



**CITY COUNCIL AGENDA
MAY 26, 2020 – 7:00 P.M.**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
 - A. **Regular City Council Meeting of May 11, 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**
 - B. **Ms. Mandy M. Reed – Michigan Municipal League Classification and Compensation Study**
 - C. **Ms. Elisabeth Estes – Governor's Committee Restaurant Reopening Update**
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. **Resolution No. 200526-A – MDOT Transportation Economic Development Fund Category B Funding Request (ROLL CALL)**
 - B. **Resolution No. 200526-B – Staff Support (ROLL CALL)**
 - C. **Proclamation No. 200526-P1 – City Clerk Appreciation of Service (ROLL CALL)**
 - D. **Proclamation No. 200526-P2 – June Pride Month**
 - E. **Saugatuck Township Fire District – FY 20/21 Budget Approval (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. **Downtown Pop-Up Patio/Dining in the Right-of-Way Report**
17. BOARDS, COMMISSIONS & COMMITTEE REPORTS
 - A. **Planning, KLSWA, Ad-Hoc Recycling Committee**
18. COUNCIL COMMENTS
19. ADJOURN *(ROLL CALL)*

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/87130255733>

Join by phone by dialing:

(312) 626-6799

-or-

(646) 518-9805

Then enter "Meeting ID":

871 3025 5733

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, May 11, 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 & Zoning Administrator Osman
3. **Approval of Minutes:**
 - A. **Regular City Council Meeting of April 27, 2020:** A motion was made by Peterson, 2nd by Verplank, to approve the April 27, 2020 regular meeting minutes as presented. Upon roll call the motion carried unanimously.
 - B. **Approval of Minutes:**
 - A. **Special City Council Meeting of April 30, 2020:** A motion was made by Leo, 2nd by Johnson, to amend the April 30, 2020 special meeting minutes and change the word litigation to mitigation under the public comment section referring to Eric Chatlin. Upon roll call the motion carried unanimously.

A motion was made by Leo, 2nd by Johnson, to approve the April 30, 2020 special meeting minutes as amended. Upon roll call the motion carried unanimously.
4. **Mayor's Comments:** Mayor Trester announced the following: COVID-19 cases in Allegan County are stabilizing; Cow Hill Yacht Club has cancelled the annual Venetian Festival due to COVID-19.
5. **City Manager's Report:** City Manager Harrier announced the following: S/D Rotary Club would like to honor the Saugatuck High School Graduating Class of 2020 by hanging a banner under the pallet sign; due to the Governor's Executive Order being extended until May 28, Saugatuck Public Schools will not be collecting parking fees in the Culver Street parking lot over Memorial Day weekend; President Trump on March 13, 2020 declared a national emergency due to COVID-19 and designated all counties in Michigan as eligible for assistance for Category B, Emergency Protective Measures, FEMA's Public Assistance Grant Program, however, Saugatuck does not fit the qualifications for reimbursement; Mr. Harrier is devoting 55 hours a week, 7 days a week to city operations since the pandemic began.
6. **Agenda Changes:** None
7. **Guest Speakers:**
 - A. **Lt. Brett Ensfield – Allegan Co. Sheriff's Department:** Lt. Ensfield presented Council with the Incident Analysis Report dated April 27-May 11, 2020.
8. **Public Comment:** None
9. **Request for Payment:** A motion was made by Johnson, 2nd by Peterson, to approve the accounts payable in the amount of \$41,770.15. Upon roll call the motion carried unanimously.
10. **Introductions of Ordinances:** None
11. **Public Hearings:** None

12. Unfinished Business: None

13. New Business:

A. Fleis & Vandenbrink – Road Flooding Mitigation Plan: A motion was made by Peterson, 2nd by Verplank, to approve 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 City Manager to take all necessary actions to implement the Plan. Upon roll call the motion carried unanimously.

B. Procedural Correction to April 30, 2020 Special Meeting Minutes: A motion was made by Johnson, 2nd by Peterson, 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. Upon roll call the motion carried unanimously.

14. Consent Agenda: None

15. Public Comment: Asher Levine (*non-resident*) would like to get married at Oval Beach in August 2020 and asked Council if they would relax their current policy regarding no weddings at Oval Beach from Memorial Day to Labor Day to accommodate his request.

Marsha Caspar (*resident*) glad to see the city moving forward with flooding priority projects.

Dan Fox (*resident*) announced that the Saugatuck Township Fire District resources are not captive to the city but rather tri-community resources.

16. Communications:

A. Zoning Administrator Right-of-Way License Memo – Accepted as information

17. Boards, Commissions & Committee Reports:

A. HDC, ZBA

18. Council Comments: Council Member Lewis updated Council on the S/D Together zoom meeting some of the topics included, but not limited to, safety/sanitation protocols, marketing plan, technology committee and training to help upgrade systems and guest speaker David Lorenz from Pure Michigan encouraged communities to market open spaces this summer.

Council Member Leo would like to continue to focus on street closures to allow downtown businesses to display merchandise safely in open spaces, utilize the basketball courts for picnic tables and provide COVID-19 signage for directions of what to expect when visiting our town.

Council Member Peterson will be presenting at the May 26, 2020 meeting a resolution of appreciation for city staff.

19. Adjournment: A motion was made by Peterson, 2nd by Verplank, to adjourn at 7:56 p.m. Upon roll call the motion carried unanimously.

Respectfully Submitted,

Monica Nagel, CMC
City Clerk



Memo

To: Saugatuck City Council
From: Kirk Harrier—City Manager
Date: May 23, 2020
Re: Michigan Municipal League Classification and Compensation Study

Attached to this memo is the Michigan Municipal League (MML) Classification and Compensation Study. Ms. Mandy Reed from the MML will discuss the details of this study and answer Council questions at the regular May 26 meeting. Ms. Reed has been with the MML since 2006 and has led, participated in, and managed the MML's HR consulting projects since 2013. She has expertise in the development of classification and compensation systems, personnel policy manuals, as well as benefits analysis, and related topics. Ms. Reed is a Certified Professional in Human Resources (PHR) with a bachelor's degree in Human Resources Management from the University of Michigan.

This project was authorized by City Council in order to conduct a classification and compensation study of its non-contractual employees. The City manager and City Assessor, for example, are contract employees and have employment agreements. The City Council does not set the pay for each individual non-contract employee as that is an administrative function of the City Manager defined per City Charter. However the Council does appropriate funds in the annual budget for wages that are then allocated by the City Manager. The classification and compensation study is used as a management tool by the City Manager to properly set employees' compensation in accordance with budget appropriations and job proficiency.

CLASSIFICATION & COMPENSATION STUDY

April 2020



Prepared by:
The Michigan Municipal League
1675 Green Road
Ann Arbor, MI 48105

Contact:
Mandy M. Reed
mreed@mml.org
734.669.6361

TABLE OF CONTENTS

Executive Summary 1
 Project Description & Methodology
 Table 1: Employers Surveyed
 Key Findings

Compensation & Market Comparability 4
 Table 2: Market Data Summary
 Benefits Analysis

Classification & Compensation Structure 8
 Impact of Recommended Ranges
 Table 3: Suggested Pay Structure
 Implementing Recommended Ranges
 Chart 1: Continuum of Job Mastery
 Range Options
 Table 4: Traditional Step System
 Table 5: Combined Step and Open Range System
 System Administration

Appendix A: Market Survey Data: Pay

Appendix B: Market Survey Data: Benefits

EXECUTIVE SUMMARY

Project Description & Methodology

The City of Saugatuck enlisted the assistance of the Michigan Municipal League to conduct a classification and compensation study of its non-contractual employees, including a detailed market survey of pay and benefits. Undertaking this project will help the City to recruit and retain highly qualified and competent staff within a market competitive system.

At the onset of the project, current job descriptions, pay plans, benefits information, and other related materials were collected and reviewed. The City identified the non-contractual positions to include in the scope of this project, which included the six positions listed below. All positions underwent a thorough review of job analysis and were included in the market study.

- | | |
|--|--|
| 1. Treasurer / Finance Officer | 4. Public Works Superintendent |
| 2. City Clerk | 5. Equipment Operator / Maintenance Worker |
| 3. Zoning / Planning / HDC Administrator | 6. Beach Manager |

To begin the project, an on-site meeting was held with the City Manager to review project methodology and discuss the comparables to be used in the market study. During this same visit, an orientation session was conducted for City employees to review the project methodology and distribute Job Analysis Questionnaires. On-site meetings were then held with employees during a separate visit to gather more detailed information on positional duties and requirements. The job analysis process ensured apples-to-apples comparisons in the market survey.

The customized survey was sent to the selected comparable communities and included a summary of primary job functions for each position. In addition, respondents were asked to provide not only pay information, but feedback on how the positions within their organization were similar or different. This level of detail promotes the most accurate positional level match, and provides a basis for determining the appropriateness of comparisons. We further validated the survey data against the League's statewide database of municipal salaries.

As seen in Table 1 on the following page, a thorough and balanced group of communities was analyzed for this project. In considering a labor market, geography is quite important as are size of organization and organizational structures, along with other factors. Many of the comparable communities are grouped as "core comps", meaning that they are reasonably similar to Saugatuck based on traditional factors such as population, staff size, etc. The remaining communities may not initially seem comparable based on traditional factors but, when considering their location and operational demands, it is found reasonable to include them.

Of the 27 organizations surveyed, we received direct responses from 12 communities to the customized survey. Many attempts were made to encourage the participation of those who did not respond, however, we were unable to obtain the requested data from these employers. While eight communities did not respond to our customized survey request, they did respond to the League's annual statewide survey, which is utilized throughout the report.

Table 1: Employers Surveyed

COMPARABLES FOR USE IN MARKET STUDY								
	Community	County	Pop	Sq. Miles	FT EEs	2019	2018	
						Taxable Value	Revenue	Expenses
1	Allegan	Allegan	4,998	5.50	38	129,326,930	14,590,000	14,200,000
2	Bridgman	Berrien	2,291	3.00	16	110,412,541	5,110,000	4,610,000
3	Charlevoix	Charlevoix	2,513	3.30	51	256,713,731	22,480,000	21,780,000
4	Douglas	Allegan	1,323	1.80	14	166,705,335	3,900,000	401,000
5	Fennville	Allegan	1,398	1.00	8	22,842,458	1,570,000	1,430,000
6	Ferrysburg	Ottawa	2,892	3.00	8	187,618,559	4,500,000	4,000,000
7	Frankfort	Benzie	1,286	1.00	13	93,491,295	4,250,000	4,270,000
8	Harbor Springs	Emmet	1,194	1.00	25	266,097,731	10,250,000	9,530,000
9	Hart	Oceana	2,126	1.00	22	48,931,348	10,130,000	10,090,000
10	Montague	Muskegon	2,361	2.67	15	74,964,548	5,880,000	5,750,000
11	New Buffalo	Berrien	1,883	2.00	24	238,536,824	7,690,000	11,560,000
12	North Muskegon	Muskegon	3,786	1.50	20	157,173,425	5,240,000	4,630,000
13	Otsego	Allegan	3,956	1.80	20	91,894,049	6,620,000	6,530,000
14	Parchment	Kalamazoo	1,804	1.00	15	41,644,762	2,670,000	2,480,000
15	Pentwater (village)	Oceana	857	1.60	9	222,519,201	4,960,000	3,450,000
16	Plainwell	Allegan	3,804	2.10	23	87,805,612	5,710,000	5,660,000
17	Roosevelt Park	Muskegon	3,831	1.00	12	104,653,927	5,210,000	5,070,000
18	Spring Lake (village)	Ottawa	2,323	1.10	8	804,735,761	5,400,000	4,940,000
19	Suttons Bay (village)	Leelanau	618	1.50	8	256,877,784	2,800,000	2,050,000
20	Wayland	Allegan	4,079	3.00	23	115,103,342	5,190,000	5,020,000
21	Dowagiac	Cass	5,879	3.80	46	83,074,609	17,960,000	16,730,000
22	Grand Haven	Ottawa	10,412	5.80	135	603,614,565	49,090,000	49,790,000
23	Ludington	Mason	8,076	3.78	65	268,241,173	18,130,000	15,630,000
24	Manistee	Manistee	6,226	2.84	55	195,633,084	18,380,000	17,480,000
25	South Haven	Van Buren/Allegan	4,403	2.80	85	161,611,953	40,240,000	39,910,000
26	St. Joseph	Berrien	8,365	3.63	98	486,048,198	28,390,000	25,010,000
27	Zeeland	Ottawa	5,504	3.50	66	436,421,907	60,270,000	51,400,000
	AVERAGE - All Comps (#1-27)		3,637	2.45	34	211,581,283	13,578,148	12,718,556
	Average - Core Comps (#1-20)		2,466	2	19	173,902,458	6,707,500	6,372,550
	Saugatuck	Allegan	925	1.20	9	162,721,264	4,290,000	3,320,000

It should be noted that each organization surveyed in this study is unique, with different organizational structures and in some cases, alternative allocation of duties among employees. Further, not every comparable employer delivers the exact mix of services found in the City of Saugatuck. For example, several departments within Saugatuck are made up of just one person to complete all departmental operations. Among the surveyed market, there are instances of multiple people within a department to share the workload. Additionally, the City of Saugatuck has a Beach Manager position during the spring/summer months whereas no one among the market reported having such position housed internally. The focus of our market analysis was to identify positions in other organizations with a similar scope of responsibilities, requiring similar levels of knowledge, skill and expertise.

There are no “perfect matches” in terms of organization or position; the one constant is that all public employers ask employees to “wear many hats,” do more with less, and take on greater responsibility. Even with variations in operations and positional duties, we are confident the survey results represent a fair, objective, and reasonable comparisons to the market.

This report provides detailed analysis of the market data and specific recommendations for pay system design and administration. In all cases, our recommendations are just that; City officials are ultimately responsible for determining the best course of action for their organization. Our intent is to provide this research, various scenarios, and differing implementation options to facilitate the decision making process.

Key Findings

Classification

The job analysis process allowed us to gather in depth information on each position, including job requirements and the knowledge, skills, and abilities needed to perform each job successfully. This process is critical in the analysis of the market data to ensure appropriate comparability of positions.

Compensation

The City of Saugatuck's pay levels, taken in total, are 3% above the market when compared to the "core comps" market midpoint, 5% above the market compared to the market maximum, and right in line with the market minimum. Pay levels are slightly higher when comparing to all comparable communities. This suggest that the City of Saugatuck is in line with the market at the start of an employee's tenure and becomes more generous compared to market as the employee gains seniority. Detailed market data on each position is available in Appendix A.

- ⇒ While there are variations among individual positions, it is important to keep in mind that being above or below market does not necessarily mean that someone is "overpaid" or "underpaid", but rather shows the overall comparability to the market.
- ⇒ Most non-union public sector pay ranges are around 30% wide, with a range minimum 15% below the midpoint and the maximum 15% above. The recommended pay ranges developed within this report reflect ranges that are 30% wide.
- ⇒ There are two "red circled" employees, meaning that current pay levels fall above the recommended range maximum. It should be noted, however, that one of these employees is already considered red circled within the City's current pay system.

Benefits Analysis

In addition to pay, the customized survey included the scope of benefits offered in the market to provide a more complete picture of the comparability of the overall compensation program within Saugatuck. Details on benefit offerings found in the comparable market can be found in Appendix B with a qualitative analysis of provided on page 5.

Taken in total, Saugatuck's benefit offerings are within a similar range of the surveyed market for many benefits and are more generous than market with its paid time off offerings, healthcare premium contributions, and its hybrid pension plan.

COMPENSATION & MARKET COMPARABILITY

To determine appropriate pay rates, we utilized a customized market survey to gather information on what the competitive labor market pays for similar positions. Our survey document included positional summaries of each position, rather than simply matching job title to job title, to enhance the survey's reliability. Therefore, respondents were able to report pay based on job content rather than job title alone.

As well, our survey gathered information on how positions are similar or different in other organizations to aide in making "apples-to-apples" comparisons with regard to pay data. The survey tool collected information on pay ranges and current actual salaries in the event no range was available.

It should be noted again that each organization surveyed in this study is unique, with different organizational structures and in some cases, alternative allocation of duties among employees. Further, not every comparable employer delivers the exact mix of services found in the City of Saugatuck. For example, the City of Saugatuck has a Beach Manager position during the spring/summer months. The market did not return any results on this position. In situations where little or no market data is available to guide salary recommendations, the League's database on municipal salaries was utilized. The focus of our market analysis was to identify positions in other organizations with a similar scope of responsibilities, requiring similar levels of knowledge, skill and expertise.

Table 2 on the following page provides a summary of the market survey results and shows how each position studied compares. The compa-ratios shown on the right is a simple ratio of the City's rate divided by the market average for minimum, midpoint, and maximum pay rates. So, the midpoint average compa-ratio of 103% can be read as "the City of Saugatuck's pay levels, taken in total, are 3% above the market."

In reviewing the individual position results, keep in mind that being above or below market does not necessarily mean someone is "overpaid" or "underpaid." Rather, this is a simple way to gauge overall comparability to market. Most public sector pay ranges are around 30% wide, so a likely range minimum would be 15% lower than the midpoint and maximums 15% above. As such, market comparisons with compa-ratios of 85% to 115% are considered within normal limits.

Detailed market data on each position is available in Appendix A, with a summary of the market data found on the following page.

Table 2: Market Data Summary

Current Title	Saugatuck				Market Average - All				Compa-Ratio		
	Min	Mid	Max	Actual	Min	Mid	Max	Actual	Min	Mid	Max
Treasurer / Finance Officer *	60,753	71,475	82,196	69,726	56,904	66,445	75,985	72,279	107%	108%	108%
City Clerk	42,853	50,415	57,977	55,104	44,361	47,651	50,941	56,604	97%	106%	114%
Zoning / Planning / HDC Administrator *	43,418	51,080	58,742	60,187	45,797	52,389	58,981	49,647	95%	98%	100%
Public Works Superintendent *	55,960	65,836	75,711	58,356	53,332	61,397	69,462	69,523	105%	107%	109%
Equipment Operator / Maintenance Worker (1)	38,513	45,310	52,106	39,719	39,691	44,316	48,940	45,647	97%	102%	106%
Equipment Operator / Maintenance Worker (2)				39,719							
Equipment Operator / Maintenance Worker (3)				39,719							
Equipment Operator / Maintenance Worker (4)				45,292							
Beach Manager **	n/a	n/a	n/a	55,210	43,639	46,894	50,148	50,269	n/a	n/a	n/a
AVERAGE ALL									100%	104%	107%

Current Title	Saugatuck				Market Average - Core Comps				Compa-Ratio		
	Min	Mid	Max	Actual	Min	Mid	Max	Actual	Min	Mid	Max
Treasurer / Finance Officer *	60,753	71,475	82,196	69,726	56,904	66,445	75,985	68,046	107%	108%	108%
City Clerk *	42,853	50,415	57,977	55,104	45,359	51,234	57,109	56,344	94%	98%	102%
Zoning / Planning / HDC Administrator **	43,418	51,080	58,742	60,187	45,797	52,389	58,981	55,342	95%	98%	100%
Public Works Superintendent *	55,960	65,836	75,711	58,356	53,332	61,397	69,462	67,433	105%	107%	109%
Equipment Operator / Maintenance Worker (1)	38,513	45,310	52,106	39,719	38,081	43,099	48,117	45,890	101%	105%	108%
Equipment Operator / Maintenance Worker (2)				39,719							
Equipment Operator / Maintenance Worker (3)				39,719							
Equipment Operator / Maintenance Worker (4)				45,292							
Beach Manager **	n/a	n/a	n/a	55,210	43,639	46,894	50,148	50,269	n/a	n/a	n/a
AVERAGE ALL - CORE COMPS									100%	103%	105%

* insufficient range data obtained from customized survey; range data reported above reflects information reported to the 2019/20 MML Statewide Survey.

** insufficient data obtained from customized survey; data reported above reflects information reported to the 2019/20 MML Statewide Survey.

Benefits Analysis

In addition to pay, the customized survey included the scope of benefits offered in the market to provide a more complete picture of the comparability of the overall compensation program within Saugatuck. Details on benefit offerings found in the comparable market can be found in Appendix B with a qualitative analysis of provided below.

Ten respondents reported benefits data for their non-union employees. Saugatuck’s benefit offerings, taken in total, are within a similar range of the surveyed market for many benefits and are more generous with its paid time off accruals, healthcare premium contributions, and the offering of a hybrid pension plan.

Paid Time Off & Bonus Benefits

- Eight of the ten respondents offer separate leave banks for vacation, sick, and personal time. The City of Saugatuck uses a combined approach to paid time off (PTO). This is a progressive approach to time off and usually means fewer total days are offered, but with more flexibility for use.

To compare the separate banks offered in the market to the combined bank offered in Saugatuck, we converted the separate banks into a single bank using a standard formula. To calculate total *discretionary* time off, we added the market average of 3 personal days to the market average of each vacation accrual level. Assuming additional time would be included to help offset the loss of non-discretionary sick time, we have included 50% of the market average for sick time (5.5 days) to the *discretionary* accruals for a total combined PTO market average.

The table below shows that Saugatuck's combined PTO system is more generous than that calculated for the market.

Vacation Accruals			
Market Average		Saugatuck	
1 Year	16 days	1 Year	20 days
5 Years	22 days	5 Years	25 days
10 Years	26 days	10 Years	30 days
15 Years	30 days	15 Years	35 days
20 Years	32 days	20 Years	35 days

- Of the ten respondents, three provide longevity pay with maximums ranging from \$700 to 8% of pay. Employees in Saugatuck receive an appreciation payment of \$50 per year of service upon retirement under the MERS hybrid plan with at least 5 years of service.

Insurance Benefits

- Among market responses, required employee contributions toward insurance premiums range from 0% to 20%, with two respondents basing the amount on the established hard-cap. Saugatuck does not require any employee contribution toward healthcare premiums.
- All respondents except for one offer some form of employer-paid dental and vision coverage. Saugatuck provides a reimbursement for dental and vision coverage up to \$600 for employee only plans and up to \$1,200 for double/family plans.
- All respondents except for one provide some form of payment in lieu of health insurance with payments ranging from \$1,500 to \$4,160 annually. Two respondents provide a payment of 50% of the annual hard-cap. Saugatuck provides a payment in lieu of health insurance equal to 30% of the annual hard-cap.
- All responding comparables reported that life insurance is provided with benefit levels ranging from \$15,000 to the value of an employee's annual salary. Saugatuck provides a life insurance benefit level of \$25,000 for its employees.
- Eight respondents report that short-term, long-term, or both disability plans are provided to their employees. Saugatuck provides only short-term disability insurance to its employees.

Retirement Benefits

- Five respondents provide a traditional defined benefit pension plan to its employees, with one providing a hybrid pension plan. Plan multipliers range from 1.5% to 2.5%, with required employee contributions ranging from 0% to 15.35%

Saugatuck offers a hybrid defined benefit retirement plan to its employees with a 1.5% multiplier and a 6% employee contribution.

It should be noted that many public employers are shifting away from defined benefit pension plans and moving to defined contribution programs where costs are more controllable.

- Seven respondents offer a defined contribution program with employer contributions ranging from 0% to 10%. Saugatuck offers a 4% contribution to its defined contribution plan.
- Only one of the ten respondents provide traditional retiree health insurance plan. Saugatuck does not offer this type of plan.

Full details on benefit offerings within the customized market can be found in Appendix B.

COMPENSATION STRUCTURE

As previously discussed, the customized market survey was used to determine the City of Saugatuck's overall comparability in pay, as well as guided the recommended pay ranges.

Impact of Recommended Ranges

Table 3 on the following page provides a suggested pay structure based on market findings, with ranges that are 30% wide.

Positions with salaries below the recommended range minimums are considered "**green circled**." Currently, there are no green circled employees.

Should a green circled situation arise, it is suggested that green circled individuals be prioritized and moved as quickly as possible to at least the minimum of the recommended pay range. However, in each case individual performance will guide decisions regarding pay adjustments. It is advisable to suspend pay increases, even those for "green circled" or long-serving employees, until such time as any ongoing performance issues are resolved.

Positions with salaries above range maximums are considered "**red circled**." Currently, there are two red circled employees in this study. It should be mentioned, however, that one of these employees is already red circled within the City's current pay system.

Red circled positions are not uncommon for long-serving staff or positions that are difficult to recruit and/or retain. In the event a red circled situation arises, *we strongly caution against reducing pay or otherwise penalizing an employee with a salary level above the suggested maximum.* This can be counter-productive and devastating to morale and the overall success of a pay program. Rather, "grandfathering" red circled employees or increasing salaries at a slower pace are more constructive approaches.

A more progressive approach to addressing red circled employees, or employees who have reached the maximum of their pay range, is to offer a merit bonus rather than a pay increase. This bonus, however, would be tied to performance to recognize outstanding service. This can be done by offering up to a maximum amount, such as a flat dollar amount, or percentage of pay based on the employee's level of performance. This type of program positions the City to recruit, retain, and reward top talent to serve its public. Keep in mind, however, that an exceptional performance evaluation tool should be in place, used accurately, reliably, and consistently, and the organization itself must have a culture that would support such an approach to pay.

Table 3: Suggested Pay Structure

Grade	Title	Saugatuck				RECOMMENDED PAY RANGES		
		Minimum	Midpoint	Maximum	Current	Minimum	Midpoint	Maximum
1	Equipment Operator / Maintenance Worker - 1	38,513	45,310	52,106	39,719	\$37,391.30 \$17.98	\$43,000.00 \$20.67	\$48,608.70 \$23.37
	Equipment Operator / Maintenance Worker - 2				39,719			
	Equipment Operator / Maintenance Worker - 3				39,719			
	Equipment Operator / Maintenance Worker - 4				45,292			
2	Beach Manager (seasonal)	n/a	n/a	n/a	55,210	\$40,869.57 \$19.65	\$47,000.00 \$22.60	\$53,130.43 \$25.54
3	Zoning / Planning / HDC Administrator	43,418	51,080	58,742	60,187	\$45,217.39 \$21.74	\$52,000.00 \$25.00	\$58,782.61 \$28.26
	City Clerk	42,853	50,415	57,977	55,104			
4	Treasurer / Finance Officer	60,753	71,475	82,196	69,726	\$55,652.17 \$26.76	\$64,000.00 \$30.77	\$72,347.83 \$34.78
	Public Works Superintendent	55,960	65,836	75,711	58,356			

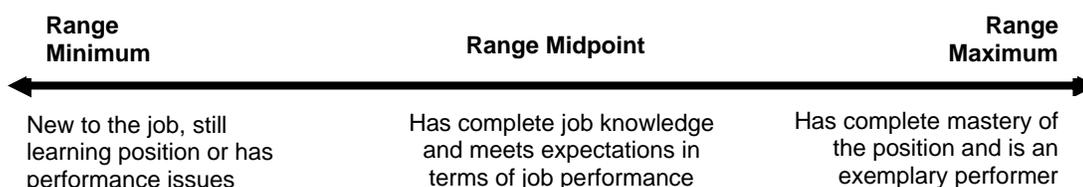
Implementing Recommended Ranges

In determining its compensation policy, organizations have much to consider. For example:

- ❖ Some organizations strive to lead the market in either pay or benefits, or both. Others utilize below-average compensation programs which may result in short-term savings; however that is offset by the high cost of turnover and the indirect costs of poor morale, inconsistent customer service, and overall compromised operational performance.
- ❖ Most organizations seek a middle ground, establishing market competitive compensation programs that are fair to employees and fiscally responsible.
- ❖ Benefits may influence the stance an employer takes relative to the market. Depending on organizational priorities, some employers maintain employee wages low in relation to the market while maintaining a relatively generous benefit program, or vice versa.
- ❖ In moving employees through pay ranges, compensation systems ideally incorporate performance in some way.
- ❖ Lastly, staffing levels and organizational structures can influence the position an employer takes relative to the competitive market. Where employees are asked to do more with less, an organization may be inclined to meet or even exceed the market with regard to pay, benefits or both.

In considering how pay ranges might be utilized over time, job mastery and performance history are important factors that may guide upward adjustments for employees. The continuum provided in Chart 1 illustrates how compensation levels within the recommended ranges may be considered with regard to job knowledge and performance.

Chart 1: Continuum of Job Mastery



As seen above, newer employees who are not yet functioning on a completely independent level, or employees who are not meeting performance standards, may be appropriately placed at or near the range minimum. Over time, training and experience on the job will typically lead to competency for most employees. These employees will likely fall somewhere in the middle of their range, near the midpoint. An employee with complete mastery of their position and a history of exceptional performance may command a salary toward the top of their range near the recommended maximum.

Range Options

There are a few popular options for pay range administration, including a traditional step system, an open range, or a combined approach.

Traditional Step System

A traditional step system simply breaks a pay range into increments. In a system with 30% wide ranges, nine steps are typical and provide for increments of about 3.00% to 3.75% between steps.

In a traditional step system, pay increases are awarded based on time on the job, conditioned upon satisfactory performance (i.e. move from step 1 to step 2 after 1 year with a satisfactory or better performance review). Table 4 below provides a step progression based on a Traditional Step System.

Table 4: Traditional Step System

Grade	Minimum Step 1	Step 2	Step 3	Step 4	Midpoint Step 5	Step 6	Step 7	Step 8	Maximum Step 9
1	\$37,391 \$17.98	\$38,793 \$18.65	\$40,196 \$19.32	\$41,598 \$20.00	\$43,000 \$20.67	\$44,402 \$21.35	\$45,804 \$22.02	\$47,207 \$22.70	\$48,609 \$23.37
2	\$40,870 \$19.65	\$42,402 \$20.39	\$43,935 \$21.12	\$45,467 \$21.86	\$47,000 \$22.60	\$48,533 \$23.33	\$50,065 \$24.07	\$51,598 \$24.81	\$53,130 \$25.54
3	\$45,217 \$21.74	\$46,913 \$22.55	\$48,609 \$23.37	\$50,304 \$24.18	\$52,000 \$25.00	\$53,696 \$25.82	\$55,391 \$26.63	\$57,087 \$27.45	\$58,783 \$28.26
4	\$55,652 \$26.76	\$57,739 \$27.76	\$59,826 \$28.76	\$61,913 \$29.77	\$64,000 \$30.77	\$66,087 \$31.77	\$68,174 \$32.78	\$70,261 \$33.78	\$72,348 \$34.78

Open Range System

Some employers prefer to use a percentage-based, open range approach to progressing employees through their ranges. Under this plan, a set percent is used for employees' annual pay increases. This provides the most flexibility to the employer, or maximum discretion.

Should an open range be established, a flat dollar or a percentage increase could be provided on a discretionary basis based on performance, time on the job, or some combination. Though rare, some use discretionary amounts that do not automatically renew unless continued exceptional performance or specific achievements warrant.

Combined System

A combined system uses both formal steps and a flexible, open range. With this method, step increases based on longevity are utilized initially (provided the employee is evaluated at a minimum level of satisfaction) with merit-based progression after a certain tenure level is achieved. This combined system recognizes the "learning curve" found in early years of employment, and focuses on performance once longer tenure and associated job mastery is achieved. Table 5 below provides a step progression based on a Combined System.

Table 5: Combined Step and Open Range System

Grade	Minimum Step 1	Step 2	Step 3	Step 4	Midpoint Step 5	Open Range Performance-Based	Maximum Step 9
1	\$37,391 \$17.98	\$38,793 \$18.65	\$40,196 \$19.32	\$41,598 \$20.00	\$43,000 \$20.67	open range	\$48,609 \$23.37
2	\$40,870 \$19.65	\$42,402 \$20.39	\$43,935 \$21.12	\$45,467 \$21.86	\$47,000 \$22.60	open range	\$53,130 \$25.54
3	\$45,217 \$21.74	\$46,913 \$22.55	\$48,609 \$23.37	\$50,304 \$24.18	\$52,000 \$25.00	open range	\$58,783 \$28.26
4	\$55,652 \$26.76	\$57,739 \$27.76	\$59,826 \$28.76	\$61,913 \$29.77	\$64,000 \$30.77	open range	\$72,348 \$34.78

System Administration

It is suggested that the City establish a compensation policy for moving employees through pay ranges over time. There are many methods for progressing employees through a pay range; for example, time on the job (longevity), merit or performance based pay, or some combination of the two. Further, if using a step system, increases can be applied based on fractions of a step; full step increases are not required of the system options presented within this report.

Many employers are interested in linking pay to performance. To succeed in implementing a merit pay environment, there must be an exceptional performance evaluation tool in place that is used accurately and reliably, and the organization itself must have a culture that would support such an approach to pay. With those two linchpins in place, the employer then must have the financial resources to support the pay for performance program. Well-designed and properly-administered pay-for-performance programs that are tied closely to overarching organizational missions, goals and objectives, can add substantial value to an organization. However, pay for performance is *not* a cost of living adjustment. Cost of living is something that should be applied to the pay system at-large. Individual performance rewards are separate and distinct from that, and lose their impact and credibility when overlapped with other types of adjustments.

When considering performance rewards, an organization can utilize either a performance increase that becomes part of an employee's annual pay; or a one-time reward that does not automatically renew each year. The reward that becomes part of regular pay is typically in recognition of sustained exceptional performance, assuming additional duties, achieving additional education or training, etc. The non-renewable reward is usually associated with achievement of specific goals or in recognition of a special project or some other finite accomplishment. Some systems incorporate both types of rewards to accommodate varying circumstances.

Should the City incorporate pay-for-performance tied to performance evaluation, careful consideration will need to be given to whether rewards are integrated into base pay or treated as a bonus subject to renewal, or some combination of the two.

Placing New Employees Within Established Ranges

To preserve internal equity, original appointment to any position would ideally be made at the minimum rate of the suggested pay range. Advancement could then proceed through successive increases as prescribed in the City's compensation policy.

However, each new hire will inevitably be unique, and may in fact represent a situation in which greater experience and expertise are objectives in recruitment. Or, the labor market may dictate the need to offer a higher salary. Therefore, new hires should be assessed individually and placed at a range level consistent with City needs and market demands.

Maintaining the System Over Time

A classification and compensation program, once designed and implemented, is not self-sustaining. It needs proper maintenance to continue to serve its purpose. Maintaining the program requires reviewing, adjusting, and controlling both the classification and salary structures so they continue to be effective.

The City should determine the standard process that will be used to maintain the classification plan going forward. For example, how will changes to job descriptions be handled? How will new positions be placed within the system? Who will review requests and what appeals mechanism, if any, will be provided?

The City should carefully consider its options and lay out the methodology best suited to its needs and culture.

Classifying New Positions

As a result of reorganization, new programs, or changes in management procedures, new jobs may be established and the complexity of existing jobs may change. To maintain internal equity and the usefulness of the pay system, the following procedures are recommended:

1. For new positions, a standard job analysis questionnaire should be used to define the particular duties, responsibilities, and requirements of the position.
2. A current and accurate job description should then be developed.
3. Verification of market pay rates through the statewide survey, or a customized survey, will validate the appropriate pay rate for a new position.

Updating the Compensation Plan

Economic conditions, the availability of people, and the prevailing labor market rates will all impact salary structures. To accurately reflect the labor market, the compensation plan must be reviewed and adjusted annually.

In this sense, pay adjustments are a two-step process. The first is a general adjustment of the entire pay system to reflect inflationary or cost-of-living increases. And the second is individual-level adjustments based on performance, longevity or whatever measures the City chooses to reflect its compensation philosophy.

Various sources exist for inflation figures, cost-of-living estimates, and other economic indicators such as the Consumer Price Index (CPI). One of these could be applied to the City's compensation structure to make the annual cost-of-living adjustment.

When making annual adjustments to the overall system, consideration should be given to local economic factors and the posture the organization chooses to take relative to the labor market. Every five to seven years a full study should be conducted to check the adequacy of present pay rates and internal ranking of jobs.

In devising a pay and benefits system, an employer is well-served to consider its mission and organizational goals and align its compensation policy accordingly. The data and objective analysis provided within this report will help position the City of Saugatuck for these important policy considerations.

APPENDIX A

Market Survey Data: Pay

**Classification and Compensation Study
Salary Survey Results, November 2019
City of Saugatuck**

Treasurer / Finance Officer

Comparable Community	Title Used	How Do Duties Compare	Pay Range			Actual Pay or Max	FT / PT	Hrs / Week	Yrs of Service	Other Details
			Min	Mid	Max					
Allegan	Finance Director	same but payroll is processed primarily by account clerk				82,014	FT	40	15	
Bridgman	Treasurer		52,500	56,164	59,827	59,827	FT	40		
Charlevoix	City Treasurer	same				76,779	FT	40	5	
Douglas	City Treasurer	same but does not do payroll				65,479	FT	40		
Fennville	Clerk / Treasurer						FT	40		combined position earning \$45,000 / yr as reported in the League's 2019/20 W&S Survey
Ferrysburg										
Frankfort	Clerk / Treasurer						FT	40		combined position earning \$66,065 / yr as reported in the League's 2019/20 W&S Survey
Harbor Springs										
Hart	Clerk / Treasurer						FT	40		combined position earning \$51,189 / yr as reported in the League's 2019/20 W&S Survey
Montague										
New Buffalo	Treasurer					63,282	FT	40		as reported in the League's 2019/20 W&S Survey
North Muskegon										
Otsego	Treasurer / Finance Director	yes				77,854	FT	40	31	
Parchment										
Pentwater	Clerk / Treasurer						FT	40		combined position earning \$54,000 / yr as reported in the League's 2019/20 W&S Survey
Plainwell	Clerk / Treasurer	combined clerk/treasurer duties					FT	40	7	combined position earning \$69,638 / yr
Roosevelt Park	Treasurer	perfect	45,000	49,000	53,000	52,000	FT	40	2	
Spring Lake	n/a	contracted position with Ottawa County								combined position contracted with Ottawa County; also contracts with the Twp to collect property taxes
Suttons Bay										
Wayland	Finance Director					67,135	FT	40		as reported in the League's 2019/20 W&S Survey

**Classification and Compensation Study
Salary Survey Results, November 2019
City of Saugatuck**

Treasurer / Finance Officer, cont'd

Comparable Community	Title Used	How Do Duties Compare	Pay Range			Actual Pay or Max	FT / PT	Hrs / Week	Yrs of Service	Other Details
			Min	Mid	Max					
Dowagiac										
Grand Haven	Treasurer		62,712	72,114	81,515	72,114	FT	40	24	Finance Director earns range of \$81,473.60 - \$106,142.40 / yr as reported in recent class/comp study
Ludington	Treasurer (elected)	no accounting duties and does not assist with budget; collects and invests money; administers tax billing and collection					FT	40	1.5	not comparable; elected position earning \$53,560 /yr
Manistee	Finance Director / Treasurer	similar				93,587	FT	40	17	
South Haven	Finance Director	similar but does not handle payroll (this is done by HR)	81,500	88,500	95,500	85,000	FT	40	4	
St. Joseph	Finance Director / Clerk / Treasurer						FT	40		combined position earning \$95,056 / yr as reported in the League's 2019/20 W&S Survey
Zeeland	Finance Director / Treasurer						FT	40		reported data skews average; earns range of \$86,566 - \$112,537/yr as reported in the League's 2019/20 W&S Survey
Market Average - All			insufficient data			72,279				
Market Average - Core Comps			insufficient data			68,046				
2019/20 MML Statewide Data *			56,904	66,445	75,985	74,165				34%
Saugatuck			60,753	71,475	82,196	69,726	FT	40	12	35%

* 2019/20 MML Statewide Survey includes regions 1-6 with populations between 900 and 7,500 for positions of Finance Director/Treasurer and Finance Director/Controller (range: n=9; actual: n=31).

**Classification and Compensation Study
Salary Survey Results, November 2019
City of Saugatuck**

City Clerk

Comparable Community	Title Used	How Do Duties Compare	Pay Range			Actual Pay or Max	FT / PT	Hrs / Week	Yrs of Service	Other Details
			Min	Mid	Max					
Allegan	City Clerk	same except front desk handled by AR/Receptionist				46,800	FT	40	2	also assists City Manager with various projects and boards as assigned, including code enforcement
Bridgman	Clerk		45,000	46,116	47,232	47,232	FT	40		
Charlevoix	City Clerk / Executive Assistant	also functions as the Executive Asst to the City Manager; does not do HR duties, serve the front counter, or take payments				61,243	FT	40	5	
Douglas	City Clerk	also responsible for assisting in policy updates, payroll processing, processing employee investments, and oversees deputy clerk				63,885	FT	40		
Fennville	Clerk / Treasurer						FT	40		combined position earning \$45,000 / yr as reported in the League's 2019/20 W&S Survey
Ferrysburg										
Frankfort	Clerk / Treasurer						FT	40		combined position earning \$66,065 / yr as reported in the League's 2019/20 W&S Survey
Harbor Springs										
Hart	Clerk / Treasurer						FT	40		combined position earning \$51,189 / yr as reported in the League's 2019/20 W&S Survey
Montague										
New Buffalo	Clerk					63,378	FT	40		as reported in the League's 2019/20 W&S Survey
North Muskegon										
Otsego	City Clerk	not the primary person at counter; secretary to DDA/Fire Dept, Planning Commission, & Rec Commission; assists the City Mgr with projects as needed; supervises UB specialist; serves as Office Mgr				62,683	FT	40	26	also has a "deputy clerk" that assists with elections as needed;
Parchment										
Pentwater	Clerk / Treasurer						FT	40		combined position earning \$54,000 / yr as reported in the League's 2019/20 W&S Survey
Plainwell	Clerk / Treasurer	combined clerk/treasurer duties					FT	40	7	combined position earning \$69,638 / yr
Roosevelt Park	City Clerk	works front desk only when necessary	42,000	44,500	47,000	44,000	FT	40	1	
Spring Lake	Deputy Clerk	takes minutes for all meetings, publishes notices as needed, serves as A/P Clerk, serves as backup on the phones and maintains personnel files; Village Manager serves as the FOIA Coordinator; elections are handled by Spring Lake Township					FT	40	9	not a comparable position earning \$45,335 / yr
Suttons Bay										
Wayland	Clerk		49,444	55,489	61,533	61,533	FT	40		as reported in the League's 2019/20 W&S Survey

**Classification and Compensation Study
Salary Survey Results, November 2019
City of Saugatuck**

City Clerk, cont'd

Comparable Community	Title Used	How Do Duties Compare	Pay Range			Actual Pay or Max	FT / PT	Hrs / Week	Yrs of Service	Other Details
			Min	Mid	Max					
Dowagiac										
Grand Haven	City Clerk						FT	40	29	not comparable; earns range of \$62,731-\$81,515 / yr as reported in recent class/comp study
Ludington	City Clerk (elected)	directs accounting, financial reporting, assists in budget, maintains GL, administer A/P, payroll, coordinates audit, cemetery recordkeeping					FT	40	14	not comparable; elected position earning \$60,477 / yr
Manistee	City Clerk	not FOIA coordinator; no seasonal hiring; little counter work				65,515	FT	40	19	
South Haven	City Clerk	very comparable	41,000	44,500	48,000	49,774	FT	40	3	salary range currently under review by City
St. Joseph	Finance Director / Clerk / Treasurer						FT	40		combined position earning \$95,056 / yr as reported in the League's 2019/20 W&S Survey
Zeeland	Clerk						FT	40		reported data skews average; earns range of \$59,127 - \$76,864/yr as reported in the League's 2019/20 W&S Survey
Market Average - All			44,361	47,651	50,941	56,604				15%
Market Average - Core Comps			insufficient data			56,344				
2019/20 MML Statewide Data *			45,359	51,234	57,109	53,564				26%
Saugatuck			42,853	50,415	57,977	55,104	FT	40	12	35%

* 2019/20 MML Statewide Survey includes regions 1-6 with populations between 900 and 7,500 for position of Clerk (range: n=16; actual: n=57).

**Classification and Compensation Study
Salary Survey Results, November 2019
City of Saugatuck**

Zoning / Planning / HDC Administrator

Comparable Community	Title Used	How Do Duties Compare	Pay Range			Actual Pay or Max	FT / PT	Hrs / Week	Yrs of Service	Other Details
			Min	Mid	Max					
Allegan	n/a									
Bridgman	Zoning Administrator						PT	15-20		part-time position earning \$38.00 / hr
Charlevoix	n/a									contracted out
Douglas	City Planner	same				63,387	FT	40		
Fennville										
Ferrysburg										
Frankfort										
Harbor Springs										
Hart										
Montague										
New Buffalo										
North Muskegon										
Otsego	n/a									duties performed by the City Manager earning \$90,112 / yr
Parchment										
Pentwater	Zoning Administrator						PT	12		part-time position earning \$20.53/hr as reported in the League's 2019/20 W&S Survey
Plainwell	Community Development Manager					50,307	FT	40	5	Originally Downtown/Economic Manger - 2016 Zoning and Planning was added to this position and position was changed to Community Development Manager
Roosevelt Park	n/a									duties performed by the City Manager earning range of \$65,000 - \$85,000/yr
Spring Lake	n/a	contract with Grand Haven for zoning services; contract with Twp for planning services								contracted out
Suttons Bay										
Wayland	DDA Director					40,000	FT	40		as reported in the League's 2019/20 W&S Survey
Dowagiac										
Grand Haven	Community Development Manager						FT	40	6	not a comparable position earning range of \$65,853 - \$88,982 / yr as reported in recent class/comp study
Ludington	Planning, Zoning and Building and Rental Rehab Administrator	also responsible for rental rehab inspection program				44,893	FT	40	20	
Manistee	n/a									contracted out
South Haven	Planning & Zoning Administrator	very comparable	53,200	57,850	62,500		FT	40		currently vacant
St. Joseph										
Zeeland										
Market Average - All			insufficient data			49,647				
Market Average - Core Comps			insufficient data							
2019/20 MML Statewide Data *			45,797	52,389	58,981	55,342				29%
Saugatuck			43,418	51,080	58,742	60,187	FT	40	3	35%

* 2019/20 MML Statewide Survey includes regions 1-6 with populations between 900 and 10,000 for positions of Zoning Administrator, DDA Director, and Community/Economic Development Director (range: n=4; actual: n=26).

**Classification and Compensation Study
Salary Survey Results, November 2019
City of Saugatuck**

Public Works Superintendent

Comparable Community	Title Used	How Do Duties Compare	Pay Range			Actual Pay or Max	FT / PT	Hrs / Week	Yrs of Service	Other Details
			Min	Mid	Max					
Allegan	Public Works Director					82,014	FT	40	16	
Bridgman	Public Services Director					77,635	FT	40		
Charlevoix	Public Works Superintendent					83,939	FT	40	13	
Douglas	Public Works Director	same				67,255	FT	40		
Fennville	DPW Director					50,000	FT	40		as reported in the League's 2019/20 W&S Survey
Ferrysburg										
Frankfort	Foreman					53,581	FT	40		as reported in the League's 2019/20 W&S Survey
Harbor Springs										
Hart	Public Works Superintendent					61,797	FT	40		as reported in the League's 2019/20 W&S Survey
Montague										
New Buffalo	DPW Superintendent					62,500	FT	40		as reported in the League's 2019/20 W&S Survey
North Muskegon										
Otsego	DPW Supervisor					68,445	FT	40	6	CDL Required
Parchment										
Pentwater										
Plainwell	Public Works Director	Similar but we do not have a beach; oversees staff of 8 plus seasonals				80,340	FT	40	1.5	associate's degree, CDL, S2, D2
Roosevelt Park	Public Works Superintendent	perfect; has all water licenses	52,000	56,000	60,000	56,000	FT	40	1	
Spring Lake	Public Works Superintendent	same, holds CDL, Miss Dig, and water license				57,105	FT	40	14.5	
Suttons Bay										
Wayland	Public Works Superintendent		63,400	69,748	76,097	76,017	FT	40		as reported in the League's 2019/20 W&S Survey
Dowagiac										
Grand Haven	Public Works Director						FT	40	3	not a comparable position earning range of \$81,474 - \$106,142 / yr as reported in recent class/comp study
Ludington	DPW, Motor Pool, Cemetery / Parks Superintendent					69,225	FT	40	13	
Manistee	Public Works Director	similar but with staff size of 25 + 12 seasonal				89,131	FT	40	6	
South Haven	Public Works Operations Manager		63,900	69,450	75,000	78,900	FT	40	41	
St. Joseph	Public Works Superintendent					68,000	FT	40		as reported in the League's 2019/20 W&S Survey
Zeeland	Public Works Superintendent						FT	40		reported data skews average; earns range of \$71,543 - \$93,005/yr as reported in the League's 2019/20 W&S Survey
Market Average - All			insufficient data			69,523				
Market Average - Core Comps			insufficient data			67,433				
2019/20 MML Statewide Data *			53,332	61,397	69,462	62,938				30%
Saugatuck			55,960	65,836	75,711	58,356	FT	40	5	35%

* 2019/20 MML Statewide Survey includes regions 1-6 with populations between 900 and 7,500 for positions of Public Works Director and Public Works/Streets Superintendent (range: n=18; actual: n=87).

**Classification and Compensation Study
Salary Survey Results, November 2019
City of Saugatuck**

Equipment Operator / Maintenance Worker

Comparable Community	Title Used	How Do Duties Compare	Pay Range			Actual Pay or Max	FT / PT	Hrs / Week	Yrs of Service	Other Details
			Min	Mid	Max					
Allegan	Operator		36,504	42,900	49,296	varies	FT	40	varies	
Bridgman	Heavy Equipment Operator		41,309	43,836	46,363		FT	40		
Charlevoix	Equipment Operator		43,430	44,990	46,550	varies	FT	40	varies	License Pay: Tanker Endorsement - \$0.30/hr Welding - \$0.40/hr Pesticide - \$0.30/hr ea Lead Man - \$1.50/hr
Douglas	Laborer / Operator	same				48,963	FT	40		
Fennville	Maintenance Worker		35,360	40,820	46,280		FT	40		as reported in the League's 2019/20 W&S Survey
Ferrysburg										
Frankfort	Maintenance Worker					46,904	FT	40		as reported in the League's 2019/20 W&S Survey
Harbor Springs										
Hart	Heavy Equipment Operator					51,168	FT	40		as reported in the League's 2019/20 W&S Survey
Montague										
New Buffalo	Maintenance Worker					36,525	FT	40		as reported in the League's 2019/20 W&S Survey
North Muskegon										
Otsego	DPW Specialist		45,805	50,745	55,685	varies	FT	40	varies	CDL required
Parchment										
Pentwater	Heavy Equipment Operator		39,520	43,680	47,840		FT	40		as reported in the League's 2019/20 W&S Survey
Plainwell	Equipment Operator	very similar but not beach or boat launch	36,483	43,566	50,648	varies	FT	40	varies	
Roosevelt Park		also works towards water certifications	30,000	35,000	40,000	varies	FT	40	5	3 full-time positions / 2 part-time
Spring Lake	Equipment Operator		34,320	42,357	50,393	varies	FT	40	varies	
Suttons Bay										
Wayland										
Dowagiac										
Grand Haven	Equipment Operator II		40,290	42,983	45,677	varies	FT	40		as reported in recent class/comp study; union position
Ludington	Operator I					39,666	FT	40	varies	Operator II earns \$38,085 / yr
Manistee	DPW Worker	similar	39,541	45,178	50,814	varies	FT	40	varies	staff of 25
South Haven	Sr. Equipment Operator		43,659	46,665	49,670	varies	FT	40	varies	CDL, S4-S2
St. Joseph	Heavy Equipment Operator		45,038	46,619	48,200		FT	40		as reported in the League's 2019/20 W&S Survey
Zeeland	Heavy Equipment Operator		44,421	51,085	57,749	50,655	FT	40		as reported in the League's 2019/20 W&S Survey
Market Average - All			39,691	44,316	48,940	45,647				23%
Market Average - Core Comps			38,081	43,099	48,117	45,890				26%
2019/20 MML Statewide Data *			37,066	41,719	46,371	40,959				25%
Saugatuck			38,513	45,310	52,106	39,719 39,719 39,719 45,292	FT	40	1 2 2 8	35%

* 2019/20 MML Statewide Survey includes regions 1-6 with populations between 900 and 7,500 for positions of Heavy Equipment Operator and Public Works Maintenance Worker (range: n=84; actual: n=52).

**Classification and Compensation Study
Salary Survey Results, November 2019
City of Saugatuck**

Beach Manager

Comparable Community	Title Used	How Do Duties Compare	Pay Range			Actual Pay or Max	FT / PT	Hrs / Week	Yrs of Service	Other Details
			Min	Mid	Max					
Allegan	n/a									
Bridgman	Parks & Rec Director						FT	40		duties performed by newly created position of Parks & Rec Director earning range of \$35,500 - \$42,500 / yr
Charlevoix	n/a									Recreation Director oversees concession contracts and purchasing for safety equipment; Public Works Superintendent oversees placing swim buoys and beach maintenance; Police Chief has his officers patrol the beaches
Douglas	n/a									
Fennville										
Ferrysburg										
Frankfort										
Harbor Springs										
Hart										
Montague										
New Buffalo										
North Muskegon										
Otsego	n/a									
Parchment										
Pentwater										
Plainwell	n/a									
Roosevelt Park	n/a									
Spring Lake	n/a									
Suttons Bay										
Wayland										
Dowagiac										
Grand Haven	n/a									some duties performed by Equipment Operators assigned to beach as reported in recent class/comp study
Ludington	n/a									
Manistee	n/a									contracted out
South Haven	n/a									
St. Joseph										
Zeeland										
Market Average - All			insufficient data							
Market Average - Core Comps			insufficient data							
2019/20 MML Statewide Data *			43,639	46,894	50,148	50,269				15%
Saugatuck			n/a	n/a	n/a	55,210	*	40	8	* position only works 4 months of year during beach season

* 2019/20 MML Statewide Survey includes regions 1-6 with populations between 900 and 11,000 for position of Parks Foreman (range: n=3; actual: n=9).

APPENDIX B

Market Survey Data: Benefits

Classification and Compensation Study
Non-Union Benefits Survey Results, November 2019
City of Saugatuck

BENEFITS SURVEY	Saugatuck	Allegan	Bridgman	Charlevoix	Grand Haven	Ludington
PAID TIME OFF & BONUSES						
Scheduled Working Hours Per Day (i.e. 8, 7.5, 12)		8	8	8	8 or 9	8
# Annual Paid Holidays		10	9	9	9	12
Do you offer <u>combined</u> paid time off (PTO) or <u>separate</u> Vacation / Sick / Personal time off?	combined	combined	separate	separate	combined	separate
# Vacation / PTO Days Earned:						
@ 1 year	20	23	5	10	20	5
@ 5 years	25	28	15	17	20	15
@ 10 years	30	33	20	22	25	17
@ 15 years	35	33	20	25	25	21
@ 20 years	35	33	20	25	30	22
# Annual Sick Days	n/a	n/a	7	12	n/a	12
# Annual Paid Personal Days	n/a	n/a	3	3	n/a	n/a
Longevity Pay		n/a	n/a		n/a	n/a
@ 5 years	when an employee retires under the MERS Hybrid plan after at least 5 yos, they receive an appreciation pmt upon retirement equal to \$50 per year of service			\$200		
@ 10 years				\$300		
@ 15 years				\$400		
@ 20 years				\$500		
Maximum				\$700		

Classification and Compensation Study
Non-Union Benefits Survey Results, November 2019
City of Saugatuck

BENEFITS SURVEY	Saugatuck	Allegan	Bridgman	Charlevoix	Grand Haven	Ludington
INSURANCE						
Is your plan a high deductible plan? (yes or no)	no		Yes	yes, one of our plans	PPO	yes
Does the employ <u>ER</u> contribute to a Health Savings Plan? If so, what is the annual contribution?		\$1,350 / \$2,700	yes, 100% of deductible	\$1,350 / \$2,500	yes and no (we have 2 plans) 3% to MERS HCSP	difference between the premium & hard cap
Annual Employee Contribution to Healthcare Premium	0%	20%	13%	HSA Plan - 5% Traditional Plan - 20%	5% - HDHC/20% traditional	0%
Annual Payment in Lieu of Insurance	30% of hard-cap	\$2,500	\$0	\$6,684	\$1,500	50% of hard cap
Employer-Paid Dental (yes or no)	reimburse up to \$600 / \$1,200	yes	yes	yes	yes	no
Employer-Paid Optical (yes or no)	reimburse up to \$600 / \$1,200	yes	yes	yes	no	yes
Employer-Paid Life Insurance (benefit level - i.e. \$25K, 1 X Salary)	\$25K	1 x salary	\$50K	1 x salary up to \$50K	\$25k for nonexempt; 1 x salary for exempt	\$25K
Employer-Paid Disability (short term, long term, or both)	ST	ST	both	both	both	LT

Classification and Compensation Study
Non-Union Benefits Survey Results, November 2019
City of Saugatuck

BENEFITS SURVEY	Saugatuck	Allegan	Bridgman	Charlevoix	Grand Haven	Ludington
PENSION / RETIREMENT						
What type(s) of retirement programs do you offer? (i.e. Defined Benefit Pension, Defined Contribution, Hybrid)	Hybrid	DC	DB	Hybrid DB/DC	DB and DC	DB
<u>Pension Plan</u> :						
Pension Plan Type (i.e. MERS B2)	Mers 1.5		MERS C1	C1	MERS	MERS B1
Multiplier (i.e. 2.00%, 2.25%, 2.50%)	1.50%		1.5%	1.5%	2.25%	1.70%
Employ ER EE Contribution to Pension	6.00%		3%	0%	15.35% (we have 50% split)	5%
Defined Contribution Plan (i.e. 401, 457)	457	MPP / 457		457	MERS DC	457
Employ ER Match / Contribution	4%	10% / 0%		8.6% + 1.9% match	2%	up to 5% match
Employ ER EE Contribution	4%	voluntary		voluntary	2%	voluntary
Retiree Health Insurance (yes or no)	no	no	no	no	no	no
Employ ER Pays						
Age or other eligibility criteria						

Classification and Compensation Study
Non-Union Benefits Survey Results, November 2019
City of Saugatuck

BENEFITS SURVEY	Saugatuck	Otsego	Plainwell	Roosevelt Park	South Haven	Spring Lake
PAID TIME OFF & BONUSES						
Scheduled Working Hours Per Day (i.e. 8, 7.5, 12)		8	8	8	8	8
# Annual Paid Holidays		10	10		8	9
Do you offer <u>combined</u> paid time off (PTO) or <u>separate</u> Vacation / Sick / Personal time off?	combined	separate	separate	separate	separate	separate
# Vacation / PTO Days Earned:						
@ 1 year	20	5	10	5	10	10
@ 5 years	25	15	10	10	10	15
@ 10 years	30	15	15	15	15	20
@ 15 years	35	20	20	20	20	20
@ 20 years	35	25	25	25	20	25
# Annual Sick Days	n/a	12	12	12	7.5	12
# Annual Paid Personal Days	n/a	3	2	4	4.5	4
Longevity Pay			n/a		n/a	n/a
@ 5 years	when an employee retires under the MERS Hybrid plan after at least 5 yos, they receive an appreciation pmt upon retirement equal to \$50 per year of service	\$250		2%		
@ 10 years		\$750		4%		
@ 15 years		\$750		6%		
@ 20 years		\$750		8%		
Maximum		\$750				

Classification and Compensation Study
Non-Union Benefits Survey Results, November 2019
City of Saugatuck

BENEFITS SURVEY	Saugatuck	Otsego	Plainwell	Roosevelt Park	South Haven	Spring Lake
INSURANCE						
Is your plan a high deductible plan? (yes or no)	no	yes	yes	no	yes	no
Does the employ <u>ER</u> contribute to a Health Savings Plan? If so, what is the annual contribution?		yes	\$4,800	no	\$1,796 / \$2,736 / \$4,788	no
Annual Employee Contribution to Healthcare Premium	0%	20%	20%	based on hard-cap	20% or the amount over hard cap, whichever is lower	20%
Annual Payment in Lieu of Insurance	30% of hard-cap	\$4,160	\$2,700	50% of hardcap	\$4,080 to waive dependents; \$6,000 to waive EE + dependents	50% of Village savings
Employer-Paid Dental (yes or no)	reimburse up to \$600 / \$1,200	yes	yes	reim 80% up to \$1500	yes	yes
Employer-Paid Optical (yes or no)	reimburse up to \$600 / \$1,200	yes	yes	reim 80% up to \$1500	yes - 80%	up to \$300 / yr
Employer-Paid Life Insurance (benefit level - i.e. \$25K, 1 X Salary)	\$25K	CM - \$50K Supervisors - \$40K Employees - \$30K	Manager - \$50K Policy - \$25K Other FT - \$10K	\$15K	\$25K	1 x salary up to \$50K
Employer-Paid Disability (short term, long term, or both)	ST	both	no	no	both	LT

Classification and Compensation Study
Non-Union Benefits Survey Results, November 2019
City of Saugatuck

BENEFITS SURVEY	Saugatuck	Otsego	Plainwell	Roosevelt Park	South Haven	Spring Lake
PENSION / RETIREMENT						
What type(s) of retirement programs do you offer? (i.e. Defined Benefit Pension, Defined Contribution, Hybrid)	Hybrid	DC	DC	DC	DB & DC	DB
<u>Pension Plan</u> :						
Pension Plan Type (i.e. MERS B2)	Mers 1.5				MERS B3	MERS B2
Multiplier (i.e. 2.00%, 2.25%, 2.50%)	1.50%				2.25%	2.25%
Employ EE Contribution to Pension	6.00%				8%	6.75%
Defined Contribution Plan (i.e. 401, 457)	457	401		MERS	457	
Employ ER Match / Contribution	4%	10%	8% + 2% match	6%	0%	
Employ EE Contribution	4%	0% - 10%	voluntary	3% - 10%	voluntary	
Retiree Health Insurance (yes or no)	no	no	no	no	yes	no
Employ ER Pays					50% of single coverage 20 yos, not eligible for Medicare, no other insurance available (i.e. thru spouse)	
Age or other eligibility criteria						

Vendor Name	Description	Amount
1. ALLEGAN COUNTY NEWS	PRINTING	161.00
2. ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	25,725.72
3. BBC DISTRIBUTING LLC	SAFETY SUPPLIES	180.00
4. BLOOM SLUGGETT PC	LEGAL FEES	3,400.00
5. CITY OF SOUTH HAVEN	SIGNS	193.68
6. COMCAST	TELEPHONES & INTERNET	284.60
7. CONSUMERS ENERGY	ELECTRIC	752.87
8. DEVELONET	WEBSITE	1,100.00
9. DIANNA MC GREW	ASSESSING SERVICES	2,611.13
10. ETNA SUPPLY	STREET FLOODING	551.50
	STREET FLOODING	545.72
	TOTAL	1,097.22
11. FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES	2,234.84
12. GREAT LAKES ORNAMENTALS	PARKWAY TREES	412.00
13. HOLLAND LITHO PRINTING SERVICE	CULVER STREET PASSES	155.10
	OVAL BEACH	586.39
	TOTAL	741.49
14. HOLLAND P.T.	STREET FLOODING	125.93
15. IHLE AUTO PARTS	PARTS & OIL	116.95
16. K&R TRUCK SALES INC	TRUCK REPAIR	215.35
17. LEE'S TRENCHING	STREET CUT REFUND 645 LAKE STREET	1,500.00
18. MICHIGAN ELECTRO FREEZE INC	CONCESSION	1,231.00
19. MICHIGAN WOOD FIBERS	PARK MULCH	573.75
20. MINER SUPPLY CO	SUPPLIES	81.88
21. PETTY CASH	OVAL BEACH START UP	3,000.00
22. PRIORITY HEALTH	HEALTH INSURANCE	5,915.26
23. PURITY CYLINDER GASES INC	CONCESSION	63.05
24. QUALITY DOOR COMPANY INC	DPW DOOR REPAIR	78.00
25. RATHCO SAFETY SUPPLY CO	SIGNS	89.02
26. SEPTIC TANK SYSTEMS CO INC	BUTLER STREET	120.00
	BUTLER STREET	155.00
	TOTAL	275.00

Vendor Name	Description	Amount
27. SMART BUSINESS SOURCE LLC		
	SUPPLIES	409.50
	OFFICE SUPPLIES	140.65
	TOTAL	550.15
28. SPRING BROOK SUPPLY		
	PARKS REPAIRS	97.62
29. WEST MICHIGAN UNIFORMS		
	COVID MASK	456.00
30. WYOMING ASPHALT PAVING CO		
	ASPHALT	442.75
TOTAL - ALL VENDORS		53,706.26
FUND TOTALS:		
Fund 101 - GENERAL FUND		52,366.11
Fund 202 - MAJOR STREETS		606.13
Fund 203 - LOCAL STREETS		142.75
Fund 661 - MOTOR POOL FUND		559.33
Fund 715 - ROSE GARDEN		31.94



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager

MEETING DATE: May 26, 2020

SUBJECT: Resolution No. 200526-A (MDOT Transportation Economic Development Fund (TEDF) Category B Funding Request)

DESCRIPTION

The Michigan Department of Transportation (MDOT) announced a new state Transportation Economic Development Fund (TEDF) category. TEDF Category B, or the Community Infrastructure Fund (CIF), was established by the Legislature and signed into law at the end of 2018. The CIF provides grants to selected cities and villages with populations less than 10,000 for road improvements. Eligible projects include reconstruction, replacement, rehabilitation and capital preventive maintenance of city or village streets. The maximum annual grant is \$250,000. The requested grant amount must be matched at least equally by the requesting agency. Applications for projects that are multi-jurisdictional in nature will be given priority consideration. The City of Saugatuck and City of Douglas applied for this grant last year but was not selected due to the number of other projects. The City's engineering firm believes this project has a better chance this grant cycle for approval.

Campbell Road, between McVea Drive and Park Street, is a roadway that is multi-jurisdictional with one side in the City of Saugatuck and the other side in the City of Douglas. Both cities have identified this roadway on their capital improvement plans as needing significant repair. The identified work, if approved, would be completed in the spring of 2021. The work would include replacing the existing 6-inch water main with 8-inch, crush & shape McVea Drive to "the hill", and reconstruct "the hill" with underdrain and storm sewer improvements. Both cities would be seeking funding through MDOT's TEDF Category B funding. Total cost of the project is estimated at \$850,000 with engineering. The grant request would be for \$176,000 with the two communities supplying the other \$176,000 match. The City of Saugatuck's match would be \$75,000 and the City of Douglas match would be \$101,000 (a portion of the project being entirely within Douglas). Water main construction and engineering costs would be paid with local funds with a similar ratio.

BUDGET ACTION REQUIRED

This project is proposed in the recommend fiscal year 2020/2021 budget.

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to **approve/deny** Resolution No. 200526-A requesting funding through the MDOT's Transportation Economic development Fund Category B Program as presented and commit to funding the project through FY 20/21 budget appropriations.

**CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN**

RESOLUTION NO. 200526-A

**RESOLUTION TO ESTABLISH A REQUEST FOR FUNDING, DESIGNATE AN AGENT,
ATTEST TO THE EXISTANCE OF FUNDS AND COMMIT TO IMPLEMENTING A
MAINTENANCE PROGRAM FOR THE REHABILITATION AND RESURFACING OF A
PORTION OF CAMPBELL ROAD FUNDED BY THE TRANSPORTATION ECONOMIC
DEVELOPMENT FUND CATEGORY B PROGRAM**

Council Member _____, offered the following resolution and moved for its adoption, seconded by Council Member _____:

WHEREAS, the City of Saugatuck is applying for \$75,000 in funding through MDOT from the Transportation Economic Development Category B Program to construct improvements on Campbell Road between McVea Drive and Park Street in cooperation with the City of the Village of Douglas; and

WHEREAS, MDOT requires a formal commitment from the public agency that will be receiving these funds and will be implementing and maintaining these infrastructure projects

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS: the City has authorized Kirk Harrier, City Manager, to act as agent on behalf of the City to request Transportation Economic Development Fund Category B Program funding, to act as the applicant's agent during the project development, and to sign a project agreement upon receipt of a funding award.

THEREFORE BE IT FURTHER RESOLVED THAT,

1. The City attests to the existence of, and commits to, providing at least \$75,000 toward the construction costs of the projects, and all costs for design, permit fees, administration costs, and cost overruns.
2. The City commits to owning, operating, funding and implementing a maintenance program over the design life of the facilities constructed with Transportation Economic Development Fund Category B Program funding.

BE IT FINALLY RESOLVED All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are rescinded.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this ____ day of _____, 2020

Signed: _____
Ken Trester, Mayor

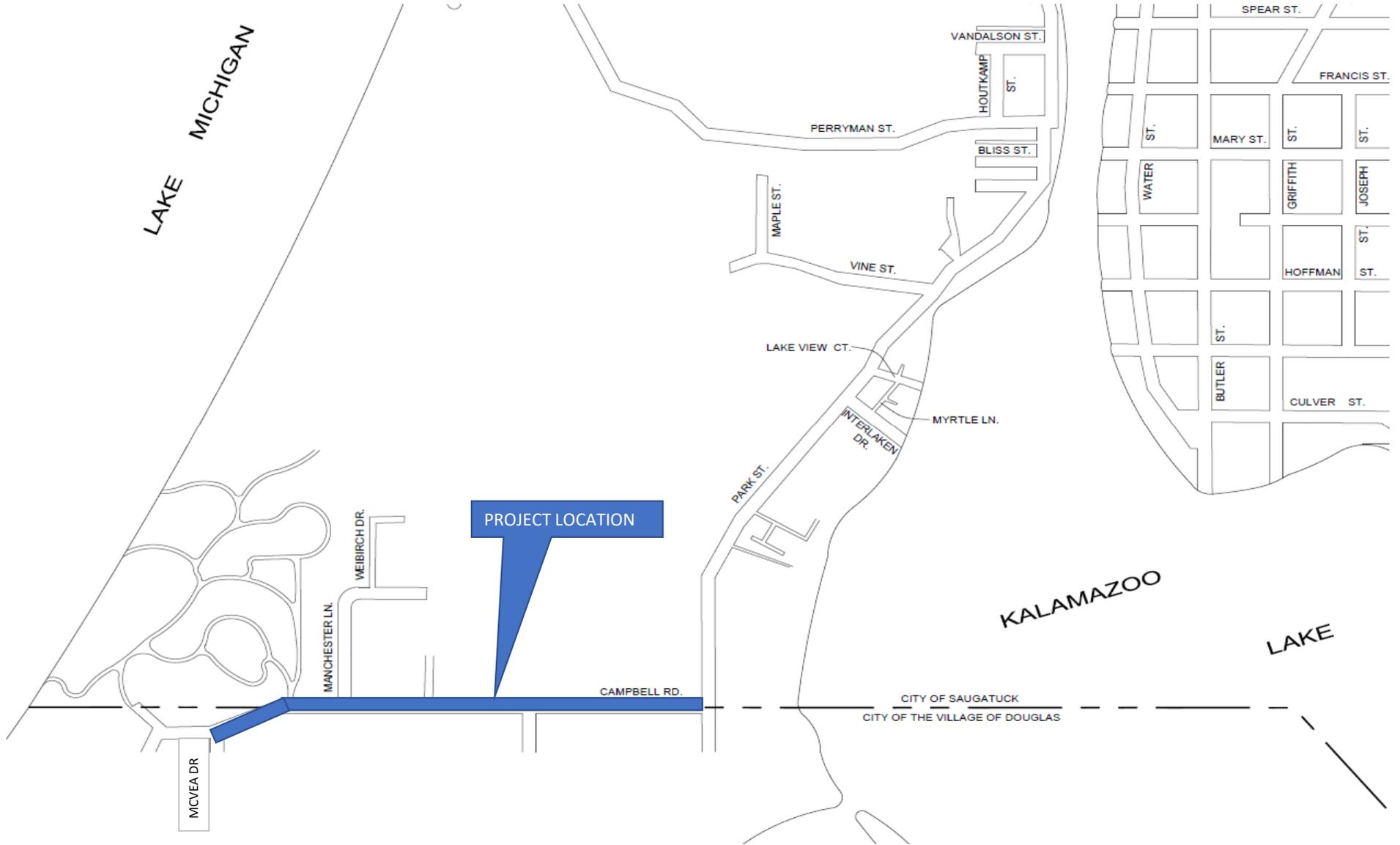
Signed: _____
Monica Nagel, City Clerk

CERTIFICATION

I, Monica Nagel, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held _____, 2020, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended. The minutes of the meeting were kept and will be or have been made available as required by said Act.

Signed: _____
Monica Nagel, City Clerk

**CITY OF SAUGATUCK & CITY OF THE VILLAGE OF DOUGLAS
MDOT CATEGORY B APPLICATION
PROJECT LOCATION MAP**



City of Saugatuck
Campbell Road Improvements - Manchester Drive to Park Street
Engineer's Pre-Design Estimate of Probable Project Cost



Project No.: 840640
 By: JWM
 Date: 5/15/2020

Scope: Crush and Shape from McVea to 400 feet west of Park Street (~22' asphalt width plus shoulders). Reconstruct from 400 feet west of Park Street to Park Street ("the hill") with underdrain and storm sewer improvements (~24' wide, including asphalt valley gutter).

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	ESTIMATED UNIT PRICE	ESTIMATED AMOUNT
1	Mobilization, Max 10%	LSUM	1	\$ 53,600.00	\$ 53,600
2	Temporary Traffic Controls	LSUM	1	\$ 9,000.00	\$ 9,000
3	Traffic Regulator Control	LSUM	1	\$ 8,000.00	\$ 8,000
4	Temporary Soil Erosion & Sedimentation Control	LSUM	1	\$ 3,000.00	\$ 3,000
5	Sewer, Rem, Less than 24 inch	Ft	100	\$ 12.00	\$ 1,200
6	Dr Structure, Rem	Ea	2	\$ 325.00	\$ 650
7	Tree, Rem, 6 inch to 18 inch	Ea	8	\$ 500.00	\$ 4,000
8	Valve Box, Rem	Ea	6	\$ 250.00	\$ 1,500
9	HMA Base Crushing and Shaping	Syd	6000	\$ 2.00	\$ 12,000
10	Subgrade Undercutting, Type II	Cyd	100	\$ 15.00	\$ 1,500
11	Roadway Grading	Sta	4	\$ 3,000.00	\$ 12,000
12	Underdrain, Subbase, 6 inch	Ft	800	\$ 4.00	\$ 3,200
13	Dr Structure, 48 inch dia	Ea	6	\$ 1,800.00	\$ 10,800
14	Sewer, CI A, Tr Det B, 12 inch	Ft	200	\$ 50.00	\$ 10,000
15	Dr Structure Cover, Adj, Case 1	Ea	10	\$ 500.00	\$ 5,000
16	Dr Structure, Temp Lowering	Ea	9	\$ 400.00	\$ 3,600
17	Dr Structure Cover, Type B	Ea	2	\$ 500.00	\$ 1,000
18	Dr Structure Cover, Type C	Ea	4	\$ 600.00	\$ 2,400
19	Subbase, CIP	Cyd	400	\$ 10.00	\$ 4,000
20	Aggregate Base, 8 inch	Syd	1100	\$ 9.00	\$ 9,900
21	HMA, 13A (385#/syd, 3.5")	Ton	1250	\$ 80.00	\$ 100,000
22	HMA Approach	Ton	120	\$ 120.00	\$ 14,400
23	HMA Valley Gutter	Ft	800	\$ 5.00	\$ 4,000
24	Shoulder, CI II, 3 inch	Syd	600	\$ 4.00	\$ 2,400
25	Permanent Signage & Pavement Markings	LSUM	1	\$ 3,000.00	\$ 3,000
26	Slope Restoration	Syd	2400	\$ 5.00	\$ 12,000
27	Mulch Blanket	Syd	500	\$ 1.50	\$ 750

Subtotal Estimated Road Construction Costs (Rounded): \$ 293,000
Undeveloped Details & Construction Contingencies (20%): \$ 59,000
 Total Estimated Road Construction Costs: \$ 352,000

Scope: Replace the 6-inch water main on the south side of the road with 8-inch.

28	Hydrant, Rem	Ea	5	\$ 500.00	\$ 2,500
29	Water Main, Connect, 8 inch	Ea	3	\$ 1,500.00	\$ 4,500
30	Water Main, Connect, 6 inch	Ea	1	\$ 1,200.00	\$ 1,200
31	Water Main, Cut and Plug, 6 inch	Ea	2	\$ 500.00	\$ 1,000
32	Water Main, DI, 8 inch	Ft	2400	\$ 65.00	\$ 156,000
33	Water Main, DI, 6 inch	Ft	100	\$ 55.00	\$ 5,500
34	Gate Valve and Box, 8 inch	Ea	10	\$ 2,000.00	\$ 20,000
35	Gate Valve and Box, 6 inch	Ea	4	\$ 1,500.00	\$ 6,000
36	Fire Hydrant	Ea	6	\$ 3,500.00	\$ 21,000
37	Bend, 45 Deg, 8 inch	Ea	14	\$ 350.00	\$ 4,900
38	Reducer, 8 inch x 6 inch	Ea	1	\$ 300.00	\$ 300
39	Tee, 8 inch x 8 inch	Ea	2	\$ 500.00	\$ 1,000
40	Tee, 8 inch x 6 inch	Ea	4	\$ 400.00	\$ 1,600
41	Corporation Stop, 1 inch	Ea	30	\$ 400.00	\$ 12,000
42	Curb Stop and Box, 1 inch	Ea	30	\$ 400.00	\$ 12,000
43	Water Service, 1 inch	Ft	1350	\$ 30.00	\$ 40,500
44	Water Service, Reconnect	Ea	30	\$ 200.00	\$ 6,000

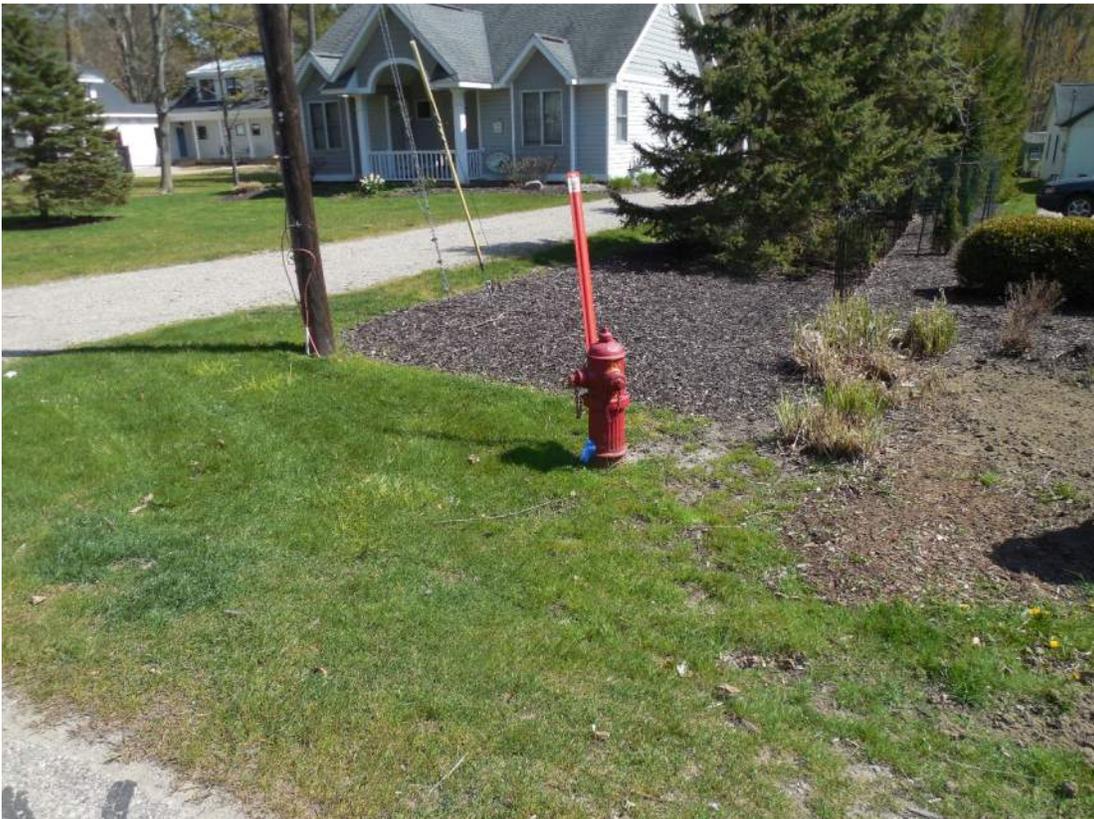
Subtotal Estimated Water Main Construction Costs (Rounded): \$ 296,000
Undeveloped Details & Construction Contingencies (20%): \$ 60,000
 Total Estimated Water Main Construction Costs: \$ 356,000
 Total Estimated Construction Costs: \$ 708,000
Est. Design & Construction Engineering & Admin (20%): \$ 142,000
 Total Estimated Project Cost: \$ 850,000
 MDOT Category B Funding Request: \$ 176,000
 Total Estimated City Cost (if funded, shared between the Cities): \$ 674,000

The Design Professional has no control over costs or the price of labor, equipment or materials, or over the Contractor's method of pricing. Bid prices may vary significantly based on these factors and market conditions at time of bid.

**CITY OF SAUGATUCK & CITY OF THE VILLAGE OF DOUGLAS
MDOT CATEGORY B APPLICATION PHOTOS**



Campbell Road west of Manchester Drive looking east



Typical outdated fire hydrant to be replaced

**CITY OF SAUGATUCK & CITY OF THE VILLAGE OF DOUGLAS
MDOT CATEGORY B APPLICATION PHOTOS**



Campbell Road looking east at Manchester Drive



Campbell Road east of Manchester Drive looking east

**CITY OF SAUGATUCK & CITY OF THE VILLAGE OF DOUGLAS
MDOT CATEGORY B APPLICATION PHOTOS**



Campbell Road east of Manchester Drive looking east



Campbell Road east of Manchester Drive looking east

**CITY OF SAUGATUCK & CITY OF THE VILLAGE OF DOUGLAS
MDOT CATEGORY B APPLICATION PHOTOS**



Campbell Road west of Park Street looking east



Campbell Road west of Park Street looking east

**CITY OF SAUGATUCK & CITY OF THE VILLAGE OF DOUGLAS
MDOT CATEGORY B APPLICATION PHOTOS**



Campbell Road west of Park Street looking east – start of reconstruct section



Campbell Road looking east toward Park Street

**CITY OF SAUGATUCK & CITY OF THE VILLAGE OF DOUGLAS
MDOT CATEGORY B APPLICATION PHOTOS**



View of slope on south side of Campbell Road west of Park Street



Campbell Road looking east at Park Street

**CITY OF SAUGATUCK & CITY OF THE VILLAGE OF DOUGLAS
MDOT CATEGORY B APPLICATION PHOTOS**



Groundwater seepage on north side of Campbell Road west of Park Street



Ditch outlet on south side of Campbell Road looking west from Park Street

**CITY OF SAUGATUCK & CITY OF THE VILLAGE OF DOUGLAS
MDOT CATEGORY B APPLICATION PHOTOS**



Groundwater seepage through cracks and joints in pavement looking east



Groundwater seepage through cracks and joints in pavement

**CITY OF SAUGATUCK & CITY OF THE VILLAGE OF DOUGLAS
MDOT CATEGORY B APPLICATION PHOTOS**



Groundwater seepage through cracks and joints in pavement



View of ditch area southwest quadrant of Campbell Road and Park Street

OFFICE OF ECONOMIC DEVELOPMENT
TRANSPORTATION ECONOMIC DEVELOPMENT FUND
CATEGORY B: COMMUNITY SERVICE INFRASTRUCTURE FUND APPLICATION

[Application Instructions](#)

APPLICANT INFORMATION

CITY OR VILLAGE NAME	MAILING ADDRESS	ZIP CODE	COUNTY
CONTACT PERSON	TITLE	PHONE NO. Ext:	E-MAIL ADDRESS
STATE SENATOR NAME	STATE SENATE DISTRICT NO.	STATE REP. NAME	STATE REP. DISTRICT NO.

PROJECT INFORMATION

1.) STREET NAME	PROPOSED PROJECT LIMITS (Use Nearest Cross Streets)	ROADWAY CLASSIFICATION	CONSTRUCTION COST
-----------------	--	------------------------	-------------------

DESCRIPTION OF PROPOSED WORK (See [Application Instructions - Appendix I: Preventative Maintenance Guide](#))

STREET NAME	PROPOSED PROJECT LIMITS (Use Nearest Cross Streets)	ROADWAY CLASSIFICATION	CONSTRUCTION COST
-------------	--	------------------------	-------------------

DESCRIPTION OF PROPOSED WORK

STREET NAME	PROPOSED PROJECT LIMITS (Use Nearest Cross Streets)	ROADWAY CLASSIFICATION	CONSTRUCTION COST
-------------	--	------------------------	-------------------

DESCRIPTION OF PROPOSED WORK

STREET NAME	PROPOSED PROJECT LIMITS (Use Nearest Cross Streets)	ROADWAY CLASSIFICATION	CONSTRUCTION COST
-------------	--	------------------------	-------------------

DESCRIPTION OF PROPOSED WORK

STREET NAME	PROPOSED PROJECT LIMITS (Use Nearest Cross Streets)	ROADWAY CLASSIFICATION	CONSTRUCTION COST
-------------	--	------------------------	-------------------

DESCRIPTION OF PROPOSED WORK

<p>2.) IS ANY ADDITIONAL RIGHT-OF-WAY NEEDED FOR THE PROJECT(S)?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>3.) IF "YES" TO 2, PLEASE BRIEFLY DESCRIBE BELOW.</p>
--	--

<p>4.) WILL THE PROPOSED PROJECT(S) BE PAIRED WITH OTHER INFRASTRUCTURE WORK? – I.E. SEWER, WATER, ELECTRIC, OR OTHER?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>5.) IF "YES" TO 4, PLEASE BRIEFLY DESCRIBE BELOW.</p>
--	--

6.) REQUIRED DOCUMENTS CHECKLIST (Attach these documents along with this application to the submission email)

- RESOLUTION OF SUPPORT
 PHOTOS
 MAP

7.) CATEGORY B FUNDS REQUESTED (PHYSICAL CONSTRUCTION ONLY)	8.) LOCAL CONSTRUCTION MATCHING FUNDS (50% MINIMUM MATCH REQUIREMENT)	9.) TOTAL CONSTRUCTION COSTS
---	---	------------------------------

IMPLEMENTATION INFORMATION		
10.) PROPOSED PROJECT START DATE (mm/dd/yyyy)	11.) WILL THE PROPOSED WORK BE PAIRED WITH OTHER ROADWORK BY ANOTHER AGENCY? YES <input type="checkbox"/> NO <input type="checkbox"/>	12.) IF "YES" TO 11, PLEASE PROVIDE THE AGENCY'S NAME. <hr style="border: 0.5px solid black;"/>
14.) IF "NO" TO 13, WILL ANOTHER LOCAL AGENCY OVERSEE THE GRANT IMPLEMENTATION? YES <input type="checkbox"/> NO <input type="checkbox"/>	13.) WILL YOUR AGENCY OVERSEE THE GRANT IMPLEMENTATION? YES <input type="checkbox"/> NO <input type="checkbox"/>	15.) IF "YES" TO 14, PLEASE PROVIDE THE AGENCY'S NAME. <hr style="border: 0.5px solid black;"/>
16.) IF "NO" TO 14, WILL A WILL A CONSULTANT ENGINEERING FIRM OVERSEE THE GRANT IMPLEMENTATION YES <input type="checkbox"/> NO <input type="checkbox"/>	17.) IF "YES" TO 16, PLEASE PROVIDE THE FIRM'S NAME. <hr style="border: 0.5px solid black;"/>	
18.) ADDITIONAL COMMENTS		

Please submit application to: MDOT-OED-CategoryB@michigan.gov



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager

MEETING DATE: May 26, 2020

SUBJECT: Resolution No. 200526-B (Resolution of Support)

DESCRIPTION

Council Member Christine Peterson suggested at the May 11, 2020 regular Council meeting that a resolution of support be drafted and presented at the next regular Council meeting. There were no objections to her request. Therefore a resolution was created based on input from Council member Peterson and is attached to this report for Council consideration. Council Member Peterson felt it would be appropriate for the Council to recognize and support the manager and staff for their efforts during these challenging times keeping the City operations on track. Council member Peterson also communicated in drafting this document that positive encouragement for work already done is important as there is still a lot of hard work ahead for the City and all of its personnel.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to **approve/deny** Resolution No. 200526-B to recognize and support the City Manager and City Staff as presented.

**CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN**

RESOLUTION NO. 200526-B

**A RESOLUTION TO RECOGNIZE AND SUPPORT CITY MANAGER AND CITY
STAFF**

Council Member _____, offered the following resolution and moved for its adoption, seconded by Council Member _____:

RECITALS

WHEREAS, on Tuesday, March 10, 2020, Governor Whitmer declared a state of emergency (Executive Order 2020-04) as the state's first positive cases of COVID-19 were identified; and

WHEREAS, Governor Whitmer thereafter issued Executive Order 2020-21 and successive executive orders suspending activities in the state not necessary to sustain or protect life; and

WHEREAS, in response to the pandemic the City Manager and City staff took immediate actions to adjust physical and administrative operations in order to continue to provide critical and necessary functions on behalf of the City; and

WHEREAS, in light of the City's limited personnel, it is critical that all individuals working for the City function at the highest level of readiness and efficiency particularly in times of crisis; and

WHEREAS, given the important role they play in the provision of governmental services City personnel are designated as "critical infrastructure workers" necessary to sustain or protect life consistent with the Governor's executive orders; and

WHEREAS, the City Manager and staff have and continue to work diligently during these challenging times to ensure City governmental operations continue uninterrupted and available to the public; and

WHEREAS, there are still many challenging days ahead for the City of Saugatuck due to the COVID-19 pandemic as well as the continuing flooding events as a result of high water levels in the City.

NOW, THEREFORE, IT IS RESOLVED THAT:

1. The City Council hereby recognizes and supports the City Manager and City Staff for their exemplary provision of services to the City in the past including, most recently, during the

pandemic and flooding events. City Manager (Mr. Kirk Harrier), City Treasurer (Mr. Peter Stanislowski), City Clerk (Ms. Monica Nagel), Planning and Zoning Administrator (Mrs. Cindy Osman), City Assessor (Ms. Dianna McGrew), Public Works Superintendent (Mr. Scott Herbert), and Public Works Equipment Operators (Ms. Linda Bultman, Mr. Mike Wendt, Mr. Nate Kazda, and Mr. Adam Kerridge)

2. All resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, repealed.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this ____ day of _____, 2020

CITY OF SAUGATUCK

By: _____
Ken Trester, Mayor

By: _____
Monica Nagel, City Clerk

CERTIFICATION

I, Monica Nagel, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the City Council at a regular meeting held _____, 2020.

Signed: _____
Monica Nagel, City Clerk



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager
MEETING DATE: May 26, 2020
SUBJECT: Proclamation No. 200526-P1

DESCRIPTION

Attached is a Mayor's proclamation of appreciation for Saugatuck City Clerk Monica Nagel. Ms. Nagel has been with the City for 13 years and has been a very valued employee, not to mention a fun person to have in the office! She has been the face of City Hall and there isn't a citizen in town that doesn't know her. Sadly she notified me last week that she will be leaving her position. However she always has the best interest of the citizens and the City in mind and she will assist the City for another two weeks to ensure there is a proper transition.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to approve/deny Proclamation No. 120526-P1 expressing sincere gratitude to City Clerk Ms. Monica Nagel for her 13 years of dedication and service to the City.

**CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN**

PROCLAMATION NO. 200526-P1

**MAYORS PROCLAMATION:
“A PROCLAMATION OF APPRECIATION ”**

WHEREAS, there are times when the City Council of the City of Saugatuck desires to express their sincere gratitude for dedication and service to the City; and

WHEREAS, the City of Saugatuck wishes to recognize Ms. Monica Nagel for her 13 years of dedicated and accomplished service as the City of Saugatuck City Clerk; and

WHEREAS, Ms. Nagel became designated as a Certified Municipal Clerk in 2011 which is a process that required three years of extensive training and course work; and

WHEREAS, Ms. Nagel’s work as City Clerk set an extremely high bar for ethics professionalism and integrity throughout Allegan County; and

WHEREAS, Ms. Nagel has been in charge of numerous elections in the City in which she has always demonstrated neutrality and impartiality, rendering equal service to all.

WHEREAS, the true worth of the Municipal Clerk is often not realized as they perform some of the very principal functions of our democratic process.

NOW, THEREFORE, BE IT RESOLVED, that I, Mayor Ken Trester, speaking on behalf of the citizens of Saugatuck and the Saugatuck City Council do hereby extend our sincere appreciation and thanks to Ms. Monica Nagel for her 13 years of service to the City of Saugatuck and commend her for the manner in which she has carried out her duties and responsibilities as City Clerk, with sincere best wishes for continued success and happiness in her future endeavors.

Signed: _____ Dated _____
Ken Trester, Mayor

Signed: _____ Dated _____
Christine Peterson, Mayor Pro-Tem



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager

MEETING DATE: May 26, 2020

SUBJECT: Proclamation No. 200526-P2

DESCRIPTION

Attached is a Mayor's proclamation designating June, 2020 as Pride Month in the City of Saugatuck. The City Council took similar action last year.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to approve/deny Proclamation No. 120526-P2 designating June, 2020 as Pride Month in the City of Saugatuck.

**CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN**

PROCLAMATION NO. 200526-P2

**MAYORS PROCLAMATION:
“A PROCLAMATION DESIGNATING JUNE AS PRIDE MONTH ”**

WHEREAS, the City of Saugatuck supports the rights of every citizen to experience equality and freedom from discrimination; and

WHEREAS, all people regardless of age, gender identity, race, color, religion, marital status, national origin, sexual orientation, or physical challenges have the right to be treated on the basis of their intrinsic value as human beings; and

WHEREAS, in support of the city’s commitment the City of Saugatuck Non-Discrimination Ordinance was approved by City Council on August 27, 2007; and

WHEREAS, the City of Saugatuck accepts and welcomes people of diverse backgrounds and believes a diverse population leads to a more vibrant community; and

WHEREAS, the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) communities contribute to the cultural, civic and economic successes of the City of Saugatuck; and

WHEREAS, while we as a society at large are slowly embracing new definitions of sexuality and gender we must also acknowledge that the need for education and awareness remains vital to end discrimination and prejudice; and

NOW, THEREFORE, BE IT RESOLVED, I, Mayor Ken Trester and the members of the Saugatuck City Council hereby proclaim June 2020 as Pride Month in the City of Saugatuck, Michigan and encourage our residents to reflect on the ongoing struggle for equality members of the LGBTQ community face and celebrate the contributions that enhance our city.

Signed: _____ Dated _____
Ken Trester, Mayor

Signed: _____ Dated _____
Monica Nagel, City Clerk



City Council Agenda Item Report

City of Saugatuck

FROM: Greg Janik, STFD Fire Cheif

MEETING DATE: May 26, 2020

SUBJECT: Saugatuck Township Fire District FY 20/21 Budget

DESCRIPTION

Attached is the FY 20/21 Saugatuck Township Fire District (STFD) budget for City Council review. The STFD has scheduled the required public hearing on June 15, 2020. Each of the three participating governmental units in the District is required to approve the operating budget annually prior to the public hearing and adoption by the STFD Administrative Board.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

Saugatuck Township Fire District Board recommends approval of the Budget as presented.

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to **approve/deny** the Saugatuck Township Fire District FY 20/21 Budget as presented.

Proposed Annual Budget



Fiscal Year 2020-2021



MISSION

THE MISSION OF THE
SAUGATUCK TOWNSHIP FIRE DISTRICT
IS TO MINIMIZE COMMUNITY RISKS AND
IMPROVE THE QUALITY OF LIFE
FOR ALL PERSONS WITHIN
SAUGATUCK TOWNSHIP FIRE DISTRICT.



From the Board...

The STFD Board proposes the following budget for the Fiscal Year 2020/2021 to the City of Saugatuck, Saugatuck Township, and the City of the Village of Douglas. The budget, consisting of a millage of 2.20 mills, levied against the real property taxable value within Fire District.

The Fire District is experiencing more diverse demands for emergency public safety incident response and services. Two notable public safety issues for our immediate response area are severe erosion from high water levels and the COVID-19 pandemic. Our lakeshore residents and business districts have suffered substantially from the record high water levels resulting in obstructed access roads and flooded businesses. The COVID-19 pandemic created unprecedented conditions with the Governor declaring a state of emergency in response to the serious health risks posed by COVID-19. The pandemic fundamentally changed the way we live and work.

The Fire District is at the forefront of COVID-19 preparation and coordination, both on a local and county level. The STFD Board pursues to maintain the high level of public safety and is committed to Community Risk Reduction planning for the benefit of the residents we serve.

Included in the packet is a copy of the fiscal year 2020/2021 Operating and Capital Budget. (A proposed capital replacement schedule for the next ten years is also available from Fire Chief Janik. This schedule is followed by a yearly estimate of needed capital improvements).

The STFD Board is requesting the City of Saugatuck, Saugatuck Township, and the City of the Village of Douglas to review and approve this proposed budget during their next scheduled board meeting. The Fire Board will hold a public hearing using Zoom video/audio conference technology due to the COVID-19 restrictions currently in place on June 15, 2020 at 4:00 PM.



Saugatuck Township Fire District Board:

- Jane Verplank - Chairperson, City of Saugatuck Representative
- Eric Beckman - Vice Chair, Saugatuck Township Representative
- Dan Fox - Secretary, City of Saugatuck Representative
- Scott Phelps - Vice Secretary, At Large Member
- Tarue Pullen - City of the Village of Douglas Representative
- Aaron Miller - City of the Village of Douglas Representative
- Stacey Aldrich - Saugatuck Township Representative

Trend 2004-2020

Call Volume Trends:

- 43% decrease in Fire Calls
- 96% increase in Total Calls
- 33% increase in Emergency Medical Service Calls
- 497% increase in Other Calls

Year	Fire Calls	EMS Calls	Other Calls	Total Calls	Total Calls %
2004	37	388	74	499	—
2005	67	411	78	556	11.42
2006	44	408	75	527	-5.21
2007	56	413	90	559	6.07
2008	34	402	122	558	-0.17
2009	30	441	121	592	6.09
2010	38	465	108	611	3.20
2011	24	485	133	642	5.07
2012	54	521	158	733	14.17
2013	36	506	148	690	-5.86
2014	31	565	149	745	7.97
2015	31	522	230	783	5.10
2016	32	560	283	875	11.75
2017	28	469	316	813	-7.08
2018	30	501	376	907	11.56
2019	21	514	442	977	7.7

1999-2020 Millage/ # of Calls

Estimate:

2020 call volume is estimated from May 18 totals. 261 or 16.1% less calls than at the same time in 2019.

Year	Millage	Calls
2020	2.2000	(825)
2019	2.2000	977
2018	2.0000	907
2017	2.0000	813
2016	2.0000	875
2015	1.7000	783
2014	1.5000	745
2013	1.3000	690
2012	1.1600	733
2011	1.1600	642
2010	1.1600	611
2009	1.1000	592
2008	1.2932	558
2007	1.2932	559
2006	1.2932	527
2005	1.2932	556
2004	1.4531	499
2003	1.4531	517
2002	1.4531	518
2001	1.6059	498
2000	1.8060	544
1999	1.3750	415

Estimated Revenues

CATEGORY	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 05/14/20	2019-20 PROJECTED ACTIVITY	2020-21 RECOMMENDED BUDGET
Dept 000						
206-000-401.000	SAUGATUCK CITY	295,851.62	353,019.00	353,019.12	353,019.00	364,000.00
206-000-402.000	SAUGATUCK TOWNSHIP	611,788.67	716,000.00	680,619.91	716,000.00	747,000.00
206-000-403.000	DOUGLAS CITY	307,657.96	360,500.00	347,979.78	360,500.00	380,000.00
206-000-450.000	FIRE SERVICES	4,608.71	3,151.00	3,150.31	3,151.00	1,000.00
206-000-460.000	INSPECTION and PLAN REVIEW FEES	11,782.19	3,938.00	3,938.00	3,938.00	1,000.00
206-000-465.000	COST RECOVERY	22,130.41	10,000.00	9,778.16	10,000.00	1,000.00
206-000-560.000	GRANTS and DONATIONS	3,484.00	127,500.00	127,447.33	127,500.00	
206-000-665.000	INTEREST	6,394.35	7,500.00	7,010.47	7,500.00	500.00
206-000-685.000	SALES OF ASSETS	600.00				
Totals for dept 000 -		1,264,297.91	1,581,608.00	1,532,943.08	1,581,608.00	1,494,500.00
TOTAL ESTIMATED REVENUES		1,264,297.91	1,581,608.00	1,532,943.08	1,581,608.00	1,494,500.00

Appropriations

CATEGORY	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 05/14/20	2019-20 PROJECTED ACTIVITY	2020-21 RECOMMENDED BUDGET
Dept 336 - FIRE FUND						
206-336-702.000	BOARD SALARY	2,640.00	3,350.00	2,820.00	3,350.00	5,250.00
206-336-704.000	CHIEF SALARY	72,486.39	80,090.00	69,645.48	80,090.00	80,000.00
206-336-705.000	OFFICER SALARIES	7,845.72	6,120.00	5,274.92	6,120.00	9,000.00
206-336-708.000	CAREER FIREFIGHTER	172,691.42	251,500.00	212,157.98	251,500.00	306,000.00
206-336-709.000	OPERATIONAL WAGES	61,273.82	63,000.00	53,325.65	63,000.00	60,000.00
206-336-709.500	PAID ON CALL STIPEND		75,000.00	62,596.11	75,000.00	75,000.00
206-336-710.000	FIRE CALLS	55,662.38	44,000.00	37,219.16	44,000.00	60,000.00
206-336-711.000	MEDICAL CALLS	29,601.72	28,200.00	23,583.89	28,200.00	30,000.00
206-336-712.000	TRAINING	21,544.84	25,500.00	22,830.07	25,500.00	30,000.00
206-336-713.000	SPECIAL EVENTS	18,084.30	10,500.00	9,741.72	10,500.00	10,000.00
206-336-720.000	PAYROLL TAXES	36,179.72	50,000.00	41,586.26	50,000.00	52,000.00
206-336-721.000	EMPLOYEE INSURANCE BENEFITS	65,937.37	75,000.00	67,365.95	75,000.00	75,000.00
206-336-722.000	WORKER COMP INSURANCE	33,075.00	32,400.00	32,317.60	32,400.00	40,000.00
206-336-723.000	RETIREMENT	51,257.26	72,360.00	60,423.42	72,360.00	70,000.00
206-336-727.000	OPERATING SUPPLIES	17,827.44	23,000.00	20,752.68	23,000.00	22,000.00
206-336-728.000	GAS & OIL	11,218.25	12,000.00	9,486.70	12,000.00	12,000.00
206-336-730.000	PROFESSIONAL SERVICES	37,705.20	31,500.00	18,048.95	31,500.00	20,000.00
206-336-742.000	TESTING, REPAIR & REPLACEMENT	12,760.60	15,000.00	13,485.23	15,000.00	15,000.00
206-336-745.000	STATION TOOLS	1,711.27	3,000.00	1,999.37	3,000.00	3,000.00
206-336-746.000	FIRE FIGHTER TOOLS	9,805.42	10,000.00	7,015.58	10,000.00	10,000.00
206-336-751.000	PHONES	11,966.47	11,000.00	9,206.40	11,000.00	12,000.00
206-336-752.000	UTILITIES	14,184.08	14,000.00	11,848.20	14,000.00	14,000.00
206-336-760.000	VEHICLE/ EQUIP REP & MAINTENANCE	42,517.17	40,000.00	24,103.63	40,000.00	40,000.00
206-336-761.000	BOAT MAINTENANCE	13,134.88	15,000.00	9,155.10	15,000.00	15,000.00
206-336-762.000	RADIO & PAGER R&R	6,499.00	3,500.00	1,528.56	3,500.00	6,500.00
206-336-763.000	BUILDING REPAIR & MAINTENANCE	16,494.92	20,000.00	17,671.68	20,000.00	20,000.00
206-336-764.000	BUILDING SECURITY	1,647.00	2,000.00	1,780.72	2,000.00	2,000.00

Appropriations

CATEGORY	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 05/14/20	2019-20 PROJECTED ACTIVITY	2020-21 RECOMMENDED BUDGET
206-336-767.000	DUES & SUBSCRIPTIONS	2,388.68	3,000.00	2,667.63	3,000.00	3,500.00
206-336-770.000	OFFICE EXPENSES	5,817.24	9,500.00	8,227.13	9,500.00	10,000.00
206-336-771.000	TECHNOLOGY	9,599.40	13,600.00	12,613.32	13,600.00	12,000.00
206-336-775.000	BUILDING INSPECTIONS	1,531.71	2,500.00	326.87	2,500.00	2,500.00
206-336-780.000	UNIFORMS	9,614.28	10,000.00	9,342.34	10,000.00	12,000.00
206-336-781.000	TURN OUT GEAR	24,213.43	25,000.00	7,238.67	25,000.00	25,000.00
206-336-785.000	EDUCATION	17,979.86	15,000.00	12,546.40	15,000.00	18,000.00
206-336-791.000	MEDICAL SUPPLY	10,317.66	18,000.00	16,482.06	18,000.00	10,000.00
206-336-795.000	FIRE PREVENTION	10,159.40	7,500.00	6,490.29	7,500.00	10,000.00
206-336-796.000	PHYSICALS	3,050.00	9,500.00	9,084.37	9,500.00	11,000.00
206-336-815.000	GENERAL INSURANCE	12,008.00	21,900.00	21,881.00	21,900.00	32,000.00
206-336-861.000	TAX CHARGE BACK	320.20	500.00	99.92	500.00	500.00
206-336-975.000	LOAN PAYMENT	42,062.92	42,100.00	42,062.92	42,100.00	42,100.00
206-336-985.000	LONG TERM CAPITAL	188,384.72	336,488.00	158,220.88	336,488.00	200,000.00
206-336-986.000	CAPITAL FUND TRANSFER		50,000.00		50,000.00	12,150.00
Totals for dept 336 - FIRE FUND		1,163,199.14	1,581,608.00	1,154,254.81	1,581,608.00	1,494,500.00
TOTAL APPROPRIATIONS		1,163,199.14	1,581,608.00	1,154,254.81	1,581,608.00	1,494,500.00





To: Saugatuck City Council
From: Cindy Osman—Planning Zoning
Date: May 23, 2020
Re: Downtown Pop-Up Patio/Dining in the Right-of-Way Report

Due to the Covid-19 Pandemic and Executive Orders issued from the Governor's Office, Saugatuck City downtown businesses are experiencing a loss of revenue - or in some cases no revenue at all - and have turned to the City for assistance with using pop-up patio dining and other areas on public property or right of ways. When allowed to open to the public, it is expected restaurants will have reduced occupancy rates and will have to comply with the social distancing protocols.

Five steps have been identified in the attached report that staff would like Council to review.

Next potential steps: Work with the businesses on Culver Street for inclusion in the steps the City could take. City staff is investigating liability issues and Interurban funding issues.

Also attached to this memo is a letter from the Allegan County Health Department regarding picnic table recommendations, MLCC reopening FAQ's and the results of the Downtown Saugatuck Street Closures survey conducted recently by SDABA.

If City Council would like to move forward and allow staff to administratively issue permits for the pop up patios, calling a special meeting of the City Council would need to take place to take official action. A special meeting can take place quickly and simply needs 18 hour public notice.

1: Use part of the parking lot for a pop up patio for Scooters, additional general seating for all other visitors with takeout food.

Due to the traffic congestion on Culver Street, pop-up-patios in the parking spaces are not desirable. Closing the end of Griffith Street is problematic for traffic disbursement and safety concerns.

An alternate location for the pop-ups is the parking lot to the east of Scooters. Either the area in the red box or the area in the blue box could be used by Scooters and others such as Loco Burrito, Grow, Coast 236, and Bowdies, although only Scooters could qualify for the temporary outdoor alcohol license as it is the only one within 25 feet of the licensed premises. Perhaps the blue box could be used for Scooters with alcohol, and the red box for general seating.



Process:

City will issue permits for this location(s) in the parking lot.

Required information:

1. Comply with all federal, state, and local regulations, and if desired, Scooters could apply to the state for a 2020 Limited Permanent Outdoor Services Permission Application (LCC-204a)
2. The outdoor area must be well defined and clearly marked
3. A diagram with exact measurements to show the boundaries of the area
4. Description of any barriers used along the boundaries (required for alcohol license)
5. Certificate of insurance listing the City as additional insured
6. Contact information of person responsible for keeping the area clean and tidy
7. On-site trash containers provided by and emptied by the business or sponsoring business
8. Sanitation station that contains at a minimum hand sanitizer
9. Other?

2: Pop-up patios in the parking spaces for restaurants/bars that have sit down indoor table service on all streets except Culver (traffic congestion).

Examples would include Phil's, Lucy's, Marro's, Wally's, Pumpernickels, Grow (along Griffith) Wicks and others.



Process:

City will issue permits for pop-up patios.

Required information:

1. Comply with all federal, state, and local regulations, and if desired, licensed premises could apply to the state for a 2020 Limited Outdoor Services Permission Application (LCC-204a).
2. The outdoor area must be well defined and clearly marked
3. A diagram with exact measurements to show the boundaries of the area
4. Description of barriers similar to the barriers used at the Tree of Life, or as seen in the above photo. Ropes, chains, cones, or other non-substantially visible barriers would not be allowed.
5. The patio area will not extend more that 8 feet from the curb
6. The patio area will not occupy more than 3 parking spaces.
7. Lighting is required after dark to help with visibility
8. Certificate of insurance listing the City as additional insured
9. Contact information of person responsible for keeping the area clean and tidy
10. On-site trash containers provided by and emptied by the business
11. Sanitation station that contains at a minimum hand sanitizer
12. All items shall be removed from the parking spaces at closing time to facilitate the use of the street sweeper
13. Other?

3: Place picnic tables at the basketball court and tennis court as a pilot.



Additional trash receptacles will be needed – **or** signage that says – “Please take your trash with you.” Other signage stating “please do not move the tables” “these tables are not sanitized” “please leave the tables clear of trash” may be required, although, there have not been abuses of trash being left on the tables by the information booth. These tables can be removed if this becomes problematic.

Additional trash receptacles would put further burden on DPW staff.

4: Work with the City of Douglas to share the cost of the Interurban shuttle on weekends.



Questions yet to be answered:

- Is this a legal use of taxpayer funds?
- Will people be willing to get on a bus?
- Could the committee do a fund raiser to pay for this service?
- Could riders just pay the \$1.00 fee?

5: Sidewalk sale

Consider a tentative date of June 19 for a sidewalk sale using the same rules as the August sidewalk sale, depending on how/if the stay home order is extended.

This would be a test run for a sidewalk sale on a Friday, and would be followed up by a survey of the business on Monday to see how they thought it went.

ALLEGAN COUNTY HEALTH DEPARTMENT

3255 – 122nd Ave., Suite 200, Allegan, MI 49010

Office Administration

(269) 673-5411 Fax (269) 673-4172

Bioterrorism Preparedness

(269) 673-5411

Personal Health

(269) 673-5411



Communicable Disease

(269) 673-5411

Environmental Health

(269) 673-5415

Resource Recovery

(269) 673-5415

May 19, 2020

Mr. Kirk Harrier
City Hall
102 Butler Street
P.O. Box 86
Saugatuck, MI 49453

Re: Picnic Tables in the City of Saugatuck

Dear Mr. Harrier:

On May 14, 2020, the Allegan County Health Departments received a complaint regarding the placement of picnic tables on the sidewalks outside restaurants in the City of Saugatuck. As such, I had a conference call with you to gain a better understanding of the matter. As a result of our call, we offered to provide additional guidance to mitigate the spread of COVID-19 and you welcomed receiving that information. Please see the recommendations below:

- Space the seating areas at least 6 feet from each other if not further
- Allow for non-family groups to be feet apart as well
- Provide surfaces that can be cleaned and disinfected (non-absorbent)
- Decide who will be responsible for cleaning and disinfecting and possibly come up with a cleaning schedule
- Educate as much as possible with signage and infographics regarding prevention of contaminating surfaces and each other from COVID-19 and symptoms of COVID-19
- Any signage posted should be easy to clean and disinfect also
- Increase trash disposal sites so people, including employees do not need to clean a table of debris so others can sit there
- Provide an abundance of handwashing opportunities and hand sanitizer

Please understand that our licensed restaurants are still under the Executive Orders and can only allow carry out and delivery at this time.

Sincerely,

Randy Rapp, RS

Environmental Health Services Manager
Allegan County Health Department



MICHIGAN LIQUOR CONTROL COMMISSION REOPENING FREQUENTLY ASKED QUESTIONS



When allowed to reopen to the public, all licensees must comply with Executive Orders, local health department orders, and local ordinances regarding reduced occupancy rates and social distancing protocols related to the Coronavirus (Covid-19) pandemic.

1. I placed my license into escrow, how do I request to reactivate it?
 - Complete the [Request to Release License From Escrow \(LCC-108a\)](#) and email the form to MLCCEscrow@michigan.gov.

2. How do I add an outdoor service area for my licensed business?
 - On-premises retailers (Class C, Tavern, A-Hotel, B-Hotel, Club, G-1, and G-2 licenses) and manufacturers with On-Premises Tasting Room Permits, Off-Premises Tasting Room Licenses, or Joint Off-Premises Tasting Room Licenses may apply for permission for an outdoor service area using one of the forms listed below.

 - The outdoor service area must be well defined and clearly marked. You will need to submit a diagram with exact measurements with your application to show the boundaries of the outdoor service area. You will also need to describe the barriers that will be used along the boundaries of the area.

 - An outdoor service area must comply with all state and local building, health, and zoning laws.

Form Name & Number	Form Description
2020 Limited Permanent Outdoor Service Permission Application (LCC-204a)	Use this application to apply for a new limited term outdoor service area through the spring, summer, and fall seasons of 2020 only, expiring on October 31, 2020. <ul style="list-style-type: none"> • The outdoor service area cannot be utilized until places of public accommodation are allowed to reopen for service of alcohol to customers for consumption on the premises under a future Executive Order. • The outdoor service area must comply with reduced occupancy and social distancing requirements under Executive Orders, local county health department orders, and local ordinances related to the Coronavirus (Covid-19) pandemic. • If the outdoor service area will be located on municipal property, such as a city sidewalk, the licensee must submit written approval from the local governmental unit authorizing the use of the municipal property. • The limited permanent outdoor service permission will be valid throughout the spring, summer, and fall season, expiring on October 31, 2020. • The outdoor service area must be in the same local governmental unit as the licensed premises. • The outdoor service area must be no more than 25 feet from the licensed premises. • The outdoor service area must not be separated from the license premises by a public street or road. • The outdoor service area must not exceed 20,000 square feet in total space. • The outdoor service area is not located on a balcony or rooftop.
Outdoor Service Permanent Permission Application (LCC-204)	Use this form to apply for: <ul style="list-style-type: none"> • A new outdoor service area that does not meet the requirements for a 2020 limited permanent outdoor service area described above. • A new outdoor service area that will be utilized past the 2020 spring, summer, and fall seasons. • To increase the size of an existing approved outdoor service area.
Temporary Authorization Application (LCC-206)	Use this form to apply for a one-day temporary outdoor service area. You may apply for up to 12 one-day temporary outdoor service areas in a calendar year.



MICHIGAN LIQUOR CONTROL COMMISSION REOPENING FREQUENTLY ASKED QUESTIONS



3. **Do I need approval from my local governmental unit to apply for an outdoor service area?**
 - An outdoor service area on private property does not require local approval for the Commission to approve an application. However, all portions of the licensed premises, including outdoor service areas, must comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances, so it is important that you contact your local unit of government to ensure you are complying with any local ordinances regarding outdoor service areas.
 - An outdoor service area on public property, such as a sidewalk or closed street, requires local approval for the Commission to approve an application. This can be a resolution passed by the local legislative body or a local use permit issued by the governmental unit. Governmental units have different procedures, so it is important that you contact your local governmental unit for what it might require.
4. **My town has shut down the street on which several licensees have businesses so that we can have outdoor service areas for our bars and restaurants. What do we need to do to be approved?**
 - Each licensee would need to apply for an outdoor service area using one of the forms listed in question #2 above.
 - Each licensee would need to provide documentation showing it has approval from the local unit of government as described in question #3 above.
 - Each licensee would need to have its own dedicated outdoor service area and have exclusive control over that area. Licensees cannot share outdoor service areas and alcohol sold in one licensee's outdoor service area cannot be sold, served, or consumed in another licensee's outdoor service area.
5. **I want to set up a bar to serve customers in my outdoor service area, do I need approval for that?**
 - Only Class C and B-Hotel licensees require additional approval for more than one bar. Tavern, A-Hotel, Club, G-1, and G-2 licenses and manufacturers with On-Premises Tasting Room Permits, Off-Premises Tasting Room Licenses, or Joint Off-Premises Tasting Room Licenses may set up an additional bar in an outdoor service area without approval from the Commission.
 - Class C and B-Hotel licensees must be approved for an Additional Bar, which costs \$350.00 each year. A licensee may hold multiple Additional Bars to be utilized throughout the licensed premises.
 - Class C and B-Hotel licensees may apply for a new Additional Bar using the [New Additional Bar Application \(LCC-115\)](#).
6. **My entire golf course is approved for outdoor service and I want to have beverage carts to serve golfers. Do I need any special approval for those?**
 - Mobile beverage carts on golf courses are treated like the Additional Bars mentioned in question #5 above.
 - If the golf course has a Class C or B-Hotel license, then each cart utilized to sell and serve alcoholic beverages to golfers in the outdoor service area would need to be approved for an Additional Bar. To apply for Additional Bars for beverage carts use the [New Additional Bar Application \(LCC-115\)](#).
7. **I have an on-premises retailer license and would like to sell beer and wine to go. Can I do that?**
 - On-premises retailers must be issued a Specially Designated Merchant (SDM) license to be able to sell beer and wine in the original, unopened container to go. On-premises retailers must also hold an SDM license to be able to sell [growlers of beer](#).



MICHIGAN LIQUOR CONTROL COMMISSION REOPENING FREQUENTLY ASKED QUESTIONS



- The following on-premises retailers may be issued an SDM license:
 - Class C license
 - Tavern license
 - A-Hotel license
 - B-Hotel license
 - Club license (may only sell beer and wine to go under SDM license to its bona fide members)
 - G-1 license (may only sell beer and wine to go under SDM license to its bona fide members)
 - G-2 license (may only sell beer and wine to go under SDM license to its bona fide members)

 - On-premises retailers may apply for a new SDM license using the [New On-Premises SDM Application \(LCC-114\)](#).
- 8. I have a Class C license and would like to sell spirits and mixed drinks to go. Can I do that?**
- No, the Michigan Liquor Control Code does not allow on-premises retailers that sell spirits (Class C, B-Hotel, Club, and G-1 licenses) to sell any spirits or mixed drinks to go.

 - A Small Distiller licensee that holds an On-Premises Tasting Room Permit or an Off-Premises Tasting Room License may sell spirits manufactured by the licensee in the original, unopened container to go, but cannot sell mixed drinks to go.
- 9. Can I deliver alcohol to customers at their home?**
- Retailer licensees that hold Specially Designated Merchant (SDM) licenses may deliver beer and wine in the original, unopened container to customers at their homes or designated locations in compliance with MCL 436.1203(12):
 - The beer or wine is delivered by the SDM licensee's own employees.
 - The SDM licensee or its employee who delivers the beer or wine verifies that the individual accepting delivery is at least 21 years of age.
 - If the SDM licensee or its employee intends to provide service to consumers, the SDM licensee or its employee providing the service has received alcohol server training through a server training program approved by the Commission.

 - Off-premises retailer licensees with Specially Designated Distributor (SDD) licenses may deliver spirits and mixed spirit drink products in the original, unopened container to customers at their homes or designated locations in compliance with MCL 436.1203(14):
 - The spirits are delivered by the retailer's own employees.
 - The retailer or its employee who delivers the spirits verifies that the individual accepting delivery is at least 21 years of age.
 - If the retailer or its employee intends to provide service to consumers, the retailer or its employee providing the service has received alcohol server training through a server training program approved by the Commission.

 - Licensees with Brewpub or Micro Brewer licenses may deliver beer the licensee manufactured to customers at their homes or designated locations in compliance with MCL 436.1203(12):
 - The beer is delivered by the Brewpub's or Micro Brewer's own employees.
 - The Brewpub or Micro Brewer or its employee who delivers the beer verifies that the individual accepting delivery is at least 21 years of age.
 - If the Brewpub or Micro Brewer or its employee intends to provide service to consumers, the Brewpub or Micro Brewer or its employee providing the service has received alcohol server training through a server training program approved by the Commission.

 - A Wine Maker or Small Wine Maker licensee that holds a Direct Shipper license may deliver wine to customers at their home if the licensee complies with the conditions of [MCL 436.1203\(4\)](#).



MICHIGAN LIQUOR CONTROL COMMISSION REOPENING FREQUENTLY ASKED QUESTIONS



- Third Party Facilitator Service licensees may deliver beer, wine, or spirits on behalf of SDD and SDM licensees to customers at their homes or designated locations in compliance with MCL 436.1203(15) and (16):
 - If the Third Party Facilitator Service licensees delivers beer, wine, or spirits, the third party facilitator service verifies that the individual accepting the delivery of the beer, wine, or spirits is at least 21 years of age.
 - The retailer or consumer pays the fees associated with deliveries.
 - The Third Party Facilitator Service licensees offers services for all brands available at the SDD or SDM licensed location.

10. Are there any license types that cannot deliver alcoholic liquor?

- The following license types **CANNOT DELIVER** alcoholic liquor to customers:
 - Class C license
 - Tavern license
 - A-Hotel license
 - B-Hotel license
 - Special license
 - G-1 or G-2 License
 - Brewer license
 - Small Wine Maker license
 - Wine Maker license
 - Small Distiller license
 - Distiller/Manufacturer of Spirits license
 - Mixed Spirit Drink Manufacturer license
 - Off-Premises Tasting Room license
 - Joint Off-Premises Tasting Room license

11. If I am open for only takeout do I need to maintain liquor liability insurance?

- Yes. If your business is still open for takeout and/or delivery, you **must** continue to maintain liquor liability insurance, pursuant to MCL 436.1803.

12. I have an on-premises retailer license with a Specially Designated Merchant license (SDM) license and I sell beer and wine for takeout. Can I place my on-premises license into escrow and only use the SDM license?

- No. The SDM license has been issued in conjunction with your on-premises retailer license and cannot be used or licensed independently from your on-premises license. You must keep both licenses active to continue to sell beer and wine to customers for takeout under your SDM license.

Updated May 18, 2020



Constant Contact Survey Results

Survey Name: Downtown Saugatuck Street Closures

Response Status: Partial & Completed

Filter: None

5/20/2020 11:13 AM EDT

TextBlock:

Business Owners - We want your opinion! In anticipation of reopening this summer season, please take a few minutes to complete the attached survey regarding utilizing downtown streets for additional pedestrian space. The City of Saugatuck has authorized business owners to use right-of-way area from the sidewalk to the curb. In light of this, additional space is suggested for pedestrian traffic to allow for safe travel as well as social distancing.

*Where is your business located?

Answer	0%	100%	Number of Response(s)	Response Ratio
Downtown Saugatuck			71	71.0 %
Downtown Douglas			7	7.0 %
Downtown Fennville			1	1.0 %
Greater Saugatuck Douglas Area (Blue Star Corridor, Townships, etc.)			17	17.0 %
Greater Fennville Area (Fennville businesses outside the city limits)			1	1.0 %
Other			3	3.0 %
No Response(s)			0	0.0 %
Totals			100	100%

***How long have you had a business in this area?**

Answer	0%	100%	Number of Response(s)	Response Ratio
1-3 years			14	14.0 %
3-5 years			16	16.0 %
5-10 years			13	13.0 %
10-20 years			22	22.0 %
Over 20 years			28	28.0 %
Other			10	10.0 %
Totals			100	100%

***Do you support allowing stores to use the parking places directly in front of them?**

Answer	0%	100%	Number of Response(s)	Response Ratio
Yes			60	60.0 %
No			24	24.0 %
Undecided			16	16.0 %
No Response(s)			0	0.0 %
Totals			100	100%

***Do you think closing downtown streets in Saugatuck for pedestrians & business is a good idea to promote a safe tourism environment?**

Answer	0%	100%	Number of Response(s)	Response Ratio
Yes			60	60.0 %
No			30	30.0 %
Undecided			10	10.0 %
Totals			100	100%

If Yes to question #4, how important do you believe closing off street(s) will help insure safety & success to your business?

1 = Very important, 2 = Somewhat important, 3 = No difference, 4 = Not that important, 5 = Not important at all

	1	2	3	4	5	Number of Response(s)	Rating Score*
						69	2.1

*The Rating Score is the weighted average calculated by dividing the sum of all weighted ratings by the number of total responses.

If Yes to question #4, Which streets should be closed to accommodate pedestrian traffic: (check all that apply)

Answer	0%	100%	Number of Response(s)	Response Ratio
Butler Street from Culver to Mary with cross streets remaining open			28	28.0 %
Butler Street one way (one lane) northbound from Culver to Mary with cross streets remaining open, pedestrian area adjacent to curb.			4	4.0 %
Water Street one way (one lane) southbound from Culver to Mary with cross streets remaining open, pedestrian area adjacent to curb.			3	3.0 %
Water Street from Culver to Main with cross streets remaining open.			5	5.0 %
Other			24	24.0 %
No Response(s)			36	36.0 %
Totals			100	100%

If Yes to question #4, When should street closures take place?

Answer	0%	100%	Number of Response(s)	Response Ratio
Memorial day to Labor Day, seven days per week			36	51.4 %
Memorial Day through Labor Day, weekends and holidays only			23	32.8 %
Other			13	18.5 %
Totals			70	100%

If No to question #4, Why do you think closing off streets is not a good idea? (Check all that apply)

Answer	0%	100%	Number of Response(s)	Response Ratio
Decrease of parking on streets			12	12.0 %
Inconvenience for curbside pick ups			1	1.0 %
Increase of labor to set up business outside			1	1.0 %
Other			22	22.0 %
No Response(s)			64	64.0 %
Totals			100	100%

Do you have any other suggestions for improving our business environment to keep it safe and successful when tourism opens back up?

45 Response(s)

*Optional : What is the name of your business?

61 Response(s)

*Optional : If you have more questions or would like to be contacted for more information please leave your email address or phone number here >>

24 Response(s)