



To: City Council
From: Rich LaBombard
City Manager
Date: November 21, 2022
Subject: Monthly Department Activity Report
November 2022

Assessor:

Commercial and Industrial Studies – The end of the year means that Commercial & Industrial studies are in from the County and the final push is on to complete studies and assessments.

Building Permits – There will also be another run through of building permits that were not complete during earlier inspections and determining partial assessments for those projects that won't be completed by December 31 (tax day each year).

Continuing work on many projects:

- Reappraisal using aerial maps – ongoing
- Processing incoming Property Transfer Affidavits
- Processing deeds monthly
- Processing monthly building permits
- Reviewing 2023 Industrial & Commercial studies from the County
- Working on Commercial & Industrial land studies

City Manager:

Election – The election on Tuesday, November 8th turned out about 900 voters. Election results for Douglas can be found on the County's website at <https://www2.allegancounty.org/Elections/Map/Report.aspx?qpid=WP-03-22740&jn=Douglas%20City>

Orientation – I spent time with Council members O'Malley and Walker going over their orientation packets, city budget, and provided a tour of City projects.

Ethics – It has recently come to our attention that the Ethics Review Committee membership still references village officials and will need some revision to bring it up to cityhood standards. I have the topic on the list for a future City Council discussion.

Thank you & Congrats – Thank you Aaron Miller and Mike VanLoon for your service on the Douglas City Council. Congratulations to elected council people Neal Seabert, Phil Toepper, Randy Walker, and John O'Malley.

Allegan Conservation District – In November a member of the conservation district met with the three community managers to discuss the services the district provides. The district was established to provide technical assistance to landowners, farmers, and decision makers to help protect the environment and improve water quality by offering expertise in agricultural management practices, watershed and water quality management, forestry, ecosystems, and habitat restoration. We discussed a variety of topics related to invasive species (hemlock wooly adelgid, Japanese knot weed, and purple loosestrife), education and outreach, and the services of the West Michigan Cooperative Invasive Species Management Association and Midwest Invasive Species Network. More information can be found at allegan.admin@macd.org.

West Michigan Trails Wayfinding – The Douglas and Saugatuck City Managers and the Executive Director of the CVB met with the Development Coordinator of West Michigan Trails about a regional wayfinding project to unify signage on non-motorized trails in West Michigan. They have sample signs and a survey on their website.

<https://www.wmtrails.org/grand-region-wayfinding> The survey is open until the first week of December. A wayfinding guide will be complete in early 2023 and will be available for free.

Pride Garden Closing – The City signed the closing documents on the Pride Celebration Garden located at 147 W. Center Street this month. Thank you to Mr. Larry Gammons for his generous donation to the community. To our knowledge, this is the only public garden dedicated to celebrating pride. With Mr. Gammons permission, I will be reaching out to national publications to get a story published about this unique space.

Annual Audit – The City’s annual financial audit has begun. Auditors will be working with the City Treasurer to audit the City’s financial records over a three-day period. They review records for financial reporting and material weaknesses and will report the findings to the City Council sometime in the winter.

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. The City’s engineer submitted responses recently to questions from the funding agency. Quantifying the number of lead containing service lines still in use in the City is a key objective of this funding along with determining the replacement costs of any lead containing service.

High Water Infrastructure Grant – The City Council approved an application for a 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 will apply for the grant to study solutions to resolve high water event impacts on utilities and access on Washington Street between Point Pleasant and Veteran’s Park. During high water, the street is inaccessible, electric service for bridge lighting and marina electric are also inaccessible, and sanitary sewer infrastructure is susceptible to inflow and infiltration from flood water.

Sewer Agreement – I have been working with the City Attorney to suggest revisions to the City’s Sewer Agreement with Kalamazoo Lake Sewer and Water Authority.

Budget Process – City staff met with the City Engineer to request budget numbers be developed for the next fiscal year budget cycle. Specifically, road and utility projects need to have an engineers estimate developed prior to the start of budget discussions with City Council. We start the process early to ensure we have sufficient information to make the process flow smoothly.

Clerk:

Elections are almost completed – The November 8th General Election totals are completed for the City of Douglas. Nine hundred and two registered voters turned out to cast their vote, either in person or through the absentee voter option. Currently the City of Douglas has 1381 registered voters, this count can increase or decrease on a daily basis. Four months prior to each election the clerk will go through the registered voters and with the assistance of the State determine which voters are no longer within the city, from there the office will begin the process of approving draft ballot language, approving nominating petitions and forwarding them onto the County Clerk, approve the draft ballot to be sent to the State of Michigan, and once ballots are received begin the process of issuing them to the voters. A regular election will take an estimated six months to complete.

Clerk Department Projects – The Clerk's office continues to train Deputy Clerk Kasper, she will be uploading and organizing the short-term rental applications, working with the Clerk on standard operating procedures, continuing to work with meetings and minutes, and she had proven herself to be very valuable in the election process.

New Council Members – Welcome to each of you! Regarding the information received on the jump drive you should find a guide for newly election members, please read through it as the information will answer many questions you may have regarding your elected position. Your City Clerk is the secretary for the Council, please feel free to contact me at any time, our office will get you the information needed, or you will be transferred to the correct department for an answer.

Deputy Clerk:

Election- I ran our AV Counting Board for the General Election. The city had a total of 475 absent voter ballots for this election. This process ran smoothly, and our numbers balanced with our reports at the close of election night.

Short Term Rentals- I am starting on organizing, uploading, and digitalizing our records of short-term rental applications and inspections. This process will be utilizing our Building Department program through BS&A. This will help to streamline our tracking of renewals, failed/passed inspections, and payments for all short-term rental registrations.

Board Meetings- Continued work with the Clerk training me on meeting procedures and minutes. I will be attending meetings with her walking me through the process. I am looking forward to the hands-on training and understanding of the meeting rules and process.

Clerk Training- In March I will be attending the Michigan Association of Municipal Clerks Institute. This weeklong course is the first step in the three-year institute program for clerk certification. I look forward to the education, training, and opportunity to connect with the other statewide MAMC members.

Police Department:

| | October | Fiscal Year | YTD |
|--|------------------------------------|-------------|--------|
| <u>Complaints Answered/Investigated:</u> | 160 | 702 | 1,644 |
| <u>Criminal Arrests/Filings:</u> | | | |
| Felony: | 00 | 06 | 20 |
| Misdemeanor: | 01 | 15 | 29 |
| <u>Warrant Arrests:</u> | 00 | 05 | 05 |
| <u>Traffic Enforcement:</u> | | | |
| 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: | 41 | 233 | 746 |
| Civil Infraction: | 10 | 19 | 36 |
| Parking Tickets: | 00 | 42 | 93 |
| <u>Community Contacts:</u> | | | |
| Personal Contacts: | 1,306 | 4,783 | 11,725 |
| Business Contacts: | 236 | 919 | 2,185 |
| Property Security Checks: | 1,219 | 4,596 | 10,414 |
| Foot Patrol: (October) | 1,810 Minutes (30 Hours & 10 min.) | | |
| <u>Misdemeanor Charges:</u> (October) | | | |
| Personal Protection Order Violation | | | |
| <u>Activity Time on Follow Up Investigations:</u> (October) | | | |
| 1,388 Minutes (23 Hrs. & 8 Minutes) | | | |
| Number of October Follow Up Investigations: 57 | | | |
| <u>Investigation of Felony Cases:</u> | | | |
| Fraudulent Checks (22-1496): Open | | | |
| Fraud (22-1564): Open. Submitted to the Prosecutor's Office. | | | |

Fraud/Bank Account \$82,900 (#22-1261): Open/Inactive.
Criminal Sexual Conduct (#22-0905): Open Investigation.
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.
Fraud (21-1863). Open Investigation.
Fraud (22-1261): Open investigation.

Out of Jurisdiction Responses: (October)

Saugatuck Township:

- 22-1500: Sheriff's Office requested Assistance/Safety on PI Traffic Crash.
- 22-1537: Back up Sheriff's Office with possible Home Invasion Occupied.
- 22-1555: Back up Sheriff's Office on suicidal subject/Disregarded upon arrival.
- 22-1613: Back up Holland PD with Fleeing Vehicle/Felony Stop.
- 22-1616: Intrusion Alarm @ Grow Facility/Only LE Unit available.

Total Out of Jurisdiction Responses for September: 05

Total Complaints Handled within Douglas City for September: 155

Noteworthy Incidents: (October)

22-1486: On Saturday 10/1/22 at 10:35am Officer Reyes was dispatched to a medical emergency/cardiac arrest in the 100 block of West Wiley Road. Upon arrival it was determined that the subject was deceased, and Officer Reyes completed a death investigation along with the Medical Examiner's Office.

22-1501: On Tuesday 10/4/22 at 6:50am I was dispatched to a subject reporting that he was being restrained by cables and that the suspect was near the trash can near the Cove Bar. Upon arrival I located the subject in his vehicle near Alley's and it was determined that the subject was having a delusional mental episode. The subject refused mental health assistance and after investigation it was determined that the subject did not pose any threat to himself or others.

22-1567: On Monday 10/17/22 at 3:30pm a call was received at our office from an adolescent caller who reported domestic violence occurring in their home in the 3000 block of Park Drive. Officer Dyer & I responded to the incident which after investigation was determined to be a mental health issue involving a minor. Arrangements were made and the minor was brought to the grandparent's residence. No assault had occurred.

22-1583: On Wednesday 10/19/22 at 1:57pm Officer Brown and Corporal Giles responded to investigate a possible Personal Protection Order Violation in the 200 block of Riverview Drive. The suspect was taken into custody for violating the Personal Protection Order and lodged at the Allegan County Jail.

22-1587: On Sunday 10/20/22 at 4:56pm Officers Brown and Reyes responded to a call of a suicidal subject in the 0 block of East Fremont Street. The call was received from a health care worker who was on the telephone with the subject. Upon arrival and investigation officers eventually determined that the subject was not suicidal.

The Department also responded to the following types of calls during October: Noise complaints, intoxicated person complaints, medical emergencies, suspicious person/vehicle/situation complaints, abandoned watercraft complaint, fraudulent checks complaint, mental health complaints, harassment complaints, road rage/careless driving complaints, hit & run property damage vehicle crash, property damage vehicle crashes, vehicle/deer crashes, motorist assists, child custody complaints, residential & business alarms, malicious destruction of property complaints, power lines/trees down, delinquent juvenile complaints, defrauding an innkeeper complaint, assault complaint, abandoned vehicles, attempted fraud complaint, lost/found property complaints, peace officer complaints, animal complaints, check welfare complaints, general non-criminal assists, and located three open doors on area businesses.

Events: (October)

On-Going Planning and Full Department Staffing for the Adult Halloween Parade & Event.

Douglas Elementary School Safe Kids Classroom Training with STFD.

Planning and staffing along with the DPW for the Douglas Elementary School Walkathon Parade.

Officer in attendance at the Douglas Elementary School Walkathon Nighttime Event.

Assist Douglas Elementary School with mandated emergency drills.

Planning and Staffing for the Oktoberfest Parade and Event.

Staff Training: (October)

Active Shooter Training at Kellogg Community College.

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. Issued notices for the December Planning Commission meeting.

Refuse Agreement – Reviewed the Agreement sent to us by Republic, sought attorney review, and I'm currently making changes to incorporate the current Contract, RFP, and Ordinances.

Notice to Abates – Issued two notices to locations with code enforcement issues such as junk/trash.

High Water Infrastructure Grant – Developed a resolution and memorandum for City Council for the grant opportunity from Michigan Department of Environment, Great Lakes, and Energy. Grant has been submitted and we are awaiting review/award.

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

FY 22-23 – Scheduling of various capital improvement projects. Designing site plan for sidewalk at the Douglas Beach. Updated the Master Project List for staff reporting.

Prein&Newhof – Met with our City Engineer to discuss current projects and fiscal year 23-24 projects.

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 is being updated accordingly.

Tree Grant – Applied for and received a grant from Consumers Energy for the “Right Tree, Right Place” grant. All trees have been planted and they look great.

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

Spark Grant – Assist the Schultz Park Community Playground ad-Hoc Committee with a Spark Grant opportunity. Met with the Committee, our City Engineer, and wrote a resolution of support with memorandum for City Council

Holiday Lighting and Christmascape – Sought quotes for the City and the Downtown Development Authority (DDA) for holiday lighting and the CVB issued grant to the DDA.

Forest Gate – Attended a site plan review meeting with committee members and the Interim Planning and Zoning Administrator to review the Forest Gate plans.

Public Works Department:

Downtown - DPW has been working on hanging banners, wreaths, garland, and bows.

Point Pleasant - Has been winterized, ladders removed from docks and extra trash cans have been put inside.

Pothole - Several locations have received pothole work around the City, specifically Wiley overpass, Water Street and May Ave. (More patching to come).

Douglas Beach - Douglas Beach bathrooms have been winterized, extra trash cans have been picked up and portable restroom has been set out front.

Brush - Crews made one last round of brush removal prior to winter plowing.

Leaves - DPW staff has made leaf pick up a priority and at the time of this report, most piles have been picked up.

Budgeting - DPW staff is beginning talks about future equipment purchases and replacement, preparing for the first of many capital expense meetings.

Schultz Park Launch - Soon the docks will need to come out for the winter and inspection/repairs will happen at that time.

Winter Prep. - 2 plow trucks have had their salt beds installed and used on bridges and hills already this season. Bike path equipment (Holders) have been worked on and still need more attention before considered to be ready for season.

DPW Garage - Staff has installed an improvement to the floor drain system to better handle runoff from equipment and rainwater/snow melt that can make its way inside our building at times.

Wades Bayou - Buoys have been removed from the river and have been loaded up and brought to their off-season storage location.

Treasurer:

Taxes: I have been busy preparing winter tax bills. Work is done with mortgage companies who provide updated lists of parcels for which they need copies of the bill. Work is done with the assessor to ensure valuations and principal residence exemptions are aligned with any changes that have been made. Work is done with the County Drain office to make sure drain assessments are added to the bills. As well as working with any other taxing authority who will be on the winter taxes to ensure the proper millage is charged. After final review, tax bills will be printed and should arrive in mailboxes around December 1.

- 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
- Please check the back of your tax bill for information about a community deer survey.

Audit: The City receives an annual audit that must be filed with the State by the end of 2022. Our auditors were in city hall completing field work November 14th-16th. Final reports and an audit presentation by our auditors will be coming soon.

Accounts Payable: This month I began working with our accounting software provider and bank to set up making payments via ACH instead of paper check. Switching to ACH will increase efficiency and reduce costs for postage and paper check supplies. Vendors will benefit from quicker payment and less chance of checks being lost/delayed in the mail. This process will take some time to implement as information will need to be collected from each vendor.

Cash Balances: The City's cash balances were down slightly last month. Some of the larger expenditures were related to final project closeouts. 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.