



## CITY COUNCIL MEETING AGENDA

**August 12, 2024 – 6:30 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.*

### **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](mailto: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](mailto:jwolters@saugatuckcity.com) for further information.

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**
  - A. City of Douglas – Update on Ferry Street Culvert and Road Closure
8. **Public Comment on Agenda Items Only (Limit 3 minutes)**
9. **Consent Agenda: (Roll Call) Starting on Pg.3**
  - A. Regular Meeting Minutes- July 22, 2024 **Pg.3**
  - B. Mt. Baldhead Bike Rack **Pg.9**
  - C. Oval Beach Life Jacket Loaner Station **Pg.22**
  - D. Special Event Request- Dune Bill Press Conference and Legislative Tour **Pg.29**
  - E. Nancy Kimble Reappointment **Pg.40**
  - F. Right of Way Signage Request **Pg.43**
10. **Staff Reports, Boards, Commissions & Committees: Starting on Pg.45**
  - A. **Staff Reports:**
    1. City Manager
    2. Treasurer
    3. Clerk
    4. Planning and Zoning
    5. Department of Public Works
    6. Police
    7. Engineer

**B. Boards, Commissions & Committees:**

1. Fire District Administration Board
2. Interurban Board
3. Kalamazoo Lake Sewer & Water Authority
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

**11. Request for Payment:** None.

**12. Approval of Accounts Payable:** *(Roll Call)* **Pg.57**

- A. Accounts Payable in the amount of \$698,542.84

**13. Introduction of Ordinances:** None.

**14. Unfinished Business:** None.

**15. New Business:**

- A. Shoreline Technology Solutions Managed Service Provider Agreement **Pg.63 (Roll Call)**  
B. Water System Operations Contract Advisory Committee **Pg.70 (Roll Call)**

**16. Public Comments** *(Limit 3 minutes)*

**17. Correspondence:**

- A. Dick Waskin

**18. Council Comments**

**19. Adjourn** *(Voice Vote)*



**CITY COUNCIL MEETING MINUTES - *Proposed***  
**July 22, 2024**

The City Council met for Regular Council Meeting at 6:30 p.m.  
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, Gardner, Muncey.  
Absent: White.

*Motion by Anderson, second by Baldwin to excuse Councilmember White. Via voice vote, motion carried 6-0.*

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

**Mayor's Comments:** Another week in Saugatuck. The Venetian celebration is this weekend. M-Live posted an article that Wickwood Inn landed a nomination for Best Bed and Breakfast by USA Today 10Best Readers' Choice Awards. Saugatuck Township is hosting an open house on Tuesday July 23<sup>rd</sup> for several possible projects to include in its non-motorized master plan. City Manager Cummins will be filling the treasure and planning/zoning administrator position soon.

**City Manager Comments:** None.

**Agenda Changes:**

*Motion by Baldwin, second by Dean to move consent agenda item A Regular Meeting Minutes for July 8, 2024, to new business, there are some changes that need to be made. Via voice vote, motion carried 6-0.*

**Guest Speakers:** None.

**Public Comment on Agenda Item Only:** None.

**Consent Agenda:**

- A. Annual Special Event- Art in the Park
- B. Annual Special Event- Labor Day Walk
- C. Annual Special Event- Saugatuck Film Festival
- D. Annual Special Event- 12th Spear Street Block Party
- E. Right of Way Sign Application- Venetian Festival
- F. Change Order #6 for 2023 Street Improvements

*Motion by Muncey, second by Dean to approve the consent as presented. Via roll call vote, motion carried 6-0.*

**Staff Reports:**

City Manager/Director of Planning & Zoning, City Clerk, Police and Engineer submitted status reports of current activities since the last Council meeting on July 8, 2024, for their respective departments.

City Manager Cummins noted the following:

- Candidate for Treasurer is on the agenda today.
- The new Director of Planning and Zoning signed their acceptance letter earlier in the day.
- The website includes information about the airport property and that can be found under the Parks and Public Works Committee section. ODC has begun their work with their legal counsel on the airport property conservation easement. The detailed language will come back to Council for review and to make the ultimate decision. ODC will be working with the Saugatuck Township officials to firm up what is needed on the zoning side of things. Trail work will start this fall and final pieces with the parking lot trail head possible being constructed in spring. Once that is all finished, work on the invasive and habitat restoration work on the property will begin.

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

Recap from the fire board meeting from July 15<sup>th</sup>:

- The Chief gave a guest award presentation to XA Collision fir the design and wrapping work on the new transport capable ambulance at a major discount.
- June calls were up 18%.
- The first preliminary report from the Life EMS Ambulance.
  - June there were 68 requests, 43 transports to the hospital, 12 cancelled calls and 7 no transports but treated at the scene.
- Coast Guard, County Sheriff team and Fire Department attend SWAT training at the Saugatuck Township Fire Department.
- STFD received refunds from the insurance department in the amount of \$12,400 collectively.
- The general insurance policy rate for liability insurance has increased 7% to \$43,000 a year.
- Next fire board meeting is August 19<sup>th</sup>.

**Interurban Board, Councilmember Muncey:**

- June ridership had an increase of 22.41%
- They added another bus to their busy spots with sometimes having eight buses out.
- Parking shuttle will go until 9pm soon for the weekends, they are working with the CVB for signage.
- They changed their mission statement to “To provide safe, reliable, efficient, and affordable

transportation that connects our community, promotes sustainability, and enhances the quality of life for all people for Saugatuck, Douglas, and Saugatuck Township.

KLSWA, Barry Johnson:

Recap from the July 15<sup>th</sup> meeting:

- Generator startups by Peterson Pond and Holland Street.
- All city managers have requested a usage report.
- Continuing work on the lead and copper sampling, out of 20 sites there are five left.
- Continuing work on their proposal for construction standards.
- Thanked City Manager Ryan Cummins on working with KLSWA, he provided a template for a memorandum of understanding which they approved to use as a template for all communities.
- Next meeting is August 19<sup>th</sup>.

Kalamazoo Lake Harbor Authority, Councilmember White: Absent.

Zoning Board of Appeals, Ryan Cummins: None.

Historic District Commission, Councilmember Gardner:

- Meet August 1.

Planning Commission, Chair Councilmember Anderson:

- They met last Thursday and looked at a first draft zoning ordinance for short-term rentals and will have a public hearing on August 15<sup>th</sup>.

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

- The next meeting is July 23<sup>rd</sup>, at 10:00 a.m.

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

- MDOT has advised the entire project area is potentially sensitive from an archaeological and traditional cultural property standpoint. The archaeological survey will most likely add an additional 60 days in terms of reviews and will push back bidding to later this fall. C2AE is confident that the construction will still occur next year. Please see more detailed information in the City Manager's report on page 48.

**Request for Payment:** None.

**Approval of Accounts Payable:**

A. Accounts Payable in the amount of \$97,398.02.

*Motion by Muncey, second by Dean to approve the accounts payable in the amount of \$97,398.02. Via roll call vote, motion carried 6-0.*

**Introduction of Ordinances:** None.

**Unfinished Business:** None.

## **New Business:**

### Approval of minutes from July 8

*Motion to make the following changes to the minutes on page 4 public comment, resident Mark Lachey should show support of short-term rental caps. On page 7, motion to table add in Councilmember Anderson's vote of no. On the next motion include Anderson as second and roll call vote should be 4-2, clerk did not include Mayor Stanton vote of yes. Staff wage vote should include Councilmember Dean as a no. Via voice vote, motion carried 6-0.*

### Hardscaping Installation Request- Wicks Park Bar & Grille

*Motion by Muncey, second by Dean to approve the request from Wicks Par Bar and Grille to install pavers between the sidewalk and curb along Mary Street subject to the following conditions:*

- 1. Pavers shall meet engineer and Department of Public Works requirements and specifications.*
- 2. The property owner understands and acknowledges that the issuance of this permit does not convey a property right.*
- 3. The property owner shall be responsible for and shall bear all costs of maintaining the pavers. The property owner shall not expand, modify, or extend the pavers in any manner. No other improvements may be placed within the Mary right-of-way except as expressly permitted by the City Code.*
- 4. If the City determines, in its sole discretion, that removal of the pavers is necessary or convenient to accommodate improvements to the Mary right-of-way or otherwise in the public interest, City shall notify the property owner, and the property owner shall remove the pavers at their sole expense no later than 30 days after receiving such notice. Once the pavers are removed, they shall not be re-installed, and the property owner shall restore the right-of-way to substantially the same condition it was in prior to the installation of the pavers. If the property owner fails to timely remove the pavers, the City may do so at the property owner's expense.*
- 5. The City may remove all or a portion of the pavers at the expense of the property owner and without prior notice to the property owner if such removal is necessary to accommodate emergency work within the Mary right-of-way.*

*Via voice vote motion carried 6-0.*

### Right of Way Seating Request along Mary Street- Wicks Park Bar & Grille

*Motion by Anderson, second by Muncey to approve the Revocable License Agreement for temporary restaurant seating in the public right-of-way along Mary Street for Wicks Par Bar and Grille (WPBG, LLC). Via voice vote, motion carried 6-0.*

### Monitoring Well Installation Request- 650 Water Street

*Motion by Baldwin, second by Anderson approve the Revocable License Agreement Regarding Monitoring Wells in the Water Street Right of Way. Via voice vote, motion carried 6-0.*

### Approval of City Manager's Appointment for Treasurer/Finance Officer

*Motion by Baldwin, seconded Gardner approve the City Manager's appointment of, Nicole Bredeweg, to the City Treasurer/Finance Officer position, conditioned upon satisfactory completion of the background check. Via roll call vote, motion carried 6-0.*

### Wage Scale and Paid Holiday Adjustments

*Motion by Anderson, second by Muncey to approve the updated step and wage scales for City staff, authorize cost of living adjustments to the scale each January based on inflation, and add the following paid holidays:*

- *Martin Luther King Jr. Day – Third Monday of January*
- *Indigenous Peoples Day – Second Monday in October*
- *Veterans Day – November 11*

*Via roll call vote, motion carried 6-0.*

### **Public Comment:**

Mike Villar, Allegan- introduced himself as he is running for prosecuting attorney for Allegan County. Mike Buck, Allegan- introduced announced his retirement as Allegan County Chief Probate Judge. He Spoke about Alice Bernal who is running for Circuit Court Judge.

Alice Bernal, Allegan- introduced herself as she is running for Circuit Court Judge.

Christine Murphy Pierce, 449 Water Street- commented on agenda item 15b and 15c.

### **Correspondence:**

### **Council Comments:**

- Councilmember Anderson: Congratulated the Treasurer hire. Sent good thoughts to the Clerk and Deputy Clerk who are gearing up for the election.
- Mayor Pro-Tem Baldwin: Congratulations on the hiring of the Treasurer. She participated in working the 9-days of early voting.
- Councilmember Gardner: Thanked Judge Buck for attending the meeting and thanked him for his service. He wished him congratulations on his retirement.
- Councilmember Dean: None.
- Councilmember Muncey: Thanked Mike Villar, Alice Bernal and Judge Buck for coming to the meeting. Reminded everyone that Music in the Park is happening after the meeting. He is looking forward to Venetian and gave a shout out to Rotary Club which was on his radio show. There will be a boat parade again, there are 5 or 6 boats signed up.
- Councilmember White: Absent.
- Mayor Stanton:

### **Adjournment:**

*Motion by Gardner second by Dean to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Pro-Tem Baldwin adjourned at 7:56 p.m.*

Respectfully Submitted

Jamie Wolters, City Clerk



## City Council Agenda Item Report

**FROM:** Ryan Cummins, City Manager

**MEETING DATE:** August 12, 2024

**SUBJECT:** Mt. Baldhead Bike Rack Proposal

**DESCRIPTION:**

Brooks Massing is a Boy Scout who is working on an Eagle Scout project. He is proposing a bike rack installation at Mt. Baldhead.

Attached is a copy of Mr. Massing's proposal and presentation. He will be at the workshop meeting to present his request. The Parks and Public Works Committee is recommending approval.

**BUDGET ACTION REQUIRED:**

None anticipated. The current budget has dollars to cover the cost of concrete and bike rack (if needed).

**LEGAL REVIEW:**

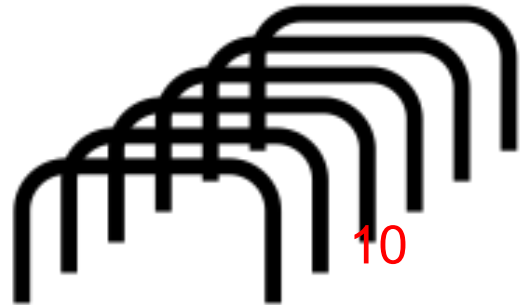
N/A at this time.

**SAMPLE MOTION:**

Motion to approve the installation of a bike rack at Mt. Baldhead, with final details to be administratively approved by staff.

# BSA Bike Rack Presentation

By Brooks Massing



# Goal of my Project

The goal of my project is to instal one bike rack around the base of Mt Baldhead so that it may qualify for my eagle scout project.

# My plan

As I previously stated on the last slide, I now aim to instal one bike rack around the many flat surfaces around Mt. BaldHead.

My Boy Scout Troop can instal the bike rack with supervision, but we would need a city employee to pour a concrete pad as that would be the wisest course of action so the bike rack cannot be moved.

# Inspiration

My inspiration for this project started when Mrs. Tighe, my old Troop leader's wife suggested the idea during one of our campouts. I thought this was a great idea because it benefits the community and allows me to go through the installation process with the city.



# Bike Racks

I initially began looking for Bike Racks on Amazon, When speaking with the Previous City Manager about the designs we came up with some new possible ideas that would fit the city better mainly involving durability, lifespan, and the Bike Racks that are currently in use around the town.

After doing further research I found Uline, which offers multiple Industrial grade bike racks.

# Uline Bike Racks

Uline is a business that sells industrial and bulk items, I chose their website because they offer all three of the most common bike racks. They are a known source so the chance of their products being higher quality is better, below are the three type of Bike Racks they offer.



# Circular Bike Rack

The Circular Bike Rack would be the last choice because it offers the least amount of bike storage, only being able to hold 2 bikes. It also only weighed 32 lbs so its not very heavy & stable.

CIRCLE BIKE RACK

| MODEL NO.              | DESCRIPTION | SIZE<br>L x W x H | BIKE<br>CAPACITY | WT.<br>(LBS.) | PRICE EACH |       | ADD TO<br>CART                |
|------------------------|-------------|-------------------|------------------|---------------|------------|-------|-------------------------------|
|                        |             |                   |                  |               | 1          | 3+    |                               |
| <a href="#">H-6572</a> | Circle      | 35 x 2 1/2 x 33"  | 2                | 32            | \$280      | \$265 | <a href="#">Specify Color</a> |

Galvanized Black

SHIPS VIA UPS



# Grid Bike Rack & Wave Bike Racks

The Grid Bike Rack takes up the most space however it includes the most bike storage per dollar. If there is a large enough area to place it then you would be getting the best deal.

However if there is not a large enough area to accommodate the Grid Bike Rack then the Wave Bike Rack would be the best because it fits the already existing theme near Mt Bald Head, and has the second best Bike per dollar capacity.



Grid Bike Rack

| GRID BIKE RACKS          |              |                |               |            |            |       |                               |                     |  |
|--------------------------|--------------|----------------|---------------|------------|------------|-------|-------------------------------|---------------------|--|
| MODEL NO.                | DESCRIPTION  | SIZE L x W x H | BIKE CAPACITY | WT. (LBS.) | PRICE EACH |       | ADD TO CART                   | Galvanized or Black |  |
|                          |              |                |               |            | 1          | 3+    |                               |                     |  |
| <a href="#">H-2890</a>   | Single-Sided | 48 x 31 x 31"  | 4             | 48         | \$350      | \$330 | <a href="#">Specify Color</a> |                     |  |
| ■ <a href="#">H-2891</a> |              | 110 x 31 x 31" | 9             | 78         | 550        | 520   | <a href="#">Specify Color</a> |                     |  |
| <a href="#">H-2540</a>   | Double-Sided | 48 x 36 x 31"  | 8             | 61         | 395        | 375   | <a href="#">Specify Color</a> |                     |  |
| ■ <a href="#">H-2541</a> |              | 110 x 36 x 31" | 18            | 112        | 650        | 620   | <a href="#">Specify Color</a> |                     |  |

SHIPS UNASSEMBLED

SHIPS VIA MOTOR FREIGHT



Wave Bike Rack

| MODEL NO.                | DESCRIPTION | SIZE L x W x H   | BIKE CAPACITY | WT. (LBS.) | PRICE EACH |       | ADD TO CART                   |
|--------------------------|-------------|------------------|---------------|------------|------------|-------|-------------------------------|
|                          |             |                  |               |            | 1          | 3+    |                               |
| <a href="#">H-2892*</a>  | 1-Loop      | 22 x 2 1/2 x 34" | 3             | 27         | \$230      | \$220 | <a href="#">Specify Color</a> |
| ■ <a href="#">H-2543</a> | 3-Loop      | 43 x 2 1/2 x 39" | 5             | 56         | 395        | 175   | <a href="#">Specify Color</a> |
| ■ <a href="#">H-2544</a> | 5-Loop      | 68 x 2 1/2 x 39" | 7             | 80         | 515        | 495   | <a href="#">Specify Color</a> |

# Costs & Details

## Grid Bike Rack

Price: \$650

Max Bikes it can hold: 18

Weight: 112 lbs



## Wave Bike Rack

Price: \$151

Max Bikes it can hold: 7

Weight: 80 lbs



## Circle Bike Rack

Price: \$280

Max Bikes it can hold: 2

Weight: 32 lbs



All Bike Racks are made out of Galvanized Steel, and coated with rust protection. <sup>18</sup>

# Possible locations



# Benefits

The benefits of adding Bike Racks to the Saugatuck area as follows:

1. Adds more locations people can safely store their bikes.
2. Allows businesses to expand their seat capacity.
3. Offers different modes of transportation for those who want to use Bikes.
4. Advertises the town to a different category of tourists, people could come from the walking trails that connect to Holland.

# What I would need from the city

1. Approval for the location I have picked
2. To decide which bike rack would in their best interest
3. Funding for said bike rack
4. Permission to present the project to city council



## City Council Agenda Item Report

**FROM:** Ryan Cummins, City Manager

**MEETING DATE:** August 12, 2024

**SUBJECT:** Oval Beach Life Jacket Loaner Station Proposal

**DESCRIPTION:**

Anthony Carlotto is a Boy Scout who is working on an Eagle Scout project. He is proposing a life jacket loaner station installation at Oval Beach.

Attached is a copy of the proposal that Mr. Carlotto shared during the workshop meeting. The Parks and Public Works Committee is recommending approval.

**BUDGET ACTION REQUIRED:**

None anticipated. Mr. Carlotto is planning on fundraising for the project.

**LEGAL REVIEW:**

N/A at this time.

**SAMPLE MOTION:**

Motion to approve the installation of a life jacket loaner station at Oval Beach, with final details to be administratively approved by staff.

# Proposal for Life Jacket Loaner Station

An Eagle Scout Project

Submitted by:

Anthony Carlotto

Troop 29, Saugatuck, Mi

269-999-6079

[anthonycarlotto@yahoo.com](mailto:anthonycarlotto@yahoo.com)

## **Objective:**

To establish a life jacket loaner station at Oval Beach to promote water safety and prevent drowning incidents by providing free access to life jackets for the community.

## **Background:**

Drowning is a leading cause of accidental death worldwide, with a significant number of incidents occurring due to lack of access to life jackets. A life jacket loaner station aims to address this issue by making life-saving equipment readily available to individuals engaging in water activities.

## **Proposal Details:**

### **Location:**

Install a life jacket loaner station near the concession stand on Oval Beach. In a conspicuous place where it is highly visible to beach visitors.

## Station Design:



## Life Jackets:

Source a variety of sizes of high-quality life jackets suitable for adults and children. Ensure jackets comply with safety standards (e.g., US Coast Guard-approved).

**Implementation Plan:**

- Coordinate with local authorities, community organizations, and sponsors for support and funding.
- Obtain necessary permits or permissions for installation.
- Schedule a launch event to raise awareness and introduce the loaner station to the community.

**Maintenance and Monitoring:**

- Establish a maintenance schedule to regularly inspect and replace life jackets as needed.
- Monitor usage and collect feedback to assess the effectiveness of the station.

**Promotion and Outreach:**

- Develop a promotional campaign to inform the community about the availability and benefits of a life jacket loaner station.
- Collaborate with local media outlets and social media platforms to spread awareness.

**Budget:**

- Construction Materials: \$569.40
- Life Jackets: \$250

**Benefits:**

- Reduce the risk of drowning incidents
- Enhance community safety and well-being.
- Foster a culture of responsible water recreation.

**Conclusion:**

A life jacket loaner station not only provides a critical safety measure but also demonstrates our commitment to protecting the lives of our community members. By implementing this initiative, we aim to make water activities safer and more enjoyable for everyone.

# Life Jacket Loaner Station

## Material List and Estimate

| Item            | Description                                                             | Quantity | Unit Cost | Total Cost |
|-----------------|-------------------------------------------------------------------------|----------|-----------|------------|
| Footing         | 80 lb. Concrete Mix                                                     | 10       | \$ 4.48   | \$ 44.80   |
| Post            | Severe Weather 4-in x 6-in x 12-ft #2 Pressure Treated Lumber           | 2        | \$ 42.57  | \$ 85.14   |
| Hook Support    | 2 in. x 8 in. x 8 ft. #2 Prime Ground Contact Pressure-Treated Lumber   | 2        | \$ 16.77  | \$ 33.54   |
| Hook            | 10.63-in Black Steel Ladder Hanger                                      | 5        | \$ 4.98   | \$ 24.90   |
| Cable           | 5/32-in x 50-ft Vinyl Coated Clothesline                                | 1        | \$ 6.48   | \$ 6.48    |
| Cable Stop      | National Hardware N100-316 (V3231) 1/8-in Ferrules and Stop-in Aluminum | 2        | \$ 1.98   | \$ 3.96    |
| Upper Frame     | 2 in. x 4 in. x 8 ft. #2 Pressure-Treated Lumber                        | 6        | \$ 10.47  | \$ 62.82   |
| Roof Frame      | 2 in. x 4 in. x 8 ft. #2 Pressure-Treated Lumber                        | 6        | \$ 10.47  | \$ 62.82   |
| Ridge & Rafter  | 2 in. x 4 in. x 8 ft. #2 Pressure-Treated Lumber                        | 6        | \$ 10.47  | \$ 62.82   |
| Furring Strips  | Severe Weather 1-in x 2-in x 8-ft Pressure Treated Southern Yellow Pine | 6        | \$ 2.98   | \$ 17.88   |
| Roof Deck       | Ondura ONDURAPREMIUM 3.16-ft x 6.58-ft Corrugated Green Asphalt         | 3        | \$ 19.98  | \$ 59.94   |
| Roof Cap        | Ondura Ondura Premium Ridge Green                                       | 3        | \$ 9.38   | \$ 28.14   |
| Frame Fasteners | Power Pro #10 x 3-in Ceramic Deck Screws (210-Count)                    | 1        | \$ 29.98  | \$ 29.98   |
| Roof Fasteners  | Ondura 3-in-Gauge Electro-Galvanized Steel Roofing Nails (100-Count)    | 1        | \$ 9.53   | \$ 9.53    |
| Bracing         | Extra 2x4 Lumber for Bracing and Forming 2x4x96 Prime Whitewood         | 5        | \$ 7.33   | \$ 36.65   |
|                 |                                                                         |          | Total     | \$ 569.40  |



# Navigating the Eagle Scout Service Project

## Information for Project Beneficiaries

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### Thank You and Congratulations

Congratulations on your selection as an Eagle Scout service project beneficiary, and thank you for the opportunity you are making available to an Eagle Scout candidate. Support from community organizations is important to Scouting—just as important as Scouting’s contributions are to the community. Scouts provide important services, and benefiting organizations such as yours provides a vehicle for personal growth.

### The Eagle Scout Rank and the Service Project

Service to others is an important part of the Scout Oath: “... to help other people at all times.” Each year tens of thousands of Scouts strive to achieve the coveted Eagle Scout rank by applying character, citizenship, and Scouting values in their daily lives. One of the rank requirements is to *plan, develop, and give leadership to others in a service project helpful to any religious institution, school, or community*. Through this requirement, Scouts practice what they have learned and gain valuable project management and leadership experience.

### Typical Projects

There are thousands of possible Eagle Scout projects. Some involve building things, and others do not. There have been all kinds: making birdhouses for an arboretum, conducting bicycle safety rodeos, constructing park picnic tables or benches, upgrading hiking trails, planting trees, conducting well-planned blood drives, and on and on. Other than the general limitations noted below, there are no specific requirements for project scope or for how many hours are worked, and there is no requirement that a project have lasting value. What is most important is the *impact or benefit* the project will provide to your organization. In choosing a project, remember it must be something a group with perhaps limited skills can accomplish under the leadership of your Eagle Scout candidate. In order to fulfill the requirement, the *Scout* must be the one to lead the project. Therefore, it is important that you work with the Scout and not with the Scout’s parents or leaders.

### Project Restrictions and Limitations

- Fundraising is permitted only for facilitating a project. Efforts that primarily collect money, even for worthy charities, are not permitted.
- Routine labor, like a service Scouts may provide as part of their daily lives such as mowing or weeding a church lawn, is not normally appropriate. However, if project scale and impact are sufficient to require planning and leadership, then it may be considered.
- Projects are not to be of a commercial nature or for a business, though some aspects of a business operation provided as a service, such as a community park, may qualify.
- The Scout is not responsible for any maintenance of a project once it is completed.

### Approving the Project Proposal and Project Scheduling

Once a potential project is identified, you must approve your Scout’s proposal. Regular communications with the Scout can make this quick and easy, but be sure you have both discussed and considered all aspects of the project to ensure your Scout has a clear understanding of your expectations and limitations. Keep in mind the Scout’s proposal is merely an overview—not a comprehensive plan.

Some projects may take only a few weeks or months to plan and carry out, while others may take longer. Scouts working toward the Eagle rank are typically busy, so scheduling flexibility may be important. The proposal must also have several approvals, besides yours, before project planning occurs and work begins. Therefore, if a proposed project must be completed by a certain rapidly approaching date, it may be a good idea to consider something different. Remember, too, that all work must be completed before the Scout’s 18th birthday.

## Approving Project Plans

After the proposal is approved by the BSA local council, your Scout must develop a plan for implementing the project. Before work begins, you should ask to see the plan. It may come in any format you desire or are willing to accept. It could even be a detailed verbal description. That said, the BSA includes a "Project Plan" form in your *Scout's Eagle Scout Service Project Workbook*, and we recommend that you ask your Scout to use it. If in your plan review you have any concerns the project may run into trouble or not produce the results you want, do not hesitate to require improvements *before* work begins.

## Permits, Permissions, and Authorizations

- If the project requires building permits, etc., your Scout needs to know about them for planning purposes. However, your organization must be responsible for all permitting. This is not a duty for the Scout.
- Your organization must sign any contracts.
- If digging is involved, it is your responsibility to locate, mark, and protect underground utilities as necessary.
- If you need approval from a committee, your organization's management, or a parent organization, etc., be sure to allow additional time and let the Scout know if their help is needed.

## Funding the Project

Eagle service projects often require fundraising. Donations of any money, materials, or services must be preapproved by the BSA unless provided by your organization; by the Scout or the Scout's parents or relatives; or by the Scout's unit or its chartered organization. The Scout must make it clear to donors or fundraising event participants that the money is being raised on the project beneficiary's behalf, and that the beneficiary will retain any leftover funds. If receipts are needed, your organization must provide them. If your organization is not allowed to retain leftover funds, you should designate a charity to receive them or turn them over to your Scout's unit.

## Supervision

To meet the requirement to "give leadership to others," your Scout must be given every opportunity to succeed independently without direct supervision. The Scout's unit must provide adults to assist or keep an eye on things, and your organization should also have someone available. The Scout, however, *must* provide the leadership necessary for project completion without adult interference.

## Safety

Through the proposal and planning process, the Scout will identify potential hazards and risks and outline strategies to prevent and handle injuries or emergencies. Scouts as minors, however, *cannot be held responsible for safety*. Adults must accept this responsibility. Property owners, for example, are responsible for issues and hazards related to their property or employees and any other individuals or circumstances they would normally be responsible for controlling. If during project execution you have any concerns about health and safety, please share them with the Scout and the unit leaders so action may be taken. If necessary, you may stop work on the project until concerns are resolved.

## Project Completion and Approval

After the project has been completed, your Scout will ask for your approval on their project report. The report will be used in the final review of the Scout's qualifications for the Eagle Scout rank. If the Scout has met your reasonable expectations, you should approve the project; if not, you should ask for corrections. This is not the time, however, to request changes or additions beyond what was originally agreed.

The Eagle Scout service project is an accomplishment a Scout will always remember. Your reward will be a helpful project and, more important, the knowledge you have contributed to a young Scout's growth.





## City Council Agenda Item Report

**FROM:** Jamie Wolters

**MEETING DATE:** August 12, 2024

**SUBJECT:** Special Event – Dune Bill Press Conference and Legislative Tour

**DESCRIPTION:**

Michigan Environmental Council has submitted a special event application to host an event with Saugatuck Dunes Coastal Alliance and Representative Rachel Hood. They would like to host a press conference to highlight new legislation that will strengthen the protections for critical dune areas and showcase the dunes and their unique ecology at Oval Beach.

**BUDGET ACTION REQUIRED:**

N/A

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Motion to **approve/deny** the Dune Bill Press Conference and Legislative Tour event to take place at Oval Beach on August 21, 2024, contingent on safety meeting with staff, police and fire.

**Council Action**

\_\_\_\_ Approved

\_\_\_\_ Denied

\_\_\_\_ Date

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453  
Phone: 269-857-2603 • Website: [www.saugatuckcity.com](http://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: Michigan Environmental CouncilTELEPHONE: 231-884-1528MAILING ADDRESS: 602 W Ionia, Lansing, 48933 MICONTACT NAME: Emily SmithTELEPHONE: 231-884-1528E-MAIL ADDRESS: emily@environmentalcouncil.orgCELL PHONE: 231-884-1528**CONTACT PERSON ON DAY OF EVENT**CONTACT NAME: Emily SmithTELEPHONE: 231-884-1528E-MAIL ADDRESS: emily@environmentalcouncil.orgCELL PHONE: 231-884-1528**EVENT INFORMATION**NAME OF EVENT: Dune Bill Press Conf. and Legislative TourDATE(S) OF EVENT: 08/21/24PURPOSE OF EVENT: highlight intro of dune protections billRAIN DATE: --

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

EVENT LOCATION: Oval BeachEVENT HOURS: 10:30am-12:30pmESTIMATED NUMBER OF ATTENDEES: 30-40ESTIMATED NUMBER OF VOLUNTEERS: 10ESTIMATE DATE / TIME FOR SET-UP: 08/21/24      10      ☒ A.M.    ☐ P.M.ESTIMATE DATE / TIME FOR CLEAN-UP: 08/21/24      1      ☐ 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): parking booth

Description of signs: One (1) small pop-up sign to state where event tent and parking is

(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** One (1)

☐ **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: utilize current parking

## 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: We are inviting the public to hear about issues affecting dunes

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.

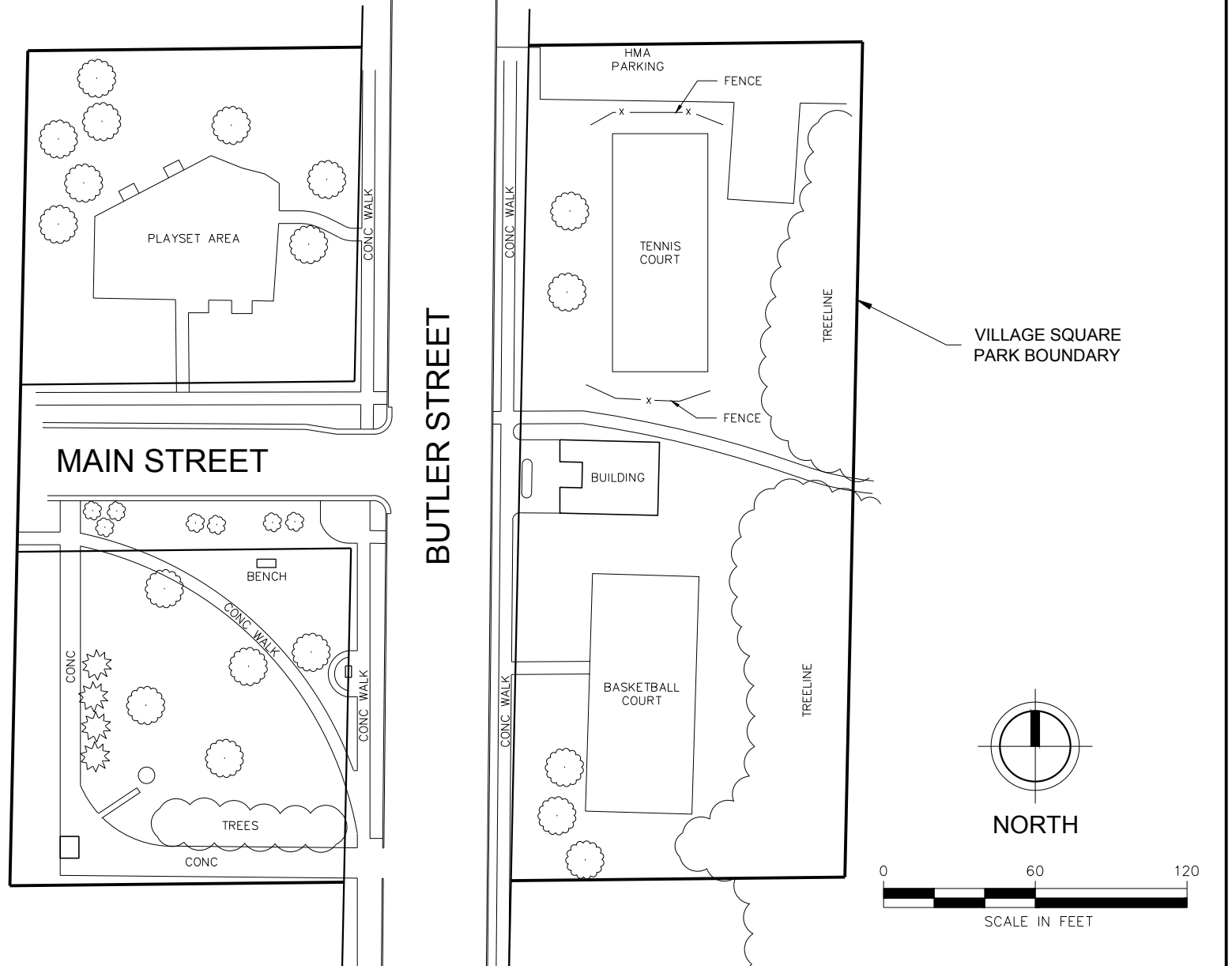
Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury or bodily injury, 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.

Emily Smith  
Applicant Signature

8/5/24

Date



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

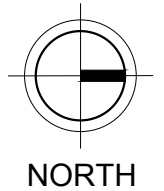
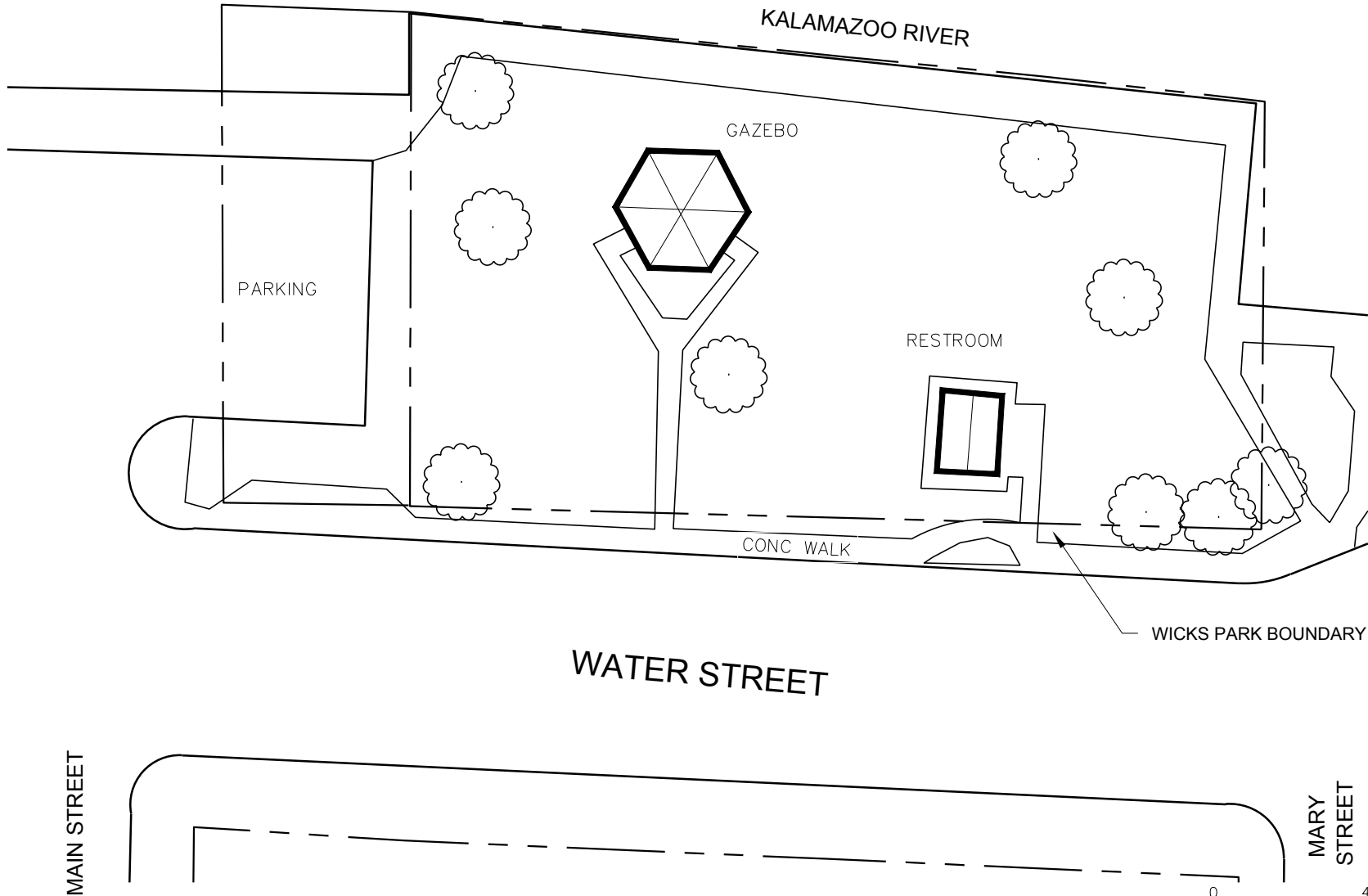
FLEIS & VANDENBRINK ENGINEERING, INC.

CITY OF SAUGATUCK  
ALLEGAN COUNTY, MICHIGAN

VILLAGE SQUARE PARK  
PARK USE PERMIT APPLICATION

2011

3187



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

FLEIS & VANDENBRINK ENGINEERING, INC.

CITY OF SAUGATUCK  
ALLEGAN COUNTY, MICHIGAN

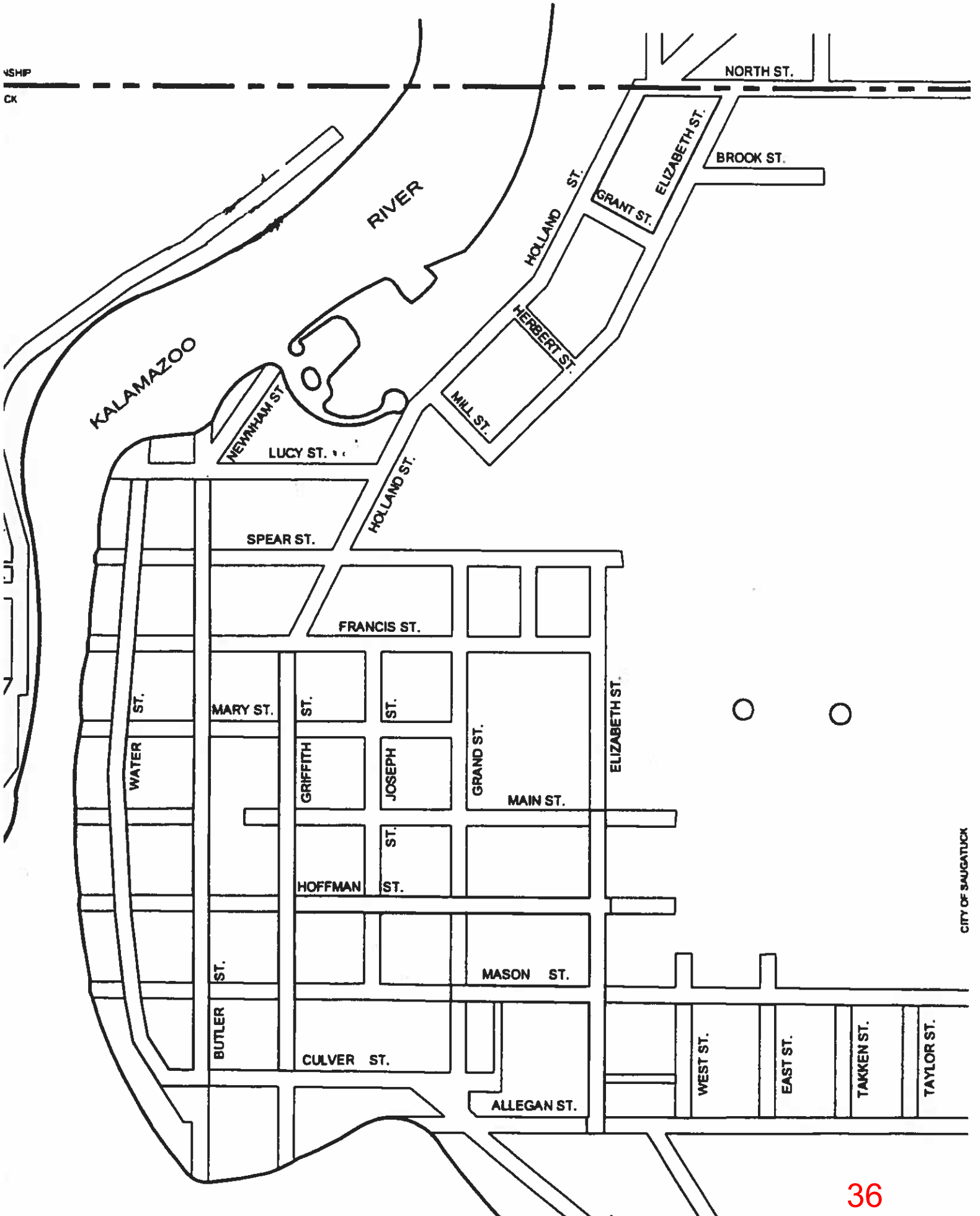
WICKS PARK  
PARK USE PERMIT APPLICATION

2016

3187

# Downtown Street / Sidewalk Closure(s)

MSHP  
CK



CITY OF SAUGATUCK



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



3342 Blue Star Highway  
Saugatuck, MI 49453  
Phone: 269 857-3000  
E-mail: [office@saugatuckfire.org](mailto:office@saugatuckfire.org)

## REQUIREMENTS FOR TENT STRUCTURES

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Address: \_\_\_\_\_ Municipality: \_\_\_\_\_

Note this is a partial check list of requirements based on the International Fire Code 2015 edition (IFC). If you have further requirements consult with Saugatuck Twp. 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 the means of egress, seating capacity, arrangement of seating and location of any heating and electrical equipment. (3103.6)
- \_\_\_\_\_ Fire apparatus access roads shall be provided. (3103.8.1 / 503)
- \_\_\_\_\_ 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. (3103.8.2)
- \_\_\_\_\_ 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. (3103.8.6)
- \_\_\_\_\_ All tents and side curtains shall be composed of flame resistant material in accordance with NFPA 701 and IFC. (3104.2)
- \_\_\_\_\_ Tents shall have a permanently affixed label bearing the identification of size and fabric or material type. (3104.3)
- \_\_\_\_\_ A copy of the certificate attesting to the flame resistance of the fabric shall be submitted to Saugatuck Township Fire District. (3104.4)
- \_\_\_\_\_ Combustible materials shall not be located within any tent structure. (3104.5)
- \_\_\_\_\_ 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. (3104.7)



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



\_\_\_\_\_ Portable fire extinguishers shall be provided at the exits. A minimum rating size of 2A10BC. (3104.12 /906)

\_\_\_\_\_ The occupant load shall be stated. (3104.14 / Chapter 10)

\_\_\_\_\_ 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. (3103.12.3)

\_\_\_\_\_ 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. (3103.12.5)

\_\_\_\_\_ A minimum number of means of egress and means of egress widths are as follows:  
(3102.12.5.1)

| 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. (3103.12.6)

\_\_\_\_\_ Exit signs shall be approved self-luminous type or shall be internally or externally illuminated. (3103.12.6.1)

\_\_\_\_\_ Means of egress shall be illuminated. (3103.12.7)

\_\_\_\_\_ Required width of exits, aisles and passageways shall be maintained at all times.  
(3103.12.8)

\_\_\_\_\_ Trained crowd manager/supervisor shall be provided at a ratio of one crowd manager/supervisor for every 250 occupants. (3104.20.2)

\_\_\_\_\_ "No Smoking" signs shall be posted in conspicuous locations. (3104.6)

\_\_\_\_\_ Provide STFD with a copy of the "Miss Dig" ticket number and documentation for location and marking of underground utilities where tent will be erected. (102.9)

\_\_\_\_\_ Saugatuck Township Fire District will inspect the tent installation.

Signature of Applicant: \_\_\_\_\_

Signature of Fire Inspector: \_\_\_\_\_

Date: \_\_\_\_\_

Revised 8/2016-CM



Search here



Home



Restaurants



Hotels



Parks



76°

28 AQI



Tent here in  
north east back  
parking lot

Oval Dr

Oval Dr

Oval Dr

Oval Dr

Mt Baldhead Pa

ach  
wed



house



Google



39



## City Council Agenda Item Report

**FROM:** Jamie Wolters

**MEETING DATE:** August 12th, 2024

**SUBJECT:** Boards/Commission/Committee Appointments

**DESCRIPTION:**

I provided notice that the city is accepting applications for the Parks and Public Works Committee. Per City Ordinance Section 152.06, appointments shall be made by the Mayor subject to the confirmation/approval of the City Council. Copies of the applications are in your meeting packet. Nancy Kimble applied for re-appointment on June 24th for the Parks and Public Works Committee.

**BUDGET ACTION REQUIRED:**

N/A●

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Motion to re-appoint Nancy Kimble to the Parks and Public Works Committee with term ending August 1, 2026.



P.O. Box 86, Saugatuck, MI 49453  
Phone: 269.857.2603 Fax: 269.857-4406  
Website: [www.saugatuckcity.com](http://www.saugatuckcity.com)

## APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS/COMMITTEES

Name: Nancy Kimble Home Phone: 312-560-1676

Home/Mailing Address: 550 Spear Street, Saugatuck, MI 49453

E-mail Address: nancy.kimble@gmail.com

Employer: Retired Occupation/Position: N/A

Business Phone: N/A Business Reference: N/A

Are you a Saugatuck City resident? yes Are you a registered Saugatuck City voter? yes

Do you or your employer have any business dealings with the City which might present a conflict of interest? no If yes, explain \_\_\_\_\_

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     | Historic District Commission | Zoning Board of Appeals |
| Board of Review         | Harbor Commission            | Township Fire Board     |
| Twp. Recreation Comm.   | Kalamazoo Lake Sewer & Water | Library Board           |
| Interurban Transit Auth | Peterson Nature Preserve     | Construction Board      |

Parks and Public Works

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

I am applying for the Parks and Public Works Committee. I'm a Friends of the Blue Star Trail Board member so have detailed

knowledge about the bike trail, one of the PPW Committee's major projects.

You may wish to submit a cover letter with your application. Please return the original to the City Clerk's office at the above address for processing. The City of Saugatuck recognizes and supports the concept of balanced representation in regard to filling vacancies on Boards and Commissions. To this end, every effort is made to appoint members who represent Saugatuck's diverse community, including citizens of all ethnic groups as well as people with disabilities. Reasonable accommodations and equal access to communication are provided upon request.

Signature: Nancy Kimble Date: 6/23/2024

**\*\*Disclaimer:** Per the City of Saugatuck's retention schedule this application will be kept on file for twelve months, unless you are chosen to serve on a board, then this application is kept on file for the duration of your term.

COPY: Mayor City Council City Clerk

Nancy Kimble  
550 Spear Street  
Saugatuck, MI 49453  
June 23, 2024

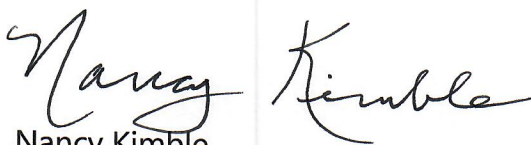
Lauren Stanton  
City of Saugatuck  
102 Butler Street  
P.O. Box 86  
Saugatuck, MI 49453

Dear Lauren,

I have enjoyed participating in the Saugatuck Parks and Public Works Commission these past 2 years and am requesting reappointment to the PPW Committee via the attached application. I'm so proud to have contributed to PPW's many accomplishments in the past two years.

While I'm interested in all PPW Committee projects, my biggest contribution has been to the construction of the Blue Star Trail. As this project is not yet completed, I feel it important that I continue as a member of the PPW.

Thank you for your consideration.

  
Nancy Kimble



## City Council Agenda Item Report

**FROM: MEETING**                      Jamie Wolters  
**DATE:**                                      August 12, 2024  
**SUBJECT:**                                Right of Way Sign Application- Flannel & Flap Jacks Event

**DESCRIPTION:**

April Gundy with Operation Hope for Allegan Youth has submitted an application for a banner sign. She is organizing an event named Flannel & Flap Jacks to be held on September 28th. Please see attached application requesting a banner to be displayed.

**BUDGET ACTION REQUIRED:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

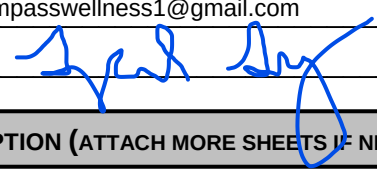
Motion to approve/deny the right of way sign application for Operation Hope for Allegan Youth.



## Right of Way Sign Application

### APPLICANTS INFORMATION

APPLICATION NUMBER \_\_\_\_\_ - \_\_\_\_\_

Name April Gundy Operation Hope For Allegan Youth Address / PO Box 2805 62nd Street  
City Fennville State MI Zip 49408 Phone 231-878-8566  
E-Mail encompasswellness1@gmail.com  
Signature  Date 7/31/2024

### SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Type: Number of Yard Signs 0 Number of Banners 1

Dates to be displayed September 18-28 2024

Further Comments:

Banner to be hung under the Pallet Sign at Lake and Blue Star advertising for the September 28 event Flannel & Flap Jacks event.

Banner will be 3 foot by 6 foot

### PLEASE INCLUDE THE FOLLOWING INFORMATION

**Pursuant to Section 150.30, please attach the following supporting documents when applying for sign approval**

Y N NA

- ☒ ☐ ☐ Dimensions and type of each proposed sign
- ☐ ☐ ☐ Map showing the location of each sign
- ☐ ☐ ☐ Explanation of how each sign will be attached and secured

**Pursuant to Section 150.30(H), please to the following questions:**

- ☐ ☒ ☐ Will the signs create a traffic vision obstruction?
- ☐ ☒ ☐ Will the signs create a pedestrian traffic obstruction?
- ☐ ☒ ☐ Are the signs compatible with the surroundings and is not uniquely out of character for the community? and
- ☐ ☒ ☐ Do the signs create a situation which could be detrimental to health, safety, or welfare?



**City Manager, Planning, Zoning and Project Report**  
August 12, 2024

**Amazing Clerks Team**

- I want to recognize the Clerk and Deputy Clerk for their amazing work during the primary election. They had to juggle absentee ballots, several days of early voting, and day of voting. They put in many hours of work and long days. They provided welcoming, great service to each voter. Simply put, they did a tremendous job. We are lucky to have them both!

**Ferry Street Culvert and Closure**

- While Douglas has addressed the immediate sinkhole concern, they have determined that the culvert is in poor condition and still poses a safety risk. Safety and maintaining adequate utilities are the top priority. As a result, Douglas has advised Ferry Street will remain closed to vehicular traffic, though emergency vehicles can still access the area.
- Douglas has done a great job with a tough situation, and I have appreciated the collaborative efforts and updates.
- At your regular meeting, engineers from the City of Douglas will be on hand to provide a comprehensive assessment and discuss the next steps.

**Blue Star Trail**

- C2AE continues their design work and is working through the necessary MDOT approvals.
- C2AE submitted additional documents to MDOT. MDOT has sent the early coordination letters to the tribal consulting parties to provide any comments or concerns. Their responses are expected prior to the end of October.

**AT&T Cellular**

- State Historic Preservation Office (SHPO) approvals remain pending.
- AT&T continues to work on the latest SHPO and tribal consulting party concerns.
- The AT&T contractor prepared conceptual designs for conduit to be installed. The conduit was shown under the railings instead of under the stairs as originally reviewed and discussed. Our engineer and I met with AT&T to discuss the concerns with that design and to update AT&T on other work we are designing for (bathrooms and upper platform). AT&T will be updating the plans to attach the conduit under the stairs and upper platform to minimize ground disturbance concerns raised in the SHPO review.

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

#### Wi-Fi

- Lisa Mize of the Convention and Visitors Bureau (CVB) and I previously met with AT&T and Metro Wireless to discuss their Wi-Fi options, functionality, and potential costs.
- AT&T has provided a high-level estimate of the costs and a quote to conduct survey work for Wi-Fi downtown.
- Metro Wireless provided a proposal for Wi-Fi at Oval Beach which was reviewed with the Council at the August 7 workshop. Legal and I are reviewing the agreement terms. I notified AT&T of this potential project and also sent the information to the Fire Department and Sheriff's Office for feedback. The plan is to have this on the August 26 regular meeting agenda.

#### New Treasurer/Finance Officer and Director of Planning and Zoning

- As a reminder, Nicole Bredeweg was selected to be the new Treasurer/Finance Officer. Nicole's first day is August 12.
- Luke Thompson was selected to be the new Director of Planning and Zoning. His first day will be August 19.
- The press release for each is attached.
- I will ask both new team members to attend your August 21 workshop meeting to formally introduce them.

#### Airport Property

- ODC attorneys are still drafting the conservation easement for a portion of the property. ODC has engaged a surveyor to survey the proposed conservation easement boundaries.
  - As a reminder, the conservation easement itself will be reviewed by the Council before any final decisions on it. The area that is proposed for a conservation easement has a steep grade and portions are wetlands and in a floodplain. All studies and maps can be viewed on the City website here: <https://www.saugatuckcity.com/parks-and-public-works-committee.html>
- ODC is working on setting up a meeting with Township officials to discuss the necessary zoning approvals.
- ODC is planning on some trail defining in the fall. Installation of a parking lot, signage, and possible overlook are planned for the spring. After construction is complete, invasives treatment will occur.

#### Planning and Zoning

- Prepared for Planning Commission meeting.

- Prepared for Zoning Board of Appeals meeting. There was not a quorum for a meeting this month, but they will be reviewing a request next month.
- STR Enforcement Plan Implementation
  - The consulting planner and his code enforcement have continued STR enforcement using Granicus, complaint information, and other sources.
  - Several enforcement notices have been sent and followed up on. This has included unlicensed rentals, renting when an application was submitted but before a license is issued, trash cans being left out, and non-compliant signage.
  - A Granicus project manager has been assigned to begin the work of setting up the 1-800 hotline. I met with them to kick the project off and answer initial questions to set things up.
- Continued discussions with legal and planning consultant regarding STRs and Council direction.
- Met and talked with property owners and applicants to answer questions and provide resources.
- Continued follow-up on complaints of code violations throughout the City.

#### Miscellaneous

- Partnered with Plante Moran to gather and prepare several documents for the audit.
- Prepared for and attended Parks and Public Works Committee meeting.
- Met with insurance agent to discuss employee health insurance.
- Met with Sgt. Haas and Captain Ensfield for updates and discussion.
- Held department head team meeting.
- Met with Saugatuck/Douglas History Center Executive Director.
- Met with Ox-Bow Executive Director and toured the campus.
- Met with previous Mayor, Jane Verplank, to learn more about Saugatuck Harbor Natural Area history.
- Walked through downtown with CVB and DPW to identify additional bike rack location options.
- Met with Metro Wireless to review Oval Beach Wi-Fi proposal.



FOR IMMEDIATE RELEASE

### **City of Saugatuck Welcomes New City Treasurer/Finance Officer**

Saugatuck, MI — The City of Saugatuck is pleased to announce the appointment of Nicole Bredeweg as the new City Treasurer/Finance Officer. Mrs. Bredeweg brings a wealth of experience to the position, holding a Bachelor of Science degree in accounting and boasting over 31 years of accounting expertise across various sectors, including non-profits, private businesses, and most recently, the public sector in Holland Township.

“I’m very excited to be on the City of Saugatuck’s team! I love the vibe of the town, the beauty, the people, the culture,” said Nicole Bredeweg. “I look forward to working in the historic building and especially meeting the people that make up this unique and amazing community.”

City Manager Ryan Cummins expressed his enthusiasm for Nicole’s appointment, stating, “Based on panel feedback, staff feedback, and my evaluation of the candidates, Nikki rose to the top. We are thrilled to welcome Nikki to the City of Saugatuck. Her positive energy and extensive experience make her an invaluable addition to our team. Nikki came highly recommended by her references who described her as very talented, super ethical, and someone who definitely knows her stuff.”

Mrs. Bredeweg’s accounting career is marked by her dedication and versatility. In her most recent role as Accountant II at Holland Charter Township, she was responsible for processing complex payrolls, maintaining employee records, handling tax withholdings, and various other accounting and administrative duties. Her previous experience includes positions such as Accountant at Spice and Tea Merchants in Saugatuck and Accounting Manager/Volunteer Coordinator at Tri-Cities Habitat for Humanity, among others.

Nicole’s impressive background and positive mindset make her the best fit for this role, and the City of Saugatuck is confident that she will excel as the new City Treasurer/Finance Officer.

#### **For more information, please contact:**

Ryan Cummins – City Manager

Phone: (231) 750-2026

Email: [rcummins@saugatuckcity.com](mailto:rcummins@saugatuckcity.com)



FOR IMMEDIATE RELEASE

### **City of Saugatuck Welcomes New Director of Planning and Zoning, Luke Thompson**

**Saugatuck, MI – July 23, 2024:** The City of Saugatuck is pleased to announce the appointment of Luke Thompson as the new Director of Planning and Zoning. Mr. Thompson brings valuable experience and expertise to the role. His previous role in the City of South Haven, a similar waterfront community, has equipped him with invaluable insights and skills that will greatly benefit Saugatuck. Mr. Thompson also holds zoning administration and geographic information systems certification from Michigan State University Extension

Luke Thompson shared his enthusiasm for the new position, stating, "I look forward to my journey with this community. Working in the City of South Haven for the last several years has provided me with beneficial experiences that are found exclusively in shoreline communities. The similarities between South Haven and Saugatuck will hopefully make for an easy transition into a valuable position that will continue to shape my growth and experience as a planner and zoning administrator. I am incredibly excited and honored to start working with you all, and I am grateful for the opportunity to grow and thrive within such a wonderful community."

City Manager Ryan Cummins expressed confidence in Thompson's fit for the role, saying, "Based on panel feedback, staff feedback, and my evaluation of the candidates, Luke was found to be the right fit for the position. Luke will be joining a well-resourced planning and zoning team, which includes the City's consulting Planner, David Jirousek, of Horizon Planning, and legal counsel at Fahey Schultz. We welcome Luke and appreciate his eagerness to serve and dive in. His references described him as a team player, hard worker, and someone who understands zoning ordinances well."

#### **For more information, please contact:**

Ryan Cummins – City Manager

Phone: (231) 750-2026

Email: [rcummins@saugatuckcity.com](mailto:rcummins@saugatuckcity.com)



## **City Clerk Staff Report**

### **August 12, 2024**

#### **Completed Tasks:**

- Deputy Clerk Williams and I are handling the following weekly duties:
  - Cash receipting and deposits
  - Bank Reconciliations
  - Payroll
  - Accounts Payable
  - Tax Administration
- Attended department head meeting.
- Assisted in preparing new work spaces and technology for new employees.
- Held the safety meeting for sidewalk sales with Fire, Police, DPW and organizer.
- All safety meetings for August are completed, now working on September events.
- Election:
  - 831 registered voters in the city.
    - 302 total voters in the August election.
      - 184 absentee ballot voters.
      - 99 in person on election day.
      - 19 voters during 9-days of early voting.

#### **Ongoing Tasks:**

- Continuing work on Street End License Agreements.
- Assisting residents with Oval Beach Pass purchases both in person and vial USPS.
- Assisting residents via in-person, via email and telephone with questions/concerns.
- Updating social media.
- Updating the City website.
- Meetings and minutes.



## Department of Public Works

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 7/22/2024:

### **City Hall Landscape:**

City Hall now has new irrigation, new plantings, and the majority of the property has new sod installed. Progress will continue until the project is completed which includes mulch and new plantings in the flower boxes.

### **Oval Beach:**

The Saugatuck Township Fire District (STFD) assisted the City with the reinstallation of 7 out of our 10 swim buoys at Oval Beach. The buoys were installed prior to Memorial Day, however, due to the dredging work that took place, most of the buoys had to be temporarily removed for the work to be completed. Saugatuck DPW extends its gratitude to the STFD for this service.

### **Permanent No Parking Signs:**

Locations have been marked, utilities have been located, and DPW staff has begun installing the permanent No Parking signs that were approved by council to allow better access to emergency vehicles on local residential roads.

### **Erosion at 850 Park Street:**

DPW is working on repairing an erosion issue at 850 Park Street. Heavy rains caused a minor erosion issue where the City contracted Krohn Excavating to install a catch basin earlier this year. Raising the grade slightly with asphalt millings should eliminate any future issues. DPW, engineering, and the property owner have all agreed on the solution.

### **Assisted with Special Events:**

- Venetian Festival – July 26<sup>th</sup> and 27<sup>th</sup>
- Waterfront Invitational Art Fair – July 27<sup>th</sup>
- Music in the Park – July 24<sup>th</sup>, July 31<sup>st</sup>, and August 7<sup>th</sup>
- Market at SCA – August 2<sup>nd</sup>
- Movie in the Park – August 9th

**Meetings:**

- **7/22/2024** – DPW Weekly Goals Meeting
- **7/23/2024** – Parks and Public Works Committee Meeting
- **7/24/2024** – Department Head Team Meeting
- **7/26/2024** – DPW Weekly Goals Follow Up Meeting
- **7/26/2024** – Oval Beach Management Meeting
- **7/29/2024** – DPW Weekly Goals Meeting
- **7/30/2024** – Sidewalk Sales Safety Meeting
- **7/31/2024** – Bike Rack Location Discussion with CVB
- **8/01/2024** – DPW/Clerk Meeting
- **8/01/2024** – Oval Beach Management Meeting
- **8/02/2024** – DPW Weekly Goals Follow Up Meeting
- **8/05/2024** – DPW Weekly Goals Meeting
- **8/06/2024** – One-on-One Meeting (DPW Superintendent & City Manager)
- **8/07/2024** – Labor Day Bridge Walk Meeting (DPW Superintendent & Event Coordinator)
- **8/09/2024** – DPW Weekly Goals Follow Up Meeting
- **8/09/2024** – Oval Beach Management Meeting



## Police Report August 12th, 2024

### Total calls for July 2024 – 161

|                                             |                              |
|---------------------------------------------|------------------------------|
| Abandoned 911 – 2                           | Property Damage Accident - 5 |
| Private property accident – 5 Alarm – 4     | Private property impound - 3 |
| Assist fire/Medical - 6                     | Road Hazard – 5              |
| Animal – 4                                  | Shoplifter - 1               |
| Boating – Marine – 6                        | Suspicious situation - 5     |
| Check welfare – 1 Conservation – 1          | Trespassing - 1              |
| Disorderly conduct – 4 Domestic assault – 2 | Civil - 1                    |
| Found Property – 7                          | Weapons offense - 1          |
| Fraud – 1                                   | Traffic Stops - 91           |
| General Assist – 48                         |                              |
| Intoxicated – 3                             |                              |
| K-9 – 1                                     |                              |
| Larceny – 1                                 |                              |
| Lewd – 1                                    |                              |
| Loud Noise – 5                              |                              |
| MDOP – 2                                    |                              |
| MIP – 1                                     |                              |
| BOL – 5                                     |                              |
| Missing person – 1                          |                              |
| Motorist assist – 1                         |                              |
| OWI – 2                                     |                              |
| Parade traffic – 1                          |                              |
| Parking violation – 21                      |                              |

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

General Consultation

- 2024 Asphalt Repairs: Bids were opened on July 22 and a Recommendation of Award is anticipated to be presented at the August 21 Council Workshop for an award at the August 26 Council Meeting. We anticipate fall 2024 construction 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.
- 582 Campbell Road PUD: Reviewed conceptual plans and attended pre-application conference on June 19, 2024.
- 640 Water Street PUD: Reviewed conceptual plans and attended pre-application conferences on June 5, 2024 and June 27, 2024.
- Ferry Street Closure: Met with representatives from Douglas and the Fire Department to present ideas for keeping Ferry Street open to traffic on a short-term basis.

EGLE Drinking Water State Revolving Fund

- Draft scoring has been released. The City's project received 70 points (out of 100), which is essentially all of the points the City is eligible for (some of the points are only applicable to systems with violations to be addressed, disadvantaged economic status and other factors beyond the City's control). The cutoff for funding will be determined this fall, but we anticipate it will be 80+ points, based on the applications received and funds available.

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). This will provide funding to help the City complete its final Distribution System Materials Inventory, which is due in October 16, 2024.
- Bids were opened on August 6 and we are working with the low bidder to adjust the contract amount to match the grant dollars available. A Recommendation of Award will be prepared for discussion at the August 21 Council Workshop.
- We will be assisting City staff with communications to affected property owners and the general public soon.

## Mt. Baldhead Projects

- AT&T Project Assistance
  - Reviewed the current AT&T proposal for attaching conduits to the stair structure. A meeting has been scheduled for August 7 to review and discuss the current plans with the AT&T team.
- Restroom Building Replacement
  - Design work is nearly 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. Based on the scope of the project, vegetation disturbance is anticipated to be minimal. The Critical Dunes permit application will be submitted soon.
  - We are evaluating options for electrical service to the building that may involve improvements to the overall electric infrastructure at the site.
  - Depending on timeframes for Critical Dunes permitting and coordination with stakeholders, we are anticipating spring or fall 2025 construction.
- Observation Platform Replacement
  - Design work is progressing. Additional survey work is complete.
  - The Allegan Conservation District has provided the Vegetation Removal Assurance, which is a report required for the EGLE/USACE Critical Dunes Permitting. The report evaluates impacts on vegetation, native, non-native and invasives, and provides guidance for the design and construction. The report includes guidance for several of the unhealthy, dead or undesirable species to be removed as part of the project and replaced with native/desirable ones.
  - Anticipating design to be completed in fall/winter 2024/2025, permitting in spring 2025 for construction in fall of 2025 or spring of 2026, depending on permitting timeframe and coordination with stakeholders.

## Maple Street Improvements – Study Phase

- Topographic survey is complete.
- A workshop (or series of workshops) will be scheduled soon with adjacent property owners and other stakeholders. We anticipate that will take place late summer or early fall, to accommodate as many seasonal residents as possible.
- Submitted the MDOT Category B grant application to meet the June 12 deadline. Results should be available late summer or early fall. If selected, this program would fund \$250,000 of the road restoration costs on the project. Maple Street was also included in the DWSRF application.

## 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.



Aftermath of double-fatal crash at North Street and Blue Star Highway referred to underneath.

## LETTERS TO THE EDITOR

# Corner safety light needed now

To the editor,

The horrific Saugatuck automobile accident that occurred a little over a year ago shocked the community. At about 9 on that bright May morning, three senior-aged women visiting from Cincinnati, were driving east on North Street, likely on their way to a breakfast out.

Somehow, they missed the stop sign at Blue Star Highway and drove directly into the intersection without braking. The 26-year-old driver of a south-bound loaded dump truck traveling at the legal highway speed had no time to react. The impact crushed the women's car and propelled it over 100 feet to the south.

Alerted by the sound of the impact, emergency responders arrived quickly from the close by fire station. The intersection was promptly closed to all traffic.

Upon viewing the severity of the wreckage, Fire Chief Greg Janik — fearing the trauma the images would cause to less sea-

soned personnel — allowed only his most senior and experienced staff to approach the site. On-lookers were kept hundreds of yards away.

Two of the car's occupants had died instantly, the third was extricated and transported by ambulance to Holland Hospital. The young truck driver sat at the edge of the highway sobbing.

Asked later, the veteran fire chief concluded that the most likely cause of the accident was a near complete loss of visibility on the part of the car's driver that rendered the west-facing stop sign on North Street invisible; the low-angle early morning rising sun's glare so backlighting the sign as to cause it to virtually disappear.

This clear-sky phenomenon can still occur at the same location any morning at a slightly different time, depending on the weather.

What can be done to avoid a similar accident, particularly for our tourists who may have no

experience with this uphill intersection?

Responding to this concern, Saugatuck added a "cross traffic does not stop" warning beneath the stop sign and relocated a "stop sign ahead" diamond sign on North Street to make it more obvious.

Yet neither of those precautionary moves addresses the sun's blinding glare. One more precaution could do that, namely replacing the current stop sign with a solar-powered, flashing-red-light version that would alert drivers well before they reached the intersection.

Before the new roundabout was installed at the nearby Old Allegan Road intersection (formerly known as "crash corner"), these flashing signs proved highly effective accident deterrents at that location.

It's time to add the same safety upgrade at this second "crash corner."

| Vendor Name                             | Description                       | Amount     |
|-----------------------------------------|-----------------------------------|------------|
| 1. AAA TURF                             | PARK TURF                         | 4,558.55   |
| 2. ALLEGAN COUNTY SHERIFF               | RESERVE DEPUTIES                  | 1,980.36   |
| 3. ALLEGAN COUNTY TREASURER             | PROPERTY TAXES                    | 242,200.00 |
| 4. AMANDA MELWIKI                       | GAZEBO DEPOSIT REFUND             | 500.00     |
| 5. AQUATIC DOCTORS LAKE INC             | MILFOIL TREATMENT                 | 34,375.00  |
| 6. ASSESSING SOLUTIONS INC              | ASSESSING SERVICES                | 2,934.00   |
| 7. ATOM ENTERPRISES, INC - WALLYS       | ESCROW DEPOSIT REFUND             | 1,595.00   |
| 8. BS&A SOFTWARE                        | SOFTWARE UPDATES & ANNUAL SUPPORT | 6,595.00   |
| 9. BURNETT & KASTRAN PC                 | LEGAL FEES SHERIFFS               | 372.00     |
| 10. CAPITAL ONE                         | CAPITAL ONE CREDIT CARD           | 64.95      |
| 11. CHARLIES ROUND THE CORNER ICE CREA  | ESCROW REFUND                     | 677.50     |
| 12. CLIMATE GUYS.COM                    | HVAC REPAIR                       | 428.32     |
|                                         | HEATING & COOLING SERVICE         | 165.00     |
|                                         | TOTAL                             | 593.32     |
| 13. COMCAST                             | COMCAST                           | 233.40     |
| 14. COMMERCIAL RECORD                   | COMMERCIAL PAPER NOTICES          | 378.00     |
| 15. DUNESVIEW KWIK SHOP INC             | GASOLINE & DIESEL                 | 2,166.41   |
|                                         | GASOLINE & DIESEL                 | 1,955.88   |
|                                         | TOTAL                             | 4,122.29   |
| 16. FASTENAL                            | DPW SUPPLIES                      | 13.71      |
| 17. FIRST BANK CARD                     | FIRST BANK CREDIT CARD            | 161.80     |
|                                         | FIRST BANK CARD                   | 318.27     |
|                                         | FIRST BANK CREDIT CARD            | 629.53     |
|                                         | FIRST BANK CREDIT CARD            | 1,016.63   |
|                                         | FIRST BANK CREDIT CARD            | 759.35     |
|                                         | TOTAL                             | 2,885.58   |
| 18. FLEIS & VANDENBRINK ENGINEERING INC | ENGINEERING FEES                  | 9,647.91   |
|                                         | ENGINEERING FEES                  | 9,540.00   |
|                                         | ENGINEERING FEES                  | 3,780.00   |
|                                         | ENGINEERING FEES                  | 1,325.00   |
|                                         | TOTAL                             | 24,292.91  |
| 19. GORDON FOOD SERVICE                 | OVAL BEACH CONCESSION             | 7,044.50   |
| 20. GROUNDS MANAGEMENT SOLUTIONS        | PARKS MAINTENANCE                 | 9,911.00   |
| 21. HORIZON COMMUNITY PLANNER           | PLANNING & HISTORIC DISTRICT      | 6,657.05   |
| 22. HUNTREE NURSERY                     | CITY HALL LANDSCAPING             | 542.50     |

| Vendor Name                             | Description                     | Amount     |
|-----------------------------------------|---------------------------------|------------|
|                                         | LANDSCAPING MATERIALS           | 468.75     |
|                                         | TOTAL                           | 1,011.25   |
| 23. IHLE AUTO PARTS                     |                                 |            |
|                                         | MOTORPOOL SUPPLIES              | 113.97     |
| 24. K&R TRUCK SALES INC                 |                                 |            |
|                                         | MOTORPOOL SUPPLIES              | 230.85     |
| 25. KALAMAZOO LAKE SEWER & WATER        |                                 |            |
|                                         | WATER & SEWER                   | 3,116.23   |
| 26. MADDIE SMITH                        |                                 |            |
|                                         | GAZEBO DEPOSIT REFUND           | 500.00     |
| 27. MICHIGAN DEPARTMENT OF TREASURY     |                                 |            |
|                                         | CONCESSION SUPPLIES TAX         | 781.24     |
| 28. MICHIGAN ELECTRO FREEZE INC         |                                 |            |
|                                         | OVAL BEACH CONTRACTUAL SERVICE  | 400.00     |
| 29. OTTAWA AREA INTERMEDIATE SCHOOL DIS |                                 |            |
|                                         | PROPERTY TAXES                  | 132,300.00 |
| 30. OVERISEL LUMBER COMPANY             |                                 |            |
|                                         | OVAL, PARKS, MOTORPOOL SUPPLIES | 347.50     |
| 31. PIVOT POINT PARTNERS LLC            |                                 |            |
|                                         | ASSESSING SOFTWARE              | 403.20     |
| 32. PLANTE MORAN                        |                                 |            |
|                                         | PLANTE MORAN                    | 4,940.00   |
| 33. POMP'S TIRE SERVICE INC             |                                 |            |
|                                         | TIRES & REPAIRS                 | 587.55     |
| 34. PRIORITY HEALTH                     |                                 |            |
|                                         | HEALTH INSURANCE                | 10,590.81  |
| 35. PURITY CYLINDER GASES INC           |                                 |            |
|                                         | CONCESSION                      | 20.22      |
| 36. RAHMBERG STOVER                     |                                 |            |
|                                         | COMPENSATION STUDY              | 1,825.00   |
| 37. RATHCO SAFETY SUPPLY CO             |                                 |            |
|                                         | NO PARKING SIGNS                | 4,091.44   |
| 38. REPCOLITE                           |                                 |            |
|                                         | ROAD MAINTENANCE SUPPLIES       | 543.15     |
| 39. SAUGATUCK FIRE                      |                                 |            |
|                                         | RENTAL HOME INSPECTIONS         | 1,050.00   |
| 40. SAUGATUCK PUBLIC SCHOOLS            |                                 |            |
|                                         | PROPERTY TAXES                  | 176,250.00 |
| 41. SEPTIC TANK SYSTEMS CO INC          |                                 |            |
|                                         | OVAL BEACH PORTAJOHNS           | 670.00     |
|                                         | OVAL BEACH PORTAJOHNS           | 360.00     |
|                                         | OVAL BEACH PORTAJOHNS           | 1,075.00   |
|                                         | TOTAL                           | 2,105.00   |
| 42. SHORELINE SPRINKLING                |                                 |            |
|                                         | IT SUPPORT                      | 699.00     |
| 43. SHORELINE TECHNOLOGY SOLUTIONS      |                                 |            |
|                                         | COMPUTER SERVICES               | 1,701.20   |
| 44. SPECTRUM PRINTERS INC               |                                 |            |
|                                         | ELECTION MATERIALS              | 100.00     |
| 45. STANDARD INSURANCE COMPANY          |                                 |            |
|                                         | INSURANCE                       | 419.27     |
| 46. STINGERS PEST CONTROL               |                                 |            |
|                                         | PEST CONTROL                    | 65.00      |
| 47. TIMOTHY R VAN DER KOLK              |                                 |            |
|                                         | ESCROW DEPOSIT REFUND           | 2,097.91   |
| 48. VALLEY CITY LINEN INC               |                                 |            |
|                                         | SHOP TOWELS                     | 130.24     |
| 49. WYOMING ASPHALT PAVING CO           |                                 |            |
|                                         | ASPHALT                         | 138.69     |

| Vendor Name                 | Description | Amount     |
|-----------------------------|-------------|------------|
| TOTAL - ALL VENDORS         |             | 698,542.84 |
| FUND TOTALS:                |             |            |
| Fund 101 - GENERAL FUND     |             | 131,757.02 |
| Fund 202 - MAJOR STREETS    |             | 3,558.29   |
| Fund 203 - LOCAL STREETS    |             | 3,441.90   |
| Fund 592 - WATER AND SEWER  |             | 3,009.32   |
| Fund 661 - MOTOR POOL FUND  |             | 6,026.31   |
| Fund 701 - CURRENT TAX FUND |             | 550,750.00 |

|                              |                                         |                             |                        |           |
|------------------------------|-----------------------------------------|-----------------------------|------------------------|-----------|
| 08/09/2024                   | CHECK REGISTER FOR CITY OF SAUGATUCK    |                             |                        |           |
|                              | CHECK DATE FROM 07/01/2024 - 08/01/2024 |                             |                        |           |
|                              |                                         |                             |                        |           |
| Check Date                   | Check                                   | Vendor Name                 | Description            | Amount    |
|                              |                                         |                             |                        |           |
| Bank GEN GENERAL POOLED CASH |                                         |                             |                        |           |
| 07/03/2024                   | 20107                                   | GIL- ROY'S HARDWARE         | SUPPLIES               | 221.98    |
| 07/03/2024                   | 20108                                   | GLASS ENTERPRISE AUTO GLASS | GLASS REPAIR           | 240.00    |
| 07/03/2024                   | 20109                                   | ODC NETWORK                 | FORMER AIRPORT PROJECT | 65,000.00 |
| 07/03/2024                   | 20110                                   | OVERISEL LUMBER COMPANY     | SUPPLIES               | 550.79    |
| 07/03/2024                   | 20111                                   | PROTEC                      | MEMBERSHIP DUES        | 108.13    |
| 07/03/2024                   | 20112                                   | WESTENBROEK MOWER INC       | OIL                    | 41.50     |
| 07/05/2024                   | DD6794(A)                               | ANDERSON, HOLLY             | PAYROLL                | 343.59    |
| 07/05/2024                   | DD6795(A)                               | BAGIEREK, CHRISTOPHER       | PAYROLL                | 79.29     |
| 07/05/2024                   | DD6796(A)                               | BALDWIN, HELEN              | PAYROLL                | 263.30    |
| 07/05/2024                   | DD6797(A)                               | BROEKER, ANN                | PAYROLL                | 78.29     |
| 07/05/2024                   | DD6798(A)                               | CANNARSA, JOHN              | PAYROLL                | 103.32    |
| 07/05/2024                   | DD6799(A)                               | DEAN, SCOTT                 | PAYROLL                | 263.30    |
| 07/05/2024                   | DD6800(A)                               | GARDNER, RUSSELL            | PAYROLL                | 335.79    |
| 07/05/2024                   | DD6801(A)                               | GAUNT, BOBBIE               | PAYROLL                | 79.28     |
| 07/05/2024                   | DD6802(A)                               | LA CHEY, MARK               | PAYROLL                | 78.29     |
| 07/05/2024                   | DD6803(A)                               | MANNS, STEVEN               | PAYROLL                | 52.86     |
| 07/05/2024                   | DD6804(A)                               | MUNCEY, GREGORY             | PAYROLL                | 264.30    |
| 07/05/2024                   | DD6805(A)                               | PATERSON, KEITH             | PAYROLL                | 105.26    |
| 07/05/2024                   | DD6806(A)                               | STANTON-SHARAR, LAUREN      | PAYROLL                | 296.34    |
| 07/05/2024                   | DD6807(A)                               | STRAKER, TIMOTHY            | PAYROLL                | 104.52    |
| 07/05/2024                   | DD6808(A)                               | WHITE, LOGAN                | PAYROLL                | 262.30    |
| 07/05/2024                   | DD6809(A)                               | ARAMENDI, NOAH              | PAYROLL                | 1,785.97  |
| 07/05/2024                   | DD6810(A)                               | BLACQUIERE, BRADYN          | PAYROLL                | 674.12    |
| 07/05/2024                   | DD6811(A)                               | BOUWMAN, CHAD               | PAYROLL                | 1,385.81  |
| 07/05/2024                   | DD6812(A)                               | BRIGGS, FALLON              | PAYROLL                | 949.56    |
| 07/05/2024                   | DD6813(A)                               | BRINK, CHASE                | PAYROLL                | 791.27    |
| 07/05/2024                   | DD6814(A)                               | BURGE, SHELBY               | PAYROLL                | 313.85    |
| 07/05/2024                   | DD6815(A)                               | CHRISTENSON, JUDE           | PAYROLL                | 682.90    |
| 07/05/2024                   | DD6816(A)                               | CUMMINS, RYAN               | PAYROLL                | 2,849.21  |
| 07/05/2024                   | DD6817(A)                               | DEJAEGHER, JOHN             | PAYROLL                | 1,131.01  |
| 07/05/2024                   | DD6818(A)                               | DEYOUNG, CHARLES            | PAYROLL                | 469.14    |
| 07/05/2024                   | DD6819(A)                               | FLANAGAN, HANNAH            | PAYROLL                | 878.22    |
| 07/05/2024                   | DD6820(A)                               | GARCIA, AMAYA               | PAYROLL                | 800.05    |
| 07/05/2024                   | DD6821(A)                               | GARCIA, MARIELA             | PAYROLL                | 479.05    |
| 07/05/2024                   | DD6822(A)                               | GRIGG-MARTINEZ, DAYTON      | PAYROLL                | 1,115.08  |
| 07/05/2024                   | DD6823(A)                               | HARDY, CODY                 | PAYROLL                | 1,438.32  |
| 07/05/2024                   | DD6824(A)                               | HERBERT, SCOTT              | PAYROLL                | 2,237.54  |
| 07/05/2024                   | DD6825(A)                               | KERRIDGE, ADAM              | PAYROLL                | 1,635.66  |
| 07/05/2024                   | DD6826(A)                               | LARSEN, SAGE                | PAYROLL                | 582.74    |
| 07/05/2024                   | DD6827(A)                               | LOKKER, LILY                | PAYROLL                | 600.90    |
| 07/05/2024                   | DD6828(A)                               | MACK, ELLIS                 | PAYROLL                | 1,312.40  |
| 07/05/2024                   | DD6829(A)                               | MARTIN, DANNY               | PAYROLL                | 1,323.58  |
| 07/05/2024                   | DD6830(A)                               | MITCHELL, JACE              | PAYROLL                | 571.61    |
| 07/05/2024                   | DD6831(A)                               | MOLENHOUSE, ANNE            | PAYROLL                | 360.11    |
| 07/05/2024                   | DD6832(A)                               | PETERS, ADDISON             | PAYROLL                | 755.25    |
| 07/05/2024                   | DD6833(A)                               | PETERS, AVERY               | PAYROLL                | 1,007.79  |
| 07/05/2024                   | DD6834(A)                               | PETERSON, BENJAMIN          | PAYROLL                | 893.15    |
| 07/05/2024                   | DD6835(A)                               | RUSSELL, JUSTIN             | PAYROLL                | 527.69    |
| 07/05/2024                   | DD6836(A)                               | SAMUELS, ROBERT             | PAYROLL                | 633.69    |
| 07/05/2024                   | DD6837(A)                               | SANCHEZ, ADAN               | PAYROLL                | 323.77    |
| 07/05/2024                   | DD6838(A)                               | STANISLAWSKI, PETER         | PAYROLL                | 4,844.04  |
| 07/05/2024                   | DD6839(A)                               | STEZOWSKI, BRAYDEN          | PAYROLL                | 446.00    |
| 07/05/2024                   | DD6840(A)                               | STEZOWSKI, LOGAN            | PAYROLL                | 901.99    |
| 07/05/2024                   | DD6841(A)                               | VAN HOWE, AINSLEY           | PAYROLL                | 890.20    |
| 07/05/2024                   | DD6842(A)                               | WILLIAMS, SARA              | PAYROLL                | 2,131.43  |
| 07/05/2024                   | DD6843(A)                               | WOLTERS, JAMIE              | PAYROLL                | 2,295.75  |

|            |            |                                     |                           |           |
|------------|------------|-------------------------------------|---------------------------|-----------|
| 07/05/2024 | EFT1832(E) | ALERUS                              | PAYROLL                   | 12,995.83 |
| 07/05/2024 | EFT1833(E) | EXPERT PAY                          | PAYROLL                   | 139.54    |
| 07/05/2024 | EFT1834(E) | MERS HYBRID                         | PAYROLL                   | 5,126.83  |
| 07/05/2024 | EFT1835(E) | FEDERAL TAX DEPOSIT                 | PAYROLL                   | 15,595.48 |
| 07/08/2024 | 5384(E)    | FRONTIER                            | TELEPHONES                | 578.75    |
| 07/08/2024 | 5385(E)    | GORDON FOOD SERVICE                 | OVAL BEACH SUPPLIES       | 2,100.93  |
| 07/08/2024 | 5386(E)    | MICHIGAN GAS UTILITIES              | MICHIGAN GAS UTILITIES    | 139.83    |
| 07/08/2024 | 5387(E)    | PRIORITY HEALTH                     | HEALTH INSURANCE          | 9,552.84  |
| 07/08/2024 | 5388(E)    | REPUBLIC SERVICES                   | TRASH                     | 3,151.48  |
| 07/08/2024 | 5389(E)    | VALLEY CITY LINEN INC               | SHOP TOWELS               | 193.43    |
| 07/09/2024 | 5390(A)    | ALLEGAN COUNTY SHERIFF              | SHERIFF CONTRACT          | 32,442.12 |
| 07/09/2024 | 5391(A)    | ASSESSING SOLUTIONS INC             | ASSESSING SERVICES        | 2,934.00  |
| 07/09/2024 | 5392(A)    | GRANICUS LLC                        | SHORT TERM RENTALS        | 18,548.47 |
| 07/09/2024 | 5393(A)    | K&R TRUCK SALES INC                 | MOTORPOOL                 | 3,439.57  |
| 07/09/2024 | 5394(A)    | MICHIGAN MUNICIPAL LEAGUE           | MML MEMBER DUES           | 1,112.00  |
| 07/09/2024 | 5395(A)    | MML LIABILITY & PROPERTY POOL       | LIABILITY & PROPERTY POOL | 34,838.00 |
| 07/09/2024 | 5396(A)    | MML WORKER COMP                     | WORKER COMP INSURANCE     | 12,642.00 |
| 07/09/2024 | 5397(A)    | PURITY CYLINDER GASES INC           | CONCESSION                | 19.85     |
| 07/09/2024 | 5398(A)    | SEPTIC TANK SYSTEMS CO INC          | SEPTIC CLEANING           | 360.00    |
| 07/09/2024 | 5399(A)    | SHORELINE TECHNOLOGY SOLUTIONS      | COMPUTER SERVICES         | 1,262.80  |
| 07/09/2024 | 5400(A)    | STANDARD INSURANCE COMPANY          | INSURANCE                 | 359.81    |
| 07/09/2024 | 5401(A)    | TIME SAVES LIVES LLC                | TRAINING                  | 375.00    |
| 07/19/2024 | DD6844(A)  | ARAMENDI, NOAH                      | PAYROLL                   | 2,265.06  |
| 07/19/2024 | DD6845(A)  | BLACQUIERE, BRADYN                  | PAYROLL                   | 776.62    |
| 07/19/2024 | DD6846(A)  | BOUWMAN, CHAD                       | PAYROLL                   | 1,425.81  |
| 07/19/2024 | DD6847(A)  | BRIGGS, FALLON                      | PAYROLL                   | 805.91    |
| 07/19/2024 | DD6848(A)  | BRINK, CHASE                        | PAYROLL                   | 895.33    |
| 07/19/2024 | DD6849(A)  | BURGE, SHELBY                       | PAYROLL                   | 422.88    |
| 07/19/2024 | DD6850(A)  | CHRISTENSON, JUDE                   | PAYROLL                   | 776.62    |
| 07/19/2024 | DD6851(A)  | CUMMINS, RYAN                       | PAYROLL                   | 2,914.21  |
| 07/19/2024 | DD6852(A)  | DEJAEGER, JOHN                      | PAYROLL                   | 1,600.47  |
| 07/19/2024 | DD6853(A)  | DEYOUNG, CHARLES                    | PAYROLL                   | 829.33    |
| 07/19/2024 | DD6854(A)  | FLANAGAN, HANNAH                    | PAYROLL                   | 837.45    |
| 07/19/2024 | DD6855(A)  | GARCIA, AMAYA                       | PAYROLL                   | 805.91    |
| 07/19/2024 | DD6856(A)  | GARCIA, DANIELA                     | PAYROLL                   | 155.06    |
| 07/19/2024 | DD6857(A)  | GARCIA, MARIELA                     | PAYROLL                   | 641.90    |
| 07/19/2024 | DD6858(A)  | GRIGG-MARTINEZ, DAYTON              | PAYROLL                   | 995.22    |
| 07/19/2024 | DD6859(A)  | HARDY, CODY                         | PAYROLL                   | 3,458.35  |
| 07/19/2024 | DD6860(A)  | HERBERT, SCOTT                      | PAYROLL                   | 2,377.37  |
| 07/19/2024 | DD6861(A)  | KERRIDGE, ADAM                      | PAYROLL                   | 2,069.30  |
| 07/19/2024 | DD6862(A)  | LARSEN, SAGE                        | PAYROLL                   | 552.48    |
| 07/19/2024 | DD6863(A)  | LOKKER, LILY                        | PAYROLL                   | 310.55    |
| 07/19/2024 | DD6864(A)  | MACK, ELLIS                         | PAYROLL                   | 1,352.40  |
| 07/19/2024 | DD6865(A)  | MARTIN, DANNY                       | PAYROLL                   | 1,528.69  |
| 07/19/2024 | DD6866(A)  | MITCHELL, JACE                      | PAYROLL                   | 846.82    |
| 07/19/2024 | DD6867(A)  | MOLENHOUSE, ANNE                    | PAYROLL                   | 118.94    |
| 07/19/2024 | DD6868(A)  | PETERS, ADDISON                     | PAYROLL                   | 668.26    |
| 07/19/2024 | DD6869(A)  | PETERS, AVERY                       | PAYROLL                   | 968.96    |
| 07/19/2024 | DD6870(A)  | PETERSON, BENJAMIN                  | PAYROLL                   | 1,078.93  |
| 07/19/2024 | DD6871(A)  | RUSSELL, JUSTIN                     | PAYROLL                   | 224.65    |
| 07/19/2024 | DD6872(A)  | SAMUELS, ROBERT                     | PAYROLL                   | 653.62    |
| 07/19/2024 | DD6873(A)  | SANCHEZ, ADAN                       | PAYROLL                   | 759.05    |
| 07/19/2024 | DD6874(A)  | STEZOWSKI, BRAYDEN                  | PAYROLL                   | 498.39    |
| 07/19/2024 | DD6875(A)  | STEZOWSKI, LOGAN                    | PAYROLL                   | 878.40    |
| 07/19/2024 | DD6876(A)  | VAN HOWE, AINSLEY                   | PAYROLL                   | 966.87    |
| 07/19/2024 | DD6877(A)  | WILLIAMS, SARA                      | PAYROLL                   | 2,131.42  |
| 07/19/2024 | DD6878(A)  | WOLTERS, JAMIE                      | PAYROLL                   | 2,295.74  |
| 07/19/2024 | EFT1836(E) | ALERUS                              | PAYROLL                   | 2,706.46  |
| 07/19/2024 | EFT1837(E) | EXPERT PAY                          | PAYROLL                   | 139.54    |
| 07/19/2024 | EFT1838(E) | MERS HYBRID                         | PAYROLL                   | 1,761.14  |
| 07/19/2024 | EFT1839(E) | FEDERAL TAX DEPOSIT                 | PAYROLL                   | 12,216.32 |
| 07/19/2024 | EFT1840(E) | MERS                                | PAYROLL                   | 4,187.40  |
| 07/22/2024 | 5403(A)    | ABSOPURE WATER COMPANY              | WATER                     | 658.95    |
| 07/22/2024 | 5404(A)    | ALLEGAN COUNTY SHERIFF              | DEBT CREW                 | 198.00    |
| 07/22/2024 | 5405(A)    | FAHEY SCHULTZ BURZYCH RHODES        | VILLAGE PARK LEGAL        | 25,342.84 |
| 07/22/2024 | 5406(A)    | FLEIS & VANDENBRINK ENGINEERING INC | ENGINEERING FEES          | 191.00    |
| 07/22/2024 | 5407(A)    | GROUND MANAGEMENT SOLUTIONS         | PARKS MAINTENANCE         | 1,522.40  |

|                             |            |                                     |                                          |            |
|-----------------------------|------------|-------------------------------------|------------------------------------------|------------|
| 07/22/2024                  | 5408(A)    | HORIZON COMMUNITY PLANNER           | PLANNING & HISTORIC DISTRICT             | 5,000.00   |
| 07/22/2024                  | 5409(A)    | KROHN EXCAVATING LLC                | 2023 STREET IMPROVEMENTS                 | 12,284.80  |
| 07/22/2024                  | 5410(A)    | LAKESHORE OUTDOORS LLC              | PARKS TOPSOIL                            | 1,170.24   |
| 07/22/2024                  | 5411(A)    | MICHIGAN ELECTRO FREEZE INC         | OVAL BEACH CONTRACTUAL SERVICES          | 400.00     |
| 07/22/2024                  | 5412(A)    | REPCOLITE                           | SUPPLIES                                 | 344.20     |
| 07/22/2024                  | 5413(A)    | SEPTIC TANK SYSTEMS CO INC          | SEPTIC CLEANING SERVIE                   | 360.00     |
| 07/22/2024                  | 5414(A)    | STINGERS PEST CONTROL               | PEST CONTROL                             | 135.00     |
| 07/22/2024                  | 20113      | AAA TURF                            | PARKS SOD                                | 676.58     |
| 07/22/2024                  | 20114      | BOERSENS SMALL ENGINE REPAIR LLC    | MOTORPOOL MAINTENANCE                    | 309.00     |
| 07/22/2024                  | 20115      | C2AE                                | BLUE STAR TRAIL                          | 11,065.73  |
| 07/22/2024                  | 20116      | CHRISTOPHER VISHEY                  | CONTRACTUAL SERVICE                      | 45.00      |
| 07/22/2024                  | 20117      | COMMERCIAL RECORD                   | PRINTING AND PUBLISHING                  | 84.00      |
| 07/22/2024                  | 20118      | DELUXE                              | CHECKS                                   | 181.57     |
| 07/22/2024                  | 20119      | GREENMARK EQUIPEMENT                | PARKS EQUIPMENT                          | 209.99     |
| 07/22/2024                  | 20120      | HAMILTON READY MIX                  | SIDEWALK REPAIRS                         | 2,500.96   |
| 07/22/2024                  | 20121      | IHLE AUTO PARTS                     | MOTORPOOL SUPPLIES                       | 140.39     |
| 07/22/2024                  | 20122      | KERKSTRA                            | PARK PORTABLE RESTROOMS                  | 1,415.00   |
| 07/22/2024                  | 20123      | MCKELLIPS PLUMBING INC              | OVAL BEACH REPAIRS                       | 477.00     |
| 07/22/2024                  | 20124      | NEW HOLLAND BREWING COMPANY         | ESCROW REFUND                            | 957.50     |
| 07/22/2024                  | 20125      | OVERISEL LUMBER COMPANY             | DPW SUPPLIES                             | 233.97     |
| 07/22/2024                  | 20126      | RAHMBERG STOVER                     | WAGE STUDY                               | 3,515.00   |
| 07/22/2024                  | 20127      | WEST MICHIGAN LIFE AND DOCK LLC     | BUOY INSTALLATION                        | 935.00     |
| 07/22/2024                  | 20128      | WESTENBROEK MOWER INC               | PARK EQUIPMENT MAINTENANCE               | 290.48     |
| 07/22/2024                  | 20129      | WYOMING ASPHALT PAVING CO           | ROAD MAINTENANCE                         | 133.33     |
| 07/23/2024                  | 5402(E)    | REPUBLIC SERVICES                   | TRASH                                    | 1,642.90   |
| 07/24/2024                  | 5415(E)    | CAPITAL ONE                         | REPAIRS AND MAINTENANCE                  | 47.96      |
| 07/24/2024                  | 5416(E)    | FIRST BANK CARD                     | CREDIT CARD                              | 5,398.72   |
| 07/24/2024                  | 5417(E)    | GORDON FOOD SERVICE                 | OVAL BEACH SUPPLIES                      | 2,826.08   |
| 07/24/2024                  | 5418(E)    | JOHN DEERE FINANCIAL                | MOTORPOOL                                | 1,163.36   |
| 07/24/2024                  | 5419(E)    | MERCHANTS BANCARD NETWORK           | BANK FEES OVAL AND CITY HALL             | 5,141.41   |
| 07/24/2024                  | 5420(E)    | MERS                                | RETIREMENT                               | 4,500.00   |
| 07/24/2024                  | 5421(E)    | NET2PHONE INC                       | TELEPHONES                               | 215.65     |
| 07/24/2024                  | 5422(E)    | REPUBLIC SERVICES                   | TRASH                                    | 4,240.97   |
| 07/24/2024                  | 5423(E)    | RICOH USA INC                       | COPIER LEASE                             | 127.97     |
| 07/24/2024                  | 5424(E)    | VALLEY CITY LINEN INC               | SHOP SUPPLIES                            | 130.07     |
| 07/24/2024                  | 5425(A)    | SEPTIC TANK SYSTEMS CO INC          | OVAL BEACH PORTABLE RESTROOM MAINTENANCE | 560.00     |
| 07/30/2024                  | 20131      | MML UNEMPLOYMENT COMPENSATION GROUP |                                          | 7.36       |
| 07/30/2024                  | EFT1841(E) | MI DEPT OF TREASURY                 |                                          | 3,432.29   |
| Total of 161 Checks:        |            |                                     |                                          | 427,910.34 |
| Less 0 Void Checks:         |            |                                     |                                          | 0.00       |
| Total of 161 Disbursements: |            |                                     |                                          | 427,910.34 |



## City Council Agenda Item Report

**FROM:** Ryan Cummins, City Manager

**MEETING DATE:** August 7, 2024

**SUBJECT:** Shoreline Technology Solutions Managed Service Provider Agreement

**DESCRIPTION:**

The City of Saugatuck was one of Shoreline Technology Solutions (STS) first clients when it began in 1999. The latest managed service provider agreement expired at the end of July. STS has proposed the attached updated agreement. Highlights include:

- Two-year agreement at the same price for both years.
- Increase of \$10 per user per month for the essential user support plan.
- Adding on an advanced security plan at \$35 per user per month. This includes:
  - Protecting the system from unauthorized downloads.
  - Conducting ongoing security awareness training for staff.
  - Ongoing security assessments.
- Updating server software to a product that is supported. This will be a one-time cost of \$2,500 in labor and \$1,069 for the license.

**BUDGET ACTION REQUIRED:**

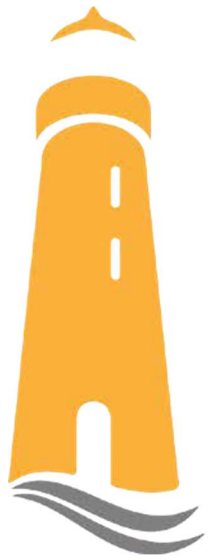
The budget has enough dollars to cover the server project cost. Staff will request a budget amendment if the monthly cost will exceed appropriations.

**LEGAL REVIEW:**

N/A at this time.

**SAMPLE MOTION:**

Motion to approve the managed service provider agreement with Shoreline Technology Solutions.



**Shoreline**  
Technology Solutions (STS)

## **MANAGED SERVICE PROVIDER AGREEMENT**

**City of Saugatuck  
102 Butler Street  
Saugatuck, MI 49453**

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## **Introduction**

Shoreline Technology Solutions is a privately held information technology solutions company based in Western Michigan. Since 1999, our staff has provided small and medium size businesses with reliable, professional-class network environments. We are a friendly, accessible network of technology engineers focused on adding value to your business. Our organization consists of a network of certified technicians and partner professionals ready to serve you immediately.

## **License Agreement**

All software provided under this agreement is licensed to, and property of Shoreline Technology Solutions. Upon termination of this agreement, all software licenses will be terminated. Administration of this software, and its respective data will be managed solely by Shoreline Technology Solutions.

## Terms and Conditions

1. Each party to this Agreement acknowledges to the other that each will have contact with employees, consultants, independent contractors or employees of independent contractors (herein collectively, "Employees") of the other in connection with ongoing performance pursuant to this Agreement, that such party's Employees will be rendering valuable services, the interruption or termination of which may cause serious disruption and damage to such party. Therefore, each party agrees that it will not solicit, hire, or retain, in any capacity whatsoever, either directly or indirectly, whether as employee, agent, independent contractor employee of independent contractor, an Employee of the other party who performed any service under this Agreement in any capacity whatsoever. The provision of this article shall remain in effect for the term of this Agreement and for a period of two years after the termination of this agreement.
2. The work described will be performed in accordance with applicable Shoreline Technology Solutions specifications, assumptions and terms contained herein. If any of the customers' provided assumptions or applicable specification changes, prices for a specific task may be increased or decreased accordingly and deliverables may be delayed. All additional work required due to changes in assumptions, specifications, or conditions of the site, will only be performed pursuant to a valid change order.
3. It is assumed that the customer will provide ready access to all working areas of the project. Any delays experienced, which prevent the contractor from performing the duties of this contract, will be billed on a T&M basis separate from this proposal.
4. It is understood that Shoreline Technology Solutions will not be held responsible for any loss, damage or delays occasioned by fire, strikes or material stolen after delivery upon premises, lockouts, acts of God or the public enemy, accidents, boycotts, disturbed labor conditions, delayed delivery of materials from seller's suppliers, force majored, inclement weather, floods, freight embargoes, causes incident to national emergencies, war or other causes beyond the reasonable control of the seller, whether of like or different character, or other causes beyond his control.
5. Prices quoted in this contract are based upon the proposal and will be accepted within thirty (30) days and are exclusive of applicable sales tax and shipping costs unless otherwise specified.
6. Customer will provide necessary space, proper lighting, electrical circuits, or any other environmental requirements needed for Shoreline Technology Solutions to perform work at the customer's location.
7. Prices contained herein are based on Shoreline Technology Solutions performing work between 8:00 AM and 5:00 PM, whenever and wherever possible, Monday through Friday, and January through December. Shoreline Technology Solutions holidays excluded. Also excluded are required network interruptions, cutover periods where specified or when agreed upon.
8. Installation of new hardware during this agreement shall incur labor charges that are not covered by the agreement; some or all of which may be waived at the discretion of Shoreline Technology Solutions.
9. Payment terms of this agreement are Net 30 days.
10. All work will be performed in accordance with the Shoreline Technology Solutions standard practices and any state/local codes in effect at the time of contract signing.
11. Damage to work performed caused by other trades will be repaired or replaced at the client's option, and billed on a T&M order separate from this proposal.
12. Accounts that are past due are subject to service interruption. Shoreline Technology Solutions is not liable for any loss, financial or otherwise, as a result of service interruption due to non-payment.
13. Early termination fees will be one half of the remaining term of contract, in addition to any mailbox fees if Shoreline owns administrative rights to mailbox data.

| BASIC NEEDS | SECURITY MINDED                         | COMPLIANCE DRIVEN |
|-------------|-----------------------------------------|-------------------|
| SUPPORT     | WHITELISTING                            | COMPLIANCE        |
| MAINTENANCE | M365 HARDENING                          | SIEM              |
| BACKUPS     | SEC TRAINING                            | XDR               |
| ANTIVIRUS   | ONGOING THIRD-PARTY SECURITY ASSESSMENT | MICRO SEG         |

| Product                                          | Cost Per User | Quantity | Subtotal         |
|--------------------------------------------------|---------------|----------|------------------|
| Essential User Support Plan                      | \$55.00       | 9        | \$495.00         |
| Advanced Security Plan                           | \$35.00       | 9        | \$315.00         |
| Managed WatchGuard Wireless Grid                 | \$175.00      | 1        | \$175.00         |
| Managed Server with AV and Remote Monitoring     | \$190.00      | 1        | \$190.00         |
| Datto Alto 3 Cloud Backup                        | \$160.00      | 1        | \$160.00         |
| Microsoft 365 Business Standard                  | \$15.00       | 10       | \$150.00         |
| Exchange Only Plan 2                             | \$9.60        | 8        | \$76.80          |
| Exchange Only Plan 1                             | \$4.80        | 1        | \$4.80           |
| Exchange Online Archiving                        | 3.60          | 10       | \$36.00          |
| Datto SAAS Cloud Retention email backup          | \$4.00        | 19       | \$76.00          |
| <b>Server Project:</b>                           |               |          |                  |
| Microsoft Windows Server 2022 Standard license   | \$1069.00     |          |                  |
| Shoreline Project Labor                          | \$2500.00     |          |                  |
| Automate Monitoring and Patch Management of host | \$40.00       | 1        | \$40.00          |
| <b>Total Monthly Invoice:</b>                    |               |          | <b>\$1718.60</b> |

\*Support will be scheduled at the first available appointment, the following business day. Minor issues that can be resolved remotely, may be addressed earlier.

\*Premium end user support calls will be given a priority over others, normally within 4 hours.

End user support, and premium end user support is limited to maintenance requests. We will maintain the workstation operating system, and any software provided in the MSP plan. Issues caused by third party software, will be billed at normal billable rates.

Cybersecurity breach remediation is not included within this agreement and will be billed at priority rates.

\*\*\*A two-year commitment is required. Invoices will be sent electronically, on the first Monday of each month.

Plans can be upgraded at any time; downgrade requests will be processed 12 months after the plan was started.

## Approval of Proposal

\*\*\*I, the undersigned, as an authorized representative of City of Saugatuck, have read and accepted the terms and conditions of this proposal and request that Shoreline Technology Solutions provide the above products and services.

### Authorized Signatures:

Signature: \_\_\_\_\_

Title: Lauren Stanton, Mayor  
City of Saugatuck

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: Jamie Wolters, Clerk  
City of Saugatuck

Date: \_\_\_\_\_



## City Council Agenda Item Report

**FROM:** Ryan Cummins - City Manager

**MEETING DATE:** August 12, 2024

**SUBJECT:** Water System Operations Contract Advisory Committee

**DESCRIPTION:**

The Michigan Department of Environment, Great Lakes, and Energy (EGLE) is requiring that the Kalamazoo Lake Sewer and Water Authority (KLSWA) and constituent municipalities (Douglas, Saugatuck, and Saugatuck Township) create a Water System Operations Agreement. The agreement was supposed to be approved by the end of 2023, but is still not complete.

The managers of the constituent municipalities engaged consultant, Andy Campbell, to assist with developing a framework for an agreement. The framework was submitted to KLSWA in November. KLSWA drafted agreement language and held several meetings. KLSWA has approved a draft agreement which now has to be reviewed by the constituent municipalities.

The managers continue to engage with Andy Campbell for consulting assistance. Saugatuck Township and Douglas have committees also assisting their managers in reviewing the documents and providing feedback.

The City Charter grants the Mayor, with advice and consent of Council, the ability to form advisory committees.

**SECTION 4.28 ADVISORY COMMITTEES OR BOARDS.**

The mayor, with the advice and consent of the city council may, from time to time, appoint such committees or boards as are deemed appropriate to advise and consult with them, and with appropriate departments, regarding any municipal activity. Such committees or boards shall be advisory, serve temporarily and without compensation unless otherwise provided by the city council.

I have asked the Mayor to consider forming a Water System Operations Contract Advisory Committee. The Mayor agreed and is recommending that Mayor Pro Tem Baldwin and Council Member Gardner be appointed.

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Motion to create a Water System Operations Contract Advisory Committee and to appoint Mayor Pro Tem Baldwin and Council Member Gardner to the committee.

## Jamie Wolters

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**From:** Dick Waskin <dickwaskin@gmail.com>  
**Sent:** Tuesday, August 6, 2024 2:58 PM  
**To:** Jamie Wolters  
**Subject:** For Saugatuck City Council Meeting

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Saugatuck City Council Members,  
As you consider the language for Short Term Rental Caps it would be prudent for you to see the economic consequences of your actions thus far. Since Council has agreed to impose caps here are two recent examples of the economic harm that has been done.

The first is 149 Taylor Street. It was on the market for sale for \$599,000. It was under contract to be sold, it was a cash purchase. The owner and buyer were one week away from closing when Council voted to proceed with STR caps. When the Buyer found out about Council's decision they canceled their contract to purchase the home. Since then the Sellers have reduced the price of the home by \$24,000, currently there are no Buyers in sight.

The Second example I am aware of is 540 Mason Street. This home is a very successful short term rental and the income justified the price of \$882,000. When first listed there were many buyers interested in acquiring this property. Once Council voted to proceed with Caps the interest vanished. Since then the Seller has reduced the asking price by \$100,000 and the home is still on the market.

Your decisions on Short Term Rentals are having a real time effect, Property owners are losing money and values on the "Hill" are declining. The decision not to have an economic impact study was extremely reckless and ignored the real damage being done to Saugatuck City property owners. Try and picture this as if it was your investment money disappearing.

This is just one aspect of the economic harm that is being done. Fewer tourists will be able to stay in the city and spend money here. As values decline, so will property taxes and what the City can collect.

This is a message that must be repeated over and over until the decision on Caps is reversed.

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