



To: City Council

From: Rich LaBombard
City Manager

Date: April 17, 2023

Subject: Monthly Department Activity Report
April 2023

Assessor:

Board of Review – March Board of Review is complete, and it is the start of a new assessment cycle for 2024.

23-24 Database – The assessor rolled over the database from 2023 to 2024.

Active Permits – The assessor pulled active permits from last year that still need additional work to be completed.

2023 Assessment Roll Audit – Notice was received from the State regarding the upcoming audit for the 2023 assessment roll. I have been preparing for this during the year and just needed to review the requested information and fine tune a few items. I have loaded all the requested information to the State site and am now waiting for the auditor to set up meeting times in the next month or so.

Land Tables – I am in the process of revamping some of our land tables to move away from site values and instead value property by the front foot. For City lots, it is the most common way to determine equitable land values.

Continuing work on many projects:

- Reappraisal using aerial maps – ongoing
- Processing incoming Property Transfer Affidavits
- Processing deeds monthly
- Processing monthly building permits

City Manager:

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 30th to allow more time for utility relocation work. The regional stakeholders will participate in a meeting with MDOT on May 10th 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 Centre 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@douglasmn.gov with the subject line “photo submission”.

Clerk:

Elections – The Clerk's office has been working diligently to train the Deputy Clerk in all areas of running an election. There have been many malicious emails circulating in regard to elections, the City of Douglas has not received any of these to this date; however, this is a constant reminder to all of us to keep a vigilant eye on who we are receiving emails from. Stop, Look, and Confirm before opening.

Daily Office Procedures – Standard Operating Procedures have been a continuing list of work for this department, it is the goal of this office to have each task of the Clerk office written down in some form of procedural document by the end of July.

Addresses – The office would like to remind all residents to please contact the Clerk to see if your correct mailing address is on file for election purposes. You can contact your clerk at - clerk@douglasmi.gov or info@douglasmi.gov.

Open Meetings Act – There has been an uptick in controversy over the Open Meetings Act in the news. Elected and appointed officials should take the time to re-read the open meeting act. The Open Meetings Act handbook can be found at https://www.michigan.gov/-/media/Project/Websites/AG/open-meetings/OMA_handbook.pdf

Deputy Clerk:

MAMC Institute - In March I completed the 1st year of the Michigan Association of Municipal Clerks Institute. This completion of the Central Michigan University sponsored institute is the first step in the three-year program for Clerk certification. I was in attendance along with 120 fellow Clerk department employees from municipalities throughout our state. The institute was not only an amazing educational opportunity, but also was a fantastic chance for me to gain professional connections. I am very thankful for the opportunity to attend.

Clerks Meeting - The West Michigan Regional Clerks Association (WMRCA) will be holding a workshop event in May with guest speakers and a presentation from the Ottawa County Clerk, Justin Roebuck. This presentation will include discussion of important election updates and information. The Clerk and I are looking forward to attending.

City Meetings Training - Continued training with the Clerk on meeting procedures, minutes, resolutions, and ordinances. The City Clerk has provided me with a variety of information and procedural outlines, which are especially useful. In addition, I have been studying Robert's Rules of Order alongside the Open Meetings Act. I have attended some of our City's Board and Commission meetings and have conducted a couple as well. This has been helpful for me with understanding the entire meetings process.

Important Cybersecurity Reminders – As our technology advances, so do cybersecurity threats. Advancements in AI technology are beneficial but can also aid cyber hackers to exploit potential security weaknesses. Here are a few simple reminder tips to add to your protection –

- Use strong passwords with more than 12 Characters and include varied numbers and symbols. Change passwords frequently and never use the same one twice.
- Keep your technology updated! Never push off system updates on computers, phones, and tablets. These updates typically include fixes in security weaknesses.
- Never open an attachment within an email from a company or person you do not know or are not expecting. Avoid and delete suspicious looking emails and never respond back to them. Emails without a subject line or body, and grammatical errors are always a red flag.

Police Department:

	March	Fiscal Year	1st Qtr.
<u>Complaints Answered/Investigated:</u>	176	1,502	482
<u>Criminal Arrests/Filings:</u>			
Felony:	07	18	12
Misdemeanor:	04	29	10
<u>Warrant Arrests:</u>	02	07	03
<u>Traffic Enforcement:</u>			
OWI/OUID/Impaired Driving Arrests:	02	08	03
OWI High Blood Alcohol Content:	01	03	01
OWI 3 rd Offense:	00	01	00
Traffic Stops:	50	478	160
Civil Infraction:	09	388	21
<u>Community Contacts:</u>			
Personal Contacts:	1,261	9,689	3,217
Business Contacts:	236	1,929	576
Property Security Checks:	997	9,048	2,577

Foot Patrol: (March)

1,591 Minutes (26 Hours & 31 Minutes.)

Felony Cases: (1st Quarter) (12 Total)

Possession of Meth Amphetamines
 Receiving & Conceiving a Stolen Vehicle
 Carrying a Concealed Weapon
 Fleeing & Eluding a Police Officer III (x2)
 Aggravated Domestic Violence (x2)
 Assaulting/Resisting/Obstructing a Police Officer (x4)
 Felonious Assault/Weapon

Misdemeanor Charges: (1st Quarter) (10 Total)

Domestic Violence/Assault (x3)
Operating while Intoxicated High Blood Alcohol Content.
Malicious Destruction of Property under \$200.
Operating Under the Influence of Intoxicants.
Operating While Impaired by Intoxicants.
No Valid Operator's License.
Driving while License Suspended (x2).

Activity Time on Follow Up Complaint Investigations: (1st Quarter)

1,210 Minutes (20 Hrs. & 10 Minutes)
Number of March Follow Up Investigations: 66

Investigation of Felony Cases:

Larceny (22-1742): Open.
Larceny (22-1793): Open.
Fraudulent Checks (22-1496): Open.
Stolen Watercraft (#21-1420): Open.
Robbery-Armed Huntington ATM (#20-1827). Open.
Fraud (22-0091). Open.
Fraud (22-0133). Open.
Fraud (22-1261): Open.

Out of Jurisdiction Responses: (March)

Saugatuck Township:

- 23-0418: Back up/ Assist Sheriff's Office on a Personal Injury Rollover Crash/Traffic for scene safety.
- 23-0423: Request by Sheriff's Office to check pedestrian in dark clothing in roadway Exit 36 Overpass.
- 23-0449: Back up Michigan State Police/Sheriff's Office on vehicle pursuit/pursuit was terminated due to safety concerns.
- 23-0478: Back up the Sheriff's Office on a traffic stop with warrant arrest and occupant with probation order.

Saugatuck City:

- 23-0386- Back up the Sheriff's Office on a traffic stop/suspended driver/vehicle search.

Filmore Township:

- 23-0299: Back up the Sheriff's Office on a Domestic Assault Investigation.

Total Out of Jurisdiction Responses for February: 06

Total Complaints Handled within Douglas City for March: 170

Noteworthy Incidents: (March)

23-0341: On Wednesday 03/08/2023 Officer Dyer was contacted at our office in reference to a missing person. The subject missing has dementia and left home without notifying her spouse. The subject was located in the 200 block of West Center and reunited with the complainant.

23-0362: On Saturday 3/11/2023 at 3:47pm I was dispatched to investigate damage to vending machines in the 100 block of S Blue Star Highway. While the investigation was on-going, I was advised by the victim that they were not pursuing the issue further. Case is closed.

23-0373: On Monday 03/13/2023 at 5:29pm Officer Brown was conducting stationary radar when he observed a vehicle traveling faster than the posted speed limit. Officer Brown made a stop on the vehicle and the driver had three outstanding warrants for his arrest. The driver/suspect refused to comply with Officer's Commands then actively resisted arrest. The suspect was finally placed under arrest for the outstanding warrants and Resisting/Obstructing a Police Officer. The suspect was lodged at the Allegan County Jail.

23-0391: On Thursday 03/16/2023 at 8:59am I was dispatched to check the welfare of a suicidal subject in the 0 block of East Fremont Street. I made contact with the subject's father who stated his son was not suicidal. I was able to confirm the status with the son and notified the caller by phone of the findings.

23-0400: On Saturday 03/18/2023 at 2:11am Officer Brown observed a vehicle traveling faster than the posted speed limit. Officer Brown made a stop on the vehicle and after investigation it was determined that the driver was Operating Under the Influence. The driver was arrested for OWI and lodged at the Allegan County Jail.

23-0428: On Wednesday 3/22/2023 at 12:20pm. Officers Reyes and Brown were dispatched to a call of an unconscious person in the 300 block of Mariner's Cove. After arrival it was determined that the subject was deceased. Officer Reyes along with the Medical Examiner's Office completed the death investigation and report.

23-0440: On Friday 03/24/2023 at 7:19pm Corporal Warsen was dispatched to the 400 block of South Bluestar Highway in reference to an intoxicated subject who drove into the parking lot. After investigation the suspect was arrested for Operating While Intoxicated and lodged at the Allegan County Jail.

23-0458/23-0459: On Monday 03/27/2023 at 3:28pm Officer Brown was dispatched to a medical emergency/subject having a seizure in the 3000 block of May Street. It was determined that the subject had a no contact order with one of the parties on scene and subsequently was violating probation. The patient was transported by ambulance from the scene and paperwork was submitted regarding the probation issue.

23-0470: On Wednesday 03/29/2022 at 2:49am Officer Dyer was dispatched to a domestic assault/felonious assault. After investigation it was determined that the suspect had assaulted the victim while armed with a knife. While Officer Dyer attempted to place the suspect under arrest the suspect resisted arrest. Eventually the suspect was arrested and transported to the Allegan County Jail. Officer Dyer and back up Officers were not injured during the arrest.

The Department also responded to the following types of calls during March -

Larceny Complaints, Disorderly Person, Suspicious Person/Vehicle/Situation, Medical Emergencies, Sex Offender Registrations, Missing Person Complaint, Breaking & Entering Complaint, Fraud Complaints, Trespassing Complaint, Harassment Complaints, Reckless Driving Complaint, Welfare Checks, Vehicles in the Ditch/Motorist Assists, Business/Residential Alarms, Bank Alarm, Open

Door Complaints, Road Hazard Complaints, Parking Complaints, Lost/Found Property Complaints, and General Public Assists/Non-Criminal Complaints.

Events: (March)

Douglas Elementary School to instruct Safe Kids Classroom Training with STFD.

Planning & Staffing for the Erin Go Bark People & Pets Parade.

Staff Training: (March)

All Department Staff attended CPR and AED training.

Officer Giles and I attended Active Violence Training in Battle Creek. (MCOLES Mandated).

Corporal Warsen attended a LEIN TAC Refresher course. (Mandated by LEIN Field Services).

Project Management:

Planning and Zoning Assistance – Meet with and assist Williams and Works as the interim Planning and Zoning contact. Receive zoning review applications, sign applications, and fence 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. Arranged and published the agenda packets and answered questions by Commissioners.

EGLE Grant – In February I applied for a zero match Community Energy Management Grant from the Michigan Department of Environmental, Great Lakes, and Energy (EGLE). The grant request was to replace the two outdated furnaces with a single high efficiency furnace, replace the two outdated air conditioning units and replace them with a single high efficiency furnace, and to replace the fluorescent / incandescent lighting fixtures with new LED lights, all of which should reduce utility costs. In March I received an email awarding the City of Douglas grant funding for \$19,650. The agreement has been signed and now I am proceeding with gathering quotes per our purchasing policy. Attended a zoom meeting with EGLE to discuss next steps.

Refuse Agreement – Finalized the Republic refuse agreement for the City Council agenda packet.

Permit Applications – Continue to improve and recreate outdated forms for Planning and Zoning needs. Update the fees according to the new schedule of fees and add an online payment link. Created a new rezoning application and I'm in the process of doing a major revamp of the planned unit development application with Williams & Works.

FY 22-23 & FY 23-24 – Scheduling of various capital improvement projects. Attended a preconstruction meeting for the upcoming road projects. Presented the 333 Blue Star Highway storm drain project to City Council for award. Continue to create budget worksheets for council workshops and update the master project list accordingly. Following up on quotes still needed before council ranks CIP priorities.

Police Department Sculpture – Met with MaryJo to discuss the location of the sculpture to be located at the police department. Designed a site plan for gathering quotes for the 6" thick circular concrete base.

Wayfinding – Worked extensively on wayfinding locations within the downtown and Blue Star corridor. Created sign content for each sign directing residents and tourists to various Douglas locations. Sought a quote for the proposed gateway sign. Created a map to correspond with the appropriate sign for that location.

DPW – Assist with ordering supplies, permit requirements, and updating list of various DPW items.

Road Work Notices – Created a notice for upcoming road work construction and mailed them to all residents touching the proposed resurfacing work.

Spring Clean Up – Developed a spring bulk trash clean up flyer for DPW with requirements and restrictions. DPW has moved the clean-up week to June to allow for more time for returning homeowners to gather their bulk trash.

Aquatic Dr Letters – Created an authorization letter for the residents abutting the treatment area for invasive species at Wade's Bayou and the Douglas Harbor. Treatment is tentatively scheduled for June 13 and July 19.

Public Works Department:

Downtown - With recent snow melt and rain events, the DPW has been observing and cleaning debris away from drains, ditches, and catch basins.

Road Maintenance - DPW crews have filled in potholes on Wiley, Main, Randolph, and 129th Street. The mechanical broom on the loader has been used several times to remove dirt and gravel from roadways.

Budgeting - DPW continues to work on getting quotes for the upcoming FY 23/24 capital expense meetings.

Schultz Park – The Christmas tree pile and brush throughout the park has been picked up and taken to a local contractor. Dock repairs at the boat launch are scheduled before needing to be reset in the water.

Equipment – The holder tractors' coolant and hydraulic lines needed repair work. The new plow truck has been sprayed with Woolwax automotive undercoating to protect the undercarriage. New tires have been installed on the DPW ¾ ton pickup truck. The chainsaws have had necessary maintenance performed in preparation for high winds. All plow trucks, loaders, and pickups have all been washed and had interiors detailing to protect the City's investments.

Facilities - City Hall has had reoccurring furnace issues that have been resolved. Beery bathrooms have been cleaned thoroughly and have had the necessary light bulbs replaced. The mezzanine at the DPW garage has been cleaned and organized. Fire extinguishers, AEDs, and the eyewash station have all been inspected per requirement.

Misc. - Miss Digs have been completed as required in the allotted time frame by flagging and painting. Designated employees have been completing required training and testing per new standards. Two employees have passed their exam and are now considered "Member/Full", which allows full access through the Miss Dig system. G.I.S. mapping is ongoing as weather allows.

Treasurer:

Taxes - Settlement with the County was completed. This month the City received a check from the County to cover the unpaid taxes. The County will now take over the responsibility for collecting those unpaid taxes.

Budget - City staff have been busy getting quotes for potential capital purchases for next year as well as starting to think about their operating and staffing needs for next year. I have been pushing our health, dental, life/short-term disability, and workers comp insurance providers for quotes, as well as working with potential new providers to get quotes. Council will be busy with workshops scheduled before every meeting until the public hearing for the budget on June 5th.

Payroll - This month I worked on setting up employee-related insurances in our payroll program. This will result in the insurance costs being allocated based on where an employee is working. This will result in a more accurate financial picture for each department.

Cash Balances - The City's cash balances were down slightly from last month. This was primarily related to the payment of standard bills.

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