



CITY COUNCIL MEETING AGENDA

August 8, 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. Special City Council Meeting Minutes – July 20, 2022
 - B. Regular Meeting Minutes – July 25, 2022
 - C. Accounts Payable in the amount of \$342,973.82
- 5. Staff Reports:**
 - A. City Manager
 - B. Treasurer
 - C. Planning and Zoning
 - D. Department of Public Works
 - E. Fire
 - F. Police
 - G. Engineer
- 6. Agenda Changes (Additions/Deletions)**
- 7. Guest Speakers: None**
- 8. Public Comment on Agenda Items Only (Limit 3 minutes)**
- 9. Introduction of Ordinances: None**
- 10. Public Hearings: None**
- 11. Unfinished Business:**

Maryjo Lemanski- Public Art Location
- 12. New Business:**
 - A. Parks and Public Works Ordinance Amendment (*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 Wolters@saugatuckcity.com for further information.

13. Public Comments (Limit 3 minutes)

14. Correspondence:

Steve Kubica on behalf of North Park Street Residents

15. Boards, Commissions & Committees Reports

16. Council Comments

17. Mayor's Comments

18. Adjourn (*Voice Vote*)



CITY COUNCIL SPECIAL MEETING MINUTES- *PROPOSED* **July 20, 2022**

The City Council met for Regular Council Meeting at 4:00 p.m.
City Hall
102 Butler St., Saugatuck, MI 49453.

Call to Order:

The meeting was called to order by Mayor Lewis at 4:00 p.m.

Attendance:

Present: Mayor Lewis, Mayor Pro-Tem Dean, Councilmembers Bekken, Gardner, Leo, Stanton. Trester entered meeting at 4:01 p.m.

Absent: None.

Others Present: City Manager Heise, Project Coordinator/Deputy Clerk White & Clerk Wolters.

Agenda Change: None

Guest Speakers:

Maryjo Lemanski, former Saugatuck gallery owner- who previously proposed a multi-community artwork initiative returned to update Council with the artwork description along with the proposed Cook Park placement.

Rusti Owens-Engineer at C2AE- updated Council on the TAP grant application for the Blue Star Non-Motorized Trail project. The application reviewal process has yielded six additional questions for the City to respond to. Numbered are the six questions and bullets are proposed responses from the City.

1. Both MDOT and the SHPO archaeologists recommend the trail be moved to the west side of the road to avoid unnecessary complications with the cemetery.
 - Saugatuck Township has given approval to move the trail to the west side of 66th Street to avoid any potential conflicts with the cemetery.
2. Archeological survey to be completed along the north side of North St. west of Blue Star Highway, in the undeveloped, wooded area surrounding Goshorn Creek, north and south of the creek terrace because this project bisects an area that is sensitive for historic and prehistoric archaeological sites.
 - The City is willing to hire a qualified archaeologist to conduct a field survey per this request.
3. Project needs to be designed in accordance with current AASHTO and MDOT design standards. Estimate should be updated to include some bridge deck modifications to

accommodate the intended design work, and to include updating bridge rails on both sides to current design standards.

- The City has requested specifics to what authority/standard does the placement of the cycle track on the bridge deck dictate that bridge rail upgrades are required? The City is willing to remove the portion of the cycle track on the bridge deck and approaches from the project application and construct them with local funds prior to the trail construction if that makes it easier on MDOT to approve the project.
4. Strongly suggest hiring a cultural resources consultant immediately to begin looking at identifying historic properties both above and below ground.
 - The City is also getting a proposal from CARDNO to conduct a cultural resources review in addition to the archaeological work. Unless it is cost exorbitant the City plans to engage their services.
 5. The neon sign and its historic status is a concern. The trail will have an impact on the sign because it will be changing the existing conditions.
 - The sign was relocated to that position/location around the year 2000. None of the site location, construction, or site context is historic with regard to that sign.
 6. Given pending outstanding items, they believe the project needs to be moved to FY2025.
 - The City would prefer to continue to plan on utilizing the proposed schedule in the grant application until the above issues can be further resolved.

Public Comment on Agenda Items Only:

Catherine Simon, Saugatuck City Resident- spoke in opposition to the Wick's Park Bar and Grille consent judgment. She requested a protocol for noise issues or any concerns her or her neighbors might have in the future.

Dan Fox, Saugatuck City Resident- regarding TAP grant memo-asked Council why the TAP grant memo that was released on July 8th was not communicated to the public until 7/20/22.

Richard Donovan, City of Douglas Resident- regarding TAP grant memo-remarked that it was responsible of Council to wait until they could find out more before addressing the public. Speaking on behalf of the Friends of the Blue Star Trail, they think the questions are confident in moving forward.

Discussion Items:

Structure/Dockage License Transfer for S. ½ South of the Museum:-

City Manager Heise Informed Council that for the next Council meeting on Monday 7/25/22, there will be documentation provided for Council to vote on the license transfer due to a recent home sale.

New Business:

A. Special Event - Movie in the Park:

Attached is the special event form for Movie in the Park sponsored by Mill Pond Realty on 8/12/22. Safety meeting to be scheduled as soon as possible.

Motion by Trester, second by Gardner, to approve the special event application Movie in the Park sponsored by Mill Pond Realty to be held on August 12th, 2022, contingent on staff approval after safety meeting is conducted. Upon voice vote, motion carried unanimously.

B. Special Event - Camp Blodgett Ride for the Kids Fundraiser:

This will be a multi distance ride along West Michigan's beautiful Lake Michigan. There will be multiple stops along the way for some encouragement, water, light refreshments, and activities. The multi-distance there and back ride will conclude with an after party get together with food, prizes, and live music. Location- 10451 Lakeshore Drive. West Olive, MI 49460.

Motion by Dean, second by Leo, to approve the special event application Camp Blodgett's for the kids FUNraiser Ride to be held on October 8th, 2022, contingent on staff approval after safety meeting is conducted. Upon voice vote, motion carried unanimously.

A. Special Event - Spear Street Block Party:

The Spear Street Block Party Committee will be holding a neighborhood celebration on 8/20/22 from 5 p.m. – 11p.m.

Motion by Leo, second by Trester, to approve the special event application Spear Street Block Party sponsored by Spear Street Block Party Committee, contingent on staff approval after safety meeting is conducted. Upon voice vote, motion carried 6-0, Councilmember Gardner abstained.

B. Special Event - Saugatuck High School Homecoming Parade:

Ride for the SHS Homecoming Parade sponsored by SHS. There will be approximately one float per class which equates to about 7 floats. Safety planning to happen closer to event.

Motion by Stanton, second by Dean, to approve the special event application Saugatuck High School Homecoming Parade to be held on October 7th, 2022, contingent on staff approval after safety meeting is conducted. Upon voice vote, motion carried unanimously.

C. Blue Star Bridge Navigation Lights Financial Contribution:

The Kalamazoo Lake Harbor Authority, in support with the Township and City Village of Douglas is recommending the navigational lights be placed on the Blue Star Bridge. Douglas has committed \$7,000.00 and Township of Saugatuck has dedicated \$4,000.00. The request to Saugatuck City is a match of \$7,000.00.

Motion by Bekken, second by Stanton, to approve the City contribution for the installation of navigation lights on the Blue Star Bridge at a figure not to exceed \$7,000.00 Upon roll call vote, motion carried unanimously.

D. Wicks Park Bar & Grille:

Legal counsel was present to explain the consent judgment for Wick's Park Bar and Grille.

Motion by Leo, second by Stanton, to approve the consent judgment as presented. Upon roll call vote, motion carried 4-3. Yeas- Dean, Leo, Lewis, Stanton. Nays- Bekken, Gardner, Trester.

Councilmember Bekken, Gardner and Trester noted they voted NO solely based on item 7a of the Consent Judgment regarding occupancy.

Public Comment:

- Catherine Simon, Saugatuck City Resident- spoke in opposition to Wicks Park Bar & Grille.
- Kate White-City of Saugatuck Project Coordinator/Deputy Clerk- wanted to take time to thank Council and city staff, noted it was a great experience to serve the community of Saugatuck.
- Dan Fox, City of Saugatuck City Resident- continued his comments from earlier in the meeting when he spoke during public comments on agenda items regarding TAP grant memo-asked Council why the TAP grant memo that was released on July 8th was not communicated to the public until 7/20/22.
- AJ Nassir, City of Saugatuck City Resident- spoke in favor of Wicks Park Bar and Grille noting he is an investor and there are many other establishments in Saugatuck that create noise. Thanked Council for their work.
- Jane Underwood, Saugatuck City Resident- spoke with concern regarding the incident at Oval Beach. She urged Council revisit the issue of WiFi at the beach regarding emergencies.

Correspondence: None

Council Comments:

- Councilmember Trester- our ultimate responsibility is to protect the lives of our community and wonder if the beach could connect to emergency services radio networks. Suggested asking AT&T and Verizon to come in and explain their plan for the community. He noted that the explanation from the bike trail engineer alleviated many of his concerns and the engineer firm did a good job with the responses to the MDOT questions.
- Councilmember Bekken- regarding cell service, this challenge goes back many, many years. The Oval Beach has tried walkie talkies in the past. He asked if the current landline that is at the gate could be extended to the concession stand. The issue is not just in Saugatuck, but other places along the lakeshore.
- Councilmember Leo- echoed Jane Underwood's concern, and wonders if there are options through the County for emergency assistance or maybe a mechanism where the beach can have a municipal emergency cell instead of waiting on a commercial carrier. The Blue Star Trail is an ongoing process, they have received feedback from MDOT multiple times. They are still working through the process and will continue.
- Mayor Pro-Tem Dean- noted he is a huge believer in transparency of public information and as civil servants who utilize the Freedom of Information Act, there is a very clear and robust process to make sure people have access to public information. He also thanked Kate White on her new appointment, and she will be missed.
- Councilmember Gardner- No additional comments.
- Councilmember Stanton- regarding a newspaper article about the bike trail, she noted that being a journalist for twenty years, context is everything and correct

information should be gathered properly before publishing. She also agrees with resident Jane Underwood and the need for better cell service at the beach and throughout the community.

Mayor's Comments:

- Regarding the incident at Oval Beach, she noted they have to move fast and get communications in place to get the necessary help in an emergency at Oval Beach. She appreciates that Council understands that they must trust the process. They are elected to make sure that the process is completed in the way that constituents can trust.

Adjournment: *Motion by Leo, second by Stanton to adjourn, Mayor Lewis adjourned at 5:23 p.m.*

Respectfully Submitted,

Jamie Wolters, City Clerk



CITY COUNCIL MEETING MINUTES- PROPOSED
July 25, 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.

Absent: Trester.

Others Present: City Manager Heise, Zoning Administrator Osman, Superintendent Herbert & Clerk Wolters.

Consent Agenda:

A. Special City Council Meeting Minutes – June 11, 2022

B. Accounts Payable in the amount of \$713,283.04.

Motion by Gardner, second by Leo, to approve the consent agenda. Upon roll call vote, motion carried 6-0.

Staff Reports:

City Manager, Treasurer, Zoning Administrator, DPW Superintendent, and Engineer submitted status reports of current activities since the last Council meeting on July 11th, 2022, for their respective departments.

Agenda Change: Add County Commissioner Dean Kapenga as Guest Speaker.

Guest Speakers:

Dean Kapenga, County Commissioner- updated Council on the County's \$23 Million in ARPA funds, Senior Millage, West Side Park stairs, Pilot Program for emergency response times to victims, County's five-year operational plan, Tire Recycling Event on August 6th, and the Allegan County Courthouse facility master plan.

Public Comment on Agenda Items Only:

Dan Fox, Saugatuck City Resident and City of Saugatuck representative on the Saugatuck Township Fire District Board- he updated Council on the Fire District Board's last Meeting.

Introduction of Ordinances: None

Public Hearings: None

Unfinished Business: None

New Business:

A. Structure/Dockage License Transfer- S. ½ South of Museum:

The Weingart's (assignor) would like to convey their dock lease to the Wren family (assignee) due to the sale of their home.

Motion by Leo, second by Dean, to approve the agreement as attached. Upon roll call vote, motion carried 6-0.

B Windfeather Signage Request:

Kirstin Armstrong, on behalf of the Saugatuck Center for the Arts has submitted request for City Council to waive the prohibition for wind feather signs at the SCA farmer's market at 400 Culver Street.

Motion by Stanton, second by Leo, approve/deny the request to use a windfeather sign at the Saugatuck Center for the Arts as described in the attached request to promote the vendors at the Friday and Tuesday Farmers market at 400 Culver Street. Upon Voice Vote, motion carried 6-0.

Public Comment: None

Correspondence:

- Oval Beach Pass Letter was submitted by Fire Chief Janik.
- C2AE- Blue Star Trail Questions and Responses for the Blue Star Trail grant application.

Council Comments:

- Councilmember Bekken- updated Council on the last Kalamazoo Lake Sewer and Water Authority Board, also noted he provide the meeting packet to Council.
- Councilmember Leo- noted the C2AE engineer submitted responses to the MDOT questions. She commended City Manager Heise and Township Manager DeFranco for bringing their experience and high level of cooperation which made everything very professional and appreciated.
- Mayor Pro-Tem Dean- he was impressed with the caliber of the nine applicants he, the Mayor and Superintendent of DPW Herbert had for interviews for the Parks & Public Works Commission.
- Councilmember Gardner- updated Council at the last Planning Commission meeting they said goodbye to Zoning Administrator Osman and they will miss working with her. They also discussed the tri-community master plan and an

item that keeps coming up among constituents and the planning commissioners is short term rentals, so that will be coming in the future in term of overall process.

- Councilmember Stanton- informed Council that the next Historic District Commission is scheduled for August 4th, 2022.

Mayor's Comments:

- Reminded everyone of Venetian weekend. Informed everyone that the City of Saugatuck is a member of the Michigan Municipal League and please visit their website and check out their blog named Inside 208 which you can also sign up to receive updates.

Adjournment: *Motion by Leo, second by Stanton to adjourn, Mayor Lewis adjourned at 7:34 p.m.*

Respectfully Submitted,

Jamie Wolters, City Clerk

Vendor Name	Description	Amount
1. ALLEGAN COUNTY TREASURER	PROPERTY TAXES	115,889.17
2. AQUATIC DOCTORS LAKE MGT INC	2ND MILFOIL TREATMENT	25,089.65
3. ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,582.50
4. AT&T MOBILITY	CELL PHONES	171.90
	CELL PHONES	173.45
	TOTAL	345.35
5. BUIST ELECTRIC INC	CITY HALL REPAIRS	522.00
6. CAPITAL ONE	MT BALDHEAD & OVAL	525.09
7. COMMERCIAL RECORD	PUBLISHING	714.00
8. CONSUMERS ENERGY	ELECTRIC	2,309.20
9. DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	3,077.83
10. FIRST BANK CARD	OVAL, REPAIRS & SUPPLIES	1,545.10
	OVAL BEACH	62.64
	OVAL, SUPPLIES & ELECTION	1,260.41
	POSTAGE	27.58
	DPW SUPPLIES	198.90
	TOTAL	3,094.63
11. FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES	8,016.59
12. FRONTIER	OVAL BEACH	94.01
	DPW GARAGE	185.32
	TOTAL	279.33
13. GIL- ROY'S HARDWARE	SUPPLIES	197.99
14. GORDON FOOD SERVICE	CONCESSION	4,500.54
15. GRAND RAPIDS POPCORN	CONCESSION	391.00
16. GROUNDS MANAGEMENT SOLUTIONS	PARKS MAINTENANCE	759.00
17. HORIZON COMMUNITY PLANNING	PLANNING REVIEW	92.25
18. IHLE AUTO PARTS	REPAIRS	39.80
19. K&R TRUCK SALES INC	BUCKET TRUCK REPAIR	895.17
20. KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	1,583.25
	WATER & SEWER	2,569.97
	TOTAL	4,153.22
21. LORRIE PASTOOR	CLEANING SERVICES	120.00
22. MICHIGAN GAS UTILITIES	CITY HALL	38.12
	BUTLER ST TOILET	44.70
	DPW GARAGE	41.20

Vendor Name	Description	Amount
	TOTAL	125.02
23. MICHIGAN MUNICIPAL LEAGUE	TRAINING	309.00
24. MICHIGAN OFFICE SOLUTIONS	COPIER	368.12
25. MINER SUPPLY CO	SUPPLIES	353.04
	SUPPLIES	1,800.00
	SUPPLIES	2,287.80
	TOTAL	4,440.84
26. OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES	63,984.75
27. OVERISEL LUMBER COMPANY	SUPPLIES	202.12
	SUPPLIES	1,322.11
	TOTAL	1,524.23
28. PIVOT POINT PARTNERS LLC	ASSESSING SOFTWARE	403.20
29. PRIORITY HEALTH	HEALTH INSURANCE	9,783.99
30. PURITY CYLINDER GASES INC	CONCESSION	19.17
31. REPUBLIC SERVICES	TRASH	263.23
32. SAUGATUCK FIRE	SHORT TERM RENTAL INSPECTIONS	475.00
33. SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	80,442.43
34. SHELL	GASOLINE & DIESEL	2,015.74
35. SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	1,190.80
36. SISTERS IN INK	UNIFORMS	97.22
37. STATE OF MICHIGAN	CONCESSION SALES TAX	2,089.60
38. TRUCK & TRAILER SPECIALTIES	OVAL BRUSH	890.00
39. ULINE	SUPPLIES	113.97
40. VALLEY CITY LINEN INC	SHOP TOWELS	171.40
41. WYOMING ASPHALT PAVING CO	ASPHALT	190.26
42. XEROX FINANCIAL SERVICES	COPIER LEASE	481.54
TOTAL - ALL VENDORS		342,973.82
FUND TOTALS:		
Fund 101 - GENERAL FUND		74,128.58
Fund 202 - MAJOR STREETS		500.00
Fund 203 - LOCAL STREETS		463.41
Fund 661 - MOTOR POOL FUND		7,430.96
Fund 701 - CURRENT TAX FUND		260,316.35
Fund 715 - ROSE GARDEN		134.52

08/04/2022 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 07/01/2022 - 07/31/2022				
Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
07/01/2022	DD5528(A)	BEKKEN, MARK	PAYROLL	261.30
07/01/2022	DD5529(A)	BONT, RICHARD	PAYROLL	26.42
07/01/2022	DD5530(A)	BOUCK, JAMES	PAYROLL	52.86
07/01/2022	DD5531(A)	BROEKER, ANN	PAYROLL	51.86
07/01/2022	DD5532(A)	CANNARSA, JOHN	PAYROLL	25.83
07/01/2022	DD5533(A)	CRAWFORD, RICHARD	PAYROLL	52.26
07/01/2022	DD5534(A)	DAVENPORT, JENNIFER	PAYROLL	25.83
07/01/2022	DD5535(A)	DEAN, SCOTT	PAYROLL	263.30
07/01/2022	DD5536(A)	GARDNER, RUSSELL	PAYROLL	309.96
07/01/2022	DD5537(A)	GAUNT, BOBBIE	PAYROLL	52.86
07/01/2022	DD5538(A)	HERIFORD, RICHARD	PAYROLL	52.86
07/01/2022	DD5539(A)	HUNDRIESER, JAMES	PAYROLL	25.52
07/01/2022	DD5540(A)	KUBASIAK, ROBERT	PAYROLL	26.43
07/01/2022	DD5541(A)	LEO, HOLLY	PAYROLL	263.30
07/01/2022	DD5542(A)	LEO, NICHOLAS	PAYROLL	26.12
07/01/2022	DD5543(A)	LEWIS, LEIGH	PAYROLL	293.97
07/01/2022	DD5544(A)	MANNS, STEVEN	PAYROLL	52.86
07/01/2022	DD5545(A)	MC POLIN, KATE	PAYROLL	52.26
07/01/2022	DD5546(A)	PATERSON, KEITH	PAYROLL	52.86
07/01/2022	DD5547(A)	STANBERRY, LAUREN	PAYROLL	289.73
07/01/2022	DD5548(A)	STRAKER, TIMOTHY	PAYROLL	26.12
07/01/2022	DD5549(A)	TRESTER, KENNETH	PAYROLL	261.30
07/01/2022	DD5550(A)	ZERFAS, ZACHARY	PAYROLL	26.42
07/01/2022	EFT1570(E)	FEDERAL TAX DEPOSIT	PAYROLL	475.44
07/05/2022	EFT1571(E)	MI DEPT OF TREASURY	PAYROLL	2,934.46
07/08/2022	DD5551(A)	BOSCH, LEXIE	PAYROLL	1,126.55
07/08/2022	DD5552(A)	BOUWMAN, CHAD	PAYROLL	1,173.14
07/08/2022	DD5553(A)	BROWDER, WILL	PAYROLL	527.98
07/08/2022	DD5554(A)	CHESTER, BIANCA	PAYROLL	702.92
07/08/2022	DD5555(A)	DEJAEGHER, JOHN	PAYROLL	628.26
07/08/2022	DD5556(A)	DEROO, MADYSON	PAYROLL	448.24
07/08/2022	DD5557(A)	DOMBROSKI, NANCY	PAYROLL	340.28
07/08/2022	DD5558(A)	FLANAGAN, HANNAH	PAYROLL	538.04
07/08/2022	DD5559(A)	GARCIA, DANIELA	PAYROLL	561.27
07/08/2022	DD5560(A)	GOODRICH, RICHARD	PAYROLL	1,030.60
07/08/2022	DD5561(A)	GRIGG-MARTINEZ, DAYTON	PAYROLL	249.22
07/08/2022	DD5562(A)	HARDY, CODY	PAYROLL	1,038.88
07/08/2022	DD5563(A)	HEISE, RYAN	PAYROLL	3,161.13
07/08/2022	DD5564(A)	HERBERT, SCOTT	PAYROLL	1,809.47
07/08/2022	DD5565(A)	HINKLE, MARY	PAYROLL	1,140.55
07/08/2022	DD5566(A)	KAMMENZIND, ALBERT	PAYROLL	580.89

08/04/2022 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 07/01/2022 - 07/31/2022				
Check Date	Check	Vendor Name	Description	Amount
07/08/2022	DD5567(A)	KERRIDGE, ADAM	PAYROLL	1,291.64
07/08/2022	DD5568(A)	MACK, ELLIS	PAYROLL	1,663.37
07/08/2022	DD5569(A)	MARTIN, DANNY	PAYROLL	1,345.20
07/08/2022	DD5570(A)	OSMAN, CINDY	PAYROLL	1,418.96
07/08/2022	DD5571(A)	PATMOS, CAMDEN	PAYROLL	641.42
07/08/2022	DD5572(A)	PETERS, AVERY	PAYROLL	412.97
07/08/2022	DD5573(A)	SAMUELS, ROBERT	PAYROLL	284.12
07/08/2022	DD5574(A)	SHIVELY, CALLIE	PAYROLL	552.17
07/08/2022	DD5575(A)	STANCZYK, JAMES	PAYROLL	580.87
07/08/2022	DD5576(A)	STANISLAWSKI, PETER	PAYROLL	1,365.96
07/08/2022	DD5577(A)	STORK, JACK	PAYROLL	970.21
07/08/2022	DD5578(A)	THEODORE, PAUL	PAYROLL	1,009.78
07/08/2022	DD5579(A)	WATERS, BENJAMIN	PAYROLL	363.42
07/08/2022	DD5580(A)	WEBB, BETTY	PAYROLL	649.58
07/08/2022	DD5581(A)	WENDT, MICHAEL	PAYROLL	1,399.46
07/08/2022	DD5582(A)	WHITE, KATHERINE	PAYROLL	1,454.21
07/08/2022	DD5583(A)	WOLTERS, JAMIE	PAYROLL	1,606.60
07/08/2022	EFT1572(E)	ALERUS	PAYROLL	3,211.19
07/08/2022	EFT1573(E)	EXPERT PAY	PAYROLL	352.88
07/08/2022	EFT1574(E)	MERS HYBRID	PAYROLL	1,966.18
07/08/2022	EFT1575(E)	FEDERAL TAX DEPOSIT	PAYROLL	9,524.79
07/08/2022	16938	MML UNEMPLOYMENT COMPENSATION	PAYROLL	1,242.51
07/11/2022	16993	ELHART GMC	GMC TRUCK PARTS	42.78
07/11/2022	16994	GIL- ROY'S HARDWARE	SUPPLIES	52.89
07/11/2022	16995	LAKESHORE IRRIGATION LLC	IRRIGATION REPAIRS	387.00
07/11/2022	16996	OVERISEL LUMBER COMPANY	SUPPLIES & REPAIRS	2,362.37
07/11/2022	16997	PETTY CASH	OVAL BEACH	73.00
07/11/2022	16998	PROTEC	RIGHT OF WAY	108.13
07/11/2022	16999	SHERWIN WILLIAMS	GLASS BEADS	449.52
07/11/2022	17000	SOUTHWEST TRANSPORT CO	CAMPBELL ROAD	14,093.58
07/11/2022	17001	SPRING BROOK SUPPLY	IRRIGRATON	402.88
07/11/2022	17002	STANDARD INSURANCE COMPANY	INSURANCE	423.43
07/11/2022	4119(E)	CAPITAL ONE	MT BALDHEAD FENCE & CITY HALL	576.61
07/11/2022	4120(E)	CONSUMERS ENERGY	ELECTRIC	1,932.55
07/11/2022	4121(E)	FIRST BANK CARD	SUPPLIES	3,831.49
07/11/2022	4122(E)	GORDON FOOD SERVICE	CONCESSION	3,144.59
07/11/2022	4123(E)	MICHIGAN GAS UTILITIES	BUTLER ST TOILETS	51.59
07/11/2022	4124(E)	MICHIGAN GAS UTILITIES	CITY HALL	43.15
07/11/2022	4125(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	40.93
07/11/2022	4126(E)	PRIORITY HEALTH	HEALTH INSURANCE	8,407.47
07/11/2022	4127(E)	REPUBLIC SERVICES	TRASH	1,221.51
07/11/2022	4128(E)	REPUBLIC SERVICES	TRASH	172.91
07/11/2022	4129(E)	SHELL	GASOLINE & DIESEL	2,549.55

08/04/2022 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 07/01/2022 - 07/31/2022				
Check Date	Check	Vendor Name	Description	Amount
07/11/2022	4130(E)	STATE OF MICHIGAN	SALES TAX CONCESSION	658.51
07/11/2022	4131(E)	VALLEY CITY LINEN INC	SHOP TOWELS	228.35
07/11/2022	4132(E)	XEROX FINANCIAL SERVICES	COPIER LEASE	481.54
07/11/2022	4133(A)	ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	65.07
07/11/2022	4134(A)	ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,582.50
07/11/2022	4135(A)	BBC DISTRIBUTING LLC	SAFETY SUPPLIES	910.27
07/11/2022	4136(A)	HIGH POINT ELECTRIC	BLUE STAR BRIDGE LED LIGHTS	918.00
07/11/2022	4137(A)	KALAMAZOO FLAG COMPANY	US & MICHIGAN FLAGS	786.95
07/11/2022	4138(A)	LANDSCAPE DESIGN SERVICES INC	ROSE GARDEN MAINTENANCE	69,460.00
07/11/2022	4139(A)	MICHIGAN MUNICIPAL LEAGUE	ANNUAL DUES	1,009.00
07/11/2022	4140(A)	MML LIABILITY & PROPERTY POOL	LIABILITY & PROPERTY POOL	30,859.00
07/11/2022	4141(A)	MML WORKER COMP	WORKER COMP INSURANCE	8,481.00
07/11/2022	4142(A)	PURITY CYLINDER GASES INC	CONCESSION	18.80
07/11/2022	4143(A)	REPCOLITE	STREET PAINT	694.05
07/11/2022	4144(A)	SAUGATUCK FIRE	SHORT TERM RENTALS	75.00
07/11/2022	4145(A)	SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	1,155.80
07/21/2022	4146(A)	ACCURATE STRIPING	STREET PAINTING	8,697.35
07/22/2022	DD5584(A)	ASPNES, LYNEE	PAYROLL	44.04
07/22/2022	DD5585(A)	BOSCH, LEXIE	PAYROLL	1,550.55
07/22/2022	DD5586(A)	BOUWMAN, CHAD	PAYROLL	1,213.13
07/22/2022	DD5587(A)	BROWDER, WILL	PAYROLL	609.68
07/22/2022	DD5588(A)	CHESTER, BIANCA	PAYROLL	638.49
07/22/2022	DD5589(A)	DEJAEGHER, JOHN	PAYROLL	801.78
07/22/2022	DD5590(A)	DEROO, MADYSON	PAYROLL	308.82
07/22/2022	DD5591(A)	DOMBROSKI, NANCY	PAYROLL	527.20
07/22/2022	DD5592(A)	FLANAGAN, HANNAH	PAYROLL	461.46
07/22/2022	DD5593(A)	GARCIA, DANIELA	PAYROLL	597.58
07/22/2022	DD5594(A)	GOODRICH, RICHARD	PAYROLL	1,062.94
07/22/2022	DD5595(A)	GRIGG-MARTINEZ, DAYTON	PAYROLL	828.48
07/22/2022	DD5596(A)	HARDY, CODY	PAYROLL	1,135.33
07/22/2022	DD5597(A)	HEISE, RYAN	PAYROLL	3,161.13
07/22/2022	DD5598(A)	HERBERT, SCOTT	PAYROLL	1,897.77
07/22/2022	DD5599(A)	HINKLE, MARY	PAYROLL	1,140.56
07/22/2022	DD5600(A)	KAMMENZIND, ALBERT	PAYROLL	960.32
07/22/2022	DD5601(A)	KERRIDGE, ADAM	PAYROLL	1,650.11
07/22/2022	DD5602(A)	LEO, NICHOLAS	PAYROLL	43.55
07/22/2022	DD5603(A)	MACK, ELLIS	PAYROLL	2,122.66
07/22/2022	DD5604(A)	MARTIN, DANNY	PAYROLL	1,109.10
07/22/2022	DD5605(A)	MAYER, JOHN	PAYROLL	44.04
07/22/2022	DD5606(A)	OSMAN, CINDY	PAYROLL	1,486.13
07/22/2022	DD5607(A)	PATMOS, CAMDEN	PAYROLL	541.83
07/22/2022	DD5608(A)	PETERS, AVERY	PAYROLL	553.56
07/22/2022	DD5609(A)	SAMUELS, ROBERT	PAYROLL	366.72

08/04/2022 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 07/01/2022 - 07/31/2022				
Check Date	Check	Vendor Name	Description	Amount
07/22/2022	DD5610(A)	SHIVELY, CALLIE	PAYROLL	576.39
07/22/2022	DD5611(A)	STANCZYK, JAMES	PAYROLL	521.34
07/22/2022	DD5612(A)	STANISLAWSKI, PETER	PAYROLL	1,426.05
07/22/2022	DD5613(A)	STEPHENS, BRIAN	PAYROLL	44.04
07/22/2022	DD5614(A)	STORK, JACK	PAYROLL	705.85
07/22/2022	DD5615(A)	THEODORE, PAUL	PAYROLL	1,171.09
07/22/2022	DD5616(A)	WATERS, BENJAMIN	PAYROLL	615.04
07/22/2022	DD5617(A)	WEBB, BETTY	PAYROLL	800.83
07/22/2022	DD5618(A)	WENDT, MICHAEL	PAYROLL	1,596.85
07/22/2022	DD5619(A)	WHITE, KATHERINE	PAYROLL	2,069.79
07/22/2022	DD5620(A)	WOLTERS, JAMIE	PAYROLL	1,680.81
07/22/2022	EFT1576(E)	ALERUS	PAYROLL	3,442.63
07/22/2022	EFT1577(E)	EXPERT PAY	PAYROLL	352.88
07/22/2022	EFT1578(E)	MERS HYBRID	PAYROLL	2,079.24
07/22/2022	EFT1579(E)	FEDERAL TAX DEPOSIT	PAYROLL	10,976.60
07/22/2022	EFT1580(E)	MERS	PAYROLL	4,335.03
07/25/2022	17003	COMMERCIAL RECORD	PRINTING & PUBLISHING	434.00
07/25/2022	17006	KENDALL ELECTRIC INC	LIGHTS	381.82
07/25/2022	4148(E)	FRONTIER	OVAL BEACH	82.20
07/25/2022	4149(E)	FRONTIER	DPW GARAGE	185.57
07/25/2022	4151(E)	GORDON FOOD SERVICE	CONCESSION	2,646.97
07/25/2022	4153(E)	MERCHANTS BANCARD NETWORK	CREDIT CARD FEES OVAL	2,556.61
07/25/2022	4154(E)	MERS	RETIREMENT	57,725.13
07/25/2022	4155(E)	NET2PHONE INC	TELEPHONES	177.13
07/25/2022	4157(A)	ALLEGAN COUNTY SHERIFF	OIL CHANGES	26,398.89
07/25/2022	4158(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	227,472.14
07/25/2022	4159(A)	BBC DISTRIBUTING LLC	CONCESSION	528.09
07/25/2022	4160(A)	BELL EQUIPMENT CO	STREET SWEEPER	1,419.96
07/25/2022	4161(A)	BS&A SOFTWARE	SOFTWARE UPDATES & ANNUAL SUPPO	5,815.00
07/25/2022	4162(A)	FAHEY SCHULTZ BURZYCH RHODES	LEAGL FEES DUNE RIDGE ELECTRICAL	63,776.30
07/25/2022	4163(A)	FLEIS & VANDENBRINK ENGINEERING INC	BRIDGE ST WATER	10,123.12
07/25/2022	4164(A)	GRAND RAPIDS POPCORN	CONCESSION	385.00
07/25/2022	4165(A)	GROUNDS MANAGEMENT SOLUTIONS	PARKS MAINTENANCE	714.00
07/25/2022	4166(A)	INTERURBAN TRANSIT AUTHORITY	4TH JULY	468.00
07/25/2022	4167(A)	K&R TRUCK SALES INC	INTERNATIONAL TRUCK REPAIR	1,051.32
07/25/2022	4168(A)	OTTAWA AREA INTERMEDIATE SCHOOL D	PROPERTY TAXES	125,592.06
07/25/2022	4169(A)	REPCOLITE	STREET LINE PAINT	1,004.40
07/25/2022	4170(A)	SAUGATUCK FIRE	SHORT TERM RENTALS	1,250.00
07/25/2022	4171(A)	SEPTIC TANK SYSTEMS CO INC	OVAL BEACH & CULVER STREET	2,214.00
07/25/2022	4172(A)	SISTERS IN INK	DECALS	358.72
07/25/2022	4173(A)	SMART BUSINESS SOURCE LLC	OFFICE SUPPLIES	363.90
07/25/2022	4174(A)	SPECTRUM PRINTERS INC	ELECTION MATERIALS	90.00
07/25/2022	17004	HUNTREE NURSERY	PARKWAY TREE	170.00

08/04/2022 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 07/01/2022 - 07/31/2022				
Check Date	Check	Vendor Name	Description	Amount
07/25/2022	17005	IHLE AUTO PARTS	PARTS	89.86
07/25/2022	17007	KEPPEL'S LOCK & SAFE CO.	OVAL BEACH	115.00
07/25/2022	17008	MINER SUPPLY CO	SUPPLIES	707.63
07/25/2022	17009	RATHCO SAFETY SUPPLY CO	TRAFFIC CONES	251.40
07/25/2022	17010	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	165,775.79
07/25/2022	17011	STANDARD INSURANCE COMPANY	INSURANCE	392.23
07/25/2022	17012	WESTENBROEK MOWER INC	REPAIRS TORO MOWER	272.99
07/25/2022	4147(E)	COMCAST	INTERNET & TELEPHONES	153.40
07/25/2022	4150(E)	FRONTIER	OVAL BEACH	210.33
07/25/2022	4152(E)	JOHN DEERE FINANCIAL	PARKS REPAIR MOWER	1,676.25
07/25/2022	4156(E)	REPUBLIC SERVICES	TRASH	1,734.48
07/31/2022	4175(E)	AT&T MOBILITY	CELL PHONES	171.90
07/31/2022	4176(E)	KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	1,583.25
Total of 183 Checks:				985,566.42
Less 0 Void Checks:				0.00
Total of 183 Disbursements:				985,566.42



City Managers Report –Highlights

August 8th, 2022

New! Personnel- Job Description Adjustments

City Council approved several items related to personnel at their Special Meeting on August 3rd, including:

- Modified job Description - Director of Planning, Zoning & Project Management
- Deputy Clerk & Department of Public Works Administrative Assistant
- Assistant Department of Public Works Supervisor
- A proposal from Walsh Municipal Services to assist with recruitment of a Director of Planning Zoning & Project Management position.

There are no new net positions created and the budget impact is projected to be approximately \$28,000.00. Personnel presentation reviewed with Council attached to this report. Scheduling interviews for Deputy Clerk & Department of Public Works Administrative Assistant likely to begin the week of August 8th.

Venetian Festival

Congratulations to all involved in organizing the Venetian Festival for hosting what appeared to be a very successful and safe event.

Verizon Small Cell Update

Verizon Small Cell (Site # 16822 / 127 Water St).

- Consumers pole replacement: pole has been physically replaced, but Consumers has not notified Verizon that it is available for Verizon equipment installation. Consumers may not have completed all their preparation work yet.
- Verizon Equipment Installation: Once Consumers notifies Verizon of pole availability, Verizon will install their equipment within 4 weeks. (Installation start expected in September)
- 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

City Hall Exterior Repairs

Kate White and Scott Herbert, along with the assistance of our city engineering firm are in the process of developing a scope of work for exterior repairs to City Hall. Basic scope includes scrape and paint existing wood (replacing rotten pieces as needed, gutter repairs, replacing flower boxes, exterior stairway repairs as needed). Bids will be solicited and a review by the Historical Commission will also be included.

Pavement Management Plan

Staff met with the City Engineer, work on a five-year pavement management plan being developed.

Estimated timeline:

- Update the PASER study in July
- Meet with staff in August to develop priority list
- Develop cost estimates for priority projects and draft CIP in September
- Review with council in October and finalize based on feedback

Oval Beach Staffing and operations

Participated in productive meeting with emergency services to discuss potential safety improvements for Oval Beach. Municipal Beach Safety Summit currently being arranged by South Haven City Government.

Blue Star Trail Update

The process of working with MDOT continues for the TAP grant. We remain very optimistic that we will be receiving a verbal commitment soon. July 26th update from C2AE (engineers):

Here is an update on the BST MDOT response:

- *The response document and drawing were provided to Emily yesterday to upload to the MDOT Grant website. So now we wait to see their response. It is attached for your information/records. We did modify it slightly based on Richard's comments.*
- *It sounds like the Saugatuck Council work session went well and Rusti was able to provide an update and answer questions satisfactorily.*
- *We received a ballpark estimate from Cardno for the Archaeological and Cultural surveys and they should be less than \$10,000. We'll prepare an engineering agreement/amendment for this work once we hear more detailed information back from MDOT.*

- *Once we hear back from MDOT we'll know better what updates we need to include in the final cost opinion and project budget. We'll then need to get together to discuss the additional local share costs and how that might be addressed.*

Road resurfacing (and utility) projects

Campbell Road –Project complete; with expectation of a few minor punch list items. It was a pleasure working with City/Village Administration at the Village of Douglas on the shared project. Many lessons learned as we continue with future lead service replacement/road improvement projects.

Dune Ridge Waterfront Update

Litigation continues... there are three (3) pending legal cases related to the subject parcel along the waterfront. A significant amount of staff time is being dedicated to facilitating the litigation process. Received resident concerns about continuing site development/landscape on the property.

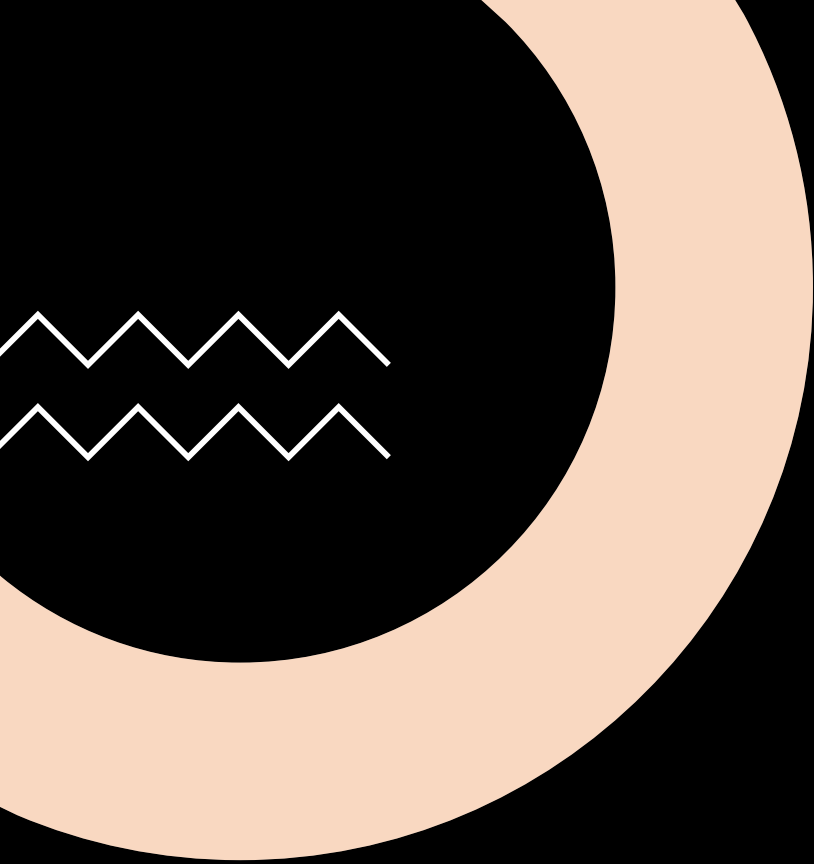
Kalamazoo Lake Sewer and Water (KLSWA) Agreement

City/Township Managers continue to discuss the Assessment 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. Local municipal managers will continue to meet and discuss.

Personnel Discussions

Discussions held in closed session



Summary

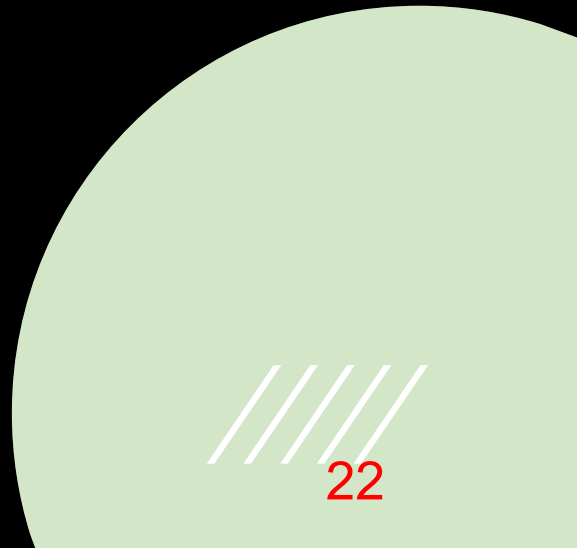
- ❑ Number of positions remain the same

- ❑ Technically three new job descriptions
 - ❑ Combining The Project Manager and Planning and Zoning positions

 - ❑ Creating a new Deputy Clerk and Department of Public Works Administrator Position

 - ❑ Creating an Assistant Department of Public Works Supervisor position

- ❑ Increased salary for Clerk





A Huge Thank
You

- Congratulations to Clerk, Jamie Wolters, dedicated volunteers and members of staff for conducting an excellent primary election.





Budget Impact

Personnel Budget Impact

Existing Description	Salary		Proposed Description	Salary	Net
Planning Building & Zoning Project Manager	\$ 65,500.00 \$ 50,000.00		Director of Planning, Zoning & Project Management	\$ 87,500.00	\$ (28,000.00)
DPW Full Time	\$ 46,000.00		DPW Assistant Supervisor	\$ 52,000.00	\$ 6,000.00
New Position			Deputy Clerk/DPW Administrative Assistant	\$ 48,000.00	\$ 48,000.00
Clerk	\$ 57,750.00			\$ 60,000.00	\$ 2,250.00
					\$ 28,250.00

Need

- **Director of Planning, Zoning & Project Management**
- Newly created position combines the position previously held by Kate White (Project Manager) and the position being vacated by Cindy Osman (Director of Planning and Zoning).
- Creates an attractive salary to recruit top talent to Saugatuck. Combining the positions of Project Manager and Planning and Zoning would bring the City to a competitive salary range. The salary range could also make it possible for someone to move from outside of the region and afford housing in the regional area.
- Dual role-- will serve as both the Zoning Administrator and assist with project planning and oversight, the positions are compatible. It's fully anticipated that major development and redevelopment will continue in Saugatuck, including waterfront development. Additionally, as the Parks and Public Works Committee begins to make recommendations on projects, project management and support of the Department of Public Works will become increasingly important.
- Proactive code enforcement.

Need

- **Deputy Clerk & Department of Public Works Administrative Assistant**
- Support City Hall office operations and Department of Public Works.
- Requires elections training and support the Clerk in day-to-day activities.
- Also dedicated in assisting both City Hall and the Department of Public Works with the administrative workload that is soon to come with the newly formed Parks and Public Works Committee. Examples of assisting the Parks and Public Works Committee (PPW) include: agenda building, packet assembly, meeting advertisement, minutes and recordings. I also predict that there will be several Ad Hoc Committees formed over time under the PPW Committee, these Ad Hoc Committees must follow the same open meeting laws and workload will be large.
- Position can be filled with the current pool of applicants received when the Project Manager position was advertised a few weeks ago when Ms. Kate White announced her resignation.

Need

- **Assistant Department of Public Works Supervisor**
- New position and will increase administrative duties for an existing Department of Public Works (DPW) position.
 - Assist the DPW Supervisor with customer service obligations, ordering of materials, vendor communication, etc.
 - Creating more time for the DPW Supervisor to manage larger projects and dedicate time to work with the newly formed Parks and Public Works Committee.
 - Fill-in for the DPW Supervisor when they are out of office. The creation of the Assistant DPW Supervisor position is supported by the DPW Supervisor.
- Position Summary: Leads and participates in a full range of construction, maintenance and repair activities associated with municipal infrastructure, and assumes supervisory responsibility in the absence of the Superintendent. Activities involve streets, curbs, sidewalks, traffic control and related signage, parking lots, parks, buildings, grounds, beach, boat launch ramp, recreational sites, forestry program, leaf pick-up program, water and sewer systems, special events and seasonal activities, and motor/equipment pool and related functional areas.

Recap

-
- Maintaining same number of positions.
 - Recommended budget increase of \$28,250.00 (general Fund).
 - New positions strengthen Planning and Zoning, DPW Operations, City Hall Administration... including elections, Customer Service.



Treasurer Report

Below is a summary of the notable activities carried out by the Treasurer's Office since the last Council meeting on 7/25/2022:

- Paid routine bills
- Completed and disseminated bi-weekly payroll



Planning & Zoning Report

Below is a summary of notable activities carried out by the Zoning Administrator since the last council meeting on 07/25/2022:

1. Planning Commission:

Next meeting is August 18, 2022

2. Historic District Commission:

Met August 4, 2022, and approved a project at 900 Lake St. for a deck and fence

Zoning Board of Appeals:

Next meeting is August 11, 2022

3. Other:

Working on one more Easements for Bridge Street

Attended drain commission meeting on 7-27-22

Met with Dennis Reckley for a project at Mill Pond

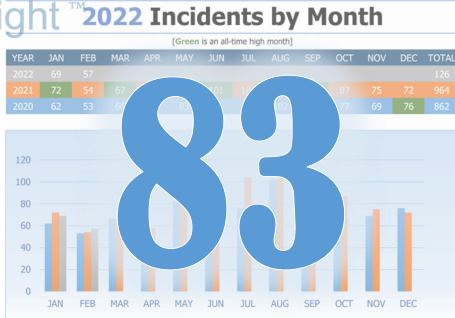


Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 07/25/2022:

- Street painting and striping continues
- Completed temporary repairs to Mt. Baldhead Steps (East and West Structures)
- Assisted Venetian Festival – Attended safety meetings
- Assisted the Village Square Art Fair
- Assisted with Music in the Park
- Completed painting rainbow crosswalks at the Culver and Butler Street intersection
- Tree work – Storm damaged trees and pruning

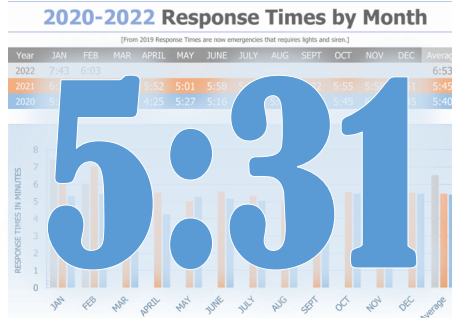
Incidents end of June 2022

Incidents by Month



June recorded 83 calls total compared to 101 in 2021. A difference of an 18% decrease in call volume. Total year to date is 436 calls. Even with that decrease our call numbers are still going up.

Response times



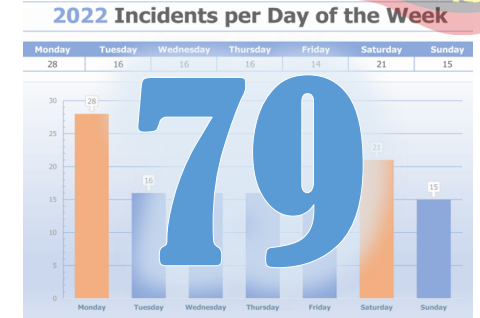
Our response time is steady for the year. Average response time for the month of June was 5:31. For the year the average is 6:02.

Emergent Calls



June showed 42 emergent calls (lights and siren) down from 73 in June 2021. Total for this year is 235 emergent calls compared to 248 in 2021.

Time of Day Day of the Week



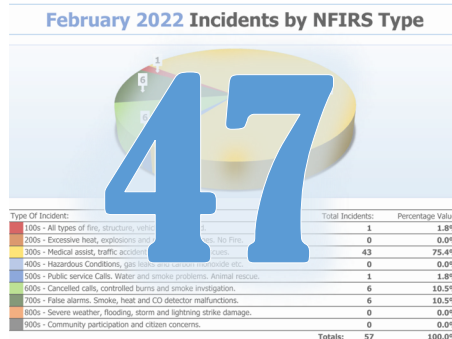
Monday, Tuesday and Saturday are the busy days compared to the rest of the week within the 79-69 range. The hours from 8AM-9PM count for the busy time of the day.

Overlapping Calls



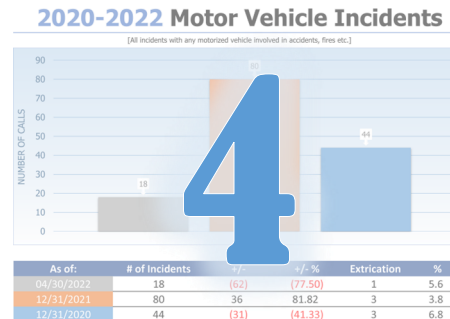
29 overlapping calls are the same compared to June 2021. 35% of our calls in the month of June were overlapping. For the year we have 29% of our calls overlapping.

Type of Calls



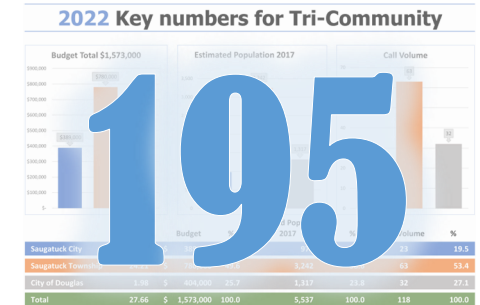
June recorded 47 calls in EMS which counts for 57% of our volume for June. The most common EMS call type is still falls, 73 such incidents this year, or 28% of the reported 294 total EMS calls.

MVI



4 MVIs (motor vehicle incidents, i.e., crashes, fires etc.) 25 incidents YTD. Intersection of Blue Star and Old Allegan Road have still not seen any MVIs this year. Flashing stop sign installed early spring. 11 MVIs last year in this period.

Location



Location of calls shows Township accounts for 195 calls or 47% compared to Douglas at 121 or 29% and Saugatuck City at 98 or 24%. We still have many fall incidents in Douglas.

City of Saugatuck
Status Report of Engineering Activities
August 3, 2022

General Consultation

- Water Street Sidewalk: Preparing bid package to issue for bids for fall construction.
- Water System Asset Management Plan: The AMP was not eligible for Allegan County's ARPA funding since it wasn't a construction project. **The Intent to Apply deadline for EGLE's Drinking Water Revolving Fund is November 1. We recommend developing a project based on known issues and an estimate for water service work and putting in an Intent to Apply to see how the City scores.**
- Olde Mill Apartments Water Service: We have received two of three quotes we are expecting to replace the water service to 720 N. Maple Street, as it appears to be currently connected to the private water main for the Olde Mill Apartments complex. We will be discussing cost sharing options in the near future.
- Takken Street Repairs: We are assisting the DPW in obtaining quotes to repair underdrain and pavement at the intersection of Mason & Takken Streets.
- City Hall Renovations: Assisting City staff with preparing an RFP for exterior building improvements.

Campbell Road Improvements

- The project reached Substantial Completion on July 21.
- The contractor is waiting on a few remaining water system components to finalize the punch list.

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.

Road Project Planning

- We submitted the application for the MDOT Category B program and should hear whether we received funding later this summer.
- Field work for the PASER study update is complete. Once the study is complete, we will integrate known utility needs and develop a draft capital improvements plan.



FROM: Ryan Heise
MEETING DATE: August 8th, 2022
SUBJECT: Whispers Cover Page

DESCRIPTION:

A generous public art donation (“Whispers”) was previously presented to Council. Councilman Dean had requested a deeper dive on location and that the Department of Public Works (DPW) become involved in the process. DPW would review conflicts with utility and maintenance of grounds concerns. Maryjo Lemanski, representing the donor, is recommending that “Whispers,” be located in the Mize Rose Garden. An existing art piece that has experienced structural damage will be relocated within the Garden with “Whispers” taking its place. Pictures have been provided by Ms. Lemanski.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

None

LEGAL REVIEW

No.

SAMPLE MOTION:

Motion to approve/deny the location of “whispers,” as presented in the Mize Rose Garden. Direct staff to coordinate and execute any necessary administrative memo’s of understanding related to the donation.

Revised Art Proposal for placement of African Art sculpture **Whispers** by Bonjisi Lameck

1. Recognition that the original proposal of installation of **Whispers** in Cook Park is not feasible due to the nature of the park as a green space in Saugatuck
2. Discussion with Amazwi Gallery regarding a new site for the sculpture, Rose Garden
3. Review of potential spaces in Rose Garden
4. Revised proposal to remove the damaged sculpture, return to the artist to repair
5. Replace **Empty** with **Whispers**
6. Select design for base
7. Concrete pad poured
8. Install, Jason Quigno

Public art can express community values, enhance our environment, transform a landscape, heighten our awareness, or question our assumptions. Placed in public sites, this art is there for everyone, a form of collective community expression. Public art is a reflection of how we see the world – the artist’s response to our time and place combined with our own sense of who we are.

Perhaps a better term for public art would be community art— by, for, and of the community in which it is presented.

Rose Garden Public Art is community art, it is the place that is viewed by almost everyone who visits Saugatuck and walks down Butler St. It is a quiet refuge in the midst of people filled sidewalks, stores, restaurants and other visual stimulation.

The current collection is composed of 2 abstract and one figurative sculptures. The addition of **Whispers** will bring another figurative component to the sculptures in the garden. It visually relates in a significant way to both of the other pieces. The diagonal movement and angles in **Whispers** are replicated in **Cyclists** and **Fountainhead**.

The average viewer of outdoor art will be drawn to figurative artwork rather than the abstract work. It is easier to digest and find meaning. The meaning and message of **Whispers** is positive and compassionate and speaks to the importance of family.







FROM: Ryan Heise

MEETING DATE: August 8th, 2022

SUBJECT: Amendment to Parks and Public Works Committee **Ordinance No. 220613-B**

DESCRIPTION: The Mayor, Mayor Pro Tem and Department of Public Supervisor (DPW) interviewed a number of highly qualified applicants for the Parks and Public Works Committee. Five applicants were notified that they would be Council recommendations to serve on the Committee.

Recommendations, listed in no particular order:

- Keith Charak, 560 Main St.
- Glenna DeJong, 708 Mason St.
- Ruth Johnson, 399 Park St.
- Nancy Kimble, 550 Spear St.
- Kelly Roche, 413 Hoffman St.

There was a misunderstanding related to the structure of the Parks and Public Works Committee related to a clarification that the Council Representative (Chair) is a voting member; being one of the five members. There is a recommendation that the Parks and Public Works Committee Ordinance No.220613-B be amended to make the Council Representative a non-voting member, and that the committee number of committee members be increased to six (6).

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

None

LEGAL REVIEW

In process.

SAMPLE MOTION:

Motion to approve/deny the recommended slate of candidates for the Parks and Public Works Committee and to amend Ordinance No. 220613-B to allow for five (5) resident committee members and for the Council Representative to serve as the sixth (6) as a non-voting member.

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

Ordinance No. 220613-B

At a regular meeting of the City Council for the City of Saugatuck held on _____, 2022, beginning at 7:00 p.m., the following Ordinance was offered for adoption by Council Member _____, and was seconded by Council Member _____:

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF SAUGATUCK BY ADDING A NEW CHAPTER WHICH NEW CHAPTER SHALL BE DESIGNATED AS CHAPTER 53: PARKS AND PUBLIC WORKS COMMITTEE OF SUCH CODE.

THE CITY OF SAUGATUCK ORDAINS:

Section 1: Addition of Chapter 53. Chapter 53 of the Code is hereby created, which shall read as follows:

CHAPTER 53: PARKS AND PUBLIC WORKS COMMITTEE

Section

- [53.01](#) Purpose
- [53.02](#) Membership
- [53.03](#) Terms; Vacancies
- [53.04](#) Meetings and Quorums
- [53.05](#) Duties
- [53.06](#) Absences, Removals, and Resignations

§ 53.01 PURPOSE

The Parks and Public Works Committee is hereby established for the purpose of providing City Council with guidance and information on matters relating to public works and parks. Recommendations to City Council shall progress the city towards achieving the goals set out in the city's comprehensive plans, as they relate to public works and parks.

§ 53.02 MEMBERSHIP

The Parks and Public Works Committee shall consist of ~~five (5)~~six (6) members in total, as appointed by the Mayor of the city with the consent of City Council. One of the ~~six~~six members

shall be a Council member representative [as non-voting member](#). The other ~~five (5)~~^{four} members of the Committee shall be residents of the City. The members of the Parks and Public Works Committee may be assisted in their official responsibilities by staff members of the city, including the City Manager, the Superintendent of the Public Works Department, and other appropriate city staff members.

§ 53.03 TERMS; VACANCIES

Each member shall be appointed to hold office for a two (2) year term. Vacancies shall be filled by appointment by the Mayor of the City with the Consent of the City Council.

§ 53.04 MEETINGS AND QUORUMS

Meetings shall be held at least once a month on the fourth Tuesday at 10 a.m. Meetings shall be subject to the Open Meetings Act.

A quorum shall consist of three (3) members. An affirmative vote of the majority of current appointed [voting](#) members shall be necessary to pass any motion.

§ 53.05 DUTIES

The Parks and Public Works Committee shall review and provide recommendations to City Council on the following:

- (1) Updates to the capital improvement plan as well as to the parks and recreation plan;
- (2) Locations for connecting public pathways;
- (3) Land acquisition opportunities for parks and recreation;
- (4) Reconstruction or addition of park facilities;
- (5) Street beautification projects;
- (6) Landscaping and groundskeeping for all public grounds;
- (7) Other such duties as the City Council may from time to time request.

Additionally, in accordance with Chapter 97 of the Code, the Parks and Public Works Committee shall be responsible for deciding appeals of denial for tree removal permits.

The Parks and Public Works Committee shall not obligate itself or the City in any financial undertaking. It is not empowered to spend any funds of the City for any purpose unless first provided for by a specific appropriation by the City Council.

§ 53.06 ABSENCES, REMOVALS, AND RESIGNATIONS

- (1) *Absences*. In order to be excused from a meeting, committee members shall notify the Parks and Public Works Superintendent when they intend to be absent from the meeting. Failure to make this notification at least 24 hours prior to the meeting shall result in an unexcused absence. More than four (4) consecutive, unexcused absences or absences at 25% percent

of all meetings in any one (1) fiscal year shall be considered nonperformance of duty and cause of removal from the Parks and Public Works Committee.

(2) *Removal.* Members of the Parks and Public Works Committee may be removed by the City Council by majority vote, after written charges have been prepared and a hearing conducted, for nonperformance of duty, misconduct in office, or upon failure to declare a conflict of interest.

(3) *Resignation.* A member may resign from the Parks and Public Works Committee by sending a letter of resignation to the City Council or the Parks and Public Works Committee Superintendent.

Section 2: Severability. The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section, or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

Section 3: Repeal. Any and all ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed.

Section 4: Effective Date. This Ordinance shall take effect shall take effect the day after its publication.

The vote in favor of this Ordinance was as follows:

YEAS: _____

NAYS: _____

ABSENT/ABSTAIN:

ORDINANCE DECLARED ADOPTED THIS __th DAY OF _____, 2022.

Garnet Lewis, Mayor

Jamie Wolters, City Clerk

CERTIFICATION

I, Jamie Wolters, City Clerk of the City of Saugatuck, hereby certify this to be a true and complete copy of Ordinance No. _____, duly adopted at a regular meeting of the City Council held on the _____ day of _____, 2022.

Jamie Wolters, City Clerk

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

Ordinance No. 220613-B

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Council member representative as non-voting member. The other five (5) members of the Committee shall be residents of the City. The members of the Parks and Public Works Committee may be assisted in their official responsibilities by staff members of the city, including the City Manager, the Superintendent of the Public Works Department, and other appropriate city staff members.

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The vote in favor of this Ordinance was as follows:

YEAS: _____

NAYS: _____

ABSENT/ABSTAIN:

ORDINANCE DECLARED ADOPTED THIS __th DAY OF _____, 2022.

Garnet Lewis, Mayor

Jamie Wolters, City Clerk

CERTIFICATION

I, Jamie Wolters, City Clerk of the City of Saugatuck, hereby certify this to be a true and complete copy of Ordinance No. _____, duly adopted at a regular meeting of the City Council held on the _____ day of _____, 2022.

Jamie Wolters, City Clerk

Saugatuck City Council

City of Saugatuck

P.O. Box 86

Saugatuck, MI 49453

August 1, 2022

Dear Council Members,

Previous attempts to have the Council address the issue of the excessively loud music from Retro Boat Works have failed to elicit an adequate response. Requests and complaints to RTR have fallen on deaf ears. The city manager's suggestion that we call the sheriff if the music is too loud is not acceptable.

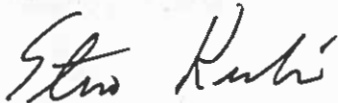
The amplified music and loud drumming every weekend is detrimental to the quality of life and property values of the North Park Street Residents. The desires of RTR do not trump the rights of us as residents of the city. As I have said several times before this is not a case of us moving next to a noise source and then asking for it to stop. The noise moved in on us.

We need the Council to formally address the problem ASAP. We assume that Councilwoman Stanton will recuse herself from the discussion for obvious reasons.

Please contact me with a written response that will allow me to accurately convey to my neighbors the actions that you are taking.

Sincerely,

Steve Kubica on behalf of North Park Street Residents



805 798 4372

850 Park Street

Saugatuck MI 49453

Cc: North Park Street Residents