

## REGULAR MEETING OF THE DOWAGIAC CITY COUNCIL

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

Monday, January 26, 2015, 7:00 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 Lori Hunt  
-Councilmember Danielle Lucas  
-Councilmember Bob Schuur
- APPROVAL OF MINUTES OF PREVIOUS MEETING – January 12, 2015
- QUESTIONS FROM CITY COUNCIL –
- COMMENTS FROM THE AUDIENCE (NON-AGENDA) –
- COMMENTS FROM THE AUDIENCE (AGENDA) –
- COMMUNICATIONS
1. Communication from Mason's Peninsular Lodge No. 10 requesting to permission to hold the Memorial Day Parade and Ceremonies on May 25, 2015 with a tentative start time of 10:00 am.
- PUBLIC HEARING
1. A public hearing to receive comment on the City of Dowagiac Park & Open Space Plan 2015-2020.
- RESOLUTIONS –
1. Resolution to approve the updated "Park and Open Space Plan 2015 - 2020".
  2. Resolution of intent to apply for funding and to approve a projected 2016 Dial-A-Ride Transit budget in accordance with the master contract with the Michigan Department of Transportation.
  3. Resolution to approve the renovation to the upper-level of the Dowagiac Area History Museum.

4. Resolution to authorize and direct the City Treasurer to pay the following bills and payroll due: (Roll Call)

BILLS	PAYROLL	TOTAL
<u>\$581,029.94</u>	<u>\$177,086.96</u>	<u>\$758,116.90</u>

CITY MANAGER REPORT ON QUESTIONS FROM COUNCIL FROM PREVIOUS MEETINGS –

COMMENTS FROM CITY OFFICIALS –

ADJOURNMENT –

Kevin P. Anderson  
City Manager

Attachments

## DOWAGIAC CITY COUNCIL MEETING

Monday, January 12, 2015

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

Mayor Lyons led the Pledge of Allegiance to the flag.

PRESENT: Mayor Donald D. Lyons, Mayor Pro-Tem Leon D. Laylin; Councilmembers Charles K. Burling, James B. Dodd, Randall G. Gross, Sr., Lori A. Hunt, Bob B. Schuur and City Clerk James E. Snow.

ABSENT: None

STAFF: City Manager Kevin P. Anderson, City Manager; Rozanne H. Scherr, Assistant City Manager.

Councilmember Dodd moved and Councilmember Laylin seconded that the minutes of the December 8, 2014 regular meeting and the minutes of the December 19, 2014 special meeting be approved.

Approved unanimously.

### APPOINTMENTS

1. City Council Ward 1 – Recommended by Council Interview Sub-Committee to appoint Danielle Lucas to fill the Council vacancy in Ward 1.

Councilmember Hunt moved and Councilmember Gross seconded approval of the appointment.

2. DART Local Advisory Committee – Recommended by Mayor and offered by Mayor Pro-Tem: Appoint Randy Gross, Sr. to fill vacancy for Wayne Comstock with a term expiring May 2018.

Councilmember Schuur moved and Councilmember Burling seconded approval of the appointment.

### COMMUNICATIONS

1. Martin Luther King Day Celebration Walk, January 18, 2015.
2. Ice Time Festival, February 7, 2015.

### PUBLIC HEARING

1. A public hearing regarding a request to vacate the public alley running east and west between Florence Street and Louise Avenue.

Mayor Lyons opened the public hearing at 7:10 p.m. The following residents provided comment:

## DOWAGIAC CITY COUNCIL MEETING

Monday, January 12, 2015

Page Two

(In favor of closing alley)

Pam Preis, 309 Florence Street

Sharon Fobes, 306 Florence Street

Kenneth Fobes, 306 Florence Street

(Opposed to closing alley)

Lori Collins, on behalf of her elderly Father living at 309 Louise Avenue, and her elderly Aunt living at 307 Louise Avenue.

Mayor Lyons closed the public hearing at 7:20 p.m.

### RESOLUTIONS

1. Resolution to authorize the vacation of the public alley running east and west between Florence Street and Louise Avenue.

Councilmember Laylin offered and moved to table the following resolution; seconded by Councilmember Dodd.

WHEREAS, there is currently a public alley running east and west between Florence St. and Louise Ave, and;

WHEREAS, a request has been received by the City of Dowagiac from some of the adjacent property owners to vacate the above-described public alley, and;

WHEREAS, the City Council held a public hearing on December 9, 2014 to consider vacation of the above-described public alley, and;

NOW, THEREFORE, BE IT RESOLVED that the City of Dowagiac, hereby vacates the above-described public alley with reservation of a full width utility easement.

TABLED unanimously.

2. Resolution to authorize the purchase of used storage units for Dowagiac Area History Museum.

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

Resolved, that the recommended purchase of a used track-based storage unit from Intercare Community Health Network in the amount of \$3,000 be approved.

ADOPTED unanimously.

DOWAGIAC CITY COUNCIL MEETING

Monday, January 12, 2015

Page Three

3. Resolution to authorize a collective bargaining agreement with the IBEW for two years covering the period of January 1, 2015 through December 31, 2016.

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

**WHEREAS**, through the process of collective bargaining, the City Administration and members of the International Brotherhood of Electrical Workers Local 876, representing unionized Public Services Department workers, have agreed to terms for the adoption and implementation of a new two-year employment agreement covering the period of January 1, 2015 through December 31, 2016, and;

**WHEREAS**, the complete terms and conditions of the employment agreement as developed were formally ratified by vote of the full membership of the bargaining unit on January 7, 2015 and;

**WHEREAS**, the City Administration, having negotiated the terms and conditions of the employment agreement as set forth in the complete copy attached, does now recommend the formal adoption and approval by the City Council.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Dowagiac, by affirmative vote of its City Council, does hereby adopt and approve the following two-year employment agreement International Brotherhood of Electrical Workers Local 876 employees, for the period January 1, 2015 through December 31, 2016, as attached hereto and by reference made a part hereof, including all the terms and conditions as provided therein.

**BE IT FURTHER RESOLVED** that the Mayor and City Manager of the City of Dowagiac be authorized and directed to act as signators for the execution of same.

ADOPTED unanimously.

4. 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 Dodd.

**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 #8 for the period ending 1/09/15:

Invoices 01-08-15	\$203,010.45
Invoices 12-18-14	\$450,485.74
Payroll #08	<u>\$173,373.89</u>
Total	\$826,843.08

DOWAGIAC CITY COUNCIL MEETING

Monday, January 12, 2015

Page Four

**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>
\$653,469.19	\$173,373.89	\$826,843.08

ADOPTED on a roll call vote.

Ayes: Five (5) Burling, Dodd, Hunt, Laylin, Lucas, Schuur

Nays: None (0)

Absent: None (0)

Abstain: None (0)

5. Resolution of support for Dowagiac Little League for a grant request to The Pokagon Fund for capital improvements to the baseball field.

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

**WHEREAS**, the City and Silver Creek Township have actively pursued the ongoing development of Russom Field; and

**WHEREAS**, it is in the long-term best interest of the City and Silver Creek Township to support Dowagiac Little League in their efforts for capital improvements for the baseball field; and

**WHEREAS**, Dowagiac Little League is requesting grant funding in the amount of \$10,000 from The Pokagon Fund for new bleachers, concrete and a canopy; and

**WHEREAS**, the City would like to offer this Resolution of Support to the Dowagiac Little League for presentation to The Pokagon Fund in support of the capital improvements planned for Russom Field.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Dowagiac, by the affirmative vote of its City Council, does hereby offer their support to the Dowagiac Little League in their effort to obtain grant funding from The Pokagon Fund for capital improvements at the Russom Park Little League baseball field.

ADOPTED unanimously.

COMMENTS FROM CITY OFFICIALS

DOWAGIAC CITY COUNCIL MEETING

Monday, January 12, 2015

Page Five

RESOLUTIONS continued

6. Resolution to adjourn to closed session to pursuant to the Michigan Open Meetings Law, Public Act 267 of the Public Acts of 1976 as amended, provides that public bodies may meet in closed session for the purpose to consider the purchase or lease of real property up to the time an option to purchase or lease that property is obtained.

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

**WHEREAS**, the Michigan Open Meetings Law, Public Act 267 of the Public Acts of 1976 as amended, provides that public bodies may meet in closed session for the purpose to consider the purchase or lease of real property up to the time an option to purchase or lease that property is obtained; and

**WHEREAS**, the Mayor and City Council desire to meet with the City Manager to discuss the purchase of real property.

**NOW, THEREFORE, BE IT RESOLVED** the City Council will hereby adjourn to closed session to discuss the purchase of real property.

ADOPTED on a roll call vote.

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

Nays: None (0)

Absent: None (0)

Abstain: None (0)

CLOSED SESSION

TIME: 7:31 PM

LATER: 8:12 PM

ADJOURNMENT

Upon motion by Councilmember Burling and seconded by Councilmember Dodd, the Dowagiac City Council adjourned at 8:12 PM.

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Donald D. Lyons, Mayor

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Rozanne H. Scherr, Assistant City Manager

**EVENTS APPROVAL FORM**

Event: Memorial Day Parade  
Date: Monday, May 25, 2015  
Sponsoring Organization: Masons - Peninsular Lodge No. 10  
Contact Person(s): Tim Feirick  
Contact Person's Telephone: 269.782.5434

**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: Signed on behalf of Director Grunwald.

Signature [Signature] BOZ P.P.D. Date 1/14/15

**DEPARTMENT OF PUBLIC SERVICES:**

Approval  Approval with conditions  Denial

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

Signature [Signature] Date 1-14-15

**FINANCE DEPARTMENT:**

Approval                       Approval with conditions                       Denial

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

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

**DOWNTOWN DEVELOPMENT AUTHORITY:**

Approval                       Approval with conditions                       Denial

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

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



Masons. Live better.™

Peninsular Lodge No. 10, F&AM

January 5, 2015

Dowagiac City Council  
Dowagiac City Hall  
241 S. Front St.  
Dowagiac, MI 49047

Dear Council Members,

The Masons of Dowagiac consider it a great honor to have been entrusted to produce the annual Dowagiac Memorial Day Parade. *Your ongoing support is truly humbling.*

We again approach you for permission to host the 2015 edition of the Memorial Day Parade and Ceremonies to be held May 25. We anticipate the format, times and parade route to be similar to that of the past. We will open with ceremonies at City Hall. Again, each of you will be invited to participate. The parade will proceed from City Hall to Riverside Cemetery to offer a final salute to our fallen veterans.

Thank you in advance for your support and encouragement.

Sincerely

Tim Feirick  
Worshipful Master

1782-5434

RECEIVED  
JAN 14 2015

***CITY OF DOWAGIAC***

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

**FROM: Kevin Anderson, City Manager**

**DATE: January 22, 2015**

**SUBJECT: Park and Open Space Plan 2015 – 2020 Update**

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Included on Monday's agenda is a Public Hearing and Resolution on the updated "City of Dowagiac Park and Open Space Plan 2015 – 2020". The Public Hearing will be held prior to Council consideration of the Plan.

The purpose of the Park and Open Space Plan is intended to assist in promoting environmental stewardship and assessing current and future park, recreation and open space needs within the City. It acts as a guide for the acquisition, preservation, development and management of park, recreation and open space lands and is used to make decisions for future parks planning.

The City's Park and Open Space Plan is also designed to meet State planning requirements thereby making the City eligible to apply for, and receive, available State and Federal grants to assist in the acquisition and development of recommended park and open space sites and facilities.

It should be noted that items listed under "Goals and Objectives" and "Action Plan" are not listed in order of importance. Rozanne Scherr has served as the lead staff person on this important Plan update and attached you will find a memo from her that provides an excellent outline of pertinent changes to the Plan.

If you have questions regarding this matter please feel free to contact me.

**RECOMMENDATION**

Approve a resolution authorizing the adoption of the Park and Open Space Plan 2015-2020.

Support Documents:

Cover Memo-Asst. City Mgr.

Resolution

Park & Open Space Plan 2015-2020

Dept. Head Cover Memo – Asst. City Mgr.

## MEMO

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**TO:** Kevin Anderson, City Manager

**FROM:** Rozanne Scherr, HR Director/Asst. City Manager

**DATE:** January 19, 2015

**RE:** Updated Park and Open Space Plan 2015-2020

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Attached for your review is a draft of the “City of Dowagiac Park and Open Space Plan 2015-2020” that has been updated for presentation and action by City Council. A Public Hearing has been scheduled to receive comment on the Plan at the January 26, 2015 City council meeting, prior to any action by Council.

To provide background on the preparation of this Plan, which began in October 2014, the 2007 – 2012 Plan prepared by Gary Carlile was reviewed and the following items updated:

- Dedication of the plan to Gary A. Carlile in recognition of his over 40 years of public service accomplishments
- Information on items accomplished in the 2007 - 2012 Plan have been incorporated into the new Plan
- Statistics relating to demographics and population have been updated
- Maps have been updated reflecting present City park service areas and the 2015- 2020 Action/5 Year Plan Projects

Given the detail in the prior Plan that was prepared by Mr. Carlile, and the success of the document as a working Plan acceptable to the State of Michigan, the formula used to prepare this document identifies very closely to the prior Park and Open Space Plan for 2007 – 2012.

Specific changes to the plan include the following:

***Park Facilities/Accessibility Assessment (p16):***

- Inserted the addition/completion of Russom Park, McKinley Park and the SculpTour

***DNR Recreation Grant Inventory (p21):***

- Inserted the accomplishments of the Youth Sports Park Acquisition (TF 08-021) and Silver Creek Russom Park Development (TF 11-016)

***Description of the Planning Process (p28):***

- In addition to meeting with youth sports representatives and the (City) Park Board, we met with the Russom Park Board to solicit input on the plan
- In addition to providing copies to the District Library, DUS and the Dowagiac Daily News, the Plan was provided to the Dowagiac Young Professionals Group, Southwest Michigan

Planning Commission, Southwestern Michigan College and placed on the City's social media sites in an effort to solicit input on the plan

***Proposed Goals and Objectives (p31):*** Items were added to reflect input received on the Plan.

- 101 Cass Avenue and Elks Trail Development
- Russom Park Expansion
- Rudy Park Development
- Splash Park Development
- Snowmobile Trail to Downtown

***Proposed Action Plan (p34):***

- ADA Compliance – The most important item, which has been in prior plans, continues to be to protect existing parks assurance to ADA compliance. As parks are updated, ADA accessibility is being brought forward as applicable.
- 101 Cass Avenue and Elks Trail Development – With the acquisition of 101 Cass Avenue, we have the opportunity to create a trailhead park leading to the Rudolphi and SMC trail systems. Additional acquisition or right-of-way will permission will need to be obtained from adjacent land owners.
- Russom Park Expansion – Keen interest has been expressed by youth sports organizations for a picnic pavilion, restrooms and other upgrades to the park.
- Area-Wide Recreation Authority – This item is continued from the prior Plan. Recreation programming would be better served if all participants contributed to the success of the park systems.
- Rudy Park Development – Suggested improvements to the current drive-by park would include a parking area to view wildlife and natural amenities and access to a fishing platform below.

As a work in progress, input is welcome on this Park and Open Space Plan. I would also like to thank Gary Carlile for the guidance he provided to me in the development of this plan.

Should you have any questions or comments please do not hesitate to contact me.

## NOTICE OF PUBLIC HEARING

A final public hearing on the Park and Open Space Plan for City of Dowagiac will be held on Monday, January 26, 2015, at 7:00 p.m. during the regularly scheduled Council meeting in the Council Chambers at the Dowagiac City Hall, 241 South Front Street, Dowagiac, MI 49047. Upon closure of the public hearing the plan will be considered for adoption by the Mayor and Council. If you cannot attend, you may comment in writing to: Dowagiac City Clerk, RE: Open Space/Park Needs at P.O. Box 430 Dowagiac, Michigan 49047.

Rozanne H. Scherr, Assistant City Manager

DATED: December 8, 2014

# CITY OF DOWAGIAC

## *DRAFT*

# PARK & OPEN SPACE PLAN

## 2015 - 2020



(Photo: June 2014 Playground Community Build)

REVISED JANUARY 2015  
ROZANNE H. SCHERR, CITY OF DOWAGIAC  
PARK & OPEN SPACE COORDINATOR

## DEDICATION TO GARY A. CARLILE

The 2015 – 2020 City of Dowagiac Parks & Open Space Plan is dedicated in honor of Gary A. Carlile in recognition of his over 40 years of public service to the citizens of Dowagiac and Cass County.

Gary served the City tirelessly from 1973 to 2014. As the Director of Grounds, he oversaw the development and maintenance of parks and recreation, in addition to cemetery and airport operations. During his time with the City, Gary championed the importance of beautification, green space preservation and the protection of environmental corridors.

The fact that the Grounds Department operated as one of the most productive, organized operations in the City under Gary's direction speaks to his effectiveness. Gary moved the City's park system forward with meticulous planning, including an extensive trail system, community parks, downtown green spaces, and public art display areas.

Although Gary retired in 2003, he continued to contract with the City for grant writing and park creation until 2014. During this time, planning and development of the Russom Park Sports Complex was brought forward from a dream to a reality. This park was a grant-funded partnership between the City of Dowagiac and Silver Creek Township to incorporate little league, soccer, walking trails and a handicap accessible playground in one location. In 2010, it was awarded the Southwest Michigan Planning Commission's "Graham Woodhouse Intergovernmental Effort Award" which recognizes the value of cross-jurisdictional, regional cooperation. Upon completion of the park in 2014, Gary decided to formally retire from public service.

Future generations will benefit from Gary's passion and influence on the City's parks, green spaces and local trail system. The City of Dowagiac is honored to have had the good fortune of working with Gary and dedicates the 2015 – 2020 Parks & Open Space Plan in his honor.

## **FORWARD**

The City of Dowagiac has accomplished many of the goals and objectives outlined in its 2007 - 2012 Park & Open Space Plan. However, as in most communities, some goals change while new opportunities present themselves that will provide linkages within the current park and trail system. Such was the case in 2014 during plan development when the opportunity to extend and link the current trail system within the City to the trail system leading to Southwestern Michigan College and the existing Rudophi Woods trail system was added to the goals and objectives of this plan. Of the following goals, some are entirely new while others carry over from the previous plan.

1. Maintain and improve the physical integrity of the park system and improve accessibility
2. Assure the parks are available for general and spontaneous use of the neighborhood served
3. Expand areas for youth sports
4. Acquire land to link the City trail system to that of Southwestern Michigan College and Rudophi Woods
5. Improve opportunities for passive nature experiences by providing additional or expanded fishing and viewing stations
6. Expand scope of community recreation programming
7. Construct a community center, swimming pool, and ice rink
8. Plan and implement a snowmobile trail leading to downtown

## **INVENTORY OF MAPS AND FIGURES**

Figure 1 - City Boundaries, Page 7

Figure 2 - Neighborhood Boundaries, Page 8

Figure 3 - City Park Sites Service Areas, Page 14

Figure 4 - School/College Sites Service Area, Page 15

Figure 5 - Action and 5-Year Plan Projects, Page 34-36

Supplement Packet – Public Input Data

## **INTRODUCTION**

Over the past 41 years Dowagiac has made significant progress in the provision of parks and open space for its citizens. The community currently provides 15 parks of various sizes and types for community members. In addition to City parks, facilities maintained by the Dowagiac Union School District and Southwestern Michigan College contribute substantially to the recreation resources that are available to residents.

The provision of public parks by the government is deemed appropriate and necessary so long as these facilities meet the general base of recreation need of the community and are not restricted in their access in any way. Parks should be available for informal, spontaneous use as well as more formalized recreational pursuits such as organized sports leagues or nature seminars. The preparation of a formal park and recreation plan is necessary to insure that the needs of the community are met adequately and the parks are situated throughout the community to serve all neighborhoods.

The City of Dowagiac has been engaged in some sort of formal planning for parks since the early 1970's and has had a number of master plan updates in order to reflect the changes in population, achievement of goals, and the establishment of new objectives for its park system. The purpose of this plan is to look again at the community, to view its accomplishments in the provision of park areas and facilities, and to look to the future while remaining cognizant of short-term needs. Following the criteria established by Michigan Department of Natural Resources Recreation Services Division, this plan includes the following:

1. Community Description
2. Community Administrative Structure
3. Recreation Inventory
4. Description of Planning Process
5. Description of the Public Input Process
6. Goals and Objectives
7. Action Program

## COMMUNITY DESCRIPTION

### **Planning Area**

Figure 1, page 7 shows the City limits of Dowagiac and the boundaries of the City's planning area, while Figure 2, page 8 shows the boundaries of the neighborhoods within the community. These physical boundaries are a significant consideration when planning parks and open space service areas.

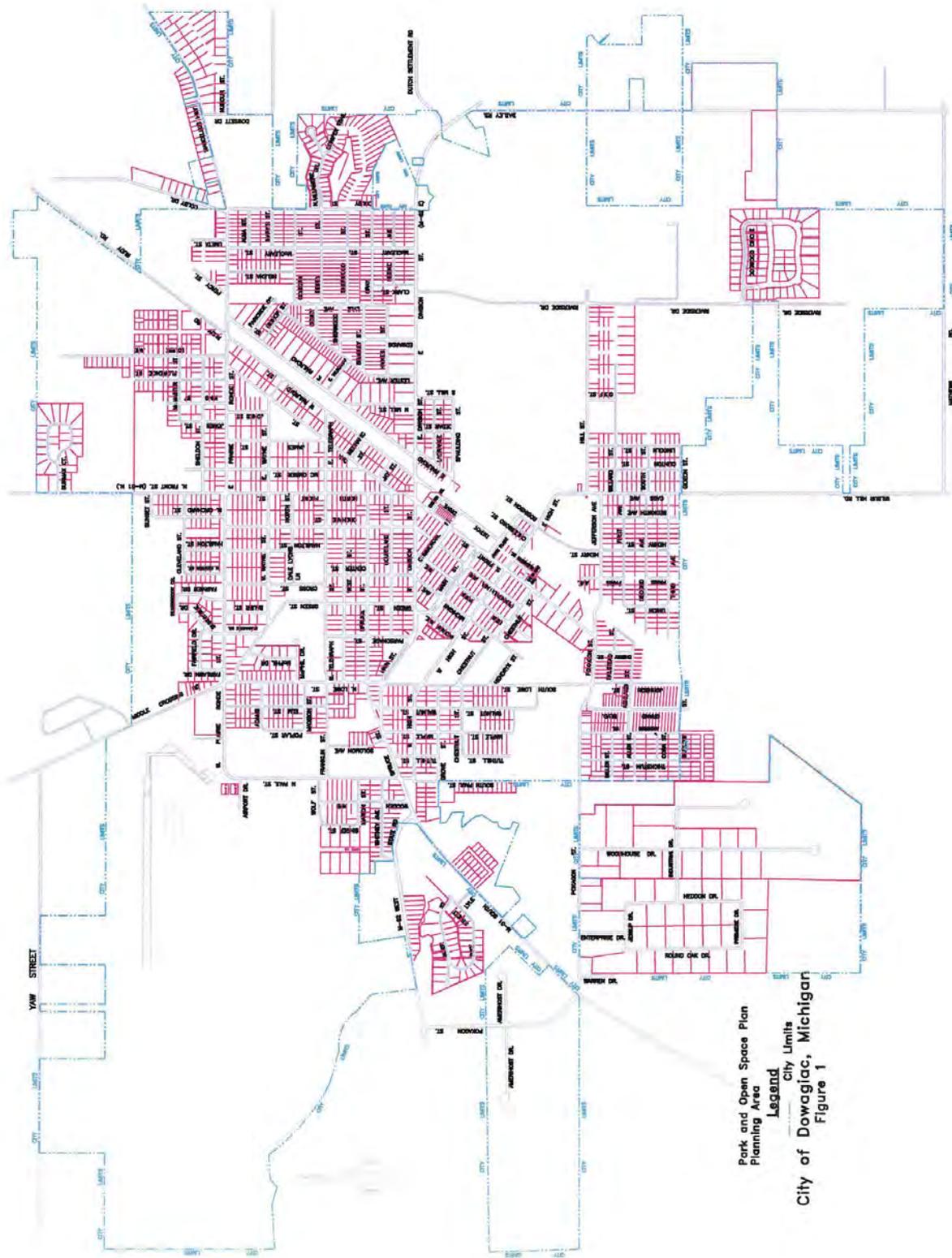
While the City of Dowagiac provides the majority of finances to support the parks system, a large portion of the users are residents of adjacent townships. This factor must be considered when contemplating future park and open space acquisition or development.

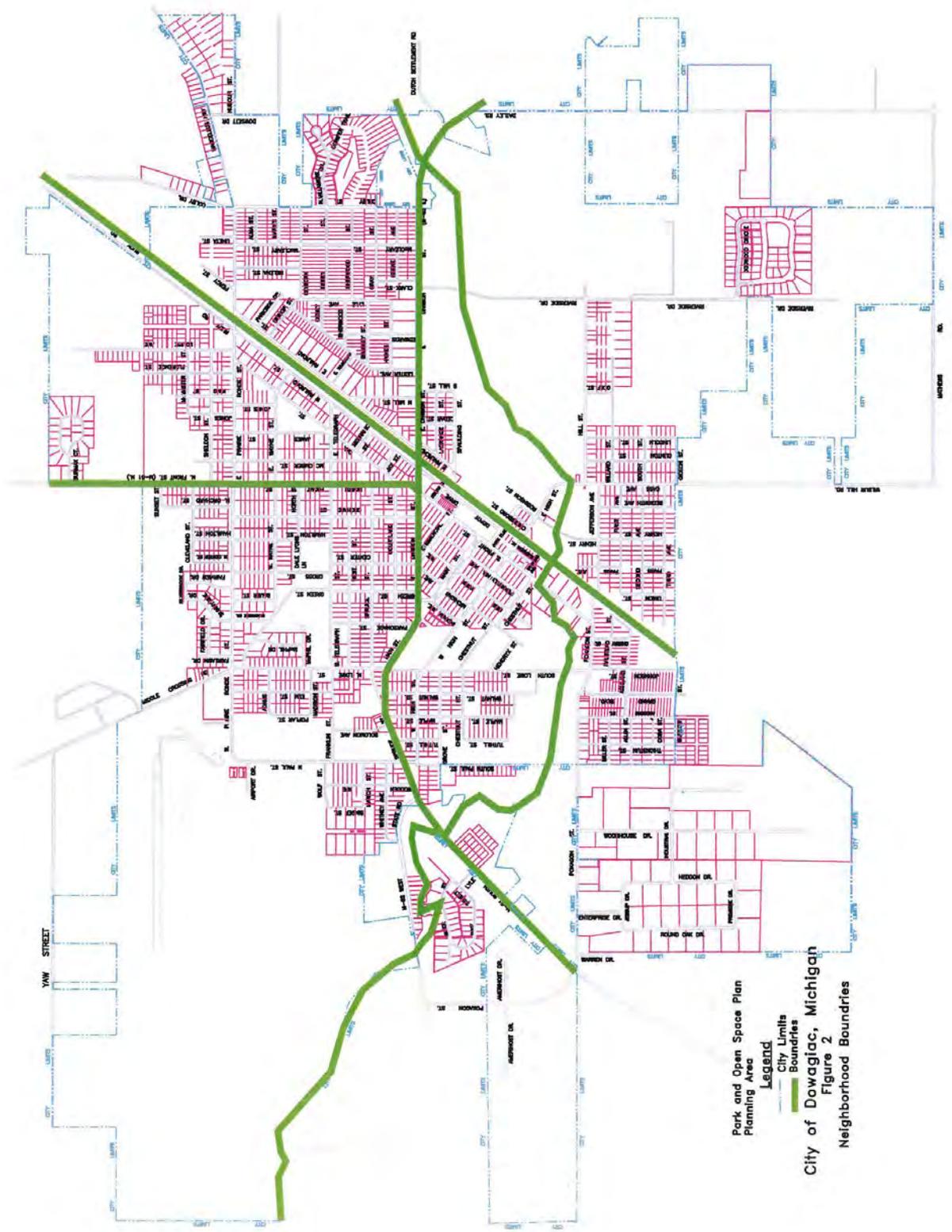
The focus of this plan will continue, for the most part, to be on Dowagiac and the needs of its citizens. However, the needs of the Dowagiac service area are noted and are considered in two ways. One way is in the development of a trail system linking the downtown to Southwestern Michigan College and the second is the continued effort of creating an area-wide recreation authority to more effectively meet the park and recreation needs of the area and the cost of providing them.

### **Population**

Since the 2007-2012 plan, the population of Dowagiac has continued to decline. Based upon the State of Michigan, Department of Treasury, the current population is 5,879 (1), down from 6,147 in the 2000 census. The population of the community has, in fact, been declining since 1960. These growth patterns will challenge the City both financially and physically in its efforts to provide adequate recreation areas, facilities, and programs as residents of adjacent townships continue to use City facilities and open space is consumed by housing on the city's boundaries. The chart on page 6, taken from the recently completed Cass County Recreation Plan, makes the fact clear. The percent change for the townships adjacent to Dowagiac (Wayne, Silver Creek, Pokagon, and LaGrange) is significant and greatly impacts Dowagiac as the City is the site of most active recreation facilities used by those residents (2). In addition, planning for recreation areas and facilities will be challenged as the city's population continues to age, thus changing the overall mix of recreation preferences.

1. *Office of City Comptroller/Reimbursement Records for Revenue Sharing*
2. *Participant Records Maintained by City of Dowagiac, Park and Recreation Department*
3. *Census Bureau*





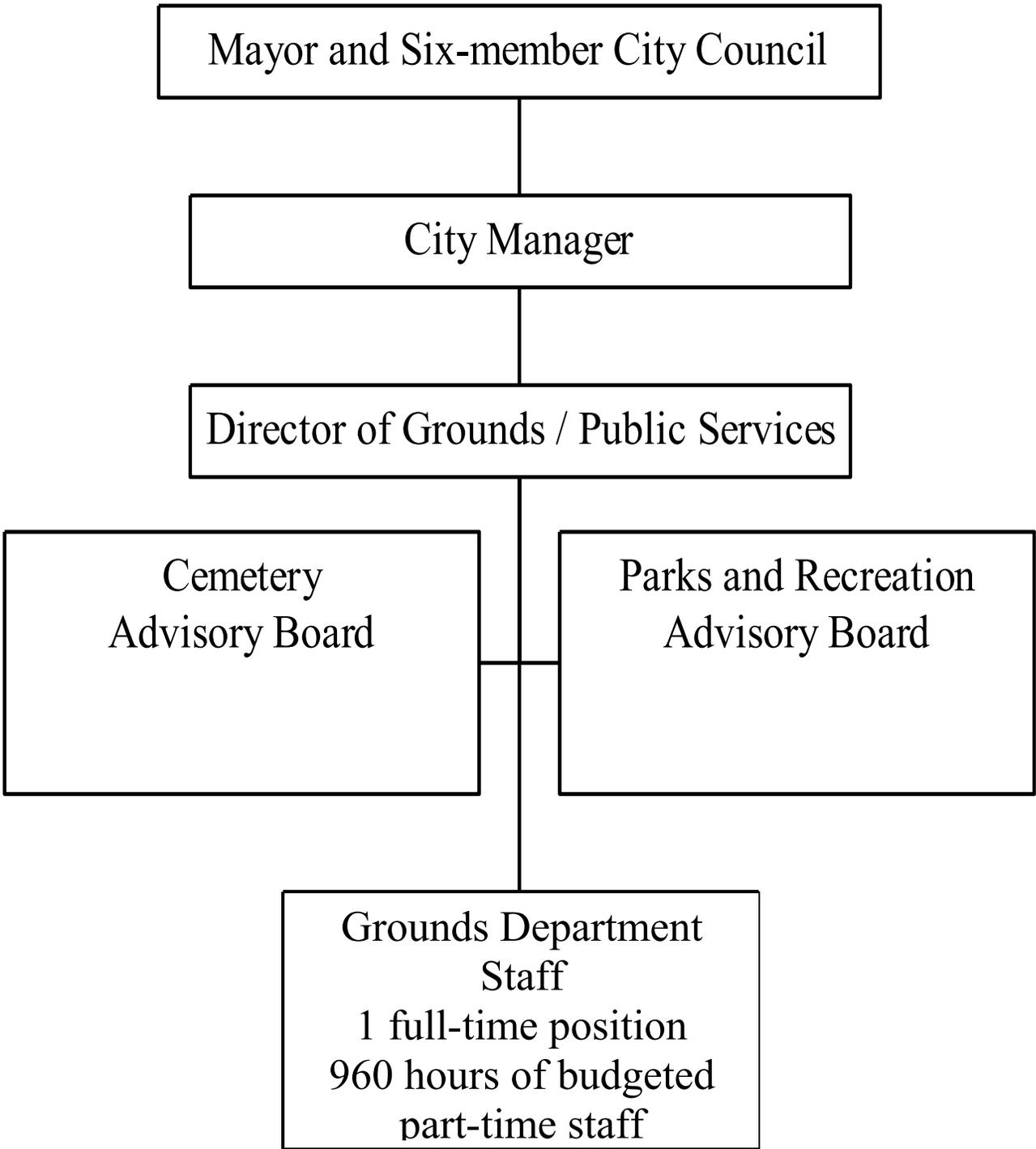
Population Changes in Cass County 1940 - 2010 <sup>1</sup>									
	1940	1950	1960	1970	1980	1990	2000	2010	% Change 1940-2010
Cass Co.	21,910	28,185	36,932	43,312	49,499	49,477	51,104	52,293	138.7%
Calvin twp	899	996	1,172	1,347	1,643	1,813	2,041	2,037	126.6%
Dowagiac city	5,007	6,542	7,208	6,583	6,307	6,409	6,147	5,879	17.4%
Howard twp	1,451	2,952	4,622	5,497	6,524	6,378	6,309	6,207	327.8%
Jefferson twp	838	987	1,255	1,718	1,963	2,112	2,401	2,541	203.2%
La Grange twp	2,296	2,488	3,321	3,583	3,526	3,406	3,340	3,500	54.4%
Cassopolis village	1,488	1,527	2,027	2,108	1,933	1,822	1,740	1,774	19.2%
Marcellus twp	1,599	1,621	1,814	2,006	2,463	2,569	2,712	2,539	58.8%
Marcellus village	NA	1,014	1,073	1,139	1,134	1,193	1,162	1,198	18.1%
Mason twp	594	590	853	1,519	2,132	2,450	2,514	2,945	323.2%
Milton twp	619	1,179	1,541	1,727	2,235	2,284	2,646	3,878	327.5%
Newberg twp	883	907	1,023	1,174	1,382	1,627	1,703	1,632	92.9%
Ontwa twp	1,145	2,020	3,772	5,224	5,787	5,592	5,865	6,549	472%
Edwardsburg village	NA	616	902	1,107	1,135	1,142	1,147	1,259	104.4%
Penn twp	1,115	1,164	1,522	1,775	2,044	1,877	1,902	1,774	59.1%
Vandalia village	NA	360	357	427	447	357	429	301	-16.4%
Pokagon twp	1,254	1,518	1,935	2,189	2,394	2,188	2,199	2,029	61.8%
Porter twp	1,148	1,402	2,001	2,765	3,857	3,857	3,794	3,798	230.8%
Silver Creek twp	1,177	1,773	2,108	2,886	3,361	3,101	3,491	3,218	173.4%
Volinia twp	766	774	815	986	1,182	1,032	1,174	1,112	45.2%
Wayne twp	1,119	1,272	1,970	2,333	2,699	2,780	2,861	2,654	137.2%

Perhaps the most striking difference among varying growth rates of the county's local municipalities is the growth of the townships as compared to Dowagiac and the county's four villages. The combined growth rates of the county's 15 townships (131.1%) from 1950 – 2010 was 4.5 times greater than that of the villages (28.9%) and during the same period, Dowagiac's population decreased by 10.1%(2).

<sup>1</sup> U.S. Census Bureau

<sup>2</sup> Cass County Master Plan July 1, 2014

# ORGANIZATIONAL CHART



## ADMINISTRATIVE STRUCTURE

### Roles of Commission and Advisory Board

Administratively the City is managed through a six-member Council, Mayor, and a City Manager. The City Manager is responsible to the Mayor and Council for all City operations. Input for various City functions is provided through Boards or Commissions. The Park and Recreation Board is one of these boards. (Act 156 of 1917) Local input is provided both formally and informally to the Parks Board which makes recommendations to the Mayor and Council. The Mayor and Council exercise final authority over budget, projects, plans, and the grants-in-aid requests outlined in those plans. The members of the Board are appointed by the Mayor and approved by Council.

### Department, Staff Description and Organizational Chart

Overall park functions are contained within the Department of Public Services, which is responsible for administration, planning, and budgeting. Physical maintenance and preparation for activities are carried out through the Grounds Division of this department, which is staffed by one (1) full-time employee as well as one or two seasonal staff members.

### Annual and Projected Budgets for Operations, Maintenance, Capital Improvements and Recreation

The operations and maintenance budget for the Grounds and Parks function for fiscal year 2014-15 is currently set at \$229,460.00 with a 2% increase per year planned for future operations. The capital improvement budget is currently set at \$0 but may be amended to cover any required local match for grants attained.

### Programming

The department does not handle recreational programming itself; rather various public or quasi-public agencies utilize City facilities for their programs (note previous paragraph). For example, the Dowagiac Union School District utilizes City parks for on-site summer programs. Similarly, various youth and adult sports programs run by volunteers utilize City facilities.

### Current Funding Sources

All funding for the operations function of the Parks Department is derived from the city's general fund with capital improvement funds coming from various City funds as well as grants from private trusts, interest groups, and State/Federal grants-in-aid.

### Role of Volunteers

The role of volunteers involved in our parks begins with our Parks and Recreation Advisory Board. This board is comprised of unpaid, City Council appointed, members that meet as needed to provide recommendations to Council for recreational or park related activities. Volunteers also carry out some of the day-to-day routine clean up tasks that are beyond the capacity of Parks staff and help create special touches throughout the parks system. There are also many organizations, community groups and individual volunteers that make contributions of time throughout the year. For example, in June 2014, several community groups and many individual volunteers spent two days assembling an ADA accessible playground in Russom Park.

### Relationship with School Districts and other Public/Private Agencies

Community facilities maintained by the Parks Division are utilized by Southwestern Michigan College and the Dowagiac Union School District as well as various adult and youth sports organizations. The City works closely with both the Dowagiac Union Schools and Southwestern Michigan College in the cross-utilization of facilities. The Dowagiac Dogwood Fine Arts Organization and the City cooperatively developed a walking “SculpTour” to high-light the City’s many public sculptures with walks ranging from .6 miles to 2 miles.

## **RECREATION INVENTORY**

### Methods Used to Conduct the Inventory

The methods used to conduct the inventory of the Dowagiac area parks and recreation opportunities was through research within the City departments and discussions with school officials. Parks are classified into three (3) categories: Neighborhood Park, Community Park, and Mini Park.

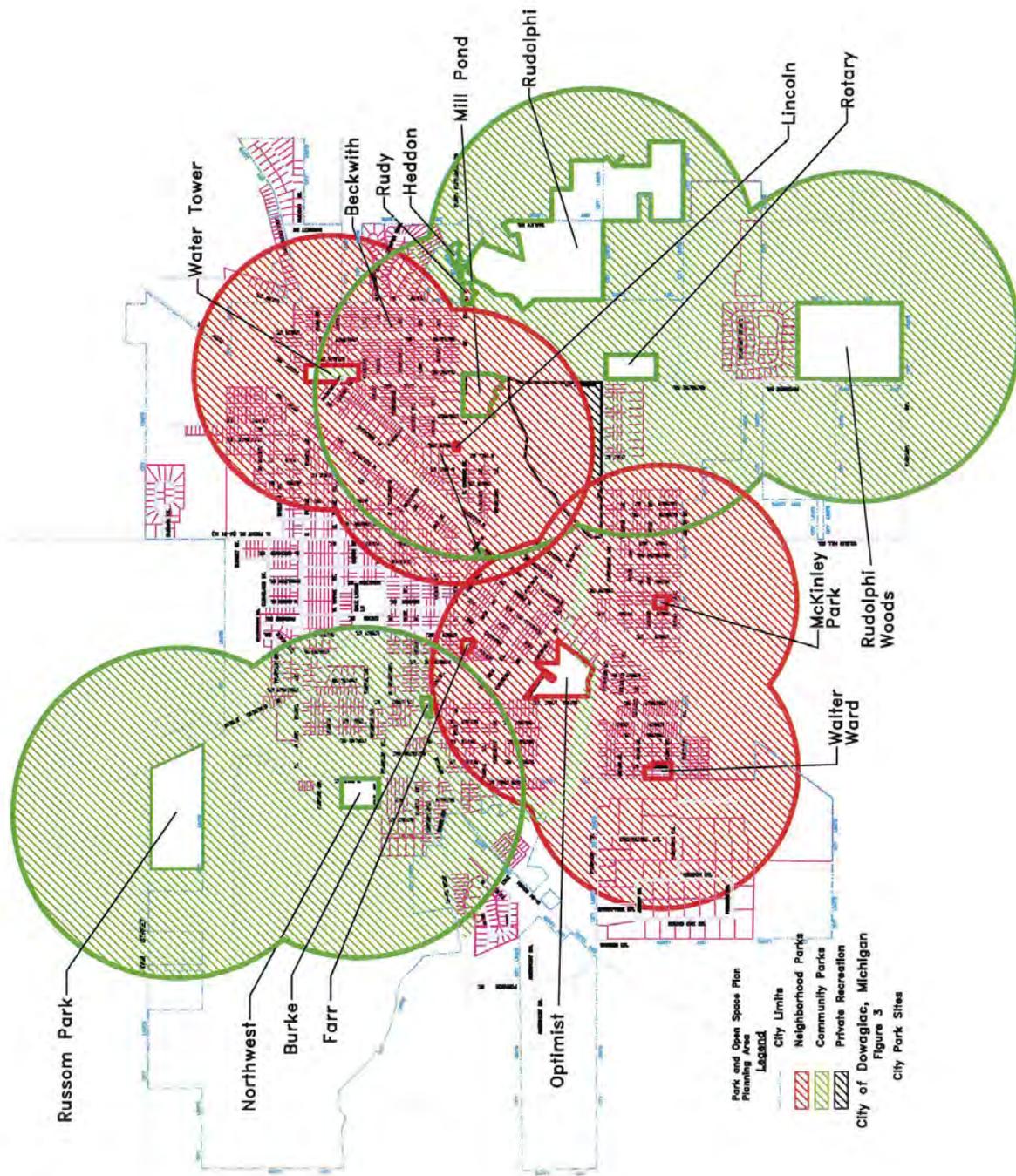
Recreation opportunities in and around the City of Dowagiac have continued to expand. While the City is a primary provider of recreation areas, the Dowagiac Union School District and Southwestern Michigan College also play important roles. School District facilities located in the northwest section of the City provide primary sites for softball and soccer. In addition, the completion of a new middle school in 2006 in the southeast section of the community provides similar facilities to this region of the City. School sites located within City neighborhoods provide important recreation sites. Facilities at Southwestern Michigan College have also become major recreation resources for the community within the past several years. It is anticipated that as residential neighborhoods expand to the south, the role of the college as a recreation site will become more important. The Pokagon

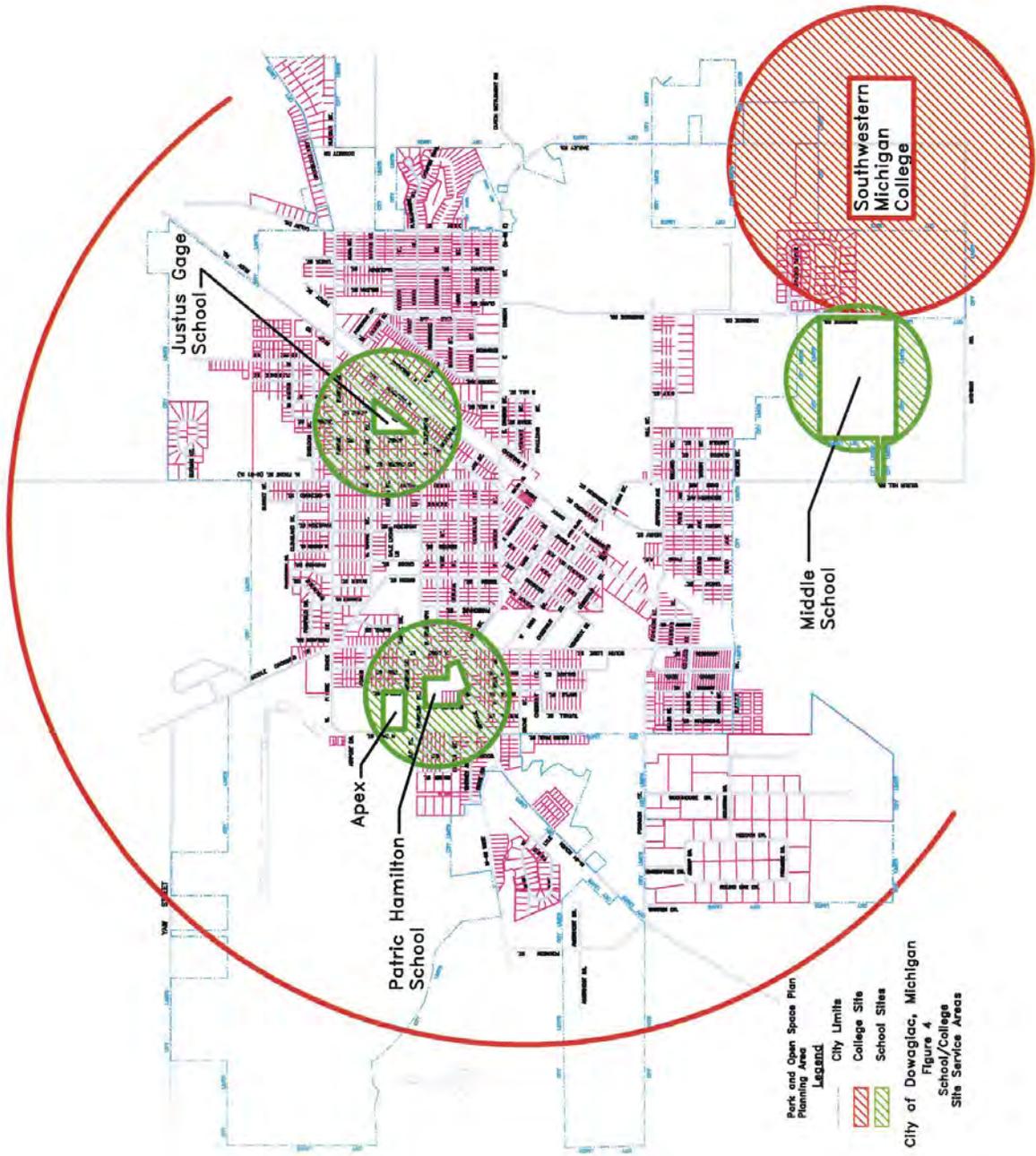
Band of Potawatomi Indians offers a variety of recreational activities throughout the Dowagiac community as well.

In addition to governmental or school sites, volunteers also organize baseball, softball, soccer, and football programs for youth ages 5-18 at private and public facilities.

The City provides 15 parks or open spaces ranging in size from 1/3 acre to 155 acres for a total of approximately 243 acres throughout the community. The school district provides recreation areas through six school sites totaling 40.5 acres while college game field areas total approximately 10 acres in addition to a 75-acre natural area. (See Figures 3 and 4, Pages 14 and 15)

Other recreation facilities available to Dowagiac residents include the Dowagiac Elks and Spruce Ridge golf courses. Arthur Dodd Memorial and Russ Forest Parks provided by the Cass County Parks Department provide nature-related facilities less than 10 miles from the city.





## **Park Facilities/Accessibility Assessment**

### *1) Russom Park - 18.0 acres (Community Park)*

This recently completed park in the far northwest section of the City supports an area wide youth sports program including baseball, softball, and soccer, as well as biking and walking pathways and a universally accessible play area. Ample parking is available for spectators and park users.

**Accessibility (4)**

### *2) Heddon Park - 3.5 acres (Community Park)*

Heddon Park provides bank-fishing opportunities for persons with disabilities and is likely the most popular park in Dowagiac's system. The park is used year round by all socio-economic groups for fishing, picnicking or just a spot to "get away" for a while. **Accessibility (5)**

### *3) Water Tower Park - 5.0 acres (Neighborhood Park)*

This park provides both active and passive recreation in the northeast center of the City. Active recreation facilities include a softball field, basketball courts, horseshoe courts, playground and newly renovated pavilion. Passive recreation is primarily centered around the picnic pavilion complete with grills and picnic tables. This park is situated adjacent to a low- and moderate-income housing project and directly serves the population of this housing project. **Accessibility (3)**

### *4) Optimist Park - 4.0 acres (Neighborhood Park)*

This park is located in the central part of the City and is directly adjacent to the Dowagiac Creek. Passive recreation is the primary focus of this park due to its heavily shaded area and proximity adjacent to the creek.

**Accessibility (3)**

### *5) Mill Pond Park - 40.0 acres (Community Park)*

The Mill Pond Park is located between the Dowagiac Creek and Dowagiac Elks Golf Course and encompasses nearly 35 acres of flood plain of the Dowagiac Creek. This park is totally passive in nature and provides access to the creek. The park serves as an outdoor laboratory for the school system's biology classes. This park will become even more important as the City expands and the value of a large natural area centrally located in the community is realized. **Accessibility (2)**

6) *Rotary Park - 10.0 acres (Community/Neighborhood Park)*

This facility is the focal point of many organized sports and active recreation within the community. Rotary Park includes a regulation baseball field, regulation lighted softball field, skate park, restroom facilities, and shaded picnic and playground area. This park is also significant in that it is a connecting trailhead for nearly eight miles of cross-country walking and skiing trails contained in the Rudolphi Woods and Rudolphi Wildlife Refuge, which are located to the park's south and southeast. This park serves both as a neighborhood and community park. **Accessibility (3)**

7) *Rudolphi Wildlife Refuge and Rudolphi Woods - 155.0 acres (Community Park)*

These combined passive natural areas provide 155 acres of quiet recreation, nature study, and cross-country trails for the community. These areas, in combination to the contiguous 75-acre Southwestern Michigan College natural area, are particularly important in that they contain a major outdoor recreation resource. These areas, connected through Rotary Park, encompass approximately eight miles of cross-country walking, running, and ski trails along with various identification areas for native flora. In all, 235 acres are available in the east and southeastern section of the community. **Accessibility (2)**

8) *Walter Ward Park - 3.0 acres (Neighborhood Park)*

This park is located in the southwestern part of the City and has been developed through the use of State Bond Fund monies in the 1970's as well as grants from Department of Housing and Urban Development in the late 1970's and early 1980's. The City funded a major renovation in 2000-2002. Walter Ward Park is the focal point of the community in which it is situated. It is primarily active in nature by providing basketball courts, a softball field, playground equipment, and a picnic shelter. **Accessibility (4)**

9) *Northwest Park - 5.5 acres (Neighborhood Park)*

This park is located adjacent to the Dowagiac High School in the (as the name suggests) northwest part of the community and currently enjoys considerable "spontaneous" use. This park, combined with the adjacent school facilities, becomes a major open-space resource for the northwest segment of the community. **Accessibility (3)**

*10) McKinley Park – 1.0 acres (Neighborhood Park)*

This park was recently acquired from the Dowagiac school system after closure of the adjacent elementary school. Huston Park is located in the southwestern section of the city and provides active and passive recreation centered around playground equipment and shaded seating areas.

**Accessibility (3)**

*11) Lincoln Park – .03 acres (Neighborhood Park)*

This park was acquired from the Dowagiac school system after closure of the adjacent elementary school. Lincoln Park is located in the northeastern section of the city and provides passive recreation centered around playground equipment. **Accessibility (3)**

*12) Farr Park - 1.1 acres (Mini Park)*

Farr Park is totally passive in nature and was expanded as a result of the re-routing of highways M51 and M62 within the City. Through funds provided by the City and Downtown Development Authority, substantial improvements have made in this park. Floral displays, a veteran's flag display, as well as new sidewalks and seating have been established. A Tuck Langland bronze sculpture "Dance of Creation" provided the inspiration for the official City of Dowagiac logo. This park is a stop on the City's walking "SculpTour". **Accessibility (4)**

*13) Rudy Park - 4.0 acres (Mini Park)*

The City maintains Rudy Park on the eastern most side of Dowagiac that is situated adjacent to Mill Pond. This park, although not directly used by the public, is established for floral displays of native wild flowers and flowering trees. Passing motorists appreciate the beautiful landscape provided by the seasonal-changing display of color and blossoms. The modern sculpture "Active Hybrid" by renowned artist Richard Hunt provides a focal interest of this special mini park. This park is a stop on the City's walking "SculpTour". **Accessibility (3)**

*14) Burke Park - 3.0 acres (Mini Park)*

This passive park on M51/M62 West has been developed over the past several years with benches, sidewalks, and landscaping all which highlight a 30-foot monument dedicated to the soldiers of the Civil War. This park is a stop on the City's walking "SculpTour". **Accessibility (4)**

*15) Beckwith Park - .03 acres (Mini Park)*

Beckwith Park is located in the central business district. It was developed in 1997 through the Downtown Development Authority as a venue for special community events. The main feature of the park is a Victorian gazebo that sets the stage for an annual 14-week summer concert series and is used for other cultural events such as art shows. This park is a stop on the City's walking "SculpTour". **Accessibility (4)**

*16) SculpTour – walking tour of park sculptures, .06 – 2 mile walk*

SculpTour offers self-guided walking tours ranging from .06 miles of accessible paved sidewalks to a 2-mile walk within the City. The 13 sculptures are located in various city parks and green spaces which provide both active and passive recreational opportunities through walking the tour or park benches that provide a resting place to view the art work. **Accessibility (4)**

*Park sites are shown on Figure 3, Page 14.*

### **School/College Sites**

The community's school sites are an important component in the recreation facilities inventory. As is illustrated in Figure 2, Page 4, the City can be divided into six distinct neighborhoods based upon physical barriers, be they the railroad, highways, or the Dowagiac Creek. Given this fact, the school sites, coupled with the location of City parks, provide most neighborhoods with varying types of recreation area close to home (see Figure 4, Page 15).

### **School/College Sites**

As previously noted, facilities located at Southwestern Michigan College have become increasingly more available to the community. As development occurs in the southern portion of the community, the college resources will play an expanded role. College facilities include a 75-acre natural area, track, softball fields, and baseball fields that provide park-like outdoor opportunities. The indoor gymnasium and fitness center function collectively as a community athletic center. Given the dual roles the college facilities play, SMC serves as a neighborhood park as well as a community center (see Figure 4, Page 15).

*Tables on page 22 summarize the existing public and private recreation facilities available to the residents of the Dowagiac community.*

## **Private Recreation**

Private recreation is limited to two 18-hole and one 9-hole golf course locally.

## **Recreation outside the Community**

Cass County has an active and well-defined park system of nine park areas. Of these parks, two are within 10 miles of the City (Arthur Dodd Memorial Park and Fred Russ Forest) and provide excellent nature-related activities including picnicking, fishing on the Dowagiac Creek, and hiking. Seven additional parks are located throughout the county and provide access to several lakes. Noteworthy among these is Dr. T.K. Lawless Park near Vandalia, MI and approximately 15 miles from Dowagiac. This park encompasses 820 acres and provides numerous nature-related activities.

Dowagiac is situated approximately 25 miles from the metropolitan Mishawaka/South Bend area and the large number of both public and private recreation opportunities those communities offer. The City is situated 25 miles from the shore of Lake Michigan and Warren Dunes State Park. Allegan State Forest is a mere 50-mile distance from the City. In all, the citizens of Dowagiac and the surrounding area have very diverse recreation opportunities available to them within a very reasonable travel distance.

### **DNR RECREATION GRANT INVENTORY**

**Project No.:** 26-00641

**Project Title:** Rotary Park

The four tennis courts originally constructed at this facility were removed in 2001 with the permission of the DNR as it had completed its useful life. In their place was constructed a lighted skate park which was one of the top priorities of the 2002 plan. The restroom/changing facility and picnic shelter with tables remain in use and good repair. The play area was completely renovated in 2005.

**Project No.:** 26-01023

**Project Title:** Rotary Park

The elements included in this grant (lighting of softball field, softball and baseball field fencing, landscaping and parking area) continue to serve the community and are in good repair.

**Project No.: 26-01025**

**Project Title: Dowagiac Rudolphi Park**

Walkways, trails, parking and roadway continue to serve the public as a major component of the community trail and natural system.

**Project No.: TF 89-126**

**Project Title: Rudolphi Woods**

This second phase of the Rudolphi open space system consisting of a 70-acre acquisition to protect natural features and trails continues to be used for nature interpretation, hiking, running and skiing.

**Project No.: TF 94-100**

**Project Title: Northwest Park**

This eight-acre acquisition has been developed with recreational softball, soccer, fencing and landscaping to serve the northwest section of the community.

**Project No.: TF 98-1010**

**Project Title: Heddon Park**

This development project improved a community fishing and picnicking site to accommodate handicapped persons and improve their access to outdoor recreation. All facilities are in good condition and the park is a major site in the community's park system. The park improvements include paving the entrance road, boat launch, restroom, signage, and fencing.

**Project No.: TF 08-021**

**Project Title: Youth Sports Park Acquisition**

This eighteen-acre property contained a developed youth baseball and softball park built by their organizations. The property was purchased by the city to promote the continued use of these facilities as a youth sports park. Adjacent property was purchased by the abutting township for development of soccer fields.

**Project No.: TF 11-016**

**Project Title: Silver Creek Russom Park Development**

This development project improved an existing youth baseball and softball park with paved drives/parking, paved biking/walking paths, appropriate signage and landscaping. This project was an intergovernmental park project with the adjacent Silver Creek Township. This park serves the far northwest section of the community.

**City of Dowagiac  
Existing Public and Private Recreation Facilities  
Table 3**

Location	Total Acres	Picnic Tables	Shelter	Grills/Ovens	Benches	Restrooms	Playground	Playfield	Nature Trails	Tennis Courts	Basketball Courts	Horseshoe Courts	Softball Diamonds	Baseball Diamonds	Fishing	Parking Spaces	Boat Launch	Trailer Parking	Drinking Fountains	Water Access	Pedestrian Bridge	Shuffle Board	Hiking Trails	Cross Country Skiing	Bleachers	Skateboard Park	Neighborhood Park	Community Park	Specialty Park	Sculpture			
1) Russom Park	34.0				x	1	8	x						3		100		1	1						2		x	x					
2) James E. Heddon Park	3.5	2			x										x	20	1	10	1	x							x						
3) Water Tower Park	5.0	4	1	4	2	x*	2	1			4**	4**	1			40		1	1							x							
4) Optimist Park	4.0	6	1				2	1			4**				x	18				x	1	3				x							
5) Mill Pond Park	40.0	15	2	6				x							x	30				x							x						
6) Rotary Park	10.0	6			x	1	1	x				1**	1			100		3		x					3	x							
Rudolphi Wildlife Refuge & Rudolphi Woods	155.0								x							8											x						
8) Walter Ward Park	3.0	5	1				1	1			1**		1			20		1								x							
9) Farr Park	1.1																																
10) Rudy Park	4.0				2																												
11) Burke Park	3.0																																
12) Union High School	19.0						3			3				1																			
13) Dowagiac Middle School	10.0									8																							
14) Patrick Hamilton Elementary	5.0						1				2																						
15) Lincoln Park	0.03						1																										
16) Justus Gage Elementary	3.0						1				1		1																				
17) McKinley Elementary	3.0						2				1		1																				
18) Elks Golf Course	62.7																																
19) Northwest Park	5.5						4						1			50																	
20) APEX Sports Complex	4.0						1					2				100										2							
21) Southwestern Michigan College	85.0						1				1		1			300		1															
22) Huston Park	1.0						1	1																									
23) Spruce Ridge Golf Course	120.0																																
24) Beckwith Park	0.03		1		3																												

## DESCRIPTION OF THE PLANNING PROCESS

### **Plan Development**

The current plan for Park and Open Space is based upon public input, national facility standards, as well as past plans and the remaining goals and objectives contained in them.

Public involvement and input are nearly continual in a community the size of Dowagiac. Councilmembers actively discuss the City's plans for the future and receive input. As noted in the forward, this process significantly affected the prioritization of projects for park development and/or renovation and resulted in the addition of a completely new project between the initial circulation of the plan and the current final plan. In addition to the direct personal input and national standards, the following methods were used for data collection.

A particular advantage of working in a small community such as Dowagiac for over two decades is the one-to-one relationships developed with a large number of citizens. Such relationships provide invaluable information regarding recreation preferences. In addition to direct personal input the following methods were utilized for data collection.

1. **Focus Groups** – Meetings were held with all youth sports organizations, the Russom Park Board, school officials and the Young Professionals Group.
2. **Workshops** – Formal meetings were held with the park board, and Mayor, City Council, Council Members, City Manager, and Department Heads.
3. **Preliminary Planning Public Hearing** – A formal Public Hearing was held to present goals and objectives brought forth through the actions noted above with multiple public notices of the date, time, and location of the hearing as well as an invitation to respond in writing if the hearing could not be attended.
4. **Notification of Availability of Plan for Public Review and Comment** – The plan was on file at City Hall and the Dowagiac Library for review and comment. In addition, a copy of the draft plan was provided to Dowagiac School District administrators and principals for comment.

5. **Final Public Hearing on Park and Open Space Plan** - Prior to final adoption by the Mayor and Council, a Public Hearing was heard for final comment.

### **Comparisons to Standards/Park Planning**

Traditionally, municipal parks are classified as block, neighborhood, and community, based upon ease of access and acreage. This system can be reasonably applied in Dowagiac, considering the availability of park or school sites to the area's neighborhoods. Most sections of the community have access to "close to home" recreation areas (See Table 5, Page 27). While park type or access to a recreation facility is of primary importance, the acreage requirement may vary based upon the availability of land in the particular neighborhood or how that neighborhood has developed; fortunately, Dowagiac's park system meets most general acreage requirements.

In Dowagiac, the block or mini park requirement is met by both school and park sites due to the positioning of parks or schools within the neighborhoods. In neighborhoods absent of a school site, park sites for the most part still meet the proximity standard of less than a half a mile for a mini-park or one quarter to one half mile for a neighborhood park due to the small comparative size of the neighborhood.

Generally, park areas developed by the City are somewhat larger and have a greater diversity of activity than most school sites and are classified as neighborhood parks. Most parks contain basic facilities such as play fields, play equipment, picnic area and various athletic areas such as baseball, softball, basketball and tennis.

Community parks in Dowagiac have actually been divided between active parks such as Rotary located in southeast where most sports activities take place and passive parks such as Rudolphi Wildlife Refuge or Heddon where most passive activities take place. While being community parks in scale and service area, these parks also provide for neighborhood park needs. This is particularly true of Rotary Park. Based upon the standard of one to two mile service area, the entire community is served by these parks.

A remarkable feature of Dowagiac's park system is that the Rudolphi Wildlife Refuge and Rudolphi Woods (dedicated in 1976 and 1992, respectively) contains a total of 155 acres which is very close to meeting the standard for a regional park

(200+ acres). If combined with the contiguous acreage dedicated as open space by Southwestern Michigan College, the regional park standard is met in that 235 acres of public open space is available. This area contains nearly 8 miles of natural trails complete with wild flower displays, trail signs, and parking areas.

Through the analysis of acreage needs and considering the standards developed by Roger A. Lancaster in 1983 in his publication entitled Recreation Park and Open Space Standards and Guidelines, the acreage need per population was applied. As is apparent in the following table, the City of Dowagiac is in good shape when using these standards as a guideline. However, even though the acreage standards in Dowagiac may meet the criteria, facilities by type, location, and local need of special facilities, based upon activity levels, may yet remain. Therefore, judging a parks department based solely on acreage and population does not necessarily indicate the success or failure of that department in the provision of recreation facilities, rather it is a measure of the department's ability to meet standards on a general basis.

A comparison of existing facilities to the projected need for facilities by type, service area, acreage and current population is summarized in Table 4.

Recreation needs ..... Table 4

TYPE OF AREA	SERVICE AREA	STANDARD ACRES/1000 POPULATION	EXISTING ACREAGE	ACREAGE STANDARDS	CURRENT ACREAGE DEFICIT
Mini or Block Park <sup>1</sup>	<1/4 mile	1/4 to 1/2 acres	10.5	3	0
Neighborhood Park <sup>1</sup>	1/4 to 1/2 mile	1 - 2 acres	28.5	12	0
Community Park <sup>1</sup>	1 - 2 mile	5 - 8 acres	90.5	48	0
Regional Park <sup>2</sup>	1 hour drive	5.0 - 10 acres	200.0	60	0
Total "close To home"	N/A	6.25 - 10.5 acres/1000	129.5 <sup>3</sup>	63	0

<sup>1</sup> College/School sites considered

<sup>2</sup> Rudolphi Wildlife Refuge and Rudolphi Woods

Population Estimates: 2000 - 6147 (Southwestern MI Commission)  
2010 - 5879 (2010 Census)

<sup>3</sup> Does not include Rudolphi areas.

### **Service Areas**

In addition to standards for acres of park space per unit of population, standards for service radius must also be considered. The map (See Figure 3, Page 14) illustrates how various service area criteria can be applied to Dowagiac, particularly when considering the use of school sites as block parks. As is apparent upon review of the map, the City does meet the general service area criteria given the positioning of parks within the neighborhoods.

### **National Facility Standards**

The use of national standards for facilities is an additional measure by which a community can judge its parks in the provision of park and recreation spaces. Facility standards like service areas and acreage standards are a measure that must be considered when applying these standards in addition to local interest. In some cases, national facility standards could "over provide" or "under provide" for a facility(ies) within a community, consequently one must be aware of their specific community's interests and desires. A comparison of national standards on facility need is contained in Table 5 on the following page.

### **Discussion**

The analysis of recreation needs based upon acreage per population, facility per population, and service areas speak well of Dowagiac's efforts. As in most areas Dowagiac has statistically met or exceeded general standards. However, facility difficulties still exist due to the number of persons involved in various activities simultaneously that overwhelm basic community or neighborhood facilities. Additionally, there is a pressing need to acquire youth sports facilities constructed on private land as well as expand the numbers and types of youth sports facilities available.

**National Facilities Standards . . . . .Table 5**

	<b>Standard per person</b>	<b>Existing Facilities</b>	<b>Current Need</b>	<b>Current Deficit</b>	<b>2010 Need</b>	<b>2010 Deficit</b>
<b>Baseball diamonds- Regulation</b>	<b>1/5,000</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>
<b>Baseball diamonds- Little League</b>	<b>1/5,000</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>
<b>Softball diamonds-</b>	<b>1/5,000</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>
<b>Soccer fields</b>	<b>1/10,000</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>1.5</b>	<b>0</b>
<b>Tennis courts</b>	<b>1/2,000</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>0</b>
<b>Basketball courts (Outdoor)</b>	<b>1/5,000</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>
<b>Swimming pools (25 yd)</b>	<b>1/10,000</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**MDNR Guidelines for the Development of Community  
Park, Recreation, Open Space and Greenway Plans,  
(Rev.01/13/2012),  
Appendix E. Suggested Facility Development Standards,  
Pages 25 - 27**

**Source:**

**Note:**

**Table includes facilities at the Dowagiac School's APEX  
sports complex, Southwestern Michigan and Russom boys  
baseball facility due to the availability and current use  
of these facilities by the public.**

**Population Estimates:**

**5879 (2010 Census)  
15,158 (2010 Dowagiac Union School District)**

# CITY OF DOWAGIAC PARK & OPEN SPACE PLAN **DRAFT** DESCRIPTION OF THE PLANNING PROCESS

## Plan Development:

The current plan for Park and Open Space is based upon public input, national facility standards, as well as past plans and the remaining goals and objectives contained in them.

A particular advantage of working in a small community such as Dowagiac is the one-to-one relationships developed with a large number of citizens, as such relationships provide invaluable information regarding recreation preferences.

Public involvement and input are nearly continual. Council members actively discuss the City's plans for the future and receive input. As noted in the forward, this process significantly affected the prioritization of projects for park renovation and resulted in the addition of a completely new project between the initial circulation of the plan and the current final plan. In addition to the direct personal input and national standards, the following methods were used for data collection.

1. **Focus Groups** – Meetings were held with all youth sports organizations, the Russom Park Board and the Young Professionals Group.
  - a. **Youth Sports Meetings** – Met with representatives of youth softball, baseball and soccer to discuss issues surrounding the needs of the area's youth sports.

Dowagiac Youth Soccer Organization – November 19, 2014 6:00 pm  
Discussion centered on the addition of restrooms and pavilion with training room and wifi, irrigation, water fountain and lights. Need vehicle access for elderly to get to back soccer field. Commented on time savings for parents with children in both soccer and baseball – the park is very appreciated and highly utilized.

Little League – December 9, 2014 4:30 pm  
Discussion centered on how pleased the group is with the Russom Park project. Little League has 400 participants in program. The

group would like to see the addition of nicer restrooms, an indoor facility for practice, wifi capabilities and a pavilion.

- b. **Park Board Meeting** – December 3, 2014 5:30 pm  
As a recommending board to Dowagiac City Council, the Park Board members reviewed the previous 5-year plan and discussed the remaining goals of the plan as well as proposed goals for the 2015-2020 plan. The board felt strongly that while we have great park amenities currently, would like to see more paved walking/biking trails to accommodate strollers and motorized wheelchairs. As demographics change in the community would like to see a splash park added. Support was also voiced for a multi-jurisdictional recreation authority to broaden the base for recreation programming.
- c. **Russom Park Board Meeting** – November 17, 2014 6:00 p.m.  
The draft plan and goals were presented to the board. There was broad agreement that maintenance of the existing shared multi-sports complex needs to be a top priority. Focus on an expanded area-wide recreation authority involving the city, school district and four adjacent townships would significantly help efforts to provide and expand recreational programs. The board also felt that expanded recreation opportunities would do much to help promote active and healthy activities and reduce problems with youth, particularly after school and during the summer. Discussion on additional property acquisition and picnic area, pavilion and restrooms to complete park.
- d. **Dowagiac Young Professionals Group** – Copies of the draft Park and Open Space Plan were provided to members of this group for their input into the plan. As demographics of the community change, their input is vital to recreation planning for the future.
- e. **Dowagiac Union School District** – 15 copies of the draft Park and Open Space Plan were distributed through the districts buildings and libraries to provide administrators and students the opportunity to review and comment. Prior to distribution of the plan, City officials met with the Superintendent of the school district to review the goals, objectives and briefly discuss the plan content.
- f. **Southwest Michigan Planning Commission** – Copies of the draft Park and Open Space Plan were provided to the SWMPC along with a

notice of Public hearing on January 26, 2015 at 7:00 PM for their input prior to or during that meeting.

g. **Social Media**

Copies of the draft Park and Open Space Plan were placed on the City's website, Facebook and other social media sites for public accessibility to the plan.

2. **Preliminary Planning Public Hearing** - A formal Public Hearing was held to present goals and objectives brought forth through the actions noted above with multiple public notices of the date, time and location of the hearing, as well as an invitation to respond in writing if the hearing could not be attended. (Ads and affidavit at the end of this section.)
3. **Final Public Hearing on Park and Open Space Plan** – Prior to final adoption by the Mayor and Council, a Public Hearing was held for final comment. (Ads and affidavit at the end of this section.)
4. **Other** – Through the course of the plan development, public input, and public hearing; the local newspaper “The Dowagiac Daily News” gave the planning process goals and objectives front-page coverage. Copies of these articles are included at the end of this section.
5. **Public Comment** – In addition to having plans on file at the Dowagiac City Hall and library, 15 plans were distributed through the Dowagiac school system while an additional three (3) were provided to citizens upon request.

Through the planning process, press coverage, and various public hearings, up to and including Council approval on \_\_\_\_\_ (date) \_\_\_\_\_, no negative views or opposition to the goals and objectives outlined in the plan were received.

## **PROPOSED GOALS & OBJECTIVES**

### **1. Maintain and improve the physical integrity of the Park System – improve accessibility.**

Through continued budgeting for maintenance and regular evaluation of park fixtures, the City will assure that the parks within the community meet the needs of the citizens. As repairs and upgrades are planned and implemented, improving access for persons with disabilities will be a primary focus.

### **2. Assure that parks are available for general and spontaneous use of the neighborhood served.**

Neighborhood residents have complained that organized sports often “take over” the neighborhood parks. As future projects are contemplated which have a community-wide service population, the City will continue to seek to locate those projects in areas which do not adversely affect neighborhood use and meet not only the facility needs of the target user groups, but provide adequate support facilities as well.

### **3. Acquire/Expand Trail Areas (101 Cass Ave and Elks Trail Development)**

In 2014 the City acquired land through a county foreclosure along Dowagiac Creek. The acquired property’s placement is ideal for a trailhead park that will effectively provide a natural or paved trail pathway link along the creek, with benches and viewing stations, from downtown to trails leading to the Southwestern Michigan College trail system and Rudolphi trail system. The Elks Trail development will require additional property purchase or easement access from private property owner. The Elk’s Trail would also address cleanup of the Dowagiac Creek Floodplain.

### **4. Acquire land/Expand Russom Park**

Begin negotiations with private owner of property abutting Russom Park for additional parking and open space area for development. Area youth sports groups have expressed keen interest in the construction of facilities for training, indoor practice, restrooms, a picnic pavilion and wifi capabilities. Indoor practice areas during inclement weather would greatly benefit the overall health and physical activity of area youth and also provide onsite enrollment benefits through wifi capabilities.

## **5. Acquire land to link trails in Rudolphi Wildlife Refuge (26-01025) to Rudolphi Woods (TF 89-126).**

Currently a single parcel of privately owned land stands between these two park areas on the eastern portion of the trail system. Through an informal agreement with the landowner, a trail links these park areas allowing approximately eight (8) miles of loop trail through City and College owned properties. This final acquisition would secure permanent use of this unique community trail system, providing a completely linked circular linear trail system.

## **6. Expand the Scope of Community Recreation Programming**

The City will continue dialogue with the Dowagiac Union School District and adjacent townships with respect to the creation of an area-wide recreation authority.

## **7. Development of Natural Area in the Northwest**

In 1984 the City acquired lands in the northwest to expand the Dowagiac Municipal Airport. Part of the acquisition involved the purchase of an abandoned gravel pit and associated agricultural land. The gravel pit and associated two ponds were cleaned up and over the years native vegetation has reclaimed the site. This undeveloped area of approximately 40 acres could be developed with limited parking to provide bank fishing and other nature related activities. In anticipation of development the City purchased a 200 foot strip of land to improve access to the area at a future date.

## **8. Rudy Park Development**

Develop safe access to the existing drive-by sculpture park to include parking area with a view of the natural creek area, ADA accessible overlook, landscaping and stairs to a fishing platform on the water.

## **9. Splash Park Development**

As the demographic of the community change, community members have expressed interest in a splash park to provide activities for children of all ages. The City will look at appropriate locations for siting of this park.

## **10. Snowmobile Trail to Downtown**

Similar to communities in northern Michigan, the community is fortunate to have several major snowmobile trails in Cass County. It is appropriate to review options for providing a snowmobile trail into/out of the downtown to provide access to additional winter recreation activities for visitors and residents.

## **11. Construct a Community Center, Swimming Pool, and Ice Rink**

This effort could be considered the first step in the development of a community center complex. Given the capital and maintenance costs of such facilities, the most realistic way to accomplish this goal would be with through the creation of an area-wide recreation authority as outlined in Goal 4.

## **PROPOSED ACTION PLAN**

Over the past five to ten years the City has successfully met several of the previous park and open space goals, while others have been met by the efforts of the Dowagiac Union School District:

- The City has completely renovated Walter Ward Park in the southwest section of the City including construction of four new basketball courts and a new play area. All renovations have met ADA standards.
- The City has completed the development of a skateboard/bike facility and renovated the playground at Rotary Park in the southwest section of the City.
- Through inter-governmental cooperation, the City and Silver Creek Township acquired adjacent properties for the expansion of youth sports and development of walking/biking pathways. The City property purchase contained a developed youth baseball and softball park built by their organizations on private land. The Township property purchase has been developed to serve youth soccer. Both properties contain landscaping, adequate parking, signage and paved walking/biking paths.
- Creation of two new neighborhood parks through closing of two elementary schools with playground property being transferred to City ownership.

**The priorities established below** will, if accomplished, significantly meet the most pressing park and open space goals brought forth through the public input process.

### **1) Protect Existing Parks Assurance to ADA Compliance**

Continue to assure the physical integrity of and A.D.A. compliant access to existing City parks through an ongoing program of regular maintenance and rehabilitation as well as redevelopment of the play area and basketball courts at Water Tower Park as well as closer handicap parking and paved access for seniors and disabled at Russom Park.

### **2) 101 Cass Ave and Elks Trail Development – Acquire/Expand Trail Areas**

Protect through acquisition natural areas along the creek that would link existing trail systems. This action would eliminate the safety issue of pedestrian and bike

traffic on the roadways that currently exists. In 2014, the City acquired land through a county foreclosure along Dowagiac Creek. The acquired property's placement is ideal for a trailhead park that will effectively provide a natural trail or paved pathway link along the creek, with benches and viewing stations, from downtown to trails leading to the Southwestern Michigan College trail system and Rudolphi trail system. The Elks Trail development will require additional property purchase or easement access from private property owner. The Elk's Trail would also address cleanup of the Dowagiac Creek Floodplain. This project will be accomplished by seeking grant assistance from various entities.

### **3) Acquire land/Expand Russom Park**

Begin negotiations with private owner of property abutting Russom Park for additional parking and open space area for development. Based upon the acreage available for sale and the required price per acre, the City will determine if a grant application is in order or if the project can be funded locally.

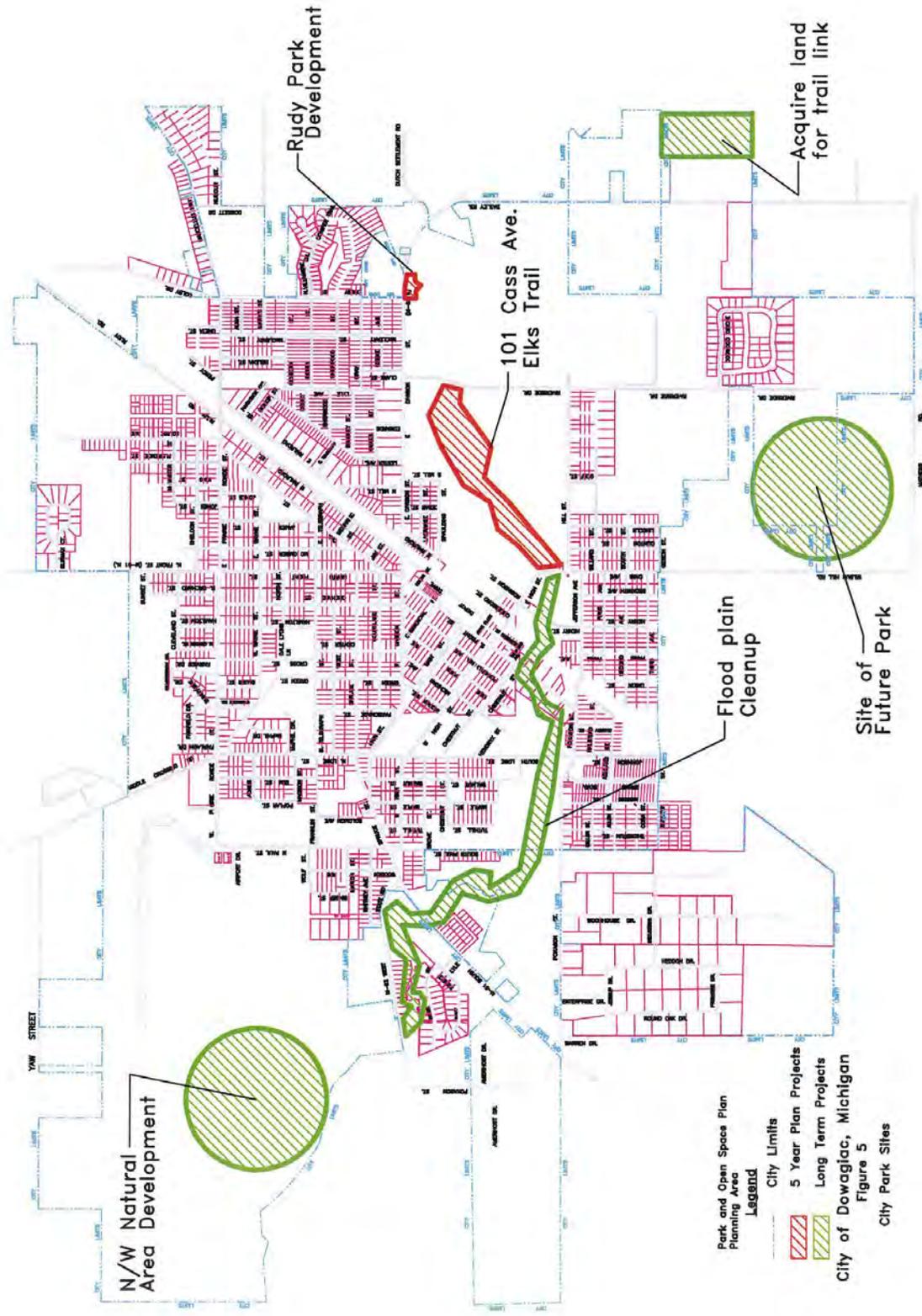
The City will also consider a grant fund application for the construction of facilities for training, indoor practice, restrooms, a picnic pavilion and wifi capabilities. Indoor practice areas during inclement weather would greatly benefit the overall health and physical activity of area youth and also provide onsite enrollment benefits through wifi capabilities.

### **4) Create Area-Wide Recreation Authority**

Work with the Dowagiac Union School District and adjoining townships in an effort to create an area-wide recreation authority. A consolidated approach is likely the best way to meet the diverse programming and major facility needs of the area. Given the scope of this process, it is very likely that several years will be required for all government entities to develop an authority, outline methods of funding, and coordinate and determine the scope of services and responsibilities of the authority.

### **5) Rudy Park Development**

The City will consider a trust fund application for the development of an existing drive-by sculpture park to include parking area with a view of the natural creek area, ADA accessible overlook, landscaping and stairs to a fishing platform on the water.



***CITY OF DOWAGIAC***

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

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

**DATE: January 23, 2015**

**SUBJECT: Dial-A-Ride Budget Approval**

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A resolution is on Monday's agenda to express the City's intention to apply for funding and to approve a projected 2016 Dial-A-Ride budget in accordance with the master contract with the Michigan Department of Transportation (MDOT). While we operate under a master contract for these funds with the State, we still need to apply for funding on an annual basis and include budget projections.

The DART Local Advisory Committee has recommended the proposed budget for approval. As projected, the State share of the budget is projected at \$74,671.43 (36.34%) and Federal share at \$32,876.80 (16%) on a total budget of \$205,480. Last year's DART budget percentages were State 36.34% and Federal 16.0% on a \$201,264.30 budget.

**RECOMMENDATION**

I recommend that Council approve the resolution for the City's intention to apply for funding and to approve a projected 2016 Dial-A-Ride budget.

Support Documents:  
Cover Memo-City Mgr.  
Resolution  
Dept. Head Reports

# CITY OF DOWAGIAC

## Interdepartmental Memo

**TO:** Kevin Anderson, City Manager      **FROM:** Rozanne Scherr, Transit Coordinator  
**RE:** 2016 Proposed DART Budget      **DATE:** January 19, 2015

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The DART Local Advisory Committee met on January 9, 2015 to review and approve the proposed 2016 DART budget in the amount of \$205,480. It is their recommendation that the budget be brought before City Council for formal approval. The operating percentages used for this budget are as follows:

State share: 36.34% or \$74,671.43  
Federal share: 16.00% or \$32,876.80

The Local Operating Assistance item is the budget shortfall amount of \$15,331.77 which may need to be drawn from reserves. The previous year fund balance (reserves) is \$104,814.03.

I have attached the proposed 2016 Budget and the Resolution of Intent for your review. Should you have any questions or comments please do not hesitate to contact me.

**FY 2016 RESOLUTION OF INTENT**

*The approved resolution of intent to apply for state formula operating assistance for  
fiscal year 2016 under Act 51 of the Public Acts of 1951, as amended.*

**INSTRUCTIONS: Complete and save the form in PTMS, and attach a signed copy in PTMS**

**WHEREAS**, pursuant to Act 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for the

\_\_\_\_\_, (hereby known as THE APPLICANT) established under  
*Name of Applicant (legal organization name)*

Act \_\_\_\_\_ to provide a local transportation program for the state fiscal year of 2016 and, therefore, apply  
for state financial assistance under provisions of Act 51; and

**WHEREAS**, it is necessary for the governing body, to name an official representative for all public  
transportation matters, who is authorized to provide such information as deemed necessary by the State  
Transportation Commission or department for its administration of Act 51; and

**WHEREAS**, it is necessary to certify that no changes in eligibility documentation have occurred during the  
past state fiscal year; and

**WHEREAS**, the performance indicators have been reviewed and approved by the governing body.

**WHEREAS**, THE APPLICATION, has reviewed and approved the proposed balance (surplus) budget,  
and funding sources of estimated federal funds \$ \_\_\_\_\_, estimated state funds \$ \_\_\_\_\_,  
estimated local funds \$ \_\_\_\_\_, estimated fare box \$ \_\_\_\_\_, estimated other funds  
\$ \_\_\_\_\_, with total estimated expenses of \$ \_\_\_\_\_

**NOW THEREFORE**, be it resolved that THE APPLICANT hereby makes its intentions known to provide  
public transportation services and to apply for state financial assistance with this annual plan, in accordance with  
Act 51; and

**HEREBY**, appoints \_\_\_\_\_ as the Transportation Coordinator,  
for all public transportation matters, who is authorized to provide such information as deemed necessary by the  
State Transportation Commission or department for its administration of Act 51 for 2016.

I, \_\_\_\_\_, \_\_\_\_\_, of  
(Name) (Secretary/Clerk)

**THE APPLICANT**, having custody of the records and proceedings of THE APPLICANT, does hereby certify that I  
have compared this resolution adopted by THE APPLICANT at the meeting of \_\_\_\_\_, 20\_\_\_\_, with  
the original minutes now on file and of record in the office and that this resolution is true and correct.

**IN TESTIMONY WHEREOF**, I have hereunto set my  
hand and affixed seal of said \_\_\_\_\_, this \_\_\_\_\_  
day of \_\_\_\_\_ A.D. 20\_\_\_\_

SIGNATURE

**Dowagiac Dial-A-Ride**

**P.O. Box 430  
Dowagiac, MI 49047**

**(269) 782-2195**

**Nonurban City**

**Regular Service**

**Annual Budgeted**

**2016**

**Operating Revenue: \$34,000**

**Total Eligible Expenses: \$205,480**

**Local Share: \$97,932**

**Comments: -**

**Dowagiac Dial-A-Ride  
Nonurban City  
Regular Service  
Annual Budgeted  
2016**

**Revenue Schedule Report**

Code	Description	Amount
<b>401 :</b>	<b>Farebox Revenue</b>	
40100	Passenger Fares (-)	\$34,000
<b>406 :</b>	<b>Auxiliary Trans Revenues</b>	
40699	Other Auxiliary Trans Revenues (Explain in comment field) (extra bags, no shows)	\$600
<b>408 :</b>	<b>Local Revenue</b>	
40800	Taxes Levied Directly for/by Transit Agency (-)	\$47,000
<b>409 :</b>	<b>Local Revenue</b>	
40910	Local Operating Assistance (-)	\$15,332
<b>411 :</b>	<b>State Formula and Contracts</b>	
41101	State Operating Assistance (-)	\$74,671
<b>413 :</b>	<b>Federal Contracts</b>	
41301	Section 5311 Operating (-)	\$32,877
<b>414 :</b>	<b>Other Revenue</b>	
41400	Interest Income (-)	\$1,000
<b>Total Revenues: \$205,480</b>		

**Dowagiac Dial-A-Ride  
Nonurban City  
Regular Service  
Annual Budgeted  
2016**

**Expense Schedule Report**

Code	Description	Amount
<b>501 :</b>	<b>Labor</b>	
50102	Other Salaries & Wages (-)	\$6,000
<b>502 :</b>	<b>Fringe Benefits</b>	
50200	Fringe Benefits (-)	\$3,220
50220	DB Pensions (-)	\$2,000
<b>503 :</b>	<b>Services</b>	
50302	Advertising Fees (-)	\$50
50305	Audit Costs (-)	\$150
<b>504 :</b>	<b>Materials and Supplies</b>	
50401	Fuel & Lubricants (-)	\$18,000
50402	Tires & Tubes (-)	\$2,000
<b>508 :</b>	<b>Purchased Trans Service</b>	
50800	Purchased Trans Service (-)	\$174,060

**Total Expenses: \$205,480**

**Total Ineligible Expenses: \$0**

**Total Eligible Expenses: \$205,480**

***CITY OF DOWAGIAC***

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

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

**DATE: January 22, 2014**

**SUBJECT: Dowagiac Area History Museum (DAHM) Second Floor Renovation Project**

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When the local history museum was relocated from the Southwestern Michigan College to the former Behnke Paint and Flooring store the upper floor of the building remained unfinished with the hope that the day would come when funds could be raised to finish the space and expand the opportunities to increase the number of exhibits on display. That time has come.

The Museum Advisory Committee and Museum Director have met the fund raising goals set by Council and the construction costs are now clear. Over \$51,000 has been received and another \$5,000 has been committed to offset construction costs that are estimated to be just over \$100,000 by Burling Construction. The balance of the funds will come from capital development and municipal building funds. It is anticipated that the construction can be completed and exhibits open for public enjoyment by early fall 2015.

Museum Director Steve Arseneau has been the lead staff representative on this project and he has prepared a detailed memo which is attached.

**RECOMMENDATION**

Approve a resolution to authorize the DAHM Second Floor Renovation Project with Burling Construction.

Support Documents:  
Cover Memo-City Mgr.  
Resolution

## Memorandum

To: Kevin Anderson, City Manager  
From: Steve Arseneau, Museum Director  
RE: Second Floor renovation project  
Date: January 16, 2015

### **Project Background and Need**

After the decision was made in 2012 to move the local history museum from the campus at Southwestern Michigan College to downtown Dowagiac under the auspices of the City of Dowagiac, the city acquired the three-story (two above ground and one below) building at the corner of West Railroad and Division Streets that had most recently served as the Behnke Paint and Flooring Store. The building needed to be completely renovated to serve as the Dowagiac Area History Museum. Because of financial and logistical considerations, it was determined to renovate two of the three floors for the May 2013 opening of the facility. We planned to raise funds to renovate the third floor.

The basement and ground floor were renovated for the opening while the second floor was cleaned and had some basic work performed to bring the space up to code, including installation of fire suppression pipes and a furnace. In its current configuration, the museum has 4,000 square feet of exhibit space with a small amount of storage and work space. Because of space considerations, many of Dowagiac's stories had to be omitted from the current exhibits (detailed exhibit plan below).

The floor that has not been renovated is not environmentally stable for artifacts storage or display in its present state. Renovating the second floor will provide 2,000 square feet of new exhibit space and 1,000 square feet of needed storage and work space. This will also complete the facility, stabilize the building environmentally for the artifacts, and provide additional educational opportunities for area residents, visitors to Dowagiac and students who visit the museum on school tours.

### **Exhibit Details**

The plan calls for the space to be divided into two separate galleries: one will house a permanent exhibit and one will be a temporary gallery. The permanent exhibit will examine the history of Dowagiac from the railroad's arrival in 1848 to the present with exhibits exploring the following topics:

- Settlement and early Dowagiac
- The Orphan Train
- Front Street and Dowagiac commerce
- Judd Lumber and Colby Mill
- Dowagiac's post World War II industry: Jessup Door, Jessco, Ameriwood, Rudy Manufacturing, etc...
- 246<sup>th</sup> Armored National Guard unit
- Public service in Police and Fire Departments
- Fun In and Around Dowagiac (Fraternal Organizations, Lakes and resorts, sports, etc...)

- Southwestern Michigan College
- Dogwood Fine Arts Festival
- Rehabilitation and resurgence of downtown Dowagiac beginning in the 1990s

The temporary exhibit gallery will house two to four temporary exhibits per year—some will be created in-house and explore local history themes while others will be rented traveling exhibits. The temporary exhibits will provide the community with new educational opportunities and serve as vital marketing tools. Temporary exhibits help keep the museum fresh for local residents, encourage repeat visitation and help keep the institution in the media.

### **Cost and Fundraising**

In mid-2014, it was conveyed to me by the City Manager that City Council hoped to see the third floor renovated soon and would dedicate \$50,000 to the project if the Museum Director and Museum Advisory Committee could raise the rest of the funds required to renovate the space. Initial estimates suggested that the project would cost around \$100,000 for basic renovations. The current cost estimate is \$105,000, but we are in the process of getting competitive bids for several aspects of the project to potentially bring that estimate closer to \$100,000.

One concern the Museum Director had moving forward with the project was the added expense of exhibit cabinetry, which could potentially cost as much (if not more than) as the renovation. The Museum Director proposed built-in cabinetry to the general contractor, who felt that would not add significantly to the cost of the project and would save considerable funds. The current cost estimates include built-in cabinetry in the permanent exhibit gallery.

The Museum Director and Museum Advisory Committee began a capital campaign in summer 2014 to raise the needed funds. The local community responded in a positive way with donations from \$10 to \$5,000. As of this writing, we have \$51,100 having been donated and deposited in the “Museum Building” account with more than \$5,000 outstanding from pledges to be paid throughout 2015. A grant application is pending with the Pokagon Fund and other funding sources are being explored, but I believe we have enough pledged and received to move forward with the project. Funds raised that exceed the cost of renovations will go toward exhibit production.

### **Project timeline**

The museum has been working with general contractor Tom Burling to gather quotes from sub-contractors and plans to work with Burling as the lead contractor on the project. According to Burling, the renovation of the second floor is a four-month project. If the project is approved at the January 26 meeting, construction could begin in early February with completion of the renovation expected in late May or early June.

After completion, the Museum Director and volunteers would need several months to assemble and install the permanent exhibit, *Dowagiac 1848 to...*, with expected opening of the gallery in September

2015. The Museum Director plans to leave the temporary gallery as a reception area for the opening and would work on installation of the first exhibit on local military history, with an opening in early 2016.

### Request

I request that City Council approve the utilization of funds raised and deposited in the museum's "Museum Building" account and \$50,000 in funds designated by the City of Dowagiac City Council to begin the renovation of the second floor of the Dowagiac Area History Museum with Tom Burling as the lead general contractor.

### Basic Floor Plan

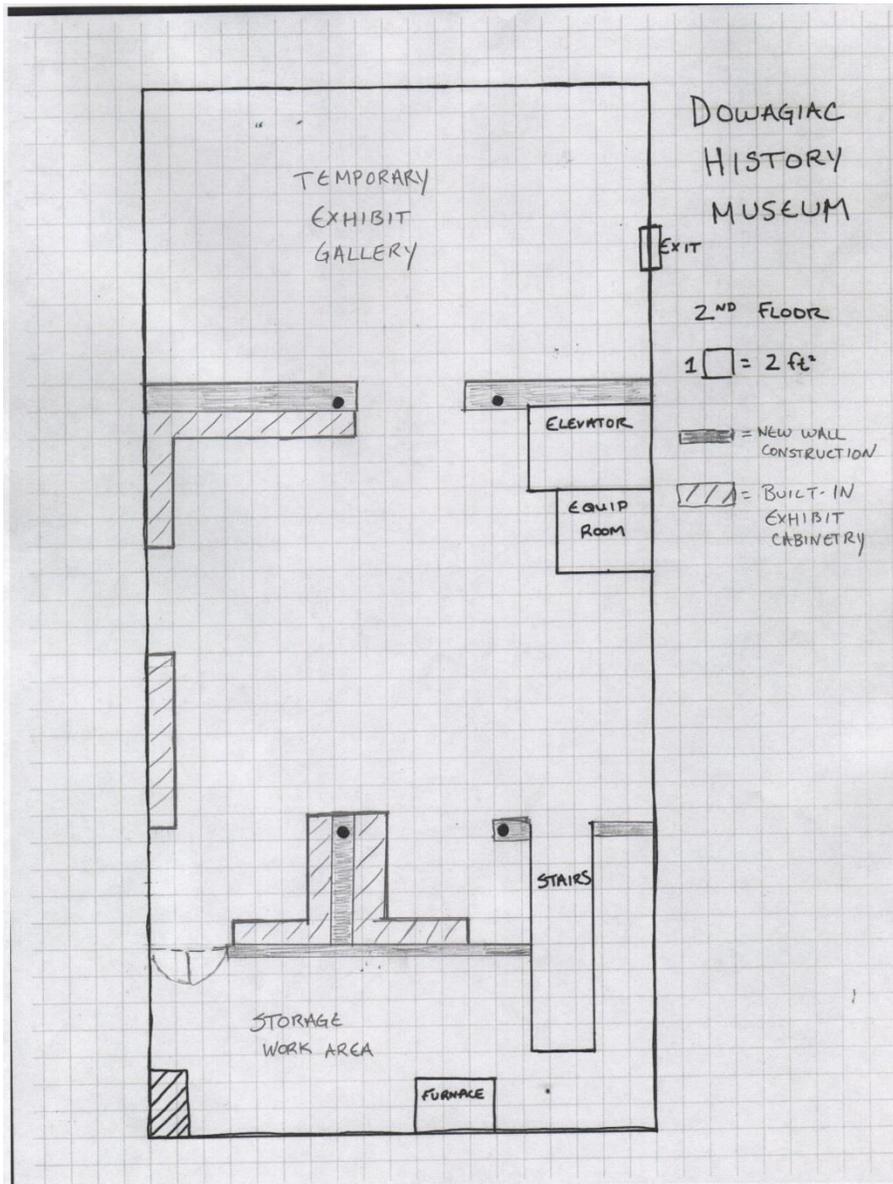
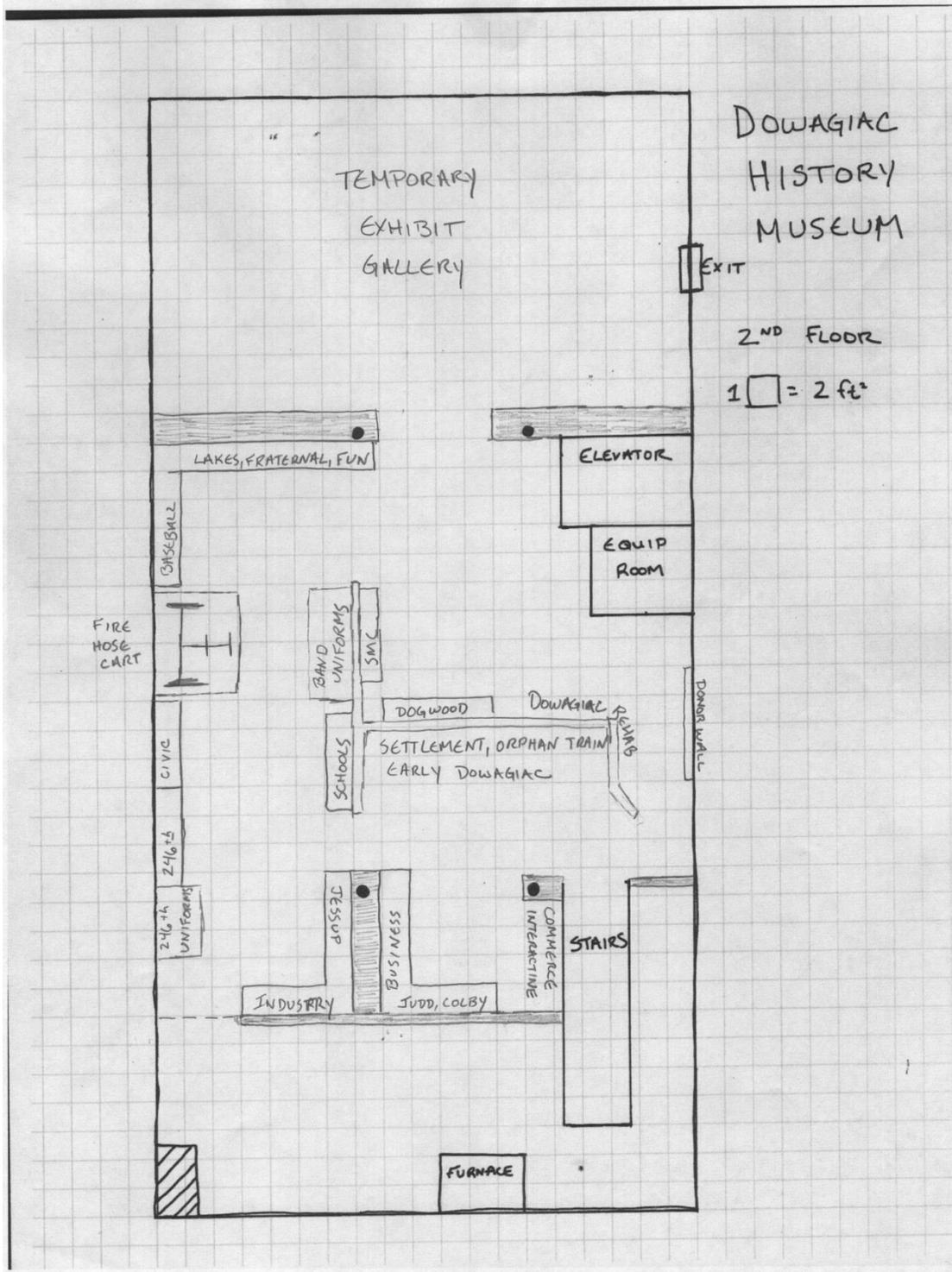


Exhibit Plan for Dowagiac 1848 to....



Resolution #3  
January 26, 2015

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

Resolved, that the Dowagiac Area History Museum Second Floor Renovation Project be  
awarded to Burling Construction with a budget of \$105,000; and,

Be it further resolved, that staff is instructed work with the contractor to find further cost  
savings with a goal of reaching \$100,000 cost for the project.

ADOPTED/REJECTED

Ayes:

Nays

Kevin P. Anderson  
City Manager



Licensed & Insured

## BURLING CONSTRUCTION

56278 M-51 South • Dowagiac, Michigan 49047  
Telephone: (616) 782-2771



Licensed & Insured

PROPOSAL SUBMITTED TO <i>Dowagiac Area History Museum</i>		PHONE <i>269-983-2560</i>	DATE <i>1-15</i>
STREET <i>202 W. RAILROAD</i>		JOB NAME	
CITY, STATE AND ZIP CODE <i>Dowagiac Mi 49047</i>		JOB LOCATION	
ARCHITECT <i>N/A</i>	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

- ① EXISTING FLOOR TO BE REPAIRED AS NEEDED. ENTIRE FLOOR WILL BE OVERLAIN WITH 7/16 OSB TO LEVEL FLOOR. 3475.00 ①
- ② CONSTRUCT FRAMING ON ALL EXTERIOR WALLS AND DISPLAY WALLS PER CUSTOMER DRAWINGS. 6814.00 ②
- ③ ALL DISPLAY AREAS TO BE COVERED WITH 7/16 OSB FOR BACKING AND OVERLAIN WITH 1/2" DRYWALL. DRYWALL TO BE FINISHED WITH THE 3 COAT SYSTEM. 6314.00 ③
- ④ Electric per estimate from M & R ELECTRIC 14,220.00 ④
- ⑤ All Mechanical work to be completed by Rhodys Heating & cooling per their quote. 41,232.00 ⑤
- ⑥ Prime & paint all new drywall surfaces with two coats of quality latex paint. 2750.00 ⑥
- ⑦ Installation of all ceiling grid & panels 13,015.00 ⑦
- ⑧ Complete fire suppression 11,440.00 ⑧

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of: \_\_\_\_\_ dollars (\$ \_\_\_\_\_)

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanship manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature \_\_\_\_\_

Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.  
Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_



Licensed & Insured

# BURLING CONSTRUCTION

56278 M-51 South • Dowagiac, Michigan 49047  
Telephone: (616) 782-2771



Licensed & Insured

PROPOSAL SUBMITTED TO		PHONE	DATE
STREET		JOB NAME	
CITY, STATE AND ZIP CODE		JOB LOCATION	
ARCHITECT	DATE OF PLANS		JOB PHONE

We hereby submit specifications and estimates for:

- ⑨ Install floor covering per quote from the Floor Store ⑨ 17382.00
- ⑩ CONSTRUCTION OF REAR egress using treated framing, composite decking + treated rails + posts as needed. ⑩ 2736.00
- ⑪ Install steel frame door on mechanical room ⑪ 1150.00
- ⑫ Finish all cameras, alarms, etc by HASS ⑫ 6293.00
- ⑬ Cellulose insulation in all exterior walls ⑬ 1897.00
- ⑭ Misc supplies ⑭ 600.00
- ⑮ Dumpsters for waste removal ⑮ 950.00
- ⑯ CAR FRIMS for FRONTS ON display cabinets INCLUDING 118 plexiglas ⑯ 3025.00
- ⑰ INSTALL remote openers ON MAIN entry doors for ADA ⑰ 3680.00

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of: \_\_\_\_\_ dollars (\$\_\_\_\_\_)

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workman-ship manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compansation Insurance.

Authorized Signature \_\_\_\_\_

Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.  
Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

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 #9 for the period ending 1/22/15:

Invoices	\$581,029.94
Payroll for Period Ending 01-18-15	<u>\$177,086.96</u>
Total	\$758,116.90

**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>
\$581,029.94	\$177,086.96	\$758,116.90

Ayes:

Nays:

Absent:

Abstain:

James E. Snow, City Clerk

Vendor		Description	Amount
A-SONS CONSTRUCTION	01/23/2015	UB refund for account: 13-2866-3	99.10
ABSOPURE WATER COMPANY	54945195	H & C COOLER RENTAL	8.00
ABSOPURE WATER COMPANY	54947749	C & C COOLER RENTAL - 25830 NUBOUR	6.00
ABSOPURE WATER COMPANY	83452953	BOTTLED WATER/DEPOSIT - 25830 NUBOUR	9.00
ABSOPURE WATER COMPANY	83452959	BOTTLED WATER - 26461 NUBOUR	64.50
ABSOPURE WATER COMPANY	54952724	C & C COOLER RENTAL - 26688 NUBOUR	6.00
ABSOPURE WATER COMPANY	83482872	BTL WATER/DEPOSITS	40.25
ACCOUNTING CONSULTANTS, PC	12/31/14	CONSULTING SVC THROUGH 12/31/14	1,732.50
AIRGAS GREAT LAKES	9924266495	WEDLING SUPPLIES	55.53
ALEXANDER CHEMICAL A CARUS COMPANY	SLS 10027784	CHLORINE & FLOURIDE - WTP	1,121.92
ALEXANDER CHEMICAL A CARUS COMPANY	SLS 10027543	WWTP CHLORINE	2,533.32
AMERICAN ELECTRIC POWER	CDOW_201412_01	12/01 - 12/31/14 ENERGY	432,452.42
AMERICAN ELECTRIC POWER	040-050-210-0-3	VINEYARD PL LIFT STATION	45.39
AMERICAN ELECTRIC POWER	049-501-336-1-3	CCWS - VANDALIA TOWER	72.64
AMERICAN ELECTRIC POWER	044-619-354-0-7	M-62 W LIFT STATION	42.97
BENSON, EARLINE	01/23/2015	UB refund for account: 16-1903-13	121.74
BEST, MARSHA	01/23/2015	UB refund for account: 05-0141-5	214.05
CALIBRE PRESS	24205	BAZAN - FEMALE ENFORCERS	139.00
CASS CNTY TRANSPORTATION AUTHORITY	1833	DISPATCHING SERVICES-DEC 2014	3,609.03
CASS COUNTY	2015-15	POSTAGE PERSONAL PROP 15 TAX BILLS	53.41
CASS OUTDOOR POWER EQUIPMENT, INC	107164	POLE PRUNER REPAIR	60.00
CINTAS LOCATION #336	336-01904	MATS & UNIFORMS	444.80
CINTAS LOCATION #336	336-01904	MATS	76.84
CINTAS LOCATION #336	336-01904	MATS & UNIFORMS	418.64
CINTAS LOCATION #336	5002441617	CH - FIRST AID CABINET	81.02
CITY OF DOWAGIAC	1/12/15	START CHECKING ACCT FOR DART FUND	50.00
COMCAST	8771402380126332	INTERNET SERVICE - FD	82.40
CONCRETE CUTTING & BREAKING CO.	SSCU17671	SAW CUT DRIVE OPENING - AMBULANCE BLDG	580.00
CONESTOGA-ROVERS & ASSOCIATES	520691	NUBOUR LANDFILL - INTERIM OP, MTCE AND	781.50
CREATIVE VINYL SIGNS, INC.	28059	BRUSH ALUMINUM LETTERS FOR SNOW PROF	255.75
DOUBLEDAY OFFICE PRODUCTS, INC	159832I	OFFICE SUPPLIES	47.75
DOUBLEDAY OFFICE PRODUCTS, INC	159829I	STAMP/LEADS/MARKET/FINGERTIPS	22.11
DUST BUSTERS	1/19/15	CLEANING SERVICES 02/15	1,725.00
ELMER'S LOCKSMITH	6916	REKEY FILING CABINET	60.00
FIA CARD SERVICES	0002	MEETING	22.41
FIA CARD SERVICES	000001	ECON DEV	15.78
FIA CARD SERVICES	1300577	ECON DEV	29.86
FIA CARD SERVICES	F452727	SHIPPING REIMBURSEMENT	(8.95)
FIA CARD SERVICES	MHF5F7KGHZ	IPHONE BACKUP SERVICE	0.99
FIA CARD SERVICES	5629835	ONLINE BACKUP SUBSCRIPTION	56.99
FIA CARD SERVICES	CNTCT-10207529	WIKIPEDIA SUBSCRIPTION	5.00
FIA CARD SERVICES	00104836	INSTRUMENT TUBING	25.91
FIA CARD SERVICES	601503018	LIFT STATION REPORTS - FAX SERVICE	24.99
FIA CARD SERVICES	2803648008	FAX SERVICE - LIFT STATION ALARMS	24.99
FIA CARD SERVICES	J9310513	24" MONITOR	148.62
FIA CARD SERVICES	677776	WWTP COURSE - STEVENS	114.00
FIA CARD SERVICES	66658	#103 - DRAG LINK ROD	266.31
FIA CARD SERVICES	SH0587721	PC MEMORY - HR	89.06
FIA CARD SERVICES	3T72QHG	NEWSLETTER SUBSCRIPTION	20.00

Vendor		Description	Amount
FIA CARD SERVICES	25630277-1	K-9 RX	74.99
GRAMES TIRE & BATTERY, INC	3873	TIRE REPAIR - PD #091	17.95
GREATER DOWAGIACCHAMBER OF COMMERCE	12/01/14	ICE TIME FESTIVAL SPONSORSHIP	120.00
GRIFFIN, JESIKA	01/23/2015	UB refund for account: 11-1707-20	129.02
GRILL, ANNE C	01/23/2015	UB refund for account: 08-0504-4	46.22
HAAS ALARMS AND SERVICE, INC	062991	PREP CH PHONE SYSTEM FOR ACD	332.50
HACH COMPANY	9187854	LAB SUPPLES - WTP/WWTP	696.08
HACH COMPANY	9149736	LAB SUPPLES - WWTP	202.88
HAGGIN FORD & MERCURY INC	227912	OIL CHANGE - PD #6001	46.34
HALE'S HARDWARE, INC	C102025	SERVER ROOM HEATER	17.99
HALE'S HARDWARE, INC	D69896	WREATH - CHRISTMAS DECOR	9.99
HALE'S HARDWARE, INC	A12776	BOLTS FOR PUMPS	6.36
HALE'S HARDWARE, INC	C102620	3/8" THRD BALL VALVE #150	8.24
HALE'S HARDWARE, INC	A12471	INSULATION FOR SAMPLE PIPES	6.38
HALE'S HARDWARE, INC	C102499	MAINT TOOLS	25.73
HALE'S HARDWARE, INC	B65819	SHELF BRACKET/SAW BLADE/HOSE MENDER	45.05
HALE'S HARDWARE, INC	B65974	BOTTLED WATER	6.78
HANSON BEVERAGE SERVICE	123217	LABORATORY WATER	40.50
HARMON GLASS DOCTOR	4423-443666	WINDSHIELD REPAIR PD #121	240.00
HARTLINE, BOBBIE JO	1/21/15	REIMBURSEMENT FOR OFFICE SUPPLIES	42.75
HD SUPPLY POWER SOLUTIONS, LTD	2755670-00	ELECTRIC METERS	780.00
HERITAGE CRYSTAL CLEAN, LLC	13266889	PARTS CLEANER	296.61
HI-TECH SMR COMMUNICATIONS	22438	RADIO DIAGNOSIS/REPAIR	432.00
INTERCARE COMMUNITY HEALTH NETWORK	01/16/15	HALF OF PAYMENT FOR HIGH-DENSITY STORAGE	1,500.00
INTERNATIONAL CODE COUNCIL, INC	INV0518464	2012 MI BLDG CODE & REHAB CODE BOOKS	334.00
JOHN & BEVERLY UNDERWOOD	01/09/15	AWARD AMOUNT	350.00
JUDD LUMBER COMPANY, INC	1501-632588	PROPANE GAS - CEM PORTABLE TANK	33.88
KEITH & MELANIE HAZLEGROVE	01/09/15	AWARD AMOUNT	75.00
KROEKER, TIMOTHY	01/23/2015	UB refund for account: 10-0410-16	54.45
KUHL, STEPHENIE	01/23/2015	UB refund for account: 09-2670-5	234.93
LAKE MICHIGAN MAILERS, INC	317266	POSTAGE	5,000.00
LEANNE DEPOY	01/09/15	AWARD AMOUNT	75.00
LINDSEY, RYNE	01/23/2015	UB refund for account: 08-2198-5	27.84
LITTLE, ANTONIO	01/23/2015	UB refund for account: 11-1822-9	56.33
MAXIMUM FIRE PROTECTION	2246	SMC CERT CLASS	50.00
MELSON, TRINA	01/23/2015	UB refund for account: 16-1895-15	120.67
MI COMMUNITY ACTION AGENCY ASSOC	01/12/15	EU-MONTHLY PYMT ALLOCATION-1/15	11,408.41
MI MUNICIPAL ELECTRIC ASSOCIATION	27778	2015 MEMBERSHIP DUES/SPECIAL ASSESSMENT	9,623.00
MICHIGAN STATE POLICE-CASHIERS OFC	551-434173	SOR HODGE/NORMAN	60.00
MILLER, CANFIELD, PADDOCK AND STONE	1268512	EMPLOYMENT MATTERS - IBEW NEGOTIATIONS	247.50
MILLER, DUSTON O	01/23/2015	UB refund for account: 06-1071-2	18.35
MWEA	E14356	OP DAY REG -	855.00
NEAL'S AUTOMOTIVE PARTS, INC.	1186782	MUNCIE PUMP PTO REBUILT (#104)	1,255.16
OSTROM, JERID	1/21/15	MILEAGE - COUR CASE #2015-0042	9.04
PENNY M FERRIER	1/14/15	MUSEUM CLEANING SERVICE-DECEMBER 2014	229.50
POWER LINE SUPPLY, INC	5891676	CONNECTORS - STOCK	34.50
POWER LINE SUPPLY, INC	5891730	SAFETY APPAREL - SWEATSHIRTS	213.00
POWER LINE SUPPLY, INC	5894297	SAFETY APPAREL - SWEATSHIRTS	348.00
POWER LINE SUPPLY, INC	5894298	SAFTEY APPAREL - SWEATSHIRTS	106.50

Vendor		Description	Amount
POWER LINE SUPPLY, INC	5895076	PHOTO EYES - STOCK	164.92
POWERNET GLOBAL COMMUNICATIONS	33476568	LONG DISTANCE SERVICE 12/12/14 -	121.09
R&D SEWER RODDING & DRAIN CLEANING	01/02/15	SEWER RODDING-111 BRADLEY ST	225.00
REAL PRO SOLUTIONS, LLC	PC1664	BLIGHT CLEANUP	1,230.00
REAL PRO SOLUTIONS, LLC	SP258	CCWS - SNOW PLOW VANDALIA TOWER	60.00
REAL PRO SOLUTIONS, LLC	SP257	CCWS - SNOW PLOW PENN PUMP HOUSES	70.00
REAL PRO SOLUTIONS, LLC	SP256	CCWS - SNOW PLOW VANDALIA TOWER	60.00
REAL PRO SOLUTIONS, LLC	SP255	CCWS - SNOW PLOW PENN PUMP HOUSES	70.00
REAL PRO SOLUTIONS, LLC	SP259	CCWS - SNOW PLOW PENN PUMP HOUSES	70.00
REAL PRO SOLUTIONS, LLC	SP260	CCWS - SNOW PLOW VANDALIA TOWER	60.00
REAL PRO SOLUTIONS, LLC	SP261	CCWS - SNOW PLOW PENN PUMP HOUSES	70.00
REAL PRO SOLUTIONS, LLC	SP262	CCWS - SNOW PLOW VANDALIA TOWER	60.00
REAL PRO SOLUTIONS, LLC	SP263	CCWS - SNOW PLOW PENN PUMP HOUSES	70.00
REAL PRO SOLUTIONS, LLC	SP264	CCWS - SNOW PLOW VANDALIA TOWER	60.00
REAL PRO SOLUTIONS, LLC	HB1391	EMERGENCY BOARD UP	300.00
RHOADES MCKEE	249510	ENVIRONMENTAL-LANDFILL	862.50
RHOADES MCKEE	249395	ENVIRONMENTAL-LANDFILL	206.25
RHOADES MCKEE	249443	ENVIRONMENTAL-LANDFILL	1,425.00
RHOADES MCKEE	249504	ENVIRONMENTAL-LANDFILL	1,195.00
RUTKOWSKE, JASON	3188958131	CELL PHONE REIMBURSEMENT 12/10/14 -	60.00
SCHERER, JOE DBA LONELY PI	1/19/15	02/15 INT PMT ACCT 7508450033	6,174.53
SCHLIPP, VELDA D	01/23/2015	UB refund for account: 15-2711-5	22.40
SEMCO ENERGY GAS COMPANY	0149080.500	GAS SVC 12/03/14 - 01/06/15	761.29
SEMCO ENERGY GAS COMPANY	0148902.500	GAS SVC - 12/03/14 - 01/06/15	367.64
SEMCO ENERGY GAS COMPANY	0149138.502	GAS SVC 12/03/14 - 01/06/15	280.99
SEMCO ENERGY GAS COMPANY	0149089.500	GAS SVC 12/03/14 - 1/06/15	290.70
SEMCO ENERGY GAS COMPANY	0149077.500	GAS SVC 12/03/14 - 01/06/15	903.83
SEMCO ENERGY GAS COMPANY	0357529.501	GAS SVC 12/03/14 - 01/06/15	200.83
SEMCO ENERGY GAS COMPANY	0148809.501	GAS SVC 12/03/14 - 1/06/15	630.07
SEMCO ENERGY GAS COMPANY	0146763.501	GAS SVC 12/2/14 - 1/5/15	1,076.97
SEMCO ENERGY GAS COMPANY	0147944.500	GAS SVC 12/02/14 - 1/05/15	112.52
SEMCO ENERGY GAS COMPANY	0346992.502	GAS SVC 12/01 - 01/02/15	309.34
SHELL OIL COMPANY	00000000652605235	FUEL PURCHASES 12/16/14 - 1/5/15	3,191.53
SIRCHIE FINGER PRINT LABORATORIES	0192062-IN	EVIDENCE SUPPLIES	62.46
SMITH, HOLLY	01/23/2015	UB refund for account: 08-2228-13	59.34
STATE OF MICHIGAN	ME-0200312	SALES & TAX-12/14	13,166.22
STATE OF MICHIGAN-ECONOMIC DEV	01/21/15	COMMUNITY DEVELOPMENT BLOCK GRANT	6,345.88
SYNAGRO CENTRAL LLC	20-120532	BIOSOLIDS REMOVAL - WWTP	16,973.25
THE GARMENT DISTRICT	2	UNIFORM CLEANING	32.75
THE RIDGE COMPANY	600178	MT6 - FUEL FILTERS	43.45
THE RIDGE COMPANY	600079	#105 - HYD HOSE & FITTINGS	14.85
THE RIDGE COMPANY	600418	RADIATOR ANTI RUST #3	5.44
THE RIDGE COMPANY	600820	BULB, HAL LAMP #106	20.57
THE RIDGE COMPANY	600757	IGNITION SWITCH #106	21.21
THE RIDGE COMPANY	599836	U-JOINT #2	(21.88)
THE RIDGE COMPANY	600817	BATTERY ACCESS. #106	11.10
THE RIDGE COMPANY	600858	FLASHER MECH/FUSES/ISO HEAT ANTI FREEZE	29.18
THE RIDGE COMPANY	601007	OIL FILTER #MT6	9.62
THE RIDGE COMPANY	600782	TRANSMISSION FLUID #104	87.96

Vendor		Description	Amount
THE RIDGE COMPANY	601507	WIPER BLADES - PD VEH #091	17.76
THE RIDGE COMPANY	600911	1 QT DEX TRANS FLUID #104	(43.98)
THE RIDGE COMPANY	601467	-25 RAIN CUTTER (STOCK)	13.74
THE RIDGE COMPANY	601482	SQUEEGEE/RAIN-X GLASS	17.85
THE RIDGE COMPANY	601290	CONNECTORS #106	9.66
THE RIDGE COMPANY	599016	#07 - BATTERY/CORE DEPOSIT	119.71
THE RIDGE COMPANY	599039	#103 - HYD HOSE & FITTINGS	21.91
THE RIDGE COMPANY	599281	#07 - CORE RETURN	(15.00)
THE RIDGE COMPANY	599313	TEST KIT FOR HEAD GASKETS	36.88
THE RIDGE COMPANY	599315	WHEEL CHANGER	169.00
THE RIDGE COMPANY	599379	#103 - WIPER BLADES	31.98
THE RIDGE COMPANY	599380	#103/#106 - FUEL GAUGE	90.88
THE RIDGE COMPANY	599420	MT6 - WIPER BLADES	18.08
THE RIDGE COMPANY	599473	MT6 - PINS	8.92
THE RIDGE COMPANY	599579	#2 - U JOINT	21.88
THE RIDGE COMPANY	599609	#2 - U JOINT FRONT SHAFT	20.99
THE RIDGE COMPANY	599770	#9/#103 - WIPER BLADES	34.64
THE RIDGE COMPANY	601411	#15 - TRANSMISSION FLUID	27.96
TYLER AUTOMOTIVE CH-DO-JE	35629	PD VEH 6002	117.17
UNUM LIFE INSURANCE CO OF AMERICA	0150597-001 0	LIFE INSURANCE-FEB 2015	1,069.44
VALLEY CITY SIGN	1/20/15	INSTALLATION OF SIGNS - WAYFINDING	22,690.00
VANDERVRIES, EDWARD	1/19/15	ASSESSING SERVICES 02/15	1,775.00
WAINWRIGHT, EDDIE	12/31/14	PLUMB/MECH INSPECTIONS DEC 2014	742.20
WALKER, FRANK	01/23/2015	UB refund for account: 05-0817-2	79.12
WASTE MANAGEMENT OF MICHIGAN	8369684-1710-2	DUMPSTERS/TRASH CART	509.14
WEST SIDE TRACTOR SALES	U19608	#150 SNOW BOX - CUTTING EDGE	384.00
YEO & YEO PC	348327	PROF SERVICES THROUGH DEC 31ST, 2014	11,500.00
ZBATTERY.COM, INC	I167695	BATTERIES	44.25
Total:			<u>581,029.94</u>