



CITY COUNCIL MEETING AGENDA November 12, 2024

The meeting will start at 6:30 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. Selection of Mayor and Mayor Pro-Tem
5. Mayor's Comments
6. City Manager Comments
7. Agenda Changes (*Additions/Deletions*)
8. Guest Speakers
9. Public Comment on Agenda Items Only (*Limit 3 minutes*)
10. Consent Agenda: (*Roll Call*) **Pg.3**
 - A. Regular Meeting Minutes- October 28, 2024.
11. Staff Reports, Boards, Commissions & Committees: **Pg.9**
 - A. Staff Reports:
 1. City Manager
 2. Treasurer
 3. Clerk
 4. Planning and Zoning
 5. Department of Public Works
 6. Police
 7. Engineer
 - B. Boards, Commissions & Committees:
 1. Fire District Administration Board
 2. Interurban Board
 3. Kalamazoo Lake Sewer & Water Authority

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.

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.30

- A. Accounts Payable in the amount of \$270,636.68

12. Public Hearings

13. Unfinished Business

14. New Business

- A. Updated Waste and Recycling Collection and Disposal Agreement with Republic Services **Pg.37 (Roll Call)**

15. Public Comments (Limit 3 minutes)

16. Correspondence

17. Council Comments

18. Adjourn (Voice Vote)



CITY COUNCIL REGULAR MEETING MINUTES - *Proposed*
October 28, 2024

The City Council met to have a Regular Council Meeting at 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, Clark, Dean, Gardner, Muncey.

Absent: None.

Others Present: City Manager Cummins, Attorney Chris Patterson, Attorney Trent Cunningham and Clerk Wolters.

Mayor Comments:

- Mayor Stanton acknowledged the passing of former Saugatuck City Council member and Mayor Bill Hess, who served from 2012 to 2015 and contributed significantly to the Saugatuck-Douglas History Center, earning the Charles J. Lorenz Award in 2011. Donations in his memory can be made to the Saugatuck-Douglas History Center. The mayor also reminded the community of Veterans Day on November 11, with a ceremony at 10 a.m. in the park and an 8:30 a.m. breakfast at Saugatuck High School for veterans and their families, organized by the school and the American Legion.
- Halloween festivities were a success, highlighted by a kids' parade, costume contest, and trick-or-treating. Special thanks went to April Gundy and local businesses for their efforts. Additionally, a well-attended hike at the airport property was enjoyed by the Radar Hill Hiking Club, Riverwood Council, and Parks and Public Works Committee members. Participants explored local history and appreciated the scenic trails and autumn landscape.

City Manager Comments:

City Manager Cummins provided updates on the following community improvements:

- Benches Installed at Playground: The new benches requested for the playground have been installed, with positive feedback from the community. Pads were poured last week, and benches are now in use.
- Oval Beach Wi-Fi: Wi-Fi is now live at Oval Beach. Testing showed strong signal strength in the front lots and beach area. The northern back lot, where dunes obstruct the signal, is weaker, but this was anticipated. The Wi-Fi installation significantly enhances public safety, as it enables Wi-Fi calling for emergencies. Additionally, our dispatch center in Allen County now accepts text messages to 911, providing an alternative emergency communication option.

- Short-Term Rental Hotline: The short-term rental enforcement plan is now active. A 24/7 hotline for concerns related to short-term rentals was launched last Thursday. Information about the hotline will be shared with the community tomorrow through social media, email blasts, and other communication channels. Further educational efforts will be made as the season approaches.
- Paving Updates: Asphalt repairs are nearly complete. Tomorrow, engineers and contractors will conduct a walkthrough to ensure the work meets standards and identify any areas needing additional repairs. This year's paving work was more widespread, following last year's focus on East, West, Takken and Taylor roads.
- Saugatuck Harbor Natural Area: The Land Conservancy of West Michigan has provided updated management recommendations for the Saugatuck Harbor Natural Area. This update is part of the effort to revise the property's master plan, which is required to access endowment funds held at the Holland Community Foundation. A draft update of the master plan will be presented in the coming months for review and approval.

Agenda Changes: None.

Guest Speakers: None.

Public Comment on Agenda Item Only:

Chris Peterson, Pleasant St.: discussed concerns with recent changes to the proposal for the Outdoor Discovery Center.

Kelly Roche, Hoffman St.: highlighted the extensive process behind the Airport Property.

Barry Johnson, Main St.: suggested the council table item 16B.

Jon Vanderbeek, twp.: expressed optimism about the future of the Airport Property.

Mark Klungle, Water St.: raised concerns regarding the conservation easement.

Sherry Tedaldi, North St.: expressed concerns that the city is moving too fast on the Airport Property.

Consent Agenda:

- Regular Meeting Minutes- October 9, 2024.
- Special Meeting Minutes- October 17, 2024.
- Special Event - Veterans Day
- Appointment of Council Member Joe Clark as Council Representative to the Planning Commission.
- Temporarily Designate Scott Herbert to act as City Manager while City Manager is Out of the Country.
- Resolution 241028-A: Approval for On-Premises Tasting Room Permit for Noble Twist Tap House (246 Culver).

Motion by Baldwin, second by Anderson to approve the consent agenda. Via roll call vote, motion carried unanimously.

Staff Reports, Boards, Commissions & Committees:

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

- Sheriff Haas introduced Marin Kaminski, the new deputy assigned to the city and informed council of an incident downtown during the past weekend.

Fire District Administration Board, Dan Fox:

- Lieutenant Kyle Meyer, a high-responding officer who narrowly avoided injury when a battery exploded on the fire district's largest apparatus. Despite the loud explosion, Meyer was unharmed and serves as a model first responder.

- September incident data, with calls up by four from the previous month, totaling 85. The district is on track for a 20% year-over-year increase, straining resources. He noted fluctuations in response times, which vary based on incident locations, but assured that these are within acceptable limits according to Chief's standards. In 2024 so far, 45% of calls came from the township, 32% from Douglas, and 23% from Saugatuck.
- Fox emphasized the need to limit parade routes to Butler Street to reduce exposure risks, as fewer points to block off improve crowd safety. He suggested looking into various types of barriers, including Archer barriers used in Holland, which are highly effective but costly. Alternatives include polystyrene water-filled barriers, though these require filling and draining, adding strain on fire district resources.
- A successful cost recovery of over \$6,500 from incidents, including a complex truck rescue in Douglas, and ongoing collective bargaining discussions with the union.
- The recent acquisition of a TMA (Truck-Mounted Attenuator) truck, which will be equipped to protect responders on high-speed roadways. He recounted a recent, harrowing experience Chief Janet had during a car fire on I-196, where speeding vehicles came alarmingly close to responders, underscoring the dangers they face on such calls.

Interurban Board, Councilmember Muncey:

- The free Halloween shuttle service successfully transported 1,565 riders, helping parade-goers reach their destinations smoothly, especially during the late evening rush. At around 9:30 p.m., additional buses were called in to accommodate the crowd and keep things running on schedule.
- With the new fiscal year starting, service hours will be extended. From November through February, weekday operations will run from 7 a.m. to 7 p.m., with an extra hour added to each weekday, Monday through Friday. Additionally, there will be a \$3 fare for late-night rides between 7 p.m. and 11 p.m. during summer months, while regular daytime rides will remain at \$1.50. The summer schedule will feature extended hours: Friday and Saturday services will run until 11 p.m., while Sunday service will be open until 7 p.m., extending into early fall.
- Weekly trips to Holland are ongoing, departing Saugatuck at 9:15 a.m. every Tuesday, allowing residents access to services unavailable locally. Other services include prescription delivery for \$2 and takeout food delivery for \$3, offering a local alternative to food delivery apps.
- Future plans include potential partnerships with Allegan County Transportation and Van Buren's bus system to establish routes to South Haven and Fennville. This expansion would connect more local communities, with possible service beginning next year.

Kalamazoo Lake Sewer & Water Authority, Barry Johnson:

At the meeting on October 21, several updates and challenges regarding infrastructure, water safety, and staff were discussed. Here are the key takeaways:

- Water Infrastructure and Safety:
 - The city of Douglas has an iron removal plant for one of its wells and has received a discharge permit for the filter backwash.
 - A lead and copper sampling report for 2024 was submitted, showing that the water quality is statistically better than 2023, with no lead samples exceeding 4 parts per billion (ppb), which is well below the EPA's standards. This is particularly important given the city's lead service lines. The system's compliance is also ahead of the upcoming stricter standards set for next year.
 - Corrosion control efforts are noted to be effective, and the system is performing well in terms of water safety, with ongoing efforts to monitor and maintain compliance.

- **Aging Infrastructure:**
 - Working with old infrastructure, including 1950s technology at the wells and 1970s electrical systems. These systems are being updated to improve reliability and safety.
 - Implemented a radio-based SCADA system (Supervisory Control and Data Acquisition) to ensure that the system is protected from internet-based hacks.
 - There is a need for 11 to 13 security cameras to monitor critical facilities.
- **Equipment and Staffing:**
 - Successfully replaced an old generator at Clear Brook lift station, upgrading to a more reliable natural gas-powered system.
 - In the process of purchasing a new vector truck for hydro excavation, which is crucial for maintaining water and sewer systems. The purchase is supported by funds allocated in the Capital Improvement Fund, amounting to \$508,000.
 - Plans to expand its staff in response to the new sewer and water agreements that will increase responsibilities and liabilities.
- **Other Infrastructure Issues:**
 - A water leak was reported at 586 Mason Street, potentially caused by a contractor placing a dumpster on top of the water shutoff valve. The city is addressing this with the contractor involved.

Kalamazoo Lake Harbor Authority, City Manager Cummins:

A special meeting will be held soon. The authority is interested in hiring a consultant to help them through the next year and have support for their board to look at some dredging opportunities.

Zoning Board of Appeals: None.

Historic District Commission, Councilmember Gardner:

Next meeting is Thursday, November 7 at 6 p.m.

Planning Commission, Councilmember Anderson:

The meeting was canceled and will be rescheduled for early December.

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

All items were covered in the City Manager report.

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

They did not receive the grant for the proposed traffic signal.

Water System Operations Contract Advisory Committee, Councilmember Baldwin:

They are waiting to look at the redline agreement in the next three weeks.

Wildlife Management Committee

The first meeting is next month.

Approval of Accounts Payable:

Motion by Anderson, second by Baldwin to approve the accounts payable in the amount of \$1,941,333.32. Via roll call vote, motion carried unanimously.

Public Hearing: None.

Unfinished Business: None.

New Business:Proposal from Bendzinski & Company Municipal Finance Advisors for Water and Sewer Rate Studies:

Motion by Muncey, second by Baldwin to approve the proposal from Bendzinski & Company Municipal Finance Advisors in the amount of \$21,000 for water and sewer rate studies. Via roll call vote, motion carried unanimously.

Conservation Easement between the City and Outdoor Discovery Center for Eastern Portion of Old Airport Property:

Motion by Baldwin, second by Muncey to approve the Conservation Easement between the City of Saugatuck and ODC Network. Via roll call vote, motion carried unanimously.

Development Due Diligence Agreement with Saugatuck Township for Old Landfill Property:

Motion by Baldwin, second by Muncey to approve the Development Due Diligence Agreement with Saugatuck Township for the Old Landfill Property. Via roll call vote, motion carried unanimously.

Public Comment:

Chris Peterson, Pleasant St.: shared concerns whether the conservation easement is tied only to a portion of the property and if it impacts the broader project goals such as trailhead, parking lots and public accessibility.

Ken Butler, Saugatuck parks & rec.: he thanked the council for approving the landfill property agreement.

Joe Leonatti, Allegan St.: raised concerns about the ethical standards and accountability for council members and how their behavior reflects on the reputation of the city as a whole.

Jon Vanderbeek, twp.: expressed gratitude for the city council's decision to move forward with the airport property.

Mark Klungle, Water St.: concerned about the selection process for the city council vacancy, he addressed comments

Correspondence:

- A. John Thomas
- B. Board Vacancy Notice – Planning Commission

Council Comments:Councilmember Anderson:

- Expressed gratitude to Jon Vanderbeek for his efforts in conserving the airport property and to Ken Butler for his persistence in advocating for the running trails, recognizing both as valuable contributions to the community. She acknowledged the city staff for getting Granicus up and running, and expressed anticipation about the new short-term rental section on the website.
- She shared how disheartening it is to see accusations made without evidence or factual support, especially on social media. They emphasized the importance of truth and understanding before making such claims. The speaker clarified a misunderstanding about their relationship with Councilmember Clark, explaining that they never described him as a friend, but rather held him in high regard. She read quotes from a news article, in which she praised Joe for being thoughtful, fair, analytical, and down-to-earth, and mentioned working with him on the short-term rental task force. The speaker also pointed out that different people have different views on what makes someone qualified for office, and that this is natural in a democracy.

Mayor Pro-Tem Baldwin:

- Expressed gratitude to both the council and the public for their support regarding the airport property project. She specifically thanked those who contributed to finding donors and helping bring the project to [102 Butler St. ★ PO Box 86 ★ \(269\) 857-2603 ★ \[www.SaugatuckCity.com\]\(http://www.SaugatuckCity.com\)](mailto:102ButlerSt@saugatuckcity.com)

fruition. Baldwin emphasized the collaborative effort required to get the project across the finish line, noting the importance of this accomplishment for the city.

- Acknowledged the hard work and dedication involved, particularly in the face of criticism, and expressed her appreciation for everyone who voted in favor of the project. Baldwin highlighted the value of the property and the opportunity it provides, expressing satisfaction in seeing it finally move forward. She thanked everyone who participated in making it a success.

Councilmember Clark: None.

Councilmember Gardner:

- Expressed his deep appreciation for Bill Hess, noting a personal connection with him over the years. He shared a touching story about Bill's long relationship with his partner, Mike, and highlighted Bill's integrity and dedication to the community.
- Regarding the airport property, he clarified that he is not opposed to trails but remains concerned about the long-term financial implications for the city, as the property will now be tied up in perpetuity.
- Congratulated Erin Wilkinson and the team in the city of Douglas for hosting a wonderful Halloween parade.
- He called for a review of the city's ethics policy, particularly in relation to social media use by elected officials, appointed officials, and city employees. He said that the city is falling behind in this area and suggested creating specific guidelines to ensure elected and appointed officials are up to date with the use of social media.

Councilmember Dean:

- He extended his heartfelt condolence to the family of Bill Hess. Bill was a valued collaborator, particularly on the historic markers seen around town, and his contributions to the community are greatly appreciated. It's an honor to follow in the footsteps of leaders like Bill, who voted in 2008 to conserve Talmage Woods. He was proud to cast his vote to conserve the old-growth forest on the eastern edge of the property, preserving this historic piece of our natural landscape for future generations. This is truly one of the most rewarding aspects of public service.

Councilmember Muncey:

- Halloween hours for trick-or-treating in Douglas and Saugatuck are from 5:00 PM to 8:00 PM, with additional details available on Birdie Holley's site for the local neighborhood times.
- For the Saugatuck School Board election, due to a late filing, the candidates are not listed on the ballot. Voters will need to write in the names of the candidates running for the five open positions: Frank Morro III, Lisa Greenwood, James Woods, Mary Ihle, and Amanda Frank.
- Took the opportunity to wish good luck to fellow candidates and shared appreciation for serving on the council, despite differences in opinion, and expressed excitement for the election being over next Tuesday.

Adjournment:

Motion by Muncey, second by Gardner to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Stanton adjourned at 8:11 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



City Manager Report

November 12, 2024

Clerks Team and Election Workers

- As one City Manager recently said on LinkedIn, without these folks, our country doesn't work.
- A tremendous thanks to the Clerks team and all the election workers for their great work on the election.

Employee Handbook

- Our personnel policies and procedures manual was last updated in 2019. Recently, there was a Michigan Supreme Court decision regarding the Earned Sick Time Act that requires mandatory paid sick time for all Michigan employers, which includes seasonal workers. This will take effect in February. There is a lot to work through and consider with this change.
- I will be working on proposed updates to the manual in the coming months.
- I previously shared the employee handbook with Council and welcomed any feedback you had. I still have the feedback that was provided and welcome more if you have it. Proposed changes will be brought to a future workshop.

Purchasing Ordinance

- The City's purchases, contracts, and sales ordinance was last updated in 2009. Staff have discussed some challenges with the current ordinance and suggested changes. In the future months, I will be drafting some proposed updates and bring them forth in a workshop.

Ferry Street Update

- An update from Douglas is attached regarding the Ferry Street closure.

Ethics Policy

- Consistent with Council's discussion at the September 4 workshop meeting, legal continues to review the ethics policy. More to come at a future workshop.

Dune Ridge Litigation

- On 6/26/23, then Chief Circuit Judge Robert Kengis dismissed two claims asserted by Dune Ridge in its lawsuit against the City which alleged that the City promised that it would not regulate any structures over the water on its property and that the

City breached this promise by regulating Dune Ridge's floating homes. Judge Kengis granted the City's motions for summary disposition on Dune Ridge's allegations of breach of contract and promissory estoppel, ruling that the City made no promise to refrain from regulating Dune Ridge's property.

- These rulings, along with prior rulings from Judge Kengis, firmly established that the City has the authority to regulate floating homes and that the City has not breached its agreement with Dune Ridge by regulating the floating homes at its property.
- Dune Ridge subsequently appealed these rulings. Oral argument before the Michigan Court of Appeals was recently set for December 4 at 11a.

Goals, Priorities, and Strategy

- There are lots of needs and great ideas, and only so many resources to tackle them all. For the last few years, Council has surveyed residents and based on that feedback, held strategic planning sessions to set priorities for the year.
- At the December 6 workshop, I will be asking Council for some direction on how you wish to handle setting goals, priorities, and strategy for the next year or longer.

Short-Term Rentals

- As a reminder, the Granicus Short-Term Rental reporting hotline is now live.
 - Anyone with a STR nuisance issue can make a report 24/7:
 - Call (269) 442-4845 or
 - Report online at: <https://secure.hostcompliance.com/saugatuck-mi/complaints/type>
 - Staff shared info on the hotline on social media and in the e-mail blast.
- Updates to the website are coming along. While its still under construction, you can get a sneak peek here: <https://www.saugatuckcity.com/short-term-rentals.html>

Maple Street

- Staff recently met with our engineers to review cost estimates for various options for the water main, road rehabilitation, pedestrian facilities, storm water improvements, and sanitary sewer repairs.
- The cost estimates have been shared with the Township and we are working on setting up a meeting to review the options and start cost sharing conversations.
- A review of the options and costs will occur at a future workshop.

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. We have provided an initial report to EGLE as required. We will be updating it with further detail after the contractor completes the work.

Blue Star Trail

- C2AE continues to work on updates and grant amendments. Plans, specs, and cost estimate revisions based on MDOT grade submittal comments are in progress to be completed by 11/15. No major changes to the trail layout are required. MDOT is requiring some modification to the structural design of the boardwalk that will increase the estimated cost.
- MDOT recently advised they received concerns from a Tribal Nation. They started coordination and are working to come to mitigation. Until mitigation is complete, final plans & specs are unable to move forward to the next stage of review prior to bid letting.
- Unfortunately, we did not receive the grant for the proposed traffic signal. As a reminder, we did budget \$200,000 for a traffic signal. Updated traffic signal estimates are still forthcoming. The final decision will still be up to Council.

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.
- Both SHPO and the tribal consulting parties advised they hope to have their review completed soon.
- AT&T's decision on the City's agreement request remains pending resolution of SHPO approval.

Miscellaneous

- Participated in a grant coordination meeting with MDOT for the Maple Street grant.
- Met with new owner and restaurant tenant at 322 Culver to discuss dumpster enclosure ideas.
- Attended second Groundwater Workshop hosted by Allegan County.
- Held Department Head team meeting.
- Held one on one meetings with Treasurer, DPW Superintendent, and Director of Planning/Zoning.
- Met with Allegan County Broadband Coordinator and possible non-profit telecommunications consultant.
- Attended the EGLE Michigan Coastal Program 2026 Grant Funding Opportunity webinar.
- Talked with the Army Corps of Engineers to learn more about annual water level assessments and dredging schedule.
- Met with different residents to answer their questions.

Blast from the Past

- This was in the paper from November 9, 1972. Interesting history as we work to update water and sewer operations agreements with KLSWA:



- This was in the paper on November 15, 1957. Sergeant marina and docks along Cook Park are planned:

Hotel Butler Sold; Owners Plan Marina

Hotel Butler, 58, year old waterfront Hotel, was sold by Mrs. William K. Mitchell last week to Robert Sergeant and Russell Snow of Battle Creek.

Esther K. Mitchell will continue to manage the 40 room hotel and to live there as she has in the past. This will mark her 16th year, she was with her sister and husband, the Bud Kirbys, during the eleven years which they owned and operated it. She and her husband, the late William K. Mitchell bought the hotel in 1953.

A new venture for the present owners, Robert Sergeant and Russell Snow, they plan to build a marina with docks and slips

for fifty boats. They have obtained a ten-year lease from the village of Saugatuck for 8-foot docks of about 500 feet on the water's edge of the Kalamazoo Lake along Martha Cook Memorial Park. Work will start as soon as the project is approved by the Army Corps of Engineers. The village will drop its plan for a marina.

Both Sergeant and Snow are residents of Battle Creek, each is married and has one daughter.

The Hotel Butler was built in 1900 by Capt. George Phelps and named Capt. Butler, one of the pioneers of the village.

It is a well-known American plan hotel and has enjoyed many successful seasons. Its landscaped gardens and terrace, its large lobby and screened porches trend toward the repeat business.

Complete Plans For St. Peter's Annual Report

From: City of Douglas <info@douglasmi.gov>
Sent: Thursday, October 31, 2024 3:37 PM
To: Ryan Cummins
Subject: Public Notice: Ferry Street Culvert Replacement Project Update October 31, 2024

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.



Public Notice: Ferry Street Culvert Replacement Project Update

The City of Douglas is pleased to inform the community that the Allegan County Drain Commission has received the necessary pre-approval from EGLE and we will continue to work together on the final approval, for the replacement of the Ferry Street culvert. This advancement allows our city engineers to begin the bidding process in early November, with bids expected to open on December 3rd. This timeline provides adequate time, with a minimum two-week window, for posting and receiving bids, ensuring a fair and thorough selection process. Once the contract is awarded, the selected contractor will initiate planning and procurement of materials, aiming to start work as early as the first week of February, weather permitting.

Given the scope of this project, we must address several underlying complexities to ensure safety and longevity. The project area includes essential utility lines, which require specialized scheduling and relocation by qualified professionals to protect workers as cranes and other heavy equipment are used. The city engineers have dedicated the past several months to identifying experts in this field to minimize risk and uphold project safety.

Winter weather is a factor in our timeline, as seasonal conditions may cause delays; however, the city's goal remains to complete the project before Memorial Day 2025. Should weather conditions cooperate, we hope to complete the work even sooner, and we appreciate the community's patience as we work around these variables.

In addition to the culvert replacement, we are examining options to extend the road to create a walkable pathway for residents and visitors, and discussions on this enhancement are ongoing. Additionally, the city will address a nearby water main that is approaching the end of its lifespan. The water main will be relocated and buried deeper to improve accessibility and protect it from frost, a proactive measure to help prevent future breaks and other issues.

This project is about much more than replacing a single culvert; it involves careful planning to protect surrounding utilities, reducing the potential for extended timelines and additional costs. If contractors can accelerate the timeline, we will work to do so, but we are mindful of winter conditions, material availability, and other factors that may impact scheduling. The city will continue to keep the public informed on our progress throughout the project. Thank you for your understanding and cooperation as we work to enhance infrastructure and safety in our community.

General Information
www.douglasmi.gov
Ph: 269-857-1438

City of Douglas | 86 W. Center St. | Douglas, MI 49406 US

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Treasurer Report
November 7, 2024

Tax:

- Started the process of winter tax bill by meeting with Peter while he gave a tutorial to City of Douglas (Jenn Tien)
- Continue to update people with ACH information.

Payables:

- Continue to convert the vendors from Peter's account information to mine
- The ACH transaction emails didn't go through the last time – worked with BSA and Shoreline to figure out why (no idea) then figured out how to re-email them.
- Worked through the Consumers Energy random credit problem (recognizing the problem and fixing the last months' problems) and setting up a process to deal with future items

Miscellaneous:

- Signed up for the Michigan Municipal Treasurers Association
- Finished updating the Oval Beach numbers, creating a seasonal report
- Reviewed the insurance bills from July and reallocated them into their various departments, setting up a system for the next year to make it easier and less time consuming.
- Finished resolving the using earbuds with the desktop phone problem
- Assisted with the audit on a couple of items (report and pulled some payables invoices)
- Working on reconciling the Culver Street parking situation
- Made up a cheat sheet for the DPW guys to give as PO #'s when picking up materials

Payroll:

- Working on the MERS contribution overtime calculation error fix
- Working on setting up new 'employees' (boards and election workers)
- Working to develop processes and procedures to eliminate inefficiencies and potential errors

Systematic:

- Worked with First Advantage to get set up with that system (random drug testing)
- Made a process for wedding downpayment refunding
- Tweaked the escrow refunding process – created a blank bill for those who need a proof for records.



City Clerk Staff Report

November 11, 2024

- November Election :
 - Out of 849 registered voters, 679 cast ballots, resulting in a voter turnout of 79.98%. Of the total votes, 362 were submitted by absentee ballot, 146 were cast during the 9-day early voting period, and 171 voted on election day.
 - A huge thanks and appreciation to our election team for another successful election! Thank you to Saugatuck Township for being a wonderful partner and host during Early Voting. We appreciate the continuous support from our Saugatuck DPW team, our local Allegan County Sheriffs and the Saugatuck Township Fire Department for their assistance with elections.
 - *Holly Anderson, Victor Bella, Larry Blose, Susan Blose, Catherine Brockington, Donna Carrillo, Monty Collins, Jerry Dark, Daniela Garcia, Bobbie Gaunt, Mike Mattern, Betsy Muir, Jim Muir, Barb Riedberger, Linda Schoenrock, Sara Williams, Ainsley VanHowe.*
- Attended our department head meeting.
- Started designing the Short-Term Rental and Wildlife Committee web pages.
- Assisting residents via in-person, via email and telephone with questions/ concerns.
- Attended City Council Meetings.



Planning, Zoning and Project Report

November 12, 2024

Planning and Zoning

- Prepared for and attended Historic District Commission Meeting.
- Created packets for monthly meetings.
- Followed up on stop work order.
- Discussions and meetings with legal council for various topics.
- Rescheduled and noticed Planning Commission meeting.
- Discussed site plan requirements for remodel project within the CC district.
- Went onsite to approve final Zoning Inspection of multiple projects.
- Spoke with owners and realtors about Short term rental regulations.
- Discussed STR regulations with new owners of businesses in the CC district.
- Continued follow-up on complaints of code violations throughout the City.
- Opened discussion with PC chair about future goal setting.
- Met with residents regarding ZBA decision.
- Attending monthly meetings with Staff.
- Attending meeting with business owners regarding refuse enclosures and license agreements.
- Completed planning and zoning casework as outlined in the chart below.

Closed Casework

615 Park	Application received for repairs to existing retaining wall and stairs. Permit issued.	Zoning
816 Allegan	ROW permit application. Sent to engineer. Permit issued.	ROW
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
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
405 Park	Met with owner about potential future expansions to site.	Zoning
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 Dune side. 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.	STR

	License Issued	
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
64 Lakeview	STR license app. New. Peninsula South district. Need fee and other items by 8/13. All but fee received. Fee paid. Sent to Fire Department for inspection. Fire department sent back to me, explained they have been unable to set up inspection date. reinspection fee sent to applicant. applicant cancelled application, reinspection invoice voided.	STR
344 Lucy	Final Inspection complete	Zoning
126 Park St	STR License app. Items needed. Items received Sent to fire department. Failed inspection. Reinspection invoice sent. License Issued.	STR
807 Lake St #2	STR new app. Missing information. Changed local agent, sent request for information. Information received, sent to fire department. Potential owner called with STR questions. License Issued.	STR
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. License Issued.	STR
842 Lake # 1	STR License app. Existing STR. Item needed. items received. Sent to Fire Department for inspection. License Issued.	STR
580 Mason	STR License App. Existing STR. More information needed. Received. Sent to fire department. License Issued.	STR
615 Park	ROW permit application. Sent to engineer. Sent request for information. Engineer contacted KLWSA. Issued ROW and Water Connection permits.	ROW
860 Simonson	Answered questions regarding potential lot combination.	Zoning
810 Allegan	Had meeting with residents to discuss concerns with ZBA process.	ZBA
275 North	Onsite inspection for addition and deck project.	Zoning
229 Butler St	Spoke to resident in regards to ROW permits and reserving parking spaces.	Zoning

133 Butler	Created report to detail escrow costs for owner.	PC
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. Legal Advice received and noted on the account.	Zoning
401, 403, 405, 407 Park St	Enforcement letters sent in regard to dumpster without proper screening. Owner agreed to remove dumpsters.	Enforcement
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
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. License Issued.	STR
30 Park St	Spoke to developer in regards to potential accessory structure.	Zoning

Open Casework

720 Butler #9	STR License app. Existing STR. Item needed. Items received. Sent to Fire Department for inspection.	STR
1021 Holland	STR License app. Existing STR. Items needed. Items received. Sent to Fire Department for inspection. Inspection failed, reinspection fee required. Reached out to local agent for fee.	STR
1026 Holland St	ROW Permit received. Payment Received. Sent to engineer.	ROW
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 sent to applicant for additional info. Info provided. Asked for legal description.	Zoning
135 Taylor	STR License app. Items needed Due 09-23-2024. answered questions on local agent. Information received. Sent to fire department. Inspection failed. Reinspection invoice sent.	STR
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. New plan received. Emailed Contract planner with questions on new plan.	Zoning
246 Butler	HDC Façade improvements. Additional information required. Information provided. Explained to applicant that next meeting is November 7, and additional fee of \$200.00 is required.	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 a meeting to discuss case. Received SLU App. Requested information on Gross Finished Floor Measurements.	PC
550 Dunegrass Circle	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. Emailed owner to follow up. HDC Application received. Sent to Contract Planner	Enforcement
149 Lucy	HDC application for addition to SF RES. Advised that SLU would be needed also. Passed to Planner. SLU Application received. Scheduled for 10-16-2024 HDC. 10-17-2024 PC. Spoke to applicant about language referring to average distance from lot lines.	HDC/PC
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. Sent application to engineer. Asked applicant for more information.	KLWSA
981 Ridgeview Ln	STR License App. Existing STR. Sent to fire department for inspection. License issued.	STR
413 Lake St	contractor looking to replace windows. Advised that hdc meeting is required, sent resources.	HDC
615 Park	Emailed legal with questions raised by occupant of 615 Park. Emailed MTS for permits issued to the property. Contractor notified me of incoming letter from condo associations lawyers.	Zoning
322 Culver	Reached out to republic to determine amount of parking spaces necessary for reliable pickup of dumpsters. Emailed police department for thoughts. Discussion continues with potential signage in lot at 322. Reached out to republic to see if moving the refuse container would be the better option. Emailed applicant with staffs decision	CC

	and correspondence with republic. emailed owner to set meeting date to find resolution. met with owners and went on site to discuss possible expansion to trash enclosure.	
727 Butler St	Reached out in regards to concerns raised by HDC due to materials on site. Sent HDC application to owner. Asked owner for more information.	HDC
740 Lake St	HDC Application received. Sent to Contract Planner.	HDC
220 Water St	Observed addition to structure at rear of property with no historical or zoning permits. Discovered structure is nonconforming due to its location on city property. Issued stop work order. Spoke with owner in regards to requirements to go before Historic District Commission. Provided resources.	Enforcement
142 Butler St	Had meeting with owners to discuss requirements for Historic District Commission and Planning Commission. HDC Application received. Spoke to applicant in regards to appropriate work that can be done without zoning permits.	HDC
403 Water St	Spoke with applicant about proposed fence project. Provided HDC application and Fence regulations.	HDC
417 Spear St	Spoke with resident about adding water and sewer lines to ADU and expanding existing driveway. Provided resources.	Zoning
124 Elizabeth St C	Received report of rental without license. Sent information for enforcement.	Enforcement
611 Lake St	Pool application received. Advised that property is located within the Historic District and will require HDC approval.	HDC
229 Francis	Application received for replacing deck and other misc. items.	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 10/28/2024:

Consumer's Energy Street and Boulevard Tree Planting Grant Project:

The City put forth a grant application to receive up to \$3,000 from Consumer's Energy to go towards a qualifying tree planting project. The application was approved for the full amount, so Public Works ordered 15 trees from Great Lakes Ornamentals and planted them last week. Photos of the planted trees were submitted to Consumer's Energy for their review prior to issuing funding to the City. Tree variety and locations are listed below:

- 3338 Blue Star Highway – American Hornbeam (1)
- 102 Butler Street – Honey Locust (1)
- 234 Butler Street – Japanese Zelkova (1)
- 237 Francis Street – White Oak (1)
- 230 Griffith Street – Dogwood (3)
- Mason Street-End – Sycamore (3), Honey Locust (2), American Beech (2)
- 955 Holland Street – Honey Locust (1)

Willow Tree at Cook Park:

After sustaining damage, the City's certified arborist has recommended that the iconic Black Willow tree at Cook Park be removed due to safety concerns. The recent break revealed an internal cavity of decay within the base that has formed over several years. The next step in the removal process will be to reduce the weight located above the defect that was exposed by the recent damage. This portion of the work is scheduled to be completed next week on Friday November 15th, contingent on weather.

Asphalt Resurfacing and Patching:

Portions of Francis Street, Lucy Street, Griffith Street, and Mason Street have been resurfaced with new asphalt. A final walkthrough was conducted with Public Works, engineering, and Michigan Paving and Materials Company to address final details. Public Works has completed repainting the parking spaces, centerlines, and stop bars. Asphalt plants typically close for the

season in mid-November so Public Works will be filling potholes and rebuilding shoulders with hot mix asphalt (HMA) within the next week. With the mild weather that we're experiencing, the asphalt plants may remain open for an extra week or two.

Brush and Leaf Collection:

The second brush and leaf collection for the month of October occurred on Tuesday the 29th for properties on the east side of the Kalamazoo River and the 30th on the west side of the river. Leaves are falling late this year so we're expecting the volume of material to be more substantial in the month of November. We've increased street sweeping to 5 days per week to contend with leaves on the street and to ensure that storm drains are functioning properly.

Winterizations:

Now that temperatures are dipping into the 30's at night, water has been shut off at the City's seasonal locations. Restrooms at Oval Beach, Wick's Park, and Mt. Baldhead Park have been winterized and staff will continue to winterize irrigations systems.

Christmas Decorations:

Fall decorations have been removed and staff turn their focus to installing Christmas decorations around the City. This takes several weeks to complete and runs parallel courses with Chips Groundcover as they power on the tree wrap lights along the streetscape. Also worth noting is that the Saugatuck Douglas Garden Club provides the City with holiday swags that are installed by Public Works. All Christmas decorations will be installed before Thanksgiving.

Meetings:

- **10/28/2024** – DPW Weekly Goals Meeting
- **10/29/2024** – Dumpster Discussion with 322 Culver Street
- **10/30/2024** – Department Head Team Meeting
- **10/31/2024** – Maple Street Construction Meeting
- **11/01/2024** – DPW Weekly Goal Follow Up Meeting
- **11/04/2024** – DPW Weekly Goals Meeting
- **11/05/2024** – One-on-One Meeting with City Manager
- **11/08/2024** – DPW Weekly Goals Follow Up Meeting
- **11/08/2024** – Interim City Manager Meeting



Sheriff Month Report October 2024 STATS

90 Total Calls

- 50 Traffic Stops
- 26 School Contacts

Alarms – 8

Animal – 2

Assault – 3

Assist other agencies – 2

Medical – 1

Welfare check – 3

Civil – 4

Conservation – 8

Disorderly conduct – 2

Found Property – 2

Fraud – 2

General Assist – 22

Harassment/Threats – 3

Instructional – 1

Juvenile Delinquent – 1

Larceny – 1

Lewd – 1

Loud noise – 1

Malicious Destruction of

Property – 2

Mental Health – 1

BOL – 3

No operators license – 2

Warrant arrest – 1

**City of Saugatuck
Status Report of Engineering Activities
November 7, 2024**

General Consultation

- 2024 Asphalt Repairs: Held a walkthrough on October 29 and the contractor is working on punchlist items.
- 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: Prepared a cost estimate for court resurfacing and other improvements in the park to assist with finalizing the project scope and method of delivery.

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).
- Prepared the City's Complete Distribution System Materials Inventory and submitted it to EGLE to meet the October 16 deadline. An updated version will be provided when potholing work is complete.
- Potholing work is nearly complete. A number of addresses have been added to fully utilize the grant dollars available.

Mt. Baldhead Projects

- AT&T Project Assistance
 - Providing assistance on an as-needed basis.
- Restroom Building Replacement
 - Design work is nearly complete. We are finalizing the electrical design and preparing bid documents.
 - The EGLE/USACE Critical Dunes permit and Allegan County Soil Erosion & Sedimentation Control permit applications have been submitted.
 - We are working toward putting the project out for bids in December/January for spring 2025 construction, depending on the timeframe for permits.
- 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

- Budgetary cost estimates for the various components of the project are complete and a meeting will be scheduled with Township representatives soon to discuss project scope and cost sharing.
- We anticipate presenting the report to council in November/December 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. Attended a kickoff meeting with the MDOT grant coordinator.
- We are currently anticipating design starting in early 2025 and construction starting in late 2025 or early 2026. MDOT would like to see construction start as soon as possible but we noted that the project scope and cost sharing is still in process before design can officially commence.

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 - MACK	204.75
2. ALLEGAN COUNTY SHERIFF	OCT '24 SHERIFF CONTRACT	31,826.12
3. ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 10/01 - 10/31	65,700.82
4. BOAT LIFTS UNLIMITED INC	BOUY REMOVALS	935.00
5. BURNETT & KASTRAN PC	LEGAL FEES - SHERIFF	60.00
6. CAPITAL ONE	OCT '24 STATEMENT BALANCE	2,691.36
7. CERTASITE LLC	DPW GARAGE	660.00
8. DIAMOND CONCRETE SAWING	CONCRETE CUTTING	501.20
9. ERLANDSON CONCRETE LLC	SIDEWALKS & STREET CURBS	7,135.00
10. ETNA SUPPLY	WOOD PEGS	105.00
11. FAHEY SCHULTZ BURZYCH RHODES	OCT '24 GENERAL LEGAL	2,278.50
	OCT '24 ZONING	7,690.50
	OCT '24 CLERK	57.00
	OCT '24 CITY COUNCIL	3,046.00
	OCT '24 FOIA	157.50
	OCT '24 MANAGER	1,756.00
	OCT '24 DUNE RIDGE V (ORIGINAL ACTION)	610.80
	OCT '24 CITY ETHICS PROJECT	1,516.50
	OCT '24 DUNE RIDGE V (ELECTRICAL)	528.00
	OCT '24 2023 STR LEGAL ISSUES/TASK FORCE	114.00
	OCT '24 MAPLEWOOD HOTEL LITIGATION	225.00
	OCT '24 SAUGATUCK NEIGHBORS	4,139.00
	TOTAL	22,118.80
12. FRONTIER	09/20 - 10/19 SERVICE	85.37
	09/20 - 10/19 SERVICE	300.85
	TOTAL	386.22
13. GIL- ROY'S HARDWARE	STAKES	29.98
14. GIVE 'EM A BRAKE	AXLE WEIGHT LIMIT SIGNS	384.00
15. KEPPEL'S LOCK & SAFE CO.	REPAIRS - BUTLER ST	115.00
16. LAKESHORE OUTDOORS LLC	SCREENED TOPSOIL	198.00
17. METRO WIRELESS	OCT '24 WIFI SERVICE (PRO-RATED)	337.73
	NOV '24 WIFI SERVICE	698.00
	TOTAL	1,035.73
18. MICHIGAN GAS UTILITIES	09/24 - 10/22 SERVICE - 102 BUTLER	43.37
	09/24 - 10/22 SERVICE - 345 BUTLER	134.85
	09/25 - 10/23 SERVICE - 3338 BLUE STAR	70.27
	TOTAL	248.49
19. MMTA	DUES	29.00

Vendor Name	Description	Amount
20. OTTAWA AREA INTERMEDIATE	SCHOOL DIS	
	PROPERTY TAXES COLLECTION 10/01 - 10/31	35,465.48
21. PLANTE MORAN		
	PROFESSIONAL SERVICES THROUGH 10/29	11,162.50
22. PRIORITY HEALTH		
	NOV '24 HEALTH INSURANCE COVERAGE	13,777.80
23. R SMITH & SONS INC		
	ROAD GRAVEL	3,868.35
24. REPCOLITE		
	OCT '24 STATEMENT BALANCE	331.35
25. REPUBLIC SERVICES		
	10/01 DISPOSAL AND PICKUP SERVICE	1,136.09
26. SAUGATUCK FIRE		
	RENTAL HOME INSPECTIONS	1,700.00
	RENTAL HOME INSPECTIONS	825.00
	TOTAL	2,525.00
27. SAUGATUCK PUBLIC SCHOOLS		
	PROPERTY TAXES COLLECTION 10/01 - 10/31	64,890.62
28. SEPTIC TANK SYSTEMS CO INC		
	PORTABLE RESTROOM - OVAL BEACH	1,075.00
29. SHORELINE TECHNOLOGY SOLUTIONS		
	COMPUTER SERVICES	1,767.60
30. STATE OF MICHIGAN		
	OVAL WELL	137.42
31. STINGERS PEST CONTROL		
	PEST CONTROL CITY HALL	65.00
TOTAL - ALL VENDORS		270,636.68
FUND TOTALS:		
Fund 101 - GENERAL FUND		102,094.51
Fund 202 - MAJOR STREETS		450.23
Fund 203 - LOCAL STREETS		648.22
Fund 661 - MOTOR POOL FUND		1,386.80
Fund 701 - CURRENT TAX FUND		166,056.92

11/07/2024

CHECK REGISTER FOR CITY OF SAUGATUCK
 CHECK DATE FROM 10/01/2024 - 10/31/2024

Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
10/09/2024	5530(A)	ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	185.67
10/09/2024	5531(A)	ALLEGAN COUNTY SHERIFF	SEP '24 SHERIFF CONTRACT	31,826.12
10/09/2024	5532(A)	ASSESSING SOLUTIONS INC	OCT '24 ASSESSING SERVICES	5,868.00
10/09/2024	5533(A)	FAHEY SCHULTZ BURZYCH RHODES	SEP '24 MANAGER	5,479.30
10/09/2024	5534(A)	GROUNDS MANAGEMENT SOLUTIONS	REPAIRS AND IRRIGATION INSTALL	7,056.00
10/09/2024	5535(A)	LORRIE PASTOOR	CLEANING SERVICES	490.00
10/09/2024	5536(A)	PURITY CYLINDER GASES INC	CONCESSION	19.85
10/09/2024	5537(A)	SAUGATUCK FIRE	RENTAL HOME INSPECTIONS	3,075.00
10/09/2024	5538(A)	SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	1,767.60
10/09/2024	5539(A)	TELE-RAD INC.	OVAL BEACH RADIOS	7,502.00
10/09/2024	20172	SHOREWOOD ASSN INC	2024 Sum Tax Refund 57-800-026-00	2,960.33 V
10/09/2024	20173	COMMERCIAL RECORD	DISPLAY LEGALS	441.00 V
10/09/2024	20174	OCCUPATIONATIONAL HEALTH CENTERS	DOT PHYSICAL - KERRIDGE	136.00 V
10/09/2024	20175	KRAMER J SERVICES INC	IRRIGATION INSTALL VILLAGE SQUARE	14,735.00 V
10/09/2024	20176	OVERISEL LUMBER COMPANY	SEP '24 STATEMENT BALANCE	433.23 V
10/09/2024	20177	PLANTE MORAN	PROFESSIONAL SERVICES THROUGH 09/27	2,612.50 V
10/09/2024	20178	SEPTIC TANK SYSTEMS CO INC	PORTABLE RESTROOM CLEANING	475.00 V
10/09/2024	20179	SHOREWOOD ASSN INC	2024 Sum Tax Refund 57-800-026-00	2,960.33 V
10/09/2024	20180	COMMERCIAL RECORD	DISPLAY LEGALS	441.00 V
10/09/2024	20181	OCCUPATIONATIONAL HEALTH CENTERS	DOT PHYSICAL - KERRIDGE	136.00 V
10/09/2024	20182	KRAMER J SERVICES INC	IRRIGATION INSTALL VILLAGE SQUARE	14,735.00 V
10/09/2024	20183	OVERISEL LUMBER COMPANY	SEP '24 STATEMENT BALANCE	433.23 V
10/09/2024	20184	PLANTE MORAN	PROFESSIONAL SERVICES THROUGH 09/27	2,612.50 V
10/09/2024	20185	SEPTIC TANK SYSTEMS CO INC	PORTABLE RESTROOM CLEANING	475.00 V
10/09/2024	20186	SHOREWOOD ASSN INC	2024 Sum Tax Refund 57-800-026-00	2,960.33
10/09/2024	20187	COMMERCIAL RECORD	DISPLAY LEGALS	441.00
10/09/2024	20188	OCCUPATIONATIONAL HEALTH CENTERS	DOT PHYSICAL - KERRIDGE	136.00

11/07/2024

CHECK REGISTER FOR CITY OF SAUGATUCK
CHECK DATE FROM 10/01/2024 - 10/31/2024

Check Date	Check	Vendor Name	Description	Amount
10/09/2024	20189	KRAMER J SERVICES INC	IRRIGATION INSTALL VILLAGE SQUARE	14,735.00
10/09/2024	20190	OVERISEL LUMBER COMPANY	SEP '24 STATEMENT BALANCE	433.23
10/09/2024	20191	PLANTE MORAN	PROFESSIONAL SERVICES THROUGH 09/27	2,612.50
10/09/2024	20192	SEPTIC TANK SYSTEMS CO INC	PORTABLE RESTROOM CLEANING	475.00
10/10/2024	5540(E)	CAPITAL ONE	SEP '24 STATEMENT BALANCE	48.23
10/10/2024	5541(E)	COMCAST	09/28 - 10/27 INTERNET SERVICE	263.40
10/10/2024	5542(E)	FIRST BANK CARD	08/24 - 09/24 STATEMENT BALANCE	5,851.98
10/10/2024	5543(E)	FRONTIER	08/20 - 09/19 SERVICE	300.85
10/10/2024	5544(E)	FRONTIER	07/20 - 08/19 SERVICE	85.37
10/10/2024	5545(E)	GORDON FOOD SERVICE	CONCESSION SUPPLIES	1,137.49
10/10/2024	5546(E)	JOHN DEERE FINANCIAL	07/11 - 08/10 STATEMENT BALANCE	370.79
10/10/2024	5547(E)	MERS	SEP '24 RETIREMENT	3,346.78
10/10/2024	5548(E)	MICHIGAN GAS UTILITIES	08/26 - 09/23 SERVICE - 102 BUTLER	38.22
10/10/2024	5549(E)	MICHIGAN GAS UTILITIES	08/26 - 09/23 SERVICE - 345 BUTLER	71.70
10/10/2024	5550(E)	MICHIGAN GAS UTILITIES	08/27 - 09/24 SERVICE - 3338 BLUE STAR	39.43
10/10/2024	5551(E)	NET2PHONE INC	TELEPHONES	215.65
10/10/2024	5552(E)	PRIORITY HEALTH	OCT '24 HEALTH INSURANCE COVERAGE	13,401.98
10/10/2024	5553(E)	STATE OF MICHIGAN	SEP '24 SALES TAX	110.82
10/10/2024	5554(E)	STATE OF MICHIGAN	2ND QTR LATE FILE FEE	60.00
10/11/2024	DD7055(A)	ARAMENDI, NOAH	PAYROLL	1,519.62
10/11/2024	DD7056(A)	BOUWMAN, CHAD	PAYROLL	1,935.00
10/11/2024	DD7057(A)	BREDEWEG, NICOLE	PAYROLL	2,126.28
10/11/2024	DD7058(A)	CUMMINS, RYAN	PAYROLL	2,849.21
10/11/2024	DD7059(A)	HERBERT, SCOTT	PAYROLL	3,304.57
10/11/2024	DD7060(A)	KERRIDGE, ADAM	PAYROLL	1,650.25
10/11/2024	DD7061(A)	MACK, ELLIS	PAYROLL	1,381.40
10/11/2024	DD7062(A)	MARTIN, DANNY	PAYROLL	946.89
10/11/2024	DD7063(A)	MITCHELL, JACE	PAYROLL	666.88

11/07/2024

CHECK REGISTER FOR CITY OF SAUGATUCK
CHECK DATE FROM 10/01/2024 - 10/31/2024

Check Date	Check	Vendor Name	Description	Amount
10/11/2024	DD7064(A)	MORROW, SCOTT	PAYROLL	684.95
10/11/2024	DD7065(A)	PETERSON, BENJAMIN	PAYROLL	842.22
10/11/2024	DD7066(A)	THOMPSON, LUKE	PAYROLL	2,315.46
10/11/2024	DD7067(A)	WILLIAMS, SARA	PAYROLL	1,754.02
10/11/2024	DD7068(A)	WOLTERS, JAMIE	PAYROLL	2,006.06
10/11/2024	EFT1867(E)	ALERUS	PAYROLL	2,841.13
10/11/2024	EFT1868(E)	MERS HYBRID	PAYROLL	1,840.90
10/11/2024	EFT1869(E)	FEDERAL TAX DEPOSIT	PAYROLL	7,306.73
10/25/2024	DD7069(A)	ARAMENDI, NOAH	PAYROLL	1,636.31
10/25/2024	DD7070(A)	BOUWMAN, CHAD	PAYROLL	1,487.50
10/25/2024	DD7071(A)	BREDEWEG, NICOLE	PAYROLL	2,126.27
10/25/2024	DD7072(A)	CUMMINS, RYAN	PAYROLL	3,651.87
10/25/2024	DD7073(A)	HERBERT, SCOTT	PAYROLL	2,251.48
10/25/2024	DD7074(A)	KERRIDGE, ADAM	PAYROLL	2,099.24
10/25/2024	DD7075(A)	MACK, ELLIS	PAYROLL	1,587.40
10/25/2024	DD7076(A)	MARTIN, DANNY	PAYROLL	155.06
10/25/2024	DD7077(A)	MITCHELL, JACE	PAYROLL	587.23
10/25/2024	DD7078(A)	MORROW, SCOTT	PAYROLL	1,360.19
10/25/2024	DD7079(A)	PETERSON, BENJAMIN	PAYROLL	777.79
10/25/2024	DD7080(A)	THOMPSON, LUKE	PAYROLL	2,173.96
10/25/2024	DD7081(A)	WILLIAMS, SARA	PAYROLL	1,754.02
10/25/2024	DD7082(A)	WOLTERS, JAMIE	PAYROLL	2,006.06
10/25/2024	EFT1870(E)	ALERUS	PAYROLL	2,911.75
10/25/2024	EFT1871(E)	MERS HYBRID	PAYROLL	2,028.13
10/25/2024	EFT1872(E)	FEDERAL TAX DEPOSIT	PAYROLL	7,422.17
10/25/2024	EFT1873(E)	MERS	PAYROLL	4,473.83
10/25/2024	EFT1874(E)	MI DEPT OF TREASURY	PAYROLL	2,367.87
10/28/2024	5555(A)	ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	393.28

11/07/2024

CHECK REGISTER FOR CITY OF SAUGATUCK
CHECK DATE FROM 10/01/2024 - 10/31/2024

Check Date	Check	Vendor Name	Description	Amount
10/28/2024	5556(A)	ALLEGAN COUNTY SHERIFF	AUG '24 RESERVE DEPUTIES	2,636.00
10/28/2024	5557(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 09/11 - 09/30	685,125.80
10/28/2024	5558(A)	APEX SOFTWARE	2024 - 2025 ANNUAL MAINTENANCE RENEWAL	260.00
10/28/2024	5559(A)	BURNETT & KASTRAN PC	LEGAL FEES	96.00
10/28/2024	5560(A)	FAHEY SCHULTZ BURZYCH RHODES	SEP '24 CITY COUNCIL	3,767.50
10/28/2024	5561(A)	FLEIS & VANDENBRINK ENGINEERING INC	08/25 - 09/28 ENGINEERING FEES - EGLE TM	23,206.91
10/28/2024	5562(A)	GAME TIME	VILLAGE SQUARE PLAYGROUND	961.00
10/28/2024	5563(A)	GROUNDS MANAGEMENT SOLUTIONS	CONTROLLER, FERTILIZER, WEED	2,051.10
10/28/2024	5564(A)	HORIZON COMMUNITY PLANNER	PLANNING AND ZONING	2,142.75
10/28/2024	5565(A)	LAKESHORE OUTDOORS LLC	PARKS UNSCREENED SAND	144.00
10/28/2024	5566(A)	MAC QUEEN	STREET SWEEPER	181.05
10/28/2024	5567(A)	OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES COLLECTION 09/11 - 09/30	374,189.21
10/28/2024	5568(A)	PLUMMER'S ENVIRONMENTAL SERVICES IN	STORM SEWER CLEANING	879.83
10/28/2024	5569(A)	REPCOLITE	SEP '24 STATEMENT BALANCE	307.55
10/28/2024	5570(A)	SHORELINE TECHNOLOGY SOLUTIONS	SETUP VPN ACCOUNT	761.50
10/28/2024	5571(A)	SISTERS IN INK	DPW PRINTED/EMBROIDERED CLOTHING	1,490.19
10/28/2024	5572(A)	SPECTRUM PRINTERS INC	ELECTION MATERIALS	53.99
10/28/2024	5573(A)	STANDARD INSURANCE COMPANY	OCT '24 INSURANCE	445.79
10/28/2024	5574(A)	STANDARD INSURANCE COMPANY	NOV '24 INSURANCE	445.79
10/28/2024	5575(A)	ULINE	BIKE RACK	780.44
10/28/2024	20193	C&S PROPERTIES LLC	REFUND UNUSED ESCROW	1,585.00
10/28/2024	20194	C2AE	SEP '24 GENERAL SERVICES 2023-2024	1,224.20
10/28/2024	20195	COMPTON INC.	09/12 - 10/11 TMF WATER SERVICE MATERIAL	59,251.50
10/28/2024	20196	IHLE AUTO PARTS	SEP '24 MOTOR PURCHASES	685.73
10/28/2024	20197	MACATAWA BANK	ROAD BOND PAYMENT	302,565.50
10/28/2024	20198	PAULINA LARA	GAZEBO DEPOSIT REFUND	500.00
10/28/2024	20199	REBECCA WEGNER	GAZEBO DEPOSIT REFUND	500.00
10/28/2024	20200	ROGER SEMBERGER	GAZEBO DEPOSIT REFUND	500.00

11/07/2024

CHECK REGISTER FOR CITY OF SAUGATUCK
 CHECK DATE FROM 10/01/2024 - 10/31/2024

Check Date	Check	Vendor Name	Description	Amount
10/28/2024	20201	SARAH BONHARD	GAZEBO DEPOSIT REFUND	500.00
10/28/2024	20202	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES COLLECTION 09/11 - 09/30	458,221.84
10/28/2024	20203	SHIVER ME TIMBERS LLC	TREE GRINDING STUMPS	800.00
10/28/2024	20204	WICK'S PARK BAR & GRILLE	REFUND UNUSED ESCROW	935.00
10/29/2024	5576(E)	COMCAST	10/28 - 11/27 INTERNET SERVICE	263.40
10/29/2024	5577(E)	CONSUMERS ENERGY	SEP '24 SERVICE	4,112.10
10/29/2024	5578(E)	FRONTIER	10/03 - 11/02 SERVICE	197.63
10/29/2024	5579(E)	JOHN DEERE FINANCIAL	09/11 - 10/10 STATEMENT BALANCE	159.13
10/29/2024	5580(E)	KALAMAZOO LAKE SEWER & WATER	SEP '24 SERVICE	3,328.99
10/29/2024	5581(E)	MERCHANTS BANCARD NETWORK	SEP '24 CC PROCESSING - ENTRANCE	581.14
10/29/2024	5582(E)	MERCHANTS BANCARD NETWORK	SEP '24 CC PROCESSING - CONCESSIONS AND	156.53
10/29/2024	5583(E)	MERS	OCT '24 RETIREMENT	4,500.02
10/29/2024	5584(E)	NET2PHONE INC	OCT '24 PHONE SERVICE	216.13
10/29/2024	5585(E)	RICOH USA INC	10/26 - 11/25 LEASE	127.97
10/29/2024	5586(E)	SHELL	JUN - SEP '24 STATEMENT BALANCE	101.83
Total of 126 Checks:				2,174,154.43
Less 14 Void Checks:				43,586.12
Total of 112 Disbursements:				2,130,568.31



City Council Agenda Item Report

FROM: Ryan Cummins

MEETING DATE: November 12, 2024

SUBJECT: Updated Waste and Recycling Collection and Disposal Agreement with Republic Services

DESCRIPTION:

In 2008, the City amended its Garbage and Rubbish Ordinance to provide for a designated contractor to perform certain waste services:

§ 50.08 CONTRACTS.

(A) *Grant of exclusive contract.* The city shall by resolution grant an exclusive, revocable contract to a designated collector, giving it the right, power and authority to collect domestic solid waste, recyclable materials, bulk refuse and yard waste as described herein within the city. The designated collector shall receive no compensation from the city but shall be permitted to enter into private contracts for the collection of solid domestic waste and other services authorized herein.

(B) *Renewal of contract.* Any agreement the city enters into with the designated collector, or renewal extension or amendment thereto, is subject to revocation at the will of the City Council.

The City Council initially selected Chef Container as the contractor. Chef Container later merged with Republic Services. Republic Services has been providing waste management services since.

The current five-year service agreement with Republic Services is set to expire December 31. In June, City Council discussed whether to seek competitive bids or negotiate another extension. Council requested a survey from residents to evaluate whether residents were satisfied with the current services.

Trash Services Survey Results

- The City received 159 responses to the trash and recycling services survey.
- 70% of respondents expressed that they are very satisfied or satisfied with the current trash collection services. 12% were neutral and 18% were dissatisfied.
- Full results are attached.

Summary of the Proposed Agreement

During workshop meetings on September 4 and 18, City Council reviewed rate proposals from Republic Services to extend existing trash and recycling services for residential customers. On September 18, Council also reviewed a proposed agreement. City Council requested that staff work with Republic to lessen the number of years of the extended agreement and have rate increases match the consumer price index (CPI). Based on Council feedback and requested changes from staff and legal, the attached agreement has been proposed:

- A four-year extension.
- Increase recycling pickup to every other week.
 - This was the most requested item in the trash and recycling survey that was conducted over the summer. It was also a Council priority for the year.
- Trash pickup will remain weekly.
- Collection day will remain Monday, and no earlier than 7a, unless otherwise approved by the City Manager.
- Year 1 rate of \$20.50 per month for 96-gallon cart service.
 - This is an increase of \$4.53 per month
 - This rate covers both recycling and trash.
 - While there is an increase, the recycling pickup per month will double.
 - Annual rate increases tied to the CPI for Water, Sewer, Trash, but no less than 4.5%.
 - Republic no longer offers 32-gallon carts. While they are willing to continue servicing the smaller carts, they are unwilling to offer a reduced price.
- Rear yard service will increase to \$20/month from \$15/month.
 - This is a service where Republic will bring some trash carts to the truck and back.
- Republic will continue to offer yard waste pickup and bulk pickup.
- Republic will continue to be responsible for billing.
- The City Manager can request reports of missed pickups and other complaints related to service.

LEGAL REVIEW:

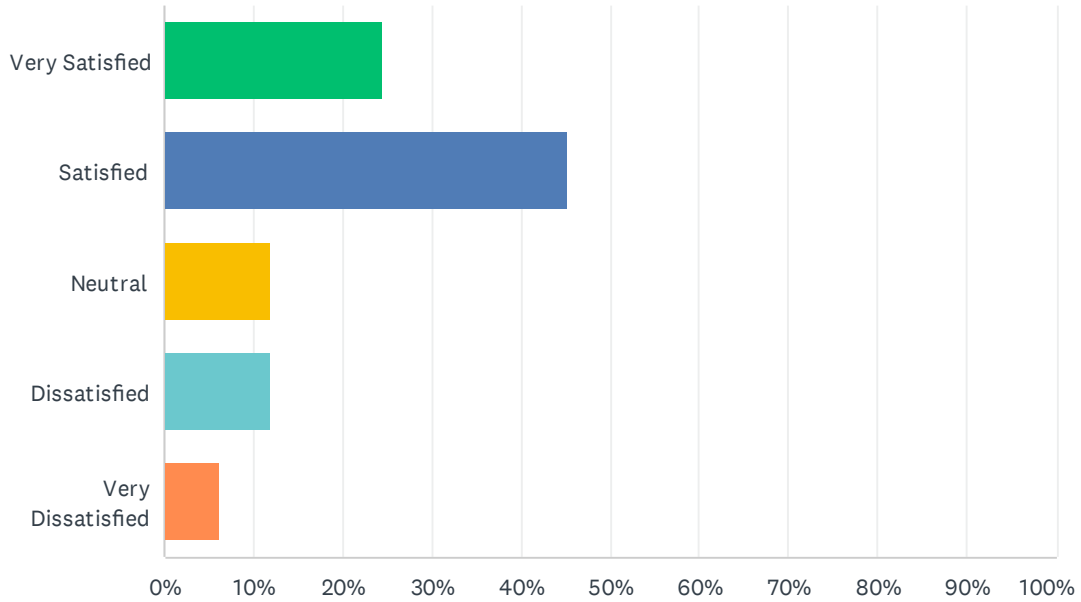
Legal has reviewed the agreement and has no further revisions.

SAMPLE MOTION:

Motion to approve the contract with Allied Waste Services Inc., DBA Republic Services of Jenison, for waste collection and disposal.

Q1 Overall Satisfaction: How satisfied are you with the current trash collection services?

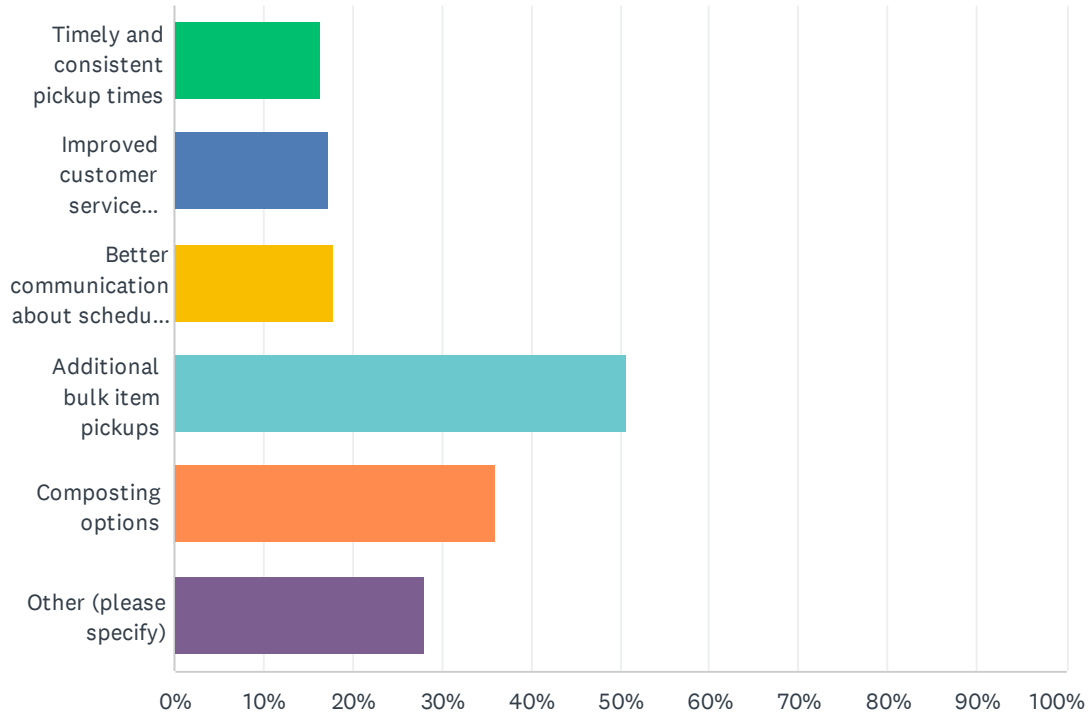
Answered: 159 Skipped: 0



ANSWER CHOICES	RESPONSES
Very Satisfied	24.53%
Satisfied	45.28%
Neutral	11.95%
Dissatisfied	11.95%
Very Dissatisfied	6.29%
TOTAL	

Q2 Service Improvement: What improvements would you like to see in our trash collection services? (Select all that apply)

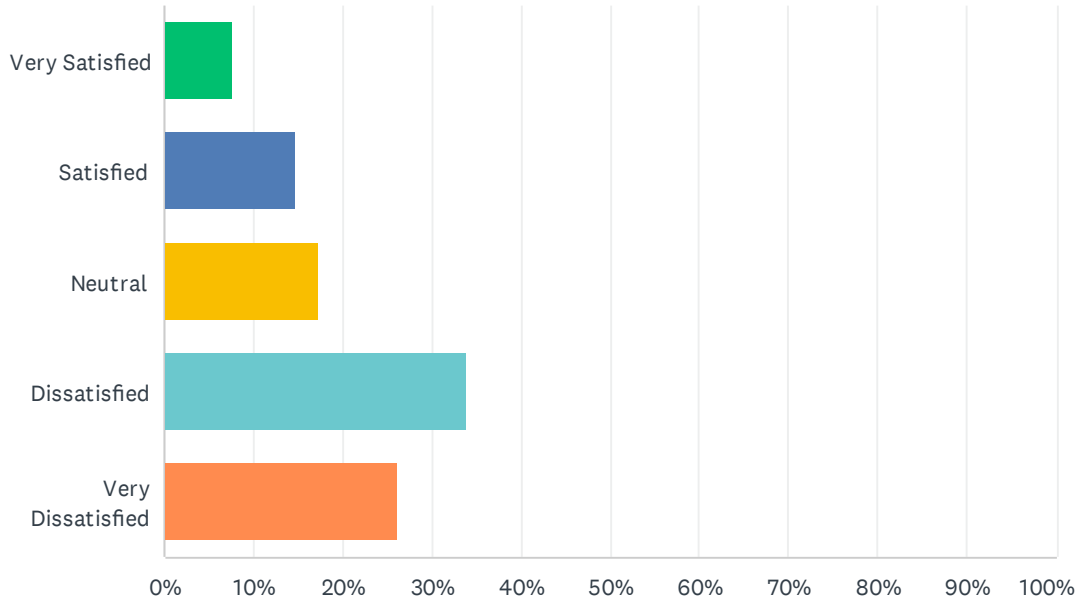
Answered: 128 Skipped: 31



ANSWER CHOICES	RESPONSES
Timely and consistent pickup times	16.41%
Improved customer service assistance	17.19%
Better communication about schedules and changes	17.97%
Additional bulk item pickups	50.78%
Composting options	35.94%
Other (please specify)	28.13%
Total Respondents: 128	

Q3 Recycling Services: How satisfied are you with the current recycling pickup frequency?

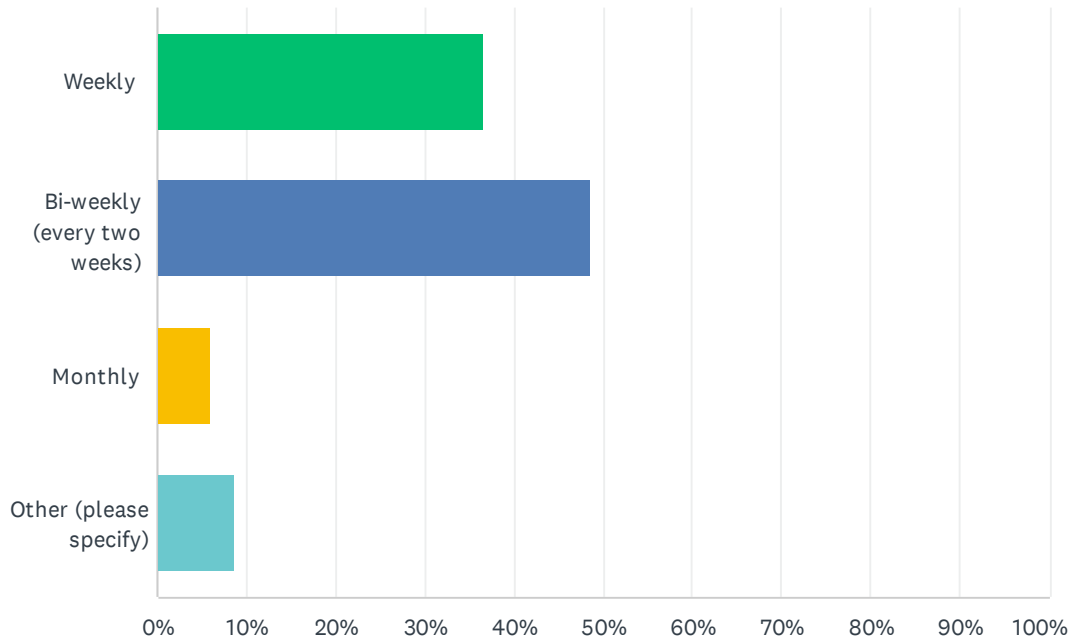
Answered: 156 Skipped: 3



ANSWER CHOICES	RESPONSES
Very Satisfied	7.69%
Satisfied	14.74%
Neutral	17.31%
Dissatisfied	33.97%
Very Dissatisfied	26.28%
TOTAL	

Q4 Recycling Frequency Preferences: How often would you prefer recycling to be picked up?

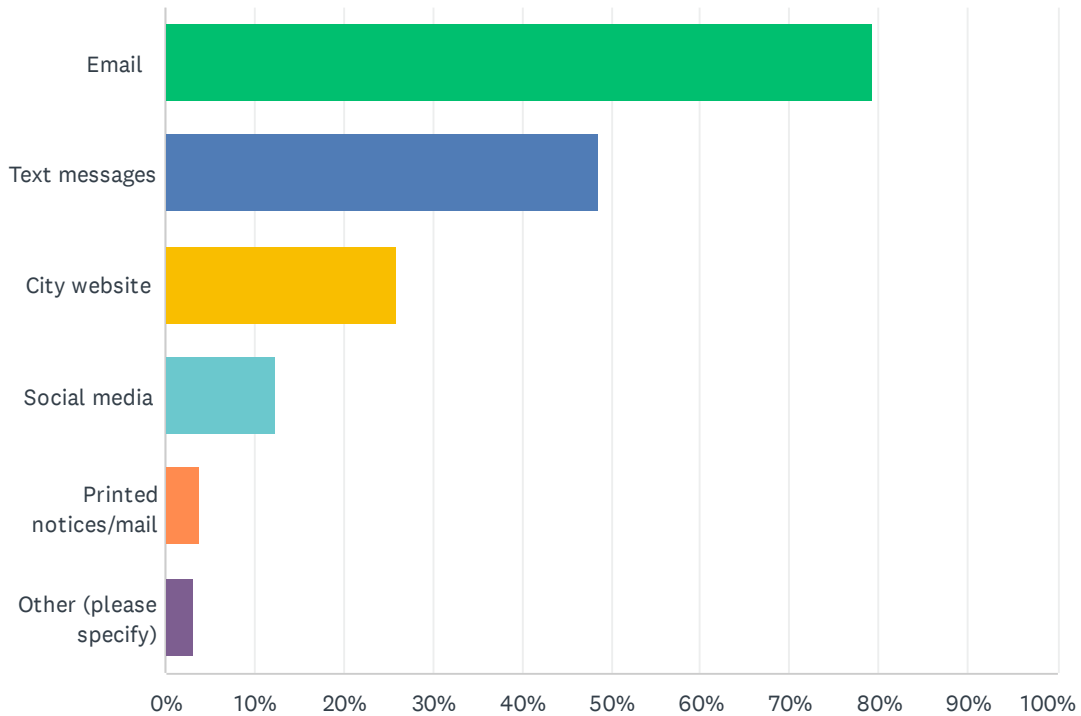
Answered: 150 Skipped: 9



ANSWER CHOICES	RESPONSES
Weekly	36.67%
Bi-weekly (every two weeks)	48.67%
Monthly	6.00%
Other (please specify)	8.67%
TOTAL	

Q5 Communication and Information: How do you prefer to receive update and information about trash and recycling services? (Select all that apply)

Answered: 154 Skipped: 5



ANSWER CHOICES	RESPONSES
Email	79.22%
Text messages	48.70%
City website	25.97%
Social media	12.34%
Printed notices/mail	3.90%
Other (please specify)	3.25%
Total Respondents: 154	

Q6 Additional Comments:

Answered: 44 Skipped: 115

#	RESPONSES	DATE
1	PLEASE increase the recycling pickup to weekly or at least bi-weekly. We personally are happy to pay more for this service and many other residents we speak to feel the same.	6/23/2024 4:03 PM
2	I'd like to see quarterly pickup of other discarded larger items which is now done once a year by the city in May	6/22/2024 8:42 AM
3	Chef was so much more responsive to our needs as a small resort town. New Republic is way too rigid and refuses to take any responsibility when their drivers miss stops or leave trash all over. The monthly recycling is laughable for a Great Lakes state. We should be recycling more than trashing, but often I find myself trashing recycling because my bin has been full for 3 weeks. Find a smaller hauler that can focus resources on making Saugatuck part of their business. There are tons of small haulers. Don't lock us in with another large scale conglomerate that just wants to raise prices for substandard service.	6/20/2024 8:55 PM
4	Need updates about what can & cannot be recycled.	6/20/2024 9:14 AM
5	It is absolutely Ridiculous that we have recycling pick up once a month... Most of our disposal is 2/3 recyclable and we are trying to do the right thing	6/18/2024 9:24 PM
6	Republic has the absolute worst customer service of any vendor second to Comcast. Please find another vendor and send Republic down the road.	6/18/2024 9:05 PM
7	I wish there was an option for less frequent trash pick up. Most times, twice a month would be adequate for us.	6/18/2024 7:53 PM
8	Cost saving ideas!	6/18/2024 7:15 PM
9	As a long-time homeowner near the downtown business district, and on behalf of people who reside in upstairs apartments in the downtown business district, the noise of garbage trucks servicing downtown businesses - some mornings as early as 4:30 AM - denies homeowners and renters quiet enjoyment of their properties. Could meeting the trash collection needs of downtown businesses not be accomplished between 6:00 and 7:00 AM while also not inconveniencing their commercial needs? Please feel free to contact me. Thank you, Steve Waugh, 346 Griffith Street. 616-291-8000	6/18/2024 6:08 PM
10	Stop the 1 hauler policy	6/18/2024 5:58 PM
11	When the current contract was entered into with only once every 4 weeks recycling, Kirk Harrier assured me that it was an easy adjustment to change the frequency. We must go to at least every 2 weeks. I am literally climbing into my bin to squish it all down once a month so it can get picked up. Surely not a huge additional cost? Or, go back to yellow bags in the weekly trash pick up but I understand the garbage company was not in favor of that.	6/18/2024 4:58 PM
12	Recycling is a joke when your bin is full at two weeks or less	6/18/2024 4:13 PM
13	I would not want to pay more for this additional service. But if recycling can become efficient enough to allow every 2 weeks instead of monthly that would be great	6/18/2024 3:16 PM
14	Republic Services is so difficult to deal with. They charge ridiculous amounts for container delivery/pick up and overages. If our dumpster lid isn't flush close, it is an additional \$85 per pick up. That is MORE than service for a month. Once a month recycling is also out of step in our community. We need weekly pick up!	6/18/2024 3:13 PM
15	We have monthly recycling and have to call every month after Republic missed our pickup. If we don't call, they won't come. They seem to have made a decision to purposely skip our	6/18/2024 3:04 PM

City Trash Collection and Recycling Services Survey

street (Vine) since there are so few addresses. Also, in this day and age, everyone should be required to recycle. Some on our block have turned back their recycling bin years ago.

16	Both garbage & recycling seem to be going well!	6/18/2024 2:51 PM
17	I would like the recycling pick up to be the same as garbage. I would like them to be able to get it from the driveway and return the bin to the driveway.	6/18/2024 2:47 PM
18	Picking up recycling monthly is absolutely ridiculous. Not everyone in town is a visitor/short term resident. PLEASE add additional pickups for recycling.	6/18/2024 2:24 PM
19	Debris should be picked up from streets every other day at least	6/18/2024 2:16 PM
20	Please move to weekly recycling.	6/18/2024 2:15 PM
21	Everyone, but especially STR's should be required to have recycling service. The STR next to me does not.	6/18/2024 2:10 PM
22	I feel that Republic does a great job. Whenever there has been a problem they fix it immediately. I simply run out of space in the recycling container each month. Then I throw the recycling in the trash...	6/18/2024 1:10 PM
23	A cardboard recycling drop off would be great - I often have to throw it in the trash because I'm out of room in the recycling bin	6/18/2024 1:03 PM
24	Residential customers are at your mercy. We are charged too much. Please give us a choice to pick our own company. The city is doing us a disservice by allowing one company to charge too much for pickup. Bob Cline 269.217.2549 1007 Holland St	6/18/2024 12:50 PM
25	called twice last year because they forgot me all together.	6/18/2024 12:46 PM
26	Thanks for asking!!	6/18/2024 12:45 PM
27	Recycling should be no charge We already pay a large fee	6/18/2024 12:22 PM
28	Please we need competition. The trash companies run their truck daily up and down the streets. Please change your ordinance to allow 2 trash companies. Thank you	6/18/2024 12:13 PM
29	About compost, I lived in a suburb of Detroit before here where the consolidated service that picked up our leaves/branches then composted them (along with cut grass from the city parks) and THEN made that available to the community for free. I know that would cut into the private services that provide this, but why not?	6/18/2024 12:13 PM
30	Should have a city recycling center.	6/18/2024 12:07 PM
31	The company is fine and the pricing seems ok. The mixed use of old cans (black) and new cans (blue with different lids) is super confusing. And monthly recycling is way too infrequent and makes it impossible to use.	6/18/2024 11:57 AM
32	Allow residents to select service provider as is done in other communities. You're creating a monopoly by forcing the use of Republic.	6/18/2024 11:54 AM
33	Thanks for asking	6/18/2024 11:51 AM
34	Fuel charge is very high even though they make numerous stops in Saugatuck. It is a way to capture additional moneys not included in the residential contact.	6/18/2024 11:46 AM
35	Republic's customer service is pretty bad, at least when I've had to contact them. Recycling pick up once per month is inadequate.	6/18/2024 11:39 AM
36	There is the option to have the trash can returned next to the house, but not the recycling bin. As part time residents this is inconvenient as we are not always there to take the recycling bin back from the street.	6/18/2024 11:38 AM
37	Recycling really needs to be improved. Every other place I've lived in the last 20 years has had weekly pick up. Given the nature of our community I get why it might be less frequent, but only once a month is problematic	6/18/2024 11:30 AM
38	Keep up the good work. Our driver is always friendly and accommodating.	6/18/2024 11:27 AM

City Trash Collection and Recycling Services Survey

39	Thanks for asking!	6/18/2024 11:18 AM
40	In a resort town with vacation rentals Recycling must be picked up at the same time as the trash every week. If it is not then the guest will put trash into the recycle bin if the trash gets too full.	6/18/2024 11:17 AM
41	Recycling weekly	6/18/2024 11:16 AM
42	The recycling service is not reliable. We have to call several times a year because they have missed us. Each time we call they respond promptly.	6/18/2024 11:13 AM
43	We are only in Saugatuck about 3 days/week--and it's sometimes difficult to remember the one recycling week. We typically generate more recycling than trash, so I would love to see a weekly (or at least bi-weekly) service. That seems to promote the right practices. Also, it would be nice if you could stack a few extra broken down boxes to the side and have them p/u for recycling, too. We end up bringing bigger things to be recycled back to Chicago with us, which is a bit of a pain.	6/18/2024 11:11 AM
44	Service is very inconsistent and drivers will not pick up anything extra or not in the tote. Very poor service.	6/18/2024 11:11 AM

CONTRACT FOR WASTE COLLECTION AND DISPOSAL

THIS CONTRACT is made effective November 11, 2024, by and between the **City of the Saugatuck, MI**, a Michigan Municipal Corporation, of 102 Butler St., Saugatuck, Michigan 49453 (hereinafter "City"), and **Allied Waste Services Inc.**, DBA Republic Services of Jenison, of 2471 Wilshere Dr, Jenison, Michigan, 49428 (hereinafter "Contractor") (together, the "Parties").

CONTRACT

ARTICLE I REFUSE COLLECTION

A. Residential Refuse and Recyclables Collection

1. Contractor is hereby granted the exclusive right, and hereby accepts the obligation, to collect and dispose of all Refuse and Recyclables, from each residence located within the City, with the exceptions hereinafter set forth (hereinafter, collectively, "Customers"). It is understood that City cannot mandate that any residence utilize Refuse collection services as provided for herein. During the term hereof, City shall not authorize any other person or entity to perform the services to be performed by Contractor hereunder and shall take such action as may reasonably be required to prohibit any other person or entity from providing such services during the term hereof. Contractor shall collect all Refuse from all Customers no less often than once per week and Recyclables from all Customers no less often than once every two weeks, the specific days and routes to be as City and Contractor may agree. See Bulk items list for approved items and volume.

2. Obligations of each residential Customer is to place all refuse in Refuse Carts and Recyclables in Recyclables Carts, and the timing of placement of all carts at the curbside for pickup by Contractor. Specific service is refuse cart content only and recyclables cart content only. Extra carts can be rented by resident as outlined in Rate Sheet Addendum A.

3. Yard waste will be provided upon request from any resident that has trash and recycle service. Yard waste service is provided one time per week from April 1 thru the month of November. Storm damage pickup is not part of this service.

1. DEFINITIONS:

A. Applicable Law. Applicable Law means any applicable law (whether statutory or common), including statutes, ordinances, regulations, rules, governmental orders, governmental decrees, judicial judgments, constitutional provisions, and requirements of any kind and nature promulgated or issued by any governmental authority claiming or having jurisdiction.

B. Excluded Waste. Excluded Waste means: (1) Hazardous Waste; (2) radioactive, volatile, corrosive, highly flammable, explosive, biomedical, infectious, biohazardous, or toxic waste as defined by Applicable Law; or (3) any otherwise regulated waste. Hazardous Waste cannot be placed into the weekly curbside solid waste or recycle bins.

C. Hazardous Waste. Hazardous waste includes, but is not limited to, any amount of waste listed or characterized as hazardous by the United States Environmental Protection Agency or any state agency pursuant to RCRA, and including future amendments thereto, and any other Applicable Law.

D. Recyclable Material. Recyclable Material consists of any material or substance that can be put to beneficial re-use or sold in recognized markets for purposes other than disposal, including, without limitation, uncontaminated non-hazardous corrugated cardboard, white paper, newsprint and other paper; plastics and plastic film; ferrous and non-ferrous metals; and glass.

E. Solid Waste. Solid Waste is any nonhazardous solid waste generated at Customer Locations that is not excluded by the provisions of this Contract. Solid Waste shall not include any Excluded Waste.

F. Waste Material. Waste Material is all Solid Waste and, if designated in this Contract, Recyclable Material that are not excluded by this Contract. Waste Material does not include any Excluded Waste.

G. Yard Waste. Grass, leaves, flowers, stalks, pine needle and small tree clippings (less than 2 feet in length and 2 inches in diameter). Storm damage is not part of this service.

H. Bulk Items. Stoves, refrigerators (with all CFC and other refrigerants removed and tagged by licensed professional), water tanks, furniture and other household items can be scheduled for pickup by resident by calling into Republic Service, scheduling and paying for pickup a minimum of 3 days ahead of scheduled trash day.

I. Rear Yard Pickup. Consists of Contractors employee picking cart up at designated area and returning to designated area using the following guidelines: Container must be in an open area, and in view from the road. Driveway cannot be more than 150 feet long or have an excessive incline or decline. Driveway must be cleared of all snow and ice, or debris on day of service or it will not be serviced, and resident will be required to wait until next service day.

ARTICLE II

RECYCLABLE COLLECTION

A. Residential Recyclable Schedule

The Contractor shall provide every other week curbside recyclable collection for all properly prepared Recyclables, subject to the Collection Schedule set forth in Article III.A. All items to be collected must be placed in recycling carts and placed curbside for pick up.

B. Residential Recyclable Material

Contractor shall collect (at a minimum) the following materials: newspapers, magazines, corrugated cardboard, junk mail, paperboard, clear glass bottles and jars, aluminum and steel cans, household plastics #1 thru #7 (with exceptions); and any other material deemed recyclable and mutually acceptable by the City and Contractor.

ARTICLE III GENERAL CONDITIONS

A. General Conditions

1. Collection Schedule — All refuse shall be collected on Monday each week and recycling collected every other week with collections of refuse, subject to the Interrupted Collection Schedule in Article III.A.2. Collection of refuse and recyclables shall commence no earlier than 7 a.m. All collection and route schedules and amendments thereto are subject to the prior written approval of the City Manager. City/residents shall provide safe, unobstructed access to the equipment on the scheduled collection day. Contractor may charge an additional fee for any additional services required by failure to provide access.
2. Interrupted Collection Schedule — No collections will be made on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day or Christmas Day. Where the holiday falls on the regular collection day, all Refuse, Recyclables, and Yard Waste will be collected one day later, unless the City Manager and Contractor approve other arrangements. Service may also be interrupted/delayed due to acts of God (weather, etc.).

3. Private Drives — Residents may solicit Contractor to provide service on private drives provided that a waiver of liability has been signed releasing Contractor and City of any responsibility for damage. Residents can bring carts to a centrally approved site with no waiver needed.
4. Contractor Furnished Bins, Containers, and Equipment - All bins, containers and any other equipment that Contractor furnishes under this Contract shall remain Contractor's property. Residents shall be liable for all loss or damage to such equipment (except for normal wear and tear and for loss or damage resulting from Contractor's handling of the equipment). Residents shall use the equipment only for its proper and intended purpose and shall not overload (by weight or volume), move or alter the equipment. In the event Contractor breaches this Contract by failing to collect or abandons its bins, containers, and carts, the City shall be granted a license to collect Refuse and Recyclables from Contractor's bins, containers and carts and Contractor disclaims title to any Refuse or Recyclables it fails to collect.
5. Complaints: All complaints made directly to the Contractor shall be given prompt and courteous attention. In the case of alleged missed scheduled collections, the Contractor shall investigate; and if such allegations are verified, shall arrange for the collection of the uncollected refuse immediately, but no more than 48 hours after the complaint is received (weekends excluded). The Contractor shall furnish a toll-free number for the use of residents served under the contract. In the event of a billing dispute, Contractor shall respond fully to customer within one week of receiving complaint. Upon request from the City Manager, Contractor shall furnish a report of missed pickups, and other complaints related to service items.

B. Rates

1. Monthly Charge — The Contractor will bill the residents the following rates per month for Refuse and Recyclable service, (the "Monthly Charge"), in advance, by the 15th of the month. The Monthly Charge includes all costs associated with collections, disposal and processing of Refuse and Recyclables picked up: Current house counts for each service are:

****SEE Addendum A – Rate Sheet for pricing**

2. Fuel Recovery Fee — A Fuel Recovery Fee shall be assessed after year 1 and applied on a per residence/month basis, in addition to the Monthly Charge. The Base Price for diesel fuel shall be set at \$4.50/gallon. Price will be based on the DOE Index for Highway Diesel – Midwest Index of fuel rise above the "base price," a surcharge of \$0.04/residence/month shall be applied for every \$0.10/gallon increment of increase in Contractor's cost of fuel above the Base Price. No adjustments made for pricing below the \$4.50 per gallon.

3. Pass Through — The Monthly Charge may also be increased, upon thirty (30) days written notice provided to the City and Residents, due to future increases in Federal, State or local taxes (excluding income taxes and property taxes), and any charges, surcharges, and fees imposed by governmental authorities on Contractor's collection services, processing facility for recycling or disposal site, and due to laws, rules, regulations and ordinances which are passed after the date hereof, or based on the interpretation or enforcement of which has changed after the date hereof which have the effect of increasing the collection services, processing facility or the disposal site's direct costs. Contractor shall not be entitled to any increase associated with violations of law, regulations, ordinances, or permit conditions.

4. Carts: Contractor shall provide one 95/96-gallon cart to each Customer for Refuse, and a separate cart 95/96-gallon cart for recyclables. Additional Refuse and Recyclables carts will be made available upon request at a rate of \$8.50 per month per cart to be billed annually to resident. All carts will be maintained by Contractor and replaced for normal wear and tear. Normal wear and tear do not include the cleaning of said Carts; this is the responsibility of the resident. Should a Cart be damaged due to the negligence of the Resident, a replacement charge of \$75.00 will be remitted as payment in advance of delivery of a new one. All Carts will remain the property of the Contractor. Residents requesting cart deliveries, exchanges or removals will be billed at a one-time charge of \$10 per cart.

5. In the event that one or more material elements of cost to provide Service under this Contract experiences a year over year (YoY) change greater than 15%, Company may increase the Annual Rate Adjustment above the fixed rate by an additional amount equal to the additional cost increase. A material element of cost shall be defined as a category of cost making up 5% or more of the annual costs to provide the Services. Such increases must be discussed and approved by City.

ARTICLE IV
PROHIBITED/EXCLUDED WASTE COLLECTIONS

A. Contractor shall not collect and dispose of the following items: whole tires, cement blocks, shingles, broken glass, liquids, antifreeze, oil, all tires, carbonated beverage containers; paint cans, large amounts of construction materials; items deemed dangerous to the Contractor's personnel, or equipment such as gasoline, hot ashes and any items too heavy to be lifted by two average people, or additional items mutually agreed upon by the Contractor and the City. Also excluded shall be hazardous materials, wastes, or substances; toxic substances, wastes or pollutants; contaminants; pollutants; infectious wastes; medical wastes; or radioactive wastes (collectively, "Hazardous, Prohibited /Excluded Waste"), each as defined by applicable federal, state or local laws or regulations (collectively, "Applicable Laws").

B. If Hazardous, Prohibited and/or Excluded Waste are discovered before it is collected by Contractor, Contractor may refuse to collect the entire container of waste. In such situations, Contractor shall contact City and City shall undertake appropriate action to ensure that such Hazardous, Prohibited and/or Excluded Waste is removed and properly disposed of by the depositor or generator of the Hazardous, Prohibited and/or Excluded Waste. In the event any Hazardous, Prohibited or Excluded Waste is not discovered by Contractor before it is collected, Contractor may, in its discretion, remove, transport and dispose of such Hazardous, Prohibited and/or Excluded at a location authorized to accept such Hazardous, Prohibited and/or Excluded Waste in accordance with all applicable laws and charge the depositor or generator such Excluded Waste all direct and indirect costs incurred due to removal, remediation, handling, transportation, delivery and disposal of such Hazardous, Prohibited and/or Excluded Waste. The City shall provide all reasonable assistance to Contractor to conduct an investigation to determine the identity of the depositor or generator of the Hazardous, Prohibited and/or Excluded Waste and to collect the costs incurred by Contractor in connection with such Hazardous, Prohibited and/or Excluded Waste. Subject to City providing all such reasonable assistance to Contractor, Contractor releases City from any liability for any such costs incurred by Contractor in connection with such Hazardous, Prohibited and/or Excluded Waste, except to the extent that such Hazardous, Prohibited and/or Excluded Waste is determined to be attributed to the City.

C. **Title.** Contractor shall acquire title to Refuse and Recyclables when they are loaded into Contractor's truck, or, if Contractor is providing disposal Services only and not collection services, when they are delivered to Contractors premises. Title to and liability for any Hazardous, Prohibited/Excluded Waste shall remain with the generator thereof and shall at no time pass to Contractor.

ARTICLE V BILLING PROCEDURES

Contractor shall bill residents for collection services rendered in advance, within fifteen (15) days prior to the beginning of each month, and the Resident shall pay Contractor within thirty (30) days of receipt of said invoice. All unpaid invoices shall carry interest at the rate of 1.5% per month or, if lower, the maximum rate permitted by Applicable Law, until the balance is paid in full. Such billing and payment shall be based on the rates set forth herein, as may be adjusted in accordance herewith.

ARTICLE VI TERM AND TERMINATION

A. This Contract is for a period of four (4) years commencing January 1, 2025, and ending December 31, 2028. This contract may be extended for additional periods upon mutual written agreement of both parties.

B. Termination — In the event there should occur a material breach or material default in the performance of any covenant or obligation of the City or Contractor which has not been remedied within thirty (30) days after receipt of written notice from the non-breaching party specifying such breach or default (or such longer period of time as is reasonably necessary to cure any such breach or default which is not capable of being cured within thirty (30) days provided the breaching party has undertaken to cure within such thirty (30) days and proceeds diligently thereafter to cure in an expeditious manner), the non-breaching party may, if such breach or default is continuing, terminate this Contract upon written notice to the other party. In the event of a breach, event of default, or termination of this Contract, each party shall have available all remedies in equity or at law, unless otherwise provided elsewhere in this Contract. In the event of termination of this Contract for any reason, residents shall pay Contractor for all services rendered through the date of termination. Contractor shall collect its equipment, and Contractor shall have no further obligation to perform and Service under this Contract.

ARTICLE VII INDEMNIFICATION AND INSURANCE REQUIREMENTS

A. Contractor will indemnify and hold harmless City from any and all liability and claims to the extent caused by Contractor's negligence or willful misconduct in the performance of this services under this Contract. Further, Contractor shall procure and maintain during the life of this contract the following insurance coverage:

1. **WORKER'S COMPENSATION INSURANCE**, including employer's liability to cover employee injuries or disease compensated under the Worker's Compensation Statutes of the State of Michigan.

2. **COMMERCIAL GENERAL LIABILITY INSURANCE**, to cover bodily injury to persons other than employees and for damage to tangible property, including loss of use thereof, and including the following exposures:

- a. Bodily injury, or death - \$1,000,000 per person - \$1,000,000 per occurrence - \$1,000,000 property damage, occurrence.
- b. All premises and complete operations coverage.
- c. Broad form excess/umbrella liability coverage in the amount of \$5,000,000.
- d. Comprehensive automotive liability: to cover Michigan no-fault liability, residual bodily injury and property damage with coverage limits outlined in Section Article VIII.2.a. above or with a combined single family limit for bodily injury and property damage of \$2,000,000 and otherwise complying with the provisions of the Michigan no-fault Act, including coverage for all occurrences arising out of the ownership, maintenance or use of any owned, non-owned or hired motor vehicle.
- e. Additional insured: City shall be named as an additional insured on all policies providing coverage as set forth herein, other than workers' compensation via blanket-form endorsement.
- f. Notice of cancellation: All policies affording the various coverage required under this Contract, other than workers' compensation, employers' liability and excess/umbrella policies, should be endorsed via blanket form endorsement to provide thirty-day prior written notice to be delivered to the City before any of the coverage afforded by these policies is either materially changed or cancelled. Failure by the Contractor to maintain the coverage set forth above may result in the termination of this contract by the City.

ARTICLE VIII OTHER CONDITIONS

A. Compliance with Local, State and Federal Laws

The Contractor shall comply with all applicable state, county and municipal regulations and the City shall retain jurisdiction over the health and safety standards of the Contractor's vehicles and their operation. The Contractor will be responsible for maintaining, including proper safety placards, all containers supplied by them.

B. Bankruptcy

If the Contractor should be adjudged bankrupt or make a general assignment for the benefit of its creditors or if a receiver should be appointed on account of their insolvency or if they should persistently or repeatedly refuse to supply enough labor, material or equipment to maintain the established schedules or collections or if they fail to make prompt payment for materials or labor or persistently disregard laws of the State of Michigan and ordinances of the City or otherwise be guilty of substantial violation of any *visions of the contract, then the City may, without prejudice to any other right or remedy, terminate the contract and relet the same.

C. Force Majeure.

1. Except for the payment obligations of the City hereunder, if the City or the Contractor is unable to perform, or is delayed in its performance of, any of its obligations under this Contract by reason of any event of force majeure, such inability or delay shall be excused at any time during which compliance therewith is prevented by such event and during such period thereafter as may be reasonably necessary for the City or the Contractor to correct the adverse effect of such event of force majeure. An event of "Force Majeure" shall mean any event or circumstances beyond the reasonable control of the affected party to the extent that they delay the City or the Contractor from performing any of its obligations (other than payment obligations) under this Contract, including the following:

- a. Strikes, work stoppages, and other labor unrest; and
- b. Acts of God, tornadoes, hurricanes, floods, sinkholes, fires, and explosions (except those caused by negligence of the Contractor or City, or any of their agents, and assigns), landslides, earthquakes, epidemics, quarantine, pestilence, and extremely abnormal and excessively inclement weather; and
- c. Acts of a public enemy, acts of war, terrorism, effects of nuclear radiation, blockages, insurrections, riots, civil disturbances, or national or international calamities. Notwithstanding the foregoing, Residents shall be obligated to pay Contractor only for services performed.

2. In order to be entitled to the benefit of this section, a party claiming an event of force majeure shall give prompt notice to the other party specifying in detail the event of force majeure and shall further be required to use its commercially reasonable efforts to cure the event of force majeure. The parties agree that, as to this section, time is of the essence.

3. The collection or disposal of any increased volume resulting from a flood, hurricane, tornado or similar or different Act of God over which Contractor has no control, shall not be included as part of Contractor's service under this Contract. In the event of increased volume due to Force Majeure event, Contractor and the City shall negotiate the additional payment to be made to contractor. City will grant such variances in routes and schedules as are reasonably required in the event of force majeure and will negotiate with the Contractor fees for any additional work which the Contractor may agree to perform in such event.

D. Entire Contract

This Contract constitutes the entire Contract of the parties with respect to the matters dealt with herein. There are no other terms or promises, whether written or verbal.

E. Severability

If any provision of this Contract is rendered void by acts of any legislature or the courts, this Contract shall be construed as if the offending portion had been omitted.

F. Changes and Modifications

No change or modification of this Contract shall be valid unless the same is in writing and signed by all parties hereto.

G. Choice of Law and Forum

The laws of the State of Michigan shall govern this Contract. Any dispute hereunder shall be determined in any federal or state court with competent jurisdiction in the State of Michigan.

H. Parties Bound, Assignment

This Contract shall be binding upon the City, and Contractor and their respective, successors and assignees. Neither party may assign any or all of their rights and duties hereunder without the advance written consent of the other party, which consent shall not be unreasonably withheld. Also, no consent is required by Contractor for transfers to affiliates and/or in connection with the sale or purchase of a business.

I. Mutual Drafting

This Contract has been drafted by both the City and the Contractor and shall not be construed against either party as the drafter.

IN WITNESS THEREOF, we have hereunto set our hands and seals as of the day and year first above written.

City of Saugatuck, Michigan

By:

Date: _____

Lauren Stanton, Mayor

By:

Date: _____

Jamie Wolters, City Clerk

Allied Waste Services, Inc. (DBA: Republic Services of Jenison)

By: _____

Date: _____

Tom Mahoney, General Manager

Addendum "A" RATE SHEET

EFFECTIVE JANUARY 1, 2025 - DECEMBER 31, 2028

Monthly Service Rate per Residential Customer for 12 - Months

Service	Pickup Frequency	Year 1 1/1/2025 - 12/31/2025	Year 2 1/1/2026 - 12/31/2026	Year 3 1/1/2027 - 12/31/2027	Year 4 1/1/2028 - 12/31/2028
Trash	96-GAL Cart - Trash (Weekly)	\$ 20.50	Future Increase will be determined by CPI-Index Waster, Sewer, Trash - Rolling 12 month change (July Results) or 4.5% annually which ever is greater.		
Recycle	96-GAL Cart - (Every Other Week)	Included in Trash Price			
Rear Yard Pickup	Per container / per Month Additional	\$ 20.00			
Yard Waste	Yard Waste Service (April thru November)	\$ 165.00			
Yard Waste	Rear Yard Pickup	\$ 325.00			
Additional Carts Trash/Recycle (each)	Trash/Recycle	\$ 8.50			
* Bulk Pickup	Upon Request	\$ 34.50			

* See Guidelines for Bulk Items



Sustainability in Action

BULK PICKUP GUIDELINES

ACCEPTABLE:

- Larger items such as: Furniture, toys, bicycles, appliances*, home fixtures and any other items as long as they are considered non-hazardous.
- Mattresses, have to be wrapped in plastic.
- Small amounts of building materials—door, window cabinet—must be cut down to 4ft. in length and be lifted by one person! NO DEMOLITION/REMODEL STYLE LARGE VOLUMES.
- Appliances that contain Freon, such as: Refrigerators & Air Conditioners. *These items can be accepted if the Freon has been removed and the appliance is “tagged” by a licensed facility that the Freon has been removed.

UNACCEPTABLE:

- No bags of stuff or small items should be put out. If its small enough to fit in a bag, put it in your garbage toter.
 - No bags of kitchen refuse.
 - Large plastic drums, concrete, large pieces of metal, yard waste, liquid waste, hazardous waste
 - Whole tires and tires on rims
 - Non-latex paints and varnishes, motor oil, solvents, any batteries
 - Regulated medical waste.
 - Large car parts such as: engine blocks, bodies, oversize hoods & doors
 - Building demolition: while they will take very small amounts of building material (see above), they will not be able to remove large volumes such as: Garage, Room or House demolition/remodel a construction style dumpster would be your best option in this instance.
-
- **NO GRASS, LEAVES, BRUSH OR BRANCHES!**