



CITY COUNCIL MEETING AGENDA

January 27, 2025

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

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

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

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Mayor's Comments**
- 5. City Manager Comments**
- 6. Agenda Changes (Additions/Deletions)**
- 7. Guest Speakers:**
 - A.** Lisa Mize – Executive Director of the Saugatuck – Douglas convention and Visitors Bureau
- 8. Public Comment on Agenda Items Only (Limit 3 minutes)**
- 9. Consent Agenda: (Roll Call) Pg.3**
 - A.** Regular Meeting Minutes – January 13, 2025.
 - B.** Memorandum of Agreement - Fee for Collection of 2025 Summer Taxes.
 - C.** Request for Right of Way Sign – Saint Patrick's Day Pub Crawl.
- 10. Staff Reports, Boards, Commissions & Committees: Pg.15**
 - A. Staff Reports:**
 - 1.** City Manager
 - 2.** Treasurer
 - 3.** Clerk
 - 4.** Planning and Zoning
 - 5.** Department of Public Works
 - 6.** Police
 - 7.** Engineer

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.

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.31

- A. Accounts Payable in the amount of \$260,559.69.

12. Public Hearings

13. Unfinished Business

14. New Business

- A. Sea Wall and Concrete Repairs - Proposal for Design Engineering & Bidding Assistance in the amount of \$17,200. (Roll Call) **Pg.33**
- B. Audit Engagement Letter/Proposal for 2025, 2026, and 2027. (Roll Call) **Pg.37**
- C. Retroactive Right of Way Encroachment Request - 560 Mill. (Roll Call) **Pg.47**

15. Public Comments (Limit 3 minutes)

16. Correspondence: Pg.74

- A. David Isljamovski
- B. Bill and Lynne Hybels

17. Council Comments

18. Adjourn (Voice Vote)



CITY COUNCIL REGULAR MEETING MINUTES- *proposed*
January 13, 2024

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

Call to Order:

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

Pledge of Allegiance.

Attendance:

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

Absent: None.

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

Mayor Comments:

Mayor Anderson reflected on comments made by Councilmember Dean during his tenure as mayor, connecting them to the devastating fires in Hawaii and California and the broader attention on climate change. She acknowledged Michigan's relatively good fortune in having moderate temperatures, avoiding severe droughts, and being spared from catastrophic wildfires. However, she emphasized the need to remain forward-thinking and prepared, noting that climate change could make areas like Michigan more attractive destinations for those relocating from impacted regions. She shared that she had even encouraged her family in Los Angeles to consider moving to the area. She concluded by expressing her thoughts, prayers, and appreciation for the firefighters and those affected by the fires.

City Manager Comments:

City Manager Cummins highlighted recent efforts to improve communication and information sharing with the community. Over the past year, meeting links for not only council meetings but also planning commission and historic district commission meetings, as well as other board and commission meetings, have been posted on Facebook and other social media platforms. He mentioned receiving positive feedback about his manager's report, which is included in the council meeting packets. This year, he plans to share the manager's report as a standalone document distributed directly to the community to further keep residents informed. The first version of this revised approach was sent out earlier in the day, including updates on upcoming meetings and other key information. Initial feedback from the community has been positive, and he expressed hope that this initiative will continue to be a valuable resource. He also noted plans to provide updates on ongoing projects that were previously

shared with the public. Updates will begin rolling out soon as new developments occur. He reminded the council and listeners about the upcoming workshop on January 22, where significant discussions will take place regarding Maple Street. The topics will include options for replacing the road and water main as well as pathway plans. He encouraged public engagement in this important process. Additionally, he shared an update about a community project led by Eagle Scout Anthony Carlotto, who donated a Life Jacket Loaner Station for Old Beach. The project is now complete, and photos have been shared with permission from Anthony's father. The station will include life jackets, which are being delivered to the Department of Public Works. Several community members have already expressed interest in donating additional life jackets for future use. He expressed his appreciation for Anthony's efforts, highlighting the impact of this long-lasting project on public safety.

Agenda Changes: None.

Guest Speakers: None.

Public Comment on Agenda Item Only:

Steve Manns, Weirich Dr. – commented on agenda item 14a. Appointment of Craig Baldwin to Planning Commission.

Consent Agenda:

- A. Regular Meeting Minutes – December 23, 2024.
- B. Resolution No. 250113-A – A Resolution Approving the Adoption of Guidelines for Poverty Exemption For 2025.
- C. Report/Agreement Outlining the Duties and Responsibilities for Conducting Elections in the Ottawa Area Intermediate School District for a four-year period expiring January 1, 2029.
- D. Election Coordinating Contract for Election Coordinating Committee Members and Jurisdictions Contained in the Saugatuck School District.

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

Staff Reports, Boards, Commissions & Committees:

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

Fire District Administration Board, Dan Fox:

Dan Fox addressed multiple topics related to climate change, fire safety, and community preparedness. He reflected on the historical fires in Chicago, Wisconsin, and Holland, Michigan, highlighting similarities in drought and strong winds to current conditions. Fox emphasized the importance of proactive measures. He provided updates from the first fire district workshop focused on addressing facility and operational needs amidst challenging real estate and financial constraints. Fox also noted the fire district's appreciation for community engagement regarding equipment feedback. He clarified that the district shares ownership of a drone used for wildlife tracking with other fire departments and the coordination required for its operation. Fox urged consideration of a multidisciplinary committee to address community safety during parades and other events. He noted the potential for legal and financial repercussions if proactive measures are not taken.

Interurban Board, Councilmember Muncey:

The next meeting is Wednesday, January 22. Updates from the last meeting can be found in the clerk's minutes included in the meeting packet.

Kalamazoo Lake Sewer & Water Authority:

City Manager Cummins will send the council the KLSWA packet from their last meeting.

Kalamazoo Lake Harbor Authority, Councilmember Peterson:

She will be attending the next scheduled meeting and noted the meetings will be quarterly, there is not a schedule of meetings yet.

Zoning Board of Appeals, City Manager Cummins:

Last meeting they chose Chair and Vice Chair, they set their meetings for the year and went over their annual report. Both Planning Commission and Zoning Board of Appeals chairs will be invited to a council meeting in February to present their annual reports.

Historic District Commission, Councilmember Gardner:

During a meeting held last Thursday, several new items were discussed and addressed. Key points included the following:

1. 333 Culver: A garage door replacement was approved for the condominiums.
 2. 611 Lake: A request for a new pool and spa on the water-facing side of the property was reviewed and approved.
 3. 8080 Holland: An addition to their building and updates to fencing, both of which were approved.
- Additionally, the meeting touched on the commission's goals. Input from the council was requested regarding any policies or initiatives they would like the Historic District Commission to address in the upcoming year.

Planning Commission, Councilmember Clark:

The next meeting is this coming Thursday and he will have a report for the next council meeting.

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

The next meeting has been rescheduled to January 21, they will be choosing Chair and Vice Chair and discussing ideas for the new year.

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

There will be a meeting with MDOT, Township, tribal interest and management tomorrow.

Water System Operations Contract Advisory Committee, Councilmember Gardner:

A draft contract is out for review, and they are making good progress.

Wildlife Management Committee, Councilmember Dean:

The next meeting is February 5, there are a lot of folks engaged based on public participation at meetings.

Approval of Accounts Payable:

Motion by Gardner, second by Dean to approve the accounts payable in the amount of \$952,079.44. Via roll call vote, motion carried unanimously.

Public Hearing: None.

Unfinished Business: None.

New Business:**Appointment of Crag Baldwin to the Planning Commission:**

Motion by Dean, second by Clark to appoint Craig Baldwin to planning commission with term ending July 1, 2026. Via roll call vote, motion carried 4-3. Yes – Anderson, Clark, Dean and Stanton. No - Gardner, Muncey and Peterson.

Council Review and Approval of City Manager Performance Evaluation Criteria:

Motion by Stanton, second by Muncey to suspend the 2020 boards and commissions selection policy related to this appointment of an alternate to the Fire District Board of Appeals and to appoint Scott Phelps to serve on the Fire District Board of Appeals as the city's alternate member. Via roll call vote, motion carried unanimously.

Public Comment:

Chief Greg Janik, Fire Department Chief commended the council on their leadership and tough decision-making, emphasizing the positive impact their actions have had on the fire department. He thanked Council Members Peterson and Clark for their new council orientation visit, and praised Ryan Cummins for effectively coordinating these visits, even accommodating scheduling conflicts. The chief highlighted how meaningful these visits are to the firefighters, expressing his appreciation for the council's engagement. He also acknowledged Council Member Dean for supporting the fire district's collaborative efforts, including the unique drone initiative for surveying deer. Additionally, he expressed gratitude for the council's focus on parade safety and for the appointment of Scott Phelps. He concluded by thanking the council for their ongoing efforts, recognizing their work as challenging but deeply valued by the fire department and community.

Correspondence: Sevryn Nowicki correspondence regarding approval for livestock in the city.

Council Comments:

Councilmember Clark did not have comment.

Councilmember Muncey acknowledged the new owners of the Emerson Lounge, which is hosting an invitation-only event, and praised their prior success with the Ivy House. Although the establishment is located in the township, he noted its positive economic impact on the city, including benefits for local businesses like the flower shop they use for weddings. He expressed enthusiasm for the upcoming strategic planning meeting, highlighting the importance of refining the process to focus on key priorities.

Councilmember Dean commended the DPW for their dedicated efforts in snow removal. Acknowledging the challenging and relentless nature of the work, he extended a heartfelt thank you to the team and urged residents to exercise caution due to the icy conditions resulting from recent weather fluctuations. Reflecting on broader concerns, he expressed gratitude for the local community and environment, noting the contrast between their current weather challenges and the severe difficulties faced by residents of Los Angeles. He emphasized how fortunate the region is to be situated in such a special part of Michigan, surrounded by approximately 23% of the world's fresh water—a vital and invaluable resource.

Mayor Pro-Tem Stanton raised concerns about the icy sidewalks around town, noting that many businesses are closed for the winter, which complicates maintenance efforts. She also expressed enthusiasm for the upcoming strategic planning meeting, describing it as an optimistic and productive opportunity to evaluate and prioritize the community's goals for the year. Stanton highlighted the value of these discussions in fostering a sense of alignment and progress, emphasizing the importance of thoughtful planning in setting the community on the right path forward.

Councilmember Russ Gardner commended the city manager and staff for their efforts to improve communication with the community, recognizing the significant time and effort required. He highlighted the need to address residents without access to email or electronic communications, encouraging the exploration of alternative ways to reach them. Gardner also shared details about a Frontier team working in town to measure pole heights as part of a nationwide fiber optic update. He mentioned a business owner's correspondence from Comcast regarding fiber optic services, which underscored the need for a telecommunications strategy. Gardner advocated for the city to take a proactive role in coordinating with service providers like Frontier and Comcast to ensure equitable access for residents and businesses. He urged the council to prioritize this issue in the upcoming strategic planning session.

Councilmember Peterson highlighted the positive experience during the recent orientation, specifically commending the fire department for its remarkable operations and upkeep. She noted how every vehicle is meticulously polished and well-maintained, with the team swiftly cleaning and restoring equipment to pristine condition after responding to a call. Peterson also addressed concerns raised by constituents regarding the commercial garbage plan, mentioning reports of increased costs and the introduction of a fuel surcharge that some were unaware of.

Mayor Anderson expressed her excitement and optimism for the year ahead, noting the strong momentum the city has built. She highlighted her enthusiasm for the upcoming strategic planning initiatives and reflected on the community's significant achievements over the past year. Confident in the progress to come, she thanked everyone for their dedication and hard work.

Adjournment:

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

Respectfully Submitted

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Nicole Bredeweg

MEETING DATE: January 27, 2025

SUBJECT: Summer Tax Collection

DESCRIPTION:

The attached agreement is between the City of Saugatuck and Saugatuck Public Schools for the collection of the Saugatuck Public Schools and the Ottawa Area Intermediate School District (OAISD) 2025 summer tax levies at a rate of \$2.75 per parcel.

Saugatuck Public Schools/OAISD Tax Collection rates (per parcel)

City of Saugatuck: \$2.75

City of the Village of Douglas: \$2.75

Laketown Township: \$3.00

Saugatuck Township: \$3.28 (increased by 3¢ sometime between 2021 and 2025)

.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Move to authorize the Mayor and City Clerk to sign and enter into an agreement between the City of Saugatuck, Saugatuck Public Schools, and the OAISD for collection of the 2025 summer tax levies at a rate of \$2.75 per parcel.

MEMORANDUM

TO: City/Township Clerks
County Equalization Departments
County Treasurers

FROM: Chris Lamer, Chief Financial Officer

DATE: December 3, 2024

RE: 2025 Summer Tax Collection

The Ottawa Area Intermediate School District Board of Education adopted a continuing Resolution on December 19, 1983 authorizing Summer Tax Collection. Adopted pursuant to Section 1613 of the School Code of 1976, this Resolution imposes Summer Tax Collection for that year, and all subsequent years in local K-12 school districts that levy summer tax. This summer tax levy is for one hundred percent of the school district's 2025 property tax levy. The Ottawa Area Intermediate School District Board of Education affirmed the continuing 1983 Resolution with adoption of the enclosed resolution at its November 20, 2024 meeting.

Pursuant to Section 1613, this letter is a formal request that your city or township collect on behalf of the Ottawa Area Intermediate School District, the ISD's 2025 Summer Property Tax levy upon property within your city or township.

Section 1613 provides that the city or township governing body shall negotiate a reasonable fee for collection of the Intermediate School District's summer property tax levy. As in previous years, the local school districts will be negotiating these fees for collection agreements on behalf of the Intermediate School District, as well as themselves. Multiple year agreements for fees to be collected may be negotiated; where they exist for some cities and townships, they may still be current.

The OAISD may refrain from collection of 2025 school property taxes in those cities and townships where the local school district will not be collecting summer taxes.

If you have questions, please feel free to contact me at 616-738-8940, extension 4037.

Enclosures: Resolution & Certificate

Ottawa Area Intermediate School District Board of Education Resolution to Collect Summer 2025 Taxes

WHEREAS, the Board has, by resolution adopted on or about December 19, 1983, determined to impose a summer property tax levy, including debt service, to commence in the summer of 1984 and to continue during each subsequent summer until specifically revoked by the Board; and

WHEREAS, said continuing resolution further provided that each such summer property tax levy shall be for the total of the School District's annual school property taxes; and

WHEREAS, the Board desires to implement and enforce said continuing resolution in order to impose and collect its 2025 summer property tax levy;

NOW, THEREFORE, BE IT RESOLVED, by the Board of the Ottawa Area Intermediate School District, as follows:

1. That the Board does hereby ratify and affirm its continuing resolution, of December 19, 1983, determining to impose a summer property tax levy for the total of the School District's annual school property taxes;
2. That said continuing resolution is specifically ratified and affirmed insofar as the Board renews its determination to impose a summer property tax levy in the summer of 2025;
3. That, pursuant to said continuing resolution as herein ratified and affirmed, the Board does hereby specifically request that each city and township located in whole or in part in the School District agree to collect the School District's summer levy in 2025 for the total of the School District's annual school property taxes;
4. That the Secretary of the Board is hereby authorized and directed to communicate the Board's foregoing request to each such city and township, together with a copy of this resolution, in such a manner as to ensure that such requests are received by each such city and township before January 1, 2025; and
5. That, except as herein specifically altered or amended, the Board's continuing summer tax collection resolution, adopted on or about December 19, 1983, is hereby ratified and affirmed.

A motion was made by Carol Slagh and seconded by Marc Eickholt to adopt the resolution.

Roll Call Vote:

YES: Rick Dernberger, Marc Eickholt, Randy Schipper, and Carol Slagh

NO: None

RESOLUTION DECLARED: adopted, 4-0



Marc Eickholt
Acting Board Secretary
Ottawa Area Intermediate School District

CERTIFICATE

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Education for the Ottawa Area Intermediate School District at a duly noticed meeting held on November 20, 2024, at which the following Board members were present: Rick Dernberger, Marc Eickholt, Randy Schipper, and Carol Slagh that said resolution was offered by Board member Carol Slagh and supported by Board member Marc Eickholt that the following Board members voted in favor of the resolution: Rick Dernberger, Marc Eickholt, Randy Schipper, and Carol Slagh and the following Board members voted in opposition to the resolution: none; and that public notice of the said meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and minutes of the meeting will be kept as required by the Open Meetings Act.



Marc Eickholt
Acting Board Secretary
Ottawa Area Intermediate School District

**MEMORANDUM OF AGREEMENT
FEE FOR COLLECTION OF 2025 SUMMER TAXES**

WHEREAS, City/Township of the City of Saugatuck, has, pursuant to Section 1613 of the School Code of 1976 (MCLA 380.1613 as amended), negotiated and reached an agreement with the school district of Saugatuck Public Schools ("Local School District") on behalf of itself and the Ottawa Area Intermediate School District ("Intermediate School District"), for collection of the respective summer tax levies of the Local School District and Intermediate School District:

NOW THEREFORE, the City/Township, the Local School District, and the Intermediate School District understand and agree as follows:

1. The City/Township shall collect the respective **2025 Summer Tax Levies of the Local School District and of the Intermediate School District for an aggregate price of \$ \$ 2.75 Per Parcel**, to be billed to, and paid by, the Local School District, subject to the Local School District's rate of contribution from the Intermediate School District.
2. The above stated **2025 Summer Tax Levies will be collected at 50%** (50% or 100%)
3. The **2025 Summer Taxes** collected by the City/Township for the Local School District and the Intermediate School District **shall be accounted for and delivered to said school districts as follows (select one):**
 - ☒ a. Within the time prescribed by Section 43 of the General Property Tax Act (MCLA 211.43 as amended):
 - ☐ b. If a shorter alternate delivery schedule has been negotiated and agreed upon, then such accounting and delivery shall be as follows:

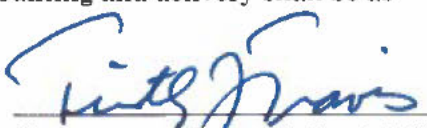
Signature of City/Township Official

Title

Date

Acceptance by:

Chris Lamer, Chief Financial Officer,
Ottawa Area Intermediate
School District


Signature of Local School Official

Superintendent
Title

12/4/24
Date

Date



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: January 27, 2025

SUBJECT: Right of Way Signage Request

DESCRIPTION:

April Gundy has applied for a right of way signage to be displayed on the Saugatuck Pallete sign from March 1 through March 15 to advertise the Saint Paddys Pub Crawl to be held on March 15.

The City Council may approve a banner as an exception, as listed in section 150.30(H). The conditions for approval of the exception are as follows:

1. The sign does not create a traffic vision obstruction;
2. The sign does not create a pedestrian traffic obstruction;
3. The sign is compatible with the surroundings and is not uniquely out of character for the community;
4. The sign does not create a situation which could be detrimental to health safety, or welfare; and,
5. The banner shall be displayed for no more than three 14-day periods between January 1 and December 31 of any year.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Move to approve/deny the right of way sign application from April Gundy for the dates on May 1 through May 15 to advertise the Saint Paddys Pub Crawl to be held on March 15.



Right of Way Sign Application

APPLICANTS INFORMATION

APPLICATION NUMBER _____ - _____

Name April Gundy Address / PO Box 2805 62nd Street
City Fennville State MI Zip 49408 Phone 231-878-8566
E-Mail saugatuckdouglaevents@gmail.com
Signature _____ April Gundy _____ Date 01/15/2025

SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Type: Number of Yard Signs _____ Number of Banners 1

Dates to be displayed March 1, 2025 - March 15, 2025

Further Comments: _____
1 banner hung under the pallet sign at Blue Star & Lake Street advertising the March 15 Saint Paddys Pub Crawl.

PLEASE INCLUDE THE FOLLOWING INFORMATION

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

Y N NA

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

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

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



City Manager Report

January 27, 2025

Lifejacket Loaner Station

- Exciting news for Oval Beach visitors! Thanks to the incredible efforts of Eagle Scout Anthony Carlotto, we now have a Life Jacket Loaner Station to help keep everyone safe while enjoying the water.
- A huge THANK YOU to Anthony for his hard work and dedication to this important project—job well done!
- We posted about Anthony's project on our Facebook page and the post reached 35,695 users, and was viewed 59,151 times. Great to see positive news travelling far.



Notice of Available Short-Term Rental Licenses

- In August, City Council approved a lottery policy for the issuance of available short-term rental licenses.
- Currently, there are 2 licenses available in Peninsula South (R-1) Zoning District and 2 Licenses available in Peninsula North Riverside (R-1) Zoning District.
- The attached notice was published in the Commercial Record on 1-23-25.

Deer Feeding

- A final reminder that the wildlife survey is open until January 31. To participate:

- Click this link: <https://www.surveymonkey.com/r/KD5HJ9K>
 - Printed copies are available at City Hall.
- Our neighbors in Douglas recently shared some great information related to feeding deer.
 - Please Don't Feed the Deer: Did you know that feeding deer is strictly prohibited under Michigan state law?
 - Feeding deer, whether intentionally or unintentionally, can result in fines issued by the Michigan Department of Natural Resources (MDNR) if reported.
 - However, beyond the legal implications, feeding deer poses serious risks to both the animals and our community. While it might seem harmless or even compassionate to feed deer, doing so disrupts their natural feeding habits and encourages them to depend on human-provided food. This dependence can lead to an overpopulation of deer in residential areas, which brings them closer to homes, gardens, and yards, resulting in damaged landscaping and increased nuisance complaints.
 - Additionally, feeding deer increases the likelihood of vehicle collisions, as deer are drawn to areas with higher human activity.
 - More importantly, it can contribute to the spread of diseases like Chronic Wasting Disease (CWD), a fatal condition that impacts deer populations.
 - Concentrating deer around feeding areas facilitates the transmission of such diseases, endangering wildlife and potentially impacting the larger ecosystem.
 - As a community, it's essential to respect wildlife and maintain a safe balance between nature and residential life. Please refrain from feeding deer and report any violations to the MDNR. Together, we can protect our environment, wildlife, and neighborhoods.

Ethics Policy Review

- The Council has received proposed redline changes to the ethics policy from City Attorney Mills.
- Further discussion and review is planned for the February 5 workshop meeting.

Goals, Priorities, and Strategy

- The Strategic Planning meeting with a facilitator is scheduled for January 24 from 8:30a-4p at the Saugatuck Yacht Club.
- The agenda and survey results can be viewed in the meeting packet here: https://www.saugatuckcity.com/uploads/1/3/3/9/133977444/p_1-24-25_strategic_planning.pdf
- Following the meeting, the facilitator will prepare a report of the proposed priorities for fiscal year 2025-2026. It is anticipated that Council will review the report at a February workshop, and formally vote on the priorities.

Maple Street Project

- The improvements currently under evaluation include:
 - Road resurfacing or reconstruction
 - Water main replacement (including replacement of services, some to inside the home/building)
 - Drainage and stormwater management improvements
 - Non-motorized improvements (widened shoulders, sidewalk, or similar)
- A review of the options and costs occurred at the Council's January 22 workshop. The details are available in the meeting packet:
https://www.saugatuckcity.com/uploads/1/3/3/9/133977444/p_1-22-25_redacted.pdf
- Based on the Council's feedback on the options, staff will prepare a proposed plan to pay for the project and discuss further at a future workshop.

Airport Property Project

- The ODC is still targeting early spring to work on the parking lot, trails, and signage. If the weather cooperates, the overlook may be able to be constructed this winter.
- Based on the consensus feedback from Council, the Parks and Public Works Committee will gather community feedback and recommend a new name for the property. City Council will make the final decision on any name change.

Mt. Baldhead Bathroom Replacement

- The project is now out for bid.
- We are still aiming to start construct this spring, but will be dependent on bid amounts.
- Bids will be reviewed with Council at the February 19 workshop meeting.

Blue Star Trail

- I previously reported that MDOT received concerns from a Tribal Nation and MDOT started coordination. The coordination and additional assessment process will be lengthy and construction in calendar year 2025 is now unlikely. As more details are known, MDOT will move the allocated TAP grant funding to future years and evaluate additional funding.
- I recently met with MDOT, Township, and the tribe and provided an update to Council via e-mail.
- Staff is still awaiting further information from the engineers regarding the design budget.

AT&T Cellular

- No new updates for this report. The State Historic Preservation Office review of AT&Ts September 24 submittal remains pending.
- AT&T's decision on the City's agreement request remains pending resolution of SHPO approval.

Miscellaneous

- Attended Convention and Visitors Bureau board meeting.
- Attended the West Coast Chamber's 2025 Economic Forecast presentation.
- Met with Friends of the Blue Star Trail to update them on meeting with MDOT, Township, and tribe.
- Met with committee members, legal, and engineer to review draft KLSWA agreement.
- Held one on one meeting with City Clerk, Treasurer, and DPW Superintendent.
- Held a Department Head team meeting.
- Attended Rotary After Hours event.
- Attended Douglas groundbreaking for their new municipal offices.

Blast from the Past

- Below is an article that was in the paper on January 22, 1970.
- Joint land use planning with Douglas and the Township goes back many years. We are due for a review and updates, and look forward to Planning Commission and Council direction on how you would like to approach it this year.

Council Okays Planning Work

The Saugatuck Village Council Friday gave approval to the first phase of a planning study contracted by the Regional Planning Commission.

President Lynn McCray said the action means that Saugatuck will forward its \$1,500 for this budget year to the Planning Commission. Douglas and Saugatuck Township earlier had agreed to give \$1,500 each for planning work.

The council, in modifying an objection first made on Sept. 10 to the planning commission's choice of a consultant, limited its approval to work under way.

Clyde Williams and Associates of Indianapolis, Ind., is currently working on a base map and land use study of Saugatuck, Douglas and the township. The work is to cost \$3,200. The planning commission also asked the Williams firm to prepare a contract for a comprehensive plan at a cost of \$24,000 but this has not been executed. The base map and land use study is the first part of the whole study.

The council accepted the first study and its cost but said that before another phase is started other consultants should be considered and be given the approval of the council.

The choice of the Williams firm had been opposed by Councilman Richard Hoffman who was also a member of the planning commission. He maintained, and the council agreed earlier, that the commission should have chosen another firm, Scott Bagby and Associa-

tes of Grand Rapids, whose bid for the comprehensive plan was \$11,500, less than half of the Williams bid. Those who voted for Williams said they were impressed by its presentation.

Efforts to work out the impasse included a dinner conference attended by members of the three local governments and the planning commission and later, a talk by extension agents to the same people. The extension agents said the Williams price was reasonable for the work and urged better communication between the planning commission and the governments.

Councilman Roscoe Funk said Friday that he had not been against the idea of a planning commission but took issue with the procedure in selection of a consultant, "a matter of a few thousand dollars."

He said he has not changed his mind but he wants to see progress, and does not know how to get it unless Saugatuck participates in the planning. But he said, he wants the planning commission to "give a little," too.

McCray, in nominating Councilman Julius Van Oss to a three-year term on the planning commission, said Hoffman had suggested that perhaps he not be reappointed. The council approved the appointment of Van Oss.

Douglas and Saugatuck Township also will have appointments to make to the planning commission as initial one-year terms end.

Notice of Available Short-Term Rental Licenses 01-23-2025

The City is now accepting applications for available Short-Term Rental (“STR”) licenses in select zoning districts. There are 2 licenses available in Peninsula South (R-1) Zoning District and 2 Licenses available in Peninsula North Riverside (R-1) Zoning District. The application window will open on February 6, 2025, at 8:30 a.m. and close on February 27, 2025, at 5:00 p.m. Applications will be deemed received on the date and time they are actually received by the City, and it is the applicant’s responsibility to ensure and verify delivery of their application. Applications received outside of this time frame by any increment of time will not be considered, regardless of the reason for the late submission

Applications, along with the required application fee, must be submitted via regular mail by mailing a copy to P.O. Box 86, Saugatuck, MI 49453, by electronic mail by submitting a copy to luke@saugatuckcity.com, or by submitting a copy in person at the City Hall, located at 102 Butler St., Saugatuck, MI 49453. Each applicant may submit only one application per proposed STR location. Duplicate applications will be rejected.

If the number of applications received during the application window is less than or equal to the available STR licenses, the City will process the applications according to the City Code. However, if there are more applications than available licenses, a public lottery will be held to randomly select applications for processing.

Should a public lottery be required, the City will announce the time and location of the lottery at least 7 days in advance, publishing the notice in a local newspaper and on its website. If licenses are available in multiple zoning districts, the City will conduct separate lottery drawings for each district.

During the lottery, the City will randomly select applications equal to the number of available licenses in each district. To ensure that all licenses are filled, alternate applications may also be drawn, which will be processed if the initial applications are withdrawn or rejected. Alternate applications will be prioritized in the order they are drawn.

Copies of the Short-Term Rental License Notification and Issuance Policy are available on the City's website. For any questions, please contact the City’s Director of Planning and Zoning, Luke Thompson, by phone at (269) 857-2603 or via email at luke@saugatuckcity.com.



Treasurer Report

January 23, 2025

Tax:

- Per the norm inherent in the Winter tax process, there's been a lot of foot traffic, increased tax bill payments, and requests for address changes, missing bills, etc.
- Tracked down several new addresses for tax bills that the post office bounced back to us.

Payables:

- Continue to convert the vendors from Peter's account information to mine
- Tracked down a sales tax refund and proofs
- Processed a payables run

Miscellaneous:

- In the process of learning how to do a bank reconciliation via BS&A. Picked up the July reconciliation (again), and it's nearly done!
- Worked on updating the signature cards at the banks based on a new mayor / mayor pro-tem
- Worked through the lost Dymo label app.
- Worked through a CD interest disbursement problem
- Worked through the County bonding process (for property tax collection)
- Updated the Act 51 IRT page
- Updated cash receipts for the LCSA payments from check to ACH
- Pushed the finished audit to S&P Global, per their request
- Started the next CD turnover early
- Assembled the per hour costing for the Mt. Baldhead bathrooms (going full year service).
- Reviewed the process for updating property values for insurance purposes.
- Submitted a proposal for charging the school for tax collection
- Attended the Michigan Municipal Treasurer's Association conference
- Renewed our SAM.gov account

Payroll:

- Working to develop processes and procedures to eliminate inefficiencies and potential errors
- Processed the 01/17/24 payroll
- Working to get a last couple of board members on the payroll.
- Updated the full-time employees with their cost-of-living adjustments.



City Clerk Staff Report

January 27, 2024

- Working on a new 9-Day early voting agreement.
- Starting 2025 agreements.
- Assisted residents in-person, via email, and by phone with various questions and concerns.
- Continuing work re-designing city website.
- Coordinated and prepared meeting packets and minutes.
- Organized facility and catering for the strategic planning meeting.
- Meetings:
 - Department Head Meeting
 - One on One with City Manager
 - City Council Meetings



Planning, Zoning and Project Report

January 27, 2025

Planning and Zoning

- Prepped for and attended Planning Commission.
- Prepped for and attended City Council.
- Created slides for Strategic planning session.
- Created HDC activity report for 2024 and emailed to Chair.
- Created and published notice of available STR Licenses.
- Completed public mailer for SLU application.
- Spoke to Register of Deeds regarding establishing new Storm Sewer Easement.
- Had discussions with legal regarding STR regulations.
- Had discussions with legal regarding legally nonconforming multi family dwelling units with multiple STR licenses.
- Provided advice to other nearby municipalities regarding STR regulations.
- Discussion with contractors regarding out of City Water and Sewer fees.
- Discussion with multiple residents regarding Food Trucks.
- Discussion with residents regarding proposed changes to SLU requirements for Accessory Dwelling Units.
- Spoke to contractors regarding how to measure height.
- Had meeting with contractors regarding definitions of front yard.
- Arranged and interviewed for available Zoning Board of Appeals Seats.
- Followed up on general code enforcement.
- Had multiple meetings regarding requirements for HDC.
- Continued to review regulations for building within floodplain zones.
- Issued permits and completed casework as outlined below.

Open Casework

120 Mary	Zoning App. Sent concerns to applicant. Responses sent back to Planner. Emailed builder with concerns. Emailed contractor with request for information. Spoke with the contractor on 12-2, still waiting on updates to the plans.	Zoning
110 120 Park	Lot Line Adjustment. Email sent to applicant for additional info. Info provided. Asked for legal description. Emailed for updated. Spoke to owner in regard to new proposal, asked engineer for input. Proposal has changed from lot line adjustment to lot split, discussion continues. Spoke to property owner in regard to buildability of the lots. Discussion continued, emailed contract planner with questions after reading land division act in regard to depth to width ratio. Discussion had with property owner; lines will need to be adjusted to meet depth to width ratio.	Zoning
515 St Joseph	STR Renewal of Accessory Structure. No SLU obtained, advised they need to go before the PC. Had a meeting to discuss the case. Received SLU App. Requested information on Gross Finished Floor Measurements. Postponed until later date.	PC
550 Dunegrass Circle	Received notice of violation from EGLE. Researched property to ensure process shall be followed, in talks with developer in regard to potential development, will address requirements in regard to egle violation when determined. Had discussion with contract planner to determine how to move forward with proposed development. Further research done on SLU and Site Plan approval for 500 and 550 Dunegrass. sent legal questions for appropriate next steps. Reached out to developer with information regarding potential future project and also with plans to resolve EGLE violations. Reps from site will be required to submit vegetation removal plan to the PC. The developer stated that they would be reaching out to an environmental consulting firm to put together information.	Enforcement
568 Mason	Emailed Contractor about damaged water line. Sent application to engineer. Asked applicant for more information. Confirmed Drawings are being made. Spoke with developers about the issue. Still awaiting complete application and drawings for work completed onsite to address the waterline issue. Had further discussions about what happened on site and emailed engineer and KLWSA to determine appropriate action. Recommendations received from Kal Lake and City Engineer, passed on to Contractor. discussion on utility work continues. Invoice for Asphalt work sent to Contractor. Further confirmation is still needed, discussion with contractor, engineer, and KLWSA continue. Spoke with contractor for update.	KLWSA
306 Mary St	Application for SLU for ADU STR. Scheduled for 12-19 PC. Postponed due to potential regulatory changes.	PC

560 Mill	Written request to extend fence onto City property. Reviewed history. Sent to legal for review as no prior formal approval for landscaping or hardscaping on city property and fencing can't be placed in right of way per zoning ordinance. Also received a call wondering what would be required for HDC application for a proposed addition. After review with City Manager, City Attorney, City Engineer, and insurance carrier, sent owner e-mail requesting hardscaping items be removed. Met with owner and answered questions on 4/20. The owner planned to reach out to the City Council. Not placed on Council agenda and items remain as of 6/20. Sent owner e-mail to remove within 30 days or City may remove and charge expense to them. No response to e-mail. Sent letter with copy of e-mail on 7/6. Received letter from homeowner's attorney. Shared with legal who responded to attorney. Seeking policy direction from City Council. Update planned for August 23 workshop. Hardscaping ordinance in progress. Planned January Council review. The City Council approved ordinance amendments and formal policy. As the wall is prohibited by the policy and was installed prior to the ordinance, owner may apply to allow the wall to stay (see 96.34(K)). It will ultimately be up to the City Council whether they approve it or not. Sent owner app, ordinance amendments and formal policy. ROW installation/encroachment app. Need description of features, site plan showing location and dimensional detail and photos. Also need fee. Received fee. Still need updated plans. Received. Sent to engineer and DPW to review. New owners, emailed to continue the process. sent memo to City Manager. emailed the owner for further information. sent questions to legal. Emailed the owner with a timeline for City Council workshop dates that may hear his request. Drafted report for City Council workshop 01-22-2025. City Council requested motion to deny for full meeting 01-27-2025	Enforcement
129 Griffith Unit 2	Received concerns from MTS that change of use is occurring without proper permits. Continued discussion with MTS, change of use application expected. Had discussion with applicant on processes. Provided resources. Discussions continue with applicant and fire department. Spoke with applicant about timelines for approval. Continued discussion with applicant and fire department.	Zoning
825 Bridge St	Application for STR ADU SLU received. Had discussion about minimum size not meeting requirements. The applicant explained the structure had been rented since 2011. suggested waiting for the 12-19-2024 Meeting for discussion on regulations before submitting application. Spoke further about minimum size requirements and how to best relay concerns to the PC. Spoke to owner again about potential timeline for review.	PC
405 Park St	Received application for addition of bathrooms and interior renovation. Sent to Contract planner for discussions. Administrative review deemed inappropriate due to location and scope of project; Formal site plan review scheduled for pc. Site plans review approved contingent upon applicable flood plain requirements being met. Waiting for the owner to send additional documentation.	Zoning
401 Elizabeth St	Answered questions and provided resources for future repaving project for Saugatuck Public Schools.	Zoning
954 Elizabeth St	STR renewal. Sent to fire department	STR

549 Hoffman St	STR renewal. Information needed, emailed the local agent. Info received, sent to fire department.	STR
128 Elizabeth st 10	STR renewal. Information needed, emailed the local agent. Info received, sent to fire department.	STR
133 Main St	STR Renewal of first floor apartment in C2. First floor apartment does not front public st and is allowable dwelling unit. Info received, sent to fire department.	STR
549 Hoffman St	STR renewal. Information needed, emailed the local agent. Info received, sent to fire department.	STR
991 Ridgeview Ln	Spoke to resident regarding SLU requirements for ADU STR. Application received, awaiting payment. Payment and application received, scheduled for Feb meeting, sent info to contract planner.	PC
202 Butler St	Began discussions for SLU requirement for outdoor seating at pumpernickels. Also discussed Expanded outdoor seating regulations. Provided resources.	PC
132 Mason	STR App received, sent to fire department.	STR
234 Butler	Spoke with applicant in regard to replacing door at commercial establishment. Advised that property is within historic district and provided resources.	HDC
450 Spear St	Received application for new garage with livable space above, sent applicant request for further information. Additional information and payment provided. No consideration for storm water mitigation, sent request for information.	Zoning
150 Taylor St	Application for STR renewal received. More information is needed from the applicant. Info provided, sent to Fire Department.	STR
842 Lake St Unit 7	Str application with no required documentation provided, sent back to local agent.	STR
70 Park St	Application for Hot Tub received. Advised applicant that hot tubs and pools are not permitted within the front yard. Had a meeting with developer in regard to potential resolutions to this issue.	
807 Lake St 7	Incomplete STR application received. Sent back to local agent.	STR
304 Lucy St	Received STR renewal with new owners. Noted a different license holder on application from previous years. Transfer occurred Jan 2024, existing certificate never updated. Application denied due to unauthorized transfer of ownership. Email and letter sent to owner. Discussions with the owner and local agent in regard to appropriateness of denial was had. Owner to provide timeline of events for argument to be sent to legal.	STR
720 Butler St	Applicant questioned increasing occupancy limit. Emailed fire department for discussion. Invoiced local agent for reinspection.	STR
940 Pleasant	Received site plan review from fire department. Reached out to Ryan with questions.	Zoning

Closed Casework

602 Francis St	Provided residents with requested survey information for potential future deck.	Zoning
781 Manchester Dr	Spoke to resident in regard to safety hazards caused by plow company covering fire hydrant. Plow company has been made aware that this is not acceptable. No further action needed.	
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. The issue with plan was that adu in in front of the house and first floor. The new plan shows 1 continuous foundation to connect adu to primary structure. Emailed concerns raised by the City Engineer. Water sewer application received. sent water sewer connection fees to contractor water sewer permit issued. Plans require amending as the original plan for driveway have changed. New plans submitted asked developer questions on structure attachment. Reached out to legal to draft Easement agreement, reached out to mts with Michigan building code questions, asked contractor for further documentation of proposed connection. Connection information provided. Permit issued. Easement recorded with the County.	Zoning
602 Francis St	Application for deck received. Reached out to applicant for payment. Application reviews complete, permit issued, sent to MTS.	Zoning
304 Lucy St	Received STR renewal with new owners. Noted a different license holder on application from previous years. Transfer occurred Jan 2024, existing certificate never updated. Application denied due to unauthorized transfer of ownership. Email and letter sent to owner.	STR
102 Butler St	Had meeting with resident in regard to food trucks and the lack of existing regulations.	Zoning
555 Griffith	Spoke with resident about misc. STR questions. Provided resources.	STR
534 St Joseph	Received updated information from owner of address.	STR
324 N Maple St	STR Renewal of Accessory Structure. SLU previously approved. Info missing, send email to agent. Info received. Sent to fire department. License issued.	STR
160 N Maple St	STR Renewal received, sent to fire department. License issued.	STR
880 Holland	Received Site Plan Review application, expecting HDC application soon. The proposal is for additional onsite storage. HDC Application received. HDC Permit issued. The Planning Commission approved Site Plan Review contingent upon Fire department review.	PC

727 Butler St	Reached out in regard to concerns raised by HDC due to materials on site. Sent HDC application to owner. Asked the owner for more information. Reached out to owner as no response was received. Owner is aware HDC meeting required for construction to occur. No further action at this time.	HDC
249 Mason St	Stop work order issued for unpermitted outdoor deck. HDC app and Zoning App required. Emailed Owner for more information. Emailed the owner to follow up. HDC Application received. Sent to Contract Planner. HDC approved the application, sent resources for Zoning Permits. and emailed about change of use permit requirements. Reached out to applicant for update on process. HDC permit issued.	Enforcement



Department of Public Works

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 1/13/2025:

Snow & Ice Control:

Winter weather has been relentless over the past couple of weeks. Staff has spent most of their time contending with the elements. With temperatures reaching as low as -5 degrees, salt treatments were ineffective, so a sand mixture was used to create traction. Staff continues to cross train on the various pieces of snow removal equipment.

Christmas Tree Collection Service:

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

Chain Ferry:

To give engineering an idea of the scope of work that would be required to repair the Chain Ferry landings, DPW pulled the decking off to expose the structural metal beneath. Once engineering was able to more accurately identify the needs, they were able to include it in their proposal for design/bidding assistance for the various sea wall and concrete work that staff is planning to pitch to council once bids are received.

Meetings:

- **1/13/2025** – DPW Weekly Goals Meeting
- **1/16/2025** – Site inspection with Comcast
- **1/17/2025** – DPW Weekly Goals Follow Up Meeting
- **1/17/2025** – Meeting with City Manager
- **1/20/2025** – Martin Luther King Jr. Day
- **1/21/2025** – DPW Weekly Goals Meeting
- **1/21/2025** – Parks & Public Works Committee Meeting
- **1/22/2025** – Council Workshop Meeting
- **1/24/2025** – DPW Weekly Goals Follow Up Meeting
- **1/24/2025** – Annual Strategic Planning Session

**City of Saugatuck
Status Report of Engineering Activities
January 23, 2025**

General Consultation

- 2024 Asphalt Repairs: The project is complete with the exception of confirming grass restoration was effective in the spring.
- Sea Wall and Concrete Repairs: Presented 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: Prepared a cost estimate for court resurfacing and other improvements in the park to assist with finalizing the project scope and method of delivery. Conversations with the donor's representative are ongoing.
- Preparing a list of larger culvert crossings and recommended method of inspection/evaluation.
- Working on updating the CIP to assist with planning/prioritizing upcoming projects.
- Prepared a bid package for a 3-year pavement marking contract. The bid opening is scheduled for February 13.

Water System Asset Management Plan

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

EGLE Technical, Managerial and Financial (TMF) Project

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

Mt. Baldhead Projects

- AT&T Project Assistance
 - Providing assistance on an as-needed basis.
- Restroom Building Replacement
 - Plans were presented at the January 22 council workshop and will be presented at the January 28 PPW committee meeting. Any final revisions will be incorporated via addendum or post-bidding.
 - The bid opening is scheduled for February 13. Bids will be presented at the February 19 council workshop.
 - Construction is planned for spring/summer 2025.
- Observation Platform Replacement
 - Design work is progressing. Additional survey work is complete.
 - The Allegan Conservation District has provided the Vegetation Removal Assurance, which is a report required for the EGLE/USACE Critical Dunes Permitting. The report evaluates impacts on vegetation, native, non-native and invasives, and provides

guidance for the design and construction. The report includes guidance for several of the unhealthy, dead or undesirable species to be removed as part of the project and replaced with native/desirable ones.

Maple Street Improvements – Study Phase

- Planning efforts to date were presented to council at the January 22, 2025 workshop.
- The City's MDOT Category B grant was selected for funding this year. This grant will fund \$250,000 of the road restoration costs on the project.
- We are currently anticipating design starting in early 2025 and construction starting in spring 2026 following the Allegan County Drain Commissioner's Blue Star Highway Drain project, which will require closure of Blue Star Highway for a time. MDOT has approved extending the Category B funding to 2026.

Park Street Improvements – Study Phase

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

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
EXP CHECK RUN DATES 01/14/2025 - 01/28/2025
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 1/2

Vendor Name	Description	Amount
1. ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 01/09 - 01/21	32,944.34
2. AMERICAN LEGAL PUBLISHING CORP.	ORDINANCES	310.20
3. CAPITAL ONE	DEC '24 STATEMENT BALANCE	605.10
4. CARELTON EQUIPMENT	PARTS	195.21
5. COMCAST	12/28 - 01/27 INTERNET SERVICE	263.40
6. COMMERCIAL RECORD	DISPLAY LEGALS	147.00
7. CONSUMERS ENERGY	NOV '24 SERVICE	3,675.43
8. FIRST BANK CARD	11/26 - 12/26 STATEMENT BALANCE	3,723.31
	11/26 - 12/26 STATEMENT BALANCE	789.99
	11/26 - 12/26 STATEMENT BALANCE	556.38
	11/26 - 12/26 STATEMENT BALANCE	212.79
	TOTAL	5,282.47
9. FLEIS & VANDENBRINK ENGINEERING INC	11/24 - 12/28 ENGINEERING FEES - GEN CONSULT	4,268.29
	11/24 - 12/28 ENGINEERING FEES - MAPLE ST IMPS	462.00
	11/24 - 12/28 SERVICES - MT. BALDHEAD	3,080.00
	TOTAL	7,810.29
10. FRONTIER	11/20 - 12/19 SERVICE	98.84
11. HORIZON COMMUNITY PLANNER	PLANNING & HISTORIC DISTRICT	2,502.50
12. IHLE AUTO PARTS	DEC '24 MOTOR PURCHASES	253.27
13. INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES COLLECTION 01/09 - 01/21	7,867.03
14. K&R TRUCK SALES INC	REPAIR	3,120.21
	REPAIR	220.66
	TOTAL	3,340.87
15. KALAMAZOO LAKE SEWER & WATER	NOV '24 SERVICE	1,500.08
16. MERCHANTS BANCARD NETWORK	DEC '24 CC PROCESSING - CONCESSIONS AND OFFICE	105.63
17. METRO WIRELESS	JAN '25 WIFI SERVICE	698.00
18. MICHIGAN GAS UTILITIES	11/21 - 12/22 SERVICE - 102 BUTLER	135.26
	11/21 - 12/22 SERVICE - 345 BUTLER	168.75
	11/22 - 12/25 SERVICE - 3338 BLUE STAR	422.55
	TOTAL	726.56
19. MIKE'S MOBIL INC	GMC REPAIR	600.67
20. NET2PHONE INC	DEC '24 PHONE SERVICE	216.31
21. OCCUPATIONATIONAL HEALTH CENTERS	DOT PHYSICAL - ARAMENDI AND BOUWMAN	272.00
22. OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES COLLECTION 01/09 - 01/21	2,003.52
23. PENS.COM		

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BOTH OPEN AND PAID

Page: 2/2

Vendor Name	Description	Amount
	LOGO PENS	253.90
24. PLUMMER'S ENVIRONMENTAL SERVICES IN	TRENCH AND BASIN CLEANING	1,042.00
25. PRINTING SYSTEMS, INC.	TAX FORMS	163.16
26. PRIORITY HEALTH	JAN '25 HEALTH INSURANCE COVERAGE	11,484.32
27. REPUBLIC SERVICES	DEC '24 SERVICE (LESS A CREDIT)	203.66
	JAN '25 DISPOSAL AND PICKUP SERVICE - BLUE STA	38.73
	JAN '25 SERVICE (LESS A CREDIT)	203.31
	TOTAL	445.70
28. SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES COLLECTION 01/09 - 01/21	10,997.38
29. SAUGATUCK FIRE	PROPERTY TAXES COLLECTION 01/09 - 01/21	40,011.31
	RENTAL HOME INSPECTIONS	350.00
	TOTAL	40,361.31
30. SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES COLLECTION 01/09 - 01/21	122,689.13
31. SHARE CORPORATION	SUPPLIES	705.06
32. SUPERIOR ASPHALT INC	ASPHALT COLD PATCH	155.00
33. VALLEY CITY LINEN INC	SHOP TOWELS	63.74
	SHOP TOWELS	63.74
	TOTAL	127.48
34. WESTERN MICHIGAN FLEET PARTS INC	FENDER KIT, END MOUNT	716.53
TOTAL - ALL VENDORS		260,559.69
FUND TOTALS:		
Fund 101 - GENERAL FUND		35,898.08
Fund 202 - MAJOR STREETS		1,041.15
Fund 203 - LOCAL STREETS		548.16
Fund 661 - MOTOR POOL FUND		6,559.59
Fund 701 - CURRENT TAX FUND		216,512.71



City Council Agenda Item Report

FROM: Scott Herbert – Public Works Superintendent

MEETING DATE: January 22, 2025

SUBJECT: Sea Wall & Concrete Repairs

DESCRIPTION:

The following six locations in the city, primarily along the boardwalk, require repairs to sea walls and/or concrete structures. Each site presents unique needs, which have been addressed in the attached proposal from Fleis & Vandenbrink Engineering. To ensure competitive pricing, we are presenting the work as a bundled project. Below are the locations that need attention:

- **Francis Street/Water Street Street-End**
- **Wicks Park Sidewalk/Sea Wall**
- **Coghlin Park Sidewalk/Sea Wall**
- **Griffith Street/Hoffman Street Stairs**
- **Spear Street/Water Street Boat Launch**
- **Chain Ferry Landings**

Public Works recommends proceeding with Fleis & Vandenbrink's proposal for design and bidding assistance.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve the proposal submitted by Fleis & Vandenbrink to assist the City with design engineering and bidding assistance for sea wall and concrete repairs in the amount of \$17,200.



January 20, 2025

Via Email: scott@saugatuckcity.com

Scott Herbert
City of Saugatuck
102 Butler Street
Saugatuck, MI 49453

**RE: Sea Wall and Concrete Repairs
Proposal for Design Engineering & Bidding Assistance**

Dear Scott,

We understand that you are interested in developing a bid package to solicit bids for repairs and improvements at several sea wall locations along the Kalamazoo River and some related work. The locations we reviewed with you are as follows:

- Francis Street, Water Street to Kalamazoo River: Concrete sidewalk along the City's steel sheet pile sea wall has been settling for several years. Adjacent private sidewalk on the north and south side of the right of way has been undermined. There appear to be several sections of storm sewer concerns between Water Street and the outlet through the sea wall. Repairs include storm sewer replacement (plugging the end of the pipe to control water), concrete sidewalk replacement, asphalt patching and related work. We anticipate installing new anchors between the sea wall and sidewalk to mitigate future settlement. The project will also involve coordination with the adjacent property owners on cost sharing opportunities.
- Wicks Park: A corner of the City's steel sheet pile sea wall has pulled apart, causing cracking and settlement of the sidewalk along the wall. Repairs include sea wall tie back retrofitting, re-welding the steel cap, sidewalk replacement, anchor replacement and related work.
- Coghlin Park: The City DPW repaired a section of settled sidewalk along the eastern portion of the sea wall several years ago. The western portion is showing similar cracking and settlement, approximately between the west right of way line of Griffith Street and the gazebo area. The repair will be similar as the prior project and will include sidewalk replacement, wall backfill with stone and fabric and replacement of wall anchors.
- Griffith & Hoffman Street: The City has concrete stairs at the intersection of Griffith and Hoffman Street that are connected to sidewalks in the area. The concrete is deteriorating, however, replacing the structures with sidewalks that meet current Americans with Disabilities Act guidelines is impractical due to the topography of the area. Repairs are proposed, until such time as a larger project can be implemented to make those upgrades. Repair work includes patching of concrete stair treads and replacement of approximately 3 railing columns on the southeast corner.

- **Spear Street Boat Launch:** The City's curb and gutter on the northwest corner of Water Street and Spear Street ends at a deteriorated concrete swale. Proposed work includes replacing the concrete swale with an extension of the gutter pan and landscaping/cleanup of the area between the curb line and the right of way line around the Star of Saugatuck and boat launch signage. The project is also anticipated to include requesting an additional cobra head style light from Consumers Energy on the pole in the southwest corner to better light the area.
- **Chain Ferry Landing:** Steel and timber framing for the landing area of the chain ferry is deteriorated. The project is anticipated to include repair or replacement of deteriorated members to restore structural capacity and functionality. Bid documents will identify those materials that can potentially be salvaged and reinstalled and those which are to be replaced.

Based on our understanding of the project, we propose the following Scope of Services to assist you:

Scope of Services

Design Phase

- Meet with City staff to review project scope and schedule and refine the scope of repairs.
- Obtain basic topographic survey and field measurements of the various project areas to supplement information already available from related projects.
- Coordinate with adjacent property owners and Consumers Energy for related work, as appropriate.
- Develop preliminary plans for the repairs. We anticipate a site plan for each location with details and cross sections to describe the repair work needed.
- Develop preliminary project specifications.
- Review preliminary plans and specifications with City staff and finalize based on comments received.
- Based on the nature and scope of the project, we do not anticipate soil erosion or other permits will be required for this project.

Bidding Phase

- Prepare and submit the advertisement for bids. Contact potential bidders directly and place the advertisement with plan rooms.
- Assemble bidding documents and distribute electronic (PDF) copies to plan rooms. Bid documents will also be available for review on our website.
- Issue electronic bid documents to prospective bidders.
- Answer bidder questions and provide supplemental information, if necessary.
- Conduct a public bid opening to be held at City Hall.
- Tabulate and review the bids received, evaluate references and provide a Recommendation of Award to the City.

Anticipated Schedule

The locations in question are heavily used during the summer months. As such, we anticipate bidding the project in early spring for construction prior to the busier summer months or in fall of 2025, depending on the City's desired timeframe and timing for authorization.

Engineering Budget

We propose to complete the Scope of Services outlined above for the following lump sum fees:

Phase	Budget
Design	\$ 14,800
Bidding	\$ 2,400
Total Proposed Fee	\$ 17,200

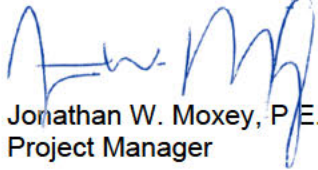
We anticipate the City will realize economy of scale savings by incorporating the six locations with similar scope of work into a single bid package, however, if the City elects to proceed with only certain locations, our design fees would be approximately proportional to the number of locations.

We will prepare a proposal for construction phase services once the schedule for the project and desired level of engineering oversight have been determined.

We appreciate your consideration of this proposal. Authorization to proceed with the work can be given by returning a copy of this proposal, signed below as indicated. In the meantime, please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK



Jonathan W. Moxey, P.E.
Project Manager

Cc: Ryan Cummins, City Manager

WORK AUTHORIZATION

Fleis & VandenBrink is hereby authorized to proceed with the Scope of Services presented in this proposal in accordance with the existing Professional Services Agreement for General Consultation dated November 13, 2018.

By _____

Date _____



City Council Agenda Item Report

FROM: Nicole Bredeweg

MEETING DATE: January 27, 2025

SUBJECT: Audit Engagement Letters

DESCRIPTION: Included is the audit engagement letter submitted by the current accountants, Berthiaume & Company, as well as a brief single audit quote, should such be necessary.

SAMPLE MOTION: Motion to approve the audit engagement letter with Berthiaume & Company for 2025, 2026, and 2027.



December 30, 2024

Ryan Cummins, Manager
Nicole Bredeweg, Treasurer
City of Saugatuck
102 Butler Street
P.O. Box 86
Saugatuck, MI 49453

RE: Audit Engagement Letter for 2025, 2026 and 2027

Dear Nicole:

The 2024 audit was the last period for which we were previously engaged to provide audit services. So that we may continue to help the City with this requirement, I have attached the audit engagement letter / proposal for the upcoming years ended June 30, 2025, 2026, and 2027.

The proposed fees reflect the increased requirements of new GASB accounting and audit standards. The proposed amount also is based on our recent records of the time and costs required to perform a quality audit for the City. Your understanding in this matter is appreciated.

If accepted / approved, please sign both copies and return one to me. We appreciate the opportunity to serve as City auditors.

Sincerely,

Kenneth Berthiaume
Certified Public Accountant
Berthiaume & Company

KAB/ceb



December 30, 2024

Ryan Cummins, Manager
Nicole Bredeweg, Treasurer
City of Saugatuck
102 Butler Street
P.O. Box 86
Saugatuck, MI 49453

ENGAGEMENT LETTER FOR 2025, 2026 AND 2027

We are pleased to confirm our understanding of the services we are to provide to City of Saugatuck for the years ended June 30, 2025, 2026 and 2027.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, and each major fund, and the remaining fund information and the disclosures, which collectively comprise the basic financial statements of City of Saugatuck as of and for the years ended June 30, 2025, 2026 and 2027. Accounting standards generally accepted in the United States of America (GAAS) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement City of Saugatuck's basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Saugatuck's RSI in accordance with GAAS. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles (GAAP) and will be subjected to certain limited procedures, but will not be audited.

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Schedules
- 3) Schedule of Changes in the City's Net Pension Liability and Related Ratios
- 4) Schedule of City Defined Benefit Plan Pension Contributions

We may also be engaged to report on supplementary information other than RSI that accompanies City of Saugatuck's financial statements. We will subject the supplementary information, if any, to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a separate written report accompanying our auditor's report on the financial statements.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial

statements, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility, as auditors, is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures may include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

According to GAAS, significant risks include management override of controls, and GAAS presumes that revenue recognition is a significant risk. Accordingly, we have considered these as significant risks.

We have identified the following other significant risk(s) of material misstatement as part of our audit planning:

- *Cash receipts from Oval Beach parking and concessions.*

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Saugatuck’s compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities, for the selection and application of accounting principles, and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3)

others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Other Services

We will prepare the financial statements of City of Saugatuck in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited in the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services and any other non-attest services we provide, oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience, evaluate the adequacy and results of the services, and accept responsibility for them.

Engagement Administration, Fees and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Berthiaume & Company, Certified Public Accountants, and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a State or Federal regulator or its designee. We

will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Berthiaume & Company personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the regulator or its designee. The regulator or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Kenneth Berthiaume is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be as follows:

For The Year Ended June 30, 2025.....	\$11,900
For The Year Ended June 30, 2026.....	\$12,300
For The Year Ended June 30, 2027.....	\$12,700

The above fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstance will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of City of Saugatuck's financial statements. Our report will be addressed to the City Council of City of Saugatuck. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to City of Saugatuck and believe this letter accurately summarized the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Sincerely,



Kenneth A. Berthiaume, President
Certified Public Accountant
Berthiaume & Company

KAB / ceb

RESPONSE:

This letter correctly sets forth the understanding of the City of Saugatuck.

Management Signature:_____Date:_____

Title:_____

Governance Signature (City Council):_____Date:_____

Title:_____

City of Saugatuck Single Audit Charge Fiscal Years 2025-2027

	Year 2025		Year 2026		Year 2027	
Single Audit involving one program and 0 to 1 finding	\$	5,000	\$	5,165	\$	5,330
Additional charge for each additional major program	\$	2,000	\$	2,065	\$	2,130
Additional charge for each additional finding	\$	750	\$	775	\$	800



City Council Agenda Item Report

FROM: Luke Thompson, Director of Planning/Zoning

MEETING DATE: January 27, 2025

SUBJECT: Hardscaping in Right of Way Request – 560 Mill Street

DESCRIPTION:

In September of 2024, staff received a retroactive right of way application for the installation of existing hardscaping on Simonson Dr. They have submitted the attached request to allow the decorative hardscaping such as a water fountain and sprinklers on site to remain but have agreed to remove the stone wall which runs along Simonson Dr. The owner estimates that the existing hardscaping is situated within 20ft of the Southeast property line (Exhibit A).

Recently, a neighboring property had a retroactive request for hardscaping denied. There are some key differences between the properties such as the encroachment of Mill St onto the applicant's property. However, due to the length of time the encroachment has been in place, the City likely has equitable title and the property owners could be viewed as similarly situated.

The City's new hardscaping policy prohibits decorative concrete, boulders, permanent planter pots and fountains from being constructed in the right of way. However, the new ordinance states City Council "may issue a permit for a use prohibited under the Policy that has been installed or constructed prior to the implementation of this Section."

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 reviewed and noted the following if Council were inclined to approve the request:

- The hardscaping should be pulled back, not necessarily to the property line, but at least enough to allow for parallel parking along the Simonson Street frontage away from Mill Street and better clear vision at the intersection.
- Any approval should come with a requirement to keep bushes, shrubs and other visual obstructions (individual trees can probably be exempted, based on the nature of the intersection) trimmed down below a driver's eye. 3.5 feet is commonly used for sight distance analyses, so I would suggest 3 feet as the maximum height for bushes, shrubs and other visual obstructions in the clear vision area here.

LEGAL REVIEW:

The City Attorney has reviewed and will be available at your meeting to answer any questions you may have.

SAMPLE MOTIONS:

Motion to deny the request to maintain hardscaping within the City's right-of-way at 560 Mill Street, on the basis that the hardscaping at issue encroaches upon and may interfere with the City's current and planned use of the Mill Street right-of-way for vehicular traffic and parking.

Exhibit A



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: **Tim Tamer**

Business or
Organization:

Address: **560 Mill street**

Phone:

E-mail:

Contractor:

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: **560 Mill St**

Description of Work/Project/Installation:

Lease of land on Simonson in trade of road encroachment of 9 feet

on Mill street. Owner to remove stone curb along the Simonson side

Cost of Installation:

Safety Measures:

Start Date: **September 2, 2024**

End Date: **December 30, 2024**

100 yr.



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:

Timothy J. Tamer

Date: 08-30-2024



ADDITIONAL INFORMATION

Street Cuts

Each street cut shall be at the applicant's expense with no cost to the City of Saugatuck. An escrow deposit for engineer monitoring and inspection costs shall be submitted in accordance with the City fee schedule. The unused remainder of the escrow deposit will be returned. If the deposit does not cover all costs and expenses of the City, the deficit shall be paid by the applicant. One week prior to initiating the work, contact the City's engineering firm (Fleis & Vandenbrink) via the contact information listed below to schedule the necessary inspections for your project.

Jon Moxey
Fleis & Vandenbrink
jmoxy@fveng.com
O: 616.977.1000 | D: 616.588.1925 | C: 616.262.8717

Curb Cuts

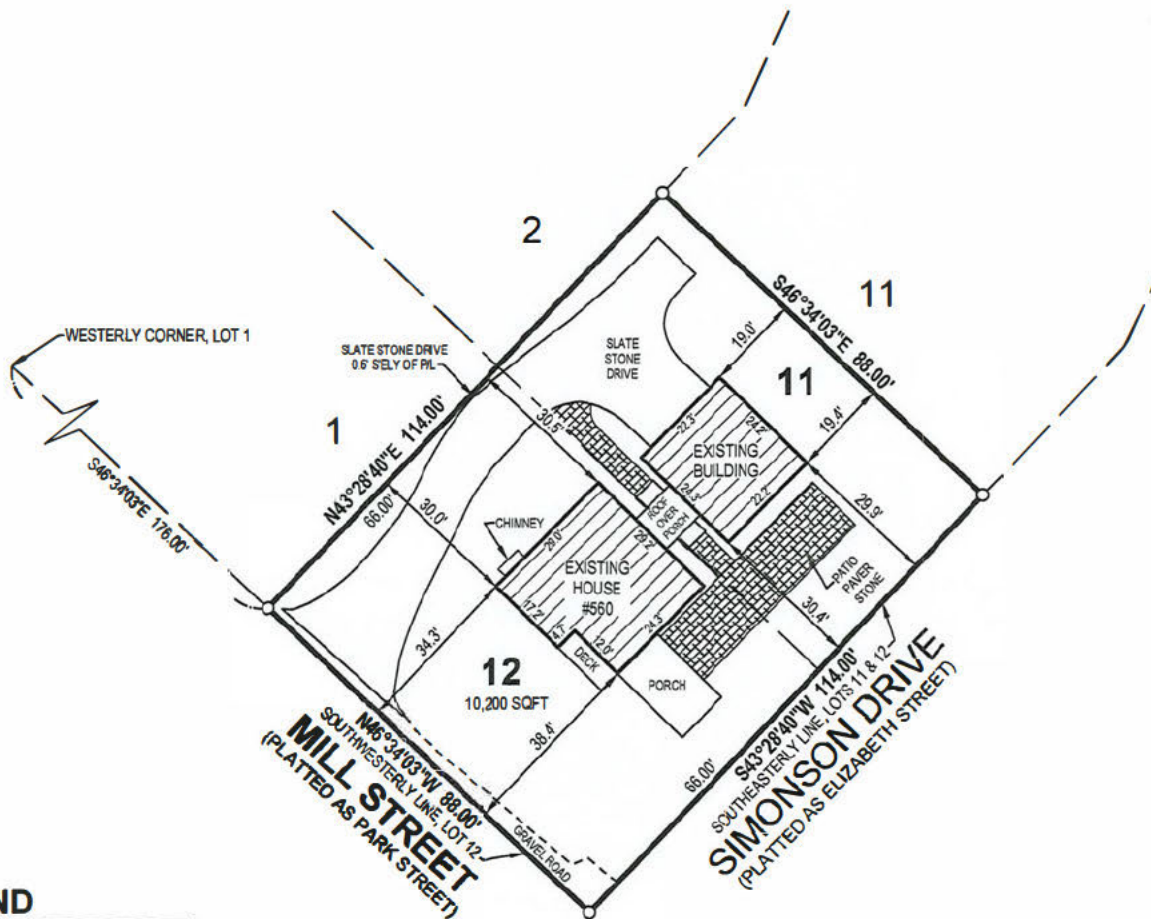
Curb cuts may require engineer inspection and monitoring. If monitoring and inspection is required, an escrow deposit will be required. No single curb cut shall exceed 25 feet, nor be less than ten feet at the street line nor less than eight feet at the outside sidewalk line. The minimum distance between any curb cut and a public crosswalk shall be five feet. The minimum distance between curb cuts, except those serving residential property, shall be 25 feet. The maximum number of lineal feet of sidewalk driveway crossings permitted for any lot, parcel of land, business or enterprise shall be 45% of the total abutting street frontage up to and including 200 lineal feet of street frontage plus 20% of the lineal feet of street frontage in excess of 200 feet. The necessary adjustments to utility poles, light standards, fire hydrants, catch basins, street or railway signs, signals or other public improvements or installations shall be accomplished without cost to the City. Driveways over sidewalk lines shall be of concrete at least six inches thick. Driveway aprons between the sidewalk and the street shall be of concrete six inches thick.

Temporary Encroachments

Items such as dumpsters and trailers must be visible to motorists and pedestrians by means of reflectors, cones, and/or barricades. They must be placed so as to not impede access to a fire hydrant or block or impair traffic flow in the street or a motorists' line of sight.

Miss Dig

The permittee must comply with the requirements of PA 53 of 1974, as amended. CALL MISS DIG AT 811 or (800) 482-7171 AT LEAST THREE (3) FULL WORKING DAYS, BUT NOT MORE THAN TWENTY-ONE (21) CALENDAR DAYS, BEFORE YOU START WORK. The permittee assumes all responsibility for damage to or interruption of underground utilities.



DESCRIPTION

Land Situated in the State of Michigan, County of Allegan, City of Saugatuck.

Lots 11 and 12, Block 1, Bandies Addition, according to the recorded plat in Liber 2 of Plats, Page 16, Allegan County Records, described as: Beginning at a point on the Southwesterly line of Lot 12, distant South 46 degrees 34 minutes 03 seconds East 176.00 feet from the Westerly corner of Lot 1 and proceeding thence North 43 degrees 28 minutes 40 seconds East 114.00 feet; thence South 46 degrees 34 minutes 03 seconds East 88.00 feet; thence South 43 degrees 28 minutes 40 seconds West 114.00 feet along the Southeasterly line of Lots 11 and 12; thence North 46 degrees 34 minutes 03 seconds West 88.00 feet along the Southwesterly line of Lot 12 to the point of beginning.

(Chicago Title, Commitment No. 031185213RTA, dated August 4, 2022)

SCHEDULE B - SECTION II NOTES

No survey matters to depict.

By: *Scott A. Hendges*
Scott A. Hendges Licensed Professional Surveyor No. 4001047953



SCALE: 1" = 30' 0' 15' 30' NORTH

Beacon Sotheby's International Realty Chad Van Horn 233 Butler Street P.O. Box 217 Saugatuck, MI 49453		
560 Mill Street		
DRAWN BY: JR	DATE: 8.17.22	PRJ #: 22201317
REV. BY:	REV. DATE:	
REV.:		1 OF 1







1st Year 2000⁵⁵







Remove? →

8-29-24 58



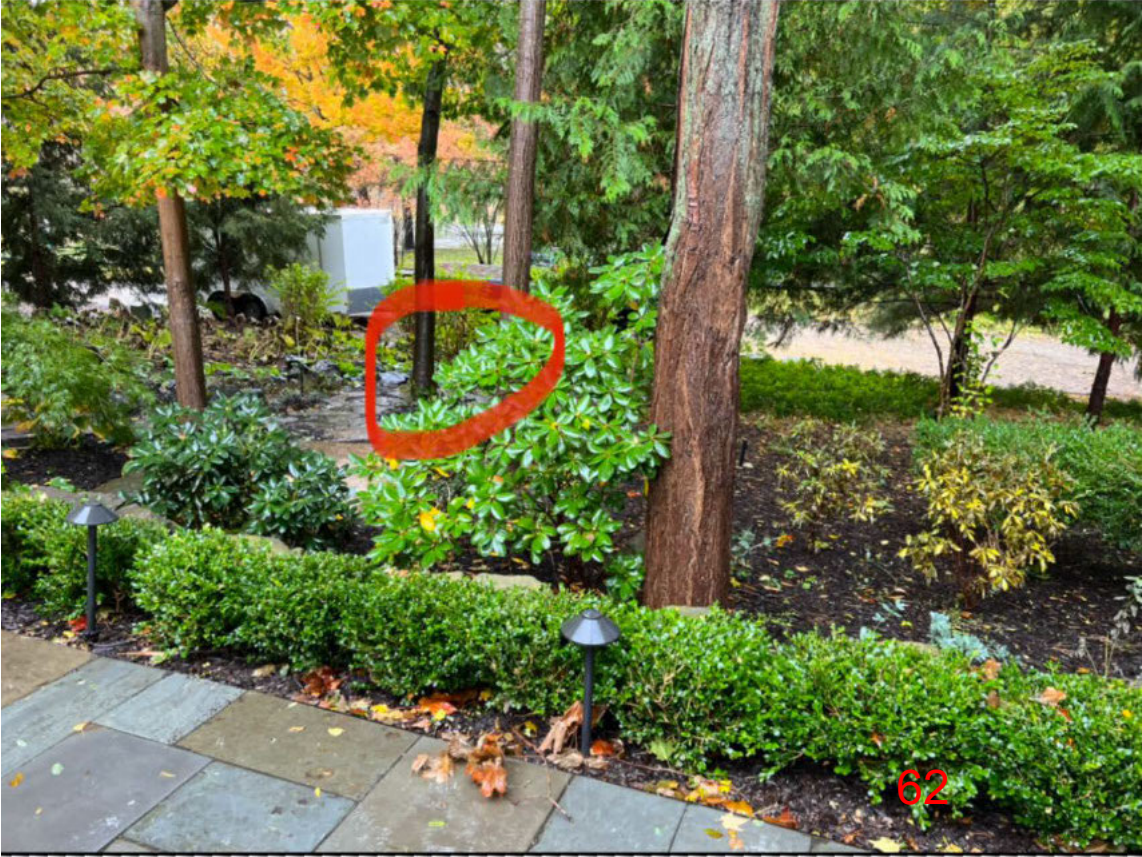
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8/29/2024



2004 June











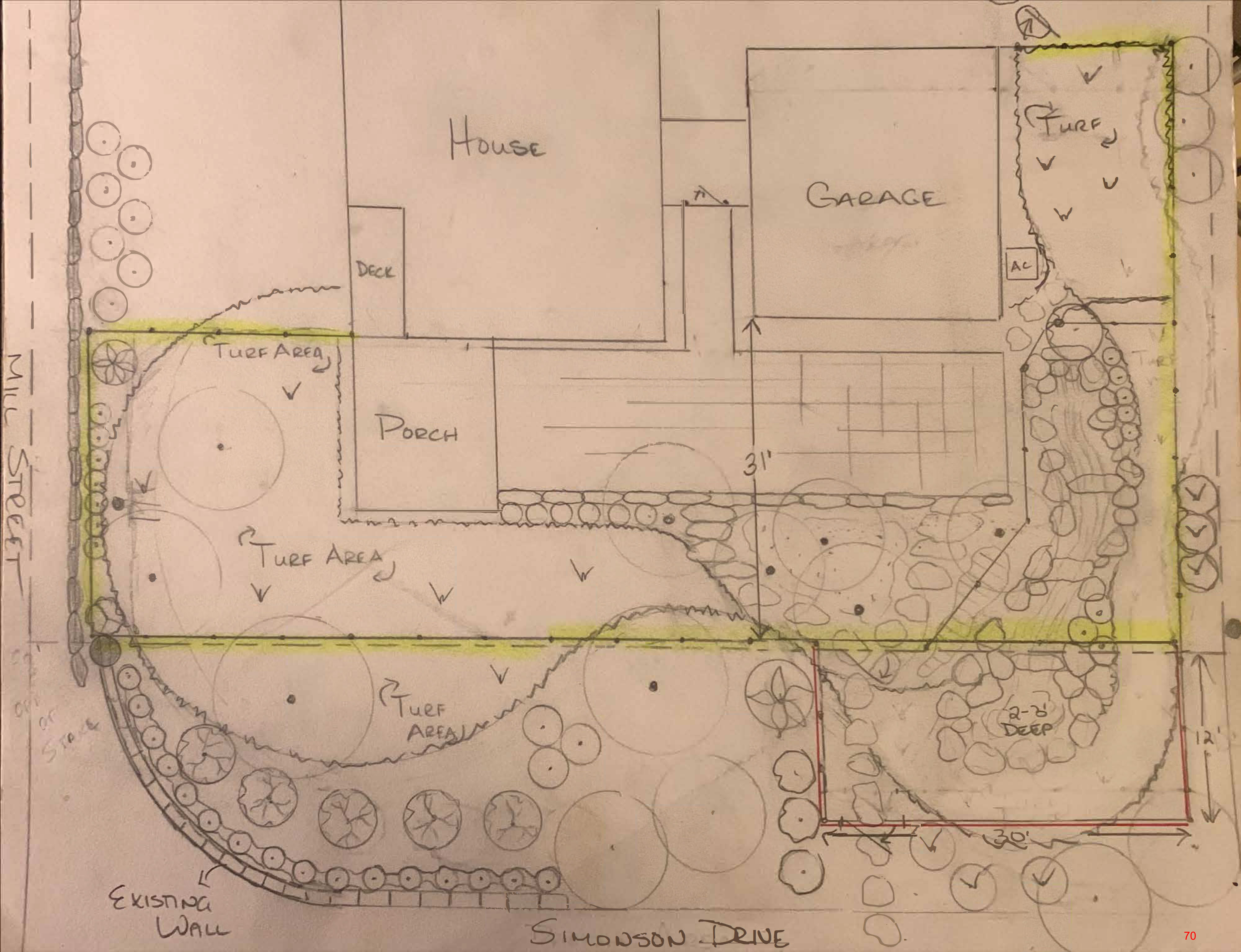








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Jamie Wolters

From: David IsIjamovski [REDACTED]
Sent: Wednesday, January 22, 2025 6:47 PM
To: Jamie Wolters
Cc: Lauren Stanton; Ryan Cummins
Subject: Re: Maple Street

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

Hi Jamie,

Could you please forward this to the Mayor and Council Members (I don't have all their emails, apologies)?

Thank you,

David

RE: Maple Street

Dear Mayor, City Council Members and City Manager,

We are writing on behalf of the residents of Maple Street to thank you for your attention and consideration regarding the upcoming Maple Street corridor road rebuild project slated for 2026. We truly appreciate how the Council has listened to the concerns of the residents of Maple Street and our adjoining neighborhoods, which was evident in tonight's workshop and your heavy consideration of non-motorized infrastructure, and we're grateful that you've taken our feedback into account during the planning process.

In particular, we want to express our strong support for the inclusion of a sidewalk or paved path as part of the project. Our residents are united in the belief that the key priority is having a pedestrian path that is separate from the road—whether it's a traditional sidewalk or a path like the one on Wiley Road, which several of us visited and found to be a wonderful idea after Lauren made us aware of it. Ultimately, the form of the walking path is less important than the safety it provides by keeping pedestrians safely away from traffic. As such, we don't feel strongly about whether it's a concrete, traditional sidewalk or a more natural, paved walking path, but we do believe it's crucial that we don't simply widen the road itself.

Additionally, we would like to express our thanks to Councilmember Gregory for bringing up the important issue of street lighting. This is a concern we've voiced in the past, and somehow it appears it may have been overlooked during the assessment by the engineering firm. Proper lighting on Maple Street is essential for both safety and visibility, especially for pedestrians and drivers during the darker months, and we appreciate Gregory's attention to this matter.

Once again, we thank the City Council for your ongoing efforts to make Saugatuck a safer and more connected community. Your responsiveness to the needs and concerns of residents is deeply appreciated, and we look forward to seeing these improvements take shape in the coming years.

Sincerely,

David Isljamovski & Chad Dupont
[REDACTED] N Maple Street

Jamie Wolters

From: David Isljamovski [REDACTED]
Sent: Thursday, January 23, 2025 11:19 AM
To: Jamie Wolters
Subject: [REDACTED] Maple St - Hybels

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

Hi Jamie,

I rec'd a message from our neighbors Bill and Lynne, who asked I forward the below message to the Council. They are out of the country and don't have access to their email at the moment.

Thank you - David (on behalf of the Hybels)

"To Saugatuck Staff, My family resides happily at [REDACTED] N Maple. With the upcoming reconstruction of Maple St in mind, may we please register two requests. The first is, might it be possible for us to hook up to city sewage? And at what cost? The second is, we are strong proponents of the sidewalk idea! Blessings Bill and Lynne Hybels"