

REGULAR MEETING OF THE DOWAGIAC CITY COUNCIL

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

Monday, December 9, 2013, 7:00 p.m.

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 Randall Gross, Sr.
-Councilmember Lori Hunt
-Councilmember Bob Schuur
- APPROVAL OF MINUTES OF PREVIOUS MEETING – November 25, 2013
- AWARDS –
1. Presentation of Life-Saving Award to Officers and Firefighters of the Dowagiac Police and Fire Departments.
- QUESTIONS FROM CITY COUNCIL –
- COMMENTS FROM THE AUDIENCE (NON-AGENDA) –
- COMMENTS FROM THE AUDIENCE (AGENDA) –
- APPOINTMENT –
1. Planning Commission – Recommended by Mayor and offered by Mayor Pro-Tem:
Appoint Whitney Behnke for a term expiring April 2016.
- CITY MANAGER REPORT –
1. Authorize an architectural agreement with Arkos Design for the Dowagiac Area History Museum.
- RESOLUTIONS –
1. Resolution to authorize an extension of the development agreement due from Jerdon Development Company.
 2. Resolution to approve the issuance of a Special Land Use Permit to Ms. Laura Wade for establishment of a child care center at 307 First Avenue.

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

BILLS
\$173,783.43

PAYROLL (5)
\$187,253.78

TOTAL
\$361,037.21

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 November 25, 2013

A regular meeting of the Dowagiac City Council was called to order by Mayor Donald D. 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. and Bob B. Schuur.

ABSENT: Lori A. Hunt.

STAFF: City Manager Kevin P. Anderson and City Clerk James E. Snow.

Councilmember Dodd moved and Councilmember Laylin seconded that the minutes of the November 11, 2013 meeting be approved.

Approved unanimously.

COMMENTS FROM THE AUDIENCE (NON-AGENDA)

Leon and Shirley Laylin presented a picture to the City of Dowagiac. Mayor Lyons accepted the picture on behalf of the citizens of the City.

APPOINTMENTS

1. Swearing in of elected City official: Don Lyons, Mayor

City Clerk James E. Snow gave the oath of office to Donald D. Lyons as Mayor of the City of Dowagiac.

2. Russom Park Committee- Recommended by Mayor and offered by Mayor Pro-Tem to change one of the appointments from Kevin Anderson to the City Manager or his designee.

Councilmember Laylin moved and Councilmember Schuur seconded to make this change to the Russom Park Committee.

Approved unanimously.

3. Board of Review- Recommended by Mayor and offered by Mayor Pro-Tem: Re-appoint JoAnn Ausra for a term expiring December 2016.

Councilmember Dodd moved and Councilmember Schuur seconded to approve the Mayor's appointment.

Approved unanimously.

DOWAGIAC CITY COUNCIL MEETING

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4. Construction Board of Appeals- Recommended by Mayor and offered by Mayor Pro-Tem:
Appoint Guy Evans to the unexpired term of December 2015
5. Local Officers Compensation Commission- Recommended by Mayor and offered by Mayor Pro-Tem:
Re-appoint Jonathan Korzun for a term expiring December 2018.
6. Museum Advisory Committee- Recommended by Mayor and offered by Mayor Pro-Tem:
Appoint Andrea (Andy) Jackson to fill the unexpired term of July 2016.

Councilmember Dodd moved and Councilmember Gross seconded to approve the Mayor's appointments.

Approved unanimously.

RESOLUTIONS-

1. Resolution authorizing the SAW grant agreement.
-

DOWAGIAC CITY COUNCIL MEETING

Monday November 25, 2013

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City _____ of _____ Dowagiac
County of _____ Cass _____

Resolution Authorizing the SAW Grant Agreement

Minutes of the regular meeting of the _____ Council _____ of the _____ City _____ of _____ Dowagiac
County of _____ Cass _____, State of Michigan, (the "Municipality") held on
November 11, 2013 .

PRESENT: Members: Burling, Dodd, Gross, Laylin and Schuur

ABSENT: Members: Hunt

Member Laylin offered and moved the adoption of the following resolution,
seconded by Member Gross .

WHEREAS, Part 52 (strategic water quality initiatives) of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended ("Part 52"), provides at MCL 324.5204e that the Michigan Finance Authority (the "MFA") in consultation with the Michigan Department of Environmental Quality (the "DEQ") shall establish a strategic water quality initiatives grant program; and

WHEREAS, in accordance with the provisions of 2012 PA 511, which provides grants to municipalities for sewage collection and treatment systems or storm water or nonpoint source pollution control; and

WHEREAS, in accordance with the provisions of 1985 PA 227, as amended, Part 52, and other applicable provisions of law, the MFA, the DEQ, and the Municipality that is a grant recipient shall enter into a grant agreement (the "SAW Grant Agreement") that requires the Municipality to repay the grant under certain conditions as set forth in MCL 324.5204e, as amended; and

WHEREAS, the Municipality does hereby determine it necessary to (select one or more)
 establish an asset management plan, establish a stormwater management plan, establish a plan for wastewater/stormwater, establish a design of wastewater/stormwater, pursue innovative technology, or initiate construction activities (up to \$500,000 for disadvantaged community).

WHEREAS, it is the determination of the Municipality that at this time, a grant in the aggregate principal amount not to exceed \$993,000 ("Grant") be requested from the MFA and the DEQ to pay for the above-mentioned undertaking(s); and

DOWAGIAC CITY COUNCIL MEETING

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WHEREAS, the Municipality shall obtain this Grant by entering into the SAW Grant Agreement with the MFA and the DEQ.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. City Manager (title of the designee's position), a position currently held by Kevin Anderson (name of the designee), is designated as the Authorized Representative for purposes of the SAW Grant Agreement.
2. The proposed form of the SAW Grant Agreement between the Municipality, the MFA and DEQ (attached Sample Grant Agreement) is hereby approved and the Authorized Representative is authorized and directed to execute the SAW Grant Agreement with such revisions as are permitted by law and agreed to by the Authorized Representative.
3. The Municipality shall repay the Grant, within 90 days of being informed to do so, with interest at a rate not to exceed 8 percent per year, to the Authority if the Municipality is unable to, or decides not to, proceed with constructing the project or implementing the asset management program for which the funding is provided within 3 years of the Grant award.
4. The Grant, if repayable, shall be a first budget obligation of the Municipality, and the Municipality is required, if necessary, to levy ad valorem taxes on all taxable property in the Municipality for the payment thereof, subject to applicable constitutional, statutory and Municipality tax rate limitations.
5. The Municipality shall not invest, reinvest or accumulate any moneys deemed to be Grant funds, nor shall it use Grant funds for the general local government administration activities or activities performed by municipal employees that are unrelated to the project.
6. The Authorized Representative is hereby jointly or severally authorized to take any actions necessary to comply with the requirements of the MFA and the DEQ in connection with the issuance of the Grant. The Authorized Representative is hereby jointly or severally authorized to execute and deliver such other contracts, certificates, documents, instruments, applications and other papers as may be required by the MFA or the DEQ or as may be otherwise necessary to effect the approval and delivery of the Grant.
7. The Municipality acknowledges that the SAW Grant Agreement is a contract between the Municipality, the MFA and the DEQ.
8. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are rescinded.

YEAS: Members: Five (5) Burling, Dodd, Gross, Laylin and Schuur

NAYS: Members: One (1) Hunt

2. Resolution authorizing an airport manager contract with Oscar Azevedo.

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

WHEREAS, the City of Dowagiac, as owner of the Cass County Memorial Airport, is responsible for the effective operation and management thereof; and

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Monday November 25, 2013

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WHEREAS, the City has in the past maintained a contractual relationship for the provision of airport management services; and

WHEREAS, upon expiration of the current airport manager's contract in April of 2014, the City wishes to enter into an airport management agreement with Mr. Oscar Azevedo of Dowagiac, Michigan.

NOW, THEREFORE, BE IT RESOLVED that the City of Dowagiac, by affirmative vote of its city Council, does hereby approve of and enter into a contract with Mr. Oscar Azevedo for the airport management services according to the terms and conditions of the contract as attached herewith and by reference made a part hereof; and

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

ADOPTED unanimously.

3. Resolution authorizing a USDA revolving loan fund.

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

WHEREAS, the City of Dowagiac has received funding from the USDA to establish a Revolving Loan Fund (RLF) to promote economic development activities within the City of Dowagiac; and

WHEREAS, Forrest Fin, LLC is developing a movie theater in the City's downtown; and

WHEREAS, the City has determined that this project qualifies for the RLF and wishes to encourage said development.

NOW, THEREFORE, BE IT RESOLVED that the City Manager of the City of Dowagiac shall be authorized to execute a loan agreement within the terms specified in the USDA Revolving Loan Fund in an amount of \$65,000.

ADOPTED unanimously.

4. Resolution to accept artifact donations into the Dowagiac History Museum.

DOWAGIAC CITY COUNCIL MEETING

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

WHEREAS, it is important that the Dowagiac Area History Museum not be a static collection of exhibits; and

WHEREAS, expansion of the collection is important to a continual understanding of a rich and vital history of this area; and

WHEREAS, it is important to vet all requests to assure a quality, long-term collection; and

WHEREAS, the Dowagiac Area History Museum Director and the Museum Advisory Committee has prepared a list of recommended artifacts for the City to include in its collection.

NOW, THEREFORE, BE IT RESOLVED that the City Council does concur with the recommendations of the Museum Director and the Museum Advisory Committee and does hereby accept the attached list of artifact donations to the Dowagiac Area History Museum collection.

ADOPTED unanimously.

5. Resolution authorizing cancellation of the December 23, 2013 City Council meeting.

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

WHEREAS, the regularly scheduled December 23, 2013 City Council meeting falls during the Christmas holiday; and

WHEREAS, the Mayor and City Council desire to cancel the December 23, 2013 City Council meeting; and

WHEREAS, cancellation of the December 23, 2013 City Council meeting will not have an adverse effect on the conduct of City business.

NOW, THEREFORE, BE IT RESOLVED that the Dowagiac City Council hereby cancels the regularly scheduled City Council meeting of Monday, December 23, 2013.

ADOPTED unanimously.

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6. 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 #4 for the period ending 11/21/13:

Invoices: 776,051.76
Payroll: 133,864.00
Total: \$909,915.76

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

| Invoices | Payroll | Total |
|--------------|--------------|--------------|
| \$776,051.76 | \$133,864.00 | \$909,915.76 |

ADOPTED on a roll call vote.

Ayes: Five (5) Burling, Dodd, Gross, Laylin and Schuur

Nays: None (0)

Absent: One (1) Hunt

Abstain: None (0)

Upon motion by Councilmember Laylin and seconded by Councilmember Dodd, the Dowagiac City Council adjourned at 7:26 p.m.

Donald D. Lyons, Mayor

James E. Snow, City Clerk

CITY OF DOWAGIAC

MEMO TO: Mayor Lyons and City Council Members

FROM: Kevin P. Anderson, City Manager

DATE: December 6, 2013

SUBJECT: Appointment to Boards and Commissions

A Mayoral appointment is on Monday's agenda for your consideration. The appointment is recommended by the Mayor and offered by the Mayor Pro-Tem. The proposed appointment is as follows:

Planning Commission

- ✓ Appoint Whitney Behnke for a term expiring April 2016.

Frm City Mgr #1
December 9, 2013

From the City Manager:

ARCHITECTURAL AGREEMENT WITH ARKOS DESIGN

The Dowagiac Area History Museum continues to be well received in the community and the Museum Advisory Committee is continuing to look at the start of a capital campaign to raise funds for renovation of the third floor of the museum, as well as considering a future expansion. To date, donations have been received in excess of \$10,000.

The first step in any fundraising project is to define space needs and develop preliminary architectural drawings with probable estimates of cost. With this information in hand, prospective donors can get a clear understanding of the scope of the project and understand the funds that are necessary to make a capital project successful.

The architectural firm of Arkos Design has provided a proposal that ranges from \$5,000-\$6,700 depending on a final scope of work that is agreed upon. A copy of the proposal is attached.

RECOMMENDATION

Authorize the City Manager to enter into an agreement with Arkos Design for architectural services for the third floor of the Dowagiac Area History Museum and a potential expansion.

Councilmember _____ moved and Councilmember _____ seconded that the recommendation of the City Manager be ADOPTED/REJECTED.

Memorandum

To: Kevin Anderson, City Manager

From: Steve Arseneau, Museum Director

Re: Architectural drawings for museum renovation and expansion

Date: December 4, 2013

Cc: Carrie Runyon

The City Council approved a resolution authorizing the Museum Director and members of the Museum Advisory Committee to begin a capital campaign to raise funds for renovating the third floor of the current museum facility and making an addition to the museum. In order to raise the \$1.5 million necessary to complete the projects, the Museum Advisory Committee is recommending that the museum work with an architect to have preliminary renderings drawn up to be used in marketing materials during the capital campaign. These drawings would provide a "vision" that we would present to potential donors to generate excitement for the project.

The Museum Director has contacted the St. Joseph-based architectural firm Arkos Design, which provided a probable estimate of cost of \$5,000-6,700 for providing renderings for marketing purposes. Per earlier conversations with you and the city accountant, I have \$10,854 available from fundraising efforts of the past year to use toward such a project. I would like to receive authorization to utilize a portion of funds to contract with Arkos Design to move forward on this project so the capital campaign can begin in earnest in early 2014.



LETTER OF PROPOSAL

August 9, 201

Mr. Steve Arseneau, Director
Dowagiac Area History Museum
201 E. Division St.
Dowagiac, MI 49047

RE: Schematic Design and Marketing Images – Museum Addition

Dear Steve,

We are excited for this opportunity to show how the creative group of professionals we have assembled at Arkos Design can provide the solutions you seek for the addition to the Dowagiac Area History Museum. This museum addition along the railroad tracks situated within the downtown area presents a unique opportunity. Not only will it provide much needed display areas but can also serve to enhance the surrounding built environment and neighborhood. Our experience has proven that success is achieved through a collaborative atmosphere. We seek to provide a product focused on people by creating inspired solutions that embodies the Museum's mission.

PROJECT UNDERSTANDING

We understand the project is for the development of a two-story addition. An initial layout of the existing space was submitted to Arkos Design for reference only. We understand the following items are to be priorities:

- 1) Schematic floor plans and elevations
- 2) Site layout including building footprint and parking
- 3) Investigate the option to separate the implementation of the design into phases.
- 4) The following areas and design components have been previously discussed and shall be further reviewed with the design team:
 - a. Museum space on main street level and second level
 - b. Investigate lower level museum space
 - c. Provide a meeting area on the main level
 - d. Support spaces as required
- 5) Interior elevations of museum spaces
- 6) Exterior perspective of the new addition in relation to the existing building.
- 7) The addition will be roughly a 40x80 two-story space with a lower level.

We understand and are sensitive to the requirements of providing a cost effective and appropriate solution. The physical surroundings are critical in shaping a positive experience for museum patrons. As such, a holistic balance with the spatial layouts and display amenities is paramount. The site plan, building plan, and interior floor plans are mutually complimentary and developing them hand in hand is vital. A key component to the success of the project is evoking the proper aesthetic for the desired spaces that result in the best possible environment.

SCOPE OF SERVICES

Phase 1 – Site & Schematic Design Concepts

Arkos Design will complete the following services:

- 1) We will meet with you to discuss the various spaces and amenities you envision.
- 2) Based on these meetings we will develop a floor plan option along with associated exterior sketches. We will schedule a meeting to review these with you.
- 3) We will coordinate design components with established criteria.
- 4) We will develop conceptual architectural plans and schematic design options and refine those as a basis to be used for the site layout concepts.
- 5) We will review various conceptual layout options of the site plans.
- 6) We will present exterior elevations with material notations and coordinating sketches for review.
- 7) We will review the codes and insure that the building will meet the local and state requirements.

Phase 2 – Marketing Images

Arkos Design will complete the following services:

- 1) Upon your approval, the conceptual scheme will be developed into a set of marketing images for fundraising purposes including the following items:
 - a. Site plan
 - b. Floor plans
 - c. Interior elevations as required
 - d. Exterior elevations

COMPENSATION

Phase 1 – Site Concepts & Schematic Design

We propose to provide Architectural schematic design services as described above on an hourly time and expense basis. Expected range of fee: Schematic Design - **\$3,500 to \$4,900.**

Phase 2 – Marketing Images

We propose to provide marketing images of the floor plan, exterior perspective, and an interior space. We understand the schematic design concepts will serve as the marketing images for fundraising.

Expected range of fee: Marketing Images - **\$1,500 to \$1,800.**

The customary reimbursable items below are in addition to the fee:

- Authorized travel on behalf of the project.
- Expenses of reproduction of drawings and specifications and other documents and postage on behalf of the project.

MISCELLANEOUS

We have based this proposal on the following assumptions:

1. The Owner will provide site information and pertinent geotechnical and other environmental analysis, if required.
2. Additional local or state requirements will be developed on a time and expense basis.
3. Special financing review and budgeting requirements will be developed on a time and expense basis once the scope is further defined.

SCHEDULE

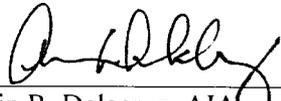
If you are in agreement with the above, please indicate by signing in the space provided below. We will begin work upon acceptance of this proposal letter and will provide an AIA Document B-101 2007 Standard Form of Agreement between Owner and Architect for your review and signature. Please keep a copy for your files and return one to us.

We anticipate that the services described above could begin within one (1) week of your approval. We expect Schematic Design services to take approximately three (3) weeks to complete based on your input. We expect Marketing Images services to take approximately two (2) weeks based on Owner timely reviews.

We will bill monthly for services to date, plus reimbursable expenses. For invoices 30 days past due, a service charge of 1-1/2% per month (18% per annum) will be added to your invoice.

We appreciate the opportunity to serve you.

Sincerely,



Arvin R. Delacruz, AIA
Partner

Accepted by:

Date: _____



January 1, 2013

Standard Billing Rates

| | |
|-------------------------------|--------|
| Principal | 120.00 |
| Integrated Services | 100.00 |
| Project Architect | 100.00 |
| Landscape Architect | 95.00 |
| Interior Designer | 90.00 |
| Project Manager/Coordinator | 85.00 |
| Architect/Designer III (8-10) | 70.00 |
| Architect/Designer II (6-8) | 60.00 |
| Architect/Designer I (3-6) | 50.00 |
| Interior Design Associate | 45.00 |
| Intern Architect | 35.00 |
| Clerical | 45.00 |

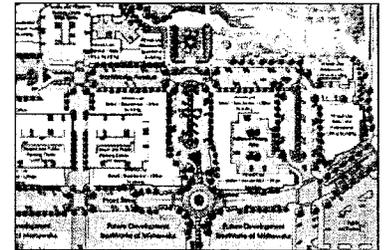


our professional services

Arkos Design, Inc. is a full service architectural firm providing extensive services as identified below. Our belief is that a fully integrated team provides the best opportunity for project success. In addition to our Architectural staff, we have Interior Designers and a Landscape Architect. We also partner with Civil Engineers and Building Engineering consultants to provide a fully responsive team. When appropriate to meet the needs of our clients, we have also teamed with General Contractors to provide an advantage of early and reliable cost estimates, project scheduling, and direction changes necessary due to material shortages or other unforeseen issues.

PLANNING

- Master planning
- Land use planning and PUD development
- Space utilization analysis
- Building evaluation
- Functional programming
- Feasibility studies



ARCHITECTURE

- Complete architectural services
- Specifications
- Value engineering
- Handicap accessibility evaluation
- Space planning
- Code review
- Scheduling



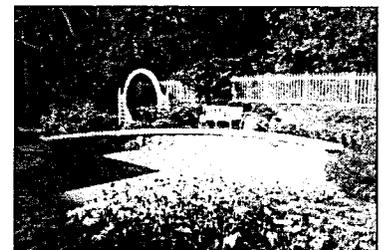
INTERIOR DESIGN

- Complete interior architectural services
- Interior standards
- Space needs assessment
- Furnishings and fixtures
- Graphics, signage and wayfinding
- Artwork consultation
- Finish and color selection
- Lighting coordination



LANDSCAPE ARCHITECTURE

- Complete landscape architecture services
- Site evaluation, analysis and programming
- Sustainable principles integration
- Site accessibility evaluation and universal design
- Streetscapes and design guidelines



SUSTAINABLE DESIGN

- Environmentally sensitive design solutions
- LEED Administration

CONSTRUCTION SERVICES

- Owner's representation
- Traditional construction administration



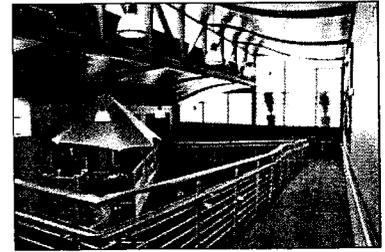
envision . . . to imagine that which does not yet exist



our professional services

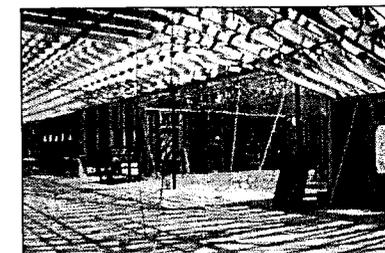
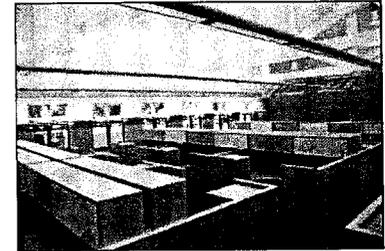
OWNERS REPRESENTATION

- Coordinate construction administration on multiple projects simultaneously.
- Attend project meetings with contractors.
- Accessibility to respond quickly to construction issues.
- Document, organize and file information pertaining to projects.
- Report construction activities on a regular basis.
- Prepare and maintain internal cost estimates and schedules
- Verify contractor pay request quantity and time statements.
- Prepare executive summaries for internal distribution
- Analyze contractor substitutions or proposals and provide recommendations with the owners best interest.



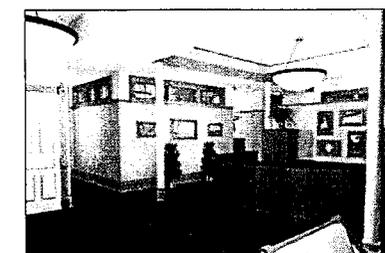
FACILITIES COORDINATOR

- Establish program for areas and space/furniture needs.
- Interior space planning for office areas, manufacturing plant layouts and distribution/warehouse design.
- Prepare plans, cost estimates, and schedules for construction projects, renovations, rearrangements, and equipment installations.
- Furniture procurement, artwork, signage, and accessories.
- Coordinate contractors and facilities personnel for the installation of furniture, equipment, personal property, telephones, and computers.
- Job specification and requirement verification.
- Find solutions to productivity problems relating to office layouts.
- Develop equipment, construction materials, interior furnishings requirements, and estimates for approved and proposed projects.
- Formulate and maintain detailed layouts on computer graphics system.
- Research/gather data and information needed to prepare Capital Appropriation Requests.
- Create final Capital Appropriation Requests documents and forms.
- Coordinate departmental moves for vacated areas.
- Formulate critical path for departmental moves.
- Formulate office standards, including space allocation, furniture allowances, equipment and accessories.



CREATIVE SERVICES

- Design and marketing images
- Life-like visualizations
- Signage and graphic design
- Scale models



envision . . . to imagine that which does not yet exist

CITY OF DOWAGIAC

MEMO TO: Mayor Lyons and City Council Members

FROM: Kevin P. Anderson, City Manager

DATE: December 6, 2013

SUBJECT: Jerdon Development Company Agreement Extension Request

In 2003, the City of Dowagiac entered into a development agreement with Thomas F. Jerdon for a water booster station at Villamere Condominiums. That agreement called for a water booster pump installation that the City would install and the developer would pay for as lots were sold. The agreement was for a period of 10 years and any remaining sum became due at the completion of 10 years.

Staff has notified the developer that the 10-year period is expiring and the developer agrees that the amount is due. However, the developer has requested that the City consider an extension until June 15, 2014 or the sale of Unit 29, whichever comes first. The amount of money is not in dispute and given the flat sales in the real estate market over the last five years, the extension request is reasonable.

RECOMMENDATION

Authorize the City Attorney to draft and the City Manager to execute an amendment to the developer agreement for the municipal water system at Villamere Condominiums to reflect an extension until June 15, 2014 or the sale of Unit 29, whichever comes first.

Support Documents:
Cover Memo-City Mgr.
Resolution
Letter of Request

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

WHEREAS, the City of Dowagiac entered into a developer agreement with Thomas F. Jerdon for a municipal water system improvement at the Villamere Condominium project in 2003; and

WHEREAS, the developer has been diligent in reimbursing the City pursuant to the agreement as lots are sold; and

WHEREAS, a balance is still due at the 10-year expiration of the agreement; and

WHEREAS, the developer has requested an extension of six months or until the sale of Unit 29 occurs; and

WHEREAS, there is no dispute in the amount that remains due; and

WHEREAS, the request for an extension is reasonable and will not negatively impair the financial condition of the water utility.

NOW, THEREFORE, BE IT RESOLVED that the City Attorney be directed to draft an extension agreement until June 15, 2014 or until the sale of Unit 29 occurs; and

BE IT FURTHER RESOLVED that the City Manager shall be authorized to execute said agreement.

ADOPTED/REJECTED



ESTABLISHED 1950

32502 M-62 WEST, DOWAGIAC, MI 49047

PHONE (269) 782-4000 WEBSITE www.jerdon.net

Via FACSIMILE (269)782-1838

Mr. Kevin P. Anderson, City Manager
City of Dowagiac
Po Box 430
Dowagiac MI 49047

November 24, 2013

RE: Invoice #1700, Booster Pumping Station

Dear Mr. Anderson:

I have been out of town since November 13th and just returned today. Pursuant to your letter dated November 12, 2013, I am requesting an extension until June 15, 2014, for the full payment of the \$21,000 owed.

As you may know, the last unit sold in Villamere was prior to the 2008 national real estate market collapse and the remaining vacant units that I own in Villamere are near worthless. For example, existing dwellings have re-sold in Villamere since the crash at values either nearly half or less than half of the construction new prices that were paid for them in prior years. For example, even if I charged nothing for a site or unit to a buyer, a contractor would charge more for just the house only than what an existing home with a site now sells for in Villamere. As a result, the City assessor was forced after appeal to substantially reduce the taxable and assessed values two years in a row to reflect the collapse in Villamere property values. Since 2008, I don't even receive inquiries on Villamere.

Unit 29, is my home and we have had it for sale for three years without success. However, as of this summer we do have a cash buyer for it and we are attempting to sell this buyer's home in order to purchase ours. However, who knows if these dominos will fall in the right direction. We have also reduced our price substantially below what we have in the home and what buyers would have paid for this home new with a site. These are very tough times for the real estate industry.

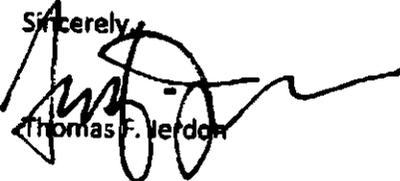
My plan was to take the net proceeds of two unit sales prior to the deadline to pay the entire amount owed to the City. However, I have not had a sale in Villamere in over 5 years.

In any event, I would agree to this extension and in the event Unit 29 (or any other unit or property therein) might sell before the extension deadline, then I would agree to pay at closing the total amount owed regardless of the extension.

Quite frankly, I had completely forgotten about this until I opened your letter today. The extension would allow me to juggle or liquidate other assets without penalty. My memory was that it was not due for several more years and since there haven't been any recent sales, I had nothing to jog my memory.

Please respond immediately. My cell phone is 269-470-4000. Thank you.

Sincerely,



Thomas F. Jerdon

CITY OF DOWAGIAC

MEMO TO: Mayor Lyons and City Council Members

FROM: Kevin P. Anderson, City Manager

DATE: December 6, 2013

SUBJECT: Special Land Use Permit Request – 307 First Avenue

A resolution is on Monday's agenda to approve a special land use permit request submitted by Ms. Laura Wade for establishment of a child care center at 307 First Avenue.

The Planning Commission held a public hearing and recommended approval of the special land use permit at its meeting on December 2nd.

RECOMMENDATION

Approve the resolution for the special land use permit request submitted by Ms. Laura Wade.

Support Documents:

Cover Memo-City Mgr.

Resolution

Planning Commission Support Documents

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

WHEREAS, Ms. Laura Wade has submitted an application for a Special Land Use Permit for establishing a child care center at 307 First Avenue; and

WHEREAS, pursuant to the compiled Dowagiac City Zoning Ordinance, the Planning Commission has held a hearing to solicit public comment on the request; and

WHEREAS, upon review of the facts and circumstances presented, the Planning Commission formally adopted a resolution recommending approval of such request, with no conditions.

NOW, THEREFORE, BE IT RESOLVED, that the City of Dowagiac, by affirmative vote of its City Council, does hereby approve and grant the issuance of a Special Land Use Permit to Ms. Laura Wade for the establishment of a child care center at 307 First Avenue, Dowagiac, Michigan 49047.

ADOPTED/REJECTED

CITY OF DOWAGIAC

INTER-DEPARTMENTAL COMMUNICATION

TO: Planning Commission

FROM: James Bradford *JB*
Building Official

RE: Planning Meeting

DATE: November 25, 2013

We have two items on the agenda for the upcoming planning meeting scheduled for Monday, December 2, 2013 at 7:00pm.

The first item involves a Public Hearing and resolution regarding a Lot Split request submitted by the City of Dowagiac, on behalf of Haas Inc. The lot split is being requested in order for Mr. Haas to establish his Alarm Monitoring/Warehouse Business at 57140 Woodhouse Drive, in the Industrial Park.

→ The second item involves a Public Hearing and resolution regarding a Special Land Use permit for a Child Care Center, at 307 First Ave. Ms. Laura Wade, 115 Henry Street, has purchased this building and wishes to establish a Child Care Center.

I have included with the packet, a resolution regarding this request.

If after your review, should you have any questions, please do not hesitate to contact this office.

Appendix "A"

SPECIAL LAND USE PERMIT REPORT

307 First Ave.
Dowagiac, MI 49047
Child Care Center

DATE: November 25, 2013

PROJECT: Child Care Center

PROPERTY

DESCRIPTION: Noted on File

PROPERTY

OWNER: Ms. Laura Wade
115 Henry
Dowagiac, MI 49047

PROJECT DESCRIPTION

Conversion of a Vacant School/Church into a Child Care Center

ZONING CLASSIFICATION

The property is presently zoned as R-2, Medium Density Residential

LOT AREA

Existing, no additions are planned

SETBACK REQUIREMENTS

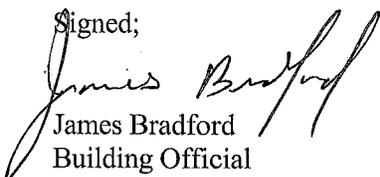
Unchanged

PARKING REQUIREMENTS

There is an existing parking lot for both buses and vehicles.

If after your review, should you have additional questions, please do not hesitate to contact this office.

Signed;


James Bradford
Building Official



SPECIAL LAND USE APPLICATION FOR PERMIT

CITY OF DOWAGIAC

241 S. Front Street P.O. Box 430 Dowagiac, MI 49047
269.782.8427

I (We), the below-named applicant(s) hereby petition the Dowagiac Planning Commission for a proposed Special Land Use Permit in accordance with Chapter 20 of the Dowagiac Zoning Code.

1. **IDENTIFICATION**

Cash Check 41.50
(checks payable to City of Dowagiac)

Applicant:

Name: Laura Lee Wade Telephone # 269-782-1775

Mailing Address: 115 Henry St

City: Dowagiac State: MI Zip: 49047

Signature: Laura Lee Wade

Owner's Name if Other than Applicant

Name: _____ Telephone # _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Signature: _____

2. **PROPERTY LOCATION:** Property Address 307 First Ave Lot # _____
Property Tax # 14-160- _____

3. **LEGAL RECORDED DESCRIPTION:** ATTACHED

LOTS 74, 81, 82, 87, 95, 96, 106, 105, 113,
124, 131, 138 And 145

HOPKINS Addition TO The City of Dowagiac.
As recorded in Liber 1 OF PLATS
City of Dowagiac.

4. CURRENT ZONING AND USE OF THIS PROPERTY IS DESCRIBED AS FOLLOWS:

- R-1, Low Density Residential District
- R-2, Medium Density Residential District
- R-3, Multi-Family Residential District
- R-4, Manufactured Home Park District
- O-S, Office Service District
- C-1, Neighborhood Business District
- C-2, Central Business District
- C-3, General Business District
- I-1, Light Industrial District
- I-2, Heavy Industrial District
- I-3, Industrial Park District
- PUD, Planned Unit Development District
- FP, Floodplain Overlay District

Education R-2

5. CURRENT ZONING AND USE OF ADJACENT PROPERTIES IS DESCRIBED AS FOLLOWS:

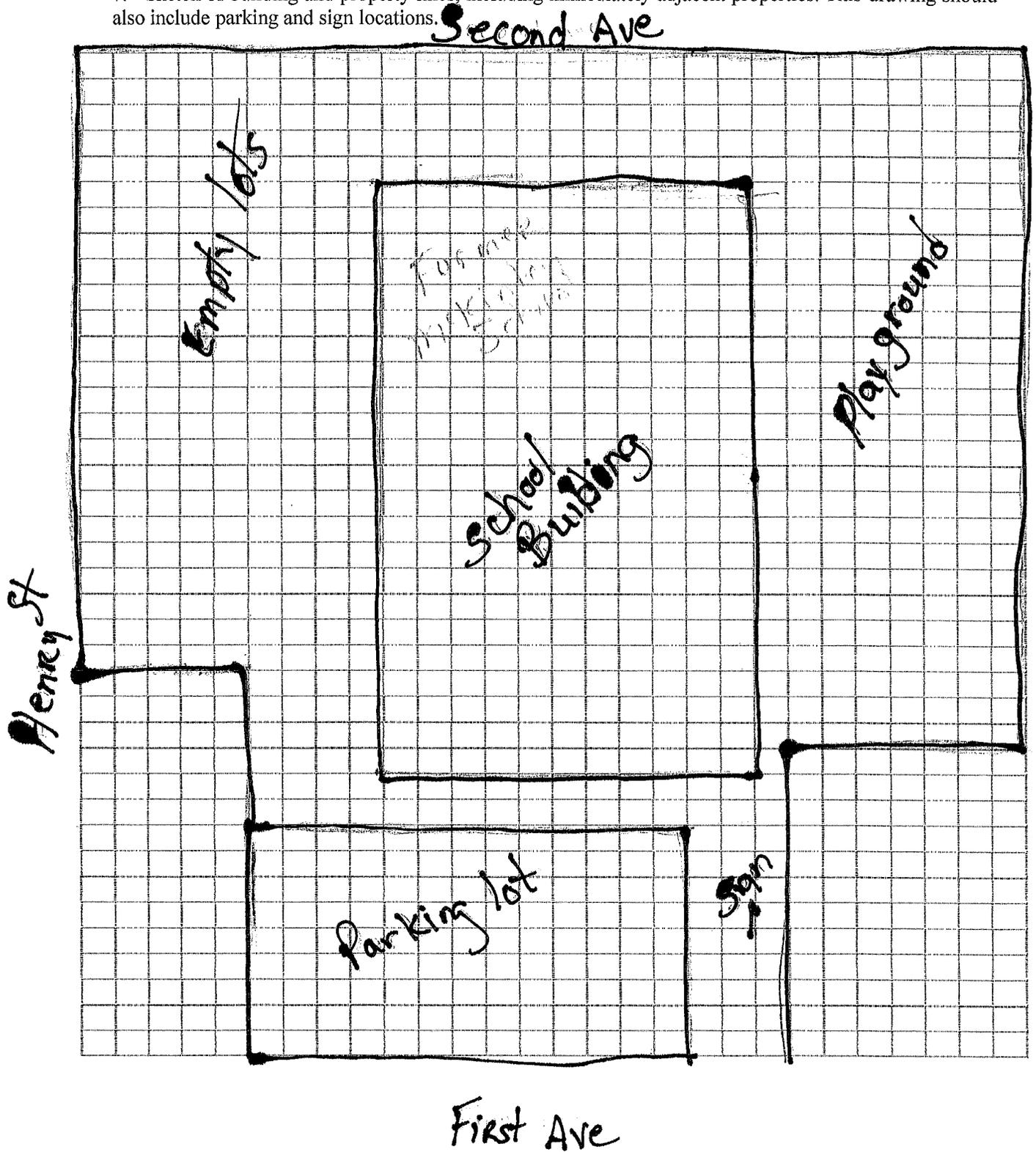
- R-1, Low Density Residential District
- R-2, Medium Density Residential District
- R-3, Multi-Family Residential District
- R-4, Manufactured Home Park District
- O-S, Office Service District
- C-1, Neighborhood Business District
- C-2, Central Business District
- C-3, General Business District
- I-1, Light Industrial District
- I-2, Heavy Industrial District
- I-3, Industrial Park District
- PUD, Planned Unit Development District
- FP, Floodplain Overlay District

Residential R-2

6. The proposed use is described as follows, and must include:

- (a) The use is designed and constructed, and will be operated and maintained, so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity, will be compatible with adjacent uses of land, and will not change the essential character of the area in which it is proposed; and
- (b) The use is, or will be as a result of the special land use permit, served adequately by public services and facilities, including, but not limited to streets, police and fire protection, drainage structures, refuse disposal, water and sewer facilities and schools; and
- (c) The use does not involve activities, processes, materials and equipment or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of traffic, noise, smoke, fumes, glare or odors; and

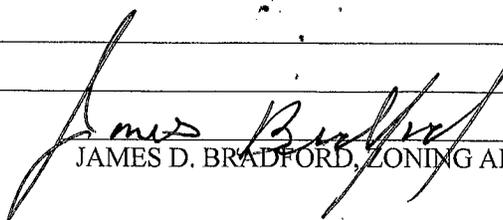
7. Sketch of building and property lines, including immediately adjacent properties. This drawing should also include parking and sign locations.



The Zoning Administrator will review this Special Land Use Permit application to insure that the application is in proper order and all documentation is included. If it is acceptable, the application documentation will then be transmitted to the City Council, who shall immediately forward a copy to the Planning Commission. The Planning Commission shall hold a public hearing, or hearings, on the application, notice for which shall be given by publication in a newspaper of general circulation in the city, to be printed not less than fifteen (15) days before the date of such hearing. Not less than fifteen (15) days notice of the time and place of the public hearing shall also be given by mail or to be served personally upon the party or parties making the request for special land use and all owners of record of property within 300 feet of the premises in question. The Planning Commission shall then review the particular circumstances and facts of each proposed use and make a recommendation to the City Council who will make a final determination.

FOR OFFICE USE ONLY

| | | |
|--|-----------------|--------------|
| DATE APPLICATION FORM IS SUBMITTED: | <u>11-11-13</u> | By: <u>B</u> |
| DATE APPLICATION COMPLETED AND FEE RECEIVED: | <u>\$300.00</u> | By: <u>B</u> |
| DATE TRANSMITTED TO PLANNING COMMISSION: | <u>12-2-13</u> | By: <u>B</u> |
| DATE OF PUBLIC HEARING: | <u>12-2-13</u> | By: <u>B</u> |
| DATE TRANSMITTED TO CITY COUNCIL: | _____ | By: _____ |
| CITY COUNCIL DISPOSITION: | _____ | |



 JAMES D. BRADFORD, ZONING ADMINISTRATOR

PROPERTY DESCRIPTION – 307 First Avenue, Dowagiac, Michigan

Property situate in the City of Dowagiac, County of Cass, State of Michigan, more particularly described as follows to-wit:

LOTS 74, 81, 82, 87, 88, 95, 96, 106, 105, 113, 124, 131, 138, and 145 Hopkins Addition to the City of Dowagiac.

Commissioner _____ offered and moved the adoption of the following resolution:
Seconded by Commissioner _____.

WHEREAS, the City of Dowagiac has received the attached application for a Special Land Use Permit from Ms. Laura Lee Wade , 115 Henry Street, Dowagiac MI 49047, and;

WHEREAS, Ms. Wade is requesting the Special Land Use Permit for establishment of a Child Care Center at 307 First Ave., Dowagiac, MI 49047 and;

WHEREAS, pursuant to the Dowagiac Zoning Ordinance, the Planning Commission has held a public hearing soliciting comments from interested citizens concerning this request, and;

WHEREAS, the Planning Commission has reviewed the particular circumstances and facts, and determined that:

- (a) The use will be harmonious and in accordance with the general objectives, interest, and purposes of the Zoning Ordinance;
- (b) It will be designed, constructed, operated, maintained, and managed, so to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity;
- (c) It will be served adequately by essential public facilities and services, such as highways, streets, police and fire protection, drainage structures, refuse disposal or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide any such service adequately;
- (d) Such use will not be hazardous or disruptive to existing or future neighboring uses; and
- (e) This use will not create excessive additional requirements at public cost for public facilities and services.

NOW, THEREFORE, BE IT RESOLVED, that the City of Dowagiac Planning Commission recommends that the Dowagiac City Council approve the Special Land Use Permit application submitted by Ms. Laura Wade, 115 Henry Street, Dowagiac MI 49047, for the establishment of a Child Care Center at 307 First Ave., Dowagiac, MI 49047.

(Circle One)

DENIED

APPROVED

*APPROVED WITH CONDITIONS

*The conditions established must be fully satisfied, as determined by the City of Dowagiac Building/Zoning Enforcement Officer, prior to formal, non-conditional approval of the Planning Commission; as witnessed by the endorsement of the Planning Commission Chair.

ADOPTED/REJECTED

Resolution #2
307 First Ave.

CONDITIONS

1. The Owner shall provide a copy of the Day Care License upon issuance from the State of Michigan.

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 #5 for the period ending 12/5/13:

Invoices: 173,783.43
Payroll: 187,253.78
Total: \$361,037.21

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

| Invoices | Payroll | Total |
|--------------|--------------|--------------|
| \$173,783.43 | \$187,253.78 | \$361,037.21 |

ADOPTED/REJECTED

Ayes:

Nays:

Absent:

Abstain:

James E. Snow, City Clerk

| Vendor | Invoice # | Description | Amount |
|-------------------------------------|-------------------|--|-----------|
| ACCOUNTING CONSULTANTS, PC | 11/15/13 | CONSULTING SVC THROUGH 11/15/13 | 4,275.00 |
| ANDERSON, KEVIN | 12/2/13 | REIMBURSEMENT-LIFE INS PREMIUM | 1,140.00 |
| ARBOR DAY FOUNDATION | 879-025-9492 | ANNUAL MEMBERSHIP-S WATSON | 10.00 |
| AT&T MOBILITY | 12012013 | WIRELESS CHARGES 10/24-11/23 | 649.22 |
| AUTOMATED ENERGY, INC | 18528 | AMERIWOOD METER SUBSCRIPTION | 105.00 |
| AUTOZONE | 2141104670 | #PD091 WIPER BLADES | 22.30 |
| BORGESS LEE MEDICAL GROUP | 10172013 | PRE-EMPLOYMENT SCREENING-BAUM | 40.00 |
| BORGESS LEE MEDICAL GROUP | 10152013 | PRE-EMPLOYMENT SCREENING-ROMAN | 50.00 |
| BRADFORD, JARRID | 287248950627 | CELL PHONE REIMBURSEMENT 9/7-10/6 | 60.00 |
| C WIMBERLY AUTOMOTIVE GROUP | 215984 | #FD2101 VEHICLE MTCE | 508.06 |
| CASS CNTY TRANSPORTATION AUTHORITY | 1766 | DISPATCHING SERVICES 11/13 | 3,327.60 |
| CHET NICHOLS, INC | 405158 | #220 BRAKE PADS | 44.75 |
| CITY SERVICES, INC | S100913575.001 | 2" TAP-WATER MAIN-CARLTON DR | 1,150.00 |
| CLEAN CUT L&L, LLC | 10621 | MOW/TRIM CITY FACILITIES/PARKS | 1,265.00 |
| COFFEY, ROBIN | 11/22/13 | MILEAGE REIMBURSEMENT-16 MILES | 9.04 |
| COMCAST | 8771402380021236 | INTERNET SERVICE-CH | 119.11 |
| COREY, JOHNATHAN K | 12/02/2013 | UB refund for account: 03-0107-8 | 66.96 |
| CREATIVE VINYL SIGNS | 25435 | #132LT DECAL | 19.00 |
| CREDITORS SERVICE BUREAU | 5687 | COLLECTION BUREAU FEES | 130.53 |
| DOUBLEDAY OFFICE PRODUCTS, INC | 146913I | BROWN TOWELS/URINAL MAT | 44.38 |
| DOUBLEDAY OFFICE PRODUCTS, INC | 146981I | OFFICE SUPPLIES | 43.42 |
| DOWAGIAC CLEANERS | 12/1/13 | UNIFORM CLEANING | 150.50 |
| EAU CLAIRE FRUIT EXCHANGE | 636005 | #2 RAILROAD TIES | 57.75 |
| ELHORN ENGINEERING COMPANY | 254222 | CCWS-CHEMICALS | 362.50 |
| ETNA SUPPLY | S100926711.001 | CCWS-CI COUPLING SLEEVES | 641.82 |
| FBI - LEEDA | 8748-14 | ANNUAL DUES | 50.00 |
| FIREPROGRAMS SOFTWARE | 7714 | YEARLY SUPPORT/UPGRADE | 600.00 |
| FLEIS & VANDENBRINK ENGINEERING INC | 36645 | WWTP-PROJECT PLAN AMENDMENT | 3,588.58 |
| FORREST FIN, LLC | 4 | LOAN DISBURSEMENT IN FULL/GRANT ELIGIBLE | 23,947.50 |
| FRECHETTE, DAVID | 12/5/13 | HOUSING INCENTIVE AWARD-301 GREEN | 150.00 |
| FRONTIER | 23118907970401035 | PHONE SERVICE 10/20-11/19 | 1,763.48 |
| GEMPLER'S | 1019851959 | LEATHER GLOVES | 64.50 |
| GRAMES TIRE & BATTERY, INC | 2615 | #PD121 TIRE BALANCE/CHANGE/DISPOSAL | 73.00 |
| GRAMES TIRE & BATTERY, INC | 2616 | #105 TIRE/MOUNT/DISPOSAL FEE | 437.16 |
| GRINNEWALD, STEVE | 11/17/13 | TRAVEL REIMBURSEMENT-INDIANAPOLIS | 57.12 |
| HALE'S HARDWARE, INC | B40899 | PLUNGER/TIRE PROTECTANT/GLASS | 30.53 |
| HALE'S HARDWARE, INC | D31906 | SHIPPING CHARGES/SAW BLADES | 21.77 |
| HALE'S HARDWARE, INC | B40289 | GALV NIPPLES/COUPLINGS/ELBOWS | 27.07 |
| HALE'S HARDWARE, INC | C44324 | BATH TISSUE | 13.56 |
| HALE'S HARDWARE, INC | C44277 | SURF OUTLET | 18.42 |
| HALE'S HARDWARE, INC | C44476 | LIGHT BULBS | 20.35 |
| HALE'S HARDWARE, INC | A7225 | POWERLOCK TAPE/FLAG TAPE | 20.33 |
| HALE'S HARDWARE, INC | C44247 | LIGHT CONTROL/FASTENERS | 26.61 |
| HALE'S HARDWARE, INC | B40770 | BATTERIES | 18.40 |
| HALE'S HARDWARE, INC | C45950 | FUEL STABILIZER/RV ANTI-FREEZE | 35.83 |
| HALE'S HARDWARE, INC | C45963 | SL GENERATORS-KEY BLANKS/KEY TAG | 10.58 |
| HALE'S HARDWARE, INC | D32764 | CCWS-FASTENERS | 7.49 |
| HALE'S HARDWARE, INC | B40842 | KEYS | 15.42 |
| HALE'S HARDWARE, INC | D32943 | CLR BATH CLEANER/BOWL CLEANER | 34.86 |
| HANSON BEVERAGE SERVICE | 755442 | DISTILLED WATER | 40.50 |
| HANSON BEVERAGE SERVICE | 765294 | DISTILLED WATER | 38.50 |
| HARDING'S MARKET, INC | 337017 | OPERATING SUPPLIES | 71.56 |
| HARDING'S MARKET, INC | 337012 | OPERATING SUPPLIES | 17.18 |
| HARDING'S MARKET, INC | 337017 | OPERATING SUPPLIES | 23.97 |
| HERITAGE CRYSTAL CLEAN, LLC | 12727055 | PARTS CLEANER | 259.93 |

| Vendor | Invoice # | Description | Amount |
|-----------------------------------|-----------------|---|-----------|
| HI-TECH SMR COMMUNICATIONS | SMR15663 | #PD53 PA/RADAR REPAIR | 310.00 |
| HI-TECH SMR COMMUNICATIONS | 16743 | #PD53 SERVICE CALL-SIREN/LIGHT | 90.00 |
| INTERNET BUSINESS SOLUTIONS | 13692 | MONTHLY WEBSITE MTCE | 39.95 |
| JUDD LUMBER COMPANY, INC | 2527901 | KEYS | 5.90 |
| JUDD LUMBER COMPANY, INC | 2527706 | SLAB CONCRETE REPAIR | 7.49 |
| KLUG, PATRICIA | 11/19/13 | MILEAGE REIMBURSEMENT-16 MILES | 9.04 |
| KOONTZ-WAGNER CONST SERVICES LLC | 126568-13 | CREW SUPERVISION 11/13-11/19 | 497.00 |
| KOONTZ-WAGNER CONST SERVICES LLC | 126568-14 | STORM DAMAGE SERVICES | 1,790.00 |
| LAGROW, CINDY | 4589 | 2013 ECON DEV SERVICES | 2,200.00 |
| LEADER PUBLICATIONS, INC | 99810 | MISC PUBLICATION | 36.67 |
| LEADER PUBLICATIONS, INC | 300012031 | MISC PUBLICATION | 18.78 |
| LYNN PEAVEY COMPANY | 282331 | EVIDENCE TAPE | 51.65 |
| MHEC, INC | 13-50010 | 1ST AID/CPR TRAINING INSTRUCTIONS | 600.00 |
| MI COMMUNITY ACTION AGENCY ASSOC | 12/13 | EU-MONTHLY PYMT ALLOCATION-12/13 | 11,408.41 |
| MI MUNICIPAL RISK MANAGEMENT | M0001210 | AUTO/LIABILITY INS 7/1/13-7/1/14 | 36,233.75 |
| MI MUNICIPAL RISK MANAGEMENT | R0001210 | 2013-14 RETENTION FUND PRORATION | 4,999.98 |
| MIDWEST ENERGY | 3503301 | CCWS-WATER TOWER | 935.65 |
| MISS DIG SYSTEM, INC | 20140825 | 2014 ANNUAL MEMBERSHIP FEE | 809.56 |
| MMTA | 2014 | ANNUAL DUES-COFFEY | 50.00 |
| O'BOYLE COWELL BLALOCK AND ASSOC | 51010.03-15 | RUSSOM PARK | 750.84 |
| OVERHEAD DOOR CO KALAMAZOO, INC | INVOHD000131925 | DOOR ADJUSTMENT-FD | 195.85 |
| PETTY CASH | 12/4/13 | OPERATING SUPPLIES | 62.69 |
| PETTY CASH | 11/27/13 | MEAL REIMBURSEMENT | 122.03 |
| PETTY CASH | 11/27/13 | MEAL REIMBURSEMENT | 12.79 |
| PETTY CASH | 11/27/13 | MEAL REIMBURSEMENT | 6.88 |
| PETTY CASH | 11/27/13 | MEAL REIMBURSEMENT | 12.28 |
| PETTY CASH | 11/27/13 | MEAL REIMBURSEMENT | 15.66 |
| PETTY CASH | 11/27/13 | WTP-SHIPPING CHARGES | 17.81 |
| PETTY CASH | 11/27/13 | LINE CREW MEAL REIMBURSEMENT | 49.20 |
| POWER LINE SUPPLY, INC | 5779010 | BRACKET CONDUITS | 327.00 |
| POWER LINE SUPPLY, INC | 5779011 | LUGS/CONDUIT/COUPLINGS | 480.78 |
| POWER LINE SUPPLY, INC | 5780919 | TERMINATION KITS | 874.36 |
| POWER LINE SUPPLY, INC | 5780920 | SURGE ARRESTERS | 533.26 |
| POWER LINE SUPPLY, INC | 5783056 | 100W HPS FIXTURES | 1,849.77 |
| POWER LINE SUPPLY, INC | 5783057 | BRACKETS/INSULINKS/METERS | 953.33 |
| POWER LINE SUPPLY, INC | 5783139 | 15V PADMOUNT SWITCHGEAR | 12,024.00 |
| PRAIRIE RONDE REALTY | 1452 | GARAGE SPACE RENT-DART | 150.00 |
| PRECISION DATA PRODUCTS | I0000395892 | REPLACE FAILED DDA PRINTER | 176.51 |
| PRECISION DATA PRODUCTS | I0000395563 | UNINTERRUPTABLE POWER SUPPLY | 86.89 |
| PREFERRED PRINTING, INC | 26430 | WINDOW ENVELOPES | 130.00 |
| PVS TECHNOLOGIES, INC | 180501 | WWTP-FERROUS CHLORIDE | 2,075.29 |
| RELIABLE DISPOSAL, INC #646 | 0646-000815851 | DUMPSTERS/TRASH CART-12/13 | 544.53 |
| ROAD EQUIPMENT PARTS CENTER | KS390560 | #107 PINTLE HOOK/SWIVEL MOUNT/STROBE | 287.12 |
| ROHDY'S HEATING & COOLING, LLC | 3463 | HEATING REPAIR-GROUNDS DEPT | 108.00 |
| RUTKOWSKE, JASON | 2911323858 | CELL PHONE REIMBURSEMENT 10/10-11/9 | 60.00 |
| SCHILLING'S WASH & WAX | 11/30/13 | CAR WASH-PD | 7.00 |
| SCHULTZ, THOMAS | 11/26/13 | SEWER RODDING REIMBURSEMENT | 225.00 |
| SCHUUR, NANETTE | 11/24/13 | SEWER RODDING REIMBURSEMENT | 225.00 |
| SCOTT WADE CONSTRUCTION | 759 | REPLACE 12', 2X8 TREATED PLATE-TWISTEES | 815.00 |
| SCOTT WADE CONSTRUCTION | 760 | CAULK/SEAL BLOCK-CITY HALL | 760.00 |
| SCOTT, RAYANN | 12/04/2013 | UB refund for account: 05-0153-8 | 307.21 |
| SEMCO ENERGY GAS COMPANY | 0161871.500 | GAS SERVICE 10/14/13-11/12/13 | 18.28 |
| SHARE CORPORATION | 860251 | TAR REMOVER | 293.93 |
| SIMPSON, KEN | 131212 | ELECTRICAL INSPECTIONS | 937.20 |
| SIRCHIE FINGER PRINT LABORATORIES | 0143741-IN | EVIDENCE SUPPLIES | 470.11 |

| Vendor | Invoice # | Description | Amount |
|----------------------------------|--------------|---|------------|
| SISKANINETZ, MARK | 12/3/13 | BLDG PERMIT INSPECTIONS 9/18/13-12/3/13 | 2,870.20 |
| SKIBBE BUSINESS & TAX SERVICE | 11/22/13 | SEWER RODDING REIMBURSEMENT | 225.00 |
| SLC METER SERVICE, INC | 26955 | 1" METER FREEZE PLATES | 142.36 |
| SOUTH BEND UNIFORM | 6087 | NAME BADGES/COMMENDATION BARS | 93.40 |
| SOUTH BEND UNIFORM | 6016 | UNIFORM-DAVIS | 56.95 |
| SOUTH BEND UNIFORM | 6397 | UNIFORMS-OSTROM | 246.90 |
| SOUTHWEST PUBLIC SAFETY | 694658 | FLASHLIGHT BATTERY | 61.92 |
| STATE OF MICHIGAN | 845516 | 2014 NPDES ANNUAL PERMIT FEE-MI0022837 | 5,500.00 |
| STATE OF MICHIGAN | 91084981 | AIRPORT ABOVE GROUND STORAGE TANK CERT | 61.50 |
| THE RIDGE COMPANY | 539287 | #102 OIL FILTERS/HEATER CORE | 76.64 |
| THE RIDGE COMPANY | 539355 | #132LT FILTER KIT | 10.34 |
| THE RIDGE COMPANY | 538887 | GAS CAN/CARBIDIESL GAS CAN | 29.98 |
| THE RIDGE COMPANY | 538888 | OIL FUNNEL | 1.88 |
| THE RIDGE COMPANY | 540516 | BULB | 4.33 |
| THE RIDGE COMPANY | 539169 | CABLE TIES | 45.54 |
| THE RIDGE COMPANY | 539768 | #4 HALOGEN LAMP/SCREWDRIVER SET | 27.98 |
| THE RIDGE COMPANY | 540122 | #132LT AIR/OIL/FUEL FILTERS | 69.72 |
| THE RIDGE COMPANY | 538016 | WELDING HELMET | 92.99 |
| THE RIDGE COMPANY | 540333 | #PD121 WIPER BLADES | 33.38 |
| THE RIDGE COMPANY | 540089 | SPARK PLUGS | 26.90 |
| TOXOPEUS, DAVID | 287248782175 | CELL PHONE REIMBURSEMENT 10/19-11/18 | 60.00 |
| TRACTOR SUPPLY COMPANY | 100173828 | #103 CHAIN TIGHTENER | 33.98 |
| UNIVERSAL URETHANE PRODUCTS, INC | IN134675 | #MT6 ZEROTHANE BLADES | 627.71 |
| USA BLUEBOOK | 198449 | CCWS-SUCTION VALVE ASSY-CHEMICAL FEED | 48.10 |
| USA BLUEBOOK | 197610 | CCWS-FEED TUBE COVERS-CHEMICAL PUMPS | 40.86 |
| VTI, INC | PPVS2013541 | PREPLANVIEW SOFTWARE TRAINING/SUPPORT | 585.00 |
| WIGHTMAN & ASSOCIATES, INC | 45956 | ENG SVC-MAIN & FRONT | 1,175.00 |
| WIGHTMAN & ASSOCIATES, INC | 45957 | CMAQ-HILL/MIDDLE CROSSING | 175.00 |
| WIGHTMAN & ASSOCIATES, INC | 45941 | ENG SVC-LOWER MILL POND DAM | 255.13 |
| WITHERS, HENRIETTA J ET AL | 2013 | BOCK PROPERTY-PROMISSORY NOTE | 29,023.40 |
| ZBATTERY.COM, INC | I165284 | LITHIUM 3V BATTERIES | 66.58 |
| ZBATTERY.COM, INC | I165377 | BATTERIES | 179.19 |
| Total: | | | 173,783.43 |