



CITY COUNCIL MEETING AGENDA

November 25, 2024

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

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

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

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Mayor's Comments
5. City Manager Comments
6. Agenda Changes (*Additions/Deletions*)
7. Guest Speakers
8. Public Comment on Agenda Items Only (*Limit 3 minutes*)
9. Consent Agenda: (*Roll Call*)
 - A. Regular Meeting Minutes - November 12, 2024. **Pg.3**
 - B. Resolution 241125-A – Authorizing City Officers to Act as Signatories on Behalf of The City. **Pg.8**
 - C. Board/Commission/Committee Appointment – Planning Commission. **Pg.13**
 - D. Change Order – 2024 Asphalt Repairs. **Pg.26**
10. Staff Reports, Boards, Commissions & Committees: **Pg.31**
 - A. Staff Reports:
 1. City Manager
 2. Treasurer
 3. Clerk
 4. Planning and Zoning
 5. Department of Public Works
 6. Police
 7. Engineer

NOTICE:

Join online by visiting:

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

Join by phone by dialing:

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

Then enter "Meeting ID":

2698572603

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

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

B. Boards, Commissions & Committees:

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

11. Approval of Accounts Payable: *(Roll Call)* Pg.56

- A. Accounts Payable in the amount of \$258,573.55.

12. Public Hearings

13. Unfinished Business

14. New Business

- A. Organization Meeting- Appointment of Council Members **Pg.58 *(Roll Call)***

15. Public Comments *(Limit 3 minutes)*

16. Correspondence:

- A. Board Vacancy Notice

17. Council Comments

18. Adjourn *(Voice Vote)*



CITY COUNCIL REGULAR MEETING MINUTES - *Proposed*
November 12, 2024

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

Call to Order:

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

Pledge of Allegiance.

Attendance:

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

Absent: Muncey.

Others Present: DPW Superintendent Herbert, Attorney Jake Witte and Clerk Wolters.

Selection of Mayor and Mayor Pro-Tem:

Mayor Stanton asked for Mayor nominations:

Motion by Dean, second by Baldwin to nominate Hollay Anderson to Mayor. Via roll call vote, motion carried 5-1. Yes: Stanton, Baldwin, Anderson, Clark, Dean. No: Gardner.

Mayor Anderson assumed control of the meeting.

Mayor Anderson asked for Mayor Pro – Tem nominations:

Motion by Baldwin, second by Clark to nominate Lauren Stanton to Mayor Pro-Tem. Via roll call vote, motion carried 5-1. Yes: Stanton, Baldwin, Anderson, Clark, Dean. No: Gardner.

Mayor Comments:

Mayor Pro-Tem Stanton:

Expressed her gratitude for the opportunity to serve as the mayor of Saugatuck over the past year, describing it as one of the most challenging periods of her professional career. Reflecting on the year, she acknowledged the difficult decisions faced by the council and the contentious moments that arose, including public scrutiny symbolized by her photo being displayed in a storefront. Despite these challenges, she noted personal growth and emphasized her pride in serving the city she deeply loves. She concluded by thanking the community and expressing her honor in continuing to serve on the council for a third term.

Mayor Anderson:

Commended the Veterans Day Service, describing it as a beautiful and moving event, and expressed appreciation to veterans, their families, and all who serve, acknowledging the sacrifices involved. She also congratulated the Saugatuck football team on a remarkable season. She offered high praise for Mayor Pro-Tem Stanton recognizing her grace and strength in navigating significant challenges during her tenure. Additionally,

she acknowledged Councilmember Baldwin for her dedicated service to the city, particularly in her work with the DPW Committee, where she played a pivotal role in advancing parks and green spaces. She highlighted Baldwin's contributions to projects such as the world-class playground, improvements at Mount Baldhead, and initiatives involving the airport property and STRs. Mayor Anderson described Helen as a visionary leader with fierce determination, expressing gratitude for her impactful work and noting she would be missed on the council.

City Manager Comments:

DPW Superintendent Herbert:

He extended congratulations to newly elected council members, as well as to Jamie Wolters and Sarah Williams for their exemplary work during the election. He expressed gratitude for their dedication, noting the significant stress associated with their responsibilities, and commended them for serving the city so well.

He also acknowledged the community's strong passion regarding the willow tree at Cook Park, mentioning the numerous ideas shared with him about its future. Herbert praised the DPW team for their exceptional efforts during the demanding fall leaf collection period. He shared that they had trucked out approximately 40 dump truck loads, which only made a small dent in the overall volume. He expressed appreciation for their hard work, especially while simultaneously managing tasks like winterizing equipment and irrigation systems and preparing Christmas decorations for the tree lighting ceremony. He concluded by recognizing the dedication and efficiency of the public works staff in handling these challenges under pressure.

Agenda Changes: None.

Guest Speakers: None.

Public Comment on Agenda Item Only:

Gary Medler, Vine Street: Mayor/Mayor Pro-Tem selection item: He was disappointed that public comment was scheduled after the mayor's selection, noted the selection process should have been explained and alleged that the mayoral decision had been made in private by council members over a month ago.

Consent Agenda:

A. Regular Meeting Minutes- October 28, 2024

Motion by Gardner, second by Stanton to approve the consent agenda. Via roll call vote, motion carried 6-0.

Staff Reports, Boards, Commissions & Committees:

The City Manager, Treasurer, City Clerk, Director of Planning & Zoning, Department of Public Works and Engineer submitted status reports of current activities since the last regular council meeting on October 28, 2024, for their respective departments.

Clerk Wolters expressed gratitude to the election team for their hard work and highlighted the impressive voter turnout of 79.98%. She commended the success of early voting, noting its significant impact in reducing the volume of voters on Election Day. She extended her thanks to everyone who participated in the election, emphasizing the importance of the team's efforts in managing the process smoothly.

DPW Superintendent Herbert highlighted recent accomplishments and ongoing priorities for the Public Works Department. He reported that 15 trees were planted last week as part of a street and boulevard tree planting initiative, funded in part by a Consumers Energy grant. While the city has not yet received the funds, the completed grant application has been submitted, and reimbursement is anticipated soon.

He also revisited the topic of the willow tree at Cook Park, noting its significance to the community. He shared a creative and meaningful story about a resident who propagated limbs from the tree to plant in their backyard, suggesting that the iconic tree may continue to live on in various forms throughout the city. He commended this initiative as a unique and fitting tribute, particularly given the resilience of willow trees.

Fire District Administration Board, Dan Fox: None.

Interurban Board, Councilmember Muncey: None.

Kalamazoo Lake Sewer & Water Authority: None.

Kalamazoo Lake Harbor Authority: None.

Zoning Board of Appeals: Mayor Anderson noted they canceled their next meeting.

Historic District Commission, Councilmember Gardner:

Recap from Thursday, November 7th:

- 249 Mason Street, where an outdoor deck and signage were proposed for the new Lulu Canoe space in the bank building. The application was approved with one exception: the proposed outdoor sign on the west side of the building, next to the Mize Rose Garden, was deemed inappropriate due to the nature of the garden. The applicant, Terry, agreed to remove the sign from the application, which was then approved.
- 740 Lake Street was approved. This property is owned by Councilmember Stanton.
- 142 Butler Street, proposed renovations include adding a stairwell for access to an upstairs apartment, which hasn't been used since the 1960s. The commission discussed the building's history, and the application for the exterior renovations was approved. The owner is also researching the building's history with the help of local historical experts.
- The commission elected its officers: Tim Straker will continue as chair, Kieth Paterson as vice chair, and William Donahue II as secretary.
- The commission requests from the council to have a discussion about anything specific they would like HDC to take a look at from a policy standpoint.

Planning Commission, Councilmember Clark: Next meeting is December 2.

Parks & Public Works Committee, Mayor Pro-Tem Baldwin: Possibly canceling the meeting at the end of the month due to councilperson transitions.

Tri-Community Non-Motorized Trail Study Committee, Councilmember Dean: None.

Water System Operations Contract Advisory Committee, Councilmember Gardner: There is a meeting scheduled on December 4th.

Wildlife Management Committee, Councilmember Dean:

At the first kickoff meeting, held at 6:00 PM in Douglas, significant progress was made in a short time. Councilmember Seabert was selected as chairperson, with Saugatuck resident Mr. Walker, serving as vice chair, and Tammy Cunnion, a Douglas resident, appointed as secretary. The group decided to meet monthly on Wednesdays at 6:00 PM, with the next meeting scheduled for December 4th.

The committee's initial focus will be on addressing the deer population, with plans to educate the tri-community area on interim measures, such as avoiding feeding the deer. There was also discussion about the possibility of organizing a managed hunt for the 2025 deer season, including considering a managed archery hunt, which would be less expensive than hiring sharp shooters. The committee is looking into what other communities, like Lake Township, have done. The next steps involve bringing in the DNR's West Michigan deer management specialist to provide guidance and share how other communities have tackled similar issues.

Approval of Accounts Payable:

Motion by Stanton, second by Dean to approve the accounts payable in the amount of \$270,636.68. Via roll call vote, motion carried 6-0.

Public Hearing: None.

Unfinished Business: None.

New Business:

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

Motion by Stanton, second by Baldwin to approve the contract with Allied Waste Services Inc., DBA Republic Services of Jenison, for waste collection and disposal. Via roll call vote, motion carried 6-0.

Public Comment:

Bobbie Guant, Main Street: expressed gratitude to the council members for their service and extended congratulations to Chris on her election. She also acknowledged Jamie and Sarah for their excellent work during the election, sharing that he served as an election inspector for both early voting and on Election Day, commending their efforts. Looking ahead, he expressed optimism about the leadership of the council, particularly in addressing the challenges and strategic issues facing the city at the current moment. She concluded by congratulating Holly and Lauren, thanking them for their continued contributions.

Correspondence: None.

Council Comments:

Mayor Anderson:

Mayor Anderson expressed gratitude for the opportunity to serve as Mayor, thanking the Council for their confidence. Despite some disagreements, particularly around specific issues, she emphasized a desire to move forward and work collaboratively as a team. She committed to working individually with each council member to foster better relationships and to explore opportunities for improving council dynamics and city representation. The speaker also referenced Clerk Wolters as a model of fairness, kindness, and professionalism, hoping to embody these qualities during her term. Anderson assured the community of her accessibility and expressed optimism about achieving great things for the city.

Mayor Pro-Tem Stanton:

Thanked the clerk's office and the volunteers for a successful election, noting the ease of early voting. She commended the Saugatuck School for hosting a Veterans Day breakfast, as well as the Veterans for the ceremony in the park and the new veterans sign at Veterans Park in Douglas. She recognized Baldwin for her exceptional leadership as Chair of the Parks and Public Works Committee and expressed gratitude for her hard work and emphasized how much she would be missed, though confident there was more to come from her efforts. Stanton thanked Holly for stepping into the role of mayor, recognizing the challenges of the position and appreciating her willingness to take on the responsibility while expressing admiration for Holly is confident that she would excel in the role, looking forward to continuing to serve together on the council.

Councilmember Baldwin:

Thanked everyone for the privilege of serving the public and appreciation for the opportunity to contribute. She thanked Stanton for her leadership, particularly highlighting her grace under pressure. She praised her ability to navigate difficult situations with composure, emphasizing that Saugatuck is fortunate to have had her in that role. She expressed pride in her record and campaign, noting key contributions such as driving meaningful reform on short-term rental legislation and overseeing important projects through the PPW Committee, including the new playground and the opening of trails at the airport property. Baldwin concluded by stating she wouldn't change anything about her tenure and expressed her gratitude once again.

Councilmember Clark:

He expressed his gratitude to former Mayor Stanton and former Mayor Pro-Tem Baldwin for their dedicated service to the city, acknowledging the challenges of the past year and commending them for their honor and distinction in office. He noted that their leadership had set a high bar, inspiring him to give his best in his own role. He went on to thank the election workers and the clerk's team, praising their flawless execution of the election process, despite the long hours. Additionally, the DPW for their excellent work on the Francis Street project, where he had a front-row seat to observe the process. He commended the coordination between the DPW, contractors, and engineers, noting that the project was completed smoothly and efficiently, with significant improvements over past experiences.

Councilmember Dean:

Echoed Councilman Clark's sentiments, beginning by thanking Jamie and her volunteers for their efforts in organizing a safe and secure election. He then extended his gratitude to Post 137 in Saugatuck for organizing the Veterans Day event, along with Saugatuck High School, which hosted breakfast for veterans. He acknowledged the DPW team for their excellent work, including the fresh asphalt on Francis Street, which he personally benefitted from. He also praised the team for handling fall activities like leaf pickup and addressing the tree issues in the area. He expressed appreciation for Stanton and Baldwin's service to the community and congratulated Chris on her return to the council. Finally, he congratulated the new Mayor.

Councilmember Gardner:

Began by echoing appreciation for the staff and volunteers who ensured the smooth operation of the election. He acknowledged his 86-year-old father, Bob Gardner, who served as the sergeant-at-arms at the Veterans Day event and participated in laying the wreath at the memorial. He extended thanks to Rick Gilman, Rob Boyce, and Father Corey for their contributions to the event. He also expressed appreciation for Stanton's leadership during a challenging year, noting that while some issues from the past were difficult, this was an opportunity for the council to move forward and leave behind legacy issues. Gardner thanked Baldwin for her passion, acknowledging that while they may not always agree, her enthusiasm for the city was clear and appreciated. Turning to future priorities, he proposed a discussion at the next workshop meeting regarding a review of the city's ethics policy, with particular emphasis on social media guidelines for elected officials, appointed officials, and city employees. He noted that as communication evolves, the city must improve in how it represents itself and guides those who serve. He also called for a discussion on setting city manager's goals and objectives, stressing that this issue had been raised multiple times without action and was overdue. Additionally, he suggested a review of the purpose and framework of city boards and commissions at the next workshop, emphasizing the need for alignment with the city's goals.

Adjournment:

Motion by Stanton, second by Baldwin to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Anderson adjourned at 7:08 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Nicole Bredeweg - City Treasurer

MEETING DATE: November 25, 2024

SUBJECT: Resolution 241125-A: Authorizing Qualified Institutions to Provide Investment Services for the City and Authorizing City Officers to Act as Signatories on Behalf of the City

DESCRIPTION:

The City's new Mayor, Holly Anderson, and Mayor Pro-Tem, Lauren Stanton, have been elected by the Council.

The attached resolution would authorize Ms. Anderson and Ms. Stanton to be signatories on the City's various financial accounts.

LEGAL REVIEW:

N/A at this time. The City Attorney will be at your meeting if you have any questions.

SAMPLE MOTION:

Motion to approve Resolution 241125-A, Authorizing Qualified Institutions to Provide Investment Services for the City and Authorizing City Officers to Act as Signatories on Behalf of the City.

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

RESOLUTION NO. 241125-A

**A RESOLUTION AUTHORIZING QUALIFIED INSTITUTIONS
TO PROVIDE INVESTMENT SERVICES FOR THE CITY
AND AUTHORIZING CITY OFFICERS TO ACT AS
SIGNATORIES ON BEHALF OF THE CITY**

Council Member _____, offered the following resolution and moved for its adoption, seconded by _____:

WHEREAS, the City has adopted an Investment Policy (“Policy”) pursuant to Public Act 20 of 1943 as amended, which delegates the authority to manage the City’s investment program to the City Treasurer; and

WHEREAS, the Policy provides that the City Treasurer shall maintain a listing of financial institutions and broker/dealers authorized to provide investment services on behalf of the City; and

WHEREAS, the City wishes to authorize these financial institutions or broker/dealers to provide investment services for the City; and

WHEREAS, Section 7.0 of the Policy provides that the authorized listing of financial institutions, approved depositories, and broker/dealers shall be approved annually by a resolution of the City of Saugatuck City Council; and

WHEREAS, the City further wishes to authorize the City Mayor, City Mayor Pro-Tem, City Manager, and City Treasurer/Finance Officer to act as signatories on behalf of the City; and

WHEREAS, the City wishes to authorize and permit the authorized listing of financial institutions, approved depositories, and broker/dealers to allow these signatories, on behalf of, and as an authorized person of the City, to exercise all of the powers necessary to invest City funds in accordance with the Policy;

NOW, THEREFORE, IT IS RESOLVED:

1. The City designates the following financial institutions, depositories, and broker/dealers (“Qualified Institutions”) as depositories for the funds of the City and approves and authorizes the Qualified Institutions to provide investment services on behalf of the City:
 - a. TCF
 - b. Macatawa Bank
 - c. Fifth Third Bank
 - d. Huntington National Bank
 - e. Mercantile Bank
 - f. Michigan CLASS
 - g. Chase Bank
 - h. Old National Bank
 - i. Grand River
 - j. 1st National Bank Michigan
 - k. 1st National Bank of America
 - l. Horizon Bank
2. The City authorizes the following City Officers to act as signatories (“Authorized Signatories”) on behalf of the City:
 - a. Holly Anderson, Mayor
 - b. Lauren Stanton, Mayor Pro-Tem
 - c. Ryan Cummins, City Manager
 - d. Nicole Bredeweg, City Treasurer/Finance Officer
3. The City authorizes and permits the Qualified Institutions to allow the Authorized Signatories, on behalf of and as an authorized person of, the City, to exercise any powers necessary to invest City funds in accordance with the Policy, including, but not limited to the following:
 - a. Open any deposit account(s) in the name of the City;
 - b. Sign checks, drafts, notes, acceptances or other orders for the payment of money or otherwise withdraw or transfer funds on deposit with the Qualified Institutions;
 - c. Endorse checks, drafts, notes, bills, certificates of deposit, or other instruments owned or held by the City for deposit in any account established at a Qualified Institution, or for collection or discount by a Qualified Institution.
 - d. Borrow money on behalf of and in the name of the City;
 - e. Sign, execute, and deliver promissory notes or other evidences of indebtedness;
 - f. Endorse, assign, transfer, mortgage, or pledge property now owned or hereafter owned or acquired by the City as security for sums borrowed;
 - g. Guarantee payment of all bills received, negotiated or discounted;
 - h. Waive demand, presentment, protest, notice of protest and notice of non-payment;
 - i. Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box or Night Drop (Depository) Box;
 - j. Authorize the debiting of any of the City’s accounts for the purpose of purchasing an investment instrument at any of the Qualified Institutions;

- k. Authorize the holding of investment instruments in a Qualified Institution's safekeeping area;
 - l. Authorize a Qualified Institution to distribute or reinvest investment funds upon maturity; and
 - m. Make any other contracts, agreements, stipulations, or orders which the signatories may deem advisable to effectuate the terms of the Policy.
- 4. The City authorizes the Authorized Signatories to receive investment rate information via facsimile at the following facsimile numbers, or at the following email addresses:
 - a. Holly Anderson, Mayor
(615) 319-6123
holly@saugatuckcity.com
 - b. Lauren Stanton, Mayor Pro-Tem
(616) 970-4568
lstanton@saugatuckcity.com
 - c. Ryan Cummins, City Manager
(269) 857-2603
rcummins@saugatuckcity.com
 - d. Nicole Bredeweg, City Treasurer/Finance Officer
(269) 857-2603
nicole@saugatuckcity.com
- 5. The City authorizes the Qualified Institutions to honor, receive, certify, or pay all instruments signed by the Authorized Signatories in accordance with this Resolution and agrees to the terms and conditions of an account agreement properly executed by the Authorized Signatories.
- 6. Any instrument, document, or other thing authorized to be executed as provided for in this Resolution shall only be effective if signed by at least two of the Authorized Signatories.
- 7. This Resolution shall be effective until express written notice of its rescission, revocation, modification or replacement is received by the Qualified Institutions.
- 8. The City authorizes the Mayor and Clerk to execute any and all documents necessary to effectuate the terms of this Resolution.
- 9. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are rescinded.

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

RESOLUTION NO. 241125-A DECLARED ADOPTED.

Holly Anderson, Mayor

Date

Jamie Wolters, City Clerk

Date

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 November 25th, 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



City Council Agenda Item Report

FROM: Luke Thompson Director of Planning and Zoning

MEETING DATE: 11/25/2024

SUBJECT: Planning Commission Appointment

DESCRIPTION:

On October 28, 2024 the City Clerk provided notice that the city is accepting applications for the Planning Commission. Applications were received and applicants met with myself, Planning Commission Chair Manns and Mayor Anderson. After deliberation it is unanimously recommended that Auston Marineau be appointed to replace the open Planning Commission position and serve the remaining term.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

Planning Commission Chair, Steven Manns, was provided with a copy of the applications and interview questions, participated in the interviews, and provided his recommendations to Mayor Anderson.

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to appoint Auston Marineau to the Planning Commission with a term ending July 1, 2025.

Jamie Wolters

From: no-reply@weebly.com
Sent: Monday, October 21, 2024 3:45 PM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

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

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

Submitted Information:

Name

Auston Marineau

Email

[REDACTED]

Home Phone Number

[REDACTED]

Mobile Phone Number

[REDACTED]

Address

[REDACTED]

Saugatuck, Michigan USA 49453

Current Employer

Michigan Supreme Court

Occupation/Position

Judicial Law Clerk

Business Phone Number

[REDACTED]

Business Reference Name

Elizabeth Kingston-Miller

Business Reference Phone Number

[REDACTED]

Business Reference Email

[REDACTED]

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

No

If yes, please explain:

Are you a City of Saugatuck resident?

Yes

Are you a registered City of Saugatuck voter?

Yes

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

Yes

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

1

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

Please see attached cover letter.

Digital Signature

Auston Marineau

Submitted Files

Cover Letter

[REDACTED]

Resume

[REDACTED]

Auston (AJ) Marineau

October 21, 2024

Saugatuck City Council
102 Butler St
PO Box 86
Saugatuck, MI 49453

Dear Members of the Saugatuck City Council,

With the recent appointment of Joe Clark to the City Council and the forthcoming vacancy on the Planning Commission, I am writing to express my interest in serving on the city's Planning Commission. Having returned to Saugatuck, the community where I grew up, I feel a deep connection to both its history and its future. Although my qualifications may not be traditional for this role, I believe my diverse experiences, combined with my unique perspective as a young professional, can contribute meaningfully to the city's long-term vision.

This past May, I graduated with honors from the University of Michigan Law School, and shortly after began clerking for the Chief Justice of the Michigan Supreme Court. This role has given me substantial exposure to legal research, drafting key legal documents, and understanding the intricacies of governance. During my time at the University of Michigan Law School, I held positions in both the private sector at some of the world's largest law firms and in public service, including working in Governor Whitmer's Office of Legal Counsel as a senior law clerk for nearly a year. These experiences have helped me develop a well-rounded approach to solving complex issues—something I believe is essential to the evolving challenges faced by Saugatuck.

Before embarking on my legal career, I served as an infantry officer in the U.S. Army for seven years, with deployments to Afghanistan, Iraq, and Syria. In leading diverse teams in high-pressure environments, I honed skills in project management, coordination across various stakeholders, and making strategic decisions in rapidly changing situations. These experiences instilled in me a sense of discipline, responsibility, and teamwork that I believe can be a valuable asset to the Planning Commission.

Growing up in Saugatuck, I had the privilege of being involved in various roles within the community—attending Saugatuck Public Schools, working in local restaurants, at the Saugatuck/Douglas Convention and Visitors Bureau, and as a tour guide for Saugatuck Dune Rides, among others. All of these experiences provided me with an intimate knowledge of our local history, natural beauty, and what makes Saugatuck such a special place. My personal experiences, combined with my family's longstanding connection to the area—my grandfather having served as the town doctor for over 40 years—have helped me build a strong connection with residents and visitors alike, a connection that I would like to deepen by giving back to the community that shaped me. These experiences have also given me a unique perspective on the balance between preserving our heritage and fostering growth.

At 32, I recognize that I am younger than many who have served on the Planning Commission. However, I see this as a strength rather than a limitation. My generation has a vested interest in shaping Saugatuck's future, ensuring it remains a vibrant, thriving community for decades to come. I believe my age provides a fresh outlook, and I am deeply committed to working with the city to build a long-term vision that honors Saugatuck's past while preparing it for future challenges and opportunities.

Thank you for considering my application. It would be an honor to contribute to the ongoing success of our community, and I look forward to the opportunity to serve on the city's Planning Commission.

Very Sincerely,
Auston Marineau

Auston (AJ) Marineau

Saugatuck, Michigan 49453

EDUCATION

UNIVERSITY OF MICHIGAN LAW SCHOOL

Juris Doctor

Ann Arbor, MI

May 2024

- Honors: Graduated *Cum Laude*; Pro Bono Pledge; Dean's Scholarship Recipient
- Activities: Michigan Journal of International Law – Executive Editor; Michigan Law Veterans Society – Co-President; National Security Law Society – Co-President; Syrian Accountability Project – Chief Investigator; Michigan Law Softball Team Member

INDIANA UNIVERSITY

Bachelor of Arts in History

Bloomington, IN

May 2014

- Activities: Men's Soccer Varsity Letterman (Lake Forest College)
- Worked 25-40 hours per week in restaurant and tourism industries during undergraduate studies

EXPERIENCE

MICHIGAN SUPREME COURT

Judicial Law Clerk to Chief Justice Elizabeth T. Clement

Lansing, MI (August 2024 – Present)

- Responsible for researching and drafting all manners of memorandum, opinions, and orders; assist in coordinating the Chief Justice's communications within the court and assist with her administrative responsibilities and taskforce work

COOLEY LLP

Litigation Summer Associate (received offer of employment; will begin as associate in Chicago following clerkship)

Boston, MA (May – July 2023)

- Conducted legal research and drafted memoranda on complex litigation matters, providing critical support in case preparation, strategy development, and legal analysis
- Drafted and reviewed various legal documents, including motions, briefs, and discovery requests, ensuring accuracy, adherence to procedural requirements, and alignment with client objectives

OFFICE OF LEGAL COUNSEL FOR THE OFFICE OF THE GOVERNOR OF MICHIGAN

Senior Law Clerk

Lansing, MI (August 2022 – May 2023)

- Analyzed legislation for regulatory, constitutional, and other legal and policy deficiencies; delivered legal research, analysis, and memoranda regarding a variety of legal and policy issues concerning both the state of Michigan and the Office of the Governor

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

Summer Associate (received return offer for 2L summer)

Detroit, MI (May – July 2022)

- Drafted a \$5 million bond purchase agreement; created a 50-state survey regarding the implications of remote work on various state tax and employment laws and regulations; managed two expungement cases in coordination with the City of Detroit's Project Clean Slate
- Authored 10+ memoranda on topics including commercial litigation, guaranties, labor and employment, immigration, and real estate

UNITED STATES ARMY

(November 2014 – August 2021)

Infantry Officer, Honorably Discharged at the rank of Captain

Aide-de-Camp to Deputy Commanding General

Iraq; Syria; Fort Hood, TX (April 2019 – August 2021)

Assistant to a Two-Star British General charged with oversight of Coalition Forces in Iraq and Syria and ~95,000 U.S. soldiers

- Planned, facilitated, and prepared the General for engagements with a variety of entities, including the United Nations, NATO, and senior Defense and State department representatives from over 40 countries
- Managed the efforts of a 500 person staff tasked with preparing in-depth analysis and presenting options to shape the future of the mission to defeat ISIS, affecting the interests of 83 countries and ~20,000 military personnel
- Prepared speeches and official correspondence for the General; assisted with drafting whitepapers regarding Coalition and U.S. policy in Iraq and Syria which were routinely distributed to heads of state and top U.S. officials

Executive Officer

Iraq; Kuwait; Fort Hood, TX (June 2017 – March 2019)

Second-in-command of an 850-person multinational company focused on logistics during a 13-month combat deployment

- Ranked in the top 1% of Army Officers in formal evaluation
- Designed and implemented company accountability program to secure ~3,000 pieces of highly sensitive military equipment valued at \$200 million across 11 bases, spanning three countries, without any loss

Platoon Leader

Afghanistan; Fort Hood, TX (January 2016 – May 2017)

- Planned and conducted ~90 combat missions, synthesizing complex information and competing priorities into coherent and understandable orders; ranked as the #1 officer over 22 officers in formal evaluation
- Directed the daily operations of a 45-person team with military experience ranging from 1-17 years

SAUGATUCK DUNE RIDES

Tour Guide

Saugatuck, MI (May 2013 – October 2014; May – September 2024)

- Operated a 20-seat dune buggy, providing one-hour guided tours filled with local history, folklore, and a bunch of corny jokes

ADDITIONAL

Volunteer: Service to School Undergraduate and JD Ambassador

Interests: Playing all sports, trail running, Detroit professional sports teams, long walks and frequent beverage stops with my wife and dog

Security Clearance: Top Secret / Sensitive Compartmentalized Information Security Clearance

Jamie Wolters

From: no-reply@weebly.com
Sent: Sunday, November 3, 2024 2:41 PM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

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

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

Submitted Information:

Name
Julie Maguire

Email
[REDACTED]

Home Phone Number

Mobile Phone Number
[REDACTED]

Address
[REDACTED]
Saugatuck, MI USA 49453

Current Employer

Self

Occupation/Position

Certified Real Estate Appraiser

Business Phone Number

[REDACTED]

Business Reference Name

Dave Van Stensel

Business Reference Phone Number

[REDACTED]

Business Reference Email

[REDACTED]

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

No

If yes, please explain:

Are you a City of Saugatuck resident?

Yes

Are you a registered City of Saugatuck voter?

Yes

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

Yes

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

1

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

I have been a year-round resident for the last 7+ years and a part time resident from 2011-2017. I am a patron and strong supporter of our downtown businesses and waterfront. I have been involved in appraising and real estate consulting for over 30 years.

Digital Signature

Julie Maguire

Submitted Files

Resume

[REDACTED]

Julie Maguire

Saugatuck, MI 49453



Experience

Certified Real Estate Appraiser 2007 - Present

J. Maguire Appraisal, Ltd. Grand Rapids, MI & Saugatuck, MI

Certified Real Estate Appraiser experienced at all levels of 1-4 family property appraisal. Federally related transactions, ERC relocation, review appraisal, REO, complex and/or waterfront appraisal, estate planning.
FHA approved.

Certified Real Estate Appraiser 1986 – 2007

A Van Stensel & Son, LLC Grand Rapids, MI

Certified Appraiser, State Licensed Appraiser and Trainee.
Performed all office procedures, full time apprenticeship, all appraiser services.
1993 - Obtained "State Licensed" level of Michigan licensure.
2004 - Obtained "Certified Residential" level of Michigan licensure.

Education

- Grand Rapids Community College – Business Management
- Admiree, Holloway's Institute, McKissock Appraisal, Michigan Association of Realtors, Northern Michigan University, US Dept of HUD

Appraisal Related Affiliations

Worldwide ERC Relocation

Greater Regional Alliance of REALTORS (GRAR)

Summary

*In addition to all core appraisal functions mentioned above, the appraiser has extensive experience in manufactured housing, vacant land, high-rise and traditional condominiums, new construction, USPAP studies and trend assessment.

*The appraiser currently has a four county coverage zone with competency in 10 counties throughout W/SW Michigan.

*Top 1% honors at national ERC relocation conference.

*Two term panel member for GRAR Professional Standards Ethics Committee.

*The appraiser has completed 14,000+ real estate appraisal related assignments.

www.maguireappraisal.com

Jamie Wolters

From: no-reply@weebly.com
Sent: Thursday, October 31, 2024 1:37 PM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

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

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

Submitted Information:

Name

Christopher Raphael

Email

[REDACTED]

Home Phone Number

[REDACTED]

Mobile Phone Number

[REDACTED]

Address

[REDACTED]

Saugatuck, MI US 49453

Current Employer

Self employed at christhemacguy

Occupation/Position

Owner/Consultant

Business Phone Number

[REDACTED]

Business Reference Name**Business Reference Phone Number**

[REDACTED]

Business Reference Email

[REDACTED]

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

No

If yes, please explain:

Are you a City of Saugatuck resident?

Yes

Are you a registered City of Saugatuck voter?

Yes

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

Yes

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

.Kalamazoo Lake Harbor Authority

1

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

1

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

1

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

1

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

I have owned businesses, worked for the public and am semi-retired. I grew up in the community, I love it here and hope to retire here. "A day not spent in Saugatuck is a day wasted."

Digital Signature

Christopher Raphael



City Council Agenda Item Report

FROM: Ryan Cummins – City Manager
Scott Herbert – Department of Public Works Superintendent

MEETING DATE: November 25th, 2024

SUBJECT: Change Order – 2024 Asphalt Repairs

DESCRIPTION:

In August 2024, City Council gave award to Michigan Paving and Materials Co. to complete asphalt repairs and resurfacing work on roads found to have decent utilities underground, but failing asphalt at the surface. The award amount that was approved by Council was \$148,176.20. Fleis & Vandenbrink recently submitted the enclosed change order in the amount of \$146,147.59 for a price difference of \$2,028.61.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Consent Agenda

CHANGE ORDER NO. 1

Owner: City of Saugatuck
Engineer: Fleis & VandenBrink Engineering
Contractor: Michigan Paving & Materials Co.
Project: 2024 Asphalt Repair
Contract Name: N/A

Owner's Project No.: N/A
Engineer's Project No.: 3187-45
Contractor's Project No.: N/A

Date Issued: 11/05/2024

Effective Date of Change Order: 11/06/2024

The Contract is modified as follows upon execution of this Change Order:

Description:

1. Quantity Balance.
2. Final Payment Extension to confirm growth of turf restoration.

Attachments:

Change Order Breakdown Spreadsheet is attached.

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ 148,176.20	Original Contract Times: Substantial Completion: November 1, 2024 Ready for final payment: November 15, 2024
~~Increase~~ ~~Decrease~~ from previously approved Change Orders No. N/A to No. N/A: \$ -0-	~~Increase~~ ~~Decrease~~ from previously approved Change Orders No. N/A to No. N/A Substantial Completion: - Ready for final payment: -
Contract Price prior to this Change Order: \$ 148,176.20	Contract Times prior to this Change Order: Substantial Completion: November 1, 2024 Ready for final payment: November 15, 2024
~~Increase~~ Decrease this Change Order: \$ 2,028.61	Increase ~~Decrease~~ this Change Order: Substantial Completion: - Ready for final payment: 165 Days
Contract Price incorporating this Change Order: \$ 146,147.59	Contract Times with all approved Change Orders: Substantial Completion: November 1, 2024 Ready for final payment: April 15, 2025

Recommended by Engineer (if required)
By: Peter Tierney, P.E. 
Title: Project Manager
Date: 11/05/2024

Authorized by Contractor

Project Manager
11/5/2024

Authorized by Owner
By: _____
Title: _____
Date: _____

City of Saugatuck
2024 Asphalt Repairs
Change Order Breakdown

Project No.: 859770
By: PMT
Date: 11/5/2024



Item No.	Item Description	Unit	Original Contract			Change Order No. 1		Change Order No. 2		Current Contract	
			Quantity	Unit Price	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
1	Mobilization, Max 10%	LSum	1	\$12,500.00	\$ 12,500.00		\$ -		\$ -	1.00	\$ 12,500.00
2	Temporary Traffic Control	LSum	1	\$17,960.00	\$ 17,960.00		\$ -		\$ -	1.00	\$ 17,960.00
3	Cold Milling HMA Surface	Syd	8360	\$1.67	\$ 13,961.20		\$ -		\$ -	8,360.00	\$ 13,961.20
4	HMA Surface, Rem	Syd	420	\$24.00	\$ 10,080.00	(190.00)	\$ (4,560.00)		\$ -	230.00	\$ 5,520.00
5	HMA, 4EL or 13A (Base)	Ton	40	\$195.00	\$ 7,800.00		\$ -		\$ -	40.00	\$ 7,800.00
6	HMA, 4EL or 13A (Surface)	Ton	760	\$94.50	\$ 71,820.00	35.93	\$ 3,395.39		\$ -	795.93	\$ 75,215.385
7	HMA Valley Gutter	Ft	2230	\$2.50	\$ 5,575.00		\$ -		\$ -	2,230.00	\$ 5,575.00
8	Turf Restoration	Syd	40	\$24.00	\$ 960.00		\$ -		\$ -	40.00	\$ 960.00
9	Curb and Gutter, Rem	Ft	20	\$34.00	\$ 680.00	(10.00)	\$ (340.00)		\$ -	10.00	\$ 340.00
10	Curb and Gutter, Det F4	Ft	20	\$120.00	\$ 2,400.00	(10.00)	\$ (1,200.00)		\$ -	10.00	\$ 1,200.00
11	Underdrain, 6 inch	Ft	40	\$72.00	\$ 2,880.00	(12.00)	\$ (864.00)		\$ -	28.00	\$ 2,016.00
12	Dr Structure Tap, 6 inch	Ea	1	\$700.00	\$ 700.00		\$ -		\$ -	1.00	\$ 700.00
13	Shld, CI II	Ton	5	\$52.00	\$ 260.00	(5.00)	\$ (260.00)		\$ -	0.00	\$ -
14	Gate Box, Adj, Case 1	Ea	1	\$600.00	\$ 600.00	3.00	\$ 1,800.00		\$ -	4.00	\$ 2,400.00
					\$ 148,176.20	\$ (2,028.61)		\$ -		\$ 146,147.59	

Contractor's Application for Payment

Owner:	City of Saugatuck	Owner's Project No.:	N/A
Engineer:	Fleis & VandenBrink	Engineer's Project No.:	3187-45
Contractor:	Michigan Paving and Materials	Contractor's Project No.:	N/A
Project:	2024 Asphalt Repairs		
Contract:	N/A		
Application No.:	1	Application Date:	November 5, 2024
Application Period:	From October 15, 2024	to	November 1, 2024

1.	Original Contract Price	\$	148,176.20
2.	Net change by Change Orders	\$	-2,028.61
3.	Current Contract Price (Line 1 + Line 2)	\$	146,147.59
4.	Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	142,750.09
5.	Retainage		
	a. 5 X \$ Work Completed	\$	7,137.50
	b. 0 X \$ Stored Materials	\$	
	c. Total Retainage (Line 5.a + Line 5.b)	\$	7,137.50
6.	Amount eligible to date (Line 4 - Line 5.c)	\$	135,612.59
7.	Less previous payments (Line 6 from prior application)		0.00
8.	Amount due this application	\$	135,612.59
9.	Balance to finish, including retainage (Line 3 - Line 4)	\$	10,535.00

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor:	Seth Vanderkooi	
Signature:	Seth VanderKooi	Date: 11/5/2024

Digitally signed by Seth Vanderkooi
Date: 2024.11.07 15:16:46 -05'00'

Recommended by Engineer

By: 
Peter Tierney, PE

Title: Project Manager

Date: 11/5/2024

Approved by Funding Agency

By: N/A

Title:

Date:

Approved by Owner

By:

Title:

Date:

By: N/A

Title:

Date:

City of Saugatuck
2024 Asphalt Repairs
Pay Application Breakdown

Project No.: 3187-45
By: PMT



Item No.	Item Description	Unit	Current Contract			Pay Application No. 1		Pay Application No. 2		Completed to Date	
			Quantity	Unit Price	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
1	Mobilization, Max 10%	LSum	1.00	\$12,500.00	\$ 12,500.00	1.00	\$ 12,500.00		\$ -	1.00	\$ 12,500.00
2	Temporary Traffic Control	LSum	1.00	\$17,960.00	\$ 17,960.00	1.00	\$ 17,960.00		\$ -	1.00	\$ 17,960.00
3	Cold Milling HMA Surface	Syd	8,360.00	\$1.67	\$ 13,961.20	8,360.00	\$ 13,961.20		\$ -	8,360.00	\$ 13,961.20
4	HMA Surface, Rem	Syd	230.00	\$24.00	\$ 5,520.00	230.00	\$ 5,520.00		\$ -	230.00	\$ 5,520.00
5	HMA, 4EL or 13A (Base)	Ton	40.00	\$195.00	\$ 7,800.00	27.50	\$ 5,362.50		\$ -	27.50	\$ 5,362.50
6	HMA, 4EL or 13A (Surface)	Ton	795.93	\$94.50	\$ 75,215.39	795.93	\$ 75,215.39		\$ -	795.93	\$ 75,215.39
7	HMA Valley Gutter	Ft	2,230.00	\$2.50	\$ 5,575.00	2,230.00	\$ 5,575.00		\$ -	2,230.00	\$ 5,575.00
8	Turf Restoration	Syd	40.00	\$24.00	\$ 960.00	0.00	\$ -		\$ -	0.00	\$ -
9	Curb and Gutter, Rem	Ft	10.00	\$34.00	\$ 340.00	10.00	\$ 340.00		\$ -	10.00	\$ 340.00
10	Curb and Gutter, Det F4	Ft	10.00	\$120.00	\$ 1,200.00	10.00	\$ 1,200.00		\$ -	10.00	\$ 1,200.00
11	Underdrain, 6 inch	Ft	28.00	\$72.00	\$ 2,016.00	28.00	\$ 2,016.00		\$ -	28.00	\$ 2,016.00
12	Dr Structure Tap, 6 inch	Ea	1.00	\$700.00	\$ 700.00	1.00	\$ 700.00		\$ -	1.00	\$ 700.00
13	Shld, CI II	Ton	0.00	\$52.00	\$ -	0.00	\$ -		\$ -	0.00	\$ -
14	Gate Box, Adj, Case 1	Ea	4.00	\$600.00	\$ 2,400.00	4.00	\$ 2,400.00		\$ -	4.00	\$ 2,400.00
Total					\$ 146,147.59		\$ 142,750.09		\$ -		\$ 142,750.09
							Retainage: \$ 7,137.50		\$ -		\$ 7,137.50
							Application Amount: \$ 135,612.59		\$ -		\$ 135,612.59



City Manager Report

November 25, 2024

Employee Handbook

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

Purchasing Ordinance

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

Ethics Policy

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

Dune Ridge Litigation

- On 6/26/23, then Chief Circuit Judge Robert Kengis dismissed two claims asserted by Dune Ridge in its lawsuit against the City which alleged that the City promised that it would not regulate any structures over the water on its property and that the City breached this promise by regulating Dune Ridge's floating homes. Judge Kengis granted the City's motions for summary disposition on Dune Ridge's allegations of breach of contract and promissory estoppel, ruling that the City made no promise to refrain from regulating Dune Ridge's property.
- These rulings, along with prior rulings from Judge Kengis, firmly established that the City has the authority to regulate floating homes and that the City has not breached its agreement with Dune Ridge by regulating the floating homes at its property.

- Dune Ridge subsequently appealed these rulings. Oral argument before the Michigan Court of Appeals was recently set for December 4 at 11a.

Goals, Priorities, and Strategy

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

Short-Term Rentals

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

Maple Street

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

Water Service Material Verification

- We are still requesting help with verifying water service material going into each home and business. Photos of the water line entry into the homes can be uploaded at <https://bit.ly/saugatuckupload> or emailed directly to jmoxey@fveng.com
- The contractor continues to work diligently on verifications of other water service sections. We have provided an initial report to EGLE as required. We will be updating it with further detail after the contractor completes the work.

Blue Star Trail

- C2AE continues to work on updates and grant amendments. Plans, specs, and cost estimate revisions based on MDOT grade submittal comments are in progress to be completed by 11/15. No major changes to the trail layout are required. MDOT is requiring some modification to the structural design of the boardwalk that will increase the estimated cost.
- MDOT recently advised they received concerns from a Tribal Nation. They started

coordination and are working to come to mitigation. Until mitigation is complete, final plans & specs are unable to move forward to the next stage of review prior to bid letting.

- Unfortunately, we did not receive the grant for the proposed traffic signal. As a reminder, we did budget \$200,000 for a traffic signal. Updated traffic signal estimates are still forthcoming. The final decision will still be up to Council.

AT&T Cellular

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

Treasurer Report
November 21, 2024



Tax:

- Got a more in-depth tutorial from Peter on how to run the Winter tax bills – they are ready to run on Tuesday (for a Wednesday mailing)
- Updated the brush and leaf schedule / other info for the back of the tax bill. This, too, is ready to go.
- Tweaked my understanding of the payout schedule and the how-to on it (specifically, recording after-due-date interest)
- Worked with the Assessor on a veteran's exemption.

Payables:

- Continue to convert the vendors from Peter's account information to mine
- Worked with BS&A to tweak the payables process – a vendor that normally gets one disbursement for many invoices ended up getting their disbursements for each invoice separately.
- Worked with vendors on a variety of minor invoicing questions
- Updated Michigan Gas with our sales tax exemption form.

Miscellaneous:

- In the process of learning how to do a bank reconciliation via BS&A. 95% through July's bank reconciliation. Approximately 50% through August.
- Learned how to record investment interest and caught up on the last month or two.
- Received, installed, and implemented a check cashing machine.
- Finally tied up the Culver Street review and submitted for the payout to the school
- Assisted with the audit on a couple of items (report and pulled some payables invoices)
- Prepped the Resolution for Signatories
- Updated Comcast with fresh W9 information.

Payroll:

- Helped facilitate the new DPW guy's medical testing/CDL license paperwork that was required
- Working on setting up new 'employees' (boards and election workers)
- Working to develop processes and procedures to eliminate inefficiencies and potential errors
- Attended a webinar on the new mandatory paid sick time rules that are coming up
- Processed the 11/22/24 payroll, including the election workers



City Clerk Staff Report

November 25, 2024

- Coordinated the preparation of meeting packets and recorded minutes.
- Reviewing the 2024 S-15 Supplement draft of the Code of Ordinances provided by legal publishing for accuracy.
- Currently processing a pending FOIA request.
- Added the Short-Term Rental page to the city's website: [CLICK HERE](#)
- Began preparations to update the master calendar and the city website with 2025 meeting information for all committees, boards, and commissions.
- Administered oaths of office to newly elected City Council members.
- Assisted residents in-person, via email, and by phone with various questions and concerns.
- Updated the city's social media platforms with relevant information to keep the community informed.
- Meetings:
 - Department Head Meeting
 - CVB 2025 Calendar Planning Meeting
 - City Council Meetings
 - Safety planning finalized for the Holiday Parade



Planning, Zoning and Project Report

November 25, 2024

Planning and Zoning

- Created packets for monthly meetings.
- Sent multiple violation notices for outdoor seating after November 1.
- Followed up on general enforcement.
- Discussions and meetings with legal council for various topics.
- Discussed special land use and site plan requirements for project within the CRC District.
- Went onsite to approve final Zoning Inspection of multiple projects.
- Spoke with owners and realtors about Short term rental regulations.
- Scheduled and interviewed potential Planning Commissioners.
- Continued discussion about future goals of Planning Commission with Chair.
- Attending monthly meetings with Staff.
- Completed planning and zoning casework as outlined in the chart below.

Closed Casework

246 Butler St	Spoke about potential façade improvements and processes that should be followed with resident. Provided resources.	HDC
545 Spear	Spoke with resident about demolition requirements, provided resources.	Zoning
142 Butler St	Right of way permit application for dumpster received. Permit Issued.	ROW
306 Mary St	Contractor came in to discuss internal project at 306 Mary St, provided resources.	MTS
339 N Maple St	Tree Removal Application received. Sent to DPW Director	DPW
229 Francis	Application received for replacing deck and other misc. items. Permit Issued.	Zoning
807 Lake St 2	Spoke with resident about insurance information for str.	STR
700 N Maple	Spoke with resident about STR and ADU STR. Provided resources.	STR
135 Taylor	STR License app. Items needed Due 09-23-2024. answered questions on local agent. Information received. Sent to fire department. Inspection failed. Reinspection invoice sent. License issued.	STR
138 Mason	Answered questions about STRs in City Central. Provided resources.	STR
142 Butler St	Spoke to engineer about potential future sidewalk cut for new frost wall. Provided resources.	ROW
184 Park	On site inspection for MTS	MTS
986 Allegan St	Resident reached out with questions about extending walkway in city row. Sent questions to engineer. Engineer believes project is administrative approvable, DPW recommends ensuring the height doesn't extend passed street asphalt. Permit issued.	row
220 Culver St Malu	Observed outdoor seating. Emailed owner to remove. Owner agreed to remove.	Enforcement
220 Culver St El Burrito Feliz	Observed outdoor seating. Emailed owner to remove. Removed.	Enforcement
568 Mason	Developer reached out with proposal for additional hardscaping, corresponded with engineer and emailed developer with requirements for this additional work. Emailed developer with stipulations, stated payment is required for amendment to site plan. Payment received, site plan amended.	Zoning
417 Spear St	Spoke with resident about adding water and sewer lines to ADU and expanding existing driveway. Provided resources.	Zoning
700 N Maple	Received application for new water line. MTS to handle inspection for the water service. Permit issued with engineer stipulations.	ROW
322 Culver	Reached out to republic to determine amount of parking spaces necessary for reliable pickup of dumpsters. Emailed police department for thoughts. Discussion continues with potential signage in lot at 322. Reached out to republic to see if moving the refuse container would be the better option. Emailed applicant with staffs decision and correspondence with republic. emailed owner to set meeting date to find resolution. met with owners and went on site to discuss possible expansion to trash enclosure. Owner believes rearranging trash receptacles may address issues.	CC
740 Lake St	HDC Application received. Sent to Contract Planner. HDC Approval Received.	HDC

142 Butler St	Had meeting with owners to discuss requirements for Historic District Commission and Planning Commission. HDC Application received. Spoke to applicant in regards to appropriate work that can be done without zoning permits. HDC application approved.	HDC
142 Butler St	Noticed Sidewalk closed off, reached out to owner to ask that the closure be removed.	Enforcement
403 Water St	Answered questions in regards to use changes. Applicant is looking to change use of establishment to accommodate a Wellness Center. Provided resources.	Zoning

Open Casework

720 Butler #9	STR License app. Existing STR. Item needed. Items received. Sent to Fire Department for inspection.	STR
1021 Holland	STR License app. Existing STR. Items needed. Items received. Sent to Fire Department for inspection. Inspection failed, reinspection fee required. Reached out to local agent for fee.	STR
1026 Holland St	ROW Permit received. Payment Received. Sent to engineer.	ROW
120 Mary	Zoning App. Sent concerns to applicant. Responses sent back to Planner. Emailed builder with concerns.	Zoning
110 120 Park	Lot Line Adjustment. Email sent to applicant for additional info. Info provided. Asked for legal description.	Zoning
646 Francis	SF Res application. Additional information required. Additional information provided, sent to planner. Sent invoice. Paid. Sent to planner. Emailed applicant with request for height and adjustments to ADU. New plan received. Emailed Contract planner with questions on new plan.	Zoning
246 Butler	HDC Façade improvements. Additional information required. Information provided. Explained to applicant that next meeting is November 7, and additional fee of \$200.00 is required.	HDC
102 Butler	Application for Sign in City ROW.	CC
515 St Joseph	STR Renewal of Accessory Structure. No SLU obtained, advised they need to go before the PC. Had meeting to discuss case. Received SLU App. Requested information on Gross Finished Floor Measurements.	PC
550 Dune grass Circle	Received notice of violation from EGLE.	Enforcement
249 Mason St	Stop work order issued for unpermitted outdoor deck. HDC app and Zoning App required. Emailed Owner for more information. Emailed owner to follow up. HDC Application received. Sent to Contract Planner . HDC approved application, sent resources for Zoning Permits. and emailed about change of use permit requirements.	Enforcement
149 Lucy	HDC application for addition to SF RES. Advised that SLU would be needed also. Passed to Planner. SLU Application received. Scheduled for 10-16-2024 HDC. 10-17-2024 PC. Spoke to applicant about language referring to average distance from lot lines.	HDC/PC
246 Butler	Façade improvements. Sent to HDC Chair to confirm need for meeting. Sent concerns to applicant.	HDC
568 Mason	Emailed Contractor about damaged water line. Sent application to engineer. Asked applicant for more information. Confirmed Drawings are being made. Spoke with developers about issue.	KLWSA
981 Ridgeview Ln	STR License App. Existing STR. Sent to fire department for inspection. License issued.	STR
413 Lake St	contractor looking to replace windows. Advised that hdc meeting is required, sent resources.	HDC

615 Park	Emailed legal with questions raised by occupant of 615 Park. Emailed MTS for permits issued to the property. Contractor notified me of incoming letter from condo associations lawyers.	Zoning
727 Butler St	Reached out in regards to concerns raised by HDC due to materials on site. Sent HDC application to owner. Asked owner for more information. Reached out to owner as no response was received.	HDC
220 Water St	Observed addition to structure at rear of property with no historical or zoning permits. Discovered structure is nonconforming due to its location on city property. Issued stop work order. Spoke with owner in regards to requirements to go before Historic District Commission. Provided resources.	Enforcement
403 Water St	Spoke with applicant about proposed fence project. Provided HDC application and Fence regulations.	HDC
124 Elizabeth St C	Received report of rental without license. Sent information for enforcement.	Enforcement
611 Lake St	Pool application received. Advised that property is located within the Historic District and will require HDC approval.	HDC
988 Ridgeview Ln	Application for SF Residence Received. Application for new water sewer lines received.	Zoning
118 Hoffman	Observed outdoor seating. No email address on file, called with no answer. Emailed owner.	Enforcement
333 Culver	HDC Application received for replacement of garage doors. Emailed applicant for payment.	HDC
249 Culver St Unit 1	Existing STR. Received application for STR License. Sent to Fire Department.	STR
249 Culver St Unit 2	Existing STR. Received application for STR License. Sent to Fire Department.	STR
60 Griffith St	Existing STR. Received application for STR License. Sent to Fire Department.	STR



Department of Public Works Report

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 11/12/2024:

Status Update - Willow Tree at Cook Park:

On Friday November 15th, Ed Dowd's Crane Service completed reduction work on the damaged Black Willow tree at Cook Park. The main goal of this work was to improve safety by reducing weight above the internal pocket of decay that was revealed after wind damaged the tree. While working, Ed identified several stress fractures that were concerning. The plan is still to remove the tree completely, which most likely take place in December and the wood is being stored at the Public Works facility until next steps are decided.

Christmas Decorations:

In addition to the tree wrap lights that Chips Groundcover installs along the City's streetscape, Public Works has finished installing Christmas decorations at the following locations:

- City Hall
- Jones Park
- Palette Sign
- Utility Poles
- Wicks Park
- Coghlin Park
- North Street Saugatuck Sign
- Rose Garden
- Village Square

Asphalt Patching:

Asphalt plants closed on November 20th for the winter. Before closing, Public Works was able to get a final load of hot mix asphalt (HMA) for pothole repairs and rebuilding road shoulders. Any new potholes that develop between now and spring will have to be filled with temporary cold patch which is more of a short-term fix compared to HMA asphalt.

Brush and Leaf Collection:

The first brush and leaf collection for the month was scheduled for November 12th and 13th. During that week Public Works trucked approximately 200 dump truck loads of material out of

the City which took 4 full days of work. This collection was likely the peak for the year in terms of volume so we're expecting the final brush and leaf collection to be a lighter lift. The final collection is scheduled for November 25th and 26th. Typically, these collections begin on Tuesdays, however, this final collection was switched to begin on Monday to give Public Works staff the best chance of completing the collection before leaving on Thanksgiving break.

Meetings:

- **11/12/2024** – DPW Weekly Goals Meeting
- **11/12/2024** – City Council Meeting
- **11/13/2024** – Department Head Team Meeting
- **11/15/2024** – DPW Weekly Goals Follow Up Meeting
- **11/18/2024** – DPW Weekly Goals Meeting
- **11/20/2024** – Blue Star Trail Update Meeting
- **11/22/2024** – DPW Weekly Goals Follow Up Meeting

**City of Saugatuck
Status Report of Engineering Activities
November 21, 2024**

General Consultation

- 2024 Asphalt Repairs: Contractor is addressing final punch list items and we are working on final paperwork.
- Sea Wall and Concrete Repairs: Prepared a proposal for design and bidding of a project with several repair sites along the sea wall and elsewhere. The various components can be addressed as a single project, as contemplated in the proposal, or individually.
- Village Square Court Renovation: Prepared a cost estimate for court resurfacing and other improvements in the park to assist with finalizing the project scope and method of delivery.

Water System Asset Management Plan

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

EGLE Technical, Managerial and Financial (TMF) Project

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

Mt. Baldhead Projects

- AT&T Project Assistance
 - Providing assistance on an as-needed basis.
- Restroom Building Replacement
 - Design work is nearly complete. We are finalizing the electrical design and preparing bid documents.
 - The EGLE/USACE Critical Dunes permit and Allegan County Soil Erosion & Sedimentation Control permit applications have been submitted.
 - We are working toward putting the project out for bids in December/January for spring 2025 construction, depending on the timeframe for permits.
- Observation Platform Replacement
 - Design work is progressing. Additional survey work is complete.
 - The Allegan Conservation District has provided the Vegetation Removal Assurance, which is a report required for the EGLE/USACE Critical Dunes Permitting. The report evaluates impacts on vegetation, native, non-native and invasives, and provides guidance for the design and construction. The report includes guidance for several of the unhealthy, dead or undesirable species to be removed as part of the project and replaced with native/desirable ones.
 - Timeframe for construction will be dependent on stakeholder input and timing for final design, permitting and bidding.

Maple Street Improvements – Study Phase

- Budgetary cost estimates for the various components of the project are complete and a meeting will be scheduled with Township representatives soon to discuss project scope and cost sharing.
- We anticipate presenting the report to council in December 2024.
- The City's MDOT Category B grant was selected for funding this year. This grant will fund \$250,000 of the road restoration costs on the project. Attended a kickoff meeting with the MDOT grant coordinator.
- We are currently anticipating design starting in early 2025 and construction starting in late 2025 or early 2026. MDOT would like to see construction start as soon as possible but we noted that the project scope and cost sharing is still in process before design can officially commence.

Park Street Improvements – Study Phase

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



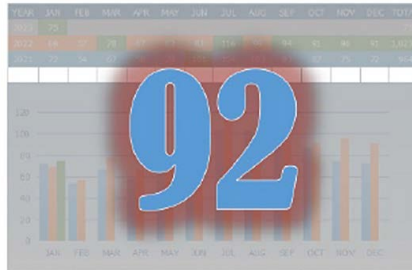
ADMINISTRATIVE FIRE BOARD SAUGATUCK CITY COUNCIL UPDATE OCTOBER 2024



Incidents 2024

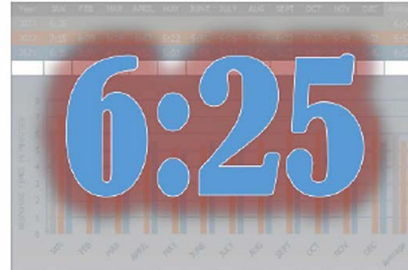


Incidents 2024



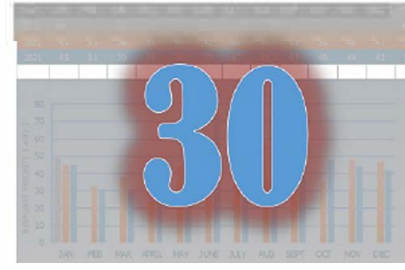
October recorded 92 calls. It is an increase from October 2023 that showed 82 calls and a new record for October. Overall for the first 10 months we are up 160 calls or a total of 985 compared to 825 last year, an increase of 19%.

Response times 2024



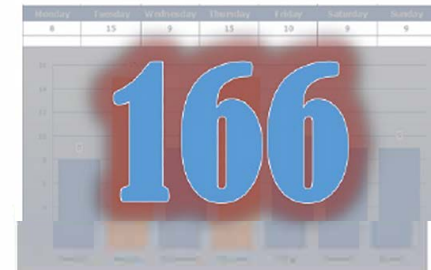
Our October response time of 6:25 showed a decrease compared to last month of 7:12. Year to month shows an average response time of 6:38.

Emergent Calls 2024



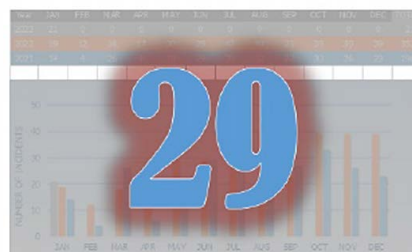
October showed 30 emergent calls (lights and siren) a decrease compared to October of last year that showed 34 emergent calls. Year to month shows 338 calls in this priority.

Time of Day Day of the Week



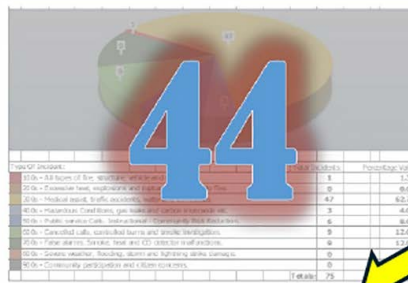
Saturday is still the busiest day of the week in 2024 with 166 calls followed by Sunday with 145. The remainder of the week is within the 123-140 range. The hours from 8AM-9PM still count for the most busy timeframe of the day.

Overlapping Calls 2024



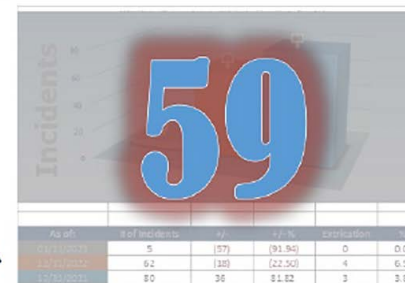
29 overlapping calls in October shows an increase compared to 26 in October 2023. 32% of our calls in October were overlapping. Year to month shows 309 overlapping calls or 31% of our overall call volume.

Type of Calls 2024



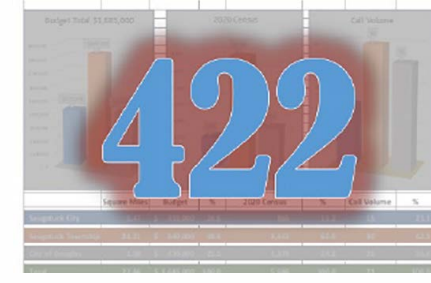
October recorded 44 calls in FMS or 48% of all calls. The most common call type in this category is Falls with 98 or 16% of all EMS calls. General sickness is second with 80 or 13%.

Motor Vehicle Incidents (MVI) 2024



56 MVIs (i.e., crashes, car fires etc.) compared to 49 in the same period last year. We have experienced two MVI since the July completion of the roundabout. The latest one was a hit and run incident.

Municipality 2024



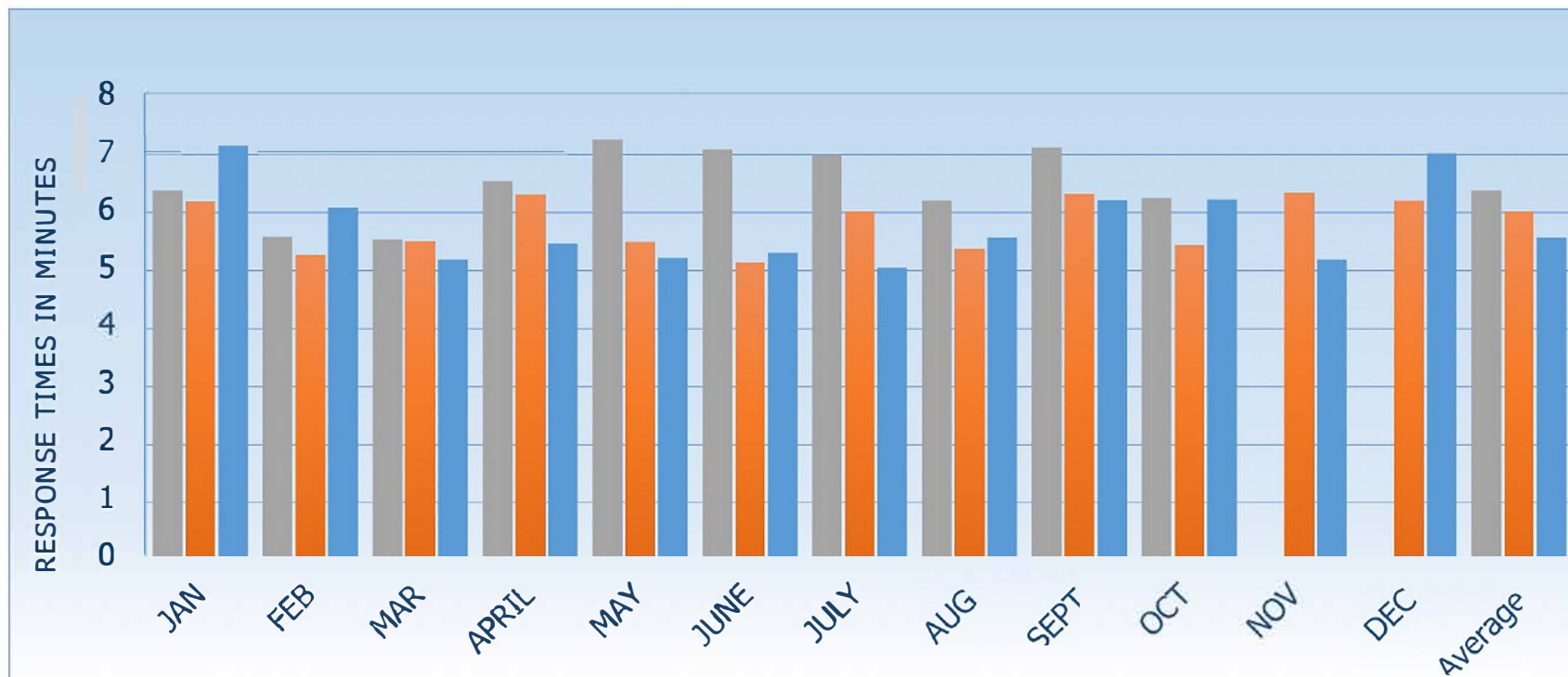
Location of calls shows Saugatuck Township (including I-196) counts for 422 calls or 46% compared to Saugatuck City at 213 or 23% and Douglas recorded 277 calls or 31%.



2022-2024 Response Times by Month

[From 2019 Response Times are now emergencies that requires lights and siren.]

Year	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Average
2024	6:38	5:58	5:54	6:54	7:26	7:09	7:00	6:21	7:12	6:25			6:38
2023	6:19	5:28	5:51	6:31	5:50	5:14	6:02	5:38	6:33	5:44	6:34	6:21	6:02
2022	7:15	6:09	5:19	5:47	5:22	5:31	5:05	5:57	6:22	6:23	5:19	7:02	5:57





2014-2024 Incidents by month

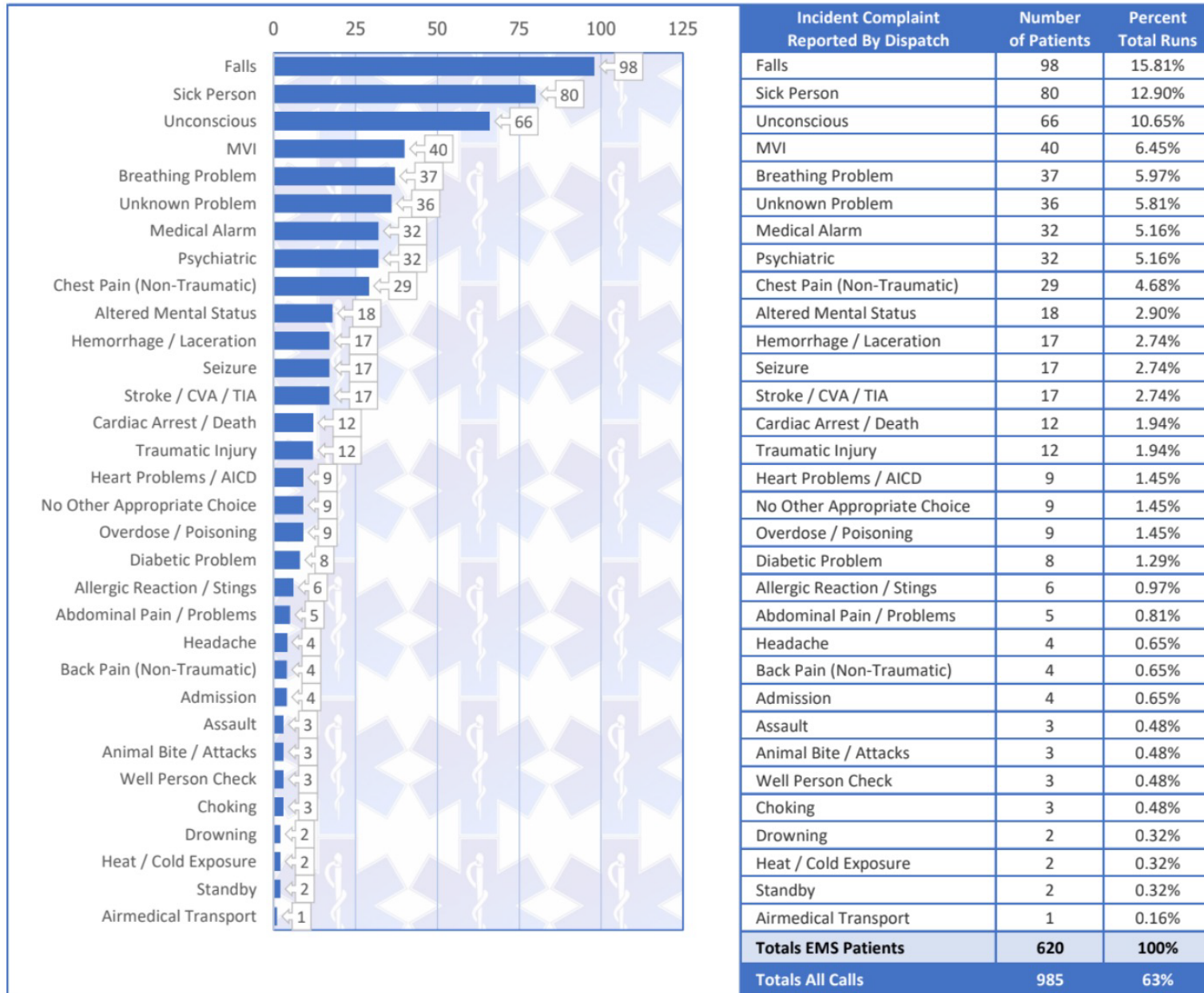
YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2024	88	68	91	84	92	120	132	133	85	92			985
2023	75	59	82	68	81	94	102	101	81	82	70	86	981
2022	69	57	78	67	82	83	116	99	94	91	96	91	1,023
2021	72	54	67	58	78	101	104	103	93	87	75	72	964
2020	62	53	66	41	83	80	76	102	77	77	69	76	862
2019	52	83	59	73	79	99	115	102	80	81	78	76	977
2018	61	58	55	79	85	94	103	101	83	77	52	59	907
2017	54	35	62	51	68	89	116	76	66	91	48	57	813
2016	47	51	53	64	76	95	113	105	82	64	60	65	875
2015	57	61	50	50	73	67	110	90	71	58	49	47	783
2014	62	51	49	56	85	77	84	59	72	52	59	39	745

Average	64	57	65	63	80	91	106	97	80	77	66	67	901
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Lowest Highest

NEMSIS Report 2024

(National Emergency Medical Service Information System)

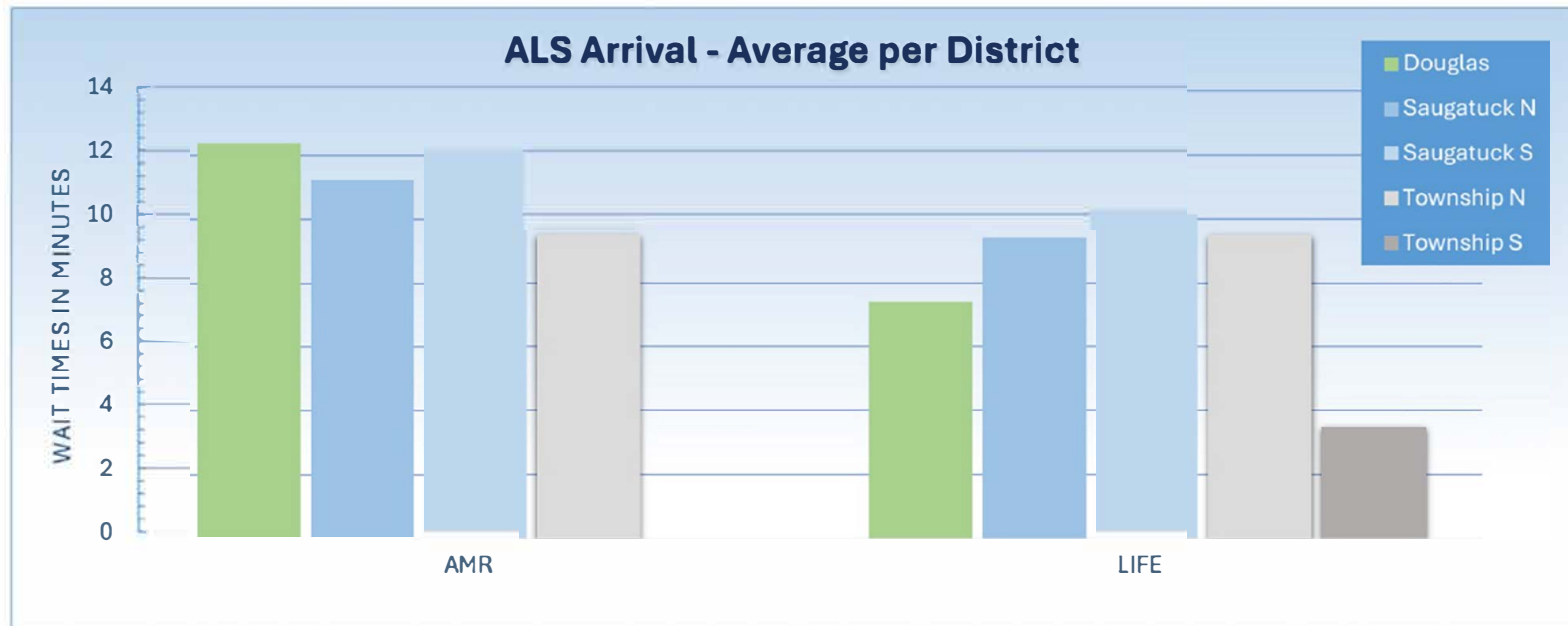




Monthly EMS-ALS Wait Times

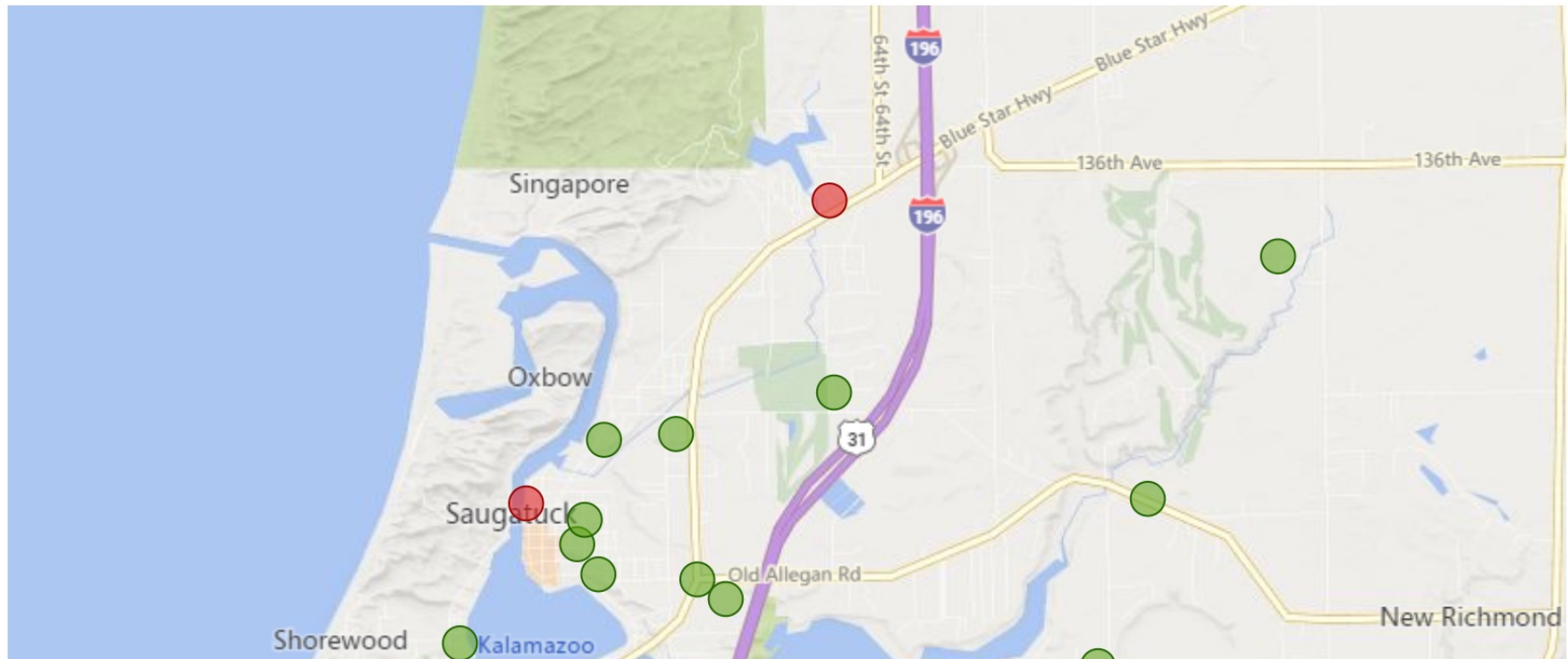
[Emergent response times provided monthly from AMR January-May and LIFE from June 2024]

District	JAN	FEB	MAR	APRIL	MAY	AMR	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	LIFE
Douglas	12:43	12:24	14:36	11:26	13:03	12:37	10:19	7:13	7:15	6:32	8:57			7:42
Saugatuck N	12:35	11:12	12:40	6:40	15:08	11:23	14:45	9:27	8:22	7:56	8:49			9:42
Saugatuck S	15:41	8:34	14:21	-	-	12:04	11:00	13:42	9:08	9:40	-			10:17
Township N	6:57	11:09	8:56	8:35	12:34	9:53	11:46	14:30	7:25	7:39	5:25			9:52
Township S	2:46	3:35	5:02	10:01	4:06		3:10	2:50	4:05	2:55	2:45			3:51





Life EMS Ambulance of Kent County
For the Period Beginning 10/01/2024 and Ending 10/31/2024
Saugatuck Response Map





OTHER UPDATES

Cost Recovery Filings 2024

	Description	Incident #	Incident Date	Date of Filing	Follow up date	Amount Requested	Collected STFD	Collected in Percent	Shared	Date Received
0	Garbage Truck Fire - Douglas	230312	05/15/2023	05/25/2023	09/26/2023	\$ 1,600				
1	PD I-196 SB 38 MM	240045	01/16/2024	01/16/2024		\$ 3,235	\$ 3,235			02/06/2024
2	PD I-196 SB 36 MM	240049	01/16/2024	01/16/2024		\$ 5,968	\$ 5,968			02/12/2024
3	PD I-196 SB 36 MM	240051	01/17/2024	01/17/2024		\$ 5,410	\$ 5,410			02/12/2024
4	OWI Blue Star and Clearbrook	240106	02/09/2024	02/13/2024	03/12/2024	\$ 3,400	\$ 3,400			03/25/2024
5	OWI Blue Star and I-196	240198	03/13/2024	03/15/2024	04/29/2024	\$ 910				
6	EMS Priority 3 - Cove	240241	03/28/2024	04/01/2024	05/01/2024	\$ 375				
7	PD -196 NB 41 MM	240275	04/12/2024	04/12/2024	05/12/2024	\$ 810				
8	Illegal Burn - Township	240282	04/13/2024	04/13/2024	05/13/2024	\$ 1,735	\$ 1,735			05/30/2024
9	PD - Blue Star Hwy	240351	05/10/2024	05/28/2024	06/28/2024	\$ 740				
10	Gas Leak - Douglas	240420	05/31/2024	05/31/2024	06/30/2024	\$ 753				
11	Marine Rescue - Kalamazoo	240432	06/02/2024	06/03/2024	07/03/2024	\$ 1,000				
12	Illegal Burn - Township	240572	07/05/2024	07/05/2024	08/05/2024	\$ 1,400				
13	OWI - 66 Street	240680	08/02/2024	08/05/2024	09/05/2024	\$ 1,083	\$ 1,083			08/16/2024
14	PI - 124 and 64	240687	08/03/2024	08/06/2024	09/06/2024	\$ 2,437				
15	Boating/Marine - Douglas	240742	08/15/2024	09/03/2024	09/15/2024	\$ 5,348	\$ 5,348			10/01/2024
16	BSH - Gas Leak	240801	08/30/2024	09/04/2024	10/04/2024	\$ 4,438	\$ 4,438			
17	OWI - BSH and 126	240821	09/05/2024	09/09/2024	10/09/2024	\$ 1,060				
18	OWI - OAR and Shagway	240830	09/08/2024	09/09/2024	10/09/2024	\$ 940	\$ 940			09/19/2024
19	Vehicle Fire - 37 MM	240962	10/26/2024	10/28/2024	11/28/2024	\$ 2,329				
20	PI - Hit and Run OAR BSH	240963	10/26/2024	11/04/2024	12/04/2024	\$ 850				
21										
22										
23										
24										
						\$ 45,820	\$ 31,556	68.9%	\$0	

	Paid
	Negotiated/Payplan
	Rejected/Dismissed
	In Progress
	Last Year Filing/Outstanding



OTHER UPDATES

- COLLECTIVE BARGAINING AGREEMENT APPROVED**
- PARADE-SECURITY COSTS | A HEADS-UP**
- TMA TRUCK**





OTHER UPDATES

TMA (HIGHWAY SAFETY) TRUCK

"Operating on any roadway—and especially high-speed roadways—is without question the greatest risk you have as a firefighter and/or EMT."

-Billy Goldfeder
Contributing Editor

FIREHOUSE



Dix Hills, NY



First use of the STFD TMA truck: Car fire near mile-mark 34 on Interstate 196; 21 November 2024



THANK YOU

Vendor Name	Description	Amount
1. ALLEGAN COUNTY SHERIFF		
	SEP '24 CORRECTIONS SERVICES	225.00
	OCT '24 CORRECTIONS SERVICES	225.00
	TOTAL	450.00
2. ALLEGAN COUNTY TREASURER		
	PROPERTY TAXES COLLECTION 11/01 - 11/20	4,219.75
	CHARGEBACKS - PRE CHANGES	51.75
	TOTAL	4,271.50
3. CHIPS GROUNDCOVER LLC		
	CHRISTMASCAPE RENEWAL	21,145.00
	CHRISTMASCAPE RENEWAL	2,800.00
	TOTAL	23,945.00
4. CHRISTOPHER VISHEY		
	REFUND UNUSED ESCROW	1,252.50
5. DUNESVIEW KWIK SHOP INC		
	SEP '24 GAS AND DIESEL	1,730.14
	OCT '24 GAS AND DIESEL	1,973.83
	TOTAL	3,703.97
6. E DOWD CRANE SERVICE LLC		
	TREE SERVICE	2,020.00
7. FIRST BANK CARD		
	09/25 - 10/25 STATEMENT BALANCE	2,436.02
	09/25 - 10/25 STATEMENT BALANCE	2,800.19
	09/25 - 10/25 STATEMENT BALANCE	835.24
	09/25 - 10/25 STATEMENT BALANCE	169.17
	09/25 - 10/25 STATEMENT BALANCE	14.99
	TOTAL	6,255.61
8. FLEIS & VANDENBRINK ENGINEERING INC		
	09/29 - 10/26 ENGINEERING FEES - GEN CONSULT	9,021.18
	09/29 - 10/26 ENGINEERING FEES - MAPLE ST IMPS	3,850.37
	09/29 - 10/26 ENGINEERING FEES - EGLE TMF PROJ	15,300.00
	TOTAL	28,171.55
9. FRONTIER		
	04/20 - 05/19 SERVICE	84.88
	04/20 - 05/19 SERVICE	288.87
	06/03 - 07/02 SERVICE	204.64
	11/03 - 12/02 SERVICE	197.63
	TOTAL	776.02
10. GREAT LAKES ORNAMENTALS		
	PARKWAY TREES	2,010.00
11. HORIZON COMMUNITY PLANNER		
	PLANNING & HISTORIC DISTRICT	2,834.50
12. IHLE AUTO PARTS		
	OCT '24 MOTOR PURCHASES	966.68
13. MERCHANTS BANCARD NETWORK		
	OCT '24 CC PROCESSING - CONCESSIONS AND OFFICE	98.05
	OCT '24 CC PROCESSING - ENTRANCE	76.45
	TOTAL	174.50
14. MERS		
	NOV '24 RETIREMENT	4,500.02
15. MICHIGAN MUNICIPAL LEAGUE		

11/21/2024 12:24 PM
User: NICOLE
DB: Saugatuck

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
EXP CHECK RUN DATES 11/14/2024 - 11/26/2024
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 2/2

Vendor Name	Description	Amount
	CDL CONSORTIUM DRIVERS FEE	540.00
16. MICHIGAN PAVING & MATERIALS CO		
	FLEIS & VANDENBRINK - 2024 ASPHALT REPAIRS	135,612.59
17. NET2PHONE INC		
	NOV '24 PHONE SERVICE	216.13
18. OTTAWA AREA INTERMEDIATE SCHOOL DIS		
	PROPERTY TAXES COLLECTION 11/01 - 11/20	2,304.68
19. PURITY CYLINDER GASES INC		
	CONCESSION	20.22
20. REPUBLIC SERVICES		
	TRASH - OVAL BEACH	325.39
	TRASH - OVAL BEACH	326.84
	TRASH - OVAL BEACH	206.08
	NOV '24 SERVICE (LESS A CREDIT)	203.30
	TOTAL	1,061.61
21. RICOH USA INC		
	06/26 - 07/25 LEASE	127.97
	08/26 - 09/25 LEASE	127.97
	09/26 - 10/25 LEASE	127.97
	11/26 - 12/25 LEASE	127.97
	COPIER LEASE	347.21
	TOTAL	859.09
22. SAUGATUCK FIRE		
	OVAL BEACH BUOYS UNI STRU	370.00
	RENTAL HOME INSPECTIONS	175.00
	TOTAL	545.00
23. SAUGATUCK PUBLIC SCHOOLS		
	PARKING LOT SPLIT	28,458.23
	PROPERTY TAXES COLLECTION 11/01 - 11/20	4,194.15
	TOTAL	32,652.38
24. SEPTIC TANK SYSTEMS CO INC		
	PORTABLE RESTROOM - CULVER ST	325.00
25. SPECTRUM PRINTERS INC		
	ELECTION MATERIALS	105.00
26. WEST MICHIGAN CDL INC.		
	CDL CLASS B TRAINING	3,000.00
TOTAL - ALL VENDORS		258,573.55
FUND TOTALS:		
Fund 101 - GENERAL FUND		93,743.42
Fund 202 - MAJOR STREETS		3,900.37
Fund 203 - LOCAL STREETS		144,440.77
Fund 661 - MOTOR POOL FUND		5,770.41
Fund 701 - CURRENT TAX FUND		10,718.58



City Council Agenda Item Report

FROM: Ryan Cummins – City Manager
Scott Herbert – Department of Public Works Superintendent

MEETING DATE: November 25th, 2024

SUBJECT: Committee Assignments

DESCRIPTION:

It is the responsibility of the mayor, with the advice and consent of the City Council, to appoint Council representatives to serve on various city boards and committees for the upcoming term. The purpose of these positions is to ensure that the city's boards and committees are represented by knowledgeable and dedicated members of the City Council, in alignment with the city's goals and priorities.

A review has been conducted and the mayor is proposing the following appointments/reappointments:

- **Parks and Public Works Committee** – Mayor Pro Tem Stanton
- **Water and Sewer System Operations Contract Advisory Committee** – Council Member Clark
- **Blue Star Trail Committee** – Reappoint Council Member Dean
- **Harbor Authority** – Council Member Peterson

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to appoint Lauren Stanton to the Parks and Public Works Committee, appoint Joe Clark to the Water and Sewer Systems Operations Contract Advisory Committee, reappoint Scott Dean to the Blue Star Trail Committee, and appoint Chris Peterson to the Harbor Authority.



The CITY OF SAUGATUCK is accepting applications for appointments to the following boards:

Board of Review Member - Opening in January.

The Board of Review meets in March, July, and December at 9:00 a.m. The Board of Review purpose is to review and correct assessments. It shall hear the complaints of all persons considering themselves aggrieved by assessment, and if it shall appear that any person or property has been wrongfully assessed or omitted from the rolls, the board shall correct the roll in such manner as it deems just.

Fire District Administration Board - Opening in January

The Saugatuck Township Fire District is governed by a seven-member Fire Administrative Board, with members appointed for six-year terms. The governing bodies of Saugatuck Township, the City of the Village of Douglas, and the City of Saugatuck shall each appoint two members to the Board. A vacancy on the Board shall be filled by the original appointing governing body for the remainder of the unexpired term. Meetings are held at Saugatuck Township Fire District, 3342 Blue Star Highway, Saugatuck, MI 49453 at 4:00 p.m. on the 3rd Monday of each Month.

Kalamazoo Lake Harbor Authority – Opening in February

The Kalamazoo Lake Harbor Authority is responsible for the planning and management of harbors and lake access in the Saugatuck/Douglas area. The Authority comprises representatives from Saugatuck Township, the City of Saugatuck, and the City of the Village of Douglas. To learn more, please visit their official website. Meetings are held on the 3rd Tuesday of each month at Saugatuck Township Hall, 3461 Blue Star HWY, Saugatuck, MI.

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: 11-25-24