



CITY COUNCIL WORKSHOP AGENDA

September 8, 2021 – 4:00 pm

This meeting will be available live, virtually on Zoom at the following link, *but is not open for virtual participation.*

<https://us02web.zoom.us/j/2698572603>

- 1. Call to Order**
- 2. Roll Call**
- 3. Mayor's Comments**
- 4. City Manager's Comments**
- 5. Agenda Changes (Additions/Deletions)**
- 6. Guest Speakers**
- 7. Public Comment (Limit 3 minutes)**
- 8. Unfinished Business**
- 9. New Business**
 - A. Board Appointments Information Only**
 - B. Social District Updates**
 - C. Non-Motorized Trail Grant Funding TAP & NMRTF**
 - D. Non-Motorized Trail Grant Matching Contribution**
 - E. Non-Motorized Blue Star Trail Maintenance Discussion**
 - F. Holiday Lights**
 - G. Media/Audio Visual Updates**
- 10. Public Comments (Limit 3 minutes)**
- 11. Communications**
- 12. Council Comments**
- 13. Adjourn (Roll Call)**



City Managers Report – Highlights September 8th, 2021

Pop-up Patios & Social Districts

Pop-ups

Staff will provide a presentation and bring recommendations for Council to consider for the '22 season at a future meeting.

Social District

Social District signage has been placed and there will be a discussion on creating a social space/s on the agenda.

Holiday Lighting

The City is in year three (3) of a three-year contract for holiday lighting. The vendor (Chips Groundcover) will begin installing lights after Labor Day. Lights are active 24/7, a decision made after failed experiences with timers that are subject to ground faults and are notoriously unreliable.

Traffic Light Study by Allegan County Road Commission for Blue Star Highway

Proposals have been received by the Allegan County Road Commission for a study for traffic light warrants and potential need (Lake Street and Allegan). Study anticipated to be complete by the end of calendar year.

4th of July Expenses and Revenue

Revenue

Donations	\$13,750
-----------	-----------------

Expenses

Allegan Sheriff	\$7,552
-----------------	---------

State Police	\$6,727
--------------	---------

<u>Port-a-Lets</u>	<u>\$3,259</u>	Port-a-Lets cost not a direct firework cost
--------------------	----------------	---

Total Expenses	\$17,539
----------------	-----------------

Highway Construction Update

WB I-196 mainline work will continue between 60th and Blue Star Hwy (Exit 41) until early November. The ramp from NB/EB I-196 to NB US-31 will also remain closed and detoured to M-40 until early November.

The rest area work has been postponed and will now occur during the 2022 construction season. The new rest area schedule has an opening date of December 2022.

Oval Beach Staffing and operations

Many thanks to Scott Herbert and beach staff for a successful season in light of staffing issues. Members of existing beach staff will transition to seasonal help for Department of Public Works for the remainder of the season, a major help. Recruitment for staffing next season is underway.

DPW Staff

An additional full time DPW staff position is in the process of being advertised with interviews to begin on or around September 1, 2021.

Blue Star Trail Update

Staff reviewing proposed designs from an operations and maintenance viewpoint. Next steps for grant submittal include:

1. Confirmation of who is the TAP grant applicant
2. Concurrence that both township (& city) are willing to apply for a MNRTF grant.
3. Route decision
4. Funding package, how much to request from TAP? Although a 50% grant is most competitive, 40% is average, 30% is possible. What is realistic on local funding capacity?
5. Maintenance agreement; the agreement John shared showing the collaboration will be good for the Trust Fund grant but would work fine for the TAP grant.

Dune Ridge Waterfront Update

Violation Summary:

Eight (8) Foot Privacy fence

Violation- Violates multiple sections of city code and a section of fence is on city property.

Requested correction- Remove the screening fence.

Timeline- Confirm fence will be removed within seven (7) days of receipt of letter. Fourteen (14) days for removal.

Electric meter and panel

Violation- Approved land use permit represented “no utilities proposed.” Installation of electrical meters constitutes a “major change.”

Requested correction- Amended site plan and seek approval from the Planning Commission, or removal.

Timeline- Communicate intentions for electrical meters within seven (7) days, submit applications for zoning approval or remove within fourteen (14) days, or remove.

Boat Hoists

Violation- Installation of boat hoists subject to waterfront development permit and not depicted in the approved site plan and represent a “major change.”

Requested correction- Amend site plan seek approval from the Planning Commission, or removal.

Timeline- Communicate intentions for boat hoists within seven (7) days, submit applications for zoning approval or remove within fourteen (14) days, or remove.

Moored boat displaying commercial boat rental advertising

Violation- A minor construction marina can be used for no retail or commercial uses.

Requested correction- Discontinue the use.

Timeline- Seven (7) days

Additionally, legal is working directly with the title company to research the Prokopeak easement.

Road resurfacing (and utility) projects

Campbell Road Please see attached construction notice included as part of this packet.

Mill Street- Engineer working with A1 Asphalt to schedule milling.

Maple Street- Maple street is in need of resurfacing. However, there are three infrastructure improvement projects that should coincide with the repairs, which include:

- Elevating Maple Street at the intersection of North Street, including the potential for adding culverts.
- Stormwater Improvements at Maple and Mason Street, addressing a resident concern that increased water runoff is causing erosion issues in an adjacent creek.
- Water service investigation and replacement.

Given the number of infrastructure improvements needed, this looks to be a spring '21 project.

Park Street- The road survey has been complete for months. I anticipate that staff and Council will be prepared to re-start the conversations on the Park Street project scope in the winter months. Water service investigations and potential replacement will become a large part of the project scope.

Hoffman Street sanitary project- a note from the engineer as of 7.26.21- *We compiled all of the relevant background information we have in terms of plans, sketches, GIS. The next step will be to do some televising to trace the laterals on that block. I reached out to Plummers to see if it is something they can help us with. If I don't hear back soon, I'll try some others.*

I spoke to Kreig at Rapid Flush who is doing the work for 314 Butler. I am fairly confident that they will need to cut across Hoffman this fall, but we want to have a better understanding of the surrounding properties' connections in case that changes the strategy.

Radar Signs & temporary traffic light & pedestrian crossing

Radar sign ordered for Blue Star Highway have been shipped. Working with Allegan County Sheriff Department on deployment.

Milfoil update

Second round of treatment complete. Inspections were requested by the aquatic company based on some concerns that the treatment was not effective in all areas. Based on the inspection conducted on or around 8/30/21 the following was reported by the aquatic's maintenance contractor:

Hi Ryan,

I took a trip down to both Saugatuck and Douglas harbors this morning to take a look at the status of the milfoil growth in both the harbor areas. After jumping in the boat and surveying the areas, I am extremely excited to inform you that we are experiencing phenomenal control of the invasive plant in both harbors. I toured both the offshore and near shore areas in Saugatuck harbor and found very little milfoil in the area. What milfoil I did observe looked to be new growth that has occurred following our last treatment. I did observe about an acre and a half sized patch of weeds growing near the surface offshore. Upon further investigation, the plants are in fact native plant species (i.e. Coontail, algae, and various pondweed species). These plants, as you are aware, we are not allowed to target by laws and regulations put in place by EGLE. In conclusion, I am extremely satisfied with the amount of milfoil control we have accomplished out there as I estimate about 93%-95% control of the initial Eurasian Watermilfoil infestation. I have attached some photos and videos of the harbor that I took this morning. The close ups of the weeds at the surface are about 99% percent native plants with the majority of them being Coontail (a milfoil look-a-like).The other photos and videos are of the area as a whole.

With this being our very first season of conducting treatments in the harbor, I am beyond satisfied with what I observed today. We set the bar very high for ourselves and I feel as if that bar has been exceeded greatly. The battle against invasive species is not often an overnight

success and requires lots of work and persistence and in most cases requires multiple years of management. We will continue to combat this invasive species in your harbor to the very best of our abilities so the City of Saugatuck can enjoy the harbor at its fullest potential. Please feel free to reach out with any further questions as we are very eager to help.

Have a wonderful week!

Zach

AT&T & Verizon Cellular Facilities

AT& T continues their structural review of the Mt. Baldhead Tower for cellular use (inside existing dome). The Verizon permits for small cell technology have been provided to legal counsel for review, please anticipate seeing the permits on an upcoming agenda. Historic District Committee approved one of the small cells with conditions.

City Hall Office Space

New office furniture and layout remains under review, likely a winter project.

BLUE STAR TRAIL

connecting douglas, saugatuck & saugatuck township



community open house information packet



SAUGATUCK TOWNSHIP

Blue Star Trail - Route Descriptions and Alternates

Washington Street to Lake Street (Douglas and Saugatuck)

Option 1 – 3 Lane Roadway with 8' Non-motorized Trail

- Restripe roadway to provide three each 11 foot traffic lanes
- Add 3 foot separation between trail and southbound traffic lane via pavement marking and vertical separation (traffic delineators, or other to be determined).
- Provides 8 foot non-motorized pathway with paved 2 foot clear zones on each side.
- North bridge approach includes a 10 foot wide separated trail behind the curb with a bike rail on the west side along the embankment (same for both alternates).

Observations/Discussion

- May require "design exception" from MDOT for 8 foot wide trail. Good justification is available.
- Vertical separation proposed through use of traffic delineators. MDOT may require curb or other separation technique.
- Maintains full 3 lane section through bridge and approaches. 11 foot center lane highly desirable by emergency services.
- Estimated Construction Cost for this Alternative is \$130,000

Option 2 – 2 Lane Roadway with 10' Non-motorized Trail and Traffic Signal

- Restripe roadway to provide 2 lane bridge crossing with 4.5 foot paved shoulders and greater separation from non-motorized trail. Vertical separation also required or highly recommended (traffic delineators or other to be determined).
- Provides 10 foot wide non-motorized trail with paved 2' clear paved clear zones on each side.
- South bridge approach transitions back to 3 lanes for left turns at Washington Street. This section has 2 each 11' travel lanes with a 10' left turn lane and no shoulders.
- Two lane alternate requires traffic signal at Lake Street for emergency vehicles

Observations/Discussion

- Short left turn lane stacking at south end of bridge may cause traffic backups
- Vertical separation proposed through use of traffic delineators. MDOT may require curb or other separation technique.
- Traffic Signal Provides the following benefits:
 - o Southbound traffic lane through bridge can be cleared of traffic via remote control of the signal before emergency vehicles get to the bridge.
 - o Would provide traffic control of vehicular and pedestrian traffic at the Lake Street intersection during normal operation.
- Adds fairly significant cost (approx. \$150,000), of which only approximately 20% would be eligible for funding participation.
- Estimated Construction Cost for this Alternative is \$280,000

Alternates Also Considered for this section but not recommended for further evaluation

- Two lane roadway w/o traffic signal. – Not supported by Emergency Responders.
- Various width additions to the existing concrete sidewalk on north side. – Requires bike railing along traffic lane/edge of sidewalk as well as increased height rail on outer edge of bridge. Significantly changes the bridge loading and drainage systems. Very high costs.
- Three lanes configuration with 11.5' travel lanes and 10' left turn lane. – Not supported by Emergency Responders due to limited left turn lane width.
- For northerly bridge section, on roadway lane to Lake Street (utilizes existing acceleration lane). – Traffic impacts at Lake Street due to loss of existing acceleration lane.

Blue Star Trail - Route Descriptions and Alternates

Lake Street to Maple Street (City of Saugatuck)

Option 1 – Full Roadway Separation with At Grade Boardwalk or Retaining Wall Section

- Maintains existing roadway as-is
- Requires guardrail relocation north of Lake Street
- Limited top width and steep embankment section on northwest side of roadway requires adding an at-grade boardwalk or retaining wall section north to Bridge Street to provide 10' separated trail with required clear zone (5' from edge of paved shoulder).
- From Bridge Street to Maple Street, embankment reverses and retaining wall on west side of trail likely required.

Observations/Discussion

- AASHTO Compliant separation
- No roadway configuration changes
- Estimated Construction Cost for this Alternative is \$675,000

Option 2 – 10' Non-motorized Trail with Reduced Separation

- Because of the high cost of Option 1, it may be possible to reduce the roadway separation requirement by adding a vertical separation component. This option would add concrete curb and gutter to the west side of the roadway along with a vertical component such as delineators. This can then reduce the separation from the travel lane to approximately 4 feet, and reduces the overall top width requirement by approximately 7 feet from Option 1.
- Requires existing guardrail relocation to face of curb.
- Roadway reconfiguration consists of cutting and removing paved shoulder and adding concrete curb and gutter at lane line.
- From Bridge to Maple, embankment reverses and retaining wall on west side of trail likely required.

Observations/Discussion

- Reduced horizontal separation from AASHTO minimum 5 feet requires vertical element and design exception approval from MDOT.
- Vertical separation proposed through use of traffic delineators and curb and gutter. Curb and gutter may not be eligible for TAP funding and may increase the local share requirement.
- Roadway drainage reconfiguration required
- Estimated Construction Cost for this Alternative is \$600,000

Alternates Also Considered for this section but not recommended for further evaluation

- Utilize a portion of the existing paved shoulder with pavement marking and rumble strips. = Requires a significant design exception. AASHTO standards require a minimum 5' separation from the edge of the paved shoulder (not lane line). Existing paved shoulder width on roadway is needed to continue to comply with AASHTO roadway standards.

Blue Star Trail - Route Descriptions and Alternates

Maple Street to Old Allegan Road (Saugatuck Township)

Three Distinct Typical Cross Sections Apply to the Area (No Alternates Provided)

All Sections are AASHTO compliant Separated Trails with No Roadway Reconfiguration

10' HMA Trail with Retaining Wall - From Maple to approximately 350' north

This section has a steep embankment up from the roadway and some structures close to the right of way line that will require a retaining wall to be constructed in order to construct the path within the right of way.

10' Separated Trail

The section from 350 feet north of Maple to 900 feet north of Maple has grades that allow for a standard separated trail construction.

- AASHTO Compliant separation
- No roadway configuration changes

Boardwalk – Old Allegan Road to 300 feet South

The northernmost section of trail to Old Allegan Road has wetland/low area adjacent to the roadway and will require a boardwalk section.

Estimated Construction Cost for this section is \$450,000

Alternates Also Considered for this section but not recommended for further evaluation

- None

Blue Star Trail - Route Descriptions and Alternates

Blue Star Highway to Holland Street via North Street, Amalanchier Park and 66th Street (Saugatuck Township))

Two Distinct Typical Cross Sections Apply to the Area

All Sections are AASHTO compliant Separated Trails with No Roadway Reconfiguration

10' Separated Trail

The section will apply along North Street (construction along old RR grade offset from roadway) from the Blue Star Highway to just east of the creek crossing, then north through Amalanchier Park and then along the east side of 66th Street (adjacent to cemetery) to Holland Street and the Beeline Trail to Holland.

Boardwalk

This section will apply to the wetland/creek crossing in Amalanchier Park. The length of boardwalk will be limited as much as practical.

Observations/Discussion

- This section of trail will be routed through a forested, undeveloped park setting providing a high aesthetic user experience.
- This section of 66th Street has very few residences. Location on the east side would not impact any residences but may require some tree removal.
- Estimated Construction Cost for this section is \$330,000

Alternates Also Considered for this section but not recommended for further evaluation

- Continue trail along the west side of the Blue Star Highway to Clearbrook and then along Clearbrook to Holland Street. – Requires at grade boardwalk or retaining wall due to steep dropoff near roadway and high costs.
- Continue trail along the north side of North Street to Holland Street rather than north through Amalanchier Park. – Limited right of way and steep slopes would require retaining wall, higher costs and greater impact to residences than other alternatives. A timber bridge crossing of the creek would still be required.
- A shared use roadway for the 66th Street portion was considered by would not be supported by the Road Commission. Grant requirements would dictate concrete sidewalks on both sides of the roadway which make cost comparable to a separated trail.

August 31, 2021

Dear Saugatuck Resident,

The City of Saugatuck and the City of Douglas are working with Fleis & VandenBrink Engineering of Grand Rapids to replace the water main and water service lines, and then resurface and widen Campbell Road between Park Street and McVea Drive. This letter is being provided to introduce you to the proposed scope of work and provide information about the construction process. Based on feedback we received from residents, we have requested a widened road shoulder to provide a safer walking / cycling route along the newly resurfaced section of Campbell Road. We don't anticipate at this time that there will be major tree removal as part of this project, primarily smaller bushes and some tree trimming on the north side near Park Street by Consumers Energy during pole relocation work. Final plans are being completed and the bidding process will begin in the next few weeks.

How is this project being paid for? Unfortunately, the City received notice that we were not successful in our third attempt to secure a MDOT Category B Grant to help defray the cost of the project. MDOT received 139 applications totaling \$21.9 million in grant fund requests but only had \$3 million to award for projects. Both Cities have decided to move forward with the project without the grant funding. The cost of the project will be divided proportionally between the two Cities. Because this is a water main replacement project identified in the water asset management plan, none of the project costs are anticipated to be passed onto the homeowners as a special assessment.

When will the work begin? We don't have an established timeline to begin construction; however, to avoid major construction during peak tourism season, the project will be split into two phases—water main and service line replacement in fall 2021 and resurfacing in spring 2022. The water main and service line replacement phase will involve milling the road, replacing and upsizing the water main using a combination of open trenching and boring, and replacing the lead and galvanized service lines. Where lead services are encountered, service line replacement will extend up to and in some cases into the home, which will require the cooperation of homeowners but will not be a cost to the homeowner. Upon completion of the water main installation, compacted gravel will be installed to maintain traffic through the winter months. Resurfacing Campbell Road from Park Street to McVea Drive is planned for spring 2022 as soon as the asphalt plants open for the season.

Why are water service lines being replaced? Per the State's drinking water quality standards, all lead and certain galvanized service lines must be completely replaced from the water main all the way up to eighteen inches inside the home. The contractor will need access to your home to complete this process. If you choose not to participate, you may leave the lead and galvanized service lines in service, but the City will not replace those lines at a later date and you will have to confirm in writing your desire to not participate in the service line replacement.

What if I'm not home? We anticipate some residents will be leaving for the winter months to warmer destinations. We are requesting your assistance providing a local contact for the lead and galvanized service line replacement process. Please fill out the form included in this letter so that we have your contact information. If you are leaving for the winter, a local contact will need to be provided for an individual who is permitted by the owner to provide access to the property.

Will the service line replacement damage my yard? We are planning to directionally bore the portion of the services lines that are on private property, however, some open trenching will still be required for connections. This process may disturb small areas of lawns, landscape, sidewalks, and driveways. Please let us know if you have a lawn irrigation system on your property. The contractor will regrade, reseed, and restore any disturbed areas. We appreciate your patience during this process and will work with homeowners to properly restore the site.

I have an irrigation system installed in the right of way. What do I do? There may be some disturbance of lawn areas adjacent to the road edge in preparation for paving. If underground irrigation is near the road edge, residents should clearly mark the locations so that every effort may be taken to avoid damage. The City will not replace or repair damaged unmarked private irrigation systems, landscape, plantings, fences, or other miscellaneous encroachments located within the City's right-of-way or public utility easements.

Will the City keep me informed about the project? We propose to communicate construction timelines via group email with blind copy. Simply email the City at the address indicated below if you wish to be included. Full plans will be available at Saugatuck City Hall if you'd like to review the scope of work.

Will access to my driveway be interrupted? Driveway access for residents in the construction zone will be maintained throughout construction, though there may be periods of time when a driveway is temporarily inaccessible with construction operations.

Will home deliveries be interrupted? While construction is an inconvenience, the City will work to minimize traffic conflicts and provide access. Active construction operations will limit vehicle travel to local residents only. All others should follow the marked detour routes. Parcel delivery services will be allowed to complete their normal deliveries when feasible.

How will trash and recycle pickup be managed? Trash and recycling pickup times are anticipated to continue as usual during construction.

When construction operations cease for the winter, who do I call about a pothole? Please contact the Department of Public Works at 269-857-2558 for pothole maintenance during the winter months while temporary gravel is in place until the road resurfacing is completed in the spring.

More information will become available when a contractor is selected and a more detailed schedule is developed. If you have questions, please contact City Hall at 269-857-2603 or email Kate White at KWhite@saugatuckcity.com.

Thank you for your patience.

Kate White
Intern

WATER SERVICE LINE REPLACEMENT CONTACT INFORMATION:

Owners Name: _____

Physical Address: _____

Mailing Address: _____

Phone #: _____ Email Address: _____

Yes, I have irrigation.

Local Contact Name:(if different from owner) _____

Phone #: _____ Email Address: _____

I hereby grant permission for _____ to enter the above listed address for the purpose of replacing the water service line from Campbell Road.

Owners Signature

Date

Please return form to the City of Saugatuck either by email – Kate White, KWhite@saugatuckcity.com, by mail - PO Box 86, Saugatuck, MI 49453, or by drop box at Saugatuck City Hall, 102 Butler St., Saugatuck, MI 49453.



City Council Agenda Item Report

FROM: Kate White
MEETING DATE: September 13th, 2021
SUBJECT: Social District Gathering Spaces

Recommended Motion:

I move to allow staff to utilize Wicks Park as a “Social Space” within the Social District to serve as a gathering place with activities subject to the parameters set forth in the cover page.

Description: Gathering Spaces

- 1) *Background:* The Social District reactivates on Labor Day, 9/6. With reactivation, the City is looking to create family-friendly social spaces where people can gather, play games, and casually enjoy their beverages; these spaces will adhere to COVID-19 restrictions to ensure a safe space for visitors. Other Michigan communities with Social Districts in place have created social spaces for visitors. For example, Farmington DDA purchased games, like cornhole and four-in-a-row, to create spaces for friends and family to have fun in while enjoying a Social District drink. Niles closed a half block of their street to establish the NODE, a gathering space for all with music, tables, and games. Rockford had installed putt-putt within their common area and are actively investigating other outdoor games options for their Social District.

Games and activities within the gathering space could include cornhole, laddergolf, giant chess, jumbo Jenga, four-in-a-row, ring toss and Kan Jam. These are popular yard games and options like cornhole, Jenga, and four-in-a-row are common across Social District communities with activity spaces. See attached for examples of yard games that could be used for the social space. Games and associated materials will be weatherproof to last through the seasons. Given that these games will be used by the general public, damage and loss of pieces is inevitable. Extra accessory pieces and replacement ordering of games is to be expected.

- 2) *Selection of Space:* After investigating options for social spaces within the common area of the Saugatuck Social District, Wicks Park is the best option for a gathering space. Wicks Park has easy access to public restrooms until seasonal closure, waterfront views, bench seating, and ample open space to set-up yard games. With the possibility of additional string lighting, the Wicks Park space would create a tasteful, charming gathering space for friends and families. Staff recommends starting with a single space and expanding to other areas if the need arises.
- 3) *Sponsorship/Funding of Activities:* Funding and sponsorship opportunities are available for the City to cover the costs of creating a gathering space in Wicks Park. Local non-profits have expressed interest in helping to create these spaces through sponsorship. The funding and creation of the gathering space for the fall season would run as a beta test for these organizations to gauge further funding in the future.

- 4) *Concerns:* Scott Herbert has voiced concerns about clean up of the gathering space. With added movable structures in Wicks Park, DPW would have to perform extra work to clear the space for grounds maintenance and, with an already overloaded department, Herbert would like to minimize logistical challenges with grounds maintenance. A storage space for the games and accessories is an option to keep the area cleaned up for DPW maintenance of the grounds. Alongside the Wicks Park restroom is a graveled drainage area that would be an optimal space for a storage container(s) as it would store games off the grass for the DPW.
- 5) The recommended motion as framed would grant permission to begin working with non-profit organizations to create the Social Spaces given the following parameters:
- All activities and amenities are to be reviewed by DPW.
 - Efforts are to be made to work with local non-profits to assist with funding of spaces.
 - Reports on the status of the Social Spaces are to be provided to Council monthly.
 - Efforts are to be made to work with local vendors to build weatherproof, wooden yard games. Some games may not be buildable, so alternative online options would be pursued.

GAME SUGGESTIONS

1. GIANT CHESS/CHECKERS



2. CORNHOLE



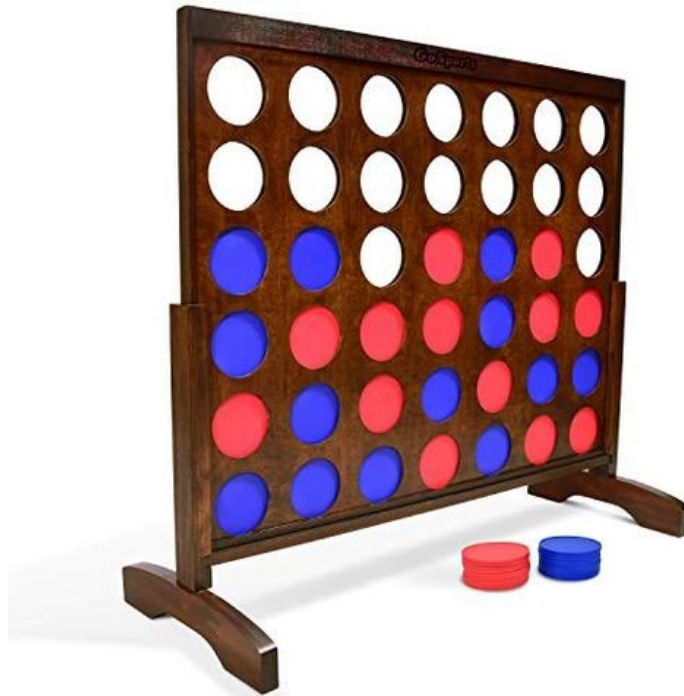
3. JUMBO JENGA



4. LADDERGOLF



5. FOUR-IN-A-ROW



6. KAN JAM



7. RING TOSS





City Council Agenda Item Report

FROM: Ryan Heise

MEETING DATE:

SUBJECT: Transportation Alternatives Program (TAP) Grant and Michigan Natural Resources Trust Fund (MNRTF)

Recommended Motion:

To be provided as part of a resolution for Monday Council Meeting.

Description: Open City Positions

A lead Act 51 Agent is required to apply for federal grant funding through the Transportation Alternatives Program to assist with capital cost for the construction of Blue Star Trail. The Tri-Community Non-Motorized Committee has recommended the City of Saugatuck act as the lead agency.

It is proposed that both the City of Saugatuck and Saugatuck Township apply for MNRTF separately.



City Council Agenda Item Report

FROM: Ryan Heise
MEETING DATE: 9/13/21
SUBJECT: Matching Contribution

Recommended Motion:

To be determined after workshop discussion.

Description:

The Transportation Alternatives Program grant application will ask a question related to funds that the municipality has committed to the construction of the project. The Non-Motorized Trail Committee has recommended that each municipality determine what dollar amount they are willing to contribute to strengthen the grant application.



City Council Agenda Item Report

FROM: Ryan Heise
MEETING DATE: 9/13/21
SUBJECT: Maintenance agreement for the Non-Motorized Trail (Blue Star)

Recommended Motion:

To be provided as part of a resolution for Monday Council Meeting.

Description:

The Transportation Alternative Program (TAP) grant requires that maintenance of the newly created infrastructure be determined or agreed upon. The Non-Motorized Trail Committee is recommending that the City of Saugatuck join an existing agreement with Laketown Township, City of Village of Douglas, and Saugatuck Township (attached in this packet.) The memorandum of understanding encourages intergovernmental cooperation for operations and maintenance while recognizing that each municipality is responsible for the ongoing maintenance within their respective jurisdictions.

MEMORANDUM OF UNDERSTANDING

REGARDING

THE BLUE STAR TRAIL

BETWEEN

SAUGATUCK TOWNSHIP AND LAKETOWN TOWNSHIP AND THE CITY OF VILLAGE OF DOUGLAS

PURPOSE: The purpose of this Memorandum of Understanding is to illustrate that the “Blue Star Trail”, a non-motorized trail linear park, will be shared, maintained, and operated in a mutual beneficial and collaborative manner between the entities of Saugatuck Township and Laketown Township and the City of the Village of Douglas (“The Partners”).

SCOPE: The scope of this agreement is limited to the constructed sections of the Blue Star Trail that traverses the partners’ respective legal jurisdictions.

HISTORY OF RELATIONSHIP:

- The Partners work together on preparing plans and routes for the Blue Star Trail.
- The Partners support good faith efforts to collaborate on general maintenance of the Blue Star Trail which may include sharing of equipment, materials and/or staff, Allegan County “Debt Crew” services, as necessary and as agreed to in advance.
- The Partners have residents and taxpayers in the independent non-profit “Friends of the Blue Star” organization that assists with maintenance, development, and events related to the “Blue Star Trail”.
- The Partners collaborate on funding and development efforts of the “Blue Star Trail”.
- All the Partners have recognized regional safety, economic and sociological benefits of the “Blue Star Trail” and encouraged collaboration between local governments and Allegan County and Allegan County Parks Department.

UNDERSTANDING:

1. The Partners agree to collaborate on maintenance associated with public ownership/operation of their owned non-motorized trails. **Each Partner shall be responsible for all costs associated with their segment of the Blue Star Trail.** Such activities may include but are not limited to: weed spraying, tree removal, tree trimming, grass mowing, trail sweeping, non-motorized trail drain replacement and/or improvements, edging, sign replacement and/or other activities associated with regular use of non-motorized trail facilities.

2. The Partners agree to collaborate on sectional trail replacements, asphalt crack sealant, asphalt repairs and/or replacements, bridge span repairs and/or replacements and other large projects such as grant applications, engineering design and/or planning and engineering.

3. The Partners will at their option utilize staff members, private contractor(s) and/or volunteers to conduct shared trail maintenance. The Partners will endeavor to utilize common request for proposals, bids and/or contract agreements for maintenance services. The parties further agree to coordinate solicitation of resources including any grant applications, requests to foundations, or public fundraising efforts.

ACTIVITES:

1. Project development – The Partners will plan and work together to identify projects necessary or that are desired to maintain or enhance a uniform and cost effective Blue Star Trail experience.

A. To reduce regular maintenance costs of mobilization and coordinate work schedules of private contractor services and public employees such as tree trimming, weeding, lawn mowing and or fertilizing;

B. Partners shall endeavor to fund and replace uniform trail signage that exists along their respective portions of the Blue Star Trail and shall endeavor to preserve any approved artistic metal sculptures along the Blue Star Trail.

C. Partners shall endeavor to share formal “Request for Proposals” (RFP) and agree on terms and evaluation criteria that is to be used to grade the proposals or bids pursuant to the formal RFPs.

D. Partners agree to coordinate efforts in case of catastrophic weather conditions to facilitate timely repairs of damages or losses to the Blue Star Trail.

E. Partners agree to adhere to generally accepted engineering standards of design, inspection, and construction of all portions of the Blue Star Trail that exist in their jurisdictions. Partners agree to adhere to appropriate public developmental practices for all repairs, reconstructions or extensions of the Blue Star Trail.

2. Construction - The Partners will coordinate construction, alteration, repairs, reconstruction, or improvement projects for the Blue Star Trail.

3. Special Events – The Partners will determine that special events designed to promote the Blue Star Trail are appropriate and will work cooperatively as appropriate to conduct such events.

4. Community Promotion – The Partners may from time to time determine to engage in community promotional efforts and will endeavor to work cooperatively to conduct such promotion efforts for the Blue Star Trail. These may include but not be limited to such projects as trail newsletter, Facebook posts, and local newspaper articles.

OTHER:

1. Addressing issues and concerns – Any issues or concerns with this Memorandum of Understanding should be addressed to the Manager of the Partner Office or other chief appointed official(s) of the partnership as appropriate.

2. This Memorandum of Understanding is a formal agreement that shall be in effect upon signing by all Partners.

NOW, THEREFORE, it is hereby agreed to by and between the partners the following:

- Saugatuck Township and Laketown Township and the City of the Village of Douglas will continue to collaborate on development, operation, and maintenance of the “Blue Star Trail.”
- Resources, including staff time, materials and/or equipment will be shared on an as needed basis in a working collaborative relationship that shall minimize public expense of each Partner and maximize value of each Partners’ owned portion of the Blue Star Trail.

IN WITNESS WHEREOF, the parties hereto have caused this Memo of Understanding to be a formal agreement between the aforementioned public entities.

Linda Anderson

City of the Village of Douglas Date

Title: Mayor 8-14-18

Terry Hofmeyer 8-14-18

Laketown Township Date

Title: Supervisor

Cheryl Spina 8-14-18
Saugatuck Township Date

Title: SUPERVISOR

BST City of Saugatuck portion - Trail Maintenance Cost Calculator

Facility Type	Distance (Miles)/ Bridges/ # Sq. Feet Retaining Wall	Annual Maintenance & Operations Costs/Mile***	Annual Ops Cost	Preventative Maintenance Costs/Mile Includes: Annual inspection, 7 year trenching, as needed crack sealing, and/or culvert clearing***	Annual Preventative Cost	Annual Snow Removal Cost/Mile***	Snow Removal Cost	Total
Shared Roadway: Includes updating pavement markings and signage	0.09	\$850.00	\$76.50	\$200.00	\$18.00	\$2,000.00	\$180.00	\$274.50
Asphalt Shared-Use Path (25 year life): Includes updating pavement markings and signage, debris & tree limb clearing, mowing, minor isolated surface repair	0.13	\$1,700.00	\$221.00	\$725.00	\$94.25	\$2,000.00	\$260.00	\$575.25
Concrete Shared-Use Path (30 year life):Includes updating concrete markings and signage, debris & tree limb clearing, mowing, minor isolated surface repair	0	\$1,700.00	\$0.00	\$725.00	\$0.00	\$2,000.00	\$0.00	\$0.00
Crushed Limestone Shared-Use Path (10 year material add): Includes updating signage, tree limb clearing, mowing, periodic grading	0	\$1,700.00	\$0.00	\$225.00	\$0.00	\$2,000.00	\$0.00	\$0.00
Timber Boardwalk (20 year deck life): Includes updating signage, debris & tree limb clearing, isolated deck board replacement and railing replacement	0.13	\$550.00	\$71.50	\$200.00	\$26.00	\$2,000.00	\$260.00	\$357.50
Bridge (25 year deck life): Annual inspection**	0	\$300.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00
Railings (25 year life); not associated with boardwalk	0.09	\$100.00	\$9.00	\$100.00	\$9.00	NA	\$0.00	\$18.00
Fencing (25 year life)	0	\$100.00	\$0.00	\$100.00	\$0.00	NA	\$0.00	\$0.00
Retaining Wall (50 year life)	0.04	\$0.00	\$0.00	\$100.00	\$4.00	NA	\$0.00	\$4.00
Trailhead Maintenance^	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	0.35		\$378.00		\$151.25		\$700.00	\$1,229.25

*Maintenance Cost Data Sources: TART Trails Current & Historical Costs, Sleeping Bear Heritage Trails Current & Historical Costs

**Assumes private contractor inspection 1x/year

*** Assume annual 3% inflation increase/adjustment

^ Trailhead maintenance is relative to what amenities exist at the site and the amount of use.

For a modern facility that needs regular cleaning budget \$10,000-\$12,000 annually

For a rural gravel lot with a pit toilet that needs weekly

cleaning budget \$3000-45000 annually



City Council Agenda Item Report

FROM: Ryan Heise
MEETING DATE: 9/13/21
SUBJECT: Holiday lighting

Recommended Motion:

To be determined after workshop discussion.

Description:

Holiday lighting install will begin after Labor Day weekend. Given that the light installation will likely be complete by October 1; I was curious if the Council would consider activating the lights earlier in the season? The electrical cost appears to be nominal given the use of the LED lighting.



City Council Agenda Item Report

FROM: Kate White
MEETING DATE: September 13th, 2021
SUBJECT: AV Proposals for Upgraded Media in Council Chambers

Recommended Motion:

I move to authorize staff to enter into agreement with vendor to install AV equipment at City Hall, with an amount not to exceed \$22,000.

Description: AV Proposals for Upgraded Media in Council Chambers

- 1) *Background:* As the COVID-19 Pandemic pushed people to use virtual and streaming applications for meeting purposes, different organizations realized that the versatility of virtual meeting applications and created hybrid meeting settings as COVID restrictions lifted. Once the City of Saugatuck opened up in-person meetings, the City maintained use of Zoom meetings to provide meeting access to people who wanted to watch council, board, and commission meetings from home. However, the current multimedia system in the chambers is not compatible with Zoom conferencing or YouTube broadcasting. The current system strictly records meetings and requires a USB to pull video recordings for upload to YouTube or the city website. In place of the multimedia system in the chambers, staff has been using a laptop, conference speakerphone, and cellphone to broadcast public meetings on Zoom. This current system has been both inefficient and ineffective.
- 2) *Scope of Work:* The purpose of gathering proposals is to ultimately improve the audio/visual components within the City Hall council chambers to facilitate better hybrid board, council, and commission meetings. General equipment requirements include an improved video system for clearer visuals and a permanent computer station for the Clerk to record and stream public meetings; this may include a permanent processing station and monitor station for the Clerk's control. Some optional equipment may include better displays for presentations, like TV(s) for displaying presentations or a better projection system, or an improved audio system. The required and optional equipment may need accessory electronics and devices to ensure usability (e.g. cabling, additional outlet installation, and so on).

The work will upgrade the audio/visual components within the council chambers for improved video recording, streaming, and broadcasting. Meetings will be clearly heard and seen for Zoom participants and YouTube watchers. The upgraded AV system will be easily usable for City staff to broadcast meetings for public viewing, improving “plug and play” capabilities and enhancing meeting efficiencies. If improved presentation displays are installed, the displays will be easily viewable for all council members and for 34-person attendees. Ultimately, the end experience will

result in a professional quality AV system where virtual meeting attendees can clearly hear and see public meetings.

3) *Cost Comparison & Timing of Installation:*

Budget Expense: Line item for capital outlay “AV upgrades” exists in the 2021-2022 budget (101-265-970-000) in the amount of \$25,000. Additional electric accommodations not included in the AV proposals are anticipated as an additional expense.

Option 1: Abel Electronics, from Saint Clair Shores, provided a quote for the required work to upgrade the council chambers with improved audio/visual electronics. Abel was sent photographs of the City’s existing AV equipment. They composed a scope work, which included 10 Televic mics with built in speakers for sound reinforcement, Reach Bee3 video production and streaming system, an upgraded computer and 1080P PTZ camera for video conferencing, and a PTZ camera will be controlled with manufacturer provided remote. The estimated audio system upgrade is \$10,284.00 (including labor). The estimated video system upgrade is \$9,945.63 (including labor). This estimate total project cost is \$21,172.01 (including sales tax).

Mark Monarch at Abel Electronics noted that their crews are typically booked out by 30 days. Televic electronic products have a backorder roughly between 30 to 60 days. The installation is estimated to take 2-2 ½ days.

Option 2: TPC Technologies, Inc., from Niles, submitted a quote that totals to \$19,301.91, including labor costs. This quote was not broken down by material or line item. Their quote is for a system that would upgrade the existing gear in the council chambers, while attempting to reuse the projector, microphones, speaker, and rack. However, this quote is only good for 30 days from its submittal in August 31, 2021. Their quote does include a list of recommended materials for their upgraded AV system, like a presentation switcher, Sony PTZ camera, and assorted cables/converters to enable the streaming of meetings. Any electrical issues or updates will have to be contracted through a separate electrician. The computer must be furnished by the City.

Golob noted that installation time for the project would span 2-3 days, but that national lead times on electronics have been lagging behind by 3 to 4 months. TCP will have a better understanding of lead times for electronics once a contract has been signed and materials have been ordered.

Option 3: Parkway Electric & Communications LLC came recommended by the City of Holland multimedia specialists. Parkway installed the AV system in the council chambers at Holland City Hall. Todd Billin, at Parkway, performed an onsite visit on August 25th to understand the current AV lay-out and the streaming/broadcasting needs of staff. Billin submitted a quote amount of \$21,425 on September 3, which is valid for 30 days. The quoted amount includes labor, materials, and any needed training or testing of the AV equipment. The Crestron media controller, included in Parkway’s quote, will allow for controlled, wireless casting of any device onto displays in the council chambers. The quoted amount of \$2,000 dollars for the computer system can be eliminated from the quote as the City can instead purchase a computer system through Shoreline Technology Solutions, if so desired.

Parkway has an estimated project lead time of 4 to 6 weeks, with product and material availability being the biggest constraint on project timing. Estimated installation will take 2 to 3 days.

Option 4: Bob McLaughlin of Buist Electric is to submit a quote between September 6th and 10th. Buist Electric were the AV integrators at Ottawa County and came recommended by the Technical Innovation Manager at Ottawa County. The current microphone system used in the Saugatuck City Hall council chambers was set up by Buist Electric in the past.

9/3/2021

Kate White
City of Saugatuck
102 Butler St., P.O. Box 86
Saugatuck, MI 49453
269-857-2603
KWhite@saugatuckcity.com

Quote Number: G211209

Re: City Council Chamber A/V system

Dear Kate,

Thank you for the opportunity to provide the City of Saugatuck with this quote to install a new A/V solution in the city council room. Prices include all material, labor, programming, testing, and training for a turn-key solution. The new solution will allow for sharing any device screen (PC, phone, tablet) to the room displays. The system will also provide audio and video support for any remote meetings (Zoom, Teams, Webex, etc.).

Scope of Work

The following features and items are included:

- Two (2) 75" diagonal HD professional displays mounted on side walls with tilting mounts
- Biamp digital signal processor (DSP) for connecting existing microphones for conferencing
- Crestron AirMedia controller for wireless connectivity of video devices (Phones, Tablets, PC)
- Crestron 7" touch screen room/system controller
- 12x pan/tilt/zoom USB camera for video conferencing
- Reconnect existing microphones and bulkhead speakers
- \$2,000 allowance for rack mounted computer, w/ wireless keyboard, mouse, and monitor.
- \$800 allowance for electric outlets for the displays

Pricing

Pricing for the services outlined in the above scope of work is shown below.

Quote Amount: **\$21,425.00**

If paying via credit card a 3% processing fee will be added.

The quoted price does not include sales, use excise or other similar taxes. Buyer shall pay, in addition to the prices quoted, the amount of any present or future tax applicable to the sale or use of the goods and services

Quotation Terms & Conditions

This quotation is subject to the Parkway Electric & Communications LLC standard terms and conditions, and is valid for 30 days. For a complete listing of the Parkway standard terms and conditions, please refer to the "terms of sale" link located on our website at www.parkwayelectric.com

Milestone Payment Schedule

The project will be billed according to the milestone payment schedule outlined below:

- A 25% down payment will be invoiced upon receipt of the signed quote or Purchase Order
- Monthly billing of labor & materials
- Last 10% upon delivery of final documentation

If you have any questions regarding this quotation, do not hesitate to contact me at 616-820-1289.

Customer Acceptance

Please reference G211209 on any purchase orders generated from this quotation.

Accepted by

Date

Title

Thank you for the opportunity to provide the City of Saugatuck with this quotation.

Sincerely,

Todd Billin

Chamber Council - Audio and Video Steaming System

City of Saugatuck

102 Butler St.
Saugatuck, MI 49453
269-857-2603

Revision: 0
Modified: 8/10/2021



Presented By:

Abel Electronics

27201 Harper Ave
Saint Clair Shores, Michigan 48081 United States
586-777-8232
www.AbelElectronics.com



SCOPE OF WORK

Upgrade sound and video system for existing chamber council. Since we did not do a site visit this quote assumes that there are existing path ways for all new wiring. This system design includes the following:

- 10 Televic mics with built in speakers for sound reinforcement
- Reach Bee3 video production and streaming system
- Upgraded computer and 1080P PTZ camera for video conferencing
- PTZ camera will be controlled with manufacturer provided remote

Customer to provide the following working equipment:

- Room monitor with HDMI input (existing)
- Mixer, room speakers and amp (existing)
- Network connection for video conferencing
- Equipment rack
- All 120 volt power and networking

Audio System

		Equipment	Labor
1	Televic D-Cerno C SL Digital Chairman Discussion unit (supports 30, 40, 50 or 70 cm mic)	\$400.00	\$0.00
1	Televic D-Cerno CUR - Digital control unit for 50 D-Cerno units	\$1,625.00	\$0.00
9	Televic D-Cerno D SL Digital Delegate Discussion unit (supports 30, 40, 50 or 70 cm)	\$2,925.00	\$0.00
10	Televic D-Mic 40SL Digital Delegate Discussion unit with removeable microphone (30, 40, 50 or 70 cm)	\$1,500.00	\$0.00
1	Televic Global Supply Surcharge As the continuity of deliveries is of the utmost importance, we are forced to implement a surcharge on the hardware items supplied. This surcharge will go in effect on all quotations as of April 13th and all orders received as of April 15th 2021, as net extra cost per item.	\$490.00	\$0.00
2	Televic ICC5/10 Connection cable, 10m, black	\$304.00	\$0.00
1	SHIPPING Freight Charge	\$300.00	\$0.00
1	Abel Electronics Custom Audio Cable & Network Audio cable from D-Cerno system to existing mixer (connection TBD) and network cable	\$150.00	\$0.00
1	Abel Electronics Custom D-Cerno Cables D-Cerno custom shielded cabling and ends between units	\$400.00	\$0.00
1	LABOR INSTALL - FINISH - TRAVEL Installation labor, travel and labor	\$0.00	\$2,200.00
Audio System Total		\$8,094.00	\$2,200.00

* Price Includes Accessories

Chamber Council - Audio and Video Steaming System

Project No : ABEL -0545

Rev. 0

8/10/2021

41

Video System

		Equipment	Labor
1	DigitaLinx DL-USB-PTZ20-W HD PTZ Camera USB 3.0/SDI	\$861.63	\$0.00
1	Reach BEE3 PLUS - With 1TB Upgrage SSD Drive Bee3 Plus Encoder & Capture	\$3,195.00	\$0.00
1	Reach CC11 CC11: 4K Capture Card Converter from HDMI to USB-C USB-C Output Resolution: 4K @ 60 fpsallows for 3rd party interface from Bee series to products like Skype, Google Meets & Hangouts, Webex, Teams, & Zoo	\$349.00	\$0.00
2	Crestron Electronics HD-EXT3-C-B_SYSTEM 4K HDMI over HDBaseT Extender w/IR & RS-232, Black	\$1,390.00	\$0.00
1	Abel Electronics Cabling Budget number for video cables and POE network switch. Need to determine equipment location for actual cost	\$1,000.00	\$0.00
1	Abel Electronics HP I5 processor PC with 500GB SSD, Windows 10, Refurb for video conferencing. Includes wireless keyboard and mouse. Also includes PC flat screen LCD monitor	\$650.00	\$0.00
1	LABOR INSTALL - FINISH - TRAVEL Installation labor,programming, traing, travel and labor	\$0.00	\$2,500.00
Video System Total		\$7,445.63	\$2,500.00

Project Subtotal:

\$15,539.63

\$4,700.00

* Price Includes Accessories

Chamber Council - Audio and Video Steaming System

Project No : ABEL -0545

Rev. 0

8/10/2021

42

PROJECT SUMMARY

Equipment:	\$15,539.63
Labor:	\$4,700.00
Sales Tax:	\$932.38

Grand Total: \$21,172.01

Client: Padley Gallagher

Date

Contractor: Abel Electronics

Date

~~April 29, 2021~~
August 31, 2021

Peter Stanislowski Peter@saugatuckcity.com
Erin Wilkinson Erin@saugatuckcity.com

City of Saugatuck
3102 Butler St.
Saugatuck, MI 49453

Dear Peter & Erin:

We are pleased to submit a **REVISED** proposal for Streaming & AV enhancements to the Saugatuck Council Chambers. The system as designed will update all the gear in the Chamber to current technology. Based on the age and connectivity of the existing hardware, it is more cost effective to replace with new than attempt to interface with old.

We intend on re-using the existing projector, microphones, speakers, and rack. We are recommending against a flat panel in the stairwell as a safety consideration... the projector is less likely to be jostled or adjusted in its hanging position. All other gear will be replaced.

The basis of the design is the AMX DVX-2265-4K Presentation Switcher... A 6in x 2out video matrix with Dante Audio, BSS Processing, AMX Systems Control & Crown Amplification built-in to a single chassis. The existing mics will be retained and routed back to the system via a Dante (CAT#) connection passing through a new floor-box under the head table. An HDMI input will also be provided at the head table and routed to the head-end via a CAT# connection through the same floor box. System control (source, volume, camera position, etc.) will be achieved through a 7" tabletop touch panel that can be plugged into the same floor-box at the head table or positioned on top of the rack at the rear of the room. In addition to an owner furnished rack PC, the streaming camera and the head table input, the system allows for 3 additional units (e.g. blu ray player, etc.).

The owner furnished Rack PC will facilitate external participation via zoom, skype, etc. This PC will serve as an input to the Presentation Switcher so that far end participants can be cast into the room on the existing projector and speakers. A Sony PTZ camera will be added to the system in a similar location to the existing unit. Control of the camera is via the touch panel. The Presentation switcher will also enable transmission of meeting content &/or images from the PTZ camera back to the far end participants.

The total installed price of this system as described is ~~\$17,804.47~~ \$19,301.91 and assumes use of existing power &/or any new power by owner/others.

Recommended Materials:

Qty	Manu / Part #	Description
1	Kramer AD-RING-5	HDMI Adapter Ring #5
1	AMX DX-TX-4K60	DXLink 4K HDMI Decor Style Wallplate Transmitter (US), 4K and UHD support, HDCP compliant, black
1	AMX DX-RX-4K60	DXLink 4K HDMI Twisted Pair Receiver Module with SmartScale, HDCP compliant; compatible with all DXLink Transmitters, Enova DGX DXLink Twisted Pair Output Board and Enova DVX-3155HD/3156HD/2155HD/3150HD/DVX-2150HD
1	AMX AVB-VSTYLE-SURFACE-MNT	V Style Single Module Surface Mount Brackets, use with Solecis Digital Switchers, DXLink Transmitter / Receiver, Converter, DAD Modules and more
1	AMX AVB-VSTYLE-POLE-MNT	V Style Single Module Pole Mounting Kit, use with Solecis Digital Switchers, DXLink Transmitter / Receiver, Converter, DAD Modules and more
1	AMX DVX-2265-4K-TAA	DVX 6 x 2+1 All-In-One Presentation Switcher SKU:AMX-FG1906-0202
1	BMD CONVCMIC/HS03G/WPSU	Micro Converter HDMI to SDI wPSU
1	Mid-Atlantic U1V	1SP VENTED UTILITY SHELF
1	AMX MT-702	7" Modero S Tabletop Touch Panel, features include: brilliant 24-bit color depth, PoE, VoIP, Bluetooth, USB and streaming video, 1080x600 touch panel resolution
1	SRG-120DH	SRG-120DH
	Full HD remotely operated PTZ camera	Full HD remotely operated PTZ camera
1	Sony BRCWMALL	Sony BRCWMALL
	Wall Mount	Wall Mount
1	SKAARHOJ TCP	SKAARHOJ TCP Control ATEM Switcher for Crestron, Extron & Select AV Systems BH #SKATMTCPLINK • MFR #ATEM-TCP-LINK-V1
3	Shure ANI4IN-XLR	4CH MIC/LINE IN-DNTE,1/3RU,XLR
LOT	Kramer C-UNIKat-25	Four-Pair U/FTP Cable assembly for DGKat,HDBaseT and LAN-25'
LOT	Kramer C-UNIKat-10	Four-Pair U/FTP Cable assembly for DGKat, HDBaseT and LAN-10'
LOT	Kramer C-UNIKat-6	Four-Pair U/FTP Cable assembly for DGKat, HDBaseT and LAN-6'
LOT	WestPenn 254246AFBK0500	4PR 23G SHLD CAT6A CMP
LOT	Kramer C-HM/HM/PICO/BK-6	Slim High Speed HDMI Cable with Ethernet-6ft
LOT	Kramer C-BM/BM-6	Molded BNC (Male - Male) Cable (6')
LOT	Kramer C-USB/CA-6	USB 2.0 C(M) to A(M) Cable-6ft
LOT	Kramer CA-HM-66	Active High Speed HDMI Cable with Ethernet -66"
LOT	Kramer C-D9F/OPEN-3	RS-232, D9(F) to bare wires cable-3ft
LOT	Kramer C-HM/HM/PICO/BK-3	Slim High Speed HDMI Cable with Ethernet-3ft

Thanks again for the opportunity to submit a proposal. Please contact me with any revisions or questions.

Sincerely,



Marty Golob
 TPC Technologies Inc.
 (269) 687-9798 ext. 118
 mgolob@tpctechnologies.com

All material is guaranteed to be as specified. All electrical circuits, conduits and cables provided by others at no cost to TPC Technologies. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the bid price. All agreements are contingent upon strikes, accidents, or delays beyond our control. TPC takes responsibility for disposal of all gear removed from or demolished from any system unless noted otherwise.

Quote good for thirty days from above date.

ACCEPTANCE OF PROPOSAL:

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment schedule; 50% down, 25% due upon start of installation and the balance at system completion and acceptance. A 3% surcharge will be added to credit card payments.

The total installed price of this system as described is ~~\$17,804.47~~ **\$19,301.91 and assumes use of existing power &/or any new power by owner/others.**

Date of Acceptance: ___/___/___ Signature: X_____