



To: City Council

From: Rich LaBombard
City Manager

Date: October 17, 2022

Subject: Monthly Department Activity Report
October 2022

Assessor:

Audit - Next year starts the five-year audit cycle with the State and we are up first again. I went to a class last week to review all the areas covered in the audit and feel we are in fairly good shape. There are certainly a few tweaks that need to happen during the creation of the 2023 roll and that will be a major focus until March. In the audit there are three areas defined as substantial and twelve defined as technical. In order to pass you need to complete all three substantial requirements and nine of the technical requirements.

Continuing work on many projects:

- Land value studies – each land table. I have run through this once already and currently doing a deeper dive with some more recent land sales
- Reappraisal using aerial maps – ongoing
- Processing incoming Property Transfer Affidavits
- Processing deeds monthly
- Update record inspection policy to comply with new audit requirements
- Review land value adjustments to comply with new audit requirements

City Manager:

City Hall Painting – Painting was completed on the exterior of City Hall. A number of maintenance issues have come to our attention with the painting project; therefore, quotes for additional repair work will be solicited for City Council to consider. Specifically, there are a number of rotten sections that will need to be replaced including clapboards, windowsills, and window trim.

Union Street Sidewalk – Work is wrapping up on the sidewalk project. The hydrant at the intersection of Union and Chestnut still has to be raised to the proper grade. We noticed a bit of an erosion issue because grass hasn't been established yet. We will correct the erosion issue with some straw blanket.

Centre Collective – Staff met with the developers of Centre Collective this past month to go over the commercially zoned submittal that faces Center Street. The City's interim Zoning Administrator and City Engineer provided feedback on the proposed plan.

City Engineer – Nate Williams, the former Engineer assigned by Prein & Newhof to work with the City has taken another position in municipal government and will no longer be working with the City of Douglas. Engineer Ken Bosma is assigned to work with the City.

Notices to Abate – Notices were issued to locations with code enforcement issues such as junk cars, unregistered vehicles, and blight.

Drinking Water Asset Management – The City received word that it will receive funding for its Drinking Water Asset Management grant request; however, the state is asking the City to refine its costs. The City applied for \$425,000 to inventory its water service lines throughout the City and build an asset management plan for future capital maintenance and replacement.

High Water Infrastructure Grant – The City received notice of a new grant opportunity from Michigan Department of Environment, Great Lakes and Energy (EGLE) called the State High Water Infrastructure Grant. \$14.25 million is available to address flooding, coastline erosion, urban heat, and storm water management. The grant requires a 20 percent match. The City has a few projects that may be good candidates for this opportunity. I will be coordinating with the City Engineer on some ideas in the coming weeks to determine if we should pursue this opportunity.

GIS Data Collection – City staff will receive training on our geographic information system data collector. GIS is widely used by engineers and municipalities to locate and inventory common municipal features such as signage, hydrants, catch basins, guardrails, trees, etc. Attributes such as type, age, condition, and material can be assigned to any GIS data collected and will help the City better understand the maintenance and replacement needs of infrastructure and assets.

Municode – City staff are working on a recodification of the City’s ordinances and training on new software that will generate agendas and meeting minutes automatically. Another convenient feature is live voting for elected and appointed officials with the cast votes automatically populated into the meeting minutes on the web-based software. We anticipate the Municode system to be up and running by mid-October.

Refuse RFP – The City opened sealed bids for solid waste, recycling, and yard waste services. Two companies responded to the City’s request for proposal. Republic Waste and Arrowaste.

Sculpture Maintenance Proposal – I spoke with the Allegan County Community Foundation this past month about a proposal from a generous donor to maintain and clean sculptures donated to the City as part of the “art about town” initiative. The City owns five sculptures that would be included in the cleaning and maintenance program. If approved, the first step in the program would be an inventory and inspection of the existing sculptures to determine if repairs are needed, followed by a recommended cleaning and waxing program if applicable. The sculpture “Almost Eagles” in front of City Hall was donated to the City as part of this program.

Welcome – Laura Kasper officially joined the Clerk’s office at Douglas City Hall this past month. I’d like to welcome Laura to the City. Laura will work with the City Clerk to handle incoming phone calls, greet visitors, work on elections, assist with licenses and certificates, and any other work assigned by the Clerk.

Douglas Harbor Authority – The DHA met for its regular meeting and discussed the following items:

- Water taxi – discussion item
- Kayak storage rental fee – approved recommending a fee increase to City Council of \$25 per storage slot
- Aquatic Dr. 2023 proposal to treat invasive species – requested additional research of alternative methods and efficacy of treatment
- Point Pleasant boat slip lottery – agreed to continue to utilize the lottery system for upcoming years

Planning Commission Meeting – The PC met with a full house in attendance. Items up for discussion / public hearing were:

- 423 West Center / 424 Fremont Street – approved the site plan review and condo amendment
- 485 Ferry Street—a 90 unit by-right residential condominium development – tabled by the PC
- 324 Center Street—a 20 unit by-right residential condominium development – pulled by the applicant prior to the meeting
- 39 Washington – house move – sent back to the Planning and Zoning Administrator for approval

Downtown Development Authority Meeting – The DDA met this past month and reviewed the following items:

- Heard a presentation from Brian Coon regarding an advertising pilot program
- Received an application for the Business Incentive Program for Coastal Society for a proposed platform and shade kite requesting \$5,000.
- Discussed downtown gateway improvements to the intersection of Blue Star and Center Street
- Discussed DDA owned table and chair rentals
- Received a written update on the wayfinding program

Clerk:

Election Legislation - The Governor signed 2022 PA 195 into law, making several changes to pre-processing and ballot drop boxes, both of these will take effect by September 20, 2022. The City of Douglas will not be pre-processing ballots for the election due to the number of registered voters. The second legislation requires Clerks to maintain a collection log. This log documents the number of ballots taken from the drop box, the time, and the name of the inspector/staff removing the ballots. These drop boxes must be monitored by video camera, which the City of Douglas has already implemented. The Accuracy Test for election equipment will be conducted on October 25th at 10:00 am. These tests are open to the General Public.

Municode Software - The Clerk's office will go live with the new Agenda/Minutes software from Municode. This software is cloud based and has already proved to be a valuable addition to the staff.

Additional Items - The City Clerk will be meeting with the MML representative regarding the Pride Garden and Cowbell Cyber Insurance. The office will be working with IT Right to get the Fire Department up onto the server for Short Term rentals, and also reviewing the final draft of the Personnel Policy.

Deputy Clerk Laura Kasper has been training and has obtained her Notary stamp. She has been doing a wonderful job in her new position.

Police Department:

	September	Fiscal Year	YTD
<u>Complaints Answered/Investigated:</u>	170	542	1,484

Criminal Arrests/Filings:

Felony:	04	06	20
Misdemeanor:	03	14	28
Warrant Arrests:	02	05	05

Traffic Enforcement:

OWI/OUID/Impaired Driving Arrests:	01	03	06
OWI High Blood Alcohol Content:	01	02	04
OWI 3 rd Offense:	01	01	01
Traffic Stops:	39	192	705
Civil Infraction:	10	19	36
Parking Tickets:	5	42	93

Community Contacts:

Personal Contacts:	1,156	3,477	10,419
Business Contacts:	199	683	1,949
Property Security Checks:	1,161	3,417	9,195

Foot Patrol: (September) 1,421 Minutes (23 Hours & 41 min.)

Misdemeanor Charges: (September)

Operating with High Blood Alcohol Content
Operating While Intoxicated
Suspended Operator's License

Felony Charges: (September)

Operating while Intoxicated 3rd Offense.
Operating With High Blood Alcohol Content
Assault/Resist/Obstruct Police Officer (x2)

Activity Time on Follow Up Investigations: (September)

1,369 Minutes (22 Hrs. & 49 Minutes) Number of September Follow Up Investigations: 68

Investigation of Felony Cases:

Child Abuse (#22-1273): Prosecutor's review/Charges authorized.
Fraud/Bank Account \$82,900 (#22-1261): Open.
Criminal Sexual Conduct (#22-0905): Open Investigation.
Felony Assaults & Robbery/Larceny (22-0754): Closed. Charges not authorized.
Larceny of Motor Vehicle Parts (#21-1695): Open/Inactive.
Stolen Watercraft (#21-1420): Open/Inactive.
Robbery-Armed Huntington ATM (#20-1827). Open.
Fraud (22-0091). Open investigation.
Fraud (22-0133). Open investigation.
Larceny/Malicious Destruction of Property (22-0354). Open & On-going.
Fraud (21-1863). Open Investigation.
Fraud (22-1261): Open investigation.

Out of Jurisdiction Responses: (September)

Saugatuck Township:

- 22-1316: PI Rollover Crash with reported entrapment. Closest LE available.
- 22-1326: Backup Sheriff's Office on a stabbing.
- 22-1347: Backup STFD, Hostile Patient and Caller on a Medical Emergency.
- 22-1400: Backup Sheriff's Office on a suicidal/mental subject.
- 22-1459: Domestic Violence/Closest LE available.

Saugatuck City:

- 22-1327: Backup Sheriff's Office on a Domestic Violence and Home Invasion.
- 22-1345: Backup Sheriff's Office on Domestic Violence
- 22-1382: Backup Sheriff's Office at a bar fight/report of 15 persons involved. No Saugatuck Contract Deputy on duty.
- 22-1418: Medical Emergency/life threatening. Only LE available.
- 22-1419: Medical Emergency/life threatening. Only LE available.
- 22-1437: Backup Sheriff's Office on a suicidal subject.
- 22-1443: Backup Sheriff's Office on a mental health issue.

Laketown Township:

- 22-: Backup Sheriff's Office on an OWI/Resist & Obstruct Officer.

Total Out of Jurisdiction Responses for September: 13

Total Complaints Handled within Douglas City for September: 157

Noteworthy Incidents: (September)

On Friday 9/2/22 at 2:18pm Officer Reyes was called to a domestic assault. Suspect bit the victim and was armed with a screwdriver. Suspect was gone on arrival. Charges were submitted to the Allegan County Prosecutors Office for assault.

On Sunday 9/4/22 at 12:11am Officer Dyer was running stationary radar on Blue Star Highway near Enterprise Drive. The suspect driver was driving at a high rate of speed and was pulled over by Officer Dyer. Suspect was arrested for Operating While Intoxicated 3rd Offense and Driving While License Suspended.

On Sunday 9/4/22 at 2:19am Corporal Giles responded to the 300 block of Blue Star Highway for a report of a fight in progress. Upon arrival suspects were unable to be located and Cpl. Giles remained in the area to assure there were no additional issues.

On Monday 9/5/22 at 12:50am Corporal Giles and Officer Dyer responded to an unknown disturbance in the 300 block of South Blue Star Highway. After investigation it was determined the caller was creating the disturbance and was asked to leave the premises and did so.

On Monday 9/5/22 at 1:19pm Corporal Warsen responded to a hit and run traffic crash on Third Street. After investigation the Suspect vehicle was unable to be located. Report completed by Cpl. Warsen.

On Saturday 9/17/22 at 5:03pm Officer Dyer responded to Main Street and Center Street to a call involving a moped where the driver tipped over the moped multiple times. After investigation the Driver was arrested for Operating While Intoxicated with a High Blood Alcohol Content.

Additionally in September the Department responded to/investigated animal complaints, sex offender registrations, domestic assault complaint, warrant arrest complaints, larceny complaints, malicious destruction of property complaint, property damage crashes, medical emergencies, intoxicated person complaints, lost & found property complaints, noise complaints, fight/disturbance complaints, harassment complaints, civil/peace officer complaints, suspicious vehicle/subject/situation complaints, open door complaints, traffic related complaints, road hazard complaints, firearms turned in for destruction complaint, illegal dumping complaint, parking complaints, abandoned vehicle complaints, check welfare complaints, mental health complaints, ordinance violation complaints, business and residential alarms, and general non-criminal assist complaints.

Events and Meetings: (September)

Planning and Staffing for the Labor Day Bridgewalk Event.

Participate in the Douglas Elementary School Open House Event.
Staffing for the Mt. Baldhead Challenge Race within Douglas City.

Training: (September)

Fall Firearms Training and Qualifications.

Project Management:

Planning and Zoning Assistance – Continue to meet with Williams and Works as the interim Planning and Zoning contact. Receive zoning review applications and process them with either Williams and Works or Michigan Township Services. Continually learn the procedure of flow for each application and filing them accordingly. Assisted residents with application submittals and directed them to Williams and Works with questions I'm unable to answer. Continue to organize a spreadsheet of incoming applications and see that everything keeps moving and resident needs are being met. Assembled the September Planning Commission agenda and helped get the chamber room set up with plenty of chairs.

Refuse Request for Proposal – Developed an addendum for the RFP with frequently asked questions. The two proposals received were opened publicly on October 6th. Prepared a draft memorandum for Council to review prior to the October 17th meeting.

Notice to Abates – Issued three notices to locations with code enforcement issues such as junk cars, unregistered vehicles, blight, and dumpster location.

Drinking Water Asset Management – Met with Prein&Newhof Engineers after the City received word that they will receive funding for this grant to discuss the next steps.

High Water Infrastructure Grant – Met with the City Engineer to discuss this grant opportunity from Michigan Department of Environment, Great Lakes, and Energy.

Harbor Meetings – Attended the September harbor meetings to take minutes and give updates on various projects.

Special Events – Helped facilitate a meeting and map for upcoming special events for DPW and the Police Department.

Permit Applications – Continue to improve and recreate outdated forms for Planning and Zoning needs.

FY 22-23 – Scheduling of various capital improvement projects, fencing, locks, windows, painting of City Hall. Designing site plan for sidewalk at the Douglas Beach. Updated the Master Project List for staff reporting.

Sidewalk Preparations at 333 Blue Star Highway – On going discussions with the City Engineer for the City's portion of the proposed sidewalk at 333 Blue Star Highway. Survey has been scheduled for October.

Water Service Material Inventory - Continually make progress on the water service line material inventory, survey is developed, list is compiled, and letters have been mailed out. Letters are returning and the spreadsheet will be updated accordingly.

Tree Grant – Applied for and received a grant from Consumers Energy for the "Right Tree, Right Place" grant. Stakes have been placed at all locations receiving a tree. Grant needs to be completed by mid-November.

Municode Meeting Program – Had workshops with a Municode representative to learn the meeting and minutes program.

DPW – Assist with ordering signs, permitting requirements, and updating list of various DPW items.

Public Works Department:

Downtown - DPW has been working on landscaping improvements and restoration at City Hall and the Police Department.

Douglas Beach – DPW coordinated repairs to the lateral sewer pipe for the beach bathrooms.

Beach to Bayou – Crews have cleaned up fallen trees and branches that have fallen on the bike path after recent storms.

Road Maintenance - DPW crews have made repairs to Lakeside Drive and Ferry Street.

Leaves – DPW crews will be busy with leaf pick up soon.

Budgeting – DPW equipment team has been working hard to acquire the last item for purchase off the approved equipment list.

Wades Bayou - Irrigation installation has begun at Wades Bayou and a meter will be installed soon.

City Hall - Irrigation repair due to new sidewalk should be completed by Friday the 14th.

Special Events - DPW staff has participated in blocking the roads off for safety for two parades, as well as some setup and tear down for the Octoberfest event.

Treasurer:

Taxes: Taxes were due September 14, 2022. Payments received after this date are considered late and will be subject to a 1% per month interest charge. Approximately 94% taxes were collected by the due date. This was similar to prior year. The first week of October reminder bills were sent out to the parcels that still have balances due.

- New this year, you will be able to pay online via credit card or e-check. Please see tinyurl.com/PayItOnline for further information.
- The City encourages people to sign up for our tax autopay program. Forms and further information can be found at tinyurl.com/DouglasTaxAutoPay
- Look up your balance and payment information anytime at bsaonline.com/?uid=484

Audit: The City receives an annual audit that must be filed with the State by the end of 2022. Our auditors are scheduled to do field work November 14th-16th. I have been preparing schedules and documentation to facilitate their work in November.

CPA Day - Don't forget November 10th is CPA Appreciation Day.

MMTA Conference: In September I attended the MMTA fall Conference. We had sessions on dangerous individual recognition, investments, economic and legislative updates, BS&A tips and tricks, and exciting and lively discussions and networking with fellow treasurers.

Cash Balances: The City's cash balances were up from last month. This was primarily related to collection of property taxes. With the Federal Reserve Board's action, the past few meetings and

expected to continue, bond and CD rates continue to rise, and put temporary downward pressure on the market value of bonds and CDs purchased in the past.

City Revenues and Expenses: Revenues and expenditures were generally consistent with where we would expect for this point of the year.

Deputy Clerk:

Notary – I have submitted my completed application and paperwork to the state and I should be receiving my Commission Card soon.

AV Ballots – As we get closer to the election, more ballots are coming in daily. I will be receiving them in the QVF system and making sure they are in balance with our records.

As I complete my third week as Deputy Clerk, I am thrilled to be a part of the City. While I am still learning procedures and protocols, the office staff has been very welcoming and helpful with any questions I have and guidance needed. I look forward to the continued process of learning and growing with the City of Douglas.