



REGULAR MEETING OF THE DOWAGIAC CITY COUNCIL

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

Monday, February 10, 2014, 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 – January 27, 2014
- PROCLAMATION –
1. Proclamation to mark the 75th anniversary of the Miss Dowagiac Pageant.
- QUESTIONS FROM CITY COUNCIL –
- COMMENTS FROM THE AUDIENCE (NON-AGENDA) –
- COMMENTS FROM THE AUDIENCE (AGENDA) –
- RESOLUTIONS –
1. Resolution to approve a Project Authorization Agreement with MDOT relating to the FY 2014 operating grant for the Dial-A-Ride program.
2. Resolution to adopt the Title VI Plan in compliance with MDOT and Federal Transit Administration guidelines for Dial-A-Ride.
3. Resolution to authorize and direct the City Treasurer to pay the following bills and payroll due: (Roll Call)

BILLS
\$156,318.27

PAYROLL (10)
\$120,187.80

TOTAL
\$276,506.07

CITY MANAGER REPORT ON QUESTIONS FROM COUNCIL FROM PREVIOUS MEETINGS –

COMMENTS FROM CITY OFFICIALS –

RESOLUTIONS, Continued (CLOSED SESSION) -

4. Resolution to adjourn to a closed session to discuss strategies to deal with pending litigation.

ADJOURNMENT –

Kevin P. Anderson
City Manager

Attachments

DOWAGIAC CITY COUNCIL MEETING

Monday January 27, 2014

A regular meeting of the Dowagiac City Council was called to order by Mayor Donald D. Lyons at 7:05 p.m. when a quorum was established.

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 and Randall G. Gross, Sr.

ABSENT: Councilmembers Lori A. Hunt and Bob B. Schuur

STAFF: Assistant City Manager Rozanne H. Scherr and City Clerk James E. Snow.

Councilmember Laylin moved and Councilmember Burling seconded that the minutes of the January 13, 2014 meeting be approved.

Approved unanimously.

COMMENTS FROM THE AUDIENCE (NON-AGENDA)

Roger Rathburn, 17203 Navajo Trail, Three Rivers, MI 49093

COMMUNICATIONS

1. Ice Time Festival, February 1, 2014

Councilmember Laylin moved and Councilmember Dodd seconded to grant the request.

Approved unanimously.

2. Memorial Day Parade and Ceremonies, May 26, 2014

Councilmember Laylin moved and Councilmember Dodd seconded to grant the request.

Approved unanimously.

RESOLUTIONS

1. Resolution of intent to apply for funding and to approve a projected 2015 Dial-A-Ride budget in accordance with the master contract with the Michigan Department of Transportation.

DOWAGIAC CITY COUNCIL MEETING

Monday January 27, 2014
Page Two

Resolution #1
January 27, 2014

Michigan Department
Of Transportation
3078 (10/13)

FY 2015 RESOLUTION OF INTENT

*The approved resolution of Intent to apply for state formula operating assistance for
fiscal year 2015 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
Dowagiac, City of _____, (hereby known as THE APPLICANT) established under
Name of Applicant (legal organization name)

Act 51 _____ to provide a local transportation program for the state fiscal year of 2015 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 \$ 32,202, estimated state funds \$ 72,978,
estimated local funds \$ 64,934, estimated fare box \$ 30,000, estimated other funds
\$ 1,150, with total estimated expenses of \$ 201,264

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 Rozanne H. Scherr 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 2015.

I, James E. Snow _____, City Clerk _____, 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 January 27, 2014, with
the original minutes now on file and of record in the office and that this resolution is true and correct.

Moved: Burling

Seconded: Laylin

ADOPTED unanimously,

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

DOWAGIAC CITY COUNCIL MEETING

Monday January 27, 2014
Page Three

2. Resolution of intent to sell City-owned property located at 317 Pokagon Street.

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

WHEREAS, the City of Dowagiac wishes to convey and sell a parcel of real property owned by the City in accordance with the provisions of Section 14.9 of the City Charter; and,

WHEREAS, to do so requires the formal approval of the final-form resolution authorizing such conveyance a minimum of twenty-one (21) days in advance of the final adoption of the said, final-form resolution.

NOW, THEREFORE, BE IT RESOLVED that the Dowagiac City Council, by the affirmative vote of its City Council, does hereby adopt and introduce the attached, final-form resolution for the conveyance of City-owned real property in accordance with the provisions of Section 14.9 of the City Charter, and further directs the City Clerk to maintain on file for public review said same final-form resolution for a period of not-less-than twenty-one (21) days preceding the formal action by Council to approve the resolution as attached.

ADOPTED unanimously.

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

Councilmember Burling 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 #9 for the period ending 1/23/14:

Invoices: 111,481.25
Payroll: 185,617.57
Total: \$297,098.82

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
\$111,481.25	\$185,617.57	\$297,098.82

DOWAGIAC CITY COUNCIL MEETING

Monday January 27, 2014

Page Four

ADOPTED on a roll call vote.

Ayes: Four (4) Burling, Dodd, Gross and Laylin

Nays: None (0)

Absent: Two (2) Hunt and Schuur

Abstain: None (0)

ORDINANCES

1. AN ORDINANCE TO AMEND CHAPTER 82 UTILITIES ARTICLE V "ELECTRIC PROVISIONS AND RATES" SECTION 82-279 OF THE DOWAGIAC CITY CODE BE AND IS HEREBY AMENDED BY ITS REPEAL OF THE DOWAGIAC CITY CODE.

Moved by Councilmember Burling and seconded by Councilmember Laylin for adoption at the January 13, 2014 meeting is now presented to the Council for a second reading and vote.

ADOPTED on a roll call vote.

Moved by: Burling

Seconded by: Laylin

Ayes: Four (4) Burling, Dodd, Gross and Laylin

Nays: None (0)

Absent: Two (2) Hunt and Schuur

Abstain: None (0)

2. AN ORDINANCE TO AMEND CHAPTER 82 UTILITIES ARTICLE IV "WATER AND SEWER RATES" SECTION 82-224 "SEWER RATES AND SERVICE FEES" SUBSECTION (1), (2), (4) AND (5) OF THE DOWAGIAC CITY CODE BE AND IS HEREBY AMENDED BY ITS REPEAL AND THE ADOPTION OF A NEW ARTICLE IV "WATER/SEWER PROVISIONS AND RATES" SECTION 82-224 "SEWER RATES AND SERVICE FEES" SUBSECTION (1), (2), (4) AND (5) OF THE DOWAGIAC CITY CODE.

Moved by Councilmember Schuur and seconded by Councilmember Gross for adoption at the January 13, 2014 meeting is now presented to the Council for a second reading and vote.

DOWAGIAC CITY COUNCIL MEETING

Monday January 27, 2014

Page Five

ADOPTED on a roll call vote

Moved by: Schuur

Seconded by: Gross

Ayes: Four (4) Burling, Dodd, Gross and Laylin

Nays: None (0)

Absent: Two (2) Hunt and Schuur

Abstain: None (0)

Upon motion by Councilmember Laylin and seconded by Councilmember Gross, the Dowagiac City Council adjourned at 7:20 p.m.

Donald D. Lyons, Mayor

James E. Snow, City Clerk

OFFICIAL PROCLAMATION

WHEREAS, the Miss Dowagiac Scholarship Pageant is sponsored by the Greater Dowagiac Chamber of Commerce and organized by the Pageant Executive Committee; and

WHEREAS, the first Dowagiac pageant, which was held on April 9, 1930 before an audience of 1,000 people, continues to represent a long-standing tradition in our community; and

WHEREAS, the pageant in recent years has grown to new heights, as educational scholarships were awarded for the first time in 2000 to that year's Queen and to the first and second runners-up; and

WHEREAS, since then \$39,150 in college scholarships have been awarded to young women within our community; and

WHEREAS, today's pageant also affords Miss Dowagiac the opportunity, following her reign, to enter preliminary competitions for Miss Michigan/America or Miss Michigan/USA pageants; and

WHEREAS, each year the reigning Miss Dowagiac serves as the unofficial goodwill ambassador for her community and school; and

WHEREAS, the scholarship pageant on February 22, 2014 will mark its 75th anniversary with a Diamond Jubilee Celebration, including an exhibit at the Dowagiac Area History Museum through February.

NOW, THEREFORE, BE IT PROCLAIMED that I, Donald D. Lyons, Mayor of the City of Dowagiac, tender this Proclamation to the Miss Dowagiac Scholarship Pageant and urge all citizens to join me in this sincere expression of best wishes on the 75th anniversary of this outstanding event.

Donald D. Lyons, Mayor

Done at the City complex this 10th day of February, 2014.

CITY OF DOWAGIAC

MEMO TO: Mayor Lyons and City Council Members

FROM: Kevin P. Anderson, City Manager

DATE: February 7, 2014

SUBJECT: Dial-A-Ride 2014 Project Authorization

A resolution is on Monday's agenda to approve a project authorization 2012-0076 Master Agreement with the Michigan Department of Transportation (MDOT) relating to the fiscal year 2014 operating grant for the Dial-A-Ride operation. Attached is a memo from Rose Scherr, which further explains the project authorization.

RECOMMENDATION

Authorize the resolution to approve the Project Authorization agreement with the Michigan Department of Transportation (MDOT) relating to the fiscal year 2014 operating grant for the Dial-A-Ride operation.

Support Documents:

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

Resolution #1
February 10, 2014

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

WHEREAS, pursuant to a grant agreement between the Michigan Department of Transportation and the City of Dowagiac it is necessary for the City of Dowagiac to enter into a project authorization agreement for its local transportation program for the fiscal year 2014 in order to receive State and Federal financial assistance under provision of Act 51; and

NOW, THEREFORE, BE IT RESOLVED that the City of Dowagiac, by the affirmative vote of its City Council, does hereby authorize Transportation Coordinator Rozanne Scherr to execute the Project Authorization, FY 2014 Section 5311 Operating, attached hereto and by reference made a part hereof as required to receive financial assistance from the Michigan Department of Transportation, in accordance with Act 51; and

BE IT FURTHER RESOLVED that, for all public transportation matters, the Transportation Coordinator shall provide such information as deemed necessary by the State Transportation Commission or Department for its administration of Act 51 for fiscal year 2014.

ADOPTED/REJECTED

CITY OF DOWAGIAC
MEMO

TO: Kevin Anderson

FROM: Rozanne Scherr, HR Director/Assistant City Manager

DATE: January 30, 2014

RE: Dial-A-Ride 2014 Project Authorization

Attached are the original DART Project Authorizations dated December 6, 2013 for placement on Monday's agenda for City Council Approval. Formal approval of the Project Authorization is required under the 2012 – 0076 Master Agreement with the Michigan Department of Transportation (MDOT) relating to the fiscal year 2014 operating grant for the Dial-A-Ride Transit operation. The project authorization agreement is for the administration of the City's annual Federal operating assistance grant and reflects the amount of funds currently available under the Federal appropriation. Under terms of this Project Authorization, this partial payment of Federal operating assistance will be in the amount of \$14,048 for fiscal year 2014. As in past years, we expect amendments throughout the fiscal year because of ongoing appropriation amendments at the federal and state levels.



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

RICK SNYDER
GOVERNOR

KIRK T. STEUDLE
DIRECTOR

January 23, 2014

Ms. Rozanne Scherr
City of Dowagiac
241 South Front Street, P.O. Box 430
Dowagiac, Michigan 49047

Dear Ms. Scherr:

RE: MDOT Contract 2012-0076/P4

Enclosed are two originals and one copy (for your records) of the above described contract between City of Dowagiac and the Michigan Department of Transportation (MDOT). Please take time to read and understand this contract. If this contract meets with your approval, please complete the following items:

- Secure the necessary signature(s) on **BOTH** original contracts. **PLEASE PRINT NAME AND TITLE OF SIGNER(S)** in the space provided.
- Please **DO NOT DATE, UNSTAPLE, OR MAKE ANY MARKS** on the original contracts. An extra copy has been provided for you. The Economic Development, Budget and Contracts Division will date the contracts when they are awarded. A contract is not awarded unless it has been signed by both parties.
- Include a **CERTIFIED RESOLUTION/AUTHORIZATION**, if necessary. The resolution/authorization should specifically name the officials who are authorized to sign the contracts. If you already have a blanket signature resolution on file with us and there has been no change in who is authorized to sign your MDOT contracts, there is no need to include one.
- Return **BOTH** original contracts to **MDOT/Economic Development, Budget and Contracts- Mail Code B460, Attention: Brenda Allen, P.O. Box 30050, Lansing, Michigan 48909**. One original of the awarded contract will be forwarded to you.

Please contact your project manager if you have any questions. If your project manager is unavailable, feel free to contact me at (517) 373-0348 or Connie Hanrahan at (517) 335-2526.

Sincerely,

Kelly Villarreal
Contract Administrator
Economic Development, Budget and Contracts

KV/ba
Enclosures

Date: December 6, 2013
Agreement No.: 2012-0076
Authorization No.: P4
Project No.: 122462
Agenda: DIR

**PROJECT AUTHORIZATION
CITY OF DOWAGIAC
FY 2014 SECTION 5311 OPERATING
FORMULA GRANTS FOR
RURAL AREAS PROGRAM**

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

Authorization Effective Date: October 1, 2013
Authorization Expiration Date: September 30, 2014
Fiscal Year Effective Contract Clauses: 2014

The Federal grant associated with the PROJECT AUTHORIZATION is MI-18-X055-02.
Award Year: 2014 Federal Item Number: WK0055

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

Funding reflects the amount of funds currently available under the Federal appropriation. This PROJECT AUTHORIZATION includes partial funding for the year, approximately 43% of the 16% of the estimated eligible costs which is \$14,048. Once additional funds become available, a grant amendment and revised PROJECT AUTHORIZATION will be prepared.

Payments to the AGENCY under this PROJECT AUTHORIZATION will be based on the 16% of the estimated eligible costs. The maximum amount to be paid will not exceed 16% of the AGENCY's audited costs. If Section 5311 operating assistance funds are insufficient to reimburse at 16% of the audited costs, a new reimbursement percentage will be calculated for all participating agencies.

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

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

The AGENCY agrees to prepare and submit to the DEPARTMENT quarterly operating assistance reports via the Public Transportation Management System (PTMS). Instructions on preparing the report are available in the "Local Public Transit Revenue and Expense Manual" (October 1, 2013, through September 30, 2014). The manual is available on the web at www.michigan.gov/mdotptd by locating the resources box on the home page and opening the item listed "Audit/Accounting Information."

Funding source:
2014/7509 \$14,048 (F)

PRF No.: 2014-47

CITY OF DOWAGIAC

Reviewed
W
Contract Admin

Signature

Print Name and Title

Signature

Print Name and Title

MICHIGAN DEPARTMENT OF TRANSPORTATION

Title: Department Director

CITY OF DOWAGIAC

MEMO TO: Mayor Lyons and City Council Members

FROM: Kevin P. Anderson, City Manager

DATE: February 7, 2014

SUBJECT: Title VI Plan – Dial-A-Ride Transit

A resolution is on Monday's agenda to adopt a Title VI Plan in compliance with regulations of the Michigan Department of Transportation and the Federal Transit Administration. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin in programs and activities receiving Federal financial assistance.

Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

I have attached a memo from Rose Scherr, Transit Coordinator, detailing the process for developing the Title VI Plan.

RECOMMENDATION

Adopt the resolution to approve the Title VI Plan in compliance with Michigan Department of Transportation and Federal Transit Administration guidelines.

Support Documents:

- Cover Memo-City Mgr.
- Resolution
- Dept. Head Cover Memo
- Title VI Plan

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

WHEREAS, through the Michigan Department of Transportation, the City of Dowagiac receives financial assistance from the Federal Transit Administration for the operation of its Dial-A-Ride Transportation System; and

WHEREAS, under Federal Transit Administration guidelines all Federal financial recipients are required to comply with Title VI of the Civil Rights Act of 1964; and

WHEREAS, Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance; and

WHEREAS, the City of Dowagiac has written a Title VI Plan that complies with provisions of the Federal Transit Administration regulations; and

WHEREAS, the Michigan Department of Transportation has reviewed the Title VI Plan, determined it includes the required elements and needs to be adopted by the City Council.

NOW, THEREFORE, BE IT RESOLVED that the City of Dowagiac, by the affirmative vote of its City Council, does hereby accept the recommendation of the Michigan Department of Transportation to approve and adopt the Title VI Plan as attached hereto.

ADOPTED/REJECTED

CITY OF DOWAGIAC
MEMO

TO: Kevin Anderson

FROM: Rozanne Scherr, HR Director/Assistant City Manager

DATE: January 31, 2014

RE: DART Title VI Plan Update

Dial-A-Ride Transit is required by federal law to develop and implement a plan compliant with Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. In October 2010, a compliant Title VI Plan was submitted to City Council for formal approval and filing with the Michigan Department of Transportation.

Last fall, the plan required an update, which was completed and then submitted to MDOT for a compliance review. Attached with this memo is a copy of the letter from MDOT stating the updated Title VI Plan for DART has been reviewed and approved by MDOT for compliance with the Federal Transportation Administration requirements. The plan now needs to be formally approved by City Council and submitted to MDOT for formal filing.

Updates from the original Title VI Plan include the following:

1. Subcontractors and Vendors: Subcontractors and vendors shall provide the City of Dowagiac with copies of their Title VI Plans for compliance review upon request.
2. Record Keeping: The City of Dowagiac shall provide a list of Title VI investigations, complaints and lawsuits to the FTA as required.
3. Limited English Proficiency Plan: LEP is expanded to include elements of an effective LEP Policy, the methodology for assessing needs and reasonable steps for an effective policy.
4. Meaningful Access to LEP Persons: LEP is expanded to include a four-factor analysis which requires a review of the number of persons that speak English “less than very well”, the frequency of contact with LEP persons, the nature of the program (in this case public transportation) and the resources for serving LEP persons.
5. Table Depicting Minority Representation on Committees and Councils Selected by the Recipient: Requires a matrix be developed for transit-related appointed committees

showing membership broken down by race and a description of efforts to encourage participation of minorities.

6. Determination of Site or Location of Facilities: Requires an equity analysis during the planning stage with regard to where a transit project is located or sited to ensure no impact on the basis of race, color, or national origin.

The Title VI Plan is ready for council review and formal approval at the February 10, 2014 meeting. Should you have any questions or comments regarding this matter please do not hesitate to contact me.

Title VI Plan

Agency Name: **DOWAGIAC DIAL-A-RIDE TRANSIT**

Date Adopted: **October 11, 2010**

Revised: **November 5, 2013**

I. Plan Statement

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

Dowagiac Dial-A-Ride Transit is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.B.

This plan was developed to guide the Dowagiac Dial-A-Ride Transit in its administration and management of Title VI-related activities.

Title VI Coordinator Contact information

City of Dowagiac Transit Coordinator
Rozanne Scherr, Assistant City Manager
241 S. Front St., PO Box 430
Dowagiac, MI 49047
269-782-2195

II. Title VI Information Dissemination

Title VI information posters shall be prominently and publicly displayed in the Dowagiac Dial-A-Ride Transit facility and on their revenue vehicles. The name of the Title VI coordinator is available on the City of Dowagiac website, at www.cityofdowagiac.com. Additional information relating to nondiscrimination obligation can be obtained from the Dowagiac Dial-A-Ride Transit Title VI Coordinator.

Title VI information shall be disseminated to Dowagiac Dial-A-Ride Transit employees annually via the Employee Education form (see Appendix A) during annual evaluations. This form reminds employees of the Dowagiac Dial-A-Ride Transit policy statement, and of their Title VI responsibilities in their daily work and duties.

During New Employee Orientation, new employees shall be informed of the provisions of Title VI, and the Dowagiac Dial-A-Ride Transit expectations to perform their duties accordingly.

All employees shall be provided a copy of the Title VI Plan and are required to sign the Acknowledgement of Receipt (see Appendix B).

III. Subcontracts and Vendors

All subcontractors and vendors who receive payments from Dowagiac Dial-A-Ride Transit where funding originates from any federal assistance are subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended.

Written contracts shall contain non-discrimination language, either directly or through the bid specification package which becomes an associated component of the contract.

Upon request, subcontractors and vendors shall provide City of Dowagiac with copies of Title VI Programs for a compliance review. If the subcontractor/vendor is also a direct recipient of FTA funds, the City of Dowagiac is not responsible for monitoring compliance as the entity reports directly to the FTA.

IV. Record Keeping:

The Title VI Coordinator will maintain permanent records, which include, but are not limited to, signed acknowledgements of receipt from the employees indicating the receipt of the of Dowagiac Dial-A-Ride Transit Title VI Plan, copies of Title VI complaints or lawsuits and related documentation, and records of correspondence to and from complainants, and Title VI investigations. The City of Dowagiac shall provide a list of Title VI investigations, complaints and lawsuits to the FTA in compliance with FTA C 4702.1B.

V. Title VI Complaint Procedures

How to file a Title VI Complaint? The complainant may file a signed, written complaint up to one hundred and eighty (180) days from the date of the alleged discrimination. The complaint should include the following information:

- Your name, mailing address, and how to contact you (i.e., telephone number, email address, etc.)
- How, when, where and why you believe you were discriminated against. Include the location, names and contact information of any witnesses.
- Other information that you deem significant

The Title VI Complaint Form (see Appendix C) may be used to submit the complaint information. The complaint may be filed in writing with Dowagiac Dial-A-Ride Transit at the following address:

Dowagiac Dial-A-Ride Transit
PO Box 430
Dowagiac, MI 49047

NOTE: Dowagiac Dial-A-Ride Transit encourages all complainants to certify all mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked easily. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the Title VI Coordinator as soon as possible, but no later than 180 days from the alleged date of discrimination.

What happens to the complaint after it is submitted?

All complaints alleging discrimination based on race, color or national origin in a service or benefit provided by Dowagiac Dial-A-Ride Transit will be directly addressed by Dowagiac Dial-A-Ride Transit. Dowagiac Dial-A-Ride Transit shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, Dowagiac Dial-A-Ride Transit shall make every effort to address all complaints in an expeditious and thorough manner.

A letter acknowledging receipt of complaint will be mailed within seven days (Appendix D). Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information may result in the administrative closure of the complaint.

How will the complainant be notified of the outcome of the complaint?

Dowagiac Dial-A-Ride Transit will send a final written response letter (see Appendix E or F) to the complainant. In the letter notifying complainant that the complaint is not substantiated (Appendix F), the complainant is also advised of his or her right to 1) appeal within seven calendar days of receipt of the final written decision from Dowagiac Dial-A-Ride Transit, and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the FTA. Every effort will be made to respond to Title VI complaints within 60 working days of receipt of such complaints, if not sooner.

In addition to the complaint process described above, a complainant may file a Title VI complaint with the following offices:

Federal Transit Administration Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor – TCR
1200 New Jersey Ave., SE
Washington, DC 20590

VI. Community Outreach

As an agency receiving federal financial assistance, we have made the following community outreach efforts:

Dowagiac Dial-A-Ride Transit has engaged the public in its planning and decision-making processes, as well as its marketing and outreach activities. The public was invited to participate in these activities:

Small Urban Task Force: The Small Urban Task Force is a fiscally constrained planning document that addresses transportation projects and programs including local roads and transit

operations. The Small Urban Task Force process includes public hearings and public comment periods.

DART Local Advisory Committee Meeting. The Local Advisory Committee holds an annual meeting and the public is invited to attend.

Public Meetings. When new service or changes to service are proposed, information is disseminated to the community and public meetings are scheduled.

Customer Complaint Process. Citizens may call our Transit Coordinator at 269-782-0437 to lodge a complaint or comment. All complaints/comments are input into a database and then distributed to the relevant manager who researches the complaint and responds back to the citizen. Dowagiac Dial-A-Ride Transit complaint process was updated in 2009-2010.

Bilingual Outreach. Dowagiac Dial-A-Ride Transit will provide Spanish-speaking riders with information on public transit services in Spanish.

We submit to the Michigan Department of Transportation annually an application for funding. The application requests funding for both capital and operating assistance. Part of the annual application is a public notice, which includes a 30-day public comment period.

VII. Limited English Proficiency (LEP) Plan

Dowagiac Dial-A-Ride Transit has posted hours of operation and fares in Spanish on each transit vehicle. Each bus is also equipped with Language Identification Flashcards to assist individuals. Translators may be available by phone to also assist.

Elements of an Effective LEP Policy

The US Department of Justice, Civil Rights Division has developed a set of elements that may be helpful in designing and LEP policy or plan. These elements include:

1. Identifying LEP persons who need language assistance
2. Identifying ways in which language assistance will be provided
3. Training Staff
4. Providing notice to LEP persons
5. The recommended method of evaluating accessibility to available transportation services is the Four-Factor Analysis identified by the USDOT.

These recommended plan elements have been incorporated into this plan.

Methodology for Assessing Needs and Reasonable Steps for an Effective LEP Policy

The DOT guidance outlines **four factors** recipients should apply to the various kinds of contacts they have with the public to assess language needs and decide what reasonable steps they should take to ensure meaningful access for LEP persons:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee.
2. The frequency with which LEP individuals come in contact with the program.
3. The nature and importance of the program, activity, or service provided by the recipient to the LEP Community.
4. The resources available to the City of Dowagiac and overall cost.

The greater the number or proportion of eligible LEP persons; the greater the frequency with which they have contact with a program, activity, or service' and the greater the importance of that program, activity, or service, the more likely enhanced language services will be needed. The intent of DOT's guidance is to suggest a balance that ensures meaningful access by LEP persons to critical services while not imposing undue burdens on small organizations and local governments. Smaller recipients with more limited budgets are typically not expected to provide the same level of language service as larger recipients with larger budgets.

The DOT guidance is modeled after the Department of Justice's guidance and requires recipients and sub recipients to take steps to ensure meaningful access their programs and activities to LEP persons. More information for recipients and sub recipients can be found at <http://www.lep.gov>.

VIII. Meaningful Access to LEP Persons

The Four-Factor Analysis

This plan uses the recommended four-factor analysis of an individualized assessment considering the four factors outlined above. Each of the following factors is examined to determine the level and extent of language assistance measures required to sufficiently ensure meaningful access to City of Dowagiac services and activities that may affect their quality of life. Recommendations are then based on the results of the analysis.

Factor 1: The Proportion, Numbers and Distribution of LEP Persons

The Census Bureau has a range of four classifications of how well people speak English. The classifications are 'very well', 'not well', and 'not at all'. For our planning purposes, we are considering people that speak English 'less than very well' as Limited English Proficient persons.

As seen in Table #1, the Census 2010 Data for City of Dowagiac shows the population that have identified themselves as having the ability to speak English 'less than very well.

TABLE #1

LANGUAGE SPOKEN AT HOME	Number	%
Population 5 years and over	5,583	5,583
English only	5,311	95.1%

Language other than English	272	4.9%
Speak English less than "very well"	41	0.7%
Spanish	146	2.6%
Speak English less than "very well"	21	0.4%
Other Indo-European languages	108	1.9%
Speak English less than "very well"	11	0.2%
Asian and Pacific Islander languages	14	0.3%
Speak English less than "very well"	5	0.1%
Other languages	4	0.1%
Speak English less than "very well"	4	0.1%

Factor 2: Frequency of Contact with LEP Individuals

Given the size of the City of Dowagiac’s LEP population, we have determined that there is a high probability of our employees eventually encountering LEP individuals during the performance of their day-to-day job functions. Given this determination the City will periodically poll their employees to identify if they have encountered LEP individuals. Regular City Council meetings are held every 2nd and 4th Monday of each month and public hearings are held when needed, which would also bring persons interested in the City’s programs, services and activities to the City of Dowagiac.

Factor 3: The Nature and Importance of the Program, Activity, or Service to LEP

The City of Dowagiac’s main function is to provide a full range of public services within the City of Dowagiac boundaries including electric, sewer and water utilities, street maintenance, grounds maintenance, transportation, police and fire protection and administrative oversight. The Customer Service Area staff handle services regarding issues relating to roadway and utility requests and also processes permits for all work performed by public services.

Denial or delay of access to services or information provided by the City of Dowagiac could potentially have substantial impact on a LEP individual.

Factor 4: The Resources Available to the City of Dowagiac and Overall Cost

US Department of Transportation Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons published in the Federal Register: December 14, 2005 (Volume 70, Number 239) states:

Certain DOT recipients, such as those serving very few LEP persons or those with very limited resources, may choose not to develop a written LEP plan.

While the City of Dowagiac does serve very few LEP persons and has very limited resources, it has decided to include LEP policy and procedures section in its Title VI Plan.

IX. Safe Harbor Stipulation

Federal law provides a “Safe Harbor” situation so that recipients can ensure with greater certainty that they comply with their obligation to provide written translations in languages other than English. A “safe harbor” means that if a recipient provides written translation in certain circumstances, such action will be considered strong evidence of compliance with the recipient’s written-translation obligations under Title VI.

The failure to provide written translations under the circumstances does not mean there is noncompliance, but rather provides a guide for recipients that would like greater certainty of compliance than can be provided by a fact-intensive, four factor analysis. For example, even if a safe harbor is not used, if written translation of a certain document(s) would be so burdensome as to defeat the legitimate objectives of its program, it is not necessary. Other ways of providing meaningful access, such as effective oral interpretation of certain vital documents, might be acceptable under such circumstances.

Strong evidence of compliance with the recipient’s written-translation obligations under “safe harbor” includes providing written translations of vital documents for each eligible LEP language group eligible to be served or likely to be affected or encountered. Translation of other documents, if needed, can be provided orally.

This “safe harbor” provision applies to the translation of written documents only. It does not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable.

Given the number of LEP language group members, the City of Dowagiac budget and number of staff, it is deemed that written translations of vital documents would be so burdensome as to defeat the legitimate objectives of our programs. It is more appropriate for the City of Dowagiac to proceed with oral interpretation options for compliance with LEP regulations and upon request provide written translation, if necessary.

X. Providing Notice to LEP Persons

USDOT LEP guidance says:

Once an agency has decided, based on the four factors, that it will provide language service, it is important that the recipient notify LEP persons of services available free of charge. Recipients should provide this notice in languages LEP persons would understand.

The guidance provides several examples of notification including:

1. Signage when free language assistance is available with advance notice.
2. Stating in outreach documents that language services are available from the agency.

3. Working with community-based organizations and other stakeholders to inform LEP individuals of the recipient's services, including the availability of language assistance services.

The City of Dowagiac will provide statements in public information and public notices in languages that LEP individuals would understand that persons requiring language assistance or special accommodations will be provided, with reasonable advance notice to the City of Dowagiac.

Options and Proposed Actions

Options:

Federal fund recipients have two (2) main ways to provide language services: oral interpretation either in person or via telephone interpretation service and written translation. The correct mix should be based on what is both necessary and reasonable in light of the four-factor analysis.

The City of Dowagiac is defining as interpreter as a person who translates spoken language orally, as opposed to a translator, who translates written language and a translator as a person who transfers the meaning of written text from one language into another. The person who translates orally is not a translator, but an interpreter.

Considering the relatively small scale of the City of Dowagiac, the small number of LEP individuals in the service area, and limited financial resources, it is necessary to limit language aid to the most basic and cost-effective services.

What the City of Dowagiac will do. What actions will the City of Dowagiac take?

With advance notice of seven calendar days, the City of Dowagiac will provide interpreter services at the public meetings. Interpreter to include foreign language, and hearing impaired.

The City of Dowagiac will utilize the *Translators Resource List* as provided by MDOT for translation services and verbal interpretation.

Ensure placement of statements in notices and publications that interpreter services are available for these meetings in a language that the affected LEP community could understand. The Census Bureau "I-speak" Language Identification Card will be distributed to all employees that may potentially encounter LEP individuals. Once the LEP individual's language has been identified City of Dowagiac employees will contact an agency from the Translators Resource List to provide interpretation services to assist. Publications of the city's complaint form will be available at public meetings.

City of Dowagiac Staff Training

The City of Dowagiac staff will be provided training or made aware of the requirements, policies and procedures for providing meaningful access to services for LEP persons.

LEP Plan Access

A copy of the Title VI plan document can be requested at the City's main office during normal business hours and the City will make the plan available on the website at www.cityofdowagiac.com.

Any person or agency may also request a copy by contacting:

City of Dowagiac
Attn: City Manager
241 S. Front St.
Dowagiac MI 49047

citymanager@dowagiac.org

Kevin Anderson, City Manager, Phone: (269)782-2195

XI. TABLE DEPICTING MINORITY REPRESENTATION ON COMMITTEES AND COUNCILS SELECTED BY THE RECIPIENT

Background

Recipients that have transit-related, non-elected planning boards, advisory councils or committees, or similar bodies, the membership of which is selected by the recipient, must provide a table depicting the membership of those committees broken down by race, and a description of efforts made to encourage the participation of minorities on such committees.

Body	Caucasian	Latino	African American	Asian American	Native American	Some Other Race
Population	76.5%	5.4%	14.3%	.8%	3%	
Local Advisory Committee	66.8%		16.6%		16.6%	

The City of Dowagiac Local Advisory Committee membership is open to individuals living in the transit service area and includes outreach to churches and minority-based organizations.

XII. DETERMINATION OF SITE OR LOCATION OF FACILITIES

Under Title VI, an equity analysis is required during the planning stage with regard to where a transit project is located or sited. Title 49 CFR part 21, Appendix C, Section (3)(iv) provides, “The location of projects requiring land acquisition and the displacement of persons from their residences and businesses may not be determined on the basis of race, color, or national origin.” Facilities included in this provision include, but are not limited to, storage facilities, maintenance facilities, operations centers, etc. The City of Dowagiac will comply with this requirement for future transit-related facility siting.

Appendix A Employee Annual Education Form

Title VI Policy

No person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

All employees of the Dowagiac Dial-A-Ride Transit are expected to consider, respect, and observe this policy in their daily work and duties. If a citizen approaches you with a question or complaint, direct him or her to the Transit Coordinator at 269-782-0437 or Dowagiac City Hall, 241 South Front Street, Dowagiac, Michigan 49047.

In all dealings with citizens, use courtesy titles (i.e. Mr., Mrs., Ms., or Miss) to address them without regard to race, color or national origin.

Appendix B Acknowledgement of Receipt of Title VI Plan

I hereby acknowledge the receipt of the Dowagiac Dial-A-Ride Transit Title VI Plan. I have read the plan and am committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.A.

Your signature

Print you name

Date

Appendix C TITLE VI COMPLAINT FORM

Title VI of the 1964 Civil Rights Act requires that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” If you feel you have been discriminated against in transit services, please provide the following information in order to assist us in processing your complaint and send it to:

Transit Coordinator
Dowagiac City Hall
PO Box 430
Dowagiac, MI 49047

Please print clearly:

Name: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____(home) _____(cell) _____(message)

Person discriminated against: _____

Address of person discriminated against: _____

City, State, Zip Code: _____

Please indicate why you believe the discrimination occurred:

- _____ race or color
- _____ national origin
- _____ income
- _____ other

What was the date of the alleged discrimination? _____

Where did the alleged discrimination take place? _____

Please describe the circumstances as you saw it: _____

Please list any and all witnesses' names and phone numbers:

What type of corrective action would you like to see taken?

Please attach any documents you have which support the allegation. Then date and sign this form and send to the Title VI Coordinator at:

Rozanne Scherr, Title VI Coordinator
269-782-0437

Transit Coordinator
Dowagiac City Hall
PO Box 430
Dowagiac, MI 49047

Your signature

Print you name

Date

APPENDIX D Letter Acknowledging Receipt of Complaint

Today's Date

Ms. Jo Doe
1234 Main St.
Clarksville, Tennessee 37040

Dear Ms. Doe:

This letter is to acknowledge receipt of your complaint against the Dowagiac Dial-A-Ride Transit alleging _____.

An investigation will begin shortly. If you have additional information you wish to convey or questions concerning this matter, please feel free to contact this office by telephoning 269-782-0437, or write to me at the address below.

Sincerely,

Name
Title VI Coordinator

APPENDIX E Letter Notifying Complainant that the Complaint Is Substantiated

Today's Date

Ms. Jo Doe
1234 Main St.
Clarksville, Tennessee 37040

Dear Ms. Doe:

The matter referenced in your letter of _____ (date) against the Dowagiac Dial-A-Ride Transit alleging Title VI violation has been investigated.

(An/Several) apparent violation(s) of Title VI of the Civil Rights Act of 1964, including those mentioned in your letter (was/were) identified. Efforts are underway to correct these deficiencies.

Thank you for calling this important matter to our attention. You were extremely helpful during our review of the program. ***(If a hearing is requested, the following sentence may be appropriate.)*** You may be hearing from this office, or from federal authorities, if your services should be needed during the administrative hearing process.

Sincerely,

Name
Title VI Coordinator

APPENDIX F Letter Notifying Complainant that the Complaint Is Not Substantiated

Today's Date

Ms. Jo Doe
1234 Main St.
Clarksville, Tennessee 37040

Dear Ms. Doe:

The matter referenced in your complaint of _____ (date) against the Dowagiac Dial-A-Ride Transit alleging _____ has been investigated.

The results of the investigation did not indicate that the provisions of Title VI of the Civil Rights Act of 1964, had in fact been violated. As you know, Title VI prohibits discrimination based on race, color, or national origin in any program receiving federal financial assistance.

The Dowagiac Dial-A-Ride Transit has analyzed the materials and facts pertaining to your case for evidence of the city's failure to comply with any of the civil rights laws. There was no evidence found that any of these laws have been violated.

I therefore advise you that your complaint has not been substantiated, and that I am closing this matter in our files.

You have the right to 1) appeal within seven calendar days of receipt of this final written decision from Dowagiac Dial-A-Ride Transit, and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the Federal Transit Administration at

Federal Transit Administration Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor - TCR
1200 New Jersey Ave., SE
Washington, DC 20590

Thank you for taking the time to contact us. If I can be of assistance to you in the future, do not hesitate to call me.

Sincerely,

Name
Title VI Coordinator

APPENDIX G Narrative to be included in Posters to be Displayed in Revenue Vehicles and Facilities

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

Dowagiac Dial-A-Ride Transit is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.B. **If you feel you are being denied participation in or being denied benefits of the transit services provided by Dowagiac Dial-A-Ride Transit, or otherwise being discriminated against because of your race, color, national origin, gender, age, or disability, you may contact our office at 269-782-0437 or 241 South Front Street, Dowagiac, Michigan 49047.**

For more information, visit our website at www.cityofdowagiac.org

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 #10 for the period ending 2/6/14:

Invoices: 156,318.27
Payroll: 120,187.80
Total: \$276,506.07

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

<u>Invoices</u>	<u>Payroll</u>	<u>Total</u>
\$156,318.27	\$120,187.80	\$276,506.07

ADOPTED/REJECTED

Ayes:

Nays:

Absent:

Abstain:

James E. Snow, City Clerk

Vendor	Invoice #	Description	Amount
AMERICAN ELECTRIC POWER	04461935407	M-62 LIFT STATION	42.59
AMERICAN ELECTRIC POWER	04005021003	VINEYARD PL LIFT STATION	46.68
AMERIGAS - HARTFORD 5254	3025070068	PROPANE	1,215.72
AMERIGAS - HARTFORD 5254	401290099	CREDIT-PROPANE	(562.20)
AT&T MOBILITY	287019289817	WIRELESS CHARGES 11/24/13-12/23/13	561.41
AT&T MOBILITY	287019289817	WIRELESS CHARGES 12/24/13-1/23/14	241.08
AUTOMATED ENERGY, INC	18735	AMERIWOOD METER SUBSCRIPTION	105.00
BRADFORD, JARRID	287248950627	CELL PHONE REIMBURSEMENT 12/7-1/6	60.00
C WIMBERLY AUTOMOTIVE GROUP	217479	#53 REPLACE WIPER MOTOR/REGULATOR	187.86
C WIMBERLY AUTOMOTIVE GROUP	217472	#53 WIPER ARM REPAIR	215.71
C WIMBERLY AUTOMOTIVE GROUP	217333	#040 OIL CHANGE	35.10
CDW GOVERNMENT	JJ10250	REPLACEMENT HARD DRIVE-PC	108.30
CENTRAL ELEVATOR COMPANY, INC	54687	QUARTERLY ELEVATOR INSPECTION-MUSEUM	134.00
CERTIFIED TRANSMISSION, INC	128259	#53 TRANSMISSION REPAIR	267.63
CHET NICHOLS, INC	425173	#102 BLOWER MOTOR	88.08
CHET NICHOLS, INC	425631	#07 WIPER BLADES	15.90
CHET NICHOLS, INC	426673	#102 SNOW BRUSHES/PLOW GUIDES	20.40
CHET NICHOLS, INC	426808	GAS/DIESEL FUEL TREATMENT/GLOVES	183.15
CHET NICHOLS, INC	427750	#6 PRESSURE HOUSE/HITCH PINS	22.79
COMCAST	8771402380021236	INTERNET SERVICE-CH	119.78
COMMERCIAL WELDING, INC	96442	#150 12 GAUGE STEEL	28.75
COMMUNITY ANSWERING SERVICE	262802032014	DISPATCHING SERVICES	237.90
CREATIVE VINYL SIGNS	25714	MAGNETIC VEHICLE ID	31.20
CREDITORS SERVICE BUREAU	005935	COLLECTION BUREAU FEES	118.35
DOUBLEDAY OFFICE PRODUCTS, INC	148479I	OFFICE SUPPLIES	75.36
EDWARD LOWE FOUNDATION	7908	COUNCIL/STAFF RETREAT	375.00
ENGINEERING SUPPLY & IMAGING CORP	58251	DRAFTING PAPER	79.99
ETNA SUPPLY	S100964079.001	FERNCOS/WYES/CLEANOUT	508.00
ETNA SUPPLY	S100963837.001	CCWS-CURB STOP MATERIAL & WATER	1,123.15
ETNA SUPPLY	S100964079.002	SEWER LIDS	272.00
FLEETMatics USA, LLC	IN172763	VEHICLE TRACKING SERVICE	40.00
FLINT'S AUTO REPAIR	1/30/14	#06F REMOVE/REPLACE SPARK PLUGS	168.00
FORREST FIN, LLC	6	DRAW ON REVOLVING LOAN FUND	12,700.00
FREDRICKSON SUPPLY, LLC	9654	#MT6 WINDSHIELD/MOULDING/W BLADES/DOOR	705.64
FREDRICKSON SUPPLY, LLC	9671	#MT6 WINDOW REPAIR	600.00
FRONTIER	23118907970401035	PHONE SERVICE 12/20-1/19	1,773.99
GOLLNICK, JEFF	1/30/14	REIMBURSEMENT-IAAI MEMBERSHIP FEE	70.00
GRAMES TIRE & BATTERY, INC	2744	#105 TIRE/MOUNT/DEMOUNT/DISPOSAL FEE	461.16
GRESHAM, VERNON	02/04/2014	UB refund for account: 14-2262-27	19.87
GROSS, RANDALL	1/28/14	SEWER RODDING REIMBURSEMENT-409 FIRST	225.00
HAAS ALARMS AND SERVICE, INC	060068	WWTP-SERVICE CALL	70.00
HALE'S HARDWARE, INC	C53549	HAMMERS	21.81
HALE'S HARDWARE, INC	C52979	CONNECTOR	5.33
HALE'S HARDWARE, INC	B43959	HARD ROLL TOWELS	43.64
HALE'S HARDWARE, INC	C52958	CLEANOUT BODY/BWL CLNR/SPOT	23.65
HALE'S HARDWARE, INC	B43958	SHIPPING CHARGES/FACIAL TISSUE	50.28
HALE'S HARDWARE, INC	C52941	CABLE TIES	5.03
HALE'S HARDWARE, INC	A8001	#MT6 FASTENERS/LYSOL	75.96
HALE'S HARDWARE, INC	C52852	DRINKING WATER	13.56
HALE'S HARDWARE, INC	B43906	CIRCULAR BULBS	24.23
HARDING'S MARKET, INC	337017	OPERATING SUPPLIES	28.77
HARDING'S MARKET, INC	337012	OPERATING SUPPLIES	48.97
HARTLINE, BOBBIE JO	2/1/14	CONSULTATION WORK-JAN	1,755.00
HERITAGE CRYSTAL CLEAN, LLC	12804558	PARTS CLEANER	277.79
HILL TRUCK SALES, INC	463783	#105 GASKET	13.69

Vendor	Invoice #	Description	Amount
IBEX INSURANCE AGENCY	2/14	HEALTH INSURANCE PREMIUM-2/14	50,424.15
INTERNET BUSINESS SOLUTIONS	13905	MONTHLY WEBSITE MTCE	39.95
J DOHENY SUPPLIES INC	A69930	#11 DRUM KIT	258.85
J DOHENY SUPPLIES INC	H01584	RENTAL CONTRACT-AMERICAN ROAD LOADER	3,500.00
J DOHENY SUPPLIES INC	H01655	CREDIT-RENTAL CHG-UNIT RETURNED	(3,500.00)
J DOHENY SUPPLIES INC	W44942	VALVE TURNER REPAIR	1,502.65
JIM D'S BODY SHOP, INC	13454	#132 BUMPER REPAIR	462.08
JUDD LUMBER COMPANY, INC	2529594	#127 GRAVEL	14.97
KINGDOM COVENANT OUTREACH MINISTRY	02/05/2014	UB refund for account: 01-2631-2	23.41
LAYLIN WELDING, INC	12270	#MT6 PLOW REINFORCEMENTS	197.00
LEADER PUBLICATIONS, INC	2/3/14	DUPLICATE TAX PYMT 14-160-500-229-00	69.07
LEADER PUBLICATIONS, INC	100416	MISC PUBLICATIONS	212.81
MARTINS PAWMART	1/31/14	K-9 FOOD	42.69
MI COMMUNITY ACTION AGENCY ASSOC	2/14	EU-MONTHLY PYMT ALLOCATION-2/14	11,408.42
MICHIGAN ASSOCIATION OF MAYORS	2/3/14	2014 MEMBERSHIP DUES-LYONS	85.00
MICHIGAN CAT	PD3778391	#74 ALTERNATOR	372.97
MICHIGAN STATE POLICE-CASHIERS OFC	551-408490	SOR NORTHROP	30.00
MIDWEST ENERGY	3503301	CCWS-WATER TOWER	1,585.95
MWEA	9087	MEMBERSHIP RENEWAL-GRIGGS	62.00
NORTHERN SAFETY COMPANY, INC	900739840	HARDHAT/SAFETY VESTS	89.97
NORTHROP, JANICE	1/24/14	SEWER RODDING REIMBURSEMENT	225.00
PETTY CASH	1/30/14	OPERATING SUPPLIES	91.59
PETTY CASH	1/30/14	OPERATING SUPPLIES	3.80
PETTY CASH	1/30/14	HEAT TAPE	70.98
PETTY CASH	1/30/14	TIRE REPAIR	20.00
PETTY CASH	1/30/14	FUEL SYS ANTIFREEZE	6.55
PRAIRIE RONDE REALTY	1602	FEB RENT-DART	150.00
PRECISION DATA PRODUCTS	I0000399554	HARD DRIVE	69.71
PRECISION DATA PRODUCTS	I0000399569	USB DRIVES	36.95
PRECISION DATA PRODUCTS	I0000400247	PORTABLE HD ENCLOSURE	33.95
PREFERRED PRINTING, INC	26544	SHIPPING CHARGES	116.33
PREFERRED PRINTING, INC	26540	LETTERHEAD/BUS CARDS/ENVELOPES	231.85
PRIORITY COMPUTER SERVICES, INC	201254	PREPAID SERVICE AGREEMENT	950.00
PRIORITY COMPUTER SERVICES, INC	201103	CONVERT EMAIL FILTER TO VIRTUAL	625.00
QUANTUM CONSTRUCTION COMPANY	1295	LOWER MILL POND DAM REPAIRS-FINAL	1,295.00
REAL PRO SOLUTIONS, LLC	SP225	CCWS-SNOW PLOWING-PENN PUMP HOUSES	65.00
REAL PRO SOLUTIONS, LLC	SP226	CCWS-SNOW PLOWING-VANDALIA TOWER	55.00
REAL PRO SOLUTIONS, LLC	SP223	CCWS-SNOW PLOWING-PENN PUMP HOUSES	65.00
REAL PRO SOLUTIONS, LLC	SP224	CCWS-SNOW PLOWING-VANDALIA TOWER	55.00
REAL PRO SOLUTIONS, LLC	SP217	CCWS-SNOW PLOWING-VANDALIA TOWER	55.00
REAL PRO SOLUTIONS, LLC	SP218	CCWS-SNOW PLOWING-PENN PUMP HOUSES	65.00
REAL PRO SOLUTIONS, LLC	SP219	CCWS-SNOW PLOWING-VANDALIA TOWER	55.00
REAL PRO SOLUTIONS, LLC	SP220	CCWS-SNOW PLOWING-PENN PUMP HOUSES	65.00
REAL PRO SOLUTIONS, LLC	SP221	CCWS-SNOW PLOWING-VANDALIA TOWER	55.00
REAL PRO SOLUTIONS, LLC	SP222	CCWS-SNOW PLOWING-PENN PUMP HOUSES	65.00
REAL PRO SOLUTIONS, LLC	SP211	CCWS-SNOW PLOWING-VANDALIA TOWER	55.00
REAL PRO SOLUTIONS, LLC	SP212	CCWS-SNOW PLOWING-PENN PUMP HOUSES	65.00
REAL PRO SOLUTIONS, LLC	SP213	CCWS-SNOW PLOWING-VANDALIA TOWER	55.00
REAL PRO SOLUTIONS, LLC	SP214	CCWS-SNOW PLOWING-PENN PUMP HOUSES	65.00
REAL PRO SOLUTIONS, LLC	SP215	CCWS-SNOW PLOWING-PENN PUMP HOUSES	65.00
REAL PRO SOLUTIONS, LLC	SP216	CCWS-SNOW PLOWING-VANDALIA TOWER	55.00
RELIABLE DISPOSAL, INC #646	0646-000839115	DUMPSTERS/TRASH CART 2/14	544.53
ROOT SPRING SCRAPER COMPANY, INC	74459	#103/106 SKID SHOES-FRONT PLOWS	720.89
RUTKOWSKE, JASON	2911323858	CELL PHONE REIMBURSEMENT 12/10-1/9	60.00
SEMCO ENERGY GAS COMPANY	0161871.500	GAS SERVICE 12/12/13-1/15/14	12.44

Vendor	Invoice #	Description	Amount
SILVER CREEK TOWNSHIP	2/3/14	2012-13 WASTEWATER TREATMENT AUDIT	613.41
SIMPSON, KEN	140213	ELECTRICAL INSPECTIONS	1,468.40
SOUTH BEND UNIFORM	8059	UNIFORMS-ZUBY	256.14
SOUTH BEND UNIFORM	1271	UNIFORM-STEVENSON	42.50
STATE OF MICHIGAN	ME-0200312	SALES & TAX-JAN 2014	17,375.74
SYMONDS MACHINE COMPANY	53650	WWTP-REPAIR PRIMARY LIFT PUMP CONTROLS	2,185.00
THE RIDGE COMPANY	547686	#9 PRESSURE HOSES/OIL	31.38
THE RIDGE COMPANY	547495	#2/102 TOW STRAPS	51.98
THE RIDGE COMPANY	547912	#9 TOW ROPE/#103 WIPER BLADES	44.57
THE RIDGE COMPANY	547916	#103 SWITCH/SHOP TOWELS	10.64
THE RIDGE COMPANY	547929	#103 SWITCH	5.48
THE RIDGE COMPANY	547946	#103 TRANSMISSION FLUID	119.76
THE RIDGE COMPANY	547928	#FD2101 WIPER BLADES	27.98
THE RIDGE COMPANY	547695	#FD280 OIL	28.52
THE RIDGE COMPANY	547582	#121 WIPER BLADES	18.38
THE RIDGE COMPANY	548148	#107/SHOP AIR BRAKE CHAMBERS	86.14
THE RIDGE COMPANY	548209	#103 CLAMP/RUBBER MALLETS	36.96
THE RIDGE COMPANY	547677	#330 WIPER BLADES	34.88
THE RIDGE COMPANY	547323	SILICONE/PAINT/PRIMER SEALER/BATTERY	22.46
THE RIDGE COMPANY	547339	HARNESSES	9.02
THE RIDGE COMPANY	547373	#103 VACUUM TUBING	0.66
THE ROBERT C SHAVER COMPANY	RCS72555C	DECORATIVE STREET LIGHTS	14,515.00
TOXOPEUS, DAVID	287248782175	CELL PHONE REIMBURSEMENT 12/19-1/18	60.00
UNUM LIFE INSURANCE CO OF AMERICA	1/14	LIFE INSURANCE-1/14	1,091.52
VALLEY CITY SIGN	INV00063845	DRAWING DESIGN	1,367.00
VERIZON WIRELESS	9718963991	AMERIWOOD MODEMS-PERIOD ENDING 1/23/14	21.82
VERIZON WIRELESS	9718963971	TABLET MONTHLY FEE	156.20
VERIZON WIRELESS	9718954111	MIFI CARD-ELEC DIV-PERIOD ENDING 1/23/14	38.01
VERIZON WIRELESS	9718761370	CELL PHONES-PERIOD ENDING 1/21/14	732.94
VILLAGE OF CASSOPOLIS	2/3/14	2012-13 WASTEWATER TREATMENT AUDIT	6,074.34
WAINWRIGHT, EDDIE	1/30/14	PLUMB/MECH INSPECTIONS 10/31-1/30	2,505.00
WAINWRIGHT, EDDIE	1/30/14	CCWS INSPECTIONS-JAN 2014	1,144.00
WIGHTMAN & ASSOCIATES, INC	46338	SEWER USE ORD/IND PRETREATMENT PROG REV	1,626.82
WIGHTMAN & ASSOCIATES, INC	46260	2013 BIENNIAL BRIDGE INSPECTIONS	1,651.44
WIGHTMAN & ASSOCIATES, INC	46347	ENG SVC-CMAQ-MIDDLE CROSSING	904.45
WILLIAMS-A-1 EXPERT TREE SERVICE	6319	SNOW REMOVAL	3,645.00
ZBATTERY.COM, INC	S339572	BATTERIES	28.17
Total:			156,318.27