

REGULAR MEETING OF THE DOWAGIAC CITY COUNCIL

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

Tuesday, May 28, 2013, 7:00 p.m.

AGENDA

- CALL TO ORDER -Mayor Donald D. Lyons
- PLEDGE OF ALLEGIANCE TO THE FLAG -Mayor Donald D. Lyons
- ROLL CALL -Mayor Donald D. Lyons
-Mayor Pro-Tem Leon Laylin
-Councilmember Charles Burling
-Councilmember James Dodd
-Councilmember Randall Gross, Sr.
-Councilmember Lori Hunt
-Councilmember Bob Schuur
- APPROVAL OF MINUTES OF PREVIOUS MEETING – May 13, 2013
- QUESTIONS FROM CITY COUNCIL –
- COMMENTS FROM THE AUDIENCE (NON-AGENDA) –
- COMMENTS FROM THE AUDIENCE (AGENDA) –
- PUBLIC HEARING –
1. Public hearing to receive comment on the proposed Fiscal Year 2013-14 budget.
- COMMUNICATIONS –
1. Beckwith Park Summer Concert Series, May 30-August 22, 2013
 2. Amusement Rides in Conjunction with the Summer in the City Festival, July 25-27, 2013
 3. Beer Garden in Conjunction with the Summer in the City Festival, July 25-27, 2013
- APPOINTMENTS –
1. DART – Recommended by Mayor and offered by Mayor Pro-Tem:
Appoint Wayne Comstock for a term expiring May 2018.
 2. Design Review Committee – Recommended by Mayor and offered by Mayor Pro-Tem:
Re-appoint Lori Hunt for a term expiring May 2017.

RESOLUTIONS –

1. Resolution authorizing an agreement with ACD.net to provide fiber network improvements and services.
2. Resolution authorizing a Memorandum of Understanding to provide management services for the Cassopolis Area Utilities Authority sewer system.
3. Resolution authorizing a Memorandum of Understanding with Eric Haas, A&E Properties, LLC, that allows for construction to begin immediately on 4.8 acres in the industrial park.
4. Resolution to confirm special assessment roll against properties remaining delinquent in the payment of code enforcement expenses (grass /weeds) incurred by the City.
5. Resolution to confirm special assessment roll against properties remaining delinquent in the payment of code enforcement expenses (blight /boarding /miscellaneous) incurred by the City.
6. Resolution to confirm special assessment roll against properties remaining delinquent in the payment of utility bills due to the City.
7. Resolution to authorize and direct the City Treasurer to pay the following bills and payroll due: (Roll Call)

<u>BILLS</u>	<u>PAYROLL (17)</u>	<u>TOTAL</u>
\$208,849.57	\$123,639.11	\$332,488.68

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 May 13, 2013

A regular meeting of the Dowagiac City Council was called to order by Mayor Pro-Tem Leon D. Laylin at 6:00 p.m.

Mayor Pro-Tem Laylin led the Pledge of Allegiance to the flag.

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

ABSENT: Mayor Donald D. Lyons and Councilmember Lori A. Hunt

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

Councilmember Dodd moved and Councilmember Burling seconded that the minutes of the April 22, 2013 meeting be approved.

Approved unanimously.

With no objections from Council, Mayor Pro-Tem Laylin declared that the appointments would be taken as a whole.

COMMUNICATIONS

1. Buddy Poppy Sales, May 16-25, 2013

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

Approved unanimously.

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 2017.
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.

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6. Planning Commission- Recommended by Mayor and offered by Mayor Pro-Tem:
Re-appoint Dave Daniels for a term expiring May 2016.

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

Approved unanimously.

RESOLUTIONS

1. Resolution to adjust the census urban boundaries.

MICHIGAN DEPARTMENT OF TRANSPORTATION

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

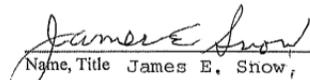
Section 101(a) amended of Title 23, United States Codes, states that the boundary locations for urban and urbanized areas shall be fixed by responsible state and local officials in cooperation with each other.

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

the adjusted census urban boundary locations for the City of Dowagiac, Michigan
Urban/Urbanized Area.

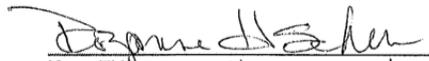
Moved: Schuur Seconded: Gross

ADOPTED unanimously.


Name, Title James E. Snow, City Clerk

14 MAY 2013
Date

City of Dowagiac
Agency


Name, Title transit coordinator

May 14, 2013
Date

Dowagiac Dial-A-Ride Transit
Agency

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2. Resolution to authorize the Mayor and City Clerk to enter into agreements for improvements at Russom Park.

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

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 unanimously.

3. Resolution to authorize a gaming license for the Lee Memorial Foundation.

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Resolution #3
May 13, 2013

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL 432.103(K)(I))

At a Regular meeting of the Dowagiac City Council

REGULAR OR SPECIAL

TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by Mayor Pro-Tem Leon D. Laylin on May 13, 2013

DATE

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

TIME

Moved by Burling and supported by Gross

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: Five

Yeas: _____

Nays: None

Nays: _____

Absent: One

Absent: _____

Approved unanimously, James E. Snow, City Clerk

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)

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4. Resolution to reschedule the May 27, 2013 City Council Meeting to May 28, 2013 due to the Memorial Day Holiday.

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

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 unanimously.

5. Resolution to set a public hearing for May 28, 2013 at 7:00 p.m. to review proposed FY 2013-14 budget.

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

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.

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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 unanimously.

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.

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

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 unanimously.

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

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

WHEREAS, the following information has been reviewed by the City Manager and City Treasurer and is being presented to City Council with a recommendation to approve invoices and payroll #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:

<u>Invoices</u>	<u>Payroll</u>	<u>Total</u>
\$498,627.34	\$116,057.07	\$614,684.41

ADOPTED on a roll call vote.

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

Nays: None (0)

Absent: One (1) Hunt

Abstain: None (0)

Upon motion by Councilmember Dodd, and seconded by Councilmember Schuur, the Dowagiac City Council adjourned at 6:25 p.m.

Leon D. Laylin, Mayor Pro-Tem

James E. Snow, City Clerk

CITY OF DOWAGIAC

MEMO TO: Mayor Lyons and City Council Members

FROM: Kevin P. Anderson, City Manager

DATE: May 24, 2013

SUBJECT: Public Hearing – FY 2013-14 Budget

A public hearing is scheduled for May 28, 2013. Normally, Council would be asked to consider adopting the budget on the same night. However, Cass County Equalization Department is working with the State Tax Board to resolve whether or not a factor should be applied to the commercial, industrial and residential SEV throughout the county. Until this matter is resolved, the County cannot send out the information and documents necessary for cities, villages and townships to adopt final budget resolutions. It is my understanding that the State Tax Board will be making a final decision during their meeting on May 28, 2013. Therefore, City Council will hold the public hearing as scheduled and consider final budget action at the June 10, 2013 regular meeting.

A full copy of the 41-page budget was sent with the May 13, 2013 agenda is not included in the printed agenda packets for the May 28 meeting. However, the budget document is available in the online version of the agenda.

RECOMMENDATION

Hold the public hearing with the understanding that Council will take action once appropriate documents are received from Cass County Equalization Department.

Support Documents:
Cover Memo-City Mgr.
Resolution

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.

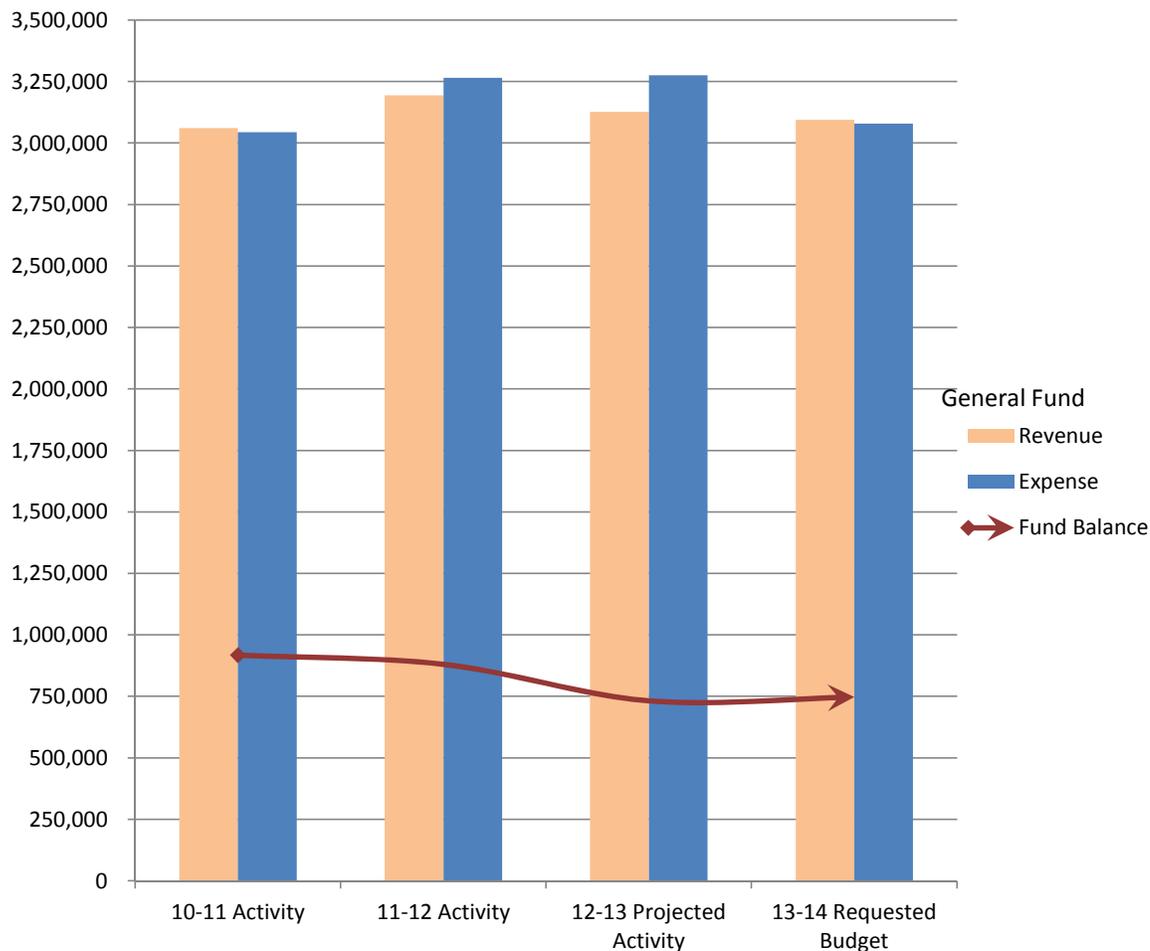
Trust and Agency Funds

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		3,128	2,708		
TOTAL APPROPRIATIONS		3,128	2,708		

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
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

GL NUMBER	DESCRIPTION	10-11 ACTIVITY	11-12 ACTIVITY	12-13 PROJECTED ACTIVITY	13-14 REQUESTED BUDGET
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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					
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					
BEGINNING FUND BALANCE				300	500
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

May 28, 2013



Chamber of Commerce & DDA

Tour The Grand Old City at www.dowagiacchamber.com

"Visit Dowagiac often. There are so many memorable ways to fill a day, a week or a lifetime."

May 13, 2013

Mayor Don Lyons and City Council
Dowagiac City Hall
241 S. Front St.
Dowagiac, Michigan 49047

Dear Mayor Lyons and City Council:

On behalf of the Dowagiac Downtown Development Authority (DDA), I would like to request permission to use Beckwith Park and its Haggin-Wimberley Memorial Bandstand for our Beckwith Park Summer Concert Series, which opens Thursday, June 6.

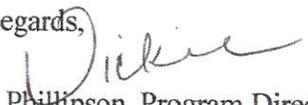
I am pleased to report, for the sixth consecutive year, Huntington Bank has agreed to underwrite this year's fine arts program through its \$5,000 donation to the DDA. I would also like to take this opportunity to thank The Pokagon Fund for the \$5,000 grant the DDA received to renovate our municipal bandstand.

On June 6, for the opening night of the concert series that features the Southwestern Michigan College Brass Band, I would also like permission to close Beeson Street. Due to its size, the brass band will set up within the street.

On Thursday, July 25, when the concert series shares the stage with Summer in the City, we will celebrate "**Huntington Night**," as we salute the underwriter of this wonderful entertainment series. We hope you can join us that evening and each week.

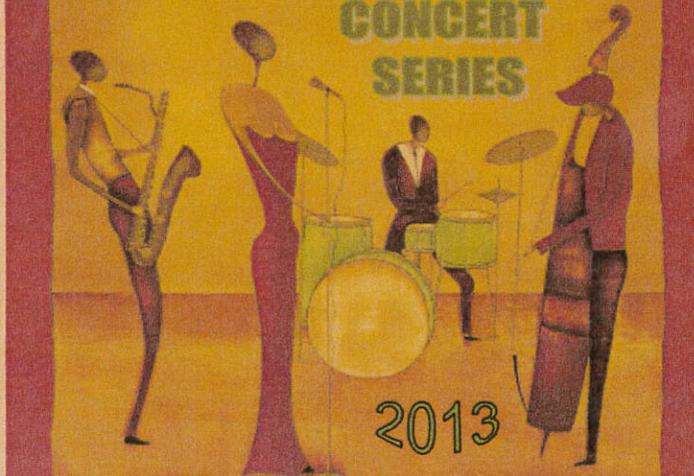
Thank you, in advance, for your kind consideration.

Best Regards,


Vickie Phillipson, Program Director
Dowagiac Downtown Development Authority
and Greater Dowagiac Chamber of Commerce

Beckwith Park

CONCERT SERIES



Join us for a wonderful summer of entertainment,
staged within Dowagiac's charming central business district.
Pack a picnic basket and sit back & relax,
or let the moment whisk you onto the dance floor!
Thursday nights have never been better!

THURSDAY, JUNE 6, 7:30 pm ... Similar to a British ensemble, 30 brass & percussion players, including college students, and professional & amateur musicians comprise the dynamic **Southwestern Michigan College Brass Band**.

THURSDAY, JUNE 13, 7:30 pm ... Dynamic bass-popping Blues, with an original blend of Funky Boogaloo & Soul, best describes Kalamazoo's favorite Blues bands, **Out of Favor Boys**.

THURSDAY, JUNE 20, 7:30 pm ... Mixing self-penned songs with vintage Country, Honky Tonk hits and Rockabilly favorites by such artists as Hank Williams Sr., Johnny Cash and Buck Owens, **Delilah Dewylde & the Lost Boys** have thrilled audiences across the Midwest with their spirited performances.

THURSDAY, JUNE 27, 7:30 pm ... You'll think 'Ole Blue Eyes is back in town, when **Otsego Jazz Ensemble & Vocalist Ian Brown** take the stage. This 18-piece Swing band is sure to have you crooning to your old-time favorites!

THURSDAY, JULY 11, 7:30 pm ... There's always good pickin' on the porch, when "The Boys in Bibs" are around. **Schlitz Creek's** high-energy performance presents Bluegrass the way it should be sung...*with some bite to it!*

THURSDAY, JULY 18, 7:30 pm ... SW Michigan's finest musicians comprise **Lake Effect Jazz Big Band**. This artistic group performs as a concert jazz ensemble.

THURSDAY, JULY 25, 7 pm ... At **Summer in the City, July 25-27**, join us for Huntington Night, honoring the underwriter of our concert series, as **Kalamazoo Avenue Band** presents a Rock, Rhythm & Blues Revue, featuring music by Chicago, The Beatles, The Blues Brothers and others.

THURS., AUGUST 1, 7:30 pm ... Traditional Celtic folk blended with other cross-culture influences comprise the rollicking jigs & well-crafted originals of **Fonn Mor**.

THURSDAY, AUGUST 8, 7:30 pm ... Jimmy Buffett fans will enjoy **5 O'clock Somewhere**, as this tribute band turns up the heat on our favorite beach tunes!

THURSDAY, AUGUST 15, 7:30 pm ... **A Touch of Country** celebrates the Golden Age of this genre with classics from the King of Country George Strait to Merle Haggard and George Jones.



Huntington

is proud to underwrite the 2013 concert series,
which is presented by the Dowagiac DDA.

The DDA also extends its heartfelt appreciation
to The Pokagon Fund, which provided grant
funding to renovate our municipal bandstand.


THE POKAGON FUND
BAND OF POTAWATOMI INDIANS

CITY OF DOWAGIAC
EVENT APPROVAL FORM

Name of Event: Beckwith Park Summer Concert Series
Date(s) of Event: Each Thursday Evening, May 31-August 23, 2013
Sponsoring Organization: Greater Dowagiac Chamber of Commerce, DDA
Contact Person(s): Vickie Phillipson, Program Director
Contact Person's Telephone: 782-8212

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 Stan L. Hummel Date 5-13-13

DEPARTMENT OF PUBLIC SERVICES:

Approval Approval with conditions Denial

Comments: _____

Signature James Bradford Date 5-13-13

DOWNTOWN DEVELOPMENT AUTHORITY:

Approval Approval with conditions Denial

Comments: _____

Signature V. Phillipson Date 5-13-13

May 28, 2013



Chamber of Commerce & DDA

Tour The Grand Old City at www.dowagiacchamber.com

"Visit Dowagiac often. There are so many memorable ways to fill a day, a week or a lifetime."

May 21, 2013

Mayor Don Lyons and City Council
Dowagiac City Hall
241 S. Front St.
Dowagiac, Michigan 49047

Dear Mayor Lyons and City Council:

In an attempt to grow this year's Summer in the City Festival, the Greater Dowagiac Chamber of Commerce has an opportunity to bring in Family Fun Tyme Amusement rides for the July 25-27 event. Owner Bob Halifax would bring in eight to 10 rides, five to six children's game booths and three food vendor wagons. The target age for rides and games is three to 12 years old.

Family Fun Tyme Amusement carries a \$5-million insurance policy and would name the Chamber and City as additional insured.

On May 20, Bob and I walked the downtown with Chamber board member Kris Lamphere and Steve Grinnwald to determine the best placement of the rides in conjunction with Front Street pedestrian traffic and available space, while also taking down the fewest parking spaces.

Attached herewith is the proposed site plan we are requesting approval of. **The area closed for amusement rides, children's game booths and food vendors would include:**

- The City parking lot, immediately behind Underwood's Shoes to Beckwith Park.
- The adjacent lawn way off Depot Drive, between Commercial and Beeson streets.
- The adjacent section of Depot Drive, from Commercial to Beeson Street. At both ends of Depot Drive, barricades would be set in place with signage indicating "Open to Parking Only." The full length of Depot Drive parking along the white fence would remain open, as well as all other parking lots off Depot Drive. The exception being the rear of the parking lot between City Hall and Front Street Crossing, which is the site of the proposed Beer Garden.
- Beeson Street from Front Street to the curb cut into the parking lot next to Beeson Street Bar & Grill. Thereby, both entrances into the parking lot adjacent to Beeson Street Bar and running down to, and behind Zeke's would remain open.

Bob's three food vendors, along with two non-competing vendors selected by the festival, would be located in close proximity to 220 electric available at Beckwith Park and on the lawn way, and to water provided at the rear of Who Knew? Consignment. Food vendors will be situated so as **not** to block the visibility of Beeson Street Bar & Grill.

We have talked with the four merchants, located adjacent to the rear parking lot off Depot Drive, in between Commercial and Beeson streets, who would be affected by the lot closure. All are willing to work with us on same.

Thank you, in advance, for your kind consideration.

Sincerely,

A handwritten signature in blue ink that reads "Vickie".

Vickie Phillipson, Chamber of Commerce & DDA Program Director

Barricade w/
Sign: Open
to Parking
Only



Barricade w/
Sign: Open
to Parking
Only

CITY OF DOWAGIAC
EVENT APPROVAL FORM

Name of Event: Amusement Rides in Conjunction with the Summer in the City Festival
Date(s) of Event: July 25-27, 2013
Sponsoring Organization: Greater Dowagiac Chamber of Commerce
Contact Person(s): Vickie Phillipson, Chamber of Commerce & DDA Program Director
Contact Person's Telephone: 782-8212

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 *St. L. Russell* Date 5/21/13

DEPARTMENT OF PUBLIC SERVICES:

Approval _____ Approval with conditions _____ Denial _____

Comments: NO STAKING penetrations in parking lot Roadway

Signature *James Bud York* Date 5-21-13

DOWNTOWN DEVELOPMENT AUTHORITY:

Approval _____ Approval with conditions _____ Denial _____

Comments: _____

Signature *V Phillipson* Date 5-21-2013



Updates on proposal of Beer Garden for Summer in the City Festival

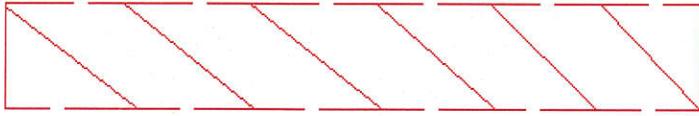
1. **Location:** The overall location remains the same. There are changes in the fence construction in order to allow freer movement for those registering for Steve's Run Friday evening from 5-7pm. As a reminder, there will not be a band at this time. Also, fencing will be opened up for freer movement on Saturday morning to allow access to all restrooms. The beer garden will not be open at this time. See attached diagrams.
2. **Entrance/Exit:** The entrance/exit will have an opening of ten feet. This allows for emergency exiting. It will be manned by two security personnel.
3. **Food:** The food trailer may be moved across the parking lot as shown in diagram 2. This is dependent on the wind direction Friday and Saturday. If moved, the food trailer will be at least 10 feet away from the tent.
4. **Smoking:** Smoking is not allowed under the tent or within 10 feet of the tent.
5. **Safety:** There will be 2 five pound fire extinguishers located under the tent. There will be a safety briefing prior to the opening of the beer garden for all personnel on fire and security protocol.
Names of the security staff will be provided to the Police Chief and Deputy Police Chief. We are also working closely with the county for off duty officers. All security personnel will have a valid Michigan license/id.
6. We request that the barricades be moved to close the COA parking lot @ Front Street Friday night at 2:30 am. This allows the parking lot to be open Friday for the COA, yet closes it for the dancers on Saturday.

It has been a pleasure working with each of you through this process. We appreciate the extra time it took out of your schedules for those of you who have spoken with us. In the matter of time constraints, the Chamber sincerely hopes to have a vote on Tuesday, May 28th. If this is a positive vote it allows the time to secure bands, rent a refrigerated trailer, and it will help in the ability to secure tents. Pushing the vote out to June 10th allows us just five weeks to put the beer garden together. As we understand, the better the band, the better the audience. We want every opportunity to run a successful beer garden.

Thank you!

FRONT STREET

Twistee's



Parking

No Parking
Barricades Placed at
2:30am Saturday

COA Building

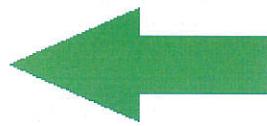
Entrance

Lawn

Food

Seating

City Hall

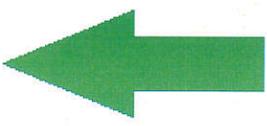


Fences are moved

5pm to 7pm Friday

8am to Noon Saturday

Steve's Run Registration



8 portable Restrooms

COA
Dumpster

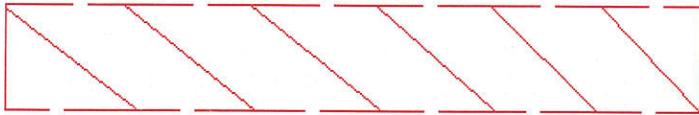
Trees/Lawn

Trees/Lawn

DEPOT DRIVE

FRONT STREET

Twistee's



Parking

No Parking
Barricades Placed at
2:30am Saturday

COA Building

Entrance

Lawn

Food

City Hall

Seating

Drink Service

Refrigerated
Trailer

8 portable Restrooms

COA
Dumpster

Trees/Lawn

Trees/Lawn

DEPOT DRIVE

May 16, 2013

Kevin Anderson

Manager, City of Dowagiac

Mr. Anderson:

The enclosed proposal is brought to you by the Greater Dowagiac Chamber of Commerce Board of Directors. We wholeheartedly and unanimously support Kyle Belew and The Wounded Minnow in hosting a beer garden during the Summer in the City Festival this July. You will find the plans outlined, with all key areas addressed. We appreciate you, the Mayor and City Council taking time to look this over, discuss, and bring to a vote. If anyone should have any questions please don't hesitate to call any of the people listed below:

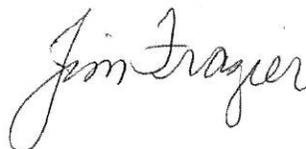
Kyle Belew

269-591-0481



Jim Frazier

269-449-6459

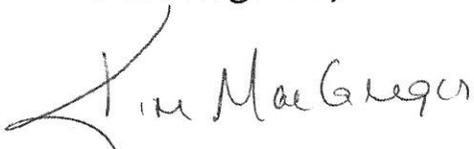


Kim MacGregor

269-782-3012

260-316-0619 Cell

Best Regards,



To: Dowagiac City Council

Mayor Lyons

Mayor Lyons and members of the Dowagiac City Council:

On behalf of Kyle Belew, the owner of The Wounded Minnow Saloon, the Greater Dowagiac Chamber of Commerce respectfully requests permission for the Minnow to hold a Beer Garden during Summer in the City July 25-27. The Chamber Board of Directors wholeheartedly endorses this request.

The objective of the Beer Garden is to increase the festival's attendance by appealing to three new markets. Young professionals, ages 25-45, which comprise an age group that has not been present for many years. A sample polling of young professionals from this age group indicated overwhelming support of a beer garden. Secondly, day visitors from vacationing resort communities, such as Sister Lakes. Third, on Saturday the Beer Garden will also entice competitors of Steve's Run to return to the downtown, after their awards ceremony concludes.

We are, and will continue to work closely with Kyle to make this a component of the festival we can be proud of. The logistics, staffing, security, and all other plans are listed below for your review.

Licensing: The Minnow will make application to LARA (Licensing and Regulatory Affairs) for the liquor license. The Minnow will receive a physical extension on it's current license. Prior to our request submission to Council, Kurt Cox, District Supervisor with the Department of Labor & Economic Growth, Michigan Liquor Control Commission, has reviewed this request and map of the site.

Insurance: Liability insurance will be held by The Minnow. The City and Chamber will be listed on the certificate as additional insured.

Location: The Chamber endorses the location of the beer garden being positioned within the city parking lot between Front Street Crossing and City Hall at the east end (rear) of the parking lot. As required by licensing this location provides the closest proximity to the Minnow. Previously, with the majority of entertainment being centered at the Haggen-Wimberley Beckwith Park Bandstand, this site also brings another high energy activity to the downtown, allowing merchants on this end of Front Street to also be recipients of the additional pedestrian traffic.

Entertainment: Bands will be used as entertainment in the beer garden. We will have a band Friday night and Saturday night. The bands will play

7:00 – 11:00 pm.

Hours of Operation: 5 – 11pm Friday (last call 10:30)

Noon – 11pm Saturday (last call 10:30)

Staffing: Management of the Beer Garden will be overseen by Kyle Belew. Paid employees of The Minnow, who are TAM (Techniques of Alcohol Management) certified, will serve as waitresses and bartenders. TAM certification is awarded by the Michigan Licensed Beverage Association. All security, volunteers and paid staff will be identifiable by the orange shirts worn for the festival.

Dress code required and enforced

Security: Off-duty police officers, as well as trained security, will be stationed at the door and throughout the tent. Duties will include id checks and security enforcement at the only entrance and exit. They will use proven methods of authenticating identification. Security will ensure carry ins/beverages are not brought onto site. Signage will be posted banning carry-in beverages, and will reference the dress code for attendees.

Entrance/Exit: The Beer Garden will be well defined and clearly marked. To secure the site, two rows of four-foot-tall interlocking fences will be used. The fences will have a separation of 8 feet to provide added security. In some instances the buildings will serve as barriers. Fencing will be strategically placed to protect the landscaping (see attached drawing).

Setup: The Beer Garden will contain two interior lighted, staked festival tents, and a refrigerated trailer containing available drinks of beer, wine, soda, tea, water and wine coolers. Ten port-a-johns will be located on the northeast end of the secured area. Ten covered garbage

toters will be situated beneath the tent, with ongoing cleanup provided by staff. A lighted sign placed to the west of the parking lot (near the front of Front Street Crossing) will inform the public as to the whereabouts of the beer garden and tournament.

Tickets will be available in one area, using a ticket booth. All transactions inside the fencing will require the use of tickets. This keeps security of funds in one area. Wrist bands will be used to prove paid up cover charge. Cover charge will be \$3.00.

We request city personnel to relocate from the parks 20 picnic tables for use at the Beer Garden. We would like to request barricades for our use from the City to be dropped on site by 2pm Thursday. Management of the Beer Garden will be on site at 3pm to close off the parking lot enabling fencing and tents to be put in place by 5pm Thursday.

Auxiliary Events

Tournament: A bag tournament will be held adjacent to the beer garden. This will take place on Saturday between the hours of noon and six. No one under the age of 21 will be allowed in the tournament. This will be a 64 team tournament. The tournament will have a separate overseer.

Food: The Minnow will employ a food vendor to be situated inside the fencing to serve the players of the tournament and visitors to the beer garden.

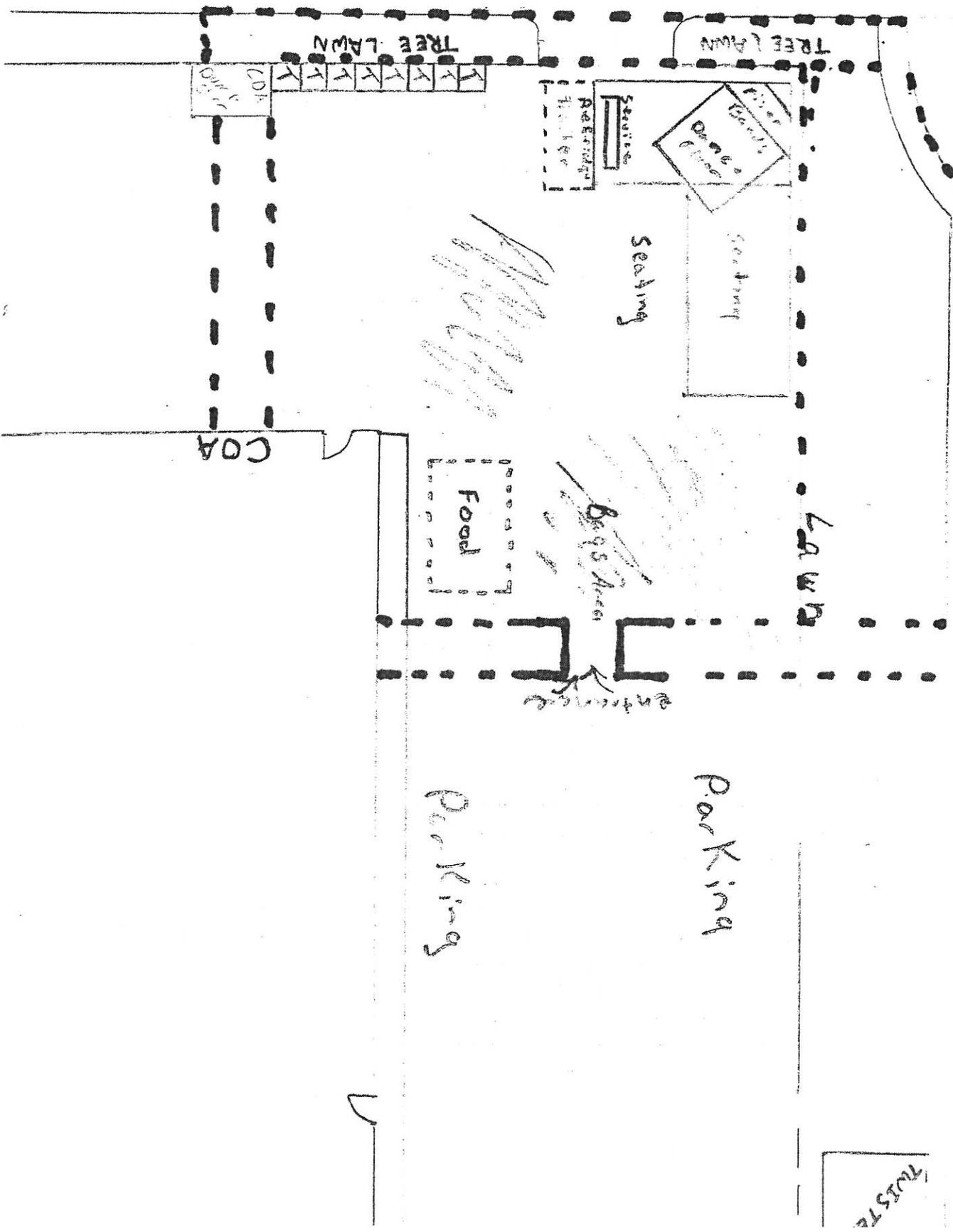
Cleanup: Cleanup will be ongoing throughout the festival. Final cleanup will take place Sunday.

Dress Code

1. Shoes or sandals required at all times.
2. No oversized, baggy, or long clothing permitted.
3. No oversized coats.
4. Trousers must be worn with the waist around the waist.
5. Hats must be worn straight forward or backward, not to the side.
6. No beanies.
7. No hoods over the head.
8. No wife beaters. (men's tank undershirts)
9. No club colors.
10. No weapons.
11. No Chains.
12. All Parts of genitals or private areas must be covered by nontransparent material. Public nudity is not tolerated and is forbidden by law.
13. No soliciting.

If these rules make you feel unable to express yourself then please do so elsewhere.

CLAY HALL



CITY OF DOWAGIAC

MEMO TO: Mayor Lyons and City Council Members

FROM: Kevin P. Anderson, City Manager

DATE: May 24, 2013

SUBJECT: Appointments to Boards and Commissions

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

DART

- ✓ Appoint Wayne Comstock for a term expiring May 2018.

Design Review Committee

- ✓ Re-appoint Lori Hunt for a term expiring May 2017.

CITY OF DOWAGIAC

MEMO TO: Mayor Lyons and City Council Members

FROM: Kevin P. Anderson, City Manager

DATE: May 24, 2013

SUBJECT: Fiber Network

In 2005 the City partnered with the Dowagiac School System and installed fiber optic communication cables in a joint build to service City and School facilities. Approximately six miles of fiber was installed consisting of a 3.8 mile loop around the city with two spurs; one spur running out Pokagon Street past the Industrial Park, and another down Riverside Drive past the water tower to the middle school. The City was not able to heavily use of these fibers until the last four years when we relocated the fire department to Wolf Street when we utilized fiber for both the phone system and computer network to the fire station. Since then, the fiber has been utilized (and extended) to serve CCDET functions as well as the mechanic, public works, and electric offices at Chestnut and S. Front Streets. Most recently, the fiber was extended to the museum for phone and computer connections. Expansion of the fiber system to lift stations and water towers are now planned.

We now have an opportunity to partner with ACD.Net to expand the reach of fiber to open the system up to address additional fiber needs throughout the community. ACD is a phone and internet service provider offering a variety of communication related services. A Michigan company, ACD is one of the partners in the Merit Network's REACH-3MC project aimed at connecting all of Michigan with high speed fiber broadband connectivity. Merit provides services to the education and non-profit community. In addition to these, ACD provides services to businesses from Fortune 500 to small and medium businesses. ACD is very interested in serving the Dowagiac area and making use of our existing fiber infrastructure.

ACD.net has proposed providing telephone and internet service to City Hall, building fiber out to the Wastewater Treatment Plant, and providing a fiber connection between City Hall and the County Building in Cassopolis. Other than a \$2,000 equipment purchase, the monthly costs of these services are less than we are paying through multiple providers currently. There are several benefits including:

- Faster internet service – 100 Mbs vs 12 Mbs currently.
- A much needed network connection to the Wastewater Treatment Plant, which will allow future communications and control to the Water Treatment Plant at Chestnut Street.
- Future connections to other facilities (water towers, lift stations, electric substations, etc.) for control/monitoring to provide better response and increase efficiency.

- Disaster recovery for City operations through connection to Cassopolis. Works both ways - we can be each other's backup.
- Area businesses and residents will have an alternative access to broadband internet connections.

RECOMMENDATION

Approve a resolution authorizing a five-year agreement with ACD.Net to provide services as outlined above.

Support Documents:

Cover Memo-City Mgr.
Resolution

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

WHEREAS, in 2005 the City of Dowagiac partnered with the Dowagiac School System to install fiber optic communication cables in many parts of the city; and

WHEREAS, the City has an opportunity to expand its use of fiber to address not only City governmental needs, but also to open up the fiber optic network to others; and

WHEREAS, ACD.net has partnered with the Merit Network to provide high speed fiber broadband connectivity throughout all of Michigan; and

WHEREAS, it is in the best interest of the City to enter into an agreement with ACD.net to expand the fiber optic network within the city.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Dowagiac does hereby authorize the Mayor and City Clerk to enter into an agreement with ACD.net to provide expanded broadband services in the City of Dowagiac for the next five years.

ADOPTED/REJECTED



1800 N Grand River Ave
Lansing MI 48906-3905
tel: 517.999.9999
fax: 517.999.3993
web: www.acd.net

Service Agreement

Page 2 of 3
Date: 5/2/2013

1. **Rates:** Prices for the Services do not include any customs duties, sales, use, value added, excise, federal, state, local, public utility or other similar taxes and/or fees. All such taxes and fees shall be paid by Customer and will be added to any amounts otherwise charged to Customer unless Customer provides ACD with an appropriate exemption certificate. If any amounts paid for the Services are refunded by ACD, applicable taxes may not be refundable.
2. **Performance & Limitations:** Please visit www.acd.net/sla.cfm for a copy of our Service Level Agreement (SLA) for uptime guarantee. For Interruptions resulting from Internet traffic, customer hardware or software, or individual websites or services outside the control of ACD.net are not counted in the availability percentage provided in SLA. ACD.net guarantees all stated performance criteria to the Primary Network Access Point (NAP), and other peering points ACD.net peers with.
3. **Excess Bandwidth Billing:** Bandwidth for metered (burstable) services are billed above the contracted commit on a Mbit scale normalized on the 95th percentile billing standard at ACD.net standard rates.
4. **IP Addresses:** ACD.net will provide a reasonable amount of IP addresses to the customer. Customer must adhere to the ARIN.NET swip templates and IP block assignment guidelines. IP address blocks that are not in use may be reclaimed or readjusted by ACD.net to conform to IP address assignment guidelines.
5. **Installation, Setup & Support:** Installation is to the DMARC at the address listed on the first page of this agreement. Any extension(s) from the DMARC is the Customer's responsibility, which, if needed, ACD.net may provide a quote for setup of workstation(s) and/or server(s) and/or premise inside wiring is not included in the installation of service, unless otherwise specified. ACD.net will provide basic support related to monitoring, IP addressing, DNS and other ACD.net related services. Missed appointment by customer where ACD.net requires access to internal wiring are subject to a \$50.00 truck roll fee.
6. **Care, Use, and Location; Loss of ACD.net Owned Equipment:** You will keep and use the Router only at your address shown on page 1, or on any attached schedule, and you will only use it for business purposes and in compliance with all applicable laws and ACD.net's Network Abuse Policy available at <http://www.acd.net>. You will not make any alterations to the Router without prior written consent, nor will you permanently attach the Router to your real estate. You are responsible for protecting the Router from damage, except for ordinary wear and tear, and from any other kind of loss while you have the Router or while it's being delivered to you. In the event the Router is lost or damaged, so long as you are not in default under the Agreement, then you shall have the option to: (a) replace the Router, or (b) pay to us both the unpaid balance of the remaining Agreement term and our residual interest in the Router, present valued using a discount rate of six (6%) per year (or other rate required by law).
7. **Sole Use:** The services on this agreement are for your sole use and may not be used for Multi-Tenant Units, resold or shared without ACD.net's written permission.
8. **Common Carrier:** ACD.net and Customer agree that ACD.net is solely acting as a common carrier in its capacity of providing services hereunder, is not a publisher of any material or information and does not block, filter or screen information passing through it's network or sites on the Internet as a whole or in part and has no obligation to monitor internet content.
9. **Normal Operations:** Customer understands and agrees that occasional temporary interruptions of any Internet Services may occur as normal events in the provision of the Internet Services. ACD.net agrees to exercise reasonable care to prevent such occurrences; however, under no circumstances will ACD.net be held liable for any financial or other damages due to such interruptions. In no event shall ACD.net be liable to the Customer or any other person for any special, incidental, consequential or punitive damages of any kind, including, without limitation, refunds of fees, loss of profits, loss of income or cost of replacement services.
10. **Expiration and Automatic Renewal of Contract:** At the end of the initial contracted term, contracts are automatically renewed as a month to month contract at the price of the original term of the contract, unless either party is notified.
11. **DSL Orders:** Due to digital subscriber line ("DSL") technology characteristics, the maximum DSL Internet access speed deliverable to customer at the Premises cannot be finally determined until the time of installation. In the event the ordered DSL service speed is not deliverable to you, you shall automatically receive and accept the available DSL service speed at the applicable lower rate. Bandwidth is measured from your location to our point of presence.
12. **Assignment:** This Agreement shall not be assigned by the Customer without the prior written consent of ACD.net
13. **Payment & Terms:** Recurring charges will be invoiced monthly and delivered electronically via email and/or via <https://myaccount.acd.net>. A pro-rated portion of the first month's service will be included on the first invoice plus the next month's service in advance. Printed and mailed paper invoices will incur a fee of \$2.00 per. Payment is due within 25 days of the invoice date. Balances that remain unpaid after the due date are subject to a late fee of one and one-half (1-1/2%) of the balance due per month, or the highest rate permitted by law. Returned payments are subject to a \$25.00 fee. Accounts that remain unpaid after sixty (60) days after date of invoice(s) may (at ACD.net's sole discretion) have services interrupted, terminated, and/or any new projects and/or change orders delayed. Interruption, Termination or delay does not relieve Customer of the obligation to pay the monthly charges and/or early termination fees. All billing disputes must be made in writing no later than thirty (30) days after the date of invoice or a charge against your credit/debit card. Customer may withhold payment on the disputed amounts on an invoice provided that: 1.) the customer provides a written statement of the disputed charges to ACD in reasonable detail within thirty (30) days of invoice; 2.) pays the undisputed portion of the invoice; and 3) negotiates in good faith with ACD.net for resolving such dispute in a timely manner.
14. **Credit Approval:** Installation and Delivery of any an all services is subject to the continuing approval of Customer's creditworthiness.
15. **Termination of Service:** Services may be canceled or terminated by customer only by a 30 day advance written notice. If the Service(s) are cancelled or terminated prior to the end of the service term for any reason, including non-payment, the customer shall pay all charges incurred plus an early Termination Fee equal to: a) 50% of the base monthly service charges for each of the remaining months in the selected agreement term; b) any non-recurring fees ACD.net incurs from other suppliers in connection with cancellation of the Services; c) 100% of the remaining term payments for equipment that ACD.net provides under a lease-to-own arrangement; d) the retail price for any non-returned ACD.net equipment. Payment shall be due within thirty (30) days of invoice. A number transfer or "Port Order" does not constitute written notice. Any services affected by a "Port Order" will be terminated and ACD will select the most appropriate billing plan for any remaining numbers and/or services on your account, and you will continue to be responsible for all the charges and fees associated with the remaining services, including any charges incurred and cancellation fees applicable to the service(s) affected by the "Port Order."
16. **Acceptance, Installation & Porting:** Upon notification that a Service is available, customer may test the Service to determine if the Service is operating in accordance to the agreement. If Customer provides ACD with written notice that a service is in material non-compliance with the applicable agreement/ specifications within three (3) business days after ACD notifies Customer that the Service is available, then ACD will promptly take such reasonable action as necessary to correct any such non-compliance in the Service and shall, upon correction, notify customer of a new start date of service. If customer does not deliver a non-compliance notice with the three (3) business day period, Customer shall be deemed to have accepted Service, and the billing will commence on the Start of Service Date. Porting of numbers must be scheduled by customer within two weeks after service is installed and confirmed working with temporary numbers. If port is not scheduled or customer delays porting for any reason then ACD will begin billing as of date of installation for all services.
17. **Original Document:** A scanned copy or a facsimile of this Agreement and the signatures thereon are deemed to be originals by both parties.
18. **Termination prior to Installation:** Should the Customer cancel or change the Services requested prior to the installation date, the Customer shall pay ACD.net all costs incurred by ACD.net to install the Services or in preparing to install the services that it otherwise would not have incurred.
19. **Service Provisioning:** The pricing stated herein is contingent on Service availability (as determined by ACD.net). The Service is to be furnished via facilities either built by ACD.net or acquired from a serving Local Exchange Carrier and if such facilities are/or become unavailable for use, ACD may either provision service over alternative facilities or discontinue Service without liability or any further obligation to Customer.



1800 N Grand River Ave
 Lansing MI 48906-3905
 tel: 517.999.9999
 fax: 517.999.3993
 web: www.acd.net

Service Agreement

Page: 3 of 3
 Date: 5/2/2013

20. **Acceptable Use:** All services are governed by our Acceptable Use Policy available at <http://www.acd.net/acceptableuse.cfm> and are included herein by reference.
21. **Telephone Services:** All Telephone/VoIP services are governed by our terms and conditions located at <http://www.acd.net/voip/termsandconditions.htm> and are included herein by reference. ACD.net must be/remain your primary carrier for your telephone service for any bundled pricing to remain in effect.
22. **Unlimited Calling Plan Restrictions (Local and Long Distance):** Customer must subscribe to local access with ACD.net with Unlimited Local and/or Long Distance Calling on all lines at the customer's service location. Applies only to domestic direct-dialed calls. Toll-free calls, operator-assisted calls, and calling cards will incur additional charges. Calling plan covers live voice calls. Certain applications, which are at ACD.net's sole discretion, e.g., auto-dialing, broadcast FAX, modem to modem, long distance Internet or intranet access, call center and certain switching applications, or usage patterns that are inconsistent with normal business voice applications are not allowed. Customers not complying with the terms of the plan will be changed to a per-minute rated plan at ACD's sole discretion. Service not available in all areas.
23. **E911 Services:** ACD.net is subject to an FCC requirement to provide notification of any E911 limitations that may be associated with the service provided to you and/or your company, as is the case with E911 service provided by a traditional telephone service provider, you are advised that the E911 service provided by ACD.net: 1) may not function with the loss of electrical power, including the loss of power to telephone equipment or other equipment necessary to route E911 calls to the appropriate emergency call center; 2) may not function if the broadband connection is not operational; 3) will not function at a remote location or may transmit incorrect physical location information for the caller if internal users are allowed to use their IP-based phones remotely; 4) will not function if the telephone equipment or other equipment necessary to place calls is not correctly configured; 5) may not transmit the correct physical address for the E911 call due to incorrect information provided by you, use of a non-native telephone number or delays in loading or updating automatic number identification and location information into the E911 database; 6) may not be capable of being received and/or processed by an emergency call center due to the center's technical limitations; and 7) may be affected by other factors or force majeure events, such as quality of the broadband connection and network congestion. Your signature on this agreement will serve as your acknowledgement that ACD.net has advised you of these potential limitations. ACD.net will also provide labels, at your request, to alert users to the limitations discussed above. The FCC has suggested that these labels be placed on or near the telephone and/or equipment associated with your service. The physical location which you provided to us prior to the initiation of service and at which our services are first installed shall be the registered location that will be provided to the emergency call center when you place a E911 call and will remain the registered location until ACD.net is notified in writing of any change.
24. **Regulatory Requirements:** If the Federal Communications Commission, a state Public Utilities or Service Commission or a court of competent jurisdiction, issues a rule, regulation, law or order which has the effect of changing or superseding any material term or provision of this Agreement, including rates, surcharges or taxes, then this Agreement shall be deemed modified in such a way as is consistent with the form, intent or purpose of the ruling.
25. **Limitation of Liability:** NEITHER ACD.NET NOR ITS AFFILIATES, SUBSIDIARIES, EMPLOYEES OR SUPPLIERS SHALL BE LIABLE TO CUSTOMER FOR ANY SPECIAL, INDIRECT, INCIDENTAL, PUNITIVE OR CONSEQUENTIAL DAMAGES, (INCLUDING WITHOUT LIMITATION, LOST PROFITS, LOST REVENUES, AND LOSS OF BUSINESS OPPORTUNITY) ARISING OUT OF OR RELATED TO THIS AGREEMENT OR THE SERVICES, HOWEVER CAUSED AND UNDER WHATEVER THEORY OF LIABILITY, (INCLUDING WITHOUT LIMITATION, STRICT LIABILITY AND NEGLIGENCE), EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. ACD.net liability for all claims of any kind arising out of or related to this Agreement, whether based on contract, tort, including without limitation, strict liability and negligence, warranty or on any other legal or equitable principles shall be limited to strict money damages and shall not exceed in the aggregate, fees paid by Customer to ACD.net during the one (1) month period immediately preceding the event given rise to liability. ACD.net may disclose user information if required by a governmental agency, or by operation of law, or, if necessary, in any proceeding to establish rights or obligations under this Agreement.
26. **Disclaimer of Warranties:** Customer assumes total responsibility for use of the services and applicable equipment at its own risk. Customer recognized that ACD.net has no responsibility for the security of or loss of stored data, intrusion of unauthorized access, content accessible or action taken and ACD.net expressly disclaims any responsibility for such content or actions, except as specifically set forth herein. ACD.net MAKES NO WARRANTY TO CUSTOMER OR ANY OTHER PERSON OR ENTITY, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF NONINFRINGEMENT, MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, AS TO ANY SERVICE OR EQUIPMENT PROVIDED HEREUNDER OR DESCRIBED HERIN, OR AS TO ANY OTHER MATTER, ALL OF WHICH WARRANTIES BY ACD.NET ARE HEREBY EXCLUDED AND DISCLAIMED.
27. **Force Majeure:** ACD.net shall not be liable to Customer or any other person, firm or entity for any failure of performance under this Agreement if such failure is due to any cause or causes including, but not limited to, acts of God, fire, explosion, vandalism, cable cut, storm, or other similar occurrences; any law, order, regulation, direction, action or request of the United States government or of any other government (including state and local governmental agency, department, commission, court, bureau, corporation or other instrumentality of any one or more of said governments) or of any civil or military authority; national emergencies, insurrections, riots, wars; or strikes, lockouts, or work stoppages or other labor difficulties; ACD.net failures, shortages, breaches or delays.
28. **Indemnity by Customer:** Customer agrees to release, hold harmless, defend and indemnify ACD.net, its subsidiaries, officers, directors, employees and agents from any claims, demands, losses, causes of action, damages, costs and expenses, including attorney fees, and/or consequential damages, or any other liability arising out of or in any manner relating to: 1) Customer's breach of any of the terms of this Agreement; and 2) any claim for withholding or other taxes that might arise or be imposed due to this Agreement or the performance of the services.
29. **Severability:** The unenforceability of any portion of this Agreement shall not affect the enforceability of the remaining provisions of this Agreement.
30. **Governing Law:** This Agreement shall be governed by, and construed in accordance with, the laws of the State of Michigan, and that Ingham County shall be the proper venue, of any claim or controversy regarding this Agreement or its subject matter and the parties hereby consent to such jurisdiction and venue.

These Terms and Conditions supersede all previous representations, understandings or agreements and shall prevail notwithstanding any variance with terms and conditions of any order submitted. The individual, by signing below, warrants and represents that he/she is an authorized representative of the above named individual or company, as such, may enter into contracts on behalf of the above named individual or company and that the company is duly organized, validly standing and in good standing order under applicable law.

Agrees: _____
Customer Signature

Agrees: _____
Customer Printed Name

Title: _____

Date: _____

Accepted: _____
ACD.net, Inc.

Accepted: _____
Printed Name

Title: _____

Date: _____

Customer Product Information Sheet**Physical Location Information**

Company Name: Dowagiac City Customer ID: 88889
 Address: 241 S Front St, P.O. Box 430 Suite/Floor: _____
 City, State, Zip: Dowagiac, MI 49047

Primary Contact: Kevin Anderson Phone #: 269-782-2195 E-mail: Kanderson@dowagiac.org
 Onsite Contact: _____ Phone #: _____ E-mail: _____

Location inside building where circuit is to be installed? _____

Is this a Single or Multi-Unit Location? Single Multi AC Power in Phone Room? Yes NoDo you have access to the above Location? Yes No Do you have a Fire or Security System? Yes No

If No, who should we contact? _____ Phone #: _____

 Check here if inside wiring is required at this location PON: _____**Billing Contact Information**Please delivery my invoices via (check at least one): Email Paper Invoice w/ \$2.00 fee

Name: Kevin Anderson
 Address: 241 S Front St, P.O. Box 430
 City, State, Zip: Dowagiac, MI 49047
 Phone Number: 269-782-2195
 Email Address: Kanderson@dowagiac.org

Router/IP InformationIs ACD.net providing a router? Yes No Managed router is a charge for item and must be specified on the contract.**Technical Point Of Contact (if ACD is not providing Router):**

Contact Name: Kevin Anderson Phone Number: 269-782-2195
 E-mail Address: Kanderson@dowagiac.org ARIN Handle (if already assigned) _____

Autonomous System Number (ASN): _____

Will ACD have remote access to customer supplied router? Yes No If yes, please provide access details: _____

Please list the location of where the router is/will be and any other equipment inside your building: _____

What, if any, other customer owned equipment is involved? (Firewall, LAN Switch, DMZ, etc.) _____

Are VPN services being utilized? If so, please explain (i.e. PC Anywhere, Remote Users, Citrix, etc...) _____

How many IP addresses will ACD need to provide? _____ Static IP's needed? Yes NoWill ACD be providing Network Address Translation (NAT)? Yes No If yes, please provide any requirements: _____

ACD requires that customers use 50% of the assigned block of IP addresses at the time of assignment. You must plan to use at least 80% of the entire block by the end of the first year ACD must be able to verify IP addresses use. ACD recommends that local network administrators use Network Address Translation whenever feasible. As part of joining the public internet, please be aware that the ACD IP addresses provided are public (see RFC-1918) and will be accessible by others.

Phone Number Configuration/Layout

Line	Telephone Number(s)	LNP	Hunting		Product	E911	Type	Features	Local Only		Line Name ID
Wtn New	NPA-NXX-XXXX	Y or N	Type	Group	FXS POTS SIP, MGCP PRI, DID	Listing Y/N	Voice = V Alarm = A Data = D Fax = F	Call Wait = W VoiceMail = V CID # = C CID NAME=CN	Y or N		This name will appear on invoice (Main, fax, modem, etc.)
			S -Straight N -None	A, B C, D etc.							
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
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21											
22											
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25											
26											
27											
28											
29											
30											

E911 INFORMATION

What type of location is this:

Is the Address for E911 the Install Address for all lines? If no, indicate correct addresses below:

Phone Number:	Location Name:	Location Address
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Directory Listing/ Caller ID Data

Listed Telephone Number, 1st White Page Listing Free

Caller ID Display: _____

To Be Listed: _____

Business Name To Appear: Dowagiac City

Address: 241 S Front St, P.O. Box 430

City, State, Zip: Dowagiac, MI 49047

I understand ACD will make all reasonable efforts to comply with this request and ACD will not be liable for any errors on this listing including failure to have the listing published.

Additional Directory Listing

Additional Listed Telephone Number at \$12.95 monthly ea

To Be Listed: _____

Business Name To Appear: _____

Address: _____

City, State, Zip: _____

I understand ACD will make all reasonable efforts to comply with this request and ACD will not be liable for any errors on this listing including failure to have the listing published.

Additional Directory Listing

Additional Listed Telephone Number at \$12.95 monthly ea

To Be Listed: _____

Business Name To Appear: _____

Address: _____

City, State, Zip: _____

I understand ACD will make all reasonable efforts to comply with this request and ACD will not be liable for any errors on this listing including failure to have the listing published.

Toll Free

Toll Free Number	DNIS Digits	Ring to Number	Type	Coverage				Previous Carrier	Type
			N=New E=Existing* R=Reserved	US	CAN	CARIB	OTHER		S=Switched D=Dedicated
				X					
				X					
				X					
				X					

When Toll Free should be ported: _____

*Additional LOA may be required

PBX Vendor Contact Information

Do You have a PBX: ___Yes ___No

What Brand/Type: _____

Analog or Digital: _____

Vendor Name: _____

Vendor Contact: _____

Contact Number: _____

E-mail Address: _____

PRI are setup by default as NI2, 10 Digits, and channels are assigned by the product information sheet, unused channels are blocked, unless communicated otherwise.

Other Information we should know:



Local Service:

I authorize ACD Telecom (ACD) to change my current Local Exchange Carrier and to be my Local Exchange Carrier and to provide me with Local Service. In addition, I authorize ACD to order changes in and maintenance on specific telecommunications service, including, without limitation to, removing, adding to, or rearranging such telecommunications service.

All providers may deal directly with ACD as my agent on all matters pertaining to said telecommunications service and should follow its instructions with reference thereto. I am aware that a switching charge may be incurred each time my local service provider is changed. I understand that only one telecommunication service provider may be designated as the subscriber's local service provider for any one telephone number.

Long Distance Service:

I authorize ACD Telecom (ACD) to change my current interexchange service provider and to be my interexchange long distance carrier as indicated below:

Intralata/Local Toll

Interlata/Interstate

In addition, I authorize ACD to order changes in and make maintenance changes on specific telecommunications services, including, without limitation to, removing, adding to, or rearranging such telecommunications service. All providers may deal directly with ACD as my agent on all matters pertaining to said telecommunications service and should follow its instructions with reference thereto. I am aware that a switching charge may be incurred each time my long distance carrier is changed. I understand that only one telecommunication service provider may be designated as the subscriber's interLATA PIC for any one telephone number. I understand that only one telecommunication service provider may be designated as the subscriber's intraLATA PIC for any one telephone number.

Telephone Number	Telephone Number	Telephone Number	Telephone Number
Telephone Number	Telephone Number	Telephone Number	Telephone Number
Telephone Number	Telephone Number	Telephone Number	Telephone Number
Telephone Number	Telephone Number	Telephone Number	Telephone Number
Telephone Number	Telephone Number	Telephone Number	Telephone Number
Telephone Number	Telephone Number	Telephone Number	Telephone Number

Customer Authorization

Company Name: Dowagiac City
Address: 241 S Front St, P.O. Box 430
Dowagiac, MI 49047

Kevin Anderson

Authorized Signature

Printed Name

Date



Service Level Agreement

ACD.Net's service level agreement guarantees internet, voice, wide area network, fiber optic, and phone service availability at 99.9% of the time between 7:00am and 7:00pm EST and 99.5% on all other times averaged. The ACD.Net network is the combination of ACD.Net operated equipment, servers, circuits, and other data transmission facilities comprising ACD.Net TCP/IP wide area network. ACD.Net network will be measured on the number of minutes that the ACD.Net network was not available as determined by ACD.Net's Network Bandwidth Monitoring SNMPC statistics.

Support and Restoration of ACD Services:

The maximum response time from when a service effecting issue is reported by either the ACD SNMPC Network Monitoring System, or alerted by the customer, will be four (4) hours, or less. Any fiber optic cut, internet outage, wide area network Or voice network outage will be subject to a meantime to repair (MTR) resolution metrics of 4 Hours, whereby an ACD technician will be actively responding to the service outage for repair/resolution.

ACD.net's service level agreement is to have the ACD.net Network (as defined in the applicable service agreement) available 99.9% of the time between 7:00am and 7:00pm EST and 99.5% on all other times averaged, and as set forth below, ACD.net will credit Customer's account if ACD.net fails to meet this availability guarantee during any given calendar month. In addition, if ACD fails to meet this service level for any two consecutive months, then at the customer's option the agreement may be canceled at any time.

At the customer's request, ACD.net will calculate customer's "Network Unavailability" in a calendar month. "Network Unavailability" consists of the number of minutes that the ACD.net Network, or an ACD.net owned telephone company circuit, was not available to the Customer, but will not include unavailability continuing for an hour or less which Customer fails to report to ACD.net within five days, or any unavailability resulting from: (a) ACD.net Network maintenance; (b) ACD.net ordered telephone company circuits; (c) Customer's applications, equipment, or facilities; (d) Customers equipment is not ACD.net approved; (e) acts or omissions of Customer, or any use or user of the service authorized by Customer; (f) Latency or unavailable facilities out of ACD.net's network; or, (g) reasons of Force Majeure (as defined in the applicable service term agreement). For each cumulative hour of Network Unavailability or fraction thereof in any calendar month, Customer's account shall be credited for the pro-rated charges for one day of the ACD.net Monthly Fee for the service with respect to which this Agreement has not been met.

Customer is responsible for providing ACD.net accurate and current contact information for Customer's designated points of contact. ACD.net will be relieved of its obligations under this Customer Reporting Guarantee if ACD.net's contact information for Customer is out of date or inaccurate due to Customer's action or omissions or if ACD.net's failure is due to reasons of Force Majeure (as defined in the applicable service term agreement).

KEPS Technologies, Inc., d/b/a ACD.net

City of Dowagiac

By: Mr. Steve Schoen

By: Kevin Anderson

Title: Vice President

Title: City Manager

Date ____/____/2013

Date ____/____/2013

CITY OF DOWAGIAC

MEMO TO: Mayor Lyons and City Council Members

FROM: Kevin P. Anderson, City Manager

DATE: May 24, 2013

SUBJECT: Memorandum of Understanding – CAUA Management Services

For the past two and a half years, the City has been the operator of the CAUA water system and it has proven to be a mutually beneficial relationship for both parties. The CAUA is also responsible for maintaining a sewer system in the Township and lakes area around the Village of Cassopolis. Several changes have occurred within the CAUA and they have approached the City about providing general management services for the CAUA. The CAUA has long-term contracts in place for repairing and maintenance of the lift stations, sewer pipe and generators with the Village of Cassopolis. Those arrangements would remain in place.

Under the terms of the proposed Memorandum of Understanding (MOU), the City would provide general management services including basic administration and policy development, accounting services and field services administration. The City would provide technical support to the Village of Cassopolis Public Works Department, who would still be contractually responsible to maintain the water system. The proposed agreement is for five years with an option to renew and a one-year notice for non-renewal or termination at a rate of \$30,000 per year for year one and two, with a \$600 increase for each year thereafter.

It is also anticipated that there may be times when the CAUA needs personnel and equipment outside of the normal scope of services provided by the Operations & Maintenance contract with the Village of Cassopolis. If crews are available, this may provide another opportunity for the City to provide and bill for services.

The CAUA approved the proposed MOU on May 20, 2013. If City Council approves the MOU, it is anticipated that final agreements will be drafted and ready for action in June.

RECOMMENDATION

Approve the resolution authorizing a Memorandum of Understanding with the CAUA.

Support Documents:

- Cover Memo-City Mgr.
- Resolution
- MOU

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

WHEREAS, the Cassopolis Area Utilities Authority (CAUA) is responsible for the maintenance and operation of the sewer system in the service area surrounding the Village of Cassopolis; and

WHEREAS, the City of Dowagiac has worked with the CAUA to maintain a water system in that same service area; and

WHEREAS, the CAUA desires general management services so that they can provide professional quality services to their customers; and

WHEREAS, the City of Dowagiac has the available expertise to assist the CAUA.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Dowagiac does hereby authorize the attached Memorandum of Understanding outlining the terms of an agreement to provide general management services for the CAUA.

BE IT FURTHER RESOLVED that the City Manager and City Attorney are directed to prepare appropriate legal documents and agreements for City Council and CAUA action in June.

ADOPTED/REJECTED

MEMORANDUM OF UNDERSTANDING

CASSOPOLIS AREA UTILITIES AUTHORITY (CAUA) and the CITY OF DOWAGIAC

The City of Dowagiac will serve as General Manager for the Cassopolis Area Utilities Authority (CAUA) for the purpose of helping the CAUA provide professional, quality services to their customers. The General Manager will be responsible for providing the administrative, accounting and field service administration as outlined below. It is anticipated that significant cost savings will occur due to modernization of records, shared purchasing, budgeting, improved capital planning and other strategic initiatives.

Administration

- Meeting packet preparation.
- Attend meetings and prepare recommendations for CAUA Board consideration.
- Prepare meeting minutes.
- Develop and maintain a policy manual.
- Review billings from Village of Cassopolis.
- Annual efficiency study and recommendations.

Accounting Services

- Monthly balance sheet.
- Monthly revenue and expenditures statement.
- Monthly bank reconciliations.
- Monthly processing of Accounts Payable.
- Annual rate analysis.
- Annual budget proposal.

Field Services Administration

- Administer the CAUA maintenance agreement with the Village of Cassopolis including, but not limited to, the following:
 - Oversight of the sewer main, force main, manholes and generators.
 - Meter equipment including meter pit and housing (calibrated annually).
 - See list of Village contractual responsibilities on page 2.
- Provide technical support to Village of Cassopolis Public Works as necessary to fulfill contractual obligations to maintain the system.
- Provide bidding oversight and recommendations.

Terms

- 5 (five) year agreement with option to renew.
- 1 (one) year notice for non-renewal or termination.
- \$30,000 per year 1 and year 2. \$600/year increase each year thereafter.

Additional Time and Material Services

- When possible and cost effective, provide equipment and personnel to provide services outside the scope of services provided for in the Operations & Maintenance (O&M) contract with the Village of Cassopolis. These are services that have historically been contracted out to private contractors. While there will still be a need to contract for some highly specialized services, it is anticipated that CAUA will be able to save money and improve response times with City of Dowagiac crews.
- Billings will be the cost of equipment at standard Michigan Department of Transportation rates, the actual cost of material plus 20% and labor at the actual cost of wages times 200%.
- The Village of Cassopolis will remain responsible for the O&M tasks currently defined in existing contracts with the CAUA. The General Manager will be responsible for assisting in the scheduling of work, inspection of work and billings for the work set forth in existing contractual documents. The goal is for the General Manager to provide an additional source of experience and expertise to assure customers that excellent maintenance of the sewer system is occurring.

The items listed below are Village of Cassopolis O&M responsibilities stated in various contract documents:

Village O&M Responsibilities per Current Agreements:

- Normal maintenance and cleaning of the sewer system.
- Maintenance and repair of lift stations and other equipment.
- Furnishing and paying for utility services including electrical and telephone services at the lift stations.
- Adequate liability and property insurance for the system naming the Townships as additionally insured.
- Normal equipment replacement.
- Additionally, the Village of Cassopolis will accept the sewage and then bill the CAUA based on the billing from the City of Dowagiac. Each year, Dowagiac then does a budget and adjusts its rates accordingly.
- Utility Billing for the CAUA sewer system.
- Billing for 50% of large invoices on a monthly basis, so at the end of the year there would not be such a large deficit balance.

- Audit – per the agreement dated 9-11-95 – the cost of the Village audit *each year* for the CAUA activity was to be split with CAUA and the Village. The Village and the CAUA were to have selected an auditing firm who would audit the CAUA actual activity including costs, charges and disbursements, together with actual total gallons of sewage collected between the Townships and the Village. This audit then would set the monthly rate for the next year to be paid to the Village by customers of CAUA. The CAUA would then notify the Townships of such rate change (page 5 of 6-25-87 agreement – Village shall notify Township of increase of rate). A final billing then would be sent to the CAUA or a refund if one is due.

Cassopolis Area Utilities Authority

City of Dowagiac

Gene Decker

Kevin P. Anderson

Date

Date

CITY OF DOWAGIAC

MEMO TO: Mayor Lyons and City Council Members

FROM: Kevin P. Anderson, City Manager

DATE: May 24, 2013

SUBJECT: Memorandum of Understanding – Eric Haas, A&E Properties, LLC

There are a number of property items that need to be cleared up before the final transaction for the Haas closing can occur. Mr. Haas would like to begin the process of construction as quickly as possible. The Memorandum of Understanding (MOU) gives staff and the City Attorney the necessary authority to allow for construction to take place while technical items are cleared.

RECOMMENDATION

Approve a resolution authorizing a Memorandum of Understanding with Eric Haas, A&E Properties, LLC.

Support Documents:

- Cover Memo-City Mgr.
- Resolution
- MOU

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

WHEREAS, Eric Haas, A&E Properties LLC, has made an offer to purchase 4.8+ acres in the City of Dowagiac industrial park that has been accepted by the City; and

WHEREAS, several technical items need to be addressed prior to closing on the property; and

WHEREAS, Eric Haas desires to begin construction as quickly as possible.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Dowagiac does hereby authorize the attached Memorandum of Understanding (MOU) with Eric Haas, A&E Properties LLC.

BE IT FURTHER RESOLVED that the City Manager and City Attorney are authorized to prepare and execute any and all agreements necessary to fulfill the items stated in the MOU.

ADOPTED/REJECTED

MEMORANDUM OF UNDERSTANDING

This memorandum of understanding is between the City of Dowagiac (CITY), 241 S. Front Street, Dowagiac, Michigan, 49047, a Michigan Municipal Corporation, and Eric Haas, A& E Properties, LLC, (COMPANY) a Michigan Limited Liability Company.

The City has a desire to develop its industrial park. The company would like to buy 4.8+ acres in the industrial park and build a new facility. The City and Company have the following understanding as a means to proceed with the development:

1. The City will allow the company to proceed with Planning Commission review of its site plan for the new facility in compliance with City Zoning Ordinance and the Protective Covenants of the Park.
2. Upon approval of the site plan, the city will allow the company to obtain a building permit for the new facility prior to property closing. The city will be responsible for preparing appropriate documents so that construction can proceed in a timely manner.
3. The City will develop an easement for ingress and egress through the Jeff and Stacy Toy property.
4. The City will proceed with site condominium documents in order to proceed with the closing.
5. Upon approval of the site condominium documents, the company will agree to close and pay \$1,250.00 per acre of land in the Dowagiac Industrial Park.
6. The City and Company will pay their respective closing costs.

City of Dowagiac

Kevin Anderson
City Manager

Date

A&E Properties


Eric Haas
Member


Date

05/23/2013

CITY OF DOWAGIAC

MEMO TO: Mayor Lyons and City Council Members

FROM: Kevin P. Anderson, City Manager

DATE: May 24, 2013

SUBJECT: Special Assessments

Each year the Building Department and Customer Service Department reviews the list of bills that have not been paid. A list of all outstanding bills is then prepared for City Council so that special assessments can be levied upon those properties for the expenses that have occurred at those properties.

Three resolutions are on Monday's City Council agenda for the purpose of levying special assessments on a number of properties within the city. The assessments to be levied are detailed in the attachments to the resolutions. The purpose of each resolution is as follows:

- Assessments for mowing of private lots that do not comply with the Blight Ordinance.
- Assessments for private properties that did not comply with the Blight or Boarded Structures Ordinance and were either cleaned up, boarded or demolished.
- Assessments for utility customers' past due billing that do not comply with Utility Ordinance.

RECOMMENDATION

Approve the three resolutions for the purpose of levying special assessments.

Support Documents:

Cover Memo-City Mgr.

Resolutions

Dept. Head Reports

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

WHEREAS, Chapter 66, Section 66.19 of the Dowagiac City Code, "Single Lot Assessments-Generally," provides that the City of Dowagiac is authorized to levy a special assessment against single premises for expenses which are chargeable against such premises under the provisions of the Dowagiac City Code; and

WHEREAS, the Dowagiac City Council, upon due consideration and deliberations, determined that certain noxious weeds and grasses were present upon the various single premises described in Appendix A attached hereto and incorporated herein by reference, and that the cutting of such noxious weeds and grasses by the City was necessary by virtue of non-compliance with the provisions of Chapter 86, Section 86.59 of the Dowagiac City Code; and

WHEREAS, the expense incurred with respect to each parcel of land entered upon in carrying out the provisions of said Chapter 86 have been kept, which charges, together with an amount equal to fifty percent (50%) thereof to cover costs of publication, overhead and other expenses, are chargeable against such single premises as provided in Chapter 66 of the Dowagiac City Code; and

WHEREAS, the City Manager has directed the City Assessor to prepare a special assessment roll covering all such charges which have not been paid, together with an additional amount equal to fifty percent (50%) thereof, to cover the cost of publication, overhead and other expenses; and

WHEREAS, said roll has been filed with the City Clerk and is now being presented to the Council for confirmation and levy; and

WHEREAS, said special assessment roll is attached hereto and made a part of this resolution.

NOW, THEREFORE, BE IT RESOLVED that the City of Dowagiac, by the affirmative vote of its City Council, does hereby confirm the attached special assessment roll for the parcels more fully described in Appendix A attached hereto and incorporated herein by reference and directs the City Administration to levy said assessments against the individual properties therein set forth.

ADOPTED/REJECTED

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

WHEREAS, Chapter 66, Section 66.19 of the Dowagiac City Code, "Single Lot Assessments-Generally," provides that the City of Dowagiac is authorized to levy a special assessment against single premises for expenses which are chargeable against such premises under the provisions of the Dowagiac City Code; and

WHEREAS, the Dowagiac City Council, upon due consideration and deliberation, determined for the preservation of the public peace, health and safety of the city that certain deteriorating property condition(s) existed on private properties described in Appendix A, attached hereto and incorporated herein by reference, and that the abatement by the City of such deteriorating property condition(s) was necessary by virtue of non-compliance with the provisions of Chapter 18 of the Dowagiac City Code; and

WHEREAS, this expense is chargeable against such premises and the owner thereof under the provisions of the Charter, the Code and the law of the State of Michigan and is not of the class required to be prorated among several lots and parcels of land in a special assessment district; and

WHEREAS, an account of labor, material, and services for which such expenses incurred has been billed to the property owner by the City Building Official, as provided in Chapter 66 of the Dowagiac City Code; and

WHEREAS, this bill had not been paid; and

WHEREAS, the City Manager has directed the City Assessor to prepare a special assessment roll covering all such charges which have not been paid; and

WHEREAS, said roll has been filed with the City Clerk and is now being presented to the Council for confirmation and levy; and

WHEREAS, said special assessment roll is attached hereto and made a part of this resolution.

NOW, THEREFORE, BE IT RESOLVED that the Dowagiac City Council hereby confirms the attached special assessment roll for the parcels more fully described in Appendix A attached hereto and incorporated herein by reference and directs the City Administration to levy said assessments against the individual properties therein set forth.

ADOPTED/REJECTED

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

WHEREAS, Chapter 82, Section 82.24 (c) of the Dowagiac City Code, "UTILITIES", provides that the City of Dowagiac is authorized to place as a lien on the premises to which electric, water and/or sewer service is provided for delinquent utilities for six (6) months or more; and

WHEREAS, delinquent utilities with such lien are charged on the next property tax bill for the premises; and

WHEREAS, the Dowagiac City Council upon review of the various single premises described in Appendix A attached hereto and incorporated herein by reference, determined by virtue of non-compliance with the provisions of Chapter 82, Section 82-24 (c) of the Dowagiac City Code; and

WHEREAS, the City Manager has directed the City Assessor to prepare a special assessment roll covering all such charges which have not been paid; and

WHEREAS, said roll has been filed with the City Clerk and is now being presented to the Council for confirmation and levy; and

WHEREAS, said special assessment roll is attached hereto and made a part of this resolution.

NOW, THEREFORE, BE IT RESOLVED that the City of Dowagiac, by the affirmative vote of its City Council, does hereby confirm the attached special assessment roll for the parcels more fully described in Appendix A attached hereto and incorporated herein by reference and directs the City Administration to levy said assessments against the individual properties therein set forth.

ADOPTED/REJECTED

CITY OF DOWAGIAC

INTER-DEPARTMENTAL COMMUNICATION

TO: Kevin Anderson – City Manager **FROM:** James Bradford
RE: Building Department **DATE:** May 17, 2013
Special Assessments

A resolution is attached for the May 28, 2013 City Council agenda, for the purpose of levying special assessments upon private properties:

- Assessments for the abatement of noxious weeds and grasses, by the city, upon private lots that do not comply with City Ordinance Section 86-58.
- Assessments for abatement of property maintenance, such as blight, board up, demolitions and other miscellaneous, by the city, upon private properties that do not comply with City Ordinance, Chapter 18 – Buildings and Building Regulations.

Below is a summary of invoices issued for Code Enforcement activity during this period of 5/1/12 through 10/31/12:

	<u>Qty</u>	<u>To Be Special Assessed</u>
Mowing:	98	\$ 9,843.87
Blight/Boarding/Other	12	5,628.50
		<u>Uncollectible</u>
County-Uncollectible:	48	\$ 4,991.45
TOTAL UNPAID	158	\$20,463.82

If you have any questions regarding this matter, please contact my office.

SPECIAL ASSESSMENTS FOR MAY 1, 2012 THROUGH OCTOBER 31, 2012

BUILDING DEPARTMENT - Code Enforcement

Parcel has multiple invoices w/same service type

Parcel has multiple invoices w/mixed service types

APPENDIX A - MOWING

Tax ID #	Service Address	Service type	Inv #	Post Date	ASSESSMENT (Parcel totals)
14-160-100-033-00	313 MICHIGAN AVE	W/G	6652	06/27/12	\$88.50
14-160-100-040-00	405 MICHIGAN AVE	W/G	6948	09/26/12	\$88.50
14-160-100-235-00	226 E HIGH ST	W/G	6656	06/27/12	\$175.50
14-160-100-242-00	525 S FRONT ST	BL/WG	6922	09/17/12	\$89.81
14-160-100-249-00	205 S LOWE ST	W/G 3X	6855	08/28/12	\$309.00
14-160-100-303-00	106 THICKSTUN ST	W/G 2X	6866	08/28/12	\$88.50
14-160-100-308-00	110 THICKSTUN ST (VAC)	W/G	6941	09/20/12	\$177.00
14-160-100-329-00	204 ANDREWS ST (VAC)	W/G	6940	09/20/12	\$177.00
14-160-100-356-00	404 THICKSTUN ST	W/G 2X	6834	08/20/12	\$88.50
14-160-100-433-00	210 GRAND BLVD	W/G 2X	6818	08/10/12	\$177.00
14-160-100-440-00	225 ANDREWS ST (VAC)	W/G	6798	08/02/12	\$88.50
14-160-100-447-00	209 ANDREWS ST	W/G 2X	6883	08/31/12	\$89.81
14-160-100-461-00	519 S FRONT ST (VAC)	W/G 2X	6725	06/29/12	\$88.50
14-160-100-476-00	416 MAPLE ST (VAC)	W/G 3X	6921	09/17/12	\$266.81
14-160-100-478-00	420 MAPLE ST	W/G 2X	6880	08/31/12	\$89.81
14-160-100-481-00	423 TUTHILL ST (VAC)	W/G	6670	06/27/12	\$88.50
14-160-100-578-00	308 FIRST AVE	W/G	6917	09/13/12	\$88.50
14-160-100-582-00	404 JEFFERSON ST	W/G 2X	6856	08/28/12	\$220.50
14-160-100-630-00	503 CHESTNUT ST	W/G	6677	06/27/12	\$88.50
14-160-100-641-00	501 WALNUT ST	W/G	6990	10/26/12	\$339.00
14-160-100-647-00	408 WALNUT ST (VAC)	W/G	6882	08/31/12	\$89.81
14-160-100-656-00	411 MAPLE ST	W/G 2X	6757	07/10/12	\$177.00
14-160-100-662-00	603 W HIGH ST	W/G	6860	08/28/12	\$88.50
14-160-100-686-00	105 GROVE ST	W/G	6682	06/28/12	\$88.50
14-160-100-694-00	608 CHESTNUT ST	W/G	6923	09/17/12	\$112.22
14-160-100-713-00	803 W HIGH ST	W/G	6859	08/28/12	\$88.50
14-160-100-714-00	801 W HIGH ST	W/G 3X	6918	09/13/12	\$250.50
14-160-100-716-00	805 W HIGH ST (VAC)	W/G	6858	08/28/12	\$307.50
14-160-100-721-00	204 POKAGON ST	W/G	6926	09/17/12	\$134.61
14-160-100-723-00	105 POKAGON ST	W/G 2X	6726	06/29/12	\$138.53
14-160-100-735-00	214 HALSTEAD ST	W/G	6687	06/28/12	\$88.50
14-160-100-760-00	110 ASHLAND ST	W/G	6947	09/26/12	\$88.50
14-160-100-765-00	101 ASHLAND ST (VAC)	W/G	6691	06/28/12	\$88.50
14-160-200-184-00	601 FAIRVIEW DR	W/G 2X	6955	10/02/12	\$175.50
14-160-200-256-00	201 N FRONT ST	W/G	6694	06/28/12	\$88.50
14-160-200-344-00	307 N FRONT ST	W/G	6697	06/28/12	\$183.75
14-160-200-364-00	315 ORCHARD ST	W/G	6811	08/10/12	\$88.50
14-160-200-391-00	210 SPRUCE ST	W/G	6702	06/28/12	\$177.00
14-160-200-406-00	206 GREEN ST	W/G 2X	6956	10/02/12	\$177.00
14-160-200-486-00	402 GREEN ST	W/G 2X	6897	09/10/12	\$88.50
14-160-200-866-00	309 N LOWE ST	W/G 3X	6865	08/28/12	\$187.88
14-160-200-887-00	528 MAIN ST	W/G	6832	08/20/12	\$88.50
14-160-200-903-00	303 PARSONAGE ST	W/G 3X	6898	09/10/12	\$265.50
14-160-200-904-00	403 WEST ST	W/G 3X	6899	09/10/12	\$265.50
14-160-200-963-00	310 POPLAR ST	W/G	6708	06/28/12	\$177.00
14-160-220-025-00	169 DOGWOOD CIR	W/G	6919	09/13/12	\$114.60
14-160-300-011-01	441 E DIVISION ST	W/G 2X	6731	06/29/12	\$374.70
14-160-300-043-00	436 E DIVISION ST	W/G 2X	6831	08/20/12	\$88.50
14-160-300-076-00	101 CASS AVE	W/G 2X	6924	09/17/12	\$312.72
14-160-300-119-00	106 WILLARD ST	W/G 4X	6896	09/10/12	\$354.00
14-160-300-175-00	113 N MILL ST	W/G 3X	6867	08/28/12	\$88.50

SPECIAL ASSESSMENTS FOR MAY 1, 2012 THROUGH OCTOBER 31, 2012

BUILDING DEPARTMENT - Code Enforcement

Parcel has multiple invoices w/same service type

Parcel has multiple invoices w/mixed service types

APPENDIX A - MOWING

Tax ID #	Service Address	Service type	Inv #	Post Date	ASSESSMENT (Parcel totals)
14-160-300-557-00	211 W RAILROAD ST	W/G	6734	06/29/12	\$88.50
14-160-300-559-00	301 W RAILROAD ST	W/G	6735	06/29/12	\$88.50
14-160-300-563-00	309 W RAILROAD ST	W/G	6863	08/28/12	\$88.50
14-160-300-724-00	510 KEENE AVE	W/G	6914	09/13/12	\$88.50
14-160-300-756-00	511 KEENE AVE	W/G	6915	09/13/12	\$88.50
14-160-300-757-00	513 KEENE AVE	W/G 3X	6916	09/13/12	\$177.00
14-160-300-770-00	406 GRAY ST	W/G 3X	6895	09/10/12	\$265.50
14-160-300-839-00	411 E DIVISION ST	W/G	6894	09/10/12	\$615.00
14-160-300-855-00	118 N MILL ST	W/G	6812	08/10/12	\$132.00
14-160-300-911-00	316 E DIVISION ST	W/G 3X	6878	08/31/12	\$266.81

SPECIAL ASSESSMENTS FOR MAY 1, 2012 THROUGH OCTOBER 31, 2012

BUILDING DEPARTMENT - Code Enforcement

Parcel has multiple invoices w/same service type

APPENDIX A - PROPERTY MTNCE:

Parcel has multiple invoices w/mixed service types

Tax ID #	Service Address	Service type	Inv #	Post Date	ASSESSMENT (Parcel totals)
14-160-100-076-00	404 PENNSYLVANIA AVE	EPM	6771	07/16/12	\$630.00
14-160-100-233-00	319 POKAGON ST	BL	6822	08/13/12	\$600.00
14-160-100-235-00	226 E HIGH ST	OPEN STR	6657	06/27/12	\$251.00
14-160-100-249-00	205 S LOWE ST	BL	6659	06/27/12	\$585.00
14-160-100-723-00	105 POKAGON ST	BL	6686	06/28/12	\$300.00
14-160-200-391-00	210 SPRUCE ST	BOARDING	6701	06/28/12	\$150.00
14-160-200-420-00	409 SPRUCE ST	BL	6999	10/30/12	\$862.50
14-160-200-749-00	402 N FRONT ST	TIRES	6973	10/12/12	\$165.00
14-160-300-043-00	436 E DIVISION ST	BL	6830	08/20/12	\$300.00
14-160-300-101-00	211 CASS AVE	OBSTRUC	6648	06/22/12	\$150.00
14-160-300-305-00	115 HAINES ST	BL	6829	08/20/12	\$1,035.00
14-160-300-563-00	309 W RAILROAD ST	BL	6821	08/13/12	\$600.00

12

\$5,628.50

SPECIAL ASSESSMENTS FOR MAY 1, 2012 THROUGH OCTOBER 31, 2012

BUILDING DEPARTMENT - Code Enforcement

Parcel has multiple invoices w/same service type

UNCOLLECTIBLE - COUNTY OWNED:

Parcel has multiple invoices w/mixed service types

Tax ID #	Address	Category	Inv #	Post Date	ASSMT (Parcel Totals)	County Owned at time of mowing and/or as of 04.29.13
14-160-100-018-00	210 MICHIGAN AVE	W/G	6651	06/27/12	\$88.50	COUNTY 02/11/13
14-160-100-234-00	228 E HIGH ST	W/G 5X	6925	09/17/12	\$731.13	COUNTY 02/11/13
14-160-100-275-00	330 POKAGON ST	W/G	6910	09/11/12	\$29.00	COUNTY- AT MOWING
14-160-100-418-00	229 GRAND BLVD (V	W/G 2X	6666	06/27/12	\$177.00	COUNTY 02/11/13
14-160-100-418-00	229 GRAND BLVD (V	W/G	6903	09/11/12	\$29.00	COUNTY 02/11/13
14-160-100-459-00	515 S FRONT ST	W/G 3X	6854	08/28/12	\$330.75	COUNTY 02/11/13
14-160-100-628-00	507 CHESTNUT ST	W/G	6675	06/27/12	\$88.50	COUNTY 02/11/13
14-160-100-657-00	409 MAPLE ST	W/G	6912	09/11/12	\$29.00	COUNTY- AT MOWING
14-160-100-685-00	303 WALNUT ST	W/G	6680	06/28/12	\$88.50	COUNTY 4/12, THEN SOLD 4/13
14-160-100-685-00	303 WALNUT ST	W/G	6905	09/11/12	\$29.00	COUNTY- AT MOWING
14-160-100-688-00	114 S LOWE ST	W/G 3X	6868	08/28/12	\$177.00	COUNTY 02/11/13
14-160-100-695-00	308 MAPLE ST	W/G 3X	6881	08/31/12	\$89.81	COUNTY 02/11/13
14-160-100-741-00	108 CHERRY ST	W/G	6688	06/28/12	\$118.95	COUNTY 02/11/13
14-160-100-742-00	106 HALSTEAD ST	W/G	6911	09/11/12	\$29.00	COUNTY 02/11/13
14-160-100-748-00	107 HALSTEAD ST	W/G 2X	6756	07/10/12	\$177.00	COUNTY 02/11/13
14-160-100-752-00	207 HALSTEAD ST	W/G	6772	07/16/12	\$471.00	COUNTY 02/11/13
14-160-100-765-00	101 ASHLAND ST (V	W/G	6901	09/11/12	\$29.00	COUNTY- AT MOWING
14-160-200-370-00	110 WEST ST	W/G	6902	09/11/12	\$29.00	COUNTY- AT MOWING
14-160-200-389-00	302 CENTER ST	BOARDING	6699	06/28/12	\$193.50	COUNTY 4/12, THEN SOLD 9/12
14-160-200-389-00	302 CENTER ST	W/G	6904	09/11/12	\$29.00	COUNTY- AT MOWING
14-160-200-644-00	109 MAPLE ST	W/G 3X	6879	08/31/12	\$266.81	COUNTY 02/11/13
14-160-200-963-00	310 POPLAR ST	W/G	6908	09/11/12	\$29.00	COUNTY- AT MOWING
14-160-205-120-00	314 WOODEN AVE (V	W/G	6759	07/10/12	\$73.50	COUNTY- AT MOWING
14-160-215-007-00	307 N PAUL ST	W/G	6906	09/11/12	\$117.50	COUNTY- AT MOWING
14-160-215-008-00	309 N PAUL ST (VAC	W/G	6907	09/11/12	\$117.50	COUNTY- AT MOWING
14-160-215-009-00	311 N PAUL ST	W/G 3X	6949	09/26/12	\$265.50	COUNTY 02/11/13
14-160-300-109-00	310 CLINTON ST	W/G	6817	08/10/12	\$777.00	COUNTY 02/11/13
14-160-300-529-00	103 JAY ST	W/G	6733	06/29/12	\$88.50	COUNTY 02/11/13
14-160-300-564-00	311 W RAILROAD ST	W/G	6736	06/29/12	\$292.50	COUNTY 02/11/13

48

\$4,991.45

Total Unpaid:	158	\$20,482.82	\$0.00	\$19.00	\$20,463.82
MOWING TOTALS:	98	\$9,843.87	\$0.00	\$0.00	\$9,843.87
OTHER TOTALS:	12	\$5,647.50	\$0.00	\$19.00	\$5,628.50
COUNTY OWNED TOTALS:	48	\$4,991.45	\$0.00	\$0.00	\$4,991.45
	158	\$20,482.82	\$0.00	\$19.00	\$20,463.82

INTER-DEPARTMENTAL COMMUNICATION

TO: Kevin Anderson
City Manager

FROM: Deborah Merrill
Customer Service Supervisor

DATE: May 13, 2013

RE: Utility Department Special Assessment for 05/01/12 through 10/31/12

The attached resolution for the May 28, 2013 City Council agenda is for the purpose of levying utility customer special assessments upon private properties:

- Assessments for utility customer's past due billing that do not comply with City Ordinance Section 82.24.

If you have any questions regarding this matter, please contact my office.

enc. Resolution with appendix

Assess Bill End Dates

5/1/12-11/1/12

Assess

Account #	Parcel #	Service Address	End Bill Date	Past Due	Balance
08-0353-9	14-160-200-454-10	111 NORTH ST	05/01/2012	108.23	108.23
01-3111-9	14-160-100-233-00	319 POKAGON ST	07/03/2012	363.71	363.71
15-0682-22	14-160-100-373-00	211 E HIGH ST	06/05/2012	184.59	184.59
02-2406-3	14-160-100-496-50	304 CASS AVE	08/21/2012	171.19	171.19
13-2385-3	14-160-100-636-00	302 S LOWE ST	08/31/2012	96.41	96.41
01-0564-3	14-160-100-721-00	204 POKAGON ST	09/05/2012	539.41	539.41
14-0224-20	14-160-200-065-00	106 MAIN ST *1	10/16/2012	213.64	213.64
15-1960-17	14-160-200-097-00	116 S FRONT ST	06/18/2012	27.44	27.44
09-1429-12	14-160-200-138-00	308 W TELEGRAPH ST	08/17/2012	66.34	66.34
12-2642-14	14-160-200-215-00	523 MAIN ST	07/31/2012	122.01	122.01
08-0141-2	14-160-200-345-00	309 N FRONT ST	05/14/2012	764.27	764.27
10-3206-3	14-160-200-388-00	214 SPRUCE ST	07/31/2012	308.44	308.44
10-2721-3	14-160-200-396-00	205 SPRUCE ST	10/31/2012	627.41	627.41
08-0241-4	14-160-200-443-00	403 N FRONT ST	09/25/2012	388.20	388.20
09-0183-2	14-160-200-486-00	402 GREEN ST	06/05/2012	119.39	119.39
07-2652-7	14-160-200-771-00	301 MCOMBER ST	05/01/2012	92.47	92.47
12-1979-13	14-160-200-873-00	606 SPRUCE ST	10/02/2012	425.76	425.76
10-3487-4	14-160-200-904-00	403 WEST ST	05/16/2012	261.26	261.26
03-2964-2	14-160-300-011-01	441 E DIVISION ST	07/03/2012	465.40	465.40
03-1173-2	14-160-300-052-01	416 E DIVISION ST	08/09/2012	77.35	77.35
16-1837-9	14-160-300-087-40	600 RIVERSIDE DR *5	10/31/2012	28.63	28.63
05-1518-27	14-160-300-305-00	115 HAINES ST	09/05/2012	36.30	36.30
05-1218-3	14-160-300-324-00	206 BRADLEY ST	07/23/2012	302.66	302.66
05-1017-7	14-160-300-337-00	203 BRADLEY ST	05/11/2012	101.17	101.17
04-3264-3	14-160-300-451-00	106 CLYBORN ST	09/24/2012	200.87	200.87
06-3026-21	14-160-300-527-00	116 OAK ST 3	06/05/2012	368.70	368.70
06-2699-21	14-160-300-565-00	306 E TELEGRAPH ST	08/27/2012	232.17	232.17
06-0388-18	14-160-300-568-00	315 W RAILROAD ST	06/14/2012	33.29	33.29
06-0669-3	14-160-300-631-00	507 W RAILROAD ST	07/31/2012	89.24	89.24
06-2095-9	14-160-300-649-00	405 OAK ST	06/05/2012	144.44	144.44
06-2136-3	14-160-300-651-00	409 OAK ST	08/30/2012	135.08	135.08
07-2118-18	14-160-300-690-00	208 E PRAIRIE RONDE S	05/24/2012	23.60	23.60
03-1923-5	14-160-300-733-01	408 KEENE AVE	08/08/2012	30.48	30.48
03-2564-9	14-160-300-761-00	512 GRAY ST	09/05/2012	97.62	97.62
05-1758-14	14-160-300-821-00	204 HAINES ST	10/25/2012	195.80	195.80
05-2264-4	14-160-300-855-00	118 N MILL ST	09/05/2012	298.51	298.51
03-0107-8	14-160-300-887-00	217 SPAULDING ST	08/06/2012	877.22	877.22
03-0841-50	14-160-300-903-00	306 E DIVISION ST	06/27/2012	131.92	131.92
05-2790-7	14-160-300-922-00	104 E RAILROAD ST	09/05/2012	165.80	165.80
				8,916.42	8,916.42
**Highlighted lines combine more than one account.					

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 #17 for the period ending 5/23/13:

Invoices: 208,849.57
Payroll: 123,639.11
Total: \$332,488.68

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
\$208,849.57	\$123,639.11	\$332,488.68

ADOPTED/REJECTED

Ayes:

Nays:

Absent:

Abstain:

James E. Snow, City Clerk

Vendor	Invoice #	Description	Amount
ACCOUNTING CONSULTANTS, PC	4/30/13	CONSULTING SVC THROUGH 4/30/13	2,722.50
AIRGAS GREAT LAKES	9909702845	WELDING SUPPLIES	36.56
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)
ALTEC INDUSTRIES, INC	7002076	#12 REPAIR BUCKET LEVELING ISSUE	1,712.44
AMERICAN ELECTRIC POWER	049-501-336-1-3	CCWS-VANDALIA TOWER	49.29
AMERICAN ELECTRIC POWER	044-619-354-0-7	M-62 W LIFT STATION	29.82
AMERICAN ELECTRIC POWER	040-050-210-0-3	VINEYARD LIFT STATION	35.20
ARNT ASPHALT SEALING, INC	16267	MUSEUM PKG LOT PAVING/STRIPING	21,764.00
AUTOZONE	2141950128	#PD72 COOLANT	10.99
AUTOZONE	2141952785	#9 WIPER BLADES	42.98
AVFUEL CORPORATION	005426161	AIRPORT FUEL	14,569.06
BAZAN, STACEY	5/16/13	TRAVEL REIMBURSEMENT-KALAMAZOO	107.12
BEST WAY DISPOSAL	018736	WWTP SLUDGE DISPOSAL	3,915.00
BLUE CROSS/BLUE SHIELD	6/13	HEALTH INSURANCE PREMIUM-6/13	47,310.60
BOMANI, AUGUSTINO	05/21/2013	UB refund for account: 11-0551-4	47.53
BS&A SOFTWARE, INC	091545	ASSESSING UPDATE SOFTWARE-1ST INSTALLMNT	2,475.00
CHARLES CONCRETE	4/29/13	REPOUR CURB/GUTTER-W RAILROAD ST	1,800.00
CHET NICHOLS, INC	341958	#128 BRAKE CALIPERS	152.46
CHET NICHOLS, INC	342067	#28 CALIPER-CORE RETURN	(90.00)
CINTAS LOCATION #336	0G18076611	FIRST AID KIT-WWTP	31.11
CINTAS LOCATION #336	0G18076612	FIRST AID KIT-DPS GARAGE	116.34
CINTAS LOCATION #336	0G18076613	FIRST AID KIT-CH	56.07
CLARK JR, ROBERT	05/21/2013	UB refund for account: 15-1620-3	76.74
COMCAST	8771402380126332	INTERNET SERVICE-FD	66.95
COMCAST	8771402380021236	INTERNET SERVICE-CH	109.11
COQUILLARD, DAYNA/GILLISPIE, BRENT	05/21/2013	UB refund for account: 05-0356-9	59.55
COUCH, DEBORAH	05/21/2013	UB refund for account: 08-2200-17	3.22
CREATIVE VINYL SIGNS	24294	MUSEUM SIGNS	1,076.40
DOHM'S PAT-CH GREENHOUSE	238481	FLOWERS-DT POTS	789.36
DOUBLEDAY OFFICE PRODUCTS, INC	140036I	COPY PAPER	52.50
DOUBLEDAY OFFICE PRODUCTS, INC	139976I	COPY PAPER/CARD STOCK	546.98
DOWAGIAC ANIMAL HOSPITAL	10161	K-9 VET	344.01
DOWAGIAC DOGWOOD FINE ARTS FESTIVAL	2013-TIX	DOGWOOD FINE ARTS FESTIVAL	96.00
DUST BUSTERS	6/13	6/13 CLEANING SERVICES	1,725.00
EAU CLAIRE FRUIT EXCHANGE	619610	MULCH	159.60
ELECTIONSOURCE	21091	PREVENTATIVE MTCE	720.00
FARM N GARDEN, INC	502851	WHITE FENCING	22,795.00
FARM N GARDEN, INC	502851-1	LABOR TO INSTALL WHITE FENCE	3,886.00
FECHO WELDING & FABRICATION	1014	15' TRAILER	1,500.00
FIA CARD SERVICES	0252	MML CONFERENCE	1,997.84
FIA CARD SERVICES	0252	PARKING	10.00
FIA CARD SERVICES	0252	MML CONFERENCE	110.88
FIA CARD SERVICES	0252	MML CONFERENCE	104.94
FIA CARD SERVICES	0252	MML CONFERENCE	110.88
FIA CARD SERVICES	0252	ECON DEV	9.09
FIA CARD SERVICES	0252	ECON DEV	109.56
FIA CARD SERVICES	0252	ECON DEV	29.91
FIA CARD SERVICES	0252	ECON DEV	22.08
FIA CARD SERVICES	0252	ECON DEV	40.45
FIA CARD SERVICES	0252	PHONE ACCESSORIES	134.90
FIA CARD SERVICES	0252	LIFT STATION REPORTS	59.99
FIA CARD SERVICES	0252	LIFT STATION ALARMS	24.99
FIA CARD SERVICES	0252	PHONE ACCESSORIES	13.90
FIA CARD SERVICES	0252	OIL CONTAINMENT PUMP	469.00

Vendor	Invoice #	Description	Amount
FIA CARD SERVICES	0252	PD SERVER BACKUP SUBSCRIPTION	56.05
FIA CARD SERVICES	0252	PROJECTOR/SCREEN	903.64
FIA CARD SERVICES	0252	PROJECTOR CEILING MOUNT	62.74
FIA CARD SERVICES	0252	MML CONFERENCE	463.98
FIA CARD SERVICES	0252	MML CONFERENCE	65.82
FIA CARD SERVICES	0252	MML CONFERENCE	65.13
FIA CARD SERVICES	0252	MML CONFERENCE	110.88
FIA CARD SERVICES	0252	MML CONFERENCE	110.88
FIA CARD SERVICES	0252	MML CONFERENCE	123.74
FIA CARD SERVICES	0252	MML CONFERENCE	150.89
FLAIL-MASTER	116786	#MT-6 BLADES	92.50
FLINT'S AUTO REPAIR	5/9/13	#3 TUNE-UP	727.00
FOODIES FRESH CAFE & EATERY	5/13/13	CATERING-MUSEUM GRAND OPENING	1,014.00
FRONTIER	51700117650520115	CCWS DATA LINE 5/10-6/9	107.38
GOLDBERG, PAUL	05/21/2013	UB refund for account: 14-1421-2	19.32
GRANT, WILLIAM DAVID	5/9/13	MUSEUM CLEANING SERVICE 4/2-5/2	254.50
HACH COMPANY	8277452	WWTP LAB SUPPLIES	641.36
HALE'S HARDWARE, INC	C18970	VINYL PROTECTANT/NOZZLE/BATTERY	18.88
HALE'S HARDWARE, INC	D14369	FASTENERS	1.86
HALE'S HARDWARE, INC	B21310	CABLE/STOPS	52.26
HALE'S HARDWARE, INC	B20935	WINDOW CAULK	23.96
HALE'S HARDWARE, INC	C19168	5-GAL WATER BOTTLES	13.56
HALE'S HARDWARE, INC	B20777	HOSES/HOSE REEL CART	72.95
HALE'S HARDWARE, INC	C19913	STAPLE GUN/STAPLES	27.63
HALE'S HARDWARE, INC	C18895	POTTING MIX	35.94
HALE'S HARDWARE, INC	A4257	GALV ELBOW	4.83
HALE'S HARDWARE, INC	C18971	PIPE/BALL VALVE/HOSE BIB/PAINT	58.32
HANSON BEVERAGE SERVICE	598990	DISTILLED WATER	31.00
HERITAGE CRYSTAL CLEAN, LLC	12492792	30-GAL DRUM MOUNT-PARTS CLEANER	260.34
ICMA RETIREMENT TRUST	191545	MEMBERSHIP RENEWAL-ANDERSON	1,267.80
ITRON, INC	288559	QRTLY SOFTWARE MTCE-METER READING	880.17
J DOHENY SUPPLIES INC	A64019	#11 WATER SPRAY HAND GUN	128.43
JL LANDSCAPING	980	TOPSOIL-MUSEUM	240.00
JUDD LUMBER COMPANY, INC	2520770	RENTAL-HAMMER DRILL/BITS	72.00
JUDD LUMBER COMPANY, INC	2520791	REDI-MIX GRAVEL/PALLETS	154.73
JUDD LUMBER COMPANY, INC	2520826	PALLET	20.00
JUDD LUMBER COMPANY, INC	2520579	WASP/HORNET SPRAY	7.98
JUDD LUMBER COMPANY, INC	2520507	PAINT/ROLLER COVERS/BRUSH SET	175.82
JUDD LUMBER COMPANY, INC	2520485	SAFETY GLASSES	17.99
JUDD LUMBER COMPANY, INC	2520766	CAUTION TAPE	15.98
JUDD LUMBER COMPANY, INC	2520732	TRAILER MATERIALS	39.85
KENDALL ELECTRIC, INC	S101614683.001	INGROUND ELECTRIC BOX	220.88
KUSA, JAMES	12-906-DC	MILEAGE REIMBURSEMENT-16 MILES	9.04
KUSTOM SIGNALS, INC	481193	RADAR REMOTES	222.28
LAGROW, CINDY	6/13	6/13 ECONOMIC DEVELOPMENT SERVICES	2,060.00
LAKE MICHIGAN MAILERS, INC	279720	POSTAGE	5,000.00
LAKELAND HEALTHCARE	032613	CDL DRUG TESTING-JORDAN	69.94
LAWSON PRODUCTS, INC	9301636609	BRAKE CLEANER/GLOVES	176.78
MARTINS PAWMART	5374	K-9 FOOD	36.69
MAXIMUM FIRE PROTECTION	1661	FIRE EXT INSP-BUTLER BLDG	40.00
MAXIMUM FIRE PROTECTION	1662	1 FIRE EXT/INSP-WWTP	150.00
MAXIMUM FIRE PROTECTION	1663	2 FIRE EXT/INSP/MTCE-DPS	220.00
MAXIMUM FIRE PROTECTION	1664	FIRE EXT INSP-WTP	25.00
MI ASSOCIATION CHIEFS OF POLICE	5/21/13	CONFERENCE REGISTRATION-GRINNEWALD	195.00
MICHIGAN PUBLIC POWER AGENCY	20130515005	ENERGY EFF SVC COMM FEE 4/13	101.81

Vendor	Invoice #	Description	Amount
MIHM, TYLER	05/21/2013	UB refund for account: 08-2197-20	14.55
MILLIRON, WILLIAM	05/21/2013	UB refund for account: 08-2206-10	27.95
NASH SERVICES, INC	13212	#FD220 REPAIR TURBO	1,680.00
NASH SERVICES, INC	13217	VEHICLE INSPECTION FORMS	60.00
NORMAN PERRY TROPHIES & ENGRAVING	043128	BENCH PLAQUE	132.00
O'BOYLE COWELL BLALOCK AND ASSOC	51010.03-9	RUSSOM PARK	299.66
OWEN, CHRISTOPHER	05/21/2013	UB refund for account: 16-0623-3	2.23
PARAGON LABORATORIES, INC	42078-75254	WWTP NPDES REQUIRED TESTING	850.00
PEERLESS-MIDWEST, INC	36208	WTP ANNUAL WELL/PUMP PERF TESTING/SVC	590.00
PEERLESS-MIDWEST, INC	36186	VFD CONTROLLER-BOOSTER STATION	8,760.00
PETTY CASH	5/15/13	POSTAGE	18.84
PETTY CASH	5/15/13	KEYS	8.43
PETTY CASH	5/15/13	ENVELOPES	18.63
POWER LINE SUPPLY, INC	5728192	CONNECTORS	94.50
POWER LINE SUPPLY, INC	5729992	LAMPS/CONNECTORS	279.13
POWER LINE SUPPLY, INC	5729993	POLE EYE PLATES	145.75
POWER LINE SUPPLY, INC	5731812	REFRACTOR OPTICAL ASSEMBLY	165.60
POWER LINE SUPPLY, INC	5731831	CRIMPING TOOL/TOOL BUCKET/PLUMB BOB	349.16
POWERNET GLOBAL COMMUNICATIONS	29282998	LONG DISTANCE SERVICE 4/12-5/12	151.02
PRECISION DATA PRODUCTS	I0000379997	PRINTER SUPPLIES	174.43
PRECISION DATA PRODUCTS	I0000380720	BATTERY BACKUP	85.82
PREFERRED PRINTING, INC	25671	ENVELOPES	125.00
PREFERRED PRINTING, INC	25674	POST CARDS-MUSEUM GRAND OPENING	140.00
PVS TECHNOLOGIES, INC	175001	WWTP FERROUS CHLORIDE	2,034.49
QUILL CORPORATION	2500160	JANITORIAL SUPPLIES	1,577.33
QUILL CORPORATION	2516963	JANITORIAL SUPPLIES	218.97
QUILL CORPORATION	2521185	JANITORIAL SUPPLIES	72.99
QUILL CORPORATION	2551503	JANITORIAL SUPPLIES	14.99
QUILL CORPORATION	2549372	TOWELS	32.99
REAL PRO SOLUTIONS, LLC	LM1967	CODE MOWINGS	362.50
REAL PRO SOLUTIONS, LLC	LM1972	CODE MOWINGS	203.00
REAL PRO SOLUTIONS, LLC	LM1973	CITY MOWINGS	203.00
REAL PRO SOLUTIONS, LLC	LM1964	MOWING-SUBSTATIONS/RUDOLPHI TOWER	186.00
REAL PRO SOLUTIONS, LLC	LM1968	CCWS-MOWING PENN PUMP HOUSES	75.00
REAL PRO SOLUTIONS, LLC	LM1969	CCWS-MOWING VANDALIA TOWER	70.00
REAL PRO SOLUTIONS, LLC	LM1963	WWTP LAGOON MOWING	595.00
REAL PRO SOLUTIONS, LLC	LM1974	CODE MOWINGS	58.00
REAL PRO SOLUTIONS, LLC	LM1976	CITY MOWING-207 W DIVISION	29.00
REEVES, ROBIN	5/7/13	#107 SEAT REPAIR	160.00
RIETH-RILEY CONSTRUCTION COMPANY	7168414	ASPHALT	92.66
RIETH-RILEY CONSTRUCTION COMPANY	7168375	ASPHALT	105.90
RIETH-RILEY CONSTRUCTION COMPANY	7168396	ASPHALT	97.43
ROHDY'S HEATING & COOLING, LLC	1777	3 YR HVAC MTCE AGREEMENT-CCDET	803.70
ROHDY'S HEATING & COOLING, LLC	1778	3 YR HVAC MTCE AGREEMENT-DEPOT	1,453.50
ROHDY'S HEATING & COOLING, LLC	2691	REPROGRAM THERMOSTATS-2ND FLOOR CH	68.00
ROSE PEST SOLUTIONS	150314573	BEE EXTERMINATION-GAZEBO	100.00
ROSE PEST SOLUTIONS	150314496	BEE EXTERMINATION-308 WEST ST	175.00
SCHERER, JOE DBA LONELY PI	6/13	6/13 INT PMT ACCT 7508450033	6,174.53
SEMCO ENERGY GAS COMPANY	0149138.502	GAS SERVICE 4/2/13-5/1/13	133.92
SEMCO ENERGY GAS COMPANY	0346992.502	GAS SERVICE 3/28/13-4/29/13	18.28
SEMCO ENERGY GAS COMPANY	0149077.500	GAS SERVICE 4/2/13-5/1/13	279.42
SEMCO ENERGY GAS COMPANY	0147944.500	GAS SERVICE 4/1/13-4/30/13	62.61
SEMCO ENERGY GAS COMPANY	0149089.500	GAS SERVICE 4/2/13-5/1/13	122.18
SEMCO ENERGY GAS COMPANY	0148809.501	GAS SERVICE 4/2/13-5/1/13	283.58
SEMCO ENERGY GAS COMPANY	0146763.501	GAS SERVICE 4/1/13-4/30/13	349.12

Vendor	Invoice #	Description	Amount
SEMCO ENERGY GAS COMPANY	0148902.500	GAS SERVICE 4/2/13-5/1/13	169.29
SEMCO ENERGY GAS COMPANY	0149080.500	GAS SERVICE 4/2/13-5/1/13	488.61
SETON IDENTIFICATION PRODUCTS	9321185856	SAFETY DECALS-AED	53.45
SHANTY CREEK RESORTS	5/21/13	GRINNEWALD 253339-LODGING/MACP CONF	410.10
SHELL OIL COMPANY	065260523305	APRIL FUEL CHARGES	115.29
SILVERTHORNE, DAKOTA	05/21/2013	UB refund for account: 11-1700-32	62.15
SOUTH BEND UNIFORM	A1159	UNIFORMS-OSTROM	87.00
SOUTHERN MICHIGAN SEED, INC	B-128585	GRASS SEED	301.00
STATE OF MICHIGAN	ME-0200312	SALES & TAX-APRIL 2013	15,082.55
STATE OF MICHIGAN	5/20/13	MDEQ PERMIT APP-LWR MILL POND DAM REPAIR	250.00
STATE OF MICHIGAN-MDEQ	5/13/13	DRINKING WTR TRTMNT CERT RENEWAL-CURTIS	95.00
STATE OF MICHIGAN-TECH, MGT, BUDGET	13-001729	RADIO SUBSCRIPTION-PD	50.00
STATE OF MICHIGAN-TECH, MGT, BUDGET	13-002065	RADIO SUBSCRIPTION-FD	25.00
STC DESIGN, LLC	00005	MOW/TRIM CITY FACILITIES/PARKS	897.60
STEWART, RICHARD	05/21/2013	UB refund for account: 08-2201-11	96.33
STEWART, RICKY	05/21/2013	UB refund for account: 11-1925-9	16.10
SZCZECHOWSKI, ALANNAH	05/21/2013	UB refund for account: 16-1906-16	133.56
THE RIDGE COMPANY	510777	OIL/BUCKET	99.25
THE RIDGE COMPANY	511242	#125 BRAKE ROTOR	60.76
THE RIDGE COMPANY	511229	#155 TOGGLE SWITCH	19.96
THE RIDGE COMPANY	511292	#155 ADAPTER	1.50
THE RIDGE COMPANY	510030	BATTERY-GREASE GUN	94.99
THE RIDGE COMPANY	510564	BATTERY-GREASE GUN	94.99
TURNER, ROGER	CCWS 174	REFUND-PARTIAL 1" METER PIT	374.91
USA BLUEBOOK	948228	SAMPLER JUG FOR COMPOSITES	93.57
VANDERVRIES, EDWARD	6/13	6/13 ASSESSING SERVICES	1,975.00
VESCO OIL CORPORATION	3364942-00	ANTI-FREEZE RED-RETURN	(416.10)
VESCO OIL CORPORATION	3383282-00	FULL USED FILTER DRUM	75.00
VESCO OIL CORPORATION	3398746-00	15W40 BULK OIL	1,543.08
WEST MI ASSOC OF CHIEFS OF POLICE	5/16/13	DUES-GRINNEWALD 2012 & 2013	50.00
WEST MI ASSOC OF CHIEFS OF POLICE	5/16/13	DUES-BRADFORD 2013	25.00
WEST SHORE FIRE REPAIR, INC	6054	PURGE VALVE STEM-AIRPACK 16	44.10
WESTRATE & THOMAS	6/13	6/13 RETAINER	2,000.00
WOLFORD ELECTRICAL & GEN CONT SVCS	5/9/13	ELEC WORK-BUTLER BLDG REMODEL	2,768.00
ZBATTERY.COM, INC	S322615	BATTERIES	115.47
Total:			208,849.57