



**CITY COUNCIL AGENDA  
JULY 27, 2020 – 7:00 P.M.**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
  - A. **Regular City Council Meeting of July 13, 2020 - (ROLL CALL)**
4. MAYOR'S COMMENTS
5. CITY MANAGER'S COMMENTS
6. AGENDA CHANGES (ADDITIONS/DELETIONS)
7. GUEST SPEAKERS:
  - A. **Lt. Brett Ensfield – Allegan Co. Sheriff Department**
8. PUBLIC COMMENT (*Limit 3 minutes*) *Select "unmute" mic in the Zoom interface and speak your name to be recognized or press \*6 if you are calling in by phone to unmute your phone to speak.*
9. REQUESTS FOR PAYMENT
  - A. **Approval of Accounts Payable (ROLL CALL)**
10. INTRODUCTION OF ORDINANCES: **None**
11. PUBLIC HEARINGS: **None**
12. UNFINISHED BUSINESS: **None**
13. NEW BUSINESS
  - A. **Intergovernmental Agreement – Cemetery Services (ROLL CALL)**
  - B. **City Boards & Commission Reappointments (ROLL CALL)**
  - C. **Kosick v City of Saugatuck – Trial and Settlement Strategy (ROLL CALL)**
14. CONSENT AGENDA: **None**
15. PUBLIC COMMENTS (*Limit 3 minutes*) *Select "unmute" mic in the Zoom interface and speak your name to be recognized or press \*6 if you are calling in by phone to unmute your phone to speak.*
16. COMMUNICATIONS:
  - A. **Sheriff Office Incident Analysis Report (July 10 to July 24) (ACCEPT AS INFORMATION)**
  - B. **Radar Speed Sign Report (ACCEPT AS INFORMATION)**
17. BOARDS, COMMISSIONS & COMMITTEE REPORTS
18. COUNCIL COMMENTS
19. ADJOURN (*ROLL CALL*)

**NOTICE:**

This public meeting will be held using Zoom video/audio conference technology due to the COVID-19 restrictions currently in place.

Join online by visiting:

<https://us02web.zoom.us/j/2698572603>

Join by phone by dialing:

**(312) 626-6799 -or-  
(646) 518-9805**

Then enter "Meeting ID":

**2698572603**

Please send questions or comments regarding meeting agenda items prior to meeting to:

[kirk@saugatuckcity.com](mailto:kirk@saugatuckcity.com)

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 [cindy@saugatuckcity.com](mailto:cindy@saugatuckcity.com) for further information.

**Proposed Minutes**  
**Saugatuck City Council Meeting**  
**Saugatuck, Michigan, July 13, 2020**

The City Council met in regular session at 7:00 p.m. via Zoom/audio conference technology due to COVID-19 restrictions currently in place.

1. **Call to Order** by Mayor Trester at 7:00 p.m.
2. **Attendance:**  
Present: Bekken, Johnson, Leo, Lewis, Peterson, Verplank & Trester  
Absent: None  
Others Present: City Manager Harrier, Interim City Clerk Osman
3. **Approval of Minutes:** A motion was made by Peterson, 2<sup>nd</sup> by Veplank, to approve the June 22, 2020 regular meeting minutes as presented. Upon roll call the motion carried unanimously.
4. **Mayor's Comments:** Mayor Trester announced the following: Saugatuck Center for the Art received a grant through the National Endowment for the Arts specifically through the CARES Act; Allegan County Health Department has reported only 5 COVID-19 cases in Saugatuck and only 1 in Douglas.
5. **City Manager's Report:** City Manager Harrier announced the following : Additional radar speed signs arrived; Dropbox will be installed on front of city hall;
6. **Agenda Changes:** None
7. **Guest Speakers:**
  - A. **Jon Moxey - Fleis & VandenBrink Engineering:** Jon Moxey from Fleis & VandenBrink reviewed with Council the 2018 Routine Bridge Inspection Report.
  - B. **Lt. Brett Ensfield – Allegan Co. Sheriff Department:** Lt. Ensfield updated Council on the following complaints: parking, boat mooring in Coghlin Park, speeding issues.
8. **Public Comment:** Jon Helmrich, Saugatuck Township Treasurer, informed Council that the joint meeting between the two cities and the township has not been forgotten and hopes once the COVID-19 restrictions are lifted the meeting can resume, he also suggested the Tri-Community adopt a Resolution of Support for Wearing Masks.  
  
Jane Underwood (*resident*) expressed concerns with pedestrian/vehicular traffic on Park Street.
9. **Request for Payment:** A motion was made by Johnson, 2<sup>nd</sup> by Peterson, to approve the accounts payable in the amount of \$436,978.89. Upon roll call the motion carried unanimously.
10. **Introductions of Ordinances:** None
11. **Public Hearings:** None
12. **Unfinished Business:** None
13. **New Business:**
  - A. **Release of Restrictive Covenant – 655 Spear Street:** A motion was made by Johnson, 2<sup>nd</sup> by Verplank, to approve the Termination of Restrictive Covenant Agreement and authorize the Mayor and

Interim Clerk execute the document and have it recorded with the Allegan County Register of Deeds. Upon roll call the motion carried unanimously.

**B. Resolution 200713-A – FY 20/21 Budget Amendment (KLSWA Master Meter):** A motion was made by Lewis, 2nd by Peterson, to approve Resolution No. 200713-A amending the FY 20/21 budget as presented an appropriate funds for payment of the City’s portion of work associated with the KLSWA Master Meter Capital Project. Upon roll call the motion carried unanimously.

**C. Professional Services Proposal – Update of the 2005 Non-Motorized Pathway Study for the Park Street Corridor:** A motion was made by Peterson, 2nd by Verplank, to approve Professional Services Proposal from Fleis & Vandenbrink Engineering dated July 7, 2020 to update of the 2005 Non-Motorized Pathway Study for the Park Street Corridor as presented. Upon roll call the motion carried unanimously.

**D. Special Event Application – Saugatuck Sport Fishing Association:** A motion was made by Leo, 2nd by Lewis, to approve the Saugatuck Sport Fishing special event application to hold the 27th annual Big Lake Classic Fishing Tournament on August 8 and 9, 2020 and use a portion of Wicks Park to set up a weigh station table contingent on applicant signing the letter of understanding dated July 13, 2020. Upon roll call the motion carried unanimously.

14. **Consent Agenda:** None

15. **Public Comment:** None

16. **Communications** (*accepted as information*):

**A. 2018 Routine Bridge Safety Inspection**

**B. Sheriff Office Incident Analysis Report (June 25 to July 10)**

**C. Executive Order 2020-147 (MASKS)**

17. **Boards, Commissions & Committee Reports:** Council received reports from the following committee(s): Tri-Community Recycling Committee

18. **Council Comments:** Council Member Johnson inquired on an update from the Blue Star Trail Committee and encouraged individuals to utilize the Public Comment section of the meeting to voice concerns/comments.

Council Member Leo suggests adding parking options to the Oval Beach webpage to help alleviate some traffic congestion on Park Street.

Council Member Lewis inquired when the Cemetery Agreement will be available for Council and announced some area businesses bought signs encouraging individuals to wear masks.

Council Member Verplank inquired how a closed session meeting would be handled via Zoom.

Council Member Peterson thanked city staff for handling issues that arise in a professional and timely manner.

19. **Adjournment:** A motion was made by Peterson, 2nd by Lewis, to adjourn the meeting at 8:32 p.m. Upon roll call the motion carried unanimously.

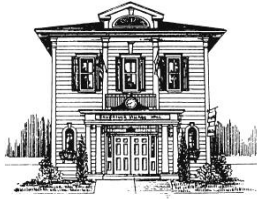
Respectfully Submitted,

Monica Nagel  
Recording Secretary

**9.A**

Vendor Name	Description	Amount
1. ALLEGAN COUNTY SHERIFF		
	OIL CHANGE	33.93
	SHERIFF CONTRACT	25,725.72
	TOTAL	25,759.65
2. ALLEGAN COUNTY TREASURER		
	PROPERTY TAXES	187,647.06
3. BELL EQUIPMENT CO		
	STREET SWEEPER	317.43
4. CERTASITE LLC		
	CITY HALL	264.00
5. COMCAST		
	TELEPHONES & INTERNET	284.60
6. CONSUMERS ENERGY		
	ELECTRIC	2,384.99
7. DIANNA MC GREW		
	ASSESSING SERVICES	2,689.47
8. DO IT CORPORATION		
	OVAL BEACH PASSES	270.00
9. FRONTIER		
	DPW GARAGE	170.75
	OVAL	70.77
	TOTAL	241.52
10. GIL- ROY'S HARDWARE		
	FLOODING	309.99
11. GORDON FOOD SERVICE		
	CONCESSION	1,922.99
12. GRAND RAPIDS POPCORN		
	CONCESSION	757.95
13. GREENMARK EQUIPMENT INC		
	BEACH CLEANER REPAIR	166.57
14. IHLE AUTO PARTS		
	SUPPLIES & PARTS	150.42
15. INTERURBAN TRANSIT AUTHORITY		
	PROPERTY TAXES	87.06
16. KALAMAZOO LAKE SEWER & WATER		
	WATER & SEWER	1,715.21
17. MERS		
	RETIREMENT	4,500.00
18. MICHIGAN GAS UTILITIES		
	BUTLER STREET	44.73
	CITY HALL	78.89
	TOTAL	123.62
19. MICHIGAN MUNICIPAL LEAGUE		
	CLERK AD	182.28
20. MINER SUPPLY CO		
	SUPPLIES	2,281.58
	SUPPLIES	681.00
	SUPPLIES	556.20
	TOTAL	3,518.78
21. OTTAWA AREA INTERMEDIATE SCHOOL DIS		
	PROPERTY TAXES	112,081.15
22. PRIORITY HEALTH		
	HEALTH INSURANCE	5,772.45
23. REPUBLIC SERVICES		
	TRASH	957.60
24. SAUGATUCK DOUGLAS LIBRARY		
	PROPERTY TAXES	119.54

Vendor Name	Description	Amount
25. SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	136,460.59
26. SEPTIC TANK SYSTEMS CO INC	OVAL	295.00
	CULVER STREET & COVID	455.00
	EXTRA CLEANINGS	810.00
	WICKS PARK	155.00
	OVAL BEACH	250.00
	TOTAL	1,965.00
27. SMART BUSINESS SOURCE LLC	OFFICE SUPPLIES	40.52
28. SPRING BROOK SUPPLY	PARKS IRRIGATION	115.31
29. STANDARD INSURANCE COMPANY	INSURANCE	278.77
30. STATE OF MICHIGAN	CONCESSION SALES TAX	661.46
31. TRAFFIC LOGIX	RADAR SIGNS	5,316.00
TOTAL - ALL VENDORS		497,061.98
<b>FUND TOTALS:</b>		
Fund 101 - GENERAL FUND		58,733.44
Fund 202 - MAJOR STREETS		174.82
Fund 203 - LOCAL STREETS		296.30
Fund 661 - MOTOR POOL FUND		1,455.22
Fund 701 - CURRENT TAX FUND		436,395.40
Fund 715 - ROSE GARDEN		6.80



# City Council Agenda Item Report

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City of Saugatuck

**FROM:** Kirk Harrier, City Manager

**MEETING DATE:** July 27, 2020

**SUBJECT:** Cemetery Services Agreement

## **DESCRIPTION**

Act No. 113 of the Public Acts of 1915 authorizes and directs townships to care for, operate and maintain township cemeteries within their boundaries. In Michigan, cities are not legally required to own or operate cemeteries. Act No. 113 does however permit the legislative body of a city to contribute to the maintenance and care of cemeteries owned by a township if it so chooses.

The City of Saugatuck has for many years contributed funds to Saugatuck Township for the operations and or maintenance of their cemeteries in exchange for Saugatuck city residents to purchase cemetery plots at the Township resident rate. The City of Douglas also contributes in order to receive the same benefits. The Township calculated the contribution amount using a taxable value method and the cities were billed a percentage of the total annual Township cemetery budget. This method was later determined to have potential legal issues and not equitable to the Saugatuck city tax payers. The City of Saugatuck and Douglas renegotiated new agreements using a population method to determine the contribution amount to be used for a portion of the maintenance contract verses the entire operating budget.

For many years Saugatuck Township has had a dedicated voter approved cemetery millage for the operation, maintenance, repair, etc. of their cemeteries. Currently there are no other townships in Allegan that levy a dedicated millage for cemetery operations. The current Saugatuck Township cemetery millage expires in December of 2020. Saugatuck Township has one of the lowest general operating millages compared to all townships in Allegan County.

Staff conducted an analysis of all the townships in Allegan County regarding cemetery operations. All townships in Allegan County provide cemetery functions per Act No. 113 of the Public Acts of 1915. Below is the information compiled for Council review:

UNIT NAME	BUDGET	DEDICATED FUND BALANCE	DEDICATED MILLAGE	LOT COST	
				RESIDENT	NON-RESIDENT
Laketown Twp	\$5,000	\$0	NO	\$100	\$500
Manlius Twp	\$7,000	\$0	NO	\$300	\$750
Valley Twp	\$10,000	\$0	NO	\$350	\$750
Leighton Twp	\$15,000	\$0	NO	\$50	\$400
Fillmore Twp	\$15,000	\$0	NO	\$100	\$500
Clyde Twp	\$16,500	\$0	NO	\$100	\$750
Lee Twp	\$18,700	\$0	NO	\$75	\$500
Dorr Twp	\$20,000	\$0	NO	\$200	\$600
Heath Twp	\$20,000	\$0	NO	\$350	\$1,200
Monterey Twp	\$20,000	\$0	NO	\$0	\$500
Trowbridge Twp	\$20,000	\$0	NO	\$100	\$500
Watson Twp	\$20,000	\$0	NO	\$100	\$400
Salem Twp	\$20,178	\$3,000	NO	\$200	\$600
Overisel Twp	\$22,000	\$0	NO	\$200	\$600
Hopkins Twp	\$23,000	\$0	NO	\$100	\$800
Cheshire Twp	\$24,000	\$4,200	NO	\$50	\$500
Martin Twp	\$27,092	\$0	NO	\$100	\$750
Ganges Twp	\$32,000	\$0	NO	\$200	\$3,000
Allegan Twp	\$36,000	\$0	NO	\$100	\$600
Casco Twp	\$47,000	\$0	NO	\$200	\$800
Wayland Twp	\$60,000	\$0	NO	\$200	\$500
Saugatuck Twp	\$90,800	\$214,000	YES	\$120	\$2,000
Gun Plain Twp	\$100,000	\$0	NO	\$200	\$1,400
Otsego Twp	\$112,000	\$50,000	NO	\$250	\$750



If it is the desire of the Saugatuck City Council to continue to participate in funding cemetery operations for its citizens, it would be prudent at this juncture to look at more long-term options/solutions.

First and foremost the costs associated with operating any cemetery will continue to increase year after year mainly due to labor costs increasing. Continuing to use the City's general fund account to fund cemetery expenditures will likely become problematic as the demand for fiscal resources for critical capital improvement infrastructure and other municipal needs increase. The City of Saugatuck is primarily "built out" with limited room to substantially grow its tax base unlike the Township and the City of Douglas.

Act No. 215 of Public Acts 1937 allows for the formation of a joint cemetery authority. The Act states, "The legislative body of 2 or more municipalities may authorize the formation of a nonprofit corporation as a joint cemetery authority to acquire, own, operate, maintain, and sell real and personal property used for a cemetery or burial ground." The formation of a joint cemetery authority does not require a vote of the electorate and can simply be implemented by action of the legislative bodies. However funding of the authority via a millage would require a vote.

Due to the fact the Saugatuck Township dedicated voter approved cemetery millage is expiring in December of 2020; this would be a prime opportunity to engage Saugatuck Township and City Douglas officials to discuss a ballot proposal for a cemetery authority millage.

If a dedicated tri-community cemetery millage were to pass to support a cemetery authority, this would ensure the long-term care of the cemeteries and also give the cities of Saugatuck and Douglas equal say at the table in regards to cemetery operations for their communities moving forward in perpetuity. This approach would also eliminate the financial burden to the City of Saugatuck's general fund for cemetery expenditures.

Based on the taxable values of the three communities, it is estimated that approximately a tenth of a mill would need to be levied in all jurisdictions. For the average property owner in the tri-community, this would equate to approximately \$20 per year on their tax bill for the operation, maintenance and repair of the cemeteries under the control of a created cemetery authority.

Attached is a proposed cemetery agreement that would allow the City of Saugatuck to contribute to the cemeteries owned and operated by Saugatuck Township in exchange Saugatuck City residents will be treated identically to Township residents for purposes of acquiring burial plots. The term of this agreement is for one year to coincide with the maintenance contract the Township has executed with Ground Management Solutions (GMS).

This proposed agreement also has language included to address another outstanding issue involving the City of Saugatuck spending monies outside of the City's jurisdiction to maintain a portion of property in Saugatuck Township's jurisdiction at Blue Star Highway and Washington Road (A.K.A Holland St). The Saugatuck City attorney has advised the City has no legal authority to spend funds in this manner without an agreement in place. This proposed agreement, if adopted, would solve that issue.

Staff is recommending the Saugatuck City Council approve the agreement and forward to the Saugatuck Township Board of Trustees for consideration and begin discussions regarding creating a cemetery authority and tri-community voter approved dedicated cemetery millage with the City of Douglas and Saugatuck Township.

**BUDGET ACTION REQUIRED**

City Council appropriated funds in the FY 20/21 budget for cemetery expenditures.

**COMMITTEE/COMMISSION REVIEW**

N/A

**LEGAL REVIEW**

Municipal attorney's Jeff Sluggett assisted in the preparation of the agreement and approves as to form and content.

**SAMPLE MOTION:**

Motion to **approve/deny** the Cemetery Services Agreement between the City of Saugatuck and Saugatuck Township as presented and direct the City Manager to engage with the City of Douglas and Saugatuck Township regarding creating a cemetery authority and tri-community voter approved dedicated cemetery millage and report back to Saugatuck City Council no later than December 31, 2020.

## CEMETERY SERVICES AGREEMENT

THIS CEMETERY SERVICES AGREEMENT (“**Agreement**”), is made this 27th day of July, 2020, between Saugatuck Township, a Michigan general law township, the business address of which is 3461 Blue Star Hwy, Saugatuck, Michigan 49453 (“**Township**”) and the City of Saugatuck, a Michigan home rule city, the business address of which is 102 Butler Street, Saugatuck, Michigan 49453 (“**City**”).

### RECITALS

- A. Act No. 113 of the Public Acts of 1915 authorizes and directs townships to care for, operate and maintain township cemeteries within their boundaries.
- B. The Township owns and controls two cemeteries within the Township, known as Riverside Cemetery and Douglas Cemetery (collectively, the “**Cemeteries**”).
- C. Act No. 113 permits the legislative body of a city to contribute to the maintenance and care of cemeteries owned by a township.
- D. State law, including without limitation Act No. 7 of the Public Acts of 1967, authorizes townships and cities to enter into interlocal public agency agreements.
- E. The Township and City agree that the City will make payments to the Township as set forth herein, in exchange for which City residents will be treated identically to Township residents for purposes of acquiring burial grounds, operations, and maintenance of the Cemeteries.

### AGREEMENT

In consideration of the mutual covenants and agreements contained herein, the sufficiency of which is acknowledged, the parties agree as follows:

1. Provision of Cemetery Services. During the term of this Agreement the Township will provide the following cemetery services to residents of the City on terms identical to those afforded to residents of the Township: operation and improvement of the Cemeteries; the provision of care for graves in the Cemeteries; and, permitting the purchase and maintenance of burial sites and rights at Township taxpayer/resident rates.
2. Other Terms of Services. The Cemeteries shall be available for use by City and Township residents subject to such rules, regulations and charges pertaining to the use of the Cemeteries established by the Township Board and consistent with the terms of this Agreement, and the availability of the Cemeteries shall be the same for each entity and their constituents. Without limitation, City residents will pay the same rates for grave burial rights as Township taxpayer/residents.
3. Administration and Operation. Except as expressly provided in this Agreement, the Township shall be responsible for administering, operating and maintaining all aspects of the

Cemeteries including, without limitation, an obligation to maintain all requisite insurance coverages, provide training for all associated personnel, record keeping, selling of burial rights, grounds maintenance, and grave marking for burials cremains. The City shall be provided with monthly reports for burials and sales of burial plots made by the Township during the term of this Agreement which reports shall identify the number of City residents included. The Township and its personnel providing services under the terms of this Agreement are independent contractors and shall not be regarded as employees of the City for any purposes.

4. No Assumption of Liability. It is expressly understood and agreed that the City shall not incur any liability in having the Township provide cemetery services under the terms of this Agreement or in any manner incident thereto. It is further the express intent of the parties that in providing these cemetery services the parties are engaged in an essential governmental function.

5. Compensation. During the term of this Agreement, the City shall pay to the Township, for the cemetery services provided for in this Agreement, the amount of \$5,833.86 which may be paid in one of two ways as determined by the Township in its sole discretion:  
~~an amount proportional to each participating municipality's total population as determined by the last federal decennial census or by the most recent federal census hereafter taken, which at this time is 18.3%, subject to the following:~~

~~(a) The City's financial responsibility is limited to the direct lawn care maintenance costs for the Cemeteries as provided for in the relevant contract and not indirect costs associated with that maintenance (e.g., Township administrative costs in contracting for services, overseeing the Cemeteries, etc.).~~

~~(b) In determining the proportionality of costs as provided for herein, the participating municipalities shall be the City, Township and the Village of Douglas.~~

~~(c) The City's financial responsibility shall be limited as provided for herein to the amount of the actual lawn care contract awarded by the Township, which contract shall be bid not less frequently than once each three years.~~

~~(d) The City shall have the right to review and approve any lawn care contract for the Cemeteries as provided for herein prior to an award of the same by the Township.~~

~~(e) The amount of \$5,833.86 shall be paid in one of two ways as determined by the Township in its sole discretion:~~

(a) The City shall expend not less than \$4,000 annually in the maintenance and upkeep of real property within the Township located at Holland Avenue and Bluestar Highway, as shown on the map attached as Exhibit A hereto. In addition to such maintenance, the City will annually pay no later than August 31, 2020 the amount of \$1,833.86 to the Township.

Or

(b) The City will annually pay no later than August 31, 2020 the amount of \$5,833.86 to the Township; it being the parties' understanding that the City will pay this amount in part by no longer maintaining the real property within the Township located at Holland Avenue and Bluestar Highway, as shown on the map attached as Exhibit A hereto.

6. Release and Waiver. The Township, on behalf of itself, its agents, assigns, employees and officers, waives the right to assert any and all rights, claims, damages or causes of action against the City, its employees, officers, agents, successors and assigns (collectively and individually, the "City Parties") and fully release and discharge the City Parties from any and all rights, claims, damages or causes of action which Township now has or may have, whether known or unknown, of any kind or nature whatsoever, against the City Parties arising out of or connected in any manner with burials or similar services provide by the Township for or on behalf of City residents (whether pursuant to contract or otherwise) prior to the date of this Agreement or involving actions or omissions by the Township, its officers, employees or agents in providing cemetery services or otherwise operating the Cemeteries during the term of this Agreement.

7. Term. The term of this Agreement shall be for one year (from April 1, 2020 until March 31, 2021).

8. Sole Agreement. This Agreement is the only agreement or contract between the parties with respect to the matters referred to herein and no other agreements or understandings of any kind or nature shall be binding on the parties.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed pursuant to authority granted by their respective governing bodies, on the day and year first above written.

TOWNSHIP OF SAUGATUCK

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

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

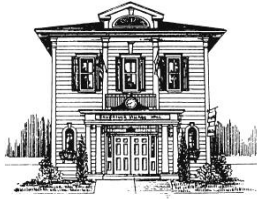
CITY OF SAUGATUCK

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

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

# EXHIBIT A





# City Council Agenda Item Report

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City of Saugatuck

**FROM:** Cindy Osman, Interim City Clerk

**MEETING DATE:** July 27, 2020

**SUBJECT:** City Boards & Commission Appointments

## **DESCRIPTION**

Per the City Charter Section 6.11 and 6.12 and City Ordinance Section 152.06, appointments shall be made by the Mayor subject to the confirmation/approval of the City Council for Zoning Board of Appeals, Planning Commission and Historic District Commission. The Fire Administrative Board is appointed by Council. All the potential appointees listed below were previously appointed in the positions and their terms expired. They have reapplied and therefore are reappointments. The City posted the vacancies and applications were accepted. Applicants for the remaining vacancies are in the process of being interviewed per the Boards and Commissions Selection Policy and a recommendation forthcoming.

### **CITY CHARTER--SECTION 6.12 ZONING BOARD OF APPEALS**

A zoning board of appeals shall be appointed by the mayor with the approval of the council. The board shall have such powers and duties as are authorized by statute.

### **CITY CHARTER--SECTION 6.11 CITY PLANNING**

The council shall provide for and maintain a city planning commission which shall possess all of the powers and perform the functions of planning commissions as set forth by state statute. The citizen members of the planning commission shall be appointed by the mayor, subject to confirmation by the council.

### **CITY CODE OF ORDINANCES--152.06 HISTORIC DISTRICT COMMISSION**

(B) Membership. The Commission shall consist of seven members who are residents of the City of Saugatuck, and shall be appointed by the Mayor with approval of the City Council.

### **BYLAWS OF THE SAUGATUCK TOWNSHIP FIRE DISTRICT SECTION--A. FIRE ADMINISTRATIVE BOARD**

1. The Saugatuck Township Fire District ("Fire District" or "District") shall be governed by a Fire Administrative Board ("Board") which consists of seven members who shall be appointed for terms of six years each. The members of the Board serving at the time of the adoption of these Restated Rules shall, subject to the terms herein, complete the terms to which they were appointed; all appointments thereafter shall be made for a term of six years. The governing bodies of Saugatuck Township, the City of the Village of Douglas, and the City of Saugatuck shall each appoint two members to the Board. A vacancy on the Board shall be filled by the original appointing governing body for the remainder of the unexpired term. At the Board's first meeting following the adoption of these Restated Rules, the Board, by resolution approved by a majority of its members, shall select an additional member who shall be a resident of Saugatuck Township, the City of the Village of Douglas, or the City of Saugatuck and the same selection process shall be

used upon the expiration of an additional member's term of office. Members of the Board shall be residents of the township or city from which they were appointed. Members of the Board may be removed by the appointing governing body in the manner permitted by law.

**Zoning Board of Appeals with said term expiring July 1, 2022 and 2023**

Reappointment James Bouck (2023)  
Reappointment Zack Zerfas (2022)  
Reappointment John Ludlow (alt – 2023)  
VACANCY (2022)

**Planning Commission with said term expiring July 1, 2023**

Reappointment Richard Crawford  
Reappointment Steffanie Vlasity  
VACANCY

**Historic District Commission with said term expiring August 1, 2023**

Reappointment John Canarsa  
VACANCY  
VACANCY

**Fire District Administration Board with said term expiring July 1, 2026**

Reappointment Dan Fox

**BUDGET ACTION REQUIRED**

N/A

**COMMITTEE/COMMISSION REVIEW**

N/A

**LEGAL REVIEW**

N/A

**SAMPLE MOTION:**

Motion to **approve/deny** the Mayor's reappointment of James Bouck with term expiring July 1, 2023, Zack Zerfas with term expiring July 1, 2022, and alternate John Ludlow with term expiring July 1, 2023 to the City of Saugatuck Zoning Board of Appeals, Richard Crawford and Steffanie Vlasity with terms expiring July 1, 2023 to the City of Saugatuck Planning Commission, John Canarsa with term expiring August 1, 2023 to the Saugatuck Historic District Commission and the Council reappointment of Dan Fox with term expiring July 1, 2026 to the Fire Administrative Board.





## NOTICE

TO: CITIZENS OF SAUGATUCK  
FROM: SAUGATUCK CITY COUNCIL  
DATE: JUNE 17, 2020  
RE: BOARDS / COMMISSIONS VACANCY

The CITY OF SAUGATUCK is accepting applications for appointments to the **ZONING BOARD OF APPEALS (3 regular members 1 alternate)**. Meetings are held the second Thursday of each month at 7:00 p.m. at Saugatuck City Hall.

The CITY OF SAUGATUCK is accepting applications for appointments to the **PLANNING COMMISSION (3)**. Meetings are held the third Thursday of each month at 7:00 PM at Saugatuck City Hall.

The CITY OF SAUGATUCK is accepting applications for appointments to the **HISTORIC DISTRICT COMMISSION (3)**. Meetings are held the first Thursday of each month at 6:00 p.m. at Saugatuck City Hall.

The **CITY OF SAUGATUCK** is accepting applications for appointment to the **SAUGATUCK TOWNSHIP FIRE DISTRICT BOARD (1)**. Meetings are held at 4:00 p.m. on the third Monday of each month at the Saugatuck Township Fire Department.

**If you are a resident of the City of Saugatuck and have the desire and ability to serve, please contact City Hall at (269) 857-2603 for more information or to request an application.**

Cindy Osman  
Interim Saugatuck City Clerk  
Dated: June 17, 2020  
269-857-2603

PLANNING COMMISSION  
(need 3)  
(replace Kate)

Steven Boyd  
Steven Mans  
\*Richard Crawford  
\*Steffanie Vlasity (chair)

\*=incumbant

HISTORIC DISTRICT  
(need 3)  
(replace Chris and Vicki)

\*John Cannarsa  
Rosemary Johnson  
Keith Charak  
Dan Pannozzo

ZONING BOARD  
(need 3 + 1 alt)  
(replace Dick)

Steven Mans  
Jim Muir  
\*James Bouck  
\*John Ludlow (alt)  
\*Zack Zerfas

FIRE BOARD  
(need 1)

\*Dan Fox



P O Box 86, Saugatuck, MI 49453  
Phone: 269 857 2603 Fax: 269 857-4406  
Website: [www.saugatuckcity.com](http://www.saugatuckcity.com)

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

Name: Daniel Fox Home Phone: 847-814-6981

Home/Mailing Address: 1006 Elizabeth Street - Saugatuck, MI 49453

E-mail Address: danielwfox101@gmail.com

Employer: Retired Occupation/Position: \_\_\_\_\_

Business Phone: \_\_\_\_\_ 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 \_\_\_\_\_

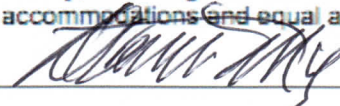
Serving on a Board or Commission can be time-consuming. Are you committed to attending all regularly scheduled meetings? Yes

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

- |                         |                              |                            |
|-------------------------|------------------------------|----------------------------|
| Planning Commission     | Historic District Commission | Zoning Board of Appeals    |
| Board of Review         | Harbor Commission            | <b>Township Fire Board</b> |
| 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: Please refer to the letter attached and made part of this application.

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: 19 June 2020

*\*\*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

DWF

19 June 2020

City of Saugatuck  
To the attention of the City Council  
Post Office Box 8  
Saugatuck, Michigan 49453

Subject: Application for Re-Appointment

Ladies and gentlemen:

Attached is my completed application form for re-appointment as one of the City's two representatives to the Saugatuck Township Fire District Board.

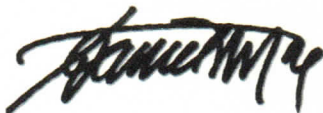
As you know, I have served in this capacity for two consecutive terms. In my original application, I recall citing both my desire to serve the citizens of Saugatuck, and also my interest in, and fondness for the fire service and its people. As an Army veteran, I highly value men and women who willingly risk their personal well-being to provide emergency services to the rest of us. They deserve our respect and our best efforts to secure for them the resources necessary for their safety and to support their mission.

In my time on the Fire Board, my respect for the Fire District's leadership, commitment, training, and stewardship of taxpayer-funded resources to be exemplary. They are indeed our brave protectors. What's more, I've found my contemporaries on the Board (from all three jurisdictions) to be thoughtful people of goodwill. We have worked productively together on numerous issues and challenges. My record of attendance has been near-perfect; I believe I only missed one meeting for health reasons.

As the City has experienced with its representatives to other such Boards, there is a real advantage to accumulated institutional learning over time. I believe I have gained just such an advantage benefitting both the City and the Fire District.

I am happy to continue to serve at your pleasure.

Respectfully,



DANIEL W. FOX ~ 1006 ELIZABETH STREET ~ SAUGATUCK, MICHIGAN 49453



P.O. Box 86, Saugatuck, MI 49453  
Phone: 269.857.2603 Fax: 269.857-4406  
Website: [www.saugatuckcity.com](http://www.saugatuckcity.com)

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

Name: James Bouck Home Phone: 248 709 2267

Home/Mailing Address: 638 Spear Street Saugatuck, Michigan, 49453

E-mail Address: jamesbouck@protonmail.com

Employer: retired Occupation/Position: retired from management

Business Phone: \_\_\_\_\_ 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?

- |                            |                              |                                |
|----------------------------|------------------------------|--------------------------------|
| <u>Planning Commission</u> | Historic District Commission | <u>Zoning Board of Appeals</u> |
| <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:

Five year member of ZBA with completion of training seminar. For the Board of Review I have held a Michigan Residential Builders

License from 2015 to 2020 and have general contractor and hands on experience with 2 home constructions in this area

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: James Bouck

Date: 06/24/2020

**\*\*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

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

Name: JOHN CANNARSA Home Phone: 616 6100907

Home/Mailing Address: 703 PLEASANT ST

E-mail Address: JOHN@CANNARSADESIGN.COM

Employer: SELF Occupation/Position: NONE DESIGNER

Business Phone: \_\_\_\_\_ 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	<u>Historic District Commission</u>	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:

Professional Home Designer, interior and exterior. current  
HDC Commission

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: 6/15/20

**\*\*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](http://www.saugatuckcity.com)

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

Name: Rosemary Johnson Home Phone: 586-489-3883

Home/Mailing Address: 500 Mill St. Saugatuck, MI 49453

E-mail Address: rjohnson49@hotmail.com

Employer: retired Occupation/Position: \_\_\_\_\_

Business Phone: \_\_\_\_\_ 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 I am a full time resident.

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

- |                         |                                     |                         |
|-------------------------|-------------------------------------|-------------------------|
| Planning Commission     | <u>Historic District Commission</u> | Zoning Board of Appeals |
| Board of Review         | 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:

I live in the historic district and have built within the district.

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: Rosemary Johnson Date: 1-21-20

**\*\*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



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Phone: 269.857.2603 Fax: 269.857-4406  
Website: [www.saugatuckcity.com](http://www.saugatuckcity.com)

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

Name: Keith Charak Home Phone: 269-543-7547

Home/Mailing Address: PO Box 315 Saugatuck MI 49453

E-mail Address: emstern042@gmail.com

Employer: self Occupation/Position: —

Business Phone: 269-543-7547 Business Reference: —

Are you a Saugatuck City resident? Yes Are you a registered Saugatuck City voter? —

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      Construction Board

Please describe any qualifications, expertise or special interests that relate to your possible appointment:  
restored two homes in Saugatuck/Douglas and theater brought them up to date and within code, one from 1906 from 1950

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: Keith S. Charak Date: 12-24-19

*\*\*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



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

Name: Steven Manns <sup>Mobile</sup> Home Phone: 773.848.1941  
Home/Mailing Address: 568 Weirich Dr Saugatuck MI 49453  
E-mail Address: mannssteven@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.

*with  
sketches.  
see  
cover  
for  
more*

Signature: *SManns* Date: 12.10.19

11/20 2pm PC  
11/20 230 BOR

## Monica Nagel

---

**From:** Steven Manns <mannssteven@hotmail.com>  
**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.



1/9/20 3:30 PC

P.O. Box 86, Saugatuck, MI 49453  
Phone: 269.857.2603 Fax: 269.857-4406  
Website: [www.saugatuckcity.com](http://www.saugatuckcity.com)

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

Name: Stephen Boyd Home Phone: 269 416 0444

Home/Mailing Address: PO Box 1136 Saugatuck MI 49453

E-mail Address: stboyd@yahoo.com

Employer: JHCI INC Occupation/Position: Janitor

Business Phone: same 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      Construction Board

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

well versed in Roberts Rules; extensive background in the field of construction and related code requirements

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: 1/19/2019

**\*\*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: Zack Zerfas Home Phone: (269) 512-4051

Home/Mailing Address: P.O. Box 73 | 765 Allegan St

E-mail Address: Zack@4gelato.com

Employer: Palazzo's Dairy Occupation/Position: COO.

Business Phone: (269) 561-2000 Business Reference: Pete Palazzo

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 | <u>Zoning Board of Appeals</u> |
| Board of Review         | Township Commission          | Township Fire Board            |
| Twp. Recreation Comm.   | Hamazoo Lake Sewer & Water   | Library Board                  |
| Interurban Transit Auth | Palerson Nature Preserve     | Construction Board             |

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

Served as a member of the Saugatuck ZBA  
for almost 10 years.

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: 7.13.20

**\*\*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

## Cindy Osman

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**From:** Kirk Harrier  
**Sent:** Monday, July 6, 2020 1:03 PM  
**To:** Cindy Osman  
**Subject:** FW: Historic District Commission

Cindy,

See below.

Kirk Harrier  
City Manager  
City of Saugatuck  
269-857-2603

---

**From:** Eric Gollanek [mailto:director@sdhistoricalsociety.org]  
**Sent:** Monday, July 6, 2020 1:00 PM  
**To:** Kirk Harrier  
**Subject:** Fwd: Historic District Commission

Hi Kirk,

This just came in the inbox. Hope you are well.

Best,  
Eric

Saugatuck-Douglas History Center  
Eric F Gollanek, PhD  
Executive Director

Mailing Address:  
PO Box 617  
Douglas, Michigan 49406-0617  
Phone: 269.857.5751  
[director@sdhistoricalsociety.org](mailto:director@sdhistoricalsociety.org)  
<https://www.linkedin.com/in/efgollan/>

History Lives Here: <http://www.MySDHistory.org/>

Begin forwarded message:

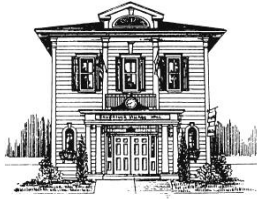
**From:** daniel pannozzo <[danpannozzo@outlook.com](mailto:danpannozzo@outlook.com)>  
**Subject:** Historic District Commission  
**Date:** July 6, 2020 at 12:53:23 PM EDT  
**To:** "[info@sdhistoricalsociety.org](mailto:info@sdhistoricalsociety.org)" <[info@sdhistoricalsociety.org](mailto:info@sdhistoricalsociety.org)>

Dear Historic Commission, Mayor and City Council,

I would like to be considered for a position on the Saugatuck Historic Commission. I reside at 727 Butler Street and can be reached at 269-355-2102 or PO Box 727 Saugatuck or via this email address (preferred).

Thanks!

Dan Pannozzo



# City Council Agenda Item Report

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City of Saugatuck

**FROM:** Kirk Harrier, City Manager  
**MEETING DATE:** July 27, 2020  
**SUBJECT:** Trial and Settlement Strategy – Kosick v City of Saugatuck

**DESCRIPTION**

Consult with the City Attorney regarding pending litigation involving Kosick v City of Saugatuck and to discuss trial/settlement strategy.

**BUDGET ACTION REQUIRED**

N/A

**COMMITTEE/COMMISSION REVIEW**

N/A

**LEGAL REVIEW**

Municipal attorney's Jeff Sluggett recommends entering into closed session as allowed per the Open Meetings Act.

**SAMPLE MOTION:**

Move that the City Council enter into closed session as permitted under Section 8(e) of the Open Meetings Act to consult with its legal counsel regarding trial or settlement strategy in connection with Kosick vs City of Saugatuck as discussion in an open meeting would impact the City's litigating or settlement position



# Incident Analysis Report

## Detail

Print Date/Time: 07/24/2020 07:13  
 Login ID: allegancountybensfield  
 Incident Type: All  
 Call Source: All

From Date: 07/10/2020 00:00  
 To Date: 07/24/2020 23:59

Allegan County  
 ORI Number:  
 Officer ID: Kruithoff, Jason Le  
 Location: All

Incident Date/Time	Incident Number	Incident Type	Location	Caller
07/10/2020 21:44	2020-00010814	Domestic Assault	BAYOU DR	
	<b>Report Required:</b>	Yes	<b>Officers</b>	
			490 - Kruithoff	
07/11/2020 02:33	2020-00010824	Intoxicated Subject	WATER ST	
	<b>Report Required:</b>	Yes	<b>Officers</b>	
			490 - Kruithoff	
07/11/2020 17:58	2020-00010863	Suspicious Situation	WATER ST	
	<b>Report Required:</b>	Yes	<b>Officers</b>	
			490 - Kruithoff	
07/11/2020 18:01	2020-00010862	Assist Other Agencies	W 40TH ST / S WASHINGTON AVE	
	<b>Report Required:</b>	Yes	<b>Officers</b>	
			490 - Kruithoff	
07/11/2020 22:48	2020-00010877	Motorist Assist	BUTLER ST / MARY ST	
	<b>Report Required:</b>	No	<b>Officers</b>	
			490 - Kruithoff	
07/11/2020 23:13	2020-00010879	General Assist	BUTLER ST / MAIN ST	
	<b>Report Required:</b>	Yes	<b>Officers</b>	
			490 - Kruithoff	
07/12/2020 15:23	2020-00010919	PIA	BLUE STAR HWY	
	<b>Report Required:</b>	Yes	<b>Officers</b>	
			490 - Kruithoff	
07/12/2020 22:43	2020-00010940	General Assist	BUTLER ST / MAIN ST	
	<b>Report Required:</b>	Yes	<b>Officers</b>	
			490 - Kruithoff	
07/15/2020 23:02	2020-00011143	General Assist	MAIN ST / BUTLER ST	
	<b>Report Required:</b>	Yes	<b>Officers</b>	
			490 - Kruithoff	
07/16/2020 19:10	2020-00011196	Civil	N MAPLE ST	
	<b>Report Required:</b>	Yes	<b>Officers</b>	
			490 - Kruithoff	
07/16/2020 23:28	2020-00011204	General Assist	MAIN ST / BUTLER ST	



	<b>Report Required:</b>	Yes	<b>Officers</b>
07/17/2020 02:12	2020-00011212	Check Welfare	490 - Kruithoff
	<b>Report Required:</b>	Yes	<b>Officers</b>
07/17/2020 20:08	2020-00011278	UNCONS/FAINTING	490 - Kruithoff
	<b>Report Required:</b>	Yes	<b>Officers</b>
07/17/2020 21:37	2020-00011286	Suicidal Subject	490 - Kruithoff
	<b>Report Required:</b>	Yes	<b>Officers</b>
07/18/2020 01:33	2020-00011310	Motorist Assist	490 - Kruithoff
	<b>Report Required:</b>	No	<b>Officers</b>
07/19/2020 00:11	2020-00011371	Suspicious Situation	490 - Kruithoff
	<b>Report Required:</b>	Yes	<b>Officers</b>
07/20/2020 20:58	2020-00011493	Mental Subject	490 - Kruithoff
	<b>Report Required:</b>	Yes	<b>Officers</b>
07/20/2020 23:35	2020-00011503	General Assist	490 - Kruithoff
	<b>Report Required:</b>	Yes	<b>Officers</b>
07/21/2020 03:44	2020-00011510	Check Welfare	490 - Kruithoff
	<b>Report Required:</b>	Yes	<b>Officers</b>
07/21/2020 23:38	2020-00011569	General Assist	490 - Kruithoff
	<b>Report Required:</b>	Yes	<b>Officers</b>
07/22/2020 00:58	2020-00011570	Weapons Offense	490 - Kruithoff
	<b>Report Required:</b>	Yes	<b>Officers</b>
07/22/2020 04:42	2020-00011572	Check Welfare	490 - Kruithoff
	<b>Report Required:</b>	Yes	<b>Officers</b>
			490 - Kruithoff

**Total Matches : 22**



# Incident Analysis Report

## Detail



Print Date/Time: 07/24/2020 07:11  
 Login ID: allegancounty\bensfield  
 Incident Type: All  
 Call Source: All

From Date: 07/10/2020 00:00  
 To Date: 07/24/2020 23:59

Allegan County  
 ORI Number:  
 Officer ID: Visser, Meredith L  
 Location: All

Incident Date/Time	Incident Number	Incident Type	Location	Caller
07/13/2020 10:34	2020-00010964	Harassment/Threats	122ND AVE	
	<b>Report Required:</b>	Yes	<b>Officers</b>	
			667 - Visser	
07/13/2020 22:00	2020-00011004	General Assist	BUTLER ST / MAIN ST	
	<b>Report Required:</b>	Yes	<b>Officers</b>	
			667 - Visser	
07/14/2020 13:30	2020-00011038	Civil	N MAPLE ST A	
	<b>Report Required:</b>	Yes	<b>Officers</b>	
			667 - Visser	
07/14/2020 16:53	2020-00011050	Suspicious Situation	PERRYMAN ST	
	<b>Report Required:</b>	Yes	<b>Officers</b>	
			667 - Visser	
07/14/2020 17:44	2020-00011053	CSC	PERRYMAN ST	
	<b>Report Required:</b>	Yes	<b>Officers</b>	
			667 - Visser	
07/14/2020 18:42	2020-00011056	Missing Person	CULVER ST	
	<b>Report Required:</b>	Yes	<b>Officers</b>	
			667 - Visser	
07/14/2020 22:02	2020-00011069	General Assist	BUTLER ST / MAIN ST	
	<b>Report Required:</b>	Yes	<b>Officers</b>	
			667 - Visser	
07/17/2020 13:43	2020-00011236	General Assist	690 PERRYMAN ST	
	<b>Report Required:</b>	Yes	<b>Officers</b>	
			667 - Visser	
07/17/2020 20:09	2020-00011279	Harassment/Threats	N MAPLE ST A	
	<b>Report Required:</b>	No	<b>Officers</b>	
			667 - Visser	
07/17/2020 22:34	2020-00011293	General Assist	BUTLER ST / MAIN ST	
	<b>Report Required:</b>	Yes	<b>Officers</b>	
			667 - Visser	
07/18/2020 16:50	2020-00011347	Trespassing	WILDERNESS RIDGE DR	

	<b>Report Required:</b>	Yes	<b>Officers</b>
07/18/2020 23:39	2020-00011369	General Assist	667 - Visser BUTLER ST / MAIN ST
	<b>Report Required:</b>	Yes	<b>Officers</b>
07/19/2020 00:11	2020-00011371	Suspicious Situation	667 - Visser WATER ST
	<b>Report Required:</b>	Yes	<b>Officers</b>
07/19/2020 00:20	2020-00011372	General Assist	667 - Visser 690 PERRYMAN ST
	<b>Report Required:</b>	Yes	<b>Officers</b>
07/19/2020 20:18	2020-00011428	Found Property	667 - Visser BUTLER ST / SPEAR ST
	<b>Report Required:</b>	Yes	<b>Officers</b>
07/19/2020 22:55	2020-00011440	General Assist	667 - Visser BUTLER ST / MAIN ST
	<b>Report Required:</b>	Yes	<b>Officers</b>
07/22/2020 14:05	2020-00011596	General Assist	667 - Visser CULVER ST
	<b>Report Required:</b>	Yes	<b>Officers</b>
07/22/2020 14:52	2020-00011600	MDOP-29000	667 - Visser 56TH ST
	<b>Report Required:</b>	Yes	<b>Officers</b>
07/22/2020 15:31	2020-00011597	Suspicious Situation	667 - Visser CULVER ST
	<b>Report Required:</b>	Yes	<b>Officers</b>
07/22/2020 16:10	2020-00011603	Parking Violation	667 - Visser BUTLER ST
	<b>Report Required:</b>	Yes	<b>Officers</b>
07/22/2020 20:54	2020-00011622	VCSA	667 - Visser BLUE STAR HWY
	<b>Report Required:</b>	Yes	<b>Officers</b>
07/22/2020 22:05	2020-00011628	Domestic Assault	667 - Visser N MAPLE ST i
	<b>Report Required:</b>	Yes	<b>Officers</b>
07/23/2020 21:58	2020-00011682	General Assist	667 - Visser BUTLER ST / MAIN ST
	<b>Report Required:</b>	Yes	<b>Officers</b>
			667 - Visser

**Total Matches : 23**



# Incident Analysis Report

## Detail



Print Date/Time: 07/24/2020 07:08  
 Login ID: allegancounty\bensfield  
 Incident Type: All  
 Call Source: All

From Date: 07/10/2020 00:00  
 To Date: 07/24/2020 23:59

Allegheny County  
 ORI Number:  
 Officer ID: Hagerty, Janel L.  
 Location: All

Incident Date/Time	Incident Number	Incident Type	Location	Caller
07/10/2020 13:33	2020-00010780	Parking Violation	CULVER ST	
	<b>Report Required:</b>	Yes	<b>Officers</b>	
			424 - Hagerty	
07/10/2020 14:36	2020-00010785	Parking Violation	Butler	
	<b>Report Required:</b>	Yes	<b>Officers</b>	
			424 - Hagerty	
07/10/2020 15:30	2020-00010793	PDA	41 NB I 196 HWY	
	<b>Report Required:</b>	Yes	<b>Officers</b>	
			424 - Hagerty	
07/10/2020 15:46	2020-00010790	Harassment/Threats	BUTLER ST	
	<b>Report Required:</b>	Yes	<b>Officers</b>	
			424 - Hagerty	
07/10/2020 16:58	2020-00010798	Health and Safety	BUTLER ST	
	<b>Report Required:</b>	Yes	<b>Officers</b>	
			424 - Hagerty	
07/10/2020 20:42	2020-00010810	Alarm	66TH ST	
	<b>Report Required:</b>	Yes	<b>Officers</b>	
			424 - Hagerty	
07/10/2020 22:46	2020-00010819	General Assist	690 PERRYMAN ST	
	<b>Report Required:</b>	Yes	<b>Officers</b>	
			424 - Hagerty	
07/11/2020 14:48	2020-00010849	Disorderly Conduct	MASON ST	
	<b>Report Required:</b>	Yes	<b>Officers</b>	
			424 - Hagerty	
07/11/2020 22:48	2020-00010878	Suspicious Situation	CULVER ST / GRIFFITH ST	
	<b>Report Required:</b>	Yes	<b>Officers</b>	
			424 - Hagerty	
07/12/2020 01:03	2020-00010888	Health and Safety	WATER ST	
	<b>Report Required:</b>	Yes	<b>Officers</b>	
			424 - Hagerty	
07/15/2020 10:11	2020-00011088	Animal-Welfare	CEMETERY RD / ELIZABETH ST	

	<b>Report Required:</b>	Yes	<b>Officers</b>
07/15/2020 11:44	2020-00011098	Civil	424 - Hagerty N MAPLE ST
	<b>Report Required:</b>	Yes	<b>Officers</b>
07/15/2020 19:20	2020-00011132	Fire Alarm	424 - Hagerty PERRYMAN ST
	<b>Report Required:</b>	Yes	<b>Officers</b>
07/16/2020 08:04	2020-00011155	A911	424 - Hagerty CLEARBROOK DR
	<b>Report Required:</b>	Yes	<b>Officers</b>
07/16/2020 09:45	2020-00011159	Larceny	424 - Hagerty 690 PERRYMAN ST
	<b>Report Required:</b>	Yes	<b>Officers</b>
07/20/2020 11:01	2020-00011463	Fraud	424 - Hagerty MASON ST
	<b>Report Required:</b>	Yes	<b>Officers</b>
07/20/2020 12:45	2020-00011473	Assault	424 - Hagerty BUTLER ST / MARY ST
	<b>Report Required:</b>	Yes	<b>Officers</b>
07/20/2020 20:18	2020-00011490	Found Property	424 - Hagerty N MAPLE ST / SINGAPORE DR
	<b>Report Required:</b>	Yes	<b>Officers</b>
07/20/2020 20:58	2020-00011493	Mental Subject	424 - Hagerty BLUE STAR HWY / CLEARBROOK DR
	<b>Report Required:</b>	Yes	<b>Officers</b>
			424 - Hagerty

**Total Matches : 19**

## Average Speed

Technician Name: administrator

Location: Park/Interlaken

Report Period: 7/13/2020 to 7/23/2020

Address: 120 park st, saugatuck, mi, 49453

Total Vehicle Count: 18,191

Speed Limit: 25



Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Average Weekday	Average Weekend	Average Week	Average Speed	85% Speed
00-01	22	0	22	H 30	H 26	25	25	25	25	25	25	27
01-02	23	0	0	28	24	26	0	25	26	25	25	29
02-03	0	0	0	0	0	24	H 29	0	27	27	27	29
03-04	0	0	0	0	7	0	0	7	0	7	7	7
04-05	17	23	24	25	25	21	0	23	21	23	23	27
05-06	25	25	23	25	H 26	23	27	25	25	25	25	29
06-07	24	25	22	25	25	25	20	24	23	24	24	29
07-08	25	25	25	25	25	24	21	25	23	24	24	29
08-09	25	24	25	25	25	25	26	25	26	25	25	29
09-10	26	25	25	25	H 26	24	25	25	25	25	25	29
10-11	26	25	25	25	H 26	26	25	25	26	25	25	29
11-12	26	25	26	26	H 26	26	26	26	26	26	26	30
12-13	26	26	24	27	H 26	27	26	26	27	26	26	30
13-14	26	26	26	26	H 26	H 28	25	26	27	26	26	30
14-15	26	27	25	26	H 26	26	25	26	26	26	26	30
15-16	26	26	26	26	H 26	25	25	26	25	26	26	30
16-17	26	26	26	25	H 26	26	25	26	26	26	26	30
17-18	26	26	25	25	25	26	24	25	25	25	25	29
18-19	25	26	25	26	25	26	25	25	26	25	25	29
19-20	25	25	25	26	H 26	26	25	25	26	25	25	29
20-21	26	26	H 27	26	H 26	26	26	26	26	26	26	29
21-22	26	27	24	25	25	26	24	25	25	25	25	29
22-23	H 27	25	25	23	25	24	26	25	25	25	25	28
23-24	22	H 28	23	H 30	H 26	26	24	26	25	26	26	30
AVG:	25	26	25	26	25	25	25	24	25	25	25	28

# Average Speed

Technician Name: administrator

Location: Park/Perryman

Report Period: 7/17/2020 to 7/23/2020

Address: 306 Park St, Saugatuck, MI, 49453

Total Vehicle Count: 9,043

Speed Limit: 25



Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Average Weekday	Average Weekend	Average Week	Average Speed	85% Speed
00-01	19	20	0	H 25	n/a	18	21	21	20	21	21	26
01-02	0	0	0	0	n/a	21	22	0	22	22	22	24
02-03	17	0	0	0	n/a	H 23	0	17	23	20	20	23
03-04	0	0	0	0	n/a	20	0	0	20	20	20	20
04-05	0	0	0	0	n/a	0	0	n/a	n/a	n/a	n/a	n/a
05-06	21	0	17	23	n/a	20	0	20	20	20	20	24
06-07	17	23	22	19	n/a	21	20	20	21	20	20	25
07-08	19	22	21	22	n/a	20	21	21	21	21	21	24
08-09	22	21	20	20	n/a	22	22	21	22	21	21	25
09-10	21	22	22	21	n/a	21	21	22	21	21	21	25
10-11	21	20	21	22	n/a	20	20	21	20	21	21	24
11-12	22	20	22	21	n/a	21	20	21	21	21	21	24
12-13	21	21	22	21	n/a	21	19	21	20	21	21	25
13-14	21	22	22	19	n/a	21	19	21	20	21	21	25
14-15	21	21	22	23	n/a	21	20	22	21	21	21	25
15-16	22	22	22	22	n/a	21	19	22	20	21	21	25
16-17	22	22	22	21	n/a	21	18	22	20	21	21	25
17-18	22	23	22	n/a	21	20	21	22	21	22	22	25
18-19	22	22	22	n/a	21	21	20	22	21	21	21	25
19-20	22	21	22	n/a	21	22	21	22	22	22	22	25
20-21	22	21	21	n/a	21	22	21	21	22	21	21	24
21-22	21	22	22	n/a	21	20	21	22	21	21	21	24
22-23	H 23	H 24	H 23	n/a	22	21	22	23	22	23	23	25
23-24	21	23	14	n/a	H 23	H 23	H 26	20	25	22	22	25
AVG:	21	22	21	21	21	21	21	21	21	21	21	24

# Average Speed

Technician Name: administrator

Location: Park/Interlaken

Report Period: 7/13/2020 to 7/23/2020

Address: 120 park st, saugatuck, mi, 49453

Total Vehicle Count: 18,191

Speed Limit: 25



Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Average Weekday	Average Weekend	Average Week	Average Speed	85% Speed
00-01	22	0	22	H 30	H 26	25	25	25	25	25	25	27
01-02	23	0	0	28	24	26	0	25	26	25	25	29
02-03	0	0	0	0	0	24	H 29	0	27	27	27	29
03-04	0	0	0	0	7	0	0	7	0	7	7	7
04-05	17	23	24	25	25	21	0	23	21	23	23	27
05-06	25	25	23	25	H 26	23	27	25	25	25	25	29
06-07	24	25	22	25	25	25	20	24	23	24	24	29
07-08	25	25	25	25	25	24	21	25	23	24	24	29
08-09	25	24	25	25	25	25	26	25	26	25	25	29
09-10	26	25	25	25	H 26	24	25	25	25	25	25	29
10-11	26	25	25	25	H 26	26	25	25	26	25	25	29
11-12	26	25	26	26	H 26	26	26	26	26	26	26	30
12-13	26	26	24	27	H 26	27	26	26	27	26	26	30
13-14	26	26	26	26	H 26	H 28	25	26	27	26	26	30
14-15	26	27	25	26	H 26	26	25	26	26	26	26	30
15-16	26	26	26	26	H 26	25	25	26	25	26	26	30
16-17	26	26	26	25	H 26	26	25	26	26	26	26	30
17-18	26	26	25	25	25	26	24	25	25	25	25	29
18-19	25	26	25	26	25	26	25	25	26	25	25	29
19-20	25	25	25	26	H 26	26	25	25	26	25	25	29
20-21	26	26	H 27	26	H 26	26	26	26	26	26	26	29
21-22	26	27	24	25	25	26	24	25	25	25	25	29
22-23	H 27	25	25	23	25	24	26	25	25	25	25	28
23-24	22	H 28	23	H 30	H 26	26	24	26	25	26	26	30
AVG:	25	26	25	26	25	25	25	24	25	25	25	28



# Average Speed

Technician Name: administrator

Location: Park/Perryman

Report Period: 7/17/2020 to 7/23/2020

Address: 306 Park St, Saugatuck, MI, 49453

Total Vehicle Count: 9,043

Speed Limit: 25



Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Average Weekday	Average Weekend	Average Week	Average Speed	85% Speed
00-01	19	20	0	H 25	n/a	18	21	21	20	21	21	26
01-02	0	0	0	0	n/a	21	22	0	22	22	22	24
02-03	17	0	0	0	n/a	H 23	0	17	23	20	20	23
03-04	0	0	0	0	n/a	20	0	0	20	20	20	20
04-05	0	0	0	0	n/a	0	0	n/a	n/a	n/a	n/a	n/a
05-06	21	0	17	23	n/a	20	0	20	20	20	20	24
06-07	17	23	22	19	n/a	21	20	20	21	20	20	25
07-08	19	22	21	22	n/a	20	21	21	21	21	21	24
08-09	22	21	20	20	n/a	22	22	21	22	21	21	25
09-10	21	22	22	21	n/a	21	21	22	21	21	21	25
10-11	21	20	21	22	n/a	20	20	21	20	21	21	24
11-12	22	20	22	21	n/a	21	20	21	21	21	21	24
12-13	21	21	22	21	n/a	21	19	21	20	21	21	25
13-14	21	22	22	19	n/a	21	19	21	20	21	21	25
14-15	21	21	22	23	n/a	21	20	22	21	21	21	25
15-16	22	22	22	22	n/a	21	19	22	20	21	21	25
16-17	22	22	22	21	n/a	21	18	22	20	21	21	25
17-18	22	23	22	n/a	21	20	21	22	21	22	22	25
18-19	22	22	22	n/a	21	21	20	22	21	21	21	25
19-20	22	21	22	n/a	21	22	21	22	22	22	22	25
20-21	22	21	21	n/a	21	22	21	21	22	21	21	24
21-22	21	22	22	n/a	21	20	21	22	21	21	21	24
22-23	H 23	H 24	H 23	n/a	22	21	22	23	22	23	23	25
23-24	21	23	14	n/a	H 23	H 23	H 26	20	25	22	22	25
AVG:	21	22	21	21	21	21	21	21	21	21	21	24