



MEMORANDUM

REGULAR CITY COUNCIL MEETING

June 19, 2023, at 7:00 PM

TO: City Council

FROM: Rich LaBombard, City Manager

SUBJECT: Department Report – June 2023

Assessor:

Audit – The audit meeting was on May 30th and was very successful. All the items submitted were in order and we did not have any deficiencies. Being the first round and not having any early intel, I feel very satisfied with the outcome. We should receive a letter from the State Tax Commission in the coming weeks with a complete report of the results.

Land Tables - I am continuing to work on City lot land tables and so far, I am happy with how that project is going. I hope to have this project done soon so that I can move on to sales studies for the 2024 assessments.

Fall Inspections - As I am going through the aerial reappraisal, I am starting a pile of cards that will need a physical inspection in the fall. This is happening because I am finding some records that need to be reviewed a bit more closely due to sketches not matching up and will need updated measurements and pictures.

Continuing work on many projects:

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

City Manager:

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.

Utility Standards – A significant amount of time has been devoted to utility investigation and a review of underground utilities lately. I'm 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.

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 very 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.



Clerk:

Senate Bill No. 70 - An Act to create the address confidentiality program; to provide certain protections for victims of domestic violent, sexual assault, stalking, or human trafficking and for certain other individuals; to prescribe duties and responsibilities of certain state departments; to require the promulgation of rules; to create a fund; to prohibit the disclosure of certain information and obtaining under this act by fraud; and to prescribe penalties.

This Act is known as the Address Confidentiality act. The Clerk’s office will be using it to protect any voter who does not wish to have their mailing address disclosed. If you know of a victim of a crime who would benefit from such an Act, they can sign up online through the election portal on our city website.

Deputy Clerk - Our Deputy Clerk Kasper attended Clerking 101 in Lansing. In order to obtain the Certified Michigan Clerk status, an individual must accumulate a set number of educational points. Clerking 101 will award Deputy Clerk Kasper a set number of points to be used toward obtaining a clerk certificate.

SENATE BILLS – Currently there are 8 Senate Bills pertaining to elections that have been introduced in the State Senate. Clerks across the state still have no approved procedures for election changes brought by the approval of Prop. 2

Wrap Up – The Clerk’s office has been focused on the upcoming transition; standard operating procedures are already in place for some of the larger duties. Lists of what should take place following the transition are currently being compiled.

Deputy Clerk:

Clerking 101 – This month I completed the Michigan Association of Municipal Clerks (MAMC) Clerking 101 course. The two-day class covered a wide variety of topics such as Oaths of Office, Open Meetings Act, Freedom Of Information Act, Record Retention and Management, Parliamentary Procedure, Agendas, Minutes, Resolutions, and Government Accounting. This class was a great opportunity for new Clerks and seasoned Clerks looking for a review on many basic clerk functions.

In addition, there was a special session on the topic of elections that provided me with up-to-date information on early voting and preparing for the changes in effect from the passing of Proposal 2. I compiled and presented a list of questions in order to prepare the City for the upcoming busy election season. The information gathered from the session is very helpful but has been slow to roll out from the State, due to the number of changes being implemented with elections. I am very thankful for the opportunity to attend, and value the information greatly.

Training With The City Clerk - 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, alongside my continued studying of Robert’s Rules of Order, the Open Meetings Act, and the By-Laws for each of our Boards and Commissions. In addition, my understanding of our City’s Charter and the correlation to the Clerk’s responsibilities along with all City functions has been increasing. I am grateful for the guidance and training that City Clerk Aalderink has given me.

Police Department:

	May	Fiscal Year	Y.T.D.
<u>Complaints Answered/Investigated:</u>	198	1,860	840
<u>Criminal Arrests/Filings:</u>			
Felony:	00	24	18
Misdemeanor:	07	41	22
<u>Warrant Arrests:</u>	01	09	05

Traffic Enforcement:

OWI/OUID/Impaired Driving Arrests:	01	10	05
OWI High Blood Alcohol Content:	00	03	01
OWI 3 rd Offense:	00	01	00
Traffic Stops:	83	643	325
Civil Infraction:	19	79	56

Community Contacts:

Personal Contacts:	1,423	12,071	5,599
Business Contacts:	286	2,427	1,074
Property Security Checks:	1,178	11,147	4,675

Foot Patrol: (May)

1,292 Minutes (21 Hours & 32 Minutes.)

Misdemeanor Charges: (May)

OWI Under 21 Years Old
Driving While License Suspended
No Operator's License
Trespassing
Improper Use of Registration Plate (x2)
No Insurance

Activity Time on Follow Up Complaint Investigations: (May)

1,071 Minutes (17 Hrs. & 51 Minutes)
Number of March Follow Up Investigations: 50

Investigation of Felony Cases:

Criminal Sexual Conduct (23-0768): Open.
Larceny of Tow Dolly Trailer (23-0496): Open.
Larceny of Floating Dock (23-0536): Open.
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: (May)

Saugatuck Township:

- 23-705: Requested by Sheriff's Office to back up Officer on an alarm
- 23-711: Requested by Sheriff's Office to assist on an OWI investigation

- 23-714: Personal Injury Crash/Fatal. Assisted with road closure/traffic control
- 23-735: Requested Back up Priority 1 by Sheriff's Office for fight in progress
- 23-749: Requested Back up by Sheriff's Office with intoxicated Subject
- 23-774: Respond/Assist STFD with fire- possible occupants inside

Total Out of Jurisdiction Responses for May: 06

Total Complaints Handled within Douglas City for May: 192

Noteworthy Incidents: (May)

23-0694: On Monday May 8th at 5:25 P.M. Officer Brown was dispatched to the 2900 block of Bluestar Highway for a subject who refused to leave the premises. The subject was asked to leave by Officer Brown multiple times and refused to do so and was subsequently arrested for trespassing.

23-0701: On Tuesday May 9th at 2:19 P.M. Officer Reyes was dispatched to the 200 block of Randolph Street in reference to an unruly juvenile. Officer Reyes transported the juvenile home where he was turned over to a parent.

23-0707: On Wednesday May 10th at 12:30 P.M. Officer Dyer and I were dispatched to the 300 block of Mariners Cove for a Breaking and Entering/Home Invasion in progress. Upon arrival and contact with a subject in the residence it was determined that he was a contractor doing painting that the homeowner had observed by camera. The incident was unfounded.

23-0708: On Wednesday May 10th at 12:39 P.M. Officer Dyer was dispatched to the 800 block of Golfview Drive for a subject not breathing. Officer Dyer and Deputy Kroll arrived on scene and administered CPR and the AED along with the help of STFD. A pulse was regained, and the subject was transported to Holland Community Hospital where he later passed away.

23-0714: On Thursday May 11th at 9:05 A.M. I responded to a personal injury/double fatal traffic crash in Saugatuck Township. I closed the roadway and conducted traffic control at Blue Star Highway and Old Allegan Road until relieved by STFD.

23-0755: On Thursday May 18th at 9:01 P.M. Officer Brown was dispatched to Safe Harbor Tower Marine in reference to 4 subjects suffering from carbon monoxide poisoning on a watercraft that had just returned to dock. Two of the adults had lost consciousness while returning to the dock. AMR tended to the patients until the patients were cleared and released.

23-0766: On Friday May 19th at 11:24 P.M. Corporal Warsen was conducting stationary radar at Blue Star Highway and Enterprise Drive. Corporal Warsen observed a vehicle traveling 69 mph in a 45-mph zone. A traffic stop was conducted, and it was determined that the driver was under the influence of alcohol. The driver was arrested for OWI under the age of 21, transported to the Allegan Jail, and lodged.

23-0768: On Saturday May 20th at 4:51 A.M. Corporal Warsen was dispatched to Holland Hospital in regard to a subject who was sexually assaulted in a residence in the 0 block of Center Street. The incident remains under investigation.

23-0774: On Sunday May 21st at 2:53 P.M. Officer Dyer responded to a fire in Saugatuck Township North of Oval Beach with possible occupants inside. Officer Dyer was first on scene and located the fire in the

beach grass in the sand dunes. It did not involve a residence as reported. Officer Dyer was able to control the fire to keep it away from the structure and direct/assist Saugatuck Township Fire District Personnel.

The Department also responded to the following types of calls during May:

Larceny Complaints, Fraud Complaints, Disorderly Person, Suspicious Person/Vehicle/Situation, Medical Emergencies, Trespassing Complaint, Harassment Complaints, Peace Officer Complaints, Animal/Conservation Complaints, Property Damage Vehicle Crash Complaints, Welfare Checks, Motorist Assists, Business/Residential Alarms, Fire Alarm, Assist to STFD on a Fire Call, Open Door Complaints, Road Hazard Complaints, Parking Complaints, Lost/Found Property Complaints, Neighbor Disputes, Child Abuse Complaint and General Public Assists/Non-Criminal Complaints.

Events: (May)

Memorial Day Parade Planning and Staffing.
Douglas Elementary School to instruct Safe Kids Classroom Training with STFD.
Planning meeting for the Town Crier Race.
Douglas Elementary PTO Color Run at Beery Field. Presence & Security.
D.E.S. Preschool visit by Officer Reyes and Captain.
Meeting with D.E.S. Parents committee regarding school safety.
Planning meeting for Pride Event.
Department Staff Meeting.
Zoom Meeting regarding MDOT bridge repair projects.

Staff Training: (May)

Legal Update Training for all staff.
Firearms Training/Qualifications for all staff.
Corporal Warsen and I attended the City staff team building training.

Planning and Zoning:

Zoning Permits – This month, we have processed between 6-8 zoning permits for various projects including fences, additions, decks, patios, and new homes.

Site Visits – I began the process of making site visits during preliminary discussions of a few projects which homeowners were debating. Also made site visits over to the proposed West Shore Development, Forest Gate, and Centre Collective.

Meetings – I held meetings with both Councilmember Neal Seabert and Planning Commission Chair Paul Buszka to discuss recent developments in Douglas to give me a better understanding of the terrain. I also met with Paul a second time to go over potential Zoning Ordinance Amendments and to plan ahead for our review of the Master Plan. I have also had meetings with various residents regarding complaints, questions, and introductions.

Plan Requests – We've fielded between 5 and 10 plan requests, mostly regarding the West Shore Development, which have all been answered and updated as new plans have come in.

Software Training – We worked with the vendor BS&A to train Jenny and me on the processes in the Building Department software, including coordinating best routes for applicants to help streamline review.

Enforcements – I'm currently in the process of writing up and mailing a handful of enforcement letters ranging from small junk and un-mowed grass to a stop work order that had to be issued.

Project Management:

Planning and Zoning Assistance – Assist Joe Blair, the new Planning and Zoning Administrator, with processes, applications, current projects, and other onboarding topics. Fulfilled the requirements of a public hearing notice for the Westshore PUD. Arranged and published the Planning Commission agenda packet.

EGLE Grant – This spring I was awarded a zero match Community Energy Management Grant from the Michigan Department of Environmental, Great Lakes, and Energy (EGLE). The contractors have finished work at the Police Department, and I will be submitting reimbursement requirements soon.

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. Provided the 4th quarter master plan to Council. Updated the FY23-24 master project list with rankings received by City Council and provided them for final budget approval.

Wayfinding – Worked extensively on the wayfinding request for proposal. Four proposals were opened publicly. DDA has awarded Praise Signs for their portion of the Wayfinding signs and City Council will be presented with their portion of the Wayfinding sign package tonight for approval.

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

Road Work – Continued to monitor the mill and overlay projects, as well as the chip and fog sealing projects. Both projects are almost complete.

333 Blue Star Highway – Continued to monitor the progress of the drain and sidewalk project along 333 Blue Star Highway. This project is almost complete as well.

Manage Douglas Marina Slips – Continue to manage the slips at Douglas Marina and make sure all slip holders have filed the appropriate paperwork. A two (2) year lottery for 2024 & 2025 will be going out last summer/early fall.

Water Service Line – With budget still left for lead water service line replacements, I have added 4-8 more residents to get their lead water service lines replaced. Some are in coordination with road projects, but most will require no road disruptions.

66th Street Request for Proposal – Drafting an RFP for the disposal of surplus real property. An ordinance will need to be adopted in conjunction with the RFP. The RFP is currently in review by the City Manager but will need attorney review as well.

Training – Attended a full day of training with Lew Bender and discussed topics related to staff characteristics and communication.

Branding – When time allows, I have been working on merchandise and branding of the City's new logo. The City is proposing new hats, shirts, etc.

Drinking Water Asset Management Grant (DWAM) – Met with City Engineers to discuss next steps on inspections for lead service lines. The DPW will inspect the service lines that enter the residence. City Engineers will bid out the work for inspections at the curb stop.

Public Works Department:

Downtown – Due to the extreme dry conditions, multiple trees now have water bags installed. DPW staff installed a 325-gallon water tank with pump in the back of one of the pickup trucks in order to go around and water trees, new grass seeding, and perennials to increase efficiency over the 40-gallon tank previously used. The Pyramid sculpture and plaque have been installed at the Police Department and was unveiled after the Memorial Day parade.

Root Beer Barrel – DPW staff checked for proper tension of the cabling inside the barrel and then went on top to disassemble and clean the exhaust fan and vent louvers.

Douglas Marina – The City Manager and DPW Director toured the marina buildings and grounds noting improvements that need to be made. A total of 54 were recorded, and crews have already begun landscape improvements and replacement of rotting wood. Also, weeds have been removed and fabric/sand has been placed under the kayak storage racks.

Building and Grounds – With the newer sidewalk along Union Street from Center St. to Blue Star Highway, new areas of erosion have started to occur, so DPW staff has installed a pallet worth of sod strips where needed.

Parks – Monument bases were power washed and the drinking fountain at Beery was cleaned/polished.

Brush – Brush pick-up continues, while leaf pick up is complete and will resume in October.

Beach Bathroom – New grass seed on the north side is coming up well, despite little to no rain. Sand on the beach steps is monitored and blown off as needed.

Equipment - The DPW plow truck approved last year for a new style dual purpose bed has come back from the installer. This improvement prevents staff from needing to install a salt box every winter and removal every spring, eliminating a safety challenge for employees and saving time.

Blue Star Bridge – On May 24th, a hired contractor vacuumed the expansion joints and drains to comply with required routine maintenance. On May 25th, DPW staff installed ten (10) flags on the light poles prior to Memorial Day events.

Misc. – On June 2nd, DPW staff worked with the Pride Committee preparing and setting up for the weekend's events. On June 5th staff worked on some clean-up and removal of barricades and fencing.

Treasurer:

Taxes - The City issues tax bills in two installments in July and December. Tax bills for the summer tax collection are considered due and payable on July 1. 1% interest will be added on September 15th and at the start of each month thereafter on unpaid amounts. Tax bills for the winter tax collection are considered due and payable on December 1st. A 3% penalty will be added on unpaid amounts on February 15th. Unpaid summer and winter taxes can be paid to the City through February 28th. On March 1st, all unpaid taxes from the previous tax year are returned as delinquent to the Allegan County Treasurer who will continue to bill delinquent taxes including a collection fee and interest.

This month mortgage companies have begun sending in their lists of parcels that they need copies of the tax bill. Other entities as they pass their budgets send their approved tax millage rates to be put on the tax bill. I will be working closely with the assessor to ensure the tax system and the assessing system agree before bills are sent out.

Budget - Fiscal year 2023-2024 budget has been passed. Final budget amendments for fiscal year 2022-2023 were presented this evening. It's been a long process that wouldn't have been able to be completed without the hard work of all the staff at the City.

Certified Public Accountant (CPA) License - I am one of roughly 15,000 CPAs in the state of Michigan. One of the requirements to maintain my license is to get 40 hours of continuing education each year. This past month I have been listening to webinars and attending conferences to remain up to date on the latest accounting standards.

Audit - As the fiscal year comes to an end, I will start compiling information for the audit, and making sure items are recorded in the proper fiscal year. This year I will be preparing the financial statements for the auditors as well as preparing schedules to help the audit go smoother. As a result, the City will have lower audit fees. Very few governments have the staff expertise necessary to prepare their own financial statements. The audit usually occurs in October with the auditors at City Hall for 2-3 days. The audit must be submitted to the State by December 31st.

Cash Balances - The City's cash balances were down from last month. This was primarily related to the payment for mini track loader, concrete work by the root beer barrel and for the art sculpture, final payment on police cruiser and operating expenditures.

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