



## REGULAR MEETING OF THE DOWAGIAC CITY COUNCIL

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

Monday, September 26, 2016, 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 Danielle Lucas
  - Councilmember Lori Hunt
  - Councilmember Bob Schuur

APPROVAL OF MINUTES OF PREVIOUS MEETING – September 12, 2016

QUESTIONS FROM CITY COUNCIL –

COMMENTS FROM THE AUDIENCE (NON-AGENDA) –

COMMENTS FROM THE AUDIENCE (AGENDA) –

COMMUNICATIONS –

1. Optimist's Club Halloween Parade, October 29, 2016
2. Yeo & Yeo Audit

RESOLUTIONS –

1. Resolution authorizing a public hearing, investigation, and determination of blight abatement at 404 Pennsylvania Ave. to be held at the September 26, 2016 City Council meeting.
2. Resolution authorizing Fiscal Year 2015-16 budget amendments.
3. Resolution authorizing the sale of 303 Parsonage, Parcel Code No. 14-160-200-903-00 and 403 West Street, Parcel Code No. 14-160-200-904-00.

4. Resolution to authorize the payment of bills (Roll Call)

<u>BILLS</u>	<u>PAYROLL</u>	<u>TOTAL</u>
\$1,091,629.95	\$123,379.09	\$1,215,009.04

COMMENTS FROM CITY OFFICIALS –

ADJOURNMENT –

Kevin P. Anderson  
City Manager

Attachments

## DOWAGIAC CITY COUNCIL MEETING

Monday, September 12, 2016

A regular meeting of the Dowagiac City Council was called to order by Mayor 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, Lori A. Hunt, Danielle E. Lucas, Bob B. Schuur and City Clerk Jane P. Wilson.

**ABSENT:** None

**STAFF:** City Manager Kevin P. Anderson; Airport Manager Oscar Azevedo.

Councilmember Dodd moved and Councilmember Hunt seconded that the minutes of the August 22, 2016 meeting be approved.

Approved unanimously.

### COMMUNICATIONS

1. Park Pick-Up Day, October 1, 2016.
2. Under the Harvest Moon, October 8, 2016.
3. Airport Fly-In pancake breakfast, September 24, 2016.

Councilmember Schuur moved and Councilmember Hunt seconded that all three (3) requests be approved.

### RESOLUTIONS

1. Resolution authorizing the Master Agreement No. 2017-0046 with the Michigan Department of Transportation (MDOT) relating to Dial-A-Ride Transit operations.

Councilmember Laylin offered and moved to approve the following resolution; seconded by Councilmember Burling.

**WHEREAS**, the City of Dowagiac has the authority to contract with the Michigan Department of Transportation for state and/or federal funds for passenger transportation related services, and;

**WHEREAS**, the City of Dowagiac does hereby approve Master Agreement No. 2017-0046.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor of the City of Dowagiac be authorized and directed to execute said agreement for and on behalf of the City of Dowagiac.

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APPROVED unanimously.

2. Resolution authorizing Rozanne Scherr as the Transportation Coordinator to administer the Master Agreement with MDOT.

Councilmember Burling offered and moved to approve the following resolution; seconded by Councilmember Schuur.

**WHEREAS**, this resolution shall also approve execution of Project Authorizations for any programs designated by the City of Dowagiac and/or Project Authorizations for any amount determined by the City of Dowagiac with the Michigan Department of Transportation, which are issued under Master Agreement Number 2017-0046.

**NOW, THEREFORE, BE IT RESOLVED** that the Transportation Coordinator for City of Dowagiac is authorized to enter into and execute on behalf of the City of Dowagiac all such project authorizations with the Michigan Department of Transportation for passenger transportation related services for the Agreement period.

APPROVED unanimously.

3. Resolution authorizing an amendment to the Classification and Compensation System for non-union employees of the City of Dowagiac.

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

**WHEREAS**, Section 7.7 of the Dowagiac City Charter sets forth the duties of the City Manager, and;

**WHEREAS**, the City Manager shall see that all laws, ordinances, rules and regulations adopted by the City Council and provisions of the Charter are properly enforced, and;

**WHEREAS**, the City Manager shall recommend to the Council for consideration such measures as he may deem necessary and expedient, and;

**WHEREAS**, the City Manager recommends to Council the approval of an annual fiscal year adjustment of 2.0% to the Classification and Compensation System as attached hereto.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Dowagiac, by the affirmative vote of its City Council, does hereby approve and adopt the annual fiscal year adjustment of 2.00% to the Classification and Compensation System attached hereto effective October 1, 2016.

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APPROVED unanimously.

4. Resolution authorizing the sale of 504 Keene Avenue, Parcel Code No. 14-160-300-727-00.

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

**WHEREAS**, at the July 25, 2016 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 504 Keene Ave. in the City of Dowagiac, according to the recorded plat thereof, and more commonly referred to as Parcel Code No. 14-160-300-727-00, to Tony Danneffel and Toby Daneffel, for the total sale price of four thousand two hundred dollars (\$4200.00).

**NOW, THEREFORE, BE IT RESOLVED** that the Dowagiac City Council, by the affirmative roll call vote of five or more of its City Council Members, does hereby adopt and approve the sale and conveyance of City-owned real property legally described in Exhibit "A", commonly known as 504 Keene Ave. in the City of Dowagiac, according to the recorded plat thereof, and more commonly referred to as Parcel Code No. 14-160-300-727-00, to Tony Danneffel and Toby Daneffel, for the total sale price of four thousand two hundred dollars (\$4200.00).

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

APPROVED unanimously.

5. Resolution authorizing the sale of 303 Parsonage, Parcel Code No. 14-160-200-903-00.

Councilmember Laylin offered and moved to table the following resolution; seconded by Councilmember Schuur.

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**WHEREAS**, at the August 8, 2016 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 303 Parsonage, in the City of Dowagiac, according to the recorded plat thereof, and more commonly referred to as Parcel Code No. 14-160-200-903-00, and commonly known as 403 West Street, in the City of Dowagiac, according to the recorded plat thereof, and more commonly referred to as Parcel Code No. 14-160-200-904-00 to Melissa & Timothy Craig, for the total sale price of not less than eight thousand eight hundred dollars (\$8,800.00).

**NOW, THEREFORE, BE IT RESOLVED** that the Dowagiac City Council, by the affirmative roll call vote of five or more of its City Council Members, does hereby adopt and approve the sale and conveyance of City-owned real property legally described in Exhibit "A", commonly known as 303 Parsonage, in the City of Dowagiac, according to the recorded plat thereof, and more commonly referred to as Parcel Code No. 14-160-200-903-00, and commonly known as 403 West Street, in the City of Dowagiac, according to the recorded plat thereof, and more commonly referred to as Parcel Code No. 14-160-200-904-00 to Melissa & Timothy Craig, for the total sale price of not less than eight thousand eight hundred dollars (\$8,800.00).

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

TABLED unanimously.

6. Resolution establishing Trick or Treat hours for October 31, 2016.

Councilmember Burling offered and moved to approve the following resolution; seconded by Councilmember Laylin.

**WHEREAS**, traditionally the City Council has designated a specific day and time in which Halloween Trick or Treat activities will be conducted in the City of Dowagiac, and;

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**WHEREAS**, this year Halloween falls on Monday, October 31, 2016, and;

**WHEREAS**, the Dowagiac City Administration and Police Department have recommended that the Trick or Treat hours for 2016 be established as 6:00 p.m. to 7:00 p.m. on Monday, October 31.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Dowagiac, by the affirmative vote of its City Council, does hereby authorize and designate that Trick or Treat activities be conducted in the City of Dowagiac for 2015 on Monday, October 31, between the hours of 6:00 p.m. to 7:00 p.m.

**BE IT FURTHER RESOLVED** that those that go out on Trick or Treat activities limit their solicitations to homes with porch lights on.

APPROVED unanimously.

7. Resolution authorizing the continuation of the Tree Removal Policy for two years with a budget of \$2,000 per year.

Councilmember Schuur offered and moved to approve the following resolution; seconded by Councilmember Dodd.

**WHEREAS**, On October 27, 2014, City Council approved a tree removal policy to address the problem of Emerald Ash Bore within the City which has caused numerous trees to die, and;

**WHEREAS**, diseased trees can create a dangerous situation in the right-of-way as well as pose a significant liability to individual property owners, and;

**WHEREAS**, the City is responsible for and will take care of trees within the street right-of-way, and;

**WHEREAS**, the City recognizes that the cost to remove large Emerald Ash trees can be a barrier for property owners and wishes to modify and extend the tree removal policy that expires on September 30, 2016.

**NOW, THEREFORE, BE IT RESOLVED** that in an effort to assist property owners in this matter, City Council does hereby modify and extend the following policy:

1. Staff will solicit proposals from qualified, insured tree removal firms with the goal of receiving a quantity discount that will be passed directly onto homeowners.
2. The eligibility requirements of the Design Review Committee for the Housing Incentive Program will be amended to allow for a grant of 20% of the cost of tree

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removal up to a maximum of \$500 per tree removal up to a maximum of three (3) trees removed per lot.

3. If the cost to the homeowner is less than \$500, the homeowner will be eligible to voluntarily place a special assessment on their property for up to two (2) years. If the cost is greater than \$500, the homeowner shall have the opportunity to voluntarily place a special assessment on their property for up to three (3) years. An interest rate of 2% shall be placed on the special assessments.
4. The program will be available on a first come, first serve basis. Funds are available for up to a total of 10 tree removals in the city each year.
5. The program will be in place for two (2) years ending in September 2018.
6. Staff will advertise to homeowners the availability of these discounted rates and incentives via the utility billing inserts, press releases, the City's website and other appropriate means.

APPROVED unanimously.

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

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

**WHEREAS**, the following information has been reviewed by the City Manager and City Treasurer and is being presented to City Council with a recommendation to approve invoices for period ending 8/28/16 and payroll #25:

Invoices \$454,161.84      PR #25 \$114,927.05      Total \$569,088.89

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

<u>BILLS</u>	<u>PAYROLL</u>	<u>TOTAL</u>
\$454,161.84	\$114,927.05	\$569,088.89

ADOPTED on a roll call vote.

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

Nays: None (0)

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Absent: None (0)

Abstain: None (0)

ADJOURNMENT

Upon motion by Councilmember Laylin and seconded by Councilmember Dodd, the Dowagiac City Council adjourned at 7:15 PM.

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Donald D. Lyons, Mayor

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Jane P. Wilson, City Clerk

**EVENTS APPROVAL FORM**

Event: Halloween Parade  
Date: Saturday, October 29, 2016 10 AM  
Sponsoring Organization: Beckwith Park and downtown  
Contact Person(s): Steve Grinnwald  
Contact Person's Telephone: 269.782.9743

**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. Hummel Date 9/14/16

**DEPARTMENT OF PUBLIC SERVICES:**

Approval  Approval with conditions  Denial

Comments: \_\_\_\_\_

Signature James Budzinski Date 9-14-16

**FINANCE DEPARTMENT:**

Approval       Approval with conditions       Denial

Comments: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**DOWNTOWN DEVELOPMENT AUTHORITY:**

Approval       Approval with conditions       Denial

Comments: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Optimist Club of Dowagiac Michigan District

Steven L. Grinnewald  
Club President  
81868 White Oak Dr.  
Decatur, MI 49045

Mayor Don Lyons  
Dowagiac City Council  
241 S. Front St.  
Dowagiac, MI 49047

Dear Mayor Lyons and Council,

The Optimist Club of Dowagiac would like to hold its annual children's Halloween Parade on Saturday, October 29, 2016 at 10:00 A.M.

I am seeking permission from Mayor Lyons and City Council to:

- Hold the parade on Saturday, October 29, 2016.
- Start the parade at the Beckwith Park Gazebo at 10:00 A.M.
- Turn left onto S. Front St., continue past Dowagiac City Hall, and turn left onto Park Pl.
- Turn left onto Depot Dr., and continue back to the Gazebo.
- The proposed route has been approved by Dowagiac Police.

The Optimist Club of Dowagiac plans to give awards to participants for best costumes in 5 age groups, and candy to all participants at the conclusion of the parade. The parade/event will conclude by 11:30 A.M. Dowagiac Police and Fire Departments have agreed to assist with this event.

Sincerely,



Steven L. Grinnewald

*CITY OF DOWAGIAC*

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

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

*DATE:*             **September 20, 2016**

*SUBJECT:*         **2016 Audit Services**

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The three year renewal for auditing and consulting services with Yeo & Yeo CPAs & Business Consultants was renewed at the Council's April 13, 2015 meeting. An engagement letter is provided from the auditors, yearly, stating the auditor's responsibilities along with the City's responsibilities. These responsibilities need to be communicated to the City Council. The language communicated in this letter is standard for an audit engagement letter. Yeo and Yeo CPAs have modified the correct language to communicate costs and financial statements that are specific to the City's audit.

Support Documents:  
    Cover Memo-City Mgr.  
    Transmittal Letter  
    Engagement Letter



710 E. Milham  
Kalamazoo, MI 49002  
(269) 329-7007 / (800) 375-3968  
Fax (269) 329-0626

September 12, 2016

Kevin Anderson, City Manager  
City of Dowagiac  
241 S. Front St.  
PO Box 430  
Dowagiac, MI 49047

Dear Kevin:

Enclosed is the engagement letter for City of Dowagiac for the year ending September 30, 2016. Generally Accepted Auditing Standards and Government Auditing Standards require that we communicate, during the planning stage of an audit, certain information to the City Council. This information includes the auditors' responsibilities in a financial statement audit, including our responsibilities for testing and reporting on compliance with laws and regulations and internal control, and the planned scope and timing of the audit. The engagement letter includes the items which must be communicated to the City Council.

Therefore, please make copies of the attached engagement letter and forward the copies to each member of the City Council.

Please sign and return the enclosed copy of the attached engagement letter to us at your earliest convenience.

If you have any questions, please contact me.

Sincerely,

Jamie L. Rivette, CPA  
Yeo & Yeo, P.C.  
CPAs & Business Consultants

Enclosures



710 E. Milham  
Kalamazoo, MI 49002  
(269) 329-7007 / (800) 375-3968  
Fax (269) 329-0626

September 12, 2016

City Council  
City of Dowagiac  
241 S. Front Street  
Dowagiac, MI 49047

We are pleased to confirm our understanding of the services we are to provide City of Dowagiac for the year ended September 30, 2016. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of City of Dowagiac as of and for the year ended September 30, 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement City of Dowagiac's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Dowagiac's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's discussion and analysis
- 2) Budgetary comparison schedules
- 3) Pension information
- 4) Other postemployment benefit (OPEB) information

We have also been engaged to report on supplementary information other than RSI that accompanies City of Dowagiac's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditors' report on the financial statements:

- 1) Nonmajor governmental funds combining statements
- 2) Internal service funds combining statements
- 3) Component unit combining statements
- 4) Schedule of indebtedness
- 5) D.A.R.T. fund schedules and statements

### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of City of Dowagiac and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of City of Dowagiac's financial statements. Our report will be addressed to management and the trustees of City of Dowagiac. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts and grant agreements, noncompliance which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the government's internal control on compliance and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the government's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that City of Dowagiac is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come

to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may also request written representations from the government's attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements, compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Dowagiac's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

### **Other Services**

For the year ending September 30, 2016, we will also provide the following services, some of which are covered by separate engagement letters, which cover the terms of each separate engagement. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

- 1) Assist in preparing financial statements, related notes and supplementary financial information in accordance with U.S. Generally Accepted Accounting Principles (U.S. GAAP)
- 2) Assist in preparing the entity-wide conversion

We will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

You agree to assume all management responsibilities relating to the financial statements, related notes, required supplementary information, other supplementary information, the non-audit services listed above, and any other non-audit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes, and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non-audit services by designating one or more individuals, preferably from senior management, with suitable skill, knowledge, or experience; to evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. GAAP, and for compliance with applicable laws and regulations and the provisions of contracts and agreements.

Management is also responsible for making all financial records and related information available to us, and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements and grants, and for taking timely and appropriate steps to remedy any fraud, violations of contracts or grant agreements, or abuse that we may report.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles (U.S. GAAP). You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with U.S. GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with U.S. GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies.

You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

With regard to using the auditors' report, if you request our written consent to reproduce or use our report in a bond offering, official statements, or other documents, additional procedures will be required, at an additional cost mutually agreed upon.

However, you are not required to request or obtain our consent. If you use the auditors' report without our written consent, the following statements must be included in the bond offering, official statements, or other documents:

#### INDEPENDENT AUDITORS

The financial statements of City of Dowagiac, as of September 30, 2016, and for the year then ended, included in this Official Statement, have been audited by Yeo & Yeo, P.C., CPAs & Business Consultants, independent auditors, as stated in their report appearing herein.

Yeo & Yeo, P.C., CPAs & Business Consultants has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Yeo & Yeo, P.C., CPAs & Business Consultants also has not performed any procedures relating to this official statement.

You acknowledge that as a condition of our agreement to perform an audit, you agree to the best of your knowledge and belief to be truthful, accurate, and complete in the representations you make to us during the course of the audit and in the written representations provided to us at the completion of the audit.

#### **Engagement Administration, Prices and Other**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information, and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to City of Dowagiac; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Yeo & Yeo, P. C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State of Michigan or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Yeo & Yeo, P. C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State of Michigan. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Jamie L. Rivette is the engagement principal and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit approximately November 28, 2016 and to issue our reports no later than February 28, 2017.

Professional standards require us to be independent with respect to the Organization in the performance of our services. Any discussions that management has with personnel of Yeo & Yeo regarding employment could pose a threat to our independence. Therefore, we request that management inform the engagement principal prior to any such discussions so that we can implement appropriate safeguards to maintain our independence.

Neither party shall, during the term of this engagement and for one year after its termination, solicit for hire as an employee, consultant or otherwise, any of the other party's personnel without such other party's express written consent. If the Organization desires to offer employment to a Yeo & Yeo employee and the employee is hired in any capacity by the Organization, a compensation placement fee of 25% of their salary may apply.

Any litigation arising out of this engagement, except actions by us to enforce payment of our professional invoices, must be filed within one year from the completion of the engagement, notwithstanding any statutory provision to the contrary. In the event of litigation brought against us, any judgment you obtain shall be limited in amount, and shall not exceed the amount of the price charged by us, and paid by you, for the services set forth in this engagement letter.

Our price for these services will be \$19,600. Our invoices for these services will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes past due and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above price is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If additional time becomes necessary to

complete your engagement, we will discuss the issues with you and arrive at a new price estimate, which may or may not occur before we incur the additional time. Our price quoted above is also contingent on all items on the assistance list being completed by the due dates indicated and the audit being performed during the dates scheduled. If the dates are not met and the engagement needs to be rescheduled due to things in your control, then an additional price of 20% could apply. The reason for this is that we schedule our client work well in advance. When the job has to be rescheduled it causes a domino effect, as we likely have other clients scheduled in the new requested time slot, and our staff are likely scheduled on another client. As a result we may have to put you at the end of the line, and/or change staff. When our staff members finishing the work are not the same as those who started it, the audit is less efficient and more disruptive to your staff.

Our engagement will end upon delivery of your audited financial statements and our report thereon for the year set forth above. Any additional services that may be required will be part of a separate and new engagement. Should you wish to engage us to audit your financial statements for any other year, and should we accept such engagement, such engagement will be a separate and new engagement. A new engagement letter for any services beyond the scope of this engagement will govern the terms and conditions of the new engagement.

We appreciate the opportunity to be of service to City of Dowagiac and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

Yeo & Yeo, P. C.  
CPAs & Business Consultants



Jamie L. Rivette, CPA  
Principal

RESPONSE:

This letter correctly sets forth the understanding of City of Dowagiac.

By: \_\_\_\_\_

Title: \_\_\_\_\_

***CITY OF DOWAGIAC***

---

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

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

**DATE:** September 23, 2016

**SUBJECT:** Blight – 404 Pennsylvania Ave

---

The property at 404 Pennsylvania Ave has deteriorated significantly over the past several years. A permit for improvements has been issued, but work has been slow and sporadic. The condition of the house and premises meets the blight criteria and staff has begun the process by which Council can make a determination and order to demolish the property

**RECOMMENDATION**

Authorize the resolution to set the public hearing, investigation, and determination at the October 10, 2016 Council meeting.

Support Documents:

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

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

**WHEREAS**, the City Council has received and considered a report from the City's Building Official relating to the following-described property and premises within the City of Dowagiac, County of Cass, State of Michigan:

**404 PENNSYLVANIA AVE**

**Tax # 14-160-100-076-00**

**Described as follows: . DW 102 NELY 27 FT OF LOT 116. ALSO COM S 36 DEG 42'W 59.5 FT FRM MOST ELY COR LOT 117, TH N 54 DEG W 42.25 FT, S 36 DEG 42'W 1 FT, N 54 DEG 31'W 56.43 FT TO NWLY LN SD LOT. SWLY TO MOST WLY COR SD LOT, SELY ALG SWLY LN TO MOST SLY COR, NELY TO BEG. ORIGINAL PLAT CITY OF DOWAGIAC**

**WHEREAS**, it appears to the City Council that the condition of the property described above may constitute a nuisance as defined by Chapter 38; Article II, Sections 38-41, 38-42, 38-43 and 38-45, justifying abatement by the City pursuant to the powers granted in Chapter 12 of the City Charter and procedures set forth in Chapter 38 of the Code of Ordinances of the City of Dowagiac; and,

**WHEREAS**, the City Council believes it is warranted in conducting a public hearing and investigation pursuant to such provisions of Chapter 38 of said Code for the purpose of ascertaining and determining for itself whether such condition or conditions exist.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Dowagiac will conduct a public hearing and investigation on 10-10-2016 at 7:00p.m. in the City Council Chambers, Dowagiac City Hall, for the purposes and according to the procedures referred to above; and,

**BE IT FURTHER RESOLVED** that the City Clerk is hereby directed to:

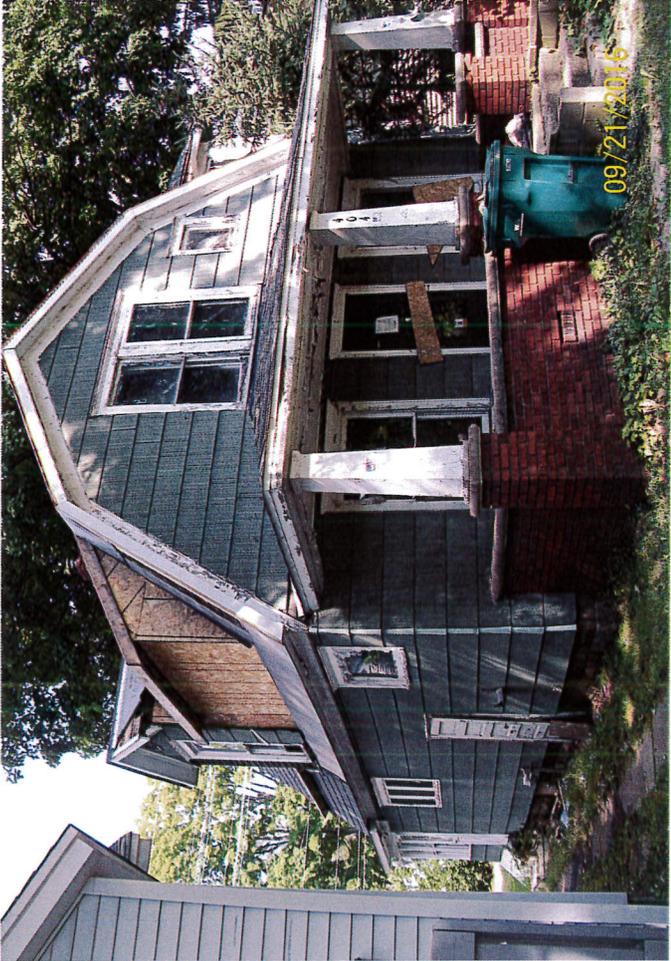
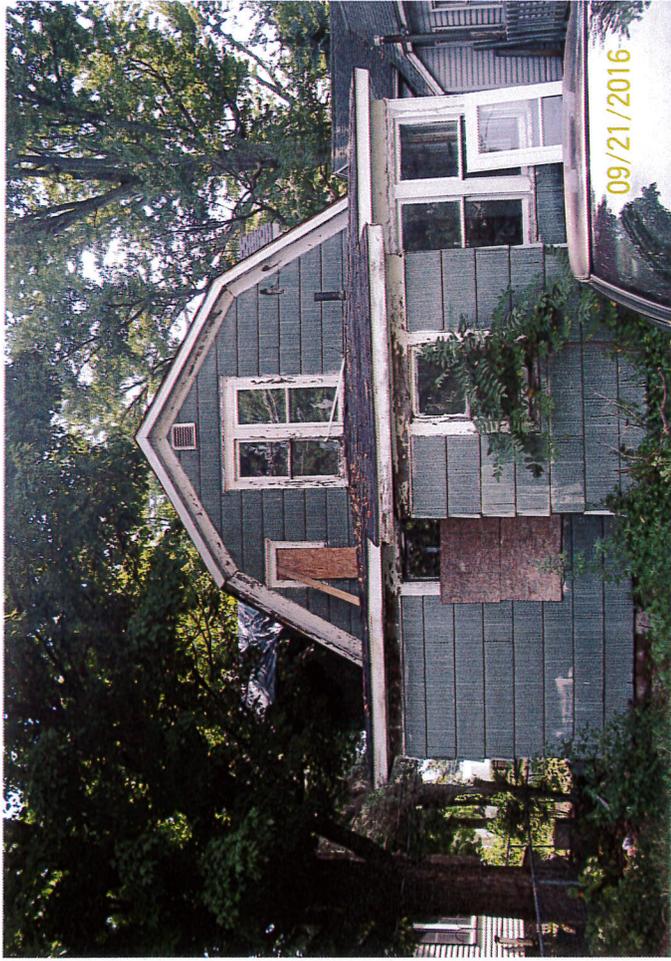
1. Notify, by certified mail directed to the last known address, persons known to have an interest in the property described above and all property owners thereof according to the most recent City Assessor's records, at least ten (10) days in advance of the date herein set for such hearing and investigation.
2. Cause a notice to be published in the Dowagiac Daily News at least ten (10) days in advance of said hearing. Then notice herein required shall include time and

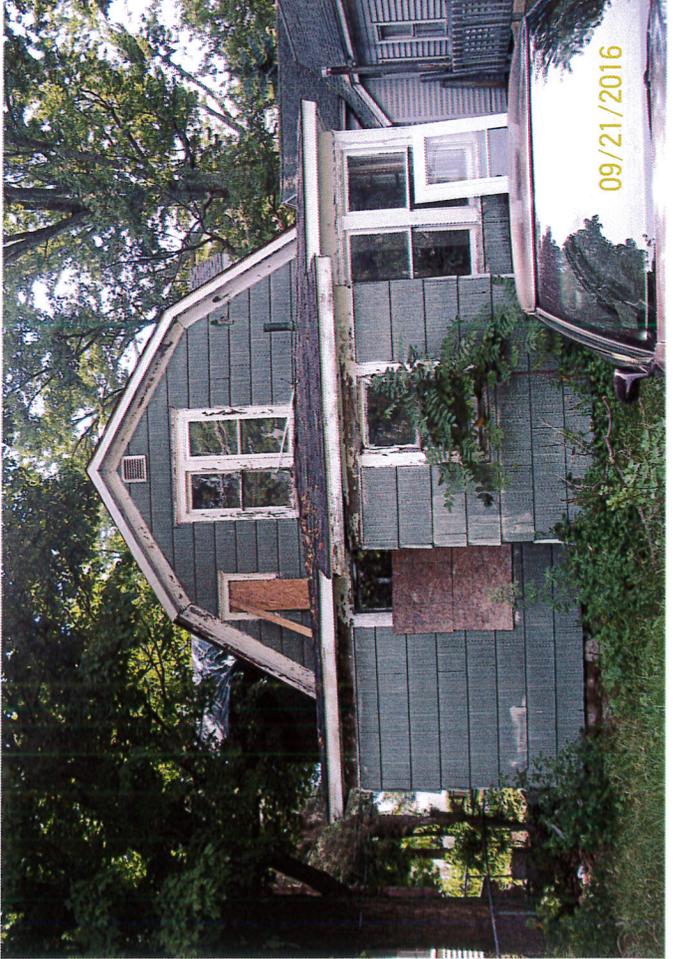
place of said hearing and legal description and address of the property involved, and specify in what respects said property may constitute a nuisance within the meaning of Chapter 38, Sections 38-41, 38-42, 38-43 and 38-45.

3. Provide for the recording of such hearings.

ADOPTED .









THE CITY OF  
**DOWAGIAC**

CREATING  
TOMORROW

12/28/2015

**GERMAN, HUGO**  
**6011 WINCHESTER ST**  
**CHICAGO, IL 60636**

RE: Exterior Property Violation(s) - SEVERAL HOUSING VIOLATIONS

404 PENNSYLVANIA AVE Dowagiac, MI  
Tax I.D. #14-160-100-076-00

Dear Property Owner/Tenant:

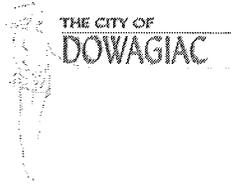
In an effort to preserve and improve the quality of Dowagiac's neighborhoods, the Dowagiac City Council adopted several ordinances. Among these is an Exterior Property Maintenance Code.

The purpose of this correspondence is to advise you that at the current time, your property does not comply with the provisions of the Code. During a review of your property, there were several exterior property violations noted. I have enclosed a Code Enforcement Report which details the violations.

If you would like to discuss this matter, please contact this office at (269) 782-8427.

BUILDING DEPARTMENT

STEVEN ALLEN  
Code Enforcement Officer  
SA/ EENF15-0693



## CODE ENFORCEMENT REPORT

DATE: 12/28/2015  
ADDRESS: 404 PENNSYLVANIA AVE  
TAX NUMBER: 14-160-100-076-00

PROPERTY . DW 102 NELY 27 FT OF LOT 116. ALSO COM S 36 DEG 42'W 59.5 FT FRM MOST ELY COR LOT 117, TH N 54 DEG W 42.25 FT, S 36 DEG 42'W 1 FT, N 54 DEG 31'W 56.43 FT TO NWLY LN SD LOT. SWLY TO MOST WLY COR SD LOT, SELY ALG SWLY LN TO MOST SLY COR, NELY TO BEG.  
ORIGINAL PLAT CITY OF DOWAGIAC  
DESCRIPTION:

PROPERTY OWNER **GERMAN, HUGO**  
**6011 WINCHESTER ST**  
**CHICAGO, IL 60636**

COMPLAINT REF: EENF15-0693

This is a 2 story, wood framed structure. At the time of the inspection the structure was vacant. The structure contains approximately 1,612 sq ft of floor area.

The 2015 SEV value of this structure is \$26,000.00

At the time of inspection, gas, electrical and water services were disconnected.

### EXTERIOR PROPERTY;

#### **Sec. 18-163 (Windows)**

One window on the second floor at the rear of the building is broken as such rain and snow and animals are entering the structure. The missing or broken glazing material shall be replaced with suitable glazing materials.

**Sec. 18-163 (Windows) cont.**

One window on the first floor at the rear of the building has boarding placed on it. The board must be removed and the missing or broken glazing material shall be replaced with suitable glazing materials.

A majority the windows frames on the structure are in extremely poor condition. The wood is rotted or missing, the paint is peeling excessively causing the wood to rot. All window frames must be repaired or replaced with suitable materials

**Sec. 18-159 (Roofs and Gutters)**

- A majority of soffit is damaged on the building and in need of replacing. Replacement soffit materials shall be installed in all damaged areas.
- There are areas of the roofing materials that are damaged and need to be replaced. All damaged roofing materials must be replace with suitable replacement materials.

There is a large hole in the roof located at the rear of the building which allows for rain water, snow and animals to enter the structure. The roof must be repaired with suitable roofing materials.

**Sec. 18-160 (Exterior walls)**

- Several areas of the asphalt siding and trim on the building are in poor condition. All defective / missing siding and trim shall be repaired or replaced.

**Sec. 18-164 (Doors)**

- The side door is open and accessible which allows for rain water, snow and animals to enter the structure. The door shall be repaired or replaced with a suitable door.

**All necessary permits must be obtained within ten days (10) days from the date of this letter and a substantial amount of work completed within thirty (30) days from the date of this letter.**

BUILDING DEPARTMENT



STEVEN ALLEN

Code Enforcement Officer

SA/ EENF15-0693



THE CITY OF  
**DOWAGIAC**

CREATING  
TOMORROW

01/25/2016

**GERMAN, HUGO**  
**6011 WINCHESTER ST**  
**CHICAGO, IL 60636**

**404 PENNSYLVANIA AVE Dowagiac MI**  
Tax I.D #14-160-100-076-00

Dear Property Owner/tenant:

The City of Dowagiac previously notified you concerning some exterior issues with your property, which does not meet the City's Exterior Property Maintenance Code. In efforts to avoid enforcement action, as a result of this property not complying with the code, I would again ask that efforts be made on your behalf to initiate repairs to the property so that it meets minimum exterior appearances. The area(s) that must be addressed are referenced in the code Enforcement Report enclosed with this letter.

The permits must be obtained and work must be started within the next **10 days from the date of this letter** in order to avoid enforcement action which will include forwarding this matter to the City Council for action. I can assure you that based on the dilapidated condition of the structure and the amount of time the structure has been in its current condition the City Council will most likely order the structure to be demolished.

Please avoid this by arranging to initiate work within this time frame.

Your cooperation is appreciated. If you would like to discuss this matter, please contact my office at (269) 782-8427.

Signed,  
BUILDING DEPARTMENT

STEVEN ALLEN  
Code Enforcement Officer  
SA/ EENF15-0693



06/07/2016

**GERMAN, HUGO**  
**PO BOX 95**  
**VANDALIA, MI 49095**

RE: Code Violation - **SEVERAL HOUSING VIOLATIONS**

**404 PENNSYLVANIA AVE, DOWAGIAC, MI**  
(Tax I.D. #14-160-100-076-00)

Dear Property Owner

The City of Dowagiac previously notified you concerning some exterior issues with your property, which does not meet the City's Exterior Property Maintenance Code. In efforts to avoid enforcement action, as a result of this property not complying with the code, I would again ask that efforts be made on your behalf to initiate repairs to the property so that it meets minimum exterior appearances. The area(s) that must be addressed are referenced in the enclosed Code Enforcement Report.

This work must be started within the next **10 days from the date of this letter** in order to avoid enforcement action. If a substantial amount of exterior work is not completed in the before mentioned time frame than I will have no other choice but to continue with the demolishing procedure for the structure.

If you would like to discuss this matter, please contact this office at (269) 782-8427.

Signed,

BUILDING DEPARTMENT

STEVEN ALLEN  
Code Enforcement Officer  
Sa/ EENF15-0693



THE CITY OF  
**DOWAGIAC**

CREATING  
TOMORROW

07/29/2016

**GERMAN, HUGO**  
**PO BOX 95**  
**VANDALIA, MI 49095**

404 PENNSYLVANIA AVE Dowagiac MI  
Tax I.D. #14-160-100-076-00

Dear Property Owner/Tenant

The City of Dowagiac previously notified you concerning some exterior issues with your property, which does not meet the City's Exterior Property Maintenance Code. In efforts to avoid enforcement action, as a result of this property not complying with the code, I would again ask that efforts be made on your behalf to complete the repairs to the property so that it meets minimum exterior appearances, as referenced above.

**This work must be started within the next 48 hours from the date of this letter.** If work is not started within this time frame, additional enforcement action will be initiated. This action would include scheduling a public hearing in front of the Dowagiac City Council for determining this structure a nuisance.

Your attention and cooperation is necessary. If you would like to discuss this matter, please contact my office at (269) 782-8427.

Signed,  
BUILDING DEPARTMENT

STEVEN ALLEN  
Code Enforcement Officer  
SA/ EENF15-0693



THE CITY OF  
**DOWAGIAC**

CREATING  
TOMORROW

08/18/2016

**GERMAN, HUGO**  
**PO BOX 95**  
**VANDALIA, MI 49095**

404 PENNSYLVANIA AVE Dowagiac MI  
Tax I.D. #14-160-100-076-00

Dear Property Owner/Tenant

The City of Dowagiac previously notified you concerning some exterior issues with your property, which does not meet the City's Exterior Property Maintenance Code. In efforts to avoid enforcement action, as a result of this property not complying with the code, I would again ask that efforts be made on your behalf to initiate repairs to the property so that it meets minimum exterior appearances, as referenced above.

**This work must be started within the next 48 hours from the date of this letter.** If work is not started within this time frame, additional enforcement action will be initiated. This action would include scheduling a public hearing in front of the Dowagiac City Council for determining this structure a nuisance. Please be advised that the City simply cannot allow this structure to remain in it's current condition.

After the before mention time frame has past, this office will forward this violation to the City Council for action. Due to the severe dilapidated condition of the structure, the City Council will most likely required that the structure be demolished by a local contractor.

Your attention and cooperation is necessary. If you would like to discuss this matter, please contact my office at (269) 782-8427.

Signed,  
BUILDING DEPARTMENT

STEVEN ALLEN  
Code Enforcement Officer  
SA/ EENF15-0693

*CITY OF DOWAGIAC*

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

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

*DATE:*             **September 23, 2016**

*SUBJECT:*         **Budget Amendments**

---

Each year budgets are reviewed on a quarterly basis and then again at the end of the fiscal year for the purpose of making recommendations to Council to amend the budget based on actual financial activity and revised expectations. Since we are at the end of the fiscal year it is important and typical to review financial information through Monday to make sure we are as accurate as possible before the fiscal year ends on September 30. A review of the recommendations through the September 23, 2016 of Fiscal Year 2015-2016 will be walked into the meeting on Monday for review and consideration.

RECOMMENDATION

Approve the resolution authorizing budget amendments as presented.

Support Documents:

Cover Memo – City Mgr.  
Dept. Head Memo (Walked in)  
Resolution  
Budget Amendments (Walked in)

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

**WHEREAS**, the City administration has reviewed the attached budgets for the 2015-16 fiscal year and the actual revenues and expenditures through the September of 2015-16 fiscal year; 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

**CITY OF DOWAGIAC**

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

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

**DATE:** September 23, 2016

**SUBJECT:** Sale of Property – 303 Parsonage and 403 West Street

---

On August 8, 2016 Council adopted a resolution expressing the intent to sell 303 Parsonage and 403 West Street. On September 12, 2016 tabled action on this matter because multiple bids had been received for the property. Council wanted both parties to have equal opportunity to make a final offer for the property and directed the City Manager to receive and open sealed bids so Council could finalize this sale at the September 26, 2016 Council meeting. Sealed bids were publicly opened on September 19, 2016 at 2:00 pm and the results are as follows:

Tony & Toby Danneffel	\$ 9,090.00
Timothy & Melissa Craig	\$10,005.00

**RECOMMENDATION**

1. Approve a resolution authorizing the sale of 303 Parsonage and 403 West Street to Timothy and Melissa Craig in the amount of \$10,005.00.

Support Documents:

Cover Memo-City Mgr.  
Resolution – Final Form

**City Property Sale; 303 Parsonage / 403 West Street**

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

**WHEREAS**, at the August 8, 2016 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 303 Parsonage, in the City of Dowagiac, according to the recorded plat thereof, and more commonly referred to as Parcel Code No. 14-160-200-903-00, and commonly known as 403 West Street, in the City of Dowagiac, according to the recorded plat thereof, and more commonly referred to as Parcel Code No. 14-160-200-904-00 to Melissa & Timothy Craig, for the total sale price of not less than ten thousand and five dollars (\$10,005.00).

**NOW, THEREFORE, BE IT RESOLVED** that the Dowagiac City Council, by the affirmative roll call vote of five or more of its City Council Members, does hereby adopt and approve the sale and conveyance of City-owned real property legally described in Exhibit "A", commonly known as 303 Parsonage, in the City of Dowagiac, according to the recorded plat thereof, and more commonly referred to as Parcel Code No. 14-160-200-903-00, and commonly known as 403 West Street, in the City of Dowagiac, according to the recorded plat thereof, and more commonly referred to as Parcel Code No. 14-160-200-904-00 to Melissa & Timothy Craig, for the total sale price of not less than ten thousand and five dollars (\$10,005.00).

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

ADOPTED/REJECTED

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

**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 #26 for the period ending 9/11/16.

Invoices	\$1,091,629.95
Payroll #26	\$123,379.09
<hr/>	
Total	\$1,215,009.04

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

<u>BILLS</u>	<u>PAYROLL</u>	<u>TOTAL</u>
\$1,091,629.95	\$123,379.09	\$1,215,009.04

Ayes:

Nays:

Absent:

Abstain:

Jane P. Wilson, City Clerk

Vendor		Description	Amount
#1 GUTTERS OF DOWAGIAC	9/12/16	COMMERCIAL ST PROJECT - DOWNSPOUT	224.00
AEROSPACE RISK MANAGEMENT GROUP INC	9/16/16	AIRPORT INS POLICY 10/1/16 - 9/30/17	2,838.00
AIRGAS GREAT LAKES	9938484871	WELDING SUPPLIES	69.03
AIRGAS GREAT LAKES	9055364403	ARGON GAS CYLINDER - MVP WELDING	98.27
AMERICAN ELECTRIC POWER	044-619-354-0-7	M-62 W LIFT STATION	50.98
AMERICAN ELECTRIC POWER	040-050-210-0-3	VINEYARD PLACE LIFT STATION	34.33
AMERICAN ELECTRIC POWER	049-501-336-1-3	CCWS - VANDALIA TOWER	22.30
AMERICAN ELECTRIC POWER	CDOW_201608_01	AUG 2016 ENERGY	492,575.28
AMERICAN WATER WORKS ASSOCIATION	00025544	SUBSCRIPTION RENEWAL	716.00
AMERIFIRST	9/13/16	DUPLICATE TAX PAYMENT (14-160-300-664-00	497.19
ARBOR DAY FOUNDATION	88-3522-5467	ANNUAL MEMBERSHIP - WATSON	10.00
AUTO VALUE	377-15424	OIL - FD GENERATOR	12.36
AUTO VALUE	377-15426	BRAKE CLEANER	22.68
AZEVEDO, RUI JORGE	09/22/2016	UB refund for account: 07-0401-12	165.98
BACK ROADS SERVICES	4099	REPAIR OF RELIEF VALVE	637.33
BARB KURIATA-SINGLETON	9/22/16	AWARD AMOUNT	200.00
BAZAN, STACEY	10/01/16	CCDET CLOTHING ALLOWANCE	325.00
BAZAN, STACEY	9/16/16	NARCOTICS SCHOOL	76.78
BEHNKE, MATT	10/01/16	CCDET CLOTHING ALLOWANCE	325.00
BETTY MATHENY	9/22/16	AWARD AMOUNT	200.00
BILL GRANT	9/15/16	AUGUST JANITORIAL	229.50
BRADY, ROBERT	09/22/2016	UB refund for account: 16-1693-23	96.57
BREATHING AIR SYSTEMS, INC.	0018641-IN	MTCE CONTRACT FOR CASCADE AIR SYSTEM	1,336.50
BUCK, DETRICK	09/22/2016	UB refund for account: 11-1582-17	202.95
BURLING, CHARLES	9/16/16	2016 MML CONFERENCE	540.76
CALVIN DAVIS ELECTRIC	16110 35	WO 16-1035 COMMERCIAL ST - REWIRE	2,150.00
CARMER, DAKOTA & MCGUIRE, KEVIN	09/22/2016	UB refund for account: 11-1584-9	209.51
CASS CNTY TRANSPORTATION AUTHORITY	1931	CONTRACTED SERVICES - AUGUST 2016	15,317.28
CASS COUNTY TREASURER	9/13/16	HOUSING P.I.L.O.T. CHECK REQUEST	449.30
CINTAS LOCATION #336	5005754030	WWTP - FIRST AID CABINET	35.78
COMCAST	45832165	BUSINESS VOIP - CCDET	307.96
COMCAST	8771402380021236	INTERNET SERVICE-CH	144.10
COMMUNITY ANSWERING SERVICE	2628091216	DISPATCHING SERVICES	145.70
COREY, GLEN	09/22/2016	UB refund for account: 12-2582-2	29.87
COURTYARD BY MARRIOTT SOUTHFIELD	9/13/16	#87224109 WIGGINS - ALERRT LEVEL 2	512.32
DANIELLE LUCAS	9/16/16	2016 MML CONFERENCE	464.76
DAVID BAKEMAN	9/22/16	AWARD AMOUNT	250.00
DOUBLEDAY OFFICE PRODUCTS, INC	07412	FILE JACKETS	45.74
DOWAGIAC DISTRICT LIBRARY	9/13/16	HOUSING P.I.L.O.T. CHECK REQUEST	51.15
DOWAGIAC UNION SCHOOLS	9/13/16	HOUSING P.I.L.O.T. CHECK REQUEST	213.82
DRUG & LABORATORY DISPOSAL, INC.	1608-00374	DISPOSAL OF EXPIRED CHEMICALS - WWTP	1,826.45
DUST BUSTERS	9/19/16	CLEANING SERVICES 10/16	1,625.00
EAST JORDAN IRON WORKS, INC	110160067109	FRAME & COVER (WO 16-4002)	233.85
ELM TRAINING, LLC	0909-16	BI-MONTHLY SAFETY TRAINING	180.00
ENGINEERING SUPPLY & IMAGING CORP	79963	DRAFTING PAPER	58.33
ENJOYMENT IMAGE PUBLICATIONS	00002650	UNIFORM - MURRAY	216.00
ETNA SUPPLY	S101925629.001	FIRE HYDRANTS - STOCK	5,805.00
FIA CARD SERVICES	41098	MML CONFERENCE	2,563.00
FIA CARD SERVICES	1382142	ECON DEV MEETING	24.30

Vendor		Description	Amount
FIA CARD SERVICES	KKNLWDHJM4R	2016 MERS ANNUAL CONFERENCE	500.00
FIA CARD SERVICES	1BNRPSG	IPHONE CASE - WATERPROOF	51.41
FIA CARD SERVICES	16-10903	4" VALVE - WWTP	433.49
FIA CARD SERVICES	272634476	BATTERIES - LIFT STATION	132.40
FIA CARD SERVICES	MSK4T8DGQF	IPHONE BACKUPS	0.99
FIA CARD SERVICES	113-1062033-	IPAD CHARGING CRADLE - MUSEUM	8.95
FIA CARD SERVICES	4228-9574-5254-	CANINE SOFTWARE	199.00
FIA CARD SERVICES	100034819	ACCESS POINT WAREHOUSE	161.61
FIA CARD SERVICES	4323148008	FAX SERVICE - LIFT STATION ALARMS	24.99
FIA CARD SERVICES	284575495	MONITOR - DDA	110.98
FIA CARD SERVICES	3489618019	LIFT STATION REPORTS - FAX SERVICE	24.99
FRONTIER	26978201001022145	SNOW BLDG - PHONE SERVICE	81.66
GALLS, INC	006007564	UV FLASHLIGHT FOR FIRE INVESTIGATIONS	79.94
GEBHARD, ERICH	09/22/2016	UB refund for account: 06-0568-6	33.19
GHD SERVICES INC	795448	OMM ACTIVITIES	1,994.25
GHD SERVICES INC	795450	GROUNDWATER INVESTIGATION	395.00
GHD SERVICES INC	795449	RESIDENTIAL WELL SAMPLING	2,161.40
GINGER VALLEY FARMS, INC	2526 /2	TREES - N FRONT ST	1,000.00
GRAMES TIRE & BATTERY, INC	5651	#74 - NEW TIRES	2,845.80
HAGGIN FORD & MERCURY INC	51097	#101 - SENDER ASSEMBLY	49.22
HAGGIN WIMBERLY CHEVY OLDS GEO INC	194728	REPAIR PD VEH #121	209.60
HALE'S HARDWARE, INC	D120894	WWTP - LIGHT BULBS	40.72
HALE'S HARDWARE, INC	9/20/16	LIFELOC UNIT FOR REPAIR	14.64
HALE'S HARDWARE, INC	D118040	SL - B1 (INSTALL RAIN GAUGE)	1.30
HALE'S HARDWARE, INC	C178612	3" PLUG - COURTLAND SEWER MAIN	2.71
HALE'S HARDWARE, INC	C180448	1" COUPLING (ROTARY PARK BASEBALL FIELD	6.38
HALE'S HARDWARE, INC	C180565	CCWS - ELBOW/VALVE (GENERATOR REPAIR)	15.79
HALE'S HARDWARE, INC	C179116	LIGHT BULBS/COVER PARTS	11.66
HALE'S HARDWARE, INC	C180277	TOILET REPAIRS	23.26
HALE'S HARDWARE, INC	A103018	RUBBER REPLACEMENT ON CLARIFIERS	19.39
HALE'S HARDWARE, INC	A103055	CLEANER	15.96
HALE'S HARDWARE, INC	D120112	SCREWS FOR SCREEN REPAIRS/FASTENING	1.44
HALE'S HARDWARE, INC	D120281	BOLTS & TOOLS FOR VALVE INSTALLATION	73.69
HALE'S HARDWARE, INC	C179996	WTP DEHUMIDIFIER	290.03
HALE'S HARDWARE, INC	D120154	RECEPTACLE AND COVER	1.94
HALE'S HARDWARE, INC	D116110	PACKING VALVES	46.90
HALE'S HARDWARE, INC	D115520	POLYMER TANK - AUGER	21.33
HALE'S HARDWARE, INC	D117456	BUILDING KEY	3.08
HASKELL, RICHARD A	09/22/2016	UB refund for account: 08-2194-8	26.31
HI-TECH SMR COMMUNICATIONS	24259	PORTABLE RADIO CHARGER	50.00
J & H OIL COMPANY	11187201	CEMETERY GAS	376.50
JIM D'S BODY SHOP, INC	9/22/16	BUMPER REPAIR - PD VEH #131	693.80
JIM DODD	9/16/16	2016 MML CONFERENCE	451.01
JOHN & CURT'S BRAKE & ALIGNMENT	9/16/16	BRAKES PD VEH #121	310.79
JOHN & CURT'S BRAKE & ALIGNMENT	9/6/16	CODE CAR - WHEEL ALIGNMENT	65.00
JOHN & CURT'S BRAKE & ALIGNMENT	9/14/16	PD VEHICLE #6001	227.49
JOHN HUTCHINS	9/9/16	AWARD AMOUNT	200.00
JUDD LUMBER COMPANY, INC	1609-695201	302 S FRONT DR OFFICE - ANCHORS & LEVEL	12.35
JUDD LUMBER COMPANY, INC	1609-695378	PAINT & GLUE - J SNOW BLDG	23.07

Vendor		Description	Amount
JUDD LUMBER COMPANY, INC	1609-694571	REDI-MIX (M-51 NORTH & 1ST/BECKWITH)	70.35
JUDD LUMBER COMPANY, INC	1609-694730	CEMETERY FOUNDATIONS	282.64
JUDD LUMBER COMPANY, INC	1609-694836	PALLET RETURN	(20.00)
JUDD LUMBER COMPANY, INC	1609-695915	KEY - CEMETERY/ENTRANCE DOOR	3.98
KURZHAL, JENNIFER	09/22/2016	UB refund for account: 14-0021-4	94.25
LAKE MICHIGAN MAILERS, INC	356450	POSTAGE	5,000.00
LAKELAND HEALTHCARE	800000114	CDL MED EXAM	100.00
LANGFORD BROADCASTING, LLC	16073119	AD PURCHASE	50.00
LD DOCSA ASSOCIATES, INC	11511	PAY REQ #12 - WWTP IMP PROJECT	228,893.40
LEADER PUBLICATIONS, INC	110596	MISC PUBLICATIONS - FARMERS MARKET ADS	121.50
LEWIS CASS INTERMEDIATE SCHOOL	9/13/16	HOUSING P.I.L.O.T. CHECK REQUEST	161.19
LOVELACE, KATINA	09/22/2016	UB refund for account: 15-0622-2	2.07
M & T FAMILY ENTERPRISES	9/16/16	OVERPAYMENT OF TAXES (14-160-200-227-11)	100.70
MADISON NATIONAL LIFE INS CO, INC	1224438	LIFE INSURANCE POLICY - OCT 2016	934.70
MAGNUSON, SUZAN	09/22/2016	UB refund for account: 17-1072-1	59.76
MCDONALD UNDERGROUND INC.	536	WO 16-1037 DIRECTIONAL BORE & CONDUIT	1,659.00
MI MUNICIPAL RISK MANAGEMENT	R0001210	MMRMA RETENTION FUND PRORATION	5,000.00
MI MUNICIPAL RISK MANAGEMENT	M0001210	AUTO LIABILITY INSURANCE 7/1/16 - 7/1/17	37,651.25
MICHIGAN STATE POLICE-CASHIERS OFC	551-473544	TRAINING - BAZAN	300.00
MILLER JOHNSON	1604766	AMENDMENT TO CONDOMINIUM DOCUMENT	437.50
MILLER, CANFIELD, PADDOCK AND STONE	1331900	EMPLOYMENT MATTERS	632.50
MOORE, SANDRA G	09/22/2016	UB refund for account: 16-1905-22	83.39
MWEA	12021	MEMBERSHIP RENEWAL - B STEVENS	70.00
MWEA	E17579	IPP SEMINAR - B STEVENS	130.00
NCL OF WISCONSIN, INC.	378577	LAB SUPPLIES	201.11
NN INC - APC	9/13/16	SENT IN ERROR	4,800.96
NORTHERN CONSTRUCTION SVS CORP	160127	DIVISION ST CORRIDOR PROJECT DRAW #2	189,634.02
NYE UNIFORM COMPANY, INC	567005	LIFE SAVING PINS	24.60
OLSZEWSKI, AMANDA	09/22/2016	UB refund for account: 11-1586-13	8.03
OTTINGER, KAYLA	09/22/2016	UB refund for account: 10-2761-9	81.35
PARAGON LABORATORIES, INC	95117-95406	WATER DISTR. SYSTEM - REQUIRED SAMPLING	315.00
PAYNE, ROY	09/22/2016	UB refund for account: 01-3331-2	56.21
PETERSON, JERRY	09/22/2016	UB refund for account: 09-2050-4	14.15
PETTY CASH	9/12/16	PETTY CASH REIMBURSEMENT	13.98
POE, STACEY	09/22/2016	UB refund for account: 01-0244-3	90.58
POWER LINE SUPPLY, INC	56069413	ELECTRIC STOCK MATERIAL	453.33
POWER LINE SUPPLY, INC	56069414	WIRE - STOCK	451.90
POWER LINE SUPPLY, INC	56070081	PLASTIC SEALS	350.00
POWER LINE SUPPLY, INC	56070278	SAFETY GLASSES	84.00
POWERNET GLOBAL COMMUNICATIONS	37624861	LONG DISTANCE SERVICE 8/12 - 9/12/16	12.51
PREFERRED PRINTING, INC	29838	LECTURE SERIES POSTCARDS	189.04
PRIORITY COMPUTER SERVICES, INC	204898-2	BALANCE OF HD INVOICE	100.00
PRIORITY COMPUTER SERVICES, INC	205166	WWTP LAPTOP	838.00
PVS MINIBULK, INC.	104587	SODIUM HYPOCHLORITE - WWTP CHEMICALS	2,099.80
PVS MINIBULK, INC.	213544	FERROUS CHLORIDE - WWTP CHEMICALS	1,807.50
PVS MINIBULK, INC.	103657	SODIUM HYPOCHLORITE - WWTP CHEMICALS	1,510.29
PVS MINIBULK, INC.	103656	SODIUM HYPOCHLORITE - WWTP CHEMICALS	448.47
REAL PRO SOLUTIONS, LLC	LM2597	WWTP MOWING	375.00
REAL PRO SOLUTIONS, LLC	LM2591	CCWS - MOW PENN PUMP HOUSES	90.00

Vendor		Description	Amount
REAL PRO SOLUTIONS, LLC	LM2592	CCWS - MOW VANDALIA TOWER	70.00
REAL PRO SOLUTIONS, LLC	LM2593	MOW - NUBOUR BOOSTER STATION	50.00
REAL PRO SOLUTIONS, LLC	LM2594	MOW - SUBSTATIONS/RUDOLPHI TOWER	172.50
REAL PRO SOLUTIONS, LLC	LM2596	BLIGHT MOWING	86.25
REAL PRO SOLUTIONS, LLC	LM2598	BLIGHT MOWING	28.75
REAL PRO SOLUTIONS, LLC	LM2584	BLIGHT MOWING	115.00
REAL PRO SOLUTIONS, LLC	LM2588	BLIGHT MOWINGS	143.76
REAL PRO SOLUTIONS, LLC	LM2590	MOWING COUNTY OWNED	258.75
REAL PRO SOLUTIONS, LLC	LM2583	BLIGHT MOWINGS	380.95
REAL PRO SOLUTIONS, LLC	LM3587	WWTP MOWING	375.00
REAL PRO SOLUTIONS, LLC	LM2600	COMMERCIAL CENTER MOWING 2ND	809.52
RHOADES MCKEE	266665	ENVIRONMENTAL-LANDFILL	1,626.61
ROHDY'S HEATING & COOLING, LLC	000008340	CH - HVAC MTCE & SAFETY CHECK	525.00
ROHDY'S HEATING & COOLING, LLC	000008315	DEPOT - HEATING MTCE & SAFETY CHECK	170.00
ROHDY'S HEATING & COOLING, LLC	000008341	FD - MTCE & SAFETY CHECK	292.50
SCHERER, JOE DBA LONELY PI	9/19/16	10/16 MONTHLY PMT ACCT 7508450033	6,174.53
SCHRADER, DANA	09/22/2016	UB refund for account: 02-0242-3	86.45
SCOTT SAYLOR	00207	MOW RUSSOM PARK	185.00
SCOTT SAYLOR	00206	MOW RUSSOM PARK	185.00
SEMCO ENERGY GAS COMPANY	0346992.502	GAS SVC 7/28 - 8/26/16	15.06
SEMCO ENERGY GAS COMPANY	0359348.501	GAS SVC 7/26 - 8/24/16	15.89
SEMCO ENERGY GAS COMPANY	0147944.500	GAS SVC 7/29 - 8/29/16	15.89
SEMCO ENERGY GAS COMPANY	0149077.500	GAS SVC 8/1 - 8/30/16	28.38
SEMCO ENERGY GAS COMPANY	0149089.500	GAS SVC 8/1 - 8/30/16	15.06
SEMCO ENERGY GAS COMPANY	0148809.501	GAS SVC 8/1 - 8/30/16	15.89
SEMCO ENERGY GAS COMPANY	0149138.502	GAS SVC 8/1 - 8/30/16	17.56
SEMCO ENERGY GAS COMPANY	0148902.500	GAS SVC 8/1 - 8/30/16	113.24
SEMCO ENERGY GAS COMPANY	0149080.500	GAS SVC 8/1 - 8/30/16	21.72
SEMCO ENERGY GAS COMPANY	0146763.501	GAS SVC 7/29 - 8/29/16	58.22
SIRCHIE FINGER PRINT LABORATORIES	0270288-IN	DRUG TEST KITS	84.00
SMITH, TUCKER	09/22/2016	UB refund for account: 03-0879-2	2.94
SOUTHWESTERN MICHIGAN COLLEGE	9/13/16	HOUSING P.I.L.O.T. CHECK REQUEST	175.37
STAPLES BUSINESS ADVANTAGE	8040906007	OFFICE SUPPLIES/GLOVES	54.20
STATE OF MICHIGAN-DEPT OF TREASURY	9/13/16	HOUSING P.I.L.O.T. CHECK REQUEST	2,109.21
STEPHANIE SPURS	9/22/16	AWARD AMOUNT	750.00
SYMONDS MACHINE COMPANY	54945	REPAIR/RECONFIGURE PC	2,444.45
SYNAGRO TECHNOLOGIES INC	20-127982	LAGOON CLEANING/LIQUID LAND APPLICATION	15,802.50
TERMINIX	358045687	PEST CONTROL - CH	125.00
THAYER, AUDREY	09/22/2016	UB refund for account: 02-1443-19	110.14
THE BANK OF NEW YORK MELLON	DOWGCBRND07	BROWNFIELD REDEVELOPMENT BOND	12,053.13
THE RIDGE COMPANY	686767	JUMP KIT - VEHICLES	159.00
THE RIDGE COMPANY	686547	WO 16-1035 TUBING & CONNECTORS	15.16
THE RIDGE COMPANY	685505	OIL FILTER - FD GENERATOR	4.74
THE RIDGE COMPANY	686103	OIL FILTER - BOOSTER GENERATOR	52.43
THE RIDGE COMPANY	686338	OIL/FILTERS - WTP GENEARTOR	273.09
THE RIDGE COMPANY	686379	OIL FILTER - A1 GENERATOR	4.20
THE RIDGE COMPANY	686476	CCWS - OIL/FILTERS (GENERATOR)	68.36
THE RIDGE COMPANY	686658	#5 O-RING/FLOOR DRY	20.94
THE RIDGE COMPANY	686819	#11 - HYD HOSE & FITTINGS	347.48

Vendor		Description	Amount
THE RIDGE COMPANY	686897	#5 - DEGREASER	9.99
TOXOPEUS, DAVID	287248782175	CELL PHONE REIMBURSEMENT 8/6 - 9/5/16	60.00
TOXOPEUS, DAVID	10/01/16	CCDET CLOTHING ALLOWANCE	325.00
TRANSPORTATION MANAGEMENT, INC.	8/10/16	RTAP REIMBURSEMENT - MASSTRANS	770.31
TRUCK CENTERS, INC.	F210005036:01	#11 - SWITCH (BLOWER, HVAC)	25.25
UNITED FEDERAL CREDIT UNION	9/13/16	DUPLICATE TAX PAYMENT (14-160-200-494-	814.10
US 31 SUPPLY, INC	T282313	TRANSFORMERS & LIGHTS (WO 16-1035)	465.08
USA BLUEBOOK	057725	NEW REFRIGERATED SAMPLER	5,236.07
USA BLUEBOOK	056679	BUTTERFLY VALVES	385.15
USA BLUEBOOK	057747	LAB SUPPLIES	74.85
VANCE FARROW	9/22/16	AWARD AMOUNT	250.00
VANDERVRIES, EDWARD	9/19/16	ASSESSING SERVICES 10/16	1,650.00
WAGeworks	125AI0486348	WAGeworks FEE - OCT 2016	115.00
WASTE MANAGEMENT OF MICHIGAN, INC.	7478627-2529-4	20 YD DUMPSTER - WAREHOUSE	482.68
WIGGINS, DANIEL	188028025202	CELL PHONE REIMBURSEMENT 7/24 - 8/23/16	45.00
WIGGINS, DANIEL	188028025202	CELL PHONE REIMBURSEMENT 6/24 - 7/23/16	45.00
WIGGINS, DANIEL	9/19/16	TASER INST RECENT	49.68
WYOMING ASPHALT PAVING CO., INC.	1501	ASPHALT	358.54
Total:			<u>1,091,629.95</u>