



CITY COUNCIL MEETING AGENDA

July 10 – 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. **Mayor's Comments**
5. **City Manager Comments**
6. **Agenda Changes** (*Additions/Deletions*)
7. **Guest Speakers**
8. **Public Comment on Agenda Items Only** (*Limit 3 minutes*)
9. **Consent Agenda:** (*Roll Call*)
 - A. Regular City Council Meeting Minutes – June 26, 2023. *Pg.3*
10. **Staff Reports, Boards, Commissions & Committees:** Starting on *Pg.8*
 - A. **Staff Reports:**
 1. City Manager
 2. Treasurer
 3. Planning and Zoning
 4. Department of Public Works
 5. Police
 6. Engineer

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.

B. Boards, Commissions & Committees:

1. Fire District Administration Board
2. Interurban Board
3. Kalamazoo Lake Sewer & Water Authority
4. Kalamazoo Lake Harbor Authority
5. Zoning Board of Appeals
6. Historic District Commission
7. Planning Commission
 - a) Short Term Rental Task Force
8. Parks & Public Works Committee
9. Tri-Community Non-Motorized Trail Study Committee
10. Tri-Community Recycling Ad-Hoc Committee

11. Request for Payment: None

12. Approval of Accounts Payable: *(Roll Call)*

- A. Accounts Payable in the amount of \$199,170.94 *Pg.29*

13. Introduction of Ordinances: None

14. Unfinished Business: None

15. New Business:

- A. Recommendation of Award and Engineering Services for Roadwork *(Roll Call) Pg.32*
- B. Water AMP Proposal *(Roll Call) Pg.37*

16. Public Comments *(Limit 3 minutes)*

17. Correspondence

- A. Dan Gaughan

18. Council Comments

19. Adjourn *(Voice Vote)*



**CITY COUNCIL MEETING MINUTES - Proposed
June 26 , 2023**

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 Dean at 7:00 p.m.

Attendance:

Present: Mayor Dean, Mayor Pro-Tem Stanton and Councilmembers Leo, Gardner, Lewis, Muncey.
Absent: Councilmember Baldwin.

Motion by Lewis, second by Baldwin to approve councilmember Leo absent for the meeting. Via voice vote, motion carried 6-0.

Others Present: City Manager Heise, Director of Planning, Zoning & Project Management Cummins, Treasurer Stanislawski, Department of Public Works Superintendent Herbert, Clerk Wolters, Deputy Clerk Williams and City Attorney Witte.

Mayor's Comments:

Mayor Dean shared what happened in court regarding the Dune Ridge lawsuit.

City Manager Comments:

City Manager Heise opened the floor for any questions regarding his City Manager Report.

Agenda Changes:

Add Dean Kapenga as Guest Speaker.

Motion by Lewis, second by Stanton to approve adding Dean Kapenga as guest speaker. Via voice vote, motion carried 6-0.

Guest Speakers:

Dean Kapenga, Allegan County Commissioner, District 1 updated Council:

- Visited Holtec in South Haven with Joey Andrew.
- Hired a water firm for water use study.
- Judge Kengis retired and will replace 3 judges in the next 2 years.
- Court administrator gave a report for felony and district court numbers.

Public Comment on Agenda Item Only:

David Swan, resident: On behalf of the Coastal Alliance expressed gratitude for Council discussing public comment to EGLE regarding proposed marina at the Kalamazoo River mouth.

Consent Agenda:

- A. Regular City Council Meeting Minutes – June 12, 2023.
- B. Special City Council Meeting Minutes- June 12, 2023.

Motion by Stanton, second by Lewis to approve consent agenda. Upon roll call vote, motion carried 6-0.

Staff Reports:

City Manager, Director of Planning & Zoning, Treasurer, DPW Superintendent, Engineer and Police submitted status reports of current activities since the last Council meeting on June 26, 2023, for their respective departments.

Boards, Commissions & Committees:

Fire District Administration Board, Dan Fox:

- Received grant in the amount of \$5,500 for dash cams.
- Recovery costs of \$7,000 for two illegal burn assistance.
- Approved fire budget.
- Received favorable letter from their auditor.
- Received letter from the Deam family that owns the lighthouse. Fire department controlled a fire and stopped from burning the lighthouse.
- Gave another heads up on the ambulance provider service.
- Two vehicle accidents in town recently.

Interurban Board, Councilmember Muncey:

- 59% of budget for the fiscal year vs. last year at 61%.
- Ridership is up 27%, 5,307 riders in the month of May.
- QR code will be handed out this week.

KLSWA, Barry Johnson:

- Monthly water reported with out issues.
- Water quality report on website and sent to City of Saugatuck for posting.
- Continuing lead and copper sampling at residential homes.
- Urged public to shift irrigation timing away from the hours between 3am-7pm due to the need to run available wells for 14 hours a day and recent drought causing problems.
- 18,690 of sewer was jet cleaned in the past 30 days.
- Hiring an Operational Supervisor, final interview is done.
- Received proposal from F&V for CCTV work for fall and early winter.

Kalamazoo Lake Harbor Authority, Mayor Pro-Tem Stanton:

- They have not met for the last two months.
- Bids due by July 27th for Blue Star Bridge navigation lights.

Zoning Board of Appeals: None

Historic District Commission, Councilmember Lewis:

- Next meeting is July 6.
- Items covered in the last meeting are included in Planning/Zoning staff report.

Planning Commission, Chair Councilmember Gardner:

- Met on June 15.
- Received update from Short Term Rental Task Force.
- Discussed waterfront moratorium.

Short Term Rental Task Force, Councilmember Stanton:

- An update is included in this meeting later.

Parks and Public Works Committee, Councilmember Baldwin:

- Meet tomorrow morning.

Tri-Community Non-Motorized Trail Study Committee: None.

Tri-Community Recycling Ad-Hoc Committee: None.

Request for Payment: None.

Approval of Accounts Payable:

- A. Accounts Payable in the amount of \$90,038.72.

Motion by Gardner, second by Muncey to approve the accounts payable in the amount of \$90,038.72. Via roll call vote, motion carried 6-0.

Introduction of Ordinances: None

Public Hearings:

2023-2024 City of Saugatuck Budget:

- A. Hearing is called to order by the Mayor at 7:37 p.m.
- B. Public comment regarding the proposed FY 2023-2024 Budget, there were no public comments.
- C. Public comment portion closed by the Mayor at 7:37 p.m.
- D. Councilmembers voiced their comments.
- E. Hearing is closed by the Mayor at 7:43 p.m.

Unfinished Business: None

New Business:

Resolution 230626-A Final year end budget amendments:

Motion by Lewis, second by Muncey to approve Resolution 230627-A amending the FY 22/23 budget as presented. Via roll call, motion carried 6-0.

Resolution 230626-B General Appropriations Act:

Motion by Lewis, second by Baldwin to approve Resolution number 230626-B adopting our general appropriations act. Via roll call, motion carried 6-0.

Resolution 230626-C PA 152 Compliance:

Motion by Stanton, second by Gardner to approve Resolution No. 230626-C as presented. Via roll call, motion carried 6-0.

Coastal Alliance Request- EGLE Resolution:

Motion by Lewis, second by Gardner to approve the city attorney drafting a letter of support for the Coastal Alliance. Via roll call vote, motion carried 5-0. Dean abstained.

Right of Way Encroachment Request- 246 Culver St.:

Motion by Stanton, second by Lewis to approve the Revocable License Agreement for window flower boxes in the public right-of-way for LP Operations, Inc. Via voice vote, motion carried 6-0.

Sidewalk seating agreement- 127 Hoffman (Uncommon Coffee):

Motion by Lewis, second by Stanton to approve Revocable License Agreement for temporary restaurant seating in the public right-of-way for M. E. Coffee Holdings LLC dba Uncommon Coffee Roasters. Via voice vote, motion carried 6-0.

STR Task Force Engagement Proposal:

Motion by Lewis, second by Baldwin to approve the Mckenna Associates Short-Term Rental Task Force community engagement proposal and cost. Upon roll vote, motion carried 6-0.

Planning, Commission & ZBA Re-Appointments:

Motion by Gardner, second by Baldwin to reappoint Ann Broeker to the Planning Commission with a term ending July 1, 2026, Steven Manns to the Planning Commission with a term ending July 1, 2026, and James Bouck to the Zoning Board of Appeals with a term ending July 1, 2026. Upon roll vote motion carried 6-0.

Signage Request- Fourth of July:

Motion by Stanton, second by Lewis to approve signage for the 4th of July events. Upon voice vote, motion carried 6-0.

Special Event- Mt. Baldhead Challenge:

Motion by Stanton, second by Gardner to approve the Mt. Baldhead Challenge to take place on September 9, 2023, organized by the Rotary Club of Saugatuck and Douglas. Via voice vote, motion carried 6-0.

Water Asset Management Plan and Rate Study:

Motion by Lewis, second by Baldwin to approve proposal provided by Baker Tilly for Asset Management Plan and Rate Study in the amount of \$10,500.00. Via roll call vote, motion carried 6-0.

Recommendation of Award- 2023 Crack Sealing:

Motion by Gardner, second by Stanton to accept the recommendation of award 2023 crack sealing as presented by Fleis & Vandenbrink. Via roll call, motion carried 6-0.

Public Comment: None.

Correspondence: Dan Fox.

Council Comments:

- Councilmember Lewis: June 27th is open house for The Cottage. Suggested people listen to the MML 30-minute update on legislation.
- Councilmember Gardner: Impressed getting through this agenda in seventy minutes. Two homes near him that were previously rentals are now full-time residents. Asked City manager for accounting of fourth of July events. Page 26 on F&V report, Mt. Baldhead conceptual planning, dune stabilization is very important.
- Councilmember Stanton: Nice to see all the new asphalt in town.
- Councilmember Muncey: Welcomed James a new store to business district.
- Councilmember Baldwin: PPW meeting tomorrow morning. Thanks for approving Mt. Baldhead Challenge.
- Mayor Dean: Thank to staff and Council for delivering a balanced budget and for to finding ways to deliver a lot of great projects, amenities and vibe to the City.

Adjournment:

Motion by Lewis, second by Muncy to adjourn the meeting. Upon voice vote, motion carried 6-0. Mayor Dean adjourned at 8:08 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



City Managers Report – June 26, 2023

Newish! Cellular Service Discussions Continue with AT&T

Improvements are planned for the fiber required to provide cell service. City legal has provided their red-line version of a lease agreement provided by AT&T, which has been provided to both Council and AT&T. Lease agreements are being collected from around the state, including monthly rental rates charged to telecom. AT&T is moving forward with a plan to place their equipment room near the tower; reviewing zoning requirements.

Discussions with AT&T on Potential Downtown WiFi

Meetings with AT&T on a potential downtown WiFi project were continued. There appears to be enthusiasm and motivation to tackle this project from both the City and AT&T. I will bring a proposal to Council for the initial site analysis.

Blue Star Highway Multi-Modal Path

Kickoff meeting to be scheduled with engineer. Construction design work approved by City Council. Township voted to approve the same, along with the Intergovernmental Agreement; I'm checking on the status from Douglas.

MDOT Exit 36 and 41 Bridge Work

Information on traffic detours provided through social media and

Parks and Recreation Master Plan- Tri-Community Effort (Including Saugatuck Public Schools Community Recreation).

A Tri-Community effort- A draft request for proposals (RFP) for professional services to assist in updating plan has been created and after staff review will be brought to Council.

Parks and Public Works Update

Attention remains on the following projects: playground/village square, Blue Star Trail multi-modal path (on your agenda), Airport Property, Mt. Baldhead and Park Street. The PPW Committee has organized study groups to perform “fact finding” to present to the PPW Committee. This is designed to be a bottom-up process with many opportunities for citizen input.

Ongoing- Kalamazoo Lake Sewer and Water (KLSWA) Agreement- Tri-Community

City/Township Managers continue to discuss the Asset Management Plan, along with our respective attorneys and engineers. The Tri-Communities have directly engaged with EGLE to ensure that our respective municipalities stay in compliance. KLSWA prefers to begin with negotiating the asset management plan for sewer to utilize as a roadmap for the water agreement. KLSWA has requested an extension from EGLE to provide the agreement. I've been sorting through historical water agreements in anticipation of the next phase of discussions. Discussions with City Council needed for collecting funds for long-term asset management.

Ongoing- Oval Beach Staffing and Operations

Compliments to staff on their excellent efforts and success in recruitment and staffing Oval Beach operations for the '23 season. Discussions on safety improvements, operational improvements, staff retention and recruitment continue.

City Hall

Phase one (1) complete with paint removal. We now move to wood repairs, sealing and painting.

Old news- Dune Ridge Waterfront Update

Litigation continues...we typically do not discuss ongoing litigation.

Meetings

- AT&T WiFi meetings
- Special Event meetings
- AT&T Cell meetings
- 4th of July planning
- Lakeshore Advantage Economic Development meeting
- CVB Meeting

Council-Manager form of Government Tid-bit

The manager makes policy recommendations to the council for consideration and final decision. The manager is bound by whatever action the council takes, and control is always in the hands of the elected representatives of the people. Appointed managers serve at the pleasure of the governing body.



Treasurer Report

Below is a summary of notable activities carried out by the Treasurer's Office since the last council meeting on 6/26/2023:

- Paid routine bills
- Completed and disseminated bi-weekly payroll
- Proceeding with the 2023-2024 budget process
- Oval Beach working through the process
- FY 2023 end year closing.
- Process Summer Tax Bills and New Fiscal Year.
- Start the 2023 Audit



Planning, Zoning and Project Report

July 10, 2023

Planning and Zoning

- Prepared for and attended Short Term Rental Task Force meeting.
- Prepared for and attended Historic District Commission meeting.
- Reviewed and discussed STR data analysis and draft survey questions with McKenna Associates.
- Reviewed survey questions for Waterfront Development Regulation Assessment Project. The Waterfront Development Survey and Visual Preference Survey are now available! We ask that **both** be completed by July 31:
 - Waterfront Development Survey – <https://www.surveymonkey.com/r/waterfront-zoning>
 - Visual Preference Survey - <https://www.surveymonkey.com/r/waterfront-visual>
- Attended Dune Ridge motion hearing.
- Attended staff team meeting.
- Attended meetings, submitted permit, and assisted with July 4 music, fireworks and laser show.
- Continued follow-up on complaints of code violations throughout the City.
- Met and talked with property owners and applicants to answer questions and provide resources.
- Completed planning and zoning casework as outlined in the chart below.

Planning and Zoning Casework

412 Mason	Short Term Rental	STR application. Renewing. Sent to Fire Department for inspection. Inspection pending.
129 Griffith #12	Short Term Rental	STR application. Previous STR under new ownership. Applicant did not provide contact information of a local representative within 45 miles of the City. Requested update of application. Owner provided updated application. Sent to Fire Department for inspection. Passed inspection. Awaiting payment of no show reinspection invoice before certificate issuance. Owner advised he will stop in to pay on July 6.
149 Griffith	HDC and Zoning	Historic District application for various work. Replacing siding, decks, fencing, windows, and doors. Repair and modify existing roof. Remove existing chimney, basement hatch, walk-in cooler, steps, shrubs and ivy. Add new deck and steps. HDC approved work with conditions. Discussed additional work the applicant is considering and issues with a front window. A second HDC app was submitted to replace fence, modify window, add new patio space and freezer, and remove a rear door and infill. HDC approved with conditions. Applicant submitted site plan application and materials requested by HDC. Initial materials were not what was approved by HDC. Applicant revised plans. Applicant submitted site plan application. Scheduled for July Planning Commission meeting.
560 Mill	Enforcement	Written request to extend fence onto City property. Also received a complaint of hardscape in right of way and lack of parking along Simonson Dr. Reviewed history. Sent to legal for review. Discussed with City Manager, City Attorney, City Engineer and insurance carrier. Homeowner asked to remove hardscape items from right of way. Met with homeowner and landscaper. Discussed options. Applicant and neighbor planned to approach City Council. Due to no change in direction as of 6/20, advised owner items need to be removed within 30 days.

Planning and Zoning Casework Continued

860 Simonson	Enforcement	<p>Complaint of hardscaping in the right of way along Simonson Dr and parking issues in area. Observed site. Found stone wall in the City right of way. Work occurred sometime after 2019. Was not permitted or licensed. Sent owner e-mail requesting hardscaping to be removed. Owner requested an in person meeting. Met with owner to discuss options. Owner plans to work with neighbor to approach City Council. Due to no change in direction as of 6/20, advised owner items need to be removed within 30 days.</p>
727 Butler	Historic District Application	<p>Historic District application to replace windows, siding, and concrete steps, enclose porch, replace roof above back porch, and move kitchen window. Additional information requested from applicant and provided. Scheduled for June HDC meeting but applicant requested to be heard at July HDC meeting.</p>
405 Park	Enforcement	<p>Complaint of possible retaining wall, gravel fill, and window/door additions without permits. Researched history and investigated concerns. Asked EGLE whether gravel was allowed without a permit. Asked MTS whether doors and windows require permit. No permits found for retaining wall which is in city ROW. Previous discussion of work but no final plans. Sent email to property owner. MTS advised permits are needed. They sent a letter. EGLE logged a complaint and advised work appears to be a violation of Part 31 and may not be permittable "after-the-fact". They stated they will process accordingly. Additional complaint of new dumpster without screening. Discussed with legal. Sent letter to owner to remove dumpster and apply for appropriate permits when moratorium is no longer in place. Dumpster has been removed. No EGLE updates at this time. Fire Department recently responded to a gas line struck. Trench work was being conducted to replace sewage line on private property. Viewed on site with engineer. Also observed retaining wall removal and vegetation removal. Following up with homeowner regarding engineer's recommendations.</p>

Planning and Zoning Casework Continued

184 Park	Setback Variance / New Home	ZBA application for front setback variance. ZBA granted variance. Zoning app and water/sewer connection app received for new home received. Engineer and planning consultant reviewed. Provided feedback from both. Awaiting updated plans.
120 East	Enforcement	Complaint of trailer and other equipment in front yard. Refuse containers also improperly screened. Numerous prior complaints over several years. Sent owner a letter with 10 days to correct. Checked site and issued remained after 10 day period. Issued civil infraction notice. Owner acknowledged the notice and attempted to pay but fine there was a credit card issue. Advised owner to contact Treasurer again to pay fine. Checked site and issue has been corrected.
790 Lake	Short Term Rental	STR app. Renewing. Three STRs on this property. Researched history and files. Home has a multiple family dwelling use variance. Advised owner STR app needed for each dwelling unit. Owner submitted additional STR apps. All sent to Fire Department for inspection.
345 Mary St.	Enforcement	Expired STR certificate. Did not respond to reminder letter prior to expiration. Sent first notice letter. STR app received and sent to Fire Department. Failed inspection. Sent reinspection invoice.
990 Ridgeview	Enforcement	Complaint about stormwater drainage from new home site. Reviewed approved plans. Sent plans and complaint to City Engineer to review/advise. Another call received indicating trenching was occurring on site. City Engineer reviewed stormwater infrastructure for area. Met on site with Engineer. Water is being directed to a swale. City Engineer provided recommendation to connect to storm sewer. Advised applicant of concerns and recommendation. Applicant response received. Working with legal on response.

Planning and Zoning Casework Continued

230 Griffith	Short Term Rental	STR App. Renewing. Sent to Fire Department for inspection.
133 Butler	Enforcement	Observed new retail store, I Am Saugatuck, has attached signage without a permit. E-mailed owner to submit sign app. Sign app received and under review.
241 Culver	Enforcement	Evidence found that home is being rented without a STR certificate. STR application was reviewed with legal and denied back in March due to not meeting zoning ordinance requirements. Discussed enforcement options with legal. Sent violation letter via e-mail and mail with opportunity to voluntarily cease use as STR within 7 days. Response received from owner's attorney under review with legal.
665 Spear St	Drainage Complaint	Concern of drainage issues from project. Over winter similar concerns received. Engineer reviewed and felt issues were soil and erosion related. Notified Allegan County Health Department at that time. Received further information from neighbor. Viewed on site with Engineer and DPW Superintendent. Project still ongoing. Some storm water items on site but not connected. Sandbags on portion of property. Engineer advised stormwater plans should be requested. He advised to notify Allegan County as well to check on soil and erosion control permit. Advised owner of complaint and requested stormwater management plans. Advised Allegan County. Meeting set with owner to discuss.
735 Lake St	Drainage Complaint	Complaint of drainage from gutters coming onto neighboring property. GIS imaging shows encroachments. Neighbor states an easement is in place, but for shared driveway only. Asked complainant for further information and details.
890 Simonson	Right of Way	Revised right of way plans submitted for review. Sent to engineer, legal, planning consultant and City Manager to advise.
321 Water	Variance Request	ZBA app for a dimensional variance for a 6'10" fence where only a 6' fence is allowed. Scheduled for August ZBA meeting.

Planning and Zoning Casework Continued

336 Hoffman	Short Term Rental	STR app. New STR. Needed proof of new ownership. E-mailed owner. Proof provided. Sent to Fire Department for inspection.
421 Water St	Enforcement	Swell Times observed to have merchandise in the right of way. Talked to owner (Scott) and advised of regulations. Advised items cannot be in right of way, including street. Followed up with an e-mail and advised he needs to also register his business.
435 Water	Enforcement	Nautiques observed to have merchandise in the right of way again. Was advised of regulations at end of May and items were removed at that time. Civil infraction notice issued. Payment of fine due by 7/13.
129 Griffith #106	Enforcement	Saugatuck Art Traders placed a feather flag/windfeather sign outside business. Business not registered. Sent e-mail to remove sign and register business.
Area of 810 Allegan	Complaint	Complaint of lawn grass. Owner hasn't lived at property for three years. Left voicemail requesting a call back to obtain address and further information.
345 Griffith	Enforcement	Complaint via website that rocks were placed in the right of way outside address. Complainant submitted photo. E-mailed owner to remove rocks. Answered owner questions.
750 Allegan	Enforcement	Received report of signs placed between sidewalk and street. Drove by location and observed signs placed in the right of way. Letter sent advising of regulations and to remove.
109 Butler	Enforcement	Complaint that 42N Naturals placed a sandwich board sign without a permit. Under review.
202 Butler	Enforcement	Large metal object on sidewalk outside the business. E-mailed owner to remove. Item removed.
117 Perryman	Inquiry	Questions about zoning for a possible addition and renovations. Provided resources.
129 Griffith #101	Enforcement	Stogies placed sandwich board sign in right of way again. Civil infraction notice for second violation issued. Payment due 6/23. Owner advised employee put sign out not knowing about recent enforcement. Paid fine.
1010 Holland	Inquiry	Questions about permits to extend dock beyond 45 feet. Provided resources.

Planning and Zoning Casework Continued

234 Spear	Inquiry	Questions about historic district and zoning requirements. Provided resources.
111 Park	Inquiry	Questions about installing a pool and pool fencing on waterfront. Provided resources.
246 Culver	Inquiry	Met with potential new business to discuss their project. Provided resources.
245 Spear	Inquiry	Questions about patio installation. HDC permit expired. Zoning approval was for one patio. Advised both HDC and zoning approval needed for the patios. Provided applications and resources.
1044 Holland	New Home	Revised zoning app and plans for a new home. Water/sewer connection app. Reviewed. Requested additional items from the applicant based on engineering feedback. Updated plans received. Zoning permit and water/sewer connection permit issued.
246 Culver	Signage and Flower Planters	HDC app to install flower boxes and add signage. Chair reviewed and administrative approval is appropriate. Flower boxes will encroach into ROW and will need revocable license agreement. Revocable license approved by Council.
246 Culver	Inquiry	Questions about a smoothie business temporarily operating in the previous restaurant space. Answered questions and provided resources. Sample of chairs and tables provided. HDC Chair reviewed and advised furniture is owner choice.
133 Butler St	Short Term Rental	STR application, renewing unit B. Application initially incomplete. Owner advised unit A is no longer an STR. Talked with agent and advised of required information in applications to process. Complete application received and sent to Fire Authority for inspection. Passed inspection. STR certificate issued.
339 Lucy	Short Term Rental	STR app for ADU. ADU and main home will be rented under a single contract. Sent to Fire Department for inspection. Passed. STR certificate issued.

Planning and Zoning Casework Continued

449 Water St	Enforcement	Complaint that a large outdoor fireplace was not indicated on approved site plan. Reviewed site plan. No outdoor fireplace shown or mentioned. Reviewed consent judgement. Reviewed zoning regulations for site plans. Reviewed with legal. Sent owner an e-mail requesting amended site plan to review. Owner consulted with her attorney. City Attorney conversed with owner's attorney. Amended site plan application received and reviewed. Initial approval was denied due to the setback not being met. Owner submitted revised plans. Fire Department requested additional information. Owner provided additional information to Fire Department. Fire Department had no concerns. Site plan change met minor change criteria. Permit issued for outdoor fireplace.
445 St. Joseph	Enforcement	STR shows suspended. No Fire Department inspection listed after app in 2021. No notes. E-mailed Fire Department on status of any inspections. Fire Department advised inspection was scheduled in 2021 but no record of it occurring. Asked agent to work with owner to submit new app. New app received and sent to Fire Department for inspection. Passed. STR certificate issued.
547 Water St #4	Short Term Rental	Observed STR being advertised for rental. Certificate expired several years ago. Contacted owner. Owner advised she was working with City during COVID to renew but didn't. STR app received. Sent to Fire Department for inspection. Passed. STR certificate issued.
N/A	Inquiry	Questions about uses and dimensional requirements for city center zoning district. Also requested a copy of master plan. Resources provided.
127 Hoffman	Expanded Outdoor Dining	Expanded outdoor dining in the street application. Same setup as last year. Reviewed. EODA permit issued. Owner withdrew application for expanded outdoor dining on private property. Permit also issued for sidewalk seating.
5 Park	Inquiry	Questions about renting homes and ADUs. Answered questions and provided resources.

Planning and Zoning Casework Continued

747 Water	Enforcement	Rental sign in right of way. Sign was not permitted and doesn't meet criteria for a temporary rental sign. E-mailed owner to remove. Sign removed.
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Department of Public Works

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 06/26/2023:

Routine Maintenance:

Most of the available staff time was spent on routine maintenance items such as street sweeping, maintaining Oval Beach, lawncare, motor pool maintenance, staffing/personnel efforts, MISS Dig locate requests, etc..

Assisted with Special Events:

- Waterfront Invitational Art Fair
- 4th of July Parade
- 4th of July Extravaganza/Fireworks
- Music in the Park

Meetings:

- **06/26/2023** – DPW Weekly Goals Meeting
- **06/27/2023** – Waterfront Invitational Art Fair Safety Meeting
- **06/27/2023** – Parks and Public Works Committee Meeting
- **06/28/2023** – City Hall Team Meeting
- **06/28/2023** – Electrical Testing with AT&T at Mt. Baldhead
- **06/30/2023** – DPW Weekly Goals Follow Up Meeting
- **06/30/2023** – DPW 4th of July Weekend Meeting
- **07/03/2023** – DPW Weekly Goals Meeting
- **07/07/2023** – DPW Weekly Goals Follow Up Meeting



Police

July 10, 2023

- Fourth of July went good.
- Parade and Evening events had no problems.
- Couple of citizens stopped to chat during parade and they said they like the parade route.

**City of Saugatuck
Status Report of Engineering Activities
July 6, 2023**

General Consultation

- Olde Mill Apartments Water Service: This work could be combined with other work on Maple Street or the Drinking Water State Revolving Fund project.
- 2023 System-wide Pavement Markings: Work is ongoing and will be complete soon.
- 2023 System-wide Crack Sealing: The Notice of Award and contract have been sent to the contractor. The work is scheduled to be completed after the Labor Day holiday.
- Category B Application: The application has been submitted and results should be available in a few months.
- Grants Workshop: We are discussing the possibility of having grant experts from F&V put together a workshop for council, staff and other interested parties to review the various programs used in the past, recent applications and brainstorming for new opportunities.

Blue Star Highway Bridge Navigation Lighting

- The project is being rebid with a more flexible schedule. Bids are due July 27 with construction scheduled to be complete prior to Memorial Day 2024.

EGLE Drinking Water State Revolving Fund

- EGLE staff is working on scoring applications. A draft priority list should be available soon.
- The final project priority list is anticipated to come out in the fall. If the project is funded, design would begin in late 2023 or early 2024 for construction to begin in late 2024 or early 2025.

2023 Street Improvements (West, East, Takken, Taylor and N. Maple)

- Bids were received on June 29 to be considered at the July 10 council meeting.
- Work on West, East, Takken and Taylor is anticipated to begin mid-August and work on N. Maple Street is anticipated to begin after Labor Day.

Water System Asset Management Plan

- A proposal for engineering services related to the AMP will be considered at the July 10 council meeting.
- Cost information is anticipated to be delivered to Baker Tilly late July – early August to allow time for analysis and incorporation into the AMP to meet the end of August deadline for submittal to EGLE.

Mt. Baldhead Conceptual Planning

- We are working on scheduling a public workshop to begin soliciting community input.

Mt. Baldhead AT&T Project Assistance

- Restroom design assistance has been put on hold due to the change in direction.
- F&V will still be taking the lead in obtaining the EGLE/USACoE Critical Dunes permitting for the reduced scope project. That work will begin as soon as the AT&T site plan progresses to the point that limits of vegetation disturbance is established.

Airport and Landfill Property Environmental

- Reports have been issued for both properties.

07/06/2023 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 06/01/2023 - 06/30/2023				
Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
06/09/2023	DD6080(A)	ASCENSIO, JAMIE	PAYROLL	59.90
06/09/2023	DD6081(A)	BOSCH, LEXIE	PAYROLL	55.51
06/09/2023	DD6082(A)	BOUWMAN, CHAD	PAYROLL	1,262.58
06/09/2023	DD6083(A)	COCHRAN, JAKOB	PAYROLL	118.93
06/09/2023	DD6084(A)	CORONA, JOSE	PAYROLL	176.75
06/09/2023	DD6085(A)	CUMMINS, RYAN	PAYROLL	2,067.13
06/09/2023	DD6086(A)	DOMBROSKI, NANCY	PAYROLL	1,062.93
06/09/2023	DD6087(A)	FIFELSKI, SARAH	PAYROLL	452.62
06/09/2023	DD6088(A)	FLANAGAN, HANNAH	PAYROLL	446.97
06/09/2023	DD6089(A)	GARCIA, DANIELA	PAYROLL	687.45
06/09/2023	DD6090(A)	GOODRICH, RICHARD	PAYROLL	238.87
06/09/2023	DD6091(A)	GRIGG-MARTINEZ, DAYTON	PAYROLL	618.71
06/09/2023	DD6092(A)	HARDY, CODY	PAYROLL	1,297.66
06/09/2023	DD6093(A)	HEISE, RYAN	PAYROLL	3,464.36
06/09/2023	DD6094(A)	HERBERT, SCOTT	PAYROLL	1,700.92
06/09/2023	DD6095(A)	HINKLE, MARY	PAYROLL	951.60
06/09/2023	DD6096(A)	KERRIDGE, ADAM	PAYROLL	1,460.61
06/09/2023	DD6097(A)	LLOYD, ERICA	PAYROLL	310.55
06/09/2023	DD6098(A)	LONG, MASON	PAYROLL	198.23
06/09/2023	DD6099(A)	MACK, ELLIS	PAYROLL	2,317.15
06/09/2023	DD6100(A)	MARTIN, DANNY	PAYROLL	1,137.79
06/09/2023	DD6101(A)	PETERS, ADDISON	PAYROLL	33.04
06/09/2023	DD6102(A)	PETERS, AVERY	PAYROLL	604.08
06/09/2023	DD6103(A)	PETERSON, BENJAMIN	PAYROLL	376.62
06/09/2023	DD6104(A)	PHELPS, BROOKLYN	PAYROLL	297.34
06/09/2023	DD6105(A)	PHELPS, PAIGE	PAYROLL	211.44
06/09/2023	DD6106(A)	SAMUELS, ROBERT	PAYROLL	198.02
06/09/2023	DD6107(A)	STANISLAWSKI, PETER	PAYROLL	1,351.05
06/09/2023	DD6108(A)	STEZOWSKI, LOGAN	PAYROLL	234.57
06/09/2023	DD6109(A)	STORK, JACK	PAYROLL	882.26
06/09/2023	DD6110(A)	VAN HOWE, AINSLEY	PAYROLL	462.53
06/09/2023	DD6111(A)	WATERS, BENJAMIN	PAYROLL	163.87
06/09/2023	DD6112(A)	WILLIAMS, ANTHONY	PAYROLL	436.10
06/09/2023	DD6113(A)	WILLIAMS, SARA	PAYROLL	1,514.38
06/09/2023	DD6114(A)	WOLTERS, JAMIE	PAYROLL	1,751.23
06/09/2023	EFT1691(E)	ALERUS	PAYROLL	3,220.10
06/09/2023	EFT1692(E)	MERS HYBRID	PAYROLL	1,926.08
06/09/2023	EFT1693(E)	FEDERAL TAX DEPOSIT	PAYROLL	8,783.00
06/09/2023	EFT1694(E)	EXPERT PAY	PAYROLL	139.54
06/09/2023	17197	STATE DISBURSEMENT UNIT	PAYROLL	176.76
06/12/2023	4667(A)	ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	375.38

07/06/2023 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 06/01/2023 - 06/30/2023				
Check Date	Check	Vendor Name	Description	Amount
06/12/2023	4668(A)	ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,582.50
06/12/2023	4669(A)	BBC DISTRIBUTING LLC	CONCESSION	662.35
06/12/2023	4670(A)	BRUCE'S BLACKTOP LLC	MASON STREET	5,225.00
06/12/2023	4671(A)	CHIPS GROUNDCOVER LLC	PLAYGROUND CHIPS	155.70
06/12/2023	4672(A)	FAHEY SCHULTZ BURZYCH RHODES	LEGAL FEES LAWSUIT	41,850.24
06/12/2023	4673(A)	FLEIS & VANDENBRINK ENGINEERING INC	BLUE STAR BRIDGE LIGHTS	12,570.81
06/12/2023	4674(A)	HORIZON COMMUNITY PLANNER	PLANNING & HISTORIC DISTRICT	656.25
06/12/2023	4675(A)	KALAMAZOO FLAG COMPANY	FLAGS	533.00
06/12/2023	4676(A)	PLUMMER'S ENVIRONMENTAL SERVICES	ROLL OFF BOX STREET CLEANING	337.05
06/12/2023	4677(A)	POMP'S TIRE SERVICE INC	TIRES & REPAIRS	1,249.19
06/12/2023	4678(A)	PRO-TEMP INC	CONCESSION	463.57
06/12/2023	4679(A)	PURITY CYLINDER GASES INC	CONCESSION	55.95
06/12/2023	4680(A)	SAUGATUCK FIRE	RENTAL INSPECTIONS	575.00
06/12/2023	4681(A)	SEPTIC TANK SYSTEMS CO INC	PORTABLE TOILETS	2,225.00
06/12/2023	4682(A)	SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	1,262.20
06/12/2023	4683(A)	STANDARD INSURANCE COMPANY	INSURANCE	427.46
06/12/2023	4684(A)	STINGERS PEST CONTROL	PEST CONTROL	65.00
06/12/2023	17234	AMERICAN LEGAL PUBLISHING CORP.	ORDINANCES ON WEBSITE	495.00
06/12/2023	17235	BILLS DOZER SERVICE INC	OVAL BEACH	5,000.00
06/12/2023	17236	BRENT HARRIS	CLEAN ART SCULPTURES	425.00
06/12/2023	17237	BRUCE HAGER	ESCROW REFUND	1,750.00
06/12/2023	17238	FREESTONE PICKLE CO INC	CONCESSION	117.00
06/12/2023	17239	GIL- ROY'S HARDWARE	PROPANE FORKLIFT	29.78
06/12/2023	17240	IHLE AUTO PARTS	SUPPLIES	61.21
06/12/2023	17241	LISA BARNHILL	REFUND BUSINESS LICENSE	15.00
06/12/2023	17243	MINER SUPPLY CO	SUPPLIES	173.10
06/12/2023	17244	OVERISEL LUMBER COMPANY	SUPPLIES	901.84
06/12/2023	17245	PETTY CASH	CONCESSION	151.01
06/12/2023	17246	SAUGATUCK DRUG	SUPPLIES	3.49
06/12/2023	17247	SPRING BROOK SUPPLY	IRRIGATION	71.27
06/12/2023	17248	STATE OF MICHIGAN	SALES TAX CONCESSION	198.31
06/12/2023	17249	VAN TILL'S GREENHOUSE	FLOWERS PARKWAYS	1,575.98
06/12/2023	17251	WYOMING ASPHALT PAVING CO	ASPHALT	582.76
06/12/2023	4685(E)	AT&T MOBILITY	CELL PHONES	171.62
06/12/2023	4686(E)	CAPITAL ONE	SUPPLIES	56.53
06/12/2023	4687(E)	COMCAST	TELEPHONES & INTERNET	193.40
06/12/2023	4688(E)	FIRST BANK CARD	OVAL, EQUIPMENT & SUPPLIES	4,137.00
06/12/2023	4689(E)	FRONTIER	OVAL BEACH	164.57
06/12/2023	4690(E)	GORDON FOOD SERVICE	CONCESSION	5,142.22
06/12/2023	4691(E)	MERS	RETIREMENT	4,500.00
06/12/2023	4692(E)	MICHIGAN GAS UTILITIES	BUTLER TOILETS	72.21
06/12/2023	4693(E)	MICHIGAN GAS UTILITIES	CITY HALL	63.01
06/12/2023	4694(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	96.44

07/06/2023 CHECK REGISTER FOR CITY OF SAUGATUCK				
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Check Date	Check	Vendor Name	Description	Amount
06/12/2023	4695(E)	PRIORITY HEALTH	HEALTH INSURANCE	6,206.19
06/12/2023	4696(E)	REPUBLIC SERVICES	TRASH	1,006.47
06/12/2023	4697(E)	REPUBLIC SERVICES	TRASH	178.34
06/12/2023	4698(E)	REPUBLIC SERVICES	SPRING CLEAN UP	1,928.25
06/12/2023	4699(E)	SHELL	GASOLINE & DIESEL	87.14
06/12/2023	4700(E)	VALLEY CITY LINEN INC	SHOP TOWELS	324.31
06/12/2023	17242	MASTER MEDICAL EQUIPMENT	AED'S	3,270.00
06/12/2023	17250	WESTENBROEK MOWER INC	PUSH MOWER TORO	899.00
06/14/2023	17252	SUPERIOR ASPHALT INC	ASPHALT COLD PATCH	155.00
06/23/2023	DD6115(A)	BOUWMAN, CHAD	PAYROLL	1,302.58
06/23/2023	DD6116(A)	BUTER, HUNTER	PAYROLL	400.92
06/23/2023	DD6117(A)	COCHRAN, JAKOB	PAYROLL	102.43
06/23/2023	DD6118(A)	CUMMINS, RYAN	PAYROLL	2,067.13
06/23/2023	DD6119(A)	DEJAEGHER, JOHN	PAYROLL	603.19
06/23/2023	DD6120(A)	DOMBROSKI, NANCY	PAYROLL	1,037.07
06/23/2023	DD6121(A)	FIFELSKI, SARAH	PAYROLL	480.87
06/23/2023	DD6122(A)	FLANAGAN, HANNAH	PAYROLL	933.74
06/23/2023	DD6123(A)	FOXWORTHY, ETHAN	PAYROLL	383.23
06/23/2023	DD6124(A)	GARCIA, DANIELA	PAYROLL	774.91
06/23/2023	DD6125(A)	GRIGG-MARTINEZ, DAYTON	PAYROLL	851.84
06/23/2023	DD6126(A)	HARDY, CODY	PAYROLL	1,388.82
06/23/2023	DD6127(A)	HEISE, RYAN	PAYROLL	3,464.36
06/23/2023	DD6128(A)	HERBERT, SCOTT	PAYROLL	2,011.92
06/23/2023	DD6129(A)	HINKLE, MARY	PAYROLL	1,058.13
06/23/2023	DD6130(A)	KERRIDGE, ADAM	PAYROLL	1,961.83
06/23/2023	DD6131(A)	LLOYD, ERICA	PAYROLL	524.79
06/23/2023	DD6132(A)	LONG, MASON	PAYROLL	836.42
06/23/2023	DD6133(A)	MACK, ELLIS	PAYROLL	1,578.87
06/23/2023	DD6134(A)	MARTIN, DANNY	PAYROLL	1,091.17
06/23/2023	DD6135(A)	NYHOF, JACKSON	PAYROLL	516.01
06/23/2023	DD6136(A)	PETERS, ADDISON	PAYROLL	756.17
06/23/2023	DD6137(A)	PETERS, AVERY	PAYROLL	773.54
06/23/2023	DD6138(A)	PETERSON, BENJAMIN	PAYROLL	426.19
06/23/2023	DD6139(A)	PHELPS, BROOKLYN	PAYROLL	379.93
06/23/2023	DD6140(A)	PHELPS, PAIGE	PAYROLL	373.32
06/23/2023	DD6141(A)	SAMUELS, ROBERT	PAYROLL	409.66
06/23/2023	DD6142(A)	STANISLAWSKI, PETER	PAYROLL	1,351.04
06/23/2023	DD6143(A)	STEZOWSKI, LOGAN	PAYROLL	510.16
06/23/2023	DD6144(A)	STORK, JACK	PAYROLL	907.39
06/23/2023	DD6145(A)	VAN HOWE, AINSLEY	PAYROLL	559.94
06/23/2023	DD6146(A)	WATERS, BENJAMIN	PAYROLL	588.94
06/23/2023	DD6147(A)	WILLIAMS, ANTHONY	PAYROLL	343.58
06/23/2023	DD6148(A)	WILLIAMS, SARA	PAYROLL	1,597.58

07/06/2023 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 06/01/2023 - 06/30/2023				
Check Date	Check	Vendor Name	Description	Amount
06/23/2023	DD6149(A)	WOLTERS, JAMIE	PAYROLL	1,751.23
06/23/2023	EFT1695(E)	ALERUS	PAYROLL	3,195.90
06/23/2023	17198	EXPERT PAY	PAYROLL	139.54
06/23/2023	EFT1696(E)	MERS HYBRID	PAYROLL	1,978.86
06/23/2023	EFT1697(E)	FEDERAL TAX DEPOSIT	PAYROLL	9,944.11
06/23/2023	EFT1698(E)	MERS	PAYROLL	4,202.09
06/26/2023	17253	AQUATIC DOCTORS LAKE MGT INC	MILFOIL TREATMENT	27,214.65
06/26/2023	17254	COMMERCIAL RECORD	PRINTING & PUBLISHING	300.00
06/26/2023	4704(E)	GORDON FOOD SERVICE	CONCESSION	2,646.66
06/26/2023	4705(E)	JOHN DEERE FINANCIAL	PARTS & OIL	92.37
06/26/2023	4707(E)	MERCHANTS BANCARD NETWORK	OVAL CREDIT FEES	1,350.19
06/26/2023	4709(E)	NET2PHONE INC	TELEPHONES	209.25
06/26/2023	4711(A)	ACE PARKING LOT STRIPING INC	DOWNTOWN CROSS WALK	2,000.00
06/26/2023	4712(A)	ALL TRAFFIC SOLUTIONS INC	RADAR SIGN BATTERIES	566.00
06/26/2023	4713(A)	ALLEGAN COUNTY SHERIFF	DEBT CREW	31,763.60
06/26/2023	4714(A)	BRUCE'S BLACKTOP LLC	OVAL BEACH PARKING LOT	7,500.00
06/26/2023	4715(A)	CHIPS GROUNDCOVER LLC	MULCH	593.10
06/26/2023	4716(A)	FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES	2,660.11
06/26/2023	4717(A)	LANDSCAPE DESIGN SERVICES INC	ROSE GARDEN MAINTENANCE	890.00
06/26/2023	4718(A)	RAF ELECTRIC	VILLAGE SQUARE FLAG POLE ELECTRIC	1,615.00
06/26/2023	4719(A)	SAUGATUCK FIRE	RENTAL INSPECTIONS	1,025.00
06/26/2023	4720(A)	SMART BUSINESS SOURCE LLC	OFFICE SUPPLIES	56.45
06/26/2023	4721(A)	STREAMLINE DESIGN.COM LLC	SIGNS SOCIAL DISTRICT	476.10
06/26/2023	17255	DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	2,428.55
06/26/2023	17256	MCKENNA	SHORT TERM RENTAL	4,730.00
06/26/2023	17257	UNEMA PLUMBING & EXCAVATING	350 MAPLE STREET	515.74
06/26/2023	17258	WYOMING ASPHALT PAVING CO	ASPHALT	126.72
06/26/2023	4701(E)	AT&T MOBILITY	CELL PHONES	171.62
06/26/2023	4702(E)	COMCAST	INTERNET & TELEPHONES	193.40
06/26/2023	4703(E)	CONSUMERS ENERGY	ELECTRIC	1,224.04
06/26/2023	4706(E)	KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	1,701.90
06/26/2023	4708(E)	MERS	RETIREMENT	4,500.00
06/26/2023	4710(E)	REPUBLIC SERVICES	TRASH	988.27
06/27/2023	4722(A)	LASER ENCORE INC	LASER SHOW	9,000.00
06/30/2023	4723(E)	CONSUMERS ENERGY	ELECTRIC	3,087.53
06/30/2023	4724(E)	DPM EVENTS	FIREWORKS	5,230.00
06/30/2023	4725(E)	FRONTIER	OVAL	80.98
06/30/2023	4726(E)	FRONTIER	DPW GARAGE	213.12
06/30/2023	4727(E)	RICOH USA INC	COPIER LEASE	127.97
06/30/2023	DD6150(A)	ANDERSON, HOLLY	PAYROLL	79.28
06/30/2023	DD6151(A)	BAGIEREK, CHRISTOPHER	PAYROLL	79.29
06/30/2023	DD6152(A)	BALDWIN, HELEN	PAYROLL	219.25
06/30/2023	DD6153(A)	BONT, RICHARD	PAYROLL	52.86

07/06/2023 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 06/01/2023 - 06/30/2023				
Check Date	Check	Vendor Name	Description	Amount
06/30/2023	DD6154(A)	BOUCK, JAMES	PAYROLL	79.28
06/30/2023	DD6155(A)	BROEKER, ANN	PAYROLL	78.28
06/30/2023	DD6156(A)	CANNARSA, JOHN	PAYROLL	51.66
06/30/2023	DD6157(A)	CRAWFORD, RICHARD	PAYROLL	78.39
06/30/2023	DD6158(A)	DEAN, SCOTT	PAYROLL	296.34
06/30/2023	DD6159(A)	GARDNER, RUSSELL	PAYROLL	335.78
06/30/2023	DD6160(A)	GAUNT, BOBBIE	PAYROLL	79.28
06/30/2023	DD6161(A)	HUNDRIESER, JAMES	PAYROLL	51.06
06/30/2023	DD6162(A)	KUBASIAK, ROBERT	PAYROLL	79.28
06/30/2023	DD6163(A)	LA CHEY, MARK	PAYROLL	78.29
06/30/2023	DD6164(A)	LEO, HOLLY	PAYROLL	175.20
06/30/2023	DD6165(A)	LEO, NICHOLAS	PAYROLL	52.26
06/30/2023	DD6166(A)	LEWIS, LEIGH	PAYROLL	287.43
06/30/2023	DD6167(A)	MANNS, STEVEN	PAYROLL	79.29
06/30/2023	DD6168(A)	MC POLIN, KATE	PAYROLL	78.38
06/30/2023	DD6169(A)	MUNCEY, GREGORY	PAYROLL	264.30
06/30/2023	DD6170(A)	PATERSON, KEITH	PAYROLL	52.86
06/30/2023	DD6171(A)	STANBERRY, LAUREN	PAYROLL	263.30
06/30/2023	DD6172(A)	STRAKER, TIMOTHY	PAYROLL	52.26
06/30/2023	EFT1699(E)	FEDERAL TAX DEPOSIT	PAYROLL	538.34
Total of 190 Checks:				326,642.99
Less 0 Void Checks:				0.00
Total of 190 Disbursements:				326,642.99

Vendor Name	Description	Amount
1. ALLEGAN COUNTY SHERIFF	RESERVE DEPUTIES	592.00
2. ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,791.50
3. BEYOND GREEN BIOTECH INC	MUTT MITTS	843.67
4. CAPITAL ONE	SMALL TOOLS	230.25
5. CONSUMERS ENERGY	ELECTRIC	3,087.53
	ELECTRIC	2,300.54
	TOTAL	5,388.07
6. DIVERSE DIMENSIONS	MT BALDHEAD SCAN	3,500.00
7. DPM EVENTS	FIREWORKS	5,230.00
8. DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	1,848.36
9. FAHEY SCHULTZ BURZYCH RHODES	LEGAL FEES	8,471.00
	ZONING LEGAL FEES	2,000.00
	OUTDOOR SEATING	836.00
	CITY COUNCIL	3,896.00
	PERSONNEL ISSUES	286.00
	LEGAL FEES	72.00
	LEGAL FEES LAWSUIT	9,859.57
	LAWSUIT ELECTRICAL	178.50
	LEGAL FEES WATER SEWER	1,992.00
	LEGAL FEES EGLE DUNE RIDGE	7,886.00
	LEGAL FEES	35.00
	TOTAL	35,512.07
10. FIRST BANK CARD	FIREWORKS, OVAL & MAINTENANCE	9,169.64
11. FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES	8,812.50
12. FRONTIER	DPW GARAGE	213.12
	OVAL	80.98
	OVAL	122.47
	DPW GARAGE	213.12
	TOTAL	629.69
13. GATEHOUSE MEDIA MICHIGAN HOLDINGS I	PUBLISHING NOTICES	86.45
14. GORDON FOOD SERVICE	CONCESSION	1,537.52
	CONCESSION	1,783.54
	TOTAL	3,321.06
15. LANDSCAPE DESIGN SERVICES INC	ROSE GARDEN MAINTENANCE	780.00
16. LASER ENCORE INC	LASER SHOW	9,000.00
	LASER SHOW	9,000.00
	TOTAL	18,000.00
17. LORRIE PASTOOR	CLEANING SERVICES	300.00

Vendor Name	Description	Amount
18. MCKELLIPS PLUMBING INC	PLUMBING SERVICES	307.50
19. MICHAEL BUCANAN	FIREWORKS	3,500.00
20. MICHIGAN ELECTRO FREEZE INC	CONCESSION	840.72
21. MICHIGAN GAS UTILITIES	DPW GARAGE	39.11
	BUTLER ST TOILETS	41.44
	CITY HALL	38.25
	TOTAL	118.80
22. MICHIGAN MUNICIPAL LEAGUE	ANNUAL DUES	1,059.00
23. MINER SUPPLY CO	SUPPLIES	3,239.60
	SUPPLIES	546.56
	TOTAL	3,786.16
24. MML LIABILITY & PROPERTY POOL	LIABILITY & PROPERTY POOL	30,842.00
25. MML WORKER COMP	WORKER COMP INSURANCE	9,190.00
26. NEW AGE LABORATORIES	WATER TESTING	70.00
27. OVERISEL LUMBER COMPANY	SUPPLIES	1,837.21
28. PAINTING SERVICES OF WEST MICHIGAN	CITY HALL SIDING REPLACEMENT	11,506.99
	CITY HALL	17,114.99
	CITY HALL SHUTTERS	2,430.00
	TOTAL	31,051.98
29. PLUMBER'S PORTABLE TOILET SERVICE	4TH JULY	1,750.00
30. POMP'S TIRE SERVICE INC	TIRES & REPAIRS	159.10
	TIRES & REPAIRS	969.45
	TOTAL	1,128.55
31. PRIORITY HEALTH	HEALTH INSURANCE	7,720.46
32. PURITY CYLINDER GASES INC	CONCESSION	19.20
33. QUALITY DOOR COMPANY INC	DPW DOORS	400.00
34. RAF ELECTRIC	COGHLIN PARK	2,998.35
35. REPCOLITE	STREET PAINT	371.30
36. REPUBLIC SERVICES	TRASH	837.69
	TRASH	206.65
	TOTAL	1,044.34
37. RICOH USA INC	COPIER LEASE	127.97
38. SAUGATUCK FIRE	RENTAL INSPECTIONS	625.00
39. SEPTIC TANK SYSTEMS CO INC		

Vendor Name	Description	Amount
	PORTABLE RESTROOMS	1,400.00
40. SHORELINE TECHNOLOGY SOLUTIONS		
	COMPUTER SERVICES	1,262.20
41. SMART BUSINESS SOURCE LLC		
	SUPPLIES	56.45
42. STANDARD INSURANCE COMPANY		
	INSURANCE	351.40
43. TIME SAVES LIVES LLC		
	TRAINING	122.00
44. VALLEY CITY LINEN INC		
	SHOP TOWELS	155.09
TOTAL - ALL VENDORS		199,170.94
FUND TOTALS:		
Fund 101 - GENERAL FUND		181,482.60
Fund 202 - MAJOR STREETS		741.46
Fund 203 - LOCAL STREETS		750.00
Fund 661 - MOTOR POOL FUND		15,382.92
Fund 715 - ROSE GARDEN		813.96



City Council Agenda Item Report

FROM: Ryan Heise

MEETING DATE: 7/5/23

SUBJECT: Two Items (2):

Bid Award for Road Work - West, East, Takken and Taylor Street and reconstruction of N. Maple Street from the lift station area to North Street.

Construction Engineering Proposal with Fleis & Vandenbrink.

DESCRIPTION:

From F&V:

Four bids were received, and a tabulation is attached. The low bid is from Krohn Excavating of Bangor, Michigan in the amount of \$475,198.00, which is slightly below our Engineer's Estimate for the work. We have worked with Krohn on a number of similar projects, including the City's N. Park Street resurfacing project in 2021. Steve Krohn, the founder, completed a significant amount of road and utility work for the City around 2010, as part of a previous employer. Krohn is prequalified by the Michigan Department of Transportation, and we feel they are capable of meeting the project requirements. Based on the above, we recommend an award to Krohn Excavating, LLC in the amount of \$475,198.00.

Council has been provided a Construction Engineering Services Proposal for the 2023 Street Improvements project (West, East, Takken, Taylor and N. Maple) on June 29, 2023 and are now moving into the construction phase of the project. Based on our conversation with the low bidder, we anticipate construction on West, East, Takken and Taylor Streets to begin in mid-August and on or after September 5, 2023 for the Maple Street work. Construction is scheduled to be completed in mid-October. Based on our understanding of the construction schedule, we have prepared the attached Work Plan and Proposed Engineering Fees for construction engineering services for the project. We have based our fees on an 8-week construction period. If the schedule deviates significantly, either shorter or longer, we propose to adjust the fees proportionally for those tasks affected by schedule.

For budgetary purposes, we recommend that the City plan on the following construction phase costs:

Construction (as awarded): \$475,198

Contingencies (~8%): \$36,002

Construction Engineering & Administration: \$68,800
Total Recommended Construction Budget: \$580,000

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

None

SAMPLE MOTION:

Motion to **approve/deny** an award to Krohn Excavating, LLC in the amount of \$475,198.00 for storm sewer system improvements and resurfacing work on West, East, Takken and Taylor Street and reconstruction of N. Maple Street from the lift station area to North Street. Include a contingency of \$36,002.00 and approve the construction engineering services for \$68,800.00 for a total of \$580,000.00.



June 29, 2023

Via Email: ryan@saugatuckcity.com

Ryan Heise, City Manager
City of Saugatuck
102 Butler Street
P.O. Box 86
Saugatuck, MI 49453

RE: Proposal for Construction Engineering Services – 2023 Street Improvements

Dear Ryan,

As you are aware, we received bids for the 2023 Street Improvements project (West, East, Takken, Taylor and N. Maple) on June 29, 2023 and are now moving into the construction phase of the project. Based on our conversation with the low bidder, we anticipate construction on West, East, Takken and Taylor Streets to begin in mid-August and on or after September 5, 2023 for the Maple Street work. Construction is scheduled to be completed in mid-October.

Based on our understanding of the construction schedule, we have prepared the attached Work Plan and Proposed Engineering Fees for construction engineering services for the project. We have based our fees on an 8-week construction period. If the schedule deviates significantly, either shorter or longer, we propose to adjust the fees proportionally for those tasks affected by schedule.

We propose to complete the scope of work identified in the attached Work Plan at our standard hourly rates plus reimbursable expenses in accordance with the following budget:

Task	Proposed Budget
Construction Administration	\$10,600
Construction Staking	\$4,400
On-Site Observation & Testing	\$44,800
Off-Site Testing	\$1,800
Contract Closeout	\$7,200
Total Proposed Budget	\$68,800

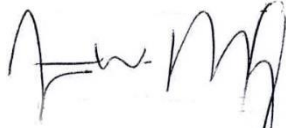
We are excited for the opportunity to continue our work with you on this project! Authorization to proceed with construction phase services as outlined in our Work Plan in accordance with the

2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005
www.fveng.com

Professional Services Agreement for General Consultation dated November 13, 2018 can be given by returning a copy of this proposal signed below as indicated. In the meantime, please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK



Jonathan W. Moxey, P.E.
Project Manager



Don DeVries, P.E.
Principal

**AUTHORIZATION TO PROCEED WITH
CONSTRUCTION ENGINEERING SERVICES FOR
2023 STREET IMPROVEMENTS**

By: _____

Title: _____

Date: _____

WORK PLAN

A. CONSTRUCTION ENGINEERING SERVICES

1. Prepare the Notice of Award after an award is made by the City.
2. Review bonds and insurances provided by the Contractor and assemble contracts.
3. Schedule and attend the pre-construction meeting with the Contractor, City representatives, Kalamazoo Lake Sewer & Water Authority (KLSWA) and private utility companies. Prepare and distribute meeting minutes.
4. Perform construction staking for the improvements. Based on the scope of the improvements and anticipated project schedule, we have assumed four (4) staking trips will be required – two for storm sewer work and two for road work.
5. Provide project administration and engineering consultation throughout the construction period (8 weeks assumed), including:
 - Schedule and attend periodic progress meetings with the Contractor and City staff. Prepare and distribute meeting minutes.
 - Review shop drawings and other project submittals.
 - Review Contractor pay applications and, if appropriate, submit a recommendation to the City for approval.
 - Maintain project records.
6. Provide on-site observation and testing during project construction activities. Based on our understanding of the project schedule, we have included 8 weeks of observation at an average of 45 hours per week. The field technician's duties will include:
 - Provide daily record keeping of construction activities.
 - Address complaints filed with either City on a daily basis, if any.
 - Provide on-site density testing of soils, concrete testing and density testing of asphalt paving.
7. Provide and coordinate off-site materials testing as required (e.g., sieve analysis of soils and concrete cylinder breaks). Off-site testing services will be sub-contracted to a qualified independent testing consultant and are included in our fees.
8. Conduct a final review meeting on site with the Contractor and City staff to review the completed work. Prepare a final punch list of remaining work items. Provide follow-up review to see that the punch list items have been completed.
9. Prepare record drawings reflecting the as-constructed improvements.
10. Coordinate final payment with release of retainage and contract closeout.



City Council Agenda Item Report

FROM: Ryan Heise

MEETING DATE: 7/5/23

SUBJECT: Water Asset Management Plan

DESCRIPTION:

From F&V:

Attached is a proposal for our part of the water system AMP to go along with the financial work by Baker Tilly. This is a stripped down version of what we presented to EGLE and Allegan County for those grant opportunities. I focused on what we could accomplish given the August deadline. We can definitely meet the minimum requirements from EGLE in that timeframe if we get started soon, but there will be more work in the next 12-18 months related to the Lead and Copper Rules that was part of the original scope but not this one. I'd like to present this at the July 5 council workshop if there is space on the agenda. I'll be on vacation the week of July 10, but would like to get the team started on it ASAP to make sure we can get the information to Baker Tilly that they need in a timely fashion.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

None

SAMPLE MOTION:

Motion to **approve/deny** the water asset management plan proposal as presented in the amount of \$23,400.00.



June 28, 2023

Via Email: ryan@saugatuckcity.com

Ryan Heise, City Manager
City of Saugatuck
102 Butler Street
Saugatuck, MI 49453

RE: Water System Asset Management Plan

Dear Ryan,

As you are aware, on January 11, 2021 the Michigan Department of Environment, Great Lakes, and Energy (EGLE) issued their most recent Water System Sanitary Survey for the Kalamazoo Lake Sewer and Water Authority (KLSWA). That survey identified several deficiencies and recommendations that were addressed by KLSWA and its Constituent Municipalities in a Corrective Action Plan dated April 27, 2021. As a Constituent Municipality, several actions were required to be completed by the City of Saugatuck as part of this process, including developing a City-specific Asset Management Plan (AMP) and associated Capital Improvement Plan (CIP) for the water system assets located within and owned by the City of Saugatuck.

The City-specific assets include two wells with associated water treatment equipment, one elevated storage tank (owned jointly with Douglas), and the distribution system consisting of 4-inch to 16-inch water mains, approximately 100 hydrant assemblies and 270 valves. The CIP will consider looping any dead-end water mains in the City's system, which was a recommendation in the Sanitary Survey. While the water services are technically the responsibility of the associated property owner, Michigan's 2018 Lead and Copper Rule places the responsibility on the City to identify and replace those services that contain lead. Therefore, service lines will also be considered in the AMP/CIP. The City prepared and submitted a preliminary Distribution System Materials Inventory (DSMI) to meet the January 1, 2020 deadline. The final DSMI is due January 1, 2025, and all problem service lines must be replaced by January 1, 2041. The target completion date for the AMP is end of August 2023. Given the timeframe for the AMP, we are not proposing to complete the final DSMI as part of the AMP, however, we will make progress toward that end.

We have prepared this proposal and the attached Work Plan to assist the City with completing the required AMP. The EGLE Asset Management Program Review Checklist is attached for reference. We propose to complete the scope of work outlined in the Work Plan at our standard hourly rates plus reimbursable expenses in accordance with the following budget:

Task	Budget
Asset Inventory	\$4,800
Condition & Criticality Assessment	\$4,400
Update Preliminary DSMI	\$2,800
Level of Service Goals	\$800
Capital Improvements Plan	\$3,600
Financial Coordination	\$600
Asset Management Plan Report	\$6,400
Total Proposed Budget	\$23,400

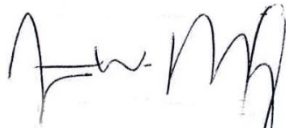
Our budget assumes 4 meetings with staff and council with a mix of virtual and in-person as appropriate over the course of the project. If additional (or fewer) meetings are required/desired, we propose to adjust the budget accordingly.

We are prepared to begin work upon authorization. The schedule is tight for submission of the final AMP to EGLE by end of August 2023. We aim to provide the final CIP to the City's financial consultant by early to mid-August to allow for incorporation of their analyses into the final AMP, presenting the AMP to City Council, and submitting the AMP to EGLE by the established deadline.

Authorization to proceed with the work under our existing Professional Services Agreement for General Consultation dated November 13, 2018 can be given by returning a copy of this proposal signed below as indicated. We look forward to continuing our work with you on resolving this matter and improving the City's water service to its customers! Please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK



Jonathan W. Moxey, P.E.
 Project Manager



Don DeVries, P.E.
 Group Manager

**AUTHORIZATION TO PROCEED WITH
 WATER SYSTEM ASSET MANAGEMENT PLAN**

By: _____

Title: _____

Date: _____

WORK PLAN

Asset Inventory

1. Meet with representatives from the City and Kalamazoo Lake Sewer and Water Authority (KLSWA) to confirm ownership boundaries/breakdowns and collect available records pertaining to age and condition. Much of this information is located in the KLSWA Geographic Information System (GIS) mapping. The GIS already has GPS-accurate locations of valves and hydrants and KLSWA staff is working on locating all curb stops.
2. Using the KLSWA Asset Management Plan (AMP) as a starting point, prepare a City-specific list and description of water system assets. Include a level of detail appropriate for the asset type.
3. Identify incomplete or low-confidence data and outline a plan for completing or refining the dataset in subsequent updates.

Condition & Criticality Assessment

4. Due to the nature of the assets, most of the assessment of the distribution system (water mains, hydrants, and valves) will be based on existing maintenance records (e.g. water main break history), supplemented by age and material type.
5. Perform a site visit to review the condition of the two well houses and associated equipment. Physical observations will be supplemented with service records and other relevant maintenance background.
6. Review the most recent storage tank inspection report and incorporate the findings.
7. Use matrices to evaluate all system components by likelihood and consequence of failure. A spreadsheet will be used for the analysis.

Update Preliminary Distribution System Materials Inventory

8. According to the preliminary Distribution System Materials Inventory (DSMI) prepared in 2019, 229 of the City's total 907 water service lines have an unknown material type. Those numbers have changed slightly as materials have been identified (as in the case of Campbell Rd and a portion of Park St) and as new service connections have been made. Update preliminary DSMI to form the basis of the scope of work required for the final DSMI.

Level of Service Goals

9. Work with City and KLSWA representatives to establish and define the way the water system utility managers, operators, and public officials want the water system to perform over the long term. Define the required "sustainable" level of service for the system. We anticipate the City Level of Service Goals will mirror those included in the KLSWA AMP.
10. Include in the AMP a description of the process used to establish Level of Service Goals, a listing of the goals and a description of how each goal will be tracked and assessed.

Capital Improvements Plan

11. Develop a draft Capital Improvements Plan (CIP) based on the Condition and Criticality Assessment, the final DSMI, KLSWA's most recent Water Reliability Study, the City's recent Drinking Water State Revolving Fund Project Plan and other relevant data. Include short term (1-5 year) and long term (6-20 year) capital improvements projects required to meet the Level of Service goals.

12. Review the draft CIP with City and KLSWA staff. Prioritize projects, develop preliminary budgets, and identify potential outside funding sources.
13. Present the CIP to City Council and finalize with comments received, if any.

Funding Structure & Rate Methodology

14. Coordinate with the financial consultant as needed to provide cost estimates and other necessary information required for their analysis.

Asset Management Plan Report

15. Compile the various elements identified above into an Asset Management Plan Report. The report will include the various text and tables developed during the planning process, as well as relevant figures and background information.
16. Present the AMP report to City Council, make necessary revisions and submit to EGLE for approval. Address comments received from EGLE, if any.

Jamie Wolters

From: Dan Gaughan <dan@urbanpooch.com>
Sent: Monday, July 3, 2023 3:13 PM
To: Jamie Wolters; Dan Gaughan
Subject: Saugatuck Short Term Rental Task Force-IMPORTANT INFORMATION-Incident

Dear Saugatuck City Council & Members of The Saugatuck Short Term Rental Task Force,

My Husband Ed and myself purchased a home at 776 Manchester Drive in Saugatuck 3 years ago this month. As you know - this home is located in a quiet peaceful subdivision in Saugatuck off of Campbell Road. There are many lovely wonderful amazing homeowners on this street and in this area who call this their permanent home who we have gotten to know and have become friends with.

I wanted to share with you an incident that took place last night - on Sunday July 2nd, 2023 at approximately 9:15pm. The details of this incident are outlined below in great detail in a copy of a group text I sent to our fellow neighbors along Manchester Drive and Weirich

The combative renter who was lighting off an arsenal of fireworks that night on Manchester Drive was renting a home across the street from us at 775 Manchester Drive. We have never met the owners of this property but our other permanent neighbors have. This home has been a Vacation Rental Property since we purchased our home. The previous owner sold this home to the current owner who rents it out.

To my understanding Saugatuck City Ordinances prohibit the use of and lighting of any Fireworks of any kind on Saugatuck Public Property.

Over there last 3 years - three properties near us including this one across the street, the property next door to us on Weirich Drive and another down the street on Manchester Drive have sold to owners-investors who have turned them into Vacation Rental - Short Term Rental Properties and especially during the Summer months - many unpleasant experiences dealing with these renters.

This is another example of why Saugatuck needs tougher, tighter and extremely stringent rules & regulations placed on these Vacation Rental Homes and properties. This was another example of how many of these renters DO NOT respect the Community where they rent these properties - whether it's blowing off fireworks near homes or being loud and obnoxious all hours of the night in some instances going beyond Midnight to speeding through these communities in their vehicles or letting their dogs run loose in the area agitating our animals and using our properties to go to relieve themselves.

Before we purchased this home - we came to visit Saugatuck & Douglas for 18 years and fell in love with the area and ALWAYS respected the Community wherever we rented.

Our Home is our sanctuary - a long long term investment we have made in the Community there and we expect The City of Saugatuck to hold these Short Term Rental Property Owners accountable on all levels regarding strict rules & regulations for their guests they MUST have in place in order to obtain an operating license or a Temporary Moratorium on any further Short Term Vacation Rental Applications MUST happen immediately until The City of Saugatuck gets this situation under control.

As you may know - similar Resort Towns and Communities such as Union Pier, New Buffalo, Three Oaks and others along the Southwestern Portion of The State in Berrien County, MI have done all out BANS on Short Term Vacation Rentals and did this years ago for similar reasons and issues and problems mentioned here.

In the meantime - we as residents and non rental home owners along Manchester Drive and in that subdivision will continue to confront any renters who violate decency and will not hesitate to call and bring in The Allegan County Sheriff's Department over and over again to resolve any issues such as last night.

I appreciate you taking the time to read my email and concerns and I look forward to your response.

Thank you for all of your hard work!

Sincerely,

Daniel Gaughan
Home Owner
776 Manchester Drive
Saugatuck, Michigan
(773) 510-6945 - my cell

Good Morning Neighbors. I wanted to make you aware of a situation last night. The renters in the house across the street from us & next to Jan & Dave began setting off an arsenal of fireworks including aerial rockets and firecrackers just after 9pm on Manchester between the rental driveway and Lisa & Dave's driveway. This wasn't just a few sparklers and some fire crackers - this was an ARSENAL. An older man with a pick-up truck was setting them off while young kids and several women from the rental watched. The sparks from these were rWewaining down over our rooftops and the trees and the smoke was thick and it was loud. I went out to ask what they were doing and an older guy who had the fireworks in the back of his pick-up truck immediately confronted me saying to come closer to say what I had to say which I did. I told him very clearly and loudly to respect the community and the animals and to stop blowing off these fireworks. He told me the owners of the home gave him permission and said it was ok that he does this each night until 11pm. He then got more confrontational and I told him he either stops now or I am calling The Allegan County Sheriff's Department. One of the women who had some sense told me they would stop and they did. The guy went on to tell me to respect the community and that he's from Detroit and we can do these things there. I asked him if he was going to clean-up the mess in the street and on the lawns from the blown fireworks and he had nothing further to say. Just now when I walked Aidan you can see the burn marks on Manchester and of course the shredded remnants of the fireworks they were able to blow off. I have not met the couple who owns that house - Ed has. Can somebody please forward their names and cell phone #'s to me so I can call them once we return to Chicago this morning. I want to make them aware of this situation and to let them know it is NOT OK that their renters do this regardless of Fireworks are legal or illegal in Michigan. Please beware this guy most likely will attempt to do this again tonight and tomorrow. I did not see his pick-up truck in the driveway but the 2 vehicles - one from Michigan and the other from Illinois. I will keep you posted on my conversation with that property owner. Thank you and wishing everyone a safe and Happy 4th of July.