISTRICT

Make s'mores with the Fire Department, explore fire trucks, and enjoy other activities at Beery Field. Thanks to Brian Butler and the South Haven Walmart for contributing.

SAUGATUCK-DOUGLAS HISTORY CENTER

Meet Siberian Huskies and watch them pull a sled. School House will be open for exhibits.

DOUGLAS ELEMENTARY SCHOOL

Winter-themed carnival games, prizes, and a cake walk.

SAUGATUCK-DOUGLAS DISTRICT LIBRARY

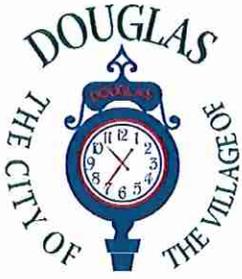
Complete a scavenger hunt to earn a candy prize and a brand new book. Design your own button or magnet.

DOUGLAS POLICE DEPARTMENT

Meet and greet officers all around town.

Back Alley Pizza will be selling pizza by the slice: \$1 per piece!

Respite Cappuccino Court will be selling hot chocolate.



Week of March 2, 2020 – Friday Memo

Good afternoon. This is the City Manager's week in review.

COVID 19 – The Allegan County Health Officer continues to monitor and update officials about the status of the Coronavirus situation. In an effort to communicate more effectively and consistently with all stakeholders, Public Health has set up a virtual weekly Allegan County COVID-19 update beginning March 09, 2020 at 4:00 to 5:00 pm. This will be ongoing until further notice. I've attached a fact sheet about the virus for reference.

City Council Meeting – Monday's City Council meeting covered a number of new business items.

- Presentation from Dan Callam about the Kalamazoo River Greenway
- Resolution to Participate in the Detroit Institute of Art Inside / Out Program
- Resolution about Appointive Office and Relatives
- Resolution to appoint an alternate to the Assessing Board of Review
- First reading of the Groundwater Protection Ordinance aka Wellhead Protection

Vacancy – The City Clerk has advertised the vacant Treasurer position with the Michigan Treasurer's Association. Ideally, we will find a candidate that has municipal experience.

DPW Position – The candidate interviewed for the vacant DPW position has accepted the job offer. Kyle Hooker will be joining the DPW on March 16th. Kyle comes from the Holland Hospital system and he brings with him a significant amount of facility maintenance experience. The DPW will be back to full staff.

Seasonal Help – I worked on a draft job description for Summer seasonal help for the downtown. The position will be in charge of maintaining the downtown in a neat and tidy appearance and will enthusiastically promote and inform visitors seeking information about Douglas and things to do.

Sesquicentennial - I've been working on ideas for the 150th Celebration this week and have reached out to the History Center to get additional information about using their archives as a resource. More to come on this topic. DDA will likely be picking up some of the event planning.

Banners – Spring banners are being installed this week by the DPW. It's a sign that Spring is just around the corner.

Buoys – The DPW Director and myself met with an individual this week about buoy installation. Since the DPW doesn't have a boat or the necessary equipment to install and remove the buoys, I've requested a proposal for the service to be performed by a vendor. The vendor would be required to have the buoys in no later than Mother's Day and removed by Halloween every year. I will seek additional proposals for this very specialized service and bring my recommendation to City Council once it's fully developed.

Douglas Beach Access – DPW is evaluating how to make repairs to the beach access at Douglas Beach and plan to start the repairs next week. The early onset of warm weather has residents eager to get back to the water and we're mindful of that, but permanent repairs and handrail extensions must be completed first.

Election – The Clerk and Deputy Clerk are in full election mode this week and are ready for Tuesday's election. The Clerk will be holding office hours on Saturday from 8-4 as required by law. The Council Chamber is set up for the election as well. Get out and vote.

Personnel Manual – I've been working through the personnel manual a bit more this week. I'd like to get the proposed revisions to Council in April.

Special Assessment Districts – I met with the City Engineer this week to review the Special Assessment District payment calculations.

Bond Council – I have a meeting set up next week to go over the City's bonding needs with Warren Cramer of Baird. We will be looking at options and bonding costs to finance the Special Assessment District.

Council Committee of the Whole – March 16 at 6:00 is the next Committee of the Whole workshop to go over Roberts Rules of Order, Ethics and Code of Conduct. This is intended to be more of a housekeeping meeting.

Team Workshop – Municipal Specialist and Facilitator Lew Bender will be joining the City staff and City Council on April 2nd to assist us with creating a stronger working team to better serve the citizens of Douglas. Mr. Bender will be working with staff from 1-4 and working with Council from 4-8.

Upcoming Events – Don't forget to spring forward this weekend.

That's all I have for now.

Rich LaBombard
City Manager

What is novel coronavirus?

Novel coronavirus (2019-nCoV) is a virus strain that has only spread in people since December 2019. Health experts are concerned because little is known about this new virus and it has the potential to cause severe illness and pneumonia in some people.

How does novel coronavirus spread?

Health experts are still learning the details about how this new coronavirus spreads. Other coronaviruses spread from an infected person to others through:

- the air by coughing and sneezing
- close personal contact, such as touching or shaking hands
- touching an object or surface with the virus on it, then touching your mouth, nose, or eyes
- in rare cases, contact with feces

How severe is novel coronavirus?

Experts are still learning about the range of illness from novel coronavirus. Reported cases have ranged from mild illness (similar to a common cold) to severe pneumonia that requires hospitalization. So far, deaths have been reported mainly in older adults who had other health conditions.

What are the symptoms?

People who have been diagnosed with novel coronavirus have reported symptoms that may appear in as few as 2 days or as long as 14 days after exposure to the virus:

Fever



Cough



Difficulty
breathing



Who is at risk for novel coronavirus?

Currently the risk to the general public is low. At this time, there are a small number of individual cases in the U.S. To minimize the risk of spread, health officials are working with healthcare providers to promptly identify and evaluate any suspected cases.

Travelers to and from certain areas of the world may be at increased risk. See wwwnc.cdc.gov/travel for the latest travel guidance from the CDC.

How can I prevent from getting novel coronavirus?

If you are traveling overseas (to China but also to other places) follow the CDC's guidance: wwwnc.cdc.gov/travel.

Right now, the novel coronavirus has not been spreading widely in the United States, so there are no additional precautions recommended for the general public. Steps you can take to prevent spread of flu and the common cold will also help prevent coronavirus:

- wash hands often with soap and water. If not available, use hand sanitizer.
- avoid touching your eyes, nose, or mouth with unwashed hands
- avoid contact with people who are sick
- stay home while you are sick and avoid close contact with others
- cover your mouth/nose with a tissue or sleeve when coughing or sneezing



Currently, there are no vaccines available to prevent novel coronavirus infections.

How is novel coronavirus treated?

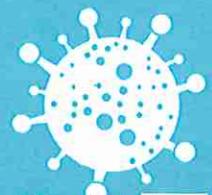
There are no medications specifically approved for coronavirus. Most people with mild coronavirus illness will recover on their own by drinking plenty of fluids, resting, and taking pain and fever medications. However, some cases develop pneumonia and require medical care or hospitalization.

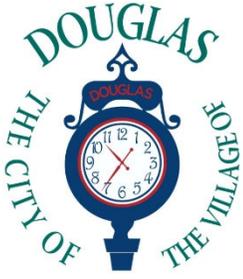
This document was created by the Seattle and King County Public Health Department.

For more information:

- www.michigan.gov/coronavirus
- www.kingcounty.gov/ncov
- www.cdc.gov/coronavirus

Updated 1/24/2020





Week of March 9, 2020 – Friday Memo

Good afternoon. This is the City Manager's week in review.

COVID 19 – The virus has made its way to West Michigan and a good deal of time has been spent this week reviewing the material provided from various sources and planning the City's response. Friday, I sent out an e-mail to the elected officials and staff outlining what we are doing now and what we will do next if the situation escalates. I'm proposing a planning discussion on Monday with community stakeholders to develop a list of resources available to the community.

Vacancy – We have received a few responses for the Treasurer position. I'll continue to keep the advertisement open.

Election – Tuesdays election turnout was great. Thanks to the Clerk and Deputy City Clerk for a job well done. Voter turnout was 52 percent with 675 ballots cast.

Director's Meeting – Our bi-monthly director's meeting was short and sweet this week because of the election. We focused mainly on topics for the next council meeting.

Buoys – Friday I met with a second individual who will quote the installation and removal of our buoys. I'd like to get a three-year contract in place with one company so that we can assure timely installation and removal of the navigational aids.

Brownfield – I met this week with Mary Fechtig—a new member of the Douglas Brownfield Redevelopment Authority. We reviewed the basics of the DBRA and talked about the project at 200 Blue Star Highway. Mary will make a wonderful addition to the Authority.

Affordable Housing – I've had several discussions about affordable housing needs in the City this week. The need to have affordable housing available in our community for lower income families and employees that support the operations of local businesses persists.

Board of Review – I had the opportunity to introduce myself to the Board of Review members this week. Our Assessor had a full plate for them. They spent the better part of 2 days reviewing assessments.

Point Pleasant – The Mayor and I had a discussion with the City attorney about Point Pleasant Marina. The attorney will be leading the negotiation with the property owners. We have a grant from the State of Michigan that will pay for the acquisition of a good portion of the property.

Bumpouts – I spent some time chatting with Councilman Seabert about the downtown bumpout plantings for this coming season. I've adopted a section this year so I can get a better idea of how the process works and be better connected to the downtown. I'm looking forward to getting my plot spruced up.

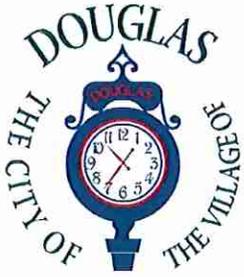
Energy Efficiency – I had a meeting this week with an energy efficiency expert who is going to review the City’s facilities and provide some recommendations about capturing lost energy savings. I’ll report more as this process develops.

Furrow’s Development – I joined in on a conversation with a developer interested in the Furrow’s Development site on Wiley Road. I’m looking forward to seeing his concept for the site since it has a great deal of potential.

Upcoming Events – Many events are being cancelled due to COVID 19. The St. Patrick’s Day parade scheduled for this weekend is cancelled.

That’s all I have for now.

Rich LaBombard
City Manager



Week of March 16, 2020 – Friday Memo

Good afternoon. This is the City Manager's week in review.

COVID 19 – The majority of my week has been focused on the virus and emergency preparations. There are no reported cases in Allegan County as of this writing. I made contact with the Allegan County Health Officer today (Friday) and she said we're doing relatively well in the County. Allegan County Health Officials have good processes in place. She is closely monitoring the modeling nationwide of the virus progression. The reported number of cases jumped to 549 today, up from 334 on Thursday. Three deaths in the state have been reported. Follow the Allegan County Health Department Facebook page for up to date information.

On Monday, I attended an emergency management webinar conducted by the Allegan County Emergency Management Department in conjunction with the Allegan County Health Department to go over the County's response to the COVID-19 crisis.

COVID-19 Information and Resources – Following a meeting with community stakeholders on Monday, I worked with the Mayor to develop a "COVID-19 Official Local Information and Resources" page that summarizes the current situation, provides information about symptoms, provides information about the governor's executive orders, builds a list of community resources, provides links for additional information, and has links to sign up for volunteer opportunities. The updated version of the document is attached. I'm working on developing a one-page flier with the information contained in the "COVID-19 Official Local Information and Resources" document.

Committee of the Whole – This month's committee of the whole discussion was a refresher on parliamentary procedures / Roberts rules of order, ethics, and code of conduct for elected officials.

Closure of Public Buildings – On Wednesday, City Hall and the Department of Public Works closed their doors to the public to ensure the continuity of government and protect municipal employee's health. Citizens may interact with the City by phone or email or may make an appointment to meet with staff. DPW has placed an information board outdoors at City Hall for community news to be posted. We also will continue to use our website, Facebook page, and constant contact to get information out to the public.

Erosion – I attended an Emergency Management meeting regarding flooding and erosion on Monday. On Friday, I drove to the river and documented the high water under the bridge and noted the water's proximity to the electrical panel for the bridge lighting and also to the sewer lift station.

Police Cruiser – At Monday's City Council meeting, budgeted funds were approved to purchase the vehicle that had been on order for some time. Thursday the new police cruiser was delivered.

Douglas Beach Access – DPW was attempting to work on repairs to the Douglas Beach access this week, however, delivery of materials to make the necessary repairs are a few weeks out because of the COVID-19 restrictions employers are putting into place.

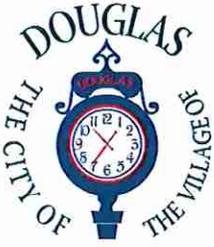
Buoys – DPW was prepping the navigation buoys for installation this week.

Energy Efficiency – The Deputy City Clerk is gathering information for an energy efficiency review of City owned facilities.

Upcoming Events – Events are cancelled.

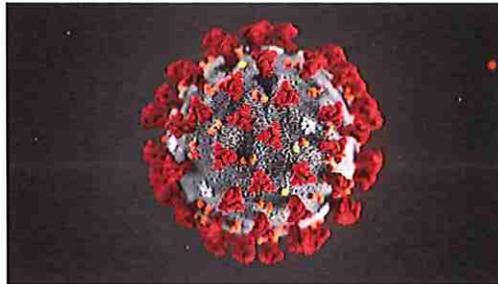
That's all I have for now.

Rich LaBombard
City Manager



The Village of Friendliness – Since 1870

COVID-19 Official Local Information & Resources



INTRODUCTION:

In an effort to be proactive about the needs of the Douglas community, and particularly those who are defined as vulnerable populations, this information and resource page has been developed to provide information about the resources available during the COVID-19 crisis.

Vulnerable populations are people who are at a higher risk of getting very sick from the COVID-19 virus and includes:

- Older adults – Age 60 and above
- People who have serious chronic medical conditions such as:
 - Heart disease
 - Diabetes
 - Lung disease

To sign up to be a community volunteer, visit www.sdvolunteers.com

CURRENT SITUATION:

As of Monday, March 16, there are no confirmed cases in Allegan County. There are 11 persons under investigation (PUI). Three PUI have tested negative and eight PUI are pending. The County Health Department is holding routine meetings with community leaders to update and inform about the rapidly developing situation.

Number of Cases Statewide:

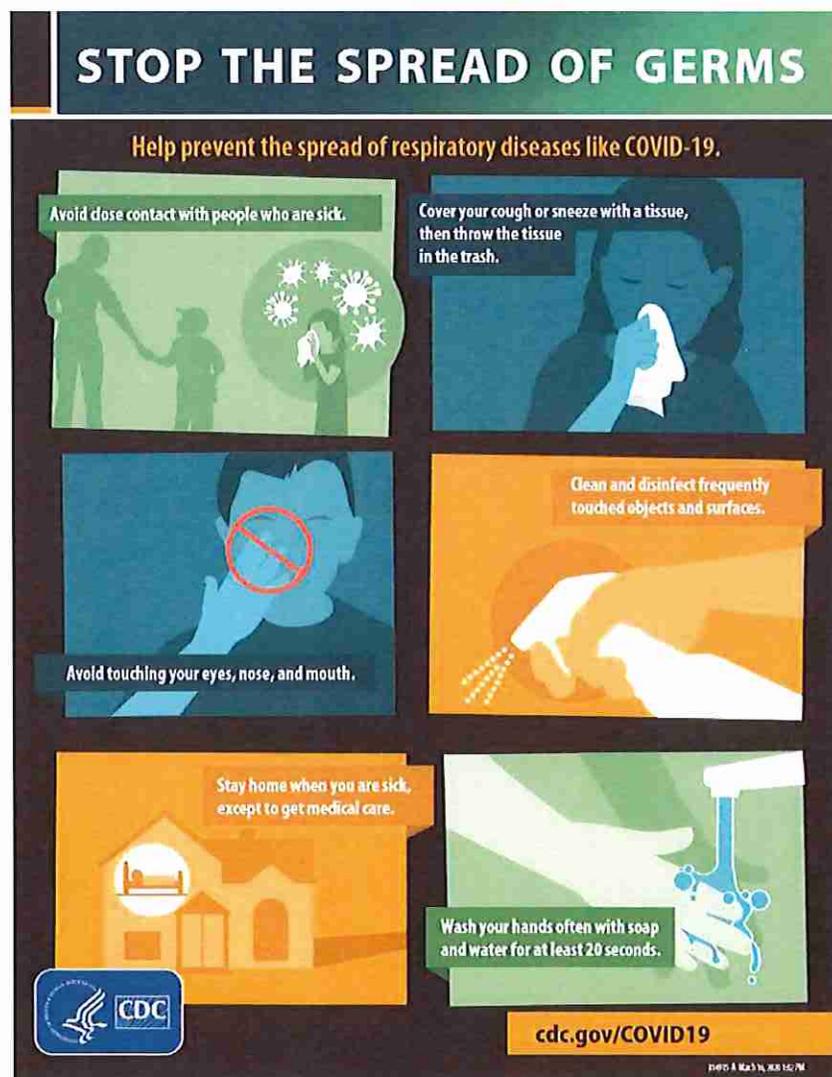
- As reported Thursday (3-20) – 334 confirmed cases and 3 deaths.

KNOW THE SIGNS AND SYMPTOMS:

The Centers for Disease Control and Prevention recommend people watch for symptoms and emergency warning signs of COVID-19:

- Pay attention for potential symptoms including, **fever, cough, and shortness of breath**. If you feel like you are developing symptoms, call your doctor.
- If you develop emergency warning signs, get medical attention immediately. In adults, emergency warning signs*:
 - Difficulty breathing or shortness of breath
 - Persistent pain or pressure in the chest
 - New confusion or inability to arouse
 - Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.





COVID-19 HOTLINES:

- Allegan County Health Department Hotline – Hotline staffed 8 am to 8 pm. Call **269-686-4546**.
- Michigan Department of Health and Human Services announced the launch of a statewide hotline to respond to health-related questions about the coronavirus. The hotline will be open seven days a week from 8 am to 5 pm at **1-888-535-6136**.
- Holland Hospital Corona Virus Hotline - A free COVID-19 Screening Hotline is available from 7 am - 7 pm every day to evaluate symptoms or address concerns about possible exposure. Please call **(616) 394-2080** to speak with a nurse.
- Spectrum Health COVID-19 Hotline - A free phone screening service is being offered 24 hours a day, 7 days a week to people in the state of Michigan. Please call (616) 391-2380.

CITY GOVERNMENT:

To distribute information quickly to the public, the City of Douglas will utilize its various social media platforms (website, Facebook and constant contact) to share updated information. The City webpage is located at www.ci.douglas.mi.us. The City's Facebook page is "*The City of the Village of Douglas*". To get updates delivered to your e-mail, please sign up for constant contact. To sign up, visit www.ci.douglas.mi.us and click on "sign up for our mailing list" near the bottom of the home page.

Beginning Wednesday March 18, 2020, Douglas City Hall and the Department of Public Works facilities are temporarily restricting the public from entering the facilities to ensure the safety of employees and the continuity of government services. You may contact the City of Douglas by phone **269-857-1438** or by e-mail at douglas@ci.douglas.mi.us. Phones will be staffed during normal business hours (8-4:30). After business hours, you may contact Mayor Pat Lion at 269-857-2637 or 616-990-3076 or the City Clerk, Pam Aalderink, may also be reached after hours by calling 616-941-3221.

NEWS AND STATE UPDATES:

- On Tuesday, March 10, 2020, Michigan's Governor Whitmer declared a state of emergency as the state's first positive cases of COVID-19 were identified. The emergency declaration enables the state to quickly deploy resources to local jurisdictions to support their response efforts in combatting the spread of COVID-19. The declaration places Michigan at a heightened state of preparedness for response. All Michiganders are encouraged to follow the recommendations from the Michigan Department of Health and Human Services and the Centers for Disease Control to protect themselves and slow the spread of COVID-19.
- Visit www.Michigan.gov and click the link titled "Michigan Coronavirus Disease 2019 (COVID-19) Response" to find out what Michigan is doing and learn more about community mitigation strategies. Viewers may also use the link to subscribe to news and updates.

GOVERNOR EXECUTIVE ORDERS:

- **Restrict Non-essential Medical and Dental Procedures** – Effective March 21, 2020, all hospitals, outpatient facilities and dental facilities must implement a plan to temporarily postpone all non-essential procedures. A non-essential procedure means a medical or dental procedure that is not necessary to address a medical emergency or preserve the health and safety of the patient. Elective, cosmetic, bariatric medical treatments, and aesthetic, routine dental hygiene and orthodontic procedures must be postponed with some exceptions. *Executive Order No. 2020-17, March 17, 2020.*
https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-522451--,00.html
- **Expanding Child Care Access** – Effective immediately and continuing through April 15, 2020, in order to respond effectively to the urgent and steep demands created by this emergency, providers of health care, emergency medical services, law enforcement, and other essential services require child care services for their children, particularly when schools are closed. The general public needs expanded access to child care during this emergency as well. Meeting this critical need requires swiftly but safely expanding access to child care services. To that end, it is reasonable and necessary to provide temporary and limited relief from certain regulatory restrictions regarding child care services, and to facilitate the use of certain property for those services. *Executive Order No. 2020-16, March 17, 2020.*
https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-522172--,00.html
- **Public Meetings** – Effective immediately and continuing until April 15, 2020, the governor is temporarily suspending rules and procedures relating to physical presence at public meetings and hearings of public bodies and other governmental entities in Michigan. Public bodies and entities must continue to conduct public business during the emergency and the general public must be able to continue to participate in government decision-making without compromising public health, safety, and welfare. Therefore, meetings of public bodies may be held electronically (i.e. telephone conference or video conference) in a manner in which the general public and members of the public body may participate by electronic means and two-way communication. *Executive Order No. 2020-15, March 18, 2020.*
https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-522173--,00.html
- **Hospitals** – Executive order to temporarily lift regulatory requirements on hospitals and care facilities and help ensure an adequate number of health care providers are available to patients during the spread of COVID-19. Effective immediately and until Wednesday, April 15, the order grants LARA and DHHS authority to waive or defer certain requirements in order to expedite the process of bringing additional care facilities online during the emergency and empowers LARA to ensure adequate supply of care providers during the emergency by granting the department additional flexibility in its decisions about licensing, registration, and workflow requirements. *Executive Order No. 2020-13, March 17, 2020.*
https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-522016--,00.html
- **Seasonal Load Restrictions** – Effective immediately and through April 13, 2020, all state and local seasonal load restrictions are suspended for deliveries that meet immediate needs for medical supplies and equipment; community safety, sanitation supplies and equipment; food for emergency restocking of stores; temporary housing, quarantine and isolation facilities; persons designated for medical, isolation and quarantine purposes; persons providing medical and emergency services. *Executive Order No. 2020-12, March 17, 2020.* https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-521893--,00.html
- **Prohibit Large Assemblages** – This order changes the temporary restrictions imposed on events and assemblages by Executive Order 2020-5, in light of the most recent guidance from the Centers for Disease

Control and Prevention. This order continues to permit certain assemblages and events, these assemblages and events should only occur as necessary and in adherence with the measures needed to mitigate transmission of COVID-19 (social distancing, hand washing, limited face to face contact). Continuing through April 5, 2020, all assemblages of more than 50 people in a single indoor shared space and all events of more than 50 people are prohibited. Executive Order No. 2020-11, March 17, 2020.

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-521890--,00.html

- **Dine In services** - Gov. Gretchen Whitmer will order all bars and restaurants in the state of Michigan to shut down their dine-in services in response to the coronavirus COVID-19 outbreak. The shutdown will go into effect starting at 3 pm Monday, March 16, 2020. *Executive Order No. 2020-9, March 16, 2020.*
https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-521789--,00.html
- **Price Gouging** - Beginning March 16, 2020 at 9:00 am and continuing until April 13, 2020 at 11:59 pm, if a person has acquired any product from a retailer, the person must not resell that product in this state at a price that is grossly in excess of the purchase price at which the person acquired the product that is more than 20 percent higher than what is routinely charged. *Executive Order No. 2020-8, March 15, 2020.*
https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-521701--,00.html
- **Temporary Entry Restriction** - Effective immediately and continuing through April 5, 2020 at 5:00 pm, all health care facilities, residential care facilities, congregate care facilities, and juvenile justice facilities must prohibit from entering their facilities any visitors and any individual exhibiting symptoms. *Executive Order No 2020-7, March 14, 2020.* https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-521697--,00.html
- **Rescinded 3-17-2020 - School Closings** – Governor Whitmer announced the closure of all Michigan K-12 schools, including public, private and boarding schools. Schools are closed as of Monday, March 16, 2020 until Monday April 6, 2020. *Executive Order No. 2020-5, March 13, 2020.*
https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-521595--,00.html
- **Rescinded 3-17-2020 – Limited gatherings** – The State of Michigan has banned gatherings of 250 people or more. Furthermore, the CDC issued new recommendations late Sunday, saying that gatherings of 50 or more people should not take place in the U.S. for the next eight weeks. The recommendation does not apply to businesses or schools. *Executive Order No. 2020-5, March 13, 2020.*
https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-521595--,00.html
- **Open Meetings** - Open meetings Act recommending postponing public meetings and/or agenda items that may be deferred until a later time. *Executive Directive No. 2020-2, March 13, 2020.*
https://www.michigan.gov/whitmer/0,9309,7-387-90499_90704-521677--,00.html
- **State of Emergency** – The governor declared a statewide State of Emergency. *Executive Order No. 2020-4, March 10, 2020.* https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-521576--,00.html

CONSUMERS ENERGY:

Consumers Energy is suspending shut offs for non-pay, low income and senior customers starting March 16 thru April 5. <https://www.consumersenergy.com/>

- Shutoffs for non-pay for low-income customers shall be suspended beginning on March 16, 2020 through April 5, 2020. Note timeframes could be adjusted depending on the spread and severity of the Covid-19 virus.
- Senior citizens and qualified low-income customers already enrolled in our Winter Protection Program have had their end dates extended through May 3, 2020, without any additional actions required on their part. This will ensure that our most vulnerable customers have the services they need during this state of emergency. All shut-off notices will be withheld to prevent any additional stress for these customers.
- Modified current medical hold policy to cover those infected or quarantined by either the COVID-19 or Influenza virus. Impacted customers will be eligible for a 30-day medical hold.

FIRE DEPARTMENT:

Non-emergency 269-857-3000. The Fire Department can make themselves available on a limited basis if something needs delivered. <https://www.saugatuckfire.org/>

FOOD AND RESOURCES:

Several local organizations are organizing food drives and working out a collection and distribution system.

- Douglas United Church of Christ – 56 Wall Street, Douglas, <https://www.douglasucc.org/about-douglas-ucc.html> or contact Julie Ridl at julie@douglasucc.org
- Douglas Police Department – 47 W. Center Street – Drop off non-perishable food in the red Humvee
- Saugatuck Township Fire Department – 3342 Blue Star Highway, Saugatuck – Drop off non-perishable food in the foyer.
- Christian Neighbors – 100 S. Peter’s Drive, Douglas, <https://christianneighborsindouglasmi.weebly.com/> or contact JoAnn DeJonge at jtdejonge@gmail.com.
- Children’s First Lakeshore – Supplemental food available for children under 18 through school district. FeedingtheGap.com Contact Mike Mora (269) 857-1492
- Feed the Need, Allegan County Resources, <https://www.facebook.com/groups/886253631847481/> Connects Allegan County resources to individuals in need.

LIBRARY SERVICES:

The Saugatuck Douglas District Library is closed until March 30th. Public Wi-Fi is available outside the library during the closure for those needing internet access. www.sdlibrary.org
Saugatuck-Douglas District Library card holders with access to WI-FI can borrow digital materials on their personal devices. Visit www.sdlibrary.org to get started.

The outdoor book drop is locked and will not be accepting returns. Please keep all library materials until the library re-opens. Late fees will not be charged.
Materials on the hold shelf will be available for patrons to check out when the library reopens. No new holds will be processed while the facility is closed.

PHARMACY:

Saugatuck Drug Store (269-857-2300) has a walk-up window available and also offer a delivery service. Non-narcotic delivery can be arranged through Interurban Transit Authority.

Family Fare Pharmacy in Holland (616-392-7504) offers delivery of service for prescriptions drugs upon request. Pharmacy hours Monday-Friday are 8 am to 8 pm, Saturday 9 am to 5 pm, and Sunday 10 am to 4 pm.

POST OFFICE:

Mail can be picked up by volunteers, but a post office box key needs to be provided by the owner directly to the volunteer.

PUBLIC SAFETY:

For emergencies, contact [9-11](tel:911). Allegan Co Central Dispatch Non-Emergency: 269-673-3899

The Douglas Police Department non-emergency phone number is 269-857-4339. Residents are encouraged to maintain phone contact with their neighbors, particularly those who are considered to be the vulnerable population. Residents may request a safety/welfare check if they are concerned about neighbor's wellbeing. The Douglas Police Department is here to assist you. Douglas Police Officers will continue to be on duty 24 hours a day, 7 days a week. Again, if you have any concerns about a neighbor or someone who lives in our community please give us a call and we can do a welfare check on that person.

The Douglas Police Department will be a drop off location for nonperishable food items and personal hygiene products/toiletries. You may drop them off 24/7 to the Humvee parked outside the Police Department on Center Street.

SCHOOLS AND STUDENTS:

- **School Breakfast & Lunches** - Saugatuck Public Schools will be delivering school breakfast and lunch to qualifying families prepared by food service workers and delivered by bus drivers and support staff. The Saugatuck Center for the Arts and Old Schoolhouse will serve as pick up sites for breakfast and lunch foods for any family in need of meals for their children. The weekend meal program provided by Children First Lakeshore will also continue and will be delivered by SPS employees. Delivery routes are being developed.

The Schools plan to deliver the first meals on Tuesday. The school appreciates all of our community partners who are stepping up to care for our kids. Many community members have asked how they can help. Donations to Children First Lakeshore or Christian Neighbors will help fill the food gap for our families.

School offices will continue to be staffed during this extended closure. Any families in need of food or other supplies during this time can contact their child's school or central office. DES: 857-2139 SMS & SHS: 857-2133 and Central Office: 857-1444

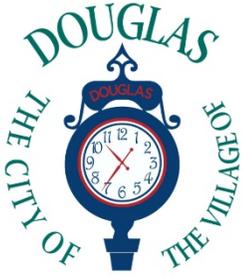
- **Day Care** – Possible guidance coming forward from Governor for child care for police, fire and healthcare workers.
- **Wi-Fi Access** – Students and individuals needed wi-fi access may obtain public access at the school parking lot.

TRANSPORTATION:

- **Interurban Transit Authority** – Phone **269-857-1418**. Interurban is asking vulnerable population to limit trips to only necessary travel. There are no limits on ridership, but are providing sanitizer and Lysol on the buses. Interurban has been in contact with Christian Neighbors about delivering food to seniors. Cow Hill donates to distribute free passes to the community and any unused fare balances can be donated. Interurban has a prescription delivery service for \$2.00. Only some prescriptions can be picked up. Passenger has to pay for the script.

VOLUNTEERING:

- Christian Neighbors headquartered in St. Peter's Catholic Parish has their normal volunteer staff to assist with anyone quarantined in the area and advised they could mobilize additional volunteers through their network of area Churches if the need arises. Potential volunteer needs are: Food shopping, prescription pickups, transportation, mail pick up.
- Douglas United Church of Christ has prepared a website to sign up for volunteer duties. The website is www.sdvolunteers.com. Julie Ridl will be the volunteer central point of contact. You can e-mail Julie at julie@douglasucc.org.



Week of March 23, 2020 – Friday Memo

Good afternoon. This is the City Manager's week in review.

COVID 19 – Much like last week, a good portion of my week was spent on reviewing the COVID-19 information coming from multiple sources, participating in webinars and watching press conferences. The governor's Executive Order 2020-21 was issued on Tuesday and became effective at 12:01 a.m. Wednesday. The order effectively issued stay home and stay safe orders to all non-essential employees. City staff met immediately upon issuance of the order and discussed the definition of essential work and how our routine tasks fit the Executive Order. City staff spent the remainder of Tuesday gathering up technology and sufficient work to begin working remote starting on Wednesday morning.

This time last week there were 549 cases and 3 deaths statewide. As of today, there are 2856 cases and 60 deaths. Follow the Allegan County Health Department Facebook page for up to date information.

Closure of Public Buildings – Municipal buildings were closed to the public last week on Wednesday with the threat of the coronavirus increasing and a greater push for social distancing measures. The governor's order this week forced the closure of City Hall and DPW through April 13. The Police Department remains open and fully staffed.

Lessons Learned – The Stay Home Stay Safe order forced some immediate changes in how we operate municipal government. We've discovered several issues that needed to be addressed immediately to smooth out communication and connectivity. Specifically, we discovered only two people can remote connect to the City's server at a time. Normally, this wasn't an issue, but when more than two employees suddenly need to connect it became apparent, we needed to resolve that issue immediately. Second, we discovered that communicating by text is a normal activity, but it lacks consistency so we are looking at Microsoft Teams as a better option for communication. Finally, we also had some issues with our voicemail system that had to be worked out as well since not all staff were receiving voicemails. Overall, it was a good week to learn about how resilient our city government can be. Great job to Pam, Jenny and Nick for helping to work through the issues.

Zoom Meeting – Another top priority for the City was determining the best way to continue to hold regular City Council meetings. Our Planner has been working with elected and appointed officials to get accustomed to using the meeting platform Zoom. We focused primarily on the essentials as described in the Charter: City Council, Planning Commission, Zoning Board of Appeals and Assessor Board of Appeals. Most of the membership has been through a training session at least once to get acclimated to the Zoom environment. We will be hosting an online public Zoom session in the near future to get the public used to Zoom. Thanks, Nick, for taking the lead on Zoom meetings.

Kalamazoo Lake Sewer and Water Authority – I spoke with the manager of Kal Lake this Friday afternoon and they are also closing their facility to the public and sending front desk staff home to work remote. Operations staff will still be working, but on a reduced staffing plan sufficient to maintain operations. Work requests to turn

on services will need to be scheduled a week in advance. Emergency after hour phones will still be answered, but routine communications will be via e-mails.

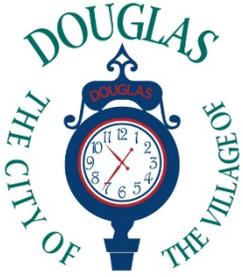
COVID Enforcement Guidance – I participated in a webinar Friday afternoon hosted by Michigan Municipal League to review the legal and enforcement aspects of the Governor’s Executive Order 2020-21 – Stay Home Stay Safe. The discussion focused on enforcement. For example, the City of Detroit has issued tickets to individuals congregating in public places. Violating 2020-21 can be a 90-day misdemeanor and a \$500 fine. Presenters stressed that people calling about enforcement should call the non-emergency number and not 9-11 to report offenders. While most law enforcement agencies are asking for compliance, the fines and misdemeanors are an option that can be exercised. Next, we learned more about the definition of essential business. Tobacco shops, comic book stores and golf courses are not an essential business, nor are public restrooms, but walk up ice cream shops can fit the definition of a restaurant and can remain open. Building contractors don’t fit the definition of essential unless they are making a repair to a home to protect the occupants. Marijuana retailers are permitted to operate. The presenters continued to stress the importance of social distancing in nearly every scenario that was discussed.

Republic Services – I spoke with Republic this week and they are asking residents to place all waste material inside the carts to minimize handling of material by staff. I posted that request on Facebook.

Upcoming Events – All events are cancelled.

That’s all I have for now.

Rich LaBombard
City Manager



Week of March 30, 2020 – Friday Memo

Good afternoon. This is the City Manager's week in review.

Zoom Meeting – Thursday evening was the City's public Zoom Trial meeting. It was well attended by at least 31 guests. We had good feedback from many people who thought the trial meeting was a good idea. The intent was to give the community the tools and practice they needed to successfully attend public meetings remotely. Much of the week was spent in preparation for Thursday's meeting and getting accustomed to the Zoom environment and practicing amongst ourselves. The Zoom Bombing that was reported in other communities was on our mind during the meeting, and fortunately, we didn't have any incidences. The Zoning Administrator spent a good amount of time working through the technology issues so the meeting would be a success. Thank you Nick Wikar! Thanks also go out to the City Clerk, Deputy Clerk, and Mayor for helping to make the end result a good experience.

City Services Delayed – I've been fielding calls and requests for the status of various city services this week. As everyone is aware, the Governor's Executive Order 2020-21 "Stay Home, Stay Safe" directive is very specific about the services that are being provided during this time. Therefore, all non-essential services are being suspended. Those services are:

- Installation of the Schultz Park Boat Ramps
- Downtown trash can installation
- Leaf and brush collection
- Opening of public restrooms
- Repair of the access stairs to Douglas Beach
- Spring clean-up week

Some essential services will continue such as solid waste collection (i.e. dog park trash collection). Please keep in mind that once the Executive Orders are lifted there will be a large backlog of work to be completed and we will probably field additional complaints if we don't make an attempt to properly align resident's expectations.

Acute Care Bed Capacity – I spent some time researching what is referred to as surge capacity of acute care hospital beds. I approached the County Health Officer and the Emergency Operations Center at the County to determine if there is a surge capacity plan for the west side of the County in preparation for the increase in COVID-19 patients. I understand there likely is a plan, but the management of the plan lies outside of County government and is managed by the regional hospitals. I'll continue to work to find the information as time permits.

City Council Agenda – The City Clerk's office worked on drafting the City Council Agenda this week and City staff worked on the City Council communications that are included as business items. There are new mandates that

need to be included in the agenda according to the Executive Order 2020-15 and staff worked on determining how best to meet the demands and still get the agenda packet developed efficiently.

Planning of Meetings – Wednesday I sent out a request to all the board / commission / authority chairs to determine the level of business for the month of April so that staff could accommodate the remote meeting procedures. Most chairs have been cooperative and responded quickly to my request. Several meeting cancellations have been issued today.

Root Beer Barrel – On Monday, I publicly opened three bid proposals for the operation of the Root Beer Barrel. This item will be on the City Council's agenda on Monday. Council will have to select the proposal that best meets the City's needs in terms of experience, business plan, and financial stability. The proposal selected will be offered a three-year contract to operate the barrel with two possible one-year extensions.

COVID 19 Update with County Health – Monday, I attended the weekly update on the COVID-19 crisis hosted by the Allegan County Health Officer. They've done a great job getting information out to the public. Follow the Allegan County Health Department Facebook page for updates and news releases.

ADA Interpreter – If you've been watching the governors' press conferences from Michigan and other states, you've probably noticed a sign language interpreter standing nearby. Executive Order 2020-15 drove home the point about the need to make accommodations for hearing impaired individuals. Staff spent many hours working on a plan to identify an interpreter, a typist, a hearing-impaired relay service, or closed captioning in preparation for future public meetings. This is something we should have on standby no matter the situation anyway.

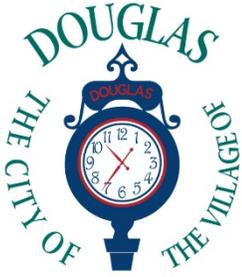
Utility Connections – Utility connections were a hot topic this week. We had several residents with questions and issues regarding fees, procedures, and services. I spoke with the Mayor about the topic several times this week, as well as Kalamazoo Lake Sewer and Water, the Fire Chief, and the former City Planner, my conclusion is that the City has a need to revise the utility connection ordinances. I'll put it on the to do list.

Lessons Learned During a Crisis – I will speak for all staff when I say that this experience has been good, bad, frustrating, challenging, and fun all at the same time. I'm personally learning about the vulnerabilities in processes and procedures and beginning to think about how we overcome these challenges in the future. I see the City focusing on our website and internet-based services, rather than paper forms and walk in traffic. I've learned that as a City government, we spend a good deal of time searching for information that should be readily available at our keyboards. I get frustrated by the economics of having to locate the same information over and over again when we could invest in finding the information once and have it forever. And finally, I'm learning that communication, no matter how hard we try, isn't heard the same by everyone because we all communicate in our own style. It's all good stuff and things that we can work on as a team.

Upcoming Events – All events are cancelled. Stay home, stay safe, and enjoy your family time.

That's all I have for now. Have a great weekend everyone. Stay Safe, Stay Healthily!

Rich LaBombard
City Manager



Week of April 6, 2020 – Friday Memo

Good morning. This is the City Manager's week in review.

Executive Order 2020-42 – The Governor's Executive Order 2020-42 was issued on 4-9-20 and extends the Stay Home, Stay Safe order until April 30, 2020. It also further restricts travel according to the following:

- To return to a home or place of residence from outside this state.
- To leave this state for a home or residence elsewhere.
- Between two residences in this state, through April 10, 2020. After that date, travel between two residences is not permitted.
- As required by law enforcement or a court order, including the transportation of children pursuant to a custody agreement.
- All other travel is prohibited, including all travel to vacation rentals.

COVID-19 Meeting with the Allegan County Health Department – I attended the weekly update from the Allegan County Health Department to monitor the COVID-19 activity in the county. The Allegan County Health Department has been doing a great job keeping communities informed about the progression of the virus while also providing good prevention information. Follow the Allegan County Health Department Facebook page for up to date information.

City Council Meeting – Monday's City Council meeting was hosted remotely and was well attended. We had other communities attending the meeting to monitor how City Council conducted business remotely. It went rather well. We received good feedback about how smooth and well planned out the meeting went. There was one item of old business and two new items of business on the agenda.

- **Parking Ordinance** - The parking ordinance was revised to include updated fines and the ability for the Douglas Police Department to impound vehicles. This was the second reading and public hearing of this ordinance.
- **Root Beer Barrel Award** - A contract was awarded to operate the root beer barrel for the next three years to Mick White—the current operator. Three proposals were received.
- **Short Term Rental Notice** – City Council added a discussion item to the agenda. Several nearby communities had posted a public notice to short term rental homeowners and agents to remind them that short term rentals were not essential business. City Council asked for a similar notice to be published.

Recycling and Composting Grant – I participated in a meeting about recycling and composting with a City of Holland employee named Ken Freestone. Mr. Freestone is applying for an EGLE grant and it includes an educational component for neighboring communities of Saugatuck City, Douglas, and Saugatuck Township.

Open Meetings Act – Thursday I spent several hours reviewing provisions of the Open Meetings Act. The OMA applies to any meeting of a public body and is a prevailing principle in open governance. If you'd like to learn more about the Open Meetings Act, there is a great handbook online. Search "Michigan Open Meetings Act Handbook".

City Services Delayed – All non-essential services continue to be suspended throughout the community. Those services are:

- Installation of the Schultz Park Boat Ramps
- Downtown trash can installation
- Leaf and brush collection – Residents are reminded to not place leaves and brush in the travel lane
- Opening of public restrooms
- Repair of the access stairs to Douglas Beach
- Spring clean-up week

Essential services will continue such as:

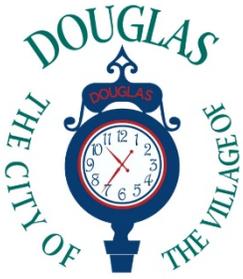
- Solid waste collection (i.e. dog park trash collection)
- Road clearing as needed (i.e. downed trees, storm damage)

Please keep in mind that once the Executive Orders are lifted there will be a large backlog of work to be completed and we will probably field additional complaints if we don't make an attempt to properly align resident's expectations.

Upcoming Events – All events are cancelled. Stay home, stay safe, and enjoy your family time.

That's all I have for now. Have a great weekend everyone.

Rich LaBombard
City Manager



Week of April 13, 2020 – Friday Memo

Good afternoon. This is the City Manager's week in review.

Staff Meeting – Monday morning started out with a regularly scheduled staff meeting. We talked about the agenda for the April 20 City Council meeting and talked about project progress.

Office 365 Teams – One of the biggest challenges of working remote has been communication amongst ourselves. We've started using the Teams app for the four City Hall staff members in order to streamline our communication and information sharing. So far it has been the right tool to improve communication, but there is a bit of a learning curve.

COVID-19 Meeting with the Allegan County Health Department – I attended the weekly update from the Allegan County Health Department to monitor the COVID-19 activity in the county. The Allegan County Health Department has been doing a great job keeping communities informed about the progression of the virus while also providing good prevention information. Follow the Allegan County Health Department Facebook page for up to date information.

Swingbridge – Tuesday, I had a zoom meeting with the developers of Swingbridge. They are interested in continuing to develop the site. The developers are looking for information to determine their path moving forward with the development.

Use of Public Funds – Thursday and Friday I dedicated a good amount of time on researching information for a discussion at Monday's Council meeting about the use of Public Funds.

Budget – I've been continuing to populate spreadsheet information for the next fiscal year budget. I've been researching cuts in ACT 51 revenue which is revenue generated from sale of motor vehicle fuels, as well as, researching cuts to state revenue sharing

DDA Meeting – I attended the DDA meeting on Wednesday to learn about the progress on the downtown sign project. More information will be presented at the May 4, 2020 Council meeting.

Saugatuck Douglas Together – I attended two sessions of the Saugatuck Douglas Together group to learn about ideas that are being shared to reimagine the business environment. There are a lot of great ideas being generated from these sessions.

City Services Delayed – All non-essential services continue to be suspended throughout the community. Those services are:

- Installation of the Schultz Park Boat Ramps
- Downtown trash can installation
- Leaf and brush collection – Residents are reminded to not place leaves and brush in the travel lane
- Opening of public restrooms
- Repair of the access stairs to Douglas Beach
- Spring clean-up week

Essential services will continue such as:

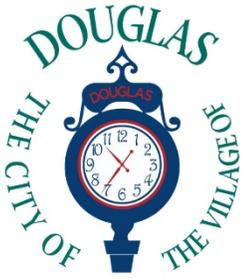
- Solid waste collection (i.e. dog park trash collection)
- Road clearing as needed (i.e. downed trees, storm damage)

Please keep in mind that once the Executive Orders are lifted there will be a large backlog of work to be completed and we will probably field additional complaints if we don't make an attempt to properly align resident's expectations.

Upcoming Events – All events are cancelled. Stay home, stay safe, and enjoy your family time.

That's all I have for now. Have a great weekend everyone.

Rich LaBombard
City Manager



Week of April 20, 2020 – Friday Memo

Good afternoon. This is the City Manager's week in review.

COVID-19 Meeting with the Allegan County Health Department – I attended the weekly update from the Allegan County Health Department to monitor the COVID-19 activity in the county. The Allegan County Health Department has been doing a great job keeping communities informed about the progression of the virus while also providing good prevention information. Follow the Allegan County Health Department Facebook page for up to date information.

City Council Meeting – Monday was the regular meeting of the City Council. There were four items of new business.

- Fireworks – The City Council considered and approved an application for a Rotary fireworks event this summer.
- Seasonal Parking at Schultz Park Boat Launch – Council approved a request to create a fee for seasonal parking at the Schultz Park boat launch. Users of the parking lot have made multiple requests for a seasonal permit like the permit offered at the Union Street boat ramp.
- Chicken Ordinance – The City Council heard about requested changes to the chicken ordinance.
- Use of Public Funds – The City Council reviewed how public funds can be used in response to the economic crisis and generated a list of issues for the City Manager to review.

Saugatuck Douglas Together – I attended two sessions of the Saugatuck Douglas Together group to learn about ideas being shared to re-envision the 2020 business environment and reviewed polling results from business owners and residents. There are a lot of great ideas being generated from these sessions. It is also important to consider the health of the residents and visitors as the state begins to open up to regular business operations.

Budget – I have been continuing to populate spreadsheet information for the next fiscal year budget. I have been researching cuts in ACT 51 revenue which is revenue generated from sale of motor vehicle fuels. Also being researched are cuts to state revenue sharing.

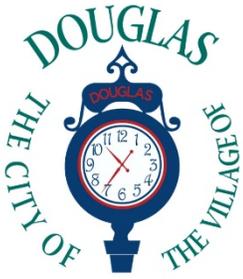
City Services Delayed – Some City services continue to be delayed due to the COVID crisis, however, DPW has been advised to ramp up operations and activities in anticipation of some Stay Home, Stay Safe restrictions being lifted. Particularly, they will begin limited brush removal, re-install waste baskets and begin routine collections, pothole filling and patching, and getting equipment ready for the mowing season. They are also ordering additional hand sanitizer stations to install at City Hall, the Police Department, and in the downtown shopping district.

Saugatuck Council – Thursday, I remotely attended the Saugatuck City Council Workshop to listen in on their flooding issues and use of public funds topic.

Upcoming Events – All events are cancelled. Stay home, stay safe, and enjoy your family time.

That is all I have for now. Have a great weekend everyone.

Rich LaBombard
City Manager



Week of April 27, 2020 – Friday Memo

Good afternoon. This is the City Manager's week in review.

Public Funds – Research Questions – This week I worked on reviewing the public fund questions City Council requested me to research. I have included a council communication and several related articles for reference in this week's agenda packet.

Budget – I continued to get information for the next fiscal year's budget from the assessor and the interim treasurer. I plan to begin preliminary budget meetings with City Council at a workshop prior to the second Council meeting in May.

Flooding – Friday the DPW Director and I met with a resident on Washington Street concerned about the flooding at the street end. The water was quite high on Thursday which caused significant surge flooding and the resident was very concerned about water overwhelming the sewer lift stations. I provided the resident with my contact information and we will all monitor the floodwaters and be proactive about sandbagging if there is an eminent threat.

Erosion – On Friday I also walked down to Douglas Beach with the DPW director and two council members. Thursday's storm caused significant erosion. The concrete foundations for the upright supports of the beach access stairs have been exposed which causes some concern about the stability of the stairs. It appears the stairs are sagging a bit. DPW has ordered the material to make the repairs and work will begin soon.

Water Level Forecast – On the topic of water levels, I have attached the latest water level predictions for Lake Michigan. We are officially above the 1986 benchmark at the moment and the forecast isn't promising that the water levels will retreat any time soon.

Root Beer Barrel – I spoke with Mick White about opening the Root Beer Barrel and he provided me with a plan to maintain social distancing to ensure customer safety. He plans to limit his menu items. He will not put out picnic tables so people won't be able to congregate. He has placed social distancing markings on the walkway leading up to the order window, and he has also installed plexiglass at the customer service windows. Great job Mick.

COVID-19 – Reopening Municipal Buildings - I continue to research and plan for City staff to return to work at City Hall. DPW has installed plexiglass at the Clerk's service window, additional sanitizers are on order, staff have been advised to order face coverings in advance of returning to City Hall, and we have ordered infrared thermometers for municipal buildings. I am considering the possibility for City Hall to have a drive up/call out service for vulnerable populations similar to how some businesses are operating.

Mary Whiteford Zoom – Monday I attended a zoom meeting with Mary Whiteford. Much of the information that was covered is similar to the Health Department and Emergency Operations meetings that have been held on Mondays. Ms. Whiteford did provide a bit of insight about her work on the legislative side of the crisis.

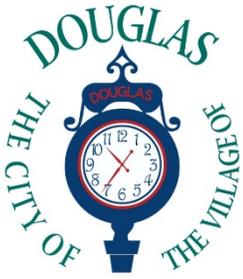
Utilities – I spent some time reviewing a few utility issues this week for customers.

Staff Meeting – Monday we had a remote staff meeting to go over the upcoming council agenda and review items that staff are working on.

Upcoming Events – All events are cancelled. Stay home, stay safe, and enjoy your family time.

That's all I have for now. Have a great weekend everyone.

Rich LaBombard
City Manager



Week of May 4, 2020 – Friday Memo

Good afternoon. This is the City Manager's week in review.

Stay Home, Stay Safe – The biggest news of the week is the extension of the governor's stay home, stay safe order until May 28.

COVID-19 – Thanks go out to our DPW crew! They had hand washing stations installed downtown this week in preparation for the re-opening of businesses once the stay home order is lifted.

Public Funds – Research Questions – At Monday's City Council meeting I presented the research on the use of public funds. I researched the term "loan of credit", economic development tools available to DDAs, the impact of the COVID Crisis on municipal budgets, ACT 51 road funding, and revenue sharing.

Buoys – Navigation buoys will be installed next week in the harbor. DPW will be working with the vendor to get the buoys staged and ready for installation for the upcoming boating season.

Budget – I have got the draft budgets delivered to the department heads and plan to have department budget meetings on Monday. I will deliver budgets to Council members by Tuesday or Wednesday in advance of the budget workshop scheduled for Monday, May 18th.

Douglas Beach Stairs – DPW was working on rehabilitating the upper steps of the beach access stairs this week. They are putting new deck board caps on the existing landscape timber stairs. It will be a nice improvement. I took the opportunity to go down toward the bottom of the stairs and it is evident the foundations are near the surface now due to erosion. Once conditions are favorable, DPW will add additional bracing to the stairs to keep them from deteriorating further. I have attached a picture of the stairs taken today to this communication (Friday, May 8, 2020). My observations: Post foundations are exposed on some of the posts, some of the bottom tread have been knocked out by waves, there is more than a three foot drop at the bottom landing, the stair run appears to be horizontally bowing and vertically dipping, and there is no beach.

Union Street Resurfacing – Based on City Council's comments about resurfacing Union Street, I have invited the City Engineer to the next Council meeting to review options. The most practical approach will be to bid resurfacing of the existing roadway and plan for a future sidewalk project for FY 20-21.

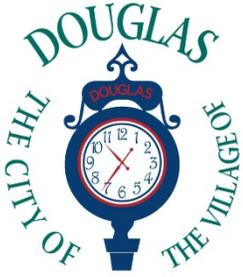
Insurance Meeting – Wednesday, the City Clerk and I met with our health insurance carrier to go over our renewal. The employee insurance renewal will only result in a small increase for the next fiscal year.

Upcoming Events – There are no events scheduled for next week. Stay home, stay safe, and enjoy your family time.

That's all I have for now. Have a great weekend everyone.

Rich LaBombard
City Manager





Week of May 11, 2020 – Friday Memo

Good afternoon. This is the City Manager's week in review.

Stay Home Stay Safe – The Governor's Stay Home Stay Safe order continues until May 28.

Budget Meetings with Directors – Early this week I met with each Department head to go over their budget requests. I think the process went smoothly and I certainly appreciate their input. On Tuesday, I reviewed the budget with our interim Treasurer as well and he was able to update all of our revenues. Late Wednesday, I was able to email the draft budget to City Council in preparation for the upcoming budget workshop on Monday May 18th. I will review the revenue and the special fund items at the budget workshop.

Beach Stairs – I contacted the engineering firm about a structural inspection of the beach stairs. A structural inspection is planned for May 20th. DPW installed cross bracing under the stairs to minimize any further movement. I've attached pictures at the end of this memo.

Erosion Concerns – I spoke with a resident concerned about excavators moving along the beach. The excavators get access from Oval Beach and travel south to reach their worksite to install rip rap or seawalls for private properties. I told the resident that the contractor was working under a joint DEQ / Corp of Engineers permit and there isn't much the City can do to influence the activity since it wasn't a city issued permit. The individual was concerned that the excavators are creating even more damage along the shoreline. The best advice I could give was to reach out to the Corp or the DEQ to share their concerns.

Douglas Beach Sandbagging – I spoke with a contractor this week about shoring up the eroded dune at Douglas beach. There was at least a 6-7-foot sheer wall at the beach that could collapse if not protected and could erode into adjacent properties. The cost will be significant.

Water Main Questions – I fielded a call from a resident concerned about the upcoming water main project this fall. Her biggest concern was restoration of her landscape within the right of way. Many residents I believe the contractor can accommodate replacement of her boulders once the project is complete.

Campbell Road - I worked with the Saugatuck City Manager and his engineers on the Michigan Category B grant application and resolutions to resurface Campbell Road from Ferry Street to McVea. If awarded, construction would likely be in the next calendar year. The City will have to address the weeping hill this year.

Economic Development – Many of us have been seeing more grant opportunities to support local businesses announced in recent days. I've been exchanging emails with business owners and residents about what the City can do to help. I'm evaluating the opportunity for the City to contract with a grant writer to specifically seek available funding for the Douglas community. I'll work on making contact with grant writers next week to determine the viability of this idea. In my opinion, providing this service would not constitute lending public funds for private purposes.

Buildings – I met with a firm this week to tour municipal buildings. They are going to provide proposals to make building improvements that capture energy savings. I also planned a building team meeting next week to go over ongoing issues with municipal buildings and deferred maintenance problems.

Fire Line Ordinance – I spent quite a bit of time researching the fire line ordinances of other communities this week. I've proposed to City Council to add language to the Water Service ordinance because the existing ordinance is silent on the rules, regulations and requirements for fire lines and sprinkler systems. I'm presenting a proposal to City Council to ask our City Engineer to develop the ordinance language and determine a fee structure for the services.

Brownfield Redevelopment Authority – This week there was a meeting with the Brownfield Redevelopment Authority. The developer who controls the Miro Golf Course property and is interested in developing 200 Blue Star Highway was present to speak about his plans to develop the site. He presented an initial site plan as a courtesy to the Authority. In other business, there was discussion about an EPA grant to clean up TCE contamination. Two new members were also added to the Authority and they were sworn in for their first meeting. Welcome Rob Nauman and Mary Fechtig to the Brownfield Authority.

Assessor – I spoke with the City Assessor this week and she provided a wealth of knowledge about home values and assessed values and the economic crisis brought on by COVID.

Hydrant Flushing – KLSWA will continue hydrant flushing. Hydrant flushing is important to remove debris collected in the mains and also gives KLSWA an opportunity to ensure hydrants are working properly. If a hydrant is inoperable or malfunctions during flushing, its tagged and the fire department is informed its unusable until its repaired. Residents may expect to see water flowing from the hydrant or water on the roads during flushing.

Police Department Donation Box – The Community Church of Douglas donated a food donation box at the Douglas PD to meet the needs of anyone in the community. What a brilliant idea. Douglas PD is still accepting food donations in the Humvee parked on Center Street if you want to make a contribution.

Downtown – Thanks go out to the DPW for doing a great job sprucing up the downtown. See attached images.

Upcoming Events – There are no events scheduled for next week. Stay home, stay safe, and enjoy your family time.

That's all I have for now. Have a great weekend everyone.

Rich LaBombard
City Manager







WHY HOME PRICES ARE RISING DURING THE PANDEMIC

WHILE BUYER DEMAND HAS SOFTENED AND SALES FELL 8.5% IN MARCH, THE SUPPLY OF HOMES ON THE MARKET IS CONTRACTING EVEN FASTER



'DEMAND ABSOLUTELY JUST GOT A KICK IN THE GUT, BUT AT THE SAME EXACT TIME, SO DID SUPPLY,' SAID SKYLAR OLSEN, SENIOR PRINCIPAL ECONOMIST AT ZILLOW.

PHOTO: FREDERIC J. BROWN/AGENCE FRANCE-PRESSE/GETTY IMAGES

By

Nicole Friedman

Updated May 5, 2020 11:41 am ET

The economy is shrinking, businesses are closing and jobs are disappearing due to [the coronavirus pandemic](#). But in the housing market, prices keep chugging higher.

Home prices plunged during the last recession after a housing crash caused millions of families to lose their homes. Home values could start to erode again, especially when mortgage forbearances end, some economists warn.

But that hasn't been the case so far. The median home price rose 8% year-over-year to \$280,600 in March, according to the National Association of Realtors. While buyer demand has softened and sales [fell 8.5% that month](#) from the prior month, the supply of homes on the market is contracting even faster, recent preliminary data shows.

"Demand absolutely just got a kick in the gut, but at the same exact time, so did supply," said Skylar Olsen, senior principal economist at [Zillow Group](#) Inc.

Homes typically go under contract a month or two before the contract closes, so the March NAR data largely reflects purchase decisions made in February or January.

Even by the end of last month, many sellers were reluctant to cut prices. Only about 4% of sellers cut their prices in the week ended April 25, down from 5.7% during the same week last year, according to Realtor.com. ([News Corp](#), parent of The Wall Street Journal, operates Realtor.com.) Some sellers say they are hanging tough because they believe their homes aren't moving because buyers haven't viewed them in person or are reluctant to make offers right now, not because the asking price is too high. They are waiting for stay-at-home orders to ease before deciding whether to lower the price.

"People really aren't leaving their homes" to go house-hunting, said Sarah McMurdy, who listed her Bethesda, Md., house in late March and then opted to temporarily take it off the market in April due to the pandemic. "We're not looking to fire-sale the house. We're in no rush. We would rather wait this out."

Real-estate brokerage [Redfin](#) Corp. said its measure of homebuying demand, which tracks buyer inquiries, was down 15% in the week ended April 26 compared with before the pandemic struck. Mortgage applications for home purchases around the same time were down 20% from a year earlier, according to the Mortgage Bankers Association.

Total listings of homes for sale, meanwhile, have hit a five-year low, while the median listing price was up 1% from last year at \$308,000, Redfin said.

The housing market has [been undersupplied for years](#). During the pandemic it may get worse. There were 1.5 million units for sale at the end of March, NAR said, down 10.2% from a year earlier. Homeowners are waiting to list their houses, real-estate agents say, because they have decided not to move or they are worried about letting buyers into their homes during a pandemic.

Still, some buyers are hoping for bargains. Haas El Farra and his wife were under contract to buy a house in Southern California in early March. As the coronavirus epidemic worsened, they worried they were buying at the top of the market and asked the seller to lower the price. When the seller refused, they pulled their bid and decided to keep looking for a better deal. "Hopefully something nicer than what we were looking at will come up at an affordable price," said Mr. El Farra, a portfolio manager.

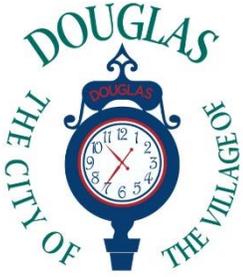
Prices in the Midwest showed the strongest annual growth at 9.7% in March. In the Cincinnati area, homes are selling for higher than listing price, said Donna Deaton, vice president at Re/Max Victory in Liberty Township, Ohio. Large companies in the area are still hiring, she said. “For the most part, we’re still [competing against] multiple offers just about on every single thing,” she said.

While many economists expect home sales to tumble this year, many forecasts call for prices to climb slightly or hold flat. Mortgage-finance giant [Fannie Mae](#) said in April that it expects the median existing-home price to tick up to \$275,000 this year from \$272,000 last year. Capital Economics forecasts average home prices this year will fall 3% compared with last year. Zillow said Monday that home prices are likely to drop 2% to 3% from previous levels by the end of the year and recover in 2021.

In a forecast released Tuesday, housing-data provider [CoreLogic](#) called for nationwide home prices to rise 0.5% between March 2020 and March 2021. CoreLogic forecast annual price declines in some cities including Houston, Miami and Las Vegas.

A major uncertainty is whether mortgage-forbearance policies will prevent a wave of distressed sales. More than 7% of mortgages were in forbearance in the week ended April 30, according to mortgage-data company [Black Knight](#) Inc., and some homeowners can get forbearance for up to a year. But homeowners could struggle to make payments after the forbearance period ends. “In the next 12 months it’s hard to anticipate price declines because of the mortgage forbearance in place,” said Lawrence Yun, NAR’s chief economist. “You would have to see continuing job losses for a prolonged period leading to foreclosures, and even then we may not have oversupply.”

Write to Nicole Friedman at nicole.friedman@wsj.com



Week of May 18, 2020 – Thursday Memo

Good afternoon. This is the City Manager's week in review.

Stay Home, Stay Safe – The Governor announced on Monday the reopening of the upper peninsula and northern Michigan effective this Friday. On Thursday she signed orders allowing small gatherings of 10 or less, reopening of auto dealerships, retail business by appointment, and authorized nonessential medical, dental, and veterinary procedures.

Covid-19 Resources for Local Government – I attended a webinar on Monday and heard presentations from the State Treasury Office about forecasted revenues, from MDOT about revenue shortfalls from decreased gas sales and decreased registrations, and from education professionals about working with municipal budgets.

Budget Workshop – City Council reviewed the FY 20-21 revenues and began to review the special fund accounts. The next budget workshop will continue the review of the expenditures on May 26 at 10:00 a.m.

Union Street Resurfacing – On Tuesday, I spoke with the City Engineer to go over the City Council meeting from Monday. I told him to proceed with bidding the work for the resurfacing of Union Street. Once the bids are received, I will present the bids to City Council for approval and award of the contract. We expect bids to be approximately \$210,000± to resurface Union from Wiley to Blue Star Highway. After speaking with the City Engineer, it is advisable to add a culvert replacement project to increase the size of the culvert from 8" to 12" to meet road commission standards. Also, guardrail replacements need to be completed to bring the guard rails up to standards.

Merchants – I have been in conversation with several merchants in the downtown this week about requests to use parking areas in the right of way to extend their business. I have also had conversation about a grant opportunity called Match on Main Street. Match on Main Street is a \$50,000 grant opportunity that can be directed to merchants in amounts ranging from \$2,000 to \$10,000. There has been discussion about adding more picnic tables in Beery field and adding additional signage to direct visitors to the City's leased parking lots—there are three and the City owned lot.

Grant Writing – I have been in contact with an individual who is willing to write grants on behalf of the City for a reasonable fee. In my opinion, employing a grant writer to seek out grant opportunities that benefit the community is not a use of public funds for private purposes. The grant writer is working with me on the Match on Main Street grant which has a deadline of May 29th.

Building Team – The building team heard a presentation from a building solutions team on Thursday. The team is working on evaluating City owned properties and making recommendations to City Council. Another meeting is scheduled for early next week.

Beach Stairs – The structural engineer was at Douglas Beach on Wednesday and initial report was not good. DPW stabilized the stairs with additional bracing, but the lower stairs are likely beyond repair.

Erosion Concerns – I spoke with the resident north of Douglas Beach about erosion protection measures. They are considering additional measures and it may be a good opportunity for the City to install some revetments to protect the remainder of the dune. I was at the beach today and the exposed dune wall is at least 12 feet tall. The vegetation is holding the dune in place.

Douglas Beach Sandbagging – I spoke again with a contractor this week about shoring up the eroded dune at Douglas beach. The lowest cost proposal to shore up the dune is \$20,000 and ranges up to \$75,000.

Campbell Road - I spoke with the Saugatuck City Manager this week about developing a plan to address the weeping hill. We both agree that KLSWA needs to be involved in the conversation in the event that the water is from a leaking water service or water main.

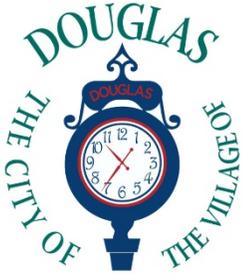
Senior Parade – Thursday, graduating seniors toured downtown in a car parade along with emergency services. There was a good turnout to show support for the graduates. Congratulations grads!!!!

Downtown – Flowers are being installed in the downtown this week. Volunteers are out in force making the town look great. Thanks volunteers!!!

Upcoming Events – There are no events scheduled for next week. Stay home, stay safe, and enjoy your family time.

That is all I have for now. Have a great Memorial Day weekend everyone.

Rich LaBombard
City Manager



Week of May 25, 2020 – Friday Memo

Good afternoon. This is the City Manager's week in review. This was a short week with the Memorial Day holiday on Monday.

Shoreline Coalition - South Haven leaders have been working to secure State and Federal funds to combat highwater issues. As part of this process, they have been connecting with other lakefront community leaders to build a team with a strong voice for the needs of lakefront communities. I've asked that the City of Douglas be included in this group.

Public Bathrooms – The public bathrooms at Beery Field and Douglas Beach are open! The City is installing signage provided by the Allegan County Health Department to give best practice advice such as limiting occupants to members of a single household, wearing a mask prior to entering, and washing / sanitize hands.

Boat Ramps – As boating is considered one of the activities that are permissible under the current executive order, we've experienced an increase in usage at our boat launch facilities. We've also heard there are increasing maintenance concerns with the extra usage. DPW does a good job maintaining the launches and I've been to Schultz Park Launch recently just to see the launch for myself. The higher water levels and road flooding at Schultz and Union are creating some maintenance issues but overall the ramps remain open and usable. Once the waters recede significantly, we will have the ramp at Union inspected.

Budget Workshop – City Council reviewed the entire FY 20-21 revenues and expenditure budget during two workshops over the last two weeks. Council provided comments and the budgets are being revised.

Building Team – The building team met again this week to hear a presentation and this time we included members of the DDA and Planning Commission in the discussion.

Pride Memorial Garden – Wednesday, I spoke with the developer of the memorial garden next to the old library building on Center Street. We are working together to come up with a drainage solution across the library property.

Match on Main Grant – The grant called Match on Main has been submitted this week. Thanks to Mary Campbell for her hard work in coordinating with the DDA merchants to get the necessary information collected quickly. Merchants worked over the holiday weekend to provide information to meet the deadline. Thank you to everyone who helped.

Campbell Road – The MDOT Category B grant was submitted this week as well. We didn't get funded last year, but we were allowed to submit again. We should find out if we are funded late in summer or early fall.

Pre-development Meeting – Wednesday I attended a predevelopment meeting for a property on West Center Street. The developer is proposing a mix of retail and residential on the site and will create a community that

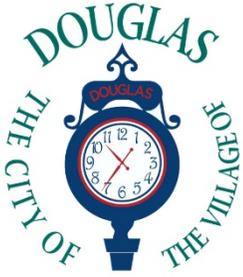
focuses on affordable housing, walkability, and year-round living. The next step for the developer is to present his plan to the Planning Commission.

Downtown – Flowerbed plantings are nearly complete in the downtown. Thanks to Councilman Seabert and all the volunteers working to make downtown visually vibrant. Conversation continues about the lack of water in some of the gardens. We will look at a temporary solution to manually water the flowers but the proper solution is to repair the irrigation properly.

Upcoming Events – There are no events scheduled for next week. Stay home, stay safe, and enjoy your family time.

That is all I have for now.

Rich LaBombard
City Manager



Week of June 1, 2020 – Friday Memo

Good afternoon. This is the City Manager's week in review.

Council Meeting - Monday there was a City Council meeting via zoom. Key topics were the approval of the employee healthcare benefits for the upcoming fiscal year, approval of the City Assessor's contract for the next fiscal year, discussion about erosion revetment at Douglas Beach, discussion to provide the City Manager authority to permit downtown businesses to occupy the right-of-way to accommodate social distancing, approval of a temporary sign permit for SCA, a review of the fire department's budget, and approval of the installation of a pride flag at Beery Field.

Pre-development Meeting – Wednesday I attended a pre-development meeting for an expansion to condos on Fremont Street. The proposed expansion would not alter the front appearance of the condominiums. The Planning Commission is having a Special Meeting on June 24th to discuss the proposal.

Downtown Merchants – Tuesday and Wednesday I met with merchants to discuss the potential to occupy portions of the right-of-way to accommodate social distancing. Friday, I continued to reach out to merchants to discuss their needs for reopening and explained the City's offer to expand into the public right-of-way and passed out the requirements of the proposal. I made contact with 13 merchants on Friday.

Cats – The police department reported a complaint of excessive cats on Chestnut Lane this week. That matter has been turned over to the Zoning Administrator for enforcement and organizations are being contacted to help rehome the cats.

Douglas Beach – Friday I visited Douglas beach and found DPW removing the lower section of stairs to eliminate a dangerous section that could be a liability to the City. DPW was also trimming and removing trees and brush that had accumulated on the beach.

Stairs Structural Report - I received the structural report on the beach stairs and I have yet to review the entire document. The lower section of stairs needs to be replaced and the middle section of stairs have the potential to become unstable with continued erosion.

Revetment – Several times this week I've provided tours on the lakefront to City Council members to view the various forms of revetment available to shore up Douglas Beach. Examples of steel sheet piling, rocks, sandbags, and sand tubes are being discussed as possible revetment solutions.

Pride Flag – Wednesday, several complaints were received about a pride flag installed on the veteran's memorial at Beery Field. The flag was temporarily removed and later reinstalled according to proper flag etiquette.

Reopening City Public Notice – A public notice was developed this week and placed on the website and FB to inform the community of the plan to reopen City Hall. Starting June 15, City Hall will open to the public with restrictions (i.e. safety precautions) that will continue to be in effect for the foreseeable future. These restrictions include but are not limited to:

- City Hall restrooms will be closed to the public
- Meetings with staff will be by appointment only
- Individuals medically able to tolerate wearing a mask will be encouraged to do so
- City Hall meeting spaces will not be available for rent and/or non-City related business

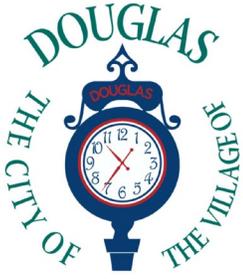
The City of Douglas will continue to evaluate options for office operations and public meetings as additional information and further guidance is provided by the state.

Resilience Plan – Friday several council people and City staff met to discuss developing a framework for a community resilience plan to better prepare to navigate crisis situations. The team will meet again next week.

Upcoming Events – There is a special City Council meeting this weekend in front of City Hall at 10:00 a.m. At noon, a pride car parade starts at Saugatuck Brewing and ends in Saugatuck.

That is all I have for now.

Rich LaBombard
City Manager



Good Afternoon Everyone,

This is the City Manager's week in review for the week of June 8, 2020:

Solidarity March – A Black Lives Matter Solidarity March special event permit has been requested by an individual for an event scheduled on June 14 at 2:00. There is 60-100 people expected to attend the march that will start in Douglas and end in Saugatuck. We anticipate a peaceful event.

Power Outage – A late morning intense storm knocked out power at City Hall and we were without power from that point until the end of the day Friday. As a result, we were without telephones, internet access and network servers. A Facebook post was immediately issued to inform the public that contact with City Hall would be impacted. We also placed a notice on the door of City Hall.

Root Beer Barrel – A water connection was installed at the Root Beer Barrel Park this week. This activity has been a long-term goal for City Council.

Pride Flag – The City Manager of Saugatuck approached me on Wednesday for an extra pride flag for the Saugatuck City Hall. Not being able to quickly locate a flag—and in true “Village of Friendliness” fashion—I donated the flag from the Douglas City Hall to Saugatuck and replaced the Douglas flag by the next morning.

Match on Main Grant – Unfortunately, we received news this week that the City was not selected as a recipient of the Match on Main grant. The grant would have provided nearly \$50,000 of relief to businesses if it was awarded. Our grant writer did an amazing job pulling all the resources together. She will continue to monitor grant opportunities for merchants and the City alike.

Boat Ramp at Schultz Park – I've received several complaints about the condition of the Schultz Park boat ramp. I'll consult the DPW director and determine if we need to close the ramp for a few days to pour a concrete apron or some other permanent solution.

Community Spring Clean Up – The bulk waste collection event kept DPW busy all week. I was disappointed to see that an item as large as a boat hull was left out for DPW to haul away. In my humble opinion, that's outside of the intended nature of the service and puts staff at risk of injury having to pick up and maneuver such a large item.

Development Conferences – This week I participated in three development conferences. Tannery Creek, Beachside Village and West Center Street developments are all in the initial planning stages.

Beach Stairs – The structural report for the beach access stairs is available for anyone to review if they choose. Please let me know if you're interested in reading it.

Acquisition Grant – The DNR Acquisition grant for Point Pleasant Marina expires on June 30. The Zoning Administrator is working on filing for an extension. The closing process on the purchase is approximately 60-70 days. I have informed the property owners of the timeline.

Pride Garden – I spoke with the developer of the Pride Garden this week and I will schedule the installation of a storm drain that will be cost shared between the City and the developer. We've agreed to a cost share on this project because the

drain will cross City property at the old library and will benefit the property by providing some drainage relief to an area that is typically wet.

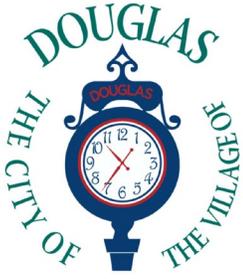
Crisis Response Planning – A team of Council and City staff have began to meet to develop a crisis response plan. Unfortunately, the power outage didn't permit us to keep to our meeting schedule. We will meet again next week.

Erosion – I had the opportunity to experience some erosion issues and respond to an erosion complaint brought about by the heavy rains this week. Erosion on Water Street was so bad it had to be removed with a loader by DPW to make the travel lanes safe.

Budget – City Council is in the final stages of the budget process. The public hearing of the proposed budget is scheduled for 6-18-20 at 6:00. The FY 20-21 budget has a significant amount of capital projects planned for the coming year. I believe the community will be happy to see how much work is being completed.

That's all I have for now. Have a great weekend.

Rich LaBombard
City Manager



Good Afternoon Everyone,

This is the City Manager's week in review for the week of June 15, 2020:

City Council Meeting – Monday was the regular City Council meeting of the City. There were a number of business items to conduct.

- Unfinished Business:
 - Douglas Beach Revetment – Council directed City Manager to quote steel and stone options
 - FY 20-21 Budget – Council received an updated budget based on comments from previous budget workshops
- New Business:
 - Budget Amendments – Council approved amendments to close out the FY 19-20 budget
 - Public Art – Council approved a chalk art mural on the building located at 200 Blue Star Highway
 - Memorial Bench – Council approved installation of a memorial bench on Center Street downtown
 - Frisbee Golf – Council approved installation of a nine-hole frisbee golf course at Schultz Park which is being planned and installed by Community Rec

Blue Star Bike Trail – At Monday's Council meeting there was significant discussion about the Blue Star Bike Trail and funding for next FY. I have scheduled a walking tour with City Council and the City Engineer on July 6th at 5:30 followed by a Council workshop.

Kalamazoo Lake Harbor Authority Meeting – Wednesday night was the KLHA meeting. Topics discussed were aquatic weeds, buoys, low bridge clearance signs, and

Special Council Meeting – Budget Hearing – City Council held a special meeting on Thursday to conduct a public hearing about the proposed budget and at the close of the hearing passed the proposed budget. Thank you to all staff and Council who helped to get the budget developed.

City Manager Review – City Council conducted the City Manager's one-year review in a closed session following the special council meeting. Overall, I had a score of 4.01 on a 5 point scale.

Boat Ramp at Schultz Park – I took some time on Thursday to visit the boat ramp at Schultz Park. We are getting complaints about the condition of the boat ramp. From my observation and in conversation with a boater, there is at least a 4-8 inch drop off at the top of the concrete ramp. The ramp will need a concrete apron poured once conditions dry out enough to perform concrete work.

Public Works – Thursday I stopped at DPW and met with the crew for a short time. In between their routine duties, they are also working on cleaning up and painting an old downtown arrow signage that was kept in storage. The signage will be re-installed at Center & Blue Star and Main & Blue Star to direct visitors to downtown.

Republic Services – Wednesday I met with the new representative of Republic Services – Jack Brown. Our former representative is transitioning into retirement and he took the opportunity to introduce Jack to myself and the Deputy City Clerk. We took this opportunity to give Jack several complaints related to trash and recycling.

Beach Erosion and Stairs – I met on Douglas Beach with a contractor to get a revised quote for revetment work at the beach and asked for an additional quote to construct a new lower section of stairs. The Deputy City Clerk is also contacting vendors to get additional quotes for similar work.

Crisis Response Planning – A team of Council and City staff have been meeting to develop a crisis response plan. The team met on Tuesday; however, I was unable to fully participate as I had other meeting conflicts. Additional meetings will be held next week Tuesday with the intent to bring a plan to Council in July.

Economic Development Cares Grant – I participated in two meetings this week to discuss the EDA Cares Grants. According to the criteria, Douglas will have a hard time qualifying for any of the economic development money unless we can tie the grant opportunity to manufacturing and industrial job creation opportunities.

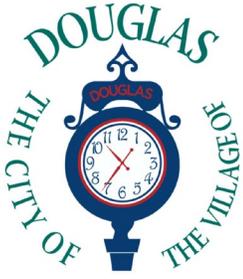
Public Bodies Remote Meetings – Governor Whitmer issued executive order 2020-129 on June 18, 2020 announcing an extension allowing public bodies subject to the Open Meetings Act to continue to meet remotely until July 31, 2020.

Treasurer – The open Treasurer position has been reposted on the Michigan Municipal League website as well as with mlive.com. The posting was revised to lessen the emphasis on previous municipal experience.

Downtown – I'm happy to report that I've noticed an uptick in traffic downtown. Shops were open on Friday and there were many visitors walking around the downtown. If you haven't taken the opportunity to spend some time walking around the downtown, now is a great opportunity to see how local businesses are redefining how they do business during the COVID crisis.

That's all I have for now. Have a great weekend.

Rich LaBombard
City Manager



Good Afternoon Everyone,

This is the City Manager's week in review for the week of June 22, 2020:

Douglas Harbor Authority – The Harbor Authority met this week to review several items such as buoy installation, bridge signage, boat launch maintenance, aquatic weeds and Point Pleasant Marina. Buoy installation is now contracted with Boat Lifts Unlimited for the next three years, the bridge signage has been ordered and will indicate “*Low Clearance*”, boat launch maintenance at Schultz Park has been an issue because of increased usage and the repair will cost about \$12,600 (which has not been budgeted), aquatic invasive weeds are being treated, the authority made a recommendation to buy a floating dock system for Wades Bayou, and finally the Authority made a recommendation for City Council to purchase Point Pleasant Marina using a DNR acquisition grant.

Aquatic Weed Control – Aquatic Doctors applied herbicide to approximately 55 acres of Wades Bayou. This is the first treatment of two treatments.

Water Main Projects – The three water main projects (Whittier / First, McVea, and Fremont) are scheduled to begin in mid-August. This week I had an on-site meeting with residents on Whittier along with the City Engineer to discuss concerns about removal of trees and landscaping located within the public right-of-way. I also had a pre-construction meeting with ConAg Harris of Bloomingdale, Michigan.

Bonding – The Mayor and I had a conference call with Baird Financial this week to discuss the City's bond needs to fund future infrastructure projects. The City will have to bond for capital improvement projects such as water, sewer, storm utilities, and facilities in the coming years and this was the initial conversation to give the financial advisor an overview of the City's goals.

Union Street Resurfacing – I've been responding to calls about Union Street. The bid will be issued on Monday with opening on July 13th. A vendor will be awarded a contract at the July 20 City Council meeting and they will be directed to complete construction prior to the end of the construction season.

Downtown Signage – DPW reinstalled the old red arrow downtown sign at the intersection of Center and Blue Star Highway and also reinstalled a vintage arrow on the sign at Main and Blue Star Highway. There is still conversation about a new sign being held by the DDA, but to address some of the immediate needs of the merchants, the signs were pulled out of storage and reinstalled until a new sign is created.

Tree Grant – Consumers Energy has a “Right Tree, Right Place” grant that I'm working on with the Deputy Clerk. Friday we identified approximately 12+ trees that could be installed or replaced around town with the grant funding. The intent of the program is to promote a green canopy in municipalities; however, when planting under or over underground electric, the proper tree should be selected to limit interference with electric utilities. We can apply for up to 25 trees at \$100 per tree. Applications are due in August.

Planning Meeting – Wednesday I attended a zoom meeting for a Planning Commission that lasted over four hours. The agenda focused on an addition at 26 Hamilton Street, a proposed site plan on Wiley called Tannery Creek, addition to condominiums at W. Fremont Street, and a proposed site plan on West Center Street. The Planning Commission also elected new officers.

Campbell Road – I spoke with the City Engineer about how to solve the weeping hill problem and he has ordered soil borings to evaluate the soil conditions which will be used to determine the ground water level of the hill. Understanding the ground water issues is necessary to determine how to design the drainage under the road. I’m prompting him to get this problem resolved this year.

Beach Erosion and Stairs – I had an engineer at Douglas beach this week discussing the revetment work. Additional quotes are being sought to install steel and stone to hold back the hill and create some beach space.

Crisis Response Planning – A team of City Council and City staff have been meeting to develop a crisis response plan. The team met on Tuesday to continue the discussion about what a crisis plan for the City looks like. A resolution will be presented to City Council in July.

Library – I had a tour of the new “Douglas-Saugatuck” Library on Friday. The building is impressive. We will see some dramatic changes over the next few weeks as the project begins to enter its completion phase.

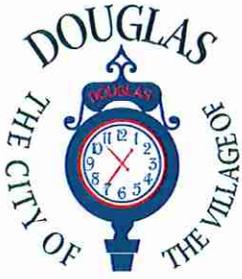
Summer Taxes – It’s that time again, summer taxes will be mailed out in the next few weeks.

That’s all I have for now. Have a great weekend.

Reminder: Fourth of July is next weekend and City offices will be closed on July 3 in observance.

Rich LaBombard
City Manager





Good Afternoon Everyone,

This is the City Manager's week in review for the week of June 29, 2020:

City Offices Closed – In observance of the Independence Day holiday, City offices are closed on July 3, 2020.

Crisis Response Planning – A team of City Council and City staff have been meeting to develop a crisis response plan. The team met on Tuesday to continue the discussion about what a crisis plan for the City looks like. A resolution will be presented to City Council on July 6th.

Old Library – I took a tour of the Old Library with an individual interested in occupying the building once the library vacates. I directed the individual to submit a written proposal to City Council describing their interest in the space and their proposed terms.

Blue Star Highway – Safety improvements continue to be installed on Blue Star Highway Trail to elevate the visibility of the lane change at the Blue Star Bridge. Recently DPW installed 18" bollards and this week they installed reflective chevrons at each road end. We received one complaint about the lack of visibility of the chevrons from a biker's perspective which DPW will be addressing with additional reflective tape on the back of the sign. The chevrons are mounted on break away posts and are spring loaded so they will break / bend if a vehicle enters the pathway. I took the opportunity to walk portions of the trail with the DPW Director and we observed that the heavy traffic was moving well, and that the sheriff's department had to navigate the traffic with lights flashing. I observed some traffic confusion at the Main and Blue Star intersection regarding the pedestrian crossing. We may have to review the need for flashing hawk signals if the pedestrian traffic warrants the need.

Beach to Bayou Pavers – The Deputy City Clerk and DPW have been working on wrapping up the installation of the engraved pavers bought to support the Beach to Bayou trail project. There are two locations with commemorative pavers—Center and Washington Streets and Center and Main Streets.

History – The History Center installed historical signs in the window of the old Kismet Bakery at the intersection of Center and Main Streets. Check out the installation. It is well done.

Yield to Peds – DPW installed "yield to pedestrians per local law" signage at several locations around the City. With the installation of the signage, the police department can better enforce yields. My observation was that the signage slowed traffic down considerably.

Facilities – I had an engineer and electrician at City Hall to evaluate the cost of renovating the upstairs of City Hall. I'll be able to provide more information once the report is provided to me.

Blue Star Bridge Inspection – I received the final report from the 2018 Blue Star Bridge Inspection today. Overall, the bridge is sound, but needs a few routine maintenance items. In 3-5 years, the Cities of Douglas and Saugatuck will have to have a more intense maintenance program to fix some paint issues, concrete spalling, joint repairs, and cracks.

COVID-19 – In the latest update from the Governor, Executive Order 2020-143 closes indoor service at bars. "To protect our state from a new wave of infections and to increase the likelihood that we can reopen schools in the fall, this order closes bars and nightclubs for indoor service in those regions that are in Phase 4 of the Michigan Safe Start Plan. Restaurants can remain open for indoor service, but alcohol can be served only to patrons who are seated at socially distanced tables.

Common areas where people stand and congregate within restaurants must be closed. Restaurants and bars may remain open for outdoor seating, but only for seated customers at socially distanced tables.”

I have attached a press release from the Allegan County Health Department regarding safe practices over the holiday weekend.

That is all I have for now. Have a great 4th of July weekend.

Rich LaBombard
City Manager

ALLEGAN COUNTY HEALTH DEPARTMENT

3255 – 122nd Ave., Suite 200, Allegan, MI 49010

Office Administration

(269) 673-5411 Fax (269) 673-4172

Bioterrorism Preparedness

(269) 673-5411

Personal Health

(269) 673-5411



Communicable Disease

(269) 673-5411

Environmental Health

(269) 673-5415

Resource Recovery

(269) 673-5415

NEWS RELEASE FOR IMMEDIATE RELEASE

DATE: JULY 1, 2020

FOR MORE INFORMATION, CONTACT:

Lindsay Maunz, MPH, CHES®, CPH

Public Information Officer

(269) 673-5411

lmaunz@allegancounty.org

Allegan County Health Department Urges COVID-19 Safety as Independence Day Celebrations Near

(Allegan, MI)— The Allegan County Health Department (ACHD) encourages residents to protect loved ones and themselves during the upcoming July 4 weekend and other planned summer celebrations. Residents should continue practicing safe steps to reduce the chances of getting or spreading COVID-19. As the reopening of restaurants, bars, group gatherings, and other activities continue, the risk of COVID-19 spread increases.

According to [Executive Order 2020-110](#) for Region 3 in Michigan, rules on gatherings and events does allow for larger social gatherings of people not part of the same household (10) indoors and (100) outdoors but they must be able to maintain six feet distance from one another. In addition, outdoor parks and recreational facilities may be open, provided the reasonable modifications are made to allow employees and patrons not part of the same household to maintain six feet of distance from one another, and close areas in which social distancing cannot be maintained. Region 3 includes Allegan County.

“Areas in Michigan have seen a surge in COVID-19 cases; yet if our community commits to wearing face coverings in public spaces, excellent hand hygiene, and social distancing, we can continue to slow the spread of the virus in our community,” states ACHD Health Officer, Angelique Joynes, MPH, RN. “Research has shown that the more community members practice these actions, the transmission of this virus decreases.”

ACHD urges residents to continue practicing COVID-19 precautions to keep you and your loved ones safe this holiday weekend. Recommendations for gatherings include:

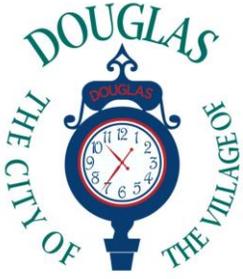
- Keeping gatherings small and following the Executive Orders.
- Making sure areas are cleaned and disinfected, before and after use.
- Meeting outside.
- Mindful distancing. Keeping six feet apart from others outside your household.
- Eating outdoors. Consider getting takeout from your favorite places.

-more-

- Wearing a mask, if possible.
- Washing or sanitizing hands often.
- Not sharing food, drinks, or other items. For small gatherings, having everyone bring their own snacks or serving food with single-use utensils.
- Avoiding large crowds outdoors and indoors. If social distancing cannot be maintained, facemasks are strongly encouraged.

For Allegan County statistics, visit our dashboard at <https://bit.ly/3e0GIFk>, Michigan's Coronavirus site at www.michigan.gov/coronavirus, or the MI Safe Start Map at <https://mistartmap.info/>. COVID-19 resources can be found by visiting Allegan County's COVID-19 website at <https://bit.ly/38erjiR>.

###



The Village of Friendliness – Since 1870

Good Afternoon Everyone,

This is the City Manager's week in review for the week of July 6, 2020:

Face Coverings – Per the Governor's executive order 2020-147 effective Monday, July 13, 2020, masks are required in an indoor public space or outdoors where social distancing cannot be maintained. A willful violation of the order is punishable by up to a \$500 fine, but no term of confinement may be imposed. Businesses MUST refuse entry and service to individuals who fail to comply and MUST post signs at all entrances instructing customers of their legal obligation to wear a face covering inside. There are some exemptions.

COVID-19 Crisis – I worked this week on the City's Crisis response plan for the COVID crisis. I provided a draft copy to staff late this week and provided a copy to a downtown merchant for review and comment. The plan continues to keep City Hall closed to the public unless they have an appointment but also maintains the requirement to use face coverings for anyone entering City Hall. Public meetings will continue to be held remotely as long as permitted by Executive Order. More information will be provided once the plan is finalized with the stakeholders.

City Council Workshop – Monday was a workshop for City Council to tour the Blue Star Trail and recent safety improvements implemented by the Department of Public Works to increase the visibility of the transition from the bridge. City Council created an ad hoc committee at the regular City Council meeting later in the evening with the goal of reviewing the current configuration and making recommendations for improvements on the Blue Star Trail. Councilwoman North and Councilman Donovan were appointed to the committee.

City Council Meeting – Following the on-site workshop, City Council conducted a zoom meeting for regular business items. The meeting was just over two hours long and covered development of a pole banner policy, awarded erosion protection and construction of new beach stairs to Argent Management Group, continued discussion of the Blue Star Bike Trail, Council received an update on the new library scheduled to open in August, approved acquisition of Point Pleasant Marina using DNR Trust Fund grant assistance, adoption of a crisis response plan, and discussion about the 150th anniversary of the founding of Douglas.

FEMA Grant – Friday myself and the City Clerk met with the City's grant writer to review our application for reimbursement of COVID related activities. The City could potentially get reimbursed up to 75 percent of eligible funds related to COVID-19 expenses.

Construction – The Zoning Administrator and I toured several construction projects around the City on Friday. There are at least 10 new residential construction projects ongoing around the City, several remodeling projects, development of a private garden, and a public library. That's a large amount of development for our community.

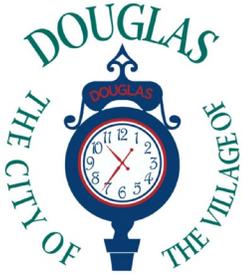
Old Library – The storm drain across the old library property was installed this week. The drain was needed to help alleviate collection of excessive storm water that routinely occurred around the old library. Dewatering the site will alleviate some of the moisture issues in the area.

Point Pleasant – The City Attorney is working on the closing documents for Point Pleasant Marina.

Beach Revetment – I have made contact with the contractor about the beach revetment project and discussed our required agreement and insurances to get the project started. He will also provide a list of references and a bond for the work.

That is all I have for now. Have a great weekend.

Rich LaBombard
City Manager



The Village of Friendliness – Since 1870

Good Afternoon Everyone,

This is the City Manager's week in review for the week of July 13, 2020.

Staff Meeting – The week started out with a staff meeting to discuss the next week's City Council agenda, discuss work assignments and progress, and have a round table discussion about items of concern.

Face Coverings – The new executive order requiring face coverings took effect on Monday and I have noticed a great deal of compliance.

City Council Closed Session – City Council held a closed session Tuesday evening to discuss the City Manager's contract and set goals for the City Manager for the upcoming year. The list of goals will be available to the public in the near future.

Beach Revetment – Tuesday, I had an interview with Wood TV8 at Douglas Beach about the City Council's support of a project to install revetment at the beach and get the beach access back open to the public. The news station is studying erosion along the lakeshore and the interviewer told me directly that Douglas is one of the few communities they interviewed with a plan to address the erosion. I also met with a resident who was concerned about how the revetment will impact his property 50 feet to the south. The mix of materials being proposed with a combination of steel and stone being employed to close the gap between a steel seawall to the north and a wood seawall to the south is the best option to disburse the energy of the waves and stop the erosion and loss of vegetation.

Treasurer Interviews – Tuesday and Wednesday the Treasurer interview team worked on developing the questions for the Treasurer interviews. On Wednesday, we interviewed a candidate outdoors at Beery Field. We have three more interviews next week. I anticipate, we will have a new Treasurer in place by mid to late August since we have a good pool of candidates to select from.

Building Team – The building team met on Tuesday and discussed options and costs of blending City Hall and the Police Department together. In the coming months, the building team will begin to study Point Pleasant Marina as well and make recommendations for future use of the property and buildings on the site.

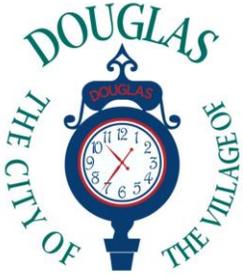
Special Assessment for Water Main – As the construction date for the water main project is getting closer, we have been receiving more requests for information about the project. I will work on a project notice next week.

Union Street Resurfacing – Monday was the bid opening for the Union Street project. There was only one bidder and the costs came back higher than anticipated. I will provide the quote to City Council on Monday (7-20) for consideration.

That is all I have for now. Enjoy the History Center and "Art on Center" this Saturday, July 18th from noon to 4:00 PM.

Have a great weekend.

Rich LaBombard
City Manager



The Village of Friendliness – Since 1870

Good Afternoon Everyone,

This is the City Manager's week in review for the week of July 20, 2020.

City Council – The regular City Council meeting was held via Zoom on Monday night. Agenda topics included:

- Discussion about controlling the deer population. City will evaluate coordinating with the Township on options to control deer population.
- Union Street resurfacing – Motion to reject the resurfacing bid passed. The City's purchasing policy allows negotiation with the sole bidder and the City Engineer was instructed to begin negotiations.
- New executive assistant staff position – Motion to create a new position passed and the position was posted to internal candidates until July 31, 2020.
- Beach revetment – Motion to add a time limit to get necessary documentation to the City within one week. Vendor was contacted again to review required documentation and establish a deadline.
- Douglas 150th Anniversary – Discussion item, no action taken.
- Wishbone Pet Rescue Alliance Special Event – Motion passed to approve special event with condition that social distancing, face coverings, and sanitation measures are used.
- September 5 Fireworks Display Special Event – Motion vote ended in a tie and so the motion to approve the special event failed.

Treasurer Interviews – Treasurer interviews went well. We interviewed four candidates, of which two were up for consideration. After discussing the pros and cons of the candidates with the interview team, I selected one candidate to move forward in the process. We are reviewing references and drafting an offer letter.

Planning Commission – I attended the Planning Commission session Wednesday evening.

Special Assessment for Water Main – I contacted the City Engineer and he is getting the public notice letter developed for residents impacted by the construction anticipated to begin in mid-August.

Aquatic Weeds – Wednesday I walked to Wades Bayou and inspected the weed situation and see a marked improvement from last year. The second round of weed application is scheduled for the week of August 7th.

River Signage – Council had previously mentioned a need for river signage to aide our local kayakers. I was able to locate meeting notes from the Kalamazoo River Greenway meeting indicating they are working on a project to add signage. "We are working on getting a signage project off the ground to have physical signs posted along the Kalamazoo River and update information to online maps. We currently have 66 signs that we will be working on updating. We are planning to work with EGLE, DNR, KRWC, and any other interested partners on creating and establishing better signs to assist in navigation and rescue efforts."

Staff & Council Team Building – Some time was spent this week putting the finishing touches on an outdoor location for City Council and staff to participate in a team building session with a facilitator. The chosen site was West Side County Park. The session will be held on Wednesday, July 29.

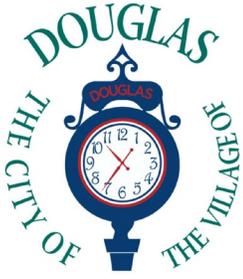
Wades Bayou Storage – The storage building at Wades Bayou is history.

DIA Art – Be sure to check out the Detroit Institute of Art in downtown Douglas.

That is all I have for now.

Have a great weekend.

Rich LaBombard
City Manager



The Village of Friendliness – Since 1870

Good Afternoon Everyone,

This is the City Manager's week in review for the week of July 27, 2020.

Planning Commission Workshop – Planning Commission held a workshop Monday evening to discuss bylaw amendments. Changes will be presented at the regular Planning Commission meeting on August 12, 2020.

Human Resources – A significant amount of time was spent this week on human resource needs to fill vacant positions.

Treasurer Position Filled – The City of Douglas has hired Matt Smith to join the staff here at City Hall at Treasurer. Matt has been assisting the City through a contracted service since the position opened in March and has been a great asset. We are excited to have him join us permanently. Welcome aboard Matt.

Staff & Council Team Building – On Wednesday, staff directors and City Council members traveled to West Side County Park for team building. The facilitator guided staff and council through several discussions in two separate four-hour long sessions.

Schultz Park – DPW has been busy at Schultz Park boat launch area this week. We received concerns regarding the broken posts and exposed bolts on the docks and immediately went to work fixing them.

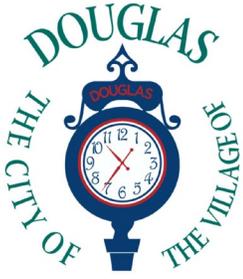
Elections – Thursday and Friday were very busy days in the Clerks office. Absentee ballots are rolling in and today is the last day to apply for one by mail. After today, residents will need to stop into City Hall and request a ballot in person. The City Clerk has state required office hours at City Hall from 8:00am to 4:00pm on Saturday, August 1, 2020 for those wishing to register or vote absentee.

Tri-Community Manager's Meeting – I joined a zoom meeting with the City Manager of Saugatuck and the Saugatuck Township Manager for a routine discussion about happenings in the municipal manager communities.

That is all I have for now.

Have a great weekend.

Rich LaBombard
City Manager



Good Afternoon Everyone,

This is the City Manager's week in review for the week of August 3, 2020.

Beach Revetment – Following Monday's Council workshop, I reached out to Edgewater Resources to seek professional advice on the appropriate solution for the conditions present at Douglas Beach. Greg Weykamp who we have worked with in the past has agreed to meet me at Douglas beach on Monday to discuss the proposed work and provide input on the project. I've also invited Mr. Weykamp to attend another City Council workshop prior to the next council meeting to discuss other solutions. Edgewater has been working with a number of communities along the Lake Michigan shoreline on erosion and high-water issues. I have no doubt that Mr. Weykamp will provide the expertise we need to the conversation.

Human Resources – The City Clerk and I worked on getting the remaining vacant positions posted and filled. There is an Office Clerk 1 vacancy in the Clerk's office, there is a Public Works Supervisor vacancy that will likely be filled by an internal candidate creating an Equipment Operator vacancy. The internal postings will be out soon. As always, we look at promoting from within the ranks when possible and then post open positions externally.

Elections – Tuesday's elections went well. There were no concerns of voters complying with the COVID rules. Stations and equipment were constantly being sanitized by election workers and the crowd was fairly steady but not overwhelming. Thank you to the City Clerk and her team of election volunteers for overseeing the election process.

Tri-Community Planner Meeting – Starting next month, the City's Planner will be meeting with the planners of Saugatuck and Saugatuck Township. This will be the introductory meeting of what will be a routine meeting and will be similar in scope to the Tri-Community Manager's Meeting held by the three municipal administrators.

Water Street Curve – Met with the City Engineer and the Public Works Director to discuss curb work at the water street hill. The current conditions allow heavy runoff during rain events to scour out the edge of pavement and frequently requires intervention from the Public Works team to restore the shoulder. A bituminous curb would be installed to channel the water into a rip rap spillway. The advantage of the solution is that we will also gain additional width at the curb which will make the north bound lane easier to negotiate. Additional work will have to be done to retain the hill with fabric and stones to slow the rate of erosion. Incidentally, DPW cut the vegetation back at the hill this past week to make the travel lanes feel less restricted.

Facilities – Worked on a request for qualifications to hire a qualified consultant to review the City's facilities per the City Council's directive to blend City Hall and the Police Department together. The next step of the process will be to review the RFQ with the building team and issue the RFQ with a response date in September for City Council to consider moving forward with a study. The selected firm will study the existing municipal buildings and calculate costs associated with blending City Hall and Police together and provide options.

Blue Star Trail – Met with the ad hoc team assigned to work on a variety of solutions for improving the Blue Star Corridor between Main and Center Streets. We have a significant list of ideas that will be presented to the City Engineer to assign costs. Once reviewed by the engineer, the team will reconvene and evaluate the solutions and make a proposal to City Council to make improvements to the corridor.

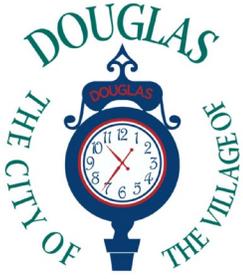
Campbell Weeping Hill – Met with the City Engineer and DPW Director at Campbell Hill and discussed solutions to stop the weeping hill. The engineer believes the water source is a natural phenomenon and not related to a municipal water source and the solution will be to install a number of drains under the pavement to capture the water and direct it to an appropriate discharge location. The engineer hopes to have bids presented to City Council in mid-September. My goal is to redirect the water flow before freezing temperatures set in.

South Street Survey – Following up on a concern identified by a resident late last year at the South Street and Water Street intersection, I'm requesting a survey of residents within 300 feet of South Street. The survey is intended to get their opinion about changing South Street to a one-way street. South Street is perhaps one of the City's narrowest streets and the fence installed at the intersection of South and Water Streets diminishes the visibility of oncoming traffic when eastbound on South Street. The survey will ask residents if they agree or disagree with making South Street a one-way westbound street. The outcome of the survey will be presented to City Council **if** the majority of respondents are interested in making the street one-way.

That is all I have for now.

Have a great weekend.

Rich LaBombard
City Manager



Good Afternoon Everyone,

This is the City Manager's week in review for the week of August 10, 2020.

Beach Revetment – Monday morning I met with Edgewater Resources at Douglas Beach to discuss the proposed revetment work. Mr. Weykamp reviewed the proposed work, captured aerial drone footage, and discussed a few options that could be presented to EGLE that would capture sand and build beach back (assuming EGLE approves the features). Mr. Weykamp will be available for a second workshop with City Council on August 17 at the Douglas Beach parking lot at 5:30 PM.

MDOT Category B – Campbell Road – The Cities of Douglas and Saugatuck were denied their grant application for a joint project to replace water main and resurface Campbell Road from Ferry Street to McVea. The grants are highly competitive. There were 111 applications submitted totaling over \$18 million in work competing for \$3 million in grants.

COVID MIOSHA Webinar – I attended a webinar about employer's responsibility to employees during the COVID crisis. At City Hall, we limit visitors moving about the building (the building has been unlocked since the election), practice wearing face coverings when we leave our respective offices, hold meetings outside while the weather is agreeable, continue to promote hand washing, and sanitizing on a routine basis.

Museum Request – I spoke with Eric from the History Center about a last of its kind fish shanty in Saugatuck that the museum is interested in preserving. Eric may attend the next Council meeting to provide the background and update us on the project.

RJ Peterson – Sad news in the community with the passing of RJ Peterson. I very much enjoyed getting to know Mr. Peterson and had great respect for him. He will be missed.

County Tax Limitation – The County Administrator held a zoom conference about a tax limitation proposal expected to be on the November ballot. The limitation proposal affects the County, school districts, and general rule townships. The proposal will not impact City millage rates. Monitor the Allegan County website for additional information as the election nears. I was unable to find an active site for information.

Building Team – The building team met and discussed the proposed Request for Qualification proposal to hire a professional firm to study City facilities. There was also discussion about the future use of the old library once it is returned to the City. Finally, the building team was presented with the guidelines for DNR Trust Fund Acquisition grant and discussed the use of the buildings at Point Pleasant Marina.

County Brownfield – I attended the County brownfield meeting on Wednesday and learned about an EPA clean up grant that the City should pursue for 200 Blue Star. I've already touched base with the City's environmental

consultant to get his opinion about the potential for success of our application. He informed me that his firm has been awarded 5 of the last 6 clean up grants they've applied for.

Joint Meeting – I'm working on planning a joint City Council, Planning Commission, and Brownfield Authority meeting tentatively set for September 16, 2020 to discuss 200 Blue Star. More information will follow including an agenda and list of speakers.

Frisbee Golf – Crews began cutting the course for frisbee golf this week at Schultz Park; however, DPW asked them to stop until parks and rec and DPW can agree on the location of property lines and the proposed course. I've advised DPW to inform the adjacent neighborhood associations of the proposed work.

Union Street – I've been notified that work on resurfacing Union Street will begin in the next few weeks. The City Engineer is waiting on bonds and insurances to be submitted before the notice to proceed can be issued. Once I have a firm date, I'll communicate that to the community.

Water Special Assessment – The water main work for the three locations around Douglas is planned to begin on August 17th. Each section will take approximately three weeks to complete. Work will begin on Whittier / First area, next will be McVea, followed by Fremont / Ellis.

Salary Studies – With all the staff changes at City Hall over the past year, I've been asked to explain how salaries are determined. For every position that has become vacant or has been reclassified, I've applied a similar approach for each position. I use the Michigan Municipal League's most recent salary study from 2019 as the basis for establishing Douglas' salaries. The MML salary study is a statewide review of salaries for approximately 200 job titles. I start by identifying job titles that match or are similar to the City's open position and that generates a list of communities and a list of sortable data attached to each community. The job title is key because an administrative assistant for example may perform a similar role as a secretary or officer clerk 2, so care is taken to identify similar titles. Next, I sort all the appropriate job titles into multiple criteria such as:

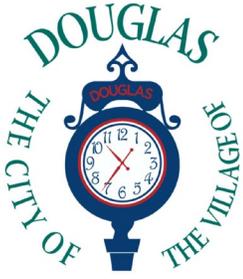
- Average compensation for communities with a population like Douglas
- Average compensation for communities with a similar taxable value and revenues as Douglas
- Average compensation for communities located in the same geographic region as Douglas
- Average compensation for communities within Allegan and Ottawa Counties

Once I come up with the averages for the criteria listed above, I look for current full-time open job postings in other communities as a cross reference. Once that data is produced, I'm able to create a salary range. I then compare the proposed salary range to all the positions in the City of Douglas to make sure the salary is appropriate for the experience and education required for the job description. To study a single position can take many hours of review and calculation.

That is all I have for now.

Have a great weekend.

Rich LaBombard
City Manager



The Village of Friendliness – Since 1870

Good Afternoon Everyone,

This is the City Manager's week in review for the week of August 17, 2020.

Council Workshop – Edgewater Resources of St. Joseph presented an overview of their proposal to reinforce the dune at Douglas Beach and discussed a pilot project that could build sand back if EGLE approves the design. The work at Douglas Beach will have to be performed in several steps, the first critical step will be to protect the eroded dune.

Council Meeting – Monday's City Council meeting featured on a presentation from the area recycling committee, the appointment of Matt Smith as City Treasurer, and board/committee and staff reports.

Treasurer Introductions – Wednesday, I introduced the new Douglas Treasurer to staff and administration at Saugatuck City and Saugatuck Township.

Douglas Harbor Authority – The Authority met and reviewed projects being completed on the harbor. Low clearance signs were installed on the Blue Star Bridge facing the channel to warn boaters before proceeding under the bridge. The Authority also monitored the invasive aquatic weed progress at Wades Bayou and the second application of herbicide was applied and appears to have a positive impact on the waters of the bayou. 42 North rowing club also made a presentation about the club and their interest in using Wades Bayou as one of their launch locations.

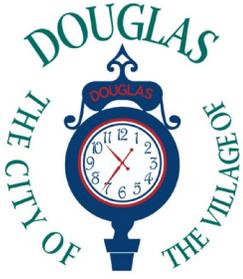
Kalamazoo Lake Harbor Authority – Conversation continued regarding Saugatuck Township joining the harbor authority and the in-kind services that could be accepted for entry. There was discussion on the buoys in all three communities and about aquatic weeds in Kalamazoo Lake and Wades Bayou.

Union Street – Work on Union Street will begin next week. We anticipate the work will take approximately two weeks if all goes well. A detour route will be posted while culvert work is performed on South Union Street.

That is all I have for now.

Have a great weekend.

Rich LaBombard
City Manager



Good Afternoon Everyone,

This is the City Manager's week in review for the week of August 24, 2020.

Union Street Resurfacing – Work on the Union Street resurfacing project began this week. The culvert at the dip on South Union was replaced early in the week and the manhole structures were removed and adjusted in preparation for road milling. The milling crews are on site as of Friday to mill down the road surface. The true transformation begins on Monday when paving crews will begin the resurfacing work. All the work is weather dependent. As of now, Center Street remains open to thru traffic when construction crews are not present near the intersection.

Pickleball Club – I received an update from the president of the pickleball club this week. They continue to have great turnout at the courts and routinely leave at least one court available for the public to use during club hours. Because of COVID, they have limited the interaction of the public with club members. The club used to invite the public to join the games and also offer lessons, but the COVID concerns caused them to rethink how they interact with non-club members.

Point Pleasant – The City is working closer to the final closing on the purchase of Point Pleasant Marina. The City was awarded a DNR Trust Fund Acquisition grant to purchase the marina and the grant covers 75 percent of the purchase price. The purchase of the marina is included in the waterfront master plan and is attractive to the community for several reasons. It provides the public an opportunity to have another point of access to the waterfront which is one of the goals of the waterfront master plan. Also, owning a municipal marina qualifies the community for the opportunity to apply for funding assistance for future channel dredging projects that will be necessary to keep the harbor navigable. With the current high-water levels, the topic of dredging doesn't seem as pressing, but the great lakes went from record low levels to record high levels in just 8 years. If you'd like to see the waterfront master plan, go to: <https://ci.douglas.mi.us/public-marine-plan/>

South Street Survey – Residents located within 300 feet of South Street have been mailed a survey asking about their opinion in converting the street to a one-way westbound street. Once the survey closes, the results will be evaluated and if the residents agree to the change, it will be taken to City Council for approval. If approved, new signage will be added to the street indicating the direction of travel. The idea of making this a one-way street is necessary because of the limited site visibility at the South Street / Water Street intersection and due to the road being very narrow—so narrow its difficult for two cars to pass.

Schultz Park MDOT Fence – There have been questions about the condition of the fence along the highway at Schultz Park. MDOT has informed me that its is scheduled to be replaced during a project in 2021.

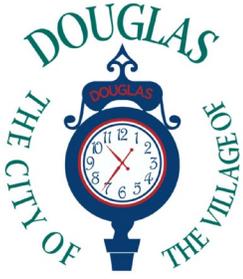
Consumer Energy Tree Grant – The City's Executive Assistant was successful in getting a "Right Tree, Right Place" grant from Consumers Energy to assist with replanting trees in several locations around the City. The grant provides up to \$100 per tree for 14 locations. The intent of the program is to plant the proper size tree within the

appropriate proximity of power lines. For example, small growing trees can be planted directly under power lines, and larger trees planted further away from the influence of power lines. The “Right Tree, Right Place” program reduces the amount of tree maintenance activities performed by the power company. Congratulations Jenny, this was her first ever grant.

That is all I have for now.

Have a great weekend.

Rich LaBombard
City Manager



Good Afternoon Everyone,

This is the City Manager's week in review for the week of August 31, 2020.

Lakeshore Drive Erosion – Early Monday morning I received word from a resident that a portion of the bluff in the 3000 block of Lakeshore Drive had eroded very close to the road edge. Upon investigation, backfill material from private utility work eroded during the weekend rain. The City acted quickly, working with the City Engineer, Douglas Police, Fire, DPW, and Kalamazoo Lake Sewer and Water. One lane of traffic has been blocked to minimize vibration on the bluff and nearby watermain, all the existing utilities were marked in the event they need to be turned off, and area residents were notified of steps taken. DPW backfilled the erosion with temporary material and installed sediment barriers and straw to slow the erosion process because rain was forecasted for the afternoon. The resident responsible for the private utility work was contacted and he has hired a soil and material engineer to propose a long-term solution to the eroded site. The City prepared a public notice and I personally walked the notices from door to door and spoke with as many residents as possible from Center Street to the City limits. The situation is still a crisis as future rain events could cause further damage until the site is restored. The erosion was in very close proximity to the watermain. Residents living in that area should immediately contact the City or Kalamazoo Lake Sewer and Water if they experience a drop in water pressure which would indicate the water main has broken.

Water Street Erosion – Another erosion area of concern was identified on Water Street between South and Randolph Streets. The weekend rains were forceful enough to erode approximately 9 inches under the pavement edge and left a hole that required several yards of material to restore. The street was immediately re-opened once the work was complete.

Union Street Resurfacing – Resurfacing work on Union Street was started and completed on Monday. There is a bit more work to do to finalize the project. Contractors will be cleaning up some of the edges, marking pavement, and adjusting manholes. Overall, the project went relatively smooth. We received a few complaints about noise and some concerns about entering and exiting driveways, but overall the project went faster than anticipated and had little disruption.

Special Assessment Water Main Project – Pavement milling for the three special assessment district areas started this week. Material for the project is being staged at 200 Blue Star in anticipation for ramping up the project work in the next week. There are three sites getting new water main – Whittier / First Streets, McVea Street, Fremont / Ellis Streets. Each location should take three weeks to complete with cooperative weather.

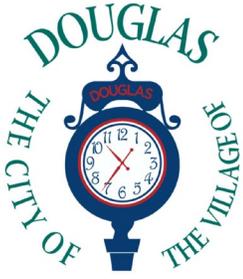
Hazard Mitigation Plan Update – Wednesday I met with Allegan County Emergency Operations Center Director to go over the County's Hazard Mitigation Plan Update. The plan requires updating every five years and in order to be eligible for future funding, each participating municipality in the County has to have input on at least one project contained in the plan.

Consumer Energy Tree Grant – The City’s Executive Assistant was successful in getting a “Right Tree, Right Place” grant from Consumers Energy to assist with replanting trees in several locations around the City. The grant provides up to \$100 per tree for 14 locations. The trees need to be installed by November 1 and prices are being quoted for the work.

That is all I have for now. Have a great Labor Day Weekend.

Have a great weekend.

Rich LaBombard
City Manager



Good Afternoon Everyone,

This is the City Manager's week in review for the week of September 7, 2020.

Lakeshore Drive Erosion – The City continues to monitor the top side erosion at Lakeshore Drive south of Center Street. This week's rain caused no significant damage to the location because erosion protection measures were put into place at the top side of the embankment.

Douglas Beach – City Council approved a design proposal from Edgewater Resources of St. Joseph to complete five tasks to design a revetment system to protect the dune at Douglas Beach. Edgewater will begin survey work on site, Monday (Sept. 14).

Election Grant – A grant specifically for election assistance is available to communities to cover 2020 expenses. If received, the funds can be used to ensure a safe and efficient election, expand voter education and outreach, recruit poll workers, and cover training and safety efforts. The City Clerk will apply for the \$5,000 grant which is awarded on a first come, first serve basis, and requires no match.

Point Pleasant – Closing on the Point Pleasant acquisition is scheduled for early November. City Council adopted a resolution to direct the City Manager to prepare a written plan and schedule for the use of existing facilities located at Point Pleasant Marina. The existing facilities on the property must be converted to an appropriate use that complies with the Michigan Natural Resource Trust Fund Acquisition Project guidelines. An appropriate use for the existing facility may include a nature center, park office, maintenance building, and restroom buildings. The initial concept is to convert the existing house to the offices for the Douglas Harbor Authority and public restrooms to serve the marina.

Water Main Projects – The first sections of water main were installed this week on Whittier Street. Each of the three locations around the City will take approximately three weeks each to complete.

Isabel's – The Isabel's team is getting very close to opening and I was given a tour of the facility this week. Isabel's is a wonderful addition to the Douglas community and the passion and energy of the Isabel's team is infectious. We are looking forward to the announcement of the opening date.

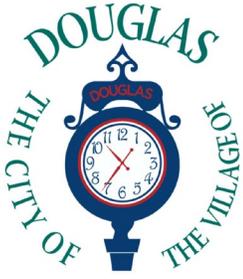
Recycling – A recycling survey is available on the City of Douglas webpage. Please take a minute to visit and provide information for the Tri-community recycling committee.

DPW Supervisor – Congratulations to the new DPW Supervisor Rick Zoet. Rick was selected from two internal candidates who applied for the vacant position.

Staffing – An interview panel conducted an interview for a DPW equipment operator this week and a job offer is being prepared for the candidate. If the candidate accepts the offer, we will only have one position left to fill in the Clerk's office and the City will be back to full staff.

That is all I have for now.

Rich LaBombard
City Manager



Good Afternoon Everyone.

This is the City Manager's week in review for the week of September 14, 2020.

Lakeshore Drive Erosion – The City continues to monitor the top side erosion at Lakeshore Drive south of Center Street. The Zoning Administrator and I responded to several complaints this week regarding the property, traffic and on-site construction activities. We spoke directly with the owner and shared our concerns about the long-term stability of the utilities, the slope, and the roadway. I also fielded multiple calls from residents regarding the status of the erosion. The property owner is working with engineers to implement a plan to stabilize the erosion and revegetate the slope. We have asked that the City's Engineer be provided with a courtesy review of the solution prior to implementation. Until permanent measures are put into place, the City DPW, KLSWA, and the other agencies are prepared in the event the situation needs immediate action. A pile of fill material has been staged at Douglas Beach for quick access if it's needed to backfill eroded areas. Residents experiencing a sudden drop in water pressure should contact the City or KLSWA immediately.

Tax Day – The final day for collecting taxes was Monday, September 14th and City Hall had a significant amount of traffic. Both the Treasurer and the Executive Assistant were busy most of the day handling payments. Thanks Matt and Jenny for all your hard work.

Douglas Beach – Edgewater Resources was at Douglas beach this week collecting topographic survey information in preparation for the engineered design of the revetment work.

EPA Clean up Grant – I had a meeting with the City's Environmental Engineering firm about an EPA Clean Up grant application being developed for 200 Blue Star Highway. The \$500,000 grant is available to communities to clean up contaminated sites. City staff will be providing information and a narrative for the grant application in coming weeks. The initial thought of our consultant was that we have a good chance to receive the grant funds.

Downtown Pavement Marking – DPW worked this week on freshening up the pavement markings in downtown this week. DPW was able to repaint parking stripes, crosswalks and stop bars quickly and efficiently with the new pavement marking machine. The equipment cut down staff time to a fraction of the time is used to take to repaint lines by hand.

Treasurer – Wednesday the new Treasurer and I spent some time reviewing project sites around the City. It was a good opportunity for him to see the variety of projects the City is working on and a chance for him to ask questions and get up to speed with progress.

Water Main Projects – The water main on Whittier Street is installed and is being pressure tested and chlorinated to kill bacteria. Water samples will be taken next week to determine if the main is bacteria free. Once the testing is complete, the water services will be tied over to the new main and the trenches will be backfilled and compacted in preparation for road paving. Crews have moved over to McVea Street while they await water sample results.

Saugatuck Interim City Manager – I had an introductory meeting with Karen Homan this week. Ms. Homan will be the interim City Manager of Saugatuck until the position is filled permanently. The Saugatuck Township Manager, myself, and Ms. Homan plan to meet in the near future to discuss common interests among the three communities.

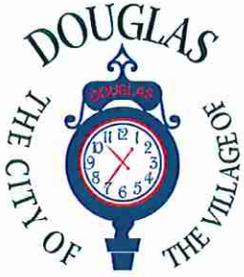
Inside Out Art – An art curator was providing mini lectures about the Detroit Institute of Art Inside Out artworks displayed in downtown Douglas this week. Small groups gathered at each piece of art and were provided a presentation of the art and artist. It was a perfect day for the event and was well received.

Water Street Curb – The City opened bids to install a curb on Water Street hill that will help control erosion. The Water Street hill is an ongoing maintenance issue following rain events. The volume and speed of water rushing down the hill continuously erodes the road edge and requires DPW to restore the slope after rain events. The cost of the curb installation will be recaptured with staff time savings.

Pride Garden – A ribbon cutting ceremony is planned for this Saturday (9-19) at 3:00 p.m. If you haven't been to the garden, take the time to walk thru. It's a beautiful addition to downtown.

That is all I have for now. Have a great weekend.

Rich LaBombard
City Manager



Good Afternoon Everyone.

This is the City Manager's week in review for the week of October 5, 2020.

COVID Guidance – The Michigan Department of Health and Human Services issued an Emergency Order which outlined gathering prohibitions and mask orders during COVID. The guidance replaces the Governor's Executive order. The order is in effect until October 30, 2020, and covers attendance limitations at gatherings, face covering requirements at gatherings, exceptions to face covering requirements, guidance for food service establishments, and guidance for organized sports. A copy of the DHHS order is attached.

City Council – The regular meeting of City Council was Monday of this week. Business topics were a first reading of a revised sign ordinance specifically intended to allow administrative review of signage located in commercial / industrial right of way on Blue Star Highway, a two-party agreement for a new watermain being planned for St. Peter's drive, and a request to opt out of Public Act 152, the Publicly Funded Health Insurance Contribution Act of 2011.

Assessor – The City Assessor is planning her transition into retirement in the very near future after 14 years of working with the City of Douglas. In the coming weeks, City Hall will begin the process of searching for her replacement with the goal of having some overlap to smooth the transition process with the new assessor. Please congratulate Kelley when you see her. She typically has office hours on Tuesdays from 12:30 pm – 4:30 pm at City Hall.

Calico Kitchen – The topic of demolition of the Calico Kitchen came up at City Council and Tuesday we received word that there was a purchase agreement on the property and the buyer is interested in demolition as soon as possible to eliminate the eyesore.

Center Street Path – In the coming weeks, BDR of Westshore subdivision will be making alterations to the Center Street non-motorized Beach to Bayou pathway west of Ferry Street and East of Westshore Woods Drive. Portions of the path will be relocated to an existing easement on private property which will require the removal of several trees on that property. The City will continue to provide public notice as the timeline and scope of work approaches.

Lakeshore Drive Erosion – Private work to restore the top side erosion at Lakeshore Drive south of Center Street is starting this week. The goal of the project is to install engineered backfill and an erosion blanket with fast rooting seed to quickly restore the ground vegetation. Low growing plants will also be installed as well to mitigate potential for future erosion. The Planning and Zoning Administrator will be on-site frequently to monitor activities.

Douglas Beach – Edgewater Resources last reported they were working on a temporary solution for the winter season followed up with a long-term solution to be installed at a later date. The temporary solutions will be incorporated into the long-term project, so no effort or cost will be wasted.

EPA Clean up Grant – The City's application for an EPA clean up grant for 200 Blue Star Highway is moving along. A public hearing will be held on October 19th to solicit feedback from the community about the grant request and cleanup project. The EPA grant is available for \$500,000 to clean up contaminated sites. For the purpose of this grant, PCBs are the targeted clean up substance.

Water Main Projects – All the water mains at the three project locations are installed and either being connected to the system or in testing / sampling phase. Once the testing and sampling is completed, the new water main is tied into the existing water distribution system and the private water services are transferred over from the old main to the new main. If lead water service lines are located, the entire service is being replaced to comply with the lead service line replacement program requirements.

New Library – The new library is open to the public and is a wonderful addition to our downtown. If you haven't stopped by, take the time to check it out.

That is all I have for now. Have a great weekend.

Rich LaBombard
City Manager



STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

GRETCHEN WHITMER
GOVERNOR

ROBERT GORDON
DIRECTOR

Emergency Order Under MCL 333.2253 – Gathering Prohibition and Mask Order

The novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person. There is currently no approved vaccine for this disease. On March 10, 2020, the Michigan Department of Health and Human Services (“MDHHS”) identified the first two presumptive-positive cases of COVID-19 in Michigan. Throughout the pandemic, Michigan has used a range of public health tools and guidance to contain the spread of COVID-19 and protect the public health, including via the Governor’s authority under the Emergency Management Act and the Emergency Powers of Governor Act. On Friday, October 2, 2020, the Michigan Supreme Court concluded that the Governor was not authorized by law to issue executive orders addressing COVID-19 after April 30, 2020, invalidating the executive orders on that topic.

Michigan was one of the states most heavily impacted by COVID-19 early in the pandemic, with new cases peaking at nearly 2,000 per day in late March. Strict preventative measures and the cooperation of Michiganders drove those numbers down dramatically, greatly reducing the loss of life. Although fewer than 100 new cases per day were reported in mid-June, cases have increased since that time, and recently nearly 1,000 new cases have been reported per day. To protect vulnerable individuals, ensure the health care system can provide care for all health issues, and keep schools open as we head into the influenza season, we must not permit the spread of COVID-19 to increase. This necessitates continued use of mitigation techniques to restrict gatherings and require procedures in order to reduce the spread of the virus. In the absence of the Governor’s emergency orders, it is necessary to issue orders under the Public Health Code addressing these topics.

Michigan law imposes on MDHHS a duty to continually and diligently endeavor to “prevent disease, prolong life, and promote public health,” and gives the Department “general supervision of the interests of health and life of people of this state.” MCL 333.2221. In recognition of the severe, widespread harm caused by epidemics, MDHHS has special powers, dating back a century, to address threats to the public health like that posed by COVID-19. MCL 333.2253 (“If the director determines that control of an epidemic is necessary to protect the public health, the director by emergency order may prohibit the gathering of people for any purpose and may establish procedures to be followed during the epidemic to insure continuation of essential public health services and enforcement of health laws. Emergency procedures shall not be limited to this code.”). See also *In re Certified Questions* (opinion of Viviano, J., concurring, at 20) (“the 1919 law passed in the wake of the influenza epidemic and Governor Sleeper’s actions is still the law, albeit in slightly modified form”); see also McCormack, C.J., dissenting, at 12.

Considering the above, and upon the advice of scientific and medical experts employed by MDHHS, I have concluded pursuant to MCL 333.2253 that the COVID-19 pandemic continues to constitute an epidemic in Michigan. I further conclude that control of the epidemic is necessary to protect the public health and that it is necessary to establish procedures to be followed during the epidemic to ensure the continuation of essential public health services and enforcement of health laws. As provided in MCL 333.2253, these emergency procedures are not limited to the Public Health Code.

I therefore order that:

1. Attendance limitations at gatherings.

- (a) "Gathering" means any occurrence where persons from multiple households are present in a shared space in a group of two or more.
- (b) The restrictions imposed by this section do not apply to the incidental gathering of persons in a shared space, including an airport, bus station, factory floor, restaurant, shopping mall, public pool, or workplace.
- (c) Gatherings are permitted only as follows:
 - (1) Indoor gatherings of up to 10 persons occurring at a residence are permitted (face coverings are strongly recommended for such gatherings);
 - (2) Indoor gatherings of up to 10 persons occurring at a non-residential venue are permitted provided each person at the gathering wears a face covering;
 - (3) Indoor gatherings of more than 10 and up to 500 people occurring at a non-residential venue are permitted only to the extent that the organizers and venue:
 - (A) In venues with fixed seating, limit attendance to 20% of seating capacity of the venue, provided however that gatherings at up to 25% of seating capacity are permitted in Region 6, as that region was defined in Executive Order 2020-176;
 - (B) In venues without fixed seating, limit attendance to 20 persons per 1,000 square feet in each occupied room, provided however that gatherings of up to 25 persons per 1,000 square feet in each occupied room are permitted in Region 6, as that region was defined in Executive Order 2020-176;
 - (C) Require that each person gathered wears a face covering.
 - (4) Outdoor gatherings of up to 100 persons occurring at a residence are permitted (face coverings are recommended for such gatherings);
 - (5) Outdoor gatherings of up to 100 persons occurring at a non-residential venue are permitted provided that each person at the gathering wears a face covering;
 - (6) Outdoor gatherings of more than 100 and up to 1,000 persons occurring at a non-residential venue with fixed seating are permitted only to the extent that the organizers and venue:
 - (A) In venues with fixed seating, limit attendance to 30% of seating capacity;
 - (B) In venues without fixed seating, limit attendance to 30 persons per 1,000 square feet, including within any distinct area within the event space;
 - (C) Require that each person gathered wear a face covering.
- (d) Gatherings are permitted for the following purposes notwithstanding the requirements of subsection (1)(c):
 - (1) Voting or election-related activities at polling places;
 - (2) Training of law enforcement, correctional, medical, or first responder personnel, insofar as those activities cannot be conducted remotely;

(3) Gatherings for the purpose of engaging in organized sports held in accordance with section 5 of this order.

(4) Students in a classroom setting or children in a daycare setting.

(e) Organizers and venues hosting gatherings permitted under subsection (c) of this section must ensure that persons not part of the same household maintain six feet of distance from one another, including by designing the gathering to encourage and maintain social distancing.

2. Face covering requirement at gatherings.

(a) Except for schools in Region 6, as that term was defined in Executive Order 2020-176, businesses, government offices, schools, and other operations must not allow indoor gatherings of any kind unless they require individuals to wear a face covering consistent with section 3 of this order. For schools in Region 6, the wearing of face coverings is recommended.

(b) A business, school, government office, or other operation may not assume that someone who enters the business without a face covering falls in one of the exceptions specified in section 3 of this order, including the exception for individuals who cannot medically tolerate a face covering. A business, school, government office, or other operation may, however, accept an individual's verbal representation that they are not wearing a face covering because they fall within a specified exception.

3. Exceptions to face covering requirements. Although a face covering is strongly encouraged even for individuals not required to wear one, the requirement to wear a face covering does not apply to individuals who:

(a) Are younger than five years old (and, per guidance from the Centers for Disease Control and Prevention ("CDC"), children under the age of two should not wear a mask);

(b) Cannot medically tolerate a face covering;

(c) Are eating or drinking while seated at a food service establishment;

(d) Are exercising outdoors and able to consistently maintain six feet of social distance;

(e) Are swimming;

(f) Are receiving a service for which temporary removal of the face covering is necessary;

(g) Are entering a business or are receiving a service and are asked to temporarily remove a face covering for identification purposes;

(h) Are communicating with someone who is deaf, deafblind, or hard of hearing and where the ability to see the mouth is essential to communication;

(i) Are actively engaged in a public safety role, including but not limited to law enforcement, firefighters, or emergency medical personnel, and where wearing a mask would seriously interfere in the performance of their public safety responsibilities;

(j) Are at a polling place for purposes of voting in an election;

(k) Are officiating or engaging in a religious service;

(l) Are giving a speech for broadcast or to an audience, provided that the audience is at least six feet away from the speaker;

4. **Food service establishments.** Food service establishments, as defined in section 1107(t) of the Michigan Food Law, 2000 PA 92, as amended, MCL 289.1107(t), must:

(a) Close indoor common areas in which people can congregate, dance, or otherwise mingle.

(b) Prohibit indoor gatherings anywhere alcoholic beverages are sold for consumption onsite, except for where parties are seated and separated from one another by at least six feet, and do not intermingle.

5. **Organized sports.** For purposes of this order, gatherings for the purpose of organized sports are permitted in accordance with this section. "Organized sports" means competitive athletic activity requiring skill or physical prowess and organized by an institution or by an association that sets and enforces rules to ensure the physical health and safety of all participants ("sports organizer" or "sports organizers"). Organizers and venues of organized sports must ensure that:

(a) Athletes wear a face covering (except when swimming) or consistently maintain six feet of social distance (except for occasional and fleeting moments) when training for, practicing for, or competing in an organized sport. For example, an athlete participating in a football, soccer, or volleyball game would not be able to consistently maintain six feet of distance, and therefore would need to wear a face covering. Sports organizers shall ensure that athletes comply with this section for each organized sporting event. Notwithstanding section 3(b) of this order, athletes training for, practicing for, or competing in an organized sport wear a face covering.

(b) Sports organizers should follow the [guidance](#) issued by this Department regarding whether and how a sport can be played safely.

(c) For organized sports competitions, sports organizers must ensure either that the live audience is limited to the guests of the athletes, with each athlete designating up to two guests, or that the event complies with gathering requirements of section 1(c) in this order.

(d) For indoor organized sports, sports organizers must ensure that no concessions are sold at the venue.

(e) Notwithstanding any other provision of this order, professional sports leagues and teams, including professional athletes engaged in individual sports, may engage in professional sports operations, provided that:

(1) The activities are conducted pursuant to a COVID-19 safety plan that is consistent with any guidance from the CDC and this Department; and

(2) Participants maintain six feet of distance from one another to the extent compatible with the sporting activity.

6. **Implementation.**

(a) Nothing in this order should be taken to modify, limit, or abridge protections provided by state or federal law for a person with a disability.

(b) Pursuant to MCL 333.2235(1), local health departments are authorized to carry out and enforce the terms of this order.

- (c) Law enforcement officers, as defined in the Michigan Commission on Law Enforcement Standards Act, 1965 Public Act 203, MCL 28.602(f), are deemed to be “department representatives” for purposes of enforcing this order, and are specifically authorized to investigate potential violations of this order. They may coordinate as necessary with the appropriate regulatory entity and enforce this order within their jurisdiction.
- (d) Neither a place of religious worship nor its owner is subject to penalty under this order for allowing religious worship at such place. No individual is subject to penalty under of this order for engaging in religious worship at a place of religious worship.
- (e) Consistent with MCL 333.2261, violation of this order is a misdemeanor punishable by imprisonment for not more than 6 months, or a fine of not more than \$200.00, or both.
- (f) The July 29, 2020 order regarding Executive Orders 2020-153, 2020-160, and 2020-161 is rescinded.
- (g) Any references to the April 1, 2020, order entitled “Emergency Order Pursuant to MCL 333.2253 Regarding Executive Orders 2020-11, 2020-20, and 2020-21” now refer to this order. Consequently, violations of this order are punishable by a *civil* fine of up to \$1,000, consistent with the amended schedule of fines, issued on May 27, 2020.
- (h) If any provision of this order is found invalid by a court of competent jurisdiction, whether in whole or in part, such decision will not affect the validity of the remaining part of this order.

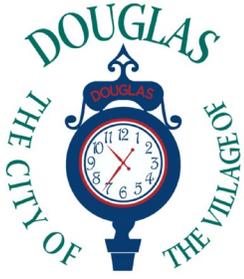
This order is effective immediately, and remains in effect through October 30, 2020. Persons with suggestions and concerns are invited to submit their comments via email to COVID19@michigan.gov.

Date: October 5, 2020



Robert Gordon, Director

Michigan Department of Health and Human Services



Good Afternoon Everyone.

This is the City Manager's week in review for the week of October 12, 2020.

Open Meetings Act – Michigan's Governor signed legislation this week that will allow municipalities to continue to meet virtually through the end of 2020 for any circumstance. The legislation was retroactive back to March 18, 2020 to cover virtual meetings that have taken place. There was concern that the Supreme Court's ruling on the Governors Executive Orders would have voided past meetings. Between January 1, 2021 and December 31, 2021, remote participation will be allowed for specified circumstances including military duty, a medical condition, or a statewide or local state of emergency that would risk personal health or safety if the meeting were held in person. Only members absent due to military duty or a medical condition may participate remotely in 2021 and will require a physical presence of the meeting body unless a state of emergency is declared.

Storage Unit Break-In – Douglas Police Department's Corporal Giles was successful in stopping a rash of storage unit break ins this week. The apprehension led to the arrest of several individuals potentially responsible for other area thefts. Congratulations Corporal Giles on a job well done and recovering stolen property.

Training – The Douglas Police Department completed firearms and defensive tactics training this week. The Department completes the training on an annual basis.

Assessor Posting – With the announcement of the City Assessor's upcoming retirement at the end of the year, a posting for a replacement candidate will be published in next week's paper. Interviews will be scheduled immediately with qualified candidates to allow at least a month overlap and transition time.

Tree Grant – Fourteen new trees were installed in the downtown and surrounding area this week thanks to the Consumers Energy's Right Tree, Right Place grant. Thanks to the Executive Assistant and the DPW for doing a fine job.

Parking Lot Maintenance – DPW had pavement sealing completed on parking lots leased by the City. Three lots had pavement seal applied and were re-stripped as term of our lease agreement.

Christmas Preparations – Planning for the Christmas season is underway. Christmas trees have been ordered and a vendor is being hired to install tree lighting.

Winterization – With cold weather upon us, DPW is planning on winterizing public restrooms beginning November 1. Hand washing stations will also be removed; however, sanitation stations located downtown will be in place as long as possible.

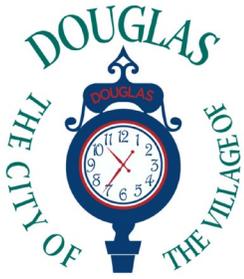
Sesquicentennial – Douglas is officially 150 years old. The communities of Dudleyville and Dutcherville merged in October 1870 and became the beautiful City we are today. Happy Anniversary.

EPA Clean up Grant – The City’s application for an EPA clean up grant for 200 Blue Star Highway is moving along. A public hearing will be held on October 19th to solicit feedback from the community about the grant request and cleanup project. The EPA grant is available for \$500,000 to clean up contaminated sites. For the purpose of this grant, PCBs are the targeted clean up substance.

Water Main Projects – Water main work continues at the three locations around the City. Two of the watermain are now tied into the municipal water system and are active.

That is all I have for now. Have a great weekend.

Rich LaBombard
City Manager



The Village of Friendliness – Since 1870

Good Afternoon Everyone.

This is the City Manager's week in review for the week of October 19, 2020.

Brush Cleanup – DPW completed brush clean up for the season and have switched over to leaf clean up. Sweepers were downtown today sweeping leaves away from the storm drains.

Erosion – With Friday's heavy rains, the restored erosion area on Lakeshore Drive was inspected and was holding well. The two other routine areas of concern on Water Street were inspected and were unchanged as well.

Campbell Road Hill – Thank you DPW for investigating and uncovering old drainage tiles at the Campbell Road hill at the Ferry Street intersection. The drain cleaning helped to divert the water weeping from the pavement and dried out the road surface. The dry pavement will make winter maintenance much easier.

City Council Workshop – City Council held a public workshop specific to the Sign Ordinance Amendment that was tabled at the October 19 City Council meeting. The City Planning and Zoning Administrator provided information and explanation about why the ordinance amendment was needed.

West Center PUD – The Planning and Zoning Administrator completed a review of the West Center Planned Unit Development. The Planning Commission is holding an advisory hearing on November 11th to provide feedback to the applicant.

EPA Grant – The public meeting to receive comments about the proposed EPA Cleanup Grant for 200 Blue Star was held Monday. The community provided great feedback and our environmental engineering firm was working on incorporating the comments in order to get the updated draft grant back out to the public prior to the October 28th submittal date. The engineers also reached out to several commenters specifically to ask for their participation and feedback on the project. The updated grant language will be posted on the City's website.

South Street – City Council approved a recommendation to convert South Street to a one-way street. DPW is working on a signage plan and will get signage installed as soon as possible. A letter will be sent to residents on South Street to notify them of the change.

Water Street Curb – City Council approved funds for the construction of a bituminous curb on Water Street just north of the curve. The project is intended to remediate a routine maintenance issue and channel water into the drain. The current condition requires Public Works intervention following rain events to restore the eroded road edge which is a frequent occurrence.

Halloween – Recommended hours and best practices for trick-or-treat were presented at City Council. For information about the best practices for trick or treating during the COVID crisis, visit the Allegan County Health Department web site at: http://cms.allegancounty.org/sites/Office/Health/coronavirus/ACHD%20Halloween%20Guidance_10012020.pdf.

Water Main Projects – Water main work continues at the three locations around the City. Two of the watermains are now tied into the municipal water system and are active. Work was ongoing on McVea Street still as of this Friday.

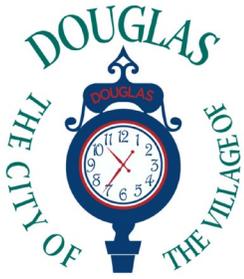
Manager's Meeting – I met with the Township Manager and the interim manager of Saugatuck this week for our routine meeting. We welcomed the interim manager to the group and discussed items that the three communities have in common. The discussion focused on aquatic weeds and buoys as well as other generic topics related to municipal management.

Michigan Coastal Management Program Grant – I participated in a conference call to discuss a grant opportunity available to Michigan communities located along Michigan's shorelines that would help to increase access to public bodies of water or provide funding for small construction projects that benefit the waterfront environment or assist with remediating coastal hazards. We are evaluating if we have a project that will fit the grant timeline. Up to \$100,000 is available and the grant match is 50 percent.

Welcome – I want to wish our new DPW employee Bill Brown a warm welcome. Bill started with us on Monday, October 19th.

That is all I have for now. Have a great weekend.

Rich LaBombard
City Manager



Good Afternoon Everyone.

This is the City Manager's week in review for the week of October 26, 2020.

Halloween – Saturday is Halloween and Trick or Treat hours in the City are recommended between 5 p.m. and 8 p.m. Safe Halloween guidance is available on the City's website or by visiting http://cms.allegancounty.org/sites/Office/Health/coronavirus/ACHD%20Halloween%20Guidance_10012020.pdf.

Leaf Pickup – DPW is working on the annual leaf clean-up program. I've attached a leaf schedule for your reference.

Assessor – The City conducted an interview for a new City Assessor this week and I will be making a recommendation to City Council to appoint Tom Doane to the position. Mr. Doane comes with more than 30 years' experience and we expect a smooth transition as Kelly Ziesemer has announced her retirement will be at the end of the year.

Convention and Visitor's Bureau – I had coffee with Lisa Mize of the CVB to introduce myself and talk a bit about what is going on in Douglas. Lisa will be making a presentation about the CVB to the City Council sometime in December.

PUD – I attended a training session with the Planning Commission this week to learn about Planned Unit Development and the ordinances that outline the PUD process. Linda Anderson, former planner from South Haven lead the overview and responded to questions from the Planning Commission membership.

Temporary Boil Water Notice – Residents this week in the area near McVea and Golfview were issued a temporary boil water notice for potable water uses on October 28th because of a mechanical valve issue encountered during water main construction caused the water main to depressurize. Kalamazoo Lake Sewer and Water Authority physically delivered the notice to only those residents effected by the notice. Boil Water Notices are rare but are issued as a precaution when certain situations are encountered that may cause water quality issues. The notice remains in effect as of this writing.

EPA Grant – The City Treasurer submitted the EPA Grant on behalf of the City on Wednesday. If awarded, the grant will provide an opportunity to remediate asbestos containing material at 200 Blue Star Highway, cover the demolition of the building, and address PCB contamination under the building. The City's Environmental Engineer believes we have a good opportunity to receive the grant. Thank you to all the community members who participated in the public comment portion of the grant review. The comments received from the community made the grant application much better.

Douglas Beach – I've received the preliminary study back from the engineers about the erosion and Douglas Beach and oversized (10-50 foot long) sandbags are being proposed as a temporary solution to slow the erosion of the bluff over the winter. We are actively seeking quotes from vendors who specialize in sandbagging and we will bring the quotes to City Council as soon as possible.

Frisbee Golf – The City Council approved the installation of a nine-hole frisbee golf course in the woods at Schultz Park, however, work to clear the fairways was halted until permission from MDOT could be obtained to utilize their property. MDOT owns surplus property to the west of the boat ramp where a portion of the course is proposed to be located. MDOT must review property records before they will permit the use of the property. The City's Executive Assistant has checked back for status updates multiple times with no updates to report. Stay tuned.

Calico Kitchen Demolition – The demolition of the building formerly known as the Calico Kitchen has been a much-discussed topic recently. I understand that the property has recently been sold and we have a commitment from the new owner to remove the blighted building after closing on the property. City Hall continues to push for immediate demolition of the building.

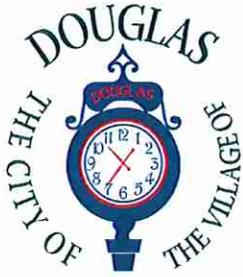
School Storage – You may have noticed school district personnel at City Hall recently. The School Superintendent inquired about additional storage space in the City for excess furniture to free up classroom space at the elementary school. I offered some of the unimproved space on the second floor of City Hall as a temporary solution.

Internet Access – With the ongoing COVID crisis, access to technology has become even more important. This week a concern citizen approached City Hall about their neighborhoods concerns and possible solutions. Our conclusion was this was a tri-community issue that perhaps could be best approached by forming an ad hoc group to study the issue and develop options. We also identified that a survey of the community may be a quick way to inventory the list of issues and needs. I'll be speaking with my counterparts in the other communities to try to get consensus on how best to work together to resolve the issue.

Welcome – I want to wish a warm welcome to Amy Howell who has joined the Clerk's office. Amy started on Monday, October 19th and will be manning the front counter of City Hall and assisting the City Clerk. Welcome aboard Amy!

That is all I have for now. Have a great weekend.

Rich LaBombard
City Manager



Good Afternoon Everyone.

This is the City Manager's week in review for the week of November 2, 2020.

Election – Tuesday's election went very well. Thanks go out to all the volunteers who gave their personal time to oversee a smooth election process. Volunteers started early and stayed late to help with the record turnout of voters. Thanks also to City Clerk – Pam Aalderink for all her efforts. Preparation for this election started back in August. Pam put in a 20-hour workday on election day and earned a much-deserved day off on Wednesday. Thanks Pam and all the election workers. 94.35 percent of registered Douglas voters submitted ballots in this election. Congratulations to Pat Lion, Aaron Miller, and Neal Seabert on their re-election and welcome to the City's newest Council member Mike VanLoon.

Leaf Pickup – DPW is working on the annual leaf clean-up program. I've attached a leaf schedule for your reference. The brush collection program has concluded for the year.

Assessor – At Tuesday's City Council meeting, the City Council appointed the new City Assessor – Tom Doane. Tom will be replacing Kelley Ziesemer who has been the City's Assessor for 14 ½ years. Welcome to the City of Douglas, Tom.

Water Main Project – Paving preparations are underway in the coming week for two of the three water main projects. The Fremont – Ellis watermain project is still being worked on. I received from a resident this week a very nice compliment about the professionalism of the project's contractor.

Douglas Beach – I've received the preliminary study from the engineers about the erosion at Douglas Beach, and oversized (10-50 foot long) sandbags are being proposed as a temporary solution to slow the erosion of the bluff over the winter. We are actively seeking quotes from vendors who specialize in sandbagging, and we will bring the quotes to City Council as soon as possible. I'm arranging a meeting with Edgewater Resources next week to discuss their recommendations for City Council.

200 Blue Star Highway – This week I provided tours to small groups of City Council and City staff of the facility located at 200 Blue Star Highway. The tour focused on the contaminants onsite and the possible demolition process. The tours are important to give a better perspective of the site and the conditions that need to be managed to make it a re-developable property.

Building Team – Monday the City received responses to its request for qualifications to solicit a qualified firm to study the City's facilities and attach costs associated with blending the City Hall and the Police into one facility. The Building team met to review the RFQ and ask questions about the vendor's response. The team also discussed the future use of the old library.

Point Pleasant – Closing documents were submitted to the Michigan Natural Resource Trust Fund for the City's purchase of Point Pleasant Marina. The official closing on the sale of the property will be announced once the Trust Fund documents are reviewed and the closing is scheduled. The City received a grant to acquire the property and will pay 25 percent of the grant as a match. The goal of acquiring the property is to provide the public even greater access to the waterfront, which is part of the City's waterfront master plan.

New Council Orientation – Friday the City's newest Council member, Mike VanLoon, was sworn into his position. He's been set up with a City e-mail account and will go through orientation next week. Councilman VanLoon will be signed up to attend Elected Official Training with the Michigan Municipal League in the coming weeks.

Communication – City staff, with the assistance of Councilman Miller, are working on a communication tool that will enable elected officials to have full-time access to monitor the City's project updates, future City Council agenda topics, Planning Commission agenda topics, and active construction projects.

Downtown Irrigation – City Council on Monday approved an irrigation rework project for the downtown. Kramer J of Douglas was awarded the project to convert the irrigation from drip hoses to pop-up spray heads along Center Street. The drip hose system was prone to failure and a better solution was needed to keep the downtown flower beds watered.

That is all I have for now. Have a great weekend.

Rich LaBombard
City Manager



2020 Leaf, Brush and Yard Waste Pickup Schedule

CITY OF THE VILLAGE OF DOUGLAS



The City will pick up brush and yard waste on all City streets beginning the first Tuesday in April according to the schedule below. If a large wind storm or ice event occurs, additional brush pick up will follow the event. Please remember that the City does not dispose of grass clippings from private property. You are urged to compost them or mow into your lawn. The burning of leaves and yard waste within the City is prohibited per Ordinance 90.21.

The following Guidelines Apply:

- * Material may not be placed out sooner than the weekend - three (3) days - before a scheduled pickup day. *Materials placed or left on the roadside at other times will be declared to be and constitute a nuisance in violation of City Ordinance 99.14 which is punishable as a Municipal Civil Infraction.*
- * Resident-owned tree removal by a private contractor should include arrangements for the private contractor to chip and remove all limbs and brush.
- * Leaves must be un-bagged and separated from Tree Limbs, Brush or Yard Waste.
- * Stack all material neatly **behind** the curb on your own property and out of the paved portion of the road – do not stack Material in the street. Yard Waste must be separated from Tree Limbs, Leaves and Brush.
- * Quantity Limit. The pickup - *per property/per scheduled pickup date* - for Brush and Yard Waste combined may not exceed the amount that can be loaded on a one-ton dump truck. Visualize a pile 6 by 10 feet and 4 feet high.

Yard Waste. Will only be picked up from April 7th to June 9th. Yard Waste is: brush trimmings and branches under six inches. Yard waste does not include leaves.

Tree Limb and Brush Collection. We pick up only until the end of September: tree limbs under six (6) inches in diameter and six (6) feet in length.

Fall Leaf Pickup. Fall leaf pickup will begin in October. Due to weather and leaf fall variables pickup days may be scheduled thru November as weather allows.

We Will Not Pick Up: Tree stumps, tree limbs larger than six (6) inches in diameter or longer than 6 feet, garbage, pet waste, GRASS CLIPPINGS, bricks, lumber or construction materials, any quantity of combined Materials - per property/per pickup date – that exceeds what can be loaded on a one ton dump truck.

The City of Douglas will not collect or remove brush or tree parts produced by commercial contractors. Brush and tree parts produced by commercial contractors must be removed from the property by the contractor or by the owner or occupant of the property. Such brush and tree parts may not be placed at or near the curb or street right-of-way, except temporarily as may be necessary in the course of the work which produced the brush and tree parts.





CITY OF THE VILLAGE OF DOUGLAS

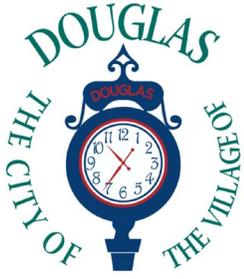


2020 LEAF, BRUSH AND YARD WASTE PICK UP SCHEDULE

<u>MONTH</u>	<u>EAST of Blue Star</u>	<u>WEST of Blue Star</u>	<u>Materials</u>
April	Tuesday, 7th Tuesday, 21st	Tuesday, 14th Tuesday, 28th	Leaves, Brush & Yard Waste
May	Tuesday, 5th Tuesday, 19th	Tuesday, 12th Tuesday, 26th	Leaves, Brush & Yard Waste
June	Tuesday, 2nd Tuesday, 16th	Tuesday, 9th Tuesday, 23rd	Brush & Yard Waste Only Brush Only
July	Tuesday, 7th Tuesday, 21st	Tuesday, 14th Tuesday, 28th	Brush Only
August	Tuesday, 4th Tuesday, 18th	Tuesday, 11th Tuesday, 25th	Brush Only
September	Tuesday, 1st Tuesday, 15th	Tuesday, 8th Tuesday, 22nd	Brush Only
October	Tuesday, 6th Tuesday, 20th	Tuesday, 13th Tuesday, 27th	Leaves Only
November	Tuesday, 3rd	Tuesday, 10th	Leaves Only

Due to weather and leaf fall variables, additional days may be scheduled.





Good Afternoon Everyone.

This is the City Manager's week in review for the week of November 9, 2020.

COVID – New guidance is being provided by the Allegan County Health Department to assist with COVID Case investigations and to provide improved information to the Michigan Disease Surveillance System. The self-reporting forms are an alternative to gathering the information by phone and will assist with contact tracing and notification efforts. Visit <http://cms.allegancounty.org/sites/Office/Health/SitePages/Home.aspx> to read the notice issued on November 11, 2020. Also the County Health Department provided workplace guidance on the COVID-19 Workplace Safety tab at www.michigan.gov/leo. Key elements of the guidance include:

- Do not work while ill
- Talk to your employer to consider remote work
- Isolate for a full ten days if you think or know you have COVID
- Quarantine to the best of your ability for 14 days if you have been exposed
- Avoid crowds
- Wear a mask around people outside the household
- Avoid indoor dining outside of your home
- Schedule virtual meetings for social and work-related activities

Leaf Pickup – DPW is working on the annual leaf clean-up program. There was a bit of confusion this week about the pickup dates. We plan the leaf and brush pickup schedule every spring and project a tentative last date of pick up in mid-November; however, we have noted at the bottom of the schedule that the dates are flexible due to weather and leaf drop times and additional days may be scheduled. DPW continues to pick up leaves with the assistance of a vendor to speed up the process.

Water Main Project – I toured the water main projects this week. Pavement has been installed on McVea and Whittier and First. Crews are focusing their attention on the Fremont / Ellis neighborhood this week. Service connections will continue be tied over to the new water main on Fremont / Ellis next week with paving in the next two weeks. There was a boil water notice issued for residents of the Fremont / Ellis neighborhood this week due to construction activity.

New Council Orientation – I gave new Councilman VanLoon a tour of ongoing city projects and an overview of his City Council orientation book.

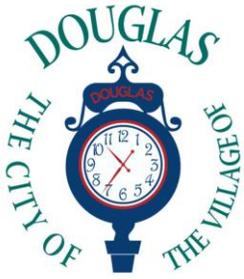
Brownfield Redevelopment Authority – Following the Brownfield meeting this week, I provided a tour of 200 Blue Star Highway to available members of the Authority. The tour provides information about the facility, discussion about its construction and potential demolition and remediation of known contaminants in the facility.

Internship – I had a brief meeting with Grand Valley State University about the potential for an internship program with students from the Public Administration curriculum. If we proceed, interns will be assigned three topics to work on during their 10-20-week internship and will be introduced to a variety of concepts in municipal government. The student would earn a stipend for their internship.

Downtown – The Downtown is beginning to look very festive. Christmas trees were installed this week and Councilman Seabert is installing lights. Wreaths have been taken out of storage and freshened up and are ready to be installed.

That is all I have for now. Have a great weekend.

Rich LaBombard
City Manager



Good Afternoon Everyone.

This is the City Manager's week in review for the week of November 20, 2020.

COVID – Most of my week has been spent on the Public Health Emergency Order issued on November 15th which mandated employees who are able to work from home do so. Specifically, the guidance mandates that employers prohibit in-person work for employees to the extent that their work activities can feasibly be completed remotely. The shutdown of City Hall for the anticipated next three weeks was coordinated with the neighboring communities so that we provided a consistent message to the greater community.

For the public information piece, City staff revised the "Local Information and Resources" page (attached) and it is being printed on the reverse of the tax bills that are currently being prepared and sent to all residents.

For city personnel, I've developed a health screening tool for staff that will have to be completed on a daily basis per MIOSA Emergency Rules. Still to be completed is a COVID Preparedness and Response plan to meet the requirements of MIOSHA. I continue to monitor the Allegan County Health Department sites for additional guidance and have distributed important workplace information to each of the three key municipal facilities about the ongoing COVID crisis.

Mutual Aid is a topic for this coming winter road maintenance activities in the face of COVID. I'm having initial conversations with other local government units to have a mutual aid agreement in place in the event COVID forces DPW plow operators off the job while winter plowing, salting and road maintenance need to be completed. I'll provide more information as this topic develops. I'm trying to get prepared for the worst-case scenario.

Beach Revetment – City Council had a workshop this week to discuss the beach revetment project. Edgewater Resources of St. Joseph proposed a sandbag solution to retain the bluff for the next several years while a long term solution is engineered that would have the benefit of capturing and building a sand beach to act as a protective buffer. The City Council has a special meeting scheduled for Monday, November 23rd to review proposals from qualified vendors and receive a recommendation from Edgewater.

Holiday Decoration – Councilman Seabert and his volunteer are wrapping up the downtown tree lighting project. The exterior of City Hall is looking festive. DPW has installed holiday wreaths and banners and are assisting with wrapping lights on the large tree at Beery Field. The lighting event is scheduled for November 28 (Saturday) at 6:00 p.m.

Leaf Pickup – The annual leaf pickup project is winding down a bit. DPW crews, with the assistance of a vendor, have been working steadily to remove leaves. The lack of rain has assisted the process.

Water Main Project – The last of the water main work is being completed. All three road segments have been resurfaced. All the lead and galvanized services that were found during the project have been replaced in compliance with the State's lead service rules. The inventory of the services lines on this project were counted toward our requirement to inventory five percent of the services every year for the next 20 years.

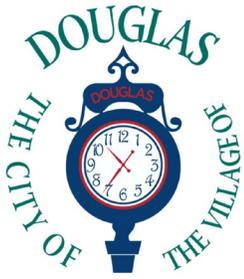
Building Team – The building team met this week to discuss the scope of work for the vendor to begin pricing out options of how to blend City Hall and the Police Department into one facility. We expect to have another discussion next week to further review and refine the scope of work to be provided to the vendor. The result of the study will provide information to City Council on a variety of options to achieve the goal of blending departments into one building.

Internship – City staff have been working on developing a job description for an intern position for the next calendar year. An intern would be assigned to several projects during the course of their tenure and would participate in public meetings. The internship is good exposure to future leaders in a professional field that is rapidly depleting as more municipal professionals retire.

Blue Star Highway Sign – After receiving complaints and hearing of multiple on-line posts about the flashing sign at the Blue Star Bridge at Main Street, I have directed the DPW to remove the sign and the flashers. Many safety improvements have been made to the segment of road between Main and Center over the past year to improve awareness and safety of motorists, cyclists, and walkers. Unfortunately, the message intended by the sign did not meet the intended purpose and detracted from the other good improvements made to the segment of road.

That is all I have for now. Have a great weekend.

Rich LaBombard
City Manager



The Village of Friendliness – Since 1870

Good Afternoon Everyone.

This is the City Manager's week in review for the week of November 23, 2020. We have a short week this week due to the Thanksgiving Holiday. City offices are closed on Thursday (11-26-20) and Friday (11-27-20).

COVID – City Hall continues to be open by appointment only and most staff are working remotely to reduce their potential exposure to COVID until at least December 8th in accordance with the MDHHS Emergency Order. If you need assistance or would like to schedule an appointment, please call 269-857-1438.

MDHHS issued Thanksgiving guidance for vulnerable populations. The guidance can be found at https://www.michigan.gov/mdhhs/0,5885,7-339-73970_71692_71696-545897--m_2019_2,00.html. The guidance recommends residents of nursing and group homes or long-term care facilities to stay in place in light of increasing COVID cases. It also recommends providers and direct care staff educate residents, family, and friends on the associated risk of leaving a care facility to attend gatherings and provides steps to reduce the risk of contracting COVID. Families are encouraged to stay connected to loved ones through alternative means of communication such as phone or video calls.

Recommended protocols to mitigate the spread of COVID remain as follows:

- Limit close contact (distance of 6 feet or more apart)
- Adhere to gathering restrictions
- Use technology to engage with others remotely
- Wear a facemask or cloth face covering at all times—unless eating or drinking (medical exemptions apply)
- Limit contact with commonly touched surfaces
- Wash hands with soap and water often or alcohol-based sanitizer
- Avoid large gatherings
- Stay home if you are sick
- Quarantine for 14 days if you come into contact with someone who has COVID

Beach Revetment – City Council held a special meeting in which they approved North Shore Property Solutions of Hart, Michigan, to install oversized sandbags at Douglas Beach to protect the bluff. I met with the DPW Supervisor today to discuss a tree that will be removed in advance of the installation. A preconstruction meeting with the vendor is anticipated for the week of December 7th. Work should be completed shortly thereafter. Once the bluff is secure, a plan will be developed for beach access.

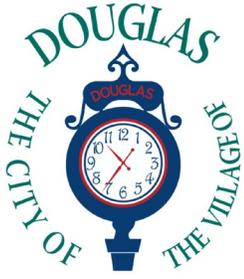
Holiday Lighting – A downtown holiday lighting event is scheduled for November 28 (Saturday) at 6:00 p.m. at Beery Field. If you plan on attending, please practice social distancing and face-covering requirements.

Water Main Projects – The City Engineer reported positive feedback from residents in the new water main districts. He’s been told by a number of residents that they are experiencing increased water pressure and reliability.

Planned Water Valve Work – KLSWA has a planned repair of a water main valve scheduled for December 2, weather permitting. A valve in the 200 block of Lakeshore Drive will need to be repaired and will require a temporary loss of water pressure to the homes in an area roughly described as Lakeshore, Center, Campbell and Manchester Drive. Residents who are anticipated to be affected have been notified with a door hanger card. The notice includes requirements to boil water prior to consumption. Residents in the affected area will be notified when the boil water notice is cancelled. Please email or call KLSWA for questions at klswa@klswa.com or 269-857-2709.

That is all I have for now. Have a wonderful and healthy Thanksgiving holiday.

Rich LaBombard
City Manager



The Village of Friendliness – Since 1870

Good Afternoon Everyone.

This is the City Manager's week in review for the week of November 30, 2020.

COVID – City Hall continues to be open by appointment only and most staff are working remotely to reduce their potential exposure to COVID until at least December 8th in accordance with the MDHHS Emergency Order. If you need assistance or would like to schedule an appointment, please call 269-857-1438.

Mutual Aid – I spent some time this week reviewing mutual aid agreements between neighboring communities to understand how the agreements are created. I'll be working with Saugatuck next week on a mutual aid plan in light of the COVID epidemic to ensure, during winter road maintenance season, that we have sufficient staffing and a plan in place in the event that COVID severely reduces the number of staff needed to safely maintain winter roads for public travel.

Beach Revetment Update –North Shore Property Solutions of Hart, Michigan, has begun installation of the oversized sandbags at Douglas Beach to protect the bluff. I anticipate they will be done within the early part of next week. City staff will then research and gather quotes for the beach access stairs to be reconstructed in spring of 2021.

Downtown – All the lighting and Christmas decorations are completed for the downtown and the holiday lighting ceremony went well—socially distanced, of course. Thanks go to Councilman Neal Seabert and his volunteers for all their hard work. It looks great!

2021 Recycling Schedule – https://ci.douglas.mi.us/wp-content/uploads/2020/11/RS-113127-Biz_Rec_Cal_2021-Recycle-Calendar-Douglas_Farver.pdf

2020 Winter Taxes – Residents of Douglas will soon see their 2020 Winter tax bill in the mail. We ask that you make tax payments by mail or place in our large black drop box located to the left of our main doorsteps. If you would like a receipt, please provide us with your email address or enclose a self-addressed, stamped envelope. Please call us at 269-857-1438 if you have questions regarding an amount.

Kalamazoo Harbor Study – Michigan Tech provided an update this week on the Allegan County grant applied for with the financial support of the tri-communities to study sediment and harbor navigation. The study focused on taking core samples to a maximum of 5 feet deep in the lake and river bottom to study the presence of PCB and PCB concentrations. The study will continue in the spring with mapping of the harbor and channel, and a website is being developed to share the information with the public.

Toys for Tots – The Police Department has moved the Humvee to Center Street for the annual Toys for Tots and food drive. Please consider making a donation.

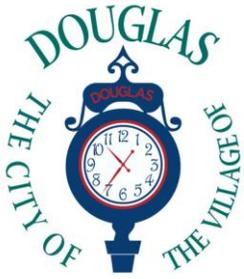
St. Peter's Water Main – Work on the water main project on St. Peters Drive will begin on Tuesday. The water main work is being performed by private contractors on behalf of St. Peter's Church. The goal is to upsize the water main to accommodate the fire flow requirements for the fire suppression system. The current water main is only 4 inches in diameter and is too small for the building needs.

Rural Task Force – I participated in the rural task force meeting this week as the small communities' representative. The Rural Task Force program provides federal dollars to rural counties with a population under 400,000 (78 out of 83 Michigan counties qualify). These dollars must be spent in their geographic areas and both road and transit capital projects are eligible. The City's upcoming Wiley Road trail project will take advantage of Congestion Mitigation Funds available through the Rural Task Force.

West Michigan Regional Planning Commission – I met by phone with our regional representative to discuss grant opportunities available to local business. There are a number of resources available at the state and local level that the community could take advantage of if the project criteria fit the opportunity.

That is all I have for now. Have a wonderful weekend.

Rich LaBombard
City Manager



Good Afternoon Everyone.

This is the City Manager's week in review for the week of December 7, 2020.

COVID – City Hall continues to be open by appointment only and most staff are working remotely to reduce their potential exposure to COVID until at least December 20th in accordance with the MDHHS Emergency Order. If you need assistance or would like to schedule an appointment, please call 269-857-1438.

Douglas Elves – The community elves have been busy brightening the holiday season and have created a photo opportunity at Douglas Beach Park. Stop by and take a photo and post it to the Douglas Facebook page and show Douglas some holiday cheer.

Toys for Tots – The Toys for Tots donation box in the Police Department lobby still has plenty of room for a donation. Stop by during normal business hours and drop off a new unwrapped toy. 2020 has been a tough year for many families, so please consider making a contribution to the toy box.

Food Drive – The Humvee is parked outside the Douglas Police Department for the annual food drive. Please consider helping by making a contribution. Canned, boxed and other non-perishable goods may be donated.

Smart Cities – Thursday I attended a presentation about connected communities and smart city technology. Smart technology can help cities with better connectivity, remote work possibilities, economic growth, public health and public safety. The technology can be integrated into local businesses to help bring people to Douglas, drive targeted marketing strategies, and even help visitors find available parking and open boat slips to make their experience with the Douglas community better.

Wiley Road Trail – The City is the recipient of a \$500,000 grant to construct a non-motorized trail along Wiley Road from Blue Star to Schultz Park Drive. The City Engineer has completed the survey of the trail location and is in the design process. The project will be bid this summer for possible construction by 2022.

Mutual Aid – I met with the City Manager of Saugatuck, and the DPW Directors from Saugatuck and Douglas, as well as the Fire Chief to talk about next steps in developing a mutual aid agreement for DPW services. Having a standing mutual aid agreement between the two entities ensures that key services will be delivered in the event an illness prevents our respective DPW operations from fully functioning. The next step is to fine tune the agreement and bring the agreements to the respective City Councils.

Beach Revetment Update – The beach revetment project is complete, and the hazard of the bluff erosion has been mitigated. The sand filled geotubes with a protective armor fabric covering will stabilize the bluff and reduce the impact of wave energy on the shoreline. A protective scour fabric further protects the geotubes from being undermined.

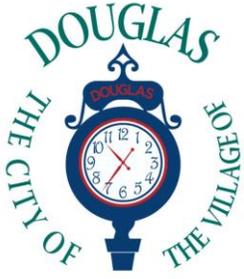
Beach Access Stairs – With the beach revetment project in place, our attention has turned to getting the access stairs reconstructed and open to public for the summer. Quotes are being solicited to establish a working budget.

Campbell Road Water Main – Design for the Campbell Road project has been authorized to move forward and the engineer will be working over the winter to prepare the project for construction bidding. As a shared border road with Saugatuck, the project cost will be shared between the two communities. Saugatuck has okayed a summer construction timeline.

St. Peter's Water Main – Work on the St. Peter's water main started this week. The project will have little impact on the use of the road as portions of the watermain will be bored under the road.

That is all I have for now. Have a wonderful weekend.

Rich LaBombard
City Manager



The Village of Friendliness – Since 1870

Good Afternoon Everyone.

This is the City Manager's week in review for the week of December 14, 2020.

COVID – City Hall continues to be open by appointment only and most staff are working remotely to reduce their potential exposure to COVID until at least January 15th in accordance with the MDHHS Emergency Order. If you need assistance or would like to schedule an appointment, please call 269-857-1438.

MDHHS COVID Guidance – The Department of Health and Human Services issued new guidance on December 18th following a decline in three key metrics – hospital capacity, overall case rate, positivity rate. The guidance will allow cautious reopening of high schools and indoor entertainment. Social distancing and face covering requirements remain in place; however, the revised order increases capacity limits at some indoor venues. The revised order takes effect on December 21 and lasts until January 15th. It continues to require remote work for those who are able to do so.

Douglas Playground – Donations continue to come in to support the volunteer effort to install new playground and exercise equipment at Schultz Park and Beery Field. The Douglas Park Project Committee is a volunteer group of local residents. If you want to donate, visit the following link. <https://p2p.onecause.com/douglasparkproject/challenge>

Drinking Water Asset Management Grant – The City is applying for an ELGE grant to investigate and replace lead services lines in compliance with Michigan's lead and copper rules. The intent of the program is to protect public health by locating lead / galvanized services lines and updating asset management programs to better address critical drinking water components. Michigan has the strictest drinking water standards in the nation, and it's good to see that funding is available to help communities comply with the requirements. Grants will be scored and awarded on a quarterly basis until funds are exhausted. No grant match is required.

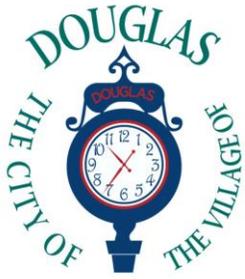
Toys for Tots – The Toys for Tots donation box in the Police Department lobby still has plenty of room for a donation. Stop by during normal business hours and drop off a new unwrapped toy. 2020 has been a tough year for many families, so please consider making a contribution to the toy box.

New Construction – The City continues to see a high number of new home construction projects around the City. Planning and Zoning is busy fielding zoning reviews and permit requests to keep up with the demand. Some recent housing sales also indicate that prices are up as well.

Planning and Zoning – This week was a good reminder of how important consistent planning and zoning standards are for the community. While the idea of complying with planning and zoning regulations can seem burdensome or daunting, the regulations are in place to protect property owners, neighbors, and the Douglas community as a whole. Several discussions this week focused on working with property owners and builders to protect adjoining properties from receiving a new development's storm water runoff.

That is all I have for now. Have a wonderful weekend.

Rich LaBombard
City Manager



Good Afternoon Everyone.

This is the City Manager's week in review for the week of December 21, 2020.

COVID – City Hall continues to be open by appointment only and most staff are working remotely to reduce their potential exposure to COVID until at least January 15th in accordance with the MDHHS Emergency Order. If you need assistance or would like to schedule an appointment, please call 269-857-1438.

Allegan County Health Vaccine Allocation – The Allegan County Health Department announced it has received its first phase allocation of the Moderna COVID-19 vaccine. ACHD clinics will start the first week of January 2021 by appointment only for those in Phase 1A (i.e., healthcare workers). Phase 1A will not be open to the public; however, if you want to be notified when it's time to make your future vaccination appointment, ACHD is asking the public to complete the "I want the COVID-19 Vaccine" form available at www.allegancounty.org/covid.

Attempted Robbery – On the evening of 12-19, Douglas PD received a report of an attempted armed robbery at the Huntington Bank ATM. The suspect fled on foot and likely left the area by car. A minor injury was reported. The incident remains under investigation. Anyone with information is asked to contact the Douglas Police Department at 269-857-4339 or Silent Observer at 269-673-3898.

Drinking Water Asset Management Grant – The City's application for the ELGE grant to investigate and replace lead services lines in compliance with Michigan's lead and copper rules has been submitted. The intent of the program is to protect public health by locating lead / galvanized services lines and updating asset management programs to better address critical drinking water components. Michigan has the strictest drinking water standards in the nation, and it's good to see that funding is available to help communities comply with the requirements. Grants will be scored and awarded on a quarterly basis until funds are exhausted. No grant match is required.

City Council – The Douglas City Council held a 90-minute meeting to discuss a cell phone stipend policy, purchase of a utility vehicle, creation of a condominium at 23 / 25 Center Street, and upgrades to the audio and video equipment at Douglas City Hall. All items passed with the exception of the cell phone policy, which was tabled for more information.

Township Manager Announces Resignation – Griffin Graham, the Saugatuck Township Manager, has announced his resignation for late January 2021. Griffin worked closely with the City of Douglas on community projects such as the Kalamazoo Lake Harbor Authority, the Blue Star Bike Trail and the Regional Recycling Committee.

Stormwater Standards – The Planning and Zoning Department continues to monitor stormwater issues in light of the increased building throughout the community. Stormwater is an often-overlooked topic that has major impact on neighboring properties if not handled properly. The P&Z Department understands the long-term impact of a well-designed stormwater management plan and is working with builders to address stormwater issues during construction to avoid costly delays later.

DPW Prepared – As employees look forward to enjoying a few days off for the holidays, the Douglas DPW has spent some time this week preparing for on-call work in the event the weather or wind create a situation over the holidays that require public works attention. Preparing ahead of time ensures a quick response to any emergency such as downed trees, snow removal or road salt application.

Message from the City Manager – For my last update of the year, I want to thank all of the wonderful men and women who work for, volunteer their time, and dedicate their lives to the City of the Village of Douglas—the Village of Friendliness. The year 2020 has been a year for the record books in more ways than one, but the women and men who support the day-to-day work of the municipality or volunteer to make a better community have done a wonderful job during some of the toughest times I've seen in my career.

We have experienced some events to celebrate this year. We have seen the business community come together to think of new ways to provide services to the public, we've put into practice some out-of-the-box thinking, we've seen new businesses open, a garden created that celebrates Pride, and a housing boom that indicates that we—the Douglas community—are doing something right because people want to be here with us.

We have also experienced the harsh reality of tough times, challenges we didn't always know how to tackle, such as the washing away of our beautiful beaches, the closing of our businesses, and even the loss of some of our residents from an opportunistic virus. Please take a moment to remember what was lost to 2020.

As we prepare for the coming year, we have high expectations for 2021. Douglas will officially celebrate its 150th Anniversary. We will open the beach once again to the public. We will welcome new businesses and new residents to town. Here's to 2021.

That is all I have for now. Have a wonderful holiday weekend.

Rich LaBombard
City Manager