

REGULAR MEETING OF THE DOWAGIAC CITY COUNCIL

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

Monday, May 13, 2013, 6:00 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 – April 22, 2013
- QUESTIONS FROM CITY COUNCIL –
- COMMENTS FROM THE AUDIENCE (NON-AGENDA) –
- COMMENTS FROM THE AUDIENCE (AGENDA) –
- COMMUNICATIONS –
1. Buddy Poppy Sales, May 16-25, 2013
- APPOINTMENTS –
1. Airport Board – Recommended by Mayor and offered by Mayor Pro-Tem:
Re-appoint Thomas Ashley for a term expiring May 2018.
 2. Building Authority – Recommended by Mayor and offered by Mayor Pro-Tem:
Re-appoint Mark Westrate for a term expiring May 2019.
 3. Cemetery Board – Recommended by Mayor and offered by Mayor Pro-Tem:
Re-appoint Bob Schuur for a term expiring May 2018.
 4. Design Review Committee – Recommended by Mayor and offered by Mayor Pro-Tem:
Re-appoint Curt Rohdy for a term expiring May 2017.
Re-appoint John Vylonis for a term expiring May 2017.

5. Park & Recreation Board – Recommended by Mayor and offered by Mayor Pro-Tem:
Re-appoint Tom Burling for a term expiring May 2018.
6. Planning Commission – Recommended by Mayor and offered by Mayor Pro-Tem:
Re-appoint Dave Daniels for a term expiring May 2016.

RESOLUTIONS –

1. Resolution to adjust the census urban boundaries.
2. Resolution to authorize the Mayor and City Clerk to enter into agreements for improvements at Russom Park.
3. Resolution to authorize a gaming license for the Lee Memorial Foundation.
4. Resolution to reschedule the May 27, 2013 City Council meeting to May 28, 2013 due to the Memorial Day holiday.
5. Resolution to set a public hearing for May 28, 2013 at 7:00 p.m. to review proposed FY 2013-14 budget.
6. Resolution authorizing the City Manager to enter into a Revolving Loan Fund agreement with James Kramer to aid in the purchase of Woodfire Restaurant.
7. Resolution to authorize and direct the City Treasurer to pay the following bills and payroll due: (Roll Call)

<u>BILLS</u>	<u>PAYROLL (16)</u>	<u>TOTAL</u>
\$498,627.34	\$116,057.07	\$614,684.41

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 April 22, 2013

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

Mayor Lyons led the Pledge of Allegiance to the flag.

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

ABSENT: Councilmember Lori A. Hunt

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

Councilmember Laylin moved and Councilmember Gross seconded that the minutes of the April 8, 2013 meeting be approved.

Approved unanimously.

With no objection from Council, Mayor Lyons declared City Manager Report #1 be added to the agenda following Communications.

PROCLAMATION

1. Proclamation declaring Friday, May 10 through Saturday, May 19, 2013 as “Dogwood Fine Arts Festival” week.

Mayor Lyons read the proclamation and presented it to Councilmember Laylin to be forwarded to the Dogwood Fine Arts Festival.

COMMUNICATIONS

1. White Cane Drive, June 6-8, 2013

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

Approved unanimously.

2. Citywide Carnival Celebration, August 17, 2013

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

Approved unanimously.

From the City Manager:

1. LAWN MOWING BIDS

DOWAGIAC CITY COUNCIL MEETING

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This year the Department of Public Services has taken bids to contract out for lawn mowing services. Attached you will find bids from 10 vendors. The low bid is STC Design, LLC of Niles, MI in the amount of \$61,118.25 for 18 lawn mowings in the city. If there are fewer mowings than 18, the cost will go down. If there are more, the cost will be slightly higher.

The proposal is for one year only so we can fully compare the quality and cost of contracting for lawn mowing services to hiring staff, maintaining equipment and other associated costs for internally providing the same service.

RECOMMENDATION

I recommend that City Council authorize to contract with STC Design, LLC in the amount of \$61,118.25.

Councilmember Dodd moved and Councilmember Schuur seconded that the recommendation of the City Manager be adopted.

ADOPTED unanimously.

RESOLUTIONS

1. Resolution to authorize the transfer of property from Dowagiac Union Schools to the City of Dowagiac.

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

WHEREAS, the City of Dowagiac and the Dowagiac Union Schools (DUS) highly value opportunities to cooperate to improve the quality of life for the residents of Dowagiac; and

WHEREAS, with the closing and sale of McKinley Elementary School the adjacent playground property still owned by DUS has been closed to public use; and

WHEREAS, the attached map depicts the property owned by DUS; and

WHEREAS, the City of Dowagiac has interest in the continuance of the playground which would provide recreational opportunity for children in the nearby residential area; and

WHEREAS, the City of Dowagiac and Dowagiac Union Schools have negotiated terms and conditions for the transfer of the playground property to the City for use as a community playground.

DOWAGIAC CITY COUNCIL MEETING

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NOW, THEREFORE, BE IT RESOLVED that the City of Dowagiac, by affirmative vote of its City Council, does hereby adopt and approve the "Real Estate Purchase Agreement" as attached hereto and by reference made a part hereof, including all the terms and conditions as provided therein.

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

ADOPTED unanimously.

2. Resolution to renew a lease agreement with Nancy Shufelt for the City-owned property known as Twistee's.

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

WHEREAS, the City of Dowagiac owns property at 225 South Front Street, and;

WHEREAS, the City and Nancy Shufelt have negotiated a lease agreement that provides for renewal of the lease of the property for operation of Twistee's that is hereby recommended for approval.

NOW, THEREFORE, BE IT RESOLVED that the City of Dowagiac, by affirmative vote of its City Council, does hereby adopt and approve a lease renewal agreement with Nancy Shufelt for use of space at 225 South Front Street, a copy of which is attached hereto as Exhibit "A."

BE IT FURTHER RESOLVED that the Mayor be authorized and directed to execute said agreements on behalf of the City of Dowagiac.

ADOPTED unanimously.

3. Resolution to change the meeting time for the May 13th City Council meeting from 7:00 p.m. to 6:00 p.m. due to the Dogwood Fine Arts Festival event schedule.

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

WHEREAS, in the month of May there are local festivals that fall on regularly scheduled meeting days; and

WHEREAS, the regularly scheduled City Council meeting for May 13, 2013 falls during Dogwood Fine Arts Festival week of May 10-19; and

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WHEREAS, in an effort to eliminate a conflict for the public and elected officials who desire to attend the Dogwood Festival event on May 13th, the Mayor and Council desire to reschedule the May 13th meeting time from 7:00 p.m. to 6:00 p.m.; and

WHEREAS, the rescheduling of this Council meeting will not have an adverse effect on the conduct of City business.

NOW, THEREFORE, BE IT RESOLVED that the Dowagiac City Council hereby reschedules the Monday, May 13, 2013 City Council meeting from 7:00 p.m. to 6:00 p.m.

ADOPTED unanimously.

4. Resolution authorizing budget amendments for FY 2012-13 through the period March 31, 2013.

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

WHEREAS, the City administration has reviewed the attached budgets for the 2012-13 fiscal year and the actual revenues and expenditures through March 31, 2013; 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.

5. Resolution to declare May 11, 2013 as National Train Day.

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

WHEREAS, Amtrak provided statewide passenger rail travel to over ¾ million Michigan travelers in 2011; and

WHEREAS, for Dowagiac area residents, Amtrak represents the only major passenger transportation link to the rest of the country; and

WHEREAS, on May 10, 1869 the "golden spike" was driven into the final tie at Promontory Summit, Utah to join the Central Pacific and the Union Pacific Railroads, ceremonially completing the first transcontinental railroad and therefore connecting both coasts of the United States; and

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WHEREAS, the City of Dowagiac embraces Amtrak's invitation to Discover the Rail WaySM; and

WHEREAS, we recognize and celebrate the pivotal role that a robust intercity passenger rail system can provide for better mobility for persons of all abilities.

NOW, THEREFORE, the City Council of the City of Dowagiac does hereby proclaim May 11, 2013, as *National Train Day*.

BE IT FURTHER RESOLVED that copies of this resolution be transmitted to the Michigan Association of Railroad Passengers, Amtrak, and the Michigan Environmental Council.

ADOPTED unanimously

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

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

WHEREAS, the following information has been reviewed by the City Manager and City Treasurer and is being presented to City Council with a recommendation to approve invoices and payroll #15 for the period ending 4/18/13:

Invoices: 588,428.99
Payroll: 169,302.07
Total: \$757,731.06

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
\$588,428.99	\$169,302.07	\$757,731.06

ADOPTED on a roll call vote.

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

Nays: None (0)

Absent: One (1) Hunt

Abstain: None (0)

RESOLUTIONS, Continued (CLOSED SESSION)

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7. Resolution to adjourn to a closed session to meet with the City Manager and City Attorney to discuss negotiations related to the purchase of real property.

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

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

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

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

ADOPTED on a roll call vote.

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

Nays: None (0)

Absent: One (1) Hunt

Abstain: None (0)

TIME 7:22p.m.

LATER: 7:57p.m.

Upon motion by Councilmember Laylin and seconded by Councilmember Schuur, the Dowagiac City Council adjourned at 7:57 p.m.

Donald D. Lyons, Mayor

James E. Snow, City Clerk



April 25, 2013

To the City of Dowagiac,

Veterans of Foreign Wars Post 1855 and Ladies Auxiliaries request permission for the annual sale of Buddy Poppy from May 16 to 25, 2012³. Rain date is included within these days.

Proceeds are used for relief work which includes our overseas troops and their families.

Thank you for considering our request for this important work of the Veterans of Foreign Wars.

Carl Bick
VFW Post 1855

Ann M. Bick
Buddy Poppy Chairmen

**CITY OF DOWAGIAC
EVENT APPROVAL FORM**

Name of Event: Buddy Poppy Sales
Date(s) of Event: May 16-25, 2013
Sponsoring Organization: Veterans of Foreign Wars Post 1855 & Ladies Auxiliaries
Contact Person(s): Carl Biek and Ann Biek, Chairmen
Contact Person's Telephone: 782-0896

CITY MANAGER:

Final Approval Denial

Comments: _____

Signature _____ Date _____

Department Heads:

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

DEPARTMENT OF PUBLIC SAFETY:

Approval Approval with conditions Denial

Comments: _____

Signature Tim Aker Date 5-1-13

DEPARTMENT OF PUBLIC SERVICES:

Approval Approval with conditions Denial

Comments: _____

Signature James Bradford Date 5-1-13

DOWNTOWN DEVELOPMENT AUTHORITY:

Approval Approval with conditions Denial

Comments: _____

Signature J. Ruppel Date 5-2-13

CITY OF DOWAGIAC

MEMO TO: Mayor Lyons and City Council Members

FROM: Kevin P. Anderson, City Manager

DATE: May 10, 2013

SUBJECT: Proposed Adjusted Census Urban Boundaries

Attached for your consideration is a memo from Rozanne Scherr relating to the small urban proposed boundary change in response to the 2010 adjusted census.

RECOMMENDATION

Approve the resolution of agreement for the adjusted census urban boundary establishment and revision.

Support Documents:

- Cover Memo-City Mgr.
- Resolution
- Map
- Statement of Agreement

CITY OF DOWAGIAC

Interdepartmental Memo

TO: Kevin Anderson, City Manager

FROM: Rozanne Scherr, HR Director/ACM

DATE: May 3, 2013

RE: Proposed Adjusted Census Urban Boundaries

Following each 10-year US Census, federal law allows the Michigan Department of Transportation, in cooperation with the responsible local officials, the opportunity to review, update and adjust urban area boundaries in areas with more than 5,000 in population. For purposes of this review, included in our area are the Cass County Road Commission, City of Dowagiac and Dial-A-Ride Transit.

As you may recall, the Adjusted Census Urban Boundary (ACUB) governs the type or source of funding available for road improvements in urban areas. This designated boundary sets the dividing line between urban and rural roads and affects the distributions of monies from the Michigan Transportation Fund (Act 51).

Reviews and updates have been completed by all agencies and the attached map shows the proposed adjusted boundaries. Minimal changes were made to the boundaries with the one noted change being the adjustment to reflect the expansion of the city boundary off Pokagon Street for the industrial park. City Council must now formally approve the ACUB and the resolution must be signed by both the City Clerk and the Transit Coordinator then forwarded to MDOT. It is acceptable for the Road Commission to mail in separate forms reflecting their concurrence with the adjusted boundaries.

As previously mentioned, a copy of the map for the proposed adjusted area is included with this memo along with the resolution for Council consideration.

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

MICHIGAN DEPARTMENT OF TRANSPORTATION

**STATEMENT OF AGREEMENT
FOR
ADJUSTED CENSUS URBAN BOUNDARY
ESTABLISHMENT AND REVISION**

Section 101(a) amended of Title 23, United States Codes, states that the boundary locations for urban and urbanized areas shall be fixed by responsible state and local officials in cooperation with each other.

The undersigned hereby certify that these provisions have been complied with in establishing

the adjusted census urban boundary locations for the _____
Urban/Urbanized Area.

Name, Title

Date

Agency

Name, Title

Date

Agency

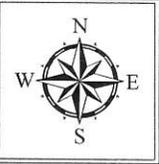
Name, Title

Date

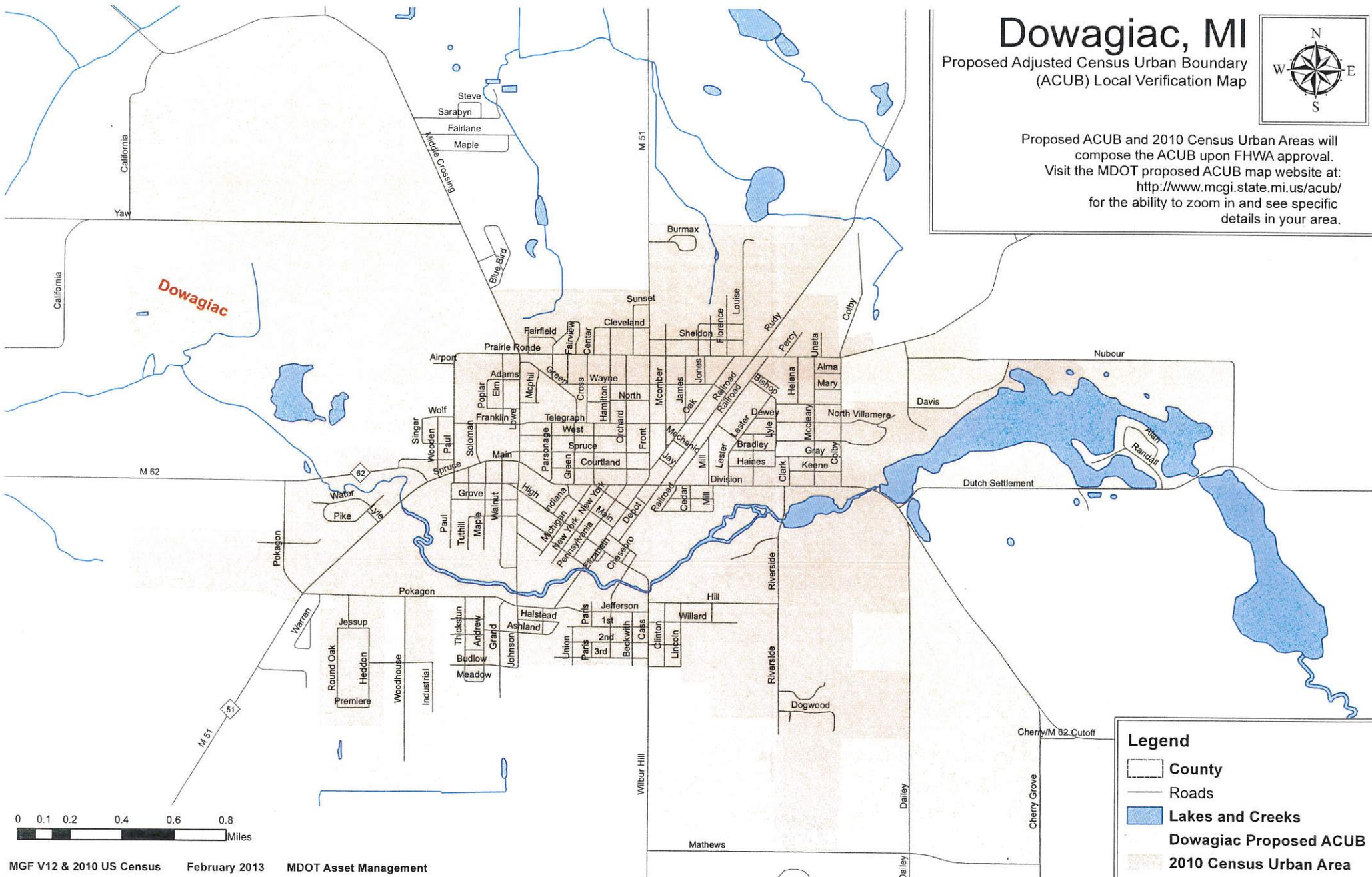
Agency

Dowagiac, MI

Proposed Adjusted Census Urban Boundary
(ACUB) Local Verification Map



Proposed ACUB and 2010 Census Urban Areas will
compose the ACUB upon FHWA approval.
Visit the MDOT proposed ACUB map website at:
<http://www.mcgi.state.mi.us/acub/>
for the ability to zoom in and see specific
details in your area.



Dowagiac



Legend

- County
- Roads
- Lakes and Creeks
- Dowagiac Proposed ACUB
- 2010 Census Urban Area

CITY OF DOWAGIAC

MEMO TO: Mayor Lyons and City Council Members

FROM: Kevin P. Anderson, City Manager

DATE: May 10, 2013

SUBJECT: Russom Park Bid Award

Design, bids and all the MDNR approvals are completed and the City is now ready to award a contract for improvements to Russom Park that were specified in our grant application. In total, 75% of the project will come from grant funds and 25% will come from local capital project funds.

The improvements in this contract will be to create parking lots, improve drainage and build walking trails. The playground portion of the project will be bid separately. Silver Creek Township has a similar grant so, in total, there will nearly \$800,000 of improvements to the Russom Park over the next 12 months with \$600,000 of the funding coming from grant funds.

The recommended bidder is Lounsbury Excavating, Inc. of Paw Paw, Michigan in the amount of \$310,620.00.

RECOMMENDATION

Approve the resolution and agreement with Lounsbury Excavating, Inc. in the amount of \$310,620.00 for the Russom Park development.

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

MEMO

TO: Mayor, Council Members and City Manager

FROM: Gary Carlile, Airport Director

DATE: May 7, 2013

RE: Russom Park –Award of Bid

Attached is a report regarding the bids for Russom Park. The DNR has approved our recommendation of award to Lounsbury Excavating of Paw Paw, Michigan in the amount of \$310,620.00 based upon the addendums outlined in the report. The Council may now authorize the Mayor and Clerk to sign the contracts when we receive them from our consulting firm, OCBA of Kalamazoo.

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

WHEREAS, the City of Dowagiac and Silver Creek Township have engaged in a cooperative effort to expand and improve the recreation and community park facilities at Russom park; and

WHEREAS, both the City and Silver Creek have applied for and received significant grant funds through the Michigan Natural Resource Trust Fund to make improvements at Russom Park; and

WHEREAS, competitive bids have been received and reviewed by both staff and the Michigan Department of Natural Resources; and

WHEREAS, the Russom Park Committee has reviewed and recommended the attached contract with Lounsbury Excavating of Paw Paw, Michigan in the amount of \$310,620.00.

NOW, THEREFORE, BE IT RESOLVED that City Council does hereby authorize the Mayor and Clerk to execute agreements with Lounsbury Excavating for improvements to Russom Park.

ADOPTED/REJECTED

Russom Park Bid Tabulation

The bids received for Russom Park all came in over the **original estimated budget of \$327,803.00** not including contingent costs of \$17,765.00 and testing costs of \$5,000.00. The bids as originally received are summarized below:

Cripps-Fontaine Kalamazoo	\$376,300.00
Northern Construction Niles	\$358,340.00
Katerburg-Verhange Grand Rapids	\$335,100.00
Lounsbury Excavating Paw Paw	\$328,000.00

Through discussions with our consulting firm OCBA of Kalamazoo and the low bidder **Lounsbury Excavating**, the following addendums were developed in order to bring the bid more in line with budget:

Post Bid Addendum 1

A. Revise Parking Lot Grading

The original plans called for a grade of 1.5% to be maintained, the addendum increases that grade to 2% still meeting ADAAG requirements.

Savings \$9,685.00

B. Concrete Removal

Remove all concrete flatwork and interior cement curbing from the project and replace flatwork with asphalt paving.

Savings \$7,895.00

C. Asphalt Path Revisions

Revise asphalt path mix from MDOT 36A to MDOT 13A.

Savings \$300.00

TOTAL SAVINGS	\$ 17,880.00
REVISED BID WITH ADDENDUMS	\$310,620.00
REVISED BID W/CONTINGENT AND TESTING	\$333,385.00
ORIGIONAL BUDGET	\$327,803.00
DIFFERENCE	\$ - 5,582.00

Although the actions outlined above still leave the project under-funded by \$5,582.00 when considering contingent and testing costs, **it is recommended to award the contract including the post bid addendums outlined above to Lounsbury Excavating, Inc. of Paw Paw, Michigan in the amount of \$310,620.00.** The Michigan Department of Natural Resources, Grants Division has reviewed this recommendation and we have received their approval.

Given the excellent site conditions of flat topography and good soil profiles we are confident the project can be accomplished with minimum problems and feel further reductions at this point are unwarranted. Should a need arise and if contingent costs fall short (which our consultants feel highly unlikely), it would be possible to reduce the number of trees planted without affecting project quality (currently 42 are shown on the plan at an average cost of \$350.00 each). This decision will not be made without the approval of the DNR.

I am confident the adjustments made in the project will not affect its end quality and the needs of the users will be fully met.

The Dowagiac Baseball Association has advised me that their league ends June 20. Lounsbury Excavating has been advised that construction can therefore begin June 24; however, we have not yet had confirmation of a start date. The project is anticipated to last 90 days.

The final component of the project, the development of a fully accessible play area including surfacing which meets ADAAG standards, is in the planning stages by the Russom Park Committee. The playground is to straddle the City/Township property line and is currently budgeted at \$82,500.00 (City \$27,500.00 Township \$55,000.00). However, utilizing the "community build concept" where the successful playground manufacturer/bidder coordinates the construction of the play area utilizing their staff in specialized roles in conjunction with volunteers from the community at large as well as service clubs, it is expected that the budget savings will be in the 35-40% area allowing a more diverse structure. It is anticipated the play area can be completed yet this season.

Gary A. Carlile
Grant Coordinator

Enclosures: PR1911-1
Bid Tabulation

CITY OF DOWAGIAC

MEMO TO: Mayor Lyons and City Council Members

FROM: Kevin P. Anderson, City Manager

DATE: May 10, 2013

SUBJECT: Lee Memorial Foundation Request for Charitable Gaming License

It is quite common for not-for-profit organizations to run events and activities that fall under the category of gaming as defined by the State of Michigan Charitable Gaming Commission. Lee Memorial Foundation is seeking permission from the State of Michigan to hold a raffle during their second annual wine and beer tasting event.

City Council does not control any of the activities or approvals, however, the City Council by resolution must acknowledge that Lee Memorial Foundation “be recognized as a not-for-profit organization operating in the community for the purpose of obtaining charitable gaming licenses.” Lee Memorial Foundation must still apply under the rules set forth and administered by the State of Michigan Charitable Gaming Commission.

RECOMMENDATION

Approve the resolution for a charitable gaming license for Lee Memorial Foundation.

Support Documents:

- Cover Memo-City Mgr.
- Resolution
- Request Letter



Charitable Gaming Division
 Box 30023, Lansing, MI 48909
 OVERNIGHT DELIVERY:
 101 E. Hillsdale, Lansing MI 48933
 (517) 335-5780
 www.michigan.gov/cg

Resolution #3
 May 13, 2013

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES
 (Required by MCL.432.103(K)(ii))

At a Regular meeting of the Dowagiac City Council
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by Mayor Donald D. Lyons on May 13, 2013
DATE

at 6:00 pm a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from Lee Memorial Foundation of Dowagiac,
NAME OF ORGANIZATION CITY

county of Cass, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for Approval.
APPROVAL/DISAPPROVAL

APPROVAL

DISAPPROVAL

Yeas: _____

Yeas: _____

Nays: _____

Nays: _____

Absent: _____

Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the _____ at a _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on _____
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.
 PENALTY: Possible denial of application.
 BSL-CG-1153(R6/09)

420 West High Street
Dowagiac, MI 49047
(269) 783-3083

April 24, 2013

City of Dowagiac
Mr. Jim Snow
City Clerk
241 South Front Street
Dowagiac, MI 49047

Dear Mr. Snow:

The Lee Memorial Foundation is applying for a raffle license to be used at their 2nd Annual Wine and Beer Tasting Event. The State of Michigan has asked that we submit a copy of a resolution passed by our local government stating that our organization is a recognized nonprofit organization in the community.

I have enclosed a copy of the form the State of Michigan requires that you complete. I have also enclosed a letter from the IRS as proof of our nonprofit status.

Thank you for your assistance in this matter. If you have any questions please don't hesitate to contact me at (269)783-3026.

Sincerely,



Beth J. Cripe
Lee Memorial Foundation

CITY OF DOWAGIAC

MEMO TO: Mayor Lyons and City Council Members

FROM: Kevin P. Anderson, City Manager

DATE: May 10, 2013

SUBJECT: City Council Meeting Date Rescheduling

A resolution is on Monday's agenda to reschedule the May 27th City Council meeting to May 28th due to the Memorial Day holiday. City offices will be closed.

RECOMMENDATION

Approve the resolution as presented.

Support Documents:

Cover Memo-City Mgr.
Resolution

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

WHEREAS, the regularly scheduled City Council meeting for Monday, May 27, 2013 falls during the Memorial Day holiday; and

WHEREAS, in an effort to eliminate a conflict for the public and elected officials because City offices are closed on May 27th, the Mayor and Council desire to reschedule the May 27th meeting to Tuesday, May 28th at 7:00 p.m.; and

WHEREAS, the rescheduling of this Council meeting will not have an adverse effect on the conduct of City business.

NOW, THEREFORE, BE IT RESOLVED that the Dowagiac City Council hereby reschedules the Monday, May 27, 2013 City Council meeting to Tuesday, May 28, 2013 at 7:00 p.m.

ADOPTED/REJECTED

CITY OF DOWAGIAC

MEMO TO: Mayor Lyons and City Council Members

FROM: Kevin P. Anderson, City Manager

DATE: May 10, 2013

SUBJECT: FY 2013-14 Proposed Budget – Set Public Hearing

City Council has received a copy of the proposed FY 2013-14 budget and has begun the review of the City's current fiscal condition and budget options. The next step of the process is to hold a public hearing. Once the hearing has been held, Council will be in a position to finalize the budget at the May 28, 2013 Council meeting.

This resolution acknowledges receipt of the budget in accordance with the Charter and establishes a public hearing on the proposed budget. The recommended date for this hearing is May 28, 2013, as part of your regular Council agenda.

RECOMMENDATION

Approve the resolution relating to the FY 2013-14 budget.

Support Documents:

- Cover Memos-City Mgr.
- Resolution
- Budget Information

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the Dowagiac City Council acknowledges that the tentative budget for the fiscal year ending September 30, 2014 has been received for further review by the City Council.

BE IT FURTHER RESOLVED that the City Clerk be instructed to place on display copies of this proposed budget and to publish notice of a public hearing thereon at least six (6) days in advance of the May 28, 2013 City Council Meeting.

ADOPTED/REJECTED

CITY OF DOWAGIAC
MEMO

TO: Mayor Lyons and City Council Members

FROM: Kevin P. Anderson, City Manager

DATE: May 10, 2013

RE: FY 2013-14 Budget

Attached you will find the City Manager's recommended budget for the Fiscal Year 2013-14, which will begin October 1, 2013. The budget is presented by fund and you will see comparison years from two prior fiscal years, the current year's budget, current year expenditures through April 2013 and the recommended budget.

General Budget Topics:

In general, the budget proposal can be classified as status quo since no new initiatives are property tax revenue; state-shared revenue and EVIP revenue streams continue to remain a challenge. Projections are as follows: property taxes are expected to stop their decline and remain at about the same level as last year; constitutional state shared revenues will rise slightly, and EVIP revenues have the potential to remain the same. Also, the budget reflects a reduction of funds received from drug forfeitures that was used to fund a school resource/truancy officer for the past two years. The funding source for this officer is depleted and the position is not in the proposed budget. However, efforts are being made to establish funding for this officer and the budget can be amended if these efforts prove successful.

The challenge that continues is to assess how services are delivered to the community and find new ways to deliver the service when revenues have fallen and remain flat. Investment in infrastructure needs continue and the current budget does allow for capital projects for roads and utilities at similar levels to the previous year.

The largest challenge for next year continues to be the Solid Waste Fund. The MDEQ no longer tests the groundwater and wells in and around the former Nubour Landfill and that responsibility now rests with the City of Dowagiac. For the past two years we have used the fund balance to pay for these new costs, but it is clear that, in spite of other cuts within solid waste, the current revenue stream will not support this new obligation any longer. Therefore, the proposed budget includes an increase in the Solid Waste tax levy to fund what will clearly be a continuing annual, long-term solid waste cost.

Finally, the cost of purchased power is increasing so a 1.5% electric rate increase is necessary to maintain current service levels. Also, a 1.5% increase in sewer rates is proposed so that the improvement program for lift stations can be continued. No change in the water rate is necessary at this time.

General Fund

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

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

Special Revenue Funds

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

Enterprise Funds

Combined enterprise funds are the largest revenues and expenditures for the City. The enterprise funds consist of the electric, water, sewer, as well as the DART operations. Costs to operate the wastewater treatment plant are shared with the Village of Cassopolis, Sister Lakes and Indian Lake utilities. Revenues and expenditures in these funds have stabilized.

Beginning last year the goal has been to steadily improve the funding for the capital side of the water and sewer funds. The plant and pipes are showing their age and several improvements will need to be made for efficiency and to make sure that pollution controls and safe drinking water are in place. User fees are reviewed annually in an effort to assure that revenues are sufficient to support the necessary expenditures of the utilities.

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

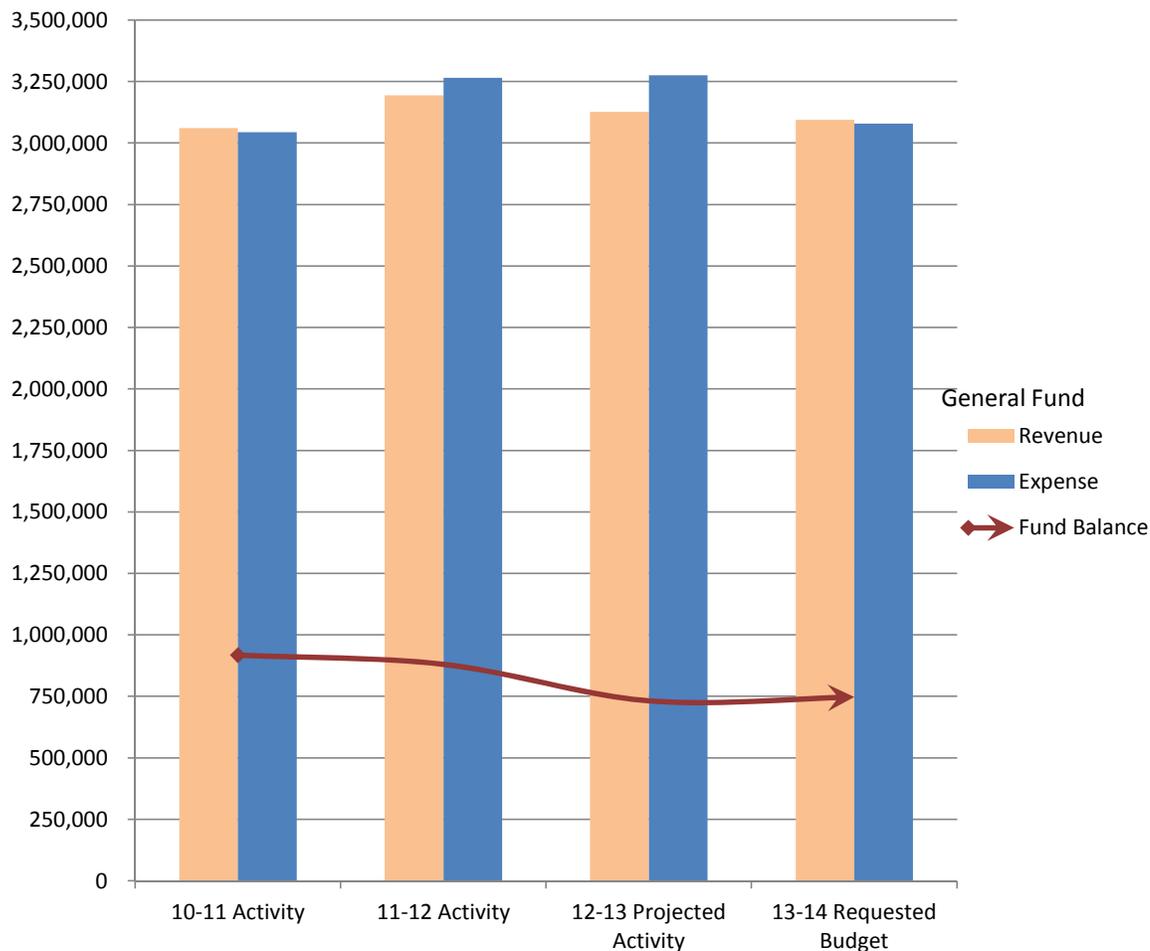
Trust and Agency Funds

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

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

GENERAL FUND

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



GL NUMBER	DESCRIPTION	10-11 ACTIVITY	11-12 ACTIVITY	12-13 PROJECTED ACTIVITY	13-14 REQUESTED BUDGET
Fund 101 - GENERAL FUND					
ESTIMATED REVENUES					
Dept 191-ELECTIONS			2,722		
Dept 212-TAXES/ADMINISTRATIVE FEES		1,694,686	1,621,999	1,647,000	1,642,000
Dept 213-INTEREST/MISCELLANEOUS		31,360	9,957	8,500	6,500
Dept 214-CITY HALL OPERATIONAL OVERHEAD		74,609	74,615	74,635	74,800
Dept 216-LICENSES & PERMITS		52,745	55,487	54,725	56,980
Dept 263-MUNICIPAL BUILDING				40	30
Dept 265-GROUNDS MAINTENANCE		28,872	40,968	28,500	31,000
Dept 276-CEMETERY		41,748	43,851	33,000	41,900
Dept 299-STATE REVENUE SHARING		592,444	635,668	550,000	635,000
Dept 301-POLICE		250,204	387,253	367,900	312,380
Dept 316-SCHOOL CROSSING GUARD		1,857	1,857	1,860	1,860
Dept 336-FIRE		153,463	162,726	96,820	108,150
Dept 371-BUILDING/PLANNING/CUSTOMER SERVICE		84,134	8,609	39,800	33,500
Dept 537-AIRPORT		54,903	58,914	56,180	58,500
Dept 804-MUSEUM			90,226	168,800	92,000
TOTAL ESTIMATED REVENUES		3,061,025	3,194,852	3,127,760	3,094,600
APPROPRIATIONS					
Dept 100-		39	(1)	10	10
Dept 101-MAYOR CITY COUNCIL		11,098	20,528	15,475	15,560
Dept 172-CITY MANAGER		119,013	105,904	115,500	107,310
Dept 191-ELECTIONS		3,002	13,634	7,465	7,700
Dept 192-ELECTIONS (CONSOLIDATED)		11		200	
Dept 201-FINANCE		51,744	58,839	51,560	70,240
Dept 209-ASSESSOR		30,994	29,748	34,250	30,940
Dept 210-CITY ATTORNEY		7,210	6,725	12,000	12,000
Dept 215-CITY CLERK		49,373	45,627	59,046	54,880
Dept 263-MUNICIPAL BUILDING		151,627	143,904	150,275	159,700
Dept 265-GROUNDS RECREATION FEES/MAINTENANCE		257,944	232,923	221,535	203,130
Dept 301-POLICE		1,185,996	1,146,770	1,077,020	1,030,850
Dept 302-CASS COUNTY DRUG ENFORCEMENT TEAM		247,673	260,255	264,475	268,290
Dept 303-PART-TIME POLICE			47,700	41,015	32,840
Dept 316-SCHOOL CROSSING GUARD		7,588	6,852	6,250	7,610
Dept 336-FIRE		555,858	584,965	475,370	527,515
Dept 371-BUILDING/PLANNING/CUSTOMER SERVICE		141,352	116,585	125,090	109,910
Dept 448-PARKING LOTS/SIDEWALKS		4,114	975	13,175	9,630
Dept 487-BOND PAYMENTS			116,717	117,150	116,000
Dept 537-AIRPORT		59,123	75,854	64,460	69,580
Dept 804-MUSEUM			171,142	270,045	90,845
Dept 941-CONTINGENCY				60,000	60,000
Dept 951-HEALTH INSURANCE		(4,308)	(4,359)		
Dept 953-UNEMPLOYMENT REIMBURSEMENT		7,419	16,550	5,000	10,000
Dept 954-INSURANCE		30,562	9,362	28,500	30,000
Dept 985-TRANSFERS		126,476	59,024	61,500	54,500
TOTAL APPROPRIATIONS		3,043,908	3,266,223	3,276,366	3,079,040

NET OF REVENUES/APPROPRIATIONS - FUND 101	17,117	(71,371)	(148,606)	15,560
BEGINNING FUND BALANCE	901,768	920,781	882,120	733,514
FUNDING BALANCE ADJUSTMENTS		32,710		
ENDING FUND BALANCE	918,885	882,120	733,514	749,074

GENERAL FUND REVENUES BY TYPE

The City of Dowagiac's General Fund revenue comes from a variety of sources, the largest of which comes from property taxes. Approximately 53 percent of all General Fund revenue comes from tax on real property, personal property and payment in lieu of taxes. Due to state legislation, the tax on real property remains quite steady each year. The General Fund revenue mix continues to rely on payment in lieu of taxes from all of the City's Enterprise Funds. Payment in lieu of taxes are budgeted in the amount of 12.63 percent of all General Fund revenues. State Shared Revenue are projected to increase for FY 2013-14 but the exact amount has yet to be determined by the legislature.

TAXES/ADMINISTRATIVE FEES

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

INTEREST/MISCELLANEOUS

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

CITY HALL OPERATIONAL OVERHEAD

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

LICENSES AND PERMITS

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

GROUNDS/RECREATION FEES/MAINTENANCE

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

CEMETERY

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

STATE REVENUE SHARING

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

POLICE

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

SCHOOL CROSSING GUARDS

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

FIRE

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

BUILDING/PLANNING

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

AIRPORT

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

MUSEUM

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

FUND BALANCE ALLOCATION

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

GENERAL FUND EXPENDITURES (Appropriations) BY TYPE

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

GENERAL FUND – REVENUES AND EXPENDITURES – FUND 101

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

MAYOR AND CITY COUNCIL – DEPARTMENT 101

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

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

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

CITY MANAGER – DEPARTMENT 172

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

ELECTIONS – DEPARTMENT 191

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

ELECTIONS (CONSOLIDATED) – DEPARTMENT 192

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

FINANCE – DEPARTMENT 201

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

ASSESSOR – DEPARTMENT 209

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

CITY ATTORNEY – DEPARTMENT 210

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

CITY CLERK – DEPARTMENT 215

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

MUNICIPAL BUILDING – DEPARTMENT 263

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

GROUNDS DEPARTMENT – DEPARTMENT 265

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

POLICE – DEPARTMENT 301

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

CASS COUNTY DRUG ENFORCEMENT TEAM – DEPARTMENT 302

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

SCHOOL CROSSING GUARD – DEPARTMENT 316

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

FIRE – DEPARTMENT 336

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

BUILDING – DEPARTMENT 371

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

PARKING LOTS/SIDEWALKS – DEPARTMENT 448

The Parking Lots/Sidewalk area of the budget provides for maintenance and repair activities of parking lots and sidewalks in the city.

AIRPORT – DEPARTMENT 537

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

MUSEUM – DEPARTMENT 804

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

CONTINGENCY – DEPARTMENT 941

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

HEALTH INSURANCE – DEPARTMENT 951

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

UNEMPLOYMENT INSURANCE – DEPARTMENT 953

The City self funds unemployment insurance.

TRANSFERS – DEPARTMENT 985

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

SPECIAL REVENUE FUNDS

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

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

The Sidewalk Replacement Fund accounts for revenues and expenses associated with the City's Sidewalk Replacement Program.

The Solid Waste Fund accounts for the revenues and expenses associated with the operation of the City's Compost site including the tax levy that is solely designated for this purpose. The current millage rate for this tax is 1.4 mills.

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

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

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

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

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

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

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

The Depot Fund accounts for revenues and expenses associated with the Depot Building.

GL NUMBER	DESCRIPTION	10-11 ACTIVITY	11-12 ACTIVITY	12-13 PROJECTED ACTIVITY	13-14 REQUESTED BUDGET
Fund 202 - MAJOR STREETS					
ESTIMATED REVENUES					
Dept 463-PAVED STREET PRESERVATION					
Dept 476-STREET REVENUES					
		328,274	327,634	365,020	309,800
TOTAL ESTIMATED REVENUES		328,274	327,634	365,020	309,800

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

APPROPRIATIONS					
Dept 448-PARKING LOTS/SIDEWALKS/BIKE PATHS					
				48,900	
Dept 463-PAVED STREET PRESERVATION					
	117,220	87,599	101,745	106,790	
Dept 468-ROUNTINE MAINT CURB/GUTTER					
			300	300	
Dept 469-ROUNTINE MAINT CATCH BASINS					
	1,516	5,882	3,700	4,940	
Dept 473-ROUNTINE MAINT BRIDGES					
	2,050		3,300	3,200	
Dept 475-TRAFFIC SERVICES					
	18,913	16,872	20,010	23,120	
Dept 479-SNOW & ICE					
	23,723	15,893	53,105	49,080	
Dept 483-ADMINISTRATIVE					
	27,811	27,676	43,315	31,655	
Dept 485-FUND TRANSFERS					
	99,232	151,181	103,115	93,000	
Dept 486-MAINT OF STATE TRUNKLINE					
	21,962	15,687	43,295	43,740	
TOTAL APPROPRIATIONS		312,427	320,790	420,785	355,825

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

NET OF REVENUES/APPROPRIATIONS - FUND 202	15,847	6,844	(55,765)	(46,025)
BEGINNING FUND BALANCE	99,465	165,313	173,979	118,214
FUNDING BALANCE ADJUSTMENTS		1,822		
ENDING FUND BALANCE	115,312	173,979	118,214	72,189

GL NUMBER	DESCRIPTION	10-11 ACTIVITY	11-12 ACTIVITY	12-13 PROJECTED ACTIVITY	13-14 REQUESTED BUDGET
Fund 203 - LOCAL STREETS					
ESTIMATED REVENUES					
Dept 476-STREET REVENUES		212,494	216,811	188,000	223,500
TOTAL ESTIMATED REVENUES		212,494	216,811	188,000	223,500

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

APPROPRIATIONS					
Dept 463-PAVED STREET PRESERVATION		131,841	148,623	114,995	103,840
Dept 464-ROUTING MAINT UNPAVED STREET		2,580	902	2,275	1,720
Dept 465-ROUTINE MAINT ALLEY		2,997	8,003	6,735	6,100
Dept 468-ROUTINE MAINT CURB/GUTTER				500	500
Dept 469-ROUTINE MAINT CATCH BASINS		9,180	35,638	28,990	23,450
Dept 473-ROUTINE MAINT BRIDGES				700	700
Dept 475-TRAFFIC SERVICES		7,491	7,846	9,220	8,980
Dept 479-SNOW & ICE		46,090	23,710	37,795	48,180
Dept 483-ADMINISTRATIVE		29,661	31,246	42,970	29,205
TOTAL APPROPRIATIONS		229,840	255,968	244,180	222,675

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

NET OF REVENUES/APPROPRIATIONS - FUND 203	(17,346)	(39,157)	(56,180)	825
BEGINNING FUND BALANCE	59,907	42,560	5,078	(51,102)
FUNDING BALANCE ADJUSTMENTS	(1)	1,675		
ENDING FUND BALANCE	42,560	5,078	(51,102)	(50,277)

GL NUMBER	DESCRIPTION	10-11 ACTIVITY	11-12 ACTIVITY	12-13 PROJECTED ACTIVITY	13-14 REQUESTED BUDGET
Fund 208 - PARKS					
ESTIMATED REVENUES					
Dept 718-INFRASTRUCTURE		13,279	34,622	258,460	1,000
TOTAL ESTIMATED REVENUES		13,279	34,622	258,460	1,000

Estimated Revenues: The Parks Fund accounts for revenues related to grants, interest earned on reserves, and Park donations as well as transfers from various City funds.

APPROPRIATIONS					
Dept 718-INFRASTRUCTURE		6,466	26,766	277,200	5,600
TOTAL APPROPRIATIONS		6,466	26,766	277,200	5,600

Appropriations: The Parks Fund accounts for the expenditures associated with contractual and professional services rendered, site maintenance and improvements as well as miscellaneous and capital items.

NET OF REVENUES/APPROPRIATIONS - FUND 208		6,813	7,856	(18,740)	(4,600)
BEGINNING FUND BALANCE		834	7,647	15,503	(3,237)
ENDING FUND BALANCE		7,647	15,503	(3,237)	(7,837)

GL NUMBER	DESCRIPTION	10-11 ACTIVITY	11-12 ACTIVITY	12-13 PROJECTED ACTIVITY	13-14 REQUESTED BUDGET
Fund 218 - SIDEWALK REPLACEMENT PROGRAM					
ESTIMATED REVENUES					
Dept 269-		8,000	5,000	5,000	5,000
	TOTAL ESTIMATED REVENUES	8,000	5,000	5,000	5,000

Estimated Revenues: The Sidewalk Replacement Fund accounts for the revenues from the homeowner's share (25% per Article IV, Sec. 70-86 of City Code) in cost for the replacement of sidewalk in front of their residence, as well as interest earned, and transfers from the General Fund for the program.

APPROPRIATIONS					
Dept 269-		2,913	5,539	5,000	5,000
	TOTAL APPROPRIATIONS	2,913	5,539	5,000	5,000

Appropriations: The Sidewalk Replacement Fund accounts for the expenditures associated with contractual and professional services rendered, and the City share (75%) of the cost for construction.

NET OF REVENUES/APPROPRIATIONS - FUND 218	5,087	(539)		
BEGINNING FUND BALANCE	17,315	22,401	21,861	21,861
ENDING FUND BALANCE	22,401	21,861	21,861	21,861

GL NUMBER	DESCRIPTION	10-11 ACTIVITY	11-12 ACTIVITY	12-13 PROJECTED ACTIVITY	13-14 REQUESTED BUDGET
Fund 226 - SOLID WASTE					
ESTIMATED REVENUES					
Dept 523-REFUSE REMOVAL		126,098	158,036	154,000	254,000
TOTAL ESTIMATED REVENUES		126,098	158,036	154,000	254,000

Estimated Revenues: The Solid Waste Fund accounts for the revenues received from the tax levy that is solely designated for this purpose. The current millage rate for this tax is 1.4 mills.

APPROPRIATIONS					
Dept 523-REFUSE REMOVAL		180,187	173,305	203,780	252,310
TOTAL APPROPRIATIONS		180,187	173,305	203,780	252,310

Appropriations: The Solid Waste Fund accounts for the expenditures related to the operation and administrative costs, as well as fringe benefit costs associated with the operation of the compost site.

NET OF REVENUES/APPROPRIATIONS - FUND 226	(54,089)	(15,269)	(49,780)	1,690
BEGINNING FUND BALANCE	66,929	16,335	1,569	(48,211)
FUNDING BALANCE ADJUSTMENTS	3,495	503		
ENDING FUND BALANCE	16,335	1,569	(48,211)	(46,521)

GL NUMBER	DESCRIPTION	10-11 ACTIVITY	11-12 ACTIVITY	12-13 PROJECTED ACTIVITY	13-14 REQUESTED BUDGET
Fund 240 - INDUSTRIAL/ECONOMIC DEVELOPMENT					
ESTIMATED REVENUES					
Dept 261-ECONOMIC DEVELOPMENT		96,478	104,478	109,475	109,500
TOTAL ESTIMATED REVENUES		96,478	104,478	109,475	109,500

Estimated Revenues: The Industrial/Economic Development Fund accounts for the revenues received from grants, interest earned, loan repayments and transfers from other City funds.

APPROPRIATIONS					
Dept 261-ECONOMIC DEVELOPMENT		101,110	101,261	100,505	102,095
TOTAL APPROPRIATIONS		101,110	101,261	100,505	102,095

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

NET OF REVENUES/APPROPRIATIONS - FUND 240		(4,632)	3,217	8,970	7,405
BEGINNING FUND BALANCE		4,600	(282)	2,934	11,904
ENDING FUND BALANCE		(282)	2,934	11,904	19,309

GL NUMBER	DESCRIPTION	10-11 ACTIVITY	11-12 ACTIVITY	12-13 PROJECTED ACTIVITY	13-14 REQUESTED BUDGET
Fund 243 - LDFA PROJECT					
ESTIMATED REVENUES					
Dept 729-ECONOMIC DEVELOPMENT-INDUSTRIAL		63,107	60,978	61,000	61,000
TOTAL ESTIMATED REVENUES		63,107	60,978	61,000	61,000

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

APPROPRIATIONS					
Dept 729-ECONOMIC DEVELOPMENT-INDUSTRIAL		35,006	35,006	36,400	35,010
TOTAL APPROPRIATIONS		35,006	35,006	36,400	35,010

Appropriations: The Local Development Finance Authority (LDFA) Fund accounts for the expenditures associated with Debt Service payment on Electric Fund Loan (7/9/01 \$190,000 @ 3.75% over 11 years with payments of \$2000/yr beginning 7/9/04, \$3000/yr on 4/9/05, \$4000 on 7/9/06 and \$34,599 on each July 10th through 7/10/15).

NET OF REVENUES/APPROPRIATIONS - FUND 243		28,101	25,972	24,600	25,990
BEGINNING FUND BALANCE		271,299	299,400	325,371	349,971
ENDING FUND BALANCE		299,400	325,371	349,971	375,961

GL NUMBER	DESCRIPTION	10-11 ACTIVITY	11-12 ACTIVITY	12-13 PROJECTED ACTIVITY	13-14 REQUESTED BUDGET
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Fund 245 - DDA TIF PROJECT

ESTIMATED REVENUES

Dept 850-ECONOMIC DEVELOPMENT		138,673	119,572	114,500	103,200
TOTAL ESTIMATED REVENUES		138,673	119,572	114,500	103,200

Estimated Revenues: The Downtown Development Authority (DDA) TIF Fund accounts for the tax revenues received through Tax Increment Financing capture in the DDA District. Under this Development and Tax Increment Plan, the public infrastructure needed to support economic growth in the Central Business District will be financed from a portion of the tax base in the district. Additional revenues received from Chamber reimbursement for 50% of salary and fringes for Executive Director, interest earned, transfer from electric utility, and note payments.

APPROPRIATIONS

Dept 850-ECONOMIC DEVELOPMENT		137,107	181,094	115,255	102,420
TOTAL APPROPRIATIONS		137,107	181,094	115,255	102,420

Appropriations: The Downtown Development Authority (DDA) TIF Fund accounts for expenditures associated with administrative and operational costs, as well as Debt Service payments to Electric Fund through 2013.

NET OF REVENUES/APPROPRIATIONS - FUND 245		1,566	(61,522)	(755)	780
BEGINNING FUND BALANCE		60,991	61,208	249	(506)
FUNDING BALANCE ADJUSTMENTS			563		
ENDING FUND BALANCE		62,557	249	(506)	274

GL NUMBER	DESCRIPTION	10-11 ACTIVITY	11-12 ACTIVITY	12-13 PROJECTED ACTIVITY	13-14 REQUESTED BUDGET
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Fund 252 - REHAB LOAN PAYMENTS

ESTIMATED REVENUES					
Dept 821-REDEVELOPMENT & HOUSING				2,500	
TOTAL ESTIMATED REVENUES				2,500	

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

APPROPRIATIONS					
Dept 821-REDEVELOPMENT & HOUSING		15,313	16,069	6,080	6,100
TOTAL APPROPRIATIONS		15,313	16,069	6,080	6,100

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

NET OF REVENUES/APPROPRIATIONS - FUND 252		(15,313)	(16,069)	(3,580)	(6,100)
BEGINNING FUND BALANCE		53,259	37,945	21,875	18,295
ENDING FUND BALANCE		37,945	21,875	18,295	12,195

GL NUMBER	DESCRIPTION	10-11 ACTIVITY	11-12 ACTIVITY	12-13 PROJECTED ACTIVITY	13-14 REQUESTED BUDGET
Fund 255 - RENTAL REHAB					
ESTIMATED REVENUES					
Dept 821-REDEVELOPMENT & HOUSING		285,575		37,450	
TOTAL ESTIMATED REVENUES		285,575		37,450	

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

APPROPRIATIONS					
Dept 821-REDEVELOPMENT & HOUSING		291,495		32,520	
TOTAL APPROPRIATIONS		291,495		32,520	

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

NET OF REVENUES/APPROPRIATIONS - FUND 255		(5,920)		4,930	
BEGINNING FUND BALANCE		5,920			4,930
ENDING FUND BALANCE				4,930	4,930

GL NUMBER	DESCRIPTION	10-11 ACTIVITY	11-12 ACTIVITY	12-13 PROJECTED ACTIVITY	13-14 REQUESTED BUDGET
Fund 265 - MUNICIPAL FACILITIES/IMPROVEMENTS					
ESTIMATED REVENUES					
Dept 264-BUILDING IMPROVEMENTS		29,097	70,067	45,550	40,300
TOTAL ESTIMATED REVENUES		29,097	70,067	45,550	40,300

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

APPROPRIATIONS					
Dept 264-BUILDING IMPROVEMENTS		42,571	89,266	24,110	15,610
Dept 483-ADMINISTRATIVE		853	853	500	870
TOTAL APPROPRIATIONS		43,424	90,119	24,610	16,480

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

NET OF REVENUES/APPROPRIATIONS - FUND 265		(14,327)	(20,052)	20,940	23,820
BEGINNING FUND BALANCE		173,835	159,509	139,588	160,528
FUNDING BALANCE ADJUSTMENTS		1	131		
ENDING FUND BALANCE		159,509	139,588	160,528	184,348

GL NUMBER	DESCRIPTION	10-11 ACTIVITY	11-12 ACTIVITY	12-13 PROJECTED ACTIVITY	13-14 REQUESTED BUDGET
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Fund 266 - CITY DRUG FORFEITURE

ESTIMATED REVENUES					
Dept 765-DRUG ENFORCEMENT				2,000	1,000
TOTAL ESTIMATED REVENUES				2,000	1,000

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

APPROPRIATIONS					
Dept 765-DRUG ENFORCEMENT		4,946	2,131	4,000	6,500
TOTAL APPROPRIATIONS		4,946	2,131	4,000	6,500

Appropriations:

NET OF REVENUES/APPROPRIATIONS - FUND 266		(4,946)	(2,131)	(2,000)	(5,500)
BEGINNING FUND BALANCE		33,534	28,588	26,457	24,457
ENDING FUND BALANCE		28,588	26,457	24,457	18,957

GL NUMBER	DESCRIPTION	10-11 ACTIVITY	11-12 ACTIVITY	12-13 PROJECTED ACTIVITY	13-14 REQUESTED BUDGET
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Fund 268 - FEDERAL DRUG FORFEITURE

ESTIMATED REVENUES					
Dept 765-DRUG ENFORCEMENT					
TOTAL ESTIMATED REVENUES					

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

APPROPRIATIONS					
Dept 765-DRUG ENFORCEMENT					
TOTAL APPROPRIATIONS					

Appropriations:

NET OF REVENUES/APPROPRIATIONS - FUND 268	(3,128)	(2,708)		
BEGINNING FUND BALANCE	6,820	3,692	984	984
ENDING FUND BALANCE	3,692	984	984	984

GL NUMBER	DESCRIPTION	10-11 ACTIVITY	11-12 ACTIVITY	12-13 PROJECTED ACTIVITY	13-14 REQUESTED BUDGET
Fund 299 - DEPOT					
ESTIMATED REVENUES					
Dept 850-ECONOMIC DEVELOPMENT			326		
Dept 959-TRANSPORTATION		20,418	15,312	15,825	15,330
TOTAL ESTIMATED REVENUES		20,418	15,638	15,825	15,330

Estimated Revenues: The Depot Fund accounts for the revenues received from interest, rental income from Dial-A-Ride Transportation and DDA reimbursement for use of the facility.

APPROPRIATIONS					
Dept 850-ECONOMIC DEVELOPMENT			3,374		
Dept 959-TRANSPORTATION		21,511	12,394	14,620	14,640
TOTAL APPROPRIATIONS		21,511	15,768	14,620	14,640

Appropriations: The Depot Fund accounts for the expenditures associated with administrative costs, utilities, cleaning and operating supplies as well as monies transferred to the Municipal Facilities/Improvement Fund.

NET OF REVENUES/APPROPRIATIONS - FUND 299	(1,093)	(130)	1,205	690
BEGINNING FUND BALANCE	37,064	35,970	35,841	37,046
ENDING FUND BALANCE	35,970	35,841	37,046	37,736

PROJECT FUNDS

GL NUMBER	DESCRIPTION	10-11 ACTIVITY	11-12 ACTIVITY	12-13 PROJECTED ACTIVITY	13-14 REQUESTED BUDGET
Fund 497 - M-51 S COMMERCIAL DEVELOPMENT					
ESTIMATED REVENUES					
Dept 850-ECONOMIC DEVELOPMENT		64,000	34,000	38,000	33,600
TOTAL ESTIMATED REVENUES		64,000	34,000	38,000	33,600

Estimated Revenues: The M-51 South Commercial Development Fund accounts for revenue received from lots sales in the Commercial Center, transfers from other funds, utility tap-in fees and miscellaneous payments received.

APPROPRIATIONS					
Dept 850-ECONOMIC DEVELOPMENT		135,571	42,725	29,500	29,500
TOTAL APPROPRIATIONS		135,571	42,725	29,500	29,500

Appropriations: The M-51 South Commercial Development Fund accounts for expenditures associated with transfers to other funds for loan repayments and annual debt service on Promissory Note for land purchase. Final debt service payment is due 12/1/2014.

NET OF REVENUES/APPROPRIATIONS - FUND 497		(71,571)	(8,725)	8,500	4,100
BEGINNING FUND BALANCE		85,818	14,247	5,522	14,022
ENDING FUND BALANCE		14,247	5,522	14,022	18,122

GL NUMBER	DESCRIPTION	10-11 ACTIVITY	11-12 ACTIVITY	12-13 PROJECTED ACTIVITY	13-14 REQUESTED BUDGET
Fund 499 - CAPITAL PROJECTS FUND					
ESTIMATED REVENUES					
Dept 446-INFRASTRUCTURE ACTIVITIES		155,859	715,326	158,825	158,000
TOTAL ESTIMATED REVENUES		155,859	715,326	158,825	158,000

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

APPROPRIATIONS					
Dept 446-INFRASTRUCTURE ACTIVITIES		217,120	740,571	125,000	150,000
Dept 850-ECONOMIC DEVELOPMENT		1,608	9,613		
TOTAL APPROPRIATIONS		218,728	750,184	125,000	150,000

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

NET OF REVENUES/APPROPRIATIONS - FUND 499		(62,869)	(34,858)	33,825	8,000
BEGINNING FUND BALANCE		103,663	40,794	5,937	39,762
ENDING FUND BALANCE		40,794	5,937	39,762	47,762

ENTERPRISE FUNDS

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

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

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

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

GL NUMBER	DESCRIPTION	10-11 ACTIVITY	11-12 ACTIVITY	12-13 PROJECTED ACTIVITY	13-14 REQUESTED BUDGET
Fund 582 - ELECTRIC UTILITY					
ESTIMATED REVENUES					
Dept 440-OPERATING & NON-OPERATING INCOME		7,121,033	7,127,399	7,202,805	7,242,500
TOTAL ESTIMATED REVENUES		7,121,033	7,127,399	7,202,805	7,242,500

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

APPROPRIATIONS					
Dept 441-GENERATION FACILITIES		4,387,502	4,335,449	4,615,000	4,660,000
Dept 442-DISTRIBUTION/COLLECTION		694,653	647,389	735,025	704,920
Dept 483-ADMINISTRATIVE		1,352,420	1,400,766	1,330,990	1,312,520
Dept 487-BOND PAYMENTS			51,948	53,965	54,500
Dept 580-ENERGY OPTIMIZATION PROGRAM		124,296	78,448	71,080	83,570
Dept 850-ECONOMIC DEVELOPMENT		95,969	43,973	87,700	121,600
TOTAL APPROPRIATIONS		6,654,840	6,557,973	6,893,760	6,937,110

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

NET OF REVENUES/APPROPRIATIONS - FUND 582		466,193	569,426	309,045	305,390
BEGINNING FUND BALANCE		2,819,029	3,284,734	3,887,274	4,196,319
FUNDING BALANCE ADJUSTMENTS		(488)	33,114		
ENDING FUND BALANCE		3,284,734	3,887,274	4,196,319	4,501,709

GL NUMBER	DESCRIPTION	10-11 ACTIVITY	11-12 ACTIVITY	12-13 PROJECTED ACTIVITY	13-14 REQUESTED BUDGET
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Fund 588 - DIAL-A-RIDE TRANSPORTATION

ESTIMATED REVENUES

Dept 959-TRANSPORTATION		180,854	195,503	243,830	192,410
TOTAL ESTIMATED REVENUES		180,854	195,503	243,830	192,410

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

APPROPRIATIONS

Dept 959-TRANSPORTATION		236,438	230,369	268,912	211,345
TOTAL APPROPRIATIONS		236,438	230,369	268,912	211,345

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

NET OF REVENUES/APPROPRIATIONS - FUND 588		(55,584)	(34,866)	(25,082)	(18,935)
BEGINNING FUND BALANCE		212,493	157,739	125,730	100,648
FUNDING BALANCE ADJUSTMENTS		830	2,857		
ENDING FUND BALANCE		157,739	125,730	100,648	81,713

GL NUMBER	DESCRIPTION	10-11 ACTIVITY	11-12 ACTIVITY	12-13 PROJECTED ACTIVITY	13-14 REQUESTED BUDGET
Fund 590 - SEWER UTILITY					
ESTIMATED REVENUES					
Dept 440-OPERATING & NON-OPERATING INCOME		1,797,609	1,572,119	1,473,820	1,467,500
Dept 985-TRANSFERS		52,232	42,123	45,500	45,500
TOTAL ESTIMATED REVENUES		1,849,841	1,614,242	1,519,320	1,513,000

Estimated Revenues: The Sewer Utility Fund accounts for revenue received from Industrial Pretreatment surcharges as required by the Federal Water Pollution Control Act; billing, monitoring and O&M fees assessed to Silver Creek Township for sanitary sewer collection; utility sales; transfers from other funds; and other operational revenues.

APPROPRIATIONS					
Dept 442-DISTRIBUTION/COLLECTION		250,277	248,268	289,235	273,530
Dept 443-WASTEWATER TREATMENT		772,506	686,107	832,385	838,070
Dept 445-METER READ/SERVICE		12,113	14,905	20,335	20,450
Dept 483-ADMINISTRATIVE		324,613	271,368	300,685	290,290
Dept 487-BOND PAYMENTS			38,505	38,850	37,500
Dept 538-COLLECTION INDIAN LAKE		36,046	40,352	32,700	25,540
Dept 539-COLLECTION SLAUA		95,350	69,818	71,815	66,100
Dept 550-S2 GRANT			54,000		
TOTAL APPROPRIATIONS		1,490,905	1,423,323	1,586,005	1,551,480

Appropriations: The Sewer Utility Fund accounts for expenditures associated with collection, wastewater treatment, meter reading/service, and administrative expenses related to maintenance and operation of the utility.

NET OF REVENUES/APPROPRIATIONS - FUND 590		358,936	190,919	(66,685)	(38,480)
BEGINNING FUND BALANCE		3,978,546	4,309,946	4,513,037	4,446,352
FUNDING BALANCE ADJUSTMENTS		3,097	12,172		
ENDING FUND BALANCE		4,340,579	4,513,037	4,446,352	4,407,872

GL NUMBER	DESCRIPTION	10-11 ACTIVITY	11-12 ACTIVITY	12-13 PROJECTED ACTIVITY	13-14 REQUESTED BUDGET
Fund 591 - WATER UTILITY					
ESTIMATED REVENUES					
Dept 440-OPERATING & NON-OPERATING INCOME		720,335	680,691	716,500	679,500
Dept 536-CASS COUNTY WATER SYSTEM		46,693	141,383	319,500	140,500
TOTAL ESTIMATED REVENUES		767,028	822,074	1,036,000	820,000

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

APPROPRIATIONS					
Dept 442-DISTRIBUTION/COLLECTION		280,758	290,585	353,905	396,090
Dept 444-WATER TREATMENT		61,897	60,281	79,500	79,500
Dept 483-ADMINISTRATIVE		282,619	251,236	262,205	247,660
Dept 487-BOND PAYMENTS			16,941	17,100	16,800
Dept 536-CASS COUNTY WATER SYSTEM		81,710	106,478	111,145	114,930
TOTAL APPROPRIATIONS		706,984	725,521	823,855	854,980

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

NET OF REVENUES/APPROPRIATIONS - FUND 591		60,044	96,553	212,145	(34,980)
BEGINNING FUND BALANCE		2,028,942	2,074,400	2,180,861	2,393,006
FUNDING BALANCE ADJUSTMENTS		704	9,908		
ENDING FUND BALANCE		2,089,690	2,180,861	2,393,006	2,358,026

INTERNAL SERVICE FUNDS

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

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

GL NUMBER	DESCRIPTION	10-11 ACTIVITY	11-12 ACTIVITY	12-13 PROJECTED ACTIVITY	13-14 REQUESTED BUDGET
Fund 661 - MOTOR POOL/EQUIPMENT					
ESTIMATED REVENUES					
Dept 932-INTERNAL REPAIR/MAINTENCE		404,920	433,711	394,000	463,500
TOTAL ESTIMATED REVENUES		404,920	433,711	394,000	463,500

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

APPROPRIATIONS					
Dept 932-INTERNAL REPAIR/MAINTENCE		445,908	449,101	507,090	468,010
TOTAL APPROPRIATIONS		445,908	449,101	507,090	468,010

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

NET OF REVENUES/APPROPRIATIONS - FUND 661		(40,988)	(15,390)	(113,090)	(4,510)
BEGINNING FUND BALANCE		2,198,128	2,157,138	2,164,874	2,051,784
FUNDING BALANCE ADJUSTMENTS		(2)	23,126		
ENDING FUND BALANCE		2,157,138	2,164,874	2,051,784	2,047,274

GL NUMBER	DESCRIPTION	10-11 ACTIVITY	11-12 ACTIVITY	12-13 PROJECTED ACTIVITY	13-14 REQUESTED BUDGET
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Fund 662 - COMPUTER REPLACEMENT FUND

ESTIMATED REVENUES

Dept 932-INTERNAL REPAIR/MAINTENCE		134,872	134,396	147,000	135,000
TOTAL ESTIMATED REVENUES		134,872	134,396	147,000	135,000

Estimated Revenues: The Computer Replacement Fund accounts for revenue received from equipment rental charges for use of computer equipment by other City departments.

APPROPRIATIONS

Dept 932-INTERNAL REPAIR/MAINTENCE		143,717	126,692	143,255	104,040
TOTAL APPROPRIATIONS		143,717	126,692	143,255	104,040

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

NET OF REVENUES/APPROPRIATIONS - FUND 662		(8,845)	7,704	3,745	30,960
BEGINNING FUND BALANCE		83,483	74,639	82,913	86,658
FUNDING BALANCE ADJUSTMENTS		1	570		
ENDING FUND BALANCE		74,639	82,913	86,658	117,618

TRUST AND AGENCY FUNDS

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

GL NUMBER	DESCRIPTION	10-11 ACTIVITY	11-12 ACTIVITY	12-13 PROJECTED ACTIVITY	13-14 REQUESTED BUDGET
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Fund 677 - HEALTH/DENTAL SELF-INSURANCE FUND

ESTIMATED REVENUES

Dept 951-HEALTH INSURANCE		90,358	78,772	80,360	80,150
TOTAL ESTIMATED REVENUES		90,358	78,772	80,360	80,150

Estimated Revenues: The Medical Self Insurance Fund accounts for revenue received from transfers from all operational funds that have employee cost account numbers. The transfer amount reflects funding for the high deductible program and administrative fees (\$15 per employee) for the third party administrator. The self insurance program commenced on 10/1/06.

APPROPRIATIONS

Dept 951-HEALTH INSURANCE		47,810	97,592	110,000	80,000
TOTAL APPROPRIATIONS		47,810	97,592	110,000	80,000

Appropriations: The Medical Self Insurance Fund accounts for expenditures associated with eligible health claims and administrative fees for third party administration services.

NET OF REVENUES/APPROPRIATIONS - FUND 677		42,548	(18,820)	(29,640)	150
BEGINNING FUND BALANCE		151,023	193,571	174,751	145,111
ENDING FUND BALANCE		193,571	174,751	145,111	145,261
		10-11 ACTIVITY	11-12 ACTIVITY	12-13 PROJECTED ACTIVITY	13-14 REQUESTED BUDGET

Fund 678 - SELF INSURANCE

ESTIMATED REVENUES

Dept 954-INSURANCE			220,488	29,100	29,100
TOTAL ESTIMATED REVENUES			220,488	29,100	29,100

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

APPROPRIATIONS

Dept 954-INSURANCE			44,065		12,000
TOTAL APPROPRIATIONS			44,065		12,000

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

NET OF REVENUES/APPROPRIATIONS - FUND 677=8			176,423	29,100	17,100
BEGINNING FUND BALANCE				176,424	205,524
ENDING FUND BALANCE			176,424	205,524	222,624

FIDUCIARY FUNDS

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

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

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

GL NUMBER	DESCRIPTION	10-11 ACTIVITY	11-12 ACTIVITY	12-13 PROJECTED ACTIVITY	13-14 REQUESTED BUDGET
Fund 711 - CEMETERY TRUST					
ESTIMATED REVENUES					
Dept 276-CEMETERY		35,079	28,632	35,000	25,000
TOTAL ESTIMATED REVENUES		35,079	28,632	35,000	25,000
APPROPRIATIONS					
Dept 276-CEMETERY		9,803	5,665		
TOTAL APPROPRIATIONS		9,803	5,665		
NET OF REVENUES/APPROPRIATIONS - FUND 711					
BEGINNING FUND BALANCE		866,045	891,322	914,288	949,288
ENDING FUND BALANCE		891,322	914,288	949,288	974,288

GL NUMBER	DESCRIPTION	10-11 ACTIVITY	11-12 ACTIVITY	12-13 PROJECTED ACTIVITY	13-14 REQUESTED BUDGET
Fund 733 - RETIREE HEALTH INSURANCE					
ESTIMATED REVENUES					
Dept 861-RETIREE INSURANCE		110,781	143,980	122,400	155,000
TOTAL ESTIMATED REVENUES		110,781	143,980	122,400	155,000
APPROPRIATIONS					
Dept 861-RETIREE INSURANCE		72,018	105,364	75,000	125,000
TOTAL APPROPRIATIONS		72,018	105,364	75,000	125,000
NET OF REVENUES/APPROPRIATIONS - FUND 733		38,763	38,616	47,400	30,000
BEGINNING FUND BALANCE		392,157	430,919	469,536	516,936
ENDING FUND BALANCE		430,919	469,536	516,936	546,936
GL NUMBER	DESCRIPTION	10-11 ACTIVITY	11-12 ACTIVITY	12-13 PROJECTED ACTIVITY	13-14 REQUESTED BUDGET

Fund 753 - PUBLIC ARTS NON-REVERTING TRUST FUND

ESTIMATED REVENUES					
Dept 277-PUBLIC ART				300	500
TOTAL ESTIMATED REVENUES				300	500
APPROPRIATIONS					
Dept 277-PUBLIC ART					
TOTAL APPROPRIATIONS					
NET OF REVENUES/APPROPRIATIONS - FUND 733				300	500
BEGINNING FUND BALANCE					300
ENDING FUND BALANCE				300	800

	10-11 ACTIVITY	11-12 ACTIVITY	12-13 PROJECTED ACTIVITY	13-14 REQUESTED BUDGET
ESTIMATED REVENUES - ALL FUNDS	15,297,143	15,856,211	15,493,180	15,065,490
APPROPRIATIONS - ALL FUNDS	14,591,503	15,051,321	15,323,678	14,727,160
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS	705,640	804,890	169,502	338,330

CITY OF DOWAGIAC

MEMO TO: Mayor Lyons and City Council Members

FROM: Kevin P. Anderson, City Manager

DATE: May 10, 2013

SUBJECT: Revolving Loan Fund- Kramer

Several years ago the City of Dowagiac established a Revolving Loan Fund (RLF) with the assistance of a grant to aid the City with economic development projects where a development was eligible for bank financing, but gap financing was needed. Over the past several months staff has been working with Mr. Jerry Kramer as he secures financing for the purchase of the Woodfire Restaurant in downtown Dowagiac. It is my understanding that he has received a loan commitment conditioned upon receipt of RLF commitment from the City.

The terms of the proposed loan would be as follows:

- Evidence of a bank commitment to finance.
- The loan will be for \$75,000.
- The rate of interest will be the same rate as charged by the bank.
- The repayment schedule will be based on a 10-year amortization schedule with a balloon payment in 5 years (60 months).
- The City loan will be in the second position on the real estate.

If approved, this resolution will authorize the City Manager and City Attorney to develop documents and close on a loan under the terms stated in this report.

RECOMMENDATION

Approve resolution to authorize the City Manager and City Attorney to develop documents and close on a loan under the terms stated in this report.

Support Documents:

Cover Memo-City Mgr.
Resolution

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

WHEREAS, the City of Dowagiac has developed a Revolving Loan Fund (RLF) to assist in economic development projects; and

WHEREAS, the City of Dowagiac determines that it is in the best interest of the community to facilitate a sale of the Woodfire Restaurant property; and

WHEREAS, Mr. Jerry Kramer has demonstrated experience in operating restaurants and has received a bank commitment contingent upon a commitment from the City of Dowagiac's RLF; and

NOW, THEREFORE, BE IT RESOLVED the City Council authorizes the City Manager and City Attorney to develop documents and close a loan to Jerry Kramer with the following terms and conditions:

- Evidence of a bank commitment to finance.
- The loan will be for \$75,000.
- The rate of interest will be the same rate as charged by the bank.
- The repayment schedule will be based on a 10-year amortization schedule with a balloon payment in 5 years (60 months).
- The City loan will be in the second position on the real estate.

ADOPTED/REJECTED

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

WHEREAS, the following information has been reviewed by the City Manager and City
Treasurer and is being presented to City Council with a recommendation to
approve invoices and payroll #16 for the period ending 5/9/13:

Invoices: 498,627.34
Payroll: 116,057.07
Total: \$614,684.41

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
\$498,627.34	\$116,057.07	\$614,684.41

ADOPTED/REJECTED

Ayes:

Nays:

Absent:

Abstain:

James E. Snow, City Clerk

Vendor	Invoice #	Description	Amount
ABSOPURE WATER COMPANY	82768158	BOTTLED WATER/DEPOSIT	28.75
ABSOPURE WATER COMPANY	54027000	H&C COOLER RENTAL	8.00
ABSOPURE WATER COMPANY	54030340	C&C COOLER RENTAL-NUBOUR	6.00
ABSOPURE WATER COMPANY	82768169	BOTTLED WATER-NUBOUR	51.00
ACCOUNTING CONSULTANTS, PC	4/15/13	CONSULTING SVC THROUGH 4/15/13	1,957.50
ACLARA TECHNOLOGIES LLC	12003679RI	EXTERNAL ANTENNA-AMERIWOOD METER	101.70
ALEXANDER CHEMICAL A CARUS COMPANY	SLS10000228	CHLORINE CREDIT-CORRECT INV AMT DUE	92.86
ALEXANDER CHEMICAL A CARUS COMPANY	SCL10000237	WTP DRUM DEPOSIT REFUND	(250.00)
ALL PHASE ELECTRIC SUPPLY COMPANY	8118-445272	ANCHOR BOLTS	28.00
AMERICAN ELECTRIC POWER	CDOW_201304_01	4/13 ENERGY	361,378.56
AMERICAN ELECTRIC POWER	044-619-354-0-7	M-62 W LIFT STATION	30.53
AMERICAN ELECTRIC POWER	040-050-210-0-3	VINEYARD LIFT STATION	38.20
AMERICAN ELECTRIC POWER	049-501-336-1-3	CCWS-VANDALIA TOWER	65.48
AMERICAN ELECTRIC POWER	048-197-857-0-2	MARCELLUS HWY ST LIGHT	8.53
AMERICAN PUBLIC POWER ASSOCIATION	236040	2013 MEMBERSHIP DUES	3,626.55
AMERIGAS - HARTFORD 5254	3017084019	PROPANE	521.28
APEX SOFTWARE	278862	ANNUAL MTCE CONTRACT	215.00
AT&T MOBILITY	287019289817	WIRELESS CHARGES 3/24/13-4/23/13	806.16
AUTOMATED ENERGY, INC	17772	AMERIWOOD METER SUBSCRIPTION	105.00
AUTOZONE	2141934728	#PD072 FUEL CAP	12.99
BAZAN, STACEY	4/22/13	TRAVEL REIMBURSEMENT-SOUTH HAVEN	12.00
BIG C LUMBER	007-429571	CEDAR POSTS	42.92
BRADFORD, JARRID	4/22/13	TRAVEL REIMBURSEMENT-S HAVEN/LAWRENCE	24.00
BROOKSIDE NURSERY	4/24/13	DOGWOOD TREES	521.60
BS&A SOFTWARE, INC	090047	ANNUAL SUPPORT-BLDG DEPT	1,010.00
BS&A SOFTWARE, INC	089863	ANNUAL SUPPORT-GEN LEDGER	730.00
BS&A SOFTWARE, INC	089506	ANNUAL SUPPORT-CEMETERY MGT	440.00
BS&A SOFTWARE, INC	089382	ANNUAL SUPPORT-ACCT PAYABLE	610.00
BS&A SOFTWARE, INC	089111	ANNUAL SUPPORT-PAYROLL	835.00
BS&A SOFTWARE, INC	089566	ANNUAL SUPPORT-CASH RECEIPTING	610.00
BS&A SOFTWARE, INC	089219	ANNUAL SUPPORT-MISC RECEIVABLES	610.00
BS&A SOFTWARE, INC	088870	ANNUAL SUPPORT-UTILITY BILLING	1,995.00
BURLING CONSTRUCTION	225	MISC INSTALLATIONS-MUSEUM	553.75
C WIMBERLY AUTOMOTIVE GROUP	209643	#PD072 OIL CHANGE	35.10
C WIMBERLY AUTOMOTIVE GROUP	209222	#PD091 REAR HATCH/WINDOW	98.01
CAPITAL TIRE, INC	1357526	#PD121 TIRES	864.56
CASS COUNTY ROAD COMMISSION	800981	COLD PATCH	360.69
CHET NICHOLS, INC	338172	SILICONE SPRAY	6.44
CHET NICHOLS, INC	339139	DRILL BITS	29.55
CHET NICHOLS, INC	338205	#330 BRAKE PADS	151.23
CHET NICHOLS, INC	334761	#174 ANTIFREEZE	13.18
CHET NICHOLS, INC	336657	#FD280 AIR FILTER	5.62
CINTAS LOCATION #336	336-01904	MATS & UNIFORMS	375.28
CINTAS LOCATION #336	336-07833	MATS & UNIFORMS	315.31
CINTAS LOCATION #336	336-05625	MATS	89.20
CLARK HILL PLC	489846	SERVICES RENDERED THROUGH 4/30/13	1,455.50
COLGROVE, TROY	4/15/13	TRAVEL REIMBURSEMENT-SOUTH HAVEN	16.41
COMCAST	8771402380021236	INTERNET SERVICE-CH	106.16
COMFORT INN & SUITES	4/29/13	LODGING/TRAINING-GRINNEWALD	87.92
CONESTOGA-ROVERS & ASSOCIATES	394444	MONITORING PLAN ACTIVITIES-LANDFILL	352.00
CREATIVE VINYL SIGNS	24112	TREE PLAQUE SIGN-FRANKLIN	19.25
CREDITORS SERVICE BUREAU	004821	COLLECTION BUREAU FEES	88.83
DETROIT INDUSTRIAL TOOL	481319-IN	16" CUT SUPREME BLADES	718.76
DIXON ENGINEERING, INC	13-6355	PPE #1-ENGINEERING-PAINT RUDOLPHI TOWER	3,665.50
DODD, JAMES B	5/6/13	MILEAGE REIMBURSEMENT-286 MILES	161.59

Vendor	Invoice #	Description	Amount
DORNBOS SIGN & SAFETY, INC	INV11171	LOUD STEREO SIGNS	147.37
DOUBLEDAY OFFICE PRODUCTS, INC	139335I	OFFICE SUPPLIES	106.88
DOUBLEDAY OFFICE PRODUCTS, INC	139412	ENTRY MAT	108.05
DOWAGIAC CLEANERS	5/1/13 DPD	UNIFORM DRY CLEANING	175.75
DOWAGIAC UNION SCHOOLS	201213-20	FUEL EXPENSES-APRIL 2013	9,220.22
EAST JORDAN IRON WORKS, INC	3594609	MANHOLE COVER	128.88
EAU CLAIRE FRUIT EXCHANGE	617343	LIME-MUSEUM	23.10
EFFICIENCY UNITED	5/13	EU-MONTHLY ALLOCATION-5/13	11,408.42
ELHORN ENGINEERING COMPANY	251501	CCWS-CHLORINE/FLUORIDE	242.50
ELMER'S LOCKSMITH	6303	CCWS-LOCK REPAIR-WELL HOUSE 2	71.00
ENVIRONMENTAL RESOURCE ASSOCIATES	679163	NPDES QUALITY CONTROL SAMPLES	596.71
FERRI, MARIO	4/29/13	HOUSING INCENTIVE AWARD-504 E TELEGRAPH	150.00
FLEETMatics USA, LLC	745502	VEHICLE TRACKING SERVICE	40.00
FRONTIER	2318907970401035	PHONE SERVICE 3/20/13-4/19/13	1,738.89
GINGER VALLEY, INC	1765/1	DOGWOOD TREES	429.80
GIZZI, ERIC	4/23/13	TRAVEL REIMBURSEMENT-LAWRENCE	33.81
GRAMES TIRE & BATTERY, INC	1987	#PD121 TIRE MOUNT/BALANCE	76.00
GRAMES TIRE & BATTERY, INC	1988	#PD121 BATTERY	91.95
GRAMES TIRE & BATTERY, INC	1977	#103 NEW TIRE	377.80
GRAMES TIRE & BATTERY, INC	2006	#2 TIRE REPAIR	17.95
GRAMES TIRE & BATTERY, INC	2011	#127 SWAP SNOW TIRES	32.00
GRAMES TIRE & BATTERY, INC	2019	#10 SWAP SNOW TIRES	32.00
HAAS ALARMS AND SERVICE, INC	057924	REPLACE DEFECTIVE MOTION ALARM-WTP	122.50
HAAS ALARMS AND SERVICE, INC	057887	RELOCATE CAMERA-MUSEUM	70.25
HALE'S HARDWARE, INC	C18169	CABLE	30.06
HALE'S HARDWARE, INC	C18372	PAINT/BRUSH	10.65
HALE'S HARDWARE, INC	D14302	CIRCULAR LIGHT BULBS	24.23
HALE'S HARDWARE, INC	C18882	BOWL CLEANER	21.58
HALE'S HARDWARE, INC	B19913	NOZZLES	8.97
HALE'S HARDWARE, INC	C16517	PAINTING SUPPLIES	116.44
HALE'S HARDWARE, INC	B18148	CONNECTORS/DRILL	48.77
HALE'S HARDWARE, INC	B18191	PAINT	57.98
HALE'S HARDWARE, INC	B18628	SHIPPING CHARGES	16.07
HALE'S HARDWARE, INC	B18059	SHIPPING CHARGES, HOE/TAPE	60.96
HALE'S HARDWARE, INC	10080257	CALCULATOR	9.99
HALE'S HARDWARE, INC	B18026	FUSES/ROLLER COVERS	22.29
HALE'S HARDWARE, INC	B17889	SHIPPING CHARGES	17.93
HALE'S HARDWARE, INC	B17878	#FD220 FASTENERS	1.70
HALE'S HARDWARE, INC	B17879	DETERGENT/HAND SPREADER/FERTILIZER	42.66
HALE'S HARDWARE, INC	B17887	#FD220 VENT INCREASER/TRANSITION DUCT	10.66
HALE'S HARDWARE, INC	B18063	#131 GARDEN HOSE	39.98
HALE'S HARDWARE, INC	B18190	FASTENERS	11.43
HALE'S HARDWARE, INC	C17083	SNIPS	13.57
HALE'S HARDWARE, INC	C17779	#139 GALV CAP	5.81
HANSON BEVERAGE SERVICE	584688	DISTILLED WATER	31.00
HARDING'S MARKET, INC	337017	FIRE CLASS TRAINING SUPPLIES	49.19
HARDING'S MARKET, INC	337012	OPERATING SUPPLIES-MUSEUM	33.97
HARDING'S MARKET, INC	337018	OPERATING SUPPLIES-DART	77.78
HARRIS, KELLY	05/08/2013	UB refund for account: 05-0149-10	77.90
HI-TECH SMR COMMUNICATIONS	SMR14049	#PD91 RADAR REPAIR	108.80
HI-TECH STARTERS & ALTERNATOR5, INC	51027	#FD220 BLOWER MOTOR REPAIR	68.00
HUSTON, DWAIN & BONNIE	5/1/13	HOUSING INCENTIVE AWARD-708 MARYS	300.00
IDEXX DISTRIBUTION CORP	268076169	SUPPLIES-WATER COLIFORM TESTS	1,033.29
INTERNET BUSINESS SOLUTIONS	12930	MONTHLY WEBSITE MTCE	39.95
JOHN & CURT'S BRAKE & ALIGNMENT	4/19/13	#PD121 BRAKES/ROTORS	249.52

Vendor	Invoice #	Description	Amount
JUDD LUMBER COMPANY, INC	2519697	LUMBER/PLEXIGLASS/BRACKET	59.41
JUDD LUMBER COMPANY, INC	2519873	WOOD/STAIN	120.89
JUDD LUMBER COMPANY, INC	2519921	4" WYE/DOWN SPOUT	26.36
JUDD LUMBER COMPANY, INC	2520030	NUTS/BOLTS	3.99
JUDD LUMBER COMPANY, INC	2520046	NUTS/BOLTS	5.29
JUDD LUMBER COMPANY, INC	2520226	REDI-MIX GRAVEL	9.98
JUDD LUMBER COMPANY, INC	2520116	REDI-MIX GRAVEL	39.92
JUDD LUMBER COMPANY, INC	2520325	REDI-MIX GRAVEL	19.96
KERKSTRA PRECAST	306615	10' BARRIERS-SKATE PARK	430.00
KOONTZ-WAGNER CONST SERVICES LLC	126568-06	CREW SUPERVISION 3/20-4/16	1,136.00
KUSA, JAMES	13-0268-FY	MILEAGE REIMBURSEMENT-16 MILES	9.04
KUSTOM SIGNALS, INC	480299	#PD053 REPAIR VIDEO	351.25
KUSTOM SIGNALS, INC	480298	#2 REPAIR VIDEO	495.35
LAKELAND HEALTHCARE	03262013	CDL DRUG TESTING-ABRAHAM	69.94
LANDFILL MANAGEMENT COMPANY	LM011916	SWEEPER DIRT DISPOSAL	4,426.06
LEATZ, RON	5/8/13	REIMBURSEMENT-DEPOT CLEANING	90.10
MAGGERT, STAN	5/1/13	HOUSING INCENTIVE AWARD-215 LESTER	400.00
MATTIX, MICHAEL	4/20/13	REIMBURSE-FIRE CLASS TRAINING SUPPLIES	23.97
MCMASTER-CARR, INC	50825528	BAYONET LAMP	27.03
MERRILL EXCAVATING	2121	GRADING TOPSOIL	440.00
MICHIGAN MUNICIPAL LEAGUE	8362	MML CAPITAL CONF REGISTRATION-ANDERSON	100.00
MICHIGAN MUNICIPAL LEAGUE	8406	MML CAPITAL CONF REGISTRATION-SNOW	100.00
MICHIGAN MUNICIPAL LEAGUE	8371	MML CAPITAL CONF REGISTRATION-DODD	100.00
MICHIGAN MUNICIPAL LEAGUE	8402	MML CAPITAL CONF REGISTRATION-SCHUUR	100.00
MICHIGAN MUNICIPAL LEAGUE	8387	MML CAPITAL CONF REGISTRATION-LAYLIN	100.00
MICHIGAN MUNICIPAL LEAGUE	8382	MML CAPITAL CONF REGISTRATION-HUNT	100.00
MICHIGAN MUNICIPAL LEAGUE	8379	MML CAPITAL CONF REGISTRATION-GROSS	100.00
MICHIGAN MUNICIPAL LEAGUE	8388	MML CAPITAL CONF REGISTRATION-LYONS	100.00
MICHIGAN MUNICIPAL LEAGUE	8364	MML CAPITAL CONF REGISTRATION-BURLING	100.00
MICHIGAN STATE POLICE-CASHIERS OFC	551-393632	SOR TOKEN	99.00
MIDWEST ENERGY	3503301	CCWS-WATER TOWER	1,453.11
MISSION COMMUNICATIONS, LLC	40020343	SLAUA-ANNUAL SERVICE-3 STATIONS	639.30
MOORE'S EXCAVATION	4/30/13	TOPSOIL	2,160.00
MOOSE LAKE AGGREGATES	102339	PEASTONE	400.56
MRWA	T12-0314	TRAINING SEMINAR-K COX	125.00
NRPC-AMTRAK	024966	RENT-AERIAL OCCUPANCY	1,514.04
PETTY CASH	4/30/13	POSTAGE	110.73
PETTY CASH	4/20/13	POSTAGE	19.39
PETTY CASH	4/30/13	OPERATING SUPPLIES	1.50
PETTY CASH	4/30/13	MILEAGE REIMBURSEMENT	9.04
PETTY CASH	5/6/13	POSTAGE	31.40
PETTY CASH	5/6/13	TRAVEL & TRAINING	35.67
POWER LINE SUPPLY, INC	5728004	METER SEALS/DISCONNECTS	121.38
POWER LINE SUPPLY, INC	5728250	METER SEALS	220.00
POWER PLAN	WO6314	#150 LOADER REPAIR	1,877.75
PRAIRIE RONDE REALTY	513A	MAY RENT-DART	150.00
PRAIRIE RONDE REALTY	413B	MAY RENT-TEMP MUSEUM STORAGE	150.00
PRECISION DATA PRODUCTS	I0000379714	PRINTER SUPPLIES	541.40
PRECISION DATA PRODUCTS	I0000379572	BATTERIES FOR BACKUP UNITS	82.32
PRECISION DATA PRODUCTS	I0000378574	BATTERY BACKUPS	168.93
PRECISION DATA PRODUCTS	I0000378661	OFFICE SOFTWARE-ALL DEPTS	12,223.20
PREFERRED PRINTING, INC	25621	BUSINESS CARDS-PD GENERIC	69.00
PREFERRED PRINTING, INC	25616	WINDOW ENVELOPES	130.00
PRINTING SYSTEMS, INC	80138	A/P LASER CHECKS	334.54
RAPELLI, DOMINIC & KAREN	5/1/13	HOUSING INCENTIVE AWARD-612 SPRUCE	200.00

Vendor	Invoice #	Description	Amount
REAL PRO SOLUTIONS, LLC	1370	BLIGHT CLEANUP-413 KEENE	470.00
REAL PRO SOLUTIONS, LLC	PC1610	BLIGHT CLEANUP-402 N FRONT	100.00
RELIABLE DISPOSAL, INC #646	0646-000731980	DUMPSTERS/TRASH CART 5/13	440.00
RELIABLE DISPOSAL, INC #646	0646-000733274	SPRING CLEAN-UP DUMPSTER	10,993.84
RELIABLE DISPOSAL, INC #646	0646-000724361	DUMPSTER-DPS WAREHOUSE	254.76
RHOADES MCKEE	231441	ENVIRONMENTAL-LANDFILL	625.00
RHOADES MCKEE	231442	RCRA-LANDFILL	3,735.00
ROHDY'S HEATING & COOLING, LLC	2607	HOOK UP FLUE-POWER WASHER	1,220.00
RUNYON, CARRIE	5/8/13	REIMBURSEMENT-MUSEUM OPER SUPPLIES	153.37
RUTKOWSKE, JASON	680440208-00002	CELL PHONE REIMBURSEMENT	60.00
SCHILLING'S WASH & WAX	4/30/13	CAR WASH-PD	14.00
SEARS	T537700	PLIERS	67.96
SEARS	T788066	WATER SOFTENER-PRESSURE WASHER	379.99
SEMCO ENERGY GAS COMPANY	0161871.500	GAS SERVICE 3/13/13-4/12/13	18.28
SEMCO ENERGY GAS COMPANY	0149138.502	GAS SERVICE 3/4/13-4/2/13	207.86
SHARE CORPORATION	839534	PAPER TOWELS	91.01
SIMPSON, KEN	130511	ELECTRICAL INSPECTIONS	985.60
SIRCHIE FINGER PRINT LABORATORIES	0120627-IN	EVIDENCE SUPPLIES	74.78
SOUTHERN MICHIGAN SEED, INC	B-128018	GRASS SEED	473.50
STANZ FOODSERVICE, INC	3446887	BOWL CLEANER/MR CLEAN ERASER	117.75
STATE OF MICHIGAN-BUR OF CONST CODE	1199724	ELEVATOR INSPECTION-MUSEUM	45.00
STC DESIGN, LLC	00001	MOW/TRIM CITY FACILITIES	1,786.95
SUPERIOR PLAY LLC	13-286	BENCHES-MUSEUM	2,256.25
THE RIDGE COMPANY	508785	#FD2101 GAS CAP	12.09
THE RIDGE COMPANY	507931	#4 OIL FILTER/SHOP TOWELS	102.37
THE RIDGE COMPANY	508124	#174 OIL FILTER	14.88
THE RIDGE COMPANY	508390	#103 MUD FLAPS	44.08
THE RIDGE COMPANY	508391	#103 OIL FILTER	8.39
THE RIDGE COMPANY	508569	SOCKET SET/PRY BAR SET	51.98
THE RIDGE COMPANY	508570	#FD2-60 OIL FILTER	6.23
THE RIDGE COMPANY	508623	DUCT TAPE	29.38
THE RIDGE COMPANY	509059	#139 OIL FILTER	5.84
THE RIDGE COMPANY	509474	#125 BRAKE ROTOR	63.78
THE RIDGE COMPANY	509944	TUBING/FUEL/TORCH	42.01
THE RIDGE COMPANY	509827	#330 REAR BRAKE CALIPERS/CORE DEPOSIT	242.40
THE RIDGE COMPANY	510562	#9 RT CALIPER/CORE DEPOSIT	69.99
THE RIDGE COMPANY	510656	#9 CORE DEPOSIT	(15.00)
THE RIDGE COMPANY	510657	CARB & CHOKE CLEANER	4.69
THE RIDGE COMPANY	510565	OIL FILTERS	3.98
THE RIDGE COMPANY	510560	RETURN AIR/OIL FILTERS	(43.26)
THE RIDGE COMPANY	509732	LIGHT PLUGS	5.60
THE RIDGE COMPANY	509872	#FD240 OIL FILTER	36.08
THE RIDGE COMPANY	509873	#330 BRAKE/CORE RETURNS	(86.42)
THE RIDGE COMPANY	509940	#107 OIL FILTER	22.39
THE RIDGE COMPANY	510027	#FD221 FUEL/OIL FILTERS	77.26
TOXOPEUS, DAVID	4/22/13	TRAVEL REIMBURSEMENT-SOUTH HAVEN	61.72
TOXOPEUS, DAVID	287248782175	CELL PHONE REIMBURSEMENT	60.00
TRUE'S TRANSPORTATION	102370	HAUL SWEEPER DIRT	1,520.00
TURF SERVICES	30941	TRENCH ELECTRIC-PIKE ST	540.00
TURF SERVICES	30942	PLOW CONDUIT	200.00
TURF SERVICES	30943	SPRINKLER SYSTEM-MUSEUM	9,065.00
TUV RHEINLAND INDUSTRIAL SOLUTIONS	11536615	#FD240 AERIAL INSPECTION	420.00
US 31 SUPPLY, INC	T256924	LIGHT BULBS	74.70
US 31 SUPPLY, INC	T256892	LAMPS/FUSE/JUNCTION BOX/POWER CELL	319.59
USA BLUEBOOK	940626	CHEMICAL DRUM CART	434.88

Vendor	Invoice #	Description	Amount
VAZQUEZ REYES, MARIA I	5/1/13	HOUSING INCENTIVE AWARD-408 BUDLOW	250.00
VERIZON WIRELESS	9703983145	REFUND-DISCONTINUED WIFI PLAN	(58.05)
VERIZON WIRELESS	9703620406	CELL PHONES 4/21-5/21	207.60
VERIZON WIRELESS	9703812935	DPS/CCDET TABLET-MONTHLY ACCESS	342.09
VERIZON WIRELESS	9703812954	AMERIWOOD MODEMS	19.65
VERIZON WIRELESS	9703807676	MIFI CARD-ELEC DIV	38.01
VYLONIS, JOHN A	101	GAZEBO MTCE	5,000.00
WAGeworks	125AI0234051	FSA MONTHLY ADMIN FEE	65.00
WEST SHORE FIRE REPAIR, INC	6045	RESPIRATOR FIT TESTING-PD	525.00
WEST SHORE FIRE REPAIR, INC	6047	RESPIRATOR FIT TESTING-FD	595.00
WEST SIDE TRACTOR SALES	B01782	#150 TILT CYLINDER REPAIR	1,808.30
WIGGINS, DANIEL	4/23/13	TRAVEL REIMBURSEMENT-LAWRENCE	12.00
WIGHTMAN & ASSOCIATES, INC	44412	ENG SVC-CCWS LOCATIONS/RESEARCH/LAMP POS	140.00
WIGHTMAN & ASSOCIATES, INC	44439	130187 ALTA/ACSM LAND TITLE SURVEY	4,830.00
WIGHTMAN & ASSOCIATES, INC	44403	SEWER USE ORD/IPP REVIEW	350.00
WILBUR-ELLIS COMPANY	7043729RI	BARRICADE-TURF CHEMICALS	660.00
Total:			498,627.34