

REGULAR MEETING OF THE DOWAGIAC CITY COUNCIL

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

Monday, February 24, 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 – | February 10, 2014 |
| QUESTIONS FROM CITY COUNCIL – | |
| COMMENTS FROM THE AUDIENCE (NON-AGENDA) – | |
| COMMENTS FROM THE AUDIENCE (AGENDA) – | |
| CITY MANAGER REPORT – | |
| 1. Settlement Agreement | |
| 2. Purchase of Ford Pickup Truck | |
| 3. Purchase of John Deere Loader | |
| RESOLUTIONS – | |
| 1. Resolution to amend and extend the Professional Consulting Services/Confidentiality and Non-Compete Agreement with LaGrow Consulting for economic development services. | |
| 2. Resolution to authorize the City Manager to execute a “Final Form Agreement for Sale of Real Estate” for sale of City-owned property located at 317 Pokagon Street to Mr. and Mrs. Trevor Nilson. | |
| 3. Resolution to revise Building Department permit fees. | |
| 4. Resolution to authorize budget amendments for fiscal year 2013-14. | |

5. Resolution to establish poverty exemption guidelines for 2014.
6. Resolution to authorize and direct the City Treasurer to pay the following bills and payroll due: (Roll Call)

<u>BILLS</u>	<u>PAYROLL (11)</u>	<u>TOTAL</u>
\$580,104.27	\$178,611.72	\$758,715.99

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 February 10, 2014

A regular meeting of the Dowagiac City Council was called to order by Mayor Donald D. Lyons at 7:00 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, Randall G. Gross, Sr. and Lori A. Hunt

ABSENT: Councilmember Bob B. Schuur

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

Councilmember Laylin moved and Councilmember Dodd seconded that the minutes of the January 27, 2014 meeting be approved.

Approved unanimously.

There was a moment of silence for former Councilmember Wayne Comstock, who passed away February 8, 2014.

RESOLUTIONS

1. Resolution to approve a Project Authorization Agreement with MDOT relating to the FY 2014 operating grant for the Dial-A-Ride program.

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

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.

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ADOPTED unanimously.

2. Resolution to adopt the Title VI Plan in compliance with MDOT and Federal Transit Administration guidelines for Dial-A-Ride.

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

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 unanimously.

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

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

WHEREAS, the following information has been reviewed by the City Manager and City Treasurer and is being presented to City Council with a recommendation to approve invoices and payroll #10 for the period ending 2/6/14:

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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:

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

ADOPTED on a roll call vote.

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

Nays: None (0)

Absent: One (1) Schuur

Abstain: None (0)

RESOLUTIONS, Continued (CLOSED SESSION)

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

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

WHEREAS, the Michigan Open Meetings Law, Public Act 267 of the Public Acts of 1976 as amended, provides that public bodies may meet in closed session for the purpose to discuss strategies for dealing with litigation; and

WHEREAS, the Mayor and City Council desire to meet with the City Manager and the City Attorney to discuss litigation.

NOW, THEREFORE, BE IT RESOLVED the City Council will hereby adjourn to closed session to discuss litigation.

ADOPTED on a roll call vote.

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

Nays: None (0)

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Absent: One (1) Schuur

Abstain: None (0)

TIME: 7:15 P.M.

LATER: 7:32 p.m.

Upon motion by Councilmember Laylin and seconded by Councilmember Gross, the Dowagiac City Council adjourned at 7:32 p.m.

Donald D. Lyons, Mayor

Kevin P. Anderson, City Manager

Frm City Mgr #1
February 24, 2014

From the City Manager:

SETTLEMENT AGREEMENT

We have received notification from Allan Vander Laan of Cummings, McClorey, Davis & Acho, PLC, on behalf of our insurance carrier, the Michigan Municipal Risk Management Authority (MMRMA) that a settlement agreement has been reached in the personal injury case of Edmond Jaco, Jr. v City of Dowagiac, et al. The Stipulation and Order of Dismissal are expected to be filed in court at the end of this month or upon receipt of the signed Release and Settlement Agreement from Mr. Jaco's attorneys. Settlement is in the amount of \$75,000 which will be paid through our retention fund with MMRMA.

Under the terms of our policy with MMRMA, they have the right and duty to defend and settle any lawsuit seeking damages against the City. In this instance, MMRMA does not recommend continued litigation, which would result in additional attorney and court expenses.

RECOMMENDATION

I recommend that City Council acknowledge and concur with the Michigan Municipal Risk Management Authority recommendation to settle the matter between Jaco v City of Dowagiac, et al, in the amount of \$75,000.

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

Frm City Mgr #2
February 24, 2013

From the City Manager:

PURCHASE OF PICKUP TRUCK

The City's snow plow truck, unit number 9, has experienced problems with the transmission and is no longer operational. It is 13 years old and has over 133,000 miles on it. Staff looked seriously at replacing this vehicle during the previous budget year, but the decision was made to continue to operate the vehicle until the next large repair to the vehicle was necessary. Because the cost for repairing the transmission is quite costly, it is in the best interest of the City to replace the vehicle rather than repair it. The vehicle is fully depreciated and money for replacement has been set aside in the Motor Pool Fund.

Attached is information from DPS Director Jim Bradford, which includes three quotes for a new plow truck. His recommendation is to replace the above-noted unit with a new Ford F-250 4x4 with Western snowplow from C Wimberley Automotive Group in the amount of \$28,489.

RECOMMENDATION

I recommend that City Council authorize the purchase of a new Ford F-250 4x4 with Western snowplow from C Wimberley Automotive Group for a cost of \$28,489.

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



INTER-DEPARTMENTAL COMMUNICATION

TO: Kevin P. Anderson
City Manager

FROM: James D. Bradford 
DPS Director

DATE: February 11, 2014

RE: Vehicle Replacement

As we recently discussed, the transmission in Unit #9, a 2001 Dodge Ram 2500 4x4 pick-up plow truck, went out and the truck is no longer operable. The cost to repair the transmission is very costly. The truck is 13 years old and has over 133,000 miles. Originally, this pick-up truck was purchased for doing maintenance of lift stations at Sister Lakes.

We contacted several vendors to obtain State of Michigan pricing on a new pick-up truck with snowplow. The quotes came in as follows:

C Wimberley Automotive Group, Dowagiac, MI 2014 Ford F-250, 4x4, with Western snowplow	\$28,489.00
Gomo Ford, Woodhaven, MI 2014 Ford F-250, 4x4 with Western snowplow	\$28,541.00**
Red Holman Buick GMC, Westland, MI 2014 GMC Sierra 2500HD, 4x4 with Western snowplow	\$28,576.60**

**Additional delivery charges.

I have attached the quotes for your review. I am therefore requesting permission to purchase a 2014 Ford F-250, 4x4, with Western snowplow, to replace unit #9 from C Wimberley Automotive Group for a cost of \$28,489.

Thank you for your review and consideration. Should you have any questions or need additional information regarding this request, please let me know.



Date
2/6/2014

Sales Guide
House

Straight Sell

©2007 The Cardone Group

GUEST INFORMATION

Guest Name
City Of Dowagiac

Address
241 South Front Dowagiac, MI 49047

Home Telephone No. *269 782 8200* Work Telephone No. *269 782 8200*

E-Mail _____ Driver's License No. _____

VEHICLE DESCRIPTION

Make/Model Description *FORD F-250* Year *2014* Color *white* Miles *000075*

Stock No.: *EEA89559* VIN No.: *1FTBF2B63EEA89559*

Present Vehicle Information

Year *Western Pro 8' \$4839*

Make *Pro Plus \$5178*

Model _____

Mileage *0.00*

Color _____

VIN No.: *28,500*
28,487

Book Value *0.00*

Retail Value	35,245.00
Savings	12,149.00
Rebate	0.00
Adjusted Sale Price	23,096.00
Trade Value	0.00
Trade Difference	23,096.00
Dealer Handling Fee	200.00
Taxable Fees	0.00
Sales SubTotal	23,296.00
Tax	0.00
Non Taxable Fees	0.00
Trade Balance	0.00
Tag Fee	15.00
Net Sales Price	23,311.00
Down Payment	0.00
Balance Remaining	23,311.00

VEHICLE USAGE

Yes No

Flood **Owner Acknowledgement**
The guest guarantees that the trade-in vehicle has not been damaged by flood, has not had frame damage, or the trade title does not and should not indicate 'salvage' or gross polluter' in any manner, regardless of the state of origin.

Frame

Accident

Gross Polluter

Guest Approval Estimated payments based on average APR. Final terms of your loan may differ depending on actual terms of financial institutions' acceptance and are negotiable. This is an offer to sell/purchase. See dealership Buyer's Order for final figures, terms and conditions.

Management Approval **With Lender Approval*

GORNO FORD
22025 ALLEN ROAD
WOODHAVEN, MI 48183

DATE: 2/10/14 (CURRENTLY IN-STOCK for OSS - 2)

TO: SUE WATSON, CITY OF DOWAGIAC
269-783-2512 (DIRECT) swatson@dowagiac.org

FROM: JIM AGNEY, GORNO FORD, GOVERNMENT & FLEET SALES
734-671-4033 (DIRECT) (FAX) 734-676-7647 jagney@gornoford.com

RE: **MiDEAL #3958-0092 (1) 2014MY FORD F-250, 4x4, REG.CAB, 137"WB, 8' BOX, OXFORD WHITE/STEEL VINYL, 6.2L V8, 6spd.A/Tw/OD, AM/FMw/CLOCK, A/C, PWR. DISC BRKSw/ABS, AIR BAGS, 3.73 E-LOCK.AXLE, 10,000 # GVWR, PWR. WINDOWS/LOCKS/Htd.MIRRORS, TRIM PKG., LT245/75Rx17 AS, 12.5k TRAILER TOW PKG., TILT WHEEL, TPMS, ADVANCE TRACw/ROLL STABILITY CNTRL., FRNT. TOW HOOKS, SNOW PLOW PREP PKG., ENGINE BLOCK HTR.**
***WESTERN PLOW MOUNT KIT, (Light & Cntrl. Harness, Isolation Module, Hand Held Cntrlr., Installed)**
Specify Straight Blade or V-Blade

F.O.B. DELIVERED TO DOWAGIAC, MI \$24,936.00
(MSRP = \$38,490.00) + 3605.00

ABOVE UNIT IS CURRENTLY IN STOCK FOR OUT OF STOCK SALE \$28,541.00

Current availability is estimated at 2 weeks from receipt of Purchase Order.
2015MY Production begins March 14, 2014.
Current lead time to order is 12-14 weeks from receipt of Purchase Order.

RECOMMENDED OPTIONS:

ALL-WEATHER H.D. FLOOR MATS 79.00
REVERSE SAFETY BEEPER 149.00
RUNNING BOARDS 649.00
ELEC. BRAKE CNTRLR. 379.00
RHINO SPRAY-IN-BED LINER 599.00
MUNICIPAL SAFETY LIGHT PKG. 1,395.00

(Includes Amber LED Roof Mount Mini-Light Bar, Frnt.Amber Grill LED's & Rear Amber LED Taillight Flashers)

Please review SELECT OPTIONS, sign and e-mail/fax back or e-mail/fax Purchase Order to Jim Agney.

Customer Signature: _____

Thank you,

Jim Agney

This quotation is confidential and privileged and is intended solely for the use of Gorno Ford and City of Dowagiac. This quotation is compiled in association with the MiDEAL Contract and intended for use by MiDEAL Members and State of Michigan government agencies stated above. Information/specifications in this quotation have been established by and are intended only for use by the stated parties. This document is not to be disclosed, distributed, used/re-used as a basis for specifications subsequent bids or request(s) for quotation(s) to any other party or bidders other than the intended parties and/or their authorized personnel.

RED HOLMAN BUICK GMC

35100 FORD RD
WESTLAND, MI 48185

ALBERT LI

Fleet / Municipal Sales

Ph (734) 721-1144 x 405 Fax (734) 721-1780

aclixx@hotmail.com

State of Michigan MiDeal Contract # 071B1300007

MiDeal Spec # 3958-0092

City of Dowagiac Pricing

(MiDeal Pricing)

2014 GMC Sierra 2500HD Reg Cab 4x4

9500# GVWR Gas / Auto Trans Reg Cab w/ Long Box

SPEC 92 - 2012 GMC Sierra 2500HD Reg Cab 4wd	\$ 19,374.00
GSA - 2014 Price Adjustment due to GSA Constraints	\$ 534.00
RTL - Dealer Stock Purchase Adjustment	\$ 798.00
QXT - LT265-70R17E All-Terrain Tires	\$ 190.00
88B - Cloth Seat Trim	\$ 75.00
VYU - Snow Plow Prep Pkg	\$ 270.75
G80 - HD Locking Rear Differential	\$ 347.60
Z82 - HD Trailering Pkg w/ Trailer Brake Controller	\$ 741.00
TP2 - Auxiliary 600CCA Battery	\$ 128.25
Total	\$ 22,458.60

Options:

WPM - Western Plow Truck Mount Bracket Pkg*	+\$ 1,495.00
8WP - Western 7'6" Pro-Plow Steel Straight Plow	+\$ 4,623.00
5B5 - Power Windows/Locks/Htd Mirrors	+\$ 874.00
SBL - Spray-On Bedliner (Over the Rail)	+\$ 569.00
3SB - 3" Steel Step Bars (Black)	+\$ 437.50
6SB - 6" Steel Step Bars (Black)	+\$ 675.00

Total
\$28,576.60

*Western Plow Truck Mount Package includes: Western Truck Mount Kit, Electrical Harnesses/Headlamp Harness, Isolation Module, and Handheld Controller (Please Specify Plow Type).

Prices Quoted are for a MiDeal Dealer Stock Purchase.

FOB Westland, MI

Delivery Available per MiDeal (\$1.00 per mile Roundtrip Based on Mapquest)

From the City Manager:

PURCHASE OF FRONT END LOADER

In 2012-13 the City's front end loader, unit number 150, has been pulled from service seven times for repairs ranging in cost from \$1,800 to \$3,875. Five of these repairs took place in 2013. Currently, it is out of service with a broken right rear axle and drive train, which will cost over \$25,000 to repair and lease a replacement. The loader is 13 years old and has over 10,000 hours on it.

Because of the hours on the equipment, the number of recurring breakdowns and the costs necessary to put this equipment back in service, it is in the best interest of the City to replace the vehicle rather than repair it. The vehicle is fully depreciated and money for replacement has been set aside in the Motor Pool Fund.

Attached is information from DPS Director Jim Bradford, including a quote for repair and quotes for a new front end loader. It is the recommendation that the City replace the above-noted unit with a new John Deere 344K Loader from West Side Tractor Sales in South Bend in the amount of \$112,900, less trade in value of \$8,000 and a 50% rebate of rental costs in the amount of \$4,185, for a total purchase cost of \$100,715. This unit is the same size as the old loader.

RECOMMENDATION

I recommend that City Council authorize the purchase of a new John Deere 344K Loader for the total cost of \$100,715.

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



INTER-DEPARTMENTAL COMMUNICATION

TO: Kevin P. Anderson
City Manager

FROM: James D. Bradford *JDB*
DPS Director

DATE: February 13, 2014

RE: Front End Loader - Unit 150

As you are aware, our Unit #150, a 2001 John Deere 344H wheel loader, experienced a major breakdown involving the right rear axle and drive train. This loader is 13 years old. There are over 10,000 hours on it. The average life span for equipment such as this is 8,000 to 10,000 hours. We presently use this loader daily for water and sewer repairs, road repair work, snow removal, etc. The majority of all hours are in the city limits only.

Due to the damage to the loader, we had to have it trucked to Westside Tractor Sales in South Bend for a repair quote. As a result of needing a loader for snow removal, arrangements were made for renting a loader from Westside to allow us to continue with snow removal.

I have attached a quote for repair for your review.

Axle repairs	\$16,976.99
Towing Costs (to date)	\$400.00
Rental Costs (to date)	\$4,185.00

I understand that it will take two to four weeks for completing repairs, which will increase our rental cost an additional \$4,185.00.

Just a little background information -- when purchased in 2001, the City spent \$54,400 for the loader. For the last three years, not counting this repair, the City has spent over \$31,000 for repairs and maintenance. Since purchase, the City has spent over \$84,000 in repairs and maintenance.

We have several options available:

Option #1:

Move forward with repairs to the existing loader, based upon estimated costs of repairs, rental and transporting. (\$26,146.99)

Option #2:

Purchase a used John Deere 444K loader. (This loader size is somewhat difficult to maneuver in tight places)

Cost	\$108,000.00
Trade	(\$8,000.00)
50% rebate of rental costs	<u>(\$4,185.00)</u>

Total purchase cost \$95,815.00

Option #3:

Purchase a new John Deere 344K Loader (same size as our old loader)

Cost	\$112,900.00
Trade	(\$8,000.00)
50% rebate of rental costs	<u>(\$4,185.00)</u>
Total Cost	\$100,715.00

My recommendation would be Option #3 as this machine is most suitable for our needs. Utilizing Option#1 will solve our problem, but we would have a 13 year old machine with an excess number of hours on it. Additional repairs would be anticipated to keep this loader in operation.

I have attached an outline of quotes: two from John Deere, one from Caterpillar, and one from Case.

VENDOR	LOADER	COST	TRADE-IN	REBATE 50% of Rental Costs	TOTAL
Westside Tractor Sales South Bend, IN	2011 John Deere 444K 4WD Loader*	\$108,000.00	(\$8,000.00)	(\$4,185.00)	\$95,815.00
Westside Tractor Sales South Bend, IN	2014 John Deere 344K 4WD Loader**	\$112,900.00	(\$8,000.00)	(\$4,185.00)	\$100,715.00
Michigan CAT Novi, MI	2014 Caterpillar IT14G2 ACL Compact Wheel Loader	\$110,153.00			\$110,153.00
RPM Machinery South Bend, IN	2014 Case 321E Wheel Loader***	\$72,495.00			\$72,495.00

*This loader size is somewhat difficult to maneuver in tight places.

**This is the same size as our current 2001 John Deere loader.

***This loader is too small for our applications.

If after you review, should you have any questions, please let me know.

T82543	SNAP RING	1	6.48	6.48
AT219223	Housing	1	6040.70	6040.70
AT219203	UNIVERSAL JOINT	1	358.51	358.51
AT191306	KIT	1	249.89	249.89
MISCELLANEOUS	CHARGES: Description		Price	Amount
	MISC SHOP SUP/ENVIRON		117.60	117.60
	FLUIDS (EST)		100.00	100.00
	FREIGHT (EST)		150.00	150.00
			Parts:	14159.39
			Labor:	2450.00
			Miscellaneous:	367.60
			TOTAL:	16976.99

Authorization: _____

Bradford, Jim

From: Jonathan Runyon
Sent: Wednesday, February 12, 2014 10:47 AM
To: Bradford, Jim
Subject: FW: loader availability and rental flexibility

From: Brian Levenhagen [mailto:blevenhagen@westsidetractorsales.com]
Sent: Wednesday, February 05, 2014 4:21 PM
To: Jonathan Runyon
Subject: loader availability and rental flexibility

John,

The rental rate for the loader you have is \$4,185 per month based on a maximum of 178 hours of use. If the maximum is exceeded then there is an additional charge of \$24 per hour added to the monthly bill. That being said we would entertain a rebate of 50% of what the rental bill ends up being (excluding any damages) if a new machine is ordered by February 11th 2014 from us. I had quoted you a J back in September and Deere is transitioning to the K models as we speak. There are J models available and we are doing a search to see if there is a machine like what I quoted still available, I will know this on Thursday morning. I apologize for the confusion on the availability of the J models but with the severity of this winter Deere has sold 40% more 344Js in the last 2 months than they normally would have.

I will let you know Thursday morning what the availability of a new 344J is and if it on the ground at the Deere yard in Maryland, it could be on the way by Monday at the latest. If there are no Js available we would have to see what the price difference between a J and K is and go from there. Thank You for your patience. I have a meeting from 8 through 9 in the morning on Thursday and I will be able to talk to you after that.

Best Regards
Brian Levenhagen
Cell number 219-851-8684
Office 574-232-1461
Blevenhagen@westsidetractorsales.com



Sign up for West Side's e-News for exclusive online specials, new and used equipment updates, demo videos and much more!

DoubleCheck identified this as **CLEAN**. Give feedback: [This is SPAM](#) • [More](#)

West Side Tractor Sales



25166 State Road 2 • South Bend, IN 46619
 (574) 232-1461 • Fax (574) 233-3324

PRICE QUOTATION

TO:	COMPANY NAME: CITY OF DOWAGIAC	DATE: January 31, 2014	
	ADDRESS: P.O. BOX 430	MODEL NUMBER: 444K	WST'S STOCK NUMBER: 8440734
	CITY, STATE, ZIP: DOWAGIAC MI 490470430	PROPOSED SHIPPING DATE:	TERMS: Payment Upon Delivery
	CONTACT: (269) 782-2195	PHONE NUMBER: (269) 782-2195	SALESPERSON: Brian Levenhagen

HERE IS OUR QUOTATION ON THE GOODS NAMED, SUBJECT TO THE CONDITIONS NOTED:

CONDITIONS: The prices and terms on this quotation are not subject to verbal changes or other agreements unless approved in writing by the home office of the seller. All quotations and agreements are contingent upon strikes, accidents, fires, availability of materials and all other causes beyond our control. Prices are based on costs and conditions existing on date of quotation and are subject to change by the seller before final acceptance.
 Typographical and stenographical errors subject to correction. Purchaser agrees to accept overage or shortage not in excess of ten percent to be charged for pro-rata. Purchaser assumes liability for patent and copyright infringement when goods are made to purchaser's specification. When quotations specifies material to be furnished by the purchaser, ample allowance must be made for reasonable spoilage and material must be suitable quality to facilitate efficient production.
 Conditions not specifically stated herein shall be governed by established trade customs. Terms inconsistent with those stated herein which may appear on Purchaser's formal order will not be binding on the seller.

QUANTITY DESCRIPTION

1 2011 Deere 444K 4WD Loader
 Serial Number 1DW444KHVA0634003
 With 750 Approximate Hours Prior Use
Equipped With:

ALL IN STOCK UNITS SUBJECT TO PRIOR SALE
 Quote valid for 30 days

-
-
- STANDARD GATHERING G
- TRANSMISSION WO AX D
- STEERING CYLINDER GR
- HI-LIFT ZBAR LINKAGE
- SEAT, CLOTH W AIR SU
- 2 FN VLVE/JYSTK/STRG
- RIDE CONTROL SYSTEM
- AXLE, STD REAR & HYD
- AXLE MANUAL DIFF LOC
- 20.5-25 L2 12PR FS-3
- NO FRT FNDRS W REAR
- HD LED MARKER/TURN L
- STANDARD REAR HITCH
- CAB WITH AIR
- AC CHARGE
- 2.5YD BUCKET W AUX/C
- MUFFLER WITH CHROME
- ETHER START AID
- ENVIRONMENTAL DRAIN
- RADIO, AM/FM/WB/W HEA
- 10 AMP CONVERTER-1 P
- TRANSMISSION GUARDS

Sell Price \$108,000.00

Sales Tax \$

No Warranty- Sold As is Where As,

Balance Due \$ 108,000.00

West Side Tractor Sales

25166 State Road 2 • South Bend, IN 46619

(574) 232-1461 • Fax (574) 233-3324

on the ground



PRICE QUOTATION

TO: COMPANY NAME: CITY OF DOWAGIAC		DATE: February 6, 2014	
ADDRESS: P.O. BOX 430		MODEL NUMBER: 344K	WSTS STOCK NUMBER: TBD
CITY, STATE, ZIP: DOWAGIAC MI 490470430		PROPOSED SHIPPING DATE:	TERMS: Payment Upon Delivery
CONTACT:	PHONE NUMBER: (269) 782-2195	SALESPERSON: Brian Levenhagen	TO BE SHIPPED VIA:

HERE IS OUR QUOTATION ON THE GOODS NAMED, SUBJECT TO THE CONDITIONS NOTED:

CONDITIONS: The prices and terms on this quotation are not subject to verbal changes or other agreements unless approved in writing by the home office of the seller. All quotations and agreements are contingent upon strikes, accidents, fires, availability of materials and all other causes beyond our control. Prices are based on costs and conditions existing on date of quotation and are subject to change by the seller before final acceptance.

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Conditions not specifically stated herein shall be governed by established trade customs. Terms inconsistent with those stated herein which may appear on Purchasers formal order will not be binding on the seller.

QUANTITY	DESCRIPTION	
1	2014 Deere 344K 4WD Loader Serial Number FACTORY NEW With 1 Approximate Hours Prior Use <u>Equipped With:</u> <ul style="list-style-type: none"> • JOHN DEERE POWERTECH™ 4045T 4.5L TURBO DIESEL ENGINE RATED 98HP • DUAL SPEED, INFINITELY VARIABLE HYDROSTATIC TRANSMISSION • 344K BASE LOADER • 344K IT4 4045 ENGINE • 3 SPOOL VALVE, SINGLE LEVER • WITH RIDE CONTROL • 17.5X25 GOODYEAR SGL-D/L 12P • STANDARD CAB W/ AC • 1.5 M3(2.0YD3) PIN BKT W/BOC 	ALL IN STOCK UNITS SUBJECT TO PRIOR SALE <i>Quote valid for 30 days</i>

ADD WEST SIDE PM PLUS+ 36mo/3000hrs @ 500hr Intervals per hour cost only: ASK FOR QUOTE

Sell Price \$112,900.00

Sales Tax \$ -

• 12 Months STANDARD Full Machine Warranty

Balance Due \$ 112,900.00



Corporate
Headquarters
24800 Novi Road
PO Box 918
Novi, MI 48375-0918

February 6, 2014

J Runyon
City of Dowagiac

Dowagiac, mi

Dear Mr. Runyon

We are pleased to quote the following for your consideration:

(1) Caterpillar IT14G2 ACL Compact Wheel Loader, 0 model w/ hours, Unit# N.I.S.8530, S/N Factory Order.
Price: \$110,152.97

The following factory and dealer options are included:

- * Roro W/rims W/tires.,
- * Cylowax Applicator,
- * Pack, Miscellaneous Material,
- * Antifreeze, -50c (-58f),
- * Lane 2 Order,
- * Sun Visor, Front,
- * Mirrors, Outside Mounted,
- * Fenders, Standard,
- * Speedometer,
- * Quick Coupler, Standard Width,
- * Lights, Flood,
- * Guard, Bottom,
- * Air Cleaner, Standard,
- * Control, Transmission,fnr,
- * Ride Control,
- * Lights, Directional,
- * Heater, Engine Coolant, 120v,
- * Instructions, Ansi,
- * Steering, Standard,
- * Valve, Drain, Ecology,
- * Seat, Comfort, Air Suspension,
- * Hydraulics, 4 Valve,
- * Alarm, Back-up,
- * Installation Group, Radio 12v,
- * It14g2 Toolcarrier Hrc,
- * Cab, Sliding Glass,
- * Heater And Air Conditioner,
- * Enclosure, Standard,
- * Speed Control, Creeper, Esc,

1-888-MICH CAT

www.michigancat.com

Novi • Shelby Twp. • Grand Rapids • Saginaw • Lansing
Kalkaska • Brownstown Twp.

- * Differential, limited Slip, frnt,
- * Differential, Standard, Rear,
- * Tires, 17.5-r25 Xtra * L2,
- * Serialized Technical Media Kit,
- * Engine, Tier 3, Electronic,
- * 1.8CYD - IT QC - GP Bucket w/ BOE

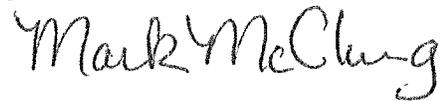
* Warranty: Base Warranty is 12 Months/Unlimited Hrs. with 6 Months Mileage, PLUS Powertrain Extended Service Coverage out to a total of 60 Months or 3000 Hours, whichever comes first, (no deductible), included in price and finance example.

Cash Sale Price: \$110,153

We are pleased to offer the following option(s) to complement your purchase: (1) 54" IT Forks, for an additional \$4,194.67.

We believe the equipment as quoted will exceed your expectations. On behalf of Michigan CAT, thank you for the opportunity to quote Caterpillar machinery.

Sincerely,



Mark McClung
Account Representative

'This proposal is good for 30 days'

File: City of Dowajic Caterpillar IT14G2 ACL, Proposal 1, 020614.doc

CITY OF DOWAGIAC

MEMO TO: Mayor Lyons and City Council Members

FROM: Kevin P. Anderson, City Manager

DATE: February 21, 2014

SUBJECT: Professional Consulting Services Non-Compete Agreement Amendment and Extension

Attached is a proposed Professional Consulting Services/Confidentiality and Non-Compete Agreement for economic development services to be provided by Cindy LaGrow of LaGrow Consulting. This is a renewal of the current agreement that is scheduled to expire this month.

The amount of the base contract remains the same, \$24,720 annually plus several incentives for successful grant writing, tax abatement processing for new equipment, Brownfield plan approvals and filing of environmental review materials. The contract also retains a provision to reimburse up to \$300 of costs to attain or renew professional licenses and certifications.

Additional contract terms include:

- Term: 1 year expiring in March 2015.
- Contractor must hold proprietary business information in confidence.
- Covenant to not compete for a period of 2 years after the expiration of agreement with the City of Dowagiac.

The continual, professional recruitment of private development is a cornerstone to the economic vitality of a community. Competition is extremely strong for the limited number of businesses currently investing capital in Michigan and it is imperative for the City to take active leadership in this area. This contract focuses on industrial development and represents one of several ways in which the City seeks economic development. LaGrow Consulting has consistently demonstrated professional, committed industrial economic development activities for the City, which have resulted in successful development projects that have provided jobs and tax base.

RECOMMENDATION

I recommend that City Council accept the proposed Professional Consulting Services/ Confidentiality and Non-Compete Agreement for economic development services with Cindy LaGrow of LaGrow Consulting.

Support Documents:

- Cover Memo-City Mgr.
- Resolution
- Contract

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

WHEREAS, the City of Dowagiac currently contracts with LaGrow Consulting for the services of Cindy LaGrow to provide certain economic development services for the City of Dowagiac; and,

WHEREAS, both the City and LaGrow Consulting mutually agree that it would be beneficial for Ms. LaGrow to continue those current responsibilities; and,

WHEREAS, the City and Ms. LaGrow would like to extend and amend the current agreement (Exhibit A) for economic development services.

NOW THEREFORE, BE IT RESOLVED that the City Council hereby authorizes execution of an agreement between the City of Dowagiac and LaGrow Consulting for economic development consulting.

ADOPTED/REJECTED

EXHIBIT A

***PROFESSIONAL CONSULTING SERVICES/
CONFIDENTIALITY AND NON-COMPETE AGREEMENT***

THIS AGREEMENT is made and entered into this ____ day of _____, 2014 by and between the City of Dowagiac of 241 South Front Street, Dowagiac, Michigan 49047, hereinafter referred to as "MUNICIPALITY", and Cynthia "Cindy" LaGrow of LaGrow Consulting, P.O. Box 152, Coloma, Michigan 49038, hereinafter referred to as "CONSULTANT".

NOW THEREFORE, in consideration of the mutual promises contained herein, and other good and valuable consideration, the parties hereto agree as follows:

THIS AGREEMENT is made and entered into on the above date between the Municipality and Consultant.

WHEREAS, Consultant has been requested by the Municipality to provide consulting services in the area of economic development; and

WHEREAS, Municipality will need to provide confidential information to Consultant, which information Consultant will need in order to properly provide the consulting services; and

WHEREAS, Municipality and Consultant acknowledge the need to maintain the confidential information provided as confidential and to not have such information used by Consultant to assist competing interests.

NOW, THEREFORE, for good and valuable consideration, including the retaining of Consultant to provide consulting services as an independent contractor, the parties agree as follows:

1. Confidential Information. All information provided from Municipality to Consultant regarding companies, persons or entities that are interest in potential economic development projects within the boundaries of the Municipality, and to be held confidential unless otherwise directed, hereafter disclosed, provided or revealed to Consultant by Municipality (all herein called "Information") shall be:
 - a. Received and maintained in strict confidence by Consultant and shall not be disclosed, directly or indirectly, by Consultant to any related or unrelated party whatsoever; and
 - b. Used by Consultant only for the purposes of having discussions with Municipality and the potential economic development lead in order to encourage and develop investment within Municipality and for no other purpose.
2. Information that is Not Confidential. The foregoing obligations of confidentiality, limited use and nondisclosure shall not apply:

EXHIBIT A

- a. To any information which was known to Consultant prior to date of this agreement and/or which was not first acquired, directly, or indirectly, from Municipality;
 - b. To any Information which is or becomes available in printed publications of general public circulation other than by acts or omissions of Consultant;
 - c. To any information which Consultant hereafter lawfully obtains without restriction, through its own development efforts, from a third party other than a third party who Consultant knows, or should know, obtained such Information, directly or indirectly, from Municipality;
 - d. To any Information which is in the public domain or Information which is in the public domain and/or common knowledge to people in the field of economic development.
3. Obligation to Protect Information. As part of Consultant's compliance with the obligations of confidentiality, limited use and nondisclosure: Consultant shall exercise all efforts to prevent third parties from gaining access to Information, including, but not limited to, preventing third parties from viewing Information in any form and maintaining all documents or other media (including computer programs or software) which contain Information, and all copies thereof, in a secure location inaccessible to third parties and others not authorized to receive Information.
4. Period of Confidentiality. Consultant's obligations hereunder with respect to a particular item of Information shall continue in effect for a period of one (1) year from the date of receipt of said item of Information and shall survive any termination of this agreement unless said item ceases to be confidential information as provided in Paragraph 2 above.
5. Covenant to Not Compete. Consultant agrees that for a period of two (2) years from the disclosure by Municipality of any confidential information leading to the identification of a prospect for economic development, not to use said confidential information to assist a private entity or governmental entity with a competing economic development project without the express written consent of Municipality. Consultant shall not render such economic development services in competition with Municipality using such information whether acting individually, or as an officer, employee, consultant, or otherwise for such a competing private or competing governmental entity. Provided, however, that the provisions hereof shall not prevent consultant from rendering services to Municipality.
6. General Provisions. This Agreement shall inure to benefit of and be binding upon the parties hereto, their successors and assigns, provided however that this Agreement or any rights or obligations hereunder may not be assigned by any party without the prior written consent of the other party and then only in the manner and to the extent specified in such consent. This agreement shall continue in full force and effect until terminated in writing by either party. Notwithstanding any such termination, the obligations of confidentiality and

EXHIBIT A

to not use confidential information to assist a private entity or governmental entity with a competing economic development project for the full period of confidentiality applicable to the information provided. The provisions of this Agreement may be enforced in equity because damages for breach of the agreement are not subject to calculation. The failure of any party hereto to enforce at any time any of the provisions of this Agreement or to exercise any right which is herein provided shall in no way be construed to be a waiver of the right to enforce such provision. This Agreement may not be released, discharged, abandoned, changed or modified in any manner except by an instrument in writing signed by a duly authorized officer or representative of each of the parties hereto. This Agreement shall be construed and interpreted according to the laws of the State of Michigan.

BE IT FURTHER RESOLVED that LaGrow Consulting shall perform economic development consulting services for the City of Dowagiac until March 1, 2014 at a rate of \$2,060 per month not including business related expenses.

BE IT FURTHER RESOLVED that Cynthia "Cindy" LaGrow of LaGrow Consulting shall be eligible for reimbursement for costs to attain or renew professional certifications and licenses to a maximum of \$300 annually.

BE IT FURTHER RESOLVED an incentive bonus shall be utilized for specific performance based activities payable at the end of the contract as detailed below:

1. \$100.00 for each environmental review including SHPO notice;
2. \$150.00 for each grant written for the benefit of the City or a City taxpayer;
3. \$25.00 for each tax abatement processed through the City that is approved by the State Tax Commission.
4. \$50.00 for each Brownfield project.

BE IT FURTHER RESOLVED that LaGrow Consulting will notify the City of Dowagiac when engaging in contract work with other municipalities.

Municipality:
City of Dowagiac

Donald D. Lyons
Mayor

Consultant:

Cynthia "Cindy" LaGrow
LaGrow Consulting

CITY OF DOWAGIAC

MEMO TO: Mayor Lyons and City Council Members

FROM: Kevin P. Anderson, City Manager

DATE: February 21, 2014

SUBJECT: Sale of Property-317 Pokagon Street

A final form resolution is on Monday's agenda authorizing the sale of vacant property at 317 Pokagon Street to Mr. and Mrs. Trevor Nilson of 319 Pokagon Street. This issue has remained "on the table" for the required 21-day period since Council adoption of a resolution of intent on January 27, 2014.

RECOMMENDATION

Adopt the final form resolution authorizing the sale of the vacant property at 317 Pokagon Street.

Support Documents:
Cover Memo-City Mgr.
Resolution
Exhibit A

City Property Sale; 317 Pokagon Street; Mr. and Mrs. Trevor Nilson; \$300.00

Council member _____ offered and moved the adoption of the following resolution, seconded by Council Member _____.

WHEREAS, at the January 27, 2014 City Council meeting by way of an adopted resolution introducing same, the Dowagiac City Council approved of a final-form resolution authorizing the conveyance of City-owned, real property in accordance with the provisions of Section 14.9 of the City Charter, and the specifications outlined in the City Council Policy enacted on June 21, 1993, and;

WHEREAS, having now remained on file for public inspection with the Office of the City Clerk for in-excess-of the minimum twenty-one (21) day period required by the City Charter, the City of Dowagiac wishes to formally convey and sell the parcel of surplus real property legally described in Exhibit "A", commonly known as 317 Pokagon Street in the City of Dowagiac, according to the recorded plat thereof, and more commonly referred to as Parcel Code No. 14-160-100-264-00, to Mr. and Mrs. Trevor Nilson, for the total sale price of three hundred dollars (\$300.00).

NOW, THEREFORE, BE IT RESOLVED that the Dowagiac City Council, by the affirmative roll call vote of five or more of its City Council Members, does hereby adopt and approve the sale and conveyance of City-owned real property legally described in Exhibit "A", commonly known as 317 Pokagon Street in the City of Dowagiac, according to the recorded plat thereof, and more commonly referred to as Parcel Code No. 14-160-100-264-00, to Mr. and Mrs. Trevor Nilson, for the total sale price of three hundred dollars (\$300.00).

BE IT FURTHER RESOLVED that the said conveyance shall be accomplished by means of the transfer of a Quit-claim Deed, as prepared by the City Attorney, signed by the Mayor and Clerk respectively of the City of Dowagiac, and executed within thirty (30) days following adoption of this resolution.

ADOPTED/REJECTED

January 27, 2014

EXHIBIT A

317 Pokagon Street

Parcel Description:

Tax I.D. #14-160-100-264-00

COM 9 1/2 RDS E OF NW COR E 1/2 NE 1/4 SW 1/4, TH S 8 RDS, E 4 RDS, N 8 RDS, W 4 RDS TO BEG. UNPLATTED POKAGON SEC 1 CITY OF DOWAGIAC.

CITY OF DOWAGIAC

MEMO TO: Mayor Lyons and City Council Members

FROM: Kevin P. Anderson, City Manager

DATE: February 21, 2013

SUBJECT: Building Department Permit Fee Revisions

A resolution is on Monday's agenda to revise the fee schedule for Building Department activities. A major restructuring of fees took place in 2000 and at that time it was determined that it would be appropriate to annually review and adjust fees in a manner similar to the reviews undertaken by other City departments for fees.

Proposed fee increases for this year are consistent with the Consumer Price Index (CPI) for the past 12 months, which is 1.5% with rounding to the nearest \$.25 increment. If approved, the new fees will be effective on April 1, 2014.

RECOMMENDATION

Approve the resolution to revise the fees schedules for the Building Department to be effective April 1, 2014.

Support Documents:

- Cover Memo-City Mgr.
- Resolution
- Cover Memo-Dept. Head
- Proposed Fee Schedules

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

WHEREAS, the Dowagiac City Code provides that under Chapter 18, Article II, Section 18-29; Dowagiac Zoning Ordinance; Chapter 15, Section 15.5(B); Section 15.9(B), Chapter 21, Section 21.7; Chapter 22, Section 22.2(C), the City Council may set fees for the various permits required by the State Construction Code (including building, electrical, plumbing and mechanical), zoning fees (including ordinance amendments, conditional use permits and variances), and swimming pool permits, and;

WHEREAS, the City Administration has prepared the attached proposed fee schedule for review and approval by the City Council.

NOW, THEREFORE, BE IT RESOLVED that the Dowagiac City Council hereby adopts the attached fee schedules to be effective April 1, 2014.

ADOPTED/REJECTED

CITY OF DOWAGIAC

INTER-DEPARTMENTAL COMMUNICATION

TO: Kevin Anderson, City Manager

FROM: James Bradford
Director of Public Services

RE: Permit Fee Revisions for 2014

DATE: February 12, 2014

For consideration at the City Council Meeting of February 24, 2014, I have attached the proposed rate increases for the permits, plan reviews and other fees utilized by the Building Department. These revisions would take effect April 1, 2014.

In keeping with past practice, all fees (*EXCEPT: electrical, plumbing and mechanical*) were increased by the Consumer Price Index (C.P.I.) over the last 12 months, of 1.5%, and then rounded to the nearest .25 cents.

I propose this year utilizing the state of Michigan's fee schedules for the electrical, plumbing and mechanical permits. The majority of the per-item fees of the state, on these permits, are actually less than we currently charge in our city.

I have also checked with several communities regarding the state fee schedules. Benton Harbor, Buchanan, Niles, South Haven and St. Joseph all use the state's fee schedules for mechanical, electrical and plumbing permits. This also allows contractors in these areas to effectively estimate projects based on the same fee schedules.

I have also provided a resolution pertaining to this for your review as well.

Your review and consideration is appreciated. If you have any questions concerning these increases, please contact my office.

FEE SCHEDULE FOR BUILDING PERMITS

(FEES ARE EFFECTIVE APRIL 1, 2014 THROUGH MARCH 31, 2015)

TOTAL VALUATION		CURRENT PERMIT FEE	1.0150	PROPOSED with CPI Increase of 1.5%	Rounded	
0 -	1,000	\$29.00	\$29.4350	\$29.50		
1,001 -	1,500	\$37.50	\$38.0625	\$38.00		
1,501 -	2,000	\$42.00	\$42.6300	\$42.75		
2,001 -	3,000	\$47.50	\$48.2125	\$48.25		
3,001 -	4,000	\$55.50	\$56.3325	\$56.25		
4,001 -	5,000	\$63.00	\$63.9450	\$64.00		
5,001 -	6,000	\$69.50	\$70.5425	\$70.50		
6,001 -	7,000	\$74.50	\$75.6175	\$75.50		
7,001 -	8,000	\$82.50	\$83.7375	\$83.75		
8,001 -	9,000	\$91.00	\$92.3650	\$92.25		
9,001 -	10,000	\$96.50	\$97.9475	\$98.00		
10,001 -	12,000	\$111.00	\$112.6650	\$112.75		
12,001 -	14,000	\$124.50	\$126.3675	\$126.25		
14,001 -	16,000	\$139.50	\$141.5925	\$141.50		
16,001 -	18,000	\$151.50	\$153.7725	\$153.75		
18,001 -	20,000	\$166.50	\$168.9975	\$169.00		
20,001 -	25,000	\$195.50	\$198.4325	\$198.50		
25,001 -	30,000	\$227.00	\$230.4050	\$230.50		
30,001 -	35,000	\$263.00	\$266.9450	\$267.00		
35,001 -	40,000	\$300.00	\$304.5000	\$304.50		
40,001 -	45,000	\$331.00	\$335.9650	\$336.00		
45,001 -	50,000	\$433.00	\$439.4950	\$439.50		
50,001 -	60,000	\$483.00	\$490.2450	\$490.25		
60,001 -	70,000	\$533.00	\$540.9950	\$541.00		
70,001 -	80,000	\$578.50	\$587.1775	\$587.25		
80,001 -	90,000	\$634.50	\$644.0175	\$644.00		
90,001 -	100,000	\$686.50	\$696.7975	\$696.75		
100,001 -	500,000	\$686.50 + \$4.50 / 1,000	\$696.7500	\$696.75 + \$4.50 / 1,000	\$4.5675	\$4.50
500,001 -	1,000,000	\$2,486.50 + \$4.25 / 1,000	\$2,496.7500	2496.75 + \$4.25 / 1,000	\$4.3138	\$4.25
1,000,000 +		\$4,611.50 + \$4.00 / 1,000	\$4,621.7500	\$4,621.75 + \$4.00 / 1,000	\$4.0600	\$4.00

Any person who commences any alteration, addition or new structure for which a permit is required by these regulations without first obtaining a permit, therefore, shall, if legally authorized and subsequently allowed to obtain a permit, pay a special inspection fee of \$45.00, in addition to the actual permit fee.

OTHER PERMITS, INSPECTIONS, AND OTHER FEES

(Fees are effective April 1, 2014 through March 31, 2015)

In regard to any of the following itemized requests, should the City Council, the City Planning Commission or the Zoning Board of Appeals deem it appropriate to require the use of a court reporter, attorney, engineer, planning consultant, or any other professional service, the applicant shall be required to pay for the actual expense, plus 5% administrative costs, in addition to said filing fee.

		CURRENT FEES	1.015 CP1	PROPOSED FEES
1	Certificate to Occupy (Building Permit)	\$20.50	\$20.8075	\$20.75
2	Demolition (Bldg Permit):			
	Garage, shed, etc.	\$21.50	\$21.8225	\$21.75
	One and two family residence	\$38.00	\$38.5700	\$38.50
	Multi-family, commercial and industrial	\$49.00	\$49.7350	\$49.75
3	Fence:			
	Residential (Zoning Permit)	\$16.50	\$16.7475	\$16.75
	Commercial/Industrial (Building Permit)	Per Fee Schedule		
4	Sheds:			
	Under 200 square feet (Zoning Permit)	\$16.50	\$16.7475	\$16.75
	Over 200 square feet (Building Permit)	Per Fee Schedule		
5	Signs (Zoning Permit):	\$16.50	\$16.7475	\$16.75
6	Swimming Pools: (Building Permit)			
	Above ground & hot tubs	\$27.00	\$27.4050	\$27.50
	Below ground	\$43.50	\$44.1525	\$44.25
7	Inspections Outside of Normal Business Hours: a minimum charge of two (2) hours at \$133.00 minimum plus \$66.50 per each additional hour increment. . . .	\$65.50	\$66.4825	\$66.50
8	Inspection for Which No Fee is Specifically Indicated: minimum charge of ½ hour at \$66.50 plus \$133.00 per each additional hour increment. . . .	\$65.50	\$66.4825	\$66.50
9a	Reinspection Fees. A fee of \$45.00 per hour shall be charged. A reinspection fee may be assessed for each inspection or reinspection when such portion of work for which inspection is called is not complete or when required corrections are not made. . . .	\$44.00	\$44.6600	\$44.75
9b	This subsection is not to be interpreted as requiring reinspection fees the first time a job is rejected for failure to comply with the requirements of this code, but to regulate the situation when inspections are requested before the job is ready for such inspections.			
9c	Reinspection fees may be assessed when the permit card is not properly posted on the work site, the approved plans are not readily available to the inspector, for failure to provide access on the date for which an inspection is requested, or for deviating from plans requiring the approval of the Building Official.			
9d	To obtain a reinspection, the applicant shall file a request in writing and pay the reinspection fee required.			
9e	In instances where reinspection fees have been assessed, no additional inspection of the work will be performed until the required fees have been paid.			

OTHER PERMITS, INSPECTIONS, AND OTHER FEES

(Fees are effective April 1, 2014 through March 31, 2015)

In regard to any of the following itemized requests, should the City Council, the City Planning Commission or the Zoning Board of Appeals deem it appropriate to require the use of a court reporter, attorney, engineer, planning consultant, or any other professional service, the applicant shall be required to pay for the actual expense, plus 5% administrative costs, in addition to said filing fee.

		CURRENT FEES	1.015 CP1	PROPOSED FEES
10	In-Home Occupation (Zoning Permit):	\$16.50	\$16.7475	\$16.75
11	Lot Split Request: Fee is submitted with request. . . .	\$76.50	\$77.6475	\$77.75
12	Occupancy Permits (includes 2 inspections):	\$29.00	\$29.4350	\$29.50
13	Special Land Use Permit: Filing fee is submitted with application. . . .	\$300.00	\$304.5000	\$304.50
14	Rezoning Request: Application fee is filed with request. . . .	\$354.50	\$359.8175	\$359.75
15	Zoning Variance or appeal: Application fee is filed with request. . . .	\$163.50	\$165.9525	\$166.00
16a	Plan Reviews (min. charge for all reviews exceeding ¼ hour).	\$33.00	\$33.4950	\$33.50
16b	A fee of \$39.00 plus \$39.00 per each additional ¼ hour increment	\$38.50	\$39.0775	\$39.00
16c	Plan Review Revisions to Approved Plan: Additional Plan Reviews necessitated by revisions to approved plans (minimum charge – ½ hour). A fee of \$39.00 plus \$39.00 per each additional hour increment. . . .	\$38.50	\$39.0775	\$39.00
16d	Plan Checking and Inspections - Outside Consultation: Actual cost plus 5% administrative fee. . . .	Actual + 5%		
17	Site Plan Review (Zoning Application):	Per Fee Schedule		
Copies of Published Information:				
18	Zoning Ordinance Booklet: The fee for a copy. . . .	\$16.50	\$16.7475	\$16.75
19	Zoning Maps: The fee for a copy. . . .	\$16.50	\$16.7475	\$16.75
20	Engineering Design Specification Booklets: The fee for a copy. . . .	\$16.50	\$16.7475	\$16.75

**CITY OF DOWAGIAC
SITE PLAN REVIEW CHARGES**

(Fees are effective April 1 2014 through March 31, 2015)

		CURRENT FEES	PROPOSED FEES with CPI Increase of 1.5%
A. Multi-Family Districts			
1	Preliminary Review Application Fee (\$272.50) plus Review Fee (\$163.50) (PROPOSED: \$276.50 / \$166.00)	\$436.00	\$276.50 + \$166.00 = \$442.50
2	Final or Combined Review		
	(a) Application	\$272.50 (A)	\$276.50
	(b) Review Fee		
	1. \$16.50 per unit (PROPOSED \$16.75)	(B)	
	2. \$11.00 per acre (PROPOSED \$11.25)	(C)	
	TOTAL:	\$ (A+B+C)	
B. Commercial & Industrial Districts			
1	Preliminary Review Application Fee (\$272.50) plus Review Fee (\$163.50) (PROPOSED: \$276.50 / \$166.00)	\$436.00	\$276.50 + \$166.00 = \$442.50
2	Final or Combined Review		
	(a) Application	\$272.50 (A)	\$276.50
	(b) Review Fee		
	1. \$0.0055 per sq. ft. (PROPOSED \$0.0056) of building area with minimum review fee of \$120.00 (PROPOSED \$121.75)	(B)	
	TOTAL:	\$ (A+B)	
C. Subdivision Review			
1	Tentative Preliminary Review Application Fee (\$327.00) plus Review Fee (\$163.50) (PROPOSED: \$332.00 / \$166.00)	\$490.50	\$332.00 + \$166.00 = \$498.00
2	Final Preliminary Review		
	(a) Application	\$327.00 (A)	\$332.00
	(b) Review Fee		
	1. \$21.50 per lot (PROPOSED \$21.75)	(B)	
	TOTAL:	\$ (A+B)	
3	Final Plat Review		
	(a) Application	\$327.00 (A)	\$332.00
	(b) Review Fee		
	1. \$11.00 per lot (PROPOSED \$11.25)	(B)	
	TOTAL:	\$ (A+B)	
D. Construction Review			
1	<u>Engineering Review</u> At the time of submittal of the detailed construction plans and specifications, detailed estimates of the costs of the proposed site improvements must be submitted by the applicant/owner, who shall pay to the Zoning Administrator, a fee for review equal to 3% (.03) of ^(A) the estimated total cost of the water mains, sanitary sewers, storms sewers and retention ponds or basins, combined.		
	Review Fee: .03 x \$ ^(A) = TOTAL		
2	<u>Grading Review</u> The owner/applicant shall, in addition, pay to the Zoning Administrator, a fee for grading review, which shall equal \$120.00 plus \$21.50 per acre* of total site acreage.		
	Review Fee: \$121.75 + \$21.75 x _____ = TOTAL		\$120.00 / \$21.50
E. Limited Review			
1	Reviews in accordance with Chapter 19, Section 19.1,B.2. Application Fee (\$54.50) plus Review Fee (\$33.00) (PROPOSED \$55.25 / \$33.50)	TOTAL: \$87.50	\$55.25 + \$33.50 = \$88.75

VII. FEE CLARIFICATIONS

ITEM #17, MOBILE HOME SITE:
 When installing a site service in a park, the permit application must include the application fee, service, plus the number of park sites.
 When setting a HUD mobile home in a park, a permit must include the application fee and a feeder. This shall be done by a licensed electrical contractor.
 When setting a HUD mobile home or a pre-manufactured home on private property, a permit must include the application fee, service and feeder.

VIII. FEE CHART- Enter the number of items being installed; multiply by the unit price for total fee.

ITEM DESCRIPTION	FEE	# ITEMS	TOTAL
1. Application Fee (non-refundable)	\$50.00	1	50.00
35. Re-Connect Utilities <i>when utility has been off 6 months or longer</i>	14.25		
2. Service: Through 200 Amp or Re-Connect	10.00		
3. Over 200 Amp thru 600 Amp	15.00		
4. Over 600 Amp thru 800 Amp	20.00		
5. Over 800 Amp thru 1200 Amp	25.00		
6. Over 1200 Amp (GFI only)	50.00		
7. Circuits	5.00		
8. Lighting Fixtures – per 25	6.00		
9. Dishwasher, range hood, disposal (each)	5.00		
10. Furnace	5.00		
11. Electrical Heating Units (baseboard)	4.00		
12. Power Outlets (ranges, dryers, etc)	7.00		
13. Signs: Unit	10.00		
14. Letter	15.00		
15. Neon – each 25 feet	20.00		
16. Feeders – Bus Dusters, etc – per 50'	6.00		
17. Mobile Home Park Site *	6.00		

ITEM DESCRIPTION	FEE	# ITEMS	TOTAL
18. Recreational Vehicle Park Site	4.00		
K.V.A., H.P., Wind Turbines, ***EVSE & ****PV Modules			
19. Units up to 20 K.V.A or H.P./ Per PV Module	6.00		
20. Units 21 to 50 K.V.A or H.P./ Per PV Module	10.00		
21. Units 51 and over K.V.A or H.P./ Per PV Module	12.00		
22. Fire Alarms – (not smoke detectors) up to 10 devices	50.00		
23. 11 to 20 devices	100.00		
24. over 20 devices (each)	5.00		
25. Energy Management Temp. Control: Energy retrofit – Temp. Control	45.00		
34. Devices – Energy Management	5.00		
26. Conduit only; or grounding only	45.00		
31. Data/Telecommunication Outlets 1-19 Devices (each)	5.00		
32. 20-300 Devices	100.00		
33. Over 300 Devices	300.00		
27. Special Insp. (pertaining to sale of bldg) (Excludes an electrical service insp)	50.00		
28. Additional Inspection	50.00		
29. Final Inspection	50.00	1	50.00
30. Certification Fee	30.00		

- * See VII. Fee Clarification Item #17 above
- ** Required for all school and state-owned construction projects.
- ■ ■ EVSE – Electrical Vehicle Supply Equipment
- ■ ■ ■ PV Modules - Photovoltaic

Make checks payable to:
 City of Dowagiac

Total Fees	\$
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Payment Method

- Cash
- Check #
- Credit/Debit Card

NOTE: FEES ARE VALID UNTIL MARCH 31, 2015

IX. INSTRUCTIONS FOR COMPLETING APPLICATION

GENERAL: Electrical work shall not be started until the application for permit has been filed with the Building Department. All installations shall be in conformance with the Michigan Electrical Code. **No work shall be concealed until it has been inspected.** When ready for an inspection, call the Building Department, providing as much advance notice as possible. The Building Department will need the job location, type of inspection and permit number.

EXPIRATION OF PERMIT: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED OR REINSTATED.**

WHERE TO SUBMIT APPLICATION: The City of Dowagiac is responsible for code enforcement within the city limits. Applications should be submitted to the address on the front of this application. Questions regarding City issued permits may be directed to the City Electrical Inspector, Ken Simpson, at (269) 471-5869.

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FEE CLARIFICATIONS

VII a. ITEM #2, MOBILE HOME SITE:

When item is used for sewer excavations in a new park, the permit application should include the application fee plus the number of unit sites. When setting a mobile home in a park, or a mobile or modular home on private property, a permit must include the application fee, a sewer or building drain, and a water service or water distribution pipe.

VII b. ITEM #3, FIXTURES, FLOOR DRAINS, SPECIAL DRAINS AND WATER CONNECTED APPLIANCES INCLUDE:

Water Closets	Sink (any description)	Slop Sink	Drinking Fountain	Floor Drain	Water Outlet or Connection to any Make-up Water Tank
Bathtub	Emergency Eye Wash	Bidet	Condensate Drain	Roof Drain	Water Outlet or Connection to Heating System
Lavatories	Emergency Shower	Cuspidor	Washing Machine	Grease Trap	Water Outlet or Connection to Filters
Shower Stall	Garbage Grinder	Dishwasher	Acid Waste Drain	Starch Trap	Connection to Sprinkler System (Irrigation)
Laundry Tray	Water Outlet Cooler	Refrigerator	Embalmng Table	Plaster Trap	Water Connected Sterilizer
Urinal	Ice Making Machine		Bed Pan Washer	Water Softener	Water Connected Dental Chair
Autopsy	Water Connected Still				Water Connection to Carbonated Beverage Dispensers

PLUS ANY OTHER FIXTURE, DRAIN, OR WATER CONNECTED APPLIANCE NOT SPECIFICALLY LISTED

VIII. FEE CHART – Enter the number of items being installed; multiply by the unit price for total fee.

ITEM DESCRIPTION	FEE	# ITEMS	TOTAL
1. Application Fee (non-refundable)	50.00	1	50.00
35. Re-Connect Utilities <i>when utility has been off 6 months or longer</i>	14.25		
2. Mobile Home Park Site (see VII a-above)	5.00		
3. Fixtures, floor drains, special drains, water connected appliances. (CIRCLE ITEMS IN VIIb ABOVE)	5.00		
4. Stacks (soil, waste, vent & conductor)	3.00		
5. Sewage Ejectors, Sumps	5.00		
6. Sub-Soil Drains	5.00		
7. Water Service: Less than 2"	5.00		
8. 2" to 6"	25.00		
9. Over 6"	50.00		
10. Connection (bldg. drain – bldg. sewers)	5.00		
11. Sewers (sanitary, storm or combined): Less than 6"	5.00		
12. Over 6"	25.00		
13. Manholes, Catch Basins	5.00		

ITEM DESCRIPTION	FEE	# ITEMS	TOTAL
14. Watering Distributing Pipe (system): ¾" Water Distribution Pipe	5.00		
15. 1" Water Distribution Pipe	10.00		
16. Pipe 1-1/4" Water Distribution	15.00		
17. Pipe 1-1/2" Water Distribution	20.00		
18. 2" Water Distribution Pipe	25.00		
19. Over 2" Water Distribution Pipe	30.00		
20. Reduced pressure zone back-flow preventer	5.00		
25. Domestic water treatment and filtering equipment only (see VII b-above)	5.00		
26. Medical Gas System	45.00		
27. Water Heater	5.00		
21. Special/Safety Inspection (pertaining to sale of bldg)	50.00		
22. Additional Inspection	50.00		
23. Final Inspection	50.00	1	50.00
24. Certification Fee	30.00		

NOTE:
FEES ARE VALID UNTIL MARCH 31, 2015

Make check payable to:
City of Dowagiac

Total Fees	\$
Payment Method	
<input type="checkbox"/> Cash	
<input type="checkbox"/> Check #	
<input type="checkbox"/> Credit/Debit Card	

IX. INSTRUCTIONS FOR COMPLETING APPLICATION

GENERAL: Plumbing work shall not be started until the application for permit has been filed with the Building Department. All installations shall be in conformance with the Michigan Plumbing Code. **No work shall be concealed until it has been inspected.** When ready for an inspection, call the Building Department, providing as much advance notice as possible. The Building Department will need the job location, type of inspection and permit number.

EXPIRATION OF PERMIT: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED OR REINSTATED.**

WHERE TO SUBMIT APPLICATION: The City of Dowagiac is responsible for code enforcement within the city limits. Applications should be submitted to the address on the front of this application. Questions regarding City issued permits may be directed to the City Plumbing Inspector, Ed Wainwright, at (269) 663-8542.

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VII. FEE CLARIFICATIONS

* ITEM #2, RESIDENTIAL HEATING SYSTEM: This item is used for the installation of a heating system in a new residential structure.
 ** ITEMS #10, Gas Piping and #18, Duct, need not be added. Replacement systems should be itemized.
 *** ITEMS #14 & 15: A homeowner must own tank to install. If homeowner does not own tank, a Michigan licensed mechanical contractor must install tank.

VIII. FEE CHART – Enter the number of items being installed; multiply by the unit price for total fee.

ITEM DESCRIPTION	FEE	# ITEMS	TOTAL
1. Application Fee (non-refundable)	50.00	1	50.00
2. Residential Heating System (Includes duct & pipe) New Building Only *	50.00		
3. Gas/Oil Burning Equipment (furnace, roof top units, generators)	30.00		
4. Boiler	30.00		
5. Water Heater (gas piping & venting – direct replacement only)	5.00		
6. Damper – (control, back-draft, barometric or fire/smoke)	5.00		
7. Solid Fuel Equipment (Includes chimney)	30.00		
8. Chimney, Factory Built (installed separately), B Vent, PVC Venting	25.00		
37. Gas Burning Fireplace	30.00		
9. Solar; Set of 3 Panels – fluid transfer (Includes piping)	20.00		
10. Gas Piping; each opening - new install (residential) **	5.00		
11. Air Conditioning (includes split systems) RTU – Cooling Only	30.00		
12. Heat Pumps (split systems) or Geothermal (complete residential)	30.00		
13. Dryer, Bath & Kitchen Exhaust (residential ducting not included)	5.00		
16. Humidifiers / Air Cleaners	10.00		
14. Tanks: Aboveground *** (other than LP)	20.00		
38. Aboveground connection	20.00		
15. Underground*** (other than LP)	25.00		
39. Underground connection	25.00		
17. Piping (ALL piping is min. \$25.00) Fuel Gas Piping \$0.05/ft _____	0.05		
40. Process Piping \$0.05/ft _____	0.05		
41. Hydronic Piping \$0.05/ft _____	0.05		
42. Refrigeration Piping \$0.05/ft _____	0.05		
46. Commercial A/C Piping \$0.05/ft _____	0.05		
43. Exhausters (commercial)	15.00		

ITEM DESCRIPTION	FEE	# ITEMS	TOTAL
18. Duct \$0.10/ft _____ (min. fee \$25.00)**	0.10		
19. Heat Pumps: Commercial (pipe not included)	20.00		
20. Air Handlers/Heat Wheels Under 10,000 CFM	20.00		
21. Over 10,000 CFM	60.00		
22. Commercial Hoods	15.00		
23. Heat Recovery Units	10.00		
24. V.A.V. Boxes (all variable volume or zone damper equipment)	10.00		
25. Unit Ventilators/PTAC Units	10.00		
26. Unit Heaters (Terminal Units)	15.00		
27. Fire Suppression/Protection (Includes piping) \$0.75/ head (min. \$20.00)	0.75		
28. Coils (Heat/Cool)	30.00		
29. Refrigeration (split system)	30.00		
30. Chiller/Cooling Towers Chiller-Refrigeration	30.00		
44. Chiller-Air Conditioning	30.00		
31. Cooling Towers-Refrigeration	30.00		
45. Cooling Towers- Air Conditioning	30.00		
32. Compressor/Condenser	30.00		
33. Special Insp. (pertaining to sale of bldg)	50.00		
34. Additional Inspection	50.00		
35. Final Inspection	50.00	1	50.00
36. Additional Inspection	30.00		

Make check payable to:
City of Dowagiac

Total Fees \$
Payment Method
<input type="checkbox"/> Cash
<input type="checkbox"/> Check #
<input type="checkbox"/> Credit/Debit Card

NOTE:
FEES ARE VALID UNTIL MARCH 31, 2015

IX. INSTRUCTIONS FOR COMPLETING APPLICATION

GENERAL: Mechanical work shall not be started until the application for permit has been filed with the Building Department. All installations shall be in conformance with the Michigan Mechanical Code. **No work shall be concealed until it has been inspected.** When ready for an inspection, call the Building Department, providing as much advance notice as possible. The Building Department will need the job location, type of inspection and permit number.

EXPIRATION OF PERMIT: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED OR REINSTATED.**

WHERE TO SUBMIT APPLICATION: The City of Dowagiac is responsible for code enforcement within the city limits. Applications should be submitted to the address on the front of this application. Questions regarding City issued permits may be directed to the City Mechanical Inspector.

WHERE TO SUBMIT APPLICATION: The City of Dowagiac is responsible for code enforcement within the city limits. Applications should be submitted to the address on the front of this application. Questions regarding City issued permits may be directed to the City Mechanical Inspector, Ed Vlainwright, at (269) 663-8542.

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CITY OF DOWAGIAC

MEMO TO: Mayor Lyons and City Council Members

FROM: Kevin P. Anderson, City Manager

DATE: February 21, 2014

SUBJECT: Budget Amendments

Each year budgets are reviewed on a quarterly basis for the purpose of making recommendations to Council to amend the budget based on actual financial activity and revised expectations. A review of the recommendations through February 15, 2014 is attached for your review and consideration.

Attached you will find a report that lists the detailed budget amendments. These items have been reviewed by City Accountant Becky Grabemeyer and staff.

RECOMMENDATION

Approve the resolution authorizing budget amendments as presented.

Support Documents:

- Cover Memo-City Mgr.
- Resolution
- Budget Amendments

Resolution #4
February 24, 2014

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

WHEREAS, the City administration has reviewed the attached budgets for the 2013-14 fiscal year and the actual revenues and expenditures through February 15, 2014; and

WHEREAS, the City administration recommends revision of the attached budgets in accordance with the latest projections available; and

WHEREAS, the attached report for these funds indicates the current budget and the recommended budget revisions.

NOW, THEREFORE, BE IT RESOLVED that the City of Dowagiac, by the affirmative vote of its City Council, does hereby adopt the attached, recommended revised budgets.

ADOPTED/REJECTED

A motion to make the following adjustments to the original budget.

	Account	Description	Amount	Reason for Change		
101	General Fund					
R	101-212-404.00	Prior Years Delinquent Taxes	500	Establish Budget		
R	101-213-695.00	Miscellaneous Income	2,000	Increase to expected		
R	101-301-669.50	Restitution	750	Increase to expected		
R	101-301-660.00	Ordinance Violation Fines	1,800	Increase to expected		
R	101-301-678.10	CCDET - Reimbursement	(275,000)	Reclass within General Fund		
R	101-301-695.17	K-9 Donations	1,000	Establish Budget		
R	101-302-678.10	CCDET - Reimbursement	275,000	Reclass within General Fund		
R	101-336-630.00	Tree Sales - Fundraiser	1,600	Increase to Actual		
R	101-371-479.00	Electrical Permits	3,000	Increase to expected		
R	101-804-696.00	Museum Building Donations	4,000	Establish Budget		
	101-191-728.00	Office Supplies	1,300	Increase due to special election		
	101-201-956.00	Miscellaneous Expense	10	Increase to actual		
	101-209-801.00	Contractual/Professional Services	200	Establish Budget - Dec Board of Review Costs		
	101-265-801.00	Contractual/Professional Services	40,000	Mowing/Trim Facilities		
	101-301-702.25	Regular Overtime	990	Increase due to DUHS Security Billing		
	101-301-853.10	Telephone-CCDET	(2,160)	Reclass within fund		
	101-302-853.00	Telephone	450	Reclass from 265 budget		
	101-302-853.00	Telephone	2,160	Reclass within fund		
	101-302-920.00	Utilities	9,550	Reclass from 265 budget		
	101-336-875.00	Tree Expenses	1,600	Tree Expenses - matches income		
	101-448-702.00	Salaries & Wages	1,000	Increase due to expected		
	101-448-715.00	FICA Taxes	100	Increase due to expected		
	101-448-718.00	Retirement Contributions	400	Increase due to expected		
	101-537-718.00	Retirement Contributions	1,270	Increase due to expected		
	101-804-801.00	Contractual/Professional Services	4,950	Using donations to cover Phase I/II Design		
	101-804-801.00	Contractual/Professional Services	3,500	Increase to Expected		
	101-804.880.02	Programs/Activities - Mileage	40	Using Mileage Reimbursement Funds		
	101-804-873.00	Travel & Training	1,000	Establish Budget		
	101-804-920.00	Utilities	1,200	Increase to Expected		
	101-804-970.00	Capital Items	4,500	Increase for Grant received Pokagon Band		
	Revenue	14,650	Expense	72,060	Overall	(57,410) Increase / (Decrease) Fund Bal.
202	Major Streets					
R	202-476-530.00	Federal Grant	57,000	CMAQ - Middle Crossing		
	202-448-970.00	Capital Items	91,000	CMAQ - Middle Crossing		
	202-479-784.00	Repair Maint Supply	8,000	Increase to expected		
	202-479-801.00	Contractual/Professional Services	6,000	Increase to expected		
	202-479-946.00	Equipment Rental	10,000	Increase to expected		
	202-473-801.00	Contractual/Professional Services	3,000	Increase to expected		
	202-483-853.00	Telephone	1,200	Establish Budget		
	Revenue	57,000	Expense	119,200	Overall	(62,200) Increase / (Decrease) Fund Bal.
203	Local Streets					
	203-463-702.25	Regular Overtime	1,400	Increase to expected		
	203-465-702.00	Salaries & Wages	300	Increase to expected		
	203-465-715.00	FICA Taxes	20	Increase to expected		
	203-465-716.00	Health & Dental Insurance	10	Establish Budget		
	203-465-718.00	Retirement Contributions	450	Increase to expected		
	203-479-702.00	Salaries & Wages	9,000	Increase to expected		
	203-479-702.25	Overtime	600	Increase to expected		
	203-479-715.00	FICA Taxes	750	Increase to expected		
	203-479-718.00	Retirement Contributions	4,000	Increase to expected		
	203-479-784.00	Repair Maint Supply	9,500	Increase to expected		

	203-479.946.00	Equipment Rental		20,000	Increase to expected
	203-483-853.00	Telephone		1,200	Establish Budget
	Revenue	-	Expense	47,230	Overall
					(47,230) Increase / (Decrease) Fund Bal.
208	Parks				
R	208-718-695.00	Miscellaneous Income		15,000	Increase to expected
	208-718-970.00	Capital Items		30,000	Increase to expected
	Revenue	15,000	Expense	30,000	Overall
					(15,000) Increase / (Decrease) Fund Bal.
218	Sidewalk Replacement Program				
	NO ADJUSTMENTS SUGGESTED				
	Revenue		Expense		Overall
					- Increase / (Decrease) Fund Bal.
226	Solid Waste				
R	226-523-403.00	Current Taxes		14,000	Increase to Actual
	226-523-801.07	Nubour Landfill		175,000	Increase based on settlement
	226-523-853.00	Telephone		150	Establish Budget
	Revenue	14,000	Expense	175,150	Overall
					(161,150) Increase / (Decrease) Fund Bal.
240	Industrial/Economic Development				
	240-261-720.00	Worker's Compensation		10	Increase to actual
	240-261-956.00	Miscellaneous Expense		400	Establish Budget
	240-261-990.00	Capital Items		690,000	Main & Front Project
	Revenue	-	Expense	690,410	Overall
					(690,410) Increase / (Decrease) Fund Bal.
242	Brownfield Redevelopment Authority				
	NO ADJUSTMENTS SUGGESTED				
	Revenue	-	Expense	-	Overall
					- Increase / (Decrease) Fund Bal.
243	LDFA Project				
	243-729-697.00	Property Sales		5,700	Increase to expected
	Revenue	5,700	Expense	-	Overall
					5,700 Increase / (Decrease) Fund Bal.
244	Economic Development				
	244-261-530.00	Federal Grant		171,005	CBDG Grant
	244-261-970.99	Pass Through Expenses		160,000	Expenses Reimbursed by Grant
	Revenue	171,005	Expense	160,000	Overall
					11,005 Increase / (Decrease) Fund Bal.
245	DDA - TIF Project				
	NO ADJUSTMENTS SUGGESTED				
	Revenue		Expense	-	Overall
					- Increase / (Decrease) Fund Bal.
252	Rehab Loan Payments				
	NO ADJUSTMENTS SUGGESTED				
	Revenue	-	Expense	-	Overall
					- Increase / (Decrease) Fund Bal.

255 Rental Rehab

NO ADJUSTMENTS SUGGESTED

Revenue - **Expense** - **Overall** - **Increase / (Decrease) Fund Bal.**

265 Municipal Facilities/Improvement

265-264-931.03 Property Maintenance 500 Increase to actual
 265-264-931.07 CCDET Building Maintenance/Utilities (10,000) Reclass to GF Budget

Revenue - **Expense** (9,500) **Overall** 9,500 **Increase / (Decrease) Fund Bal.**

266 City Drug Forfeiture

NO ADJUSTMENTS SUGGESTED

Revenue - **Expense** - **Overall** - **Increase / (Decrease) Fund Bal.**

268 Federal Drug Forfeiture

NO ADJUSTMENTS SUGGESTED

Revenue - **Expense** - **Overall** - **Increase / (Decrease) Fund Bal.**

299 Depot

299-850-696.10 Donation - Other 400 Increase to expected

Revenue 400 **Expense** - **Overall** 400 **Increase / (Decrease) Fund Bal.**

497 M-51 S Commercial Development

NO ADJUSTMENTS SUGGESTED

Revenue - **Expense** - **Overall** - **Increase / (Decrease) Fund Bal.**

499 Capital Project Fund

499-446-975.00 Construction (120,000) Reduce due to excessive snow costs

Revenue - **Expense** (120,000.00) **Overall** 120,000 **Increase / (Decrease) Fund Bal.**

582 Electric Utility

582-442-853.00 Telephone 240 Establish Budget
 582-442-954.00 Freight 20 Increase to actual
 582-483-961.00 Bad Debt Expense 500 Establish Budget
 582-483-965.00 Transfer to Other Funds 50,000 Transfer to Local Streets
 582-850-702.00 Salaries & Wages 18,000 Establish Budget
 582-850-715.00 FICA Taxes 1,400 Establish Budget
 582-850-716.00 Health/Dental Insurance 1,200 Establish Budget
 582-850-717.00 Life Insurance 30 Establish Budget
 582-850-718.00 Retirement Contributions 2,600 Establish Budget

Revenue - **Expense** 73,990.00 **Overall** (73,990) **Increase / (Decrease) Fund Bal.**

588 Dial A Ride Transportation

R 588-959-530.00 Federal Grant 48,000 CMAQ Grant for new bus
 R 588-959-540.00 State Grant 12,000 CMAQ Grant for new bus
 R 588-959-695.00 Miscellaneous Income 450 Increase to expected
 588-959-702.06 Bus Maintenance Wages (9,000) Reclass within fund

588-959-702.07	Dispatcher Wages	(30,800)	Reclass within fund
588-959-715.00	FICA Taxes	(3,000)	Decrease due to decrease in wages
588-959-801.47	Contracted Dispatching Services	39,800	Reclass within fund
588-959-956.00	Miscellaneous Expense	10	Establish Budget

Revenue 60,450 Expense (2,990.00) Overall 63,440 Increase / (Decrease) Fund Bal.

590 Sewer Utility

R	590-440-644.14	Prior Year Sewer Recon	(8,800)	Decrease to actual
	590-442-702.00	Salaries & Wages	(17,700)	Decrease to expected
	590-442-715.00	FICA Taxes	(1,300)	Decrease to expected
	590-442-716.00	Health/Dental Insurance	18,990	Increase to expected
	590-443-754.00	Chemicals	(20,000)	Reclass within Fund
	590-442-936.00	Repair/Maint Mains	10,000	Reclass within fund
	590-443-930.00	Equipment Maintenance	10,000	Reclass within Fund
	590-445720.00	Worker's Compensation	150	Increase to expected
	590-483-968.00	Depreciation Expense	(300)	Decrease to expected
	590-536-702.00	Salaries & Wages	10,000	Establish Budget
	590-536-715.00	FICA Taxes	700	Establish Budget
	590-536-716.00	Health/Dental Insurance	2,000	Establish Budget
	590-536-717.00	Life	300	Establish Budget
	590-536-718.00	Retirement Contributions	1,000	Establish Budget
	590-536-801.00	Contractual/Professional Services	4,800	Establish Budget
	590-536-853.00	Telephone	600	Establish Budget
	590-538-702.35	Maintenance OT	2,700	Increase based on actual
	590-538-853.00	Telephone	1,000	Establish Budget
	590-538-946.20	Equipment Rental - Monitoring	3,500	Increase based on expected
	590-538-946.30	Equipment Rental - Repair/Collection	(500)	Reclass within Fund
	590-539-702.35	Maintenance OT	1,000	Increase based on actual
	590-539-853.00	Telephone	1,000	Establish Budget

Revenue (8,800) Expense 27,940.00 Overall (36,740) Increase / (Decrease) Fund Bal.

591 Water Utility

R	591-536-659.00	Late Payment Penalty	1,000	Increase to expected
R	591-536-695.00	Miscellaneous Income	1,500	Increase to expected
	591-483-717.00	Life Insurance	750	Increase to expected
	591-536-702.20	Wages / Monitor Collection Services	(600)	Reclass within fund
	591-536-702.35	Maintenance OT	600	Reclass within fund
	591-536-728.00	Office Supplies	500	Establish Budget
	591-536-730.00	Postage	3,100	Establish Budget
	591-536-853.00	Telephone	250	Establish Budget

Revenue 2,500 Expense 4,600.00 Overall (2,100) Increase / (Decrease) Fund Bal.

661 Motor Pool/Equipment

R	661-932-978.01	Reimbursement from Outside Agency	20,700	2014 Ford Escape
	661-932-801.00	Contractual/Professional Services	13,000	Increase to expected
	661-932-853.00	Telephone	1,800	Establish Budget
	661-932-910.00	General Insurance Coverage	30,000	Establish Budget
	661-932-920.00	Utilities	1,700	Establish Budget
	661-932-931.00			

Revenue 20,700 Expense 46,500.00 Overall (25,800) Increase / (Decrease) Fund Bal.

662 Computer Replacement Fund

	662-932-695.00	Miscellaneous Income	250	Establish Budget
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Revenue 250 Expense - Overall 250.00 Increase / (Decrease) Fund Bal.

677 Self Insurance

R 677-951-681.00 Self Insurance - Health Premiums (60,000) Adjust to 3 months of transfers, down from 12.

Revenue (60,000) Expense - Overall (60,000.00) Increase / (Decrease) Fund Bal.

678 Self Insurance - MMRMA

678-954-910.01 Insurance Claims Paid 30,000 Adjust to expected

Revenue - Expense 30,000.00 Overall (30,000.00) Increase / (Decrease) Fund Bal.

711 Cemetery Trust

711-276-956.00 Miscellaneous Expense 500 Establish Budget

Revenue - Expense 500.00 Overall (500.00) Increase / (Decrease) Fund Bal.

733 Retiree Insurance

NO ADJUSTMENTS SUGGESTED

Revenue - Expense - Overall - Increase / (Decrease) Fund Bal.

753 Public Art

R 753-277-675.01 Donations 1,500 Adjust to expected

Revenue 1,500 Expense - Overall 1,500.00 Increase / (Decrease) Fund Bal.

759 Fire Insurance Escrow

759-902-956.00 Miscellaneous Expense 300 Transfer into GF

Revenue - Expense 300.00 Overall (300.00) Increase / (Decrease) Fund Bal.

All Funds (1,051,035) Increase / (Decrease) Fund Bal.

Signature

Date Approved

CITY OF DOWAGIAC

MEMO TO: Mayor Lyons and City Council Members

FROM: Kevin P. Anderson, City Manager

DATE: February 21, 2014

SUBJECT: Poverty Exemption Guidelines

The Michigan General Property Tax Act, MCL 211.1, et. seq., allows a property tax exemption for the principal residence of persons who, in the judgment of the supervisor and board of review, by reason of poverty, are unable to contribute to the public charges.

The State Tax Commission has published a bulletin to Assessors and Equalization Directors outlining how the program works. To be eligible for the poverty exemption, a person must meet the following conditions:

- Own and occupy the principal residence for which the exemption is requested.
- File a claim (each year the exemption is sought) with the supervisor or board of review on the city/township's form.
- Provide the board of review copies of federal and state income tax returns for all persons residing in the principal residence.
- Show proof of ownership.
- Meet federal poverty income standards annually determined by the U.S. Department of Health and Human Services or standards adopted by the local assessing unit's governing body.
- Meet an asset level test. (An asset test means the amount of cash, fixed assets or other property that could be used, or converted to cash for use in the payment of property taxes for the year the property exemption claim was filed.)

The bulletin goes on to state that "local governing bodies are required to adopt guidelines that set income levels for their poverty exemption guidelines and those income levels shall not be set lower by a city or township than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services." The State Tax Commission annually determines poverty guidelines and provides information to assessors.

The attached Poverty Exemption Policy & Guidelines (Revised February 2014) was prepared by the City Assessor to comply with the requirements of Michigan General Property Tax Act, MCL 211.1.

RECOMMENDATION

Approve the resolution establishing poverty exemption standards per the Michigan General Property Tax Act.

Support Documents:
Cover Memo-City Mgr.
Resolution
Staff Report

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

WHEREAS, the adoption of guidelines for poverty exemptions is required of the City Council; and

WHEREAS, the principal residence of persons, who the Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

WHEREAS, the City Assessor has drafted and recommended to City Council guidelines and policy that complies with applicable state laws.

NOW, THEREFORE, BE IT HEREBY RESOLVED that City Council does approve the attached Poverty Exemption Policy & Guidelines (Revised February 2014); and

BE IT FURTHER RESOLVED that the Assessor and Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption, unless the Assessor and Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these reasons are communicated in writing to the claimant.

ADOPTED/REJECTED

CITY OF DOWAGIAC

POVERTY EXEMPTION POLICY & GUIDELINES

(Revised February 2014)

This policy was written in accordance with and governed by MCL 211.7u, as amended.

In order to be eligible for the poverty exemption, the claimant **MUST** do all of the following *on an annual basis*:

1. Own and occupy as your principal residence, as defined in Section 7dd of the General Property Tax Act, the property for which the exemption is requested;
2. File a claim with the Board of Review after January 1st, but before the day prior to the last day of the Board of Review, on a form provided by the City Assessor;
3. Provide federal and state income tax returns for all persons residing in the principal residence (also referred to as "household" or "homestead") including any property tax credit returns (MI-1040 CR-4.) These income tax returns are those filed in the current year or in the immediately preceding year. If you did not file a Tax Return, then you **MUST** get a statement of benefits paid from the Social Security Administration or Michigan Department of Social Services;
4. Produce a valid driver's license or other form of identification.
5. Produce a deed, land contract, or other evidence of ownership of the property for which the exemption is being requested;
6. Meet the federal poverty income guidelines for the household, which are updated annually in the federal register by the United States Department of Health and Human Services; and
7. Meet the **claimant and total household asset** levels set by the Dowagiac City Commission.

INCOME & ASSET GUIDELINES FOR POVERTY EXEMPTIONS

If your income exceeds the amounts shown or your assets exceed the amounts shown, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from this policy and guidelines, you are NOT eligible for a Poverty Exemption.

Income Eligibility for 2014

(Income levels are updated annually)

Size of Family Unit	Poverty Guidelines
1	\$11,490
2	\$15,510
3	\$19,530
4	\$23,550
5	\$27,570
6	\$31,590
7	\$35,610
8	\$39,630
For Each Additional Person	\$4,020

Asset Eligibility

The State Equalized Value (SEV) of your principal residence **may not** exceed \$57,078 for the 2012-tax year, which is one and a half times the average SEV in the City of Dowagiac.

Applicants cannot have more than \$10,000 in assets to be eligible for consideration and no more cash than an amount equal to one month's gross household income. Assets do not include the homestead or an automobile. Assets do include: stocks, bonds, mutual funds, insurance policies, coin collections, boats, ORVs, motorcycles, recreational vehicles, second homes or salable property, retirement accounts, jewelry, etc.

GUIDELINES BY WHICH POVERTY EXEMPTIONS ARE DETERMINED

Completed application form and all required documents and attachments **MUST** be filed with the City Assessor's Office no later than:

March 1, 2014 for action by the March Board of Review; or

July 1, 2014 for action by the July Board of Review; or

December 1, 2014 for action by the December Board of Review.

Sign the form when you return it to the City Assessor's Office. It **MUST** be notarized or witnessed by a member of the City Assessor's staff.

NOTE: The filing of a claim constitutes an appearance before the Board of Review. Also, the dates for filing will be updated annually in accordance with the State of Michigan Property Tax Calendar.

1. The Board of Review determines if Income Standards have been met.
2. The Board of Review determines if Asset limits have been met.
3. Cash assets to the total household may not exceed an amount equal to one month's gross household income. Cash assets are defined as cash, money held in checking or savings accounts, money markets and other financial institution accounts, and/or instruments or securities which can be readily converted to cash.
4. Non-cash assets to the total household may not exceed \$10,000. Non-cash assets are defined as those, which are not considered to be cash assets, as defined above. The following assets are excluded from this limit:
 - a. Applicant's homestead
 - b. Applicant's primary automobile
 - c. Applicant's household personal property
 - d. Assets not accessible by the applicant, co-owner or any member of the applicant's household.
5. The Board of Review will consider all revenue and non-revenue producing assets of the owner, co-owner and all members of the household. Any attempt to hide and/or shift assets to another person, business or corporation shall be grounds for denial.
6. The Board of Review will consider the effect of all Michigan Income Tax Credits the applicant receives or can receive. Credits include Homestead Property Tax credits, Senior Citizen Prescription Drug credits and Home Heating credits.
7. Applications must be filed every year. If granted, the exemption is for one year only.
8. Poverty exemptions shall not be granted more than three (3) times during one ownership of the property, unless the applicant can prove hardship beyond his/her control.

9. Applications will be reviewed by the Board of Review. The Board may ask applicants, or their authorized agents, to be physically present to answer questions. Teleconferencing for the purpose of asking questions of the applicant is allowable if the applicant is not able to attend.
10. Applicants, or their authorized agents, may have to answer questions regarding such subject as financial affairs, health and/or the status of people living in the principal residence at a meeting that is open to the public.
11. All applications will be evaluated based on data and statements given to the Board by the applicant. The Board can also use information gathered from any other source.
12. The Board of Review shall follow the policy and guidelines established herein when granting or denying an exemption.
13. The Board of Review may deviate from the guidelines if it determines there are substantial and compelling reasons, which are to be communicated, in writing, to the applicant. Compelling reasons include, but are not limited to, excessive medical expenses or excessive expenses necessary for the care of elderly or handicapped persons.
14. Applicants may be subject to investigation of their entire financial and property records by the City. This would be done to verify information given or statements made to the Board of Review or assessor in regards to the poverty tax claim.
15. Household income limits are adjusted each year to comply with the Federal Poverty Guidelines.
16. Applicants will be sent a written notice of the Board of Review's final decision. An applicant may appeal the Board of Review's decision to the Michigan Tax Tribunal. An assessor may also appeal the Board of Review's decision. Appeals must be filed with the Michigan Tax Tribunal by the following dates:

June 30, 2014 for decision made by the March Board of Review

August 14, 2014 for decision made by the July Board of Review

January 8, 2011 for decision made by the December Board of Review

THE GENERAL PROPERTY TAX ACT (EXCERPT)

Act 206 of 1893

211.7u Principal residence of persons in poverty; exemption from taxation; applicability of section to property of corporation; eligibility for exemption; application; policy and guidelines to be used by local assessing unit; duties of board of review; appeal of property assessment; "principal residence" defined.

- (1) The principal residence of persons who, in the judgment of the supervisor and board of review, by reason of poverty, are unable to contribute toward the public charges is eligible for exemption in whole or in part from taxation under this act. This section does not apply to the property of a corporation.
- (2) To be eligible for exemption under this section, a person shall do all of the following on an annual basis:
 - (a) Be an owner of and occupy as a principal residence the property for which an exemption is requested.
 - (b) File a claim with the supervisor or board of review on a form provided by the local assessing unit, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year. The filing of a claim under this subsection constitutes an appearance before the board of review for the purpose of preserving the claimant's right to appeal the decision of the board of review regarding the claim.
 - (c) Produce a valid driver's license or other form of identification if requested by the supervisor or board of review.
 - (d) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested if required by the supervisor or board of review.
 - (e) Meet the federal poverty guidelines updated annually in the federal register by the United States department of health and human services under authority of section 673 of subtitle B of title VI of the omnibus budget reconciliation act of 1981, Public Law 97-35, 42 U.S.C. 9902, or alternative guidelines adopted by the governing body of the local assessing unit provided the alternative guidelines do not provide income eligibility requirements less than the federal guidelines.
- (3) The application for exemption under this section shall be filed after January 1 but before the day prior to the last day of the board of review.
- (4) The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines the local assessing unit uses for the granting of exemptions under this section. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and total household income and assets.
- (5) The board of review shall follow the policy and guidelines of the local assessing unit in granting or denying an exemption under this section unless the board of review determines there is substantial and compelling reasons why there should be a deviation from the policy and guidelines and the substantial and compelling reasons are communicated in writing to the claimant.
- (6) A person who files a claim under this section is not prohibited from also appealing the assessment on the property for which that claim is made before the board of review in the same year.
- (7) As used in the section, "principal residence" means principal residence or qualified agricultural property as those terms are defined in section 7dd.

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 #11 for the period ending 2/20/14:

Invoices: 580,104.27
Payroll: 178,611.72
Total: \$758,715.99

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
\$580,104.27	\$178,611.72	\$758,715.99

ADOPTED/REJECTED

Ayes:

Nays:

Absent:

Abstain:

James E. Snow, City Clerk

Vendor	Invoice #	Description	Amount
AASLH	118402	ANNUAL MEMBERSHIP DUES	115.00
ABSOPURE WATER COMPANY	83072540	BOTTLED WATER/DEPOSIT	34.50
ABSOPURE WATER COMPANY	54442166	H&C COOLER RENTAL	8.00
ABSOPURE WATER COMPANY	83072557	BOTTLED WATER-26461 NUBOUR	64.50
ABSOPURE WATER COMPANY	83072550	BOTTLED WATER/DEPOSIT-25830 NUBOUR	51.00
ABSOPURE WATER COMPANY	54444910	C&C COOLER RENTAL-25830 NUBOUR	6.00
ACCOUNTING CONSULTANTS, PC	1/31/14	CONSULTING SVC THROUGH 1/31/14	3,420.00
AIRGAS GREAT LAKES	9916097888	WELDING SUPPLIES	42.26
AMERAPLAN	3/14	AMERAPLAN ADMIN FEE	720.00
AMERICAN ELECTRIC POWER	CDOW20140101	1/14 ENERGY	469,227.98
AMERICAN ELECTRIC POWER	04819785702	MARCELLUS HWY ST LIGHTS	10.67
AMERICAN ELECTRIC POWER	04950133613	CCWS-VANDALIA TOWER	67.51
ARKOS DESIGN, INC	1326-01-01	MUSEUM DESIGN CONCEPTS/IMAGES	4,948.00
AUSRA EQUIPMENT & SUPPLY, INC	IN77863	#80 MOUNTING PLATE/BEACON LIGHT	450.00
AUSRA EQUIPMENT & SUPPLY, INC	IN77911	#MT6 SPROCKET	42.48
AUTOZONE	2141153622	KEY FOB BATTERY	4.84
BENDER ELECTRIC, INC	16268	WWTP REPAIR CLARIFIER DRIVE-WEST	300.00
BEST WAY DISPOSAL	029976	SLUDGE DISPOSAL	3,560.00
BRADFORD, JARRID	2/5/14	TRAVEL REIMBURSEMENT-GRAND RAPIDS	42.00
BROWN, CHRISTOPHER	02/14/2014	UB refund for account: 12-1436-10	89.00
C WIMBERLY AUTOMOTIVE GROUP	217837	#121 OIL CHANGE	45.84
CASS CNTY TRANSPORTATION AUTHORITY	1775	DISPATCHING SERVICES-JAN 2014	3,148.03
CHET NICHOLS, INC	427751	#9/102 PRESSURE HOSE	19.90
CHET NICHOLS, INC	428840	#103 FRONT BLADE	14.42
CHET NICHOLS, INC	429493	#9 TRANS FIX FLUID	14.42
CINTAS LOCATION #336	336-05625	MATS	90.69
CINTAS LOCATION #336	336-07833	MATS & UNIFORMS	416.15
CINTAS LOCATION #336	336-01904	MATS & UNIFORMS	593.36
COMCAST	8771402380126332	INTERNET SERVICE-FD	69.90
DALE'S AUTO SALES & SERVICE	6249	#6PLOW BRACKET/WESTERN PLOW	652.00
DALE'S AUTO SALES & SERVICE	6576	#6 PLOW BRACKET-CREDIT	(152.00)
DARON, MIKE	02/14/2014	UB refund for account: 16-0221-3	97.74
DAUS, BRENT	206952	SEWER RODDING-711 N FRONT	250.00
DOUBLEDAY OFFICE PRODUCTS, INC	149235I	OFFICE SUPPLIES	130.09
DOUBLEDAY OFFICE PRODUCTS, INC	149237I	OFFICE SUPPLIES	683.55
DOUBLEDAY OFFICE PRODUCTS, INC	149270I	INK REFILLS	15.57
DOWAGIAC CLEANERS	2/1/14	UNIFORM CLEANING	60.50
DOWAGIAC UNION SCHOOLS	2/5/14	SCHOOL BUS MILEAGE REIMBURSEMENT	32.00
DOWAGIAC UNION SCHOOLS	201314-42	FUEL EXPENSES-JAN 2014	15,296.74
DUST BUSTERS	3/14	CLEANING SERVICES 3/14	1,725.00
ETNA SUPPLY	S100963837.002	CURB STOPS/YOKE BARS/VALVES	1,044.00
FIA CARD SERVICES	0252	ECON DEV	23.24
FIA CARD SERVICES	0252	SCREEN PROTECTORS	43.80
FIA CARD SERVICES	0252	WIRELESS INVOICE	239.95
FIA CARD SERVICES	0252	RELAYS-LIFT PUMP CONTROLS	108.00
FIA CARD SERVICES	0252	LIFT STATION REPORTS	24.99
FIA CARD SERVICES	0252	LIFT STATION ALARMS	24.99
FIA CARD SERVICES	0252	PC REMOTE CONTROL LICENSE	49.00
FIA CARD SERVICES	0252	#81 TRAILER TITLE APP	15.30
FIA CARD SERVICES	0252	LUNCH MEETING	83.74
FIA CARD SERVICES	0252	OPERATING SUPPLIES	50.00
FISHER SCIENTIFIC COMPANY, INC	8738712	REFRG THERMOMETERS	154.60
FORREST FIN, LLC	7	GRANT ELIGIBLE EXPENDITURES	19,700.00
GILLESBY, TIFFANY	02/14/2014	UB refund for account: 06-3128-9	52.40
GLOBAL TELEMATIC SOLUTIONS, LLC	3253	VEHICLE TRACKING SERVICE	220.00

Vendor	Invoice #	Description	Amount
GRAMES TIRE & BATTERY, INC	2754	#102 TIRE REPAIR	18.95
GRANT, WILLIAM DAVID	2/5/14	MUSEUM CLEANING SERVICE-JAN 2014	289.00
GRINNEWALD, STEVE	2/5/14	TRAVEL REIMBURSEMENT-GRAND RAPIDS	72.98
HAAS ALARMS AND SERVICE, INC	060099	REPAIR RADIO CIRCUIT WIRING	140.00
HACH COMPANY	8685141	WWTP LAB SUPPLIES	1,113.45
HACH COMPANY	8687203	WWTP LAB SUPPLIES	123.00
HALE'S HARDWARE, INC	C53805	#9 CABLE CLAMP/FASTENERS	9.65
HALE'S HARDWARE, INC	C53902	#105 FASTENERS	1.60
HALE'S HARDWARE, INC	C54063	#9 CLAMPS	3.47
HALE'S HARDWARE, INC	C54112	FLASHLIGHT/BATTERIES	37.96
HALE'S HARDWARE, INC	C54134	TOILET PAPER	13.56
HALE'S HARDWARE, INC	C54467	#105 PAIL CHAIN/FASTENERS	47.20
HALE'S HARDWARE, INC	C54805	UTILITY LIGHTERS	4.44
HALE'S HARDWARE, INC	C54863	PROPANE BOTTLE	3.00
HALE'S HARDWARE, INC	C54862	PROPANE	19.39
HALE'S HARDWARE, INC	D37891	#74 FASTENERS	1.54
HALE'S HARDWARE, INC	D37878	PROPANE TANK EXCHANGE	19.39
HALE'S HARDWARE, INC	D37876	GDN HOSE/FEM CONNECTOR/HOSE CONNECTOR	70.78
HALE'S HARDWARE, INC	D37727	#MT6 FASTENERS	1.89
HALE'S HARDWARE, INC	D37687	#105 FASTENERS	4.99
HALE'S HARDWARE, INC	B44799	CONNECTOR	5.33
HALE'S HARDWARE, INC	B44996	GDN HOSE/CONNECTOR	66.41
HALE'S HARDWARE, INC	B45099	TORCH KIT/FLAM SPREADER/PROPANE	53.03
HALE'S HARDWARE, INC	C53685	BALLAST/DUSTBUSTER/WINDSHIELD FLUID	59.25
HALE'S HARDWARE, INC	C54782	DEGREASER/ZIPLOC BAGS	11.62
HALE'S HARDWARE, INC	C55615	ICEAWAY SALT	19.36
HANSON BEVERAGE SERVICE	814522	DISTILLED WATER	31.00
HI-TECH SMR COMMUNICATIONS	17648	SPEAKER MICROPHONES	116.00
HOLMES, JESSE	02/14/2014	UB refund for account: 03-1703-3	56.05
IDEXX DISTRIBUTION CORP	275117630	WATER DISTRIBUTION SYS TESTING SUPPLIES	669.00
IDEXX DISTRIBUTION CORP	275117629	WATER DISTRIBUTION SYS TESTING SUPPLIES	183.90
ITRON, INC	320424	QUARTERLY SOFTWARE MTCE	880.16
J & H OIL COMPANY	9682501	CEMETERY GAS	427.50
J DOHENY SUPPLIES INC	A70470	#11 100' CABLE	266.65
JUDD LUMBER COMPANY, INC	2529850	#JD2155 CHAIN LINK	5.98
JUDD LUMBER COMPANY, INC	2530065	R-13 INSULATION	14.99
JUDD LUMBER COMPANY, INC	2530078	BATTERY	3.79
KENT RECORD MANAGEMENT, INC	0043687	SHREDDING SVC-JAN 2014	60.00
KENT RECORD MANAGEMENT, INC	0043688	SHREDDING SVC-JAN 2014	30.00
KLING, JACOB	02/14/2014	UB refund for account: 15-1949-10	61.89
KLUG, PATRICIA	2/19/14	MILEAGE REIMBURSEMENT-16 MILES	9.04
LAGROW, CINDY	3/14	ECONOMIC DEVELOPMENT SERVICES 3/14	2,060.00
LAKE MICHIGAN MAILERS, INC	296503	POSTAGE	5,000.00
LAKELAND HEALTHCARE	11664367	PRE-EMPLOYMENT DRUG SCREEN-DUSSEL	20.83
LAWSON PRODUCTS, INC	9302114381	GLOVES/SCREWS/BITS/WASHERS/TIES	488.95
LAWSON PRODUCTS, INC	9500100653	CREDIT-GLOVE OVERCHARGE	(179.60)
LAWSON PRODUCTS, INC	9302229654	RATCHET	17.04
LAWSON PRODUCTS, INC	9302228579	GLOVES/BITS/TIES/GREASE/CLIPS	613.65
MI ASSOC OF MUNICIPAL CEMETERIES	2014	MEMBERSHIP RENEWAL-STACK	35.00
MICHIANA TRUCK CENTER	47245	#105 VEHICLE MTCE PARTS	605.85
MICHIGAN ASSOCIATION OF FIRE CHIEFS	2014	ANNUAL MEMBERSHIP-EVANS	120.00
MICHIGAN SECTION, AWWA	DT-1390659	CROSS CONNECTION SEMINAR-GILLESBY	95.00
MICHIGAN SECTION, AWWA	DT-5586415	CROSS CONNECTION SEMINAR-GRANT	95.00
MILLER, CANFIELD, PADDOCK AND STONE	1237712	ECONOMIC DEV GUIDANCE	450.00
NASH SERVICES, INC	13335	#FD220 REPLACE HEATER BLOWER	752.00

Vendor	Invoice #	Description	Amount
NASH SERVICES, INC	13338	#105 REPLACE OIL COOLER GASKET	520.00
NORTH AMERICAN SALT COMPANY	71121147	ROAD SALT/SEASONAL BACKUP 13/14	3,005.03
PARAGON LABORATORIES, INC	42078-78686	PESTICIDES/MERCURY TESTING	250.00
PETTY CASH	2/13/14	OPERATING SUPPLIES	156.53
POWER LINE SUPPLY, INC	5801066	SPLICE	88.30
POWER PLAN	LF36550	ACCT 8961857686-LATE FEE	50.00
POWERNET GLOBAL COMMUNICATIONS	31213551	LONG DISTANCE SERVICE 1/12-2/12	115.98
PRECISION DATA PRODUCTS	I0000400889	PRINTER TONER	74.95
PREFERRED PRINTING, INC	26586	FIRE DEPT ENVELOPES	140.00
PREFERRED PRINTING, INC	26587	BUSINESS CARDS-ROMAN	37.25
PREFERRED PRINTING, INC	26628	BUSINESS CARDS-HARDIN	59.00
PREFERRED PRINTING, INC	26657	SHIPPING CHARGES	46.76
PRIORITY COMPUTER SERVICES, INC	201313	PC-FIRE DEPT	799.00
REAL PRO SOLUTIONS, LLC	SP227	CCWS-SNOW PLOWING-VANDALIA TOWER	55.00
REAL PRO SOLUTIONS, LLC	SP228	CCWS-SNOW PLOWING-PENN PUMP HOUSES	65.00
REAL PRO SOLUTIONS, LLC	SP229	CCWS-SNOW PLOWING-PENN PUMP HOUSES	65.00
REAL PRO SOLUTIONS, LLC	SP230	CCWS-SNOW PLOWING-VANDALIA TOWER	55.00
REAL PRO SOLUTIONS, LLC	SP232	CCWS-SNOW PLOWING-VANDALIA TOWER	55.00
REAL PRO SOLUTIONS, LLC	SP233	CCWS-SNOW PLOWING-PENN PUMP HOUSES	65.00
RHOADES MCKEE	239773	RCRA-LANDFILL	802.50
RHOADES MCKEE	239481	ENVIRONMENTAL-LANDFILL	1,337.50
SCHERER, JOE DBA LONELY PI	3/14	3/14 INT PMT ACCT 7508450033	6,174.53
SEMCO ENERGY GAS COMPANY	0149089.500	GAS SERVICE 1/3/14-2/3/14	371.54
SEMCO ENERGY GAS COMPANY	0149077.500	GAS SERVICE 1/3/14-2/3/14	1,366.43
SEMCO ENERGY GAS COMPANY	0148809.501	GAS SERVICE 1/3/14-2/3/14	961.67
SEMCO ENERGY GAS COMPANY	0147944.500	GAS SERVICE 1/2/14-1/31/14	144.03
SEMCO ENERGY GAS COMPANY	0346992.502	GAS SERVICE 12/31/13-1/30/14	835.51
SEMCO ENERGY GAS COMPANY	0148902.500	GAS SERVICE 1/3/14-2/3/14	420.89
SEMCO ENERGY GAS COMPANY	0149080.500	GAS SERVICE 1/3/14-2/3/14	998.35
SEMCO ENERGY GAS COMPANY	0146763.501	GAS SERVICE 1/2/14-1/31/14	1,757.46
SHELL OIL COMPANY	065260523402	JANUARY FUEL CHARGES	1,538.20
SLC METER LLC	27504	1" METER SETTINGS	1,060.90
SOUTH BEND UNIFORM	8069	UNIFORMS-MATTIX	65.92
SOUTH BEND UNIFORM	6446	UNIFORMS-STEVENS	123.45
SOUTH BEND UNIFORM	8179	UNIFORMS-BAZAN	125.50
SOUTH BEND UNIFORM	8180	UNIFORMS-KUSA	251.66
SOUTH BEND UNIFORM	6993	UNIFORMS-BROOKS	274.40
STANZ FOODSERVICE, INC	1017356	BOWL CLEANER/GLOVES/MOP HEADS	113.60
STATE OF MICHIGAN	2/11/14	COMPOST FACILITY REGISTRATION RENEWAL	600.00
STETZIK, THOMAS	02/14/2014	UB refund for account: 16-7760-3	158.11
SUPERIOR VAN MOBILITY LLC	81451	#330 LIFT REPAIR	774.30
THE RIDGE COMPANY	549496	COMPRESSOR BELT	21.59
THE RIDGE COMPANY	550795	#PD091 WIPER BLADES	27.98
THE RIDGE COMPANY	548719	#105 HYD HOSE/FITTINGS/ADAPTERS/TRANS	296.80
THE RIDGE COMPANY	549202	#103 WIPER BLADES	43.76
THE RIDGE COMPANY	549880	#10 BATTERY/CORE DEPOSIT	104.71
TRUE, TOYSA	2/10/14	DDA FACADE INCENTIVE-132 S FRONT	1,312.75
USA BLUEBOOK	261848	PORTABLE PUMP/ADAPTER/HOSE	947.56
USA BLUEBOOK	262939	ADAPTER	40.92
USA BLUEBOOK	263306	CREDIT-RETURNED FITTING	(21.98)
VANDERVRIES, EDWARD	3/14	ASSESSING SERVICES 3/14	1,775.00
WEST SIDE TRACTOR SALES	H00562	JD444K LOADER RENTAL	4,185.00
WHITEFORD FORD TRUCKS, INC	1-240350062	#105 ALTERNATOR	169.92
WIGGINS, DANIEL	188028025202	CELL PHONE REIMBURSEMENT 12/24-1/23	60.00
WIGGINS, DANIEL	2/4/14	TRAVEL REIMBURSEMENT-KALAMAZOO	10.28

INVOICE REGISTER FOR CITY OF DOWAGIAC
POST DATES 02/07/2014 - 02/20/2014
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GEN

Vendor	Invoice #	Description	Amount
YEO & YEO PC	327215	PROFESSIONAL SVC RENDERED THROUGH	1,700.00
ZBATTERY.COM, INC	I165788	BATTERIES	28.17
		Total:	<u>580,104.27</u>