CITY COUNCIL MEETING AGENDA
October 28, 2024

The meeting will begin 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.

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.

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.2***
   - **A.** Regular Meeting Minutes- October 9, 2024.
   - **B.** Special Meeting Minutes- October 17, 2024.
   - **C.** Special Event - Veterans Day
   - **D.** Appointment of Council Member Joe Clark as Council Representative to the Planning Commission.
   - **E.** Temporarily Designate Scott Herbert to act as City Manager while City Manager is Out of the Country.
   - **F.** Resolution 241028-A: Approval for On-Premises Tasting Room Permit for Noble Twist Tap House (246 Culver).
10. **Staff Reports, Boards, Commissions & Committees:** ***Pg.24***
    - **A. Staff Reports:**
      1. City Manager
      2. Treasurer
      3. Clerk
      4. Planning and Zoning
      5. Department of Public Works

6. Police
7. Engineer

B. Boards, Commissions & Committees:

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

11. Approval of Accounts Payable: *(Roll Call)* ***Pg.67***

A. Accounts Payable in the amount of $1,941,333.32

12. Public Hearings

13. Unfinished Business

14. New Business

15. Public Comments *(Limit 3 minutes)*

16. New Business:

A. Proposal from Bendzinksi & Company Municipal Finance Advisors for Water and Sewer Rate Studies.
(Roll Call) Pg.69

B. Conservation Easement between the City and Outdoor Discovery Center for Eastern Portion of Old Airport Property.***(Roll Call) Pg.75***

C. Development Due Diligence Agreement with Saugatuck Township for Old Landfill Property.***(Roll Call) Pg.92***

17. Correspondence

A. John Thomas

B. Board Vacancy Notice

18. Council Comments

19. Adjourn *(Voice Vote)*

CITY COUNCIL MEETING MINUTES- *proposed*
October 9, 2024

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

Call to Order:
The meeting was called to order by Mayor Stanton at 5:02 p.m.

Pledge of Allegiance.

Attendance:
Present: Mayor Stanton, Mayor Pro-Tem Baldwin and Councilmembers Anderson, Dean, Gardner, Muncey.
Absent: None.
Others Present: City Manager Cummins, Attorney Chris Patterson and Clerk Wolters.

Mayor's Comments: Mayor Stanton expressed gratitude to the city staff for their impressive new infographics, which effectively update the public on major projects. She noted that with a full staff, Ryan now has more time to focus on these initiatives. The mayor encouraged everyone to share the infographics online. She also praised Ryan's city manager report, highlighting its comprehensive information and suggesting that it provides a great overview for the public.

City Manager Comments: City Manager Ryan Cummins thanked the staff for their hard work, particularly emphasizing the city clerk's preparations for the upcoming election, which include managing absentee ballots and testing voting equipment. He acknowledged the efforts of Jamie and Sarah in addressing public inquiries during this busy time. Scott and his team are preparing for the end of the summer season, monitoring environmental factors that may affect schedules. Nicole, the city treasurer, was commended for her diligence in improving processes and adapting to her role, while Luke, the Director of Planning and Zoning, has effectively managed complex zoning matters with support from the legal team. He welcomed the new DPW equipment maintenance operator Scott Morrow, who is enjoying his new role. He also announced a successful grant application, securing $250,000 for the Maple Street project, and highlighted a generous $10,000 donation from the Rotary Club for milfoil treatment efforts, thanking the community partners for their support.

Agenda Changes: None.

Guest Speakers: None.

Public Comment on Agenda Item Only: None.

Consent Agenda:

- Regular Meeting Minutes- September 23, 2024.
- Special Meeting Minutes- September 26, 2024.
- Appointment of Keith Walker and Dave Ignasiak to the Tri-Community Wildlife Management Committee.

Motion by Muncey to approve the consent agenda, as stated including regular meeting minutes for September 23, 2024, special meeting minutes for September 26. 2024 and the appointment to the tri-community wildlife management committee of Keith Walker and Dave Ignasiak.

- Baldwin noted there was a date error in the special meeting minutes where it said that council member white talked about resigning on the 24th and resigned on the 25th that's backed up a date that should be the 23rd and 24th.

Motion by Muncey to make the motion to approve the consent agenda with changes just spoken by Baldwin.

- Attorney Patterson informed the council to pull the special meetings from the consent agenda for discussion as the consent agenda motion with no discussion.

Motion by Muncey to withdraw his motion to approve the consent agenda.
Motion by Baldwin to isolate from the consent agenda item B, special meeting minutes for September 26, 2024. Via voice vote, motion carried unanimously.
Motion by Muncey, second by Anderson to approve the consent agenda for the meeting as stated. Via roll call vote, motion carried unanimously.
Motion by Baldwin, second by Muncey to approve special meeting minutes contingent upon correction of error of Mr. White announcing intent to resign on September 23 in actual resigning on September 24 versus what it is currently stated as.

- Clerk Wolters requested clarification and review as the special meeting minutes state that Councilmember White resigned from City Council on September 24, 2024.
- Councilmember Garnder noted that the mistake was in the council vacancy announcement under correspondence.

Motion by Baldwin, second by Muncey to approve special meeting minutes for September 26 as they stand. Via roll call vote, motion carried unanimously.

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

Boards, Commissions & Committees:
Fire District Administration Board: None.

Interurban Board, Councilmember Muncey:

- Numbers have returned to near pre-COVID levels.
- They are pleased to announce a free shuttle service for the Halloween parade on October 26th, operating from 7 PM until 1 AM. The shuttle will provide a continuous loop from the drugstore to downtown Douglas, facilitating transportation from Saugatuck to Douglas.
- The process of expanding the building is ongoing.
- The next meeting is scheduled for Tuesday, October 22nd.

KLSWA: None.

Kalamazoo Lake Harbor Authority, City Manager Cummins:

- They did not have a quorum for their last meeting.
- The authority is looking to re-engage a former consultant and may submit a request for funding in the future to cover the costs associated with the firm.

Zoning Board of Appeals, City Manager Cummins:

- Next meeting is October 10th.

Historic District Commission, Councilmember Gardner:

- They did not have a quorum for the regularly scheduled meeting, and it has been rescheduled for October 16th.

Planning Commission, Councilmember Anderson:

- The next meeting is October 17th.

Parks and Public Works Committee, Mayor Pro-Tem Baldwin: None.

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

- Waiting for grant proposal regarding the traffic signal, they should be hearing back soon.

Request for Payment: None.

Approval of Accounts Payable:

A. Accounts Payable in the amount of $109,780.29.

Motion by Dean, second by Muncey to approve the accounts payable in the amount of $109,780.29*. Via roll call vote, motion carried unanimously.*

Introduction of Ordinances: None.

Unfinished Business: None.

New Business: None.

Public Comment: None.

Closed Session:

Motion by Baldwin, second by Anderson, to move into a closed session pursuant to MCL 15.268 (e) and (h), to consult with legal counsel regarding trial or settlement strategy regarding the claim of appeal on appeal from the City of Saugatuck Historic District Commission filed by Maplewood Hotel, captioned Maplewood Hotel Corporation v City of Saugatuck and City of Saugatuck Historic District Commission Case No. 24-69059-AA. Via roll call vote, motion carried unanimously.

Motion by Anderson, second by Baldwin, to move into a closed session pursuant to MCL 15.268 (e) and (h), to discuss a confidential written legal opinion regarding the lawsuit filed against the City by Saugatuck Neighbors, captioned Saugatuck Neighbors v City of Saugatuck Case No. 24-69537-CZ Via roll call vote, motion carried unanimously.

Motion by Muncey, second by Baldwin, to move into a closed session pursuant to MCL 15.268 (e) to consult with legal counsel regarding trial or settlement strategy regarding the ongoing lawsuits filed against the City by Dune Ridge, captioned Dune Ridge v City of Saugatuck (Case No. 21-64709-CZ) and Dune Ridge v City of Saugatuck (Case No. 22-65713-CK). Via roll call vote, motion carried unanimously.

City Council entered closed session at 5:25 p.m.
City Council re-entered open session at 6:27 p.m.

Correspondence: None.

Council Comments:
Councilmember Anderson:
Thanked City Manager Cummins for highlighting the work of our staff and giving them the recognition they deserve. It's wonderful to see great team acknowledged, and it's clear they have an appreciative leader.

Mayor Pro-Tem Baldwin: None.

Councilmember Gardner:
He asked how many applicants were received for the open council position. He emphasized the importance of adding several items to future agendas.

- The discussion on the manager's goals and objectives, which was briefly addressed after City Manager Cummins was hired but hasn't been fully pursued yet.
- The council should engage in a thorough discussion on strategic planning. Given the various initiatives underway, there is a need for a more robust strategic plan to guide the council's efforts.
- He raised concerns about ethical reviews in their last meeting, citing specific examples from his experience, but I feel this topic did not receive adequate attention. He believes it's crucial to update the city's ethical review processes.

He mentioned the chili cook-off happening Sunday from 1 to 5 PM at Wick's Park, music by the Rock Shop. He encourages everyone to attend.

Councilmember Dean: None.

Councilmember Muncey:
For the past 15 years, he has proudly assisted the Dunes Resort's Make-A-Wish benefit, and this year is scheduled for October 19. This event raises funds to grant wishes for children with terminal illnesses, typically generating between $10,000 and $15,000. He will be preparing sloppy joes for 100 people and cookies. The silent auction begins at 8 PM, followed by a drag show at 9:30 PM, with performers and bartenders donating their tips to the cause. Admission is just $5, and he encourages everyone to join for a fun evening while supporting a meaningful cause. He thanked all the merchants who donated.

Adjournment:
Motion by Muncey, second by Baldwin to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Stanton adjourned at 6:32 p.m.

Respectfully Submitted

_____
Jamie Wolters, City Clerk

CITY COUNCIL MEETING MINUTES- *proposed*
October 17, 2024

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

Call to Order:
The meeting was called to order by Mayor Stanton at 5:00 p.m.

Pledge of Allegiance.

Attendance:
Present: Mayor Stanton, Mayor Pro-Tem Baldwin and Councilmembers Anderson, Dean, Gardner, Muncey.
Absent: None.
Others Present: City Manager Cummins, Attorney Chris Patterson and Clerk Wolters.

Agenda Changes: None.

Guest Speakers: None.

Public Comment on Agenda Item Only:
Tim Straker, Culver Street: addressed what he would like to hear from the city council candidates and shared a few points regarding some candidates. Thanked the council for their commitment and leadership.
Ethan Barde, Lake Street: echoed sentiments from previous speaker, commented on his recent FOIA request and touched on decision making and transparency.
CJ Bagierek, Lake Street: encouraged the council to focus on ensuring that efforts lead to meaningful results for the community.
Dick Waskin, Bridge Street: shared a quote regarding the importance of consensus in decision-making, spoke on regarding council's lack of consensus-seeking, urged council to strive for collaboration and avoid an "us versus them" mentality. He questioned the timing of the meeting being so close to the election.

Councilmember Gardner requested that he be able to ask each candidate two questions.
The council discussed councilmember Gardner's request.

Motion by Gardner, second by Muncey to amend the procedure to include an opportunity to ask each of the applicants a couple of questions by council members after the conclusion of their individual presentations. Via voice vote, motion failed 3-3. Yes, Holly, Russ, Gregory. No, Dean, Stanton, Baldwin.

Business Items:
The following applicants presented to the City Council, each providing a seven-minute background on their experiences and motivations for seeking the city council position:

- Joe Clark
- Dan Fox
- Mark Klungle
- Joe Leonatti
- Chris Peterson

The following applicant was unable to attend the interview:

- Sherry Tedaldi

Mayor Stanton opened up the floor for nominations:

- Councilmember Baldwin nominated Joe Clark to the vacant city council seat with term ending November 25 upon being sworn in.
- Councilmember Gardner nominated Chris Peterson for the vacancy.

Mayor Stanton closed the nomination process.

Motion by Baldwin, second by Dean to appoint Joe Clark to fill the vacant city council seat with the term Ending November 25 effective upon being sworn in. Via roll call vote, motion carried 4-0. Yes, Anderson, Baldwin and Stanton. No, none. Abstain, Gardner and Muncey.
Clerk Wolters administered the oath of office to new councilmember Clark.

Public Comment:
Bryan Hoffman, Grand Street: addressed concerns regarding legal costs for the city, the frivolous lawsuits being filed by individuals with real estate interests, transparency and toxic meetings.
Keith Charak, Main Street: raised concerns about one of the applicant's past.
Dan Fox, Elizabeth Street: hopes the council can embody the spirit of collaboration.
Dick Waskin, Bridge Street: appreciates his opportunity to share his thoughts, commented on Keith Charak's public comment and hopes the council can move toward greater consensus to avoid divisiveness.

Correspondence: None.

Council Comments:
Councilmember Anderson:
Emphasizes the importance of shared values and policy alignment among council members when making decisions, particularly regarding appointments. They argue that it's natural to support candidates who reflect the community's priorities and express a belief that personal connections and shared beliefs can enhance effective governance. The overall message advocates for selecting candidates who align with the council's and community's core issues.

Mayor Pro-Tem Baldwin:
Thanked all the candidates who participated and spoke; it's not an easy task, and she appreciated their involvement in the community. She hopes that not being selected doesn't discourage anyone from staying engaged. She expressed her gratitude to councilmember Clark for his willingness to serve and is confident he will be a wonderful addition to the council.

Councilmember Clark:
Expressed his gratitude to each of the members of the council for their service and for placing their trust in him. He is committed to earning trust and serving the city and its wonderful residents. While he acknowledges that there were many strong candidates, he didn't view that as a cloud over his appointment; rather, as an honor. He thanked the council once again for their support.

Councilmember Gardner:
He welcomed councilmember Clark and looks forward to serving with him. He addressed some concerns raised earlier. Recently, he received credible reports from community members claiming that a councilmember indicated Joe Clark had already been selected as the candidate. This kind of assurance is troubling and raises potential Open Meetings Act (OMA) violation concerns. It's important that discussions about council decisions remain transparent until the council convene at their table. He apologized to councilmember Clark if my comments seemed directed to him personally, but they were meant to address a procedural issue. It's crucial for city council to improve their processes moving forward.

Councilmember Dean:
He congratulated and welcomed Councilmember Clark to the council. Also, he reminded everyone that early voting starts on the 26th at the township hall, allowing residents of Saugatuck to cast their ballots early for about a week.

Councilmember Muncey:
He looks forward to serving alongside Joe Clark. He reminded everyone about the Make-A-Wish benefit this Saturday, October 19, at the Dunes Resort. The silent auction opens at 8 PM, and the drag show starts at 9:30. He prepared peanut butter and chocolate chip cookies, along with sloppy joes, to ensure everyone is well-fed. This event supports a local child from Allegan County, and it's a great cause, so I hope to see you all there. He thanked everyone.

Mayor Stanton:
The mayor addressed comments made by Ethan Barde regarding the number of messages received from community members, clarifying that he had indeed received numerous communications and shared evidence of them. She emphasized her accessibility as a business owner, which allows for frequent conversations about community issues. The mayor expressed her appreciation for councilmember Clark's and his calm demeanor, highlighting their positive collaboration on the short-term rental Task Force.

Adjournment:

Motion by Baldwin, second by Anderson to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Stanton adjourned at 6:15 p.m.

Respectfully Submitted

_____
Jamie Wolters, City Clerk

City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: October 28, 2024

SUBJECT: Special Event Application- Veterans Day

DESCRIPTION:
Attached is the special event form for the Veterans Day celebration sponsered by Amercian Legion Post 137.

Special Event:	Veterans Day
Date:	11/11/24
Location:	Memorial
Event Hours:	Park
Estimated Attendees:	10:00-12:00
Estimated Volunteers:	150
Banner Palette Sign:	20
Barricades:	No
Music:	No
Alcohol:	No
Road Closure:	No

BUDGET ACTION REQUIRED:
N/A

COMMITTEE/COMMISSION REVIEW:
N/A

LEGAL REVIEW:
N/A

SAMPLE MOTION:
Move to approve/deny the special event application for the Veterans Day Celebration sponsored by American Legion Post 137 to be held on November 11th, 2024.

Council Action
_____ Approved
_____ Denied
_____ Date

City of Saugatuck ★ EST. 1868

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

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: American Legion Post 137 **TELEPHONE:** 616 218 7278

MAILING ADDRESS: _____

CONTACT NAME: Robert Boyce (commander) **TELEPHONE:** _____

E-MAIL ADDRESS: _____ **CELL PHONE:** 6162187278

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Robert Boyce **TELEPHONE:** _____

E-MAIL ADDRESS: robcat857@icloud.com **CELL PHONE:** 6162187278

EVENT INFORMATION

NAME OF EVENT: Veterans Day **DATE(S) OF EVENT:** 11/11/24

PURPOSE OF EVENT: Veterans **RAIN DATE:** _____

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

EVENT LOCATION: Memorial Park **EVENT HOURS:** 10:00 – 12:00

ESTIMATED NUMBER OF ATTENDEES: 150

ESTIMATED NUMBER OF VOLUNTEERS: 20

ESTIMATE DATE / TIME FOR SET-UP: 1 hr _____ ☑ A.M. ☐ P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 1 hr _____ ☐ A.M. ☑ P.M.

EVENT DETAILS

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

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

PROPOSED TIME MUSIC WILL BEGIN:_____ **END:**_____

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department) ☐ Yes ☑ No

☐ *Provide Copy of Health Department Food Service License*

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

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

☐ *Provide Copy of Michigan Liquor Control License*

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

_____

WILL FIREWORKS BE APART OF EVENT: ☐ Yes ☑ No

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

☐ *Provide Copy of Fireworks Permit*

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

☐ **"YARD" SIGNS -** Number requested: ___ (Maximum size is 2' x2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

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

☐ **SIGNAGE AT EVENT SITE -** Location(s): _____

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

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

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

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

☐ **PORTABLE TOILETS – QUANTITY**_____

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

If yes, where do you propose your vendors park?_____N/A_____

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

DEPARTMENT OF PUBLIC WORKS

☐ APPROVED ☐ DENIED _____

Authorized Personnel Signature

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

☐ **TRASH RECEPTACLES – QUANTITY**_____ ☐ **BARRICADES – QUANTITY**_____

☐ **TRAFFIC CONES – QUANTITY** _____ ☐ **PARKING SIGNS – QUANTITY**_____

☐ **FENCING** ☐ **WATER** ☐**ELECTRIC** ☐ **RESTROOM CLEANING**

☐ **OTHER**_____

POLICE DEPARTMENT

☐ APPROVED ☐ DENIED _____

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? ☐ Yes ☐ No

If yes please describe & include times_____

Other (describe):_____

SAUGATUCK TOWNSHIP FIRE DISTRICT

☐ APPROVED ☐ DENIED _____

Authorized Personnel Signature

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

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

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

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

Describe Sidewalk Use:_____

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

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

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

Parking Lot Location:_____

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

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

What parking arrangements are proposed to accommodate potential attendance:_____

_____

APPLICATION CHECK LIST

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

If document is missing, please explain:_____

The applicant and sponsoring organization understand and agrees to:

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

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

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

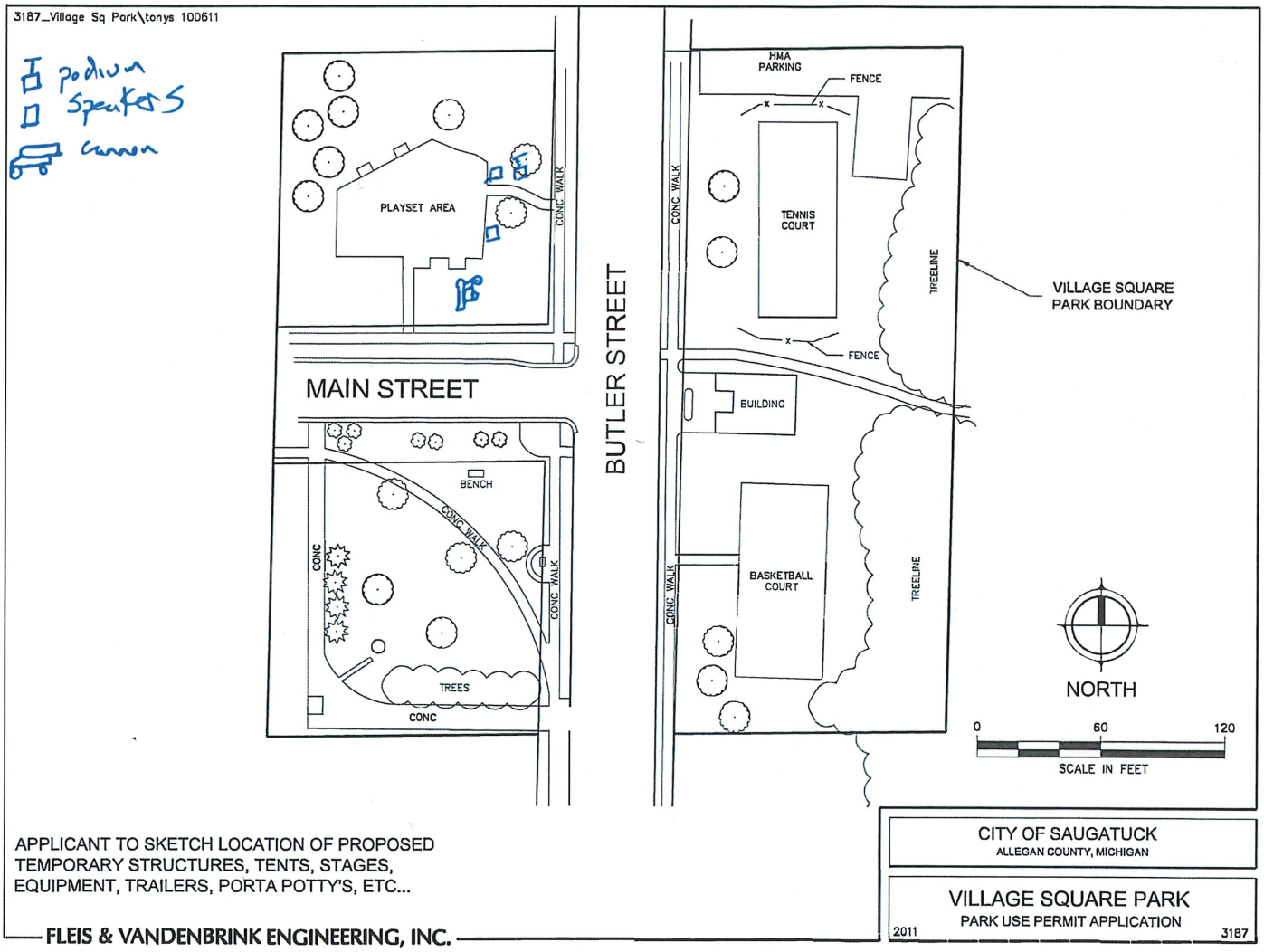
Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

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

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

_____ 11/11/24 _____

Applicant Signature **Date**



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

FLEIS & VANDENBRINK ENGINEERING, INC.

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

VILLAGE SQUARE PARK
PARK USE PERMIT APPLICATION

2011 3187

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: October 28, 2024

SUBJECT: Appointment of Council Member Clark as Council Representative to the Planning Commission

DESCRIPTION:

Council Member Anderson recently resigned as the Council representative to the Planning Commission.

The City Charter requires the Council to have a representative on the Planning Commission:

> **§ 31.31 TERMS OF OFFICE.**
> The membership of the City Planning Commission shall consist of a member of the City Council who shall be selected by the Council and whose term of office shall correspond with his or her term as a Council member; and six residents of the city who shall be appointed by the Mayor, subject to the approval by a majority vote of the members elect of the City Council.

Council Member Clark was previously on the Planning Commission as a resident, but his appointment ended when being appointed to the City Council. Notice is being released that the Planning Commission has a resident opening. Mayor Stanton is recommending that Council Member Clark be appointed as the Council representative to the Planning Commission.

LEGAL REVIEW:

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

SAMPLE MOTION:

Motion to appoint Council Member Joe Clark as the City Council representative to the Planning Commission.

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: October 28, 2024

SUBJECT: Temporarily Designate Scott Herbert to act as City Manager while City Manager is Out of the Country

DESCRIPTION:

I will be on paid time off and out of the country from November 9-23. While I anticipate having some cell and Wi-Fi access, there will be certain periods where I am unavailable. In accordance with Section 6.2(A) of the Charter and my employment agreement, I am requesting that City Council temporarily designate Scott Herbert to act as City Manager while I am out of the country. I will also be providing the Mayor with my travel agency and hotel locations as an alternative means to contact me in case of an emergency.

LEGAL REVIEW:

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

SAMPLE MOTION:

Motion to temporarily designate Scott Herbert to act as City Manager while the City Manager is out of the country from November 9 - November 23.

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: October 28, 2024

SUBJECT: Resolution 241028-A: Approval for On-Premises Tasting Room Permit for Noble Twist Tap House (246 Culver)

DESCRIPTION:

Wes Noble, Managing Partner of Noble Twist LLC, is requesting that City Council recommend their on-premises tasting room permit license for 246 Culver be considered for approval by the Michigan Liquor Control Commission.

Mr. Noble has provided the attached letter providing further information and explaining why they believe they meet the ordinance requirements under Chapter 90: https://codelibrary.amlegal.com/codes/saugatuck/latest/saugatuck_mi/0-0-0-2263.

The project has received special land use approval by the Planning Commission and a certificate of appropriateness from the Historic District Commission (HDC).

LEGAL REVIEW:

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

SAMPLE MOTION:

Motion to approve Resolution 241028-A, local government approval for on-premises tasting room permit to be located at 246 Culver Street.

Subject: Application for On-Premises Tasting Room Permit

Dear Council Members, City of Saugatuck,

I am writing to formally request your approval for an On-Premises Tasting Room Permit issued by the MLCC (Michigan Department of Licensing and Regulatory Affairs Liquor Control Commission) for Noble Twist Tap House, located at 248 Culver St Saugatuck, MI.

Noble Twist Tap House is a Brewery, Winery, and Distillery dedicated to producing high-quality Beers, Wine, and Artisanal Spirits. Our tasting room will offer patrons the opportunity to experience our products firsthand in a comfortable and inviting atmosphere with a full kitchen menu.

We believe that a tasting room will not only benefit our business but also contribute positively to the local economy. By attracting visitors to our location, we can help to stimulate tourism and support other businesses in the area.

We are committed to operating our tasting room responsibly and in accordance with all applicable laws and regulations. We will take measures to ensure the safety and well-being of our patrons, staff, and community including but not limited to adherence to the requirements of the Michigan Alcohol ServSafe, staff training in the areas of responsible alcohol service, and other various measures for enabling the use of public transportation for patrons.

We have already received approval from the Historic District (for our proposed building modifications), as well as the Special Land Use Permit to operate as a Brewery/Winery/Distillery and both are attached to this email for your review.

Also attached is the application required by the MLCC and must be completed by the local authority (City Council, City of Saugatuck).

Additionally, to my knowledge we would have no reason for denial as set forth in the City of Saugatuck Code of Ordinances section 90.47.

Thank you for your time and consideration. We look forward to the opportunity to serve our community and contribute to the vibrant dynamic of Saugatuck.

Sincerely,

Wes Noble, Managing Partner

NobleTwist LLC

953 S Baywood Dr Holland, MI 49424

(812) 630-9013

Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll Free: 866-813-0011 • www.michigan.gov/lcc

Business ID: _____

Request ID: _____
(For MLCC use only)

Local Government Approval For On-Premises Tasting Room Permit

(Authorized by MCL 436.1536)
Resolution 241028-A

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new On-Premises Tasting Room Permit application.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

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

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

the following resolution was offered:

Moved by _____ and supported by _____

that the application from Noble Twist LLC
(name of applicant - if a corporation or limited liability company, please state the company name)

for a **NEW ON-PREMISES TASTING ROOM PERMIT**

to be located at: 246 Culver Street, Saugatuck, Michigan 49453

It is the consensus of this body that it _____ this application be considered for
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

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

_____ _____ _____
Print Name of Clerk | Signature of Clerk | Date

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

Please return this completed form along with any corresponding documents to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Overnight deliveries: 2407 N. Grand River Avenue, Lansing, Mi 48906
Fax to: 517-763-0059

LARA is an equal opportunity employer/program.Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

City of Saugatuck

102 Butler St PO Box 86
Saugatuck, MI 49453
(269) 857-2603 (269) 857-4406

PZ23048

Issued: 08/21/23
Expires: 08/20/24

PLANNING & ZONING

Zoning

Type of Construction: **Special Land Use** Edition of Code: **Section 154**

LOCATION	OWNER	APPLICANT
246 CULVER ST 57-300-192-00 **Lot:** **Plat/Sub:**	LP OPERATIONS INC 589 CAMPBELL ROAD SAUGATUCK MI 49453 **Ph.:** **Fx.:**	Jeffery Harwood 3001 Fuller DR NE ROCKFORD MI 49341 **Ph.:** (504) 261 8034 **Fx.:**

Work Description: Special land use and site plan for a restaurant and brewery per submitted application and plans.

Stipulations: On August 17, 2023 the Planning Commission approved.

Permit Item	Work Type	Fee Basis	Item Total
SLU	Site Plan Review	1.00	$1,000.00
Escrow Deposit	Zoning	1.00	$2,000.00

In accordance with Chapter 154 of the Saugatuck City Code, this permit will remain valid and in full effect unless it expires from the applicant's failure to start construction within twelve months. This permit shall be kept at the site of the work and available for inspection at all times during the project and until an occupancy permit has been issued or until its date of expiration. The Zoning Administrator shall be notified of any proposed modifications in the permitted work prior to the start of such work and shall also determine whether the proposed changes are in compliance with the Saugatuck City Zoning Ordinance and whether a new zoning permit must be issued. This permit does not authorize construction activities on said property until all applicable permits have been issued by MTS and other applicable agencies. The applicant shall notify the building inspector of proposed inspection dates and shall not begin a later stage of work until the previous stage has been approved.

Fee Total:	$3,000.00
Amount Paid:	$3,000.00
Balance Due:	**$0.00**



Ryan Cummins - Zoning Administrator

ADDITIONAL PERMITS MAY BE REQUIRED

This permit conveys no right to occupy any RIGHT OF WAY, STREET, or SIDEWALK, or part thereof either temporarily or permanently.

Building, plumbing, mechanical, electrical, and water and sewer connection inspection permits from MTS: 800-626-5964.

Water and Sewer Connection Permits contact Ryan Cummins at Saugatuck City Hall: 269-857-2603

Working in critical dunes, floodplains, or high risk erosion area contact EGLE: 269-567-3500.

Soil Erosion and Sediment Control Permits from Allegan County Environmental Health: 269-673-5415.

OBTAINING THESE PERMITS IS YOUR RESPONSIBILTY AND OTHER PERMITS NOT IDENTIFIED HERE MAY BE REQUIRED

City of Saugatuck
102 Butler St PO Box 86
Saugatuck, MI 48823
(269) 857-2603 Fax (269) 857-4406

Certificate of Appropriateness
Historic District Approval

P-HIS-24021

Issued: 05/08/24
Expires: 05/08/25

This permit conveys no right to occupy any STREET, ALLEY, or SIDEWALK, or any part thereof either temporarily or permanently.

Type of Construction: Commercial, Add/Alter/Repair Code Section: **SEC 152**

LOCATION	PROPERTY OWNER	APPLICANT
246 CULVER ST 57-300-192-00 **Lot:** **Plat/Sub:**	LP OPERATIONS 589 CAMPBELL ROAD SAUGATUCK MI 49453 **Ph.:** **Fx.:**	Noble Twist LLC 29 Pearl NW GRAND RAPIDS MI 49503 **Ph.:** (616) 295 3590 **Fx.:**

Work Description: Remove an attached rear freezer, construct a small northern/rear building addition, install rooftop cooling equipment, install new double doors for rear service access, and construct a screened dumpster area.

Stipulations: On 5-2-24, the Historic District Commission approved the removal of an attached freezer, the addition of a small northern rear building edition with roof top cooling equipment, new double doors for rear service access and new screen dumpster area at 248 Culver in accordance with the plans and details submitted.

A spec sheet for the doors to be provided to staff.

Cut sheet for doors was provided 5-3-24.

The City of Saugatuck Historic District finds that the project as approved meets the standards as found in Chapter 152 of the City Ordinance

.

Issuance does not absolve the applicant from its obligation to comply with the Zoning and Building Code requirements of the city or other applicable local, state or federal requirements. This permit shall be kept at the site of the work and available for inspection at all times during the project and until an occupancy permit has been issued or until its date of expiration.

Ryan Cummins - Zoning Administrator

City Manager Report

October 28, 2024

Wi-Fi at Oval Beach

- Wi-Fi is now live at Oval Beach!
- The install technicians are indicating we have great coverage on the beach and parking lots directly along the beach.
- Metro Wireless will be setting up a terms and conditions page and all users will initially land at the Convention and Visitors Bureau website.
- Scott and I have discussed some signage for next season and also educating the community in how to access the WiFi and enable WiFi calling by using the back of the daily passes.
- Having at least some folks with WiFi calling greatly enhances access to first responders. I checked with Sgt. Haas and dispatch does allow folks to text 911 as well.

Social Media Improvements

- We received a lot of positive feedback about the projects in the works information sharing. We had thousands of impressions with the various posts on social media. Going forward, we plan to do at least quarterly project updates.
- In addition to our efforts to make all meeting packet information available via e-mail and on the City website, we are now sharing links to Council packets on our Facebook and Instagram page. The City Clerk created a great new meeting graphic. We will also be posting meeting and packet info for the other boards/commissions as well.
- In the past, the City Clerk would create a graphic summarizing the decisions from each Council meeting. Those will be returning soon!

Short-Term Rentals

- The Granicus Short-Term Rental reporting hotline is now live.
    - Anyone with a STR nuisance issue can make a report 24/7:
        - Call (269) 442-4845 or
        - Report online at: https://secure.hostcompliance.com/saugatuck-mi/complaints/type
    - We have provided Granicus with local agent contact information. Once a complaint comes in, Granicus will call and attempt to text the local agent. If

the STR has a license, the local agent is required to address the issue within two hours.
    - The Director of Planning/Zoning will also be notified of complaints.
    - Please help educate your constituents that if they have a noise complaint, it is best to contact the Sheriff's Office for a faster response.
    - Staff will be putting out info on the hotline and other tips.
- Airbnb
    - Luke and I recently had a meeting with an Airbnb representative. Some interesting things I learned:
        - They also have a reporting option for concerns: https://www.airbnb.com/help/article/3290
        - Airbnb has a law enforcement specific portal to assist with investigations of major incidents.
        - Airbnb will be creating a Saugatuck specific page to help educate their hosts of our regulations.
        - Airbnb has a prohibition on parties.
        - Airbnb will be creating a custom field to input the STR license number as required by our ordinance.
- I have prepared an outline of STR information to be shared on a dedicated part of the City website. Staff is still working to update the website.

Asphalt Repairs/Paving

This year's asphalt repair project is coming along! We appreciate everyone's patience while they finish up. As a reminder, the roads that are impacted are:

- Francis Street from Water Street to Butler Street and from Holland
- Street to Elizabeth Street
- Griffith Street from Culver Street to Mason Street
- Mason Street from Grand Street to Elizabeth Street
- Lucy Street near Holland Street





Harbor Authority Support

- The Harbor Authority is interested in hiring a consultant to help support their board and evaluate potential projects, including dredging. A request will likely be coming for each municipality to provide some funding to help pay the consultant costs for the next year. More to come.

Saugatuck Harbor Natural Area

- The Land Conservancy of West Michigan recently viewed the property and provided the attached management recommendations.
- Staff will be drafting updates to the SHNA Master Plan and bring the plan forward to Council for review/approval. An updated master plan is required to access endowment funds to maintain the property, which are being held by the Holland/Zeeland Community Foundation.

Community Recreation

- There is currently a voter funded millage which provides funding to Saugatuck Schools to offer recreational programming.
- Attached are updates from the Director, Scott Kierzek.
- Scott is evaluating the current advisory board structure and possible alternatives to engaging the communities with updates and feedback.

Water Service Material Verification

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

Blue Star Trail

- C2AE engineers met with Michigan Department of Transportation (MDOT) to review the Grade Inspection submittal. Plans, specs, and cost estimate revisions based on MDOT comments are in progress to be completed by 11/15. No major changes to the trail layout are required. MDOT is requiring some modification to the structural design of the boardwalk that will increase the estimated cost.
- At the review meeting, C2AE was instructed to move forward with requesting a grant amendment to address the additional estimated project costs. C2AE reached out to our MDOT grant coordinator to begin this process.
- MDOT recently advised they received concerns from a Tribal Nation. They started coordination and are working to come to mitigation. Until mitigation is complete, final plans & specs are unable to move forward to the next stage of review prior to bid letting.

- Unfortunately, we did not receive the grant for the proposed traffic signal. I recently met with C2AE and traffic signal subconsultants to review plans. Updated traffic signal estimates are forthcoming.

AT&T Cellular

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

Parade Safety

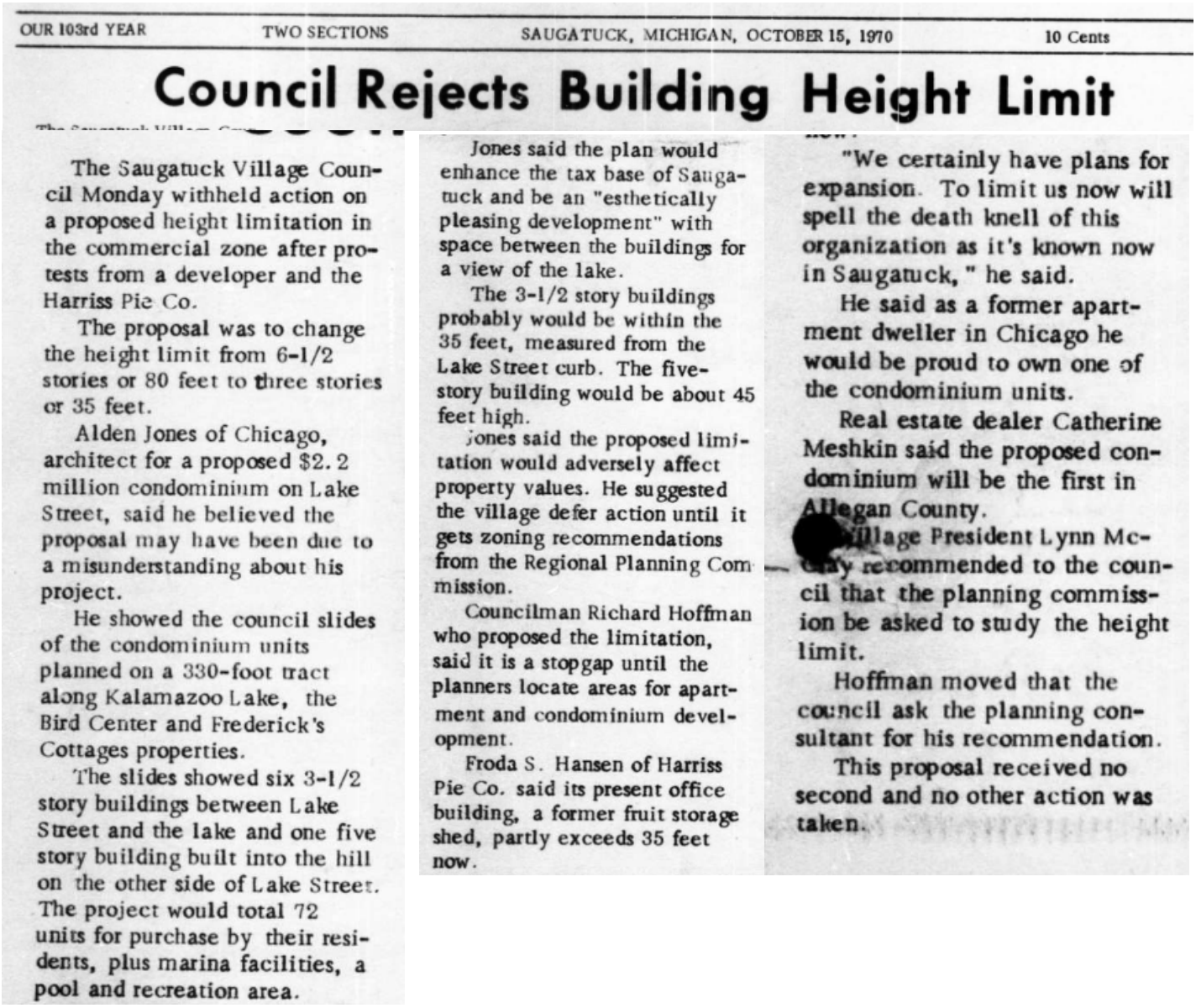
- Staff met with Chief Janik and Sgt. Haas to evaluate current parade safety efforts.
- For smaller parades, staff will be working with event organizers to return to the historical practice of staging on Mason and using Butler Street for the parade route up to Mary. The July 4 and Homecoming parades will still have larger routes.
- The Fire Department and Sheriff's Office are encouraging the purchase of barricades to help reduce volunteer, staff, and vehicle needs. The barricades DPW tested last summer are very costly and present logistical challenges. As an alternative, the Fire Department and Sheriff's Office have suggested water filled jersey barricades which are much more affordable. Staff will be evaluating these further for a possible recommendation to Council.
- Staff will also be working on additional ways to prevent candy throwing during parades. While handing out candy is allowed, tossing it from moving vehicles has created safety concerns when children are running in front of vehicles.

Miscellaneous

- Attended Habor Authority meeting.
- Attended Election Commission meeting and public accuracy testing.
- Attended Historic District Commission meeting. Benches for Village Square were approved.
- Held Department Head team meeting.
- Held one on one meeting with City Clerk.
- Attended Convention and Visitors Bureau meeting.
- Met with Rotarian, Jim Sullivan.
- Prepared for and attended Parks and Public Works Committee meeting.
- Attended Township's Blue Star Highway Safety Planning meeting.
- Attended Michigan Municipal League portal roster training.

Blast from the Past

- This was in the paper from October 15, 1970. Check out the previously allowed building height.



OUR 103rd YEAR | TWO SECTIONS | SAUGATUCK, MICHIGAN, OCTOBER 15, 1970 | 10 Cents

Council Rejects Building Height Limit

The Saugatuck Village Council Monday withheld action on a proposed height limitation in the commercial zone after protests from a developer and the Harriss Pie Co.

The proposal was to change the height limit from 6-1/2 stories or 80 feet to three stories or 35 feet.

Alden Jones of Chicago, architect for a proposed $2.2 million condominium on Lake Street, said he believed the proposal may have been due to a misunderstanding about his project.

He showed the council slides of the condominium units planned on a 330-foot tract along Kalamazoo Lake, the Bird Center and Frederick's Cottages properties.

The slides showed six 3-1/2 story buildings between Lake Street and the lake and one five story building built into the hill on the other side of Lake Street. The project would total 72 units for purchase by their residents, plus marina facilities, a pool and recreation area.

Jones said the plan would enhance the tax base of Saugatuck and be an "esthetically pleasing development" with space between the buildings for a view of the lake.

The 3-1/2 story buildings probably would be within the 35 feet, measured from the Lake Street curb. The five-story building would be about 45 feet high.

Jones said the proposed limitation would adversely affect property values. He suggested the village defer action until it gets zoning recommendations from the Regional Planning Commission.

Councilman Richard Hoffman who proposed the limitation, said it is a stopgap until the planners locate areas for apartment and condominium development.

Froda S. Hansen of Harriss Pie Co. said its present office building, a former fruit storage shed, partly exceeds 35 feet now.

"We certainly have plans for expansion. To limit us now will spell the death knell of this organization as it's known now in Saugatuck," he said.

He said as a former apartment dweller in Chicago he would be proud to own one of the condominium units.

Real estate dealer Catherine Meshkin said the proposed condominium will be the first in Allegan County.

Village President Lynn McCray recommended to the council that the planning commission be asked to study the height limit.

Hoffman moved that the council ask the planning consultant for his recommendation.

This proposal received no second and no other action was taken.

- This was in the paper on October 15, 1964. Roadwork is always top of mind for municipalities. I bet you can spot a similar road we just repaved, and they were working to reclassify as major:

TRUSTEES AND ENGINEER CONSIDER STREET IMPROVEMENTS, FINANCING

Phone Subscribers Getting New Books In Mail This Week

One of the most frequently used books in Saugatuck, Fennville and Ganges — the telephone directory — is in the mail to General Telephone customers this week, W. D. Hansen, district manager for General Telephone said.

"The new directory is as attractive as ever," Hansen added.

"Illustrated on the mint green cover are several telephone instruments, including the beautiful Starlite and compact Spacemaker telephones, which are only half the size of a regular phone. The Starlite features a Panelescent dial light that can be adjusted for brightness."

"On the back cover, three valuable phone instruments for business are shown," he said, "and more names, Yellow Pages and information are included in the directory than ever before."

More than 2,400 directories will be distributed throughout this area, all with up-to-date information.

Classified Expanded

Mr. Hansen suggests that custo-

Village trustees of Saugatuck are considering some major street improvements. These were discussed last Friday evening with Ralph Petrie, engineer of Benton Harbor, who explained how the projects may be financed.

Mr. Petrie was authorized to draft specifications and estimate of costs for improving Lake Street from US-31 to St. Joseph for the full 66 feet width.

He also is to estimate the costs of surfacing Water Street from Main to Lucy and on to Butler; Griffith from Mason to Culver; Butler from Culver to Francis; and place curbing where necessary.

Financing Outlined

As to financing, Mr. Petrie reported that he had contacted the State Highway Department, and the village could borrow $49,000 of the major road fund, and $37,261 of the minor road fund at approximately 4 percent interest on a 15-year loan.

Richard Hoffman, street administrator, was directed to ask that Griffith Street be made a major road from Francis to Culver. President Lynn McCray asked the trustees to consider opening Mason street from St. Joseph to East, which was tabled until a later date.

On the subject of water system improvements, the method of financing was explained but no action was taken.

Management Recommendations for

Saugatuck Harbor Natural Area

October 2024

INTRODUCTION

Saugatuck Harbor Natural Area (SHNA) is a 173-acre tract of duneland along the Lake Michigan shoreline, just south of the Kalamazoo River mouth. It was permanently protected in 2009 through a partnership between the Land Conservancy of West Michigan (LCWM) and the City of Saugatuck, which now owns and manages the land. Stewardship of the property is guided by a management plan that was developed around the time of acquisition. The City of Saugatuck is in the process of updating the plan to reflect current conditions and management needs.

In September 2024, LCWM staff visited the property to delineate natural communities, generate a cursory plant species list, conduct an ecological assessment, and identify management needs to assist the City of Saugatuck in updating the plan. This document summarizes those findings, along with management recommendations for each of the four natural communities onsite (open dunes, interdunal wetland, mesic northern forest, and Great Lakes marsh; Figure 1), plus trails and monitoring.

MANAGEMENT RECOMMENDATIONS

Open Dunes

The open dunes are the most extensive community type at SHNA and are in excellent condition overall. Natural processes of sand erosion and deposition have generally been allowed to play out unimpeded, a critical factor for sustaining high-quality dune landscapes. Invasive species – most notably Japanese barberry – present a long-term threat, though their abundance is still quite low. Heavy deer browse is apparent throughout the dunes, potentially limiting biodiversity. Off-trail foot traffic, concentrated in the southwest portion of the property, has led to some trampling of vegetation and excessive erosion, although the overall impact to the dunes is fairly minor at this time.

Management Recommendations

- Remove Japanese barberry, which is concentrated in shaded areas under trees. Small individuals can be hand-pulled. Larger individuals and well-established patches will require foliar herbicide treatments for successful removal. Effective control will likely require multiple years of treatment.
- Periodically monitor for other invasive species and take action if they pose a threat to native ecosystems.
- Continue allowing the natural processes of sand erosion and deposition to continue unimpeded. Avoid planting beach grass, installing sand fences, or taking similar measures to “stabilize” the dunes, except to repair areas of unnatural erosion caused by excessive human activity.

- Consider working with local and regional partners to evaluate options for deer population management.

Great Lakes Marsh

A large Great Lakes marsh occupies the area between the open dunes and Oxbow Lagoon. The marsh is quite diverse, with both inundated zones and upland rises occurring throughout. High Lake Michigan water levels in 2020 and 2021 drowned out many trees, causing a shift to a more herbaceous plant community. The newly opened canopy also likely facilitated the establishment of invasive phragmites. While currently confined to a relatively small area of the marsh, phragmites presents a severe risk to ecosystem integrity since it can expand rapidly and decimate native communities.

Management Recommendations

- Remove phragmites using appropriate foliar herbicide applications. Effective management will likely require multiple years of treatment. This may be the highest management priority on the site, and action should be taken as soon as possible.
- Remove Japanese barberry and black locust that occur on upland rises within the marsh. Black locust should be removed by girdling or drill-and-fill treatments, while Japanese barberry is best treated with foliar herbicide applications.

Interdunal Wetlands

Several interdunal wetlands, a globally rare natural community, occur within the open dunes landscape. These sedge- and rush-dominated communities fluctuate with Lake Michigan water levels. Past and ongoing research studies on the interdunal wetlands at SHNA have improved our understanding of the unique hydrology and biology of these ecosystems. The interdunal wetlands at SHNA are generally in very good ecological condition.

Management Recommendations

- No management is recommended at this time beyond periodically monitoring for invasive species and continuing to allow research on the site.

Mesic Northern Forest

A mesic northern forest with a mature canopy of red oak, sugar maple, hemlock, and white pine occurs in the southeast corner of the site. The ground layer is very sparsely vegetated and there is almost no natural regeneration of canopy trees. This is almost certainly a result of excessive deer browse. Japanese barberry is scattered throughout the forest and is likely to expand without management.

Management Recommendations

- Continue treatments for hemlock woolly adelgid a to retain hemlock as an important part of the tree canopy.
- Remove Japanese barberry through appropriate mechanical or chemical treatments. Effective control will likely require multiple years of treatment.
- Consider working with local and regional partners to evaluate options for deer population management.

Trails and User Experience

A network of trails winds through the SHNA property (Figure 2). Some of these are official trails that are marked with signposts in the field and/or are shown on the trail map on the City of Saugatuck website. Some of these official trails are well-marked and well-used, while other trails are faint, difficult to follow, and receive little to no use. User-created social trails also occur throughout the property. These are concentrated in the southern part of the site near the parking lot and Oval Beach. Excessive use of this area has caused some damage to natural features, including vegetation trampling and accelerated erosion.

Management Recommendations

- Use signs and/or natural barriers (e.g., logs or brush piles) to decommission social trails that go through the Deam property and those that traverse highly-erodible areas.
- Consider adopting some well-used social trails in the south part of the property as official trails, assuming they do not lead into private property or cause unacceptable damage to natural features.
- Decommission official trails that are unused and unmaintained.
- Ensure all official trails are clearly marked in the field.
- Update trail maps accordingly on the City of Saugatuck website and elsewhere. Consider installing a trail map sign near the parking lot and/or wayfinding signs throughout the property to help visitors navigate the trail system.

Monitoring

Regular monitoring is important to assess the condition of habitats and infrastructure, track management progress, and identify issues that may require intervention. SHNA should be inspected by knowledgeable personnel at least once per year. This inspection should be oriented towards assessing invasive species populations, evaluating trail use and conditions, and detecting any other management concerns. Generating a brief report after each year's monitoring may be useful for sharing findings and detecting changes over time.

Figure 1. Natural Communities at Saugatuck Harbor Natural Area

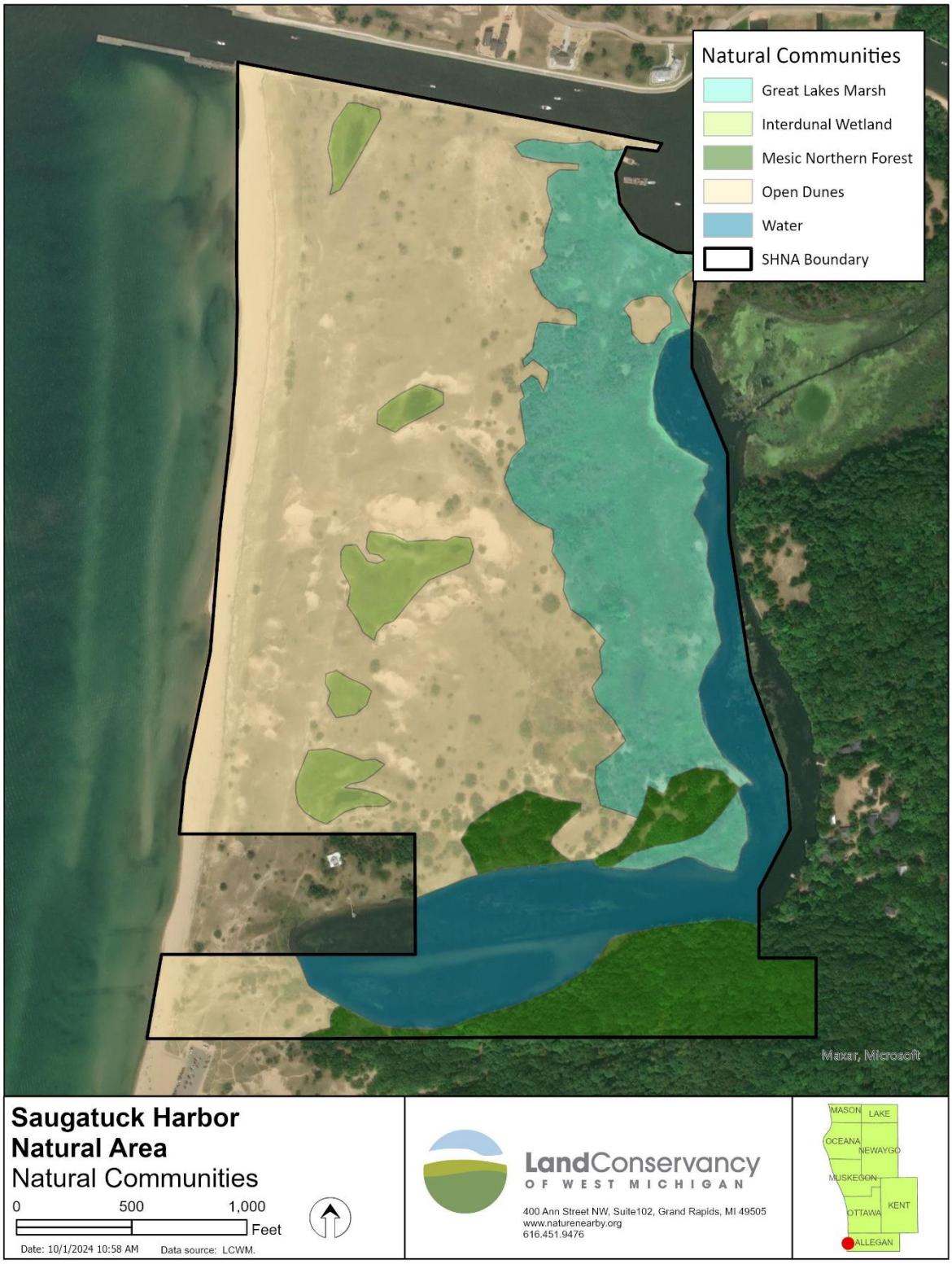
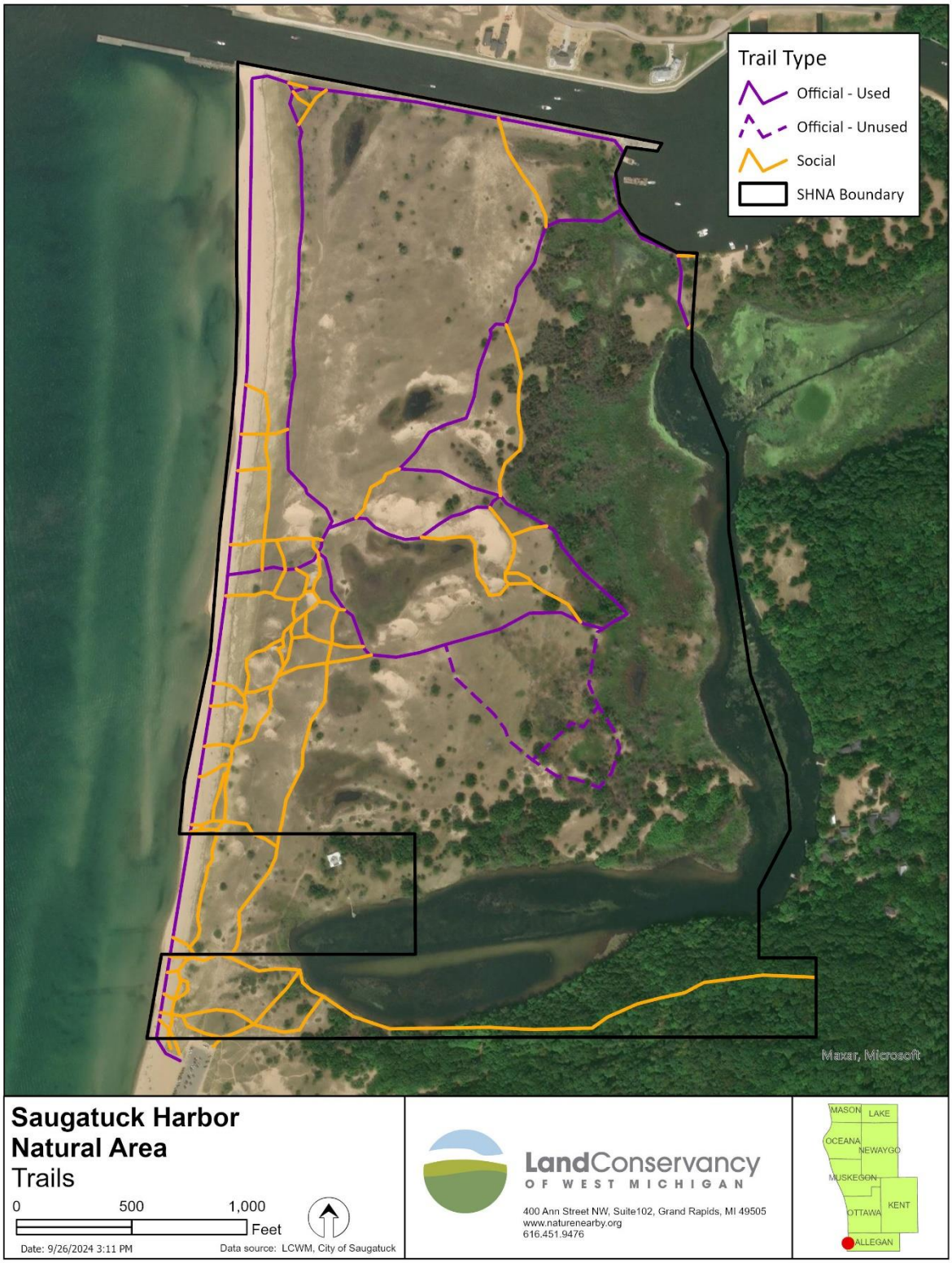


Figure 2. Trail System at Saugatuck Harbor Natural Area



Site:	Saugatuck Harbor Natural Area
Location:	Entire Site
Survey Date:	9.20.24
Surveyor(s):	J. Heslinga

Comments: Plant list is very incomplete, based on a cursory survey done late in the growing season.

FQA Summary

Species Richness:	93
Native Species Richness:	82

Mean C (natives only):	4.9
Mean C (with adventives):	4.3

FQI (natives only):	44.2
FQI (with adventives):	41.5

Mean W (natives only):	-0.4
Mean W (with adventives):	-0.1

Acronym	Scientific Name	Common Name	C	Status	Origin	W	Phys
acesau	Acer saccharum	sugar maple	5		native	3	tree
agapur	Agalinis purpurea	purple false foxglove	7		native	-3	forb
agrhye	Agrostis hyemalis	ticklegrass	4		native	0	grass
alninc	Alnus incana; a. rugosa	speckled alder	5		native	-3	shrub
ammbre	Ammophila breviligulata	marram grass	10		native	5	grass
anamar	Anaphalis margaritacea	pearly everlasting	3		native	5	forb
andvir	Andropogon virginicus	broom-sedge	4		native	3	grass
ascsyr	Asclepias syriaca	common milkweed	1		native	5	forb
berthu	Berberis thunbergii	japanese barberry	0		non-native	3	shrub
betpen	Betula pendula	european white birch	0		non-native	3	tree
bidfro	Bidens frondosa	common beggar-ticks	1		native	-3	forb
calcan	Calamagrostis canadensis	blue-joint	3		native	-5	grass
callon	Calamovilfa longifolia	sand reed grass	10		native	5	grass
cxhyst	Carex hystericina	sedge	2		native	-5	sedge
cxstri	Carex stricta	sedge	4		native	-5	sedge
cxviru	Carex viridula	sedge	4		native	-5	sedge
cenmac	Centaurea macrocephala	large-headed knapweed	0		non-native	5	forb
cenery	Centaurium erythraea	forking centaury	0		non-native	0	forb
cepocc	Cephalanthus occidentalis	buttonbush	7		native	-5	shrub
chimac	Chimaphila maculata	spotted wintergreen	8		native	5	shrub
cirarv	Cirsium arvense	canada thistle	0		non-native	3	forb
cirvul	Cirsium vulgare	bull thistle	0		non-native	3	forb
clamar	Cladium mariscoides	twig-rush	10		native	-5	sedge
concan	Conyza canadensis	horseweed	0		native	3	forb
corpas	Corispermum pallasii; c. hyssopifolium	bugseed	3		native	5	forb
coramo	Cornus amomum	silky dogwood	2		native	-3	shrub
cypbip	Cyperus bipartitus; c. rivularis	brook nut sedge	3		native	-3	sedge
cypery	Cyperus erythrorhizos	umbrella sedge	6		native	-5	sedge
diccos	Dichanthelium commonsianum; panicum	panic grass	6		native	3	grass
dirpal	Dirca palustris	leatherwood	8		native	0	shrub
eleell	Eleocharis elliptica	golden-seeded spike rush	6		native	-5	sedge
elycan	Elymus canadensis	canada wild rye	5		native	3	grass
elyhys	Elymus hystrix; hystrix patula	bottlebrush grass	5		native	3	grass
erehie	Erechtites hieraciifolius	fireweed	2		native	3	forb
eupper	Eupatorium perfoliatum	boneset	4		native	-3	forb
eupmac	Euphorbia maculata	spotted spurge	0		native	3	forb
fraame	Fraxinus americana	white ash	5		native	3	tree
galtin	Galium tinctorium	stiff bedstraw	5		native	-5	forb
hamvir	Hamamelis virginiana	witch-hazel	5		native	3	shrub
hudtom	Hudsonia tomentosa	beach-heath	10		native	5	shrub
hypkal	Hypericum kalmianum	kalms st. johns-wort	10		native	-3	shrub
irivir	Iris virginica	southern blue flag	5		native	-5	forb

junbal	Juncus balticus	rush	4		native	-5	forb
junbrp	Juncus brachycephalus	rush	7		native	-5	forb
juncan	Juncus canadensis	canadian rush	6		native	-5	forb
jundud	Juncus dudleyi	dudleys rush	1		native	-3	forb
juneff	Juncus effusus	soft-stemmed rush	3		native	-5	forb
junnod	Juncus nodosus	joint rush	5		native	-5	forb
junten	Juncus tenuis	path rush	1		native	0	forb
juncoi	Juniperus communis	common or ground juniper	4		native	3	shrub
junvir	Juniperus virginiana	red-cedar	3		native	3	tree
latjap	Lathyrus japonicus	beach pea	10		native	3	vine
litcar	Lithospermum caroliniense	plains puccoon	10		native	5	forb
lobkal	Lobelia kalmii	bog lobelia	10		native	-5	forb
lycame	Lycopus americanus	common water horehound	2		native	-5	forb
lycuni	Lycopus uniflorus	northern bugle weed	2		native	-5	forb
monpun	Monarda punctata	horse mint	4		native	5	forb
nyssyl	Nyssa sylvatica	black-gum	9		native	-3	tree
peramp	Persicaria amphibia; polygonum a.	water smartweed	6		native	-5	forb
perlap	Persicaria lapathifolia; polygonum l.	nodding smartweed	0		native	-3	forb
phrauu	Phragmites australis var. australis	reed	0		non-native	-3	grass
pinban	Pinus banksiana	jack pine	5		native	3	tree
pinstr	Pinus strobus	white pine	3		native	3	tree
pinsyl	Pinus sylvestris	scotch pine	0		non-native	3	tree
poacom	Poa compressa	canada bluegrass	0		non-native	3	grass
polart	Polygonella articulata	jointweed	8		native	5	forb
poncor	Pontederia cordata	pickerel-weed	8		native	-5	forb
popdel	Populus deltoides	cottonwood	1		native	0	tree
poptre	Populus tremuloides	quaking aspen	1		native	0	tree
potans	Potentilla anserina	silverweed	5		native	-3	forb
prupum	Prunus pumila	sand cherry	8		native	5	shrub
pruvir	Prunus virginiana	choke cherry	2		native	3	shrub
ptetri	Ptelea trifoliata	hop-tree	4		native	3	shrub
querub	Quercus rubra	red oak	5		native	3	tree
robpse	Robinia pseudoacacia	black locust	0		non-native	3	tree
rospal	Rosa palustris	swamp rose	5		native	-5	shrub
rubhis	Rubus hispidus	swamp dewberry	4		native	-3	shrub
salluc	Salix lucida	shining willow	3		native	-3	shrub
salmyr	Salix myricoides	blueleaf willow	9		native	-3	shrub
sasalb	Sassafras albidum	sassafras	5		native	3	tree
schsco	Schizachyrium scoparium; andropogon s.	little bluestem	5		native	3	grass
schpun	Schoenoplectus pungens; scirpus america	threesquare	5		native	-5	sedge
scugal	Scutellaria galericulata	marsh skullcap	5		native	-5	forb
solcae	Solidago caesia	bluestem goldenrod	6		native	3	forb
solsim	Solidago simplex	gillmans goldenrod	10		native	3	forb
sonasp	Sonchus asper	prickly sow-thistle	0		non-native	3	forb
spitom	Spiraea tomentosa	steeplebush	5		native	-3	shrub
symdum	Symphyotrichum dumosum; aster d.	bushy aster	7		native	0	forb
thepal	Thelypteris palustris	marsh fern	2		native	-3	fern
tilame	Tilia americana	basswood	5		native	3	tree
tsucan	Tsuga canadensis	hemlock	5		native	3	tree
urtdio	Urtica dioica	stinging nettle	1		native	0	forb
vitrip	Vitis riparia	river-bank grape	3		native	0	vine

Saugatuck Public Schools Community Recreation
Directors Report
October, 2024

Current Advisory Board Members:
Anthony Grech – SPS Administrator
Andy Diaz – SPS Coaching Staff
Kelly Roche – City Of Saugatuck
Neil Seabert – City of Douglas
~~Jessica Ruthsatz~~ – Saugatuck Twp.
TBA– Laketown Twp.
Ashley Little Rea – Community At Large Member #1
OPEN- Community At Large Member #2

Winter 2024

Youth Basketball (November – February): DES Gym, SMS Gym, SHS Gym

- Start Smart – 13 participants
- K-2 =69 participants
- 3-4 Girls=18 participants
- 3-4 Boys= 18 participants
- 5-6 Girls= 16 participants
- 5-6 Boys= 27 participants
- 7-8 Girls= 8 participants
- 7-8 Boys= 17 participants
- Total = 186

Hiking Club (All year): Local hiking trails

- Monday mornings – Frank Lamb = 30+ Participants
- Open Enrollment – FREE
- They have added several more hikes during the week

Adult Basketball (November – March): SHS Gym

- 10 – 25 participants nightly
- Sunday nights
- $3 per night or $25 for season for non-residents

Ski Club: (December – March): Timber Ridge Ski Area

- I work with Timber Ridge Ski Resorts to provide discounted rates for skiing and snowboarding
- Low numbers due to horrible conditions in 2023/24
- Bittersweet is too expensive and inconvenient
- All ages = 30 participants

Boys High School Volleyball (November – May): DES Gym & SHS Gym

- Boys 9-12 Grade = 1 team / 10 players
- Second year as a club sport
- Conference Champions

Girls MS/High School Basketball Clinics (February – May): SHS Gym

- Girls 6-12 Grade = 22 players
- Thursday Night Skills Clinic

Summer 2024

Little League (March – June): DES Gym, Beery Field, Shultz Park, SHS Softball Field and DES High School Field

- Start Smart – 14 participants
- Tee Ball - 43
- Girls Minor 1 =30 participants
- Girls Minor 2=14 participants
- Girls Majors = 13 participants
- Girls Middle School= 4 participants (Holland Rec)
- Boys Minor 1 = 27 participants
- Boys Minor 2 = 24 participants
- Boys Majors = 21 participants
- Boys Middle School = 23 participants
- Total 213

Summer Youth SHS Sports Camps (June- August): SHS Gym & SHS Stadium

- Boys Basketball = 16 participants
- Girls Basketball = 11 participants
- Track = 50 participants
- Soccer = Youth Camp 50 participants
- Soccer = MS Camp 27 participants
- Volleyball = Youth Camp 23 participants
- Football = 22
- Total = 199

Swimming Lessons (June-August): Safe Harbor Tower Marina

- Kerri Prince Instructor
- Three Levels/Three Sessions
- Session 1 = 14 participants
- Session 2 = 17 participants
- Session 3 = 17 participants
- Total = 48

Tennis Lessons (July): SHS Tennis Courts

- Three Levels/One Session = 14 participants
- Instructors from the Hope Professional Tennis Management Program and Kip Klinge

SMS Summer Volleyball (July & August): SMS Gym

- Girls 7/8 Grade = 28 players
- Lakeshore League with Holland, West Ottawa and Fennville

Lakeshore Track Meet (July): Zeeland Stadium

- Grades 3-8 = 175+ Regional athletes
- Saugatuck = 17 participants

Adult Outdoor Fitness Classes (June-August): Beery Field

- Adults = 25 participants
- Free classes sponsored by Blue Star Gym
- Instructor Kathlyn Norman

Fall 2024

Rocket Football (August – October): Beery Field, SHS Softball Field & SHS Stadium

- Flag football plays in our Lakeshore League and Tackle is in the SWM 8 man league.
- Boys K-2 Flag Football = 18 players
- Boys Flag 3/4 = 13 players
- Boys Tackle 5/6 = 15 players
- Total = 46

Soccer (August – October): Schultz Park & SHS Stadium

- Under 6 years old Coed= 53 players
- Under 8 years old Coed = 58 players
- Under 10 years old Girls = 22 players
- Under 10 years old Boys = 25 players
- Under 12 years old Girls = 27 players
- Under 12 years old Boys = 22 players
- Total = 207

Cheerleading (August – October): SHS Stadium

- 3-6 grade = 9 participants

Pickleball (April – November): Schultz Park

- Courts at Schultz Park are still getting a lot of use
- Saugatuck/Douglas Pickleball Club
- Comm Rec helped fund the resurfacing of the courts/ Spring 2023

Pickleball Youth Camp (August): Schultz Park

- Partner with the Saugatuck/Douglas Pickleball Club
- Ages 10 – 14 = 25 participants (with waiting list)

Bridge Walk (Labor Day): Blue Star Bridge

- Cancelled. We could not get the city permits due to safety concerns and lack of resources.

SPS Community Recreation Needs

- Full Size Soccer Field (2 acres)
- Full Size Football Field (2 acres)
- Recreation Center – Indoor Pickleball, Basketball, Soccer, Track etc.

Marketing - *How does Community Recreation promote its programs?*

- Facebook: Saugatuck Recreation
- Twitter: Saugatuck Recreation
- Instagram: SPS Recreation
- Website: saugatuckps.com (community recreation)
- Saugatuck Recreation Blue Sombrero Online Store.
- Registration forms are sent home with every student at SPS. Registration forms are also located at every SPS office.
- Flyers- Promotional flyers are put up at each school.
- Info is sent out via email to every parent through the bi-weekly DES Newsletter.
- Announcements are made at schools when deadlines are drawing near.
- DES Marquee:
- Using the school alert system, we can notify past participants of upcoming registration deadlines.

Community Updates

- 5 Year Parks and Recreation Plan (complete)
- Saugatuck
- Douglas
- Laketown Twp.
- Saugatuck Twp.
- SPS Athletics

Scholarships (Grant Rogers Burd Fund)

Sport	Gender	Age	Amount
Basketball	Boys/Girls	3-16 years old	$432.00
9 scholarships out of 217 @$48			
Little League	Boys/Girls	3-16 years old	$720.00
15 scholarships out of 143 @ $48			
Summer Camps	Boys/Girls	3-16 years old	
& Lessons			
7 scholarships out of 224 @$23			$161.00
Soccer	Boys/Girls	3-16 years old	$288.00
6 scholarships out of 207 @$48			
MS Summer Volleyball	Girls	11-14 years old	$96.00
2 scholarships out of 28 @$48			
Swimming Lessons	Boys/Girls	3-16 years old	$265.00
5 scholarships out of 48 @$53			
Football	Boys/Girls	3-16 years old	$126.00
2 scholarships out of 46 @ $63			
TOTAL			$1,601

Saugatuck Community Recreation Participation Numbers

Youth Leagues/Grades	2002	2008	2013	2015	2018	2022	2023	2024
Baseball /Softball/ PK-8th	218	267	244	235	250	216	201	214
Basketball/PK-8th	94	207	163	192	186	194	171	186
Soccer/PK-6th	102	135	108	161	185	200	217	220
Football/1st-6th	36	76	51	60	57	38	47	40
Swim Lessons/PK-6th	93	56	58	61	48	32	46	52
Ski Club/All Ages	30	110	108	100	115	111	101	30

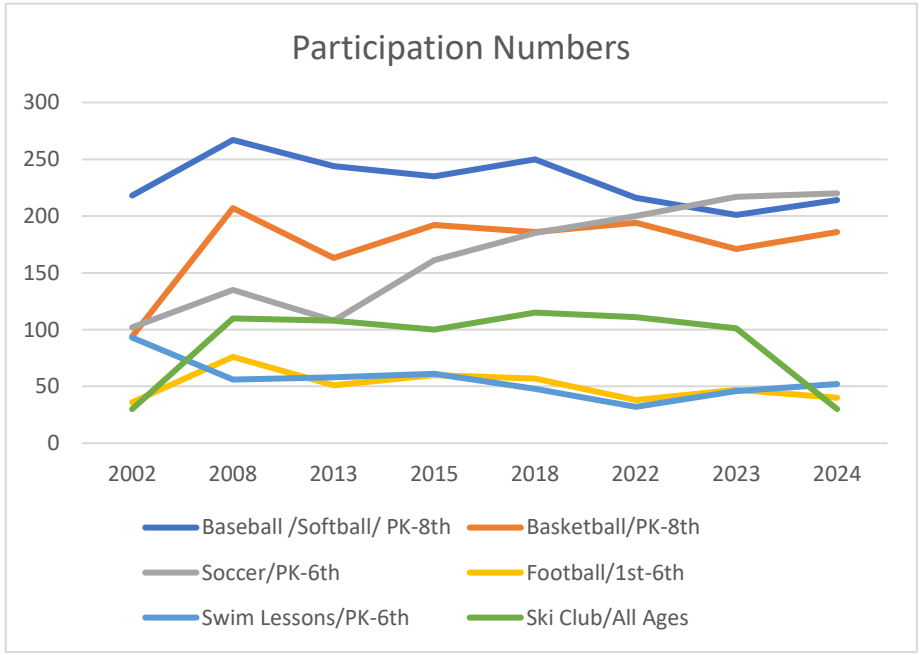
*Includes Winter Session

** Includes Middle and High School

Only 2 sessions

No Bittersweet Resort

Estimate



PROGRAMS	2008	2011	2013	2015	2016	2022	23/24
Youth Soccer Leagues U-6	38	24	26	31	45	48	56
Youth Soccer Leagues U-8	34	38	38	46	52	53	55
Youth Soccer Leagues BU-10	16	NA	16	25	21	23	30
Youth Soccer Leagues GU-10	14	13	16	14	25	22	26
Youth Soccer Leagues BU-12	15	18	NA	17	17	22	23

Youth Soccer Leagues GU-12	18	17	12	28	18	32	29
Youth Baseball Boys Minors 1	38	34	22	34	33	29	27
Youth Baseball Boys Minors 2	33	28	35	20	23	31	24
Youth Baseball Boys Majors	28	24	16	27	13	22	21
Youth Baseball Boys Juniors	15	15	27	14	17	22	23
Youth Baseball Boys Seniors	14	18	11	NA	NA	NA	NA
Youth Softball Girls Minors 1	18	14	22	13	14	21	30
Youth Softball Girls Minors 2	22	14	10	26	22	15	14
Youth Softball Girls Majors	18	16	13	12	16	13	13
Youth Softball Girls Juniors	15	16	15	14	11	2	4
Youth Softball Girls Seniors	12	16	15	16	15	NA	NA
Start Smart Baseball	19	12	12	17	15	18	14
Youth T-Ball	35	46	46	42	49	43	44
Youth Football Grades 3&4	34	22	28	23	22	16	13
Youth Football Grades 5&6	20	28	23	21	14	14	21
Flag Football League Grade K-2	22	27	22	16	14	14	13
Swimming Lessons Level 1	14	22	17	14	18	11	15
Swimming Lessons Level 2	19	30	17	24	19	12	24
Swimming Lessons Level 3	17	18	21	23	16	9	22
Swimming Lessons Level 4	6	9	3	NA	NA	NA	NA
Youth Tennis Lessons	40	35	16	24	14	23	17
Adult Tennis Lessons	5	9	6	8	8	3	1
Start Smart Multi Sport Program	30	17	16	20	21	23	13
Basketball Leagues Grades K&1	32	20	20	27	32	42	46
Basketball Leagues Grade 2	42	27	23	13	20	22	23
Girls Basketball Grades 3&4	24	19	15	14	19	24	18
Girls Basketball Grades 5&6	30	20	16	25	17	6	16
Boys Basketball Grades 3&4	18	26	30	22	27	34	18
Boys Basketball Grades 5&6	31	27	27	26	22	20	27
Girls Basketball Camp	21	26	23	22	23	17	18
Boys Basketball Camp	NA	NA	NA	22	28	8	20
7/8 Grade Girls Basketball	NA	8	13	18	21	10	8

7/8 Grade Boys Basketball	NA	17	9	27	18	10	17
Adult Basketball Leagues	63	64	24	55	50+	50+	50+
Youth Volleyball Clinic	NA	40	24	35	33	29	37
Cheerleading “Rocket”	16	21	22	11	NA	7	6
Cheerleading “Middle School”	NA	6	8	NA	NA	NA	NA
Baseball Skills Camp	35	NA	27	NA	21	NA	NA
Softball Skills Camp	19	32	18	20	22	NA	NA
Rocket Football Mini Camp	41	56	53	44	38	NA	24
Martial Arts	24	27	25	NA	NA	11	NA
Ski Club	110	71	108	100	131	115	30
Blue Star Bridge Walk	250+	250+	250+	250+	250+	250+	250+
Senior Hiking Club	NA	30	30+	40+	40+	40+	40+
Senior Social Tennis	NA	15	15+	20+	20+	NA	NA
Boater Safety Class	NA	28	26	91	88	50+	50+
Sailing Classes	NA	NA	37	150	150	150+	150+
Ed Classes	23	NA	NA	NA	NA	NA	NA
5/6 Grade Volleyball League	NA	36	31	39	34	32	28
Cheerleading Camp	NA	19	20	11	NA	7	6
Youth Archery	NA	30	20	NA	NA	NA	NA
Adult Fitness Bootcamp	NA	10	NA	6	8	20+	20+
Golf – Clearbrook/Swing Free	NA	NA	20	NA	9	10+	20+
Adult Volleyball	NA	12	18	24	20+	20+	20+
Youth Track Camp	NA	NA	31	35	46	48	61
Yoga	NA	NA	NA	46	45	20+	20+
Pickleball	NA	NA	NA	100+	100+	150+	150+
Soccer Camp	NA	NA	NA	NA	30	64	77
Girls Ball Handling Class	NA	NA	NA	NA	9	16	20+
SHS Boys Club Voleyball	NA	NA	NA	NA	NA	10	8
Lakeshore Track Meet	NA	NA	NA	NA	200+	200+	200+
Middle School Summer Volleyball	NA	NA	NA	NA	NA	10	25
Pickleball Camp	NA	NA	NA	NA	NA	25	25

Treasurer Report
October 04, 2024

Tax:

- Learned how to process the property tax collected on behalf of the other taxing entities
- Updated my notes with oddball items (like assessing changes and printing delinquency reminder bills) – and printing / mailing delinquency reminder tax bills

Payables:

- Finally broke into Wex/Speedway account to pay the bill

Miscellaneous:

- Worked with BSA on how to tailor the escrow payment process to something more streamlined.
- Did another Plante Moran training (Financial statements, GASB 34, 84, 87, and 96, interfunds and transfers, reviewing the financial statements)
- Tied up the June 30 Motor Pool / rental journal entry for the audit – enabling the start of the updating/catching up the July, etc entries.
- Worked with ChatGPT (how to get my earbuds to work with a receiver and the phone on my desk and my laptop)
- Started reviewing the investment policy in preparation for investing the bulk of the property tax monies
- Put together a proposal for a check cashing machine
- Developed an SOP for refunding the escrow excess payments
- Worked extensively on the Oval Beach seasonal numbers.

Payroll:

- Updated the Michigan New Hire site and added it as a step to the hire process
- Took the MERS Defined Benefit training
- Working to develop processes and procedures to eliminate inefficiencies and potential errors

Systematic:

- Costed out the Playground / Village Square Project for the Council meeting
- Finished getting the Motor Pool spreadsheet updated and the entries caught up-to-date

City Clerk Staff Report

October 9, 2024

Completed Tasks:

- Meetings:
  - Department Head Meeting.
  - DPW/Clerk Department Meeting.
  - Board of Canvassers Meeting in Allegan.
- Scheduled safety meeting for the Chili Cook-Off and Family & Pet Halloween Parade.
- Completed two FOIA requests.
- November Election Update:
  - 333 Absentee Ballots have been issued
  - The public accuracy test will be October 17th, at 10 a.m. at Saugatuck Township to test all early voting and voting day equipment.
  - 9 days of early voting will be held at Saugatuck Township October 26 -October 3 from 8 a.m. - 4 p.m.
  - Visit the new Michigan Voting Dashboard:
    - https://www.michigan.gov/sos/elections/election-results-and-data/voter-participation-dashboard
    - This data dashboard gives you a snapshot of aggregated Michigan voting data and lets you explore the details of our community, updated daily during active elections.

Ongoing Tasks:

- Assisting residents via in-person, via email and telephone with questions/ concerns.
- Updating social media.
- Updating the City website.
- Attending City Council Meetings and minutes.

Planning, Zoning and Project Report

October 28, 2024

Planning and Zoning

- Prepared for and attended Historic District Commission Meeting.
- Created packets for monthly meetings.
- Issued stop work order to addition to non-conforming structure.
- Discussed topic of nonconforming uses and the continued short term rental of these uses with legal council.
- Attended virtual land division training.
- Provided multiple reports on short term rentals as requested.
- Went onsite to approve final Zoning Inspection of multiple projects.
- Spoke with owners and realtors about Short term rental regulations.
- Met with Realtors and other STR Representatives to discuss Regulations.
- Continued follow-up on complaints of code violations throughout the City.
- Filled final decision paperwork for the ZBA.
- Completed planning and zoning casework as outlined in the chart below.

Closed Casework

105 Butler	Answered questions about façade improvements. Provided resources.	HDC
Village Square and Chain Ferry	Request from History Center for two new markers. DPW reviewed. Need to schedule for September HDC. Approved.	Historic
HDC	Special Meeting Scheduled, applicants notified.	HDC
149 Lucy	Spoke to concerned residents about upcoming HDC and PC case.	HDC
360 N Maple St	Spoke to resident about potential lot split. Advised traditional split not possible, flag lot would be required.	Zoning
254 Francis	Spoke with contractor about sidewalk closures, advised work will be completed within 3 weeks.	Enforcement
332 N Maple	Had meeting with owners with questions on lot lines.	Zoning
94 Interlaken Dr	Sent email upon receipt of EGLE permit request	Zoning
247 Grand St	Answered property owners questions about certificate expiration date.	STR
Internal	Compiled report of current STR and relevant contact info.	STR
149 Lucy	Spoke to concerned residents about upcoming HDC and PC case.	HDC
	Discussed Planning Concerns and potential date issues with Planning Commissioner	PC
156 Park St	STR License app. Items needed. Items received. Sent to Fire Department for inspection. License Issued	STR
129 Griffith St 11	STR License App. Existing STR. Additional information required. Sent to fire department. License issued	STR
840 Lake	STR License app. Existing STR. Items needed. Items received. Sent to Fire Department for inspection. Issued permit.	STR
884 Holland St	Str app received. Renewal. Sent to fire department. License issued.	STR
442 Park	Received STR questions from resident. Sent questions to City Manager.	STR
981 Ridgeview Ln	STR License App. Existing STR. Sent to fire department for inspection. License issued.	STR
138 Mason	Spoke to interested party in regards to STR Regulations. Provided resources.	STR
810 Allegan	ZBA App received. Asked for additional information. Additional information received. Spoke about requirements for SLU for floor area ratio exceeding 30%. Sent to contract planner. Sent planner concerns to applicant. Sent Public notice to paper. ZBA denied variance request.	ZBA
816 Allegan	ROW permit application. Sent to engineer. Permit issued.	ROW
991 Ridgeview	Emailed owner in regards to rental of ADU, asked for update. Owner explained they no longer rent unit.	PC
324 N Bailey	Spoke to potential buyer in regards to STR regulations	Zoning

145 Grant St	Received concerns of work being done without permits. Reached out to owner, determined work would not begin without permits.	Enforcement
Internal	Clarified questions on STRs for PC member.	PC
HDC	Cancelled HDC Meeting. Notified applicants. Reached out to board to schedule special meeting. Special Meeting Scheduled. Special Meeting took place.	HDC
Internal	Created spreadsheet with STR info for Granicus.	STR
132 Mason	Spoke to resident in regards to STR requirements.	STR
229 Francis St	Application for HDC to remove decking and replace with concrete patio. Sent to Planner. Scheduled for 10-16-2024. HDC approval received, emailed owner in regards to zoning permit.	HDC
981 Ridgeview Ln	Provided invoice details to owner of property for STR license application.	STR
120 Elizabeth St	Provided STR information as requested	STR
608 Water st	Observed poor condition of new concrete sidewalk. Owners do not know of reason work was done. Sent to DPW director to follow up. DPW determined reason for sidewalk work and will continue to follow up on it.	enforcement

Open Casework

842 Lake # 1	STR License app. Existing STR. Item needed. items received. Sent to Fire Department for inspection.	STR
720 Butler #9	STR License app. Existing STR. Item needed. Items received. Sent to Fire Department for inspection.	STR
141 North	STR License app. Existing STR. Item needed. Items received. Sent to Fire Department for inspection. Emailed local agent about missing payment. Issued license.	STR
1021 Holland	STR License app. Existing STR. Items needed. Items received. Sent to Fire Department for inspection. Inspection failed, reinspection fee required. Reached out to local agent for fee.	STR
1026 Holland St	ROW Permit received. Payment Received. Sent to engineer.	ROW
879 Holland St	STR License app. Existing STR. Items needed. Items received. Sent to Fire Department for inspection. Inspection failed, reinspection fee required. Reinspection paid.	STR
120 Mary	Zoning App. Sent concerns to applicant. Responses sent back to Planner. Emailed builder with concerns.	Zoning
110 120 Park	Lot Line Adjustment. Email send to applicant for additional info. Info provided. Asked for legal description.	Zoning
135 Taylor	STR License app. Items needed Due 09-23-2024. answered questions on local agent. Information received. Sent to fire department. Inspection failed. Reinspection invoice sent.	STR
126 Park St	STR License app. Items needed. Items received Sent to fire department. Failed inspection. Reinspection invoice sent.	STR
646 Francis	SF Res application. Additional information required. Additional information provided, sent to planner. Sent invoice. Paid. Sent to planner. Emailed applicant with request for height and adjustments to ADU. New plan received. Emailed Contract planner with questions on new plan.	Zoning
246 Butler	HDC Façade improvements. Additional information required. Information provided. Explained to applicant that next meeting is November 7, and additional fee of $200.00 is required.	HDC
102 Butler	Application for Sign in City ROW.	CC
515 St Joseph	STR Renewal of Accessory Structure. No SLU obtained, advised they need to go before the PC. Had meeting to discuss case. Received SLU App. Requested information on Gross Finished Floor Measurements.	PC
550 Dunegrass Circle	Received notice of violation from EGLE.	Enforcement
249 Mason St	Stop work order issued for unpermitted outdoor deck. HDC app and Zoning App required. Emailed Owner for more information. Emailed owner to follow up. HDC Application received. Sent to Contract Planner	Enforcement

149 Lucy	HDC application for addition to SF RES. Advised that SLU would be needed also. Passed to Planner. SLU Application received. Scheduled for 10-16-2024 HDC. 10-17-2024 PC. Spoke to applicant about language referring to average distance from lot lines.	HDC/PC
721 N Maple	STR license app. New owners of previous STR. Sent to Fire Department for inspection. License Issued.	STR
720 Butler #9	STR license app materials submitted. New. Water Street North. Need app and fee. App received. Need local agent, fee, and proof of ownership. License Issued.	STR
842 Lake # 12	STR License app. Existing STR. Item needed. Items received. Sent to Fire Department for inspection. License Issued.	STR
820 Park	STR license app. New. Peninsula North Duneside. Need to confirm fee paid. Paid. Sent to Fire Department for inspection. Talked to owner. They are switching management companies. Asked to advise on which will be local agent and to notify Fire so they can schedule inspection direct. License Issued.	STR
579 Hoffman	STR license app. New. Community Residential district. Need recycling receptacles. Due by 7/29. Received. Sent to Fire Department for inspection. License Issued	STR
515 Mason	STR license app. Renewing. Need additional items and fee. Due by 8/16. Received. Sent to Fire Department for inspection. License Issued	STR
257 Brook	STR license app for upper and lower units. Renewing. Assessing shows as duplex. Photos appear to show two separate spaces with own cooking facilities and entrances. Need recycling receptacles, owner info on upper unit app, and drawing of premises. Due by 7/29. All received. Sent to Fire Department for inspection. License Issued	STR
720 Butler #16	STR license app. New owners of previous STR. Additional items needed. Due by 8/21. Received. Sent to Fire Department for inspection. License Issued	STR
246 Butler	Façade improvements. Sent to HDC Chair to confirm need for meeting. Sent concerns to applicant.	HDC
568 Mason	Emailed Contractor about damaged water line.	KLWSA
807 Lake St #2	STR new app. Missing information. Changed local agent, sent request for information. Information received, sent to fire department. Potential owner called with STR questions.	STR
615 Park	ROW permit application. Sent to engineer. Sent request for information. Engineer contacted KLWSA.	ROW
816 Allegan	ROW permit application. Sent to engineer. Permit issued.	ROW
981 Ridgeview Ln	STR License App. Existing STR. Sent to fire department for inspection. License issued.	STR
413 Lake St	contractor looking to replace windows. Advised that hdc meeting is required, sent resources.	HDC
401, 403, 405, 407 Park St	Enforcement letters sent in regard to dumpster without proper screening.	Enforcement
249 Culver 60 Griffith	Concerns for units ability to continue renting. Emailed legal for advice on whether or not a use variance request is appropriate to ensure the rental can continue.	Zoning
615 Park	Emailed legal with questions raised by occupant of 615 Park. Emailed MTS for permits issued to the property. Contractor notified me of incoming letter from condo associations lawyers.	Zoning
405 Park	Met with owner about potential future expansions to site.	Zoning
580 Mason	STR License App. Existing STR. More information needed. Received. Sent to fire department.	STR

322 Culver	Reached out to republic to determine amount of parking spaces necessary for reliable pickup of dumpsters. Emailed police department for thoughts. Discussion continues with potential signage in lot at 322. Reached out to republic to see if moving the refuse container would be the better option. Emailed applicant with staffs decision and correspondence with republic. emailed owner to set meeting date to find resolution.	CC
30 Park St	Spoke to developer in regards to potential accessory structure.	Zoning
727 Butler St	Reached out in regards to concerns raised by HDC due to materials on site. Sent HDC application to owner. Asked owner for more information.	HDC
740 Lake St	HDC Application received. Sent to Contract Planner.	HDC
220 Water St	Observed addition to structure at rear of property with no historical or zoning permits. Discovered structure is nonconforming due to its location on city property. Issued stop work order.	Enforcement
615 Park	Application received for repairs to existing retaining wall and stairs.	Zoning
Dune grass Development	Architect reached out with request for meeting.	Zoning
142 Butler St	Had meeting with owners to discuss requirements for Historic District Commission and Planning Commission. HDC Application received.	HDC

Department of Public Works Report

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 10/07/2024:

Fall Clean-Up in Parks:
Leaves have begun falling heavily so extra time has been spent detailing City parks and properties. Mulch has been removed from flower beds, plants have been pruned back, along with other miscellaneous detail work. The grass is not growing very quickly so we suspect that we'll have to mow one or two more times before the season ends. Annual water shut offs have been scheduled with the Kalamazoo Lake Sewer and Water Authority.

Concrete Work:
Four concrete pads have been poured at the Village Square Playground to accommodate benches and one concrete pad was poured at Mt. Baldhead Park to accommodate a new bicycle rack. Additionally, a curb was replaced at 1050 Holland Street.

Asphalt Resurfacing:
Portions of Francis Street, Lucy Street, Griffith Street, and Mason Street have been resurfaced with new asphalt. These areas were home to some of the most deteriorated asphalt in the City and because they all have decent utilities under the surface, it made them excellent candidates for resurfacing. Public Works will be repainting the parking spaces, centerlines, stop bars, crosswalks, etc. this week.

Brush and Leaf Collection:
The first of two brush and leaf collections in October occurred on October 15th on the east side of the Kalamazoo River and October 16th on the west side of the Kalamazoo River. With leaves starting to fall heavily, we expect the next collection to be more substantial.

Meetings:
- **10/07/2024 –** DPW Weekly Goals Meeting
- **10/07/2024 –** Chili Cook-Off Safety Meeting
- **10/07/2024 –** Halloween Safety Meeting
- **10/10/2024 –** Department Head Team Meeting
- **10/11/2024 –** DPW Weekly Goal Follow Up Meeting

- **10/15/2024 –** DPW Weekly Goals Meeting
- **10/18/2024 –** DPW Weekly Goals Follow Up Meeting
- **10/21/2024 –** DPW Weekly Goals Meeting
- **10/22/2024 –** Parks & Public Works Committee Meeting
- **10/24/2024 –** Special Events Safety Meeting
- **10/25/2024 –** DPW Weekly Follow Up Meeting

Sheriff Month Report
September 2024 STATS
73 Total Calls

In case I am unable to make the meeting, Deputy Klinge has gone back to general road patrol and Deputy Martin Kaminski replaced him in the city which started the 7th of this month.

Traffic Stops - 25

School Contacts - 21

Alarm – 4

Assault – 1

Boating/Marine – 4

Welfare check – 1

Civil – 2

Conservation – 2

Found Property – 1

Fraud – 1

General assist – 26

Dive team assist – 1 (locating broken pipe at oval beach)

Harassment – 1Health and safety – 1 Intox subject – 2

Larceny – 4

Loud noise – 3

MDOP – 2

BOLs – 2

Motorist assist – 1 Parking – 7

Property Damage accident – 1

Road hazard -1

Suspicious – 3

Trespassing - 1

City of Saugatuck
Status Report of Engineering Activities
October 23, 2024

General Consultation

- 2024 Asphalt Repairs: Asphalt paving is being completed on October 23. After some final cleanup, the project will be complete.

- Sea Wall and Concrete Repairs: Prepared a proposal for design and bidding of a project with several repair sites along the sea wall and elsewhere. The various components can be addressed as a single project, as contemplated in the proposal, or individually.

- Village Square Court Renovation: Met with City staff on September 26 to discuss project scope. Working on preliminary cost estimates to help determine a direction for the project. Once that is complete, we will prepare a proposal for design and bidding of surface improvements to the tennis and basketball courts and related improvements.

Water System Asset Management Plan

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

EGLE Technical, Managerial and Financial (TMF) Project

- The City was awarded $221,600 in funding from EGLE's Community Technical, Managerial, and Financial (TMF) support for lead service line identification (100% grant).
- Prepared the City's Complete Distribution System Materials Inventory and submitted it to EGLE to meet the October 16 deadline. An updated version will be provided when potholing work is complete.
- Potholing work is ongoing and is anticipated to be completed in early November.

Mt. Baldhead Projects

- AT&T Project Assistance
    - Reviewed the current AT&T proposal for attaching conduits to the stair structure. Met with the AT&T team August 7 to review and discuss the current plans, which were also presented at the August 21 Council Workshop.
- Restroom Building Replacement
    - Design work is nearly complete.
    - The Allegan Conservation District has provided the Vegetation Removal Assurance, which is a report required for the EGLE/USACE Critical Dunes Permitting. The report evaluates impacts on vegetation, native, non-native and invasives, and provides guidance for the design and construction. Based on the scope of the project, vegetation disturbance is anticipated to be minimal. The Critical Dunes permit application will be submitted soon.
    - We are moving forward with design to include a base bid for basic electric service to the building and a bid alternate for more comprehensive electrical upgrades to the site.
    - Timeframe for construction will be dependent on stakeholder input and timing for final design, permitting and bidding.
- Observation Platform Replacement
    - Design work is progressing. Additional survey work is complete.
    - The Allegan Conservation District has provided the Vegetation Removal Assurance, which is a report required for the EGLE/USACE Critical Dunes Permitting. The report evaluates impacts on vegetation, native, non-native and invasives, and provides

guidance for the design and construction. The report includes guidance for several of the unhealthy, dead or undesirable species to be removed as part of the project and replaced with native/desirable ones.
    - Timeframe for construction will be dependent on stakeholder input and timing for final design, permitting and bidding.

Maple Street Improvements – Study Phase

- Topographic survey is complete.
- Held an open house on September 17 to present the survey and solicit input from adjacent property owners and other stakeholders.
- Budgetary cost estimates for the various components of the project are nearly complete and we plan to schedule a meeting with the Township team in the near future.
- We anticipate presenting the report to council in fall 2024.
- The City's MDOT Category B grant was selected for funding this year. This grant will fund $250,000 of the road restoration costs on the project.
- We are currently anticipating design starting in early 2025 and construction starting in late 2025 or early 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, A planning phase proposal has been developed to build on prior study work and develop a scope, concept and cost estimate for improvement of the corridor.



ADMINISTRATIVE FIRE BOARD
SAUGATUCK CITY COUNCIL UPDATE

SEPTEMBER 2024

Incidents 2024

Incidents 2024



September recorded ***85 calls*** It is an increase from September 2023 that showed ***81*** calls. Overall for the first 9 months we are up ***150 calls*** or a ***total of 893 compared to 743 last year, an increase of 20%*** .

Response times 2024



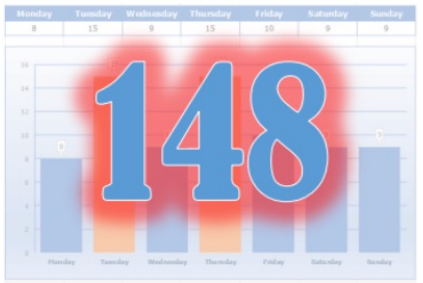
Our September response time of 7:12 ***showed an increase*** compared to last month of 6:21. Year to month shows an ***average response time of 6:44.***

Emergent Calls 2024



September showed ***37 emergent calls*** (lights and siren) a decrease compared to September of last year that showed 39 emergent calls. ***Year to month shows 308 calls*** in this priority. *LIFE ambulance response report for September is pending.*

Time of Day Day of the Week



Saturday is still the busiest day of the week in 2024 with ***148 calls followed by Sunday with 134.*** The remainder of the week is within the ***104-129 range.*** The hours from ***8AM-9PM*** count for the most busy timeframe of the day.

Overlapping Calls 2024



29 overlapping calls in September shows a decrease compared to ***35 in September 2023. 34%*** of our calls in September were overlapping. Year to month shows ***276 overlapping calls*** or ***31% of our overall call volume.***

Type of Calls 2024



September recorded ***54 calls in EMS or 64% of all calls.*** The most common call type in this category is ***Falls with 85 or 15% of all EMS calls.*** *General sickness* is second with ***76 or 13%***

Motor Vehicle Incidents (MVI) 2024



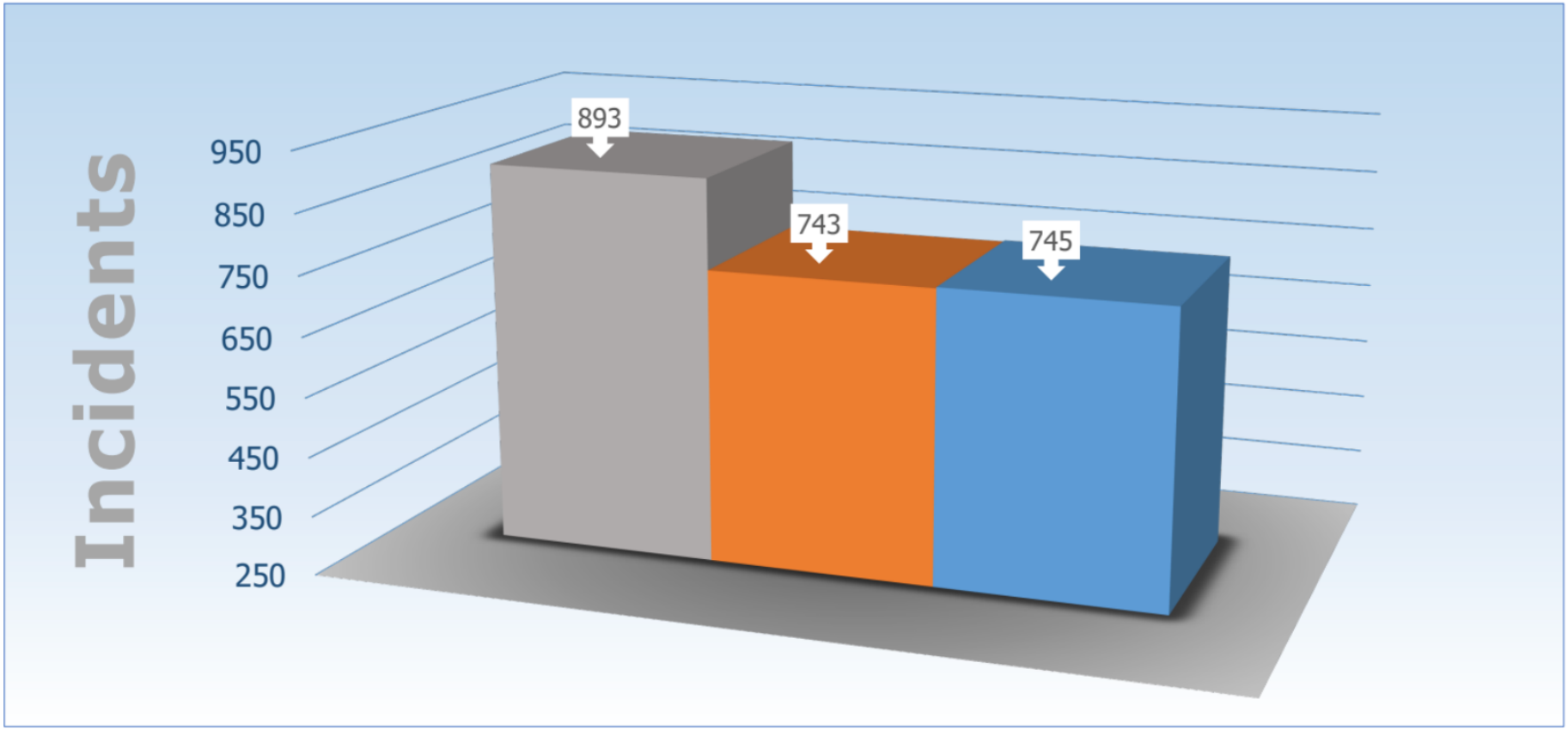
56 MVIs (i.e., crashes, car fires etc.) ***compared to 45 in the same period last year.*** We have only experienced one MVI since the July completion of the roundabout. Motorbike versus SUV. Apparently failure to yield was the cause.

Municipality 2024



Location of calls shows ***Saugatuck Township*** (including I-196) counts for ***372 calls or 45%*** compared to ***Saugatuck City at 195 or 23%*** and ***Douglas recorded 264 calls or 32%.***

2022-2024 Incident Comparison



Year	September 30	Difference by Year	Difference in %
2024	893	150	20.2%
2023	743	(2)	-0.3%
2022	745	211	39.5%



2022-2024 Emergency Responses

[Emergent responses per month in our district.]

Year	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD
2024	27	24	28	21	29	32	58	52	37				308
2023	37	25	43	34	37	30	45	40	39	34	25	41	430
2022	45	33	38	33	44	42	67	57	53	35	48	47	542

2022-2024 Response Times by Month

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

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



2020-2024 LIFE Emergency Responses

[Emergent responses provided monthly from AMR 2020/2021 and LIFE from June 2024]

Year	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD
LIFE '24	-	-	-	-	-	20	45	28					93
AMR '21	22	12	20	20	22	33	38	42	45	25	26	27	332
AMR '20	26	29	23	14	41	37	32	36	26	27	19	22	332

2020-2024 LIFE Monthly Response Times

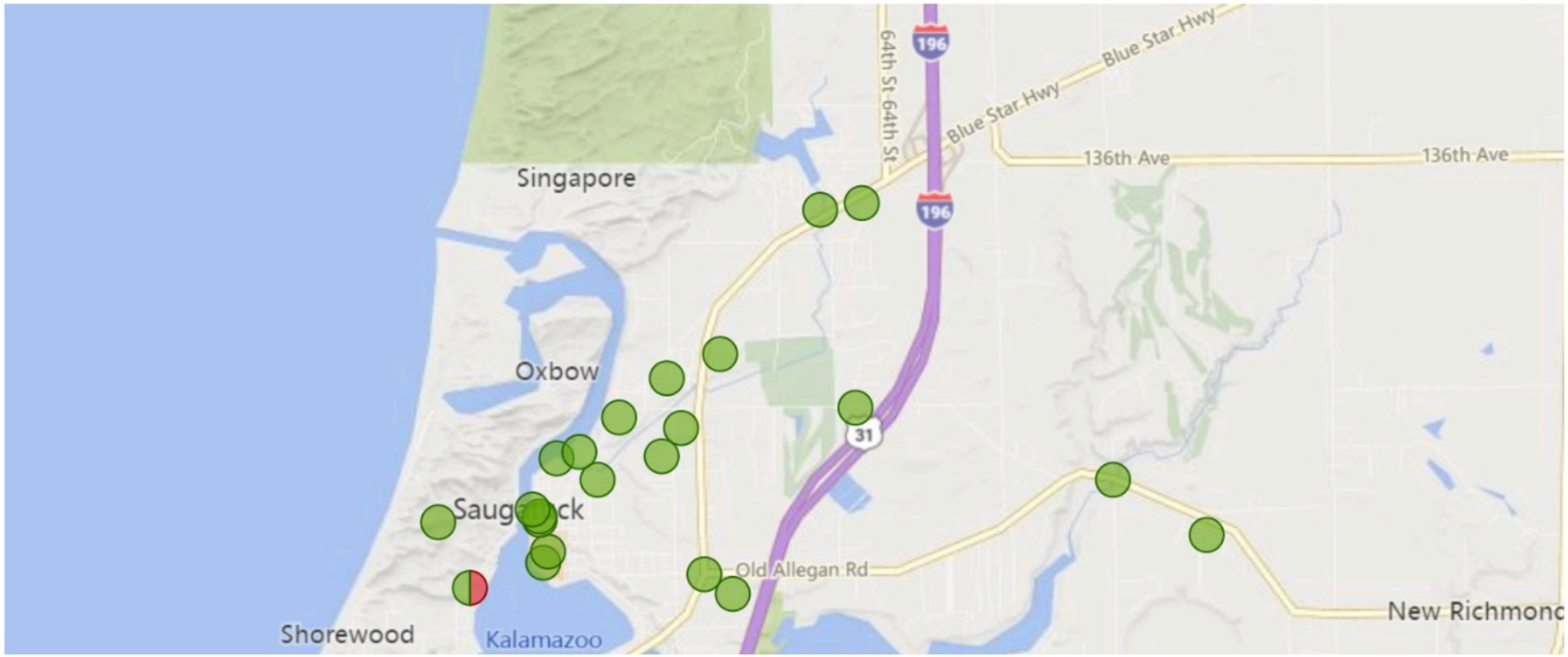
[Emergent response times provided monthly from AMR 2020/2021 and LIFE from June 2024]

Year	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD
LIFE '24	-	-	-	-	-	13:10	12:30	12:01					12:34
AMR '21	13:43	13:47	12:38	13:54	13:53	14:29	11:59	13:25	15:22	14:13	12:38	15:58	13:50
AMR '20	14:01	12:18	11:49	12:59	12:12	11:41	10:10	11:15	14:41	11:25	11:23	13:30	12:32



LIFE ems
AMBULANCE

Life EMS Ambulance of Kent County
For the Period Beginning 09/01/2024 and Ending 09/30/2024
Saugatuck Response Map



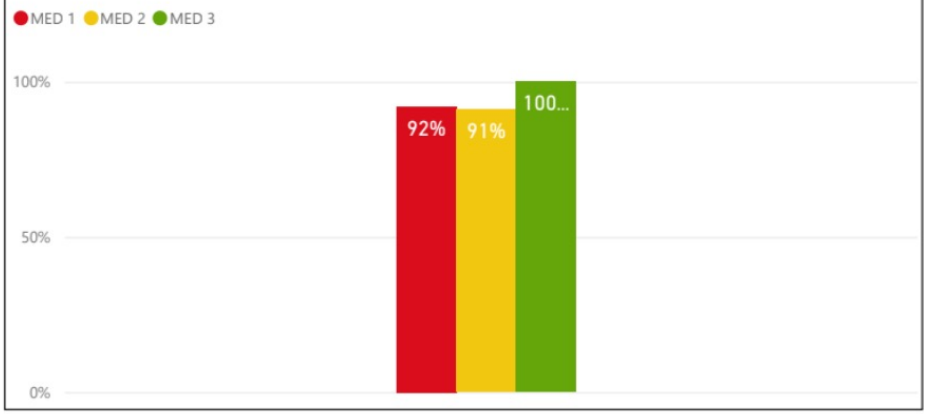


LIFE ems AMBULANCE

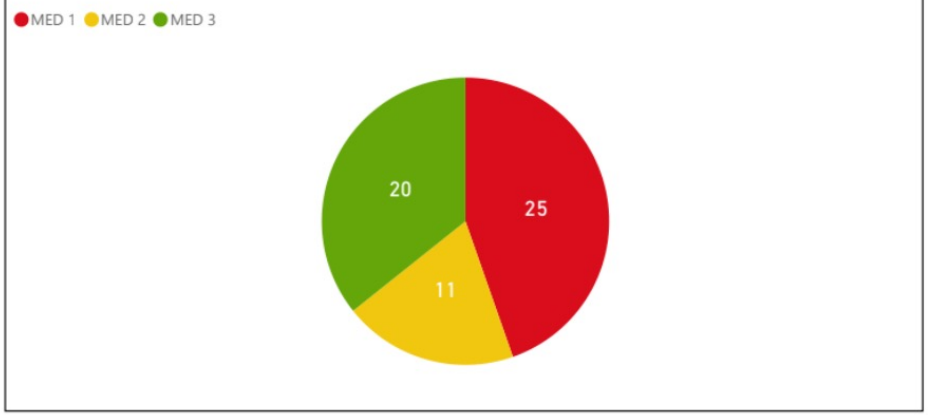
Life EMS Ambulance of Kent County
For the Period Beginning 09/01/2024 and Ending 09/30/2024
Saugatuck Response Summary

Total Requests	Total Transports	Overall Compliance	Cancelled PTA	Outgoing TOT	Treat/No Transport
56	40	94%	2	0	10

Response Compliance



Response Priorities

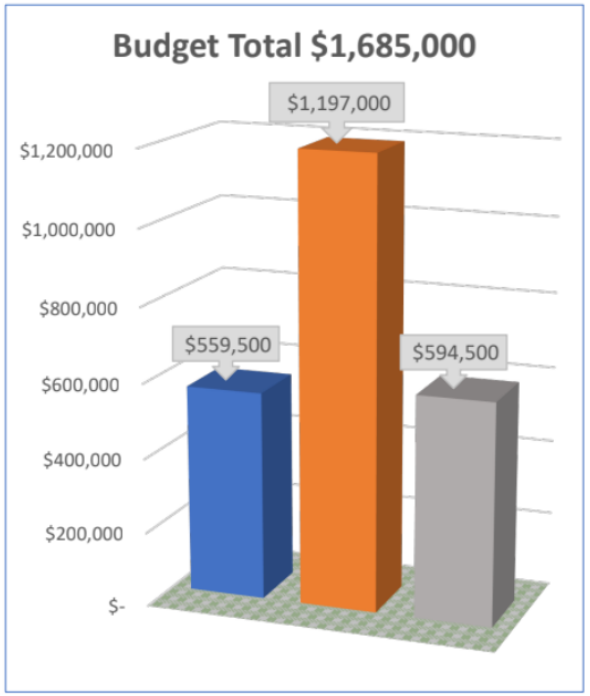


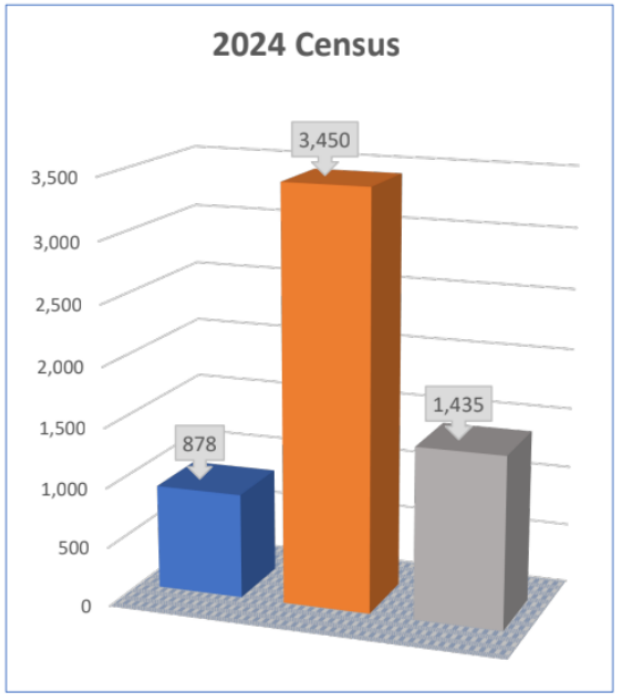
Responses Falling Within Each Minute

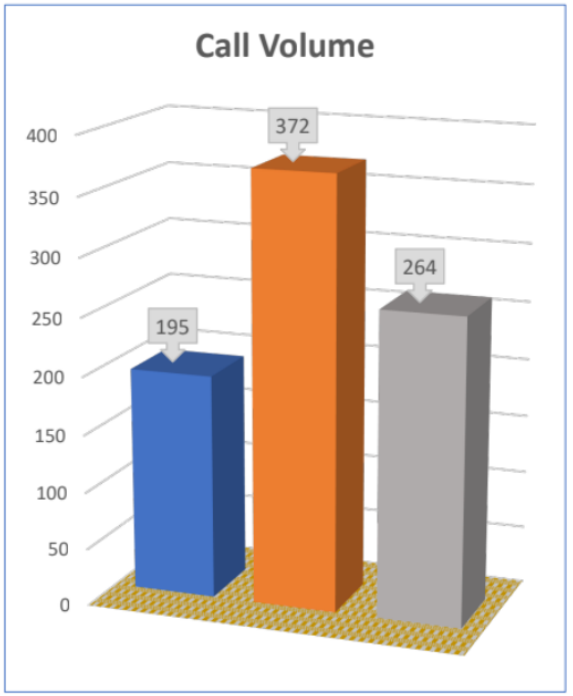
Response Plan	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	>26	TOT	E	**Total**	Compliance	Average
MED 1	1		1	1	2	1	1		1		2	6	1		4	2			1							1				**25**	92%	0:10:50
MED 2	1		1		2						1		1				1	2			1						1			**11**	91%	0:12:07
MED 3						1		1		4			4		2		1	2	1	1					1					**18**	100%	0:13:26

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2024 Key numbers for Tri-Community







	Square Miles		Budget	%	2024 Census	%	Call Volume	%
Saugatuck City	1.47	$	559,500	23.8	878	15.2	195	23.5
Saugatuck Township	24.21	$	1,197,000	50.9	3,450	59.9	372	44.8
City of Douglas	1.98	$	594,500	25.3	1,435	24.9	264	31.8
Total	27.66	$	2,351,000	100.0	5,763	100.0	831	100.0

OTHER UPDATES FROM THE FIRE BOARD MEETING

- Parade safety
- Cost recovery
- Collective bargaining agreement
- TMA truck acquisition





	Vendor Name	Description	Amount
1.	ACTION INDUSTRIAL SUPPLY CO		
		UNIFORMS & SAFETY EQUIPMENT	393.28
2.	ALLEGAN COUNTY SHERIFF		
		AUG '24 RESERVE DEPUTIES	2,636.00
3.	ALLEGAN COUNTY TREASURER		
		PROPERTY TAXES COLLECTION 09/11 - 09/30	685,125.80
4.	APEX SOFTWARE		
		2024 - 2025 ANNUAL MAINTENANCE RENEWAL	260.00
5.	BURNETT & KASTRAN PC		
		LEGAL FEES	96.00
6.	C&S PROPERTIES LLC		
		REFUND UNUSED ESCROW	1,585.00
7.	C2AE		
		SEP '24 GENERAL SERVICES 2023-2024	1,224.20
8.	COMCAST		
		10/28 - 11/27 INTERNET SERVICE	263.40
9.	COMPTON INC.		
		09/12 - 10/11 TMF WATER SERVICE MATERIAL	59,251.50
10.	CONSUMERS ENERGY		
		SEP '24 SERVICE	4,112.10
11.	FAHEY SCHULTZ BURZYCH RHODES		
		SEP '24 CITY COUNCIL	3,767.50
12.	FLEIS & VANDENBRINK ENGINEERING INC		
		08/25 - 09/28 ENGINEERING FEES - GEN CONSULT	2,044.50
		08/25 - 09/28 ENGINEERING FEES - MAPLE ST IMPS	5,112.41
		08/25 - 09/28 ENGINEERING FEES - EGLE TMF PROJ	16,050.00
		TOTAL	23,206.91
13.	FRONTIER		
		10/03 - 11/02 SERVICE	197.63
14.	GAME TIME		
		VILLAGE SQUARE PLAYGROUND	961.00
15.	GROUNDS MANAGEMENT SOLUTIONS		
		CONTROLLER, FERTILIZER, WEED	2,051.10
16.	HORIZON COMMUNITY PLANNER		
		PLANNING AND ZONING	2,142.75
17.	IHLE AUTO PARTS		
		SEP '24 MOTOR PURCHASES	685.73
18.	JOHN DEERE FINANCIAL		
		09/11 - 10/10 STATEMENT BALANCE	159.13
19.	KALAMAZOO LAKE SEWER & WATER		
		SEP '24 SERVICE	3,328.99
20.	LAKESHORE OUTDOORS LLC		
		PARKS UNSCREENED SAND	144.00
21.	MAC QUEEN		
		STREET SWEEPER	181.05
22.	MACATAWA BANK		
		ROAD BOND PAYMENT	302,565.50
23.	MERCHANTS BANCARD NETWORK		
		SEP '24 CC PROCESSING - CONCESSIONS AND OFFICE	156.53
		SEP '24 CC PROCESSING - ENTRANCE	581.14
		TOTAL	737.67
24.	MERS		
		OCT '24 RETIREMENT	4,500.02
25.	NET2PHONE INC		
		OCT '24 PHONE SERVICE	216.13
26.	OTTAWA AREA INTERMEDIATE SCHOOL DIS		
		PROPERTY TAXES COLLECTION 09/11 - 09/30	374,189.21
27.	PAULINA LARA		
		GAZEBO DEPOSIT REFUND	500.00
28.	PLUMMER'S ENVIRONMENTAL SERVICES IN		

Vendor Name	Description		Amount
	STORM SEWER CLEANING		879.83
29. REBECCA WEGNER			
	GAZEBO DEPOSIT REFUND		500.00
30. REPCOLITE			
	SEP '24 STATEMENT BALANCE		307.55
31. RICOH USA INC			
	10/26 - 11/25 LEASE		127.97
32. ROGER SHEMBERGER			
	GAZEBO DEPOSIT REFUND		500.00
33. SARAH BONHARD			
	GAZEBO DEPOSIT REFUND		500.00
34. SAUGATUCK PUBLIC SCHOOLS			
	PROPERTY TAXES COLLECTION 09/11 - 09/30		458,221.84
35. SHELL			
	JUN - SEP '24 STATEMENT BALANCE		101.83
36. SHIVER ME TIMBERS LLC			
	TREE GRINDING STUMPS		800.00
37. SHORELINE TECHNOLOGY SOLUTIONS			
	SETUP MONITORS		699.00
	SETUP VPN ACCOUNT		62.50
		TOTAL	761.50
38. SISTERS IN INK			
	DPW PRINTED/EMBROIDERED CLOTHING		1,490.19
39. SPECTRUM PRINTERS INC			
	ELECTION MATERIALS		53.99
40. STANDARD INSURANCE COMPANY			
	OCT '24 INSURANCE		445.79
	NOV '24 INSURANCE		445.79
		TOTAL	891.58
41. ULINE			
	BIKE RACK		780.44
42. WICK'S PARK BAR & GRILLE			
	REFUND UNUSED ESCROW		935.00
TOTAL - ALL VENDORS			1,941,333.32

FUND TOTALS:

Fund 101 - GENERAL FUND	112,602.90
Fund 202 - MAJOR STREETS	5,306.38
Fund 203 - LOCAL STREETS	1,657.57
Fund 301 - DEBT SERVICE	302,565.50
Fund 661 - MOTOR POOL FUND	1,664.12
Fund 701 - CURRENT TAX FUND	1,517,536.85

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: October 28, 2024

SUBJECT: Proposal from Bendzinksi & Company Municipal Finance Advisors for Water and Sewer Rate Studies

DESCRIPTION:

In June 2023, the City Council approved engaging Baker Tilly for a water rate study to comply with the Michigan Department of Environment, Great Lakes, and Energy (EGLE) requirement to submit a water asset management plan:

> Motion by Lewis, second by Baldwin to approve proposal provided by Baker Tilly for Asset Management Plan and Rate Study in the amount of $10,500.00. Via roll call vote, motion carried 6-0.

Andy Campbell was the rate consultant who conducted the study. Mr. Campbell provided recommendations that the City implement a water capital improvement charge to provide adequate cash flow to fund necessary future improvements to water mains and lead service lines. In June, City Council approved one of Mr. Campbell's recommended options.

Mr. Campbell has since left Baker Tilly and moved to the firm, Bendzinski & Co. Under a separate agreement, he continues to assist with ongoing water and sewer agreement negotiations with the KLSWA.

Based on current recommendations for funding local asset repairs and the likelihood of certain common assets transitioning to KLSWA, the water rates will need further study. The City also has future sewer system needs and should evaluate necessary cash flow for future repairs and replacement. In addition, the connection fees for both water and sewer haven't been updated since 1996 and need review.

Baker Tilly hasn't billed the City for any of Mr. Campbell's previous water rate study work. Mr. Campbell has submitted the attached proposal to study both water and sewer rates, including

connection fees. The water study fee is the same as the Baker Tilly proposal. While it is doubtful Baker Tilly will be charging a fee for Mr. Campbell's previous work, he has advised he will reduce the water study fee by the amount they bill the City. Effectively, the City will get further water rate studies under the same rate we were already expecting to pay. The sewer study will be additional cost.

BUDGET ACTION REQUIRED:

Sufficient planning dollars are appropriated in the water/sewer department fund to cover the costs.

LEGAL REVIEW:

The City Attorney will be at your meeting if you have any questions.

SAMPLE MOTION:

Motion to approve the proposal from Bendzinksi & Company Municipal Finance Advisors in the amount of $21,000 for water and sewer rate studies.

Bendzinski & Co.
MUNICIPAL FINANCE ADVISORS

September 15, 2024

RE: City of Saugatuck – Water Sewer Rate Studies

Dear City of Saugatuck,

Bendzinski & Co. Municipal Finance Advisors would like to thank you for the opportunity to serve as the rate consultant for the above-referenced user rate studies. This letter will confirm the scope and terms of our engagement:

- Review and analyze historical operating expenses using audit and budget information.
    - 2-4 years of audits and budgets.
    - Current and proposed (if available) budget.
- A "Test Year" is developed that reflects a "normalized" operating budget.
    - Current and/or proposed budgets are considered.
    - Analysis of anticipated changes to operating costs with both client input and our input.
    - Inflation multipliers are analyzed and attached to each budget line item.
- Existing debt is analyzed.
    - Drafting of existing semi-annual debt service by debt issue.
    - Refinancing and/or restructuring possibilities are explored.
- The customer base is analyzed, including the number of meter equivalents, billable flow, treated/pumped flow and other methods.
    - This information is verified by applying it to the current rate structure to ascertain margin of error compared to audited and budgeted revenues.
    - Other operating and non-operating revenues analyzed for trends and stability.
    - Analysis of assumptions made for duration of the analysis, including prediction of meter equivalents, billable flow and other user rate revenue methods.
- Capital improvement plans are analyzed and discussed.
    - Annual asset management plans are analyzed, and scenarios are developed for cash funding and debt funding costs.
    - Funding asset management plans from cash reserves is analyzed against potential efficiency of grouping certain costs together for purposes of debt financing.

17000 Kercheval Ave • Suite 230 • Grosse Pointe, Michigan 48230
(313) 961-8222
E-mail • acampbell@bendzinski.com

  - Financing options are considered including the State Revolving Fund, USDA Rural Development, other agency funding sources and open market bonds. Various term options, bond securities and possible interest rate scenarios are considered.

- Cash reserve analysis.
  - Cash and investments are analyzed for trending and stability, including restricted funds.
  - A cash reserve policy is recommended based on the fund's stability, capital improvement plans, size of the system and changing customer dynamics.
- User rate management is considered with various options and scenarios.
  - Appropriateness of rate structure, including the proportion of revenue generated from ready to serve and commodity charge, is analyzed.
  - Rate adjustments of a one-time nature, annual inflationary increases and other options are considered.
- Meetings
  - In-person attendance of three meetings is included.
    - This includes a rate presentation to be conducted by the company to discuss findings and recommendations.
  - Virtual attendance of Teams meetings and/or calls is included.
- Reports
  - Upon completion of study, a five-year user rate recommendation will be made.
  - Provide financial information, important supporting data, important trends and analysis, narrative detailing findings and recommendations.
- Usual and customary rate consultant services as may be requested by the Client.

<u>Water Rate Study</u>

Bendzinski & Co. proposes a fee of $10,500. The typical billing method for this service is quarterly bills until completion, but this can be negotiated with the Client.

<u>Sewer Rate Study</u>

Bendzinski & Co. proposes a fee of $10,500. The typical billing method for this service is quarterly bills until completion, but this can be negotiated with the Client.

Bendzinski & Co. is registered as a "municipal advisor" pursuant to Section 15B of the Securities Exchange Act and rules and regulations adopted by the SEC and the MSRB. As part of this registration Bendzinski & Co. is required to disclose to the SEC information regarding any criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation involving Bendzinski & Co. Pursuant to MSRB Rule G-42, Bendzinski & Co. is required to disclose any legal or disciplinary event that is material to the Issuer's evaluation of Bendzinski & Co. or the integrity of its management or advisory personnel. Bendzinski & Co. has determined that no such event exists as there are no criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations or civil litigation involving Bendzinski & Co. that were required to be reported to the SEC.

The MSRB has made available on its website (www.msrb.org) a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the appropriate regulatory authority.

Copies of Bendzinski & Co.'s filings with the SEC can currently be found by accessing the SEC's EDGAR system Company Search Page, which is currently available at https://www.sec.gov/edgar/searchedgar/companysearch.html and searching for either Bendzinski & Co. or for our CIK number which is 1614475.

It is understood and agreed that either party to this contract of employment may terminate the contract for any reason upon thirty (30) days prior written notice to the other party. If our employment on this basis is agreeable to you, please endorse your acceptance hereof on this letter which will constitute our contract of employment.

Should you have any questions or require any additional information, please do not hesitate to call.

Sincerely,

BENDZINSKI & CO.
Municipal Finance Advisors



Andy Campbell, CPA
Registered Municipal Advisor

Accepted: _____, 20__

CITY OF SAUGATUCK, STATE OF MICHIGAN

Signature:_____

Printed Name:_____

Title:_____

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: October 28, 2024

SUBJECT: Conservation Easement between the City and ODC Network for the Eastern Portion of Old Airport Property

DESCRIPTION:

Last year, the Parks and Public Works Committee and City Council prioritized evaluating the "Airport Property" that it owns in Saugatuck Township. This property is approximately 170 acres and is located in the area of 63rd St and 134th Ave. Work last year included:

- A phase 1 environmental assessment.
- An ecological evaluation
- A sustainability evaluation.
- A trail map overview.
- Planning sessions including strengths, opportunities, aspirations and results.
- Evaluating liability and ADA requirements for rustic trails.
- An initial zoning inquiry.

Details from the above work can be found on the City website at this link: https://www.saugatuckcity.com/parks-and-public-works-committee.html

Following that work, the Outdoor Discovery Center (ODC) provided a proposal to:

- Develop trails and signage.
- Create a trailhead.
- Create a parking area.
- Combat invasives and restore habitat.
- Potentially place a conservation easement over a portion of the property.

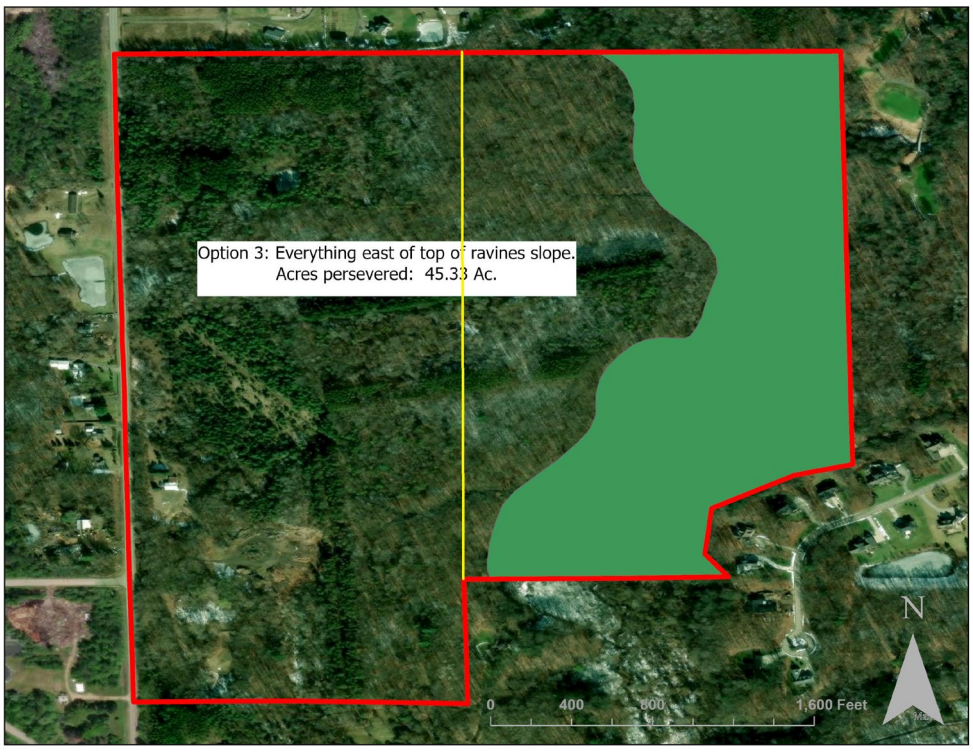
After reviewing the proposal at the March 20 and May 8 workshop meetings and knowing that donors came forth to fully fund the project, the City Council approved moving forward with the ODC proposal on May 13:

Motion by Anderson, second by Muncey to approve the proposal from the Outdoor Discovery Center for the Airport Property contingent upon receiving $130,000 from donors, and to authorize the Interim City Manager to apply for any necessary Saugatuck Township zoning approvals on behalf of the City, and further authorize the Mayor and City Clerk to sign zoning application forms on behalf of the City as the owner. Via roll call vote, motion carried 6-1. Yes – Anderson, Baldwin, Dean, Muncy, Stanton, White. No-Gardner

Since that time, the donations were received, the Council approved the first payment to the ODC, and the ODC has been working on completing the proposed items.

Proposed Conservation Easement

ODC legal has prepared a proposed conservation easement (attached) for the eastern portion of the property, which is shown in green on this image. As a reminder, the area that is proposed for a conservation easement has a steep grade and portions are wetlands and in a floodplain. Further detail on the floodplain and wetlands, contours, and photos of the grade are attached. If it of note that the survey in the proposed easement agreement only shows the eastern portion of the property:



Updates Since Workshop Meetings
Council reviewed the draft easement and proposed redlines over two workshop meetings and the ODC, legal, and staff answered a number of questions. Based on the feedback from the last workshop, the attached easement includes the following changes:

- Clarity that the ODC may, but is not obligated to, engage in conservation activities on the property.
- Updated termination language to add that ODC can terminate the easement if there is a material breach by the City that is not cured with at least 10 days notice. The language still allows ODC to terminate for any reason or no reason with 90 days notice.
- Updated termination language that the City can terminate the easement if there is a material breach that is not cured as long as the City first engages in good faith consultation with ODC and the ODC is given at least 180 days to cure any breach.

LEGAL REVIEW:
The City Attorney has reviewed the updated conservation easement and will be at your meeting to answer any questions.

SAMPLE MOTION:
Moton to approve the Conservation Easement between the City of Saugatuck and ODC Network.

CONSERVATION EASEMENT

This conservation easement ("**Easement**") is made as of _____, 2024 by and between the Village of Saugatuck, its successor the City of Saugatuck, a Michigan home-rule city, whose address is 102 Butler St., PO Box 86, Saugatuck, MI 49453 ("**Grantor**"), and the ODC Network, a Michigan nonprofit corporation, of 4214 56th St., Holland, Michigan 49423 ("**Grantee**") (collectively, the "**Parties**").

Grantor is the fee title owner of the real property legally described and shown on the attached **Exhibit A**, and is willing to grant to Grantee an easement to certain property which is a part and portion of the Property and is further described on **Exhibit B** ("**Property**"), for the purpose of implementing activities that align with the Grantee's organizational mission of advancing outdoor education and conservation. In return for good and valuable consideration, the receipt and sufficiency of which are acknowledged, Grantor does hereby grant, bargain, convey and assign unto Grantee, its successors and permitted assigns, a permanent easement over and across the Property that confers the following rights to and restrictions on the Grantee:

1. Grantee shall have the right, but not the obligation, to engage in conservation activities on the Property which may include, but are not limited to, (i) forestry management, invasive species management, scientific studies, specimen sampling, stream restoration and management, and education, and (ii) land improvement activities such as overlook construction, shade structures construction, non-motorized pathway construction, and other similar activities (collectively, "**Conservation Activities**").
2. Grantee would only conduct measures related to forestry management and the construction of land improvements with the approval of the City, which will not be unreasonably withheld. Forestry management or other activities related to the use or sale of natural resources on the Property shall be to the benefit of Grantor, including any profits derived therefrom.
3. Grantee shall have the right, but not the obligation, to utilize, alter or develop the Property in any reasonably necessary manner to facilitate Conservation Activities. The Parties acknowledge and agree that the public is currently using the Property for recreational activities not in conflict with the outdoor education and conservation goals and, except as otherwise provided, shall continue to be allowed to do so. Grantee shall allow the public to access and use the Property, but Grantee may limit that access and use as necessary subject to Grantor determining such limitation on public access is consistent with the outdoor education and conservation goals accomplished via this Easement (which determination shall not be unreasonably withheld, conditioned, or delayed). The public, invitees, and guests accessing and using the Property for the reasons set forth in this Easement may be

directed to park on the Property in an area designated by Grantor, and Grantor shall be responsible for the maintenance and upkeep of that area. Grantor and its authorized employees and agents may enter on the Property and conduct any activities that do not materially interfere with the rights of Grantee to engage in Conservation Activities.

4. Grantee has the right (but not the obligation) to enforce this Easement, and upon request of Grantee, Grantor may enforce the Easement, in law or equity against any and all persons responsible for any violation of the terms of this Easement. Grantee may waive enforcement of any single violation of the Easement without waiving the right to enforce any other violation occurring prior or subsequent thereto. A claim or cause of action arising out of or relating to a violation of a term or provision of the Easement may be filed in a court of appropriate jurisdiction.
5. As between the Parties, Grantee shall be responsible for the costs of Conservation Activities made by or on behalf of Grantee within the Property. Grantee shall not be responsible for any other costs or expenses. Should maintenance or damage be caused by Grantor, Grantor shall cause the same to be remedied or repaired if such expenditures have been approved by Grantor and are consistent with state law and the City Charter.
6. Nothing in this Easement limits the ability of Grantor or Grantee to avail themselves of the protections offered by any applicable law affording immunity or limitations of liability upon them (as applicable), including, without limitation and to the extent applicable, governmental immunity, and limitations under the Michigan Recreational Land Use Act and Michigan Natural Resources and Environmental Protection Act, each as amended or modified from time to time.

This Easement does not grant or convey to Grantee any right of ownership, possession, or use of the Property except as stated in this Easement. Except as otherwise provided below, this Easement shall run with the land in perpetuity. Grantee may terminate this Easement by giving Grantor at least ninety (90) days prior written notice of its election to terminate, for any or no reason, or upon Grantor's material breach of this Easement that is not cured with at least ten (10) days prior written notice. Grantor may terminate this Easement if Grantee is in material breach of this Easement; provided, Grantor must first engage in good-faith consultation with Grantee and give Grantee written notice and explanation of such breach and a period of at least one hundred eighty (180) days (or such longer period as may be reasonably required) from such written notice to cure any breach of this Easement. At the time of termination, the Property will return to Grantor "as is," and Grantee has no obligation to restore the Property to the same or similar state prior to this Easement. Grantee shall not be permitted to assign this Easement, except if Grantor consents in writing to such assignment. Any attempted assignment by Grantee of the benefits of this Easement contrary to the terms hereof shall be invalid but shall not operate to extinguish this Easement. This Easement is binding on the successors and assigns of Grantee. All consents, determinations, or approvals by Grantor under this Easement may be provided by Grantor's City Manager via writing (such as e-mail), or by such other agent or representative of Grantor as the City Manager may direct by written notice to Grantee.

This instrument is exempt from County Real Estate Transfer Tax pursuant to MCL 207.505(a) and from State Real Estate Transfer Tax pursuant to MCL 207.526(a) because consideration is less than $100.

This Easement is signed and effective as of the date of the last signature, below.

[signatures follow]

GRANTOR:
City of Saugatuck

_____
By: _____, _____

STATE OF MICHIGAN)
)ss
COUNTY OF ALLEGAN)

Acknowledged before me in Allegan County, Michigan on _____, 2024, by _____ as _____ of the City of Saugatuck.

_____
Printed Name:_____
Notary Public, _____County, Michigan
Acting in _____ County, Michigan
My commission expires: _____

GRANTEE:
The ODC Network

_____
By: _____, _____

STATE OF MICHIGAN)
)ss
COUNTY OF OTTAWA)

Acknowledged before me in Ottawa County, Michigan on _____, 2024, by _____, as _____ of the ODC Network, a Michigan nonprofit corporation, on behalf of the Corporation.

_____
Printed Name:_____
Notary Public, _____ County, Michigan
Acting in _____ County, Michigan
My commission expires: _____

Prepared by, and when recorded, return to:
Michael Doversberger, Esq.
SMITH HAUGHEY RICE & ROEGGE
85 E. 8th Street, Suite 310
Holland, Michigan 49423
616-499-6360

EXHIBIT A
DESCRIPTION OF SUBJECT PARCEL

LAND SITUATED IN THE SOUTHEAST 1/4 OF SECTION 2, TOWN 3 NORTH, RANGE 16 WEST, SAUGATUCK TOWNSHIP, ALLEGAN COUNTY, STATE OF MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS: THE SOUTHEAST 1/4 OF SECTION 2; EXCEPTING THE RAVINES CONDOMINIUMS.

ALLEGAN COUNTY TAX PARCEL NO. 20-002-027-00

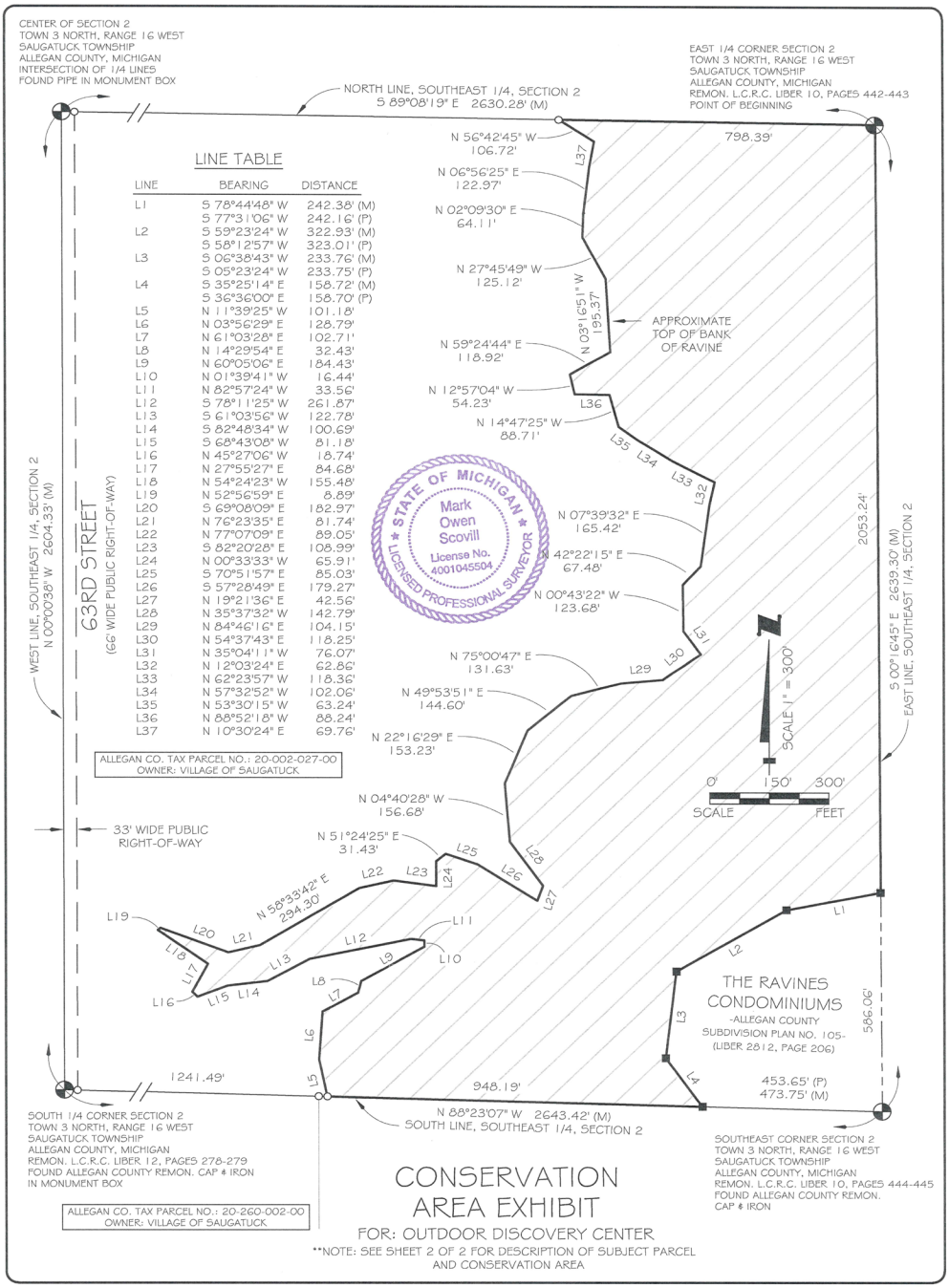
EXHIBIT B
DESCRIPTION OF CONSERVATION EASEMENT

A PARCEL OF LAND SITUATED IN THE SOUTHEAST 1/4 OF SECTION 2, TOWN 3 NORTH, RANGE 16 WEST, SAUGATUCK TOWNSHIP, ALLEGAN COUNTY, STATE OF MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS:

BEGINNING AT THE EAST 1/4 CORNER OF SAID SECTION 2; THENCE SOUTH 00 DEGREES 16 MINUTES 45 SECONDS EAST 2053.24 FEET ALONG THE EAST LINE OF THE SOUTHEAST 1/4 OF SECTION 2 TO THE RAVINES CONDOMINIUMS AS RECORDED IN LIBER 2812, PAGE 206; THENCE ALONG SAID RAVINES CONDOMINIUMS THE NEXT 4 COURSES, SOUTH 78 DEGREES 44 MINUTES 48 SECONDS WEST 242.38 FEET (PLATTED AS SOUTH 77 DEGREES 31 MINUTES 06 SECONDS WEST 242.16 FEET); THENCE SOUTH 59 DEGREES 23 MINUTES 24 SECONDS WEST 322.93 FEET (PLATTED AS SOUTH 58 DEGREES 12 MINUTES 57 SECONDS WEST 323.01 FEET); THENCE SOUTH 06 DEGREES 38 MINUTES 43 SECONDS WEST 233.76 FEET (PLATTED AS SOUTH 05 DEGREES 23 MINUTES 24 SECONDS WEST 233 75 FEET); THENCE SOUTH 35 DEGREES 25 MINUTES 14 SECONDS EAST 158.72 FEET (PLATTED AS SOUTH 36 DEGREES 36 MINUTES 00 SECONDS EAST 158.70 FEET) TO THE SOUTH LINE OF THE SOUTHEAST 1/4 OF SECTION 2; THENCE NORTH 88 DEGREES 23 MINUTES 07 SECONDS WEST 948.19 FEET ALONG THE SOUTH LINE OF THE SOUTHEAST 1/4 OF SECTION 2; THENCE ALONG THE TOP OF BANK THE NEXT 50 COURSES, NORTH 11 DEGREES 39 MINUTES 25 SECONDS WEST 101.18 FEET; THENCE NORTH 03 DEGREES 56 MINUTES 29 SECONDS EAST 128.79 FEET; THENCE NORTH 61 DEGREES 03 MINUTES 28 SECONDS EAST 102.71 FEET; THENCE NORTH 14 DEGREES 29 MINUTES 54 SECONDS EAST 32.43 FEET; THENCE NORTH 60 DEGREES 05 MINUTES 06 SECONDS EAST 184.43 FEET; THENCE NORTH 01 DEGREES 39 MINUTES 41 SECONDS WEST 16.44 FEET; THENCE NORTH 82 DEGREES 57 MINUTES 24 SECONDS WEST 33.56 FEET; THENCE SOUTH 78 DEGREES 11 MINUTES 25 SECONDS WEST 261.87 FEET; THENCE SOUTH 61 DEGREES 03 MINUTES 56 SECONDS WEST 122.78 FEET; THENCE SOUTH 82 DEGREES 48 MINUTES 34 SECONDS WEST 100.69 FEET; THENCE 68 DEGREES 43 MINUTES 08 SECONDS WEST 81.18 FEET; THENCE NORTH 45 DEGREES 27 MINUTES 06 SECONDS WEST 18.74 FEET; THENCE NORTH 27 DEGREES 55 MINUTES 27 SECONDS EAST 84.68 FEET; THENCE NORTH 54 DEGREES 24 MINUTES 23 SECONDS WEST 155.48 FEET; THENCE NORTH 52 DEGREES 56 MINUTES 59 SECONDS EAST 8.89 FEET; THENCE SOUTH 69 DEGREES 08 MINUTES 09 SECONDS EAST 182.97 FEET; THENCE NORTH 76 DEGREES 23 MINUTES 35 SECONDS EAST 81.74 FEET; THENCE NORTH 58 DEGREES 33 MINUTES 42 SECONDS EAST 294.30 FEET; THENCE NORTH 77 DEGREES 07 MINUTES 09 SECONDS EAST 89.05 FEET; THENCE SOUTH 82 DEGREES 20 MINUTES 28 SECONDS EAST 108.99 FEET; THENCE NORTH 00 DEGREES 33 MINUTES 33 SECONDS WEST 65.91 FEET; THENCE NORTH 51 DEGREES 24 MINUTES 25 SECONDS EAST 31.43 FEET; THENCE SOUTH 70 DEGREES 51 MINUTES 57 SECONDS EAST 85.03 FEET; THENCE SOUTH 57 DEGREES 28 MINUTES 49 SECONDS EAST 179.27 FEET; THENCE NORTH 19 DEGREES 21 MINUTES 36 SECONDS EAST 42.56 FEET; THENCE NORTH 35 DEGREES 37 MINUTES 32 SECONDS

WEST 142.79 FEET; THENCE NORTH 04 DEGREES 40 MINUTES 28 SECONDS WEST 156.68 FEET; THENCE NORTH 22 DEGREES 16 MINUTES 29 SECONDS EAST 153.23 FEET; THENCE NORTH 49 DEGREES 53 MINUTES 51 SECONDS EAST 144.60 FEET; THENCE NORTH 75 DEGREES 00 MINUTES 47 SECONDS EAST 131.63 FEET; THENCE NORTH 84 DEGREES 46 MINUTES 16 SECONDS EAST 104.15 FEET; THENCE NORTH 54 DEGREES 37 MINUTES 43 SECONDS EAST 118.25 FEET; THENCE NORTH 35 DEGREES 04 MINUTES 11 SECONDS WEST 76.07 FEET; THENCE NORTH 00 DEGREES 43 MINUTES 22 SECONDS WEST 123.68 FEET; THENCE NORTH 42 DEGREES 22 MINUTES 15 SECONDS EAST 67.48 FEET; THENCE NORTH 07 DEGREES 39 MINUTES 32 SECONDS EAST 165.42 FEET; THENCE NORTH 12 DEGREES 03 MINUTES 24 SECONDS EAST 62.86 FEET; THENCE NORTH 62 DEGREES 23 MINUTES 57 SECONDS WEST 118.36 FEET; THENCE NORTH 57 DEGREES 32 MINUTES 52 SECONDS WEST 102.06 FEET; THENCE NORTH 53 DEGREES 30 MINUTES 15 SECONDS WEST 63.24 FEET; THENCE NORTH 14 DEGREES 47 MINUTES 25 SECONDS WEST 88.71 FEET; THENCE NORTH 88 DEGREES 52 MINUTES 18 SECONDS WEST 88.24 FEET; THENCE NORTH 12 DEGREES 57 MINUTES 04 SECONDS WEST 54.23 FEET; THENCE NORTH 59 DEGREES 24 MINUTES 44 SECONDS EAST 118.92 FEET; THENCE NORTH 03 DEGREES 16 MINUTES 51 SECONDS WEST 195.37 FEET; THENCE NORTH 27 DEGREES 45 MINUTES 49 SECONDS WEST 125.12 FEET; THENCE NORTH 02 DEGREES 09 MINUTES 30 SECONDS EAST 64.11 FEET; THENCE NORTH 06 DEGREES 56 MINUTES 25 SECONDS EAST 122.97 FEET; THENCE NORTH 10 DEGREES 30 MINUTES 24 SECONDS EAST 69.76 FEET; THENCE NORTH 56 DEGREES 42 MINUTES 45 SECONDS WEST 106.72 FEET TO THE NORTH LINE OF THE SOUTHEAST 1/4 OF SECTION 2; THENCE SOUTH 89 DEGREES 08 MINUTES 19 SECONDS EAST 798.39 FEET ALONG THE NORTH LINE OF THE SOUTHEAST 1/4 OF SECTION 2 TO THE POINT OF BEGINNING. CONTAINING 45.419 ACRES OF LAND.

FOR ILLUSTRATION PURPOSES ONLY



MARK O. SCOVILL
PROFESSIONAL SURVEYOR
#4001045504

Job No. 24-08-001

SAUGATUCK TOWNSHIP
Twp. or City

SECTION 2 T3N, R16W
S-T-R

Drawn By JMR
Checked By JCD
Surveyed By JR

Date 09-04-2024
Sheet 1 of 2

HOLLAND ENGINEERING
ENGINEERING | SURVEYING | PIPELINE SERVICES
220 Hoover Boulevard
Holland, Michigan 49423-3766
www.hollandengineering.com
T 616-392-5938 F 616-392-2116

Horiz. Datum HEI-96
Vertical Datum N/A

LEGEND
FOUND CONCRETE MONUMENT
SET 1/4" DIA. STEEL BAR W/CAP#44550A
SECTION LINE
PARCEL LINE
RIGHT-OF-WAY LINE
CONSERVATION AREA
(M) - MEASURED DIMENSION
(P) - PLATTED DIMENSION
R.O.W. - RIGHT-OF-WAY
L.C.R.C. - LAND CORNER RECORDATION CERTIFICATE

Date revised
By

Welcome to the Allegan County Parcel Viewer

Find any parcel within Allegan County with ease using this mapping application!

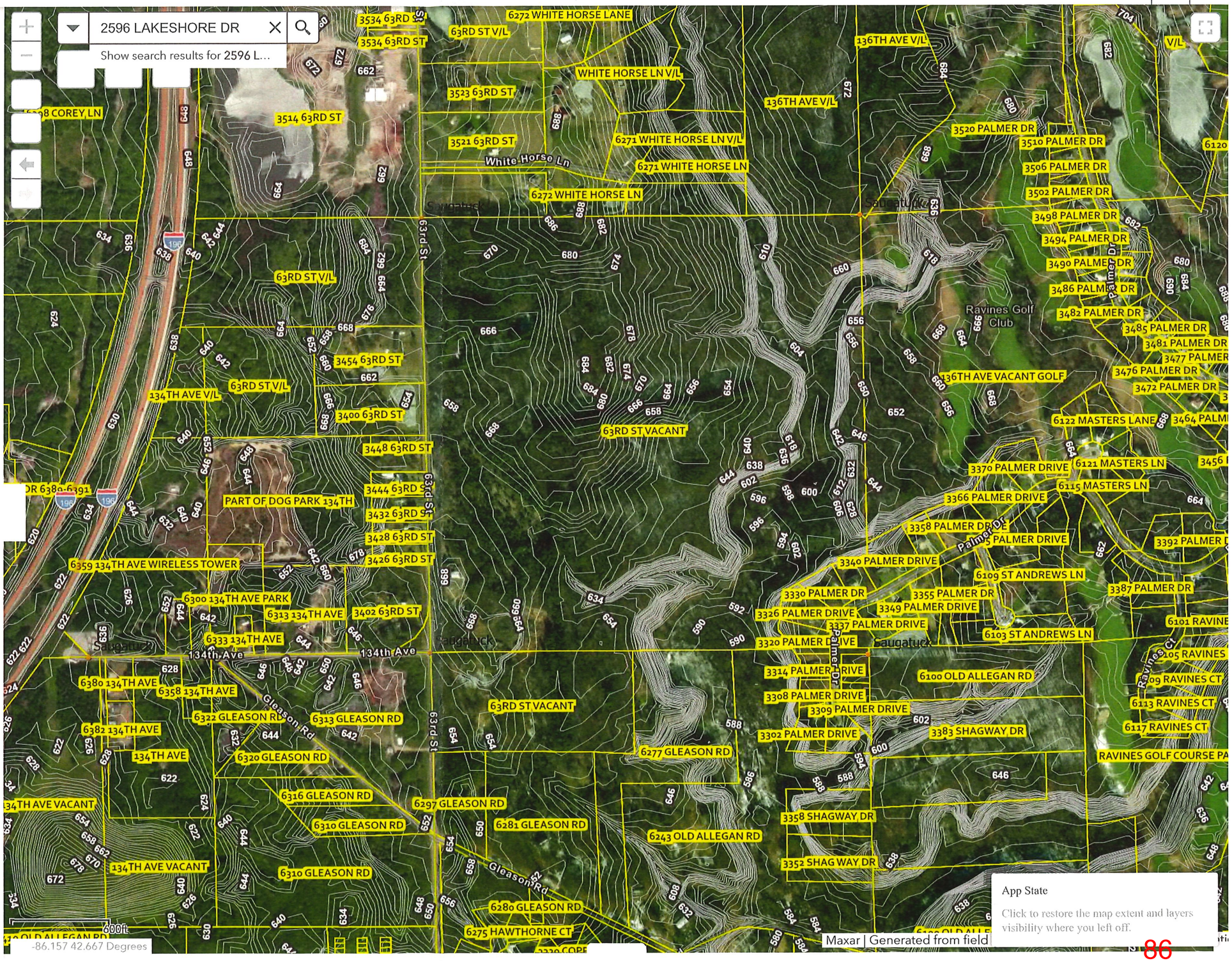
Search: Use the search bar at the top of the application to search for a parcel by ID number, owner name, or property address. The return field will display the ID number associated with any of the above typed in.

Draw: The Draw widget allows the user to create and insert drawings and text to further customize and enhance their map.

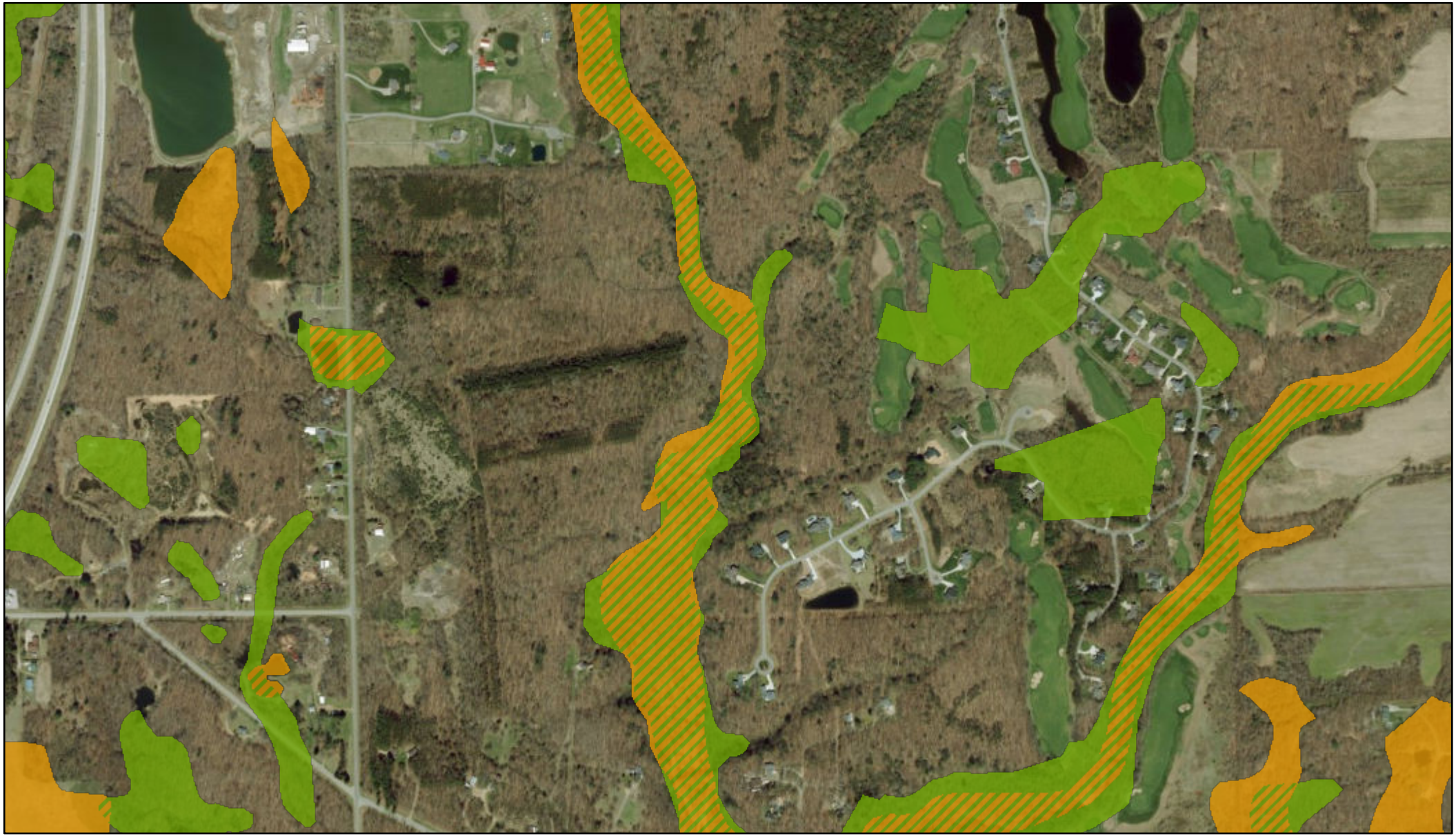
Select: The Select widget allows the user to select a particular parcel without using the Search widget. With the Select widget activate, simply click a parcel to investigate.

Print: The Print widget allows anyone to create their own custom parcel map. Select the Print widget to select between different map templates, or to have just the map image. The default template will be formatted for land record needs.

For more in-depth explanations on the different widget functions available, visit Widgets Overview - ArcGIS Web App Builder.



Wetlands Map Viewer



June 24, 2024

Part 303 Final Wetlands Inventory

- Wetlands as identified on NWI and MIRIS maps
- Soil areas which include wetland soils
- Wetlands as identified on NWI and MIRIS maps and soil areas which include wetland soils

1:9,410

0 0.07 0.15 0.3 mi

0 0.13 0.25 0.5 km

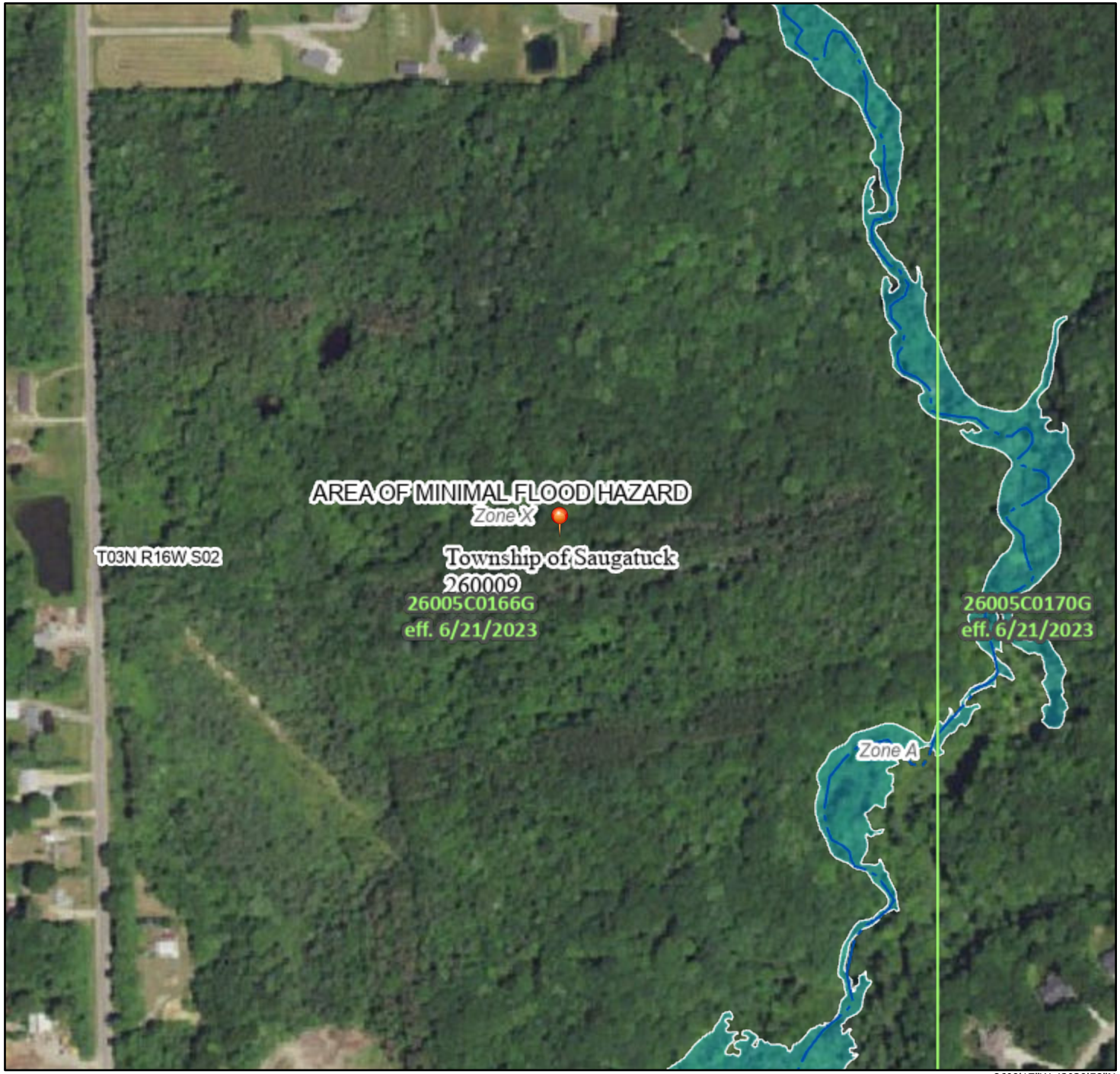
Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

Disclamer: This map is not intended to be used to determine the specific

National Flood Hazard Layer FIRMette

FEMA

86°9'54"W 42°40'24"N



0 250 500 1,000 1,500 2,000 Feet

1:6,000

86°9'17"W 42°39'58"N

Basemap Imagery Source: USGS National Map 2023

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS
- Without Base Flood Elevation (BFE) *Zone A, V, A99*
- With BFE or Depth *Zone AE, AO, AH, VE, AR*
- Regulatory Floodway

OTHER AREAS OF FLOOD HAZARD
- 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile *Zone X*
- Future Conditions 1% Annual Chance Flood Hazard *Zone X*
- Area with Reduced Flood Risk due to Levee. See Notes. *Zone X*
- Area with Flood Risk due to Levee *Zone D*

OTHER AREAS
- NO SCREEN Area of Minimal Flood Hazard *Zone X*
- Effective LOMRs
- Area of Undetermined Flood Hazard *Zone D*

GENERAL STRUCTURES
- Channel, Culvert, or Storm Sewer
- Levee, Dike, or Floodwall

OTHER FEATURES
- 20.2 / 17.5 Cross Sections with 1% Annual Chance / Water Surface Elevation
- Coastal Transect
- Base Flood Elevation Line (BFE)
- Limit of Study
- Jurisdiction Boundary
- Coastal Transect Baseline
- Profile Baseline
- Hydrographic Feature

MAP PANELS
- Digital Data Available
- No Digital Data Available
- Unmapped

N

The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 6/24/2024 at 6:09 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.







City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: October 28, 2024

SUBJECT: Development Due Diligence Agreement with Saugatuck Township for Old Landfill Property

DESCRIPTION:

In March, City Council held a workshop meeting to discuss a request from Ken Butler of the Saugatuck Township Parks and Recreation Commission to evaluate the City's old landfill property (off of I-196) for possible cross-country running trails. Mr. Butler advised the Saugatuck Parks and Recreation Commission had interest in a lease for the property to construct and maintain the trails.

The Council was advised of the following in March:

- The City Parks and Public Works Committee discussed Mr. Butler's request and passed a motion requesting that the Council consider evaluating steps to lease the landfill property to Saugatuck Township for the purpose of establishing and maintaining cross country trails for Saugatuck Public Schools.
- A Phase 1 environmental assessment was completed last year.
- Preliminary advice from Fleis and Vanderbrink suggested passive recreational use may be feasible, provided the cover material remains intact. Final approval would require additional testing (methane, vent overhaul) and a plan to maintain the landfill cap.
- EGLE advised that limited development could be possible with proper care and maintenance.
- Historical agreements with Waste Management, the former operator of the landfill, may impact the use of the site.
- Further evaluation of the site will require environmental testing, engineering work, and legal review, the costs of which were unknown.

Council advised staff to work with the Township to evaluate the potential due diligence costs and explore a cost share agreement. Staff has met with Township staff as requested.

The Saugatuck Township Parks Commission and Township Board have proposed entering into the attached development due diligence agreement. Highlights of the agreement include:

- **Purpose:** The agreement aims to establish a period of exclusivity for the Township to determine the feasibility of developing the landfill parcels for recreational uses, including a cross-country course.

- **Parcel Ownership:** The Township obtained title work. The landfill involves two parcels. The City owns Parcel 1, while the City and Township jointly own Parcel 2.



- **Exclusivity Period:** During the six-month exclusivity period, the Township will have rights to conduct due diligence investigations on the parcels. The Township will cover these costs.

- **Due Diligence Activities:** The Township may conduct surveys, inspections, investigations, and tests, including environmental assessments.

- **Proposed Purchase Agreement or Lease:** The Township is interested in acquiring the City's interests in Parcels 1 and 2 or, alternatively, obtaining a long-term lease. If the Township determines development for recreational purposes is feasible, it will propose a purchase or lease agreement to the City.

- **No Obligation to Sell or Purchase:** The agreement does not obligate either party to sell, lease, or purchase the parcels.

Given the liabilities and limited uses associated with landfill properties, the Township's interest in developing the land for recreational purposes, and the potential benefits to the Saugatuck community, I recommend the City Council approve this agreement. This will allow the

Township to conduct the necessary assessments while ensuring the City retains the ability to make final decisions regarding the sale or lease of the parcels.

LEGAL REVIEW:

Legal has talked with the Township Attorney and reviewed the proposed agreement. Recommended changes have been incorporated.

SAMPLE MOTION:

Motion to approve the Development Due Diligence Agreement with Saugatuck Township for the Old Landfill Property.

DEVELOPMENT DUE DILIGENCE AGREEMENT

This Development Due Diligence Agreement (this "Agreement") is made as of the last date of signing below by the City of Saugatuck, a Michigan home rule city, the principal business address of which is 102 Butler St., Saugatuck, MI 49453 (the "City"), and Saugatuck Township, a Michigan general law township, the principal business address of which is 3461 Blue Star Highway, Saugatuck, MI 49453 ("Township").

RECITALS

A. The City owns a vacant and undeveloped parcel in the Township that is designated as Tax I.D. No. 03-20-260-011-00 ("Parcel 1").

B. The City and the Township each own a one-half interest in the adjoining parcel to the east of Parcel 1 that is designated as Tax I.D. No. 03-20-260-012-00 ("Parcel 2").

C. The Township is interested in acquiring the City's interests in Parcels 1 and 2 or, alternatively, obtaining a long-term lease of such interests, so that it can develop the parcels for recreational uses, including but not limited to the development of a cross-country course to be used by the Saugatuck Public Schools' cross-country teams.

D. The City and Township are entering into this Agreement to establish a period of exclusivity in which the Township can conduct further due diligence to determine whether the Parcels are suitable for such development.

TERMS AND CONDITIONS

Now, therefore, in exchange for the consideration in and referred to by this Agreement, the parties agree as follows.

1. Period of Exclusivity. The City agrees to not market or negotiate the development, sale, or leading of the Parcels to any party other than the Township during a period of exclusivity that begins on the date of this agreement and ends six months thereafter.

2. No Obligation to Sell or Purchase. This Agreement does not obligate either party to sell, purchase, or lease the Parcels. The parties expressly acknowledge that the purpose of the agreement is to create a period of exclusivity in which the Township will undertake due diligence measures to determine whether the development of the parcels is feasible.

3. Inspections.

   A. During the period of exclusivity, the Township may enter upon the Parcels and conduct, at the Township's expense, such surveys, inspections, investigations, and tests as Township may desire, including without limitation any environmental assessments and tests. Further, the City shall provide to the Township or make reasonably accessible all existing environmental reports or other relevant documentation relating to the environmental condition of the Parcels.

   B. All physical entry and activity upon the Parcels by or for the Township or its employees, agents, contractors or consultants, including environmental consultants (collectively, the "Township's agents") for any purpose under this Agreement must comply with all applicable laws and regulations. The Township must promptly return the Parcels to substantially their original condition upon completion of such inspections and tests, on an ongoing basis, and must repair any and all damage to the Parcels caused by the Township or the Township's agents and/or arising from such entry or activities on the Parcels by such persons.

   C. Entry on and performance of the work on the Parcels as permitted in subsections A and B above shall be the Township's own risk and responsibility or the risk and responsibility of Township's agents.

   D. Throughout the period of exclusivity, the Township shall ensure that any agent, contractor, or other person or entity conducting any inspection, testing or other work on the Parcels for or on behalf of Township has and maintains commercial general liability insurance covering all its activities on the

Property with a minimum combined single limit of liability of at least $1,000,000 per occurrence and a general aggregate limit of at least $2,000,000. The Township shall provide to the City reasonably acceptable evidence of such insurance before any such agent, contractor, or other person or entity enters upon the Parcels.

E. The City shall extend reasonable cooperation to the Township and the Township's agents to facilitate such inspections, investigations, appraisals and tests as the Township reasonably deems necessary or desirable.

F. The Township shall hold the City (for purposes of this subsection, including City's officers and employees) harmless from, indemnify the City for, and defend the City (with legal counsel reasonably acceptable to the City) against any liability, cost, expense or damage (including without limitation all legal costs and attorneys' fees) resulting of any acts or omissions of the Township or the Township's agents in connection with exercise of Township's rights under this section.

4. Proposed Purchase Agreement or Lease. If the Township determines that the development of the parcels for recreational purposes is feasible, it will propose a written purchase and/or lease to the City for the City Council's consideration. Such proposed document may address items including, but not limited to, the proposed purchase price or rent for the property, closing and development timelines, dedication of the Parcels as public parks, environmental due care, etc. The Township anticipates that any offer to purchase the property will be for nominal compensation (e.g., ten dollars and a commitment to perpetually dedicate the land as a public park). The City expresses an interest in exploring the transfer but is not otherwise acknowledging the extent that any terms will be suitable until further information is evaluated regarding the feasibility for the property to be developed for recreational purposes.

5. Interpretation. This is the entire agreement between the parties with respect to its subject matter. This Agreement supersedes and replaces any prior or contemporaneous agreements, whether express or implied, verbal or written. It may not be modified or amended except in writing signed by both parties. It shall not be affected by any course of dealing or any usage of trade. The captions are for reference only and shall not affect the interpretation of this Agreement. This Agreement was made in Allegan County, Michigan and is to be interpreted pursuant to the laws of the State of Michigan. More than one copy of this Agreement may be signed, but all constitute but one agreement.

6. Assignment. Neither party may assign its rights, duties or obligations under this Agreement without the prior written consent of the other party.

7. Binding. This Agreement shall be binding upon the successors and permitted assignees of the parties.

8. Notices. Notices to be provided under this Agreement shall be made by certified mail, return receipt requested, or by personal delivery. In either case, it shall be deemed received when actually made.

9. No Other Beneficiaries. There are no third parties intended to be beneficiaries of this Agreement and no other party shall have any rights under this Agreement.

The parties have signed this Agreement as of the date first written above.

SAUGATUCK TOWNSHIP

By: _____
Abby Bigford, Supervisor

By: _____
Rebecca Israels, Clerk

CITY OF SAUGATUCK

By: _____
Lauren Stanton, Mayor

By: _____
Jamie Wolters, City Clerk

John Thomas
141 West Street
Saugatuck, MI 49453

Saugatuck City Council,

There is an alley across the street from my residence, that connects West Street and Elizabeth. For the past 25 years I have had repeated and frequent discussions with various city staff and council members about the nature of the alley. Although it is technically an alley (which requires the city to maintain it by plowing it, etc.), it has not



been open to through traffic, accessible to the general public or to emergency vehicles. As the photos included show, the alley has been intentionally blocked (with City knowledge) by structures and landscaping and it is clearly not functioning as an alley, but is in clear violation of city ordinances.

All of these years, I have been assured that the situation "would be"/"was in the process of being"/"would soon be" resolved. But time and time again it has been placed on a back burner while the property owners abutting the alley blatantly blocked

the alley with railroad ties, bushes, etc. while the city kicked the can down the road. Throughout those years I have simply lobbied for the alley to be treated EITHER as an alley, accessible by/to the taxpayers who pay to maintain it, OR as a private driveway. If it is the latter, then I believe the city should take steps to abandon the alley, thus saving taxpayers the cost of maintaining it .

In July of 2020, I brought to the attention of city staff and a council member, that one of the abutting property owners facing Elizabeth Street had finally gone so far as to install a fence, enclosing part of the alley within their yard, and added additional formal landscaping in the alley path. All of this, without applying for or receiving a fence permit.

Although I was assured that this wasn't legal and that action would be taken to address the situation, nothing has happened over the past four years except that the trees have grown taller. As you can see, the alley continues to be used exclusively as a personal driveway/parking space, and now someone's backyard; all while the city has taken no concrete action to enforce its ordinances.

Furthermore, throughout this whole time, the property owners, who have usurped the alley land, have not been required to pay tax on the square footage of land they have commandeered, robbing Saugatuck taxpayers of additional tax income.

Over all of these years, I have pursued this issue through channels by speaking to appropriate staff and various members of the City Council. I have always done this respectfully and appropriately, trusting the word of multiple people that this would eventually get resolved.

Finally, after four more years of inaction, I am now formally requesting that the Council become involved and that the violations be addressed the same way other people are held to the city's rules.

Specifically, I am requesting that the City either 1. Open up the alley as an alley. OR 2. Begin the process of abandoning the alley and relieve taxpayers of the burden of maintaining the alley and also collect taxes on the property usurped for the exclusive use of the abutting property owners.

I think the choice between these two options should be made by the city based on the city's analysis of which of the two above options best serves the interests of the city's taxpayers. But pretending it is an alley, is not defensible.

Since all of this is now a formal part of Council record, I hope it is no longer up to me me to pursue this. Twenty-five years (over a quarter of a century, and 1/3 of my lifetime) is way too long to ask a private citizen to chase a situation when there are



ordinance violations involved and when it has been brought to the attention of those paid to enforce our ordinances, equally and consistently.

John Thomas
10/5/24

NOTICE

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

Planning Commission:
The City of Saugatuck Planning Commission is a seven-member commission empowered by City Council and is given the authority to establish procedures, standards and administrative rules whereby applicants are required to submit for review and approval a site development plan. The powers and duties of the Planning Commission are provided by Act No. 285 of the Public Acts of the State of Michigan, as amended.
Saugatuck Planning Commission meetings are held at Saugatuck City Hall, 102 Butler Street, Saugatuck, MI 49453 at 7:00 p.m. on the 3rd Thursday of each month unless otherwise noted.

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

Jamie Wolters
Saugatuck City Clerk
Dated: 10/28/2024