



CITY COUNCIL MEETING AGENDA

January 13, 2024

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

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

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

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Mayor's Comments**
- 5. City Manager Comments**
- 6. Agenda Changes (Additions/Deletions)**
- 7. Guest Speakers**
- 8. Public Comment on Agenda Items Only (Limit 3 minutes)**
- 9. Consent Agenda: (Roll Call) Pg.3**
 - A.** Regular Meeting Minutes – December 23, 2024.
 - B.** Resolution No. 250113-A – A Resolution Approving the Adoption of Guidelines For Poverty Exemption For 2025.
 - C.** Report/Agreement Outlining the Duties and Responsibilities for Conducting Elections in the Ottawa Area Intermediate School District for a four-year period expiring January 1, 2029.
 - D.** Election Coordinating Contract for Election Coordinating Committee Members and Jurisdictions Contained in the Saugatuck School District.
- 10. Staff Reports, Boards, Commissions & Committees: Pg.35**
 - A. Staff Reports:**
 1. City Manager
 2. Treasurer
 3. Clerk
 4. Planning and Zoning
 5. Department of Public Works

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.

6. Police
7. Engineer

B. Boards, Commissions & Committees:

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

11. Approval of Accounts Payable: (Roll Call) Pg.53

- A. Accounts Payable in the amount of \$952,079.44.

12. Public Hearings

13. Unfinished Business

14. New Business

- A. Appointment of Craig Baldwin to the Planning Commission (Roll Call) **Pg.61**
- B. Appointment of Scott Phelps as the Alternate to the Fire District Board of Appeals (Roll Call) **Pg.80**

15. Public Comments (Limit 3 minutes)

16. Correspondence: Pg.75

- A. Sevrn Nowicki

17. Council Comments

18. Adjourn (Voice Vote)



CITY COUNCIL REGULAR MEETING MINUTES - *Proposed*
December 23, 2024

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

Call to Order:

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

Pledge of Allegiance.

Attendance:

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

Absent: None.

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

Mayor Comments:

Mayor Anderson reflected on what a successful year it had been. Highlights included hiring a new city manager and staff members, a new playground, completed infrastructure projects, good start to funding lead pipe replacements, advancing Maple Street planning, and supporting trails. She also noted accomplishments like the conservation easement at the airport property, expanded recycling, Wi-Fi at Oval Beach, and updated STR policies. Grateful for the progress made, she expressed optimism about building on this success in 2025, thanking the city council and staff for their efforts.

City Manager Comments:

City Manager Cummins reflected on the year's progress, noting how quickly December had arrived and acknowledging the upcoming transition into the next fiscal year's planning. Preparations for the budget will soon begin, with priorities set to be grouped and addressed. He mentioned the strategic planning community survey, which launched based on council feedback, and encouraged residents to participate, with paper copies available at City Hall. Notices will also be published in the local paper. On the financial front, he reported good news: the audit is nearly complete, with a draft under review, and the findings will be presented on January 8. He highlighted a \$400,000 addition to the fund balance, exceeding expectations. He also mentioned the wildlife management survey as another opportunity for community engagement. Reflecting on his nearly year-long tenure, he expressed gratitude for the council's support and collaboration, noting how much he's learned and enjoyed working with everyone. He closed by thanking them for a successful year and wishing them a Merry Christmas and happy holiday season.

Agenda Changes: Councilmember Peterson removed item 9c from the consent agenda and moved it to 14d under new business.

Guest Speakers: None.

Public Comment on Agenda Item Only:

Dan Fox, Elizabeth Street: Commented on Item 9c noting Jane Verplank's significant contributions to the Fire District Board over the last 12 years.

Consent Agenda:

- A. Regular Meeting Minutes - November 25, 2024.
- B. Resolution No. 241223-A - Approving Contract Number 24-5489 between the Michigan Department of transportation and City of Saugatuck for Funding on the Maple Street Improvements. Project from the Transportation Economic Development Fund Category B Program for Planning of Access Improvements and Coastal Stabilization in the Park Street Corridor.
- C. Board Reappointment
 - i. Lynne Aspnes – Board of Review with term ending January 1, 2028.
 - ii. Jane Verplank – Fire District Board with term ending January 14, 2031.

Motion by Stanton, second by Dean to approve the consent agenda. Via roll call vote, motion carried unanimously.

Staff Reports, Boards, Commissions & Committees:

The City Manager, Treasurer, City Clerk, Director of Planning & Zoning, Department of Public Works, Engineer and Police submitted status reports of current activities since the last regular council meeting on December 23, 2024, for their respective departments.

Fire District Administration Board, Dan Fox:

Dan Fox, the council representative to the Fire District Administrative Board, provided an update on the board's November 16 meeting. He shared data on the district's performance, highlighting that incidents were at an all-time high, with emergency medical calls making up 61% of all service requests. Saugatuck accounted for 23% of total calls, aligning with its demographics.

He presented a chart showing record-breaking call volumes across several months in the past year, reflecting a dramatic increase in demand over the past decade. He also reported on ambulance response times under the new Life EMS contract, noting improvements compared to the previous provider. A new chart on cardiac arrest incidents was introduced, detailing the use of critical equipment like the LUCAS device, which provides automated CPR, and the i-gel device, used to secure airways during emergencies. Saugatuck Fire Department staff members Sergeant Riley Capel and Kevin Stevens demonstrated these devices in front of the City Council, emphasizing their importance in rapid response situations. He announced that the fire board will add First Monday workshop meetings in the coming year to address major topics without overloading regular meetings. He also noted the completion of the fire district's annual financial audit, describing it as thorough and well-conducted. Fox recounted a significant emergency incident where firefighters aided a woman in severe respiratory distress outside a restaurant. During the response, a fire officer faced hostility from an adjacent

property owner over easement concerns. Following the incident, standing orders were implemented to automatically dispatch law enforcement to future calls at the location. He raised serious concerns about safety during local parades, referencing alarming footage of near accidents involving children and large vehicles. Fox emphasized the danger of inadequate barricades and uncontrolled pedestrian behavior, calling for immediate safety measures akin to those in neighboring towns. He highlighted the reluctance of some fire personnel to participate in parades due to these risks. Fox also discussed highway safety, sharing an example of a fire truck (from another jurisdiction) damaged in a recent highway incident. He detailed the financial and operational challenges of repairing or replacing vehicles, stressing the importance of safety measures to prevent such occurrences.

Interurban Board, Councilmember Muncey:

In November, they carried 4,069 passengers, which is 193 more than the previous November, continuing a trend of growth. The service offers free rides on New Year's Eve between 6 p.m. and 1 a.m. for people heading home safely. The fiscal year 2024 audit is set to be completed in January, and a copy will be provided to the city. A new initiative is in progress to offer a weekly ride to South Haven similar to what they currently provide to Holland. This service will provide an affordable transportation option for individuals needing medical appointments, grocery shopping, or other essential errands. A catchy name is being considered for the route. The team is also working on a shuttle service to Fennville, though it's still in development. They have been expanding its hours and seeking new ways to serve more areas. The team has had a successful year, with Becky's leadership bringing fresh ideas and energy to the service. She treated the board to dinner as a thank you, which was appreciated by all, though not everyone could attend. Overall, there's excitement about continuing this progress into the next year.

Kalamazoo Lake Sewer & Water Authority:

City Manager Cummins noted Mark Bekken indicated he did not have any additional information to add to the report sent to the council provided by KLSWA.

Kalamazoo Lake Harbor Authority, Councilmember Peterson:

She will be attending the next scheduled meeting and noted the meetings will be quarterly.

Zoning Board of Appeals:

None.

Historic District Commission, Councilmember Gardner:

He informed the council that the next meeting scheduled is on Thursday January 2.

Planning Commission, Councilmember Clark:

The water preservation district planning work is continuing on potentially allowing B&B businesses to allow accessory structures to be incorporated into existing building footprints. At their next meeting, the commission will discuss recommendations around accessory dwelling units (ADUs) and short-term rentals (STRs), particularly addressing the issue of applications for STR permits falling below the minimum size threshold. A consensus has been reached on what the guidelines for ADUs should look like, which will be shared with the Council soon. They are also working on next year's goals and priorities. They're seeking input from the Council during the upcoming strategy session on what they would like the planning commission to focus on in the next year. Ideas being considered include consolidating zones to simplify planning processes and updating the city's master plan. There is

ongoing discussion regarding the city's master plan and its alignment with a broader tri-community plan. Additionally, a new vice-chair, CJ Bageriek, has been unanimously voted for the role, and the committee congratulated them for stepping up.

Parks & Public Works Committee, Mayor Pro-Tem Stanton:

The Public Works and Planning (PPW) committee is also waiting for direction from the City Council before proceeding with their strategic planning for the next year. They plan to wait until the Council has their strategic planning session, as they take their guidance from the Council. Additionally, the committee will be electing a new chair and vice-chair at their next meeting in January, as stipulated by their bylaws.

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

In the Manager's report, it was noted that the Blue Star Trail project may experience delays due to the cultural significance of the area to the tribe. The designation of the area as a tribal cultural property requires more due diligence on projects, as seen with past developments like Mount Baldhead and North Shore. Working closely with the tribal government is essential, and this collaboration is contributing to delays. Despite these challenges, the project remains committed, and everyone is dedicated to moving forward. Sensitive areas are being reviewed, and the project group will meet again in January to continue working through these concerns. The funding is still in place, and the goal is to ensure that all parties are comfortable, and the best project is delivered.

Water System Operations Contract Advisory Committee, Councilmember Gardner:

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

Wildlife Management Committee, Councilmember Dean:

The next meeting will be on February 5, as there will be no meeting in January. The community wildlife survey will continue to collect responses until January 31, and the community is encouraged to complete it. In February, the group hopes to have a representative from the fire department present. There has been a productive conversation with Mr. Fox, and the fire department has shown interest in assisting with collecting baseline data on the local deer population. They plan to use the fire department's drone and thermal imaging equipment to gather data for the tri-community's deer issue. This will be a potential project to address the situation.

Approval of Accounts Payable:

Motion by Dean, second by Peterson to approve the accounts payable in the amount of \$353,955.44. Via roll call vote, motion carried unanimously.

Public Hearing: None.

Unfinished Business: None.

New Business:

Ordinance No. 241223-A - To amend Title XV, Chapter 154, of the Code of the City of Saugatuck to amend section 154.038 C-2 Downtown Waterfront Preservation District to eliminate first-floor apartments as permitted and special land uses and to amend section 154.113 (E) to: clarify and revise Planned Unit Development (PUD) modifications for the C-2 Downtown Waterfront Preservation District concerning qualifying public access and allowable departures; include a

restriction on PUD height increase requests, and to require a mechanism or legal instrument that memorializes public access preserved as part of a PUD approval:

Motion by Stanton, second by Muncey to approve Ordinance No. 212323-A an ordinance to amend Title XV, Chapter 154, of the Code of the City of Saugatuck to amend section 154.038 C-2 Downtown Waterfront Preservation District to eliminate first-floor apartments as permitted and special land uses and to amend section 154.113 (E) to: clarify and revise Planned Unit Development (PUD) modifications for the C-2 Downtown Waterfront Preservation District concerning qualifying public access and allowable departures; include a restriction on PUD height increase requests, and to require a mechanism or legal instrument that memorializes public access preserved as part of a PUD approval. Via roll call vote, motion carried unanimously.

Staff Wage Scale Inflation Adjustments:

Motion by Stanton, second Clark approve a 2.5% inflation adjustment to the staff step and wage scale and a one-time lump sum payment of .5%, effective the first full payroll in January 2025. Via roll call vote, motion carried unanimously.

Council Review and Approval of City Manager Performance Evaluation Criteria:

Motion by Peterson, second by Stanton to approve the City Manager performance evaluation criteria. Via roll call vote, motion carried unanimously.

Resolution 241223-B Resolution No.241223-B - Approving Submission of a Water Resources Division Grant Application for Planning of Access Improvements and Coastal Stabilization in the Park Street Corridor:

Motion by Stanton, second by Clark to approve Resolution No. 241223-B, approving submission of a Water Resources Division Grant. Via roll call vote, motion carried unanimously.

Public Comment: None.

Correspondence: None.

Council Comments:

Councilmember Clark expressed gratitude to the council, staff, and committees for their hard work throughout the year. Despite facing challenges and friction throughout the year and in years past, he hoped that the holiday season would allow everyone to set aside these stresses and enjoy time with family and friends. Clark also thanked the council for supporting the planning board's recommended motion, acknowledging the dedication involved in ensuring the city stays on solid footing. He wished everyone Happy Holidays, Merry Christmas, and a Happy New Year.

Councilmember Muncey expressed gratitude for the wonderful staff who contributed to the community's success. He wished everyone a joyful Christmas holiday and New Year season while encouraging support for downtown businesses for last-minute gifts, noting that many will close early. Muncey also mentioned looking forward to fireworks at Coral Gables and the upcoming strategic planning meeting, appreciating the extra time given to the survey. He expressed excitement about working with fellow council members and emphasized how fortunate he feels to live in their town. Muncey shared that in the past, the Christmas Carol production had donated \$10,000 to Christian Neighbors, and this year, through ticket sales and a couple of private donations, the amount raised had reached \$24,000 and assured the community that the event would continue in the future, emphasizing that the tradition was here to stay.

Councilmember Dean wished all a Merry Christmas and Happy New Year.

Mayor Pro-Tem Stanton echoed Anderson's sentiments, expressing pride in the productive year and the accomplishments made, especially in tackling long-standing items. She acknowledged that healthy disagreements helped improve outcomes for the community. She is looking forward to the New Year and wished everyone a Merry Christmas.

Councilmember Gardner shared the conclusion of the Christmas Carol performances, which raised an incredible \$24,000 for Christian Neighbors through ticket sales and donations. He highlighted the efforts of Steve and Janice Williford, noting Steve's 38 years of involvement, and expressed pride in the longstanding tradition that has become a vital part of the town. Additionally, they wished everyone a Merry Christmas and Happy New Year. Lastly, he proposed adding a discussion at the upcoming strategic planning session about evaluating the purpose and effectiveness of non-statutory boards and commissions, suggesting it be a regular topic for consideration.

Councilmember Peterson expressed gratitude to the staff, noting that it had been amazing working with them since joining. She appreciated the collaborative efforts and the back-and-forth discussion on different topics. She humorously concluded that she looks forward to seeing everyone in the next year.

Mayor Anderson acknowledged the staff's hard work, especially the successful implementation of early voting, which was a significant effort for the clerk and deputy clerk. She congratulated those reappointed to boards and CJ for becoming the vice chair of planning. Mayor expressed gratitude for working with everyone, wished everyone a Merry Christmas, and looked forward to seeing them in January.

Adjournment:

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

Respectfully Submitted

Jamie Wolters, City Clerk

Memo

To: Saugatuck City Council

From: Anthony E. Meygaard, Assessor

Date: January 7, 2025

Re: Approval of the 2025 Poverty Exemption guidelines

PA 253 of 2020 amended MCL 211.7u which requires the City Council to approve and adopt Poverty Exemption Guidelines on an annual basis. The attached resolution and policy has been updated with the income levels as approved by the U.S. Department of Health and Human Services for 2025.

In addition, you will find the new Poverty Exemption Application as approved by the State Tax Commission. In the past we created and used our own application but since the passage of PA 253 of 2020 we must now use the State approved form.

I respectfully request City Council approval of the attached poverty exemption resolution and guidelines in order to stay in compliance of MCL 211.7u

Respectfully submitted,

Anthony E. Meygaard
City of Saugatuck Assessor

Sample Motion:

Motion to approve Resolution 250113-A A Resolution Approving The Adoption of Guidelines For Poverty Exemption For 2025.

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

RESOLUTION NO. 250113-A

**A RESOLUTION APPROVING THE ADOPTION OF GUIDELINES FOR
POVERTY EXEMPTIONS FOR 2025**

Minutes of a regular meeting of the City Council of the City of Saugatuck, Allegan County, Michigan, held at City Hall, 102 Butler Street, Saugatuck, MI 49453 on January 13 at 6:30 p.m.

PRESENT:

ABSENT:

The following preamble and resolution were offered by _____ and supported by _____:

WHEREAS, the adoption of guidelines for poverty exemptions is within the purview of the City council, and

WHEREAS, the homestead of persons who, in the judgment of the Manager and Board of Review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under Public Act 390, 1994 (MCL 211.7u) and as amended by PA 620 of 2002 and further amended by PA 253 of 2020; and

WHEREAS, pursuant to PA 390, 1994, PA 620, 2002 and PA 253 of 2020, City of Saugatuck, Allegan County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the immediately preceding year.

To be eligible, a person shall meet all the following requirements:

- 1) Be an owner of and occupy as a principal residence of the property for which an exemption is requested.
- 2) File a claim with the Supervisor, Assessor or Board of Review, accompanied by federal and state income tax returns **for all persons** residing in the homestead, including any property tax credit returns filed in the immediately preceding year UNLESS the attached affidavit is completed for each person that is not required by law to file Federal and/or State income tax return(s).
- 3) Produce a valid driver's license or other form of identification.
- 4) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is required, if requested.
- 5) Meet the federal poverty income standards as defined and determined annually by the United States Office of Management and Budget (see attached).
- 6) Have assets totaling no more than \$15,000, not including the primary residence.
- 7) The application for an exemption shall be filed after January 1, but before the day prior to the last day of Board of Review in the year that the exemption is being requested.
- 8) Any additional eligibility requirements allowed by law as determined by the City council of Review.

NOW, THEREFORE BE IT HEREBY RESOLVED that the Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption.

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

ADOPTED this _____ day of _____, 2024.

CITY OF SAUGATUCK

BY: _____
Holly Anderson, Mayor

BY: _____
Jamie Wolters, City Clerk

CERTIFICATION

I, Jamie Wolters, the duly appointed Clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the City Council at a regular meeting held _____, 2024.

Signed: _____
Jamie Wolters, City Clerk

FEDERAL POVERTY INCOME STANDARDS FOR 2025 ASSESSMENTS

The following are the federal poverty income standards as of December 31, 2024, for use in setting poverty exemption guidelines for 2025 assessments.

<u>Federal Poverty Income Guidelines a</u>	
Number of Persons Residing in the Principal Residence	Maximum Total Income
1	\$15,060
2	\$20,440
3	\$25,820
4	\$31,200
5	\$36,580
6	\$41,960
7	\$47,340
8	\$52,720
Each Additional Person \$5,380	

Income Guidelines

The income guidelines used by the Board of Review have been established in accordance with P.A. 390 of 1994. In determining qualifications for the exemption, the Board of Review shall consider every variable on the application including total household income, the nature and duration of the income stream, the current taxable and state equalized values of the subject property, the quality and accuracy of the information submitted and any other such evidence as they feel appropriate in making their decision. These guidelines shall assist the Board of Review in their decisions.

2025 Poverty Income Guidelines Range for City of Saugatuck

<u>Number of Persons Residing in the Principal Residence</u>	<u>Household Income</u>	<u>Recommended Board Action Exemption % Percentage Granted</u>
1	\$0 - \$15,060 \$17,570 \$20,080 Max \$22,590	Maximum 100% At this range point 75 % At this range point 50 % At this range point 25 %
2	\$0 - \$20,440 \$23,850 \$27,250 Max \$30,660	Maximum 100 % At this range point 75 % At this range point 50 % At this range point 25 %
3	\$0 - \$25,820 \$30,120 \$34,430 Max \$38,730	Maximum 100 % At this range point 75 % At this range point 50 % At this range point 25 %
4	\$0 - \$31,200 \$36,400 \$41,600 Max \$46,800	Maximum 100 % At this range point 75 % At this range point 50 % At this range point 25 %
5	\$0 - \$36,580 \$42,680 \$48,770 Max \$54,870	Maximum 100 % At this range point 75 % At this range point 50 % At this range point 25 %
6	\$0 - \$41,960 \$48,950 \$55,950 Max \$62,940	Maximum 100 % At this range point 75 % At this range point 50 % At this range point 25 %
7	\$0 - \$47,340 \$55,230 \$63,120 Max \$71,010	Maximum 100 % At this range point 75 % At this range point 50 % At this range point 25 %

8	\$0 - \$52,720	Maximum 100 %
	\$61,510	At this range point 75 %
	\$70,290	At this range point 50 %
	Max \$79,080	At this range point 25 %
	Each Additional Person \$ 5,380	

Assets (not including the primary residence) shall not exceed \$15,000

2025 Poverty Exemption Application Instructions

THIS APPLICATION SHOULD BE RETURNED TO:

Mailing Address & Building Location:
City of Saugatuck Assessing Department
PO Box 86, Saugatuck, MI 49453

CITY OF SAUGATUCK

www.SaugatuckCity.com

To be considered for a hardship exemption, the following steps must be followed:

1. The Petitioners must complete this application **IN FULL** including signatures on the last page. Signatures must be notarized. Return the application and attachments to the Assessing Department after January 1, but before the day prior to the last day of Board of Review in the year that the exemption is being requested.
2. Per Saugatuck City's Poverty Resolution, you must attach signed copies of the following for all persons living in the household:
 - ___ **2024 FEDERAL INCOME TAX RETURN (1040) with W 2's & 1099's.**
 - ___ **2024 MICHIGAN INCOME TAX RETURN (MI-1040)**
 - ___ **2024 HOMESTEAD PROPERTY TAX CREDIT FORM (MI-1040CR)**
 - ___ **2024 SOCIAL SECURITY BENEFIT STATEMENT (SSA-1099)**
 - ___ **YEAR END STATEMENTS FOR ASSET INFORMATION**

IF YOU ARE NOT REQUIRED, BY LAW, TO FILE OR STATE INCOME TAX FORMS, YOU MUST COMPLETE THE ATTACHED POVERTY EXEMPTION AFFIDAVIT.

Hardship Exemption as defined by the Michigan Compiled Laws is as follows:

Section 211.7u: The homestead of persons who, in the judgment of the supervisor and Board of Review, by reason of poverty, are unable to contribute toward the public charges are eligible in whole or in part from taxation under this act.

Please be aware that as an applicant for Hardship Exemption, you must also comply with the following sections of the Michigan Compiled Laws:

Section 211.116 Perjury: Any person who, under any of the proceedings required or permitted by this act, shall willfully swear falsely, will be guilty of perjury and subject to its penalties.

If received timely, your application will be presented at the next scheduled Board of Review.

Your attendance at the appropriate meeting is strongly encouraged but is not required. The Board of Review may have questions for you regarding your application or documentation. Please be aware that the Board of Review MUST conduct their meetings according to the Open Meetings Act.



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: January 13, 2025

SUBJECT: Report/Agreement Outlining the Duties and Responsibilities for Conducting Elections in the Ottawa Area Intermediate School District for a four-year period expiring January 1, 2029.

DESCRIPTION:

I am pleased to submit the attached report and agreement outlining the election duties and responsibilities for conducting elections within the Ottawa Area Intermediate School District for the four-year period ending January 1, 2029. This document serves as a comprehensive guide to ensure compliance with Michigan election law and to foster clear coordination among all entities involved.

The agreement delineates the responsibilities of key parties, including the County Clerk, township and city clerks, the Secretary of the School Board, and the Ottawa County Election Commission.

Key provisions include:

1. **Election Coordination Duties:** The County Clerk's office will handle critical tasks such as candidate certification, ballot preparation, and election result reporting.
2. **Local Clerk Responsibilities:** Participating township and city clerks will manage precinct operations, absentee voting, and election inspector coordination.
3. **School Board Secretary Obligations:** The Secretary will oversee ballot language certification and timely submission of required documentation.
4. **Governance and Oversight:** The Ottawa County Election Commission will oversee precinct consolidation and ballot proofing as needed.

This agreement reflects the commitment of all parties to uphold the integrity and efficiency of the election process while adhering to applicable laws and regulations.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve the City Clerk to sign Election Coordination Agreement for the Ottawa Area Intermediate School District for a four-year period expiring January 1, 2029.

**OTTAWA AREA INTERMEDIATE SCHOOL DISTRICT
ELECTION COORDINATING COMMITTEE
REPORT/AGREEMENT TO SECRETARY OF STATE
FOR CONDUCT OF SCHOOL DISTRICT ELECTIONS**

**Ottawa County, Michigan
Effective: January 2025**

SCHOOL DISTRICT:	Ottawa Area Intermediate School District
COUNTY:	Ottawa, Allegan, and Muskegon Counties
COMPONENT JURISDICTIONS:	Coopersville City Ferrysburg City Grand Haven City Holland City Hudsonville City Zeeland City Allendale Township Blendon Township Chester Township Crockery Township Georgetown Township Grand Haven Township Holland Township Jamestown Township Olive Township Park Township Polkton Township Port Sheldon Township Robinson Township Spring Lake Township Tallmadge Township Wright Township Zeeland Township Saugatuck City/Allegan County The City of the Village of Douglas/Allegan County Fillmore Township/Allegan County Heath Township/Allegan County Laketown Township/Allegan County Manlius Township/Allegan County Monterey Township/Allegan County Overisel Township/Allegan County Saugatuck Township/Allegan County Salem Township/Allegan County

Norton Shores City/Muskegon County
Ravenna Township/Muskegon County
Sullivan Township/Muskegon County

ELECTION COORDINATOR:

Justin F. Roebuck,
Ottawa County Clerk

**ELECTION COORDINATING
COMMITTEE MEMBERS:**

Kimberly Borgman, Coopersville City Clerk
Amber Schaner, Ferrysburg City Clerk
Maria Boersma, Grand Haven City Clerk
Brenda Katerberg, Holland City Clerk
Jill Gruppen, Hudsonville City Clerk
Pam Holmes, Zeeland City Clerk
Jody Hansen, Allendale Township Clerk
Robin Overway, Blendon Twp. Clerk
Helen Dietrich, Chester Township Clerk
Kathleen Buchanan, Crockery Twp. Clerk
Kelly Kuiper, Georgetown Twp. Clerk
Laurie Larsen, Grand Haven Twp. Clerk
Michael Dalman, Holland Township Clerk
Candy DeHaan, Jamestown Township Clerk
Lona Bronkema, Olive Township Clerk
Joan Zeerip, Park Township Clerk
Connie Langeland, Polkton Township Clerk
Meredith Hemmeke, Port Sheldon Twp. Clerk
Penni DeWitt, Robinson Township Clerk
H. Carolyn Boersma, Spring Lake Twp. Clerk
Karina Rollenhagen, Tallmadge Township Clerk
Theresa Frank, Wright Township Clerk
Kate Kraak, Zeeland Township Clerk
Jamie Wolters, Saugatuck City Clerk
Laura Kasper, Douglas City Clerk
Elaine Mokma, Fillmore Township Clerk
Missy Harvey, Heath Township Clerk
Jim Delaney, Laketown Township Clerk
Matthew Rooks, Manlius Township Clerk
Megan Frank, Monterey Township Clerk
Lori Scholten, Overisel Township Clerk
Cindy Osman, Saugatuck Township Clerk
Renee Busscher, Salem Township Clerk
Rachel Pavlich, Norton Shores City Clerk
Penny Sherman, Ravenna Township Clerk
Heather Brown, Sullivan Township Clerk
Bob Genetski, Allegan County Clerk
Karen Buie, Muskegon County Clerk

**ELECTION COORDINATING
COMMITTEE MEETING:**

January 28, 2025

This report/agreement outlines the duties and responsibilities for conducting elections in the Ottawa Area Intermediate School District for a four-year period expiring January 1, 2029.

**CONDUCT OF ELECTIONS FOR THE OTTAWA AREA INTERMEDIATE
SCHOOL DISTRICT:**

ELECTION COORDINATOR DUTIES AND RESPONSIBILITIES

The County Clerk shall serve as the “Election Coordinator” for the Ottawa Area Intermediate School District and shall perform the following duties:

- a. Receive filing fees or nominating petitions and affidavits of identity from candidates for school board [MCL 168.301];
- b. Receive requests from the school board to hold special elections [MCL 168.301, MCL 168.646(a)];
- c. Certify candidates [MCL 168.301];
- d. Receive notices of withdrawal of candidates for school board [MCL 168.303];
- e. Receive ballot proposal language by resolution of the school board [MCL 168.301, MCL 168.646(a)];
- f. Receive petitions for special elections called pursuant to MCL 168.641(4). [See also: MCL 168.302(a) & MCL 168.646(a)];
- g. Schedule any special election called pursuant to MCL 168.641(4);
- h. Set up, proof, and print ballots;
- i. Order precinct supply kits;
- j. Program and code voting equipment;
- k. Publish the “Notice of Close of Registration” and “Notice of Election”;
- l. Present election results to the County Board of Canvassers for the Official Canvass of the school election [MCL 168.307];
- m. Provide election day support;
- n. Maintain certified records of the Board of Canvassers of the election results and provide copies to the school district Superintendent. Also, provide copies to the County Treasurer and to others as may be applicable;
- o. Provide notice to the individuals declared elected to the office of school board member within 5 days after canvass certification [MCL 168.308];
- p. Execute and deliver to the individual declared elected a “Certificate of Election” [MCL 168.308];
- q. Present a verified account of the actual costs of conducting any school election not later than **84** days after the date of that election to the school Superintendent [MCL 168.315];
- r. Perform any other functions necessary to conduct school elections in accordance with applicable law.

- s. Perform the necessary testing of voting equipment and publish the appropriate “Notice” for such test;
- t. Train election inspectors [MCL 168.683].
- u. If required, publish a Treasurer’s Notice along with the Notice of Election (See MCL 211.202, MCL 211.203 & MCL 211.24f)
- v. Perform any other functions necessary to conduct school elections in accordance with applicable law.

COORDINATING COMMITTEE MEMBERS DUTIES AND RESPONSIBILITIES:

Township/City Clerks as Coordinating Committee Members shall perform the following duties

- a. Conduct each election of the school district utilizing municipal precincts and polling locations [MCL 168.301];
- b. Conduct each election requested by the school board to submit a ballot question to the public or to fill a vacancy on the school board [MCL 168.301];
- c. Provide voting equipment [MCL 168.301];
- d. Issue, distribute, receive, and process absent voter ballots (A.V. ballots) [MCL 168.301];
- e. Be available on the Saturday prior to the election to issue A.V. ballots [MCL 168.759];
- f. Coordinate the hiring and scheduling of election inspectors for each precinct;
- g. Set up precincts for election day;
- h. Store voted ballots;
- i. Present a verified account of the actual costs of conducting a school election not later than **14 days** after the date of that election to the Secretary of the Board of Education;
- j. By resolution of the City/Township Election Commission and pursuant to MCL 168.659, consolidate precincts in instances where the precincts to be consolidated are located in the same polling place.
- k. Keep permanent absentee voter lists;
- l. Print all necessary Qualified Voter Lists;
- m. Perform any other functions necessary to conduct school elections in accordance with applicable law.

NON-PARTICIPATING COORDINATING COMMITTEE MEMBERS DUTIES & RESPONSIBILITIES

Non-participating Township/City Clerks Coordinating Committee Members shall perform the following duties:

- a. Distribute, receive and process AV ballot applications;
- b. Be available for at least 8 hours on the weekend prior to the election to verify AV applications, pursuant to MCL 168.761b;
- c. Be available on the Monday prior to the election to verify AV applications;

- d. Be available on Election Day from 7am to 8pm for the purposes of voter registration and issuing the voter a receipt stating that they registered to vote at their city or township clerk's office on election day, pursuant to MCL 168.497.

(The voters from these township/cities eligible to vote will be assigned to the nearest precinct of one of the township/city listed above as participating.)

SECRETARY OF SCHOOL BOARD DUTIES & RESPONSIBILITIES

The Ottawa Area Intermediate School District Secretary of the Board of Education (Secretary) shall perform the following duties:

- a. At least 82 days before the election date, the Secretary shall certify to the County Clerk the wording of a ballot question to be submitted to the voters at a regular or special election at which no state or federal offices are to be voted on [MCL 168.646a].
- b. If the ballot question is submitted to the voters during an election where state or federal offices are to be voted on; the Secretary shall certify the wording to the County Clerk at least 82 days before the election [MCL 168.646a];
- c. At least 14 days before the date the ballot wording must be certified to the Clerk, the Secretary shall file petitions to place a ballot question on the ballot with the County Clerk [MCL 168.646a];
- d. Within 3 days after the appointment to fill a vacancy, the Secretary shall provide written notice of appointment to the Election Coordinator. Notice shall include name, address and office of person who vacated the office and of the person filling such vacancy [MCL 168.311];
- e. Upon receipt of billing from the Election Coordinator, the School Board shall pay costs within **14 days**, unless the School Board disapproves all or a portion of the account of actual costs for conducting the election within **84 days** after receiving the verified account [MCL 168.315];
- f. All other duties required of a Secretary to conduct the school election in accordance with applicable law.

If a special election is called on a date provided under MCL 168.641(4) by petition, the Election Coordinating Committee shall schedule a special election date. [MCL 168.641]

COUNTY ELECTION COMMISSION DUTIES & RESPONSIBILITIES

The Ottawa County Election Commission (Judge of the Probate Court, County Treasurer and County Clerk) shall perform the following duties and be responsible for:

- a. Consolidation of precincts pursuant to MCL 168.659. The County Election Commission may consider input received from the coordinating committee members relating to the consolidation of precincts.
- b. Ballot proofing, unless delegated to the office of the County Clerk.

OTHER ISSUES

- a. This Report/Agreement may be altered or revised in writing upon the consent of the undersigned jurisdictions.
- b. As of January 1, 2025, this Report shall be governed by, and construed in accordance with, the laws of the State of Michigan.
- c. After January 1, 2025, if any clause, provision or section of this Report shall be ruled invalid or unenforceable by any court of competent jurisdiction, the invalidity or unenforceability of such clause, provision or section shall not affect any of the remaining clauses, provisions or sections.
- d. This Report is binding on the undersigned jurisdictions until January 1, 2029, or until such time as a revised Report is filed with the State of Michigan, Department of State, Bureau of Elections.

IN WITNESS WHEREOF, the undersigned jurisdictions have executed this Report by and through their respective duly authorized representatives as of the date so indicated.

Date: January _____, 2025 _____
**Ottawa County Clerk
Ottawa Area Intermediate School District
Election Coordinator**

Date: January _____, 2025 _____
Coopersville City Clerk

Date: January _____, 2025 _____
Ferrysburg City Clerk

Date: January _____, 2025 _____
Grand Haven City Clerk

Date: January _____, 2025 _____
Holland City Clerk

Date: January _____, 2025 _____
Hudsonville City Clerk

Date: January _____, 2025 _____
Zeeland City Clerk

Date: January _____, 2025 _____
Allendale Township Clerk

Date: January _____, 2025 _____
Blendon Township Clerk

Date: January _____, 2025 _____
Chester Township Clerk

Date: January _____, 2025 _____
Crockery Township Clerk

Date: January _____, 2025 _____
Georgetown Township Clerk

Date: January _____, 2025 _____
Grand Haven Township Clerk

Date: January _____, 2025 _____
Holland Township Clerk

Date: January _____, 2025 _____
Jamestown Township Clerk

Date: January _____, 2025 _____
Olive Township Clerk

Date: January _____, 2025 _____
Park Township Clerk

Date: January _____, 2025 _____
Polkton Township Clerk

Date: January _____, 2025 _____
Port Sheldon Township Clerk

Date: January _____, 2025 _____
Robinson Township Clerk

Date: January _____, 2025 _____
Spring Lake Township Clerk

Date: January _____, 2025 _____
Tallmadge Township Clerk

Date: January _____, 2025 _____
Wright Township Clerk

Date: January _____, 2025 _____
Zeeland Township Clerk

Date: January _____, 2025 _____
Saugatuck City Clerk

Date: January _____, 2025 _____
Douglas City Clerk

Date: January _____, 2025 _____
Fillmore Township Clerk

Date: January _____, 2025 _____
Heath Township Clerk

Date: January _____, 2025 _____
Laketown Township Clerk

Date: January _____, 2025 _____
Manlius Township Clerk

Date: January _____, 2025 _____
Monterey Township Clerk

Date: January _____, 2025 _____
Overisel Township Clerk

Date: January _____, 2025 _____
Saugatuck Township Clerk

Date: January _____, 2025 _____
Salem Township Clerk

Date: January _____, 2025 _____
Norton Shores City Clerk

Date: January _____, 2025 _____
Ravenna Township Clerk

Date: January _____, 2025 _____
Sullivan Township Clerk

Date: January _____, 2025 _____
Allegan County Clerk

Date: January _____, 2025 _____
Muskegon County Clerk

Date: January _____, 2025 _____
**Ottawa Area Intermediate School District
Secretary of Board of Education**



Ottawa County

Clerk | Register of Deeds
Justin F. Roebuck

Ottawa County Election Coordinating Committee

Tuesday, January 28, 2025
9:00 AM

Agenda:

1. Call to Order
2. Roll Call / Sign-In Sheet
3. Election Updates
4. Q & A
5. Public Comment
6. Adjournment

Election Updates

- **Election Coordinator:**
 - Allendale Public Schools – Allendale Township
 - All Other Districts – Ottawa County Clerk
- **Candidate filings:**
 - Filing deadline is the **15th Tuesday** prior to the election. The next filing deadline for School Board Candidates will be:
 - Tuesday, July 21st, 2026 for the November 3, 2026 Election
 - School Board Candidates must also have a Candidate Campaign Finance Committee on file with the County Clerk's Office within 20 days of becoming a candidate.
- **Proposal Filings:**
 - A certified, original copy of the proposal must be on file with the Election Coordinator no later than **4:00 pm on the 12th Tuesday** before the election.
 - Upcoming proposal deadlines:
 - February 11, 2025 (May 6, 2025 Election)
 - May 13, 2025 (August 5, 2025 Election)
 - August 12, 2025 (November 4, 2025 Election)
 - The County Clerk's Office publishes **Election Notices** in newspapers of general circulation, including the Grand Haven Tribune, Holland Sentinel, and Grand Rapids Press / MLive.
- **Ballot Proofing:**
 - Items required to be proofed by school districts:
 - Name/spelling of school district
 - Number of candidates to be elected
 - Full vs. partial terms
 - Ballot proposal language
 - Candidates are required to proof their own names on the ballot.
- **School Board Vacancies:**
 - The Secretary of the School Board must notify the Election Coordinator in writing within 3 days of appointment of:
 - The name of the official resigning
 - The name and address of the appointee
- **Cost:**
 - There is no cost to place a question on the ballot in statewide elections. These elections fall in the even-year August and November elections, as well as the Presidential Primary election every four years.
 - School Districts pay 100% of the cost of the election when their issue is the only issue on the ballot. Invoices will be sent by local jurisdictions and by the Ottawa County Clerk.
 - When a local/county/state proposal is on the ballot, the local jurisdiction pays the full cost, though schools may be liable for some additional costs.



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: January 13, 2025

SUBJECT: Election Coordinating Contract for Election Coordinating Committee Members and Jurisdictions Contained in Saugatuck School Districts

DESCRIPTION:

In accordance with Michigan law, every four years the School District Election Coordinating Agreements must be reviewed and retained or updated and signed by the County Clerk, local clerks, and the participating districts. Newly signed contracts must be sent to the Secretary of State or the Secretary of State must be informed the previous contracts will remain in place. The County Clerk has updated the previous agreements to be more thorough in delineating who is responsible for each task.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve the City Clerk to sign the Election Coordinating Contract for Election Coordinating Committee Members and Jurisdictions Contained in Saugatuck School Districts.

Bob Genetski

Allegan County Clerk & Register of Deeds

Jackie Porter

Chief Deputy County Clerk

Linda Brower

Chief Deputy Register



Allegan County Building

113 Chestnut Street

Allegan, MI 49010

(269) 673-0300

FAX: (269) 673-0298

January 6, 2025

Dear Clerks,

In accordance with Michigan law, every four years the School District Election Coordinating Agreements must be reviewed and retained or updated and signed by the County Clerk, local clerks, and the participating districts. Newly signed contracts must be sent to the Secretary of State or the Secretary of State must be informed the previous contracts will remain in place.

We have updated the previous agreements to be more thorough in delineating who is responsible for each task. Your specific Election Coordinating Contracts will be sent over in a separate email this week for you to review before signing.

The contracts will be available to sign at the following dates/locations:

- January 15, 2025, from noon-2pm at Happystance Dinette, 8 Center St, Douglas, MI. (signing will take place after the ACCA meeting)
- January 23, 2025, from noon-2pm at Allegan City Hall, 231 Trowbridge St, Allegan, MI

If you are unable to make it to either of the scheduled signing parties, please reach out to Daron Taylor at 269-673-0290 or dtaylor@allegancounty.org to make other arrangements.

Sincerely,

Bob Genetski

ELECTION COORDINATING CONTRACT
Effective Dates: 1/1/2025 thru 12/31/2028

Election Coordinating Committee Members and Jurisdictions Contained in the School District

Michigan Election law (MCL 168.642c) stipulates that school board elections must be held in November of even years. All other federal, state, county, city, township, and school elections are restricted to the following three dates each year: The first Tuesday after the first Monday in May, August, and November.

Date of Election Coordinating Committee Meeting: January 15, 2025

School District: **SAUGATUCK School District**

Election Coordinator: Bob Genetski, Allegan County Clerk/Register

Election Coordinating Committee:

Saugatuck Public Schools Superintendent
Laketown Township Clerk, Jim Delaney
Saugatuck City Clerk, Jamie Wolters

City of the Village of Douglas Clerk, Laura Kasper
Saugatuck Township Clerk, Cindy Osman

Board Positions: Seven Positions

Terms: Four Years

Board Position Expiration: Three terms expire in 2026 and four terms expire in 2028

At a meeting held January 15, 2025, the Election Coordinating Committee agreed to share the following duties and responsibilities for conducting elections in the Allegan County School District for a 4-year period expiring December 31, 2028 or until an altered report is filed.

Duties to be Performed for School Elections:

Duty	Election Coordinator	Local Clerk	School Secretary
Notify Allegan County Clerk when a Board member term becomes vacant.			X
Notify Allegan County Clerk of the number of Board positions to be elected and the length of term			X
Notify County Clerk of the number of unexpired Board positions for partial terms to be elected and term expiration			X
Transmit official ballot question and proposal language in unprotected Microsoft WORD format to the County Clerk not later than 4pm on the twelfth Tuesday before the election (MCL 168.646a(2))			X
Within 3 days after the appointment to fill a vacancy, provide written notice of appointment to the Election Coordinator (Allegan County Clerk). Notice shall include name, address and office of person who vacated the office and of the person filling such vacancy (MCL 168.311)			X

Duty	Election Coordinator	Local Clerk	School Secretary
Receive Filing fees or nominating petitions and affidavits of identity from school board candidates (MCL 168.301)	X		
Receive requests from the school board to hold special elections (MCL 168.301, MCL 168.646a)	X		
Receive notices of withdrawal of candidate for school board (MCL 168.303)	X		
Receive ballot proposal language by resolution of the school board (MCL 168.301, MCL 168.646a)	X		
Receive petitions for special elections called pursuant to MCL 168.641(4) (see also: MCL 168.302a & MCL 168.646a)	X		
Schedule any special election called pursuant to MCL 168.641(4)	X		
Provide notice via email to all coordinating members within 5 business days of filing deadline	X		
Set up, proof, and print ballots for all jurisdictions within Allegan County	X		
Provide proof of each ballot example, to be used within Allegan County, to school district administration	X		
Order precinct supplies for all jurisdictions within Allegan County	X		
Program and code voting equipment for all jurisdictions within Allegan County	X		
Provide voting equipment (MCL 168.301)		X	
Issue, distribute, receive and process absent voter ballots (AV ballots) (MCL 168.301)		X	
Be available on the weekend preceding Election Day for 8 hours (MCL 168.761b)		X	
Be available on Monday preceding the election for in person election business		X	
Coordinate the hiring and scheduling of election inspectors for each precinct through the city/township election commission.		X	
Perform the Public Accuracy Test on voting equipment and publish the appropriate "notice" for such test		X	
Publication of Notice of Registration and Notice of Election for all jurisdictions within Allegan County in the Allegan News	X		
QVF responsibilities: Setting up election parameters in QVF, Printing precinct lists, Updating voter history. [Local clerk shall notify county if assistance with QVF precinct list printing & voter history updating is needed.]		X	
Provide and prepare precincts for election day		X	
Provide election day "support"/"troubleshooting" for all jurisdictions within Allegan County	Shared w/local	Shared w/Co.	
Present election results to the Allegan County Board of Canvassers for the Official Canvass of the school election (MCL 168.307)	X		

Duty	Election Coordinator	Local Clerk	School Secretary
Store voted ballots after the election.		X	
Provide notice to individuals declared elected within 5 days of certification of election (MCL 168.309) and deliver "Certificate of Election" (MCL 168.308)	X		
Within 10 days after notification by the Election Coordinator of election or appointment to the school board, each member-elect must file an "Acceptance of Office" with the Secretary of the School Board who shall forward a copy to the Election Coordinator (Allegan County Clerk) MCL 168.309. Before assuming the duties of the Board, the elected member shall be administered the oath of office by an individual authorized under law.			X
Prepare a verified account of the actual costs of conducting a special election and present those costs to the school President not later than 84 days after the date of that election	X	X	
Pay or disapprove all or a portion of the verified account of actual costs of conducting the election within 84 days after receiving the verified account (MCL 168.315)			X

Early Voting

There will be no Early Voting for Special School Elections or Elections that are not Statewide or Federal.

Reimbursement

Reimbursement of Costs Associated with School Elections: School districts, intermediate school districts and community college districts are required to reimburse any expenses incurred by a county, city or township when conducting a regular or special election on behalf of the district. If a regular or special school election is held in conjunction with another election conducted by the county or local jurisdictions involved, the school district, intermediate school district or community college district is responsible for any added costs attributable to the conduct of the district's regular or special election. If a regular or special school election is not held in conjunction with another election conducted by the county or local jurisdictions involved, the district is responsible for 100% of the costs attributable to the conduct of the district's regular or special election (MCL 168.315).

To initiate the reimbursement process, itemized invoices for the reimbursement of election-related expenses shall be sent to the Allegan County Clerk by the local clerks within fourteen (14) days of the election. The County Clerk shall send a consolidated statement of those itemized expenses to the School District that will show the amounts owed to the county and each local jurisdiction, no later than the 84th day after the date of the election. The School District shall pay directly to the Allegan County Clerk any reimbursable expenses incurred in relation to the school election according to the reimbursement guidelines. Upon receipt of said payment, the County Clerk shall reimburse the local jurisdictions.

Upon the receipt of a reimbursement request, the school board must "pay or disapprove all or a portion of the verified account" within 84 days. Upon the request of a county, city or township, the school board is required to review any disapproved costs with the county, city or township. If an agreement on the disapproved costs cannot be reached, the Secretary of State is responsible for resolving the matter.

County and local jurisdictions must use the cost factors and standards established by the Department of State for the administration of the presidential primary reimbursement program when preparing reimbursement requests for school elections.

Precinct Boundaries & Polling Places

Precinct boundaries and polling places shall be the same as all city and township boundaries used for federal elections.

Signed and dated on _____, 2025 by the members of the Election Coordinating Committee or their designee.

Allegan County Clerk – Bob Genetski
Election Coordinator

City of the Village of Douglas Clerk

Laketown Township Clerk

Saugatuck Township Clerk

City of Saugatuck Clerk

Saugatuck Public Schools Superintendent



City Manager Report

January 13 2025

City Manager Reports

- We will soon be sharing my City Manager reports in a separate e-mail blast and on the City website to help keep the community informed.

Audit

- The audit was presented at the January 8 workshop meeting. In short, the auditor advised the bookkeeping is in “very good shape” and there were only three adjusting entries which the auditor described as “very good”. The auditor also noted the City’s net position increased by \$1,519,966, the general fund balance (savings) increased by over \$400,000, and the auditor feels the use of MIClass for investment of the City’s savings is safe.
- The general fund has \$6,258,658 (\$1,000,000 of which is committed for parks).
- The major street fund has \$780,669, and local streets has \$2,249,674.
- The water/sewer fund has \$579,449.
- The motor pool fund has \$1,229,216.
- A lot of large capital projects, including Maple Street, are in the works that will use large sums of the fund balances.
- Next year, staff will work to have the audit presentation at a regular meeting instead of a workshop meeting.
- A copy of the audit can be found here: <https://treas-secure.state.mi.us/DocumentSearch>

Ethics Policy Review

- The Council has received proposed redline changes to the ethics policy from City Attorney Mills.
- A reminder that Council’s proposed changes are requested by January 22.
- Further discussion and review is planned for the February 5 workshop meeting.

Village Square Playground Appeal

- We received an opinion and order from the court in the Maplewood Hotel’s appeal of the Historic District Commissions May 7, 2024 decision to approve additional features for the playground.
- The court concluded:
 1. Maplewood Hotel has standing to bring the appeal.

2. The May 7, 2024 decision of the City of Saugatuck Historic District Commission was not contrary to law, was supported by competent, material, and substantial evidence on the whole record, was not arbitrary or capricious, was not clearly an abuse of discretion, or was otherwise affected by a substantial and material error of law;
3. The May 7, 2024 decision of the City of Saugatuck Historic District Commission was proper and in compliance with Chapter 152 of the City's Ordinances pertaining to Historic District Regulations; and
4. The May 7, 2024 decision of the Historic District Commission is AFFIRMED and the Maplewood's request for relief is DENIED.

Goals, Priorities, and Strategy

- The Strategic Planning meeting with a facilitator is scheduled for January 24 from 8:30a-4p at the Saugatuck Yacht Club. The planned location is the Saugatuck Yacht Club.
- The community survey is open until Monday, January 13. We have received 156 responses so far, which is in line with the average for past surveys. Paper copies are available at City Hall. Here is the link to take the survey online:
<https://www.surveymonkey.com/r/C89W6HZ>
- The agenda and survey results will be provided in a packet in advance of the meeting.

Maple Street Project

- The improvements currently under evaluation include:
 - Road resurfacing or reconstruction
 - Water main replacement (including replacement of services, some to inside the home/building)
 - Drainage and stormwater management improvements
 - Non-motorized improvements (widened shoulders, sidewalk, or similar)
- A review of the options and costs is planned for the January 22 workshop.
- Staff have sent an invitation to the presentation to property owners along Maple and the general public.

Airport Property Project

- The Outdoor Discovery Center (ODC) received zoning permits from the Township.
- The ODC advised they are targeting early spring to work on the parking lot. If the weather cooperates, the overlook may be able to be constructed this winter as well.

Mt. Baldhead Bathroom Replacement

- The project will be going out for bid soon.
- Our engineer will go over the plans at the January 22 workshop meeting.
- We are still aiming to start construct this spring, but will be dependent on bid amounts.

Blue Star Trail

- I previously reported that MDOT received concerns from a Tribal Nation and MDOT started coordination. Staff, our engineer (C2AE), the Township, and Friends of the Blue Star Trail met with MDOT officials in December to discuss the tribal coordination process and options. The coordination and additional assessment process will be lengthy and construction in calendar year 2025 is now unlikely. As more details are known, MDOT will move the allocated funding to future years and evaluate additional funding.
- The Friends of the Blue Star Trail, Township, and City met with C2AE this week to discuss design budget and costs. Further evaluation will occur after meeting with the tribe.
- I have a meeting with MDOT, Township, and the tribe scheduled in January.

AT&T Cellular

- State Historic Preservation Office review of AT&T's September 24 submittal remains pending. AT&T is still working with SHPO for an updated date for completion of their review.
- AT&T's decision on the City's agreement request remains pending resolution of SHPO approval.

New Council Member Orientation

- A big thank you to Council Members Clark and Peterson for joining us for new council member orientation.
- I really appreciate the help of so many staff and partners as well including the Director of Planning/Zoning, Department of Public Works Superintendent, City Attorney, Sheriff, Clerk, Treasurer, Fire Department and Kalamazoo Lake Water-Sewer Authority.

Tri-Community Wildlife Survey

- In response to concerns about the deer population, the City of Douglas, City of Saugatuck, and Saugatuck Township have formed the Tri-Community Wildlife Committee.
- They are encouraging everyone to share their thoughts, experiences, and opinions by completing the Deer Survey. The survey results will be presented to the Tri-Community Wildlife Committee in February for review and discussion.
- The survey is open until January 31. To participate:
 - Click this link: <https://www.surveymonkey.com/r/KD5HJ9K>
 - Printed copies are available at City Hall.

Miscellaneous

- Attended water/sewer agreement draft presentation committee members.
- Met with the Township Manager.

- Attended webinar on “Why Storefronts Are Your Best Local Economic Development Strategy”.
- Attended KLSWA tour with the new council members.

Blast from the Past

- Below is an article that was in the paper on January 5, 1967.
- Marketing the area and its brand is a hard job. We are planning on the Executive Director of the Convention and Visitors being a guest speaker at the Council’s January 27 regular meeting.

TV SHOW ABOUT SAUGATUCK RAISES CONTROVERSARY

McCray tried to stop airing of 'Hot Town - Summer in Saugatuck'

WOOD-TV in Grand Rapids presented a special 30-minute color film about Saugatuck last Saturday afternoon at 2 P.M. The show entitled "Hot Town - Summer in Saugatuck" examined the weekend summer activities here of the college age students. The Crow Bar at the Coral Gables was established as the center of activity and the basic format of the documentary type show featured Tom Johnson, owner of the Coral Gables explaining his reason for catering to the young people. He supported his belief that the future of this town and the area rests in the cultivation of the

younger set. Immediately following each of Johnson's remarks Lynn McCray, Saugatuck's president, responded with a rebuttal of sorts to lend support to the other view that Saugatuck should cater more to families in developing the Village resort business. Throughout the film, typical scenes of the youthful invasion were presented leaving the viewer with the feeling that Saugatuck is indeed "where the action is". Tom Johnson made several interesting observations about the village and his college age customers. Among his observations were: 1) that

(See HOT TOWN p. 3)

HOT TOWN

Saugatuck was a college hang-out long before he bought Coral Gables seven years ago. In fact, he says he heard about the place from several college friends at MSU.

2) that Saugatuck really wasn't much of a family resort. He blamed a lack of facilities here appealing to the family. 3) that most of the trouble makers that came here are really not college students at all - only teenagers and drop-outs trying to pass themselves off as college students by wearing school sweatshirts. 4) that he feels the village is well controlled now and that he sees very little trouble here.

Lynn McCray's rebuttal comments included his view that the village welcomes the younger set (and always has) but that the village expects them to act their age and respect local laws. Something, McCray added, that our youthful visitors don't always do. McCray also discussed the recent formation of the Saugatuck-Douglas Civic Association. The entire 30 minute film presentation was liberally seasoned with close-up views of scantily attired girls and the rock and roll music that's so often a part of our summer scene.

A portion of the show dealt with the opinion of a Western Michigan Professor of Sociology who characterized the typical crowd behavior of the young people that jam in here over the Memorial, July 4th and Labor Day weekend. The Professor said collective irrational behavior, an irresponsible "they can't jail

us all" attitude, and drinking and milling can lead to crowd disturbances similar to those recently in Harlem, Watts and Fort Lauderdale.

The program closed by presenting a question that no doubt will see some sort of answer in the months ahead. The narrator asked the question of whether or not Saugatuck had learned to live in the two worlds (exciting summer-dull winters) or would they adopt a closed door policy to prevent further "Hot Summers in Saugatuck". The answer, they propose, will be decided next Memorial Day.

Lynn McCray said today that when he heard the film's title in pre-show publicity, he immediately set out to do everything he could to prevent WOOD-TV from airing the program. McCray said he was led to believe, at the time the film was shot, that the program was to be cultural and would present the Village in broader terms. Further McCray understood that he would be given a preview of the film before it was aired. McCray called WOOD-TV station personnel in an attempt to prevent the airing and he engaged the Village attorney to threaten legal action, but in spite of Lynn's complaints the program was shown as scheduled.

Reaction to the show in the Village was mixed, but the general consensus was that it was too sensational and didn't present an accurate view of the Village. Other residents offered comments that included: "Well done", "a great commercial for Tom Johnson and the Crow", "Too

commercial", "Terrible", "very accurate", "Amateru-ish" "Just the kind of publicity we don't need".

Treasurer Report

January 10, 2025



Tax:

- With the start of Winter taxes, there's been a lot of foot traffic, increased tax bill payments, and requests for address changes, missing bills, etc.
- Worked through a duplicate tax payment with BSA to properly record it.
- Found one of the Warnock and Ext special assessments didn't attach to a tax bill. Worked with the Assessor to figure out what happened and sent out a fixed bill to the payor.
- Pulled the ACH draw for those that wanted to pay as of end-of-year.
- Updated the tax rolls (twice)
- Learned how to refund tax payments using the ACH.

Payables:

- Continue to convert the vendors from Peter's account information to mine
- Prepped the payables for the Council meeting.

Miscellaneous:

- In the process of learning how to do a bank reconciliation via BS&A. Picked up the July reconciliation (again). Matched most items in the detail to all items in BSA.
- Worked with the auditors on the final audit items
- Received and reviewed the audit. Made the 2 adjusting journal entries and accepted the finalized audit.
- Worked with Plante Moran on the F65 filing
- Worked through a few of the IT problems of working-from-home.
- Worked on filing the Act 51 report, Qualifying Statement, and Retirement Report
- Signed up for the MMTA Winter Workshop
- Created a PowerPoint presentation for new Council members on the Treasurer position.
- Submitted a revised bond application with the County
- Investigated a random interest deposit
- Sent our list of assets to Scott for his CIP list
- Working with IT on my missing Dymo printer app.

Payroll:

- Working to develop processes and procedures to eliminate inefficiencies and potential errors
- Processed the 01/03/25 payroll
- Learned how to report to MERS with a forfeiture balance in place.
- Sent billing on the workers comp case to the adjustor. Also connected with the biller and updated their records with the case number and billing address for Meadowbrook.
- Reviewed the cost-of-living increases with Ryan and created a spreadsheet with official end numbers and the lump-sum disbursement for his final review.

- Working on year-end items (like verifying the social security numbers, updating the tax tables, and updating employee records as needs be)
- Finished the process for receiving a refund on the MERS defined contribution overpayment.
- Learned how to set up random drug testing with Concentra
- Helped with the CDL listing and maintenance schedule.
- Updated the unemployment rate



City Clerk Staff Report

January 13, 2024

- Processed three FOIA requests a with one in queue.
- Organizing facility and catering for the city council strategic planning meeting.
- Working on a new 9-Day early voting agreement.
- Assisted residents in-person, via email, and by phone with various questions and concerns.
- Continuing work re-designing city website.
- Coordinated and prepared meeting packets and minutes.
- Meetings:
 - Department Head Meeting
 - One on One with City Manager
 - City Council Meetings
 - New Council Orientation



Planning, Zoning and Project Report

January 13, 2025

Planning and Zoning

- Created packet for Planning Commission.
- Created packet for Zoning Board of Appeals.
- Created packet for Historic District Commission.
- Prepped for and attended Historic District Commission.
- Prepped for and attended Zoning Board of Appeals.
- Attended monthly staff meeting.
- Created Quarterly report for Short Term Rentals.
- Created end of year report for Short Term Rentals.
- Created Draft notice of available Short Term Rental Licenses.
- Created end of year report for Zoning Board of Appeals.
- Created end of year report for Planning Commission.
- Arranged and interviewed for available Zoning Board of Appeals Seats.
- Followed up on general code enforcement.
- Had meeting with resident regarding multi lot combination, further discussion needed.
- Reviewed regulations for building within floodplain zones.
- Gave presentation to new council members regarding job duties.
- Issued permits and completed casework as outlined below.

Open Casework

120 Mary	Zoning App. Sent concerns to applicant. Responses sent back to Planner. Emailed builder with concerns. Emailed contractor with request for information. Spoke with the contractor on 12-2, still waiting on updates to the plans.	Zoning
110 120 Park	Lot Line Adjustment. Email sent to applicant for additional info. Info provided. Asked for legal description. Emailed for updated. Spoke to owner in regards to new proposal, asked engineer for input. Proposal has changed from lot line adjustment to lot split, discussion continues.	Zoning
646 Francis	SF Res application. Additional information required. Additional information provided, sent to planner. Sent invoice. Paid. Sent to planner. Emailed applicant with request for height and adjustments to ADU. New plan received. Emailed Contract planner with questions on new plan. issue with plan was that adu in in front of the house and first floor. new plan shows 1 continuous foundation to connect adu to primary structure. Emailed concerns raised by the City Engineer. Water sewer application received. sent water sewer connection fees to contractor water sewer permit issued. Plans require amending as original plan for driveway have changed. New plans submitted asked developer questions on structure attachment. Reached out to legal to draft Easement agreement, reached out to mts with Michigan building code questions, asked contractor for further documentation of proposed connection.	Zoning
515 St Joseph	STR Renewal of Accessory Structure. No SLU obtained, advised they need to go before the PC. Had meeting to discuss case. Received SLU App. Requested information on Gross Finished Floor Measurements. Postponed until later date.	PC
550 Dunegrass Circle	Received notice of violation from EGLE. Researched property to ensure process shall be followed, in talks with developer in regards to potential development, will address requirements in regards to egle violation when determined. Had discussion with contract planner to determine how to move forward with proposed development. Further research done on SLU and Site Plan approval for 500 and 550 Dunegrass. sent legal questions for appropriate next steps.	Enforcement
249 Mason St	Stop work order issued for unpermitted outdoor deck. HDC app and Zoning App required. Emailed Owner for more information. Emailed owner to follow up. HDC Application received. Sent to Contract Planner . HDC approved application, sent resources for Zoning Permits. and emailed about change of use permit requirements. Reached out to applicant for update on process.	Enforcement

568 Mason	Emailed Contractor about damaged water line. Sent application to engineer. Asked applicant for more information. Confirmed Drawings are being made. Spoke with developers about issue. Still awaiting complete application and drawings for work completed onsite to address waterline issue. Had further discussions about what happened on site and emailed engineer and KLWSA to determine appropriate action. Recommendations received from Kal Lake and City Engineer, passed on to Contractor. discussion on utility work continues. Invoice for Asphalt work sent to Contractor. Further confirmation still needed, discussion with contractor, engineer, and KLWSA continue. Spoke with contractor for update.	KLWSA
727 Butler St	Reached out in regards to concerns raised by HDC due to materials on site. Sent HDC application to owner. Asked owner for more information. Reached out to owner as no response was received.	HDC
306 Mary St	Application for SLU for ADU STR. Scheduled for 12-19 PC. Postponed due to potential regulatory changes.	PC
129 Griffith Unit 2	Received concerns from MTS that change of use is occurring without proper permits. Continued discussion with MTS, change of use application expected. Had discussion with applicant on processes. Provided resources. Discussions continue with applicant and fire department. Spoke with applicant about timelines for approval. Continued discussion with applicant and fire department.	Zoning
825 Bridge St	Application for STR ADU SLU received. Had discussion about minimum size not meeting requirements. Applicant explained structure had been rented since 2011. suggested waiting for the 12-19-2024 Meeting for discussion on regulations before submitting application. Spoke further about minimum size requirements and how to best relay concerns to the PC. Spoke to owner again about potential timeline for review.	PC
405 Park St	Received application for addition of bathrooms and interior renovation. Sent to Contract planner for discussions. Administrative review deemed inappropriate due to location and scope of project, Formal site plan review scheduled for pc.	Zoning
880 Holland	Received Site Plan Review application, expecting HDC application soon. Proposal is for additional onsite storage. HDC Application received. HDC Permit issued.	PC
401 Elizabeth St	Answered questions and provided resources for future repaving project for Saugatuck Public Schools.	Zoning
954 Elizabeth St	STR renewal. Sent to fire department	STR
549 Hoffman St	STR renewal. Information needed, emailed local agent. Info received, sent to fire department.	STR
128 Elizabeth st 10	STR renewal. Information needed, emailed local agent. Info received, sent to fire department.	STR

133 Main St	STR Renewal of first floor apartment in C2. First floor apartment does not front public st and is allowable dwelling unit. Info received, sent to fire department.	STR
549 Hoffman St	STR renewal. Information needed, emailed local agent. Info received, sent to fire department.	STR
324 N Maple St	STR Renewal of Accessory Structure. SLU previously approved. Info missing, sent email to agent. Info received. Sent to fire department	STR
991 Ridgeview Ln	Spoke to resident regarding SLU requirements for ADU STR. Application received, awaiting payment. Payment and application received, scheduled for Feb meeting, sent info to contract planner.	PC
534 St Joseph	Received questions from resident, emailed legal.	STR
160 N Maple St	STR Renewal received, sent to fire department.	STR
202 Butler St	Began discussions for SLU requirement for outdoor seating at pumpernickels. Also discussed Expanded outdoor seating regulations. Provided resources.	PC
132 Mason	STR App received, sent to fire department.	STR
234 Butler	Spoke with applicant in regard to replacing door at commercial establishment. Advised that property is within historic district and provided resources.	HDC
450 Spear St	Received application for new garage with livable space above, sent applicant request for further information.	Zoning

Closed Casework

246 Butler	HDC Façade improvements. Additional information required. Information provided. Explained to applicant that next meeting is November 7, and additional fee of \$200.00 is required. Still awaiting response from owner. Emailed owner to see if they would like to proceed with application. Applicant decided to wait on HDC meeting. No further action at this time. Potential future application.	HDC
5 Park St	Provided easement information requested by resident.	Zoning
242 Park	Spoke to concerned resident about driveways.	Zoning
339 N Maple St	Tree removal application received within City ROW. DPW director performed site visit. Emailed applicant for payment. Payment received, permit issued.	ROW
120 Mary St	Brush and Leaf violation. Follow up 12-20-2024. Leaves removed.	Enforcement
447 Butler St	Brush and Leaf violation. Follow up 12-20-2024. Leaves removed.	Enforcement
433 Main St	Brush and Leaf violation. Follow up 12-20-2024. Leaves removed.	Enforcement
525 Grand St	Brush and Leaf violation. Follow up 12-20-2024. Leaves removed.	Enforcement
997 Singapore Dr	Brush and Leaf violation. Follow up 12-20-2024. Leaves removed.	Enforcement
989 Singapore Dr	Brush and Leaf violation. Follow up 12-20-2024. Leaves removed.	Enforcement
748 Holland St	Brush and Leaf violation. Follow up 12-20-2024. Leaves removed.	Enforcement
133 Butler	Had meeting with resident about renting within CC district	STR
149 Lucy St	Zoning app and plans received, payment still needed. Sent to Contract Planner for final review. Permit issued, app, plans, and permits sent to MTS.	Zoning
1021 Holland	STR License app. Existing STR. Items needed. Items received. Sent to Fire Department for inspection. Inspection failed, reinspection fee required. Reached out to local agent for fee. Reached out to owner again for fee. Called owner for payment. License issued.	STR
246 Butler	HDC Façade improvements. Additional information required. Information provided. Explained to applicant that next meeting is November 7, and additional fee of \$200.00 is required. Still awaiting response from owner. Emailed owner to see if they would like to proceed with application. Applicant decided to wait on HDC meeting. No further action at this time. Potential future application.	HDC

977 Lake St	Received concerns for advertising of rental without a license. Emailed owner to confirm. Owner confirmed that condo association doesn't allow for renting less than 30 days and changed advertisement to reflect minimum renting period of 5 weeks.	STR
142 Butler St	Received updated plans. Discussed at HDC meeting. HDC agreed that administrative review is appropriate. Permit updated with revised plans and sent back to applicant.	Zoning
135 Grant St	Had discussion with owner of STR who's license expired in R-1. explained that currently there is no way to obtain license in this district.	STR
888 Holland	Answered questions on maximum occupancy and ability to obtain rental license.	STR
807 Lake St 2	Answered questions regarding previous short term rentals.	STR
3239 N Maple St	New SF Res in Saugatuck township, looking to build driveway apron in ROW. Advised that ROW permit may be needed. Awaiting engineers thoughts. Sent invoice to applicant. Permit issued and provided resources for future water sewer hookup,	ROW
449 Frederick St	Discussion with resident on potential lot line adjustment, created illustration and emailed contract planner, engineer and assessor to ensure that correct processes are followed. Forwarded information back to resident explaining potential issues with size of parcels. no further action needed.	Zoning
565 Weirich Dr	Spoke to resident in regards to STR License application. Application received, sent to fire department. License Issued.	STR
807 Lake St 2	STR Application received. More information needed. Information provided, sent to fire department. Permit issued.	STR
37 Park St	Received questions regarding fire department STR regulations, referred to fire department.	
611 Lake St	Pool application received. Advised that property is located within the Historic District and will require HDC approval. HDC meeting rescheduled from dec to Jan, called applicant with no response. Sent email. HDC conditioned permit on spec sheet. spec sheet delivered, HDC Permit issued. Zoning permit issued. Sent to MTS.	HDC
333 Culver	HDC Application received for replacement of garage doors. Emailed applicant for payment. Payment received. HDC Permit issued. Sent to MTS.	HDC



Department of Public Works

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 12/23/2024:

Snow & Ice Control:

Staff responded to winter weather events which included cross training on different pieces of equipment. There were a couple of days on which two staff members called in and one was out on PTO which brought staffing levels down to 3/6 full time employees. Despite the shortage in staffing, all services were still provided.

Uninstalled Christmas Decorations:

Tree wrap lights along the streetscape will remain until March, but City staff removed all other holiday decorations in parks and buildings. Locations include City Hall, utility wreaths, the palette sign, Village Square, Coghlin Park, Wicks Park, Jones Park, Mize Rose Garden, and other miscellaneous locations.

New Council Orientation:

A tour of the DPW facility was provided to Councilmember Peterson and Councilmember Clark where they were informed of the work that DPW performs. We thank them for their time, dedication, and support.

Christmas Tree Collection Service:

Each year after Christmas, residents may set their Christmas tree curbside where DPW will collect and dispose of them. This collection service has begun, and several residents have utilized the service. DPW will continue to pick up trees until Thursday February 20th.

Life Jacket Loaner Station:

The City of Saugatuck was selected by Troop 29 to become the beneficiary of the Life Jacket Loaner Station Eagle Scout project. The station has been fully constructed at Oval Beach near the concession area where it will be utilized this upcoming beach season. Their objective is to promote water safety and prevent drowning incidents by providing free access to life jackets. Thank you to Anthony Carlotto and everyone involved.

Meetings:

- **12/30/2024** – DPW Weekly Goals Meeting
- **12/31/2024** – Holiday
- **01/01/2025** – Holiday
- **01/03/2025** – DPW Weekly Goals Follow Up Meeting
- **01/06/2025** – DPW Weekly Goals Meeting
- **01/07/2025** – One-on-One Meeting (City Manager & DPW Superintendent)
- **01/07/2025** – Mt. Baldhead Restroom Project Review
- **01/07/2025** – Capital Improvement Meeting (City staff & F&V)
- **01/10/2025** – DPW Weekly Goals Follow Up Meeting



November Saugatuck City Stats

Total calls - 87

Traffic stops –20

School contacts – 17

Accidents - 2
Alarms – 2
Animal – 1
Assist other agencies – 2
Medical – 2
Welfare check – 1
Civil – 1
Death Investigation - 1
Disorderly - 1
Fire alarm – 2
Found Property - 1

General Assist – 27
Harassment - 1
Health and Safety - 1
Juvenile Delinquent – 1
Loud noise – 2
MDOP - 2
BOL – 2
Ordinance violation - 12
Parade detail – 1
Parking violation – 15
Road Hazard – 1
Suspicious – 4
Traffic offense -2

**City of Saugatuck
Status Report of Engineering Activities
January 9, 2025**

General Consultation

- 2024 Asphalt Repairs: The project is complete with the exception of confirming grass restoration was effective in the spring.
- Sea Wall and Concrete Repairs: Prepared a proposal for design and bidding of a project with several repair sites along the sea wall and elsewhere. Working on evaluating the chain ferry site to see if there are repairs needed there as well. The various components can be addressed as a single project, as contemplated in the proposal, or individually.
- Village Square Court Renovation: Prepared a cost estimate for court resurfacing and other improvements in the park to assist with finalizing the project scope and method of delivery. Conversations with the donor's representative are ongoing.
- Preparing a list of larger culvert crossings and recommended method of inspection/evaluation.
- Working on updating the CIP to assist with planning/prioritizing upcoming projects.
- Preparing a bid package for a multi-year pavement marking contract.

Water System Asset Management Plan

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

EGLE Technical, Managerial and Financial (TMF) Project

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

Mt. Baldhead Projects

- AT&T Project Assistance
 - Providing assistance on an as-needed basis.
- Restroom Building Replacement
 - Reviewed plans with staff on January 7. Making final revisions and will then advertise the project for bidding.
 - Plans will be presented at the January 22 council workshop and January 28 PPW committee meeting. Any final revisions will be incorporated via addendum or post-bidding.
 - The bid opening is scheduled for February 13. Bids will be presented at the February 19 council workshop.
 - Construction is planned for spring/summer 2025.
- Observation Platform Replacement
 - Design work is progressing. Additional survey work is complete.

- The Allegan Conservation District has provided the Vegetation Removal Assurance, which is a report required for the EGLE/USACE Critical Dunes Permitting. The report evaluates impacts on vegetation, native, non-native and invasives, and provides guidance for the design and construction. The report includes guidance for several of the unhealthy, dead or undesirable species to be removed as part of the project and replaced with native/desirable ones.
- Our application was not selected to be part of The Right Place's regional application to the Michigan Economic Development's Revitalization and Placemaking program. We are proceeding assuming the project will be locally funded, unless other opportunities arise.

Maple Street Improvements – Study Phase

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

Park Street Improvements – Study Phase

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

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
EXP CHECK RUN DATES 12/25/2024 - 01/14/2025
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 1/3

Vendor Name	Description	Amount
1. ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT - ARAMENDI	187.99
2. ALLEGAN COUNTY SHERIFF	NOV '24 CORRECTIONS SERVICES	195.00
	DEC '24 CORRECTIONS SERVICES	186.00
	SEP '24 RESERVE DEPUTIES	32.00
	PARADE RESERVE DEPUTIES	64.00
	DEC '24 SHERIFF CONTRACT	31,826.12
	TOTAL	32,303.12
3. ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 12/18 - 01/08	120,447.16
4. AMERICAN LEGAL PUBLISHING CORP.	ORDINANCES	3,850.70
5. ASSESSING SOLUTIONS INC	JAN '24 ASSESSING SERVICES	2,934.00
6. BENDZINSKI & CO. MUNICIPAL FINANCE	CONTRACT DISCUSSIONS	6,750.00
7. BERTHIAUME & COMPANY	AUDIT	10,475.00
8. CARELTON EQUIPMENT	PARTS	326.44
9. CERTASITE LLC	EMERGENCY EXIT SIGN	368.37
10. CONSUMERS ENERGY	NOV '24 SERVICE	3,675.43
11. D & L TRUCK & TRAILER LLC	ANNUAL INSPECTION	375.00
12. DETROIT SALT COMPANY	ROAD BULK SALT	3,402.84
	ROAD BULK SALT	6,811.67
	TOTAL	10,214.51
13. ELF SHACK	HOLIDAY GARLAND & TREES	2,100.00
14. FAHEY SCHULTZ BURZYCH RHODES	DEC '24 GENERAL LEGAL	2,710.50
	DEC '24 ZONING	575.00
	DEC '24 ORDINANCES	385.00
	DEC '24 CITY COUNCIL	3,465.00
	DEC '24 EMPLOYMENT	57.00
	DEC '24 DUNE RIDGE V (ORIGINAL ACTION)	5,666.49
	DEC '24 DUNE RIDGE V (ELECTRICAL)	192.00
	DEC '24 CITY ETHICS PROJECT	2,267.00
	DEC '24 SAUGATUCK NEIGHBORS	137.50
	TOTAL	15,455.49
15. FIRST ADVANTAGE INC	DRUG TESTING	50.93
	DRUG TESTING	50.93
	TOTAL	101.86
16. IHLE AUTO PARTS	NOV '24 MOTOR PURCHASES	7.94
17. INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES COLLECTION 12/18 - 01/08	31,118.39
18. K&R TRUCK SALES INC	DISMOUNT & MOUNT	1,342.48
	REPAIR	358.18
	TOTAL	1,700.66

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Page: 2/3

Vendor Name	Description	Amount
19. KALAMAZOO LAKE SEWER & WATER	NOV '24 SERVICE	1,500.08
20. LORRIE PASTOOR	CLEANING SERVICES	490.00
21. MCKELLIPS PLUMBING INC	PLUMBING BUTLER TOILETS	615.00
22. METRO WIRELESS	JAN '25 WIFI SERVICE	698.00
23. MICHIGAN CAT	SERVICE CALL	5,704.77
24. MISS DIG SYSTEM INC	ANNUAL DUES	3,164.11
25. NEWCOMER PLOW & HITCH	SNOW PLOW SHOES	257.36
	CUTTING EDGE	627.85
	TOTAL	885.21
26. OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES COLLECTION 12/18 - 01/08	2,960.31
27. OVERISEL LUMBER COMPANY	DEC '24 STATEMENT BALANCE	122.70
28. PLANTE MORAN	PROFESSIONAL SERVICES THROUGH 12/19	1,140.00
29. PRIORITY HEALTH	JAN '25 HEALTH INSURANCE COVERAGE	11,484.32
30. REPUBLIC SERVICES	DEC '24 SERVICE (LESS A CREDIT)	203.66
	JAN '25 DISPOSAL AND PICKUP SERVICE - BLUE STA	38.73
	TOTAL	242.39
31. SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES COLLECTION 12/18 - 01/08	43,430.62
32. SAUGATUCK FIRE	PROPERTY TAXES COLLECTION 12/18 - 01/08	156,351.37
33. SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES COLLECTION 12/18 - 01/08	474,176.00
34. SAUGATUCK TOWNSHIP	W/S CONTRACT 2024-2025	930.37
35. SAUGATUCK YACHT CLUB	ROOM RENTAL - STRATEGIC PLANNING	500.00
36. SHORELINE TECHNOLOGY SOLUTIONS	LAPTOP CHARGER	79.00
	JAN '25 COMPUTER SERVICES	1,785.20
	TOTAL	1,864.20
37. STANDARD INSURANCE COMPANY	JAN '25 INSURANCE	453.01
38. STAR OF SAUGATUCK LLC	SPEAR LAUNCH HALF	1,497.00
39. WENDT'S FENCE, LLC	FENCE POST	70.00
40. WONDERLAND TIRE COMPANY	TIRES	1,407.92
TOTAL - ALL VENDORS		952,079.44
FUND TOTALS:		
Fund 101 - GENERAL FUND		94,843.21
Fund 202 - MAJOR STREETS		6,407.07
Fund 203 - LOCAL STREETS		4,366.78
Fund 592 - WATER AND SEWER		6,750.00

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Page: 3/3

Vendor Name	Description	Amount
Fund 661 - MOTOR POOL FUND		11,228.53
Fund 701 - CURRENT TAX FUND		828,483.85

01/09/2025

CHECK REGISTER FOR CITY OF SAUGATUCK
CHECK DATE FROM 12/01/2024 - 12/31/2024

Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
12/06/2024	DD7124(A)	ARAMENDI, NOAH	PAYROLL	1,494.06
12/06/2024	DD7125(A)	BOUWMAN, CHAD	PAYROLL	1,447.50
12/06/2024	DD7126(A)	BREDEWEG, NICOLE	PAYROLL	2,514.28
12/06/2024	DD7127(A)	CUMMINS, RYAN	PAYROLL	2,849.22
12/06/2024	DD7128(A)	HERBERT, SCOTT	PAYROLL	2,301.64
12/06/2024	DD7129(A)	KERRIDGE, ADAM	PAYROLL	1,706.26
12/06/2024	DD7130(A)	MACK, ELLIS	PAYROLL	1,357.40
12/06/2024	DD7131(A)	MARTIN, DANNY	PAYROLL	1,139.43
12/06/2024	DD7132(A)	MORROW, SCOTT	PAYROLL	1,258.94
12/06/2024	DD7133(A)	THOMPSON, LUKE	PAYROLL	2,173.95
12/06/2024	DD7134(A)	WILLIAMS, SARA	PAYROLL	1,754.02
12/06/2024	DD7135(A)	WOLTERS, JAMIE	PAYROLL	2,006.06
12/06/2024	EFT1883(E)	ALERUS	PAYROLL	2,930.08
12/06/2024	EFT1884(E)	MERS HYBRID	PAYROLL	2,028.13
12/06/2024	EFT1885(E)	FEDERAL TAX DEPOSIT	PAYROLL	7,327.37
12/09/2024	5663(A)	ALLEGAN COUNTY SHERIFF	NOV '24 SHERIFF CONTRACT	32,038.12
12/09/2024	5664(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 11/21 - 12/05	6,478.62
12/09/2024	5665(A)	ASSESSING SOLUTIONS INC	NOV '24 AND DEC '24 ASSESSING SERVICES	5,868.00
12/09/2024	5666(A)	FAHEY SCHULTZ BURZYCH RHODES	NOV '24 GENERAL LEGAL	14,679.80
12/09/2024	5667(A)	GROUNDS MANAGEMENT SOLUTIONS	IRRIGATION REPAIRS - PLAYGROUND	320.00
12/09/2024	5668(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES COLLECTION 11/21 - 12/05	994.91
12/09/2024	5669(A)	OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES COLLECTION 11/21 - 12/05	1,516.29
12/09/2024	5670(A)	PURITY CYLINDER GASES INC	GAS CYLINDERS	11.75
12/09/2024	5671(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES COLLECTION 11/21 - 12/05	1,390.74
12/09/2024	5672(A)	SAUGATUCK FIRE	PROPERTY TAXES COLLECTION 11/21 - 12/05	5,062.99
12/09/2024	5673(A)	SHORELINE TECHNOLOGY SOLUTIONS	DEC '24 COMPUTER SERVICES	1,781.20
12/09/2024	5674(A)	STANDARD INSURANCE COMPANY	DEC '24 INSURANCE	450.00

01/09/2025

CHECK REGISTER FOR CITY OF SAUGATUCK
CHECK DATE FROM 12/01/2024 - 12/31/2024

Check Date	Check	Vendor Name	Description	Amount
12/09/2024	5675(A)	TAYLOR TRUE VALUE RENTAL	EQUIP RENT	185.00
12/09/2024	20224	COMPTON INC.	10/12- 11/15 TMF WATER SERVICE MATERIAL	54,369.00
12/09/2024	20225	OCCUPATIONATIONAL HEALTH CENTERS	DOT PHYSICAL - MORROW AND MACK	272.00
12/09/2024	20226	OVERISEL LUMBER COMPANY	NOV '24 STATEMENT BALANCE	651.32
12/09/2024	20227	PLANTE MORAN	PROFESSIONAL SERVICES THROUGH 11/22	1,330.00
12/09/2024	20228	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES COLLECTION 11/21 - 12/05	9,335.70
12/09/2024	20229	SCOTT'S LANDSCAPE MANAGEMENT INC	TRUCKING BRUSH & LEAVES	2,030.00
12/09/2024	20230	SECRET OF SAUGATUCK SUITES	REFUND UNUSED ESCROW	1,350.00
12/09/2024	20231	WYOMING ASPHALT PAVING CO	ROAD MAINTENANCE	277.38
12/10/2024	5698(E)	CAPITAL ONE	NOV '24 STATEMENT BALANCE	155.87
12/10/2024	5699(E)	KALAMAZOO LAKE SEWER & WATER	OCT '24 SERVICE	357.85
12/10/2024	5700(E)	KALAMAZOO LAKE SEWER & WATER	OCT '24 SERVICE	180.20
12/10/2024	5701(E)	METRO WIRELESS	DEC '24 WIFI SERVICE	698.00
12/10/2024	5702(E)	PRIORITY HEALTH	DEC '24 HEALTH INSURANCE COVERAGE	12,774.70
12/10/2024	5703(E)	REPUBLIC SERVICES	11/01 DISPOSAL AND PICKUP SERVICE	1,534.92
12/10/2024	5704(E)	KALAMAZOO LAKE SEWER & WATER	OCT '24 SERVICE	83.29
12/10/2024	5705(E)	KALAMAZOO LAKE SEWER & WATER	OCT '24 SERVICE	123.62
12/10/2024	5706(E)	KALAMAZOO LAKE SEWER & WATER	OCT '24 SERVICE	169.08
12/10/2024	5707(E)	KALAMAZOO LAKE SEWER & WATER	OCT '24 SERVICE	250.76
12/10/2024	5708(E)	KALAMAZOO LAKE SEWER & WATER	OCT '24 SERVICE	199.42
12/10/2024	5709(E)	KALAMAZOO LAKE SEWER & WATER	OCT '24 SERVICE	72.12
12/10/2024	5710(E)	KALAMAZOO LAKE SEWER & WATER	OCT '24 SERVICE	269.91
12/10/2024	5711(E)	KALAMAZOO LAKE SEWER & WATER	OCT '24 SERVICE	103.70
12/10/2024	5712(E)	KALAMAZOO LAKE SEWER & WATER	OCT '24 SERVICE	367.95
12/10/2024	5713(E)	KALAMAZOO LAKE SEWER & WATER	OCT '24 SERVICE	106.12
12/10/2024	5714(E)	KALAMAZOO LAKE SEWER & WATER	OCT '24 SERVICE	145.30
12/10/2024	5715(E)	KALAMAZOO LAKE SEWER & WATER	OCT '24 SERVICE	106.12
12/10/2024	5716(E)	KALAMAZOO LAKE SEWER & WATER	OCT '24 SERVICE	143.67

01/09/2025

CHECK REGISTER FOR CITY OF SAUGATUCK
CHECK DATE FROM 12/01/2024 - 12/31/2024

Check Date	Check	Vendor Name	Description	Amount
12/10/2024	5717(E)	KALAMAZOO LAKE SEWER & WATER	OCT '24 SERVICE	859.42
12/20/2024	20232	MML UNEMPLOYMENT COMPENSATION GROUP	PAYROLL	8.60
12/20/2024	DD7136(A)	ARAMENDI, NOAH	PAYROLL	1,610.75
12/20/2024	DD7137(A)	BOUWMAN, CHAD	PAYROLL	1,487.50
12/20/2024	DD7138(A)	BREDEWEG, NICOLE	PAYROLL	2,730.49
12/20/2024	DD7139(A)	CUMMINS, RYAN	PAYROLL	2,926.21
12/20/2024	DD7140(A)	HERBERT, SCOTT	PAYROLL	2,460.33
12/20/2024	DD7141(A)	KERRIDGE, ADAM	PAYROLL	2,788.83
12/20/2024	DD7142(A)	MACK, ELLIS	PAYROLL	1,445.42
12/20/2024	DD7143(A)	MARTIN, DANNY	PAYROLL	930.15
12/20/2024	DD7144(A)	MORROW, SCOTT	PAYROLL	1,317.32
12/20/2024	DD7145(A)	THOMPSON, LUKE	PAYROLL	2,173.94
12/20/2024	DD7146(A)	WILLIAMS, SARA	PAYROLL	1,754.02
12/20/2024	DD7147(A)	WOLTERS, JAMIE	PAYROLL	2,006.07
12/20/2024	EFT1886(E)	ALERUS	PAYROLL	2,998.47
12/20/2024	EFT1887(E)	MERS HYBRID	PAYROLL	2,056.22 V
12/20/2024	EFT1888(E)	FEDERAL TAX DEPOSIT	PAYROLL	7,670.86
12/20/2024	EFT1889(E)	MERS	PAYROLL	4,562.97
12/20/2024	EFT1890(E)	MI DEPT OF TREASURY	PAYROLL	2,365.51
12/20/2024	EFT1891(E)	MERS HYBRID	PAYROLL	184.08
12/23/2024	5718(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 12/06 - 12/17	41,040.44
12/23/2024	5719(A)	ALLEGAN COUNTY TREASURER	KLSWA COLLECTION	69.60
12/23/2024	5720(A)	CERTASITE LLC	DPW GARAGE - FIRE EXTINGUISHERS	2,348.03
12/23/2024	5721(A)	DUNESVIEW KWIK SHOP INC	NOV '24 GAS AND DIESEL	2,800.30
12/23/2024	5722(A)	ETNA SUPPLY	BALL VALVE	156.00
12/23/2024	5723(A)	FLEIS & VANDENBRINK ENGINEERING INC	10/27 - 11/23 ENGINEERING FEES - GEN CON	21,136.58
12/23/2024	5724(A)	HOLLAND P.T.	TRUCK 1 PARTS	179.07
12/23/2024	5725(A)	HORIZON COMMUNITY PLANNER	PLANNING & HISTORIC DISTRICT	1,112.50

01/09/2025

CHECK REGISTER FOR CITY OF SAUGATUCK
CHECK DATE FROM 12/01/2024 - 12/31/2024

Check Date	Check	Vendor Name	Description	Amount
12/23/2024	5726(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES COLLECTION 12/06 - 12/17	11,010.47
12/23/2024	5727(A)	K&R TRUCK SALES INC	AXLE ALIGNMENT (2014 INTERNATIONAL)	618.68
12/23/2024	5728(A)	NEWCOMER PLOW & HITCH	HEADLIGHT	294.66
12/23/2024	5729(A)	OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES COLLECTION 12/06 - 12/17	36.32
12/23/2024	5730(A)	RAF ELECTRIC	CHRISTMAS TREE MOTOR REPAIR	2,750.91
12/23/2024	5731(A)	REPCOLITE	NOV '24 STATEMENT BALANCE	102.70
12/23/2024	5732(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES COLLECTION 12/06 - 12/17	15,391.39
12/23/2024	5733(A)	SAUGATUCK FIRE	PROPERTY TAXES COLLECTION 12/06 - 12/17	55,995.09
12/23/2024	20233	TROUTMAN RALPH & SHIRLEY	2024 Win Tax Refund 57-054-001-00	840.03
12/23/2024	20234	C2AE	NOV '24 SERVICES - BST DESIGN	1,836.26
12/23/2024	20235	CARELTON EQUIPMENT	PARTS	146.77
12/23/2024	20236	COMMERCIAL RECORD	DISPLAY LEGALS	182.00
12/23/2024	20237	LED LIGHTING SOLUTIONS	STOP SIGN	1,467.60
12/23/2024	20238	MICHAEL WENDT	REIMBURSE FOR OVERDRAWN PENSION	12.63
12/23/2024	20239	NATIONAL TITLE GROUP LLC	REFUND DUPLICATE PAYMENT	6,350.66
12/23/2024	20240	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES COLLECTION 12/06 - 12/17	177,095.47
12/23/2024	20241	SAUGATUCK TOWNSHIP	W/S CONTRACT 2024-2025	793.25
12/23/2024	20242	WESTERN MICHIGAN FLEET PARTS INC	GREEN LED	124.76
12/23/2024	20243	WESTERN MICHIGAN FLEET PARTS INC	U BOLT	70.00
12/24/2024	5734(E)	FIRST BANK CARD	10/26 - 11/25 STATEMENT BALANCE	4,102.13
12/24/2024	5735(E)	FRONTIER	10/20 - 11/19 SERVICE	98.84
12/24/2024	5736(E)	FRONTIER	10/20 - 11/19 SERVICE	302.69
12/24/2024	5737(E)	FRONTIER	12/03 - 01/02 SERVICE	197.63 V
12/24/2024	5738(E)	MERCHANTS BANCARD NETWORK	NOV '24 CC PROCESSING - CONCESSIONS AND	82.08
12/24/2024	5739(E)	MERS	DEC '24 RETIREMENT	4,500.01
12/24/2024	5740(E)	MICHIGAN GAS UTILITIES	10/23 - 11/20 SERVICE - 102 BUTLER	55.92
12/24/2024	5741(E)	MICHIGAN GAS UTILITIES	10/23 - 11/20 SERVICE - 345 BUTLER	71.47
12/24/2024	5742(E)	MICHIGAN GAS UTILITIES	10/24 - 11/21 SERVICE - 3338 BLUE STAR	124.68

01/09/2025

CHECK REGISTER FOR CITY OF SAUGATUCK
CHECK DATE FROM 12/01/2024 - 12/31/2024

Check Date	Check	Vendor Name	Description	Amount
12/24/2024	5743(E)	NET2PHONE INC	DEC '24 PHONE SERVICE	216.13
12/24/2024	5744(E)	RICOH USA INC	12/26 - 01/25 LEASE	127.97
12/24/2024	5745(E)	VALLEY CITY LINEN INC	SHOP TOWELS	113.74
12/30/2024	5746(E)	FRONTIER	12/03 - 01/02 SERVICE	<u>162.50</u>
Total of 115 Checks:				590,978.88
Less 2 Void Checks:				<u>2,253.85</u>
Total of 113 Disbursements:				588,725.03



City Council Agenda Item Report

FROM: Luke Thompson Director of Planning and Zoning

MEETING DATE: 01/13/2024

SUBJECT: Planning Commission Appointment

DESCRIPTION:

On December 9, 2024 the City Clerk provided notice that the city is accepting applications for the Planning Commission. Applications were received and applicants met with myself, Planning Commission Chair Manns and Mayor Anderson. After deliberation it is unanimously recommended that Craig Baldwin be appointed to replace the open Planning Commission position and serve the remaining term.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

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

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to appoint Craig Baldwin to the Planning Commission with a term ending July 1, 2026.

Name

Craig Baldwin

Email

[REDACTED]

Home Phone Number**Mobile Phone Number**

[REDACTED]

Address

[REDACTED]

Saugatuck, MI United States 49453-9752

Current Employer

Retired

Occupation/Position

Lawyer

Business Phone Number**Business Reference Name****Business Reference Phone Number**

Business Reference Email

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

No

If yes, please explain:

Are you a City of Saugatuck resident?

Yes

Are you a registered City of Saugatuck voter?

Yes

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

Yes

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

1

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

Please see the attached resume and cover letter.

Digital Signature
Craig Baldwin

Craig A. Baldwin

[REDACTED]
Saugatuck, MI 49453
[REDACTED]

December 12, 2024

Saugatuck City Council

102 Butler St.
Saugatuck, MI 49453

To the City Council:

I am writing to apply for the open seat on the Saugatuck Planning Commission that was created by the recent resignation of Commissioner Broecker. My resume is attached for your consideration.

My professional experience includes a nearly 30-year career in intellectual property law, both in private practice and as in-house counsel. Most recently, I served as Chief Intellectual Property Counsel at Aptiv (formerly Delphi Automotive) where I managed a multi-national team of attorneys and para-professionals for a roughly \$20B company.

After deciding to retire in 2021, I began paying close attention to a variety of high profile matters being considered by the Saugatuck Planning Commission and Zoning Board of Appeals. To increase my understanding of these issues I enrolled in the Citizen Planner training program at Michigan State University and completed the program in November, 2022. In the process I have become very familiar with Saugatuck's zoning ordinances and zoning map, the Tri-Community Master Plan, our city charter, and also the Planning Enabling Act and Zoning Enabling Act.

My desire to serve on the Planning Commission stems from my belief that in a small town like Saugatuck, it is essential that those with the time and talent to serve the city must find ways to do so. I would be honored if my service to the city includes being chosen for the Planning Commission. Thank you.

Sincerely,

Craig A. Baldwin

Craig A. Baldwin

Saugatuck, Michigan 49453

EXPERIENCE

Aptiv (formerly Delphi Automotive)
Troy, Michigan

Chief IP Counsel, Oct. 2017 to April 2021
North American Patent Counsel, Oct. 2014 to Oct. 2017

- Head of intellectual property prosecution, licensing and litigation for a \$20B global technology company
- Managed a multi-national staff of IP attorneys and paraprofessionals with offices in the U.S., France, Germany, Ireland and China
- Responsible for protecting a diverse technology portfolio including safety sensors, radar systems, autonomous driving and electrical connectors

Monarch Antenna, Inc.
Ann Arbor, Michigan

Chairperson of the Board, 2019 to April 2021

- Board chair for a start-up company in the smart antenna technology space

Guardian Industries Corp.
Auburn Hills, Michigan

Assistant General Counsel and Chief IP Counsel, May 2002 to Sept. 2014
Corporate Counsel, May 1999 to May 2002

- Head of three-attorney IP practice group for a \$4.5B global manufacturing company
- Head of IP litigation; handled cases in the U.S., Germany, Luxembourg, India and Thailand; testified frequently as a corporate representative
- Lead attorney for global marketing, branding and product warranty issues

Howard and Howard
Bloomfield Hills, Michigan

Associate, May 1998 to May 1999

- Co-counsel on various patent litigation matters with lead responsibility for pre-trial activity
- Managed a patent and trademark prosecution docket; handled appeals to the Board of Patent Appeals and Interferences

Reising, Ethington, Barnard & Perry
Troy, Michigan

Associate, May 1994 to May, 1998
Legal Intern, May 1991 to May 1994

- Worked on patent and trademark litigation matters; prepared motions, took depositions, managed discovery
- Prepared patent applications in a variety of technologies

EDUCATION

Wayne State University Law School
Detroit, Michigan

Juris Doctor, December 1993

- Graduated Magna Cum Laude
- Member, Wayne Law Review
- Completed final two years as a night student while working full time as a legal intern

University of Michigan
Ann Arbor, Michigan

B.S.E. (Aerospace Engineering), May, 1990

PUBLICATIONS AND PROFESSIONAL DEVELOPMENT

- Completed Michigan State University Citizen Planner Course (Nov. 2022)
- Chairperson, Intellectual Property Law Section, State Bar of Michigan (2005-2006)
- Author, *In re Dillon: A New Approach to Chemical Patent Obviousness?*, 38 Wayne Law Review 1599 (1992)

Subject:

FW: New Form Entry: Application for Boards & Commissions

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

[Mark as Spam](#)

Submitted Information:

Name

John Ames

Email

[REDACTED]

Home Phone Number

[REDACTED]

Mobile Phone Number

Address

[REDACTED]

Saugatuck, MICHIGAN United States 49453

Current Employer

Composite Builders

Occupation/Position

Composite Builder / Systems Engineer

Business Phone Number

[REDACTED]

Business Reference Name

Brian MacInnes

Business Reference Phone Number

[REDACTED]

Business Reference Email

[REDACTED]

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

No

If yes, please explain:

Are you a City of Saugatuck resident?

Yes

Are you a registered City of Saugatuck voter?

Yes

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

Yes

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

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

Long family history of environmental defense and town stewardship. See North Easton Ma Ames family and Harvard University contributions of Oaks Ames.

Active engineering of technologies related to residential heat battery, thermal mass and passive solar greenhouse augmentation for northern climate energy savings.

Active efforts in Saugatuck township for demonstrating environmental decarbonization in home residence.

Digital Signature

John Ames

Submitted Files**Resume**

John Ames

Objectives

Contribute to the advancement of high-quality composite systems
Leverage interdisciplinary skills for problem solving and business growth
Mentoring and staff development

Composite Fabrication

Composite Builders / Moore Brothers / Regent Bristol RI (Aug 23 –Current)

- Researched foil tuning, ventilation mitigation, cavitation suppression and active flow control designs
- Proposed a process a perimetric driven CAD model for foils reducing design time (via Grasshopper)
- Demonstrated efficiency by integrating the laminate schedule into the CAD process for generation of nested fabric cutting
- Implemented curing processes for out of autoclave (OOA) prepreg processing (achieved +/- 1.0 °C)
- Prototyped high strength advanced material composite structures for compressive loading (> 50kN / sq in)
- Designed and fabricated an engineering oven with integrated manufacturing automation record generation
- Wrote ISO compliant documentation templates for procedural testing protocols
- Increased quality through test coupon fabrication and evaluation
- Analyzed and developed structurally integrated acoustic fiber optic sensing (FBG) and piezo ceramic hydrophones
- Developed methods for efficient manufacturing of optical fiber FBG arrays in high value carbon fiber structures
- Designed and implemented field data collection system supporting NEMA 2000 and proprietary devices
- Used Darcy's law to propose a nonlinear wave front for tapered mast mandrels

401K Tech Bridge regional Development Middletown RI (Nov 23 – March 24)

- Assisted in development of resources for advancing regional quality of composites (DT and NDT testing tools)

Systems Engineering

Angier-Ames, Wayland, MA. '12 – Current

Principal

- Design and fabrication of self-sensing carbon fiber sensing fillet structures
- Created mixed material enclosures addressing RF suppression
- Characterized resin systems for acoustic impedance
- Developed thermoplastic bonding process for carbon foam with Concordia fiber
- A service consultancy providing guidance, architecture and prototyping for critical applications
- Bespoke development of end-to-end field data collection and analysis including:
 - Generalized data collection and analysis frameworks for state assessment and AI data sets
 - Redundant fault tolerant data telemetry and logging for unique environmental deployments
 - High integrity sub millisecond synchronized sensor arrays

DCS Corp Littleton, MA. 2018 - 2023

Scientist Level V

- Created safety certified monitoring applications for autonomous vehicles
- Designed high reliability navigational and performance monitoring telemetry (NRIP correction)
- Integrated real time data feeds into Google Earth for real time performance monitoring
- Evaluated radio propagation from various combat systems to improve communications
- Performed failure mode analysis for safety systems (FMA)

Philips Medical, Boston, MA. 2014 - 2017

Technical Lead (sensing) for Philips Connected Sensing Venture

- Provided technical leadership to initiate a new “Connected Sensing” business venture
- Developed artifact tolerant digital signal processing algorithms

QinetiQ North America, Waltham, MA. '09 – '12

Senior staff focused on advancement of e-textile monitoring technology

Technology Solutions Group

JOHN_S_AMES@YAHOO.COM LINKEDIN.COM/IN/JOHNAMES1

- Developed warfighter smart fiber technology for military Future Force Warrior applications
- Developed semi-automated data analysis tool chains to create easy to understand situational awareness
- Supported business development and technology partnerships

Dartmouth College / US Army Medical Command, Natick, MA. '07 - '08

Army MRMC Research Area Directorate II & III focused on Technology Transfer & Systems Integration

- Congressional Officer Representative for warfighter textile/fiber innovation grants (SBIR)
- Warfighter health monitoring (US DoD WPSM Strategic Technology Objective)
 - Design of artifact tolerant monitoring algorithms
 - Generated test methods and protocols as well as the resulting analysis of large field trial testing
- Integration of physiological monitoring technologies into advanced military combat uniforms

Dartmouth College IPA / US Army Medical Command (Research Area Directorate II and III), Natick, MA. '02 – '07

Inter Personnel Mobility Act (IPA) designate assisting the Government's Warfighter Physiological Monitoring Advanced Technology Objective

- Coordination of academic projects (MIT Media Lab, Dartmouth College)
- Developed of a state classification framework for remote monitoring and tactical decision aids
- Contributor to several smart fiber e-textile and non-contact Warfighter Monitoring sensor technologies

Further employment with Hewlett Packard, Zoll Medical and IBM

Skills

- Composite laminate evaluation: Instron & Mark 10 systems, Dophitech Pro+ ultrasound
- CAD/CAM: Rhino, Grasshopper, MasterCAM
- Epoxy resin systems: 820, Pro Set, MGS, WEST, Dow
- Multi core microcontrollers for safety and integrity
- Digital networks and busses: I2C, SPI, CAN, NEMA 2000, Ethernet
- Sensing: Radar, Ultrasound, LIDAR, Optical IR, RF SDR
- Radios: Silvus, Persistent Systems, LORA, WiFi

Education& Certifications

Rensselaer Polytechnic Institute, Troy, NY. '86

- B.S. in Computer Science
- Minors in Business Management & Electrical Engineering

SOLO School Wilderness EMT, North Conway NH '18

Brookings Institute, Washington, DC '00- Telecommunications reform

IYRS School of Technology & Trades Composites Program, Newport, RI '24

Wilderness Emergency Medical Technician – National Registry B1380576

DoD Contracting Officer Representative Certification '04

ACMA Certifications: Composite technician, open molding and advanced composites

Awards

- US Army Ground Robotics Division Challenge Merit - Safety '23
- Gov request to commercialize work (Army MRMC: Health and Logistics Optimization '07 & Army GVR: O-STOP '22)
- ACIL citification of DO-178 safety transponder product line for autonomous systems '23
- Philips Best Innovation '15 (team project)
- QinetiQ valued employee '11
- Boston Fire Fighters Local 718 annual award '11
- Hewlett Packard STAR Employee Awards ('90, '92, '94, '96, '96, '97, '97, '98, '98, '99)
- Codex Certificate of Appreciation '88 "For outstanding contribution to the successful development of communication programs".

References available upon request

[REDACTED]

Jamie Wolters

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

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

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

Submitted Information:

Name
Julie Maguire

Email
[REDACTED]

Home Phone Number

Mobile Phone Number
[REDACTED]

Address
[REDACTED]
Saugatuck, MI USA 49453

Current Employer

Self

Occupation/Position

Certified Real Estate Appraiser

Business Phone Number

[REDACTED]

Business Reference Name

Dave Van Stensel

Business Reference Phone Number

[REDACTED]

Business Reference Email

[REDACTED]

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

No

If yes, please explain:

Are you a City of Saugatuck resident?

Yes

Are you a registered City of Saugatuck voter?

Yes

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

Yes

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

1

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

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

Digital Signature

Julie Maguire

Submitted Files

Resume

[REDACTED]

Julie Maguire

Saugatuck, MI 49453



Experience

Certified Real Estate Appraiser 2007 - Present

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

Certified Real Estate Appraiser experienced at all levels of 1-4 family property appraisal.

Federally related transactions, ERC relocation, review appraisal, REO, complex and/or waterfront appraisal, estate planning.

FHA approved.

Certified Real Estate Appraiser 1986 – 2007

A Van Stensel & Son, LLC Grand Rapids, MI

Certified Appraiser, State Licensed Appraiser and Trainee.

Performed all office procedures, full time apprenticeship, all appraiser services.

1993 - Obtained "State Licensed" level of Michigan licensure.

2004 - Obtained "Certified Residential" level of Michigan licensure.

Education

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

Appraisal Related Affiliations

Worldwide ERC Relocation

Greater Regional Alliance of REALTORS (GRAR)

Summary

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

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

*Top 1% honors at national ERC relocation conference.

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

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

www.maguireappraisal.com

Jamie Wolters

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

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

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

Submitted Information:

Name
Christopher Raphael

Email
[REDACTED]

Home Phone Number
[REDACTED]

Mobile Phone Number
[REDACTED]

Address
[REDACTED]
Saugatuck, MI US 49453

Current Employer

Self employed at christhemacguy

Occupation/Position

Owner/Consultant

Business Phone Number

[REDACTED]

Business Reference Name

Business Reference Phone Number

[REDACTED]

Business Reference Email

[REDACTED]

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

No

If yes, please explain:

Are you a City of Saugatuck resident?

Yes

Are you a registered City of Saugatuck voter?

Yes

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

Yes

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

.Kalamazoo Lake Harbor Authority

1

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

1

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

1

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

1

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

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

Digital Signature

Christopher Raphael



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: January 13, 2025

SUBJECT: Appointment of Scott Phelps as the Alternate to the Fire District Board of Appeals

DESCRIPTION:

Saugatuck's Fire District Representatives, Jane Verplank (Chair) and Dan Fox, submitted a request for at large member, Scott Phelps, to serve as the City's alternate member to the Fire District Board of Appeals (FDBOA). The FDBOA is established under 150.01(B)(3) of the City Code:

108.1 Board of appeals established. In order to hear and decide appeals of orders, decisions or determinations made by the fire code official relative to the application and interpretation of this code, there is hereby created a board of appeals comprised of three (3) members of the Fire Administrative Board. Elected or non-elected officials may be appointed to serve as members of the board of appeals in any capacity. Each jurisdiction which is a constituent member of the Saugatuck Township Fire District shall appoint one (1) regular member to the board of appeals consistent with this code. **Each jurisdiction shall also appoint one (1) alternate member who will be called to serve in the absence or disqualification of the jurisdiction's regular member. Members appointed to the board of appeals shall serve at the pleasure of the appointing jurisdiction's governing body; provided, however, that a board of appeals member must also be a member of the Fire Administrative Board.** The fire code official shall be an ex officio member of the board of appeals but shall have no vote on any matter before the board. The board of appeals shall adopt rules of procedure for conducting its business, and shall render all decisions and findings in writing to the appellant with a duplicate copy to the fire code official.

108.3 *Qualifications.* The board of appeals shall consist of members who are qualified by experience and training to pass on matters pertaining to hazards of fire, explosions, hazardous conditions or fire protection systems.

Chair Verplank reports that Mr. Phelps is a previous firefighter and inspector and understands the International Fire Code. Chair Johnson, Rep. Fox, Chief Janik, and Mayor Anderson are recommending approval. Saugatuck Township and the City of the Village of Douglas have also appointed Mr. Phelps as their alternate member.

Policy Review

The Council's 2020 Board and Commission Selection Policy lists the FDBOA as a board that is subject to the policy. The policy requires the City to provide notice of the vacancy, accept applications, and conduct interviews. In this case, the request and recommendation to appoint has come from the Fire District representatives with a concurring recommendation from the Mayor. The policy allows the City Council to suspend it by majority vote, which would be required in this case.

In this specific case, staff does recommend that Council consider suspension of the policy given the limitations on who is eligible to serve on the FBOA and the appointment recommendations you have been provided.

LEGAL REVIEW:

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

SAMPLE MOTION:

Motion to suspend the 2020 Boards and Commissions Selection Policy related to this appointment of an alternate to the Fire District Board of Appeals, and to appoint Scott Phelps to serve on the Fire District Board of Appeals as the City's alternate member.

Jamie Wolters

From: Holly Anderson
Sent: Friday, January 10, 2025 11:00 AM
To: Jamie Wolters; Ryan Cummins
Subject: Fw: Request for Consideration of a New Chicken Ordinance in Saugatuck

Holly Anderson
Saugatuck City Council
Holly@saugatuckcity.com
615-319-6123
Get [Outlook for iOS](#)

From: Seweryn N
Sent: Thursday, December 19, 2024 9:28:30 PM
To: Holly Anderson <Holly@saugatuckcity.com>
Cc: Lauren Stanton <lstanton@saugatuckcity.com>; Joe Clark <jclark@saugatuckcity.com>; Russ Gardner <Russ@saugatuckcity.com>; Gregory Muncey <Gregory@saugatuckcity.com>; Chris Peterson <cpeterson@saugatuckcity.com>; Scott Dean <sdean@saugatuckcity.com>
Subject: Request for Consideration of a New Chicken Ordinance in Saugatuck

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

Dear Saugatuck City Council,

This email is to respectfully request the City Council to consider the implementation of a new ordinance that would allow residents to keep a limited number of backyard chickens within the city limits of Saugatuck.

Keeping a small flock of chickens offers numerous benefits, including:

- **Fresh, locally sourced food:** Backyard chickens provide residents with fresh, nutritious eggs.
- **Reduced food waste:** Chickens can consume food scraps, minimizing waste and promoting sustainability.
- **Educational opportunities:** Raising chickens can be a valuable learning experience for children and adults alike, teaching responsibility and the importance of animal husbandry.
- **Environmental benefits:** Chickens can help control insect populations and contribute to a more self-sufficient and environmentally friendly community.

I understand that careful consideration must be given to potential concerns such as noise, odor, and property maintenance. However, a well-drafted ordinance could effectively address these issues by:

- **Limiting the number of chickens allowed per household.**
- **Establishing setback requirements from property lines and neighboring residences.**
- **Requiring proper coop construction and maintenance.**
- **Outlining regulations for noise and odor control.**

I urge the City Council to reach out to the Saugatuck Planning Commission to initiate the process of developing a responsible and inclusive chicken ordinance. I did address the planning commission and was sent back to you!. I was told that without your involvement no work on the new ordinance will be done.

Thank you for your time.

Sincerely,

Sevryn Nowicki