



## REGULAR MEETING OF THE DOWAGIAC CITY COUNCIL

Municipal Building, 241 S. Front Street, Dowagiac, Michigan

**Monday, May 9, 2016, 6:00 p.m.**

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### AGENDA

- CALL TO ORDER -Mayor Donald D. Lyons
- PLEDGE OF ALLEGIANCE TO THE FLAG -Mayor Donald D. Lyons
- ROLL CALL -Mayor Donald D. Lyons  
-Mayor Pro-Tem Leon Laylin  
-Councilmember Charles Burling  
-Councilmember James Dodd  
-Councilmember Danielle Lucas  
-Councilmember Lori Hunt  
-Councilmember Bob Schuur
- APPROVAL OF MINUTES OF PREVIOUS MEETING – April 25, 2016
- QUESTIONS FROM CITY COUNCIL –
- COMMENTS FROM THE AUDIENCE (NON-AGENDA) –
- COMMENTS FROM THE AUDIENCE (AGENDA) –
- COMMUNICATIONS –
1. American Legion Poppy Days, May 19 – May 21, 2016.
  2. Lions Club White Cane Week, June 2 – June 4, 2016.
- PROCLAMATIONS –
1. Better Hearing Month
- RESOLUTIONS –
1. Resolution to authorize continuation of an agreement with the Cass County Board of Public Works for the Operation and Maintenance of the water system in Penn Township.

2. Resolution to authorize a purchase order in the amount of \$50,500 to replace 4 valves and floor access hatches to the clear well at the wastewater treatment plant.
3. Resolution to approve the Project Authorization agreement with the Michigan Department of Transportation (MDOT) relating to the fiscal year 2016 operating grant for the Dial-A-Ride operation.
4. Resolution to approve special assessments pursuant to City Ordinance section 82.24 for past due utilities.
5. Resolution to authorize special assessments pursuant to Chapter 66, Section 66.19 of the Dowagiac City Code, noxious weeds.
6. Resolution to authorize special assessments pursuant to Chapter 66, Section 66.19 of the Dowagiac City Code, deteriorated property.
7. Resolution to set Monday, May 23, 2016 as the date for the public hearing and action on the Fiscal Year 2016-2017 City of Dowagiac budget.
8. Resolution to authorize the payment of bills:

BILLS	PAYROLL	TOTAL
\$211,687.16	\$194,013.84	\$405,701.00

COMMENTS FROM CITY OFFICIALS –

ADJOURNMENT –

Kevin P. Anderson  
City Manager

Attachments

## DOWAGIAC CITY COUNCIL MEETING

Monday, April 25, 2016

A regular meeting of the Dowagiac City Council was called to order by Mayor Donald Lyons at 7:00 p.m.

Mayor Donald Lyons led the Pledge of Allegiance to the flag.

PRESENT: Mayor Pro-Tem Leon D. Laylin; Councilmembers Charles K. Burling, James B. Dodd, Lori A. Hunt, Danielle E. Lucas, Bob B. Schuur and City Clerk Jane P. Wilson.

ABSENT: None.

STAFF: City Manager Kevin P. Anderson, Airport Manager Oscar Azevedo.

### APPROVAL OF MINUTES OF PREVIOUS MEETING

Councilmember Laylin moved and Councilmember Dodd seconded that the minutes of the April 11, 2016 meeting be approved.

Approved unanimously.

### COMMENTS FROM CITY COUNCIL (AGENDA)

### COMMENTS FROM THE AUDIENCE (AGENDA)

Scott Teter, Candidate for Cass County Circus Judge.

### PROCLAMATIONS

#### 1. Dogwood Fine Arts Festival

WHEREAS, 25 years ago, the Dowagiac Dogwood Fine Arts Festival began with a small group of local citizens with one big idea; and

WHEREAS, that one big idea has blossomed and grown from a single author visiting the City of Dowagiac to a major multi-day cultural event that includes a diverse experience in arts and culture; and

WHEREAS, world-wide renowned authors, speakers, performers and celebrities have visited and performed in our community to expand our own appreciation of the arts; and

WHEREAS, the Dowagiac Dogwood Fine Arts Committees continue to use the Festival to assure that our children and our community are given ample opportunity to experience and embrace the power of artistic expression by being personally engaged with internationally renowned artists and performers; and

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WHEREAS, the Dogwood Fine Arts Festival presents the very best in the fine arts in southwest Michigan each year; and

WHEREAS, the 2016 Dogwood Fine Arts Festival marks its 25th anniversary season with 11 days celebrating Michigan and Michigan artists.

NOW, THEREFORE BE IT PROCLAIMED; that I, Donald D. Lyons, Mayor of the City of Dowagiac, tender this Proclamation to the Dogwood Fine Arts Festival and urge all citizens to join me in congratulating the Festival on its 25 anniversary, this sincere expression of appreciation and our best wishes for a very exciting festival the week of May 5 through May 15, 2016.

2. Arbor Day Celebration

Whereas, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

Whereas, Arbor Day is now observed throughout the nation and the world; and

Whereas, trees reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and beautify our community; and

Whereas, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal; and

Whereas, the City of Dowagiac's Arbor Day originated through the efforts of Mr. Edward Darr, and is celebrated through various festivities and the annual tree planting; and in 2007 Dowagiac received the honor of recognition from the National Arbor Day Foundation as "Dogwood Tree City USA;"

Whereas, the City has been annually designated as a Tree City USA; and

Whereas, the City has forged a commitment to managing our urban forest.

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Now, Therefore, I, Donald D. Lyons, Mayor of the City of Dowagiac, do hereby proclaim the last Friday in April, as Arbor Day in the City of Dowagiac from this date forward, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands; and

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

### RESOLUTIONS

1. Resolution to authorize the purchase of property at 305 Commercial Street.

Councilmember Laylin offered and moved to approve the following resolution; seconded by Councilmember Hunt.

WHEREAS, the City has actively pursued the ongoing redevelopment and economic vitality of downtown, and;

WHEREAS, it is in the long-term best interest of the City and the downtown to acquire properties for future development as they become available and as the City has resources available, and;

WHEREAS, the City negotiated purchase price is consistent with the sales price of other similar properties in downtown, and;

WHEREAS, the City Manager has negotiated a purchase agreement, subject to City Council approval, of \$20,300.00 for purchase of the property located at 305 Commercial Street that would accommodate said development.

NOW, THEREFORE, BE IT RESOLVED that the City of Dowagiac, by the affirmative vote of its City Council, does hereby authorize the City Manager to execute the purchase of said property.

APPROVED unanimously.

2. Resolution to authorize the rejection of bids for construction of the airport terminal building.

Councilmember Dodd offered and moved to reject the bids for construction of the airport terminal building; seconded by Councilmember Hunt.

WHEREAS, the City of Dowagiac solicited bids for the construction of a new terminal building at the Dowagiac Municipal Airport, and;

WHEREAS, only one bid was received for this project in the amount of \$640,262.82, and;

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WHEREAS, this bid amount is in excess of the engineers estimate by \$250,000.

NOW, THEREFORE, BE IT RESOLVED that the City of Dowagiac, by affirmative vote of its City Council, hereby rejects the bid, and;

BE IT FURTHER RESOLVED that the City Council directs the City Manager to notify the bidder of the rejection and to authorize developing alternatives for the construction of a new terminal building.

APPROVED unanimously.

3. Resolution to approve a bid for replacement of compartment box for electric utility bucket truck.

Councilmember Schuur offered and moved the adoption of the following resolution; seconded by Councilmember Burling.

WHEREAS, Unit #4, the 2003 Freightliner Bucket Truck, has developed serious rust damage to the compartment box that houses the safety equipment for the Electric Division, and;

WHEREAS, the City received two bids for the replacement of the compartment box with a steel replacement box, and;

WHEREAS, after review of the bids, the City recommends the bid from Altec in the amount of \$28,791.49, and;

WHEREAS, Altec has performed most major repairs for this unit and has the shortest lead-time in obtaining the parts.

NOW, THEREFORE, BE IT RESOLVED that the City of Dowagiac, by affirmative vote of its City Council, hereby approves and accepts the proposal from Altec for purchase and installation of a steel compartment box for the Electric Division Bucket Truck, and;

BE IT FURTHER RESOLVED that the City Council directs the City Manager to be authorized as the signatory for execution of the same.

APPROVED unanimously.

4. Resolution to approve local support funding for the resurfacing of Depot Drive from Park Place to Division Street.

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Councilmember Dodd offered and moved the adoption of the following resolution; seconded by Councilmember Hunt.

WHEREAS, Depot Drive from Park Place to Davison St. is in deteriorating condition; and

WHEREAS, a structural evaluation has been performed for Depot Drive, and the inspection has identified maintenance measures that if implemented in a timely manner will avoid more extensive and costlier repairs in the future; and

WHEREAS, the Board of Cass County Road Commissioners is committing their share of the funding for the 2017 fiscal year; and

WHEREAS, the engineering estimate for the Depot Drive project is as follows:

<u>Total Construction Cost</u>	<u>Fed STP Funding</u>	<u>City of Dowagiac Share</u>
\$140,825.00	\$95,272.00	\$45,553.00

WHEREAS, the Dowagiac Small Urban Program requires documentation of local match for all federal aid requested projects; and

NOW, THEREFORE, BE IT RESOLVED, that the Dowagiac City Council hereby certifies its support of the local share of the project's cost that will be included in the 2014-2017 Michigan Statewide Transportation Improvement Program and that failure to provide for the local match will cause the project's allocation of Dowagiac Small Urban local Surface Transportation Funding to be reconsidered by the Dowagiac Small Urban Area Committee.

APPROVED unanimously:

5. Resolution to authorize and direct the City Treasurer to pay the following bills and payroll due:

Councilmember Schuur offered and moved the adoption of the following resolution; seconded by Councilmember Burling.

WHEREAS, the following information has been reviewed by the City Manager and City Treasurer and is being presented to City Council with a recommendation to approve invoices for period ending 04/22/2016 and payroll #15:

BE IT RESOLVED that the City Manager and City Treasurer are hereby authorized and directed to pay the following bills and payroll due:

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<u>BILLS</u>	<u>PAYROLL</u>	<u>TOTAL</u>
\$784,131.27	\$113,571.62	\$897,702.89

ADOPTED on a roll call vote.

Ayes: Six (6) Laylin, Burling, Dodd, Hunt, Lucas, Schuur

Nays: None (0)

Absent: None (0)

Abstain: None (0)

COMMENTS -

ADJOURNMENT

Upon motion by Councilmember Schuur and seconded by Councilmember Hunt, the Dowagiac City Council adjourned at 7:21 PM.

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Donald Lyons, Mayor

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Jane P. Wilson, City Clerk

**EVENTS APPROVAL FORM**

Event: American Legion Poppy Days  
Date: May 19, 20, 2, 2016  
Sponsoring Organization: American Legion - Dowagiac Post 563  
Contact Person(s): Lawrence Starrett  
Contact Person's Telephone: 269-462-2805

**CITY MANAGER:**

Final Approval  Denial

Comments: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Heads:

Please review the attached event/activity request; indicate conditional approval, approval or denial; and provide comments regarding possible concerns. All comments will be taken under consideration and final approval remains with the City Manager.

**DEPARTMENT OF PUBLIC SAFETY:**

Approval  Approval with conditions  Denial

Comments: \_\_\_\_\_

Signature *Mark Starrett* Date 5/2/16

**DEPARTMENT OF PUBLIC SERVICES:**

Approval  Approval with conditions  Denial

Comments: \_\_\_\_\_

Signature *James Bulford* Date 5/2/16

**FINANCE DEPARTMENT:**

Approval                       Approval with conditions                       Denial

Comments: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**DOWNTOWN DEVELOPMENT AUTHORITY:**

Approval                       Approval with conditions                       Denial

Comments: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



American Legion  
Lawrence O. Starrett Post 563

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"For God and Country"  
806 North Orchard Street  
Dowagiac, Michigan 49047

City of Dowagiac

American Legion volunteers will distribute the familiar red hand crafted poppies honoring America's war dead on May 19, 20, and 21 2016 designated as Poppy Days by the America Legion Lawrence O. Starrett Post 563 in Dowagiac.

It honors the millions of Americans who have willingly served their country in seven decades.

It serves as well as honors the veteran with all proceeds from the distribution invested in local programs for the benefit of the veteran and his/her family.

Each nine piece poppy is made by veterans for veterans in Poppy Shops that supplement physical and psychological therapy needed by hospitalized and disabled veterans. The Legion provides the materials and the volunteers. The veterans make the poppy and are paid a small amount for each painstakingly made flower. For some it is their only income.

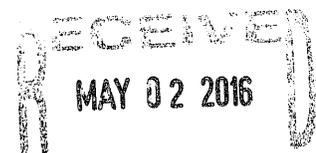
No matter what the cost of maintaining and supplying the Poppy Shops, the memorial poppy is never sold, but given in exchange for a contribution.

It has been estimated that approximately 25 million Americans wear the poppy to honor America's war dead and all veterans, contributing nearly \$2 million for rehabilitation and welfare programs.

*Lawrence I. Starrett*

Lawrence I. Starrett  
Commander

269-462-2805



**EVENTS APPROVAL FORM**

Event: Lion's Club White Cane Week  
Date: June 2, 3, 4, 2016  
Sponsoring Organization: Dowagiac Lions Club  
Contact Person(s): Ron Jones  
Contact Person's Telephone: 269.782.3835

**CITY MANAGER:**

Final Approval  Denial

Comments: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Department Heads:**

Please review the attached event/activity request; indicate conditional approval, approval or denial; and provide comments regarding possible concerns. All comments will be taken under consideration and final approval remains with the City Manager.

**DEPARTMENT OF PUBLIC SAFETY:**

Approval  Approval with conditions  Denial

Comments: \_\_\_\_\_

Signature *St. L. ...* Date 5/2/16

**DEPARTMENT OF PUBLIC SERVICES:**

Approval  Approval with conditions  Denial

Comments: \_\_\_\_\_

Signature *James Bradford* Date 5/2/16

**FINANCE DEPARTMENT:**

Approval                       Approval with conditions                       Denial

Comments: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**DOWNTOWN DEVELOPMENT AUTHORITY:**

Approval                       Approval with conditions                       Denial

Comments: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Council Agenda  
- Communications*

DOWAGIAC LIONS CLUB

April 20, 2016

Dear Mayor and City Council Members,

Each year the Dowagiac Lions Club participates in the state-wide drive to raise funds in support of the blind and hearing impaired. White Cane Week provides the Lions Club with the opportunity to educate the general public as to the Michigan State Law, meaning the bearer of a White Cane has the right-of-way.

“The White Cane” is used for the purpose of assisting those persons in the local community needing medical or sight corrective aid and cannot afford such services on their own. The major portion of donations is used to support the local Sight Conservation Program. The Dowagiac Lions Club also supports various other activities such as Leader Dog of the Blind, the Michigan Eye Bank, Welcome Home for the Blind, and organizations involved in hearing research.

We are requesting City Council permission to collect funds for those purposes on June 2, 3, and 4, 2016.

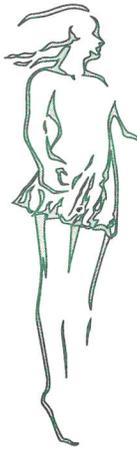
Looking forward to your support,

Sincerely Yours,

Ron Jones  
Chairman  
White Cane Drive  
Dowagiac Lions Club

RECEIVED  
MAY 02 2016

*782-3835*



## OFFICIAL PROCLAMATION

**WHEREAS,** audiologists in Dowagiac, Michigan, and nationwide observe and celebrate Better Hearing Month each year during the month of May; and

**WHEREAS,** the Dowagiac City Council recognizes and values the efforts of all who work to eliminate or minimize the isolating effects of communication disorders in the one in five families affected by them; and

**WHEREAS,** more than half of the people with hearing loss are younger than age 65; and

**WHEREAS,** hearing loss is the third most common health problem in the United States; and

**WHEREAS,** our citizens who have overcome communication disabilities through the services of Audiologists are now able to lead independent, productive, and fulfilling lives; and

**WHEREAS,** Dowagiac is proud and honored to have audiologists offering quality education and health care services to its citizens.

**NOW, THEREFORE,** I, Donald D. Lyons, Mayor of the City of Dowagiac, do hereby proclaim May 2016 as:

### *Better Hearing Month*

and encourage all citizens to recognize the achievements of Audiologists in improving the quality of life for people with communication disorders.

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*Donald D. Lyons, Mayor*

Done at the City complex this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

## *CITY OF DOWAGIAC*

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**MEMO TO:** Mayor Lyons and City Council Members

**FROM:** Kevin P. Anderson, City Manager

**DATE:** May 6, 2016

**SUBJECT:** Water Operator Agreement with Cass County Board of Public Works

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In 2011 the City of Dowagiac entered into an agreement with the Cass County Board of Public Works for the maintenance of the Penn Township/Donnell Lake/Diamond Lake water system. That contract will be expiring in June 2016 and it is time to update contracts.

This agreement has proven to be a good intergovernmental agreement that has served both parties well. There have been no major issues that have arisen during the course of the agreement and both parties have committed to work closely to resolve issues when they arise.

The contract renewal calls for the city to continue the operation and management of the water system under the following terms:

- The city retains 85% of all utility bills and remits 15% to the BPW for capital improvements.
- The BPW is responsible for all capital expenditures exceeding \$1000.
- Utility rates can be adjusted based on mutual agreement of the city and the BPW.
- The agreement will last until June 16, 2021 with options to renew.

### RECOMMENDATION

Approve a resolution that authorizes entering into an agreement with Cass County Board of Public Works for maintenance of the Penn Township/Donnell Lake/Diamond Lake water system.

Support Documents:  
Cover Memo-City Mgr.  
Resolution  
Agreement

Councilmember \_\_\_\_\_ offered and moved the adoption of the following resolution;  
seconded by Councilmember \_\_\_\_\_.

**WHEREAS,** the Penn Township water system has expanded to include the Diamond Lake and Donnell Lake areas and the financing of the project has been done through Cass County Board of Public Works, and;

**WHEREAS,** the Cass County Board of Public Works is responsible for entering into agreements with a responsible water operator, and;

**WHEREAS,** the City of Dowagiac currently owns and operates a water system and has properly licensed individuals with a demonstrated ability to maintain water systems, and;

**WHEREAS** the Cass County Board of Public Works and the City of Dowagiac has negotiated mutually acceptable terms for delivery of the service, and;

**WHEREAS** the City of Dowagiac has approved the basic terms of this agreement, and;

**WHEREAS,** the City Attorney and the City Manager recommend approval of the agreement.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Dowagiac approves and authorizes the revised agreement with Cass County Board of Public Works to continue to operate the water systems in the Penn Township, Diamond Lake, and Donnell Lake areas beginning June 16, 2016.

ADOPTED/REJECTED

**CASS COUNTY BOARD OF PUBLIC WORKS WATER  
OPERATION AND MANAGEMENT AGREEMENT  
WITH THE CITY OF DOWAGIAC**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2016, by and between The Cass County Board of Public Works (hereinafter referred to as "BPW"), 120 N. Broadway, Cassopolis, MI 49031, and the City of Dowagiac (hereinafter referred to as "City") a Michigan Municipal Corporation, 241 S. Front Street, Dowagiac, MI 49047.

WITNESSETH:

WHEREAS, the City owns and operates a water supply and distribution system serving the present customers of the City; and

WHEREAS, the BPW has previously constructed certain improvements within Penn Township and the Village of Vandalia consisting of a well field and related equipment and a water distribution system and completed construction of the Diamond and Donnell Lakes water distribution system (hereinafter collectively referred to as "The System");

WHEREAS, for the past five (5) years the City has successfully fulfilled an agreement with BPW for the management, operation, and maintenance of the System;

WHEREAS, the City and the BPW agree that it would be beneficial to both parties if the management, operation, and maintenance of the System were continued to be provided by the City;

NOW THEREFORE, for an in consideration of the mutual covenants herein below expressed it is hereby agreed by and between the parties hereto as follows:

**A. THE CITY AGREES:**

1. Beginning the 16<sup>th</sup> day of June 2016 it shall be the obligation of the City to maintain the System and its appurtenances in good working order, as further set forth herein. The City shall make all reasonable efforts to meet applicable American Water Works Association (AWWA) standards. The BPW shall be responsible for the design and approval of all System improvements.

The BPW shall be responsible for the replacement of water mains, water storage facilities and appurtenances within the System, including capital repairs, discretionary improvements or modifications.

The City shall perform all routine maintenance and repair on the System including marking water lines in response to "MISS DIG" requests; shall install water taps in accordance with the System ordinance, shall install, read, maintain, and replace water meters; turn water on, shut water off; and shall bill System customers, collect payment from the customers and remit appropriate amounts to the BPW. Customer billing shall take place monthly, or on such other schedule as may be agreed between the parties.

The City shall repair all water main breaks and/or breaks of service laterals located within public right-of-ways or public easements in the System.

The City shall perform required water quality testing on behalf of the BPW and shall forward the testing results to the BPW and to the appropriate state authorities. The City shall provide personnel licensed to operate the water supply and distribution system.

The City shall operate the wells and water storage facilities within the System as required for the efficient functioning of the system and shall pay all utility costs and routine preventative maintenance expenses. Replacement or major repair of equipment or facilities shall be at the expense of the BPW. A major repair is defined as follows:

- a. Water main: Replacement of a portion of the main where a clamp or sleeve would not correct the problem.
- b. Pumps and motors: Any problem that would require a total rebuilding of a pump or motor by an outside firm.
- c. Service line: Replacement of the entire service line from the main to the property line.

The BPW shall arrange for inspection and maintenance of fire hydrants and flushing of hydrants by agreement with Penn Township which plans to pay its Fire Department personnel to do this work in the portions of the system in Penn and Calvin Townships, and by possible agreement with the Cassopolis Fire Department to do that work in Jefferson and LaGrange Townships. The payment of hydrant flushing costs shall be an allowable expense from funds received by BPW. The City shall repair hydrants that are damaged at cost of the repair plus five (5%) percent.

The City shall use reasonable diligence to provide and maintain regular and uninterrupted service, but does not guarantee uninterrupted service and shall not be liable for injury or damages caused by such interruptions whether caused by defects in the original construction, cave-ins, accidents, repairs or other causes nor shall the City be liable to the BPW, or any customer or other person, firm, or corporation of the Township for injuries or damages of any nature, caused by the use of the System or by interruptions therein.

2. City shall bill the system customers on a monthly basis at rates mutually agreed upon by both parties. The City shall retain 85% of such payments and remit 15% of such payments to the BPW. The amount of the above fees retained by the City is to provide for the operation and maintenance of the System and the amount remitted to the BPW shall be for capital replacement costs. Such capital replacement funds shall be preserved and maintained by the BPW and may not be used for any purpose other than capital replacement, administration, audit, or hydrant flushing. Capital improvements will be defined as expenditures on equipment that exceed \$1,000.00. Prior notice of the need for the capital improvements will be given with the exception of emergency situations.

3. The City shall provide a report not less than quarterly and annual reports to the BPW covering the amount of gallons of water delivered for use by the System; the amount billed for users; the revenue collected for such billings; the operation and the maintenance expenditures along with the capital replacement funds remitted to the BPW; and the books and records maintained for the water system shall be available for inspection by the BPW and Rural Development of the United States Department of Agriculture.

4. An Annual meeting will be held during July of each year to review the System's anticipated capital needs, anticipated operational needs and the City's performance of this contract.

5. The City further agrees that it will perform those services delineated in paragraph 8, subparagraphs a through m in the Memorandum of Understanding attached hereto and incorporated herein by reference and designated Appendix "A".

**B. THE BPW AGREES:**

1. The City will be compensated for its work in accordance with the payment schedule specified in Section A(2), which includes the operation and maintenance costs for the System.

2. The BPW shall be responsible for the replacement of all well pumps, chemical feed equipment and other miscellaneous equipment and the maintenance of the water tower including painting, which is exclusive of the normal equipment maintenance furnished by the City. Said equipment replacement costs shall be paid for by the funds remitted to the BPW by the City.

3. The City shall be responsible for making all future connections to the System by installation of lateral/connections under an agreed upon fee schedule. Fees shall be based upon the City's actual cost of labor, equipment and materials plus five (5%) percent plus the actual cost of water meters. Such connection fees shall be billed by the City to the property owner being served.

C. IT IS FURTHER MUTUALLY AGREED BETWEEN THE BPW AND THE CITY AS FOLLOWS:

1. That this contract shall be for an initial term of five (5) years beginning on June 16, 2016 and, thereafter, may be renewed or extended for such term or terms as may be agreed upon by the City and the BPW. Notwithstanding, the provisions of this paragraph, either party shall be permitted to terminate this Agreement with or without cause by joint action of all the parties or by an individual party not less than one (1) year after its notice thereof, in writing, to either party.

2. In the event that either party defaults on this Agreement, the non-defaulting party shall have all rights and remedies as provided by law.

3. The City will maintain and operate the system in accordance with all federal, state and local governmental requirements and the City and the BPW will collaborate in obtaining any and all such permits, certificates, or the like, as may be required to comply therewith.

4. This agreement is subject to such rules, regulations or laws that may be applicable to similar agreements in the state and the City and the BPW will collaborate in

obtaining and maintaining all necessary licenses, certificates, and accreditations as may be necessary to operate, maintain and manage the system.

5. The Parties acknowledge that the System may, in the future, be expanded to allow for additional customers to be served thereby.

6. The Parties mutually agree, that in the event of any conflict between the terms and provisions of this Agreement and the Party's Memorandum of Understanding, that this Contract shall control.

7. The parties mutually that the limit on expenditures for emergency repairs to the facility shall be four thousand dollars (\$4,000) unless written authorization is given by the BPW to exceed that amount for a specific authorized repair.

8. As long as there is an outstanding Rural Development loan balance, this Agreement shall be subject to all present and future Rural Development regulations.

#### D. INDEMNIFICATION AND INSURANCE

1. During the term of this Agreement, each party (the "Indemnifying Party") shall defend, indemnify and hold harmless the other party and their respective successors and assigns (each is referred to herein as an "Indemnified Party") against any and all liability for damages, costs, losses, and expenses, including reasonable attorney's fees, resulting from any claim asserted by a third party against the Indemnified Party for wrongful death, bodily injury and/or property damage, but only to the extent caused by the willful or negligent acts or omissions of the Indemnifying Party. To the extent that both BPW and City are determined by a finder of fact to be negligent and the negligence of both is a proximate cause of the damages assessed by such finder of fact, then in such event, BPW and City shall be responsible for their respective portions of the damages assessed in direct proportion to their comparative shares of the total negligence. Notwithstanding any of the foregoing, with respect to any loss, damage, injury or other claims made against the BPW as a result of or based upon the presence, removal, handling, storage, release, discharge, escape or other disposition of any hazardous substances, waste pollutants or contaminants, the City's obligation to BPW for indemnity and/or contribution shall not apply if such removal, handling, storage, release, discharge, or other disposition is not required by any

local, state or federal law, rule or regulation, or where the loss, damage, injury or claim is not the result of City's gross negligence or willful misconduct.

2. Notwithstanding any provision to the contrary contained in this Agreement, in no event shall either party be liable, either directly or as an indemnitor of the other party, for any special, punitive, indirect and/or consequential damages, including damages attributable to loss of use, loss of income or loss of profit even if such party has been advised of the possibility of such damages.

3. The City shall provide and maintain the following levels of insurance coverage at all time subsequent to the execution of this Agreement:

- (i) Commercial General Liability Insurance, including contractual liability, with a limit of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate; and
- (ii) Workers Compensation Insurance in compliance with the statutes of the State that has jurisdiction over City's employees engaged in the performance of Services hereunder, to the required statutory amount; and
- (iii) Automobile Liability Insurance with a combined single limit in the amount of one million dollars (\$1,000,000); and
- (iv) Excess Liability Insurance with a limit of four million dollars (\$4,000,000) per occurrence and four million dollars (\$4,000,000) aggregate.
- (v) The City will furnish the BPW with certificates of insurance which evidence that policies providing the required coverage and limits are in full force and effect. In addition, the City will name the BPW as additional insured on the general liability policy and automobile liability policy with respect to the services performed under this Agreement during the term of this Agreement except for any claim against or loss suffered by the BPW arising as a result of BPW's negligence or fault and, in circumstances of joint fault or negligence, except to the extent of the loss attributable to the BPW's proportionate degree of negligence or fault. City agrees to provide the BPW with thirty (30) days notice prior to cancellation of any policy hereunder.

4. The City will maintain property and structures liability insurance, including flood, wind and fire insurance policies. Property coverage shall include extended coverage plus



Witness:

CASS COUNTY BOARD OF PUBLIC WORKS

\_\_\_\_\_

By: \_\_\_\_\_  
Robert Wagel, Its Chairman

\_\_\_\_\_

By: \_\_\_\_\_  
David Butts, Its Secretary

STATE OF MICHIGAN)

) SS:

COUNTY OF CASS )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2016, before me personally appeared Robert Wagel and David Butts, respectively the Chairman and Secretary of the Cass County Board of Public Works, who, upon oath, have duly verified that the foregoing contract was executed in their respective capacities as Chairman and Secretary on behalf of said Cass County Board of Public Works, and by authority of its Council.

\_\_\_\_\_  
, Notary Public

County of Cass

My commission expires:

***CITY OF DOWAGIAC***

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**MEMO TO: Mayor Lyons and City Council Members**

**FROM: Kevin P. Anderson, City Manager**

**DATE: May 6, 2016**

**SUBJECT: Wastewater Treatment Plant Clear Well Valve Replacement**

---

Construction is progressing well on the wastewater treatment improvement project that began last fall. During the course of this project the engineers and contractor had a chance to visually inspect for valves in the clear well that have been operational for over 40 years. After reviewing their condition with staff, it was determined that it would be best to replace these valves while the well is empty and improve operator access to them should they fail in the future.

The cost to do this project now will be much less than if we had to drain and reroute flow at a future date. The attached memo from DPS Director Jim Bradford further describes the need for the project.

**RECOMMENDATION**

Authorize the resolution to approve a purchase order in the amount of \$50,500 for the replacement of valves in the clear well at the wastewater treatment plant.

Support Documents:

- Cover Memo-City Mgr.
- Cover Memo-Dept. Head
- Resolution
- Project Authorization



**INTER-DEPARTMENTAL COMMUNICATION**

TO: Kevin P. Anderson  
*City Manager*

FROM: James D. Bradford  
*DPS Director*



DATE: May 5, 2016

RE: Wastewater Treatment Plant Clear Well Valve Replacement

---

As we discussed, during the construction work at the Wastewater Treatment Plant, the contractor, LD Docsa, and our engineers, Fleis & VandenBrink, found and advised that the valves that operate the clear well are not working. The valves are rusted and the actuators are inoperable. Both the valves and actuators in the clear well were installed when the plant was constructed back in the 1970's and have outlived their useful life.

As additional information, the clear well receives effluent from the filters as it travels to the chlorine contact chambers.

We received a quote from LD Docsa to replace the valves in the amount of \$50,500. The work to replace the clear well valves would involve demolishing the floor space of the clear well, installing floor access hatch with safety grating, demolishing the existing four clear well valves, and installing the new valves and valve operator extensions.

LD Docsa has assured us that this work will be completely separate from the grant work they are presently performing at the Wastewater Treatment Plant so there won't be any issues with recordkeeping.

I therefore recommend that we authorize LD Docsa to proceed with the work at the quoted price of \$50,500. Should you have any questions or need additional information, please let me know.

JDB:sw

Councilmember \_\_\_\_\_ offered and moved the adoption of the following Resolution, which was seconded by Councilmember \_\_\_\_\_.

WHEREAS, during the course of the construction on the wastewater treatment plant improvement project, inspection of the clear well was done, and;

WHEREAS, the inspection found the valves and actuators were inoperable after over 40 years in operation, and;

WHEREAS, the project engineers and contractor recommend that these valves should be replaced, and;

WHEREAS, the cost of the project now would be much less since the clear well is empty and the contractor is able to do the work in conjunction with the current WWTP project.

NOW, THEREFORE, BE IT RESOLVED that the City of Dowagiac, by affirmative vote of its City Council, hereby approves and accepts the proposal from LD Docsa for the Wastewater Treatment Plant Clear Well Valve Replacement project in the amount of \$50,500, and;

BE IT FURTHER RESOLVED that the City Council directs the City Manager to be authorized as the signatory for execution of the same.

ADOPTED/REJECTED



**THE CITY OF  
DOWAGIAC**

**PURCHASE ORDER**

**NO. 1548**

**CREATING TOMORROW**

P.O. BOX 430 • 241 S. FRONT ST.  
DOWAGIAC, MICHIGAN 49047  
cityofdowagiac.com

PHONE (616) 782-2195  
FAX (616) 782-1838

TO LD Docsa Associates, Inc.  
300 S. 8th Street  
Kalamazoo, MI 49009

SHIP TO Dept. of Public Services  
29250 M-62 West  
Dowagiac, MI 49047

PLEASE ENTER OUR ORDER FOR THE FOLLOWING:

DATE REQUIRED		SHIP VIA		FEDERAL T.I.N.	DEPT.	ORDER DATE
				38-6004607	WWTP	04/28/2016
ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL	ACCOUNT NO.	
	Labor and material to demolish floor space; procure & install floor access hatch with safety grating; demolition of existing four (4) clear well valves; and install valves and valve operator extensions for WWTP Clear Well.	1	\$50,500.00	\$50,500.00	590-443-970.00	
Per proposal dated 4/28/16.				<b>ORDER TOTAL:</b>	<b>\$50,500.00</b>	

PLEASE ACKNOWLEDGE IMMEDIATELY AND STATE WHEN YOU WILL SHIP OUR ORDER. PURCHASE ORDER NUMBER MUST APPEAR ON ALL RELATED PACKAGES AND FORMS.

Purchase order must be signed before purchase is made for all purchases over \$1,000 unless covered by exception per Section 2-240 of city code.

*James Bralver*  
DEPARTMENT HEAD  
*R. Rabenney CPA 4/29*  
DIRECTOR OF FINANCE (Purchase over \$1,000)  
CITY MANAGER (Purchase over \$5,000)

*In addition to sewer improvements.  
- BS pending Kevin's signature*

April 28, 2016

Mr. Jim Bradford  
City of Dowagiac  
Dowagiac, MI 49047



RE: Dowagiac WWTP  
Valve Replacement Proposal

Mr. Bradford,

L.D. Docsa Associates, Inc. (LDD) is pleased to provide the following quote for the Dowagiac WWTP Clear Well Valve Replacement. Detailed below is the scope of work included in our proposal.

### Scope of Work:

- Demolition of the floor space
- Procure and install floor access hatch with safety grating
  - Submittals can be provided upon request
  - 48" x 48" Aluminum Frame Hatch
- Demolition of existing four (4) clear well valves
- Install Valves and valve operator extensions.
  - Valves are Non AIS.
  - 16" Valves
  - Submittals can be provided upon request

**Project Total:**

**\$50,500.00**

### Exclusions:

- P & P bonding (can be provided if needed)
- Material testing (none anticipated)
- Permitting
- Painting
- Davis Bacon Act Wages
- No Dewatering or Bypass Pumping
- Temporary toilets
- General Trades work (i.e. carpentry, concrete, masonry, etc.)
- Mechanical work
- Electrical work
- Assumed one mobilization to perform our work. ?



If you have any questions or concerns regarding the project's scope or cost, please contact the undersigned. We appreciate the opportunity to work with JCI and look forward to continued projects together.

Sincerely,

A handwritten signature in black ink, which appears to read "Kunesh, EIT". The signature is written in a cursive style with a long horizontal stroke extending to the left.

William Kunesh EIT  
Project Engineer

## MEMO

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**TO: Mayor and Council Members**

**FROM: Kevin P. Anderson, City Manager**

**DATE: May 6, 2016**

**RE: Dial-A-Ride 2009 Revised Project Authorization**

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A resolution is on Monday's agenda to approve a revised project authorization under the 2012 – 2016 Master Agreement with the Michigan Department of Transportation (MDOT) relating to the fiscal year 2016 operating grant for the Dial-A-Ride operation. The amendment is for the annual project authorization agreement for the administration of the City's annual state and federal operating assistance grant. Under terms of this Revised Project Authorization, Federal operating assistance funds will be increased by \$23,037 for a total Federal funding amount of \$38,014 budgeted for fiscal year 2016. As in past years, we expect amendments throughout the fiscal year because of ongoing appropriation amendments at the federal and state levels.

### RECOMMENDATION

I recommend Council approve the Project Authorization agreement with the Michigan Department of Transportation (MDOT) relating to the fiscal year 2016 operating grant for the Dial-A-Ride operation.

Councilmember \_\_\_\_\_ offered and moved the adoption of the following resolution; seconded by Councilmember \_\_\_\_\_.

WHEREAS, pursuant to a grant agreement between the Michigan Department of Transportation and the City of Dowagiac it is necessary for the City of Dowagiac to enter into a revised project authorization agreement for its local transportation program for the fiscal year 2016 in order to receive State and Federal financial assistance under provision of Act 51.

NOW, THEREFORE, BE IT RESOLVED that the City of Dowagiac, by the affirmative vote of its City Council, does hereby authorize the Transportation Coordinator to execute the Revised Project Authorization, FY 2016 Section 5311 Operating, attached hereto and by reference made a part hereof as required to receive financial assistance from the Michigan Department of Transportation, in accordance with Act 51, and;

BE IT FURTHER RESOLVED that, for all public transportation matters, the Transportation Coordinator shall provide such information as deemed necessary by the State Transportation Commission or Department for its administration of Act 51 for fiscal year 2016.

ADOPTED/REJECTED

Unsigned Copy  
For Your Files

Date: March 22, 2016  
Agreement No.: 2012-0076  
Authorization No.: P8/R1  
Project Nos.: 129024/130659  
Agenda: MA

**REVISED PROJECT AUTHORIZATION  
CITY OF DOWAGIAC  
FY 2016 SECTION 5311 OPERATING  
FORMULA GRANTS FOR  
RURAL AREAS PROGRAM**

This information is required by the Michigan Department of Transportation (DEPARTMENT) in order to record agreement of utilization of funds provided by the Federal Transit Administration, United States Department of Transportation and the DEPARTMENT. The funds shall be used by the AGENCY in accordance with the above referenced Master Agreement.

Authorization Effective Date: October 1, 2015  
Authorization Expiration Date: September 30, 2016  
Fiscal Year Effective Contract Clauses: 2016

The Federal grants associated with the PROJECT AUTHORIZATION are MI-18-X055-07 and 1207-2016-1.

Award Year: 2016 Federal Item Number: WK0055 and WK0057

The Catalog of Federal Domestic Assistance Number for the Federal Transit Administration Formula Grants for Rural Areas Program is 20.509.

Funding reflects the amount of funds currently available under the Federal appropriation. If additional funds become available, a grant amendment and PROJECT AUTHORIZATION will be prepared.

Payments to the AGENCY under this PROJECT AUTHORIZATION will be based on 18.5% of the estimated eligible costs. The maximum amount to be paid will not exceed 18.5% of the AGENCY's audited costs. If Section 5311 operating assistance funds are insufficient to reimburse at 18.5% of audited costs, a new reimbursement percentage will be calculated for all participating agencies.

In accordance with Section 7 of the Master Agreement, the dollar amount for third party contracts as identified in COMMISSION policy is \$25,000. All agencies who are not self-certified must submit third party contracts over \$25,000 to the DEPARTMENT for approval. Please refer to Section 7 of the Master Agreement for competitive bidding requirements.

The AGENCY will be financially and legally responsible for the terms and conditions of the Special Section 5333(b) labor warranty as agreed to in your annual application. The Special Section 5333(b) Warranty for Section 5311 can be found at: [www.dol.gov/dol/esa/public/regs/compliance/olms/13factsheet.htm](http://www.dol.gov/dol/esa/public/regs/compliance/olms/13factsheet.htm).

The AGENCY agrees to prepare and submit to the DEPARTMENT quarterly operating assistance reports via the Public Transportation Management System (PTMS). Instructions on preparing the report are available in the "Local Public Transit Revenue and Expense Manual" (October 1, 2015, through September 30, 2016). The manual is available on the web at [www.michigan.gov/mdotptd](http://www.michigan.gov/mdotptd) by locating the resources box on the home page and opening the item listed "Audit/Accounting Information."

**The purpose of Revision 1 is to increase operating assistance funds by \$23,037.**

**Funding source:**

2016/7509 \$38,014\* (F)

PRF Nos.: 2016-39

2016-226

\* Grant MI-18-X055-07/WK0055/129024 = \$14,977; grant 1207-2016-1/WK0057/130659 = \$23,037.

**CITY OF DOWAGIAC**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

**MICHIGAN DEPARTMENT OF TRANSPORTATION**

\_\_\_\_\_  
Title: Department Director

## *CITY OF DOWAGIAC*

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**MEMO TO:** Mayor Lyons and City Council Members

**FROM:** Kevin P. Anderson, City Manager

**DATE:** May 6, 2016

**SUBJECT:** Special Assessments

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Each year the Building Department and Customer Service Department reviews the list of bills that have not been paid. A list of all outstanding bills is then prepared for City Council so that special assessments can be levied upon those properties for the expenses that have occurred at those properties.

Three resolutions are on Monday's City Council agenda for the purpose of levying special assessments on a number of properties within the city. The assessments to be levied are detailed in the attachments to the resolutions. The purpose of each resolution is as follows:

- Assessments for utility customers' past due billing that do not comply with Utility Ordinance.
- Assessments for mowing of private lots that do not comply with the Blight Ordinance.
- Assessments for private properties that did not comply with the Blight or Boarded Structures Ordinance and were either cleaned up, boarded or demolished.

### RECOMMENDATION

Approve the three resolutions for the purpose of levying special assessments.

Support Documents:

Cover Memo-City Mgr.  
Resolutions  
Dept. Head Reports



**INTER-DEPARTMENTAL COMMUNICATION**

TO: Kevin Anderson  
*City Manager*

FROM: Deborah Merrill  
*Customer Service Supervisor*

DATE: 5/5/16

RE: Utility Department Special Assessment for 5/01/15 through 10/31/15

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The attached resolution for the May 9, 2016 City Council agenda is for the purpose of levying utility customer special assessments upon private properties:

- Assessments for utility customer's past due billing that do not comply with City Ordinance Section 82.24.

If you have any questions regarding this matter, please contact my office.

enc. Resolution with appendix

Councilmember \_\_\_\_\_ offered and moved the adoption of the following resolution;  
seconded by Councilmember \_\_\_\_\_.

**WHEREAS**, Chapter 82, Section 82.24 (c) of the Dowagiac City Code, "UTILITIES", provides that the City of Dowagiac is authorized to place as a lien on the premises to which electric, water and/or sewer service is provided for delinquent utilities for six (6) months or more; and,

**WHEREAS**, delinquent utilities with such lien are charged on the next property tax bill for the premises; and,

**WHEREAS**, the Dowagiac City Council upon review of the various single premises described in Appendix A attached hereto and incorporated herein by reference, determined by virtue of non-compliance with the provisions of Chapter 82, Section 82-24 (c) of the Dowagiac City Code.

**WHEREAS**, the City Manager has directed the City Assessor to prepare a special assessment roll covering all such charges which have not been paid; and

**WHEREAS**, said roll has been filed with the City Clerk and is now being presented to the Council for confirmation and levy; and

**WHEREAS**, said special assessment roll is attached hereto and made a part of this resolution.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Dowagiac, by the affirmative vote of its City Council, does hereby confirm the attached special assessment roll for the parcels more fully described in Appendix A attached hereto and incorporated herein by reference and directs the City Administration to levy said assessments against the individual properties therein set forth.

ADOPTED/REJECTED

## Assess Bill End Dates

5/1/15-10/31/15

Account #	Parecel Number	Address	Bill End Date	Past Due	Balance
14-1321-6	14-160-100-068-00	505 NEW YORK AVE	09/11/2015	300.95	300.95
13-2987-2	14-160-100-172-00	424 CHESTNUT ST	05/26/2015	2.38	2.38
14-2834-20	14-160-100-220-00	405 W HIGH ST APT 12	08/26/2015	8.47	8.47
13-2685-7	14-160-100-249-00	205 S LOWE ST	05/07/2015	53.68	53.68
01-2209-15	14-160-100-342-00	309 THICKSTUN ST 2	05/27/2015	880.98	880.98
01-2209-15	14-160-100-342-00	309 THICKSTUN ST 2	08/10/2015	326.94	326.94
12-0322-5	14-160-100-774-10	56037 S M-51	05/05/2015	266.07	266.07
14-2182-3	14-160-200-011-00	305 COMMERCIAL ST	09/01/2015	79.07	79.07
14-2202-8	14-160-200-012-00	307 COMMERCIAL ST	10/26/2015	333.11	333.11
14-1040-18	14-160-200-019-00	302 MAIN ST	07/31/2015	58.97	58.97
15-2539-38	14-160-200-059-00	113 COMMERCIAL ST B	05/28/2015	79.49	79.49
15-2540-20	14-160-200-059-00	113 COMMERCIAL ST A	10/02/2015	54.98	54.98
14-0250-2	14-160-200-066-00	108 MAIN ST	07/13/2015	48.05	48.05
10-0186-5	14-160-200-272-00	206 W DIVISION ST	08/03/2015	68.60	68.60
10-2039-8	14-160-200-303-10	210 COURTLAND ST	05/26/2015	105.30	105.30
10-3022-8	14-160-200-360-00	307 ORCHARD ST 3	09/04/2015	125.79	125.79
10-3023-1	14-160-200-360-00	307 ORCHARD ST 2	05/26/2015	22.64	22.64
10-3025-10	14-160-200-360-00	307 ORCHARD ST 1	07/09/2015	22.10	22.10
07-0581-5	14-160-200-855-00	307 JONES ST	06/30/2015	156.81	156.81
10-3427-2	14-160-200-902-00	301 PARSONAGE ST	07/21/2015	51.63	51.63
11-1926-27	14-160-200-916-00	315 N LOWE ST *52	07/01/2015	91.75	91.75
11-1927-6	14-160-200-916-00	315 N LOWE ST *53	08/21/2015	15.62	15.62
05-0067-7	14-160-300-002-10	503 E PRAIRIE RONDE ST	05/26/2015	96.59	96.59
03-1263-3	14-160-300-046-01	430 E DIVISION ST	06/25/2015	75.79	75.79
03-1162-6	14-160-300-053-00	414 E DIVISION ST	08/24/2015	95.12	95.12
16-1901-22	14-160-300-086-10	550 RIVERSIDE DR *5	05/21/2015	1.24	1.24
16-1863-8	14-160-300-087-40	600 RIVERSIDE DR *30	06/03/2015	16.85	16.85
05-2728-26	14-160-300-185-00	110 E RAILROAD ST B	05/06/2015	244.90	244.90
04-2864-10	14-160-300-192-00	608 E PRAIRIE RONDE ST	08/14/2015	30.93	30.93
04-2244-4	14-160-300-231-00	714 E PRAIRIE RONDE ST	06/05/2015	194.84	194.84
04-1364-2	14-160-300-267-00	213 CLYBORN ST	07/22/2015	67.15	67.15
05-1518-27	14-160-300-305-00	115 HAINES ST	05/05/2015	246.73	246.73
04-3364-3	14-160-300-382-00	125 LYLE AVE	09/28/2015	475.47	475.47
04-0864-9	14-160-300-425-00	208 DEWEY ST	06/30/2015	151.06	151.06
04-3104-5	14-160-300-460-00	126 CLYBORN ST	10/07/2015	158.80	158.80
07-2873-9	14-160-300-513-00	207 OAK ST	10/13/2015	58.66	58.66
06-2921-26	14-160-300-523-00	102 MECHANIC ST	05/05/2015	1,766.24	1,766.24
06-2921-26	14-160-300-523-00	102 MECHANIC ST	10/06/2015	726.04	726.04
06-0368-9	14-160-300-569-00	313 W RAILROAD ST	08/31/2015	64.37	64.37
07-2118-18	14-160-300-690-00	208 E PRAIRIE RONDE ST	07/13/2015	12.63	12.63
07-1343-20	14-160-300-698-00	207 E WAYNE ST	05/01/2015	349.86	349.86
03-2584-2	14-160-300-759-00	516 GRAY ST	07/02/2015	85.22	85.22
03-3329-2	14-160-300-839-00	411 E DIVISION ST	06/02/2015	1,051.08	1,051.08
05-0130-13	14-160-300-876-00	420 E RAILROAD ST 1	07/06/2015	48.54	48.54
				\$8,003.17	\$8,003.17
**Highlighted lines contain multiple account balances					



Councilmember \_\_\_\_\_ offered and moved the adoption of the following resolution; seconded by Councilmember \_\_\_\_\_.

**WHEREAS**, Chapter 66, Section 66.19 of the Dowagiac City Code, "Single Lot Assessments-Generally," provides that the City of Dowagiac is authorized to levy a special assessment against single premises for expenses which are chargeable against such premises under the provisions of the Dowagiac City Code, and;

**WHEREAS**, the Dowagiac City Council, upon due consideration and deliberations, determined that certain noxious weeds and grasses were present upon the various single premises described in Appendix A attached hereto and incorporated herein by reference, and that the cutting of such noxious weeds and grasses by the City was necessary by virtue of non-compliance with the provisions of Chapter 86, Section 86.59 of the Dowagiac City Code, and;

**WHEREAS**, the expense incurred with respect to each parcel of land entered upon in carrying out the provisions of said Chapter 86 have been kept, which charges, together with an amount equal to fifty percent (50%) thereof to cover costs of publication, overhead and other expenses, are chargeable against such single premises as provided in Chapter 66 of the Dowagiac City Code, and;

**WHEREAS**, the City Manager has directed the City Assessor to prepare a special assessment roll covering all such charges which have not been paid, together with an additional amount equal to fifty percent (50%) thereof, to cover the cost of publication, overhead and other expenses, and;

**WHEREAS**, said roll has been filed with the City Clerk and is now being presented to the Council for confirmation and levy, and;

**WHEREAS**, said special assessment roll is attached hereto and made a part of this resolution.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Dowagiac, by the affirmative vote of its City Council, does hereby confirm the attached special assessment roll for the parcels more fully described in Appendix A attached hereto and incorporated herein by reference and directs the City Administration to levy said assessments against the individual properties therein set forth.

ADOPTED/REJECTED

**MOWINGS**

<b>Parcel Number</b>	<b>PROPERTY ADDRESS</b>	<b>BALANCE DUE</b>
14-160-100-066-00 Total	413 NEW YORK AVE	\$88.50
14-160-100-118-00 Total	311 GROVE ST	\$177.00
14-160-100-129-00 Total	311 S LOWE ST	\$88.50
14-160-100-152-00 Total	314 POKAGON ST	\$177.00
14-160-100-166-00 Total	413 MICHIGAN AVE	\$132.00
14-160-100-170-00 Total	402 MICHIGAN AVE	\$88.50
14-160-100-177-00 Total	408 S LOWE ST	\$132.00
14-160-100-178-00 Total	412 S LOWE ST	\$88.50
14-160-100-193-00 Total	605 CHESTNUT ST	\$100.25
14-160-100-217-10 Total	417 W HIGH ST	\$249.45
14-160-100-235-00 Total	226 E HIGH ST	\$170.28
14-160-100-242-00 Total	525 S FRONT ST	\$88.50
14-160-100-249-00 Total	205 S LOWE ST	\$229.20
14-160-100-306-00 Total	208 MILLER ST	\$132.00
14-160-100-307-00 Total	206 MILLER ST (VAC)	\$88.50
14-160-100-326-00 Total	106 ALLEN ST (VAC)	\$88.50
14-160-100-327-00 Total	104 ALLEN ST (VAC)	\$1,530.00
14-160-100-328-00 Total	104.5 ALLEN ST (VAC)	\$1,530.00
14-160-100-356-00 Total	404 THICKSTUN ST	\$265.50
14-160-100-371-00 Total	208 PARK PL	\$106.33
14-160-100-476-00 Total	416 MAPLE ST (VAC)	\$265.50
14-160-100-489-00 Total	120 CASS AVE	\$88.50
14-160-100-540-00 Total	209 JEFFERSON ST	\$88.50
14-160-100-582-00 Total	404 JEFFERSON ST	\$219.00
14-160-100-611-00 Total	408 THIRD AVE	\$88.50
14-160-100-628-00 Total	507 CHESTNUT ST	\$354.00
14-160-100-629-00 Total	505 CHESTNUT ST	\$354.00
14-160-100-633-00 Total	208 S LOWE ST	\$265.50
14-160-100-685-00 Total	303 WALNUT ST	\$265.50
14-160-100-686-00 Total	105 GROVE ST	\$88.50
14-160-100-714-00 Total	801 W HIGH ST	\$177.00
14-160-100-741-00 Total	108 CHERRY ST	\$359.46
14-160-100-747-00 Total	105 HALSTEAD ST	\$265.50
14-160-100-752-00 Total	207 HALSTEAD ST	\$177.00
14-160-200-003-00 Total	309 W DIVISION ST	\$88.50
14-160-200-011-00 Total	305 COMMERCIAL ST & 303.5	\$88.50
14-160-200-395-00 Total	203 SPRUCE ST	\$177.00
14-160-200-438-00 Total	403 W TELEGRAPH ST	\$88.50
14-160-200-460-00 Total	403 ORCHARD ST	\$88.50
14-160-200-486-00 Total	402 GREEN ST	\$294.38
14-160-200-518-03 Total	610 ORCHARD ST	\$359.46
14-160-200-815-00 Total	202 W PRAIRIE RONDE ST	\$398.61

**MOWINGS**

<b>Parcel Number</b>	<b>PROPERTY ADDRESS</b>	<b>BALANCE DUE</b>
<b>14-160-200-855-00 Total</b>	307 JONES ST	\$88.50
<b>14-160-200-967-00 Total</b>	302 POPLAR ST	\$88.50
<b>14-160-215-011-00 Total</b>	107 MARION ST	\$88.50
<b>14-160-300-038-00 Total</b>	104 RIVERSIDE DR	\$162.00
<b>14-160-300-044-00 Total</b>	434 E DIVISION ST	\$265.50
<b>14-160-300-053-00 Total</b>	414 E DIVISION ST	\$88.50
<b>14-160-300-102-01 Total</b>	301 CASS AVE	\$88.50
<b>14-160-300-148-00 Total</b>	208 HILL ST	\$88.50
<b>14-160-300-175-00 Total</b>	113 N MILL ST	\$177.00
<b>14-160-300-210-00 Total</b>	611 MCCLEARY ST	\$88.50
<b>14-160-300-409-00 Total</b>	201 SHERWOOD ST	\$88.50
<b>14-160-300-525-00 Total</b>	120 OAK ST	\$88.50
<b>14-160-300-557-00 Total</b>	211 W RAILROAD ST	\$177.00
<b>14-160-300-645-00 Total</b>	305 E TELEGRAPH ST	\$88.50
<b>14-160-300-770-00 Total</b>	406 GRAY ST	\$177.00
<b>14-160-300-831-00 Total</b>	421 E DIVISION ST	\$100.25
<b>14-160-300-846-01 Total</b>	407 E DIVISION ST	\$865.91
<b>14-160-300-911-00 Total</b>	316 E DIVISION ST	\$88.50
<b>Grand Total</b>		<b>\$13,088.58</b>

Councilmember \_\_\_\_\_ offered and moved the adoption of the following resolution; seconded by Councilmember \_\_\_\_\_.

**WHEREAS**, Chapter 66, Section 66.19 of the Dowagiac City Code, "Single Lot Assessments-Generally," provides that the City of Dowagiac is authorized to levy a special assessment against single premises for expenses which are chargeable against such premises under the provisions of the Dowagiac City Code; and

**WHEREAS**, the Dowagiac City Council, upon due consideration and deliberation, determined for the preservation of the public peace, health and safety of the city that certain deteriorating property condition(s) existed on private properties described in Appendix A, attached hereto and incorporated herein by reference, and that the abatement by the City of such deteriorating property condition(s) was necessary by virtue of non-compliance with the provisions of Chapter 18 of the Dowagiac City Code; and

**WHEREAS**, this expense is chargeable against such premises and the owner thereof under the provisions of the Charter, the Code and the law of the State of Michigan and is not of the class required to be prorated among several lots and parcels of land in a special assessment district; and

**WHEREAS**, an account of labor, material, and services for which such expenses incurred has been billed to the property owner by the City Building Official, as provided in Chapter 66 of the Dowagiac City Code; and

**WHEREAS**, this bill had not been paid; and

**WHEREAS**, the City Manager has directed the City Assessor to prepare a special assessment roll covering all such charges which have not been paid; and

**WHEREAS**, said roll has been filed with the City Clerk and is now being presented to the Council for confirmation and levy; and

**WHEREAS**, said special assessment roll is attached hereto and made a part of this resolution.

**NOW, THEREFORE, BE IT RESOLVED** that the Dowagiac City Council hereby confirms the attached special assessment roll for the parcels more fully described in Appendix A attached hereto and incorporated herein by reference and directs the City Administration to levy said assessments against the individual properties therein set forth.

ADOPTED/REJECTED

**OTHER ENFORCEMENTS**

<b>Parcel Number</b>	<b>PROPERTY ADDRESS</b>	<b>BALANCE</b>
14-160-100-752-00	<b>207 HALSTEAD ST Total</b>	\$675.00
14-160-100-235-00	<b>226 E HIGH ST Total</b>	\$8,145.00
14-160-100-685-00	<b>303 WALNUT ST Total</b>	\$3,800.00
14-160-300-563-00	<b>309 W RAILROAD ST Total</b>	\$97.50
14-160-200-435-00	<b>405 GREEN ST Total</b>	\$225.00
14-160-300-846-01	<b>407 E DIVISION ST Total</b>	\$1,485.00
14-160-200-331-00	<b>410 W DIVISION ST Total</b>	\$195.00
	<b>Grand Total</b>	\$14,622.50

## CITY OF DOWAGIAC

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**MEMO TO:** Mayor Lyons and City Council Members

**FROM:** Kevin P. Anderson, City Manager

**DATE:** May 6, 2016

**SUBJECT:** FY 2016-17 Budget

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Attached you will find the City Manager's recommended budget for the Fiscal Year 2016-17, which will begin October 1, 2016. The budget is presented by fund and you will see comparison years from two prior fiscal years, the current year's projected budget, and the recommended budget.

A public hearing is scheduled for May 23, 2016 and Council will be asked to consider adopting the budget on the same night.

### **General Budget Topics:**

The revenue streams are expected to improve slightly. Although we will not have definitive confirmation prior to deadlines to adopt a budget, constitutional State Shared Revenues are expected to rise slightly due to increases in state sales tax revenues, but legacy business tax credits will slow the growth of revenues available to municipalities for the next 4-7 years. Taxable valuation of real property within the City of Dowagiac will remain relatively constant.

In spite of this relatively positive news regarding revenue sources, the challenge that continues is to assess how services are delivered to the community and find new ways to deliver the service because revenues remain significantly lower than several years ago. Investment in infrastructure needs to continue and the current budget does allow for capital projects for roads and utilities at similar levels to the previous year.

The largest challenge for next year continues to be the Solid Waste Fund. It has become clear that, in spite of other cuts within solid waste, the current revenue stream will not support the monitoring obligations for the Nubour landfill any longer and the millage to support those increased costs is included in this budget. Throughout the coming year we will continue to explore which revenue streams to commit to this long term financial obligation.

All utility expenses were reviewed and it was determined that a rate increase for Electric, Sewer, and Water was required to maintain services at their current levels.

## **General Fund**

Michigan's overall economy has shown some improvement and sales tax revenues have increased. This means that the constitutional shared revenue will increase slightly, which will help with the inflationary cost from vendors. The outlook for General Fund revenues is for revenues to continue to remain at current levels or increase slightly, at least in the short-term.

The biggest revenue expenditure continues to be public safety (i.e. police and fire). Also within public safety is CCDET, which is a partnership with the Cass County Sheriff's Department to combat drug trafficking in and around Cass County. The City receives reimbursement from the County for direct costs in support of this program. The City also contracts with portions of Pokagon Township, Southwestern Michigan College, and the Pokagon Band for fire protection services. Over the past several years the Motor Pool Fund has been adequate to fund vehicle replacement programs throughout the City's operating funds.

## **Special Revenue Funds**

The special revenue funds have a wide variety of operations, including major and local streets, solid waste, LDFA and TIF projects, the MSHDA rental rehab program, and the municipal facilities improvement funds. The special revenue funds cover a wide variety of single purpose operations of the city.

## **Enterprise Funds**

Combined enterprise funds are the largest revenues and expenditures for the City. The enterprise funds consist of the electric, water, sewer, as well as the DART operations. Costs to operate the wastewater treatment plant are shared with the Village of Cassopolis, Sister Lakes and Indian Lake utilities. Revenues and expenditures in these funds have stabilized. A significant Wastewater Treatment Plant capital project has been approved and construction has taken place during FY 2015-16.

DART is the Dial-A-Ride Transit System that is available in and around the city limits with the bulk of the funding for this operation coming from State and Federal funds. However, there have been reductions in those levels of funding over the past several years and this fund operates at a deficit. The city is now contracting with Cass County Transit for many of the transportations services.

## **Trust and Agency Funds**

These funds include the health/drug self insurance program, the cemetery trust fund, retiree health insurance and the fire insurance escrow fund. State law stipulates that interest from the Cemetery Perpetual Care Fund can be used to pay for ongoing upkeep of Riverside Cemetery. Additionally, all trust and agency funds are non-reverting funds, which means that balances in any of these funds carry forward from one year to the next to assure that funds are available when needed.

It is my hope that this budget document becomes an effective communication tool for the elected officials, management and citizens of the City of Dowagiac.

## RECOMMENDATION

Set the public hearing for public notification of the budget.

### Support Documents:

- Cover Memo-City Mgr.
- Resolution
- Notice of Public Hearing
- Budget Summary
- Budget Detailed

Councilmember \_\_\_\_\_ offered and moved the adoption of the following resolution;  
seconded by Councilmember \_\_\_\_\_.

**WHEREAS**, the Dowagiac City Charter requires that a complete itemized budget proposal must be presented to the City Council; and

**WHEREAS**, City Council has begun a review of the proposed budget so that action can be taken on a budget pursuant to City Charter requirements; and

**WHEREAS**, prior to adoption of a budget the public is to be notified of a public hearing regarding the proposed budget.

**NOW, THEREFORE, BE IT RESOLVED** that the Dowagiac City Council acknowledges that the tentative budget for the fiscal year ending September 30, 2017 has been received for further review by the City Council.

**BE IT FURTHER RESOLVED** that the City Clerk be instructed to place on display copies of this proposed budget and to publish notice of a public hearing thereon at least six (6) days in advance of the May 23, 2016 City Council Meeting.

ADOPTED/REJECTED

CITY OF DOWAGIAC

NOTICE OF PUBLIC HEARING

Please take notice that a public hearing before the Dowagiac City Council will be held in the Council Chambers of the Dowagiac City Hall, 241 South Front Street, Dowagiac, Michigan on Monday, May 23, 2016 at 7:00 p.m. to hear comments on the tentative budget for the fiscal year ending September 30, 2017.

**THE PROPERTY TAX MILLAGE RATE PROPOSED TO BE LEVIED TO SUPPORT  
THE PROPOSED BUDGET WILL BE SUBJECT OF THIS MEETING.**

Pursuant to PA42 of 1995 and Section 16 of the Uniform Budgeting and Accounting Act, a copy of the tentative budget is on file with the Clerk's office at City Hall. All notification and hearing requirements have been met by this publication.

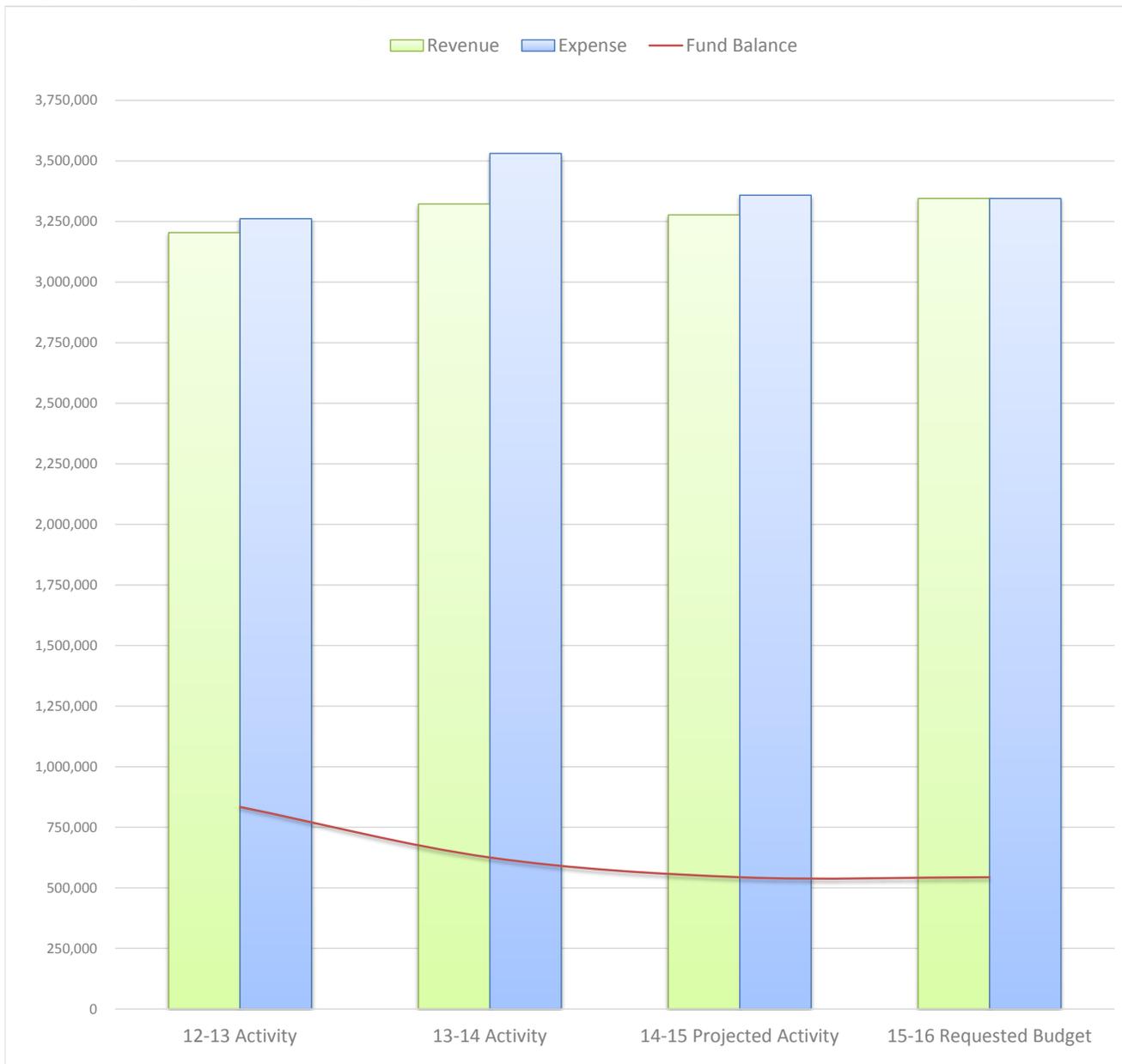
Dated: May 12, 2016

Jane P. Wilson, City Clerk

**GENERAL FUND**

The General Fund accounts for resources traditionally associated with governments that are not required to be accounted for in another fund. In the City of Dowagiac the functions of the General Fund include Legislative, General Administration, Grounds, Police, Fire Development and Public Services activities not recorded in Special Revenue or Enterprise Funds. The General Fund is the designated repository per Michigan law for ad valorem property taxes. Other revenue sources for the General Fund are state-shared revenues and transfers from other funds. Detailed line item information is available after the itemized activity page.

## 101 - GENERAL FUND



GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
<b>Fund 101 - GENERAL FUND</b>					
ESTIMATED REVENUES					
Dept 191-ELECTIONS		0	3,353	0	0
Dept 208-PARKS		0	0	0	1,500
Dept 212-TAXES/ADMINISTRATIVE FEES		1,603,859	1,606,897	1,625,600	1,635,100
Dept 213-INTEREST/MISCELLANEOUS		5,970	4,368	5,000	5,000
Dept 214-CITY HALL OPERATIONAL OVERHEAD		74,688	76,408	75,000	77,050
Dept 216-LICENSES & PERMITS		59,972	61,282	59,300	61,350
Dept 265-GROUNDS MAINTENANCE		30,831	30,605	16,000	26,000
Dept 276-CEMETERY		31,827	44,798	42,500	46,500
Dept 299-LOCAL REVENUE SHARING		25,253	23,554	38,000	30,000
Dept 299-STATE REVENUE SHARING		644,036	652,828	666,100	687,000
Dept 301-POLICE		96,855	126,558	123,300	120,600
Dept 302-CASS COUNTY DRUG ENFORCEMENT TEAM		245,896	242,603	291,000	316,300
Dept 316-SCHOOL CROSSING GUARD		1,880	1,735	2,000	2,000
Dept 336-FIRE		106,713	95,923	81,500	79,000
Dept 371-BUILDING/PLANNING/CUSTOMER SERVICE		94,836	76,758	89,000	93,500
Dept 448-PARKING LOTS/SIDEWALK/BIKE PATH		450	0	0	0
Dept 537-AIRPORT		65,981	155,599	68,200	72,200
Dept 804-MUSEUM		115,247	119,283	94,900	91,900
TOTAL ESTIMATED REVENUES		3,204,294	3,322,552	3,277,400	3,345,000
APPROPRIATIONS					
Dept 100-		(30)	0	0	0
Dept 101-MAYOR CITY COUNCIL		8,757	12,494	15,510	15,600
Dept 172-CITY MANAGER		60,912	59,938	59,590	61,300
Dept 191-ELECTIONS		9,703	9,081	14,700	12,300
Dept 192-ELECTIONS (CONSOLIDATED)		162	0	0	0
Dept 201-FINANCE		64,960	65,777	91,920	85,900
Dept 208-PARKS		0	0	0	3,050
Dept 209-ASSESSOR		29,078	29,553	29,790	29,850
Dept 210-CITY ATTORNEY		5,260	34,889	40,000	30,000
Dept 215-CITY CLERK		46,962	37,562	26,350	31,650
Dept 263-MUNICIPAL BUILDING		136,720	132,086	111,500	102,750
Dept 265-GROUNDS RECREATION FEES/MAINTENANCE		225,739	252,125	227,320	228,350
Dept 301-POLICE		1,103,879	1,192,179	1,243,760	1,240,050
Dept 302-CASS COUNTY DRUG ENFORCEMENT TEAM		239,445	249,970	292,720	316,300
Dept 303-PART-TIME POLICE		18,288	17,297	23,900	23,500
Dept 316-SCHOOL CROSSING GUARD		6,939	7,473	7,600	7,650
Dept 336-FIRE		521,208	582,189	578,590	586,900
Dept 371-BUILDING/PLANNING/CUSTOMER SERVICE		109,931	121,864	122,390	117,450
Dept 448-PARKING LOTS/SIDEWALKS		10,949	5,383	15,460	8,950
Dept 487-BOND PAYMENTS		121,587	119,771	132,000	118,750
Dept 537-AIRPORT		81,814	167,437	80,010	100,050
Dept 804-MUSEUM		102,124	202,337	97,630	96,650
Dept 941-CONTINGENCY		0	331	60,000	60,000
Dept 953-UNEMPLOYMENT REIMBURSEMENT		8,070	7,102	15,000	7,000
Dept 954-INSURANCE		3,935	8,462	30,000	9,000
Dept 985-TRANSFERS		345,354	215,808	43,000	52,000
TOTAL APPROPRIATIONS		3,261,746	3,531,108	3,358,740	3,345,000

NET OF REVENUES/APPROPRIATIONS - FUND 101	(57,452)	(208,556)	(81,340)	0
BEGINNING FUND BALANCE	865,030	833,807	625,251	543,911
FUNDING BALANCE ADJUSTMENTS	26,229	0	0	0
ENDING FUND BALANCE	<u>833,807</u>	<u>625,251</u>	<u>543,911</u>	<u>543,911</u>

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## GENERAL FUND REVENUES BY TYPE

The City of Dowagiac's General Fund revenue comes from a variety of sources, the largest of which comes from property taxes. Approximately 49 percent of all General Fund revenue comes from tax on real property, personal property and payment in lieu of taxes. Due to state legislation, the tax on real property remains quite steady each year. The General Fund revenue mix continues to rely on payment in lieu of taxes from all of the City's Enterprise Funds. Payment in lieu of taxes are budgeted in the amount of 12.63 percent of all General Fund revenues. State Shared Revenue are projected to increase for FY 2013-14 but the exact amount has yet to be determined by the legislature.

### TAXES/ADMINISTRATIVE FEES

Taxes and Administrative Fees account for real and personal property tax revenues collected as well as Payments in Lieu of Taxes, the collection of penalties and interest for late payments and tax administration fees incurred.

### INTEREST/MISCELLANEOUS

Interest on investments is the primary source of income in these accounts.

### CITY HALL OPERATIONAL OVERHEAD

In previous years this was titled Interfund Transfer. Now that labor costs are directly allocated to funds, this amount reflects the shared cost of paper, copiers, utilities, etc. at City Hall that supports the operations of other funds.

### LICENSES AND PERMITS

Licenses and Permits account for revenues received from local liquor licenses, cable TV franchise fees, dog licenses and City licenses, such as yard/rummage sale permits.

### GROUNDS/RECREATION FEES/MAINTENANCE

Grounds/Recreation Fees account primarily for revenues received for the use of various City parks. Revenue from park related grants are also shown in these accounts.

### CEMETERY

Cemetery revenues account for the sale of cemetery lots, the collection of grave fees and tent rental during services, charges for foundations, and miscellaneous fees incurred for funeral services.

### STATE REVENUE SHARING

The City of Dowagiac receives revenue sharing payments from the State of Michigan. The Michigan Constitution allocates a portion of the state sales tax to be distributed to local units on a per capita basis, using the last decennial census to determine population. The Legislature has allocated an additional portion, known as the Statutory portion, of the sales tax to be distributed to the local units, in lieu of the income and single business taxes no longer being collected.

**POLICE**

Police revenue accounts for activities associated with traffic enforcement, ordinance violations, and district and local fines. Grants, service fees and donations are accounted for in this category as well as reimbursements from the Cass County Drug Enforcement Team for wage and fringe benefit costs to the City.

**SCHOOL CROSSING GUARDS**

Reimbursements received from the Dowagiac Union School District for their portion of the cost of wages for School Crossing Guards.

**FIRE**

Fire revenue accounts for activities associated with Fire I and II Training class fees and for fire agreements between the City and surrounding townships.

**BUILDING/PLANNING**

Building/Planning revenue accounts for activities associated with code enforcement, as well as permit fees incurred for building, electrical, mechanical, plumbing permits and other fees.

**AIRPORT**

Airport revenue accounts for activities associated with federal and state grants, aviation fuel sales and rent/lease payments for hangar space.

**MUSEUM**

Museum revenue accounts for activities associated with the museum, artifact revenue, fellowship income, book sales, membership fees, donations, etc. This fund also is being reimbursed yearly by Southwestern Michigan College for their the cost of wages for the Museum Curator.

**FUND BALANCE ALLOCATION**

If retained earnings are proposed to be used, the amount being used will show up in this account.

### **GENERAL FUND EXPENDITURES (Appropriations) BY TYPE**

The largest single General Fund expenditures consist of wages and benefits. These wages support the following operations: City Council, City Manager's office, Elections, Municipal Building/General Services, Finance office, Assessing, City Clerk, City Treasurer, Grounds Maintenance, Police, Fire, Building Department, Planning and Development, Airport, Major and Local Streets, Parking Lots and Sidewalks, and the Museum. The City contracts for legal services, assessing, and accounting services. Other expenditures include charges for utility costs and repairs and maintenance of equipment and buildings. Other services and charges include several miscellaneous charges, including travel and training, subscriptions and memberships and publication. Transfers out include transfers to pay the General Fund's share of debt payments and contributions to capital funds for building improvements.

### **GENERAL FUND – REVENUES AND EXPENDITURES – FUND 101**

The General Fund accounts for revenues and expenditures that are not required to be accounted for in another fund. In the City of Dowagiac the functions of the General Fund include Legislative, General Administration, Grounds Maintenance, Police, Fire, Planning and Development, and Public Service activities not recorded in Special Revenue or Enterprise Funds. The General Fund is the designated repository per Michigan law for ad valorem property taxes. Other revenue sources for the General Fund are state shared revenues, local revenue sharing, transfers from other funds, fees and interest.

### **MAYOR AND CITY COUNCIL – DEPARTMENT 101**

The Mayor and Council make policy decisions regarding city services and other governmental responsibilities of the city. Most policy decisions occur through the adoption of the annual budget, capital improvement projects and other ordinances and resolutions. The Council also:

- Amends and adopts policies that govern the health, safety and welfare of the City;
- Hires the City Manager to oversee the day-to-day operations of the City;
- Adopts a budget and establishes utility rates;
- Appoints members to various Advisory Boards and Commissions, Task Forces and Committees;
- Appoints members to Dowagiac District Library Board and Cass-Van Buren Emergency Services Authority;
- Enters into agreements with other governments as needed.

The Mayor is elected to a four-year term, Council members are elected to four-year staggered terms from three wards.

### **CITY MANAGER – DEPARTMENT 172**

The City Manager is responsible for day-to-day operations of all city services. The Manager implements the policies and directions of City Council by working with and directing Department Heads and staff. The City Manager is also responsible for communication and coordination of services among residents, municipal officials, employees and other governmental and social agencies.

**ELECTIONS – DEPARTMENT 191**

The activities within Elections are coordinated by the City Clerk who is responsible for all local, special, state, county and federal elections held with the wards of Dowagiac. Maintaining the Qualified Voter File is also the responsibility of the City Clerk. Annual expenditures for election activity are determined, in part, by the number of elections held each year.

**ELECTIONS (CONSOLIDATED) – DEPARTMENT 192**

Consolidated elections, per state law, may be held in February, May (school), August and November. Annual expenditures for election activity are determined, in part, by the number of elections held each year.

**FINANCE – DEPARTMENT 201**

The Finance Department is responsible for developing and maintaining sound financial management information systems by developing policies and practices that preserve and protect the city's financial resources. The Finance Department provides the City Council and City administration with timely, accurate financial information to facilitate daily operations and decision making. The City Treasurer is an elected position in the Finance Department. The City Treasurer is responsible for the custody of all public monies of the City. Additionally, the Treasurer shall oversee the billing and collection of City taxes.

**PARKS – DEPARTMENT 208**

The City Parks department is responsible for day to day site upkeep of the public parks.

**ASSESSOR – DEPARTMENT 209**

The City Assessor has the responsibility for distributing the property tax burden in a fair and equitable manner, administering the Board of Review and maintaining ownership records for the City's real and personal property.

**CITY ATTORNEY – DEPARTMENT 210**

The City contracts with a law firm to provide legal services to the City Council and other departments regarding municipal matters, which include general municipal matters and prosecuting attorney services for ordinance violations, traffic citations, etc.

**CITY CLERK – DEPARTMENT 215**

The City Clerk coordinates all local, special, state, county and federal elections. Additionally, the City Clerk is the custodian of city records and maintains a complete and permanent history of actions taken by the City Council while taking accurate minutes and indexing meetings and related documents in a logical and systematic manner.

**MUNICIPAL BUILDING – DEPARTMENT 263**

The Municipal Building Fund accounts for activities relating to the day-to-day business operations of the City including postage, cleaning and maintenance activities and utilities.

**GROUNDS DEPARTMENT – DEPARTMENT 265**

The Grounds Department accounts for the costs associated with the maintenance of city parks, the Central Business District, as well as other properties within the City of Dowagiac. General upkeep as well as landscaping and restroom maintenance is included in this activity. Operation and maintenance of Riverside Cemetery falls within this department. The expense of operating the cemetery is partially offset by the charges for services.

**POLICE – DEPARTMENT 301**

The Police Department is responsible for promoting the health, safety and welfare of the citizens and businesses of the community in order to assure a high quality of life. Around the clock police coverage is provided to the City.

**CASS COUNTY DRUG ENFORCEMENT TEAM – DEPARTMENT 302**

The Cass County Drug Enforcement Team is responsible for special drug enforcement activities throughout the City of Dowagiac and Cass County. A county-wide millage funds 100% of the activities of the CCDET. City of Dowagiac officers are assigned to this task force.

**SCHOOL CROSSING GUARD – DEPARTMENT 316**

The School Crossing Guard program is cooperatively funded between the school district and the City to provide safety for elementary school children crossing specific intersections on their way to school.

**FIRE – DEPARTMENT 336**

The Fire Department is responsible for providing fire suppression services for residents and businesses of the City of Dowagiac. Additionally, the Fire Department is responsible for coordinating Emergency Management activities with the Cass County Emergency Management Director.

**BUILDING – DEPARTMENT 371**

The Building Department provides for public protection, safety, health and well-being by performing all inspection and enforcement functions necessary to ensure compliance with appropriate building, zoning and related codes. Responsibilities include all plan reviews, Planning Commission, Zoning Board of Appeals, Construction Board of Appeals and electrical, building, plumbing, and mechanical inspection services for the city.

**PARKING LOTS/SIDEWALKS – DEPARTMENT 448**

The Parking Lots/Sidewalk area of the budget provides for maintenance and repair activities of parking lots and sidewalks in the city. During the 2013/2014 FYE there was a consolidation of the Sidewalk Fund (218) into GF, (Fund Balance of \$26,229).

**AIRPORT – DEPARTMENT 537**

The Airport Department provides for the operation of the Dowagiac Municipal Airport.

**MUSEUM – DEPARTMENT 804**

The Museum Department provides for the operation of the Dowagiac Area History Museum.

**CONTINGENCY – DEPARTMENT 941**

Contingency funds are provided to address unforeseen items that may arise without impacting service levels in other departments of the city.

**HEALTH INSURANCE – DEPARTMENT 951**

Previously all General Fund health insurance costs were accounted for in this department. Now that these costs are being directly allocated to departments, this fund will be eliminated in future budgets.

**UNEMPLOYMENT INSURANCE – DEPARTMENT 953**

The City self funds unemployment insurance.

**TRANSFERS – DEPARTMENT 985**

The Transfers department provides for the general funds portion of various expenses which occur in other funds.

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**SPECIAL REVENUE FUNDS**

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The Major and Local Street Funds account for the operations of street maintenance and capital improvements. Financing is provided primarily from the City share of State collected gasoline and other vehicular taxes and from grants, per Public Act 51.

The Parks Fund accounts for the operations of park maintenance and capital improvements.

The Solid Waste Fund accounts for the revenues and expenses associated with the operation of the City's Compost site including the tax levy that is solely designated for this purpose. The current millage rate for this tax is 2.6000 mills.

The Industrial/Economic Development Fund accounts for revenues and expenses associated with all Phases of the Industrial Park.

The Local Development Finance Authority Fund accounts for revenues and expenditures associated with infrastructure improvements in the Industrial Park.

The DDA TIF Project Fund accounts for revenues and expenses associated with the Downtown Development Authority District.

The Rehab Loan Payments Fund accounts for the revenues and expenses associated with the City's Design Review Incentive Program.

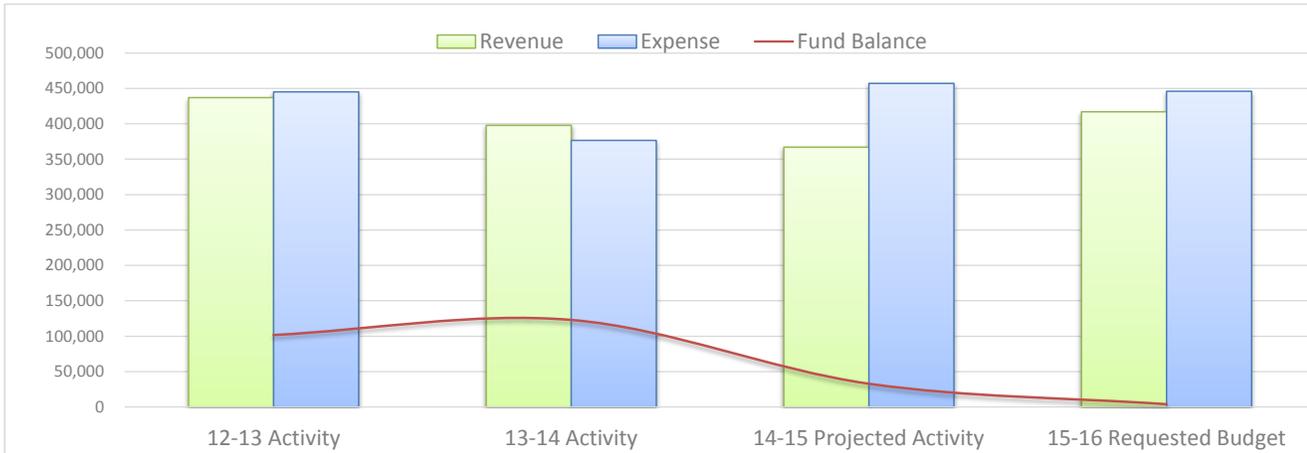
The Rental Rehab Fund accounts for the revenues and expenses associated with the Downtown Rental Rehab Program.

The Municipal Facilities/Improvements Fund accounts for the revenues and expenses associated with building improvements.

The City and Federal Drug Forfeiture Funds account for property seized through appropriate court order.

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## 202 - MAJOR



GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
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### Fund 202 - MAJOR STREETS

#### ESTIMATED REVENUES

Dept 476-STREET REVENUES	437,008	397,838	367,000	417,000
TOTAL ESTIMATED REVENUES	437,008	397,838	367,000	417,000

**Estimated Revenues:** The Major Streets Fund accounts for the revenues related to “major” streets within the City. The fund’s revenues come from the State Act 51 gas and weight tax distributions and transfers from other funds.

#### APPROPRIATIONS

Dept 448-PARKING LOTS/SIDEWALKS/BIKE PATHS	127,973	8,613	600	0
Dept 463-PAVED STREET PRESERVATION	73,721	120,951	240,010	113,600
Dept 468-ROUTINE MAINT CURB/GUTTER	0	0	300	300
Dept 469-ROUTINE MAINT CATCH BASINS	3,103	10,967	5,200	9,050
Dept 473-ROUTINE MAINT BRIDGES	15,841	3,705	15,300	6,300
Dept 475-TRAFFIC SERVICES	16,469	17,206	24,200	22,350
Dept 479-SNOW & ICE	66,904	42,297	32,000	62,500
Dept 483-ADMINISTRATIVE	34,023	34,892	37,220	37,150
Dept 485-FUND TRANSFERS	69,161	107,004	55,500	153,500
Dept 486-MAINT OF STATE TRUNKLINE	37,933	30,906	46,750	41,200
TOTAL APPROPRIATIONS	445,128	376,541	457,080	445,950

**Appropriations:** The Major Streets Fund accounts for the expenditures associated with the operations of street maintenance and capital improvements. Financing is provided primarily from the City’s share of State collected gasoline and other vehicular taxes and from grants, per Public Act 51. Act 51 allows for the transfer of funds to the Local Streets Fund.

NET OF REVENUES/APPROPRIATIONS - FUND 202	(8,120)	21,297	(90,080)	(28,950)
BEGINNING FUND BALANCE	109,767	101,647	122,944	32,864
FUNDING BALANCE ADJUSTMENTS	0	0	0	0
ENDING FUND BALANCE	101,647	122,944	32,864	3,914

# 203 - LOCAL



GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
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**Fund 203 - LOCAL STREETS**

**ESTIMATED REVENUES**

Dept 476-STREET REVENUES	291,104	300,153	332,600	351,600
<b>TOTAL ESTIMATED REVENUES</b>	<b>291,104</b>	<b>300,153</b>	<b>332,600</b>	<b>351,600</b>

Estimated Revenues: The Local Streets Fund accounts for the revenues related to “local” streets within the City. The fund’s revenues come from the State Act 51 gas and weight tax distributions and transfers from the Major Streets Fund.

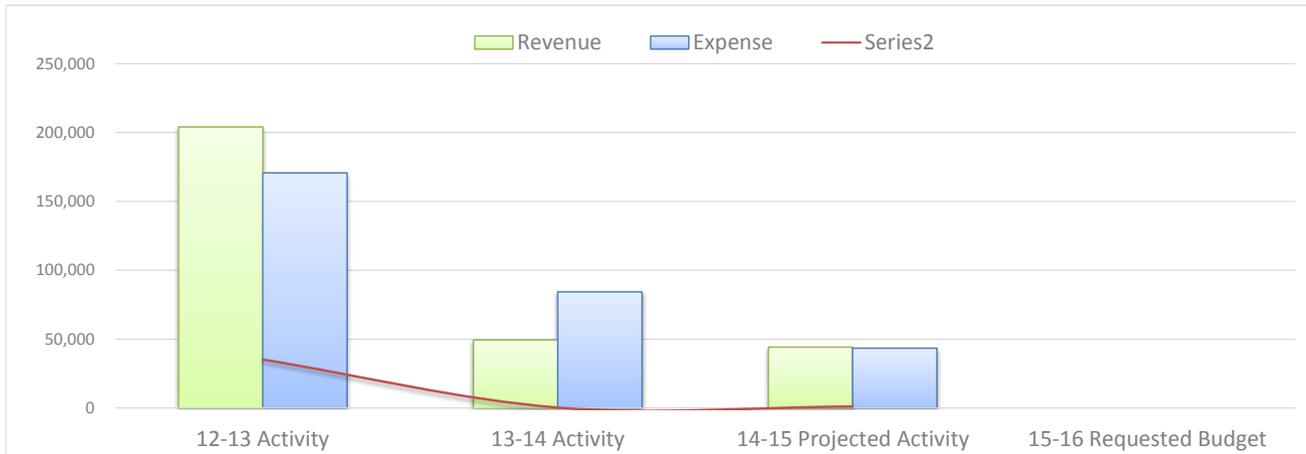
**APPROPRIATIONS**

Dept 463-PAVED STREET PRESERVATION	137,017	175,168	196,850	213,850
Dept 464-ROUTING MAINT UNPAVED STREET	495	699	1,100	1,100
Dept 465-ROUTINE MAINT ALLEY	5,877	4,635	5,000	5,250
Dept 468-ROUTINE MAINT CURB/GUTTER	0	0	500	500
Dept 469-ROUTINE MAINT CATCH BASINS	19,489	21,249	19,200	20,750
Dept 473-ROUTINE MAINT BRIDGES	0	0	200	200
Dept 475-TRAFFIC SERVICES	5,716	7,364	6,500	6,650
Dept 479-SNOW & ICE	93,882	63,557	55,650	71,500
Dept 483-ADMINISTRATIVE	35,978	36,670	40,100	42,450
<b>TOTAL APPROPRIATIONS</b>	<b>298,454</b>	<b>309,342</b>	<b>325,100</b>	<b>362,250</b>

Appropriations: The Local Streets Fund accounts for the expenditures associated with the operations of street maintenance and capital improvements. Financing is provided primarily from the City share of State collected gasoline and other vehicular taxes and from grants, per Public Act 51, as well as transfers from various City funds.

NET OF REVENUES/APPROPRIATIONS - FUND 203	(7,350)	(9,189)	7,500	(10,650)
BEGINNING FUND BALANCE	21,038	13,688	4,499	11,999
FUNDING BALANCE ADJUSTMENTS	0	0	0	0
<b>ENDING FUND BALANCE</b>	<b>13,688</b>	<b>4,499</b>	<b>11,999</b>	<b>1,349</b>

## 208 - PARKS



GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
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**Fund 208 - PARKS**

ESTIMATED REVENUES

Dept 718-INFRASTRUCTURE	204,043	49,465	44,250	0
TOTAL ESTIMATED REVENUES	204,043	49,465	44,250	0

**Estimated Revenues:** The Parks Fund accounts for revenues related to grants, interest earned on reserves, and Park donations as well as transfers from various City funds. **This account has been listed in the GF starting in the 2016/2017 year.**

APPROPRIATIONS

Dept 718-INFRASTRUCTURE	170,713	84,347	43,500	0
TOTAL APPROPRIATIONS	170,713	84,347	43,500	0

**Appropriations:** The Parks Fund accounts for the expenditures associated with contractual and professional services rendered, site maintenance and improvements as well as miscellaneous and capital items. **This account has been listed in the GF starting in the 2016/2017 year.**

NET OF REVENUES/APPROPRIATIONS - FUND 208	33,330	(34,882)	750	0
BEGINNING FUND BALANCE	1,919	35,249	367	0
FUNDING BALANCE ADJUSTMENTS	0	0	0	0
ENDING FUND BALANCE	35,249	367	1,117	0

## 226 - SOLID WASTE



GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
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**Fund 226 - SOLID WASTE**

ESTIMATED REVENUES

Dept 523-REFUSE REMOVAL	398,781	234,481	280,400	225,000
TOTAL ESTIMATED REVENUES	398,781	234,481	280,400	225,000

Estimated Revenues: The Solid Waste Fund accounts for the revenues received from the tax levy that is solely designated for this purpose. The current millage rate for this tax is 2.6000 mills.

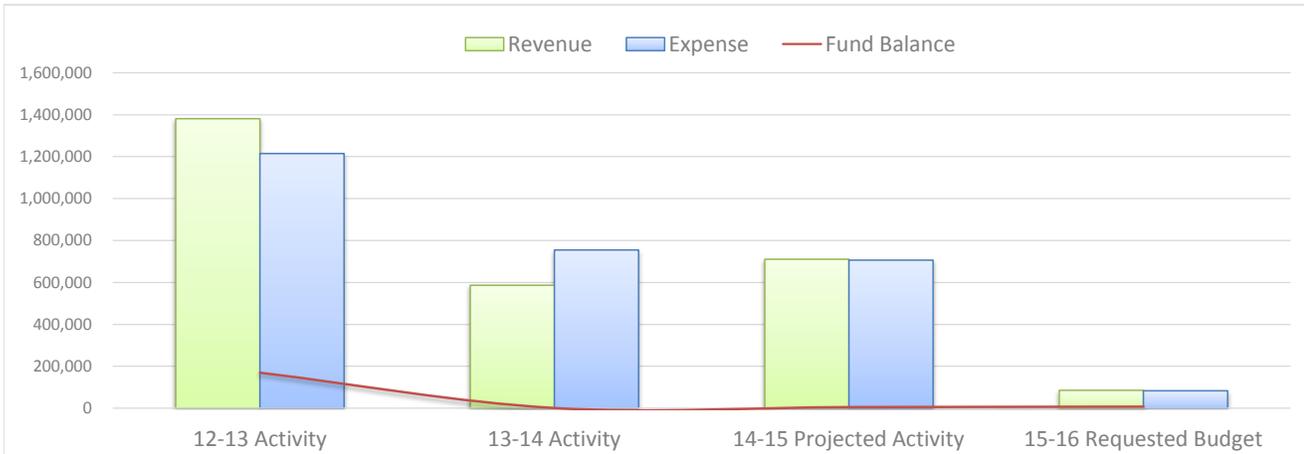
APPROPRIATIONS

Dept 523-REFUSE REMOVAL	420,066	234,221	336,915	349,795
TOTAL APPROPRIATIONS	420,066	234,221	336,915	349,795

Appropriations: The Solid Waste Fund accounts for the expenditures related to the operation and administrative costs, as well as fringe benefit costs associated with the operation of the compost site. There are also ongoing costs in relation to the prior Noubour Landfill site.

NET OF REVENUES/APPROPRIATIONS - FUND 226	(21,285)	260	(56,515)	(124,795)
BEGINNING FUND BALANCE	24,291	3,006	3,266	(53,249)
FUNDING BALANCE ADJUSTMENTS	0	0	0	0
ENDING FUND BALANCE	3,006	3,266	(53,249)	(178,044)

## 240 - Industrial/Economic Development



GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
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### Fund 240 - INDUSTRIAL/ECONOMIC DEVELOPMENT

#### ESTIMATED REVENUES

Dept 261-ECONOMIC DEVELOPMENT	1,380,800	586,330	710,500	85,500
TOTAL ESTIMATED REVENUES	1,380,800	586,330	710,500	85,500

Estimated Revenues: The Industrial/Economic Development Fund accounts for the revenues received from grants, miscellaneous income and transfers from other City funds.

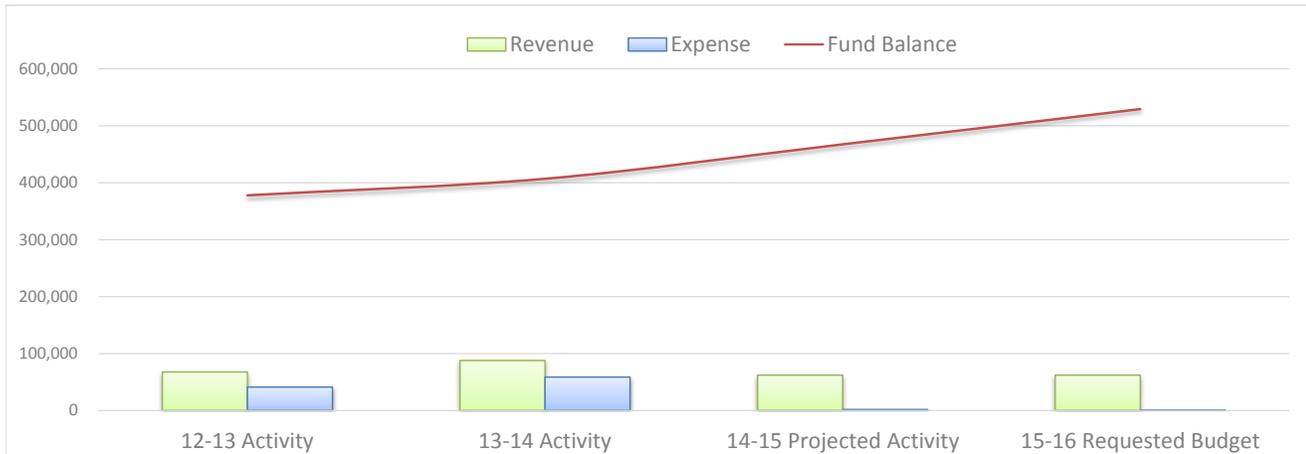
#### APPROPRIATIONS

Dept 261-ECONOMIC DEVELOPMENT	1,214,721	754,670	706,250	83,350
TOTAL APPROPRIATIONS	1,214,721	754,670	706,250	83,350

Appropriations: The Industrial/Economic Development Fund accounts for the expenditures associated with Debt Service payments on Phase IV of the Industrial Park, Debt Service on Phase II of the Industrial Park and miscellaneous operational costs related to industrial and economic development.

NET OF REVENUES/APPROPRIATIONS - FUND 240	166,079	(168,340)	4,250	2,150
BEGINNING FUND BALANCE	3,316	169,395	1,055	5,305
FUNDING BALANCE ADJUSTMENTS	0	0	0	0
ENDING FUND BALANCE	169,395	1,055	5,305	7,455

# 243 - LDFA PROJECT



GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
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**Fund 243 - LDFA PROJECT**

**ESTIMATED REVENUES**

Dept 729-ECONOMIC DEVELOPMENT-INDUSTRIAL	67,590	87,731	62,000	62,000
<b>TOTAL ESTIMATED REVENUES</b>	<b>67,590</b>	<b>87,731</b>	<b>62,000</b>	<b>62,000</b>

Estimated Revenues: The Local Development Finance Authority (LDFA) Fund accounts for the revenues received through Tax Increment Financing capture in the Industrial Park. Under this Development and Tax Increment Plan, the public infrastructure needed to support economic growth in the Industrial Park will be financed from the tax base resulting from industrial plants constructed in the district.

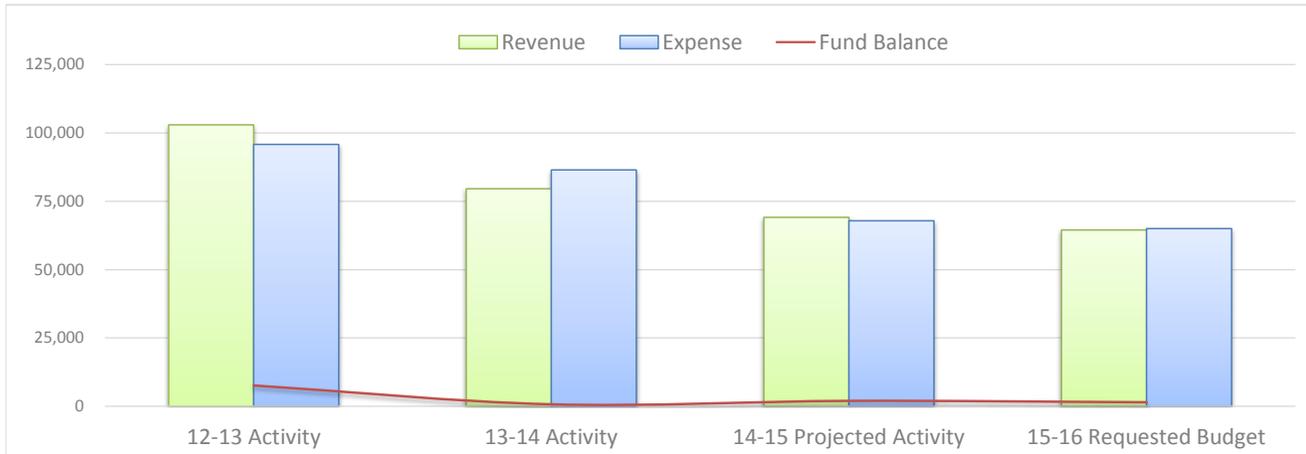
**APPROPRIATIONS**

Dept 729-ECONOMIC DEVELOPMENT-INDUSTRIAL	41,057	58,636	1,560	50
<b>TOTAL APPROPRIATIONS</b>	<b>41,057</b>	<b>58,636</b>	<b>1,560</b>	<b>50</b>

Appropriations: The Local Development Finance Authority (LDFA) Fund accounts for the expenditures associated with Debt Service payment on Electric Fund Loan (7/9/01 \$190,000 @ 3.75% over 11 years with payments of \$2000/yr beginning 7/9/04, \$3000/yr on 4/9/05, \$4000 on 7/9/06 and \$34,599 on each July 10<sup>th</sup> through 7/10/15). There are also minimal costs associated with the industrial park, such as condoing out the plats.

NET OF REVENUES/APPROPRIATIONS - FUND 243	26,533	29,095	60,440	61,950
BEGINNING FUND BALANCE	351,344	377,877	406,972	467,412
FUNDING BALANCE ADJUSTMENTS	0	0	0	0
<b>ENDING FUND BALANCE</b>	<b>377,877</b>	<b>406,972</b>	<b>467,412</b>	<b>529,362</b>

# 245 - DDA TIF PROJECT



GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
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**Fund 245 - DDA TIF PROJECT**

ESTIMATED REVENUES

Dept 850-ECONOMIC DEVELOPMENT	102,971	79,572	69,125	64,500
TOTAL ESTIMATED REVENUES	102,971	79,572	69,125	64,500

Estimated Revenues: The Downtown Development Authority (DDA) TIF Fund accounts for the tax revenues received through Tax Increment Financing capture in the DDA District. Under this Development and Tax Increment Plan, the public infrastructure needed to support economic growth in the Central Business District will be financed from a portion of the tax base in the district. Additional revenues received from the farmer's market, transfer from electric utility, and grants.

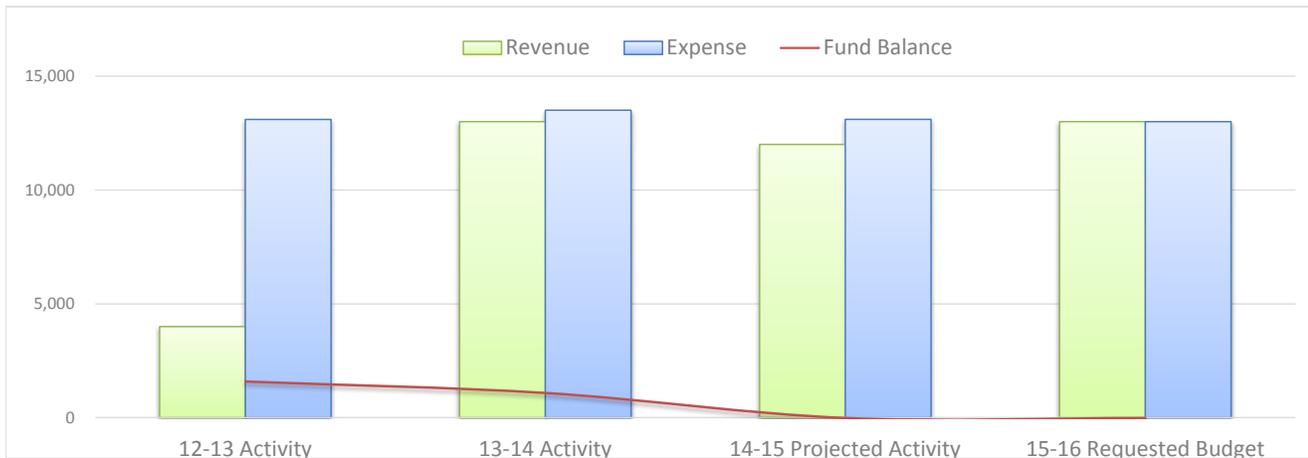
APPROPRIATIONS

Dept 850-ECONOMIC DEVELOPMENT	95,814	86,473	67,870	65,000
TOTAL APPROPRIATIONS	95,814	86,473	67,870	65,000

Appropriations: The Downtown Development Authority (DDA) TIF Fund accounts for expenditures associated with administrative and operational costs.

NET OF REVENUES/APPROPRIATIONS - FUND 245	7,157	(6,901)	1,255	(500)
BEGINNING FUND BALANCE	457	7,614	713	1,968
FUNDING BALANCE ADJUSTMENTS	0	0	0	0
ENDING FUND BALANCE	7,614	713	1,968	1,468

## 252 - REHAB LOAN PAYMENTS



GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
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### Fund 252 - REHAB LOAN PAYMENTS

#### ESTIMATED REVENUES

Dept 821-REDEVELOPMENT & HOUSING	0	13,000	12,000	13,000
TOTAL ESTIMATED REVENUES	4,000	13,000	12,000	13,000

Estimated Revenues: The Rehab Loan Payments Fund accounts for revenue received on revolving loan payments made to the fund from recipients of low interest loans approved to eligible homeowners for rehabilitation work on their homes. Loan funds originate from federal and state grants and the proceeds of this fund.

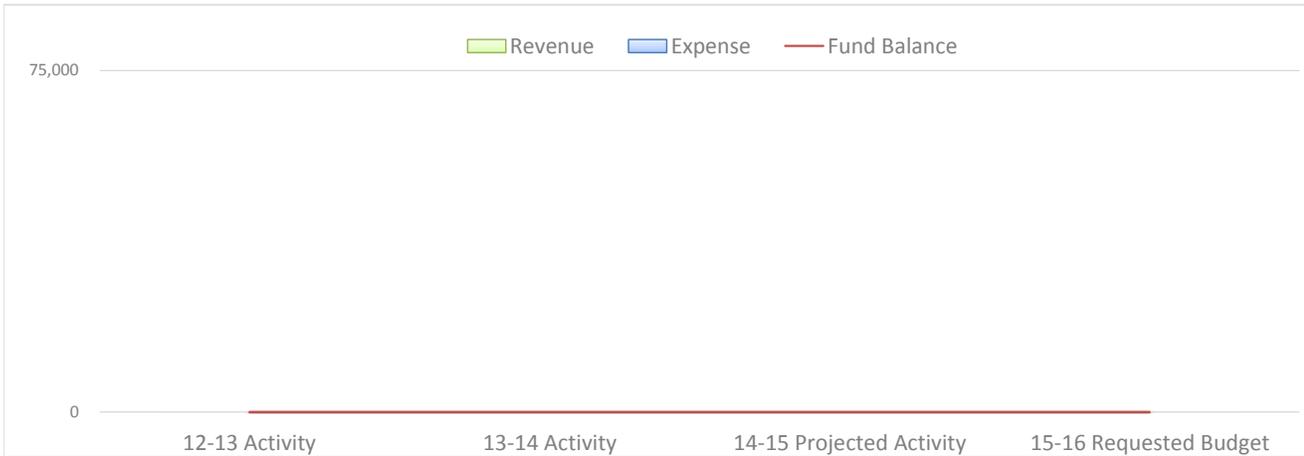
#### APPROPRIATIONS

Dept 821-REDEVELOPMENT & HOUSING	13,096	13,502	13,100	13,000
TOTAL APPROPRIATIONS	13,096	13,502	13,100	13,000

Appropriations: The Rehab Loan Payments Fund accounts for expenditures related to the Design Review Incentive Program, operational overhead, and administrative costs.

NET OF REVENUES/APPROPRIATIONS - FUND 252	(9,096)	(502)	(1,100)	0
BEGINNING FUND BALANCE	10,682	1,586	1,084	(16)
FUNDING BALANCE ADJUSTMENTS	0	0	0	0
ENDING FUND BALANCE	1,586	1,084	(16)	(16)

# 255 - RENTAL REHAB



GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
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**Fund 255 - RENTAL REHAB**

ESTIMATED REVENUES

Dept 821-REDEVELOPMENT & HOUSING	0	0	0	0
TOTAL ESTIMATED REVENUES	0	0	0	0

Estimated Revenues: The Rental Rehab Fund accounts for revenue received from state MSHDA grants and the owner's share of costs to participate in the program. Grant funds are to be used to rehab rental units in the downtown area. These are non-Federal funds, at least 51% of units must be rented to low to moderate income households during a 5-year affordability period. Owners are responsible for 25% of costs for a maximum grant eligible project of \$25,000.

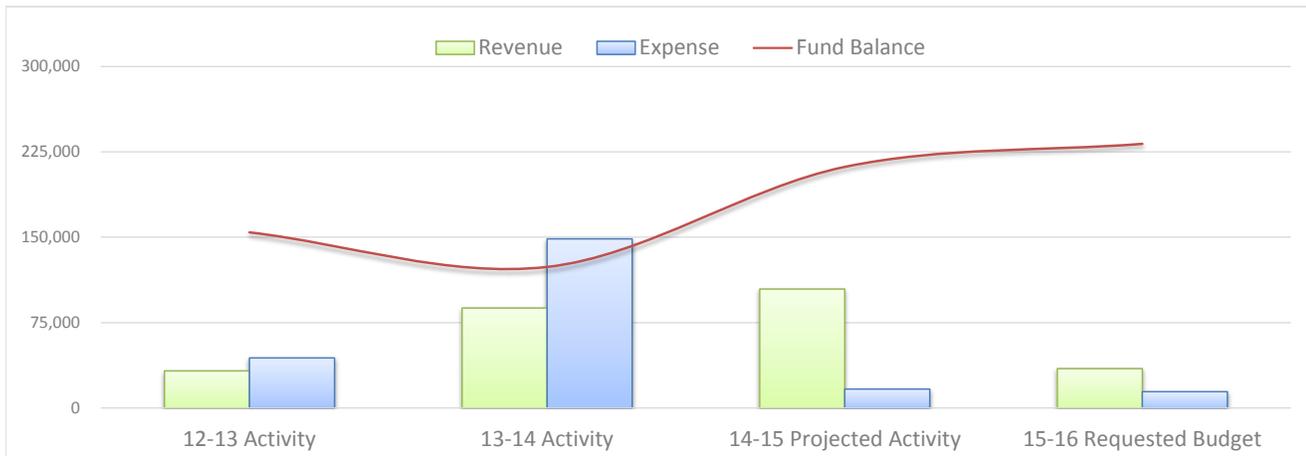
APPROPRIATIONS

Dept 821-REDEVELOPMENT & HOUSING	0	0	0	0
TOTAL APPROPRIATIONS	0	0	0	0

Appropriations: The Rental Rehab Fund accounts for expenditures related to the contractual/professional costs incurred for oversight of the grant and payments for construction costs in the rehab of downtown rental units.

NET OF REVENUES/APPROPRIATIONS - FUND 255	0	0	0	0
BEGINNING FUND BALANCE	0	0	0	0
FUNDING BALANCE ADJUSTMENTS	0	0	0	0
ENDING FUND BALANCE	0	0	0	0

## 265 - MUNICIPAL FACILITIES / IMPROVEMENTS



GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
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**Fund 265 - MUNICIPAL FACILITIES/IMPROVEMENTS**

ESTIMATED REVENUES

Dept 264-BUILDING IMPROVEMENTS	32,631	87,834	104,500	34,600
TOTAL ESTIMATED REVENUES	32,631	87,834	104,500	34,600

Estimated Revenues: The Municipal Facilities/Improvements Fund accounts for the revenue received from grants, interest earned, rental income, loan repayments and transfers from other City funds.

APPROPRIATIONS

Dept 264-BUILDING IMPROVEMENTS	43,144	148,278	16,350	14,250
Dept 483-ADMINISTRATIVE	864	286	300	100
TOTAL APPROPRIATIONS	44,008	148,564	16,650	14,350

Appropriations: The Municipal Facilities/Improvements Fund accounts for the expenditures associated with administrative costs and miscellaneous operational costs related to building overhead and improvements.

NET OF REVENUES/APPROPRIATIONS - FUND 265	(11,377)	(60,730)	87,850	20,250
BEGINNING FUND BALANCE	165,654	154,277	123,901	211,751
FUNDING BALANCE ADJUSTMENTS	0	30,354	0	0
ENDING FUND BALANCE	154,277	123,901	211,751	232,001

# 266 - CITY DRUG FORFEITURE



GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
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**Fund 266 - CITY DRUG FORFEITURE**

ESTIMATED REVENUES

Dept 765-DRUG ENFORCEMENT	0	0	500	500
TOTAL ESTIMATED REVENUES	0	0	500	500

Estimated Revenues: If revenues are received through appropriate court orders for property seized during drug related arrests, budget amendments will be made to use funds according to applicable uses within the enabling legislation.

APPROPRIATIONS

Dept 765-DRUG ENFORCEMENT	3,787	7,111	500	500
TOTAL APPROPRIATIONS	3,787	7,111	500	500

Appropriations: Are reported as they are incurred. Typical expenses include equipment for the police department.

NET OF REVENUES/APPROPRIATIONS - FUND 266	(3,787)	(7,111)	0	0
BEGINNING FUND BALANCE	21,782	17,995	10,884	10,884
FUNDING BALANCE ADJUSTMENTS	0	0	0	0
ENDING FUND BALANCE	17,995	10,884	10,884	10,884

# 268 - FEDERAL DRUG FORFEITURE



GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
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**Fund 268 - FEDERAL DRUG FORFEITURE**

ESTIMATED REVENUES

Dept 765-DRUG ENFORCEMENT	0	0	0	0
TOTAL ESTIMATED REVENUES	0	0	0	0

Estimated Revenues: If revenues are received through appropriate court orders for property seized during drug related arrests, budget amendments will be made to use funds according to applicable uses within the enabling legislation.

APPROPRIATIONS

Dept 765-DRUG ENFORCEMENT	0	0	0	0
TOTAL APPROPRIATIONS	0	0	0	0

Appropriations: Are reported as they are incurred. Typical expenses include equipment for the police department.

NET OF REVENUES/APPROPRIATIONS - FUND 268	0	0	0	0
BEGINNING FUND BALANCE	255	255	255	255
FUNDING BALANCE ADJUSTMENTS	0	0	0	0
ENDING FUND BALANCE	255	255	255	255

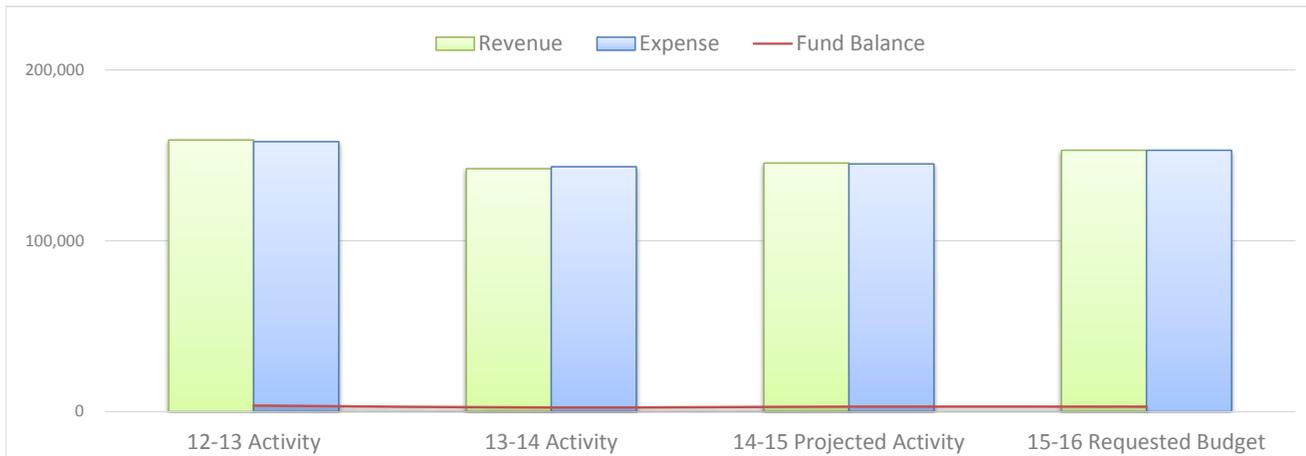
**PROJECT FUNDS**

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The Capital Projects fund encompasses many projects around the town including local paving.

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# 499 - CAPITAL PROJECTS FUND



GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
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**Fund 499 - CAPITAL PROJECTS FUND**

ESTIMATED REVENUES

Dept 446-INFRASTRUCTURE ACTIVITIES	159,002	142,211	145,500	153,000
TOTAL ESTIMATED REVENUES	159,002	142,211	145,500	153,000

Estimated Revenues: The Capital Projects Fund accounts for revenue received from payments-in-lieu-of-taxes earmarked for capital project use and payments for wireless antenna lease space on water towers.

APPROPRIATIONS

Dept 446-INFRASTRUCTURE ACTIVITIES	158,055	143,356	145,000	153,000
TOTAL APPROPRIATIONS	158,055	143,356	145,000	153,000

Appropriations: The Capital Projects Fund accounts for expenditures related to construction expenses on capital projects.

NET OF REVENUES/APPROPRIATIONS - FUND 499	947	(1,145)	500	0
BEGINNING FUND BALANCE	2,543	3,490	2,345	2,845
FUNDING BALANCE ADJUSTMENTS	0	0	0	0
ENDING FUND BALANCE	3,490	2,345	2,845	2,845

## ENTERPRISE FUNDS

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The Electric Utility is a municipal utility serving the City of Dowagiac. The City does not generate electricity. The City purchases wholesale electricity from Indiana Michigan Power through a cooperative formed with other municipal electric utilities. Activities necessary to provide such services accounted for in these funds include, but are not limited to administration, operations, maintenance and construction.

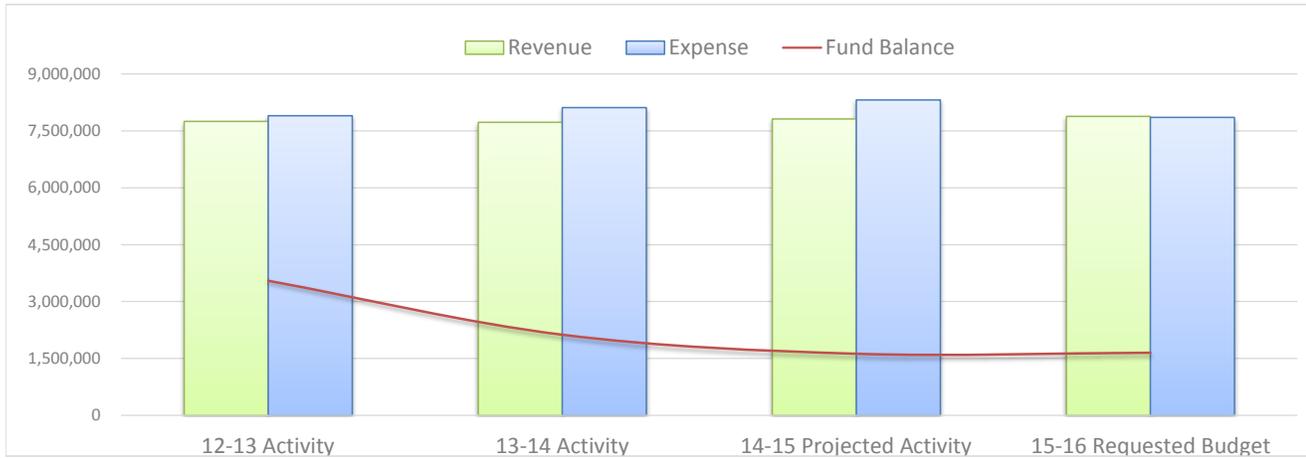
Dial-A-Ride Transit provides public transportation to residents of the City and portions of the surrounding townships. The majority of funding comes from State and Federal grants, as well as a local millage and fares paid to ride.

The Sewer Utility is a municipal sewer service provider to the City of Dowagiac and surrounding communities. The City owns and operates a treatment plant, lift stations and the collection system located within the city limits. Activities necessary to provide such services accounted for in these funds include, but are not limited to administration, operations, maintenance and construction. Additionally, the City contracts with an adjoining township to maintain their lift stations and distribution system.

The Water Utility is a municipal supplier of water to the city. The City owns and operates a water filtration plant, two water towers, one standpipe and the distribution system located within the City limits. Activities necessary to provide such services accounted for in these funds include, but are not limited to administration, operations, maintenance and construction.

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# 582 - ELECTRIC UTILITY



GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
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**Fund 582 - ELECTRIC UTILITY**

**ESTIMATED REVENUES**

Dept 2XX-RENTAL PROPERTIES	0	0	74,200	98,200
Dept 440-OPERATING & NON-OPERATING INCOME	7,750,525	7,725,571	7,740,500	7,783,300
<b>TOTAL ESTIMATED REVENUES</b>	<b>7,750,525</b>	<b>7,725,571</b>	<b>7,814,700</b>	<b>7,881,500</b>

Estimated Revenues: The Electric Utility Fund accounts for the revenue received from the sale of electricity, investment interest, and interdepartmental loan payments.

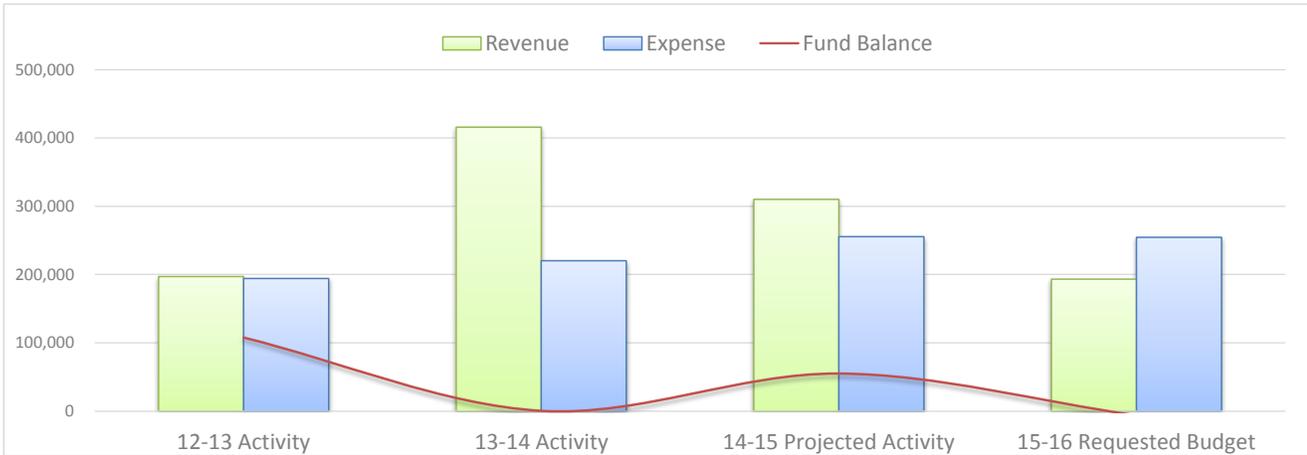
**APPROPRIATIONS**

Dept 2XX- RENTAL PROPERTIES	0	0	327,300	47,750
Dept 441-GENERATION FACILITIES	4,632,368	5,326,623	4,835,000	5,285,000
Dept 442-DISTRIBUTION/COLLECTION	575,295	684,916	759,230	692,950
Dept 483-ADMINISTRATIVE	2,390,989	1,801,140	1,969,360	1,358,750
Dept 487-BOND PAYMENTS	53,631	53,243	58,000	57,000
Dept 580-ENERGY OPTIMIZATION PROGRAM	149,112	147,616	164,280	163,550
Dept 850-ECONOMIC DEVELOPMENT	97,617	100,140	201,990	250,550
<b>TOTAL APPROPRIATIONS</b>	<b>7,899,012</b>	<b>8,113,678</b>	<b>8,315,160</b>	<b>7,855,550</b>

Appropriations: The Electric Utility Fund accounts for the expenditures related to purchased power, remediation costs for oil recovery system (15.0051.2), administrative and operational expenses, transfers to other funds, debt service, payment-in-lieu-of taxes, contractual/professional services and miscellaneous economic development expenses.

NET OF REVENUES/APPROPRIATIONS - FUND 582	(148,487)	(388,107)	(500,460)	25,950
BEGINNING FUND BALANCE	3,697,665	3,549,190	2,125,932	1,625,472
FUNDING BALANCE ADJUSTMENTS	12	(1,035,151)	0	0
<b>ENDING FUND BALANCE</b>	<b>3,549,190</b>	<b>2,125,932</b>	<b>1,625,472</b>	<b>1,651,422</b>

# 588 - DIAL-A-RIDE TRANSPORTATION



GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
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**Fund 588 - DIAL-A-RIDE TRANSPORTATION**

ESTIMATED REVENUES

Dept 959-TRANSPORTATION	197,104	415,771	310,150	193,250
TOTAL ESTIMATED REVENUES	197,104	415,771	310,150	193,250

Estimated Revenues: The Dial-a-Ride Transportation Fund accounts for the revenue received from the tax levy that is solely designated for this purpose. The current millage rate for this tax is .55 mils. Other revenue sources include Federal and State operating assistance, and fares for public transportation provided to residents of the city as well as to a portion of the surrounding townships. In 2015/2016 service for Dart is contracted using Cass County Transportation.

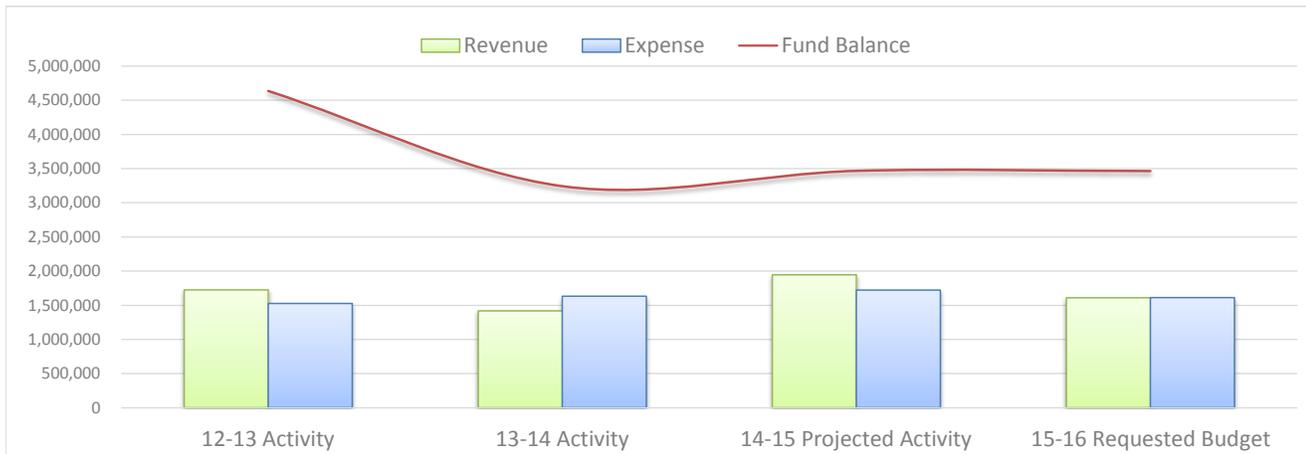
APPROPRIATIONS

Dept 959-TRANSPORTATION	194,221	220,263	255,525	254,530
TOTAL APPROPRIATIONS	194,221	220,263	255,525	254,530

Appropriations: The Dial-A-Ride Transportation Fund accounts for the expenditures associated with administrative costs, utilities, operating supplies, rent for office and garage space, and operations and maintenance costs.

NET OF REVENUES/APPROPRIATIONS - FUND 588	2,883	195,508	54,625	(61,280)
BEGINNING FUND BALANCE	104,814	107,697	379	55,004
FUNDING BALANCE ADJUSTMENTS	0	(302,826)	0	0
ENDING FUND BALANCE	107,697	379	55,004	(6,276)

# 590 - SEWER UTILITY



GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
<b>Fund 590 - SEWER UTILITY</b>					
<b>ESTIMATED REVENUES</b>					
Dept 440-OPERATING & NON-OPERATING INCOME		1,645,809	1,343,607	1,867,900	1,532,800
Dept 536-CAUA		33,968	30,000	30,000	30,600
Dept 985-TRANSFERS		44,889	43,883	48,000	46,000
TOTAL ESTIMATED REVENUES		1,724,666	1,417,490	1,945,900	1,609,400

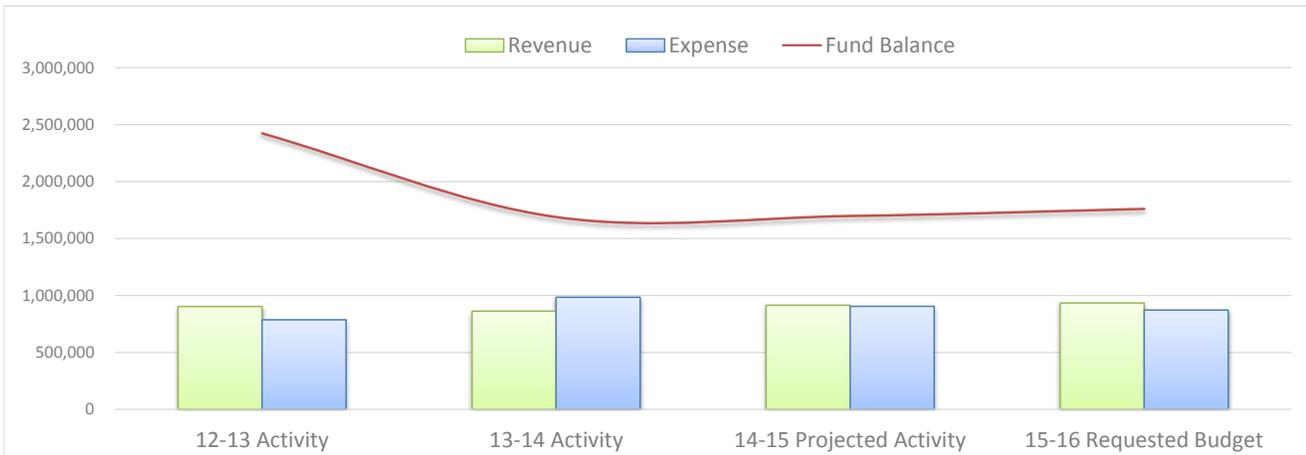
**Estimated Revenues:** The Sewer Utility Fund accounts for revenue received from Industrial Pretreatment surcharges as required by the Federal Water Pollution Control Act; billing, monitoring and O&M fees assessed to Silver Creek Township for sanitary sewer collection; utility sales; transfers from other funds; and other operational revenues. In August of 2013 the City entered into a management contract with CAUA.

<b>APPROPRIATIONS</b>					
Dept 442-DISTRIBUTION/COLLECTION		269,145	350,246	346,430	299,800
Dept 443-WASTEWATER TREATMENT		822,622	837,093	896,190	817,050
Dept 445-METER READ/SERVICE		18,956	19,650	23,100	19,480
Dept 483-ADMINISTRATIVE		276,280	304,389	298,150	294,000
Dept 487-BOND PAYMENTS		34,278	31,240	36,500	87,000
Dept 536-CAUA		19,643	21,714	25,990	24,900
Dept 538-COLLECTION INDIAN LAKE		32,525	20,977	27,850	23,500
Dept 539-COLLECTION SLAUA		52,732	47,083	67,530	46,380
TOTAL APPROPRIATIONS		1,526,181	1,632,392	1,721,740	1,612,110

**Appropriations:** The Sewer Utility Fund accounts for expenditures associated with collection, wastewater treatment, meter reading/service, and administrative expenses related to maintenance and operation of the utility. During the fiscal year 2017 there will be 2 bond issues that are being repaid.

NET OF REVENUES/APPROPRIATIONS - FUND 590	198,485	(214,902)	224,160	(2,710)
BEGINNING FUND BALANCE	4,438,719	4,637,204	3,242,916	3,467,076
FUNDING BALANCE ADJUSTMENTS		(1,179,386)	0	0
ENDING FUND BALANCE	4,637,204	3,242,916	3,467,076	3,464,366

# 591 - WATER UTILITY



GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
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**Fund 591 - WATER UTILITY**

**ESTIMATED REVENUES**

Dept 440-OPERATING & NON-OPERATING INCOME	711,798	668,467	725,250	746,100
Dept 536-CASS COUNTY WATER SYSTEM	191,118	193,775	188,500	187,550
<b>TOTAL ESTIMATED REVENUES</b>	<b>902,916</b>	<b>862,242</b>	<b>913,750</b>	<b>933,650</b>

Estimated Revenues: The Water Fund accounts for revenue received from water utility sales, service fees, and lease payments for wireless antenna space on the water towers, as well as revenue from the Cass County Water System.

**APPROPRIATIONS**

Dept 442-DISTRIBUTION/COLLECTION	327,386	349,681	359,660	321,600
Dept 444-WATER TREATMENT	72,432	54,067	83,000	66,500
Dept 483-ADMINISTRATIVE	240,971	246,537	281,690	281,150
Dept 487-BOND PAYMENTS	15,124	184,027	20,000	24,400
Dept 536-CASS COUNTY WATER SYSTEM	130,359	149,656	160,100	177,900
<b>TOTAL APPROPRIATIONS</b>	<b>786,272</b>	<b>983,968</b>	<b>904,450</b>	<b>871,550</b>

Appropriations: The Water Fund accounts for expenditures associated with distribution, water treatment, and administrative expenses related to maintenance and operation of the utility.

NET OF REVENUES/APPROPRIATIONS - FUND 591	116,644	(121,726)	9,300	62,100
BEGINNING FUND BALANCE	2,307,820	2,424,467	1,689,141	1,698,441
FUNDING BALANCE ADJUSTMENTS	3	(613,600)	0	0
<b>ENDING FUND BALANCE</b>	<b>2,424,467</b>	<b>1,689,141</b>	<b>1,698,441</b>	<b>1,760,541</b>

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**INTERNAL SERVICE FUNDS**

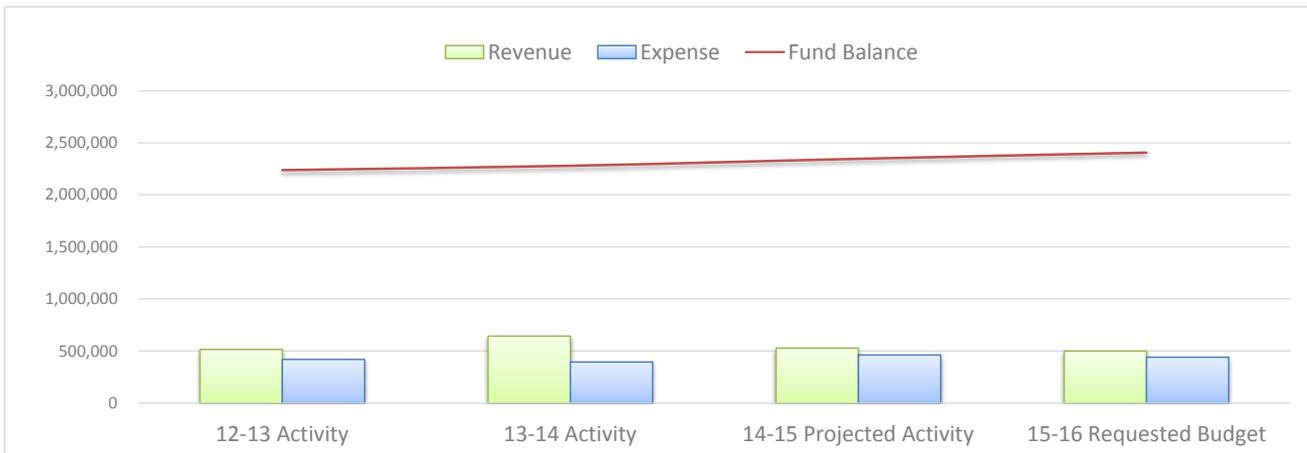
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The Motor Pool Fund accounts for the costs of purchasing, maintaining and operating vehicles and other equipment used by various City departments. Costs are billed to the user departments based on rental rates that are adjusted annually. Replacement costs are also transferred from other departments based on usage.

The Computer Replacement Fund provides computer and software support for City operations. Revenues for the fund come from service fees charged to other City funds. The Computer Replacement Fund accounts for the costs of purchasing and maintaining computer operations for the City. Costs for computer services are billed to the user departments based on rental rates adjusted annually.

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# 661 - MOTOR POOL



GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
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**Fund 661 - MOTOR POOL/EQUIPMENT**

ESTIMATED REVENUES

Dept 932-INTERNAL REPAIR/MAINTENCE	515,069	643,100	528,325	500,000
<b>TOTAL ESTIMATED REVENUES</b>	<b>515,069</b>	<b>643,100</b>	<b>528,325</b>	<b>500,000</b>

Estimated Revenues: The Motor Pool Fund accounts for revenue received from interest, equipment rental charges for use of City vehicles/equipment by Major and Local Streets Funds as required by MDOT, trade-in allowances on vehicles/equipment scheduled for replacement, and retained earnings.

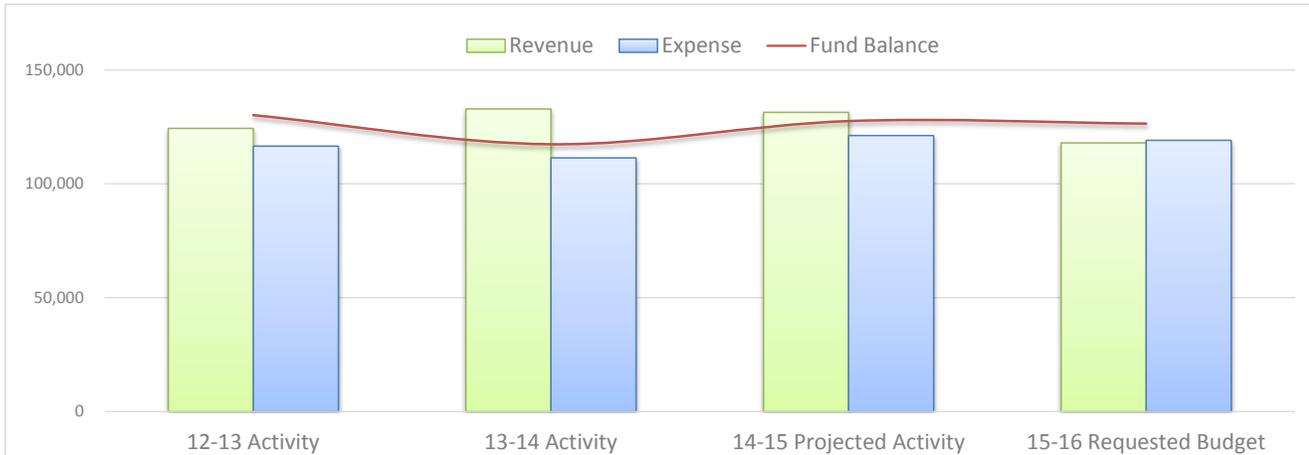
APPROPRIATIONS

Dept 932-INTERNAL REPAIR/MAINTENCE	419,248	394,302	461,550	440,400
<b>TOTAL APPROPRIATIONS</b>	<b>419,248</b>	<b>394,302</b>	<b>461,550</b>	<b>440,400</b>

Appropriations: The Motor Pool Fund accounts for expenditures associated with repair, maintenance and operational expenses related to upkeep of City vehicles and equipment.

NET OF REVENUES/APPROPRIATIONS - FUND 661	95,821	248,798	66,775	59,600
BEGINNING FUND BALANCE	2,141,873	2,237,694	2,279,302	2,346,077
FUNDING BALANCE ADJUSTMENTS	0	(207,190)	0	0
<b>ENDING FUND BALANCE</b>	<b>2,237,694</b>	<b>2,279,302</b>	<b>2,346,077</b>	<b>2,405,677</b>

# 662 - COMPUTER REPLACEMENT



GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
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**Fund 662 - COMPUTER REPLACEMENT FUND**

ESTIMATED REVENUES

Dept 932-INTERNAL REPAIR/MAINTENCE	124,364	132,885	131,400	118,000
<b>TOTAL ESTIMATED REVENUES</b>	<b>124,364</b>	<b>132,885</b>	<b>131,400</b>	<b>118,000</b>

Estimated Revenues: The Computer Replacement Fund accounts for revenue received from equipment rental charges for use of computer equipment by other City departments. The amount of revenue also includes funding future capital purchases based on useful life of current fixed assets.

APPROPRIATIONS

Dept 932-INTERNAL REPAIR/MAINTENCE	116,557	111,398	121,220	119,120
<b>TOTAL APPROPRIATIONS</b>	<b>116,557</b>	<b>111,398</b>	<b>121,220</b>	<b>119,120</b>

Appropriations: The Computer Replacement Fund accounts for expenditures associated with administrative, maintenance and operational expenses related to computer services and equipment for the City.

NET OF REVENUES/APPROPRIATIONS - FUND 662	7,807	21,487	10,180	(1,120)
BEGINNING FUND BALANCE	122,359	130,166	117,388	127,568
FUNDING BALANCE ADJUSTMENTS	0	(34,265)		
<b>ENDING FUND BALANCE</b>	<b>130,166</b>	<b>117,388</b>	<b>127,568</b>	<b>126,448</b>

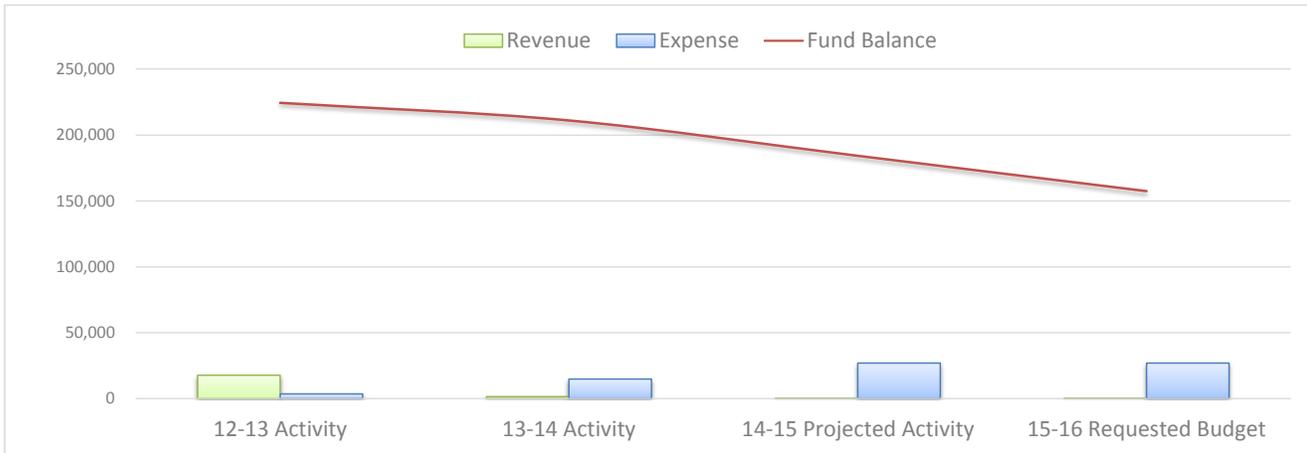
**TRUST AND AGENCY FUNDS**

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The Self-Insurance Fund accounts for the cost of the City self-insured portions of employee health insurance and liability self insurance. The Self-Insurance Funds are administered by a third-party providers that makes direct payment to health care providers, and other insurance companies. Revenue to the fund is provided by charges to the various funds and activities.

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# 667 - HEALTH/DENTAL SELF INSURANCE



GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
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**Fund 677 - HEALTH/DENTAL SELF-INSURANCE FUND**

ESTIMATED REVENUES

Dept 951-HEALTH INSURANCE	17,778	1,504	200	200
<b>TOTAL ESTIMATED REVENUES</b>	<b>17,778</b>	<b>1,504</b>	<b>200</b>	<b>200</b>

Estimated Revenues: Interest; a portion of this account has been placed into a CD to earn better interest rates.

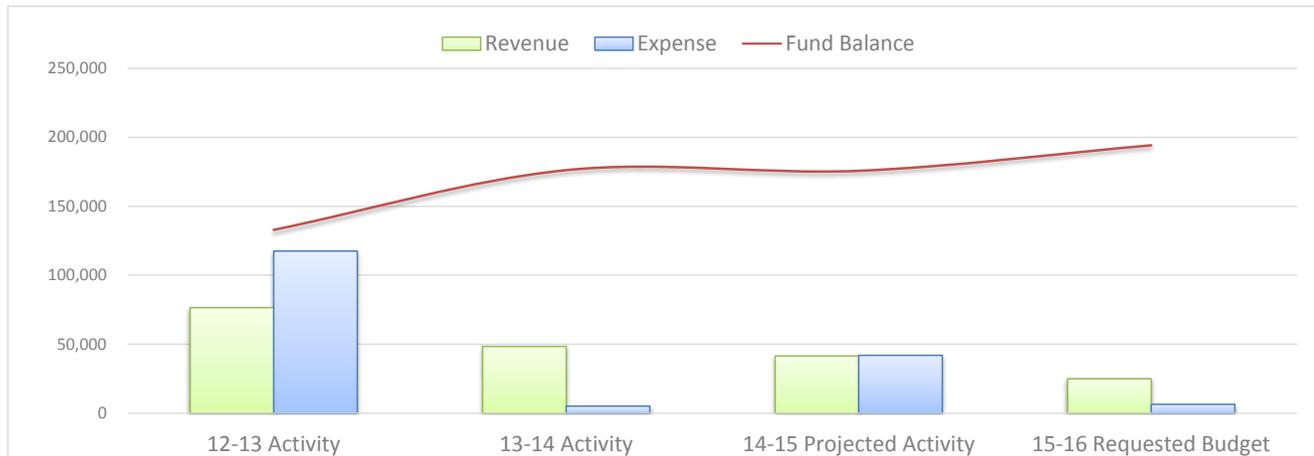
APPROPRIATIONS

Dept 951-HEALTH INSURANCE	3,595	14,873	27,000	27,000
<b>TOTAL APPROPRIATIONS</b>	<b>3,595</b>	<b>14,873</b>	<b>27,000</b>	<b>27,000</b>

Appropriations: The plan for this account is to retain fund balance for the time being with the recent health care changes. A portion of this account is now being paid to MERS on the UAL, this began in March of 2015. The plan is to continue to fund a portion of the UAL by using funds from this account.

NET OF REVENUES/APPROPRIATIONS - FUND 677	14,183	(13,369)	(26,800)	(26,800)
BEGINNING FUND BALANCE	210,203	224,386	211,017	184,217
FUNDING BALANCE ADJUSTMENTS	0	0	0	0
<b>ENDING FUND BALANCE</b>	<b>224,386</b>	<b>211,017</b>	<b>184,217</b>	<b>157,417</b>

# 678 - SELF INSURANCE



GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
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**Fund 678 - SELF INSURANCE**

ESTIMATED REVENUES

Dept 954-INSURANCE	76,577	48,460	41,500	25,000
<b>TOTAL ESTIMATED REVENUES</b>	<b>76,577</b>	<b>48,460</b>	<b>41,500</b>	<b>25,000</b>

Estimated Revenues: The Self Insurance Fund accounts for revenue received from transfers from the majority of operational funds. The transfer amount reflects funding for the self insurance plan administered by MMRMA. The City began recording the retention fund in the 2011/2012 audit and applicable accounts were given a fund balance adjustment to establish the account balance. Other sources of revenue include investment earnings and insurance recoveries .

APPROPRIATIONS

Dept 954-INSURANCE	117,587	5,196	42,000	6,500
<b>TOTAL APPROPRIATIONS</b>	<b>117,587</b>	<b>5,196</b>	<b>42,000</b>	<b>6,500</b>

Appropriations: The Self Insurance Fund accounts for insurance claims as they arise.

NET OF REVENUES/APPROPRIATIONS - FUND 677	(41,010)	43,264	(500)	18,500
BEGINNING FUND BALANCE	173,929	132,919	176,183	175,683
FUNDING BALANCE ADJUSTMENTS		0	0	0
<b>ENDING FUND BALANCE</b>	<b>132,919</b>	<b>176,183</b>	<b>175,683</b>	<b>194,183</b>

## FIDUCIARY FUNDS

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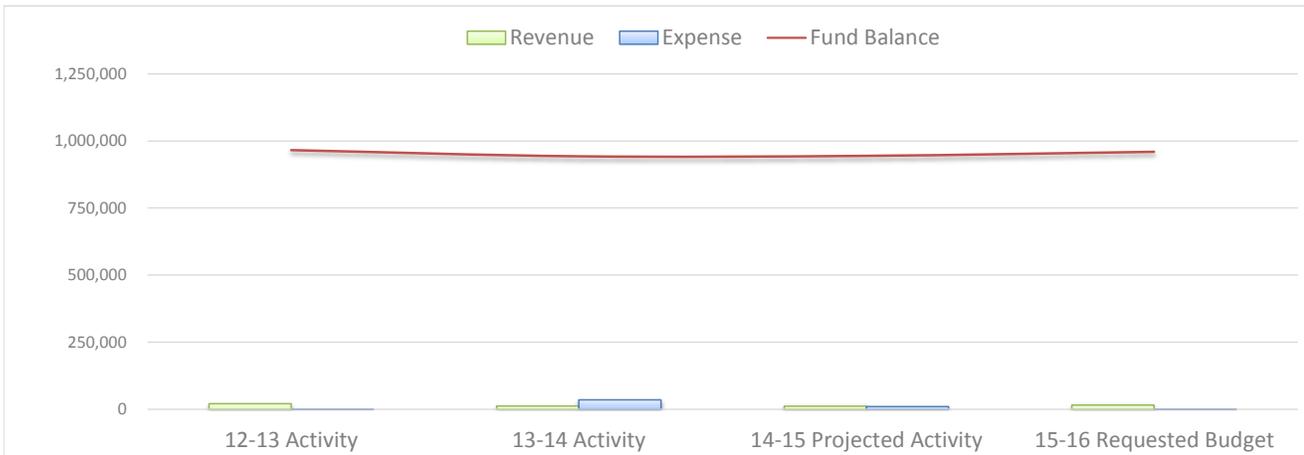
The Cemetery Trust Fund accounts for the revenue received when burial plots are sold. The principal in this fund must be maintained intact per state law. The interest earnings in this fund are being accumulated to provide for the upkeep of the cemetery after all plots have been sold.

The Retiree Health Insurance Fund accounts for retiree contributions to health insurance premiums and transfers from other funds.

The Public Art Non Reverting trust fund was established to record donations received for public art. The monies received can only be used towards the long-term care and maintenance of public art, and any interest earned must remain in the fund.

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# 711 - CEMETERY TRUST



GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
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**Fund 711 - CEMETERY TRUST**

ESTIMATED REVENUES

Dept 276-CEMETERY	21,108	12,509	12,000	16,000
<b>TOTAL ESTIMATED REVENUES</b>	<b>21,108</b>	<b>12,509</b>	<b>12,000</b>	<b>16,000</b>

Estimated Revenues: Income is generated in the form of perpetual care fees and interest paid from the Electric Fund. The loan principal and interest repayment from the Electric fund will end in the 2015 Fiscal Year.

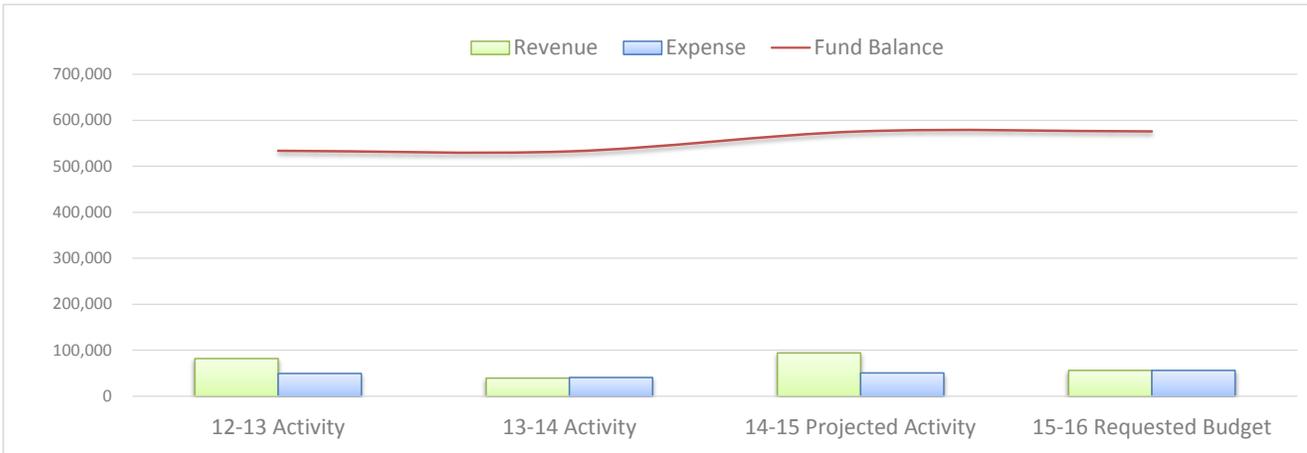
APPROPRIATIONS

Dept 276-CEMETERY	240	35,535	10,300	1,000
<b>TOTAL APPROPRIATIONS</b>	<b>240</b>	<b>35,535</b>	<b>10,300</b>	<b>1,000</b>

Appropriations: Miscellaneous minor repairs and maintenance expenses.

NET OF REVENUES/APPROPRIATIONS - FUND 711	20,868	(23,026)	1,700	15,000
BEGINNING FUND BALANCE	944,901	965,769	942,743	944,443
FUNDING BALANCE ADJUSTMENTS	0	0	0	0
<b>ENDING FUND BALANCE</b>	<b>965,769</b>	<b>942,743</b>	<b>944,443</b>	<b>959,443</b>

# 733 - RETIREE HEALTH INSURANCE



GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
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**Fund 733 - RETIREE HEALTH INSURANCE**

ESTIMATED REVENUES

Dept 861-RETIREE INSURANCE	81,730	39,191	94,000	56,000
<b>TOTAL ESTIMATED REVENUES</b>	<b>81,730</b>	<b>39,191</b>	<b>94,000</b>	<b>56,000</b>

Estimated Revenues: Revenue is composed of interest income, retiree contributions, and employer contributions based on the City's postemployment hospitalization insurance plan.

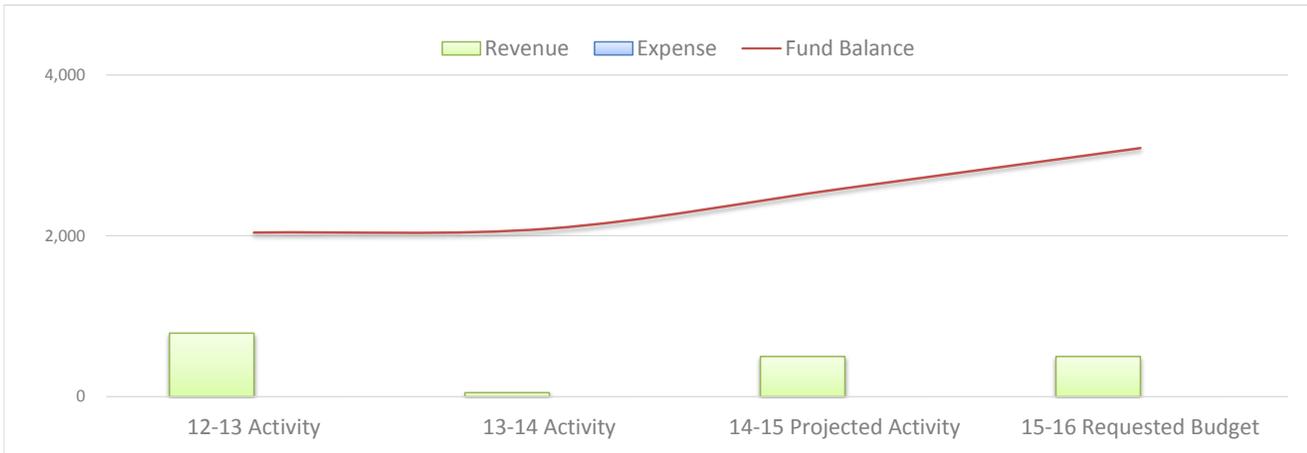
APPROPRIATIONS

Dept 861-RETIREE INSURANCE	49,282	40,532	50,500	56,000
<b>TOTAL APPROPRIATIONS</b>	<b>49,282</b>	<b>40,532</b>	<b>50,500</b>	<b>56,000</b>

Appropriations: Expenses of the City's postemployment hospitalization insurance plan. They are recorded as they incur.

NET OF REVENUES/APPROPRIATIONS - FUND 733	32,448	(1,341)	43,500	0
BEGINNING FUND BALANCE	501,194	533,642	532,301	575,801
FUNDING BALANCE ADJUSTMENTS	0	0	0	0
<b>ENDING FUND BALANCE</b>	<b>533,642</b>	<b>532,301</b>	<b>575,801</b>	<b>575,801</b>

## 753 - PUBLIC ARTS NON-REVERTING TRUST FUND



GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
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**Fund 753 - PUBLIC ARTS NON-REVERTING TRUST FUND**

ESTIMATED REVENUES

Dept 277-PUBLIC ART	790	50	500	500
<b>TOTAL ESTIMATED REVENUES</b>	<b>790</b>	<b>50</b>	<b>500</b>	<b>500</b>

Estimated Revenues: Designated Donations.

APPROPRIATIONS

Dept 277-PUBLIC ART	0	0	0	0
<b>TOTAL APPROPRIATIONS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Appropriations: Long-term care and maintenance of public art.

NET OF REVENUES/APPROPRIATIONS - FUND 733	790	50	500	500
BEGINNING FUND BALANCE	1,250	2,040	2,090	2,590
FUNDING BALANCE ADJUSTMENTS	0	0	0	0
<b>ENDING FUND BALANCE</b>	<b>2,040</b>	<b>2,090</b>	<b>2,590</b>	<b>3,090</b>

	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 PROJECTED ACTIVITY	2016-17 REQUESTED BUDGET
ESTIMATED REVENUES - ALL FUNDS	17,694,851	16,599,940	17,198,200	16,085,200
APPROPRIATIONS - ALL FUNDS	17,278,840	17,300,008	17,381,710	16,076,005
FUNDING BALANCE ADJUSTMENTS	26,244	(3,342,064)	(1)	(2)
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS	416,011	(700,068)	(183,510)	9,195

**Debt that will be paid 2016/2017**

Type	Fund Paying Bond	Principal	Interest	Total
1997 Go Bld Auth Bonds	Split General/Electric/Sewer/Water	\$ 130,000	\$ 3,509	\$ 133,509
2001 Promissory Note	Industrial Development/Electric	26,727	47,367	74,094
2007 Brownfield	General	35,000	24,106	59,106
2010 Water & Sewer	Sewer / Water	105,000	21,900	126,900
2014 PNC Commercial	Electric	20,666	15,000	35,666
2015 Nubour Street Debt	Water	4,144	5,905	10,049
2015 SRF (Estimate)	Sewer	95,000	50,000	145,000
Parks Projects (Estimate)		95,000	50,000	145,000
		<u>\$ 511,537</u>	<u>\$ 217,787</u>	<u>\$ 729,324</u>

**Ending Bank and Investment Account Balances**

	09/30/13 Ending Balance	09/30/14 Ending Balance	09/30/15 Ending Balance	04/25/16 Ending Balance
General Fund	2,039,878	2,123,444	1,628,121	740,904
Major Streets	85,240	47,165	73,381	19,407
Local Streets	3,517	-	-	(33,583)
Electric	1,559,030	1,073,426	677,454	(79,388)
Sewer	952,210	1,226,161	1,016,048	946,516
Water	764,652	930,049	922,879	875,837

Note: 2013 -2015 figures are pulled from City Audits, and the 2016 balance is snapshot from BS&A on April 25, 2016.

**Definitions**

*Expenditure* is a payment in exchange for goods or services.

*Fund Balance* is when liabilities are subtracted from assets, there is a fund balance. A positive fund balance means there are more assets than liabilities; a negative fund balance means just the opposite.

*Revenue* is an increase in assets or decrease in liabilities caused by the provision of services or products to customers.

Councilmember \_\_\_\_\_ offered and moved the adoption of the following resolution; seconded by Councilmember \_\_\_\_\_.

**WHEREAS,** the following information has been reviewed by the City Manager and City Treasurer and is being presented to City Council with a recommendation to approve invoices and payroll #16 for the period ending 05/05/2016:

Invoices	\$211,687.16
Payroll	\$194,013.84
<hr/>	
Total	\$405,701.00

**BE IT RESOLVED** that the City Manager and City Treasurer are hereby authorized and directed to pay the following bills and payroll due:

<u>BILLS</u>	<u>PAYROLL</u>	<u>TOTAL</u>
\$211,687.16	\$194,013.84	\$405,701.00

- Ayes:
- Nays:
- Absent:
- Abstain:

Jane P. Wilson, City Clerk

Vendor		Description	Amount
AASLH	139746	ANNUAL DUES	115.00
ABSOPURE WATER COMPANY	83989740	BOTTLED WATER - 26461 NUBOUR	64.50
ABSOPURE WATER COMPANY	83989742	BOTTLED WATER/DEPOSIT - 26688 NUBOUR	43.50
ADVANTAGE PLUMBING, INC	347976	REPLACE LOCK SHUT OFFS (HEALTH DEPT) - J	477.50
ADVANTAGE PLUMBING, INC	346940	PLUMBING - HEALTH DEPT (J SNOW BLDG)	12,665.30
ALEXANDER CHEMICAL A CARUS COMPANY	SLS 10045250	WTP - CHEMICALS	596.00
AMERICAN ELECTRIC POWER	043-149-774-1-6	NUBOUR BOOSTER STATION	185.67
AMERIWOOD INDUSTRIES	5/4/16	OVERCHARGE KW REIMBURSEMENT	29,912.92
ANGIE STEINMAN	5/4/16	AWARD AMOUNT	250.00
ANTONIO LITTLE	04/28/16	REISSUE CHECK #27014 FROM 1/22/15	56.33
ARNT ASPHALT SEALING, INC	23091	ASPHALT PATCHES - BUDLOW & JOHNSON ST	1,850.00
ARNT ASPHALT SEALING, INC	23089	ASPHALT PATCHES - COURTLAND & CENTER	3,000.00
ARNT ASPHALT SEALING, INC	23090	ASPHALT PATCHES - SECOND, PARIS & WALNUT	2,200.00
ARNT ASPHALT SEALING, INC	23092	ASPHALT PATCHES - COURTLAND	2,000.00
AUSRA EXCAVATING LLC	16	CLEAN UP AROUND FIRE STATION	1,000.00
AUTO VALUE	37788004	CREDIT ON ACCOUNT APPLIED	(27.10)
AUTO VALUE	377-12576	#053 - RELAY	10.09
BEHNKE, MATT	188095349108	TX REIMBURSEMENT 3/14 - 4/13/16	60.00
BILL GRANT	4/22/16	WAXING FLOORS - MUSEUM	200.00
BONOMO'S COLLISION CENTER	100	#06 FLATBED - SAND BLAST FRAME	300.00
BRIGADE FIRE PROTECTION INC	154011	INSTALL FIRE SUPPRESSION SYSTEM (HEALTH	4,050.00
BS&A SOFTWARE, INC	106223	ANNUAL SUPPORT FEE	7,082.00
CASS OUTDOOR POWER EQUIPMENT, INC	114769	CONCRETE SAW - FILTERS	39.97
CINTAS LOCATION #336	336-01904	MATS & UNIFORMS	792.32
CINTAS LOCATION #336	336-01904	MATS	85.69
CINTAS LOCATION #336	336-01904	MATS & UNIFORMS	517.88
COMCAST	8771402380126332	INTERNET SERVICE-FD	84.90
COMMUNITY ANSWERING SERVICE	2628042516	DISPATCHING SERVICES	240.00
CONSUMERS CONCRETE CORPORATION	INV0030925	ADJ RINGS FOR MANHOLES/INLETS	525.00
CREATIVE VINYL SIGNS, INC.	31463	CAR SEAT BANNER	60.00
DAVE'S CONCRETE PRODUCTS, INC	23155	LIMESTONE - WO 16-1017	413.50
DAVIS, DAVID	5/5/16	REISSUE CK #28473 FROM 7/24/15 (CELL	45.00
DOGWOOD HILLS TREE FARM	3030	DOGWOOD & BEECH TREES	1,570.00
DORNBOS SIGN & SAFETY, INC	INV26183	BLIND PERSON AREA SIGNS	111.23
DOUBLEDAY OFFICE PRODUCTS, INC	03346	CHECK ENDORSEMENT STAMPS	51.00
DOUBLEDAY OFFICE PRODUCTS, INC	03389	OFFICE SUPPLIES	190.90
DOUBLEDAY OFFICE PRODUCTS, INC	03620	PENS	47.24
DOWAGIAC DAILY NEWS	5/5/16	REISSUE CK #28477 FROM 7/24/15 (UTILITY	156.90
DOWAGIAC UNION SCHOOLS	201516-107	FUEL EXPENSES-APRIL 2016	4,020.85
EDDIE WAINWRIGHT	042916	PLUMB/MECH INSPECTIONS APRIL 2016	1,100.60
EDDIE WAINWRIGHT	4/26/16	NUBOUR WATER INSPECTIONS	500.00
ELHORN ENGINEERING COMPANY	264556	CCWS - CHEMICALS	664.00
ELMER'S LOCKSMITH	7431	REKEY WELL LOCK	86.80
FRONTIER	23118907970401035	PHONE SERVICE 3/20 - 4/19/16	873.48
GRAMES TIRE & BATTERY, INC	5269	#127 - NEW TIRES	612.00
GREAT LAKES SCIENTIFIC, INC.	60763	CCWS - WATER SAMPLING	126.00
GRINNEWALD, STEVE	04/24/16	C.O.O.S. TRAUMAS OF L.E. - TRAINING	30.00
HACH COMPANY	9899354	LAB SUPPLIES	209.10
HAGGIN WIMBERLY CHEVY OLDS GEO INC	191085	BATTERY - PD VEH #121	220.85

Vendor		Description	Amount
HALE'S HARDWARE, INC	C159687	STEEL ROD - 115 N FRONT	13.56
HALE'S HARDWARE, INC	C159437	RUBBER SHEET/HILL FASTENERS	42.36
HALE'S HARDWARE, INC	B105815	TEE/POLY TUBE	18.92
HALE'S HARDWARE, INC	D107043	PULL STARTER ROPE - NEW COMPACTOR	1.12
HALE'S HARDWARE, INC	C158745	BALL VALVE/MALE ADAPTER	19.56
HALE'S HARDWARE, INC	C160228	CLEANING SUPPLIES	24.85
HALE'S HARDWARE, INC	C156224	SHIP SAMPLES	21.48
HALE'S HARDWARE, INC	C159449	MINI TUBING CUTTER	11.63
HANSON BEVERAGE SERVICE	579710	DISTILLED WATER	21.50
HARDIN, R. WAYNE	05/02/16	BLDG INSP APRIL 2016	3,858.00
INTERNET BUSINESS SOLUTIONS, INC.	16996	MONTHLY WEBSITE MTCE	39.95
J DOHENY SUPPLIES INC	A92921	#11-HOSE END/GASKETS	266.99
JOHN & CURT'S BRAKE & ALIGNMENT	4/25/16	BRAKE PADS/RESURFACE ROTORS - PD VEH	83.00
JUDD LUMBER COMPANY, INC	1604-677827	HOUSE KEY - ROTARY LIGHT SHED	7.96
JUDD LUMBER COMPANY, INC	1605-117726	APPLY CREDIT BALANCE	(89.94)
KATINA LOVELACE	5/4/16	AWARD AMOUNT	350.00
KEN SIMPSON	160512	ELECTRIC INSP APRIL 2016	984.20
KENT COX	5/4/16	AWARD AMOUNT	150.00
LEADER PUBLICATIONS, INC	109263	SPRING SPORTS AD	119.00
LEADER PUBLICATIONS, INC	109261	MISC PUBLICATIONS	222.20
MADISON NATIONAL LIFE INS CO, INC	1209157	LIFE INSURANCE PREMIUM MAY 2016	934.70
MARSHA PREIS	4/29/16	REIMBURSEMENT	393.05
MI COMMUNITY ACTION AGENCY ASSOC	05/02/16	EU-MONTHLY PYMT ALLOCATION-5/16	12,076.00
MIDWEST ENERGY	3503301	CCWS-WELL HOUSES	1,154.98
MIRACLE RECREATION EQUIPMENT CO	774042	RUSSOM PARK - XYLOPHONE Mallet	155.65
NOAH ALLRED	04/22/16	REPLACING CHECK #25295 FROM 7/24/14	251.68
NORTHERN SAFETY COMPANY, INC	901906029	SAFETY VESTS	133.88
NRPC-AMTRAK	045990	RENT - AERIAL OCCUPANCY	1,567.30
PARAGON LABORATORIES, INC	79405-87336	NPDES TESTING	250.00
PARAGON LABORATORIES, INC	81404-87500	WATER DISTR SYSTEM REQUIRED SAMPLING	380.00
PARAGON LABORATORIES, INC	84010-89198	NPDES TESTING	250.00
PARAGON LABORATORIES, INC	84010-90225	NPDES TESTING - MERCURY TESTING	165.00
PARAGON LABORATORIES, INC	84010-90227	NPDES TESTING	85.00
PARAGON LABORATORIES, INC	95116-91951	NPDES TESTING	250.00
PEERLESS-MIDWEST, INC	46424	CCWS - ANNUAL WELL MTCE	590.00
PETTY CASH	5/5/16	PETTY CASH REIMBURSEMENT	195.61
POLICE OFFICERS LABOR UNION	5/5/16	REISSUE CHECK #30034 FROM 1/21/16	603.00
POLLARDWATER.COM	0041561	HYDRANT GREASE	240.54
POWER LINE SUPPLY, INC	56026474	LIGHT BRACKET - SOCKET	115.23
POWER LINE SUPPLY, INC	56026475	PHOTO EYES/CONNECTORS/CUT OUTS - STOCK	2,071.99
PRECISION DATA PRODUCTS, INC.	I0000460352	PRINTER TONER	150.19
PREFERRED PRINTING, INC	29409	#10 REGULAR ENVELOPES	135.00
PREFERRED PRINTING, INC	29406	LETTERHEAD	121.00
PRIORITY COMPUTER SERVICES, INC	204590	MONTHLY SERVER/EMAIL MAINT	330.00
PVS MINIBULK, INC.	101115	SODIUM HYPOCHLORITE - WWTP CHEMICALS	534.37
PVS MINIBULK, INC.	101124	SODIUM BISULFITE-WWTP CHEMICALS	1,532.20
REAL PRO SOLUTIONS, LLC	HB1405	EMERGENCY BOARD UP - 407 E DIVISION ST	240.00
REAL PRO SOLUTIONS, LLC	PC1709	BLIGHT CLEAN-UP	80.00
REAL PRO SOLUTIONS, LLC	HB1404	EMERGENCY BOARDING - 309 W RAILROAD	150.00

Vendor		Description	Amount
REBECCA GRABEMEYER	4/29/16	REIMBURSEMENT: SOCIAL	69.77
REBECCA GRABEMEYER	4/21/16	TRAINING - SOUTH BEND	46.87
ROMAN, KEVIN	5/5/16	REISSUE CK #27976 FROM 5/21/15 (MILEAGE	9.20
SCHERER, JOE DBA LONELY PI	4/25/16	05/16 MONTHLY PMT ACCT 7508450033	6,174.53
SCOTT SAYLOR	00200	MOW RUSSOM PARK	185.00
SCOTT SAYLOR	00201	MOW RUSSOM PARK	185.00
SEMCO ENERGY GAS COMPANY	0161871.500	GAS SVC 3/14 - 4/13/16	16.41
SERVPRO	3528	WATER DAMAGE RESTORATION - MUSEUM	4,632.09
SHUFELT, JENNIFER	05/05/2016	UB refund for account: 14-0775-7	11.10
SPARTAN STORES LLC	0001877199	COUNCIL WORKSHOP LUNCH	50.56
SPARTAN STORES LLC	0001877201	COUNCIL WORKSHOP BREAKFAST	16.40
STAPLES BUSINESS ADVANTAGE	3299544735	OFFICE SUPPLIES	88.68
STATE OF MICHIGAN	ME-0200312	SALES & TAX-APRIL 2016	13,760.33
STATE OF MICHIGAN-MDOT	SE 387336	TRAFFIC SIGNAL ENERGY - 1/1 - 3/30/16	144.73
STATE OF MICHIGAN-MDOT	AF 387459	AIRPORT CRACK SEALING	1,528.97
TELE-RAD, INC.	872145	VIDEO SYSTEM REPAIR	160.00
TERMINIX	7674049	TERMITE BAITING SVC PLAN - DEPOT	250.00
THE CONCORDE INN	4/22/16	WIGGINS/ROMAN - MTOA CONF TRAINING	142.36
THE RIDGE COMPANY	665790	RETURN OIL SEALS/BRAKE ROTORS - #06	(461.36)
THE RIDGE COMPANY	665802	RETURN OIL SEALS #06	(64.56)
THE RIDGE COMPANY	666179	HYDRAULIC HOSE FITTINGS (#106)	112.16
THE RIDGE COMPANY	666236	RELAYS (#053)	30.03
THE RIDGE COMPANY	667256	RAM LIFTING/PULLING EQ (SHOP TOOL FOR	269.00
THE RIDGE COMPANY	667275	OLD COMPACTOR - AIR FILTER/SPARK PLUG	10.90
THE RIDGE COMPANY	667355	NEW COMPACTOR - SPARK PLUG/AIR FILTER	10.90
THE RIDGE COMPANY	667679	MT6 - OIL & FUEL FILTERS	54.04
THYSSENKRUPP ELEVATOR CORPORATION	3002550003	QTRLY ELEVATOR MTCE - J SNOW BLDG	549.32
TIM FEIRICK	5/4/16	AWARD AMOUNT	450.00
TINA IRVING	05/4/16	AWARD AMOUNT	250.00
TRISHA HUNT & BRYAN WILSON	5/5/16	SETTLEMENT - 25830 NUBOUR	10,000.00
TRUCK & TRAILER SPECIALTIES, INC.	C46777	#06 FLAT BED REPLACEMENT	13,567.00
TURF SERVICES	2297	TORO IRRIGATION PARTS	299.90
UNDERGROUND PIPE & VALVE, INC	7002185	PUMP - VILLAMERE BOOSTER 2 OF 2	1,597.81
UNDERGROUND PIPE & VALVE, INC	7002161	PUMP - VILLAMERE BOOSTER 1 OF 2	1,597.81
USA BLUEBOOK	932975	CCWS - DIGITAL SCALE	1,358.01
VERIZON WIRELESS	9764146987	VERIZON WIRELESS MONTHLY INVOICE (CELL	1,175.31
VERIZON WIRELESS	9764326316	VERIZON TABLET - MONTHLY FEE	144.78
VERIZON WIRELESS	9764334224	CCWS - ITRON FIXED NETWORK	100.06
VERIZON WIRELESS	9764314956	MIFI CARD - MONTHLY SUBSCRIPTION	240.08
WASTE MANAGEMENT OF MICHIGAN, INC.	7449520-2529-7	DUMPSTER - GARAGE REMOVAL 309 W DIVISION	2,484.25
WASTE MANAGEMENT OF MICHIGAN, INC.	7457952-2529-1	SLUDGE DISPOSAL	3,365.00
WEST SHORE FIRE REPAIR, INC	11215	FIT TEST-PD	140.00
WEST SHORE FIRE REPAIR, INC	11216	FIT TESTING & STRAPS	760.00
WEST SIDE TRACTOR SALES	U26268	#150 HYD HOSE COVER	225.09
WILLIAMS-A-1 EXPERT TREE SERVICE	7515	3 YDS MULCH (MUSEUM)	96.00
WILLIAMS-A-1 EXPERT TREE SERVICE	7517	2 YDS MULCH (MUSEUM)	64.00
WILLIAMS-A-1 EXPERT TREE SERVICE	7510	5 YDS MULCH (CHEETAH MOUNDS/MUSEUM)	160.00
WOLFORD ELECTRICAL & GEN CONT SVCS	4/22/16	ELECTRICAL WORK - HEALTH DEPT (J SNOW	34,860.00
Total:			211,687.16