



CITY COUNCIL MEETING AGENDA October 9, 2024

The meeting will commence directly after the conclusion of the City Council workshop,
which begins at 4:00 p.m.

This is an in-person meeting at Saugatuck City Hall, 102 Butler St, Saugatuck, MI 49453.

The meeting will also be available live, virtually on Zoom.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Mayor's Comments
5. City Manager Comments
6. Agenda Changes *(Additions/Deletions)*
7. Guest Speakers
8. Public Comment on Agenda Items Only *(Limit 3 minutes)*
9. Consent Agenda: *(Roll Call) Pg.3*
 - A. Regular Meeting Minutes- September 23, 2024.
 - B. Special Meeting Minutes- September 26, 2024.
 - C. Appointment of Keith Walker and Dave Ignasiak to the Tri-Community Wildlife Management Committee
10. Staff Reports, Boards, Commissions & Committees: *Pg.10*
 - A. Staff Reports:
 1. City Manager
 2. Treasurer
 3. Clerk
 4. Planning and Zoning
 5. Department of Public Works
 6. Police
 7. Engineer

NOTICE:

Join online by visiting:

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

Join by phone by dialing:

**(312) 626-6799 -or-
(646) 518-9805**

Then enter "Meeting ID":

2698572603

Please send questions or comments regarding meeting agenda items prior to meeting to:
rcummins@saugatuckcity.com

Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck City Clerk at 269-857-2603 or jwolters@saugatuckcity.com for further information.

B. Boards, Commissions & Committees:

1. Fire District Administration Board
2. Interurban Board
3. Kalamazoo Lake Sewer & Water Authority
4. Kalamazoo Lake Harbor Authority
5. Zoning Board of Appeals
6. Historic District Commission
7. Planning Commission
8. Parks & Public Works Committee
9. Tri-Community Non-Motorized Trail Study Committee
10. Water System Operations Contract Advisory Committee
11. Wildlife Management Committee

11. Approval of Accounts Payable: (Roll Call) Pg.40

- A. Accounts Payable in the amount of \$109,780.29

12. Public Hearings

13. Unfinished Business

14. New Business

15. Public Comments (Limit 3 minutes)

16. Closed Session:

- A. Motion by _____, supported by _____, to move into a closed session pursuant to MCL 15.268 (e) and (h), to consult with legal counsel regarding trial or settlement strategy regarding the claim of appeal on appeal from the City of Saugatuck Historic District Commission filed by Maplewood Hotel, captioned Maplewood Hotel Corporation v City of Saugatuck and City of Saugatuck Historic District Commission (Case No. 24-69059-AA). Roll call: _____.
- B. Motion by _____, supported by _____, to move into a closed session pursuant to MCL 15.268 (e) and (h), to discuss a confidential written legal opinion regarding the lawsuit filed against the City by Saugatuck Neighbors, captioned Saugatuck Neighbors v City of Saugatuck (Case No. 24-69537-CZ) . Roll call: _____.
- C. Motion by _____, supported by _____, to move into a closed session pursuant to MCL 15.268 (e) to consult with legal counsel regarding trial or settlement strategy regarding the ongoing lawsuits filed against the City by Dune Ridge, captioned Dune Ridge v City of Saugatuck (Case No. 21-64709-CZ) and Dune Ridge v City of Saugatuck (Case No. 22-65713-CK). Roll call: _____.

17. Correspondence

18. Council Comments

19. Adjourn (Voice Vote)



CITY COUNCIL MEETING MINUTES- *proposed*
September 23, 2024

The City Council met for a Regular Council Meeting at 6:30 p.m.
City Hall
102 Butler St., Saugatuck, MI 49453.

Call to Order:

The meeting was called to order by Mayor Stanton at 6:30 p.m.

Pledge of Allegiance.

Attendance:

Present: Mayor Stanton, Mayor Pro-Tem Baldwin and Councilmembers Anderson, Dean, Gardner, Muncey, White.

Absent: None.

Others Present: City Manager Cummins, Attorney Trent Cunningham, Sergeant Haas and Clerk Wolters.

Mayor's Comments: Mayor Stanton thanked the Parks and Public Works Committee members Mayor Pro Tem Baldwin and Kelly Roche along with the 8th grade students for their work on the service project at the old airport property. She also highlighted the successful community night at the school before the football game and upcoming homecoming events. She thanked residents for attending the Maple Street project open houses and the League of Women Voters for hosting the candidate forum. She read a letter from retiring Captain Brett Ensfield of the Allegan County Sheriff's Department, expressing gratitude for his service to the community.

City Manager Comments: City Manager Ryan Cummins echoed the mayor's comments on the Maple Street open house. He congratulated Captain Ensfield on his retirement, he has been a huge help, very responsive and very professional and great to work with and well wishes on his next adventure. He thanked DPW, fire and police services for assistance in locating and removing a PVC pipe from the beach that was under water, broken and a safety hazard.

Agenda Changes: None.

Guest Speakers: None.

Public Comment on Agenda Item Only:

Becky Carten-Crandell, director of the Interurban: spoke in favor of the reappointment of Kathleen Johnson to the Interurban Board.

Kathleen Johnson, 334 Main: gave a brief overview of her reasons for applying for reappointment to the Interurban Board.

Consent Agenda:

Motion by Baldwin, second by Muncey to approve the consent agenda, with the exception of having to update for the minutes, member Anderson's comments from the last meeting. Via roll call vote, motion carried unanimously.

Staff Reports:

The City Manager, Treasurer, City Clerk, Director of Planning & Zoning, Department of Public Works, Police and Engineer submitted status reports of current activities since the last regular council meeting on September 9, 2024, for their respective departments.

Boards, Commissions & Committees:Fire District Administration Board, Dan Fox:

- The fire district has received almost \$21,000 so far this year from billing for services, such as the gas leak on Blue Star Highway and the incident with downed telephone pole in Douglas.
 - They continue to pursue cost recovery, though there are sometimes challenges collecting from multiple insurance companies.
- The fire district boat and crew assisted the City's DPW with removing the PVC pipe that was used to anchor the swimming area buoys at Oval Beach. Removing the partially buried pipe required specialized equipment and coordination between the fire district, the sheriff's office, and DPW.
- The fire district's new attenuator truck chassis is being outfitted with specialized equipment. This truck is designed to protect first responders on the highway. Dan provided an example of how important this type of truck is, showing a photo of a Michigan State Police vehicle that was struck, with the officer sustaining serious injuries.
- The fire district board subcommittee will be revisiting the parade and event security report that was previously presented to the council.

Interurban Board, Councilmember Muncey:

- The Interurban carried 11,877 riders in August, which is 13,125 more riders than the same time last year.
- The Interurban's ridership numbers are approaching pre-COVID levels, with 68,859 riders so far this year compared to 68,252 last year
- The Interurban is updating their website to allow riders to purchase their tickets online.
- They are also working on developing a mobile app for the Interurban, which is expected to be available next year.
- The Interurban's fiscal year is ending soon, so they have a big meeting coming up to approve the budget.
- They are also planning to approve a 5% wage increase across the board for Interurban staff.
- He expressed his appreciation for Kathy Johnson's 22 years of service on the Interurban Board and is glad she will continue to serve.

KLSWA:

- The residential sampling of water for the lead and copper rule has now been completed. Samples were collected from homes in the community and sent to the lab for testing.
- They are sampling of local water services to find the lead service lines, they are potholing to see where the connections are.
 - In Douglas Township, the lead service line identification work is 95% complete.
 - In the City of Saugatuck and Township of Saugatuck, the lead service line identification is 50% complete and expected to wrap up soon.
- The authority's monthly water quality reports and daily wastewater treatment plant monitoring have been submitted without issue.
- The authority conducted sampling and testing of the wastewater effluent, placing test animals in the water. All the test animals survived, indicating the high quality of the municipal wastewater discharge

Kalamazoo Lake Harbor Authority, Councilmember White: None.

102 Butler St. ★ PO Box 86 ★ (269) 857-2603 ★ www.SaugatuckCity.com

Zoning Board of Appeals: None.

Historic District Commission, Councilmember Gardner:

- Next meeting is scheduled for Thursday, October 3, at 6 p.m.

Planning Commission, Councilmember Anderson:

- The planning commission held a public hearing to approve an ADU, but it was just shy of the required size.
- The commission will revisit this at their next meeting, considering either changing the ordinance to allow the existing ADU to be compliant, or proposing to lower the minimum square footage requirement for ADUs.
- The commission is looking at the waterfront zoning that was passed last year, specifically addressing the allowance of first-floor condos.
- They are considering either continuing to allow this through the PUD process or excluding it as permitted use.
- The commission will be scheduling a public hearing on the waterfront zoning review.

Parks and Public Works Committee, Mayor Pro-Tem Baldwin:

- Next meeting is the morning after the council meeting at 10 a.m.

Tri-Community Non-Motorized Trail Study Committee, Councilmember Dean:

- Scott reported that the initial project budget for the trail is now coming in 25% higher than originally budgeted. This is due to the need for more boardwalk and retaining wall work than initially anticipated.
- The engineering firm, C2AE, will be reaching out to the MDOT grant coordinators to inquire about the possibility of securing additional funding to cover the increased costs.
- If additional funding cannot be secured, the committee will need to look at contingency plans and potential adjustments to the project scope to address the budget shortfall.

Request for Payment: None.

Approval of Accounts Payable:

- A. Accounts Payable in the amount of \$2,919,310.18.

Motion by Muncey, second by Gardner to approve the accounts payable in the amount of \$2,919,310.18. Via roll call vote, motion carried unanimously.

Introduction of Ordinances: None.

Unfinished Business: None.

New Business:

Fifth Amendment to Waste Services Agreement:

Motion by Baldwin, second by Dean to approve the fifth amendment to waste services agreement. Via roll call vote, motion carried unanimously.

Public Comment:

Emily Jipp, a candidate for Circuit Court Judge: Introduced herself and discussed her qualifications and priorities.

Correspondence:

- A. Drew Ebrom
- B. Hudson Rodewald
- C. Boards/Committee Openings

Council Comments:

Councilmember Anderson:

She enjoys the correspondence in the packet from the children. Jon Moxey did a great job at the Maple Street open house. She noted it was great to see community involvement. Councilmember White was her cohort, she is excited for him, and he will be missed.

Mayor Pro-Tem Baldwin:

Mayor Pro-Tem Baldwin thanked the 6th and 8th grade students who participated in the service project at the old airport property. She said it was a unique experience working with the students. The students were very enthusiastic, running through the brush to clear the trails. She spent her time counting to make sure she didn't lose any of the 13 students in her group. She enjoyed being able to show the students the airport property and talk to them about conservation and the importance of the site.

Councilmember Gardner:

Councilmember Gardner thanked Kathy Johnson for her service and continued efforts on serving the Interurban Board. He thanked Councilmember White and appreciates him. Save the date for July 4, 2026, as the United States will be celebrating its 250th birthday, it's called a semi-quincentennial. There is a small group that is being formed and has begun planning local recognition and anniversary details to follow.

Councilmember Dean:

He thanked Councilmember White for his service to the city and his service on this board and is hopeful there'll be another opportunity to show appreciation to his time on Council. He thanked the Holland League of Women Voters for putting on the candidate forum on Tuesday at the high school.

Councilmember Muncey:

He shared that the city will be decorating for fall again this week. Volunteers will be meeting on Thursday evening to learn how to make bows for the decorations. On Friday, the DPW will be distributing hay bales, corn stalks, and pumpkins, and volunteers will help set them up around town. Muncey thanked businesses like Wicks Park Bar and Grill for providing pizza for the volunteers, as well as Jeanne from Back to the Fuchsia for donating ribbon and the Quaint Cottages for contributing funds for the decorations. He mentioned that the Christmas lights are already starting to go up around town, and he is very excited about the upcoming holiday season.

Councilmember White:

Councilmember White announced that he will be moving to Holland, Michigan, and as a result, will no longer be able to serve on the city council. He does not have an exact timeline for his departure, as they are still working on getting some work done on their new house. He recommended that the council consider appointing Auston Marineau to serve in his seat. Logan has known Auston for a long time, since elementary school, and believes he would serve the city well. He will continue to be involved in the community, such as with the film festival. He wanted to give heads up to help in executing a successful transition.

Adjournment:

Motion by Muncey, second by Baldwin to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Stanton adjourned at 7:19 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



CITY COUNCIL SPECIAL MEETING MINUTES - *Proposed*
September 26, 2024

The City Council met for a Special Council Meeting at 9:00 a.m.
City Hall
102 Butler St., Saugatuck, MI 49453.

Call to Order:

The meeting was called to order by Mayor Stanton at 9:00 a.m.

Attendance:

Present: Mayor Stanton, Mayor Pro-Tem Baldwin and Councilmembers Anderson, Dean, Gardner, Muncey.

Absent: None.

Others Present: City Manager Cummins, Attorney Jake Witte, and Clerk Wolters.

Agenda Changes: None.

Guest Speakers: None.

Public Comment on Agenda Item Only: None.

Discussion Items:

A. Approval of a Selection Process for Current City Council Vacancy:

- Logan White resigned from City Council on September 24, 2024.
- The Charter requires the City Council to fill the vacancy within 30 days.
- City Manager Cummins provided the following recommended selection process based on past procedures:
 - Staff recommends that Council accept applications, including a cover letter, resume, and answers questions during a future meeting, Council could then invite the applicants to provide 5-7 minutes of comments/presentation on why they should be selected.
 - Questions used in 2019 City Council vacancy given as example:
 1. Describe your community/volunteer involvement (past and present).
 2. List any prior government experience you have.
 3. Describe any work or business experience that would be beneficial if you were appointed to the Saugatuck City Council.

4. Describe any policy making experience you have.
5. List the reason(s) for seeking to be appointed to fill the vacant Saugatuck City Council seat.
6. Do you intend to be on the upcoming November 2019 ballot for the Saugatuck City Council.

- As an alternative, Council could accept applications, cover letters, and resumes and invite the applicants to participate in a formal 30–45-minute interview.
- The following is a proposed timeline:
 - September 26 – Notice is released that Council is accepting applications for the vacant seat.
 - Notice to be shared in an e-mail blast, on social media, and in the Commercial Record.
 - October 11 at 5p – Application Deadline
 - Date TBD – Council selects a date the week of October 14 for a special meeting to review applications, hear from applicants and select an applicant to fill the vacancy.
- Applicant materials will be shared with the Council and public in the meeting packet.

Motion by Muncey, second by Gardner Motion to approve the following selection process for the City Council vacancy:

- *Notice to be released on September 26 that Council is accepting applications for the vacant seat.*
- *Applicants shall submit the following to the City Clerk:*
 - *A board/commission application, cover letter, resume, and answers to questions #1-5 identified in the meeting staff report.*
 - *The application deadline shall be October 11 at 5pm.*
 - *City Council will hold a special meeting on October 17 at 5pm to review applications, hear from applicants, and select an applicant to fill the vacancy.*

Via roll call vote, motion carried unanimously.

Public Comment: None.

Correspondence: None.

Council Comments:

- Councilmember Anderson: There were only three candidates running for three positions in 2023 when Logan White was elected.
- Mayor Pro-Tem Baldwin: None.
- Councilmember Gardner: He noted that City Council should be focused on identifying applicants that will be in line with what the constituents voted on back in the election of 2023 when voting in Logan White. A chance to find someone who can maybe be in scope with Logan White's positions and why he was elected.
- Councilmember Dean: None.

- Councilmember Muncey: He will be making bows at puddingstone for the town decorating. Thanked staff for planning the special meeting so quickly. Everyone should be proud of how proactive Council and staff are.
- Mayor Stanton: None.

Adjournment:

Motion by Muncey, second by Baldwin to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Stanton adjourned at 9:24 a.m.

Respectfully Submitted

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: October 9, 2024

SUBJECT: Tri-Community Wildlife Committee Appointments

DESCRIPTION:

On September 9, City Council voted to approve the creation of a Tri-Community Wildlife Management Committee:

Motion by Anderson, second by Baldwin to approve to approve partnering with the City of the Village of Douglas and Saugatuck Township to create a Tri-Community Wildlife Management Committee with a sunset date of December 31, 2025 unless an extension is approved, and to appoint Council Member Dean to serve on the committee. Via roll call vote, motion carried unanimously.

In addition to Council Member Dean, City Council can also appoint two citizens to serve. The City Clerk provided notice that the City was accepting applications to serve on the committee. The City received applications from Keith Walker and Dave Ignasiak.

Mayor Stanton, Council Member Dean and I interviewed Mr. Walker and Mr. Ignasiak. Mayor Stanton is recommending both for appointment.

LEGAL REVIEW:

The City Attorney will be at your meeting to answer any questions you may have.

SAMPLE MOTION:

Motion to appoint Keith Walker and Dave Ignasiak to the Tri-Community Wildlife Management Committee with a term end date of 12/31/25.

Jamie Wolters

From: no-reply@weebly.com
Sent: Monday, September 23, 2024 1:31 PM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

Caution: This email originated from outside of the organization. DO NOT click on links or open attachments unless you recognize the sender and know the content is safe.

You've just received a new submission to your [Application for Boards & Commissions](#).

[Mark as Spam](#)

Submitted Information:

Name

Keith Walker

Email**Home Phone Number****Mobile Phone Number****Address**

Saugatuck, MI USA 49453

Current Employer

McShane & Bowie

Occupation/Position

Attorney

Business Phone Number

Business Reference Name

Jennifer Takacs

Business Reference Phone Number

Business Reference Email

Does your employer have any business dealings wth the City which might present a conflict of interest

No

If yes, please explain:

Are you a City of Saugatuck resident?

Yes

Are you a registered City of Saugatuck voter?

Yes

Serving on a board or commission can be time-consuming. Are you committed to attending all regularly scheduled meetings?

Yes

On which boards and/or commissions would you be willing to serve? .Tri-Community Wildlife Committee

1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:

Live in Shorewood and on Shorewood and Ox-Bow Boards, both of which share the deer overpopulation burdens.

Digital Signature

Keith Walker

Jamie Wolters

From: no-reply@weebly.com
Sent: Tuesday, September 24, 2024 3:11 PM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

Caution: This email originated from outside of the organization. DO NOT click on links or open attachments unless you recognize the sender and know the content is safe.

You've just received a new submission to your [Application for Boards & Commissions](#).

[Mark as Spam](#)

Submitted Information:

Name

Dave Ignasiak

Email

Home Phone Number

Mobile Phone Number

Address

Saugatuck , Mi USA 49453

Current Employer

DMI Technologies

Occupation/Position

IT SAP Project Manager

Business Phone Number

Business Reference Name

Dave Ignasiak/Self Employed

Business Reference Phone Number

Business Reference Email

Does your employer have any business dealings wth the City which might present a conflict of interest

No

If yes, please explain:

Are you a City of Saugatuck resident?

Yes

Are you a registered City of Saugatuck voter?

Yes

Serving on a board or commission can be time-consuming. Are you committed to attending all regularly scheduled meetings?

Yes

On which boards and/or commissions would you be willing to serve? .Fire District Board

1

On which boards and/or commissions would you be willing to serve? .Kalamazoo Lake Harbor Authority

1

On which boards and/or commissions would you be willing to serve? .Tri-Community Non-Motorized Trail Study Committee

1

On which boards and/or commissions would you be willing to serve? .Tri-Community Wildlife Committee

1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:

Greetings,

I have related experience as project manager relating to the above boards I have checked. I am passionate as a resident and boater. I have enclosed my resume. However I am entering a reduced workload (contract work), moving forward. Please reach via . Thanks

Digital Signature

David Ignasiak

Submitted Files

Resume

[d_ignasiak_resume_09_2024_v2.docx](#)



City Manager Report

October 9, 2024

Maple Street Grant Award

- Good news! The City was successful with its \$250,000 grant application to help fund a portion of the Maple Street project. Every bit helps and we can surely use it with this costly project. The City has applied before and not been successful with this particular set of grant funds. We reached out to our state senator and state rep and Rep. Andrews was helpful in submitting a letter of support. I greatly appreciate his advocacy
- The City Engineer is still hoping to present a report to Council this fall and start design once there is direction on some of the big picture decisions.

Wi-Fi at Oval Beach

- Metro Wireless met with the Department of Public Works for an installation kickoff meeting.
- Installation and testing are planned to occur in October.

Projects in the Works

- The City has a lot of projects in the works. Council previously suggested some infographics to help provide information.
- Attached is an infographic that staff will be sharing in the email blast and on social media. Happy to send the files to Council as well if you wish to share with your constituents more directly.

Airport Property

- One of the agenda items is a proposed conservation easement for the eastern portion of the property. The area that is proposed for a conservation easement has a steep grade and portions are wetlands and in a floodplain. All studies and maps can be viewed on the City website here: <https://www.saugatuckcity.com/parks-and-public-works-committee.html>

Ferry Street Culvert

- The Allegan County Drain Office is working with the City of Douglas to replace the failed Ferry Street drain crossing culvert, which is part of the Warnock Drain. Due to the county drain office's exemption from EGLE permitting, the City of Douglas is planning to replace the culvert through a maintenance resolution.

- Through this process, the costs for the replacement would be assessed back to property owners, cities (Saugatuck & Douglas), townships (Saugatuck), the road commission, and the county at large. As part of the assessment process, a drainage district/watershed review will be conducted, potentially adding additional lands to the Warnock Drain Drainage District/Watershed.
- The drainage district was last evaluated 8 years ago. Currently, only a few City properties along Campbell are in the drainage district.
- The engineers were open to any plans and feedback the City had as they begin their review. One of the City Engineer's drainage experts took a look. We provided the Douglas engineer with a sketch as well as the Campbell Road plan sheets and clip of the City GIS that were used in the review. The review showed that not much of the City is a tributary to the Warnock Drain. We will stay engaged in the process.

Short-Term Rentals

- Staff are completing the Granicus 1-800 hotline training. I recently conducted user acceptance testing. Complainants will be able to report concerns via phone or online. More to come as the system is ready to go live.
- I have prepared an outline of STR information to be shared on a dedicated part of the City website. Staff will be working to update the website in the next couple weeks.

Extending Flowers into Fall

- Jeff Scott, co-owner of The Owl House, is a member of the Garden Club. He has worked to extend the placement of flowerpots into the fall in various areas.
- This includes approximately 15 pots (12x12x12 inches) and 7-9 planters (6x24 inches). Pansies, ornamental kale, and chrysanthemums are being used.
- The costs of the flowers were shared by shop owners, and Jeff Scott will maintain and remove them by mid-December.
- Big thank you to Jeff, and other shop owners, for their extended flower beautification efforts!

Applications for Vacant City Council Seat

- So far, we have received one application for the vacant Council seat.
- A copy of the vacancy announcement and details on how to apply are attached.
- Applications are due by October 11 at 5p.

Milfoil Donation

- The City Treasurer advised that we received a \$10,000 donation from the Rotary Club for milfoil treatment!
- This is a huge donation to help with the cost to fight invasive species. I am very grateful to the Rotary Club for giving back in such a huge way.

Water Service Material Verification

- We are still requesting help with verifying water service material going into each home and business. Photos of the water line entry into the homes can be uploaded at <https://bit.ly/saugatuckupload> or emailed directly to jmoxey@fveng.com
- The contractor continues to work diligently on verifications of other water service sections.

Blue Star Trail

- C2AE has submitted grade inspection details to MDOT for review. MDOT advised they will be scheduling a meeting soon.
- Review by consulting party tribes is still expected by the end of October.
- We should hear any day on whether we were successful with our shared streets and spaces grant for the proposed traffic signal.

AT&T Cellular

- State Historic Preservation Office (SHPO) approvals remain pending.
- On September 24, AT&T submitted a response to SHPO and tribal consulting parties answering their questions and attempting to address their concerns. They are hopeful this will address the concerns and allow the project to move toward mitigation measures being memorialized in a Memorandum of Agreement.
- AT&T's decision on the City's agreement request remains pending resolution of SHPO approval.

Telecommunication Improvements

- At the recent workshop, Council discussed telecommunication with the County Broadband Project Manager, Jull Dunham.
- During the workshop, Ms. Dunham advised she would send some possible telecommunications consultants to consider. Ms. Dunham is still working on some suggestions and advised they will be coming soon. Staff will evaluate possible professional services and costs to assist with engaging with residents and businesses, identifying issues to be addresses, and assisting with next steps in addressing the concerns.

Blast from the Past

- As I prepared for my City Manager interview this past summer, I went through a lot of old historical photos and newspaper articles. It was interesting to see how some things that are being discussed today, were previously discussed and worked on in the past.
- In future reports to Council, I hope to pull some old Commercial Record articles that were around the same date of your Council meeting. This was in the paper on October 9, 1975:

Wanna Build a Post Office?

Who'd like to build a new post office in Saugatuck and lease it to the government?

The U. S. Postal Service is seeking bids for a new postal facility in Saugatuck.

Bidders may offer new construction or an existing facility modified to Postal Service specifications.

The building will contain 1,856 square feet of interior

space and will be located on a 14,300 square foot site within or adjacent to the business district.

Bid documents are available from Jerry A. Adkins, Real Estate Specialist, U. S. Postal Service, P. O. Box 2427, Grand Rapids, Michigan, 49501. Bids close November 15, 1975.

- I also found this ad in the same paper. Puts our work to improve cellular service into perspective:



Pushy. Pushy. Pushy.

Well, well, well.
Looks like our pushbutton phones are more than just fast, accurate and convenient.
They're colorful. And come in different styles.
That's our graceful Styleline® phone on the left. The standard desk phone in the middle. And the handy compact phone on the right.
Not pictured are a pair of space-saving wall phones we didn't have space for.
Our business office would be more than happy to arrange installation for you.
All we need is a little push.

GTE
GENERAL TELEPHONE

Touch Calling may not be available in all areas.

Miscellaneous

- Attended the Middle School invasive species removal project at the Old Airport Property.
- Prepared for and attended Parks and Public Works Committee meeting.
- Attended asphalt repair pre-construction meeting.
- Held a Department Head team meeting.
- Met with Sean Steele to discuss Chain Ferry landing needs.
- Held one on one meetings with DPW Superintendent, City Treasurer and Director of Planning/Zoning.
 - The City Treasurer is working on requested accounting for the new playground. She is also working on Oval Beach numbers for a future workshop.
- Set up and attended Tri-Community Wildlife Committee interviews.
- Attended CVB donation photo for Oval Beach Wi-Fi. A huge thank you again to the CVB for their partnership and support.



Projects in the works....



STREET REPAIRS

Asphalt repairs are scheduled for October on several roads throughout the city:

- Francis Street from Water Street to Butler Street and from Holland Street to Elizabeth Street
- Griffith Street from Culver Street to Mason Street
- Mason Street from Grand Street to Elizabeth Street
- Lucy Street near Holland Street

MAPLE STREET

City Engineers are planning improvements including:

- Road resurfacing or reconstruction
- Water main replacement.
- Drainage and stormwater management improvements.
- Non-motorized improvements (widened shoulders, sidewalk, or similar)

An open house to get ideas and feedback was held September 17.

The City recently received a \$250,000 grant toward the costly project.



WATER LINE VERIFICATIONS

Contractors are completing water service material verification work throughout the City to plan for lead line replacement.

The work involves 4 key points on the water service.

The project is fully funded by a \$221,600 grant.

BLUE STAR TRAIL

Engineers with C2AE have completed preliminary design and submitted designs to the state for review.

Construction is expected in 2025.

The project has received over \$1.9 million in grant funding and a commitment of \$205,000 from the Friends of the Blue Star Trail.



OLD AIRPORT PROPERTY

The City is partnering with the Outdoor Discovery Center to open the property to the public. Thanks to \$160,000 in generous donations, this initiative is 100% funded and includes:

- Developing trails and signage
- Establishing a parking area
- Continuing efforts to combat invasive species and restore natural habitats
- Drafting a conservation easement to protect the eastern portion of the property for future generations

Opening is expected in Spring 2025.



MT. BALDHEAD BATHROOM REPLACEMENT

Engineers are completing designs and permitting.

The new restroom building will be located in approximately the same footprint as the existing building.

Construction expected in 2025.

MT. BALDHEAD PLATFORM REPLACEMENT

Engineers are working on designs and permitting.

The observation platform/deck along with retaining walls that support the area will be replaced.

Construction expected in 2025 or early 2026.



CELLULAR SERVICE IMPROVEMENT

AT&T continues to seek necessary approvals to install cellular antennae inside the Mt. Baldhead radome.

The project will improve cellular service and provide FirstNet services to public safety.

Reuse of the site will generate revenue for the City.

OVAL BEACH WIFI

Utilizing Starlink satellites, WiFi will be available soon.

Enable WiFi calling to make calls!

The Convention and Visitors Bureau contributed \$15,000 toward the project.





Public Notice: City Council Vacancy Announcement

During the September 24, 2024 Council meeting, Logan White announced that he recently purchased a home in Holland. On September 25, 2024, Mr. White filed his immediate resignation from the City Council with the City Clerk. The Clerk has acknowledged receipt of his resignation, creating a vacancy on the Saugatuck City Council.

The City Charter requires that any vacancy in an elective office must be filled within thirty (30) days by a concurring vote of at least four (4) members of the Council. The appointee will serve for the remainder of the unexpired term which ends in November 2025.

The City is now accepting applications for the vacant Council seat.

Application Process:

- Interested applicants must submit the following documents to the City Clerk:
 1. Completed board/commission application.
 2. Cover letter.
 3. Resume.
 4. Answers to the following questions:
 - Describe your community/volunteer involvement (past and present).
 - List any prior government experience you have.
 - Describe any work or business experience that would be beneficial if you were appointed to the Saugatuck City Council.
 - Describe any policy-making experience you have.
 - List the reasons for seeking to be appointed to the vacant Saugatuck City Council seat.

Submission Deadline:

- All application materials must be submitted to the City Clerk by **October 11, 2024, at 5:00 p.m.**

Selection Process:

- A special City Council meeting will be held on **October 17, 2024, at 5:00 p.m.** to review applications.
- Each applicant will have the opportunity to make a 5-7 minute presentation to the Council.
- The Council will then select an applicant to fill the vacancy.

For additional information or to submit your application materials, please contact the Saugatuck City Clerk at:

102 Butler Street, P.O. Box 86, Saugatuck, MI 49453

E-mail: jwolters@saugatuckcity.com

Phone: (269) 857-260



Treasurer Report
October 04, 2024

Tax:

- Working on the refunding ACH payment to a prior owner problem
- Learned how to update Allegan County with the tax records

Payables:

- Working on breaking into the Wex/7 Eleven/Speedway portal
- Working on transferring more vendors to my email address / getting online access to their portals using my information.

Miscellaneous:

- Reviewed the expected litigation reimbursement / received
- Reviewed the MML.org refund for proper dating / coding
- Finished tying up the Metro Wireless Huntington Bank filter for the equipment install and the future monthly payments
- Worked with ChatGPT (spreadsheet idea for quickly tabulating 4 months of motor pool data, is MetroWireless a 1099 receiver, made a new form for taking credit card info over the phone, how to run the SumIf calc for the Priority Health bill)
- Pulled together the labor for the Playground inquiry
- Submitted for a sales tax refund
- Summarized the motor pool fix for the two pieces of equipment missing from the calcs.

Payroll:

- Reviewed the Defined Contribution / overtime problem and making steps towards resolving it
- Worked at length with BSA on a special paycheck.
- Working to develop processes and procedures to eliminate inefficiencies and potential errors
- Training with MERS on 457 (and the nearly identical Defined Contribution)
- Processed first Board payroll
- Filed 2nd and 3rd quarter on unemployment wages
- Set up my own access to the Michigan tax reporting systems

Systematic:

- Made a plan on how to handle questions on coding oddball items in the future.
- Working on catching up the motor pool backlog of recording (from June to present)
- Recorded several oddball items with Peter (annual or semi-annual items)
- Starting to update my task list with monthly and annual task lists



City Clerk Staff Report

October 9, 2024

Completed Tasks:

- Meetings:
 - Department Head Meeting.
 - DPW/Clerk Department Meeting.
 - Board of Canvassers Meeting in Allegan.
- Scheduled safety meeting for the Chili Cook-Off and Family & Pet Halloween Parade.
- Completed two FOIA requests.
- November Election Update:
 - 333 Absentee Ballots have been issued
 - The public accuracy test will be October 17th, at 10 a.m. at Saugatuck Township to test all early voting and voting day equipment.
 - 9 days of early voting will be held at Saugatuck Township October 26 - October 3 from 8 a.m. - 4 p.m.

Ongoing Tasks:

- Assisting residents via in-person, via email and telephone with questions/concerns.
- Updating social media.
- Updating the City website.
- Attending City Council Meetings and minutes.



Planning, Zoning and Project Report

October 9, 2024

Planning and Zoning

- Prepared for and rescheduled Historic District Commission meeting.
- Ensured public notice requirements were adhered to.
- Spoke to residents about dumpster pickup issues, contacted republic and Allegan county sheriffs department for information to present to City Council.
- Spoke with developer in regards to potential upcoming expansion.
- Attended Planning Michigan 2024, Michigan Association of Planners conference.
- Researched EGLE violation and original approval of site of violation.
- Emailed legal counsel to advise on potential existing nonconforming rental units.
- Went onsite to approve final Zoning Inspection of projects.
- Met with Realtors and other STR Representatives to discuss Regulations.
- Continued follow-up on complaints of code violations throughout the City.
- Met and talked with property owners and applicants to answer questions and provide resources.
- Spoke with owners and representatives about hardscaping requirements.
- Completed planning and zoning casework as outlined in the chart below.

Planning and Zoning Casework

842 Lake # 1	STR License app. Existing STR. Item needed. items received. Sent to Fire Department for inspection.	STR
720 Butler #9	STR License app. Existing STR. Item needed. Items received. Sent to Fire Department for inspection.	STR
840 Lake	STR License app. Existing STR. Items needed. Items received. Sent to Fire Department for inspection.	STR
141 North	STR License app. Existing STR. Item needed. Items received. Sent to Fire Department for inspection. Emailed local agent about missing payment. Issued license.	STR
1021 Holland	STR License app. Existing STR. Items needed. Items received. Sent to Fire Department for inspection. Inspection failed, reinspection fee required.	STR
1026 Holland St	ROW Permit received. Payment Received. Sent to engineer.	ROW
879 Holland St	STR License app. Existing STR. Items needed. Items received. Sent to Fire Department for inspection. Inspection failed, reinspection fee required. Reinspection paid.	STR
120 Mary	Zoning App. Sent concerns to applicant. Responses sent back to Planner. Emailed builder with concerns.	Zoning
110 120 Park	Lot Line Adjustment. Email send to applicant for additional info. Info provided. Asked for legal description.	Zoning
156 Park St	STR License app. Items needed. Items received. Sent to Fire Department for inspection.	STR
135 Taylor	STR License app. Items needed Due 09-23-2024. answered questions on local agent. Information received. Sent to fire department.	STR
810 Allegan	ZBA App received. Asked for additional information. Additional information received. Spoke about requirements for SLU for floor area ratio exceeding 30%. Sent to contract planner. Sent planner concerns to applicant. Sent Public notice to paper.	ZBA
126 Park St	STR License app. Items needed. Items received Sent to fire department	STR

Planning and Zoning Casework

646 Francis	SF Res application. Additional information required. Additional information provided, sent to planner. Sent invoice. Paid. Sent to planner. Emailed applicant with request for height and adjustments to ADU.	Zoning
246 Butler	HDC Façade improvements. Additional information required. Asked for detail on the sign.	HDC
102 Butler	Application for Sign in City ROW.	CC
515 St Joseph	STR Renewal of Accessory Structure. No SLU obtained, advised they need to go before the PC. Had meeting to discuss case. Received SLU App.	PC
550 Dunegrass	Received notice of violation from EGLE.	Enforcement
249 Mason St	Stop work order issued for unpermitted outdoor deck. HDC app and Zoning App required. Emailed Owner for more information.	Enforcement
149 Lucy	HDC application for addition to SF RES. Advised that SLU would be needed also. Passed to Planner. SLU Application received.	HDC/PC
721 N Maple	STR license app. New owners of previous STR. Sent to Fire Department for inspection. License Issued.	STR
720 Butler #9	STR license app materials submitted. New. Water Street North. Need app and fee. App received. Need local agent, fee, and proof of ownership. License Issued.	STR
842 Lake # 12	STR License app. Existing STR. Item needed. Items received. Sent to Fire Department for inspection. License Issued.	STR
820 Park	STR license app. New. Peninsula North Duneside. Need to confirm fee paid. Paid. Sent to Fire Department for inspection. Talked to owner. They are switching management companies. Asked to advise on which will be local agent and to notify Fire so they can schedule inspection direct. License Issued.	STR
579 Hoffman	STR license app. New. Community Residential district. Need recycling receptacles. Due by 7/29. Received. Sent to Fire Department for inspection. License Issued	STR

Planning and Zoning Casework

515 Mason	STR license app. Renewing. Need additional items and fee. Due by 8/16. Received. Sent to Fire Department for inspection. License Issued	STR
257 Brook	STR license app for upper and lower units. Renewing. Assessing shows as duplex. Photos appear to show two separate spaces with own cooking facilities and entrances. Need recycling receptacles, owner info on upper unit app, and drawing of premises. Due by 7/29. All received. Sent to Fire Department for inspection. License Issued	STR
720 Butler #16	STR license app. New owners of previous STR. Additional items needed. Due by 8/21. Received. Sent to Fire Department for inspection. License Issued	STR
229 Francis St	Application for HDC to remove decking and replace with concrete patio. Sent to Planner	HDC
246 Butler	Façade improvements. Sent to HDC Chair to confirm need for meeting. Sent concerns to applicant.	HDC
568 Mason	Emailed Contractor about damaged water line.	KLWSA
807 Lake St #2	STR new app. Missing information. Changed local agent, sent request for information.	STR
615 Park	ROW permit application. Sent to engineer. Sent request for information. Engineer contacted KLWSA.	ROW
816 Allegan	ROW permit application. Sent to engineer.	ROW
129 Griffith St 11	STR License App. Existing STR. Additional information required. Due 10-15-2024	STR
981 Ridgeview Ln	STR License App. Existing STR. Sent to fire department for inspection	STR
413 Lake St	contractor looking to replace windows. Advised that hdc meeting is required, sent resources.	HDC
401, 403, 405, 407 Park St	Enforcement letters sent in regard to dumpster without proper screening.	Enforcement
HDC	Cancelled HDC Meeting. Notified applicants. Reached out to board to schedule special meeting.	HDC
249 Culver 60 Griffith	Concerns for units ability to continue renting. Emailed legal for advice on whether or not a use variance request is appropriate to ensure the rental can continue.	Zoning

Planning and Zoning Casework

615 Park	Emailed legal with questions raised by occupant of 615 Park. Emailed MTS for permits issued to the property.	Zoning
405 Park	Met with owner about potential future expansions to site.	Zoning
580 Mason	STR License App. Existing STR. More information needed. Received. Sent to fire department.	STR
322 Culver	Reached out to republic to determine amount of parking spaces necessary for reliable pickup of dumpsters. Emailed police department for thoughts.	CC
132 Mason	Confirmed with owner and potential buyer that dwelling at rear of building does not front street and would be able to apply for STR license.	STR

Planning and Zoning Casework

844 Holland	STR certificate expired. Granicus shows still being used as STR. E-mailed agent to apply. STR license application received. Renewing. Need fee paid. Paid. Sent to Fire Department for inspection. License Issued.	STR
	Spoke to contractor in regards to acceptable times for construction noise.	Zoning
574 Campbell	STR License app. Existing STR. Item needed. Items received. Sent to Fire Department for inspection. License Issued.	STR
	spoke to resident about temp use of trailer in res district	Zoning
244 Brook	STR License app. Existing STR. Items needed. Items received. Sent to Fire Department for inspection. License Issued.	STR
244 Brook ACC	STR License app. Existing STR. Items needed. Items received. Sent to Fire Department for inspection. License Issued.	STR
413 Lake	HDC to replace door and window. Sent to Chair to review. Needs full HDC review. Scheduled for September meeting. HDC Approval received. Emailed Permit to owner and MTS.	Historic
133 Butler	SLU app to condominiumize property. Need app fee by 8/19. Sent to consultant to review app for completeness. Fee received. Scheduled for September PC meeting. Approved.	SLU
739 Lake	STR license app. Previous STR. Sent to Fire Department for inspection. License Issued.	STR
447 Butler	Answered Zoning Questions.	Zoning
574 Campbell	Spoke about STR Concerns	STR
61 Lake View	Spoke about water sewer service lines.	Water Sewer
Spear	Spoke with resident about STR concerns.	Short Term Rental
Spear	Spoke with resident about construction concerns	Zoning
989 Maple Woods	Deck application received. Item needed. Item received. Waiting on payment. Payment received. Permit Issued. Sent to MTS.	Zoning
322 Culver	Spoke about reserving City Parking spaces.	Enforcement
324 North Maple	Answered questions about renting ADU's	STR
620 Pleasant St	Spoke to resident about STR Regulations	STR
214 Butler St	Spoke to contractor about parking regulations and ROW per	ROW
120 Mary St	Spoke about requirements for interior demo. Advised they s	Zoning
984 Ridgeview	Fence Application received. Permit issued.	Zoning
403 Water St	Observed multiple sandwich board signs. Corrected.	Enforcement
	Explained transfer of ownership regulations to resident.	STR

Planning and Zoning Casework

615 Park Unit 12	Owner has concerns for project potentially encroaching on h	Zoning
807 Lake St	Answered questions relating to occupancy of STR's.	STR
132 Mason	Had meeting about requirements for renting dwelling unit in	ZBA
745 Pleasant St	Answered STR questions	STR
615 Park St	Spoke with potential owner. Confirmed that no caps are in place in the C4 District.	STR
888 Holland	Resident reached out with questions about converting building to Bed & Breakfast.	Zoning
214 Butler	ROW Permit received. Had questions, need payment. Payment received. Permit issued.	Zoning
324 Maple	Answered STR questions	STR
615 Park St	Left voicemail with contact information for questions about work in City ROW.	Zoning
568 Mason	Reached out to contractor about damage to water main	ROW
Maple St	Left voicemail with contact information for questions about ADU STR.	STR
1020 Holland	Granicus shows unit being rented. No STR certificate or license. Talked to owner on phone and sent owner link to forms and ordinance. Checked on 6/13 and home still be advertised as a STR. Sent owner e-mail attempting to gain voluntary compliane. STR application received. Need recycling receptacle. Sent to Fire Department for inspection. Failed. Reinspection invoice sent. Corrections due by 8/21. Left VM. left voicemail on 09-23-2024 asking for a call back in regards to failed inspection. House sold, rental license void. Explained to applicant that refund will not be issued for license application due to the use of staff and fire department time.	STR
662 Spear St	STR License app. Existing STR. Items needed. Items received. Sent to Fire Department for inspection. License issued.	STR
120 Elizabeth St #3	STR License app. Existing STR. Items needed. Items Received. Sent to Fire Department for inspection. Licnese issued.	STR
651 Holland St	STR License app. Existing STR. Items needed. Items received. Sent to Fire Department for inspection. License issued.	STR

Planning and Zoning Casework

569 Hoffman	STR License app. Existing STR. Items needed. Items received. Sent to Fire Department for inspection. License issued.	STR
888 Holland	STR License app. Existing STR. Item needed. Items received. Sent to Fire Department for inspection. License Issued.	STR
888 Holland	Complaint dwelling is being rented without a current STR license. STR certificate recently expired. Sent to code enforcement to investigate further. Rental license issued.	STR
448 Fredrick	STR Renewal. Sent to fire department. License issued.	STR
1010 Holland St	New STR. Items needed. Items received. Sent to Fire Department for inspection. License Issued.	STR
312 Hoffman	Application received for tree in City ROW. DPW director advised that fee could be waived due to existing plan to plant tree in this location.	ROW
568 Mason	Complaints received about property under construction. Enforcement may be necessary.	Enforcement
	Cancelled HDC Meeting. Reached out to	
324 N Maple	Spoke to resident about for sale house advertising as a rental. Explained that property has already received SLU approval and new buyer will be able to obtain rental license for ADU.	STR
383 Dunegrass	Completed walk around for C of O.	Zoning
141 North	STR License app. Existing STR. Item needed. Items received. Sent to Fire Department for inspection. Emailed local agent about missing payment. Issued license.	STR
48 Allegan	Spoke to concerned resident about use of alleyway. Provided resources and policy information.	Zoning



Department of Public Works Report

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 9/23/2024:

Street Sweeping:

As we enter the fall season with more leaves falling from the trees, street sweeping has been increased from two days per week to five days per week. This not only keeps town cleaner, but it also ensures that storm drains are free of obstructions and flowing properly.

Oval Beach:

Public Works is slowly uninstalling some of the more seasonal items at Oval Beach. These items include the boardwalk, trash barrels, seasonal signage, speed bumps, and picnic tables. We've started installing the erosion control fencing. The restrooms will remain open until temperatures start dipping into the 30's at night.

New Hire:

We've recently filled a vacant Equipment Operator/Maintenance Worker position in Scott Morrow. Scott joins our team with many years of maintenance experience from working at Perrigo. He brings a ton of enthusiasm about pouring his efforts back into the community that he loves. Scott's first day was September 30th.

Mt. Baldhead:

The parking lot at Mt. Baldhead was developing some sizable potholes so we graded the lot and added more gravel.

Tree Work:

Two dead trees were taken down. One was located at 102 Butler Street (City Hall) and the other was located at 149 Lucy Street. Both trees will be replaced. Crews have also been trimming trees in the road right-of-way to improve sight distances and maintain visibility of street signs.

Vandalism:

During the evening hours of Friday September 27th, the restrooms at Village Square and Wick's Park were graffitied along with a trash can lid at Willow Park. Significant time was spent

removing the graffiti and some of it had to be painted over. Police assisted by making a report of the incident.

Fall Decorations:

Fall decorations have been installed throughout the city. Public Works assisted with placing the decorations at key locations around town. Gregory Muncey has kept the tradition alive by collecting donations, organizing volunteers, and setting up the decorations. A big thank you to Gregory for his work with this.

Special Event Assistance:

- **9/27/2024** – Saugatuck Public Schools Homecoming Parade

Meetings:

- **9/23/2024** – DPW Weekly Goals Meeting
- **9/23/2024** – Staff Meeting – DPW/Clerk
- **9/24/2024** – Parks and Public Works Committee Meeting
- **9/24/2024** – Asphalt Repair Pre-Construction Meeting
- **9/25/2024** – Department Head Team Meeting
- **9/26/2024** – Special Meeting
- **9/26/2024** – Village Square Courts
- **9/26/2024** – Chain Ferry Meeting
- **9/27/2024** – DPW Weekly Goals Follow Up Meeting
- **9/27/2024** – Oval Beach Metro Wireless Meeting
- **9/30/2024** – DPW Weekly Goals Meeting
- **10/01/2024** – One-on-One Meeting with City Manager
- **10/04/2024** – DPW Weekly Goals Follow Up Meeting

**City of Saugatuck
Status Report of Engineering Activities
October 4, 2024**

General Consultation

- 2024 Asphalt Repairs: A preconstruction meeting was held on September 24. Work is scheduled to begin October 14 with milling and paving work around October 21.
- Sea Wall and Concrete Repairs: Prepared a proposal for design and bidding of a project with several repair sites along the sea wall and elsewhere. The various components can be addressed as a single project, as contemplated in the proposal, or individually.
- Village Square Court Renovation: Met with City staff on September 26 to discuss project scope. Working on preliminary cost estimates to help determine a direction for the project. Once that is complete, we will prepare a proposal for design and bidding of surface improvements to the tennis and basketball courts and related improvements.

Water System Asset Management Plan

- The AMP has been submitted to EGLE. City Council will be considering user cost options to support the plan soon.

EGLE Technical, Managerial and Financial (TMF) Project

- The City was awarded \$221,600 in funding from EGLE's Community Technical, Managerial, and Financial (TMF) support for lead service line identification (100% grant). This will provide funding to help the City complete its final Distribution System Materials Inventory, which is due in October 16, 2024.
- Requested information from water customers continues to be submitted.
- Potholing work is ongoing and is anticipated to be completed in October.
- Once the potholing work is complete, we will assist the City with submitting the final Distribution System Materials Inventory to EGLE.

Mt. Baldhead Projects

- AT&T Project Assistance
 - Reviewed the current AT&T proposal for attaching conduits to the stair structure. Met with the AT&T team August 7 to review and discuss the current plans, which were also presented at the August 21 Council Workshop.
- Restroom Building Replacement
 - Design work is nearly complete.
 - The Allegan Conservation District has provided the Vegetation Removal Assurance, which is a report required for the EGLE/USACE Critical Dunes Permitting. The report evaluates impacts on vegetation, native, non-native and invasives, and provides guidance for the design and construction. Based on the scope of the project, vegetation disturbance is anticipated to be minimal. The Critical Dunes permit application will be submitted soon.
 - We are evaluating options for electrical service to the building that may involve improvements to the overall electric infrastructure at the site.
 - Timeframe for construction will be dependent on stakeholder input and timing for final design, permitting and bidding.
- Observation Platform Replacement
 - Design work is progressing. Additional survey work is complete.

- The Allegan Conservation District has provided the Vegetation Removal Assurance, which is a report required for the EGLE/USACE Critical Dunes Permitting. The report evaluates impacts on vegetation, native, non-native and invasives, and provides guidance for the design and construction. The report includes guidance for several of the unhealthy, dead or undesirable species to be removed as part of the project and replaced with native/desirable ones.
- Timeframe for construction will be dependent on stakeholder input and timing for final design, permitting and bidding.

Maple Street Improvements – Study Phase

- Topographic survey is complete.
- Held an open house on September 17 to present the survey and solicit input from adjacent property owners and other stakeholders.
- We are developing budgetary cost estimates for the various components of the project and plan to schedule a meeting with the Township team in the near future.
- We anticipate presenting the report to council in fall 2024.
- The City's MDOT Category B grant was selected for funding this year. This grant will fund \$250,000 of the road restoration costs on the project.

Park Street Improvements – Study Phase

- Park Street between Campbell Road and Mt. Baldhead has no specific non-motorized facility and a number of unique challenges and right-of-way encroachments. The asphalt pavement is deteriorating. A number of development projects have recently been completed or are ongoing, A planning phase proposal has been developed to build on prior study work and develop a scope, concept and cost estimate for improvement of the corridor.

Vendor Name	Description	Amount
1. ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	169.59
	UNIFORMS & SAFETY EQUIPMENT	16.08
	TOTAL	185.67
2. ALLEGAN COUNTY SHERIFF	SEP '24 SHERIFF CONTRACT	31,826.12
3. ASSESSING SOLUTIONS INC	SEP '24 ASSESSING SERVICES	2,934.00
	OCT '24 ASSESSING SERVICES	2,934.00
	TOTAL	5,868.00
4. CAPITAL ONE	SEP '24 STATEMENT BALANCE	48.23
5. COMCAST	09/28 - 10/27 INTERNET SERVICE	263.40
6. COMMERCIAL RECORD	DISPLAY LEGALS	441.00
7. FAHEY SCHULTZ BURZYCH RHODES	SEP '24 GENERAL LEGAL	1,556.00
	SEP '24 ZONING	957.50
	SEP '24 EMPLOYMENT	85.50
	SEP '24 FOIA	70.00
	SEP '24 MANAGER	1,176.00
	SEP '24 DUNE RIDGE V (ORIGINAL ACTION)	477.30
	SEP '24 MAPLEWOOD HOTEL LITIGATION	857.50
	SEP '24 DUNE RIDGE V (ELECTRICAL)	216.00
	SEP '24 2023 STR LEGAL ISSUES/TASK FORCE	55.00
	SEP '24 CITY ETHICS PROJECT	28.50
	TOTAL	5,479.30
8. FIRST BANK CARD	08/24 - 09/24 STATEMENT BALANCE	132.78
	08/24 - 09/24 STATEMENT BALANCE	40.04
	08/24 - 09/24 STATEMENT BALANCE	2,595.57
	08/24 - 09/24 STATEMENT BALANCE	31.59
	08/24 - 09/24 STATEMENT BALANCE	3,052.00
	TOTAL	5,851.98
9. FRONTIER	07/20 - 08/19 SERVICE	85.37
	08/20 - 09/19 SERVICE	300.85
	TOTAL	386.22
10. GORDON FOOD SERVICE	CONCESSION SUPPLIES	1,137.49
11. GROUNDS MANAGEMENT SOLUTIONS	REPAIRS AND IRRIGATION INSTALL	7,056.00
12. JOHN DEERE FINANCIAL	07/11 - 08/10 STATEMENT BALANCE	370.79
13. KRAMER J SERVICES INC	IRRIGATION INSTALL VILLAGE SQUARE	14,735.00
14. LORRIE PASTOOR	CLEANING SERVICES	490.00
15. MERS	SEP '24 RETIREMENT	3,346.78
16. MICHIGAN GAS UTILITIES	08/26 - 09/23 SERVICE - 102 BUTLER	38.22
	08/26 - 09/23 SERVICE - 345 BUTLER	71.70
	08/27 - 09/24 SERVICE - 3338 BLUE STAR	39.43

Vendor Name	Description	Amount
	TOTAL	149.35
17. NET2PHONE INC		
	TELEPHONES	215.65
18. OCCUPATIONATIONAL HEALTH CENTERS		
	DOT PHYSICAL - KERRIDGE	136.00
19. OVERISEL LUMBER COMPANY		
	SEP '24 STATEMENT BALANCE	433.23
20. PLANTE MORAN		
	PROFESSIONAL SERVICES THROUGH 09/27	2,612.50
21. PRIORITY HEALTH		
	OCT '24 HEALTH INSURANCE COVERAGE	13,401.98
22. PURITY CYLINDER GASES INC		
	CONCESSION	19.85
23. SAUGATUCK FIRE		
	RENTAL HOME INSPECTIONS	700.00
	RENTAL HOME INSPECTIONS	1,750.00
	TOTAL	2,450.00
24. SEPTIC TANK SYSTEMS CO INC		
	PORTABLE RESTROOM CLEANING	475.00
25. SHORELINE TECHNOLOGY SOLUTIONS		
	COMPUTER SERVICES	1,767.60
26. SHOREWOOD ASSN INC		
	2024 Sum Tax Refund 57-800-026-00	2,960.33
27. STATE OF MICHIGAN		
	SEP '24 SALES TAX	110.82
	2ND QTR LATE FILE FEE	60.00
	TOTAL	170.82
28. TELE-RAD INC.		
	OVAL BEACH RADIOS	7,502.00
TOTAL - ALL VENDORS		109,780.29
FUND TOTALS:		
Fund 101 - GENERAL FUND		108,281.15
Fund 202 - MAJOR STREETS		224.80
Fund 203 - LOCAL STREETS		224.80
Fund 661 - MOTOR POOL FUND		1,049.54

10/04/2024

CHECK REGISTER FOR CITY OF SAUGATUCK
CHECK DATE FROM 09/01/2024 - 09/30/2024

Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
09/09/2024	5487(A)	DUNESVIEW KWIK SHOP INC	AUG '24 GAS AND DIESEL	4,013.18
09/09/2024	5488(A)	FAHEY SCHULTZ BURZYCH RHODES	GENERAL LEGAL	17,737.30
09/09/2024	5489(A)	FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES - EGLE TMF PROJECT 2024	7,628.40
09/09/2024	5490(A)	HOLLAND P.T.	SWEEPER PARTS	40.58
09/09/2024	5491(A)	MICHIGAN ELECTRO FREEZE INC	MACHINE CLEANING	890.08
09/09/2024	5492(A)	PURITY CYLINDER GASES INC	CONCESSION	20.22
09/09/2024	5493(A)	SAUGATUCK FIRE	RENTAL HOME INSPECTIONS	525.00
09/09/2024	5494(A)	SEPTIC TANK SYSTEMS CO INC	PORTABLE RESTROOM - OVAL BEACH	995.00
09/09/2024	5495(A)	SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	1,767.60
09/09/2024	5496(A)	STANDARD INSURANCE COMPANY	INSURANCE	419.27
09/09/2024	20160	COMMERCIAL RECORD	DISPLAY LEGALS	105.00
09/09/2024	20161	GIL- ROY'S HARDWARE	STRAW	33.99
09/09/2024	20162	JONKER'S GARDEN	PLANTS	216.13
09/09/2024	20163	PLANTE MORAN	PROFESSIONAL SERVICES THROUGH 08/23	4,892.50
09/10/2024	5497(E)	FIRST BANK CARD	HERBERT CC TRANSACTIONS	7,698.46
09/10/2024	5498(E)	FRONTIER	07/20 - 08/19 SERVICE	93.03
09/10/2024	5499(E)	FRONTIER	09/03 - 10/02 SERVICE	200.06
09/10/2024	5500(E)	FRONTIER	07/20 - 08/19 SERVICE	300.85
09/10/2024	5501(E)	GORDON FOOD SERVICE	CONCESSION SUPPLIES	2,829.51
09/10/2024	5502(E)	KALAMAZOO LAKE SEWER & WATER	JUL '24 SERVICE	3,616.61
09/10/2024	5503(E)	MERS	RETIREMENT	3,651.57
09/10/2024	5504(E)	MICHIGAN GAS UTILITIES	07/25 - 08/26 SERVICE - 338 BLUE STAR	43.08
09/10/2024	5505(E)	MICHIGAN GAS UTILITIES	07/24 08/25 SERVICE - 345 BUTLER	64.44
09/10/2024	5506(E)	MICHIGAN GAS UTILITIES	07/24 - 08/25 SERVICE - 102 BUTLER	41.93
09/10/2024	5507(E)	PRIORITY HEALTH	SEP '24 HEALTH INSURANCE COVERAGE	9,528.13
09/10/2024	5508(E)	REPUBLIC SERVICES	SEP '24 SERVICE	206.08
09/10/2024	5509(E)	REPUBLIC SERVICES	08/23 DISPOSAL AND PICKUP SERVICE	1,879.31

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Check Date	Check	Vendor Name	Description	Amount
09/10/2024	5510(E)	VALLEY CITY LINEN INC	SHOP TOWELS	130.12
09/13/2024	DD6990(A)	ARAMENDI, NOAH	PAYROLL	1,907.09
09/13/2024	DD6991(A)	BLACQUIERE, BRADYN	PAYROLL	303.95
09/13/2024	DD6992(A)	BOUWMAN, CHAD	PAYROLL	1,310.38
09/13/2024	DD6993(A)	BREDEWEG, NICOLE	PAYROLL	2,126.28
09/13/2024	DD6994(A)	BRIGGS, FALLON	PAYROLL	554.03
09/13/2024	DD6995(A)	BRINK, CHASE	PAYROLL	303.95
09/13/2024	DD6996(A)	CHRISTENSON, JUDE	PAYROLL	488.96
09/13/2024	DD6997(A)	CUMMINS, RYAN	PAYROLL	2,849.21
09/13/2024	DD6998(A)	DEJAEGHER, JOHN	PAYROLL	1,427.34
09/13/2024	DD6999(A)	DEYOUNG, CHARLES	PAYROLL	595.04
09/13/2024	DD7000(A)	FLANAGAN, HANNAH	PAYROLL	457.13
09/13/2024	DD7001(A)	GARCIA, MARIELA	PAYROLL	79.29
09/13/2024	DD7002(A)	GRIGG-MARTINEZ, DAYTON	PAYROLL	705.35
09/13/2024	DD7003(A)	HERBERT, SCOTT	PAYROLL	2,387.26
09/13/2024	DD7004(A)	KERRIDGE, ADAM	PAYROLL	1,650.25
09/13/2024	DD7005(A)	LARSEN, SAGE	PAYROLL	81.94
09/13/2024	DD7006(A)	LOKKER, LILY	PAYROLL	208.15
09/13/2024	DD7007(A)	MACK, ELLIS	PAYROLL	1,357.39
09/13/2024	DD7008(A)	MARTIN, DANNY	PAYROLL	1,386.37
09/13/2024	DD7009(A)	MITCHELL, JACE	PAYROLL	949.56
09/13/2024	DD7010(A)	PETERS, ADDISON	PAYROLL	87.21
09/13/2024	DD7011(A)	PETERS, AVERY	PAYROLL	239.62
09/13/2024	DD7012(A)	PETERSON, BENJAMIN	PAYROLL	1,061.99
09/13/2024	DD7013(A)	RUSSELL, JUSTIN	PAYROLL	214.74
09/13/2024	DD7014(A)	SAMUELS, ROBERT	PAYROLL	359.45
09/13/2024	DD7015(A)	SANCHEZ, ADAN	PAYROLL	79.28
09/13/2024	DD7016(A)	STEZOWSKI, BRAYDEN	PAYROLL	277.51

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Check Date	Check	Vendor Name	Description	Amount
09/13/2024	DD7017(A)	STEZOWSKI, LOGAN	PAYROLL	355.05
09/13/2024	DD7018(A)	THOMPSON, LUKE	PAYROLL	2,173.94
09/13/2024	DD7019(A)	VAN HOWE, AINSLEY	PAYROLL	746.16
09/13/2024	DD7020(A)	WILLIAMS, SARA	PAYROLL	2,131.43
09/13/2024	DD7021(A)	WOLTERS, JAMIE	PAYROLL	2,384.96
09/13/2024	DD7022(A)	BOUWMAN, CHAD	PAYROLL	158.83
09/13/2024	EFT1856(E)	ALERUS	PAYROLL	2,928.20
09/13/2024	EFT1857(E)	MERS HYBRID	PAYROLL	1,805.12
09/13/2024	EFT1858(E)	FEDERAL TAX DEPOSIT	PAYROLL	9,715.76
09/13/2024	EFT1859(E)	MI DEPT OF TREASURY	PAYROLL	5,368.60
09/13/2024	EFT1860(E)	ALERUS	PAYROLL	15.08
09/13/2024	EFT1861(E)	MERS HYBRID	PAYROLL	11.31
09/23/2024	5511(A)	ALLEGAN COUNTY SHERIFF	AUG '24 CORRECTIONS SERVICES	32,300.12
09/23/2024	5512(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 08/16 - 0910	1,280,282.18
09/23/2024	5513(A)	BRUCE'S BLACKTOP LLC	ROLLED CURB ON PARK STREET	2,850.00
09/23/2024	5514(A)	MICHIGAN ELECTRO FREEZE INC	FINAL CLEANING AND WINTERIZAATION	275.00
09/23/2024	5515(A)	OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES COLLECTION 08/16 - 0910	699,603.96
09/23/2024	5516(A)	PRO-TEMP INC	ICE CREAM MACH MAINT	177.86
09/23/2024	5517(A)	SAUGATUCK FIRE	RENTAL HOME INSPECTIONS	1,050.00
09/23/2024	5518(A)	SEPTIC TANK SYSTEMS CO INC	PORTABLE RESTROOM - CULVER ST	2,520.00
09/23/2024	5519(A)	SHORELINE TECHNOLOGY SOLUTIONS	IT SERVICE	5,418.00
09/23/2024	20164	C2AE	GENERAL SERVICES 2023-2024	1,893.56
09/23/2024	20165	GIVE 'EM A BRAKE	NO PARKING SIGNS	3,600.00
09/23/2024	20166	IHLE AUTO PARTS	AUG '24 MOTOR PURCHASES	976.79
09/23/2024	20167	MCKELLIPS PLUMBING INC	PLUMBING SERVICES - WICKS PARK	481.00
09/23/2024	20168	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES COLLECTION 08/16 - 0910	871,433.70
09/23/2024	20169	TIMOTHY BRYERS	REFUND ACH DRAW	166.40
09/24/2024	5520(E)	CAPITAL ONE	AUG '24 STATEMENT BALANCE	174.89

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09/24/2024	5521(E)	CONSUMERS ENERGY	JUN '24 SERVICE	13,010.36
09/24/2024	5522(E)	KALAMAZOO LAKE SEWER & WATER	AUG '24 SERVICE	3,629.47
09/24/2024	5523(E)	MERCHANTS BANCARD NETWORK	CC PROCESSING - ENTRANCE	4,801.88
09/24/2024	5524(E)	MERS	RETIREMENT - GENERAL	4,162.22
09/24/2024	5525(E)	METRO WIRELESS	INSTALL AND EQUIP STARLINK	15,300.00
09/24/2024	5526(E)	REPUBLIC SERVICES	09/09 DISPOSAL AND PICKUP SERVICE	1,509.68 V
09/24/2024	5527(E)	RICOH USA INC	LATE FEE	27.03
09/24/2024	5528(E)	STATE OF MICHIGAN	AUG '24 SALES TAX	13,479.16
09/24/2024	5529(E)	VALLEY CITY LINEN INC	SHOP TOWELS	130.08
09/27/2024	20170	MML UNEMPLOYMENT COMPENSATION GROUP	PAYROLL	578.11 V
09/27/2024	20171	MML UNEMPLOYMENT COMPENSATION GROUP	PAYROLL	25.08
09/27/2024	DD7023(A)	ANDERSON, HOLLY	PAYROLL	299.54
09/27/2024	DD7024(A)	ARAMENDI, NOAH	PAYROLL	3,501.89
09/27/2024	DD7025(A)	BAGIEREK, CHRISTOPHER	PAYROLL	79.28
09/27/2024	DD7026(A)	BALDWIN, HELEN	PAYROLL	263.30
09/27/2024	DD7027(A)	BOUCK, JAMES	PAYROLL	26.43
09/27/2024	DD7028(A)	BOUWMAN, CHAD	PAYROLL	1,487.51
09/27/2024	DD7029(A)	BREDEWEG, NICOLE	PAYROLL	2,126.28
09/27/2024	DD7030(A)	BROEKER, ANN	PAYROLL	51.86
09/27/2024	DD7031(A)	CANNARSA, JOHN	PAYROLL	25.83
09/27/2024	DD7032(A)	CRAWFORD, RICHARD	PAYROLL	26.13
09/27/2024	DD7033(A)	CUMMINS, RYAN	PAYROLL	3,078.21
09/27/2024	DD7034(A)	DEAN, SCOTT	PAYROLL	263.30
09/27/2024	DD7035(A)	DEJAEGHER, JOHN	PAYROLL	410.95
09/27/2024	DD7036(A)	GARDNER, RUSSELL	PAYROLL	284.12
09/27/2024	DD7037(A)	GAUNT, BOBBIE	PAYROLL	79.29
09/27/2024	DD7038(A)	HERBERT, SCOTT	PAYROLL	2,358.68
09/27/2024	DD7039(A)	KERRIDGE, ADAM	PAYROLL	2,099.25

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09/27/2024	DD7040(A)	KUBASIAK, ROBERT	PAYROLL	26.42
09/27/2024	DD7041(A)	LA CHEY, MARK	PAYROLL	78.28
09/27/2024	DD7042(A)	MACK, ELLIS	PAYROLL	1,397.39
09/27/2024	DD7043(A)	MANNS, STEVEN	PAYROLL	79.28
09/27/2024	DD7044(A)	MARTIN, DANNY	PAYROLL	1,306.85
09/27/2024	DD7045(A)	MITCHELL, JACE	PAYROLL	686.81
09/27/2024	DD7046(A)	MUNCEY, GREGORY	PAYROLL	264.30
09/27/2024	DD7047(A)	PATERSON, KEITH	PAYROLL	26.43
09/27/2024	DD7048(A)	PETERSON, BENJAMIN	PAYROLL	835.79
09/27/2024	DD7049(A)	STANTON-SHARAR, LAUREN	PAYROLL	296.34
09/27/2024	DD7050(A)	STRAKER, TIMOTHY	PAYROLL	26.13
09/27/2024	DD7051(A)	THOMPSON, LUKE	PAYROLL	2,173.95
09/27/2024	DD7052(A)	WHITE, LOGAN	PAYROLL	218.25
09/27/2024	DD7053(A)	WILLIAMS, SARA	PAYROLL	1,754.02
09/27/2024	DD7054(A)	WOLTERS, JAMIE	PAYROLL	2,006.06
09/27/2024	EFT1862(E)	ALERUS	PAYROLL	2,913.29
09/27/2024	EFT1863(E)	MERS HYBRID	PAYROLL	1,808.03
09/27/2024	EFT1864(E)	FEDERAL TAX DEPOSIT	PAYROLL	8,453.45
09/27/2024	EFT1865(E)	MERS	PAYROLL	4,310.31
09/27/2024	EFT1866(E)	MI DEPT OF TREASURY	PAYROLL	3,015.21
Total of 131 Checks:				3,128,805.56
Less 2 Void Checks:				2,087.79
Total of 129 Disbursements:				3,126,717.77