



CITY COUNCIL WORKSHOP AGENDA December 18, 2024, 4:00 p.m.

*This is an in-person meeting at Saugatuck City Hall, 102 Butler St, Saugatuck, MI 49453.
The meeting will also be available live, virtually on Zoom.*

1. Call to Order
2. Roll Call
3. Agenda Changes (*Additions/Deletions*)
4. Guest Speaker
5. Public Comment on Agenda Items Only (*Limit 3 minutes*)
6. Discussion Items:
 - A. Ordinance No. 241223-A - To amend Title XV, Chapter 154, of the Code of the City of Saugatuck to amend section 154.038 C-2 Downtown Waterfront Preservation District to eliminate first-floor apartments as permitted and special land uses and to amend section 154.113 (E) to: clarify and revise Planned Unit Development (PUD) modifications for the C-2 Downtown Waterfront Preservation District concerning qualifying public access and allowable departures; include a restriction on PUD height increase requests, and to require a mechanism or legal instrument that memorializes public access preserved as part of a PUD approval. **Pg. 3**
 - B. Resolution No. 241223-A - Approving Contract Number 24-5489 between the Michigan Department of Transportation and City of Saugatuck for Funding on the Maple Street Improvements Project from the Transportation Economic Development Fund Category B Program. **Pg. 8**
 - C. Resolution No.241223-B - Approving Submission of a Water Resources Division Grant Application for Planning of Access Improvements and Coastal Stabilization in the Park Street Corridor. **Pg. 24**
 - D. Review of Survey Questions for Strategic Planning Meeting. **Pg. 34**
 - E. Staff Wage Scale Inflation Adjustments. **Pg 69**
 - F. Council Review and Approval of City Manager Performance Evaluation Criteria. **Pg. 72**

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.

7. Public Comments (*Limit 3 minutes*)

8. Correspondence

9. Council Comments

10. Adjourn



City Council Agenda Item Report

FROM: Luke Thompson
Director of Planning and Zoning

DATE: December 18, 2024

RE: Ordinance 241223-A - Downtown Waterfront Preservation
District Text Amendment

DESCRIPTION:

During the August meeting of the Planning Commission, concerns were raised regarding the permitted use of first floor apartments within the Waterfront Preservation District and the potential implications to public access to the boardwalk. While upper-floor apartments have historically been allowed in this area, the district now allows first-floor waterfront-facing apartments. During the December meeting, the Planning Commission reviewed and recommended approval for amendments to the Downtown Waterfront Preservation District to remove first-floor apartments as permitted and special uses. As a part of the general review of the Downtown Waterfront Preservation District, the section concerning authorized PUD departures was also rewritten and reorganized to ensure clarity and consistent interpretations concerning incentives to provide public open space and walkways. No additional allowances were added. However, the Planning Commission felt that height modifications should not be considered under any circumstances, so the proposed ordinance specifically restricts height modification requests. Lastly, language was added to ensure that public access offered through the PUD processes is preserved through a legal mechanism or instrument.

Drafted Ordinances and Policy

Based on direction by the Planning Commission a Text Amendment was drafted for section 154.038 C-2 Downtown Waterfront Preservation district and section 154.113 (E) Planned Unit Development Standards. The intent of which is as follows:

1. Remove first floor apartments as permitted use or special use in C-2 Downtown Waterfront Preservation District.
2. Include restriction on PUD height requests.

3. Rewrite/re-organize the authorized Downtown Waterfront Preservation district PUD departures. The intent and requirements remain the same, but the language is improved and clarified.
4. Include a required mechanism or legal instrument that memorializes public access provided through the PUD process.

LEGAL REVIEW:

The City Attorney reviewed the draft ordinances, attended the Planning Commission meetings and will be at the City Council meeting to answer any questions.

SAMPLE MOTION:

Motion to approve Ordinance No. 241223-A an ordinance to amend Title XV, Chapter 154, of the Code of the City of Saugatuck to amend section 154.038 C-2 Downtown Waterfront Preservation District to eliminate first-floor apartments as permitted and special land uses and to amend section 154.113 (E) to: clarify and revise Planned Unit Development (PUD) modifications for the C-2 Downtown Waterfront Preservation District concerning qualifying public access and allowable departures; include a restriction on PUD height increase requests, and to require a mechanism or legal instrument that memorializes public access preserved as part of a PUD approval.

**CITY COUNCIL
CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN**

ORDINANCE NO. 241223-A

**AN ORDINANCE TO AMEND TITLE XV, CHAPTER 154, OF
THE CODE OF THE CITY OF SAUGATUCK TO AMEND SECTION 154.038 C-2
DOWNTOWN WATERFRONT PRESERVATION DISTRICT TO ELIMINATE FIRST-
FLOOR APARTMENTS AS PERMITTED AND SPECIAL LAND USES AND TO
AMEND SECTION 154.113 (E) TO: CLARIFY AND REVISE PLANNED UNIT
DEVELOPMENT (PUD) MODIFICATIONS FOR THE C-2 DOWNTOWN
WATERFRONT PRESERVATION DISTRICT CONCERNING QUALIFYING PUBLIC
ACCESS AND ALLOWABLE DEPARTURES; INCLUDE A RESTRICTION ON PUD
HEIGHT INCREASE REQUESTS, AND TO REQUIRE A MECHANISM OR LEGAL
INSTRUMENT THAT MEMORIALIZES PUBLIC ACCESS PRESERVED AS PART OF
A PUD APPROVAL**

Section 1. C-2 Downtown Waterfront Preservation District. The City of Saugatuck Zoning Ordinance is hereby amended by the amendment of 154.038 C-2 Downtown Waterfront Preservation District, paragraph B, subparagraph 4, letter c, to be changed from “c) First-floor and upper-floor apartments, except that first-floor apartments shall not face Water Street;” to “c) upper-floor apartments;”.

Section 2. C-2 Downtown Waterfront Preservation District. The City of Saugatuck Zoning Ordinance is hereby amended by the amendment of 154.038 C-2 Downtown Waterfront Preservation District, paragraph C, subparagraph 9, letter c, to be changed from “c) First-floor and Upper-floor apartments, except that first-floor apartments shall not face Water Street;” to “c) Upper-floor apartments;”.

Section 3. Planned Unit Development Project Design Standards. The City of Saugatuck Zoning Ordinance is hereby amended by the amendment of Section 154.113, Project Design Standards, to amend subparagraph (E) to read in its entirety as follows:

(E) Regulatory flexibility.

- (1) General Departures. To encourage flexibility and creativity consistent with the planned unit development concept, departures from the regulations in division (D), above, may be permitted, subject to review and approval by the Planning Commission and City Council. For example, such departures may include but are not limited to modifications to: lot dimensional standards; floor area standards; setback requirements; parking, loading and landscaping requirements; and similar requirements. These modifications may be permitted only if they will result in a higher quality of development or a better design or layout than would be possible without the modifications. In no case shall departures from the maximum building height requirement and maximum number of stories requirement

in Section 154.038 D & E be authorized in the Downtown Waterfront Preservation District.

(2) Authorized Downtown Waterfront Preservation District Departures.

(a) Although other departures may be approved for Downtown Waterfront Preservation District zoned lots in accordance with division (E)(1), the following departures from the Zoning Ordinance shall only be considered by the Planning Commission and City Council when qualifying public waterfront access is provided:

- 1. reduction or elimination of one or more minimum side setback requirements;
- 2. reduction of the minimum waterfront setback down to 15 feet; and
- 3. reduction or elimination of the lot coverage requirement, if applicable.

(b) For the purpose of this section, qualifying public access means:

- 1. at least 33 percent of the waterfront yard is available for public access; or
- 2. a waterfront walkway or boardwalk, at least five feet wide and available for public access, traverses the entire waterfront yard from one side to another.

(c) The mechanism or legal instrument that memorializes public access shall be considered as part of the PUD approval process and is subject to review by the City Attorney and City Manager

Section 4. Repeal. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

Section 5. Effective Date. This Ordinance shall take effect seven (7) days after publication of a notice of adoption of this Ordinance, unless referendum procedures are initiated under MCL 125.3402. If referendum procedures are initiated, this Ordinance will take effect in accordance with MCL 125.3402.

YEAS: _____

NAYS: _____

ABSENT/ABSTAIN: _____

ORDINANCE DECLARED ADOPTED.

Holly Anderson
City of Saugatuck, Mayor

Jamie Wolters
City of Saugatuck, City Clerk

CERTIFICATION

I hereby certify that:

1. The above is a true copy of an ordinance adopted by the City of Saugatuck at a duly scheduled and noticed meeting of the City Council held on _____, _____ 2024, pursuant to the required statutory procedures.

2. A summary of the above ordinance was duly published in the _____ newspaper, a newspaper that circulates within the City of Saugatuck, on _____, 2024.

3. Within 1 week after such publication, I recorded the above ordinance in a book of ordinances kept by me for that purpose, including the date of passage of the ordinance, the names of the members of the City Council voting, and how each member voted.

ATTESTED:

Jamie Wolters
City of Saugatuck, Clerk



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: December 18, 2024

SUBJECT: Resolution No. 241223-A - Approving Contract Number 24-5489 between the Michigan Department of Transportation and City of Saugatuck for Funding on the Maple Street Improvements Project from the Transportation Economic Development Fund Category B Program.

DESCRIPTION:

The Maple Street roadway and watermain are in need of replacement. The cost of this work will be several million dollars.

In May, City Council approved Resolution 240523-A to authorize submittal of an application to the MDOT Category B program for funding assistance on the Maple Street Improvements project. The City's application was selected for funding in the amount of \$250,000.

MDOT is requesting that the City enter into the attached agreement.

While funding was approved for MDOT's 2025 fiscal year, the grant coordinator is aware this project may not begin until their 2026 fiscal year.

LEGAL REVIEW:

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

SAMPLE MOTION:

Motion to approve Resolution No. 241223-A Approving Contract Number 24-5489 between the Michigan Department of Transportation and City of Saugatuck for Funding on the Maple Street Improvements Project from the Transportation Economic Development Fund Category B Program.

CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN

RESOLUTION NO. 241223-A

A RESOLUTION APPROVING CONTRACT NUMBER 24-5489 BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) AND THE CITY OF SAUGATUCK (CITY) FOR FUNDING ON THE MAPLE STREET IMPROVEMENTS PROJECT FROM THE TRANSPORTATION ECONOMIC DEVELOPMENT FUND CATEGORY B PROGRAM.

Minutes of a regular meeting of the City Council of the City of Saugatuck, Allegan County, Michigan, held at City Hall, 102 Butler Street, Saugatuck, MI 49453 on _____ at _____

PRESENT:

ABSENT:

The following preamble and resolution were offered by _____ and supported by _____:

RECITALS

WHEREAS, the City Council previously approved Resolution 240523-A to authorize the submittal of an application to the MDOT Category B program for funding assistance on the Maple Street Improvements project.

WHEREAS, the City's application was selected for Category B funding in the application amount of \$250,000 in the MDOT 2025 fiscal year funding round.

WHEREAS, Category B funding requires the City to enter into a contract prepared by MDOT.

NOW THEREFORE, BE IT RESOLVED THAT the City Council approves Contract Number 24-5489 and authorizes the Mayor and Clerk to sign the contract on behalf of the City.

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

ADOPTED this 23 day of December, 2024.

CITY OF SAUGATUCK

BY: _____
Holly Anderson, Mayor

BY: _____
Jamie Wolters, City Clerk

CERTIFICATION

I, Jamie Wolters, the duly appointed Clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the City Council at a regular meeting held _____, 2024.

Signed: _____
Jamie Wolters, City Clerk

TED (B)
NON FED

COM
Control Section EDB 03000
Job Number 222264CON
Contract No. 24-5489

THIS CONTRACT is made by and between the MICHIGAN DEPARTMENT OF TRANSPORTATION, hereinafter referred to as the "DEPARTMENT;" and the CITY OF SAUGATUCK, a Michigan municipal corporation, hereinafter referred to as the "REQUESTING PARTY;" for the purpose of fixing the rights and obligations of the parties in agreeing to the following improvements, in Saugatuck, Michigan, hereinafter referred to as the "PROJECT" and estimated in detail on EXHIBIT "I," dated November 19, 2024, attached hereto and made a part hereof:

PART A – STATE PARTICIPATION

Hot mix asphalt base crushing, shaping and resurfacing along Maple Street from Blue Star Highway to south of North Street; including clearing, drive approaches, structure cover adjustments, concrete curb ramps at Allegan Street and permanent pavement markings; and all together with necessary related work.

PART B – NO STATE PARTICIPATION

Sanitary sewer and water main work along the limits as described in PART A; and all together with necessary related work.

WITNESSETH:

WHEREAS, the State of Michigan is hereinafter referred to as the "State;" and

WHEREAS, the PROJECT has been approved for financing in part with funds from the State appropriated to the Transportation Economic Development Fund, hereinafter referred to as "TED FUNDS," qualifies for funding pursuant to PA 231, Section 9(1)(b); Public Act of 1987, as amended, and is categorized as:

CATEGORY "B" FUNDED PROJECT

WHEREAS, the parties hereto have reached an understanding with each other regarding the performance of the PROJECT work and desire to set forth this understanding in the form of a written contract.

NOW, THEREFORE, in consideration of the premises and of the mutual undertakings of the parties and in conformity with applicable law, it is agreed:

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1. The parties hereto shall undertake and complete the PROJECT in accordance with the terms of this contract.

2. The term "PROJECT COST," as herein used, is hereby defined as the cost of the physical construction necessary for the completion of the PROJECT.

The costs incurred by the REQUESTING PARTY for preliminary engineering, construction engineering and inspection, and right-of-way are excluded from the PROJECT COST as defined by this contract.

The Michigan Department of Environment, Great Lakes, and Energy has informed the DEPARTMENT that it adopted new administrative rules (R 325.10101, et. seq.) which prohibit any governmental agency from connecting and/or reconnecting lead and/or galvanized service lines to existing and/or new water main. Questions regarding these administrative rules should be directed to the Michigan Department of Environment, Great Lakes, and Energy. The cost associated with replacement of any lead and/or galvanized service lines, including but not limited to contractor claims, will be the sole responsibility of the REQUESTING PARTY.

3. The DEPARTMENT is authorized by the REQUESTING PARTY to perform, at no cost to the PROJECT, such administration of the PROJECT covered by this contract as is necessary to assist the REQUESTING PARTY to qualify for funding. Such administration may include performing such review, legal, financing, any other PROJECT related activities as are necessary to assist the REQUESTING PARTY in meeting applicable State requirements.

The DEPARTMENT shall provide the REQUESTING PARTY with a notice to proceed with the award of the construction contract for the PROJECT.

The DEPARTMENT may make a final acceptance inspection of the PROJECT as necessary to ensure the PROJECT meets State requirements. Failure to comply with State requirements may result in forfeiture of future distributions of the Michigan Transportation Fund as described in Section 5. No charges will be made by the DEPARTMENT to the PROJECT for any inspection work or construction engineering.

4. The REQUESTING PARTY, under the terms of this contract, shall advertise and award the PROJECT work in accordance with the following:

- A. The REQUESTING PARTY will, at no cost to the DEPARTMENT or the PROJECT, design, or cause to be designed, the PROJECT, and shall accept full responsibility for that design. Any review undertaken by the DEPARTMENT is for its own purposes and is not to nor does it relieve the REQUESTING PARTY of liability for any claims, causes of action or judgments arising out of the design of the PROJECT.

B. The REQUESTING PARTY, hereby, certifies to the DEPARTMENT that the plans, specifications, and estimates for the PROJECT have been prepared in compliance with applicable State laws, standards, and regulations.

C. The REQUESTING PARTY, hereby, certifies to the DEPARTMENT that the contracting procedures to be followed by the REQUESTING PARTY in connection with the solicitation of the construction contract for the PROJECT shall be based on an open competitive bid process. It is understood that the proposal for the PROJECT shall be publicly advertised and the contract awarded on the basis of the lowest responsive and responsible bid in accordance with applicable State statutes and regulations.

(1) The REQUESTING PARTY shall not award the construction contract prior to receipt of a notice to proceed from the DEPARTMENT.

(2) Upon verification that contractor selection by the REQUESTING PARTY was made in accordance with the terms of this contract and upon receipt of the "Request for Payment" form from the REQUESTING PARTY, the DEPARTMENT will authorize payment to the REQUESTING PARTY for the eligible amount in accordance with Section 5.

D. The REQUESTING PARTY will, at no cost to the PROJECT or the DEPARTMENT, comply with all applicable State statutes and regulations, including, but not limited to, those specifically relating to construction contract administration and obtain all permits and approvals with railway companies, utilities, concerned State, Federal, and local agencies, etc., and give appropriate notifications as may be necessary for the performance of work required for the PROJECT.

The REQUESTING PARTY agrees to comply with all applicable requirements of Part 91, Soil Erosion and Sedimentation Control of the Natural Resources and Environmental Protection Act, 1994 PA 451 as amended by 1995 PA 60 and 1996 PA 173, MCL 324.9101 et. seq., for all PROJECT work performed under this contract, and the REQUESTING PARTY shall require its contractors and subcontractors to comply with the same.

E. All work in connection with the PROJECT shall be performed in conformance with the DEPARTMENT'S current Standard Specifications for Construction, special provisions, and the supplemental specifications

and plans pertaining to the PROJECT. All materials furnished and used in the construction of the PROJECT shall conform to the aforesaid specifications. Any changes in the scope of work for the PROJECT will require approval by the DEPARTMENT.

- F. The REQUESTING PARTY shall, at no cost to the PROJECT or to the DEPARTMENT, appoint a project manager who shall administer the PROJECT and ensure that the plans and specifications are followed, and shall perform or cause to be performed the construction engineering and inspection services necessary for the completion of the PROJECT.

Should the REQUESTING PARTY elect to use consultants for construction engineering and inspection, the REQUESTING PARTY shall provide a full-time project manager employed by the REQUESTING PARTY who shall ensure that the plans and specifications are followed.

- G. The REQUESTING PARTY shall require the contractor who is awarded the contract for the construction of the PROJECT to provide, as a minimum, insurance in the amounts specified in and in accordance with the DEPARTMENT'S current Standard Specifications for Construction, and to:

- (1) Maintain bodily injury and property damage insurance for the duration of the PROJECT.
- (2) Provide owner's protective liability insurance naming as insureds the State of Michigan, the Michigan State Transportation Commission, the DEPARTMENT and its officials, agents and employees, the REQUESTING PARTY and any other party with jurisdiction for the roadway being constructed as the PROJECT, and their employees, for the duration of the PROJECT and to provide copies of certificates of insurance to the insureds. It is understood that the DEPARTMENT does not assume either ownership of any portion of the PROJECT or jurisdiction of any REQUESTING PARTY highway as a result of being named as an insured on the owner's protective liability insurance policy.
- (3) Comply with the requirements of notice of cancellation and reduction of insurance set forth in the current Standard Specifications for Construction and to provide copies of notices and reports prepared to those insured.

5. The PROJECT COST shall be met in accordance with the following:

PART A

PROJECT COST shall be met in part by contributions by TED FUNDS. TED FUNDS Category B shall be applied to the eligible items of the PROJECT COST up to an amount not to exceed the lesser of: (1) 30 percent of the approved and responsible low bid amount, or (2) \$250,000, the grant amount. The balance, if any, of the PROJECT COST, after deduction of TED FUNDS, is the sole responsibility of the REQUESTING PARTY.

PART B

The PART B portion of the PROJECT COST is not eligible for TED FUNDS and shall be charged to and paid 100 percent by the REQUESTING PARTY in the manner and at the times hereinafter set forth.

The REQUESTING PARTY shall be responsible for the payment of all costs and expenses incurred in the performance of PROJECT work.

Based upon the final cost of the PROJECT and/or a request by the REQUESTING PARTY, a payment adjustment may be initiated and/or authorized by the DEPARTMENT for eligible items of the PART A portion of the PROJECT COST such that the total amount of TED FUNDS does not exceed the grant amount. The REQUESTING PARTY shall certify all actual costs incurred for work performed under this contract that are eligible for payment with TED FUNDS and will be required to repay any TED FUNDS it received in excess of 30 percent of the total of such costs.

6. The REQUESTING PARTY shall establish and maintain adequate records and accounts relative to the cost of the PROJECT. Said records shall be retained for a period of three (3) years after completion of construction of the PROJECT and shall be available for audit by the DEPARTMENT. In the event of a dispute with regard to allowable expenses or any other issue under this contract, the REQUESTING PARTY shall continue to maintain the records at least until that dispute has been finally decided and the time after all available challenges or appeals of that decision has expired.

The DEPARTMENT, or its representative, may inspect, copy, or audit the records at any reasonable time after giving reasonable notice.

The REQUESTING PARTY, within six (6) months of completion of the PROJECT and payment of all items of PROJECT COST related thereto, shall make a final reporting of construction costs to the DEPARTMENT and certify that the PROJECT has been constructed in accordance with the PROJECT plans, specifications, and construction contract.

In the event that an audit performed by or on behalf of the DEPARTMENT indicates an adjustment to the costs reported under this contract or questions the allowability of an item of expense, the DEPARTMENT shall promptly submit to the REQUESTING PARTY a Notice of Audit Results and a copy of the audit report which may supplement or modify any tentative findings verbally communicated to the REQUESTING PARTY at the completion of an audit.

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Within sixty (60) days after the date of the Notice of Audit Results, the REQUESTING PARTY shall: (a) respond in writing to the responsible Bureau or the DEPARTMENT indicating whether or not it concurs with the audit report, (b) clearly explain the nature and basis for any disagreement as to a disallowed item of expense, and (c) submit to the DEPARTMENT a written explanation as to any questioned or no opinion expressed item of expense, hereinafter referred to as the "RESPONSE". The RESPONSE shall be clearly stated and provide any supporting documentation necessary to resolve any disagreement or questioned or no opinion expressed item of expense. Where the documentation is voluminous, the REQUESTING PARTY may supply appropriate excerpts and make alternate arrangements to conveniently and reasonably make that documentation available for review by the DEPARTMENT. The RESPONSE shall refer to and apply the language of the contract. The REQUESTING PARTY agrees that failure to submit a RESPONSE within the sixty (60) day period constitutes agreement with any disallowance of an item of expense and authorizes the DEPARTMENT to finally disallow any items of questioned or no opinion expressed cost.

The DEPARTMENT shall make its decision with regard to any Notice of Audit Results and RESPONSE within one hundred twenty (120) days after the date of the Notice of Audit Results. If the DEPARTMENT determines that an overpayment has been made to the REQUESTING PARTY, the REQUESTING PARTY shall repay that amount to the DEPARTMENT or reach agreement with the DEPARTMENT on a repayment schedule within thirty (30) days after the date of an invoice from the DEPARTMENT. If the REQUESTING PARTY fails to repay the overpayment or reach agreement with the DEPARTMENT on a repayment schedule within the thirty (30) day period, the REQUESTING PARTY agrees that the DEPARTMENT shall deduct all or a portion of the overpayment from any funds then or thereafter payable by the DEPARTMENT to the REQUESTING PARTY under this contract or any other agreement, or payable to the REQUESTING PARTY under the terms of 1951 PA 51, as applicable. Interest will be assessed on any partial payments or repayment schedules based on the unpaid balance at the end of each month until the balance is paid in full. The rate of interest will be based on the Michigan Department of Treasury common cash funds interest earnings. The rate of interest will be reviewed annually by the DEPARTMENT and adjusted as necessary based on the Michigan Department of Treasury common cash funds interest earnings. The REQUESTING PARTY expressly consents to this withholding or offsetting of funds under those circumstances, reserving the right to file a lawsuit in the Court of Claims to contest the DEPARTMENT'S decision only as to any item of expense the disallowance of which was disputed by the REQUESTING PARTY in a timely filed RESPONSE.

The REQUESTING PARTY shall comply with the Single Audit Act of 1984, P.L. 998-502 and applicable State laws and regulations relative to audit requirements.

7. The REQUESTING PARTY certifies that a) it is a person under the Natural Resources and Environmental Protection Act, MCL 324.20101 et seq., as amended, (NREPA) and is not aware of and has no reason to believe that the property is a facility as defined in the NREPA; b) the REQUESTING PARTY further certifies that it has completed the tasks required by MCL 01/23/03 TEDDIR.FOR 11/19/24

324.20126 (3)(h); c) it conducted a visual inspection of property within the existing right of way on which construction is to be performed to determine if any hazardous substances were present; and at sites on which historically were located businesses that involved hazardous substances, it performed a reasonable investigation to determine whether hazardous substances exist. This reasonable investigation should include, at a minimum, contact with local, State and federal environmental agencies to determine if the site has been identified as, or potentially as, a site containing hazardous substances; d) it did not cause or contribute to the release or threat of release of any hazardous substance found within the PROJECT limits.

The REQUESTING PARTY also certifies that, in addition to reporting the presence of any hazardous substances to the Michigan Department of Environment, Great Lakes, and Energy, it has advised the DEPARTMENT of the presence of any and all hazardous substances which the REQUESTING PARTY found within the PROJECT limits, as a result of performing the investigation and visual inspection required herein. The REQUESTING PARTY also certifies that it has been unable to identify any entity who may be liable for the cost of remediation. As a result, the REQUESTING PARTY has included all estimated costs of remediation of such hazardous substances in its estimated cost of construction of the PROJECT.

8. If, subsequent to execution of this contract, previously unknown hazardous substances are discovered within the PROJECT limits, which require environmental remediation pursuant to either State or federal law, the REQUESTING PARTY, in addition to reporting that fact to the Michigan Department of Environment, Great Lakes, and Energy, shall immediately notify the DEPARTMENT, both orally and in writing of such discovery. The DEPARTMENT shall consult with the REQUESTING PARTY to determine if it is willing to pay for the cost of remediation and to determine the eligibility, for reimbursement, of the remediation costs. The REQUESTING PARTY shall pay all costs associated with such remediation, including all delay costs of the contractor for the PROJECT. If the REQUESTING PARTY refuses to participate in the cost of remediation, the amount of TED FUNDS the REQUESTING PARTY received from Grant #768 shall be forfeited back to the DEPARTMENT.

9. If State funds administered by the DEPARTMENT are used to pay the cost of remediating any hazardous substances discovered after the execution of this contract and if there is a reasonable likelihood of recovery, the REQUESTING PARTY, in cooperation with the Michigan Department of Environment, Great Lakes, and Energy and the DEPARTMENT, shall make a diligent effort to recover such costs from all other possible entities. If recovery is made, the DEPARTMENT shall be reimbursed from such recovery for the proportionate share of the amount paid by the DEPARTMENT and the DEPARTMENT shall credit such sums to the appropriate funding source.

10. The DEPARTMENT'S sole reason for entering into this contract is to enable the REQUESTING PARTY to obtain and use funds provided by the State.

Any and all approvals of, reviews of, and recommendations regarding contracts, agreements, permits, plans, specifications, or documents, of any nature, or any inspections of work
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by the DEPARTMENT pursuant to the terms of this contract are done to assist the REQUESTING PARTY in meeting program guidelines in order to qualify for available funds. Such approvals, reviews, inspections and recommendations by the DEPARTMENT shall not relieve the REQUESTING PARTY and the local agencies, as applicable, of their ultimate control and shall not be construed as a warranty of their propriety or that the DEPARTMENT is assuming any liability, control or jurisdiction.

The providing of recommendations or advice by the DEPARTMENT does not relieve the REQUESTING PARTY and the local agencies, as applicable, of their exclusive jurisdiction of the highway and responsibility under MCL 691.1402 et seq., as amended.

When providing approvals, reviews and recommendations under this contract, the DEPARTMENT is performing a governmental function, as that term is defined in MCL 691.1401 et seq. as amended, which is incidental to the completion of the PROJECT.

11. The DEPARTMENT, by executing this contract, and rendering services pursuant to this contract, has not and does not assume jurisdiction of the highway, described as the PROJECT for purposes of MCL 691.1402 et seq., as amended. Exclusive jurisdiction of such highway for the purposes of MCL 691.1402 et seq., as amended, rest with the REQUESTING PARTY and other local agencies having respective jurisdiction.

12. The REQUESTING PARTY shall approve all of the plans and specifications to be used on the PROJECT and shall be deemed to have approved all changes to the plans and specifications when put into effect. It is agreed that ultimate responsibility and control over the PROJECT rests with the REQUESTING PARTY and local agencies, as applicable. Any changes in the scope of work for the PROJECT will require approval by the DEPARTMENT.

13. The REQUESTING PARTY agrees that the costs reported to the DEPARTMENT for this contract will represent only those items that are properly chargeable in accordance with this contract. The REQUESTING PARTY also certifies that it has read the contract terms and has made itself aware of the applicable laws, regulations, and terms of this contract that apply to the reporting of costs incurred under the terms of this contract.

Upon completion of the PROJECT, the REQUESTING PARTY shall accept the facilities constructed as built to specifications within the contract documents. It is understood that the REQUESTING PARTY shall own the facilities and shall operate and maintain the facilities in accordance with all applicable Federal and State laws and regulations, including, but not limited to, Title II of the Americans with Disabilities Act (ADA), 42 USC 12131 et seq., and its associated regulations and standards, and DEPARTMENT Road and Bridge Standard Plans and the Standard Specifications for Construction.

14. Each party to this contract will remain responsible for any and all claims arising out of its own acts and/or omissions during the performance of the contract, as provided by this contract or by law. In addition, this is not intended to increase or decrease either party's liability

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for or immunity from tort claims. This contract is also not intended to nor will it be interpreted as giving either party a right of indemnification, either by contract or by law, for claims arising out of the performance of this contract.

15. In connection with the performance of PROJECT work under this contract the parties hereto (hereinafter in Appendix "A" referred to as the "contractor") agree to comply with the State of Michigan provisions for "Prohibition of Discrimination in State Contracts," as set forth in Appendix A, attached hereto and made a part hereof. The parties further covenant that they will comply with the Civil Rights Acts of 1964 being P.L. 88-352, 78 Stat. 241, as amended, being Title 42 U.S.C. Sections 1971, 1975a-1975d, and 2000a-2000h-6, and will require similar covenants on the part of any contractor or subcontractor employed in the performance of this contract.

16. This contract shall become binding on the parties hereto and of full force and effect upon the signing thereof by the duly authorized officials for the parties hereto and upon the adoption of the necessary resolution approving said contract and authorizing the signatures thereto of the respective officials of the REQUESTING PARTY, a certified copy of which resolution shall be attached to this contract.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed as written below.

CITY OF SAUGATUCK

MICHIGAN DEPARTMENT
OF TRANSPORTATION

By _____
Title:

By _____
for Department Director MDOT

By _____
Title:



EXHIBIT I

CONTROL SECTION EDB 03000
JOB NUMBER 222264CON

ESTIMATED COST

Estimated PROJECT COST

	<u>PART A</u>	<u>PART B</u>	<u>TOTAL</u>
Contracted Work	\$823,000	\$2,000,000	\$2,823,000

ESTIMATED COST PARTICIPATION

GRAND TOTAL ESTIMATED COST	\$823,000	\$2,000,000	\$2,823,000
Less TED FUNDS*	<u>\$246,900</u>	<u>\$ 0</u>	<u>\$ 246,900</u>
BALANCE (REQUESTING PARTY'S SHARE)	\$576,100	\$2,000,000	\$2,576,100

NO DEPOSIT

*TED FUNDS for the PROJECT are limited to an amount as described in Section 5.

APPENDIX A
PROHIBITION OF DISCRIMINATION IN STATE CONTRACTS

In connection with the performance of work under this contract; the contractor agrees as follows:

1. In accordance with Public Act 453 of 1976 (Elliott-Larsen Civil Rights Act), the contractor shall not discriminate against an employee or applicant for employment with respect to hire, tenure, treatment, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, or marital status. A breach of this covenant will be regarded as a material breach of this contract. Further, in accordance with Public Act 220 of 1976 (Persons with Disabilities Civil Rights Act), as amended by Public Act 478 of 1980, the contractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of the above covenants will be regarded as a material breach of this contract.
2. The contractor hereby agrees that any and all subcontracts to this contract, whereby a portion of the work set forth in this contract is to be performed, shall contain a covenant the same as hereinabove set forth in Section 1 of this Appendix.
3. The contractor will take affirmative action to ensure that applicants for employment and employees are treated without regard to their race, color, religion, national origin, age, sex, height, weight, marital status, or any disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Such action shall include, but not be limited to, the following: employment; treatment; upgrading; demotion or transfer; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
4. The contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, height, weight, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.
5. The contractor or its collective bargaining representative shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising such labor union or workers' representative of the contractor's commitments under this Appendix.
6. The contractor shall comply with all relevant published rules, regulations, directives, and orders of the Michigan Civil Rights Commission that may be in effect prior to the taking of bids for any individual state project.

7. The contractor shall furnish and file compliance reports within such time and upon such forms as provided by the Michigan Civil Rights Commission; said forms may also elicit information as to the practices, policies, program, and employment statistics of each subcontractor, as well as the contractor itself, and said contractor shall permit access to the contractor's books, records, and accounts by the Michigan Civil Rights Commission and/or its agent for the purposes of investigation to ascertain compliance under this contract and relevant rules, regulations, and orders of the Michigan Civil Rights Commission.
8. In the event that the Michigan Civil Rights Commission finds, after a hearing held pursuant to its rules, that a contractor has not complied with the contractual obligations under this contract, the Michigan Civil Rights Commission may, as a part of its order based upon such findings, certify said findings to the State Administrative Board of the State of Michigan, which State Administrative Board may order the cancellation of the contract found to have been violated and/or declare the contractor ineligible for future contracts with the state and its political and civil subdivisions, departments, and officers, including the governing boards of institutions of higher education, until the contractor complies with said order of the Michigan Civil Rights Commission. Notice of said declaration of future ineligibility may be given to any or all of the persons with whom the contractor is declared ineligible to contract as a contracting party in future contracts. In any case before the Michigan Civil Rights Commission in which cancellation of an existing contract is a possibility, the contracting agency shall be notified of such possible remedy and shall be given the option by the Michigan Civil Rights Commission to participate in such proceedings.
9. The contractor shall include or incorporate by reference, the provisions of the foregoing paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Michigan Civil Rights Commission; all subcontracts and purchase orders will also state that said provisions will be binding upon each subcontractor or supplier.

Revised June 2011



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: December 18, 2024

SUBJECT: Resolution No. 241223-B - Approving Submission of a Water Resources Division Grant Application for Planning of Access Improvements and Coastal Stabilization in the Park Street Corridor

DESCRIPTION:

City Council listed evaluating non-motorized options for Park Street as an essential priority for this fiscal year. The Parks and Public Works Committee also recommended further evaluation. This year's budget includes dollars for the City to conduct planning and conceptual design.

The Michigan Department of Environment, Great Lakes and Energy has a Coastal Management Program with grant dollars available for feasibility, engineering, and design. Earlier this fall, I submitted a project interest form and recently met with EGLE staff to discuss the attached engineering proposal. EGLE encouraged the submittal of a grant application.

Attached is a resolution that would support a grant application to cover half the cost of planning and conceptual design. EGLE was encouraged by public engagement components and the phased approach. Success with this grant funding could lead to further grant support once more feasibility and cost details are known.

LEGAL REVIEW:

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

SAMPLE MOTION:

Motion to approve Resolution No. 241223-B, approving submission of a Water Resources Division Grant Application for Planning of Access Improvements and Coastal Stabilization in the Park Street Corridor.

CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN

RESOLUTION NO. 241223-B

**A RESOLUTION APPROVING SUBMISSION OF A WATER RESOURCES DIVISION GRANT
APPLICATION FOR PLANNING OF ACCESS IMPROVEMENTS AND COASTAL
STABILIZATION IN THE PARK STREET CORRIDOR**

Minutes of a regular meeting of the City Council of the City of Saugatuck, Allegan County, Michigan, held at City Hall, 102 Butler Street, Saugatuck, MI 49453 on _____ at _____

PRESENT:

ABSENT:

The following preamble and resolution were offered by _____
and supported by _____:

RECITALS

WHEREAS, the Park Street Corridor needs roadway improvements and the inclusion of non-motorized facilities, and

WHEREAS, the Park Street Corridor is the primary access to Oval Beach, Mt. Baldhead Park, and west side of the Kalamazoo River, and

WHEREAS, the access to Oval Beach, Mt. Baldhead Park, and the Kalamazoo River are vital to the community, and

WHEREAS, the creation of a non-motorized pathway will promote safer access for pedestrians and cyclists, fostering active transportation and connectivity within the community, and

WHEREAS, this project will enhance the resilience of critical coastal infrastructure by addressing stormwater and erosion concerns, and

WHEREAS, the improvements will contribute to the long-term safety, environmental protection, and accessibility of Saugatuck's coastal resources, and

WHEREAS, feasibility, planning, and conceptual design for improvements are necessary, and

WHEREAS, grant funding is available from the Water Resources Division through a partnership with the National Oceanic and Atmospheric Administration (NOAA), and

WHEREAS, total project cost is estimated to be \$40,000, 50 percent of which would be funded through the Water Resources Division and 50 percent would be local match;

NOW, THEREFORE, BE IT RESOLVED, that the City Council approves the submission of a grant application to the Water Resources Division in the amount of \$40,000 for planning and

conceptual design of improvements to the Park Street Corridor and commits that the local match shall be provided if the project is funded.

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

ADOPTED this 23 day of December, 2024.

CITY OF SAUGATUCK

BY: _____
Holly Anderson, Mayor

BY: _____
Jamie Wolters, City Clerk

CERTIFICATION

I, Jamie Wolters, the duly appointed Clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the City Council at a regular meeting held _____, 2024.

Signed: _____
Jamie Wolters, City Clerk



March 28, 2024

Via Email: rcummins@saugatuckcity.com

Ryan Cummins
City of Saugatuck
102 Butler Street
Saugatuck, MI 49453

**RE: Park Street Planning & Conceptual Design
Proposal for Engineering & Landscape Architecture Services**

Dear Ryan,

Based on our conversation at the March 26, 2024 Parks and Public Works Committee (PPWC) meeting, we understand City Council will be considering to move forward with planning and conceptual design work on Park Street from Campbell Road through the Mt. Baldhead area. Planning will incorporate a separate non-motorized path or sidewalk, to the extent practical, to improve safety for non-motorized users of the corridor. Consideration will also be given to removal of encroachments in the right-of-way and retaining the character of the corridor, balancing competing goals, where required. The design team will include engineering professionals for the technical aspects of the project and landscape architecture on the project context, landscape, Mt. Baldhead and Chain Ferry area integration, etc. We anticipate this will be a somewhat iterative process as ideas are developed and feedback is received from the PPWC, Park Street Study Group (PSSG) and City Council.

Based on our understanding of the project, we propose the following Scope of Services to assist you:

Scope of Services

Survey Phase

- Review (field check) the topographic survey obtained in late 2020/early 2021 (Campbell to Perryman) to check for changes made within or adjacent to the right of way since that time that could impact planning work. Make updates as required.
- Obtain topographic survey between Perryman Street and the north end of Mt. Baldhead (including the Holiday Hill area), including the following:
 - Research right-of-way information, public land corners (section corners), plats and recorded surveys. We have assumed that City staff will obtain copies of deeds for the parcels within the corridor to assist with locating the right-of-way and parcel lines in the area.
 - Establish horizontal and vertical control throughout the mapping area. This will be done by first setting horizontal control points throughout the area and then

establishing benchmarks for vertical control. Once the control is in place and checked, the actual mapping work can commence.

- Obtain information from private utilities in the project area. Contact Miss Dig to obtain mapping utilizing the design ticket process.
- Incorporate public utility information from existing City and Kalamazoo Lake Sewer & Water Authority (KLSWA) records.
- Perform topographic mapping of the project area, including the public right-of-way plus approximately 10 feet on either side.
- Download the field data to produce the topographic basemap.
- Perform a field review of the topographic basemap.
- Finalize the topographic basemap based on field review comments.

Planning Phase

- Identify right of way encroachments throughout the corridor on the survey. Meet with the PPWC, PSSG and other project stakeholders, as appropriate, to review the encroachments and prioritize them in terms of preservation vs. removal (meeting 1). We anticipate this meeting will include both office review and a walkthrough with appropriate staff, study group and committee members.
- Evaluate public utility needs in the corridor (water main, sanitary sewer, storm sewer) based on available City and KLSWA records.
- Develop conceptual plans for the corridor that incorporate non-motorized facilities, landscape preservation/modification, roadway improvements, utility improvements, Mt. Baldhead Park considerations, Chain Ferry area improvements, traffic calming elements, critical dunes impacts and related project elements.
- Meet with the PPWC, PSSG and other project stakeholders, as appropriate, to review the conceptual plans (meeting 2).
- Make revisions and enhancements to the conceptual plans based on feedback/direction received from the PPWC and PSSG.
- Prepare a conceptual level (budgetary) cost estimate for the project.
- When conceptual plans have advanced to an appropriate stage, attend meetings/workshops with affected property owners, City staff and PPWC/PSSG members to review encroachments, project impacts and other concerns. We have estimated three meetings/workshops to allow opportunity for morning, afternoon and evening attendance around work schedules and other obligations (meetings 3, 4 and 5).
- Meet with the PPWC, PSSG and other project stakeholders, as appropriate, to review the updated conceptual plans and cost estimate (meeting 6).
- Update conceptual plans and cost estimate based on feedback received from the PPWC and PSSG.
- When appropriate, present conceptual plans and cost estimate at a City Council workshop or regular meeting (meeting 7).
- Finalize conceptual plans and cost estimate based on feedback received from City Council.

The conceptual plans will be colorized plan view representations of the various elements of the project overlaid on the survey basemap, along with cross sections to illustrate select points in the corridor. We have included an allowance for professional renderings, if that is desired for communication and outreach following the planning process. We have found renderings to be a more effective tool for communicating the concepts than plans alone. Renderings could be done by F&V staff (like was done for the Mt. Baldhead restroom and observation deck areas) or an outside graphics design firm (like was done for the Blue Star Trail study), depending on the level of rendering work desired. We will discuss options when as the conceptual plans are being finalized. We anticipate presenting the rendering work (either ours or an outside firm's) at a City Council workshop or regular meeting (meeting 8).

Anticipated Schedule

We anticipate the following schedule for this project:

- Authorization: May 2024
- Survey Phase: June 2024
- Planning Phase: July – October 2024 (approx.). This includes time during the busy summer season, when more property owners are in town, as well as just after the busy summer season, when staff and committee members have more time to engage in the process.

The schedule for design, permitting, bidding and construction will be determined based on the results of the planning process, capital improvements planning and direction from City Council.

Engineering Budget

We propose to complete the Scope of Services outlined above at our standard hourly rates plus reimbursable expenses with the following budget:

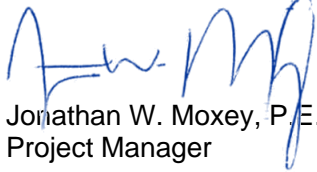
Phase	Budget
Survey	\$ 8,000
Planning	\$ 20,000
Renderings (Allowance)	\$ 6,000
Total Proposed Budget	\$ 34,000

We will prepare proposals for design, permitting, bidding and construction phase services at appropriate times, when the project scope and schedule have been determined.

Authorization to proceed with the work can be given by returning a copy of this proposal, signed below as indicated. In the meantime, please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK



Jonathan W. Moxey, P.E.
Project Manager



Don DeVries, P.E.
Principal

Cc: Scott Herbert, Department of Public Works

WORK AUTHORIZATION

Fleis & VandenBrink is hereby authorized to proceed with the Scope of Services presented in this proposal in accordance with the existing Professional Services Agreement for General Consultation dated November 13, 2018.

By _____

Date _____

MICHIGAN COASTAL MANAGEMENT PROGRAM

PROJECT INTEREST FORM

The Michigan Department of Environment, Great Lakes, and Energy (EGLE), Water Resources Division (WRD), Michigan Coastal Management Program (MCMP) promotes efforts to enhance the preparedness and resiliency of coastal communities and their capacity to mitigate the impacts of coastal hazards. Coastal communities are facing steadily increasing coastal hazards, making it imperative that efforts to effectively prepare for, mitigate impacts of, and quickly recover from these hazards are taken. The MCMP supports strategic investments with:

- Promoting resilience to the impacts of coastal hazards through outreach and enhanced engagement, development of educational materials or community events, update Master Plans and local policies with resiliency principles; conduct MCMP Coastal Leadership Academy (CLA) technical training workshops to address coastal hazards such as erosion, flooding, storm water management to “slow the flow,” and reducing urban heat.
- Evaluating regional climate change and coastal issues with recommendations to improve coastal community resilience through delivery of technical assistance and developed tools.
- Promoting barrier-free accessibility to the coastal areas through public access and planning, engineering, and design; as well as construction of structures that are low impact to coastal resources and demonstrate resilience to the changing Great Lakes water levels and storm events.
- Promoting and supporting diversity, equity, inclusion, environmental justice, and barrier-free accessibility in coastal communities.

This Project Interest Form will help the MCMP team gain an understanding of our coastal stakeholders needs and provide an opportunity to request follow up with one of the Focus Area Coordinators. The MCMP team is here to help!

PROJECT TYPES

Planning Projects

Planning projects may include a variety of proposed actions that meet the needs of coastal communities and typically result in the development of a Master Plan, conservation, or recreational plan, or plans that prioritize water-dependent uses of coastal areas and expand upon the related coastal values and characteristics. Planning projects can also focus on capacity building, improved outreach and communication, and community engagement to achieve collaborative plans and strategies. Projects that conduct natural resource inventories, conduct sampling, or deploy drones are also considered planning projects.

Feasibility, Engineering, and Design

Feasibility, engineering, and design projects include site specific investigations such as feasibility studies, creation of conceptual designs, and/or final engineering plans that lead to a low-cost construction, habitat restoration, or other on-the-ground implementation work. These types of projects may include outdoor activities such as in-field site inventories, topographic surveys,



geotechnical analysis, soil sampling, or sediment characterizations. All funded grants must adhere to local, state, and federal permit conditions for proposed actions.

Low-cost Construction

Low-cost construction projects are those that physically alter publicly owned property for site specific enhanced public access, habitat restoration, installation of bioengineering and green infrastructure practices, and installation of signage. These projects must use low-impact development techniques and meet the federal “Buy American” provision for purchase of materials, if applicable. All funded grants must adhere to local, state, and federal permit conditions for proposed implementation actions.

Land Conservation through Acquisition

Under federal guidelines, only units of government or public entities are eligible for funding for land acquisitions. All proposed purchases must demonstrate a significant ecological value, need for protection, and be managed and protected in perpetuity by the local jurisdiction purchasing the property. Projects submitted under this project type must involve acquisition of land from willing sellers of fee-simple or other public interest in the parcel. Projects may include land acquisition, purchase of easements, and purchase of development rights. All projects must provide passive public access or provide other public benefit.

PROJECT LOCATION

Site-specific, low-cost construction projects, and land acquisitions must be located entirely within the approved MCMP coastal boundary. Coastal zone boundary maps are available through the MCMP’s website, Michigan.gov/CoastalManagement.

The MCMP has flexibility with planning grants that may extend outside the coastal boundary when there is a clear demonstration that the proposed project leads to improved coastal management within the boundary.

GRANT AND MATCH

- Planning grants can be no less than \$10,000 and no greater than \$75,000.
- Feasibility, design, and engineering grants can be no less than \$10,000 and no greater than \$150,000.
- Low-cost construction grants can be no less than \$10,000 and no greater than \$250,000.
- Land conservation through acquisition grants can be no greater than \$500,000.

All applicants must demonstrate the ability to provide a 1-to-1, non-federal match and provide documentation of committed funds and the source of such funds. Match may be in the form of cash, in-kind services, or donations.

GRANT FUNDING SCHEDULE

- Grant Funding Opportunities are released in October of each year.
- Grant awards announcement typically the following Summer with awards beginning October 1st of the respective funding round for project periods running 12-15 months.



5. Please provide your contact information so that one of our Project Coordinators may follow up on your project.

Name: _____ Title: _____

Phone: _____ Email: _____

For more information, please visit the Michigan Coastal Management Program's website at www.Michigan.gov/CoastalManagement. To submit your form electronically, please submit your completed form to Corey Velandra, Program secretary at VelandraC@Michigan.gov. For any questions or inquiries, please contact Ronda Wuycheck, Program Manager at WuycheckR@Michigan.gov.

If you need this information in an alternate format, contact EGLE-Accessibility@Michigan.gov or call 800-662-9278.

EGLE does not discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its program or activities, and prohibits intimidation and retaliation, as required by applicable laws and regulations. Questions or concerns should be directed to the Nondiscrimination Compliance Coordinator at EGLE-NondiscriminationCC@Michigan.gov or 517-249-0906. This form and its contents are subject to the Freedom of Information Act and may be released to the public.



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: December 18, 2024

SUBJECT: Review of Survey Questions for Strategic Planning Meeting

DESCRIPTION:

At the December 5 workshop, Council discussed setting priorities for next fiscal year and requested a similar process to the past three years: a community survey and a strategic planning meeting with a facilitator.

A strategic planning meeting with a facilitator has been set for January 24. This will be a kickoff to drafting next fiscal year's budget.

Based on Council feedback, staff updated the survey questions which are attached for review and discussion. Council also requested a copy of the past survey results which are also included in your packet.

LEGAL REVIEW:

Legal will be at your meeting if you have any questions.

SAMPLE MOTION:

N/A. Workshop item.

Primary Questions

Response

Please check the following that apply:

- Full-time resident of the City of Saugatuck.
- Part-time resident of the City of Saugatuck.
- Business owner in the City of Saugatuck.
- Other (please specify)

Which of the following strategic goals do you consider the number one priority for the City of Saugatuck in Fiscal Year 2025-2026 (July 2025 to June 2026)?

- City Organization and Culture: Improving the efficiency and effectiveness of the administration and Council/Boards/Commissions/Committees, in order to provide better quality services to residents.
- Infrastructure: Investing in infrastructure updates throughout the City to support the needs of our citizens and visitors, such as road surfacing, water service line replacement, and improved cellular coverage.
- Parks and Recreation: Prioritizing Parks and Recreation projects for improved and well-maintained natural park spaces, which will add to the beauty and desirability of the City.
- Community Engagement and Communication: Increasing community engagement and trust with better communication strategies.
- Collaboration: Investigating opportunities to engage with other communities for cost-saving purposes and to accomplish larger-scale, cross-jurisdictional projects.
- Other (please specify)

Which of the following strategic goals do you consider the number two priority?

- City Organization and Culture: Improving the efficiency and effectiveness of the administration and Council/Boards/Commissions/Committees, in order to provide better quality services to residents.
- Infrastructure: Investing in infrastructure updates throughout the City to support the needs of our citizens and visitors, such as road surfacing, water service line replacement, and improved cellular coverage.
- Parks and Recreation: Prioritizing Parks and Recreation projects for improved and well-maintained natural park spaces, which will add to the beauty and desirability of the City.
- Community Engagement and Communication: Increasing community engagement and trust with better communication strategies.
- Collaboration: Investigating opportunities to engage with other communities for cost-saving purposes and to accomplish larger-scale, cross-jurisdictional projects.
- Other (please specify)

Are there any other specific goals, projects, or action items you would like to see addressed in the coming year?

[Box provided for narrative responses]

Goal Area Questions

Rating

City Operations, Engagement, and Communication

How would you rate the City's efforts in ensuring public safety (e.g., police, fire services, emergency response)?	Poor	Fair	Satisfactory	Good	Excellent
How effective is the City in communicating with residents and businesses about decisions, projects, and community updates?	Poor	Fair	Satisfactory	Good	Excellent
How accessible and responsive are City staff when you have questions or concerns?	Poor	Fair	Satisfactory	Good	Excellent
How satisfied are you with the City's handling of zoning, permits, and land use planning?	Poor	Fair	Satisfactory	Good	Excellent
How effective is the City in seeking input from residents and businesses on decisions and projects?	Poor	Fair	Satisfactory	Good	Excellent
How would you rate the availability of public records or information on the City's website?	Poor	Fair	Satisfactory	Good	Excellent
Are City meetings (e.g., Council meetings) accessible and easy to attend or follow online?	Poor	Fair	Satisfactory	Good	Excellent
How accessible and responsive are City Council Members when you have questions or concerns?	Poor	Fair	Satisfactory	Good	Excellent

Infrastructure

How would you rate the condition and maintenance of streets, sidewalks, and public spaces in the City?	Poor	Fair	Satisfactory	Good	Excellent
How would you evaluate the quality of water and sewer?	Poor	Fair	Satisfactory	Good	Excellent

Parks and Recreation

How would you rate the quality and accessibility of City parks and recreational facilities?	Poor	Fair	Satisfactory	Good	Excellent
How would you rate the City's efforts in managing and protecting local natural resources (e.g., dunes, waterways, parks)?	Poor	Fair	Satisfactory	Good	Excellent

Economic Development

How well is the City supporting local businesses through policy, programs, and community development initiatives?	Poor	Fair	Satisfactory	Good	Excellent
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How would you rate the City's efforts in attracting new businesses and fostering economic growth?

Poor Fair Satisfactory Good Excellent

Overall Satisfaction

Overall, how would you rate the City's performance in meeting its responsibilities to residents and businesses?

Poor Fair Satisfactory Good Excellent

How would you rate the City's progress on accomplishing the following priorities for fiscal year 2024/2025?

Progress Rating

City Operations

- Regular City Council workshops that cover key issues, finances, and strategic planning.
- Capture fees for Short-Term Rentals and events.
- Floating Homes Litigation
- Short Term Rental Regulations and Policies
- Trash and Recycling Services and Frequency
- Supporting Special Events
- Natural Resource Protection
- Create a Parking Master Plan
- Update Zoning Ordinance
- Educate Residents about Taxes

- Poor Fair Satisfactory Good Excellent
- Poor Fair Satisfactory Good Excellent
- Poor Fair Satisfactory Good Excellent
- Poor Fair Satisfactory Good Excellent
- Poor Fair Satisfactory Good Excellent
- Poor Fair Satisfactory Good Excellent
- Poor Fair Satisfactory Good Excellent
- Poor Fair Satisfactory Good Excellent
- Poor Fair Satisfactory Good Excellent
- Poor Fair Satisfactory Good Excellent

Infrastructure

- Complete an asset management plan and water agreement with KLSWA.
- Replace lead service lines.
- Repair Roads
- Complete Bike Trail
- Engage Park Street residents about pathways and safety.
- Additional parking and commuting opportunities.

- Poor Fair Satisfactory Good Excellent
- Poor Fair Satisfactory Good Excellent
- Poor Fair Satisfactory Good Excellent
- Poor Fair Satisfactory Good Excellent
- Poor Fair Satisfactory Good Excellent
- Poor Fair Satisfactory Good Excellent

Parks and Recreation

- Create a master plan for Oval Beach
- Increase Oval Beach daily pass price.
- Create a master plan for Mt. Baldhead dunes.
- Improve Village Square playground and courts.
- Install recycling bins.
- Plan for non-motorized Park Street sections.
- Coughlin Park Restroom

- Poor Fair Satisfactory Good Excellent
- Poor Fair Satisfactory Good Excellent
- Poor Fair Satisfactory Good Excellent
- Poor Fair Satisfactory Good Excellent
- Poor Fair Satisfactory Good Excellent
- Poor Fair Satisfactory Good Excellent
- Poor Fair Satisfactory Good Excellent

Fish Cleaning Station
Restroom Upgrades

Poor Fair Satisfactory Good Excellent
Poor Fair Satisfactory Good Excellent

Economic Development

Complete Short-Term Rental policy updates.
Increase collaboration with Convention and Visitors Bureau
Better broadband access.
Continue to support local business and local business conversations.
Attainable/affordable housing.
Support keeping tourism strong, year round.
Collaborate with Tri-Community downtown development districts.

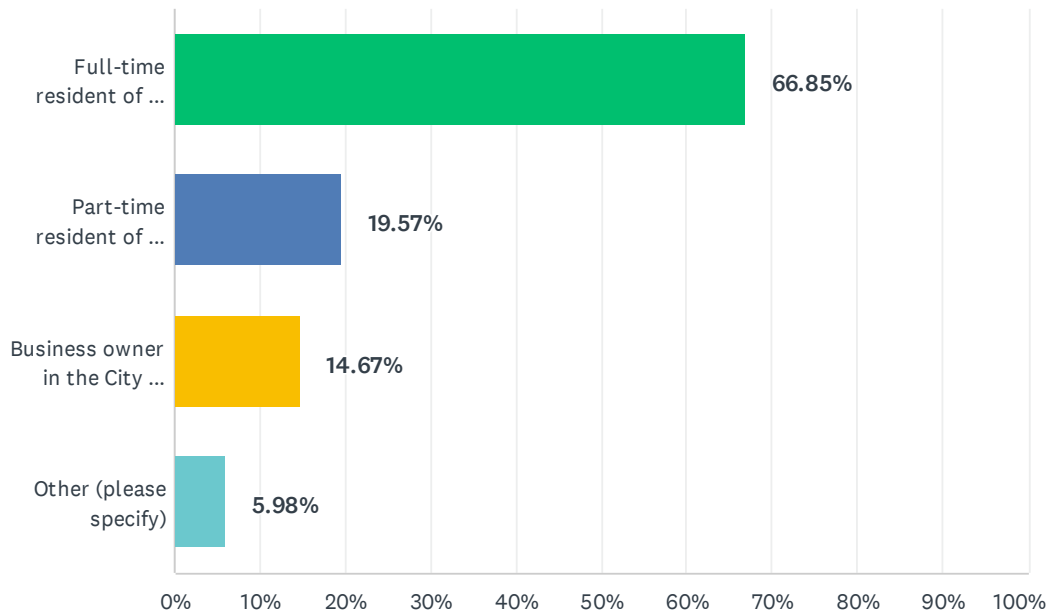
Poor Fair Satisfactory Good Excellent
Poor Fair Satisfactory Good Excellent
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Poor Fair Satisfactory Good Excellent
Poor Fair Satisfactory Good Excellent

Is there anything else you would like to share?

[Box provided for narrative responses]

Q1 Please check the following that apply:

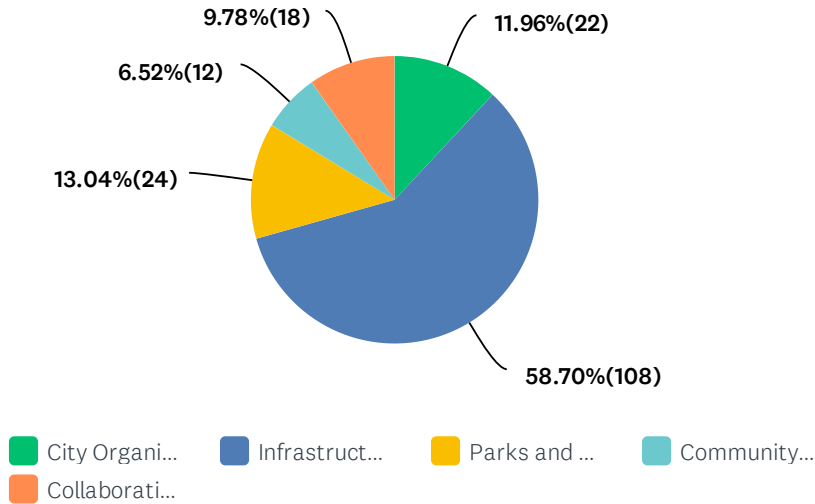
Answered: 184 Skipped: 0



ANSWER CHOICES	RESPONSES	
Full-time resident of the City of Saugatuck.	66.85%	123
Part-time resident of the City of Saugatuck.	19.57%	36
Business owner in the City of Saugatuck.	14.67%	27
Other (please specify)	5.98%	11
Total Respondents: 184		

Q2 Which of the following strategic goals do you consider the number one priority for the City of Saugatuck in Fiscal Year 2022-2023 (July 2022 to June 2023)?

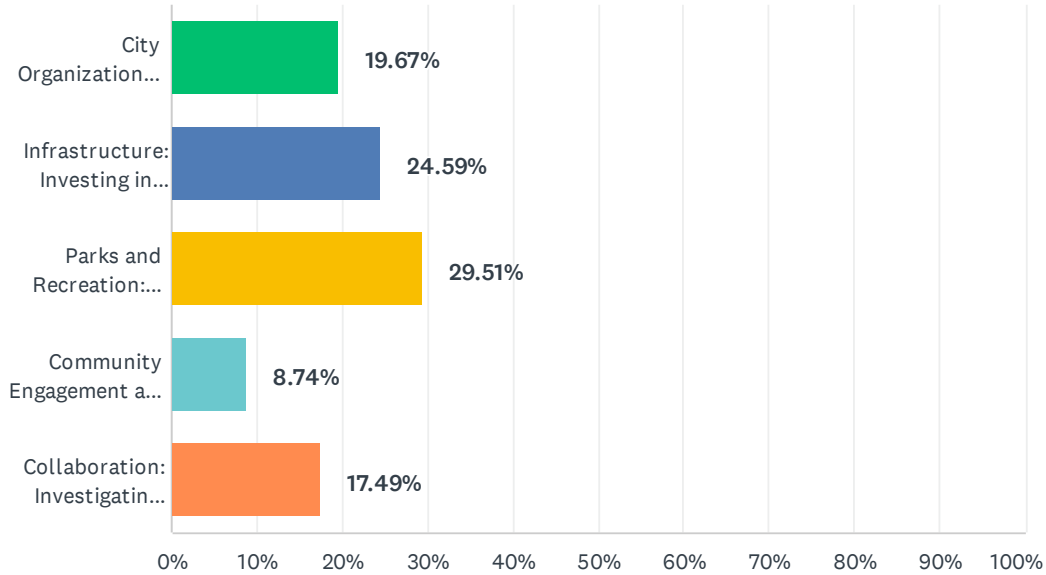
Answered: 184 Skipped: 0



ANSWER CHOICES	RESPONSES	
City Organization and Culture	11.96%	22
Infrastructure	58.70%	108
Parks and Recreation	13.04%	24
Community Engagement and Communication	6.52%	12
Collaboration	9.78%	18
TOTAL		184

Q3 Which of the following strategic goals do you consider the number two priority?

Answered: 183 Skipped: 1



ANSWER CHOICES	RESPONSES	
City Organization and Culture: Improving the efficiency and effectiveness of the administration and Council/Boards/Commissions/Committees, in order to provide better quality services to residents.	19.67%	36
Infrastructure: Investing in infrastructure updates throughout the City to support the needs of our citizens and visitors, such as road surfacing, water service line replacement, and improved cellular coverage.	24.59%	45
Parks and Recreation: Prioritizing Parks and Recreation projects for improved and well-maintained natural park spaces, which will add to the beauty and desirability of the City.	29.51%	54
Community Engagement and Communication: Increasing community engagement and trust with better communication strategies.	8.74%	16
Collaboration: Investigating opportunities to engage with other communities for cost-saving purposes and to accomplish larger-scale, cross-jurisdictional projects.	17.49%	32
TOTAL		183

Q4 Are there any other specific goals, projects, or action items you would like to see addressed in the coming year?

Answered: 98 Skipped: 86

Q4 Are there any other specific goals, projects, or action items you would like to see addressed in the coming year?

Answered: 98 Skipped: 86

#	RESPONSES	DATE
1	Continued traffic calming and speed reminders. No house boats. They destroy the character of our beautiful city.	12/9/2021 11:16 PM
2	Following are my comments: 1. In support of the "improving the efficiency and effectiveness of city administration" strategic priority, require all elected officials, appointed board members, and city staff - particularly new members - to undergo training from the Michigan Municipal League (free or low cost with Saugatuck's membership) on an on-going basis to educate them on the primary functions of government, help them understand the responsibilities of their role, and to provide information to allow them to do the best job in improving governance, providing services and effectively administering local government for the citizens of the community. https://www.mml.org/resources/neo/neo-training.htm 2. Seek landmark status for the Saugatuck Chain Ferry as well as Mt. Baldhead. 3. Zoning administration needs to be overhauled, improved and better managed to achieve more consistent outcomes that enforce our zoning laws, are less preferential to developers who seek to exploit our community, and are more transparent to the citizens. 4. Work with cellular providers to improve cellular services in the city, particularly at Oval Beach. 5. Build a walking/riding path along the right of way on Park Street to improve the safety of residents and visitors.	12/6/2021 5:39 PM
3	Along the culture line, while the growth Saugatuck has seen has been nice, I worry that it is becoming a mini-Chicago. We are losing our quaint-ness and becoming too luxurious. As a local resident with kids, I can hardly afford to live / eat downtown anymore.	12/6/2021 1:27 PM
4	Coral Gables Trash mess*smell on a hot summer day* embarrassment for our town to all the visitors. When I addressed this with City Hall 5 years ago I was told "it's Coral Gables they have been here forever I'll see what I can do" hasn't changed one bit. Yes I showed that person pictures from 5 weeks in a row of the none closed in garbage. While I'm at it Saugatuck Fish Camp is starting to look the Same. Why are some restaurants Not closing their gates or checked on? Citizens are not the inspectors. Yes it makes me very made. For a year I tried to change my walk path that is ridiculous. 🤔 We are top what ever for tourists I believe we call them guest 🌊🌞🌴 that's all and thank you	12/5/2021 7:18 AM
5	Walking/biking path on Ferry/Park street. The road has a high volume of foot and bike traffic but the hills, blind curves and narrow road make it very dangerous.	12/4/2021 6:03 AM
6	Motivate SDABA to join the Blue Star Chamber of Commerce.	12/2/2021 2:51 PM
7	Finish the blue star bikeway!	12/1/2021 3:25 PM
8	Improvements to the municipal boat slips. Better signage, new cleats, tighten up the dock posts. Thanks.	11/30/2021 11:09 AM
9	Dealing with the green slim on Kalamazoo Lake during the summer.	11/30/2021 10:35 AM
10	Park Street requires repair and the addition of a pedestrian thoroughfare. Municipal docks on the west side of the river that afford access to Mt. Baldy would be nice, similar to the dock & done at Coughlin Park. Saugatuck is quickly becoming a place that's only accessible to wealthy individuals.	11/30/2021 8:58 AM
11	I would rate the Parks and Rec at the same level of the City Organization if I could. If Saugatuck wants to continue to attract families, we need to invest in parks and ball fields here. We are simply out of space with the existing and the fields are not well kept and are double/triple booked making timing difficult for kids in school. It is an absolutely necessary priority to update the cell service/WiFi which was non existent all summer with tourists. You can't try to attract more working professionals, especially with remote continuing, without assurance that they connect with their clients. I would like to see existing ordinances enforced so that Saugatuck can be a more livable town year round and not just for the tourists., ie	11/29/2021 11:47 AM

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enforce noise ordinance for AirBnB's and businesses. Many small towns in Michigan have looked into how to balance this to ensure a quality of life for their residents. I would like to see more ideas and funding brought up to make this a year round city and economy. After this season, I feel very burned out on tourists coming in and taking all the resources and leaving little for locals- ie, no consistent cell/WiFi service, very difficult to eat downtown, hiking trails packed. I would like to see the city get involved in creating a more sustainable environment for us to live in such as expanding DPW so they can provide residential/commercial composting and start to bring the business community together on issues of sustainable practices. The TCRC is doing a great job but the city needs to put resources toward and prioritize these important items as well.

12	Parking. Specifically for employees and/or business owners. I have a business on Butler St. and there continuously are the same cars parked all day long on the first block (the block that the village hall is on). It's probably the same on other blocks too. The two complaints I hear all the time are poor cellphone service downtown and parking. We should make a concentrated effort to leave the parking on Butler St. for CUSTOMERS. I know some merchants are diligent in parking at the high school or other areas other than in front of stores but not all do. It's frustrating to see the same cars parked all day long, especially in the summer months. I get it if you have to load or unload, but then move it to a different location.	11/28/2021 4:40 PM
13	Parking downtown for retail businesses is and always has been an area that needs correction. The outdoor dining has added to the frustration of lack of parking spaces. I would like to see angle parking on 3 blocks of Butler street with traffic going one way, creating a loop of traffic from Butler to Water streets. (See 9th to 8th streets Holland)	11/28/2021 1:14 PM
14	City Organization and Culture; Community Engagement and Communication. A commitment to protect our Parks and make them City highlights. Along with the streetscape.	11/28/2021 12:34 PM
15	Get those houseboats off the river across from the gazebo. What a shame that Saugatuck's city leadership team has been bullied and taken advantage of by these people. All involved should be gone.	11/28/2021 10:12 AM
16	I'd like to see a commitment to maintaining the few remaining natural spaces and open views along the riverfront downtown and near the chain ferry: views from the water and land. Secondly, we've been Verizon customers for the 18 years since our first visit to the area. We can't even reach each other in/from the downtown area.	11/28/2021 12:04 AM
17	Address the cell coverage. As a resident and business owner it's tough.	11/27/2021 3:28 PM
18	Eliminate the Historic Commission and transfer authority to the ZBA/Planning Commission. Evaluate the area protected by the Historic Commission because there are so few historic properties and the City is not preserving any historic architectural style as evidenced by the new construction from the Blue Star to Butler. The costs to property owners is unnecessary and stifles improvement. Ensure historic preservation of the Chain Ferry, the Band Shell and related structures. Create a Tourism Commission to address the driving force of Saugatuck as a tourism destination. This Commission could handle all the parade and other annual agreements approved by City Council under very specific and stringent requirements which have been in place for decades. Have new commission then report to Council on all parades/agreements recommended for approval at Council Meeting. All exceptions must be submitted to Council for approval. This will eliminate the time Council spends on these repetitive annual events and reduce time spent on perfunctory matters. Tourism Commission should evaluate and recommend to Council on an annual basis improvements to Oval Beach/Band Shell and other related issues which impact level of tourist satisfaction and to maximize business opportunities and profitability. Tourist Commission should evaluate Park Street and Perryman from Campbell Road north to improve the gateway to the beach. Engage property owners along Park to volunteer on appropriate land maintenance, create classic signage (such as Robert Krause signs) to guide visitors to Oval Beach and Mount Baldhead. Insist KLSWA maintain the property around the sewage lift station which has become the worst repository of invasive plant species. Same could apply to the property owners/land from Blue Star to Butler. Oval Beach should be equipped to provide cellular/internet service - for both safety and enjoyment. Create colorful wind sail shade stations and changing stations. Provide picnic tables all along the beach. Engage food trucks. Re-evaluate bathroom opportunities and shower stations for beach goers. Relocate the incredibly unsightly shed in the back parking lot. Engage someone to operate a surf shop either at the concession stand or at a food truck style pop-up store. Evaluate how to direct tourists to use the Chain Ferry to access the Beach and use Interurban to run shuttles from the Chain Ferry to Oval Beach. Evaluate creating some type of walking path with signage on the north side of Perryman to the	11/27/2021 9:54 AM

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Beach, connecting the path from the south side of Perryman Street. Create signage for the Chain Ferry with its history on both sides of the River and improve waiting areas for use of the Chain Ferry. Same goes for Mount Baldhead and the picnic area. Clean it up. Brighten it up. Make it inviting and create signage. Evaluate the use of property along Blue Star to improve visual and potential business opportunities. Consider how to establish an endowment fund to cover costs of basic improvements. When you travel to other tourist destinations, its noticeable the improvements made every year - that is not true of Saugatuck. I have thousands of other ideas if anyone is interested. Gary Medler gary.medler@yahoo.com 461 Vine Street 312-848-2453

19	Better cell coverage is number one! It's virtually impossible to do anything with a phone in the summer downtown, which is frustrating for everyone (and a safety issue!). There likely are many opportunities to reduce duplication of efforts with Douglas. P.S. I don't understand why pop-up patios and social district issues seems to create so much hand wringing. Nobody likes to wait 2 hours for a table at a restaurant, and the restaurants are a major community resource that have to make a living in a short tourist season. Everybody wins by expanding the restaurants' capacity when the weather is nice, and the city should make every effort to allow them to do so.	11/27/2021 7:57 AM
20	Investment in walking path especially on Park Street	11/26/2021 10:11 PM
21	Finish the Blue Star Trail	11/26/2021 1:09 PM
22	Have city public works make repairs to the children's playground at the Village Square. Some of the structures have come apart from the footings in the ground. Are there ways to incorporate more shaded areas? Sometimes the equipment is too hot to be used. We would expect improving efficiency and effectiveness, increasing communication, and balancing cost saving with efficiency and effectiveness would be continual on-going activities for all city hall, public works, councils, Boards and committees that direct what happens here.	11/26/2021 11:12 AM
23	Bike Path Finished	11/26/2021 10:48 AM
24	Do something with the end of Butler street where the city removed the tree and now has let it be taken over by cat tails and weeds. I get many comments from people passing by on the boardwalk about what an eyesore this is.	11/26/2021 9:22 AM
25	LIMIT Seasonal rentals. I know this is an issue on the Board as many members have rentals. The rentals bring money and tourists in for a few months, and lay empty the rest of the year. Please, Please, focus on Saugatuck as a great community for FAMILIES to live in. Great schools, 4 season outdoor activities, great things for families to participate in. We need families to keep our town, a true town. Let folks invest in hotels outside of the town, and grow and use the interurban shuttles to bring the tourists around. This could help with parking and traffic issues. And, on the traffic issue, more speed bumps to slow drivers down, or making the main streets just walkable, with no cars in a certain radius. It is scary how fast folks drive! Griffith is especially scary, in addition to Butler, Main, and Water Streets. We are walkers and have almost gotten run over many times. I thank the city for this opportunity to express what matters to us. Gratitude!	11/26/2021 9:00 AM
26	We really need a dog beach area down at Oval Beach where people could bring there dogs year round to play in the Lake. Many other cities up and down Lake Michigan have such facilities and I know pet owners would be willing to pay a premium to be able to take their pets there (such as an annual pass) and would help take care of such an area. We have a very long stretch of beach couldnt we designate a portion of it for this at northern end.	11/26/2021 8:18 AM
27	Repair Maple Street More frequent recycling pickup	11/25/2021 3:05 PM
28	Historic signage.....better trail guidance....correct the mess the city did to the sidewalks without billing individuals who are not responsible for the mess the city workers made of a very unprofessional action	11/25/2021 1:20 PM
29	Need more kid friendly activities. Great town, but could use more for kids. Splash pad or something along those lines would be a great addition.	11/25/2021 12:30 PM
30	Control pop up patios to those who actually use them for service. There are 6 patios that were constructed that was seldom if ever used.	11/25/2021 12:09 PM
31	More land acquisition and looking into natural corridors for wildlife and connections from one natural space to another. A walk way along park street and negotiating with large parcel owners	11/25/2021 11:07 AM

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along there for off road dune trail easements mainly behind the McKinney properties.

32	Attainable housing for retail and restaurant workers and young families.	11/25/2021 10:21 AM
33	Making sure that there is a well thought out and intentional plan for the city and township direction for the future. What do we want out town to "look like" 10 or 20 years from now?? Once we decide that, almost everything that we do, should fit that model, and advance us toward that end.	11/25/2021 10:03 AM
34	Access to drinking water filling station for bottles at the public restrooms . Snow melt sidewalks. Restrictions on rental properties. Noise ordinance.	11/25/2021 9:34 AM
35	Short term rental regulations, development and enforcement. Houseboat regulations and enforcement Permanent restroom facilities in Coughlin Park	11/25/2021 8:50 AM
36	Improving oversight of businesses and rentals during peak season to minimize disturbances to residents. Local residents should be a priority to the council year around.	11/25/2021 7:37 AM
37	High speed wifi for city residents. Perfect use of or Mount Balty tower.	11/24/2021 10:04 PM
38	Get these developers under control. Saugatuck is starting to lose it's lustre from the perspective of our visitors. Maybe this should involve the county more since we have three or four different sets of rules. I'm tired of listening to "progress" every morning.	11/24/2021 9:42 PM
39	Keep the city cleaner, additional restrooms on south side of town	11/24/2021 8:43 PM
40	Limiting Short term rentals in residential neighborhoods. E.g. empty houses that are rented by different people every week or weekend. Must be a live in resident.	11/24/2021 8:21 PM
41	Reduction or capping of present rental units so full time residents can be increased. Benefits being business and school systems	11/24/2021 8:00 PM
42	protect the "feel" of Saugatuck (e.g. prevent "crap" like the floating hotels)	11/24/2021 7:49 PM
43	Pop up patios	11/24/2021 7:30 PM
44	I consider a walking path on Park Street a critical part of infrastructure improvements.	11/24/2021 7:22 PM
45	Recycling improvements	11/24/2021 6:50 PM
46	Better cell phone coverage. Investigate Improved street lighting	11/24/2021 6:22 PM
47	Establishment of a city first class marina to compete with the many city Marinas on Lake Michigan. Bringing in revenue to the city by boaters spending money at other locations bcause of lack of facilty access in Saugatuck	11/24/2021 5:59 PM
48	Address Lead pipes in the area I know that there must be some in our older areas	11/24/2021 5:58 PM
49	I think City Organization and Culture is a given.	11/24/2021 5:55 PM
50	Lower property taxes. More affordable housing. Fewer rental units.	11/24/2021 5:50 PM
51	better links to community and ongoing "lean ins" with more transparent, optimistic, consistent communication.	11/24/2021 5:35 PM
52	I would like the rental Issue addressed. As a full time resident. I feel my quality of life has taken a back seat to my neighbors who don't live here.	11/24/2021 5:33 PM
53	Get the non-motorized bike trail done. This should be a priority for Saugatuck. Continue with pop-up patios and the Social District.	11/24/2021 5:29 PM
54	Visitors and part-time residents provide the majority of the revenue generated by local businesses and much of the tax base. They come in part because of our small town charm and character. Investments such as street lights on Butler Street like the more charming ones along Water Street, and site and building historic signage -- in conjunction with the history center -- would greatly enhance the aesthetic of the town and desirability to visitors.	11/24/2021 4:51 PM
55	With covid still a large part of our lives, we should really think of a better way to engage business with local residents to provide them with special events, news, operating hours, ordering services, advertising services, etc. If there was one central location businesses could put their updated business info we could all help each other in communication!	11/24/2021 4:48 PM

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56	Make it more clear that parking is allowed on most streets on hill. Many feel lack of parking is issue. But many days the streets that allow parking on sides are empty.	11/24/2021 4:27 PM
57	Allow golf cart permits, west of blue star	11/24/2021 4:14 PM
58	Tri-community wide broadband/wifi.	11/24/2021 4:07 PM
59	Cellular/WIFI connection is not just important for the visitors. When the town is busy - residents lose their ability to use phones/internet - sometimes even from the privacy of our own home. This has worsened over the last 4-6 years and needs to be addressed.	11/24/2021 2:51 PM
60	A safe walking, biking& running space on Park St.!	11/24/2021 2:32 PM
61	Free beach passes to residents	11/24/2021 2:06 PM
62	There should be less pop ups on the street. Some were barely used this past summer. If people can't find parking, they just keep on going to the next town. Perhaps, if you charged for the pop ups and used that money to pay for parking at the lots for visitors. I also, think you would see less profitable pop ups disappear. Last year there were port a potties and hand washing stations in the park across from Scooters. I think these served the tourists well, then we would have needs fulfilled on each side of town. What happened to the buses loaded with tourists? I think we do need improved cellular coverage in town. Many people can't get service outside.	11/24/2021 2:02 PM
63	Certainly, collaboration between the 3 communities is imperative. Broadband/WiFi connectivity is more easily accomplished when everyone joins forces.	11/24/2021 1:59 PM
64	Parks and Recreation is also important to maintain in the community. Additionally collaboration with the city of Douglas. Was voted on many years ago but unfortunately did not pass.	11/24/2021 1:57 PM
65	Smart growth for the long-term that diversifies the city in ways that sustains it for the future and is environmentally sensitive and respectful.	11/24/2021 1:47 PM
66	Take down the wall by the ferry and remove the house barges that Huley should have never put there	11/24/2021 1:46 PM
67	Re-evaluate the garbage pick up service cost.	11/24/2021 1:41 PM
68	City transparency and better oversight of developers so so we are never surprised by behind-the-scenes agreements like the house boat issue again.	11/24/2021 1:40 PM
69	City Council members, the mayor, and the city manager should regularly walk the harbor boardwalk and the neighborhood downtown and speak with business owners to be more in tune with what needs to be done.	11/24/2021 1:38 PM
70	Should try implementing a standard for business owners to have minimum set hours of operation, so our visitors don't show up to a shuttered town.	11/24/2021 1:24 PM
71	Petitioning that Vacation rentals be permitted.	11/24/2021 1:13 PM
72	Need for a signal light at the intersection of Lake St and Blue Star. That would increase safety and ease of getting into and out of Saugatuck.	11/24/2021 1:08 PM
73	Place a large playing fountain with lights in the park space across from the scooters pizza. This space stays empty and needs to be revitalized. It could be the central gathering area for tourists and the locals alike...	11/24/2021 1:00 PM
74	The north entrance sign/bushes at Blue Star/Holland always look terrible. The bark around the trees along the downtown sidewalks always look under maintained, collect cig butts, etc. We need a few commercial ash trays on the main walking routes. The public sidewalk/grass strip by sidewalk behind the SCA on Mason St is disgusting year round. I don't think anyone mows the strip, picks up leaves or picks up trash. It's gross and tourists are always walking/parking there. Not a good look.	11/24/2021 12:58 PM
75	I would like to see the City develop a plan to utilize their road right-of-ways (and work with the City of the Village of Douglas) to create a non-motorized pathway which will connect from Blue Star Highway/Center Street all the way to Oval Beach. I understand the challenges in working with private land owners along Ferry/Park St. but I also assume those properties are subject to a 66' road easement. The safety issues along that stretch can no longer be ignored.	11/24/2021 12:50 PM
76	I would love to see the issue in Park Street resolved fairly. We still need the illegal wall to	11/24/2021 12:10 PM

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come down and the floating homes removed. They were deemed illegal by the city and still nothing has been done. Why is that? Tax paying neighbors on west Park Street are greatly impacted by this. When can we expect this to be resolved?

77	- WIFI downtown is inoperable during the summer. Needs to be addressed - Bike trail clarification over the bridge. It is dangerous!	11/24/2021 12:08 PM
78	vehicle traffic on Park St from Center St(south) to Perryman(north). nothing can be done about the volume but the vehicle speeds must be reduced and the speed limit enforced, even if it means angering tourists.	11/24/2021 12:06 PM
79	Blue star trail	11/24/2021 12:04 PM
80	Two tother key priorities: Maintain the city's very strong financial status for the inevitable rainy day ahead; resist the temptation to get "spendy." Ensure that any plan to offer private use of taxpayer-owned property (such as the "pop-up patio" deal) generates fees consistent with the revenue-producing potential of the property, and offers the opportunity to participate to ALL city retail businesses, not just bars and restaurants.	11/24/2021 11:57 AM
81	Parking. It is such a problem and it's only going to continue to get worse as more homeowners and visitors come to town. Would also like to suggest a moratorium on rentals. Pretty soon there's not going to be any full-time people here because it will be all rentals.	11/24/2021 11:56 AM
82	INFRASTRUCTURE: This council seems to confuse running a city with being a chamber of commerce. Focus should be on running the city, keeping infrastructure working, and serving CITY TAXPAYERS using very limited resources wisely, NOT marketing the town or creating a draw for local businesses. Instead of funding x-mas lights that in no way serve taxpayers, the money should be invested in improving our power grid for our future needs (electric car charging stations), that's an issue for a municipality to address for citizens! Things like decorating for Christmas should be left to businesses and local organizations. CITY ORGANIZATION: Changing the organization of the boards and committees would require changing the charter, which is a major undertaking that is extremely expensive and takes a very long time, and there is no need to do it! Focusing on more transparency, more public input, and less self-serving initiatives that don't serve taxpayers but do serve council members or their friends. PARKS: Our city parks are beautiful and there are plenty for our taxpayers and DPW to support already! We don't have the resources or money to keep adding to them endlessly. Instead you should be working on getting reliable plumbing, electric, and internet to our existing parks like Oval Beach. (infrastructure) COLLABORATION: Taxpayers voted decisively NOT to consolidate the 3 towns. We pay a lot more in taxes to have city provided services, the Township and Douglas DO NOT! We don't need to support them with our taxes on "cross-jurisdictional projects." Stay in your lane and focus on the very small limits of our city, not collaborating/consolidating with the township and Douglas.	11/24/2021 11:42 AM
83	Focus on improvements to Mt. Baldhead Park. Increased parking and year-around restrooms.	11/24/2021 11:37 AM
84	Parks, trails, public rest areas and transport and maintaining the great signage about parking outside of the immediate downtown area would be my #3 priority. Oops... sounds like priorities 3-6!	11/24/2021 11:36 AM
85	Ensuring preservation of the shoreline	11/24/2021 11:20 AM
86	yes the bathrooms. they are an embarrassment. for locals and tourist we have the most disgusting facilities except for the one in the town square. my mother in law had to use the one on Mount Baldy and i could not image how bad it was. they need a second one on the south side of Butler.	11/24/2021 11:15 AM
87	Better cell coverage on weekends and more public beach space.	11/24/2021 11:04 AM
88	Utilize Coughlin Park to a greater extent. Maintain its natural beauty while making it suitable for more concerts, events, etc.	11/24/2021 11:03 AM
89	Rest room facilities at Coglin Park	11/24/2021 11:00 AM
90	recycling, finding an alternativer to Republic for waste collection, stricter application of zoning regulations	11/24/2021 11:00 AM
91	The lack of mobile phone connectivity during busy periods has created not just an inconvenient, but also very unsafe set of conditions. Additionally the changes made to the Blue Star traffic patterns have harmed quality of life in a significant way. Key Blue Star	11/24/2021 10:57 AM

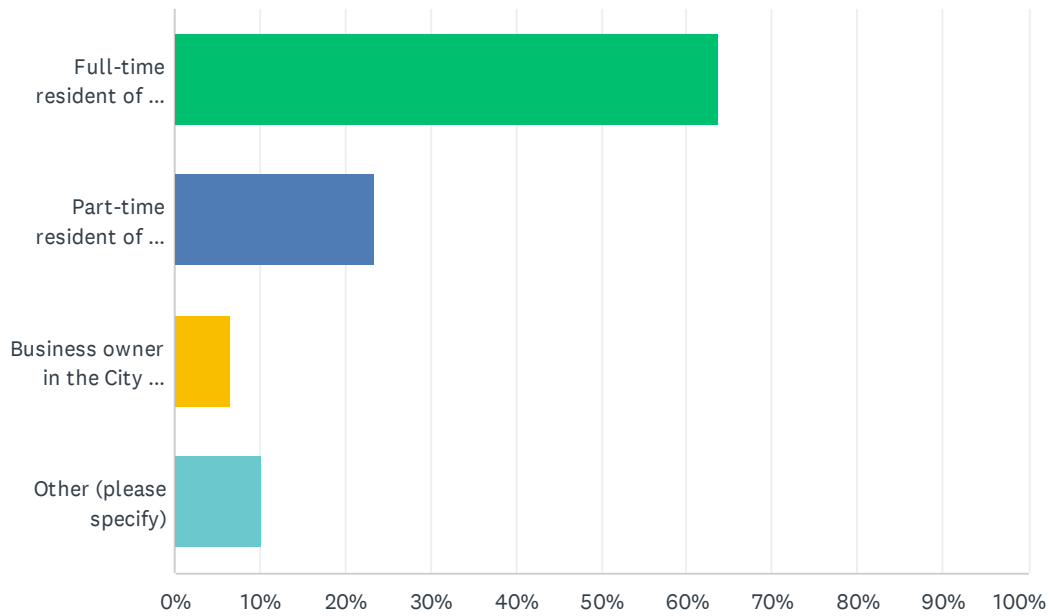
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intersections (Riley, Center Street, Main Street, Lake Street, Maple Street, Allegan/Old Allegan) are unsafe and during busy times, often inaccessible for lengthy periods and none have proper traffic controls.

92	Better job of clearing culverts and sewer grates for improved drainage during storms.	11/24/2021 10:55 AM
93	No	11/24/2021 10:48 AM
94	Increased off season activities and communication of activities that are occurring. Saw something on the Saugatuck/Douglas inform Facebook page that listed several events. We need to figure out how to communicate activities and add better off-season program to bring in day or weekend visitors and engage our communities.	11/24/2021 10:44 AM
95	Do not add more permanent staff at city hall. Our disgraced previous council and zoning admin have cost this city far far too much of our tax dollars Instead of comparing staff levels to Other inefficient city governments, why not ask which city governments are operating affectively with the least amount of staff. And then ask how is it they can be more efficient and effective than our city government. Salary is the smallest amount of additional staff expense, we are not told about office expense seating expense computer expense health care expense pension expense. Please do not add more permanent staff. Please consider contract staff or requiring contractors to provide project management as a part of their contract	11/24/2021 10:44 AM
96	Action Item: Policing of the Dinghy Dock ... constant blatant violations of large boats (exceeding length/size restrictions) docking & crowding out dinghies for which the dock is intended.	11/24/2021 10:43 AM
97	Wick's Park Gazebo refurbishment would be nice.	11/24/2021 10:43 AM
98	Scenario planning for surprising rates of visitation/growth, climate change, worker shortages Support of sustainability of small business community	11/24/2021 10:37 AM

Q1 Please check the following that apply:

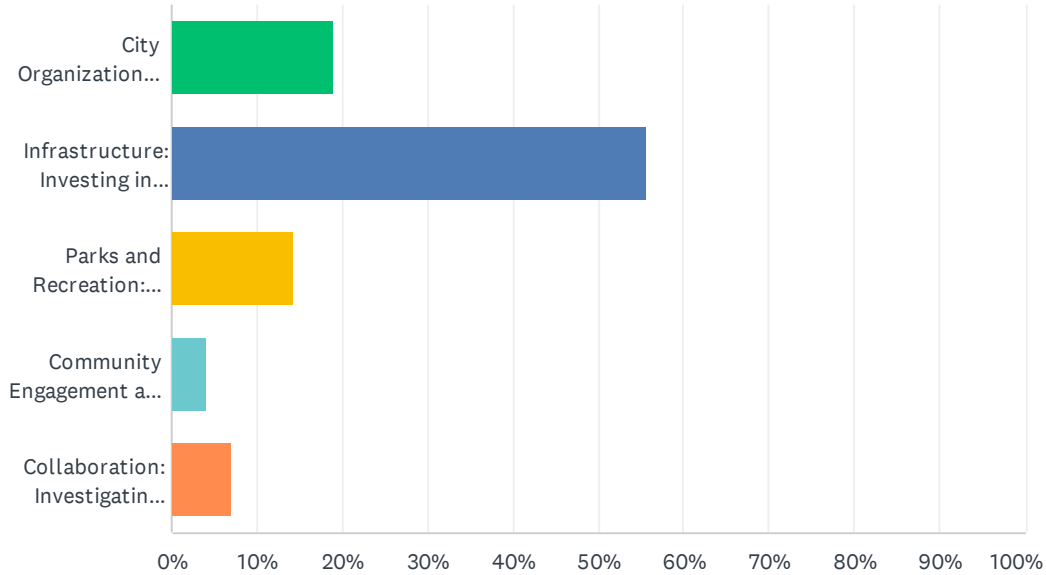
Answered: 196 Skipped: 0



ANSWER CHOICES	RESPONSES	
Full-time resident of the City of Saugatuck.	63.78%	125
Part-time resident of the City of Saugatuck.	23.47%	46
Business owner in the City of Saugatuck.	6.63%	13
Other (please specify)	10.20%	20
Total Respondents: 196		

Q2 Which of the following strategic goals do you consider the number one priority for the City of Saugatuck in Fiscal Year 2022-2023 (July 2022 to June 2023)?

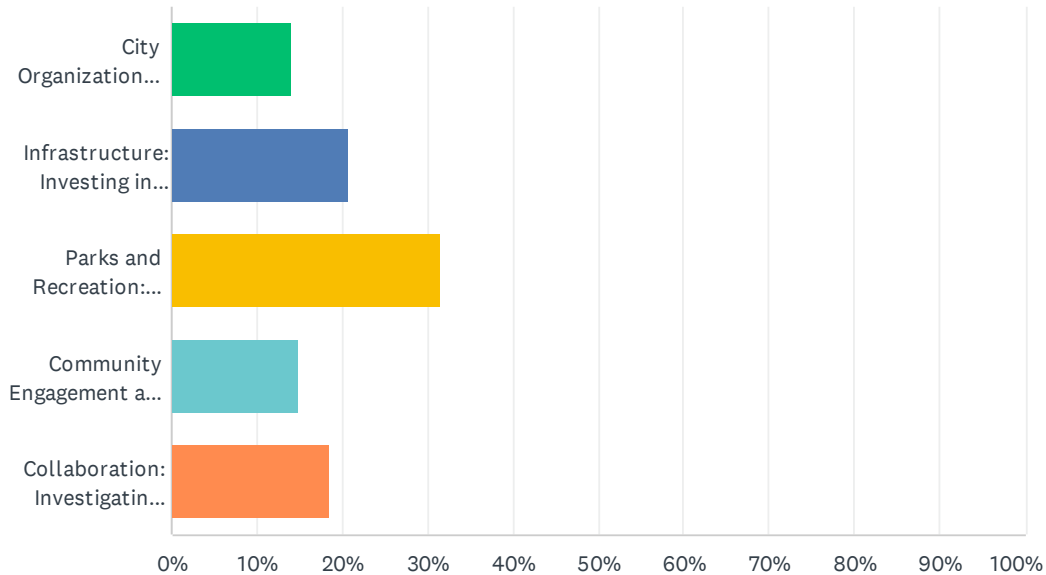
Answered: 196 Skipped: 0



ANSWER CHOICES	RESPONSES	
City Organization and Culture: Improving the efficiency and effectiveness of the administration and Council/Boards/Commissions/Committees, in order to provide better quality services to residents.	18.88%	37
Infrastructure: Investing in infrastructure updates throughout the City to support the needs of our citizens and visitors, such as road surfacing, water service line replacement, and improved cellular coverage.	55.61%	109
Parks and Recreation: Prioritizing Parks and Recreation projects for improved and well-maintained natural park spaces, which will add to the beauty and desirability of the City.	14.29%	28
Community Engagement and Communication: Increasing community engagement and trust with better communication strategies.	4.08%	8
Collaboration: Investigating opportunities to engage with other communities for cost-saving purposes and to accomplish larger-scale, cross-jurisdictional projects.	7.14%	14
TOTAL		196

Q3 Which of the following strategic goals do you consider the number two priority?

Answered: 193 Skipped: 3



ANSWER CHOICES	RESPONSES
City Organization and Culture: Improving the efficiency and effectiveness of the administration and Council/Boards/Commissions/Committees, in order to provide better quality services to residents.	13.99% 27
Infrastructure: Investing in infrastructure updates throughout the City to support the needs of our citizens and visitors, such as road surfacing, water service line replacement, and improved cellular coverage.	20.73% 40
Parks and Recreation: Prioritizing Parks and Recreation projects for improved and well-maintained natural park spaces, which will add to the beauty and desirability of the City.	31.61% 61
Community Engagement and Communication: Increasing community engagement and trust with better communication strategies.	15.03% 29
Collaboration: Investigating opportunities to engage with other communities for cost-saving purposes and to accomplish larger-scale, cross-jurisdictional projects.	18.65% 36
TOTAL	193

Q4 Are there any other specific goals, projects, or action items you would like to see addressed in the coming year?

Answered: 115 Skipped: 81

#	RESPONSES	DATE
1	The public restrooms should be open 24/7 and world class. So many visitors and tourists judge a town based on the quality of the restrooms and our towns restrooms look horrific and people need to use them at any time of day. Please upgrade and make world class!	12/8/2022 9:55 AM
2	Internet, bike trail, safety of bikers on blue star hwy	12/7/2022 3:29 PM
3	I would like to see the city manager do some training with council members: Role of the council in city government. Review of sunshine laws. Review of lawful emails amongst council members/manager. workshop. Workshop for a history of the village & City. I believe I filled this same survey out last year.	12/7/2022 10:53 AM
4	1. There should be a time when dogs are allowed at Oval Beach, for example in the off season during specified time maybe before 10am and after 5pm. During the season could be weekdays before 9am. I think it would be good for the locals and it works in many communities. 2. It would be nice to have a place to fill one's water bottle when visiting downtown, at the bathrooms. Especially for special events would cut back on plastic water bottle use.	12/7/2022 12:12 AM
5	ambulance service improved, police service improved, consider intergation with fire dept for public safety and sharing resource where needed	12/6/2022 4:36 AM
6	A non-motorized trail along Park Street from Campbell to Perryman Ordinance related to short term rentals	12/5/2022 5:33 PM
7	Tri-Community collaboration on waste/recycling services, protection of the critical dunes, and finishing the Blue Star Bike Trail.	12/5/2022 2:36 PM
8	lower taxes	12/5/2022 12:01 PM
9	I would like to see more accomodations for short term rentals in the city and provision of workable rules to maintain the calm and quiet of the city.	12/4/2022 10:55 PM
10	I'd like to see more native trees/plants/green spaces as part of the City's culture and reputation. How about going for a "green" certification? Also promote more walking & community w less street parking and more street dining, shopping, and strolling. Social district is great but we need to capture and recycle all those plastic cups. How about community solar? Wouldn't that be awesome?	12/4/2022 9:31 PM
11	Saugatuck has a real problem with WiFi and cell issues in the high season due to tourism	12/4/2022 5:22 PM
12	A community pool	12/3/2022 2:43 PM
13	More housing and renovations are coming online every year - where is the transparency in how this has impacted tax rates and why do they continue to exceptionally increase? I would like to see a more transparent budget validation process recognizing the increased tax revenues and ability to adjust (possibly decrease) taxes.	12/3/2022 8:57 AM
14	Cellular coverage, specifically Verizon, is still a problem especially during tourist season. Also, the "house boats" on Park/Ferry are hideous.	12/3/2022 8:53 AM
15	I would love to choose City organization and culture- but that should be a given. Our/YOUR culture should begin and end with communication and transparency. The culture should ALWAYS include communication and committee support. It should already be engrained in the culture.	12/3/2022 1:23 AM
16	Follow the guidelines of the City Charter and ordinances, discourage council members from taking control of things without conferring with council.	12/2/2022 9:51 PM

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17	South Haven-Saugatuck-Holland Bike Path	12/2/2022 6:41 PM
18	Cellular service	12/2/2022 6:27 PM
19	I would like to be able to trust the city council to be following the correct procedures and follow the city charter and Robert's rules of order so all council members and community members can be heard with respect even with differing opinions. There has been a lack in this area and without that there is chaos. Those who think they have more power rule and others' voices are not heard and are disrespected. This is most important. Other than that, I would like to see bathrooms in Coughlin Park and near wicks park (or repairs to the one there). I would like to see a splash pad in the open area across from the kids playground. I would also like to see a continuation of the improvement of the hiking/walking trails. I think access to the boardwalk and the water view are the most important things to protect as well as the water view on the bridge and Protecting the Pallet sign. Those are some of the things that make Saugatuck unique. Without them we are just another lake side town.	12/2/2022 5:22 PM
20	add to Infrastructure: add sewer lines to underserved properties in the City.	12/2/2022 5:18 PM
21	I believe the "City Organization and Culture" choice is very important. But I also believe that THAT should be a given, and not have to be voted on.	12/2/2022 2:20 PM
22	Addressing short term home rentals...Parking and noise controls	12/2/2022 2:17 PM
23	Operate City Council in a transparent manner that follows proper procedures and encourages input from Commission representatives in decisions that affect them.	12/2/2022 1:25 PM
24	Bathrooms	12/2/2022 12:29 PM
25	The Street Racks outside The Shops. Do they really increase sales? Not a great look Garbage bins in the Town. Some places always being aware others don't care. The smell at Coral Gables is embarrassing. I took pictures for a month 6 years ago and was told at City Hall "oh you know it is Coral Gables they have been here along time and pretty much run the place" I really didn't know where to turn. Of course it was exactly the same this summer. It is always interesting how one place gets told to remove racks and another just does what they want. This is the nicest place to live and I am only telling because You asked. Thank*You	12/2/2022 12:05 PM
26	Guidelines and controls for short term rentals	12/2/2022 11:07 AM
27	Restroom facilities in the Coglin Park area	12/2/2022 10:26 AM
28	I would like to see Saugatuck concentrate more resources on "walkability." For example, more dedicated walking along streets, using the chain ferry as public transportation rather than a tourist feature.	12/2/2022 10:14 AM
29	We need to address the buying of homes for rental purposes only. It has gotten out of hand. I believe Park Township has already addressed this issue. There are many reasons to pursue a plan to address.	12/2/2022 10:09 AM
30	How to get my mail with a PO Box, many senders will not ship to a PO Box???	12/2/2022 10:04 AM
31	Better cell coverage	12/2/2022 9:53 AM
32	Affordable housing to help increase and keep workers in the area and provide year round homes for residents.	12/2/2022 9:50 AM
33	A public restroom in Culver park.	12/2/2022 9:44 AM
34	The rising number of short term rentals is a huge concern.	12/2/2022 9:39 AM
35	Cap short term rentals. Focus on increased full time residents the goal to support business and schools.	12/2/2022 9:37 AM
36	I think it would be a good idea to confirm homestead/year-around status of all residents receiving the discounted tax rate. I know some of my neighbors are only seasonal and count this as their primary residence to save on taxes...	12/2/2022 9:01 AM
37	Publish parade rules/dates and contact information for the organizer.	12/2/2022 8:51 AM
38	Sell cannabis in saugatuck	12/2/2022 8:49 AM
39	Enforcement of existing codes. Preparation for long term effects of rising water levels.	12/2/2022 8:22 AM

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40	Allow the sale of cannabis within the city limits for both medical and recreational purposes.	12/2/2022 8:04 AM
41	Bring back families so they can actually buy houses and live in our town!!!! It seems every house that sells, becomes a short term rental. It has become a make MANY buck town. And, it is so rampant that there is no one who can really keep tabs on the comings and goings on in these seasonal rentals. Please don't give us the, "but we are a tourist town, that keeps our economy vibrant & alive." (but only for 4 months out of the year) Tourists don't live in Disneyworld. Limit the short term rental properties. Although, it may already be too late. So many businesses can't get help, in part, because working class folks can't afford to live here. And, commuting from Holland, GR or any other surrounding area isn't always cost effective. Please save our small town, make the lights in the houses stay shining all 4 seasons. Instead of the darkness that overshadows this glow from all of the seasonal rentals. Wishing everyone a joyful small town holiday season & maybe a town full of glowing houses for all 12 months.	12/2/2022 7:48 AM
42	Parks - Mt. Baldhead and Village Square Playground Roads - Maple, Taylor, Takken, East, and West Streets	12/2/2022 7:27 AM
43	Open the trails at the airport	12/2/2022 7:01 AM
44	Mount Baldy stairs need some improvements, especially at the top. So many residents & visitors use the stairs.	12/2/2022 6:48 AM
45	Pedestrian safety and bike lanes. Cars still do not stop at crosswalk especially on Blue Star Hwy.	12/2/2022 6:21 AM
46	Less ordinances and policing. Tax base reduction by utilizing better control over finances Balancing the focus on residents and tourism with possible programs for seniors and youth.	12/2/2022 6:14 AM
47	The 4 house boats need to go and so does the large wall and excess docks	12/2/2022 5:38 AM
48	The direction in this community seems to prioritizing the wants/needs of the individual versus the common good. It seems the emphasis is satisfy the wealthy that results in loss for the regular person. I think this is demonstrated by the loss of the access to the McClendon and Presbyterian property to the common good and other zoning decisions that restrict access to water views and access to other natural views. Our river and lake should have access to everyone and not be restricted to the few. Also I believe many decisions are based on profit or increased revenue instead of public good.	12/2/2022 12:07 AM
49	Keep up with the Jones! Many other lake towns in West MI have really beefed up their image and are stealing our business! Even big towns like Holland are working hard to make downtown attractive. Cell coverage, internet stability, electricity reliability all continue to be issues despite some progress on all. Finding ways to lower property taxes for those who live here, work here and invest more in this community would be great! Still haven't figured out where all the money goes... it's not our appearance for sure and almost all events are privately planned/sponsored with little/no support visible from the city. From the outside seems like a one way street despite surveys like this making it seem like effort is being made from government and not just businesses and citizens.	12/1/2022 10:52 PM
50	Better police service	12/1/2022 10:39 PM
51	High speed internet service ...	12/1/2022 10:37 PM
52	Dedication and strategic planning for a long term vision and plan to preserve city waterfront	12/1/2022 10:27 PM
53	Parking!! It's a real problem from spring till fall. Power line poles on Park Street are in dire need of replacing. Limiting the number of rentals. Seems like the town is being bought up just for renting. This causes a problem with parking, lower school enrollment and no one to work since there's less full time residents.	12/1/2022 10:20 PM
54	Protection of natural environment, coastline and dunes	12/1/2022 10:17 PM
55	The reconstruction of the top decking on Mt Baldy, The pavilion at Mt Baldy and parking at Mt Baldy.	12/1/2022 10:15 PM
56	I don't know if the city has planned for, or has tasked a committee or working group with planning for, ways to create a sustainable and diverse population base of permanent residents. Don't get me wrong, Saugatuck is great and there is a lot happening here that is good. Still, planning for creating a diverse and inclusive community as it pertains to diversifying housing options and creating an affordable housing base that can attract varying demographics is	12/1/2022 9:44 PM

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important and- as far as I can tell- not currently in play within the city limits. Just a thought. Thanks for everything that IS great about this community: I know there are a lot of people working hard on behalf of the community. I've lived in three locations in Michigan and worked in four, where affordable housing is an issue and I'm just curious if there are even conversations happening about options for Saugatuck.

57	Major improvements to Maple Road. It is in deplorable condition and continues to deteriorate.	12/1/2022 9:36 PM
58	Anything to draw young people...	12/1/2022 9:08 PM
59	We would like to see a kayak launch at one of the downtown parks along with a rack for kayak's so people can come into town to eat or shop.	12/1/2022 9:04 PM
60	Public Restrooms on south side of town	12/1/2022 9:02 PM
61	Get Maple Road paved in spring, 2023. It is in horrible condition and is a safety hazard.	12/1/2022 8:49 PM
62	A non motorized trail along Park Street from Campbell to Mt. Baldhead.	12/1/2022 8:46 PM
63	I'd just note that improved CELLULAR SERVICE is my/our primary concern. As a business and for our guests.	12/1/2022 8:30 PM
64	Cell phone service at Oval Beach,& creating a safe walking path on Park St.	12/1/2022 8:12 PM
65	I think Saugatuck is doing a great job. There is one thing that I think has simply been overlooked, and that is the condition of City Hall. The rotting wood siding and trim, and the peeling paint on the north and east sides,(possibly on all sides),of City Hall needs to be addressed in the Spring. Please do not be afraid to spend money on the city's infrastructure-- Saugatuck is a good investment! I like the new sidewalk that goes all the way to Willow Park-- It makes walking that end of town safer. Thank you.	12/1/2022 8:08 PM
66	Finishing the bike trail which could be lumped in with Parks and Recreation but deserves a call-out. A lot of us are "invested" in making that happen.	12/1/2022 7:51 PM
67	The Council to review the amount of funds/budget that has been spent the last 4 years. Citizens to have a choice Trash haulers/ change ordinance.	12/1/2022 7:37 PM
68	Focus on continued amenities for locals vs tourists Addressing the worker and housing crisis impacting all services Land conservation	12/1/2022 7:27 PM
69	house boats	12/1/2022 7:25 PM
70	Remove any click voting	12/1/2022 7:20 PM
71	Our roads are in serious need of repair.	12/1/2022 7:18 PM
72	Bring Saugatuck post office into the 22 century.	12/1/2022 7:16 PM
73	Address the overwhelming density of tourists in the downtown area, and the lack of parking and dining to properly support current levels. New developments have no restriction to abate the issues, they just add more guests without supporting services.	12/1/2022 7:15 PM
74	The short term rental problem	12/1/2022 7:07 PM
75	You should be asking the public what their priorities are rather than list a few and then use the results to justify the goals, projects select members have put on the list. You have forced the public to pick one of YOUR categories in order to respond to this survey. Such BS. This survey doesn't serve the public. Next thing the public will hear from Council Members is we focused on the priorities the public noted in this survey. Where is the leadership, direction, creativity and vision for a small tourist town built around our water wonderland. We need a City Manager that will be the manager run employee the Charter requires.	12/1/2022 7:00 PM
76	Primary health care. Why don't we have a health care facility?? Also, why don't we recruit companies that MAKE THINGS to come here. Artsy fartsy will only get our community so far. It is exasperating. We should get to be a 12 month community not a 100 day a year hot spot. We need to MAKE something, BUILD things and offer young families opportunities to grow and succeed. Our schools are excellent. Our teachers are great But we need families to grow. If the city council doesn't see that then what does it look at? Why do Holland and Grand Haven attract so many businesses to their community. Are we not in the game? Why not? Just asking.	12/1/2022 6:53 PM

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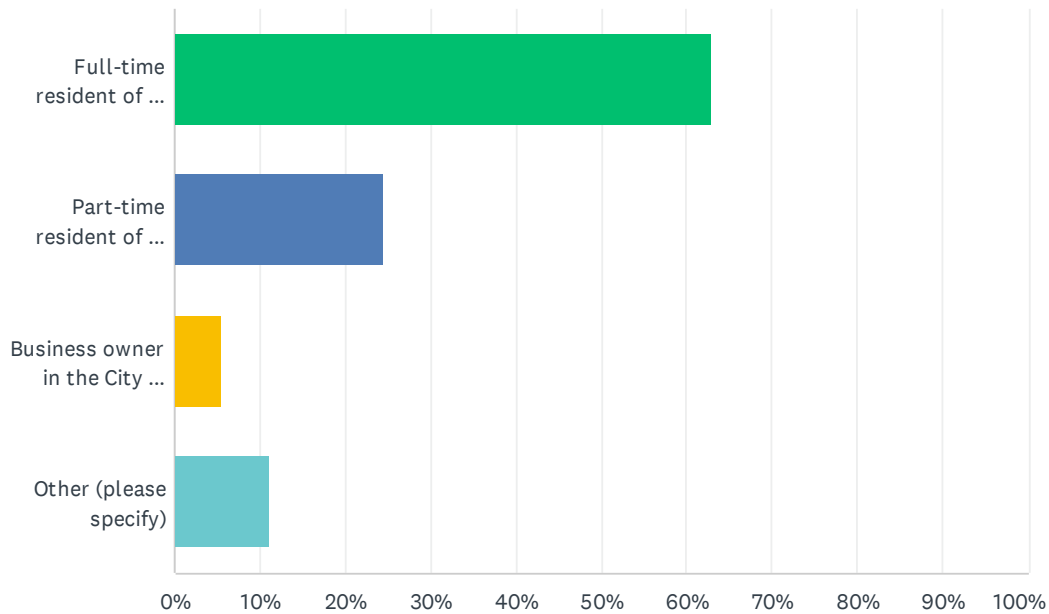
77	Walking trail/bike path development from Singapore Drive vicinity, down through the ravine to the downtown city streets.	12/1/2022 6:50 PM
78	Potential to set limits on STR in residential neighborhoods.	12/1/2022 6:47 PM
79	Transparency. Fiscal responsibility. Audit or review of tax payer projects Updated Master Plan.	12/1/2022 6:29 PM
80	South Haven Saugatuck Holland Bike Path	12/1/2022 6:26 PM
81	Start a systematic street repaving program. Widen Park and Perryman Streets for safety. Consider a pilot project allowing dogs at Saugatuck Natural Area.	12/1/2022 6:18 PM
82	Protecting natural areas, particularly along Lake Michigan, Kalamazoo River and Kalamazoo Lake, from development that is hostile to the environment.	12/1/2022 6:11 PM
83	1. Further involvement and monitoring in Northshore of Saugatuck development. 2. Houseboat (floating barge) restrictions.	12/1/2022 6:03 PM
84	Insuring that Saugatuck maintains its charm and character by controlling the quality of growth.	12/1/2022 6:02 PM
85	1). I believe the Wicks Park boat slips should NOT be a profit center for the city. I believe it should be an inexpensive option for full-time resident working families. There is no need to price the slips competitively with neighboring marinas. They are small slips. There are only ten. They don't have electric service. Let's try to help out folks who can't afford the going rate. Easier said than done, I know. How do you administer that? Maybe keep the rates, but offer a scholarship application? Those that need it can apply. Any other ideas? Let's not let our working families get priced out of everything this great community offers! Thank you for listening. 2). Please thank the Public Works Department for doing such a great job on the fall leaves, as always. Thank you! 3). AND A BIG THANK YOU TO ALL INVOLVED FOR THE DUNES RESOLUTION THIS OCTOBER!!	12/1/2022 6:02 PM
86	Complete the wifi upgrades and addition thereof at Oval Beach; Mt. Baldhead Park (steps, pavilion and upper platform) upgrades; recycling bins throughout the city; focus on utilizing the old Airport property.	12/1/2022 6:00 PM
87	Lighting in the downtown area	12/1/2022 5:57 PM
88	I would like to see better cooperation with the Township and Fire Departments and more transparency with the council!!!	12/1/2022 5:54 PM
89	I would like to see a Sidewalk along Park st from center street to Oval Beach /Mt Baldhead. In my opinion this is not only a great addition to our city but also a SAFETY issue. There is A LOT of pedestrian traffic along this stretch.	12/1/2022 5:51 PM
90	Downtown parking.	12/1/2022 5:48 PM
91	The service at the Post Office has been awful. Mail often sent back if the box number isn't on it, mail missing, terrible window service.	12/1/2022 5:46 PM
92	Collaboration with SDABA to really crank things up. Reexplore combination with Douglas. Speed and safety on Blue Star - push for traffic light at Allegan Bike path - just get it done. Continue to reject Kalamazoo mouth marina development.	12/1/2022 5:43 PM
93	More housing for families	12/1/2022 5:43 PM
94	The parking lot, grounds, decking and bathrooms at Mt Baldhead are an embarrassment. In most searches, this shows up as Saugatuck's #4 attraction. Trash downtown Saugatuck along the streets/fences, etc., is also a major issue. It is so disgusting along the Singapore lot fence across from Marro's and behind the SCA along Mason St.	12/1/2022 5:42 PM
95	Maple Street project!	12/1/2022 5:39 PM
96	Speeding down Allegan Street is a serious issue especially during the summer months.	12/1/2022 5:39 PM
97	Parking is one of the biggest problems in Saugatuck. Has this ever been addressed?	12/1/2022 5:33 PM
98	Stop the "behind the scenes" decision making. Citizens want to have confidence that there is fairness and openness in their City government.	12/1/2022 5:28 PM
99	The City should sponsor a referendum to allow residents to vote for the sale of cannabis, both medical and recreational within city limits.	12/1/2022 5:27 PM

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100	Better cell service around the area. Helping to find labor for the restaurants so they can be open for the demand. Sidewalks to the the beach!	12/1/2022 5:26 PM
101	I have had ongoing issues with trash removal. Infrastructure to me would include considering another provider for trash removal? Thanks!	12/1/2022 5:26 PM
102	No House Boats on the lake or River	12/1/2022 5:19 PM
103	Better recycling options for the city. Once a month collection and forcing residents into contracts with one Trash hauler promotes bad service and inability to hold them accountable.	12/1/2022 5:19 PM
104	Limit on new building of short-term rentals. Affordable housing for families.	12/1/2022 5:16 PM
105	Protect public boardwalk access (in front of Mermaid, the DeVos house, Coral Gables, and the Butler) and better protect water views (e.g., on Lake Street and Water Street).	12/1/2022 5:15 PM
106	Fix the cell phone coverage issues. It is absolutely dangerous to have that many people in the summer who can't use their phones if their was god forbid something catastrophic happening. Or if they simply need to call 911 and can't get a call to go through. It is a major safety issue!	12/1/2022 5:15 PM
107	Cellular communications continue to be, not only a source of massive inconvenience. It also poses a safety and security risk.	12/1/2022 5:12 PM
108	Might seem minor but I've advocated for improved restroom facilities at Mt Baldhead for several years now. No action to date.	12/1/2022 5:09 PM
109	Safer walkway for pedestrians on Park Street. There is so much traffic year round as it is the one and only road that goes to Oval Beach, Mount Baldhead, Trails, etc. These landmarks are what bring people to Saugatuck, we need a safe way for people to comfortably walk & ride their bikes to and from.	12/1/2022 5:06 PM
110	Are the houseboats still on along Park Street? If so, when will they be moved?	12/1/2022 5:04 PM
111	More public beach access, bike path to oval beach	12/1/2022 5:04 PM
112	Transparency & Accountability: Openly address lack of transparency related to campaign candidate filing petitions and procedure; undocumented offsite meetings among a majority of council members; questionable filings by city officers with State agencies targeting innocent Saugatuck citizens. (In fact, I'd consider this the MOST important priority in order to restore faith in good government procedures here.)	12/1/2022 5:02 PM
113	Cell service. Build a tower. Build a walking lane on park street and create crosswalks with mandatory stop signs for cars to allow pedestrian passage with safety.	12/1/2022 5:00 PM
114	Interaction with city residents when they present their concerns or ideas. It has appeared that they can share their ideas but there isn't acknowledgement that the council has heard it or considered those ideas and concerns	12/1/2022 4:58 PM
115	Ways to build up winter activities that will attract tourist and/or keep residents to stay in Saugatuck so that local businesses and restaurants can remain open.	12/1/2022 4:58 PM

Q1 Please check the following that apply:

Answered: 143 Skipped: 0



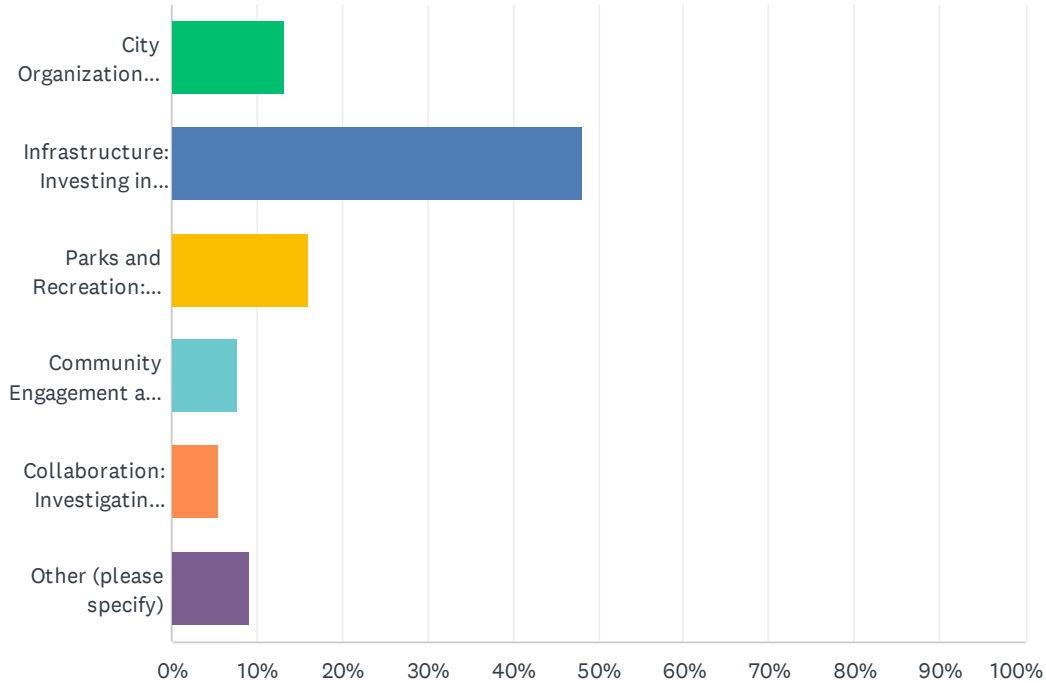
ANSWER CHOICES	RESPONSES	
Full-time resident of the City of Saugatuck.	62.94%	90
Part-time resident of the City of Saugatuck.	24.48%	35
Business owner in the City of Saugatuck.	5.59%	8
Other (please specify)	11.19%	16
Total Respondents: 143		

Other (please specify):

- Full time resident in Douglas
- Full-time resident & business owner in Saugatuck township
- Property owner
- Raised in Saugatuck, SHS graduate, local homeowner, resident of the world.
- part time resident in Saugatuck Twp
- Residential lot owner who intends to build
- Previous resident
- Saugatuck Township Resident
- Own property in City of Saugatuck but live in the township.
- Ravines part time resident
- tri-community full time resident
- Saugatuck Business Owner
- Saugatuck Douglas Area CVB
- Saugatuck Township business owner and homeowner
- Clyde Township, Works in Saugatuck Township
- Work in Saugatuck

Q2 Which of the following strategic goals do you consider the number one priority for the City of Saugatuck in Fiscal Year 2023-2024 (July 2023 to June 2024)?

Answered: 143 Skipped: 0



ANSWER CHOICES	RESPONSES	
City Organization and Culture: Improving the efficiency and effectiveness of the administration and Council/Boards/Commissions/Committees, in order to provide better quality services to residents.	13.29%	19
Infrastructure: Investing in infrastructure updates throughout the City to support the needs of our citizens and visitors, such as road surfacing, water service line replacement, and improved cellular coverage.	48.25%	69
Parks and Recreation: Prioritizing Parks and Recreation projects for improved and well-maintained natural park spaces, which will add to the beauty and desirability of the City.	16.08%	23
Community Engagement and Communication: Increasing community engagement and trust with better communication strategies.	7.69%	11
Collaboration: Investigating opportunities to engage with other communities for cost-saving purposes and to accomplish larger-scale, cross-jurisdictional projects.	5.59%	8
Other (please specify)	9.09%	13
TOTAL		143

Q2 Which of the following strategic goals do you consider the number one priority for the City of Saugatuck in Fiscal Year 2023-2024 (July 2023 to June 2024)?

Other (please specify):

Addressing STR. There are too many. Some do not follow rules and are feel they are entitled. Do not generate tax revenue as hotels etc do. This has also caused home prices to skyrocket as well.

Create a task force to value the tax savings by combining the City with Douglas and Township whereby eliminating duplicative positions and waste.

Bury the power lines, I think the town bills itself as a tree city, lets do what we can to support strong trees!

Limiting short term rentals

simplify ! too many commissions. it makes it near impossible for residents to improve their property, and makes it cost way more and take forever to get approvals.

Inform taxpayers of ongoing lawsuits and also where things stand regarding these. Also fund spent to date on each one.

A safe walking/ biking path on Park St

Limit/reduce STR's

Put a cap on the number of short term rentals. We are overwhelmed

Short-term rentals, including stricter ordinances, better enforcement, and caps on the number of STRs in residential neighborhoods to dramatically reduce the numbers

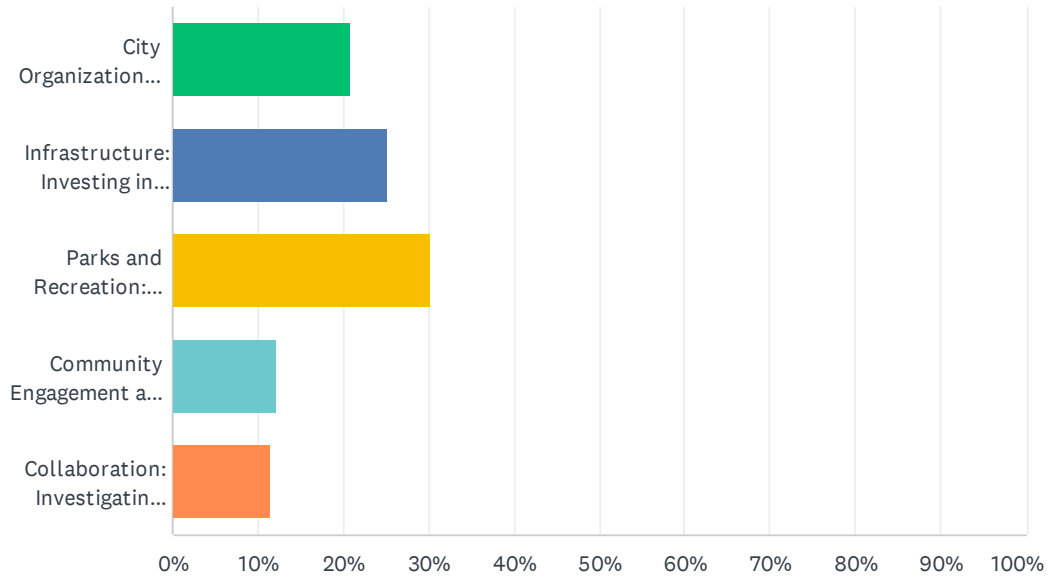
Fix short term rentals

Why is the year wrong?!

Reduce waste by eliminating wasteful projects (office furniture, holiday djs, errors in voting mailings etc) and to make DPW more efficient by becoming better organized and trained and minimize the entirely wasteful multi vehicle/staff inefficient non environmentally friendly too numerous collection of leaves.

Q3 Which of the following strategic goals do you consider the number two priority?

Answered: 139 Skipped: 4



ANSWER CHOICES	RESPONSES
City Organization and Culture: Improving the efficiency and effectiveness of the administration and Council/Boards/Commissions/Committees, in order to provide better quality services to residents.	20.86% 29
Infrastructure: Investing in infrastructure updates throughout the City to support the needs of our citizens and visitors, such as road surfacing, water service line replacement, and improved cellular coverage.	25.18% 35
Parks and Recreation: Prioritizing Parks and Recreation projects for improved and well-maintained natural park spaces, which will add to the beauty and desirability of the City.	30.22% 42
Community Engagement and Communication: Increasing community engagement and trust with better communication strategies.	12.23% 17
Collaboration: Investigating opportunities to engage with other communities for cost-saving purposes and to accomplish larger-scale, cross-jurisdictional projects.	11.51% 16
TOTAL	139

Q4 Are there any other specific goals, projects, or action items you would like to see addressed in the coming year?

Answered: 64 Skipped: 79

#	RESPONSES	DATE
1	Transparency in decision making....minimize risk in financial decisions...increase rainy day fund!	12/18/2023 11:52 AM
2	Adding actual affordable housing to the area. Incentivizing local real estate/ rental groups to rent out units/ houses yearly at affordable rates to help increase and stabilize year round work force. Focus on preserving our local environment (i.e. beaches, local water ways) as it is one of the bigger draws of the tourism to the area. Recent guests from cities (especially Chicago) have been dismayed at the "building up" of the area. Making our area more handicap accessible and friendly.	12/18/2023 10:31 AM
3	Tri community goals to maintain our unique waterfront	12/15/2023 4:05 PM
4	Free beach passes, walkway to Oval Beach, more street lights on Elizabeth, end of Maple St. improvements, replacement plan for aging trees	12/12/2023 5:14 PM
5	We should reconsider working more closely with Douglas and possibly revisit consolidation with our neighbor.	12/12/2023 2:07 PM
6	Internet service downtown. The street dept does a fantastic job emptying trash cans downtown. Can we look at getting recycle bins next to them. A lot of bottles and cans are going in landfill and out of state guests throw away cans with deposits on them.	12/12/2023 12:50 PM
7	Putting a cap on short term rental properties on the hill	12/12/2023 6:53 AM
8	Please address the STR problem.	12/10/2023 3:24 PM
9	Reduce excessive spending on underutilized staff (reduce headcount) and reduce spending on wasteful expenditures such as holiday excesses, wasteful public works activities, and unnecessary legal expenditures.	12/9/2023 1:51 PM
10	Yes, I would like to see the city provide recycling twice a month sooner rather than later. Doulas has had it twice a month for the past two years. Saugatuck should have it as well.	12/9/2023 8:38 AM
11	Please make restrooms at coughlin park up near the road and not the docks	12/9/2023 7:42 AM
12	We need 5G cell phone availability. During the summer when the town is full of guests the internet service is woefully inadequate.	12/8/2023 5:35 PM
13	More affordable housing for our area.	12/8/2023 4:31 PM
14	The community needs to take a step back and look at the over all development of the entire area. As the entire community grows into something entirely different of what we once were seasonal rentals are chocking the area into a need for different services. Parking has become a nightmare, instead of addressing the issue, council encourages restaurants to take up more and more parking spaces downtown. Meanwhile all out fights ensue over parking places. A parking structure next to the SCA would help in the summer months and could possibly be rented out for car and boat storage in the winter months. A special assessment on seasonal rentals could help out with cost. There are 800+ Seasonal Rentals now in the area. How many more cars does that alone bring to town? Our city needs its infrastructure fixed before it needs more glitz and glamor. As for more parks, why? we already support more than 500 acres of parkland. Surely that is enough!!! It is not the taxpayer who should bring events to town (\$60k for 4th July) the tax payer dollars should be used for infrastructure to support our community not add to what seems like a free for all.	12/8/2023 10:03 AM
15	Remove outdoor seating in parking spots downtown.	12/8/2023 9:42 AM
16	.Finish the work that has been started on short-term rentals in all aspects, including caps	12/8/2023 8:38 AM

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.Finish the work that has been started on Waterfront development/protection to assure that the City's greatest asset is protected .Engage collaboratively, including utilization of the Tri-Community Plan, to address both strategic and tactical issues.

17	Building trust, communication, and kindness is also very important! We already have tourists. What promoting Saugatuck as a destination to live. What about a plan for attracting full time residents to keep the small town alive all year. And, look at a way to create affordable housing for families and employee's that actually work here in Saugatuck, these folks keep Saugatuck running, on multi levels all year! More affordable rent/taxes for shop keepers, bars/restaurants, so they can make a living. A special thanks, and appreciation, to all of you folks who work for our city, volunteer, serve on boards, and committee's! HEALTH, Gratitude, and Blessings!	12/8/2023 8:30 AM
18	I love our small, seasonal tourist town. I live here because of this. It's a shame that people who have moved here in the last 5 years wish to take away the tourism and change the community.	12/7/2023 9:26 PM
19	City manager and BPW chair need to respond to messages left by citizen whose original call was not answered.	12/7/2023 8:38 PM
20	stop spending all our tax dollars on attorney.too many commissions and meeting all with attorneys. Saugatuck city spends more on attorney rha a city 10 times its size. we could do so much more for our community with the \$600,000 we spend on attorney bills	12/7/2023 7:43 PM
21	get the bike trail finished - jeeezz.	12/7/2023 7:42 PM
22	Put the West Side of the River as a priority. Replace the blacktop (decades wasted on studies - just replace it) Gateway to Oval Beach. Maintain and groom street easements for public use/safety. Remove unnecessary street signs. Create and place Tourist directional signs to Oval Beach Mt. Baldhead Trails and Chain Ferry. Clean up Mt. Baldhead area - pave parking lot. Clear piles of brush. Paint and clean Bathrooms. Hire professional to run Oval Beach concession and provide shade areas and programs to encourage use at non-peak hours. For once treat the west side like it's a part of the City's obligations. You've ignored it for too long.	12/7/2023 7:29 PM
23	I would like to see more emphasis on using the ferry as a transportation option and less emphasis on providing a tourist attraction.	12/7/2023 6:05 PM
24	More strict enforcement of Historic District. The Butler is an abomination. Looks like a parking garage.	12/7/2023 5:53 PM
25	Make Park Street more bike and pedestrian friendly!!!!!!!!	12/7/2023 4:35 PM
26	1)This could fall under infrastructure, but for the summer months, a public walkway along Park St and Perryman for people walking to Mt Baldhead and Oval Beach. 2) Review and consider the creation of Downtown Development Authority to solicit grants and create a revenue source to be used for community events to boost local downtown business and substainabilty of downtown areas key to maintaining a thriving CBD.	12/7/2023 4:09 PM
27	Cellular Coverage for all carriers.	12/7/2023 3:42 PM
28	Improve the recycling program!!!	12/7/2023 3:25 PM
29	Given fewer people are willing to volunteer their time, we should consider adding a couple positions of people who plan community activities and events.	12/7/2023 3:01 PM
30	1. reduce short term rentals. keep saug a place people want to reside.....and visit daily more than weeks. 2. prevent too tall and unsightly building on downtown water and downtown. double deck at butler should have been single deck. 3. collaborate with neighboring towns on services. 4. prevent large chain businesses from downtown and within a close radius. 5. vett businesses opening in downtown to reduce # of stores that don't bring significant value to town, like multiple t-shirt shops, large chain, etc. Uniqueness and quality have been historical and much needed....we are slipping a bit regarding this. 6. truly listen to residential tax payers.	12/7/2023 3:00 PM
31	Short term rental ordinance and inforcement of it.	12/7/2023 2:15 PM
32	Spend more time improving/updating what we have before starting new projects. Updates to existing bathrooms and an additional public bathroom downtown.	12/7/2023 2:12 PM
33	Expanding the use of traditional street lights existing along water Street throughout the downtown business district	12/7/2023 2:08 PM

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34	Affordable housing in the tri-community area for singles, young families, and lower income retirees	12/7/2023 1:52 PM
35	Enforcement of STR task force recommendations.	12/7/2023 1:47 PM
36	more connection with the residents	12/7/2023 1:26 PM
37	Parking	12/7/2023 1:21 PM
38	Mt Baldhead Park should be number 1 priority for parks.	12/7/2023 1:17 PM
39	Get rid of the floating homes and Heule's marina and enforce zoning in Heuleville (The former Presbyterian camp)	12/7/2023 1:03 PM
40	Pedestrian safety on Park Street	12/7/2023 12:43 PM
41	STR guidelines and enforcement.	12/7/2023 12:37 PM
42	Get the houseboats out of the kalamazoo river	12/7/2023 12:35 PM
43	Need better STR supervision.	12/7/2023 12:35 PM
44	All of these areas are critical and should be part of the City's plans for the new year. I love the idea of using the old airport property for park and also conservation!	12/7/2023 12:20 PM
45	No politics - focus on nuts and bolts of what the city needs.	12/7/2023 12:14 PM
46	Maintain tight controls on short term rentals	12/7/2023 12:04 PM
47	Parking is always a problem. Maybe better advertising of Interurban and parking options.	12/7/2023 12:02 PM
48	Make certain the Historic District Commission remains strong and relevant. Do the members presently belong to the state organization and attend the annual conference?	12/7/2023 11:54 AM
49	Natural area preservation. As a city, with neighboring cities, with trusts, however it can happen to preserve our natural areas.	12/7/2023 11:51 AM
50	FIX MY SIDEWALKS	12/7/2023 11:50 AM
51	The number one priority should be to minimize the number of short-term rental properties. These properties are destroying our community by reducing the number of actual residents. Many neighborhoods no longer feel like a community - more like a hotel strip.	12/7/2023 11:44 AM
52	I'd like to see city government spend time and money on projects that benefit the largest body of residents. I don't think, for example, making improvements at the old airport site should receive any priority at all. Thanks for asking.	12/7/2023 11:41 AM
53	Let's agree we don't need any more township fire equipment.	12/7/2023 11:37 AM
54	Safety measurements at Blue Star and Old Allegan Road.	12/7/2023 11:37 AM
55	Public bathrooms need major remodel - for a tourist city they are embarrassing! This should be a priority this Spring.	12/7/2023 11:37 AM
56	Connectivity, cellular service spotty and unreliable negatively impacting ability to work remotely along with creating life/safety risk.	12/7/2023 11:36 AM
57	Unused buildings remade in to actual affordable rentals, with an emphasis on residents of Allegan county being able to have first dibs on renting. Perhaps those with the most need of housing put in a lottery once they apply for housing. Adding more handicap accessible features/accommodations to our public spaces.	12/7/2023 11:36 AM
58	I believe it's important for the city to complete projects that are started.	12/7/2023 11:34 AM
59	Insuring the public is not "blind-sided" about projects and policies the City plans to implement prior to their implementation.	12/7/2023 11:32 AM
60	Reduce budget and taxes. Improve options for recycling (one time per month for a fee isn't acceptable). Sell assets (ie, the dump truck and "airport" land) at the highest and best price. Entice developers to build a parking structure on the city lot whereby adding parking for visitors and business owners and on top of the multi story building add income governed deed restricted residential units - that's what real cities do. Go after grants etc. Close the middle &	12/7/2023 11:32 AM

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high school as 41% (last year) were school of choice students and that is not the intent of school of choice and let demographics play out and let the schools wind down.

61	I feel collaboration with the City of Douglas as in the last strategic goal is also critical for the future.	12/7/2023 11:29 AM
62	STR's and other non-owner occupied dwellings, parking downtown and in the neighborhoods, an overall street improvement/replacement plan, a city-specific master plan (in addition to the tri-community one).	12/7/2023 11:26 AM
63	Complete WiFi connectivity with AT&T, at the Mt. Baldhead Radar tower and in the downtown shopping district (Butler and Water Street. Further the recycling capabilities, to include recycling at businesses. Please place recycling containers on Butler, Culver and Water Streets. Continue the outstanding work initiated by the Parks & Public Works committee. Initiate the Short-term Committee recommendations.	12/7/2023 11:25 AM
64	Cell phone service	12/7/2023 11:19 AM



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: December 18, 2024

SUBJECT: Staff Wage Scale Inflation Adjustments

DESCRIPTION:

Earlier this year staff engaged with a wage consultant to recommend updated wage scales for staff. The scales were based on 2023 MML data and the consultant recommended updating for inflation each year. In July, City Council approved updated step and wage scales, and authorized inflationary adjustments to the scale each January. This applies to all full time positions except the City Manager who has a separate employment agreement.

Step Progression and Inflation Adjustments

As a reminder, if staff are meeting performance expectations, they receive a step increase in July of each year which is equivalent to a 3% raise. If there is exceptional performance, the City Manager has the discretion to approve additional step increases. In January of each year, the entire wage scale is adjusted for inflation and staff receives this adjustment to their salary as well. This ensures staff wages keep up with inflation, and staff are also receiving merit based increases as they gain additional education, experience and time with the City.

Inflation for 2024

The Michigan State Tax Commission has set the inflation rate multiplier for next year at 3.1%. This number is based on averaged data from the US Department of Labor, Bureau of Labor Statistics.

The cost-of-living adjustment being provided to Social Security recipients for next year is 2.5%.

Recommendation

I recommend a 2.5% inflationary adjustment to the pay scales and a one-time lump sum equivalent to .5%. Based on current wages, the 2.5% increase will result in a cost of \$9,917.31 for the remainder of the current fiscal year, or \$19,834.62 for a full year. The one-time lump sum will cost \$3,374.75.

If Council desires a higher or lower adjustment, the costs would be as follows:

- 3% Increase - \$11,901.15 for the remainder of the current fiscal year, or \$23,802.30 for a full year.
- 2% Increase - \$7,173.01 for the remainder of the current fiscal year, or \$14,346.02 for a full year.

The attached wage scale reflects the proposed 2.5% increase.

As inflation continues to normalize, it is expected that future inflationary adjustments will return to a level that more closely aligns with the Federal Reserve target of 2%.

BUDGET ACTION REQUIRED:

None at this time. Increases were budgeted for this fiscal year.

LEGAL REVIEW:

N/A at this time. Legal will be at your meeting for any questions.

SAMPLE MOTION:

Motion to approve a 2.5% inflation adjustment to the staff step and wage scale and a one time lump sum payment of .5%, effective the first full payroll in January 2025.

**City of Saugatuck
Proposed Salary Structure**

Grade	Position	Salary Steps									
		1	2	3	4	5	6	7	8	9	10
8	DPW Director	\$79,605	\$81,993	\$84,453	\$86,987	\$89,596	\$92,284	\$95,053	\$97,904	\$100,841	\$103,867
7	Treasurer	\$72,368	\$74,539	\$76,776	\$79,079	\$81,451	\$83,895	\$86,412	\$89,004	\$91,674	\$94,424
6	Planning/Zoning	\$65,789	\$67,763	\$69,796	\$71,890	\$74,046	\$76,268	\$78,556	\$80,913	\$83,340	\$85,840
5	Clerk	\$59,809	\$61,603	\$63,451	\$65,354	\$67,315	\$69,334	\$71,414	\$73,557	\$75,764	\$78,037
4	Oval Beach Manager	\$54,371	\$56,003	\$57,683	\$59,413	\$61,195	\$63,031	\$64,922	\$66,870	\$68,876	\$70,942
3	DPW Lead	\$49,429	\$50,911	\$52,439	\$54,012	\$55,632	\$57,301	\$59,020	\$60,791	\$62,615	\$64,493
2	Deputy Clerk	\$44,935	\$46,283	\$47,672	\$49,102	\$50,575	\$52,092	\$53,655	\$55,264	\$56,922	\$58,630
1	DPW Worker	\$40,850	\$42,076	\$43,338	\$44,638	\$45,977	\$47,356	\$48,777	\$50,240	\$51,748	\$53,300



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: December 18, 2024

SUBJECT: Council Review and Approval of City Manager Performance Evaluation Criteria

DESCRIPTION:

My employment agreement with the City states the following related to performance evaluations:

Section 11A. The City Council may conduct evaluations of the Employee. The City Council may undertake any such review on its own initiative or at the request of the Employee. To the extent permitted by law, Employee may request that an evaluation be conducted in a closed session of the City Council, subject to the City Council's approval. An evaluation shall be in accordance with specific criteria which may be added to or deleted from as the Council may from time to time determine, in consultation with the Employee. Further, the Mayor shall provide the Employee with a written summary statement of the findings of the Council and provide an adequate opportunity for the Employee to discuss his evaluation with the Council.

Attached is the combined criteria that was used to evaluate the two previous City Managers.

LEGAL REVIEW:

Legal will be at your meeting if you have any questions.

SAMPLE MOTION:

Motion to approve the City Manager performance evaluation criteria.

CITY OF SAUGATUCK
ANNUAL PERFORMANCE REVIEW
 Fiscal Year 2024/2025

Employee: Ryan Cummins	Date:
Title: City Manager – City of Saugatuck	Evaluated by:

Please rate the City Manager’s performance in the following key areas:

1. **CUSTOMER SERVICE:** Responds in a timely, courteous and effective manner to calls for service received from City of Saugatuck residents.

Unacceptable Needs Improvement Meets Expectations Exceeds Expectations Excellent
2. **PLANNING/PROBLEM SOLVING:** Anticipates and/or analyzes problem areas; researches and establishes alternative solutions; makes sound decisions; is skillful in conflict resolution.

Unacceptable Needs Improvement Meets Expectations Exceeds Expectations Excellent
3. **INTERPERSONAL RELATIONS:** Cooperates effectively with City Council, department heads, employees, and/or the public; exhibits tact and sensitivity to the needs of others.

Unacceptable Needs Improvement Meets Expectations Exceeds Expectations Excellent
4. **ORGANIZATION:** Ability to arrange work and to respond to conflicting or changing priorities; ability to maintain orderliness or documentation and to ensure effective functioning of City government.

Unacceptable Needs Improvement Meets Expectations Exceeds Expectations Excellent
5. **COMMUNICATION:** Ability to effectively communicate, in oral and written form, with City Council, department heads, employees, media, other government leaders and/or the public; ability to keep others informed of pertinent information; ability to listen to the position of others.

Unacceptable Needs Improvement Meets Expectations Exceeds Expectations Excellent
6. **WORK ATTITUDE/ETHICS:** Is open and straight-forward; accepts responsibility; responds to direction of the City Council; conforms to high ethical standards.

Unacceptable Needs Improvement Meets Expectations Exceeds Expectations Excellent
7. **SUPERVISION/LEADERSHIP:** Ability to motivate others; effectively assigns work to others; encourages and affords the opportunity to employees to increase skills.

Unacceptable Needs Improvement Meets Expectations Exceeds Expectations Excellent
8. **FINANCIAL MANAGEMENT:** Accurately and effectively manages financial and material resources; maintains policies in purchasing procedures, material replacement, equipment, etc.; prioritizes expenditures to reflect City Council policies.

Unacceptable Needs Improvement Meets Expectations Exceeds Expectations Excellent
9. **CITY GOALS AND ACCOMPLISHMENTS:** Ability to assist Council in establishing goals and priorities and to focus efforts to accomplish goals and priorities adopted by City Council. Able to effectively work as a team player.

Unacceptable Needs Improvement Meets Expectations Exceeds Expectations Excellent
10. **QUALITY OF WORK:** Completes work accurately and thoroughly; compiles and supplies requested information in a timely manner; is well prepared for meetings; follows through on issues and/or assignments.

Unacceptable Needs Improvement Meets Expectations Exceeds Expectations Excellent

11. **JOB KNOWLEDGE/PROFESSIONAL DEVELOPMENT:** Has a solid understanding of all phases of job description on a professional level; takes action to acquire new knowledge and skills.

Unacceptable Needs Improvement Meets Expectations Exceeds Expectations Excellent

12. **OVERALL PERFORMANCE FOR FISCAL YEAR:**

Unacceptable Needs Improvement Meets Expectations Exceeds Expectations Excellent