



CITY COUNCIL MEETING AGENDA

June 10, 2024 – 7:00 pm

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)**
 - A. Special Meeting Minutes- May 22, 2024 Pg.3**
 - B. Regular Meeting Minutes- May 29,2024 Pg.7**
 - C. Approval of Change to Council Rules of Procedure to Add City Clerk as a Staff Report Pg.12**
 - D. Special Event- Movie in the Park Pg.14**
 - E. Special Event- Sidewalk Sales Pg.20**
 - F. Special Event- Chili Cookoff Pg.25**
 - G. Social District Request – Coppercraft Distillery, LLC Pg.34**
 - H. Oval Beach Pass Request – Hope College for Saugatuck Harbor Natural Area Research Pg.37**
 - I. Revocable License Agreement for Signage – Singapore Room Pg.38**
 - J. Revocable License Agreement for Seating in Right of Way – Malu Pg.42**

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.

Staff Reports, Boards, Commissions & Committees:

A. Staff Reports: Starting on Pg.48

- 1. City Manager**
- 2. Treasurer**
- 3. Planning and Zoning**
- 4. Department of Public Works**

5. Police
6. 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. Request for Payment: None.

11. Approval of Accounts Payable: *(Roll Call) Pg.61*

- A. Accounts Payable in the amount of \$191,645.91

12. Introduction of Ordinances: None.

13. Unfinished Business: None.

14. Public Hearing: *(Roll Call) Pg.67*

- A. Budget for Fiscal Year 2024-2025

15. New Business:

- A. Resolution 240610-A- Adopt the General Appropriations Act for Fiscal Year 2024-2025.*(Roll Call) Pg.97*
- B. Resolution 240610-B- Electing to Comply with Provisions of Public Act 152 of 2011 by Exercising the City's Right to Exempt Itself from the Requirements of the Act for the Current Year *(Roll Call) Pg.131*
- C. Proposal for Planning of Maple Street Improvements *(Roll Call) Pg.136*
- D. Agreement to Permit Temporary Access to Saugatuck Harbor Natural Area for Weather Research Activities *(Voice Vote) Pg.140*
- E. City Manager Employment Agreement *(Roll Call) Pg.146*

16. Public Comments *(Limit 3 minutes)*

17. Correspondence:

Board/Commission/Committee Vacancy Notice *Pg.154*

18. Council Comments

19. Adjourn *(Voice Vote)*



CITY COUNCIL SPECIAL MEETING MINUTES - *Proposed*
May 22, 2024

The City Council met for a Special Council Meeting at 3:00 p.m.
City Hall
102 Butler St., Saugatuck, MI 49453.

Call to Order:

The meeting was called to order by Mayor Stanton at 3:00 p.m.

Attendance:

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

Absent: None.

Others Present: Attorney Jake Witte and Clerk Wolters.

Guest Speakers: None.

Public Comment on Agenda Item Only:

Dan Fox, resident: Had concern regarding the number of candidates selected to interview and suggested using a different recruiting firm.

Discussion Items:

Frank Walsh from Walsh Municipal Services gave a recap of the City Manager search. He noted that his firm completed an exhaustive search in Michigan and also in the Midwest. The search was narrowed down to 14 candidates, two candidates that the City Council chose not to interview became employed in the last two weeks and one candidate that was scheduled to interview accepted a position elsewhere. There is a strong list of candidates to interview this evening.

City Council interviewed three candidates for the role of City Manager. The interviews were as follows: Will Joseph interviewed at 3:00 p.m., Ryan Cummins interviewed at 4:00 p.m. and Michael Sheahan interviewed at 5:00 p.m.

Motion by Baldwin, second by Anderson to extend a conditional offer of employment to Ryan Cummins to serve as Saugatuck City Manager contingent on successful background check and contract negotiations. Via roll call vote, motion carried 5-2. Yes- Anderson, Baldwin, Dean, Stanton, White. No- Gardner, Muncey.

Muncey was not ready to make a decision, he would like to take time to think about it and review

the interview videos.

Dean was ready to support the motion.

Baldwin noted the reasons why she made the motion to hire Ryan Cummins.

Anderson was ready to support the motion.

Gardner agrees with Muncey and wanted to get community feedback and more time to reflect prior to making this important decision.

White shares the call for more time to make the decision.

Mayor Stanton was ready to support the motion.

Public Comment:

Mark Klungle, resident: Suggested touching base with constituents about their thoughts on the interviews.

Dan Fox, non-resident: Thinks that the City threw away \$10,000 if the City planned on hiring internal candidate Ryan Cummins.

Correspondence: None.

Council Comments:

- Councilmember White:
 - Thanked the candidates for coming in today.
 - The interviews are an extremely important part of the process which is why he would have liked to see what other people thought about them.
 - He is extremely excited for the future of Saugatuck.
 - There is a lot of work to be done and Ryan will be extremely diligent and with Council support will succeed in this role.
- Councilmember Muncey:
 - Wants Saugatuck to succeed.
 - Ryan will get the same amount of respect that he would give any person in the City Manager position, and he will have his upmost support.
 - He respects Ryan for stepping up to help when the City really needed him.
 - More time possibly would have changed some people's minds.
 - He would have liked more time since there is still around 30 days left before the deadline to hire a City Manager.
 - He did not vote no because he doesn't think Ryan isn't capable of doing a great job, great job with the support of the Council giving him the tools and keeping the communication going so that he can grow.
 - Reminded everyone of the Memorial Day parade.
- Councilmember Dean
 - The four candidates, three of them came for interviews, their resumes and details about them were presented by Mr. Walsh at a previous meeting and have been included in packets.
 - He has heard from a number of constituents about their impressions and have been listening to them in great detail.
 - He was perplexed why folks think they need more time.

- The City Council was elected by the citizens of Saugatuck to make decisions on their behalf.
- He did not see anything that was suddenly a red flag for anyone, they all interviewed very well.
- The process has been incredibly transparent.
- Mayor Pro-Tem Baldwin:
 - Appreciates the Council comments as well as the candidates themselves and recruiter's work.
 - She has heard from many constituents; a lot of people have a lot of experience with Ryan Cummins.
 - Ryan Cummins has been through a lot with the City, and she is glad he is still up for the position.
 - She is excited to be working with him going forward.
- Councilmember Gardner:
 - Humbled to be part of the process.
 - Appreciates the Council and public comments during the process.
 - Looks forward to working with Ryan and finding ways to help him be successful as a Council.
 - It is incumbent on the Council to take a leadership role with the City Manager.
- Councilmember Anderson:
 - Impressed with all the candidates.
 - Congratulations to Ryan Cummins.
 - Heard and respect the councilmembers that wished for more time.
 - She heard from constituents during the process, so she feels confident making decision.
 - She is excited about the new City Manager.
- Mayor Stanton:
 - She voted for Ryan Cummins because staff supports him, and she has heard from a number of constituents. There were not many people in attendance to listen to the interviews, which happen on occasion at Council meetings.
 - More time would not have changed her mind and sounds like the majority of Council would not have changed their minds given more time.
 - There were originally four people interviewing and one candidate accepted a position in Zeeland Township.
 - She wants to give the other candidates an opportunity to continue looking for other jobs and other communities.
 - The City is lucky to have such a qualified individual and thankful he applied for this position. He wants to lead the City and he will do a fantastic job.
 - She appreciates everything Ryan Cummins has done for the City for the last few months.

Adjournment:

Motion by Muncey, second by Dean to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Stanton adjourned at 6:20 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



CITY COUNCIL MEETING MINUTES - *Proposed*
May 29, 2024

The City Council met for Regular Council Meeting at 7:00 p.m.
City Hall
102 Butler St., Saugatuck, MI 49453.

Call to Order:

The meeting was called to order by Mayor Stanton at 7:00 p.m.

Pledge of Allegiance.

Attendance:

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

Absent: None.

Others Present: Interim City Manager & Director of Planning/Zoning & Project Management Cummins, Department of Public Works Superintendent Herbert, Attorney Jake Witte and Clerk Wolters.

Mayor's Comments:

She congratulated Ryan Cummins, City Council voted last week to offer the city manager position to him and is very thankful for him taking the interim city manager role for the last few months. We have great city staff and they will thrive under his leadership and the City is in the best hands. The announcement went out for the ribbon cutting for the new playground at Village Square Park, this Friday at 3:15 p.m.

City Manager Comments:

Ryan Cummins thanked Mayor and Council for the opportunity to be the permanent City Manager and is looking forward to working through those next steps and working with all of Council going forward.

Agenda Changes: None.

Guest Speakers: None.

Public Comment on Agenda Item Only:

Mark Klungle, resident: Item 15C, opposed to the proposed no parking on Pleasant Street.

Arron Lowe, non-resident: Item 15C, opposed to the proposed no parking and asked for more time to consider those homes that need to add parking to their home.

Christopher Hauck, resident: 15C, opposed to the proposed no parking on Pleasant Street.

Consent Agenda:

- A. Regular Meeting Minutes- April 22, 2024
- B. ROW Signage Request – Garden Club Event
- C. Culver Street Parking Lot Operation Agreement
- D. Spear Street Launch Ramp Management Agreement
- E. Griffith Street End Boat Slip Management Agreement
- F. Change Order #5 for 2023 Street Improvements
- G. Revocable License Agreement for Seating in Right of Way – El Burrito Feliz
- H. Revocable License Agreement for Seating in Right of Way – New Holland Brewing Company

Gardner made a correction the Regular Meeting Minutes, page 5, under Amended Motion, should read “motion carried 5-2” NOT “motion carried 5-1”.

Motion by Anderson, second by Baldwin to approve the consent agenda for May 13, 2024. Via roll call vote, motion carried unanimously.

Staff Reports:

Interim City Manager/Director of Planning & Zoning, Treasurer, DPW Superintendent, Police and Engineer submitted status reports of current activities since the last Council meeting on May 13th, 2024, for their respective departments.

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

- Recap is from the Fire Board meeting held on May 20th.
- Incidents were up 17%.
- Roundabout construction delay is manageable and once construction is closer to being done, they will let emergency vehicles through during construction.
- 31 rental inspections completed for the month.
- The fire department staff spent 22 hours at Douglas Elementary School with kids teaching them fire safety.
- They offer CO2 and smoke detector installation at no cost within the district.
- Wendy Bales held CPR training for 14 people.
- Completed an extensive inventory of fire hydrants in the entire district.
- The ambulance committee completed their work and entered into a six month trial with EMS out of Grand Rapids.
- The special event fees committee is ongoing evaluating future special event fees.
- The next meeting is June 17th which will include the budget hearing.

Interurban Board, Councilmember Muncey:

- Celebrated the last meeting with Phyliss Yff who is now officially retired.
- They are open until 7 p.m. during the week and 11 p.m. during the weekend.

KLSWA, Ryan Cummins:

- KLSWA held a special meeting to discuss a draft water operations agreement, they will reach back out to the constituent municipalities for further discussion.

Kalamazoo Lake Harbor Authority, Councilmember White: None.

Zoning Board of Appeals, Ryan Cummins:

- No meeting this month.

Historic District Commission, Councilmember Gardner:

- The next meeting is June 6th.

Planning Commission, Chair Councilmember Anderson:

- In June at some point will have more date on short-term rentals to continue their work on STRs.

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

- The playground ribbon cutting and opening is this Friday at 3:15 p.m.

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

- Ryan Cummins and Scott Dean with other met with consultants and The Friends of Blue Star Trail.
- Preliminary design work is slightly behind schedule but still within the window to go out to bid in October/November timeframe of 2024.
- Construction time of 2025 is still on schedule.
- Construction estimates are still on target.

Request for Payment: None.

Approval of Accounts Payable:

- A.** Accounts Payable in the amount of \$137,647.94.

Motion by Gardner, second by Dean to approve the accounts payable in the amount of \$137,647.94 as presented. Via roll call vote, motion carried unanimously.

Introduction of Ordinances: None.

Unfinished Business: None.

New Business:

- A. Resolution No. 240529-A- To Establish a Request for Funding, Designate an Agent, Attest to the Existence of Funds and Commit to Implementing a Maintenance Program for Roadway Improvements on Maple Street Funded by the Transportation Economic Development Fund Category B Program.
Motion by Muncey, second by Baldwin to approve Resolution No. 240529-A, to Establish a Request for Funding, Designate an Agent, Attest to the Existence of Funds and Commit to Implementing a Maintenance Program for Roadway Improvements on Maple Street Funded by the Transportation Economic Development Fund Category B Program. Via roll call vote, motion carried unanimously.
- B. Resolution No. 240529-B- Prohibiting Heavy Truck Traffic on Maple Street
Motion by Dean, second by Muncey to approve Resolution No. 240529-B, a resolution, prohibiting heavy truck traffic on Maple Street. Via roll call, motion carried unanimously.
- C. Resolution No. 240529-C- Authorizing No Parking Signage for Improved Emergency Vehicle Access.
Motion by Baldwin, second by Anderson to approve Resolution No. 240529-C to authorize no parking signage for improved emergency vehicle access. Via roll call vote, motion carried 5-2. Yes- Anderson, Baldwin, Dean, Stanton, White. No- Gardner, Muncey.
- D. Revocable License Agreement - 649 Pleasant Regarding Parking in the Right of Way.
Motion by Baldwin, second by Anderson to approve the revocable license agreement with 649 Pleasant regarding parking in the right of way. Via voice vote, motion carried unanimously.
- E. Agreement to Indemnify and Provide Insurance Coverage for July 5 Fireworks Display.
Motion by Anderson, second by Dean to approve the agreement to indemnify and provide insurance coverage for the July 5 fireworks display. Via voice vote, motion carried unanimously.

Public Comment:

Deb Gardner, resident: She is concerned with the deer population in the City. She noted that on the corner of Lake Street and Allegan Street by the funeral home, there are two parking signs that contradict themselves.

Joe Leonatti, resident: Concerned with committing \$250,000 for the light at Lake Street and Blue Star Highway. He agreed with a previous suggestion of making it a right hand turn only along with yield signs to take time to study the process.

Mark Klungle, resident: Shared his concerns about the no parking on Pleasant Street. Noted people can build driveways and residents on Pleasant Street should have a voice in the matter.

Dan Fox, resident: Shared his experience and concerns with Blue Star Highway and North Street and enhancing safety at that intersection.

Correspondence:

- A. Carlton T Ashbourne
- B. Mark LaChey

Council Comments:

- Councilmember White: None.
- Councilmember Muncey:
 - Great to see everyone at the Memorial Day Parade with a great speech from Father Cory Stoppel.
 - It was great to see everybody there and summer is officially here.
- Councilmember Dean
 - Thanked DPW for getting the flags out and the park ready for the Memorial Day Parade.
 - It was a great day both in Saugatuck, Douglas and at the local cemetery.
 - He thanked all for their support.
- Mayor Pro-Tem Baldwin: None.
- Councilmember Gardner:
 - Thanked Commander Rick Gilman for putting on the Memorial Day Parade.
 - There were many that walked in the parade and thanked everyone for their service.
 - Need to find ways for people to come into town without having to drive.
 - Thanked his Aunt Debbie and Uncle Jim for being at the meeting and speaking about the deer problem. The City will need to address this in the future as this will be a safety issue.
 - Thanked Mayor for response to an earlier question he sent her.
- Councilmember Anderson:
 - Thank you for DPW for all the team has done.
 - Congratulated Ryan Cummins on being the next City Manager.

Adjournment:

Motion by Garnder, second by Dean to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Stanton adjourned at 8:28 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: June 10, 2024

SUBJECT: City Council Meetings Rules of Procedure Amendment

DESCRIPTION:

This proposed amendment to the existing Rules and Procedures document amends the "Conduct of Meetings" section 3, "Agenda Order of Business" to rearrange the current agenda. Please review current and proposed new agenda below. Changes:

Consent Agenda: Removed item A - Minutes will be included in the consent agenda as normal going forward along with other agenda items.

Staff Reports: Addition of Clerk report.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** the amendment to the City Council Rules and Procedures for Meetings originally adopted on July 23, 2007 and last revised this day June 10, 2024.

Current Agenda:

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. Public Comment on Agenda Items Only (Limit 3 minutes)
8. Consent Agenda: *(Roll Call)*
 - A. Regular City Council Meeting Minutes
9. Staff Reports, Boards, Commissions & Committees
 - A. Staff Reports:
 - a. City Manager
 - b. Treasurer
 - c. Planning and Zoning
 - d. Department of Public Works
 - e. Police
 - f. Engineer
 - B. Boards, Commissions & Committees:
 - a. Fire District Administration Board
 - b. Interurban Board
 - c. Kalamazoo Lake Sewer & Water Authority
 - d. Kalamazoo Lake Harbor Authority
 - e. Zoning Board of Appeals
 - f. Historic District Commission
 - g. Planning Commission
 - h. Parks & Public Works Committee
 - i. Tri-Community Non-Motorized Trail Study Committee
10. Guest Speakers
11. Request for Payment
 - A. Approval of Accounts Payable
12. Introduction of Ordinances
13. Public Hearings
14. Unfinished Business
15. New Business
16. Public Comments (Limit 3 minutes)
17. Correspondence
18. Council Comments
19. Adjourn

New Agenda:

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. Public Comment on Agenda Items Only (Limit 3 minutes)
8. Consent Agenda: *(Roll Call)*
9. Staff Reports, Boards, Commissions & Committees
 - A. Staff Reports:
 - a. City Manager
 - b. Treasurer
 - c. Clerk
 - d. Planning and Zoning
 - e. Department of Public Works
 - f. Police
 - g. Engineer
 - B. Boards, Commissions & Committees:
 - a. Fire District Administration Board
 - b. Interurban Board
 - c. Kalamazoo Lake Sewer & Water Authority
 - d. Kalamazoo Lake Harbor Authority
 - e. Zoning Board of Appeals
 - f. Historic District Commission
 - g. Planning Commission
 - h. Parks & Public Works Committee
 - i. Tri-Community Non-Motorized Trail Study Committee
10. Guest Speakers
11. Request for Payment
 - A. Approval of Accounts Payable
12. Introduction of Ordinances
13. Public Hearings
14. Unfinished Business
15. New Business
16. Public Comments (Limit 3 minutes)
17. Correspondence
18. Council Comments
19. Adjourn



City Council Agenda Item Report

From: Jamie Wolters
Date: June 10, 2024
Subject: Special Event- Movie in the Park

Description:

7th annual Movie in the Park organized by Mill Pond Realty providing a free movie experience for the community to enjoy.

Breakdown of Event:

Location: Coghlin Park
Date: 8/9/24
Event Hours: Dusk-11pm
Attendees: 150
Volunteers: 15

Budget Action Required:

N/A

Legal Review:

N/A

Sample Motion:

Motion to approve/deny Movie in the Park to take place on August 9th, 2024, organized by Mill Pond Realty, contingent on approval from Fire, Police and DPW.

**Council Action**

____ Approved

____ Denied

____ Date

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453
Phone: 269-857-2603 • Website: www.saugatuckcity.com

SPECIAL EVENT & PARADE APPLICATION

Must be filled out in its entirety & returned to the City Clerk's Office 60 days prior to scheduled event

SPONSORING ORGANIZATION INFORMATIONLEGAL BUSINESS NAME: Mill Pond RealtyTELEPHONE: 269-857-1477MAILING ADDRESS: PO Box 1093, Saugatuck, MI 49453CONTACT NAME: Laura Durham or Melanie DurhamTELEPHONE: 269-857-1477E-MAIL ADDRESS: laura@millpondrealty.comCELL PHONE: 616-836-0113**CONTACT PERSON ON DAY OF EVENT**CONTACT NAME: Laura Durham or Melanie DurhamTELEPHONE: 269-857-1477E-MAIL ADDRESS: laura@millpondrealty.comCELL PHONE: 616-836-0113**EVENT INFORMATION**NAME OF EVENT: Movie in the ParkDATE(S) OF EVENT: 08/09/2024PURPOSE OF EVENT: Free movie for the community to enjoyRAIN DATE: NA

- | | | | |
|--|--|--|---------------------------------------|
| ☐ Non-Profit | ☐ For-Profit | ☐ City Operated/Sponsored | ☐ Co-Sponsored |
| ☐ Marathon/Race | ☐ Festival/Fair | ☐ Video/Film Production | ☐ Other _____ |

EVENT LOCATION: Coghlin Park, SaugatuckEVENT HOURS: dusk - 11pmESTIMATED NUMBER OF ATTENDEES: 150ESTIMATED NUMBER OF VOLUNTEERS: 15ESTIMATE DATE / TIME FOR SET-UP: 08/09/2024 5:00 ☐ A.M. ☒ P.M.ESTIMATE DATE / TIME FOR CLEAN-UP: 08/09/2024 11:00 ☐ A.M. ☒ P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: ☐ Yes ☒ No

TYPE OF MUSIC PROPOSED: ☐ Live ☐ Amplification ☐ Recorded ☐ Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department) ☐ Yes ☒ No
☐ Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT: ☐ Yes ☒ No
☐ Provide Copy of Liquor Liability Insurance (listing the City as additionally insured)
☐ Provide Copy of Michigan Liquor Control License

If yes, describe measures to be taken to prohibit the sale of alcohol to minors: _____

WILL FIREWORKS BE APART OF EVENT: ☐ Yes ☒ No
☐ Provide Copy of Liability Insurance (listing the City as additionally insured)
☐ Provide Copy of Fireworks Permit

EVENT SIGNAGE: City Council approval is required for any temporary signing in the public right-of-way, across a street or on City property. Which of the following signs are requested for this event:

☐ **"YARD" SIGNS** - Number requested: 05 (Maximum size is 2' x 2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

☐ **BANNER UNDER SAUGATUCK PALETTE SIGN** - (Size cannot be greater than 14' x 4'). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

☐ **SIGNAGE AT EVENT SITE** - Location(s): Corner of Griffith and Culver - same as years past.

Description of signs: Banner at corner of Griffith and Culver on day of event - same as past.

(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

TENTS/CANOPIES/MISC: The City of Saugatuck does not have tents, stage, tables or chairs available for rental. There are a number of businesses listed in the yellow pages under "Rental Service Stores" that specialize in the rental of event supplies. Will the following be constructed or located in the event area:

☐ **BOOTHS – QUANTITY** _____

☐ **TENTS – QUANTITY** _____

☐ **AWNINGS – QUANTITY** _____

☐ **TABLES – QUANTITY** _____

☐ **PORTABLE TOILETS – QUANTITY** _____

VENDOR PARKING: Have you made arrangement for vendor parking? ☐ Yes ☒ No

If yes, where do you propose your vendors park? _____

Will the Interurban be utilized? ☐ Yes ☒ No Time(s) _____

DEPARTMENT OF PUBLIC WORKS

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

Will this event require the use of any of the following municipal equipment: ☒ Yes ☐ No

☐ TRASH RECEPTACLES – QUANTITY _____

☐ BARRICADES – QUANTITY _____

☐ TRAFFIC CONES – QUANTITY _____

☐ PARKING SIGNS – QUANTITY _____

☐ FENCING ☐ WATER ☒ ELECTRIC

☐ RESTROOM CLEANING

☐ OTHER _____

POLICE DEPARTMENT

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? ☐ Yes ☒ No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

STREET CLOSURES: ☐ Yes ☒ No (use attached map to outline proposed closures)

Street closure date/time: _____ ☐ A.M. ☐ P.M.

Street re-open date/time: _____ ☐ A.M. ☐ P.M.

SIDEWALK CLOSURES: ☐ Yes ☒ No (use attached map to outline proposed closures)

Describe Sidewalk Use: _____

Sidewalk closure date/time: _____ ☐ A.M. ☐ P.M.

Sidewalk re-open date/time: _____ ☐ A.M. ☐ P.M.

PARKING LOT CLOSURES: ☐ Yes ☒ No (use attached map to outline proposed closures)

Parking Lot Location: _____

Sidewalk closure date/time: _____ ☐ A.M. ☐ P.M.

Sidewalk re-open date/time: _____ ☐ A.M. ☐ P.M.

What parking arrangements are proposed to accommodate potential attendance: _____

APPLICATION CHECK LIST

- ☐ Completed Application
- ☐ Event Map (includes detailed event layout for vendors, booths, porta potties, etc.)
- ☐ Road/Sidewalk/Parking Lot Closure Map
- ☐ Certificate of Insurance (listing the City of Saugatuck as additionally insured)
- ☐ Fireworks Permit (if applicable)
- ☐ Michigan Liquor Control Commission Special Event License (if applicable)
- ☐ Health Department Food Service License (if applicable)

If document is missing, please explain: _____

The applicant and sponsoring organization understand and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for the event, name the City of Saugatuck as an additional insured on all applicable policies and submit the certificate to the City Clerk's Office no later than one (1) week following notice of the event approval.

Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval is necessary.

Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss cost of expense is caused in whole or in part by the negligence of the City of Saugatuck or by third parties, or by the agents, servants, employees or factors of any of them.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

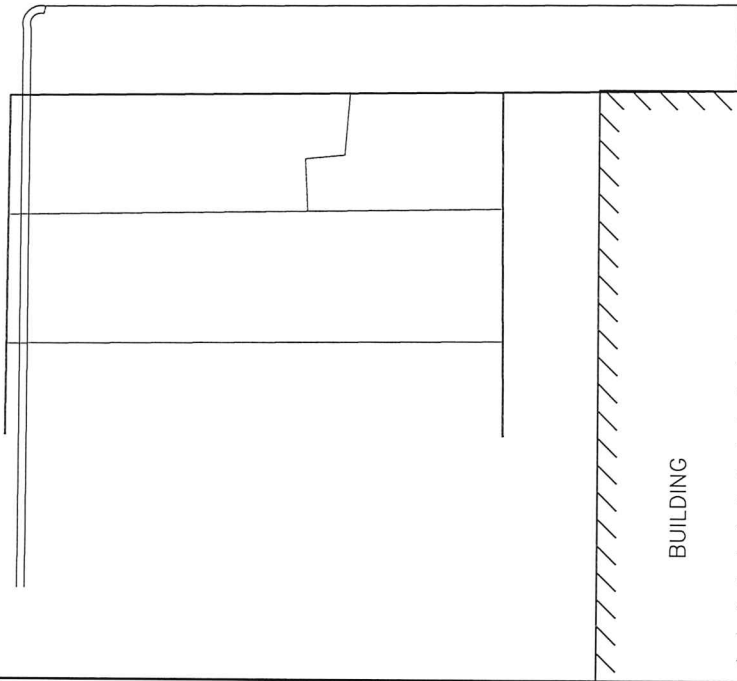


Applicant Signature

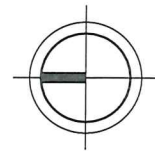
03/19/2024

Date

CULVER STREET



GRIFFITH STREET



NORTH



SCALE IN FEET

APPLICANT TO SKETCH LOCATION OF PROPOSED TEMPORARY STRUCTURES, TENTS, STAGES, EQUIPMENT, TRAILERS, PORTA POTTYS, ETC...

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

COUGHLIN PARK

PARK USE PERMIT APPLICATION

2011

3187



City Council Agenda Item Report

From: Jamie Wolters
Date: June 10, 2024
Subject: Special Event- Sidewalk Sales

Description:

Annual sidewalk sales in downtown Saugatuck.

Breakdown of Event:

Location: Downtown Butler Street
Date: 8/15/24
Event Hours: 9am-6pm
Attendees: 200-500
Volunteers: 4-6

Budget Action Required:

N/A

Legal Review:

N/A

Sample Motion:

Motion to approve/deny Sidewalk Sales to take place on August 15th, 2024, organized by Saugatuck/Douglas CVB, contingent on safety meeting with Fire, Police and DPW.



Council Action

____ Approved

____ Denied

____ Date

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453
Phone: 269-857-2603 • Website: www.saugatuckcity.com

SPECIAL EVENT & PARADE APPLICATION

Must be filled out in its entirety & returned to the City Clerk's Office 60 days prior to scheduled event

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Saugatuck Douglas CVB

TELEPHONE: 269-857-1701

MAILING ADDRESS: 95 Blue Star Hwy Saugatuck MI 49453

CONTACT NAME: April Gundy

TELEPHONE: 231-878-8566

E-MAIL ADDRESS: eventssaugatuckdouglas@gmail.com

CELL PHONE: 231-878-8566

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: April Gundy

TELEPHONE: 231-878-8566

E-MAIL ADDRESS: eventssaugatuckdouglas@gmail.com

CELL PHONE: 231-878-8566

EVENT INFORMATION

NAME OF EVENT: Side Walk Sales Saugatuck - Douglas

DATE(S) OF EVENT: 8/15/2024

PURPOSE OF EVENT: Business Promotions & Enrichment

RAIN DATE: None

- | | | | |
|--|--|---|---|
| ☐ Non-Profit | ☐ For-Profit | ☒ City Operated/Sponsored | ☐ Co-Sponsored |
| ☐ Marathon/Race | ☐ Festival/Fair | ☐ Video/Film Production | ☒ Other _____ |

EVENT LOCATION: Downtown Saugatuck

EVENT HOURS: 9:00 am - 6:00 pm

ESTIMATED NUMBER OF ATTENDEES: 200-400

ESTIMATED NUMBER OF VOLUNTEERS: 4-6

ESTIMATE DATE / TIME FOR SET-UP: 8/15/24

8:00 ☒ A.M. ☐ P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 8/15/24

7:00 ☐ A.M. ☒ P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: ☐ Yes ☒ No

TYPE OF MUSIC PROPOSED: ☐ Live ☐ Amplification ☐ Recorded ☐ Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department) ☐ Yes ☒ No
☐ Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT: ☐ Yes ☒ No
☐ Provide Copy of Liquor Liability Insurance (listing the City as additionally insured)
☐ Provide Copy of Michigan Liquor Control License

If yes, describe measures to be taken to prohibit the sale of alcohol to minors: _____

WILL FIREWORKS BE APART OF EVENT: ☐ Yes ☒ No
☐ Provide Copy of Liability Insurance (listing the City as additionally insured)
☐ Provide Copy of Fireworks Permit

EVENT SIGNAGE: City Council approval is required for any temporary signing in the public right-of-way, across a street or on City property. Which of the following signs are requested for this event:

☐ **"YARD" SIGNS** - Number requested: ____ (Maximum size is 2' x 2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

☒ **BANNER UNDER SAUGATUCK PALETTE SIGN** - (Size cannot be greater than 14' x 4'). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

☐ **SIGNAGE AT EVENT SITE** - Location(s): _____
Description of signs: _____
(Signs at event site cannot be displayed prior to day of the event and must be removed at the end of the event.)

TENTS/CANOPIES/MISC: The City of Saugatuck does not have tents, stage, tables or chairs available for rental. There are a number of businesses listed in the yellow pages under "Rental Service Stores" that specialize in the rental of event supplies. Will the following be constructed or located in the event area:

☐ **BOOTHS – QUANTITY** _____ ☐ **TENTS – QUANTITY** _____

☐ **AWNINGS – QUANTITY** _____ ☐ **TABLES – QUANTITY** _____

☐ **PORTABLE TOILETS – QUANTITY** _____

VENDOR PARKING: Have you made arrangement for vendor parking? ☐ Yes ☒ No

If yes, where do you propose your vendors park? _____

Will the Interurban be utilized? ☒ Yes ☐ No Time(s) 9:00 - 6:30 pm

DEPARTMENT OF PUBLIC WORKS

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

Will this event require the use of any of the following municipal equipment: ☐ Yes ☐ No

☐ TRASH RECEPTACLES – QUANTITY _____

☐ BARRICADES – QUANTITY _____

☐ TRAFFIC CONES – QUANTITY _____

☐ PARKING SIGNS – QUANTITY _____

☐ FENCING ☐ WATER ☐ ELECTRIC

☐ RESTROOM CLEANING

☐ OTHER _____

POLICE DEPARTMENT

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? ☐ Yes ☐ No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

STREET CLOSURES: ☐ Yes ☐ No (use attached map to outline proposed closures)

Street closure date/time: _____ ☐ A.M. ☐ P.M.

Street re-open date/time: _____ ☐ A.M. ☐ P.M.

SIDEWALK CLOSURES: ☐ Yes ☐ No (use attached map to outline proposed closures)

Describe Sidewalk Use: _____

Sidewalk closure date/time: _____ ☐ A.M. ☐ P.M.

Sidewalk re-open date/time: _____ ☐ A.M. ☐ P.M.

PARKING LOT CLOSURES: ☐ Yes ☐ No (use attached map to outline proposed closures)

Parking Lot Location: _____

Sidewalk closure date/time: _____ ☐ A.M. ☐ P.M.

Sidewalk re-open date/time: _____ ☐ A.M. ☐ P.M.

What parking arrangements are proposed to accommodate potential attendance: _____

APPLICATION CHECK LIST

- ☐ Completed Application
- ☐ Event Map (includes detailed event layout for vendors, booths, porta potties, etc.)
- ☐ Road/Sidewalk/Parking Lot Closure Map
- ☐ Certificate of Insurance (listing the City of Saugatuck as additionally insured)
- ☐ Fireworks Permit (if applicable)
- ☐ Michigan Liquor Control Commission Special Event License (if applicable)
- ☐ Health Department Food Service License (if applicable)

If document is missing, please explain: _____

The applicant and sponsoring organization understand and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for the event, name the City of Saugatuck as an additional insured on all applicable policies and submit the certificate to the City Clerk's Office no later than one (1) week following notice of the event approval.

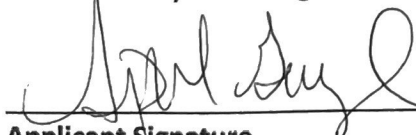
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval is necessary.

Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss cost of expense is caused in whole or in part by the negligence of the City of Saugatuck or by third parties, or by the agents, servants, employees or factors of any of them.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.



Applicant Signature

1/12/2024

Date



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: June 10, 2024

SUBJECT: Special Event-Chili Cookoff

DESCRIPTION:

The Cow Hill Yacht Club is proposing the Chili Cookoff to be held on October 13th, 2024. See attached application and breakdown of event below. City Staff, Fire, Police, and event organizer will meet closer to the event date to discuss specifics needed from each department.

BUDGET ACTION REQUIRED:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny the Chili Cookoff to take place on October 13th, 2024 organized by the Cow Hill Yacht Club.



_____	Approved
_____	Denied
_____	Date

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453
Phone: 269-857-2603 • Website: www.saugatuckcity.com

SPECIAL EVENT APPLICATION

Must be filled out in its entirety & returned to the City Clerk's Office 30 days prior to scheduled event

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Cow Hill Yacht Club of Southwest Mich TELEPHONE: 313-515-0321
MAILING ADDRESS: Box 554
CONTACT NAME: Ken Trester TELEPHONE: _____
E-MAIL ADDRESS: ktrester@comcast.net CELL PHONE: 313-515-0321

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Same as above TELEPHONE: _____
E-MAIL ADDRESS: _____ CELL PHONE: _____

EVENT INFORMATION

NAME OF EVENT: Chili Cook Off DATE(S) OF EVENT: Oct. 13, 2024
PURPOSE OF EVENT: Raise money, have fun RAIN DATE: _____
☒ Non-Profit ☐ For-Profit ☐ City Operated/Sponsored ☐ Co-Sponsored
☐ Marathon/Race ☐ Festival/Fair ☐ Video/Film Production ☐ Other _____
EVENT LOCATION: Wick's Park EVENT HOURS: 12:30 to 7 p.m.
ESTIMATED NUMBER OF ATTENDEES: 1,500
ESTIMATED NUMBER OF VOLUNTEERS: 50
ESTIMATE DATE / TIME FOR SET-UP: Oct. 12, 2024 9 ☒ A.M. ☐ P.M.
ESTIMATE DATE / TIME FOR CLEAN-UP: Oct 14, 2024 2 ☐ A.M. ☒ P.M.

PROPOSED TIME MUSIC WILL BEGIN: 1 p.m. END: 4:30 p.m.

WILL ALCOHOL BE SERVED AT THIS EVENT: ☒ Yes ☐ No

☐ *Provide Copy of Liquor Liability Insurance (listing the City as additionally insured)*

☐ *Provide Copy of Michigan Liquor Control License*

WILL FIREWORKS BE A PART OF EVENT: ☐ Yes ☒ No

☐ Provide Copy of Liability Insurance (listing the City as additionally insured)

☐ Provide Copy of Fireworks Permit

☐ **SIGNAGE AT EVENT SITE** - Location(s): Sign at Street entrance and inside the venue.

Will the Interurban be utilized? ☐ Yes ☐ No Time(s) TBD

DEPARTMENT OF PUBLIC WORKS

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

Will this event require the use of any of the following municipal equipment: ☐ Yes ☐ No

■ TRASH RECEPTACLES – QUANTITY⁶ _____

■ BARRICADES – QUANTITY¹ _____

■ TRAFFIC CONES – QUANTITY 10 _____

■ PARKING SIGNS – QUANTITY^{30?} _____

■ FENCING ☐ WATER ☐ ELECTRIC

☐ RESTROOM CLEANING

☐ OTHER _____

POLICE DEPARTMENT

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? ☐ Yes ☒ No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

STREET CLOSURES: ☐ Yes ☒ No (use attached map to outline proposed closures)

Street closure date/time: _____ ☐ A.M. ☐ P.M.

Street re-open date/time: _____ ☐ A.M. ☐ P.M.

SIDEWALK CLOSURES: ☐ Yes ☒ No (use attached map to outline proposed closures)

Describe Sidewalk Use: _____

Sidewalk closure date/time: _____ ☐ A.M. ☐ P.M.

Sidewalk re-open date/time: _____ ☐ A.M. ☐ P.M.

PARKING LOT CLOSURES: ☒ Yes ☐ No (use attached map to outline proposed closures)

Parking Lot Location: Wicks Park. "No parking Saturday" signs should be in place Friday

Sidewalk closure date/time: _____ ☐ A.M. ☐ P.M.

Sidewalk re-open date/time: _____ ☐ A.M. ☐ P.M.

What parking arrangements are proposed to accommodate potential attendance: _____

APPLICATION CHECK LIST

- ☐ Completed Application
- ☐ Event Map (includes detailed event layout for vendors, booths, porta potties, etc.)
- ☐ Road/Sidewalk/Parking Lot Closure Map
- ☐ Certificate of Insurance (listing the City of Saugatuck as additionally insured)
- ☐ Fireworks Permit (if applicable)
- ☐ Michigan Liquor Control Commission Special Event License (if applicable)
- ☐ Health Department Food Service License (if applicable)

If document is missing, please explain: Certificate of insurance and liquor license in process. Will

The applicant and sponsoring organization understand and agrees to: provide prior to the event

Provide a certificate of insurance with all coverages deemed necessary for the event, name the City of Saugatuck as an additional insured on all applicable policies and submit the certificate to the City Clerk's Office no later than one (1) week following notice of the event approval.

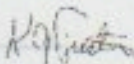
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval is necessary.

Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss cost of expense is caused in whole or in part by the negligence of the City of Saugatuck or by third parties, or by the agents, servants, employees or factors of any of them.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.



Applicant Signature

8/13/19

Date

SAUGATUCK TOWNSHIP FIRE DISTRICT

3342 Blue Star Highway

Saugatuck, MI 49453

269-857-3000 269-857-1228(Fax)

Greg Janik

Fire Chief/Fire Marshal

REQUIREMENTS FOR TENT STRUCTURES

Note this is a partial check list of requirements based on the International Fire Code (IFC). If you have further requirements consult with Saugatuck Township Fire District.

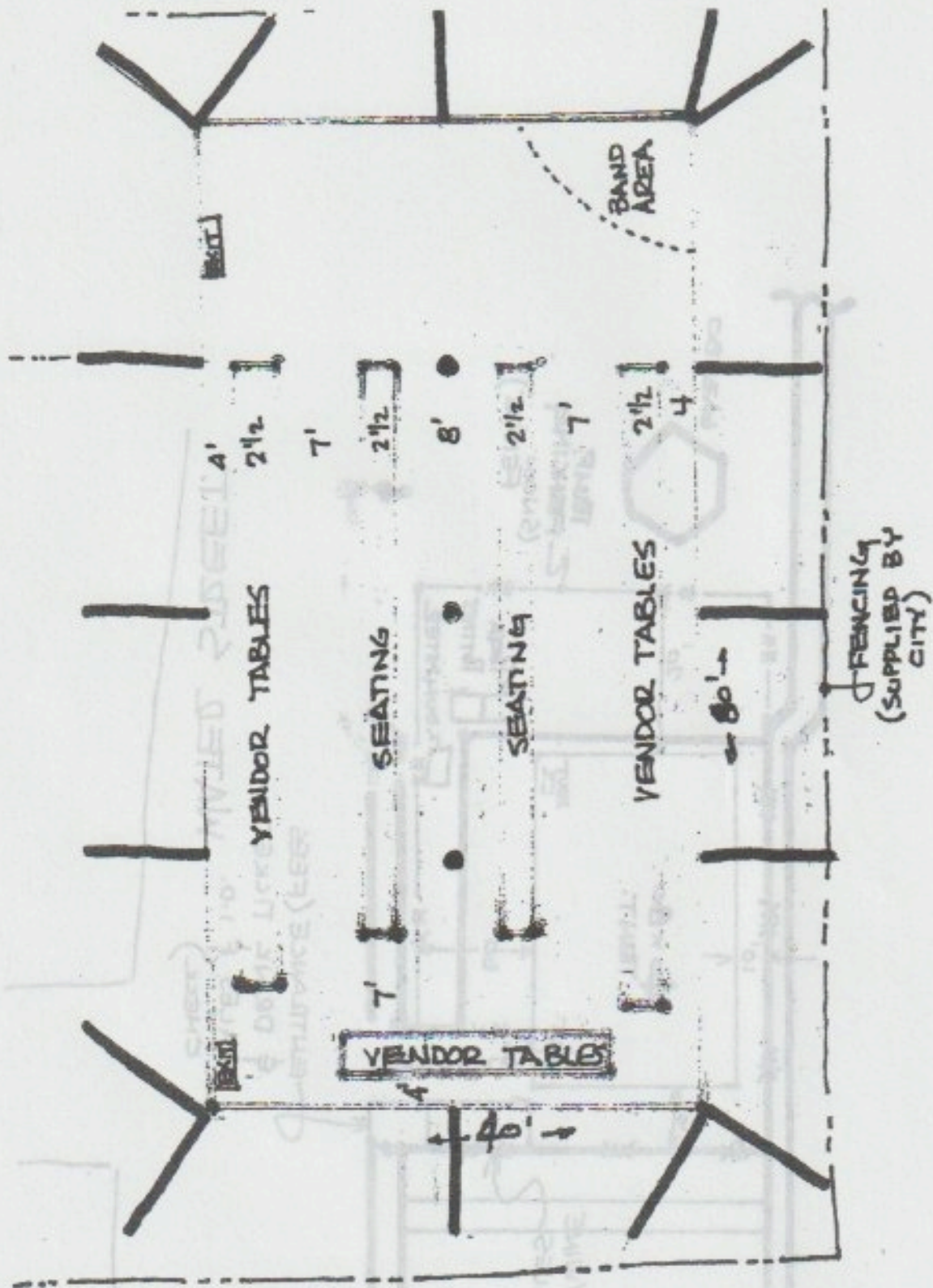
Check off when complete:

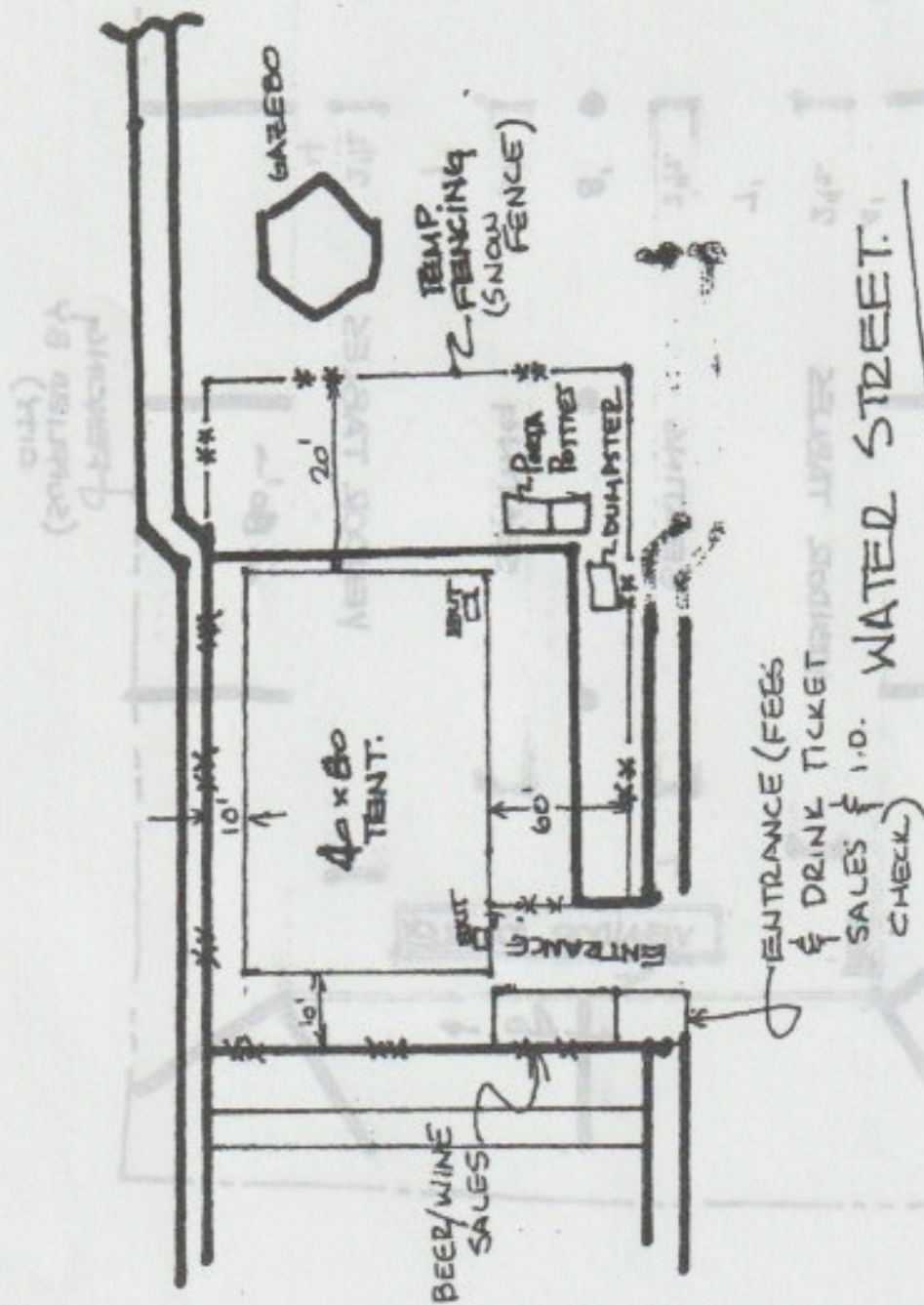
- ☒ A detailed site and floor plan for tents with an occupant load of 50 or more shall be provided with each application for approval. The floor plan shall indicate details of the means of egress, seating capacity, arrangement of seating and location of any heating and electrical equipment.
- ☒ Fire apparatus access roads shall be provided.
- ☒ Tents shall not be located within 20 feet of lot lines, buildings, other tents, parked vehicles, or internal combustion engines. Support ropes and guy wires shall be considered as part of the tent. Note: There are exceptions, consult with the Saugatuck Township Fire District.
- ☐ An unobstructed fire break passageway or fire road not less than 12 feet wide and free from guy ropes, or other obstructions shall be maintained on all sides of all tents. Unable to do this on the river side of the tent
- ☒ All tents and side curtains shall be composed of flame resistant material in accordance with NFPA 701 and IFC.
- ☒ Tents shall have a permanently affixed label bearing the identification of size and fabric or material type.
- ☒ A copy of the certificate attesting to the flame resistance of the fabric shall be submitted to Saugatuck Township Fire District. Same tent used in previous years.
- ☒ Combustible materials shall not be located within any tent structure.
- ☒ Open flame or other devices emitting flame, fire or heat including parked cars shall not be permitted inside or within 20 feet of the tent. Participants will be so informed.
- ☒ Portable fire extinguishers shall be provided at the exits. A minimum size of 2A 10BC. We hope to once again obtain them from STFD.

- ☒ The occupant load shall be stated.
- ☐ Side curtains shall be flame resistant and when used at exit openings shall be of a color that contrasts with the color of the tent. We do not anticipate using side curtains
- ☒ Aisles having a minimum width of not less than 44 inches shall be provided from seating areas and aisles shall progressively increase in width to provide, at all points, not less than 1 foot or aisle width for each 50 persons served by such aisle at that point.
- ☒ A minimum number of means of egress and means of egress widths are as follows:
- | Occupant Load | Min. # of Means of Egress | Min. Width of Egress |
|---------------|---------------------------|----------------------|
| 10-199 | 2 | 72" |
| 200-499 | 3 | 72" |
- ☒ Exits shall be clearly marked if the occupant load is 50 or more.
- ☐ Exit signs shall be approved self-luminous type or shall be internally or externally illuminated.
- ☒ Means of egress shall be illuminated. Event takes place in daylight
- ☒ Required width of exits, aisles and passageways shall be maintained at all times.
- ☒ Trained crowd manager/supervisor shall be provided at a ratio of one crowd manager/supervisor for every 250 occupants.
- ☒ "No Smoking" signs shall be posted in conspicuous locations.
- ☐ Saugatuck Township Fire District will inspect the tent installation.

Signature of Applicant: 

08/2013







City Council Agenda Item Report

From: Jamie Wolters
Date: June 10, 2024
Subject: Social District Application- Coppercraft

DESCRIPTION:

A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by the contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436 1551. Coppercraft Distillery LLC has requested approval to be added to the City of Saugatuck Social District.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny Resolution 240610-C adding Coppercraft Distillery, LLC to the City of Saugatuck Social District.



Social District Permit Application

Part 1 - Licensee Information

Individuals, please state your legal name. Corporations or Limited Liability Companies, please state your name as it appears on your Articles of Incorporation / Organization.

Licensee name: <u>Coppercraft Distillery LLC</u>		
Address: <u>340 Water St.</u>		
City: <u>Saugatuck</u>	State: <u>MI</u>	Zip Code: <u>49453</u>
Contact Name: <u>Matt Overway</u>	Phone: <u>(269) 790-8274</u>	Email: <u>info@coppercraftdistillery.com</u>

Part 2 - Required Documents & Fees

☒ Local Governmental Unit Approval <i>Approval from the local governmental unit (city council, township board, village council) is required to be submitted with this application (See page 2 for approval form)</i>	
☒ \$70.00 Inspection Fee (MLCC Fee Code 4036)	TOTAL DUE: <u>\$320.00</u> Make checks payable to State of Michigan
☒ \$250.00 Social District Permit Fee (MLCC Fee Code 4081)	
Leave Blank - MLCC Use Only	

Part 3 - Signature of Licensee

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this permit for the sale of alcoholic liquor on the licensed premises.

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

The person signing this form has demonstrated that they have authorization to do so and have attached appropriate documentation as proof.

Matt Overway Production Manager
Print Name of Licensee & Title

[Signature]
Signature of Licensee

5/30/24
Date

Please return this completed form and fees to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Hand deliveries: Constitution Hall - 525 W. Allegan Street, Lansing, MI 48933
Overnight deliveries: 2407 N. Grand River Avenue, Lansing, MI 48906
Fax with Credit Card Authorization to: 517-284-8557



Local Governmental Unit Approval For Social District Permit

Instructions for Governing Body of Local Governmental Unit:

A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ meeting of the _____ council/board
(regular or special) (name of city, township, or village)

called to order by _____ on _____ at _____
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from Coppercraft Distillery LLC
(name of licensee - if a corporation or limited liability company, please state the company name)

for a **Social District Permit** is _____ by this body for consideration for approval by the
(recommended/not recommended)
Michigan Liquor Control Commission.

If not recommended, state the reason: _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____
council/board at a _____ meeting held on _____
(regular or special) (date) (name of city, township, or village)

I further certify that the licensed premises of the aforementioned licensee are contiguous to the commons area designated by the council/board as part of a social district pursuant to MCL 436.1551.

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.



City Council Agenda Item Report

FROM: Ryan Cummins, Interim City Manager

MEETING DATE: June 10, 2024

SUBJECT: Oval Beach Pass Request – Hope College for Saugatuck Harbor Natural Area Research

DESCRIPTION:

In past years, Hope College was provided a free Oval Beach pass for their ongoing coastal dune environment research in the Saugatuck Harbor Natural Area. Associate Professor, Suzanne DeVries-Zimmerman, is requesting a pass this year as well.

The City Council's 2010 policy states, "[a]ll other complementary Oval Beach parking permits have been discontinued at this time unless otherwise approved by City Council".

There are public benefits to the research work that is occurring. For anyone interested, Professor DeVries-Zimmerman has provided publications of their work.

LEGAL REVIEW:

N/A at this time.

SAMPLE MOTION:

Motion to approve the Hope College request for one Oval Beach pass for Saugatuck Harbor Natural Area research.



City Council Agenda Item Report

FROM: Ryan Cummins, Interim City Manager

MEETING DATE: June 10, 2024

SUBJECT: Singapore Room – Right of Way Signage Request

DESCRIPTION:

Dustin Tyler of Singapore Hospitality Group LLC has submitted an application to install a 30" round projecting sign with an arrow extension that is 26" x 4". The sign will encroach into the City right of way (sidewalk).

The zoning ordinance requires the following:

154.141(L)(2) Any new permanent signs within the public right-of-way shall obtain City Council approval prior to erection. Signs shall not create a traffic vision obstruction, pedestrian traffic obstruction, or prevent the general accepted use of the public right-of-way.

Attached is a Revocable License Agreement that would allow for Singapore Room to have a projecting sign that encroaches into the City right of way.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

The City Attorney reviewed revocable license agreement language for signs in the public right of way.

SAMPLE MOTION:

Motion to approve the Revocable License Agreement for a sign in the public right-of-way for of Singapore Hospitality Group LLC.

REVOCABLE LICENSE AGREEMENT

REGARDING SIGN IN THE RIGHT-OF-WAY

THIS AGREEMENT is made this _____ day of _____, 2024, between the CITY OF SAUGATUCK, (hereinafter “**City**”) a Michigan municipal corporation located in Allegan County, Michigan; and Singapore Hospitality Group LLC. (hereinafter “**Licensee**”).

Recitals

- A. Licensee has leasehold interest in real property located at 129 Griffith Street Units 3,4,5 in the City, further described as P.P. No. 03-57-828-003-00, 03-57-828-004-00, 03-57-828-005-00 (the “**Property**”).
- B. A public right-of-way owned and controlled by the City crosses the Property as shown on the sketch map attached as Exhibit A and incorporated by reference.
- C. Licensee desires to install an approximately 30” round projecting sign with an arrow extension that is 26” x 4” in the City’s right-of-way with 83” of clearance below the sign (the “**Encroachment**”). Licensee seeks a license in order to install the Encroachment.
- D. Licensee will insure and maintain the Encroachment within and immediately adjacent to the public right-of-way for Griffith Street as hereinafter described.
- E. The City is amenable to granting a revocable license to Licensee for the installation and maintenance of the Encroachment within the right-of-way for Griffith Street, subject to terms of this Agreement.

Agreement

- 1. The City hereby grants to Licensee a revocable license for the Encroachment for the purpose of installing and maintaining the Encroachment in the precise location shown on Exhibit A subject to the terms of this Agreement. The Encroachment shall be as depicted on attached Exhibit A, which is incorporated by reference.
- 2. The Encroachment shall meet all requirements of the City of Saugatuck Code including, without limitation, any historic district requirements.
- 3. Licensee shall maintain the Encroachment in the public right-of-way in good condition at all times, and in compliance with all applicable laws and regulations of the City, County and State of Michigan.
- 4. Licensee shall indemnify and hold harmless the City, and its officers, agents, and employees, from any and all claims, demands, or suits by any person or entity for damages, injuries, or losses in any way connected or arising out of the placement, maintenance, existence or use of the Encroachment. The provisions of this section shall survive any termination of this Agreement.

5. Licensee shall obtain and maintain general liability insurance in a form and amount satisfactory to the City for the Encroachment at all times that this Agreement is in effect and the City shall be named as an additional insured on any such policy.
6. The placement of the Encroachment in no way creates any title, claim of right, or other property rights or interest for Licensee in any public right-of-way.
7. The license granted to the Licensee and this Agreement shall not be assigned or otherwise transferred by Licensee to any other person or business entity without the City's prior written approval.
8. The license granted by this Agreement shall be revocable at the will of the City, with or without cause, by the City giving Licensee or its successor thirty (30) days written notice of intent to revoke. Upon written notice to Licensee or its successor, mailed by regular mail to 6122 Old Allegan Rd, Saugatuck, MI 49453. Licensee or its successor shall immediately remove the Encroachment and discontinue placing anything in the City right-of-way. The area where the Encroachment was removed shall be returned to its previous condition by the Licensee at no cost to the City.
9. At the time of execution of this Revocable License Agreement, Licensee shall pay to the City the cost of preparation of this Agreement.

In witness whereof, the parties have caused this Agreement to be executed on the date first set forth above.

City of Saugatuck, a Michigan municipal
corporation

By: _____

Its: _____

By: _____

Its: _____

By: _____

Its: _____

Exhibit A



View from Griffith St.





City Council Agenda Item Report

FROM: Ryan Cummins – Interim City Manager

MEETING DATE: 6/10/2024

SUBJECT: Revocable License Agreement for Seating in Right of Way – 302 Culver – Malu Saugatuck

DESCRIPTION:

Me Coffee Holding LLC, doing business as Malu Saugatuck, has submitted a request to place five tables with four chairs on the public sidewalk adjoining the property, to be utilized in conjunction with the restaurant. The seating will be on the south side of the building along Culver Street.

Attached is a Revocable License Agreement that would allow for Malu Saugatuck to have temporary restaurant seating in the public right-of-way until November 1, 2029. It is of note the seating must still be removed seasonally from November 1 to April 1.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

The Planning Commission approved five tables with 20 chairs in 2015. This approval runs with the land. Malu Saugatuck will be seeking approval of additional seating at a future meeting.

LEGAL REVIEW:

The City Attorney reviewed revocable license agreement language for restaurant seating in the public right of way.

SAMPLE MOTION:

Motion to approve the Revocable License Agreement for temporary restaurant seating in the public right-of-way for Me Coffee Holding LLC doing business as Malu Saugatuck.

REVOCABLE LICENSE AGREEMENT
FOR RESTAURANT SEATING IN THE PUBLIC RIGHT OF WAY

THIS AGREEMENT is made this ___ day of _____, 2024, by and between the CITY OF SAUGATUCK, (hereinafter "City") a municipal corporation located in Allegan County, Michigan; and Me Coffee Holding LLC (hereinafter "Licensee").

Recitals

- A. Licensee has leasehold interest in real property located at 302 Culver Street in the City of Saugatuck, further described as PP No. 03-57-300-195-00. A restaurant is operated on the property.
- B. Licensee desires to place five tables with four chairs within and on the public sidewalk adjoining the property, to be utilized in conjunction with the restaurant.
- C. The public sidewalk and street are under the control and jurisdiction of the City and the City is amenable to granting a revocable license to Licensee for the purposes described herein, subject to the terms of this Agreement.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is acknowledged by the parties, it is agreed as follows:

Agreement

- 1. The parties affirm that the recitals set forth above are correct, form an integral part of this Agreement and are incorporated by reference.
- 2. The City grants to the Licensee, and the Licensee accepts from the City, a non-exclusive, revocable license to place and utilize the number of tables and chairs set forth above within and on the public sidewalk and street directly adjacent to the Licensee's property, in the precise location shown on the attached sketch plan, marked as Exhibit A (the "Licensed Premises") subject to the terms and conditions of this Agreement. Without limiting the foregoing, the placement and use of the seating and tables shall not obstruct or interfere with a five (5) foot wide path on the improved sidewalk, which path shall be continuously maintained for pedestrian travel.
- 3. The Licensee acknowledges and agrees that Licensee has inspected the Licensed Premises and has determined such premises to be in a satisfactory condition and that the Licensee's entry upon and use of the Licensed Premises constitutes acceptance of the Licensed Premises on an "as is" basis. The City makes no representations or warranties as to the condition of the public right-of-way, the suitability of the use of the Licensed Premises proposed by Licensee, or any physical or other condition. The City will have no liability or responsibility for upkeep, maintenance, or any other action with regard to personal property located on the Licensed Premises or the Licensed Premises as a result of this Agreement. Licensee will comply with all applicable

ordinances, laws, and regulations governing the same and will keep personal property placed thereon in neat and clean condition, reasonable wear and tear excepted.

4. This Agreement is subject, without limitation, to the following general restrictions:
 - A. The use of the personal property on the Licensed Premises shall not be conducted in such a way as to become a public nuisance; and Licensee's use of the Licensed Premises shall not interfere with traffic or circulation on any adjoining streets, alleys, sidewalks or public open-space areas.
 - B. The Licensee is responsible for maintaining, in a clean and safe condition, the personal property as well as the Licensed Premises.
 - C. The personal property shall only be located in that area expressly designated on Exhibit A.
5. This Agreement shall not authorize the use or placement of any other personal property within or on the Licensed Premises, including, but not limited, to signage, fencing, trash cans, service stations, or features except those items referenced in Recital B above.
6. The Licensee shall hold the City and its officers, employees, and agents harmless from, and defend and indemnify them against, any and all claims or lawsuits seeking recovery for damage or injury, including death, and against any other legal proceedings instituted against any of them, directly or indirectly, arising from the use or placement of the tables and chairs within and on the public sidewalks or from the City's permitting the Licensee to install and maintain such encroachment, regardless of whether the Licensee or any of its officers, employees, or agents are negligent. The obligations of the Licensee under this paragraph shall survive the termination of this Agreement for a period of three years.
7. The license granted by this Agreement shall expire on November 1, 2029. Notwithstanding the foregoing, the license granted by this Agreement shall be revocable at the will of the City, with or without cause, by the City giving Licensee 15 days written notice of intent to revoke. Upon written notice to Licensee, mailed by regular mail to the Licensee at the property Licensee's address of record (PO Box 577, Saugatuck, MI 49453), Licensee shall forthwith remove the tables and chairs from within the City right-of-way. In the event the license is revoked, neither Licensee nor its successors or assigns shall be entitled to any compensation.
8. Any food service shall conform to applicable local, county, state, and federal laws, regulations, licensing requirements, and standards, subject to any limits imposed in this license.
9. The Licensee shall obtain, continuously maintain for the duration of this Agreement, and provide the City prior to execution of this Agreement, and from time to time thereafter, with proof acceptable to the City Manager of commercial general liability

insurance coverage, naming the City as an additional insured party. Such insurance shall have an initial limit of \$1,000,000 per occurrence and \$2,000,000 general aggregate. Said insurance must contain comprehensive coverage to insure against any and all claims arising out of or attributable to the encroachment of the tables and chairs into the Licensed Premises or other public right-of-way, regardless of whether the Licensee or any of its officers, employees, or agents are negligent in any manner. The certificate of insurance must contain an unqualified guarantee that the City will be provided with 30 days prior written notice of cancellation, termination, non-renewal, or material change in coverage of the insurance policy provided. If the Licensee fails to maintain the required insurance in force, the City may, at its option, obtain such insurance at its own expense and bill the costs of the same to the Licensee, which costs the Licensee agrees to promptly pay.

10. In no event shall the City be responsible for loss or damage to improvements or personal property owned by the Licensee or its invitees or employees and located on the Licensed Premises, which are caused by fire, theft, loss, vandalism or other casualty.
11. The failure of either party to enforce any covenant or condition of this Agreement shall not be deemed a waiver thereof or of the right of either party to enforce each and every covenant and condition of this License. No provision of this Agreement shall be deemed to have been waived unless such waiver shall be in writing.
12. Licensee acknowledges and agrees that the City is the owner of the Licensed Premises, that the license granted under this Agreement involves the permission to enter and use property which is a public right of way, that the public's rights are paramount, and that the Licensee's use under this license may not interfere with the public's rights to the reasonable use of the Licensed Premises. Licensee further acknowledges that its use of the Licensed Premises does not constitute any title, claim of right, or other interest in the Licensed Premises.
13. Violations of a term of this Agreement by Licensee shall result in the suspension of Licensee's rights hereunder with 24-hour notice to Licensee.
14. This license is personal with the Licensee and does not run with the land. This license shall not be assigned or transferred in any manner by the Licensee to any other person or business entity. The City, in its sole discretion, may authorize the assignment or transfer of this license to a third party by amendment to this Agreement or by a separate license agreement.

In witness whereof, the parties have caused this Agreement to be executed on the date first set forth above.

CITY OF SAUGATUCK, a municipal
corporation

By: _____

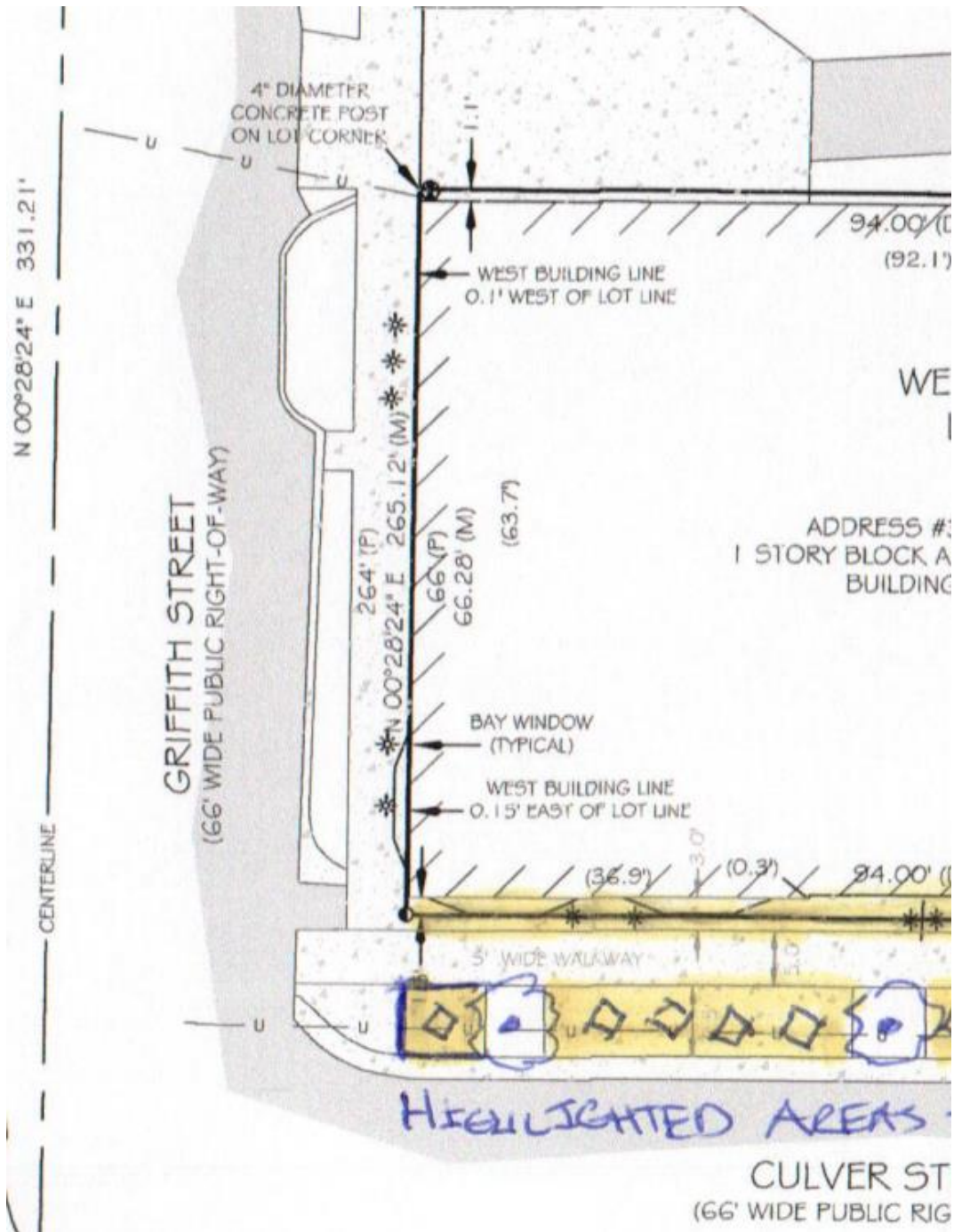
Its: _____

_____, a _____

By: _____

Its: _____

EXHIBIT A





City Manager, Planning, Zoning and Project Report

June 10, 2024

Dredging

- The US Army Corps of Engineers has advised dredging of the channel entrance will begin next week. They hope to have the work complete by July 19, although weather could cause delays.
- Here is a link to their press release for more details: [Corps of Engineers begins dredging operations in Saugatuck > Great Lakes and Ohio River Division > Media Releases \(army.mil\)](#)

Village Square Playground

- Playground construction is complete! The ribbon cutting ceremony was held on May 31.
- A child who tried the new playground told me they give it a rating of 10 out of 10!

Roundabout Construction

- Construction of the new roundabout at Blue Star/Old Allegan is ongoing. The City and Township continue to be responsive to concerns.
- DPW has continued their pothole patching work.
- The Sheriff's Office has continued presence in the area. They advised that vehicle volume remains high, but they are not seeing speeding issues.

Blue Star Trail

- C2AE continues their design work and is working through the necessary MDOT approvals.
- Plans for the pallet sign and traffic signal at the Lake/Blue Star intersection were reviewed by Council at the May 8 workshop and approved on May 13.
- A stakeholders meeting was held on May 29.
- The Historic District Commission approved the proposed intersection improvements.

AT&T Cellular

- State Historic Preservation Office (SHPO) approvals remain pending. AT&T submitted alternate analysis documentation to SHPO to review.
- I recently assisted AT&T with answering questions for a response.
- AT&T's decision on the City's agreement request remains pending resolution of SHPO approval.

Updated Water/Sewer Agreements

- KLSWA has prepared a draft water operations agreement. A copy was provided to the area managers and Baker Tilly and remains under review.
- Each manager also attended a KLSWA special meeting where their board provided feedback on the first draft. KLSWA will be updating the draft based on the board feedback.

Airport Property

- At the May 13 meeting, Council approved the Outdoor Discovery Center Airport Property proposal contingent upon receiving donated funds.
- I reached out to the donors, and they were very excited to hear of the approval. The donors have sent a donation totaling \$160,000 with hopes that the optional observation deck can also be installed.
- With the donation received, I talked with Outdoor Discovery Center about next steps and firming up the project timeline. Work on drafting the conservation easement will begin soon. Further details on timing for the other elements will be forthcoming.
- It is of note that City Council will be reviewing the draft conservation easement and ultimately have to vote to approve it.

Staff Compensation Study

- The last study was conducted in 2019 and a lot has changed since that time. We wish to remain competitive with wages and benefits to retain and attract the best talent. We have engaged a consultant to review current wages and benefits and provide recommendations.
- The consultant met with individual staff members on May 30 to discuss their positions and job duties in more detail.
- We are expecting the consultant recommendations soon.

Planning and Zoning

- Prepared for and attended Historic District Commission regular meeting.
- STR Enforcement Plan Implementation
 - Granicus has set up the address identification and compliance module. Training by staff and consultants has been completed. User testing has begun.
 - After address identification is live, Granicus will begin setting up the 1-800 system.
 - I will be meeting with our consulting planner and his code enforcement next week to begin their work.
- The consulting planner has continued the work to prepare requested STR data. The data will be presented at the June 20 Planning Commission meeting.
- Met and talked with several property owners and applicants to answer questions and provide resources.
- Continued follow-up on complaints of code violations throughout the City.

Miscellaneous

- Held a Department Head team meeting.
- Prepared for and attended Parks and Public Works Committee meeting.
- Participated in a “Talk of the Town” radio interview on WHTC.
- Met with the Douglas City Manager to discuss items of mutual interest.
- Met with accounting firm to discuss services.



Treasurer Report

Below is a summary of notable activities carried out by the Treasurer's Office since the last council meeting on 05/29/2024:

- Paid routine bills
- Completed and disseminated bi-weekly payroll
- 2024-2025 Budget finalizing.
- Oval Beach & Culver Street beginning season



City Clerk Staff Report

June 10, 2024

Since last meeting of May 29th:

Completed Tasks:

- Deputy Clerk Williams and I attended 4 hours of 2024 Election Cycle Training.
- Deputy Clerk Williams and I completed Granicus training.
- Attended department head meeting.
- Attended meeting with City Manager and Treasurer.
- Attended the Village Square Park playground ribbon cutting ceremony.
- The first wedding at Coghlin Park took place on June 1st.
 - 6 more scheduled for the summer season.
- Completed safety meeting for the Town Crier Race with Organizer, Fire and Police.
 - New race routes were created to avoid running on Maple Street.
- Finalized safety needs with Organizer, Fire, Police & DPW for Movie in the Park.
- Worked with SCA on Culver Street parking lot closure for the Market on 6/7.
- Business Licenses:
 - Received 79 applications this year.
 - 59 in 2023.
 - Sent updated business contacts to Fire and Police to reference in case of emergency.
- Wicks Park Boat Slips:
 - Double checked all MC numbers to make sure authorized boats were moored and in the correct slips.
 - Sent the sheriff a copy of all boat MC numbers and owner contact information in case of complaint or emergency.

- Sent communication/applications to all Boards/Commission/Committee members with term dates in July and August.
 - See notice on your June 10th agenda under correspondence in your packet.

Upcoming Tasks:

- Training with IT to learn how to complete email database searches.
 - IT normally completes these during the FOIA process, and we will now internally to decrease FOIA charges for residents.
- Receiving applications for open seats on Boards/Commissions/Committees.
 - Planning Commission-2 seats
 - Historic District Commission- 2 seats
 - Zoning Board of Appeals- 2 seats
 - Parks and Public Works Committee-5 seats
- Election Prep:
 - Council candidate packets for the November General Election are available at City Hall with a return deadline of July 23 at 4:00 p.m.
 - Sign up election workers for training.
 - Complete August and November election staff schedule.

Ongoing Tasks:

- One current FOIA request.
- Continuing work on Street End License Agreements.
- Scheduling safety meetings for July Special events.
 - Fourth of July Parade and Party in the Park.
 - Waterfront Invitational Fine Art & Craft Fair.
 - Venetian Festival.
- Assisted residents with Oval Beach Pass purchases both in person and via USPS.
- Assisting residents via in-person, via email and telephone with questions/concerns.
- Updating social media.
- Updating the City website.
- Meetings and minutes.



Sheriff's Monthly Report- June 2024

Traffic accidents – 6
Alarms – 2
Animal complaints – 6
Assault – 1
Boating/Marine – 5
Bond Violation – 1
Welfare check – 1
Civil – 1
Conservation – 1
Disorderly person – 2
Fire Alarm – 1
Found Property – 2
General assist – 28
Harassment – 4
Property check – 2
Intoxicated subject – 1
Lewd/Obscene – 1
Malicious destruction of property – 2
Motorist assist - 1
Open door – 3
Ordinance violation – 1
Parking violations – 18

Road hazard – 2

Suspicious – 5

UDAA – 1

Total calls for service - 99

Traffic stops – 72

School contacts - 16

**City of Saugatuck
Status Report of Engineering Activities
June 6, 2024**

General Consultation

- Grants Workshop: We are discussing the possibility of having grant experts from F&V put together a workshop for council, staff and other interested parties to review the various programs used in the past, recent applications and brainstorming for new opportunities.
- City-wide parking, safety, signage, etc. review: Prepared a letter reviewing on-street parking vs. sight distance concerns and provided recommendations for signage. We are available to meet with City staff and F&V traffic team to develop a scope for the broader study, if required.
- 2024 Asphalt Repairs: We are assembling the bid package for bidding in summer, anticipating construction in fall 2024 following water service potholing work for the TMF project (separate update below).
- 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.

EGLE Drinking Water State Revolving Fund

- The updated Project Plan was submitted to EGLE ahead of the June 1 deadline. Preliminary scoring should be available late summer and final results in the fall.

2023 Street Improvements (West, East, Takken, Taylor and N. Maple)

- The project is complete, with the exception of final acceptance of the grass restoration work.

Water System Asset Management Plan

- The draft AMP has been prepared and will be finalized based on input from the financial consultant and comments from EGLE.

EGLE Technical, Managerial and Financial (TMF) Project

- The City was awarded \$221,600 in funding from EGLE's Community Technical, Managerial, and Financial (TMF) support for lead service line identification (100% grant). This will provide funding to help the City complete its final Distribution System Materials Inventory, which is due in October 16, 2024.
- We are refining the database of water service information and assembling bid documents for potholing work, which is anticipated to be completed over the summer and early fall.

Mt. Baldhead Projects

- AT&T Project Assistance
 - The EGLE/USACoE Critical Dunes permitting process has been put on hold for now, pending SHPO approvals.
- Restroom Building Replacement
 - Design work is underway.
 - Met with the Allegan Conservation District on May 23 to review the scope of work. They will be preparing a Vegetation Removal Assurance, which is a report required for the EGLE/USACE Critical Dunes Permitting. The report evaluates impacts on vegetation, native, non-native and invasives, and provides guidance for the design and construction. Based on the scope of the project, vegetation disturbance is anticipated to be minimal.
 - Anticipating design in spring/summer for fall 2024 construction, at the earliest, depending on coordination with stakeholders.
- Observation Platform Replacement
 - Design work is underway. Additional survey work will be completed in the next few weeks.
 - Met with the Allegan Conservation District on May 23 to review the scope of work. They will be preparing a Vegetation Removal Assurance, which is a report required for the EGLE/USACE Critical Dunes Permitting. The report evaluates impacts on vegetation, native, non-native and invasives, and provides guidance for the design and construction. Based on our discussions with ACD, they may be advising that several of the unhealthy, dead or undesirable species be removed as part of the project and replaced with native/desirable ones (their report will provide guidance).
 - Anticipating design to be completed in 2024, permitting in early 2025 for construction in spring or fall of 2025, at the earliest, depending on coordination with stakeholders.

Maple Street Improvements

- Maple Street (between Blue Star Highway and the work completed in the 2023 Street Improvements project) has been identified as a high priority need for some time. Recent water main breaks and service leaks plus accelerated pavement deterioration from Blue Star Highway traffic have highlighted the need. A planning phase proposal has been prepared to develop the project scope and preliminary layouts, as well as cost sharing discussions with the Saugatuck Township. This project is anticipated to include stormwater management improvements and Olde Mill water service revisions. The project may also include a sidewalk and/or other non-motorized facilities.
- Prepared an updated application for the MDOT Category B program. If selected, this program would fund \$250,000 of the road restoration costs on the project. Applications are due June 12.

Park Street Improvements

- 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.



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



3342 Blue Star Highway
Saugatuck, MI 49453
269 857-3000 / Fax: 269 857-1228
E-mail: info@saugatuckfire.org

News Release

Release Date: June 5th, 2024

Subject: Fire Prevention Education at Douglas Elementary School

Contact: Deputy Chief Chris Mantels, cmantels@saugatuckfire.org.

The Saugatuck Township Fire District partnered with Douglas Police Department, to educate students about Fire Prevention and Life Safety at Douglas Elementary School. The success of the program relied heavily on the dedicated teachers and staff at DES, along with the students and parents at home.

Over the past eight months, the students learned about the following fire and life safety topics:

- Calling 911 in emergencies and knowing their home addresses.
- Ice and cold-water safety.
- Having two ways out of a room and evacuating out of a classroom window.
- Practiced crawling low below smoke to escape and evacuate a room.
- Bicycle and pedestrian safety rules of the road.
- The importance of closing your door while you sleep.
- Testing your smoke and carbon monoxide alarms.
- Boating, beach, and water safety.
- Lithium-Ion battery and charging safety.

The primary focus of the 2023-24 school year has been to ensure students know their home address in the event they ever need to call 911 in an emergency. Here is some data outlining how well they learned:

Lower Elementary (TK – 2nd Grade)

October 2023 – 49% knew their address.

May 2024 – 79% knew their address.

61% increase in students' knowledge.

Upper Elementary (3rd Grade – 5th Grade)

October 2023 – 83% knew their address.

May 2024 – 91% knew their address.

10% increase in students' knowledge.

To celebrate the success of an average of 85% of students knowing their address, the Fire District and Douglas PD hosted an ice cream social for the students on Wednesday May 29th, 2024. The price of admission was telling Chief Janik or Chief Kent your address, while crews from the Fire District and Douglas PD served up ice cream, chocolate syrup, and sprinkles.

We are forever grateful for the hard work and cooperation of the students, DES staff, and parents to partner with us to improve the safety of our children and the communities we serve.





06/07/2024 10:04 AM
User: Peter
DB: Saugatuck

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
INVOICE ENTRY DATES 05/29/2024 - 06/10/2024
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 1/2

Vendor Name	Description	Amount
1. ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	224.75
2. ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	31,826.12
3. ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,791.50
4. AT&T MOBILITY	CELL PHONES	577.89
5. BILLS DOZER SERVICE INC	OVAL BEACH	8,400.00
6. CAPITAL ONE	SUPPLIES	165.12
7. COMMERCIAL RECORD	PUBLISHING	154.00
8. CONSUMERS ENERGY	ELECTRIC	3,603.30
9. DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	2,555.86
10. FAHEY SCHULTZ BURZYCH RHODES	LEGAL FEES	5,571.00
	ZONING	1,622.50
	CLERK	55.00
	CITY COUNCIL	4,537.50
	EMPLOYMENT	1,302.00
	FOIA	875.00
	LAWSUIT	477.30
	STR TASK FORCE	192.50
	VILLAGE PARK	8,360.50
	ELECTRICAL LAWSUIT	192.00
	WATER & SEWER	357.50
	TOTAL	23,542.80
11. FIRST BANK CARD	OVAL, TRAINING, SUPPLIES	2,502.98
12. GAME TIME	VILLAGE PARK	63,675.00
13. GROUNDS MANAGEMENT SOLUTIONS	PARKS MAINTENANCE	754.40
14. HOLLAND LITHO PRINTING SERVICE	OVAL BEACH	745.35
15. LAKESHORE OUTDOORS LLC	VILLAGE PARK	610.56
	VILLAGE PARK	419.76
	TOTAL	1,030.32
16. MAC QUEEN	STREET SWEEPER	1,249.51
	STREET SWEEPER	212.98
	TOTAL	1,462.49
17. MC NALLY ELEVATOR COMPANY INC	ELEVATOR CITY HALL	1,497.00
18. MERS	RETIREMENT	4,500.00
19. MICHIGAN ELECTRO FREEZE INC	OVAL BEACH	1,468.92
20. MICHIGAN GAS UTILITIES	BUTLER STREET TOILETS	49.91
	DPW GARAGE	57.73
	CITY HALL	43.10
	TOTAL	16,017.4

61

06/07/2024 10:04 AM
User: Peter
DB: Saugatuck

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
INVOICE ENTRY DATES 05/29/2024 - 06/10/2024
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 2/2

Vendor Name	Description	Amount
21. MINER SUPPLY CO		
	SUPPLIES	10,653.21
	SUPPLIES	2,921.42
	SUPPLIES	109.08
	TOTAL	13,683.71
22. NEDERVELD		
	VILLAGE PARK	602.00
23. OVERISEL LUMBER COMPANY		
	SUPPLIES	1,202.85
24. PLUMMER'S ENVIRONMENTAL SERVICES INC		
	STORM SEWER CLEANING	328.80
25. PRIORITY HEALTH		
	HEALTH INSURANCE	9,552.84
26. PRO-TEMP INC		
	OVAL BEACH	396.96
27. PURITY CYLINDER GASES INC		
	CONCESSION	13.93
28. RAF ELECTRIC		
	OVAL BEACH	2,820.09
29. RAHMBERG STOVER ASSOCIATES		
	COMPENSATION STUDY	2,350.00
30. REPUBLIC SERVICES		
	TRASH	1,536.50
	TRASH	35.01
	TOTAL	1,571.51
31. SAUGATUCK FIRE		
	RENTAL INSPECTIONS	700.00
32. SEPTIC TANK SYSTEMS CO INC		
	OVAL BEACH	2,150.00
33. SHELL		
	GASOLINE & DIESEL	120.50
34. SHORELINE TECHNOLOGY SOLUTIONS		
	COMPUTER SERVICES	1,262.80
35. TIME SAVES LIVES LLC		
	TRAINING	687.00
36. VALLEY CITY LINEN INC		
	SHOP TOWELS	191.79
37. VAN TILL'S GREENHOUSE		
	PARK FLOWERS	914.38
38. WYOMING ASPHALT PAVING CO		
	ASPHALT	201.00
39. ZEIGLER GMC OF HOLLAND		
	PARTS	1,267.21
TOTAL - ALL VENDORS		191,645.91
FUND TOTALS:		
Fund 101 - GENERAL FUND		183,642.03
Fund 202 - MAJOR STREETS		625.00
Fund 203 - LOCAL STREETS		601.00
Fund 661 - MOTOR POOL FUND		6,777.88

06/05/2024		CHECK REGISTER FOR CITY OF SAUGATUCK		
CHECK DATE FROM 05/01/2024 - 05/31/2024				
Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
05/01/2024	5273(A)	MACATAWA BANK	ROAD BOND	16,565.50
05/10/2024	20066	GOODMAN FROST PLLC	PAYROLL	290.42
05/10/2024	DD6685(A)	ARAMENDI, NOAH	PAYROLL	1,494.06
05/10/2024	DD6686(A)	BOUWMAN, CHAD	PAYROLL	1,434.91
05/10/2024	DD6687(A)	BUTER, HUNTER	PAYROLL	510.57
05/10/2024	DD6688(A)	CUMMINS, RYAN	PAYROLL	3,319.99
05/10/2024	DD6689(A)	HARDY, CODY	PAYROLL	1,204.22
05/10/2024	DD6690(A)	HERBERT, SCOTT	PAYROLL	2,094.06
05/10/2024	DD6691(A)	KERRIDGE, ADAM	PAYROLL	1,669.62
05/10/2024	DD6692(A)	MACK, ELLIS	PAYROLL	1,312.38
05/10/2024	DD6693(A)	MARTIN, DANNY	PAYROLL	1,239.89
05/10/2024	DD6694(A)	STANISLAWSKI, PETER	PAYROLL	1,436.40
05/10/2024	DD6695(A)	WILLIAMS, SARA	PAYROLL	1,754.02
05/10/2024	DD6696(A)	WOLTERS, JAMIE	PAYROLL	1,916.84
05/10/2024	EFT1812(E)	ALERUS	PAYROLL	3,611.95
05/10/2024	EFT1813(E)	EXPERT PAY	PAYROLL	139.54
05/10/2024	EFT1814(E)	MERS HYBRID	PAYROLL	1,961.69
05/10/2024	EFT1815(E)	FEDERAL TAX DEPOSIT	PAYROLL	7,154.18
05/13/2024	5276(E)	AT&T MOBILITY	CELL PHONES	92.48
05/13/2024	5277(E)	CAPITAL ONE	SUPPLIES	1,156.90
05/13/2024	5278(E)	COMCAST	INTERNET	233.40
05/13/2024	5279(E)	CONSUMERS ENERGY	ELECTRIC	3,717.04
05/13/2024	5280(E)	FIRST BANK CARD	SUPPLIES, REPAIRS& TRAINING	1,210.80
05/13/2024	5281(E)	FRONTIER	OVAL BEACH	172.30
05/13/2024	5282(E)	FRONTIER	OVAL BEACH	85.48
05/13/2024	5283(E)	FRONTIER	DPW GARAGE	291.22
05/13/2024	5284(E)	GORDON FOOD SERVICE	OVAL	169.67
05/13/2024	5285(E)	KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	1,084.40
05/13/2024	5286(E)	MERCHANTS BANCARD NETWORK	BANK FEES	312.99
05/13/2024	5287(E)	MERS	RETIREMENT	4,500.00
05/13/2024	5288(E)	MICHIGAN GAS UTILITIES	BUTLER STREET TOILETS	107.74
05/13/2024	5289(E)	MICHIGAN GAS UTILITIES	CITY HALL	90.68
05/13/2024	5290(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	195.91
05/13/2024	5291(E)	PRIORITY HEALTH	HEALTH INSURANCE	9,552.84
05/13/2024	5292(E)	REPUBLIC SERVICES	TRASH	1,051.78
05/13/2024	5293(E)	RICOH USA INC	COPIER LEASE	127.97
05/13/2024	5294(E)	RICOH USA INC	COPIER USE	503.90
05/13/2024	5295(E)	VALLEY CITY LINEN INC	SHOP TOWELS	127.91

06/05/2024 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 05/01/2024 - 05/31/2024				
Check Date	Check	Vendor Name	Description	Amount
05/13/2024	5296(A)	ALLEGAN COUNTY SHERIFF	DEBT CREW	242.00
05/13/2024	5297(A)	ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,791.50
05/13/2024	5298(A)	BS&A SOFTWARE	SOFTWARE UPDATES & ANNUAL S	1,183.00
05/13/2024	5299(A)	DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	1,947.71
05/13/2024	5300(A)	ETNA SUPPLY	REPAIRS	145.80
05/13/2024	5301(A)	FAHEY SCHULTZ BURZYCH RHODES	CLERK	44,005.30
05/13/2024	5302(A)	FLEIS & VANDENBRINK ENGINEERING	ENGINEERING FEES	3,884.34
05/13/2024	5303(A)	GRANICUS LLC	SHORT TERM RENTALS	2,992.60
05/13/2024	5304(A)	HORIZON COMMUNITY PLANNER	PLANNING & HISTORIC DISTRICT	2,047.50
05/13/2024	5305(A)	KALAMAZOO FLAG COMPANY	OVAL BEACH FLAG POLIE	7,177.00
05/13/2024	5306(A)	KROHN EXCAVATING LLC	BRIDGE & PARK STREET	43,340.43
05/13/2024	5307(A)	PLUMMER'S ENVIRONMENTAL SERVICE	STORM SEWER CLEANING	2,195.30
05/13/2024	5308(A)	RAF ELECTRIC	CITY HALL	1,370.62
05/13/2024	5309(A)	SAUGATUCK FIRE	RENTAL INSPECTIONS	1,850.00
05/13/2024	5310(A)	SHARE CORPORATION	SUPPLIES	1,155.04
05/13/2024	5311(A)	SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	1,262.80
05/13/2024	5312(A)	SISTERS IN INK	OVAL BEACH	2,012.92
05/13/2024	5313(A)	STANDARD INSURANCE COMPANY	INSURANCE	406.59
05/13/2024	5314(A)	STINGERS PEST CONTROL	PEST CONTROL	65.00
05/13/2024	5315(A)	STREAMLINE DESIGN.COM LLC	SIGNS	67.50
05/13/2024	20067	COMMERCIAL RECORD	PUBLISHING	266.00
05/13/2024	20068	DECKER EQUIPMENT	BICYCLE RACK	859.71
05/13/2024	20069	GREAT LAKES ORNAMENTALS	PARKWAY TREES	834.00
05/13/2024	20070	OVERISEL LUMBER COMPANY	SUPPLIES	614.76
05/13/2024	20071	SHIVER ME TIMBERS LLC	TREE GRINDING STUMPS	836.25
05/13/2024	20072	VORK BROTHERS PAINTING LLC	BRIDGE LIGHT POLES	5,475.00
05/13/2024	20073	WYOMING ASPHALT PAVING CO	ASPHALT	599.65
05/16/2024	20074	PETTY CASH	OVAL START UP	2,500.00
05/24/2024	20075	LOKKER, LILY	PAYROLL	79.28
05/24/2024	20076	GOODMAN FROST PLLC	PAYROLL	285.57
05/24/2024	DD6697(A)	ALEXANDER, OLIVE	PAYROLL	79.28
05/24/2024	DD6698(A)	ARAMENDI, NOAH	PAYROLL	2,149.70
05/24/2024	DD6699(A)	BLACQUIERE, BRADYN	PAYROLL	79.28
05/24/2024	DD6700(A)	BOUWMAN, CHAD	PAYROLL	1,425.81
05/24/2024	DD6701(A)	BRIGGS, FALLN	PAYROLL	79.28
05/24/2024	DD6702(A)	BUTER, HUNTER	PAYROLL	371.38
05/24/2024	DD6703(A)	CUMMINS, RYAN	PAYROLL	3,320.01
05/24/2024	DD6704(A)	DEYOUNG, CHARLES	PAYROLL	79.28
05/24/2024	DD6705(A)	FLANAGAN, HANNAH	PAYROLL	38.09
05/24/2024	DD6706(A)	GARCIA, AMAYA	PAYROLL	79.28

06/05/2024 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 05/01/2024 - 05/31/2024				
Check Date	Check	Vendor Name	Description	Amount
05/24/2024	DD6707(A)	GARCIA, MARIELA	PAYROLL	79.28
05/24/2024	DD6708(A)	GRIGG-MARTINEZ, DAYTON	PAYROLL	485.65
05/24/2024	DD6709(A)	HARDY, CODY	PAYROLL	1,192.75
05/24/2024	DD6710(A)	HEISE, RYAN	PAYROLL	155.00
05/24/2024	DD6711(A)	HERBERT, SCOTT	PAYROLL	2,205.93
05/24/2024	DD6712(A)	KERRIDGE, ADAM	PAYROLL	2,102.46
05/24/2024	DD6713(A)	LARSEN, SAGE	PAYROLL	81.93
05/24/2024	DD6714(A)	MACK, ELLIS	PAYROLL	1,352.39
05/24/2024	DD6715(A)	MARTIN, DANNY	PAYROLL	1,557.97
05/24/2024	DD6716(A)	MITCHELL, JACE	PAYROLL	79.28
05/24/2024	DD6717(A)	PETERS, ADDISON	PAYROLL	36.34
05/24/2024	DD6718(A)	PETERS, AVERY	PAYROLL	362.98
05/24/2024	DD6719(A)	SAMUELS, ROBERT	PAYROLL	35.24
05/24/2024	DD6720(A)	SANCHEZ, ADAN	PAYROLL	79.28
05/24/2024	DD6721(A)	STANISLAWSKI, PETER	PAYROLL	1,436.41
05/24/2024	DD6722(A)	STEZOWSKI, BRAYDEN	PAYROLL	79.28
05/24/2024	DD6723(A)	STEZOWSKI, LOGAN	PAYROLL	81.93
05/24/2024	DD6724(A)	VAN HOWE, AINSLEY	PAYROLL	286.78
05/24/2024	DD6725(A)	WATERS, BENJAMIN	PAYROLL	35.24
05/24/2024	DD6726(A)	WILLIAMS, SARA	PAYROLL	1,754.02
05/24/2024	DD6727(A)	WOLTERS, JAMIE	PAYROLL	1,916.86
05/24/2024	EFT1816(E)	ALERUS	PAYROLL	3,678.02
05/24/2024	EFT1817(E)	EXPERT PAY	PAYROLL	139.54
05/24/2024	EFT1818(E)	MERS HYBRID	PAYROLL	1,994.45
05/24/2024	EFT1819(E)	FEDERAL TAX DEPOSIT	PAYROLL	7,958.55
05/24/2024	EFT1820(E)	MERS	PAYROLL	4,221.67
05/24/2024	EFT1821(E)	MI DEPT OF TREASURY	PAYROLL	2,466.70
05/31/2024	5316(E)	COMCAST	INTERNET	233.40
05/31/2024	5317(E)	GORDON FOOD SERVICE	CONCESSION	3,952.42
05/31/2024	5318(E)	KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	1,925.86
05/31/2024	5319(E)	NET2PHONE INC	TELEPHONES	215.07
05/31/2024	5320(A)	ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	31,826.12
05/31/2024	5321(A)	AMERICAN LEGAL PUBLISHING CORP.	ORDINANCES	550.00
05/31/2024	5322(A)	BBC DISTRIBUTING LLC	CONCESSION	750.78
05/31/2024	5323(A)	KROHN EXCAVATING LLC	BRIDGE STREET	81,841.38
05/31/2024	5324(A)	PURITY CYLINDER GASES INC	CONCESSION	44.95
05/31/2024	5325(A)	SAUGATUCK FIRE	INSPECTIONS	1,025.00
05/31/2024	5326(A)	SISTERS IN INK	OVAL	75.68
05/31/2024	5327(A)	SMART BUSINESS SOURCE LLC	SUPPLIES	223.37
05/31/2024	5328(A)	STANDARD INSURANCE COMPANY	INSURANCE	406.59

06/05/2024		CHECK REGISTER FOR CITY OF SAUGATUCK		
CHECK DATE FROM 05/01/2024 - 05/31/2024				
Check Date	Check	Vendor Name	Description	Amount
05/31/2024	5329(A)	TAYLOR TRUE VALUE RENTAL	PLAYGROUND	3,056.00
05/31/2024	20077	C2AE	BLUE STAR TRAIL	4,786.03
05/31/2024	20078	DAWN ALEXANDER	ESCROW REFUND	1,642.75
05/31/2024	20079	FREESTONE PICKLE CO INC	CONCESSION	312.00
05/31/2024	20080	GOLDMAN SACHS BANK USA	CONCESSION	702.50
05/31/2024	20081	LAKESHORE OUTDOORS LLC	PLAYGROUND	508.80
05/31/2024	20082	MACATAWA PLUMBING INC	ESCROW REFUND	2,557.25
05/31/2024	20083	MCKELLIPS PLUMBING INC	PLUMBING	263.00
05/31/2024	20084	MINER SUPPLY CO	SUPPLIES	263.91
05/31/2024	20085	WYOMING ASPHALT PAVING CO	ASPHALT	485.08
Total of 128 Checks:				387,594.08
Less 0 Void Checks:				0.00
Total of 128 Disbursements:				387,594.08



**RECOMMENDED
Annual Budget
Fiscal Year
July 1, 2024 – June 30, 2025**

CITY OF SAUGATUCK

ANNUAL BUDGET

FOR THE FISCAL YEAR

July 1, 2024 – June 30, 2025

102 Butler Street
PO Box 86
Saugatuck, MI 49453

(269) 857-2603 phone
(269) 857-4406 fax

FOR
Saugatuck City Council

Lauren Stanton, Mayor
Helen Baldwin, Mayor Pro Tem
Gregory Muncey, Council Member
Scott Dean, Council Member
Holly Anderson, Council Member
Logan White, Council Member
Russ Gardner, Council Member

PREPARED BY
Ryan Cummins, Interim City Manager
Peter Stanislawski, City Treasurer/Finance Director

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TO: City Council

FROM: Ryan Cummins, Interim City Manager

DATE: June 6, 2024

SUBJECT: Recommended Budget for Fiscal Year 2024/2025

INTRODUCTION:

In accordance with the City Charter, I am pleased to present the recommended budget for the City of Saugatuck for fiscal year 2024-2025. This budget reflects the City Council's and my commitment to responsible fiscal management while ensuring the continued delivery of essential services to our residents and visitors.

BUDGET DEVELOPMENT PROCESS:

The budget presented here is the culmination of a collaborative effort. It considers the City Council's strategic priorities, guiding principles, public feedback, community needs, essential services, and anticipated revenues.

GUIDING PRINCIPLES:

- Fiscal Responsibility
- Maintain and Improve Public Infrastructure and Facilities
- Friendly, Honest, and Transparent Government
- Position Saugatuck as a Recreational and Cultural Center that Attracts Visitors
- The City's Employees are its Most Valued Asset

BUDGET HIGHLIGHTS:

The attached presentation highlights the proposed budget which involves the following:

- **Maintaining a Low Operating Millage Rate:** The proposed operating millage rate remains much lower than nearly all nearby communities, reflecting our commitment to fiscal responsibility.
- **Healthy Fund Balances:** The proposed budget proposes the use of some reserves to fund capital projects while maintaining adequate reserves for a "rainy day" far above the current policy goal

- **Strategic Investments:** The budget allocates resources for staff wage increases, the Blue Star Trail, Mt. Baldhead improvements, street resurfacing, and engineering for Maple Street water main and road replacement.
- **Water Infrastructure Fee:** Implementation of a water infrastructure fee is proposed to ensure long-term sustainability of our water system.

PUBLIC HEARING AND BUDGET ADOPTION:

A public hearing on the final budget is required to be held as provided by law and has been scheduled for June 10, 2024. The City Council is required, not later than June 30 of each year, to adopt by resolution a final budget for the ensuing fiscal year and make appropriations.

An appropriation should be viewed as an authorization to spend and not a mandate to spend. An appropriation provides authority, not cash. It indicates that, if the revenue is there, it may be spent in a certain way. The budget, while often viewed as a financial instrument, is first a planning and management tool and second an accounting device.

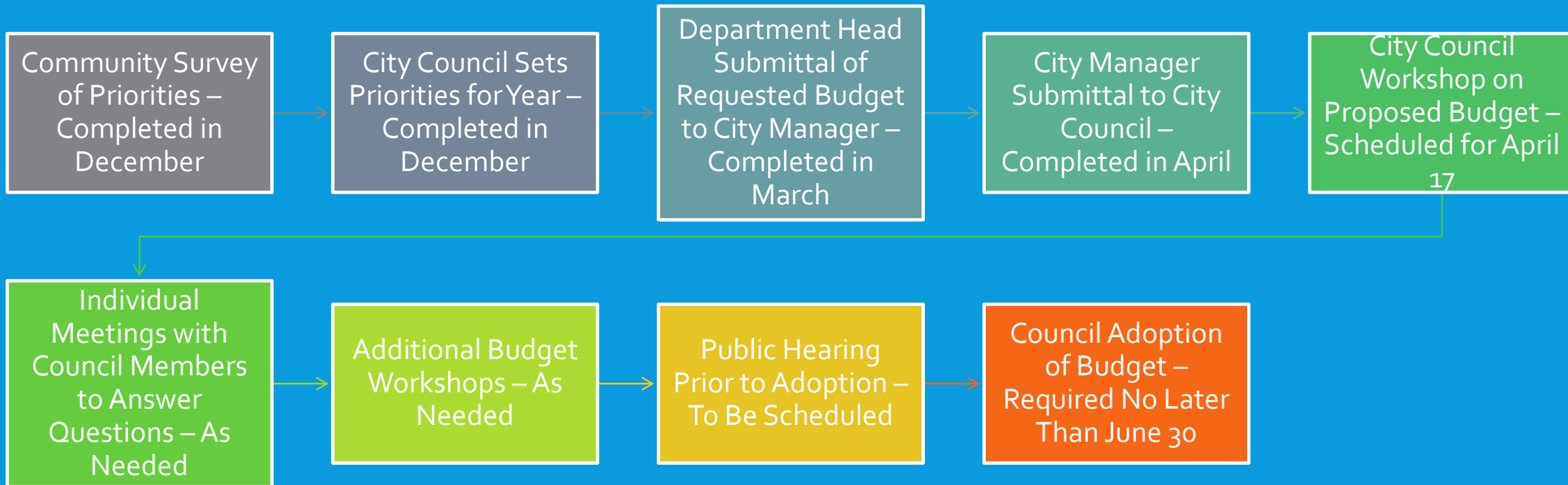
SAMPLE MOTION:

Motion to approve Resolution No. _____ to adopt the general appropriations act for fiscal year 2024-2025.



Proposed Budget Presentation

Fiscal Year 2024-2025



BUDGET PROCESS

PURPOSE AND DEVELOPMENT

The overriding purpose of the budget can be defined in three key points:

- Allocation of public resources over time and among public operations.
- Accountability to the public for the expenditure of public funds.
- Maintenance of financial stability of the City of Saugatuck.

GUIDING PRINCIPLES

- **Fiscal Responsibility:**
 - “City Council and staff will serve as stewards of the City’s fiscal resources in safeguarding assets, planning long-term financial stability and maintaining adequate contingency reserves. Fiscal activities will be justifiable, efficient, effective, transparent and accountable.”
- **Maintain and Improve Public Infrastructure and Facilities:**
 - “The City of Saugatuck understands the very basic foundation of any successful municipality is a well maintained and sustainable infrastructure that meets the functional needs of the community.”
- **Friendly, Honest and Transparent Government:**
 - “The City of Saugatuck is committed to providing timely and accurate information about City services and openly sharing information about City actions, events and decisions to our residents and businesses in the most friendly, honest and transparent manner possible. Our commitment is to our customers.”
- **Position Saugatuck as a Recreational and Cultural Center That Attracts Visitors:**
 - “The City of Saugatuck will capitalize on our diverse community and our respect for the City’s history, unique character and natural resources. We will develop facilities and amenities that promote Saugatuck as a small-town tourism destination.”
- **The City’s Employees are its Most Valued Asset:**
 - “None of the high level of services that Saugatuck City residents, businesses and visitors enjoy would be possible without the City’s small but highly trained and dedicated workforce. The City of Saugatuck strives to treat all employees fairly in their job position classifications in order to recruit and retain the best employees who are focused on public service and are always willing to work with all stakeholders in achieving success”

FUNDS

The City of Saugatuck currently has six separate funds.



101 - GENERAL FUND

Largest Fund

Government resources and activities not listed in other funds



202 - MAJOR STREETS

Maintenance and construction of the Major Streets System



203 - LOCAL STREETS

Maintenance and construction of the Local Streets System



301 - DEBT SERVICE

Account for payment of principal and interest on City's debt



592 - WATER/SEWER

Fees collected for water/sewer



661 - MOTOR POOL

Maintenance of the Motor Vehicle Fleet

ORGANIZATION

11 Full Time Staff

- City Manager
- City Treasurer
- City Clerk
- Director of Planning and Zoning
- Department of Public Works Superintendent
- Assistant DPW Supervisor
- Deputy City Clerk/DPW Administrative Assistant
- DPW Maintenance Workers
- DPW Maintenance Worker/Oval Beach Manager

5 Seasonal DPW Maintenance Staff

25 Seasonal Oval Beach Staff

Contracted City Attorney

Contracted Sheriff's Deputies

Contracted Engineer

Contracted Planner

Contracted Assessor

CITY AT A GLANCE

Census Population: 865

Square Miles: 1.47

Housing Units: 916

Median Household Income: \$113,309

Median Age: 58

Parks: 330 acres

- Oval Beach, Saugatuck Harbor Natural Area, Mt. Bladhead , Coghlin Park, Jones Park, Cook Park, Wicks Park, Willow Park, Peterson Preserve and Village Square Park.

Roads: 11.5 miles.

Water Utilities: 298 curb stop valves, 138 fire hydrants, 302 system valves, and 14.6 miles of main.

Sanitary Sewer Utilities: 17 lift stations, 259 manholes, and 4.8 miles of gravity/force main.

Storm Sewer Utilities: 84 manholes, 68 catch basins, 51 outfalls and 6.7 miles of gravity main.

WHERE WILL EACH TAX DOLLAR GO?

TAXING ENTITY	TOTAL MILLAGE RATE	
CITY OF SAUGATUCK OPERATING	10.5880	
CITY OF SAUGATUCK ROADS	1.7418	VOTED EXPIRES 2031
CITY OF SAUGATUCK ROAD DEBT	1.4000	VOTED EXPIRES 2028
SCHOOL STATE EDUCATION	6.0000	
SCHOOL OPERATING	18.000	
SCHOOL DEBT	3.4500	
SCHOOL BLDG/SITE	0.5000	
SCHOOL RECREATION	0.2500	
SCHOOL INTERMEDIATE DISTRICT	6.1546	
ALLEGAN COUNTY OPERATING	5.1619	
ALLEGAN COUNTY MED CARE	0.2448	
ALLEGAN COUNTY	0.0979	
CONSERVATION		
ALLEGAN COUNTY ROADS	0.9654	
ALLEGAN COUNTY SENIORS	0.4930	
INTERURBAN TRANSIT	0.5000	
AUTHORITY		
DISTRICT LIBRARY	0.4466	
DISTRICT LIBRARY DEBT	0.2900	
FIRE DISTRICT	2.5000	

Principal Residence Exemption Properties



63%
Other Taxing
Entities

37%
City of Saugatuck

Non-Principal Residence Exemption Properties

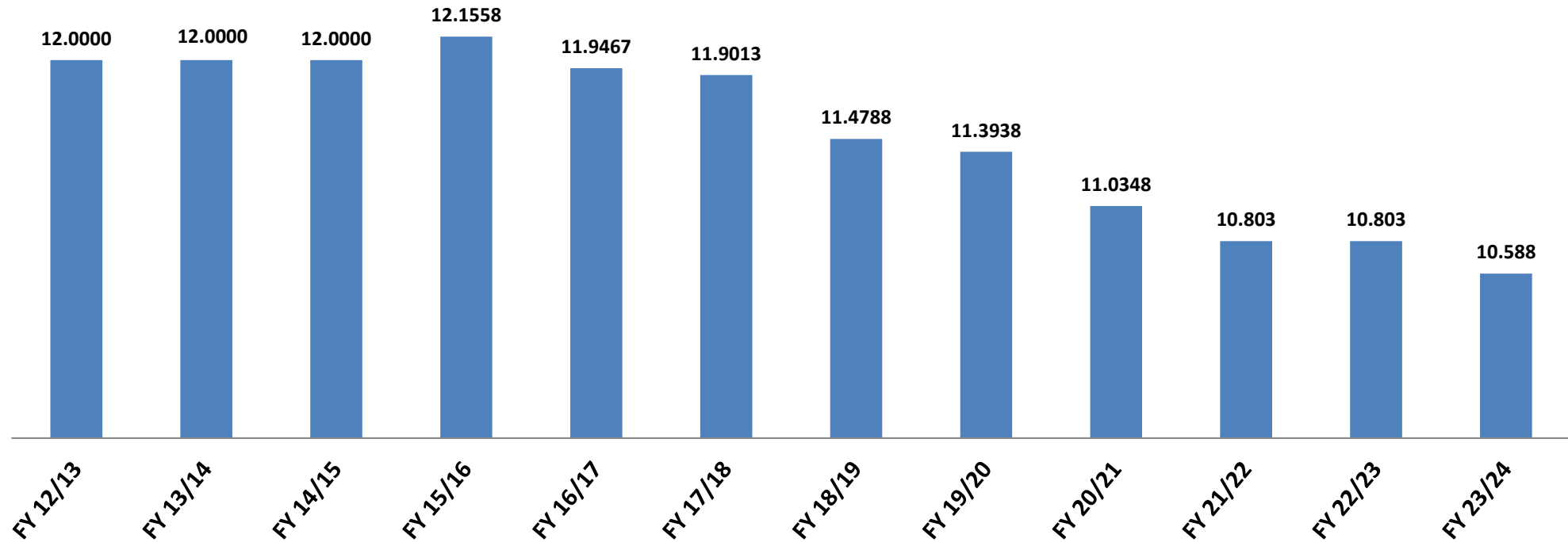


75%
Other Taxing
Entities

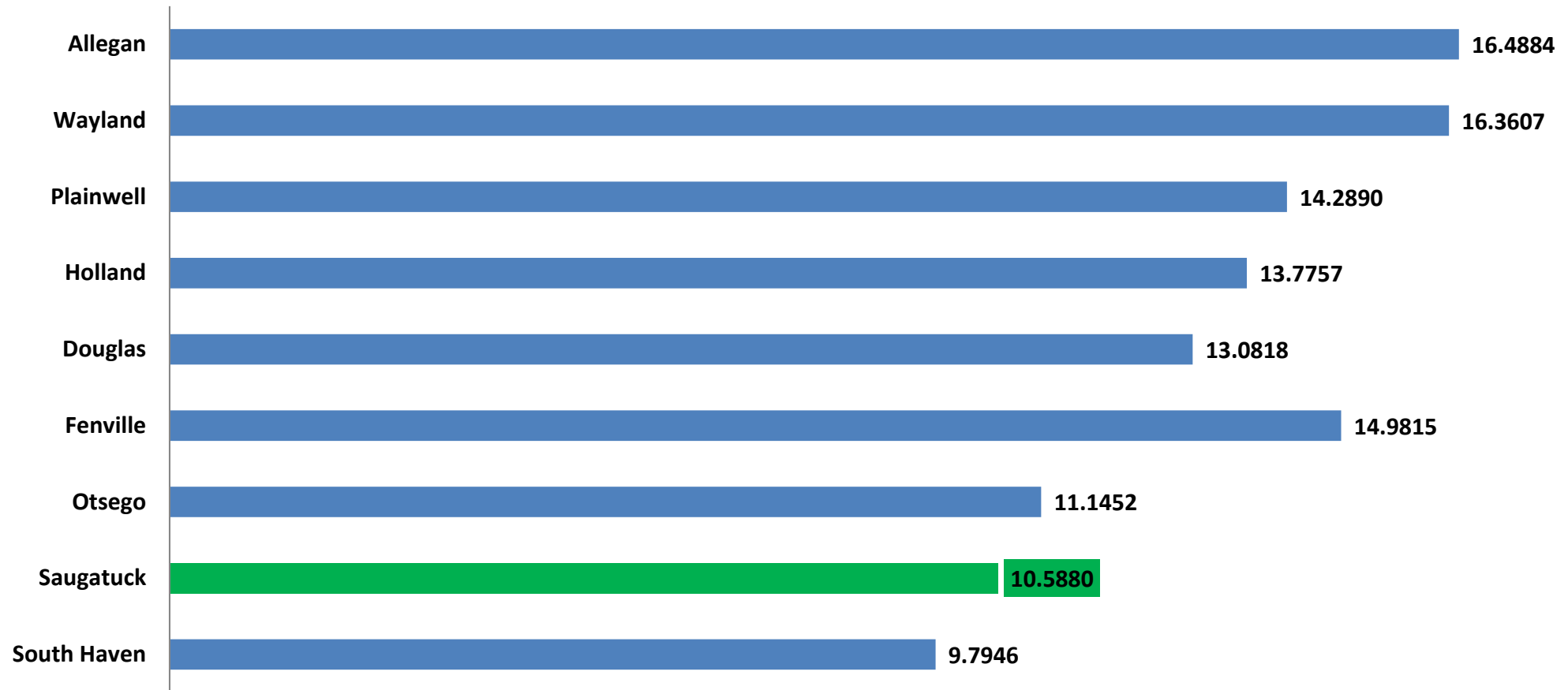
25%
City of Saugatuck

80

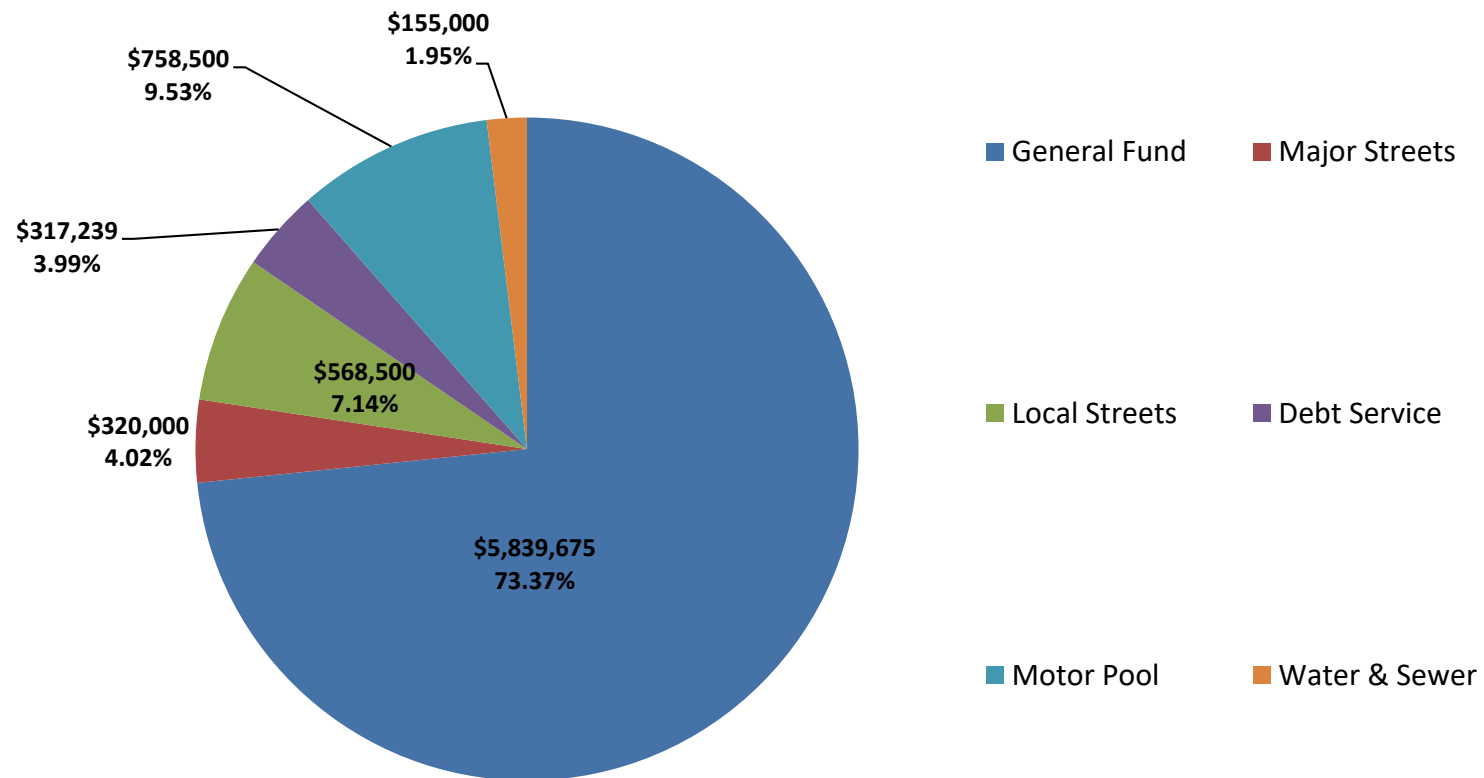
OPERATING MILLAGE RATE HISTORY



HOW DOES OUR OPERATING TAX RATE COMPARE?



CITY REVENUE BY FUND



GENERAL FUND

The General Fund is the City's general operating fund and accounts for all financial resources of the general government, except for those required to be accounted for in another fund. The general fund is made up of sixteen (16) departments. These departments include:

101 COUNCIL

173 CITY ADMINISTRATION

215 CITY CLERK

253 CITY TREASURER

257 ASSESSING

265 CITY HALL

301 POLICE

441 PUBLIC WORKS

721 PLANNING/ZONING

723 HISTORIC DISTRICT COMMISSION

730 HARBOR

751 PARKS & RECREATION

756 OVAL BEACH

758 OVAL CONCESSION

760 SPEAR BOAT LAUNCH

965 TRANSFERS

GENERAL FUND BALANCE

City savings/cash reserves.

Total: \$5,828,000

- Restricted
 - Parks - \$1,000,000
 - Policy decision. Request may be made to apply Playground expenses against this.
 - Rose Garden - \$113,000
- Unrestricted: \$ 4,715,000

Very healthy.

- Important to strike the right balance of keeping adequate reserves for a “rainy day” and investing in much needed maintenance and improvement of City infrastructure.
- Current Policy – Keep at least \$1,000,000 total in reserves.

GENERAL FUND REVENUE HIGHLIGHTS

Estimated Operating Millage Rate **Reduction** to: 10.588 mills

- Decrease of .215 mills due to Headlee Rollback

Real Property Tax Revenue **Increase** of \$111,500

- Largely due to required 5% CPI increase.

Permit Revenue **Up** Over Prior Years - \$100,000

- Largely due to zoning and historic district fee schedule adjustments in 2023, street dining, and increased fees for short-term rentals.

Interest Income - \$100,000

- Return on cash reserves has produced higher interest income than prior years. Interest rate reductions will have an impact.

Federal and Other Grants

- TAP and DNR Trust Fund for Blue Star Trail - \$1.6 million
- EGLE TMF for Lead Service Lines Inventory - \$175,000

Fund Balance Transfer - \$465,085

- Use of reserves to fund capital projects.

GENERAL FUND APPROPRIATION HIGHLIGHTS



Investment in Staff

Salary/Wage
increases that will
allow for both a cost
of living adjustment
and merit increases



Tablets for Boards - \$5,000

To reduce packet
printing costs



Contribution to July 4 Fireworks - \$4,000



Elections - \$25,000

Early voting in
August and
November and
needed voting
equipment



File Scanning - \$10,250

Scan all historical
files in basement so
they are digital and
searchable

LEGAL FEES

- **Reduced by \$125,000 from last years budget.**
 - City Council - \$250,000
 - City Manager - \$60,000
 - Planning/Zoning - \$65,000
 - Note: Portion of permit, license, and escrow fees covers these legal costs.
- **City remains in litigation with Dune Ridge**
 - Majority of legal fees are budgeted for this purpose
- **Other uses of legal:**
 - Reviewing agreements as required by City code.
 - Drafting ordinances.
 - Legal research related to various matters that arise.
 - Updated Water/Sewer Agreements
 - Supporting Enforcement
 - Attendance at meetings
 - Moving to Zoom for most meetings to reduce cost.

PLANNING/ ZONING

- **STR Enforcement and Inspections - \$63,000**
 - Granicus Third Party, Contracted Code Enforcement, Fire Department Inspection Fees
 - Revenue source to support through STR license fees
- **Project Coordinator/Executive Assistant - \$70,000**
 - An Officer Manager position was budgeted for the current fiscal year but not filled due to City Manager transition. Title, details, salary/benefits to be further reviewed with Council.
- **Zoning or Master Plan Updates - \$25,000**

Blue Star Trail – \$1.6 Million

- TAP and DNR grants covering most of cost.

Traffic Signal at Lake/Blue Star - \$200,000

- In conjunction with Blue Star Trail installation. Not currently grant funded.

Mt. Baldhead Park - \$500,000

- Replace bathrooms, upper deck, and retaining wall

Invasive Species - \$100,000

- Milfoil and others.

City Hall - \$10,000

- Review of internal space and options for remodel.

GENERAL FUND PROJECTS

ADDITIONAL GENERAL FUND BUDGET PROJECTS

- **Park Street – \$34,000**
 - Engineering has submitted a proposal for conceptual design work on Park Street from Campbell Road through the Mt. Baldhead area.
 - Planning would incorporate a separate non-motorized path or sidewalk, to the extent practical, to improve safety for non-motorized users of the corridor. Consideration would 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 would 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. The Engineer advised 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 Council direction at the budget workshop meeting, this is now budgeted.
- **Chain Ferry Signage– \$20,000**
 - The Department of Public Works has indicated the Chain Ferry signage is in poor condition and needs to be restored.

MAJOR AND LOCAL STREETS

- **Funding Sources**
 - Act 51 – State Gas Tax/Registrations - \$190,000
 - County Road Millage - \$190,000
 - Local Road Millage - \$388,000
- **Major Street Fund Balance - \$777,000**
- **Local Street Fund Balance - \$2,000,000**

MAJOR STREET PROJECTS

- **Maple Street - \$100,000**
 - Engineering for water main and road replacement. Will also be evaluating sidewalk installation.
 - From the Engineer: Given the nature of the project and the number of other projects that are anticipated to be ongoing during this one, we anticipate the schedule will be somewhat fluid. In big picture terms, we anticipate:
 - Completing planning work in 2024 into early 2025
 - Formal design work in 2025
 - Construction in 2026
 - We expect a large use of streets (and possible water) fund balance to fund this \$2.5 million project in fiscal year 2025-2026.

LOCAL STREET PROJECTS

- **Contractual Services - \$384,000**
 - Street painting
 - Asphalt resurfacing (mill and fill) work in 2024:
 - Lucy Street near Holland Street
 - Francis Street, from Water Street to Butler Street
 - Francis Street, from Holland Street to near Elizabeth Street
 - Griffith Street, from Culver Street to Mason Street
 - Mason Street, from Grand Street to Elizabeth Street

MOTOR POOL

- **Cash On Hand - \$727,000**
- **Equipment**
 - Replace Wheel Loader \$500,000
 - Resale of old loader will help offset some of the cost.
 - New Pickup Truck - \$50,000
 - Salt Spreader for Pickup - \$15,000
 - New Zero Turn Mower - \$15,000

WATER – ASSET MANAGEMENT PLAN REVENUE

- **City Water Infrastructure Charge**

- The recently approved Water Asset Management Plan included a recommendation by Baker Tilly that the City implement a water infrastructure replacement fee.
- The revenue would help cover the cost of water main and lead service line replacements. It could only be used for water infrastructure purposes.
- Two options were presented:
 - \$23 charge per month per Metered Equivalency Unit
 - \$20 charge per month per Metered Equivalency Unit
- Saugatuck Township already had this fee for some.
- Douglas has already implemented a similar fee consistent with Baker Tilly's recommendation to them.
- **Staff recently brought forth a request to implement the \$20 per month per MEU recommendation.**

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

RESOLUTION NO. 240610-A

A RESOLUTION ADOPTING GENERAL APPROPRIATIONS ACT

At a regular meeting of the Saugatuck City Council held on **June 10, 2024** at 7:00 P.M. the following Resolution was offered:

Moved by: _____ and supported by: _____

WHEREAS, pursuant to the Uniform Budgeting and Accounting Act, P.A. 2 of 1968, as amended, (the “Act”) local units of government are required to pass a general appropriations act; and

WHEREAS, in accordance with the Act, the City has provided the required notice and hearing; and

WHEREAS, in order to comply with the Act, the City wishes to adopt an appropriations act pursuant to this resolution.

NOW, THEREFORE, IT IS RESOLVED, THAT:

1. Title. This resolution shall be known as the City of Saugatuck General Appropriations Act.
2. Chief Administrative Officer. The City Manager shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act. The Chief Administrative Officer is authorized to make transfers within limits between appropriations
3. Fiscal Officer. The Treasurer (or other designated official) shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.
4. Public Hearing on the Budget. Pursuant to the Act, notice of a public hearing on the proposed budget was published in a newspaper of general circulation as required by law, and a public hearing on the proposed budget was held on **June 10, 2024**.
5. Estimated Revenues. Estimated City general fund revenues for fiscal year **2024-2025**, including a charter operating millage of **10.588** mills (inclusive of Headlee rollback), and various miscellaneous revenues shall total **\$5,839,675**
6. Millage Levy. The Saugatuck City Council shall cause to be levied and collect general property taxes on all real and personal property within the City upon the current tax roll in an amount equal to a total of **13.7298** mills, inclusive of Headlee rollback (charter operating **10.588** mills; extra voted roads **1.7418** mills; 2017 road bond **1.4** mills).
7. Appropriation is not a Mandate to Spend. Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and

control to ensure that expenditures are within appropriations, and shall not issue any order for expenditures that exceed appropriations.

8. The following budget, with fund revenues and appropriations as set forth below, is hereby approved and adopted for the fiscal year beginning July 1, **2024:**

2024-2025 FISCAL YEAR		
		2024-2025
		REQUESTED
		BUDGET
ACCOUNT	DESCRIPTION	
Fund 101 - GENERAL FUND		
ESTIMATED REVENUES		
101-000-402.000	REAL PROPERTY TAXES	2,341,500
101-000-403.000	PERSONAL PROPERTY TAXES	31,150
101-000-445.000	PENALTIES & INTEREST	10,000
101-000-447.000	ADMINISTRATION FEE	110,000
101-000-478.000	PERMIT FEES	100,000
101-000-528.000	FEDERAL GRANTS	1,300,000
101-000-574.000	REVENUE SHARING	100,000
101-000-577.000	LIQUOR LICENSE FEES	12,000
101-000-579.000	STATE GRANTS	475,000
101-000-607.000	FRANCHISE FEES	42,000
101-000-614.000	SCHOOL TAX COLLECTION FEE	3,190
101-000-615.000	PARKING LOT FEES	28,000
101-000-643.000	CHARGES FOR SERVICES	1,000
101-000-650.000	CHAIN FERRY FEES	2,000
101-000-651.000	OVAL BEACH FEES	525,000
101-000-652.000	OVAL CONCESSION	100,000
101-000-653.000	BOAT RAMP FEES	1,400
101-000-654.000	GAZEBO FEES	1,500
101-000-655.000	POLICE & ORDINANCE FEES	1,500
101-000-665.000	INTEREST EARNED	100,000
101-000-667.000	ST END & PROPERTY FEES	40,000
101-000-670.000	BOAT SLIP FEES	28,000
101-000-674.000	MISC DONATIONS & INCOME	5,000
101-000-682.000	ELECTION FEES & USE TAX	16,000
101-000-697.000	TRANSFER FROM RESERVES	465,085
	TOTAL ESTIMATED REVENUES	5,839,675
APPROPRIATIONS		
Dept 101-COUNCIL		295,900
Dept 173-CITY ADMINISTRATION		275,700

Dept 215-CITY CLERK		246,750
Dept 253-CITY TREASURER		150,350
Dept 257-ASSESSING		49,830
Dept 265-CITY HALL		43,150
Dept 301-POLICE		415,500
Dept 441-PUBLIC WORKS		2,705,700
Dept 721-PLANNING/ZONING		338,800
Dept 723-HISTORIC DISTRICT COMMISSION		71,495
Dept 730-HARBOR		20,000
Dept 751-PARKS & RECREATION		890,200
Dept 751 OVAL BEACH		250,200
Dept 758-OVAL CONCESSION		84,850
Dept 760-SPEAR BOAT LAUNCH		1,250
	TOTAL APPROPRIATIONS	5,839,675
NET OF REVENUES/APPROPRIATIONS - FUND 101		0
Fund 202 - MAJOR STREETS		
ESTIMATED REVENUES		
202-000-538.000	COUNTY ROAD MILLAGE	95,000
202-000-546.000	ACT 51 FEES	120,000
202-000-665.000	INTEREST	5000
202-000-699.000	TRANSFER FROM LOCAL STS	100,000
	TOTAL ESTIMATED REVENUES	320,000
APPROPRIATIONS		
Dept 463-ROUTINE MAINTENANCE		277,500
Dept 464-WINTER MAINTENANCE		42,500
	TOTAL APPROPRIATIONS	320,000
NET OF REVENUES/APPROPRIATIONS - FUND 202		0
Fund 203 - LOCAL STREETS		
ESTIMATED REVENUES		
203-000-402.000	LOCAL ROAD MILLAGE	388,000
203-000-445.000	PENALTIES & INT ON TAXES	500
203-000-538.000	COUNTY ROAD MILLAGE	95,000
203-000-546.000	ACT 51 FEES	70,000
203-000-665.000	INTEREST	15,000
	TOTAL ESTIMATED REVENUES	568,500
APPROPRIATIONS		
Dept 463-ROUTINE MAINTENANCE		434,000
Dept 464-WINTER MAINTENANCE		34,500
Dept 956-TRANSFERS TO MAJOR STREET		100,000

	TOTAL APPROPRIATIONS	568,500
NET OF REVENUES/APPROPRIATIONS - FUND 203		0
Fund 301 - DEBT SERVICE		
ESTIMATED REVENUES		
301-000-402.000	DEBT MILLAGE	317,039
301-000-445.000	PENALTIES & INT ON TAXES	200
	TOTAL ESTIMATED REVENUES	317,239
APPROPRIATIONS		
Dept 592-ROAD BOND 2009		317,239
	TOTAL APPROPRIATIONS	317,239
NET OF REVENUES/APPROPRIATIONS - FUND 301		0
Fund 592 - WATER AND SEWER		
ESTIMATED REVENUES		
592-000-610.000	WATER FEES	1,000
592-000-610.005	WATER INFRA STRUCTURE FEE	150,000
592-000-611.000	SEWER FEES	1,000
592-000-665.000	INTEREST	3,000
	TOTAL ESTIMATED REVENUES	155,000
APPROPRIATIONS		
Dept 536-WATER AND SEWER SYSTEMS		155,000
	TOTAL APPROPRIATIONS	155,000
NET OF REVENUES/APPROPRIATIONS - FUND 592		0
Fund 661 - MOTOR POOL FUND		
ESTIMATED REVENUES		
661-000-664.000	MOTOR POOL REVENUE	240,000
661-000-665.000	INTEREST	10,000
661-000-697.000	TRANSFER FROM F/B	508,500
	TOTAL ESTIMATED REVENUES	758,500
APPROPRIATIONS		
Dept 443-MOTOR POOL		758,500
	TOTAL APPROPRIATIONS	758,500
NET OF REVENUES/APPROPRIATIONS - FUND 661		0

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this 10th day of June, 2024.

Signed: _____
Lauren Stanton, Mayor

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 Saugatuck City Council at a regular meeting held **June 10, 2024**, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

Attest: _____
Jamie Wolters City Clerk

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 101 GENERAL FUND

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
101-000-402.000	REAL PROPERTY TAXES	2,053,620	2,230,000	2,244,870	2,244,870	2,341,500
101-000-403.000	PERSONAL PROPERTY TAXES	30,653	31,025	31,967	31,967	31,500
101-000-445.000	PENALTIES & INTEREST	11,131	10,000	12,661	12,661	10,000
101-000-447.000	ADMINISTRATION FEE	100,403	100,000	110,287	110,287	110,000
101-000-478.000	PERMIT FEES	79,495	53,100	124,208	128,000	100,000
101-000-528.000 *	OTHER FEDERAL GRANTS	3,409				1,300,000
101-000-574.000	REVENUE SHARING	104,449	90,000	72,328	105,000	100,000
101-000-577.000	LIQUOR LICENSE FEES	11,612	12,200	18,481	18,481	12,000
101-000-579.000 *	GRANTS RECEIVED					475,000
101-000-607.000	FRANCHISE FEES	47,117	39,000	34,069	45,000	42,000
101-000-614.000	SCHOOL TAX COLLECTION FEE	3,218	3,200	3,190	3,190	3,190
101-000-615.000	PARKING LOT FEES	32,023	27,000	20,121	28,000	28,000
101-000-643.000	CHARGES FOR SERVICE	12,472	2,200	2,700	1,700	1,000
101-000-650.000	CHAIN FERRY FEES	3,675	3,932	3,932	3,932	2,000
101-000-651.000	OVAL BEACH FEES	549,550	500,000	473,334	500,000	525,000
101-000-652.000	OVAL CONCESSION	85,342	85,000	66,998	85,000	100,000
101-000-653.000	BOAT RAMP FEES	1,866	1,400	1,359	1,339	1,400
101-000-654.000	GAZEBO FEES	3,000	1,500	3,500	3,500	1,500
101-000-655.000	POLICE & ORDINANCE FEES	1,803	1,500	1,729	1,800	1,500
101-000-665.000	INTEREST EARNED	192,164	70,000	271,012	300,000	100,000
101-000-667.000	STREET END & PROPERTY FEES	44,154	40,000		40,000	40,000
101-000-670.000	BOAT SLIP FEES	27,904	28,000	27,931	27,931	28,000
101-000-674.000	MISC DONATIONS & INCOME	16,793	31,000	192,496	193,000	5,000
101-000-682.000	USE TAX & ELECTION FEES	17,010	16,000	11,078	16,000	16,000
101-000-697.000	TRANSFER FROM FUND BALANCE		387,500			465,085
Totals for dept 000 -		3,432,863	3,763,557	3,728,251	3,901,658	5,839,675
* NOTES TO BUDGET: DEPARTMENT 000						
528.000	OTHER FEDERAL GRANTS					
	FOOTNOTE AMOUNTS:					1,300,000
	TAP GRANT BLUE STAR TRAIL					
579.000	GRANTS RECEIVED					
	FOOTNOTE AMOUNTS:					300,000
	MI TRUST FUND BLUE STAR					
	FOOTNOTE AMOUNTS:					175,000
	MI WATER LINE SURVEY					
	ACCOUNT '579.000' TOTAL					475,000
	DEPT '000' TOTAL					1,775,000
TOTAL ESTIMATED REVENUES		3,432,863	3,763,557	3,728,251	3,901,658	5,839,675

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 101 GENERAL FUND

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
APPROPRIATIONS						
Dept 101 - COUNCIL						
101-101-702.000	SALARY	7,950	8,600	6,013	8,200	8,600
101-101-720.000	FRINGE BENEFITS	633	800	510	700	800
101-101-801.000	CONTRACTUAL SERVICES	2,100	2,100	6,532	11,000	2,100
101-101-803.000	LEGAL FEES	502,232	350,000	213,863	350,000	250,000
101-101-831.000	CEMETERY FEES	6,431	6,800	6,000	6,000	6,800
101-101-860.000 *	EDUCATIONAL TRAINING	5,087	5,000	4,298	5,000	10,000
101-101-882.000 *	EVENTS/SERVICES	11,115	40,200	37,414	40,200	13,000
101-101-900.000	PRINTING & PUBLISHING	590	600	300	600	600
101-101-908.000	DUES & PUBLICATIONS	1,124	1,200	1,059	1,100	1,200
101-101-913.000	INSURANCE	2,575	2,700	2,700	2,700	2,800
Totals for dept 101 - COUNCIL		539,837	418,000	278,689	425,500	295,900
* NOTES TO BUDGET: DEPARTMENT 101 COUNCIL						
860.000	EDUCATIONAL TRAINING					
	TABLETS					5,000
882.000	EVENTS/SERVICES					
	4TH JULY INTERURBAN					1,000
	FIREWORKS 4TH JULY					4,000
	ART CLUB					200
	GARDEN CLUB FLOWERS					1,500
	OTHERS					2,300
	FIREWORKS TOILETS					4,000
	ACCOUNT '882.000' TOTAL					13,000
	DEPT '101' TOTAL					18,000

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 101 GENERAL FUND

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
APPROPRIATIONS						
Dept 173 - CITY ADMINISTRATION						
101-173-702.000	SALARY/WAGES	129,724	120,000	196,289	220,000	120,000
101-173-720.000	FRINGE BENEFITS	52,724	50,000	45,974	50,000	50,000
101-173-727.000	OFFICE SUPPLIES	1,321	1,600	1,790	1,900	1,800
101-173-801.000	CONTRACTUAL SERVICES	23,503	33,000	21,893	25,000	23,000
101-173-802.000	AUDIT	10,300	11,000	10,475	10,475	11,000
101-173-803.000	LEGAL FEES	37,418	75,000	60,133	75,000	60,000
101-173-850.000	TELEPHONES	1,933	2,200	1,781	2,200	2,200
101-173-860.000	EDUCATIONAL TRAINING	487	3,000	2,082	2,200	3,000
101-173-900.000	PRINTING & PUBLISHING		200	249	300	200
101-173-910.000	INSURANCE	2,275	2,350	2,350	2,350	2,500
101-173-970.000	CAPITAL OUTLAY		2,000		500	2,000
Totals for dept 173 - CITY ADMINISTRATION		259,685	300,350	343,016	389,925	275,700

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 101 GENERAL FUND

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
APPROPRIATIONS						
Dept 215 - CITY CLERK						
101-215-702.000	SALARY/WAGES	105,620	124,200	116,769	130,000	133,000
101-215-720.000	FRINGE BENEFITS	44,696	46,000	56,624	59,000	60,000
101-215-727.000	OFFICE SUPPLIES	2,195	2,000	1,622	2,000	2,000
101-215-801.000 *	CONTRACTUAL SERVICES	2,500	2,600	3,542	4,000	12,850
101-215-803.000	LEGAL FEES	3,276	5,500	11,533	12,000	7,500
101-215-820.000	ELECTIONS	6,918	30,000	23,265	25,000	25,000
101-215-850.000	TELEPHONES	1,013	800	981	1,050	900
101-215-860.000	EDUCATIONAL TRAINING	876	3,000	3,084	3,600	3,000
101-215-900.000	PRINTING & PUBLISHING	187	500	393	500	500
101-215-970.000	CAPITAL OUTLAY	275	2,000	530	1,000	2,000
Totals for dept 215 - CITY CLERK		167,556	216,600	218,343	238,150	246,750
* NOTES TO BUDGET: DEPARTMENT 215 CITY CLERK						
801.000	CONTRACTUAL SERVICES					
	FOOTNOTE AMOUNTS:					10,250
	SCANNING FILES					
	DEPT '215' TOTAL					10,250

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 101 GENERAL FUND

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
APPROPRIATIONS						
Dept 253 - CITY TREASURER						
101-253-702.000	SALARY/WAGES	82,291	90,000	81,355	90,000	95,000
101-253-720.000	FRINGE BENEFITS	35,602	36,500	36,651	39,000	39,000
101-253-727.000	OFFICE SUPPLIES	1,705	2,600	1,541	2,600	2,600
101-253-801.000	CONTRACTUAL SERVICES	5,446	5,700	4,675	5,700	5,800
101-253-803.000	LEGAL FEES	312	1,000		500	1,000
101-253-850.000	TELEPHONE	642	775	661	775	800
101-253-860.000	EDUCATIONAL TRAINING	945	2,500	1,699	2,500	2,500
101-253-900.000	PRINTING & PUBLISHING	86	500	154	500	500
101-253-913.000	INSURANCE	1,025	1,100	1,100	1,100	1,150
101-253-970.000	CAPITAL OUTLAY	304	1,500		1,500	2,000
Totals for dept 253 - CITY TREASURER		128,358	142,175	127,836	144,175	150,350

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 101 GENERAL FUND

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
APPROPRIATIONS						
Dept 257 - ASSESSING						
101-257-702.000	SALARY	950	1,350	1,550	1,550	1,800
101-257-720.000	FRINGE BENEFITS	73	125	119	119	180
101-257-727.000	OFFICE SUPPLIES	1,218	1,300	1,194	1,300	1,300
101-257-801.000	CONTRACTUAL SERVICES	32,513	37,800	36,779	37,800	39,750
101-257-804.000	BOARD OF REVIEW	205	300	214	300	300
101-257-807.000	TRIBUNAL CHARGEBACKS	36	1,500	550	1,000	1,500
101-257-850.000	TELEPHONES	631	725	652	725	750
101-257-860.000	EDUCATIONAL TRAINING		1,500	175	175	1,500
101-257-900.000	PRINTING & PUBLISHING	376	750	654	700	750
101-257-970.000	CAPITAL OUTLAY		1,500		500	2,000
Totals for dept 257 - ASSESSING		36,002	46,850	41,887	44,169	49,830

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 101 GENERAL FUND

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
APPROPRIATIONS						
Dept 265 - CITY HALL						
101-265-702.000	SALARY/WAGES	7,894	10,000	7,591	10,000	7,800
101-265-720.000	FRINGE BENEFITS	4,506	5,000	3,765	5,000	4,000
101-265-730.000	SUPPLIES	1,549	1,500	755	1,500	1,500
101-265-801.000 *	CONTRACTUAL SERVICES	3,227	3,500	8,284	10,000	14,000
101-265-850.000	TELEPHONE	308	500	290	325	500
101-265-900.000	PRINTING & PUBLISHING		150		150	150
101-265-913.000	INSURANCE	1,300	1,400	1,400	1,400	1,500
101-265-920.000	UTILITIES	5,355	5,200	3,690	5,200	5,200
101-265-930.000	REPAIRS & MAINTENANCE	165,320	5,000	2,645	4,000	5,000
101-265-946.000	EQUIPMENT RENTAL	871	1,000	1,224	743	1,000
101-265-970.000	CAPITAL OUTLAY	10,435	10,000	5,000	5,000	2,500
Totals for dept 265 - CITY HALL		200,765	43,250	34,644	43,318	43,150
* NOTES TO BUDGET: DEPARTMENT 265 CITY HALL						
801.000	CONTRACTUAL SERVICES					
	FOOTNOTE AMOUNTS:					10,000
	ENGINEERING SCOPE					
	DEPT '265' TOTAL					10,000

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 101 GENERAL FUND

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
APPROPRIATIONS						
Dept 301 - SHERIFF						
101-301-702.000	WAGES DEPUTIES	317,901	327,000	327,439	327,500	337,000
101-301-702.001	OVERTIME		10,000		5,000	10,000
101-301-702.002	RESERVE OFFICERS	9,985	11,500	4,696	11,500	11,500
101-301-748.000	FUEL & OILS	14,999	16,000	13,636	16,000	16,000
101-301-803.000	LEGAL FEES	2,160	2,500	384	1,000	2,500
101-301-882.000	EVENTS/SERVICES		1,000		500	1,000
101-301-946.000	EQUIPMENT RENTAL	37,500	37,500	36,000	37,500	37,500
Totals for dept 301 - SHERIFF		382,545	405,500	382,155	399,000	415,500

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 101 GENERAL FUND

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
APPROPRIATIONS						
Dept 441 - PUBLIC WORKS						
101-441-702.000	SALARY/WAGES	136,084	144,000	138,283	160,000	160,000
101-441-720.000	FRINGE BENEFITS	120,774	120,000	115,489	125,000	137,000
101-441-730.000	SUPPLIES	5,652	6,000	3,008	6,000	6,000
101-441-740.000	UNIFORMS	4,146	3,500	3,150	3,500	3,600
101-441-755.000	TOOLS	1,097	3,000	1,940	2,500	3,000
101-441-799.000	PARKWAY TREES	2,497	3,000	995	3,000	3,000
101-441-801.000 *	CONTRACTUAL SERVICES	157,036	215,000	229,363	260,000	2,186,000
101-441-805.000	HOLIDAY LIGHTING	27,264	30,000	31,689	31,689	32,500
101-441-860.000	EDUCATIONAL TRAINING	2,642	3,500	651	1,000	3,500
101-441-882.000	EVENTS/SERVICES	500	500		250	500
101-441-900.000	PRINTING & PUBLISHING	789	500		250	500
101-441-913.000	INSURANCE	4,700	4,900	4,900	4,900	5,100
101-441-920.000	UTILITIES	4,388	3,300	4,371	5,000	5,300
101-441-926.000	STREET LIGHTS	23,286	26,750	23,532	26,000	27,000
101-441-930.000	REPAIRS & MAINTENANCE	1,437	1,500	863	1,500	1,500
101-441-932.000	SIDEWALK REPAIRS	10,650	20,000	4,525	5,000	20,000
101-441-945.000	CAPITAL OUTLAY	69,722	80,000	6,514	10,000	
101-441-946.000	EQUIPMENT RENTAL	105,682	107,000	85,125	107,000	107,000
101-441-960.000	SIGNS	662	4,200	3,388	4,000	4,200
Totals for dept 441 - PUBLIC WORKS		679,008	776,650	657,786	756,589	2,705,700

* NOTES TO BUDGET: DEPARTMENT 441 PUBLIC WORKS

801.000	CONTRACTUAL SERVICES					
	FOOTNOTE AMOUNTS:					1,600,000
	BLUE STAR TRAIL CONSTRUCTION					
	FOOTNOTE AMOUNTS:					200,000
	LAKE & BLUE STAR TRAFFIC LIGHT					
	FOOTNOTE AMOUNTS:					100,000
	INVASIVE SPECIES					
	FOOTNOTE AMOUNTS:					18,000
	TREE MAINTENANCE					
	FOOTNOTE AMOUNTS:					5,000
	DEBT CREW					
	FOOTNOTE AMOUNTS:					10,000
	STREET SWEEPING CLEANING					
	FOOTNOTE AMOUNTS:					15,000
	HOUSEHOLD HAZARDOUS WASTE DAYS					
	FOOTNOTE AMOUNTS:					4,000
	MISS DIG MEMBERSHIP					
	FOOTNOTE AMOUNTS:					175,000
	WATER LINES SURVEY					
	FOOTNOTE AMOUNTS:					25,000
	ENGINEERING					
	FOOTNOTE AMOUNTS:					34,000
	PARK STREET CONCEPTUAL DESIGN					
	ACCOUNT '801.000' TOTAL					2,186,000
	DEPT '441' TOTAL					2,186,000

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 101 GENERAL FUND

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
APPROPRIATIONS						
Dept 721 - PLANNING/ZONING						
101-721-702.000	SALARY/WAGES	54,394	57,000	55,625	60,000	64,500
101-721-720.000	FRINGE BENEFITS	23,367	27,000	17,556	20,000	27,000
101-721-727.000	OFFICE SUPPLIES	1,248	1,200	2,328	3,000	2,200
101-721-801.000 *	CONTRACTUAL SERVICES	59,647	130,000	60,738	100,000	168,000
101-721-803.000	LEGAL FEES	83,795	75,000	73,511	75,000	65,000
101-721-850.000	TELEPHONES	627	675	649	675	700
101-721-860.000	EDUCATIONAL TRAINING	3,046	3,200	1,599	2,000	3,200
101-721-900.000	PRINTING & PUBLISHING	2,700	1,500	3,117	3,000	3,000
101-721-908.000	DUES, FEES & PUBLICATIONS		500	259	500	500
101-721-913.000	INSURANCE	2,075	2,150	2,150	2,150	2,200
101-721-970.000	CAPITAL OUTLAY		2,500		1,000	2,500
Totals for dept 721 - PLANNING/ZONING		230,899	300,725	217,532	267,325	338,800

* NOTES TO BUDGET: DEPARTMENT 721 PLANNING/ZONING

801.000	CONTRACTUAL SERVICES					
	FOOTNOTE AMOUNTS:					18,000
	GRANICUS					
	FOOTNOTE AMOUNTS:					25,000
	MASTER PLAN/ ZONING UPDATES					
	FOOTNOTE AMOUNTS:					25,000
	CODE ENFORCEMENT					
	FOOTNOTE AMOUNTS:					70,000
	PROJECT COORINATOR/ EXECUTIVE ASSISTANT					
	FOOTNOTE AMOUNTS:					20,000
	FIRE DEPT INSPECTIONS STR					
	ACCOUNT '801.000' TOTAL					158,000
	DEPT '721' TOTAL					158,000

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 101 GENERAL FUND

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
APPROPRIATIONS						
Dept 723 - HISTORIC DISTRICT COMMISSION						
101-723-702.000	SALARY	35,383	38,000	36,353	40,000	41,870
101-723-720.000	FRINGE BENEFITS	13,852	18,400	11,723	18,400	19,750
101-723-727.000	OFFICE SUPPLIES	858	1,000	775	1,000	1,000
101-723-801.000	CONTRACTUAL SERVICES	4,054	2,000	7,230	7,600	5,000
101-723-803.000	LEGAL FEES		1,500	570	1,500	1,500
101-723-850.000	TELEPHONES	624	525	648	700	625
101-723-860.000	EDUCATIONAL TRAINING	101	1,000	797	1,000	1,200
101-723-900.000	PRINTING & PUBLISHING	658	300	130	300	300
101-723-908.000	DUES & PUBLICATIONS		250		250	250
Totals for dept 723 - HISTORIC DISTRICT COMMISSION		55,530	62,975	58,226	70,750	71,495

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 101 GENERAL FUND

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
APPROPRIATIONS						
Dept 730 - HARBOR						
101-730-801.000	CONTRACTUAL SERVICES	2,171	10,000	1,605	3,500	10,000
101-730-931.000	WATERWAYS REPAIR		10,000		2,000	10,000
	Totals for dept 730 - HARBOR	2,171	20,000	1,605	5,500	20,000

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 101 GENERAL FUND

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
APPROPRIATIONS						
Dept 751 - PARKS & RECREATION						
101-751-702.000	SALARY/WAGES	82,439	100,000	95,331	100,000	110,000
101-751-720.000	FRINGE BENEFITS	36,963	32,000	42,473	40,000	47,000
101-751-730.000	SUPPLIES	40,000	22,000	33,687	25,000	22,000
101-751-801.000	CONTRACTAUL SERVICES	17,040	49,500	48,723	49,500	45,000
101-751-809.000	GRANT PROJECTS		50,000			
101-751-819.000	CHAIN FERRY REPAIRS		3,000	1,107	2,000	20,000
101-751-900.000	PRINTING & PUBLISHING	213	500	50	250	500
101-751-913.000	INSURANCE	2,500	2,575	2,575	2,575	2,700
101-751-920.000	UTILITIES	29,603	25,250	25,233	25,250	27,500
101-751-928.000	TRASH	15,046	9,000	13,992	15,000	15,000
101-751-930.000	REPAIRS & MAINTENANCE	24,905	50,000	22,750	30,000	50,000
101-751-946.000	EQUIPMENT RENTAL	46,589	42,000	52,158	58,000	50,000
101-751-960.000	SIGNS	360	500	90	300	500
101-751-970.000 *	CAPITAL OUTLAY	14,700	640,000	340,101	400,000	500,000
Totals for dept 751 - PARKS & RECREATION		310,358	1,026,325	678,270	747,875	890,200
* NOTES TO BUDGET: DEPARTMENT 751 PARKS & RECREATION						
970.000	CAPITAL OUTLAY					
	FOOTNOTE AMOUNTS:					500,000
	MT BALDHEAD TOILETS & DECK					
	DEPT '751' TOTAL					500,000

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 101 GENERAL FUND

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
APPROPRIATIONS						
Dept 756 - OVAL BEACH						
101-756-702.000	SALARY/WAGES	124,278	120,000	108,979	120,000	130,000
101-756-720.000	FRINGE BENEFITS	31,568	30,000	21,242	30,000	32,500
101-756-730.000	SUPPLIES	13,999	12,000	13,412	12,000	12,000
101-756-801.000	CONTRACTUAL SERVICES	16,444	16,000	12,989	16,000	16,000
101-756-850.000	TELEPHONE	1,798	2,000	3,175	3,400	3,000
101-756-860.000	EDUCATIONAL TRAINING	1,150	1,000	1,550	10,000	1,000
101-756-900.000	PRINTING & PUBLISHING	1,657	3,000	2,074	3,000	2,000
101-756-913.000	INSURANCE	4,000	4,200	2,798	2,798	4,200
101-756-920.000	UTILITIES	7,880	12,575	13,076	15,000	14,000
101-756-930.000	REPAIRS & MAINTENANCE	6,183	10,000	5,974	7,500	10,000
101-756-946.000	EQUIPMENT RENTAL	31,048	25,000	22,304	25,000	25,000
101-756-960.000	SIGNS		500		500	500
101-756-970.000	CAPITAL OUTLAY	21,256		8,037		
Totals for dept 756 - OVAL BEACH		261,261	236,275	215,610	245,198	250,200

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 101 GENERAL FUND

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
APPROPRIATIONS						
Dept 758 - OVAL	CONCESSION					
101-758-702.000	SALARY	34,365	30,000	27,545	30,000	35,000
101-758-720.000	FRINGE BENEFITS	3,432	5,000	2,307	5,000	5,000
101-758-730.000	SUPPLIES	35,000	36,000	33,925	36,000	38,000
101-758-801.000	CONTRACTUAL SERVICES	2,397	2,400	3,602	2,400	2,500
101-758-850.000	TELEPHONES		500	85	500	500
101-758-860.000	EDUCATIONAL TRAINING	500	500		500	500
101-758-920.000	UTILITIES	737	750		750	850
101-758-930.000	REPAIRS & MAINTENANCE	1,496	500	260	500	500
101-758-960.000	SIGNS	189	500		500	500
101-758-970.000	CAPITAL OUTLAY		1,500		1,500	1,500
Totals for dept 758 - OVAL CONCESSION		78,116	77,650	67,724	77,650	84,850

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 101 GENERAL FUND

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
APPROPRIATIONS						
Dept 760 - SPEAR BOAT LAUNCH						
101-760-801.000	CONTRACTUAL SERVICES	863	1,000		1,000	1,000
101-760-900.000	PRINTING & PUBLISHING		250		250	250
	Totals for dept 760 - SPEAR BOAT LAUNCH	863	1,250		1,250	1,250
TOTAL APPROPRIATIONS						
		3,332,954	4,074,575	3,323,323	3,856,374	5,839,675
NET OF REVENUES/APPROPRIATIONS - FUND 101						
		99,909	(311,018)	404,928	45,284	
	BEGINNING FUND BALANCE	5,641,948	5,741,862	5,741,862	5,741,862	5,900,813
	FUND BALANCE ADJUSTMENTS		113,667	113,667	113,667	
	ENDING FUND BALANCE	5,741,857	5,544,511	6,260,457	5,900,813	5,900,813

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 202 MAJOR STREETS

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
202-000-538.000	COUNTY ROAD MILLAGE	91,113	88,000	103,575	103,575	95,000
202-000-546.000	ACT 51 FEES	119,295	115,000	104,489	120,000	120,000
202-000-665.000	INTEREST	22,390	5,000	28,534	30,000	5,000
202-000-697.000	TRANSFER FROM FUND BALANCE		45,250			
202-000-699.000	DUE FROM LS & GF					100,000
Totals for dept 000 -		232,798	253,250	236,598	253,575	320,000
TOTAL ESTIMATED REVENUES		232,798	253,250	236,598	253,575	320,000

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 202 MAJOR STREETS

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
APPROPRIATIONS						
Dept 463 - ROUTINE MAINTENANCE						
202-463-702.000	SALARY/WAGES	19,042	20,000	17,796	20,000	22,000
202-463-720.000	FRINGE BENEFITS	9,123	10,250	8,280	10,250	10,250
202-463-727.000	SUPPLIES	1,716	2,000	2,334	2,500	3,500
202-463-801.000 *	CONTRACTUAL SERVICES	119,543	150,000	145,087	150,000	216,250
202-463-930.000	REPAIRS & MAINTENANCE	2,775	2,500	700	2,500	3,500
202-463-946.000	EQUIPMENT RENTAL	23,064	22,000	19,411	22,000	22,000
Totals for dept 463 - ROUTINE MAINTENANCE		175,263	206,750	193,608	207,250	277,500
* NOTES TO BUDGET: DEPARTMENT 463 ROUTINE MAINTENANCE						
801.000	CONTRACTUAL SERVICES					
	FOOTNOTE AMOUNTS:					100,000
	MAPLE ST SURVEY PLANNING DESIGN					
	DEPT '463' TOTAL					100,000

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 202 MAJOR STREETS

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
APPROPRIATIONS						
Dept 464 - WINTER MAINTENANCE						
202-464-702.000	SALARY/WAGES	10,476	12,000	8,358	10,000	10,000
202-464-720.000	FRINGE BENEFITS	5,670	6,000	4,363	6,000	6,000
202-464-727.000	SUPPLIES	12,237	14,500	5,200	7,700	14,500
202-464-946.000	EQUIPMENTAL RENTAL	11,402	14,000	8,679	8,679	12,000
Totals for dept 464 - WINTER MAINTENANCE		39,785	46,500	26,600	32,379	42,500
TOTAL APPROPRIATIONS		215,048	253,250	220,208	239,629	320,000
NET OF REVENUES/APPROPRIATIONS - FUND 202		17,750		16,390	13,946	
BEGINNING FUND BALANCE		759,765	777,513	777,513	777,513	791,459
ENDING FUND BALANCE		777,515	777,513	793,903	791,459	791,459

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 203 LOCAL STREETS

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
203-000-402.000	LOCAL ROAD MILLAGE	342,503	370,000	374,152	374,152	388,000
203-000-445.000	PENALTIES & INT ON TAXES	468	500	633	633	500
203-000-538.000	COUNTY ROAD MILLAGE	91,114	88,000	103,575	103,575	95,000
203-000-546.000	ACT 51 FEES	69,677	70,000	59,541	70,000	70,000
203-000-665.000	INTEREST	53,593	15,000	76,788	80,000	15,000
203-000-697.000	FUND BALANCE		197,750			
Totals for dept 000 -		557,355	741,250	614,689	628,360	568,500
TOTAL ESTIMATED REVENUES		557,355	741,250	614,689	628,360	568,500

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 203 LOCAL STREETS

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
APPROPRIATIONS						
Dept 463 - ROUTINE MAINTENANCE						
203-463-702.000	SALARY/WAGES	16,733	17,500	13,991	17,500	17,500
203-463-720.000	FRINGE BENEFITS	7,509	9,000	7,080	9,000	9,000
203-463-727.000	SUPPLIES	1,798	2,500	2,938	3,500	2,500
203-463-801.000	CONTRACTUAL SERVICES	76,612	650,000	738,982	740,000	384,000
203-463-930.000	REPAIRS & MAINTENANCE	4,229	1,500	529	1,500	1,500
203-463-946.000	EQUIPMENT RENTAL	18,934	19,500	11,464	19,500	19,500
Totals for dept 463 - ROUTINE MAINTENANCE		125,815	700,000	774,984	791,000	434,000

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 203 LOCAL STREETS

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
APPROPRIATIONS						
Dept 464 - WINTER	MAINTENANCE					
203-464-702.000	SALARY/WAGES	9,746	10,000	7,697	9,000	10,000
203-464-720.000	FRINGE BENEFITS	6,346	7,000	5,227	7,000	7,000
203-464-727.000	SUPPLIES	8,158	10,750	2,213	5,000	10,000
203-464-946.000	EQUIPMENT RENTAL	7,061	13,500	4,876	4,876	7,500
Totals for dept 464 - WINTER MAINTENANCE		31,311	41,250	20,013	25,876	34,500

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 203 LOCAL STREETS

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
APPROPRIATIONS						
Dept 965 - TRANSFERS						
203-965-998.202	TRANSFER TO MAJOR STREETS					100,000
	Totals for dept 965 - TRANSFERS					100,000
TOTAL APPROPRIATIONS		157,126	741,250	794,997	816,876	568,500
NET OF REVENUES/APPROPRIATIONS - FUND 203		400,229		(180,308)	(188,516)	
BEGINNING FUND BALANCE		2,002,592	2,402,821	2,402,821	2,402,821	2,214,305
ENDING FUND BALANCE		2,402,821	2,402,821	2,222,513	2,214,305	2,214,305

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 301 DEBT SERVICE

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
301-000-402.000	DEBT MILLAGE	270,372	293,900	295,321	295,321	317,039
301-000-445.000	PENALTIES & INT ON TAXES	369	200	499	499	200
301-000-665.000	INTEREST	486		586	650	
301-000-697.000	TRANSFER FROM FUND BALANCE		6,695			
Totals for dept 000 -		271,227	300,795	296,406	296,470	317,239
TOTAL ESTIMATED REVENUES		271,227	300,795	296,406	296,470	317,239

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 301 DEBT SERVICE

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
APPROPRIATIONS						
Dept 592 - ROAD BOND 2009						
301-592-804.000	AGENT FEE		500		500	500
301-592-991.000	DEBT PRINCIPAL	248,000	265,000	265,000	265,000	286,000
301-592-995.000	DEBT INTEREST	38,975	35,295	35,185	35,295	30,739
Totals for dept 592 - ROAD BOND 2009		286,975	300,795	300,185	300,795	317,239
TOTAL APPROPRIATIONS		286,975	300,795	300,185	300,795	317,239
NET OF REVENUES/APPROPRIATIONS - FUND 301		(15,748)		(3,779)	(4,325)	
BEGINNING FUND BALANCE		72,883	57,136	57,136	57,136	52,811
ENDING FUND BALANCE		57,135	57,136	53,357	52,811	52,811

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 592 WATER AND SEWER

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
592-000-610.000	WATER TAP FEES	19,450	1,000	13,800	13,800	1,000
592-000-610.005 *	WATER INFRA STRUCTURE					150,000
592-000-611.000	SEWER TAP FEES	2,000	1,000	24,142	24,142	1,000
592-000-665.000	INTEREST	12,182	3,000	18,554	20,000	3,000
Totals for dept 000 -		33,632	5,000	56,496	57,942	155,000
* NOTES TO BUDGET: DEPARTMENT 000						
610.005	WATER INFRA STRUCTURE					
	FOOTNOTE AMOUNTS:					150,000
	BAKER TILLY WATER ASSET PLAN					
	DEPT '000' TOTAL					150,000
TOTAL ESTIMATED REVENUES		33,632	5,000	56,496	57,942	155,000

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 592 WATER AND SEWER

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
APPROPRIATIONS						
Dept 536 - WATER AND SEWER SYSTEMS						
592-536-801.000	CONTRACTUAL SERVICES	292	5,000		5,000	5,000
592-536-970.000 *	CAPITAL OUTLAY					150,000
	Totals for dept 536 - WATER AND SEWER SYSTEMS	292	5,000		5,000	155,000
* NOTES TO BUDGET: DEPARTMENT 536 WATER AND SEWER SYSTEMS						
970.000	CAPITAL OUTLAY					
	FOOTNOTE AMOUNTS:					300,000
	BAKER TILLY WATER ASSET PLAN					
	DEPT '536' TOTAL					300,000
TOTAL APPROPRIATIONS		292	5,000		5,000	155,000
NET OF REVENUES/APPROPRIATIONS - FUND 592		33,340		56,496	52,942	
BEGINNING FUND BALANCE		488,281	521,621	521,621	521,621	574,563
ENDING FUND BALANCE		521,621	521,621	578,117	574,563	574,563

BUDGET REPORT FOR CITY OF SAUGATUCK
Fund: 661 MOTOR POOL FUND

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
661-000-664.000	MOTOR POOL REVENUE	261,151	240,000	205,240	240,000	240,000
661-000-665.000	INTEREST	20,806	7,000	23,128	20,000	10,000
661-000-673.000	SALE OF FIXED ASSETS	64,892		7,605	7,605	
661-000-697.000	TRANSFER FROM FUND BALANCE		172,000			508,500
Totals for dept 000 -		346,849	419,000	235,973	267,605	758,500
TOTAL ESTIMATED REVENUES		346,849	419,000	235,973	267,605	758,500

BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 661 MOTOR POOL FUND

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
APPROPRIATIONS						
Dept 443 - MOTOR POOL						
661-443-702.000	SALARY/WAGES	40,503	46,000	28,127	40,000	41,000
661-443-720.000	FRINGE BENEFITS	15,622	18,000	11,606	18,000	16,000
661-443-727.000	SUPPLIES	7,019	6,000	8,570	7,500	7,500
661-443-748.000	FUEL & OILS	35,774	35,000	25,795	35,000	35,000
661-443-750.000	TIRES & BATTERIES	11,459	10,000	1,679	10,000	10,000
661-443-755.000	SMALL TOOLS	1,350	2,250	2,471	2,250	2,500
661-443-801.000	CONTRACTUAL SERVICES	4,113	3,000	3,712	5,000	5,000
661-443-850.000	TELEPHONES	6,034	5,500	5,248	5,500	6,000
661-443-913.000	INSURANCE	10,409	10,870	10,869	10,869	11,500
661-443-920.000	UTILITIES	12,612	9,250	6,577	9,250	9,000
661-443-930.000	REPAIRS & MAINTENANCE	56,310	35,000	37,627	40,000	35,000
661-443-968.000	DEPRECIATION	133,350	140,000		140,000	
661-443-970.000 *	CAPITAL OUTLAY	4,213	180,000	126,714	150,000	580,000
Totals for dept 443 - MOTOR POOL		338,768	500,870	268,995	473,369	758,500
* NOTES TO BUDGET: DEPARTMENT 443 MOTOR POOL						
970.000	CAPITAL OUTLAY					
	FOOTNOTE AMOUNTS:					15,000
	ZERO TURN MOWER					
	FOOTNOTE AMOUNTS:					500,000
	WHEEL LOADER					
	FOOTNOTE AMOUNTS:					15,000
	SALT SPREADER PICK UP					
	FOOTNOTE AMOUNTS:					50,000
	NEW PICK UP					
	ACCOUNT '970.000' TOTAL					580,000
	DEPT '443' TOTAL					580,000
TOTAL APPROPRIATIONS		338,768	500,870	268,995	473,369	758,500
NET OF REVENUES/APPROPRIATIONS - FUND 661		8,081	(81,870)	(33,022)	(205,764)	
BEGINNING FUND BALANCE		1,221,233	1,229,313	1,229,313	1,229,313	1,023,549
ENDING FUND BALANCE		1,229,314	1,147,443	1,196,291	1,023,549	1,023,549
ESTIMATED REVENUES - ALL FUNDS		4,874,724	5,482,852	5,168,413	5,405,610	7,958,914
APPROPRIATIONS - ALL FUNDS		4,331,163	5,875,740	4,907,708	5,692,043	7,958,914
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		543,561	(392,888)	260,705	(286,433)	
BEGINNING FUND BALANCE - ALL FUNDS		10,186,703	10,730,265	10,730,265	10,730,265	10,557,499
FUND BALANCE ADJUSTMENTS - ALL FUNDS			113,667	113,667	113,667	
ENDING FUND BALANCE - ALL FUNDS		10,730,264	10,451,044	11,104,637	10,557,499	10,557,499



FROM: Peter Stanislawski, Finance

MEETING DATE: June 10, 2024

SUBJECT: Resolution No. 240610-B (PA 152 Compliance)

DESCRIPTION

The Michigan Department of Transportation requires certification of compliance with PA 152 to receive Michigan Transportation Fund payments. The Michigan legislature in 2011 adopted Act No. 152 which regulates municipal employee benefit expenditures. Under the Act, communities are given the option to exempt itself from the requirements of the Act for compliance.

The City of Saugatuck has been proactive in an effort to reduce and manage responsibly all employee costs, especially health care expenditures. Annually the City reviews the cost of health care benefits for its employees and adjusts the yearly plan accordingly to keep costs acceptable relative to budget constraints and wage levels. The city has worked with its employees to maintain health care costs. Employees have agreed to coverage changes, increased deductibles, increased copays, and increased prescription costs to maintain acceptable levels. The City does not have any collective bargaining units (non-union).

Due to unforeseen consequences of the federal government's Affordable Care Act, health care plan providers now use the age of an employee to establish cost. Prior to the federal government's involvement, the plan options/rates were based on single, double, or family participation regardless of age. Now plan providers set rates higher for employees that are older. The premiums paid by the city over the last 10 years for health care benefits for the City's workforce are as follows: 2015 \$96,404, 2016 \$94,999, 2017 \$104,000, 2018 \$98,746, 2019 \$97,992.60, 2020 \$84,409, 2021 \$84,462, 2022 \$88,786, 2023 \$105,316, 2024 \$110,268.

Other local governments in the state have exercised their right to exempt themselves from the requirements of Act 152 while continuing a commitment to reduce long-term costs for medical (and other) benefits. A "one size fits all" approach to managing medical benefit costs, as implemented using hard-caps, may not serve all local governments in Michigan because it fails to account for the local job market, total compensation packages offered to other public employees and age of employees. The Saugatuck Township, Kalamazoo Lake Sewer Water Authority, and Saugatuck Fire District do not have an employee contribution requirement towards premiums. The City of Douglas implemented a \$50 a month charge for employees towards health insurance for fiscal year 2024 and continues for fiscal year 2025.

LEGAL REVIEW N/A

SAMPLE MOTION:

Motion to **approve/deny** Resolution No. 240610B as presented.

**COUNTY OF ALLEGAN
STATE OF MICHIGAN**

RESOLUTION NO. 240610B

**A RESOLUTION ELECTING TO COMPLY WITH THE PROVISIONS OF PUBLIC ACT 152
OF 2011 BY EXERCISING THE CITY’S RIGHT TO EXEMPT ITSELF FROM THE
REQUIREMENTS OF THE ACT FOR THE CURRENT YEAR**

At a regular meeting of the City Council for the City of Saugatuck, Michigan, held at the City of Saugatuck City Hall, Saugatuck, Michigan, on the 10th day of June 2024, at 7:00 p.m.

PRESENT: _____

ABSENT: _____

The following Resolution was offered by Council Member _____ and supported by Council Member _____:

RESOLUTION

WHEREAS, on September 27, 2011 the Publicly Funded Health Insurance Contribution Act, Act No. 152 of the Public Acts of Michigan of 2011 (“Act 152”), became effective in the State of Michigan; and

WHEREAS, the Michigan Department of Transportation (“MDOT”) requires certification of compliance with the Act in order to receive Michigan Transportation Fund payments; and

WHEREAS, under Act 152, communities are given the option to exempt itself of the requirements of the Act 152 to obtain MDOT certification compliance; and

WHEREAS, Act 152 establishes standards and a process with respect to medical benefit plans offered by public employers; and

WHEREAS, the City of Saugatuck has historically recognized, in its role as steward for the public funds entrusted to it, that it must efficiently manage those limited resources; and

WHEREAS, the City of Saugatuck constantly engages in a review of expenditures in order to maximize the value it receives for goods and services; and

WHEREAS, the City Council of the City of Saugatuck believes that, as the elected representatives for the City and answerable directly to the City’s voters, it is best positioned to determine

what benefits (including medical benefits) ought to be offered in order to attract and retain the best qualified City employees at the lowest overall costs; and

WHEREAS, the City Council of the City of Saugatuck further believes that compensation determinations for City employees are most properly the responsibility of the City’s elected representatives, and not the State of Michigan or its officials; and

WHEREAS, to express its support for home rule government and to recognize that it is the City Council’s duty to manage City affairs in order to be most responsive to City voters, taxpayers and residents.

NOW, THEREFORE, IT IS RESOLVED that:

1. Pursuant to Section 8 of Act 152, the City of Saugatuck hereby exempts itself from the requirements of Act 152 for the current year.
2. All resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, repealed.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this 10th day of June, 2024.

CITY OF SAUGATUCK

BY: _____
Lauren Stanton, Mayor

BY: _____
Jamie Wolters, City Clerk

CERTIFICATION

I, Jamie Wolters, the duly appointed Clerk of the City of Saugatuck, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City of Saugatuck at a regular meeting held June 10, 2024, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

CITY OF SAUGATUCK

BY: _____
Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Ryan Cummins, Interim City Manager

MEETING DATE: June 10, 2024

SUBJECT: Proposal for Planning of Maple Street Improvements

DESCRIPTION:

Maple Street and the underground water main are in need of replacement. City Council listed roads, asset management, and lead service line replacement as essential infrastructure priorities for the year. This work is also on the City's capital improvement plan.

The estimated cost of the Maple Street project is \$2.5 million.

The City Engineer has submitted the attached proposal to plan for the Maple Street improvements.

BUDGET ACTION:

The cost of this work is included in the proposed budget for next fiscal year.

LEGAL REVIEW:

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

SAMPLE MOTION:

Motion to approve the Fleis & VandenBrink proposal for planning of Maple Steet improvements in the amount of \$30,000.



April 12, 2024

Via Email: rcummins@saugatuckcity.com

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

RE: Proposal for Planning of Maple Street Improvements

Dear Ryan,

Based on discussions at recent City Council workshop and Parks & Public Works Committee meeting, we understand the City is considering moving forward with improvements on Maple Street between Blue Star Highway and the 2023 project near North Street (approximately 1 mile in length). In recent years, the following project elements have been discussed:

- **Water Main Replacement – Maple Street:** There have been a number of water main breaks and related issues in recent years. The water main is a combination of 4-inch and 6-inch diameter, which would be replaced with 8-inch for improved reliability and fire protection. Any lead or galvanized services would need to be replaced to the homes to meet EGLE Lead and Copper Rules. Water main design, hydrant spacing, valve location, etc. will be coordinated with the Saugatuck Township Fire District (STFD) and Kalamazoo Lake Sewer & Water Authority (KLSWA).
- **Water Main Replacement – Well Field Looping:** The City's two wells are located west of Maple Street. A looped water main connects the wells to the system at Maple Street to the east and along the east side of the high school to the west. This water main was identified for replacement in recent years, as it is similar age and construction as on Maple Street.
- **Water Service Separation:** In recent years, it was discovered that the water service of a nearby home is connected to the private water main that serves the Olde Mill Apartments. Connecting that service directly to the public water main is anticipated to be included in the Maple Street project.
- **Stormwater Management:** At the intersection of Maple Street and Mason Street, the public storm sewer outlets to an open channel running through the property on the northwest corner. Improvements and development in the upstream area have caused bank erosion concerns downstream. A range of mitigation options has been evaluated, and one or more elements could be coordinated with other work on Maple Street.
- **Cross Culvert Improvements:** There are several culverts crossing under Maple Street that will be evaluated for repair or replacement.
- **Sanitary Sewer Repairs:** Based on the results of the City's Stormwater, Asset Management and Wastewater (SAW) project several years ago, we anticipate sanitary sewer work will be minimal, but we will re-evaluate for sewer and manhole repairs.
- **Road Resurfacing:** The asphalt pavement on Maple Street is in very poor condition. There are a number of patches from water main repairs, as well as some failing/failed areas. We

2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005
www.fveng.com

anticipate either crushing, shaping and resurfacing the asphalt pavement or completely reconstructing the road cross section (new sand, gravel, etc.).

- Seepage Repair – Blue Star Highway Approach: The Maple Street approach south of Blue Star Highway has seasonal seepage through the pavement. We understand that the Road Commission attempted to address it in the past (Maple Street is the boundary between City of Saugatuck and Allegan County Road Commission jurisdiction). While the other work envisioned for the project is north of Blue Star Highway, this project may provide a good opportunity to make another attempt to correct the seepage issue, as it causes premature deterioration of the pavement.
- Sidewalk Construction: There are currently no pedestrian facilities in the Maple Street corridor, only a narrow striped shoulder. Construction of a sidewalk has been discussed recently. This would involve tree removal, removal of some right of way encroachments, and likely some retaining wall and fencing construction.

We propose the following Scope of Services to assist you:

Scope of Services

- Meet with City, KLSWA, and STFD staff and other stakeholders, as appropriate, to review project elements, schedule and other relevant items.
- Obtain topographic survey of the corridor between Blue Star Highway and the 2023 Maple Street project limits. Collect alignment, topographic information, cross-section elevations and utility inverts. Incorporate information from prior Maple Street and other area projects, as applicable.
- Prepare a letter report summarizing findings for the following:
 - Review findings from the Technical, Managerial and Financial project on water service materials in the corridor.
 - Review options presented previously for stormwater management.
 - Evaluate routing for water main looping.
 - Prepare a conceptual routing plan for sidewalk, considering location on either side of the street. Identify approximate tree removal, right of way encroachments and other conflicts to be addressed during design.
 - Given the topography, we anticipate access is not practical for televising and the culverts are too small for physical entry. We anticipate visual assessment will be performed from the culvert ends with flashlights and other handheld equipment.
 - Revisit the SAW information and develop a proposed scope of sanitary sewer repairs.
- Assist the City with developing the final project scope, incorporating the elements identified above and others, as directed. Summarize the final project scope for communication and future reference.
- Prepare a budgetary cost estimate for the project.
- Assist the City with coordinating with Saugatuck Township regarding potential cost sharing for certain aspects of the project.
- Assemble the final deliverables (survey, report, cost estimate and conceptual layouts) for use in formal design. We will prepare a separate proposal for design phase services once the project scope has been developed.

Anticipated Schedule

Given the nature of the project and the number of other projects that are anticipated to be ongoing during this one, we anticipate the schedule will be somewhat fluid. In big picture terms, we anticipate completing planning work in 2024 into early 2025, which would allow for formal design work in 2025 and construction in 2026.

Engineering Budget

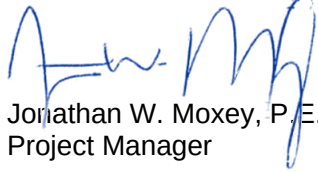
We propose to complete the Scope of Services outlined above at our standard hourly rates plus reimbursable expenses in accordance with the following budget:

Task	Budget
Topographic Survey	\$ 14,800
Field & Desktop Evaluations	\$ 5,600
Letter Report	\$ 3,600
Project Summary and Budgetary Estimate	\$ 2,200
Meetings	\$ 3,800
Total Proposed Budget	\$ 30,000

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 _____



City Council Agenda Item Report

FROM: Ryan Cummins, Interim City Manager

MEETING DATE: June 5, 2024

SUBJECT: Agreement to Permit Temporary Access to Saugatuck Harbor Natural Area for Weather Research Activities

DESCRIPTION:

The University of Colorado, on behalf of the University of Colorado Boulder's Cooperative Institute for Research in Environmental Sciences (UC Boulder), is requesting temporary access to City-owned property in the Saugatuck Harbor Natural Area, north of Oval Beach, for a weather research activity.

Purpose of UC Boulder's Access

- Operate robotic (unmanned) aircraft to collect measurements of temperature, humidity, pressure, winds, and turbulence between the surface and 2,000 feet above ground level over Lake Michigan.
- Flights will take off and land on the beach and take place during daylight hours (7:00 AM to 7:00 PM) from July 30, 2024, to August 1, 2024.

Key Provisions of the Draft Agreement

- UC Boulder's access is limited to the designated area and described activities.
- UC Boulder is responsible for any damage or injuries caused by their activities.
- UC Boulder will maintain general liability and aviation liability insurance.
- UC Boulder will minimize disruptions to the environment and surrounding properties.
- UC Boulder will leave the property in the same condition as it was prior to their use. This includes, but is not limited to, ensuring native flora, fauna, and natural habitats remain undisturbed.
- The City can revoke the agreement at any time.

Attached are further details from a presentation provided to staff.

LEGAL REVIEW:

Legal reviewed relevant land agreements and the proposed access agreement and drafted changes which are incorporated into the attached draft. Legal will be at your meeting to answer any questions you may have.

SAMPLE MOTION:

Motion to approve the Agreement to Permit Temporary Access to Saugatuck Harbor Natural Area for Weather Research Activities.

Agreement to Permit Temporary Access

This Agreement to Permit Temporary Access (“Agreement” or “Permit”) is made by and between The Regents of the University of Colorado, a body corporate, on behalf of the University of Colorado Boulder’s Cooperative Institute for Research in Environmental Sciences, whose address is 1665 Central Campus Mall 216 UCB, Boulder, CO 80309 (“Permittee”), and the City of Saugatuck, a Michigan municipal corporation, whose address is 102 Butler Street, Saugatuck, MI 49453 (“City”).

Applicant/Permittee Information

Applicant Name/Representative: Gijs de Boer

Company or Organization: The Regents of the University of Colorado, a body corporate, on behalf of the University of Colorado Boulder’s Cooperative Institute for Research in Environmental Sciences (“University”), a public university.

Address: 216 UCB

City: Boulder

State: CO

Zip: 80309

Phone: 720-628-6488

Email: gijs.deboer@colorado.edu

Description of property to be accessed

City-owned property in the Saugatuck Harbor Natural Area, to the north of Oval Beach, up to but not including the Saugatuck South Pierhead which is not under the City’s jurisdiction or control. Additionally, two parking spaces within the Oval Beach parking lot to stage not more than two motor vehicles during access to the property (however, nothing herein will be construed to reserve or guarantee Permittee the right to use parking spaces at Oval Beach, which are available on a first-come, first-serve basis).

Description of requested use

Permittee’s research team would like to use the property to support operation of robotic (unmanned) aircraft as part of a weather research activity being organized by Central Michigan University and funded by the US National Science Foundation. Permittee’s team (no more than 4 people at a time) would like to access the property on foot, using a wagon to transport equipment. The unmanned aircraft that Permittee is operating will be limited to a fixed-wing platform with a 6 foot wingspan and a rotary wing platform with a 1.5 foot cross-section. The fixed-wing aircraft is launched by a bungee cord, and lands on its undercarriage on the beach surface. This platform will conduct several (2-3) flights per day of approximately 1.5 hours each. The rotary-wing platform takes off and lands vertically. This platform would conduct hourly flights of approximately 10-15 minutes each. The fixed-wing platform flies in a spiral pattern with a radius of approximately 400 feet, while the rotary wing platform would fly a straight vertical profile over the lake surface. All flights would take place during daylight hours (07:00-19:00). Permittee anticipates flights would take place during approximately 24 days in July 2024, but

under no circumstances will any flights take place beyond the requested access dates set forth below. The unmanned aircraft will collect measurements of temperature, humidity, pressure, winds, and turbulence between the surface and 2000 feet above ground level, over Lake Michigan. These measurements are being used to inform, evaluate, and improve our understanding of the influence of coastal circulations (e.g., lake breeze) on the development of severe weather over lower Michigan. The activity will not disturb the property surface. Permittee will not travel beyond the beach or the pierhead, and acknowledges that this Agreement does not authorize it to access the pierhead, which is not under the City's jurisdiction or control. All activities will be overseen by Dr. Gijs de Boer (CU Senior Research Scientist), Dr. Brian Argrow (CU Professor), and Dr. Eric Frew (CU Professor).

Requested Access Dates

Start Date: 30 June 2024

End Date: 1 August 2024

Provisions:

By signing and submitting this application, the Permittee agrees to the following provisions as a condition of their use of the City's property:

1. Permittee's access shall be limited to the City-owned property identified in "Description of the property to be accessed" above, and its use of the property shall be limited to the activities described in "Description of requested use" above for the times identified in the "Requested Access Dates" above. Permittee shall not exceed this scope of use and access unless if first receives written authorization from the City.
2. The Permittee understands that the permit granted pursuant to this Agreement is granted in the City's sole discretion and conveys no rights to renew or extend.
3. Responsibility and Release.
 - a. Permittee shall be liable for any damage or injuries caused by the negligent acts and omissions of its officers, agents, employees and representatives relating to its access to and use of the City's property or any activities authorized by this Agreement.
 - b. Permittee shall take reasonable steps to appropriate sufficient funds in support of any liability arising out of this Permit, including without limitation Section 3.a.
 - c. University releases and forever discharges the City, including its officers, employees, agents, and other authorized representatives from any causes of action, demands, suits at law or in equity, of whatsoever kind or nature, whether known or unknown, liquidated or contingent, or because of any matter arising out of the Agreement.
4. Insurance. Permittee, at its sole cost and expense, shall during the entire term of this permit maintain general liability insurance, in an amount not less than one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) aggregate as well as aviation liability insurance in an amount not less than five million dollars

(\$5,000,000.00). These policies shall name the City as an additional insured and permittee shall furnish a Certificate of Liability Insurance to the City prior to starting work under this Agreement.

5. Permittee shall, to the maximum extent practicable, minimize disruptions and/or harm to persons and the environment in the carrying out of the work authorized by this Agreement. Permittee shall not enter any adjacent properties without the express permission of the owner of said property.
6. Permittee shall leave the City's property in the same condition as it was prior to their use. This includes, but is not limited to, ensuring native flora, fauna, and natural habitats remain undisturbed by access to and use of the City's property. Upon completion of use and access, Permittee agrees to restore said land, if damaged, as determined at the sole discretion of the City, as near as practicable to its original condition, unless otherwise agreed to in writing by the City.
7. Permittee shall strictly comply with all applicable federal state, and local laws, rules, and regulations in effect or hereafter established, including, without limitation, laws applicable to discrimination and unfair employment practices, and all applicable Federal Aviation Administration laws, rules, guidelines, or permits relating to the Permittee's operation of unmanned (robotic) aircraft.
8. The City may, in its complete discretion, revoke this Agreement and the access granted to Permittee herein at any time. Such revocation shall be effective immediately upon written or verbal notice to Permittee or any of its officers, agents, employees, or representatives. Permittee waives any claims it may have against the City arising out of the revocation of this Agreement by the City for any reason.
9. This Permittee may not assign or transfer its rights under this Agreement without the City's prior written consent, which may be withheld in the City's sole discretion.
10. This is the entire Agreement between the Parties regarding its subject matter. There are no contemporaneous agreements. This Agreement may not be modified or amended except in writing, signed by both Parties. More than one copy of this Agreement may be signed, but all constitute but one agreement.

Signatures

Russell L. Moore
Provost & Executive Vice Chancellor for Academic Affairs
University of Colorado Boulder

Date

City of Saugatuck Signature

Date

Name

Title

CITY MANAGER EMPLOYMENT AGREEMENT

THIS AGREEMENT, made and entered into this 10 day of June, 2024 by and between the City of Saugatuck, State of Michigan, a municipal corporation, (“Employer”), and Ryan Cummins, (“Employee”), (collectively, “Parties”), both of whom understand as follows:

RECITALS

WHEREAS, Employer desires to employ Employee to serve as City Manager of the City of Saugatuck, which employment shall be at the pleasure of its City Council, and

WHEREAS, it is the desire of the Employer to provide certain benefits, establish certain conditions of employment and to set working conditions of Employee.

TERMS AND CONDITIONS

NOW, THEREFORE, for good and valuable consideration as provided in this Agreement, the sufficiency of which is acknowledged, the parties agree as follows:

Section 1: EMPLOYMENT

Subject to the terms of this Agreement, Employer hereby employs Employee as its City Manager for the City of Saugatuck to perform the functions and duties required and permitted by state law including, without limitation, those duties as set forth in the City Charter, the City Code of Ordinances, and such other functions and duties as the City Council shall from time to time assign. Employee shall perform such duties in an efficient and conscientious manner, exercising his discretion, judgment and authority in the best interests of the City and in compliance with all applicable laws, rules, regulations, orders and directives of any officer or agency of competent jurisdiction. Employee’s first day of service shall be June 10, 2024.

The Employee is an exempt employee and is expected to engage in those hours of work necessary to fulfill the obligations of the City Manager’s position. The Employee does not have set hours of work as the Employee is expected to be available as needed; however, certain exceptions apply, including personal time off when the Employee is not available by phone. During periods in which the Employee anticipates being unreachable by phone, the Employee shall make arrangements to delegate responsibilities and tasks as necessary, and to provide the City with an alternative means of contacting the Employee in the event of an emergency.

It is recognized that the Employee must devote a great deal of time to business of the City outside of the City's customary office hours; accordingly, the Employee’s work schedule is anticipated to vary in accordance with work required to be performed. Employee shall spend sufficient hours on site to perform his duties [*including core hours of [REDACTED] except when attending to City business off-site*]; however, Employee has discretion over his work schedule so long as his schedule does not interfere with the best interests of the City.

From time to time during his employment, Employee may be appointed by the City Council, by the Mayor, by operation of law or contract or otherwise to various boards, commissions or other bodies as a nonvoting member. Employee agrees that the termination of his employment as City Manager for any reason shall constitute his resignation from and termination of his office or membership on such other boards, commission and bodies that he holds by virtue of his position as City Manager.

Section 2: TERM

A. This Agreement has no set term and shall expire upon either Party exercising its right to terminate as provided elsewhere in this Agreement.

B. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City Council to terminate the service of Employee at any time, subject only to the provisions set forth elsewhere in this Agreement.

C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign at any time from his position with the Employer, subject only to the provisions set forth elsewhere in this Agreement.

D. Employee agrees to remain in the exclusive employment of Employer until termination of this Agreement and neither to accept other employment nor to become employed by any other employer, unless specifically approved by the Council, until the termination of this Agreement, except as otherwise provided in this Agreement. ***The parties recognize and agree that Employee's service on the Grand Haven City Council may continue, provided that he promptly communicates to the Mayor any conflicts between his City Manager duties and City Council of Grand Haven time commitment.***

Section 3: SALARY

Employer agrees to pay Employee for services rendered pursuant to this Agreement, an annual salary of \$115,000.00 payable in installments at the same time as other employees of the Employer are paid. As a salaried, exempt employee, Employee shall not be paid overtime or any other added amounts for time spent outside of regular working hours.

Employee's salary and/or benefits may be modified during the term of the Agreement in such amounts and to such extent as the City Council may determine is beneficial to the City. Salary changes as provided for in this section may be implemented by the City Council as part of its review and approval of the annual City budget and the performance evaluation process.

Section 4: VACATION, SICK AND PERSONAL TIME

Unless in conflict with the terms of this Agreement, Employee shall be entitled to vacation, sick and personal time pursuant to the duly adopted policies applicable to full-time exempt employees of the City of Saugatuck as amended from time to time. Employee shall notify the Mayor, Clerk, and Treasurer of any intent to utilize vacation, sick, or personal time.

Section 5: INSURANCE AND BENEFITS

A. Employer agrees to put into force and make required premium payments for Employee for insurance policies for life insurance, accidental death and dismemberment, disability and health insurance at the same coverage and benefit levels as provided to full-time exempt employees of the City of Saugatuck subject to the terms of applicable insurance policies and the City of Saugatuck's personnel policies as they may be revised or amended. Employee shall be responsible for complying with all eligibility and other terms of any such coverage and shall be responsible for any co-pays, deductibles and such other amounts as are required to be paid by the eligible employee under such policies. If there is a conflict between this Agreement, and the terms set forth by an insurance carrier, the terms of the carrier shall control.

B. Employer will reimburse Employee for documented dental and vision costs incurred by Employee, Employee's spouse, and dependents consistent with the duly adopted policies applicable to full-time exempt employees of the City of Saugatuck as amended from time to time.

C. Employer will make contributions to Employee's retirement plan consistent with the duly adopted policies applicable to full-time exempt employees of the City of Saugatuck as amended from time to time.

D. Employer agrees to match the Employee's contribution to a mutually agreed upon retirement plan in an amount not to exceed 4% of Employee's annual gross salary.

E. Employer will provide Employee job-related personal tools or equipment, such as a computer, cell phone, etc. reasonably necessary to perform Employee's functions and duties. Employee may elect to receive a cell phone reimbursement in lieu of receiving a cell phone; in such case, he shall be eligible for reimbursement consistent with the duly adopted policies applicable to full-time employees of the City of Saugatuck, as amended from time to time. Upon termination for any reason, Employee shall return all such equipment to the Employer no later than Employee's last day of employment.

Section 6: PROFESSIONAL DEVELOPMENT

Employer shall pay the cost of conferences and meetings attended by the Employee for business and professional purposes, including the Michigan Chapter ICMA meetings and activities, Michigan Municipal League functions, and other State and local meetings that the Employee chooses to attend after approval of the City Council.

Section 7: DUES AND SUBSCRIPTIONS

Employer agrees to pay Employee's professional dues as necessary or desirable after consulting with the Council. The City also agrees to pay for books, magazines and subscriptions that the Employee deems necessary and desirable for the performance of his duties after consulting with and receiving approval from the Council. These amounts are to be incorporated into the departmental budget for each fiscal year.

Section 8: GENERAL EXPENSES

The Employer agrees to pay the Employee the sum of Three Thousand Dollars (\$3,000) annually as an automobile allowance payable in twelve (12) equal installments. Employee shall not be provided with a City-owned vehicle. Employee shall be responsible for maintenance and insurance on Employee's vehicle. Employee shall not be compensated for mileage while conducting City business.

Section 9: INDEMNIFICATION

Employer shall defend, save harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in Employee's good faith performance of his duties as City Manager. Employer may compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon. The foregoing shall not apply to matters in which the Employee is charged with the commission of a civil infraction, criminal offense, felony or misdemeanor, or for which the basis of liability is the commission of an intentional tort.

Section 10: BONDING

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

Section 11: PERFORMANCE EVALUATION

A. 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.

B. Annually, the City Council and Employee shall define goals and measurable performance objectives that they determine necessary for the proper operation of the City, and in the attainment of the City's policy objectives. The City may further establish a relative priority among those various goals and objectives, and reduce those goals and objectives to writing.. They shall generally be attainable within the time limitations as specified and the annual operating and capital budgets and appropriations provided.

C. In effecting the provisions of this Section, the City Council and the Employee mutually agree to abide by the provisions of the applicable law.

Section 12: SUSPENSION

Employer may suspend the Employee with or without full pay and benefits at the discretion of the City Council at any time during the term of this Agreement, but only if:

1. A five-sevenths (5/7s) majority of the City Council agrees, or
2. A majority of the City Council votes to suspend Employee for just cause; provided, however, that Employee shall have been given written notice setting forth any charges at least five (5) days prior to such meeting by the City Council members bringing such charges.

As used in this Agreement, “just cause” shall mean:

1. the conviction or guilty or no contest plea by Employee to a felony;
2. an act of fraud, misappropriation of public funds, embezzlement, theft, or other comparable dishonest conduct in connection with Employee’s job duties or in the course of his employment with the City;
3. an intentional or grossly negligent action or failure to act by Employee in disregard for a lawful directive by the City Council constituting material insubordination;
4. harassment (in violation of federal, state, or local law) by Employee of City personnel, vendors, or citizens;
5. unauthorized and material misuse of City property, equipment, or facilities by Employee;
6. falsification or unauthorized alteration by Employee of City documents or records;
7. improper use of leave time by Employee, including falsification of information to secure such leave time;
8. willful and continued failure to perform substantially the principal aspects of Employee’s job duties, if that failure continues after 14 days’ written notice to him (other than as a result of physical or mental illness or incapacity);
9. conduct by Employee of illegal activity on Employer’s premises;
10. a finding of misfeasance or malfeasance of office or duties after a hearing before the City Council;
11. commission by Employee of other material and serious violations of the City’s generally applicable personnel policies as amended from time to time.

Section 13: TERMINATION AND SEVERANCE PAY

A. The City Council may terminate Employee’s employment by a five-sevenths (5/7s) majority at any time and for any reason. If that termination is not for just cause as defined in this Agreement, Employer agrees to pay Employee wages and benefits for eight (8) months as severance pay. Each full year of service as City Manager prior to termination without just cause shall entitle the Employee to one (1) additional month of severance pay and benefits.

B. The City Council may terminate Employee’s employment by a simple majority vote if

the termination is for just cause as defined in this Agreement; provided, however, that Employee shall have been given written notice setting forth any charges at least five (5) days prior to such meeting by the City Council members bringing such charges. If Employee is terminated for just cause, the Employer shall not be obligated to pay any severance to Employee.

C. If the Employer, at any time during the term of this Agreement, reduces the salary or other financial benefits of Employee in a greater percentage than an applicable across-the-board reduction for all employees of Employer, or if Employer refuses, following written notice, to comply with any other Agreement provision financially benefiting Employee, then Employee will be deemed to be terminated at the date of such reduction or such refusal to comply by Employer and Employee shall be entitled to severance pay as described in this Agreement commencing the date of termination.

D. If Employee voluntarily resigns his position with Employer before expiration of the term of his employment, then Employee shall give Employer one (1) months' notice in advance, unless the parties otherwise agree. Failure to give one (1) months' notice shall disqualify Employee from the payout for accrued but unused vacation and personal time provided for in the following Paragraph.

E. Upon his termination or resignation with proper notice, Employee shall be paid for accrued and unused vacation and personal time. Upon his termination or resignation, Employee shall be paid for accrued and unused sick time pursuant to the duly adopted policies and practices applicable to full-time exempt employees of the City of Saugatuck.

Section 14: OTHER TERMS AND CONDITIONS OF EMPLOYMENT

A. The City Council, in consultation with the Employee, shall fix any such terms and conditions of employment as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this agreement, the City Charter or any law.

B. All provisions of the City Charter and policies and regulations and rules of the Employer relating to vacation and sick leave, retirement and pension system contributions, and other fringe benefits and working conditions as they now exist or hereafter may be amended, also shall apply to the Employee as they would to other employees of the Employer.

Section 15: REDUCTION OF BENEFITS

Employer shall not any time during the term of this agreement reduce the salary, compensation or other financial benefits of Employee, except to the degree of such a reduction across the board for all employees or the Employer.

Section 16: HOME OFFICE

It is recognized that some functions of the Employee are a 24-hour per day responsibility. To that end, it is also recognized that the Employee may maintain an office at his place of residence

for business purposes. The cost of maintaining that office is the sole responsibility of the Employee and not of the Employer.

Section 17: NOTICES

Notices pursuant to this agreement shall be given by deposit in the custody of the United States Postal Service, postage pre-paid, addressed as follows:

Mayor, City of Saugatuck, 102 Butler St., P.O. Box 86, Saugatuck, MI 49453.
Ryan Cummins, address on file at Saugatuck City Hall.

Alternatively, notices required pursuant to this agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

Section 18: GENERAL PROVISIONS

A. The text herein shall constitute the entire agreement between the parties. The parties agree that there are no commitments, agreements, or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, it is agreed that no deviation from the terms may be based upon any prior representations or agreements, whether oral or written, between the parties. It is further understood that no amendment or modification of this Agreement shall be binding upon the City unless such amendment is approved by Resolution of the City Council, and the Employee, and until a copy of such Resolution is provided to all the parties to this Agreement, and the modification, amendment or alteration in the terms or conditions is reduced to a written document and executed in the same fashion as this Agreement.

B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Employee.

C. This Agreement shall become effective June 10, 2024 and it shall remain in effect until terminated.

D. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

E. The waiver by either party of a breach of any provision of this Agreement by the other shall not operate or be construed as a waiver of any subsequent breach by that party.

F. The rights and obligations contained in this Agreement are personal in nature and cannot be transferred or assigned by the Employee.

G. This Agreement is the result of negotiations between the Parties, and the rule of

construction that a contract is to be construed against its drafters is not applicable to this Agreement.

IN WITNESS WHEREOF, the Employer has caused this agreement to be signed and executed In Its behalf by its Mayor and duly attested by its City Clerk, and the Employee has signed and executed this Agreement, both in duplicate, the day and year first written above.

ATTEST:

EMPLOYER:

Jamie Wolters, Clerk
City of Saugatuck

Lauren Stanton, Mayor
City of Saugatuck

EMPLOYEE:

Ryan Cummins



NOTICE

The CITY OF SAUGATUCK is accepting applications for appointments to the following Boards/Commissions:

Historic District Commission:

The City of Saugatuck Historic District Commission (HDC) is a seven-member commission with an expertise in historic preservation or historic architecture that makes quasi-judiciary decisions on design review for proposed exterior work in the designated historic district. Commission members are residents of the City of Saugatuck appointed by the Mayor with City Council approval to serve three-year terms.

Saugatuck Historic District Commission meetings are held at Saugatuck City Hall, 102 Butler Street, Saugatuck, MI 49453 at 6:00 p.m. on the 1st Thursday of each month unless otherwise noted.

Planning Commission:

The City of Saugatuck Planning Commission is a 7 member commission empowered by City Council and is given the authority to establish procedures, standards and administrative rules whereby applicants are required to submit for review and approval a site development plan. The powers and duties of the Planning Commission are provided by Act No. 285 of the Public Acts of the State of Michigan, as amended.

Saugatuck Planning Commission meetings are held at Saugatuck City Hall, 102 Butler Street, Saugatuck, MI 49453 at 7:00 p.m. on the 3rd Thursday of each month unless otherwise noted.

Zoning Board of Appeals:

The City of Saugatuck Zoning Board of Appeals (ZBA) is a five member board with two alternates. They receive, review and decide on applications for variances, or relief from specific sections of the zoning ordinance. The ZBA is created to provide residents a forum at which they can appeal issues arising from interpretations of the City's zoning ordinance.

Saugatuck Zoning Board of Appeals meetings are held at Saugatuck City Hall, 102 Butler Street, Saugatuck, MI 49453 at 7:00 p.m. on the 2nd Thursday of each month unless otherwise noted.

Parks and Public Works Committee:

The City of Saugatuck Parks and Public Works Committee is a 6-member committee established for the purpose of providing City Council with guidance and information on matters relating to public works and parks. Committee members are residents of the City of Saugatuck appointed by the Mayor with City Council approval to serve two-year terms.

Parks and Public Works Committee meetings are held at Saugatuck City Hall, 102 Butler Street, Saugatuck, MI 49453 at 10:00 a.m. on the 4th Tuesday of each month unless otherwise noted.

If you are a resident of the City of Saugatuck and have the desire and ability to serve, please contact City Hall at (269) 857-2603 for more information or to request an application.

Jamie Wolters
Saugatuck City Clerk
Dated: June 6, 2024