



**CITY COUNCIL AGENDA
MAY 11, 2020 – 7:00 P.M.**

NOTICE:

This public meeting will be held using Zoom video/audio conference technology due to the COVID-19 restrictions currently in place.

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”:
269 857 2603

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
 - A. **Regular City Council Meeting of April 27, 2020 - (ROLL CALL)**
 - B. **Special City Council Meeting of April 30, 2020 – (ROLL CALL)**
4. MAYOR’S COMMENTS
5. CITY MANAGER’S COMMENTS
6. AGENDA CHANGES (ADDITIONS/DELETIONS)
7. GUEST SPEAKERS:
 - A. **Lt. Brett Ensfield – Allegan Co. Sheriff Department**
8. PUBLIC COMMENT *Agenda Items Only (Limit 3 minutes) Use the “raise hand” button in the participants screen in the Zoom interface or enter *9 if you are calling in by phone to raise hand.*
9. REQUESTS FOR PAYMENT
 - A. **Approval of Accounts Payable (ROLL CALL)**
10. INTRODUCTION OF ORDINANCES:
11. PUBLIC HEARINGS: **None**
12. UNFINISHED BUSINESS: **None**
13. NEW BUSINESS
 - A. **Fleis & Vandenbrink – Road Flooding Mitigation Plan (ROLL CALL)**
 - B. **Procedural Correction – Rescind Motion from April 30, 2020 Special Meeting of the City Council (ROLL CALL)**
14. CONSENT AGENDA: **None**
15. PUBLIC COMMENTS *(Limit 3 minutes) Use the “raise hand” button in the participants screen in the Zoom interface or enter *9 if you are calling in by phone to raise hand.*
16. COMMUNICATIONS:
 - A. **Cindy Osman Planning/Zoning Administrator – Right-of-Way License Memo**
17. BOARDS, COMMISSIONS & COMMITTEE REPORTS
 - A. **HDC, ZBA**
18. COUNCIL COMMENTS
19. ADJOURN *(ROLL CALL)*

NOTICE

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, April 27, 2020

The City Council met in regular session at 7:00 p.m. via Zoom video/audio conference technology due to the COVID-19 restrictions currently in place.

1. **Call to Order** by Mayor Trester at 7:00 p.m.
 2. **Attendance:**
 Present: Bekken, Johnson, Leo, Lewis, Peterson, Verplank, & Trester
 Absent: None
 Others Present: City Manager Harrier, City Treasurer Stanislawski, DPW Superintendent Herbert & City Clerk Nagel
 3. **Approval of Minutes:** A motion was made by Peterson, 2nd by Leo, to approve the April 13, 2020 regular meeting minutes as presented. Upon roll call the motion carried unanimously.
 4. **Mayor's Comments:** Mayor Trester announced he was recently tested by local Dr. Laurie Birkholz for COVID-19 antibodies.
 5. **City Manager's Report:** City Manager Harrier announced the following: Encouraged Council and residents to send communications to Governor and State Representatives to allow jurisdictions to continue to hold Zoom meetings after the executive orders have lifted as social distancing isn't applicable in the Council Chambers; temporary 15-minute parking signs have been placed in front of a section of businesses on Culver Street for take-out orders; protective measures are being implemented at city hall including the installation of sneeze guards at the desks for all employees as well as hand sanitizer dispensers; the port-a-potty that is placed annually in the back of the Culver Street parking lot will be relocated near the front of the parking lot this year.
- City Clerk Nagel announced there is no May election in the city, however, will be working a May election in another jurisdictions to learn new election procedures that have implemented due to COVID-19 as these new procedures may need to be implemented for the August and November 2020 elections held in the city.
- DPW Superintendent Herbert briefed Council on various maintenance projects the DPW is currently working on in order to get the city ready for the upcoming season.
6. **Agenda Changes:** *(addition)* **7(A) Dean Kapenga- Allegan County Commissioner.**
 7. **Guest Speakers:**
 - A. **Dean Kapenga – Allegan County Commissioner:** County Commissioner Kapenga updated Council on various Allegan County projects.
 - B. **Lt. Brett Ensfield – Allegan Co. Sheriff's Department:** Provided Council with an update on the following: City Deputy Visser, who is a Captain in the Army National Guard, was deployed due to COVID-19 and is currently in New Jersey; provided the Incident Analysis Report from April 14-April 27, 2020; have been monitoring city parks and have had no issues with individuals not following social distancing recommendations.
 8. **Public Comment:** Kristy Loomis *(resident)* with regards to agenda item 13(A) inquired if the transient slips at Coghlin Park will be utilized this coming season.
 9. **Request for Payment:** A motion was made by Lewis, 2nd by Johnson, to approve the accounts payable in the amount of \$65,721.65. Upon roll call the motion carried unanimously.

10. **Introductions of Ordinances:** None

11. **Public Hearings:** None

12. **Unfinished Business:** None

13. **New Business:**

A. Edgewater Resources – Downtown Riverfront High Water Report Project: A motion was made by Johnson, 2nd by Peterson, to help mitigate the flooding at Lucy and Water streets by: remove and replace the sandbag system and add a Hesco System at all current locations; Purchase a 3” dia water pump, 290 gpm, head lift 85 ft and suction lift 26 ft in catch basin to draw water down as needed; pumping operations would be completed by city crew or a hired contractor who would be on site during a flooding event. Upon roll call the motion carried unanimously.

14. **Consent Agenda:** None

15. **Public Comment:** Dan Fox (*resident*) Saugatuck has a great reputation but can easily be tarnished by posting negative comments on social media.

James Sullivan (*S/D Rotary*) announced the Mt. Baldhead Challenge has been cancelled due to COVID-19.

16. **Communications:**

A. FY 20-21 Millage Rate & Capital Improvement Master List Memo – Accepted as information

17. **Boards, Commissions & Committee Reports:**

A. Fire Board, KLSWA, Tri-Community Recycling

18. **Council Comments:** Council Member Leo thanked area businesswoman Elizabeth Estes for conducting Zoom meetings with area merchants to gain data and feedback as to specific needs during this pandemic.

Council Member Bekken suggested the April 30, 2020 special meeting include all areas of flooding not just the Lucy/Water Street intersection.

Council Member Lewis as a follow up to Jon Helmrich’s April 23, 2020 request to form a subcommittee of the three jurisdictions to help communicate to city managers, township manager questions/concerns area merchants have and suggested Council put together a plan to help assist business that are currently struggling due to COVID-19.

Council Member Verplank stated there are over 200 small business in the city and more discussion is needed as to what resources are available to help businesses during this pandemic.

Council Member Peterson echoed Council Member Verplank’s comments and would like to discuss at an upcoming workshop meeting.

19. **Adjournment:** A motion was made by Verplank, 2nd by Johnson, to adjourn at 8:20 p.m. Upon roll call the motion carried unanimously.

Respectfully Submitted,

Monica Nagel, CMC
City Clerk

PROPOSED Minutes
Saugatuck City Council Special Meeting
Saugatuck, Michigan, April 30, 2020

The City Council met in special session at 4:00 p.m. via Zoom video/audio conference technology due to the COVID-19 restrictions currently in place.

1. **Call to Order** by Mayor Trestler at 4:00 p.m.

2. **Attendance:**

Present: Bekken, Johnson, Leo, Lewis, Peterson, Verplank, & Trestler

Absent: None

Others Present: City Manager Harrier, DPW Superintendent Herbert & City Clerk Nagel

3.. **Public Comment:** David Langley (*resident*) regarding agenda item 4A, in order to deal with flooding issues, suggested the city run a series of pumps 24/7 and install a levy system.

Dan Fox (*resident*) suggested the city look into a Special Assessment District for those properties affected by flooding.

Diana Decker (*resident*) inquired if the flooding at East Shore Harbor Condo Association is covered under their flood insurance.

4. **Discussion / Action Items:**

A. Downtown Riverfront High Water Report – Prioritization Analysis: A motion was made by Peterson, 2nd by Bekken, to instruct city staff and engineers to move forward ASAP on the following top four (4) priorities as discussed. Upon roll call the motion carried unanimously.

- 1) Water Street / Lucy Street Intersection
- 2) Spear Street Boat Launch
- 3) South End of Butler Street
- 4) Wicks Park Restroom

5. **Other Items of Discussion:** None

6. **Public Comment:** Eric Chatlin, owner of Mermaid Bar & Grill, has been dealing with litigation since last Thanksgiving when the last big flooding incident occurred and urged Council to look at investment verses loss with businesses gone due to damage from flooding.

Mark Ludwig (*non-resident*) announced he is a candidate running for Allegan County Drain Commission and suggested Council reach out to the Drain Commissioner for additional resources.

A motion was made by Lewis, 2nd by Leo, to purchase Quick Fill Sandbagger in the amount of \$4,600. Upon roll call the motion carried unanimously.

7. **Council Comments:** Council Member Leo suggested utilizing the DPW staff as much as possible with regards to flooding to keep costs lower.

Council Member Johnson suggested a special meeting be held as soon as engineers are able to compile costs associated with the priority list approved in today's session.

All Council Members thanked resident Marsha Caspar for providing Council with the prioritization matrix for mitigating flood water.

19. **Adjournment:** A motion was made by Verplank, 2nd by Leo, to adjourn at 5:30 p.m. Upon roll call the motion carried unanimously.

Respectfully Submitted,

Monica Nagel, CMC
 City Clerk

Vendor Name	Description	Amount
1. ALLEGAN COUNTY HEALTH DEPT	CONCESSION LICENSE	355.00
2. BBC DISTRIBUTING LLC	SAFETY SUPPLIES	365.00
3. BS&A SOFTWARE	SOFTWARE UPDATES	995.00
4. CAPITAL ONE	MAINTENANCE	8.45
5. CONSUMERS ENERGY	ELECTRIC	2,835.81
6. EDGEWATER RESOURCES	HIGH WATER RIVERFRONT	824.16
7. FIRST BANK CARD	OFFICE TRAINING	74.90 103.99
	TOTAL	178.89
8. FLEIS & VANDENBRINK ENGINEERING INC	PARK STREET	1,339.53
9. GIL- ROY'S HARDWARE	PARKS	178.18
10. GLASS IMAGES INC	COVID CITY HALL WINDOWS	410.00
11. INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	3,399.65
12. KALAMAZOO LAKE SEWER & WATER	WATER & SEWER DELIQUENT WATER TAX	921.27 111.62
	TOTAL	1,032.89
13. MC NALLY ELEVATOR COMPANY INC	ELEVATOR CITY HALL	420.50
14. MICHIGAN OFFICE SOLUTIONS	COPIER USE	106.37
15. MICHIGAN WOOD FIBERS	PARK MULCH	997.50
16. PRIORITY HEALTH	HEALTH INSURANCE	6,959.13
17. RHOMAR INDUSTRIES INC	EQUIPMENT CLEANER	735.41
18. SAUGATUCK FIRE	PROPERTY TAXES	15,396.89
19. SEPTIC TANK SYSTEMS CO INC	HAND WASHING STATIONS	220.00
20. SHELL	GASOLINE & DIESEL	625.49
21. SHERWIN WILLIAMS	GLASS BEADS STREET STREET PAINT	352.72 530.40
	TOTAL	883.12
22. SHORELINE TECHNOLOGY SOLUTIONS	DPW LAPTOP COMPUTER SERVICES	999.00 564.25
	TOTAL	1,563.25
23. STREAMLINE DESIGN.COM LLC	COVID GUARDS	133.00
24. TRUCK & TRAILER SPECIALTIES	TRUCK REPAIR	912.36
25. VALLEY CITY LINEN INC		

Vendor Name	Description	Amount
	SHOP TOWELS	38.70
26. WESTENBROEK MOWER INC		
	MOWER PARTS & REPAIRS	404.19
27. XEROX FINANCIAL SERVICES		
	COPIER LEASE	451.68
TOTAL - ALL VENDORS		41,770.15
FUND TOTALS:		
Fund 101 - GENERAL FUND		16,756.16
Fund 202 - MAJOR STREETS		700.00
Fund 203 - LOCAL STREETS		2,122.65
Fund 661 - MOTOR POOL FUND		3,237.75
Fund 701 - CURRENT TAX FUND		18,908.16
Fund 715 - ROSE GARDEN		45.43

05/05/2020 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 04/01/2020 - 04/30/2020				
Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
04/03/2020	DD4410(A)	BEKKEN, MARK	PAYROLL	217.74
04/03/2020	DD4411(A)	BULTMAN, LINDA	PAYROLL	1,113.74
04/03/2020	DD4412(A)	CANNARSA, JOHN	PAYROLL	25.82
04/03/2020	DD4413(A)	CASPAR, MARSHA	PAYROLL	26.42
04/03/2020	DD4414(A)	COBB, VICKY	PAYROLL	51.66
04/03/2020	DD4415(A)	CRAWFORD, RICHARD	PAYROLL	26.12
04/03/2020	DD4416(A)	DAVENPORT, JENNIFER	PAYROLL	51.66
04/03/2020	DD4417(A)	HARRIER, KIRK	PAYROLL	2,158.50
04/03/2020	DD4418(A)	HERBERT, SCOTT	PAYROLL	1,586.63
04/03/2020	DD4419(A)	JOHNSON, BARRY	PAYROLL	378.20
04/03/2020	DD4420(A)	KAZDA, NATHAN	PAYROLL	1,136.48
04/03/2020	DD4421(A)	KERRIDGE, ADAM	PAYROLL	1,122.90
04/03/2020	DD4422(A)	LEO, HOLLY	PAYROLL	397.06
04/03/2020	DD4423(A)	LEO, NICHOLAS	PAYROLL	52.26
04/03/2020	DD4424(A)	LEWIS, LEIGH	PAYROLL	364.32
04/03/2020	DD4425(A)	MC POLIN, KATE	PAYROLL	26.12
04/03/2020	DD4426(A)	NAGEL, MONICA	PAYROLL	1,568.85
04/03/2020	DD4427(A)	OSMAN, CINDY	PAYROLL	1,405.22
04/03/2020	DD4428(A)	PATERSON, KEITH	PAYROLL	52.86
04/03/2020	DD4429(A)	PETERSON, CHRISTINE	PAYROLL	252.58
04/03/2020	DD4430(A)	STANISLAWSKI, PETER	PAYROLL	1,400.42
04/03/2020	DD4431(A)	STRAKER, TIMOTHY	PAYROLL	52.26
04/03/2020	DD4432(A)	TRESTER, KENNETH	PAYROLL	206.86
04/03/2020	DD4433(A)	VERPLANK, JANE	PAYROLL	217.74
04/03/2020	DD4434(A)	VLASITY, STEFFANIE	PAYROLL	25.82
04/03/2020	DD4435(A)	WENDT, MICHAEL	PAYROLL	1,136.95
04/03/2020	EFT1271(E)	457-VALIC	PAYROLL	3,672.48
04/03/2020	EFT1272(E)	STATE OF MICHIGAN	PAYROLL	249.43
04/03/2020	EFT1273(E)	MERS HYBRID	PAYROLL	1,178.82
04/03/2020	EFT1274(E)	FEDERAL TAX DEPOSIT	PAYROLL	5,181.40
04/13/2020	16418	MML UNEMPLOYMENT COMPENSATIO	PAYROLL	48.60
04/14/2020	16419	ALLEGAN COUNTY NEWS	PRINTING	126.00
04/14/2020	16421	HOLLAND LOCK & SAFE	CONCESSION STAND	50.80
04/14/2020	16422	IHLE AUTO PARTS	PARTS	169.36
04/14/2020	16423	MICHIGAN MUNICIPAL LEAGUE	COMPENSATION STUDY	3,770.81
04/14/2020	16424	OVERISEL LUMBER COMPANY	OVAL BEACH, PARKS & SUPPLIES	468.29
04/14/2020	16425	PETTY CASH	CANNON WHEEL REPAIR	50.00
04/14/2020	16426	SAUGATUCK DOUGLAS ART CLUB	MAYOR'S AWARD	200.00
04/14/2020	16427	SAUGATUCK DRUG	BATTERIES	2.79
04/14/2020	16428	STANDARD INSURANCE COMPANY	INSURANCE	343.59
04/14/2020	2856(E)	AT&T MOBILITY	CELL PHONES	81.40
04/14/2020	2857(E)	COMCAST	TELEPHONES & INTERNET	284.60
04/14/2020	2858(E)	CONSUMERS ENERGY	ELECTRIC	3,115.15
04/14/2020	2859(E)	FIRST BANK CARD	TRAINING, ELECTION & SUPPLIES	1,394.93
04/14/2020	2860(E)	FRONTIER	DPW TELEPHONES & INTERNET	171.93
04/14/2020	2861(E)	FRONTIER	OVAL BEACH	61.11

05/05/2020 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 04/01/2020 - 04/30/2020				
Check Date	Check	Vendor Name	Description	Amount
04/14/2020	2862(E)	KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	936.66
04/14/2020	2863(E)	MICHIGAN GAS UTILITIES	CITY HALL	78.19
04/14/2020	2864(E)	MICHIGAN GAS UTILITIES	BUTLER ST BATHROOM	126.43
04/14/2020	2865(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	374.48
04/14/2020	2866(E)	PRIORITY HEALTH	HEALTH INSURANCE	6,959.13
04/14/2020	2867(E)	REPUBLIC SERVICES	TRASH	403.25
04/14/2020	2868(E)	SHELL	GASOLINE & DIESEL	728.21
04/14/2020	2869(E)	VALLEY CITY LINEN INC	SHOP TOWELS	38.70
04/14/2020	2870(E)	XEROX FINANCIAL SERVICES	COPIER LEASE	451.68
04/14/2020	2871(A)	ALLEGAN COUNTY TREASURER	DRAINS AT LARGE	975.89
04/14/2020	2872(A)	FLEIS & VANDENBRINK ENGINEERING IN	ENGINEERING FEES	1,958.01
04/14/2020	2873(A)	MC NALLY ELEVATOR COMPANY INC	ELEVATOR CITY HALL	250.00
04/14/2020	2874(A)	SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	564.25
04/14/2020	16420	BOAT LIFTS UNLIMITED INC	BOUYS INSTALL & REMOVAL	1,650.00
04/17/2020	DD4436(A)	BULTMAN, LINDA	PAYROLL	1,153.72
04/17/2020	DD4437(A)	HARRIER, KIRK	PAYROLL	2,158.51
04/17/2020	DD4438(A)	HERBERT, SCOTT	PAYROLL	1,651.63
04/17/2020	DD4439(A)	KAZDA, NATHAN	PAYROLL	1,176.48
04/17/2020	DD4440(A)	KERRIDGE, ADAM	PAYROLL	1,518.90
04/17/2020	DD4441(A)	NAGEL, MONICA	PAYROLL	1,650.85
04/17/2020	DD4442(A)	OSMAN, CINDY	PAYROLL	1,405.22
04/17/2020	DD4443(A)	STANISLAWSKI, PETER	PAYROLL	1,400.42
04/17/2020	DD4444(A)	VLASITY, KEN	PAYROLL	123.20
04/17/2020	DD4445(A)	WENDT, MICHAEL	PAYROLL	1,241.32
04/17/2020	EFT1275(E)	457-VALIC	PAYROLL	3,672.48
04/17/2020	EFT1276(E)	STATE OF MICHIGAN	PAYROLL	185.06
04/17/2020	EFT1277(E)	MERS HYBRID	PAYROLL	1,178.82
04/17/2020	EFT1278(E)	FEDERAL TAX DEPOSIT	PAYROLL	4,944.69
04/17/2020	EFT1279(E)	MI DEPT OF TREASURY	PAYROLL	1,451.62
04/17/2020	EFT1280(E)	MI DEPT OF TREASURY	PAYROLL	1,496.37
04/27/2020	2879(A)	ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	25,725.72
04/27/2020	2880(A)	BLOOM SLUGGETT PC	LEGAL FEES	1,555.50
04/27/2020	2881(A)	DIANNA MC GREW	ASSESSING SERVICES	2,611.13
04/27/2020	2882(A)	SEPTIC TANK SYSTEMS CO INC	BUTLER STREET PORTABLE RESTROC	310.00
04/27/2020	2875(E)	COMCAST	TELEPHONES & INTERNET	284.60
04/27/2020	2876(E)	FRONTIER	DPW TELEPHONES & INTERNET	171.93
04/27/2020	2877(E)	FRONTIER	OVAL BEACH 911	61.11
04/27/2020	2878(E)	MERS	RETIREMENT	4,500.00
04/27/2020	16429	DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	1,463.86
04/27/2020	16430	IHLE AUTO PARTS	REPAIRS	87.55
04/27/2020	16431	INTERNAL SOUND & COMMUNICATION	TELEPHONE SYSTEM UPGRADE	155.00
04/27/2020	16432	MACATAWA BANK	2017 ROAD BOND	23,095.75
04/27/2020	16433	MINER SUPPLY CO	SUPPLIES	5,355.91
04/27/2020	16434	STANDARD INSURANCE COMPANY	INSURANCE	343.59
04/30/2020	EFT1281(E)	MERS		3,355.72
Total of 91 Checks:				146,658.22



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager

MEETING DATE: May 11, 2020

SUBJECT: Road Flooding Mitigation Plan

DESCRIPTION

Attached is the Road Flooding Mitigation Plan that was developed by the City’s engineering firm Fleis & Vandenbrink (F&V). This plan was developed using the Kalamazoo River High Water report from Edgewater Resources and input from City Council to identify priorities to address specific flooding issues. Planning Commission member Marsha Casper also assisted City Council with a comprehensive priority matrix at the April 30th special workshop meeting that helped guide the decision making process.

City Council discussed this topic at the May 7, 2020 workshop and directed the City Manager to place this item on the May 11, 2020 regular meeting for action.

BUDGET ACTION REQUIRED

On January 27, 2020 the City Council amended the FY 19/20 budget and transferred \$20,000 from the general fund into a new fund, 101-441-945.000, for the purpose of flood mitigation activities. Additional funds will need to be appropriated in order to execute the work.

Below are the estimated costs that will be associated with fund 101-441-945.000 (FLOODING MITIGATION) and the estimated expenses based on new information we now have.

Edgewater Report	\$9,300
Engineering (F&V)	\$8,000
Road Flooding Mitigation Projects	\$24,400
Contingencies	\$5,000
TOTAL	\$46,700

Original Budget	\$20,000
New Budget	\$46,700
DEFICIT	\$26,700

Any labor costs (regular or overtime) associated with DPW staff to execute the Plan is not factored into the amounts above. Those costs would be allocated to fund 101-441-702.000 (SALARY/WAGES).

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to **approve/deny** the Fleis & Vandenbrink Road Flooding Mitigation Plan dated May 8, 2020 and direct staff to prepare a FY 19/20 budget amendment and appropriate an additional \$26,700 to fund 101-441-945.000 and direct the City Manager to take all necessary actions to implement the Plan.

**CITY OF SAUGATUCK
ROAD FLOODING MITIGATION PLAN – MAY 8, 2020**

Water Street & Lucy Street Intersection

Contracted Work

- Install a 48” diameter precast catch basin structure in the roadway just south of the existing structure on the west side of the intersection. Order a structure height of approximately 4 feet with an opening for an 8-inch PVC pipe invert 18” below the top of the structure. Set the top of the new structure approximately 2 inches below the curb flowline. Use submersible pumps to control water during the excavation. Backfill with pea stone. Estimated cost: \$4,000.
- Trench across the road to install 8-inch PVC pipe from the new sump structure to the catch basin on the southeast corner. Tap the structure just below the casting and re-seal with mortar. Backfill the trench with pea stone. Estimated cost: \$2,000.
- Pour 6-inch concrete pavement to restore traffic over the trench. Estimated cost: \$2,000.
- Coordinate with Saugatuck Township Fire District to replace the existing power pedestal with one that meets their needs and can adequately power the City’s pumping operations. Hire an electrical contractor to assist with power supply and pump installation/startup. Electrical allowance: \$5,000.

Department of Public Works

- Plug the 12-inch outlet from the catch basin on the southeast corner (in front of Mill Pond Realty) with an inflatable ball plug. This will isolate that catch basin from the public storm sewer system and prevent backflow onto the roadway area. Estimated cost: \$500.
- Re-seal the other three storm sewer structures in the intersection using plastic sheeting, sandbags, etc. to achieve the most watertight seal practical. Estimated cost: \$100.
- Install a short piece of Unistrut to the top of the sump structure with an expansion anchor on either end. This will serve as a mounting point for pumps and floats. Estimated cost \$100.
- Install 2 float switch-actuated pumps in the sump structure:
 - Low flow pump: 1 horsepower, 110V, ~100gpm. Set float approximately 6-12” above the floor of the structure. This pump is intended to handle leakage from the storm structure seals. Estimated cost: \$600.
 - High flow pump: 2 horsepower, 220V, ~200-300gpm. Set float approximately 12-18” above the floor of the structure. This pump is intended to help with heavier leakage and smaller to moderate storm events. Estimated cost: \$3,000.
- Protect the top of the berm between the river and intersection with a short sandbag wall (with plastic sheeting). Estimated cost: \$200.
- Assist the Boat House property owner with improving sandbagging around the structure. Estimated cost: \$500.
- Protect the open sump area with construction fencing, barricades, etc. as required. Estimated cost: \$200.

Summary

- Total estimated initial cost: \$18,200, plus DPW labor and equipment. Operational costs are primarily the power to run the pumps and DPW time to monitor the system and clear debris periodically.

Potential enhancements

- Upgrade one or both pumps.
- Add a third pump. A 48” diameter sump should provide adequate space for a third.

Spear Street Boat Launch Area

Department of Public Works

- Install 3 units of Hesco Floodline 2424 flood barriers at the launch ramp. Each unit is 2' wide by 2' tall by 10' long. Start at the east end of the steel sheet pile sea wall on the south side of the launch ramp. At the north end of the 30' barrier, supplement with sandbags (and plastic sheeting) as required to tie into the grassy berm area. Estimated cost: \$1,200.
- Install 3 units of Hesco Floodline 2424 flood barriers north of the Star of Saugatuck. The north end is the concrete retaining wall supporting the condo driveway. The south end is the grassy berm area. Supplement with sandbags (and plastic sheeting) as required to tie into the grassy berm area. Re-route the existing pump discharge over the wall and remove the existing sandbag wall. Estimated cost: \$1,500.
- During/after storms, DPW to use trailer-mounted trash pump to pump from existing manhole in northwest area of Water Street & Spear Street intersection to control water on the road.

Summary

- Total estimated initial cost: \$2,700, plus DPW labor and equipment. Operational costs are primarily the DPW costs during/after storm events.

Potential enhancements

- Seal the six catch basin structures in the intersection with plastic sheeting, sandbags, etc. This would require more DPW effort to clear water from the street after storm events.
- Install three plugs to isolate most of the catch basins in the area from the public system and prevent backflow. Again, this would require more DPW effort to clear water from the street after storm events.
- Install a sump structure with pump(s) similar to what is recommended at Lucy Street. This is not recommended initially due to high anticipated cost-benefit ratio.

Wick's Park Restroom Building

Department of Public Works

- Plug the outlet from the catch basin at the building to prevent backflow. Estimated cost: \$500.
- During/after storm events, DPW to use the catch basin as a sump to remove water from the area.

Summary

- Total estimated initial cost: \$500, plus DPW labor and equipment. Operational costs are primarily the DPW costs during/after storm events.

Potential enhancements

- Install a "permanent" pump in the catch basin. This is not initially recommended, as the pump discharge would impact park maintenance (primarily mowing) and would cross the concrete sidewalk along the river, adding a trip hazard to be mitigated.

South End of Butler Street

Department of Public Works

- Seal the catch basin in the road with plastic sheeting, sandbags, etc. Estimated cost: \$100.
- Install six units of Hesco Floodline 2424 flood barriers from the steel sheet pile wall on the west side of the street to the concrete curb on the east side. Supplement with sandbags (and plastic sheeting) at the ends as required. Estimated cost: \$2,400.
- Purchase a “puddle pump” for the DPW to use during/after storm events. Estimated cost: \$500.

Summary

- Total estimated initial cost: \$3,000, plus DPW labor and equipment. Operational costs are primarily the DPW costs during/after storm events.

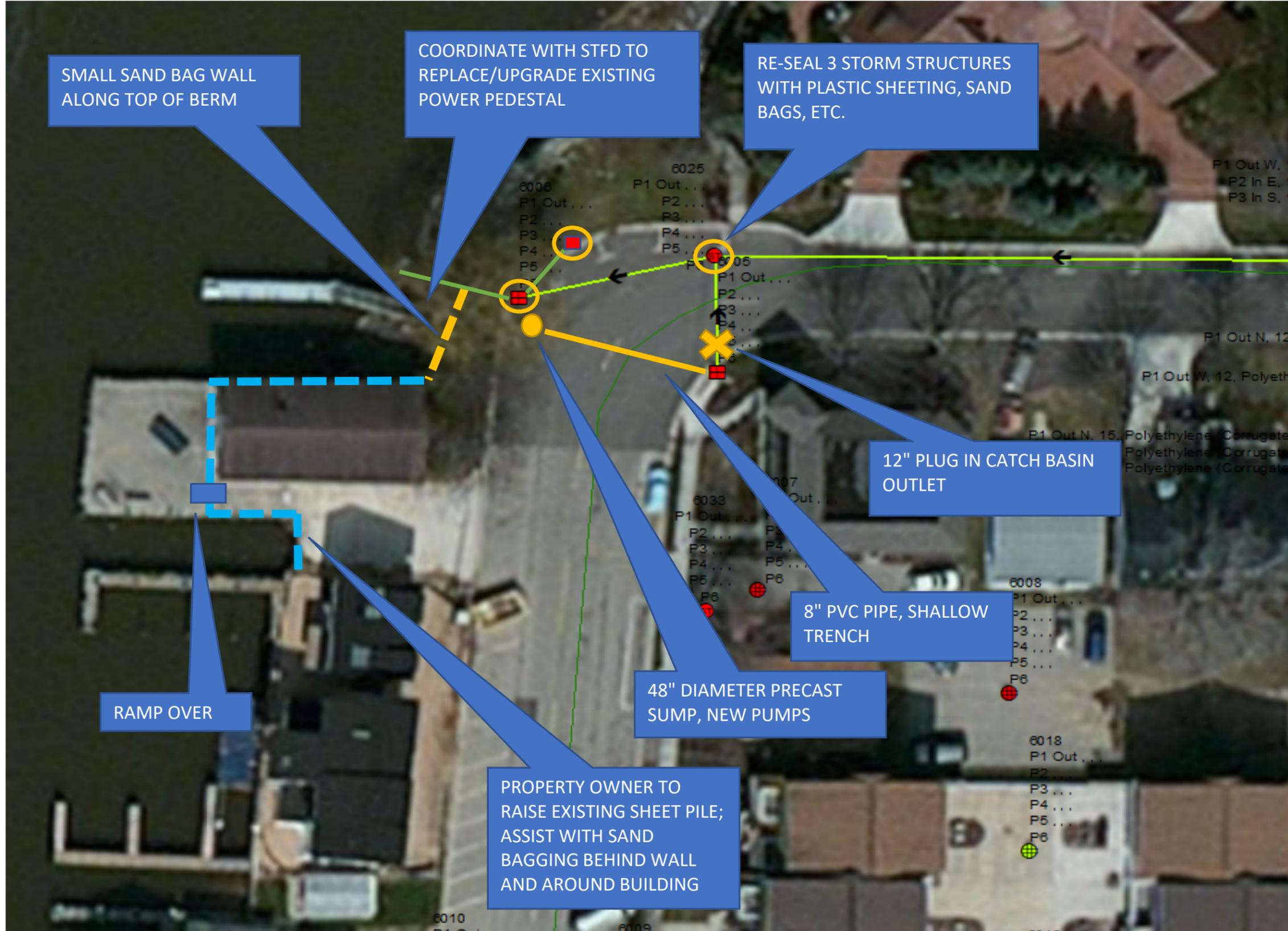
Potential enhancements

- Install a sump structure with pump(s) similar to what is recommended at Lucy Street. This is not recommended initially due to high anticipated cost-benefit ratio.

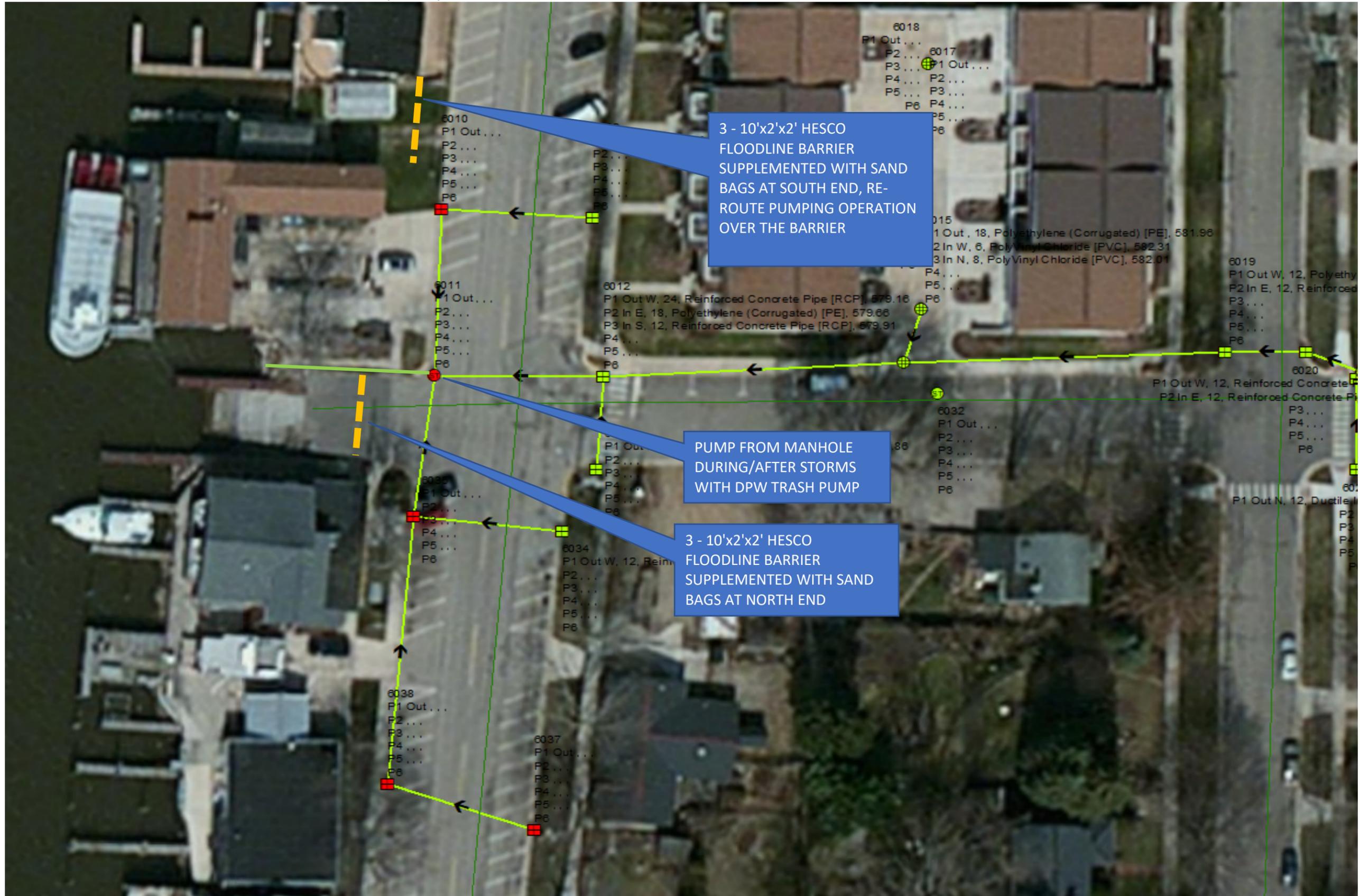
Overall Summary

- Water Street & Lucy Street Intersection: \$18,200
- Spear Street Boat Launch Area: \$2,700
- Wick’s Park Restroom Building: \$500
- South End of Butler Street: \$3,000
- Recommended Contingency: \$5,000
- Estimated Engineering: \$8,000 (incl. ~\$2,000 spent to date)
- Total Estimated Overall Initial Cost: \$37,400 (plus DPW labor & equip.)

WATER STREET & LUCY STREET CONCEPTUAL PLAN (5/8/20)



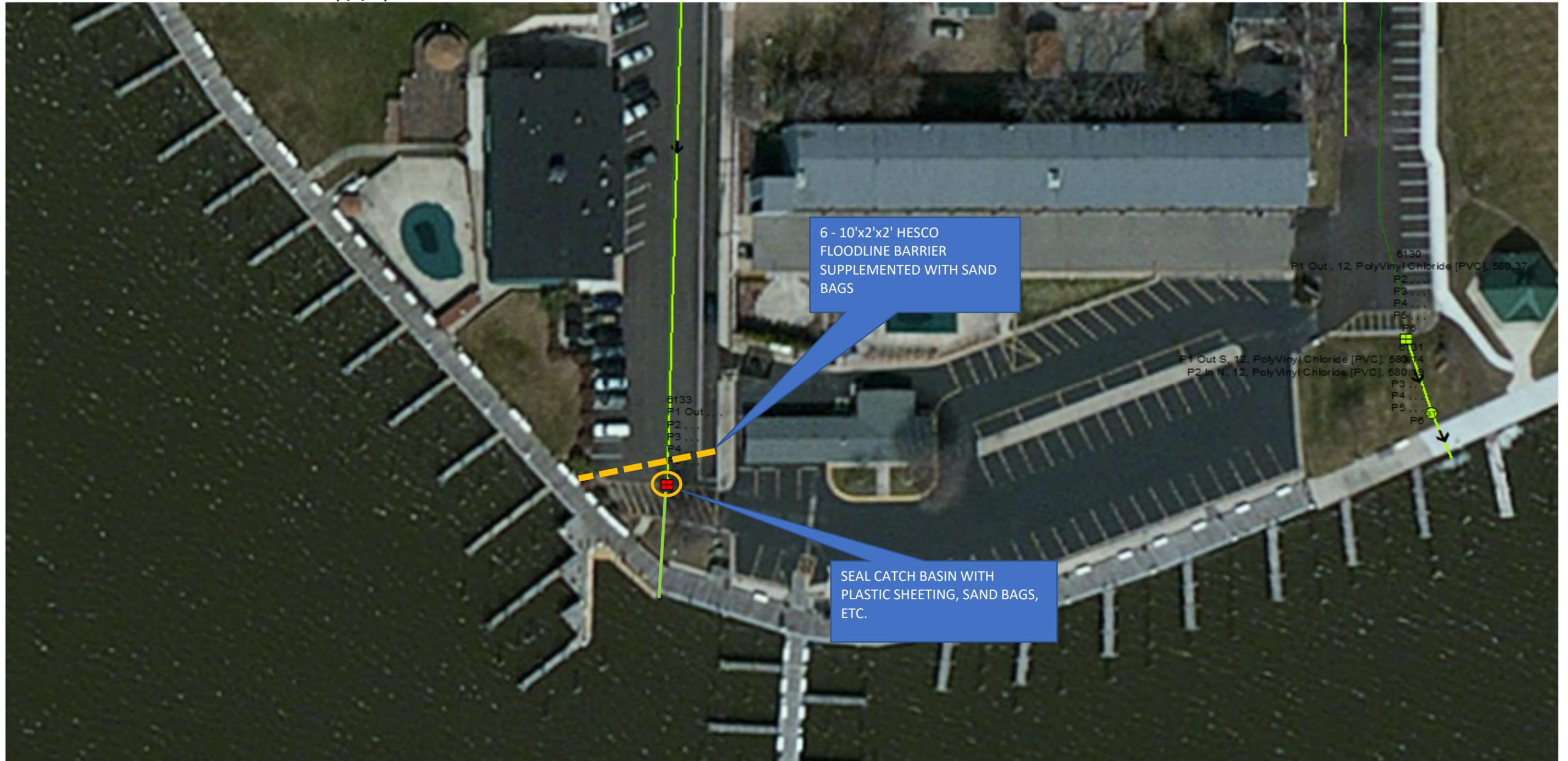
SPEAR STREET BOAT LAUNCH AREA CONCEPTUAL PLAN (5/8/20)



WICKS PARK RESTROOM BUILDING CONCEPTUAL PLAN (5/8/20)



SOUTH END OF BUTLER STREET CONCEPTUAL PLAN (5/8/20)





City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager

MEETING DATE: May 11, 2020

SUBJECT: Procedural Correction

DESCRIPTION

During the April 30, 2020 special meeting of the City Council, a motion was made under the Public Comment portion of the special meeting agenda to purchase specialty equipment for the DPW. The motion received a second and carried unanimously via roll call vote. During the May 7, 2020 workshop meeting, the City Manager was directed to place this item on the May 11, 2020 regular meeting agenda as a procedural correction and rescind due to a conflict with the adopted Rules of Procedure for City Council Meetings.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to **rescind** the motion to purchase Quick Fill Sandbagger in the amount of \$4,600 on April 30, 2020 special meeting of the City Council.



Memo

To: Saugatuck City Council
 From: Cindy Osman—Planning/Zoning
 Date: May 8, 2020
 Re: License for business owners to use the right-of-way between sidewalk & curb

With Executive Order 2020-77, the State of Michigan has opened up to some non-essential shopping opportunities for curb side pickup, and continues to allow for pick up and drive through food services. During the COVID-19 pandemic the City of Saugatuck understands implementing reasonable measures where appropriate to assist the business community is a

“110.02 REGULATIONS

- (A) The following regulations shall apply to businesses operating in the city:
- (1) A business may not display any merchandise, signs, banners, racks or tables in a public right-of-way, park or easement without first receiving a license from the city.”

I intend to issue the following blanket license on Monday May 11, 2020.

LICENSE FOR BUSINESS OWNERS TO USE THE RIGHT-OF-WAY BETWEEN THE SIDEWALK AND THE CURB.

This license includes all businesses located in the Commercial zone districts in downtown Saugatuck enumerated as C-1 CITY CENTER COMMERCIAL DISTRICT (CC), C-2 WATER STREET EAST DISTRICT (WSE), C-1 WATER STREET NORTH DISTRICT (WSN), C-2 WATER STREET SOUTH DISTRICT (WSS). Such businesses are authorized to place merchandise, tables, and chairs in the right-of-way in an area directly in front of their real property as if property lines were extended, between the sidewalk and the curb with the condition that the actual sidewalk be maintained open and clear. In instances where it may be difficult to determine the exact location of the official sidewalk, an open width of 6 clear feet will be maintained.

This license is effective from May 11, 2020 to June 30, 2020.

Questions or requests for clarification should be directed to my attention at 269-857-2603 or cindy@saugatuckcity.com.