



CITY COUNCIL AGENDA

October 12, 2020 – 7:00 P.M.

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
 - A. **Regular City Council Meeting of Sept 28, 2020 (ROLL CALL)**
4. MAYOR'S COMMENTS
5. CITY MANAGER'S COMMENTS
 - A. **Paid Time Off Policy Explanation**
6. AGENDA CHANGES (ADDITIONS/DELETIONS)
7. GUEST SPEAKERS:
 - A. **Lt. Brett Ensfield – Allegan Co. Sheriff Department**
 - B. **Randy Dirosa -Fish Shanty Restoration Project**
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:
11. PUBLIC HEARINGS:
12. UNFINISHED BUSINESS:
13. NEW BUSINESS
 - A. **Amendment to add International Fire Code Board of Appeals fee to Fee Schedule (ROLL CALL)**
 - B. **Creation of Eurasian Water Milfoil Study Group (ROLL CALL)**
 - C. **Budget Amendment (ROLL CALL)**
 - D. **Resolution No. 201012-A: Requesting Nonprofit Recognition for Saugatuck Sportfishing Association (ROLL CALL)**
14. CONSENT AGENDA:
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. **Phyllis Yff Thank You Note (ACCEPT AS INFORMATION)**
 - B. **Kenneth Altman Letter Re Park Street Non-Motorized Study (ACCEPT AS INFORMATION)**
 - C. **Richard E. Heriford Letter Re Park Street Non-Motorized Study (ACCEPT AS INFORMATION)**
17. BOARDS, COMMISSIONS & COMMITTEE REPORTS
 - A. **Saugatuck Township Fire District September Statistics Report**
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:
citymanager@saugatuckcity.com

**Proposed Minutes
Saugatuck City Council
Saugatuck, Michigan, September 28, 2020 – 7:00 P.M.**

The City Council met in regular session at 7:00 p.m. via Zoom video/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, Trester, Verplank
 - Absent:** None
 - Others Present:** None
3. **Approval of Minutes:**
 - Regular City Council Meeting of September 14, 2020:** A motion was made by Johnson, 2nd by Peterson, to approve the meeting minutes of September 14, 2020 as amended. Upon roll call vote the motion carried unanimously.
4. **Mayor's Comments:** Local businesses are reporting great results from summer.
5. **City Manager's Comments:** None
6. **Agenda Changes:** None
7. **Guest Speakers:**
 - A. Lt. Brett Ensfield – Allegan Co. Sheriff Department
8. **Public Comment:**
 - A. Lauren Stanton** (resident) regarding items 13 (B, D, and E), commented on the paid time off agreement with Mr. Kirk Harrier, pop up patios, and Christmas decorations.
 - B. Todd Hoskins** (resident) regarding item 13(B), commented on the paid time off agreement with Mr. Kirk Harrier.
 - C. Barbara Lucier** (resident) regarding item 16(B), commented on the proposed Park street non-motorized path.
 - D. Dan Fox** (resident) regarding item 13(G), commented on the Blue Star Trail Non-Motorized Trail Committee.
 - E. Jane Underdown** (resident) regarding item 13(G), asked for clarification between the Blue Star and Park street non-motorized paths.
 - F. Scott Dean** (resident) regarding 13(B), commented on the Paid Time Off agreement.
 - G. Kim Bowden** (resident) regarding 13(F), commented on the Shoreline Alteration and Erosion Control resolution.
9. **Request for Payment:** A motion was made by Lewis, 2nd by Leo, to approve the accounts payable in the amount of \$2,431,919.66. Upon roll call vote the motion passed unanimously.
10. **Introduction of Ordinances:** None
11. **Public Hearings:** None

12. Unfinished Business: None

13. New Business:

A. Reappoint Kathy Johnson to Interurban Transit Authority Board: A motion was made by Peterson, 2nd by Verplank, to approve the reappointment of Kathy Johnson to the Interurban Transit Authority Board to a four-year term expiring September 30, 2024. Upon roll call vote the motion carried by the following vote:

Yes (6): Peterson, Bekken, Trestor, Verplank, Leo, Lewis

No (0):

Abstention (1): Johnson

B. Paid Time Off Agreement: A motion was made by Peterson, 2nd by Verplank, to approve the Paid Time Off Agreement between the City of Saugatuck and Mr. Kirk Harrier as presented and authorize the Mayor and City Clerk to effectuate the agreement. Upon roll call vote the motion carried unanimously.

C. City Manager Executive Search Firm: A motion was made by Lewis, 2nd by Bekken, to approve the proposal of Walsh Consulting, LLC, for conducting the City Manager Search. Upon roll call vote the motion carried unanimously.

D. Pop Up Patio November Extension: A motion was made by Peterson, 2nd by Johnson, to approve the Zoning Administrator authority to extend these permits through November 30, 2020. Upon roll call vote the motion carried unanimously.

E. Chip's Groundcover Christmascape Proposal: A motion was made by Peterson, 2nd by Johnson, to approve the proposal dated 09-21-2020 R1 from Chip's Groundcover in the amount of \$21,145 to provide holiday lighting services to the City of Saugatuck and authorize the Mayor and the City Clerk to effectuate the agreement contingent on City Council approving a budget amendment at the October 12, 2020 regular meeting to appropriate the necessary funds. Upon roll call vote the motion carried by the following vote:

Yes (6): Peterson, Bekken, Trestor, Verplank, Leo

No (1): Lewis

F. Resolution No. 200928-A: Requesting Action Regarding Shoreline Alterations and Erosion Control Items Impeding Public Beach Walking: A motion was made by Johnson, 2nd by Peterson, to approve Resolution No. 200928-A as presented. Upon roll call vote the motion carried unanimously.

G. Resolution No. 200928-B: Non-Motorized Trail Committee: A motion was made by Peterson, 2nd by Leo, to approve resolution No. 200928-B as presented. Upon roll call vote the motion carried unanimously.

14. Consent Agenda: None

15. Public Comments:

A. Gary Medler (resident) commented on the resolution on Shoreline Alterations and Erosion Control.

B. Barbara Lucier (resident) commented on the upcoming election.

C. Todd Hoskins (resident) commented on personnel retention and attracting a new city manager.

D. Jane Underwood (resident) commented on the non-motorized trail on Park street and public safety.

16. Communications:

A. Sheriff Office Incident Analysis Report (9/14/2020-9/23/2020) (Accepted as Information)

B. Jon Moxey Fleis & Vandenbrink - Park Street Non-Motorized Survey (Accepted as Information)

17. Boards, Commissions & Committee Reports: Council received reports from the following committees: KLSWA, Fire Board, Planning Commission, and Recycling Committee.

18. Council Comments: Council Member Lewis provided an update on the recycling survey.

Council Member Peterson provided an update on donations for the Christmascape.

19. Adjournment: A motion was made by Peterson, 2nd by Lewis, to adjourn at 8:28 p.m. Upon roll call vote the motion passed unanimously.

Respectfully Submitted,

Erin Wilkinson
Saugatuck City Clerk



City Council Memorandum

FROM: Karen Doyle Homan

MEETING DATE: October 12, 2020

SUBJECT: **Explanation of Paid Time off Policy**

I've been asked to explain our PTO policy in layman's language.

The current Personnel Policy was adopted effective October 15, 2019 and combines sick, personal, and vacation leaves into one bucket of paid time off (PTO). Depending upon their years of service, each pay-period an employee is credited a certain number of hours.

For example, a new non-contract employee is credited 6.15 hours per pay period (bi-weekly) during their first year of employment. Over the year they will earn 160 hours of PTO. It may seem like a lot at first glance but it is actually pretty standard. It would equate to 12 sick days, 3 personal days, and 1 week vacation in a more traditional paid time off policy.

As the years of service go up, so does the PTO. With at least 1 year of service but less than five, an additional 40 hours of PTO is earned; at least 5 years but less than 11, another 40. After 11 years the employee tops out at 280 hours of annual PTO. If in a traditional plan, the top out would equate to 12 sick days, 3 personal days, and 4 weeks' vacation.

Years of Service	Accrual Rate per Bi-Weekly Pay Period	Annual PTO Accrual	May Carry Over 50%	Maximum PTO Accrual
Less than 1 year	6.15 hours	160 hours	80 hours	160 hours
At least 1 but less than 5 years	7.69 hours	200 hours	100 hours	300 hours
At least 5 but less than 11 years	9.23 hours	240 hours	120 hours	360 hours
At least 11 years	10.77 hours	280 hours	140 hours	420 hours

Employees may carry over ½ of their unused PTO until they reach their maximum accrual. They forfeit the other half. When they reach the maximum, any PTO credited but not used is cashed out prior to the second pay period in December at the employee’s current base rate of pay. This brings them back down to the maximum accrual.

An employee hired before December 31, 2007 has until their anniversary date in 2024 to use their accrued PTO or it will be cashed out at their current base rate of pay. Their PTO maximum will then be set at current policy.

The table below shows the current accrued but unused PTO and its current value for all full-time employees.

	PTO Hrs	PTO
Employee ID	Balance	Leave Value
10008	690.24	\$ 23,601.24
10010	127.12	\$ 2,823.46
10011	164.92	\$ 4,772.78
10013	0.44	\$ 8.57
10014	67.34	\$ 1,311.78
10015	13.84	\$ 334.79
20007	199.22	\$ 5,701.08
20190	13.84	\$ 255.76
Grand Totals:	1,277	\$ 38,809.47

I hope this answers your questions. I had to write it down to get my own head around it. At your meeting I will attempt a brief explanation of the policy and answer any additional questions you may have.



Incident Analysis Report

Detail



Print Date/Time: 10/09/2020 06:43
 Login ID: allegancounty\bensfield
 Incident Type: All
 Call Source: All

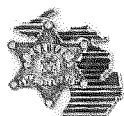
From Date: 09/28/2020 00:00
 To Date: 10/09/2020 23:59

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

Incident Date/Time	Incident Number	Incident Type	Location	Caller
09/28/2020 23:36	2020-00016246	General Assist	BUTLER ST / MAIN ST	
	Report Required:	Yes	Officers	
			490 - Kruithoff	
09/29/2020 18:11	2020-00016278	Fraud	PARK ST	
	Report Required:	Yes	Officers	
			490 - Kruithoff	
09/29/2020 19:52	2020-00016286	MDOP-29000	MAIN ST	
	Report Required:	Yes	Officers	
			490 - Kruithoff	
09/29/2020 23:24	2020-00016296	General Assist	BUTLER ST / MAIN ST	
	Report Required:	Yes	Officers	
			490 - Kruithoff	
09/30/2020 02:10	2020-00016301	Suspicious Situation	109TH AVE	
	Report Required:	Yes	Officers	
			490 - Kruithoff	
10/02/2020 22:47	2020-00016477	General Assist	BUTLER ST / MAIN ST	
	Report Required:	Yes	Officers	
			490 - Kruithoff	
10/02/2020 23:18	2020-00016479	Suspicious Situation	119TH AVE	
	Report Required:	Yes	Officers	
			490 - Kruithoff	
10/03/2020 01:03	2020-00016484	Disorderly Conduct	S BLUE STAR HWY	
	Report Required:	Yes	Officers	
			490 - Kruithoff	
10/03/2020 17:49	2020-00016523	Alarm	BLUE STAR HWY	
	Report Required:	Yes	Officers	
			490 - Kruithoff	
10/03/2020 20:59	2020-00016537	Car/Deer PDA	118TH AVE / 66TH ST	
	Report Required:	Yes	Officers	
			490 - Kruithoff	
10/03/2020 22:31	2020-00016543	OUID	SANCTUARY WAY	

	Report Required:	Yes	Officers
10/04/2020 03:14	2020-00016552	Domestic Assault	490 - Kruithoff 7TH ST
	Report Required:	Yes	Officers
10/04/2020 04:38	2020-00016554	Alarm	490 - Kruithoff 1 DUNEGRASS RIDGE DR
	Report Required:	Yes	Officers
10/04/2020 23:10	2020-00016592	General Assist	490 - Kruithoff MAIN ST / BUTLER ST
	Report Required:	Yes	Officers
10/05/2020 03:26	2020-00016599	DWLS	490 - Kruithoff 42.7383500000000000 -86.0808400000000000
	Report Required:	Yes	Officers
10/07/2020 19:33	2020-00016754	Road Kill Permit	490 - Kruithoff 53RD ST / 133RD AVE
	Report Required:	Yes	Officers
10/07/2020 19:51	2020-00016755	Escape/Flight	490 - Kruithoff SB I 196 HWY
	Report Required:	Yes	Officers
10/07/2020 23:05	2020-00016765	General Assist	490 - Kruithoff BUTLER ST / MAIN ST
	Report Required:	Yes	Officers
10/08/2020 02:09	2020-00016777	Ambulance	490 - Kruithoff WASHINGTON RD
	Report Required:	Yes	Officers
10/08/2020 02:49	2020-00016781	Alarm	490 - Kruithoff RECREATION ST
	Report Required:	Yes	Officers
10/08/2020 17:35	2020-00016822	Harassment/Threats	490 - Kruithoff W RANDOLPH ST
	Report Required:	No	Officers
10/08/2020 22:27	2020-00016835	General Assist	490 - Kruithoff MAIN ST / BUTLER ST
	Report Required:	Yes	Officers
10/09/2020 01:06	2020-00016838	Assist Other Agencies	490 - Kruithoff ANDSBURG RD
	Report Required:	Yes	Officers
			490 - Kruithoff

Total Matches : 23



Incident Analysis Report

Detail



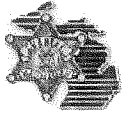
Print Date/Time: 10/09/2020 06:42
 Login ID: allegancounty\bensfield
 Incident Type: All
 Call Source: All

From Date: 09/28/2020 00:00
 To Date: 10/09/2020 23:59

Allegheny County
ORI Number:
 Officer ID: Flokstra, Robert Jr
 Location: All

Incident Date/Time	Incident Number	Incident Type	Location	Caller
09/30/2020 10:56	2020-00016318	Suicidal Subject	WILEY RD	
	Report Required:	Yes	Officers	
			1133 - Flokstra	
10/01/2020 12:02	2020-00016387	Parking Violation	HOFFMAN ST	
	Report Required:	Yes	Officers	
			1133 - Flokstra	
10/01/2020 15:21	2020-00016391	Suspicious Situation	BUTLER ST	
	Report Required:	Yes	Officers	
			1133 - Flokstra	
10/05/2020 08:24	2020-00016608	Assist Other Agencies	142ND AVE	
	Report Required:	Yes	Officers	
			1133 - Flokstra	

Total Matches : 4



Incident Analysis Report

Detail



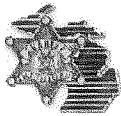
Print Date/Time: 10/09/2020 06:38
 Login ID: allegancounty\bensfield
 Incident Type: All
 Call Source: All

From Date: 09/28/2020 00:00
 To Date: 10/09/2020 23:59

Allegan Coun
ORI Number:
 Officer ID: Visser, Meredith Le
 Location: All

Incident Date/Time	Incident Number	Incident Type	Location	Caller
09/30/2020 16:57	2020-00016345	General Assist	N MAPLE ST	
	Report Required:	Yes	Officers	
			667 - Visser	
09/30/2020 22:22	2020-00016362	General Assist	BUTLER ST / MAIN ST	
	Report Required:	Yes	Officers	
			667 - Visser	
10/01/2020 21:38	2020-00016409	Abandoned Vehicle	41 SB I 196 HWY	
	Report Required:	Yes	Officers	
			667 - Visser	
10/02/2020 01:06	2020-00016420	General Assist	BUTLER ST / MAIN ST	
	Report Required:	Yes	Officers	
			667 - Visser	
10/05/2020 22:23	2020-00016651	General Assist	BUTLER ST / MAIN ST	
	Report Required:	Yes	Officers	
			667 - Visser	
10/06/2020 22:52	2020-00016703	General Assist	BUTLER ST / MAIN ST	
	Report Required:	Yes	Officers	
			667 - Visser	

Total Matches : 6



Incident Analysis Report

Detail



Print Date/Time: 10/09/2020 06:41
 Login ID: allegancounty\bensfield
 Incident Type: All
 Call Source: All

From Date: 09/28/2020 00:00
 To Date: 10/09/2020 23:59

Allegan Coun
 ORI Number:
 Officer ID: Hagerty, Janel L.
 Location: All

Incident Date/Time	Incident Number	Incident Type	Location	Caller
09/28/2020 11:06	2020-00016206	A911	BUTLER ST	
	Report Required:	Yes	Officers	
			424 - Hagerty	
09/28/2020 11:32	2020-00016208	Suicidal Subject	116TH AVE	
	Report Required:	Yes	Officers	
			424 - Hagerty	
09/28/2020 13:02	2020-00016214	Suspicious Situation	BLUE STAR HWY	
	Report Required:	Yes	Officers	
			424 - Hagerty	
09/28/2020 15:01	2020-00016218	Check Welfare	W 32ND ST	
	Report Required:	Yes	Officers	
			424 - Hagerty	
09/29/2020 15:14	2020-00016267	PDA	146TH AVE / 36TH ST	
	Report Required:	Yes	Officers	
			424 - Hagerty	
10/02/2020 05:45	2020-00016424	UNCONS/FAINTING	135TH AVE	
	Report Required:	Yes	Officers	
			424 - Hagerty	
10/02/2020 09:25	2020-00016432	Misc	HOLLAND ST / FRANCIS ST	
	Report Required:	Yes	Officers	
			424 - Hagerty	
10/02/2020 11:38	2020-00016440	Motorist Assist	LAKE ST / BLUE STAR HWY	
	Report Required:	No	Officers	
			424 - Hagerty	
10/02/2020 12:37	2020-00016443	PIA	54TH ST / 136TH AVE	
	Report Required:	Yes	Officers	
			424 - Hagerty	
10/03/2020 06:36	2020-00016496	Suspicious Situation	63RD ST	
	Report Required:	Yes	Officers	
			424 - Hagerty	
10/03/2020 12:09	2020-00016508	Suspicious Situation	WATER ST	

	Report Required:	Yes	Officers
10/04/2020 14:46	2020-00016569	FALLS	424 - Hagerty BUTLER ST
	Report Required:	Yes	Officers
10/07/2020 06:13	2020-00016716	Open Door	424 - Hagerty BUTLER ST
	Report Required:	Yes	Officers
10/07/2020 06:42	2020-00016717	Open Door	424 - Hagerty WATER ST
	Report Required:	Yes	Officers
10/07/2020 08:55	2020-00016723	Alarm	424 - Hagerty 63RD ST
	Report Required:	Yes	Officers
10/07/2020 13:48	2020-00016736	Uncivil	424 - Hagerty COTTONWOOD DR
	Report Required:	Yes	Officers
10/07/2020 14:43	2020-00016740	K-9	424 - Hagerty LINCOLN RD
	Report Required:	Yes	Officers
10/07/2020 15:53	2020-00016746	Road Hazard	424 - Hagerty HOLLAND ST / GRANT ST
	Report Required:	Yes	Officers
10/08/2020 06:54	2020-00016787	No Ops	424 - Hagerty BLUE STAR HWY / LAKE ST
	Report Required:	Yes	Officers
			424 - Hagerty

Total Matches : 19

SAUGATUCK-DOUGLAS HISTORY CENTER

Old School House | The History Museum
PO Box 617
Douglas, MI 49406
269-857-5751 | www.MySDHistory.org

The Saugatuck-Douglas History Center preserves local history and inspires learning to inform and improve our community.

Fish Shanty Restoration Project, September 2020

The Saugatuck Douglas History Center (SDHC) has helped save an important artifact of the area's maritime heritage. One of the last remaining commercial fishing shanties from Saugatuck's fishing industry heyday was threatened by the rising waters of the Kalamazoo River. So in September of 2020, with the help of business owner Sean Steele, the shanty was raised from its foundations at 720 Water Street and moved to storage. There it awaits assessment, restoration, and ultimately placement onto a site where its history may be shared with the community and visitors.



SDHC's Vision:

- Preserve this authentic historic structure
- Inspire learning about Saugatuck-Douglas maritime history and environment
- Improve our communities through education and tourism opportunities

Our vision is to restore the fishing shanty for use as an interpretive display to inform the community and visitors of the fishing history of the area. We would also hope to leverage the shanty and its placement to raise awareness of SDHC's other museum facilities and educational activities and--to the extent possible--encourage related public or private sector efforts to showcase our maritime heritage. This vision is consistent with the SDHC's mission to preserve local history and inspire learning to inform and improve our community.

The project requires placing the shanty on an appropriate site, restoring the building, and developing interpretive displays using historical artifacts, photos, and written or oral accounts of the shanty and of recreational and commercial fishing in the area generally.

Considerations for Site Locations and Restoration Efforts

Several community stakeholders have expressed interest in placement of the shanty on various public and private stakeholder sites. SDHC staff and volunteers are exploring these and other potential sites. Some initial factors we will consider in selecting a site and making restoration decisions include the following:

- Is the site on or near the water? (Setting helps this building tell its story.)
- Does the site currently have or could it generate foot traffic?
- Does the site present opportunities to generate revenue for SDHC, such as through on-site sales of its publications or merchandise, or events, such as fish fries or fishing lessons for children?
- Does the site present opportunities for other public or private efforts to promote local fishing and other maritime activities? (For example: a bait and tackle shop, a fish cleaning station, fishing charters, smoked fish sales, etc.)
- What resources are site stakeholders willing to offer?
- What is the best partnership model, including what degree of ownership and control will ultimately reside with SDHC vs. a site stakeholder?

Initial Steps and Volunteer Opportunities

A committee within the SDHC has convened to coordinate this effort. Members consist of Eric Gollanek, SDHC Executive Director; John Kerr, board member; and SDHC members Vic Bella, Julie Bizzis, Randy Dirosa, and John Mayer.

1. We will identify potential sites and develop site selection criteria, using the considerations for site location and restoration efforts above as a starting point. We will also solicit input on sites, selection criteria, funding opportunities, and general restoration issues within SDHC and from multiple community stakeholders.
2. We will assess the structural integrity of the shanty and determine the restoration efforts needed.
3. We will research the story of this shanty and of local commercial and recreational fishing and thereby establish a historic context for maritime history in Saugatuck-Douglas. This will include review of SDHC collections, interviews of community members with relevant local knowledge, and reading historical publications on regional Great Lakes history. We will also seek materials and artifacts from the Demerest family (who owned the shanty) and others pertaining to the history of the last commercial fishing enterprise in Saugatuck.

As the project progresses, additional work streams will be initiated and additional volunteers will be sought.

10/05/2020		CHECK REGISTER FOR CITY OF SAUGATUCK		
		CHECK DATE FROM 09/01/2020 - 09/30/2020		
Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
09/01/2020	EFT1325(E)	MI DEPT OF TREASURY	PAYROLL	2,118.51
09/04/2020	DD4667(A)	BOSCH, LEXIE	PAYROLL	903.20
09/04/2020	DD4668(A)	BULTMAN, LINDA	PAYROLL	1,343.07
09/04/2020	DD4669(A)	ELLISON, ANSLEY	PAYROLL	378.82
09/04/2020	DD4670(A)	ELLISON, KATE	PAYROLL	319.20
09/04/2020	DD4671(A)	GOODRICH, RICHARD	PAYROLL	847.01
09/04/2020	DD4672(A)	HARRIER, KIRK	PAYROLL	2,196.29
09/04/2020	DD4673(A)	HERBERT, SCOTT	PAYROLL	1,614.49
09/04/2020	DD4674(A)	ILMBERGER, MACY	PAYROLL	374.05
09/04/2020	DD4675(A)	KERRIDGE, ADAM	PAYROLL	1,145.89
09/04/2020	DD4676(A)	LINDBALD, CODY	PAYROLL	342.49
09/04/2020	DD4677(A)	MARTIN, DANNY	PAYROLL	591.27
09/04/2020	DD4678(A)	NYBOER, KARSYN	PAYROLL	342.64
09/04/2020	DD4679(A)	OSMAN, CINDY	PAYROLL	1,405.22
09/04/2020	DD4680(A)	SAUCEDA, ELIJAH	PAYROLL	783.98
09/04/2020	DD4681(A)	SNELLER, RANDY	PAYROLL	714.81
09/04/2020	DD4682(A)	STANISLAWSKI, PETER	PAYROLL	1,400.35
09/04/2020	DD4683(A)	STEWART, JESSICA	PAYROLL	474.11
09/04/2020	DD4684(A)	THEODORE, PAUL	PAYROLL	645.16
09/04/2020	DD4685(A)	VAN OSS, BRENT	PAYROLL	1,109.49
09/04/2020	DD4686(A)	WEBSTER, MARY	PAYROLL	364.73
09/04/2020	DD4687(A)	WENDT, MICHAEL	PAYROLL	1,223.70
09/04/2020	EFT1326(E)	457-VALIC	PAYROLL	3,540.35
09/04/2020	EFT1327(E)	STATE OF MICHIGAN	PAYROLL	185.06
09/04/2020	EFT1328(E)	MERS HYBRID	PAYROLL	997.22
09/04/2020	EFT1329(E)	FEDERAL TAX DEPOSIT	PAYROLL	6,252.19
09/14/2020	16517	GIL- ROY'S HARDWARE	SUPPLIES	173.11
09/14/2020	16520	MINER SUPPLY CO	SUPPLIES	1,023.64
09/14/2020	16521	OVERISEL LUMBER COMPANY	SUPPLIES	614.40
09/14/2020	16522	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	188,155.70
09/14/2020	16523	SAUGATUCK WOMAN'S CLUB	ELECTION	525.00
09/14/2020	16524	SHIVER ME TIMBERS	STUMPING GRINDING	425.00
09/14/2020	16525	SOUTHSIDE BODY & FABRICATION INC	COVID ELECTION DROP BOX	2,240.00
09/14/2020	16526	SUPERIOR ASPHALT INC	PARK STREET REPAIR	750.00
09/14/2020	16527	WESTENBROEK MOWER INC	SUPPLIES	193.96
09/14/2020	3080(E)	FIRST BANK CARD	ELECTION, SUPPLIES & DPW	1,862.52
09/14/2020	3081(E)	FRONTIER	OVAL 911 PHONE	69.13
09/14/2020	3082(E)	FRONTIER	DPW GARAGE	176.47
09/14/2020	3083(E)	MERCHANTS BANCARD NETWORK	OVAL FEES	2,718.13
09/14/2020	3084(E)	MICHIGAN GAS UTILITIES	DPW	42.94
09/14/2020	3085(E)	SHELL	GASOLINE & DIESEL	882.21

10/05/2020		CHECK REGISTER FOR CITY OF SAUGATUCK		
		CHECK DATE FROM 09/01/2020 - 09/30/2020		
Check Date	Check	Vendor Name	Description	Amount
09/14/2020	3086(E)	STATE OF MICHIGAN	CONCESSION SALES TAX	948.93
09/14/2020	3087(E)	VALLEY CITY LINEN INC	SHOP TOWELS	383.30
09/14/2020	3088(A)	ALLEGAN COUNTY SHERIFF	TIRE REPAIR	288.00
09/14/2020	3089(A)	ALLEGAN COUNTY TREASURER	TAX TRIBUNAL	226,789.68
09/14/2020	3090(A)	BLOOM SLUGGETT PC	TAX TRIBUNAL	2,675.00
09/14/2020	3091(A)	BURNETT & KASTRAN PC	LEGAL FEES	156.00
09/14/2020	3092(A)	ETNA SUPPLY	SUPPLIES	161.70
09/14/2020	3093(A)	GLOBAL EQUIPMENT COMPANY	STORAGE OFFICE	98.59
09/14/2020	3094(A)	GROUNDS MANAGEMENT SOLUTIONS	PARKS MAINTENANCE	2,017.00
09/14/2020	3095(A)	HOLLAND LITHO PRINTING SERVICE	PRINTING OVAL	520.20
09/14/2020	3096(A)	OTTAWA AREA INTERMEDIATE	PROPERTY TAXES	133,740.61
09/14/2020	3097(A)	PURITY CYLINDER GASES INC	CONCESSION	17.12
09/14/2020	3098(A)	SAUGATUCK FIRE	SHORT TERM RENTAL	125.00
09/14/2020	3099(A)	SEPTIC TANK SYSTEMS CO INC	PORTABLE TOILETS	770.00
09/14/2020	3100(A)	SHORELINE TECHNOLOGY SOLUTIONS	HARD DRIVE DISK	835.75
09/14/2020	3101(A)	SMART BUSINESS SOURCE LLC	OFFICE	56.59
09/14/2020	16518	ALLEGAN COUNTY CLERK ASSOCIATION	DUES	20.00
09/14/2020	16519	MICHIGAN ASSN. OF MUNICIPAL CLERK	CLERK DUES	60.00
09/18/2020	DD4688(A)	BOSCH, LEXIE	PAYROLL	361.12
09/18/2020	DD4689(A)	BULTMAN, LINDA	PAYROLL	1,383.06
09/18/2020	DD4690(A)	ELLISON, ANSLEY	PAYROLL	189.41
09/18/2020	DD4691(A)	GOODRICH, RICHARD	PAYROLL	682.63
09/18/2020	DD4692(A)	HARRIER, KIRK	PAYROLL	2,196.28
09/18/2020	DD4693(A)	HERBERT, SCOTT	PAYROLL	1,679.48
09/18/2020	DD4694(A)	KERRIDGE, ADAM	PAYROLL	1,541.86
09/18/2020	DD4695(A)	LINDBALD, CODY	PAYROLL	393.12
09/18/2020	DD4696(A)	MARTIN, DANNY	PAYROLL	525.66
09/18/2020	DD4697(A)	NYBOER, KARSYN	PAYROLL	237.21
09/18/2020	DD4698(A)	OSMAN, CINDY	PAYROLL	1,405.23
09/18/2020	DD4699(A)	SAUCEDA, ELIJAH	PAYROLL	455.36
09/18/2020	DD4700(A)	SNELLER, RANDY	PAYROLL	766.19
09/18/2020	DD4701(A)	STANISLAWSKI, PETER	PAYROLL	1,400.34
09/18/2020	DD4702(A)	STEWART, JESSICA	PAYROLL	306.59
09/18/2020	DD4703(A)	THEODORE, PAUL	PAYROLL	356.81
09/18/2020	DD4704(A)	VAN OSS, BRENT	PAYROLL	1,180.37
09/18/2020	DD4705(A)	WEBSTER, MARY	PAYROLL	198.23
09/18/2020	DD4706(A)	WENDT, MICHAEL	PAYROLL	1,263.69
09/18/2020	DD4707(A)	WILKINSON, ERIN	PAYROLL	1,472.37
09/18/2020	EFT1330(E)	457-VALIC	PAYROLL	3,813.42
09/18/2020	EFT1331(E)	STATE OF MICHIGAN	PAYROLL	185.06
09/18/2020	EFT1332(E)	MERS HYBRID	PAYROLL	1,202.01
09/18/2020	EFT1333(E)	FEDERAL TAX DEPOSIT	PAYROLL	6,085.08
09/18/2020	EFT1334(E)	MERS	PAYROLL	3,089.93

10/05/2020		CHECK REGISTER FOR CITY OF SAUGATUCK		
		CHECK DATE FROM 09/01/2020 - 09/30/2020		
Check Date	Check	Vendor Name	Description	Amount
09/28/2020	16537	PETTY CASH	TIRE CHANGE	60.00
09/28/2020	3102(E)	AT&T MOBILITY	CELL PHONES	248.18
09/28/2020	3103(E)	CAPITAL ONE	SUPPLIES	24.96
09/28/2020	3104(E)	CONSUMERS ENERGY	ELECTRIC	3,504.82
09/28/2020	3109(E)	FRONTIER	OVAL BEACH	210.96
09/28/2020	3115(E)	REPUBLIC SERVICES	TRASH	374.45
09/28/2020	3116(E)	REPUBLIC SERVICES	TRASH	405.05
09/28/2020	3117(E)	REPUBLIC SERVICES	TRASH	89.01
09/28/2020	3118(A)	ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	25,725.72
09/28/2020	3119(A)	BELL EQUIPMENT CO	STREET SWEEPER	696.17
09/28/2020	3120(A)	DIANNA MC GREW	ASSESSING SERVICES	2,689.47
09/28/2020	3121(A)	ETNA SUPPLY	FLOODING	640.00
09/28/2020	3122(A)	FLEIS & VANDENBRINK ENGINEERING INC	PARK STREET STUDY	939.05
09/28/2020	3123(A)	HOLLAND P.T.	REPAIR TRUCK	116.73
09/28/2020	3124(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	188.06
09/28/2020	3125(A)	MICHIGAN ELECTRO FREEZE INC	CONCESSION	100.00
09/28/2020	3126(A)	PRO-TEMP INC	CONCESSION	141.40
09/28/2020	3127(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	200.13
09/28/2020	3128(A)	SAUGATUCK FIRE	PROPERTY TAXES	448.78
09/28/2020	3129(A)	SEPTIC TANK SYSTEMS CO INC	WICKS PARK OCTOBER	360.00
09/28/2020	3130(A)	SHORELINE TECHNOLOGY SOLUTIONS	CLERK LAPTOP	1,469.00
09/28/2020	16528	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	1,047,666.25
09/28/2020	16529	BAY EQUIPMENT CO	DPW RACKING	1,933.40
09/28/2020	16530	BORST METAL WORKS	FLOODING	550.00
09/28/2020	16531	CAPITAL ONE	GMC RUNNING BOARDS	424.53
09/28/2020	16532	D & L TRUCK & TRAILER LLC	ANNUAL INSPECTION MAINTENANCE	991.80
09/28/2020	16533	DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	829.21
09/28/2020	16534	IHLE AUTO PARTS	FILTERS, OIL & BATTERY	565.14
09/28/2020	16535	MINER SUPPLY CO	SUPPLIES	2,799.44
09/28/2020	16536	OTTAWA AREA INTERMEDIATE SCHOOL	PROPERTY TAXES	626,896.21
09/28/2020	16538	RANDY'S CARPET CARE	CLEANING CITY HALL CARPET	341.49
09/28/2020	16539	RATHCO SAFETY SUPPLY CO	SIGNS	300.29
09/28/2020	16540	SAUGATUCK DRUG	SUPPLIES	3.49
09/28/2020	16541	SAUGATUCK FIRE	CEMETERY	5,833.86
09/28/2020	16542	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	666,238.05
09/28/2020	16543	STANDARD INSURANCE COMPANY	INSURANCE	300.64
09/28/2020	16544	TODD WENZEL GMC	2020 GMC 2500	36,403.05
09/28/2020	16545	WESTENBROEK MOWER INC	STARTER REPAIR	134.93
09/28/2020	16546	WYOMING ASPHALT PAVING CO	ASPHALT	350.90
09/28/2020	3105(E)	FRONTIER	DPW TELEPHONE & INTERNET	176.47
09/28/2020	3106(E)	FRONTIER	TELEPHONE & INTERNET	176.47
09/28/2020	3107(E)	FRONTIER	OVAL 911 PHONE	69.13
09/28/2020	3108(E)	FRONTIER	OVAL 911 PHONE	62.35

10/05/2020		CHECK REGISTER FOR CITY OF SAUGATUCK		
		CHECK DATE FROM 09/01/2020 - 09/30/2020		
Check Date	Check	Vendor Name	Description	Amount
09/28/2020	3110(E)	GORDON FOOD SERVICE	CONCESSION	74.27
09/28/2020	3111(E)	MICHIGAN GAS UTILITIES	CITY HALL	36.78
09/28/2020	3112(E)	MICHIGAN GAS UTILITIES	BUTLER STREET BATHROOM	40.44
09/28/2020	3113(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	46.19
09/28/2020	3114(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	42.94
09/30/2020	3131(E)	PRIORITY HEALTH	HEALTH INSURANCE	5,808.77
09/30/2020	3132(E)	XEROX FINANCIAL SERVICES	COPIER LEASE	451.68
09/30/2020	DD4708(A)	BEKKEN, MARK	BOARDS & COMMISSION	261.30
09/30/2020	DD4709(A)	BONT, RICHARD	BOARDS & COMMISSION	52.86
09/30/2020	DD4710(A)	BOUCK, JAMES	BOARDS & COMMISSION	52.86
09/30/2020	DD4711(A)	CANNARSA, JOHN	BOARDS & COMMISSION	77.49
09/30/2020	DD4712(A)	CASPAR, MARSHA	BOARDS & COMMISSION	26.43
09/30/2020	DD4713(A)	CRAWFORD, RICHARD	BOARDS & COMMISSION	26.12
09/30/2020	DD4714(A)	DAVENPORT, JENNIFER	BOARDS & COMMISSION	51.66
09/30/2020	DD4715(A)	JOHNSON, BARRY	BOARDS & COMMISSION	274.05
09/30/2020	DD4716(A)	LEO, HOLLY	BOARDS & COMMISSION	239.87
09/30/2020	DD4717(A)	LEO, NICHOLAS	BOARDS & COMMISSION	52.26
09/30/2020	DD4718(A)	LEWIS, LEIGH	BOARDS & COMMISSION	269.04
09/30/2020	DD4719(A)	PATERSON, KEITH	BOARDS & COMMISSION	77.59
09/30/2020	DD4720(A)	PETERSON, CHRISTINE	BOARDS & COMMISSION	287.43
09/30/2020	DD4721(A)	STRAKER, TIMOTHY	BOARDS & COMMISSION	78.38
09/30/2020	DD4722(A)	TRESTER, KENNETH	BOARDS & COMMISSION	293.96
09/30/2020	DD4723(A)	VERPLANK, JANE	BOARDS & COMMISSION	261.30
09/30/2020	DD4724(A)	VLASITY, STEFFANIE	BOARDS & COMMISSION	75.79
09/30/2020	DD4725(A)	ZERFAS, ZACHARY	BOARDS & COMMISSION	26.43
09/30/2020	EFT1335(E)	FEDERAL TAX DEPOSIT	PAYROLL	510.57
09/30/2020	EFT1336(E)	MI DEPT OF TREASURY	PAYROLL	2,060.92
Total of 292 Checks:				3,076,735.91
Less 0 Void Checks:				0.00
Total of 292 Disbursements:				3,076,735.91

Vendor Name	Description	Amount
1. ACTION INDUSTRIAL SUPPLY CO		
	UNIFORMS & SAFETY EQUIPMENT	9.70
	UNIFORMS & SAFETY EQUIPMENT	137.58
	UNIFORMS & SAFETY EQUIPMENT	159.08
	UNIFORMS & SAFETY EQUIPMENT	302.38
	UNIFORMS & SAFETY EQUIPMENT	159.96
	TOTAL	768.70
2. ALLEGAN COUNTY SHERIFF		
	REPAIRS	556.52
	OVAL BEACH	1,760.00
	RESERVE DEPUTIES	2,108.00
	TOTAL	4,424.52
3. ALLEGAN COUNTY TREASURER		
	PROPERTY TAXES	5,259.18
4. AMERICAN LEGAL PUBLISHING CORP.		
	ORDINANCES UPDATE	203.00
5. APEX SOFTWARE		
	ASSESSING SOFTWARE	235.00
6. BURNETT & KASTRAN PC		
	LEGAL FEES	420.00
7. CAPITAL ONE		
	WEED CUTTER ZERO TURN	574.71
8. DTR SIGN COMPANY		
	PALLET SIGN REPAIR	553.54
9. ELECTION SOURCE		
	ELECTION	255.00
10. FENCE CONSULTANTS OF W. MICHIGAN		
	FENCE SUPPLIES	2,776.00
11. FIRST BANK CARD		
	ZOOM MEETINGS	68.89
	ELECTION, LAPTOP & SUPPLIES	3,546.72
	TOTAL	3,615.61
12. FLEIS & VANDENBRINK ENGINEERING INC		
	ENGINEERING FEES	5,021.68
13. GIL- ROY'S HARDWARE		
	SUPPLIES	209.91
14. GREENMARK EQUIPMENT INC		
	REPAIRS	151.29
15. HOLLAND LOCK & SAFE		
	CONCESSION	173.00
16. KALAMAZOO LAKE SEWER & WATER		
	WATER & SEWER	2,328.65
17. KENDALL ELECTRIC INC		
	STREET LIGHTS	163.88
18. MC CANN INDUSTRIES INC		
	BACKHOE REPAIR	2,773.46
19. MERS		
	RETIREMENT	4,500.00
20. MMTA		
	TRAINING	75.00
21. OTTAWA AREA INTERMEDIATE		
	SCHOOL DIS	
	PROPERTY TAXES	3,147.05
22. OVERISEL LUMBER COMPANY		
	SUPPLIES & REPAIRS	414.40
23. PRIORITY HEALTH		
	HEALTH INSURANCE	5,808.77
	HEALTH INSURANCE	10,248.52
	TOTAL	16,057.92

Vendor Name	Description	Amount
24. PURITY CYLINDER GASES INC	CONCESSION	16.16
25. SAUGATUCK FIRE	RENTAL INSPECTIONS	125.00
26. SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	5,203.31
27. SHELL	GASOLINE & DIESEL	1,353.59
28. SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	776.25
29. VALLEY CITY LINEN INC	SHOP TOWELS	82.70
30. WALSH MUNICIPAL SERVICES LLC	MANAGERIAL SEARCH CONTRACT	7,000.00
31. WESTENBROEK MOWER INC	REPAIRS & SUPPLIES	475.43
	OIL	20.20
	TOTAL	495.63
32. WYOMING ASPHALT PAVING CO	ASHPHALT HOT	446.05
33. XEROX FINANCIAL SERVICES	COPIER LEASE	451.68
TOTAL - ALL VENDORS		70,051.24
FUND TOTALS:		
Fund 101 - GENERAL FUND		45,526.60
Fund 202 - MAJOR STREETS		3,410.95
Fund 203 - LOCAL STREETS		796.05
Fund 661 - MOTOR POOL FUND		6,681.43
Fund 701 - CURRENT TAX FUND		13,609.54
Fund 715 - ROSE GARDEN		26.67



City Council Agenda Item Report

FROM: Karen Doyle Homan
MEETING DATE: October 12, 2020
SUBJECT: Schedule of Fees Amendment

DESCRIPTION

The Saugatuck Township Fire District Fire Board has requested that the communities within the Fire District amend their fee schedules to include a fee for appealing the International Fire Code (IFC) to the Fire District Board of Appeals.

DISCUSSION

The City of Saugatuck, some years ago, adopted the International Fire Code (IFC). In March of 2018 the Code was amended to provide for an IFC Board of Appeals. The purpose was to provide an objective forum for settling disputes regarding the application or interpretation of code requirements. At that time, the fee for a hearing by the Board of Appeals was set at \$400.

As you'll read in the attached request from Chief Janik, the District has experienced costs much greater than the current fee for builder/developer appeals. The Fire District Fire Board recommends the City adopt a fee structure that provides for recovering the costs of these larger development appeals.

The attached Schedule of Fees keeps the fee at \$400 for a principal residence. The fee for a builder or developer (non-primary residence) is set at \$1,000. In addition to the Board of Appeals fee, a non-principal residence would be required to establish an escrow account in the amount of \$1,000. The Fire Board may use the escrow funds to retain a planning consultant, experts, attorneys or similar. In the event the escrow drops to \$250, the applicant shall replenish the escrow to the original amount of \$1,000. Any escrow balance remaining when the appeal is completed shall be returned to the applicant.

If approved, the changes in the City of Saugatuck – Schedule of Fees would take effect immediately.

BUDGET ACTION REQUIRED N/A

LEGAL REVIEW N/A

SAMPLE MOTION:

Motion to approve/deny the City of Saugatuck Schedule of Fees incorporating the fee structure for IFC Board of Appeals.

CITY OF SAUGATUCK - SCHEDULE OF FEES

OVAL BEACH

Daily Vehicle Entrance During Season 8:00 AM to 9:00 PM:
 Motor Vehicle (Per Space) \$ 10.00

Season:
 Motor Vehicle \$ 50.00
 Motor Vehicle (Resident/Tax Payer) \$ 20.00
 Failure to display daily or season permit: \$ 25.00

BUSINESS LICENSES

Hawkers & Peddlers \$100.00/day
 Plus \$25.00 for each additional day
 Short Term Rental \$250.00/3 yr.
 Short Term Rental Re-inspection Fee \$ 60.00

WASTE HAULER LICENSE

Regular \$150.00/yr

ZONING

Fence or Sign Permit \$ 25.00
 Zoning Permit Application \$ 50.00
 Hearing before the Planning Comm. Or ZBA \$300.00
 Hearing before Fire Board of Appeals (IFC) \$400.00 Principal Residence / \$1,000.00 Non-Principal Residence*
 *Plus Re-Fillable Escrow of \$1,000.00 See Note Below
 Special Meeting with HDC \$300.00
 Application for lot split & lot line adjustment \$100.00
 Zoning Ordinance with Color Map \$ 30.00

MISCELLANEOUS

Commercial Tour Vehicle (Seasonal Permit) \$200.00
 Commercial Tour Vehicle (3 yr. Permit, non-refundable) \$600.00
 Public Entertainment License \$100.00/yr
 Mechanical Amusement Devices \$ 35.00/ea./yr.
 Garage Sales (refundable, limit of two per year) \$ 25.00/ea.
 Copier Charge \$ 0.25/ea
 Fax Out \$ 0.50/pg.
 NSF Check Return \$ 40.00
 Civil Infractions Per Ordinance
 Gazebo Rental (Coghlin Park) \$500.00
 Wicks Park Boat Slip Lease \$1,400 resident rate
 \$1,700 non-resident rate
 Voter Information on Disk/CD \$ 25.00
 Voter Information on Labels \$ 0.03 per name + \$3.00 per sheet of labels

SPEAR STREET LAUNCH RAMP

Daily \$ 7.00
 (Resident/Tax Payer) Season Launch Permit \$ 20.00

WATER CONNECTION (APPROVED 12-26-1995)

<u>IN CITY FEE</u>		<u>OUT OF CITY</u>	
1"	\$ 1,500.00	1"	\$ 3,000.00
1.5"	\$ 1,850.00	1.5"	\$ 3,700.00
2"	\$ 2,600.00	2"	\$ 5,200.00
4"	\$ 8,450.00	4"	\$16,900.00
6"	\$13,900.00	6"	\$27,800.00
8"	\$20,400.00	8"	\$40,800.00
10"	\$26,700.00	10"	\$53,400.00
12"	\$35,250.00	12"	\$70,500.00

SEWER CONNECTION (APPROVED 12-26-1995)

<u>IN CITY FEE</u>		<u>OUT OF CITY</u>	
1"	\$ 2,000.00	1"	\$ 4,000.00
1.5"	\$ 3,100.00	1.5"	\$ 6,200.00
2"	\$ 4,200.00	2"	\$ 8,400.00
4"	\$ 8,950.00	4"	\$17,900.00
6"	\$13,500.00	6"	\$27,000.00
8"	\$18,100.00	8"	\$36,200.00
10"	\$22,700.00	10"	\$45,400.00
12"	\$27,350.00	12"	\$54,700.00

BOD \$.24 per lb.
 COD .07 per lb.
 Suspended Solids .35 per lb.
 Phosphorous 2.70 per lb.

*Note: Fire Board may use the Escrow Funds to retain a planning consultant, experts, attorneys or similar. In the event the escrow drops to \$250.00, the applicant shall replenish the escrow to the original amount of \$1,000.00. Any escrow balance remaining when the appeal is completed shall be returned to the applicant.

Saugatuck Township Fire District Fire Board Agenda Item Report

TO: City of Saugatuck

FROM: Greg Janik, Fire Chief

MEETING DATE: September __, 2020

SUBJECT: International Fire Code Board of Appeals Fee Revision Recommendation

DESCRIPTION:

The Fire District Fire Board has evaluated the International Fire Code (IFC) Board of Appeals (BOA) fee schedule and determined the current fee of \$400 to be inadequate. The Fire District has experienced extraordinary costs associated with just two appeals since adoption of the IFC approximately 19 years ago. The two appeals have resulted in over \$28,245.00 in legal fees and wage expenses for Saugatuck Township Fire District.

REQUEST:

The Fire District Fire Board would like to recommend the City of Saugatuck adopt the following BOA fee structure.

1. The Board of Appeal fee for a homeowner appealing the IFC for his/her primary residence shall be \$400.
2. The Board of Appeal fee for a builder or developer, (any person or entity not appealing a primary residence), shall be \$1,000.
In addition to the set fee of \$1,000 for a builder or developer, (any person or entity not appealing a primary residence), the applicant shall be required to pay the amount of \$1,000 as an escrow fee to be held by Saugatuck Township Fire District. The Fire Board may use the es-

crow funds to retain a planning consultant, experts, attorneys or similar. In the event the escrow drops to \$250, the applicant shall replenish the escrow to the original amount of \$1,000. Any escrow balance remaining when the appeal is completed shall be returned to the applicant.

LEGAL REVIEW:

Fire District Attorney Jeff Sluggett has reviewed the proposed fee structure.

SAMPLE MOTION:

Possible motion.

Motion to **approve/deny** the City of Saugatuck Council to adopt the IFC Board of Appeal fee structure, as presented.

150.01 FIRE PREVENTION CODE ADOPTED.

(A) *Adoption of Code.* Pursuant to authority granted by Section 3(k) of the Home Rule Cities Act, Michigan Public Act 279 of 1909, being M.C.L.A. §§ 117.1 *et seq.*, as amended, the International Fire Code, 2015 Edition (the “Code”), including all appendices, except Appendix A, as published by the International Code Council, a copy of which is on file in the office of the City Clerk, is adopted as the Fire Code of the City of Saugatuck and all of the regulations, provisions, terms, conditions and penalties of the Code are hereby adopted and made a part hereof, as if fully set out in this ordinance, together with any additions, deletions and changes stated in this section.

(B) *Revisions in text of code.*

(1) Section 101.1 of the Code is amended to insert “the City of Saugatuck”.

(2) Section 103.2 of the Code is amended to read in its entirety as follows:

103.2 *Appointment.* As used in this code, the term ‘fire code official’ shall refer to the Fire Chief of the Saugatuck Township Fire District, or such other individual as the City Council of the City of Saugatuck may from time to time appoint by resolution.

(3) Section 108 of the Code is amended to read in its entirety as follows:

108.1 *Board of appeals established.* In order to hear and decide appeals of orders, decisions or determinations made by the fire code official relative to the application and interpretation of this code, there is hereby created a board of appeals comprised of three (3) members of the Fire Administrative Board. Elected or non-elected officials may be appointed to serve as members of the board of appeals in any capacity. Each jurisdiction which is a constituent member of the Saugatuck Township Fire District shall appoint one (1) regular member to the board of appeals consistent with this code. Each jurisdiction shall also appoint one (1) alternate member who will be called to serve in the absence or disqualification of the jurisdiction’s regular member. Members appointed to the board of appeals shall serve at the pleasure of the appointing jurisdiction’s governing body; provided, however, that a board of appeals member must also be a member of the Fire Administrative Board. The fire code official shall be an ex officio member of the board of appeals but shall have no vote on any matter before the board. The board of appeals shall adopt rules of procedure for conducting its business, and shall render all decisions and findings in writing to the appellant with a duplicate copy to the fire code official.

108.2 *Limitations on authority.* An application for appeal shall be based on a claim that the intent of this code or the rules legally adopted hereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or an equivalent method of protection or safety is proposed. The board shall have no authority to waive the requirements of this code.

108.3 *Qualifications.* The board of appeals shall consist of members who are qualified by experience and training to pass on matters pertaining to hazards of fire, explosions, hazardous conditions or fire protection systems.

108.4 *Meetings.* The board shall meet at regular intervals, to be determined by the chairman. In any event, the board shall meet within 10 days after notice of appeal has been received.

108.5 *Decisions.* Every decision shall be promptly filed in writing in the office of the fire code official and shall be open to public inspection. A certified copy shall be sent by mail or

otherwise to the appellant, and a copy shall be kept publicly posted in the office of the fire code official for two weeks after filing.

(4) Section 109.3.3 is amended to read in its entirety as follows:

109.3.3 Prosecution of violations. If the notice of violation is not complied with within the time prescribed by the fire code official, the fire code official may proceed as follows:

(a) He may issue municipal civil infractions (directing alleged violators to appear in court) or municipal civil infraction notices (directing alleged violators to appear at the municipal ordinance violations bureau); or

(b) He may request that legal counsel for the City institute appropriate proceedings at law or equity to restrain, correct or abate such violation or to require the removal or termination of the unlawful use of a building or structure in violation of the provisions of this code or of the order of direction made pursuant thereto.

(5) Section 109.4 of the Code is amended to read in its entirety as follows:

109.4 Violation Penalties. Except as provided by Michigan law, a violation of this Code is a municipal civil infraction, for which the fine shall be not less than \$250 for the first offense, not less than \$500 for a second offense and not more than \$1,000 for a subsequent offense, in the discretion of the court, in addition to all other costs, damages, attorneys fees and expenses. Each day during which any violation continues shall be deemed a separate offense. The foregoing penalties shall not prohibit the City from seeking injunctive relief against a violator or such other appropriate relief as may be provided by law.

(6) Section 111.4 of the Code is amended to read in its entirety as follows:

111.4 Failure to comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be in violation of this Code. Such violation shall be a municipal civil infraction in accordance with Section 109.3.

(7) *Geographic limits.* Sections 5704.2.9.6.1, 5706.2.4.4, 5806.2, and 6104.2 of the Code are amended to state that the entire territory of the City of Saugatuck is the geographic area within which the storage of the stated hazardous and flammable fluids, liquids and gases is prohibited.

(Am. Ord. 080908-1, passed 9-8-2008; Am. Ord. 090112-1, passed 1-12-2009; Am. Ord. 150223-1, passed 2-23-2015; Am. Ord. 170724-1, passed 7-24-2017; Am. Ord. 180312-1, passed 3-12-2018; Am. Ord. 180625-1, passed 6-25-2018)



City Council Agenda Item Report

FROM: Karen Doyle Homan
MEETING DATE: October 12, 2020
SUBJECT: Eurasion Water Milfoil Study Group

DESCRIPTION

Creation of a Study Group tasked with advising the Council on effective and/or preferred treatment options and costs to control Eurasion Water Milfoil in Kalamazoo Harbor.

DISCUSSION

The City Council has been discussing the problem of Eurasion Water Milfoil in the Kalamazoo Harbor for some time. Due to many other pressing issues the matter lost momentum. Creation of a study group with staff assistance may be helpful to assure that we are ready for treatment this coming season.

Staff suggests the makeup of the group to be two Council Persons, one resident, and the City Manager.

BUDGET ACTION REQUIRED N/A

LEGAL REVIEW N/A

SAMPLE MOTION:

Motion to approve/deny the creation of a Eurasion Water Milfoil study group.



City Council Agenda Item Report

FROM: Peter Stanislawski
MEETING DATE: October 12, 2020
SUBJECT: **Budget Amendment**

Resolution 201012-A (FY 20/21 Budget Amendments)

DESCRIPTION

The City Council is authorized by statute to amend the budget throughout the fiscal year as it becomes apparent that a deviation from the original general appropriations act is necessary. Attached are the recommend budget amendments.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

Resolution was originally prepared by municipal attorney Jeff Sluggett.

SAMPLE MOTION:

Motion to **approve/deny** Resolution No. 201012-A amending the FY 20/21 budget as presented.

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

RESOLUTION NO. 201012-A

**A RESOLUTION TO AMEND THE BUDGET OF THE 2020/2021 GENERAL
APPROPRIATIONS ACT**

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

WHEREAS, in accordance with the Uniform Budgeting and Accounting Act, 1968 PA 2, as amended, the Budget Hearings of Local Governments Act, 1963 PA 43, and Chapter VII of the City Charter, the City Council of the City of Saugatuck established and approved the City’s budget for fiscal year commencing July 1, 2020 and ending June 30, 2021; and

WHEREAS, the City Manager has recommended that said budget be amended based on new information now available; and

WHEREAS, the Council is authorized by statute to amend the budget throughout the fiscal year as it becomes apparent that a deviation from the original general appropriations act is necessary; and

WHEREAS, the Council is authorized to make additional appropriations during the fiscal year.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The City Council of the City of Saugatuck amends the 2020/2021 budget as follows:

GL #	DESCRIPTION	DR	CR	
	Fund 101 GENERAL FUND			
101-000-403.000	PERSONAL PROPERTY TAXES	3,500.00		Revenue
101-000-528.000	OTHER FEDERAL GRANTS	2,714.00		Revenue
101-000-577.000	LIQUOR LICENSE FEES	1,800.00		Revenue
101-000-614.000	SCHOOL TAX COLLECTION FEE	3.75		Revenue
101-000-615.000	PARKING LOT FEES	10,000.00		Revenue
101-000-651.000	OVAL BEACH FEES	300,000.00		Revenue
101-000-674.000	MISC DONATIONS & INCOME	10,000.00		Revenue
101-101-801.000	CONTRACTUAL SERVICES		14,000.00	Council
101-101-831.000	CEMETERY FEES		84.00	Council
101-215-970.000	CAPITAL OUTLAY		2,500.00	Clerk
101-441-805.000	HOLIDAY LIGHTING		10,000.00	Public Service
101-756-730.000	SUPPLIES		5,000.00	Oval
101-756-900.000	PRINTING & PUBLISHING		2,000.00	Oval
101-758-702.000	SALARY		3,500.00	Oval

GL #	DESCRIPTION	DR	CR	
	Fund 592 WATER & SEWER			
592-000-610.000	WATER FEES	3,950.00		Water
592-000-611.000	SEWER FEES	3,000.00		Water
592-536-801.000	CONTRACTUAL SERVICES		125,000.00	Water
GL #	DESCRIPTION	DR	CR	
	Fund 661 MOTOR POOL			
661-000-673.000	SALE OF FIXED ASSETS	15,000.00		Motor Pool

2. The funds appropriated shall be approved pursuant to the authority granted by the Saugatuck City Charter.
3. An appropriation is not a mandate to spend.
4. All resolutions or parts of resolutions in conflict with this Resolution are rescinded.

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

RESOLUTION DECLARED ADOPTED.

Dated: October 12, 2020

Ken Trester, Mayor

Erin Wilkinson, City Clerk

CERTIFICATION

I, Erin Wilkenson, the City 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 October 12, 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:

Erin Wilkinson, City Clerk



City Council Agenda Item Report

FROM: Erin K. Wilkinson
MEETING DATE: October 12, 2020
SUBJECT: Saugatuck Sportfishing Association Notprofit Recognition

DESCRIPTION

The Saugatuck Sportfishing Association has requested the Saugatuck City Council pass a resolution to recognize their nonprofit status within the community of Saugatuck, as required by the State of Michigan Bureau of State Lottery.

DISCUSSION

Attached are the documents required by the State of Michigan, nonprofit paperwork, and mission statement of the organization.

BUDGET ACTION REQUIRED N/A

LEGAL REVIEW N/A

SAMPLE MOTION:

Motion to approve/deny the City of Saugatuck Resolution No. 201012-A as presented.



State of Michigan
 Bureau of State Lottery
 101 E. Hillsdale • P.O. BOX 30023 • Lansing, Michigan 48909
 www.michigan.gov/cg • (517) 335-5780 • FAX (517) 267-2285



BRIAN NEILL
 COMMISSIONER

GRETCHEN WHITMER
 GOVERNOR

June 22, 2020

Organization ID: 140825

Dave Engel
 Saugatuck Sportfishing Association
 1137 22nd St
 Otsego, MI 49078



Dear Dave Engel:

We have received documentation to qualify your organization as a Local Civic organization to conduct licensed gaming events as allowed by Act 382 of the Public Acts of 1972, as amended.

We are pleased to inform you that your Large Raffle license, R58623, is enclosed. **However, additional qualification information must be submitted to this office before any additional licenses will be issued.**

No further licenses will be issued until you complete the qualification process, please submit the following information:

1. A copy of a resolution passed by the local government stating the organization is a recognized nonprofit organization in the community; form enclosed.
2. A revenue and expense statement for the previous 12 month period to prove all assets are used for charitable purposes, i.e. 990's, treasurer's report, audit. Do not send check registers or cancelled checks. Explain the purpose of each expenditure made to an individual. Once the organization has conducted licensed gaming events, the Bureau may require the organization to provide additional proof that all assets are being used for charitable purposes.
3. A written statement defining your membership criteria, if any. The charitable gaming rules require the licensed gaming event chairperson(s) be a bona fide member for 6 months. If you do not have general membership criteria, your chairperson(s) must be members of your board of directors.

Please enclose a copy of this letter with the requested information and mail, fax to 517/267-2285, or email to CG-Additional-Info@michigan.gov. Be sure to include your organization ID number 140825 on all correspondence submitted to our office.

We look forward to working with you in the future. If you have any questions or need further assistance, please contact us at 517/335-5780.

Sincerely,

Charitable Gaming Division



Charitable Gaming Division
 Box 30023, Lansing, MI 48909
 OVERNIGHT DELIVERY:
 101 E. Hillsdale, Lansing MI 48933
 (517) 335-5780
 www.michigan.gov/cg

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES
 (Required by MCL 432.103(K)(f))

At a Regular meeting of the City of Saugatuck
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by Mayor Ken Trestor on October 12, 2020
DATE

at 7:00 pm a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from Saugatuck Sportfishing Association of Saugatuck
NAME OF ORGANIZATION CITY

county of Allegan, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for Approval
APPROVAL/DISAPPROVAL

APPROVAL	DISAPPROVAL
Yeas: _____	Yeas: _____
Nays: _____	Nays: _____
Absent: _____	Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and adopted by the City of Saugatuck at a Regular meeting held on October 12, 2020
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

Erin K. Wilkinson, Clerk of the City of Saugatuck

PRINTED NAME AND TITLE

102 Butler St., PO Box 86, Saugatuck, MI 49453

ADDRESS

COMPLETION: Required.
 PENALTY: Possible denial of application.
 BSL-CG-1153(R6/09)

Saugatuck Sport Fishing Association

Mailing Address – 1137 22nd St, Otsego, MI 49078

Name of Registered Agent – John Watson

Board:

President – Dave Engel – 3041 Indian Point Rd, Saugatuck, MI 49453

Treasurer – John Watson – 1137 22nd St, Otsego, MI 49078

Secretary – Holly J. Engel – 3171 Lighthouse Way, Saugatuck, MI 49453

Member – Tom Earley – 3310 106th Ave, Allegan, MI 49010

Member – Bill Bale – 2944 66th ST, Fennville, MI 49408

Description of charitable purpose:

The purpose of this organization is the continued education of Students regarding the Great Lakes Fishery. This organization will support multiple Salmon in the Classroom School projects in Southwestern Michigan. We will supply the monetary support for Aquariums, filters, oxygen units, cooling units, etc needed annually to sustain the environment to raise Salmon in for the school year.

This organization will also work in conjunction with the State of Michigan DNR Fishery's Division and supply the needed "Net Pen's" for the raising and imprinting of fingerling Salmon to be released into Lake Michigan. This organization will setup, monitor and feed the fingerlings during the Imprinting process. Once fingerlings are big enough this group will release the fish to the Kalamazoo river. There will be two net pens that will kept and maintained.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: FEB 21 2020

SAUGATUCK SPORT FISHING ASSOCIATION
C/O JOHN WATSON
1137 22ND ST
OTSEGO, MI 49078-0000

Employer Identification Number:
84-3606286
DLN:
26053430002920
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a) (2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
October 25, 2019
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

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

RESOLUTION NO. 201012-A

**A RESOLUTION TO RECOGNIZE SAUGATUCK SPORTFISHING ASSOCIATION AS A
NONPROFIT ORGANIZATION OPPEARATING IN THE CITY OF SAUGATUCK.**

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

WHEREAS, the Saugatuck Sportfishing Association is a 501 (c)(3) nonprofit organization incorporated in the Stat of Michigan for the charitable purpose of offering continued education for students regarding the Great Lakes Fishery, and supports multiple Salmon in the Classroom School projects in Southwestern Michigan, supplies monetary support for Aquariums and materials needed annually to sustain the environment to raise Salmon in the school year, and works with the State of Michigan DNR Fishery’s Division; and

WHEREAS, the Saugatuck Sportfishing Association is requesting the Saugatuck City Council recognition as a nonprofit organization operating in the City of Saugatuck in order to obtain a charitable gaming license from the State of Michigan; and

WHEREAS, the State of Michigan Bureau of State Lottery requires a resolution passed by the local government stating the organization is a recognized nonprofit organization in the community.

THEREFORE, BE IT RESOLVED, the Council does hereby formally recognize the Saugatuck Sportfishing Association as a nonprofit organization operating in the City of Saugatuck.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this 12 day of October 2020

Signed: _____
Erin K. Wilkinson, City Clerk

CERTIFICATION

I, Erin K. Wilkinson, 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 October 12, 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: _____
Erin K. Wilkinson, City Clerk

Thank you



GARTNER
STUDIOS
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Dear Karen & Saugatuck City Council,

Thanks for your support
reappoint our board member,
Kathy's knowledge of our
system is a great asset
& we appreciate your
efforts in the process,

Interurban has proudly
served this community for
over 40 years & we look
forward to continuing our
partnership with you &
providing the service that
benefits our residents & visitors.
Sincerely - Phyllis Yff, Director

Erin Wilkinson

From: Kenneth Altman <hilltop415@me.com>
Sent: Thursday, October 1, 2020 1:59 PM
To: Erin Wilkinson
Subject: Park Street

Please distribute to City Council.

As a long time resident off Park Street and a daily cyclist on that street, I ask that Council consider making the safety improvements proposed by the City engineers. I have long maintained that Park Street is dangerous to pedestrians and cyclists and am aware that past efforts for improvement were abandoned due to excessive cost.

As the number of visitors to the area has steadily increased, the dangerous conditions on Park Street have escalated as well. On many occasions I have been forced to the side of the road by motorists who try to pass quickly, then swerve back into the right lane to avoid oncoming traffic. Large trucks or cars towing trailers or boats especially compound the problem. With no shoulder at all in many locations, pedestrians are forced to walk in the roadway; a very dangerous situation.

One of the engineer's proposals, the most economical of the three, was for a widening of the shoulder on both sides to 3-5 feet. I believe this would be a vast improvement to the existing roadway from a safety standpoint. I think these improvements are necessary and warranted before someone is badly hurt or killed.

Thank you.

Ken Altman
415 Vine St.
Saugatuck

Richard E. Heriford
30 Park Street Saugatuck, Michigan 49453
269-588-0821

City of Saugatuck City Council
Saugatuck City Hall 102 Butler Street
Saugatuck, Michigan 49453

October 5, 2020

Dear Members;

Allow me this opportunity to introduce myself as a ten-year resident of Saugatuck, and a proud homeowner on Park Street.

I would like to say that I was surprised to see the proposals to add a sidewalk and bike trail to Park Street in the October 1, 2020 Commercial Record. While, I was aware of a planned repaving of the street, I was not aware of such a dramatic change was being considered. Especially, such large-scale change without the Council Members or Engineering consultants seeking input from the community.

In my opinion, part of the charm of living on Park Street is the vast greenspace, trees, wetland, and a sense of adventure of following an old trail. And, while I agree the traffic to Oval Beach can be annoying about 90 days during the summer; the rest of the year, is pretty- quiet.

The new electronic speed signs and increased County Sheriff patrolling have made a big impact this summer.

The plans as presented can certainly make a case that *"The Cure is Worse than the Cause"*, in my opinion as an Architect the concepts might be appropriate for Blue Star Highway but not for a residential area. I feel that both options "1" and "2" are over designed in scope and budget. Additionally, I believe that the focus to expand only on the west side of the street will be more expensive than estimated due to the high-water table, wetland and dune areas.

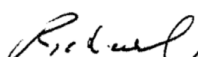
As you may be aware, it has been well documented by the Urban Land Institute that widening a street most often increases incidents of vehicles speeding and accidents – which no one wants as an outcome.

I would like to propose that the council consider a much more conservative and equitable approach to the improvements by modestly widening the road on each side of the street (like option "3"), installing more electronic speed signs and increased policing during the summer months. This type of solution will maintain the residential feel of our homes and provide a little more space to "Share the Road". The money saved could then be used for other municipal improvement projects that all residence can enjoy.

Should the Council move forward with bigger plans, I encourage you to commission a traffic study, add a Landscape Architect to the planning team and seek input from the homeowners before finalizing the plans and appropriating spending.

Thank you for your consideration. Let me know how I can assist.

Warm Regards;


Richard E. Heriford

Sent Via Email:

Ken Trester (Mayor)

Chris Peterson (Mayor Pro-Tem)

Mark Bekken


Barry Johnson

Holly Leo

Garnet Lewis

Jane Verplank

Cindy Osman

From: City Manager citymanager@saugatuckcity.com 
Subject: FW: September Stats
Date: October 6, 2020 at 9:56 AM
To: Erin Wilkinson Erin@saugatuckcity.com
Cc: Cindy Osman Cindy@saugatuckcity.com

CM

Does this go to Council

Karen Doyle Homan
Interim City Manager
City of Saugatuck
269-857-2603

From: Greg Janik [mailto:gjanik@saugatuckfire.org]
Sent: Tuesday, October 6, 2020 9:55 AM
To: Rich Labombard; City Manager; Griffin Graham
Subject: FW: September Stats

Good morning Rich, Karen and Griffin,

We just wanted to share our stats and highlights for September, 2020:

- September was a month above the average call volume. We ended up with 77 calls, year to date call volume is 640, 14% down compared to last year.
- Thursday has the largest call volume. The hours between 9AM-9PM are the most active time of the day.
- Type of calls are lopsided this month, EMS counts for 67% of our volume, Motor Vehicle Incidents (MVI) are in the lower ranges, only 4 for September. Special Events ticked up 2 in September both around Labor Day Weekend. Overlapping call are way down in September, 12 was the total.
- Our fireboats have logged 18 calls to date for the season.
- So far, Township and Douglas are at the same level, 35% compared to Douglas (including Douglas Cove) 34% and Saugatuck City that list at 31%.
- Our response time is slightly lower compared to previous years 5:36 for September, 5:18 for the year. September showed 41 priority 1 and 2 calls.

Stats and data charts are compiled by our great IT Director, Erik Kirchert.

Please let me know if you have questions or need more information.

Thanks,
Greg

Greg Janik

Fire Chief/Fire Marshal
3342 Blue Star Highway
Saugatuck, MI 49453

Phone: 269 857-3000

E-mail : gjanik@saugatuckfire.org



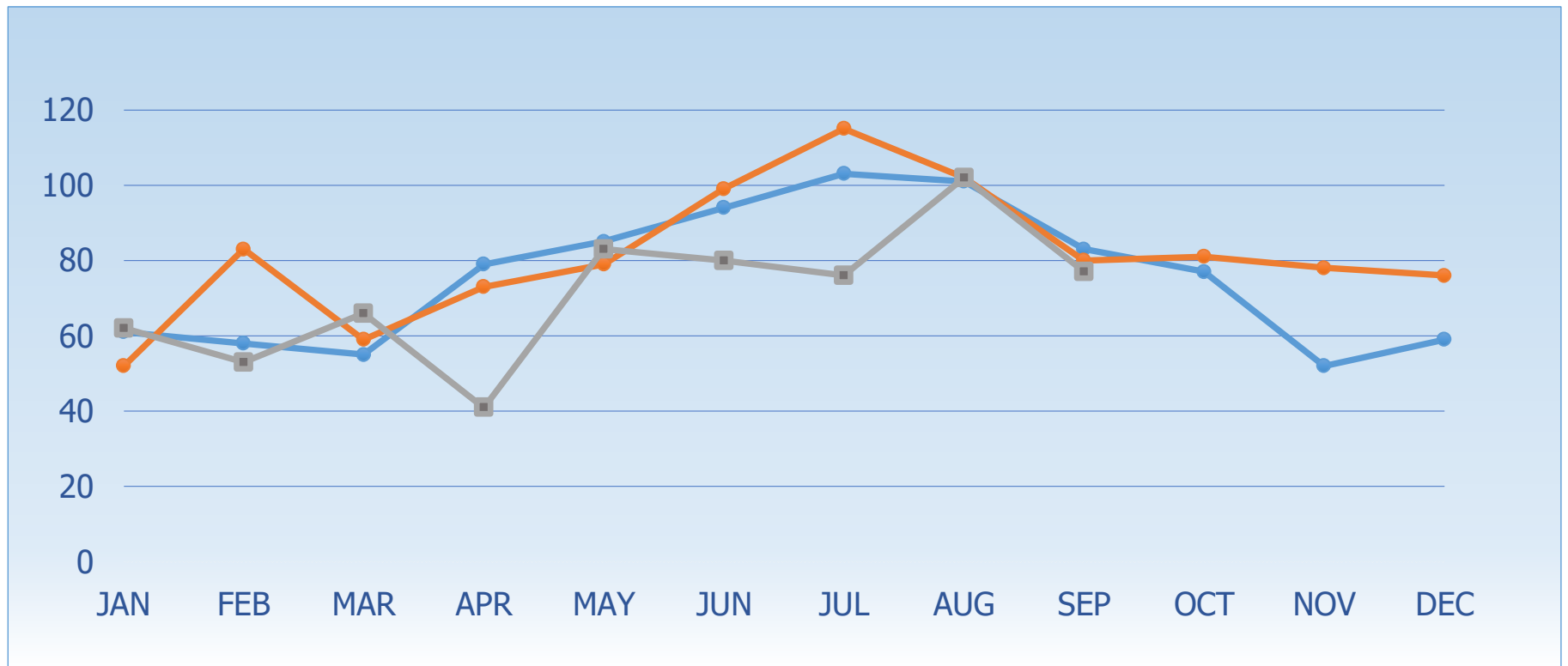
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2020
Septe...ats.pdf

2020 Incidents by Month

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2020	62	53	66	41	83	80	76	102	77				640
2019	52	83	59	73	79	99	115	102	80	81	78	76	977
2018	61	58	55	79	85	94	103	101	83	77	52	59	907



2010-20 Incidents by month

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2020	62	53	66	41	83	80	76	102	77				640
2019	52	83	59	73	79	99	115	102	80	81	78	76	977
2018	61	58	55	79	85	94	103	101	83	77	52	59	907
2017	54	35	62	51	68	89	116	76	66	91	48	57	813
2016	47	51	53	64	76	95	113	105	82	64	60	65	875
2015	57	61	50	50	73	67	110	90	71	58	49	47	783
2014	62	51	49	56	85	77	84	59	72	52	59	39	745
2013	67	62	44	39	57	53	70	74	42	58	66	58	690
2012	52	33	58	55	54	74	104	77	54	40	52	76	729
2011	42	38	57	34	52	51	92	70	63	61	40	41	641
2010	36	26	46	52	50	48	98	72	58	54	40	32	612
Average	54	50	54	54	69	75	98	83	68	64	54	55	777

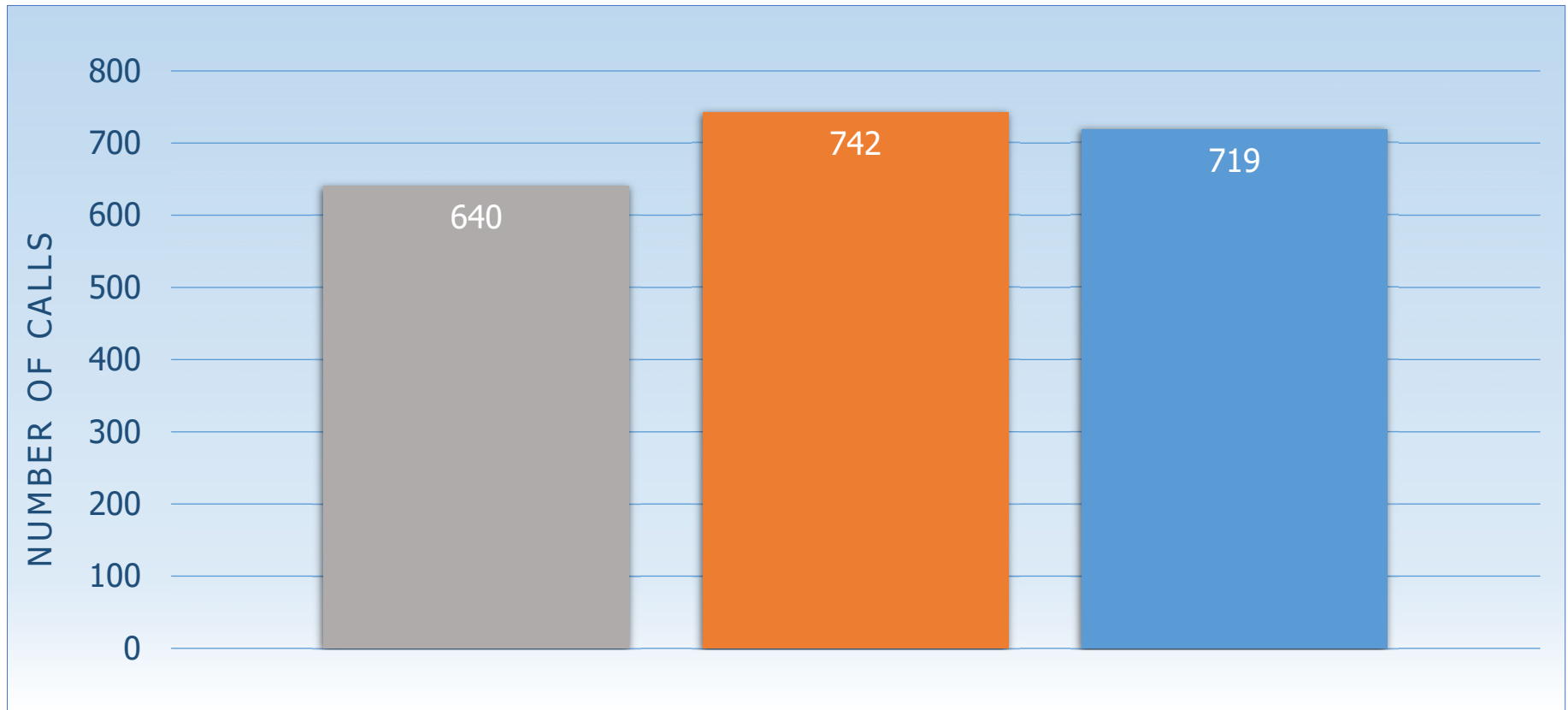
Lowest Highest

1999-2020 Incidents by month

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2020	62	53	66	41	83	80	76	102	77				640
2019	52	83	59	73	79	99	115	102	80	81	78	76	977
2018	61	58	55	79	85	94	103	101	83	77	52	59	907
2017	54	35	62	51	68	89	116	76	66	91	48	57	813
2016	47	51	53	64	76	95	113	105	82	64	60	65	875
2015	57	61	50	50	73	67	110	90	71	58	49	47	783
2014	62	51	49	56	85	77	84	59	72	52	59	39	745
2013	67	62	44	39	57	53	70	74	42	58	66	58	690
2012	52	33	58	55	54	74	104	77	54	40	52	76	729
2011	42	38	57	34	52	51	92	70	63	61	40	41	641
2010	36	26	46	52	50	48	98	72	58	54	40	32	612
2009	46	46	38	40	43	61	65	57	58	45	44	49	592
2008	46	35	23	32	41	53	101	54	43	48	29	53	558
2007	35	44	34	39	44	64	78	59	55	37	33	37	559
2006	41	33	41	23	58	48	64	46	42	43	47	42	528
2005	42	28	48	47	37	57	75	58	49	40	40	34	555
2004	41	28	34	34	51	45	50	48	46	51	30	41	499
2003	25	30	35	36	54	61	55	63	39	35	39	45	517
2002	36	27	41	35	35	54	62	65	53	44	36	30	518
2001	29	33	38	38	46	51	69	43	46	43	34	28	498
2000	44	40	44	50	42	48	64	38	41	42	46	45	544
1999	32	34	31	31	37	37	41	40	31	39	31	31	415
Average	46	42	46	45	57	64	82	68	56	53	45	47	645

Lowest Highest

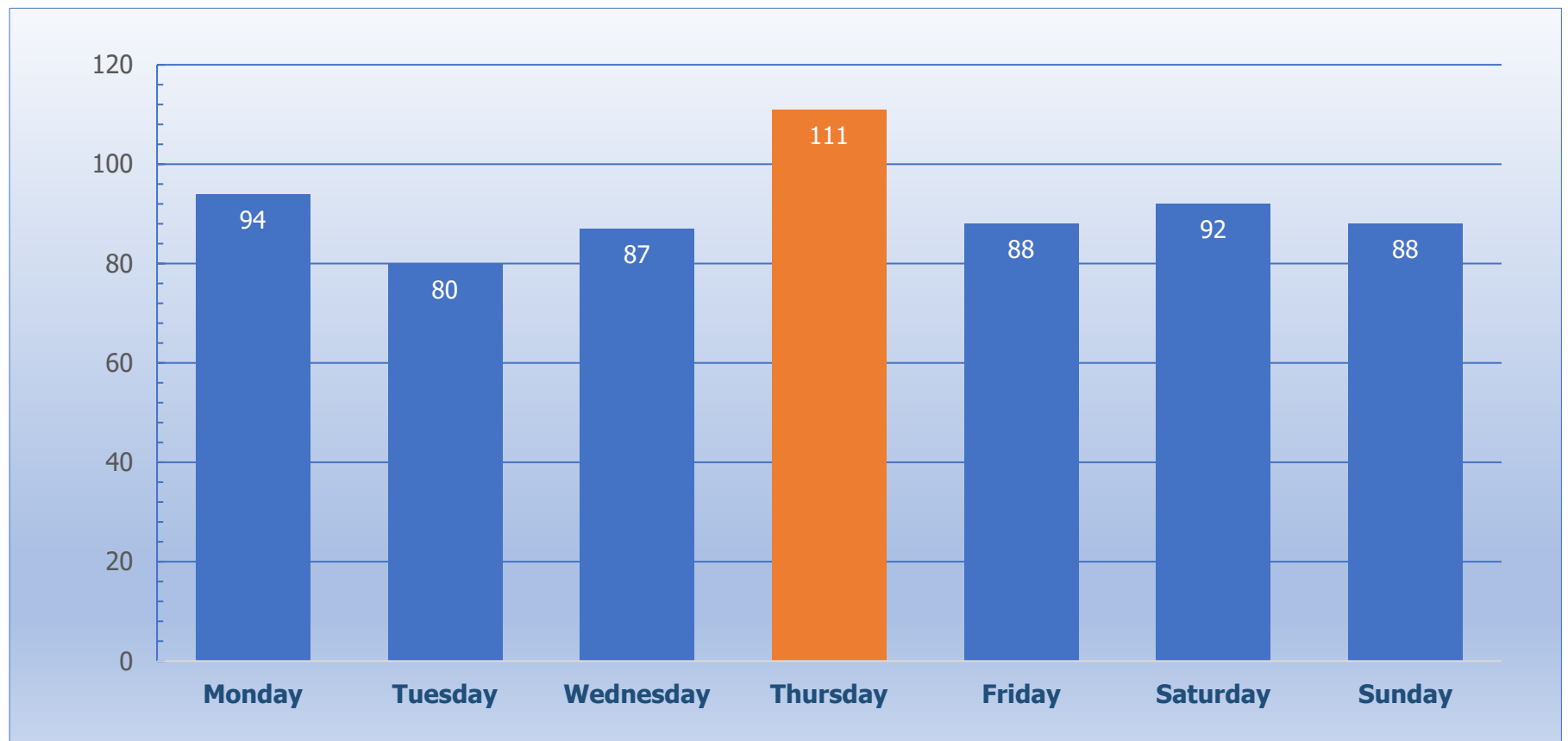
2018-2020 Incident Comparison



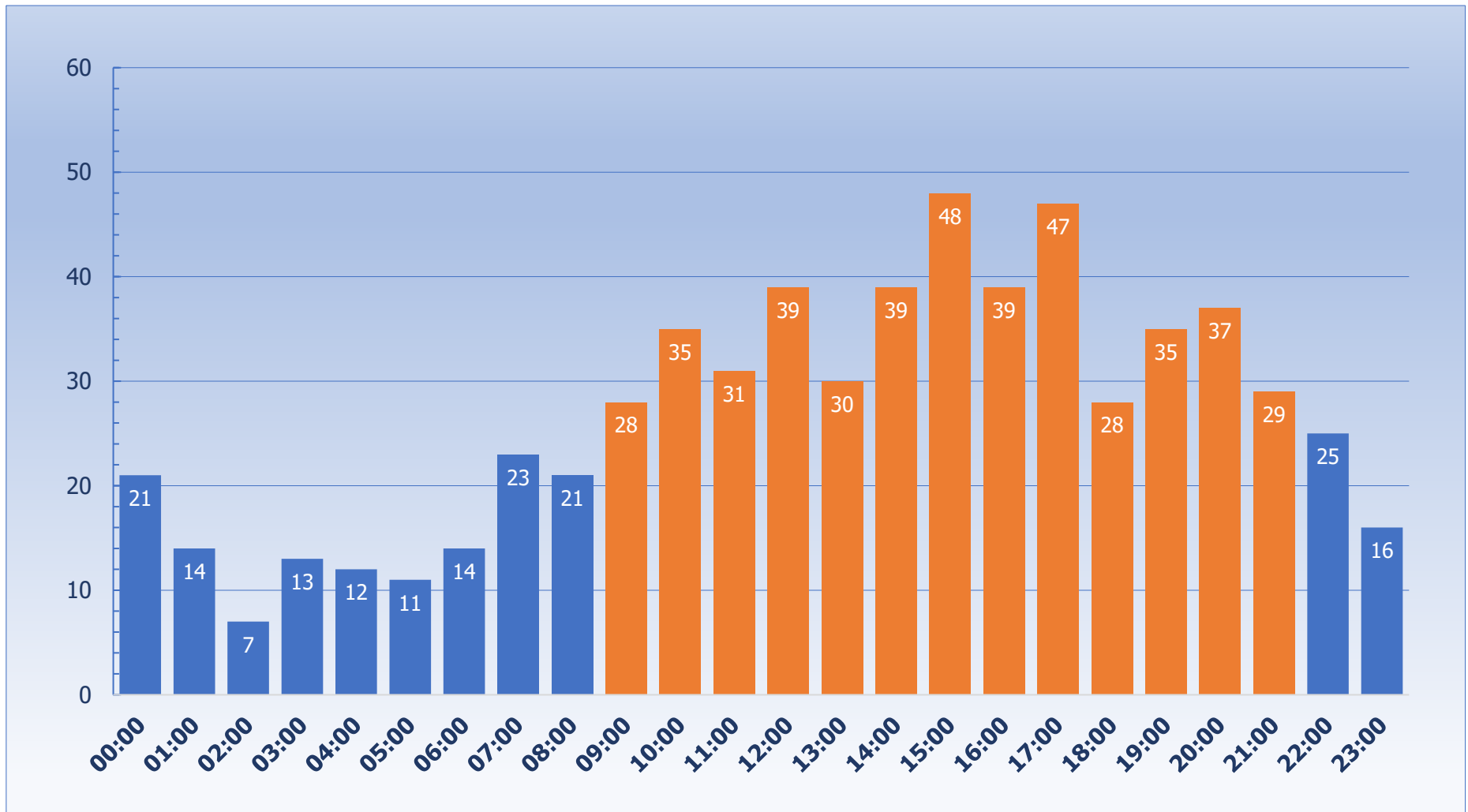
Year	September 30	+/-	+/- %
2020	640	(102)	(13.7)
2019	742	23	3.2
2018	719		

2020 Incidents per Day of the Week

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
94	80	87	111	88	92	88



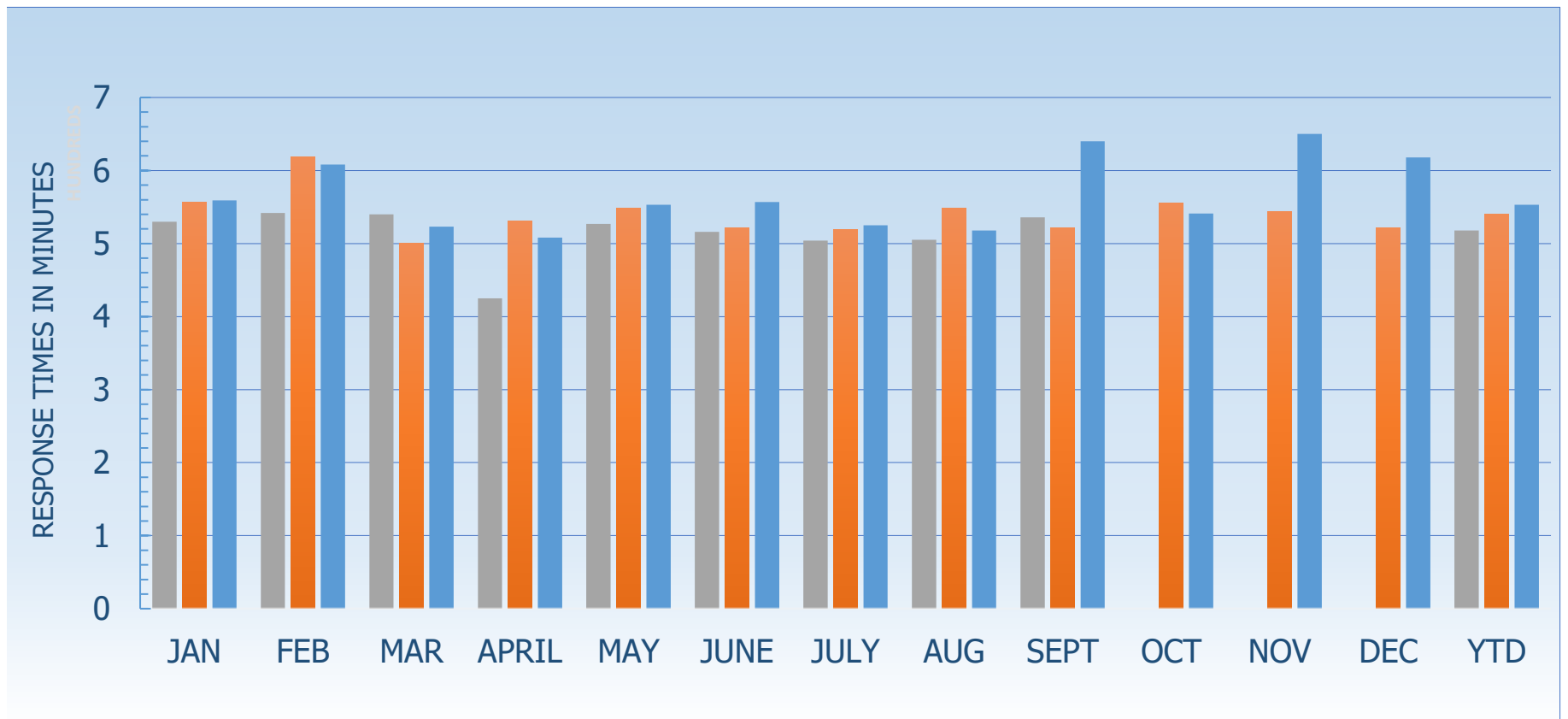
2020 Incidents by Time of Day



2018-2020 Response Times by Month

[From 2019 Response Times are now emergencies that requires lights and siren.]

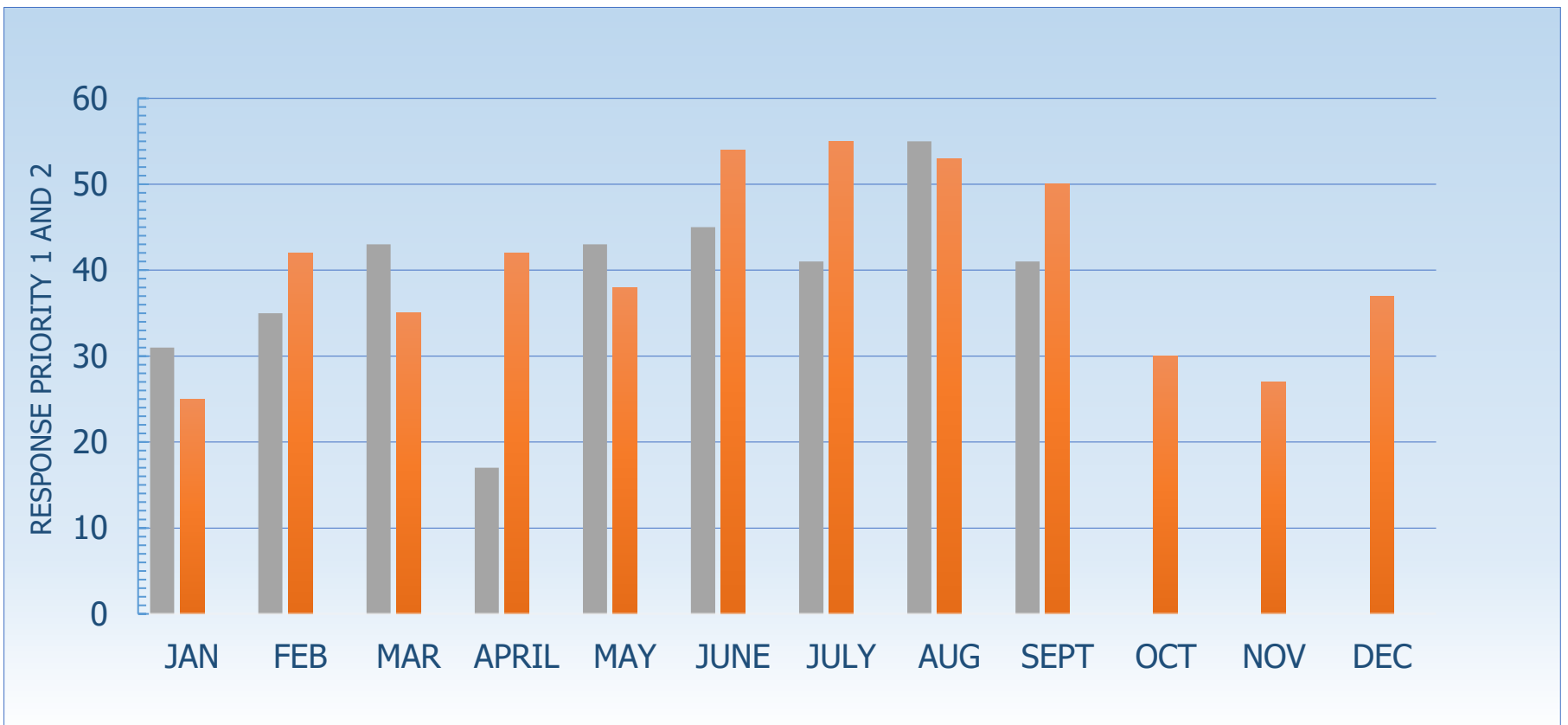
Year	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD
2020	5:30	5:42	5:40	4:25	5:27	5:16	5:04	5:05	5:36				5:18
2019	5:57	6:19	5:00	5:31	5:48	5:21	5:19	5:48	5:22	5:56	5:44	5:22	5:40
2018	5:59	6:08	5:23	5:08	5:53	5:57	5:25	5:18	6:40	5:41	6:50	6:18	5:53



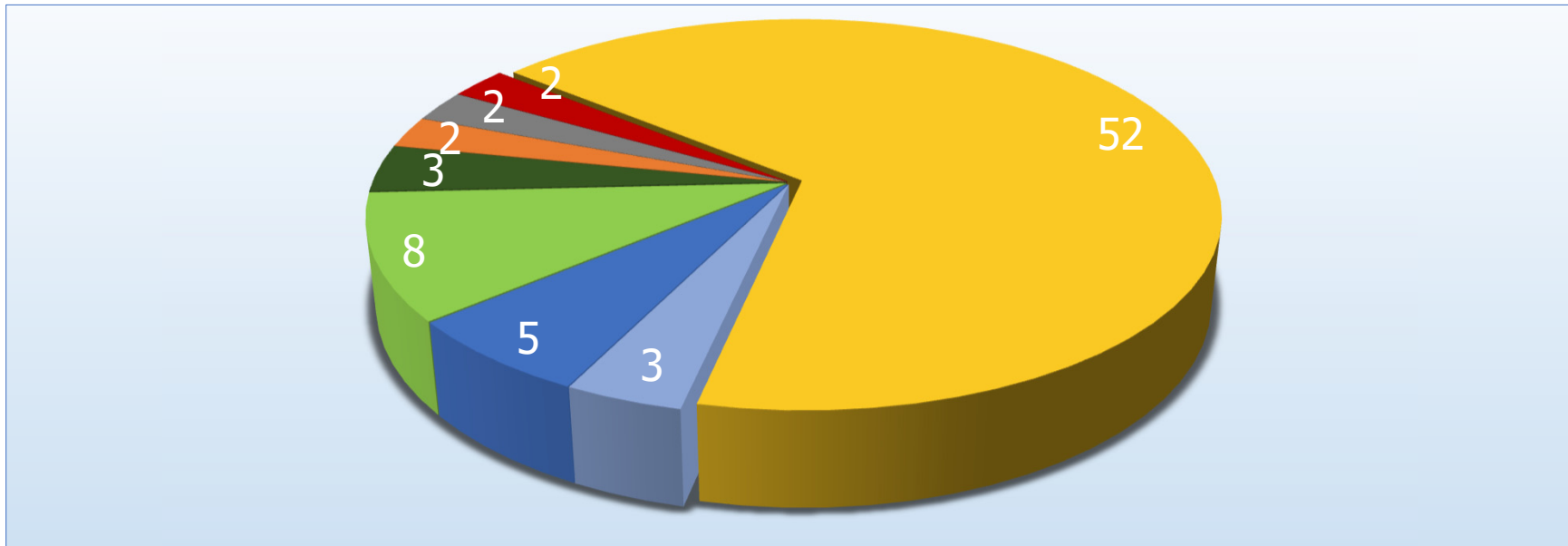
2020 Emergency Responses










[Priority 1 and 2 responses per month in our district. No data available for 2017/18]

Year	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD
2020	31	35	43	17	43	45	41	55	41				351
2019	25	42	35	42	38	54	55	53	50	30	27	37	488
2018													



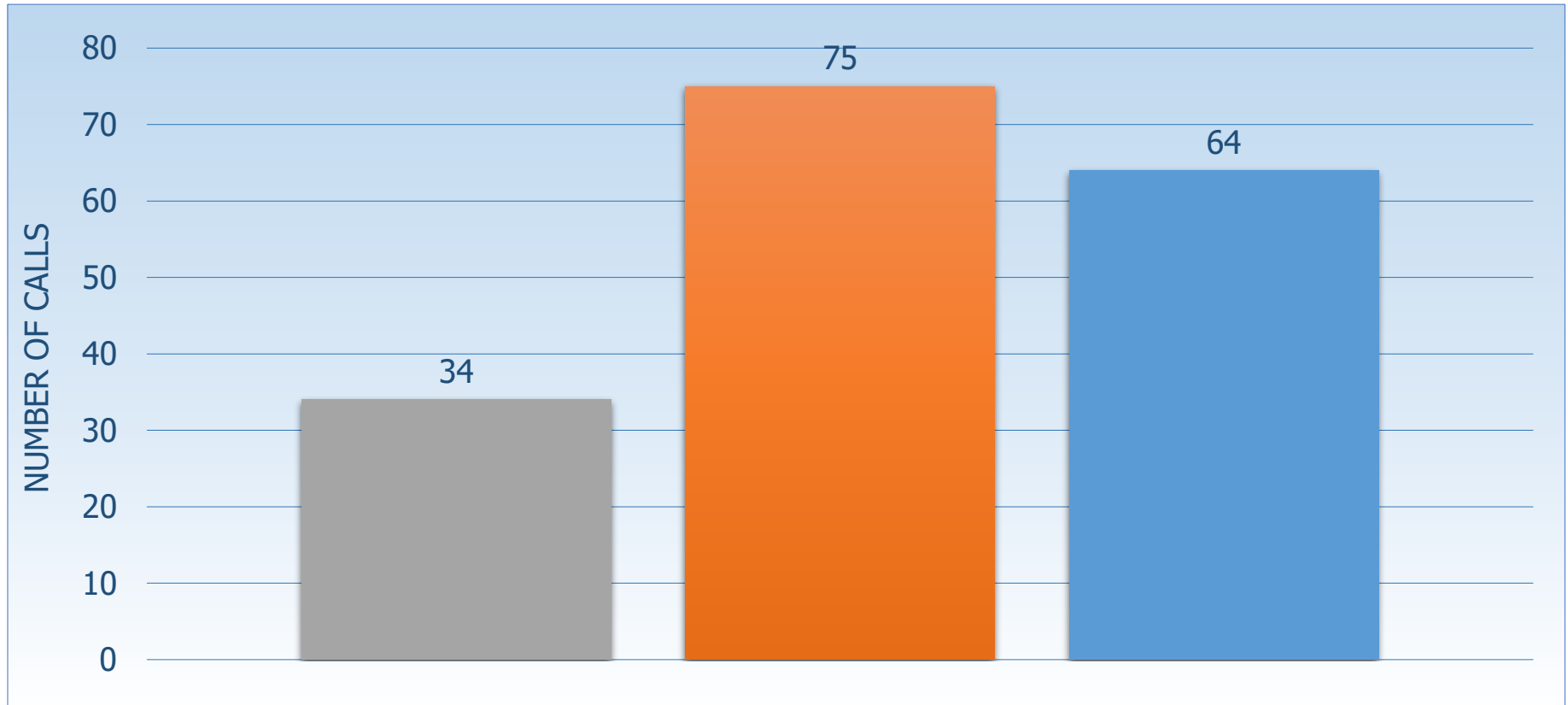
September 2020 Incident Report by Type



Type Of Incident:	Total Incidents:	Percentage Value:
 100 Series - Fire	2	2.6%
 200 Series - Explosion, Overpressure, Overheat (No Fire)	0	0.0%
 300 Series - Rescue & EMS	52	67.5%
 400 Series - Hazardous Conditions (No fire)	3	3.9%
 500 Series - Service Call	5	6.5%
 600 Series - Good Intent Calls	8	10.4%
 700 Series - False Alarm & False Calls	3	3.9%
 800 Series - Severe Weather and Natural Disaster	2	2.6%
 900 Series - Special Incident Type	2	2.6%
	77	100.0%

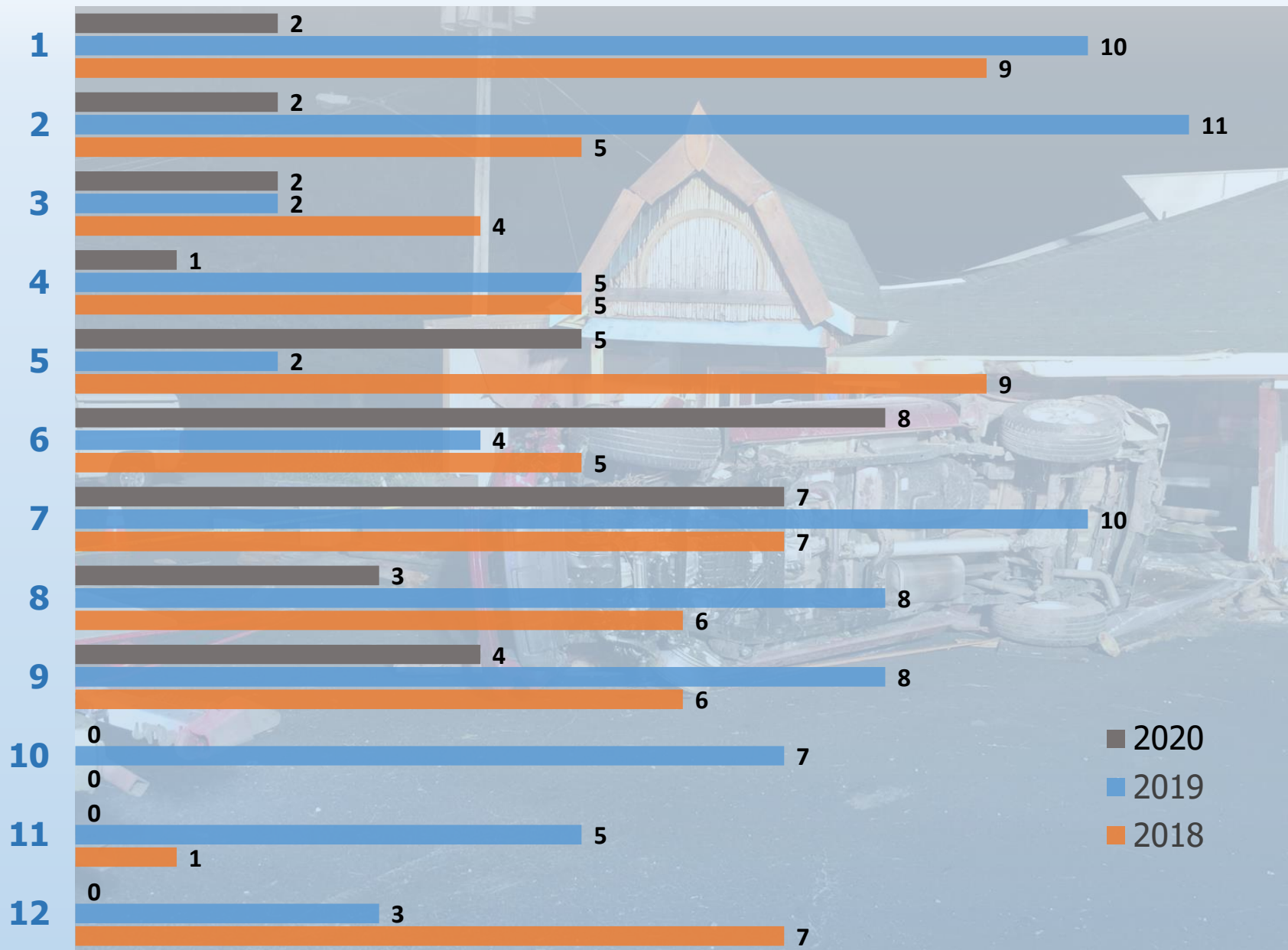
2018-2020 Motor Vehicle Incidents

[All incidents with any motorized vehicle involved in accidents, fires etc.]



As of:	# of Incidents	+/-	+/- %	Extrication	%
09/30/2020	34	(41)	(54.67)	0	0.0
12/31/2019	75	11	17.19	3	4.0
12/31/2018	64	12	13.48	5	7.8

MV Incidents by Month 2018-2020



2015-20 MVIs by month

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2020	2	2	2	1	5	8	7	3	4				34
2019	10	11	10	5	2	4	10	8	8	7	5	3	83
2018	9	5	4	5	9	5	7	6	6	0	1	7	64
2017	4	4	2	2	7	7	8	4	2	3	2	7	52
2016	15	8	3	13	4	8	16	4	0	2	5	11	89
2015	6	11	3	1	3	6	7	7	4	2	1	2	53

Average	8	7	4	5	5	6	10	6	4	3	3	6	68
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Lowest Highest

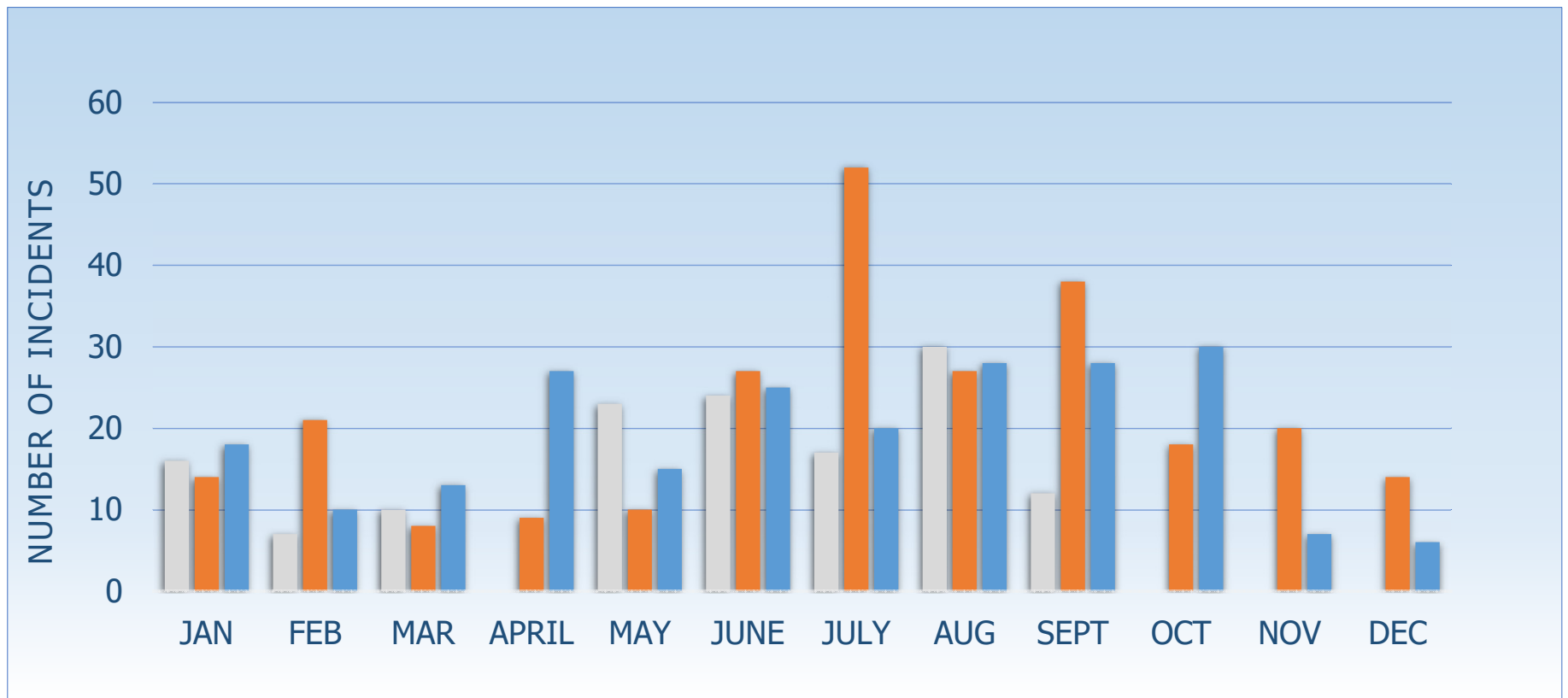
2020 Vehicle Fires - Value and Loss

NFIRS Category	Call #	Date	Address	Year	Make	Model	Blue Book Value	State	Loss
Fire									
131	0228	05/02/2020	I-196 @35MM	20xx	Ford	Escape	\$5,000	?	\$5,000
131	0338	06/14/2020	I-196 @38MM	20xx	Honda	?	\$5,000	?	\$5,000
131	0386	07/01/2020	220 Water Street	2020	KIA	Telluride SX V6	\$41,000	IN	\$3,000
131	0388	07/01/2020	I-196 @36MM	2019	Ford	Mustang Cobra	\$50,000	MI	\$3,000
131	0593	09/10/2020	I-196 @35MM						
			TOTAL				\$101,000		\$16,000

2020 Overlapping Incidents YTD

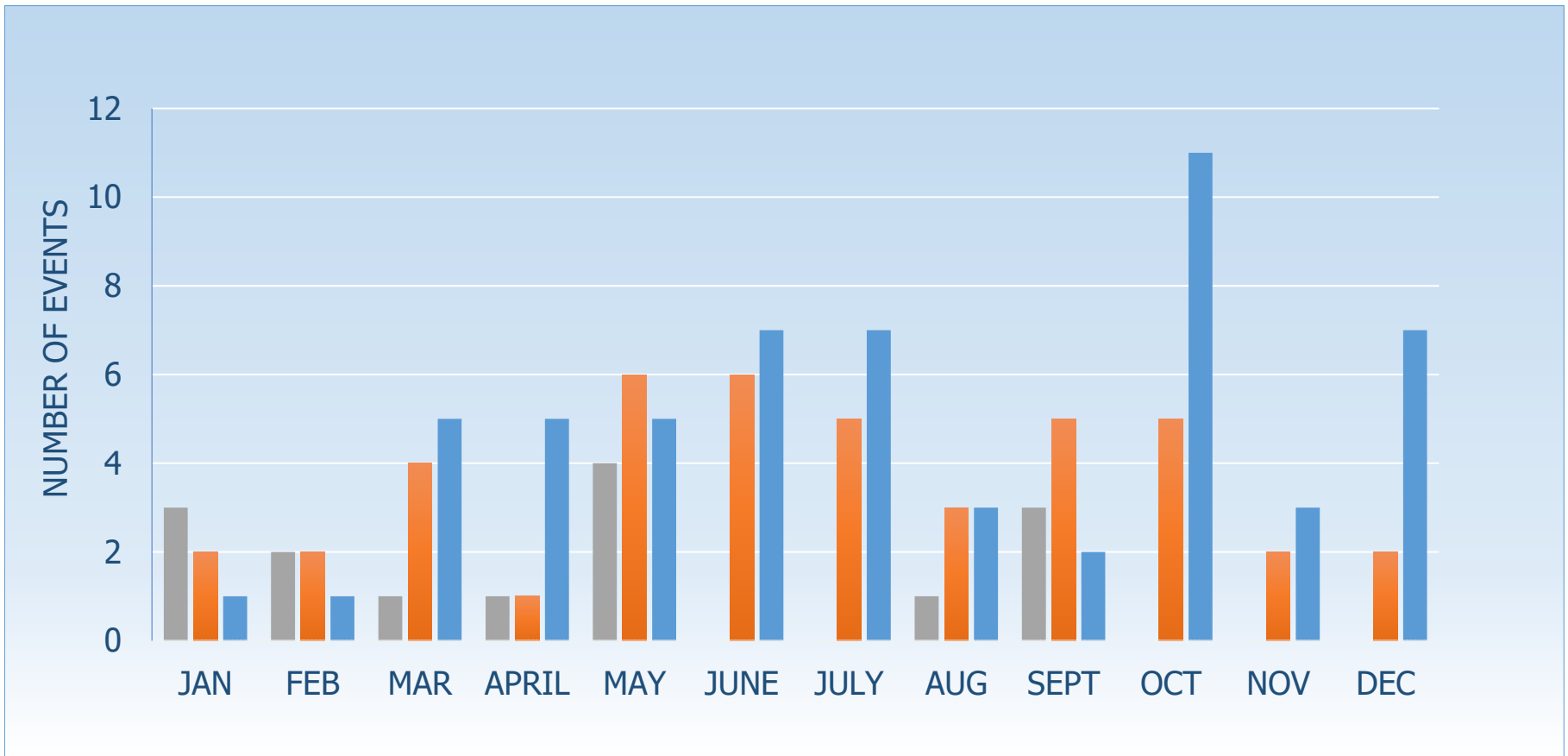
[Another emergency incident that requires fire department response that occurs within the time frame of a previous emergency incident.]

Year	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2020	16	7	10	0	23	24	17	30	12				139
2019	14	21	8	9	10	27	52	27	38	18	20	14	258
2018	18	10	13	27	15	25	20	28	28	30	7	6	227

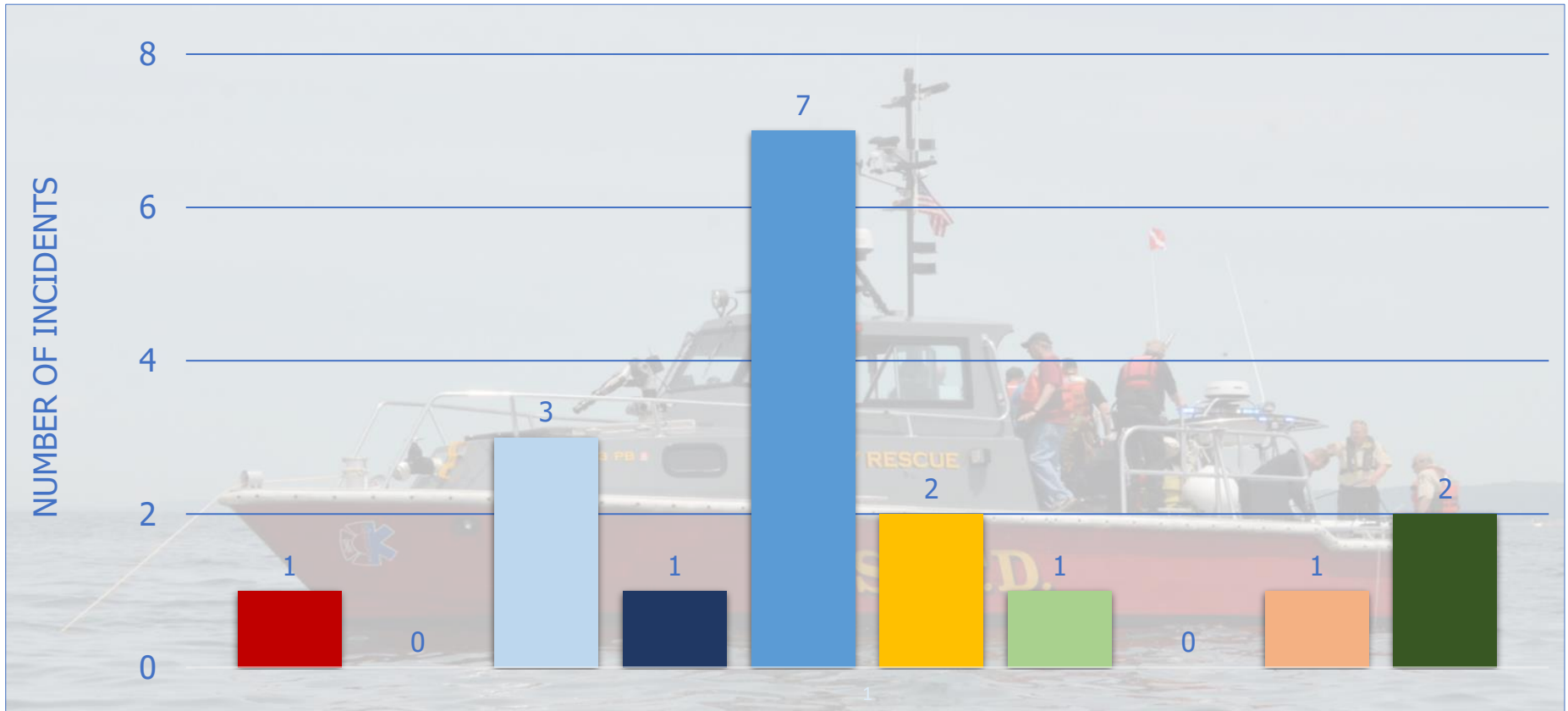


2018-2020 Special Events by month

Year	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Total
2020	3	2	1	1	4	0	0	1	3				15
2019	2	2	4	1	6	6	5	3	5	5	2	2	43
2018	1	1	5	5	5	7	7	3	2	11	3	7	57



2020 Marine Responses



Boat Fire	1	Hazards	2	09/30/2020	
Structure Fire	0	Events	1	Total:	18
Water Rescue	3	Dive Training	0		
Missing Person	1	Training	1		
Boat in Distress	7	Work Detail	2		

2020 Protected Property Value

NFIRS Category	Call #	Date	Address	Zillow Market Value	Loss
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Fire

111	0067	02/03/2020	3071 Lakeshore Drive	\$0	\$0
111	0247	05/10/2020	750 Allegan Street	\$603,000	\$5,000
111	0261	05/18/2020	2734 Cedar Street	\$60,000	\$3,000
111	0317	06/07/2020	202 Butler Street	\$500,000	\$40,000
			TOTAL	\$1,163,000	\$48,000

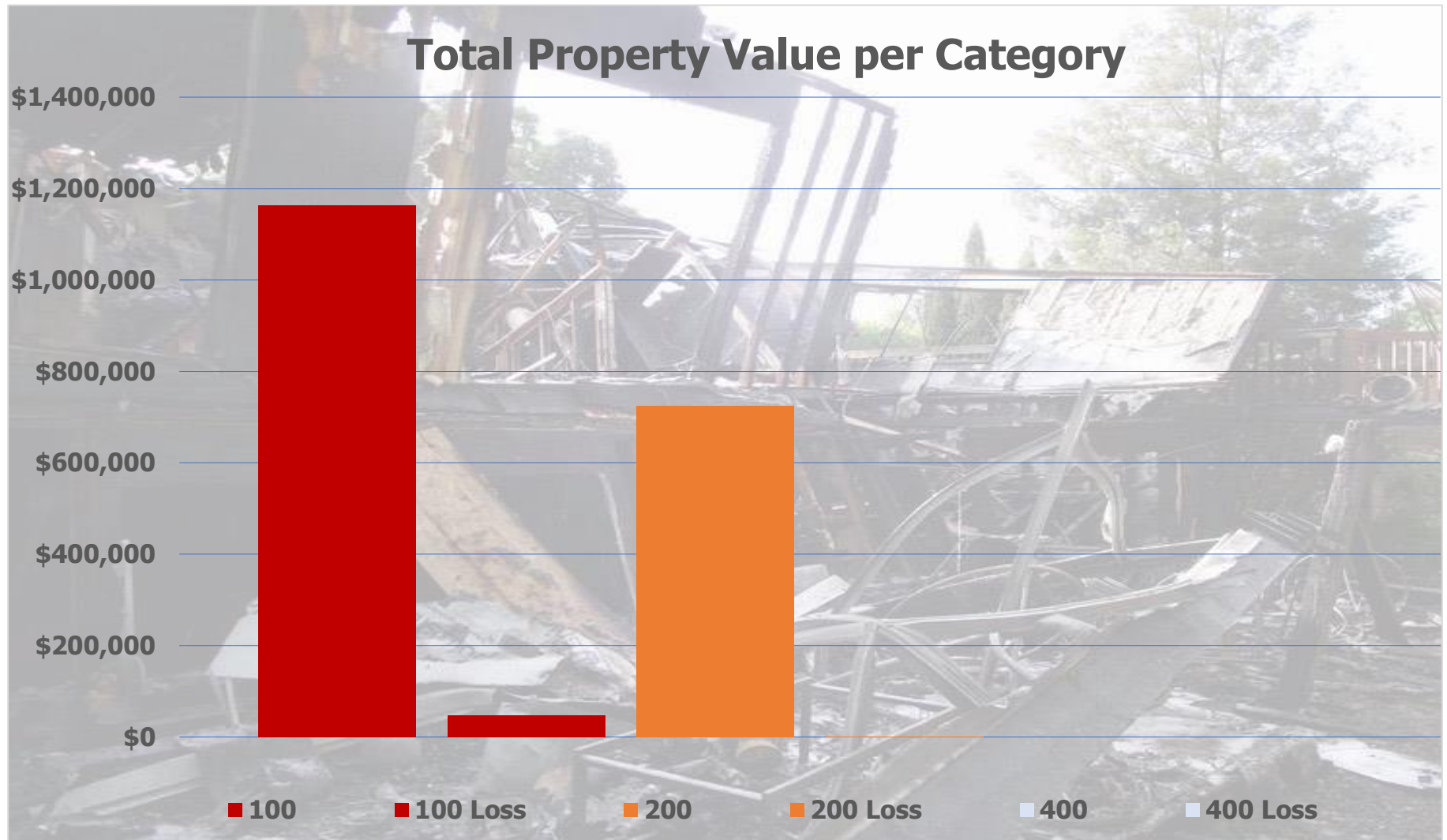
Overpressure Explosion, Overheat - No Fire

251	0614	09/20/2020	2755 Blue Star	\$724,855	\$1,500
			TOTAL	\$724,855	\$1,500

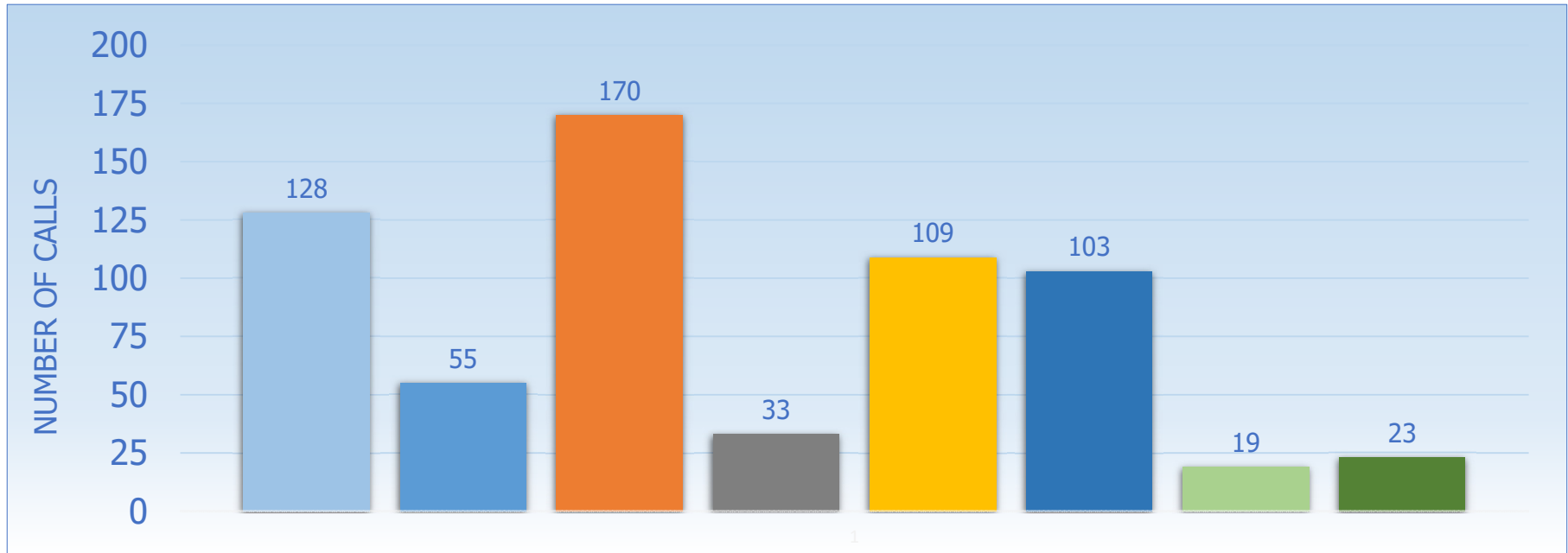
Hazardous Conditions - No Fire

			TOTAL	\$0	\$0

2020 Protected Property Value



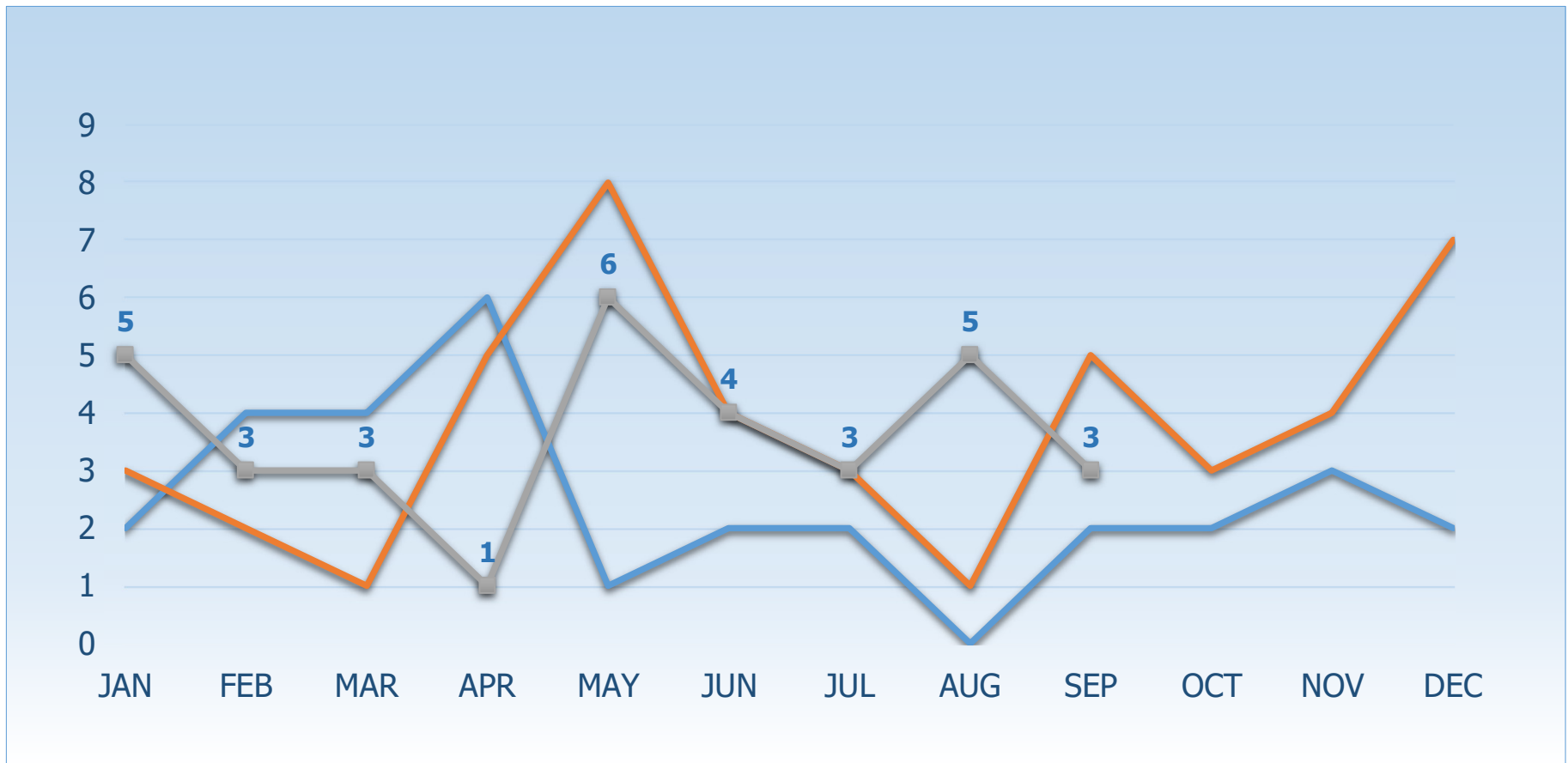
2020 Incidents by Area



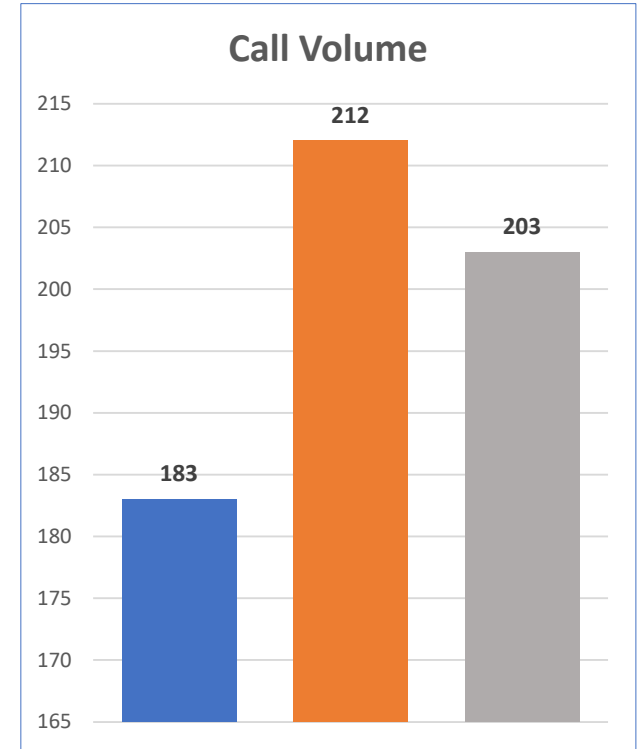
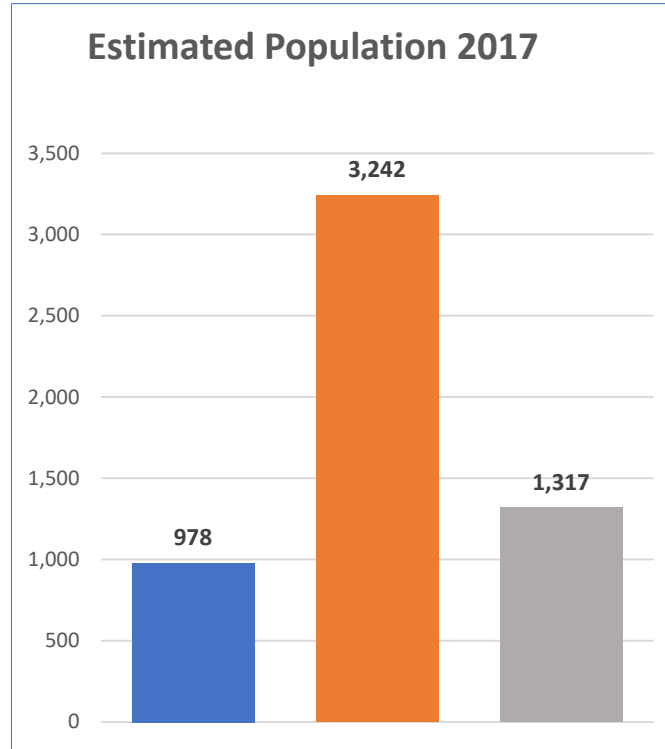
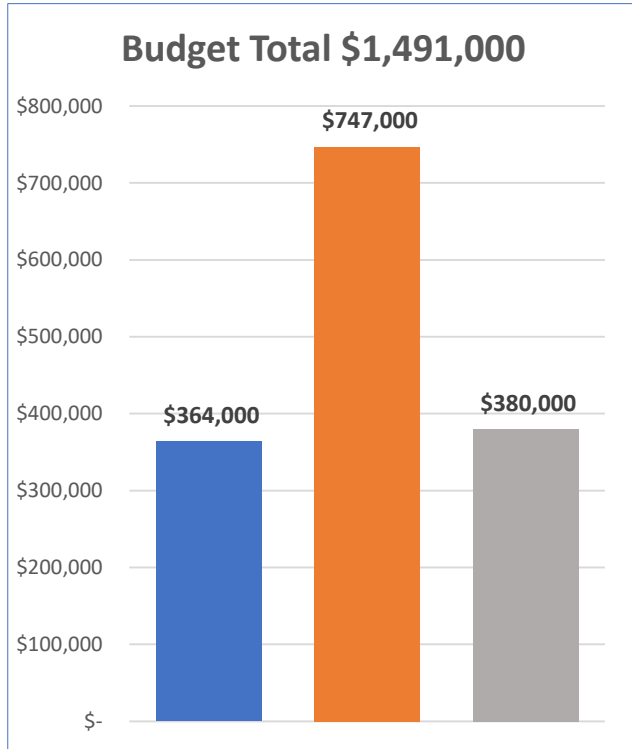
Area	September 30	%
Saugatuck North	128	20.0
Saugatuck South	55	8.6
Douglas	170	26.6
Douglas Cove	33	5.2
Township North	109	17.0
Township South	103	16.1
I-196	19	3.0
Outside Area	23	3.6
Total	640	100.0

2018-2020 Douglas Cove

Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
2020	5	3	3	1	6	4	3	5	3				33
2019	3	2	1	5	8	4	3	1	5	3	4	7	46
2018	2	4	4	6	1	2	2	0	2	2	3	2	30

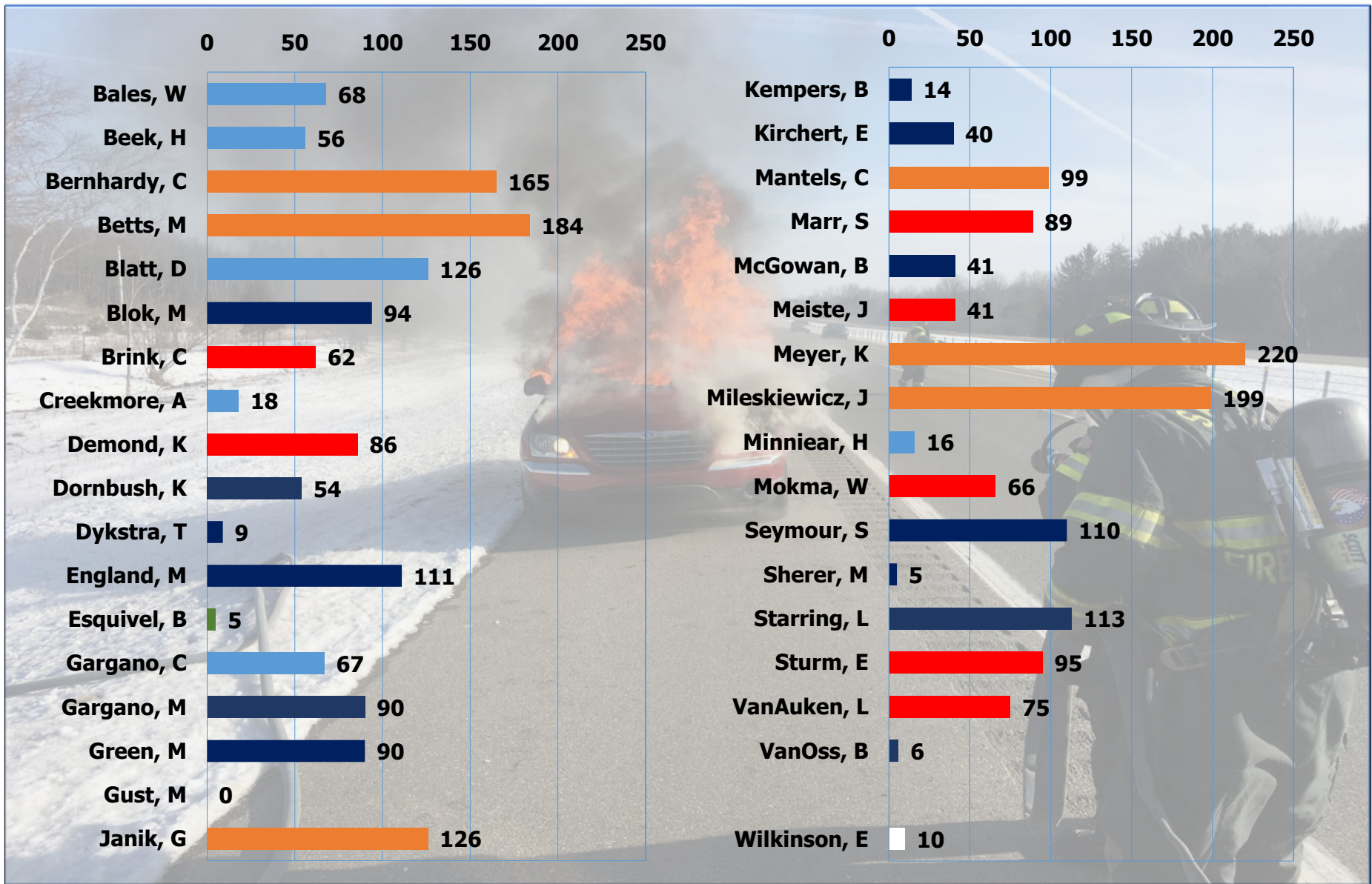


2020 Key numbers for Tri-Community



	Square Miles	Budget	%	Est. Population 2017	%	Call Volume	%
Saugatuck City	1.47	\$ 364,000	24.4	978	17.66	183	30.60
Saugatuck Township	24.21	\$ 747,000	50.1	3,242	58.55	212	35.45
City of Douglas	1.98	\$ 380,000	25.5	1,317	23.79	203	33.95
Total	27.66	\$ 1,491,000	100.0	5,537	100.00	598	100.00

2020 Personnel Response to Incidents



Total Incidents: 640

Career Crew

Fire/EMS

EMS

Fire

Trainee