

**CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN**

**SHORT-TERM RENTAL LICENSING ORDINANCE
ORDINANCE NO. 240229-B**

At a meeting of the City Council of the City of Saugatuck, Allegan County, Michigan, held at the City of Saugatuck Hall on February 29, 2024 at 7:00 p.m., City Council Member Baldwin moved to adopt the following ordinance, which motion was seconded by City Council Member Anderson.

An ordinance to provide for the public peace and health and for the safety of persons and property in the City of Saugatuck by the licensing and regulation of short-term rentals, to provide procedures for the suspension and revocation of short-term rental licenses, and to provide penalties for violations of short-term rental regulations.

THE CITY OF SAUGATUCK, ALLEGAN COUNTY, ORDAINS:

SECTION 1: AMENDMENT TO TITLE IX OF THE CITY CODE. The City of Saugatuck Code of Ordinances, Title IX, shall be revised to add the following new and additional Chapter 99.5, which shall read as follows:

CHAPTER 99.5: SHORT-TERM RENTALS

§99.51 INTENT AND PURPOSE.

The purpose of this chapter is to protect and promote the health, safety and welfare of the City's residents, property owners, and visitors by licensing short-term rentals within the City and establishing standards and regulations for the operation of the same.

The City's Short-Term Rental Task Force gathered facts and data pertaining to the potential community impacts of short-term rentals, both positive and negative, and provided recommendations on how to revise the City's short-term rental regulations, which this chapter seeks to implement into a cohesive regulatory framework. Consistent with those findings and recommendations, the City recognizes that short-term rentals have the potential to promote tourism and visitors to the City, increase property values, and provide valuable business opportunities for property owners. The City also recognizes that without appropriate regulation and enforcement, short-term rentals have the potential to create conflicts with adjacent properties, degrade the residential character of neighborhoods, impact long-term housing availability, and create nuisance conditions.

Accordingly, the intent and purpose of this chapter is to license and regulate short-term rentals in a manner that promotes the healthy development of short-term rentals and maintains the City's status as a tourist destination while minimizing potential adverse impacts of short-term rentals and preserving the character of the City that makes it such a popular destination for residents and visitors alike.

§99.52 APPLICABILITY.

All persons who desire to operate a short-term rental located anywhere within the City must first obtain a license from the City under the terms and conditions established in this chapter.

§99.53 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

BEDROOM. A room which is intended, arranged, and designed to be occupied by one or more individuals primarily for sleeping purposes, as determined by the enforcing officer.

DWELLING UNIT. Any building or portion thereof having independent cooking, bathing, and sleeping, facilities, which is occupied wholly as the home, residence, or sleeping place, either permanently or transiently, with an independent entrance not located within another dwelling. In no case shall a motor home, trailer coach, automobile chassis, tent, or portable building be considered a dwelling. In case of mixed occupancy where a building is occupied in part as a dwelling unit, the part so occupied shall be deemed a dwelling unit for the purpose of this chapter and shall comply with the provisions thereof relative to dwellings. A dwelling unit shall include both manufactured units (mobile homes and modular homes) and site-built units. Hotels, motels, motor courts, bed and breakfasts, and inns, as those terms are defined by the Saugatuck City Zoning Ordinance, are not included in the definition of a “dwelling unit.”

ENFORCING OFFICER. The City of Saugatuck Zoning Administrator or his or her designee.

FINISHED FLOOR. The finished horizontal base of any story of a dwelling unit that meets all building code requirements for a habitable space.

LICENSE HOLDER. The person who applies for and receives a short-term rental license from the City pursuant to this chapter. A license holder may or may not be the owner of the dwelling unit and/or premises where the short-term rental is located.

LOCAL AGENT. The individual or management company designated by the license holder to perform obligations under this ordinance and to serve as the contact person for issues relating to a short-term rental. A local agent may be, but is not required to be, an owner or license holder, provided such owner or license holder satisfies the requirements of this chapter.

MAXIMUM OCCUPANCY. The maximum number of allowable occupants and visitors of a short-term rental, as established in Section 99.57(A) of this chapter.

OCCUPANT. An individual living in, sleeping in, or otherwise having possession of a short-term rental. An individual present in a dwelling unit during the term of a short-term rental shall be presumed to be an occupant unless circumstances clearly indicate that the individual is a visitor, as defined herein.

OWNER. Any person holding legal or equitable title to a property or to real improvements upon a property solely, jointly, by the entireties, in common, or as a land contract vendee.

PERSON. An individual, firm, corporation, association, partnership, limited liability company, or other legal entity.

PREMISES. The property on which a short-term rental will be located.

SHORT TERM RENTAL. A dwelling unit which is rented to a person for less than thirty-one (31) consecutive days, or is advertised to be rented for any period less than thirty-one (31) days.

VIOLATION NOTICE. A written notice issued by City advising the license holder and/or the local agent of a violation of this chapter.

VISITOR. An individual visiting a short-term rental who will not stay overnight. A visitor shall not be considered an occupant, as defined herein.

§99.54 LICENSE REQUIRED.

An owner of any dwelling unit located anywhere within the City shall not rent, or allow to be rented, a dwelling unit to another person for less than thirty-one (31) consecutive days, unless the owner or the owner's authorized agent has obtained a short-term rental license for that dwelling unit in accordance with the requirements of this chapter. A short-term rental license is required for every dwelling unit intended to provide short-term rental accommodations, even if there are multiple dwelling units located on the same premises.

§99.55 APPLICATION FOR SHORT-TERM RENTAL LICENSE.

- (A) *Responsibility.* The owner, either directly or through an authorized agent, shall apply for a short-term rental license through the submission of a short-term rental license application.
- (B) *Application information required.* A person seeking a license under this chapter shall submit a complete application, certified as being true, to the enforcing officer. The application shall include documentation and information reasonably required to demonstrate current and continuing compliance with the standards and regulations contained in Section 99.56 and Section 99.57 of this chapter and all of the following information:
 - (1) The name, address, telephone numbers (home, work, or cell phone), and email address of the owner of the proposed short-term rental. If the proposed short-term rental owner is a corporate entity, the application must identify all current members and their percentage ownership interests in the corporation or other entity. If the proposed short-term rental owner is a trust, the application must identify all beneficiaries and trustees of the trust.
 - (2) A signed attestation by the owner of the proposed short-term rental granting authority to the applicant to act on behalf of the owner to request a license under this chapter, if the applicant is not the owner.
 - (3) The name, address, telephone numbers (home, work, or cell phone), and

email address of the applicant, if different than the owner.

(4) The name, address, telephone numbers (home, work, or cell phone), and email address of the local agent.

(5) The address and parcel identification number of the subject parcel containing the dwelling unit of the proposed short-term rental.

(6) Documentation showing the owner's valid tenancy, ownership, or other legal interest in the proposed short-term rental premises, which may include, but is not necessarily limited to, a deed, land contract, or lease agreement. If the owner possesses less than fee ownership in the proposed short-term rental premises, a signed attestation from the owner of the premises authorizing the use of the same for a short-term rental must also be included.

(7) A floorplan drawing of the proposed short-term rental that includes the number of bedrooms intended to be occupied as part of the short-term rental.

(8) Proposed occupancy of the dwelling unit, not to exceed the maximum occupancy established by this chapter.

(9) A drawing of the premises on which the short-term rental will be located that includes all buildings on the premises and the location where all parking will be provided.

(10) A signed certification from the owner stating that the dwelling unit will be operated in conformance with all applicable requirements of this chapter.

(14) A completed and signed rental inspection checklist from the Saugatuck Township Fire District.

(15) Documentation showing that the dwelling unit that is being used as a short-term rental has been insured as a rental dwelling.

(16) The owner shall notify the city of any changes to the approved application within no later than thirty (30) days of the date of the change, including change of mailing address, contract information, or local agent/rental agency.

(C) *Application fee; eligibility.* The application shall be accompanied by an application fee as established and set forth in the City's schedule of fees. This fee schedule shall also establish an "after the fact" fee that must be paid when a short-term rental is operated but without first complying with the procedural requirements of this chapter. This "after the fact" fee is not intended to be a penalty but shall reflect the additional legal and administrative costs incurred by the City as the result of the applicant's failure to initially comply with the requirements of this chapter. In addition, to be eligible for a short-term rental license,

applicants must have no outstanding City taxes, permit or inspection fees, escrow deposits, or other amounts due and owing to the City.

- (D) *Complete application.* A short-term rental license application shall not be considered accepted until the enforcing officer deems it to be complete. If the enforcing officer determines that all required information was not supplied and/or if the applicant fails to pay the required fee, then the enforcing officer shall send written notification via mail or email to the applicant of the deficiencies. If the applicant fails to provide all the information required by this chapter and/or fails to pay the required fee within fourteen (14) days after being notified of the deficiencies, then the application shall be deemed incomplete and shall be denied on that basis.
- (E) *License.* Once deemed to be complete, if an application complies with all the standards and regulations of this chapter and the required fire inspection certificate has been submitted pursuant to Section 99.56 below, the enforcing officer shall approve the short-term rental license. Each short-term rental license shall be designated with a unique license number.

§99.56 FIRE INSPECTION.

- (A) *Required fire inspection.* The short-term rental unit shall meet all applicable building, health, fire, and related safety codes at all times and shall be inspected annually by the Saugatuck Township Fire District no later than thirty (30) days following of the submittal of the application for a short-term rental license or an application to renew a short-term rental license. Violations found by the Saugatuck Township Fire District shall be corrected within fifteen (15) days of notification from the Fire Inspector. No license or renewal shall be issued until after the fire inspection has been completed and approved. The owner or rental agency shall submit a completed and approved inspection certificate from the Saugatuck Township Fire District to the City prior to the approval of any license application or license renewal.
- (B) *Fire inspection criteria.* The Saugatuck Township Fire District shall promulgate the criteria necessary to pass a short-term rental fire inspection, including but not limited to, requirements regarding smoke alarms, emergency exits, fire hydrants, fire extinguishers, occupancy/capacity, fire exits, fire escapes, and any other criteria that the Saugatuck Township Fire District finds necessary to protect to the health, safety, and general welfare of the community.

§99.57 SHORT-TERM RENTAL STANDARDS AND REGULATIONS.

A license for a short-term rental shall be issued when an applicant demonstrates that all of the following standards and regulations are met. Continued compliance with the following standards and regulations is required to maintain a valid short-term rental license within the City.

- (A) *Occupancy.* The maximum occupancy for short-term rentals shall be determined by the Saugatuck Township Fire District following the required fire inspection, shall be based

on applicable building, health, fire, and safety codes, and shall not exceed the following:

- (1) The maximum number of occupants shall be two (2) per bedroom, plus an additional two (2) occupants per finished floor as defined herein (provided adequate sleeping space is provided for such additional occupants), not to exceed a maximum of twelve (12) occupants.
 - (2) The maximum number of visitors shall be equal to the maximum number of occupants as calculated above multiplied by a factor of 1.5. Visitors are permitted only between the hours of 7:00 am and 11:00 pm.
- (B) *Designation of a local agent.* If the owner or license holder does not qualify as, or does not desire to be, a local agent, then the license holder shall designate a local agent and authorize in writing the local agent to act as the license holder's agent for any acts required of the license holder under this chapter. The local agent must reside or maintain a physical place of business within a 25-mile radius of the short-term rental. The local agent shall be knowledgeable about the premises and accountable for responding to the premises 24 hours per day, 7 days per week, 365 days per year.
- (C) *Information.* All notification information for the owner, license holder, and local agent shall be kept current and up to date.
- (D) *Advertising.* All advertising for the short-term rental shall display the number of the license issued pursuant to this chapter. If a short-term rental license holder within the City chooses to advertise the short-term rental online (for instance, on AirBnB, VRBO, or a similar website) the license holder shall post their short-term rental license number within the listing.
- (E) *Water and sewer.* All water and sewer connections and/or systems servicing short-term rentals shall be fully functional and shall meet the minimum applicable requirements imposed by the City, the Kalamazoo Lake Water and Sewer Authority, and/or the Allegan County Health Department.
- (F) *Compliance with zoning; signage.* The short-term rental dwelling unit and premises shall, at all times, fully comply with all applicable requirements of the Saugatuck City Zoning Ordinance, including applicable provisions concerning signs.
- (G) *Rules and regulations to be provided to occupants.* The license holder or local agent will provide all occupants of a short-term rental with the following information prior to occupancy and will post such information in a conspicuous place within each short-term rental:
- (1) The name of the license holder and/or local agent responsible to perform obligations related to the short-term rental under this chapter, that individual's telephone number(s), and an email address at which that individual may be reached

on a 24-hour basis.

(2) Notification of the maximum number of overnight occupants permitted in the short-term rental.

(3) A copy of the City's Noise Ordinance as set forth in Section 94.04 of the City Code, as may be amended from time to time.

(4) A copy of this chapter, as it may be amended from time to time.

(5) Notification that an occupant and/or a visitor of an occupant may be cited for a violation of this chapter, the City's Noise Ordinance as set forth in Section 94.04 of the City Code, in addition to any other citations or remedies available to the City.

(6) A copy of the City's Good Neighbor Guide, which contains considerations for noise, trash disposal, parking, and maximum occupancy.

(H) *Pets.* The occupants and visitors of a short-term rental shall be informed prior to occupancy that all pets must be secured on the premises or on a leash at all times.

(I) *Taxes.* The person who rents a short-term rental shall pay any applicable sales tax and/or required Michigan Use Tax for any stay of thirty-one (31) nights or less.

(J) *Garbage and recycling.* All short-term rentals must provide at least one (1) outdoor garbage can and one (1) recycling bin of sufficient size to service a single-family residential dwelling. If a short-term rental has an occupancy of six (6) or more, at least two (2) outdoor garbage cans and at least one (1) recycling bin shall be provided. All waste generated by a short-term rental, its occupants, and visitors must always be stored in a garbage can or similar trash receptacle, and exposed waste or garbage shall be considered a violation of this chapter. Occupants of the short-term rental shall be notified prior to occupancy that they are not allowed to leave waste outside of garbage cans or recycling bins.

(K) *Subletting or renting individual rooms.* No owner, agent, or license holder may rent individual rooms within a dwelling unit used for a short-term rental, nor may any occupants of a short-term rental sublease rooms within a short-term rental. All rooms within a dwelling unit that is rented as a short-term rental shall be fully rented under a single contract. However, nothing in this section shall prevent an owner or license holder from occupying a dwelling unit while it is being used as a short-term rental.

(L) *Tent, campers, or similar sleeping facilities.* The use of tents, campers, or similar temporary sleeping facilities at a short-term rental premises shall be prohibited.

(M) *Fireworks.* Owners/and or license holders shall prohibit the use of fireworks by short-

term rental occupants and visitors.

- (N) *Insurance.* A dwelling unit that is licensed as a short-term rental must, at all times, maintain rental property insurance.
- (O) *Short-term rental registry.* By applying for and being issued a short-term rental license from the City, the owner and/or license holder consents to having their name, contact information, the address of the short-term rental, the maximum occupancy of the short-term rental, and contact information for their local agent included in the City's publicly available short-term rental registry.

§99.58 DURATION OF LICENSE; RENEWAL.

- (A) Except as otherwise provided herein, a license issued under this chapter shall remain in effect for a period of one (1) year from the date it was issued unless it is suspended or revoked by the City.
- (B) The license holder or local agent may apply for a renewed license by submitting a renewal application to the enforcing officer no later than thirty (30) days prior to the date that the license is set to expire, along with the license renewal fee established by the City's fee schedule.
- (C) All information submitted with the prior application(s) shall be deemed submitted with the application for renewal, except that each year a new completed and signed fire safety checklist must be submitted, a new fire inspection must be conducted, and an approved fire inspection certification must be issued before a license can be renewed. Aside from the renewed fire safety checklist and fire inspection, the license holder or local agent shall only be required to submit new information with the application for renewal when that application information has changed since the last application was filed with the City.
- (D) A renewed license for a short-term rental shall be issued when all of the standards and regulations of this chapter are met.
- (E) If the short-term rental premises does not meet all the requirements of this chapter at the time of renewal, the City shall promptly notify the license holder. The license holder shall have thirty (30) calendar days from the date the notice of a deficiency was sent to cure any deficiencies. If the license holder cannot demonstrate full compliance with this chapter at the end of the cure period, the short-term rental license will not be renewed and will be deemed expired.

§99.59 EFFECT ON PREVIOUSLY ISSUED SHORT-TERM RENTAL CERTIFICATES.

- (A) It is the express intent of this chapter to "grandfather" short-term rental certificates that

were issued under the City's previous regulatory scheme until those certificates expire. Therefore, short-term rentals with certificates issued pursuant to the Saugatuck City Zoning Ordinance prior to the effective date of this chapter may continue to operate until the certificate expires, subject to the requirements in effect at the time the short-term rental certificate was issued.

- (B) Once a previously issued short-term rental certificate expires, the certificate-holder must receive a short-term rental license under this chapter to continue operating a short-term rental at the premises.
- (C) No short-term rental certificates issued pursuant to the Saugatuck City Zoning Ordinance may be renewed after the effective date of this chapter.

§99.60 DUTY TO REMEDY VIOLATIONS.

- (A) *Duty to remedy.* The license holder and/or local agent shall have the duty to remedy any violation of this chapter and the City's Noise Ordinance, as set forth in Section 94.04 of the City Code, by the occupants and visitors of a short-term rental.
- (B) *Notification from City.* For any violation of the above, the City may (in addition to other remedies) notify the license holder and/or local agent for the short-term rental of such violation by telephone or return receipt email. The license holder and/or local agent shall be deemed to have received notice of the violation upon being contacted by telephone (including a call or text message, if applicable) or when a return receipt email message is received by the City, whichever is sooner.
- (C) *Corrective action.* Upon receiving notice of the violation, the license holder and/or local agent shall ensure that the violation is remedied within two (2) hours of receipt of such notice.
- (D) *Failure to remedy.* Failure to remedy the violation within two (2) hours after receiving notice of the violation, without good cause, shall constitute a violation of this chapter and may subject the license issued under this chapter to suspension or revocation pursuant to Section 99.61 of this chapter and may subject the license holder and/or local agent to court enforcement proceedings and the penalties under Section 99.62 of this chapter.

§99.61 SUSPENSION AND REVOCATION OF LICENSE.

- (A) *Suspension or revocation of license.* The following shall constitute grounds for suspending or revoking a short-term rental license:
 - (1) A license holder, owner, and/or authorized agent's inclusion of false, incorrect, or misleading information and/or statements on an application for a short-term rental license.
 - (2) A license holder, owner and/or local agent's failure to comply with the

standards and regulations set forth in Section 99.57.

- (3) A license holder, owner, and/or local agent's failure to timely remedy a violation of this chapter or the City's Noise Ordinance, as set forth in Section 99.60.
 - (4) A license holder and/or owner's attempted transfer of a short-term rental license, as defined in Section 99.63.
- (B) *Violation notice.* If the enforcing officer has reason to believe that there are grounds to suspend or revoke a short-term rental license, the enforcing officer may, but is not required to, prepare a written notice specifying the alleged grounds for suspension or revocation and the factual basis for this belief. The written notice shall inform the alleged violator of the time, date, and place of the hearing before the City Council, shall be served on the license holder either personally or by certified mail no less than twenty-one (21) days before the hearing.
- (C) *Violation hearing.* If such a violation notice is prepared and served, the City Council shall hold a hearing at which time the license holder shall be given an opportunity to show cause why the short-term rental license issued under this chapter should not be suspended or revoked. The City Council's decision shall be in writing and shall specify the factual evidence upon which it is based and shall be final and binding upon the license holder. A copy of the City Council's written decision shall then be provided to the license holder.
- (D) *Subsequent violations.* After a short-term rental license has been suspended, any additional violation(s) committed by the license holder and/or local agent within one (1) year of the expiration of the last suspension shall be grounds for a second suspension. If it has been more than two (2) years since the expiration of an initial suspension of a short-term rental license, a subsequent violation shall be deemed to be a first suspension. Upon a determination that a short-term rental license holder has been suspended two (2) or more times and is facing a third suspension, the City Council may permanently revoke the short-term rental license.
- (E) *Length and timing of suspensions and/or revocations.* Subject to subsection (F) below, suspensions and revocations shall generally be effective immediately. Provided, however, if any portion of the suspension time falls outside the primary tourist season of May through September, then the balance of the suspension time shall carry over to the next primary tourist season, with rental activity outside of the primary tourist season remaining prohibited until the suspension expires. Suspensions/revocations shall be for the following periods:
- (1) First suspension - three (3) months.
 - (2) Second suspension - six (6) months.
 - (3) Revocation - permanent.

- (F) *Existing contracts.* Existing short-term rental contracts up to sixty (60) nights beyond the beginning date of any suspension/revocation may be honored by the license holder with approval by the City Council. Those existing contracts beyond sixty (60) nights shall be canceled. The time period approved to honor existing contracts shall be added to the end of any suspension period.
- (G) *Fraudulent complaints.* Any person who knowingly files a fraudulent, false, or fictitious complaint about a short-term rental shall be deemed to be in violation of this chapter and may be subject to court enforcement proceedings and the penalties under Section 99.62 of this chapter.

§99.62 VIOLATIONS AND PENALTIES.

- (A) Any person who violates any provision of this chapter, including the continued operation of a short-term rental after the license for that short-term rental has been suspended or revoked as provided in this chapter, shall be responsible for a municipal civil infraction as defined in Public Act 12 of 1994, amending Public Act 236 of 1961, being Sections 600.101-600.9939 of Michigan Compiled Laws, and shall be required to pay a civil fine established by resolution of the City Council along with statutory costs. Each day this chapter is violated shall be considered as a separate violation.
- (B) The enforcing officer, deputies of the Allegan County Sheriff's Department, and other persons appointed by the City Council are hereby designated as the authorized City officials to issue municipal civil infraction citations directing alleged violators of this chapter to appear in court.
- (C) A violation of this chapter is hereby declared to be a public nuisance or a nuisance per se and is declared to be offensive to the public health, safety, and welfare.
- (D) In addition to any other remedies available to it, the City may initiate proceedings in the Circuit Court to abate or eliminate the nuisance per se or any other violation of this chapter.

§99.63 TRANSFER OF OWNERSHIP.

- (A) *Transfers prohibited.* Short-term rental licenses are non-transferable, and a short-term rental license issued under this chapter shall become void upon the attempted transfer of a license or transfer of ownership of the dwelling unit for which the license is issued. In the event of an unauthorized transfer, a new short-term rental license must be obtained by the new owner of the dwelling unit from the City before short-term rentals may be resumed in the dwelling unit.
- (B) *Transfer defined.* As used in this chapter, a "transfer" of a short-term rental license shall include the following:

- (1) Any transfer, sale, change in ownership, or other conveyance of a short-term rental license to a person or entity other than the owner or license holder;
- (2) Any transfer, sale, change in ownership, or other conveyance of the premises;
- (3) Any transfer, sale, change in ownership, or other conveyance of an interest or membership in the corporate entity which is the owner of the premises or the short-term rental license; or
- (4) Any change in the trustee(s), beneficiary, or beneficiaries of the trust which is the owner of the premises or the short-term rental license.

§99.64 ADMINISTRATION AND INTERPRETATION.

The enforcing officer shall have the authority to administer and interpret this chapter. This shall include, but shall not be limited to, developing, and enacting administrative policies and procedures pertaining to short-term rental licenses and interpreting or construing provisions of this chapter so as to give effect to the City Council's intent underlying the enactment of this chapter.

SECTION 2: REPEAL. All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed.

SECTION 3: SEVERABILITY. If any section, clause, or provision of this Ordinance be declared unconstitutional or otherwise invalid by a court of competent jurisdiction, said declaration shall not affect the remainder of the Ordinance. The City Council hereby declares that it would have passed this Ordinance and each part, section, subsection, phrase, sentence and clause irrespective of the fact that any one or more parts, sections, subsections, phrases, sentences, or clauses be declared invalid.


SECTION 4: EFFECTIVE DATE. This Ordinance shall become effective immediately at the later to occur of: 1) the effective date of Ordinance No. __; or 2) the date of this Ordinance's publication as required by law.

YEAS: Anderson, Baldwin, Dean, Gardner, Stanton, White

NAYS: Muncey

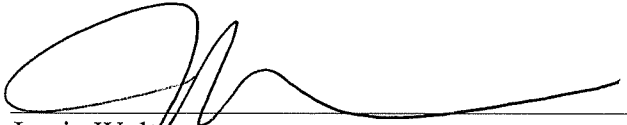
ABSENT/ABSTAIN: None.

ORDINANCE DECLARED ADOPTED.


Lauren Stanton
City of Saugatuck, Mayor

CERTIFICATION

I, Jamie Wolters, being the duly elected and acting Clerk of the City of Saugatuck, Allegan County, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of an Ordinance duly adopted by the City Council at a regular meeting held on February 29, 2024, at which meeting a quorum was present and remained throughout, (2) that an original thereof is on file in the records of the City, (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended), and (4) minutes of such meeting were kept and will be or have been made available as required thereby.



Jamie Wolters
City of Saugatuck, City Clerk