

## REGULAR MEETING OF THE DOWAGIAC CITY COUNCIL

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

Monday, July 8, 2013, 7:00 p.m.

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### 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 – June 24, 2013
- QUESTIONS FROM CITY COUNCIL –
- COMMENTS FROM THE AUDIENCE (NON-AGENDA) –
- COMMENTS FROM THE AUDIENCE (AGENDA) –
- COMMUNICATIONS –
1. Summer in the City Festival, July 25-27, 2013
- CITY MANAGER REPORT –
1. Agreement for Assessing Services – Contract Renewal
- RESOLUTIONS –
1. Resolution to authorize budget amendments for FY 2012-13 through the period June 30, 2013.
  2. Resolution to authorize the sale of City-owned property at 423 Maple Street.
  3. Resolution to approve the Planning Commission's recommendation for a special land use permit at 56081 M-51 South for a car wash facility.
  4. Resolution to authorize and direct the City Treasurer to pay the following bills and payroll due: (Roll Call)

**BILLS**  
\$132,610.98

**PAYROLL (20)**  
\$165,696.96

**TOTAL**  
\$298,307.94

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

June 24, 2013

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

Mayor Lyons led the Pledge of Allegiance to the flag.

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

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

Councilmember Laylin moved and Councilmember Dodd seconded that the minutes of the June 10, 2013 meeting be approved.

Approved unanimously.

### RESOLUTIONS

1. Resolution to enter into a General Manager Agreement with the Cassopolis Area Utilities Authority.

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

**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 General Management Agreement with the CAUA.

ADOPTED unanimously.

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

DOWAGIAC CITY COUNCIL MEETING

June 24, 2013

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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 #19 for the period ending 6/20/13:

Invoices: 536,960.15  
Payroll: 122,975.05  
Total: \$659,935.20

**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
\$536,960.15	\$122,975.05	\$659,935.20

ADOPTED on a roll call vote.

Ayes: Six (6) Burling, Dodd, Gross, Hunt, Laylin and Schuur

Nays: None (0)

Absent None (0)

Abstain: None (0)

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

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

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

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

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

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ADOPTED on a roll call vote.

Ayes: Six (6) Burling, Dodd, Gross, Hunt, Laylin and Schuur

Nays: None (0)

Absent: None (0)

Abstain: None (0)

TIME: 7:12 p.m.

LATER 7:30 p.m.

Upon motion by Councilmember Laylin, and seconded by Councilmember Burling, the Dowagiac City Council adjourned at 7:30 p.m.

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Donald D. Lyons, Mayor

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James E. Snow, City Clerk

From the City Manager:

ASSESSOR AGREEMENT RENEWAL

The attached agreement is a renewal of the current contract with Edward VanderVries for assessment services. The contract is for full assessing services and allows the City to meet their full property assessment regulations of state law. Terms of the agreement are as follows:

- *Term.* The term for the agreement is three years.
- *Cost.* The fee for assessment services will be as follows:  
  
Year 1 – June 2013 through August 2013 - \$1,975 per month.  
Year 1 – September 2013 through May 2014 - \$1,775 per month.  
Year 2 – June 2014 through May 2015 - \$1,775 per month.  
Year 3 – June 2015 through May 2016 - \$1,775 per month.
- *Office Hours.* Scheduled office hours will be 8:30 a.m.-12:30 p.m. the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month. A new assistant will hold office hours and field hours to be established in September, 4-8 days per month.
- *Opt Out.* The opt out provision of 90 days written notice is unchanged.

The balance of the terms of the previous agreement remains the same.

RECOMMENDATION

I recommend that City Council authorize execution of the Agreement for Assessment Services to begin on June 1, 2013 and conclude May 30, 2016.

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

# Edward VanderVries

7160 Venice Drive

Portage MI 49024

Phone (269) 720-1928

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## AGREEMENT FOR ASSESSMENT SERVICES

Contract Renewal

City of Dowagiac

### SECTION 1. INTENT

- 1.1 It is the intent of this agreement to establish the terms, conditions, and responsibilities of Edward VanderVries hereinafter referred to as the “CONTRACTOR” and the City of Dowagiac, hereinafter referred to as “City”, for the performance of the duties regarding Assessment Services for the city.

### SECTION 2. CONTRACTORS RESPONSIBILITIES

- 2.1 Contractor agrees to provide an Assessor at the certification level required by the State Assessors Board. If at such time the state requires an increased level of certification, contractor will provide and assessor to meet said level within the time guidelines provided by the State of Michigan. All work hereinafter designated as to be completed by “Assessor” will be completed by Contractors designated Assessor of Record for the City.
- 2.2 4 hours every other week to be spent in the City of Dowagiac. Additional days may be required to complete the work but these hours are designated for office hours and regularly scheduled fieldwork. In the event the Assessor is unable to make the appointed days, the Assessor will make up those days, except days, which fall on legal holidays, and days that the City offices are closed. Days in the office shall include the following:
  - 2.2.1 *Work hours: 8:30am – 12:30PM (Office & Field) 2<sup>nd</sup> and 4<sup>th</sup> Tuesday ea. month.*
  - 2.2.2 *New assistant will hold office hours and field hours to be established in September. 4 – 8 days per month.*
  - 2.2.3 Days spent at the Michigan Tax Tribunal.
  - 2.2.4 Board of Review attendance.
  - 2.2.5 During the month of March, the Assessors weekly responsibilities will be fulfilled by the Board of Review attendance.
- 2.3 The Assessor shall prepare the assessments for the ad valorem assessment roll and the IFT roll. The Contractor is not responsible for any other special assessment rolls, but will assist in the preparation and provide current information as requested. Per the City proposal, The Assessor will prepare all DDA and TIFA recapture reports as required.

- 2.3 Pick up new construction. This will be done through a physical review of new construction, through cooperation of the building department and through a review of building permits. A copy of all building permits will be provided for the Assessor's use. All building permits must have the property code number entered on the permit.
- 2.4 The City shall also supply the Assessor with a copy of all fire calls involving improved properties, with property code numbers attached.
- 2.5 Eliminate across the board increases by developing new ECF's and land values and applying any future increases/decreases to the areas in which they belong.
- 2.6 Prepare sales studies using available data.
- 2.7 File all forms and reports in a timely manner.
- 2.8 Respond to all equalization studies.
- 2.9 Attend Board of Review meetings. The meetings will be cooperatively scheduled between the City and the Assessor.
- 2.10 July and/or December Board of Review: The Assessor shall prepare for and attend July and December Board of Reviews.
- 2.11 Defend all appeals to the Small Claims Division of the Michigan Tax Tribunal. This includes all appeals which exist or which may arise from the prior assessments. Upon termination of this contract, the City shall assume responsibility for any upcoming or ongoing appeals. A written summary will be provided for any unsettled petitions.
- 2.12 Any other appeals to the Tribunal will require legal counsel that is supplied by the City. The City may employ another firm to prepare a supportable and defensible report. The Assessor will keep the City Manager informed of these appeals and supply the City Manager with a recommendation.
- 2.13 The City will be required to supply legal counsel at their expense for Small Claims and Full Tribunal hearings, should the need arise.
- 2.14 Establish good public relations and work with and educate property owners in an attempt to eliminate adversary situations.
- 2.15 Conduct a personal property canvass to ensure that the personal property roll reflects equity. The Contractor will provide certified personal property examiners if personal property audits are determined to be necessary and will request audits be conducted by the county if certified personnel are available.

- 2.16 The STC is currently requesting, but not requiring, a mass re-inspection every five years. This is included in the Assessment Services fee and 20% of the all real property will be re-inspected each year.
- 2.17 The Contractor shall provide all necessary personal transportation and field equipment to perform the assessing functions.
- 2.18 The Contractor shall prepare an estimate for the City of items not covered under this agreement.

### **SECTION 3. TIME FRAME**

- 3.1 This agreement for assessment services shall begin on June 1, 2013 and conclude May 30, 2016.
- 3.2 Both the City and the Contractor may cancel this agreement upon 90 days written notice.
- 3.3 Both parties may renegotiate this agreement 90 days prior to its conclusion.
- 3.4 The Contractor/Assessor will be required to perform the assessing duties under the laws, rules, and guidelines in existence as of the signing of this contract. Should the laws, rules, and or guidelines change during the term of this contract, then the Contractor and Township shall be afforded the opportunity to renegotiate this contract.

### **SECTION 4. SERVICE FEES**

- 4.1 The City shall pay a fee for the Assessment Services as follows:**
  - 4.1.1 Year 1 – June 2013 through August 2013 - \$ 1,975 per month.
  - 4.1.2 Year 1 – September 2013 through May 2014 – 1,775 per month
  - 4.1.3 Year 2 – June 2014 through May 2015 - \$ 1,775 per month.**
  - 4.1.4 Year 3 – June 2015 through May 2016 - \$ 1,775 per month.
  - 4.1.5 **Per the Michigan Township Association, IRS, and Michigan Wage Department. \$100 per month will be paid to the Assessor of Record as an employee of the City of Dowagiac. This payment will be made utilizing the cities existing payroll program and time periods. (In effect since 12-01-09)**
- 4.2 [OPTIONAL IF NEEDED] Fee for mapping services as follows:**
  - 4.2.1 If the Contractor/Assessor is required to approve/deny parcel splits, the Contractor reserves the right to split any fee charged by the City based on the pro-rated portion of work required to complete the split and mapping of all new parcels. If parcel splits including accurate surveys, sketches and legal**

**descriptions are provided to the Assessor, no additional charges will be required to update the parcel database and maps.**

**SECTION 5. CITY RESPONSIBILITIES**

- 5.1 The City shall provide property description cards containing needed initial information such as property number, legal description, owner, and address information, as well as all the present existing data and measurements.
- 5.2 The City shall provide appropriate tax maps, office space and furniture, and telephone during the duration of the contract as well as a copying machine, office supplies, and postage and mailing service if necessary.
- 5.3 The City shall supply computer hardware and software to perform the pricing function. The City must maintain the hardware and software through a regular maintenance program. The City must back up the system on a regular basis with alternate tapes or disks. Any data loss as a result of hardware or software problems must be replaced at the City's expense.
- 5.4 The City shall provide clerical support for customary correspondence, data entry, servicing simple inquiries, and Board of Review Minute taking and preparation.

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Donald Lyons, Mayor  
City of Dowagiac

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Edward VanderVries – CMAE III, PPE  
Contractor

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James E. Snow, Clerk  
City of Dowagiac

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YES                  NO  
Record of City Approval

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Date

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Date

***CITY OF DOWAGIAC***

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***MEMO TO:*** Mayor Lyons and City Council Members

***FROM:*** Kevin P. Anderson, City Manager

***DATE:*** July 5, 2013

***SUBJECT:*** Budget Amendments

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Each year budgets are reviewed on a quarterly basis for the purpose of making recommendations to Council to amend the budget based on actual financial activity and revised expectations. A review of the recommendations through the third quarter of FY2012-13 is attached for your review and consideration.

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

**RECOMMENDATION**

Approve the resolution authorizing budget amendments as presented.

Support Documents:

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

Resolution #1  
July 8, 2013

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

**WHEREAS**, the City administration has reviewed the attached budgets for the 2012-13 fiscal year and the actual revenues and expenditures through June 30, 2013; and

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

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

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

ADOPTED/REJECTED

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

Account	Description	Amount	Reason for Change	
101	General Fund			
R	101-212-423.10	Payment in Lieu of Taxes - Housing	8,500	Increase to expected
R	101-214-633.28	MSC Rehab Loan Fund Portion	5	Increase to 100.00 total
R	101-214-633.99	Depot Fund Portion	5	Increase to 100.00 total
R	101-216-457.00	City License	180	Adjust up to expected
R	101-265-675.20	Cemetery/Grounds Donations	8,000	Adjust for St. Deny's & Rotary Deposit
R	101-276-628.00	Foundations	1,800	Adjust up to expected
R	101-301-607.00	Service Fees Income	1,000	Adjust up to expected
R	101-301-658.00	District & Local Fines	3,500	Adjust up to expected
R	101-301-675.01	Donations	1,500	Received St. Deny's donation
R	101-301-675.01	Donations	1,000	Increase to expected
R	101-336-607.50	Fire Class Training Fee Income	250	Adjust up to expected
R	101-336-669.00	DVFD Revenue	200	Adjust up to expected
R	101-371-479.00	Building Permits	5,000	Adjust up to expected
R	101-371-479.10	Electrical Permits	1,250	Adjust up to expected
R	101-371-479.20	Mechanical Permits	(500)	Adjust down to expected
R	101-371-479.40	Other Fees	1,500	Adjust up to expected
R	101-804-696.01	Membership Fees	3,500	Increase to expected
R	101-804-696.10	Donation - Other	4,000	Increase to expected
	101-101-702.00	Salaries & Wages	4,425	Adjust for expected September Payroll
	101-101-715.00	FICA Taxes	300	Adjust for expected September Payroll
	101-101-720.00	Worker's Compensation	10	Adjust for expected September Payroll
	101-101-873.00	Travel & Training	2,250	Reclass within fund
	101-101-880.00	Community Promotion	200	Reclass within fund
	101-101-956.00	Miscellaneous Expense	(500)	Reclass within fund
	101-172-718.00	Retirement Contributions	750	Reclass within fund
	101-172-720.00	Worker's Compensation	5	Reclass within fund
	101-172-801.00	Contractual/Professional	750	Reclass within fund
	101-172-805.00	Dues, Memberships, Subscriptions	650	Reclass within fund
	101-172-853.00	Telephone	300	Reclass within fund
	101-172-861.00	Car Allowance	(6,500)	Reclass within fund
	101-172-880.00	Community Promotion	20	Reclass within fund
	101-201-702.00	Salaries & Wages	6,525	Increase to expected
	101-201-715.00	FICA Taxes	500	Increase to expected
	101-209-702.00	Salaries & Wages	920	Increase to expected
	101-209-715.00	FICA Taxes	70	Increase to expected
	101-209-801.01	Base Assessing Fee	(5,400)	Adjust down to expected
	101-209-853.00	Telephone	370	Increase to expected
	101-215-720.00	Worker's Compensation	(1)	Adjust down to an even number
	101-263-728.00	Office Supplies	900	Reclass within fund
	101-263-731.00	Photocopying	(900)	Reclass within fund
	101-265-702.00	Salary & Wages	(100)	Reclass within fund
	101-265-702.25	Regular Overtime	100	Reclass within fund
	101-265-801.00	Contractual/Professional	500	Reclass within fund
	101-265-801.00	Contractual/Professional	16,000	Increase to expected - mowing
	101-265-853.00	Telephone	1,100	Adjust to expected
	101-265-930.00	Equipment Maintenance	(500)	Reclass within fund
	101-265-974.20	Cemetery/Grounds Improvements	750	Increase based on Rotary Park Donation
	101-265-974.20	Cemetery/Grounds Improvements	3,200	Apply St. Deny's Grant Money
	101-301-702.00	Salaries & Wages	(2,000)	Reclass within fund
	101-301-702.27	Holiday Overtime	2,000	Reclass within fund
	101-301-728.00	Office Supplies	800	Reclass within fund
	101-301-730.00	Postage	265	Reclass within fund
	101-301-740.00	Operating Supplies	500	Reclass within fund
	101-301-740.17	K-9 Operations	500	Reclass within fund
	101-301-751.00	Gas & Diesel	(500)	Reclass within fund
	101-301-853.10	CCDET Telephone	540	Increase to expected
	101-301-873.00	Travel & Training	(1,565)	Reclass within fund
	101-301-873.10	Training, Public Act #302	200	Reclass within fund
	101-301-933.00	Vehicle Maintenance	1,370	Increase to expected

101-301-956.00	Miscellaneous Expense	(200)	Reclass within fund			
101-301-956.00	Miscellaneous Expense	1,500	Increase expense (St. Deny's donation)			
101-301-970.00	Capital Items	500	Increase based on donation received			
101-316-702.00	Salaries & Wages	2,500	Increase to expected			
101-316-715.00	FICA Taxes	200	Increase to expected			
101-336-702.00	Salaries & Wages	48,600	Increase to expected			
101-336-703.00	Part Time Staff	(1,500)	Reclass within fund			
101-336-703.25	PTOff OT Coverage	1,500	Reclass within fund			
101-336-720.00	Worker's Compensation	1,500	Adjust to expected			
101-336-873.50	Tree Expenses	(760)	Reclass tree income budget within fund			
101-336-931.00	Building Maintenance	1,000	Reclass within fund			
101-336-932.00	Vehicle Insurance	(1,000)	Reclass within fund			
101-336-970.00	Capital Items	1,500	Reclass tree income budget- bought a trailer			
101-537-801.00	Contractual/Professional	6,700	Reclass within fund/Increase to expected			
101-537-910.00	General Insurance Coverage	(2,780)	Reclass within fund			
101-804-718.00	Retirement Contributions	900	Increase to expected			
101-804-801.00	Contractual/Professional	1,000	Increase to expected			
101-804-956.00	Miscellaneous Expense	500	Increase to expected			
	<b>Revenue</b>	<b>40,690</b>	<b>Expense</b>	<b>90,464</b>	<b>Overall</b>	<b>(49,774) Increase / (Decrease) Fund Bal.</b>

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202 Major Streets

R	202-476-695.00	Miscellaneous Income	(2,000)	Adjust down to expected			
	202-463-717.00	Life Insurance	50	Reclass within fund			
	202-463-720.00	Worker's Compensation	290	Reclass within fund			
	202-463-910.00	General Insurance Coverage	715	Reclass within fund			
	202-463-946.00	Equipment Rental	2,200	Reclass within fund			
	202-463-946.00	Equipment Rental	2,800	Reclass within fund			
	202-469-702.00	Salaries & Wages	1,000	Reclass within fund			
	202-469-702.00	Salaries & Wages	1,500	Reclass within fund			
	202-469-715.00	FICA Taxes	40	Reclass within fund			
	202-469-715.00	FICA Taxes	120	Reclass within fund			
	202-469-718.00	Retirement Contributions	580	Reclass within fund			
	202-469-946.00	Equipment Rental	3,200	Reclass within fund			
	202-469-946.00	Equipment Rental	800	Reclass within fund			
	202-473-784.00	Repair Maint Supply	100	Reclass within fund			
	202-473-801.00	Contractual/Professional Services	4,850	Reclass within fund			
	202-475-946.00	Equipment Rental	350	Reclass within fund			
	202-479-702.00	Salaries & Wages	(2,900)	Adjust down to actual/reclass within fund			
	202-479-702.25	Regular Overtime	(50)	Adjust down to actual/reclass within fund			
	202-479-715.00	FICA Taxes	(190)	Adjust down to actual/reclass within fund			
	202-479-716.00	Health/Dental Insurance	(10)	Adjust down to actual/reclass within fund			
	202-479-717.00	Life Insurance	(15)	Adjust down to actual/reclass within fund			
	202-479-718.00	Retirement Contributions	(1,890)	Adjust down to actual/reclass within fund			
	202-479-784.00	Repair Maint Supply	(5,790)	Adjust down to actual/reclass within fund			
	202-479-801.00	Contractual/Professional Services	(3,000)	Reclass within fund			
	202-479-946.00	Equipment Rental	(7,550)	Adjust down to actual/reclass within fund			
	202-479-946.00	Equipment Rental	(8,000)	Reclass within fund			
	202-483-702.00	Salaries & Wages	3,350	Reclass within fund			
	202-483-715.00	FICA Taxes	(3,350)	Reclass within fund			
	202-483-946.00	Equipment Rental	350	Reclass within fund			
	202-486-715.00	FICA Taxes	70	Reclass within fund			
	202-486-776.51	Roadway Sweep/Flushing	1,000	Reclass within fund			
	202-486-776.62	Roadway Sweep/Flushing	1,000	Reclass within fund			
	202-486-780.51	Roadside Weed Control	50	Reclass within fund			
	202-486-780.62	Roadside Weed Control	(50)	Reclass within fund			
		<b>Revenue</b>	<b>(2,000)</b>	<b>Expense</b>	<b>(8,380)</b>	<b>Overall</b>	<b>6,380 Increase / (Decrease) Fund Bal.</b>

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203 Local Streets

Adjustments are not finalized.

	<i>Revenue</i>	<i>Expense</i>	<i>Overall</i>	<i>- Increase / (Decrease) Fund Bal.</i>
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208 Parks				
	208-718-801.00	Contractual/Professional Services	(100)	Reclass within Fund
	208-718-934.00	Site Maintenance & Improvement	100	Reclass within Fund
	<b>Revenue</b>	<b>Expense</b>	<b>Overall</b>	<b>- Increase / (Decrease) Fund Bal.</b>
	-	-		
<hr/>				
218 Sidewalk Replacement Program				
	NO ADJUSTMENTS SUGGESTED			
	<b>Revenue</b>	<b>Expense</b>	<b>Overall</b>	<b>- Increase / (Decrease) Fund Bal.</b>
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226 Solid Waste				
R	226-523-695.00	Miscellaneous Income	500	Adjust for Scrap/FOIA Request Income
	226-523-910.00	General Insurance Coverage	60	Increase to estimated
	<b>Revenue</b>	<b>Expense</b>	<b>Overall</b>	<b>440 Increase / (Decrease) Fund Bal.</b>
	500	60		
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240 Industrial/Economic Development				
	240-261-702.00	Salaries & Wage	380	Increase to expected
	240-261-715.00	FICA Taxes	30	Increase to expected
	240-261-718.00	Retirement Contributions	70	Increase to expected
	240-261-990.00	Debt Service	1,500	Increase to expected
	240-261-995.00	Interest Expense	(1,000)	Decrease to expected
	<b>Revenue</b>	<b>Expense</b>	<b>Overall</b>	<b>(980) Increase / (Decrease) Fund Bal.</b>
		980		
<hr/>				
242 Brownfield Redevelopment Authority				
	NO ADJUSTMENTS SUGGESTED			
	<b>Revenue</b>	<b>Expense</b>	<b>Overall</b>	<b>- Increase / (Decrease) Fund Bal.</b>
<hr/>				
243 LDFA Project				
	243-729-990.00	Debt Service	(1,400)	Decrease to expected
	<b>Revenue</b>	<b>Expense</b>	<b>Overall</b>	<b>1,400 Increase / (Decrease) Fund Bal.</b>
		(1,400)		
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245 DDA TIF Project				
R	245-850-608.00	Chamber Reimbursement	500	Chamber portion of Community Promotion
R	245-850-665.00	Interest Income	(1,000)	Remove Interest - M&T Paid off Loan from City
R	245-850-676.52	Transfer from Electric	1,700	Increase to expected
R	245-850-695.00	Miscellaneous Income	(3,000)	Adjust to expected
R	245-850-696.00	Local Grant Income	3,000	Grant received from Pokagon Fund
R	245-850-696.00	Local Grant Income	10,000	St. Deny's Donation - Summer in City
	245-850-880.00	Community Promotion	3,000	Marketing expenses from Pokagon Fund Grant
	245-850-880.00	Community Promotion	500	Dowagiac portion of Community Promotion
	245-850-880.00	Community Promotion	500	Chamber portion of Community Promotion
	245-850-880.01	Summer in the City SDG	10,000	Increase based on St. Deny's donation
	245-850-910.00	General Insurance Coverage	245	Increase to expected
	<b>Revenue</b>	<b>Expense</b>	<b>Overall</b>	<b>(3,045) Increase / (Decrease) Fund Bal.</b>
	11,200	14,245		
<hr/>				
252 Rehab Loan Payments				
	NO ADJUSTMENTS SUGGESTED			

<b>Revenue</b>	-	<b>Expense</b>	-	<b>Overall</b>	-	<b>Increase / (Decrease) Fund Bal.</b>
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255 Rental Rehab

NO ADJUSTMENTS SUGGESTED

<b>Revenue</b>	-	<b>Expense</b>	-	<b>Overall</b>	-	<b>Increase / (Decrease) Fund Bal.</b>
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265 Municipal Facilities/Improvement

R	265-264-665.00	Interest Income		6,000	Interest Income
R	265-264-668.00	Rental Income		4,700	Adjust to expected
R	265-264-676.00	Transfer From Other Funds		(6,000)	Remove transfer from Electric
	265-483-956.10	City Hall Operational Overhead		350	Increase to expected

<b>Revenue</b>	<b>4,700</b>	<b>Expense</b>	<b>350</b>	<b>Overall</b>	<b>4,350</b>	<b>Increase / (Decrease) Fund Bal.</b>
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266 City Drug Forfeiture

	266-765-740.00	Operating Supplies		(900)	Reclass within fund
	266-765-801.00	Contractual/Professional Services		900	Reclass within fund
	266-765-873.00	Travel & Training		2,500	Increase to expected, decrease fund balance

<b>Revenue</b>	-	<b>Expense</b>	<b>2,500</b>	<b>Overall</b>	<b>(2,500)</b>	<b>Increase / (Decrease) Fund Bal.</b>
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268 Federal Drug Forfeiture

	268-765-97700	Equipment		730	Increase to expected, decrease fund balance
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<b>Revenue</b>	-	<b>Expense</b>	<b>730</b>	<b>Overall</b>	<b>(730)</b>	<b>Increase / (Decrease) Fund Bal.</b>
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299 Depot

NO ADJUSTMENTS SUGGESTED

<b>Revenue</b>	-	<b>Expense</b>	-	<b>Overall</b>	-	<b>Increase / (Decrease) Fund Bal.</b>
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497 M-51 S Commercial Development

NO ADJUSTMENTS SUGGESTED

<b>Revenue</b>		<b>Expense</b>		<b>Overall</b>	-	<b>Increase / (Decrease) Fund Bal.</b>
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499 Capital Project Fund

	499-446-975.00	Construction		(58,500)	Reclass within fund
	499-446-975.01	Construction - Local		58,500	Reclass within fund

<b>Revenue</b>	-	<b>Expense</b>	-	<b>Overall</b>	-	<b>Increase / (Decrease) Fund Bal.</b>
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582 Electric Utility

R	582-440-695.00	Miscellaneous Income		20,000	Adjust to expected
	582-442-740.00	Operating Supplies		2,000	Reclass within fund
	582-442-920.00	Contractual/Professional		5,000	Reclass within fund
	582-442-984.00	Line Maintenance		7,800	Reclass within fund
	582-442-987.00	Demolition/ Disposal		5,000	Adjust to expected
	582-483-805.00	Dues & Membership Fees		1,300	Reclass within fund
	582-483-805.00	Dues & Membership Fees		2,700	Reclass within Fund
	582-483-853.00	Telephone		(1,400)	Reclass within Fund
	582-483-873.00	Travel & Training		(6,000)	Reclass within Fund
	582-483-956.00	Miscellaneous Expense		200	Reclass within fund
	582-483-961.00	Bad Debt Expense		500	Adjust to expected
	582-483-965.00	Transfer to Other Funds		500	Transfer to DDA - Reclass within fund

582-483-965.00	Transfer to Other Funds	(6,000)	Remove transfer to 265 (Muni Facilities/Impro)
582-483-965.00	Transfer to Other Funds	(3,800)	Reclass within fund - removed transfer to 661
582-483-995.00	Interest Expense	(6,500)	Reclass within fund
582-487-995.00	Interest Expense	5	Adjust to expected
582-580-801.00	Contractual/Professional	4,700	Reclass within Fund
582-580-801.00	Contractual/Professional	97,250	Adjust to expected - Efficiency United
582-850-880.05	Business Recruitment	(500)	Transfer to DDA - Reclass within fund

**Revenue 20,000 Expense 102,755 Overall (82,755) Increase / (Decrease) Fund Bal.**

588 Dial A Ride Transportation

R	588-959-626.00	Services Rendered - Fares	8,500	Adjust to expected
	588-959-718.00	Retirement Contributions	(600)	Reclass within fund
	588-959-720.00	Worker's Compensation	200	Reclass within fund
	588-959-751.00	Gas & Diesel	5,750	Reclass within fund
	588-959-801.00	Contractual/Professional	(700)	Reclass within fund
	588-959-910.00	General Insurance Coverage	1,200	Adjust to expected
	588-959-956.10	City Hall Operational Overhead	(2,350)	Reclass within fund

**Revenue 8,500 Expense 3,500 Overall 5,000 Increase / (Decrease) Fund Bal.**

590 Sewer Utility

R	590-440-644.15	Bad Debt Utility Sales	(500)	Decrease to expected
R	590-440-665.00	Interest Income	12,500	Increase to expected
R	590-985-676.00	Transfer from Other Funds	100	Increase to expected
	590-438-718.00	Life Insurance	10	Reclass within fund
	590-442-716.00	Health/Dental Insurance	5,800	Reclass within fund
	590-442-718.00	Retirement Contributions	(5,800)	Reclass within fund
	590-442-783.00	Customer Installation	(500)	Reclass within fund
	590-442-910.00	General Insurance Coverage	500	Reclass within fund
	590-442-920.00	Utilities	1,560	Reclass within fund
	590-442-936.00	Repair/Maint Mains	340	Reclass within fund
	590-443-718.00	Retirement Contributions	(2,245)	Reclass within fund
	590-443-720.00	Worker's Compensation	890	Reclass within fund
	590-445-718.00	Retirement Contributions	700	Reclass within fund
	590-483-717.00	Life Insurance	165	Reclass within fund
	590-483-801.00	Contractual/Professional Services	590	Reclass within fund
	590-483-853.00	Telephone	(2,100)	Reclass within fund
	590-487-990.00	Debt Service	100	Reclass within fund
	590-538-702.20	Wages - Monitoring/Collection	2,285	Reclass within fund
	590-538-702.30	Wages - Rep/Mx	(1,435)	Reclass within fund
	590-538-716.00	Health/Dental Insurance	(1,715)	Reclass within fund
	590-538-718.00	Retirement Contributions	800	Reclass within fund
	590-538-720.00	Worker's Compensation	55	Reclass within fund
	590-539-702.20	Wages - Monitoring/Collection	6,940	Reclass within fund
	590-539-702.30	Wages - Rep/Mx	(2,560)	Reclass within fund
	590-539-702.35	Maintenance OT	1,000	Reclass within fund
	590-539-715.00	FICA Taxes	390	Reclass within fund
	590-539-716.00	Health/Dental Insurance	(6,190)	Reclass within fund
	590-539-717.00	Life Insurance	20	Reclass within fund
	590-539-718.00	Retirement Contributions	300	Reclass within fund
	590-539-720.00	Worker's Compensation	100	Reclass within fund
	590-483-961.00	Bad Debt Expense	250	Adjust to expected
	590-442-720.00	Worker's Compensation	260	Adjust to expected

**Revenue 12,100 Expense 510 Overall 11,590 Increase / (Decrease) Fund Bal.**

591 Water Utility

R	591-440-665.00	Interest Income	1,000	Adjust to expected
R	591-536-644.10	Utility Sales	27,000	Adjust to expected
R	591-536-695.00	Miscellaneous Income	2,000	Adjust to expected

591-436-702.35	Maintenance OT		300	Reclass within Fund			
591-442-702.00	Salaries & Wages		(6,005)	Reclass within Fund			
591-442-716.00	Health Insurance		6,015	Reclass within Fund			
591-483-730.00	Postage		500	Reclass within Fund			
591-483-740.00	Operating Supplies		(500)	Reclass within Fund			
591-483-801.00	Contractual/Professional Services		1,000	Reclass within Fund			
591-483-956.10	City Hall Operational Overhead		(500)	Reclass within Fund			
591-483-961.00	Bad Debt Expense		250	Adjust to expected			
591-536-702.30	Wages Maint/Rep Collection		(2,000)	Reclass within Fund			
591-536-715.00	FICA Taxes		(200)	Reclass within Fund			
591-536-720.00	Worker's Compensation		(375)	Reclass within Fund			
591-536-730.00	Postage		3,000	Reclass within Fund			
591-536-920.00	Utilities		5,200	Increase to expected			
591-536-946.00	Equipment Rental		2,530	Reclass within Fund			
591-536-946.00	Equipment Rental		2,470	Adjust to expected			
591-536-956.00	Miscellaneous Expense		(1,000)	Reclass within Fund			
	<b>Revenue</b>	<b>30,000</b>	<b>Expense</b>	<b>10,685</b>	<b>Overall</b>	<b>19,315</b>	<b>Increase / (Decrease) Fund Bal.</b>

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661 Motor Pool/Equipment

R	661-932-671.00	Equipment Rental		41,500	Increase to expected		
R	661-932-676.00	Transfer from Other Funds		(3,800)	Remove transfer from 582		
	661-932-702.25	Regular Overtime		(300)	Reclass within fund		
	661-932-742.00	Small Tools		300	Reclass within fund		
	661-932-910.00	General Insurance Coverage		8,400	Increase to expected		
	661-932-933.00	Ongoing Certifications		(3,800)	Remove transfer from 582		
	661-932-987.00	Demolition/Disposal		395	Depreciation: Remove items less than \$5,000		
	<b>Revenue</b>	<b>37,700</b>	<b>Expense</b>	<b>4,995</b>	<b>Overall</b>	<b>32,705</b>	<b>Increase / (Decrease) Fund Bal.</b>

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662 Computer Replacement Fund

R	662-932-695.00	Miscellaneous Income		50	Increase to expected		
	662-932-715.00	FICA Taxes		(200)	Reclass within fund		
	662-932-968.00	Depreciation Expense		(14,000)	Reclass within fund		
	662-932-970.00	Capital Items		5,000	Reclass within fund		
	662-932-980.00	Office Equipment		6,150	Reclass within fund		
	662-932-987.00	Demolition/Disposal		3,050	Reclass within fund		
	<b>Revenue</b>	<b>50</b>	<b>Expense</b>	<b>-</b>	<b>Overall</b>	<b>50.00</b>	<b>Increase / (Decrease) Fund Bal.</b>

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677 Self Insurance

NO ADJUSTMENTS SUGGESTED

	<b>Revenue</b>		<b>Expense</b>		<b>Overall</b>	<b>-</b>	<b>Increase / (Decrease) Fund Bal.</b>
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678 Self Insurance - MMRMA

R	678-954-672.01	Investment Earnings		2,000	Increase to expected		
	678-954-910.01	Insurance Claims Paid		15,000	Establish budget		
	678-954-956.00	Miscellaneous Expense		1,000	Establish budget		
	<b>Revenue</b>	<b>2,000</b>	<b>Expense</b>	<b>16,000</b>	<b>Overall</b>	<b>(14,000.00)</b>	<b>Increase / (Decrease) Fund Bal.</b>

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711 Cemetery

R	711-276-610.00	Perpetual Care Fees		3,000	Increase to expected		
	711-276-965.00	Miscellaneous Expense		2,000	Improvements in Cemetery		
	<b>Revenue</b>	<b>3,000</b>	<b>Expense</b>	<b>2,000</b>	<b>Overall</b>	<b>1,000.00</b>	<b>Increase / (Decrease) Fund Bal.</b>

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733 Retiree Health

R	733-861-665.00	Interest Income		25,000	Increase to expected
R	733-861-677.00	Retiree Contributions		10,000	Increase to expected
	733-861-955.00	BCBS Payments		37,000	Increase to expected
	733-861-955.50	Self Insurance Payments - Retiree		12,000	Establish Budget
	733-861-956.00	Miscellaneous Expense		300	Establish Budget
	<b>Revenue</b>	<b>35,000</b>	<b>Expense</b>	<b>49,300</b>	<b>Overall (14,300.00) Increase / (Decrease) Fund Bal.</b>
			<b>All Funds</b>	<b>(85,854)</b>	<b>Increase / (Decrease) Fund Bal.</b>

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Approved

**CITY OF DOWAGIAC**

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**MEMO TO: Mayor Lyons and City Council Members**

**FROM: Kevin P. Anderson, City Manager**

**DATE: July 5, 2013**

**SUBJECT: Sale of City-Owned Property – 423 Maple Street**

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A final form resolution is on Monday's agenda authorizing the sale of City-owned property located at 423 Maple Street to Mr. Bruce Boatright, Sr. This resolution was introduced at the June 10, 2013 Council meeting and has remained "on the table" for the required 21-day period prior to Council action at the July 8<sup>th</sup> Council meeting.

Conditions of the sale include:

- Total sale price will be \$100.00 cash – "as is";
- Purchaser will pay any and all closing costs.

**RECOMMENDATION**

Authorize the resolution to sell the City-owned property located at 423 Maple Street to Mr. Bruce Boatright, Sr. for \$100.00.

Support Documents:

- Cover Memo-City Mgr.
- Final Form Resolution
- Maps

**City Property Sale; 423 Maple Street; Mr. Bruce Boatright, Sr.; \$100.00**

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

**WHEREAS**, at the June 10, 2013 City Council meeting by way of an adopted resolution introducing same, the Dowagiac City Council approved of a final-form resolution authorizing the conveyance of City-owned, real property in accordance with the provisions of Section 14.9 of the City Charter, and the specifications outlined in the City Council Policy enacted on June 21, 1993, and;

**WHEREAS**, having now remained on file for public inspection with the Office of the City Clerk for in-excess-of the minimum twenty-one (21) day period required by the City Charter, the City of Dowagiac wishes to formally convey and sell the parcel of surplus real property legally described in Exhibit "A", commonly known as 423 Maple Street in the City of Dowagiac, according to the recorded plat thereof, and more commonly referred to as Parcel Code No. 14-160-100-195-00, to Mr. Bruce Boatright, Sr., for the total sale price of one hundred dollars (\$100.00) plus any and all closing costs and/or attorney fees.

**NOW, THEREFORE, BE IT RESOLVED** that the Dowagiac City Council, by the affirmative roll call vote of five or more of its City Council Members, does hereby adopt and approve the sale and conveyance of City-owned real property legally described in Exhibit "A", commonly known as 423 Maple Street in the City of Dowagiac, according to the recorded plat thereof, and more commonly referred to as Parcel Code No. 14-160-100-195-00, to Mr. Bruce Boatright, Sr., for the total sale price of one hundred dollars (\$100.00) plus any and all closing costs and/or attorney fees.

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

ADOPTED/REJECTED

June 10, 2013

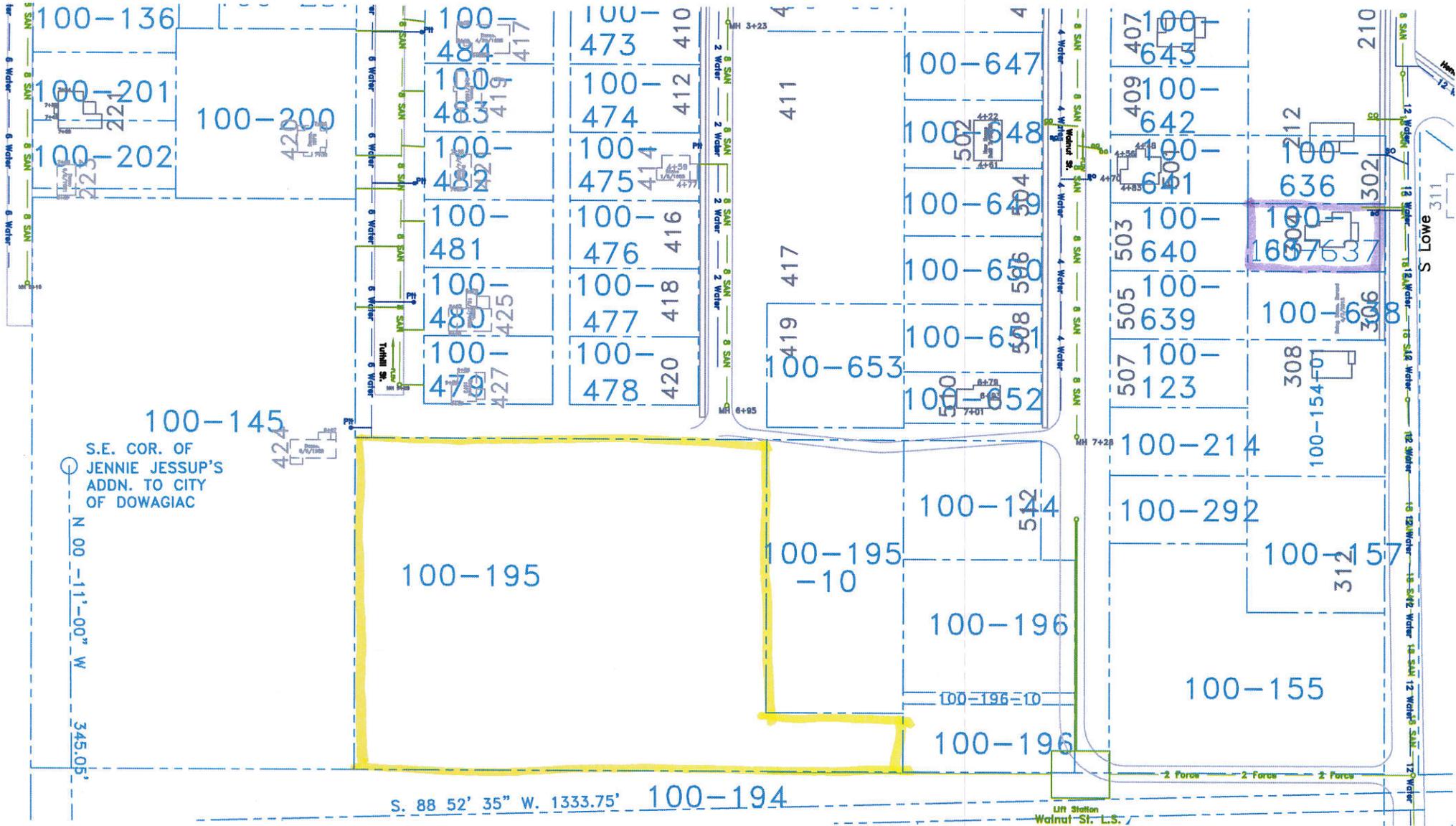
EXHIBIT A

423 Maple Street

Parcel Description:

Tax I.D. #14-160-100-195-00

COM SW COR LOT 25, HOYT & GARDNER ADD, TH S TO INTERURBAN RT OF WAY,  
WLY ALG SD RT OF WAY TO PT S OF W LINE TUTHILL ST, N TO PT W OF BEG, E TO  
BEG. SEC 1 UNPLATTED POKAGON EXCEPT BEG S W COR LOT 25 HOYT &  
GARDNER ADDN; TH S 16 RDS; TH W 8 RDS; TH N 16 RDS; TH E 8 RDS TO POB CITY  
OF DOWAGIAC DEC 78 BOARD OF REVIEW CHANGE



S.E. COR. OF  
JENNIE JESSUP'S  
ADDN. TO CITY  
OF DOWAGIAC

N 00°-11'-00" 345.00'

100-145

100-195

100-195  
-10

100-196

100-196=10

100-196

S. 88 52' 35" W. 1333.75' 100-194

LN Station  
Walnut St. L.S.

S Lowe

LIMITS

R+78  
6+87

6 Water

8 SAN

8 SAN

8 SAN

8 SAN

8 SAN

8 SAN

223-202

N 00 - 11' - 00" W

345.05'

S.E. COR. OF  
JENNIE JESSUP'S  
ADDN. TO CITY  
OF DOWAGIAC

100-145

Mable Holman  
% Audrey Gent  
623 N. Sawyer Ave  
Chicago IL 60624

424

Dem.  
9/9/1988

4

6 Water

8 SAN

6 Water

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482

100 -  
481

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100 -  
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479

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425

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476

100 -  
477

100 -  
478

412  
416

100 -  
416

100 -  
418

100 -  
418

100 -  
420

4+59  
Dem  
1/2/1982  
4+77

8 SAN  
2 Water  
8 SAN  
2 Water  
8 SAN  
6+95

417  
419  
100 -

Richie  
BALCON

100 -  
- 1

Bruce Boatright Jr  
304 S. Lowe City

100-195

City Manager  
Kevin Anderson

100-194

***CITY OF DOWAGIAC***

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**MEMO TO: Mayor Lyons and City Council Members**

**FROM: Kevin P. Anderson, City Manager**

**DATE: July 5, 2013**

**SUBJECT: Special Land Use Permit – 56081 M-51 South**

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A resolution is on Monday's agenda to approve a proposed Special Land Use Permit that allows for the establishment of a car wash at 56081 M-51 South. The City's Zoning Code provides for these types of facilities as special uses in the General Business District.

On July 1, 2013 the Planning Commission held a public hearing and recommended approval of the Special Land Use Permit with one condition at its meeting held July 1, 2013. The recommended condition is as follows:

1. The Developer shall provide green area (grass) in the existing three (3) asphalt islands in front of the site.

A copy of the Planning Commission resolution and reports are attached for your information.

**RECOMMENDATION**

Approve the resolution authorizing a Special Land Use Permit for a car wash facility at 56081 M-51 South.

Support Documents:

Cover Memo-City Mgr.

Resolution

Planning Commission Backup

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

**WHEREAS**, Mr. Chuck Wimberley has submitted an application for a Special Land Use Permit for establishing a car wash at 56081 M-51 South; and

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

**WHEREAS**, upon review of the facts and circumstances presented, the Planning Commission formally adopted a resolution recommending approval of such request, with one condition.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Dowagiac, by affirmative vote of its City Council, does hereby approve and grant the issuance of a Special Land Use Permit to Mr. Chuck Wimberley for the establishment of a car wash at 56081 M-51 South, Dowagiac, MI 49047.

ADOPTED/REJECTED

Planning Commission  
Resolution #1  
July 1, 2013

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

**WHEREAS**, the City of Dowagiac has received the attached application for a Special Land Use Permit from C. Wimberley Ford, 56081 M-51 South, Dowagiac, MI 49047 ,  
and;

**WHEREAS**, C. Wimberley Ford is requesting the Special Land Use Permit for construction of a Car Wash at 56081 M-51 South, Dowagiac, MI 49047, and:

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

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

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

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Dowagiac Planning Commission recommends that the Dowagiac City Council approve the Special Land Use Permit application submitted by C. Wimberley Ford, 56081 M-51 South, Dowagiac, MI 49047, for the construction of an attached car wash.

(Circle One)

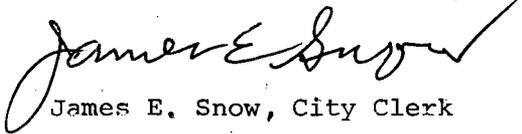
DENIED

APPROVED

\*APPROVED WITH CONDITIONS

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

ADOPTED/~~REJECTED~~ unanimously.



James E. Snow, City Clerk

CERTIFIED TO BE A TRUE AND CORRECT COPY



CITY CLERK, DOWAGIAC, MICH.      DATE: 25/4/13

## CONDITIONS

Resolution #2  
C. Wimberley Ford

1. The Developer shall provide green area, (grass) in the existing three (3) asphalt islands in front of the site.



# CITY OF DOWAGIAC

## INTER-DEPARTMENTAL COMMUNICATION

**TO:** Planning Commission

**FROM:** James Bradford *JB*  
Building Official

**RE:** Planning Meeting

**DATE:** June 24, 2013

We have two items on the agenda for the upcoming planning meeting scheduled for Monday, July 1, 2013 at 7:00pm.

The first item involves a Public Hearing and resolution regarding a Special Land Use permit for a car wash at 56081 M-51 South, Dowagiac, MI, submitted by Mr. Chuck Wimberley.

I have included with the packet, a Land Use report and resolution regarding this request.

The second item involves a public hearing and site plan review for several additions to be constructed at C. Wimberley Ford, 56081 M-51 South, Dowagiac, MI.

Included with the agenda is a site plan, a site plan report and resolution regarding this submittal.

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



# SPECIAL LAND USE APPLICATION FOR PERMIT

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

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

1. **IDENTIFICATION**

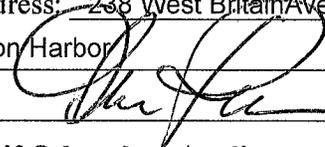
Cash  Check   
(checks payable to City of Dowagiac)

**Applicant:**

Name: Arunas Rumsa Telephone # 269-926-2880

Mailing Address: 238 West Britain Avenue

City: Benton Harbor State: MI Zip: 49022

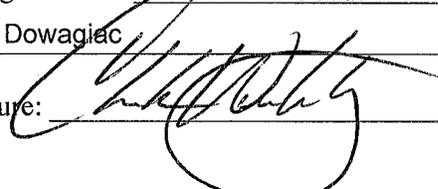
Signature: 

**Owner's Name if Other than Applicant**

Name: Chuck Wimberley Telephone # 269-782-2151

Mailing Address: 56081 M-51 South

City: Dowagiac State: MI Zip: 49047

Signature: 

2. **PROPERTY LOCATION:** Property Address 56081 M-51 South Lot # \_\_\_\_\_

Property Tax # 14-160- 100-775.00

3. **LEGAL RECORDED DESCRIPTION:** 476B COM 225 FT W OF NW COR LOT 14

JENNIE JESSUP'S ADD, TH W 68 FT, S 12 DEG 30' E 83 FT, S 62 DEG 30'E 150FT,

S 5 DEG 45'E 161 FT, S 77 DEG 30'W 61 FT, N 67 DEG W 60 FT, S 89 DEG 30'W

73 FT, S 7 DEG 30'E 108 FT, NWLY TO PT S 53 DEG 49' W 492 FT FROM NE COR

LOT 8 JENNIE JESSUP'S ADD, NELY ALG CEN LN M-51 TO PT N 13 DEG 45' W

OF BEG, S 13 DEG 45' E TO BEG. SEC 1, UNPLATED POKAGON,

CITY OF DOWAGIAC

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

- |  |   |
|--|---|
| <input type="checkbox"/> R-1, Low Density Residential District     | <input type="checkbox"/> I-1, Light Industrial District         |
| <input type="checkbox"/> R-2, Medium Density Residential District  | <input type="checkbox"/> I-2, Heavy Industrial District         |
| <input type="checkbox"/> R-3, Multi-Family Residential District    | <input type="checkbox"/> I-3, Industrial Park District          |
| <input type="checkbox"/> R-4, Manufactured Home Park District      | <input type="checkbox"/> PUD, Planned Unit Development District |
| <input type="checkbox"/> O-S, Office Service District              | <input type="checkbox"/> FP, Floodplain Overlay District        |
| <input type="checkbox"/> C-1, Neighborhood Business District       |   |
| <input type="checkbox"/> C-2, Central Business District            |   |
| <input checked="" type="checkbox"/> C-3, General Business District |   |

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New and used car showroom, vehicle repair shop, body shop, and outdoor sales lot.

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

- |  |   |
|--|---|
| <input type="checkbox"/> R-1, Low Density Residential District     | <input type="checkbox"/> I-1, Light Industrial District         |
| <input type="checkbox"/> R-2, Medium Density Residential District  | <input type="checkbox"/> I-2, Heavy Industrial District         |
| <input type="checkbox"/> R-3, Multi-Family Residential District    | <input type="checkbox"/> I-3, Industrial Park District          |
| <input type="checkbox"/> R-4, Manufactured Home Park District      | <input type="checkbox"/> PUD, Planned Unit Development District |
| <input type="checkbox"/> O-S, Office Service District              | <input type="checkbox"/> FP, Floodplain Overlay District        |
| <input type="checkbox"/> C-1, Neighborhood Business District       |   |
| <input type="checkbox"/> C-2, Central Business District            |   |
| <input checked="" type="checkbox"/> C-3, General Business District |   |

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C-3 - General business district - adjacent sideyards.

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

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

- (d) The use will be compatible with the natural environment and will be designed to encourage conservation of natural resources and energy; and
- (d) The site plan proposed for such use demonstrates compliance with the special land use specific design standards contained in Section 20.6 and all other applicable requirements of this Ordinance; and
- (e) If proposed in a Residential District, the use will be compatible with the surrounding residential neighborhood, and the scale, density, or bulk of the use will be consistent with neighborhood character. Demolition of existing residential buildings is presumed to be inconsistent with maintaining the residential character of the City.

SPECIAL LAND USE PROPOSED FOR THE:

**C. Wimberley FORD Dealership**

56081 M-51 S Dowagiac, MI

The proposed Special Use is for the construction and operation of an automatic vehicle wash that will be operated 7 days weeks, and 24 hours a day. It is part of an overall project that is intended to update the current C. Wimberley FORD Dealership through a phased series of improvements that will include construction of a new attached vehicle showroom and service area, demolition of existing showroom and office area and construction of a new retail parts store, as well as the construction of a new attached automatic vehicle wash building. The project will consolidate the existing structures into one new and harmonious building image along M-51.

The existing 3.52 acre parcel along with parking lot grading, will remain unaltered, thereby maintaining existing surface water drainage patterns

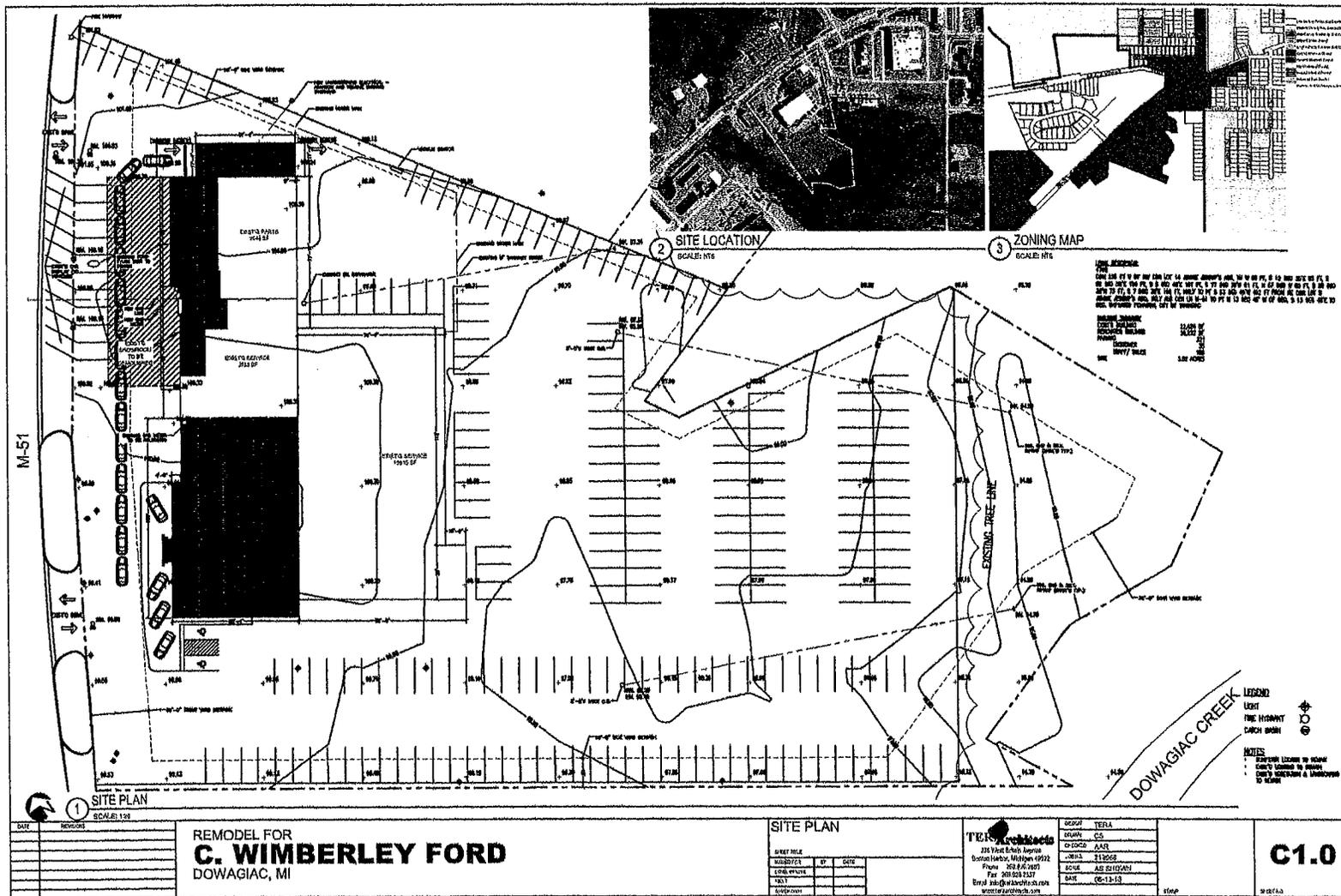
While the rear yard abuts a medium density Residential Area, there currently exists, and will continue to exist, a heavily wooded area ranging in depth from approximately 100' to 250' in depth on the southeast side of the property. This buffer provides a significant visual separation from the adjacent residential area.

The existing Dealership is currently being served by municipal water, sewer, and the addition of a new showroom and automatic vehicle wash facility, balanced out with the demolition of the outdated showroom, will not increase the amount of surface run-off from the site. The proposed use will not incur any additional surface run-off as construction is proposed for an area that is currently paved. All existing vegetation and landscaping will remain unchanged.

No less than fifteen (15) stacking spaces shall be provided. The existing access driveways shall be reused and be located no less than one hundred fifty (150) feet from the right-of-way line of any street or seventy-five (75) feet from the nearest edge of any other driveway.

Outdoor vacuuming activities will be at least three hundred (300) feet from any residential district property line. Location and size of existing access driveways shall remain unchanged.

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

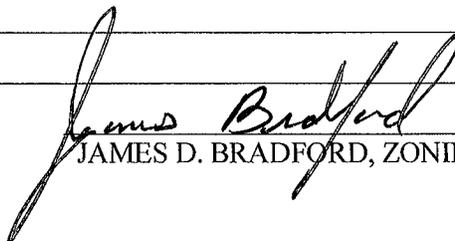


The Zoning Administrator will review this Special Land Use Permit application to insure that the application is in proper order and all documentation is included. If it is acceptable, the application documentation will then be transmitted to the City Council, who shall immediately forward a copy to the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

**FOR OFFICE USE ONLY**

DATE APPLICATION FORM IS SUBMITTED:	<u>6-13-13</u>	By: <u>JB</u>
DATE APPLICATION COMPLETED AND FEE RECEIVED:	<u>6-13-13</u> <u>\$300.00</u>	By: <u>JB</u>
DATE TRANSMITTED TO PLANNING COMMISSION:	<u>7-1-13</u>	By: <u>JB</u>
DATE OF PUBLIC HEARING:	<u>7-1-13</u>	By: <u>JB</u>
DATE TRANSMITTED TO CITY COUNCIL:	_____	By: _____

CITY COUNCIL DISPOSITION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
JAMES D. BRADFORD, ZONING ADMINISTRATOR

Resolution # 1

**Special Land Use Report**

**C. Wimberley Ford  
56081 M-51, South  
Dowagiac, MI 49047**

**DATE:** June 25, 2013

**PROJECT:** Attached Car Wash

**PROPERTY**

**DESCRIPTION:** Noted on File

**TAX NUMBER:** 14-160-100-775-00

**PROPERTY**

**OWNER:** Chuck Wimberley  
56081 M-51 South  
Dowagiac, Michigan 49047

**Building/Project Description:**

This will be a single-story structure containing 890 sq. ft. of building area. The addition will be used for a car wash facility.

**Project Zoning:**

General Business (C-3)

The proposed use is allowed with a Special Land Use Permit in this district.

**Staging Area**

The developer has provided approximately 15 staging spaces for this was facility

**Parking Requirements:**

Adequate parking is available . All parking is existing and no changes are planned. 221 parking spaces are being provided for this site.

Signed;

Steve Allen  
Code Enforcement

Planning Commission  
Resolution #2  
July 1, 2013

Commissioner \_\_\_\_\_ offered and moved the adoption of the following resolution;  
seconded by Commissioner \_\_\_\_\_.

**WHEREAS**, site plans for new buildings and additions must be submitted to the Planning Commission for review and approval, and;

**WHEREAS**, C. Wimberley Ford has submitted the attached site plan for 3 new additions including retail parts, showroom and a car wash facility, at 56081 M-51 South, and;

**WHEREAS**, the City Administration staff has extensively reviewed the application and site plan with respect to its compliance with established Planning and Zoning requirements and practices, and its adequacy of engineering, design and detail, in accordance with Chapter 19, Site Development Requirements, and has forwarded to the Planning Commission a report of said review, for use in making its final evaluation, and;

**WHEREAS**, the Planning Commission has completed their evaluation of the site plan as submitted.

**NOW, THEREFORE, BE IT RESOLVED**; that the City of Dowagiac Planning Commission does hereby approve the site plan (#PC13-03) as submitted by C. Wimberley Ford, 56081 M-51 South, Dowagiac MI 49047.

(Circle One)

DENIED

APPROVED

\*APPROVED WITH CONDITIONS

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

ADOPTED/REJECTED



# SITE PLAN APPLICATION

CITY OF DOWAGIAC

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

1. **LOCATION OF PROJECT:** Property Address 56081 M-51 South  
Property Tax # 14-160- 100-775.00

2. **PROPOSED USE OF BUILDING:** New and used car showroom, vehicle repair shop,  
body shop, outdoor sales lot, and automatic vehicle wash facility

3. **IDENTIFICATION**

A. **OWNER or LESSEE**

Name: Chuck Wimberley Telephone # 269-782-2151  
Mailing Address: 56081 M-51 South  
City: Dowagiac State: MI Zip: 49047

B. **ARCHITECT or ENGINEER**

Name: Arunas Rumsa Telephone # 269-926-2880  
Mailing Address: 238 West Britain Avenue  
City: Benton Harbor State: MI Zip: 49022  
License # 1301053764 Expiration Date: 10/31/2013

4. **TYPE OF IMPROVEMENT**       New Building                       Commercial  
 Addition                               Industrial  
 Parking Lot                             Multi-Family  
 Mobile Home Park                     Subdivision  
 Other \_\_\_\_\_

5. **REVIEWS TO BE PERFORMED**       Preliminary                       Limited  
 Final                                       Engineering  
 Combined                               Grading

6. **PRINCIPAL TYPE OF FRAMING**

- (X) Masonry, Wall Bearing
- ( ) Reinforced Concrete
- ( ) Other \_\_\_\_\_
- (X) Structural Steel
- ( ) Wood Frame

7. **TYPE OF SEWAGE DISPOSAL** (X) Public or Private Company ( ) Septic System

8. **TYPE OF WATER SUPPLY** (X) Public or Private Company ( ) Private Well or Cistern

9. **BUILDING DIMENSIONS** No. of Stories 1 Floor Area 26,232  
 Total Building Area 26,232 Total Land Area 3.52 Acres

10. **NUMBER OF OFF STREET PARKING SPACES:** Enclosed -0-  
 Outdoors 221

11. **APPLICANT INFORMATION**

Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information:

Name: Pearson Construction Co., Inc. Telephone # 269-926-7281

Mailing Address: P.O. Box 128

City: Benton Harbor State: MI Zip: 49023-0128

Fed. ID# and/or Social Security# 38-0914670

[Signature] 6/12/2013 Fee Enclosed \$ 417.50  
 Applicant Signature Date  Cash  Check # \_\_\_\_\_

12. **LOCAL GOVERNMENTAL AGENCY TO COMPLETE THIS SECTION**

<i>Department Approvals</i>	<i>Date</i>	<i>By</i>
Zoning <u>Yes</u> / No	<u>6-24-13</u>	<u>[Signature]</u>
Police Yes / No	_____	_____
Fire Yes / No	_____	_____
Building <u>Yes</u> / No	<u>6-24-13</u>	<u>[Signature]</u>
Public Services <u>Yes</u> / No	<u>6-24-13</u>	<u>[Signature]</u>
Engineering <u>Yes</u> / No	<u>6-24-13</u>	<u>[Signature]</u>
Grounds <u>Yes</u> / No	<u>6-24-13</u>	<u>[Signature]</u>
Other Yes / No	_____	_____

13. **VALIDATION**

Building Permit No. PB \_\_\_\_\_

Permit Fee \$ \_\_\_\_\_  
 Cash  Check # \_\_\_\_\_

[Signature] 6-24-13  
 James Bradford, Building Official Date  
 Page 2

Resolution # 2

**SITE PLAN REPORT**

**C. Wimberley Ford  
56081 M-51, South  
Dowagiac, MI 49047**

**DATE:** June 20, 2013

**PROJECT:** 6,640 sq. ft. Showroom Addition  
2,205 sq. ft. Retail Parts Addition  
890 sq. ft. Car wash addition

**PROPERTY**

**DESCRIPTION:** Noted on File

**TAX NUMBER:** 14-160-100-775-00

**PROPERTY**

**OWNER:** Chuck Wimberley  
56081 M-51, South  
Dowagiac, Michigan 49047

**Building/Project Description:**

These will be single-story, steel and masonry, additions containing a total of 9,735 sq. ft. of building area.

**Project Zoning:**

This property is presently zoned as "General Business" C-3.

**Lot Coverage:**

Lot area:	3.52 Acres 153,331 sq. ft
Allowable building coverage:	50% or 76,665 sq. ft.
Proposed coverage:	18% or 26,232 sq. ft.

**Setback Requirements:**

Front:  
Required – 30 feet  
Proposed – 42 feet

Rear:  
Required – 35 feet  
Proposed – 200 feet +

Page 2  
Resolution # 2

Side Yards:

West:  
Required – 15 feet  
Proposed – 87 feet +

East  
Required – 10 feet  
Proposed – 15 feet +

**Parking Requirements:**

221 outdoor parking spaces are being provided. All storm water drainage will remain as existing. No new entrances from the street are planned for this project.  
All building signage meets with current zoning requirements.

Signed;



Steve Allen  
Code Enforcement

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 #20 for the period ending 7/3/13:

Invoices: 132,610.98  
Payroll: 165,696.96  
Total: \$298,307.94

**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
\$132,610.98	\$165,696.96	\$298,307.94

ADOPTED/REJECTED

Ayes:

Nays:

Absent:

Abstain:

James E. Snow, City Clerk

Vendor	Invoice #	Description	Amount
ACCOUNTING CONSULTANTS, PC	6/15/13	CONSULTING SVC THROUGH 6/15/13	2,137.50
ACCURATE STRIPING	1919	STRIPING DOWNTOWN/PARKING LOTS	4,697.88
AMERICAN ELECTRIC POWER	040-050-210-0-3	VINEYARD PLACE LIFT STATION	35.11
APX, INC	2216	MIRECS-LOAD BASED FEE	57.36
AT&T MOBILITY	287019289817	WIRELESS CHARGES 5/24-6/23	892.16
AUTOMATED ENERGY, INC	17976	AMERIWOOD METER SUBSCRIPTION	105.00
BLUE TARP FINANCIAL	28607281	BACKPACK SPRAYER/CASTER	80.63
BURLING, ROBERT R.	7/2/13	#PD6001 DETAILING	125.00
C WIMBERLY AUTOMOTIVE GROUP	211429	#PD091 OIL CHANGE	35.10
CASS COUNTY ROAD COMMISSION	801009	MOWING R.O.W-RIVERSIDE/WILLARD	382.87
CASS COUNTY ROAD COMMISSION	801010	COLD PATCH	120.23
CHARLES CONCRETE	6/24/13	SIDEWALK REPAIRS	1,700.00
CHET NICHOLS, INC	344169	THREAD LOCK KIT	39.96
CINTAS LOCATION #336	OG18077554	FIRST AID KIT/CABINET-MUSEUM	324.84
CIVIC SYSTEMS, LLC	CVC10715	SUPPORT FEE/JUL-DEC	281.00
COMCAST	8771402380021236	INTERNET-CH	109.11
COMMUNITY ANSWERING SERVICE	262806242013	DISPATCHING SERVICES	187.90
CONESTOGA-ROVERS & ASSOCIATES	405384	2013 OMM ACTIVITIES	2,504.73
DAYS INN OF ANN ARBOR	7/2/13	HOTEL CONFIRMATION #437-126507 MURRAY	309.95
DES MOINES STAMP MANUFACTURING CO	0986314	HEAVY DUTY STAMPER	55.00
DORNBOS SIGN & SAFETY, INC	INV11674	DEAF CHILD AREA SIGNS	89.21
DOUBLEDAY OFFICE PRODUCTS, INC	141464I	OFFICE SUPPLIES	133.10
DOUBLEDAY OFFICE PRODUCTS, INC	141570I	OFFICE SUPPLIES	99.96
DOUBLEDAY OFFICE PRODUCTS, INC	141660I	COPY PAPER	577.50
DOUBLEDAY OFFICE PRODUCTS, INC	141465I	OFFICE SUPPLIES	80.77
DOUBLEDAY OFFICE PRODUCTS, INC	141715I	DRY ERASE BOARD/MARKERS	35.27
DOWAGIAC AUTO BODY	625	#4 BODY REPAIR/PAINT	3,167.90
ELM TRAINING, LLC	0621-13	BI-MONTHLY SAFETY MTG	180.00
EVANS, GUY	6/13/13	REIMBURSEMENT-FIRE ACADEMY LUNCHES	196.10
FED EX	2-309-11502	SHIPPING CHARGES-LANSING	21.69
FIRST, JESSICA	07/03/2013	UB refund for account: 15-2651-4	150.00
FLEETMatics USA, LLC	714017	VEHICLE TRACKING SERVICE	40.00
FRONTIER	23118907970401035	PHONE SERVICE 5/20-6/19	1,740.30
GOLLNICK, JEFF	6/9/13	TRAVEL REIMBURSEMENT-EMMITSBURG, MD	153.40
HALE'S HARDWARE, INC	B25990	BLEACH/FOAM SEALANT	8.23
HALE'S HARDWARE, INC	C24380	FITTINGS/SUPPLIES-SUMP PUMP	65.08
HALE'S HARDWARE, INC	D19082	#132LT FASTENERS	2.29
HALE'S HARDWARE, INC	D19089	DRINKING WATER	13.56
HALE'S HARDWARE, INC	C25139	BASKETBALL NETS/LYSOL/RAKE/HANDLE	61.78
HALE'S HARDWARE, INC	C25235	RETURN PIPE PLUGS	(3.10)
HALE'S HARDWARE, INC	D19222	EYE BOLTS/CHAIN	20.29
HALE'S HARDWARE, INC	D19460	SECURITY LIGHT CONTROL	12.60
HALE'S HARDWARE, INC	C25864	SHIPPING CHARGE	9.51
HALE'S HARDWARE, INC	10082281	STYLUS	16.99
HALE'S HARDWARE, INC	C25733	DISH SOAP/SPRAYER #4	4.64
HALE'S HARDWARE, INC	B27191	COUPLING	40.72
HALE'S HARDWARE, INC	C25402	DISH SOAP/STORAGE BOXES	12.48
HALE'S HARDWARE, INC	D19328	WIRE STRIPPER	25.21
HALE'S HARDWARE, INC	C25508	GARDEN HOSE	40.73
HANSON BEVERAGE SERVICE	635494	DISTILLED WATER	12.00
HI-TECH SMR COMMUNICATIONS	SMR15092	MOVE ANTENNAS/LINES-TRANS LINE PTCH CBL	562.50
HI-TECH SMR COMMUNICATIONS	SMR15155	#PD121 RADIO REPAIR	294.00
INTERNET BUSINESS SOLUTIONS	13146	MONTHLY WEBSITE MTCE	39.95
J & H OIL COMPANY	9818001	CEMETERY GAS	315.00
J ALLEN & COMPANY, INC	13050	LOCAL ST PAVING-FINAL	18,120.00

Vendor	Invoice #	Description	Amount
JUDD LUMBER COMPANY, INC	2522062	REDI-MIX GRAVEL	34.93
JUDD LUMBER COMPANY, INC	2522089	ROTARY HAMMER DRILL	35.00
JUDD LUMBER COMPANY, INC	2522091	HAMMER DRILL-CREDIT	(2.00)
JUDD LUMBER COMPANY, INC	2522168	YELLOW PINE BOARD	9.13
KENT RECORD MANAGEMENT, INC	39672	SHREDDING SVC 6/1/6/30	30.00
KOONTZ-WAGNER CONST SERVICES LLC	126568-08	CREW SUPERVISION 5/22-6/18	1,704.00
LAGROW, CINDY	6/23/13	TRAVEL REIMBURSEMENT-NEW YORK	2,045.48
LEADER PUBLICATIONS, INC	97782	SAFETY ADD-YEARBOOK	170.00
LEADER PUBLICATIONS, INC	98131	MISC PUBLICATIONS	969.27
LOUKA, LLC	7/2/13	BIKE SCHOOL 7/22-7/26 - R MURRAY	800.00
MAXIMUM FIRE PROTECTION	1707	FIRE EXT INSP-CH	55.00
MAXIMUM FIRE PROTECTION	1708	FIRE EXT INSP/MTCE CONTRACT-CCDET	75.00
MAXIMUM FIRE PROTECTION	1709	FIRE EXT INSP-DEPOT	45.00
MAXIMUM FIRE PROTECTION	1710	FIRE EXT INSP-GROUNDS	55.00
MAXIMUM FIRE PROTECTION	1711	FIRE EXT INSP-PD	45.00
MEDIA BUYING CONSULTANTS	6/17/13	DOWAGIAC DESTINATION ADVERTISING	3,550.00
MI COMMUNITY ACTION AGENCY ASSOC	7/13	EU-MONTHLY PAYMENT ALLOCATION 7/13	11,408.42
MI COMMUNITY ACTION AGENCY ASSOC	6/13	EU-MONTHLY PAYMENT ALLOCATION 6/13	11,408.42
MI MUNICIPAL RISK MANAGEMENT	M0001558	LIABILITY INSURANCE 4/18/13-4/18/14	699.00
MI MUNICIPAL RISK MANAGEMENT	R0001558	LIABILITY INSURANCE 4/18/13-4/18/14	500.00
MICHIGAN MUSEUMS ASSOCIATION	5/22/13	MEMBERSHIP RENEWAL-ARSENEAU	100.00
MIDWEST ENERGY	3503301	CCWS-WATER TOWER	976.46
MONUMENTS BY DESIGN, LLC	539	BRICK-JAMES DINGS	18.00
MTL, INC	14868	MOWING RUSSOM PARK	710.00
MURRAY, RYAN	5/6/13	MILEAGE REIMBURSEMENT-538 MILES	303.97
MURRAY, RYAN	6/13/13	TRAVEL REIMBURSEMENT-GRAND RAPIDS	18.14
MURRAY, RYAN	6/17/13	TRAVEL REIMBURSEMENT-MT PLEASANT	235.67
NORTH AMERICAN SALT COMPANY	70991819	ROAD SALT/SEASONAL BACKUP 12/13	6,362.63
NRPC-AMTRAK	025912	RENT ADJ-AERIAL OCCUPANCY LEASE	20.62
NYSTEDT, JENNIFER	07/02/2013	UB refund for account: 03-3268-20	108.93
OIL CAN ALLEY	92	#1 OIL CHANGE	34.95
PARAGON LABORATORIES, INC	42078-75833	NPDES TESTING	120.00
PETTY CASH	7/1/13	COPIES/FAX SVC	18.84
PETTY CASH	7/1/13	OPERATING SUPPLIES	81.90
PETTY CASH	7/1/13	TRAINING	12.00
POSITIONING SOLUTIONS COMPANY	1103173	LATH	49.00
POWER LINE SUPPLY, INC	5742152	LED ROADWAY FIXTURES	4,884.50
POWER LINE SUPPLY, INC	5741387	WIPES/HEAD LAMPS	88.67
POWER LINE SUPPLY, INC	5742909	SPLICES/FUSE LINKS	831.66
POWER LINE SUPPLY, INC	5742935	WOOD POLES	1,840.00
PRECISION DATA PRODUCTS	I0000383828	PRINTER SUPPLIES	229.73
PREFERRED PRINTING, INC	25796	WINDOW ENVELOPES	130.00
PRIORITY COMPUTER SERVICES, INC	200436A	EXTERNAL USB DVD DRIVE	67.00
PVS TECHNOLOGIES, INC	176366	WWTP FERROUS CHLORIDE	2,210.66
QUILL CORPORATION	3621828	RECEIPT PRINTER TAPE	105.92
QUILL CORPORATION	3633749	POST-IT NOTES	39.57
R&B TOTAL PERFORMANCE	5108	#128 REPLACE WATER PUMP	292.92
REAL PRO SOLUTIONS, LLC	LM2015	BRUSH HOGGING-LANDFILL	1,000.00
REAL PRO SOLUTIONS, LLC	LM1983	MOWING COMMERCIAL CENTER/IND PARK	1,600.00
REAL PRO SOLUTIONS, LLC	LM2019	BUSH TRIMMING	500.00
REAL PRO SOLUTIONS, LLC	HB1382	BOARDING-413 KEENE	400.00
REAL PRO SOLUTIONS, LLC	LM2027	CODE MOWINGS	236.00
REAL PRO SOLUTIONS, LLC	LM2026	CODE MOWING	29.00
REAL PRO SOLUTIONS, LLC	LM2025	CODE MOWING	29.00
REAL PRO SOLUTIONS, LLC	LM2013	CODE MOWINGS	232.00

Vendor	Invoice #	Description	Amount
REAL PRO SOLUTIONS, LLC	LM2022	CODE MOWINGS	87.00
REAL PRO SOLUTIONS, LLC	LM2020	CODE MOWINGS	261.00
REAL PRO SOLUTIONS, LLC	LM2024	CODE MOWINGS	136.00
REAL PRO SOLUTIONS, LLC	LM2023	CODE MOWINGS	58.00
RELIABLE DISPOSAL, INC #646	0646-000748567	DUMPSTER-DPS WAREHOUSE	350.00
ROHDY'S HEATING & COOLING, LLC	2849	REPROGRAM THERMOSTAT-PD	68.00
RUTKOWSKE, JASON	2911323858	CELL PHONE REIMBURSEMENT 5/10-6/9	60.00
SCHERR, ROZANNE	6282013	REIMBURSEMENT-RETIREMENT PARTY SUPPLIES	199.54
SEMCO ENERGY GAS COMPANY	0161871.500	GAS SERVICE 5/13/13-6/13/13	19.22
SOUTH BEND UNIFORM	A1282	UNIFORMS-FRY/GRINNEWALD	570.80
SPARLING CORPORATION	55212	INSTALL NOZZLE-AIRPORT FUEL SYSTEM	761.22
STATE OF MICHIGAN-ECONOMIC DEV	7/2/13	CDBG IND PK GRANT REPAYMENT	6,345.88
T&R ELECTRIC, INC	126234	25 KVA TRANSFORMERS	5,936.00
T&R ELECTRIC, INC	126235	37 KVA TRANSFORMERS	2,403.00
T&R ELECTRIC, INC	D3-4-13	TRANSFORMER BOUGHT FOR RESALE	(500.00)
THE RIDGE COMPANY	516575	RELAY SWITCH, WB TORO	15.32
THE RIDGE COMPANY	516649	POWER CLNR/HYD FLUID/OIL FILTER #150	81.81
THE RIDGE COMPANY	516685	FLOOR DRY	36.25
THE RIDGE COMPANY	516698	#12 BRAKE LINE	3.69
THE RIDGE COMPANY	516841	#4 AERIAL LIFT FLUID/COUPLING	83.58
THE RIDGE COMPANY	516858	#4 COUPLING	1.80
THE RIDGE COMPANY	517109	RELAY SWITCH-CREDIT	(15.32)
THE RIDGE COMPANY	518396	#145 AIR FILTER	53.37
THE RIDGE COMPANY	518342	#4 ADAPTER	1.67
TOXOPEUS, DAVID	287248782175	CELL PHONE REIMBURSEMENT 5/19-6/18	60.00
UNDERGROUND PIPE & VALVE, INC	204006	BACKFLOW PREVENTER-HYDRANT METER	525.00
USA BLUEBOOK	986339	WWTP SEWAGE PUMP	497.27
USA BLUEBOOK	988229	WWTP LAB SUPPLIES	129.45
USA BLUEBOOK	992741	WTP LAB CHEMICALS	37.89
VAN BUREN/CASS CO HEALTH DEPT	051513	HEP B SHOTS	141.00
VERIZON WIRELESS	9707136069	MIFI CARD-ELEC DIV	17.97
VERIZON WIRELESS	9707141620	DPS/CCDET TABLET	342.09
VERIZON WIRELESS	9707141639	AMERIWOOD MODEMS	22.65
VERIZON WIRELESS	9706951421	CELL PHONES 5/22-6/21	155.95
WATSON'S TREE SERVICE	3117075	STUMP REMOVAL	1,500.00
WATSON'S TREE SERVICE	3117076	TREE/STUMP REMOVAL	10,215.00
WEST SHORE FIRE REPAIR, INC	6251	AIRPACK BATTERY COVER	17.50
WIGHTMAN & ASSOCIATES, INC	44835	CMAQ-HILL/MIDDLE CROSSING	2,327.75
WIGHTMAN & ASSOCIATES, INC	44812	ENG SVC-LOWER MILL POND DAM REPAIRS	928.25
WILLIAMS-A-1 EXPERT TREE SERVICE	5810	CHOCOLATE BROWN MULCH	600.00
Total:			132,610.98