



CITY COUNCIL MEETING AGENDA

October 10, 2022 – 7:00 pm

*This is an in-person meeting at Saugatuck City Hall, 102 Butler St, Saugatuck, MI 49453.
The meeting will also be available live, virtually on Zoom.*

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Consent Agenda:** *(Roll Call)*
 - A. Regular City Council Meeting Minutes – September 26, 2022
 - B. Accounts Payable in the amount of \$116,609.22
5. **Staff Reports:**
 - A. City Manager
 - B. Treasurer
 - C. Planning and Zoning
 - D. Department of Public Works
 - E. Fire- None
 - F. Police
 - G. Engineer
6. **Agenda Changes** (Additions/Deletions)
7. **Guest Speakers**
8. **Public Comment on Agenda Items Only** (Limit 3 minutes)
9. **Introduction of Ordinances**
10. **Public Hearings**
11. **Unfinished Business**
12. **New Business:**
 - A. Zoning and Floodplain Manager Appointment *(Voice Vote)*
 - B. Saugatuck/Douglas Historical Markers *(Voice Vote)*
 - C. Costal Alliance *(Roll Call)*
 - D. Holiday/Seasonal Lighting *(Roll Call)*

NOTICE:

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:
ryan@saugatuckcity.com

Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck City Clerk at 269-857-2603 or JWolters@saugatuckcity.com for further information.

13. Public Comments (Limit 3 minutes)

14. Correspondence

- A. Board/Commission Vacancy Notice
- B. Claire Arctander
- C. Rachel Madrigal
- D. Mac Akin
- E. Betty F.
- F. Dac Nguyen
- G. Jiaming Y.
- H. Madeleine Aguilar
- I. Margarita Moreno
- J. David L.
- K. Libbi Ponce
- L. Michelle C.
- M. Grace G.
- N. Alanna Huck-Scarry
- O. Jose L.
- P. Brandon S.
- Q. Carol Homan
- R. Lynn Kirhaldy

15. Boards, Commissions & Committees Reports

16. Council Comments

17. Mayor's Comments

18. Adjourn (*Roll Call*)



CITY COUNCIL MEETING MINUTES-PROPOSED
September 26, 2022

The City Council met for Regular Council Meeting at 7:00 p.m.
City Hall
102 Butler St., Saugatuck, MI 49453.

Call to Order:

The meeting was called to order by Mayor Lewis at 7:00 p.m.

Attendance:

Present: Mayor Lewis, Mayor Pro-Tem Dean, Councilmembers Bekken, Gardner, Leo, Stanton & Trester.

Absent: None.

Others Present: City Manager Heise, DPW Superintendent Herbert, Assistant DPW Supervisor Hardy, Deputy Clerk/DPW Assistant Williams & Clerk Wolters.

Consent Agenda:

A. Regular City Council Meeting Minutes – September 12, 2022.

- a. Under “New Business”, Item B- on the first line of the motion, change “the table” to “to table”. On the last line of the motion, change the date from October 1st to October 22nd-23rd.

B. Accounts Payable in the amount of \$1,988,659.63.

Motion by Leo, second by Trester, to approve the consent agenda as presented. Upon roll call vote, motion carried unanimously.

Staff Reports:

City Manager, Treasurer, Zoning Administrator, DPW Superintendent, Fire, Engineer and Police submitted status reports of current activities since the last Council meeting on September 12th, 2022, for their respective departments. Lt. Ensfield was on-line for questions from Council. Engineer Jon Moxey was in-person for questions from the Council.

Agenda Change:

Mayor Lewis moved item #17 Mayor’s comments to #7.

Mayor Comments:

Mayor Lewis addressed agenda item #14 correspondence piece from Mr. Gary Medler. Mr. Medler submitted a petition to rectify an abuse of power regarding Resolution 200311-B. Legal counsel spoke during the Council meeting and stated that the Resolution does not contain any penalties for violations. The appointments made for the Zoning Board of Appeals are governed by the state statute called the Michigan Zoning Enabling Act. The appointments made for the Planning Commission are governed by the Michigan Planning Enabling Act. Under State law there are no grounds to invalidate these appointments. Mayor Lewis and City Manager apologized for misinterpreting the process and promised to do better in the future.

Public Comment on Agenda Items Only:

Peg Sanford, City of Saugatuck- Questioned Council on what happened to the City Charter rules and doesn't think Council follows them.

Helen Baldwin, City of Saugatuck- Her observations of the petitions signed reflect about what seems to be 200 signatures from Saugatuck residents. The first eleven pages are submitted twice, about 46 are Saugatuck residents.

Dan Fox, City of Saugatuck and Fire Board Representative- Reported from the Saugatuck Township Fire Department Fire Board meeting from September 19th.

Barry Johnson, City of Saugatuck- Thanked Mayor and City Manager for addressing the Correspondence.

Gary Medler, City of Saugatuck- Thanked City for including the petition on the agenda. 146 voters signed the petitions, more would have but felt retaliated against.

Introduction of Ordinances: None

Public Hearings: None

New Business:

A. Recommendation of Award-Water Street Sidewalk Improvements:

City Council identified sidewalk connectivity- (Dewey property to Willow Park) at Lucy and Water as a top ranked essential priority infrastructure project at their December 2021 meeting. Engineers were engaged to create bid specifications for the project and solicit bids. Please see the attached summary provided by Fleis & Vandenbrink. There was a crosswalk request made at a previous Council meeting which will be incorporated into the project. I am recommending that the City assume the full cost for the sidewalk improvements (which should not be precedent setting)..

Motion by Dean, second by Leo, to approve the bid for sidewalk improvements on Water Street in the amount of \$64,632.00 from the public work project general fund. Contract to be executed by the Mayor or Mayor Pro Tem. Upon roll call vote, motion carried unanimously.

Public Comment:

Gregory Muncey, City of Saugatuck- reminded Council that he will be assisting SDABA with the annual fall decoration in the city.

Dan Fox, City of Saugatuck- noted that the Resolution in question regarding the correspondence was offered by the currently serving Mayor.

Catherine Simon, City of Saugatuck- state that Council rather than sorting out which residents on the petition vote and who said what. The compilation of signatories is people that have an investment in this community.

Barry Johnson, City of Saugatuck- noted at the last Council meeting that Councilmember Gardner requested what the costs have been for the Dune Ridge litigation.

Correspondence:

- Gary Medler- Petition to rectify an abuse of power.

Boards, Commissions & Committees Reports:

- Councilmember Dean- noted that Parks and Public Works Committee has its first meeting on 9-27-22, first time in ten years.
- Councilmember Gardner- updated Council that the State Historic Preservation Office approved the nomination of the Mt. Baldhead radar station to the National Register of Historic Places. He thanked all members of the community that worked hard to make this happen. This will be about a 45-day turnaround to the US Department of the Interior for them to actually take the nomination and they usually approve it.
- Councilmember Bekken-updated Council on KLSWA last meeting. First time in history the wastewater that went out to Lake Michigan had traces of Hexachlorobenzene. They approved \$46,000 not to exceed \$46,756 to rehab and rebuild well number five, which is in the City of Saugatuck.
- Councilmember Leo- very excited about the initial look at the trust fund score for the City of Saugatuck. They are continuing to work through the process and look forward to more detailed feedback soon.
- Mayor Lewis- Recycling Committee has their successful Styrofoam collection event. 62 vehicles arrived between the hours of nine and three. She thanked all the members of the community that helped out.

Council Comments:

- Councilmember Dean- had the opportunity to view a presentation of the Lily Pad Boats at Retro Boats. The boats are completely self-sustaining and made in Michigan.
- Councilmember Gardner- thanked the residents, business owners and property

owners that participated in the petition that was in the packet. He thanked the Mayor for her apology regarding the petitions. He was disappointed the Council workshop was canceled last week, reason being it ought to be used for not just agenda items put for policy discussions. It is a missed opportunity every time the workshops are canceled. He acknowledged that the City Manager did send out an email prior to the meeting with the legal costs for the project across the river. The League of Women Voters is hosting a forum on October 5th at All Saints Episcopal Church for all Council candidates to speak. Councilmember Gardner asked City staff to put the announcement on its website, and asked Council to give the City staff the same directions.

- Councilmember Stanton- thanked all the volunteers for all the events that are about to take place with SDABA and decorating town, Glow in the Park, Halloween Parade and all the events in the town. She also spoke on the Lily Pad boat presentation that took place at Retro Boats that included a number of State Dignitaries. It was a great day to show off the Saugatuck Harbor in that way.
- Councilmember Trester- his thoughts on the petition issue had been expressed by others and thanked Mayor for handling it in a very forward manner.
- Councilmember Bekken- noted the Mayor apologized for the Council also since the Council approved those appointments. He asked City Manager Heise why the City staff did not put the Council candidate announcement on the website.
- Councilmember Leo- congratulated the DPW staff for a good beach season and understand that there was success with staffing, which is remarkable since how difficult staffing is for everyone. That speaks volume for the leadership and the work put in starting early in winter.
- Mayor Lewis- Coastal Alliance Townhall meeting is on September 27th at the SCA at 6:30 p.m. Saturday October 1st is Glow in the Park. Regarding the League of Women Voters or any other kind of political type announcements, generally in the past the City has been like Switzerland. The City has never posted nor promoted any political activity and that does not include individuals and their own personal social media.

Adjournment: *Motion by Dean, second by Leo to adjourn, Mayor Lewis adjourned at 8:01 p.m.*

Respectfully Submitted,

Jamie Wolters, City Clerk

Vendor Name	Description	Amount
1. ALLEGAN COUNTY SHERIFF		
	RESERVE DEPUTIES 4TH JULY/ VENETIAN	3,660.00
	RESERVE DEPUTIES	2,044.00
	RESERVE DEPUTIES	1,556.00
	TOTAL	7,260.00
2. ALLEGAN COUNTY TREASURER		
	PROPERTY TAXES	34,528.35
3. ASSESSING SOLUTIONS INC		
	ASSESSING SERVICES	2,582.50
4. BURNETT & KASTRAN PC		
	LEGAL FEES	492.00
5. CAPITAL ONE		
	PARKS & CITY HALL	314.39
6. CONSUMERS ENERGY		
	STREET LIGHTS	2,499.53
	ELECTRIC	5,654.00
	TOTAL	8,153.53
7. FIRST BANK CARD		
	SUPPLIES, TRAINING & ELECTION	2,421.02
8. FRONTIER		
	DPW GARAGE	194.59
	OVAL BEACH	80.42
	DPW GARAGE	194.59
	TOTAL	469.60
9. GIL- ROY'S HARDWARE		
	PROPANE & GRASS SEED	298.86
10. GORDON FOOD SERVICE		
	CITY HALL	15.98
11. HORIZON COMMUNITY PLANNING		
	PLANNING & HDC CONSULTANT	2,675.25
12. HUNTINGTON NATIONAL BANK		
	BANKING FEES	140.99
13. JONKER'S GARDEN		
	FALL FLOWERS	77.98
14. KALAMAZOO LAKE SEWER & WATER		
	WATER & SEWER	3,236.96
15. LORRIE PASTOOR		
	CLEANING SERVICES	120.00
16. MERS		
	RETIREMENT	4,500.02
17. MICHIGAN GAS UTILITIES		
	BUTLER ST TOILETS	44.09
	CITY HALL	38.12
	DPW GARAGE	42.38
	TOTAL	124.59
18. MMTA		
	DUES	99.00
19. OTTAWA AREA INTERMEDIATE		
	SCHOOL DIS	
	PROPERTY TAXES	19,063.80
20. OVERISEL LUMBER COMPANY		
	SUPPLIES	420.76
21. PLAINFIELD CHARTER TOWNSHIP		
	DUES	125.00
22. PURITY CYLINDER GASES INC		
	CONCESSION	13.33
23. SAUGATUCK FIRE		
	SHORT TERM RENTALS	2507.00

Vendor Name	Description	Amount
24. SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	27,591.39
25. SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	1,301.98
26. SMART BUSINESS SOURCE LLC	SUPPLIES	60.26
27. VALLEY CITY LINEN INC	SHOP TOWELS	205.70
28. WESTENBROEK MOWER INC	MOWER REPAIRS	65.98
TOTAL - ALL VENDORS		116,609.22
FUND TOTALS:		
Fund 101 - GENERAL FUND		34,102.74
Fund 661 - MOTOR POOL FUND		1,227.00
Fund 701 - CURRENT TAX FUND		81,183.54
Fund 715 - ROSE GARDEN		95.94

10/06/2022 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 09/01/2022 - 09/30/2022				
Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
09/02/2022	DD5691(A)	BOSCH, LEXIE	PAYROLL	611.15
09/02/2022	DD5692(A)	BOUWMAN, CHAD	PAYROLL	1,257.86
09/02/2022	DD5693(A)	BROWDER, WILL	PAYROLL	252.63
09/02/2022	DD5694(A)	CHESTER, BIANCA	PAYROLL	379.92
09/02/2022	DD5695(A)	DEJAEGHER, JOHN	PAYROLL	774.40
09/02/2022	DD5696(A)	DEROO, MADYSON	PAYROLL	645.72
09/02/2022	DD5697(A)	DOMBROSKI, NANCY	PAYROLL	588.70
09/02/2022	DD5698(A)	FLANAGAN, HANNAH	PAYROLL	275.56
09/02/2022	DD5699(A)	GARCIA, DANIELA	PAYROLL	416.49
09/02/2022	DD5700(A)	GOODRICH, RICHARD	PAYROLL	907.69
09/02/2022	DD5701(A)	GRIGG-MARTINEZ, DAYTON	PAYROLL	664.16
09/02/2022	DD5702(A)	HARDY, CODY	PAYROLL	1,095.33
09/02/2022	DD5703(A)	HEISE, RYAN	PAYROLL	3,161.13
09/02/2022	DD5704(A)	HERBERT, SCOTT	PAYROLL	1,832.77
09/02/2022	DD5705(A)	HINKLE, MARY	PAYROLL	855.95
09/02/2022	DD5706(A)	KAMMENZIND, ALBERT	PAYROLL	1,102.63
09/02/2022	DD5707(A)	KERRIDGE, ADAM	PAYROLL	1,355.55
09/02/2022	DD5708(A)	MACK, ELLIS	PAYROLL	1,457.99
09/02/2022	DD5709(A)	MARTIN, DANNY	PAYROLL	627.37
09/02/2022	DD5710(A)	OSMAN, CINDY	PAYROLL	1,486.12
09/02/2022	DD5711(A)	PATMOS, CAMDEN	PAYROLL	75.99
09/02/2022	DD5712(A)	PETERS, AVERY	PAYROLL	168.49
09/02/2022	DD5713(A)	SAMUELS, ROBERT	PAYROLL	72.68
09/02/2022	DD5714(A)	SHIVELY, CALLIE	PAYROLL	485.60
09/02/2022	DD5715(A)	STANCZYK, JAMES	PAYROLL	492.04
09/02/2022	DD5716(A)	STANISLAWSKI, PETER	PAYROLL	1,794.41
09/02/2022	DD5717(A)	STORK, JACK	PAYROLL	743.34
09/02/2022	DD5718(A)	THEODORE, PAUL	PAYROLL	700.58
09/02/2022	DD5719(A)	WATERS, BENJAMIN	PAYROLL	363.41
09/02/2022	DD5720(A)	WEBB, BETTY	PAYROLL	775.15
09/02/2022	DD5721(A)	WENDT, MICHAEL	PAYROLL	1,464.84
09/02/2022	DD5722(A)	WOLTERS, JAMIE	PAYROLL	1,735.46
09/02/2022	EFT1591(E)	ALERUS	PAYROLL	3,155.99
09/02/2022	EFT1592(E)	EXPERT PAY	PAYROLL	324.60
09/02/2022	EFT1593(E)	MERS HYBRID	PAYROLL	2,044.43
09/02/2022	EFT1594(E)	FEDERAL TAX DEPOSIT	PAYROLL	8,432.69
09/12/2022	17031	HORIZON COMMUNITY PLANNING	PLAN REVIEWS	1,199.25
09/12/2022	17032	IHLE AUTO PARTS	SUPPLIES	151.80
09/12/2022	17033	MCKELLIPS PLUMBING INC	PLUMBING SERVICES	1,594.50
09/12/2022	17034	OVERISEL LUMBER COMPANY	SUPPLIES	429.74
09/12/2022	17036	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	522,656.45

10/06/2022 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 09/01/2022 - 09/30/2022				
Check Date	Check	Vendor Name	Description	Amount
09/12/2022	17037	WALSH MUNICIPAL SERVICES LLC	PLANNING RECRUITMENT	3,000.00
09/12/2022	17038	WMOI	OFFICE DESK	275.00
09/12/2022	4233(E)	CAPITAL ONE	OVAL & SUPPLIES	422.63
09/12/2022	4234(E)	COMCAST	TELEPHONE & INTERNET	153.40
09/12/2022	4235(E)	CONSUMERS ENERGY	ELECTRIC	1,860.82
09/12/2022	4236(E)	FIRST BANK CARD	ELECTION	3,021.56
09/12/2022	4237(E)	FRONTIER	OVAL BEACH	210.66
09/12/2022	4238(E)	GORDON FOOD SERVICE	CONCESSION	274.77
09/12/2022	4239(E)	MERCHANTS BANCARD NETWORK	CREDIT CARD FEES	1,788.55
09/12/2022	4240(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	40.00
09/12/2022	4241(E)	MICHIGAN GAS UTILITIES	BUTLER ST TOILETS	45.96
09/12/2022	4242(E)	MICHIGAN GAS UTILITIES	CITY HALL	40.66
09/12/2022	4243(E)	SHELL	GASOLINE & DIESEL	1,820.59
09/12/2022	4244(E)	VALLEY CITY LINEN INC	SHOP TOWELS	205.70
09/12/2022	4245(E)	XEROX FINANCIAL SERVICES	COPIER LEASE	481.54
09/12/2022	4246(A)	ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	166.39
09/12/2022	4247(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	742,675.92
09/12/2022	4248(A)	ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,582.50
09/12/2022	4249(A)	BURNETT & KASTRAN PC	LEGAL FEES	1,260.00
09/12/2022	4250(A)	ETNA SUPPLY	BATHROOM REPAIRS	82.47
09/12/2022	4251(A)	FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES	9,784.25
09/12/2022	4252(A)	GROUNDS MANAGEMENT SOLUTIONS	PARKS MAINTENANCE	714.00
09/12/2022	4253(A)	LORRIE PASTOOR	CLEANING SERVICES	180.00
09/12/2022	4254(A)	MICHIGAN ELECTRO FREEZE INC	CONCESSION	457.16
09/12/2022	4255(A)	MICHIGAN MUNICIPAL LEAGUE	EMPLOYMENT AD	37.00
09/12/2022	4256(A)	OTTAWA AREA INTERMEDIATE SCHOOL D	PROPERTY TAXES	410,046.59
09/12/2022	4257(A)	PURITY CYLINDER GASES INC	CONCESSION	19.17
09/12/2022	4258(A)	ROTARY CLUB OF SAUGATUCK	FIREWORKS	4,000.00
09/12/2022	4259(A)	SAUGATUCK FIRE	SHORT TERM RENTALS	1,075.00
09/12/2022	4260(A)	SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	1,212.51
09/12/2022	4261(A)	SISTERS IN INK	UNIFORMS	450.91
09/12/2022	17035	PETTY CASH	CITY HALL PAINT	67.42
09/16/2022	DD5723(A)	BOSCH, LEXIE	PAYROLL	1,183.05
09/16/2022	DD5724(A)	BOUWMAN, CHAD	PAYROLL	1,297.87
09/16/2022	DD5725(A)	CUMMINS, RYAN	PAYROLL	922.23
09/16/2022	DD5726(A)	DEJAEGHER, JOHN	PAYROLL	844.38
09/16/2022	DD5727(A)	DOMBROSKI, NANCY	PAYROLL	597.48
09/16/2022	DD5728(A)	FLANAGAN, HANNAH	PAYROLL	461.46
09/16/2022	DD5729(A)	GARCIA, DANIELA	PAYROLL	249.22
09/16/2022	DD5730(A)	GOODRICH, RICHARD	PAYROLL	959.45
09/16/2022	DD5731(A)	HARDY, CODY	PAYROLL	1,309.95
09/16/2022	DD5732(A)	HEISE, RYAN	PAYROLL	3,161.13
09/16/2022	DD5733(A)	HERBERT, SCOTT	PAYROLL	1,897.77

10/06/2022 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 09/01/2022 - 09/30/2022				
Check Date	Check	Vendor Name	Description	Amount
09/16/2022	DD5734(A)	HINKLE, MARY	PAYROLL	1,062.94
09/16/2022	DD5735(A)	KAMMENZIND, ALBERT	PAYROLL	1,141.44
09/16/2022	DD5736(A)	KERRIDGE, ADAM	PAYROLL	1,782.34
09/16/2022	DD5737(A)	MACK, ELLIS	PAYROLL	1,491.83
09/16/2022	DD5738(A)	MARTIN, DANNY	PAYROLL	999.13
09/16/2022	DD5739(A)	PATMOS, CAMDEN	PAYROLL	171.79
09/16/2022	DD5740(A)	SHIVELY, CALLIE	PAYROLL	317.49
09/16/2022	DD5741(A)	STANCZYK, JAMES	PAYROLL	553.56
09/16/2022	DD5742(A)	STANISLAWSKI, PETER	PAYROLL	1,382.43
09/16/2022	DD5743(A)	THEODORE, PAUL	PAYROLL	533.05
09/16/2022	DD5744(A)	WATERS, BENJAMIN	PAYROLL	277.51
09/16/2022	DD5745(A)	WEBB, BETTY	PAYROLL	795.11
09/16/2022	DD5746(A)	WENDT, MICHAEL	PAYROLL	1,504.84
09/16/2022	DD5747(A)	WILLIAMS, SARA	PAYROLL	619.82
09/16/2022	DD5748(A)	WOLTERS, JAMIE	PAYROLL	1,735.46
09/16/2022	EFT1595(E)	ALERUS	PAYROLL	2,116.14
09/16/2022	EFT1596(E)	EXPERT PAY	PAYROLL	324.60
09/16/2022	EFT1597(E)	MERS HYBRID	PAYROLL	1,681.36
09/16/2022	EFT1598(E)	FEDERAL TAX DEPOSIT	PAYROLL	7,757.96
09/16/2022	EFT1599(E)	MI DEPT OF TREASURY	PAYROLL	3,265.58
09/26/2022	17048	CARELTON EQUIPMENT	REPAIRS	69.95
09/26/2022	17050	DAVID SMITHERN	COGLIN WEDDING	500.00
09/26/2022	17051	GRAPIDS IRRIGATION	IRRIGATION REPAIRS	2,280.90
09/26/2022	17061	WESTERN MICH INTERNATIONAL TRUCKS	2023 INTERNATIONAL TRUCK	92,948.21
09/26/2022	17062	WYOMING ASPHALT PAVING CO	ASHPHALT	255.15
09/26/2022	4262(E)	AT&T MOBILITY	CELL PHONES	173.45
09/26/2022	4264(E)	FRONTIER	OVAL BEACH	82.44
09/26/2022	4265(E)	GORDON FOOD SERVICE	CONCESSION	160.77
09/26/2022	4266(E)	JOHN DEERE FINANCIAL	REPAIRS	59.98
09/26/2022	4267(E)	MERCHANTS BANCARD NETWORK	CONCESSION CREDIT FEES	520.07
09/26/2022	4268(E)	NET2PHONE INC	TELEPHONES	177.00
09/26/2022	4270(E)	REPUBLIC SERVICES	TRASH	258.25
09/26/2022	4271(E)	REPUBLIC SERVICES	TRASH	2,625.46
09/26/2022	4272(E)	REPUBLIC SERVICES	TRASH	606.23
09/26/2022	4273(E)	STATE OF MICHIGAN	CONCESSION SALES TAX	1,286.05
09/26/2022	4274(A)	ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	203.03
09/26/2022	4275(A)	ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	26,100.28
09/26/2022	4276(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	800,614.53
09/26/2022	4277(A)	ETNA SUPPLY	TOILET SUPPLIES	852.82
09/26/2022	4278(A)	FAHEY SCHULTZ BURZYCH RHODES	LEGAL ELECTRICAL	25,532.00
09/26/2022	4279(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	199.40
09/26/2022	4280(A)	LANDSCAPE DESIGN SERVICES INC	ROSE GARDEN MAINTENANCE	362.61
09/26/2022	4281(A)	MICHIGAN ELECTRO FREEZE INC	CONCESSIOND	130.00

10/06/2022 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 09/01/2022 - 09/30/2022				
Check Date	Check	Vendor Name	Description	Amount
09/26/2022	4282(A)	MICHIGAN MUNICIPAL LEAGUE	PUBLISHING AD	141.72
09/26/2022	4283(A)	OTTAWA AREA INTERMEDIATE SCHOOL D	PROPERTY TAXES	439,375.12
09/26/2022	4284(A)	PRO-TEMP INC	CONCESSION	207.50
09/26/2022	4285(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	213.99
09/26/2022	4286(A)	SAUGATUCK FIRE	PILOT	1,093.71
09/26/2022	4287(A)	SEPTIC TANK SYSTEMS CO INC	CULVER STREET PORTABLES	2,145.00
09/26/2022	4288(A)	SHARE CORPORATION	SUPPLIES	752.76
09/26/2022	4289(A)	SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	1,926.00
09/26/2022	4290(A)	SMART BUSINESS SOURCE LLC	SUPPLIES	186.62
09/26/2022	4291(A)	STANDARD INSURANCE COMPANY	INSURANCE	427.46
09/26/2022	17047	BUD'S WRECKER SERVICE	TOW INTERNATIONAL	449.30
09/26/2022	17049	COREY THOMAS	COGHLIN WEDDING	500.00
09/26/2022	17052	JACOB KREMIN	COGHLIN WEDDING	500.00
09/26/2022	17053	JANET BENMARK	COGHLIN WEDDING	500.00
09/26/2022	17054	KATE COLBURN	COGHLIN WEDDING	500.00
09/26/2022	17055	LERETA	REFUND 209-048-00	6,205.77
09/26/2022	17056	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	539,148.58
09/26/2022	17057	SAUGATUCK TOWNSHIP	PLANNING & HDC CONSULTING	656.25
09/26/2022	17058	SOUTHWEST TRANSPORT CO	CAMPBELL ROAD	23,429.16
09/26/2022	17059	TIMOTHY OKEEFE	COGHLIN WEDDING	500.00
09/26/2022	17060	TRAYCO PROPERTIES	REFUND 514-044-00	5,467.73
09/26/2022	4263(E)	COMCAST	TELEPHONES & INTERNET	153.40
09/26/2022	4269(E)	PRIORITY HEALTH	HEALTH INSURANCE	8,180.98
09/30/2022	4292(E)	CONSUMERS ENERGY	STREET LIGHTS	2,499.53
09/30/2022	4293(E)	FRONTIER	DPW GARAGE	194.59
09/30/2022	4294(E)	HUNTINGTON NATIONAL BANK	BANKING FEES	140.99
09/30/2022	DD5749(A)	BEKKEN, MARK	PAYROLL	261.30
09/30/2022	DD5750(A)	BONT, RICHARD	PAYROLL	26.43
09/30/2022	DD5751(A)	BOUCK, JAMES	PAYROLL	26.43
09/30/2022	DD5752(A)	BOUWMAN, CHAD	PAYROLL	1,257.86
09/30/2022	DD5753(A)	BROEKER, ANN	PAYROLL	51.86
09/30/2022	DD5754(A)	CANNARSA, JOHN	PAYROLL	51.66
09/30/2022	DD5755(A)	CUMMINS, RYAN	PAYROLL	2,113.75
09/30/2022	DD5756(A)	DEAN, SCOTT	PAYROLL	263.30
09/30/2022	DD5757(A)	GARDNER, RUSSELL	PAYROLL	309.96
09/30/2022	DD5758(A)	GAUNT, BOBBIE	PAYROLL	52.86
09/30/2022	DD5759(A)	GOODRICH, RICHARD	PAYROLL	545.46
09/30/2022	DD5760(A)	HARDY, CODY	PAYROLL	1,269.96
09/30/2022	DD5761(A)	HEISE, RYAN	PAYROLL	3,673.13
09/30/2022	DD5762(A)	HERBERT, SCOTT	PAYROLL	1,776.01
09/30/2022	DD5763(A)	HERIFORD, RICHARD	PAYROLL	26.42
09/30/2022	DD5764(A)	HINKLE, MARY	PAYROLL	920.64
09/30/2022	DD5765(A)	HUNDRIESER, JAMES	PAYROLL	25.53

10/06/2022 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 09/01/2022 - 09/30/2022				
Check Date	Check	Vendor Name	Description	Amount
09/30/2022	DD5766(A)	KAMMENZIND, ALBERT	PAYROLL	1,102.63
09/30/2022	DD5767(A)	KERRIDGE, ADAM	PAYROLL	1,355.55
09/30/2022	DD5768(A)	LEO, HOLLY	PAYROLL	263.30
09/30/2022	DD5769(A)	LEO, NICHOLAS	PAYROLL	52.26
09/30/2022	DD5770(A)	LEWIS, LEIGH	PAYROLL	293.95
09/30/2022	DD5771(A)	MACK, ELLIS	PAYROLL	1,191.28
09/30/2022	DD5772(A)	MANNS, STEVEN	PAYROLL	52.86
09/30/2022	DD5773(A)	MARTIN, DANNY	PAYROLL	527.78
09/30/2022	DD5774(A)	MUIR, JAMES	PAYROLL	26.42
09/30/2022	DD5775(A)	PATERSON, KEITH	PAYROLL	52.86
09/30/2022	DD5776(A)	STANBERRY, LAUREN	PAYROLL	316.16
09/30/2022	DD5777(A)	STANISLAWSKI, PETER	PAYROLL	1,605.91
09/30/2022	DD5778(A)	STRAKER, TIMOTHY	PAYROLL	52.26
09/30/2022	DD5779(A)	TRESTER, KENNETH	PAYROLL	217.75
09/30/2022	DD5780(A)	WENDT, MICHAEL	PAYROLL	1,742.68
09/30/2022	DD5781(A)	WILLIAMS, SARA	PAYROLL	1,454.21
09/30/2022	DD5782(A)	WOLTERS, JAMIE	PAYROLL	1,735.47
09/30/2022	EFT1600(E)	ALERUS	PAYROLL	3,097.36
09/30/2022	EFT1601(E)	EXPERT PAY	PAYROLL	324.60
09/30/2022	EFT1602(E)	MERS HYBRID	PAYROLL	2,099.10
09/30/2022	EFT1603(E)	FEDERAL TAX DEPOSIT	PAYROLL	7,660.01
09/30/2022	EFT1604(E)	MERS	PAYROLL	5,926.63
09/30/2022	EFT1605(E)	MI DEPT OF TREASURY	PAYROLL	4,086.31
Total of 193 Checks:				3,838,846.70
Less 1 Void Checks:				1,486.12
Total of 192 Disbursements:				3,837,360.58



City Managers Report –Highlights

October 10, 2022

NEWish! Parks and Public Works Meeting

First meeting was held on Tuesday the 27th. There will be a lot of homework given to Committee members. I remain hopeful that the Committee will be able to provide input for the City Council Strategic Planning Session.

<https://www.hollandsentinel.com/story/news/politics/government/2022/10/01/saugatuck-parks-and-public-works-committee-holds-first-meeting-in-a-decade/69526070007/>

Newish!- Cellular Service Discussions Continue with AT&T & Verizon Update

Verizon Update:

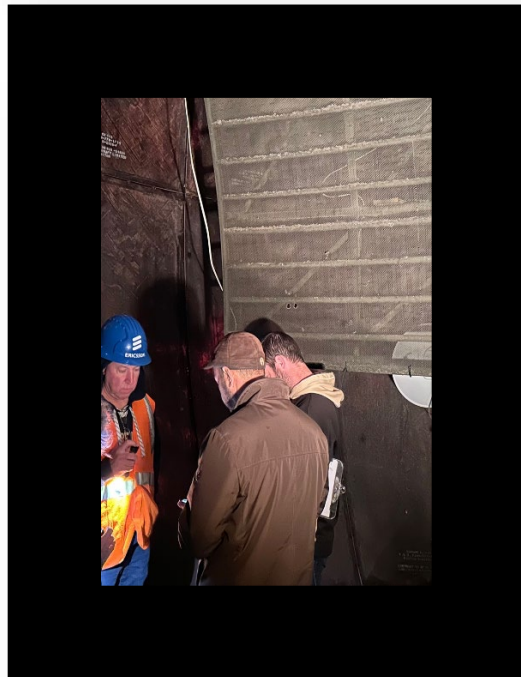
- Power Installation: Verizon will notify Consumers of ‘Meter Ready’ and Consumers typically installs the meter within 10 business days.
- Fiber Installation: In order for the site to be in service (‘On Air’) a fiber connection will need to be installed to facilitate communication to the outside world. The fiber provider has indicated fiber is forecast to be in place by October.
- ‘On Air’ Forecast: The site is forecast to be ‘On Air’ in October, 2022

AT&T Update

- o A special thanks to Jill Dunham (Broadband Project Coordinator for Allegan County) for understanding how important this project is for safety and her assistance with aggressively pushing this project forward.

Engineering work continues at Mt Baldhead site.

- o They have completed their radio frequency test from within the ball and all appears good according to the engineers.
- o Feasibility study has been completed and the site is viable.



AT&T Engineering team and consultants, along with Jill Dunham (Allegan County).

Photo credits- Ryan Cummins who was brave enough to join the team in the tower.

Working With Donor on New and Improved Swing Sets at Oval Beach

Finalizing -- Department of Public Works Supervisor, Scott Herbert and I have been working with a generous donor on a project to replace swing sets at Oval Beach, with a focus on ADA and family friendly.

Newish! Initial Scoring for the Michigan Natural Resource Trust Fund (MNRTF) Grant

Initial Scoring for the Michigan Natural Resource Trust Fund Grant provided for the Township and City Application. C2AE will work with the state on reviewing and submitting supplemental documents.

Discussions continue with Allegan County Conservation District

Allegan Conservation District is looking to survey the Hemlock Woolly Adelgid on public land before the end of October. This will include all public property with Hemlock Trees.

Ongoing- Kalamazoo Lake Sewer and Water (KLSWA) Agreement

City/Township Managers continue to discuss the Asset Management Plan, along with our respective attorneys and engineers.

KLSWA prefers to begin with negotiating the asset management plan for sewer to utilize as a roadmap for the water agreement. Legal counsel has been engaged and provided initial comments.

Ongoing- Oval Beach Staffing and Operations

Discussions on safety improvements, operational improvements, staff retention and recruitment continue. Beach Community Summit scheduled for November 4th, emergency service representatives have been invited; police and fire have confirmed their plans to attend. Additionally, there was a demonstration of the SwimSmart System that took place in Grand Haven on September 30th. System requires reliable telecom connectivity, which does not exist.

Ongoing- Road resurfacing (and utility) projects

Staff and engineer plan to present a pavement management plan at your late September meeting. Engineers have concluded their road assessment and have met with City staff to review preliminary findings. Results to be reviewed with Council at the late October meeting.

Old news- Dune Ridge Waterfront Update

Litigation continues... Which includes deposition of the opposing party.

City Hall

Staff has prepared an RFP for architectural services for interior renovations and will request that selected Architect work with Herman Miller's design team. Staff will present plans as they begin to develop. Staff will be putting together an advisory team to assist with reviewing the project.

Exterior repair scope of work completed (attached), and staff will review with the Historic District Commission for feedback. This has been pushed back to a spring project given the necessary bidding process and seasonal limitations for painting.

Seasonal Lighting

On agenda.



Treasurer Report

Below is a summary of notable activities carried out by the Treasurer's Office since the last council meeting on 09/26/2022:

- Paid routine bills
- Completed and disseminated bi-weekly payroll
- Preparing for annual audit



Planning, Zoning and Project Report

October 10, 2022

Planning and Zoning

- Continued review of zoning ordinance and other regulations.
- Short-Term Rentals – Reviewed updates on HB 4722 (voted out of committee and awaiting a full chamber vote), attended a Short-Term Rental Advice for Gateway and Resource Communities Webinar, and read articles related to surrounding community regulation efforts.
- Made updates to forms and permits in the BS&A software system.
- Sent letters to expired and soon to be expired short term rental owners.
- Met additional ZBA Members, Planning Commissioner and Historic District Commission.
- Attended Historic District Commission meeting.
- Completed planning and zoning casework as outlined in the chart below.

Projects

- Attended Parks and Public Works Committee meeting.
- Reviewed PASER ratings and draft Capital Improvement Plan from the City Engineer
- Reviewed the 2022/2023 Budget
- Reviewed Sheriff's Office Contract and discussed vehicle changes with City Manager
- Attended a virtual meeting with City Manager Heise, Mayor Lewis, City Attorney, and Coastal Alliance.
- Met AT&T and County Broadband Manager at Mt. Baldhead to review site configuration and installation locations inside the radar dome.
- Attended SwimSmart demonstration of new beach safety warning/rescue tower.

Planning and Zoning Casework

640/650 Water Street	ZBA Use and Dimensional Variance	Escrow deposit requested and received. Waiting on revised plans. Tentatively scheduled for November ZBA meeting.
350 Mason Street	Bed and Breakfast and Auxiliary Structure	Worked with consultant and legal on concerns with submitted application and materials. Applicant was advised site plan needs Planning Commission review. Awaiting a formal site plan application.
584 Lake Street	New Motor Court Unit/HDC Review	Applicant returning to future HDC meeting with material cut-sheets. Reviewed project with planning consultant and legal. Applicant was advised special land use and site plan review will be needed. Awaiting applications.
665 Spear	Home Relocation and Additions	Revised plans reviewed by consultant. New plans below .3:1 floor area ratio which will no longer require planning commission approval. Legal now reviewing.
700 Maple Street	Lot Split Request	Reviewed with planning consultant. Initial request was denied. Meeting held with applicant at their request. Applicant advised of right to seek variance at ZBA or submit reconsideration request.
221 Water St	ZBA Dimensional Variance Request/HDC Review	Deck extension, shed and hot tub addition. Reviewed by planning consultant. Public Hearing scheduled for October ZBA meeting. Historic District Commission review scheduled for November.
1021 Allegan	Drainage Concerns	New home under construction. DPW had concerns with drainage work. Engineer met excavator on site to develop plan to address issue.
329-337 Culver St	Historic District Review	Remove siding, deck and railings and replace with new materials. Non-contributing structure. Planning consultant reviewed. Historic District Commission review scheduled for October meeting.

Planning and Zoning Casework Continued

841 Holland St	Historic District Review	Additional wall was built that wasn't part of original HDC approval. Historic District Commission review scheduled for November.
383 Dunegrass Circle	New Home	Located in the PUD residential overlay. Legal reviewing individual site plan approval requirements.
132 Mason	Enforcement	Expanded Outdoor Dining Area License Expired. Structures/Objects still in place. Attempted contacts with owner to remove.
449 Butler	Short Term Rental Applications	New owners submitted applications for three units. Sent to fire department for inspections.
931 Holland St	Inquiry	Question about rear setbacks. Provided rear setback for CR district.
TBD	Inquiry	Question about water/sewer connection fees. Provided fees.
233 Lucy	Historic District Review	Work reviewed and approved at 9-1-22 HDC meeting. Permit issued. Will need zoning permit for porch work.
828 Park St	Inquiry	Questions about renovations, deck work and short-term rental permits. Provided information about zoning permit and short-term rental permit processes.
413 Lake St	Short Term Rental	Processed application. Fire Department inspected. Processed and issued certificate.
752 Manchester	Inquiry	Questions about minimum lot requirements and lot split process.
204 Grand	ROW Work Review	Comcast conducting work in area for new service. Sent to engineering for review.
433 Grand	Inquiry	Questions about setbacks. Advised of CR district setbacks and max lot coverage.
650 Butler St	Short Term Rental	Fire Department inspections complete. Processed and issued Short Term Rental Certificates.
320 Mason	Short Term Rental	Fire Department inspections complete. Processed and issued Short Term Rental Certificates.
240 Lucy Street	Deck Replacement	Reviewed, processed, and issued zoning permit.

Planning and Zoning Casework Continued

505 Grand St	Construction - Renovation and addition	Submitted zoning permit application for a porch and addition. Consultant reviewed. Processed and issued zoning permit.
447 Butler	Historic District Review and Dumpster in ROW	Roof replacement. Historic District Permit processed/issued (administratively with Chair approval) and Dumpster in ROW Permit processed and issued.
548 Hoffman	Inquiry	Questions about accessory dwelling unit requirements. Provided links to the Zoning Ordinance and Zoning Permit Application.
1036 Elizabeth St	Inquiry	Questions about zoning district requirements and non-conforming lots (width) for an addition. Referred to zoning ordinance sections.
Park St	ROW Permitting Question	Contractor for Comcast Cable performing work in area. DPW reviewed. Questions answered.
1025 Park	Final Inspections	Viewed on site against approved plans. Advised MTS.
816 Allegan	Final Inspections	Met building official on site. He advised all appeared to match and be good.
TBD	Inquiry	Questions about floating home options. E-mailed link to floating homes ordinance.
120, 124, 128 Elizabeth St	Historic District Review	Historic District Permit application to replace, repair or remove lattice with same material on 1980s non-contributing structure. Reviewed and permit issued administratively (with Chair approval).
230 Culver	Enforcement	Expanded Outdoor Dining Area License Expired. Structures/Objects still in place. Contacted owner. Now removed.
449 Water	Enforcement	Expanded Outdoor Dining Area License Expired. Structures/Objects still in place. Contacted owner who paid for additional month. Permit extended through October.
990 Ridgeview Ln	New Home	Planning consultant reviewed. Processed and issued zoning permit.
649 Pleasant	STR Rental Request	Fire Department inspections complete. Processed and issued Short Term Rental Certificates.

Planning and Zoning Casework Continued

612 Lake St	Historic District Review	Replacing existing fence. HDC Chair approved administrative approval. Reviewed zoning requirements. Historic District/Fence Permit issued and invoice sent for fence permit fee.
Unknown	Inquiry	Question about fire pit regulations. Provided City ordinance regulations and Fire Department information.
127 Hoffman	Enforcement	Expanded Outdoor Dining Area License Expired. Structures/Objects still in place. Contacted owner. Now removed.
303 Culver	Dumpster in ROW	Dumpster in ROW permit issued for art exhibit removal.



Public Works

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 09/26/2022:

Attended Meetings:

- Glow in the Park safety meeting
- SHS Homecoming Parade safety meeting
- First Parks and Public Works Committee meeting
- Met with F&V and Unema Construction at 1021 Allegan Street to discuss drainage
- Met with Saugatuck-Douglas History Center to discuss potential marker locations

Special Events - Provided assistance to the Fall Fundraiser Dinner, Glow in the Park, and SHS Homecoming Parade.

Sidewalk Replacements - Working with Earlandson Concrete, the DPW has replaced 63 out of 157 squares of sidewalk along Butler and Water Street for 2022. We expect to finish all sections in the coming weeks. This is an annual fall maintenance item for the DPW that has very minimal impact on local businesses and visitors.

Oval Beach - Erosion control fencing was installed at Oval Beach which spans across the main section of beach. The fencing is installed with gaps between sections to allow pedestrian traffic to pass through unobstructed.

Two DPW employees attended a Swim Smart demonstration at Grand Haven beach. Swim Smart is a beach condition warning system that utilizes lights that correspond to lake conditions which are categorized by the National Weather Service. Holland State Park and Grand Haven have committed to purchasing some units that will be installed for the 2023 season. Staff plans to visit each location next fall to determine if this product makes sense for Saugatuck. The Swim Smart system will not be available to us until 2024.

Two DPW employees attended the Gordon Food Service Show in Grand Rapids on 10/06/22. While they were all great ideas and products, this highlighted the limitations that we have with the existing concession stand structure with very little equipment and space to work with.

The boardwalk was removed for the season



Mt. Baldhead Park - Grand Rapids Fence Company has completed the installation of security fence upgrades around the radar building and tower.

Assisted AT&T with transportation up Mt. Baldhead for their design visit.

Miscellaneous:

- One DPW employee attended two days of CDL training.
- Assisted SDABA with Fall decorations for the city.



Allegan County Sheriff Report

Below is a summary of notable activities carried out by the Allegan County Sheriff's Deputies since the last council meeting on 09-26-2022:

- Daytime deputies attended a one day school safety training hosted in Kalamazoo.
- We received the first house check of the year and encourage residents who leave in the winter to register.

City of Saugatuck
Status Report on Engineering Activities
October 5, 2022

General Consultation

- Water Street Sidewalk: Construction is anticipated to begin mid-October through early December. A pre-construction meeting has been scheduled with the contractor for October 11.
- Water System Asset Management Plan: **The Intent to Apply deadline for EGLE’s Drinking Water Revolving Fund is November 1. We have developed a draft scope of work to be included for discussion with staff.**
- Olde Mill Apartments Water Service: Quotes have been received. We are working with City staff and the property owner on cost sharing matters. Once those are resolved, we will make a recommendation to council for proceeding with the work.
- City Hall Renovations: Assisting City staff with an RFP for exterior building improvements.

Campbell Road Improvements

- There are just a handful of punch list items remaining. Once they are complete, the final pay application and other paperwork will be processed to close out the construction contract.

Maple Street Improvements

- Met with the affected property owner to review the options in the draft drainage study.
- We will finalize the study once feedback is received for council consideration.

Capital Improvements Planning

- Developed a draft plan for staff review. Once staff comments are incorporated, it will be presented to council for consideration.

Blue Star Highway Bridge Navigation Lighting

- We have reached out to the Coast Guard for input on layout and permitting requirements and are awaiting a response.
- We have obtained an updated quote from the light manufacturer.
- Once the details have been finalized, we will prepare a simple bid package to obtain quotes for the work.



City Council Agenda Item Report

FROM: Ryan Heise
MEETING DATE: October 10, 2022
SUBJECT: Saugatuck Historical Markers Project – Location Approval

DESCRIPTION:

Council received a presentation from Dr. Eric Gollanek, the Executive Director for the Saugatuck-Douglas History Center, supported by Mr. Bill Hess. City Council appeared to be complementary of the signs and locations for Jones Park and Oval Beach.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** the presented locations for the Saugatuck Historic Markers project at Jones Park and Oval Beach.



HISTORY LIVES HERE HISTORICAL MARKER PROJECT

The Saugatuck-Douglas History Center is launching a new historical marker program, placing permanent interpretive markers across Saugatuck-Douglas in the spring of 2022.

From logging to ship building to the Big Pavilion, each seven-foot tall steel marker will be erected on the spot where history happened. Rich in images and interpretive content, the markers will engage residents and visitors alike.

- V-shape design to minimize footprint, maximize area site lines, withstand wind, and allow ease of clean out by grounds crew.*
- Concrete base with bolt-on structure for easy ground crew mowing/trimming, and ease of replacement in future years.
- Two affixed history graphic panels on the two outer walls, 24" wide by 48" high, 35" off the ground for ease of reading.

*design and placement input provided by City Manager and DPS/DPW

This report presents details on the placement and form of the two permanent interpretive markers planned for 2023.

The project team selected sites in direct consultation with City of Saugatuck Department of Public Works staff with input from the City Manager and Council members.

Each sheet in this packet illustrates the marker location on a satellite photograph as well as providing a site photograph.



HISTORY LIVES HERE

Historical Marker Project

2023

Building on the success of the 2022 marker project, the **Saugatuck-Douglas History Center** will research, design and install four, interpretive markers in 2023 at

- Oval Beach
- Douglas Beach
- Interurban/Information Booth at Jones Park
- Center Street Douglas

New sponsorship opportunities for 2023 include exclusive personalized naming opportunities on eight panels. Each historical marker location will feature two interpretive panels, each with an exclusive sponsor (one per panel) for a \$2,500 commitment.

Options for sponsorships include:

- Business name and logo
- Individual(s) names with or without business name
- Family names
- 'In memory of' memorial dedication

In addition to naming rights on a History Lives Here panel, sponsors will also receive an invitation to the VIP Dedication Event in the summer of 2023, a commemorative gift booklet, and acknowledgement in SDHC publicity including press releases, social media, and newsletters.

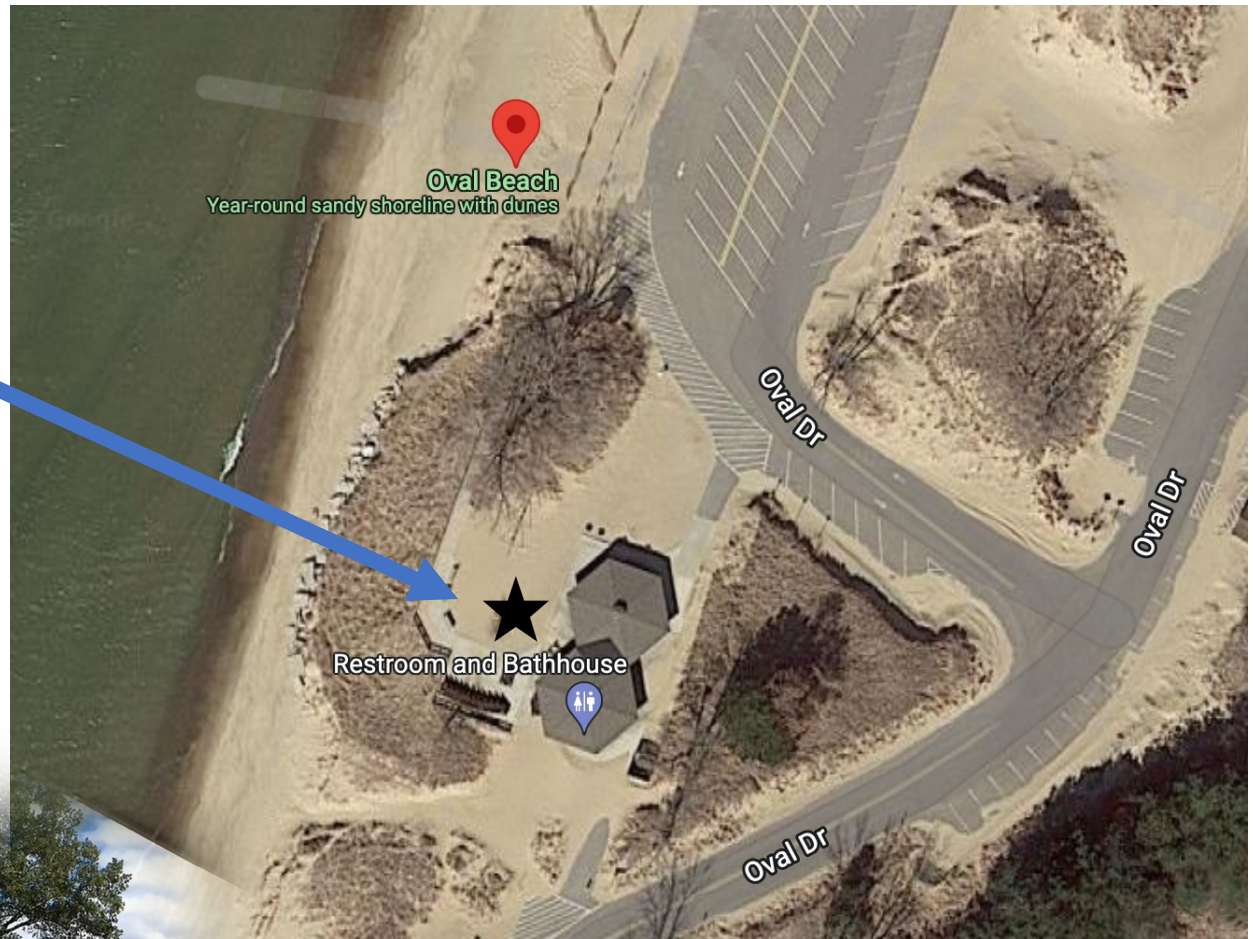
Please contact SDHC Director Eric Gollanek at director@sdhistoricalsociety.org for more information on how you can support Saugatuck-Douglas history.





Jones Park
marker site

Oval Beach marker site



Letter of Agreement (LOA) – City of Saugatuck

This letter sets forth the terms of an agreement reached between the City of Saugatuck, represented by its City Council and City Manager, and the Saugatuck Douglas History Center (SDHC), represented by its Executive Director, for the Historical Markers Project. The project is defined as the creation, installation and upkeep of two historical markers on city property. The purpose of the agreement is to detail the terms of the installation, maintenance and, if exercised, the removal of the Historical Markers.

SDHC will be responsible for the design, development and cost of the historical marker structures, based on input from the designated city DPW associate.

SDHC will be responsible for the delivery and installation costs and process, in coordination with the designated city DPW associate.

SDHC will be solely responsible for the determination and development of all content displayed on the interpretive panels affixed to the historic markers.

SDHC will be responsible for the cost to produce and affix the interpretive panels on the marker structures.

SDHC will be responsible for the installation and costs of the city required concrete base upon which the Historical Marker structures will be affixed, in the pre-selected and approved placement with each of the defined properties as agreed and documented during the Council approval process.

SDHC will coordinate with the designated city DPW associate, to arrange for Miss Dig markings prior to site preparation for the concrete base.

SDHC will coordinate with the designated city DPW associate to prepare the site for installation of the concrete base.

The city will be responsible for the grounds maintenance around the concrete base as part of its general maintenance of the park area where the Historic Markers are installed.

The SDHC will be responsible for the timely repair and or replacement, and costs associated with such, for damage to the Historic Markers which the SDHC deems necessary in the professional appearance of said Markers.

The city will be responsible for the liability of the Historical Markers on city property, under its umbrella policy.

The SDHC is the sole owner of the Historical Markers and May remove, at its own expense, the structures and concrete pads following written notification of 90 days to the city manager.

The city may require the removal of the Historical Marker structures, with advance written notice of no less than 90 days. In the event of city required removal of one or all of the Historical Markers, the city will be responsible for the removal of the concrete pad and repair of the ground upon which it sat. Should the city provide a mutually agreeable site for marker relocation, the city will be responsible for the relocation or replacement of the concrete base, with the SDHC responsible for the re-installment of the Historical Marker structure(s).

Upon agreement by the city and SDHC, any additional Historical Markers installed will be subject to the terms of this letter of agreement, with any mutually agreed upon amendments.

Signature indicates agreement to the terms above.

Print Name

Print Name

Signature

Signature

Date of Signing

Date of Signing

City Manager

Executive Director

City of Saugatuck

Saugatuck Douglas History Center



FROM: Ryan Heise
MEETING DATE: October 10th, 2022
SUBJECT: Holiday Lighting

DESCRIPTION:

Please see the attached proposal/s for Holiday Lighting.
 Amount- \$21,145.00 with an additional option for Wicks Park \$2,800.00.
 Total- \$23,945.00

This proposal goes beyond their three-year contract. Staff discuss with legal counsel concerns about requiring a rebid. Counsel discussed feeling comfortable with Council's ability to renew the contract. City purchase policy has been sent to legal counsel for additional review.

Staff (including treasurer) discussed with the comfort level of renewing services with Chip's Groundcover. Staff feels that the vendor has a familiarity with the worksites and that it's highly unlikely that another company could provide a similar level of service.

There was a concern last year with having an "early install and late de-install," numbers for energy costs were provided and are attached again.

Donations have been received in previous years from the CVB and SDABA for the work, and I anticipate the same to be true for this year.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

None

LEGAL REVIEW

Yes.

SAMPLE MOTION:

Motion to approve the contract with Nick's groundcover in amount not to exceed \$24,000.00 for Holiday lighting.



11931 E Lakewood Blvd • Holland MI 49424 • info@chipsgroundcover.com • Phone - 616.546.9196 • Fax – 616.546.9210

Christmascap Renewal. Prepared For:

Bill To:	City of Saugatuck		Date:	10/06/22
Job Name (if different):	Downtown Areas	Primary Contact (if commercial):	Ryan Heise	
Phone:	269-857-2603	Email:	ryan@saugatuckcity.com	
Billing Address, City, State, Zip:	102 Butler St. PO Box 86 Saugatuck MI 49453			
Jobsite Address:				

Thank you for your interest in our services! We take pride in the displays we create (we call them “Christmascapes!”) for your enjoyment and we hope to work with you soon.

Please initial at each desired item. Please complete top-portion of reverse side for scheduling

Item #:	CUSTOMER INITIAL	Description:	Annual Price:
1		<p>Renewal of Previous year Display 3 year agreement. (2022, 2023, 2024 seasons) 2019 DISPLAY: Wrap (25) tree trunks and select branches to 10-12 foot height, using 5 mm warm white LED lights with green wire (bulb spacing @ 6”). Each “wrap / strand” approx 6” apart. (Extension cord cost allocated at \$250 per year, or \$750 total. Pricing does not include sale of material at end of 3-year agreement. Cost of lighting installation, takedown, service, and storage per year: \$6,600) Butler St from Culver to Mason: 5 trees, Butler St from Mason to Hoffman: 5 trees, Butler St from Hoffman to Main: 5 trees, Butler St from Main to Mary: 6 trees, Culver Street from Butler to Griffith St: 4 trees Additional Trees: Up to 10 additional trees (2 per block, or as desired) with similar shape and size (adequate power required prior to installation). Lighting installation to be consistent as described from bid requirements as listed in Item 1. (Cost of extension cords allocated at \$100 per year, or \$300 total. Pricing does not include sale of material at end of 3-year agreement. Cost of lighting installation, takedown, service, and storage per year: \$2760) 10 Trees as discussed along Culver St. (7 trees between Butler St. and Griffith. 3 Trees between along Culver St from Griffith to Near Scooter Pizza). Lighting to be installed consistent with Trees on Butler St. 5 additional trees (location to be determined) due to increasing spacing of tree wraps from 3” to approximately 6”. 15 trees total. (2019: \$2950. 2020 cost: \$1450) 2020 ADDITION: Add estimated 20,000 lights (400 strands) to trees as possible. See proposed map & cover letter for detail. Pricing does not include sale of material. Installation and Takedown requires use of rented lifts (included in pricing) and will require traffic closures. Fees may apply if rented equipment is needed for service.</p>	\$21,145



11931 E Lakewood Blvd • Holland MI 49424 • info@chipsgroundcover.com • Phone - 616.546.9196 • Fax – 616.546.9210

Christmascap Renewal. Prepared For:

Bill To:	City of Saugatuck	Date:	10/06/22
Job Name (if different):	Wicks Park	Primary Contact (if commercial):	Ryan Heise
Phone:	269-857-2603	Email:	ryan@saugatuckcity.com
Billing Address, City, State, Zip:	102 Butler St. PO Box 86 Saugatuck MI 49453		
Jobsite Address:			

Thank you for your interest in our services! We take pride in the displays we create (we call them “Christmascapes!”) for your enjoyment and we hope to work with you soon.

Please initial at each desired item. Please complete top-portion of reverse side for scheduling

Item #:	CUSTOMER INITIAL	Description:	Current Year:
1		<p>Renewal of Previous year Display. 3 year agreement (2022, 2023, 2024 seasons)</p> <p>Tree Lighting. (7) Trees as identified (by city) on overhead map using 5mm mini style Christmas lights (warm white). Trunk wraps and tree canopies up to approximately 20’ height, Trunk wraps approx 6” spacing. Canopy wraps approx 12-24” spacing. (Pricing does not include sale of material)</p> <p>Service: To be included within Downtown Area Service (not additional to). Downtown Area Service: Includes up to 20 free service calls per season upon renewal acceptance. Service calls are typically completed within 4 business days of notice of the closest business day, weather and safety depending (Saturday and Sunday calls will be processed Monday). Each additional service call billed at \$85 first hour (minimum). \$85 each additional hour, billed in 15 minute increments. Material needing replacement due to theft, vandalism, or acts of nature may be billed additional. Material to be replaced due to installation error or manufacturer defect will be completed at no additional costs. No Sunday or Holiday call-outs.</p>	\$2800

Christmas Lights Electricity Cost Estimate. (Complete highlighted cells to calculate total)

Timer Settings:

Hours Per Day	24
Power Date- Power Off Dates	
Total Days / Season:	110

Tree (5mm mini) Lights:

Number of Strands	Watts Per Strand	Total Watts	Total Watt Hours (wh) per Day	kilowatt hours / day	kWh cost	Daily Energy Cost	Total (kWh) Usage	Annual Cost
800	2.4	1920	46,080	46.08	\$ 0.10	\$ 4.61	5068.8	\$ 506.88







FROM: Ryan Heise

MEETING DATE: October 10th, 2022

SUBJECT: Appoint Zoning Administrator & Floodplain Manager

DESCRIPTION:

The City is required to have a Zoning Administrator and Floodplain Administrator; these duties belonged to Interim Zoning Administrator and Floodplain Manager Ryan Heise. I'm recommending to Council that Ryan Cummins be appointed as the Zoning and Floodplain Administrator for the City of Saugatuck.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

None

LEGAL REVIEW

Yes.

SAMPLE MOTION:

Motion to appoint Ryan Cummins as the Zoning and Floodplain Administrator.



NOTICE

The CITY OF SAUGATUCK is accepting applications for appointments to the following Boards/Commissions:

Historic District Commission:

The City of Saugatuck Historic District Commission (HDC) is a seven-member commission with an expertise in historic preservation or historic architecture that makes quasi-judiciary decisions on design review for proposed exterior work in the designated historic district. Commission members are residents of the City of Saugatuck appointed by the Mayor with City Council approval to serve three-year terms.

Saugatuck Historic District Commission meetings are held at Saugatuck City Hall, 102 Butler Street, Saugatuck, MI 49453 at 6:00 p.m. on the 1st Thursday of each month unless otherwise noted.

Planning Commission:

The City of Saugatuck Planning Commission is a seven-member commission empowered by City Council and is given the authority to establish procedures, standards and administrative rules whereby applicants are required to submit for review and approval a site development plan. The powers and duties of the Planning Commission are provided by Act No. 285 of the Public Acts of the State of Michigan, as amended.

Saugatuck Planning Commission meetings are held at Saugatuck City Hall, 102 Butler Street, Saugatuck, MI 49453 at 7:00 p.m. on the 3rd Thursday of each month unless otherwise noted.

Zoning Board of Appeals:

The City of Saugatuck Zoning Board of Appeals (ZBA) is a five-member board with two alternates. They receive, review and decide on applications for variances, or relief from specific sections of the zoning ordinance. The ZBA was created to

provide residents a forum at which they can appeal issues arising from interpretations of the City's zoning ordinance.

Saugatuck Zoning Board of Appeals meetings are held at Saugatuck City Hall, 102 Butler Street, Saugatuck, MI 49453 at 7:00 p.m. on the 2nd Thursday of each month unless otherwise noted.

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

Jamie Wolters

Saugatuck City Clerk

Dated: October 7, 2022

September 2022

Mayor Jerome Donovan
and City Council Members
City of the Village of Douglas
PO Box 757
86 W. Center Street
Douglas, MI 49406

Mayor Garnet Lewis
and City Council Members
City of Saugatuck
City Hall
102 Butler St.
Saugatuck, MI 40453

Supervisor Abby Bigford
and Trustees
Saugatuck Township
Saugatuck Township Hall
PO Box 100
Saugatuck, MI 49453

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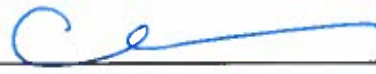
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With best regards, your neighbor and constituent,

Signature 
Name Claine Arctander
Address 3435 Rupperts Way
City, State, ZIP Saugatuck MI 49453

This is a collection of 15 signed letters from current staff & artists-in-residence @ Ox-Bow School of Art. Every year, Ox-Bow brings hundreds of artists to Saugatuck. The precious local ecosystem must be protected for future generations & to preserve Ox-Bow as a site of art education & inspiration for another century & beyond.

Thank you!
Claine
(Ox-Bow Camp's Director)

September 2022

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and City Council Members
City of the Village of Douglas
PO Box 757
86 W. Center Street
Douglas, MI 49406

Mayor Garnet Lewis
and City Council Members
City of Saugatuck
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With best regards, your neighbor and constituent,

Signature Ma

Name Mac AKIN

Address 3435 Rupprecht Way

City, State, ZIP SAUGATUCK MI 49453

September 2022

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and City Council Members
City of the Village of Douglas
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86 W. Center Street
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Signature  _____
Name Betty Fern _____
Address 3435 Kuppercht way _____
City, State, ZIP Saugatuck MI 49453 _____

September 2022

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and City Council Members
City of the Village of Douglas
PO Box 757
86 W. Center Street
Douglas, MI 49406

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and City Council Members
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Signature 

Name Dac Nguyen

Address 1728 W. 17th St Apt 1F

City, State, ZIP Chicago IL 60603

September 2022

Mayor Jerome Donovan
and City Council Members
City of the Village of Douglas
PO Box 757
86 W. Center Street
Douglas, MI 49406

Mayor Garnet Lewis
and City Council Members
City of Saugatuck
City Hall
102 Butler St.
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Signature Tianing You

Name Tianing You

Address 1470 S Michigan Ave, 60605, Chicago, IL

City, State, ZIP _____

September 2022

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and City Council Members
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PO Box 757
86 W. Center Street
Douglas, MI 49406

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and City Council Members
City of Saugatuck
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Signature *madeleine*

Name *madeleine Aguilera*

Address *505 Marengo Ave*

City, State, ZIP *Forest Park, IL, 60130*

September 2022

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and City Council Members
City of the Village of Douglas
PO Box 757
86 W. Center Street
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The proposed sand dune mine, excavation, and removal of 250,000 tons of sand from Michigan’s Critical Dune Boundary to add 3,200-feet of waterfrontage to develop a private marina would forever change the Essential Character of the Wild Heart of Saugatuck. It would set a dangerous precedent for permitting other marina developments in the River Mouth Area, potentially including Pine Trail Camp, Ox-Bow School of Art, even Saugatuck’s northeast parking lot at Oval Beach.

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- Destroy the archaeological and historic site of Singapore.

The proposed marina threatens our local economy and clearly violates local ordinances. It:

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With best regards, your neighbor and constituent,

Signature Margarita Moreno

Name Margarita Moreno

Address 950 W Belle Plaine

City, State, ZIP 60613 Chicago, Illinois

September 2022

Mayor Jerome Donovan
and City Council Members
City of the Village of Douglas
PO Box 757
86 W. Center Street
Douglas, MI 49406

Mayor Garnet Lewis
and City Council Members
City of Saugatuck
City Hall
102 Butler St.
Saugatuck, MI 40453

Supervisor Abby Bigford
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Saugatuck Township
Saugatuck Township Hall
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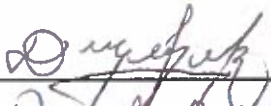
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With best regards, your neighbor and constituent,

Signature 
Name Daniel Pablo Lopez
Address Parkway 7 RZ-15
City, State, ZIP Mexico City 14140.

September 2022

Mayor Jerome Donovan
and City Council Members
City of the Village of Douglas
PO Box 757
86 W. Center Street
Douglas, MI 49406

Mayor Garnet Lewis
and City Council Members
City of Saugatuck
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Signature 

Name Libbi Ponce

Address 455 Junin y Baquerizo Moreno, Guayaquil, Ecuador

City, State, ZIP Guayaquil, Ecuador, 090313

September 2022

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and City Council Members
City of the Village of Douglas
PO Box 757
86 W. Center Street
Douglas, MI 49406

Mayor Garnet Lewis
and City Council Members
City of Saugatuck
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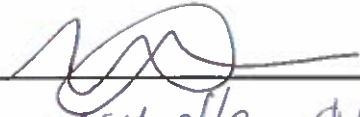
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Signature 
Name Michelle Chua
Address 8692 Hillcrest Rd
City, State, ZIP Buena Park, CA, 90621

September 2022

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and City Council Members
City of the Village of Douglas
PO Box 757
86 W. Center Street
Douglas, MI 49406

Mayor Garnet Lewis
and City Council Members
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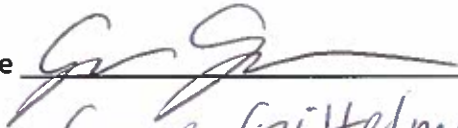
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Signature 
Name Grace Gittelman
Address 1841 N Drake Ave
City, State, ZIP Chicago, IL 60647

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and City Council Members
City of the Village of Douglas
PO Box 757
86 W. Center Street
Douglas, MI 49406

Mayor Garnet Lewis
and City Council Members
City of Saugatuck
City Hall
102 Butler St.
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Signature Alanna Huck-Scarry
Name Alanna Huck-Scarry
Address 8350 Seven Mile Pt. Ct.
City, State, ZIP Harbor Springs, MI, 49740

September 2022

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and City Council Members
City of the Village of Douglas
PO Box 757
86 W. Center Street
Douglas, MI 49406

Mayor Garnet Lewis
and City Council Members
City of Saugatuck
City Hall
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Signature *Jose S. Lombardi*
Name *Jose S. Lombardi*
Address *1070 West Lawrence Ave*
City, State, ZIP *Chicago Illinois, 60640*

September 2022

Mayor Jerome Donovan
and City Council Members
City of the Village of Douglas
PO Box 757
86 W. Center Street
Douglas, MI 49406

Mayor Garnet Lewis
and City Council Members
City of Saugatuck
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102 Butler St.
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Signature Brandon J. Judd
Name Brandon Judd
Address 3112 N. Davenport Ct. Apt. 1
City, State, ZIP Chicago, IL 60618

10/5/2022

Mayor Garnet Lewis
and City Council Members
City of Saugatuck
City Hall
102 Butler St
Saugatuck, MI 40453

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Please! Honor our stewardship of this unique place. We love Oval
Carol A. Homan
Carol Homan
223 W. 20th St
Holland, MI 49423

We like the Birkholz area
We love the River Mouth 74

September 2022

Mayor Jerome Donovan
and City Council Members
City of the Village of Douglas
PO Box 757
86 W. Center Street
Douglas, MI 49406

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City of Saugatuck
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PO Box 100
Saugatuck, MI 49453

I am writing to strongly urge you, as a fellow resident and as my elected official, to protect the Wild Heart of Saugatuck by passing a resolution stating the proposed sand dune mine, excavation, and removal of 250,000 tons of sand within Michigan's Critical Dune Boundary at the Kalamazoo River Mouth is Contrary to the Public Interest as detailed in the Tri-Community Master Plan.

The proposed sand dune mine, excavation, and removal of 250,000 tons of sand from Michigan's Critical Dune Boundary to add 3,200-feet of waterfrontage to develop a private marina would forever change the Essential Character of the Wild Heart of Saugatuck. It would set a dangerous precedent for permitting other marina developments in the River Mouth Area, potentially including Pine Trail Camp, Ox-Bow School of Art, even Saugatuck's northeast parking lot at Oval Beach.

The proposed sand dune mine and excavation is projected to:

- Erase 6.5 acres of rare Critical Dunes for commercial gain.
- Drain the groundwater beneath the globally imperiled interdunal wetlands on the Patty Birkholz Natural Area.
- Damage the Potawatomi Traditional Cultural Property putting at risk lake sturgeon, burial sites, wild rice, and other Cultural Values.
- Destroy the archaeological and historic site of Singapore.

The proposed marina threatens our local economy and clearly violates local ordinances. It:

- Diminishes and devalues the Tri-Communities' \$20+-million investment in the adjacent Saugatuck Harbor Natural Area, Tallmadge Woods, and the Patty Birkholz Natural Area by introducing inappropriate noise, vibration, fumes, and visual intrusions.
- Undermines the economic vision in our Tri-Community Master Plan – degrading our Parks, Natural Areas, Beaches, Waterways, Shorelines, Wetlands, and Dunes by changing the essential character of the Kalamazoo River Mouth.
- Adds significant boat traffic to the already-congested River Mouth area.
- Violates Saugatuck Township Code of Ordinances Section 40-910(h) and Section 40-337(c)3 prohibiting excavation to add 3,200-feet of additional waterfrontage within Michigan's Critical Dune Boundary.

We need your voice – and your actions – to protect and preserve the Wild Heart of Saugatuck.

This fall EGLE will again notice the City of Saugatuck and Saugatuck Township to provide comment in the state permit review. The U.S. Army Corps of Engineers (USACE) noticed the City of Saugatuck and

-see reverse side-

Saugatuck Township in 2017 and again in 2018.

During your October meeting, PLEASE initiate and pass a resolution stating: *The proposed sand dune mine, excavation, and removal of 250,000 tons of sand within Michigan's Critical Dune Boundary at the Kalamazoo River Mouth is Contrary to the Public Interest as detailed in the Tri-Community Master Plan.* Then, submit the approved resolution to EGLE and USACE in compliance with their permit process and reviews.

With best regards, your neighbor and constituent,

Signature *Thynn Kirkhady*

Name *Thynn Kirkhady*

Address *2402 Lakeshore - Ferrville, MI*

City, State, ZIP *49408*

"Please Preserve The "Special" Area"
we have!! Sometimes it just
can't be About Money...

But
What's Right!

Thank
you!



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