



CITY COUNCIL WORKSHOP AGENDA

February 5, 2025, 4:00 p.m.

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

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

1. Call to Order

2. Roll Call

3. Agenda Changes (Additions/Deletions)

4. Guest Speaker

5. Public Comment on Agenda Items Only (Limit 3 minutes)

6. Discussion Items:

A. Continued Ethics Policy Review **Pg.2**

B. New Bike Racks Downtown **Pg.8**

C. Oval Beach Concessions Request for Proposals **Pg.14**

D. Amendments to Code of Ordinances - Purchasing Ordinance **Pg.24**

E. Amendments to Zoning Ordinance – Accessory Dwelling Unit Standards and Rental Requirements **Pg.35**

F. Review of Goals and Priorities for Fiscal Year 2025/2026 **Pg.40**

G. Boat Slip Fees and Lottery for 2025 **Pg.96**

7. Public Comments (Limit 3 minutes)

8. Closed Session:

A. Motion by _____, supported by _____, to move into a closed session pursuant to MCL 15.268 (h), to discuss a confidential written legal opinion regarding engineering agreements with C2AE . (Roll Call)

B. Motion by _____, supported by _____, to come out of closed session. (Roll Call)

9. Correspondence

10. Council Comments

11. Adjourn

102 Butler St. ★ PO Box 86 ★ (269) 857-2603 ★ www.SaugatuckCity.com

NOTICE:

Join online by visiting:

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

Join by phone by dialing:

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

Then enter "Meeting ID":

2698572603

Please send questions or comments regarding meeting agenda items prior to meeting to:

rcummins@saugatuckcity.com

Requests for accommodations or interpretive services must be made 48 hours prior to this meeting.

Please contact Saugatuck City Clerk at 269-857-2603 or

jwolters@saugatuckcity.com for further information.

MEMORANDUM

TO: City of Saugatuck City Council
FROM: H. Lizzie Mills of Fahey Schultz Burzych Rhodes
DATE: February 2, 2025
RE: Ethics Policy Amendments

At the January 8, 2025 workshop, I provided a working draft of amendments to the City's *Policy on Ethical Standards of Conduct*, in redline form. Council determined that members would review the redline draft and discuss again at the February 4 workshop. In the interim, Council Members would identify their additional changes, questions, or comments about the draft and transmit them to the Manager, Mayor, and me. I was tasked with compiling same and, where appropriate, annotate the draft. I received comments from one member.

Given the relative absence of feedback or collective support to make major modification, I've left that member's comments as talking points for the Council rather than editing the redline policy:

- **General Commentary.** The Council Member indicated the “policy intent is solid,” but still requires “a formal written procedure for implementation and use by the council and city leadership.” The Member also specifically identified a desire “to establish core ethical principles for city employees, officials, and vendors” to include “a policy on ethical conduct for social media and other communication methods like email, comments at public meetings, etc.
- Please note new **Part A(6)** requires annual circulation of the *Policy* and completion of an acknowledgement. The draft acknowledgement was (and remains) included at the end of the redline amendment before you.
- **Part B – Means of Resolving Ethical Complaints.** The Council Member also recommended
 - o a step-by-step process for self-reporting
 - o further discussion on the whole resolution process, including whether to add a reporting form or contract with a third party to reduce or eliminate fear of retribution, favoritism, or lack of follow-up. The third party would (or could) be a contact for the making of complaints and the execution of an investigation.



CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN

POLICY ON ETHICAL STANDARDS OF CONDUCT

PART A - ETHICAL STANDARDS

1. The citizens of Saugatuck have entrusted our elected and appointed officials and employees with the good stewardship of their local government. In return, as we carry out our City responsibilities, we pledge to conduct ourselves so as always to justify and merit that trust.

2. Our City officials and employees shall act with fairness, integrity, impartiality, professionalism, and obedience to the law, as they carry out their City responsibilities and service to public interest.

3. We expect the highest ethical conduct as a matter of course, not merely because there are laws or rules mandating it. All citizens of the City are entitled to high ethical conduct in their local government, and Council members, appointed officials and City employees shall always act to honor that expectation.

4. Some examples of the high standards of ethical conduct we require of all elected and appointed officials and City employees are the following:

(a) Our primary role as an elected or appointed official or employee is to serve the public interests.

(b) We may not use our official positions to gain an advantage or preference that we would not otherwise be entitled to.

(c) We may not solicit or accept a gift of value offered or given for the purpose of influencing a vote, decision or other City action.

(d) We may not disclose public records or information that we receive in confidence in the performance of our City duties, except when authorized to do so and in compliance with the law.

(e) We may not vote upon or take other action with respect to a matter as to which we have a conflict of interest, as defined and determined by law. Council members and appointed officials shall disclose such conflicts, and act accordingly, in the manner required by law.

(f) We may not use City property for personal purposes except as authorized for such use on an incidental or emergency basis under current City policies or established practice.

(g) We may not use confidential City information or records for the purpose of personal financial advantage, whether in a business transaction or to enable others to profit or gain competitive advantage.

~~(g)~~(h) We may not accept or engage in public service or private employment that is in conflict with our official duties as a Council member, appointed official or City employee.

~~(h)~~(i) We may not engage in other types of conduct in violation of the standards of this Policy.

5. This Policy is not intended to limit the normal and proper activities associated with the legislative responsibilities of Council members, the official duties of appointed officials ~~and, or~~ the job requirements of City employees. Rather, the Policy is adopted for the purpose of improving the governance of the City by emphasizing our long-standing commitment to high ethical standards by officials and employees, and determining the types of conduct that would not be consistent with those standards.

6. This Policy will be circulated to all employees, Council members, and appointed officials on an annual basis. Each shall complete an acknowledgement, attesting to knowledge and understanding of the content of this Policy.

PART B - MEANS OF RESOLVING ETHICAL COMPLAINTS

1. While our officials and employees have always been prompt to correct actions which may fall short of the high ethical standards that the City expects, it is nevertheless important that there be procedures ~~whereby citizens may~~to raise concerns or take further action regarding conduct they believe to be in violation of this Policy.

2. Certainly, officials, the Manager, and employees may also self-report and confer with the Mayor, and/or Manager to assess appropriate next steps and/or resolutions.

3. We encourage persons who believe that a failure of ethical conduct has occurred, or may occur, to bring that belief to the attention of the ~~Council member,~~appropriate person as follows:

(a) For complaints about an elected or an appointed official ~~or, in (other than the case of a City employee, to Mayor),~~ notify the attention of Mayor, who will confer with the City Manager- and City Attorney to determine appropriate next steps and/or resolutions, if any.

(b) For complaints about the Mayor, notify the Mayor Pro-Tem or City Attorney, who will confer with one another and the City Manager to determine appropriate next steps and/or resolutions, if any.

(c) For complaints about the Manager, notify the Mayor, who will confer with the City Attorney to determine appropriate next steps and/or resolutions, if any.

(d) For complaints about employees, notify the Manager, who will confer with the City Attorney to determine appropriate next steps and/or resolutions, if any.

In the ensuing exchange of views, correspondence or other contact, we believe that most such situations can be satisfactorily explained or resolved. With support from the Mayor or Manager, (or in the

case of a complaint against the Mayor, the Mayor Pro-Tem) an advisory opinion may be sought from the City Attorney.

2.4. As to ethical concerns that may not be resolved by contact with the official or the ~~City Manager~~appropriate person identified by this Policy, or in cases where a citizen may prefer not to contact the person involved, we believe that the matter may best be considered outside of City government. The City Council is a legislative body and is not vested with judicial powers. As officials chosen by political process, Council members should generally avoid serving in effect as judges of their own or other officials' conduct, except in cases where they are vested with that responsibility by law.

We encourage citizens who have concerns about serious unethical conduct to utilize procedures already available under Michigan law. There are several possible actions that citizens could take ~~in this regard.~~

(a) *Reporting an Alleged Violation to a Supervisor or the Council.* Under the Public Officials and Employees Ethical Conduct Act, Act 196 of 1973, ~~(“Act 196”)~~, a City official or employee may report an alleged ethical violation to a supervisory person or to the Council; an employee reporting such an alleged violation is protected by the Act from dismissal or other reprisal.

(b) *Commencing a Lawsuit in the Circuit Court.* A citizen of the City may bring a civil action in the circuit court, alleging a violation of Act 196, and may request injunctive relief, actual damages or both, within the time limitation stated in the Act. If the court renders a judgment in favor of the complainant, the court has authority to award the complainant all or part of the costs of the civil action, including reasonable attorney fees.

(c) *Reporting an Alleged Violation to the County Prosecutor.* A public official, including a Council member, appointed official or City employee, who violates Act 317 of 1968, the Public Servants' Conflict of Interest Act, is guilty of a misdemeanor under that Act. Accordingly, citizens who believe that such a violation has occurred are encouraged to bring the matter to the attention of the County Prosecuting Attorney, who has authority to prosecute misdemeanors and other criminal offenses.

~~(d)~~ *Requesting the County Prosecutor to Commence a Lawsuit.* In the case of a violation of Act 566 of 1978, the Incompatibility of Public Offices Act, the County Prosecuting Attorney has authority under that Act to commence an action in the circuit court against the alleged violator, for injunctive relief or other appropriate remedy in the discretion of the circuit court. Accordingly, citizens who believe that a violation of the Act has occurred are encouraged to bring the matter to the attention of the County Prosecuting Attorney and request that the attorney take such action as may be warranted in the circumstances.

~~(e)~~(d)

PART C

The Council may, from time to time, amend or supplement this policy.

The City Manager is directed to arrange for appropriate publicity concerning this policy, in order that the elected and appointed officials, employees, and citizens of the City may be more fully aware of the

high ethical standards required in the course of City governance and the procedures available to ~~citizens~~individuals who believe that ethical violations have occurred.

ACKNOWLEDGEMENT
POLICY ON ETHICAL STANDARDS OF CONDUCT

I, _____ have received and read a copy of this Policy on Ethical Standards of Conduct. I understand and agree to abide by its provisions.

Signature: _____ Date: _____



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: February 2, 2025

SUBJECT: New Bike Racks Downtown

DESCRIPTION:

Last summer, there were social media complaints that there are not enough bike racks throughout the downtown area.

The Saugatuck-Douglas Convention and Visitors Bureau (CVB) has offered to purchase additional bike racks. Staff and the CVB have identified the following locations as being optimal for additional bike racks:

- Culver Street Lot - Next to Scooter's Café
- Corner of Mason/Butler – Near Rose Garden
- Wicks Park – Near Chain Ferry Landing

Grid bike racks are proposed for the Culver Lot and Wicks Park. A wave bike rack is proposed for Mason/Butler. Further details are attached.

Staff is seeking Council approval to install the bike racks and apply for the necessary Historic District Commission approval.

BOARD/COMMISSION RECOMMENDATION:

Locations were previously reviewed with Parks and Public Works Committee and they were supportive.

The Historic District Commission will also have to approve.

BUDGET ACTION REQUIRED:

None anticipated. If needed, the current budget has dollars to cover the cost of concrete. The bike racks are being donated.

LEGAL REVIEW:

N/A at this time.

SAMPLE MOTION:

Motion to approve the installation of bike racks at the Culver Lot, corner of Mason/Butler, and Wicks Park and to authorize the City Manager to apply for necessary Historic District Commission approvals.

Proposed locations for Bicycle racks

Culver St Parking Lot



Chain Ferry East Landing



Lee & Birch
Clothing store

Pumpnickels
Temporarily closed

Butler St

Saugatuck Drug Store

Drug Store
Soda Fountain
Ice Cream

FedEx Drop Box

Mason St

Mason St

Mason St

Mason St

Mason St

Mason St

Butler St

Ice Cream -
Chocolate - Fudge
Temporarily closed

Butler St

LULU CADIE

Google

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GRID BIKE RACKS



GALVANIZED SINGLE-SIDED



BLACK DOUBLE-SIDED

Everybody's biking! Secures bikes, deters theft. For commuter stations, libraries and schools.

- Sturdy 14-gauge construction, galvanized steel or attractive powder coating.
- Rust-resistant.
- Mounting hardware included.

GRID BIKE RACKS

Galvanized or Black

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

SHIPS UNASSEMBLED

■ SHIPS VIA MOTOR FREIGHT

WAVE BIKE RACKS



Upscale stylish look. Easy to secure your bike.

- 10-gauge galvanized steel or attractive powder coating.
- 2 3/8" diameter bar.
- Mounting hardware included.
- For stadiums, parks and athletic fields.

WAVE BIKE RACKS							
MODEL NO.	DESCRIPTION	SIZE L x W x H	BIKE CAPACITY	WT. (LBS.)	PRICE EACH		ADD TO CART
					1	3+	
H-2892*	1-Loop	22 x 2 1/2 x 34"	3	27	\$230	\$220	Specify Color
■ H-2543	3-Loop	43 x 2 1/2 x 39"	5	56	395	375	Specify Color
■ H-2544	5-Loop	68 x 2 1/2 x 39"	7	80	515	495	Specify Color

* Galvanized and Black only

■ SHIPS VIA MOTOR FREIGHT



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: February 5, 2025

SUBJECT: Oval Beach Concessions

DESCRIPTION:

Last spring, the City issued a request for proposals (attached) for a third party to run the Oval Beach concession stand. In exchange, the City would negotiate a flat fee and/or percentage of the profits. We received one proposal and elected to proceed with the City operating the concession stand for the summer.

Last summer, the City essentially broke even on operating the concession stand. While we anticipated a greater profit, prices compared to food cost, labor costs, and scheduling issues caused that to not materialize.

Council has requested a discussion about whether the City should continue to operate the concession stand or make another attempt at locating a private vendor.

LEGAL REVIEW:

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

SAMPLE MOTION:

N/A. Workshop item at this time.



**CITY OF SAUGATUCK
REQUEST FOR PROPOSAL
OVAL BEACH CONCESSION STAND**

CITY OF SAUGATUCK
REQUEST FOR PROPOSAL
OVAL BEACH CONCESSION STAND

The City of Saugatuck is seeking proposals for furnishing equipment, supplies, and staffing necessary to provide food/beverage concessions at the City of Saugatuck Oval Beach.

Request for proposal packets may be obtained from the City Clerk at Saugatuck City Hall, 102 Butler Street, Saugatuck, MI 49453 or by calling 269-857-2603.

Technical questions regarding this Request for Proposal may be directed to the Department of Public Works Superintendent (Scott Herbert) at 269-857-2558.

Sealed proposals will be received by the City Clerk of the City of Saugatuck up to the hour of 2:00 p.m., **Friday, April 5, 2024**. Responses delivered after the said date and time will not be accepted. The City of Saugatuck is not responsible for delays in delivery.

All responses to this request that are mailed through the United States Postal Service shall be addressed to the Saugatuck City Clerk, P.O. Box 86, Saugatuck, MI 49453. All responses to this request that are mailed through the FedEx, UPS, or similar delivery service that do not deliver to P.O. Boxes shall be addressed to the Saugatuck City Clerk, 102 Butler Street, Saugatuck, MI 49453. Hand-delivered responses shall be delivered to the Saugatuck City Clerk, 102 Butler Street, Saugatuck, MI 49453.

All proposals shall be placed in a sealed envelope, which is clearly marked "OVAL BEACH CONCESSION RFP". Responses by fax or e-mail will not be accepted.

The City of Saugatuck reserves the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of the City and to the public; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the request for proposals process.

INTRODUCTION

The City of Saugatuck's Oval Beach Park, located on the shore of Lake Michigan, serves as a destination point for residents and visitors each year – generally commencing in May and concluding in October. The lakefront park offers swimming, hiking, boating and other water and dune recreational activities to park visitors, as well as City-owned restrooms and the Oval Beach Concession Building. The Oval Beach Concession stand is typically open 7 days a week starting Memorial Day through Labor Day each year. The purpose of the Oval Beach Concession stand is to offer visitors to Oval Beach a variety of food and beverage options at reasonable prices.

The equipment provided by the City of Saugatuck includes:

- 200lb. Manitowoc icemaker
- Standup freezer
- Refrigerator
- Hot dog roller/grill
- Microwave
- (3) Crockpot warmers
- Slushie machine
- Ice Cream Machine
- Miscellaneous supplies (cleaning, buckets, kitchen utensils, etc.)
- Picnic tables/umbrellas
- Cash register
- Shelving units

APPROXIMATE PROJECT TIMELINE

RFP issued:	March 6, 2024
Proposals Due:	April 5, 2024
Council award:	April 22, 2024
Contract signed:	May 1, 2024

PROPOSAL SUBMITTAL FORMAT

The *General Information* form, on the next page, is designed to serve as the cover sheet. Do not attach cover letters, title pages, or blank sheets ahead of this form, nor substitute letterhead paper for it. If additional space is needed, plain paper may be attached behind this form. **This form must be signed by a person authorized to make proposals and enter into contract negotiations on behalf of your agency.** This individual must be at least 18 years of age. **Failure to submit this form will result in your proposal being deemed non-responsive.**

CITY OF SAUGATUCK
OVAL BEACH CONCESSION STAND

General Information

This form must be signed by a person authorized to make proposals and enter into contract negotiations on behalf of your agency. To be considered for this project, the submittals must be completed in accordance with this RFP and this cover sheet must be attached. **Failure to submit this form will result in your proposal being deemed non-responsive.**

Authorized Official (Signature)

Date

Print Name of Authorized Official

Title of Authorized Official

Company Name

Contact Person

Address

City, State, Zip

Phone Number

Fax Number

E-Mail Address

Federal Tax ID #

TO BE COMPLETED AND SUBMITTED

The request for proposal (RFP) is to solicit proposals from qualified vendors to use Oval Beach Concession Stand located at 690 Perryman Street, Saugatuck, MI 49453 (Property), for food/beverages and novelty souvenirs. Those interested are required to submit a written proposal that best represents the Proposer. The Property will be used as is with no proposed improvements planned by the City of Saugatuck.

PROPOSERS QUALIFICATION STATEMENT:

Check One: An Individual_____ A Co-Partnership_____ A Corporation_____

Submitted by: _____

With principal office at: _____

The completion and submission of this questionnaire reflects accurate and truthful statements of the signatory. (Attach additional pages if necessary)

Request for Proposal: Requirements

The proposal should include the following to coincide with this RFP:

1. Provide a business plan or explain in detail the Proposer's proposed use of the Property and how it will contribute to the vitality of the City.
2. Explain how proposers use of the facility is compatible with the City's Zoning Ordinances.
3. Resumé of Proposer's previous experience, identifying not less than three (3) years of experience directly related to the proposed use.
4. Three (3) business and/or personal references. Note – the City reserves the right to contact the references listed and references other than, and/or in addition to, those being furnished.

5. Financial statements including, but not limited to, balance sheets and income statements (audited statements preferred) for the past two (2) years supporting the financial abilities of the Proposer to operate at the facility.
6. Statement that the proposer is or is not a subsidiary of, or affiliated with, any other corporations, partnerships, or firm. If so, please specify. If the Proposer is a subsidiary, please indicate the extent to which the parent entity will guarantee performance by the subsidiary.
7. In what other businesses are you financially invested?
8. Statement that the Proposer or its officers, principal members, shareholders, or investors, or any of its parent, subsidiary, or affiliated entities or other interested parties have or have not been adjudged bankrupt, either voluntarily or involuntarily, within the past ten (10) years? If so, explain.
9. Statement that there is or is not pending litigation against the Proposing entity or its officers, principal members, shareholders, or investors, or any parent, subsidiary or affiliated entities or other interested parties other than the minor personal injury suits involving claims under \$250,000? If so, explain.
10. Letter(s) from any financial credit rating service for the Proposer with whom the City may contract or the member or members of that entity who will be responsible for financial obligations and on whom the City should rely for financial performance.
11. Any other financial statements and/or other documents that would indicate acceptable financial standing and the ability of Proposer to fund the proposed services on the City Property.
12. A complete description and history of the Proposer's entity (corporation, partnership, etc.) and identification of all parties including disclosure of all persons or entities having a beneficial and/or financial interest in the proposal. Include names and qualifications of corporate/company officers/owners, their addresses/location(s) and other appropriate contact information.

13. Description of employment opportunities that will be created by the proposed services including a description of the type, number of positions, and the estimated salary range of those positions.
14. Proposed operating schedule detailing days and hours open to the public. The City requires the Proposer to open operations every weekend (Friday – Sunday), Memorial Day (and the day before and after the holiday), Independence Day (and the day before and after the holiday), Labor Day (and the day before the holiday), with a minimum of two (2) days during any given week, Monday through Thursday.
15. Description of the proposed menu items or vendor items with pricing.
16. Description of the proposed marketing, advertising, and sales promotion plans.
17. Description of the proposed annual lease payment and proposed monthly percentage of gross revenue payment paid to the City during the two (2) year contract period. Tier percentage fees will not be accepted. The City expressly reserves the right to accept an offer other than the highest responsive offered price, and also reserves the right to negotiate any terms.
18. List all major equipment Proposer will supply to provide services and/or goods proposed in this proposal.
19. Affirmative statements that:
 - a. The Proposer's entity will occupy the Property.
 - b. The Proposer will not sublet or sublease the Property.
20. You may, if you desire, provide a narrative that would include anything you feel might assist the City of Saugatuck in evaluating your experience or Business Plan. If appropriate, describe plans you may have for, including projected expenditures. Attach additional sheets if necessary.

12/10/2024

MONTHLY ACCOUNT BALANCE HISTORY REPORT FOR CITY OF SAUGATUCK

Month Ended: December

Fiscal Year	January	February	March	April	May	June	July	August	September	October	November	December	YTD Activity
Fund 101 - GENERAL FUND													
Revenues													
Dept 000													
101-000-652.000 OVAL CONCESSION	-	-	-	-	(827.00)	(11,773.00)	(40,688.00)	(40,593.00)	(4,764.00)	-	(990.00)	-	(99,635.00)
Total Dept 000	-	-	-	-	827.00	11,773.00	40,688.00	40,593.00	4,764.00	-	990.00	-	99,635.00
Expenditures													
Dept 758 - OVAL CONCESSION													
101-758-702.000 SALARY	-	-	-	-	844.00	13,500.00	7,056.00	15,923.00	2,610.00	-	-	-	39,933.00
101-758-720.000 FRINGE BENEFITS	200.00	-	-	-	65.00	1,033.00	540.00	1,218.00	200.00	-	-	-	3,256.00
101-758-730.000 SUPPLIES	-	-	-	355.00	5,763.00	6,469.00	3,690.00	14,411.00	19,031.00	1,481.00	124.00	12.00	51,336.00
101-758-801.000 CONTRACTUAL SERVICES	-	-	152.00	-	-	1,953.00	400.00	400.00	1,114.00	-	-	-	4,019.00
101-758-850.000 TELEPHONES	-	85.00	-	-	-	-	-	-	-	-	-	-	85.00
101-758-930.000 REPAIRS & MAINTENANCE	-	75.00	-	185.00	-	-	-	-	90.00	-	-	-	350.00
Total Dept 758 - OVAL CONCESSION	200.00	160.00	152.00	540.00	6,672.00	22,955.00	11,686.00	31,952.00	23,045.00	1,481.00	124.00	12.00	98,979.00
Net Profit:	(200.00)	(160.00)	(152.00)	(540.00)	(5,845.00)	(11,182.00)	29,002.00	8,641.00	(18,281.00)	(1,481.00)	866.00	(12.00)	656.00



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: February 5, 2025

SUBJECT: Amendments to Code of Ordinances - Purchasing Ordinance

DESCRIPTION:

The City's contracts and purchasing ordinance was last updated in 2009. Unless there is a qualifying exception, the current ordinance requires sealed, competitive bids for amounts over \$10,000. The process to obtain sealed, competitive bids can be time intensive, costly, and cumbersome for both staff and bidders. While sealed competitive bids are an excellent tool, it is better for larger purchases. Based on inflation since 2009, and some of the challenges staff has encountered recently, the following amendments are proposed:

- Increase the amount required for sealed, competitive bids to \$20,000.
- Provide clarity that quotes may be obtained for contracts or purchases less than \$20,000.
- Purchases below \$500 may be made without obtaining quotes.
- Adding that purchases through MiDeal (state procurement program), with recent vendors offering at or near the same pricing, and other unique circumstances as determined by the Council would be exceptions to obtaining sealed bids or quotes.
- Adding the option for sale of personal property to be by auction.
- Adding provisions for emergency purchases.

It is of note that City staff have a fiduciary responsibility to the City. The amendments maintain that Council reserves the right to accept the quotes for amounts less than \$20,000. Payables will still be presented to Council for approval and Council still establishes appropriations through the budget.

BUDGET ACTION REQUIRED:

N/A

LEGAL REVIEW:

Legal reviewed and assisted in preparing the redline changes for consideration.

SAMPLE MOTION:

Motion to approve Ordinance No. _____ to amend the City Code of Ordinances to clarify the purchasing authority of the City of Saugatuck.

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

AMENDMENT TO THE CITY CODE OF ORDINANCES
ORDINANCE NO. _____

At a meeting of the City Council of the City of Saugatuck, Allegan County, Michigan, held at the City of Saugatuck Hall on _____, 2025 at _____ p.m., City Council Member _____ moved to adopt the following ordinance, which motion was seconded by City Council Member _____.

An ordinance to amend the City of Saugatuck Code of Ordinances to clarify the purchasing authority of the City of Saugatuck.

THE CITY OF SAUGATUCK, ALLEGAN COUNTY, ORDAINS:

SECTION 1. AMENDMENT OF SECTION 32.16 OF THE CITY CODE. The City of Saugatuck Code of Ordinances, Section 32.16, shall be amended as follows:

§ 32.16 PURCHASES OR CONTRACTS UNDER \$20,000.

(A) Contracts or purchases of at least \$500 but less than \$20,000 may be made by the Purchasing Agent in the open market but shall, where practicable, be based on at least three competitive quotes. The Purchasing Agent may solicit quotes verbally, or in writing. Purchases below \$500 may be made at the discretion of the Purchasing Agent.

(B) If a contract or purchase is to be awarded, the Purchasing Agent shall select the vendor whose quote is in the best interest of the city. When determining whether a quote is in the best interest of the city, the quoted price and other relevant factors, including, without limitation, reputation and reference, shall be considered, but the quoted price shall not necessarily be the determining factor. If the Purchasing Agent finds any of the quotes to be satisfactory, the Purchasing Agent shall award and sign the contract to or make the purchase with the vendor whose quote is in the best interest of the city, unless the City Council has expressly reserved the right to accept the quote and award the contract or purchase.

(C) If the City Council has expressly reserved the right to accept the quote, the quote or quotes received shall be examined, tabulated and reported to the City Council with the recommendation of the Purchasing Agent. When the quotes and accompanying documentation are submitted to the City Council, if the City Council shall find any of the quotes to be satisfactory, the City Council, subject to the rights reserved in the last sentence of this subsection, shall award the contract to the vendor whose quote is in the best interest of the city. The award may be by motion, resolution or ordinance. The City Council shall have the right to reject any or all quotes and to waive irregularities in purchasing and to accept quotes which do not conform in every respect to the purchasing requirements.

SECTION 2. AMENDMENT OF SECTION 32.17 OF THE CITY CODE. The City of Saugatuck Code of Ordinances, Section 32.17, shall be amended as follows:

§ 32.17 PURCHASES OR CONTRACTS OVER \$20,000.

(A) Any expenditure for supplies, materials, equipment, construction project or contract obligating the city, where the amount of the city's obligation is \$20,000 or more, shall be approved by the City Council and shall be governed by the provisions of this section.

(B) The expenditure shall be made the subject of written contract when directed by the City Council. A purchase order shall be a sufficient written contract in cases where the expenditure is in the usual and ordinary course of the city's affairs.

(C) The Purchasing Agent shall solicit bids from a reasonable number of the qualified prospective bidders as are known to him or her by sending each a copy of the notice requesting bids. Bids shall be solicited by newspaper advertisement when directed by the City Council.

(D) Unless prescribed by the City Council, the City Manager shall prescribe the amount of any security to be deposited with any bid which deposit shall be in the form of cash, certified or cashier's check or bond written by a surety company authorized to do business in the state. The amount of the security shall be expressed in terms of percentage of the bid submitted. Unless fixed by the City Council, the City Manager shall fix the amount of the performance bond and in the case of construction contracts, the amount of the labor and materials bond to be required of the successful bidders.

(E) Bids shall be opened in public at the time and place designated in the notice requesting bids in the presence of the Purchasing Agent or their authorized representative and at least one other city official. The bids shall thereupon be carefully examined and tabulated and reported to the City Council with the recommendation of the Purchasing Agent. The recommendation of the Purchasing Agent may take into account such relevant factors as reputation and references. After tabulation, all bids may be inspected by the competing bidders. In lieu of the procedure for opening bids herein specified, the City Council may direct that bids be opened at a Council meeting.

(F) When the bids are submitted to the City Council, if the City Council shall find any of the bids to be satisfactory, the City Council, subject to the rights reserved in section G, shall accept the bid that is in the best interest of the city. The award may be by motion, resolution or ordinance.

(G) The City Council shall have the right to reject any or all bids and to waive irregularities in bidding and to accept bids which do not conform in every respect to the bidding requirements.

(H) At the time the contract is executed by him or her, the winning bidder shall file a bond executed by a surety company authorized to do business in the state, to the city, conditioned to pay all laborers, mechanics, subcontractors and material laborers as well as all just debts, dues and demands incurred in the performance of the work and shall file a performance bond when one is required.

(2) The winning bidder shall also file evidence of public liability insurance naming the city harmless from loss or damage caused to any person or property by reason of the contractor's negligence.

(I) All bids and deposits of certified or cashier's checks may be retained until the contract is awarded and signed. If any successful bidder fails or refuses to enter into the contract awarded to him or her within 15 days (or such alternative period of time as specified in the bid solicitation

materials) after a notice of award has been issued by the city, or fails to file with the city all required bonds and evidence of insurance within the same time, the deposit accompanying his or her bid shall be forfeited to the city, and the City Council may, in its discretion, award the contract to the next lowest qualified bidder or the contract may be re-advertised.

SECTION 3. AMENDMENT OF SECTION 32.18 OF THE CITY CODE. The City of Saugatuck Code of Ordinances, Section 32.18, shall be amended as follows:

§ 32.18 EXCEPTIONS TO COMPETITIVE BIDDING.

Competitive bidding or multiple quotes shall not be required in the following cases:

(A) Where the subject of the contract is not competitive in nature and no advantage to the city could result from requiring competitive bidding, and the City Council, upon recommendation of the City Manager, authorizes execution of a contract without competitive bidding;

(B) In the employment of professional services;

(C) Where the City Council shall determine that the public interest will be best served by purchase from or joint purchase with another unit of government; and

(D) To take advantage of favorable unit prices in an existing contract with the city, the city may amend the existing contract by issuing a change order, for example, to expand the scope of work without competitive bidding, provided that a substantial majority of the additional work, as determined in the discretion of the Council, shall be performed at or near the same unit prices set forth in the existing contract;

(E) To take advantage of favorable unit prices of or to renew or extend a contract from a contractor or vendor that the city contracted with within the last two years, provided that a substantial majority of the additional work, as determined in the discretion of the City Council, or units to be purchased are at or near the same prices as set forth in the last contract with the contractor or vendor;

(F) Where the city elects to undertake the work itself;

(G) Where the purchase is being made through MiDEAL or similar state or regional procurement program; and

(H) Where the City Council determines that unique circumstances exist or that forgoing competitive bidding is in the best interest of the city.

SECTION 4. AMENDMENT OF SECTION 32.19 OF THE CITY CODE. The City of Saugatuck Code of Ordinances, Section 32.19, shall be amended as follows:

§ 32.19 INSPECTION OF MATERIALS.

The responsibility for the inspection and acceptance of all materials, supplies and equipment shall rest with the Purchasing Agent.

SECTION 5. AMENDMENT OF SECTION 32.20 OF THE CITY CODE. The City of Saugatuck Code of Ordinances, Section 32.20, shall be amended as follows:

§ 32.20 SALE OF PERSONAL PROPERTY.

Any personalty of this city no longer required for public purposes may be sold without competitive bidding by auction or by motion or resolution of the City Council. If the value of the personalty is demonstrably less in value than \$2,500, no competitive bids or resolution are required and the Purchasing Agent may proceed to sale.

SECTION 6. ADDITION OF SECTION 32.21 OF THE CITY CODE. The City of Saugatuck Code of Ordinances, shall be amended to add Section 32.21 as follows:

§ 32.21 EMERGENCY PURCHASES

In case of actual emergency, where the established purchasing procedure would substantially affect the public safety, health or welfare, direct purchases of materials, supplies, or services needed to relieve the emergency's effects may be made by the Purchasing Agent, subject to the City Treasurer confirming the sufficiency of funds for such purchase and Public Works Superintendent concurring as to the existence of the emergency, provided that no such purchase shall be made in excess of \$50,000.00. All emergency purchases shall be reviewed and approved by the City Council at its next meeting.

SECTION 7. SEVERABILITY: Should a court of competent jurisdiction find any provision, clause, or portion of this ordinance amendment to be invalid, the balance or remainder of this ordinance amendment shall remain valid and in full force and effect and shall be deemed “severable” from the portion, clause, or provision deemed to be invalid by the court.

SECTION 8. REPEAL: All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SECTION 9. EFFECTIVE DATE: This Ordinance shall take effect immediately after publication.

YEAS: _____

NAYS: _____

ABSENT/ABSTAIN: _____

ORDINANCE DECLARED ADOPTED.

Holly Anderson
City of Saugatuck, Mayor

CERTIFICATION

I hereby certify that:

1. The above is a true copy of an ordinance adopted by the City of Saugatuck at a duly scheduled and noticed meeting of the City Council held on _____, _____ 2025, pursuant to the required statutory procedures.
2. A summary of the above ordinance was duly published in the _____ newspaper, a newspaper that circulates within the City of Saugatuck, on _____, 2025.
3. Within 1 week after such publication, I recorded the above ordinance in a book of ordinances kept by me for that purpose, including the date of passage of the ordinance, the names of the members of the City Council voting, and how each member voted.
4. I filed an attested copy of the above ordinance with the Allegan County Clerk on _____, 2025.

ATTESTED:

Jamie Wolters
City of Saugatuck, Clerk

PURCHASES, CONTRACTS AND SALES

§ 32.15 PURCHASING AGENT.

The City Manager shall act as Purchasing Agent of the city, or, under his or her responsibility, delegate such duties to some officer or employee of the city and shall adopt any necessary rules respecting requisitions and purchase orders.

§ 32.16 PURCHASES OR CONTRACTS UNDER ~~\$10,000~~\$20,000.

(A) ~~Contracts and Purchases~~ purchases of ~~supplies, materials or equipment, the cost of which is at least \$500 but~~ less than ~~\$10,000~~\$20,000, may be made by the Purchasing Agent in the open market but ~~those purchases~~ shall, where practicable, be based on at least three competitive ~~bids~~quotes. The Purchasing Agent may solicit ~~bids~~quotes verbally, ~~or by telephone, or in writing, or may contact prospective bidders by written communication.~~ Purchases below \$500 may be made at the discretion of the Purchasing Agent.

(B) If a contract or purchase is to be awarded, ~~the Purchasing Agent shall select it shall be awarded to~~ the ~~bidder~~vendor whose ~~bid~~quote is in the best interest of the city. When determining whether a ~~bid~~quote is in the best interest of the city, the quoted price ~~bid~~ and other relevant factors, including, without limitation, reputation and reference, shall be considered, but the quoted price ~~bid~~ shall not necessarily be the determining factor. If the Purchasing Agent ~~shall find~~finds any of the ~~bids~~quotes to be satisfactory, the Purchasing Agent, ~~subject to the rights reserved in the last sentence of this subsection,~~ shall award and sign the contract to or make the purchase with the vendor whose ~~accept the bid~~quote ~~which~~ is in the best interest of the city, unless the City Council has expressly reserved the right ~~to to have the City Council accept the quote and award the contract or purchase~~accept the bidquote.

(C) If the City Council has expressly reserved the right to accept the ~~bid~~quote, the ~~bid~~quote or ~~bids~~quotes received shall be examined, tabulated and reported to the City Council with the recommendation of the Purchasing Agent. When the ~~bids~~quotes and accompanying documentation are submitted to the City Council, if the City Council shall find any of the ~~bids~~quotes to be satisfactory, the City Council, subject to the rights reserved in the last sentence of this subsection, shall ~~accept the bid~~quote ~~of~~award the contract to the lowest qualified vendor~~bidder~~ the vendor whose quote is in the best interest of the city. The award may be by motion, resolution or ordinance. The City Council shall have the right to reject any or all ~~bids~~quotes and to waive irregularities in bidding~~purchasing~~ and to accept ~~bids~~quotes which do not conform in every respect to the bidding~~purchasing~~ requirements.

(Am. Ord. 090427-1, passed 4-27-2009)

§ 32.17 PURCHASES OR CONTRACTS OVER ~~\$10,000~~\$20,000.

(A) Any expenditure for supplies, materials, equipment, construction project or contract obligating the city, where the amount of the city's obligation is ~~in excess of \$10,000~~ \$20,000 or more, shall be approved by the City Council and shall be governed by the provisions of this section.

(B) The expenditure shall be made the subject of written contract when directed by the City Council. A purchase order shall be a sufficient written contract in cases where the expenditure is in the usual and ordinary course of the city's affairs.

(C) The Purchasing Agent shall solicit bids from a reasonable number of the qualified prospective bidders as are known to him or her by sending each a copy of the notice requesting bids. Bids shall be solicited by newspaper advertisement when directed by the City Council.

(D) Unless prescribed by the City Council, the City Manager shall prescribe the amount of any security to be deposited with any bid which deposit shall be in the form of cash, certified or cashier's check or bond written by a surety company authorized to do business in the state. The amount of the security shall be expressed in terms of percentage of the ~~bid~~ bid submitted. Unless fixed by the City Council, the City Manager shall fix the amount of the performance bond and in the case of construction contracts, the amount of the labor and materials bond to be required of the successful bidders.

(E) Bids shall be opened in public at the time and place designated in the notice requesting bids in the presence of the Purchasing Agent or their authorized representative and at least one other city official. The bids shall thereupon be carefully examined and tabulated and reported to the City Council with the recommendation of the Purchasing Agent ~~at the next Council meeting~~. The recommendation of the Purchasing Agent may take into account such relevant factors as reputation and references. After tabulation, all bids may be inspected by the competing bidders. In lieu of the procedure for opening bids herein specified, the City Council may direct that bids be opened at a Council meeting.

(F) When the bids are submitted to the City Council, if the City Council shall find any of the bids to be satisfactory, the City Council, subject to the rights reserved ~~in the last sentence of this subsection in section G~~, shall accept the bid that is in the best interest of the city of the low qualified bidder. The award may be by motion, resolution or ordinance.

(G) The City Council shall have the right to reject any or all bids and to waive irregularities in bidding and to accept bids which do not conform in every respect to the bidding requirements.

~~(GH)~~ (1) ~~At~~ At the time the contract is executed by him or her, the ~~contractor-winning bidder~~ shall file a bond executed by a surety company authorized to do business in the state, to the city, conditioned to pay all laborers, mechanics, subcontractors and material laborers as well as all just debts, dues and demands incurred in the performance of the work and shall file a performance bond when one is required.

(2) The ~~contractor-winning bidder~~ shall also file evidence of public liability insurance naming the city harmless from loss or damage caused to any person or property by reason of the contractor's negligence.

~~(HI)~~ All bids and deposits of certified or cashier's checks may be retained until the contract is awarded and signed. If any successful bidder fails or refuses to enter into the contract awarded to

him or her within 15 days (or such alternative period of time as specified in the bid solicitation materials) after a notice of award has been issued by the city, or fails to file with the city all required bonds and evidence of insurance within the same time, the deposit accompanying his or her bid shall be forfeited to the city, and the City Council may, in its discretion, award the contract to the next lowest qualified bidder or the contract may be re-advertised.

(Am. Ord. 090427-1, passed 4-27-2009)

Statutory reference:

Bidders on public contracts, see M.C.L.A. §§ 123.501 et seq.

§ 32.18 EXCEPTIONS TO COMPETITIVE BIDDING.

Competitive bidding or multiple quotes shall not be required in the following cases:

(A) Where the subject of the contract is ~~other than a public work or improvement and the product or material contracted for is~~ not competitive in nature and no advantage to the city could result from requiring competitive bidding, and the City Council, upon written recommendation of the City Manager, authorizes execution of a contract without competitive bidding;

(B) In the employment of professional services;

(C) Where the City Council shall determine that the public interest will be best served by purchase from or joint purchase with another unit of government; and

(D) To take advantage of favorable unit prices in an existing contract with the city, the city may amend the existing contract by issuing a change order, for example, to expand the scope of work without competitive bidding, provided that a substantial majority of the additional work, as determined in the discretion of the Council, shall be performed at or near the same ~~the~~ unit prices set forth in the existing contract; ~~and~~

(E) To take advantage of favorable unit prices of or to renew or extend a contract from a contractor or vendor that the city contracted with within the last two years, provided that a substantial majority of the additional work, as determined in the discretion of the City Council, or units to be purchased are at or near the same prices as set forth in the last contract with the contractor or vendor;

(F) Where the city elects to undertake the work itself;

~~(FG)~~ Where the purchase is being made through MiDEAL or similar state or regional procurement program; and

~~(GH)~~ Where the City Council determines that ~~there are~~ unique circumstances exist or that forgoing competitive bidding ~~is~~ in the best interest of the city.

(Am. Ord. 090427-1, passed 4-27-2009)

§ 32.19 INSPECTION OF MATERIALS.

The responsibility for the inspection and acceptance of all materials, supplies and equipment shall rest with the ~~City Manager~~ Purchasing Agent.

§ 32.20 SALE OF PERSONAL PROPERTY.

Any personalty of this city no longer required for public purposes may be sold without competitive bidding by auction or by motion or resolution of the City Council. If the value of the personalty is demonstrably less in value than ~~\$1,000~~ \$2,500, no competitive bids or resolution ~~is~~ are required and the ~~City Manager~~ Purchasing Agent may proceed to sale.

§ 32.21 EMERGENCY PURCHASES

In case of actual emergency, where the established purchasing procedure would substantiallyvitaly affect the public safety, health ~~orand~~ welfare, direct purchases of materials, supplies, or services needed to relieve the emergency's effects may be made ~~upon direction of the City Manager~~by the Purchasing Agent, subject to the ~~with the concurrence of the City Treasurer~~ confirming the sufficiency of funds for such purchase and Public Works Superintendent concurring as to the existence of the emergencyas to the existence of the emergency and the sufficiency of funds for such purchase, provided that no such purchase shall be made in excess of \$50,000.00. All emergency purchases shall be reviewed in detail withand approved by the City Council at ~~their~~its next meeting-seeking Council approval. Purchases in excess \$50,000.00 shall require a meeting and approval of the City Council.



City Council Agenda Item Report

FROM: Luke Thompson
Director of Planning and Zoning

DATE: February 5, 2025

RE: Accessory Dwelling Unit

DESCRIPTION:

At the Planning Commission meeting on September 19, 2024, concerns were raised regarding the standards required for Accessory Dwelling Units (ADUs) to obtain Special Land Use approval for rental purposes. Owner occupying a single family home and separately renting an ADU requires Special Land Use approval. One of the key requirements is that the ADU must comply with all current zoning regulations. This creates an issue for legally nonconforming structures, as even though they can be occupied legally they are unable to rent due to the size or location of the structure. After several discussions on the feasibility of renting existing non-conforming ADUs and the minimum square footage requirements for new ADUs, the Planning Commission unanimously recommended an ordinance amendment.

Drafted Ordinances and Policy

Based on direction by the Planning Commission a text amendment was drafted for section 154.022 (W)(3) to revise the required minimum gross finished floor area for accessory dwelling units and to amend section 154.092 (J) to allow existing accessory dwelling units that do not conform to the requirements of 154.022 (W) to qualify for rental if all other applicable requirements are satisfied.

LEGAL REVIEW:

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

SAMPLE MOTION:

Motion to approve Ordinance No. 250210-B an ordinance to amend Title XV, Chapter 154, of the Code of the City of Saugatuck to amend section 154.022 (W)(3) to revise the required minimum gross finished floor area for Accessory Dwelling Units and to amend section 154.092 (J) to allow existing accessory dwelling units that do not conform to the requirements of 154.022 (W) to qualify for rental if all other applicable requirements are satisfied.

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

ORDINANCE NO. 250210-B

**AN ORDINANCE TO AMEND TITLE XV, CHAPTER 154, OF
THE CODE OF THE CITY OF SAUGATUCK TO AMEND SECTION 154.022 (W)(3)
TO REVISE THE REQUIRED MINIMUM GROSS FINISHED FLOOR AREA FOR
ACCESSORY DWELLING UNITS AND TO AMEND SECTION 154.092 (J) TO ALLOW
EXISTING ACCESSORY DWELLING UNITS THAT DO NOT CONFORM TO THE
REQUIREMENTS OF 154.022 (W) TO QUALIFY FOR RENTAL IF ALL OTHER
APPLICABLE REQUIREMENTS ARE SATISFIED**

Section 1. Amendment to Zoning Ordinance, Section 154.022(W). The City of Saugatuck Zoning Ordinance is amended to revise Section 154.022(W)(3) as follows:

Existing:

- (3) An accessory dwelling unit shall have a minimum of 375 square feet of gross finished floor area and shall not exceed the lesser of 30% of the gross finished floor area contained within the single-family detached dwelling or 600 square feet of gross finished floor area; except, in the CRC zone district when the parcel on which the accessory dwelling unit is located is two or more acres in area, the floor area of an accessory dwelling unit shall not exceed the lesser of 30% of the gross floor area of the principal residence or 1,500 square feet. For purposes of this section, the floor area of an accessory dwelling unit is the total gross finished floor area intended for living, sleeping, bathing, eating and cooking. In the case of an accessory dwelling unit attached to or incorporated with a detached accessory building intended for other purposes, such as accessory studio, shop, or storage space, there shall be no internal access and connection to the additional floor area intended for the other purpose if the result of the connection would exceed the maximum gross finished floor area required for the accessory dwelling unit.

Revised (tracked changes shown for reference):

- (3) Minimum and Maximum Size.
- a. An accessory dwelling unit shall have the minimum gross finished floor area necessary to satisfy the State of Michigan Building Code for residential occupancy.
 - b. An accessory dwelling unit ~~shall have a minimum of 375 square feet of gross finished floor area and~~ shall not exceed the lesser of 30% of the gross finished floor area contained within the single-family detached dwelling or 600 square feet of gross finished floor area; except, in the CRC zone district when the parcel on which the accessory dwelling unit is located is two or more acres in

area, the floor area of an accessory dwelling unit shall not exceed the lesser of 30% of the gross floor area of the principal residence or 1,500 square feet.

- c. For purposes of this section, the floor area of an accessory dwelling unit is the total gross finished floor area intended for living, sleeping, bathing, eating and cooking. In the case of an accessory dwelling unit attached to or incorporated with a detached accessory building intended for other purposes, such as accessory studio, shop, or storage space, there shall be no internal access and connection to the additional floor area intended for the other purpose if the result of the connection would exceed the maximum gross finished floor area required for the accessory dwelling unit.

Section 2. Amendment to Zoning Ordinance, Section 154.092(J). The City of Saugatuck Zoning Ordinance is amended to revise Section 154.092(J) as follows:

Existing:

- (J) *Rental of an accessory dwelling unit.* Unless otherwise specified below, a rental accessory dwelling unit shall conform to all regulations in § 154.022(W) and the following:
 - (1) A rented accessory dwelling unit shall only be permitted on a parcel that contains a single-family detached dwelling that is occupied and used by the owner as his or her primary, year-round residence. Under no circumstances may a single-family detached dwelling and an accessory dwelling unit on the same parcel be rented to separate parties or under separate contracts.
 - (2) Accessory dwelling units rented for less than 31 days shall require a short-term rental license pursuant to the City of Saugatuck's Short-Term Rental Ordinance, Chapter 99.5 of the City Code, and shall otherwise adhere to all of this chapter's requirements concerning short-term rentals.

Revised (tracked changes shown for reference):

- (J) *Rental of an accessory dwelling unit.* ~~Unless otherwise specified below, A rental accessory dwelling unit shall conform to all regulations in § 154.022(W) and the following requirements:~~ comply with
 - (1) A rented accessory dwelling unit shall only be permitted on a parcel that contains a single-family detached dwelling that is occupied and used by the owner as his or her primary, year-round residence. Under no circumstances may a single-family detached dwelling and an accessory dwelling unit on the same parcel be rented to separate parties or under separate contracts.
 - (2) Accessory dwelling units rented for less than 31 days shall require a short-term rental license pursuant to the City of Saugatuck's Short-Term Rental Ordinance, Chapter 99.5 of the City Code, and shall otherwise adhere to all of this chapter's requirements concerning short-term rentals.

Section 3. Repeal. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

Section 4. Effective Date. This Ordinance shall take effect seven (7) days after publication of a notice of adoption of this Ordinance, unless referendum procedures are initiated under MCL 125.3402. If referendum procedures are initiated, this Ordinance will take effect in accordance with MCL 125.3402.

YEAS: _____

NAYS: _____

ABSENT/ABSTAIN: _____

ORDINANCE DECLARED ADOPTED.

Holly Anderson
City of Saugatuck, Mayor

CERTIFICATION

I hereby certify that:

1. The above is a true copy of an ordinance adopted by the City of Saugatuck at a duly scheduled and noticed meeting of the City Council held on _____, _____ 2024, pursuant to the required statutory procedures.
2. A summary of the above ordinance was duly published in the _____ newspaper, a newspaper that circulates within the City of Saugatuck, on _____, 2024.
3. Within 1 week after such publication, I recorded the above ordinance in a book of ordinances kept by me for that purpose, including the date of passage of the ordinance, the names of the members of the City Council voting, and how each member voted.

ATTESTED:

Jamie Wolters
City of Saugatuck, Clerk



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: February 5, 2024

SUBJECT: Review of Goals and Priorities for Fiscal Year 2025/2026

DESCRIPTION:

On January 24, City Council and staff worked with a facilitator to review progress on this fiscal year's priorities, community survey results, and discuss priorities for next fiscal year. Attached are the following:

- Draft summary of goals and priorities for fiscal year 2025/2026
- Reports from the facilitator
- Another copy of the presentation of progress on this year's priorities
- Another copy of the community survey results

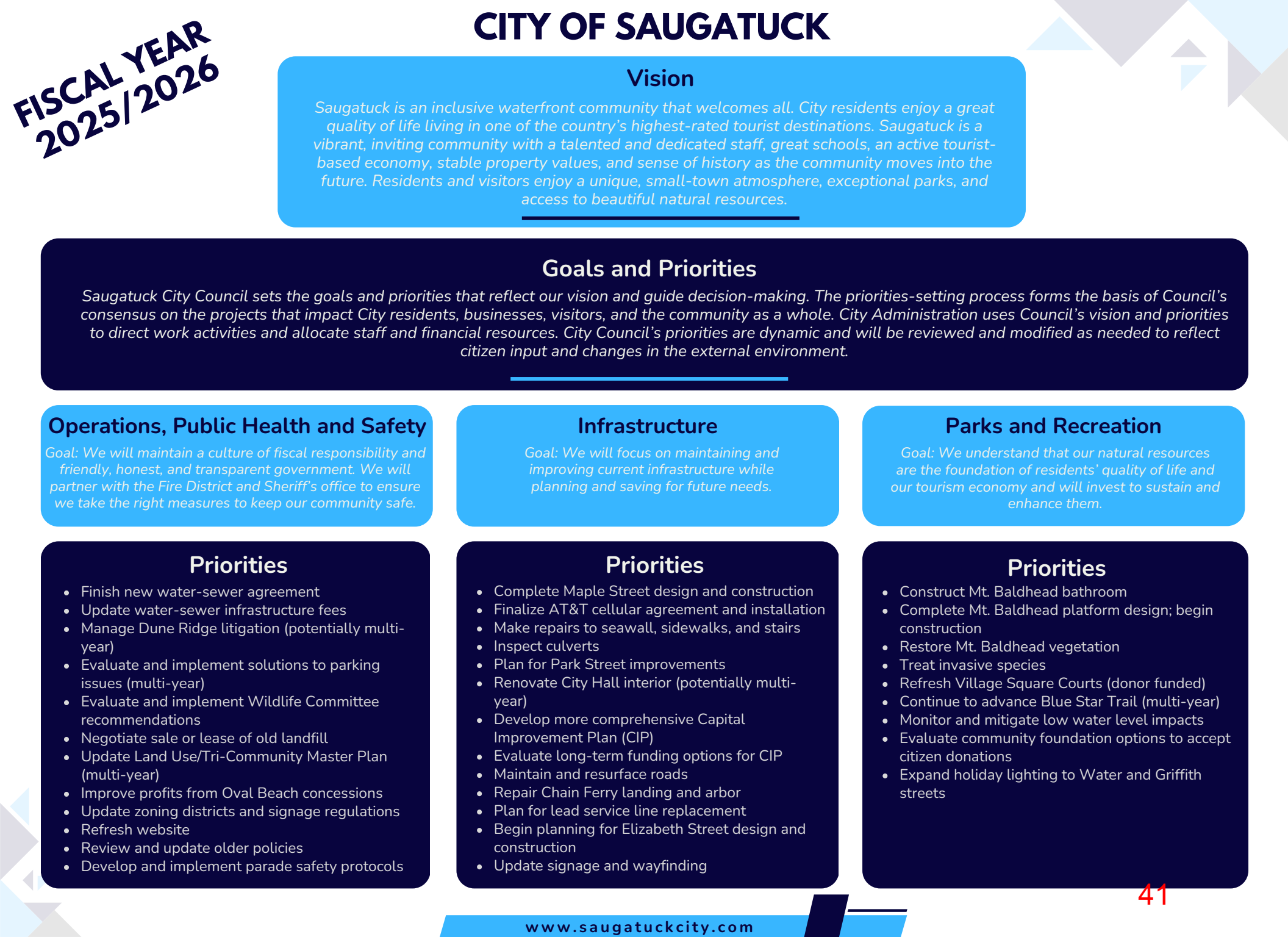
Staff is asking Council to further discuss, finalize, and approve the goals and priorities for next year.

LEGAL REVIEW:

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

SAMPLE MOTION:

Motion to approve the goals and priorities for fiscal year 2025/2026.



CITY OF SAUGATUCK

Vision

Saugatuck is an inclusive waterfront community that welcomes all. City residents enjoy a great quality of life living in one of the country's highest-rated tourist destinations. Saugatuck is a vibrant, inviting community with a talented and dedicated staff, great schools, an active tourist-based economy, stable property values, and sense of history as the community moves into the future. Residents and visitors enjoy a unique, small-town atmosphere, exceptional parks, and access to beautiful natural resources.

Goals and Priorities

Saugatuck City Council sets the goals and priorities that reflect our vision and guide decision-making. The priorities-setting process forms the basis of Council's consensus on the projects that impact City residents, businesses, visitors, and the community as a whole. City Administration uses Council's vision and priorities to direct work activities and allocate staff and financial resources. City Council's priorities are dynamic and will be reviewed and modified as needed to reflect citizen input and changes in the external environment.

Operations, Public Health and Safety

Goal: We will maintain a culture of fiscal responsibility and friendly, honest, and transparent government. We will partner with the Fire District and Sheriff's office to ensure we take the right measures to keep our community safe.

Priorities

- Finish new water-sewer agreement
- Update water-sewer infrastructure fees
- Manage Dune Ridge litigation (potentially multi-year)
- Evaluate and implement solutions to parking issues (multi-year)
- Evaluate and implement Wildlife Committee recommendations
- Negotiate sale or lease of old landfill
- Update Land Use/Tri-Community Master Plan (multi-year)
- Improve profits from Oval Beach concessions
- Update zoning districts and signage regulations
- Refresh website
- Review and update older policies
- Develop and implement parade safety protocols

Infrastructure

Goal: We will focus on maintaining and improving current infrastructure while planning and saving for future needs.

Priorities

- Complete Maple Street design and construction
- Finalize AT&T cellular agreement and installation
- Make repairs to seawall, sidewalks, and stairs
- Inspect culverts
- Plan for Park Street improvements
- Renovate City Hall interior (potentially multi-year)
- Develop more comprehensive Capital Improvement Plan (CIP)
- Evaluate long-term funding options for CIP
- Maintain and resurface roads
- Repair Chain Ferry landing and arbor
- Plan for lead service line replacement
- Begin planning for Elizabeth Street design and construction
- Update signage and wayfinding

Parks and Recreation

Goal: We understand that our natural resources are the foundation of residents' quality of life and our tourism economy and will invest to sustain and enhance them.

Priorities

- Construct Mt. Baldhead bathroom
- Complete Mt. Baldhead platform design; begin construction
- Restore Mt. Baldhead vegetation
- Treat invasive species
- Refresh Village Square Courts (donor funded)
- Continue to advance Blue Star Trail (multi-year)
- Monitor and mitigate low water level impacts
- Evaluate community foundation options to accept citizen donations
- Expand holiday lighting to Water and Griffith streets



City Council/Leadership Team Planning Work Session

January 24, 2025

Report of Generated Ideas

Overview of Planning Process

The Leadership Team of The City of Saugatuck: The Mayor, City Manager, City Council, and Senior Staff of the City of Saugatuck conducted their annual workshop to revisit current Goal Areas for relevancy, review progress made on initiatives set in 2024, and prioritize projects for fiscal years 2025/2026. *There is also a separate handout that includes additional information about team development models briefly reviewed in the work session.*

Work Session Objectives:

- ◆ Identify key attributes of an effective member of a high-functioning leadership team
- ◆ Share individual highest priorities for 2025
- ◆ Review progress made on priority projects set in 2024
- ◆ Revisit Key Strategic Goal Areas for relevancy and inclusion of priorities
- ◆ Review and discuss results of Resident Survey
- ◆ Discuss potential near-future threats to address & opportunities to optimize
- ◆ Discuss high priority projects for upcoming year
- ◆ Discuss Next Steps

Reflect & Revise

Before discussing goals & setting priorities for the next 12-18 months, the team listed “must have” attributes required of an effective member of a high-functioning leadership team.

ATTRIBUTES

- Trust
- Active listening
- Be a part of the solution, not the problem
- Integrity
- Collaboration
- Ability to delegate effectively in ways that build the team
- Effective problem solving
- Humility geared toward improvement
- Be easy to approach; safe
- Transparency: Know & share the WHY we're doing something
- Empathetic; supportive; the ability & willingness to see both sides of an issue
- Frequent, effective communication
- Perspective; curiosity

HIGHEST PRIORITIES: INDIVIDUAL #1 PRIORITY for the NEXT 12-18 MONTHS

Each participant shared their individual #1 priority for the team focus in 2025/26:

- City efficiency
- Oval Beach improvements
- Public safety and security: high traffic/high density areas
- To continue to improve in my new position
- Deliver on infrastructure projects currently set in our priorities
- Parking: Begin discussion regarding parking Master Plan
- Replace aging infrastructure
- Tri-community Master Plan
- Investigate potential resource sharing with Douglas
- Revisit short term rentals practices and appeals process; identify ways to optimize

NOTE: Work sessions identified to dig deeper into:

- ♦ Short term rentals ordinances, lottery, and appeals process
- ♦ Parks and Public Works: Current ordinance is very broad, discuss improvements

Operating Guidelines created and agreed upon by City Council and Staff in 2022:

Operating Guidelines The Way We Do Business

BEHAVIORS

PRODUCTIVE (+)

Ask open ended questions
Do your homework; be prepared
Welcome people, including citizens
Be respectful of time
Active engagement: eye contact
Active Listening
Assume positive intentions
Focus on the meeting - no technology

Identify:

1. Behaviors that work (+)
2. Behaviors that hinder (-)

NON-PRODUCTIVE (-)

Talking over others
Personal attacks
Being condescending
A needy ego
Having/working from a personal agenda
Deflecting, derailing, hijacking conversation;
take the conversation off topic
Resistance to change
Disrespectful language and action

NOTE: Review your previously created Operating Guidelines (Ground Rules, How We Do Business, Standards of Excellence, whatever you decide to call them). Ensure agreement with all the behaviors, having each member “sign off” on them, so accountability is possible.

Here's a Civility Statement of a municipality that is posted in all public gathering areas:

- We believe that only through open and honest dialogue can we gather diverse opinions, generate knowledge, and deepen our mutual understanding.
- We fully support the free exchange of ideas and beliefs, as well as the expression of controversial, challenging, or less popular ideas.
- We welcome respectful, civil, considerate conversations of differing opinions.
- We refrain from the use of behaviors that are disrespectful, uncivil, or insulting.

Citizen Survey: Mayor Anderson

Mayor Anderson shared results of citizen survey. Conversation followed regarding citizen and business owners opinions of priorities for the near future. The survey did not identify strong changes from the last survey conducted. And, priorities identified in the survey, for the most part, aligned with the Council's priorities.

Conversation also took place regarding a few negative comments about the City Council/City Council Members. Leadership is an intense responsibility. Being a member of a leadership team is not only about constant research to make decisions in the best interest of the City, collaboration to understand diverse points of view, struggling to choose best possible options, and envisioning the future and actions to get there. It also carries the responsibility of creating an intentional culture for the team, expanding into the City that will live long beyond member's years of service.

With negative comments made on the survey about the City Council, Council Members need to ask themselves: *What part of these comments do we own? How do we, individually and collectively, contribute to the comments expressed by our citizens and business owners? How are our behaviors perceived by those who have entrusted us with the future of their City?*

Each team member needs to look brutally in the mirror and ask her/himself: *What part do I play in the feedback we received?*

In the Five Stages of Team Development, Stage 2: *Storming* is a critical and essential stage. Avoid the trap that too many Councils fall into – getting and remaining stuck in *Storming*, resulting in constant conflict, repeating the past . . . serving no one and nothing.

The true measure of a team is that it accomplishes the results that it sets out to achieve. To do that on a consistent, ongoing basis, a team must overcome the five dysfunctions by embodying the behaviors described for each one.

~ Patrick Lencioni, *The Five Dysfunctions of a Team*

Civility and respectful communication are key attributes of an effective council-manager partnership. Discussions that are respectful and civil set a constructive tone for council meetings, instill confidence in citizens who attend or observe the meetings, and foster the same environment for community, helping to create a city culture of respect, civility and collaboration.

Potential Threats and Opportunities

Before discussing priorities for the next 12-18 months, the team reviewed previously identified potential threats/challenges they may need to address and opportunities they can optimize in the near-future. Additional challenges/opportunities were identified. Consider changes in demographics, technology, legislation, etc.

THREATS

- ♦ Our current trend of losing full time residents
- ♦ Loss of good employees
- ♦ Big development / Waterfront development
- ♦ Failing infrastructure
 - Lead service lines ownership
 - Water failure, Culver / Butler, closing down businesses
 - Drinking Water quality
- ♦ Erosion at Mt Baldhead / Structure at Mount Baldhead
- ♦ Threat to AT&T project/completion/policy
- ♦ Trip hazard sidewalks
- ♦ Long-term tree damage/replacement
- ♦ People not visiting because of lack of parking
- ♦ Tax exemptions
- ♦ Charm threat – gaps in zoning
- ♦ Resources
 - Climate change
 - Revenue (landlocked)
 - Cost increases
 - Water infrastructure
 - People: Employees, citizens, community engagement
 - Aging infrastructure
- ♦ Regulatory
 - Headley Amendment
 - Veteran exemptions
 - New requirements
 - Grant compliance
 - Gaps in zoning
- ♦ Population loss
 - Aging
 - Short-term rentals
 - Jobs
 - Lack of growth
- ♦ Organization
 - Opportunity cost
 - Disorganization
 - Inefficiencies
 - Lack of communications
 - Over complication

OPPORTUNITIES

- ♦ Recapture City's cost of short-term rentals & events (permitting, etc)
- ♦ Revisit special events policy & procedures
- ♦ Revisit Oval Beach revenue opportunities
- ♦ Educate residents on city basics (tax allocation, etc)
- ♦ Staff development & evaluations (career development & compensation)
- ♦ Tri-community parking plan & other partnerships
- ♦ Update zoning ordinance (current don't make sense & are difficult to enforce)
- ♦ Protect natural resources
- ♦ Paid parking
- ♦ Oval Beach updates (public/private?) – revenue opportunities
- ♦ Mt Baldhead improvements
- ♦ Uniform street scaping
- ♦ Reclaim Park Street - city property, make walkable
- ♦ Gondola across the river
- ♦ Rentable bikes & racks
- ♦ Year-round restaurants open
- ♦ Community center
- ♦ DPW building
- ♦ Fish-cleaning station / Coghlin restroom
- ♦ Create a Foundation
- ♦ Partner/share with sister communities

ADDITIONAL CHALLENGES/OPPORTUNITIES ADDED AT WORK SESSION with Suggestions to Address:

- Parking: We need to work something out
- Capacity of City to handle tourists (warning signs of over-capacity are already here)
 - How to better manage?
 - Shuttle service?
 - Revisit Red Trolley
 - Invite community to input ideas
- Pay close attention to aging infrastructure that we cannot see
- Explore potentials of a food truck area (especially to serve after city restaurants close?)
- Wayfinding signage: "More shops/restaurants this way"
- Lean processes to improve efficiencies

NOTE: Works session suggested to discuss the need for a Construction Ordinance to increase safety

BLUEPRINT FOR ANNUAL PLANNING

To facilitate smooth and productive annual planning, the leadership team returned to their Key Goal Areas -"buckets" or natural categories – where progress is required year-after-year. Upon review, there was the realization that there are three (3) similar, yet different lists of "buckets" currently in use.

THREE VARIATIONS of KEY GOAL AREAS:

1. 2024: City Operations
Infrastructure
Parks & Recreation
Economic Development
2. Earlier: Fiscal Responsibility
Maintain and improve public infrastructure and facilities
Friendly, honest, transparent government
Promote Saugatuck as a recreational and cultural center that attracts visitors
3. The organized "one page" to report-out progress of 2024 by City Manager
Operations
Infrastructure
Parks and Recreation

Reviewing all three iterations and conversing about the value of each, the team agreed upon the natural categories used by the City Manager, and added Public Health and Safety:

Key Results Areas:

1. Operations
2. Infrastructure
3. Parks and Recreation
4. Public Health and Safety

Potential Priorities

Upon review of the current priorities that will carry over into FY 2025/26, the Council noted that the volume of priorities stretched staff time and resources, which are limited. So, the team attempted to put the priorities through these filters to defer a few and lighten the load:

MUST

SMART: Clear ROI by taking on this project

NICE, yet deferrable

However, for each and every NICE that might be deferred, there were solid reasons why each was SMART rather than NICE, such as, a donation has already been accepted, progress has already been made and is in motion toward completion, or the project requires minimal resources.

There was a request for detailed information regarding time and cost of each project before selecting priorities; however, time is one of the essential resources required to execute each priority. Investing staff time in creating such information consumes their hours, which would otherwise be invested in their everyday responsibilities as well as work on current priorities. It also begs to question if Council members are crossing the line of WHAT and WHY, setting direction, and creeping into the staff's responsibilities of execution.

The Council agreed to receiving *directional* costs, required resources, and timing to give them a foundation upon which to set clearer priorities. There was discussion of the possibility of contracting out appropriate projects to manage staff hours; however, contracting would still requires oversight by staff.

The City Manager's categories of Operations, Infrastructure, Parks and Recreation, with the addition of Public Safety and Health:

KEY RESULT AREAS

Operations	Infrastructure	Parks & Recreation	Public Health & Safety
Water-Sewer Agreement	Maple Street Design & Construction	Blue Star Trail	Revisit Parade Safety
Updated Water & Sewer Infrastructure Fees	AT&T Cellular	Mt. Baldhead Vegetation Restoration	Examine High Traffic Areas
Duneridge Litigation	Seawall Repairs	Mt. Baldhead Bathroom Construction	Investigate Ways to Slow Traffic in Necessary Areas
Wildlife Committee Recommendations	Sidewalk & Stair Repairs	Finish Mt. Baldhead Platform Design & Start Construction	
Old Landfill Lease or Sale	Park Street Improvement Planning	Additional Bike Racks	
Evaluation of Parking & Other Options	City Hall Interior Renovations	Village Square Courts	
Land Use Master Plan Update/Saugatuck Specific Plan	More Comprehensive Capital Improvement Plan (CIP)	Evaluate Community Foundation Funding Options	
Zoning Updates – District & Signage Regulations	Evaluate Long-Term Funding Options for Capital Improvement Plan	Invasive Species Treatments	
Review & Update Older Policies	Road Maintenance/Resurfacing	Low Water Level Impacts	
Website Refresh	Update signage & Wayfinding	Holiday Lights Expansion	
Improve Oval Beach Concession Profitability	Chain Ferry Landing & Arbor Repairs		
	Planning for Lead Service Line Replacement		
	Begin Planning for Elizabeth Street Water Main & Road		
	Culvert Inspections		

NOTE: Conversations surfaced about the importance of utilizing the local paper more to communicate topics of interest with the community, such as progress made on priorities/projects, posting public safety response times, and sharing accomplishments. Often, great things are achieved; however, we move onto the next item without a bit of sharing and celebration, so the community is unaware of accomplishments.

NOTE: SUGGESTIONS MADE FOR WORK SESSIONS:

- Short term rentals ordinances, lottery, and appeals process
- Parks and Public Works: Current ordinance is very broad, discuss improvements
- Address parking issues/shuttle services
- Possible food truck promotion
- Ways to use technology to optimize efficiencies
- Ways to streamline purchasing and bidding process
- Resource sharing with Douglas
- We have an opportunity to help guide committees
 - To have a better understanding our Council expectations
 - Conduct an annual review of the relevancy, benefits, and expectations met for of each committee
- Need of a Construction Ordinance to increase safety
- Revisit previous Operating Guidelines created by the City Council and Staff: discuss and update, agreeing upon a set of “norms” or Standards of Excellence” to work as accountability standards for productive and non-productive behaviors to drive collaborative results
- Schedule time in work sessions to reflect upon how the team is working together:
 - What are we doing well? What do we need to improve?The first few reflections will take some time; however, once all hold themselves accountable for their behaviors, “check ins” become relatively brief.

Next Steps

City Manager, Cummins, will review the report of generated ideas from the work session and send to Council members and Staff. Once reviewed and approved, the City Staff will align Council priorities to annual budget and report back to the Council.



Once again, I commend your service to your exceptional City and your investment of time and energy in planning and prioritizing. And, I applaud your commitment to creating and sustaining a high-functioning leadership team and intentionally creating a culture of respect, civility, and collaboration – a legacy that will live beyond your years.

It is a complete pleasure to assist you in your commitment to efficiently, effectively, and productively serve your community.

Respectfully, Marilyn Semonick

ROLES AND RESPONSIBILITIES

Forming a well-functioning leadership team requires solid understand & agree to the task at hand; who plays what role and who has what function responsibility. Which lane is yours and what IS NOT yours?

Lack of understanding or clarity around this basic premise contributes to constant conflict and makes moving forward to solve even the simplest tasks difficult. The City Charter provides clarification of roles & responsibilities that assist in the understanding of our division of labor and reduce unnecessary angst. Are you clear about how your Charter and other ordinances sets the roles for the members of this team?

Big Picture, High Level: The City Council is the **legislative** branch of governance, STRATEGICALLY responsible for the WHAT and WHY, setting direction for the City. **They DO NOT set the WHO, WHEN, WHERE, or HOW.** Doing so, they are “out of their lane!” which can cause inefficiencies, confusion, reduced productivity, and often, chaos.

The City Council/Commission:

- Sets policy
- Passes ordinances
- Approves new projects and programs
- Ratifies the annual budget
- Evaluates the performance of the manager

As the **executive** branch of governance, the Staff, led by the City Manager, implements the direction set by the Council, addressing WHO, WHEN, WHERE, and HOW, **TACTICALLY** handling the day-to-day tasks of operation.

The City Manager:

- Implements the policies set by the Council/Commission
- Offer advice & makes recommendations during Council/Commission decision making process
- Formulates the budget
- Oversees the administration and management of staff and resources

The City Manager oversees the municipality's day-to-day operations which allows the Council/Commission members to focus on big-picture policy issues without the distraction of administrative tasks.

Above all, the relationships between the City Council, the City Manager, and the Staff is a partnership that serves the community. This partnership benefits profoundly from a Council that sees itself as a collaborative team, understanding what it takes to work in partnership. Council members will disagree on issues; however, they can function as a team when all members agree that their shared goal is to make the best decisions possible for the community they serve.

Understanding the Five Stages of Team Development

A. Forming

Atmosphere

Polite and cordial

Group Characteristics

- ♦ Limited awareness or knowledge of task
- ♦ May not have all the skills required
- ♦ Not much risk-taking
- ♦ Hesitant to propose new ideas
- ♦ Individual positioning

B. Storming

Atmosphere

Disagreements & resolutions

Group Characteristics

- ♦ Hidden agendas start to surface
- ♦ Different interpretation of facts
- ♦ Questioning of decisions
- ♦ Absenteeism
- ♦ Little progress toward outcomes

C. Norming

Atmosphere

Agree on accepted behaviors

Group Characteristics

- ♦ Group is coalescing
- ♦ Group begins to focus on the desired outcomes
- ♦ Members encourage each other, recognize and respect differences
- ♦ Open communication increases, effective feedback given
- ♦ Members express feelings of satisfaction

D. Performing

Atmosphere

Work together meeting goals

Group Characteristics

- ♦ Group members continue to work within each other's strengths and weaknesses
- ♦ Low turnover, good attendance
- ♦ Group works without guidance
- ♦ Open communication with high degree of support even when opinions differ

E. Adjourning

Atmosphere

Completion & evaluation

Group Characteristics

- ♦ Reluctance to leave
- ♦ Desire to do more
- ♦ Interested in celebrating accomplishments

WHAT TO DO IN EACH STAGE

1. FORM

Outcome:

- ♦ Bring Emotional Intelligence to your role
- ♦ Understand trust as a foundation to team performance
- ♦ Discuss productive relationships to achieving results
- ♦ Set a solid foundation in the forming stage

While Forming Choose Prevention Rather than Later Intervention:

- Have a comprehensive Orientation for all newly elected officials and new hires
- Ensure all understand your Municipal Charter
- Share your leadership team's values, Code of Conduct & intentional culture
- Talk about effective problem solving
- Effective meetings. Ensure all understand parliamentary procedure
- Strategic Planning: Share your Blueprint – Key Results Areas and Priorities in each
- **ENSURE all understand ROLES & RESPONSIBILITIES according to your City Charter**
STAY IN YOUR LANE!
City Council legislates/sets direction: WHAT & WHY
Executive & Staff executes: Who, When, Where, How

2. STORM

Outcome:

- ♦ Recognize that conflict is inevitable; warfare is not
- ♦ Understand that civil sharing of differing opinions helps the process
- ♦ Find an improved way to get to solutions

Conflict, Dealing with Challenging Behavior

Most conflict is about unsatisfied needs. It may be about a need for recognition, respect, to control, affection, or being heard. Often, when people need love the most, they use behaviors that make it almost impossible to even like them! ***Hurting people hurt people.***

To complicate matters, more problems arise when needs get satisfied by using difficult behavior, therefore rewarded. We know what doesn't work: Responding with the same behavior, ignoring the behavior, labeling the person as difficult or "writing them off", or blaming rather than problem solving.

Changing behavior takes time, skills, and a sense of humor (especially about yourself). In conflict moments, breathe, think, keep a neutral non-judgmental tone, maintain eye contact, listen, stay solution-oriented & respond with honor & grace . . . difficult, yet effective!

3. NORM

Outcome:

- ♦ Reach agreement around ways of doing our business
- ♦ Set operational ground rules for behavior of team

Create NORMS OF BEHAVIOR. Take the time to collaboratively discuss behaviors that WORK. What behaviors encourage us to be transparent in our communications? Behaviors that create a safe enough environment to be open and honest in debates regarding sensitive, challenging, controversial, tough, touchy issues with differing positions? What behaviors are effective in helping us get results and move forward? What behaviors hinder our ability to discuss, especially the tough stuff, and obstruct the path of moving forward to our desired outcomes and our ability to achieve results?

4. PERFORM

Outcome

- ♦ Adhere to and hold self and each other accountable for agreed-upon Operating Guidelines (of behaviors)
- ♦ Share needs & expectations for leadership team members to do their best work
- ♦ Set expectation goals allowing for evaluation/accountability

In the PERFORMING stage, teams are functioning at a high level and the focus is on reaching the goal as a group. The team members have gotten to know each other, trust each other and rely on each other.

Not every team makes it to this level of team growth; some teams get stuck at Stage 2: STORMING or stop at Stage 3: NORMING.

Everything happens through conversation!

Conversations are the social rituals that hold us together, the fabric of our culture and society.

INTELLIGENT CONVERSATION

To get to the next level of greatness depends on the quality of our culture, which depends on the quality of our relationships, which depends on the quality of our conversations.
~ Judith Glaser

So, PLEASE monitor your conversations and use SELF-GOVERNANCE to drive intelligent conversation!

5.ADJOURN

Outcome:

- ♦ Review and evaluation prior to moving on
- ♦ Acknowledge the work achieved and what made the team work together toward accomplishments
- ♦ Capture learnings so that future groups may benefit from the experience of this one

To Adjourn is to Say Goodbye and Acknowledge a Job Well Done

The final Stage of a high-functioning team is often adjournment. Sometimes it means

the goal has been met, the project has been completed. Sometimes it means new members have joined and the team has changed.

When a change in membership is the case, the group usually revisits one of the previous stages. Productively and effectively, a team can intentionally revisit its operating norms and reaffirm or rewrite those *Standards of Excellence* to fit the needs of team members, reset processes that solve problems rather than get mired in conflict, discuss needs and expectations of each other, and openly talk about healthy ways to keep self and others accountable.

However, too often, the team will unintentionally revert back to Phase 2: Storming in conflict again and again. Often getting stuck in there, the team leaves a storming culture as a legacy for the team member/s who replace them.

It's beneficial to take time to recognize the work that has been accomplished, the contributions that each individual has made, and the group's performance. Capture learnings so that future groups may benefit from the experience of this one.

If you've created a productive, effective culture, discuss how to nurture and sustain that culture as preventative maintenance to do what you can to avoid any spiraling downward in team performance because members leave and new members join.

RESPONSE TO THE INVITE FOR NEGATIVE CONVERSATION

There are reasons why people leap over tall buildings for some leaders and resist following others. Effective communication skills inform people in productive ways, honor people and situations, and bring hope to otherwise hopeless feeling situations. Leaders can establish their credibility and character by continuously improving their ability to communicate, especially under stress.

Keeping 3 Voices in mind can help structure responses that allow your rational mind to catch up to your emotional state and deliver messages with more clarity, organization and understanding.

When someone wants to engage a leader in a negative conversation, it's effective to respond with THREE VOICE:

Leader Voice: Intent – To acknowledge and honor the other person. To thank the person for a question or for bringing up an issue, and sometimes to begin to diffuse anger.

Knowledge Bank Voice: Intent: To establish credibility, offer accurate information

Ambassador Voice: Intent: Position yourself as a leader, advocate and bridge to progress for the township. A chance to voice what IS working and what CAN be done.

Please remember that each of you represents all of you.

Five Dysfunctions of a Team

The true measure of a team is that it accomplishes the results it sets out to achieve. To do that on a consistent, ongoing basis, a team must overcome dysfunctions by embodying the behaviors described for each one. ~ Patrick Lencioni

#1: Absence of Trust

Members of great teams trust one another on a fundamental, emotional level, and they are comfortable being vulnerable with each other about their weaknesses, mistakes, fears, and behaviors. They get to a point where they can be completely open with one another without filters. This is essential because . . .

#2: Fear of Conflict . . .

Teams that trust one another are not afraid to engage in passionate dialogue around issues and decisions that are key to the organization's success. They do not hesitate to disagree with, challenge and question one another, all in the spirit of finding the best answers, discovering the truth, and making great decisions. This is important because . . .

#3: Lack of Commitment . . .

Teams that engage in unfiltered conflict are able to achieve genuine buy-in around important decisions, even when various members of the team initially disagree. That's because they ensure all opinions and ideas are put on the table and considered, giving confidence to team members that no stone has been left unturned. This is critical because . . .

#4: Avoidance of Accountability . . .

Teams that commit to decisions and standards of performance do not hesitate to hold one another accountable for adhering to those decisions and standards. What is more, they don't rely on the team leader as the primary source of accountability. They go directly to their peers. This matters because . . .

#5: Inattention to Results . . .

Teams that trust one another, engage in conflict, commit to decisions, and hold one another accountable are very likely to set aside their individual needs and agendas and focus almost exclusively on what is best for the higher cause. They do not give in to the temptation to place their department, career aspirations, or ego-driven status ahead of the collective results that define success.



Summary of Progress on Fiscal Year 2024-2025 Priorities

Smile! you're in





- Michigan beach spot **beats Key West** for ‘**Best Coastal Small Town**’ by USA Today
- 10 **best beaches** in Michigan. Oval Beach coming in at #7 by USA Today
- The Wickwood Inn landed a nomination for Best Bed and Breakfast 2024 for the USA TODAY 10 Best Readers’ Choice Awards. This put **Saugatuck** in direct competition with Napa, California and Holualoa, Hawaii among other top vacation spots.
- This Michigan Town Is The **Key West Of The North** – TheTravel.com
- Artsy idyll dubbed the '**Cape Cod of the Midwest**' is a hidden gem ranked among the best waterfront towns in America – msn.com and dailymail.com
- Quaint Michigan small towns named **America's Coolest** in new ranking – Newsbreak
- Beloved Michigan Spot Named '**Most Charming Small Town**' In The State – Thrillist
- **Most LGBTQ-Friendly** Small Towns in America – Far & Wide



Short-Term Rental Task Force Action Report

City of Saugatuck, Michigan





2025 Recycling and Trash Collection Calendar

■ Holidays
 ■ Recycling
 ■ Trash

If your collection falls on or after a holiday your service that week will be delayed on day.

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
													1							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
														30	31					



**LAST DAY
TO VOTE
EARLY**



**Short-Term
Rental
Hotline**



Call
(269) 442-4845

Report Online

[HTTPS://SECURE.HOSTCOMPLIANCE.COM/SAUGATUCK-MI/COMPLAINTS/TYPE](https://secure.hostcompliance.com/SAUGATUCK-MI/COMPLAINTS/TYPE)



24^h

60

Available 24 hours a day, 7 days a week.



Summary of Progress on FY 24/25 Council Priorities

Level	Priority	Progress
1	Conduct council workshops: Quarterly finances, strategic planning, key issues, etc	Completed/Ongoing
1	Capture fees (STRs, special events, etc)	Significant Progress
1	Staff: onboarding, goals, reviews, development, compensation	Significant Progress
1	Dune Ridge litigation	Ongoing
1	STR regulations & policies	Completed/Ongoing
1	Trash & recycling	Completed
1	Special events	Completed/Ongoing
1	Natural resource protection	Completed/Ongoing
1	Create a parking master plan	Slight Progress
1	Bike trail completion	Significant Progress
1	Create a master plan for Oval Beach	Not yet started
1	Asset management agreement, lead service line replacement	Significant Progress
1	Roads	Significant Progress
1	Oval Beach daily pass increase	Completed

Summary of Progress on FY 24/25 Council Priorities

Level	Priority	Progress
1	Oval Beach daily pass increase	Completed
1	Create a master plan for Mt Baldhead Dunes	Not yet started
1	Village Square (playground & court)	Significant Progress
1	Recycle bins pilot	Completed
2	Increase collaboration with CVB	Completed/Ongoing
2	Better Broadband Access	Slight Progress
2	Continue to support local businesses	Ongoing
2	Attainable/Affordable Housing	Not yet started
2	Support keeping tourism strong, year round	Ongoing
2	Evaluate DDA: Collaborate with Douglas and Tri-Community	Not yet started
2	Update zoning ordinances	Completed/Ongoing
2	Educate residents (res. Taxes)	Completed/Ongoing
2	Park Street widening/safety conversations amongst Park Street neighbors	Partial Progress
2	Fish Cleaning Station	Not yet started

Summary of Progress on FY 24/24 Council Priorities

Level	Priority	Progress
3	Restroom Upgrades – Wicks Park, Mt Baldhead (Pump House conversations)	Significant Progress
3	Airport Property	Significant Progress
3	Streetscape (Downtown)	Partial Progress
3	Oval Beach Upgrades	Significant Progress
4	Community Center	Not yet started
4	Coghlin Park restrooms	Not yet started
4	DPW: New Building	Not yet started

Additional Progress Last Year

- Formed committee to assist with Water-Sewer Agreement negotiations.
- Initiated ethics policy review.
- Limited heavy truck traffic on Maple Street.
- Continued treatment of Milfoil.
- Partnered with Douglas and Township to form Tri-Community Wildlife Committee.
- Approved due diligence agreement with Township for old landfill property.
- Meeting packets now shared on Facebook.



City Clerk

Jamie Wolters

City Operations

Staff: onboarding & development

- Part of interview panel for Treasurer hire
- Deputy Clerk Williams & I temporarily assumed the daily responsibilities of the treasurer during the period when the position was vacant.
- Deputy Clerk Williams and I continued pursuing our CMC Clerk accreditation and attended the Michigan Municipal Clerk Association Clerk Institute.

STR regulations & policies

- Created webpage dedicated to STR information

Trash & recycling

- Redesigned webpage for Trash & Recycling

City Operations cont.

Elections

- Collaborated with Saugatuck Township on drafting and successfully entered into a nine-day early voting agreement with them.
- Organized and executed twelve total days of early voting and successfully administered three Election Days.
- Onboarded four new election inspectors.
- Purchased new election equipment.

Special events

- Revised the Coghlin Park policy to extend the allotted application time.
- Coordinated the approval process for twenty special events while actively engaging in discussions to streamline and improve the process for future events.



CITY TREASURER /
FINANCE OFFICER

Strategic Priorities

Nicole Bredeweg

12

2/3/2025

67

FIRST YEAR GOALS:

- Learn everything
- Develop procedures for the basics
- Progress in the intermediary duties
- Advance in the high-level portions of the job
- Learn the ebb-and-flow of the year's timing

LEARN EVERYTHING

As we navigate this first year, it's important to acknowledge that learning something for the first time naturally requires more time and effort than it would for someone with prior experience. Just know that I'm learning by leaps and bounds. A large part of this is working with the resources and assets that I have available to me. I made a successful transition from a long-time established treasurer to a new one. I maintained an excellent working relationship with Peter. I took advantage of our contract with Plante Moran and registered in their Local Government Finance Education Program. I heavily utilized BS&A's help desk. I've also worked on a variety of other learning opportunities like signing up for the Michigan Municipal Treasurer's Association with its ListServ emails and attending the Winter Workshop, attending the MERS training, signing up for the Michigan Government Finance Officers Association, and even a presentation put on by the lawyers for the Earned Sick Time Act and its upcoming effects.

One of my goals, no matter where my job is at, is to make detailed notes – especially since there's a fair amount that happens randomly or sometimes once-to-twice a year. Oft heard Nikki quote, "I look forward to the day when this is all old-hat!" Some of this is improving existing spreadsheets, setting up templates for easy fill-in, etc.

Another goal is to turn everything into a process. When the learning eases, I'll start making check lists. The point behind this is to encourage consistency and a paper trail that notes that each step is done.

BASICS

- Payroll – I've updated the timecard spreadsheet with several extra review features, summarizations, etc. I've also updated the Motor Pool spreadsheet to make accumulating data easier and more secure.
- Cash receiving – I've implemented a check cashing machine. This saves time, resources, and keeps me and the funds SAFE!
- Tracked down unclaimed dollars for the pop machine on Mt. Baldhead, netting \$1,602 in previously lost funds.

MID-RANGE LEVEL

- Payroll reporting on taxes and unemployment – maintained the on-time status thus far, including fixing an old missing filing.
- Reporting to the Council – reported on Oval Beach (rewriting the original fiscal year number presentation to be calendar year). Performed my first Revenue and Expenditures update, too.
- Prepping and disbursing the tax bills – winter tax bill prep done!
- Bank reconciliations – in process!

HIGH-LEVEL

- Investing funds –
 - Reviewed the Investment Policy.
 - Reallocated a hefty portion of the tax receipts into investments in order to keep our dollars earning for our community! Also performed maturing CD turnovers and updated the signature cards for new Council.
- Audit – assisted the auditors in the final audit prep, allowing for timely reporting to the State and successful completion
- Specific requests for information –
 - Provided information on the playground
 - Additional cost of winterizing the Oval Beach restrooms
 - Part of the review process for Republic Waste vs. Arrowaste.
 - Analyzed the Oval Beach concessions and prepared a report for our initial meeting.



City of Saugatuck Treasurer

Any questions?

18

2/3/2025

73

Planning/Zoning

Luke Thompson



- Updated Ordinances and Policies
 - **Hardscaping** – to allow for limited residential improvements to the public right of way with approval of the City.
 - **Expanded Outdoor Dining Areas** – To streamline regulations pertaining to restaurants with dining areas occupying public right of way.
 - **Waterfront Preservation District** – Creation of a new district and rezoning of certain parcels within Water Street South and Water Street North.
 - **Noise Ordinance** – Amendments to update existing ordinance and clarify provisions while also providing examples of violations.



- Updated Ordinances and Policies
 - **Short Term Rental Licensing and Caps** – Regulation of Short-Term rentals in a manner that promotes healthy development of Short-Term Rentals while minimizing potential adverse effects.
 - **Short-Term Rental Enforcement Plan** – Implements several of the Task Force recommendations including third party support, 1-800 number, no parking on one side of certain streets, website.
 - **Fine Schedule** - Updates were made to the fine schedule to account for Short-term rental, noise, zoning, and nuisance violations.
 - **Short Term Rental Availability Notification and Lottery Policy** – A policy which details the procedure for notifying the public of available licenses and the process which is to be taken should the applications outnumber the available licenses.
 - **Unpublished Ordinances** – Internal policy for ensuring the public has access to ordinances that are not found within the City Code due to our updates being annual.



- **Short Term Rental Regulations and Policies**
 - Who needs a license
 - Application process
 - Fire department standards
 - Standards for compliance
 - Duration of license and renewal process
 - Effect on previously issued certificates
 - Violations, Suspensions, and Revocations of licenses
 - Transfer of ownership
 - Administration and interpretation

CITY OF SAUGATUCK DEPARTMENT OF PUBLIC WORKS

SCOTT HERBERT
PUBLIC WORKS SUPERINTENDENT





INSIDE THE DEPARTMENT

The Team

- New Oval Beach Manager
- New Equipment Operator - CDL Class B
- Promotion: Assistant Supervisor
- Public Works Technician Training – Salt Spreader Calibration for RexRoth Compu-Spread CS620
- ServSafe Certifications – Food Handling

Equipment

- Falcon 4-Ton Asphalt Transporter Hot Box
- Buyer's Salt Dogg Pro 2000 Salt Spreader
- Volvo L90H Front-End Loader





STREETS

- Road Rebuilds
 - Taylor
 - Takken
 - East
 - West
 - North Maple
 - Bridge
- Crack Sealing
- Maple Street Detour/Deterioration
- Permanent No Parking Signs
- Solar LED Stop Sign
- Pedestrian Crossing Signs
- Repainted Rainbow Crosswalks
- Street Painting/Striping
- Road Resurfacing
 - Francis, Griffith, Mason, Lucy

PARKS BUILDINGS & GROUNDS

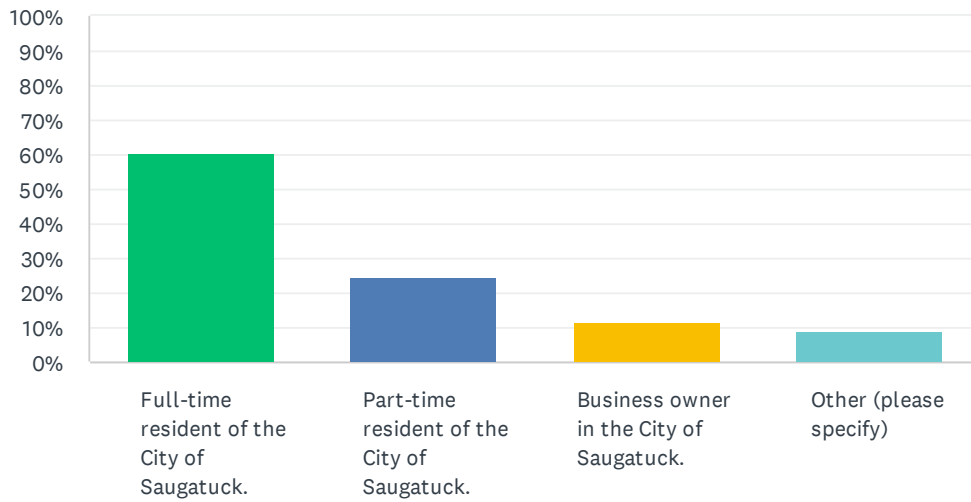


- Village Square Playground
- New Flagpole at Oval Beach
- City Hall Exterior
- New irrigations systems at City Hall and Village Square Playground
- Lifejacket Station at Oval Beach
- New Bike Rack at Oval Beach
- New Bike Rack at Mt. Baldhead
- More Benches at Village Square Playground
- Oval Beach Public Wi-fi
- Recycling Downtown
- Tree Work – Consumer’s Energy Streets & Boulevards Tree Planting Grant



Q1 Please check the following that apply:

Answered: 157 Skipped: 0

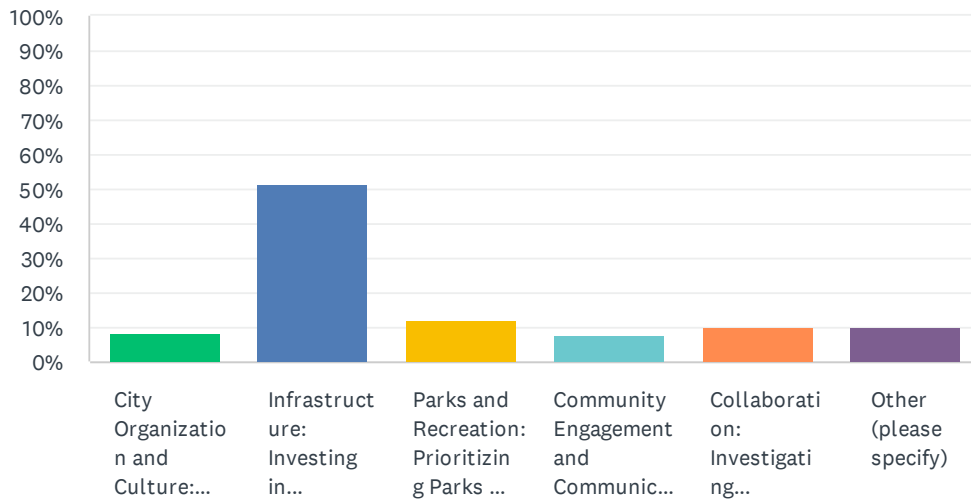


ANSWER CHOICES	RESPONSES	
Full-time resident of the City of Saugatuck.	60.51%	95
Part-time resident of the City of Saugatuck.	24.84%	39
Business owner in the City of Saugatuck.	11.46%	18
Other (please specify)	8.92%	14
Total Respondents: 157		

#	OTHER (PLEASE SPECIFY)	DATE
1	Work downtown, live in township	1/9/2025 5:47 PM
2	Saugatuck Township	1/9/2025 1:55 PM
3	Director of Interurban	1/8/2025 11:34 AM
4	Protecting out water, including integrating designs to clean storm water before it enters our waterways.	1/8/2025 6:56 AM
5	Work in city, live in township	1/7/2025 7:51 AM
6	Live in Saugatuck Township	1/6/2025 3:45 PM
7	resident outside of any city limit in Saugatuck Township	1/6/2025 10:20 AM
8	Resident and business owner on city/ township line	1/6/2025 10:17 AM
9	past full time resident, now township resident	1/6/2025 10:15 AM
10	Work near the City	1/6/2025 9:36 AM
11	Saugatuck Douglas CVB Executive Director	12/30/2024 12:27 PM
12	I work in the City.	12/24/2024 7:43 AM
13	Part time but my family are one of the founders of Saugatuck	12/23/2024 7:46 PM
14	You only want input on things you think are important	12/23/2024 6:17 PM

Q2 Which of the following strategic goals do you consider the number one priority for the City of Saugatuck in Fiscal Year 2025-2026 (July 2025 to June 2026)?

Answered: 157 Skipped: 0



ANSWER CHOICES	RESPONSES	
City Organization and Culture: Improving the efficiency and effectiveness of the administration and Council/Boards/Commissions/Committees, in order to provide better quality services to residents.	8.28%	13
Infrastructure: Investing in infrastructure updates throughout the City to support the needs of our citizens and visitors, such as road surfacing, water service line replacement, and improved cellular coverage.	51.59%	81
Parks and Recreation: Prioritizing Parks and Recreation projects for improved and well-maintained natural park spaces, which will add to the beauty and desirability of the City.	12.10%	19
Community Engagement and Communication: Increasing community engagement and trust with better communication strategies.	7.64%	12
Collaboration: Investigating opportunities to engage with other communities for cost-saving purposes and to accomplish larger-scale, cross-jurisdictional projects.	10.19%	16
Other (please specify)	10.19%	16
TOTAL		157

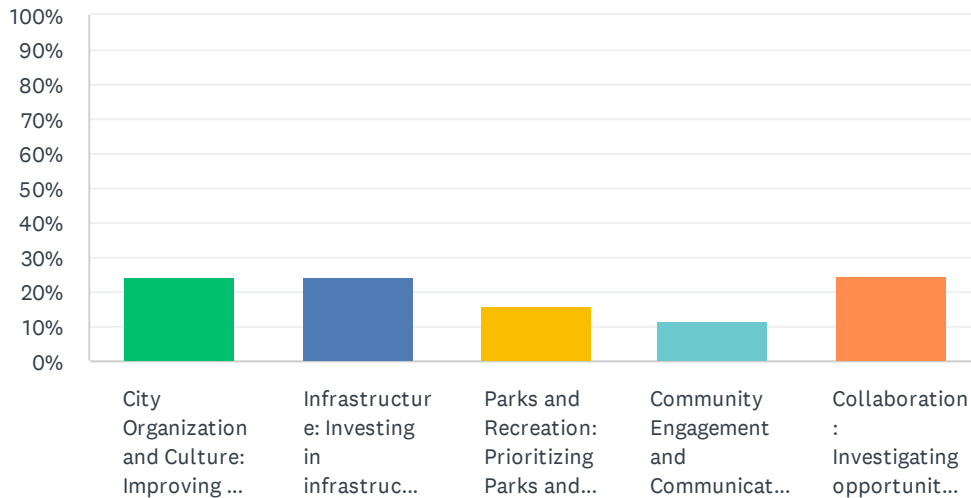
#	OTHER (PLEASE SPECIFY)	DATE
1	Parking	1/8/2025 10:07 PM
2	safety	1/7/2025 8:32 AM
3	ETHICS!! We are ashamed of some on our current council for what they've done.	1/6/2025 11:43 AM
4	Do something about the over run of deer who are destroying the landscaping of private homeowners and ruining the forest.	1/6/2025 11:30 AM
5	Bad press coming from city council members.	1/6/2025 10:20 AM
6	There is no trust with many of the council and board members.	1/5/2025 5:40 PM

Strategic Planning Community Input Survey

7	Cellular coverage, parking, downtown cleanup/updates	1/3/2025 2:33 PM
8	Reduce costs (legal fees, recruiter fees, salary that does not match (under qualified hires) qualifications of hire) payouts, unnecessary projects (airport/grandiose playground) and with that property taxes. Unbridled waste must stop.	1/2/2025 5:37 PM
9	Safety and new revenue	12/29/2024 10:40 AM
10	The list reads like corporate speak for accomplishing nothing. City should focus on basic services since all areas are less than functioning. All employees should be instructed as to their job requirements and their obligations to the taxpayers and residents. This includes how they present themselves to the public and maintain the City offices. Dress appropriately and clean up City Hall. It looks and smells like a pig pen. Smell of food all the time. Quit praising everyone's work - it's what they get paid to do and none very well. Get back to basics rather than a pile of flashy projects never completed.	12/26/2024 7:28 PM
11	The claims of inefficiency and ineffectiveness by the staff and boards/council and the claimed lack of transparency and responsiveness are "red herrings" and simply not valid.	12/26/2024 3:02 PM
12	Explore opportunities to create areas where reasonably affordable housing can be built within the city. Annex property from the township to the city, if necessary.	12/24/2024 3:08 PM
13	Control Spending!	12/23/2024 10:48 PM
14	STR	12/23/2024 6:38 PM
15	Less government oversight	12/23/2024 6:19 PM
16	Douglas and Saugatuck police no private council meetings	12/23/2024 6:17 PM

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

Answered: 150 Skipped: 7



ANSWER CHOICES	RESPONSES	
City Organization and Culture: Improving the efficiency and effectiveness of the administration and Council/Boards/Commissions/Committees, in order to provide better quality services to residents.	24.00%	36
Infrastructure: Investing in infrastructure updates throughout the City to support the needs of our citizens and visitors, such as road surfacing, water service line replacement, and improved cellular coverage.	24.00%	36
Parks and Recreation: Prioritizing Parks and Recreation projects for improved and well-maintained natural park spaces, which will add to the beauty and desirability of the City.	16.00%	24
Community Engagement and Communication: Increasing community engagement and trust with better communication strategies.	11.33%	17
Collaboration: Investigating opportunities to engage with other communities for cost-saving purposes and to accomplish larger-scale, cross-jurisdictional projects.	24.67%	37
TOTAL		150

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

Answered: 73 Skipped: 84

#	RESPONSES	DATE
1	The new roundabout was not a success. Blue star is heavy on traffic not the crossing street.	1/10/2025 8:06 AM
2	PARKING- angled on Butler? One way?	1/9/2025 5:47 PM
3	Low income housing for workers coming to summer jobs in Saugatuck. They are essential and we need them.	1/9/2025 1:55 PM
4	Legal fees the city spends is concerning	1/8/2025 12:12 PM
5	Capture and retain Green Space	1/8/2025 11:34 AM
6	Keep fighting the floating home battle despite the costs. It is worth it in the long run. We should consider adding a position that coordinates events and activities as fewer people volunteer, we will need someone to coordinate events and add events to keep our town vibrant and attract attendees. Great job managing the budget. The new audit findings are impressive!	1/8/2025 8:51 AM
7	Affordable housing	1/8/2025 6:56 AM
8	communication still needs to be improved and would like to see more shared as projects are worked on and completed. we need parking downtown to be worked on and affordable housing	1/7/2025 2:48 PM
9	1) Bathroom at Culver St., 2) Downtown beautification, 3) Parking	1/7/2025 10:57 AM
10	I would like to see 1 designated police officer for the city. I feel safety is a big concern of many residences. We have had to rely on Douglas to assist.	1/7/2025 8:32 AM
11	An end to the council promoting their personal agendas and instead a focus on what really is best for the city based on evidence based research instead of the likes/ dislikes of the council	1/7/2025 7:51 AM
12	Update code of ethics.	1/7/2025 5:51 AM
13	Removal of fragile trees that are very close to power lines	1/6/2025 9:04 PM
14	Parking. We need a parking structure. Let's figure out a good plan to future proof our community and protect businesses.	1/6/2025 7:32 PM
15	- collaboration to repair and re-open Ferry/Park St. - removal of "houseboats" on the Park St. side and nearby wall obstructing the Chain Ferry	1/6/2025 2:36 PM
16	Developing a strategic plan for the improvement and development of the Haworth property.	1/6/2025 12:03 PM
17	Reign in spending. Our attorney bills in particular are outrageous.	1/6/2025 11:43 AM
18	repeal of the STR cap, improve cell coverage during summer months, public restrooms located at Coghlin park. In general sidewalk throughout the city are in a state of disrepair due to tree root growth and neglect, particularly on the Hill and behind the SCA.	1/6/2025 11:40 AM
19	a detailed plan (engineering, cost, timing) to address lead line replacement	1/6/2025 11:33 AM
20	Collaboration (pressure) in City of Douglas to expedite the repairs on Ferry. This is a negative impact on a large number of homeowners and businesses in Saugatuck.	1/6/2025 11:21 AM
21	Free beach passes to residents. If we can afford severance packages for people who quit their job. We can afford free beach passes to a principal city resource. Our taxes should cover this.	1/6/2025 11:12 AM
22	ethics,trust of council, cell service, parking	1/6/2025 10:54 AM
23	Sidewalks!!!!	1/6/2025 10:29 AM
24	As a business owner I would like to see an economic study, now that you have turned away	1/6/2025 10:20 AM

Strategic Planning Community Input Survey

tourist. We can not run a business in Saugatuck with out tourist. The city is negligent in not doing the research 1st.

25	Too many restrictions on short-term rentals. Policies should be re-evaluated using data to determine the effects on businesses and tourism.	1/6/2025 10:15 AM
26	Maple Street - road and sidewalk	1/6/2025 9:55 AM
27	We would genuinely like to see a full time, professional event coordinator in place. Our shoulder seasons need major bolstering and that somehow keeps getting lost in translation with other organizations. I have no idea what jurisdiction or 'sway' (if any) the city has on downtown business rentals - but if something isn't done about the skyrocketing commercial rents - you're going to keep loosing the true small businesses that make up this town. Perhaps, because our business is a total owner/operator, completely handmade type of operation, we hear complaints from visitors all summer about the lack of handmade art, etc, and the over abundance of buy/sell imported gifts and t-shirt/clothing shops. Saugatuck has been known as an artists colony for just about forever - that's dwindling and people are starting to notice. That being said, your average artist can't afford studio space/retail space that's priced for a corporation. I don't know the answer, but I can definitely see the problem.	1/6/2025 9:19 AM
28	Revisit the Douglas/City of Saugatuck merger idea that was voted down some years ago. A lot of redundant costs being incurred - I think, but not sure. Do some analysis to see validate opportunities. One place to start is DPW. Could easily combine.	1/6/2025 9:10 AM
29	I hear many questions on ethics and full disclosure concerning the same 3 council members. I would like to see this be handled, exposed and dealt with this year. Their behavior has given Saugatuck a bad name in the press and during city council meetings. This should not be tolerated.	1/5/2025 5:40 PM
30	An ethics policy for all city employees. And a bathroom around Culver street	1/3/2025 9:45 PM
31	Support the community's brick and mortar businesses. Encourage the CVB to plan in advance Q4 and Q1 events. Stop allowing outsiders (SCA market presenters) from using city lot next to the SCA: Let them shuttle from another location as the Art show requires of their attendees. Hold the SCA to the 80% rule that presenters are in fact farmer's market goods. The "market" is oftentimes not at 80/20 and the vendors are for the most part NOT LOCAL. Many of these non farm vendors are taking revenue from your local brick and mortar business because the SCA market "vendors" sell what's sold here in Saugatuck.	1/2/2025 5:37 PM
32	council methods/action are questionable. Use of attorney to attack/investigate fellow council members just because different opinion shows poorly of council and staff. replacement of resigned council members was lacked ethics.	1/2/2025 2:40 PM
33	Trust as the unethical acts of group of 4 has destroyed all trust in the council and staff. Still need improvement in the cell service, also need a better parking plan since council eliminated 30% of intown parking with no replacement plan, stupid!	1/2/2025 2:21 PM
34	The SCA should also not be using the city parking lot for "markets" or their vendors trailers on market days. The vendors there are mostly not local (Saugatuck, Douglas, Fennville) and are selling items sold at brick and mortar stores in town. If it was a true farmers market like the ordinance states it should be it might be different. The market is limiting the parking and shopping dollars from customers coming to Saugatuck to spend throughout town with the help of the city at the expense of local business. When was the last time the SCA shared it's parking lot with the businesses of Saugatuck to use to help with the parking shortage of town when it's not in use?	1/2/2025 11:41 AM
35	address the dishonesty and cheating by the 4 councilmember block, they drag the city staff into the dishonest actions with their position, also Parking, also cell service	1/2/2025 9:54 AM
36	Absolutely install rubber speed "Humps" on Park St on max 350' spacing. These are removable for winter conditions. Owners should not pay for all infrastructure improvements. Business owners in large part gain the benefit vis a vis improved business and customers. Consider an additional tax district often seen in other towns for liquor and food and/or on business district purchases that would go direct to infrastructure improvements. Consider offering a 5 year renewable lease on an Oval Beach summer season restaurant location. Could be lease plus a percentage of profits generated. Rebid lease and profit sharing every 5 years. This idea would or could be similar to the multitude of "Tiki Hut" restaurants located in Florida beach towns although without the Florida palm tree themes. Take advantage of all the summer	12/29/2024 10:40 AM

Strategic Planning Community Input Survey

sunset visitors that flock to Oval Beach every night that would love to have a drink and appetizers. The council should think like an entrepreneur!

37	Dredge lake Kalamazoo	12/27/2024 7:57 PM
38	Have leaders in place who work for the community, not their own agenda.	12/27/2024 3:28 PM
39	More extensive recycling efforts. Styrofoam, electronics	12/26/2024 10:30 PM
40	Same as above. Don't know how you expect anyone to rate City efforts inn list below because no real effort has been made in any category.	12/26/2024 7:28 PM
41	Move those ugly houseboats across from Wicks Park.	12/26/2024 9:19 AM
42	Safety is a very big concern. The City of Saugatuck has to rely on Douglas to assist	12/25/2024 7:26 PM
43	Coming up with a better STR plan that allows for more licenses.	12/25/2024 4:29 PM
44	Freedom for homeowners- remove ridiculous economic killer implemented for STRs... if you want the sidewalks cleared outside of downtown clear them	12/25/2024 10:28 AM
45	Property taxes are too high. City needs to be smarter on legal fees etc. water quality is very bad for the cost	12/24/2024 3:26 PM
46	More enforcement of city rules on STRs— like the stick piles I was asked to move, but the vacant house on the corner has three piles still in the right of way! (Singapore Dr.) Do a comprehensive study comparing the value of STRs to the community compared to if the same properties were inhabited by year round residents.	12/24/2024 3:08 PM
47	Economic impact survey of decisions made about short term rentals	12/24/2024 3:00 PM
48	I think I suggested this last year: Support the chain ferry as an asset for residents rather than visitors, I think it would enhance walkability.	12/24/2024 12:51 PM
49	Becoming a Dark Sky destination. Get rid of unnecessary street lights. They are too bright. Our dead-end on Spear Street has lost all visibility of the night sky. Scott H. Is aware of our specific problem. We are trying to work towards an amenable solution. The majority of neighbors want it gone, and the lone dissenter is coming around to that answer as well.	12/24/2024 11:07 AM
50	I would like to see more progress on the Blue Star Trail.	12/24/2024 10:37 AM
51	1. stop signs at the intersection of Maple and North streets. 2. Exploring remote parking options and shuttle service/scheduled Interurban service into town. Scooter rentals from the remote parking? Partner with the Dollar Tree Mall, the Beat Western, and the coffee/bike repair locations? There have to be options that would ameliorate some of the traffic congestion in town?	12/24/2024 10:08 AM
52	More needs be done to support the business community, such as creating a Downtown Development Authority or other body dedicated to economic development.	12/24/2024 9:44 AM
53	Very unhappy about the outcome of the STR in zone R-1. Disappointed about not being able to pass on my business (STR) down to my children.	12/24/2024 7:59 AM
54	Maple St sidewalk to allow for safer walking and school bus pickups	12/24/2024 6:49 AM
55	Policies and projects that attract full- and part-time residents who maintain their homes, participate in the community, and support local businesses.	12/24/2024 2:16 AM
56	Making Ethical behavior mandatory	12/23/2024 10:48 PM
57	Park St walking path	12/23/2024 9:59 PM
58	Ensure floating homes are not approved. Despite the legal fees, allowing that will change our community. Keep the STR regulations approved thus last year.	12/23/2024 8:01 PM
59	Property taxes are way to high — your forcing long time residents out of Saugatuck	12/23/2024 7:46 PM
60	Remove the newly reactivated street light at 555 Spear. It has not worked or the last 25 years we have it needed it and do not need it Reduced Str below 20%. Single digits or zero in residential districts	12/23/2024 7:39 PM
61	Parking lot, bathrooms, steps, viewing platform, tree maintenance around the steps at Mt	12/23/2024 7:28 PM

Strategic Planning Community Input Survey

	Baldhead. It's terrible.	
62	City Council Ethics Policy	12/23/2024 7:14 PM
63	STR	12/23/2024 6:38 PM
64	Should have city wide vote on short term rental policies, not decided by elected representatives	12/23/2024 6:19 PM
65	Sidewalk on Lucy many walkers much danger	12/23/2024 6:17 PM
66	Dog Beach	12/23/2024 6:05 PM
67	More connection with the residents - via mail, e-mail, and personal one-on-one engagements. That would include city council members, department/commission/committee heads and the members. Old fashioned retail one-on-one engagement will work wonders.	12/23/2024 5:41 PM
68	Parking downtown; as many protections as possible to preserve our natural spaces	12/23/2024 5:12 PM
69	You need to figure out how to solve the parking problem. Driving or trying to park downtown in a serious mess. It is also dangerous to our visitors, emergency vehicles, and locals.	12/23/2024 4:32 PM
70	Free Parking shuttle schedules for summer/heavy tourism months.	12/23/2024 2:48 PM
71	Rolling back the reckless and arbitrary STR cap	12/23/2024 1:07 PM
72	Fine tuning if needed, but not overturning the short term rental rental polices. And moving on to other topics	12/23/2024 12:58 PM
73	Continue to make gains in regulating STRs. Create incentives to allow more people to afford to live here full-time (lower homestead taxes), and disincentivize investment buyers (increase non homestead taxes).	12/23/2024 12:24 PM

Q5 City Operations, Engagement, and Communication

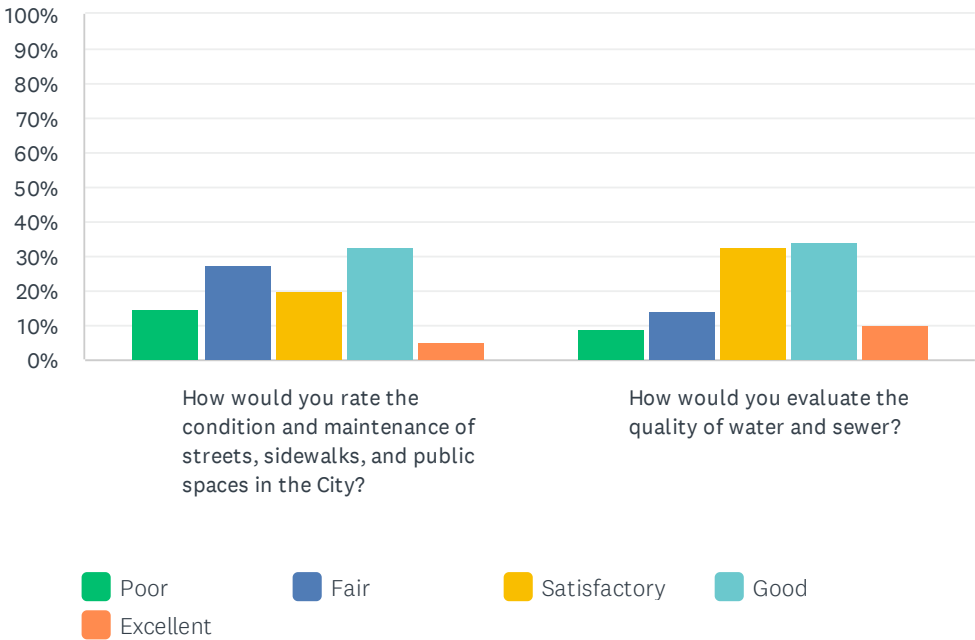
Answered: 157 Skipped: 0



	POOR	FAIR	SATISFACTORY	GOOD	EXCELLENT	TOTAL	WEIGHTED AVERAGE
How would you rate the City's efforts in ensuring public safety (e.g., police, fire services, emergency response)?	4.52% 7	12.26% 19	21.29% 33	45.16% 70	16.77% 26	155	3.57
How effective is the City in communicating with residents and businesses about decisions, projects, and community updates?	19.11% 30	21.02% 33	20.38% 32	26.75% 42	12.74% 20	157	2.93
How accessible and responsive are City staff when you have questions or concerns?	11.11% 17	11.76% 18	19.61% 30	32.68% 50	24.84% 38	153	3.48
How satisfied are you with the City's handling of zoning, permits, and land use planning?	20.39% 31	22.37% 34	25.66% 39	21.05% 32	10.53% 16	152	2.79
How effective is the City in seeking input from residents and businesses on decisions and projects?	29.22% 45	20.13% 31	16.88% 26	21.43% 33	12.34% 19	154	2.68
How would you rate the availability of public records or information on the City's website? Are City meetings (e.g., Council meetings) accessible and easy to attend or follow online?	10.97% 17	15.48% 24	26.45% 41	27.10% 42	20.00% 31	155	3.30
How accessible and responsive are City Council Members when you have questions or concerns?	12.33% 18	23.97% 35	28.08% 41	22.60% 33	13.01% 19	146	3.00

Q6 Infrastructure

Answered: 156 Skipped: 1



	POOR	FAIR	SATISFACTORY	GOOD	EXCELLENT	TOTAL	WEIGHTED AVERAGE
How would you rate the condition and maintenance of streets, sidewalks, and public spaces in the City?	14.74% 23	27.56% 43	19.87% 31	32.69% 51	5.13% 8	156	2.86
How would you evaluate the quality of water and sewer?	9.09% 14	14.29% 22	32.47% 50	34.42% 53	9.74% 15	154	3.21

Q7 Parks and Recreation

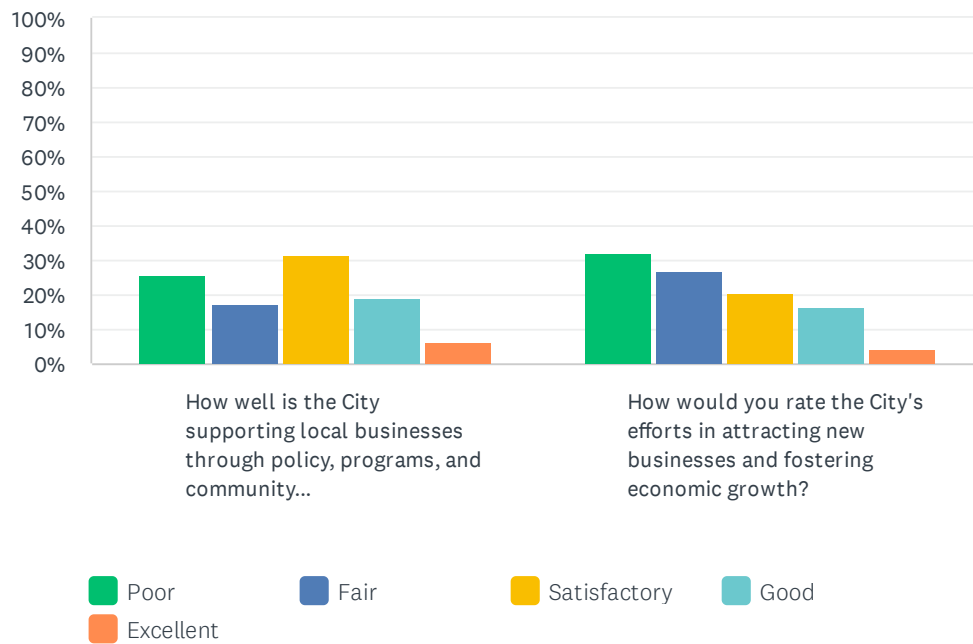
Answered: 155 Skipped: 2



	POOR	FAIR	SATISFACTORY	GOOD	EXCELLENT	TOTAL	WEIGHTED AVERAGE
How would you rate the quality and accessibility of City parks and recreational facilities?	1.95% 3	10.39% 16	28.57% 44	44.16% 68	14.94% 23	154	3.60
How would you rate the City's efforts in managing and protecting local natural resources (e.g., dunes, waterways, parks)?	5.84% 9	14.29% 22	30.52% 47	40.26% 62	9.09% 14	154	3.32

Q8 Economic Development

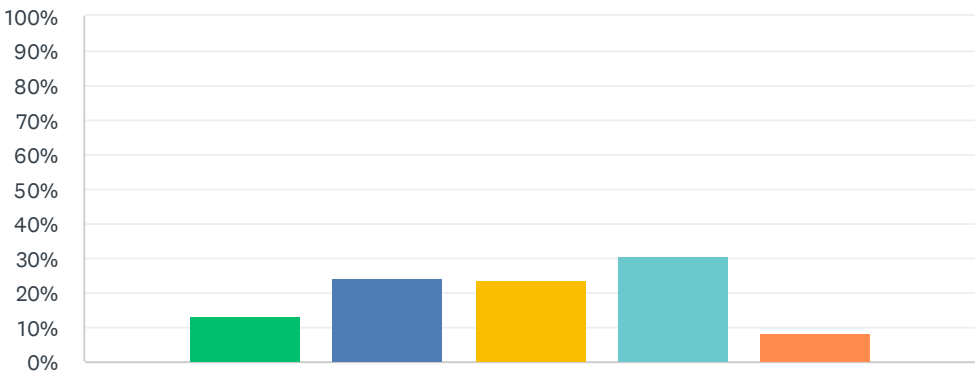
Answered: 148 Skipped: 9



	POOR	FAIR	SATISFACTORY	GOOD	EXCELLENT	TOTAL	WEIGHTED AVERAGE
How well is the City supporting local businesses through policy, programs, and community development initiatives?	25.68% 38	17.57% 26	31.76% 47	18.92% 28	6.08% 9	148	2.62
How would you rate the City's efforts in attracting new businesses and fostering economic growth?	32.19% 47	26.71% 39	20.55% 30	16.44% 24	4.11% 6	146	2.34

Q9 Overall Satisfaction

Answered: 157 Skipped: 0



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



	POOR	FAIR	SATISFACTORY	GOOD	EXCELLENT	TOTAL	WEIGHTED AVERAGE
Overall, how would you rate the City's performance in meeting its responsibilities to residents and businesses?	13.38% 21	24.20% 38	23.57% 37	30.57% 48	8.28% 13	157	2.96



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: February 5, 2025

SUBJECT: Wicks Park Boat Slips

DESCRIPTION:

The City of Saugatuck annually leases ten boat slips at Wicks Park, prioritizing real property taxpayers before opening availability to the general public through a lottery system. The rates, reviewed annually by the City Council, are currently set at \$1,800 for residents and \$2,000 for non-residents. Enclosed are historical rate data, the current docking lease agreement, and the Wicks Park boat slip policy for reference. The last fee increase was in 2022, staff suggested an increase to \$2,100 Non-Resident and \$1,900 Resident.

Previous Year Rates:

2021 \$1,700 Non-Resident and \$1,500 Resident
2022 \$2,000 Non-Resident and \$1,800 Resident
2023 \$2,000 Non-Resident and \$1,800 Resident
2024 \$2,000 Non-Resident and \$1,800 Resident

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny the proposed 2025 Wicks Park boat slip rate adjustment, setting the fee schedule at \$2,100 for non-residents and \$1,900 for residents.

Policy/Procedure: Wicks Park Boat Slip Leasing

Date Adopted or Implemented: 01-14-2019

Revision Date: N/A

Resolution Number (if applicable): N/A

CITY OF SAUGATUCK

I. General Purpose and Objective

To establish fair and equitable policies and procedures for the operation of leasing ten (10) Wicks Park Boat Slips, on the Kalamazoo River, owned/maintained by the City of Saugatuck. Boat slip season commences April 1 and ends Oct 1, weather permitting.

II. Season Dates & Fees.

1. April 1 – October 1 annually, weather & water level permitting.
2. Fee's will be established per Schedule of Fees adopted by City Council.

III. Criteria

1. City of Saugatuck real-property taxpayers will receive priority.
2. Boat slips are for pleasure (non-commercial) boats. Slips are 26 feet in length and are approximately 10 feet wide.

IV. Application/Selection Process

1. The city will accept applications (1 per real-property taxpayer) for a period of two weeks prior to the lottery date selected/advertised. Persons with multiple properties may only submit one application.
2. Applicants may request a particular slip number on application however the City cannot guarantee assignment due to lottery selection process.
2. Selection will be completed by random lottery drawing open to the public. City of Saugatuck real-property taxpayer applications will be processed first.
3. If additional slips remain, a random lottery of non-resident applications will be held.
4. All selected individuals shall sign a lease agreement providing personal, boat, and insurance information, which shall remain on file during lease period.
5. lessees selected during the lottery will have 10 business days following the lottery selection to submit completed lease agreement and full payment.

V. Cancellations

1. If lessee cancels the lease agreement, rental amount is un-refundable.
2. The lease agreement cannot be sublet, or transferred. Any attempted reassignment entitles the City to terminate lease agreement and require immediate vacation of the slip.

VI. Terms & Conditions

1. The City makes no guarantees concerning water level. Lessee will make its own independent determination. Lessee has an obligation to pay the total fee due under the lease agreement.
2. Lessee shall provide to City prior to commencement term a copy of current boat registration that list the lessee as the registered owner of watercraft. The boat registered with the City is the only watercraft to be moored in the slip.

3. City is NOT responsible for any damage or vandalism that occurs while boat is moored in the slip. Lease will include statements releasing City from liability.
4. Lessee is responsible for safety and actions of guests; and will be respectful of neighbors while accessing the boat slips.
5. Trailer and/or seasonal boat storage is not permitted on City property.
6. The City will assume no responsibility for the slip being occupied or obstructed by a third party. Lessee is prohibited from occupying or obstructing any other slips.
7. Alterations, additions, or modifications to the slip structure, water, or other structure is not permitted. Boat cradles, lifts, etc. are not permitted unless approved by City Council.
8. Storage of supplies, materials, accessories, or debris upon floats, slips, or docks is prohibited.
9. Terms and conditions of the lease, including fees, are subject to change from one boating season to the next.
10. Any infraction of the terms or conditions outlined in the lease agreement or as posted at the slip facility constitutes grounds, at the option of the City, to cancel the lease agreement. Lessee will be given 7 days after receipt of written notice to remove boat. No refund will be given.



2025 Wicks Park Boat Slip Lottery Application

To enter the lottery, an application must be submitted to Saugatuck City Hall, no later than Tuesday, February 25th, 2025, at 5:00 p.m., postmarks will not be accepted.

Per Policy:

- The City will accept applications (1 per real-property taxpayer) for a period of two weeks prior to the lottery date selected/advertised. February 11th – February 25th.
- Persons with multiple properties may only submit one application.

City of Saugatuck real property taxpayers receive priority. If there are any additional slips available, then the lottery will be opened up to the general public.

LOTTERY DRAWING: Thursday February 27th, 2025, at 2:00 p.m. at Saugatuck City Hall Council Chambers, 102 Butler Street, Saugatuck, MI 49453. This lottery is open to the public and will be livestreamed via Zoom (Zoom link will be emailed to all applicants). Need not to be present to win.

APPLICANT NAME: _____

RESIDENT: I am a real-property taxpayer of the City of Saugatuck () Yes () No

ADDRESS: _____

TELEPHONE: _____ **EMAIL:** _____

SLIP NUMBER _____ **Note* slip # can be requested, however, due to lottery process, the City cannot guarantee assignment.*

SIGNATURE: _____ **DATE:** _____

If your name was chosen in the lottery you will have until Thursday, March 13th 2025, at 5:00 p.m. to submit ALL of the following. If the following is not received by said date/time you will forfeit your spot and it will be given to the next individual on the waiting list.

*Fully completed Lease Agreement

*Non-refundable payment in the amount of \$ _____ (resident) \$ _____ (non-resident)

*Copy of boat registration that lists the lessee (taxpayer) as the registered owner of watercraft

Applications can be submitted as follows:

By Mail:

City of Saugatuck
PO Box 86
Saugatuck, MI 49453

In Person:

City of Saugatuck
102 Butler Street
Saugatuck, MI 49453

E-Mail:

jwolvers@saugatuckcity.com

The City of Saugatuck is not responsible for any lost or misdirected applications. If you desire confirmation that your application has been received, please call 269-857-2603.

Applicants on the waitlist will be contacted as boat slip vacancies occur.

FOR OFFICE USE ONLY

Date Received: _____ Received: () Mail () In Person () E-mail

Time Received: _____ Staff: _____

102 Butler Street / PO Box 86, Saugatuck, MI 49453
269-857-2603 – www.saugatuckcity.com

DOCKING LEASE

THIS LEASE AGREEMENT (the “Lease”) is made on this _____ day of _____, 2025, by and between the CITY OF SAUGATUCK, a municipal corporation, located in Allegan County, Michigan (“LESSOR”) and _____, whose address is _____ (“LESSEE”).

IN CONSIDERATION of the mutual covenants and promises contained herein, the parties hereto agree that LESSEE shall lease from LESSOR docking space at the Main Street boat slips owned by LESSOR subject to the following terms and conditions:

1. **Description of Leased Premises:** LESSEE shall lease Dock Slip Number _____ at the Main Street boat slips dock. The leased premises (“Leased Premises”) shall include Boat Slip Number _____ and the portion of the dock adjacent thereto and the water immediately abutting that boat slip and dock.

2. **Purpose of the Lease:** The LESSEE shall use the Leased Premises for the purpose of the docking of LESSEE’s one boat and for no other purpose or purposes unless specifically approved in writing by LESSOR prior to the start date of this Lease. The boat which LESSEE may dock at the Leased Premises is described as follows:

Type of boat: _____

Year: _____

VIN: _____

3. **Term:** This Lease shall commence on **April 1, 2025** and shall terminate on **October 1, 2025**.

4. **Rental Rate:** LESSEE shall pay annual rent to LESSOR in the sum of \$ _____ for this Lease, said amount being payable upon the execution of this Lease. This rental amount is nonrefundable, except as provided in Section 15 hereof.
5. **Registration:** LESSEE shall provide to LESSOR (prior to the commencement date stated above) a copy of the current boat registration that lists the LESSEE as the registered owner of the one allowed watercraft.
6. **Utilities and Parking:** LESSOR will not provide any utilities at the dock for LESSEE and shall not provide any parking space or facilities for LESSEE.
7. **Hold Harmless Provision:** LESSEE holds and uses the Leased Premises at LESSEE's own risk, LESSEE waives any and all claims against LESSOR (as well as LESSOR's officials, officers, employees, agents and assigns) and LESSEE also agrees to assume all risks related to the Leased Premises and this Lease. Furthermore, with regard to the holding and/or use of the Leased Premises, LESSEE agrees to reimburse, indemnify and hold harmless the LESSEE (as well as LESSEE's officials, officers, agents, assigns and employees) for, from and against any and all liabilities, causes of action, claims, attorney fees, costs and damages related to, arising out of or pertaining to the Leased Premises during the term of this Lease.
8. **Compliance with all Laws:** LESSEE shall comply with all laws, ordinances, codes, and requirements of the City of Saugatuck, County of Allegan, State of Michigan and United States government regarding LESSEE's boat and use of the Leased Premises.
9. **Takes "As Is":** LESSEE takes and will use the Leased Premises in its current condition and "As Is."

10. Maintenance: LESSOR shall be responsible for the maintenance and repair of the dock structure except for any damage caused by LESSEE and/or LESSEE's invitees, in which situation it shall be the responsibility of LESSEE to repair the damage forthwith upon notification to the LESSEE by the LESSOR of the need for repair. LESSEE shall keep the Leased Premises free of debris and in a neat and orderly condition and shall return the Leased Premises to LESSOR at the end of this Lease in at least as good condition as the Leased Premises was in at the commencement of this Lease, normal wear and tear excepted.

11. Sub-Letting and Assignment: LESSEE shall **not** sub-let or assign any portion of the Leased Premises, without the prior written consent of LESSOR. LESSOR shall have the sole discretion as to whether or not to grant such consent.

12. Use by Other Lessees: Other lessees or users shall have the use of the dock areas lying adjacent to LESSEE's boat slip for purposes of access to the boat slips of the other lessees or user. LESSEE shall not interfere with the orderly use and passage by other dock lessees or members of the public. However, LESSEE's docking privilege as provided for herein shall be exclusive for the benefit of LESSEE within the boat slip rented by LESSEE pursuant to this Lease.

13. Insurance: LESSEE shall carry liability insurance covering LESSEE's use of the Leased Premises and LESSEE's boat during the term of this Lease in an amount equal to at least \$1,000,000. Such insurance shall be kept in full force and effect by LESSEE during the term of this Lease. LESSEE shall provide written proof of such insurance to the LESSOR at the commencement of this Lease.

14. Quiet Enjoyment: Upon the payment of the rent provided for herein and performance of all of the covenants herein by LESSEE, LESSEE shall peacefully and quietly have, hold and enjoy the Leased Premises without interference from the LESSOR.

15. High Water: If high water causes the Leased Premises to be unusable or unsafe, the LESSOR shall declare the Leased Premises unusable and LESSEE shall not utilize the Leased Premises while such an order is in effect. If the LESSOR issues such a nonuse order or high water effectively prevents LESSEE from reasonably using the Leased Premises, the LESSOR shall issue a full or partial refund of the rent to LESSEE based proportionately upon the amount of time during this Lease that LESSEE cannot utilize the Leased Premises. If the LESSEE disagrees with how such rent rebate is apportioned, LESSEE can appeal the matter in writing to the City Council for the City of Saugatuck.

16. Default: Each of the covenants of this Lease are deemed to be material to the satisfactory performance of this Lease, and a breach or failure by the LESSEE to perform in accordance with any of the covenants or conditions of this Lease shall give the LESSOR the right to declare a forfeiture of this Lease, to terminate this Lease, and to retake possession of the Leased Premises. In case of LESSEE's default, or failure to perform any of the covenants contained herein, LESSOR shall give written notice of such default or failure to perform in writing to the LESSEE, and LESSEE shall have seven (7) days from the date said notice is mailed, or personally served, to cure the default or comply with any of the covenants not being complied with. If LESSEE fails to do so, LESSOR shall have the right to re-enter and retake possession of the Leased Premises and this Lease shall thereupon be immediately terminated. Notice provided for in this paragraph shall be

sufficient if mailed by first class mail to LESSEE's address as mentioned above stated, or notice may be personally served upon LESSEE.

17. Amendments: This Lease contains all of the agreements and understandings of the parties hereto, and shall not be amended or changed in any way, unless an amendment is in writing and signed by both the LESSEE and LESSOR.

18. Controlling Law: The laws of the State of Michigan shall control any disputes arising out of the interpretation or operation of this Lease. Venue shall be in Allegan County.

19. Binding Effects: This Lease shall be binding on the successors, heirs and personal representatives of the parties hereto.

20. Duplicate: This Lease has been executed in duplicate, but constitutes only one contract.

CITY OF SAUGATUCK, LESSOR

Dated: _____, 2025

By: _____
Holly Anderson, Mayor

Dated: _____, 2025

By: _____
Jamie Wolters, City Clerk

Dated: _____, 2025

By: _____
LESSEE

Dated: _____, 2025

By: _____
LESSEE