



CITY COUNCIL MEETING AGENDA

December 23, 2024

The meeting will start at 6:30 p.m.

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

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Mayor's Comments**
5. **City Manager Comments**
6. **Agenda Changes (Additions/Deletions)**
7. **Guest Speakers**
8. **Public Comment on Agenda Items Only (Limit 3 minutes)**
9. **Consent Agenda: (Roll Call) Pg.3**
 - A. Regular Meeting Minutes - November 25, 2024.
 - 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
 - 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.
 - D. Board Reappointment
 - a. Lynne Aspnes – Board of Review with term ending January 1, 2028.
 - b. Jane Verplank – Fire District Board with term ending January 14, 2031.
10. **Staff Reports, Boards, Commissions & Committees: Pg.47**
 - A. **Staff Reports:**
 1. City Manager
 2. Treasurer
 3. Clerk
 4. Planning and Zoning
 5. Department of Public Works
 6. Police

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. Engineer

B. Boards, Commissions & Committees:

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

11. Approval of Accounts Payable: (Roll Call) Pg.63

- A. Accounts Payable in the amount of \$353,955.46.

12. Public Hearings

13. Unfinished Business

14. New Business

- 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 *(Roll Call) Pg.65*
- B. Staff Wage Scale Inflation Adjustments *(Roll Call) Pg.73*
- C. Council Review and Approval of City Manager Performance Evaluation Criteria *(Roll Call) Pg.76*

15. Public Comments (Limit 3 minutes)

16. Correspondence:

17. Council Comments

18. Adjourn (Voice Vote)



CITY COUNCIL REGULAR MEETING MINUTES - *Proposed*
December 9, 2024

The City Council met to have a Regular Council Meeting at City Hall.
102 Butler St., Saugatuck, MI 49453.

Call to Order:

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

Pledge of Allegiance.

Attendance:

Present: Mayor Anderson and Councilmembers Clark, Dean, Muncey, Peterson and Gardner.

Absent: Mayor Pro-Tem Stanton.

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

Motion by Peterson, second by Gardner to excuse Lauren from tonight's meeting. Via voice vote, motion carried 6-0.

Mayor Comments:

Mayor Anderson thought the Christmas parade was nice—they are so much fun. The Mayor said it was wonderful to see everyone: the shovel guys, all the kids. She noted the town really comes together for the holidays, and it was heartwarming to witness. She had floated an idea to the city manager about possibly holding next year's parade in the evening. That way, trucks, people, and everything could be lit up. It might not be the perfect idea, but it was fun to think about.

City Manager Comments:

City Manager Cummins recognized the efforts of the Department of Public Works (DPW), starting with a recent promotion. Adam Kerridge, a long-time DPW staff member, has been promoted to Assistant Supervisor, taking on the role previously held by Cody Hardy. He expressed deep appreciation for the DPW crews and their hard work managing a couple of significant snowstorms, with more on the horizon, as another weather watch was already in place. Their dedication to keeping roads clear and the community moving was greatly valued.

He also echoed the positive sentiments about the recent Christmas parade. He extended thanks to the Convention and Visitors Bureau for leading the organization of such a successful event.

He took a moment to address the ongoing litigation related to the Dune Ridge case. Last week, the Court of Appeals heard oral arguments, and the proceedings, which are fully public, can be accessed via YouTube. He noted that a link to the recording is included in his manager's report.

Regarding the audit, he assured council that progress is steady. The auditor submitted minor questions the previous evening, all of which were addressed promptly. Preliminary financial statements are expected this week, and the audit remains on track for completion by the end of the month. Plans are also underway to schedule a workshop in January, where auditors will present and discuss the results with the council.

Finally, he confirmed the date for the upcoming strategic planning meeting: January 24th. Facilitator has been officially confirmed, and he appreciated the council's discussion and feedback from the prior week, which has been instrumental in moving the process forward.

Agenda Changes: None.

Guest Speakers: None.

Public Comment on Agenda Item Only: None.

Consent Agenda:

- A. Regular Meeting Minutes - November 25, 2024.
 - B. Change Order #1 to TMF Water Service Material Verification Agreement with Compton Inc.
 - C. Amendment to Comcast Franchise Agreement to Change Legal Name
- Motion by Dean, second by Clark to approve the consent agenda. Via roll call vote, motion carried 6-0.*

Staff Reports, Boards, Commissions & Committees:

The City Manager, Treasurer, City Clerk, Director of Planning & Zoning, Department of Public Works, Engineer and Police submitted status reports of current activities since the last regular council meeting on November 25, 2024, for their respective departments.

Fire District Administration Board, Dan Fox:

The upcoming board meeting will take place in a week. In the meantime, the staff report by Sergeant Haas praised the district's efforts, which included the deployment of a TMA truck during a recent emergency. During the incident, the Fire District implemented an "all hands-on deck" approach, summoning all available personnel to address the crisis, which temporarily strained staffing levels at the station. Fire District Chief Janik noted the unprecedented severity of the event, with five vehicles overturned simultaneously, described as the worst conditions ever seen.

Additionally, it was noted that the Life EMS ambulance stationed at the Fire District will be relocated during the off-season due to insufficient call volume to justify its presence. While this might marginally impact response times, Life EMS operates a highly advanced system to optimize coverage. Fire District EMTs, trained and equipped, typically arrive on scene within six to seven minutes, maintaining critical EMS response standards despite these changes.

Interurban Board, Councilmember Muncey:

The next meeting is scheduled for December 17.

Councilmember Muncey reminded of ongoing services, including free rides to the Super Value grocery store every Wednesday. Additionally, the meal delivery service continues to be available for a small fee. Residents can order meals from their favorite restaurants, pay directly, and have them delivered to their door. These initiatives aim to provide accessible and convenient options for the community.

Kalamazoo Lake Sewer & Water Authority:

None.

Kalamazoo Lake Harbor Authority, Councilmember Peterson:

She will be attending the next scheduled meeting.

Zoning Board of Appeals, City Manager Cummins:

None.

Historic District Commission, Councilmember Gardner:

The qualified meeting was canceled due to the weather. They are working on rescheduling that meeting, probably in early January.

Planning Commission, Councilmember Clark:

- Waterfront preservation district - Proposed amendments regarding first floor apartments. The discussion included input from legal counsel, resulting in a unanimous decision to approve the language, which will be reviewed at the next workshop.
- ADU - The current 300-square-foot minimum for short-term rental licenses was discussed, with most applications reportedly falling below this threshold. There is consideration of aligning with Michigan building codes to address these discrepancies, with further deliberation expected in the coming months.
- B & B Request - A request was received to permit accessory structures to be used for additional rooms in bed-and-breakfast operations. The discussion included concerns about citywide implications, such as the potential expansion of B&Bs into larger operations like motor courts. Further exploration of policy limits will continue.
- Strategic Planning - The upcoming December 19 meeting will address priority setting and strategic goals for the city in the new year, incorporating community input and reviewing related initiatives.

Parks & Public Works Committee, City Manager Cummins:

The next meeting is next Tuesday at 9 a.m.

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

The city manager's report highlights ongoing progress. The focus remains on ensuring that historical artifacts are protected and that the route is designed with sensitivity to potential cultural and historical considerations. This careful approach reflects the importance of preserving heritage while moving the project forward responsibly.

Water System Operations Contract Advisory Committee, Councilmember Gardner:

Next meeting is January 7, at 2:30 p.m.

Wildlife Management Committee, Councilmember Dean:

The Wildlife Committee recently held a meeting to discuss its mission and strategies for managing urban deer populations in the Saugatuck-Douglas Township area. The committee's purpose is strictly advisory, providing recommendations for consideration by the three municipalities.

Discussion included the following:

- The committee affirmed its deliberative mission and clarified it does not set policy.
- A DNR wildlife specialist, presented observations from a tour of the area, noting that local deer exhibit abnormal behavior, such as lacking fear of humans, contrasting with wild deer in the Allegan State Game Area.
- Potential methods included culling, firearm and archery hunting, and even birth control. However, the science suggests hunting or culling is the most effective approach.
- Low-cost and immediate actions proposed include lifting ordinances prohibiting bow and arrow use on private property and educating the public against feeding deer, which exacerbates the problem.
- A survey will be distributed to gather community input on experiences with deer and opinions on proposed solutions.
- The use of drones equipped with infrared sensors was suggested to conduct herd counts, providing precise data on deer populations and congregation areas.
- Allowing archery hunting on private properties, with appropriate regulations, could create necessary pressure on deer herds, mimicking natural deterrents.
- Future herd surveys could evaluate the effectiveness of these measures.
- Lessons from other communities, such as Ann Arbor and Jackson, provide valuable insights into urban deer management.

Approval of Accounts Payable:

Motion by Garnder, second by Peterson to approve the accounts payable in the amount of \$163,045.08. Via roll call vote, motion carried 6-0.

Public Hearing: None.

Unfinished Business: None.

New Business:**Amendment to Coghlin Park Policy:**

Motion by Muncey, second by Clark to approve or deny the revision of the policy clause changing, "Reservations may not be made for the future calendar" to "Reservations may be made up to two calendar years in advance." Via roll call, motion carried 6-0.

Resolution 241209-A Approving 2025 Meeting Dates:

Motion by Dean, second by Peterson to approve Resolution 241209-A listing the city council schedule of meetings for the year 2025. Via roll call vote, motion carried 6-0.

Public Comment:

Sherry Tedaldi, North St.: She expressed her disappointment regarding conduct within the council.
Dan Fox, Holland St.: He offered suggestions about deer management and the ethics policy considerations.

Correspondence:

The city is accepting application for the following:

Compensation Commission, Planning Commission, Zoning Board of Appeals and Historic District Commission.

Council Comments:

Mayor Anderson addressed the topic of ethics in governance, emphasizing concerns about perceived hypocrisy in public and private conduct. She reiterated that ethical behavior is fundamental to the functioning of public bodies and stressed the negative impact of hypocrisy on city governance and staff morale. She explained her conversation and meeting with councilmember Gardner.

Councilmember Clark reflected on a conversation with a local resident who expressed feeling fortunate to live in the town and a desire to stay, emphasizing the importance of continuing the traditions that make the town a great place, Clark agreed. He extended gratitude to everyone involved in maintaining these traditions, including city staff, the Department of Public Works, and first responders.

Councilmember Dean addressed Mr. Fox's comments regarding feeding deer, clarifying that, according to the DNR, it is illegal to feed deer statewide, similar to the illegal practice of baiting deer for hunting. He emphasized the need for further communication to ensure the community is aware of this law. Additionally, expressed gratitude to everyone who participated in the recent Christmas parade, highlighting it as a wonderful event that showcases the tight-knit community.

Councilmember Gardner echoed Councilmember Dean's comments about the parade as it was a lot of and the 30th year for the shovel brigade. The best years are still in front of them, and it was fun for everyone.

Councilmember Muncey expressed enjoyment at the recent parade, especially having City Manager Ryan Cummins and the Treasurer Nicole Bredeweg join the council in the festivities. He also appreciated the ongoing discussions about deer management, particularly the importance of educating the community about the negative effects of feeding deer. Muncey is excited about his new role in the annual production of *A Christmas Carol* at the Saugatuck Women's Club, where he will play Jacob Marley, moving away from his years in the previous role as Mr. Cratchit. They encouraged the community to attend the performance and mentioned that all proceeds from the play benefit Christian Neighbors, supporting those in need in the Saugatuck and Douglas areas.

Councilmember Peterson echoed all the comments about the parade as it was a wonderful parade. She commended the planning commission with the quality of the discussion and gratitude for the positive outcome.

Adjournment:

Motion by Dean, second by Peterson to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Anderson adjourned at 7:49 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: December 23, 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
01/23/03 TEDDIR.FOR 11/19/24

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 23, 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:

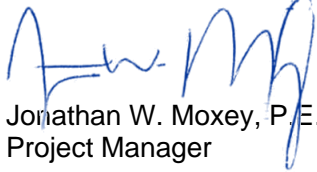
Phase	Budget
Survey	\$ 8,000
Planning	\$ 20,000
Renderings (Allowance)	\$ 6,000
Total Proposed Budget	\$ 34,000

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: Jamie Wolters, City Clerk

MEETING DATE: December 23, 2024

SUBJECT: Boards/Commission/Committee Appointments

DESCRIPTION:

I provided notice on 11-25-24 that the city is accepting applications for the Board of Review and Fire District Board and Per City Ordinance Section 152.06, appointments shall be made by the Mayor subject to the confirmation/approval of the City Council. Copies of the applications are in your meeting packet. The following have applied for re-appointment:

Board of Review:

- Lynne Aspnes

Fire District Board:

- Jane Verplank

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to re-appoint the following:

- Lynne Aspnes to the Board of Review with a term ending January 1, 2028.
- Jane Verplank to the Fire District Board with a term ending January 14, 2031.

LYNNE ASPNES

Professor Emerita of Harp, [The University of Michigan School of Music, Theatre & Dance](#)
Founder, [The American Harp Center](#)

EDUCATION

1980-1983	Manhattan School of Music	Doctor of Musical Arts
1976-1977	San Francisco Conservatory of Music	Master of Music
1970-1973	University of Minnesota	Bachelor of Fine Arts

TEACHING POSTS

2007 – 2013	Professor of Music (Harp)	Arizona State University, Tempe, AZ
1985 – 2008	Professor of Music (Harp)	School of Music, the University of Michigan Ann Arbor, MI
1995 – 2006	Faculty	Interlochen Arts Camp, Interlochen Michigan
1998	Faculty	Aspen Music Festival and School

ADMINISTRATIVE POSITIONS

2018 – 2022	President	the American Harp Society
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The AHS is a 3,000+ non-profit member organization of professional harpists. The President is tasked with the visionary leadership and oversight of the Executive Committee (officers + appointed members,) and professional staff (a full time Executive Director and multiple independent contractors in accounting, marketing & communications, member services, publications, and national event administration.) We are in the second year of a five-year strategic plan and have, to date, completed more than 50% of the objectives, and action items included in the five strategic goals. The President is a member of the Governance Committee of the Society and, in that capacity is conversant with reviewing and writing policy and procedures for the AHS.

2014- 2015	Executive Director	The Kerrytown Concert House, Ann Arbor, MI
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The Kerrytown Concert House (KCH) is an intimate 110-seat performance venue in Ann Arbor, MI., used by the community, educators, students, and emerging, local, national, and international artists. KCH mounts on average 285 performance events annually including the Internationally acclaimed Edgefest festival, which celebrated its' 20th anniversary in October of 2016. The Executive Director is responsible for all aspects of managing the House, including reporting to the Board of Directors and Founder & Artistic Director Deanna Relyea; envisioning donor development opportunities and grant writing; developing a marketing strategy, artistic input in programming, community engagement, and staff (5) management.

2007- 2009	Associate Dean	Arizona State University Herberger Institute for Design and the Arts
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The Herberger Institute for Design and the Arts comprises academic units including the schools of Art, Arts Media & Engineering, Design, Music, Film, Dance & Theatre, and the University Museum of Art. The Associate Dean position was inaugurated in the AY 2007 and included oversight of all aspects of academic personnel policies and procedures including promotion and tenure, faculty governance (policies and procedures), initiatives, and research.

1993- 2004 Associate Dean for Academic Affairs University of Michigan
School of Music, Theatre & Dance

The Associate Dean for Academic Affairs was responsible for all aspects of the undergraduate and graduate (excluding Rackham Graduate School programs) student experience including recruitment and admissions oversight; curriculum and academic advising; scholarships, scheduling and graduation awards and commencement ceremonies. The AD served as Chair of the Council of Departmental Representatives (CDR) curriculum committee, Chair of the Scholarship Committee, and ex-officio member of the Executive Committee. In 2004 the SMTD offered the Bachelor of Music degree in every academic and performing discipline; the Bachelor of Fine Arts degree in Dance, Jazz, Musical Theatre; Performing Arts Technology, Theatre Design & Production and Theatre Performance; the Bachelor of Theatre Arts degree, and dual degrees with the College of Engineering and the Ross School of Business and, at the graduate level, the Master of Music, and the Specialist in Music degrees. Student enrollment was approximately 1250 students, with an annual scholarship budget of slightly more than \$4 million dollars. The Director of Admissions, Registrar, Scheduling, and (3) Administrative Assistant positions reported to the AD.

1989 – 1993 Assistant Dean for Undergraduate Studies University of Michigan
School of Music, Theatre & Dance

The Associate Dean for Academic Affairs position started as a 50% administrative appointment with responsibility for all aspects of the undergraduate student experience from recruitment through commencement. The position responsibilities mirrored those outlined above, but only for undergraduate students (approximately 450-510). During the course of the time I served as AD for Undergraduate Studies the scholarship budget increased from \$185,00.00 to slightly over \$2 million dollars; the School added degree programs in Jazz, Performing Arts Technology, Theatre Design & Production; the Bachelor of Theatre Arts degree, and the dual degrees with the Engineering School and the Business School.

SELECT PUBLICATIONS, PERFORMANCES AND RELATED PROFESSIONAL ACTIVITIES

[Behold this Heavenly Night](#)

Philip Brunelle and the VocalEssence chorale,
Clarion Records, CD-939

[TrueNorth Harp Duo](#)

Lynne Aspnes & John Wickey, harps, original release
on Soundset Recording, SR1034

[Welcome, Christmas!](#)

Conrad Susa *Carols and Lullabies, Christmas in the Southwest*,
with Philip Brunelle, conductor and VocalEssence,
RCA Red Seal, CD 09026-68015-2

[Dominick Argento](#) *Te Deum* and *The Mask of Night* with Philip Brunelle, conductor
Virgin Classics label, CD 7 91184-2.

[Benjamin Britten](#) *Paul Bunyan* an opera in two acts, with Philip Brunelle,
conductor and the Plymouth Music Series of Minnesota.
Virgin Classics CD790710-2

[Aaron Copland](#) *The Tender Land*, an opera in three acts, with Philip Brunelle, conductor
Virgin Classics label, CD 791113-2

[Detroit Symphony Orchestra](#) Maurice Ravel *La Valse & Bolero*; Albert Roussel *Symphony No. 3*
Neemi Jarvi conductor, for Chandos Records, CD 8996.

[Marcel Grandjany](#) *Aria in Classic Style, Op. 30*, for Harp & Organ with John Walker,
organist and the choir of The Riverside Church, New York,
Pro Organo records, CD 7017 & 7016

[Conrad Susa](#) *Serenade for a Christmas Night*, with Philip Brunelle, organ.
Virgin Classics label, CD 7 91088-2

<http://vimeo.com/26165780> The TrueNorth Harp Duo
preparing and performing Carlos Salzedo's iconic *Pentacle* suite

The American Harp Journal, Volume 18, No 3 Errata page & performance practice guide:
Conrad Susa Carols and Lullabies, Christmas in the Southwest

The AHS Teachers Forum of the American Harp Journal, Volume 17, No. 2

The American Harp Journal, Vol. 13, No. 3 Theory and Practice go Hand in Hand
The American Harp Journal, Vol. 12, No. 3 Frances Gilman Miller, Pioneer Harpist
The Song of the Lark,
music of Charles Rochester Young

The American Harp Journal, Vol.10. No. 3 Corky Hale: Jazz Wonder

The American Harp Journal, Vol. 9 No. 3 The Career and Training of Dorette Scheidler Spohr

The American String Teacher, Vol. 46, No. 4 The State of Harp Education

Notes, the quarterly journal of the Music Library Association, Vol. 49, No. 3 Dan Welcher,
White Mares of the Moon; Toro Takemitsu, Towards the Sea III

Annotated program notes for the American Harp Society National Conference Programs
2016, 1993, 1986, 1984

Annotated program notes for the Mackinac Island Music Festival 1994, 1991,1990

Transcriptions and arrangements

Johann Sebastian Bach Sonata, BWV 1016 in E Major, for violin & harp
Sonata, BWV 1031 in E-Flat Major for flute & harp
Italian Concerto, BWV 971 for solo harp
Bouree, from Partita I for violin BWV 1002 for solo harp
Chaconne, from Partita 2 for violin BWV 1004, for violin & harp

William Bolcom *Graceful Ghost* (1979) rag, for violin & harp

Manuel de Falla *Suite Populaire Espagnole*, for violin & harp

G.F. Handel	from <u>Esther</u> , <i>Praise the Lord</i> (aria) for soprano and harp; from <u>Solomon</u> , <i>Entrance of the Queen of Sheba</i> , for six harps
Erich Korngold	<i>Much Ado About Nothing</i> , four pieces Op. 11, for violin & harp
Fritz Kreisler	<i>Praeludium and Allegro</i> in the Style of Pugnani, for violin & harp
Astor Piazzolla	<i>Histoire du Tango</i> , for violin & harp
J.P. Rameau	<u>Cinquieme Concert</u> , <i>Pieces de Clavecin</i> , for flute, viola & harp
Domenico Scarlatti	Sonatas, K.208 and 209 for solo harp from <u>Solomon</u> , <i>Entrance of the Queen of Sheba</i> , for six harps

Performances of special interest

The World Harp Congress, soloist in 2011, 1996 & 1987; featured solo artist and faculty, the Singapore Harp Festival, 2008; the Cité des Arts International Harp Competition, judges panel 2004; The American Harp Society National Conferences as soloist, chamber musician and/or presenter in 2017, 2016, 2011, 2004, and for eight conferences between 1978 and 1992; The Metropolitan Museum of Art, New York City, Gallery Concerts 1991-1984; A Prairie Home Companion, with Garrison Keillor, numerous occasions between 1983 and 1992.

Master classes, guest teacher

The CNSDM, Paris, France; The Glenn Gould Conservatory of Music, Toronto, Ontario, Canada; The Aspen Music Festival and School; The Young Artists Harp Seminar; the Filharmonica Joven de Colombia, Bogota, Colombia; The Harp Society of Tasmania for Harp Island, Bicheno, TAS; universities, schools and festivals across the United States and Canada.

Orchestral Experience

For the University Musical Society May Festivals, University of Michigan
 Budapest Festival Symphony, Ivan Fischer, Music Director (1997)
 The Leipzig Gewandhaus Orchestra, Kurt Masur, Music Director (1989)
 Pittsburgh Symphony, Michael Tilson Thomas, Music Director (1986 & 1988)
 Detroit Symphony Orchestra Second Harp (rotating chair) (1989-2006)

VocalEssence (formerly known as The Plymouth Music Series)	Solo harpist
The Minnesota Opera Company, George Manahan, Music Director	Principal Harp
The Minnesota Opera Company Philip Brunelle, Music Director	Principal Harp
St. Paul Chamber Orchestra, Pinchas Zukerman, Music Director	Interim Principal Harp

MEMBERSHIPS

The American Harp Society

Life Member

President (2018-2022); Regional Director, Executive Committee, and Board of Directors; National Conferences: National Liaison (2022, 2019, 2018); Program coordination and communications (2017); Program Chair (2016); Chairman (1993); CO-Chairman and Program

Director (1984 & 1978); Opening Recitalist; National Performance Competition repertoire selection committee; Program Director: The Concert Artists Program; Vice President.

The American String Teachers Association

Site Coordinator, National Solo Competition, University of Michigan School of Music; member, Editorial Board, the American String Teacher; Editor, ASTA Forum 50th Anniversary publication project; Adjudicator, National Solo Competition

The College Music Society

Member

The World Harp Congress

Member

The American Federation of Musicians, Local 73-30

Member

Jamie Wolters

From: no-reply@weebly.com
Sent: Wednesday, December 11, 2024 3:40 PM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

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

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

Submitted Information:

Name

Lynne Aspnes

Email

[REDACTED]

Home Phone Number

N/A

Mobile Phone Number

[REDACTED]

Address

[REDACTED]

Saugatuck, MI United States 49453

Current Employer

Self employed

Occupation/Position

Musician

Business Phone Number

[REDACTED]

Business Reference Name

Alison Reese

Business Reference Phone Number

[REDACTED]

Business Reference Email

[REDACTED]

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

No

If yes, please explain:

Are you a City of Saugatuck resident?

Yes

Are you a registered City of Saugatuck voter?

Yes

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

Yes

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

1

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

1

On which boards and/or commissions would you be willing to serve? .Parks and Public Works Committee

1

On which boards and/or commissions would you be willing to serve? .Planning Commission

1

On which boards and/or commissions would you be willing to serve? .Zoning Board of Appeals

1

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

Academic administrative experience: I served as an Associate Dean at both the University of Michigan and Arizona State University. Committee structure, organization and management figured prominently in both positions, as did creating bylaws, policies, and procedures for both institutions. I am an impartial reviewer, excellent writer, and detailed proofreader.

Digital Signature

Lynne Aspnes

Submitted Files

Resume



Jamie Wolters

From: no-reply@weebly.com
Sent: Tuesday, November 26, 2024 10:54 AM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

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

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

Submitted Information:

Name

Jane Verplank

Email

[REDACTED]

Home Phone Number

Mobile Phone Number

[REDACTED]

Address

[REDACTED]

saugatuck, mi usa 49453

Current Employer

self employed

Occupation/Position

innkeeper

Business Phone Number

Business Reference Name

Business Reference Phone Number

Business Reference Email

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

No

If yes, please explain:

Are you a City of Saugatuck resident?

Yes

Are you a registered City of Saugatuck voter?

Yes

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

Yes

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

1

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

12 years of experience as chair of the fire board

Digital Signature

jane verplank



City Manager Report

December 23, 2024

Audit

- I received the draft of the audit this week. Staff is working on finalizing the management letter for inclusion with the audit documents. The auditor will be at your January 8 workshop to present the audit and answer any questions Council may have.
- As a reminder, the City Treasurer and I will also provide a revenue and expenses update at the January 8 workshop.

Event Process Changes

- We are making some changes to the order of event approvals. Frequently, Council will approve an event conditioned on safety meeting approval by staff, Fire Department, and Sheriff's Office. Going forward, event organizers will need to have their safety meeting before the Council approval so everyone is on the same page and we can share details with the Council at time of approval. This will mean much earlier safety meetings.
- Following Council approval, the City Clerk will be providing an approval letter which lists the agreed upon plans from the safety meeting and any conditions. The approval letter will be shared with those in attendance at the safety meeting so everyone has in writing what the plan is.
- Staff is still evaluating the purchase of water filled barricades to help block intersections for parades. These were tested during the holiday parade. I asked the Fire Department for feedback, number of needed barricades, and spec sheets with costs of what they would recommend.

Stop Sign Partnership

- The Department of Public Works recently received the solar powered flashing light stop sign for the intersection of North Street and Blue Star Highway.
- A big thank you to the Township in partnering to share the cost 50/50.

Ethics Policy Review

- The Mayor and I met with City Attorney Mills to discuss the ethics policy review. Attorney Mills is finalizing a legal opinion and proposed redline changes to the policy. We are planning for this to be on the January 22 workshop agenda.

Goals, Priorities, and Strategy

- 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.
- The Strategic Planning meeting with a facilitator is scheduled for January 24 from 8:30a-4p. The planned location is the Saugatuck Yacht Club.
- Based on Council's comments at your December 18 workshop, staff will be sending the community survey out online on December 23. The survey will close on January 13. Paper copies will be available at City Hall. Staff will submit a letter to the editor to notify folks of the survey as well.
- The agenda and survey results will be provided in a packet in advance of the meeting.

Maple Street Project

- Staff and our engineer recently met with the Township Manager and their engineer to review cost estimates and options. We also discussed cost sharing for the project.
- A review of the options and costs is planned for the January 22 workshop. Staff will be working to invite the public to this presentation as well.

Airport Property Project

- The Outdoor Discovery Center (ODC) will soon be sending over the draft zoning applications to apply for necessary Township zoning approvals. As a reminder, the Council previously authorized the Mayor and Clerk to sign the forms.
- The ODC advised they are targeting early spring to work on the parking lot. If the weather cooperates, the overlook may be able to be constructed this winter as well.

Blue Star Trail

- I previously reported that MDOT received concerns from a Tribal Nation and MDOT started coordination. Staff, our engineer, the Township, and Friends of the Blue Star Trail met with MDOT officials this week to discuss the tribal coordination process and options. The coordination and additional assessment process will be lengthy and construction in calendar year 2025 is now unlikely. As more details are known, MDOT will move the allocated funding to future years and evaluate additional funding.
- I attended EGLE's on site review this past week. We hope to get their environmental feedback soon.
- I have a meeting with MDOT and the tribe scheduled in January.

AT&T Cellular

- State Historic Preservation Office review of AT&T's September 24 submittal remains pending. AT&T and I recently asked SHPO for an updated date for completion of their review. We still have not heard back.

- AT&T’s decision on the City’s agreement request remains pending resolution of SHPO approval.

Ferry Street

- Douglas provided the following update: “The plan is still on track to start work on the Ferry Street culvert project in late January. We look forward to this project moving forward and the road opening in spring of 2025”.

Tri-Community Wildlife Survey

- In response to concerns about the deer population, the City of Douglas, City of Saugatuck, and Saugatuck Township have formed the Tri-Community Wildlife Committee.
- They are encouraging everyone to share their thoughts, experiences, and opinions by completing the Deer Survey. The survey results will be presented to the Tri-Community Wildlife Committee in February for review and discussion.
- To participate:
 - Click this link: <https://www.surveymonkey.com/r/KD5HJ9K>
 - Printed copies are available at City Hall.

Miscellaneous

- Attended holiday lunch with City staff. A huge thank you to Council for your annual support of this. Staff really appreciated the recognition of their work this past year.
- Met with EGLE staff to discuss Michigan Coastal Management Program grant application for feasibility, planning and conceptual design of Park Street improvements.
- Held an Oval Beach recap and brainstorming meeting.
- Met with Saugatuck Schools (Liz Wilson) to discuss Culver Lot for 2025.
- Held one on one meeting with City Treasurer.
- Held one on one meeting with City Clerk.
- Held one on one meeting with Director of Planning/Zoning.
- Held one on one meeting with Department of Public Works Superintendent.
- Watched Michigan Municipal League updates on legislation being considered during lame duck period.
- Held Department Head team meeting.
- Met with the Township Manager.

Blast from the Past

- This was in the paper from December 23, 1955.
- Some things remain a challenge for many years. Recently, we have had similar issues. Please remind folks to follow the Even/Odd Parking Rules as outlined in [City Ordinance 70.08](#), which is effective from November 1 to April 1. The Ordinance is enforced by the Sheriff's Department.

Village Board Peeved About Parking; Quote Regulations

During recent snow storms the Village plows were unable to effectively remove snow on certain streets due to automobiles left overnight in restricted parking areas. For the information of motorists, portions of the Traffic Ordinance are quoted below:

Village Ordinance No. 57, Article V, Section 6: Parking Prohibited during certain hours in Designated Places. When signs are erected in each block giving notice thereof, no person shall park a vehicle between hours specified on any day or night during such prohibited hours. Article VII, Section 3, provides for fines of from two to ten dollars for violators.

The streets restricted to parking from 2:00 a.m., to 8:00 a.m., are: Butler Street, from Lucy to Culver streets; Culver street, from Butler to St. Joseph streets; Mason street, one half block East and West of Butler street, and Hoffman Street, one half block West of Butler street.

Car owners are requested to observe the restricted parking signs. Continued violation will result in cars being ticketed or removed at the owners expense. Cooperation will result in cleaner streets,

and may help eliminate some of our double parkers. Double parking, incidently is a far more serious offence which could cost a car owner far more than a fine should his violation cause an accident to another car or a pedestrian. Help keep Saugatuck safe by observing the law.

Liquor Hours

Taverns, bars and liquor stores—no buying or selling of alcoholic liquor between the hours of 9:00 p.m., on December 24th and 7:00 a.m. on December 26th. For New Year's—in view of the fact that New Year's Day falls on Sunday this year, the State Liquor Law prohibits the extension of the closing hour on New Year's Eve, Saturday, December 31, 1955. Therefore, it is the order of the Commission that the sale of all alcoholic beverages cease at 2:00 a.m., Sunday, January 1, 1956, and that the premises be cleared by 2:30 a.m.

The sale of beer and wine under 16 per cent alcoholic volume may start at noon on Sunday, January 1, unless otherwise prohibited by local ordinance.



Treasurer Report
December 19, 2024

Tax:

- With the start of Winter taxes, there's been a lot of foot traffic, increased tax bill payments, and requests for address changes, missing bills, etc.
- Processed a couple of overpayments – including one that was a duplicate from the summer.
- Took a poll with Douglas, Laketown, and the township on their tax collection agreement amount with the school system.
- Learned how to process payments for the new-to-me millage collections (Interurban, Fire, Library)
- Learned how to process payment for the drain commission collection.

Payables:

- Continue to convert the vendors from Peter's account information to mine
- Worked through the credit card bills
- Working on reconciling the launch ramp monies to pay out Star of Saugatuck's portion

Miscellaneous:

- In the process of learning how to do a bank reconciliation via BS&A. Picked up the July reconciliation (again), but didn't get very far.
- Assisted with the audit on a couple of items. Have started reviewing the draft.
- Worked on the workers comp claim – including getting connected with our adjuster for the first time.
- Invested the excess banking funds
- Sent out reimbursement requests on a couple of items.
- Worked on updating the signature cards at the banks based on a new mayor / mayor pro-tem
- Reviewed the Concessions numbers with Ryan, Scott, and Noah
- Connected with our PCI Compliance guy and put him on the job to get us compliant

Payroll:

- Finished setting up new 'employees' (boards and election workers)
- Working to develop processes and procedures to eliminate inefficiencies and potential errors
- Started a second review of the webinar on the new mandatory paid sick time rules that are coming up
- Processed the 12/20/24 payroll
- Updated MERS with some termination dates
- Received a refund from MERS for an overpayment – had to learn how to properly record it and process the next upload.
- Ordered W2 / 1099 forms



City Clerk Staff Report

December 23, 2024

Ordinances: Completed the 2024 S-15 Supplement to the Code of Ordinances, waiting on delivery.

FOIA: Currently processing two Freedom of Information Act (FOIA) requests.

Elections: Submitted reimbursement for early voting wages:

- \$6,080.46 paid for four days of early voting.
- \$3,783.75 requested (*maximum of \$15 per hour/per individual, per policy*).

Strategic Planning: Organized venue and catering arrangements for the upcoming City Council strategic planning meeting.

Calendar and Website: Initiated updates to the master calendar and city website for 2025 committee, board, and commission meetings, ensuring accuracy and easier public accessibility.

City Website: Revamped the Trash & Recycling and City Council web pages for improved user experience.

Community Assistance: Provided assistance to residents in-person, via email, and by phone, addressing a variety of questions and concerns.

Social Media Management: Updated city social media platforms with current and relevant community information.

Board/Committee Recruitment: Continued efforts to fill multiple openings across boards, committees, and commissions.

City Surveys: Assembled and distributed the deer survey for the City of Saugatuck.

Meeting Coordination: Prepared and distributed meeting packets and recorded minutes.

Meetings Attended:

- Department Head Meeting
- One-on-One Meeting with the City Manager
- City Council Meetings
- Holiday Luncheon



Planning, Zoning and Project Report

December 23, 2024

Planning and Zoning

- Created packet for Planning Commission.
- Prepped for upcoming planning commission meeting.
- Attended monthly staff meeting.
- Discussed natural grade and average grade requirements in depth with residential build applicants.
- Created short term rental informational mailer to be mailed.
- Discussed ADU Rental requirements and addressed concerns raised by the public.
- Followed up on general code enforcement.
- Had meeting with resident regarding multi lot combination, further discussion needed.
- Attended wellhead protection board meeting.
- Emailed board and commission applicant information to mayor and respective chairs.
- Scheduled meetings for Planning commission seat.
- Reviewed bylaws and regulations for Board and Commission Elections.
- Created memo on proposed regulation changes to Waterfront preservation district.
- Attended City Council Workshop and presented changes to Waterfront preservation district.
- Had discussion on potential repaving project for Saugatuck public schools.
- Issued permits and completed casework as outlined below.

Open Casework

1021 Holland	STR License app. Existing STR. Items needed. Items received. Sent to Fire Department for inspection. Inspection failed; reinspection fee required. Reached out to local agent for fee. Reached out to owner again for fee. Called the owner for payment.	STR
120 Mary	Zoning App. Sent concerns to applicant. Responses sent back to Planner. Emailed builder with concerns. Emailed contractor with request for information. Spoke with the contractor on 12-2, still waiting on updates to the plans.	Zoning
110 120 Park	Lot Line Adjustment. Email sent to applicant for additional info. Info provided. Asked for legal description. Emailed for updated.	Zoning
646 Francis	SF Res application. Additional information required. Additional information provided, sent to planner. Sent invoice. Paid. Sent to planner. Emailed applicant with request for height and adjustments to ADU. New plan received. Emailed Contract planner with questions on new plan. The issue with plan was that adu in in front of the house and first floor. The new plan shows 1 continuous foundation to connect adu to primary structure. Emailed concerns raised by the City Engineer. Water sewer application received. sent water sewer connection fees to contractor water sewer permit issued. Plans require amending as the original plan for the driveway has changed.	Zoning
246 Butler	HDC Façade improvements. Additional information required. Information provided. Explained to applicant that next meeting is November 7, and additional fee of \$200.00 is required. Still awaiting a response from the owner. Emailed the owner to see if they would like to proceed with the application.	HDC
515 St Joseph	STR Renewal of Accessory Structure. No SLU obtained, advised they need to go before the PC. Had a meeting to discuss the case. Received SLU App. Requested information on Gross Finished Floor	PC

	Measurements. Postponed until later date.	
550 Dunegrass Circle	Received notice of violation from EGLE. Researched property to ensure process shall be followed, in talks with developer in regard to potential development, will address requirements in regard to egle violation when determined. Had discussion with contract planner to determine how to move forward with proposed development. Further research done on SLU and Site Plan approval for 500 and 550 Dunegrass. sent legal questions for appropriate next steps.	Enforcement
249 Mason St	Stop work order issued for unpermitted outdoor deck. HDC app and Zoning App required. Emailed Owner for more information. Emailed the owner to follow up. HDC Application received. Sent to Contract Planner. HDC approved the application, sent resources for Zoning Permits. and emailed about change of use permit requirements. Reached out to applicant for update on process.	Enforcement
246 Butler	Façade improvements. Sent to HDC Chair to confirm need for meeting. Sent concerns to applicant. no response from applicant.	HDC
568 Mason	Emailed Contractor about damaged water line. Sent application to engineer. Asked applicant for more information. Confirmed Drawings are being made. Spoke with developers about the issue. Still awaiting complete application and drawings for work completed onsite to address the waterline issue. Had further discussions about what happened on site and emailed engineer and KLWSA to determine appropriate action. Recommendations received from Kal Lake and City Engineer, passed on to Contractor. discussion on utility work continues. Invoice for Asphalt work sent to Contractor. Further confirmation is still needed, discussion with contractor, engineer, and KLWSA continue.	KLWSA
727 Butler St	Reached out in regard to concerns raised by HDC due to materials on site. Sent HDC application to owner. Asked the owner for more information. Reached out to owner as no response was received.	HDC

611 Lake St	Pool application received. Advised that the property is located within the Historic District and will require HDC approval. HDC meeting rescheduled from dec to Jan, called applicant with no response. Sent email.	HDC
333 Culver	HDC Application received replacement of garage doors. Emailed applicant for payment. Payment received.	HDC
306 Mary St	Application for SLU for ADU STR. Scheduled for 12-19 PC.	PC
129 Griffith Unit 2	Received concerns from MTS that change of use is occurring without proper permits. Continued discussion with MTS, change of use application expected. Had discussion with applicant on processes. Provided resources. Discussions continue with applicant and fire department. Spoke with applicant about timelines for approval.	Zoning
825 Bridge St	Application for STR ADU SLU received. Had discussion about minimum size not meeting requirements. The applicant explained the structure had been rented since 2011. suggested waiting for the 12-19-2024 Meeting for discussion on regulations before submitting application. Spoke further about minimum size requirements and how to best relay concerns to the PC.	PC
401 Park St	Submitted plans for potential expansion, sent question to contract planner to determine next steps. Recommended approval via minor site plan amendment due to footprint of structure not changing. Upon further investigation I advised the applicant that a site plan review would be required. Received application and plans. Scheduled for Jan Pc meeting.	PC
149 Lucy St	Zoning app and plans received; payment still needed. Sent to Contract Planner for final review.	Zoning
565 Weirich Dr	Spoke to resident in regard to STR License application. Application received, sent to fire department.	STR
3239 N Maple St	New SF Res in Saugatuck township, looking to build driveway apron in ROW. Advised that ROW permit may be needed. Awaiting engineers' thoughts. Sent invoice to applicant.	ROW

807 Lake St 2	STR Application received. More information is needed. Information provided, emailed applicant.	STR
997 Singapore Dr	Brush and Leaf violation. Follow up 12-20-2024	Enforcement
989 Singapore Dr	Brush and Leaf violation. Follow up 12-20-2024	Enforcement
748 Holland St	Brush and Leaf violation. Follow up 12-20-2024	Enforcement
120 Mary St	Brush and Leaf violation. Follow up 12-20-2024	Enforcement
447 Butler St	Brush and Leaf violation. Follow up 12-20-2024	Enforcement
433 Main St	Brush and Leaf violation. Follow up 12-20-2024	Enforcement
525 Grand St	Brush and Leaf violation. Follow up 12-20-2024	Enforcement
449 Frederick St	Discussion with resident on potential lot line adjustment, created illustration and emailed contract planner, engineer and assessor to ensure that correct processes are followed.	Zoning
405 Park St	Received application for addition of bathrooms and interior renovation. Sent to Contract planner for discussions.	Zoning
880 Holland	Received Site Plan Review application, expecting HDC application soon. The proposal is for additional onsite storage. HDC Application received.	PC
339 N Maple St	Tree removal application received within City ROW. DPW director performed a site visit. Emailed applicant for payment.	ROW

Closed Casework

1042 Maple St	Answered questions in regard to expiration dates and processes to be followed for applying for a new STR in the C4 district.	STR
242 Park St	Responded to questions about lot splits, utility access, and requirements for driveway built in city ROW.	Zoning
220 Water St	Spoke to resident regarding concerns for structure at 220 water st, noted that work was stopped and owner agreed to reverse work and put structure back to original condition.	zoning
133 Mason	Spoke with Fire department in regard to existing fence in ROW, Fire Department to reach out to applicant to resolve issue.	Zoning
242 Park	Received questions about developing public land for access to parcels. Emailed contract planner for discussion. Received further questions about utilities and splitting of lots, contacted engineer for discussion. Further information is required to make official determination.	Zoning
124 Elizabeth St C	Received report of rental without license. Sent information for enforcement. Violation letter sent.	Enforcement
997 Singapore Dr	Brush and Leaf violation. Follow up 12-20-2024	Enforcement
842 Lake St Unit 8	Answered questions about caps in C4 district.	STR
1021 Allegan St	Answered questions in regard to requirements for renting ADU.	STR
249 Culver St Unit 1	Existing STR. Received application for STR License. Sent to Fire Department. License Issued.	STR
249 Culver St Unit 2	Existing STR. Received application for STR License. Sent to Fire Department. License Issued.	STR
60 Griffith St	Existing STR. Received application for STR License. Sent to Fire Department. License Issued.	STR
5 Park St	Had discussion on proposed garage and on setbacks and potential Easement issues that project may run into.	
1026 Holland St	ROW Permit received. Payment Received. Sent to engineer. Emailed engineer with questions, issued permit.	ROW

888 Holland	Had discussion in regard to change of use.	Zoning
118 Hoffman	Observed outdoor seating. No email address on file, called with no answer. Emailed owner. Removed.	Enforcement
988 Ridgeview Ln	Application for SF Residence Received. Application for new water sewer lines received. Spoke with contractor about missing information and asked for updated plans. Received updated plans and had discussion on water connection fees. Have concerns about the average grade being low due to severe drop off, skewing height measurement, and sent concerns to contractor. Discussions continued with contractor on average height concerns. Contractors lowered the pitch of roof to account for lower than anticipated natural grade. Permit issued.	Zoning
420 Spear St	Final inspection on residential addition.	Zoning
246 Butler St	Final inspection on façade renovation.	Zoning
403 Water St	Spoke with applicant about proposed fence project. Provided HDC application and Fence regulations. No further action at this time. Potential future application.	HDC
413 Lake St	contractor looking to replace windows. Advised that hdc meeting is required, send resources. No further action at this time. Potential future application.	HDC
3269 N Maple	Driveway application received. Issued permit for driveway apron. While the address resides within Saugatuck Township, road ROW is City and ROW permit is required.	ROW



Department of Public Works

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 12/09/2024:

Snow & Ice:

Staff responded to winter storm weather events over the past couple of weeks which included some freezing rain and high winds. As usual, the focus was on City streets, sidewalks, parking lots, dead-ends, steps, and City properties.

Equipment Maintenance:

A break in the harsh winter weather provided an opportunity to clean and lubricate all snow removal equipment as well as routine maintenance to the following equipment:

- Elgin Pelican Street Sweeper
- Bobcat T450 Skid Steer
- Caterpillar 938G Front-End Loader
- International Work Star 7500 Dump Truck
- GMC 3500 1-Ton Dump Truck

Oval Beach:

Significant time was spent removing and cleaning sand off the Oval Beach parking lot areas. This is caused directly by seasonal strong winds and requires cleaning periodically. In addition to managing the sand, the life jacket loaner station is in progress as well as conversations with Tele-Rad about improved communication with emergency services.

Meetings:

- **12/09/2024** – DPW Weekly Goals Meeting
- **12/11/2024** – Oval Beach Recap/Brainstorming Meeting
- **12/12/2024** – One-on-One Meeting (DPW Superintendent/City Manager)
- **12/13/2024** – Maple Street Planning Meeting
- **12/13/2024** – DPW Weekly Goals Follow Up Meeting
- **12/16/2024** – DPW Weekly Goals Meeting
- **12/17/2024** – Parks and Public Works Committee Meeting
- **12/17/2024** – Holiday Lunch – Thank you!
- **12/20/2024** – Meeting with Tele-Rad – Beach Radios

**City of Saugatuck
Status Report of Engineering Activities
December 17, 2024**

General Consultation

- 2024 Asphalt Repairs: The project is complete with the exception of confirming grass restoration was effective in the spring.
- Sea Wall and Concrete Repairs: Prepared a proposal for design and bidding of a project with several repair sites along the sea wall and elsewhere. The various components can be addressed as a single project, as contemplated in the proposal, or individually.
- Village Square Court Renovation: Prepared a cost estimate for court resurfacing and other improvements in the park to assist with finalizing the project scope and method of delivery.

Water System Asset Management Plan

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

EGLE Technical, Managerial and Financial (TMF) Project

- The City was awarded \$221,600 in funding from EGLE's Community Technical, Managerial, and Financial (TMF) support for lead service line identification (100% grant).
- Prepared the City's Complete Distribution System Materials Inventory and submitted it to EGLE to meet the October 16 deadline. An updated version will be provided when potholing work is complete.
- Potholing work will be finished in the spring. A number of addresses have been added to fully utilize the grant dollars available.

Mt. Baldhead Projects

- AT&T Project Assistance
 - Providing assistance on an as-needed basis.
- Restroom Building Replacement
 - Design work is nearly complete. We are finalizing the electrical design and preparing bid documents.
 - The EGLE/USACE Critical Dunes and Allegan County Soil Erosion & Sedimentation Control permits have been received.
 - We are working toward putting the project out for bids in January for spring 2025 construction.
- Observation Platform Replacement
 - Design work is progressing. Additional survey work is complete.
 - The Allegan Conservation District has provided the Vegetation Removal Assurance, which is a report required for the EGLE/USACE Critical Dunes Permitting. The report evaluates impacts on vegetation, native, non-native and invasives, and provides guidance for the design and construction. The report includes guidance for several of the unhealthy, dead or undesirable species to be removed as part of the project and replaced with native/desirable ones.
 - We submitted a funding application to be part of The Right Place's regional application to the Michigan Economic Development's Revitalization and Placemaking program, which would fund up to 50% of the project costs if successful.

Maple Street Improvements – Study Phase

- Met with Township representatives on December 13 to discuss project scope and cost sharing and updated cost estimates based on the conversation.
- We anticipate presenting the report to council at the January 22, 2025 workshop.
- The City's MDOT Category B grant was selected for funding this year. This grant will fund \$250,000 of the road restoration costs on the project. The City is in the process of executing the grant agreement.
- We are currently anticipating design starting in early 2025 and construction starting in early 2026 following the Allegan County Drain Commissioner's Blue Star Highway Drain project, which will require closure of Blue Star Highway for a time. MDOT would like to see construction start as soon as possible but we have requested the 2026 start to better coordinate with that project.

Park Street Improvements – Study Phase

- Park Street between Campbell Road and Mt. Baldhead has no specific non-motorized facility and a number of unique challenges and right-of-way encroachments. The asphalt pavement is deteriorating. A number of development projects have recently been completed or are ongoing, A planning phase proposal has been developed to build on prior study work and develop a scope, concept and cost estimate for improvement of the corridor.
- We are preparing an application to EGLE's Michigan Coastal Management Program, which is due on December 20 followed by a council resolution on December 23. If funded, the grant would cover up to 50% of the planning cost and an updated proposal will be prepared to align with the funding.

Vendor Name	Description	Amount
1. ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 12/06 - 12/17	41,040.44
	KLSWA COLLECTION	69.60
	TOTAL	41,110.04
2. C2AE	NOV '24 SERVICES - BST DESIGN	1,836.26
3. CARELTON EQUIPMENT	PARTS	146.77
4. CERTASITE LLC	DPW GARAGE	808.16
	EMERGENCY EXIT SIGN	744.83
	DPW GARAGE - FIRE EXTINGUISHERS	795.04
	TOTAL	2,348.03
5. COMMERCIAL RECORD	DISPLAY LEGALS	182.00
6. DUNESVIEW KWIK SHOP INC	NOV '24 GAS AND DIESEL	2,800.30
7. ETNA SUPPLY	BALL VALVE	156.00
8. FIRST BANK CARD	10/26 - 11/25 STATEMENT BALANCE	869.40
	10/26 - 11/25 STATEMENT BALANCE	960.30
	10/26 - 11/25 STATEMENT BALANCE	14.99
	10/26 - 11/25 STATEMENT BALANCE	758.09
	10/26 - 11/25 STATEMENT BALANCE	1,499.35
	TOTAL	4,102.13
9. FLEIS & VANDENBRINK ENGINEERING INC	10/27 - 11/23 ENGINEERING FEES - GEN CONSULT	3,817.58
	10/27 - 11/23 ENGINEERING FEES - MAPLE ST IMPS	589.00
	10/27 - 11/23 SERVICES - MT. BALDHEAD	7,880.00
	10/27 - 11/23 ENGINEERING FEES - EGLE TMF PROJ	8,850.00
	TOTAL	21,136.58
10. FRONTIER	10/20 - 11/19 SERVICE	98.84
	10/20 - 11/19 SERVICE	302.69
	12/03 - 01/02 SERVICE	197.63
	TOTAL	599.16
11. HOLLAND P.T.	TRUCK 1 PARTS	117.21
	TRUCK 1 PARTS	61.86
	TOTAL	179.07
12. HORIZON COMMUNITY PLANNER	PLANNING & HISTORIC DISTRICT	1,112.50
13. INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES COLLECTION 12/06 - 12/17	11,010.47
14. K&R TRUCK SALES INC	AXLE ALIGNMENT (2014 INTERNATIONAL)	618.68
15. LED LIGHTING SOLUTIONS	STOP SIGN	1,467.60
16. MERCHANTS BANCARD NETWORK	NOV '24 CC PROCESSING - CONCESSIONS AND OFFICE	82.08
17. MERS	DEC '24 RETIREMENT	4,500.01
18. MICHAEL WENDT		

Vendor Name	Description	Amount
19. MICHIGAN GAS UTILITIES	REIMBURSE FOR OVERDRAWN PENSION	12.63
	10/23 - 11/20 SERVICE - 102 BUTLER	55.92
	10/23 - 11/20 SERVICE - 345 BUTLER	71.47
	10/24 - 11/21 SERVICE - 3338 BLUE STAR	124.68
	TOTAL	252.07
20. NATIONAL TITLE GROUP LLC	REFUND DUPLICATE PAYMENT	6,350.66
21. NET2PHONE INC	DEC '24 PHONE SERVICE	216.13
22. NEWCOMER PLOW & HITCH	HEADLIGHT	294.66
23. OTTAWA AREA INTERMEDIATE	SCHOOL DIS	
	PROPERTY TAXES COLLECTION 12/06 - 12/17	36.32
24. RAF ELECTRIC	CHRISTMAS TREE MOTOR REPAIR	2,750.91
25. REPCOLITE	NOV '24 STATEMENT BALANCE	102.70
26. RICOH USA INC	12/26 - 01/25 LEASE	127.97
27. SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES COLLECTION 12/06 - 12/17	15,391.39
28. SAUGATUCK FIRE	PROPERTY TAXES COLLECTION 12/06 - 12/17	55,995.09
29. SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES COLLECTION 12/06 - 12/17	177,095.47
30. SAUGATUCK TOWNSHIP	W/S CONTRACT 2024-2025	793.25
31. TROUTMAN RALPH & SHIRLEY	2024 Win Tax Refund 57-054-001-00	840.03
32. VALLEY CITY LINEN INC	SHOP TOWELS	25.00
	SHOP TOWELS	63.74
	SHOP TOWELS	25.00
	TOTAL	113.74
33. WESTERN MICHIGAN FLEET PARTS INC	GREEN LED	124.76
	U BOLT	70.00
	TOTAL	194.76
TOTAL - ALL VENDORS		353,955.46
FUND TOTALS:		
Fund 101 - GENERAL FUND		40,915.60
Fund 202 - MAJOR STREETS		865.35
Fund 203 - LOCAL STREETS		4,911.53
Fund 661 - MOTOR POOL FUND		6,624.20
Fund 701 - CURRENT TAX FUND		300,638.78



City Council Agenda Item Report

FROM: Luke Thompson
Director of Planning and Zoning

DATE: December 18, 2024

RE: 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. Upon further review at the December 18, 2024 City Council workshop it was recommended that clear language be added Section 154.113 Planned Unit Development Project Design Standards, to ensure that first floor apartments are not permitted through the PUD process in the Downtown Waterfront Preservation District.

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. ___ 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, nor shall any departures that would allow first-floor dwelling units 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
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
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(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.

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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

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: 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