



**CITY COUNCIL AGENDA
FEBRUARY 10, 2020 – 7:00 P.M.**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES
 - A. **Regular City Council Meeting of January 27, 2020**
5. MAYOR'S COMMENTS
6. CITY MANAGER'S COMMENTS
7. AGENDA CHANGES (ADDITIONS/DELETIONS)
8. GUEST SPEAKERS:
 - A. **Lt. Brett Ensfield – Allegan Co. Sheriff Department**
9. PUBLIC COMMENT *Agenda Items Only (Limit 3 minutes)*
10. REQUESTS FOR PAYMENT
 - A. **Approval of Accounts Payable**
11. INTRODUCTION OF ORDINANCES:
12. PUBLIC HEARINGS: **None**
13. UNFINISHED BUSINESS: **None**
14. NEW BUSINESS
 - A. **Resolution No. 200210-A – 2020 Tri-Community Recycling Ad Hoc Committee (ROLL CALL)**
 - B. **Resolution No. 200210-B – Boards/Commission Selection Policy (ROLL CALL)**
 - C. **Resolution No. 200210-C – Landscape Design Contract – Rose Garden (ROLL CALL)**
 - D. **Professional Services Agreement – Berthiaume and Company (VOICE VOTE)**
 - E. **2020 Municipal License Renewal Agreement (VOICE VOTE)**
 - F. **Board of Review Appointment (VOICE VOTE)**
 - G. **Special Event Application – Mill Pond Realty Free Movie Night – August 8, 2020 (VOICE VOTE)**
15. CONSENT AGENDA: **None**
16. PUBLIC COMMENTS *(Limit 3 minutes)*
17. COMMUNICATIONS:
 - A. **US Army Corps of Engineers Emergency Management Meeting– Accept as information**
 - B. **MML Risk Management Training– Accept as information**
 - C. **2020 Wicks Park Boat Slip Lottery Notice – Accept as information**
18. BOARDS, COMMISSIONS & COMMITTEE REPORTS: **None**
19. COUNCIL COMMENTS
20. ADJOURN

NOTICE

This facility is wheelchair accessible with accessible parking spaces available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck City Clerk at 269-857-2603 or monica@saugatuckcity.com for further information.

Proposed Minutes
Saugatuck City Council Meeting
Saugatuck, Michigan, January 27, 2020

The City Council met in regular session at 7:00 p.m. at City Hall, 102 Butler Street, Saugatuck, Michigan.

- 1. **Call to Order** by Mayor Pro-Tem Peterson at 7:00 p.m.
- 2. **Pledge of Allegiance**
- 3. **Attendance:**
Present: Bekken, Johnson, Leo, Lewis, Peterson, Verplank
Absent: Trester
Others Present: City Manager Harrier & City Clerk Nagel

A motion was made by Johnson, 2nd by Lewis, to excuse Mayor Trester with prior notification. Upon voice vote the motion carried unanimously.

- 4. **Approval of Minutes:** A motion was made by Lewis, 2nd by Bekken, to approve the January 13, 2020 regular meeting minutes as presented. Upon voice vote the motion carried unanimously.

- 5. **Mayor's Comments:** None

- 6. **City Manager's Report:** City Manager Harrier informed Council on the decision made by the Water/Lucy Street Advisory Committee to recommend leasing 15' of the street-end to 730 Water Street property and allow the fire department to submit an application to the State of Michigan for construction of dock.

- 7. **Agenda Changes:** (*deletion*) 8(B) Jon Vanderbeek – Future Development of City Parks/Trails; (*addition*) 8(B) Dean Kapenga – Allegan Co. Commissioner

- 8. **Guest Speakers:**

A. Lt. Brett Ensfield – Allegan Co. Sheriff's Department: Lt. Ensfield presented Council with the Incident Analysis Report from January 13-27, 2020 and updated the board on laws regarding driving golf carts on the road.

~~**B. Jon Vanderbeek – Future Development of City Parks/Trails**~~

B. Dean Kapenga – Allegan Co. Commissioner: County Commissioner Kapenga updated Council on various Allegan County projects.

- 9. **Public Comment:** Dan Fox (*resident*) regarding 14(B), as a member of the Planning Commission the Planning Commission spent many months discussing marihuana facilities in the city including public hearings and sending out a city-wide survey.

Marsha Caspar (*resident*) regarding 14(B) as a member of the Planning Commission, now that marihuana is legal in Michigan encouraged Council to vote to move Saugatuck forward and join neighboring communities in allowing marihuana facilities.

Steffanie Vlasity (*resident*) regarding 14(B) as a member of Planning Commission, encouraged Council to opt-out and read statistics that focus concerns on underage usage and vaping contribute to lung issues.

Glenna DeJong (*resident*) regarding 14(B) supports marihuana facilities in the city and encouraged Council to move Saugatuck forward and not to stall the process by sending back to Planning Commission to draft an ordinance.

10. Request for Payment: An amended motion was made by Johnson, 2nd by Leo, for the City Treasurer to clarify the amount of \$204,491.87 referencing the Motor Pool fund. Upon voice vote the motion carried unanimously.

A motion was made by Johnson, 2nd by Leo, to approve the accounts payable in the amount of \$442,506.28 with clarification to the Motor Pool fund. Upon voice vote the motion carried unanimously.

11. Introductions of Ordinances: None

12. Public Hearings: None

13. Unfinished Business: None

14. New Business:

A. Resolution No. 200127-A – FY 19/20 Budget Amendment: A motion was made by Verplank, 2nd by Lewis, to approve Resolution No. 200127-A amending the FY 19/20 budget as presented. Upon roll call the motion carried unanimously.

B. Resolution No. 200127-B – Planning Commission Marihuana Report: A motion was made by Bekken, 2nd by Verplank, to approve Resolution No. 200127-B in recognition of the Planning Commission's expertise in reviewing and making determinations concerning land uses, the City Council hereby adopts the Planning Commission's recommendation and resolves to maintain the opt out provisions in the City's ordinances at the current time subject, however, to further studies and reviews and to allow the City an opportunity to determine the impact of such uses in other communities. Upon roll call the motion carried by the following vote:

Yes: Bekken, Verplank, Johnson, Peterson

No: Lewis, Leo

C. Resolution No. 200127-C – 2020 Advisory Blue Star Trail Joint Committee: A motion was made by Johnson, 2nd by Lewis, to approve Resolution No. 200127-C as presented. Upon roll call the motion carried unanimously.

D. 2020 Boat Slip Management Agreement: A motion was made by Lewis, 2nd by Leo, to approve the 2020 Boat Slip Management Agreement between the City of Saugatuck and Sergeant Marina for the management of boat slips #1-#4 located at the Griffith Street-end and a portion of Coghlin Park as presented. Upon voice vote the motion carried unanimously.

E. 2020 Saugatuck Public Schools Summer Tax Collection Agreement: A motion was made by Verplank, 2nd by Lewis, to authorize the Mayor and City Clerk to sign and enter into an agreement between the City of Saugatuck, Saugatuck Public Schools and the OAISD for the collection of the 2020 summer tax levies at a rate of \$2.75 per parcel. Upon voice vote the motion carried unanimously.

F. Planning Commission Appointment: A motion was made by Verplank, 2nd by Johnson, to approve the Mayor's appointment as presented. Upon voice vote the motion carried unanimously.

15. Consent Agenda: None

16. Public Comment: Dan Fox (*resident*) the Planning Commission survey sent to city residents regarding marihuana facilities in the city did not support the electorate in Proposal 18-1.

Laura Godfrey (*resident*) inquired when the city will resume discussion with Saugatuck Township regarding a cemetery agreement and expressed concerns with many storefront vacancies in downtown.

Marsha Caspar (*resident*) expressed disappointment in the vote against marihuana facilities in the city.

Gregory Muncey (*resident / SDABA Marketing Director*) with regards to empty storefronts in town, informed council that there are interested businesses coming to Saugatuck and will be opening in March/April 2020.

17. Communications:

- A. **Construction Board of Appeals Vacancy** – *Accepted as information*
- B. **Allegan Co. Board Resolution Regarding Refugee Resettlement** – *Accepted as information*
- C. **Election 2020 FAQ's** – *Accepted as information*

18. Boards, Commissions & Committee Reports: Council received reports from the following committee(s): KLSWA, Fire Board, Tree Board

19. Council Comments: Council Member Lewis disappointed in the marihuana vote and inquired when the Board of Review appointment will be made and if it'll be in time for training.

Council Member Leo with regards to the marihuana vote feels the city is missing an opportunity to the 2.5% excise tax.

Council Member Johnson announce he and Council Member Lewis are moving forward with the recycling initiative.

Mayor Pro-Tem Peterson important to discuss 3 year / 5 year priority planning.

Council Member Verplank announced she recently attended Newly Elected Official Training.

20. Adjournment: Mayor Pro-Tem Peterson adjourned the meeting at 8:27 p.m.

Respectfully Submitted,

Monica Nagel, CMC
City Clerk

User: Peter
DB: SaugatuckEXP CHECK RUN DATES 01/28/2020 - 02/10/2020
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

10A

Vendor Name	Description	Amount
1. ALLEGAN COUNTY SHERIFF		
	DEBT CREW	120.00
	DEBT CREW	48.00
	NEW YEAR'S EVE RESERVE	144.00
	TOTAL	312.00
2. ALLEGAN COUNTY TREASURER		
	PROPERTY TAXES	33,172.96
3. BAY EQUIPMENT CO		
	DPW RACKING COLD STORAGE	3,050.10
4. BS&A SOFTWARE		
	ANNUAL MAINTENANCE	468.00
5. BURNETT & KASTRAN PC		
	LEGAL FEES	180.00
6. COMPASS MINERALS AMERICA		
	ROAD SALT	8,398.37
7. CONSUMERS ENERGY		
	ELECTRIC	3,797.79
8. D & L TRUCK & TRAILER LLC		
	REPAIR CYLINDER	450.00
9. FIRST BANK CARD		
	SAW GRANT	2,202.23
	REPAIR LEAF PUSHER & SUPPLIES	462.19
	DPW TOOLS TRAINING & SUPPLIES	1,085.88
	TOTAL	3,750.30
10. FLEIS & VANDENBRINK ENGINEERING INC		
	SAW GRANT	27,736.30
	PARK STREET	3,794.21
	TOTAL	31,530.51
11. HOLLAND MEDI-CENTER		
	DOT DRUG TEST	46.00
12. INTERURBAN TRANSIT AUTHORITY		
	PROPERTY TAXES	10,881.97
13. OVERISEL LUMBER COMPANY		
	SUPPLIES & REPAIRS	877.59
14. POMP'S TIRE SERVICE INC		
	BOBCAT TIRES	1,307.30
15. PRIORITY HEALTH		
	HEALTH INSURANCE	6,959.13
	HEALTH INSURANCE	6,959.13
	TOTAL	13,918.26
16. RATHCO SAFETY SUPPLY CO		
	SNOW SIGNS	2,988.84
17. SAUGATUCK DOUGLAS GARDEN CLUB		
	STRET FLOWERS	1,500.00
18. SAUGATUCK DOUGLAS LIBRARY		
	PROPERTY TAXES	17,290.36
19. SAUGATUCK DRUG		
	SUPPLIES	28.44
20. SAUGATUCK FIRE		
	RENTAL INSPECTIONS	150.00
	PROPERTY TAXES	47,351.59
	TOTAL	47,501.59
21. SAUGATUCK PUBLIC SCHOOLS		
	PROPERTY TAXES	161,155.21
22. SHORELINE TECHNOLOGY SOLUTIONS		

User: Peter

EXP CHECK RUN DATES 01/28/2020 - 02/10/2020

DB: Saugatuck

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Vendor Name	Description	Amount
	COMPUTER SERVICES	647.25
23. SPECTRUM PRINTERS INC	ELECTION	107.22
24. VALLEY CITY LINEN INC	SHOP TOWELS	99.40
25. XEROX FINANCIAL SERVICES	COPIER LEASE	451.68
TOTAL - ALL VENDORS		343,911.14
FUND TOTALS:		
Fund 101 - GENERAL FUND		54,543.04
Fund 202 - MAJOR STREETS		4,600.00
Fund 203 - LOCAL STREETS		8,792.58
Fund 661 - MOTOR POOL FUND		6,049.56
Fund 701 - CURRENT TAX FUND		269,852.09
Fund 715 - ROSE GARDEN		73.87

02/04/2020		CHECK REGISTER FOR CITY OF SAUGATUCK		
CHECK DATE FROM 01/01/2020 - 01/31/2020				
Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
01/10/2020	DD4341(A)	BULTMAN, LINDA	PAYROLL	1,131.97
01/10/2020	DD4342(A)	HARRIER, KIRK	PAYROLL	2,158.50
01/10/2020	DD4343(A)	HERBERT, SCOTT	PAYROLL	1,586.63
01/10/2020	DD4344(A)	KAZDA, NATHAN	PAYROLL	1,321.58
01/10/2020	DD4345(A)	KERRIDGE, ADAM	PAYROLL	1,122.92
01/10/2020	DD4346(A)	NAGEL, MONICA	PAYROLL	1,568.85
01/10/2020	DD4347(A)	OSMAN, CINDY	PAYROLL	1,405.22
01/10/2020	DD4348(A)	PATERSON, KEITH	PAYROLL	50.86
01/10/2020	DD4349(A)	STANISLAWSKI, PETER	PAYROLL	1,400.42
01/10/2020	DD4350(A)	WENDT, MICHAEL	PAYROLL	1,209.88
01/10/2020	EFT1242(E)	457-VALIC	PAYROLL	3,679.34
01/10/2020	EFT1243(E)	STATE OF MICHIGAN	PAYROLL	249.43
01/10/2020	EFT1244(E)	MERS HYBRID	PAYROLL	1,178.82
01/10/2020	EFT1245(E)	FEDERAL TAX DEPOSIT	PAYROLL	4,926.35
01/13/2020	2740(E)	AT&T MOBILITY	CELL PHONES	79.53
01/13/2020	2741(E)	COMCAST	TELEPHONES & INTERNET	284.60
01/13/2020	2742(E)	CONSUMERS ENERGY	ELECTRIC	3,507.41
01/13/2020	2743(E)	FIRST BANK CARD	HOLIDAY	2,876.31
01/13/2020	2744(E)	FRONTIER	DPW PHONES & INTERNET	225.21
01/13/2020	2745(E)	FRONTIER	OVAL BEACH	61.77
01/13/2020	2746(E)	GREENMARK EQUIPMENT INC	SAFETY EQUIPMENT	236.94
01/13/2020	2747(E)	MICHIGAN GAS UTILITIES	CITY HALL	79.89
01/13/2020	2748(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	415.82
01/13/2020	2749(E)	MICHIGAN GAS UTILITIES	BUTLER BATHROOM	125.38
01/13/2020	2750(E)	SHELL	GASOLINE & DIESEL	1,159.22
01/13/2020	2751(E)	XEROX FINANCIAL SERVICES	COPIER LEASE	430.36
01/13/2020	16375	CAPITAL ONE	OFFICE SUPPLIES	42.89
01/13/2020	16376	HOLLAND MEDI-CENTER	DOT DRUG TESTING	46.00
01/13/2020	16377	OVERISEL LUMBER COMPANY	SUPPLIES & REPAIRS	786.97
01/13/2020	16378	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	280,122.85
01/13/2020	16379	STANDARD INSURANCE COMPANY	INSURANCE	349.60
01/13/2020	16380	SUPERIOR ASPHALT INC	COLD PATCH ASPHALT	140.00
01/13/2020	2752(A)	ALLEGAN COUNTY SHERIFF	DEBT CREW	200.00
01/13/2020	2753(A)	ALLEGAN COUNTY TREASURER	TAX TRIBUNAL	67,451.28
01/13/2020	2754(A)	APPROVED FIRE PROTECTION	FIRE ALARM MONITORING CITY H	1,155.00
01/13/2020	2755(A)	BLOOM SLUGGETT PC	LEGAL FEES	3,065.50
01/13/2020	2756(A)	FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES	2,859.09
01/13/2020	2757(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	21,238.10
01/13/2020	2758(A)	OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES	1,590.27
01/13/2020	2759(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	33,745.28
01/13/2020	2760(A)	SAUGATUCK FIRE	RENTAL INSPECTIONS	95,330.02

02/04/2020 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 01/01/2020 - 01/31/2020				
Check Date	Check	Vendor Name	Description	Amount
01/13/2020	2761(A)	SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	626.75
01/13/2020	2762(A)	SMART BUSINESS SOURCE LLC	OFFICE SUPPLIES	59.34
01/13/2020	16374	MML UNEMPLOYMENT COMPENSATION GROUP	PAYROLL	2.17
01/14/2020	2763(A)	SISTERS IN INK	UNIFORMS	747.57
01/24/2020	DD4351(A)	BULTMAN, LINDA	PAYROLL	1,153.72
01/24/2020	DD4352(A)	HARRIER, KIRK	PAYROLL	2,158.51
01/24/2020	DD4353(A)	HERBERT, SCOTT	PAYROLL	1,651.63
01/24/2020	DD4354(A)	KAZDA, NATHAN	PAYROLL	1,218.17
01/24/2020	DD4355(A)	KERRIDGE, ADAM	PAYROLL	1,518.90
01/24/2020	DD4356(A)	NAGEL, MONICA	PAYROLL	1,568.85
01/24/2020	DD4357(A)	OSMAN, CINDY	PAYROLL	1,405.22
01/24/2020	DD4358(A)	STANISLAWSKI, PETER	PAYROLL	1,545.43
01/24/2020	DD4359(A)	WENDT, MICHAEL	PAYROLL	1,260.28
01/24/2020	EFT1246(E)	457-VALIC	PAYROLL	3,686.22
01/24/2020	EFT1247(E)	STATE OF MICHIGAN	PAYROLL	249.43
01/24/2020	EFT1248(E)	MERS HYBRID	PAYROLL	1,178.82
01/24/2020	EFT1249(E)	FEDERAL TAX DEPOSIT	PAYROLL	4,975.49
01/24/2020	EFT1250(E)	MERS	PAYROLL	3,355.72
01/24/2020	EFT1251(E)	MI DEPT OF TREASURY	PAYROLL	1,433.26
01/27/2020	16381	ALLEGAN COUNTY NEWS	PUBLISHING	310.00
01/27/2020	16384	FIRST NATIONAL BANK OF MICHIGAN	TRANSFER TO CD	200,000.00
01/27/2020	16385	IHLE AUTO PARTS	SUPPLIES & REPAIRS	164.88
01/27/2020	16388	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	128,627.03
01/27/2020	2765(E)	CAPITAL ONE	HOLIDAY LIGHTING & SUPPLIES	211.65
01/27/2020	2770(E)	MERS	RETIREMENT	4,500.00
01/27/2020	2774(A)	ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	25,725.72
01/27/2020	2775(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	21,851.93
01/27/2020	2776(A)	BELL EQUIPMENT CO	LEAF PUSHER REPAIR	186.00
01/27/2020	2777(A)	DIANNA MC GREW	ASSESSING SERVICES	2,611.13
01/27/2020	2778(A)	FASTENAL	SUPPLIES	61.70
01/27/2020	2779(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	7,168.23
01/27/2020	2780(A)	JANE ELEANOR VERPLANK	TRAINING	46.00
01/27/2020	2781(A)	K&R TRUCK SALES INC	TRUCK PARTS	76.64
01/27/2020	2782(A)	MICHIGAN OFFICE SOLUTIONS	COPIER USE	25.51
01/27/2020	2783(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	11,389.61
01/27/2020	2784(A)	SAUGATUCK FIRE	PROPERTY TAXES	32,315.92
01/27/2020	2785(A)	SMART BUSINESS SOURCE LLC	SUPPLIES	208.75
01/27/2020	16382	D & L TRUCK & TRAILER LLC	2014 DUMP TRUCK REPAIRS	1,883.15
01/27/2020	16383	DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	1,107.75
01/27/2020	16386	MINER SUPPLY CO	SUPPLIES	115.42
01/27/2020	16387	QUALITY DOOR COMPANY INC	DOOR TRANSMITTER	558.68
01/27/2020	16389	STANDARD INSURANCE COMPANY	INSURANCE	343.59
01/27/2020	2764(E)	AT&T MOBILITY	CELL PHONES	81.40

02/04/2020 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 01/01/2020 - 01/31/2020				
Check Date	Check	Vendor Name	Description	Amount
01/27/2020	2766(E)	COMCAST	TELEPHONES & INTERNET	284.60
01/27/2020	2767(E)	FRONTIER	OVAL BEACH	61.77
01/27/2020	2768(E)	FRONTIER	DPW GARAGE	206.88
01/27/2020	2769(E)	KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	929.61
01/27/2020	2771(E)	MICHIGAN GAS UTILITIES	BUTLER STREET	201.47
01/27/2020	2772(E)	MICHIGAN GAS UTILITIES	CITY HALL	89.64
01/27/2020	2773(E)	REPUBLIC SERVICES	TRASH	414.05
01/31/2020	2786(E)	PRIORITY HEALTH	HEALTH INSURANCE	6,959.13
Total of 92 Checks:				1,019,109.38
Less 0 Void Checks:				0.00
Total of 92 Disbursements:				1,019,109.38



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager
MEETING DATE: February 10, 2020
SUBJECT: Resolution No. 200210-A 2020 Advisory Tri-Community Recycling Ad Hoc Committee

DESCRIPTION

Resolution to appoint members to the 2020 Advisory Tri-Community Recycling Ad Hoc Committee consistent with Section 4.28 of the Saugatuck City Charter.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to **approve/deny** Resolution 200210-A as presented.

**CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN**

RESOLUTION NO. 200210-A

**A RESOLUTION TO APPOINT A 2020
ADVISORY TRI-COMMUNITY RECYCLING AD HOC COMMITTEE**

Council Member _____, offered the following resolution and moved for its adoption, seconded by Council Member _____:

WHEREAS, the governmental bodies of the City of Saugatuck, City of the Village of Douglas and Saugatuck Township (“Communities” or “Community” as appropriate) support general recycling efforts; and

WHEREAS, issues with recycling contamination and vulnerability of markets for recycled materials have created recycling challenges statewide; and

WHEREAS, the Communities have identified a need for better education and processes to enhance and maximize recycling activities in the most cost effective manner to the public; and

WHEREAS, the Communities have identified collaborating together by establishing an ad hoc committee would be an appropriate step to identify and address critical recycling issues; and

WHEREAS, per Section 4.28 of the Saugatuck City Charter, the Mayor, with the advice and consent of the Council may, from time to time, appoint such committees or boards as are deemed appropriate to advise and consult with them, and with appropriate departments, regarding any municipal activity, and such committees or boards shall be advisory, serve temporarily and without compensation unless otherwise provided by the Council.

THEREFORE, BE IT RESOLVED the Council does hereby authorize the creation and appointment of members to serve on a 2020 Advisory Tri-Community Recycling Ad Hoc Committee (“Committee”) as follows:

1. Each of the three Communities will be allowed to appoint up to 3 members to represent their jurisdictions.
2. Appointees may be elected officials and/or non-elected.
3. The City of Saugatuck appoints Barry Johnson, Garnet Lewis and Linda Escott.
4. The Committee will be charged with identifying a list of objectives to research and prepare a report outlining any recommendations back to each unit of government.
5. The Committees actions shall be advisory in nature only.
6. The Council does not delegate any authority to the Committee to make decisions on behalf of the Council.
7. The Committee shall terminate on December 31, 2020 unless otherwise extended by Council via resolution.

BE IT FINALLY RESOLVED All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are rescinded.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this ____ day of _____, 2020

Signed: _____
Monica Nagel, City Clerk

CERTIFICATION

I, Monica Nagel, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held _____, 2020, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended. The minutes of the meeting were kept and will be or have been made available as required by said Act.

Signed: _____
Monica Nagel, City Clerk



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager
MEETING DATE: February 10, 2020
SUBJECT: Resolution No. 200210-B Boards and Commission Selection Policy

DESCRIPTION

Resolution to approve a policy regarding the process the City of Saugatuck uses for selecting and appointing members of the community to various boards and commissions.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

Municipal attorney Jeff Sluggett has approved the policy as to form and content.

SAMPLE MOTION:

Motion to **approve/deny** Resolution 200210-B as presented.

**CITY COUNCIL
CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN**

RESOLUTION NO. 200210-B

**A RESOLUTION TO APPROVE THE CITY OF SAUGATUCK
BOARDS AND COMMISSIONS SELECTION POLICY**

Council Member _____, offered the following resolution and moved for its adoption, seconded by Council Member _____:

- A. The City of Saugatuck Charter vests the City Council with all powers granted by law including, when not otherwise delegated, responsibility for City operations and functions.
- B. The City Charter further provides that the City Council is responsible to determine matters of policy on behalf of the City.
- C. Based on its review, the City Council concludes that adoption of a policy regarding membership on boards, commissions and similar appointive bodies is in the best interest of the City.

NOW, THEREFORE, IT IS RESOLVED THAT:

- 1. The Boards and Commission Selection Policy is hereby adopted to provide as follows:

Purpose: This Policy shall be for facilitating a uniform process for filling vacancies for City of Saugatuck boards, commissions and similar appointive bodies (e.g., Planning Commission, Historic District Commission, Zoning Board of Appeals, Fire District Administrative Board, Fire District Board of Appeals, Tree Board, Construction Board of Appeals, Library Board, Interurban Board, Board of Review, Tri-Community Planning Committee, Kalamazoo Harbor Authority, Kalamazoo Lake Sewer Water Authority Administrative Board, Compensation Committee and Tri-Community Recreation Advisory Board). The City Council can suspend these rules by a majority vote.

- 1. When a vacancy occurs the City Clerk will notify the Mayor and prepare a notice which provides the necessary information needed for residents to apply. The notice shall be included on the nearest regular Saugatuck City Council agenda under "Communications."
- 2. The notice shall be posted at City Hall and may be advertised via electronic and/or print media.
- 3. Applications will be available at City Hall and on the City's Web site.
- 4. The Mayor or his/her designee, a representative from the body which has the vacancy (typically the chair or vice chair based on availability) and a City staff member shall be asked to interview applicants for the vacancy and to recommend a candidate to the Mayor.

5. The Mayor shall make a formal appointment to fill the vacancy at a regular meeting of the City Council, which appointment shall be subject to approval by the City Council. The City Council will be provided with a list of all applicants that applied with supporting material for the position to be filled. In making the appointment the Mayor will use the following criteria as a general guide for evaluating applicants:

- **Eligibility for Appointment**—The applicant is a resident of the City, registered voter, and does not have any outstanding debt owed to the City including, but not limited to, tax delinquency and/or pending litigation with the City and has submitted to a background check.
- **Time Commitment**—The applicant has an understanding of the time involved in serving, and expects to be available to attend meetings throughout the year.
- **Experience/Background in Relevant Fields**—The applicant has demonstrated professional or personal qualifications and backgrounds in relevant areas.
- **Contributive Potential**—The applicant has demonstrated the ability to effectively communicate, express ideas, concepts, and has a strong desire to perform public service.
- **Encouraging Civic Engagement**—Engaging community members without prior service on City of Saugatuck boards and commissions strengthens the community's civic participation and involvement of citizens in their local government. Applicants who do not currently or have not previously served on a City of Saugatuck board or commission may be given preference.

The foregoing criteria are not exclusive, and the Mayor need not assign ratings to or rank applications.

Where state statute, the City Charter or City ordinance establish a process or criteria different than that set forth in this Policy, that statute, charter or ordinance provision shall be deemed to control to the extent of any conflict.

BE IT FURTHER RESOLVED THAT:

2. All resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, repealed.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

RESOLUTION NO. 200210-B DECLARED ADOPTED.

Dated: _____, 2020

Signed: _____
Ken Trester, Mayor

Monica Nagel, City Clerk

CERTIFICATION

I, _____, the acting clerk (for the purpose of signatures) of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held _____, 2020, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

Attest:

City Clerk



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager
MEETING DATE: February 10, 2020
SUBJECT: Resolution No. 200210-C Landscape Design Contract (Rose Garden)

DESCRIPTION

Attached is a proposal from Landscape Design Services, Inc. for professional services related to the care/maintenance of the Memorial Rose Garden for the 2020 season. The proposal for the 2020 season has increased \$220 from the 2019 contract.

The Rose Garden operates via a fund similar to an endowment with interest earned by that fund and held by the City. *Please note due to billing cycles some expenses overlap into different fiscal years.

<u>Fiscal Year</u>	<u>Revenue Generated</u>	<u>*Expenses</u>	<u>Fund Bal. (06/30/19)</u>
FY 18/19	\$3,571	\$7,843	\$175,284
FY 17/18	\$2,214	\$7,499	\$179,556
FY 16/17	\$962	\$7,336	\$184,841
FY 15/16	\$18	\$8,966	\$191,214
FY 14/15	\$1,037	\$10,024	\$200,162
FY 13/14	\$989	\$4,354	\$209,150
FY 12/13	\$1,350	\$7,276	\$212,514
FY 11/12	\$2,235	\$9,197	\$218,440
FY 10/11	\$3,919	\$7,431	\$225,402
FY 09/10	\$2,000	\$8,943	\$228,914
FY 08/09	\$5,291	\$9,443	\$235,856
FY 07/08	\$10,458	\$13,136	\$240,009

BUDGET ACTION REQUIRED
N/A

COMMITTEE/COMMISSION REVIEW
N/A

LEGAL REVIEW

Municipal attorney Jeff Sluggett originally prepared the attached Resolution.

SAMPLE MOTION:

Motion to **approve/deny** Resolution No. 200210-C as presented and authorize the Mayor and City Clerk to sign the agreement between the City of Saugatuck and Landscape Design Services, Inc. for the 2020 care and maintenance of the Memorial Rose Garden in the amount of \$7,310.

**CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN**

RESOLUTION NO. 200210-C

**A RESOLUTION TO APPROVE AN AGREEMENT FOR THE EMPLOYMENT OF
PROFESSIONAL SERVICES**

Council Member _____, offered the following resolution and moved for its adoption, seconded by Council Member _____:

WHEREAS, the City of Saugatuck owns and is responsible to maintain a downtown memorial rose garden; and

WHEREAS, the garden is a valuable community asset and its care and maintenance requires specialized training and expertise; and

WHEREAS, the City has contracted with Landscape Design Services, Inc., of Holland, Michigan ("LDS") in the past to care for and maintain the rose garden and has been pleased with the professional services provided; and

WHEREAS, LDS has submitted to the City a proposal to provide annual maintenance services for the rose garden at a not to exceed cost of \$7,310 for the 2020 growing season; and

WHEREAS, the City is desirous of retaining LDS's services for the 2020 growing season.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The City accepts LDS's proposal for maintenance services for the downtown rose garden as identified on attached Exhibit A (the "Agreement"), subject to and incorporating the following terms:

A. The materials and services to be provided shall be those identified on the Agreement, in the not to exceed amount of \$7,310.00.

B. LDS's services are to be provided solely as an independent contractor to the City.

C. LDS shall maintain bonding and insurance levels in an amount and form approved in advance by the City Manager. Evidence of insurance or other security shall be provided to the City upon request.

D. LDS shall hold the City harmless from and indemnify it for any and all claims, demands, judgments, awards or other losses arising from LDS's provision of the services or approved additional services.

E. The Agreement and its terms and conditions may not be amended except in writing, signed by each party.

F. No waiver of any claim or right of the City arising out of breach of the Agreement shall be effective unless in writing, signed by the City.

2. The City hereby finds, based on the professional skill and expertise required to maintain the rose garden, that these services are properly designated as professional services.

3. The City hereby authorizes the Mayor and City Clerk to execute any and all documents necessary to effectuate the terms of this resolution.

4. Prior to the agreement becoming effective, an authorized representative of LDS shall sign and draft a copy of this resolution to memorialize the parties' contractual obligations.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are rescinded.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this 10th day of February, 2020

Signed: _____
Ken Trester, Mayor

Monica Nagel, City Clerk

CERTIFICATION

I, Monica Nagel, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held _____, 2020, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

Attest: _____
Monica Nagel, City Clerk



LANDSCAPE DESIGN SERVICES, INC.

7351 West Olive Road | Holland, MI 49424-9415
616.399.1734 | 866.750.8585 toll free | 616.399.8574 fax
www.LandscapeDS.com | info@LandscapeDS.com

EXHIBIT A

Attn: Kirk Harrier
City of Saugatuck
102 Butler Street, P.O. Box 86
Saugatuck, MI 49453

ME0017 CSAUGA

January 30, 2020

The following is our 2020 landscape maintenance agreement for the Memorial Rose Garden in Saugatuck, MI:

A. Spring Maintenance (April thru May)

- General site clean-up.
- Fertilizing and trimming plant material when necessary.
- Installing annual flowers.
(City of Saugatuck Grounds Dept. to top-dress planting beds with 1" shredded bark mulch)

Total for Item A \$ 3,210.00

B. Summer Maintenance (June thru October)

- Maintaining site by making visits once a week from Memorial Day weekend thru Labor Day weekend in the summer.
- Maintaining site by making visits every other week thru September and October.
- Applying fertilizer, insecticides and other treatments to plant material as determined to be needed by on site horticulturist.
(City of Saugatuck Grounds Dept. to pick-up trash and debris on-site as needed)

Total for Item B \$ 2,780.00

C. Fall and Winter Maintenance/Preparation (November)

- Preparing plant material for winter.
(Installing mums and spring bulbs not included)

Total for Item C \$ 1,320.00

Total for Items A – C \$ 7,310.00

Landscape Maintenance Note:

- o *No additional work will be completed without the approval of the city council.*

Please sign and return a copy of this agreement to our office, retain one of the copies of the agreement for your records. Invoicing for maintenance work will be mailed out after each of the three seasonal maintenance items are completed. Feel free to contact me at (616) 399-1734 if you have any questions. Thank you for your past business and I look forward to working with you again this season.

Sincerely,

LANDSCAPE DESIGN SERVICES, INC.

Matt Ertzinger
Landscape Designer

Kirk Harrier

Date



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager

MEETING DATE: February 10, 2020

SUBJECT: Professional Services (Audit Engagement)

DESCRIPTION

The City of Saugatuck's contract for auditing services with Berthiaume and Company is up for renewal. The previous 5 year contract rates and the new 5 year rates are as follows:

2015 thru 2019	Increase
2015 = \$9,400	
2016 = \$9,550	1.6%
2017 = \$9,700	1.6%
2018 = \$9,850	1.5%
2019 = \$9,850	0%

2020 thru 2024	Increase
2020 = \$9,950	1%
2021 = \$10,125	1.75%
2022 = \$10,300	1.73%
2023 = \$10,475	1.7%
2024 = \$10,475	0%

Staff solicited bids for audit services in 2015 and Berthiaume and Company was the lowest bid (see chart below). Staff and Council has been satisfied with their performance and their proposed 2020 thru 2024 rate structure is reasonable. Berthiaume & Company provides audit services to other municipalities such as the Village of Paw Paw, Pentwater and a number of other townships. Staff recommends renewing the contract for another 5 years at the proposed rates.

2015 BID TABULATIONS

2015 REVIEW CITY OF SAUGATUCK 2014 AUDITING SERVICES PROPOSALS (5-YEAR CONTACT)

<u>COMPANY</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>Total</u>	<u>Difference Over 5 Years</u>
Berthiaume	9,400	9,550	9,700	9,850	9,850	48,350	
Vredeveld Haefner	9,700	10,000	10,300	10,400	10,500	50,900	2,550
Siegfried Crandall	9,900	10,100	10,300	10,500	10,750	51,550	3,200
Baird	10,700	10,900	11,100	11,300	11,500	55,500	7,150
Gabridge	11,000	11,300	11,600	11,900	12,200	58,000	9,650
Rehmann	14,000	14,500	15,200	15,800	16,400	75,900	27,550

BUDGET ACTION REQUIRED

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to **approve/deny** the engagement letter dated December 6, 2019 between the City of Saugatuck and Berthiaume & Company as presented and authorize the Mayor and City Clerk to sign the engagement letter.

BERTHIAUME
& COMPANY

Certified Public Accountants



60 Harrow Lane
Saginaw, Michigan 48638

(989) 791-1555
Fax (989) 791-1992

December 6, 2019

Kirk Harrier, Manager
Peter Stanislawski, Treasurer
City of Saugatuck
102 Butler Street
P.O. Box 86
Saugatuck, MI 49453

RE: Audit Engagement

Dear Kirk and Peter:

Attached is the audit engagement letter for five (5) years, 2020 through 2024.

If the proposal is acceptable and approved by the City Council, please sign both copies and return one to me.

We appreciate the opportunity to serve as auditors for the City of Saugatuck. Please call me if there are any questions.

Sincerely,

A handwritten signature in cursive script that reads "Kenneth C. Berthiaume".

Kenneth Berthiaume
Certified Public Accountant
Berthiaume & Company

KAB/ceb

**BERTHIAUME
& COMPANY**

Certified Public Accountants



60 Harrow Lane
Saginaw, Michigan 48638

(989) 791-1555
Fax (989) 791-1992

December 6, 2019

Kirk Harrier, Manager
Peter Stanislawski, Treasurer
City of Saugatuck
102 Butler Street
P.O. Box 86
Saugatuck, MI 49453

ENGAGEMENT LETTER

We are pleased to confirm our understanding of the audit services we are to provide to the City of Saugatuck for the five (5) years ended June 30, 2020 through 2024. We will audit the financial statements of the governmental activities, each major fund, and the remaining fund information, which collectively comprise the basic financial statements of the City of Saugatuck as of and for each of the years then ended. 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 the City of Saugatuck'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 the City of Saugatuck'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) Schedule of Changes in the City's Net Pension Liability and Related Ratios
- 4) Schedule of City Defined Benefit Plan Pension Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies the City of Saugatuck's financial statements. We will subject the 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 will provide an opinion on it in relation to the financial statements as a whole.

Audit Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with 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 will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unqualified (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 an opinion or to issue a report as a result of this engagement.

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 government.

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. 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 or 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. Our responsibility, as auditors, is limited to the period covered by our audit and does not extend to any 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 tests of the physical existence of inventories, if any, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.



Audit Procedure---Internal Control

Our audit will include obtaining an understanding of the government 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. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. 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.

Audit Procedures---Compliance

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

Other Services

We will also prepare the financial statements and depreciation schedules of the City of Saugatuck in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. 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

Management is responsible for designing, implementing, and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

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 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,



regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. 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 thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with 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.

You agree to assume all management responsibilities for financial statement preparation services and any other non-attest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience, evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, 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 or other confirmations we request and will locate any documents selected by us for testing. The audit documentation for this engagement is the property of Berthiaume & Company 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 Treasury Department or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Berthiaume & Company personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the State Treasury Department or its designee. The State Treasury Department or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.



Our fee for these services will be as follows:

For The Year Ended June 30, 2020.....	\$ 9,950
For The Year Ended June 30, 2021.....	\$10,125
For The Year Ended June 30, 2022.....	\$10,300
For The Year Ended June 30, 2023.....	\$10,475
For The Year Ended June 30, 2024.....	\$10,475

The above fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant, unexpected, additional work is encountered and additional time and charges are incurred and if necessary, we will discuss it with you before any additional fee is requested.

We appreciate the opportunity to be of service to the City of Saugatuck and believe this letter accurately summarized 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,



Kenneth A. Berthiaume, President
Berthiaume & Company
Certified Public Accountants

KAB/ceb

RESPONSE:

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

Management Signature: _____ **Date:** _____

Title: _____

Governance Signature (City Council): _____ **Date:** _____

Title: _____





City Council Agenda Item Report

City of Saugatuck

FROM: Kirk R. Harrier, City Manager
MEETING DATE: February 10, 2020
SUBJECT: Municipal License Renewals

DESCRIPTION

Annually the Saugatuck City Council reviews the renewal of municipal license agreements. The 2020 rate is calculated by applying the CPI (1.9%) calculated from the Bureau of Labor Statistics to the previous year's rate. **Attachment A** details all the municipal licenses and the new 2020 rates. **Attachment B** is a copy of the standard license agreement.

The proposed license for S. ½ Lucy Street (TODO, LLC) shown on Attachment A is pending as staff is waiting for finalized agreement language from the city attorney's office. That specific license agreement is anticipated to be presented to City Council at the February 24th regular meeting for action.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

Municipal Attorney Jeff Sluggett has prepared the 2020 license agreement.

SAMPLE MOTION:

Motion to **approve/deny** the 2020 municipal license agreement rates as presented on Attachment A and authorize the Mayor and City Clerk to sign all non-pending agreements for 2020 as presented.

**CITY OF SAUGATUCK
2020 PROPERTY LICENSES**

LOCATION	LESSEE	2020 RATE (CPI 1.9%)	COMMENTS	PROPERTY TYPE	TERM
W. ½ of S. Butler	Butler Enterprises	*2,241.24 (33'x\$67.92) (C)	*Dock Maintenance Credit of \$1879.18 = \$362.06	66' Street-end	1 year
E. ½ of S. Butler	Sgt.'s Marine	2,241.24 (33'x\$67.92) (C)		66' Street-end	1 year
N. ½ Francis	Wilson	2,241.24 (33'x\$67.92) (C)		66' Street-end	1 year
S. ½ Francis	Ship 'N Shore	2,241.24 (33'x\$67.92) (C)		66' Street-end	1 year
W. ½ Griffith	Sgt.'s Marine	2,241.24 (33'x\$67.92) (C)		66' Street-end	1 year
N. ½ Hoffman	Water Street Marina	2,241.24 (33'x\$67.92) (C)		66' Street-end	1 year
S. ½ Hoffman	Coral Gables	2,241.24 (33'x\$67.92) (C)		66' Street-end	1 year
S. ½ Lucy	TODO, LLC	\$1,018.80 (15' x 67.92) (C)	*Pending	15' Street-end	1 year
N. ½ Mason	Coral Gables	2,241.24 (33'x\$67.92) (C)		66' Street-end	1 year
S. ½ Mason	Butler Enterprises	*2,241.24 (33'x\$67.92) (C)	*Dock Maintenance Credit of \$1879.18 = \$362.06	66' Street-end	1 year
N. 22' Spear	716 Water Street LLC	1,494.16 (22'x\$67.92). (C)		66' Street-end	1 year
Interlaken	Feinstein	1,543.79 (50'x\$30.88) (NC)		50' Street-end	1 year
N. ½ Perryman	Holiday Yacht Club Condo Assoc.	772.00 (25'X\$30.88) (NC)		50' Street-end	1 year
S. ½ Perryman	Wilson	772.00 (25'X\$30.88) (NC)		50' Street-end	1 year
N. ½ south of Museum	Solberg	1,208.44	Existing dock	City Parcel #0357-009-050-00	5 year Agreement expires 2022
S. ½ south of Museum	Lefort/Weingart	1,208.44	Existing dock	City Parcel #0357-009-050-00	5 year Agreement expires 2022
Van Dalson	Truesdale	1,208.44	Existing dock	City Parcel #0357-009-057-00	5 year Agreement expires 2022
Cook Park	Butler Enterprises	12,841.58 <u>-4,939.00</u> \$7,902.58	Less \$4,939.00 for maintenance credit	City Parcel #0357-009-215-00	5 year Agreement expires 2022

TOTAL \$33,541.45
(less) \$ 1,018.80 (TODO, LLC)
\$32,522.65

*C" = Commercial Rate

*NC" = Non-Commercial Rate

2020 STREET END / STRUCTURE-DOCKAGE LICENSE

THIS LICENSE AGREEMENT ("License") is made on this ___ day of _____, 2020, by and between the CITY OF SAUGATUCK, a municipal corporation, located in Allegan County, Michigan (the "City") and _____, whose address is _____ ("Licensee").

IN CONSIDERATION of the mutual covenants and promises contained herein, the parties hereto agree as follows:

1. Description of the Licensed Premises: The City grants a license to Licensee as to the following described land ("Premises"):

[INSERT DESCRIPTION]

The Premises include the water frontage and fifteen (15) feet landward of the shoreline or bulkhead line, as well as the bottomlands attributable to the Premises.

2. Purpose of License: Licensee may use the Premises and waters of the Kalamazoo River and Kalamazoo Lake comprising the Premises for the purpose of boat docking, but for no other purpose (or purposes) unless specifically approved beforehand in writing by the City Council of the City. Licensee may utilize such specific boat slip(s)/mooring(s) as are agreed to by the City.
3. Term: The term of this License shall be for one (1) year and shall commence on January 1, 2020 and shall terminate on December 31, 2020. This License can be canceled pursuant to Sections 14 and/or 15 of this Lease.

4. License Charge: In consideration for this License, the Licensee shall pay to the City the sum of \$_____ for the one-year term, payable in full to the City in advance. Holdover charges shall be \$_____ per month (due on the first day of each month).
5. Control of Structures: The Licensee may, at the end of the term of this License, remove any of the following structures and equipment belonging to Licensee presently located on the Premises, or which may be constructed during the term of this License and located on the Premises, or in or over the waters of the Kalamazoo River and Kalamazoo Lake within the Premises: docks, power pedestals, finger piers, dock boxes, and lighting fixtures. Licensee shall leave any areas from which any such item has been removed in a good and reasonable condition. In the event the Licensee elects not to remove the aforesaid structures or equipment as permitted in the preceding sentence, then ownership of the same shall be with the City, which may dispose of such structures or equipment as it, in its sole discretion, deems fit and without any payment to Licensee. Licensee shall not remove the aforesaid structures or equipment during the term of this License.
6. New Construction, Alterations or Major Repair: Licensee may not undertake any new construction, alterations, or major repair work (i.e. over \$2,500) of any kind or description on, within or to the Premises (or any structures thereon), or in the waters of the Kalamazoo River or Kalamazoo Lake within the Premises, without the prior written permission of the City. Licensee further agrees that it will, prior to commencement of any construction, alteration, or repair, obtain any necessary permits required under the City Waterfront Construction Ordinance, Zoning Ordinance, or other applicable ordinance, as well as any required Michigan Department of the Environment, Great Lakes and Energy or Army Corps of Engineer permits or approvals. If any construction, alterations or major repair work that

will be done by Licensee shall in any way impact or affect any City property or utility or any seawall, retaining wall, boardwalk or similar structure or item, the Licensee shall not commence any such construction, alteration or major repair unless and until the Licensee consults with the City (and obtains City approval) and the parties negotiate about whether the City will contribute any monies for any such alteration or modification of or to any such City property, utility, seawall, retention wall, boardwalk or similar item or structure.

7. Liability Insurance: Licensee will obtain and maintain public liability insurance with limits of not less than \$ 1,000,000.00 for each person and \$ 1,000,000.00 for each occurrence of bodily injury and \$ 1,000,000.00 for each property damage occurrence arising out of the use of the Premises. The City of Saugatuck shall be added to that policy of insurance as a named insured, and Licensee shall file a certificate of insurance or other written proof of such insurance coverage (acceptable to the City) with the City Clerk not later than the date of the signing of the License at its inception. Such insurance shall not be canceled or cancelable during the term of this License (or beyond the term of the License or after the termination of this License so long as any dock or boat, structure, or item belonging to Licensee is present on or at the Premises).
8. Indemnification and Hold Harmless Provision: Licensee shall indemnify, reimburse, and hold harmless the City (as well as any official, employee, officer, agent, or contractor of the City) for, from, and against any and all liabilities, damages, causes of action, attorney fees, and costs for injuries, death, or damages to any person or destruction of or damage to any property arising out of or related to Licensee's (including for purposes of this Section 8, Licensee's contractors, subcontractors, customers, guests, invitees, tenants, assignees or sublicensees) use or presence within, on or at the Premises, or structures of, within or at

the Premises, including any use of a boat/watercraft or any dock or pier in the water abutting the Premises or the shore thereof. The provisions of this Section 8 shall survive any termination of this License.

9. City Inspections: The City may, but is not obligated to, inspect any boardwalk, dock, or other structure or item located on, within or at the Premises at the commencement of the License (or at any time); and if any such item is not in a safe and reasonable condition, in the City's sole discretion, the City shall notify the Licensee, and Licensee shall immediately repair the structure(s) or item(s) and put the structure(s) or item(s) in a safe and satisfactory condition as determined by the City in its sole discretion. Failure of Licensee to repair the dock(s), items(s) or other structure(s), and to put the same in a safe and reasonable condition within fifteen (15) days from the date of notice by the City of its unsafe or unreasonable condition, shall be cause for the City to terminate this License, and to re-enter into possession of the Premises. Failure to repair or replace the structure(s) or items(s) shall also constitute a material breach of this License. Nothing in this Section 9 shall be construed as creating a duty or obligation, of any kind, on, by, or for the City.
10. Maintenance: Licensee shall, at all times, keep the Premises free of debris and in a neat, clean, safe, reasonable and orderly condition, and keep all structures and items located thereon in good and safe maintenance and repair. Licensee agrees not to move, alter or remove any deck, item or structure(s) now existing or hereafter built on, within or at the Premises without the prior written consent of the City.
11. No Assignment Without Prior City Approval: Licensee shall not assign or sublicense any portion of the Premises or this License to any other person or party for any purpose without the prior written consent of the City, which approval shall not be unreasonably withheld.

Any attempt to so assign or sublicense the Premises to anyone other than Licensee shall automatically render this License null and void unless expressly approved by the City as provided for herein. This Section 11 shall not, however, prevent the renting out of a particular boat slip or dock space.

12. Fire Department and Emergency Use: Licensee understands and agrees that a public fire department, City department, police department, or emergency responders may, in the event of an emergency, use the Premises for access to the water or to temporarily place trucks or suction equipment in order to pump water from the Kalamazoo River or Kalamazoo Lake or for other emergency uses for firefighting, emergency or rescue purposes. Further, the City may permanently install suction stand pipes to facilitate access to water in the event of an emergency. Licensee will cooperate fully and promptly with any fire department, City department, police agency, or emergency responders if and when an emergency arises requiring their use of the Premises.
13. Passage of the Public: Licensee may not interfere with the orderly passage of members of the public, along with their personal effects, on any boardwalk which parallels the water, in passage over the Premises to the Kalamazoo River or Kalamazoo Lake or in passage from or to the Premises from adjacent parcels of land; provided, however, that to the extent permitted by law, Licensee's docking privileges contained herein shall be exclusive for the benefit of Licensee during the term of this License.
14. Default: Each of the covenants and requirements of this License are deemed to be material to the satisfactory performance of this License, and a breach or failure of Licensee to perform in accordance with any of the covenants or requirements of this License shall give the City the right to declare a forfeiture of this License, to terminate this License, and to

retake possession of the Premises. In case of Licensee's default, or failure to perform any of the covenants contained herein, the City shall give written notice of such default to Licensee, or the failure to perform any of the covenants and requirements contained herein, and Licensee shall then have 14 business days from the date the notice is received via certified US Mail, or personally served, to cure the default or comply with any of the covenants not being complied with. If Licensee fails to do so, the City shall have the right to re-enter and retake possession of the Premises and this License shall there upon be immediately terminated. Notice provided for in this section shall be sufficient if mailed by certified US mail to Licensee's address as stated above, or notice is personally served upon Licensee or any of its officers.

15. Termination by the City. The City shall have the right to terminate this License at any time upon thirty (30) days' prior written notice to Licensee if Licensee (or any authorized sublicensee) substantially or materially breaches this License, violates any City ordinance or code or any federal or state law regarding the Premises or endangers the public health or safety with regard to the Premises.
16. Removal of any Boat or Personalty of Licensee. If this License is terminated for any reason (including pursuant to Sections 14 or 15 hereof), Licensee must remove any boat, personalty, or other item owned by Licensee (except for structures as provided in Section 5 hereof) from the Premises within ten (10) days. If that does not occur, the City may remove any such item and bill the costs for removal back to Licensee who will pay and reimburse the City for such amount within ten (10) days.
17. Licensee Takes the Premises "As-Is." The parties agree to and acknowledge all of the following:

- (a) Licensee takes the Premises “as-is” and in its current condition. The City makes no representations, warranties, or promises regarding the Premises or the ability of Licensee to use the Premises.
- (b) It is up to Licensee to determine where the underwater/riparian boundary lines are and to ensure that no boat mooring space, boat, or other item of Licensee is moored, kept, or installed beyond the bottomlands attributable to the Premises or over or onto the bottomlands of another property owner.
- (c) The City makes no representations, promises, or warranties regarding whether or not permanent or overnight dock mooring, anchoring, or boat slips are allowed on, within or at the Premises pursuant to the common or statutory law, Michigan property rights, or otherwise.

18. No Claims or Causes of Action Regarding Adverse Possession, Prescriptive Easement, or Similar Theories.

- (a) Licensee acknowledges and agrees that any prior use by Licensee (or Licensee’s predecessors) of the Premises was done or occurred with permission, and that any future use of the Premises by Licensee will also be deemed permissive. Licensee agrees not to claim any right or assert any cause of action regarding adverse possession, prescriptive easement, acquiescence, or similar legal theory against the City or with regard to the Premises.
- (b) Licensee agrees that the use of any property adjoining the Premises (whether involving dry land or bottomlands of the Kalamazoo River or Kalamazoo Lake), whether intentional or inadvertent, by Licensee or by Licensee’s predecessor or predecessors was done with permission, and Licensee has not claimed (and will not

claim hereafter) any adverse possession, prescriptive easement, acquiescence, or other similar right or cause of action (whether on dry land or the bottomlands of the Kalamazoo River or Kalamazoo Lake) as to any adjoining property regarding the Premises.

19. The Adjoining Boardwalk(s) Shall Remain Open During this License. Any boardwalk, sidewalk, or similar walkway along the waterfront which is located outdoors and on property owned, leased, or controlled by the Licensee near or adjacent to the Premises shall remain open for pedestrians who are members of the general public to walk on while this License is in effect.
20. Property Taxes. Property taxes, if any, which pertain to any of the docks (or related dock items or structures) covered by this License (including _____) shall be the sole responsibility of the Licensee, without any reimbursement or offset by or from the City. Any payment due hereunder may be paid by a City-approved sublicensee of the Licensee.
21. Amendments: This License contains all of the agreements and understandings of the parties hereto, and shall not be amended or changed in any way, unless any such amendment is done in writing and is signed by the both Licensee and the appropriate City officials on authority of the City Council of Saugatuck.
22. Prior License: Effective on January 1, 2020, any and all prior licenses, leases, or other arrangements between the parties hereto covering the Premises are hereby canceled and are for all purposes null and void, and of no further force or effect, except for matters specified in this document as continuing.

- 23. Representations of Authority: Licensee represents that it has full authority to enter into this License and to make it binding.
- 24. Compliance with All Laws: Licensee agrees that Licensee (as well as Licensee’s family, contractors, subcontractors, employees, customers and invitees) shall comply with any and all applicable ordinances, codes, laws, and regulations regarding the Premises and any use thereof. Licensee shall not create or permit any nuisance to occur on the Premises.
- 25. Controlling Law: The laws of Michigan shall control any disputes arising out of the interpretation or operation of this Agreement. Venue is proper in Allegan County.
- 26. Duplicate: This document may be executed in duplicate but constitutes only one contract or agreement.

CITY OF SAUGATUCK (“City”)

Dated: _____, 2020

By _____
Ken Trester, Mayor

Dated: _____, 2020

And by _____
Monica Nagel, Clerk

Dated: _____, 2020

By _____
_____, Licensee

Dated: _____, 2020

By _____
_____, Licensee



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager

MEETING DATE: February 10, 2020

SUBJECT: Board of Review Appointment

DESCRIPTION

The City of Saugatuck Board of Review is a three member body authorized by the Michigan General Property Tax Act (Act 206 of 1893) (Section 211.28) and the Saugatuck City Charter (Section 8.6). The City currently has a vacancy on the Board and per the Act the City Council is required to fill the position. The City advertised the vacancy and the Mayor, with assistance from the City Assessor and the Board of Review Chair, conducted interviews with the candidates. The following individuals applied and were interviewed. Their application material is included with this report for Council review.

- Vicki Cobb
- Marvin Lewis
- Steven Manns
- Brian Stephens
- Ken Vlasity

The Mayor, subject to the approval by a majority vote of the City Council, shall make a formal appointment to fill the vacancy. The Mayor will present his recommendation to Council at the regular meeting as he is currently still reviewing details regarding the candidates at the time this report was written.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to **approve/deny** the Mayor's recommendation to appoint _____ to the City of Saugatuck Board of Review for a term expiring January 1, 2021.



City of Saugatuck
 P.O. Box 86, Saugatuck, MI 49453
 Phone: 269.857.2603 Fax: 269.857-4406
 Website: www.saugatuckcity.com

**APPLICATION FOR APPOINTMENT TO
 BOARDS/COMMISSIONS/COMMITTEES**

Name: VICKY COBB Home Phone: _____

Home/Mailing Address: _____ SAUGATUCK, MI 49453

E-mail Address: _____ GMAIL.COM

Employer: RETIRED Occupation/Position: _____

Business Phone: _____ Business Reference: _____

Are you a Saugatuck City resident? Y Are you a registered Saugatuck City voter? Y

Do you or your employer have any business dealings with the City which might present a conflict of interest? NO If yes, explain _____

Serving on a Board or Commission can be time-consuming. Are you committed to attending all regularly scheduled meetings? Y

On which Boards and/or Commissions would you be willing to serve?

- | | | |
|-------------------------|-------------------------------------|-------------------------|
| Planning Commission | <u>Historic District Commission</u> | Zoning Board of Appeals |
| <u>Board of Review</u> | Election Inspector | Township Fire Board |
| Twp. Recreation Comm. | Kalamazoo Lake Sewer & Water | Library Board |
| Interurban Transit Auth | Peterson Nature Preserve | Construction Board |

Please describe any qualifications, expertise or special interests that relate to your possible appointment:

WILLINGNESS!

You may wish to submit a cover letter with your application. Please return the original to the City Clerk's office at the above address for processing. The City of Saugatuck recognizes and supports the concept of balanced representation in regard to filling vacancies on Boards and Commissions. To this end, every effort is made to appoint members who represent Saugatuck's diverse community, including citizens of all ethnic groups as well as people with disabilities. Reasonable accommodations and equal access to communication are provided upon request.

Signature: Vicky Cobb Date: 2-28-18

COPY: Mayor City Council



P.O. Box 86, Saugatuck, MI 49453
Phone: 269.857.2603 Fax: 269.857-4406
Website: www.saugatuckcity.com

**APPLICATION FOR APPOINTMENT TO
BOARDS/COMMISSIONS/COMMITTEES**

Name: BRIAN STEPHENS Home Phone: _____ 2

Home/Mailing Address: ALLEGAN STREET

E-mail Address: _____ @ GMAIL.COM

Employer: KPMG SPAIN Occupation/Position: CONTRACTOR

Business Phone: N/A Business Reference: _____

Are you a Saugatuck City resident? YES Are you a registered Saugatuck City voter? YES

Do you or your employer have any business dealings with the City which might present a conflict of interest? NO If yes, explain _____

Serving on a Board or Commission can be time-consuming. Are you committed to attending all regularly scheduled meetings? YES

On which Boards and/or Commissions would you be willing to serve?

- | | | |
|-------------------------|------------------------------|-------------------------|
| Planning Commission | Historic District Commission | Zoning Board of Appeals |
| <u>Board of Review</u> | Harbor Commission | Township Fire Board |
| Twp. Recreation Comm. | Kalamazoo Lake Sewer & Water | Library Board |
| Interurban Transit Auth | Construction Board | |

Please describe any qualifications, expertise or special interests that relate to your possible appointment: SEE COVER LETTER

You may wish to submit a cover letter with your application. Please return the original to the City Clerk's office at the above address for processing. The City of Saugatuck recognizes and supports the concept of balanced representation in regard to filling vacancies on Boards and Commissions. To this end, every effort is made to appoint members who represent Saugatuck's diverse community, including citizens of all ethnic groups as well as people with disabilities. Reasonable accommodations and equal access to communication are provided upon request.

Signature: [Signature] Date: 12/2/2019

****Disclaimer:** Per the City of Saugatuck's retention schedule this application will be kept on file for twelve months, unless you are chosen to serve on a board, then this application is kept on file for the duration of your term.

COPY: Mayor City Council City Clerk

Brian B. Stephens

December 2, 2019

Saugatuck City Council Members
City of Saugatuck
P.O. Box 86
Saugatuck MI 49453

Dear Saugatuck City Council Members:

Application for Appointment to City of Saugatuck Board of Review

I hereby submit the attached form for your consideration of my application to appointment to the Board of Review. I have included below a brief biographical background together with some information about my association with Saugatuck.

I spent my entire working career with the Big Four accounting firm, KPMG. My almost 40-year career was split between South Africa and the United States, although I have lived and worked in the United States for the past 30 years. My professional background is an accountant (CPA) and auditor. My specialization is in financial services – banking, insurance, investment management, etc. While my full-time working career ended with official retirement in May 2018, I have been contracted by KPMG Spain on a part time basis to work with the Firm on a specific banking client. That part time role will continue until at least April 2021, and likely for another 2 years following that. In the 6 years prior to my retirement I was responsible initially for the KPMG banking and in the final 3 years the entire financial services practices in the United States. These latter roles included responsibility for all services (audit, tax and consulting) provided to clients in those industries.

My background and association with Saugatuck are through my wife (Kirbie). Her family has been visiting Saugatuck from the Chicago area for almost 100 years. In 1946 the family purchased a cottage on Allegan Street and that remained the family summer cottage until we purchased the home from the remaining family members and rebuilt it to become our permanent (and only) residence. We have been permanent residents of Saugatuck since the summer of 2017.

Prior to, and especially since becoming permanent Saugatuck residents, we have become increasingly involved in the community. I was invited to join the board of the Saugatuck Center for the Arts 18 months ago. My service on that board is ongoing. I have thought about the possibility of becoming involved in local government now we are living here permanently. Recently Nico Leo, a current member of the review board, encouraged me to submit my application for consideration and I have decided to take this opportunity to do so.

I would be happy to answer any question members of the City Council have as they deliberate my application for this position. I am also happy to provide a more detailed resume should that prove useful. My contact details are above and in the attached.

Respectfully Yours,

A handwritten signature in black ink, appearing to read "Brian B. Stephens", with a long horizontal flourish extending to the right.

Brian B. Stephens



P.O. Box 86, Saugatuck, MI 49453
Phone: 269.857.2603 Fax: 269.857-4406
Website: www.saugatuckcity.com

**APPLICATION FOR APPOINTMENT TO
BOARDS/COMMISSIONS/COMMITTEES**

Name: KEN VLASITY Home Phone: _____

Home/Mailing Address: FRANCIS ST, SAUGATUCK, MI 49453

E-mail Address: @YAHOO.COM

Employer: AT&T Occupation/Position: DIRECTOR

Business Phone _____ Business Reference: UPON REQUEST

Are you a Saugatuck City resident? YES Are you a registered Saugatuck City voter? YES

Do you or your employer have any business dealings with the City which might present a conflict of interest? NO If yes, explain _____

Serving on a Board or Commission can be time-consuming. Are you committed to attending all regularly scheduled meetings? YES

On which Boards and/or Commissions would you be willing to serve?

- | | | |
|-------------------------|------------------------------|-------------------------|
| Planning Commission | Historic District Commission | Zoning Board of Appeals |
| <u>Board of Review</u> | Harbor Commission | Township Fire Board |
| Twp. Recreation Comm. | Kalamazoo Lake Sewer & Water | Library Board |
| Interurban Transit Auth | Peterson Nature Preserve | Construction Board |

Please describe any qualifications, expertise or special interests that relate to your possible appointment:
MY 30+ YEARS OF MANAGEMENT EXPERIENCE HAS TAUGHT ME TO BE RESPECTFUL, LISTEN WELL, BE ARTICULATE, AND TO OPERATE WITH INTEGRITY AND TRUST.

You may wish to submit a cover letter with your application. Please return the original to the City Clerk's office at the above address for processing. The City of Saugatuck recognizes and supports the concept of balanced representation in regard to filling vacancies on Boards and Commissions. To this end, every effort is made to appoint members who represent Saugatuck's diverse community, including citizens of all ethnic groups as well as people with disabilities. Reasonable accommodations and equal access to communication are provided upon request.

Signature: [Handwritten Signature] Date: DEC 19, 2019

****Disclaimer:** Per the City of Saugatuck's retention schedule this application will be kept on file for twelve months, unless you are chosen to serve on a board, then this application is kept on file for the duration of your term.

COPY: Mayor City Council City Clerk



P.O. Box 86, Saugatuck, MI 49453
Phone: 269.857.2603 Fax: 269.857-4406
Website: www.saugatuckcity.com

**APPLICATION FOR APPOINTMENT TO
BOARDS/COMMISSIONS/COMMITTEES**

Name: MARVIN L LEWIS Home Phone: _____

Home/Mailing Address: _____, SAUGATUCK MI, 49453

E-mail Address: _____ GMAIL.COM

Employer: RETIRED Occupation/Position: PROGRAM MANAGER

Business Phone: N/A Business Reference: N/A

Are you a Saugatuck City resident? YES Are you a registered Saugatuck City voter? YES

Do you or your employer have any business dealings with the City which might present a conflict of interest? NO If yes, explain _____

Serving on a Board or Commission can be time-consuming. Are you committed to attending all regularly scheduled meetings? YES

On which Boards and/or Commissions would you be willing to serve?

- | | | |
|----------------------------|------------------------------|-------------------------|
| <u>Planning Commission</u> | Historic District Commission | Zoning Board of Appeals |
| <u>Board of Review</u> | Harbor Commission | Township Fire Board |
| Twp. Recreation Comm. | Kalamazoo Lake Sewer & Water | Library Board |
| Interurban Transit Auth | Peterson Nature Preserve | Construction Board |

Please describe any qualifications, expertise or special interests that relate to your possible appointment:

SEE ATTACHED RESUME

You may wish to submit a cover letter with your application. Please return the original to the City Clerk's office at the above address for processing. The City of Saugatuck recognizes and supports the concept of balanced representation in regard to filling vacancies on Boards and Commissions. To this end, every effort is made to appoint members who represent Saugatuck's diverse community, including citizens of all ethnic groups as well as people with disabilities. Reasonable accommodations and equal access to communication are provided upon request.

Signature: Marvin L Lewis Date: 10/01/19

****Disclaimer:** Per the City of Saugatuck's retention schedule this application will be kept on file for twelve months, unless you are chosen to serve on a board, then this application is kept on file for the duration of your term.

COPY: Mayor City Council City Clerk

MARVIN LEWIS

// OBJECTIVE //

City Board, Planning Commission, Board of Review

// EXPERIENCE //

_ Logistics Program Manager _
L-3 Communications
Greenville TX
December 1988 - April 2007

Integrated Logistics Support Manager
Northrup-Grumman Corp
Los Angeles, CA
June 1986 - Dec 1988

European Site Activation Manager
Ground Launched Cruise Missile Systems
McDonnell Douglas Astronautics Co
St Louis, MO
May 1978 - June 1986

United States Air Force
Logistics Maintenance and Support
Sept 1955 - 1 April 1978

// EDUCATION //

MS Human Resources Management _
University of Utah
Salt Lake City, Utah 1977

BS Business Administration
University of Maryland
College Park, MD 1975

// SKILLS //

• Creative thinking, strategic planning, computer literate Works well with others,

ability to analyze complex problems and devise workable solutions

// LANGUAGES //

- German: Conversational

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS/COMMITTEES

Name: Steven Manns Mobile _____
Home Phone: _____
Home/Mailing Address: _____ Weirich Dr Saugatuck MI 49453
E-mail Address: _____ @hotmail.com
Employer: Retired Occupation/Position: Prior - Financial Consulting
Business Phone: N/A Business Reference: N/A

Are you a Saugatuck City resident? yes Are you a registered Saugatuck City voter? yes

Do you or your employer have any business dealings with the City which might present a conflict of interest? No If yes, explain _____

Serving on a Board or Commission can be time-consuming. Are you committed to attending all regularly scheduled meetings? yes

On which Boards and/or Commissions would you be willing to serve?

Planning Commission

Historic District Commission

Zoning Board of Appeals

Board of Review

Harbor Commission

Township Fire Board

Twp. Recreation Comm.

Kalamazoo Lake Sewer & Water

Library Board

Interurban Transit Auth

Peterson Nature Preserve

Construction Board

Please describe any qualifications, expertise or special interests that relate to your possible appointment:

With a Financial Consulting and CPA background along with

Strong Real Estate Interest for over 30 years, I believe I could add
You may wish to submit a cover letter with your application. Please return the original to the City Clerk's office at the above address for processing. The City of Saugatuck recognizes and supports the concept of balanced representation in regard to filling vacancies on Boards and Commissions. To this end, every effort is made to appoint members who represent Saugatuck's diverse community, including citizens of all ethnic groups as well as people with disabilities. Reasonable accommodations and equal access to communication are provided upon request.

Signature: _____

Date: 12.10.19

with skills.
see cover for more

Monica Nagel

From: Steven Manns
Sent: Wednesday, December 11, 2019 3:23 PM
To: Monica Nagel
Subject: Application for Board/Commissions Appointments

Monica,

My name is Steve Manns. I am traveling this week and request that my application be accepted via online. I have attached a photo scan. Please confirm this delivery is acceptable and legible. I can drop off a hard copy with you next week. I have spoken to Holly and Nico Leo regarding my interest in working with the city's Board of Review and/or Planning Commission. As there is a current opening, they suggested I submit my application of interest asap.

In addition, to my application I would like the city and it's board to consider the following qualifications I believe would be beneficial additions to city boards and/or commissions.

Qualifications:

A career consisting of over 30 years working within the financial services industry. Including the last 10+ years focused on business consulting services to advisors for strategies to grow their practices in quality, quantity and profitability. My original career as a CPA has benefited my work, life and clients over the years. In my life and career, I have consistently consulted on the need to fully understand the cost vs. benefit of any decision, option or position. Besides the importance of understanding the numbers, to be successful one must also be open to listening and considering others key individuals views. In addition to my consulting and financial skills, I have consistently considered real estate as my second career of interest. Over the years, I have built or renovated several homes for myself as well as many for investment purposes. I enjoy fully analysing a real estate market and it's opportunities. This includes understanding neighborhoods; comparison of properties within a market; positive/negative qualities of the homes; etc. These interests along with my career skills have benefited prior boards on which I have served -- including condo boards and community groups in my Chicago past.

Lastly, the primary purpose for my application is my interest to become more involved in our lovely community. To engage and work with others towards keeping, along with enhancing, our community's beauty and uniqueness.



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager
MEETING DATE: February 10, 2020
SUBJECT: Special Event Application (Mill Pond Realty Free Movie Night)

DESCRIPTION:
Special event request from Mill Pond Realty to hold a free movie night on August 8, 2020 in Coghlin Park.

BUDGET ACTION REQUIRED:
N/A

COMMITTEE/COMMISSION REVIEW:
N/A

LEGAL REVIEW:
N/A

SAMPLE MOTION:
Motion to **approve/deny** special event application to hold a free movie night event in Coghlin Park contingent on the city receiving the signed letter of understanding from Mill Pond Realty.



2020 Mill Pond Realty Free Community Movie Night
Letter of Understanding

February 10, 2020

Mill Pond Realty
P.O. Box 1093
Saugatuck, Michigan 49453

Re: Letter of Understanding

Dear Ms. Durham:

This Letter of Understanding (“Letter”) is intended to memorialize the City of Saugatuck’s understanding with respect to **Mill Pond Realty’s** (“Applicant”) proposal to hold, operate and conduct a **Free Community Movie Night** within the City on **August 8, 2020** (“Event”).

The Special Event Application and associated materials dated January 15, 2020 (collectively, the “Application”) to the City which has been reviewed by the City Council. After due consideration, the City Council has approved that Application subject to Applicant’s willingness to sign this Letter. This Letter shall be construed to incorporate and include the Application as well as the materials attached thereto. In the event of a conflict between the terms of this Letter and the Application, the terms of this Letter shall control.

In granting approval for the event, the City is consenting to the use of **Coghlin Park**. In addition, the City agrees that, subject to compliance with this Letter, the City shall provide the following at its cost for the Event:

- Assistance in installing banner under City “Pallet” sign at Lake Street and Blue Star Highway. No signage may be installed as part of the Event without the City’s prior approval, which approval shall not be unreasonably withheld.
- Use of City owned electrical outlets/services in event location. City does not supply electrical extension cords. **It is the responsibility of the applicant to ensure that there is adequate electrical capacity to hold the event and to obtain additional electrical supply if needed.*

In exchange for the City's approval and commitments as set forth above, Applicant agrees to the following:

- Attend a pre-event planning meeting if requested by City.
- Compliance with all adopted local, county and state codes, regulations, and laws including applying for and obtaining any required state or county alcohol/food service permits.
- The movie shown shall have a rating by the Motion Picture Association of America (MPAA) film rating system of G, PG or PG-13.
- Provide adequate event personnel for the safety and well-being of attendees. **The City will make available the City's dedicated Sheriff Deputy on the day of the Event to assist personnel supplied by the Applicant. If additional law enforcement personnel are required for the Event, the City may charge the Applicant for the actual costs. The City does not supply other personnel for the Event.*
- No later than five (5) business days prior to the Event, Applicant shall provide to the City Clerk a valid certificate of insurance for the Event with a minimum of \$1,000,000 per occurrence. Without limiting the foregoing, the certificate must identify the City as additional insured. All special events that involve the approved sale and consumption of alcoholic beverage must provide a liquor liability endorsement coverage limit of no less than \$1,000,000 for each occurrence. Failure to produce a valid Certificate of Insurance will result in cancellation of the Event.
- Return the area(s) to a condition similar to that prior to use immediately after Event. Applicant may be charged a cleanup fee if property is left in an unreasonable disorderly condition. Any damage to underground utilities or irrigation system will be responsibility of Applicant.
- The City of Saugatuck may cancel or postpone Event for any condition affecting the public health or safety of the city or any condition that would place parks, facilities or other property at risk of damage or destruction if the Event were permitted to take place.

Assuming the above accurately reflects the Applicant's understanding and agreement please have an authorized official(s) sign and date where indicated below and return one original copy of this Letter to the City.

Sincerely,

CITY OF SAUGATUCK

Date: _____, 2020

By: _____
Ken Trester, Mayor

CITY OF SAUGATUCK

Date: _____, 2020

By: _____
Monica Nagel, City Clerk

Mill Pond Realty

Date: _____, 2020

By: _____
Its: _____

By: _____
Its: _____



Council Action

_____ Approved

_____ Denied

_____ Date

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453
Phone: 269-857-2603 • Website: www.saugatuckcity.com

SPECIAL EVENT APPLICATION

Must be filled out in its entirety & returned to the City Clerk's Office 30 days prior to scheduled event

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Mill Pond Realty, Inc TELEPHONE: 269-857-1477

MAILING ADDRESS: PO Box 1093, Saugatuck, MI 49453

CONTACT NAME: Laura Durham TELEPHONE: 269-857-1477

E-MAIL ADDRESS: laura@millpondrealty.com CELL PHONE: 616-836-0113

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Laura Durham TELEPHONE: 269-857-1477

E-MAIL ADDRESS: laura@millpondrealty.com CELL PHONE: 616-836-0113

EVENT INFORMATION

NAME OF EVENT: Movie night - free for the community DATE(S) OF EVENT: Aug 08, 2020

PURPOSE OF EVENT: Free movie for the community RAIN DATE: NA

- Non-Profit For-Profit City Operated/Sponsored Co-Sponsored
- Marathon/Race Festival/Fair Video/Film Production Other _____

EVENT LOCATION: Coughlin Park EVENT HOURS: Dusk to 11pm

ESTIMATED NUMBER OF ATTENDEES: 100

ESTIMATED NUMBER OF VOLUNTEERS: 25

ESTIMATE DATE / TIME FOR SET-UP: 08/08/2020 5:00 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 08/08/2020 11:00 A.M. P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department) Yes No
 Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT: Yes No
 Provide Copy of Liquor Liability Insurance (listing the City as additionally insured)
 Provide Copy of Michigan Liquor Control License

If yes, describe measures to be taken to prohibit the sale of alcohol to minors: _____

WILL FIREWORKS BE APART OF EVENT: Yes No
 Provide Copy of Liability Insurance (listing the City as additionally insured)
 Provide Copy of Fireworks Permit

EVENT SIGNAGE: City Council approval is required for any temporary signing in the public right-of-way, across a street or on City property. Which of the following signs are requested for this event:

- "YARD" SIGNS - Number requested: ____ (Maximum size is 2' x2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- BANNER UNDER SAUGATUCK PALETTE SIGN - (Size cannot be greater than 14' x 4'). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- SIGNAGE AT EVENT SITE - Location(s): Near corner of Griffith & Culver.

Description of signs: Same signs as the last three years.

(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

TENTS/CANOPIES/MISC: The City of Saugatuck does not have tents, stage, tables or chairs available for rental. There are a number of businesses listed in the yellow pages under "Rental Service Stores" that specialize in the rental of event supplies. Will the following be constructed or located in the event area:

- BOOTHS – QUANTITY _____ TENTS – QUANTITY _____
- AWNINGS – QUANTITY _____ TABLES – QUANTITY _____
- PORTABLE TOILETS – QUANTITY _____

VENDOR PARKING: Have you made arrangement for vendor parking? Yes No

If yes, where do you propose your vendors park? _____

Will the Interurban be utilized? Yes No Time(s) _____

DEPARTMENT OF PUBLIC WORKS

APPROVED

DENIED

Authorized Personnel Signature

Will this event require the use of any of the following municipal equipment: Yes No

TRASH RECEPTACLES – QUANTITY _____

BARRICADES – QUANTITY _____

TRAFFIC CONES – QUANTITY _____

PARKING SIGNS – QUANTITY _____

FENCING

WATER

ELECTRIC

RESTROOM CLEANING

OTHER _____

POLICE DEPARTMENT

APPROVED

DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

APPROVED

DENIED

Authorized Personnel Signature

STREET CLOSURES: Yes No (use attached map to outline proposed closures)

Street closure date/time: _____ A.M. P.M.

Street re-open date/time: _____ A.M. P.M.

SIDEWALK CLOSURES: Yes No (use attached map to outline proposed closures)

Describe Sidewalk Use: _____

Sidewalk closure date/time: _____ A.M. P.M.

Sidewalk re-open date/time: _____ A.M. P.M.

PARKING LOT CLOSURES: Yes No (use attached map to outline proposed closures)

Parking Lot Location: _____

Sidewalk closure date/time: _____ A.M. P.M.

Sidewalk re-open date/time: _____ A.M. P.M.

What parking arrangements are proposed to accommodate potential attendance: _____

APPLICATION CHECK LIST

- Completed Application
- Event Map (includes detailed event layout for vendors, booths, porta potties, etc.)
- Road/Sidewalk/Parking Lot Closure Map
- Certificate of Insurance (listing the City of Saugatuck as additionally insured) **PENDING**
- ~~Fireworks Permit (if applicable)~~
- ~~Michigan Liquor Control Commission Special Event License (if applicable)~~
- ~~Health Department Food Service License (if applicable)~~

If document is missing, please explain: INSURANCE PENDING

The applicant and sponsoring organization understand and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for the event, name the City of Saugatuck as an additional insured on all applicable policies and submit the certificate to the City Clerk's Office no later than one (1) week following notice of the event approval.

Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval is necessary.

Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss cost of expense is caused in whole or in part by the negligence of the City of Saugatuck or by third parties, or by the agents, servants, employees or factors of any of them.

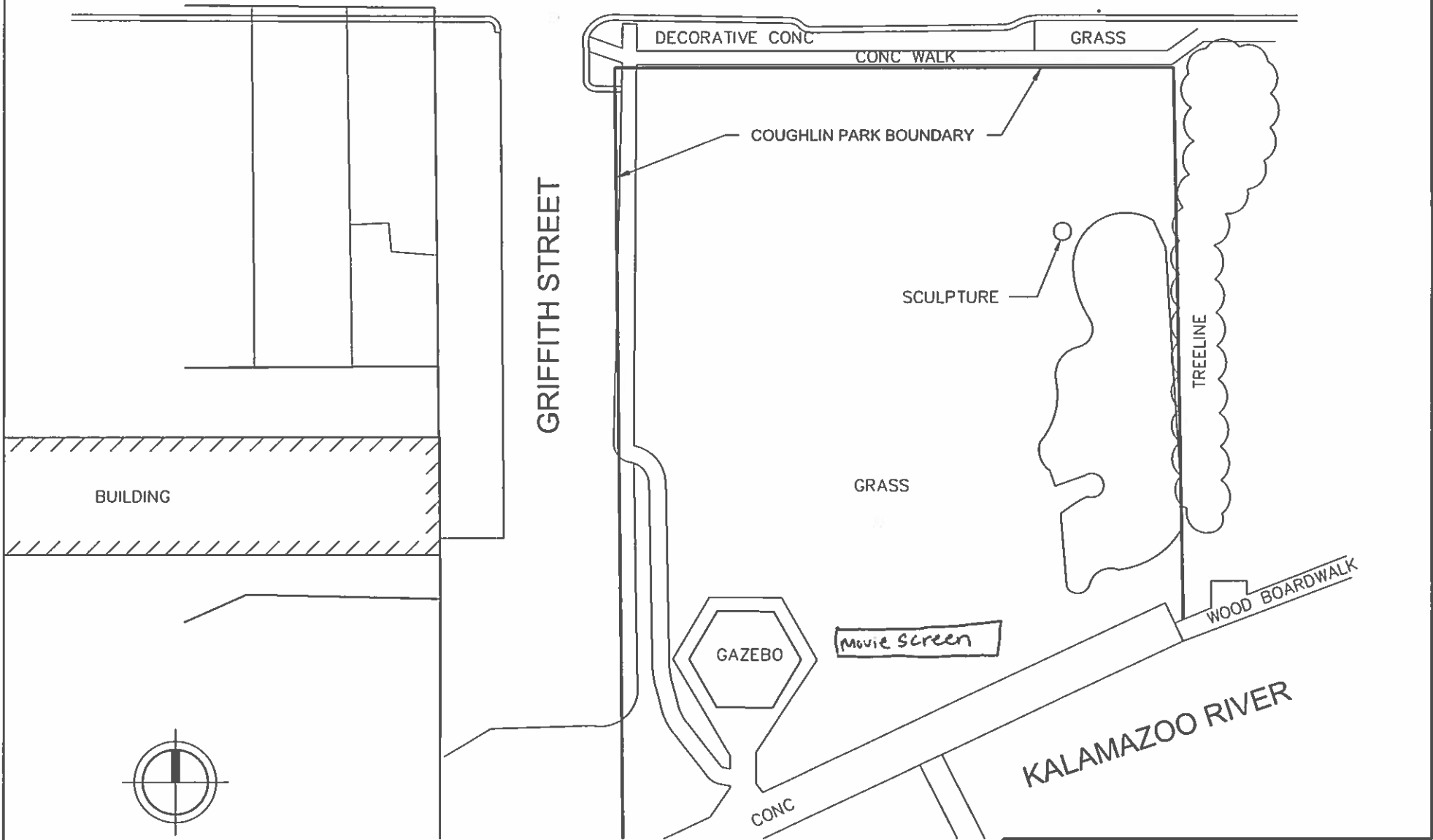
As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.



Applicant Signature

01/15/2020
Date

CULVER STREET



APPLICANT TO SKETCH LOCATION OF PROPOSED TEMPORARY STRUCTURES, TENTS, STAGES, EQUIPMENT, TRAILERS, PORTA POTTYS, ETC...

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

COUGHLIN PARK
PARK USE PERMIT APPLICATION



**US Army Corps
of Engineers®**



**MEETING NOTICE
WEDNESDAY, FEBRUARY 19, 2020 – 1:00 PM
SAUGATUCK CITY HALL, 102 BUTLER ST.**

US Army Corps of Engineers (USACE) Emergency Management staff will be visiting the City of Saugatuck area to conduct a technical assistance site visit on February 19, 2020 at 1PM. The goal of the visit is to provide recommendations on temporary flood protection methods that can be employed in order to achieve a desired outcome. In this particular case, the desired outcome is to keep as much water as possible from reaching Water Street in the City of Saugatuck and impeding the flow of traffic. Emergency Management staff will also briefly discuss lake level forecast and longer-term programs in the USACE catalog that may be leveraged to address the issue.



Memo

To: Saugatuck City Council
 From: Kirk Harrier—City Manager
 Date: February 4, 2020
 Re: MML Risk Management Training

I have scheduled a special training session with the Michigan Municipal League (MML) for the City Council on **Monday, February 24th, 2020 at 5:45PM** at Saugatuck City Hall. The topic of this training session is “Risk Management for City Officials”. The training session is being provided at no charge to the City. Mr. William Mathewson and Mike Forster, both from the MML, will be conducting the training session. This training session is prior to the regular City Council meeting at 7PM. Mr. Mathewson and Mr. Foster will be covering some very important topics including governmental immunity and other risk related matters.

Michigan Municipal League



Risk Management for City Officials

William Mathewson
 Municipal Consultant
 February 24, 2020
 City of Saugatuck



MML Risk Management Services:
 Liability & Property Pool
 Workers' Compensation Fund
 Unemployment Fund Group Account
 BCBSM Sponsorship Program



NOTICE

2020 Wicks Park Boat Slips

The City of Saugatuck is now taking applications for 2020 Wicks Park Boat Slips #0-9.

To enter into the lottery, an application must be submitted to Saugatuck City Hall, no later than Friday, February 21, 2020 at 5:00 p.m., postmarks will not be accepted.

Applications can be obtained at Saugatuck City Hall, 102 Butler Street or by visiting www.saugatuckcity.com

Important deadline dates:

Applications – Must be received by Friday, February 21, 2020 at 5:00 p.m. (postmarks not accepted)

Lottery – Monday, February 24, 2020 at 4:00 p.m. in Council Chambers (need not be present to win)

Lottery Recipients have until Monday, March 9, 2020 at 5:00 p.m. to submit completed paperwork (as stated on application) otherwise they forfeit their spot and it goes to the next individual on the waiting list.

Questions, please contact Saugatuck City Hall at 269-857-2603.

Policy/Procedure: Wicks Park Boat Slip Leasing

Date Adopted or Implemented: 01-14-2019

Revision Date: N/A

Resolution Number (if applicable): N/A

CITY OF SAUGATUCK

I. General Purpose and Objective

To establish fair and equitable policies and procedures for the operation of leasing ten (10) Wicks Park Boat Slips, on the Kalamazoo River, owned/maintained by the City of Saugatuck. Boat slip season commences April 1 and ends Oct 1, weather permitting.

II. Season Dates & Fees.

1. April 1 – October 1 annually, weather & water level permitting.
2. Fee's will be established per Schedule of Fees adopted by City Council.

III. Criteria

1. City of Saugatuck real-property taxpayers will receive priority.
2. Boat slips are for pleasure (non-commercial) boats. Slips are 26 feet in length and are approximately 10 feet wide.

IV. Application/Selection Process

1. The city will accept applications (1 per real-property taxpayer) for a period of two weeks prior to the lottery date selected/advertised. Persons with multiple properties may only submit one application.
2. Applicants may request a particular slip number on application however the City cannot guarantee assignment due to lottery selection process.
2. Selection will be completed by random lottery drawing open to the public. City of Saugatuck real-property taxpayer applications will be processed first.
3. If additional slips remain, a random lottery of non-resident applications will be held.
4. All selected individuals shall sign a lease agreement providing personal, boat, and insurance information, which shall remain on file during lease period.
5. lessees selected during the lottery will have 10 business days following the lottery selection to submit completed lease agreement and full payment.

V. Cancellations

1. If lessee cancels the lease agreement, rental amount is un-refundable.
2. The lease agreement cannot be sublet, or transferred. Any attempted reassignment entitles the City to terminate lease agreement and require immediate vacation of the slip.

VI. Terms & Conditions

1. The City makes no guarantees concerning water level. Lessee will make its own independent determination. Lessee has an obligation to pay the total fee due under the lease agreement.
2. Lessee shall provide to City prior to commencement term a copy of current boat registration that list the lessee as the registered owner of watercraft. The boat registered with the City is the only watercraft to be moored in the slip.

3. City is NOT responsible for any damage or vandalism that occurs while boat is moored in the slip. Lease will include statements releasing City from liability.
4. Lessee is responsible for safety and actions of guests; and will be respectful of neighbors while accessing the boat slips.
5. Trailer and/or seasonal boat storage is not permitted on City property.
6. The City will assume no responsibility for the slip being occupied or obstructed by a third party. Lessee is prohibited from occupying or obstructing any other slips.
7. Alterations, additions, or modifications to the slip structure, water, or other structure is not permitted. Boat cradles, lifts, etc. are not permitted unless approved by City Council.
8. Storage of supplies, materials, accessories, or debris upon floats, slips, or docks is prohibited.
9. Terms and conditions of the lease, including fees, are subject to change from one boating season to the next.
10. Any infraction of the terms or conditions outlined in the lease agreement or as posted at the slip facility constitutes grounds, at the option of the City, to cancel the lease agreement. Lessee will be given 7 days after receipt of written notice to remove boat. No refund will be given.



2020 Wicks Park Boat Slip Lottery Application

To enter into the lottery, an application must be submitted to Saugatuck City Hall, no later than Friday, February 21, 2020 at 5:00 p.m., postmarks will not be accepted. Only one (1) application will be accepted per real-property taxpayer.

City of Saugatuck real property taxpayers receive priority. If there are any additional slips available, then the lottery will be opened up to the general public.

LOTTERY DRAWING: Monday, February 24, 2020 at 4:00 p.m. at Saugatuck City Hall Council Chambers, 102 Butler Street, Saugatuck, MI 49453. This lottery is open to the public. Need not to be present to win.

APPLICANT NAME: _____

RESIDENT: I am a real-property taxpayer of the City of Saugatuck () Yes () No

ADDRESS: _____

TELEPHONE: _____ **EMAIL:** _____

SLIP NUMBER _____ **Note* slip # can be requested, however, due to lottery process, the City cannot guarantee assignment.*

SIGNATURE: _____ **DATE:** _____

If your name was chosen in the lottery you will have until Monday, March 9, 2020 at 5:00 p.m. to submit the following. If the following is not received by said date/time you will forfeit your spot and it will be given to the next individual on the waiting list.

- *Fully completed Lease Agreement
- *Non-refundable payment in the amount of \$1,500 (resident) \$1,700 (non-resident)
- *Copy of boat registration that lists the lessee (taxpayer) as the registered owner of watercraft

Applications can be submitted as follows:

By Mail:	In Person:	E-Mail:
City of Saugatuck	City of Saugatuck	monica@saugatuckcity.com
PO Box 86	102 Butler Street	
Saugatuck, MI 49453	Saugatuck, MI 49453	

The City of Saugatuck is not responsible for any lost or misdirected applications. If you desire a verbal confirmation that your application has been received, please call 269-857-2603.

Applicants on the waitlist will be contacted as boat slip vacancies occur.

FOR OFFICE USE ONLY

Date Received: _____ Received: () Mail () In Person () E-mail

Time Received: _____ Staff: _____