



*The Village of Friendliness – Since 1870*

This is the City Manager's week in review for the week of January 2, 2023. Happy New Year.

**City Council Meeting** – The regular meeting of the City Council was held on Tuesday and City Council approved the following items.

- Adopted a meeting date change in observance of the Martin Luther King Jr. holiday and moved the next City Council meeting to Tuesday, January 17th
- Adopted a change order and final cost for the Union Street sidewalk project between Blue Star Highway and Center Street.

**Upcoming Holiday Observances** – City Hall will be closed on Monday (January 16) in observance of Martin Luther King Day.

**Employee Health Insurance** – Staff is evaluating health insurance options for the next fiscal year budget and met with a representative of Gallagher Insurance who represents the West Michigan Health Insurance Pool. The pool is made up of other government entities in Michigan as well as school districts, community colleges, and road commissions. The related nature of work of the employers in the pool have resulted in cost savings for participants. We will request a quote from Gallagher to compare with our traditional carrier with the intention of finding a lower cost insurance.

**200 Blue Star** – Staff met with the City's Environmental consultant and discussed the wrapped construction material remaining from the wall demolition of 200 Blue Star. Test results have indicated that the construction material has a concentration of contaminants low enough to haul the material to a standard landfill rather than an EPA approved landfill. The cost to use a standard landfill is significantly lower and will be about \$25 per ton instead of \$250 per ton for the EPA landfill. Our consultant will submit a work plan to the EPA to haul the material off site and if approved, the material should be able to be removed by April.

**Beach Gate** – Crews finished work on the beach gate lock this week. The gate will automatically lock and unlock according to the times established by the City Council. Current hours are set to lock the gate at 11:00 in the evening and unlock the gate at 6:00 in the morning. There is an emergency exit button on the beach side of the gate to allow people to exit during locked hours.

**Construction Activity** – As I drove around the Douglas community this week, I counted at least six single family home construction projects and one duplex home construction project. The Douglas community continues to grow.

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

Rich LaBombard  
City Manager



## *The Village of Friendliness – Since 1870*

This is the City Manager's week in review for the week of January 9, 2023. Happy New Year.

**Assessments** – The City Assessor mentioned in the monthly report that the taxable value of properties will increase by five percent. Along with new construction and real estate sales, the City's general fund will see an anticipated increase in the \$250,000 range.

**Bridge Navigation Lighting** – The harbor authorities have been working on a project to install navigational lighting on the Blue Star Bridge. We received word this week that the Coast Guard will approve the permit so the project can move forward. As the bridge is jointly owned by Douglas and Saugatuck, the permit will be issued to both cities. The engineer will be issuing a request for proposals in the coming weeks to receive bids from qualified contractors to install solar navigation lighting. The hope is to have the navigation lights installed prior to Memorial Day.

**Road Projects** – Staff is working with the City Engineer to develop bid specifications for the City's spring road maintenance projects. Road maintenance activities are budgeted in the current fiscal year by City Council according to the five-year road plan. Projects may be bumped to the next fiscal year if bid pricing exceeds the available budget. Pavement marking will be completed after pavement maintenance work at any location that is currently marked such as crosswalks, stop bars, centerlines, and fog lines. The following list describes the proposed project locations:

- Bayou Drive – Center to road end – Chip and Fog Seal (No chip seal on the parking areas)
- Blue Star Highway – 129th to 1200 feet north of Wiley – Chip and Fog Seal
- Washington Street – Fremont to Center – Chip and Fog Seal
- Washington Street – Center to Blue Star Bridge – Chip and Fog Seal
- Randolph Street – Ellis to Spring – Chip and Fog Seal
- Union Street – Center to Wiley – Crack Fill
- Union Street – Blue Star Highway to Center – Crack Fill
- Ellis Street – Fremont to Center – Crack Fill
- McVea Street – Campbell to Road End – Crack Fill
- Fremont Street – Ellis to Union – Crack Fill
- Whittier Street – First to Center – Crack Fill
- Wiley Road – 1600' west of Schultz Park to Schultz Park Drive – Resurface
- South Street – Main to Water – Resurface
- Randolph – Spring to Main – Resurface
- Randolph – Main to Water – Resurface

**ACCF Grant** – With the assistance of Maryjo Lemanski, the City applied for a grant from the Allegan County Community Foundation for \$2500 to inspect and clean the City's collection of sculptures. If awarded, the grant will pay for hiring a qualified professional to clean and inspect approximately eight publicly owned sculptures. The sculptures are located at Wades Bayou, Douglas Beach, and along Center Street. Ms. Lemanski is also working on interpretive QR codes for each sculpture to provide additional information about the artwork and artist.

**Job Postings** – In the coming days, I will post openings for the Planning and Zoning Administrator and Department of Public Works Director. The openings will be posed in the local newspaper as well as on the Michigan Municipal League website.

**Drinking Water Asset Management Grant** – The City has received the contractual documentation for the DWAM grant from EGLE in the amount of \$349,500. Once signed, the City will begin working with the City Engineer on a request for proposal to hire a contractor to perform the inspection work. The City's DPW staff will be collecting GIS data on all the locations of the shut off boxes the contractor exposes so that we have permanent GIS record of the water shut off box locations. The information gathered will help us understand the true cost to replace lead or lead containing water service lines in the City as required by the State. Another benefit is that we will gather sufficient information to use as a foundation for a water rate study.

**200 Blue Star Construction Debris** – In a conversation with the City's Environmental Engineer, the demolition debris wrapped in plastic at 200 Blue Star can be hauled to a class 2 landfill and treated as typical construction debris. The engineer is submitting a work plan to the EPA to complete that task. If all goes as planned, the debris will be hauled away by April.

**Brownfield Redevelopment Authority** – The Brownfield Authority met on Thursday, January 12 and received an update on 200 Blue Star progress. The following is a list of agenda topics that were covered by the environmental engineer.

- Results of EPA Investigation – 200 Blue Star
  - Additional borings were taken on the north section of the site by EPA's Targeted Brownfield Assessment team.
    - Areas of concrete exceed 50 ppm PCB and will have to be taken to a specialized waste facility
    - Areas of soil are mostly consistent with prior data collection or a bit lower
    - Results indicate more concrete, but less soil will have to be hauled to a specialized waste facility
    - PCB-containing soils that are not hauled away to a specialized waste facility will have to have an 18-inch cap installed over it
- Other EPA Plans/Submittals – 200 Blue Star
  - Removal of the demolition debris will require an EPA workplan
  - Debris should be removed by April
- Status of EPA Cleanup Grant Activities
  - Overview of Grant-Required Activities and General Progress Schedule
    - The grant expires on September 30, 2025
    - Requires a request for proposal to solicit an environmental consultant to work with the City and EPA
    - Consultant will work on required grant tasks, reporting, work plans
    - Toxic Substance Control Act approval will take most of 2023 to accomplish
    - Clean up activities could begin by quarter 1 of 2024
  - In Progress Activities
  - Next Steps
- Public Participation/Meetings and Coordination+
  - An associated grant task is to hold public participation meetings to discuss the end use of the property
  - The hired environmental consultant will coordinate those meetings at a later date

**Storm Drain and Sidewalk Project** – A project we have been working on over the past few months is the completion of a storm drain and sidewalk project on Blue Star Highway adjacent to the Dunes. The City Engineer has developed a proposed plan for the project and it's almost ready to be bid to contractors with proposed construction to begin in the spring (depending on how price quotes come back). The goal of the project is to complete the missing section of sidewalk that will allow pedestrian access on the east side of Blue Star Highway from Wiley Road all the way north to

Chestnut Street. The City is partnering with the Dunes to complete the project. The completed section will provide a continuous pedestrian connection, improve pedestrian safety, and manage stormwater.

**Free Radon Tests** – Allegan County Health Department announced on Friday that they are offering free radon testing kits to county residents while supplies last. Radon is the second leading cause of lung cancer in the US. Pick up a free radon test kit for your home at ACHD, 3255 122nd Ave., Suite 200, Allegan during normal business hours, or call - (269)673-5411 for more information.

**Upcoming Holiday Observances** – City Hall will be closed on Monday (January 16) in observance of Martin Luther King Day.

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

Rich LaBombard  
City Manager





*The Village of Friendliness – Since 1870*

This is the City Manager's week in review for the week of January 16, 2023.

**City Council** – The regular meeting of the City Council was Tuesday due to the Martin Luther King Jr. Holiday and the Council had the following agenda items:

- Appointed a City Council member to fill a vacancy – Congratulations Greg Freeman on his appointment to City Council and thank you to Dan Urquhart for interviewing for the vacancy.
- Heard a presentation of the City's 2022 annual audit results from Siegfried Crandall. The audit is available on the City's website under the "City Government" "Financials" link. Search for the 2022 Audit – Financials for the City of the Village of Douglas. The auditor was very complementary of the fine work of the City Treasurer.
- Heard a presentation from the Saugatuck Center for the Arts for the upcoming year.
- Presentation from Water Street citizens about the traffic and safety concerns regarding Water Street between South Street and Wiley Road. City Council is interested in a workshop to find solutions to the concerns.
- Accepted EGLE's Drinking Water Asset Management grant in the amount of \$349,500 and amended the budget resulting in a \$50,000 savings.
- Accepted the recommendation to appoint a sole source vendor for lead service line replacements for the remainder of the fiscal year.

**Blue Star Highway Storm Drain** – Staff have been working with the City Engineer on a storm drain project on Blue Star Highway and the project is going to be ready to bid in the coming weeks. The project will fill an open ditch along Blue Star north of Wiley Road in order to prep the area for a sidewalk. Once completed there will be sidewalk on the east side of Blue Star Highway from Wiley to Chestnut Street. We hope to have construction completed prior to the summer season.

**200 Blue Star Construction Debris** – In a conversation with the EPA this week, the EPA is requesting the City's Environmental Engineer to complete a work plan to dispose of the construction debris from the wall demolition at 200 Blue Star Highway. As reported in prior Friday memos, the debris has a low enough concentration of PCBs so it can be hauled to a class 2 landfill and treated as typical construction debris.

**GIS Data Collection** – Without snow cover, the Department of Public Works has been busy collecting geographical location data on the City's assets. The GIS data tells us the precise location and quantity of assets that the City manages. Data can be collected on any exterior infrastructure, sign, tree, fire hydrant, etc. Knowing the location and quantity of assets is the key to complete asset management and can be extremely helpful for future projects.

**Michigan Municipal Executives** – I attended the monthly Michigan Municipal Executives meeting this month and met with fellow municipal managers. The change in elected officials at some communities have resulted in a few managers losing their jobs as community goals shift with newly elected leaders. Managers in Ottawa County and East Lansing were recently terminated, and the topic was the center of a great deal of discussion at the meeting.

**DDA Meeting** – The agenda for the DDA meeting is available on the City’s website. In the upcoming meeting, the DDA will be working on priorities and budget development for the upcoming fiscal year. The DDA will continue to work through the gateway sign project. The existing clear vision easement at the Blue Star Highway / Center Street intersection is a limiting factor for what type of sign can be installed near the intersection.

**Planning Commission** – The next Planning Commission meeting will be on February 9<sup>th</sup>. Tentatively the PC will meet about: Lakeshore Woods Private Road request, Forest Gate development on Ferry Street, 200 Center Street Development, and sign ordinance revisions.

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

Rich LaBombard  
City Manager



*The Village of Friendliness – Since 1870*

This is the City Manager's week in review for the week of January 23, 2023.

**Capital Budget Planning** – Staff continue to work on capital budget planning for the City Council's upcoming workshops. At this point in the year, Department of Public Works capital planning should be wrapping up and begin to be submitted to the City Manager and Treasurer. DPW start early on capital requests because many of the City's capital projects are focused on assets maintained by the department such as streets, sidewalks, storm sewers, facilities, parks, etc.

**Open Positions** – Two vacant positions are posted on the City's website and Michigan Municipal League website inviting qualified candidates to apply. See employment opportunities under "Quick Links" on the right side of the City's website. <https://douglasmi.gov/>

**Snow Event** – The Department of Public Works staff was well prepared for this week's intermittent snow falls. I was happy to receive a comment from a community member about how good of a job the crews do keeping the roads clear. I passed that comment on to DPW staff in my morning meeting.

**Clerk News** – This week the City Clerk and Deputy City Clerk attended the Allegan County Clerk Association meeting in Allegan. It was also a good opportunity for the Deputy City Clerk to get to know her peers better so that she has resources available to her. In addition, the City Clerk is a board member of the West Michigan Regional Clerks Association, and she attended a meeting in Allendale. There was certainly much discussion about elections and a good opportunity to network.

**Blue Star Highway Storm Water** – DPW staff worked on resolving a complaint this week about standing water in a drive approach on Blue Star Highway near Wiley. The solution was simple and quick to get the water moving into a nearby catch basin. DPW will monitor the effectiveness of the solution and perhaps improve the drainage in the spring.

**Water Street Concerns** – I'm working with the City Engineer to plan a City Council workshop to come up with potential solutions to citizen concerns about safety on Water Street between South Street and Wiley Road. The workshop is tentatively set up for February 21<sup>st</sup> (Tuesday). The City Engineer will summarize the concerns and review the traffic study, and then those in attendance will possibly break up into groups and come up with some solutions the engineer can evaluate and prepare cost estimates for.

**GIS** – Department of Public Works staff have been taking advantage of the non-winter weather to gather geographic information system data of City owned assets and we have dumped the data to the City's file at the City Engineer's office. The data is valuable to help quantify and plan for the maintenance of City owned assets such as signage, water valve boxes, trees, etc.

**Iron Removal Plant Tour** – The Director of Kalamazoo Lake Sewer and Water Authority stopped by City Hall this week to give me a tour of the municipal wells and iron removal plant at Wades Bayou. The iron removal process is actually

quite involved and one I've never been exposed to in my past work experiences. The Director and I discussed some long-range planning. He told me the municipal wells at Wades Bayou are approximately 70 years old and will likely reach the end of their useful life in the next decade, so the City will have to start thinking about how to replace that water capacity.

**Sewer Capacity** – I had an informal conversation with KLSWA and Saugatuck Township about sewer capacity needs for the Township. The Township needs sewer capacity to allow development on the Blue Star Highway corridor in the north end of the township. The City of Douglas has the largest amount of unused capacity at this time. The idea of loaning capacity—rather than selling capacity—is being evaluated closely and we wanted to engage KLSWA about any potential plans / timing of a sewer plant expansion. I'll keep the City Council informed of the discussions.

**Planning Commission** – The next Planning Commission meeting will be on February 9<sup>th</sup>. Tentatively the PC will meet about: Lakeshore Woods Private Road request, Forest Gate development on Ferry Street, 200 Center Street Development, and sign ordinance revisions.

**DDA Meeting** – The DDA met on Wednesday and continued discussion on the gateway signage at the intersection of Blue Star Highway and Center Street, received comments on the draft TIF plan, discussed upcoming budget priorities for the next fiscal year and assigned project tasks, tabled MDOT Welcome Center literature until a new design is approved, and approved a funding request for Art in Douglas. The DDA also elected new officers. Tim Ketelhut will be the new Chair, Mark Postilion will be the Vice-Chair, Aleshia Balmer will continue to serve as Secretary, and Dave Laakso will continue to serve as the Treasurer. Congratulations all.

**Anti-Discrimination and Harassment Training** – City staff have a training session coming up in early February to be trained on the principles and practices of anti-discrimination and harassment.

**Michigan Municipal Executives Winter Institute** – I'll be attending the MME Winter Institute in Grand Rapids Wednesday to Friday next week. The MME holds an annual event focused on sharing news and information with City Managers and municipal executives from around the state.

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

Rich LaBombard  
City Manager



## *The Village of Friendliness – Since 1870*

This is the City Manager's week in review for the week of February 6, 2023.

**Michigan Spark Grant** – The City received word that we were not a recipient of the first round of the Spark Grant. The state awarded \$14,178,900 in grants to fund 21 projects state-wide. The City and Playground committee applied for funding to complete the playground plan at Schultz Park. There were 462 applicants for the first round totaling more than \$280 million in requests. Round 2 funding opportunity in the spring of 2023 will make \$25 million available. The grant application will be revised and resubmitted for the next round. There will also be a third round of funding for an additional \$25 million in the summer of 2023.

**Michigan Municipal Executives Conference** – Last week I attended the MME conference in Grand Rapids where I attended sessions on leading through crisis, planning and zoning, project management in crisis, land banks and brownfields as economic development tools, and a legislative session with lobbyists. A few noteworthy items came out of the legislative session. There is discussion about revising the open meetings act to modify the ability to have virtual meetings. In addition, the public notice process which relies heavily on newspaper publications is being discussed to allow other media to serve as official public notice options. This is a result of diminished newsprint publications in circulation. Also, there was discussion about the short-term rental legislation. The presenters anticipate another attempt to get short-term rental legislation introduced in another form.

**City Council** – Monday was the regular meeting of the City Council, and the following items were approved:

- Escrow policy
- Updated fee schedule
- Revised the Board of Review meeting start date to Tuesday, March 14, 2023
- PM Environmental Change Order #3 to develop a work plan to dispose of construction material located at 200 Blue Star Highway

**Water Street Concerns** – At the upcoming Tuesday (February 21<sup>st</sup>) City Council workshop starting at 6:00 p.m. the City Engineer will lead a discussion about concerns that have come forward regarding the safety of pedestrians on Water Street related to speed, road geometrics, and road width. We hope to come out of the meeting with a ranked list of objectives that the City Engineer can price out for future capital planning.

**Interurban Tour** – This week I met with Phyllis at Interurban, and we discussed some insurance and benefit items that have resulted in financial savings. While at the facility, Phyllis gave me a tour and I met some of the staff. Interurban provides a valuable service to the community. I was surprised to learn that they employ 20 people including drivers, dispatchers, and a mechanic.

**Anti-discrimination and anti-harassment training** – Staff met with the City's labor attorney on Friday to go over anti-discrimination and harassment training. We learned about the responsibilities as an employer, protected classes, reasonable accommodation, responding to discrimination complaints, and avoiding retaliation. The City has recently strengthened its policies and procedures regarding discrimination and this training complements the new policy by

providing managers and employees a basis for understanding and responding to discrimination and harassment claims. Also in attendance were staff from Interurban, the Saugatuck Township Manager, the Saugatuck Fire District Fire Chief, and the manager with several employees of Saugatuck City. In the future, the managers will attempt to coordinate with the other nearby agencies to pool resources and share training opportunities on issues that are germane to local government. This approach will save every municipality time and money if we can collaborate on training.

**Dredging of the Channel** – Next week I’ve been invited to a meeting with Senator Peter’s office to discuss dredging of the river channel. From all indications, some of the present depths of the channel are near zero feet due to siltation when the channel should actually be 9-10 feet deep. I’ll keep the community posted on progress of this item.

**Planning Commission** – The Planning Commission held its monthly meeting on February 9<sup>th</sup>. The Commission met about the Forest Gate development on Ferry Street, and sign ordinance revisions.

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

Rich LaBombard  
City Manager



## *The Village of Friendliness – Since 1870*

This is the City Manager's week in review for the week of February 13, 2023.

**Consumers Energy Planet Award Grant** – The City received notice that we are not moving forward in consideration for a grant from Consumers Energy. We submitted a grant to partially fund a pedestrian bridge over Tannery Creek on Wiley Road that would allow a trail extension east of the existing termination point. Crossing Tannery Creek with an ADA compliant structure will be a significant challenge to continuing the Wiley Road trail project to Schultz Park. Consumers reported that there was significant competition for the grant this year.

**Water Street Concerns** – At the upcoming Tuesday (February 21<sup>st</sup>) City Council workshop starting at 6:00 p.m. the City Engineer will lead a discussion about concerns that have come forward regarding the safety of pedestrians on Water Street related to speed, road geometrics, and road width. We hope to come out of the meeting with a ranked list of objectives that the City Engineer can price out for future capital planning.

**Channel Dredging** – This week I participated in a meeting with Senator Peter's office to discuss dredging of the river channel. From all indications, some of the present depths of the channel are near zero feet due to siltation when the channel should actually be up to 14 feet deep. The senator's office will reach out to the Army Corps of Engineers to get the topic on their radar. They warned that the corps funding is limited, but we asked for this to be a funding priority. In the meantime, the three local managers discussed a number of possible steps to raise awareness.

- Prepare resolutions of support for emergency dredging from the three local communities, Kalamazoo Lake Harbor Authority, possibly the County, and marine patrol.
- Research economic information of the harbor and boating
- Contact South Haven about a similar circumstance at their channel.
- Possibly contact Edgewater Resources for expertise
- Issue a public safety notice to boaters about the siltation at the river mouth and navigation

**CVB Board Meeting** – I attended the monthly CVB meeting, and the board approved trademarking the "Art Coast" tag, reviewed marketing material planned for release in March, awarded \$10,000 to Community Pride in support of the June pride event, and awarded \$7,500 in support of the Pride Oktoberfest. Regarding Pride, the event planners are growing the events to support local tourism and the CVB was supportive of those efforts. We also received updates regarding travel and tourism efforts from Saugatuck and Fennville as follows:

### Saugatuck:

- Verizon small cell towers up and running
- AT&T projecting end of 2023 for upgraded service and will construct an equipment room with attached restrooms in the parking area of Mt. Baldhead
- Projecting a spring 2025 construction for the Blue Star Trail and engineers are working on design
- Planning improvements at Mt. Baldhead Park
- Oval Beach safety initiatives are being discussed to include AED, lifejackets, and warning flag system

Fennville:

- Preliminary site plans are being developed for an amphitheater
- Downtown beautification efforts are underway with the introduction of wildflower gardens
- Wayfinding design is underway

**City Website Update** – The Clerk’s office has been making updates to the City’s website.

**Holiday Observance** – City Hall will be closed on Monday, February 20<sup>th</sup> in observance of President’s Day.

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

Rich LaBombard  
City Manager





*The Village of Friendliness – Since 1870*

This is the City Manager's week in review for the week of February 20, 2023.

**City Council Meeting** – The regular meeting of the City Council was held on Tuesday and City Council approved the following items:

- Annual Easter Parade and Candy Hunt
- Purchase fence panels for 200 Blue Star resulting in a cost savings
- Budget amendments for Fiscal year 22-23
- Resolution in support of Saugatuck Brewing off-premises tasing license
- Community deer survey results

**Ice Storm** – City Hall closed early on Wednesday and postponed opening on Thursday morning due to the ice storm. DPW crews did a fantastic job preparing for the storm and getting the roads passable after the event ended. Several downed trees and downed power lines were reported in the community and DPW barricaded some streets for public safety until storm clean up is complete.

**DDA Meeting** – The regular meeting of the DDA was cancelled due to inclement weather. I will work with the Chair of the DDA to reschedule the meeting.

**Water Street Concerns** – City Council held a workshop on Tuesday before their regular meeting. The City Engineer led a discussion about concerns that have come forward regarding the safety of pedestrians on Water Street related to speed, road geometrics, and road width. Responses from participants were compiled by City Council and staff. The City Engineer will price out the solutions for future capital planning.

**CVB Board Meeting** – Correction from last week. The "Art Coast" has been trademarked by the CVB for many years. The CVB had licensing paperwork drawn up by an attorney that will allow the CVB to protect that trademark. There is a new local business named "Art Coast Properties" who will have to pay the CVB an annual licensing fee to use the trademark.

**Golfview Drive** – Thursday there was a meeting with the City Manager, Planning and Zoning Administrator, and City Engineer to discuss the requirements to make the private section of Golfview Drive a public street.

**Bid Opening** – City Hall opened bids for storm drain work on Blue Star Highway. The Engineer will review the bids and make a recommendation to award based on qualifications / price. The project located at 333 Blue Star Highway will fill in a section of open storm drain to allow sidewalk construction that will complete the sidewalk on Blue Star Highway from Wiley Road up to Chestnut Street.

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

Rich LaBombard  
City Manager



*The Village of Friendliness – Since 1870*

This is the City Manager's week in review for the week of February 27, 2023.

**DDA Meeting** – The rescheduled meeting of the Downtown Development Authority was held on Wednesday and the following are business items:

- Reviewed the Draft TIF plan and reviewed the approval process
- Reviewed budget priorities for FY 23-24
- Approved an amended agreement with Chips Groundcover to provide holiday lighting and made a recommendation to City Council to support the lighting.

**Dredging Funds** – The biggest news of the week is the announcement from Representative Huizenga's office that the effort lead by the three communities of Saugatuck Township, Saugatuck, and Douglas was successful in securing \$895,000 to dredge the Kalamazoo River channel. The Army Corps of Engineers will use the funds to secure a contractor to complete the work in the spring once the appropriate environmental window is identified to protect spawning fish. Wednesday, the three local municipal managers met with representatives of Huizenga's office on site to talk about emergency dredging of the channel. By chance, the Army Corps of Engineers contacted a representative during our meeting and offered up the funds to complete the dredging. Fortunate coincidences do happen. However, securing federal funds in the future will not be guaranteed and the Corps is looking at the type of harbors it will maintain. The dramatic siltation of the channel highlights a funding need independent of the federal government to maintain the waterway. The managers will begin to discuss revenue generating opportunities to fund future maintenance needs.

**Budget Workshops** – Staff have been working on getting budget workshops developed for the next fiscal year. The first budget workshop with City Council will be on March 6 at 6:00 pm.

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

Rich LaBombard  
City Manager

## Huizenga Helps Secure Much Needed Dredging Funds for Saugatuck, Douglas

Washington, March 1, 2023

Today, Congressman Bill Huizenga (MI-04) announced his office helped secure \$895,000 in critical funding from the Army Corps of Engineers to ensure Saugatuck will be properly dredged for the upcoming summer season. The Army Corps of Engineers publicly released their [updated FY2023 operations and maintenance work plan](#) yesterday.

“Harbors and rivers serve as major sources of economic activity for the communities along the Lakeshore,” **said Congressman Bill Huizenga**. “I am happy to share that the communities of Saugatuck and Douglas will have the resources needed to dredge the harbor and portions of the Kalamazoo River. This will help the summer tourism season reach its full potential while also strengthening the local small business economy for residents and visitors to enjoy! I want to thank the Corps for continuing their productive relationship to ensure priorities along the Great Lakes are met.”

“The Saugatuck harbor area is one of the premier boating areas in the Great Lakes and we’re grateful for the quick action taken by Congressman Huizenga’s office with the Army Corps of Engineers,” **said Saugatuck City Manager Ryan Heise**.

“Today’s news also demonstrates the strong and growing cooperation within the tri-community area of Saugatuck, Saugatuck Township, and Douglas, along with our partners in Allegan County. By working together we will continue to preserve our waters and protect this important economic driver of our communities.”

“Losing direct access to Lake Michigan would have been devastating for the Saugatuck/Douglas seasonal economy. When our office was made aware that unusually heavy soil deposits in the River Mouth posed a serious safety hazard for boats traveling through the Channel, we immediately sounded the alarm bells. Through the cooperative efforts our local communities and fast response from our federal representatives, Summer 2023 will be saved here in Saugatuck/Douglas,” **said Daniel DeFranco, Saugatuck Township Manager**.

Congressman Huizenga has been a bipartisan leader in holding the federal government accountable to lakeshore communities for its promises regarding harbor dredging. Huizenga has also been a leader in the bipartisan effort to fully restore the Harbor Maintenance Trust Fund. In 2020, Huizenga helped increase the percentage of the Harbor Maintenance Trust Fund dollars that go to the Great Lakes. The funding for the Harbor Maintenance Trust Fund is paid by shippers utilizing ports on the Great Lakes and across our nation’s coasts.



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This is the City Manager's week in review for the week of March 6, 2023.

**Blue Star Bridge Navigation Lighting** – The design is completed for the Blue Star Bridge navigation lighting project being coordinated among the three communities of Douglas, Saugatuck, and Saugatuck Township. The bids are being advertised and we anticipate the selected bidder will go to the Douglas City Council on April 17<sup>th</sup> for acceptance. The Saugatuck City Council and Saugatuck Township Board will have to accept the bid as well before the project can be officially awarded. Once awarded, the contractor will provide us all a schedule to complete the work.

**Budget Workshop #1** – Staff and City Council met to go over the first of at least four budget workshops to start the capital budget planning for the next fiscal year. This week's workshop focused on utility projects and public infrastructure. The feedback received by City Council will be incorporated into a project ranking system at the end of the workshops with the highest priority projects receiving funds allocated to complete. We've used this process for the last several years and it seems to work well for the City Council and staff to have organized discussions.

**City Council Meeting** – The regular meeting of the City Council was on Monday evening and City Council approved the following items:

- Community Pride Event for June 3rd-4th
- 12<sup>th</sup> Annual Lakeshore Harvest Bike Ride for September 16th
- Erin Go Bark People and Pet Parade for March 18th
- 22-23 Mill and Overlay Road Projects for \$137,383 -
  - Pave portions of East Wiley Road to Schultz Park Drive
  - Pave East South Street from Main Street to Water Street
  - Pave Randolph Street from Spring Street to Water Street
- Prioritized list of Water Street solutions to address speeding and safety concerns
- Baker Tilly Water Rate Study for \$10,500 to be reimbursed by a grant fund

**Gateway Signage** – This week I met with a gentleman interested in working with the DDA on a solution for the gateway signage located at Blue Star Highway and Center Streets. The gateway sign may need some modification to incorporate more design elements to direct visitors to the downtown. The DDA is working on relocating the sign out of the public right of way.

**Employee Healthcare** – The City's benefit provider met with City staff about healthcare options for the upcoming fiscal year. Every year at this time, staff meet to learn about new products and pricing for benefits. City staff are investigating the opportunity to get into a healthcare pool made up of municipalities and school districts to help reduce the cost of employee benefits.

**Interviews** – This week we held interviews for candidates who applied for the Director of Public Works position as well as the Planning and Zoning Administrator positions.

**Blue Star Trail Meeting** – The Blue Star Trail engineering firm C2AE held a meeting this week to go over initial conversations about design of the trail extension starting in Douglas and extending into Saugatuck Township.

**Planning Commission** – The PC met this week and discussed revisions to the sign ordinance and bylaws. They also directed staff to engage consultants to complete a traffic study review and review of an environmental study for the Forest Gate project. The next Planning Commission meeting is on April 20<sup>th</sup>.

**Community Energy Management Grant** – Staff was successful in their application to EGLE for an energy grant to make improvements to the HVAC and interior and exterior lighting at the Police Department. The grant in the amount of \$19,650 requires no match.

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

Rich LaBombard  
City Manager



*The Village of Friendliness – Since 1870*

This is the City Manager's week in review for the week of March 13, 2023.

**MDOT Bridge Work** – In a meeting this week with MDOT, we learned that upcoming bridge work at exit 36 and exit 41 will impact traffic this summer. The exit 36 bridge will be completely redecked starting in April and lasting through October. While we didn't get an opportunity to review the detour plan, those in attendance had concerns about how traffic would be managed while the work is in progress. MDOT stated that the detour would be complex. I took the opportunity to ask for a temporary traffic signal to be placed at the Blue Star and Wiley intersection based on our last experience with MDOT work and traffic using Blue Star. Their suggestion back to me was a four way stop at the intersection. The exit 41 bridge will be resurfaced and shouldn't have a long-term impact on traffic, in the sense I got from the meeting. Another meeting will be held in the coming weeks to review the detour plan and safety concerns.

**Forest Gate** – The Planning and Zoning Administrator held a site plan review committee meeting this week to look at updates to the Forest Gate condominium plan. The meeting is necessary to get input about the plan from the developer, City Engineer, Public Works, KLSWA, Police and Fire.

**Law Enforcement** – A committee met this week to discuss policing and out of jurisdiction calls. We received a copy of the department policy that guides out of jurisdiction priorities. The police department was asked to continue with data gathering and reporting of the out of jurisdiction calls and assists.

**Budget Workshop #2** – In the next budget workshop, City Council will take a closer look at budget priorities related to facilities, property, and parks. The budget workshops are beneficial to City Council and staff to determine where to allocate funds for the upcoming fiscal year.

**City Engineer** – Staff met with the City Engineer to go over projects in progress and requested quotes for projects proposed in the next fiscal year.

**Manager's Lunch** – This week I was invited to attend lunch with the Holland and Saugatuck City Managers. The meeting was beneficial to talk about collective projects and opportunities to collaborate when possible.

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

Rich LaBombard  
City Manager





## *The Village of Friendliness – Since 1870*

This is the City Manager's week in review for the week of March 20, 2023.

**Housing Tools** – At a meeting this week with Housing Next, I learned about a number of new tools being made available to communities to improve long-term housing opportunities. New legislation is making it possible for municipalities and developers to work together to create long-term workforce housing / attainable housing by using tax increment financing. I plan to request a special meeting of City Council and the Brownfield Authority at the end of April to share information about these tools.

**City Council** – City Council held its regular meeting on Monday and heard a presentation about the status of the playground projects and fundraising, and also approved the following items:

- Special event for National MS Society – Bike Great Lakes West Michigan Breakaway
- Special event for Community Pride - Oktoberfest 2023
- Appointed Ricky Zoet as DPW Director – Congratulations Ricky!!!
- Passed a resolution in support of Social Districts through 2024
- Supported DDA lighting on municipal structures

**Budget Workshop** – Budget session #2 was completed this week with a conversation about facilities, parks, and property. The April 3<sup>rd</sup> budget session #3 will focus on planning and zoning, sidewalks, streets, downtown, and Blue Star Highway. The April 17<sup>th</sup> budget session will be about equipment.

**Parks and Recreation Meeting** – I participated in an organizational meeting for the five-year parks and recreation meeting. Representatives from Saugatuck, Saugatuck Township, the school district, and interested citizens met to discuss next steps and participation in developing the next five-year plan. The City of Douglas will seek a variety of volunteer and elected officials to represent Douglas in the meetings since we don't have an official parks board.

**Downtown Development Authority** – DDA held its regular meeting on Wednesday and amended a motion for holiday lighting and discussed budget priorities. They also heard a presentation in support of updated artwork on the gateway signs located on Blue Star Highway at Main and Center Streets.

**Garandana Drainage** – I met on-site with the City Engineer and a property owner about persistent drainage issues on Garandana Drive. The west end of the road routinely collects water during large rain events and has no outlet...not unlike other areas in Douglas. We discussed potential solutions and easement routes to drain the water to the public stormwater drains. Garandana drainage is particularly tough to resolve due to the area being lower than surrounding areas. With some good engineering and easements, a plan could be devised to send the water to the Warnock Drain.

**Douglas Harbor Authority** – The DHA met on Monday and held an organizational meeting and discussed aquatic weed treatment and slip leases at Point Pleasant Marina. The Authority made a recommendation to City Council to continue to treat the aquatic invasive species in Wades Bayou and the Kalamazoo River. Wades Bayou has shown improvement in the variety and quantity of aquatic invasive species to the point that natives aquatic species are returning. The Authority also directed me to research more information about the potential removal of Calkins Dam in Allegan County.

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

Rich LaBombard  
City Manager





# New Legislation Gives Communities More Tools to Add Workforce Attainable Housing

By Josh Hovey

It's no secret that housing has been a hot topic in Michigan and across the country. The state's aging housing stock, combined with the housing industry's struggle to recover from the Great Recession of 2008-09, has pushed home prices up across the state.

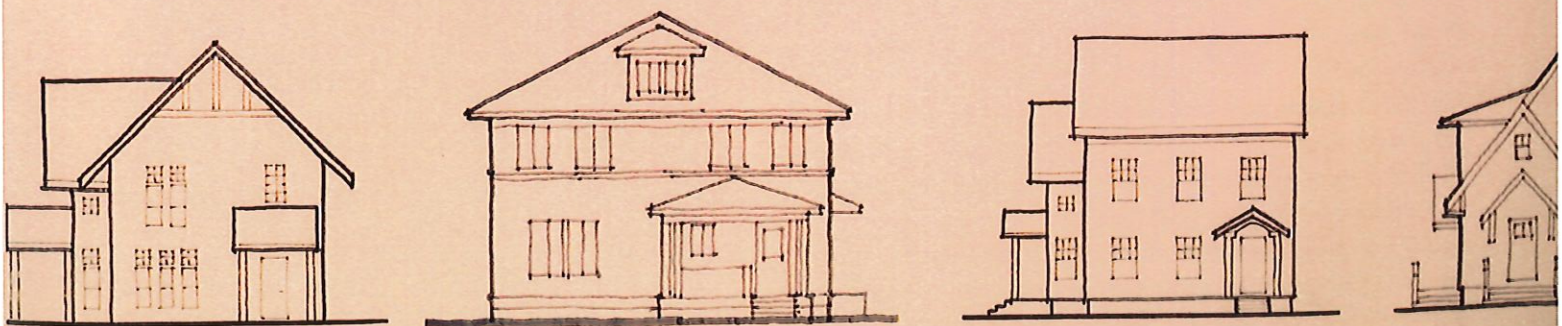
According to the Michigan Statewide Housing Plan, the average number of building permits for new construction issued between 2016 and 2020 is less than half of what it was between 1986 and 2006. As a result, existing housing—historically the main supply of housing for middle-income and low-income families—is scarce.

That scarcity is driving up prices for Michiganders across the board, but it is particularly stressful for low and middle-

income earners. The Michigan State Housing Development Authority estimates that 50 percent of rental households are "cost overburdened" and 25 percent are "severely cost overburdened."

In December of last year, Gov. Gretchen Whitmer signed a package of four bills into law that aim to address housing affordability by helping communities build more workforce and attainable housing.

The Attainable Housing Facilities Act and the Residential Housing Facilities Act work together to help remove obstacles to workforce and attainable housing development in the areas of land use, financing, and taxation by accomplishing the following:





- Allowing the establishment of attainable housing districts that will offer tax incentives for housing developments that target income-qualified households, including dormant properties previously used as commercial or industrial sites.
- Creating residential facility exemptions offering specific tax exemptions for income-eligible housing projects.

The other two bills in the four-bill package concerned:

- Expanding the use of PILOT—or Payment in Lieu of Taxes—pacts with local governments for projects dedicated to workforce housing opportunities on a long-term basis.
- Expanding the use of Neighborhood Enterprise Zones to offer financial incentives for the creation of workforce housing.

The bills were drafted in coordination with the Housing Michigan Coalition—a group of 60-plus organizations chaired by the Michigan Municipal League, the Home Builders Association of Michigan, the Grand Rapids Chamber, and Housing North.

Following the passage of the legislation, Dawn Crandall, executive vice president for government relations for the Home Builders Association of Michigan, told *Crains' Detroit Business* that a key feature of the housing package is that the bills provide municipalities the flexibility to leverage which tool is best for them. "The thing we like about these bills is that it's not a mandate for municipalities. Each locality really gets to set the guidelines," said Crandall.

While demand for the attainable and workforce housing tools has not been quantified, one Traverse City developer recently announced in February their intention to seek a PILOT to allow more workforce housing in one of its apartment buildings.

Brian Mullally is a principal at Innovo Development, which owns the 78-unit Breakwater apartment building in downtown Traverse City. He plans to use the PILOT to convert some of the building's largest units into smaller apartments, and the building will target workers earning 80–120 percent of the area median income, or roughly \$53,000 to \$80,000.

"This new state legislation is a major win for our community, and we are excited to work with the city to increase long-term housing for the workforce. This gives us a competitive advantage to bring more talented workers to our region who can live affordably in Traverse City," Mullally said.

While housing advocates and local government leaders note that housing affordability is a complex and multi-faceted issue, the new legislation adds more tools to the toolbox.

"Creating a healthier housing market benefits everyone," said the League's assistant director of state & federal affairs, Jennifer Rigterink. "Because when families are not cost burdened on their housing, they are able to better provide for their families and spend that extra money to improve their lives and their communities."

In addition to supporting last year's housing package, Rigterink notes that the League has pursued a multi-faceted approach to address the state's housing needs.

Through its leadership in the Coalition for a Strong and Prosperous Michigan, the League was able to successfully advocate for leveraging a portion of Michigan's American Rescue Plan Act funding toward attainable housing and community development initiatives.

The League also announced last year the Pattern Book Homes, an initiative to provide developers and communities with free building plans for duplex and quadplex homes ideal for infill development in many of the state's older neighborhoods.


"While no single bill package or initiative is going to solve all of the state's housing needs, we continue to add tools to our toolbox and work collaboratively with our leaders in Lansing and partners across the state to help meet our housing needs," said Rigterink.

For more information:

**Michigan Housing Coalition**

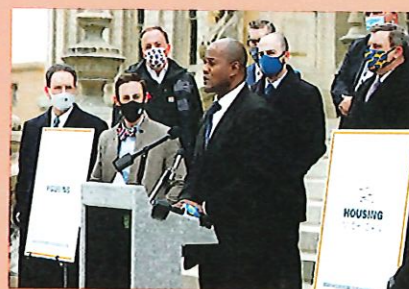
[www.housingmichigan.weebly.com](http://www.housingmichigan.weebly.com)

**Michigan Patternbook Homes**

<https://mml.org/blog/2022/09/19/pattern-book-homes/> 

Josh Hovey, APR, is vice president of communications firm Martin Waymire. You may contact him at 517.485.6600 or [jhovey@martinwaymire.com](mailto:jhovey@martinwaymire.com).

2020 Press conference  
launching the Michigan  
Statewide Housing Plan  
Partner Advisory Council  
that developed Michigan's  
first Statewide Housing Plan  
(see Review July/August  
2021 and May/June 2022).



Governor Whitmer signed the housing package of bills in December, 2022.





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This is the City Manager's week in review for the week of March 27, 2023.

**MDOT Bridge Work** – I'm fielding some questions about the scheduled MDOT work and the proposed detour route. MDOT rescheduled the meeting to speak about the detour. Because this is a serious concern for the business owners, once I find out more information, I will issue a **public notice** once we have the detour plan available. My goal is to supplement MDOT's communication and get it issued direct to the community. More to come on this topic.

**Police Training** – The Douglas Police Department recently participated in active violence training. The training is mandated by the state for all law enforcement agencies. In addition, the Douglas PD is participating in CPR and AED training with the Saugatuck Fire District.

**Channel Condition Survey** – Area municipal managers have received word that the Army Corps of Engineers is planning to do condition surveys in Holland and Saugatuck as early as next week – weather and workload permitting. The information gathered in the condition survey will be the first step in developing a dredge plan for the channel.

**Annual Lead Service Line Replacement Report** – The City submitted its annual lead service line replacement report to the state this week. The report tracks the City's requirement to replace five percent of the City's known lead service lines per year. The City reported seven service line replacements in 2022 which is less than the five percent requirement. In 2023, the City has several replacements already scheduled. We are working on our Drinking Water Asset Management grant to quantify the total number of lead service lines to replace. We estimate there are approximately 900 known or unknown water service lines in the City. Mathematically, we have to replace up to 45 service lines per year to keep on track with the mandate.

**Wayfinding** – New wayfinding signage for the downtown and Blue Star corridor are being developed to unify directional signage and declutter the signage in the right of way. The signage will have the new color scheme from the City's logo and better direct visitors to key points of interest throughout the City.

**Buoys** – The navigation buoys are being prepared for installation. The City had to replace several buoys and DPW are getting those buoys prepped for installation. Buoys typically are installed around Mother's Day and are removed by Halloween.

**Sidewalk at Douglas Beach** – New sidewalk connecting the bathrooms to the beach steps was installed this week. It also looks like the beach has grown significantly from several years ago.

**Planning and Zoning Position** – Interviews were held this week for another candidate for the Planning and Zoning position. The most recent candidate holds the designation of American Institute of Certified Planners (AICP). The AICP is a nationwide independent verification of planners' qualifications and holds designees to a pledge to uphold high standards of practice, ethics, and professional conduct. AICP planners are required to continue to pursue advanced professional education to hold their designation.

**Councilmember Freeman** – This week I gave Councilmember Freeman a tour of Douglas. The tours are given to all new Council Members and it gives me the opportunity to provide insight into City Council topics and information about City issues so that the Council Member is up to speed on topics. The tours cover a variety of topics such as utilities, parks, facilities, streets, waterfront, and new projects.

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

Rich LaBombard  
City Manager



*The Village of Friendliness – Since 1870*

This is the City Manager's week in review for the week of April 3, 2023.

**Flooding and Erosion** – This week I toured several locations throughout the City that were impacted by this week's successive rainstorms causing flooding and erosion. A resident stopped and expressed their concern about an area I was not aware of on Ellis Street. There are also locations on Wall Street, Water Street, Union Street, and Garandana that we have been monitoring. Staff will work with engineering to identify locations and propose solutions in the coming years. Solutions may include installing an underground storm drain to move storm water to the river or installing curb and gutter to direct storm water to a nearby catch basin.

**Ad Hoc Parks and Recreation Committee** – The City is seeking 5-7 resident volunteers to represent the City of Douglas in the development of the next five-year parks and recreation plan. The appointment will require a one-year commitment and attendance at joint meetings with the City of Saugatuck, Saugatuck Township, and Saugatuck School District. If interested in applying, please see the City Clerk to fill out an application. Selected applicants will be appointed by City Council. The meeting schedule is still to be determined.

**Compliments** – I want to thank the community members who stopped by City Hall and provided compliments to our DPW crew. Twice this week, residents stopped into City Hall to provide positive feedback about the DPW staff. A resident even brought cookies for the crew which were much appreciated. Compliments aren't just limited to the DPW crew, many of our staff receive positive feedback throughout the year, but this week the positive reviews were directed toward DPW. Great job crew!

**Trail Extension** – As the Blue Star Highway trail extension project is gaining traction, we have been reviewing engineering and interlocal agreements needed to continue the trail from Douglas, through Saugatuck, and connecting to the existing trail in Saugatuck Township. The project is anticipated to start in 2024, but the work to get to a designed project and secure funding has already begun. Saugatuck and Saugatuck Township have been leading the project. Only a small portion will involve Douglas and will continue the trail from Blue Star Highway at Main Street and cross the Blue Star Bridge.

**Blue Star Bridge Navigation Lighting** – The project to install navigation lighting on the Blue Star Bridge hit a snag this week when the engineer informed the three community managers that only one bid was secured for installing the lighting. We will continue to work with the engineer to seek additional quotes so that the project may proceed. All three communities have contributed to a fund to install the navigation lighting. The Kalamazoo Lake Harbor Authority identified bridge navigation lighting as a goal for the authority.

**Planning and Zoning Offer** – As reported last week, interviews were held last week for the Planning and Zoning Administrator position. We made an offer to a Michigan native living out of state. The candidate accepted the offer and has planned a tentative start date in early May. I will formally introduce the candidate at a City Council meeting in May.

**City Council Meeting** – The City Council held its regular meeting following a budget planning workshop #3 on April 3<sup>rd</sup> and approved the following items:

- First reading of the updated Ethics Ordinance
- Social District Permit for Wild Dog Grille LLC
- Town Crier Race Special Event – June 17<sup>th</sup>
- Storm drain / sidewalk project at 333 Blue Star Highway awarded to Compton Inc. of South Haven
- Invasive aquatic weed treatment for harbor awarded to Aquatic Doctors
- Created an ad hoc committee for Parks and Recreation

**Public Art** – Thursday, I met with Maryjo Lemanski and the CVB to discuss the progress on cleaning City-owned public art. As a public asset, public art requires routine cleaning and maintenance to keep it in good presentable condition. In addition to scheduling cleaning, which will be coordinated by the CVB, I received an update on the plan to install QR codes on each piece to provide information about the sculpture and the artist. Name plaques and solar lighting are proposed for each location. The City of Douglas owns six outdoor sculptures. The “Pyramid” which was recently donated to the City, will be installed this spring.

**Address Assistance** – The City Clerk is requesting residents provide their Post Office Box number as well as their physical mailing address for election related documents. At the last redistricting, many addresses in the community were reassigned to another community causing a great deal of reworking of addresses to get residents assigned back to Douglas. The Clerk’s office has many of the mailing addresses sorted out, but there may still be outliers that need correcting. You may provide your P.O. Box and physical mailing address to [clerk@douglasmi.gov](mailto:clerk@douglasmi.gov) or [info@douglasmi.gov](mailto:info@douglasmi.gov)

**Distinctly Douglas** – We are looking for high resolution photos for the City’s website that are “*Distinctly Douglas*”. Artistic high-resolution photos of events, people, parks, parades, blooming flowers, sunsets, sunrises, wildlife (oh deer!), walks along the beach, boats, pets, sculptures, smiling faces, wonderful places, etc. that communicate the distinct feeling of the Douglas community would be appreciated. By submitting photos, you must agree to allow the City to place selected photos on the website. We only ask that the photos be taken within the City of Douglas. Photos can be sent to [info@douglasmi.gov](mailto:info@douglasmi.gov) with the subject line “photo submission”.

That is all I have for now. Have a good weekend and a happy Easter.

Rich LaBombard  
City Manager



*The Village of Friendliness – Since 1870*

This is the City Manager's week in review for the week of April 10, 2023.

**MDOT Bridge Work** – I learned this week that MDOT has delayed the start of the bridge work on Blue Star Highway at exits 41 and 36. The new start date proposed is May 30<sup>th</sup> to allow more time for utility relocation work. The regional stakeholders will participate in a meeting with MDOT on May 10<sup>th</sup> to talk more about the detour route and bridge closures. I understand that the interstate on-ramps from Blue Star Highway onto I-196 will remain open at exit 36, but the off ramps from I-196 to Blue Star Highway will be closed until fall. More information will be shared after the MDOT meeting.

**DPW Supervisor Position** – With the promotion of Ricky Zoet to the Director of Public Works position, a vacancy was created in the supervisor role. The job description and salary study have been completed and the vacancy is posted in the Commercial Record. I anticipate the first review of applications will be in early May with the first interviews scheduled before the middle of the month. The job announcement is also posted on the City's website.

**Centre Collective Site Plan Review – Residential Site Condos** – Stakeholders met this week to review the submittal for Center Collective's residential site condos. The developer is proposing to develop 19 condos in the residentially zoned property adjacent to St. Peters Drive. The site plan review committee is comprised of representatives from the City, KLSWA, Fire, and other local utility providers. The information provided to the developer in this meeting helps to streamline the review process in advance of the plans going before the Planning Commission.

**Westshore Site Plan Review – Residential Site Condos** – Stakeholders met this week to review the submittal for Westshore's fifth addition of residential site condos by amending the Planned Unit Development. The developer has proposed to develop 22 condos with an entrance off McVea Street.

**Easter Parade** – In the Monday morning staff meeting, it was reported that there was an excellent turnout for the Easter Parade and egg hunt over the weekend. Warm temperatures and sunny skies brought an estimated 200 participants to the event.

**Boat Launch** – This is a reminder to the boating community that annually on April 15, daily launch fees are required for users of the City's two launch sites. Annual passes are available at City Hall for those who use the launches more frequently.

**Road Edges** – DPW will be working this week to restore road edges impacted by erosion following the successive rain events a few weeks ago. Maintaining the road edges is necessary to ensure the longevity of the road. Pavement edges that aren't supported by gravel backing will crumble more readily and cause the pavement to fail sooner.

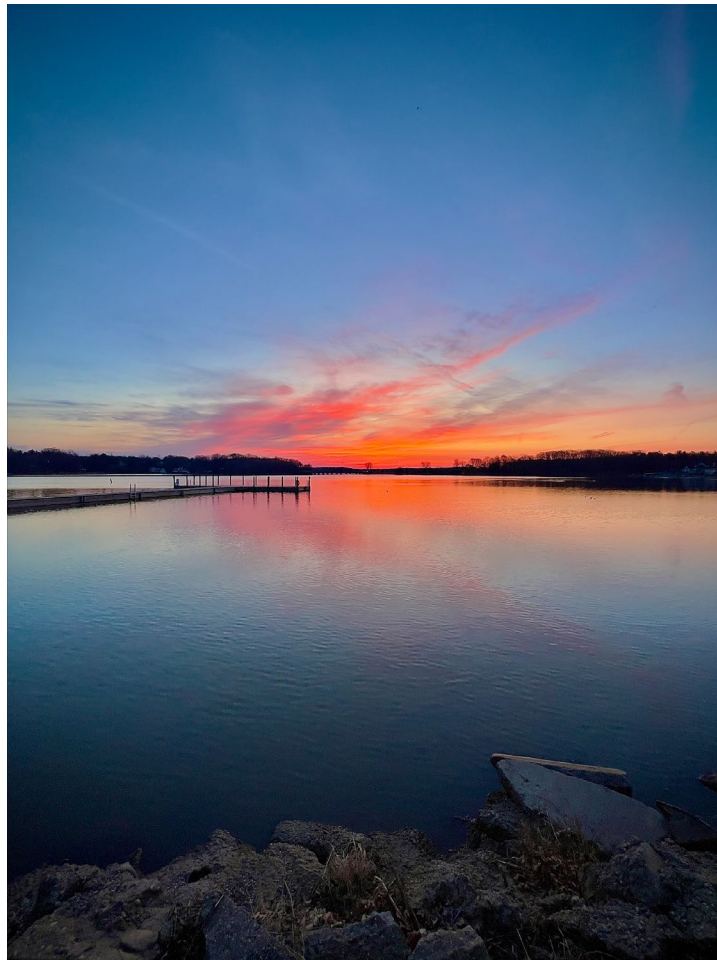
**Westshore Path** – Work is beginning on the path in the Westshore development that will link up the Ferry / Center Street intersection to Lakeshore Drive. The path is being constructed as part of the Planned Unit Development.

**Public Art** – Staff worked with Maryjo Lemanski to finalize the site of the newly acquired sculpture called “pyramid” for the City of Douglas. The work will be installed near the police department. The City agreed to pour the concrete pad that the pedestal will be mounted on.

**Road Resurfacing Projects** – The City held a preconstruction meeting this week with the contractor hired for road resurfacing projects. The five-year road plan has identified portions of Randolph Street, South Street, and Wiley Road to be resurfaced this June. The contractor is aware of any event and detours that they will have to work around.

**Wayfinding** – Work continues on developing wayfinding signage for the downtown and Blue Star Highway. A conceptual plan is prepared and ready to be presented to the Downtown Development Authority.

**Distinctly Douglas** – Thank you to everyone who provided photographs last week. City Hall is asking for high resolution photos for the City’s website that are “*Distinctly Douglas*”. Artistic high-resolution photos of events, people, parks, parades, blooming flowers, sunsets, sunrises, wildlife (oh deer!), walks along the beach, boating, pets, sculptures, smiling faces, wonderful places, etc. are requested. The photographs should convey the distinct feeling of the Douglas community. By submitting photos, you agree to allow the City to place selected photos on the website. We only ask that the photos be taken within the City of Douglas. Photos can be sent to [info@douglasmi.gov](mailto:info@douglasmi.gov) with the subject line “photo submission”.



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

Rich LaBombard  
City Manager





*The Village of Friendliness – Since 1870*

This is the City Manager's week in review for the week of April 17, 2023.

**MDOT Bridge Work** – MDOT has told me due to utility work delays, the bridge project will be delayed a bit, but no further details were provided. Area stakeholders have a meeting on May 10<sup>th</sup> to discuss the proposed detour route.

**City Council Meeting** – The regular meeting of the City Council was Monday evening, and the following items were on the agenda:

- Presentation from the Library Board
- Presentation from the CVB
- Presentation from DNR Biologist to discuss deer population (full presentation is on the City's website)
- Approved special event for the Chamber Music Festival Concert for June 30, 2023
- Approved Ethics Ordinance amendments following public hearing
- First reading of the updated Floodplain Ordinance
- Approved the commemorative donation policy
- Approved contract with Republic for refuse and recycling
- Approved street maintenance contract for chip and fog seal

**Election Training** – Friday the City hosted election training by the County Clerk. Training is required for election chair workers. The County Clerk went over pre-election setup, election processes and procedures, electronic poll books, ballot machines, security processes, election inspectors and closing the polls.

**Treasurer Training** – The City Treasurer will be attending the Michigan Municipal Treasurers Association Basic Institute Conference next week in Mount Pleasant. The conference will cover treasurer roles and responsibilities, allow treasurers to network with peers from other communities, and earn credit toward credentials.

**Capital Conference** – Three members of the City Council attended the Michigan Municipal League Capital Conference in Lansing this week. The conference covered various topics including housing needs in the state, revenue sharing, legislative priorities, and proposal 2 as it relates to elections.

**Kalamazoo Lake Harbor Authority** – The regular meeting of the Kalamazoo Lake Harbor Authority was Tuesday evening, and the following items were on the agenda:

- Officer elections
- Discussed 2023 Priorities for the Authority (consider no wake zone between the bridges including understanding the process and time required to complete, review ability to generate revenue from Tax Increment Financing district, keep updated on progress of EPA superfund cleanup upstream)
- Updated the meeting schedule for the coming year and assigned agenda responsibility to Saugatuck Township
- Received an update on the navigation lighting project for Blue Star bridge (engineer is rebidding to try to reduce costs, need to enter into a maintenance agreement once lighting is installed)

- Received an update on aquatic weed treatment (Douglas has treatment scheduled for June, KLHA would like drone footage again this year to monitor success of treatment)
- Received an update on Army Corps dredging of the channel (Condition survey should have been completed with dredging proposed in the fall)
- Reviewed the CVB's boater brochure prior to publication

**Planning Commission**– The regular meeting of the Planning Commission was Wednesday night, and the following items were on the agenda:

- Request to rezone the school bus lot at the intersection of Blue Star Highway and Fremont Street
- Recommended City Council approve the Forest Gate Duplex Condo project once serval conditions are satisfied
- Reviewed 200 Center Street request for ordinance amendment
- Reviewed draft sign ordinance

**Distinctly Douglas** – Thank you to everyone who provided photographs. City Hall is asking for high resolution photos for the City's website that are "*Distinctly Douglas*". We are requesting artistic high-resolution photos of events, people, parks, parades, blooming flowers, sunsets, sunrises, wildlife (oh deer!), walks along the beach, boating, pets, sculptures, smiling faces, wonderful places, etc. The photographs should convey the distinct feeling of the Douglas community. By submitting photos, you agree to allow the City to place selected photos on the website. We only ask that the photos be taken within the City of Douglas. Photos can be sent to [info@douglasmi.gov](mailto:info@douglasmi.gov) with the subject line "photo submission".



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

Rich LaBombard  
City Manager



*The Village of Friendliness – Since 1870*

This is the City Manager's week in review for the week of April 24, 2023.

**Workforce Housing Presentation** – At a joint meeting of the City Council and the Brownfield Redevelopment Authority on Wednesday evening, a presentation was given by Ryan Kilpatrick from Housing Next about the variety of housing incentives available to the community to incentivize developers to construct workforce housing using tax increment financing tools.

**Wayfinding Signage** – Staff presented a wayfinding plan to a committee of the DDA this week. The wayfinding signage is intended to unify signage, create a brand, orient and direct visitors to points of interest throughout the City. For this first round of signage, the committee focused on emphasizing the downtown and the Blue Star corridor.

**Lead Service Line Replacement** – Staff met on site this week with a contractor working on Lakeshore to replace lead services lines to four homes. The City is required to replace five percent of known lead services lines per year.

**DDA Meeting** – The regular meeting of the Downtown Development Authority was on Wednesday, and the following items were on the agenda:

- Approved a conceptual format for the gateway sign proposed to be located at the intersection of Blue Star Highway and Center street.
- Approved the DDA's budget for the next fiscal year to be presented to the City Council.
- Approved a community promotions contribution to the Douglas Dutchers in the amount of \$250. The original request was for \$500.
- Tabled an application for equipment rental request (tables and chairs)
- Denied a request for community promotions contribution to the Art in Douglas
- Approved community promotions request for Community Pride for \$4,150. Original request was for \$5,500. The community promotion fund was exhausted for this fiscal year.
- Approved a wayfinding plan for the downtown business district with \$34,000 of funds budgeted in FY 22-23

**Blue Star Drain Work** – A preconstruction meeting was held this week for a drain and sidewalk project budgeted by City Council for 333 Blue Star Highway. The contractor is proposing to begin work next week. If all goes well, the project will last between two and four weeks. A lane shift will be required near the Blue Star / Ferry intersection for the duration of the project. Once completed, the project will provide a sidewalk connection for pedestrians from Wiley Road to Chestnut Street. The Dunes will reimburse the City for the sidewalk construction portion of the project.

**New Employee Orientation and Onboarding** – I collaborated with staff to develop a new employee orientation and onboarding schedule for new City staff. The document outlines the process for getting new employees acclimated to working in the City and how to access important information to give new employees the best opportunity to succeed.

**RAP Grant** – This week I participated in an online seminar for the Revitalization and Placemaking Grant. The grant will make up to \$13 million available in the Grand Rapids region to support projects that improve placemaking and revitalize obsolete buildings.

**Community EV Toolkit** – The Governor announced a new grant opportunity this week to help meet the statewide goal to build 100,000 electric vehicle chargers by 2030 to support 2 million electric vehicles. The grant will fund the installation of new electric vehicle charging stations. The City of Douglas is eligible to apply.

**DPW Supervisor Interviews** – This week interviews were held for the DPW Supervisor position. With the promotion of the former supervisor to the director position, City Hall advertised for candidates to apply, and three responses were received.

**Traffic Signage** – New speed limit signs are going up in the City. Staff have formed a traffic team to identify areas where signage is needed and as a result, they have been targeting areas that need additional signage and replacing old worn signage that no longer meets the traffic standards for reflectivity.

**Distinctly Douglas** – Thank you to everyone who provided photographs. City Hall is asking for high resolution photos for the City's website that are "*Distinctly Douglas*". We are requesting artistic high-resolution photos of events, people, parks, parades, blooming flowers, sunsets, sunrises, wildlife (oh deer!), walks along the beach, boating, pets, sculptures, smiling faces, wonderful places, etc. The photographs should convey the distinct feeling of the Douglas community. By submitting photos, you agree to allow the City to place selected photos on the website. We only ask that the photos be taken within the City of Douglas. Photos can be sent to [info@douglasmi.gov](mailto:info@douglasmi.gov) with the subject line "photo submission".



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

Rich LaBombard  
City Manager





*The Village of Friendliness – Since 1870*

This is the City Manager's week in review for the week of May 1, 2023.

**City Council Meeting** – At the regular meeting of the City Council, the following items were approved

- Held public hearing, second reading, and approved the updated Floodplain Ordinance
- Appointed Joe Blair as the Planning and Zoning Administrator
- Approved application for Memorial Day Parade
- Approved request for law enforcement support for the Pride Event
- Discussed renaming Point Pleasant Marina to Douglas Marina
- Reviewed solutions to Water Street traffic / safety issues and reviewed budget for solutions

**DPW Supervisor** – Second interviews were held for the open DPW supervisor position this week. Greg Salinas was selected for promotion to DPW supervisor. Congratulations Greg. The supervisor role became vacant when Ricky Zoet was promoted to DPW Director. With this promotion, a vacancy was created for an equipment operator position. I updated the job description for the equipment operator position and the opening is being posted on the City's website. Interested candidates are encouraged to apply to the City Clerk.

**Employee Performance Evaluations** – I met with staff this week and gave performance evaluations to staff assigned to the City Manager's office. Evaluations are done on an annual basis and give me the opportunity to provide and receive feedback from staff and set goals for development.

**Blue Star Drain Work** – Work started this week on the drain and sidewalk project at 333 Blue Star Highway. A lane shift is in place near the Blue Star / Ferry intersection for the duration of the project. If all goes smoothly, this project will be complete in two to three weeks. Once completed, the project will provide a sidewalk connection for pedestrians from Wiley Road to Chestnut Street. The Dunes will reimburse the City for the sidewalk construction portion of the project.

**Traffic Signage** – DPW crews continue to improve traffic signage throughout the City to bring the signs into compliance with the Manual of Uniform Traffic Control Devices. Speed limit signs, both regular white signs and yellow advisory signs are being updated.

**Asset Management Plan** – The City is preparing to start developing a water asset management plan as required by the State of Michigan department of Environment Great Lakes and Energy. The asset management plan will detail the size, material type, age, break history, and replacement schedule for water mains and other related assets owned by the City. The asset management plan is a requirement of the safe drinking water act. It is important for communities to understand what assets they own and furthermore know the future cost and plan to replace those assets at the appropriate time. Much like owning a home,

owners need to understand and predict the future time and cost to replace the roof before it fails and budget for the replacement in advance rather than on an emergency basis.

**Addresses** – The Clerk’s office has been working with officials in Lansing to correct a redistricting error that caused many Douglas residents to have their address changed to Fennville. Some progress is being made now that the appropriate individuals are involved in the conversation.

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

Rich LaBombard  
City Manager



*The Village of Friendliness – Since 1870*

This is the City Manager's week in review for the week of May 8, 2023.

**MDOT Bridge Work** – I learned this week that MDOT realigned the schedule for bridge work, and they will be starting work at exit 41 in June and expect to wrap up that project by the end of August. Exit 36 work will start after exit 41 is completed and they anticipate work there to continue until mid-November. The City has some upcoming road projects that have been moved up in schedule to not create conflict with detoured traffic.

The detour route for **exit 41** (proposed for June 1 to August 22) is:



The detour route for **exit 36** (proposed for August 23 to November 17) is:



**Celebrate Public Service Employees** – Please join me in thanking all of our public servants for their dedicated work and commitment to providing services to the residents of Douglas. Public Service Recognition week is celebrated in the first week of May since 1985 to honor the people who serve our Nation as Federal, State, County, local and Tribal Government employees. We have a wonderful team here in the City of Douglas. Thank you for your service.

**Blue Star Drain and Sidewalk Project** – Work is well underway for the drain and sidewalk project near the Dunes resort. The best news we received is that the water main located below the work will not have to be lowered to avoid a conflict with the new drainage structure. We anticipate that will shave a week off the project.

**Planning and Zoning Administrator** – The City staff welcomed Mr. Joe Blair as the new Planning and Zoning Administrator on Monday. Joe started his first day with introductions and a tour of the City. During his first week, Joe rotated between departments to learn about roles and responsibilities. He spent time with the City Manager, interim Planning and Zoning Administrator and the Chair of the Planning Commission. Thursday, he attended his first meeting of the Planning Commission.

**DPW Supervisor** – Congratulations to Greg Salinas on his promotion to DPW Supervisor to fill the role vacated by Ricky Zoet when he was promoted to Director of Public Works. Greg has been an employee of Douglas Department of Public Works for almost five years. Three internal candidates applied for the position. The City received no applications from the public.

**Budget** – The budget preparation is in the final stages and will be presented to City Council in the next budget workshop. The City is required to adopt the budget by June 30th of each year after a formal budget hearing.

**Fire Board** – The Saugatuck District Fire Board will be holding a joint meeting with all three municipalities on Monday, May 15th at 5:00 at the Fire Hall. This is a public meeting to discuss the Fire budget.

**Renaming Point Pleasant** – Douglas Marina is the intended new name for Point Pleasant Marina after a City Council discussion on May 1. The renaming was to reinforce that the marina is a public marina owned by the City of Douglas. City Council plans to take official action through resolution for the renaming at the next City Council meeting on May 15th.

**Branding** – I spent some time this week reviewing the notes about the new Douglas logo in preparation for a newspaper article describing the development process of rebranding the City.

**Insurance Review** – The City had a routine insurance inspection this week. The City received kudos for keeping our insurance claims low. Per the inspector, we are one of the lowest in claims in his entire territory. This is one of those cases where a low score matters.



**Beach Cleanup** – Jars Cannabis Company gathered a group of volunteers and cleaned up debris along Douglas Beach and Oval Beach the week of May 8th. The Jars community engagement coordinator reported they collected, “7 full bags of trash, 3 tires, a broken surfboard, 2 broken chairs and a ton of evasive mustard garlic!” Thank you, volunteers!



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

Rich LaBombard  
City Manager



*The Village of Friendliness – Since 1870*

This is the City Manager's week in review for the week of May 22, 2023.

**MDOT Bridge Work** – Heads up to motorists. Exit 41 will be closing down as soon as Tuesday, May 30<sup>th</sup> for three months of work on the overpass.

The detour route for **exit 41** (proposed for June 1 to August 22) is:



**Local Road Projects** – Local road projects were completed over the past two weeks. Sections of Wiley, South, and Randolph Streets were resurfaced with asphalt. Other roads throughout the community received a chip seal treatment. Chip seal is a combination of an asphalt emulsion and fine gravel that helps to seal the surface of the road to prevent water from getting under the asphalt. Chip seal is intended to prolong the life of the paved surface.

**Blue Star Drain and Sidewalk Project** – Work wrapped up in time for the Memorial Day weekend on the drain and sidewalk project on Blue Star Highway. Overall, the project went smoothly with only some minor coordination issues with the property owner. This section of sidewalk creates pedestrian access along Blue Star Highway from Wiley Road to Chestnut Street.

**Facilitator** – Last week City Staff and Council met in separate sessions with a facilitator to team build and outline expectations. Facilitator Lew Bender is well known in the Public Administration community and last held a session with staff and council in 2020.

**Pyramid Sculpture** – Following the annual Memorial Day parade, the City's newest sculpture will be unveiled in front of the Police Department.

**Budget** – Two weeks ago, City Council held a marathon work session to review the final version of the draft budget. The meeting lasted until nearly 11:00 p.m. The public notice for the budget adoption was published in this week's newspaper. The budget hearing will be held at the next City Council meeting on June 5.

**Westshore** – Staff met with the developer of the next phase of the Westshore development which proposes 22 housing units. Routinely, staff will review draft plans and provide feedback to the developer prior to the plans going to the Planning Commission.

**Recycling Stations** – The Allegan Conservation District donated fishing line recycle stations to the City this week. New recycling stations were installed at Union Street Boat Launch and at Veterans Memorial Walk under the Blue Star Bridge. In addition, a litter cleanup station was installed at Wades Bayou. Thank you ACD.

**Memorial Day** – City offices will be closed on Monday, May 29<sup>th</sup> in observance of Memorial Day. Have a wonderful and safe weekend.



That is all I have for now.

Rich LaBombard  
City Manager





TICKETS  
\$25

JERRY  
DONOVAN

# BARREL OF LAUGHS

COMEDY SHOW BENEFITING THE DOUGLAS PARK PROJECT

THURSDAY  
JUNE  
**15**

Saugatuck Brewing Co  
2948 Blue Star Hwy. Douglas, MI  
Doors 5:30pm  
Showtime 7:00pm

BUY TICKETS







*The Village of Friendliness – Since 1870*

This is the City Manager's week in review for the week of May 29, 2023.

**Pride Event** – The Police and Department of Public Works staff dedicated many hours in preparation for the upcoming pride event this year. Events kicked off on Thursday and run through Sunday. Public works staff are making sure the town looks great as organizers anticipate a good turnout for the event. Visit Community Pride's Facebook page for more information about event times and locations.

**Lakeshore Advantage** – I met with area managers this week to learn about the services provided by the area's local economic development agency. Lakeshore Advantage is a non-profit economic development organization that connects businesses to the resources they need to grow in Allegan and Ottawa Counties.

**Pyramid Dedication** – The City's newest sculpture was dedicated on Memorial Day. The stainless-steel sculpture was unveiled at its location next to the Police Department. Thank you to all the donors who made the acquisition possible.

**DDA Meeting** – The DDA met on May 31 at a rescheduled meeting and approved the following items:

- Recommended the updated DDA Tax Increment Financing Plan be sent to City Council for approval.
- Approved canvas coverings on both downtown gateway signs at Center and Blue Star, and Main and Blue Star. Also approved removing the attached arrows from signs at both locations.
- Approved the wayfinding signage agreement for Praise Sign Company of Grandville.

**Budget** – The 23-24 fiscal year budget is completed and will be sent to the City Council for adoption at the June 5<sup>th</sup> City Council meeting. Overall, the City is projecting a 7 percent increase in revenue as compared to last year. Revenue to the general fund is projected to be \$3,603,224 for the year. The largest increase in the general fund comes from increased property values and additional revenue from property values uncapping following a sale. Budget expenditure highlights for the upcoming fiscal year include a continued focus on safety by adding an additional police officer, purchasing new radar speed boards, and installing new AED equipment at facilities and parks. Other items of interest include repairs to stormwater drainage at various locations. Various master plans have been budgeted to be updated. Funds for engineering and grant match have been set aside for 200 Blue Star PCB cleanup. Continuing replacement of lead water service lines and the preparation of a water asset management plan is proposed to be funded as well as creating municipal utility standards. Continuing treatment of invasive aquatic species in the harbor is an ongoing priority. And finally, the purchase of two tractors to retire aging equipment is on the proposed budget.

**Election Equipment** – This week the City's election equipment received a full maintenance check, system update, and approval for use in our next election, which will be in November. The preventative maintenance was finalized by testing the equipment with a mock election to ensure the equipment will run accurately and efficiently.

Have a great weekend.

Rich LaBombard  
City Manager



*The Village of Friendliness – Since 1870*

This is the City Manager's week in review for the week of June 5, 2023.

**City Council Meeting** – At the regular meeting of the City Council the following items were on agenda:

- Rezone of the bus parking lot parcel on Blue Star Highway
- Amended the fee schedule to increase slip fees at Douglas Marina to \$2,000 per year and established an additional fee of \$25 per night for transient boaters when an open slip allows
- Approved a resolution related to Public Act 152 for employee health insurance contributions
- Approved a resolution to adopt an employee insurance plan for the upcoming fiscal year
- Held a public hearing for the next fiscal year budget
- Adopted the FY23-24 budget
- Approved a contribution of \$1,000 for the Saugatuck Fireworks event (an expense allowable per the Michigan Constitution)
- Approved the Intergovernmental Agreement between Douglas, Saugatuck, and Saugatuck Township for the design of the extension of the north section of the Blue Star Trail.

**Brownfield Redevelopment Authority Meeting** – The Brownfield Authority met this week and made a recommendation to accept a bid from PM Environmental to serve as the environmental consultant of record on the EPA Brownfield Cleanup grant. In addition, the Authority received an update about the demolition debris located at 200 Blue Star Highway. The EPA Chicago office has the cleanup work plan in their possession and the document is in the queue for review. Once approved, the City can remove the demolition debris and dispose of it in a landfill. The contamination level in the debris is considered low enough to dispose of in a standard landfill.

**Schultz Park** – This week I attended a meeting with MDOT to discuss the use of the northern portion of Schultz Park. The Department of Transportation owns much of the property north of the volleyball courts that has long been used by the City of Douglas for recreation purposes. The land is part of the Federal Highway Administration's acquisition of property when the highway was constructed. The City and MDOT are working to enter into an agreement about the long-term use of the property that meets both entity's needs. The City has long maintained the property as a boat launch and parking area which is in conflict with the scenic vista requirements as directed by the FHWA.

**West Michigan Regional Planning Commission Rural Task Force** – As a board member of the Allegan County WMRPC rural task force, I attended a meeting to get an update on transportation funding.

**Douglas Marina** – I toured Douglas Marina with the DPW Director and made a list of maintenance items per the request of a citizen who asked for better maintenance practices of the marina structures. DPW crews have already begun to work on the list of work items to improve the look of the grounds.

**Water Asset Management Plan** – In a meeting with the City Engineer this week, assigned staff received an update on the grant progress for the water asset management plan as it relates to lead service lines. Letters will be going out next week to a random sample of nearly 200 homes for further investigation of lead containing service lines. This next

step is a follow up to the questionnaire sent out last year seeking assistance from residents in identifying water service line material type. DPW crews will be requesting access to homes to visually inspect water service lines of the random sampled residences. This is an important step in the lead service line replacement process. The information gathered will be used to understand the total number of lead-containing service lines in use throughout the City. As a reminder, the City will be replacing lead containing service lines throughout the City over the next 18 years in an effort to comply with the state's new drinking water standards that require the elimination of lead service lines in drinking water systems.

**Clerk Retirement Announcement** – Monday the City received a notice from the City Clerk Pam Aalderink that she will be retiring from her position. This is sad news for the Douglas staff family. I want to thank the Clerk for her years of service to the Douglas community. She will be missed, but she has told me she is available to come back and help out when needed. Congratulations Pam and we wish you a happy retirement!!!

Have a great weekend.

Rich LaBombard

City Manager



## *The Village of Friendliness – Since 1870*

This is the City Manager's week in review for the week of June 12, 2023.

**Project Master List** – At the beginning of every fiscal year, the City develops a project master list based on approved capital expenditures developed in the budget process. The list is shared quarterly with City Council to show project progress. At the end of the fiscal year, the list is updated and a new list for the next fiscal year is created. Any unfinished items are rolled over to the new list. The final project master list for the fiscal year will be presented in the next City Council agenda packet and will be available on-line.

**Utilities** – A great deal of my time this week has been spent on utilities. This week, area Managers met with the Department of Environment Great Lakes and Energy (EGLE) to discuss water and regional water utility systems. Per EGLE's direction, the City of Douglas is required to prepare a water asset management plan to outline for EGLE how the City proposes to maintain the water infrastructure (i.e., water mains, hydrants, valves). One component of the asset management plan that is important to EGLE is knowing the location, size, age, material type, and break history of the underground water distribution system owned by the City of Douglas, and furthermore, telling EGLE how it intends to maintain and upgrade those assets long term. The City will have to submit a finalized asset management plan to EGLE by August. An additional component of the asset management plan is to understand the future cost of maintaining the system. The City has engaged the services of Baker Tilly to develop a rate model that will generate revenue from a user capital charge that will be added to monthly water bills. The Safe Drinking Water act also requires the City to remove lead containing water service lines throughout the City by 2041. The City has been contributing funds from the general fund, but that funding model is not sustainable given the quantity and expense of replacing lead service lines. Each service line replaced by the City has an average cost of \$6,000. The City has a grant to inspect random water service lines throughout the City in an effort to quantify the number of service lines that contain lead. At the moment, we have approximately 900 water service lines installed that are made of unknown material that will need to be evaluated. Field work will begin in the coming months to physically inspect about 200 randomly selected water service lines for lead. That inspection process is being funded directly from the grant. The City will evaluate other grant opportunities that present themselves.

**Utility Standards** – I am currently working on reviewing a set of utility standards developed by the City Engineer that will establish a set of standards to follow for installing new utilities. This is a complex topic, but necessary to get to a routine standard for underground utility construction.

**CVB** – I attended the Convention and Visitor's Bureau board meeting this week and provided an update on projects in the City of Douglas.

**DDA TIF Plan** – The DDA has approved their Tax Increment Financing plan and have made a recommendation to City Council to adopt the plan. This plan does not increase taxes. However, it outlines goals for the next five years for the DDA. Notices of the new TIF plan will be going out to properties within the DDA district, posted in 20 locations throughout the DDA (yes 20!), and notices published in the newspaper at least two times. Obviously, there are strict notification standards for the TIF plan.



**Framed Photo Donation** – Thank you Lyle Kissee for donating a beautiful photo of the Center Street clock in winter. Staff will find a prominent place to display the photo in City Hall. Please stop by City Hall and check it out. Lyle has donated several photos to City Hall in the past and those photos are displayed in the Treasurer's office.

**End of Fiscal Year** – The Treasurer is working on wrapping up the fiscal year and we have good news. Revenue from various funds was higher than anticipated and expenses were lower than anticipated. We like to hear that.

**City Flag** – The City will be unveiling its new flag in July that is based on the heron logo and rebranding efforts. Attached is a picture of the design. Staff consulted vexillologist guidelines for the development of the flag. Key to any good flag are the basic principles of a limited color pallet, limited text, and easy enough for a child to memorize and draw.



Have a great Weekend.  
Rich LaBombard  
City Manager



*The Village of Friendliness – Since 1870*

This is the City Manager's week in review for the week of June 19, 2023.

**Blue Star and Wiley Four Way Stop** – The City Council directed staff to install temporary four way stops at the intersection of Blue Star and Wiley while bridge construction work continues in the area. Bridge closures at exit 36 have increased traffic volume on Blue Star Highway making turns at Wiley difficult. The City follows the Michigan Manual of Uniform Traffic Control standards for traffic signage. DPW, Police, and the City Manager are reviewing the proper signage set up with advanced signage to let motorists know a new traffic control pattern will be installed at the intersection. We anticipate signs will be installed once the layout research is complete and all the necessary signs have been received.

**City Council Meeting** – At the regular meeting of the City Council on Monday, the City Council approved the following items:

- Ordinance to rezone a parcel on Blue Star Highway – commonly known as the bus lot -
- Resolution to split a lot – commonly known as the bus lot
- Resolution to amend the FY 22-23 budget
- Resolution to award the wayfinding sign project for Blue Star Highway corridor
- Resolution to award a contract to PM Environmental for work on 200 Blue Star Highway for PCB cleanup activities related to the EPA Brownfield Cleanup Grant
- Purchase of two John Deer tractors and attachments for Public Works and trade in three pieces of equipment
- Special event application for 4<sup>th</sup> of July event

**Wayfinding** – Staff met with Praise Sign company of Grandville to discuss the wayfinding project approved by the DDA for wayfinding signage in the downtown and City Council for wayfinding signage on Blue Star corridor. The anticipated timeline to get the signage installed is as follows:

- Two weeks for approval of the design and sign setup (vendor will provide color samples of the signage)
- Six to eight weeks for manufacturing
- Two to three weeks for installation

**Policies** – The City Clerk and I have been working on new policies for City Council to consider.

- Lost and Found Policy – defines how lost and found items are to be managed by staff. The proposed policy will follow the Police Department Policy for storage, handling, and disposal of unclaimed items.
- Pavilion and Gazebo Rental Policy – Clarifies park amenities that can be rented / reserved by the public.

**Parks and Recreation Master Plan** – With the Township coordinating the bidding process, the City received two responses to the request for proposal for a consultant to lead the updating of the Parks and Recreation Master Plan for the City of Douglas, Saugatuck, Saugatuck Township, and the Saugatuck School District. I will be reviewing the responses on behalf of the City of Douglas. The Township has coordinated a meeting next week to review the rankings

and each community will have to go through a formal approval process through their respective Councils / Boards to approve the consultant to begin work on the plan update.

Have a great Weekend.

Rich LaBombard  
City Manager



*The Village of Friendliness – Since 1870*

This is the City Manager's week in review for the week of June 26, 2023.

**Representative Andrews Meet and Greet** – On Saturday, July 1, Rep. Joey Andrews will be hosting a meet and greet at the Saugatuck Douglas Library (174 Center Street, Douglas) at 11:00. Rep. Jason Morgan will be in attendance as a guest of Rep. Andrews.

**DDA Meeting** – At the regular meeting of the Downtown Development Authority, the following items were discussed:

- Approval of the temporary gateway canvas reprint
- Future grant ideas
- Winter market

**Water Asset Management Plan** – Staff met this week with consultant Baker Tilly to discuss the City's water asset management plan. Baker Tilly used this opportunity to understand rate structures, assets, division of responsibility, and budget. As mentioned in prior weekly reviews, understanding the City's water assets is a requirement of the Department of Environment Great Lakes and Energy. The City has a deadline of August 15<sup>th</sup> to submit an asset management plan.

**Water Agreement** – This week I participated in interviews for a consultant to work with the City, Saugatuck, and Saugatuck Township, and KLSWA as we negotiate updates to the water and sewer agreements. We interviewed three consultants and will propose selection of one in the coming weeks. The objective of a consultant is to hire an impartial party with expertise in negotiating complex multi-jurisdictional utility agreements. The City has a deadline of the end of the calendar year to get the agreements in place.

**Parks and Recreation Master Plan** – With the Township coordinating the bidding process, the City reviewed responses to the request for proposal for a consultant to lead the updating of the Parks and Recreation Master Plan for the City of Douglas, Saugatuck, Saugatuck Township, and the Saugatuck School District. Submittals were reviewed this week and the reviewers selected Viridis of Grand Rapids to be recommended to the respective governing bodies to develop the plan update. I plan to take the recommendation to the City Council on July 17<sup>th</sup>.

**Document Scanning** – The City Council budgeted funds this year to begin document scanning and organizing the volumes of historical information located in City Hall. The objective of this work is to create operational efficiency in regard to records location and historical information. The vendor will be in City Hall this week to start a sample scan so that staff can provide feedback on the work before a larger volume of material starts to be scanned.

Have a great Weekend.

Rich LaBombard  
City Manager



## **From the Office of State Representative Joey Andrews**

Good afternoon,

On Wednesday, June 28, 2023, the Legislature passed one of the most comprehensive budgets in Michigan's history. Including \$152,300,000 in funding for projects in the 38th House District. Below, you will find a summary of the in-district projects that received funding as well as a summary of the appropriations designated to reinvest in local communities. Please let us know if you have any questions.

### **In-District Investments**

- Benton Harbor – Waste and recycling transfer station \$1 million
- Berrien County – Jail study \$200,000
- Lincoln Charter Township - Sidewalks and Paths \$400,000
- New Buffalo – Glassman Park Disc Golf Course \$200,000
- Saugatuck Blue Star Trail - Washington St. to Maple St. \$300,000
- St. Joseph - Shoreline Softening Coastal Management \$200,000
- Palisades Power Plant - Targeted Energy Investment \$150.0 million Funding would be contingent on federal commitments of support to restart the facility

### **Department of State**

- Implementation of Proposals 1 and 2 - Includes \$11.5 million in restricted funds to support costs related to implementing the state constitutional amendments approved by voters in Ballot Proposals 1 and 2 of 2022. Funding would be allocated as follows: \$250,000 for an IT developer to accommodate changes in receiving and reporting electronic filings of annual financial disclosure reports; \$10.0 million to purchase and install an estimated 2,000 ballot drop boxes and security cameras; and \$1.3 million for IT developers to develop software and update the Qualified Voter File to accommodate early voting, a permanent absentee voter list, military postmark dates, ballot tracking, and other changes.

### **Department of Treasury**

- County, Village, and Township Revenue Sharing. Increase of \$13.9M (or 5%) for standard statutory revenue sharing; and \$5M (or 2%) for local public safety initiatives. Additionally, \$28.1M in one-time appropriations. Of this amount, \$14M is for local general operations and \$14M for local public safety initiatives.
- County Incentive Program/Revenue Sharing. A \$17M (or 7%) increase over the current year's ongoing funding. Of this amount, \$12.1M is for local general operations and \$4.9M is for local public safety initiatives. Includes \$24.4 million in one-time funding, with \$12.2 million for local general operations and \$12.2 million for local public safety initiatives.

### **Department of Environment, Great Lakes & Energy**

- Water State Revolving Funds – Federal Infrastructure. Includes \$280.5 million Gross (\$30.5 million GF/GP) for local water infrastructure projects. The GF/GP funding is appropriated on a one-time basis to be used as match to access federal Infrastructure ACT funding.

### **Department of Labor and Economic Opportunity**

- Revitalization and Placemaking Program - Includes \$50.0 million in state restricted funding to establish a grant program for rehabilitation of vacant, underused, and blighted structures and to help develop traditional downtown infrastructure.
- Housing and Community Development Program - Includes \$50.0 million in state restricted funding to expand access to affordable housing and support revitalization of downtown areas.
- Michigan Regional Empowerment Program. Provides \$200.0M (GF/GP) of one-time funding to create a competitive grant program for multi-jurisdictional partnerships that provide regional and local economic development. Eligible entities include local units of government, as well as at least one of the following:

multi-jurisdictional quasi-governmental agencies, non-profit organizations, tribal government, regional planning organizations or economic development organizations.

- Community Downtown Economic Development Program. Provides \$100.0M (GF/GP) of one-time funding for the Michigan Strategic Fund (MSF) to create a competitive grant program to promote placemaking, climate resilient infrastructure and housing in densely populated and walkable areas. Eligible recipients include cities, villages, townships, downtown development authorities, principal shopping districts and community and economic development collaboratives.
- Deployment and Access to Broadband - Includes \$1.6 billion in federal funding awarded to the state to ensure all residents of the state have access to reliable, affordable high-speed internet. Funding would be used to ensure broadband investments are maximized by prioritizing unserved and underserved areas.

#### **Department of Licensing and Regulatory Affairs**

- Renewable Energy and Electrification Infrastructure Enhancement and Development. Includes \$21.3M (\$1.3M GF/GP) in one-time funding for grants to businesses, nonprofit organizations, and local governments for planning, developing, designing, acquiring, or constructing renewable energy and electrification infrastructure projects.

#### **Judiciary**

- Expungement Initiative - Includes a total of \$700,000 GF/GP to be allocated as follows: \$650,000 GF/GP for Legal Aid Defender Association, Inc. in Detroit to provide expungement services and \$50,000 GF/GP to Allegan County to provide legal aid services.

Best regards,

Michigan's 38th District  
OFFICE OF STATE  
REPRESENTATIVE  
JOEY ANDREWS

|



## *The Village of Friendliness – Since 1870*

This is the City Manager's week in review for the week of July 3, 2023.

**Independence Day** – Happy Independence day. It has been great to see a lot of visitors walking the streets of Douglas; enjoying shops, restaurants, and attractions; relaxing at the beach; and enjoying the Douglas community.

**City Council Meeting** – The regular meeting of the City Council was held on Wednesday July 5<sup>th</sup> and the City Council approved the following items.

- Approved a Special Event permit for the National Night Out event to be held on August 1 from 6-8 p.m.
- Held the first reading of an ordinance to sell 291 66<sup>th</sup> Street as surplus real property
- Approved Unema Plumbing of Holland, Michigan to be a sole source vendor for lead service water line replacement for the 23-24 Fiscal Year
- Approved a resolution with conditions for a private road application for Lakeshore Woods Road following a favorable recommendation from the Planning Commission

**Temporary Four Way Stop** – City staff have completed research of information available for a temporary four way stop sign at the intersection of Wiley and Blue Star. The sign is warranted on a temporary basis due to the traffic pattern shift caused by construction on Highway I-196. Staff will be working with the City Engineer to go over the proper layout of the signage at the intersection with advance warning to caution drivers of a change in traffic pattern.

**Downtown Sidewalks** – I spent some time this week marking up sidewalks to be replaced in the downtown district. The Downtown Development Authority and the City Council have dedicated funds to improve sidewalks in the district. The primary objective of the sidewalk replacement program is to replace sections of walk that pose a safety hazard such as trip offsets and pooling water. The second objective is to replace sections that have significant cracking. The City's Project Manager will be soliciting quotes for the project in the coming weeks. We anticipate work will not begin until the tourist season has ended for the year.

**Utility Standards** – This week I continued my review of utility standards and specifications. Utility standards are necessary to ensure utilities are constructed in a consistent manner throughout the community. Standards are unique to every community based on soil conditions, availability of material, and construction practices. The next step in the process is to pass the standards on to Kalamazoo Lake Sewer and Water Authority for their review and input. After that is complete and the City Engineer updates the standards, I will make a recommendation to the City Council to adopt the standards for the community.

**Lead Service Line Inspection** – Letters went out last week to a random sample of residents that will be asked to participate in a service line inspection process. The randomly selected residents are being asked to schedule a time for City employees to enter residences and visually inspect and photograph water service line material. This inspection process is secondary to the questionnaire the City previously provided about service line material. The City received a grant from the Department of Environment Great Lakes and Energy to help quantify the number of lead containing

service lines in the City. If you received the random sample letter, we would appreciate resident's cooperation even though this may seem like a redundant process.

**Unity Ride** – Please consider coming to Beery Field on August 14<sup>th</sup> at approximately 11 a.m. as the Douglas Police Department escort the regional chapter of the Police Unity Ride into Douglas. The Police Unity Ride raises public awareness about law enforcement officers who have died in the line of duty and ensure their sacrifice is never forgotten. Additional details will be provided as the event nears.

**Mayor Proclaims New Flag Design** – Wednesday, the Mayor issued a proclamation adopting the new City flag followed by a short flag raising ceremony outside of City Hall. The flag features elements from the new City logo and includes waves, sun, blue skies, and the heron. The new flag is part of the effort to rebrand the Douglas community. New products will be available for purchase that feature variations of the logo design on cups, shirts, hats, and tote bags. I will announce when the logo gear is available to the community for purchase.



Have a great Weekend.

Rich LaBombard  
City Manager



## *The Village of Friendliness – Since 1870*

This is the City Manager's week in review for the week of July 10, 2023.

**EGLE Order** – The Department of Environment Great Lakes and Energy has sent letters out to permit holders who installed sandbags during the erosion event of 2020-2021 and are requiring the entire removal of sandbags. From another source I understand that EGLE is concerned about microplastics entering the water system. I've been in contact with our local representative about the extensive geotextile work done at Douglas Beach to support the bluff is required to be removed. I suspect removal of the geotextile tubes at Douglas Beach will have a negative effect on all the work done at the beach to protect the bluff.

**Douglas Grows** – In a report on MLive about statewide census population change, the northwest section of the lower peninsula experienced the majority of population growth in the state over the past two years even though the state's population declined overall by 43,000 people. The City of Douglas' population grew by 2.3 percent over an approximately two-year period. Saugatuck grew by 0.7 percent, Saugatuck Township grew by 2.6 percent, and Laketown Township grew by 3.7 percent.

**Root Beer Best** – Holland Sentinel "food critics", set out to find the best hot dogs in the region as reported in the July 8<sup>th</sup> edition. They tested hot dogs from five local restaurants and Douglas' own Root Beer Barrel ranked #1. The Donna Dog, loaded with mac and cheese and bacon was a savory delight to the taste testers. Mick White, operator of the Root Beer Barrel, presented to City Hall this week a framed graphic of the Root Beer Barrel. Great job Mick.

**High Water Grant Request Denied** – The City applied for a State High Water Infrastructure Grant at the end of last year. If awarded, the City would have used the funds to study solutions available to control flooding on Washington Street at the Blue Star Bridge. High water has threatened the City's street lighting utility, the sewer lift station, sanitary system, and cut off access. The City received notice on Friday that the grant will not be awarded. A total of 56 applications were received amounting to over \$39.5 million in requests with only \$14.3 million available to award.

**Summer Tax Bills** – Tax bills have been sent out. If you haven't received your bill, please contact the City Treasurer.

**Temporary Traffic Signs** – The Department of Public Works is working with the City Engineer and Give 'em a break—a traffic sign contractor—to plan out the temporary stop signs for the intersection of Wiley and Blue Star while MDOT bridge construction is underway. If all the material is available, the signs will be installed next week.



**Aquatic Treatment** – The next treatment of the Douglas Harbor for invasive aquatic species will be on July 19<sup>th</sup>. The treatment targets the invasive Eurasian milfoil.

**Interim City Clerk** – At Monday's City Council meeting, I'm proposing to appoint Deputy City Clerk Laura Kasper as Interim City Clerk while a search is underway following the announcement of City Clerk Pam Aalderink's retirement. Laura has been with the City almost a year and has worked closely with Pam to gain experience specific to the Douglas Community. Laura has experience working with Georgetown Township in the Clerk's office and helped with elections. Laura will do well in the role.

**Congratulations Pam** – July 28<sup>th</sup> will be City Clerk Pam Aalderink's last day with the City. Pam was hired in 2008 as a part-time employee. As she worked her way up the municipal ranks, she became Deputy City Clerk and was appointed to her current position as City Clerk in 2019. Pam holds designations as a Certified Municipal Clerk and Certified Municipal Treasurer. Pam also earned a bachelor's degree as a mother and working student from Grand Valley State University and majored in Sociology. Pam has had an influence on the Douglas community. As a community minded citizen, Pam started "Scary Beery Halloween in the Park", brought the Cincinnati Orchestra to Douglas, set up flu vaccination clinics, and started the "Fill the Humvee for Christian Neighbors" event, and other events still celebrated today. Congratulations on your retirement Pam. She has assured me that she will be available to help with elections. Thank you Pam for your service to the City of Douglas.

Have a great Weekend.

Rich LaBombard  
City Manager



*The Village of Friendliness – Since 1870*

This is the City Manager's week in review for the week of July 17, 2023.

**City Council Meeting** - The regular meeting of the Douglas City Council was held on Monday, July 17, 2023. City Council approved the following items:

- Appointed Laura Kasper as the interim City Clerk
- Approved a special event for the Labor Day Bridge Walk
- Approved a park use policy limiting rentals to the Schultz Park Pavilion, the Wades Bayou Gazebo, and the basketball court at Beery Field
- Approved a staff policy regarding the handling of lost and found items
- Approved the selection of Viridis Design Group of Grand Rapids to consult with Douglas, Saugatuck, Saugatuck Township, and the school district to update the 5-year parks and recreation plan. The current plan is set to expire at the end of 2023.
- Approved the selection of Baker Tilly of East Lansing to consult with Douglas, Saugatuck, Saugatuck Township, and KLSWA on the updating of the water agreement. The revised water agreement must be completed and submitted to the Department of Environment, Great Lakes, and Energy by the end of December.
- Held the first public hearing for an ordinance to update the Downtown Development Authority's Development Plan and Tax Increment Financing Plan.
- Approved an ordinance to dispose of public property located on 66<sup>th</sup> Street following a second reading and public hearing. The City Manager will prepare a request for bids for any public interested in submitting a bid.
- Approved use of insurance proceeds from a damaged piece of public art to go toward the purchase of another piece of public art to be installed at Wades Bayou. The proceeds only cover approximately 40 percent of the purchase. Anyone interested in making a donation to procure the sculpture may make a contribution to the City Treasurer.

**City Clerk Posting** – With the City Clerk's retirement, the City has posted a job announcement for the open position. Interested candidates may apply by filling out an application on the City's website. The posting will be open until filled.

**July Social Event** – The History Center hosted a social on July 20<sup>th</sup>. The socials are a popular summertime event in Douglas, and it is great to see local entities pick up the events.

**Summer Tax Bills** – Tax bills have been sent out. If you have not received your bill, please contact the City Treasurer.

**Assessing Audit Perfect Score** – I received notice from the State Tax Commission on Friday that the City Assessor received a perfect score for the City of Douglas on the recent PA 660 audit. The audit reviews the assessment rolls to ensure minimum standards and model practices are followed by the assessing district. Well done, Tom!

**Gateway Signs** – The new canvases have been installed at both gateway signs and at Blue Star / Center a City flag is attached to the sign. The red arrows have been removed and placed in storage. I have directed the Department of Public Works to touch up the paint on the gateway sign and reattach the lighting.

**Wayfinding** – The vendor is working on a foundation design that must be approved by a professional engineer. The vendor concurrently is fabricating the signage. We have not received a proposed installation date yet.

**Sidewalk Improvements** – City Hall staff are working with vendors to receive quotes for sidewalk improvements in the downtown. Staff have marked (in pink) the locations that are proposed to be replaced. In determining replacements, staff consider the following:

- Are there safety hazards present or an offset in grade in the line of travel? Grade changes greater than 2 inches are required to be replaced. Less than two inches is recommended to be replaced.
- Are there dips or depressions that potentially retain water / ice in the line of travel?
- Are there excessive cracks / spalls on the surface of the concrete?
- Are there aesthetic conditions that could be improved with replacement?

**Aquatic Treatment** – The treatment for invasive aquatic species of the Douglas Harbor between Schultz Park boat launch to the Union Street boat launch was completed on July 19<sup>th</sup>. The treatment targets the invasive Eurasian milfoil. The City of Douglas has a safety data sheet for the product applied if anyone is interested in that information.

**Parks and Recreation Committee** – The ad hoc committee met for the first time this week to organize and begin to go over the parks and recreation master plan. We plan to meet again in two weeks to continue conversation about park assets.

**Drinking Water Asset Management Plan** – As required by EGLE, work continues on the drinking water asset management plan. This week I met with the consultant to talk about future projects and how to fund those projects. An initial presentation will be made to City Council on August 7<sup>th</sup>.

Have a great weekend.

Rich LaBombard  
City Manager



*The Village of Friendliness – Since 1870*

This is the City Manager's week in review for the week of July 24, 2023.

**Retirement** – Congratulations to Pam Aalderink on her retirement from the City of Douglas. Friday was her last day and City staff gathered for lunch to wish her well and give her a few small gifts of gratitude. Thank you to everyone who stopped by to give her love and support.

**City Clerk Posting** – With the City Clerk's retirement, the City has posted a job announcement for the open position. Interested candidates may apply by filling out an application on the City's website. The posting will be open until filled.

**City Council Election** – The City received two candidates nominating petitions for the three council seats open in the November 7<sup>th</sup> General Election. Candidates interested in running must now file as a write-in with the county.

**Summer Tax Bills** – Tax bills have been sent out. If you have not received your bill, please contact the City Treasurer.

**Master Plan Update** – I met this week with the City's planning consultant to start the process to update the City's master plan. The plan requires updating every five years and will be a community process. Please watch for announcements as the community engagement piece comes together. Your input is vital to the future development of the City.

**City Manager Announcement** – On Monday, I submitted my resignation to the City Council. Over the course of the next few weeks, I will be working on documenting ongoing projects so that the next City Manager is set up for a successful transition. It has been wonderful working for the citizens of Douglas. I want to thank everyone who has read the weekly Manager's memo. I have received a lot of positive feedback and support from the community through this format. My last day will be August 25<sup>th</sup>.

Have a great weekend.

Rich LaBombard  
City Manager



*The Village of Friendliness – Since 1870*

This is the City Manager's week in review for the week of July 31, 2023.

**Interim City Manager** – The City Council is posting the position of Interim City Manager on the Michigan Municipal website. Interested candidates may submit an application and resume to City Hall. It may take a few days for the posting to become active.

**Special Meeting of the City Council** – City Council held a special meeting on Thursday to interview Susan Montenegro as a candidate for interim City Manager position.

**City Clerk Posting** – The City has posted a job announcement for the City Clerk position. Interested candidates may apply by filling out an application on the City's website. The posting will be open until filled.

**Summer Tax Bills** – Tax bills have been sent out. If you have not received your bill, please contact the City Treasurer.

**Centre Collective** – Staff worked this week to compile a list of requirements to be met for the Centre Collective project before it can proceed to City Council. The developer is making good progress on meeting the requirements and we anticipate they will be on the August 21<sup>st</sup> City Council agenda.

**Engineering** – I met this week with the City Engineer to go over projects in progress. The City Engineer is working on a number of capital improvement projects including drain work, lead and copper service line replacement, boat launch inspection, development proposals, five-year road asset management plan, and a water rate study.

**Water Rate Study** – Consultant Baker Tilly will be at the next City Council meeting to go over the City's water asset management capital improvement priorities and discuss how those improvements are funded.

**Facility Presentation** – On Monday, August 7, the City Council will consider approving a purchase agreement for 415 Wiley Road. The City Council is considering purchasing the Douglas Family Clinic building and site for consolidation of municipal services. The negotiated price for the building is \$1,500,000. I spent time this week preparing a presentation for City Council to share information we've obtained over the course of four years about the City's municipal facilities.

**Thank You** – Thank you to everyone who has stopped by or emailed to wish me well as I wind down my time here in Douglas.

Have a great weekend.

Rich LaBombard  
City Manager





*The Village of Friendliness – Since 1870*

This is the City Manager's week in review for the week of August 7, 2023.

**Summer Tax Bills** – Tax bills have been sent out. If you have not received your bill, please contact the City Treasurer. Tax payments are due September 14, 2023.

**Interim City Manager** – The City Council has posted the position of Interim City Manager on the Michigan Municipal website. Interested candidates may submit an application and resume to City Hall.  
<https://douglasmi.gov/wp-content/uploads/2023/04/Employment-Application-2023-fillable-3.pdf>

**City Clerk Posting** – The City has posted a job announcement for the City Clerk position on the Michigan Municipal Clerk Association website. Interested candidates may apply by filling out an application on the City's website. The posting will be open until filled.

**City Council Meeting** – At the regular meeting of the City Council on Monday, August 7, the following items were on the agenda:

- Discussed the process for hiring an interim City Manager.
- Presentation from Baker Tilly about a water rate study to create a capital improvement fund per the requirements of the Department of Environment, Great Lakes, and Energy. The City Council will consider implementing the proposed rate later this year.
- Approved the purchase of 415 Wiley Road – the Douglas Professional Building – for the consolidation of municipal services on one site.
- Tabled the temporary traffic control order for a temporary four way stop sign at the Blue Star Highway / Wiley Road intersection. Seeking additional information.
- Approved the ordinance for the DDA's Updated development plan and tax increment financing plan.
- First reading to amend the zoning ordinance to allow ground floor residential dwelling on commercial property in specific zoning situations.
- First reading of a zoning ordinance amendment for the sign ordinance.

**City Council Special Meeting** – On Thursday, August 10, the City Council held a special meeting. The following items were on the agenda:

- Tabled the second discussion about the temporary traffic control order for a four way stop sign at Blue Star Highway / Wiley Road.
- Interviewed candidate for City Manager – Lisa Nocerini

**415 Wiley Building Timeline** – I have fielded a few questions about the timeline for moving City services to 415 Wiley Road. I anticipate the project could take 2-5 years to complete. Holland Hospital still occupies the space that will be converted to municipal offices until the summer 2024. Interior renovations could last 6 months to a year. The construction of the public works buildings could begin sooner if funding is lined up.

**Verizon** – A contractor from Verizon contacted me this week about adding a small cell tower at Beery Field to improve reception in the Douglas area. Any proposed small cell device would have to be reviewed by the Planning Commission and City Council. If approved, the City would receive a rent payment from Verizon, but more importantly, cell service in the area would improve substantially.

**Library Board Vacancy** – The City is taking applications for an open seat as a Library Trustee for the Saugatuck – Douglas District Library Board. Candidates must be from Douglas and will serve a four-year term. The Library board meets 10 times a year on the third Wednesday of the month at 7:00 or as scheduled. For an application, visit the City's website for Board and Commission Openings. More information can be obtained on the Library website. <https://www.sdlibrary.org/about-us-1/board-of-trustees>

**Non-motorized Blue Star Trail** – I participated in a meeting this week to discuss the extension of the non-motorized Blue Star Trail from Douglas into Saugatuck. The construction timeline is anticipated to be in 2025. The trail will extend north from the existing Douglas trail-end at Main Street and cross the bridge into Saugatuck where it will continue north. The long-range plan is to connect to the existing trail system in Saugatuck Township.

**Temporary Yard Signs** – Did you know temporary yard signs that advertise services or businesses require a permit per the zoning ordinance? The permit is required for any ground mounted yard sign unless they are political in nature or real estate signs. Permits for up to 30 days can be obtained from City Hall.

Have a great weekend.

Rich LaBombard  
City Manager



## *The Village of Friendliness – Since 1870*

This is the City Manager's week in review for the week of August 14, 2023.

**Transition Plan** – I've spent a good amount of time documenting information about the City Manager role, projects, and general information about the City for the next City Manager.

**Water CIP and AMP** – This week I reviewed the draft water capital improvement plan (CIP) and asset management plan prepared by the City Engineer. I submitted the documents to EGLE by the required deadline established in the spring. The City should be in good standing with EGLE on this topic.

**Surplus Property** – The notice to solicit bids went out this week for the 10± acre property the City owns on 66<sup>th</sup> Street. Interested individuals should see the City website for the bid specifications.

<https://douglasmi.gov/proposal-postings/>

**Parks and Recreation Ad Hoc** – The Parks and Rec committee met this month for a workshop and toured all municipal parks in anticipation of a meeting with Viridis Design group. The tour was helpful for committee members to learn more about our park system. In addition to touring all the major parks, they also had the opportunity to see Willow Park and Alice McClay park—two undeveloped parcels that are part of the City's park system.

**Demolition Debris** – Working with the EPA, the City revised its work plan for the disposal of contaminated demolition debris located at 200 Blue Star Highway. The EPA needed responses to a few questions they posed in the initial submittal. Hopefully, EPA will approve the work plan and allow the City to dispose of the demolition debris that has been on site for almost two years. The debris can be hauled to a traditional landfill because the level of PCB contaminants in the debris is low.

**Bridge Work over I-196** – Please see the attached detour flyers for upcoming bridge closures on Blue Star Hwy over I-196 (Exit 36). The I-196 freeway closures will only be in place from 9:00pm to 6:00am for one night during bridge demolition. ***Bridge Rehabilitation work on Blue Star Highway over I-196/US-31 (Exit 41) has progressed on schedule allowing for the bridge to be reopened to traffic on Friday, August 25, 2023, before the Labor Day holiday. Completion of the Blue Star Highway bridge at Exit 41 will allow work to begin on the Blue Star Highway bridge at Exit 36 after the Labor Day holiday. Bridge Rehabilitation work on Blue Star Highway over I-196/US-31 (Exit 36) is set to begin on Tuesday, September 5, 2023, and is anticipated to be completed mid-November.***

The information below is the anticipated traffic changes while traveling within the construction influence area of the Bridge Rehabilitation work.

### **Blue Star Highway at I-196/US-31 (Exit 41)**

- EB/WB Blue Star Highway Bridge over I-196 will be **open to traffic 8/25/23.**
- NB I-196/US-31 Entrance Ramp will be **open to traffic 8/25/23.**

- SB I-196/US-31 Entrance Ramp will be **open to traffic 8/25/23**.
- NB I-196/US-31 will have **all lanes open to traffic 9/8/23**.
- SB I-196/US-31 will have **all lanes open to traffic 9/8/23**.
- SB I-196/US-31 Exit ramp to Blue Star Highway will remain open.
- NB I-196/US-31 Exit ramp to Blue Star Highway will remain open.

#### **Blue Star Highway at I-196/US-31 (Exit 36)**

- NB/SB Blue Star Highway Bridge over I-196 will be **closed and detoured beginning 9/5/23**.
- NB I-196/US-31 Exit ramp to Blue Star Highway will be **closed and detoured beginning 9/5/23**.
- SB I-196/US-31 Exit ramp to Blue Star Highway will be **closed and detoured beginning 9/5/23**.
- NB I-196/US-31 will have intermittent left lane closures in place weekly beginning Mondays at 7:00am and removed Friday at 4:00pm. **Lane closures will begin 8/28/23 at 7:00am.**
- SB I-196/US-31 will have intermittent left lane closures in place weekly beginning Mondays at 7:00am and removed Friday at 4:00pm. **Lane closures will begin 8/28/23 at 7:00am.**
- SB I-196/US-31 Exit ramp to Blue Star Highway will remain open.
- NB I-196/US-31 Entrance Ramp will remain open.

**Household Hazardous Waste Day** – Republic waste services is hosting a household hazardous waste day on September 23<sup>rd</sup>. Republic customers will be receiving a flyer in the mail with more information.

**City Manager Posting** – The City Council has posted the position of City Manager on the Michigan Municipal website. Interested candidates may submit an application and resume to City Hall.  
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Rich LaBombard  
City Manager







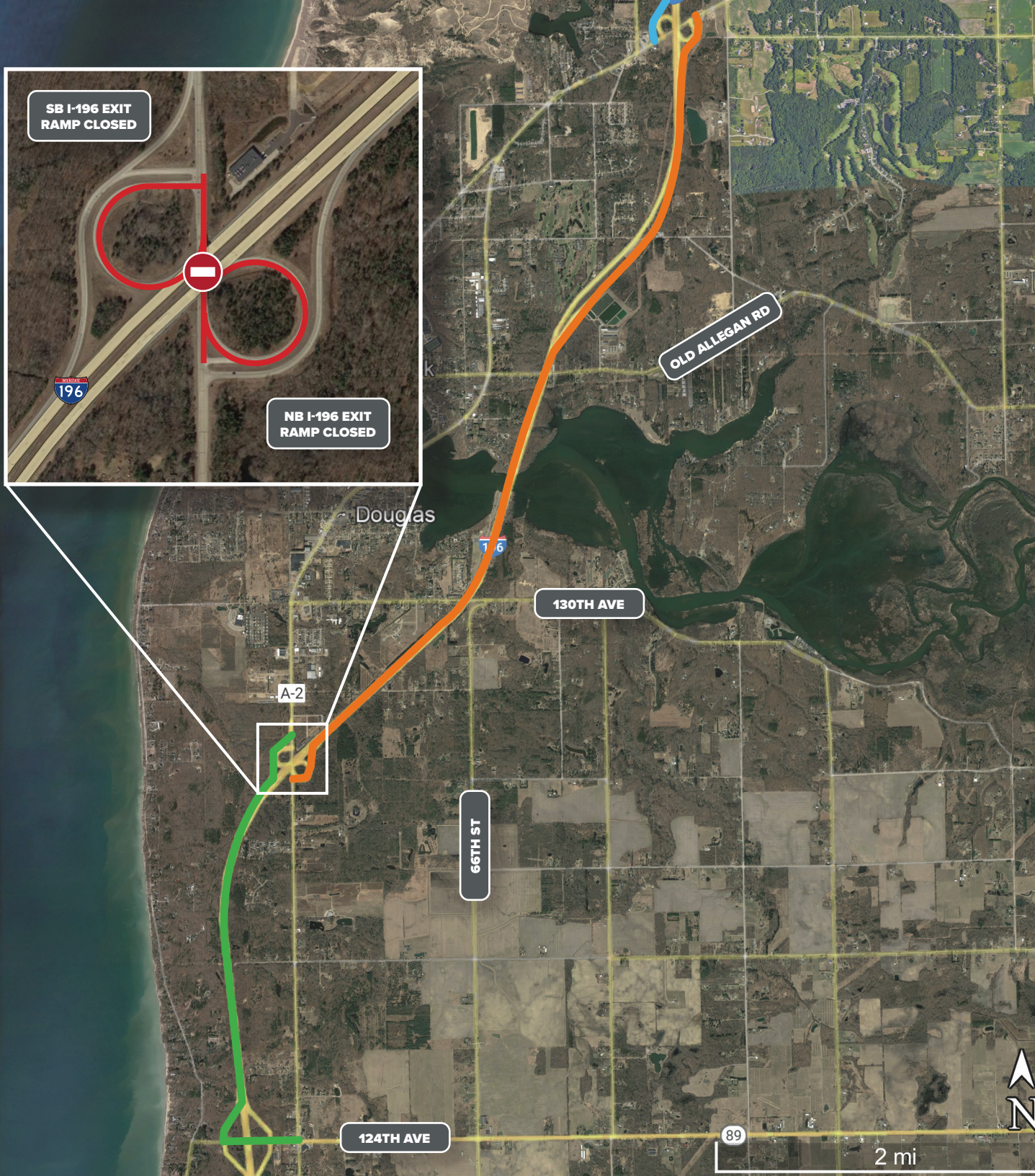


# ROAD CLOSURES

9/05/23 to Mid-November

## Blue Star Hwy at Exit 36 Detour

-  SB Blue Star Hwy. Detour Route
-  NB I-196 Exit Ramp Blue Star Hwy Detour Route
-  SB I-196 Exit Ramp Detour Route
-  Road Closure
  - Blue Star Hwy Bridge Over I-196
  - NB I-196 Ramp to Blue Star Hwy
  - SB I-196 Ramp to Blue Star Hwy







# ROAD CLOSURES

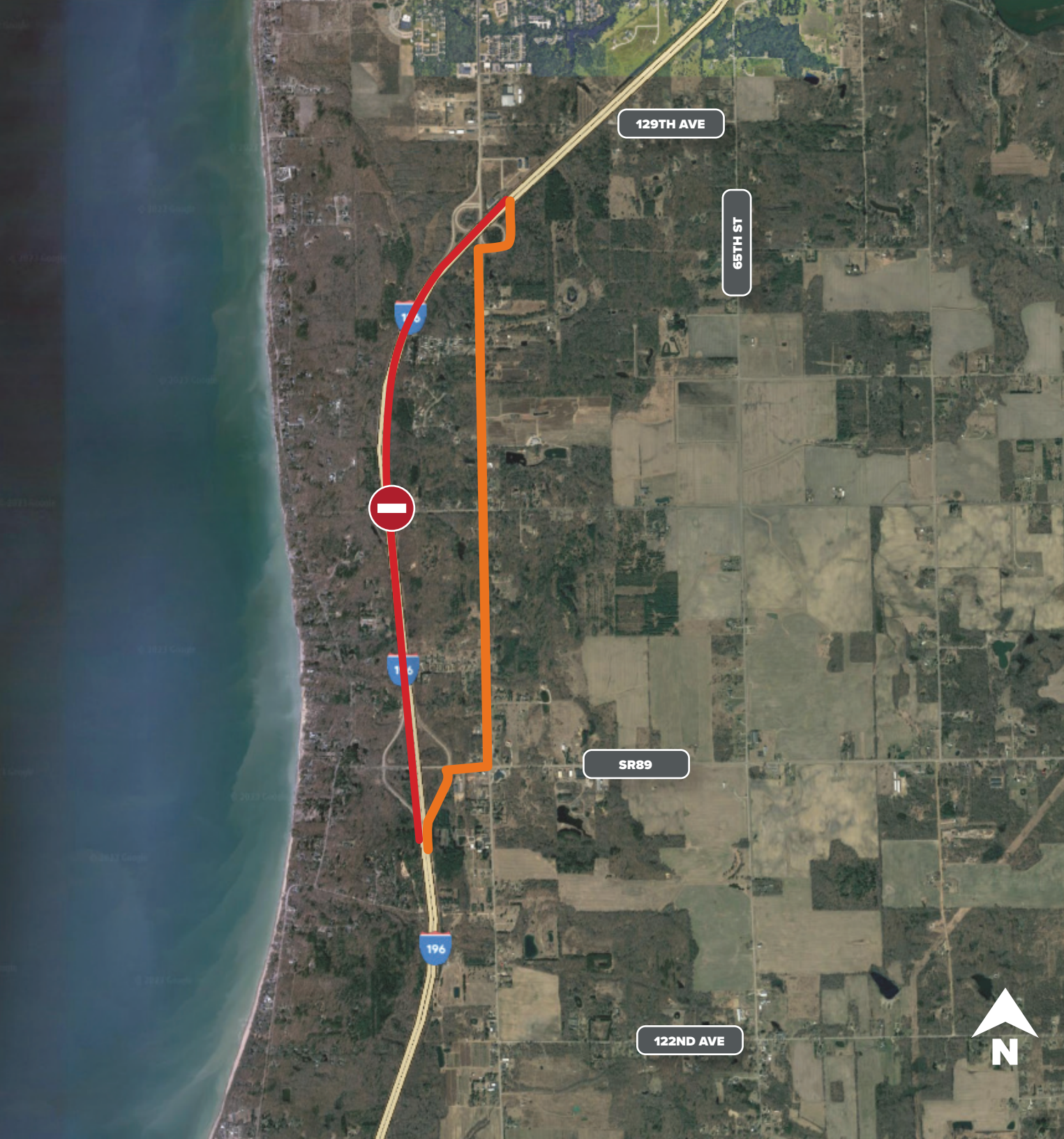
9/06/23

## NB I-196 Freeway

 NB I-196 Detour Route

 Road Closure

- NB I-196 from 9:00pm - 6:00am







# ROAD CLOSURES

9/07/23

## SB I-196 Freeway

 SB I-196 Detour Route

 Road Closure

- SB I-196 from 9:00pm to 6:00am

