



CITY COUNCIL WORKSHOP AGENDA

July 17, 2024, 4:00 p.m.

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

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Agenda Changes** (*Additions/Deletions*)
- 4. Guest Speaker**
- 5. Public Comment on Agenda Items Only** (*Limit 3 minutes*)
- 6. Discussion Items:**
 - A. Hardscaping Installation Request – Wicks Park Bar & Grille **Pg.2**
 - B. Staff Wage Scale and Paid Holiday Adjustments **Pg.30**
- 7. Public Comments** (*Limit 3 minutes*)
- 8. Correspondence**
 - A. Paul Whitfield
 - B. Michael Sanders
- 9. Council Comments**
- 10. Adjourn**

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.



City Council Agenda Item Report

FROM: Ryan Cummins – City Manager

MEETING DATE: 7/22/2024

SUBJECT: Hardscaping Installation Request – Wicks Park Bar & Grille

DESCRIPTION:

Christine Murphy of WPBG, LLC (Wicks Park Bar & Grille), has submitted a second request to install hardscaping between the sidewalk and curb outside her business along Mary Street.

Ms. Murphy desires to install pavers so she can place picnic tables along Mary for outdoor dining. The Planning Commission conditionally approved seating along Mary Street. The zoning ordinance requires that outdoor dining areas be on a solid surface. A solid surface serves two main functions:

1. It expands the accessible sidewalk area to mitigate the space taken up by the seating in the right-of-way, providing additional flexibility for wheelchairs and other sidewalk users.
2. It provides a stable space for the furniture, so that they remain approximately level and don't sink into the underlying soil.

Permit applications shall be assessed by the City Council based upon the following criteria:

- (1) The proposed cost of installation;
- (2) The potential risk of harm associated with such installation, including, but not limited to potential for the installation to encroach on the motorway, break, malfunction, and cause harm to pedestrians and motorists;
- (2) The ease and cost of removal of the installation;
- (4) Whether the installation aligns with the surrounding area and provides an aesthetic benefit to the community;
- (5) Whether the installation pre-exists the passage of this Ordinance;

- (6) The proposed size of the installation, including height and width;
- (7) The material of the installation (i.e. plant matter, wood, brick, mulch, and plaster); and
- (8) Review, comment, and recommendations of City staff and departments.

The City Engineer and DPW Superintendent reviewed:

- Engineer Comments
 - When I looked at these the other day, the pavers had either already settled or had been placed slightly lower than the concrete sidewalk, creating a bit of a trip hazard. It definitely looks like grout in between them to me. The other examples of hardscape in the area went in long before the recent hardscape policy, so I don't know that they are an appropriate comparison. I don't have a problem with the pavers in this area from a stormwater standpoint – this little bit of hardscape isn't going to move the needle much, and they are so close to the river that they aren't contributing to any downstream issues that I am aware of. I would suggest that the pavers get re-laid on a crushed stone base (level with the sidewalk or slightly above) and use crushed stone for the joints between them (similar width as what they have currently) to allow for some infiltration.
- Department of Public Works Comments
 - Hollandia's specs are outlined nicely, especially in regards to site preparation, base, and compaction. Here are a few more points to consider, and if they are addressed properly, I believe we'll end up with a nice improvement with minimal issues for both Wicks Park B&G and the City:
 - Extra emphasis on the base layer compaction and a reasonably level taper from the side edge of the sidewalk to the top of the back side of the curb – as outlined in the quote.
 - 5' x 5' (minimum) cut out for trees in which the trees should be at the center in relation to east and west.
 - There is a high probability that the root system of the honey locust tree will cause pavers and concrete to buckle in the coming years. Maintenance expectations should be well understood as outlined by City ordinance.

Ms. Murphy has removed the unpermitted pavers and submitted a site plan consistent with the engineer and DPW Superintendents comments. It is of note that one additional picnic table is drawn on the plans which was not part of the Planning Commission or Historic District Commission approval. Only three picnic tables will be permitted along Mary Street if the Council also approves a separate revocable license agreement for the tables.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

The Planning Commission and Historic District Commission both reviewed the outdoor seating request and approved.

LEGAL REVIEW:

Legal will be at your meeting for any questions you may have.

SAMPLE MOTIONS:

Motion to approve the request from Wicks Par Bar and Grille to install pavers between the sidewalk and curb along Mary Street subject to the following conditions:

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

ROW Permit Fee: \$150
 Temp ROW Permit Fee: \$75
 Street Cut/Curb Cut Escrow
 Deposit: \$3000
 Installation Bond/Escrow:
 Superintendent Discretion
 ROW Permit – Council
 Review: \$250



RIGHT OF WAY PERMIT APPLICATION

Applicant Information

Name: <u>Christine Murphy</u>	Business or Organization: <u>Wick's Park Bar & Grille</u>
Address: <u>449 Water Street</u>	Phone: <u>239-272-4296</u>
E-mail: <u>Christine@wicksbar.com</u>	
Contractor: <u>Pat Murphy - Hollandia Landscaping</u>	

Project Information

Request Type (select all that apply):	☐ Street Cut ☐ Curb Cut ☐ Boring ☐ Stormwater Connection ☐ Sidewalk Closure ☐ Sidewalk Removal/Replacement ☐ Installation ☐ Temporary Encroachment
---------------------------------------	---

Project Location: Mary Street

Description of Work/Project/Installation:

Install Flat surface under picnic tables
* Pavers

Cost of Installation: TBD

Safety Measures:

Start Date: ASAP

End Date: ASAP



Checklist

Attachments
(select all that
apply):

- ☒ Survey, Site Plan and/or Drawing
- ☐ Traffic Control Plan
- ☐ Certificate of Insurance naming City of Saugatuck as additional insured

Attestation

By signing this application, I understand and agree to all of the following:

- The statements made in this application and submitted plans are true, and if found not to be true, any permit that may be issued may be void.
- To comply with the conditions and regulations provided with any permit that may be issued.
- This application shall be deemed an agreement by the applicant to promptly complete the work permitted, observe all pertinent laws and regulations of the City in connection therewith, repair all damage done to the street surface and installations on, over or within the street, including trees, and protect and save harmless the City from all damages or actions at law that may arise or may be brought on account of injury to persons or property resulting from the work done under the permit or in connection therewith.
- To indemnify and save harmless the City against all damages or actions at law that may arise or be brought by reason of the excavation or structure being under, over, in or upon the street, or being unfastened, out of repair or defective during the ownership or control.
- An issued permit may be revoked by the City Council if there is a failure to abide by the conditions set forth in the permit or maintain the installation. A permit is automatically revoked if the installation causes or inflicts unreasonable harm on persons or property.
- Encroachments and obstructions in the street may be removed and excavations refilled, and the expense of the removal or refilling charged to the abutting landowner when made or permitted by him or her or suffered to remain by him or her otherwise than in accordance with the terms and conditions of the City of Saugatuck Code of Ordinances.
- All applicable sections of the City of Saugatuck Code of Ordinances and all other applicable laws, ordinances and regulations will be complied with.
- This is a permit application (not a permit) and a permit, if issued, does not include any representation or conveyance of rights in any other statute, building code, fire code, deed restriction or other property rights.

Applicant Signature:

CMP

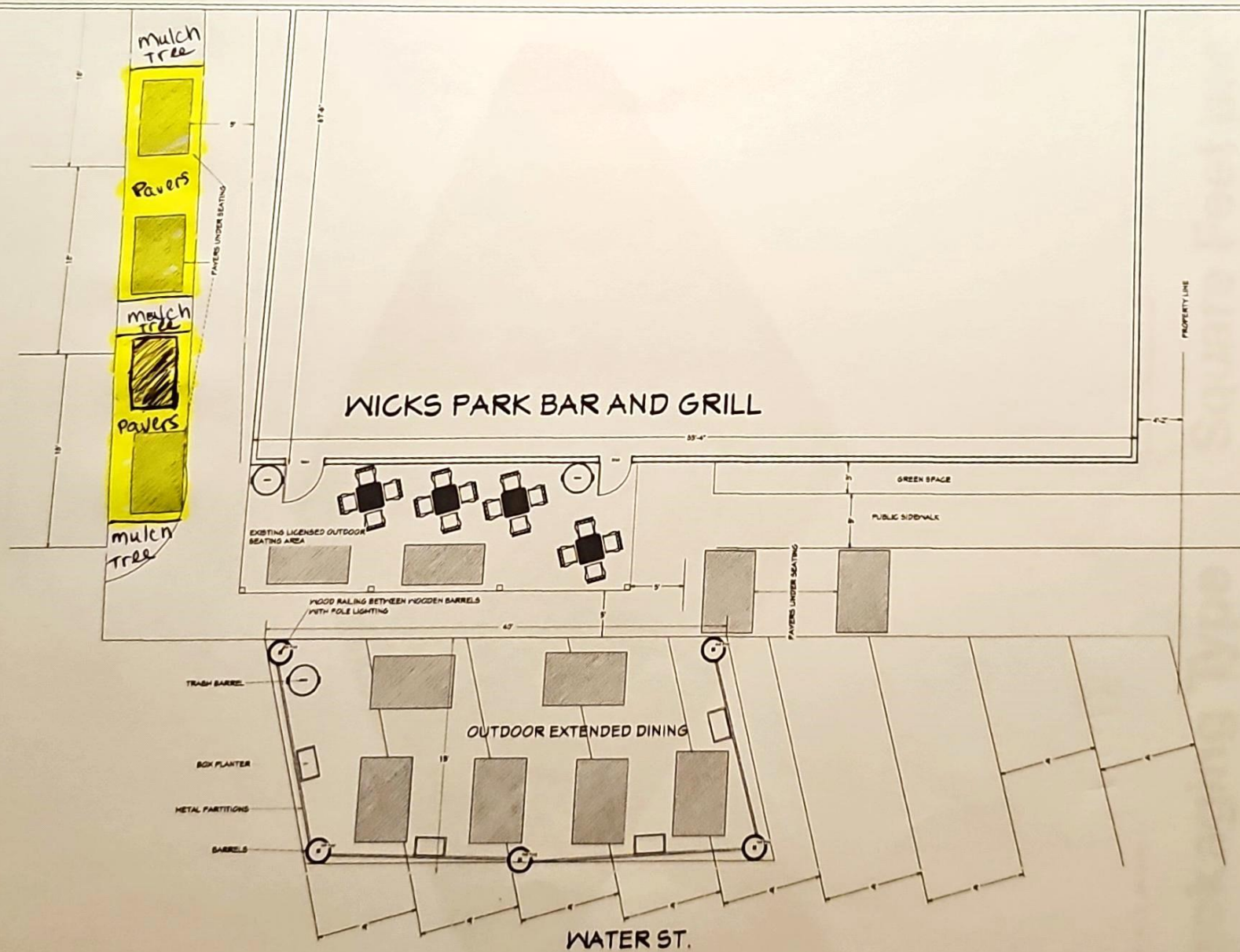
Date: 6/26/24

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453

Phone: 269-857-2603 • Website: www.saugatuckcity.com

Code of Ordinances: https://codelibrary.amlegal.com/codes/saugatuck/latest/saugatuck_mi/0-0-0-1

MARY ST.



SHEET TITLE
EXTENDED OUTDOOR DINING
METAL FENCE W/ PAVERS

PROJECT DESCRIPTION
WICKS PARK BAR AND GRILL

DATE PROVIDED BY:

DATE:

1-5-24

SCALE:

SHEET:

A-4

Dimensions: H 1.57 in, W 12.00 in, L 12.00 in

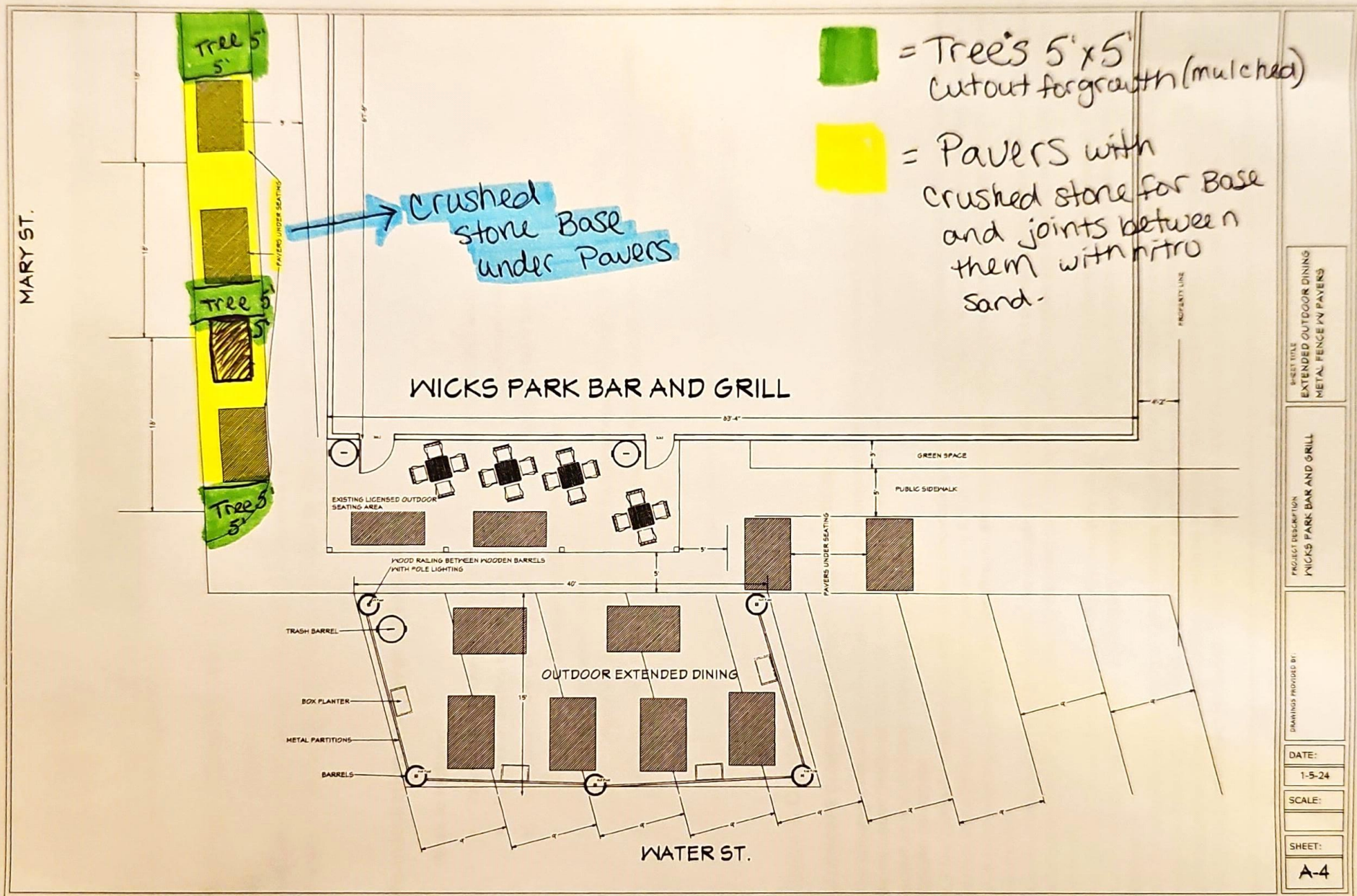


 Live Chat

Packaging Type
Individual

Square Feet per Piece





Parkway Paver Areas

Date 7/1/2024

Customer Patrick Murphy | Patrick Murphy Builders, LLC | 186 Hamilton St., PO Box 39 | Douglas, MI 49406

Property Wicks Park Bar & Grille | 449 Water St. | Saugatuck, MI 49453

Re-installation of 2 paver sitting areas

Work to include:

- Pavers to be removed and stacked on site (done prior to Hollandia's work)
- Removal of existing base material to prepare for proper base material installation
- Installation of 4-6" of compacted 6AA (3/4") open-aggregate (clean) base material
- Installation of 1" of 31A open-aggregate bedding layer
- Re-install existing pavers in the same two areas
 - Pavers will be finished flush with the sidewalk and curb heights to avoid any fall risks
- Installation of nitro joint sand (resin based) to allow drainage through joints and into/through base materials

Subtotal: \$13,662.51

PROJECT TOTAL: \$13,662.51

Terms & Conditions

LANDSCAPE CONSTRUCTION TERMS AND CONDITIONS

The following terms and conditions apply to and are incorporated into the estimates unless expressly modified or excluded in writing by the contractor (Hollandia Outdoors). These terms supersede all previous and written agreements made before the date of the contract as well as any conflicting customer provided terms.

SCOPE OF WORK

1.1 The contractor shall carry out and complete landscape work described in the estimate document in a good and workmanlike manner and shall have no obligation to execute any further work unless otherwise agreed upon in writing between the parties. If there shall be any discrepancy between any specification and any drawing, the description contained in the specification shall prevail over the drawing.

1.2 The contract documents shall contain the estimate, the specification plans and any other document referred to in the estimate. No qualification in any acceptance issued by the client shall form part of the contract unless specifically agreed upon in writing by the contractor.

1.3 Only the items on the estimate specification are included but all work is due for payment. All other requested work is excluded.

1.4 The client is responsible for obtaining any necessary planning permission for the work and the fulfilling of statutory requirements.

ESTIMATE

2.1 The contractor also reserves the right to increase the value of the contract due to changes in design or materials by the client after execution of the contract and may result in change order fees. See section on Change Orders.

2.2 Acceptance of the estimate involves acceptance of these terms and conditions of the contract documents. This represents a binding contract between the parties. It should be noted by the client that any attempt to cancel by the client will involve the client being

Parkway Paver Areas

Date 7/1/2024
Customer Patrick Murphy | Patrick Murphy Builders, LLC | 186 Hamilton St., PO Box 39 | Douglas, MI 49406
Property Wicks Park Bar & Grille | 449 Water St. | Saugatuck, MI 49453

Re-installation of 2 paver sitting areas

Work to include:

- Pavers to be removed and stacked on site (done prior to Hollandia's work)
- Removal of existing base material to prepare for proper base material installation
- Installation of 4-6" of compacted 6AA (3/4") open-aggregate (clean) base material
- Installation of 1" of 31A open-aggregate bedding layer
- Re-install existing pavers in the same two areas
 - Pavers will be finished flush with the sidewalk and curb heights to avoid any fall risks
- Installation of nitro joint sand (resin based) to allow drainage through joints and into/through base materials

Subtotal: \$13,662.51

PROJECT TOTAL: **\$13,662.51**

Terms & Conditions

LANDSCAPE CONSTRUCTION TERMS AND CONDITIONS

The following terms and conditions apply to and are incorporated into the estimates unless expressly modified or excluded in writing by the contractor (Hollandia Outdoors). These terms supersede all previous and written agreements made before the date of the contract as well as any conflicting customer provided terms.

SCOPE OF WORK

- 1.1** The contractor shall carry out and complete landscape work described in the estimate document in a good and workmanlike manner and shall have no obligation to execute any further work unless otherwise agreed upon in writing between the parties. If there shall be any discrepancy between any specification and any drawing, the description contained in the specification shall prevail over the drawing.
- 1.2** The contract documents shall contain the estimate, the specification plans and any other document referred to in the estimate. No qualification in any acceptance issued by the client shall form part of the contract unless specifically agreed upon in writing by the contractor.
- 1.3** Only the items on the estimate specification are included but all work is due for payment. All other requested work is excluded.
- 1.4** The client is responsible for obtaining any necessary planning permission for the work and the fulfilling of statutory requirements.

ESTIMATE

- 2.1** The contractor also reserves the right to increase the value of the contract due to changes in design or materials by the client after execution of the contract and may result in change order fees. See section on Change Orders.
- 2.2** Acceptance of the estimate involves acceptance of these terms and conditions of the contract documents. This represents a binding contract between the parties. It should be noted by the client that any attempt to cancel by the client will involve the client being

liable to cancellation fees and any loss of expenses incurred as a result at the discretion of contractor. (Up to a maximum of 50% of the total of estimate.)

PAYMENT

3.1 The client accepts that he/she will pay the contractor the full contract sum (all costs incurred) together with any tax properly chargeable upon the contract.

3.2 All accounts are net and do not provide for any discounts or retentions.

3.3 Payment terms are described within the stated contract. The client will pay any extra work or costs due to unknown difficulties or changes which are not within the estimate.

3.4 Larger contracts may be broken into payments by draw. Frequency and amount will be agreed upon in writing by the client and the contractor.

3.5 Payments are due immediately upon receipt of the invoice. Customer understands that delays in payments may result in suspension of services. A service fee of \$25 will be accessed to the customer for payments returned to Hollandia for insufficient funds.

3.6 The contractor will only ask for the estimate price unless there are any unforeseeable difficulties or the work has been increased. In either case, all work will be paid in full.

3.7 Hollandia reserves the right to terminate the contract without notice in the event of customer's failure to make timely payments, and/or actions by customer to circumvent, interrupt or otherwise adversely impact any relationship between a subcontractor and Hollandia. Abusive or threatening behavior towards Hollandia will not be tolerated and will be grounds for immediate contract termination.

SITE

4.1 The client warrants the site is free of underground problems including pipes, cables, stumps, sewage drains and waste materials. Where problems are found underground, the contractor shall be entitled to charge for additional work necessary and properly executed by the contractor to complete the work.

4.2 The contractor shall be free from any liabilities (including structural or accidental) when using machinery except for accidents caused by its improper use.

4.3 Any material, refuse or debris required to be removed from the site to execute the contract, not in the estimate, may be billed for hauling and dumping.

4.4 Customer shall notify Hollandia in writing within 24 hours of discovery of any damage to customer's property deemed to be caused by services performed by Hollandia. Hollandia shall not be liable for any damages unless given opportunity to investigate and repair.

DELAY/DISRUPTION

5.1 The contractor undertakes to use all reasonable endeavors to complete the work within a reasonable time or by a specific date if agreed upon in writing. Under no circumstances shall the contractor incur any liability to the client for any untimely performance.

5.2 The contractor shall not be held responsible for any delays caused by weather which make contract execution impossible.

MATERIALS ON-SITE

6.1 Materials delivered to site become the responsibility of the client. The contractor accepts no responsibility for loss, damage or expense after delivery of materials to site for any reason.

6.2 Any material brought to or removed from the site in excess to the contractor's requirements remains the possession of and removable by the contractor who shall have the right to enter the site for that purpose.

MAINTENANCE AFTER COMPLETION

7.1 The contractor undertakes to execute the scope of this contract. The proper maintenance of the site however passes to the client upon practical completion unless otherwise agreed upon in writing. Practical completion is deemed to take place as specified by the contractor.

ACTING AGENTS

8.1 The contractor has no responsibility or liability for structural considerations, appearance of finish features or overall management of work where an outside party has provided advice, drawings, or supervision unless agreed upon in writing prior to start of contract. It is the responsibility of the agent to bring these terms of business to the attention of the client.

WARRANTIES

9.1 Refer to Guarantees for specific items.

9.2 The contractor accepts no liability for any negligent act, omission, or any default under this contract unless specifically agreed upon in writing.

9.3 Any structural or appearance of finished features is at the discretion of the contractor unless agreed upon in writing by the client or agent prior to the start of work. Where a written specification for the appearance of a feature is provided to the contractor, it is the responsibility of the client or agent to request a small sample of this finished work prior to the start of that specific feature. The contractor is not liable for any work necessary as a consequence of such an omission. This applies to both the client and the agent.

INSURED

10.1 Hollandia Outdoors is licensed and insured. Proof of insurance is available upon request.

CHANGE ORDERS

A change order is necessary when changes to the scope of work or materials originally quoted in a contract are requested by either the client or the contractor. These changes may result in a decrease or increase in the originally quoted amount and the change order form helps to define these alterations.

Typical fees associated with the change may be:

- Increase/decrease in labor brought about by any changes and any lost labor hours brought about by the change
- Changes to material type or quantity
- Plant material addition/subtraction or species change
- Restocking fees brought about by change order
- Permit fees for any re-submittal caused by plan changes
- Time spent for re-design or product selection outside of original planning

If a change in pricing is necessary, a change order form will be submitted by the contractor to the client for approval before any work relating to the alteration takes place. The approved amount will be added to the final billing and will be subject to payment policy.

OUR GUARANTEE

Hollandia Outdoors is very proud to stand behind our work and does everything possible to ensure customer satisfaction during and after installation. Please read and understand our guarantee so there are no questions about the responsibilities of Hollandia Outdoors and the customer.

All guarantees below are valid only upon full payment of the agreed contract. Once job is completed to contract/plan specifications, withholding payment for warranty items is not acceptable. Warranty items will not be addressed until payment in full is received.

PLANT MATERIAL

Guaranteed to be living and vigorous at the time of installation. Plant material that dies within 90 days from installation date will be replaced at no cost, assuming proper care of plants has been provided by customer. Plant material that dies due to improper care, i.e. poor watering, over fertilizing, improper pruning, animal damage or maltreatment will be void from guarantee. Replacements will be installed on a one time basis, based upon availability, seasonal conditions and Hollandia Outdoors scheduling. Substitutions will be agreed upon by both customer and Hollandia Outdoors.

PATIOS, STEPS, WALLS

Craftsmanship is guaranteed for a period of one year from installation to be free from defects and construction failure. All installation will be done according to manufacturer material specifications. Exception for new build construction (two years or less): any soil settling or unstable subsoil condition which results in construction failure is not the responsibility of Hollandia Outdoors. Work done by other contractors after job completion that causes failure will not be the responsibility of Hollandia Outdoors. Manufacturer warranties apply within their limitations.

ANNUAL PLANTINGS

Guaranteed for a period of 24 hours from installation to be healthy and vigorous. Hollandia Outdoors will water and fertilize annual plantings one time at initial planting but is not responsible for maintaining and watering beyond first 24 hour period. Any bed improvements (tilling, soil conditioners, bed leveling, etc.) will be charged in addition to the cost of annual flats and installation.

LOW VOLT LIGHTING

Guaranteed to be in working condition upon completion of job. Manufacturer warranties will apply to the fixtures and transformers within their limitations.

SEEDING/HYDRO SEEDING

This will be done so that complete soil coverage is achieved. Dry seed and hydro seed success depends heavily upon irrigation and therefore, Hollandia Outdoors cannot be held responsible for conditions that wash away or prevent seed germination after coverage is applied. Reapplication will be charged additionally.

REPAIRS

Any damage to turf areas will be repaired through seeding or hydro seeding. Turf repairs by sod will be at an additional cost to the customer. Plants damaged will be pruned accordingly or replaced with a reasonable and available size matching removed plant.

By 

Scott Golin
Date 7/1/2024

Hollandia Outdoors

By _____

Wicks Park Bar & Grille

Specifications

Dimensions: H 1.57 in, W 12.00 in, L 12.00 in ^



Live Chat

Packaging Type

Individual

Square Feet per Piece

-

1

+

Add to Cart

Add to List

Add to Quote

Shape

Square

[See Similar Items](#)

Recommended Application

Pathway
Patio

Material

Concrete

[See Similar Items](#)

Paver Resistance

Fire Resistant
Freeze
Resistant
Rust Resistant

[Show More](#)

Live Chat

Dimensions

Product Height (in.)	1.57 in
----------------------	---------

-

1

+

Add to Cart

Add to List

Add to Quote

Color/Finish	Pewter
Features	Base Required, Textured
Landscape Supply Type	Step Stone
Material	Concrete
Package Quantity	1
Packaging Type	Individual
Paver Resistance	Fire Resistant, Freeze Resistant, Rust Resistant, Slip Resistant
Product Weight (lb.)	17 lb
Recommended Application	Pathway, Patio
Shape	Square

Live Chat

-

1

+

Add to Cart

Add to List

Add to Quote

Dimensions

Product Height (in.)	1.57 in
Product Length (in.)	12.00 in
Product Width (in.)	12.00 in

Live Chat

Details

Color Family	Pewter
Color/Finish	Pewter
Features	Base Required, Textured
Landscape Supply Type	Step Stone

-

1

+

Add to Cart

Add to List

Add to Quote

About This Product

The 12 in. square patio stone is an easy landscape addition to a patio or pathway. It is also great for step stones in a garden or for a walkway. Outdoor patios combine the best of interior comforts with Mother Nature's loveliness. Families can relax, play, dine, and entertain while experiencing what has always made patios popular: being outside. Your property can be transformed into an outdoor living room with a little imagination.



- Drycast concrete construction for durability
- Patio stones are easy to install and can also be used for walkways, paths and pool decks
- Size and weight are approximate
- Color in concrete products may vary from pallet to pallet, please purchase your projects all at one time
- Note: product may vary by store
- [For your larger outdoor projects, click here to shop the pallet size option.](#)

-

1

+

 Add to Cart

Add to List

Add to Quote





















City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: July 15, 2024

SUBJECT: Staff Wage Scale and Paid Holiday Adjustments

DESCRIPTION:

The City's wage scale for staff was last studied and updated in April 2020. At the time, the following wage scale was recommended by a Michigan Municipal League (MML) wage consultant:

Grade	Title	Saugatuck				RECOMMENDED PAY RANGES		
		Minimum	Midpoint	Maximum	Current	Minimum	Midpoint	Maximum
1	Equipment Operator / Maintenance Worker - 1	38,513	45,310	52,106	39,719	\$37,391.30 \$17.98	\$43,000.00 \$20.67	\$48,608.70 \$23.37
	Equipment Operator / Maintenance Worker - 2				39,719			
	Equipment Operator / Maintenance Worker - 3				39,719			
	Equipment Operator / Maintenance Worker - 4				45,292			
2	Beach Manager (seasonal)	n/a	n/a	n/a	55,210	\$40,869.57 \$19.65	\$47,000.00 \$22.60	\$53,130.43 \$25.54
3	Zoning / Planning / HDC Administrator	43,418	51,080	58,742	60,187	\$45,217.39 \$21.74	\$52,000.00 \$25.00	\$58,782.61 \$28.26
	City Clerk	42,853	50,415	57,977	55,104			
4	Treasurer / Finance Officer	60,753	71,475	82,196	69,726	\$55,652.17 \$26.76	\$64,000.00 \$30.77	\$72,347.83 \$34.78
	Public Works Superintendent	55,960	65,836	75,711	58,356			

Wage Study

Staff recently engaged the firm, Rahmberg, Stover, & Associates (RS&A) to evaluate current wages and benefits and make a recommendation on updating the City's salary structure. RS&A evaluated recent wage data from the MML database. This involved comparable communities near the City of Saugatuck as well as comparable communities in other parts of the state. Based on the comparable

data, review of job descriptions, and interviews with staff about their job duties, the following salary structure is being recommended:

Grade	Position	Proposed Salary Steps									
		1	2	3	4	5	6	7	8	9	10
8	DPW Director	\$77,664	\$79,993	\$82,393	\$84,865	\$87,411	\$90,033	\$92,734	\$95,516	\$98,382	\$101,333
7	Treasurer/Finance Officer	\$70,603	\$72,721	\$74,903	\$77,150	\$79,465	\$81,848	\$84,304	\$86,833	\$89,438	\$92,121
6	Planning/Zoning	\$64,185	\$66,110	\$68,094	\$70,136	\$72,240	\$74,408	\$76,640	\$78,939	\$81,307	\$83,747
5	Clerk	\$58,350	\$60,100	\$61,903	\$63,760	\$65,673	\$67,643	\$69,673	\$71,763	\$73,916	\$76,133
4	Oval Beach Manager	\$53,045	\$54,637	\$56,276	\$57,964	\$59,703	\$61,494	\$63,339	\$65,239	\$67,196	\$69,212
3	DPW Lead	\$48,223	\$49,670	\$51,160	\$52,695	\$54,275	\$55,904	\$57,581	\$59,308	\$61,087	\$62,920
2	Deputy Clerk/Administrative Assistant	\$43,839	\$45,154	\$46,509	\$47,904	\$49,341	\$50,821	\$52,346	\$53,916	\$55,534	\$57,200
1	DPW Worker	\$39,854	\$41,049	\$42,281	\$43,549	\$44,856	\$46,201	\$47,587	\$49,015	\$50,485	\$52,000

Step Progression and Cost of Living Adjustments

If staff are meeting performance expectations, they will receive a step increase in July of each year. If there is exceptional performance, the City Manager has the discretion to approve additional step increases. In January of each year, the entire wage scale will be adjusted for inflation and staff will receive this cost-of-living adjustment to their salary as well.

Benefits

RS&A had no recommended changes to the City's benefits package. However, in reviewing paid holidays, the City has 10 and the MML benefits survey showed the average was 11.7 days. The City of the Village of Douglas offers 12 days. Saugatuck Township and Allegan County offer 13 days. I am recommending that the following paid holidays be added for all employees:

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

BUDGET ACTION REQUIRED:

None at this time. Wage increases were budgeted for this fiscal year.

LEGAL REVIEW:

N/A at this time.

SAMPLE MOTION:

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

- Martin Luther King Jr. Day – Third Monday of January

- Indigenous Peoples Day – Second Monday in October
- Veterans Day – November 11

Jamie Wolters

From: Paul Whitfield <pwhit111@gmail.com>
Sent: Friday, July 12, 2024 12:30 PM
To: Jamie Wolters
Subject: STR Suggestion

Follow Up Flag: Follow up
Flag Status: Flagged

Hello Jamie,
Please forward to members of the City Council.
Thank you,
Paul Whitfield

To Saugatuck City Council. My wife and I live on the hill and own a local business in town. We currently have a licensed short term rental. It is an ADU on the property of our year-round principal residence. However, we did not rent it last year and we are not renting it out this year. I have been attending as many city meetings on-line as possible over the last couple of months. I would like to bring up a topic on STR's that I have not heard discussed, and suggest a tweak to the resolution passed this week.

I think caps on STR's must consider the type of property. A situation with a permanent resident and an ADU rental unit is a winner all around, and should be excluded from cap calculations. As a matter of fact these STR's should be encouraged because it is a win for all sides of the debate:

- Saugatuck homeowners that are burdened with increasing costs and taxes get some rental income to help pay the taxes that fund the city services and capital improvements
- Property values remain high, protecting homeowners and the tax base upon which taxes are collected.
- As the signs around town say, the neighborhoods get to have neighbors because there are residents living in the main home on the property.
- The STR has an on-site landlord to closely watch the behavior of their guests
- The restaurant and shop owners get the tourist revenue that is needed to survive and thrive in our town
- More beds for heads help keep the cost down for visitors, encouraging them to return each year

Therefore, I suggest in any further analysis, we count permanent residences with ADU rentals separately, and we also remove these properties from the cap restrictions.

Respectfully,
Paul Whitfield

Jamie Wolters

From: Michael Sanders <sanders.michael.david@gmail.com>
Sent: Wednesday, July 10, 2024 1:52 PM
To: Jamie Wolters
Subject: STR Cap - Concerns for Residents

Follow Up Flag: Follow up
Flag Status: Flagged

Jamie & the Saugatuck City Council,

I'm writing to you to express both my support and concerns around the recently drafted motion regarding capping STR licenses.

I applaud the council's efforts to address the concerns of year-round residents and ensure that Saugatuck protects its residents from a deluge of short-term rentals which can displace the residents that make Saugatuck such a special place. I am concerned, however, that the current approach is too broad and will ultimately harm the full-time residents that the council is trying to protect.

My wife and I are currently building our forever home in Saugatuck. While we were charmed by Saugatuck's beauty as a vacation destination, that isn't why we're choosing to make Saugatuck our home.

We are making Saugatuck our home because it is an ideal place to live and start and raise a family. Saugatuck is a dream for us that we desperately want to make a reality.

We've already begun building a home for our future family that includes a city approved ADU. We were planning to use this ADU to host our aging parents when visiting and rent to vacationers while not in use by family.

This ADU and the STR income it produced is an important part of making this dream financially accessible for us. We've all experienced a sharp increase in living expenses and we are not immune ourselves.

Putting a broad 20% cap on STR licenses, without making exceptions for full-time year-round residents, will ultimately harm families like our own whom the council is attempting to help.

I humbly urge the council to consider two aspects when finalizing STR caps.

First, STR licenses should be granted to full-time residents first, before being granted to second homeowners or outside investors.

Second, I believe an exception should be made for ADU's that are part of an owner occupied primary residence.

As an owner occupied property, we're best suited to maintain our properties and ensure visitors are not

unruly or disruptive to our neighbors. It also allows residents to offset the increasing costs of raising a family and living in such a unique place as Saugatuck.

I thank the city council for considering our feedback and hope we can work together to create a solution that protects the wellbeing of Saugatuck and its residents.

Best,
Michael

P.S. - Is there an upcoming public hearing regarding the STR cap?