



**CITY COUNCIL AGENDA
JANUARY 25, 2012 – 3:00 P.M.
SPECIAL MEETING**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES
 - A. **Regular City Council Meeting of January 9, 2012**
5. MAYOR'S COMMENTS
6. CITY MANAGER'S COMMENTS
7. AGENDA CHANGES (ADDITIONS/DELETIONS)
8. GUEST SPEAKERS: **None**
9. PUBLIC COMMENT *Agenda Items Only (Limit 3 minutes)*
10. REQUESTS FOR PAYMENT
 - A. **Approval of Accounts Payable**
11. PUBLIC HEARINGS: **None**
12. UNFINISHED BUSINESS: **None**

13. NEW BUSINESS
 - A. **Reappointment to Board of Review (VOICE VOTE)**
14. CONSENT AGENDA: **None**
15. PUBLIC COMMENTS *(Limit 3 minutes)*
16. COMMUNICATIONS:
 - A. **Saugatuck Township Fire Board Minutes –Accept as information**
17. BOARDS, COMMISSIONS & COMMITTEE REPORTS
 - A. **Planning Commission**
18. COUNCIL COMMENTS
19. ADJOURN

NOTICE

This facility is wheelchair accessible with accessible parking spaces available. 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 monica@saugatuckcity.com for further information.

Proposed Minutes
Saugatuck City Council Meeting
Saugatuck, Michigan, January 9, 2012

The City Council met in regular session at 7:00 p.m. at City Hall, 102 Butler Street, Saugatuck, Michigan.

1. **Call to Order** by Mayor Verplank at 7:00 p.m.
2. **Pledge of Allegiance**
3. **Attendance:**
Present: Spangler, Bekken, Johnson, Hess, Verplank, Van Singel & Porzondek
Absent: None
Others Present: City Manager Harrier & City Clerk Looman
4. **Approval of Minutes:** A motion was made by Johnson, 2nd by Van Singel, to approve the December 27, 2011 regular meeting minutes as presented. Upon voice vote the motion carried unanimously.
5. **Mayor's Comments:** Mayor Verplank announced the holiday lighting will soon be removed from the trees to preserve the quality of the snowflakes.
6. **City Manager's Report:** None
7. **Agenda Changes:** None
8. **Guest Speakers:**
A. Terry Burns – Allegan County Commissioner: Allegan County Commissioner Burns updated City Council on the new county jail project.
9. **Public Comment:** None
10. **Request for Payment:** A motion was made by Van Singel, 2nd by Spangler, to approve the accounts payable in the amount of \$317,023.57. Upon voice vote the motion carried unanimously.
11. **Public Hearings:** None
12. **Unfinished Business:** None
13. **New Business:**
A. Coghlin Park Dock Lease Agreement Renewal: A motion was made by Hess, 2nd by Van Singel, to approve a five (5) year lease agreement expiring January 9, 2016 between Thomas Harrington and the City of Saugatuck for the use of a floating dock and authorize the Mayor and City Clerk to sign the lease agreement. Upon roll call the motion carried unanimously.

B. Resolution No. 120109-A – KLSWA Sewer Improvement Financing: A motion was made by Johnson, 2nd by Bekken, to approve Resolution No. 120109-A requesting assistance from Allegan County in acquiring and financing sewer improvements to the KLSWA sewage collection and treatment facilities. Upon roll call the motion carried unanimously.
14. **Consent Agenda:** None
15. **Public Comment:** None
16. **Communications:** None

17. Boards, Commissions & Committee Reports: Council received reports from the following committee(s): Tree Board

18. Council Comments: Council Member Bekken thanked council for their prompt action approving Resolution No. 120109-A.

19. Adjournment: Mayor Verplank adjourned the meeting at 7:28 p.m.

Respectfully Submitted,

Monica Looman, CMC
City Clerk

EXP CHECK RUN DATES 01/23/2012 - 01/25/2012
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

10A

Vendor Name	Description	Amount
1. ALLEGAN COUNTY SHERIFF		
	DEBT CREW	1,144.00
2. ALLEGAN COUNTY TREASURER		
	PROPERTY TAXES	11,296.28
3. BARTLETT TREE EXPERTS		
	TREE REMOVALS	7,117.00
4. BRENNER OIL CO.		
	DIESEL FUEL	1,440.27
	GASOLINE	679.31
	TOTAL	2,119.58
5. BS&A SOFTWARE		
	ZONING BUILDING PROGRAM UPDATES	900.00
6. CITY OF THE VILLAGE OF DOUGLAS		
	POLICE SERVICES	44,913.14
7. COMCAST		
	TELEPHONE SERVICES	225.75
8. CONSUMERS ENERGY		
	ELECTRIC BILLS	1,286.26
9. DIANNA MC GREW		
	ASSESSING SERVICES	2,185.46
10. FILLMORE EQUIPMENT INC		
	PARTS SNOWBLOWER	53.40
	PARTS	18.48
	TOTAL	71.88
11. FLEIS & VANDENBRINK ENGINEERING INC		
	STREET PROJECTS 2011	678.58
12. FRONTIER		
	TELEPHONE	210.81
13. GE CAPITAL		
	COPIER LEASE	197.57
14. HOLLAND MEDI-CENTER		
	DRUG TESTING MDOT	38.00
15. HSBC BUSINESS SOLUTIONS		
	HOLIDAY LIGHTS & STORAGE	202.94
16. IHLE AUTO PARTS		
	PARTS & SUPPLIES	119.43
17. INTERURBAN TRANSIT AUTHORITY		
	PROPERTY TAXES	4,071.93
18. KALAMAZOO LAKE SEWER & WATER		
	WATER BILLS	588.21
19. KEPPEL'S LOCK & SAFE CO.		
	MASTER PADLOCK	144.00
20. LAW WEATHERS & RICHARDSON		
	TAX TRIBUNAL LEGAL	64.00
	LEGAL FEES	7,592.32
	PARK STREET LEGAL	290.00
	TAX TRIBUNAL LEGAL	540.00
	TOTAL	8,486.32
21. MICHIGAN OFFICE SOLUTIONS		
	COPIER USAGE	129.09
22. MIKA MEYERS BECKETT & JONES		
	LEGAL FEES	114.00
23. NEXTEL		
	CELL PHONES	194.14
24. OTTAWA AREA INTERMEDIATE		
	SCHOOL DIS	
	PROPERTY TAXES	471.96

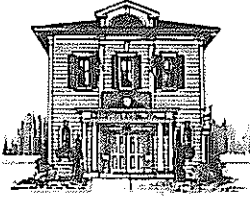
User: Peter

DB: Saugatuck

EXP CHECK RUN DATES 01/23/2012 - 01/25/2012
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Vendor Name	Description	Amount
25. PRIORITY HEALTH	HEALTH INSURANCE	7,128.67
26. SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	4,333.19
27. SAUGATUCK DRUG	BATTERIES	9.49
28. SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	69,957.98
29. SAUGATUCK TOWNSHIP	PROPERTY TAXES	9,510.68
30. SHORELINE COMPUTER SYSTEMS	COMPUTER SERVICES	350.00
31. STANDARD INSURANCE COMPANY	INSURANCE	283.53
32. STATE OF MICHIGAN	TAX TRIBUNAL 0415546	50.00
33. TOUCHTONE COMMUNICATIONS	TELEPHONE	2.41
34. VITA NOVA GROUP	PLANNING & HDC SERVICES	1,730.78
35. WESTENBROEK MOWER INC	CHAINSAW CHAINS	65.77
TOTAL - ALL VENDORS		180,328.83
FUND TOTALS:		
Fund 101 - GENERAL FUND		75,564.75
Fund 202 - MAJOR STREETS		1,039.67
Fund 203 - LOCAL STREETS		537.42
Fund 592 - WATER AND SEWER		114.00
Fund 661 - MOTOR POOL FUND		3,327.34
Fund 701 - CURRENT TAX FUND		99,642.02
Fund 715 - PARK ENDOWMENT FUND		103.63

Post Date	Journal	Summ/Det	Ref #	Description	DR Amount	CR Amount
01/20/2012	PR	S	137	SUMMARY PR 01/20/2012		
101-000-001.000				CASH IN CHEMICAL		8,109.10
101-000-228.002				STATE INCOME TAX WITHHELD		2,030.01
101-000-229.000				DUE TO FEDERAL GOVERNMENT		3,856.34
101-000-234.000				DUE TO RETIREMENT PLANS		2,777.51
101-173-702.000				SALARY/WAGES	3,065.14	
101-173-720.000				FRINGE BENEFITS	1,026.93	
101-215-702.000				SALARY/WAGES	1,750.00	
101-215-720.000				FRINGE BENEFITS	597.62	
101-253-702.000				SALARY/WAGES	2,222.54	
101-253-720.000				FRINGE BENEFITS	758.98	
101-265-702.000				SALARY/WAGES	232.09	
101-265-720.000				FRINGE BENEFITS	64.45	
101-441-702.000				SALARY/WAGES	4,333.43	
101-441-720.000				FRINGE BENEFITS	1,169.31	
101-751-702.000				SALARY/WAGES	888.95	
101-751-720.000				FRINGE BENEFITS	272.59	
101-756-702.000				SALARY/WAGES	351.61	
101-756-720.000				FRINGE BENEFITS	39.32	
202-000-001.000				CASH IN BANK		1,189.74
202-463-702.000				SALARY/WAGES	172.93	
202-463-720.000				FRINGE BENEFITS	40.44	
202-464-702.000				SALARY/WAGES	790.07	
202-464-720.000				FRINGE BENEFITS	186.30	
203-000-001.000				CASH IN BANK		1,619.05
203-463-702.000				SALARY/WAGES	261.30	
203-463-720.000				FRINGE BENEFITS	63.57	
203-464-702.000				SALARY/WAGES	1,025.10	
203-464-720.000				FRINGE BENEFITS	269.08	
661-000-001.000				CASH IN BANK		530.01
661-443-702.000				SALARY/WAGES	417.27	
661-443-720.000				FRINGE BENEFITS	112.74	
					<u>20,111.76</u>	<u>20,111.76</u>
					<u>20,111.76</u>	<u>20,111.76</u>



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk R. Harrier, City Manager

MEETING DATE: January 23, 2012

SUBJECT: Board of Review Reappointment

DESCRIPTION

Per the City Charter Section 8.6 appointments/reappointments shall be made by the Mayor subject to the confirmation/approval of the City Council. David Koestner filled Fred Weber's term after Fred's resignation to the Board of Review, at this time it is recommended that Council reappoint David Koestner to the Board of Review for a full term of three (3) years with said term expiring January 1, 2015.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to **approve/deny** the Mayor's reappointment of David Koestner to the Board of Review with a said term expiring January 1, 2015.

Saugatuck Twp Fire Board Meeting, Monday, December 12, 2011

~~DRAFT~~ MINUTES

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**SAUGATUCK TOWNSHIP FIRE BOARD
REGULAR MEETING**

**MONDAY, DECEMBER 12, 2011, 6:30 p.m.
SAUGATUCK TOWNSHIP HALL
3461 BLUE STAR HWY, SAUGATUCK, MICHIGAN 49453**



MINUTES

Chairman Bill Kaye called the meeting to order at 6:30 p.m.

Members present: Saugatuck City Representative Bill Kaye, Douglas City Representative Gerald Bekken, Saugatuck Township Representative Eric Beckman, At-Large Member Scott Phelps and At-Large Member Lance Winchester.

Also present: Chief Brian Florey.

Absent: None.

Audience: Kaye opened the meeting for public comment. Hearing none, he closed that portion of the meeting.

Review and Approval of Minutes:

- A. Kaye asked to address the minutes of 11/14/11. **Motion by Bekken, seconded by Phelps to approve the minutes of November 14, 2011, Fire Board regular meeting.** Motion to approve the minutes as presented carried unanimously.
- B. Kay asked to address the minutes of 11/28/11. **Motion by Phelps, seconded by Beckman to approve the minutes of November 28, 2011, Fire Board regular meeting.** Motion to approve the minutes as presented carried unanimously.

Bills and Financial Review:

- A. Discussion and Approval of Bills & Payroll. Kaye presented bills in the amount of \$19,764.25. **Motion by Beckman seconded by Phelps to approve paying the bills as presented.** Kaye asked about the 5 Alarm bill and what the purchase of a pistol grip was for. Florey stated it is a nozzle grip. Kaye then noted they utilized the community service workers as asked what chores they performed. Florey stated they did outside station maintenance. Board acknowledged the cheap price for labor and suggested using the service to shovel snow from around fire hydrants this winter. Bekken verified \$190.03 for McClendon's boat dock electric was due to the boat's charger problem and the running of heaters. Bekken noted the 3 pairs of boots purchased from Lab Safety Supply were returned. Florey stated they did not fit correctly so were returned. **Motion to approve paying the bills as presented carried unanimously.** Kaye presented payroll in the amount of \$22,729.58. **Motion by Winchester, seconded by Beckman to approve the payroll as presented.** Motion carried unanimously.
- B. Review of Financial Statements. Kaye noted the reports reflect 42% through the fiscal year and things are lining up but need to keep a close eye on line items that are currently maxed out. He stated we set aside \$65,000 for capital projects that was earmarked for an air evacuation system downstairs, which was found to be unnecessary after furnace repairs were made. He asked to try and capture the expenses that were necessary to replace the furnace and renovate the upstairs due to the smoke the furnace was exhausting under the capital project line item #980 as one combined project.

Correspondence:

- A. Annual Audit. Kaye presented the annual audit and asked to schedule Dan Veldhuizen in either January or February to explain the audit in detail.

Unfinished Business: None.

New Business:

- A. Kaye presented his suggested format for an employee performance review form. He stated we owe Brian a review in January so we want to make sure the form is in place. He added we need to learn from past experience that things can go unchecked and this review process should address that.
- B. Kaye stated they are waiting on the background checks for the two leading applicants for two full time maintenance positions.

Chief's Report:

- A. Fire Boat. Impellers are ordered and the boat has been winterized and oil changed. We should be able to winterize it ourselves in the future.
- B. Insurance Companies. Looking at different health insurance carriers as the new hires will be eligible the first of the month following a full month of employment. Priority Health will be re-evaluating our group for eligibility.
- C. 39 calls for the month.
- D. Tim Hurtman and Brent VanOss are the two leading applicants for the full time positions and Florey asked to set a starting salary of \$40,000 per position. He stated they will be taking care of pump testing, vehicle and building maintenance, hose testing, as well as other duties. Florey added he would like to send them to Hale pump school and certification school for Emergency Vehicle Technician (EVT). He noted they will be well worth their salary in terms of saving the department for outside maintenance costs. **Motion by Kaye, seconded by Beckman to approve a starting salary of \$40,000 for each of the two new positions and to be incorporated into an offer letter.** Beckman verified there will be a review in 6 months and annually after that. Motion carried unanimously.
- E. Annual Appreciation Dinner. Would like to start an annual event for members, board, and spouses. Will give out service pins and awards. The Butler will give a good rate and would like to take it out of the budget. Set date for dinner is January 14th. Kaye asked if Florey had an amount set for the budget. Florey stated they are working on a number. Kaye stated the bottom line of the budget is what Florey has to work with and they can move budget dollars around but not increase the total amount.
- F. Tanker 2 is not leaking currently but needs to be fixed. Appears lining the tank is what companies want to do and Florey will set it up.
- G. Electrical Work. Waiting for 1 more bid and if it doesn't come in soon will go with just the 2 bids received. Currently looking at \$9,000 to \$10,000 to fix.

Audience: Kaye opened the meeting to the audience. Hearing none, Kaye asked for any other business to come before the board. Board noted the next meeting date is a holiday and discussed moving it one day later to meet on 12/27/11. Discussion took place and it was agreed to hold the second regular meeting in December from Monday 12/26/11 to Tuesday 12/27/11. Wright will post the meeting change notice and inform the two city clerks to do the same. Have no further business to come before the board it was **Moved by Bekken, seconded by Phelps to adjourn at 6:55 p.m.** Carried unanimously.



Jane Wright, CMC, Township Clerk

12/13/11

Date



Bill Kaye, Chairman

1/2/12

Date

SAUGATUCK TOWNSHIP FIRE BOARD
MEETING



Tuesday December 27, 2011, 6:30 p.m.
SAUGATUCK TOWNSHIP FIRE STATION
3342 BLUE STAR HWY, SAUGATUCK, MI 49453
MINUTES

Chairman Kaye called the meeting to order at 6:30p.m.

Members present: Chairman and Saugatuck City Representative Bill Kaye, Douglas City Representative Jerry Bekken, Saugatuck Township Representative Eric Beckman, At-large Member Lance Winchester,

Also Present: Lori Nash, Tim Hurtman, Brent Van Oss

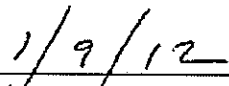
Absent: Chief Brian Florey , At-large Member Scott Phelps

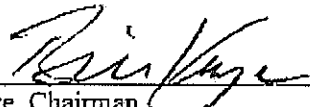
Lori Nash on behalf of Chief Florey:

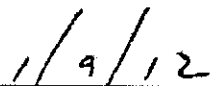
- **Electrical Work on the Fire Station:** The Chief proposed that we do the Electrical work internally to save a significant amount of money. This proposal was tabled for a later date due to the issue of pulling permits. Jeff Dornbush who is on the department and is a Michigan Licensed electrician may be able to pull the permits. Chief Florey will investigate further.
- **Jet Boat:** The Chief advised the board that we now have in our possession a Coast Guard jet boat that was used by the Saugatuck/Douglas Police Department. We were told that this is our boat and they are returning it. The Board does not remember approving the purchase of this boat. Lori Nash will do a title search. The Boat may be used for up river and shallow water rescues.
- **DNR Blazer:** The Blazer is being sent back to the DNR due to additional electrical problems. We will look at getting a more versatile truck from the DNR utilizing their program.
- **Fuel Tanks:** The Fuel tanks have been picked up and returned to Brenner Oil. The area where the tanks were may be enclosed making a small storage barn.
- **Dock Lease:** The annual dock lease was renewed for \$ 1.00.
- **Appreciation Dinner:** A reminder to the Board Members that the Appreciation Dinner is Saturday January 14th, 6:00pm at the Butler.

At 6:50 p.m. having no further business to come before the board they stood adjourned.


Eric Beckman, Recording Secretary


Date


Bill Kaye, Chairman


Date