



CITY COUNCIL MEETING AGENDA

January 23, 2023 – 7:00 pm

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

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

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Mayor's Comments**
- 5. City Manager Comments**
- 6. Agenda Changes (Additions/Deletions)**
- 7. Guest Speakers:**
 - A.** Kristin Armstrong- Saugatuck Center of the Arts Executive Director.
- 8. Public Comment on Agenda Items Only (Limit 3 minutes)**
- 9. Consent Agenda: (Roll Call)**
 - A.** Regular City Council Meeting Minutes – December 12, 2022. *Pg.3*
 - B.** Special City Council Meeting Minutes – December 13, 2022. *Pg.6*
 - C.** Regular City Council Meeting Minutes – January 9, 2023. *Pg.8*
- 10. Staff Reports, Boards, Commissions & Committees**
 - A. Staff Reports: Starting on Pg.12**
 - 1.** City Manager
 - 2.** Treasurer
 - 3.** Planning and Zoning
 - 4.** Department of Public Works
 - 5.** Police
 - 6.** Engineer

NOTICE:

Join online by visiting:

<https://us02web.zoom.us/j/2698572603>

Join by phone by dialing:

**(312) 626-6799 -or-
(646) 518-9805**

Then enter "Meeting ID":

2698572603

Please send questions or comments regarding meeting agenda items prior to meeting to:

ryan@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

Wolters@saugatuckcity.com for further information.

B. Boards, Commissions & Committees:

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

11. Request for Payment

12. Approval of Accounts Payable (*Roll Call*)

- A. Accounts Payable in the amount of \$1,013,583.20. *Pg.23*
- B. Accounts Payable in the amount of \$274,995.26 *Pg.32*

13. Introduction of Ordinances

14. Public Hearings

15. Unfinished Business

16. New Business

- A. City Hall Exterior – Recommendation of Award *Pg.34*
- B. Historic District Commission Appointment (*Voice Vote*) *Pg.63*
- C. Short Term Rental Discussion
- D. Venetian Festival Discussion

17. Public Comments (*Limit 3 minutes*)

18. Correspondence

19. Council Comments

20. Adjourn (*Voice Vote*)



CITY COUNCIL MEETING MINUTES - *Proposed*
December 12, 2022

The City Council met for Regular Council Meeting at 7:00 p.m.
City Hall
102 Butler St., Saugatuck, MI 49453.

Call to Order:

The meeting was called to order by Mayor Dean at 7:00 p.m.

Attendance:

Present: Mayor Dean, Mayor Pro-Tem Stanton, Councilmembers Baldwin, Gardner, Leo, Lewis and Muncey.

Absent: None.

Others Present: City Manager Heise, DPW Assistant Supervisor Hardy & Clerk Wolters.

Consent Agenda:

A. Regular City Council Meeting Minutes – November 28, 2022.

B. Accounts Payable in the amount of \$321,232.26.

Motion by Lewis, second by Baldwin, to approve the consent agenda as presented. Upon roll call vote, motion carried unanimously.

Staff Reports:

City Manager, Treasurer, Zoning Administrator, DPW Superintendent, Engineer and Fire Chief submitted status reports of current activities since the last Council meeting on November 28th, 2022, for their respective departments. Lt. Ensfield was present for questions regarding his department. Barry Johnson-Kalamazoo Lake Sewer and Water Authority Board-City of Saugatuck representative reported on the most recent meeting. There was a sporadic power loss on October 27th that affected the Blue Star lift station. They applied for a Clean 'Water State Revolving Fund Grant to assist with some needed improvements at the KLSWA facility. City Council will be touring the facility on January 11th and encouraged all members to attend. He also suggested that a City Council Special Meeting is called for January 11 so interested constituents may attend.

Agenda Changes: None

Guest Speakers: None

Public Comment on Agenda Item Only:

Gary Medler (resident): Regarding the Dune Ridge waterfront litigation, he would like the City Manager or Council to provide the current status, recent events and scheduled court events coming up.

Recommended a committee be formed to evaluate what actions and inactions led to this lawsuit and for code changes to the zoning administrator's authority and impose appropriate oversight backstops.

Introduction of Ordinances: None

Public Hearings: None

Unfinished Business: None

New Business:

Resolution 221212-A City Council 2023 Schedule of Meetings: Michigan's Open Meetings Act (Public Act No. 267 of 1976, as amended) states that within 10 days of the first meeting of the public body in each calendar or fiscal year, the body must publicly post a list stating the dates, times, and places of all its regular meetings at its principal office.

Section 4.13 of the City Charter- Regular meetings of the council shall be held at least twice in each calendar month at the usual place of holding meetings of the Council. If any time set by resolution of the Council for the holding of a regular meeting of the council shall be a holiday, then such regular meeting shall be held on the next following secular day which is not a holiday or on such other day as may be set by the Council. Regular City Council meetings will be held at Saugatuck City Hall, 102 Butler Street, Saugatuck, MI 49453 at 7:00 p.m. on the second and fourth Monday of each month.

Motion by Leo, second by Lewis to approve Resolution 221212-A listing the City Council schedule of meetings for the year 2023. Upon voice vote, motion carried unanimously.

Spear Street License Agreement: The CITY OF SAUGATUCK, a Michigan home rule city with offices located at 102 Butler Street, Saugatuck, Michigan 49453 ("City") and Star of Saugatuck, LLC of 716 Water St., Saugatuck, Michigan 49453 (collectively, "Operator"), enter into the attached Launch Ramp Management Agreement ("Agreement").

Motion by Lewis, second by Stanton to approve the continuation of the Spear Street Launch Agreement with "Star of Saugatuck," agreement begins March 1, 2023 to November 30, 2023. Upon voice vote, motion carried unanimously.

Planning Commission and Zoning Board of Appeals Appointments:

Motion by Muncey, second by Gardner to appoint Christopher Bagierek and Holly Anderson to the Planning Commission. Upon voice vote, motion carried unanimously.

New Business Continued: None

Public Comment:

Barry Johnson (resident): Noted that Craig Baldwin's letter regarding short term rentals was very well written and well thought out. He is glad to see we have people like him that take the time to write letters to the City.

Correspondence: None.

Boards, Commissions & Committees Reports:

- **Councilmember Gardner:** The Planning Commission meets on December 15th and is exciting for CJ and Holly who are joining the committee.
- **Councilmember Lewis:** The Historic District Commission met on Thursday December 1st. They approved an application for various work including new windows, roof doors, lights, fence, new deck, porch, new bedroom, and covered porch/living room extension.
- **Councilmember Leo:** Just received word from MDot, there is a conditional commitment for the

Tap Grant in the amount of \$1.34 million. Still waiting for communication from the Michigan Trust Fund. She thanked all participants involved in this first tri-community committee. Project should start hopefully 2024 or 2025.

- Councilmember Muncey: Interurban Board meeting is December 20th.
- Councilmember Baldwin: Parks and Public Works Committee meets Dec 27th.

Council Comments:

- Councilmember Gardner: Noted the City Manager report was excellent. He requested if the information about the new oval beach swings can be provided since they have been ordered. He is excited about the progress on City Hall improvements. Noted that DPW has requested the public to check their mailboxes to ensure structural integrity. He thanked everyone who wrote in support of his continued Planning Commission service.
- Lauren Stanton: Thanked everyone involved in the Whoville parade as well as SDABA for gathering all the volunteers. She is looking forward to the strategic planning meeting, it is a time to gather everyone's thoughts together, get organized and see what they want to get accomplished for the upcoming year.
- Councilmember Leo: Noted she enjoyed the parade and it's Christmas in Saugatuck.
- Councilmember Muncey: He appreciates all the correspondence that Council has been receiving. Reminded citizens of what was noted on the Allegan County Sheriff's report to make arrangements to have delivered packages picked up to deter theft. The second and last weekend for the Christmas Carol performance.
- Councilmember Baldwin: Very excited about the strategic planning meeting. Congratulated Councilmember Leo and her leadership with the bike trail.
- Councilmember Lewis: She enjoyed the holiday lighting party and the holiday parade, said it's always wonderful and the light look spectacular,

Mayor Comments:

- Mayor Dean: Thanked both the Fire and Sheriff's department for keeping the community safe during the Christmas parade. He attended the Christmas Carol and complimented Councilmember Muncey on his performance, as well as Councilmember Gardner's spouse. Noted the upcoming strategic planning for Council that will allow Council and staff to look at what the community said through the recent survey to help prioritize and get everybody on the team on board with the strategic priorities for the upcoming year.

Adjournment:

Motion by Lewis, second by Leo to adjourn, upon voice vote, motion carried unanimously, and Mayor Dean adjourned at 7:31 p.m.

Respectfully Submitted,

Jamie Wolters
City Clerk



CITY COUNCIL MEETING MINUTES - *Proposed*
December 13, 2022

The City Council met for the Special Council Meeting at 9:30 a.m.
Saugatuck Center for the Arts
400 Culver St., Saugatuck, MI 49453.

Call to Order:

The meeting was called to order by Mayor Dean at 9:30 a.m.

Attendance:

Present: Mayor Dean, Mayor Pro-Tem Stanton, Councilmembers Baldwin, Gardner, Leo, Lewis and Muncey.

Absent: None.

Others Present: City Manager Heise, Treasurer Stanislawski, Director of Planning, Zoning & Project Management Cummins, DPW Superintendent Herbert, DPW Assistant Supervisor Hardy, Clerk Wolters & Deputy Clerk & DPW Admin Williams.

Agenda Changes: Mayor Dean added one item of "Council Comments" to the agenda discussion.

Public Comment: Bobbie Gaunt (*resident*)- spoke in favor and importance of the strategic planning meeting and value of it being open to the public.

Strategic Planning Meeting:

Marilynn Semonick- Chief Exploration Officer, The Success Studio Educator, Facilitator, Consultant, Coach & Professional Speaker facilitated the meeting.

Discussion Items were as follows:

- Training on Council/Manager form of governance.
- Review results of Citizen Survey.
- Discussion of priorities. Council and staff reviewed and ranked City Operation, Infrastructure, Parks & Recreation and Economic Development priorities into four areas of Essential, Desirable, Acceptable and Deferrable.
- Council was trained on Council/Manager form of governance focusing on attributes of members of high-functioning leadership team as well as productive and non-productive behaviors.
- Council discussed the current agenda format and effectiveness and possibly rearranging the current agenda and also explored options for the meeting start time.

Adjournment:

Motion by Lewis, second by Stanton to adjourn, upon voice vote, motion carried unanimously, and Mayor Dean adjourned at 1:38 p.m.

Respectfully Submitted,

Jamie Wolters
City Clerk



CITY COUNCIL MEETING MINUTES - *Proposed*
January 9, 2023

The City Council met for Regular Council Meeting at 7:00 p.m.
City Hall
102 Butler St., Saugatuck, MI 49453.

Call to Order:

The meeting was called to order by Mayor Dean at 7:00 p.m.

Attendance:

Present: Mayor Dean, Mayor Pro-Tem Stanton, Councilmembers Baldwin, Gardner, and Muncey.
Absent: Councilmember Leo and Lewis.

Motion by Stanton, second by Gardner to accept the absence of Councilmember Lewis and Leo from tonight's meeting. Upon voice vote, motion carried 5-0.

Others Present: City Manager Heise, Director of Planning, Zoning & Project Management Cummins, DPW Superintendent Herbert, Clerk Wolters & Allegan County Police Captain Ensfield.

Consent Agenda:

- A. Regular City Council Meeting Minutes – December 12, 2022.
- B. Special City Council Meeting Minutes – December 13, 2022.
- C. Accounts Payable in the amount of \$1,013,583.20.

No motion made for approval, this consent agenda will be placed on the January 23, 2023, meeting for approval.

Staff Reports:

City Manager, Treasurer, Zoning Administrator, DPW Superintendent and Engineer submitted status reports of current activities since the last Council meeting on December 12, 2022, for their respective departments. Lt. Ensfield was present for questions regarding his department.

DPW Superintendent Herbert- added to his report reminding residents to not push snow from their driveways into the street.

Dan Fox- STFD, Saugatuck City Representative- Briefed Council of the following information from the December 19th Fire Board meeting.

1. Current statistics with annual figures for calls are up 10%
2. Established their emergency medical service group comprised of doctors, nurses and former firefighters from the jurisdictions that the fire department serves.
3. Requested any questions regarding the Fire budget are rightly timed.
4. They received a \$10,000 anonymous donation.

Allegan County Police Captain Ensfield-Deputy Flokstra has been working with the Saugatuck High School on traffic issues due to construction by educating parents and figuring out different strategies regarding drop off and pick up. Training for the deputies has been completed in the winter so they don't have to do it in the summer.

Barry Johnson- KLSWA, Saugatuck City Representative- Briefed Council on the following information from the December 19th meeting.

1. November monthly reports submitted with no issue.
2. The generator failed in January at lift station number one.
3. They have great tools that the Council could use to help with the stormwater research on Maple Street.
4. Have in place \$1 million of generators throughout the system to help with power outages.
5. They completed the annual sewer cleaning.
6. Currently applying for a grant for continuous improvement.
7. Approved \$18,000 project plan engineering with Fleis & Vandenbrink.
8. They are purchasing a \$500,000 vactor truck.
9. Working on their budget which will be adopted March 1st and Council will receive a copy prior to approval.

Agenda Changes: None

Guest Speakers: None

Public Comment on Agenda Item Only:

Barry Johnson (resident)- Spoke in favor of making accommodation for Best Chance Fishing Charter at Coghlin Park.

Dave Engel (non-resident)- Dave is the owner of Best Chance Charters and spoke in favor of making accommodation for Best Change Fishing Charter at Coghlin Park.

Introduction of Ordinances: None

Public Hearings: None

Unfinished Business: None

New Business:

Maple Street Erosion Concern: City Engineer Jon Moxey from Fleis & Vandenbrink presented his study of the drainage in the area of Maple Street & Mason Street. He presented eight mitigation alternatives and a cost analysis of each.

No Vote, discussion only.

Commercial Fishing Accommodations Request: One of the Great Lakes premier charter fishermen/women groups "Best Chance Too," are losing their current location at 650 S Water Street, Saugatuck, MI. City Manager Heise is recommending that the PPW Committee consider the idea of offering a limited number of slips (transient docks, "shopper docks") at Coghlin Park be designated as commercial charter slips. Dave Engel from Best Chance Charter spoke in favor of Best Chance Charter relocating to Coghlin Park and offered to assist in any way. Holly Engel from Best Chance Charter spoke in favor of Best Change Charter relocating to Coghlin Park and offered to assist with any proposals, grants or income related information that may be needed. They both answered any questions from

Council.

No Vote, discussion only.

Venetian Festival Announcement: After nearly a decade of sponsoring the Venetian Festival, the board of directors of the Cow Hill Yacht Club is looking to pass the torch to another organization interested in organizing and running the event in 2023.

No Vote, discussion only.

Special Event Application-Saugatuck Second Line Parade: The special event form for the Saugatuck Second Line Parade sponsored by Apriori, LLC dba The Southener was submitted with an event date of February 21st, 2023.

Motion by Stanton, second by Muncey to deny special event form for the Saugatuck Second Line Parade sponsored by Apriori, LLC dba The Southener to be held on February 21, 2023. Upon voice vote, motion to deny passed 5-0.

Zoning Board of Appeals Appointment:

Motion by Gardner, second by Baldwin to appoint Kate McPolin to the regular Zoning Board of Appeals member seat with a term ending July 1, 2025. Upon voice vote, motion passed 5-0.

City Council Meetings Rules of Procedure Amendment: This proposed amendment to the existing Rules and Procedures document amends the "Conduct of Meetings" section 3, "Agenda Order of Business" to rearrange the current agenda. Please see the current and proposed new agenda below. Council also discussed possible moving the start time of regular Council meetings from 7 p.m. to 6 p.m. and decided to not change it at this time.

Motion by Stanton, second by Gardner to approve the amendment to the City Council Rules and Procedures for Meetings originally adopted on July 23, 2007, and last revised on January 10, 2022. Upon voice vote, motion carried 5-0.

Strategic Planning Session Report of Generated Ideas and Infographic: Included in the packet was the Strategic Planning Report and with related Infographic, Council briefly discussed.

No Vote, discussion only.

New Business Continued: None

Public Comment:

Wendy Colsen (resident): Thanked Engineer Jon Moxey for his great job presenting his study on drainage on Maple Street and she appreciated Council's great discussion at the workshop.

Correspondence: None.

Boards, Commissions & Committees Reports:

- Councilmember Gardner: Planning Commission met on December 15th for two and a half hours which led to a scheduling of a special meeting to continue discussion. The Planning Commission requested city staff for an inventory of all current short-term rentals units in the City.
- Councilmember Muncey: Interurban Board update, there is another propane cutaway bus ordered and expected in spring of 2023. Thanked Cow Hill Yacht Club for a \$1,500 donation that will assist in free rides for people in need. Rides have increased, in the last 10 years rides were

at 60,000-65,000, during the pandemic year it dropped to 35,000 and now it's increasing and was at 58,675 last year.

- Councilmember Baldwin: She has been in contact with all members of the committee and is looking to have some good discussion in advance of the first meeting of the year, which is January 24th.

Council Comments:

- Councilmember Gardner: He attended the Historic District Commission as a private property owner and he complimented the member for a job well done. The radar annex has been officially listed in the National Register of Historic Places. He thanked the City and all the volunteers involved. He noted he would like to have a discussion surrounding the listing for sale of Huntington Bank in town.
- Lauren Stanton: Commended the Planning Commission for the work they have started regarding short term rentals and thanked DPW for all their work during the recent snow events.
- Councilmember Muncey: He echoed about the interest in Huntington Bank and to talk about the parking it has provided in the past. He informed everyone that the Saugatuck Art Club was meeting at the Saugatuck Douglas District Library.
- Councilmember Baldwin: Looking forward to the new Council orientation on the upcoming Wednesday. He noted she is a Rotarian, not on the board but will stay on the Venetian connection and update whenever public information is available.

Mayor Comments:

- Mayor Dean: Congratulated the team for their work on the Mt. Baldhead radar annex for the induction to the National Register of Historic Places. Thanked DPW for their great job with the snow recently. He is excited to see five bars on his cell phone for the first time in town.

Adjournment:

Motion by Stanton, second by Baldwin to adjourn, upon voice vote, motion carried unanimously, and Mayor Dean adjourned at 8:04 p.m.

Respectfully Submitted,

Jamie Wolters
City Clerk



City Managers Report –Highlights

January 23rd, 2023

Newish! - Cellular Service Discussions Continue with AT&T & Verizon Update

Verizon

Verizon is fully “on-air,” with their small cellular technology. Congratulations to the City and Verizon for this much needed infrastructure improvement. The City stakeholders have identified telecom and cellular improvements as a top priority.

AT&T

Continued discussions with the AT&T government liaisons to review potential install/service agreement. AT&T has expressed interest in partnering with infrastructure improvements for the facilities at Mt. Baldhead, which could potentially include new restrooms and stair repairs.

Newish! City Manager Review

Council members will be receiving an evaluation form for feedback to be provided to the Mayor and a closed session will be scheduled to review results with Council in February.

Discussions continue with Allegan County Conservation District

Allegan Conservation District (ACD) conducted surveys for treating Hemlock trees for hemlock woolly adelgid (HWA). A reminder that they are willing to assist with other invasive species treatment in the area.

Ongoing- Kalamazoo Lake Sewer and Water (KLSWA) Agreement

City/Township Managers continue to discuss the Asset Management Plan, along with our respective attorneys and engineers.

KLSWA prefers to begin with negotiating the asset management plan for sewer to utilize as a roadmap for the water agreement. Legal counsel has been engaged and provided initial comments.

New! City Manager Committee Appointment to MML

I've been appointed to the Advocacy Committee for the Michigan Municipal League:



COMMITTEE: ADVOCACY COMMITTEE

Committee Mission

The purpose of the Advocacy Committee is to advocate for the council-manager form of governance and the MME through by working with partner organizations to ensure the perspective of municipal executives are heard and making available information promoting its effectiveness when needed at the local level.

Specific Responsibilities

- Promote the municipal executive profession and the MME through social media
- Develop and implement an ongoing process to ensure that municipal executives are represented in partnering organization's committees and task forces where issues impacting the council-manager form of governance are discussed.
- Develop resources highlighting the effectiveness of the council-manager form of governance for use in local deliberations

Workload Changes

The committee's work includes two processes: To ensure MME members know about opportunities to participate in partner organizations' committees and task forces where issues impacting the council-manager form of governance would be discussed and that no opportunities are left untapped; and to ensure that the materials, videos, statistical and anecdotal evidence, etc. are available for use in local situations where the council-manager form of governance is being debated.

Blue Star Highway- Michigan Natural Resource Trust Fund (MNRTE) Grant & Transportation Alternative Program (TAP) Grant

Two for two; the City was successful in both grant applications for the Blue Star Trail. Many thanks to everyone involved and a special thanks to the Friends of the Blue Star Trail. Next steps include a programming schedule for construction design and long-term schedule for the project.

<https://www.hollandsentinel.com/story/news/local/2022/12/28/saugatucks-blue-star-trail-grant-application-recommended-for-approval/69758642007/>

<https://www.hollandsentinel.com/story/news/local/2022/07/23/blue-star-trail-saugatuck-connection-still-track-grant-money/10124538002/>

Ongoing- Oval Beach Staffing and Operations

Discussions on safety improvements, operational improvements, staff retention and recruitment continue. Beach Community Summit conducted in South Haven was helpful. This year's summit to be held in Saugatuck.

Old news- Dune Ridge Waterfront Update

Litigation continues...

City Hall

Bid selection on your agenda.

Ongoing- Road resurfacing (and utility) projects

Engineers have concluded their road assessment and have met with City staff and Council to review preliminary findings. Council ranked infrastructure as a priority for '23. Staff will present improvement plans for the upcoming season.



Treasurer Report

Below is a summary of notable activities carried out by the Treasurer's Office since the last council meeting on 1/9/2023:

- Paid routine bills
- Completed and disseminated bi-weekly payroll
- Collecting winter tax bills



Planning, Zoning and Project Report

January 23, 2023

Planning and Zoning

- Prepared for and attended Historic District Commission Member interviews.
- Prepared for and attended Zoning Board of Appeals meeting.
- Finished gathering short-term rental data requested by the Planning Commission. This included mapping the short-term rental units.
- Researched ZBA history related to increasing height on nonconforming structures.
- Attended Zoom training as part of the MSU Extension Zoning Administrator Certificate Program.
- Began arranging ZBA member training as requested by the ZBA.
- Prepared 2022 Planning Commission report.
- Prepared 2022 Zoning Board of Appeals report.
- Completed planning and zoning casework as outlined in the chart below.

Projects

- Completed organizing and preparing for new Council Member orientation.
- Attended tours of the Department of Public Works, Fire Authority, and Kalamazoo Lake Water Sewer Authority.
- Checked references for City Hall exterior bidder. Discussed bids and reference checks with the architect.

Planning and Zoning Casework

640/650 Water Street	Inquiry	Legal, consultant, and I met with developers' team to discuss non-conformity inquiry. The developers team submitted documents related to non-conforming structures. Reviewed and discussed with legal to prepare a response and final decision.
700 Maple Street	Lot Split Request	After extensive review and research, application was referred to the Planning Commission for a recommendation. Set for January PC meeting.
383 Dunegrass Circle	New Home	Architect submitted preliminary changes to fire vehicle access location. Shared with legal and consultant for review and provided feedback to architect. Also provided list of Planning Commission conditions.
647 Butler	Historic District Review	New Historic District application received for a fence and windows. Applicant revised plans based on previous Historic District Commission feedback. Set for February HDC meeting.
1044 Holland (1034 Holland)	New Home	Applicant submitted special land use application for a floor area ratio to exceed .3:1. Was set for January PC meeting. Applicant withdrew prior to meeting.
233 Lucy St	Home Alteration and Addition	Zoning permit application received for a front porch demolition and rebuild. HDC previously approved. Setbacks not met. Applicant applied for dimensional variance. ZBA approved front yard variance. Zoning permit issued.
202 Butler St	Complaint	Concern that the trash can off of Mason St is blocking egress from the handicap parking spot. Advised DPW of the concern.
35 Park ST	Water Connection Modification	Request to reconfigure the plumbing on private property to eliminate a meter. There were 3 meters serving two parcels, with one of the buildings coming off the service from the other parcel. No work in the right of way is required. City Engineer advised meets city policy and EGLE requirements and will clean things up. Issued city approval.
145 Grant	Inquiry	Questions about obtaining variance, zoning, and historic district approval for planned work. Provided resources and regulations.

Planning and Zoning Casework Continued

435 Mason St	Short Term Rental	Existing STR unit. Renewing. Permitted. Sent to Fire Department for inspection. Passed inspection. STR certificate issued.
555 Grand St	Short Term Rental	Existing STR renewing. Sent to Fire Department for inspection. Passed inspection. STR certificate issued.
710 Butler St	Short Term Rental	Existing STR renewing. Sent to Fire Department for inspection. Passed inspection. STR certificate issued.
555 Shorewood Dr	Home Alteration and Addition	Zoning permit application for a remodel and cantilevered extension of the home. Consultant reviewed. Zoning permit issued.
423 Grand St	Inquiry	Request for inspections to make sure water runoff is adequately addressed. Forwarded request to building inspector and Allegan County Environmental Health.
201 Culver St	Inquiry	Questions about short term rental options. Provided zoning ordinance information.
Unknown	Inquiry	Call wondering about short term rental regulations. Referred to application materials.
N/A	Inquiry	Contractor requested minor and major waterfront construction regulations. Copies provided.
311 Water St	Short Term Rental	Existing STR. Renewing. Failed inspection. Sent invoice.
726 Water St	Short Term Rental	Existing STR units. Renewing. Sent to Fire Department for inspection. Still pending.
255 Spear St	Short Term Rental	Existing STR changed ownership. Sent to Fire Department for inspection. Still pending.
807 Lake #7	Short Term Rental	Existing STR renewing. Sent to Fire Department for inspection. Failed inspection. Sent letter/invoice for re-inspection fee. Still pending.
712 Lake St	Short Term Rental	Existing STR renewing. Sent to Fire Department for inspection. Failed inspection. Sent invoice for re-inspection fee. Passed reinspection. Still hasn't paid fee. Sent another e-mail and copy of invoice.
350 Mason St	New Bed and Breakfast	Revised bed and breakfast plans received. Consultant and I reviewed. Preparing formal response for missing and non-compliant items.

Planning and Zoning Casework Continued

764 Mason St	Short Term Rental	New STR. Sent to Fire Department for inspection.
526 Butler St	Short Term Rental	Existing STR changed ownership and submitted application. Also received application for guest house. Researched history regarding prior approvals. Reviewing with legal whether guest house needs special land use approval to rent the accessory dwelling unit.
820 Holland St	Curb Cut/Driveway Entry Expansion	Curb cut application received to expand driveway entry. City Engineer reviewed.
633 Butler	Short Term Rental	Agent requested copy of STR certificate. Was never issued. Shows hold. Investigated cottage history and approvals. Working with legal on whether special land use approval is needed for rented accessory dwelling unit.
324 N Maple	Rental of Accessory Dwelling Unit	Homeowner wishes to rent ADU. Special land use application received. Scheduled for February PC meeting.
828 Park St.	Deck Replacement	Deck replacement in same footprint. Consultant reviewed. Zoning permit issued.
201 Culver St	Short Term Rental	Renewal STR application received. Owner did not sign. No fire safety inspection checklist attached. E-mailed agent for missing items.
181 Park St	New Garage	Zoning permit received for new garage. Received variance from ZBA for lot coverage. Floodplain information requested. Sent to consultant for review.
N/A	Inquiry	Questions about food truck regulations. Researching questions.
1044 Holland St	Minor Waterfront Construction	New 45 ft dock with boat hoists on residential property. EGLE approved. Sent to consultant to review.
665 Spear St	Complaint	Concerns with water on site and water leaving site. Passed along to building inspector, Allegan County Environmental Health, and City Engineer to review.

Planning and Zoning Casework Continued

141 Butler St	Roof Replacement	Roof replacement. No structural changes. Historic District application received and under review. Request for right of way permit also being reviewed.
890 Simonson	Inquiry	Questions about required permits to build new home. Resources provided.

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 1/9/2023:

Uninstalled Christmas Decorations: Sites include the Palette Sign, Coghlin Park, Jones Park, City Hall, Mize Rose Garden, Wick's Park, Village Square, Sternberg Lights, and Utility Poles. The tree wrap lights along Butler Street and Culver Street will remain until late March, when they will be uninstalled by Chips Groundcover.

New City Council Member Orientation: DPW staff was delighted to provide an overview and facility tour of the DPW buildings for newly elected City Council members Helen Baldwin and Gregory Muncey. Mayor Dean and Ryan Cummins were also in attendance.

Downtown Detailing: Staff used backpack leaf blowers to clean off the sidewalks, curbs and gutters in the downtown business district followed by the street sweeper which removed the debris.

Decommissioned a Dump Truck: Our 2009 International Work Star, which is our oldest dump truck, is in the process of being rotated out of the City's fleet. The timing is great due to a recent mechanical issue with the truck that would cost \$11,031.97 to fix. We were advised to not move forward with the repairs and to sell the truck as is through Miedema Auction this spring. The new replacement dump truck will be fully operational within the coming months. All City decals and equipment have been removed from the truck.

Degreased and Hot Washed Heavy Equipment: Equipment includes our backhoe, front-end loader, dump trucks, street sweeper, and small engine equipment.

**City of Saugatuck
Status Report of Engineering Activities
January 18, 2023**

General Consultation

- Water Street Sidewalk: Project is complete. Will review grass restoration in the spring.
- Water System Asset Management Plan: The Intent to Apply deadline for EGLE's Drinking Water Revolving Fund was submitted to meet the November 1 deadline. Guidance for the full application has been delayed. We are moving ahead with a proposal using the 2022 guidance and plan to have it ready for council consideration at the February 13 meeting.
- Olde Mill Apartments Water Service: Quotes have been received. Drafted a background memo to summarize what limited information is available to assist council with making decisions on whether to proceed, cost sharing, etc.
- City Hall Exterior Renovations: Bids were opened on December 20. Three bids were received and references were reviewed. We are working through the post-bid/pre-award process to clarify schedule with the low bidder.
- Spark Grant: There are two rounds of funding in 2023, \$25M each. It will be a competitive program, but if the City has a park-type project (or projects, up to 3 can be submitted), we can assist with conceptual design/planning work and submitting the application.

Maple Street Improvements

- Presented drainage study at January 4 workshop. We have begun working with staff on implementation of short term opportunities and incorporating long term into the capital improvements planning.

Capital Improvements Planning

- The CIP has been revised based on feedback from council and incorporated into the EGLE Intent To Apply. The section of Park Street at the chain ferry has been prioritized and included in the application.
- Prepared a proposal for design phase services for the East/West/Takken/Taylor project. It is a resurfacing project with drainage improvements that was prioritized by staff.

Blue Star Highway Bridge Navigation Lighting

- We are working with the Coast Guard to finalize lighting details. We have gotten word that our plans are acceptable and are just awaiting the official authorization.
- Once the details have been finalized, we will assist the communities with soliciting quotes for light installation.

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
INVOICE ENTRY DATES 12/13/2022 - 01/09/2023
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

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Vendor Name	Description	Amount
1. ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	26,100.28
2. ALLEGAN COUNTY TREASURER	PROPERTY TAXES	15,019.93
	PROPERTY TAXES	114,656.38
	DRAINS AT LARGE	888.97
	TOTAL	130,565.28
3. ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,582.50
4. AT&T MOBILITY	CELL PHONES	172.74
	CELL PHONES	172.74
	TOTAL	345.48
5. BELL EQUIPMENT CO	STREET SWEEPER	390.00
6. CAPITAL ONE	HOLIDAY SUPPLIES	203.43
7. CERTASITE LLC	CITY HALL INSPECTION & FIRE ALARM	550.64
8. COMCAST	TELEPHONES & INTERNET	153.40
9. CONSUMERS ENERGY	ELECTRIC	3,595.46
10. D & L TRUCK & TRAILER LLC	TRUCK 1 REPAIR	6,518.35
11. DETROIT SALT COMPANY	ROAD BULK SALT	6,806.98
12. DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	3,833.34
	GASOLINE & DIESEL	3,160.54
	TOTAL	6,993.88
13. E DOWD CRANE SERVICE LLC	TREE SERVICE	255.00
14. FIRST BANK CARD	TOOLS, HOLIDAY, TRAINING & SUPPLIES	4,396.16
15. FRONTIER	OVAL BEACH	75.27
	DPW GARAGE	202.18
	OVAL BEACH	214.15
	TOTAL	491.60
16. HOLLAND P.T.	PARTS	94.09
17. HORIZON COMMUNITY PLANNER	PLANNING & HISTORIC DISTRICT	3,105.75
18. INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	3,484.02
	PROPERTY TAXES	31,830.25
	TOTAL	35,314.27
19. JOHN DEERE FINANCIAL	PARTS	286.20
20. K&R TRUCK SALES INC	TRUCK REPAIR	728.26
	FILTERS	105.75
	TOTAL	834.01

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Vendor Name	Description	Amount
21. KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	1,139.87
22. KENDALL ELECTRIC INC	SUPPLIES	243.28
23. LANDSCAPE DESIGN SERVICES INC	ROSE GARDEN MAINTENANCE	1,497.74
24. LORRIE PASTOOR	CLEANING SERVICES	120.00
25. MARILYNN J SEMONICK	STRATEGIC PLANNING	3,308.34
26. MASON LAWN & SNOW	SALT SPREADER REPAIRS	415.35
27. MERCHANTS BANCARD NETWORK	BANK FEES	50.06
	CREDIT CARD FEES	50.19
	TOTAL	100.25
28. MERS	RETIREMENT	4,500.00
29. MICHIGAN CAT	PARTS	58.20
	LOADER WINDOW REPAIR	847.56
	TOTAL	905.76
30. MICHIGAN GAS UTILITIES	CITY HALL	139.35
	DPW GARAGE	671.17
	BUTLER STREET TOILETS	220.88
	TOTAL	1,031.40
31. MINER SUPPLY CO	SUPPLIES	495.84
	SUPPLIES	1,487.52
	TOTAL	1,983.36
32. NET2PHONE INC	TELEPHONES	209.24
33. NEWCOMER PLOW & HITCH	FLOW REPAIR	127.02
34. OTTAWA AREA INTERMEDIATE	SCHOOL DIS	
	PROPERTY TAXES	1,363.72
35. OVERISEL LUMBER COMPANY	SUPPLIES	950.86
36. POMP'S TIRE SERVICE INC	LOADER NEW TIRES	6,006.95
37. PRIORITY HEALTH	HEALTH INSURANCE	8,928.36
38. RAF ELECTRIC	WATER ST SIDEWALK	5,550.00
39. RATHCO SAFETY SUPPLY CO	SIGNS	95.69
40. REPUBLIC SERVICES	TRASH	1,533.73
41. RICOH USA INC	COPIER LEASE	127.97
42. ROSS EDUCATION LLC	CDL TRAINING	1,900.00
43. SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	5,191.03
	PROPERTY TAXES	47,425.48

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Vendor Name	Description	Amount
	TOTAL	52,616.51
44. SAUGATUCK FIRE		
	PROPERTY TAXES	15,330.30
	SHORT TERM RENTALS	75.00
	PROPERTY TAXES	139,361.23
	SHORT TERM RENTAL	625.00
	TOTAL	155,391.53
45. SAUGATUCK PUBLIC SCHOOLS		
	PROPERTY TAXES	58,889.55
	PROPERTY TAXES	457,981.82
	TOTAL	516,871.37
46. SAUGATUCK TOWNSHIP		
	DPW BUILDING PERMIT	86.75
47. SCOTT'S LANDSCAPE MANAGEMENT INC		
	BRUSH & LEAF HAULING	3,525.00
48. SEPTIC TANK SYSTEMS CO INC		
	PORTABLE RESTROOMS	440.00
49. SHELL		
	GASOLINE & DIESEL	4,728.62
	GASOLINE & DIESEL	888.03
	TOTAL	5,616.65
50. SHORELINE TECHNOLOGY SOLUTIONS		
	LAWSUIT IT FEES	1,086.50
	COMPUTER SERVICES	1,212.00
	TOTAL	2,298.50
51. SHULTS EQUIPMENT LLC		
	FLOW PARTS	938.00
52. STANDARD INSURANCE COMPANY		
	INSURANCE	427.46
53. STREAMLINE DESIGN.COM LLC		
	PLANNING SIGNS	489.24
54. TRUCK & TRAILER SPECIALTIES		
	TRUCK TARP REPLACEMENT	1,455.70
55. VALLEY CITY LINEN INC		
	SHOP TOWELS	50.00
56. WESTENBROEK MOWER INC		
	REPAIRS SMALL ENGINES	106.48
	PARTS	221.82
	TOTAL	328.30
57. WMOI		
	DPW OFFICE FURNITURE	945.00
58. XEROX FINANCIAL SERVICES		
	COPIER LEASE	481.54
TOTAL - ALL VENDORS		1,013,583.20
FUND TOTALS:		
Fund 101 - GENERAL FUND		78,742.75
Fund 202 - MAJOR STREETS		4,615.05
Fund 203 - LOCAL STREETS		3,278.65
Fund 661 - MOTOR POOL FUND		34,850.06
Fund 701 - CURRENT TAX FUND		890,533.71
Fund 715 - ROSE GARDEN		1,562.98

01/06/2023 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 11/01/2022 - 12/31/2022				
Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
11/10/2022	DD5813(A)	BOUWMAN, CHAD	PAYROLL	1,257.87
11/10/2022	DD5814(A)	CUMMINS, RYAN	PAYROLL	2,113.76
11/10/2022	DD5815(A)	GOODRICH, RICHARD	PAYROLL	855.95
11/10/2022	DD5816(A)	HARDY, CODY	PAYROLL	1,344.11
11/10/2022	DD5817(A)	HEISE, RYAN	PAYROLL	3,161.13
11/10/2022	DD5818(A)	HERBERT, SCOTT	PAYROLL	1,776.02
11/10/2022	DD5819(A)	HINKLE, MARY	PAYROLL	1,024.13
11/10/2022	DD5820(A)	KAMMENZIND, ALBERT	PAYROLL	590.85
11/10/2022	DD5821(A)	KERRIDGE, ADAM	PAYROLL	1,355.55
11/10/2022	DD5822(A)	MACK, ELLIS	PAYROLL	1,191.28
11/10/2022	DD5823(A)	MARTIN, DANNY	PAYROLL	982.96
11/10/2022	DD5824(A)	STANISLAWSKI, PETER	PAYROLL	1,382.42
11/10/2022	DD5825(A)	WENDT, MICHAEL	PAYROLL	1,464.84
11/10/2022	DD5826(A)	WILLIAMS, SARA	PAYROLL	1,454.22
11/10/2022	DD5827(A)	WOLTERS, JAMIE	PAYROLL	1,735.47
11/11/2022	EFT1616(E)	ALERUS	PAYROLL	3,101.54
11/11/2022	EFT1617(E)	EXPERT PAY	PAYROLL	301.61
11/11/2022	EFT1618(E)	MERS HYBRID	PAYROLL	2,098.38
11/11/2022	EFT1619(E)	FEDERAL TAX DEPOSIT	PAYROLL	7,351.68
11/14/2022	17089	AMERICAN LEGAL PUBLISHING CORP.	ORDINANCE PAGES	1,572.99
11/14/2022	17090	CARELTON EQUIPMENT	SUPPLIES	161.33
11/14/2022	17091	D & L TRUCK & TRAILER LLC	INTERNATIOAL TRUCK REPAIRS	3,375.72
11/14/2022	17092	ERLANDSON CONCRETE LLC	SIDEWALKS	24,575.00
11/14/2022	17093	GIL- ROY'S HARDWARE	SUPPLIES	126.90
11/14/2022	17095	IHLE AUTO PARTS	SUPPLIES	207.44
11/14/2022	17096	KRAMER J SERVICES INC	IRRIGATION INSTALL VILLAGE SQUARE	3,800.00
11/14/2022	17097	MIKE'S NUISANCE ANIMAL CONTROL	PETERSON PRESERVE	550.00
11/14/2022	17098	OVERISEL LUMBER COMPANY	SUPPLIES	425.04
11/14/2022	17099	PRINTING SYSTEMS, INC.	SUPPLIES	183.32
11/14/2022	17100	SAUGATUCK DRUG	SUPPLIES	12.19
11/14/2022	17101	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	6,687.01
11/14/2022	17102	SAUGATUCK PUBLIC SCHOOLS	PARK GAMES	120.00
11/14/2022	17103	SCOTT'S LANDSCAPE MANAGEMENT INC	BRUSH & LEAF HAULING	2,600.00
11/14/2022	17104	SOUTHWEST TRANSPORT CO	CAMPBELL ROAD FINAL	1,678.95
11/14/2022	17105	STAR OF SAUGATUCK LLC	SPEAR ST LAUNCH	863.00
11/14/2022	17106	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	27,591.39
11/14/2022	4334(E)	AT&T MOBILITY	CELL PHONES	172.74
11/14/2022	4335(E)	CAPITAL ONE	SNOW FENCE, SIDEWALK FENCE & SUPPLIES	3,628.88
11/14/2022	4336(E)	COMCAST	TELEPHONES & INTERNET	153.40
11/14/2022	4337(E)	CONSUMERS ENERGY	ELECTRIC	4,417.95
11/14/2022	4338(E)	FIRST BANK CARD	ELECTION, PARKS & SUPPLIES	3,607.79
11/14/2022	4339(E)	FRONTIER	DPW GARAGE	199.91
11/14/2022	4340(E)	FRONTIER	OVAL BEACH	69.75

01/06/2023 CHECK REGISTER FOR CITY OF SAUGATUCK				
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Check Date	Check	Vendor Name	Description	Amount
11/14/2022	4341(E)	KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	3,446.42
11/14/2022	4342(E)	MERS	RETIREMENT	4,500.00
11/14/2022	4343(E)	MICHIGAN GAS UTILITIES	BUTLER STREET BATHROOM	88.33
11/14/2022	4344(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	154.16
11/14/2022	4345(E)	MICHIGAN GAS UTILITIES	CITY HALL	55.30
11/14/2022	4346(E)	VALLEY CITY LINEN INC	SHOP TOWELS	132.90
11/14/2022	4347(E)	XEROX FINANCIAL SERVICES	COPIER LEASE	481.54
11/14/2022	4348(A)	ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	57.20
11/14/2022	4349(A)	ALLEGAN COUNTY SHERIFF	RESERVE DEPUTIES	876.83
11/14/2022	4350(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	11,375.07
11/14/2022	4351(A)	ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,582.50
11/14/2022	4352(A)	BURNETT & KASTRAN PC	LEGAL FEES	120.00
11/14/2022	4353(A)	CERTASITE LLC	ALARM MONITORING	480.00
11/14/2022	4354(A)	CHIPS GROUNDCOVER LLC	TOP SOIL	1,519.05
11/14/2022	4355(A)	FAHEY SCHULTZ BURZYCH RHODES	LEGAL FEES MANAGER	37,400.14
11/14/2022	4356(A)	FLEIS & VANDENBRINK ENGINEERING IN	CAMPBELL ROAD	4,286.51
11/14/2022	4357(A)	GROUNDS MANAGEMENT SOLUTIONS	PARKS MAINTENANCE	1,374.00
11/14/2022	4358(A)	HORIZON COMMUNITY PLANNER	PLANNING & HISTORIC DISTRICT	1,537.50
11/14/2022	4359(A)	LANDSCAPE DESIGN SERVICES INC	ROSE GARDEN MAINTENANCE	272.25
11/14/2022	4360(A)	LORRIE PASTOOR	CLEANING SERVICES	120.00
11/14/2022	4361(A)	MC CANN INDUSTRIES INC	BACK HOE REPAIR	157.56
11/14/2022	4362(A)	MICHIGAN MUNICIPAL LEAGUE	CDL CONSORTIUM	400.00
11/14/2022	4363(A)	MICHIGAN OFFICE SOLUTIONS	COPIER USE	571.64
11/14/2022	4364(A)	OTTAWA AREA INTERMEDIATE SCHOOL	PROPERTY TAXES	6,280.46
11/14/2022	4365(A)	SAUGATUCK FIRE	PROPERTY TAXES	900.00
11/14/2022	4366(A)	SEPTIC TANK SYSTEMS CO INC	TOILETS PARKS	1,833.00
11/14/2022	4367(A)	SMART BUSINESS SOURCE LLC	OFFICE SUPPLIES	280.22
11/14/2022	4368(A)	STANDARD INSURANCE COMPANY	INSURANCE	427.46
11/14/2022	17094	HOLLAND TRAILER SALES	TRAILER REPAIR INTERURBAN	977.00
11/25/2022	DD5828(A)	BLOSE, SUSAN	PAYROLL	205.00
11/25/2022	DD5829(A)	BOUWMAN, CHAD	PAYROLL	1,331.34
11/25/2022	DD5830(A)	BROCKINGTON, CATHERINE	PAYROLL	266.50
11/25/2022	DD5831(A)	CARRILLO, DONNA	PAYROLL	205.00
11/25/2022	DD5832(A)	CUMMINS, RYAN	PAYROLL	2,113.77
11/25/2022	DD5833(A)	ESCOTT, LINDA	PAYROLL	160.00
11/25/2022	DD5834(A)	GOODRICH, RICHARD	PAYROLL	752.45
11/25/2022	DD5835(A)	HANSON, PETER	PAYROLL	205.00
11/25/2022	DD5836(A)	HARDY, CODY	PAYROLL	1,448.08
11/25/2022	DD5837(A)	HEISE, RYAN	PAYROLL	3,161.13
11/25/2022	DD5838(A)	HERBERT, SCOTT	PAYROLL	1,784.24
11/25/2022	DD5839(A)	HINKLE, MARY	PAYROLL	335.38
11/25/2022	DD5840(A)	KERRIDGE, ADAM	PAYROLL	1,782.34
11/25/2022	DD5841(A)	KNOBLAUCH, MYRA	PAYROLL	160.00
11/25/2022	DD5842(A)	MACK, ELLIS	PAYROLL	1,222.89
11/25/2022	DD5843(A)	MARTIN, DANNY	PAYROLL	915.05

01/06/2023 CHECK REGISTER FOR CITY OF SAUGATUCK				
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Check Date	Check	Vendor Name	Description	Amount
11/25/2022	DD5844(A)	MATTERN, MICHAEL	PAYROLL	205.00
11/25/2022	DD5845(A)	MUIR, BETSY	PAYROLL	160.00
11/25/2022	DD5846(A)	MUIR, JAMES	PAYROLL	179.18
11/25/2022	17064	RIEDBERGER, BARBARA	PAYROLL	160.00
11/25/2022	DD5847(A)	STANISLAWSKI, PETER	PAYROLL	1,382.41
11/25/2022	DD5848(A)	WENDT, MICHAEL	PAYROLL	1,543.36
11/25/2022	DD5849(A)	WILLIAMS, SARA	PAYROLL	1,454.21
11/25/2022	DD5850(A)	WOLTERS, JAMIE	PAYROLL	1,735.46
11/25/2022	EFT1620(E)	ALERUS	PAYROLL	3,108.26
11/25/2022	EFT1621(E)	EXPERT PAY	PAYROLL	301.61
11/25/2022	EFT1622(E)	MERS HYBRID	PAYROLL	2,096.62
11/25/2022	EFT1623(E)	FEDERAL TAX DEPOSIT	PAYROLL	7,112.82
11/25/2022	EFT1624(E)	MERS	PAYROLL	4,402.27
11/25/2022	EFT1625(E)	MI DEPT OF TREASURY	PAYROLL	2,355.26
11/25/2022	17107	RIEDBERGER, BARBARA	PAYROLL	160.00
11/28/2022	17109	COMMERCIAL RECORD	ELECTION	217.00
11/28/2022	17110	DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	3,696.65
11/28/2022	17111	QUALITY DOOR COMPANY INC	DPW DOOR REPAIR	126.10
11/28/2022	17112	SAUGATUCK PUBLIC SCHOOLS	CULVER STREET PARKING	26,252.64
11/28/2022	17113	SUPERIOR SPORT STORE	ENGRAVING	40.00
11/28/2022	17114	WONDERLAND TIRE COMPANY	TIRES	1,391.44
11/28/2022	17115	WYOMING ASPHALT PAVING CO	HOT PATCH ASPHALT	354.29
11/28/2022	4369(E)	COMCAST	TELEPHONES & INTERNET	153.40
11/28/2022	4370(E)	MERCHANTS BANCARD NETWORK	BANKING FEES	51.84
11/28/2022	4371(E)	NET2PHONE INC	TELEPHONES	209.24
11/28/2022	4372(A)	ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	26,100.28
11/28/2022	4373(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAX	63.10
11/28/2022	4374(A)	BUIST ELECTRIC INC	COUNCIL CHAMBERS UPGRADE MONITORS	9,345.00
11/28/2022	4375(A)	HUNTINGTON NATIONAL BANK	INVESTMENTS	244,543.60
11/28/2022	4376(A)	LANDSCAPE DESIGN SERVICES INC	ROSE GARDEN MAINTENANCE	667.70
11/28/2022	4377(A)	SEPTIC TANK SYSTEMS CO INC	OVAL BEACH & MT BALD HEAD	487.00
11/28/2022	4378(A)	SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	625.01
11/28/2022	4379(A)	STINGERS PEST CONTROL	PEST CONTROL	257.60
11/28/2022	4380(E)	HUNTINGTON NATIONAL BANK	INVESTMENTS	244,543.60
11/28/2022	17108	BOAT LIFTS UNLIMITED INC	BOUYS IN & OUT	935.00
11/30/2022	4382(E)	JOHN DEERE FINANCIAL	MAINTENANCE & PARTS	415.97
12/09/2022	4381(A)	SAUGATUCK FIRE	PROPERTY TAXES	20,354.97
12/09/2022	DD5851(A)	BOUWMAN, CHAD	PAYROLL	1,451.22
12/09/2022	DD5852(A)	COLLINS, RONALD	PAYROLL	160.00
12/09/2022	DD5853(A)	CUMMINS, RYAN	PAYROLL	2,113.76
12/09/2022	DD5854(A)	HARDY, CODY	PAYROLL	1,344.11
12/09/2022	DD5855(A)	HEISE, RYAN	PAYROLL	3,161.13
12/09/2022	DD5856(A)	HERBERT, SCOTT	PAYROLL	2,088.26
12/09/2022	DD5857(A)	KERRIDGE, ADAM	PAYROLL	1,355.55
12/09/2022	DD5858(A)	MACK, ELLIS	PAYROLL	1,191.28

01/06/2023 CHECK REGISTER FOR CITY OF SAUGATUCK				
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Check Date	Check	Vendor Name	Description	Amount
12/09/2022	DD5859(A)	MARTIN, DANNY	PAYROLL	660.54
12/09/2022	DD5860(A)	STANISLAWSKI, PETER	PAYROLL	1,382.42
12/09/2022	DD5861(A)	WENDT, MICHAEL	PAYROLL	1,464.84
12/09/2022	DD5862(A)	WILLIAMS, SARA	PAYROLL	1,454.22
12/09/2022	DD5863(A)	WOLTERS, JAMIE	PAYROLL	1,735.46
12/09/2022	EFT1626(E)	ALERUS	PAYROLL	3,166.49
12/09/2022	EFT1627(E)	EXPERT PAY	PAYROLL	301.61
12/09/2022	EFT1628(E)	MERS HYBRID	PAYROLL	2,120.04
12/09/2022	EFT1629(E)	FEDERAL TAX DEPOSIT	PAYROLL	6,709.99
12/12/2022	17116	NUNN MARIAN M	2022 Win Tax Refund 57-016-010-00	810.66
12/12/2022	17117	A-1 ASPHALT INC	BUTLER ST REPAIR	1,137.00
12/12/2022	17118	BERTHIAUME & COMPANY	AUDIT	10,300.00
12/12/2022	17119	D & L TRUCK & TRAILER LLC	TRUCK 1 REPAIRS	3,817.73
12/12/2022	17120	ELHART GMC	REPAIRS	26.91
12/12/2022	17121	HOLLAND MEDI-CENTER	DOT PHYSICAL	50.00
12/12/2022	17122	IHLE AUTO PARTS	PARTS	40.67
12/12/2022	17123	KATERBERG VER HAGE	WATER STREET SIDEWALK	64,172.12
12/12/2022	17124	MINER SUPPLY CO	SUPPLIES	4,854.50
12/12/2022	17125	OVERISEL LUMBER COMPANY	SUPPLIES	891.52
12/12/2022	17126	PETER STANISLAWSKI	HOLIDAY LIGHTS, WREATHS, GARLAND & TREE	2,029.09
12/12/2022	17127	QUALITY DOOR COMPANY INC	DPW GARAGE DOORS	126.10
12/12/2022	17128	RICOH USA INC	COPIER LEASE	255.94
12/12/2022	17129	SAUGATUCK CENTER FOR THE ARTS	TRAINING	300.00
12/12/2022	17130	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	71,641.28
12/12/2022	17131	SHANAHAN CATERING CO	TRAINING	375.00
12/12/2022	17132	SIGNS NOW	SUPPLIES	184.72
12/12/2022	17133	WESTENBROEK MOWER INC	OIL	35.98
12/12/2022	17134	WONDERLAND TIRE COMPANY	TIRES	1,760.17
12/12/2022	4383(E)	CAPITAL ONE	MENARDS	688.32
12/12/2022	4384(E)	CONSUMERS ENERGY	ELECTRIC	3,252.23
12/12/2022	4385(E)	FIRST BANK CARD	MAINTENANCE	3,129.20
12/12/2022	4386(E)	FRONTIER	OVAL BEACH	68.83
12/12/2022	4387(E)	FRONTIER	DPW GARAGE	195.74
12/12/2022	4388(E)	KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	1,396.71
12/12/2022	4389(E)	MERS	RETIREMENT	4,500.00
12/12/2022	4390(E)	MICHIGAN GAS UTILITIES	CITY HALL	95.19
12/12/2022	4391(E)	MICHIGAN GAS UTILITIES	BUTLER STREET BATHROOMS	160.24
12/12/2022	4392(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	318.43
12/12/2022	4393(E)	PRIORITY HEALTH	HEALTH INSURANCE	8,928.36
12/12/2022	4394(E)	VALLEY CITY LINEN INC	SHOP TOWELS	50.00
12/12/2022	4395(A)	ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	459.17
12/12/2022	4396(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAX	16,786.02
12/12/2022	4397(A)	ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,582.50
12/12/2022	4398(A)	BELL EQUIPMENT CO	STREET SWEEPER	550.92
12/12/2022	4399(A)	BURNETT & KASTRAN PC	LEGAL FEES	96.00

01/06/2023 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 11/01/2022 - 12/31/2022				
Check Date	Check	Vendor Name	Description	Amount
12/12/2022	4400(A)	CERTASITE LLC	ALARM MONITORING & ANNUAL INSPECTION	724.37
12/12/2022	4401(A)	CHIPS GROUNDCOVER LLC	HOLIDAY LIGHTING	23,945.00
12/12/2022	4402(A)	ETNA SUPPLY	PARK STREET	2,647.90
12/12/2022	4403(A)	FAHEY SCHULTZ BURZYCH RHODES	LEGAL FEES	41,338.82
12/12/2022	4404(A)	FLEIS & VANDENBRINK ENGINEERING IN	ENGINEERING FEES	6,218.57
12/12/2022	4405(A)	GATES ELECTRIC INC	CITY HALL	200.91
12/12/2022	4406(A)	HORIZON COMMUNITY PLANNER	PLANNING & HISTORIC DISTRICT	1,568.25
12/12/2022	4407(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	4,660.03
12/12/2022	4408(A)	LORRIE PASTOOR	CLEANING SERVICES	120.00
12/12/2022	4409(A)	MICHIGAN MUNICIPAL LEAGUE	TRAINING	115.00
12/12/2022	4410(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	6,943.14
12/12/2022	4411(A)	SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	1,220.00
12/12/2022	4412(A)	STANDARD INSURANCE COMPANY	INSURANCE	427.46
12/23/2022	DD5864(A)	BOUWMAN, CHAD	PAYROLL	1,353.65
12/23/2022	DD5865(A)	CUMMINS, RYAN	PAYROLL	2,113.75
12/23/2022	DD5866(A)	HARDY, CODY	PAYROLL	1,640.97
12/23/2022	DD5867(A)	HEISE, RYAN	PAYROLL	3,161.13
12/23/2022	DD5868(A)	HERBERT, SCOTT	PAYROLL	1,841.02
12/23/2022	DD5869(A)	KERRIDGE, ADAM	PAYROLL	1,782.34
12/23/2022	DD5870(A)	MACK, ELLIS	PAYROLL	1,215.79
12/23/2022	DD5871(A)	MARTIN, DANNY	PAYROLL	474.68
12/23/2022	DD5872(A)	STANISLAWSKI, PETER	PAYROLL	2,386.52
12/23/2022	DD5873(A)	WENDT, MICHAEL	PAYROLL	1,722.83
12/23/2022	DD5874(A)	WILLIAMS, SARA	PAYROLL	1,509.67
12/23/2022	DD5875(A)	WOLTERS, JAMIE	PAYROLL	1,735.47
12/23/2022	EFT1630(E)	ALERUS	PAYROLL	6,313.82
12/23/2022	EFT1631(E)	EXPERT PAY	PAYROLL	301.61
12/23/2022	EFT1632(E)	MERS HYBRID	PAYROLL	3,041.15
12/23/2022	EFT1633(E)	FEDERAL TAX DEPOSIT	PAYROLL	7,961.73
12/23/2022	EFT1634(E)	MERS	PAYROLL	4,856.67
12/30/2022	4413(E)	JOHN DEERE FINANCIAL	PARTS	286.20
12/30/2022	4414(E)	MERCHANTS BANCARD NETWORK	BANK FEES	50.06
12/30/2022	4415(E)	MERS	RETIREMENT	4,500.00
12/30/2022	4416(E)	NET2PHONE INC	TELEPHONES	209.24
12/30/2022	4417(E)	SAUGATUCK FIRE	PROPERTY TAXES	139,361.23
12/30/2022	4418(E)	SHELL	GASOLINE & DIESEL	4,728.62
12/30/2022	4419(E)	XEROX FINANCIAL SERVICES	COPIER LEASE	481.54
12/30/2022	4420(A)	ALLEGAN COUNTY TREASURER	DRAINS AT LARGE	115,545.35
12/30/2022	4421(A)	CERTASITE LLC	CITY HALL INSPECTION & FIRE ALARM	550.64
12/30/2022	4422(A)	MICHIGAN CAT	PARTS	905.76
12/30/2022	4423(A)	E DOWD CRANE SERVICE LLC	TREE SERVICE	255.00
12/30/2022	4424(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	31,830.25
12/30/2022	4425(A)	K&R TRUCK SALES INC	FILTERS	105.75
12/30/2022	4426(A)	LANDSCAPE DESIGN SERVICES INC	ROSE GARDEN MAINTENANCE	1,497.74
12/30/2022	4427(A)	LORRIE PASTOOR	CLEANING SERVICES	120.00

01/06/2023				
CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 11/01/2022 - 12/31/2022				
Check Date	Check	Vendor Name	Description	Amount
12/30/2022	4428(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	47,425.48
12/30/2022	4429(A)	SAUGATUCK FIRE	SHORT TERM RENTALS	700.00
12/30/2022	4430(A)	SEPTIC TANK SYSTEMS CO INC	PORTABLE RESTROOMS	440.00
12/30/2022	4431(A)	TRUCK & TRAILER SPECIALTIES	TRUCK TARP REPLACEMENT	1,455.70
12/30/2022	DD5876(A)	ANDERSON, HOLLY	PAYROLL	52.86
12/30/2022	DD5877(A)	BAGIEREK, CHRISTOPHER	PAYROLL	52.86
12/30/2022	DD5878(A)	BEKKEN, MARK	PAYROLL	87.10
12/30/2022	DD5879(A)	BONT, RICHARD	PAYROLL	26.42
12/30/2022	DD5880(A)	BOUCK, JAMES	PAYROLL	52.86
12/30/2022	DD5881(A)	BROEKER, ANN	PAYROLL	78.29
12/30/2022	DD5882(A)	CANNARSA, JOHN	PAYROLL	51.66
12/30/2022	DD5883(A)	CRAWFORD, RICHARD	PAYROLL	52.26
12/30/2022	DD5884(A)	DEAN, SCOTT	PAYROLL	279.82
12/30/2022	DD5885(A)	GARDNER, RUSSELL	PAYROLL	335.78
12/30/2022	DD5886(A)	GAUNT, BOBBIE	PAYROLL	52.86
12/30/2022	DD5887(A)	KUBASIAK, ROBERT	PAYROLL	52.86
12/30/2022	DD5888(A)	LA CHEY, MARK	PAYROLL	78.28
12/30/2022	DD5889(A)	LEO, HOLLY	PAYROLL	263.30
12/30/2022	DD5890(A)	LEO, NICHOLAS	PAYROLL	78.38
12/30/2022	DD5891(A)	LEWIS, LEIGH	PAYROLL	216.67
12/30/2022	DD5892(A)	MANNS, STEVEN	PAYROLL	79.28
12/30/2022	DD5893(A)	MUNCEY, GREGORY	PAYROLL	132.14
12/30/2022	DD5894(A)	PATERSON, KEITH	PAYROLL	52.86
12/30/2022	DD5895(A)	STANBERRY, LAUREN	PAYROLL	316.16
12/30/2022	DD5896(A)	STRAKER, TIMOTHY	PAYROLL	78.39
12/30/2022	DD5897(A)	TRESTER, KENNETH	PAYROLL	130.64
12/30/2022	EFT1635(E)	FEDERAL TAX DEPOSIT	PAYROLL	476.97
12/30/2022	EFT1636(E)	MI DEPT OF TREASURY	PAYROLL	2,361.81
12/31/2022	4432(E)	AT&T MOBILITY	CELL PHONES	172.74
12/31/2022	4433(E)	FRONTIER	OVAL BEACH	214.15
Total of 253 Checks:				1,554,993.95

01/19/2023 02:50 PM
User: Peter
DB: Saugatuck

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
INVOICE ENTRY DATES 01/10/2023 - 01/23/2023
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 1/2

Vendor Name	Description	Amount
1. ALLEGAN COUNTY SHERIFF		
	DEBT CREW	160.00
	DEBT CREW	198.00
	DEBT CREW	216.00
	DEBT CREW	186.00
	SHERIFF CONTRACT	4,136.31
	TOTAL	4,896.31
2. ALLEGAN COUNTY TREASURER	PROPERTY TAXES	32,357.78
3. CARELTON EQUIPMENT	SKID STEER REPAIRS	143.51
4. COMMERCIAL RECORD	PRINTING	182.00
5. D & L TRUCK & TRAILER LLC		
	TRUCK 13 REPAIR	592.50
	TRUCK 13 REPAIR	887.18
	TOTAL	1,479.68
6. FAHEY SCHULTZ BURZYCH RHODES		
	LEGAL FEES ZONING	5,346.00
	LEGAL FEES COUNCIL	42.00
	LEGAL FEES MANAGER	884.00
	LEGAL FEES LAWSUIT	11,624.05
	TOTAL	17,896.05
7. FASTENAL	PARTS	25.40
8. FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES	3,291.30
9. HOLLAND MEDI-CENTER	MDOT PHYSICAL	50.00
10. IHLE AUTO PARTS	SUPPLIES	735.74
11. INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	8,982.95
12. JOHN DEERE FINANCIAL	PARTS	99.85
13. MERCHANTS BANCARD NETWORK	BANKING FEES	50.19
14. MERS	RETIREMENT	3,987.45
15. MINER SUPPLY CO	SUPPLIES	238.32
16. NET2PHONE INC	TELEPHONES	209.92
17. PRINTING SYSTEMS, INC.	TAX FORMS	179.75
18. RICOH USA INC	COPIER LEASE	127.97
19. SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	13,384.19
20. SAUGATUCK FIRE		
	SHORT TERM RENTALS	450.00
	PROPERTY TAXES	38,497.71
	TOTAL	38,947.71
21. SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	139,486.83
22. SAUGATUCK TOWNSHIP	CEMETERY CONTRACT	6,431.24

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01/19/2023 02:50 PM
User: Peter
DB: Saugatuck

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
INVOICE ENTRY DATES 01/10/2023 - 01/23/2023
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 2/2

Vendor Name	Description	Amount
23. SISTERS IN INK	UNIFORMS	362.46
24. SUPERIOR ASPHALT INC	ASPHALT COLD PATCH	155.00
25. TRUCK & TRAILER SPECIALTIES	TRUCK REPAIRS	935.66
26. WMOI	DPW OFFICE CHAIRS	358.00
TOTAL - ALL VENDORS		274,995.26
FUND TOTALS:		
Fund 101 - GENERAL FUND		38,352.96
Fund 202 - MAJOR STREETS		93.00
Fund 203 - LOCAL STREETS		62.00
Fund 661 - MOTOR POOL FUND		3,777.84
Fund 701 - CURRENT TAX FUND		232,709.46

RECOMMENDATION OF AWARD

January 16, 2023

Via Email: ryan@saugatuckcity.com

Ryan Heise, City Manager
City of Saugatuck
102 Butler St., PO Box 86
Saugatuck, MI 49453

RE: Saugatuck City Hall Exterior Painting & Restoration

Dear Mr. Heise:

We have reviewed the bids for the Saugatuck City Hall Exterior Painting & Restoration project and summarized the bids on the attached spreadsheet. A total of three (3) bids were received in the amount of \$133,479.95, \$239,303.00, & \$285,080.00. While there is a significant difference between the lowest bid and the other two, this is a result of the bids having a different interpretation of an item on the addendum. An approximate quantity of siding replacement was provided to allow the bidders to establish unit pricing for labor. As the actual amount cannot be fully determined until the existing paint has been removed, the actual final cost of replacement will be added to the project cost after paint removal. The two higher bidders interpreted this as being an allowance from which to increase or decrease the final price. The low bidder did not include the allowance. Not including the allowance was the intent of the addendum.

The low bid was submitted by Painting Services of West Michigan in the amount of \$133,479.95. Based on our conversation with Painting Services of West Michigan at the pre-bid meeting and references, we are confident that they are capable of doing a quality project for the City.

Based on the above, we recommend awarding the contract to Painting Services of West Michigan in the amount of \$133,479.95.

Please feel free to call me with any questions.

Sincerely,

FLEIS & VANDENBRINK



David A. Gibbs, RA
Architect

Enclosures:

Bid Tabulation

Bid Forms from Painting Service of West Michigan, Mugen Construction and Mihm Enterprises

CITY OF SAUGATUCK

CITY HALL EXTERIOR PAINTING AND RESTORATION

BID TABULATION

Date 12.20.22
PM DAG
Project No. 03187G



Item No.	Item Description	Unit	Estimated Quantity	Painting Services of West Michigan		Mugen Construction Inc.		Mihm Enterprises					
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
	Lump Sum Base Bid	LSUM	1		133,479.95		285,080.00		239,303.00				
1	Replace complete shutter (labor & material)	shutter	1	\$54.67		\$750.00		\$738.00					
2	Replace single clapboard (labor only)	Ft	8.0	N/A		\$40.00		\$69.00					
3	Replace wood siding trim (labor only)	Ft	8.0	N/A		\$65.00		\$136.80					
4	Replace sheathing/substrate (labor only)	4'x8' sheet	1.00	N/A		\$40.00		\$92.50					
TOTAL				Total:		Total:		Total:		Total:		Total:	
				As-Read:		As-Read:		As-Read:		As-Read:		As-Read:	
				Difference:		Difference:		Difference:		Difference:		Difference:	

Item No.	Item Description	Unit	Estimated Quantity										
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
	Lump Sum Base Bid	LSUM	1										
1	Replace complete shutter (labor & material)	shutter	1										
2	Replace single clapboard (labor only)	Ft	8.0										
3	Replace wood siding trim (labor only)	Ft	8.0										
4	Replace sheathing/substrate (labor only)	4'x8' sheet	1.00										
TOTAL				Total:		Total:		Total:		Total:		Total:	
				As-Read:		As-Read:		As-Read:		As-Read:		As-Read:	
				Difference:		Difference:		Difference:		Difference:		Difference:	



Terry Bandstra

SECTION 00 41 00

BID FORM

13980 Leonard • Spring Lake, MI 49456
P (616) 842-6433 • C (616) 292-4248
tbandstra@chartermi.net • www.paintingservicesinc.com

ARTICLE 1 - OWNER & BIDDER

- 1.01 This Bid is submitted to: **City of Saugatuck, Michigan**
- 1.02 Name of Project: **City Hall Exterior Painting and Restoration**
- 1.03 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2 - ATTACHMENTS TO THIS BID

- 2.01 The following documents are submitted with and made a condition of this Bid.
- A. Evidence of authority to do business in the state of the Project; or a written covenant to obtain such authority within the time for acceptance of Bids;
 - B. Contractor's license number as evidence of Bidder's State Contractor's License or a covenant by Bidder to obtain said license within the time for acceptance of Bids;

ARTICLE 3 - BASIS OF BID

- 3.01 *Lump Sum:*
- A. Bidder will complete the Work in accordance with the Contract Documents for the following lump sum (stipulated) price:

1. *Lump Sum Base Bid*

Lump Sum Bid Price for Base Bid: \$ 133,479.98 (use figures)

3.02 *Unit Price Bids*

- A. Bidder will perform the following Work at the indicated unit prices:

Item No.	Description	Unit	Bid Unit Price
1	Replace complete shutter (labor & material)	1 shutter	\$ 54.67
2	Replace single clapboard (labor only)	8 Lin. Ft.	\$ N/A
3	Replace wood siding trim (labor only)	8 Lin. Ft.	\$ N/A
4	Replace sheathing/substrate (labor only)	4'x8' sheet	\$ N/A

SEE ADDENDUM 1

B. Bidder acknowledges that:

1. each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item.

ARTICLE 4 - TIME OF COMPLETION

4.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment on or before the dates or within the number of calendar days indicated in the Agreement.

4.02 *Bidder's Proposed Schedule for Construction:*

A. Construction to begin by: _____ (date)

B. Substantial Completion by: _____ (date)

ARTICLE 5 - BIDDER'S ACKNOWLEDGEMENTS: ACCEPTANCE PERIOD, INSTRUCTIONS, AND RECEIPT OF ADDENDA

5.01 *Bid Acceptance Period*

A. This Bid will remain subject to acceptance for 90 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

5.02 *Instructions to Bidders*

A. Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security.

5.03 *Receipt of Addenda*

A. Bidder hereby acknowledges receipt of the following Addenda:

Addendum Number	Addendum Date
# 1	12/9/2022

ARTICLE 6 - BIDDER'S REPRESENTATIONS AND CERTIFICATIONS

6.01 *Bidder's Representations*

- A. In submitting this Bid, Bidder represents the following:
1. Bidder has examined and carefully studied the Bidding Documents, including Addenda.
 2. Bidder has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
 3. Bidder is familiar with all Laws and Regulations that may affect cost, progress, and performance of the Work.
 4. Bidder has carefully studied the reports of explorations and tests of subsurface conditions at or adjacent to the Site and the drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, with respect to the Technical Data in such reports and drawings.
 5. Bidder has carefully studied the reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, with respect to Technical Data in such reports and drawings.
 6. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and the Technical Data identified in the Supplementary Conditions or by definition, with respect to the effect of such information, observations, and Technical Data on (a) the cost, progress, and performance of the Work; (b) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, if selected as Contractor; and (c) Bidder's (Contractor's) safety precautions and programs.
 7. Based on the information and observations referred to in the preceding paragraph, Bidder agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
 8. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.

6.02 *Bidder's Certifications*

- A. The Bidder certifies the following:
1. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation.
 2. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid.
 3. Bidder has not solicited or induced any individual or entity to refrain from bidding.

4. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 8.02.A:
- a. Corrupt practice means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process.
 - b. Fraudulent practice means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition.
 - c. Collusive practice means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels.
 - d. Coercive practice means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

BIDDER hereby submits this Bid as set forth above:

Bidder:

(typed or printed name of organization)

By: _____
(individual's signature)

Name: _____
(typed or printed)

Title: _____
(typed or printed)

Date: _____
(typed or printed)

If Bidder is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.

Attest: _____
(individual's signature)

Name: Terry Bandstra
(typed or printed)

Title: Owner / President
(typed or printed)

Date: 12-20-22
(typed or printed)

Address for giving notices:
13980 Leonard Rd
Spring Lake MI 49456

Bidder's Contact:

Name: _____
(typed or printed)

Title: _____
(typed or printed)

Phone: _____

Email: _____

Address: _____

Bidder's Contractor License No.: (if applicable) _____

END OF SECTION



PAINSER-01

FBRIGHT

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/19/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Shoreline Insurance Agency, Inc. 875 W. Broadway Avenue Muskegon, MI 49441	CONTACT NAME: Felicia Bright	
	PHONE (A/C, No, Ext): (231) 755-1919 FAX (A/C, No): (231) 755-8750	
	E-MAIL ADDRESS: Info@ShorelineAgency.com	
INSURED Painting Services Of West Michigan 13980 Leonard Road Spring Lake, MI 49456	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Michigan Insurance	10857
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC OTHER:			CPJ0024990	3/18/2022	3/18/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			CCJ0015788	2/12/2022	2/12/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☒ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	1000024251	3/18/2022	3/18/2023	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Terry Bandstra is excluded from the worker's compensation policy.

CERTIFICATE HOLDER

CANCELLATION

Saugatuck City Hall 102 Butler St. Saugatuck, MI 49453	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

P303415

GRETCHEN WHITMER
Governor

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
Company Builder License

PAINTING SERVICES OF WEST MICHIGAN INC
13980 LEONARD
SPRING LAKE, MI 49456

Qualifying Officer:
Terry Allen Bandstra
Qualifying Officer #
2101194149

MUST BE DISPLAYED IN A CONSPICUOUS PLACE

License No.
2102146375

Expiration Date:
05/31/2023

This document is duly issued
under the laws of the State of
Michigan



DAVE COLE DECORATORS
 325 Martindale Street
 Sparta, MI 49345
616-887-9465 FAX 616-887-9464
 Hotels - Hospitals - Schools - Factories - Churches -

CERTIFIED
 LEAD
 ABATEMENT

ON

TO: Terry
 COMPANY: Painting Services
 EMAIL: tbandstra@chartermi.net
 PHONE: 616-292-4248

2

bor, materials,
 compensation,
 necessary to
 r all the work

described below. Terms and conditions attached.

PROJECT: Saugatuck Village Hall
 ADDRESS: 102 S Butler
 Saugatuck, MI 49453

THIS PRICE INCLUDES:

- Covering the ground and any prefinished items
- Removing the existing lead based coating
- Disposal costs
- Lift costs

FOR THE TOTAL SUM OF:

NOTES

Accepted By: _____
 Title: _____

Submitted By: Tony Shupe
 Tony Shupe Tony@dcd-inc.com
 Sales

SECTION 00 41 00

BID FORM

ARTICLE 1 - OWNER & BIDDER

- 1.01 This Bid is submitted to: **City of Saugatuck, Michigan**
- 1.02 Name of Project: **City Hall Exterior Painting and Restoration**
- 1.03 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2 - ATTACHMENTS TO THIS BID

- 2.01 The following documents are submitted with and made a condition of this Bid.
- A. Evidence of authority to do business in the state of the Project; or a written covenant to obtain such authority within the time for acceptance of Bids;
- B. Contractor's license number as evidence of Bidder's State Contractor's License or a covenant by Bidder to obtain said license within the time for acceptance of Bids;

ARTICLE 3 - BASIS OF BID

3.01 *Lump Sum:*

- A. Bidder will complete the Work in accordance with the Contract Documents for the following lump sum (stipulated) price:

1. *Lump Sum Base Bid*

Lump Sum Bid Price for Base Bid: \$ 285,080⁰⁰ (use figures)

3.02 *Unit Price Bids*

- A. Bidder will perform the following Work at the indicated unit prices:

Item No.	Description	Unit	Bid Unit Price
1	Replace complete shutter (labor & material)	1 shutter	\$ 750 ⁻
2	Replace single clapboard (labor only)	8 Lin. Ft.	\$ 40 ⁻
3	Replace wood siding trim (labor only)	8 Lin. Ft.	\$ 65 ⁻
4	Replace sheathing/substrate (labor only)	4'x8' sheet	\$ 40 ⁻

B. Bidder acknowledges that:

1. each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item.

ARTICLE 4 - TIME OF COMPLETION

4.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment on or before the dates or within the number of calendar days indicated in the Agreement.

4.02 *Bidder's Proposed Schedule for Construction:*

A. Construction to begin by: MAY 30TH, 2023 (date)

B. Substantial Completion by: SEP. 15TH, 2023 (date)

ARTICLE 5 - BIDDER'S ACKNOWLEDGEMENTS: ACCEPTANCE PERIOD, INSTRUCTIONS, AND RECEIPT OF ADDENDA

5.01 *Bid Acceptance Period*

- A. This Bid will remain subject to acceptance for 90 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

5.02 *Instructions to Bidders*

- A. Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security.

5.03 *Receipt of Addenda*

- A. Bidder hereby acknowledges receipt of the following Addenda:

Addendum Number	Addendum Date
<u>No. 1</u>	<u>12/9/2022</u>

ARTICLE 6 - BIDDER'S REPRESENTATIONS AND CERTIFICATIONS

6.01 *Bidder's Representations*

- A. In submitting this Bid, Bidder represents the following:
1. Bidder has examined and carefully studied the Bidding Documents, including Addenda.
 2. Bidder has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
 3. Bidder is familiar with all Laws and Regulations that may affect cost, progress, and performance of the Work.
 4. Bidder has carefully studied the reports of explorations and tests of subsurface conditions at or adjacent to the Site and the drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, with respect to the Technical Data in such reports and drawings.
 5. Bidder has carefully studied the reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, with respect to Technical Data in such reports and drawings.
 6. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and the Technical Data identified in the Supplementary Conditions or by definition, with respect to the effect of such information, observations, and Technical Data on (a) the cost, progress, and performance of the Work; (b) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, if selected as Contractor; and (c) Bidder's (Contractor's) safety precautions and programs.
 7. Based on the information and observations referred to in the preceding paragraph, Bidder agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
 8. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.

6.02 *Bidder's Certifications*

- A. The Bidder certifies the following:
1. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation.
 2. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid.
 3. Bidder has not solicited or induced any individual or entity to refrain from bidding.

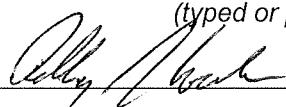
4. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 8.02.A:
- a. Corrupt practice means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process.
 - b. Fraudulent practice means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition.
 - c. Collusive practice means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels.
 - d. Coercive practice means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

MUGEN CONSTRUCTION, INC.
4151 27th STREET
DORR, MI 49323

BIDDER hereby submits this Bid as set forth above:

Bidder:

(typed or printed name of organization)

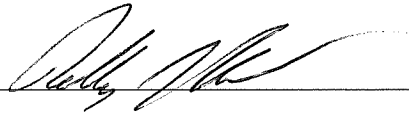
By:  PRES
(individual's signature)

Name: KELLY BOCKHEIM
(typed or printed)

Title: Kelly J. Bockheim, Pres.
(typed or printed)

Date: DEC. 20, 2022
(typed or printed)

If Bidder is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.

Attest: 
(individual's signature)

Name: Kelly J. Bockheim, Pres.
(typed or printed)

Title: _____
(typed or printed)

Date: _____
(typed or printed)

Address for giving notices:

Bidder's Contact:

Name: DAVID SIMPSON
(typed or printed)

Title: ESTIMATOR
(typed or printed)

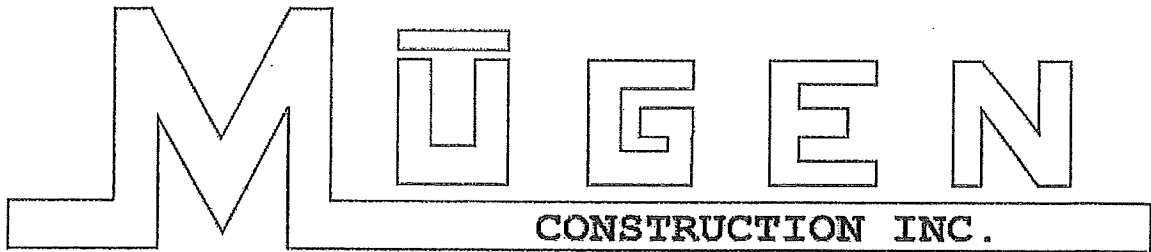
Phone: (616) 896-6400 or (269) 217-0941 - CELL

Email: DAVE S @ MUGEN CONSTRUCTION. COM

Address: MUGEN CONSTRUCTION, INC.
4151 27th STREET
DORR, MI 49323

Bidder's Contractor License No.: (if applicable) _____

END OF SECTION



4151 - 27th Street

Dorr, MI 49323

Phone (616) 896-6400 • FAX (616) 896-7447

E-mail: mugen@mugenconstruction.com

CONSENT RESOLUTIONS OF THE SOLE SHAREHOLDER

OF

MUGEN CONSTRUCTION, INC.

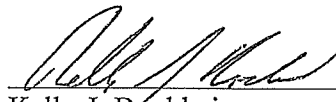
(In Lieu of 2020 Annual Meeting)

The undersigned, being sole shareholder of MUGEN CONSTRUCTION, INC., a Michigan corporation, hereby consents to and approves in writing of the following actions taken without a meeting or notice thereof in lieu of the 2020 annual meeting of the shareholders;

RESOLVED, that Kelly J. Bockheim is re-elected to serve as director of the corporation until his successors are chosen and qualified; and

FURTHER RESOLVED, that all action taken by the officer and director of the corporation since the last annual meeting are hereby approved and ratified.

These consent resolutions are being executed this 22nd day of January, 2020.



Kelly J. Bockheim

Partial List of References



Project: Meadow Brook Hall Timber Restoration – Rochester, MI

Type: Historical Exterior Restoration

Restored existing historic wood timbers with epoxy consolidation procedures. Stained restored wood timbers to match surroundings.

Project Value: \$207,574.00

Dates of Service: April 12, 2017 – July 20, 2017

Owner: Oakland University, 480 S. Adams Road, Rochester, MI, 248-370-2100;
Construction Manager: Frank Rewold & Sons, Kurt Ryder – **Project Manager,** 248-601-1226.



Project: Henry Ford Estate (Fair Lane)– Dearborn, MI
National Historic Landmark

Type: Historical Exterior Restoration

Restore existing exterior woodwork, epoxy consolidation work, copper downspout/leader repairs, roofing, & painting.

Project Value: \$233,691.00

Percentage Complete: 100% complete October 2015

Owner/Architect/Representative: Construction Manager – Frank Rewold and Son Inc.;
Gene Ferrera – Project Manager 248-601-1222 gferrera@frankrewold.com; Architect:
Quinn Evans Architects – Alexis Cecil



Project: Wilson State Park Beach House Restoration – Harrison, MI

Type: Historic Restoration involving timber restoration/replacement, cedar siding restoration/replacement, new cedar roof, lead paint removal, painting, and electrical work.

Project Value: \$542,137.00

Percentage Complete: 100% complete

Owner/Architect/Representative: State of Michigan/DNR- Scott Cook (989-275-5151); WTA Associates - Shaun Moore (989-752-8107)



Project: South Manitou Lighthouse Complex

Type: Historical Renovation of 4 buildings

Slate roofing repairs, new gutters on the fog signal building, lead paint abatement, painting, siding replacement, masonry repairs, new concrete sidewalks, window restoration, framing repairs, and new ADA compliant boardwalk.

Percentage Complete: 70%

Project Value: \$2,087,915.00

Owner/Architect/Representative: National Park Service, United States Department of the Interior; Mark Pressnell – Technical Contracting Officer's Representative – 231-326-4710.

SECTION 00 41 00

BID FORM

ARTICLE 1 - OWNER & BIDDER

- 1.01 This Bid is submitted to: **City of Saugatuck, Michigan**
- 1.02 Name of Project: **City Hall Exterior Painting and Restoration**
- 1.03 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2 - ATTACHMENTS TO THIS BID

- 2.01 The following documents are submitted with and made a condition of this Bid.
- A. Evidence of authority to do business in the state of the Project; or a written covenant to obtain such authority within the time for acceptance of Bids;
- B. Contractor's license number as evidence of Bidder's State Contractor's License or a covenant by Bidder to obtain said license within the time for acceptance of Bids;

ARTICLE 3 - BASIS OF BID

3.01 *Lump Sum:*

- A. Bidder will complete the Work in accordance with the Contract Documents for the following lump sum (stipulated) price:

1. *Lump Sum Base Bid*

Lump Sum Bid Price for Base Bid: \$ 239,303.00 (use figures)

3.02 *Unit Price Bids*

- A. Bidder will perform the following Work at the indicated unit prices:

Item No.	Description	Unit	Bid Unit Price
1	Replace complete shutter (labor & material)	1 shutter	\$ 738.00
2	Replace single clapboard (labor only)	8 Lin. Ft.	\$ 69.00
3	Replace wood siding trim (labor only)	8 Lin. Ft.	\$ 136.80
4	Replace sheathing/substrate (labor only)	4'x8' sheet	\$ 92.50

B. Bidder acknowledges that:

1. each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item.

ARTICLE 4 - TIME OF COMPLETION

4.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment on or before the dates or within the number of calendar days indicated in the Agreement.

4.02 *Bidder's Proposed Schedule for Construction:*

A. Construction to begin by: 03/21/2023 (date)

B. Substantial Completion by: 06/15/2023 (date)

ARTICLE 5 - BIDDER'S ACKNOWLEDGEMENTS: ACCEPTANCE PERIOD, INSTRUCTIONS, AND RECEIPT OF ADDENDA

5.01 *Bid Acceptance Period*

- A. This Bid will remain subject to acceptance for 90 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

5.02 *Instructions to Bidders*

- A. Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security.

5.03 *Receipt of Addenda*

- A. Bidder hereby acknowledges receipt of the following Addenda:

Addendum Number	Addendum Date
#1	12/09/2022

ARTICLE 6 - BIDDER'S REPRESENTATIONS AND CERTIFICATIONS

6.01 *Bidder's Representations*

- A. In submitting this Bid, Bidder represents the following:
1. Bidder has examined and carefully studied the Bidding Documents, including Addenda.
 2. Bidder has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
 3. Bidder is familiar with all Laws and Regulations that may affect cost, progress, and performance of the Work.
 4. Bidder has carefully studied the reports of explorations and tests of subsurface conditions at or adjacent to the Site and the drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, with respect to the Technical Data in such reports and drawings.
 5. Bidder has carefully studied the reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, with respect to Technical Data in such reports and drawings.
 6. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and the Technical Data identified in the Supplementary Conditions or by definition, with respect to the effect of such information, observations, and Technical Data on (a) the cost, progress, and performance of the Work; (b) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, if selected as Contractor; and (c) Bidder's (Contractor's) safety precautions and programs.
 7. Based on the information and observations referred to in the preceding paragraph, Bidder agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
 8. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.

6.02 *Bidder's Certifications*

- A. The Bidder certifies the following:
1. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation.
 2. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid.
 3. Bidder has not solicited or induced any individual or entity to refrain from bidding.

4. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 8.02.A:
- a. Corrupt practice means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process.
 - b. Fraudulent practice means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition.
 - c. Collusive practice means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels.
 - d. Coercive practice means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

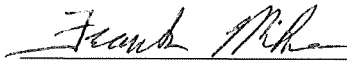
BIDDER hereby submits this Bid as set forth above:

Bidder:

Mihm Enterprises Inc.

(typed or printed name of organization)

By:



(individual's signature)

Name:

Frank Mihm

(typed or printed)

Title:

Vice President

(typed or printed)

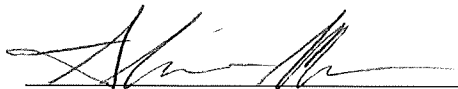
Date:

12/19/2022

(typed or printed)

If Bidder is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.

Attest:



(individual's signature)

Name:

Sharon Mihm

(typed or printed)

Title:

President

(typed or printed)

Date:

12/19/2022

(typed or printed)

Address for giving notices:

4065 38th St., Hamilton, MI 49419

info@mihmenterprises.com

Bidder's Contact:

Name: Tom DePas

(typed or printed)

Title: Project Manager

(typed or printed)

Phone: 269-751-5522

Email: info@mihmenterprises.com

Address:

4065 38th St.

Hamilton, MI 49419

Bidder's Contractor License No.: (if applicable) 2102160520

END OF SECTION

P578311

GRETCHEN WHITMER
Governor

**Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
Company Builder License**

MIHM ENTERPRISES INC
4065 38TH STREET

HAMILTON, MI 49419

Qualifying Officer:
Frank Kevin Mihm
Qualifying Officer #
2101094390

MUST BE DISPLAYED IN A CONSPICUOUS PLACE

License No.
2102160520

Expiration Date:
05/31/2023

This document is duly issued
under the laws of the State of
Michigan



MIHMMENT-01

KNOVAK

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/12/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Ottawa Kent PO Box 349 Jenison, MI 49429-0349		CONTACT NAME: PHONE (A/C, No, Ext): (616) 797-3400 FAX (A/C, No): (616) 797-3488 E-MAIL ADDRESS: jenison@ottawakent.com		
INSURED Mihm Enterprises Sharon Mihm 4065 38th Hamilton, MI 49419		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A : Benchmark Insurance Company		41394
		INSURER B : Safety National Casualty Co. / ABC Fund		15105
		INSURER C :		
		INSURER D :		
		INSURER E :		
		INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:			CP5001293	8/24/2022	8/24/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			CA5002775	8/24/2022	8/24/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			UM5000240	8/24/2022	8/24/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	MIHME-C	5/1/2022	5/1/2023	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Mihm Enterprises, Inc
4065 38th Street
Hamilton, MI 49419

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



AIA Document A310™ – 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)

MIHM Enterprises, Inc.

4065 38th St.

Hamilton, MI 49419

SURETY:

(Name, legal status and principal place of business)

United States Fire Insurance Company

305 Madison Avenue

Morristown, NJ 07960

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)

City of Saugatuck

BOND AMOUNT: Five Percent of Bid (5% of Bid)

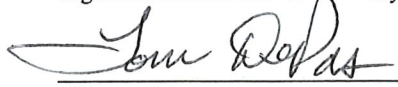
PROJECT: City of Saugatuck- City Hall Exterior Painting and Restoration- Exterior Restoration of the Historic City Hall
(Name, location or address, and Project number, if any)

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, **or** within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 20th day of December, 2022


(Witness)


(Witness) Kaitlyn Caltrider

MIHM Enterprises, Inc.

(Principal)  , President (Seal)

(Title)

United States Fire Insurance Company

(Surety)

(Seal)

(Title) John Foster

, Attorney-in-Fact

POWER OF ATTORNEY
UNITED STATES FIRE INSURANCE COMPANY
PRINCIPAL OFFICE - MORRISTOWN, NEW JERSEY

0112922

KNOW ALL MEN BY THESE PRESENTS: That United States Fire Insurance Company, a corporation duly organized and existing under the laws of the state of Delaware, has made, constituted and appointed, and does hereby make, constitute and appoint:

John Foster, Dan Cusenza, James Slear, Heather Buonodono, Ian Foster

each, its true and lawful Attorney(s)-In-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver: Any and all bonds and undertakings of surety and other documents that the ordinary course of surety business may require, and to bind United States Fire Insurance Company thereby as fully and to the same extent as if such bonds or undertakings had been duly executed and acknowledged by the regularly elected officers of United States Fire Insurance Company at its principal office, in amounts or penalties not exceeding: **Seven Million, Five Hundred Thousand Dollars (\$7,500,000)**.

This Power of Attorney limits the act of those named therein to the bonds and undertakings specifically named therein, and they have no authority to bind United States Fire Insurance Company except in the manner and to the extent therein stated.

This Power of Attorney revokes all previous Powers of Attorney issued on behalf of the Attorneys-In-Fact named above and expires on January 31, 2023.

This Power of Attorney is granted pursuant to Article IV of the By-Laws of United States Fire Insurance Company as now in full force and effect, and consistent with Article III thereof, which Articles provide, in pertinent part:

Article IV, Execution of Instruments - Except as the Board of Directors may authorize by resolution, the Chairman of the Board, President, any Vice-President, any Assistant Vice President, the Secretary, or any Assistant Secretary shall have power on behalf of the Corporation:

(a) to execute, affix the corporate seal manually or by facsimile to, acknowledge, verify and deliver any contracts, obligations, instruments and documents whatsoever in connection with its business including, without limiting the foregoing, any bonds, guarantees, undertakings, recognizances, powers of attorney or revocations of any powers of attorney, stipulations, policies of insurance, deeds, leases, mortgages, releases, satisfactions and agency agreements;

(b) to appoint, in writing, one or more persons for any or all of the purposes mentioned in the preceding paragraph (a), including affixing the seal of the Corporation.

Article III, Officers, Section 3.11, Facsimile Signatures. The signature of any officer authorized by the Corporation to sign any bonds, guarantees, undertakings, recognizances, stipulations, powers of attorney or revocations of any powers of attorney and policies of insurance issued by the Corporation may be printed, facsimile, lithographed or otherwise produced. In addition, if and as authorized by the Board of Directors, dividend warrants or checks, or other numerous instruments similar to one another in form, may be signed by the facsimile signature or signatures, lithographed or otherwise produced, of such officer or officers of the Corporation as from time to time may be authorized to sign such instruments on behalf of the Corporation. The Corporation may continue to use for the purposes herein stated the facsimile signature of any person or persons who shall have been such officer or officers of the Corporation, notwithstanding the fact that he may have ceased to be such at the time when such instruments shall be issued.

IN WITNESS WHEREOF, United States Fire Insurance Company has caused these presents to be signed and attested by its appropriate officer and its corporate seal hereunto affixed this 28th day of September, 2021.

UNITED STATES FIRE INSURANCE COMPANY

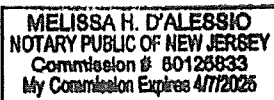


Matthew E. Lubin

Matthew E. Lubin, President

State of New Jersey)
County of Morris }

On this 28th day of September, 2021, before me, a Notary public of the State of New Jersey, came the above named officer of United States Fire Insurance Company, to me personally known to be the individual and officer described herein, and acknowledged that he executed the foregoing instrument and affixed the seal of United States Fire Insurance Company thereto by the authority of his office.



Melissa H. D'Alessio

Melissa H. D'Alessio

(Notary Public)

I, the undersigned officer of United States Fire Insurance Company, a Delaware corporation, do hereby certify that the original Power of Attorney of which the foregoing is a full, true and correct copy is still in force and effect and has not been revoked.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of United States Fire Insurance Company on the 20th day of December 20 22

UNITED STATES FIRE INSURANCE COMPANY

Alfred N. Wright

Alfred N. Wright, Senior Vice President





City Council Agenda Item Report

FROM: Ryan Cummins

MEETING DATE: 01/23/23

SUBJECT: Historic District Permit Appointment

DESCRIPTION:

The City Clerk provided notice that the city is accepting applications for the Historic District Commission. Two applicants are interested in the open seat. Both applicants were contacted to participate in an interview with Mayor Dean, Chairperson Straker and myself on January 6.

Rosemary Johnson and William Donahue II were interviewed. After consulting Chair Straker and myself, Mayor Dean is recommending that William Donahue II be appointed as a Historic District Commission member with a term ending August 1, 2025.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

Historic District Chairperson, Tim Straker, was provided with a copy of the applications and interview questions, participated in the interviews, and provided his recommendation to Mayor Dean.

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to appoint William Donahue II to the Historic District Commission with a term ending August 1, 2025.



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: William E. Donahue II Home Phone: _____
Home/Mailing Address: 995 Maple Woods Drive / PO Box 1196
E-mail Address: William.donahue@ndc@gmail.com
Employer: Retired 2001 Occupation/Position: VP, Chief HR Officer
Business Phone: _____ Business Reference: _____

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

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? _____

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

<u>Planning Commission</u>	<u>Historic District Commission</u>	Zoning Board of Appeals
Board of Review	Harbor Commission	Township Fire Board
Twp. Recreation Comm.	Kalamazoo Lake Sewer & Water	Library Board
Interurban Transit Auth	Peterson Nature Preserve	Construction Board

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

Recently retired AS A Chief HR Officer. While recently A FT resident, I have owned A home in Saugatuck since 2001.

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: William E. Donahue II Date: 9/12/2002

****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. *Will email you A copy of my resume.

COPY: Mayor City Council City Clerk

William E. Donahue II

995 Maple Woods PO Box 1196
Saugatuck, Michigan 49453

Mobile: (847) 226-6185
william.donahue2nd@gmail.com

SUMMARY

Human Resources executive holding multiple disciplinary leadership roles including Senior HR Business Partner, Talent Acquisition, Talent Management, Total Rewards and HR Operations. Results oriented and highly innovative HR leader with a strong track record of supporting organizational objectives through effective people strategies.

EXPERIENCE

TRUE VALUE

2016-2020

A worldwide hardware cooperative serving 58 countries with more than 4,000 retail locations, 13 regional distribution centers, manufacturing center and over 2,500 associates. Many of True Value's retailers enjoy a history spanning generations within their local communities.

Vice President / Chief HR Officer

2018 -2020

- Reporting the Chief Executive Officer, responsible to lead the entire HR Function including Talent/Succession Planning, Associate Relations, Labor Relations, HRIS, Compensation and Benefits, HR Generalist Functions supporting Corporate and Field locations for 3000+ associates
- Responsible for an annualized budget in excess of \$11 million dollars
- As part of the annual benefit planning process, negotiated a savings in excess of \$1.1 million dollars annually reducing overall associate benefit costs for the company
- Key leadership role in the reorganization and expansion of the sales organization including restructure of critical roles and increasing the salesforce in excess of 100 additional roles

Senior Director, Human Resources – Retail Support Center (Corp. Functions), Distribution and Manufacturing

- Reporting to the General Counsel & Chief Human Resources Officer, responsible to consult with leadership in the development and execution of human resources strategies that support business and functional needs. Senior HR leader supporting all corporate functions, distribution and manufacturing.
- Works closely with functional leadership in the development of people strategies inclusive of workforce planning and recruitment, talent management, organizational design and associate relations.
- Serves / functions as the HR business partner leader over True Value's regional distribution centers within Illinois, Ohio, Minnesota, Pennsylvania, New Hampshire, Georgia, Texas Kansas, Arizona, Oregon, California and our True Value paint manufacturing center in Cary, Illinois.

ESSENDANT (United Stationers Inc.)

2005 –2015

A national \$5.3 billion, 6500 associates wholesale distributor of business products including Office Products, Janitorial / Sanitation and Industrial products. Served as the senior HR strategic business partner for Essendant's largest business unit; organizational-wide accountability for the leadership of Talent Acquisition and HR Associate Services (administration and transaction call center supporting 6000+ associates).

Vice President, Human Resources and HR Shared Services (Talent Acquisition & HR Services)

2011 – June 2015

Vice President, Corporate Human Resources, Talent Acquisition & Total Rewards

2010 – 2011

Vice President, Field Human Resources & Talent Acquisition

2007 – 2010

Director, Corporate Human Resources & Talent Acquisition

2005 – 2006

- Provided primary HR leadership guidance for the Office Products and JanSan sales transformation, customer care consolidation and reorganization during 2013 and 2014 including customer segmentation, competency model newly defined roles and alignment of sales incentives.
- Led the development and execution of an enterprise-wide Field HR Shared Services model supporting three independent business units, 60+ facilities and approximately 6000+ associates through a market-based approach to human resources generalist support.
- Drove execution of the BU/functions talent management processes including succession planning, calibration, high potential development plans. Implemented quarterly talent management reviews to ensure the effective execution of succession planning outcomes inclusive of high potentials, progress of developmental plans and monitoring of performance level concerns.
- Responsible to drive the overall Associate Relations processes and execution of hot line complaints, investigations and documentation within the Ethics Point system
- Developed and implemented facility health assessment to proactively monitor associate relations and engagement levels of our distribution and care facilities.
- Created a centralized Talent Acquisition model in early 2011 shifting accountability from the HR generalist to an HR specialist model of dedicated recruitment professionals achieving 1500-1700 hires annually.

- Developed and executed service level standards; enhanced transparency of service levels and time to fill performance; achieved average time to fill of 27 days NE, 53.6 days for exempt level roles below director level and 67.6 days for director level and above levels.
- Key leader in the implementation of new HRIS platform (Ultimate Software) including manager and associate self-service.
- Created and implemented HR Services; centralized administration of payroll, benefits and FMLA/LOA administration; developed and implemented service level standards, metrics and reporting including % of first call resolution, one- and two- day turnaround performance and quality ratings on associate service levels.
- Assumed leadership of Total Rewards from 2010 to 2012. Successfully implemented career banding, moving from a standard graded system to 5 broad-based career bands allowing greater flexibility and development of internal talent.
- Effectively developed and executed HR process standardization including recruitment and hiring, termination, leave of absence, reduction in force, associate relations and investigations, FMLA and ADA processes across all business units.

GAP Inc.

2004 – 2005

A 16.2 billion global retailer offering clothing and accessories under the Gap, Banana Republic and Old Navy Brands.

Vice President, Talent Attraction & Staffing

- Responsible for establishing strategies, processes and programs that enabled the timely acquisition of high caliber talent for Gap Inc.; developed and implemented Gap Inc.'s employment branding, global consistency, standards and processes, disciplined workforce planning practices and performance metrics that measured internal client satisfaction levels.
- Responsible for College Relations, Professional and Executive Recruitment and Staffing functions supporting Gap Inc. businesses with locations within San Francisco, San Bruno, New York and decentralized field recruiting locations within the U.S. and Canada. Team efforts were responsible for the hiring of 1,822 salaried hires within Corporate Functions and 2,200 within Field Management ranks.
- Developed tools, processes and methodology to support a disciplined workforce planning model; established formalized service level standards, role clarity and consistency of process between Gap Inc. Recruiting and internal clients. Developed recruiting scorecard and metrics reporting including formalized reporting to Executive Leadership Team and Senior HR Generalists.
- Returned to Chicago due to an aging parent care issues.

SEARS, ROEBUCK AND CO.

1994-2004

A \$31 billion, national retailer offering apparel, home appliances, tools, lawn and garden, fitness, automotive and home repair services. As the Company's top recruitment executive, was responsible for College Relations, Professional and Executive Recruitment in providing high quality, cost effective recruitment services that delivered talent to support the people strategies of the business.

Vice President, Recruitment and Staffing

2003 – 2004

Vice President, Corporate Human Resources

2001 – 2003

Vice President, Executive Recruitment / Staffing and College Relations

1999 – 2001

Director, HR Planning, Development and Recruitment

1996 – 1999

Manager, Executive Recruitment

1994 – 1996

- Delivered 2,500+ hires annually.
- Developed innovative, creative and efficient sourcing and recruitment strategies that achieved staffing needs while reducing reliance on third party employment search firms. Outstanding results achieved in search firm avoidance or savings to the corporation in excess of \$2.6 million dollars.
- Designed, developed and implemented a centralized recruitment model optimizing resources across businesses and functions during 1999. Standardized the sourcing and recruitment process across the organization optimizing recruitment resources and reducing overall expense and redundancies.
- Completed strategic sourcing initiative on third party employment search firms including the reduction in fee structures and standardization of the search firm engagement process.
- Effectively outsourced hourly recruitment responsibilities to support our retail organization effectively hiring 46,000 associates to support 4th quarter holiday period.
- Champion and sponsor of a Six Sigma process improvement initiative on the reduction of recruitment and staffing cycle time.
- Recipient of the Chairman's Award in 2003 and 2004 for outstanding results in the diversity and representation levels of 250 entry level management hires from colleges and universities.
- As VP, Corporate Human Resources, responsible for all corporate functions including Finance, Legal, Marketing, Merchandising, Operations, Strategy, ecommerce and Information Technology. Developed people strategies and HR operating plans to support the business and functional strategies including leadership development and building organizational capacity.
- As Director, HR Planning, Development and Recruitment developed and implemented succession planning processes for the total Full-Line organization (Sears' largest business unit).
- Managed the individual elements of talent management processes including slating and the development of high potential talent to support business needs; facilitated quarterly talent reviews to ensure ongoing objectives and execution of succession planning deliverables
- As a key member of the Chairman's Diversity Council, served as HR sponsor of inclusion and implementation of domestic partner benefits.

KOHL'S DEPARTMENT STORES

1991 – 1994

A \$19 billion national department store chain; offering apparel, accessories, shoes, beauty products and home merchandise categories.

Regional Manager, Recruitment / Associate Relations

DAYTON HUDSON DEPARTMENT STORES

1984 – 1990

A division of Dayton Hudson Corporation (Target Corporation), operated traditional department stores under Dayton's, Hudson's and Marshall Field's.

Manager, College Relations and Recruitment

1988 – 1990

Manager, Human Resources and Service

1987 – 1988

Human Resource Manager

1984 – 1987

EDUCATION

BA, Business Administration Western Michigan University Kalamazoo, MI

College of William and Mary - Strategic Leadership in a Changing Environment
Arizona State University - Services Leadership Institute



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: Rosemary Johnson Home Phone: 586--489-3883
Home/Mailing Address: 500 Mill Street Saugatuck, MI 49453
E-mail Address: rjohnson49@hotmail.com
Employer: retired Occupation/Position: _____
Business Phone: _____ Business Reference: _____

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

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?

Planning Commission	<u>Historic District Commission</u>	Zoning Board of Appeals
Board of Review	Harbor Commission	Township Fire Board
Twp. Recreation Comm.	Kalamazoo Lake Sewer & Water	Library Board
Interurban Transit Auth	Peterson Nature Preserve	Construction Board

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

I live in the historic district and I have appeared three times before the commission. I believe it is very important to have members on the commission re-

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: Rosemary Johnson Date: 7/18/2022

****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