CITY COUNCIL MEETING AGENDA
February 10, 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.

NOTICE:
Join online by visiting:
https://us02web.zoom.us/j/2698572603

Join by phone by dialing:
(312) 626-6799 -or-
(646) 518-9805

Then enter "Meeting ID":
2698572603

Please send questions or comments regarding meeting agenda items prior to meeting to:
rcummins@saugatuckcity.com

Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck City Clerk at 269-857-2603 or jwolters@saugatuckcity.com for further information.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Mayor's Comments**
5. **City Manager Comments**
6. **Agenda Changes** *(Additions/Deletions)*
7. **Guest Speakers**
   - **A.** Kristen Armstrong – Saugatuck Center for the Arts.
   - **B.** Jim Bouck – Zoning Board of Appeals Annual Report.
   - **C.** Steven Manns – Planning Commission Annual Report.
8. **Public Comment on Agenda Items Only** *(Limit 3 minutes)*
9. **Consent Agenda:** *(Roll Call)* ***Pg.8***
   - **A.** Strategic Planning Meeting Minutes – January 24, 2025.
   - **B.** Regular Meeting Minutes – January 27, 2025.
   - **C.** 2025 Wicks Park Boat Slip Rate Adjustment.
   - **D.** Approval of Agreement with E. Dowd's Crane Service LLC for Professional Tree Removal Services in the amount of $11,627.50.
   - **E.** New Bike Racks Downtown.
   - **F.** Board and Commission Appointments:
     - Larry Blose to Board of Review.
     - Joe Clark to the Kalamazoo Lake Sewer & Water Authority.
     - Christopher Raphael to the Zoning Board of Appeals as a Full Member.
     - Matt Holley to the Zoning Board of Appeals as an Alternate Member.
10. **Staff Reports, Boards, Commissions & Committees:** ***Pg.84***

A. Staff Reports:

1. City Manager
2. Treasurer
3. Clerk
4. Planning and Zoning
5. Department of Public Works
6. Police
7. Engineer

B. Boards, Commissions & Committees:

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

11. Approval of Accounts Payable: *(Roll Call)* ***Pg.105***

A. Accounts Payable in the amount of $474,123.11.

12. Public Hearings

13. Unfinished Business

14. New Business

A. Ordinance No. 250210-A - Amend the City Code of Ordinances to clarify the purchasing authority of the City of Saugatuck. ***(Roll Call) Pg.113***

B. Ordinance No. 250210-B - Amend Title XV, Chapter 154, of the Code of the City of Saugatuck to amend section 154.022 (W)(3) to revise the required minimum gross finished floor area for Accessory Dwelling Units and to amend section 154.092 (J) to allow existing accessory dwelling units that do not conform to the requirements of 154.022 (W) to qualify for rental if all other applicable requirements are satisfied. ***(Roll Call) Pg.124***

C. Updated Policy on Ethical Standards of Conduct. ***(Roll Call) Pg.129***

D. Goals and Priorities for Fiscal Year 2025/2026. ***(Roll Call) Pg.140***

15. Public Comments *(Limit 3 minutes)*

16. Correspondence: ***Pg.195***

A. Cathy Brockington

17. Council Comments

18. Adjourn *(Voice Vote)*

2024 Zoning Board of Appeals Report

Date Applie	Zoning	Address Display Strir	Variance Numb	Parcel Number	Description	Status
12/12/2023	CR-COMM RES R-1	145 GRANT ST	V230014	57-052-008-50	Construction of a detached garage at 145 Grant Street (R-1 Community Resident District), which requires a dimensional variance for: -An increase in lot coverage to 34% instead of the maximum of 30%, an increase of 4%.	DENIED
02/02/2024	P W R-1	184 PARK ST	V240001	57-009-073-10	Construction of a new single-family dwelling at 184 Park Street (R-1 Peninsula West District), which requires a dimensional variance to reduce the front setback to fifteen feet (15') instead of the minimum 25-foot setback, a reduction of 10 feet (10'). Request relates to Section 154.036 (D) of the Zoning Ordinance.	GRANTED
03/03/2024	DWP DTN WATR PRV	650 WATER ST	V240002	57-300-029-00	Construction of a chase / 'chimney-like' structure to house kitchen hood equipment that leads to the roof of the building at 650 Water Street (Parcel 03-57-300-029-00, C-2 Downtown Waterfront Preservation District), which requires dimensional variances to: -Reduce the front setback on Spear Street to zero feet (0') instead of the minimum 5-foot setback, a reduction of five feet (5'). -Reduce the waterfront setback to fourteen feet (14') instead of the minimum 25-foot setback, a reduction of elevent feet (11'). -Requests relate to Section 154.038(D) of the Zoning Ordinance.	GRANTED
07/11/2024	PUD Overlay, PW PEN WEST	560 CAMPBELL RD 1	V250004	57-847-000-00	Change to another nonconforming use that is functionally similar to the previous non-conforming use. (Substitution)	GRANTED
09/06/2024	CR-COMM RES R-1	810 ALLEGAN ST	V240003	57-350-023-00	Addition to existing single-family dwelling which requires dimentional variance to reduce the principal building setback to 10 feet, reduce the accessory building setback to seven feet for an accessory building addition, and allow lot coverage to exceed maximum.	DENIED

Planning Commission 2024 Activity Report

FROM: Luke Thompson, Director of Planning and Zoning

MEETING DATE: January 16, 2025

SUBJECT: Planning Commission Activity Report for 2024

DESCRIPTION:

The purpose of this memo is to provide an overview of activities to the Planning Commission for the 2024 calendar year.

Zoning Permit Activity

Year	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
Permits*	57	95	68	75	52	98	107	108	89	77

*Includes permits issued administratively including zoning and sign permits. This does not include short-term rental certificates, historic district permits, street cut permits, water and sewer permits, temporary ROW, or other miscellaneous permits.

Enforcement Activity

Year	2024	2023	2022	2021	2020	2019
Total Cases	87	86	35	39	19	71

2024 Case Breakdown	
Type of Case	**Total**
Dangerous Structures	1
Garbage Out Day After	7
Historic District	3
Nuisances	2
Streets and Sidewalk	31
Zoning	16

Short Term Rental	20
Unregistered Rental	1
Other	6

Short-Term Rental Activity
129 renewal or new short-term rental certificates were issued this year.

Planning Commission Activity
The Planning Commission met 11 times for regular and special meetings.

Public hearings and/or site plan review regarding the following projects and ordinance amendments were held this year:

- 650 Water Street – Restaurant with expanded dining area and service of alcoholic beverages.
- Short Term Rentals – Review Draft Zoning, Noise and Police-Powers Ordinance Language.
- 311 Water Street – Restaurant with outdoor seating and expanded outdoor dining area.
- 449 Water Street - Restaurant with outdoor seating and expanded outdoor dining area.
- 831 Holland – Rented accessory dwelling unit.
- 132 Mason Street – Restaurant with outdoor seating and expanded outdoor dining area.
- 128 Hoffman Street - Restaurant with outdoor seating and expanded outdoor dining area.
- 322 Culver Street –Restaurant with outdoor seating and expanded outdoor dining area.
- 201 Culver Street - Restaurant with outdoor seating and expanded outdoor dining area.
- 350 Mason – Signage for Bed and Breakfast
- Review of Draft Zoning Ordinance Amendment to amend the City of Saugatuck's Zoning Ordinance to provide a mechanism for the City Council to limit the maximum number of short-term rentals in specific zoning districts and to adjust such limit when advisable.
- 450 Spear St – Rental of an accessory dwelling unit
- 133 Butler St - Proposed condominium subdivision
- Review of Draft Code Ordinance Amendment to amend title XV, Chapter 154, of the Code of the City of Saugatuck to amend section 154.038 c-2 downtown waterfront preservation district to eliminate first floor apartments as permitted and special land uses and to amend section 154.113 to clarify planned unit development (PUD) modifications for the c-2 downtown waterfront preservation district and to allow first-floor apartments if certain conditions are met through the PUD review process
- 515 St Joseph St – Rental of an accessory dwelling unit
- 149 Lucy St - Proposed Single-Family Residence with a floor area that exceeds 0.3:1.
- Bed and Breakfast accessory structures in the R-4 City Center Transitional Residential

District - Review of Draft Code Ordinance Amendment and Public Hearing for a proposed text amendment.

- Accessory Dwelling Unit Standards – Discussion on requirements for Special Land use approval to allow for rental of accessory dwelling unit.
- 306 Mary St – Public Hearing for a Special Land Use request for rental of an accessory dwelling unit

2025 Priorities

The Planning Commission set the following priorities for 2025. A summary of the priorities is provided below.

1. Master Plan Update:
   - Updating the master plan and evaluating the benefits of a tri-community master plan with Saugatuck and the City of the Village of Douglas.
2. Commercial Zone Review
   - Reviewing all commercial zones to potentially simplify and streamline regulations.

City Council & Leadership Team
Strategic Goal Setting Work Session Minutes- *Proposed*
January 24, 2025 8:30 a.m.
Saugatuck Yacht Club (15 Park Street)

The City Council met for a strategic goal setting work session at 8:30 a.m.
Saugatuck Yacht Club
15 Park Street. Saugatuck, MI 49453.

Call to Order:
The meeting was called to order by Mayor Anderson at 9:00 a.m.

Attendance:
Present: Mayor Anderson, Mayor Pro-Tem Stanton and Councilmembers Clark, Dean, Gardner, Muncey and Peterson.
Absent: None.
Others Present: City Manager Cummins, Zoning Director Thompson, Treasurer Bredeweg, DPW Superintendent Herbert, Clerk Wolters and Deputy Clerk/DPW Admin Williams.

Public Comment: None.

The day's events began with a welcome and introduction by City Manager Cummins and Mayor Anderson. City Council members and City Hall leadership team members reviewed the agenda and operating guidelines, introducing themselves and sharing their roles, length of service, an important leadership attribute, and their top priority for the city in fiscal year 2025/2026.
The City Manager and Department Heads provided updates on the progress of key priorities set for fiscal year 2024/2025, followed by a Citizen Survey review by Mayor Anderson.
After a brief break, the group reviewed and discussed the city's vision statement, key result areas, and the relevance of current priorities. The City Manager also led a discussion on updating the Land Use Master Plan and additional items in each key result area.
A working lunch followed, where participants discussed near-future threats and opportunities the city might face. Ideas generated during the session were reviewed, focusing on potential challenges and opportunities. The group also discussed the phases of team development and the roles and responsibilities of the legislative and executive branches, with each table reporting on a scenario discussion.

Following a break, the group prioritized items within the key result areas, then wrapped up the session by discussing next steps.

Adjournment:

Motion by Stanton, second by Muncey to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Anderson adjourned the meeting at 4:09 p.m.

Respectfully Submitted

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Jamie Wolters, City Clerk

CITY COUNCIL REGULAR MEETING MINUTES- *proposed*
January 27, 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, Councilmembers Clark, Dean, Muncey, Peterson and Gardner.
Absent: Stanton.
Motion by Dean, second by Peterson to excuse Mayor Pro-Tem Stanton. Via voice vote, motion carried 6-0.
Others Present: City Manager Cummins, Zoning Director Thompson, Treasurer Bredeweg, Attorney Jake Witte and Clerk Wolters.

Mayor Comments:
Mayor Anderson expressed enthusiasm following the recent strategic planning session on Friday, highlighting the strong engagement and productive discussions between city officials and staff. She appreciated the collaborative effort in organizing the session and looks forward to receiving feedback from Maryland before revisiting and finalizing the established priorities. Mayor Anderson conveyed her satisfaction with the session's outcomes and extended her gratitude to everyone involved.

City Manager Comments:
City Manager Cummings expressed gratitude to the Council for dedicating a full day to engaging with staff and the facilitator to review past achievements and discuss priorities for the upcoming fiscal year. He looks forward to receiving Maryland's report, anticipated this week, and hopes to further discuss its findings during the next Council workshop. Additionally, he highlighted a recent update regarding short-term rental licenses, noting that a notice was published in the *Commercial Record* announcing the availability of two licenses in the Peninsula South Zoning District and two in the Peninsula North Riverside Zoning District. Cummings emphasized that the licensing process follows the policy approved in August and directed any inquiries to Director of Planning and Zoning, Luke Thompson.

Agenda Changes:

Motion by Gardner, second by Muncey to add commission member Bradd Lubbers as guest speaker this evening. Via voice voter, motion carried 6-0.

Guest Speakers:

Director Lisa Mize of the Saugatuck Douglas Convention Bureau provided an update on past and upcoming initiatives aimed at enhancing tourism and community engagement. She highlighted the bureau's extensive digital advertising efforts in 2024, including YouTube promotions, hosted video series, and a successful fall campaign in Chicago. The bureau also expanded its printed discovery guide production from 50,000 to 60,000 copies due to high demand.

Mize discussed efforts to promote year-round tourism, including winter photography campaigns and the launch of a strategic initiative to attract small to medium-sized meetings and conferences to the area. She noted increased website traffic, which grew by 15% in 2024, and emphasized the continued focus on digital advertising and email marketing in 2025.

Looking ahead, the bureau aims to strengthen off-peak tourism by working with a newly formed subcommittee and industry experts to assess local resources and opportunities. Plans for 2025 include renewed radio advertising on NPR in Chicago, ongoing guest and lodging partner surveys, and continued public outreach through local media. Additional goals include a 5% increase in lodging assessments, a 20% rise in website traffic, and expanded sponsorships and in-kind donations for community events.

Mize also announced the launch of the *Influencer Partnership Program,* designed to support lodging partners in leveraging influencer marketing. The program will provide financial and logistical assistance to bring social media influencers to the region, further promoting Saugatuck Douglas as a premier travel destination.

Allegan County District 3 Commissioner Brad Lubbers provided an update on recent developments within the county, beginning with the organizational meeting held on January 9, where Gale Dugan was elected Chairperson of the Board of Commissioners and Scott Beltman was elected Vice Chair.

He acknowledged the efforts of county law enforcement and emergency personnel in managing road conditions during the recent severe winter weather, which led to multiple vehicle accidents along major highways, including US-31 and US-131. Lubbers commended their dedication to keeping roads clear and ensuring public safety. Additionally, he shared positive news regarding Jill Dunham, the County Broadband Initiative Director, who was recognized as one of 14 individuals nationwide by the White House Rural Innovators Initiative under the Biden-Harris Administration for her work in expanding broadband access. Regarding broadband expansion, Lubbers reported that the 123Net project is progressing as planned, with work already completed in areas to the north and east of Saugatuck and Douglas. The broadband infrastructure for these communities is scheduled for completion by December 31, 2025. He noted that Saugatuck and Douglas present additional complexities due to existing provider networks, which may lead to potential partnerships between 123Net and other service providers such as Comcast or Xfinity. Discussions on network access and possible agreements are ongoing.

Public Comment on Agenda Item Only: None.

Consent Agenda:

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.

Motion by Dean, second by Peterson to approve the consent agenda. Via roll call vote, motion carried 6-0.

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 January 13, 2025, for their respective departments.

Fire District Administration Board, Dan Fox:
Dan Fox, the Saugatuck city representative to the Saugatuck Township Fire District Board, provided a report summarizing key updates from the department's December and year-end review.
The department recorded a total of 1,146 calls for the year, marking a 17% increase and setting an all-time record. Emergency Medical Services (EMS) calls made up 58% of all incidents, with falls being the most common category. Motor vehicle accidents surged by 44%, with incidents on Interstate 196 increasing by 84%, largely due to winter weather conditions. The district's drone team saw a 50% rise in responses, primarily assisting with missing persons searches. Additionally, two lives were saved by fire district crews using CPR and AEDs. Financially, the department secured $41,000 in grants and received $108,000 in donations. Cost recovery efforts from highway incidents brought in $7,400 in December, and the district received an $8,500 insurance dividend. Fox also discussed upcoming equipment upgrades, including the planned replacement of a Ford Explorer emergency vehicle. The decision was tabled for a future meeting, but the replacement vehicle is expected to maintain similar capabilities. Regarding emergency response coordination, Fox emphasized the importance of the 911 dispatch system, which determines which agencies respond based on availability and location. He also underscored the value of the department's TMA (Truck-Mounted Attenuator) vehicle, which enhances safety during highway incidents, and noted interest from the Holland Fire Department and the Michigan Department of Transportation in adopting similar equipment.

Interurban Board, Councilmember Muncey:
Councilmember Muncey reported that first-quarter ridership reached 14,422, marking the highest in history for that period. The fiscal year runs from October to October, and the expanded late-night service, particularly on New Year's Eve, contributed to a 107% increase in ridership that night, with 361 passengers utilizing the service. The long-anticipated building grant process is finally moving forward, with plans to break ground in the spring. Project manager's coordination is underway to meet design-build requirements, and preliminary drawings are expected within the next two months. Muncey also addressed budget challenges, noting a projected 15% reduction in state grant funding, which could significantly impact financial planning. A committee will meet on February 11 to assess potential budget adjustments. Options under consideration include increasing the existing 0.5-mill levy, which has been in place for 15 years, for a potential November ballot proposal. The goal is to sustain service expansion, maintain short wait times, and keep fares affordable. Despite a solid cash reserve, careful financial planning is necessary, especially with anticipated costs associated with the new building. Muncey assured continued updates on the financial outlook and invited interested parties to the

budget meeting at the Interurban hub on Wiley Street on February 11 from 1 to 2 PM.

Kalamazoo Lake Sewer & Water Authority:
Barry Johnson, the city representative on the Kalamazoo Lake Sewer and Water Authority (KLSWA), provided an update on recent meetings and key developments. At the January 14 meeting, the board reviewed progress on lead service line replacements and the submission of distribution system material inventories for Saugatuck, Douglas, and the township, with Lake Town's submission still pending. Additionally, a sewer capacity report was distributed, indicating that the city utilizes approximately 30% of the system's capacity, Douglas accounts for 50%, and the remaining portion is used by the township. Capacity levels are continuously monitored to ensure efficient operations.
Johnson also reported on the authority's financial audit, which was positive overall. However, he emphasized the ongoing challenge of maintaining competitive pay scales for licensed plant operators. Employees require certifications to manage water and sewer treatment facilities, and while KLSWA funds their training, larger municipalities like Holland and South Haven often recruit them with higher salaries. To retain staff, the board is prioritizing competitive wages and emphasizing strong benefits packages in recruitment efforts. During the budget hearing on January 21, the board approved the budget, which includes necessary rate increases to support capital improvements. The most significant future expense involves the maintenance of the sewage lagoons, which require periodic dredging every 10 years. If the processed waste meets regulatory standards, it can be used as fertilizer at a cost of under $1 million. However, if contamination levels exceed acceptable limits, disposal in a landfill becomes significantly more expensive. To fund these infrastructure projects, water rates will increase by $6.98 per meter equivalent unit, with an additional charge of $0.35 per 1,000 gallons. Sewer rates will rise by $6.50 per meter equivalent unit, with a $0.60 per 1,000-gallon surcharge. Larger users, such as breweries with higher water consumption, will see proportional increases.
Johnson acknowledged the city's ongoing infrastructure investment efforts, including lead line identification and replacement, and commended their proactive approach to maintaining and upgrading essential services.

Kalamazoo Lake Harbor Authority, Councilmember Peterson: None.

Zoning Board of Appeals, City Manager Cummins:
They met but did not have any cases. They voted on Chair and Vice Chair and reviewed their year-end report.

Historic District Commission, Councilmember Gardner:
The next meeting is a week from Thursday, the 6th at 6 p.m.

Planning Commission, Councilmember Clark:
Councilmember Clark provided an update on recent zoning ordinance changes and ongoing discussions regarding accessory dwelling units (ADUs) and short-term rentals (STRs). He noted that the council previously approved modifications to ADU regulations, including the removal of the minimum size requirement. Further adjustments are being considered, particularly regarding ADUs seeking STR licenses. One key recommendation, which was unanimously approved for recommendation at the last meeting, proposes removing the requirement for ADUs to meet current zoning and building codes if they were legally constructed under previous regulations. Many existing ADUs do not align with current standards but were compliant when built, making this adjustment necessary to accommodate STR licensing. The proposed language change will be reviewed at an upcoming workshop, either at the

next session or the following one.
Additionally, Clark mentioned that discussions continue regarding potential zoning language revisions for bed and breakfasts (B&Bs), specifically their ability to use accessory structures for occupancy. Progress is being made, and he anticipates that a recommendation to the council may be ready by the next meeting.

Parks & Public Works Committee, Mayor Pro-Tem Stanton: None.

Tri-Community Non-Motorized Trail Study Committee, Councilmember Dean:
Councilmember Dean Man provided an update on the progress of the Blue Star Trail project, acknowledging potential delays this year. He emphasized the importance of ensuring that the route does not disturb any artifacts or culturally sensitive areas. While the project had been discussed during the recent strategy session, Man noted that it may move at a slower pace due to these considerations. The Friends of the Blue Star Trail have informed their membership of the anticipated delays, and MDOT has expressed understanding and support for the delay. He was reassured that the grant funding remains secure, but the project's timeline will be extended to address concerns related to historic preservation.

Water System Operations Contract Advisory Committee, Councilmember Gardner and Councilmember Clark:
Councilmember Gardner noted conversations are still ongoing and there will be another draft of the contract soon.

Wildlife Management Committee, Councilmember Dean:
Councilmember Dean informed the council that the next meeting is February 5. They will review the survey results as the survey closes on January 31.

Approval of Accounts Payable:
Motion by Dean, second by Clark to approve the accounts payable in the amount of $260,559.69. Via roll call vote, motion carried 6-0.

Public Hearing: None.

Unfinished Business: None.

New Business:
Sea Wall and Concrete Repairs - Proposal for Design Engineering & Bidding Assistance in the amount of $17,200.:
Motion by Gardner, second by Muncey 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.

Audit Engagement Letter/Proposal for 2025, 2026, and 2027.:
Motion by Muncy, second by Peterson to approve the audit engagement letter with Berthiaume & Company for 2025, 2026, and 2027.
Muncey and Peterson withdrew their motions.
Motion by Muncy, second by Clark 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 Mill Street right of way for vehicular traffic and parking. Via roll call vote, motion carried 6-0.

Correspondence:
David Isljamovski and Chad Dupont regarding Maple Street.
Bill and Lynne Hybels regarding Maple Street.

Council Comments:
Councilman Clark expressed his appreciation to the city manager and staff for organizing a highly successful event on Friday. He also commended staff members for their detailed and well-prepared reports, noting how helpful it was for him to hear directly from them, which allowed him to better understand their roles and responsibilities. He emphasized the value of the discussion around prioritizing projects, acknowledging the significant workload and the many projects already in progress, with more on the horizon. His main concern was ensuring the city's workload remains manageable, as overburdening could negatively impact all projects. He concluded by thanking the city manager, his fellow council members, and staff for their contributions

Councilmember Dean echoed the positive comments made by fellow council members regarding the recent meeting, praising the discussions and Lisa's presentation from the Convention and Visitors Bureau (CVB). He also expressed his appreciation for Dan's presence, highlighting the opportunity to start early on planning for event security. In light of recent headlines about events being targeted, Councilmember Scott emphasized the importance of preparing for public safety, noting that the city has the chance to be proactive in this area. He also pointed out that with the date for the event and fireworks already set, they can focus on planning to ensure both safety and a great experience for attendees. Additionally, he acknowledged parking as an important factor that will need attention as part of the event preparation.

Councilmember Muncey began by complimenting the team for their excellent work in organizing the recent meeting, noting the quality of the sandwiches and acknowledging the need for printed napkins. He expressed that the meeting served as an important team-building opportunity and looked forward to the workshops and detailed discussions that were agreed upon. He highlighted the strategic aspect of council meetings as an exciting part of his role and praised the value of such sessions for effective governance He also wished Michigan a belated happy birthday, recognizing the state's 188th anniversary. In addition, he encouraged support for the Saugatuck Public School Drama Department's production of Willy Wonka, which would be held at the high school auditorium. He praised the talent of the students, noting that their performances stand out from typical high school productions. Councilmember Muncey also invited the community to visit South Haven for their 31st annual Icebreakers Festival, which features events like ice sculpting, cardboard sled racing, a chili cook-off, and a fashion show. He mentioned that the festival has grown significantly and recommended checking out the ice sculptures and various activities, suggesting the event is a fun and worthwhile trip. Councilmember Dean.

Councilmember Gardner echoed the positive comments about the session on Friday, emphasizing that it was a great opportunity for him to spend more time getting to know Councilmember Joe, as well as Sarah Williams and Nikki, the new treasurer. He expressed that it was a productive and enjoyable experience overall.

Councilmember Peterson echoed the positive sentiments about the meeting, noting that it was a great day. She humorously remarked on Marilynn's attempt to prioritize items, mentioning how one priority would be tackled, only for another to be raised. She pointed out that, in the end, they only managed to get bike racks off the list. Regarding staff reports, It would be beneficial if the Sheriff's department could give statistics similar to the fire department.

Mayor Anderson expressed gratitude for the strategy session, highlighting his earlier appreciation. He thanked everyone for their efforts in securing the Yacht Club as the venue, noting that it was a wonderful location and that having daylight during the meeting was a refreshing touch.

Adjournment:

Motion by Dean, second by Peterson to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Anderson adjourned at 8:02 p.m.

Respectfully Submitted

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Jamie Wolters, City Clerk

City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: February 10, 2025

SUBJECT: Wicks Park Boat Slips

DESCRIPTION:

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

Previous Year Rates:

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

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

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

Policy/Procedure: Wicks Park Boat Slip Leasing

Date Adopted or Implemented: 01-14-2019

Revision Date: N/A

Resolution Number (if applicable): N/A

CITY OF SAUGATUCK

I. General Purpose and Objective

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

II. Season Dates & Fees.

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

III. Criteria

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

IV. Application/Selection Process

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

V. Cancellations

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

VI. Terms & Conditions

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

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

2025 Wicks Park Boat Slip Lottery Application

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

Per Policy:

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

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

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

APPLICANT NAME:_____

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

ADDRESS:_____

TELEPHONE:_____ **EMAIL:**_____

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

SIGNATURE:_____ **DATE:**_____

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

*Fully completed Lease Agreement
*Non-refundable payment in the amount of ***$_____ (resident) $_____ (non-resident)***
*Copy of boat registration that lists the lessee (taxpayer) as the registered owner of watercraft

Applications can be submitted as follows:

By Mail:	**In Person:**	**E-Mail:**
City of Saugatuck	City of Saugatuck	jwolters@saugatuckcity.com
PO Box 86	102 Butler Street	
Saugatuck, MI 49453	Saugatuck, MI 49453	

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

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

FOR OFFICE USE ONLY

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

Time Received:_____ Staff:_____

DOCKING LEASE

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

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

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

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

Type of boat: _____

Year: _____

VIN: _____

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

4. **Rental Rate:** LESSEE shall pay annual rent to LESSOR in the sum of **$**_____ for this Lease, said amount being payable upon the execution of this Lease. This rental amount is nonrefundable, except as provided in Section 15 hereof.

5. **Registration:** LESSEE shall provide to LESSOR (prior to the commencement date stated above) a copy of the current boat registration that lists the LESSEE as the registered owner of the one allowed watercraft.

6. **Utilities and Parking:** LESSOR will not provide any utilities at the dock for LESSEE and shall not provide any parking space or facilities for LESSEE.

7. **Hold Harmless Provision:** LESSEE holds and uses the Leased Premises at LESSEE's own risk, LESSEE waives any and all claims against LESSOR (as well as LESSOR's officials, officers, employees, agents and assigns) and LESSEE also agrees to assume all risks related to the Leased Premises and this Lease. Furthermore, with regard to the holding and/or use of the Leased Premises, LESSEE agrees to reimburse, indemnify and hold harmless the LESSEE (as well as LESSEE's officials, officers, agents, assigns and employees) for, from and against any and all liabilities, causes of action, claims, attorney fees, costs and damages related to, arising out of or pertaining to the Leased Premises during the term of this Lease.

8. **Compliance with all Laws:** LESSEE shall comply with all laws, ordinances, codes, and requirements of the City of Saugatuck, County of Allegan, State of Michigan and United States government regarding LESSEE's boat and use of the Leased Premises.

9. **Takes "As Is":** LESSEE takes and will use the Leased Premises in its current condition and "As Is."

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

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

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

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

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

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

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

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

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

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

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

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

CITY OF SAUGATUCK, LESSOR

Dated: _____, 2025 By: _____
Holly Anderson, Mayor

Dated: _____, 2025 By: _____
Jamie Wolters, City Clerk

Dated: _____, 2025 By: _____
LESSEE

Dated: _____, 2025 By: _____
LESSEE

City Council Agenda Item Report

FROM: Scott Herbert – Public Works Superintendent

MEETING DATE: February 10, 2025

SUBJECT: Contracted Tree Care & Removals

DESCRIPTION:
Each year, the Department of Public Works consults the professional service of an arborist to aid in the identification and prioritization of hazardous trees within the City. In general, these trees are typically too large for the Department of Public Works to safely remove without the use of a crane. The recommended list of tree work is enclosed. If approved, staff will begin working with E. Dowd's Crane Service, LLC, right away. Each location will receive a new tree this spring to keep our urban forest robust.

BUDGET ACTION REQUIRED:
Contracted Services

COMMITTEE/COMMISSION REVIEW:
N/A

LEGAL REVIEW:
N/A

SAMPLE MOTION:
Motion to approve the quote from E. Dowd's Crane Service LLC. for contracted tree work in the amount of $11,627.50.

ESTIMATE

E.DOWD'S CRANE SERVICE LLC
3110 20 Mile Road NE
Cedar Springs, MI 49319

eddowdcraneservice@yahoo.com
+1 (616) 263-9055
www.dowdcrane.com

Bill to
City of Saugatuck
102 Butler Street
Saugatuck, MI 49453

Estimate details
Estimate no.: ES11302024
Estimate date: 11/30/2024

City and Zip Code: COS 2024 - 2025
Sales Representative: Edward Dowd
Arborist Recommendation: MI 3750A CCO ID:444209828

Product or service	Description	Qty	Rate	Amount
	The Shade Tree Program is advised for particular trees of concern following an Arborist's assessment. The city faces numerous hazardous tree issues, posing potential risks to property and public safety. E. Dowd's Crane Service suggests pruning hazardous branches or removing completely dead or defective trees after identifying risks associated with (C.O.S.) trees.			
Crane Assistance Service	569 Hofman- Utilizing a Bucket truck & 2 Arborists to remove previous storm damaged Silver Maple located at Left front property. COS TO CLEAN UP AND HAUL	1	$1,375.00	$1,375.00
Crane Assistance Service	569 Hofman- Utilizing a Bucket truck & 2 Arborists to prune and deadwood 2nd Silver Maple located at Right front property. WILL GIRDLE IVY VINES ENGULFING THE TREE COS TO CLEAN UP AND HAUL	1	$825.00	$825.00
Crane Assistance Service	309 Grand- Utilizing Bucket & 2 Arborist to remove large 42-inch defective Sugar Maple with multiple cables holding the tree together. *PREVIOUS PLAN TO ACCESS NEIGHBORING SIDE PROPERTY USING PLYWOOD FOR CRANE ACCESS. COS TO CLEAN UP AND HAUL DEBRIS	1	$2,750.00	$2,750.00

Crane Assistance Service	341 Main Street- Utilizing 2 Arborist with crane to remove defective Sugar Maple located front of property. COS TO CLEAN UP AND HAUL DEBRIS	1	$1,687.50	$1,687.50
Crane Assistance Service	233 Culver Street- Utilizing 2 Arborist with crane to remove a large defective Norway Maple with woodpecker activity in large upper stem. Located in front property of Bright World Candle Co. COS TO CLEAN UP AND HAUL DEBRIS.	1	**$1,145.00**	**$1,145.00**
Crane Assistance Service	433 Main Street- Utilizing 2 Arborist with Crane to remove defective Sugar Maple located front of property. COS TO CLEAN UP AND HAUL DEBRIS	1	$1,125.00	$1,125.00
Crane Assistance Service	Willow Park Water Street- Utilizing 2 Arborist with crane to prune a Willow tree for major deadwood. COS TO CLEAN UP AND HAUL DEBRIS	1	$875.00	$875.00
Crane Assistance Service	Cook Park Butler Street- Utilizing 2 Arborist with crane to remove remaining storm damaged Black Willow. COS TO CLEAN UP AND HAUL DEBRIS *NOTE Arborist recommends possibly waiting to see how tree responds in the coming season to evaluate further consideration of tree status.	1	$1,845.00	$1,845.00
		Total		**$11,627.50**

Accepted date

Accepted by

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: February 10, 2025

SUBJECT: New Bike Racks Downtown

DESCRIPTION:

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

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

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

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

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

BOARD/COMMISSION RECOMMENDATION:

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

The Historic District Commission will also have to approve.

BUDGET ACTION REQUIRED:

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

LEGAL REVIEW:
N/A at this time.

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

Proposed locations for Bicycle racks

Culver St Parking Lot



Chain Ferry East Landing



Lee & Birch
Clothing store

Pumpernickels
Temporarily closed

Butler St

Saugatuck Drug Store

Drug Store
Soda Fountain
Ice Cream

FedEx Drop Box

Mason St

Mason St

Mason St

Mason St

Mason St

Mason St

Butler St

Butler St

Ice Cream -
plate - Fudge
mporarily closed

LULU CADIEU

Google

GRID BIKE RACKS



GALVANIZED SINGLE-SIDED



BLACK DOUBLE-SIDED

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

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

GRID BIKE RACKS — Galvanized or Black

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

SHIPS UNASSEMBLED

■ SHIPS VIA MOTOR FREIGHT

WAVE BIKE RACKS


1-LOOP


3-LOOP


5-LOOP

Upscale stylish look. Easy to secure your bike.

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

WAVE BIKE RACKS

Galvanized Black Green

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

* Galvanized and Black only

■ SHIPS VIA MOTOR FREIGHT

City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: February 10, 2025

SUBJECT: Board of Review Appointment

DESCRIPTION:
The Board of Review is composed of three qualified residents who are registered electors of the city but do not hold any city office or employment. The board operates with the city assessor serving as a nonvoting clerk and receives remuneration as determined by the city council. Board members serve staggered three-year terms.
Notice of vacancy was provided to the public on November 25th, 2024.

BUDGET ACTION REQUIRED:
N/A

COMMITTEE/COMMISSION REVIEW:
N/A

LEGAL REVIEW:
N/A

SAMPLE MOTION:
Motion to **approve/deny** Larry Blose to the Board of Review with term ending January 1, 2028.

Jamie Wolters

From: no-reply@weebly.com
Sent: Sunday, January 5, 2025 1:13 PM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

Follow Up Flag: Follow up
Flag Status: Flagged

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

You've just received a new submission to your Application for Boards & Commissions.
Mark as Spam

Submitted Information:

Name
Laurence Blose

Email
[redacted]

Home Phone Number
[redacted]

Mobile Phone Number
[redacted]

Address
[redacted]
Saugatuck, MI Allegan 49453

Current Employer
Grand Valley State University

Occupation/Position
Professof Emeritus of Finance (Retired)

Business Phone Number

Business Reference Name
Eric Hoogstra

Business Reference Phone Number
[redacted]

Business Reference Email
[redacted]

Does your employer have any business dealings wth the City which might present a conflict of interest
No

If yes, please explain:

Are you a City of Saugatuck resident?
Yes

Are you a registered City of Saugatuck voter?
Yes

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

On which boards and/or commissions would you be willing to serve? .Board of Review
1

On which boards and/or commissions would you be willing to serve? .Library Board
1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:
*I have taught Finance and Investments for 38 years at GVSU, Univ of North Carolina at Charlotte and Kent State University.
*I have a Ph.D. in Finance, Economics, and Statistics from the University of Texas (Austin). *I have 5 years experience working at the US Government Accountability Office (GAO).
*I am a 10 year permanent resident of Saugatuck and have served on the SDDL Library Board of Trustees for eight years.

Digital Signature
Laurence Blose

Submitted Files

Resume
[redacted]

Curriculum Vitae

LAURENCE EARL BLOSE

Address [redacted]
[redacted]
Saugatuck MI 49453
Home Phone: [redacted]
Email: [redacted]

Education

Ph.D: University of Texas at Austin, May 1987. Concentration in Corporate Finance with secondary fields in Statistics and Economics.

MBA: Gannon University, Erie, PA, May 1976.

BS Ind Mgt: Gannon University, Erie, PA, May 1970.

Academic Rank

Professor Emeritus of Finance, Grand Valley State University (Allendale MI) (Retired Jan 2020).

University Teaching

Grand Valley State University from Aug 1997 to Dec 2019.
University of Otego New Zealand (Visiting) Fall 2001.
University of North Carolina at Charlotte from Aug. 1990 to June 1997.
Kent State University from Aug. 1986 to July 1990.

Taught the following courses at the undergraduate level: Managerial Finance, Investments, Intermediate Finance, Options and Futures, Ethics in Finance, and Portfolio Management. At the MBA level I taught Finance Principals, Financial Theory, Statistics, Financial Policy for Managers, and Investment Management.

Administrative Experience

Finance Department Chair, Grand Valley State University, August 2000 to July 2006.
MBA Committee 2004-2010 (Committee Chair 2006-2010).
Seidman Assessment Committee 2007-2014. Chaired the committee 2012-2014.
Seidman Dean's Executive Committee Member 2000-2006, and 2012-2015.
Seidman Strategic Management Committee 2006-2010.
Seidman Curriculum Committee 1997-2000, 2016-2017 (Committee Chair Winter 2000).
Elected member of Board of Directors Midwest Finance Association 2009 through 2012.
Education Coordinator (member of Board of Directors)– CFA Society West Michigan 2002-2016.
Editor-Proceedings of the Midwest Finance Association Annual Meeting 2004-2012.
Elected Chairman of the Seidman Academic Senate 2012-2015.
Seidman Curriculum Assessment Director 2012 – 2014.

Professional Experience

U.S. GAO - Government Accountability Office: (6/76 - 7/82) Senior Program Analyst (GS-12), Atlanta Regional Office. Participated in both regional and national studies of U.S. Government programs, wrote reports to Congress, and briefed Congressional staff members. From 6/76 to 1/78, served as an internal technical assistance consultant in the Technical Assistance Group - Systems Analysis at the GAO headquarters in Washington D.C.

Military Experience

U.S. Navy: (1/71 - 7/74). Most recent position was Oceanographic Research Officer at the Naval Oceanographic Research Facility, Lewes, Delaware; highest rank was Lieutenant (O-3); inactive reserves June 1974 through Aug 1982; Honorable Discharge August 1982.

Refereed Research and Scholarly Activities:

I have 42 referred journal publications and proceedings and 33 presentations at refereed professional meetings without proceedings. My research has been cited in over 800 refereed journals, books, and dissertations. The citations are in some of the top journals in Finance including The Journal of Finance, The Journal of Banking and Finance, The Financial Review, The Journal of Financial Research, The Quarterly Review of Economics and Finance, and the Journal of Financial and Quantitative Analysis. For a list of publications with a partial list of citations see:

https://scholar.google.com/citations?user=tkkYRUcAAAAJ&hl=en

I edited the Proceedings of the Midwest Finance Association Annual Meetings for the years 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 1012. I served as a referee for journals and refereed meetings on 32 occasions.

Other Service

-- President of Seidman Faculty Senate.
-- Chairman, GVSU Department of Finance
-- Consultant for University of Massachusetts Dartmouth MS in Finance program.
-- Seidman Dean Search Committee.
-- Dean's Executive Committee 2000 – 2006, and 2012 – 2015.
-- Education coordinator for the CFA West Michigan Society , 2002 through 2012 and 2015 through 2017. I coordinate the CFA Society Scholarships for the CFA Exams. Also, I organize training sessions for the examinations. And organize the mock exams held twice a year.
-- Board of Directors for Saugatuck Douglas district Library. Jan 2017 to Present.

References:

Eric Hoogstra	Vijay Gondhalekar	Gregg Dimkoff
Chair, Department of Finance	Professor of Finance	Professor of Finance

[redacted]

Jamie Wolters

From: no-reply@weebly.com
Sent: Thursday, December 12, 2024 11:35 AM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

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

You've just received a new submission to your Application for Boards & Commissions.
Mark as Spam

Submitted Information:

Name
Diana Decker

Email
[redacted]

Home Phone Number
[redacted]

Mobile Phone Number
[redacted]

Address
[redacted]

Current Employer
Century 21 Affiliated

Occupation/Position
Associate Broker

Business Phone Number
[redacted]

Business Reference Name
Bill Underdown

Business Reference Phone Number
[redacted]

Business Reference Email
[redacted]

Does your employer have any business dealings wth the City which might present a conflict of interest
No

If yes, please explain:

Are you a City of Saugatuck resident?
Yes

Are you a registered City of Saugatuck voter?
Yes

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

On which boards and/or commissions would you be willing to serve? .Board of Review
1

On which boards and/or commissions would you be willing to serve? .Compensation Commission
1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:
Associate Broker
Former elected Township Treasurer, served 8 years
Born in Douglas
Owner of a Commercial Building in Douglas
Family Business Farm in Glenn

Digital Signature
Diana Decker

P.O. Box 86, Saugatuck, MI 49453
Phone: 269.857.2603 Fax: 269.857-4406
Website: www.saugatuckcity.com

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS/COMMITTEES

Name: Kathleen T. Quick Home Phone: [redacted]

Home/Mailing Address: [redacted]

E-mail Address: [redacted]

Employer: — Occupation/Position: [redacted]

Business Phone: — Business Reference: [redacted]

Are you a Saugatuck City resident? _____ Are you a registered Saugatuck City voter? _____

Do you or your employer have any business dealings with the City which might present a conflict of interest? No If yes, explain _____

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

On which Boards and/or Commissions would you be willing to serve?

Board of Review	Kalamazoo Lake Harbor Authority	Planning Commission
Fire District Board	Kalamazoo Lake Sewer & Water	Tri-Community Non-Motorized Trail Committee
Historic District Commission	Library Board	Tri-Community Wildlife Committee
Interurban Board	Parks & Public Works Committee	
Compensation Commisson		Zoning Board of Appeals

Please describe any qualifications, expertise or special interests that relate to your possible appointment: Planning @ Ford Mo Co & Daikin Inc. Total 35 years "Corporate" Planning 6 years, Market Research Asia 4 years, Purchasing (2)

Tauras Planner 6 years

You may wish to submit a cover letter with your application. Please return the original to the City Clerk's office at the above address for processing. The City of Saugatuck recognizes and supports the concept of balanced representation in regard to filling vacancies on Boards and Commissions. To this end, every effort is made to appoint members who represent Saugatuck's diverse community, including citizens of all ethnic groups as well as people with disabilities. Reasonable accommodations and equal access to communication are provided upon request.

Signature: Kathleen T. Quick Date: Feb 6, 2025

***Disclaimer: Per the City of Saugatuck's retention schedule this application will be kept on file for twelve months, unless you are chosen to serve on a board, then this application is kept on file for the duration of your term.*

COPY: Mayor City Council City Clerk

City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: February 10, 2025

SUBJECT: Kalamazoo Lake Sewer & Water Authority Appointment

DESCRIPTION:
The Kalamazoo Lake Sewer & Water Authority (KLSWA) Commission is responsible for overseeing the efficient management and operation of our community's public water and sanitary sewer systems. The Commission consists of five appointed representatives: two from the City of Saugatuck, two from the City of Douglas, and one from Saugatuck Township. Commissioners serve staggered three-year terms beginning on March 1st, the first day of the Authority's fiscal year.
Notice of vacancy was provided to the public on November 25th, 2024.

BUDGET ACTION REQUIRED:
N/A

COMMITTEE/COMMISSION REVIEW:
N/A

LEGAL REVIEW:
N/A

SAMPLE MOTION:
Motion to **approve/deny** Joe Clark to the Kalamazoo Lake Sewer & Water Authority with term ending February 28, 2028.

Jamie Wolters

From: no-reply@weebly.com
Sent: Friday, September 20, 2024 2:27 PM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

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You've just received a new submission to your Application for Boards & Commissions.
Mark as Spam

Submitted Information:

Name
Auston Marineau

Email
auston.j.marineau@gmail.com

Home Phone Number
[redacted]

Mobile Phone Number

Address
[redacted]
Saugatuck, MI USA 49453

Current Employer
Michigan Supreme Court

Occupation/Position
Judicial Law Clerk

Business Phone Number
N/A

Business Reference Name
Chief Justice Elizabeth Clement

Business Reference Phone Number
[redacted]

Business Reference Email
[redacted]

Does your employer have any business dealings wth the City which might present a conflict of interest
No

If yes, please explain:

Are you a City of Saugatuck resident?
Yes

Are you a registered City of Saugatuck voter?
Yes

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

On which boards and/or commissions would you be willing to serve? .Board of Review
1

On which boards and/or commissions would you be willing to serve? .Historic District Commission
1

On which boards and/or commissions would you be willing to serve? .Interurban Board
1

On which boards and/or commissions would you be willing to serve? .Kalamazoo Lake Harbor Authority
1

On which boards and/or commissions would you be willing to serve? .Kalamazoo Lake Sewer and Water Authority Board
1

On which boards and/or commissions would you be willing to serve? .Parks and Public Works Committee
1

On which boards and/or commissions would you be willing to serve? .Planning Commission
1

On which boards and/or commissions would you be willing to serve? .Zoning Board of Appeals
1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:
I have recently moved back to the community, and I would like to provide my help in whatever way possible.

Digital Signature
Auston Marineau

Submitted Files

[redacted]

[redacted]

City Council Agenda Item Report

FROM: Luke Thompson Director of Planning and Zoning

MEETING DATE: 02/11/2025

SUBJECT: Zoning Board of Appeals Appointment

DESCRIPTION:

The City Clerk provided notice that applications are being accepted for the Zoning Board of Appeals. Applicants met with myself, Zoning Board of Appeals Chair Kubasiak, Zoning Board of Appeals Vice Chair Bouck and Mayor Anderson. After deliberation it is unanimously recommended that Christopher Raphael be appointed to the Zoning Board of Appeals

BUDGET ACTION REQUIRED:
N/A

COMMITTEE/COMMISSION REVIEW:
Zoning Board of Appeals Chair Kubasiak and Vice Chair Bouck were provided with a copy of the applications and interview questions, participated in the interviews, and provided their recommendations to Mayor Anderson.

LEGAL REVIEW:
N/A

SAMPLE MOTION:
Motion to appoint Christopher Raphael as a full Member to the Zoning Board of Appeals with a term ending 07-01-2025.

Submitted Information:

Name
Christopher Raphael

Email
[redacted]

Home Phone Number
[redacted]

Mobile Phone Number
[redacted]

Address
[redacted]
Saugatuck, MI US 49453

Current Employer
Self employed at christhemacguy

Occupation/Position
Owner/Consultant

Business Phone Number
[redacted]

Business Reference Name

Business Reference Phone Number
[redacted]

Business Reference Email
[redacted]

Does your employer have any business dealings wth the City which might present a conflict of interest
No

If yes, please explain:

Are you a City of Saugatuck resident?
Yes

Are you a registered City of Saugatuck voter?
Yes

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

On which boards and/or commissions would you be willing to serve? .Kalamazoo Lake Harbor Authority
1

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

Commission
1

On which boards and/or commissions would you be willing to serve? .Tri-Community Non-Motorized Trail Study Committee
1

On which boards and/or commissions would you be willing to serve? .Tri-Community Wildlife Committee
1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:
I have owned businesses, worked for the public and am semi-retired. I grew up in the community, I love it here and hope to retire here. "A day not spent in Saugatuck is a day wasted."

Digital Signature
Christopher Raphael

Name
Lynne Aspnes

Email
[redacted]

Home Phone Number
N/A

Mobile Phone Number
[redacted]

Address
[redacted]
Saugatuck, MI United States 49453

Current Employer
Self employed

Occupation/Position
Musician

Business Phone Number
[redacted]

Business Reference Name
Alison Reese

Business Reference Phone Number
[redacted]

Business Reference Email
[redacted]

Does your employer have any business dealings wth the City which might present a conflict of interest
No

If yes, please explain:

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Yes

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On which boards and/or commissions would you be willing to serve? .Board of Review
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On which boards and/or commissions would you be willing to serve? .Historic District Commission
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On which boards and/or commissions would you be willing to serve? .Parks

and Public Works Committee
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On which boards and/or commissions would you be willing to serve? .Planning Commission
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On which boards and/or commissions would you be willing to serve? .Zoning Board of Appeals
1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:
Academic administrative experience: I served as an Associate Dean at both the University of Michigan and Arizona State University. Committee structure, organization and management figured prominently in both positions, as did creating bylaws, policies, and procedures for both institutions. I am an impartial reviewer, excellent writer, and detailed proofreader.

Digital Signature
Lynne Aspnes

LYNNE ASPNES
Professor Emerita of Harp, The University of Michigan School of Music, Theatre & Dance
Founder, The American Harp Center

EDUCATION

1980-1983	Manhattan School of Music	Doctor of Musical Arts
1976-1977	San Francisco Conservatory of Music	Master of Music
1970-1973	University of Minnesota	Bachelor of Fine Arts

TEACHING POSTS

2007 – 2013	Professor of Music (Harp)	Arizona State University, Tempe, AZ
1985 – 2008	Professor of Music (Harp)	School of Music, the University of Michigan Ann Arbor, MI
1995 – 2006	Faculty	Interlochen Arts Camp, Interlochen Michigan
1998	Faculty	Aspen Music Festival and School

ADMINISTRATIVE POSITIONS

2018 – 2022	President	the American Harp Society

The AHS is a 3,000+ non-profit member organization of professional harpists. The President is tasked with the visionary leadership and oversight of the Executive Committee (officers + appointed members,) and professional staff (a full time Executive Director and multiple independent contractors in accounting, marketing & communications, member services, publications, and national event administration.) We are in the second year of a five-year strategic plan and have, to date, completed more than 50% of the objectives, and action items included in the five strategic goals. The President is a member of the Governance Committee of the Society and, in that capacity is conversant with reviewing and writing policy and procedures for the AHS.

2014- 2015	Executive Director	The Kerrytown Concert House, Ann Arbor, MI

The Kerrytown Concert House (KCH) is an intimate 110-seat performance venue in Ann Arbor, MI., used by the community, educators, students, and emerging, local, national, and international artists. KCH mounts on average 285 performance events annually including the Internationally acclaimed Edgefest festival, which celebrated its' 20th anniversary in October of 2016. The Executive Director is responsible for all aspects of managing the House, including reporting to the Board of Directors and Founder & Artistic Director Deanna Relyea; envisioning donor development opportunities and grant writing; developing a marketing strategy, artistic input in programming, community engagement, and staff (5) management.

2007- 2009	Associate Dean	Arizona State University Herberger Institute for Design and the Arts

The Herberger Institute for Design and the Arts comprises academic units including the schools of Art, Arts Media & Engineering, Design, Music, Film, Dance & Theatre, and the University Museum of Art. The Associate Dean position was inaugurated in the AY 2007 and included oversight of all aspects of academic personnel policies and procedures including promotion and tenure, faculty governance (policies and procedures), initiatives, and research.

1993- 2004 Associate Dean for Academic Affairs University of Michigan
School of Music, Theatre & Dance

The Associate Dean for Academic Affairs was responsible for all aspects of the undergraduate and graduate (excluding Rackham Graduate School programs) student experience including recruitment and admissions oversight; curriculum and academic advising; scholarships, scheduling and graduation awards and commencement ceremonies. The AD served as Chair of the Council of Departmental Representatives (CDR) curriculum committee, Chair of the Scholarship Committee, and ex-officio member of the Executive Committee. In 2004 the SMTD offered the Bachelor of Music degree in every academic and performing discipline; the Bachelor of Fine Arts degree in Dance, Jazz, Musical Theatre; Performing Arts Technology, Theatre Design & Production and Theatre Performance; the Bachelor of Theatre Arts degree, and dual degrees with the College of Engineering and the Ross School of Business and, at the graduate level, the Master of Music, and the Specialist in Music degrees. Student enrollment was approximately 1250 students, with an annual scholarship budget of slightly more than $4 million dollars. The Director of Admissions, Registrar, Scheduling, and (3) Administrative Assistant positions reported to the AD.

1989 – 1993 Assistant Dean for Undergraduate Studies University of Michigan
School of Music, Theatre & Dance

The Associate Dean for Academic Affairs position started as a 50% administrative appointment with responsibility for all aspects of the undergraduate student experience from recruitment through commencement. The position responsibilities mirrored those outlined above, but only for undergraduate students (approximately 450-510). During the course of the time I served as AD for Undergraduate Studies the scholarship budget increased from $185,00.00 to slightly over $2 million dollars; the School added degree programs in Jazz, Performing Arts Technology, Theatre Design & Production; the Bachelor of Theatre Arts degree, and the dual degrees with the Engineering School and the Business School.

SELECT PUBLICATIONS, PERFORMANCES AND RELATED PROFESSIONAL ACTIVITIES

Behold this Heavenly Night — Philip Brunelle and the VocalEssence chorale, Clarion Records, CD-939

TrueNorth Harp Duo — Lynne Aspnes & John Wickey, harps, original release on Soundset Recording, SR1034

Welcome, Christmas! — Conrad Susa *Carols and Lullabies, Christmas in the Southwest,* with Philip Brunelle, conductor and VocalEssence, RCA Red Seal, CD 09026-68015-2

Dominick Argento — *Te Deum* and *The Mask of Night* with Philip Brunelle, conductor Virgin Classics label, CD 7 91184-2.

Benjamin Britten — *Paul Bunyan* an opera in two acts, with Philip Brunelle, conductor and the Plymouth Music Series of Minnesota. Virgin Classics CD790710-2

Aaron Copland — *The Tender Land*, an opera in three acts, with Philip Brunelle, conductor Virgin Classics label, CD 791113-2

Detroit Symphony Orchestra — Maurice Ravel *La Valse* & *Bolero;* Albert Roussel *Symphony No. 3* Neemi Jarvi conductor, for Chandos Records, CD 8996.

Marcel Grandjany — *Aria in Classic Style, Op. 30*, for Harp & Organ with John Walker, organist and the choir of The Riverside Church, New York, Pro Organo records, CD 7017 & 7016

Conrad Susa — *Serenade for a Christmas Night*, with Philip Brunelle, organ. Virgin Classics label, CD 7 91088-2

http://vimeo.com/26165780 — The TrueNorth Harp Duo preparing and performing Carlos Salzedo's iconic *Pentacle* suite

The American Harp Journal, Volume 18, No 3 — Errata page & performance practice guide: Conrad Susa Carols and Lullabies, Christmas in the Southwest

The AHS Teachers Forum of the *American Harp Journal*, Volume 17, No. 2 — Theory and Practice go Hand in Hand

The American Harp Journal, Vol. 13, No. 3 — Frances Gilman Miller, Pioneer Harpist

The American Harp Journal, Vol. 12, No. 3 — The Song of the Lark, music of Charles Rochester Young

The American Harp Journal, Vol.10. No. 3 — Corky Hale: Jazz Wonder

The American Harp Journal, Vol. 9 No. 3 — The Career and Training of Dorette Scheidler Spohr

The American String Teacher, Vol. 46, No. 4 — The State of Harp Education

Notes, the quarterly journal of the Music Library Association, Vol. 49, No. 3 — Dan Welcher, White Mares of the Moon; Toro Takemitsu, Towards the Sea III

Annotated program notes for the American Harp Society National Conference Programs 2016, 1993, 1986, 1984

Annotated program notes for the Mackinac Island Music Festival1994, 1991,1990

Transcriptions and arrangements

Johann Sebastian Bach — Sonata, BWV 1016 in E Major, for violin & harp
Sonata, BWV 1031 in E-Flat Major for flute & harp
Italian Concerto, BWV 971 for solo harp
Bouree, from Partita I for violin BWV 1002 for solo harp
Chaconne, from Partita 2 for violin BWV 1004, for violin & harp

William Bolcom — *Graceful Ghost* (1979) rag, for violin & harp

Manuel de Falla — *Suite Populaire Espagnole*, for violin & harp

G.F. Handel	from Esther, *Praise the Lord* (aria) for soprano and harp;
	from Solomon, *Entrance of the Queen of Sheba*, for six harps
Erich Korngold	*Much Ado About Nothing*, four pieces Op. 11, for violin & harp
Fritz Kreisler	*Praeludium and Allegro* in the Style of Pugnani, for violin & harp
Astor Piazzolla	*Histoire du Tango*, for violin & harp
J.P. Rameau	Cinquieme Concert, *Pieces de Clavecin*, for flute, viola & harp
Domenico Scarlatti	Sonatas, K.208 and 209 for solo harp
	from Solomon, *Entrance of the Queen of Sheba*, for six harps

Performances of special Interest

The World Harp Congress, soloist in 2011, 1996 & 1987; featured solo artist and faculty, the Singapore Harp Festival, 2008; the Cité des Arts International Harp Competition, judges panel 2004; The American Harp Society National Conferences as soloist, chamber musician and/or presenter in 2017, 2016, 2011, 2004, and for eight conferences between 1978 and 1992; The Metropolitan Museum of Art, New York City, Gallery Concerts 1991-1984; A Prairie Home Companion, with Garrison Keillor, numerous occasions between 1983 and 1992.

Master classes, guest teacher

The CNSDM, Paris, France; The Glenn Gould Conservatory of Music, Toronto, Ontario, Canada; The Aspen Music Festival and School; The Young Artists Harp Seminar; the Filharmonica Joven de Colombia, Bogota, Colombia; The Harp Society of Tasmania for Harp Island, Bicheno, TAS; universities, schools and festivals across the United States and Canada.

Orchestral Experience

For the University Musical Society May Festivals, University of Michigan
Budapest Festival Symphony, Ivan Fischer, Music Director (1997)
The Leipzig Gewandhaus Orchestra, Kurt Masur, Music Director (1989)
Pittsburgh Symphony, Michael Tilson Thomas, Music Director (1986 & 1988)
Detroit Symphony OrchestraSecond Harp (rotating chair) (1989-2006)

VocalEssence (formerly known as The Plymouth Music Series)	Solo harpist
The Minnesota Opera Company, George Manahan, Music Director	Principal Harp
The Minnesota Opera Company Philip Brunelle, Music Director	Principal Harp
St. Paul Chamber Orchestra, Pinchas Zukerman, Music Director	Interim Principal Harp

MEMBERSHIPS

The American Harp Society **Life Member**

President (2018-2022); Regional Director, Executive Committee, and Board of Directors; National Conferences: National Liaison (2022, 2019, 2018); Program coordination and communications (2017); Program Chair (2016); Chairman (1993); CO-Chairman and Program

Director (1984 & 1978); Opening Recitalist; National Performance Competition repertoire selection committee; Program Director: The Concert Artists Program; Vice President.

The American String Teachers Association

Site Coordinator, National Solo Competition, University of Michigan School of Music; member, Editorial Board, the American String Teacher; Editor, ASTA Forum 50th Anniversary publication project; Adjudicator, National Solo Competition

The College Music Society Member
The World Harp Congress Member
The American Federation of Musicians, Local 73-30 Member

Name
Matt Holley

Email
[redacted]

Home Phone Number
[redacted]

Mobile Phone Number
[redacted]

Address
[redacted]
Saugatuck, MI United States 49453

Current Employer
Virtue Cider

Occupation/Position
Director of Operations

Business Phone Number
[redacted]

Business Reference Name
[redacted]

Business Reference Phone Number
[redacted]

Business Reference Email
[redacted]

Does your employer have any business dealings wth the City which might present a conflict of interest
No

If yes, please explain:

Are you a City of Saugatuck resident?
Yes

Are you a registered City of Saugatuck voter?
Yes

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

On which boards and/or commissions would you be willing to serve? .Zoning Board of Appeals
1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:
I have gone through the zoning permit application process for a project at my own home in Saugatuck. I was also a Secretary on our condo board of directors when we lived in Chicago from 2012-2017.

I have been heavily involved in building permits/renovations for my current and previous home.



Matt Holley

Mechanical Engineer / Brewer / Cidermaker

Contact

[redacted]
MI 49453
[redacted]
[redacted]

Skills

- Design engineering
- Operation and maintenance of brewing and cellaring systems and equipment
- Coordinating large projects
- Teamwork
- Complex problem solving
- Budget adherence
- Management
- Effective and clear communication
- Licensed Fork Truck Operator
- Licensed for Mobile Work Platforms
- GLINTCAP Judge (2022)
- HACCP Certified
- Licensed P.E. (exp. 2018)

Interests

- Gardening and orcharding
- Spending time with my family
- Traveling
- Coffee and fermented beverages
- Learning about carpentry, plumbing and electric

Education

B.S.M.E. 2003 - 2007
Michigan State University

Brewing Certification 2014
American Brewers Guild

Professional Summary

Talented and driven engineer excited by mechanical systems and application-based engineering problem solving. Experienced in system design/operation, coordinating and executing complex projects safely and efficiently, equipment operation/maintenance and team management.

Experience

Head Cidermaker / Plant Engineer
October 2017 to Present
Virtue Cider - Fennville, MI

- Responsible for all CAPEX (Capital Expenditure) projects, from planning and requesting funds to hiring contractors and executing. Completed $250K worth of projects at Virtue from 2020 - 2023. Ensure contractors are completing tasks according to company and OSHA safety policies (LOTO, Working at Heights, etc.).
- Manage and help maintain all cider making production equipment. This includes sourcing and maintaining spare parts inventory. Creatively solve problems. Commission new equipment.
- Manage farm operations, including an apple orchard, animals, small construction projects and gardens. Coordinate between farm, production, and taproom teams to ensure projects are done correctly and in a timely manner.
- Assist with basic QC testing – pH, brix, yeast cell counts and calculating sulfite additions.
- Responsible for developing SOPs and constantly improving cellar tasks including tank CIPs, transferring/racking cider, blending, filtering, filling/emptying barrels, pitching yeast and operating press equipment. Also responsible for training newly hired Cidermakers to ensure SOPs are followed.
- Extensive sensory participant for apples/juice, in process fermentation, barrel-aged cider and small-scale blends. Able to blend cider to brand specifications or sensory qualities.
- Responsible for inventory management and Orchestrated Beer (OBeer), including processing production orders, developing BOMs, writing POs and traceability.

Brewer / Lead Cellarman / Safety Coordinator
January 2015 to September 2017
Half Acre Beer Company - Chicago, IL

- Responsible for cellar SOPs, maintenance and training of new cellar personnel. Cellar experience includes tank CIP, yeast handling, dry hopping, carbonation, filling/emptying of barrels and grist milling.
- Developed new processes and modified equipment to increase the reliability of fermenter CIPs. Procured and built systems to increase keg filling speed and to allow thorough mixing of spent yeast/hops in side-stream storage tanks. Improved the lautering process to increase lauter speed and wort clarity on the brewhouse.
- Assisted with maintenance on brew house pumps, gear boxes and instrumentation. Interfaced with equipment vendors to procure new equipment and troubleshoot existing equipment.
- Packaging experience includes operating a 5-head semi-automated canning line, keg washers and manual keg fillers.

Senior Associate 2
May 2007 to January 2015
Sargent and Lundy, LLC - Chicago, IL

- Designed and engineered mechanical systems for coal, natural gas and nuclear power plants.
- Prepared engineering calculations (pump/compressor sizing, pipe sizing, pipe wall thickness, pressure class, pressure drop, etc.) and worked with vendors on equipment procurement.

Matt Holley
[redacted]
Saugatuck, MI 49453
[redacted]

15th December 2024

Luke Thompson
Director of Planning and Zoning, City of Saugatuck
1102 Butler St.
PO Box 86
Saugatuck, MI 49453

Dear Mr. Thompson,

I would like to formally submit my application for an alternate position on the Zoning Board of Appeals for the City of Saugatuck. My family and I moved to Saugatuck in 2022. Most of the first 3 years have been focused on renovating our home, which included extensive projects in which I have been closely involved. Now that these projects are nearing completion, I would like to find a way to serve in this wonderful community.

I believe I would be an asset as a member of the Zoning Board of Appeals. I have personally been through the building permit process from application to final approvals for projects at my employer and at my home, including obtaining a zoning permit for the work we did at our home. I am currently the Director of Operations for Virtue Cider in Fennville, which requires knowledge and understanding of our special land use permit as a small winery and the zoning of our property. Additionally, I was a member of our condo board from 2012-2017 while living in Chicago.

Thank you for considering me for this position and I look forward to talking further about the opportunity.

Sincerely,

Matt Holley

City Council Agenda Item Report

FROM: Luke Thompson Director of Planning and Zoning

MEETING DATE: 02/11/2025

SUBJECT: Zoning Board of Appeals Appointment

DESCRIPTION:

The City Clerk provided notice that applications are being accepted for the Zoning Board of Appeals. Applicants met with myself, Zoning Board of Appeals Chair Kubasiak, Zoning Board of Appeals Vice Chair Bouck and Mayor Anderson. After deliberation it is unanimously recommended that Matt Holley be appointed to the Zoning Board of Appeals

BUDGET ACTION REQUIRED:
N/A

COMMITTEE/COMMISSION REVIEW:
Zoning Board of Appeals Chair Kubasiak and Vice Chair Bouck were provided with a copy of the applications and interview questions, participated in the interviews, and provided their recommendations to Mayor Anderson.

LEGAL REVIEW:
N/A

SAMPLE MOTION:
Motion to appoint Matt Holley as an Alternate Member to the Zoning Board of Appeals with a term ending 07-01-2026.

Name
Matt Holley

Email
[redacted]

Home Phone Number
[redacted]

Mobile Phone Number
[redacted]

Address
[redacted]
Saugatuck, MI United States 49453

Current Employer
Virtue Cider

Occupation/Position
Director of Operations

Business Phone Number
[redacted]

Business Reference Name
Seth Boeve

Business Reference Phone Number
[redacted]

Business Reference Email
[redacted]

Does your employer have any business dealings wth the City which might present a conflict of interest
No

If yes, please explain:

Are you a City of Saugatuck resident?
Yes

Are you a registered City of Saugatuck voter?
Yes

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

On which boards and/or commissions would you be willing to serve? .Zoning Board of Appeals
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Please describe any qualifications, expertise or special interests that relate to your possible appointment:
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I have been heavily involved in building permits/renovations for my current and previous home.



Matt Holley

Mechanical Engineer / Brewer / Cidermaker

Contact

[redacted] Saugatuck, MI 49453
[redacted]
[redacted]

Skills

- Design engineering
- Operation and maintenance of brewing and cellaring systems and equipment
- Coordinating large projects
- Teamwork
- Complex problem solving
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- Effective and clear communication
- Licensed Fork Truck Operator
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- GLINTCAP Judge (2022)
- HACCP Certified
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- Gardening and orcharding
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Michigan State University

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- Manage and help maintain all cider making production equipment. This includes sourcing and maintaining spare parts inventory. Creatively solve problems. Commission new equipment.
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- Assist with basic QC testing – pH, brix, yeast cell counts and calculating sulfite additions.
- Responsible for developing SOPs and constantly improving cellar tasks including tank CIPs, transferring/racking cider, blending, filtering, filling/emptying barrels, pitching yeast and operating press equipment. Also responsible for training newly hired Cidermakers to ensure SOPs are followed.
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Matt Holley
[redacted]
Saugatuck, MI 49453
[redacted]

15th December 2024

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Thank you for considering me for this position and I look forward to talking further about the opportunity.

Sincerely,

Matt Holley

Name
Lynne Aspnes

Email
[redacted]

Home Phone Number
N/A

Mobile Phone Number
[redacted]

Address
[redacted]
Saugatuck, MI United States 49453

Current Employer
Self employed

Occupation/Position
Musician

Business Phone Number
[redacted]

Business Reference Name
Alison Reese

Business Reference Phone Number
[redacted]

Business Reference Email
[redacted]

Does your employer have any business dealings wth the City which might present a conflict of interest
No

If yes, please explain:

Are you a City of Saugatuck resident?
Yes

Are you a registered City of Saugatuck voter?
Yes

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Yes

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

and Public Works Committee
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Academic administrative experience: I served as an Associate Dean at both the University of Michigan and Arizona State University. Committee structure, organization and management figured prominently in both positions, as did creating bylaws, policies, and procedures for both institutions. I am an impartial reviewer, excellent writer, and detailed proofreader.

Digital Signature
Lynne Aspnes

LYNNE ASPNES
Professor Emerita of Harp, The University of Michigan School of Music, Theatre & Dance
Founder, The American Harp Center

EDUCATION

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1976-1977	San Francisco Conservatory of Music	Master of Music
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ADMINISTRATIVE POSITIONS

2018 – 2022	President	the American Harp Society

The AHS is a 3,000+ non-profit member organization of professional harpists. The President is tasked with the visionary leadership and oversight of the Executive Committee (officers + appointed members,) and professional staff (a full time Executive Director and multiple independent contractors in accounting, marketing & communications, member services, publications, and national event administration.) We are in the second year of a five-year strategic plan and have, to date, completed more than 50% of the objectives, and action items included in the five strategic goals. The President is a member of the Governance Committee of the Society and, in that capacity is conversant with reviewing and writing policy and procedures for the AHS.

2014- 2015	Executive Director	The Kerrytown Concert House, Ann Arbor, MI

The Kerrytown Concert House (KCH) is an intimate 110-seat performance venue in Ann Arbor, MI., used by the community, educators, students, and emerging, local, national, and international artists. KCH mounts on average 285 performance events annually including the Internationally acclaimed Edgefest festival, which celebrated its' 20th anniversary in October of 2016. The Executive Director is responsible for all aspects of managing the House, including reporting to the Board of Directors and Founder & Artistic Director Deanna Relyea; envisioning donor development opportunities and grant writing; developing a marketing strategy, artistic input in programming, community engagement, and staff (5) management.

2007- 2009	Associate Dean	Arizona State University Herberger Institute for Design and the Arts

The Herberger Institute for Design and the Arts comprises academic units including the schools of Art, Arts Media & Engineering, Design, Music, Film, Dance & Theatre, and the University Museum of Art. The Associate Dean position was inaugurated in the AY 2007 and included oversight of all aspects of academic personnel policies and procedures including promotion and tenure, faculty governance (policies and procedures), initiatives, and research.

1993- 2004 Associate Dean for Academic Affairs University of Michigan
School of Music, Theatre & Dance

The Associate Dean for Academic Affairs was responsible for all aspects of the undergraduate and graduate (excluding Rackham Graduate School programs) student experience including recruitment and admissions oversight; curriculum and academic advising; scholarships, scheduling and graduation awards and commencement ceremonies. The AD served as Chair of the Council of Departmental Representatives (CDR) curriculum committee, Chair of the Scholarship Committee, and ex-officio member of the Executive Committee. In 2004 the SMTD offered the Bachelor of Music degree in every academic and performing discipline; the Bachelor of Fine Arts degree in Dance, Jazz, Musical Theatre; Performing Arts Technology, Theatre Design & Production and Theatre Performance; the Bachelor of Theatre Arts degree, and dual degrees with the College of Engineering and the Ross School of Business and, at the graduate level, the Master of Music, and the Specialist in Music degrees. Student enrollment was approximately 1250 students, with an annual scholarship budget of slightly more than $4 million dollars. The Director of Admissions, Registrar, Scheduling, and (3) Administrative Assistant positions reported to the AD.

1989 – 1993 Assistant Dean for Undergraduate Studies University of Michigan
School of Music, Theatre & Dance

The Associate Dean for Academic Affairs position started as a 50% administrative appointment with responsibility for all aspects of the undergraduate student experience from recruitment through commencement. The position responsibilities mirrored those outlined above, but only for undergraduate students (approximately 450-510). During the course of the time I served as AD for Undergraduate Studies the scholarship budget increased from $185,00.00 to slightly over $2 million dollars; the School added degree programs in Jazz, Performing Arts Technology, Theatre Design & Production; the Bachelor of Theatre Arts degree, and the dual degrees with the Engineering School and the Business School.

SELECT PUBLICATIONS, PERFORMANCES AND RELATED PROFESSIONAL ACTIVITIES

Behold this Heavenly Night — Philip Brunelle and the VocalEssence chorale, Clarion Records, CD-939

TrueNorth Harp Duo — Lynne Aspnes & John Wickey, harps, original release on Soundset Recording, SR1034

Welcome, Christmas! — Conrad Susa *Carols and Lullabies, Christmas in the Southwest,* with Philip Brunelle, conductor and VocalEssence, RCA Red Seal, CD 09026-68015-2

Dominick Argento — *Te Deum* and *The Mask of Night* with Philip Brunelle, conductor Virgin Classics label, CD 7 91184-2.

Benjamin Britten — *Paul Bunyan* an opera in two acts, with Philip Brunelle, conductor and the Plymouth Music Series of Minnesota. Virgin Classics CD790710-2

Aaron Copland — *The Tender Land*, an opera in three acts, with Philip Brunelle, conductor Virgin Classics label, CD 791113-2

Detroit Symphony Orchestra — Maurice Ravel *La Valse* & *Bolero;* Albert Roussel *Symphony No. 3* Neemi Jarvi conductor, for Chandos Records, CD 8996.

Marcel Grandjany — *Aria in Classic Style, Op. 30*, for Harp & Organ with John Walker, organist and the choir of The Riverside Church, New York, Pro Organo records, CD 7017 & 7016

Conrad Susa — *Serenade for a Christmas Night*, with Philip Brunelle, organ. Virgin Classics label, CD 7 91088-2

http://vimeo.com/26165780 — The TrueNorth Harp Duo preparing and performing Carlos Salzedo's iconic *Pentacle* suite

The American Harp Journal, Volume 18, No 3 — Errata page & performance practice guide: Conrad Susa Carols and Lullabies, Christmas in the Southwest

The AHS Teachers Forum of the *American Harp Journal*, Volume 17, No. 2 — Theory and Practice go Hand in Hand

The American Harp Journal, Vol. 13, No. 3 — Frances Gilman Miller, Pioneer Harpist

The American Harp Journal, Vol. 12, No. 3 — The Song of the Lark, music of Charles Rochester Young

The American Harp Journal, Vol.10. No. 3 — Corky Hale: Jazz Wonder

The American Harp Journal, Vol. 9 No. 3 — The Career and Training of Dorette Scheidler Spohr

The American String Teacher, Vol. 46, No. 4 — The State of Harp Education

Notes, the quarterly journal of the Music Library Association, Vol. 49, No. 3 — Dan Welcher, White Mares of the Moon; Toro Takemitsu, Towards the Sea III

Annotated program notes for the American Harp Society National Conference Programs 2016, 1993, 1986, 1984

Annotated program notes for the Mackinac Island Music Festival1994, 1991,1990

Transcriptions and arrangements

Johann Sebastian Bach — Sonata, BWV 1016 in E Major, for violin & harp
Sonata, BWV 1031 in E-Flat Major for flute & harp
Italian Concerto, BWV 971 for solo harp
Bouree, from Partita I for violin BWV 1002 for solo harp
Chaconne, from Partita 2 for violin BWV 1004, for violin & harp

William Bolcom — *Graceful Ghost* (1979) rag, for violin & harp

Manuel de Falla — *Suite Populaire Espagnole*, for violin & harp

G.F. Handel	from Esther, *Praise the Lord* (aria) for soprano and harp;
	from Solomon, *Entrance of the Queen of Sheba*, for six harps
Erich Korngold	*Much Ado About Nothing*, four pieces Op. 11, for violin & harp
Fritz Kreisler	*Praeludium and Allegro* in the Style of Pugnani, for violin & harp
Astor Piazzolla	*Histoire du Tango*, for violin & harp
J.P. Rameau	Cinquieme Concert, *Pieces de Clavecin*, for flute, viola & harp
Domenico Scarlatti	Sonatas, K.208 and 209 for solo harp
	from Solomon, *Entrance of the Queen of Sheba*, for six harps

Performances of special Interest

The World Harp Congress, soloist in 2011, 1996 & 1987; featured solo artist and faculty, the Singapore Harp Festival, 2008; the Cité des Arts International Harp Competition, judges panel 2004; The American Harp Society National Conferences as soloist, chamber musician and/or presenter in 2017, 2016, 2011, 2004, and for eight conferences between 1978 and 1992; The Metropolitan Museum of Art, New York City, Gallery Concerts 1991-1984; A Prairie Home Companion, with Garrison Keillor, numerous occasions between 1983 and 1992.

Master classes, guest teacher

The CNSDM, Paris, France; The Glenn Gould Conservatory of Music, Toronto, Ontario, Canada; The Aspen Music Festival and School; The Young Artists Harp Seminar; the Filharmonica Joven de Colombia, Bogota, Colombia; The Harp Society of Tasmania for Harp Island, Bicheno, TAS; universities, schools and festivals across the United States and Canada.

Orchestral Experience

For the University Musical Society May Festivals, University of Michigan
Budapest Festival Symphony, Ivan Fischer, Music Director (1997)
The Leipzig Gewandhaus Orchestra, Kurt Masur, Music Director (1989)
Pittsburgh Symphony, Michael Tilson Thomas, Music Director (1986 & 1988)
Detroit Symphony OrchestraSecond Harp (rotating chair) (1989-2006)

VocalEssence (formerly known as The Plymouth Music Series)	Solo harpist
The Minnesota Opera Company, George Manahan, Music Director	Principal Harp
The Minnesota Opera Company Philip Brunelle, Music Director	Principal Harp
St. Paul Chamber Orchestra, Pinchas Zukerman, Music Director	Interim Principal Harp

MEMBERSHIPS

The American Harp Society **Life Member**

President (2018-2022); Regional Director, Executive Committee, and Board of Directors; National Conferences: National Liaison (2022, 2019, 2018); Program coordination and communications (2017); Program Chair (2016); Chairman (1993); CO-Chairman and Program

Director (1984 & 1978); Opening Recitalist; National Performance Competition repertoire selection committee; Program Director: The Concert Artists Program; Vice President.

The American String Teachers Association

Site Coordinator, National Solo Competition, University of Michigan School of Music; member, Editorial Board, the American String Teacher; Editor, ASTA Forum 50th Anniversary publication project; Adjudicator, National Solo Competition

The College Music Society Member
The World Harp Congress Member
The American Federation of Musicians, Local 73-30 Member

Submitted Information:

Name
Christopher Raphael

Email
[redacted]

Home Phone Number
[redacted]

Mobile Phone Number
[redacted]

Address
[redacted]
Saugatuck, MI US 49453

Current Employer
Self employed at christhemacguy

Occupation/Position
Owner/Consultant

Business Phone Number
[redacted]

Business Reference Name

Business Reference Phone Number
[redacted]

Business Reference Email
[redacted]

Does your employer have any business dealings wth the City which might present a conflict of interest
No

If yes, please explain:

Are you a City of Saugatuck resident?
Yes

Are you a registered City of Saugatuck voter?
Yes

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

On which boards and/or commissions would you be willing to serve? .Kalamazoo Lake Harbor Authority
1

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

Commission
1

On which boards and/or commissions would you be willing to serve? .Tri-Community Non-Motorized Trail Study Committee
1

On which boards and/or commissions would you be willing to serve? .Tri-Community Wildlife Committee
1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:
I have owned businesses, worked for the public and am semi-retired. I grew up in the community, I love it here and hope to retire here. "A day not spent in Saugatuck is a day wasted."

Digital Signature
Christopher Raphael

City Manager Report

February 10, 2025

Lead Testing Report

- The Kalamazoo Lake Sewer Water Authority provided the following, showing 0 sites were above action levels for lead or copper:

The Michigan Department of Environment, Great Lakes, and Energy (EGLE) received your results of lead and copper tap monitoring conducted between June 1 and September 30, 2024. The calculated 90th percentile values are listed below. Please retain this information for your records.

Action Levels	90th Percentile Value	# of Sites Above Action Level	Range of Individual Results
Lead 15 parts per billion (ppb)	3 ppb	0	0 ppb - 5 ppb
Copper 1.3 parts per million (ppm)	0.5 ppm	0	0.0 ppm - 0.6 ppm

- As a reminder, further location of lead services lines throughout the City will be completed this spring. We will provide Council and the community a full report once that work is done.

Sheriff's Office Presentation

- Each month the Sheriff's Office provides a report of the number and types of calls they responded to.
- During the strategic planning meeting, Council requested an annual summary presentation and further education on police services.
- Sgt. Haas will be presenting the requested information at the February 24 regular meeting.

Capital Improvement Planning

- The Engineer and Department of Public Works have drafted updates to the five-year capital improvement plan. The draft plan will be presented at the February 24 workshop. Sneak preview. We have a lot of costly infrastructure work ahead.

Milfoil (Invasive)

- Last year, Aquatic Doctors presented to Council on their milfoil treatment in the harbor. I checked with them recently and they advised "there will be a need for

treatment this summer. Low water levels will promote growth and impact the river. I would plan on some management, hopefully there is less growth than in the past".

- I hope to bring treatment plans and costs to a workshop soon.

AT&T Cellular

- The State Historic Preservation Office (SHPO) recently sent AT&T a follow up letter regarding their September 24 submittal. The Federal Communications Commission has engaged in government-to-government coordination with the tribes.
- Review of the SHPO letter is planned for the February 19 workshop.
- AT&T's decision on the City's agreement request remains pending resolution of SHPO approval.

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 is preparing a proposed plan to pay for the project and discuss further at the February 24 workshop.

Mt. Baldhead Bathroom Replacement

- The project is now out for bid.
- Further review of the project is planned for the February 19 workshop.

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.
- On site tribal evaluation is planned for this spring/early summer.
- As more details are known, MDOT will move the allocated TAP grant funding to future years and evaluate additional funding.
- I recently confirmed with the Department of Natural Resources that they are also willing to consider an extension of the trust fund grant.
- Staff is following up on the items that were discussed in the recent closed session.

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.

Michigan Municipal Executives Conference

- I recently attended the MME conference in Bay City. It was great to connect with colleagues from around the state. A lot of great educational sessions as well. I attended the following sessions:
    - First Time Attendees Breakfast Meetup
    - General Session: Legislative Update
    - Road Funding: Leading Your Community to Better Roads
    - General Session: 13 Ways to Kill Your Relationships – A Conversation with Peers
    - Employee Benefit Best Practices to Recruit and Retain Talent
    - Welcome Reception
    - General Session: Whole Reset for Whole Wellness Part Deux: Recharging Your Nervous System for Resilience and Performance
    - You Have to Be the Bigger Person: Emotional Resilience and Positive Outcomes in the Face of Incivility
    - General Session: Strategic Relationship Management – Harnessing Your Inner Leslie Knope
    - Into the Frying Pan on Your First Day?
    - Early Career Outreach Dinner
    - General Session: Communication for Influence – How to Improve Workplace Communication for Greater Collaboration
    - Closing General Session: Mentor-Mentee Relationships Know no Bounds

Miscellaneous

- Attended meeting with Douglas and Township managers and legal counsel to work on red line changes to water-sewer agreement draft.
- Held one on one meetings with DPW Superintendent and Director of Planning/Zoning.
- Met with Rotary representative to discuss current City priorities and how they may be able to help fund them, specifically Mt. Baldhead vegetation restoration.
- Met with Wick's restaurant owner to review St. Patrick's Day event request.

Blast from the Past

- Below is an article that was in the paper on February 3, 1972.
- As we work on an updated water-sewer agreement with KLWSA, its always interesting to learn about how it all got started. Do the names of the consultants look familiar to anyone?

Sewer System Called Costly but Needed

The proposed area sewer system for Saugatuck, Douglas and part of Saugatuck Township may cost its users less than originally estimated.

On the other hand it is still a very expensive project.

However, the construction and bond markets are attractive right now, a regional approach probably is the only way to get state and federal grants to help pay for the project, and if Saugatuck and Douglas do not proceed toward sewer improvements, the state may force them to proceed within five years.

These are some of the points developed in a three-hour review of the sewer project attended by about 60 persons Monday in the Douglas Village Hall. The meeting was conducted by the Regional Planning Commission, with speakers from engineering, bonding and financial firms.

John Paul Jones of Williams and Works, Grand Rapids engineering and planning firm, outlined studies made to determine land uses and population densities, on which sewer planning is based. Population is projected for about 10,000 in 1990, compared to an estimated 4,000 now in Saugatuck, Douglas and Saugatuck Township.

"You have a community here that's of a manageable size. Your problems therefore are of a manageable size," he said.

The aim is to concentrate new growth near the villages of Saugatuck and Douglas for economic use of [illegible]lities. Commercial development would be near existing commercial uses and near the north and south interchanges of Interstate 196. Industrial use would be concentrated south of Douglas and east of the Blue Star Highway.

Howard Witmer, chairman of the planning commission's sewer committee, said the Kalamazoo River has been polluted for many years from upstream food and paper plant wastes. Since 1967 restrictions have brought about an improvement in the river. The area of Saugatuck and Douglas has not yet been cited by the Water Resources Commission and ordered to improve its waste handling, but he said he believes it will be cited within five years.

Ed Fleis of Williams and Works outlined the preliminary report on the sewer system which was completed in February 1971. A regional approach was chosen to avoid duplication of facilities and to assist in receiving grants. The net cost to the customer will be less with a regional system, he said.

(Continued on pg. 9)

(Continued from pg. 1)

State and federal grants totaling 75 per cent of the cost are available for the treatment plant and for intermunicipal trunk lines. For the collector lines that run under individual streets, grants are available for 50 per cent of the cost over 10 per cent of a municipality's state equalized valuation.

Fleis said he has no doubt that the Water Resources Commission will require Saugatuck and Douglas to act. Few towns of their size are not planning sewers, he said.

He offered three reasons for a sewer system:

--A sewer will be needed if the area wants an industrial park, high-density housing, motels, and restaurants.

--Some parts of the area have clay soils not suited for septic tank systems.

--The costs of construction are rising at 10 to 12 per cent a year.

He estimated cost of the entire system at $3,691,000. This includes $830,000 for a treatment system, $1,116,000 for trunk lines, $80,000 for land and $1,665,000 for local sewer lines.

Grants are available totaling $1,591,000. This includes $620,000 for the treatment plant, $756,000 for trunk lines, and $215,000 for local sewer lines.

This leaves a total local cost of $2,100,000. A year ago the preliminary report estimated the local cost at $2,488,000. Fleis said the difference is that grants are now estimated at 75 per cent of the cost for trunk and treatment facilities, rather than 55 per cent as in the preliminary report. The change is owing to different procedures on the state level.

Fleis said, "it is a very expensive project." There are various ways to finance it, with varying costs to the users, he said.

Robert E. Hammell of Miller, Canfield, Paddock

and Stone, a bonding company, said the aim in financing is to get the lowest available interest rate on bonds by offering the best available security for the bonds. He recommended having the Allegan County Department of Public Works handle the issue, giving it the backing of the county's tax base, as several other towns have done. Today's interest rate is about 5.29 per cent, he said.

Ways of raising money to pay off the bonds include taxes, special assessments, tap charges and monthly charges based on use.

Robert Bendzinski of Kenower, MacArthur & Co., financial consultants, recommended using all four sources to help pay for the system. He said construction and bond markets are favorable now. He questioned whether any grants would be received if the municipalities built separate systems.

Fleis estimated costs to the individual as this:

--A monthly charge of $5.35 to pay for maintenance and operation of the system, and to pay for the trunk lines and treatment plant. If costs for future expansion were added the charge would go to $10 a month.

--Additionally, paying for the collection system would cost approximately $1,450 a customer. There are various ways to pay this, including taxes, front foot assessments and monthly charges, and varying lengths of payment.

Hammell said that there are proposals to increase the federal grant money. Sen. Edmund Muskie has offered a bill proposing grants up to 80 per cent. A House bill proposes grants of up to 90 per cent. There is no way of knowing what action will result on these proposals, he said.

Hammell was asked, since both Saugatuck and Douglas plan advisory referendums on the sewer proposals in March, what should the question say on the ballot?

He suggested using the dollar figures as expressed at the meeting.

"I'd hate to try and vote on it. Not enough is known," he said. In relation to other communities the cost is not out of line, he said.

Douglas Village President Joel Matteson said the residents of Douglas will be given a chance to vote on the proposal and the council will not "slide it through" while nobody is looking.

A verbal clash developed between Matteson and Ralph Galitz, chairman of the planning commission. Matteson said he thought there would be more confidence in the project if original members of the planning commission had remained on it. He said the elected officials are the ones responsible and they want to let the people decide. Galitz said if Matteson thinks the planning commission is trying to push something through, that is utterly ridiculous.

Mrs. John Bauer inquired if there will be a vote on the sewer for residents of Saugatuck Township. Supervisor Ralph Cartwright said none had been asked for.

Planner Jones said it is wrong to vote on the sewer on the basis of cost. He said it doesn't cost anything to pollute but costs a lot to get the pollution out. The sewer will benefit young people the most, he said. Without it, there is not going to be additional industry, and without industry there will be nothing to keep young people in the community, he said.

Treasurer Report
February 10, 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.
- The State of Michigan asked to verify a number. Worked with Peter, the assessor, and BS&A to finish this project.
- Took a couple of early ACH payments
- Work with assessor on a veteran exemption / refund situation

Payables:

- Continue to convert the vendors from Peter's account information to mine
- Processed a payables run
- Reactivated the Shell gas card and paid off an emergency bill (Dunesview was closed)

Miscellaneous:

- Reconciled the July bank statement and well into August.
- Worked on updating the signature cards at the banks based on a new mayor / mayor pro-tem
- Rolled over two CD's and put in reminders for all of the maturity dates – worked to get good documentation for backup
- Made a first draft of a budget amendment.
- Prep for the strategic meeting
- Worked with KLSWA to get notifications of EFT deposits ahead of time.
- Started the Oval Beach pass process by talking with Peter about where, how, and how much.
- Attended a Plante Moran training session (on budgeting)
- Took a variety of credit card payments (parking fines, permits, etc)
- Started tracking down ChatGPT's governmental service
- Sent through notification on a technology patch to DPW
- Fielded a health department notification (for water supply regulations and updated our records with them (to go to Scott).

Payroll:

- Working to develop processes and procedures to eliminate inefficiencies and potential errors
- Processed the 01/31/24 payroll
- Processed the W2's, 1099's, and most of the year end annual filings (Michigan is due end of February, so I wait until mid-February to do a final submission).
- Cleaning up old pay rate table codes

City Clerk Department Report

February 10, 2025

- Elections:
  - We were randomly selected by the State for a procedural audit of the November Presidential election. On February 6th, the county audit team conducted a thorough review at City Hall to verify that every required step was properly completed. I am proud to announce that we achieved a ***perfect audit!***
  - Attached to my report you will find the state audit results for our election.
  - For more information on the audit process, visit the state election site ***here***.
  - We were commended by the County on our organization and preparedness for the audit along with our system for processing AV ballots in precinct.
  - County Clerk Genetski commended our team and Saugatuck Township for our successful partnership in implementing the 9-days early voting period. He shared this success with the Ottawa County Clerk, as Ottawa County has decided not to facilitate 9-day earlys voting for its jurisdictions going forward.

- Starting 2025 agreements.
- Currently processing 2025 Business Licenses.
- Assisting residents in-person, via email, and by phone with various questions and concerns.
- Continuing work re-designing city website.
- Coordinated and prepared meeting packets and minutes.
- Meetings:
  - City Council Meetings
  - One Special Event Meeting

Post-Election Audit Printable Worksheet

Updated as of 11/8/2024

County Allegan Jurisdiction City of Saugatuck Precinct 1 Audit Date 2/6/25

NOTE: All discrepancies should be explained on the reverse side of this checklist.

Pre-Election Requirements:

Notices:

Notice of Registration ☑Yes☐No
Election ☑Yes☐No
Public Accuracy Test ☑Yes☐No
Weekend Hours in QVF ☑Yes☐No

Election Inspectors:

Appointed by Election Commission ☑Yes☐No
At least 1 R & 1 D ☑Yes☐No
Apps available ☑Yes☐No
Proof of Training ☑Yes☐No
Proof sent to parties ☑Yes☐No☐N/A

E-Pollbook: ☐N/A

Encryption Pwd: ☑Yes ☐No
Unique User/Pwd: ☑Yes☐No
PrivacyZone Active: ☐Yes☐No ☑BL
Docs Saved: ☑Yes☐No
Date hostservice.zip modified: 11/8/24

Voting System & Test Deck:

Test Deck Sealed: ☑Yes ☐No
Seal # Recorded: ☑Yes ☐No
Test Deck & T&S Certification Seal # Match: ☑Yes ☐No

Tab Seal # Match w/T&S Certification & Pollbook ☑Yes ☐No
Tab Serial # Match w/T&S Certification & Pollbook ☑Yes ☐No
EC Addendum ☐Yes ☐No ☑N/A
Pre-printed TD– HM ☐Yes ☐No ☑N/A

Prelim Test Date: 10/10/24
Public Test Date: 10/17/24

Test Deck Properly Created:
☑1 ☑2 ☑3 ☑4 ☑5 ☑6 ☑7 ☐8
☑9 ☐10 ☑11 ☑12 ☑13 ☑Dif Totals

Tab Tape & Predetermined Results Match: ☑Yes ☐No
Zero Tape Printed: ☑Yes ☐No

Voter Assist Terminal

Test Certification Form: ☑Yes ☐No
Tested before Election: ☑Yes ☐No
Tested on Election: ☑Yes ☐No
Number of voters: 2

Applications to Vote Review:

apps to vote matches # of voters: ☑Yes☐No
Apps to vote properly completed : ☑Yes☐No
Number of ID Affidavits: 0
Military/Overseas apps: ☐Yes☐No
Ballots sent on time: ☑Yes☐No☐N/A

AV ballot posting: ☑Yes ☐No ☐N/A

Receiving Bd checklist: ☑Yes☐No

Paperwork Assessment:

Poll Book & Statement of Votes

1. Clerk's Preparation Certificate completed and signed ☑Yes ☐No
2. Election Inspectors Preparation Certificate completed and signed by inspectors present when polls opened ☑Yes ☐No
3. All inspectors (including chair) subscribed to the Constitutional Oath of Office ☑Yes ☐No
4. Oath administrator signed ☑Yes ☐No
5. All election inspectors that signed the oath were appointed by the Election Commission ☑Yes ☐No
6. All spoiled, affidavit, envelope, challenged, and AV ballots noted ☑Yes ☐No
7. Challenges recorded (if nec.) ☐Yes ☐No ☑N/A
8. Write-in votes totaled (if nec.) ☑Yes ☐No ☐N/A
9. Totals tape signed by inspectors present when poll closed ☑Yes ☐No
10. Number of ballots tabulated on totals tape matches the number of voters listed in the pollbook. ☑Yes ☐No
11. Ballot summary is completed, balanced, and totals are accurate ☑Yes ☐No ☐ Remark
12. Certificate of Election Inspectors completed and signed by inspectors present when polls closed ☑Yes ☐No
13. Ballot container seal number is properly recorded in pollbook ☑Yes ☐No
14. Program container seal number is properly recorded in pollbook ☑Yes ☐No
15. Seal number verification signed by one inspector of each major political party in pollbook ☑Yes ☐No

Program Container Certificate

1. Seal number properly recorded ☑Yes ☐No ☐N/A
2. Signed by one election inspector of each major political party ☑Yes ☐No ☐N/A

Provisional Ballot Forms

1. Affidavit ballot Question 3 PB form marked Yes ☐Yes ☐No ☑N/A
2. Envelope ballot Question 3 PB form marked No ☐Yes ☐No ☑N/A
3. Envelope ballots were processed appropriately ☐Yes ☐No ☑N/A
4. Affidavit & Envelope Voters were registered to vote ☐Yes ☐No ☑N/A
5. Counted envelope ballots sealed in an approved container ☐Yes ☐No ☑N/A

total 533

Ballot Container & Voted Ballot Hand Count Audit:

Ballot Container:

Ballot Container Seal #:
In Pollbook: 32492
On Certificate: 32492
Actual Seal: 32492

Certificate signed by one inspector of each major political party: ☒Yes ☐No
Properly Sealed: ☒Yes ☐No
Container Approved: ☒Yes ☐No

Number of spoiled ballots matches Pollbook: ☐Yes ☐No ☐N/A
Duplicated ballots properly duplicated: ☐Yes ☐No ☐N/A
Electronic ballots properly duplicated: ☐Yes ☐No ☒N/A

Number of ballots matches number of ballots tabulated: ☒Yes ☐No

Contest Candidates or Y/N	Hand Count	Canvass Total
Harris	352	352
Trump ~~176~~	171	171
Oliver	2	2
Terry	0	0
Stein	1	1
Kennedy	2	2
Kishore	0	0
West	0	0
Write-in vote	1	1
Over votes	0	
Under votes	4	

Notes – all discrepancies should be noted below

☒ **After completion of the above, replace the Poll Book and Statement of Votes into the appropriate envelopes and initial and seal with a red paper seal. Then sign below.**

We, the undersigned members of the Audit Board, hereby certify the completion of the items checked above.

County/State Audit Inspector

County/State Audit Inspector

NOTE: Worksheet data must then be entered electronically in the eLearning Center using the Post-Election Audit Online Form within two days of audit completion.

Planning, Zoning and Project Report

February 11, 2025

Planning and Zoning

- Prepped for and attended Historic District Commission.
- Presented proposed regulation changes to City Council at Workshop.
- Attended scheduled internal meetings.
- Had meeting regarding residential proposal for multi-phase build.
- Created report to identify properties which have transferred ownership.
- Scheduled and performed interviews for open HDC position.
- Made recommendation memo for open ZBA position.
- Made recommendation memo for open Alternate ZBA position.
- Reached out to resident regarding removal of hardscaping.
- Had meeting with residents to outline process to adjust lot lines.
- Had discussions with legal regarding STR regulations.
- Met with business owners regarding outdoor sale of food.
- Had discussions about change of use requirements for multi-use site.
- Had discussions with Building Official regarding residential and commercial code.
- Created and provided Zoning Verification letter.
- Met with multiple concerned residents regarding upcoming Special Land Use request.
- Discussed Minor Site Plan approvals with Chair of PC.
- Reached out to contractors in regards to unsatisfactory conditions of development site.
- Discussed sign standards with developers.
- Had discussion with Assessor regarding best practices when splitting lots.
- Spoke with fire department regarding best practices and renovation recommendations.
- Reviewed incoming property transfer affidavit's.
- Followed up on general code enforcement.
- 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. Spoke with Building official concerned with use of property, advised that at this time use of property is unclear due to pending text amendments. Stop work order issued for 120 Mary by MTS due to questions of property use.	Zoning
515 St Joseph	STR Renewal of Accessory Structure. No SLU obtained, advised they need to go before the PC. Had meeting to discuss case. Received SLU App. Requested information on Gross Finished Floor Measurements. Postponed until later date.	PC
550 Dunegrass Circle	Received notice of violation from EGLE. Researched property to ensure process shall be followed, in talks with developer in regards to potential development, will address requirements in regards to egle violation when determined. Had discussion with contract planner to determine how to move forward with proposed development. Further research done on SLU and Site Plan approval for 500 and 550 Dunegrass. sent legal questions for appropriate next steps. 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. Developer stated that they would be reaching out to an environmental consulting firm to put together information. had discussion with environmental consultants on what needs to be provided to the PC.	Enforcement
568 Mason	Emailed Contractor about damaged water line. Sent application to engineer. Asked applicant for more information. Confirmed Drawings are being made. Spoke with developers about issue. Still awaiting complete application and drawings for work completed onsite to address waterline issue. Had further discussions about what happened on site and emailed engineer and KLWSA to determine appropriate action. Recommendations received from Kal Lake and City Engineer, passed on to Contractor. discussion on utility work continues. Invoice for Asphalt work sent to Contractor. Further confirmation still needed, discussion with contractor, engineer, and KLWSA continue. Spoke with contractor for update. discussions continue with Contractor and Kal-Lake	KLWSA
306 Mary St	Application for SLU for ADU STR. Scheduled for 12-19 PC. Postponed due to potential regulatory changes.	PC
129 Griffith Unit 2	Received concerns from MTS that change of use is occurring without proper permits. Continued discussion with MTS, change of use application expected. Had discussion with applicant on processes. Provided resources. Discussions continue with applicant and fire department. Spoke with applicant about timelines for approval. Continued discussion with applicant and fire department.	Zoning

825 Bridge St	Application for STR ADU SLU received. Had discussion about minimum size not meeting requirements. Applicant explained structure had been rented since 2011. suggested waiting for the 12-19-2024 Meeting for discussion on regulations before submitting application. Spoke further about minimum size requirements and how to best relay concerns to the PC. Spoke to owner again about potential timeline for review. Owner picked up checks for application, still intends to apply for SLU at future time.	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 plan review approved contingent upon applicable flood plain requirements being met. Waiting on owner to send additional documentation.	Zoning
401 Elizabeth St	Answered questions and provided resources for future repaving project for Saugatuck Public Schools. Discussion continues.	Zoning
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
150 Taylor St	Application for STR renewal received. More information needed from 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
807 Lake St 7	Incomplete STR application received. Sent back to local agent.	STR
249 Mason	Change of Use application received. Had discussion with fire department and sent request for more information to applicant.	
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 regards to appropriateness of denial was had. Owner to provide timeline of events for argument to be sent to legal. Explained to owner that their application is considered denied due to transfer.	STR
940 Pleasant	Received site plan review from fire department. Reached out to Ryan with questions. Sat down with owner to discuss plan. More information needed.	Zoning
117 Perryman St	STR application received. More information needed. Info received. Sent to fire department.	STR
40 Butler St	HDC application for Fence received. Sent to Contract planner. HDC approved contingent upon material used being wood. Sent applicant Zoning permit application for next steps.	HDC
555 Griffith St	STR application received. Sent to fire department	STR
37 Park St	STR application received. Sent to fire department. Reinspection needed, fee paid.	STR

254 Francis St	Emailed contractor with concerns for visibility of construction structures, and provided him with date of permit expiration.	Zoning
340 Water St	HDC application for door received. Sent to Contract planner. HDC approved plans, sent site plan review application for next steps.	HDC
618 Water St	Spoke to sign company in regards to requirements for monument sign in the historic District. Discussion continues on requirements of HDC.	HDC
547 St Joseph St	Application for natural gas line installation received. Payment and escrow received. Permit issued.	ROW
1020 Holland St	Addition to res structure received. Waiting on topo survey.	Zoning
419 Lake St	received STR application. Sent to fire department	STR
409 Lake St	STR application received with no supporting documents. Request for more info.	STR
413 Lake St	STR application received with no supporting documents. Request for more info.	STR
562 Weirich Dr	received STR application. Sent to the fire department.	STR
212 N Maple	received STR application. More info needed.	STR
649 Lake St	received STR application. More info needed. Info received, sent to the fire department.	STR
31 Butler St	HDC application received to residing building. Advised that payment is still needed. Applicants provided large range of options, emailed to request narrowing down their proposal.	HDC
338 Park St	Application received for existing STR. Noted transfer from owner to LLC, notify owner that license is currently pending.	STR
997 Singapore Dr	Spoke to residents about STR regulations and applying for a license early.	STR

Closed Casework

888 Holland St	Having discussion with Real Estate Agent in regards to potentially converting property into restaurant, advised that SLU is required for a restaurant in this district, also went over considerations for HDC and fire department due to change of use. Provided resources, no further action needed at this time.	Zoning
STR	Answered residents' question in regards to how caps work.	STR
417 Spear St	Spoke to residents about concept for Storage containers in residential neighborhoods.	Zoning
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. I had discussion about above living/office space. Permit issued.	Zoning
245 Spear St	Answered questions about STR renewal standards.	STR
450 Culver St	Answered questions about STR renewal standards.	STR
STR	Discussed new Fire Department policies with STR's.	STR
132 Mason	STR App received, sent to the fire department. License Issued.	STR
128 Elizabeth st 10	STR renewal. Information needed, emailed local agent. Info received, sent to the fire department. License issued.	STR
549 Hoffman St	STR renewal. Information needed, emailed local agent. Info received, sent to the fire department. License Issued.	STR
954 Elizabeth St	STR renewal. Sent to the fire department. License Issued.	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 the fire department. License issued.	STR
545 Spear St	Notified of demolition.	MTS
306 Mary	Application received to construct small roof over existing doorway. Permit issued sent to MTS.	Zoning

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 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 the legal who responded to attorney. Seeking policy direction from the City Council. Update planned for August 23 workshop. Hardscaping ordinance in progress. Planned January Council review. City Council approved ordinance amendments and formal policy. As the wall is prohibited by the policy and was installed prior to the ordinance, the 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. I still need updated plans. Received. Sent to engineer and DPW to review. New owners, emailed to continue process. sent memo to City Manager. emailed the owner for further information. sent questions to legal. Emailed owner with timeline for City Council workshop dates that may hear his request. Drafted report for City Council workshop 01-22-2025. The City Council requested motion to deny for full meeting 01-27-2025. Application to allow hardscaping to remain denied. emailed owner to thank for response to disappointing news and ask for estimated timeline for removal of requested hardscaping, will monitor property and continue to work with owner moving forward.	Enforcement
STR	Had a discussion with resident over concerns for more rentals in his district. Confirmed that available rental licenses would not be applicable.	STR
868 844 Holland St	Provided Zoning Verification Letter on both parcels.	Zoning
720 Butler St	Applicants questioned increasing occupancy limit. Emailed the fire department for discussion. Invoiced local agent for reinspection. Sent to the Fire Department. License Issued.	STR
111 Park St	Discussed STR Regulations	STR
731 Water St	Had discussions on lot line adjustment.	Zoning
135 Mason St	Spoke to resident about concept idea for outdoor grilling.	Zoning
991 Ridgeview Dr	Spoke with concerned resident about ADU application for the	Zoning

	PC meeting 02-13-2025	
344 Maple St	Spoke with resident about requirements of district and use variances.	Zoning
70 Park St	Application for Hot Tub received. Advised applicant that hot tubs and pools are not permitted within the front yard. Had meeting with developer in regards to potential resolutions to this issue. Discussed with legal as hot tub was approved as part of original site plan and significant investment has been made to plumbing infrastructure for location of hot tub. Advised MTS that Hot tub has been approved as part of original building site plan.	Zoning
842 Lake St	Spoke to resident to confirm expiration dates and other STR information.	STR
120 Elizabeth C	Spoke with advisors in regards to clients STR status and explained that a transfer of ownership would void a license.	STR
433 Mary St	STR application received. More information needed. Information received, sent to fire department. License Issued.	STR
115 Butler St	HDC application for window received. Sent to Contract planner. HDC approved, permit sent to applicant and MTS for any further permits.	HDC
234 Butler St	Spoke with applicant in regard to replacing door at commercial establishment. Advised that property is within historic district and provided resources. HDC application for door received. Sent to Contract planner. Had discussion about direction of the door with the fire department. Issued HDC permit and sent to MTS for further permits.	HDC
110 120 Park	Lot Line Adjustment. Email sent to applicant for additional info. Info provided. Asked for legal description. Emailed for updated. Spoke to owner in regards to new proposal, asked engineer for input. Proposal has changed from lot line adjustment to lot split, discussion continues. Spoke to property owner in regards to buildability of the lots. Discussion continues, emailed contract planner with questions after reading land division act in regards to depth to width ratio. Discussion had with property owner, lines will need to be adjusted to meet depth to width ratio. Nederveld provided new information for split, discussions continued. Legal descriptions asked for. Received legal descriptions, sent to assessor for final review. Lot split for 110 park st approved, legal description and approval sent to Allegan county.	Zoning
547 St Joseph St	Application for natural gas line installation received. Payment and escrow received. Permit issued. Emailed applicant to confirm that they contact staff for onsite monitoring when street cut begins.	ROW

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 1/27/2025:

Snow & Ice Control:
The Public Works department has been responsive to winter weather events as expected. During the early morning of February 6th, ice rain created a severe safety hazard in the area. To combat this, the crew had pre-salted the streets the night before which had instrumental benefits in the effort of keeping the streets safe for motorists and pedestrians. All sidewalks and steps along City properties were salted as well.

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.

Equipment Maintenance:
While not snowplowing, significant time has been spent performing maintenance on equipment which includes the front-end loader, backhoe, snowplows, salting equipment, skid steer, and dump trucks.

Meetings:

- **1/27/2025 –** DPW Weekly Goals Meeting
- **1/27/2025 –** Temporary Art Installation Site Visit with CVB
- **1/31/2025 –** DPW Weekly Goals Follow Up Meeting
- **1/31/2025 –** Tree Care Planning with Arborist
- **2/03/2025 –** DPW Weekly Goals Meeting
- **2/03/2025 –** Holiday Lighting with Chips Groundcover
- **2/04/2025 –** One-on-One Meeting – City Manager & DPW Superintendent
- **2/05/2025 –** Council Workshop Meeting
- **2/05/2025 –** Project Discussion Meeting with Rotary Club
- **2/07/2025 –** DPW Weekly Goals Follow Up Meeting

Front-End Loader Demo:
As we continue researching front-end loaders, Caterpillar of Grand Rapids has allowed us to demo a 2024 Caterpillar 938 model. This would potentially be a direct replacement of our current 1999 Caterpillar 938G model that has served the City very well for over 26 years. Staff were instantly impressed with the significant noise reduction of the new tractor along with its quick attach capabilities. This is the second machine that we've demoed, and we plan to demo one more unit from Holland Equipment Services who is a local Hyundai dealer.



February 10, 2025
Sheriff Report

66 total dispatched calls and/or self-initiated calls

Accidents –

Alarms – 2

Assault - 2

Assist other agencies – 4 (assist to fire/ems on medicals)

Breaking & Entering – 1

Check Welfare – 3

Criminal sexual conduct – 1

Fire Alarm – 2

Fraud – 1

General assist – 27 (These are typically calls that the deputies use for doing the nightly lock ups in town)

Property inspections – 4

Malicious Destruction of Property – 1

Neighbor dispute – 2

BOL (be on the look out) – 2

Ordinance violation - 3

Parking – 6

Personal injury accident – 1

Road Hazard - 1

Warrant arrest – 1

Below are traffic stops by the 4 Deputies contracted by the city and amount of times they are at the school.

Traffic stops - 12

School contacts – 21

City of Saugatuck
Status Report of Engineering Activities
February 5, 2025

General Consultation

- 2024 Asphalt Repairs: The project is complete with the exception of confirming grass restoration was effective in the spring.

- 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.

- Developing a proposal for inspection of larger culvert crossings and storm sewer outfalls.

- Prepared a draft CIP update for staff review. It will be presented at the February 19 council workshop.

- Prepared a bid package for a 3-year pavement marking contract. The bid opening is scheduled for February 13 and bids will be presented at the February 19 council workshop. Work is anticipated to be completed prior to Memorial Day weekend each year.

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.
  - 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.

Sea Wall and Concrete Repairs

- Working on scheduling a kickoff meeting with City staff before proceeding with design work.

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.
- We will develop a proposal for design phase services when the project scope has been determined.

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.

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
EXP CHECK RUN DATES 01/29/2025 - 02/11/2025
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Vendor Name	Description	Amount
1. ALLEGAN COUNTY TREASURER		
	PROPERTY TAXES COLLECTION 01/22 - 02/04	52,563.53
2. ASSESSING SOLUTIONS INC		
	FEB '25 ASSESSING SERVICES	2,934.00
3. BS&A SOFTWARE		
	PAYROLL - SOFTWARE UPDATES & ANNUAL SUPPORT	574.00
4. CARELTON EQUIPMENT		
	TIRE	286.82
5. CONSUMERS ENERGY		
	DEC '24 SERVICE	4,073.16
6. D & L TRUCK & TRAILER LLC		
	REPAIRS - BUCKET TRUCK	1,193.48
7. DETROIT SALT COMPANY		
	ROAD BULK SALT	3,269.50
	ROAD BULK SALT	6,438.99
	TOTAL	9,708.49
8. DUNESVIEW KWIK SHOP INC		
	DEC '24 GAS AND DIESEL	2,121.89
9. FAHEY SCHULTZ BURZYCH RHODES		
	JAN '25 2023 STR LEGAL ISSUES/TASK FORCE	1,210.00
	JAN '25 WATER AND SEWER	5,905.00
	JAN '25 CITY ETHICS PROJECT	2,802.50
	JAN '25 MAPLEWOOD HOTEL LITIGATION	506.00
	JAN '25 GENERAL LEGAL	4,131.00
	JAN '25 ZONING	1,771.50
	JAN '25 ORDINANCES	414.00
	JAN '25 CITY COUNCIL	5,364.50
	JAN '25 MANAGER	3,724.00
	JAN '25 DUNE RIDGE V (ORIGINAL ACTION)	477.30
	TOTAL	26,305.80
10. FARMHOUSE		
	STRATEGIC PLANNING LUNCH	341.00
11. FRONTIER		
	01/03 - 02/02 SERVICE	186.27
12. HORIZON COMMUNITY PLANNER		
	PLANNING & HISTORIC DISTRICT	1,350.00
13. IHLE AUTO PARTS		
	JAN '25 MOTOR PURCHASES	1,092.07
14. IHLE SERVICE		
	2018 GMC REPAIR	670.28
15. INTERURBAN TRANSIT AUTHORITY		
	PROPERTY TAXES COLLECTION 01/22 - 02/04	14,104.61
16. K&R TRUCK SALES INC		
	BOLTS, NUTS, WASHERS	211.04
	HUBCAP	41.10
	TOTAL	252.14
17. KALAMAZOO LAKE SEWER & WATER		
	DEC '24 SERVICE	1,445.97
18. KEPPEL'S LOCK & SAFE CO.		
	REPAIRS	133.00
19. MASON LAWN & SNOW		
	SALT SPREADER REPAIRS	8,345.78
20. MERS		
	JAN '25 RETIREMENT	4,500.00
21. METRO WIRELESS		
	FEB '25 WIFI SERVICE	698.00
22. MICHIGAN CAT		
	PARTS	981.92

Vendor Name	Description	Amount
23. MINER SUPPLY CO		
	SUPPLIES	574.60
24. OVERISEL LUMBER COMPANY		
	JAN '25 STATEMENT BALANCE	121.79
25. PLANTE MORAN		
	PROFESSIONAL SERVICES THROUGH 01/13	1,330.00
26. PRIORITY HEALTH		
	FEB '25 HEALTH INSURANCE COVERAGE	11,524.64
27. PURITY CYLINDER GASES INC		
	SUPPLIES	130.16
28. RAY'S SERVICE CENTER LLC		
	GMC TRUCK TOW	95.00
29. REPUBLIC SERVICES		
	FEB '25 DISPOSAL AND PICKUP SERVICE - BLUE STA	38.86
30. RICOH USA INC		
	01/26 - 02/25 LEASE	127.97
	COPIER USAGE	333.49
	TOTAL	461.46
31. SAUGATUCK DOUGLAS LIBRARY		
	PROPERTY TAXES COLLECTION 01/22 - 02/04	19,716.86
32. SAUGATUCK FIRE		
	PROPERTY TAXES COLLECTION 01/22 - 02/04	70,065.19
	RENTAL HOME INSPECTIONS	350.00
	RENTAL HOME INSPECTIONS	175.00
	TOTAL	70,590.19
33. SAUGATUCK PUBLIC SCHOOLS		
	PROPERTY TAXES COLLECTION 01/22 - 02/04	230,201.71
34. SHORELINE TECHNOLOGY SOLUTIONS		
	FEB '25 COMPUTER SERVICES	1,785.20
35. STANDARD INSURANCE COMPANY		
	FEB '25 INSURANCE	452.99
36. TRUCK & TRAILER SPECIALTIES		
	CUTTING EDGE	2,933.00
37. VANDERZEE MOTORPLEX		
	2018 KAWASAKI BRUTE FORCE	264.36
38. WONDERLAND TIRE COMPANY		
	TIRE REPAIR	40.08
TOTAL - ALL VENDORS		474,123.11

FUND TOTALS:

Fund 101 - GENERAL FUND	57,955.80
Fund 202 - MAJOR STREETS	6,103.45
Fund 203 - LOCAL STREETS	4,164.36
Fund 661 - MOTOR POOL FUND	19,247.60
Fund 701 - CURRENT TAX FUND	386,651.90

Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
01/03/2025	DD7148(A)	ANDERSON, HOLLY	PAYROLL	330.37
01/03/2025	DD7149(A)	ARAMENDI, NOAH	PAYROLL	1,497.79
01/03/2025	DD7150(A)	BAGIEREK, CHRISTOPHER	PAYROLL	52.86
01/03/2025	DD7151(A)	BALDWIN, HELEN	PAYROLL	175.20
01/03/2025	DD7152(A)	BOUCK, JAMES	PAYROLL	26.42
01/03/2025	DD7153(A)	BOUWMAN, CHAD	PAYROLL	1,449.59
01/03/2025	DD7154(A)	BREDEWEG, NICOLE	PAYROLL	2,135.01
01/03/2025	DD7155(A)	CANNARSA, JOHN	PAYROLL	51.66
01/03/2025	DD7156(A)	CLARK, JOSEPH	PAYROLL	273.10
01/03/2025	DD7157(A)	CRAWFORD, RICHARD	PAYROLL	26.12
01/03/2025	DD7158(A)	CUMMINS, RYAN	PAYROLL	2,860.16
01/03/2025	DD7159(A)	DEAN, SCOTT	PAYROLL	307.34
01/03/2025	DD7160(A)	DONAHUE, WILLIAM	PAYROLL	55.41
01/03/2025	DD7161(A)	GARDNER, RUSSELL	PAYROLL	353.00
01/03/2025	DD7162(A)	GAUNT, BOBBIE	PAYROLL	52.86
01/03/2025	DD7163(A)	GODFREY, LAURA	PAYROLL	52.86
01/03/2025	DD7164(A)	HERBERT, SCOTT	PAYROLL	2,195.20
01/03/2025	DD7165(A)	HUNDRIESER, JAMES	PAYROLL	25.52
01/03/2025	DD7166(A)	KERRIDGE, ADAM	PAYROLL	1,923.70
01/03/2025	DD7167(A)	KUBASIAK, ROBERT	PAYROLL	26.42
01/03/2025	DD7168(A)	LA CHEY, MARK	PAYROLL	25.42
01/03/2025	DD7169(A)	MACK, ELLIS	PAYROLL	1,371.49
01/03/2025	DD7170(A)	MANNS, STEVEN	PAYROLL	52.86
01/03/2025	DD7171(A)	MARTIN, DANNY	PAYROLL	856.65
01/03/2025	DD7172(A)	MORROW, SCOTT	PAYROLL	1,261.03
01/03/2025	DD7173(A)	MUNCEY, GREGORY	PAYROLL	264.30
01/03/2025	DD7174(A)	PATERSON, KEITH	PAYROLL	52.86

Check Date	Check	Vendor Name	Description	Amount
01/03/2025	DD7175(A)	PETERSON, CHRISTINE	PAYROLL	130.64
01/03/2025	DD7176(A)	STANTON-SHARAR, LAUREN	PAYROLL	274.31
01/03/2025	DD7177(A)	STRAKER, TIMOTHY	PAYROLL	52.26
01/03/2025	DD7178(A)	THOMPSON, LUKE	PAYROLL	2,178.14
01/03/2025	DD7179(A)	WILLIAMS, SARA	PAYROLL	1,756.11
01/03/2025	DD7180(A)	WOLTERS, JAMIE	PAYROLL	2,014.79
01/03/2025	EFT1892(E)	ALERUS	PAYROLL	2,931.35
01/03/2025	EFT1893(E)	FEDERAL TAX DEPOSIT	PAYROLL	7,654.72
01/03/2025	EFT1894(E)	MERS HYBRID	PAYROLL	184.08
01/13/2025	5747(A)	ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT - ARAMENDI	187.99
01/13/2025	5748(A)	ALLEGAN COUNTY SHERIFF	DEC '24 SHERIFF CONTRACT	32,303.12
01/13/2025	5749(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 12/18 - 01/08	120,447.16
01/13/2025	5750(A)	AMERICAN LEGAL PUBLISHING CORP.	ORDINANCES	3,850.70
01/13/2025	5751(A)	ASSESSING SOLUTIONS INC	JAN '24 ASSESSING SERVICES	2,934.00
01/13/2025	5752(A)	CERTASITE LLC	EMERGENCY EXIT SIGN	368.37
01/13/2025	5753(A)	D & L TRUCK & TRAILER LLC	ANNUAL INSPECTION	375.00
01/13/2025	5754(A)	MICHIGAN CAT	SERVICE CALL	5,704.77
01/13/2025	5755(A)	DETROIT SALT COMPANY	ROAD BULK SALT	10,214.51
01/13/2025	5756(A)	FAHEY SCHULTZ BURZYCH RHODES	DEC '24 ORDINANCES	15,455.49
01/13/2025	5757(A)	FIRST ADVANTAGE INC	DRUG TESTING	101.86
01/13/2025	5758(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES COLLECTION 12/18 - 01/08	31,118.39
01/13/2025	5759(A)	K&R TRUCK SALES INC	REPAIR	1,700.66
01/13/2025	5760(A)	LORRIE PASTOOR	CLEANING SERVICES	490.00
01/13/2025	5761(A)	MISS DIG SYSTEM INC	ANNUAL DUES	3,164.11
01/13/2025	5762(A)	NEWCOMER PLOW & HITCH	CUTTING EDGE	885.21
01/13/2025	5763(A)	OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES COLLECTION 12/18 - 01/08	2,960.31
01/13/2025	5764(A)	ELF SHACK	HOLIDAY GARLAND & TREES	2,100.00
01/13/2025	5765(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES COLLECTION 12/18 - 01/08	43,430.62

Check Date	Check	Vendor Name	Description	Amount
01/13/2025	5766(A)	SAUGATUCK FIRE	PROPERTY TAXES COLLECTION 12/18 - 01/08	156,351.37
01/13/2025	5767(A)	SHORELINE TECHNOLOGY SOLUTIONS	JAN '25 COMPUTER SERVICES	1,864.20
01/13/2025	5768(A)	STANDARD INSURANCE COMPANY	JAN '25 INSURANCE	453.01
01/13/2025	20244	BENDZINSKI & CO. MUNICIPAL FINANCE	CONTRACT DISCUSSIONS	6,750.00
01/13/2025	20245	BERTHIAUME & COMPANY	AUDIT	10,475.00
01/13/2025	20246	CARELTON EQUIPMENT	PARTS	326.44
01/13/2025	20247	IHLE AUTO PARTS	NOV '24 MOTOR PURCHASES	7.94
01/13/2025	20248	MCKELLIPS PLUMBING INC	PLUMBING BUTLER TOILETS	615.00
01/13/2025	20249	OVERISEL LUMBER COMPANY	DEC '24 STATEMENT BALANCE	122.70
01/13/2025	20250	PLANTE MORAN	PROFESSIONAL SERVICES THROUGH 12/19	1,140.00
01/13/2025	20251	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES COLLECTION 12/18 - 01/08	474,176.00
01/13/2025	20252	SAUGATUCK TOWNSHIP	W/S CONTRACT 2024-2025	930.37
01/13/2025	20253	SAUGATUCK YACHT CLUB	ROOM RENTAL - STRATEGIC PLANNING	500.00
01/13/2025	20254	STAR OF SAUGATUCK LLC	SPEAR LAUNCH HALF	1,497.00
01/13/2025	20255	WENDT'S FENCE, LLC	FENCE POST	70.00
01/13/2025	20256	WONDERLAND TIRE COMPANY	TIRES	1,407.92
01/14/2025	5769(E)	CONSUMERS ENERGY	NOV '24 SERVICE	3,675.43
01/14/2025	5770(E)	KALAMAZOO LAKE SEWER & WATER	NOV '24 SERVICE	1,500.08
01/14/2025	5771(E)	METRO WIRELESS	JAN '25 WIFI SERVICE	698.00
01/14/2025	5772(E)	PRIORITY HEALTH	JAN '25 HEALTH INSURANCE COVERAGE	11,484.32
01/14/2025	5773(E)	REPUBLIC SERVICES	DEC '24 SERVICE (LESS A CREDIT)	203.66
01/14/2025	5774(E)	REPUBLIC SERVICES	JAN '25 DISPOSAL AND PICKUP SERVICE - BL	38.73
01/17/2025	DD7181(A)	ARAMENDI, NOAH	PAYROLL	1,537.79
01/17/2025	DD7182(A)	BOUWMAN, CHAD	PAYROLL	1,566.72
01/17/2025	DD7183(A)	BREDEWEG, NICOLE	PAYROLL	2,135.01
01/17/2025	DD7184(A)	CUMMINS, RYAN	PAYROLL	2,925.15
01/17/2025	DD7185(A)	HERBERT, SCOTT	PAYROLL	2,298.58
01/17/2025	DD7186(A)	KERRIDGE, ADAM	PAYROLL	2,304.65

Check Date	Check	Vendor Name	Description	Amount
01/17/2025	DD7187(A)	MACK, ELLIS	PAYROLL	1,495.57
01/17/2025	DD7188(A)	MARTIN, DANNY	PAYROLL	416.72
01/17/2025	DD7189(A)	MORROW, SCOTT	PAYROLL	1,441.04
01/17/2025	DD7190(A)	THOMPSON, LUKE	PAYROLL	2,178.13
01/17/2025	DD7191(A)	WILLIAMS, SARA	PAYROLL	1,756.11
01/17/2025	DD7192(A)	WOLTERS, JAMIE	PAYROLL	2,014.79
01/17/2025	EFT1895(E)	ALERUS	PAYROLL	2,950.11
01/17/2025	EFT1896(E)	MERS HYBRID	PAYROLL	184.08
01/17/2025	EFT1897(E)	FEDERAL TAX DEPOSIT	PAYROLL	7,245.29
01/27/2025	5775(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 01/09 - 01/21	32,944.34
01/27/2025	5776(A)	AMERICAN LEGAL PUBLISHING CORP.	ORDINANCES	310.20
01/27/2025	5777(A)	FLEIS & VANDENBRINK ENGINEERING INC	11/24 - 12/28 ENGINEERING FEES - GEN CON	7,810.29
01/27/2025	5778(A)	HORIZON COMMUNITY PLANNER	PLANNING & HISTORIC DISTRICT	2,502.50
01/27/2025	5779(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES COLLECTION 01/09 - 01/21	7,867.03
01/27/2025	5780(A)	K&R TRUCK SALES INC	REPAIR	3,340.87
01/27/2025	5781(A)	OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES COLLECTION 01/09 - 01/21	2,003.52
01/27/2025	5782(A)	PLUMMER'S ENVIRONMENTAL SERVICES IN	TRENCH AND BASIN CLEANING	1,042.00
01/27/2025	5783(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES COLLECTION 01/09 - 01/21	10,997.38
01/27/2025	5784(A)	SAUGATUCK FIRE	PROPERTY TAXES COLLECTION 01/09 - 01/21	40,361.31
01/27/2025	5785(A)	SHARE CORPORATION	SUPPLIES	705.06
01/27/2025	20257	CARELTON EQUIPMENT	PARTS	195.21
01/27/2025	20258	COMMERCIAL RECORD	DISPLAY LEGALS	147.00
01/27/2025	20259	OCCUPATIONATIONAL HEALTH CENTERS	DOT PHYSICAL - ARAMENDI AND BOUWMAN	272.00
01/27/2025	20260	IHLE AUTO PARTS	DEC '24 MOTOR PURCHASES	253.27
01/27/2025	20261	MIKE'S MOBIL INC	GMC REPAIR	600.67
01/27/2025	20262	PENS.COM	LOGO PENS	253.90
01/27/2025	20263	PRINTING SYSTEMS, INC.	TAX FORMS	163.16
01/27/2025	20264	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES COLLECTION 01/09 - 01/21	122,689.13

Check Date	Check	Vendor Name	Description	Amount	
01/27/2025	20265	SUPERIOR ASPHALT INC	ASPHALT COLD PATCH	155.00	
01/27/2025	20266	WESTERN MICHIGAN FLEET PARTS INC	FENDER KIT, END MOUNT	716.53	V
01/28/2025	5786(E)	CAPITAL ONE	DEC '24 STATEMENT BALANCE	605.10	
01/28/2025	5787(E)	COMCAST	12/28 - 01/27 INTERNET SERVICE	263.40	
01/28/2025	5788(E)	FIRST BANK CARD	11/26 - 12/26 STATEMENT BALANCE	5,282.47	
01/28/2025	5789(E)	FRONTIER	11/20 - 12/19 SERVICE	98.84	
01/28/2025	5790(E)	MERCHANTS BANCARD NETWORK	DEC '24 CC PROCESSING - CONCESSIONS AND	105.63	
01/28/2025	5791(E)	MICHIGAN GAS UTILITIES	11/22 - 12/25 SERVICE - 3338 BLUE STAR	422.55	
01/28/2025	5792(E)	MICHIGAN GAS UTILITIES	11/21 - 12/22 SERVICE - 345 BUTLER	168.75	
01/28/2025	5793(E)	MICHIGAN GAS UTILITIES	11/21 - 12/22 SERVICE - 102 BUTLER	135.26	
01/28/2025	5794(E)	NET2PHONE INC	DEC '24 PHONE SERVICE	216.31	
01/28/2025	5795(E)	REPUBLIC SERVICES	JAN '25 SERVICE (LESS A CREDIT)	203.31	
01/28/2025	5796(E)	VALLEY CITY LINEN INC	SHOP TOWELS	127.48	
01/31/2025	5820(E)	CONSUMERS ENERGY	DEC '24 SERVICE	4,073.16	
01/31/2025	5821(E)	MERS	JAN '25 RETIREMENT	4,500.00	
01/31/2025	5822(E)	RICOH USA INC	01/26 - 02/25 LEASE	127.97	
01/31/2025	DD7193(A)	ARAMENDI, NOAH	PAYROLL	2,107.53	
01/31/2025	DD7194(A)	BOUWMAN, CHAD	PAYROLL	1,979.07	
01/31/2025	DD7195(A)	BREDEWEG, NICOLE	PAYROLL	2,486.88	
01/31/2025	DD7196(A)	CUMMINS, RYAN	PAYROLL	3,348.66	
01/31/2025	DD7197(A)	HERBERT, SCOTT	PAYROLL	2,738.44	
01/31/2025	DD7198(A)	KERRIDGE, ADAM	PAYROLL	2,800.60	
01/31/2025	DD7199(A)	MACK, ELLIS	PAYROLL	1,886.84	
01/31/2025	DD7200(A)	MARTIN, DANNY	PAYROLL	736.38	
01/31/2025	DD7201(A)	MORROW, SCOTT	PAYROLL	1,451.53	
01/31/2025	DD7202(A)	THOMPSON, LUKE	PAYROLL	2,503.55	
01/31/2025	DD7203(A)	WILLIAMS, SARA	PAYROLL	3,555.95	
01/31/2025	DD7204(A)	WOLTERS, JAMIE	PAYROLL	2,287.36	

Check Date	Check	Vendor Name	Description	Amount
01/31/2025	EFT1898(E)	ALERUS	PAYROLL	3,227.21
01/31/2025	EFT1899(E)	MERS HYBRID	PAYROLL	188.70
01/31/2025	EFT1900(E)	FEDERAL TAX DEPOSIT	PAYROLL	8,980.63
01/31/2025	EFT1901(E)	MERS	PAYROLL	6,922.36
01/31/2025	EFT1902(E)	MI DEPT OF TREASURY	PAYROLL	3,869.79

Total of 144 Checks:	1,322,192.86
Less 1 Void Checks:	716.53
Total of 143 Disbursements:	1,321,476.33

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: February 10, 2025

SUBJECT: Amendments to Code of Ordinances - Purchasing Ordinance

DESCRIPTION:

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

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

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

BUDGET ACTION REQUIRED:

N/A

LEGAL REVIEW:

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

SAMPLE MOTION:

Motion to approve Ordinance No. 250210-A to amend the City Code of Ordinances to clarify the purchasing authority of the City of Saugatuck.

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

AMENDMENT TO THE CITY CODE OF ORDINANCES
ORDINANCE NO.250210-A

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

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

THE CITY OF SAUGATUCK, ALLEGAN COUNTY, ORDAINS:

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

§ 32.16 PURCHASES OR CONTRACTS UNDER $20,000.

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

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

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

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

§ 32.17 PURCHASES OR CONTRACTS OVER $20,000.

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

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

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

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

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

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

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

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

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

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

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

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

§ 32.18 EXCEPTIONS TO COMPETITIVE BIDDING.

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

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

(B) In the employment of professional services;

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

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

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

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

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

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

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

§ 32.19 INSPECTION OF MATERIALS.

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

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

§ 32.20 SALE OF PERSONAL PROPERTY.

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

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

§ 32.21 EMERGENCY PURCHASES

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

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

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

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

YEAS: _____

NAYS: _____

ABSENT/ABSTAIN: _____

ORDINANCE DECLARED ADOPTED.

_____
Holly Anderson
City of Saugatuck, Mayor

CERTIFICATION

I hereby certify that:

1. The above is a true copy of an ordinance adopted by the City of Saugatuck at a duly scheduled and noticed meeting of the City Council held on _____, _____ 2025, pursuant to the required statutory procedures.

2. A summary of the above ordinance was duly published in the _____ newspaper, a newspaper that circulates within the City of Saugatuck, on _____, 2025.

3. Within 1 week after such publication, I recorded the above ordinance in a book of ordinances kept by me for that purpose, including the date of passage of the ordinance, the names of the members of the City Council voting, and how each member voted.

4. I filed an attested copy of the above ordinance with the Allegan County Clerk on _____, 2025.

ATTESTED:

_____
Jamie Wolters
City of Saugatuck, Clerk

§ 32.15 PURCHASING AGENT.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Statutory reference:

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

§ 32.18 EXCEPTIONS TO COMPETITIVE BIDDING.

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

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

(B) In the employment of professional services;

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

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

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

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

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

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

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

§ 32.19 INSPECTION OF MATERIALS.

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

§ 32.20 SALE OF PERSONAL PROPERTY.

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

§ 32.21 EMERGENCY PURCHASES

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

City Council Agenda Item Report

FROM: Luke Thompson
Director of Planning and Zoning

DATE: February 10, 2025

RE: Accessory Dwelling Unit

DESCRIPTION:

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

Drafted Ordinances and Policy

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

LEGAL REVIEW:

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

SAMPLE MOTION:

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

CITY COUNCIL
CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

ORDINANCE NO. 250210-B

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

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

Existing:

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

Revised (tracked changes shown for reference):

(3) Minimum and Maximum Size.

a. An accessory dwelling unit shall have the minimum gross finished floor area necessary to satisfy the State of Michigan Building Code for residential occupancy.

b. An accessory dwelling unit ~~shall have a minimum of 375 square feet of gross finished floor area and~~ shall not exceed the lesser of 30% of the gross finished floor area contained within the single-family detached dwelling or 600 square feet of gross finished floor area; except, in the CRC zone district when the parcel on which the accessory dwelling unit is located is two or more acres in

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

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

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

Existing:

(J) *Rental of an accessory dwelling unit*. Unless otherwise specified below, a rental accessory dwelling unit shall conform to all regulations in § 154.022(W) and the following:

(1) A rented accessory dwelling unit shall only be permitted on a parcel that contains a single-family detached dwelling that is occupied and used by the owner as his or her primary, year-round residence. Under no circumstances may a single-family detached dwelling and an accessory dwelling unit on the same parcel be rented to separate parties or under separate contracts.

(2) Accessory dwelling units rented for less than 31 days shall require a short-term rental license pursuant to the City of Saugatuck's Short-Term Rental Ordinance, Chapter 99.5 of the City Code, and shall otherwise adhere to all of this chapter's requirements concerning short-term rentals.

Revised (tracked changes shown for reference):

(J) *Rental of an accessory dwelling unit*. ~~Unless otherwise specified below,~~ A rental accessory dwelling unit shall comply with ~~conform to all regulations in § 154.022(W) and~~ the following requirements:

(1) A rented accessory dwelling unit shall only be permitted on a parcel that contains a single-family detached dwelling that is occupied and used by the owner as his or her primary, year-round residence. Under no circumstances may a single-family detached dwelling and an accessory dwelling unit on the same parcel be rented to separate parties or under separate contracts.

(2) Accessory dwelling units rented for less than 31 days shall require a short-term rental license pursuant to the City of Saugatuck's Short-Term Rental Ordinance, Chapter 99.5 of the City Code, and shall otherwise adhere to all of this chapter's requirements concerning short-term rentals.

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

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

YEAS:_____
NAYS: _____

ABSENT/ABSTAIN:_____

ORDINANCE DECLARED ADOPTED.

_____
Holly Anderson
City of Saugatuck, Mayor

CERTIFICATION

I hereby certify that:

1. The above is a true copy of an ordinance adopted by the City of Saugatuck at a duly scheduled and noticed meeting of the City Council held on _____, _____ 2024, pursuant to the required statutory procedures.

2. A summary of the above ordinance was duly published in the _____ newspaper, a newspaper that circulates within the City of Saugatuck, on _____, 2024.

3. Within 1 week after such publication, I recorded the above ordinance in a book of ordinances kept by me for that purpose, including the date of passage of the ordinance, the names of the members of the City Council voting, and how each member voted.

ATTESTED:

_____
Jamie Wolters
City of Saugatuck, Clerk

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: February 10, 2025

SUBJECT: Updated Policy on Ethical Standards of Conduct

DESCRIPTION:

In September, Council held a workshop and asked for City Attorney Mills to conduct further review of the ethics policy.

City Attorney Mills conducted further review and Council discussed changes to the policy at the January 8 and February 5 workshops.

Attached is the updated policy with the consensus changes from the last workshop. The changes are highlighted, but appear in Part A(2), the title of Part B, Part B(1), and the introductory sentence and section (b) of Part (B)(3).

BUDGET ACTION:

None at this time.

LEGAL REVIEW:

Legal reviewed, prepared recommended and requested changes, and will be at your meeting to answer questions.

SAMPLE MOTION:

Motion to approve the updated policy on ethical standards of conduct.

CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN

POLICY ON ETHICAL STANDARDS OF CONDUCT

PART A - ETHICAL STANDARDS

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

2. This policy is not designed to address general performance concerns or questions. Rather, it is focused on the expectation that our City officials and employees shall act with fairness, integrity, impartiality, professionalism, and obedience to the law, as they carry out their City responsibilities and service to public interest.

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

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

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

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

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

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

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

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

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

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

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

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

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

PART B - REPORTING AND RESOLVING ETHICAL COMPLAINTS

1. While our officials and employees have always been prompt to correct actions which may fall short of the high ethical standards that the City expects, it is nevertheless important that there be procedures to raise concerns or take further action regarding conduct they believe to be in violation of this Policy. This Policy identifies those basic procedures and Council may, in its discretion, adopt additional procedures for administering this Policy.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PART C

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

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

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

ACKNOWLEDGEMENT

POLICY ON ETHICAL STANDARDS OF CONDUCT

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

Signature: _____ Date: _____

CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN

POLICY ON ETHICAL STANDARDS OF CONDUCT

PART A - ETHICAL STANDARDS

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

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

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

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

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

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

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

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

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

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

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

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

PART B - ~~MEANS OF RESOLVING~~REPORTING AND RESOLVING ETHICAL COMPLAINTS

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

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

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

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

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

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

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

~~2.~~ In the ensuing exchange of views, correspondence or other contact, we believe that most such situations can be satisfactorily explained or resolved. With support from the Mayor or Manager, (or

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

~~3.~~4. As to ethical concerns that may not be resolved by contact with the official or the ~~City Manager~~appropriate person identified by this Policy, or in cases where a citizen may prefer not to contact the person involved, we believe that the matter may best be considered outside of City government. The City Council is a legislative body and is not vested with judicial powers. As officials chosen by political process, Council members should generally avoid serving in effect as judges of their own or other officials' conduct, except in cases where they are vested with that responsibility by law.

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

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

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

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

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

(d)

PART C

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

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

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

ACKNOWLEDGEMENT

POLICY ON ETHICAL STANDARDS OF CONDUCT

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

Signature: _____ Date: _____

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City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: February 5, 2024

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

DESCRIPTION:

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

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

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

LEGAL REVIEW:

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

SAMPLE MOTION:

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

FISCAL YEAR 2025/2026

CITY OF SAUGATUCK

Vision

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

Goals and Priorities

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

Operations, Public Health and Safety

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

Priorities

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

Infrastructure

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

Priorities

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

Parks and Recreation

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

Priorities

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

City Council/Leadership Team Planning Work Session
January 24, 2025
Report of Generated Ideas

Overview of Planning Process

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

Work Session Objectives:

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

Reflect & Revise

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

ATTRIBUTES

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

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

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

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

NOTE: Work sessions identified to dig deeper into:

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

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

Operating Guidelines
The Way We Do Business

BEHAVIORS

PRODUCTIVE (+)	NON-PRODUCTIVE (-)
Ask open ended questions	Talking over others
Do your homework; be prepared	Personal attacks
Welcome people, including citizens	Being condescending
Be respectful of time	A needy ego
Active engagement: eye contact	Having/working from a personal agenda
Active Listening	Deflecting, derailing, hijacking conversation; take the conversation off topic
Assume positive intentions	Resistance to change
Focus on the meeting - no technology	Disrespectful language and action

Identify:

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

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

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

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

Citizen Survey: Mayor Anderson

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

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

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

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

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

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

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

Potential Threats and Opportunities

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

THREATS

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

OPPORTUNITIES

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

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

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

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

BLUEPRINT FOR ANNUAL PLANNING

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

THREE VARIATIONS of KEY GOAL AREAS:

1. 2024: City Operations
   Infrastructure
   Parks & Recreation
   Economic Development

2. Earlier: Fiscal Responsibility
   Maintain and improve public infrastructure and facilities
   Friendly, honest, transparent government
   Promote Saugatuck as a recreational and cultural center that attracts visitors

3. The organized "one page" to report-out progress of 2024 by City Manager
   Operations
   Infrastructure
   Parks and Recreation

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

Key Results Areas:

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

Potential Priorities

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

MUST
SMART: Clear ROI by taking on this project
NICE, yet deferrable

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

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

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

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

KEY RESULT AREAS

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

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

NOTE: SUGGESTIONS MADE FOR WORK SESSIONS:

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

Next Steps

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

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

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

Respectfully, Marilynn Semonick

ROLES AND RESPONSIBILITIES

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

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

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

The City Council/Commission:

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

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

The City Manager:

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

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

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

Understanding the Five Stages of Team Development

A. Forming

Atmosphere — *Polite and cordial*

Group Characteristics

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

B. Storming

Atmosphere — *Disagreements & resolutions*

Group Characteristics

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

C. Norming

Atmosphere — *Agree on accepted behaviors*

Group Characteristics

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

D. Performing

Atmosphere — *Work together meeting goals*

Group Characteristics

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

E. Adjourning

Atmosphere — *Completion & evaluation*

Group Characteristics

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

WHAT TO DO IN EACH STAGE

1. FORM

Outcome:

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

While Forming Choose Prevention Rather than Later Intervention:

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

2. STORM

Outcome:

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

Conflict, Dealing with Challenging Behavior

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

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

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

3. NORM

Outcome:

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

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

4. PERFORM

Outcome

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

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

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

Everything happens through conversation!
Conversations are the social rituals that hold us together, the fabric of our culture and society.

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

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

5.ADJOURN

Outcome:

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

To Adjourn is to Say Goodbye and Acknowledge a Job Well Done
The final Stage of a high-functioning team is often adjournment. Sometimes it means

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

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

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

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

RESPONSE TO THE INVITE FOR NEGATIVE CONVERSATION

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

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

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

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

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

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

Please remember that each of you represents all of you.

Five Dysfunctions of a Team

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

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

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

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

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

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

Summary of Progress on Fiscal Year 2024-2025 Priorities


Smile! you're in
@todrawattention



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









Short-Term Rental Task Force Action Report

City of Saugatuck, Michigan





2025 Recycling and Trash Collection Calendar

Holidays Recycling Trash

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

JANUARY

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

FEBRUARY

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

MARCH

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

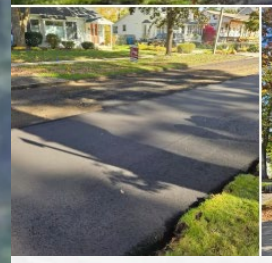


LAST DAY TO VOTE EARLY

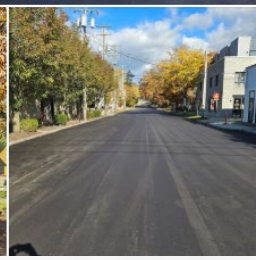
I VOTED



TRI-COMMUNITY WILDLIFE COMMITTEE

















Short-Term Rental Hotline

Call

(269) 442-4845

Report Online

HTTPS://SECURE.HOSTCOMPLIANCE.COM/SAUGATUCK-MI/COMPLAINTS/TYPE



Available 24 hours a day, 7 days a week.

Summary of Progress on FY 24/25 Council Priorities

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

Summary of Progress on FY 24/25 Council Priorities

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

Summary of Progress on FY 24/24 Council Priorities

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

Additional Progress Last Year

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

City Clerk

Jamie Wolters

City Operations

Staff: onboarding & development

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

STR regulations & policies

- Created webpage dedicated to STR information

Trash & recycling

- Redesigned webpage for Trash & Recycling

City Operations cont.

Elections

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

Special events

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



CITY TREASURER / FINANCE OFFICER

Strategic Priorities

Nicole Bredeweg

FIRST YEAR GOALS:

LEARN EVERYTHING

BASICS

MID-RANGE LEVEL

HIGH-LEVEL

- Reviewed the Investment Policy.
- Reallocated a hefty portion of the tax receipts into investments in order to keep our dollars earning for our community! Also performed maturing CD turnovers and updated the signature cards for new Council.

- Provided information on the playground
- Additional cost of winterizing the Oval Beach restrooms
- Part of the review process for Republic Waste vs. Arrowaste.
- Analyzed the Oval Beach concessions and prepared a report for our initial meeting.



Planning/Zoning

Luke Thompson

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

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

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

CITY OF SAUGATUCK DEPARTMENT OF PUBLIC WORKS

SCOTT HERBERT

PUBLIC WORKS SUPERINTENDENT



INSIDE THE DEPARTMENT

The Team

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

Equipment

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


STOP
VOLVO
ALTA


FALCON
POTHOLE PATCHING EQUIPMENT


FALCON


VOLVO
ALTA
180

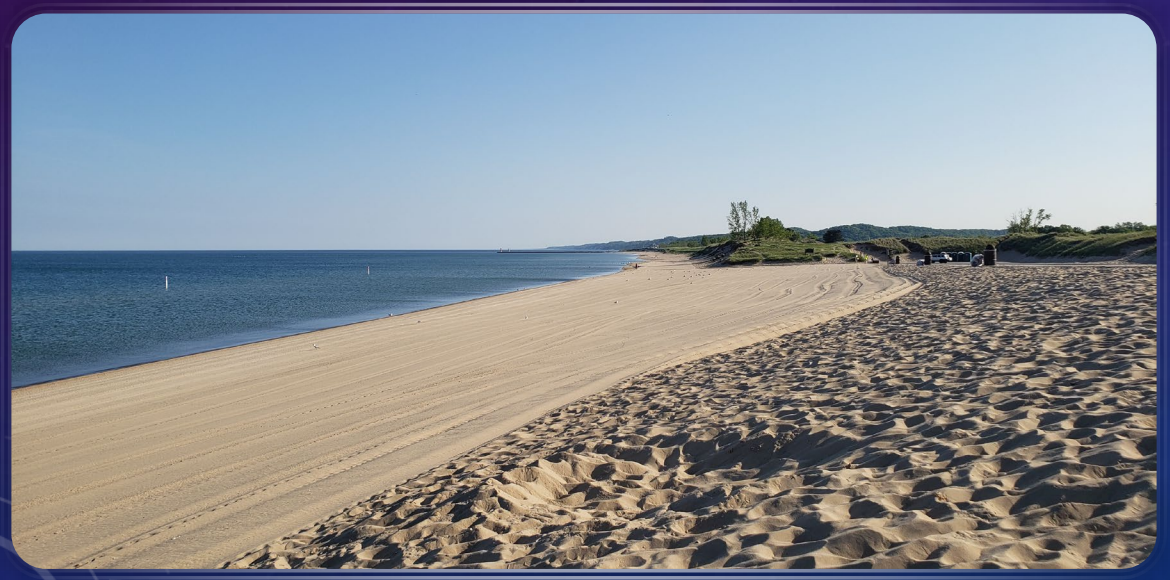


STREETS

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

PARKS
BUILDINGS & GROUNDS

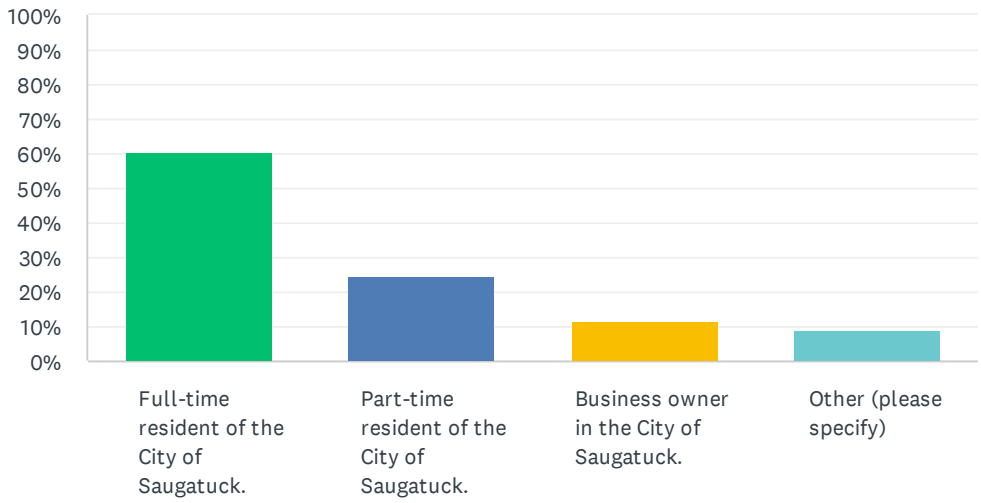




- Village Square Playground
- New Flagpole at Oval Beach
- City Hall Exterior
- New irrigations systems at City Hall and Village Square Playground
- Lifejacket Station at Oval Beach
- New Bike Rack at Oval Beach
- New Bike Rack at Mt. Baldhead
- More Benches at Village Square Playground
- Oval Beach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

Q1 Please check the following that apply:

Answered: 157 Skipped: 0



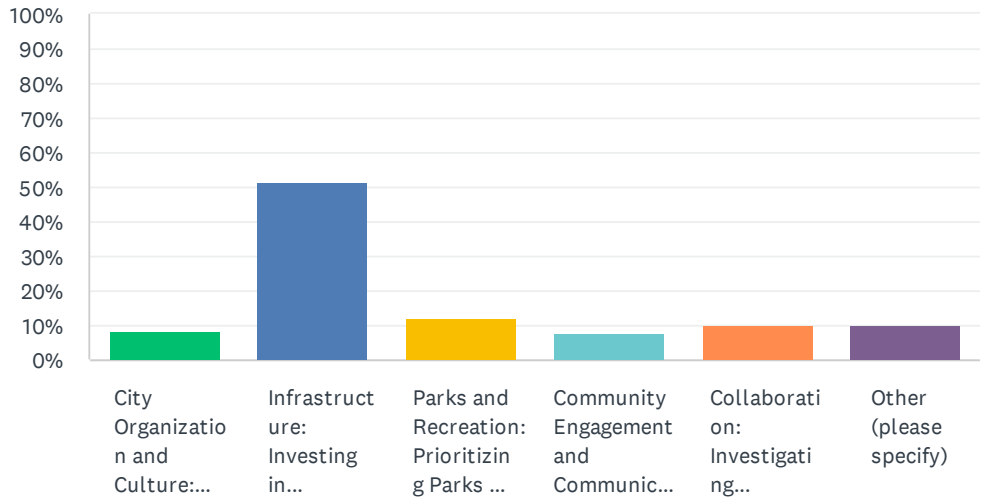
ANSWER CHOICES	RESPONSES	
Full-time resident of the City of Saugatuck.	60.51%	95
Part-time resident of the City of Saugatuck.	24.84%	39
Business owner in the City of Saugatuck.	11.46%	18
Other (please specify)	8.92%	14
Total Respondents: 157		

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

183

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

Answered: 157 Skipped: 0



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

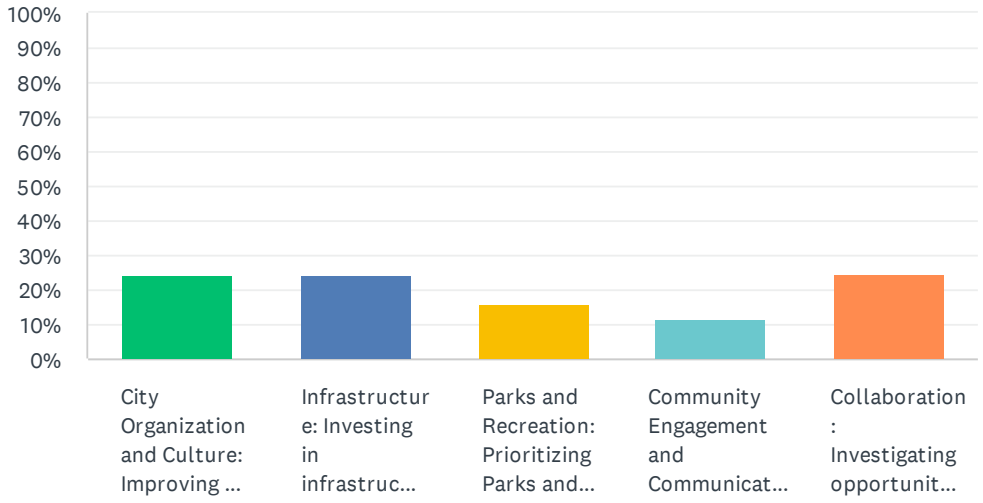
#	OTHER (PLEASE SPECIFY)	DATE
1	Parking	1/8/2025 10:07 PM
2	safety	1/7/2025 8:32 AM
3	ETHICS!! We are ashamed of some on our current council for what they've done.	1/6/2025 11:43 AM
4	Do something about the over run of deer who are destroying the landscaping of private homeowners and ruining the forest.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

184

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

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

Answered: 150 Skipped: 7



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

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

Answered: 73 Skipped: 84

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

187

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

188

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

189

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

Q5 City Operations, Engagement, and Communication

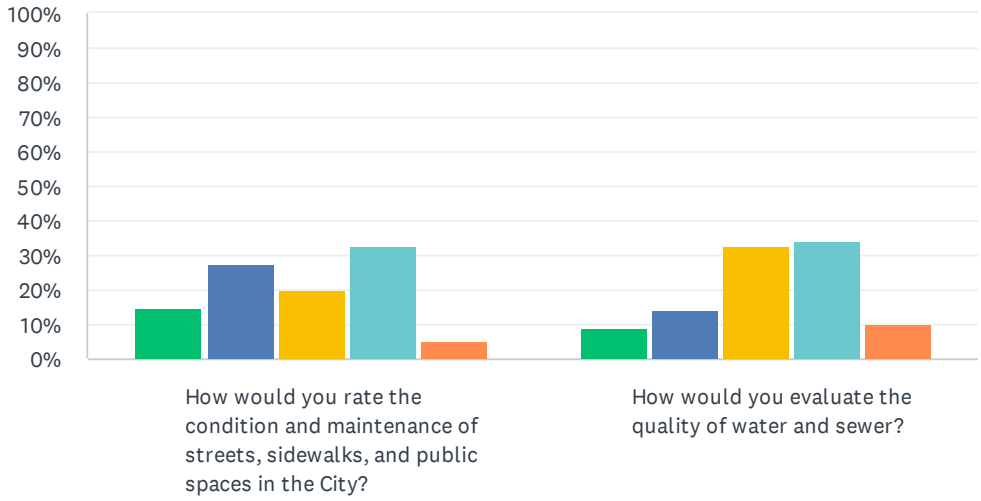
Answered: 157 Skipped: 0



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

Q6 Infrastructure

Answered: 156 Skipped: 1



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

192

Q7 Parks and Recreation

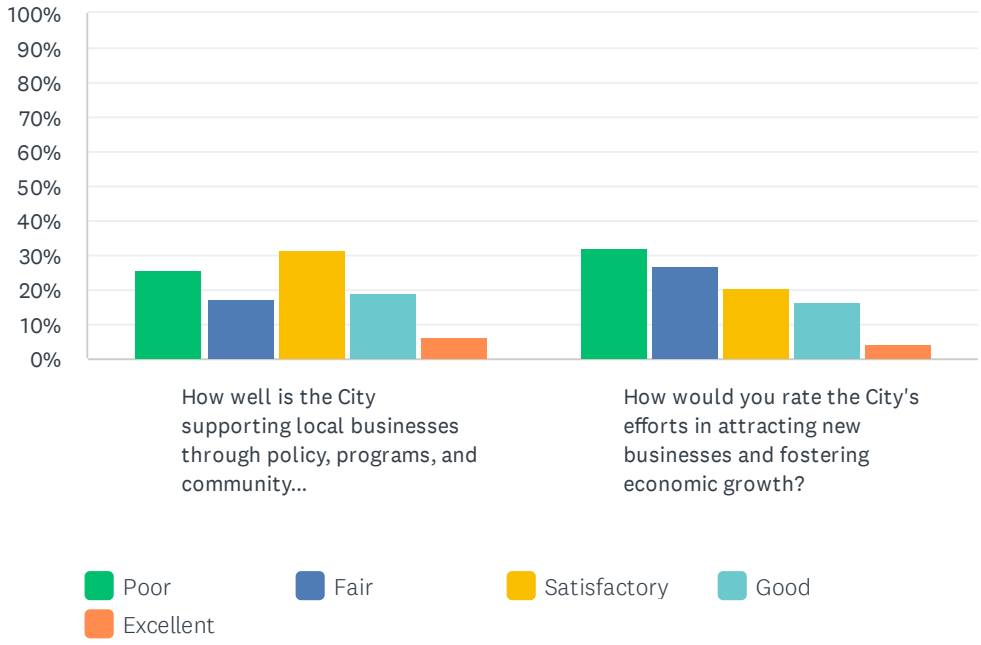
Answered: 155 Skipped: 2



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

Q8 Economic Development

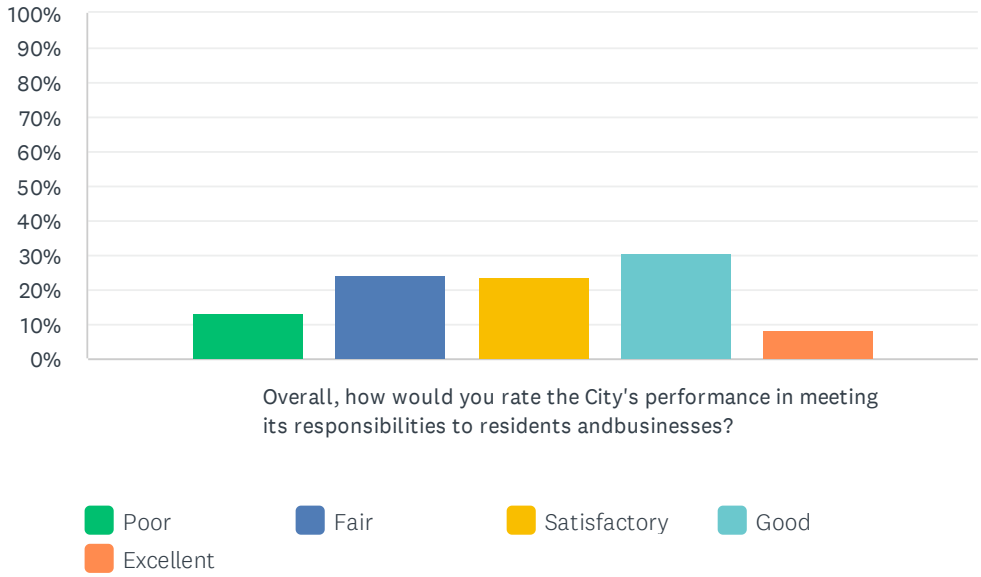
Answered: 148 Skipped: 9



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

Q9 Overall Satisfaction

Answered: 157 Skipped: 0



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

February 6, 2025

Dear Saugatuck City Council Members,

After the recent City CouncillWorkshop discussion regarding the "improvement "of Maple Street and the revelation that the very large red oak should be taken down, I came upon this information in an article in Vanity Fair, February 2025, P. 71 -72. "A Killer View", where one property owner is charged with poisoning a neighbor's oak trees to improve their view of a body of water.

"...The oaks, in particular, elicited public sympathy and imagination. In Maine, oak trees have been medicine, as used by Wabanaki tribes, and building material for furniture, the rib and beams of ships, lobster-trap-runners. With their wide canopies and dense, broad trunks, oaks can capture more than 48 pounds of carbon per year, while their vast, shallow root systems are excellent at managing watershed; they host about 430 moth and butterfly species, according to Kate Farland, a horticulturist at the University of Maine, and support a complex food web. The National wildlife Federation describes the species as the "tree of life...."

I am sure that Oak Trees have provided as much to the history and environment of our community too. I urge the city council to consider the loss to the ecology of the area if this tree is removed.

Maple Street is a residential street. The speed limit is 25 mph. We know that last summer it was a huge challenge for the city to keep traffic at the 25mph speed limit during the detour for the Blue Star roundabout. But there are other ways besides a constant police presence to slow down traffic in residential areas.

A recent repair by KLSWA has necessitated cutting across Maple Street and then filling it back in. Currently, the filled-in repair is exactly the width and height of a perfect speed control device that could be used on the new Maple Street to slow traffic and keep it at 25 mph or below. I encourage council members to drive on Maple Street between Allegan and Mason to experience this temporary speed bump. A "speed bump" or two near the Red Oak tree would help to maintain slower speeds on Maple Street would allow this majestic tree, which has been next to the street for at least 75 years (my lifetime so far) without any incidents, to continue to grow and support the environment and ecology of Saugatuck.

Sincerely,

Catherine B Brockington

Catherine B Brockington
989 Singapore Dr.
Saugatuck, MI 49453

P.S. It has also some to my attention that we have an interesting species of tree in Wicks Park that was thought to be extinct. The Dawn Redwood tree, which is growing nearer to the river by the small parking lot is one of only a few trees on public property in Michigan (most of which are on the MSU Campus). Because of its unique variety, this tree should be registered in the Michigan Big Tree Registry. Attached is information about the tree registry and qualifications for registering a tree. Please register our wonderful, unique Dawn Redwood tree. The app Seek (free) will give you all the information needed to register this tree. I have it on my phone, which is how I identified the tree species two years ago.

Thank You, Cathy Brockington

You can search the Michigan Big Tree Register at michiganbotanicalsociety.org/registry. You can also enter trees into the Michigan Big Tree Hunt at releafmichigan.org/big-tree-hunt.html.
Michigan Big Tree Register

- View the current database of big tree records at michiganbotanicalsociety.org/registry
- The register documents notable trees that are historically, spiritually, or personally significant

Michigan Big Tree Hunt

- Enter trees into the hunt at releafmichigan.org/big-tree-hunt.html

- To enter a tree, you must include the tree species and location
- Trees must be living and accessible for verification
- Tree size is determined by circumference
- Prizes are awarded to the largest tree found by certain age groups and in each county