



This is the City Manager's week in review for the week of September 12, 2022.

**Tax Collection** – Summer tax collection was due without interest to the City Treasurer on September 14<sup>th</sup> by close of business at 4:30 p.m.

**City Hall Painting** – Painting started this week on the exterior of City Hall. This year, the City Council budgeted to paint two sides of the building, specifically the south and east sides are in the worst condition. With historic buildings, more frequent painting will help preserve the structure, so routine painting will be plugged into the budget for City Council to consider.

**Union Street Sidewalk** – Work progresses on the Union Street sidewalk project. The contractor is working on the final section near the intersection of Union and Chestnut to install a small retaining wall to shore up the slope. The hydrant at the intersection will be adjusted to proper grade as part of this process.

**EPA Grant** – City Hall received documentation from the EPA this week to formally initiate the grant reporting and award documentation. The grant will be used to remediate PCB contamination on the 200 Blue Star site. Staff will work through the documentation and determine if City Council action is necessary to complete any of the forms.

**City Engineer** – The City received word that the Prein & Newhof engineer assigned to the City will be taking a new position working for municipal government in another community. Nate Williams has been working with the City for the past three years and worked on projects related to underground utilities, roads, traffic, and sidewalks. City Hall staff met this week with Prein & Newhof to go over projects and discuss the transition plan.

**Planning and Zoning** – City Hall staff worked with the newly assigned Planning and Zoning Administrator from Williams and Works. Tricia Anderson will be working with us on an interim basis and will have office hours in Douglas on Wednesday afternoons—subject to change. She can be reached during normal office hours by phone at (616) 988-3504 or by email at [Anderson@williams-works.com](mailto:Anderson@williams-works.com)

**Clerk Level 1 Position** – The City has extended an offer to fill the position of Clerk Level 1 to Ms. Laura Kasper. She is anticipated to start with the City on September 26<sup>th</sup>. Laura has four years of experience working in township government and is familiar with the City's software package (BS&A), cash receipts, customer service, permitting, and elections. Her email will be [info@douglasmi.gov](mailto:info@douglasmi.gov).

**Employee Handbook** – Staff met this week with the City's labor attorney to review questions about updating the employee handbook. The handbook was last updated in 2015 and new labor laws need to be amended or incorporated into the updated handbook.

**History Lives Here** – I had a brief meeting with the History Center Director about the next phase of historical signage the History Center would like to install. The desired locations for the next signs are at Beery Field on Center Street and Douglas Beach. I haven't seen the proposed content of the signage yet.

**DDA Planning Meeting** – This week I met with members of the DDA to go over the next meeting scheduled for September 28<sup>th</sup>. The agenda will be issued next week.

**Planning Commission** – The agenda for the Planning Commission went out this week. Four hearings are scheduled for the meeting. The agenda can be found at the City’s website at the following link. <https://douglasmi.gov/wp-content/uploads/2022/09/PC-Agenda-Packet-09-21-2022.pdf.pdf>

**Waste & Recycling RFP** – The request for proposal notice for a single hauler have been issued. Copies of the RFP notice may be found at <https://douglasmi.gov/wp-content/uploads/2022/09/RFP-Ad-Refuse-Collection-Disposal-Services.pdf> A copy or link to the RFP may be obtained from City Hall.

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

Rich LaBombard  
City Manager