CITY COUNCIL MEETING AGENDA
June 24, 2024 – 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.

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

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

Then enter "Meeting ID":
2698572603

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

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Mayor's Comments**
5. **City Manager Comments**
6. **Agenda Changes** *(Additions/Deletions)*
7. **Guest Speakers**
8. **Public Comment on Agenda Items Only** *(Limit 3 minutes)*
9. **Consent Agenda:** *(Roll Call)* ***Pg.3***
   - **A.** Special Meeting Minutes- June 10, 2024
   - **B.** MERS 457 Employer Contribution Addendum
   - **C.** Resolution 240624-B- A Resolution Authorizing Qualified Institutions to Provide Investment Services for the City and Authorizing City Officers to Act as Signatories on Behalf of the City

Staff Reports, Boards, Commissions & Committees:

A. Staff Reports: ***Pg.19***

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

B. Boards, Commissions & Committees:

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

10. Request for Payment: None.

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

A. Accounts Payable in the amount of $101.441.04 ***Pg.57***

12. Introduction of Ordinances: None.

13. Unfinished Business: None.

14. New Business:

A. Resolution 240624-A- Budget Amendments for Fiscal Year 2023-2024 ***(Roll Call) Pg.59***
B. Fire Department Budget for Fiscal Year 2024-2025 ***(Roll Call) Pg.74***
C. Engagement of Plant Moran for Financial Consulting Services ***(Roll Call) Pg.95***
D. Temporary Wayfinding Signage Request ***(Voice Vote) Pg.105***
E. Hardscaping Installation Request – Wicks Park Bar & Grille ***(Voice Vote) Pg.107***
F. Consideration of 6:30p Start Time for Regular City Council Meetings ***(Voice Vote) Pg.113***
G. Right of Way Signage Request ***(Voice Vote) Pg.115***
H. Boards/Commission/Committee Reappointments ***(Voice Vote) Pg.117***

15. Public Comments *(Limit 3 minutes)*

16. Correspondence:

17. Council Comments

18. Adjourn *(Voice Vote)*

CITY COUNCIL MEETING MINUTES - *Proposed*
June 10, 2024

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 Stanton at 7:00 p.m.

Pledge of Allegiance.

Attendance:
Present: Mayor Stanton, Mayor Pro-Tem Baldwin and Councilmembers Anderson, Gardner, Muncey and White.
Absent: None.
Others Present: Interim City Manager & Director of Planning/Zoning & Project Management Cummins, Department of Public Works Superintendent Herbert, Attorney Jake Witte and Clerk Wolters.

Mayor's Comments:
Last weekend was a busy day in Saugatuck, with the various pride events, Jump into Summer at the SCA and a lot of people having a great time in town. The Red Dock was packed with locals. She acknowledged Treasurer Peter Stanislawski has submitted his resignation letter as he will be moving to Saugatuck Township. Ryan Cummins is working on temporary help and eventually interviewing candidates for that position. Encouraged everyone to take a minute to read the City Manager's report as it has updates on things that are going on in our community. The City Manager report is a great spot for a better understanding of where the City is on various topics. There are several openings on City boards, commission and committees and welcome residents to apply and get involved.

City Manager Comments:
Ryan Cummins appreciates the many years of service Treasurer Peter Stanislawski has given to the community. He has learned a lot from Peter since he has been with the City and the last few months as the interim City Manager. He thanked the Clerk and Deputy Clerk for stepping up to assist with some of the Treasurer related duties and at the next Council meeting will be a plan to handle some of the accounting pieces as well. He thanked the Mayor and all of those that attended the ribbon cutting ceremony for the Village Square Playground. It was great to see the kids speak and cutting the ribbon. There were many smiling faces.

Agenda Changes: None.

Guest Speakers: None.

Public Comment on Agenda Item Only: None.

Consent Agenda:

A. Special Meeting Minutes- May 22, 2024.
B. Regular Meeting Minutes- May 29,2024.
C. Approval of Change to Council Rules of Procedure to Add City Clerk as a Staff Report.
D. Special Event- Movie in the Park.
E. Special Event- Sidewalk Sales.
F. Special Event- Chili Cookoff.
G. Social District Request – Coppercraft Distillery, LLC.
H. Oval Beach Pass Request – Hope College for Saugatuck Harbor Natural Area Research.
I. Revocable License Agreement for Signage – Singapore Room.
J. Revocable License Agreement for Seating in Right of Way – Malu.

- Mayor Pro-Tem mentioned the sidewalk sales application states that the event is a City operated event which does not seem correct.

Motion by Anderson, second by Dean to approve the consent as presented. Via roll call vote, motion carried unanimously.

Staff Reports:

Interim City Manager/Director of Planning & Zoning, Treasurer, City Clerk, Police and Engineer submitted status reports of current activities since the last Council meeting on May 29th, 2024, for their respective departments.

DPW Superintendent Herbert was in person to give his report:

- Village Square Playground had a fantastic ribbon cutting ceremony.
- They are still working on the perimeter of the playground with irrigation and sod.
- Gave kudos to the Oval Beach manager and his fantastic job with the beach this summer.
- They are continuously filling potholes on Maple Street.
- Work on the landscaping at City hall is underway by the DPW crew.
- Assistant Supervisor Hardy has accepted another job and will be leaving the City.

Boards, Commissions & Committees:

<u>Fire District Administration Board, Dan Fox:</u>

- Next fire district meeting is June 17th at 4:00 p.m. for the regular meeting and June 17th at 5:00 p.m. for the fire budget.
- Average response time is still up due to the roundabout construction.
- This past Saturday there was a fire on the lakeshore and the servicing hydrant was too low. There are four levels of hydrant water flow and in an emergency, knowing the level of a given fire hydrant is critical. Assistance from the Fennville Fire Department tanker was there and collectively they created a water pond encased in canvas to pump from.
- June 1 started partnership with Life EMS.

Interurban Board, Councilmember Muncey:

- The new director is looking forward to her first meeting in one week and one day from today.
- Rider numbers are up almost to pre-COVID numbers.
- They are open until 7 p.m. during the week and 11 p.m. on the weekend.

KLSWA: None.

Kalamazoo Lake Harbor Authority, Councilmember White: None.

Zoning Board of Appeals, Ryan Cummins:

- No meeting this month.

Historic District Commission, Councilmember Gardner:

- They met last Thursday.
- They approved the application from the City to shift the palette sign and installation of a traffic light at Lake Street/Blue Star Highway.
- 120 Mary presented a bunch of proposals and HDC approved with some changes to their plans.
- Approval for 215 Butler to replace their front door, and they will paint the structure to the side.
- They approved expanded outdoor seating on the sidewalks for Pumpernickels.
- They passed a resolution in support of House Bill 5430 for the expansion of the Michigan State Historic preservation tax credits established under Public Act 343.

Planning Commission, Chair Councilmember Anderson:

- The next meeting is June 20th, and the meeting will be focused on short-term rentals and CAPS.

Parks and Public Works Committee, Mayor Pro-Tem Baldwin:

- The next meeting is June 25th at 10 a.m.

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

- Nothing other than what councilmember Gardner noted about the HDC approval for the palette sign and traffic light at Lake Street/Bluestar Highway.

Request for Payment: None.

Approval of Accounts Payable:

A. Accounts Payable in the amount of $191,645.91.

Motion by Dean, second by Baldwin to approve the accounts payable in the amount of $191,645.91. Via roll call vote, motion carried unanimously.

Introduction of Ordinances: None.

Unfinished Business: None.

Public Hearing:

Budget for Fiscal Year 2024-2025

- The public meeting was opened at 7:29 p.m.
- No public comments. Public comments closed at 7:35 p.m.
- The Council discussed the budget.
- The public meeting was closed at 7:42 p.m.

New Business:

Resolution 240610-A- Adopt the General Appropriations Act for Fiscal Year 2024-2025:

Motion by Baldwin, second by Dean to approve Resolution No. 240610-A adopting general appropriation Act for fiscal year 2024-2025.. Via roll call vote, motion carried unanimously.

Resolution 240610-B- Electing to Comply with Provisions of Public Act 152 of 2011 by Exercising the City's Right to Exempt Itself from the Requirements of the Act for the Current Year:

Motion by Muncey, second by Anderson to approve Resolution No. 240610-B electing to comply with provisions of Public Act 152 of 2011 by exercising the City's right to except itself from the requirements of the Act for the current year. Via roll call, motion carried unanimously.

Proposal for Planning of Maple Street Improvements:

Motion by Muncey, second by Dean to approve the Fleis & VandenBrink proposal for planning of Maple Street improvements in the amount of $30,000. Via roll call, motion carried unanimously.

Agreement to Permit Temporary Access to Saugatuck Harbor Natural Area for Weather Research Activities:

Motion by Baldwin to deny the agreement to permit temporary access to Saugatuck Harbor Natural Area for weather research activities.

Motion by Baldwin to rescind her motion to deny and move to table to approve the agreement to permit temporary access to Saugatuck Harbor Natural Area for weather research activities.

Motion by Baldwin to withdraw her motion to deny and move to table to approve the agreement to permit temporary access to Saugatuck Harbor Natural Area for weather research activities.

Motion by Dean, second by Baldwin to deny the agreement to permit temporary access to Saugatuck Harbor Natural Area for weather research activities. Via roll call vote, motion carried unanimously.

City Manager Employment Agreement:

Motion by Baldwin, second by Anderson to approve the City Manager employment agreement as presented except to strike "(including core hours of ___ except when attending to City business offsite)" on page 1 and "(commission by Employee of other material and serious violations of the City's generally applicable personnel policies as amended from time to time)". Via roll call vote, motion carried unanimously.

Public Comment:
Chris Peterson, resident: She supports the airport but not the conversation easement. She suggested slowing down the process, providing full transparency and an evaluation on the airport property.
Jaren Cruz, non- resident: Requested that Council consider a sandwich board at Main St./Bulter St. to direct tourist to increase foot traffic to Water St. businesses.
Sherry Tedaldi, resident: She noted that the residents pay the taxes and expect City Council to do what is best for the City with not spending more money that what is available.
Joe Leonatti, resident: His concern is not having the public not having the opportunity to have input in situations due to the timing of the meetings where decisions are being made.
Sevryn Novicki, resident: Requested that Council consider a sandwich board at Main St./Bulter St. to direct tourist to increase foot traffic to Water St. businesses.
Ashley Scholten, non-resident: Requested that Council consider a sandwich board at Main St./Bulter St. to direct tourist to increase foot traffic to Water St. businesses.

Correspondence:

A. Board/Commission/Committee Vacancy Notice.

Council Comments:

- Councilmember Anderson:
  - Thanked the Treasurer Peter Stanislawski for his service to the City and well wishes with his new job at Saugatuck Township.
  - She loved the Clerk's report.
  - Happy upcoming Birthday to DPW Superintendent Herbert.
  - Congratulations to Ryan Cummins and is looking forward to working with him.

- Councilmember Gardner:
  - Thanked everyone for their public comments this evening.
  - Look forward to working with Ryan Cummins and appreciate his proper responses to questions he has had.
  - He supports the City Manager and would like to see:
    - A Council led process to ensure that City Manager Cummins is appropriately lead from a management standpoint.
    - The Council is the board of directors who are elected, and it is Council's job to provide leadership regarding the policies that are needed for the City Manager to do his work and work with the city staff.
    - Support for the City Manager that includes but is not limited to a bi-directional evaluation process, including a 360-feedback review, goal setting with measurable objectives, which he believes is in the agreement as well, and the training and mentoring needed to ensure that he goes on to grow into the position.
    - The Council needs to take a more proactive leader leadership and helping him do his job. So that's something councilmember Gardner looks forward to working with Ryan Cummins on along with the rest of the Council.

- Councilmember Baldwin:
    - Welcomed Ryan Cummins and thanked him for accepting the position.
    - She thanked Councilmember White for bringing Hudsonville ice cream to the Village Park Playground ribbon cutting ceremony.

- Councilmember Dean
    - Thanked Peter Stanislawski for his service to the City and the success that the City has enjoyed over the years in terms of a healthy fund balance and continued fiscal responsibility.
    - He congratulated Ryan Cummins and is excited for him.
    - He reminded all that the Council is the board of directors, Mr. Cummins is the CEO, Mayor Stanton is the chair of the board of directors. If everyone on the council were to go to the City Manager every day with a new priority, nothing will get done. He encourages all to continue to follow the City Strong Manger form of governance.

- Councilmember Muncey:
    - Thanked Peter Stanislawski, he has enjoyed working with him over the years. He appreciated his sense of humor, fiscal responsibility and helped make the town a great place to live in.
    - Cody Hardy will be missed, he is a valuable employee with a great attitude.
    - Congratulations Ryan Cummins and looks forward to working with him.
    - Noted SDABA used to do way finding signage to direct tourist to stores around town. Maybe that would be a good partnership with CVB.
    - Happy Father's Day this weekend.

- Councilmember White:
    - He really appreciates comments from the public today.
    - The Council needs to see how to support way finding signage without disrupting the war memorial in the park.

Adjournment:

Motion by Gardner, second by Muncey to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Stanton adjourned at 8:41 p.m.

Respectfully Submitted

_____

Jamie Wolters, City Clerk

City Council Agenda Item Report

FROM: Lauren Stanton, Mayor

MEETING DATE: June 24, 2024

SUBJECT: MERS 457 Employer Contribution Addendum

DESCRIPTION:

The City currently offers a Michigan Employees' Retirement System (MERS) hybrid Defined Benefit/Defined Contribution plan and a 457 plan where the City will match up to 4% of the employees contributions. Section 5.C of the employment agreement with the City Manager states that the City will make contributions to his retirement consistent with adopted policies for other full-time exempt employees.

Section 5.D of the City Manager's employment agreement states the City agrees to also match 4% into a mutually agreed upon retirement plan. The City Manager discussed some options with his financial advisor and the recommendation was that he see if the City would be willing to add on the additional 4% matching contribution to the existing 457 plan. The City Treasurer checked with MERS and MERS advised they can do this, but need Council to approve a contribution addendum specific to the City Manager that allows for an 8% City match to the City Manager's 8% contribution.

MERS has provided the attached documents to implement the change.

LEGAL REVIEW:

Legal reviewed and has no concerns.

SAMPLE MOTION:

Motion to approve the MERS 457 Employer Contribution Addendum and the amendments to the MERS 457 participation agreement.

MERS 457 Participation Agreement

1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9707 www.mersofmich.com

The Employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS 457 Program provided by the Municipal Employees' Retirement System of Michigan, in accordance with the *MERS 457 Plan Document*, subject to the terms and conditions herein.

I. Employer Name: City of Saugatuck
(Name of municipality or court)

Municipality Number: 0307 **Division Number** (if amendment): 401002

II. EFFECTIVE DATE: The MERS 457(b) Program will be effective as follows (choose one):

☐ **Original Adoption.** The MERS 457(b) Program will be effective 1st day of _____ (Month), 20____ (Year), with respect to contributions upon approval by MERS.

☐ To establish a new plan or replace current 457 carrier with the MERS 457 Program.

☐ To add the MERS 457 Program in addition to: _____
(Other plan provider)

VERY IMPORTANT: All eligible programs of a Participating Employer are considered to be a single plan for purposes of compliance with Code Section 457(b). Thus, if a Participating Employer has more than one eligible 457 (or additional investment options under a 457(b) arrangement with more than one vendor), the Participating Employer is responsible for ensuring that all of its arrangements, treated as a single program, comply with the 457(b) requirements. In order to fulfill its responsibility for monitoring coordination of multiple programs, the Participating Employer must carefully review the Plan Document provisions.

☐ **Amendment.** The amended MERS 457(b) Program will be effective 1st day of _____ (Month), 20____ (Year), with respect to contributions upon approval by MERS. *Please note:* You only need to mark ***changes*** to your plan throughout the remainder of this Agreement.

III. ELIGIBLE EMPLOYEES: Only Employees as defined in the Program may be covered by the Participation Agreement. Subject to other conditions in the Program, this Agreement, and Addendum (if applicable), the following Employees are eligible to participate in the Program:

Amendment only to the City Manager position hired on or after 05/01/2024

Probationary Periods (select one):

☐ Contributions will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, contributions will not be reported.

The probationary period will be _____ month(s).

☐ No probationary period.

1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9707 www.mersofmich.com

IV. CONTRIBUTIONS (check one):

Frequency:

Contributions will be remitted according to Employer's "Payroll Period" which represents the actual period amounts are withheld from participant paychecks, or within the month during which amounts are withheld. Contributions will be submitted (check one):

- ☐ Weekly
- ☐ Bi-Weekly (every other week)
- ☐ Semi-Monthly (twice each month)
- ☐ Monthly

Definition of Compensation

The Definition of Compensation selected must be used when determining both employer and employee contributions. Employers may include wage information along with employee and employer contributions when submitting wage/contribution reports to MERS.

Select your Definition of Compensation:

☐ Base Wages ☐ Box 1 Wages of W-2 ☐ Gross Wages

Click here to view details of Base, Box 1, and Gross Wages

☐ Custom Definition

(To customize your definition, please complete the *Custom Definition of Compensation Addendum*.)

V. ROTH DEFERRAL CONTRIBUTIONS:

The Program allows Roth deferral contributions and allows for Roth rollover contributions from other designated Roth 457(b), 401(k), or 403(b) Plans. Roth in-plan rollovers are also allowed. Roth in-plan rollovers allow a participant who has reached age 70½ or who has incurred a severance from employment to elect to have all or a portion of their pre-tax contribution account directly rolled into a designated Roth rollover account under the plan if the amount would otherwise be permitted to be distributed as an eligible rollover distribution. Any amounts that are rolled to the Roth rollover account are considered to be irrevocable and may not be rolled back to the pre-tax account.

VI. LOANS: ❒ shall be permitted ❒ shall not be permitted

If Loans are elected, please refer to the *Defined Contribution & 457 Loan Addendum*.

VII. AUTOMATIC ENROLLMENT: ❒ shall be permitted ❒ shall not be permitted

If selected, please complete and attach the *457 Eligible Automatic Contribution Arrangement (EACA) Addendum*.

VIII. EMPLOYER CONTRIBUTIONS: ❒ shall be permitted ❒ shall not be permitted

If selected, please complete and attach the *457 Employer Contribution Addendum*.

IX. MODIFICATION OF THE TERMS OF THE PARTICIPATION AGREEMENT

If the employer desires to amend any of its elections contained in the Participation Agreement, including attachments/addendums, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Participation Agreement. The amendment of the new agreement is not effective until approved by MERS.

X. ENFORCEMENT

1. This Participation Agreement may be terminated only in accordance with the *MERS 457 Plan Document*.
2. The Employer hereby agrees to be bound by the *MERS 457 Plan Document* and all policies adopted by the Board as applicable to the MERS 457 Plan, as these may be amended from time to time.
3. The employer hereby acknowledges it understands that failure to properly fill out this Participation Agreement may result in the ineligibility of the program.

XI. EXECUTION

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Participation Agreement is hereby approved by City of Saugatuck
(Name of Approving Employer)

on _____.
(MM/DD/YYYY)

Authorized signature: _____

Name (printed): _____

Title: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____ , 20_____ Signature: _____
(Authorized MERS Signatory)

MERS 457 Employer Contribution Addendum

1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711 www.mersofmich.com

This is an Addendum to the Participation Agreement completed by City of Saugatuck #0307
Name of Employer

for City Manager hired on or after 05/01/2024 of 401002.
Employee Group Division Number

The Addendum modifies the MERS 457 Participation Agreement. Please complete this addendum for each contribution structure associated with the covered employee group.

I. Employer Contributions

The Participating Employer may make matching contributions and/or non-matching contributions. In no event will the employers' matching contributions and participant contributions combined exceed IRS maximums established annually, Section 457(e)(5).

The Participating Employer elects to make contributions as follows (check *Matching, Non-Matching*, or both as applicable):

☑ A. **Matching Contributions**

Employer Contributions shall be made to match all or a portion of a participant's compensation deferred into this Program. The Employer elects the following matching contribution formula **(check and complete *Percentage* or *Flat Dollar* and *Employer Cap*, if applicable, below)**:

☐ **Percentage:** For each payroll period in which the participant deferred compensation into the Program, the Employer will contribute 100 % of the deferral amount.

For example, if an Employer elects a 50% match, then for every $10 the participant defers to the Program, the Employer will contribute $5 to the Program.

☐ **Flat Dollar:** For each payroll period in which the participant deferred at least $ _____ to the Program, the Participating Employer will contribute $_____ per payroll period.

Employer Cap: The Employer elects to establish a cap on its matching contributions, so that the match amount cannot exceed a certain amount. The Employer elects the following cap on its matching contribution:

☐ **Flat Dollar Cap:** In no event will matching contributions made on behalf of a participant exceed a flat dollar amount equal to $_____ per _____.
(pay period / year / etc.)

◉ **Cap Equal to Percentage of Total Compensation:** In no event will matching contributions made on behalf of a participant exceed 8 % of the participant's compensation as defined by Section 1.9 of the Plan Document.

☐ B. **Non-Matching Contributions**

The Employer hereby elects to make contributions to the Program without regard to a participant's contribution to the Program. The Employer elects the following contribution formula (check one):

☐ **Annual Contributions:** A one-time annual contribution of $_____ or _____% of compensation per participant.

☐ $ _____ or _____% of compensation per participant for each payroll period.

City Council Agenda Item Report

FROM: Jamie Wolters, City Clerk

MEETING DATE: June 24, 2024

SUBJECT: Resolution No 240624-B Banking Institutions/Signatories

DESCRIPTION :

The City's investment policy section 7.0 requires the City Council to approve by resolution the authorized listing of institutions, approved depositories, and broker/dealers. The attached resolution authorizes qualified institutions to provide investment services for the city and also authorizes the specific city officers listed to act as signatories on behalf of the city.

BUDGET ACTION REQUIRED
N/A

COMMITTEE/COMMISSION RECOMMENDATION
N/A

LEGAL REVIEW
N/A

SAMPLE MOTION:
Motion to approve Resolution No. 240624-B authorizing qualified institutions to provide investment services for the city and authorizing specific city officers to act as signatories on behalf of the City.

CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN

RESOLUTION NO. 240624-B

A RESOLUTION AUTHORIZING QUALIFIED INSTITUTIONS TO PROVIDE INVESTMENT SERVICES FOR THE CITY AND AUTHORIZING CITY OFFICERS TO ACT AS SIGNATORIES ON BEHALF OF THE CITY

Council Member _____, offered the following resolution and moved for its adoption, seconded by _____:

WHEREAS, the City has adopted an Investment Policy ("Policy") pursuant to Public Act 20 of 1943 as amended, which delegates the authority to manage the City's investment program to the City Treasurer; and

WHEREAS, the Policy provides that the City Treasurer shall maintain a listing of financial institutions and broker/dealers authorized to provide investment services on behalf of the City; and

WHEREAS, the City wishes to authorize these financial institutions or broker/dealers to provide investment services for the City; and

WHEREAS, Section 7.0 of the Policy provides that the authorized listing of financial institutions, approved depositories, and broker/dealers shall be approved annually by a resolution of the City of Saugatuck City Council; and

WHEREAS, the City further wishes to authorize the City Mayor, City Mayor Pro-Tem, City Manager, and City Clerk to act as signatories on behalf of the City; and

WHEREAS, the City wishes to authorize and permit the authorized listing of financial institutions, approved depositories, and broker/dealers to allow these signatories, on behalf of, and as an authorized person of the City, to exercise all of the powers necessary to invest City funds in accordance with the Policy;

NOW, THEREFORE, IT IS RESOLVED:

1. The City designates the following financial institutions, depositories, and broker/dealers ("Qualified Institutions") as depositories for the funds of the City and approves and authorizes the Qualified Institutions to provide investment services on behalf of the City:

    a. Macatawa Bank
    b. Fifth Third Bank
    c. Huntington National Bank
    d. Mercantile Bank
    e. Michigan CLASS
    f. Chase Bank
    g. Old National Bank
    h. Grand River
    i. 1st National Bank Michigan
    j. 1st National Bank of America
    k. Horizon Bank
    l. Consumers Credit Union

2. The City authorizes the following City Officers to act as signatories ("Authorized Signatories") on behalf of the City:

    a. Lauren Stanton, Mayor
    b. Helen Baldwin, Mayor Pro-Tem
    c. Ryan Cummins, City Manager
    d. Jamie Wolters, City Clerk

3. The City authorizes and permits the Qualified Institutions to allow the Authorized Signatories, on behalf of and as an authorized person of, the City, to exercise any powers necessary to invest City funds in accordance with the Policy, including, but not limited to the following:

    a. Open any deposit account(s) in the name of the City;
    b. Sign checks, drafts, notes, acceptances or other orders for the payment of money or otherwise withdraw or transfer funds on deposit with the Qualified Institutions;
    c. Endorse checks, drafts, notes, bills, certificates of deposit, or other instruments owned or held by the City for deposit in any account established at a Qualified Institution, or for collection or discount by a Qualified Institution.
    d. Borrow money on behalf of and in the name of the City;
    e. Sign, execute, and deliver promissory notes or other evidences of indebtedness;
    f. Endorse, assign, transfer, mortgage, or pledge property now owned or hereafter owned or acquired by the City as security for sums borrowed;
    g. Guarantee payment of all bills received, negotiated or discounted;
    h. Waive demand, presentment, protest, notice of protest and notice of non-payment;
    i. Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box or Night Drop (Depository) Box;
    j. Authorize the debiting of any of the City's accounts for the purpose of purchasing an investment instrument at any of the Qualified Institutions;

k. Authorize the holding of investment instruments in a Qualified Institution's safekeeping area;
l. Authorize a Qualified Institution to distribute or reinvest investment funds upon maturity; and
m. Make any other contracts, agreements, stipulations, or orders which the signatories may deem advisable to effectuate the terms of the Policy.

4. The City authorizes the Authorized Signatories to receive investment rate information via facsimile at the following facsimile numbers, or at the following email addresses:

   a. Mayor Stanton, Mayor
   (616) 970-4568
   lstanton@saugatuckcity.com
   b. Helen Baldwin, Mayor Pro-Tem
   (248) 245-4210
   helen@saugatuckcity.com
   c. Ryan Cummins, City Manager
   (269) 857-2603
   rcummins@saugatuckcity.com
   d. Jamie Wolters, City Clerk
   (269) 857-2603
   jwolters@saugatuckcity.com

5. The City authorizes the Qualified Institutions to honor, receive, certify, or pay all instruments signed by the Authorized Signatories in accordance with this Resolution and agrees to the terms and conditions of an account agreement properly executed by the Authorized Signatories.

6. Any instrument, document, or other thing authorized to be executed as provided for in this Resolution shall only be effective if signed by at least two of the Authorized Signatories.

7. This Resolution shall be effective until express written notice of its rescission, revocation, modification or replacement is received by the Qualified Institutions.

8. The City authorizes the Mayor and Clerk to execute any and all documents necessary to effectuate the terms of this Resolution.

9. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are rescinded.

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

RESOLUTION NO. 240624-B DECLARED ADOPTED.

_____
Lauren Stanton, Mayor

_____
Date

_____
Jamie Wolters, City Clerk

_____
Date

CERTIFICATION

I, Jamie Wolters the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held June 24, 2024, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

Attest:

_____
Jamie Wolters, City Clerk

City Manager, Planning, Zoning and Project Report
June 24, 2024

MERS Report

- The Michigan Employee's Retirement System of Michigan has provided our annual actuarial valuation report through the end of December 31, 2023.
- The City's pension plans remain well-funded at 112%.
- A copy of the report is attached.

2023 KLSWA Water Quality

- The Kalamazoo Lake Sewer & Water Authority has released the 2023 water quality report. The report can be viewed here: www.klswa.com/2023wqr.pdf

Oval Beach Advisory

- From the Allegan County Health Department:
    - Test results from 6/17/24 show E. coli levels are above the state's limit for total body contact at Oval Beach on Lake Michigan. ACHD advises against swimming/total body contact with the water at this time and has posted an advisory sign at the beach. ACHD will be taking additional samples and will provide an update when the advisory is lifted.
    - The latest test results and advisories are posted on the EGLE Beach Guard website: www.egle.state.mi.us/beach.
- DPW/Oval Beach staff are posting additional signage. The City also provided notice on social media and in the News You Can Use e-mail system.
- I will provide an update once additional sample results are obtained.

Roundabout Construction

- Construction of the new roundabout at Blue Star/Old Allegan is ongoing. The City and Township continue to be responsive to concerns.
- DPW has continued their pothole patching work.

Blue Star Trail

- C2AE continues their design work and is working through the necessary MDOT approvals.
- C2AE provided the following updates:
    - THE WORK ACCOMPLISHED IN THE DEFINED PERIOD CONSISTED OF:

        - C2AE coordinated with Clark-Dietz (RS) to develop preliminary design of traffic signal and intersection layout
        - C2AE provided city with additional information on MDOT Shared Streets and Spaces Grant (SSSG) opportunity
        - C2AE attended city council workshop on 5/8 to review existing layout and next steps for traffic signal design
        - C2AE established a WizeHive grant portal profile on behalf of the city and began compiling documentation for the SSSG application.
    - THE ANTICIPATED WORK ELEMENTS IN THE NEXT PERIOD:
        - Continue coordination with Clark-Dietz on design development of traffic signal.
        - Complete supplemental documentation required for grant application.
        - Submit MDOT SSSG application on behalf of the city.
        - Review GSA budget details and remaining deliverables with the city.

AT&T Cellular

- State Historic Preservation Office (SHPO) approvals remain pending. AT&T submitted alternate analysis documentation to SHPO to review.
- AT&T's decision on the City's agreement request remains pending resolution of SHPO approval.

Wifi

- Lisa Mize of the Convention and Visitors Bureau (CVB) and I met with AT&T and Metro Wireless to discuss their WiFi options, functionality, and potential costs.
- AT&T will be preparing a high level estimate of the costs and a quote to conduct survey work.
- Metro Wireless will be meeting with Lisa and I to walk through town on July 1 to further evaluate options.

Updated Water/Sewer Agreements

- KLSWA has prepared a draft water operations agreement. Revisions were recently made based on their Board's feedback. The Board held another special meeting on June 19 to discuss. A few minor changes were proposed. KLSWA anticipates sending the proposed agreement to the constituent municipalities in July where further discussion and review will take place.

Staff Compensation Study

- The last study was conducted in 2019 and a lot has changed since that time. We wish to remain competitive with wages and benefits to retain and attract the best talent. We have engaged a consultant to review current wages and benefits and provide recommendations.
- The consultant met with individual staff members on May 30 to discuss their positions and job duties in more detail.

- I met with the consultant on June 14 to review initial market data. The consultant provided preliminary recommendations on June 19. I will be reviewing them and working with the consultant to finalize the updated wage scales.

Vacant Positions

- Both the City Treasurer/Finance Officer and Director of Planning and Zoning positions were posted on June 14. As of June 19, we have two applicants for Director of Planning and Zoning and three applicants for City Treasurer/Finance Officer.
- I plan to have the following participate in the interviews:

    - City Treasurer/Finance Officer
        - City Manager
        - Mayor Pro Tem
        - City Clerk
        - Another Interested Council Member

    - Director of Planning and Zoning
        - City Manager
        - Mayor
        - Planning Commission Chair
        - Zoning Board of Appeals Char
        - Historic District Commission Chair

Planning and Zoning

- Prepared for and attended Planning Commission regular meeting.
- STR Enforcement Plan Implementation
    - Completed user testing for the Granicus address identification system.
    - Met with consulting planner and his code enforcement to begin their work.
    - Granicus will be working to set up the 1-800 hotline
- The consulting planner has continued the work to prepare requested STR data. Initial data will be presented at the June 20 Planning Commission meeting.
- Met and talked with property owners and applicants to answer questions and provide resources.
- Continued follow-up on complaints of code violations throughout the City.

Miscellaneous

- Held a Department Head team meeting.
- Attended a Rotary lunch and presentation.
- Attended Fire District budget meeting.
- Met with KLSWA City representatives.
- Attended KLSWA special meeting.
- Attended 582 Campbell Pre-PUD Application Meeting.
- Attended KLSWA wellhead protection meeting.



Municipal Employees' Retirement System of Michigan

Annual Actuarial Valuation Report
December 31, 2023 - Saugatuck, City of (0307)



800.521.0498 | P: 248.799.9000 | www.grsconsulting.com

Spring 2024

Saugatuck, City of

In care of:
Municipal Employees' Retirement System of Michigan
1134 Municipal Way
Lansing, Michigan 48917

This report presents the results of the Annual Actuarial Valuation, prepared for Saugatuck, City of (0307) as of December 31, 2023. The report includes the determination of liabilities and contribution rates resulting from the participation in the Municipal Employees' Retirement System of Michigan ("MERS"). This report contains the minimum actuarially determined contribution requirement, in alignment with the MERS Plan Document, Actuarial Policy, the Michigan Constitution, and governing statutes. Saugatuck, City of is responsible for the employer contributions needed to provide MERS benefits for its employees and former employees.

The purposes of this valuation are to:

- Measure funding progress as of December 31, 2023,
- Establish contribution requirements for the fiscal year beginning July 1, 2025,
- Provide information regarding the identification and assessment of risk,
- Provide actuarial information in connection with applicable Governmental Accounting Standards Board (GASB) statements, and
- Provide information to assist the local unit of government with State reporting requirements.

This valuation assumed the continuing ability of the plan sponsor to make the contributions necessary to fund this plan. A determination regarding whether or not the plan sponsor is actually able to do so is outside our scope of expertise and was not performed.

The findings in this report are based on data and other information through December 31, 2023. The valuation was based upon information furnished by MERS concerning Retirement System benefits, financial transactions, plan provisions and active members, terminated members, retirees and beneficiaries. We checked for internal reasonability and year-to-year consistency, but did not audit the data. We are not responsible for the accuracy or completeness of the information provided by MERS.

The Municipal Employees' Retirement Act, PA 427 of 1984 and the MERS' Plan Document Article VI Sec. 71 (1)(d), provides the MERS Board with the authority to set actuarial assumptions and methods after consultation with the actuary. As the fiduciary of the plan, the MERS Retirement Board sets certain assumptions for funding and GASB purposes. These assumptions are reviewed regularly through a comprehensive study, most recently in the fall of 2021. The MERS Retirement Board adopted a Dedicated Gains Policy at the February 17, 2022 Board meeting. The Dedicated Gains Policy automatically reduces the assumed rate of investment return in conjunction with recognizing excess investment gains to mitigate the impact on employer contributions the first year. The policy was effective with the December 31, 2021 annual actuarial valuation.

The Michigan Department of Treasury provides required assumptions to be used for purposes of Public Act 202 reporting. These assumptions are for reporting purposes only and do not impact required contributions. Please refer to the State Reporting page found at the end of this report for information for this filing.

For a full list of all the assumptions used, please refer to the division-specific assumptions described in table(s) in this report, and to the Appendix on the MERS website at:
https://www.mersofmich.com/Portals/0/Assets/Resources/AAV-Appendix/MERS-2023AnnualActuarialValuation-Appendix.pdf

The actuarial assumptions used for this valuation, including the assumed rate of investment return, are reasonable for purposes of the measurement. The combined effect of the assumptions is expected to have no significant bias (i.e., not significantly optimistic or pessimistic).

In December 2021, the Actuarial Standards Board (ASB) adopted a revision to the Actuarial Standard of Practice (ASOP) No. 4, *Measuring Pension Obligations and Determining Pension Plan Costs or Contributions*. Beginning with the December 31, 2023 annual actuarial valuation, the revised ASOP No. 4 requires the calculation and disclosure of a liability referred to by the ASOP as the "Low-Default-Risk Obligation Measure" (LDROM). The LDROM calculation is provided in aggregate, along with aggregate employer results, in a separate report titled "Summary Report of the 78th Annual Actuarial Valuations," and will be available on the MERS website during the fall of 2024.

This report has been prepared by actuaries who have substantial experience valuing public employee retirement systems. To the best of our knowledge, the information contained in this report is accurate and fairly presents the actuarial position of Saugatuck, City of as of the valuation date. All calculations have been made in conformity with generally accepted actuarial principles and practices, with the Actuarial Standards of Practice issued by the Actuarial Standards Board, and with applicable statutes.

Rebecca L. Stouffer, Mark Buis, Kurt Dosson, and Shana M. Neeson are members of the American Academy of Actuaries. These actuaries meet the Academy's Qualification Standards to render the actuarial opinions contained herein. The signing actuaries are independent of the plan sponsor. GRS maintains independent consulting agreements with certain local units of government for services unrelated to the actuarial consulting services provided in this report.

The Retirement Board of the Municipal Employees' Retirement System of Michigan confirms that the System provides for payment of the required employer contribution as described in Section 20m of Act No. 314 of 1965 (MCL 38.1140m).

This information is purely actuarial in nature. It is not intended to serve as a substitute for legal, accounting, or investment advice.

This report was prepared at the request of the MERS Retirement Board and may be provided only in its entirety by the municipality to other interested parties (MERS customarily provides the full report on request to associated third parties such as the auditor for the municipality). GRS is not responsible for the consequences of any unauthorized use. This report should not be relied on for any purpose other than the purposes described herein. Determinations of financial results, associated with the benefits described in this report, for purposes other than those identified above may be significantly different.

If you have reason to believe that the plan provisions are incorrectly described, that important plan provisions relevant to this valuation are not described, that conditions have changed since the calculations were made, that the information provided in this report is inaccurate or is in anyway incomplete, or if you need further information in order to make an informed decision on the subject matter in this report, please contact your Regional Manager at 1.800.767.MERS (6377).

Sincerely,
Gabriel, Roeder, Smith & Company

Rebecca L. Stouffer, ASA, FCA, MAAA

Mark Buis, FSA, FCA, EA, MAAA

Kurt Dosson, ASA, FCA, MAAA

Shana M. Neeson, ASA, FCA, MAAA

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Executive Summary

Funded Ratio

The funded ratio of a plan is the percentage of the dollar value of the actuarial accrued liability that is covered by the actuarial value of assets. While the funded ratio may be a useful plan measurement, understanding a plan's funding trend may be more important than a particular point in time. Refer to Table 7 to find a history of this information.

	12/31/2023	12/31/2022
Funded Ratio*	112%	111%

* Reflects assets from Surplus divisions, if any.

Throughout this report are references to valuation results generated prior to the 2018 valuation date. Results prior to 2018 were received directly from the prior actuary or extracted from the previous valuation system by MERS's technology service provider.

Required Employer Contributions

Your required employer contributions are shown in the following table. Employee contributions, if any, are in addition to the employer contributions.

Effective with the December 31, 2021 valuation, the MERS Retirement Board adopted a Dedicated Gains Policy which allows for recognition of asset gains in excess of a set threshold in combination with lowering the assumed rate of investment return. Effective with the 2020 and 2019 valuations respectively, the MERS Retirement Board adopted updated demographic and economic assumptions. **The combined impact of the prior 2020 and 2019 demographic and economic assumption changes is fully reflected in the 2023 annual actuarial valuation, evidenced with the Phase-in and No Phase-in contribution requirements being equal**. There is no phase-in of dedicated gains.

By default, MERS will invoice you based on the amount in the "No Phase-in" columns. This amount will be considered the minimum required contribution unless you request to be billed the "Phase-in" rates. If you wish to be billed using the phased-in rates, please contact MERS, at which point the alternate minimum required contribution will be the amount in the "Phase-in" columns.

	Percentage of Payroll				Monthly $ Based on Projected Payroll			
	Phase-in	No Phase-in	Phase-in	No Phase-in	Phase-in	No Phase-in	Phase-in	No Phase-in
Valuation Date:	12/31/2023	12/31/2023	12/31/2022	12/31/2022	12/31/2023	12/31/2023	12/31/2022	12/31/2022
Fiscal Year Beginning:	July 1, 2025	July 1, 2025	July 1, 2024	July 1, 2024	July 1, 2025	July 1, 2025	July 1, 2024	July 1, 2024
Division								
01 - General	-	-	-	-	$ 0	$ 0	$ 0	$ 0
HA - EEs hired after 5/1/04	8.36%	8.36%	8.10%	8.15%	5,307	5,307	4,694	4,722
Total Municipality - Estimated Monthly Contribution					**$ 5,307**	**$ 5,307**	**$ 4,694**	**$ 4,722**
Total Municipality - Estimated Annual Contribution					**$ 63,684**	**$ 63,684**	**$ 56,328**	**$ 56,664**

Employee contribution rates:

	Employee Contribution Rate	
Valuation Date:	12/31/2023	12/31/2022
Division		
01 - General	0.00%	0.00%
HA - EEs hired after 5/1/04	0.00%	0.00%

The employer may contribute more than the minimum required contributions, as these additional contributions will earn investment income and may result in lower future contribution requirements. Employers making contributions in excess of the minimum requirements may elect to apply the excess contribution immediately to a particular division, or segregate the excess into one or more "Surplus" divisions. An election in the first case would immediately reduce any unfunded accrued liability and lower the amortization payments throughout the remaining amortization period. An election to set up one or more Surplus divisions would not immediately lower future contributions, however the assets from the Surplus division(s) could be transferred to an unfunded division in the future to reduce the unfunded liability in future years, or to be used to pay all or a portion of the minimum required contribution in a future year. For purposes of this report, the assets in any Surplus division have been included in the municipality's total assets, unfunded accrued liability, and funded status; however, these assets are not used in calculating the minimum required contribution.

MERS strongly encourages employers to contribute more than the minimum contribution shown above. With the implemented dedicated gains policy, market gains and losses will continue to be smoothed over five years; however, since excess returns are used to lower the investment assumption, there will be fewer

gains to smooth in down markets. Having additional funds in Surplus divisions will assist plans with navigating any market volatility.

The required employer contribution rates, or dollars if the division is closed, determined in this report are reasonable under Actuarial Standard of Practice (ASOP) No. 4, Measuring Pension Obligations and Determining Pension Plan Costs or Contributions, based on:

- The use of reasonable actuarial assumptions and cost methods,
- The use of reasonable amortization and asset valuation methods; and
- Application of the MERS funding policy which will accumulate sufficient assets to make benefit payments when due, assuming all assumptions will be realized, and the required employer contributions are made when due.

How and Why Do These Numbers Change?

In a defined benefit plan, contributions vary from one annual actuarial valuation to the next as a result of the following:

- Changes in benefit provisions (see Table 2),
- Changes in actuarial assumptions and methods (see the Appendix); and
- Experience of the plan (investment experience and demographic experience); this is the difference between actual experience of the plan and the actuarial assumptions.

These impacts are reflected in various tables in the report. For more information, please contact your Regional Manager.

Comments on Investment Rate of Return Assumption

A defined benefit plan is funded by employer contributions, participant contributions, and investment earnings. Investment earnings have historically provided a significant portion of the funding. The larger the share of benefits being provided from investment returns, the smaller the required contributions, and vice versa. Determining the contributions required to prefund the promised retirement benefits requires an assumption of what investment earnings are expected to add to the fund over a long period of time. This is called the **Investment Return Assumption**.

The MERS Investment Return Assumption is **6.93%** per year. This, along with all of our other actuarial assumptions, is reviewed at least every five years in an Experience Study that compares the assumptions used against actual experience and recommends adjustments if necessary. If your municipality would like to explore contributions at lower assumed investment return assumptions, please review the "What If" projection scenarios later in this report.

Assumption and Method Changes in 2023

Effective February 17, 2022, the MERS Retirement Board adopted a dedicated gains policy that automatically lowers the assumed rate of investment return by using excess asset gains to mitigate large increases in required contributions to the Plan. Full details of this dedicated gains policy are available in the Actuarial Policy found on the MERS website. Some goals of the dedicated gains policy are to:

- Provide a systematic approach to lower the assumed rate of investment return between experience studies; and

- Use excess gains to cover both the increase in normal cost and any increase in UAL payment the first contribution year after application (i.e., minimize the first-year impact (i.e., increase) in employer contributions).

The dedicated gains policy was implemented with the December 31, 2021 annual actuarial valuation and was reflected in the computed employer contribution amounts beginning in fiscal year 2023.

Investment performance measured for the one-year period ending December 31, 2023 resulted in current year excess gains for use in lowering the assumed rate of investment return. As a result, the assumed rate of investment return was lowered from 7.00% to 6.93%. The December 31, 2023 valuation liabilities were developed using this new, lower assumption. Additionally, as a result of recognizing excess market gains, the valuation assets used to fund these liabilities are 1.4% higher than if there were no dedicated gains policy. The combined impact of these changes will minimize the first-year impact on employer contributions and may result in an increase or a decrease in employer contributions.

There were no other assumption or method changes in 2023.

Future Assumption and Method Changes

As the fiduciary of the plan, the MERS Retirement Board sets certain assumptions for funding and GASB purposes. These assumptions are reviewed periodically through a comprehensive study, called an Experience Study. The next Experience Study will commence during the fall of 2024.

Protecting MI Pension Grant Program

On July 1, 2022, Michigan lawmakers passed the State budget for the 2022-23 fiscal year. As a part of the budget, $750 million was earmarked for underfunded municipal pension plans in counties, cities, townships, villages and road commissions across the State. Known as the ***Protecting MI Pension Grant Program***, the legislation is designed to support municipal plans that are under 60% funded.

Funds received by municipalities were deposited into the MERS trust during August 2023 and are reflected in this valuation.

Comments on Asset Smoothing

To avoid dramatic spikes and dips in annual contribution requirements due to short-term fluctuations in asset markets, MERS applies a technique called **asset smoothing**. This spreads out each year's investment gains or losses over the prior year and the following four years. After initial application of asset smoothing, remaining excess market gains are used to buy down the assumed rate of investment return and increase the level of valuation assets, to the extent allowed by the dedicated gains policy. This smoothing method is used to determine your actuarial value of assets (valuation assets), which is then used to determine both your funded ratio and your required contributions. **The (smoothed) actuarial rate of return for 2023 was 5.54%, while the actual market rate of return was 10.94%.** The actuarial rate of return is below the assumed rate of return, which will put upward pressure on the employer contribution requirements determined in this valuation. To see historical details of the market rate of return compared to the smoothed actuarial rate of return, refer to this report's Appendix or view the "How Smoothing Works" video on the Defined Benefit resource page of the MERS website.

As of December 31, 2023, the actuarial value of assets is 110% of market value due to asset smoothing. This means that there are deferred investment losses, which will put upward pressure on contributions in the short term.

If the December 31, 2023 valuation results were based on market value instead of actuarial value:

- The funded percent of your entire municipality would be 102% (instead of 112%); and
- Your total employer contribution requirement for the fiscal year starting July 1, 2025 would be $66,024 (instead of $63,684).

Alternate Scenarios to Estimate the Potential Volatility of Results ("What If Scenarios")

The calculations in this report are based on assumptions about long-term economic and demographic behavior. These assumptions will never materialize in a given year, except by coincidence. Therefore, the results will vary from one year to the next. The volatility of the results depends upon the characteristics of the plan. For example:

- Open divisions that have substantial assets compared to their active employee payroll will have more volatile employer contribution rates due to investment return fluctuations.
- Open divisions that have substantial accrued liability compared to their active employee payroll will have more volatile employer contribution rates due to demographic experience fluctuations.
- Small divisions will have more volatile contribution patterns than larger divisions because statistical fluctuations are relatively larger among small populations.
- Shorter amortization periods result in more volatile contribution patterns.

Many assumptions are important in determining the required employer contributions. In the following table, we show the impact of varying the Investment Return assumption. Lower investment returns would generally result in higher required employer contributions, and vice versa. The three economic scenarios below provide a quantitative risk assessment for the impact of investment returns on the plan's projected financial condition for funding purposes.

The relative impact of the economic scenarios below will vary from year to year, as the participant demographics change. The impact of each scenario should be analyzed for a given year, not from year to year. The results in the table are based on the December 31, 2023 valuation and are for the municipality in total, not by division.

It is important to note that calculations in this report are mathematical estimates based upon assumptions regarding future events, which may or may not materialize. Actuarial calculations can and do vary from one valuation to the next, sometimes significantly depending on the group's size. Projections are not predictions. Future valuations will be based on actual future experience.

12/31/2023 Valuation Results	Lower Future Annual Returns	Lower Future Annual Returns	Valuation Assumptions
Investment Return Assumption	**4.93%**	**5.93%**	**6.93%**
Accrued Liability	$ 2,870,156	$ 2,561,702	$ 2,305,006
Valuation Assets[1]	$ 2,590,548	$ 2,590,548	$ 2,590,548
Unfunded Accrued Liability	$ 279,608	$ (28,846)	$ (285,542)
Funded Ratio	90%	101%	112%
Monthly Normal Cost	$ 8,602	$ 6,736	$ 5,307
Monthly Amortization Payment	$ 1,941	$ 646	$ -
Total Employer Contribution[2]	$ 10,543	$ 7,382	$ 5,307

[1] The Valuation Assets include assets from Surplus divisions, if any.

[2] If assets exceed accrued liabilities for a division, the division may have an overfunding credit to reduce the division's employer contribution requirement. If the overfunding credit is larger than the normal cost, the division's full credit is included in the municipality's amortization payment above but the division's total contribution requirement is zero. This can cause the displayed normal cost and amortization payment to not add up to the displayed total employer contribution.

Projection Scenarios

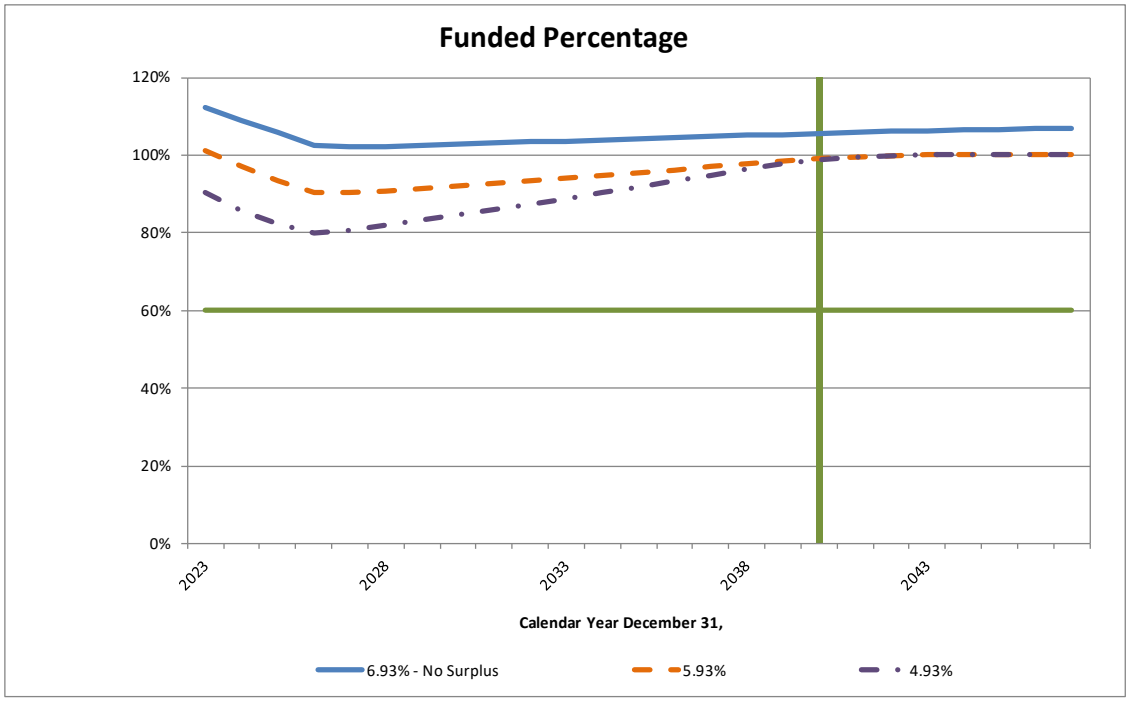
The next two pages show projections of the plan's funded ratio and computed employer contributions under the actuarial assumptions used in the valuation and alternate economic assumption scenarios. All three projections account for the past investment experience that will continue to affect the actuarial rate of return in the short term.

The 6.93% scenario provides an estimate of computed employer contributions based on current actuarial assumptions, and a projected 6.93% market return. The other two scenarios may be useful if the municipality chooses to budget more conservatively and make contributions in addition to the minimum requirements. The 5.93% and 4.93% projection scenarios provide an indication of the potential required employer contribution if these assumptions were met over the long term.

Valuation Year Ending 12/31	Fiscal Year Beginning 7/1	Actuarial Accrued Liability	Valuation Assets[2]	Funded Percentage	Estimated Annual Employer Contribution
6.93%[1]					
2023	2025	$ 2,305,006	$ 2,590,548	112%	$ 63,684
2024	2026	$ 2,350,000	$ 2,560,000	109%	$ 65,500
2025	2027	$ 2,410,000	$ 2,540,000	106%	$ 67,800
2026	2028	$ 2,470,000	$ 2,530,000	103%	$ 72,800
2027	2029	$ 2,530,000	$ 2,580,000	102%	$ 75,600
2028	2030	$ 2,600,000	$ 2,660,000	102%	$ 77,800
5.93%[1]					
2023	2025	$ 2,561,702	$ 2,590,548	101%	$ 88,584
2024	2026	$ 2,620,000	$ 2,540,000	97%	$ 95,200
2025	2027	$ 2,680,000	$ 2,510,000	94%	$ 101,000
2026	2028	$ 2,750,000	$ 2,490,000	90%	$ 113,000
2027	2029	$ 2,830,000	$ 2,560,000	90%	$ 116,000
2028	2030	$ 2,910,000	$ 2,650,000	91%	$ 120,000
4.93%[1]					
2023	2025	$ 2,870,156	$ 2,590,548	90%	$ 126,516
2024	2026	$ 2,940,000	$ 2,510,000	86%	$ 141,000
2025	2027	$ 3,010,000	$ 2,480,000	82%	$ 154,000
2026	2028	$ 3,100,000	$ 2,470,000	80%	$ 166,000
2027	2029	$ 3,190,000	$ 2,570,000	81%	$ 171,000
2028	2030	$ 3,290,000	$ 2,690,000	82%	$ 176,000

[1] Represents both the interest rate for discounting liabilities and the future investment return assumption on the Market Value of assets.

[2] Valuation Assets do not include assets from Surplus divisions, if any.



Notes:
The green indicator lines have been added at 60% funded and 17 years following the valuation date for PA 202 purposes.

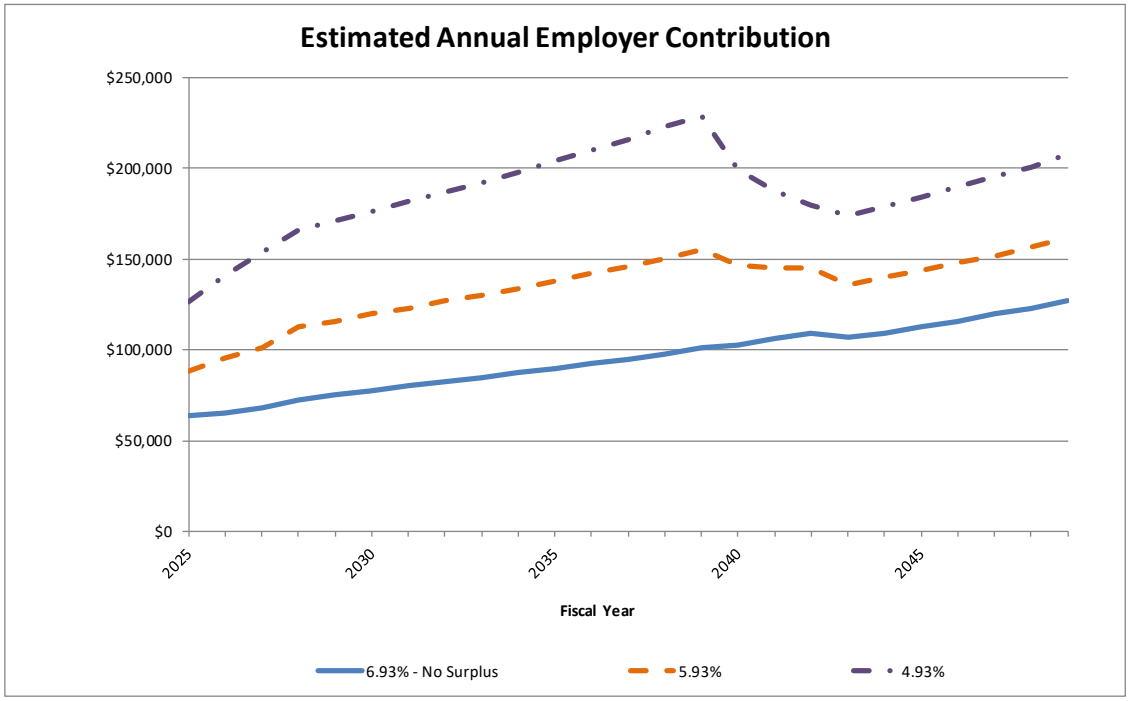


Table 1: Employer Contribution Details for the Fiscal Year Beginning July 1, 2025

Division	Total Normal Cost	Employee Contribution Rate	Employer Contributions[1]			Computed Employer Contribution With Phase-In	Blended ER Rate No Phase-In[5]	Blended ER Rate With Phase-In[5]	Employee Contribution Conversion Factor[2]
			Employer Normal Cost[6]	Payment of the Unfunded Accrued Liability[4]	Computed Employer Contribution No Phase-In				
Percentage of Payroll									
01 - General	0.00%	0.00%	-	-	-	-	8.36%	8.36%	
HA - EEs hired after 5/1/04	8.36%	0.00%	8.36%	0.00%	8.36%	8.36%	8.36%	8.36%	
Estimated Monthly Contribution[3]									
01 - General			$ 0	$ 0	$ 0	$ 0			
HA - EEs hired after 5/1/04			5,307	0	5,307	5,307			
Total Municipality			**$ 5,307**	**$ 0**	**$ 5,307**	**$ 5,307**			
Estimated Annual Contribution[3]			**$ 63,684**	**$ 0**	**$ 63,684**	**$ 63,684**			

1 The above employer contribution requirements are in addition to the employee contributions, if any.

2 If employee contributions are increased/decreased by 1.00% of pay, the employer contribution requirement will decrease/increase by the Employee Contribution Conversion Factor. The conversion factor is usually under 1% because employee contributions may be refunded at termination of employment and not used to fund retirement pensions. Employer contributions will all be used to fund pensions.

3 For divisions that are open to new hires, estimated contributions are based on projected fiscal year payroll. Actual contributions will be based on actual reported monthly pays, and will be different from the above amounts. For divisions that will have no new hires (i.e., closed divisions), invoices will be based on the above dollar amounts which are based on projected fiscal year payroll. See description of Open Divisions and Closed Divisions in the Appendix.

4 Note that if the overfunding credit is larger than the normal cost, the full credit is shown above but the total contribution requirement is zero. This will cause the displayed normal cost and unfunded accrued liability contributions not to add across.

5 For linked divisions, the employer will be invoiced the Computed Employer Contribution No Phase-in rate shown above for each linked division (a contribution rate for the open division; a contribution dollar for the closed-but-linked division), unless the employer elects to contribute the Blended Employer Contribution rate shown above, by contacting MERS at 800-767-MERS (6377).

6 For divisions with a negative employer normal cost, employee contributions cover the normal cost and a portion of the payment of any unfunded accrued liability.

Please see the Comments on Asset Smoothing in the Executive Summary of this report.

Table 2: Benefit Provisions

01 - General: Closed to new hires, linked to Division HA		
	2023 Valuation	**2022 Valuation**
Benefit Multiplier:	2.00% Multiplier (no max)	2.00% Multiplier (no max)
Normal Retirement Age:	60	60
Vesting:	10 years	10 years
Early Retirement (Unreduced):	-	-
Early Retirement (Reduced):	50/25	50/25
	55/15	55/15
Final Average Compensation:	5 years	5 years
Employee Contributions:	0.00%	0.00%
Act 88:	No	No

HA - EEs hired after 5/1/04: Open Division, linked to Division 01		
	2023 Valuation	**2022 Valuation**
Benefit Multiplier:	1.50% Multiplier (no max)	1.50% Multiplier (no max)
Normal Retirement Age:	60	60
Vesting:	6 years	6 years
Early Retirement (Unreduced):	-	-
Early Retirement (Reduced):	-	-
Final Average Compensation:	3 years	3 years
Employee Contributions:	0.00%	0.00%
Act 88:	No	No

Table 3: Participant Summary

Division	2023 Valuation Number	2023 Valuation Annual Payroll[1]	2022 Valuation Number	2022 Valuation Annual Payroll[1]	2023 Valuation Average Age	2023 Valuation Average Benefit Service[2]	2023 Valuation Average Eligibility Service[2]
01 - General							
Active Employees	0	$ 0	0	$ 0	0.0	0.0	0.0
Vested Former Employees	0	0	0	0	0.0	0.0	0.0
Retirees and Beneficiaries	12	161,605	11	161,605	69.9		
Pending Refunds	0		0				
HA - EEs hired after 5/1/04							
Active Employees	11	$ 707,462	11	$ 645,687	39.9	3.9	5.7
Vested Former Employees	4	38,302	3	33,856	50.7	9.4	14.6
Retirees and Beneficiaries	2	9,917	2	10,216	68.4		
Pending Refunds	0		0				
Total Municipality							
Active Employees	**11**	**$ 707,462**	**11**	**$ 645,687**	**39.9**	**3.9**	**5.7**
Vested Former Employees	**4**	**38,302**	**3**	**33,856**	**50.7**	**9.4**	**14.6**
Retirees and Beneficiaries	**14**	**171,522**	**13**	**171,821**	**69.7**		
Pending Refunds	**0**		**0**				
Total Participants	**29**		**27**				

[1] Annual payroll for active employees; annual deferred benefits payable for vested former employees; annual benefits being paid for retirees and beneficiaries.

[2] Descriptions can be found under Miscellaneous and Technical Assumptions in the Appendix.

Table 4: Reported Assets (Market Value)

Division	2023 Valuation		2022 Valuation	
	Employer and Retiree[1]	Employee[2]	Employer and Retiree[1]	Employee[2]
01 - General	$ 1,646,548	$ 0	$ 1,586,715	$ 0
HA - EEs hired after 5/1/04	709,449	0	565,966	0
Municipality Total[3]	**$ 2,355,997**	**$ 0**	**$ 2,152,681**	**$ 0**
Combined Assets[3]	**$2,355,997**		**$2,152,681**	

[1] Reserve for Employer Contributions and Benefit Payments.

[2] Reserve for Employee Contributions.

[3] Totals may not add due to rounding.

The December 31, 2023 valuation assets (actuarial value of assets) are equal to 1.099555 times the reported market value of assets (compared to 1.157665 as of December 31, 2022). Refer to the Appendix for a description of the valuation asset derivation and a detailed calculation of valuation assets.

Table 5: Flow of Valuation Assets

Year Ended 12/31	Employer Contributions		Employee Contributions	Investment Income (Valuation Assets)	Benefit Payments	Employee Contribution Refunds	Net Transfers	Valuation Asset Balance
	Required	Additional						
2013	$ 34,807	$ 0	$ 0	$ 84,796	$ (48,593)	$ 0	$ 0	$ 1,442,036
2014	36,722	12,000	0	85,015	(55,359)	0	0	1,520,414
2015	42,418	12,000	0	77,361	(70,168)	0	0	1,582,025
2016	44,767	15,000	0	82,113	(100,096)	0	0	1,623,809
2017	49,281	39,587	0	95,815	(155,248)	0	0	1,653,244
2018	52,643	90,341	0	61,569	(154,928)	0	0	1,702,869
2019	61,278	123,552	0	84,539	(166,722)	0	0	1,805,516
2020	60,328	221,016	0	163,504	(172,565)	0	0	2,077,799
2021	60,099	93,157	0	352,816	(172,423)	0	0	2,411,448
2022	62,421	99,659	0	89,771	(171,216)	0	0	2,492,083
2023	58,545	83,500	0	128,888	(172,468)	0	0	2,590,548

Notes:

Transfers in and out are usually related to the transfer of participants between municipalities, and to employer and employee payments for service credit purchases (if any) that the governing body has approved.

The investment income column reflects the recognized investment income based on Valuation Assets. It does not reflect the market value investment return in any given year.

The Valuation Asset balance includes assets from Surplus divisions, if any.

Years where historical information is not available will be displayed with zero values.

Table 6: Actuarial Accrued Liabilities and Valuation Assets as of December 31, 2023

Division	Actuarial Accrued Liability					Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
	Active Employees	Vested Former Employees	Retirees and Beneficiaries	Pending Refunds	Total			
01 - General	$ 0	$ 0	$ 1,571,659	$ 0	$ 1,571,659	$ 1,810,470	115.2%	$ (238,811)
HA - EEs hired after 5/1/04	342,153	277,553	113,641	0	733,347	780,078	106.4%	(46,731)
Total	**$ 342,153**	**$ 277,553**	**$ 1,685,300**	**$ 0**	**$ 2,305,006**	**$ 2,590,548**	**112.4%**	**$ (285,542)**

The following results show the combined accrued liabilities and assets for each set of linked divisions. These results are already shown in the table on the prior page(s).

Table 6 (continued)

Division	Actuarial Accrued Liability					Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
	Active Employees	Vested Former Employees	Retirees and Beneficiaries	Pending Refunds	Total			
Linked Divisions HA, 01	$ 342,153	$ 277,553	$ 1,685,300	$ 0	$ 2,305,006	$ 2,590,548	112.4%	$ (285,542)

Please see the Comments on Asset Smoothing in the Executive Summary of this report.

The December 31, 2023 valuation assets (actuarial value of assets) are equal to 1.099555 times the reported market value of assets. Refer to the Appendix for a description of the valuation asset derivation and a detailed calculation of valuation assets.

Table 7: Actuarial Accrued Liabilities - Comparative Schedule

Valuation Date December 31	Actuarial Accrued Liability	Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
2009	$ 1,292,495	$ 1,206,830	93%	$ 85,665
2010	1,359,695	1,268,387	93%	91,308
2011	1,436,659	1,322,607	92%	114,052
2012	1,542,985	1,371,026	89%	171,959
2013	1,616,722	1,442,036	89%	174,686
2014	1,684,154	1,520,414	90%	163,740
2015	1,852,089	1,582,025	85%	270,064
2016	1,889,541	1,623,809	86%	265,732
2017	1,944,566	1,653,244	85%	291,322
2018	1,943,861	1,702,869	88%	240,992
2019	2,064,053	1,805,516	87%	258,537
2020	2,086,583	2,077,799	100%	8,784
2021	2,177,286	2,411,448	111%	(234,162)
2022	2,235,157	2,492,083	111%	(256,926)
2023	2,305,006	2,590,548	112%	(285,542)

Notes: Actuarial assumptions were revised for the 2009, 2010, 2011, 2012, 2015, 2019, 2020, 2021 and 2023 actuarial valuations.

The Valuation Assets include assets from Surplus divisions, if any.

Years where historical information is not available will be displayed with zero values.

Throughout this report are references to valuation results generated prior to the 2018 valuation date. Results prior to 2018 were received directly from the prior actuary or extracted from the previous valuation system by MERS's technology service provider.

Tables 8 and 9: Division-Based Comparative Schedules

Division 01 - General

Table 8-01: Actuarial Accrued Liabilities - Comparative Schedule

Valuation Date December 31	Actuarial Accrued Liability	Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
2013	$ 1,523,137	$ 1,343,028	88%	$ 180,109
2014	1,555,673	1,391,457	89%	164,216
2015	1,673,172	1,417,389	85%	255,783
2016	1,675,270	1,417,273	85%	257,997
2017	1,674,120	1,398,942	84%	275,178
2018	1,614,214	1,403,932	87%	210,282
2019	1,651,329	1,449,563	88%	201,766
2020	1,653,550	1,649,300	100%	4,250
2021	1,657,269	1,867,127	113%	(209,858)
2022	1,600,593	1,836,884	115%	(236,291)
2023	1,571,659	1,810,470	115%	(238,811)

Notes: Actuarial assumptions were revised for the 2015, 2019, 2020, 2021 and 2023 actuarial valuations.

The percent funded does not reflect valuation assets from Surplus divisions, if any.

Table 9-01: Computed Employer Contributions - Comparative Schedule

Valuation Date December 31	Active Employees		Computed Employer Contribution[1]	Employee Contribution Rate[2]
	Number	Annual Payroll		
2013	3	$ 142,666	$ 1,380	0.00%
2014	3	145,258	$ 1,265	0.00%
2015	2	104,375	$ 1,728	0.00%
2016	1	36,492	$ 1,727	0.00%
2017	1	40,209	$ 1,890	0.00%
2018	1	40,848	$ 1,493	0.00%
2019	0	0	$ 1,274	0.00%
2020	0	0	$ 0	0.00%
2021	0	0	$ 0	0.00%
2022	0	0	$ 0	0.00%
2023	0	0	$ 0	0.00%

1 For open divisions, a percent of pay contribution is shown. For closed divisions, a monthly dollar contribution is shown.

2 For each valuation year, the computed employer contribution is based on the employee rate. If the employee rate changes during the applicable fiscal year, the computed employer contribution will be adjusted.

Note: The contributions shown in Table 9 reflect the employer contribution requirement without phase-in. If applicable, the current phase-in contribution is shown in Table 1.

See the Benefit Provision History, later in this report, for past benefit provision changes.

Years where historical information is not available will be displayed with zero values.

Table 8-HA: Actuarial Accrued Liabilities - Comparative Schedule

Valuation Date December 31	Actuarial Accrued Liability	Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
2013	$ 93,585	$ 99,008	106%	$ (5,423)
2014	128,481	128,957	100%	(476)
2015	178,917	164,636	92%	14,281
2016	214,271	206,536	96%	7,735
2017	270,446	254,302	94%	16,144
2018	329,647	298,937	91%	30,710
2019	412,724	355,953	86%	56,771
2020	433,033	428,499	99%	4,534
2021	520,017	544,321	105%	(24,304)
2022	634,564	655,199	103%	(20,635)
2023	733,347	780,078	106%	(46,731)

Notes: Actuarial assumptions were revised for the 2015, 2019, 2020, 2021 and 2023 actuarial valuations.

The percent funded does not reflect valuation assets from Surplus divisions, if any.

Table 9-HA: Computed Employer Contributions - Comparative Schedule

Valuation Date December 31	Active Employees		Computed Employer Contribution[1]	Employee Contribution Rate[2]
	Number	Annual Payroll		
2013	5	$ 272,814	7.97%	0.00%
2014	6	303,562	7.87%	0.00%
2015	6	327,330	8.19%	0.00%
2016	7	379,053	8.74%	0.00%
2017	7	389,541	8.54%	0.00%
2018	8	445,343	8.43%	0.00%
2019	9	514,779	8.80%	0.00%
2020	7	370,077	8.48%	0.00%
2021	10	547,229	8.69%	0.00%
2022	11	645,687	8.15%	0.00%
2023	11	707,462	8.36%	0.00%

1 For open divisions, a percent of pay contribution is shown. For closed divisions, a monthly dollar contribution is shown.

2 For each valuation year, the computed employer contribution is based on the employee rate. If the employee rate changes during the applicable fiscal year, the computed employer contribution will be adjusted.

Note: The contributions shown in Table 9 reflect the employer contribution requirement without phase-in. If applicable, the current phase-in contribution is shown in Table 1.

See the Benefit Provision History, later in this report, for past benefit provision changes.

Years where historical information is not available will be displayed with zero values.

Table 10: Division-Based Layered Amortization Schedule

Division 01 - General

Table 10-01: Layered Amortization Schedule

Type of UAL	Date Established	Original Balance[1]	Original Amortization Period[2]	Amounts for Fiscal Year Beginning 7/1/2025		
				Outstanding UAL Balance[3]	Remaining Amortization Period[2]	Annual Amortization Payment
Experience	12/31/2020	$ (17,301)	15	$ (17,745)	12	$ (1,860)
Experience	12/31/2021	(200,350)	15	(211,101)	13	(20,808)
Experience	12/31/2022	(23,756)	15	(25,714)	14	(2,400)
Experience	12/31/2023	(8,592)	15	(9,500)	15	(840)
Total				**$ (264,060)**		**$ (25,908)**

[1] For each type of UAL (layer), this is the original balance as of the date the layer was established.

[2] According to the MERS amortization policy, each type of UAL (layer) is amortized over a specific period (see Appendix on MERS website).

[3] This is the remaining balance as of the valuation date, projected to the beginning of the fiscal year shown above.

The unfunded accrued liability (UAL) as of December 31, 2023 (see Table 6) is projected to the beginning of the fiscal year for which the contributions are being calculated. This allows the 2023 valuation to take into account the expected future contributions that are based on past valuations. Each type of UAL (layer) is amortized over the appropriate period. Please see the Appendix on the MERS website for a detailed description of the amortization policy.

Note: The original balance and original amortization periods prior to 12/31/2018 were received from the prior actuary.

Table 10-HA: Layered Amortization Schedule

Type of UAL	Date Established	Original Balance[1]	Original Amortization Period[2]	Amounts for Fiscal Year Beginning 7/1/2025 Outstanding UAL Balance[3]	Remaining Amortization Period[2]	Annual Amortization Payment
Experience	12/31/2020	$ (954)	15	$ (984)	12	$ (108)
Experience	12/31/2021	(25,553)	15	(26,922)	13	(2,652)
Experience	12/31/2022	5,323	15	5,758	14	540
Experience	12/31/2023	(26,701)	15	(29,524)	15	(2,616)
Total				**$ (51,672)**		**$ (4,836)**

[1] For each type of UAL (layer), this is the original balance as of the date the layer was established.

[2] According to the MERS amortization policy, each type of UAL (layer) is amortized over a specific period (see Appendix on MERS website).

[3] This is the remaining balance as of the valuation date, projected to the beginning of the fiscal year shown above.

The unfunded accrued liability (UAL) as of December 31, 2023 (see Table 6) is projected to the beginning of the fiscal year for which the contributions are being calculated. This allows the 2023 valuation to take into account the expected future contributions that are based on past valuations. Each type of UAL (layer) is amortized over the appropriate period. Please see the Appendix on the MERS website for a detailed description of the amortization policy.

Note: The original balance and original amortization periods prior to 12/31/2018 were received from the prior actuary.

GASB Statement No. 68 Information

The following information has been prepared to provide some of the information necessary to complete GASB Statement No. 68 disclosures. GASB Statement No. 68 is effective for fiscal years beginning after June 15, 2014. Additional resources, including an Implementation Guide, are available at http://www.mersofmich.com/.

Actuarial Valuation Date:		12/31/2023
Measurement Date of the Total Pension Liability (TPL):		12/31/2023
At 12/31/2023, the following employees were covered by the benefit terms:		
Inactive employees or beneficiaries currently receiving benefits:		14
Inactive employees entitled to but not yet receiving benefits (including refunds):		4
Active employees:		11
		29
Total Pension Liability as of 12/31/2022 measurement date:	$	2,180,836
Total Pension Liability as of 12/31/2023 measurement date:	$	2,247,626
Service Cost for the year ending on the 12/31/2023 measurement date:	$	54,404
Change in the Total Pension Liability due to:		
- Benefit changes[1]:	$	0
- Differences between expected and actual experience[2]:	$	15,397
- Changes in assumptions[2]:	$	15,626
Average expected remaining service lives of all employees (active and inactive):		4

[1] A change in liability due to benefit changes is immediately recognized when calculating pension expense for the year.

[2] Changes in liability due to differences between actual and expected experience, and changes in assumptions, are recognized in pension expense over the average remaining service lives of all employees.

Covered employee payroll (Needed for Required Supplementary Information):	$	707,462

Note: Covered employee payroll may differ from the GASB Statement No. 68 definition.

Sensitivity of the Net Pension Liability to changes in the discount rate:

	1% Decrease (6.18%)	Current Discount Rate (7.18%)	1% Increase (8.18%)
Change in Net Pension Liability as of 12/31/2023:	$ 245,509	$ 0	$ (206,519)

Note: The current discount rate shown for GASB Statement No. 68 purposes is higher than the MERS assumed rate of return. This is because for GASB Statement No. 68 purposes, the discount rate must be gross of administrative expenses, whereas for funding purposes it is net of administrative expenses.

Benefit Provision History

The following benefit provision history is provided by MERS. Any corrections to this history or discrepancies between this information and information displayed elsewhere in the valuation report should be reported to MERS. All provisions are listed by date of adoption.

01 - General

12/1/2016	Service Credit Purchase Estimates - Yes
7/1/1996	2.00% Multiplier
4/1/1983	Member Contribution Rate 0.00%
10/1/1979	Benefit FAC-5 (5 Year Final Average Compensation)
10/1/1979	10 Year Vesting
10/1/1979	Member Contribution Rate 4.00%
	Fiscal Month - July
	Normal Retirement Age (DB) - 60
	Early Reduced (.5%) at Age 50 with 25 Years or Age 55 with 15 Years

HA - EEs hired after 5/1/04

1/1/2021	Workers Compensation - Service Granted
1/1/2021	Base Wages
1/1/2021	Short Term Disability - Service Granted
1/1/2021	Long Term Disability - Service Granted
1/1/2021	Service Credit Qualification - 80 hours
11/1/2009	Benefit FAC-3 (3 Year Final Average Compensation)
11/1/2009	6 Year Vesting
11/1/2009	1.50% Multiplier
11/1/2009	Member Contribution Rate 0.00%
	Fiscal Month - July
	Normal Retirement Age (DB) - 60
	No Early Reduced Conditions

Plan Provisions, Actuarial Assumptions, and Actuarial Funding Method

Details on MERS plan provisions, actuarial assumptions, and actuarial methodology can be found in the Appendix. Some actuarial assumptions are specific to this municipality and its divisions. These are listed below.

Increase in Final Average Compensation

Division	FAC Increase Assumption
All Divisions	1.00%

Miscellaneous and Technical Assumptions

Loads – None.

Amortization Policy for Closed Not Linked Divisions: The default funding policy for closed not linked divisions, including open divisions with zero active members, is to follow a non-accelerated amortization, where each closed period decreases by one year each year until the period is exhausted. In select instances, closed not linked division(s) may follow an accelerated amortization policy.

Risk Commentary

Determination of the accrued liability, the employer contribution, and the funded ratio requires the use of assumptions regarding future economic and demographic experience. Risk measures, as illustrated in this report, are intended to aid in the understanding of the effects of future experience differing from the assumptions used in the course of the actuarial valuation. Risk measures may also help with illustrating the potential volatility in the accrued liability, the actuarially determined contribution and the funded ratio that result from the differences between actual experience and the actuarial assumptions.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions due to changing conditions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period, or additional cost or contribution requirements based on the Plan's funded status); and changes in plan provisions or applicable law. The scope of an actuarial valuation does not include an analysis of the potential range of such future measurements.

Examples of risk that may reasonably be anticipated to significantly affect the plan's future financial condition include:

- **Investment Risk** – actual investment returns may differ from the expected returns;
- **Asset/Liability Mismatch** – changes in asset values may not match changes in liabilities, thereby altering the gap between the accrued liability and assets and consequently altering the funded status and contribution requirements;
- **Salary and Payroll Risk** – actual salaries and total payroll may differ from expected, resulting in actual future accrued liability and contributions differing from expected;
- **Longevity Risk** – members may live longer or shorter than expected and receive pensions for a period of time other than assumed; and
- **Other Demographic Risks –** members may terminate, retire or become disabled at times or with benefits other than assumed resulting in actual future accrued liability and contributions differing from expected.

  The effects of certain trends in experience can generally be anticipated. For example, if the investment return since the most recent actuarial valuation is less (or more) than the assumed rate, the cost of the plan can be expected to increase (or decrease). Likewise, if longevity is improving (or worsening), increases (or decreases) in cost can be anticipated.

Plan Maturity Measures

Risks facing a pension plan evolve over time. A young plan with virtually no investments and paying few benefits may experience little investment risk. An older plan with a large number of members in pay status and a significant trust may be much more exposed to investment risk. Generally accepted plan maturity measures include the following:

	Ratio of:				
December 31,	Market Value of Assets to Total Payroll	Actuarial Accrued Liability to Payroll	Actives to Retirees and Beneficiaries	Market Value of Assets to Benefit Payments	Net Cash Flow to Market Value of Assets (BOY)
2018	3.2	4.0	0.7	10.0	-0.7%
2019	3.5	4.0	0.6	10.7	1.2%
2020	5.8	5.6	0.5	12.4	6.1%
2021	4.4	4.0	0.8	14.0	-0.9%
2022	3.3	3.5	0.8	12.6	-0.4%
2023	3.3	3.3	0.8	13.7	-1.4%

Ratio of Market Value of Assets to Total Payroll

The relationship between assets and payroll is a useful indicator of the potential volatility of contributions. For example, if the market value of assets is 2.0 times the payroll, a return on assets 5% different than assumed would equal 10% of payroll. A higher (lower) or increasing (decreasing) level of this maturity measure generally indicates a higher (lower) or increasing (decreasing) volatility in plan sponsor contributions as a percentage of payroll.

Ratio of Actuarial Accrued Liability to Payroll

The relationship between actuarial accrued liability and payroll is a useful indicator of the potential volatility of contributions for a fully funded plan. A funding policy that targets a funded ratio of 100% is expected to result in the ratio of assets to payroll and the ratio of liability to payroll converging over time.

Ratio of Actives to Retirees and Beneficiaries

A young plan with many active members and few retirees will have a high ratio of actives to retirees. A mature open plan may have close to the same number of actives to retirees resulting in a ratio near 1.0. A super-mature or closed plan may have significantly more retirees than actives resulting in a ratio below 1.0.

Ratio of Market Value of Assets to Benefit Payments

The MERS' Actuarial Policy requires a total minimum contribution equal to the excess (if any) of three times the expected annual benefit payments over the projected market value of assets as of the participating municipality or court's Fiscal Year for which the contribution applies. The ratio of market value of assets to benefit payments as of the valuation date provides an indication of whether the division is at risk for triggering the minimum contribution rule in the near term. If the division triggers this minimum contribution rule, the required employer contributions could increase dramatically relative to previous valuations.

Ratio of Net Cash Flow to Market Value of Assets

A positive net cash flow means contributions exceed benefits and expenses. A negative cash flow means existing funds are being used to make payments. A certain amount of negative net cash flow is generally expected to occur when benefits are prefunded through a qualified trust. Large negative net cash flows as a percent of assets may indicate a super-mature plan or a need for additional contributions.

State Reporting

The following information has been prepared to provide some of the information necessary to complete the Public Act 202 pension reporting requirements for the State of Michigan's Local Government Retirement System Annual Report (Form No. 5572). Additional resources are available at www.mersofmich.com and on the State website.

Form 5572 Line Reference	Description	Result
10	**Membership as of December 31, 2023**	
11	Indicate number of active members	11
12	Indicate number of inactive members (excluding pending refunds)	4
13	Indicate number of retirees and beneficiaries	14
14	**Investment Performance for Calendar Year Ending December 31, 2023**[1]	
15	Enter actual rate of return - prior 1-year period	11.60%
16	Enter actual rate of return - prior 5-year period	8.07%
17	Enter actual rate of return - prior 10-year period	6.49%
18	**Actuarial Assumptions**	
19	Actuarial assumed rate of investment return[2]	6.93%
20	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Level Percent
21	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any[3]	0
22	Is each division within the system closed to new employees?[4]	No
23	**Uniform Assumptions**	
24	Enter retirement pension system's actuarial value of assets using uniform assumptions	$2,454,840
25	Enter retirement pension system's actuarial accrued liabilities using uniform assumptions[5]	$2,312,061
27	Actuarially Determined Contribution (ADC) using uniform assumptions, Fiscal Year Ending June 30, 2024	$59,148

1. The Municipal Employees' Retirement System's investment performance has been provided to GRS from MERS Investment Staff and is included here for reporting purposes. The investment performance figures reported are net of investment expenses on a rolling calendar year basis for the previous 1-, 5-, and 10-year periods as required under PA 530.
2. Net of administrative and investment expenses.
3. Populated with the longest amortization period remaining in the amortization schedule, across all divisions in the plan. This is when each division and the plan in total is expected to reach 100% funded if all assumptions are met.
4. If all divisions within the employer are closed, "yes." If at least one division is open (including shadow divisions), "no."
5. Line 25 actuarial accrued liability is determined under PA 202 uniform assumptions which differ from the valuation assumptions. In particular, the assumed rate of return for PA 202 purposes is 6.90%.

City Clerk Staff Report

June 24, 2024

Completed Tasks:

- Deputy Clerk Williams and I trained in the following Treasurer duties:
    - Cash receipting and deposits
    - Bank Reconciliations
    - Payroll
    - Accounts Payable
    - Tax Administration
- Completed IT training in email database searches.
- Attended department head meeting.
- Completed safety meetings for July Special events.
    - Fourth of July Parade and Party in the Park.
    - Waterfront Invitational Fine Art & Craft Fair.
    - Venetian Festival.
- Election Prep:
    - Council candidate packets for the November General Election are available at City Hall with a return deadline of July 23 at 4:00 p.m.
    - Signed up election workers for training.
    - Working on August and November election staff schedule.

Ongoing Tasks:

- Continuing work on Street End License Agreements.
- Assisting residents with Oval Beach Pass purchases both in person and vial USPS.
- Assisting residents via in-person, via email and telephone with questions/concerns.
- Updating social media.
- Updating the City website.
- Meetings and minutes.

Department of Public Works Report

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 06/10/2024:

Brush & Leaf Collection:
The monthly brush and leaf collection was completed on June 11th for the east side of the Kalamazoo River and June 12th on the west side of the Kalamazoo River.

Village Square Playground:
Irrigation is scheduled to be installed on Monday June 24th. Once installed, DPW can proceed with installing sod which completes playground build project apart from a couple of trees that will get planted this fall.

Oval Beach:
The Allegan County Health Department conducted its weekly water sample testing off Oval Beach. The results showed high levels of e-coli which prompted a mandatory swim advisory. In response to this, staff posted signage at the ticket booth and along the shoreline near the water to warn the public of the potential danger.

Special Events & Holidays:

- **Town Crier**
- **Music in the Park**
- **Flag Day**

Meetings:
6/10/2024 – DPW Weekly Goals Meeting
6/10/2024 – City Council Meeting
6/11/2024 – Department Head Team Meeting
6/13/2024 – Oval Beach Management Meeting
6/14/2024 – Weekly Goals Follow Up Meeting
6/17/2024 – DPW Weekly Goals Meeting
6/17/2024 – Waterfront Art Fair Safety Meeting
6/19/2024 – 4th of July Safety Meeting (Parade + Park Party)
6/19/2024 – Venetian Festival Safety Meeting
6/21/2024 – DPW Weekly Goals Follow Up Meeting

City of Saugatuck
Status Report of Engineering Activities
June 19, 2024

General Consultation

- 2024 Asphalt Repairs: The bid package is nearly complete. We anticipate bidding in summer for fall 2024 construction following water service potholing work for the TMF project (separate update below).

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

- 582 Campbell Road PUD: Reviewed conceptual plans and attended pre-application conference on June 19, 2024.

- 640 Water Street PUD: Reviewed conceptual plans and attended pre-application conference on June 5, 2024. Second pre-application conference is scheduled for June 27, 2024.

EGLE Drinking Water State Revolving Fund

- The updated Project Plan was submitted to EGLE ahead of the June 1 deadline. Preliminary scoring should be available soon and final results in the fall.

2023 Street Improvements (West, East, Takken, Taylor and N. Maple)

- The project is complete, with the exception of final acceptance of the grass restoration work.

Water System Asset Management Plan

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

EGLE Technical, Managerial and Financial (TMF) Project

- The City was awarded $221,600 in funding from EGLE's Community Technical, Managerial, and Financial (TMF) support for lead service line identification (100% grant). This will provide funding to help the City complete its final Distribution System Materials Inventory, which is due in October 16, 2024.
- We are refining the database of water service information and assembling bid documents for potholing work, which is anticipated to be completed over the summer and early fall.

Mt. Baldhead Projects

- AT&T Project Assistance
  - The EGLE/USACoE Critical Dunes permitting process has been put on hold for now, pending SHPO approvals.
- Restroom Building Replacement
  - Design work is progressing.
  - The Allegan Conservation District is working on the Vegetation Removal Assurance, which is a report required for the EGLE/USACE Critical Dunes Permitting. The report evaluates impacts on vegetation, native, non-native and invasives, and provides guidance for the design and construction. Based on the scope of the project, vegetation disturbance is anticipated to be minimal.
  - Anticipating design in spring/summer for fall 2024 construction, at the earliest, depending on coordination with stakeholders.
- Observation Platform Replacement
  - Design work is progressing. Additional survey work will be completed in the next few weeks.
  - The Allegan Conservation District is working on the Vegetation Removal Assurance, which is a report required for the EGLE/USACE Critical Dunes Permitting. The report evaluates impacts on vegetation, native, non-native and invasives, and provides guidance for the design and construction. Based on our discussions with ACD, they may be advising that several of the unhealthy, dead or undesirable species be removed as part of the project and replaced with native/desirable ones (their report will provide guidance).
  - Anticipating design to be completed in 2024, permitting in early 2025 for construction in spring or fall of 2025, at the earliest, depending on coordination with stakeholders.

Maple Street Improvements

- Topographic survey will be completed in the next few weeks to kick off the study phase.
- A workshop (or series of workshops) will be scheduled when the survey is ready to review with adjacent property owners and other stakeholders.
- Submitted the MDOT Category B grant application to meet the June 12 deadline. Results should be available late summer or early fall. If selected, this program would fund $250,000 of the road restoration costs on the project. Maple Street was also included in the DWSRF application.

Park Street Improvements

- Park Street between Campbell Road and Mt. Baldhead has no specific non-motorized facility and a number of unique challenges and right-of-way encroachments. The asphalt pavement is deteriorating. A number of development projects have recently been completed or are ongoing, A planning phase proposal has been developed to build on prior study work and develop a scope, concept and cost estimate for improvement of the corridor.

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
INVOICE ENTRY DATES 06/11/2024 - 06/24/2024
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Vendor Name	Description		Amount
1. ABSOPURE WATER COMPANY			
	WATER		658.95
2. ACE PARKING LOT STRIPING INC			
	STREET LINE PAINTING		33,545.00
3. ALLEGAN COUNTY SHERIFF			
	DEBT CREW		166.00
	DEBT CREW		253.00
		TOTAL	419.00
4. AQUATIC DOCTORS LAKE INC			
	MILFOIL TREATMENT		33,605.00
5. BD SCHOOLCRAFT LLC			
	ESCROW REFUND		1,843.75
6. C2AE			
	BLUE STAR TRAIL		2,551.56
7. COMCAST			
	INTERNET		233.40
8. EL BURRITO FILIZ INC 2			
	ESCROW REFUND		725.00
9. FLEIS & VANDENBRINK ENGINEERING INC			
	DWSRF		1,913.67
	EAST WEST TAKKEN TAYLOR		520.80
	EGLE TMF		2,385.00
		TOTAL	4,819.47
10. GORDON FOOD SERVICE			
	CONCESSION		1,322.36
11. HAMILTON READY MIX CO			
	VILLAGE SQUARE		2,464.00
12. HORIZON COMMUNITY PLANNER			
	PLANNING & HISTORIC DISTRICT		1,430.00
13. IHLE AUTO PARTS			
	SUPPLIES		49.44
14. JOHN DEERE FINANCIAL			
	PARTS		252.89
15. KALAMAZOO LAKE SEWER & WATER			
	WATER & SEWER		1,565.77
16. LAKESHORE OUTDOORS LLC			
	VILLAGE SQUARE		508.80
17. LORRIE PASTOOR			
	CLEANING SERVICES		420.00
18. MERCHANTS BANCARD NETWORK			
	BANK FEES		899.63
	BANK FEES		517.30
		TOTAL	1,416.93
19. MERS			
	RETIREMENT		4,500.00
20. MICHIGAN ELECTRO FREEZE INC			
	CONCESSION		483.74
21. MINER SUPPLY CO			
	SUPPLIES		3,239.60
22. NET2PHONE INC			
	TELEPHONES		215.07
23. NEW AGE LABORATORIES			
	WATER TESTING		45.00
	WATER TESTING		70.00
		TOTAL	115.00
24. RATHCO SAFETY SUPPLY CO			
	SIGNS		159.84

Vendor Name	Description	Amount
25. REPCOLITE		
	STREET PAINT	577.10
26. SAUGATUCK FIRE		
	RENTAL INSPECTIONS	200.00
27. SEPTIC TANK SYSTEMS CO INC		
	CULVER STREET	650.00
28. SISTERS IN INK		
	SUPPIES	178.00
29. SPECTRUM PRINTERS INC		
	ELECTION MATERIALS	53.99
30. WALSH MUNICIPAL SERVICES LLC		
	CITY MANAGER	3,000.00
31. WYOMING ASPHALT PAVING CO		
	ASPHALT	277.38
TOTAL - ALL VENDORS		101,441.04

FUND TOTALS:

Fund 101 - GENERAL FUND	68,442.91
Fund 202 - MAJOR STREETS	22,846.94
Fund 203 - LOCAL STREETS	9,693.18
Fund 661 - MOTOR POOL FUND	458.01

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: June 24, 2024

SUBJECT: Budget Amendments for Fiscal Year 2023-2024

DESCRIPTION:

At the workshop meeting on June 19, the City Treasurer / Finance Officer presented the attached budget amendments for fiscal year 2023-2024.

Some highlights include:

- Permit fees, interest earned, and oval beach fee revenue are all up significantly.
- Legal fees have come in lower than budgeted.
- The approved budget anticipated using some general fund balance (savings/reserves). Use of general fund balance is no longer anticipated. Projections are that the City will now increase the total general fund balance.
- Some local streets fund balance is being used, but not as much as initially anticipated. The use of local street revenues and fund balance supported several key projects including roadwork on East/West/Takken/Taylor and Bridge Street, as well as mill and fill asphalt repairs in other areas.

LEGAL REVIEW:

N/A. The City Attorney will be at your meeting to answer any questions you may have.

SAMPLE MOTION:

Motion to approve Resolution No. 240624-A to amend the budget of the 2023/2024 General Appropriations Act.

CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN

RESOLUTION NO. 240624-A

A RESOLUTION TO AMEND THE BUDGET OF THE 2023/2024 GENERAL APPROPRIATIONS ACT

Council Member , offered the following resolution and moved for its adoption, seconded by Council Member :

WHEREAS, in accordance with the Uniform Budgeting and Accounting Act, 1968 PA 2, as amended, the Budget Hearings of Local Governments Act, 1963 PA 43, and Chapter VII of the City Charter, the City Council of the City of Saugatuck established and approved the City's budget for fiscal year commencing July 1, 2023 and ending June 30, 2024; and

WHEREAS, the City Manager has recommended that said budget be amended based on new information now available; and

WHEREAS the Council is authorized by statute to amend the budget throughout the fiscal year as it becomes apparent that a deviation from the original general appropriations act is necessary; and

WHEREAS the Council is authorized to make additional appropriations during the fiscal year.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The City Council of the City of Saugatuck amends the 2023/2024 budget as follows:

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GL #	**DESCRIPTION**	**Increase/(Decrease)**	
	Fund 101 GENERAL FUND		
101-000-402.000	REAL PROPERTY TAXES	14,869.72	Revenue
101-000-403.000	PERSONAL PROPERTY TAXES	942.07	Revenue
101-000-445.000	PENALTIES & INTEREST	2,661.02	Revenue
101-000-447.000	ADMINISTRATION FEE	10,286.63	Revenue
101-000-478.000	PERMIT FEES	75,000.00	Revenue
101-000-574.000	REVENUE SHARING	16,000.00	Revenue
101-000-577.000	LIQUOR LICENSE FEES	6,280.55	Revenue
101-000-643.000	CHARGES FOR SERVICE	530.00	Revenue
101-000-651.000	OVAL BEACH FEES	90,000.00	Revenue
101-000-654.000	GAZEBO FEES	2,000.00	Revenue
101-000-655.000	POLICE & ORDINANCE FEES	279.45	Revenue
101-000-665.000	INTEREST EARNED	300,000.00	Revenue
101-000-674.000	MISC DONATIONS & INCOME	161,500.00	Revenue
101-000-682.000	USE TAX & ELECTION FEES	553.03	Revenue

101-101-801.000	CONTRACTUAL SERVICES	8,000.00	Council
101-173-702.000	SALARY/WAGES	86,000.00	Manager
101-173-727.000	OFFICE SUPPLIES	500.00	Manager
101-173-850.000	TELEPHONES	500.00	Manager
101-173-900.000	PRINTING & PUBLISHING	200.00	Manager
101-215-702.000	SALARY/WAGES	3,000.00	Clerk
101-215-720.000	FRINGE BENEFITS	14,000.00	Clerk
101-215-801.000	CONTRACTUAL SERVICES	1,100.00	Clerk
101-215-803.000	LEGAL FEES	7,200.00	Clerk
101-215-850.000	TELEPHONES	450.00	Clerk
101-215-860.000	EDUCATIONAL TRAINING	250.00	Clerk
101-253-702.000	SALARY/WAGES	20,000.00	Finance
101-253-720.000	FRINGE BENEFITS	6,250.00	Finance
101-257-702.000	SALARY	200.00	Assessor
101-265-801.000	CONTRACTUAL SERVICES	6,000.00	City Hall
101-265-946.000	EQUIPMENT RENTAL	1,500.00	City Hall
101-265-970.000	CAPITAL OUTLAY	15,000.00	City Hall
101-301-702.000	WAGES DEPUTIES	500.00	Sherriff
101-441-702.000	SALARY/WAGES	4,400.00	Public Works
101-441-720.000	FRINGE BENEFITS	3,000.00	Public Works
101-441-801.000	CONTRACTUAL SERVICES	75,000.00	Public Works
101-441-805.000	HOLIDAY LIGHTING	1,700.00	Public Works
101-441-920.000	UTILITIES	6,000.00	Public Works
101-721-727.000	OFFICE SUPPLIES	2,000.00	Planning
101-721-850.000	TELEPHONES	50.00	Planning
101-721-900.000	PRINTING & PUBLISHING	3,000.00	Planning
101-721-803.000	LEGAL FEES	3,000.00	Planning
101-723-801.000	CONTRACTUAL SERVICES	7,500.00	HDC
101-723-850.000	TELEPHONES	250.00	HDC
101-751-702.000	SALARY/WAGES	5,000.00	Parks
101-751-720.000	FRINGE BENEFITS	15,000.00	Parks
101-751-730.000	SUPPLIES	20,000.00	Parks
101-751-920.000	UTILITIES	3,500.00	Parks
101-751-928.000	TRASH	8,000.00	Parks
101-751-946.000	EQUIPMENT RENTAL	25,000.00	Parks
101-756-702.000	SALARY/WAGES	20,000.00	Oval
101-756-730.000	SUPPLIES	3,000.00	Oval
101-756-850.000	TELEPHONE	1,600.00	Oval
101-756-850.000	TELEPHONE	600.00	Oval
101-756-920.000	UTILITIES	2,000.00	Oval
101-756-946.000	EQUIPMENT RENTAL	5,000.00	Oval
101-756-970.000	CAPITAL OUTLAY	8,100.00	Oval
101-758-702.000	SALARY	6,500.00	Concession

101-758-801.000	CONTRACTUAL SERVICES	2,000.00	Concession
101-758-730.000	SUPPLIES	3,000.00	Concession
GL #	**DESCRIPTION**	**Increase/(Decrease)**	
	Fund 202 MAJOR STREETS		
202-000-538.000	COUNTY ROAD MILLAGE	15,574.97	Revenue
202-000-665.000	INTEREST	26,000.00	Revenue
202-463-727.000	SUPPLIES	2,000.00	Maintenance
202-463-801.000	CONTRACTUAL SERVICES	39,574.97	Maintenance
GL #	**DESCRIPTION**	**Increase/(Decrease)**	
	Fund 203 LOCAL STREETS		
203-000-402.000	LOCAL ROAD MILLAGE	4,151.70	Revenue
203-000-445.000	PENALTIES & INT ON TAXES	133.14	Revenue
203-000-538.000	COUNTY ROAD MILLAGE	15,574.97	Revenue
203-000-665.000	INTEREST	65,000.00	Revenue
203-000-672.000	SPECIAL ASSESSMENTS	25,524.00	Revenue
203-463-727.000	SUPPLIES	1,000.00	Maintenance
203-463-801.000	CONTRACTUAL SERVICES	109,383.81	Maintenance
GL #	**DESCRIPTION**	**Increase/(Decrease)**	
	Fund 301 DEBT FUND		
301-000-402.000	DEBT MILLAGE	1,420.73	Revenue
301-000-445.000	PENALTIES & INT ON TAXES	298.77	Revenue
301-000-665.000	INTEREST	600.00	Revenue
301-592-804.000	AGENT FEE	(500.00)	Debt
301-592-995.000	DEBT INTEREST	(110.25)	Debt
GL #	**DESCRIPTION**	**Increase/(Decrease)**	
	Fund 592 WATER & SEWER		
592-000-610.000	WATER TAP FEES	12,800.00	Revenue
592-000-611.000	SEWER TAP FEES	23,141.75	Revenue
592-000-665.000	INTEREST	15,554.35	Revenue

GL #	DESCRIPTION	Increase/(Decrease)	
	Fund 661 MOTOR POOL		
661-000-665.000	INTEREST	30,000.00	Revenue
661-000-673.000	SALE OF FIXED ASSETS	7,605.00	Revenue
661-443-727.000	SUPPLIES	4,000.00	Operating
661-443-755.000	SMALL TOOLS	1,000.00	Operating
661-443-801.000	CONTRACTUAL SERVICES	3,000.00	Operating
661-443-850.000	TELEPHONES	500.00	Operating
661-443-930.000	REPAIRS & MAINTENANCE	6,000.00	Operating

2. The funds appropriated shall be approved pursuant to the authority granted by the Saugatuck City Charter.

3. An appropriation is not a mandate to spend.

4. All resolutions or parts of resolutions in conflict with this Resolution are rescinded.

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

RESOLUTION DECLARED ADOPTED.

Dated: June 24, 2024

_____
Lauren Stanton, Mayor

_____
Jamie Wolters, City Clerk

CERTIFICATION

I, Jamie Wolters, the City Clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held October 23, 2023, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

Attest:

_____
Jamie Wolters, City Clerk

REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK

PERIOD ENDING 06/30/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 06/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-402.000	REAL PROPERTY TAXES	2,244,869.72	2,244,869.72	0.00	0.00	100.00
101-000-403.000	PERSONAL PROPERTY TAXES	31,967.07	31,967.07	0.00	0.00	100.00
101-000-445.000	PENALTIES & INTEREST	12,661.02	12,661.02	0.00	0.00	100.00
101-000-447.000	ADMINISTRATION FEE	110,286.63	110,286.63	0.00	0.00	100.00
101-000-478.000	PERMIT FEES	128,100.00	126,950.91	4,792.70	1,149.09	99.10
101-000-574.000	REVENUE SHARING	106,000.00	72,328.00	0.00	33,672.00	68.23
101-000-577.000	LIQUOR LICENSE FEES	18,480.55	18,480.55	0.00	0.00	100.00
101-000-607.000	FRANCHISE FEES	39,000.00	35,568.83	1,500.00	3,431.17	91.20
101-000-614.000	SCHOOL TAX COLLECTION FEE	3,200.00	3,190.00	0.00	10.00	99.69
101-000-615.000	PARKING LOT FEES	27,000.00	24,855.50	5,681.00	2,144.50	92.06
101-000-643.000	CHARGES FOR SERVICE	2,730.00	2,730.00	30.00	0.00	100.00
101-000-650.000	CHAIN FERRY FEES	3,932.00	3,932.39	0.00	(0.39)	100.01
101-000-651.000	OVAL BEACH FEES	590,000.00	565,869.59	142,893.09	24,130.41	95.91
101-000-652.000	OVAL CONCESSION	85,000.00	73,220.42	6,587.00	11,779.58	86.14
101-000-653.000	BOAT RAMP FEES	1,400.00	1,359.00	0.00	41.00	97.07
101-000-654.000	GAZEBO FEES	3,500.00	3,500.00	0.00	0.00	100.00
101-000-655.000	POLICE & ORDINANCE FEES	1,779.45	1,779.45	150.00	0.00	100.00
101-000-665.000	INTEREST EARNED	370,000.00	291,020.99	20,008.95	78,979.01	78.65
101-000-667.000	STREET END & PROPERTY FEES	40,000.00	1,354.09	1,354.09	38,645.91	3.39
101-000-670.000	BOAT SLIP FEES	28,000.00	27,931.03	0.00	68.97	99.75
101-000-674.000	MISC DONATIONS & INCOME	192,500.00	192,496.18	0.00	3.82	100.00
101-000-682.000	USE TAX & ELECTION FEES	16,553.03	16,553.03	5,475.12	0.00	100.00
101-000-697.000	TRANSFER FROM FUND BALANCE	387,500.00	0.00	0.00	387,500.00	0.00
Total Dept 000		4,444,459.47	3,862,904.40	188,471.95	581,555.07	86.92
TOTAL REVENUES		4,444,459.47	3,862,904.40	188,471.95	581,555.07	86.92
Expenditures						
Dept 101 - COUNCIL						
101-101-702.000	SALARY	8,600.00	6,012.50	0.00	2,587.50	69.91
101-101-720.000	FRINGE BENEFITS	800.00	509.96	0.00	290.04	63.75
101-101-801.000	CONTRACTUAL SERVICES	10,100.00	9,531.98	3,000.00	568.02	94.38
101-101-803.000	LEGAL FEES	350,000.00	213,601.29	16,377.05	136,398.71	61.03
101-101-831.000	CEMETERY FEES	6,800.00	6,000.00	0.00	800.00	88.24
101-101-860.000	EDUCATIONAL TRAINING	5,000.00	4,298.27	0.00	701.73	85.97
101-101-882.000	EVENTS/SERVICES	40,200.00	37,414.36	190.36	2,785.64	93.07
101-101-900.000	PRINTING & PUBLISHING	600.00	300.00	0.00	300.00	50.00
101-101-908.000	DUES & PUBLICATIONS	1,200.00	1,059.00	0.00	141.00	88.25
101-101-913.000	INSURANCE	2,700.00	2,700.00	0.00	0.00	100.00
Total Dept 101 - COUNCIL		426,000.00	281,427.36	19,567.41	144,572.64	66.06
Dept 173 - CITY ADMINISTRATION						
101-173-702.000	SALARY/WAGES	206,000.00	199,616.38	5,326.92	6,383.62	96.90
101-173-720.000	FRINGE BENEFITS	50,000.00	46,810.25	2,581.76	3,189.75	93.62
101-173-727.000	OFFICE SUPPLIES	2,100.00	1,789.58	0.00	310.42	85.22
101-173-801.000	CONTRACTUAL SERVICES	33,000.00	21,892.58	3,612.80	11,107.42	66.34
101-173-802.000	AUDIT	11,000.00	10,475.00	0.00	525.00	95.23
101-173-803.000	LEGAL FEES	75,000.00	60,132.50	4,159.50	14,867.50	80.18
101-173-850.000	TELEPHONES	2,700.00	2,451.03	669.73	248.97	90.78
101-173-860.000	EDUCATIONAL TRAINING	3,000.00	2,081.68	0.00	918.32	69.39
101-173-900.000	PRINTING & PUBLISHING	400.00	249.00	0.00	151.00	62.25

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 06/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-173-910.000	INSURANCE	2,350.00	2,350.00	0.00	0.00	100.00
101-173-970.000	CAPITAL OUTLAY	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 173 - CITY ADMINISTRATION		387,550.00	347,848.00	16,350.71	39,702.00	89.76
Dept 215 - CITY CLERK						
101-215-702.000	SALARY/WAGES	127,200.00	121,634.50	9,730.76	5,565.50	95.62
101-215-720.000	FRINGE BENEFITS	60,000.00	57,999.05	4,626.55	2,000.95	96.67
101-215-727.000	OFFICE SUPPLIES	2,000.00	1,621.94	278.33	378.06	81.10
101-215-801.000	CONTRACTUAL SERVICES	3,700.00	3,542.24	0.00	157.76	95.74
101-215-803.000	LEGAL FEES	12,700.00	11,533.00	930.00	1,167.00	90.81
101-215-820.000	ELECTIONS	30,000.00	23,319.40	53.99	6,680.60	77.73
101-215-850.000	TELEPHONES	1,250.00	1,034.40	53.78	215.60	82.75
101-215-860.000	EDUCATIONAL TRAINING	3,250.00	3,083.81	0.00	166.19	94.89
101-215-900.000	PRINTING & PUBLISHING	500.00	393.00	0.00	107.00	78.60
101-215-970.000	CAPITAL OUTLAY	2,000.00	529.98	0.00	1,470.02	26.50
Total Dept 215 - CITY CLERK		242,600.00	224,691.32	15,673.41	17,908.68	92.62
Dept 253 - CITY TREASURER						
101-253-702.000	SALARY/WAGES	110,000.00	86,527.65	8,427.09	23,472.35	78.66
101-253-720.000	FRINGE BENEFITS	42,750.00	38,608.90	3,680.39	4,141.10	90.31
101-253-727.000	OFFICE SUPPLIES	2,600.00	1,718.97	178.00	881.03	66.11
101-253-801.000	CONTRACTUAL SERVICES	5,700.00	4,674.79	0.00	1,025.21	82.01
101-253-803.000	LEGAL FEES	1,000.00	0.00	0.00	1,000.00	0.00
101-253-850.000	TELEPHONE	775.00	688.35	26.89	86.65	88.82
101-253-860.000	EDUCATIONAL TRAINING	2,500.00	1,698.96	53.98	801.04	67.96
101-253-900.000	PRINTING & PUBLISHING	500.00	154.00	154.00	346.00	30.80
101-253-913.000	INSURANCE	1,100.00	1,100.00	0.00	0.00	100.00
101-253-970.000	CAPITAL OUTLAY	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 253 - CITY TREASURER		168,425.00	135,171.62	12,520.35	33,253.38	80.26
Dept 257 - ASSESSING						
101-257-702.000	SALARY	1,550.00	1,550.00	0.00	0.00	100.00
101-257-720.000	FRINGE BENEFITS	125.00	118.58	0.00	6.42	94.86
101-257-727.000	OFFICE SUPPLIES	1,300.00	1,194.03	0.00	105.97	91.85
101-257-801.000	CONTRACTUAL SERVICES	37,800.00	36,779.00	2,791.50	1,021.00	97.30
101-257-804.000	BOARD OF REVIEW	300.00	214.04	0.00	85.96	71.35
101-257-807.000	TRIBUNAL CHARGEBACKS	1,500.00	549.66	0.00	950.34	36.64
101-257-850.000	TELEPHONES	725.00	678.96	26.89	46.04	93.65
101-257-860.000	EDUCATIONAL TRAINING	1,500.00	175.00	0.00	1,325.00	11.67
101-257-900.000	PRINTING & PUBLISHING	750.00	654.00	0.00	96.00	87.20
101-257-970.000	CAPITAL OUTLAY	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 257 - ASSESSING		47,050.00	41,913.27	2,818.39	5,136.73	89.08
Dept 265 - CITY HALL						
101-265-702.000	SALARY/WAGES	10,000.00	8,579.07	1,573.18	1,420.93	85.79
101-265-720.000	FRINGE BENEFITS	5,000.00	4,027.12	514.41	972.88	80.54
101-265-730.000	SUPPLIES	1,500.00	755.46	77.41	744.54	50.36
101-265-801.000	CONTRACTUAL SERVICES	9,500.00	8,704.38	1,917.00	795.62	91.63

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 06/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-265-850.000	TELEPHONE	500.00	316.95	26.89	183.05	63.39
101-265-900.000	PRINTING & PUBLISHING	150.00	0.00	0.00	150.00	0.00
101-265-913.000	INSURANCE	1,400.00	1,400.00	0.00	0.00	100.00
101-265-920.000	UTILITIES	5,200.00	3,756.15	264.82	1,443.85	72.23
101-265-930.000	REPAIRS & MAINTENANCE	5,000.00	2,644.83	0.00	2,355.17	52.90
101-265-946.000	EQUIPMENT RENTAL	2,500.00	1,921.30	0.00	578.70	76.85
101-265-970.000	CAPITAL OUTLAY	25,000.00	5,000.00	0.00	20,000.00	20.00
Total Dept 265 - CITY HALL		65,750.00	37,105.26	4,373.71	28,644.74	56.43
Dept 301 - SHERIFF						
101-301-702.000	WAGES DEPUTIES	327,500.00	327,438.55	27,689.80	61.45	99.98
101-301-702.001	OVERTIME	10,000.00	0.00	0.00	10,000.00	0.00
101-301-702.002	RESERVE OFFICERS	11,500.00	4,696.00	0.00	6,804.00	40.83
101-301-748.000	FUEL & OILS	16,000.00	13,635.77	1,136.32	2,364.23	85.22
101-301-803.000	LEGAL FEES	2,500.00	384.00	0.00	2,116.00	15.36
101-301-882.000	EVENTS/SERVICES	1,000.00	0.00	0.00	1,000.00	0.00
101-301-946.000	EQUIPMENT RENTAL	37,500.00	36,000.00	3,000.00	1,500.00	96.00
Total Dept 301 - SHERIFF		406,000.00	382,154.32	31,826.12	23,845.68	94.13
Dept 441 - PUBLIC WORKS						
101-441-702.000	SALARY/WAGES	148,400.00	142,767.51	8,349.33	5,632.49	96.20
101-441-720.000	FRINGE BENEFITS	123,000.00	117,360.30	8,998.99	5,639.70	95.41
101-441-730.000	SUPPLIES	6,000.00	3,008.06	0.00	2,991.94	50.13
101-441-740.000	UNIFORMS	3,500.00	3,150.12	224.75	349.88	90.00
101-441-755.000	TOOLS	3,000.00	1,939.86	79.99	1,060.14	64.66
101-441-799.000	PARKWAY TREES	3,000.00	994.59	160.59	2,005.41	33.15
101-441-801.000	CONTRACTUAL SERVICES	290,000.00	270,737.56	44,903.03	19,262.44	93.36
101-441-805.000	HOLIDAY LIGHTING	31,700.00	31,688.87	0.00	11.13	99.96
101-441-860.000	EDUCATIONAL TRAINING	3,500.00	650.85	0.00	2,849.15	18.60
101-441-882.000	EVENTS/SERVICES	500.00	0.00	0.00	500.00	0.00
101-441-900.000	PRINTING & PUBLISHING	500.00	0.00	0.00	500.00	0.00
101-441-913.000	INSURANCE	4,900.00	4,900.00	0.00	0.00	100.00
101-441-920.000	UTILITIES	9,300.00	5,020.69	835.56	4,279.31	53.99
101-441-926.000	STREET LIGHTS	26,750.00	23,532.47	2,504.70	3,217.53	87.97
101-441-930.000	REPAIRS & MAINTENANCE	1,500.00	862.84	0.00	637.16	57.52
101-441-932.000	SIDEWALK REPAIRS	20,000.00	4,525.00	0.00	15,475.00	22.63
101-441-945.000	CAPITAL OUTLAY	80,000.00	6,513.86	0.00	73,486.14	8.14
101-441-946.000	EQUIPMENT RENTAL	107,000.00	91,798.47	0.00	15,201.53	85.79
101-441-960.000	SIGNS	4,200.00	3,388.30	0.00	811.70	80.67
Total Dept 441 - PUBLIC WORKS		866,750.00	712,839.35	66,056.94	153,910.65	82.24
Dept 721 - PLANNING/ZONING						
101-721-702.000	SALARY/WAGES	57,000.00	56,716.85	3,274.61	283.15	99.50
101-721-720.000	FRINGE BENEFITS	27,000.00	17,887.03	1,157.94	9,112.97	66.25
101-721-727.000	OFFICE SUPPLIES	3,200.00	2,770.74	442.30	429.26	86.59
101-721-801.000	CONTRACTUAL SERVICES	130,000.00	61,837.54	1,800.00	68,162.46	47.57
101-721-803.000	LEGAL FEES	78,000.00	73,511.00	1,815.00	4,489.00	94.24
101-721-850.000	TELEPHONES	725.00	675.92	26.89	49.08	93.23
101-721-860.000	EDUCATIONAL TRAINING	3,200.00	1,625.21	90.72	1,574.79	50.79
101-721-900.000	PRINTING & PUBLISHING	4,500.00	3,117.04	0.00	1,382.96	69.27

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 06/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-721-908.000	DUES, FEES & PUBLICATIONS	500.00	258.70	0.00	241.30	51.74
101-721-913.000	INSURANCE	2,150.00	2,150.00	0.00	0.00	100.00
101-721-970.000	CAPITAL OUTLAY	2,500.00	0.00	0.00	2,500.00	0.00
Total Dept 721 - PLANNING/ZONING		308,775.00	220,550.03	8,607.46	88,224.97	71.43
Dept 723 - HISTORIC DISTRICT COMMISSION						
101-723-702.000	SALARY	38,000.00	37,081.17	2,183.08	918.83	97.58
101-723-720.000	FRINGE BENEFITS	18,400.00	11,943.64	771.95	6,456.36	64.91
101-723-727.000	OFFICE SUPPLIES	1,000.00	775.17	0.00	224.83	77.52
101-723-801.000	CONTRACTUAL SERVICES	9,500.00	7,759.95	530.00	1,740.05	81.68
101-723-803.000	LEGAL FEES	1,500.00	570.00	0.00	930.00	38.00
101-723-850.000	TELEPHONES	775.00	674.95	26.89	100.05	87.09
101-723-860.000	EDUCATIONAL TRAINING	1,000.00	797.07	0.00	202.93	79.71
101-723-900.000	PRINTING & PUBLISHING	300.00	130.00	0.00	170.00	43.33
101-723-908.000	DUES & PUBLICATIONS	250.00	0.00	0.00	250.00	0.00
Total Dept 723 - HISTORIC DISTRICT COMMISSION		70,725.00	59,731.95	3,511.92	10,993.05	84.46
Dept 730 - HARBOR						
101-730-801.000	CONTRACTUAL SERVICES	10,000.00	1,604.50	0.00	8,395.50	16.05
101-730-931.000	WATERWAYS REPAIR	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 730 - HARBOR		20,000.00	1,604.50	0.00	18,395.50	8.02
Dept 751 - PARKS & RECREATION						
101-751-702.000	SALARY/WAGES	105,000.00	98,917.40	8,050.06	6,082.60	94.21
101-751-720.000	FRINGE BENEFITS	47,000.00	43,141.96	3,218.80	3,858.04	91.79
101-751-730.000	SUPPLIES	42,000.00	36,926.49	14,392.81	5,073.51	87.92
101-751-801.000	CONTRACTAUL SERVICES	49,500.00	48,421.77	1,896.90	1,078.23	97.82
101-751-809.000	GRANT PROJECTS	50,000.00	0.00	0.00	50,000.00	0.00
101-751-819.000	CHAIN FERRY REPAIRS	3,000.00	1,106.76	0.00	1,893.24	36.89
101-751-900.000	PRINTING & PUBLISHING	500.00	49.50	0.00	450.50	9.90
101-751-913.000	INSURANCE	2,575.00	2,575.00	0.00	0.00	100.00
101-751-920.000	UTILITIES	28,750.00	26,577.34	1,781.37	2,172.66	92.44
101-751-928.000	TRASH	17,000.00	13,992.21	1,536.50	3,007.79	82.31
101-751-930.000	REPAIRS & MAINTENANCE	50,000.00	22,749.65	0.00	27,250.35	45.50
101-751-946.000	EQUIPMENT RENTAL	67,000.00	62,216.37	0.00	4,783.63	92.86
101-751-960.000	SIGNS	500.00	90.00	0.00	410.00	18.00
101-751-970.000	CAPITAL OUTLAY	640,000.00	343,073.67	67,678.12	296,926.33	53.61
Total Dept 751 - PARKS & RECREATION		1,102,825.00	699,838.12	98,554.56	402,986.88	63.46
Dept 756 - OVAL BEACH						
101-756-702.000	SALARY/WAGES	140,000.00	125,321.86	28,831.95	14,678.14	89.52
101-756-720.000	FRINGE BENEFITS	30,000.00	23,383.57	4,556.74	6,616.43	77.95
101-756-730.000	SUPPLIES	15,000.00	14,311.88	4,204.30	688.12	95.41
101-756-801.000	CONTRACTUAL SERVICES	16,000.00	12,988.81	5,631.97	3,011.19	81.18
101-756-850.000	TELEPHONE	4,200.00	3,215.46	40.00	984.54	76.56
101-756-860.000	EDUCATIONAL TRAINING	1,000.00	1,549.50	753.46	(549.50)	154.95
101-756-900.000	PRINTING & PUBLISHING	3,000.00	2,074.18	1,048.68	925.82	69.14
101-756-913.000	INSURANCE	4,200.00	2,798.00	0.00	1,402.00	66.62

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 06/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-756-920.000	UTILITIES	14,575.00	13,190.72	2,382.34	1,384.28	90.50
101-756-930.000	REPAIRS & MAINTENANCE	10,000.00	5,973.92	2,820.09	4,026.08	59.74
101-756-946.000	EQUIPMENT RENTAL	30,000.00	27,970.93	0.00	2,029.07	93.24
101-756-960.000	SIGNS	500.00	0.00	0.00	500.00	0.00
101-756-970.000	CAPITAL OUTLAY	8,100.00	8,036.71	0.00	63.29	99.22
Total Dept 756 - OVAL BEACH		276,575.00	240,815.54	50,269.53	35,759.46	87.07
Dept 758 - OVAL CONCESSION						
101-758-702.000	SALARY	36,500.00	32,680.46	6,739.50	3,819.54	89.54
101-758-720.000	FRINGE BENEFITS	5,000.00	2,700.09	515.55	2,299.91	54.00
101-758-730.000	SUPPLIES	39,000.00	35,322.03	2,827.65	3,677.97	90.57
101-758-801.000	CONTRACTUAL SERVICES	4,400.00	4,086.14	1,952.66	313.86	92.87
101-758-850.000	TELEPHONES	500.00	85.44	0.00	414.56	17.09
101-758-860.000	EDUCATIONAL TRAINING	500.00	0.00	0.00	500.00	0.00
101-758-920.000	UTILITIES	750.00	0.00	0.00	750.00	0.00
101-758-930.000	REPAIRS & MAINTENANCE	500.00	260.32	0.00	239.68	52.06
101-758-960.000	SIGNS	500.00	0.00	0.00	500.00	0.00
101-758-970.000	CAPITAL OUTLAY	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 758 - OVAL CONCESSION		89,150.00	75,134.48	12,035.36	14,015.52	84.28
Dept 760 - SPEAR BOAT LAUNCH						
101-760-801.000	CONTRACTUAL SERVICES	1,000.00	0.00	0.00	1,000.00	0.00
101-760-900.000	PRINTING & PUBLISHING	250.00	0.00	0.00	250.00	0.00
Total Dept 760 - SPEAR BOAT LAUNCH		1,250.00	0.00	0.00	1,250.00	0.00
TOTAL EXPENDITURES		4,479,425.00	3,460,825.12	342,165.87	1,018,599.88	77.26
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		4,444,459.47	3,862,904.40	188,471.95	581,555.07	86.92
TOTAL EXPENDITURES		4,479,425.00	3,460,825.12	342,165.87	1,018,599.88	77.26
NET OF REVENUES & EXPENDITURES		(34,965.53)	402,079.28	(153,693.92)	(437,044.81)	1,149.93
BEG. FUND BALANCE		5,741,861.83	5,741,861.83			
FUND BALANCE ADJUSTMENTS			113,667.15			
END FUND BALANCE		5,706,896.30	6,257,608.26			

REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK

PERIOD ENDING 06/30/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 06/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 202 - MAJOR STREETS						
Revenues						
Dept 000						
202-000-538.000	COUNTY ROAD MILLAGE	103,574.97	103,574.97	0.00	0.00	100.00
202-000-546.000	ACT 51 FEES	115,000.00	104,488.98	8,789.53	10,511.02	90.86
202-000-665.000	INTEREST	31,000.00	28,533.50	0.00	2,466.50	92.04
202-000-697.000	TRANSFER FROM FUND BALANCE	45,250.00	0.00	0.00	45,250.00	0.00
Total Dept 000		294,824.97	236,597.45	8,789.53	58,227.52	80.25
TOTAL REVENUES		294,824.97	236,597.45	8,789.53	58,227.52	80.25
Expenditures						
Dept 463 - ROUTINE MAINTENANCE						
202-463-702.000	SALARY/WAGES	20,000.00	18,188.92	1,027.71	1,811.08	90.94
202-463-720.000	FRINGE BENEFITS	10,250.00	8,388.24	562.06	1,861.76	81.84
202-463-727.000	SUPPLIES	4,000.00	2,333.61	0.00	1,666.39	58.34
202-463-801.000	CONTRACTUAL SERVICES	189,574.97	167,237.23	22,275.00	22,337.74	88.22
202-463-930.000	REPAIRS & MAINTENANCE	2,500.00	819.84	119.84	1,680.16	32.79
202-463-946.000	EQUIPMENT RENTAL	22,000.00	21,483.11	0.00	516.89	97.65
Total Dept 463 - ROUTINE MAINTENANCE		248,324.97	218,450.95	23,984.61	29,874.02	87.97
Dept 464 - WINTER MAINTENANCE						
202-464-702.000	SALARY/WAGES	12,000.00	8,608.21	403.35	3,391.79	71.74
202-464-720.000	FRINGE BENEFITS	6,000.00	4,434.02	312.03	1,565.98	73.90
202-464-727.000	SUPPLIES	14,500.00	5,200.00	0.00	9,300.00	35.86
202-464-946.000	EQUIPMENTAL RENTAL	14,000.00	8,678.84	0.00	5,321.16	61.99
Total Dept 464 - WINTER MAINTENANCE		46,500.00	26,921.07	715.38	19,578.93	57.89
TOTAL EXPENDITURES		294,824.97	245,372.02	24,699.99	49,452.95	83.23
Fund 202 - MAJOR STREETS:						
TOTAL REVENUES		294,824.97	236,597.45	8,789.53	58,227.52	80.25
TOTAL EXPENDITURES		294,824.97	245,372.02	24,699.99	49,452.95	83.23
NET OF REVENUES & EXPENDITURES		0.00	(8,774.57)	(15,910.46)	8,774.57	100.00
BEG. FUND BALANCE		777,513.07	777,513.07			
END FUND BALANCE		777,513.07	768,738.50			

REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK

PERIOD ENDING 06/30/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 06/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 203 - LOCAL STREETS						
Revenues						
Dept 000						
203-000-402.000	LOCAL ROAD MILLAGE	374,151.70	374,151.70	0.00	0.00	100.00
203-000-445.000	PENALTIES & INT ON TAXES	633.14	633.14	0.00	0.00	100.00
203-000-538.000	COUNTY ROAD MILLAGE	103,574.97	103,574.97	0.00	0.00	100.00
203-000-546.000	ACT 51 FEES	70,000.00	59,541.26	5,213.84	10,458.74	85.06
203-000-665.000	INTEREST	80,000.00	76,788.17	0.00	3,211.83	95.99
203-000-672.000	SPECIAL ASSESSMENTS	25,524.00	25,524.00	25,524.00	0.00	100.00
203-000-697.000	FUND BALANCE	197,750.00	0.00	0.00	197,750.00	0.00
Total Dept 000		851,633.81	640,213.24	30,737.84	211,420.57	75.17
TOTAL REVENUES		851,633.81	640,213.24	30,737.84	211,420.57	75.17
Expenditures						
Dept 463 - ROUTINE MAINTENANCE						
203-463-702.000	SALARY/WAGES	17,500.00	14,888.89	1,384.82	2,611.11	85.08
203-463-720.000	FRINGE BENEFITS	9,000.00	7,275.15	536.98	1,724.85	80.84
203-463-727.000	SUPPLIES	3,500.00	2,937.51	0.00	562.49	83.93
203-463-801.000	CONTRACTUAL SERVICES	759,383.81	748,675.01	9,769.18	10,708.80	98.59
203-463-930.000	REPAIRS & MAINTENANCE	1,500.00	529.31	0.00	970.69	35.29
203-463-946.000	EQUIPMENT RENTAL	19,500.00	12,434.14	0.00	7,065.86	63.76
Total Dept 463 - ROUTINE MAINTENANCE		810,383.81	786,740.01	11,690.98	23,643.80	97.08
Dept 464 - WINTER MAINTENANCE						
203-464-702.000	SALARY/WAGES	10,000.00	7,946.83	403.12	2,053.17	79.47
203-464-720.000	FRINGE BENEFITS	7,000.00	5,297.86	411.84	1,702.14	75.68
203-464-727.000	SUPPLIES	10,750.00	2,212.73	0.00	8,537.27	20.58
203-464-946.000	EQUIPMENT RENTAL	13,500.00	4,875.99	0.00	8,624.01	36.12
Total Dept 464 - WINTER MAINTENANCE		41,250.00	20,333.41	814.96	20,916.59	49.29
TOTAL EXPENDITURES		851,633.81	807,073.42	12,505.94	44,560.39	94.77
Fund 203 - LOCAL STREETS:						
TOTAL REVENUES		851,633.81	640,213.24	30,737.84	211,420.57	75.17
TOTAL EXPENDITURES		851,633.81	807,073.42	12,505.94	44,560.39	94.77
NET OF REVENUES & EXPENDITURES		0.00	(166,860.18)	18,231.90	166,860.18	100.00
BEG. FUND BALANCE		2,402,820.75	2,402,820.75			
END FUND BALANCE		2,402,820.75	2,235,960.57			

REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK

PERIOD ENDING 06/30/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 06/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 301 - DEBT SERVICE						
Revenues						
Dept 000						
301-000-402.000	DEBT MILLAGE	295,320.73	295,320.73	0.00	0.00	100.00
301-000-445.000	PENALTIES & INT ON TAXES	498.77	498.77	0.00	0.00	100.00
301-000-665.000	INTEREST	600.00	586.11	0.00	13.89	97.69
301-000-697.000	TRANSFER FROM FUND BALANCE	6,695.00	0.00	0.00	6,695.00	0.00
Total Dept 000		303,114.50	296,405.61	0.00	6,708.89	97.79
TOTAL REVENUES		303,114.50	296,405.61	0.00	6,708.89	97.79
Expenditures						
Dept 592 - ROAD BOND 2009						
301-592-991.000	DEBT PRINCIPAL	265,000.00	265,000.00	0.00	0.00	100.00
301-592-995.000	DEBT INTEREST	35,184.75	35,184.75	0.00	0.00	100.00
Total Dept 592 - ROAD BOND 2009		300,184.75	300,184.75	0.00	0.00	100.00
TOTAL EXPENDITURES		300,184.75	300,184.75	0.00	0.00	100.00
Fund 301 - DEBT SERVICE:						
TOTAL REVENUES		303,114.50	296,405.61	0.00	6,708.89	97.79
TOTAL EXPENDITURES		300,184.75	300,184.75	0.00	0.00	100.00
NET OF REVENUES & EXPENDITURES		2,929.75	(3,779.14)	0.00	6,708.89	128.99
BEG. FUND BALANCE		57,135.72	57,135.72			
END FUND BALANCE		60,065.47	53,356.58			

REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK

PERIOD ENDING 06/30/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 06/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 592 - WATER AND SEWER						
Revenues						
Dept 000						
592-000-610.000	WATER TAP FEES	13,800.00	13,800.00	0.00	0.00	100.00
592-000-611.000	SEWER TAP FEES	24,141.75	24,141.75	0.00	0.00	100.00
592-000-665.000	INTEREST	18,554.35	18,554.35	0.00	0.00	100.00
Total Dept 000		56,496.10	56,496.10	0.00	0.00	100.00
TOTAL REVENUES		56,496.10	56,496.10	0.00	0.00	100.00
Expenditures						
Dept 536 - WATER AND SEWER SYSTEMS						
592-536-801.000	CONTRACTUAL SERVICES	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 536 - WATER AND SEWER SYSTEMS		5,000.00	0.00	0.00	5,000.00	0.00
TOTAL EXPENDITURES		5,000.00	0.00	0.00	5,000.00	0.00
Fund 592 - WATER AND SEWER:						
TOTAL REVENUES		56,496.10	56,496.10	0.00	0.00	100.00
TOTAL EXPENDITURES		5,000.00	0.00	0.00	5,000.00	0.00
NET OF REVENUES & EXPENDITURES		51,496.10	56,496.10	0.00	(5,000.00)	109.71
BEG. FUND BALANCE		521,621.21	521,621.21			
END FUND BALANCE		573,117.31	578,117.31			

REVENUE AND EXPENDITURE REPORT FOR CITY OF SAUGATUCK

PERIOD ENDING 06/30/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 06/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 661 - MOTOR POOL FUND						
Revenues						
Dept 000						
661-000-664.000	MOTOR POOL REVENUE	240,000.00	231,379.15	0.00	8,620.85	96.41
661-000-665.000	INTEREST	37,000.00	32,816.93	0.00	4,183.07	88.69
661-000-673.000	SALE OF FIXED ASSETS	7,605.00	7,605.00	0.00	0.00	100.00
661-000-697.000	TRANSFER FROM FUND BALANCE	172,000.00	0.00	0.00	172,000.00	0.00
Total Dept 000		456,605.00	271,801.08	0.00	184,803.92	59.53
TOTAL REVENUES		456,605.00	271,801.08	0.00	184,803.92	59.53
Expenditures						
Dept 443 - MOTOR POOL						
661-443-702.000	SALARY/WAGES	46,000.00	29,211.01	1,384.85	16,788.99	63.50
661-443-720.000	FRINGE BENEFITS	18,000.00	11,887.27	729.88	6,112.73	66.04
661-443-727.000	SUPPLIES	10,000.00	8,619.24	719.08	1,380.76	86.19
661-443-748.000	FUEL & OILS	35,000.00	25,795.09	2,676.36	9,204.91	73.70
661-443-750.000	TIRES & BATTERIES	10,000.00	1,678.81	0.00	8,321.19	16.79
661-443-755.000	SMALL TOOLS	3,250.00	2,471.20	0.00	778.80	76.04
661-443-801.000	CONTRACTUAL SERVICES	6,000.00	3,712.00	0.00	2,288.00	61.87
661-443-850.000	TELEPHONES	6,000.00	5,473.11	225.00	526.89	91.22
661-443-913.000	INSURANCE	10,870.00	10,869.00	0.00	1.00	99.99
661-443-920.000	UTILITIES	9,250.00	6,733.12	466.02	2,516.88	72.79
661-443-930.000	REPAIRS & MAINTENANCE	41,000.00	37,879.41	2,982.59	3,120.59	92.39
661-443-968.000	DEPRECIATION	140,000.00	0.00	0.00	140,000.00	0.00
661-443-970.000	CAPITAL OUTLAY	180,000.00	126,713.82	0.00	53,286.18	70.40
Total Dept 443 - MOTOR POOL		515,370.00	271,043.08	9,183.78	244,326.92	52.59
TOTAL EXPENDITURES		515,370.00	271,043.08	9,183.78	244,326.92	52.59
Fund 661 - MOTOR POOL FUND:						
TOTAL REVENUES		456,605.00	271,801.08	0.00	184,803.92	59.53
TOTAL EXPENDITURES		515,370.00	271,043.08	9,183.78	244,326.92	52.59
NET OF REVENUES & EXPENDITURES		(58,765.00)	758.00	(9,183.78)	(59,523.00)	1.29
BEG. FUND BALANCE		1,229,312.75	1,229,312.75			
END FUND BALANCE		1,170,547.75	1,230,070.75			
TOTAL REVENUES - ALL FUNDS		6,407,133.85	5,364,417.88	227,999.32	1,042,715.97	83.73
TOTAL EXPENDITURES - ALL FUNDS		6,446,438.53	5,084,498.39	388,555.58	1,361,940.14	78.87
NET OF REVENUES & EXPENDITURES		(39,304.68)	279,919.49	(160,556.26)	(319,224.17)	712.18
BEG. FUND BALANCE - ALL FUNDS		10,730,265.33	10,730,265.33			
FUND BALANCE ADJ - ALL FUNDS			113,667.15			
END FUND BALANCE - ALL FUNDS		10,690,960.65	11,123,851.97			

June 19, 2024

MEMO

To: The City of Saugatuck

From: Greg Janik, Fire Chief

Subject: Request for Council to review and support the Saugatuck Township Fire District Proposed Budget for the Fiscal Year 2024/2025

DESCRIPTION

- The Saugatuck Township Fire District (Fire District) Board proposes the following budget for the Fiscal Year 2024/2025 to the City of Saugatuck, Saugatuck Township, and the City of the Village of Douglas. The budget, consisting of a millage of 2.50 mills, is levied against the real property taxable value within the Fire District. The 2.50 millage will remain the same and shall not be increased.

- Included in the packet is a copy of the Fiscal Year 2024/2025 budget adopted unanimously by the Fire Board.

RECOMMENDATION:

- The Fire District Board requests the City of Saugatuck to review and support this proposed budget *during their next board meeting, no later than July 1, 2024.*

Respectfully,

Greg Janik

Fire Chief/Fire Marshal



Proposed Annual Budget

SAUGATUCK TOWNSHIP FIRE DISTRICT
FIRE
EMS
RESCUE
PREVENTION

Fiscal Year 2024-2025

Mission

The Mission of the
Saugatuck Township Fire District
is to minimize community risks and
improve the quality of life
for all persons within
Saugatuck Township Fire District.

Fire is Everyone's Fight™

From the Board...

The Saugatuck Township Fire District (Fire District) Board proposes the following budget for the Fiscal Year 2024/2025 to the City of Saugatuck, Saugatuck Township, and the City of the Village of Douglas. The budget, consisting of a millage of 2.50 mills, is levied against the real property taxable value within the Fire District. The millage of 2.50 mills will remain the same and shall not be increased.

The Fire District endeavors to forge relationships with our ever-changing communities and remain strong with community involvement. This strong connection does not form in a vacuum, it requires embracing diversity, collaboration, anticipating change, and preparing ourselves to meet the ever-evolving needs of our communities by providing exceptional fire and life safety services. The Fire District continues to focus on one of its essential core values - Community Risk Reduction. This process identifies and prioritizes our community risks, which is followed by an integrated and strategic investment of resources (emergency response & prevention) to reduce their occurrence and impact .

Included in the packet is a copy of the Fiscal Year 2024/2025 budget adopted unanimously by the Fire Board.

The Fire Board will hold a public presentation and briefing on the budget at Saugatuck Township Fire District, 3342 Blue Star Highway, Saugatuck, MI 49453 on June 17, 2024, at 5:00 PM. The Council members of Saugatuck and Douglas as well as the Township trustees are strongly encouraged to attend. The joint meeting is designed for the local units of government as well as the public to become familiar with the hard work of the Fire District to continually improve efficiency and services. The Fire Board and Fire District personnel will be available to answer questions. We look forward to seeing you on June 17th, at 5:00 PM. The Fire District Board is requesting the City of Saugatuck, Saugatuck Township, and the City of the Village of Douglas to review and adopt this proposed budget *during their next scheduled board meeting or before.*



From left: Phelps, North, Pullen, Verplank, Fox, Aldrich and Beckman

Saugatuck Township Fire District Board:

Jane Verplank	- Chairperson, City of Saugatuck Representative
Eric Beckman	- Vice Chair, Saugatuck Township Representative
Dan Fox	- Secretary, City of Saugatuck Representative
Scott Phelps	- Vice Secretary, At Large Member
Tarue Pullen	- City of the Village of Douglas Representative
Cathy North	- City of the Village of Douglas Representative
Stacey Aldrich	- Saugatuck Township Representative

From the Chief...



Prioritized Strategic Planning

The Fire Board and the Chief would like to share the following projects as part of our Community Risk Reduction Programs.

School Safety –
the focus of the Fire District involves four areas of school safety.

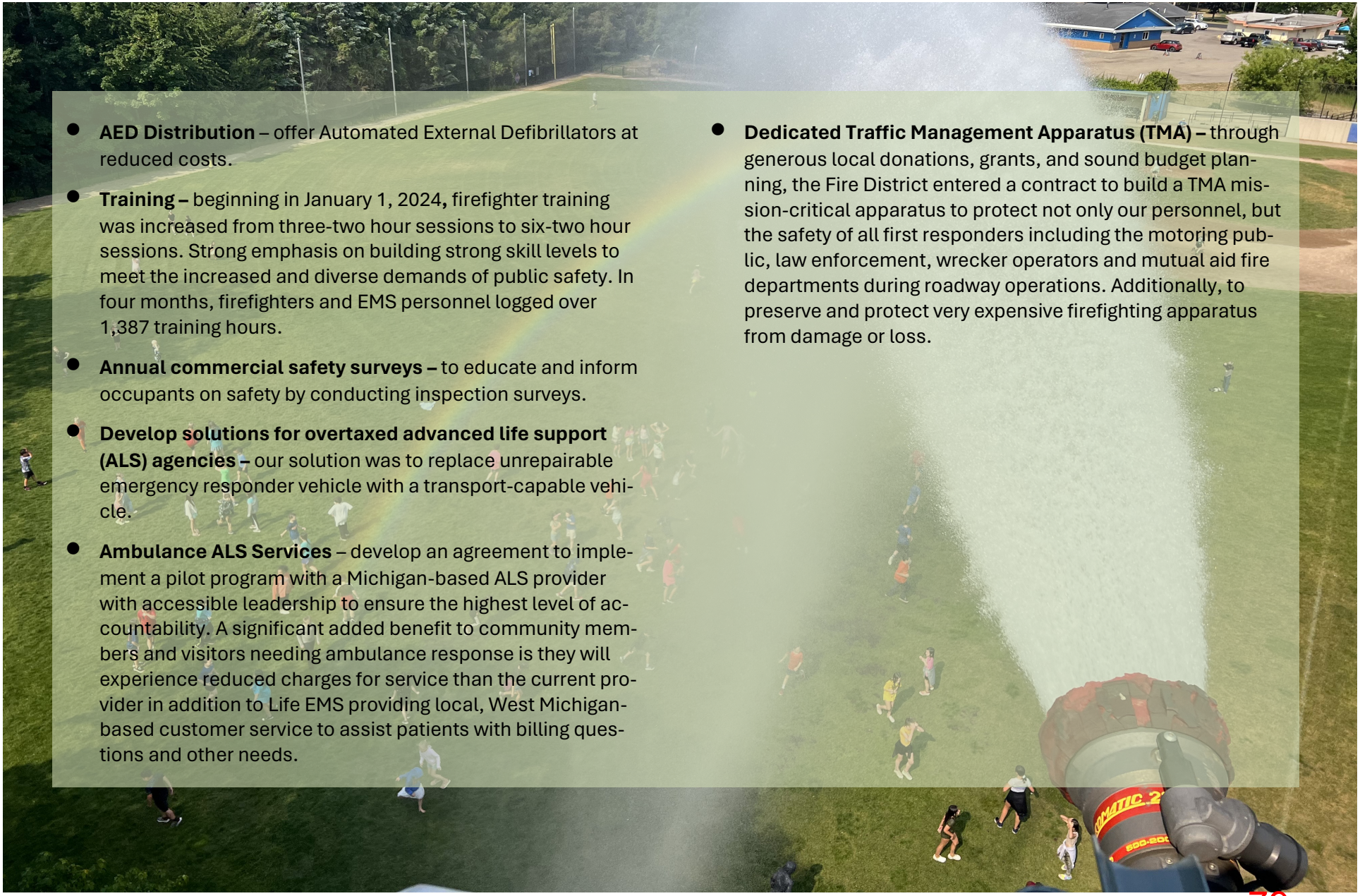
1. Designated School Resources Officers for our students at Douglas Elementary & the Saugatuck High/Middle Schools.

2. Support the BeSMART campaign – to promote responsible gun ownership and reduce child gun deaths.

3. Fire Prevention & Life Safety Education – bi-monthly lessons taught by STFD instructors at Douglas Elementary School.

4. Public Safety Radio Communications *inside* our schools – ensuring effective radio communications and interoperability not only in SPS schools, but every Michigan school.

From the Chief continued



- **AED Distribution** – offer Automated External Defibrillators at reduced costs.
- **Training –** beginning in January 1, 2024**,** firefighter training was increased from three-two hour sessions to six-two hour sessions. Strong emphasis on building strong skill levels to meet the increased and diverse demands of public safety. In four months, firefighters and EMS personnel logged over 1,387 training hours.
- **Annual commercial safety surveys –** to educate and inform occupants on safety by conducting inspection surveys.
- **Develop solutions for overtaxed advanced life support (ALS) agencies –** our solution was to replace unrepairable emergency responder vehicle with a transport-capable vehicle.
- **Ambulance ALS Services** – develop an agreement to implement a pilot program with a Michigan-based ALS provider with accessible leadership to ensure the highest level of accountability. A significant added benefit to community members and visitors needing ambulance response is they will experience reduced charges for service than the current provider in addition to Life EMS providing local, West Michigan-based customer service to assist patients with billing questions and other needs.
- **Dedicated Traffic Management Apparatus (TMA) –** through generous local donations, grants, and sound budget planning, the Fire District entered a contract to build a TMA mission-critical apparatus to protect not only our personnel, but the safety of all first responders including the motoring public, law enforcement, wrecker operators and mutual aid fire departments during roadway operations. Additionally, to preserve and protect very expensive firefighting apparatus from damage or loss.

Call Volume Trend 2004-2023

Call Volume Trends:

- 32% decrease in Fire Calls
- 97% increase in Total Calls
- 46% increase in Emergency Medical Service Calls

Year	Fire Calls	EMS Calls	Other Calls	Total Calls	Total Calls %
2004	37	388	74	499	—
2005	67	411	78	556	11.42
2006	44	408	75	527	(5.21)
2007	56	413	90	559	6.07
2008	34	402	122	558	(0.17)
2009	30	441	121	592	6.09
2010	38	465	108	611	3.20
2011	24	485	133	642	5.07
2012	54	521	158	733	14.17
2013	36	506	148	690	(5.86)
2014	31	565	149	745	7.97
2015	31	522	230	783	5.10
2016	32	560	283	875	11.75
2017	28	469	316	813	(7.08)
2018	30	501	376	907	11.56
2019	21	514	442	977	7.7
2020	33	533	296	862	(11.80)
2021	37	594	333	964	11.80
2022	26	659	338	1.023	6.10
2023	25	566	390	981	(4.1)

2013-2024 Millage

2024 call volume is estimated from April 30 totals. 331, or 16.5% more calls than at the same time in 2023.

The 10.7% increase is related to property tax value increases from the construction, sales and building permits being issued.

Budget Year	Millage	Budget Amount	Difference in %	Number of Calls
2024/25	**2.5000**	**$ 2,369,000**	**10.7%**	**1,143**
2023/24	2.5000	$ 2,140,000	26.7%	981
2022/23	2.2000	$ 1,689,500	7.1%	1,023
2021/22	2.2000	$ 1,577,500	5.6%	964
2020/21	2.2000	$ 1,494,500	3.4%	862
2019/20	2.2000	$ 1,446,000	18.6%	977
2018/19	2.0000	$ 1,219,000	4.7%	907
2017/18	2.0000	$ 1,164,730	23.8%	813
2016/17	2.0000	$ 940,684	4.3%	875
2015/16	1.7000	$ 901,754	19.5%	783
2014/15	1.5000	$ 754,523	15.2%	745
2013/14	1.3000	$ 655,030	-	690

Additional Revenue 2014-2024

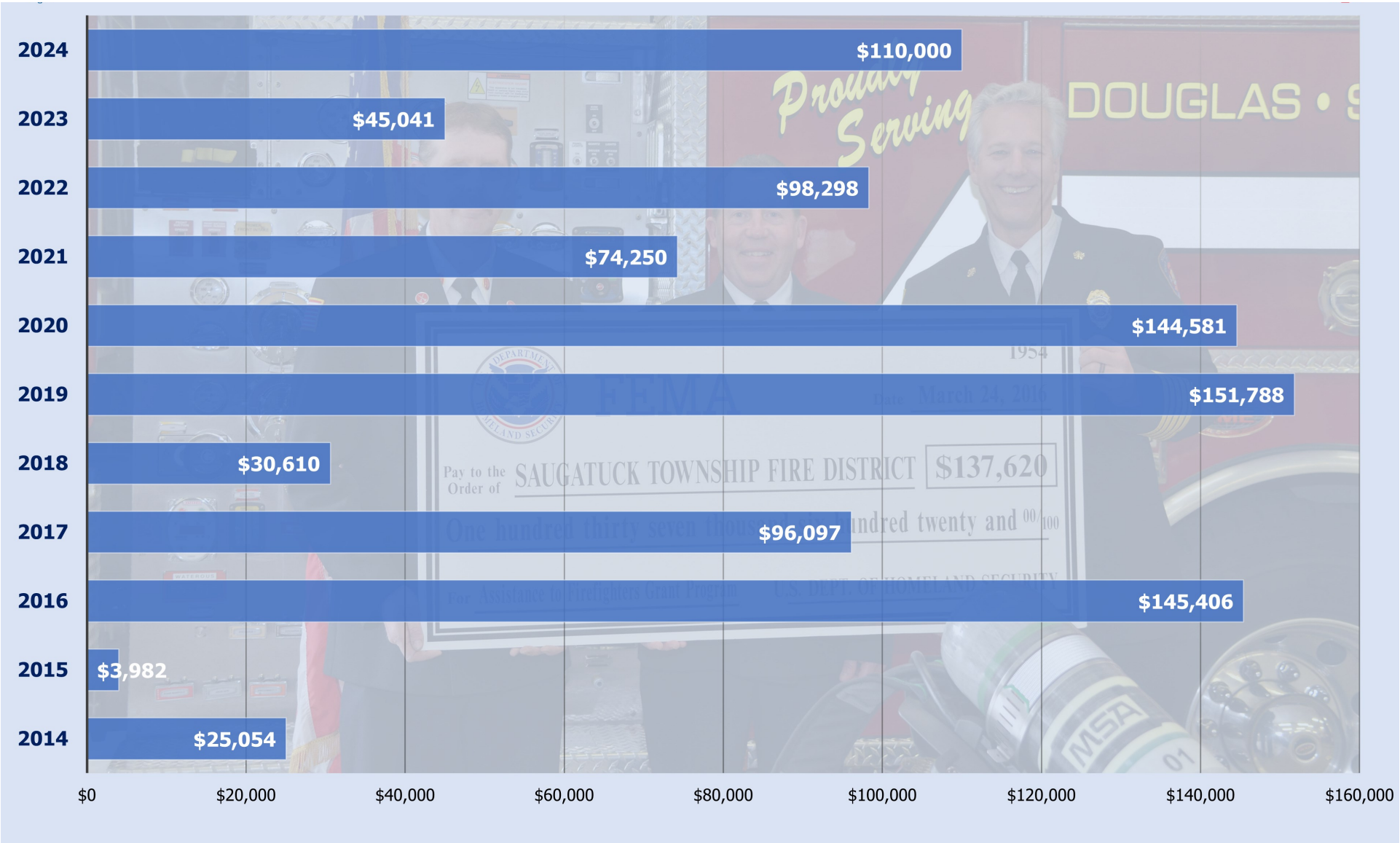
Cost Recovery
Initiated in 2008, however not enforced before 2014.

Grants:
FEMA, State and private businesses/insurance companies.

Donations:
Private donations to help offset cost i.e. Live Fire Training Facility and
Emergency Medical Equipment and Services

Year	Cost Recovery Filed	Cost Recovery Collected	Grants Received	Donations Received	Totals Collected by Year
2014	$ 14,843	$ 12,032	$ 2,490	$ 22,564	$ 37,086
2015	$ 25,262	$ 23,028	$ 3,982	$ -	$ 27,010
2016	$ 32,034	$ 21,577	$ 145,406	$ -	$ 166,983
2017	$ 18,960	$ 5,413	$ 78,072	$ 18,025	$ 101,510
2018	$ 16,872	$ 10,412	$ 13,600	$ 17,010	$ 41,022
2019	$ 25,632	$ 19,633	$ 148,398	$ 3,390	$ 171,421
2020	$ 17,223	$ 11,726	$ 144,581	$ -	$ 156,307
2021	$ 26,669	$ 6,105	$ 73,710	$ -	$ 79,815
2022	$ 44,312	$ 26,220	$ 65,388	$ 32,910	$ 124,518
2023	$ 31,940	$ 21,460	$ 28,068	$ 16,972	$ 66,500
2024	$ 25,935	$ 19,748	$ 20,000	$ 90,000	$ 129,748
Totals:	$ 279,682	$ 177,354	$ 723,695	$ 200,871	$ 1,101,920

Grants and Donations 2014-2024



Estimated Revenues

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
Dept 000						
206-000-401.000	SAUGATUCK CITY	417,713.50	518,829.93	518,829.93	518,829.93	559,500.00
206-000-402.000	SAUGATUCK TOWNSHIP	840,950.48	1,069,709.31	1,069,709.31	1,069,709.31	1,197,000.00
206-000-403.000	DOUGLAS CITY	432,575.34	546,472.68	546,472.68	546,472.68	594,500.00
206-000-450.000	FIRE SERVICES	656.00	1,190.00	1,190.00	1,200.00	1,000.00
206-000-460.000	INSPECTION & PLAN REVIEW FEES	29,200.00	39,000.00	38,100.00	38,100.00	10,000.00
206-000-465.000	COST RECOVERY	34,555.08	36,000.00	35,960.83	36,000.00	1,000.00
206-000-528.000	OTHER FEDERAL GRANTS	26,928.05				
206-000-560.000	GRANTS & DONATIONS	35,170.28	131,000.00	130,987.59	131,000.00	1,000.00
206-000-665.000	INTEREST	9,876.58	29,000.00	28,454.01	29,000.00	5,000.00
206-000-685.000	SALES OF ASSETS		31,267.52	31,267.52	31,267.52	
Totals for dept 000 -		**1,827,625.31**	**2,402,469.44**	**2,400,971.87**	**2,401,579.44**	**2,369,000.00**
TOTAL ESTIMATED REVENUES		**1,827,625.31**	**2,402,469.44**	**2,400,971.87**	**2,401,579.44**	**2,369,000.00**

Appropriations

GL NUMBER	DESCRIPTION	2022-23 ACTUAL	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
Dept 336 - FIRE FUND						
206-336-702.000	BOARD SALARY	3,300.00	5,000.00	2,800.00	3,300.00	5,000.00
206-336-704.000	CHIEF SALARY	110,271.94	118,000.00	101,538.48	118,000.00	120,000.00
206-336-705.000	OFFICER SALARIES	7,646.03	9,650.00	6,729.34	7,500.00	10,000.00
206-336-708.000	CAREER FIREFIGHTER	412,962.44	575,000.00	450,600.64	495,000.00	615,000.00
206-336-709.000	OPERATIONAL WAGES	99,706.91	100,000.00	88,834.45	100,000.00	110,000.00
206-336-709.500	PAID ON CALL STIPEND	94,242.94	95,000.00	82,804.96	95,000.00	95,000.00
206-336-710.000	FIRE CALLS	62,816.69	70,000.00	49,742.07	63,000.00	70,000.00
206-336-711.000	MEDICAL CALLS	32,664.92	34,000.00	30,965.86	34,000.00	35,000.00
206-336-712.000	TRAINING	26,649.67	48,000.00	21,316.52	32,000.00	35,000.00
206-336-713.000	SPECIAL EVENTS	11,966.33	15,000.00	13,390.65	15,000.00	15,000.00
206-336-720.000	PAYROLL TAXES	68,275.12	98,000.00	66,512.28	85,000.00	111,000.00
206-336-721.000	EMPLOYEE INSURANCE BENEFITS	95,623.16	140,000.00	106,179.92	125,000.00	150,000.00
206-336-722.000	WORKER COMP INSURANCE	55,772.40	100,000.00	48,485.06	55,000.00	100,000.00
206-336-723.000	RETIREMENT	133,531.48	142,000.00	119,523.15	142,000.00	150,000.00
206-336-727.000	OPERATING SUPPLIES	27,302.84	25,000.00	13,205.98	25,000.00	25,000.00
206-336-728.000	GAS & OIL	19,153.74	20,000.00	17,952.04	20,000.00	20,000.00
206-336-730.000	PROFESSIONAL SERVICES	29,970.70	45,000.00	40,039.74	45,000.00	30,000.00
206-336-742.000	TESTING, REPAIR & REPLACEMENT	18,416.37	20,000.00	13,433.22	20,000.00	22,000.00
206-336-745.000	STATION TOOLS	434.39	3,250.00	1,103.22	3,250.00	3,250.00
206-336-746.000	FIRE FIGHTER TOOLS	5,424.67	13,000.00	9,860.77	13,000.00	10,000.00

Appropriations continued

GL NUMBER	DESCRIPTION	2022-23 ACTUAL	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
206-336-751.000	PHONES	11,321.67	13,500.00	12,529.22	13,500.00	19,000.00
206-336-752.000	UTILITIES	15,079.56	20,000.00	13,152.47	15,000.00	20,000.00
206-336-760.000	VEHICLE/ EQUIP REP & MAINTENANCE	70,999.13	66,000.00	62,844.61	66,000.00	70,000.00
206-336-761.000	BOAT MAINTENANCE	17,384.88	19,000.00	9,322.95	19,000.00	19,000.00
206-336-762.000	RADIO & PAGER R&R	2,199.79	10,000.00	7,416.17	10,000.00	10,000.00
206-336-763.000	BUILDING REPAIR & MAINTENANCE	20,240.61	30,000.00	19,408.11	30,000.00	33,000.00
206-336-764.000	BUILDING SECURITY		2,000.00	1,669.20	2,000.00	2,000.00
206-336-767.000	DUES & SUBSCRIPTIONS	2,669.73	4,000.00	3,645.99	4,000.00	4,000.00
206-336-770.000	OFFICE EXPENSES	8,456.82	12,000.00	9,233.47	12,000.00	12,000.00
206-336-771.000	TECHNOLOGY	20,281.57	23,000.00	22,183.11	23,000.00	20,000.00
206-336-775.000	BUILDING INSPECTIONS	226.45	2,500.00	75.00	1,000.00	2,500.00
206-336-780.000	UNIFORMS	13,832.34	15,000.00	10,567.25	15,000.00	12,000.00
206-336-781.000	TURN OUT GEAR	28,677.52	40,000.00		40,000.00	40,000.00
206-336-785.000	EDUCATION	16,883.22	33,000.00	25,679.38	33,000.00	33,000.00
206-336-791.000	MEDICAL SUPPLY	6,880.01	20,000.00	12,874.81	15,000.00	20,000.00
206-336-795.000	COMMUNITY RISK REDUCTION	10,962.55	15,000.00	12,059.02	15,000.00	15,000.00
206-336-796.000	PHYSICALS	13,545.09	15,000.00		7,500.00	15,000.00

Appropriations continued

GL NUMBER	DESCRIPTION	2022-23 ACTUAL	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2023-24 PROJECTED ACTIVITY	2024-25 REQUESTED BUDGET
206-336-815.000	GENERAL INSURANCE	29,719.00	38,100.00	38,073.00	38,100.00	40,000.00
206-336-861.000	TAX CHARGE BACK	988.72	1,000.00	811.09	900.00	1,000.00
206-336-975.000	TRUCK PAYMENT	419,307.50				
206-336-985.000	LONG TERM CAPITAL	58,679.44	311,469.44	113,913.66	311,469.44	250,250.00
206-336-986.000	CAPITAL FUND TRANSFER		36,000.00		234,060.00	
Totals for dept 336 - FIRE FUND		**2,084,468.34**	**2,402,469.44**	**1,660,476.86**	**2,401,579.44**	**2,369,000.00**
TOTAL APPROPRIATIONS		**2,084,468.34**	**2,402,469.44**	**1,660,476.86**	**2,401,579.44**	**2,369,000.00**
NET OF REVENUES/APPROPRIATIONS - FUND 206		**(256,843.03)**		**740,495.01**		
BEGINNING FUND BALANCE		**902,987.44**	**646,144.41**	**646,144.41**	**646,144.41**	**646,144.41**
ENDING FUND BALANCE		**646,144.41**	**646,144.41**	**1,386,639.42**	**646,144.41**	**646,144.41**

Permits Issued in District

This chart indicates growth of change since post-Covid, 2021. It contains data, including rentals from the district. The objective is to show the volume of construction and subsequent resource demands for STFD and the municipalities.

Saugatuck Township Building and Rental Permits					
	2020/21	2021/22	2022/23	2023/24	Total
Building	106	134	138	88	466
New Homes	27	37	29	20	113
Rental Inspections	11	80	72	82	245

Saugatuck City Building Permits					
	2020	2021	2022	2023	Total
Building	54	68	52	59	233
New Homes	9	6	5	9	29
Rental Inspections	10	101	124	84	319

City of Douglas Building Permits					
	2020	2021	2022	2023	Total
Building	63	56	46	52	217
New Homes	18	16	10	8	52
Rental Inspections	10	44	58	46	158

Apparatus Addition - Fall 2024 - Traffic control





Truck #2120 – Purchase 2025 Freightliner Royal Truck .

Traffic Management Apparatus (TMA)

Since 2019, our firefighters responded to 207 incidents on highways, exposing them to significant risks due to fast-moving traffic and increased traffic volume. This represents 1,198 personnel who were exposed and at risk on the roadways. A dedicated Traffic Management Apparatus (TMA) will serve as a mission-critical tool to ensure the safety of not only our personnel, but the safety of all first responders, including the motoring public, law enforcement, wrecker operators, and mutual aid fire departments during roadway operations. Our current method of cone deployment involves personnel walking down the roadway protected by a tanker truck & arrow board following them. As distracted driving and other challenges increase, we have had many near-miss incidents where personnel were nearly hit.

Additionally, if one of the tanker/pumpers was hit in a collision and sustained substantial damage beyond repair, a replacement would currently cost over $750,000 each and would take 24 months to build. Our insurance carrier, MMRMA, will not provide replacement cost value coverage on our tanker/pumpers because they exceed 15 years old, and coverage is limited to actual cash value. The TMA truck will not only protect all first responders but also our costly apparatus. The Scorpion MASH attenuator is also designed to protect the motoring public if they were to collide with the attenuator. The proposed truck will be equipped with state-of-the-art traffic control devices, emergency lighting, and communication systems to facilitate quick and effective response to incidents on the highway and other roadways.

By investing in this TMA truck, we will be achieving the core mission to significantly reduce the risk of accidents and injuries to our personnel and all first responders during highway incidents. This proactive measure aligns with our commitment to community risk reduction by minimizing risks and improving the for all of the motoring public that transit roadways within the Fire District.

Traffic Incidents Fatalities 2019-2022

RESPONDERSAFETY.com
On The Highway We've Got Your Back

Cumberland Valley Volunteer Firemen's Association/Emergency Responder Safety Institute has, for the last several years, worked on different fronts to instigate various organizations, government agencies, and research entities to help us collect, analyze, and share emergency responder struck-by data with other response organizations nationwide. The hope is that the data will help lead to better solutions, strategies, and tactics for protecting emergency responders from being struck by vehicles in secondary crashes.

Over the four years (2019 – 2022), we tracked incidents involving an emergency responder (e.g., law enforcement officer, firefighter, EMT, fire police officer, tow operator, road service technician,) who was struck and killed by a vehicle while working at a roadway incident scene. The results are concerning, as shown.

Year	Law Enforcement Officers	Fire/EMS	Tow Operators	Road Service Technicians
2019	18	9	14	3
2020	17	4	21	1
2021	30	9	22	2
2022	17	11	17	4
Totals	82	33	74	10

Apparatus Addition - 2161 Rescue Truck

- **2009 Spartan Braun**
- Spartan Furion Chassis
- Braun Super Chief Body
- In-cab Seating for 4 with 3 SCBA Seats
- In-Body seating for 5
- Cummins ISC 285hp Diesel Engine
- Allison Automatic Transmission
- Air Ride Suspension
- Price tag: $39,000
- Modifications: $3,000





Can be used for rehab at a fire to provide a warm/cold environment for personnel to have their vitals checked and drink water.

Has space to get a patient off of the roadway and keep them out of the elements.

Advantage to own 2 trucks with matching chassis, and a 3rd that is same manufacturer and newer. Similar cab operations, similar controls, etc.

Ambulance companies looked at it and didn't know what to do with the SCBA seats. We look at it and have a place to store SCBAs.

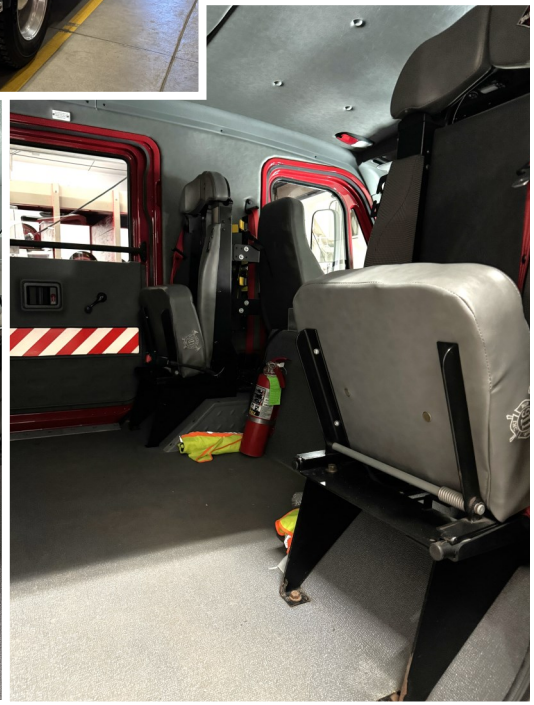
Transport Capable Light Rescue Apparatus

Apparatus Addition - 2161 Rescue Truck









From the Archives...



Commercial Record, November 1879.

A fire broke out Thursday morning in the Morrison building at the foot of Butler Street. Before the fire Co. could get out it had got under such head way that it was beyond control and the building was burned to the ground. Mr. Morrison estimates his loss at $2,000! John Francis, who occupied the lower floor as a meat market lost about $200. No insurance.

Chief Engineer Wilson, there not being firemen enough on hand to work the engine, at the fire last Thursday morning, ordered some of the citizens, who were standing idle, to the brakes. They refused and, he ordered Mashal Pride to arrest them, but the Marshal, who really has no authority in such cases, refused to do so.

"A man who will stand by and see his neighbors, property burn deserves ducking in a horse pond".


Thank you for your support!
SAUGATUCK TOWNSHIP
FIRE DISTRICT
FIRE
EMS
RESCUE
PREVENTION
Photo: Erin Wilkinson

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: June 19, 2024

SUBJECT: Engagement of Plante Moran for Financial Consulting Services

DESCRIPTION:

After many years of dedicated service, the City's Treasurer / Finance Officer, Peter Stanislawski, has resigned to take a position in Saugatuck Township. Both Peter and the Township are committed to ensuring a smooth transition. They've offered their assistance in any way possible, which is greatly appreciated.

With recent training by Peter, the City Clerk and Deputy City Clerk are taking on the following Treasurer related to job duties until a replacement is found:

- Cash receipting and deposits
- Payroll
- Accounts Payable
- Tax Administration

The Clerk and I will be monitoring the City's current investments in accordance with the City's investment policies.

I evaluated options to handle the accounting, audit preparation and budget duties. I found that the City of the Village of Douglas and City of Fennville have recently used the firm, Plante Moran, to handle these items. Both highly recommended Plante Moran's services. Plante Moran is a large firm providing governmental accounting services across the country. Their services include:

- Maintain general ledger accounting
- Prepare monthly bank reconciliations
- Prepare monthly financial reporting package for Management and Council
- Annual budget development
- Monthly budget monitoring
- Quarterly budget amendments, as necessary

- Annual year-end close of accounting records
- Annual audit preparation and facilitation
- Presentations to Council as requested
- Other accounting related tasks and services as requested

Plante Moran can work both on site and remotely. They advised the City can utilize their services as much or as little as needed. They also have training opportunities for new staff.

Attached is an engagement letter and proposed professional services agreement with recommended changes from legal. A sample of clients similar to the City is also attached for reference.

LEGAL REVIEW:
Legal reviewed the engagement letter and draft professional services agreement.

SAMPLE MOTION:
Motion to approve the engagement letter and the accompanying Professional Services Agreement with Plante & Moran, PLLC.

Plante & Moran, PLLC
P.O. Box 307
3000 Town Center, Suite 100
Southfield, MI 48075
Tel: 248.352.2500
Fax: 248.352.0018
plantemoran.com

June 10, 2024

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

Dear Ryan:

Thank you for your selection of Plante & Moran, PLLC ("PM") to assist you. This letter and the accompanying Professional Services Agreement, which is hereby incorporated as part of this engagement letter, confirms our understanding of the nature, limitations, and terms of the services PM will provide to City of Saugatuck ("Client").

Scope of Services

We will provide temporary financial assistance at your discretion. Our work product will be in the form of preparing and reviewing financial schedules and analysis created under the direction and supervision of Ryan Cummins. Our consulting services may be provided to assist you with such activities and tasks as:

- Maintain general ledger accounting
- Prepare monthly bank reconciliations
- Prepare monthly financial reporting package for Management and Council
- Annual budget development
- Monthly budget monitoring
- Quarterly budget amendments, as necessary
- Annual year-end close of accounting records
- Annual audit preparation and facilitation
- Presentations to Council as requested
- Other accounting related tasks and services as requested by the City of Saugatuck

It should be noted that at no time during this engagement will we be responsible for making investment decisions, signing checks, making bank transfers, initiating ACH or wire transfers, or handling cash in any way. We will not be responsible for processing payroll, remitting payroll taxes, or filing payroll tax forms. These responsibilities remain with the Client or other external parties.

PRAXITY™
Empowering Business Globally

We expect our work will be performed both remotely and in person. Remote meetings and presentations will be conducted using Microsoft Teams or another video conferencing platform. For procedures that are necessary to be performed onsite, we will work with you to schedule that work based on and subject to applicable legal requirements and/or guidance regarding worksite safety conditions. While working remotely, we will rely on the City of Saugatuck to provide any electronic documents we require, and remote access to the general ledger and other electronic systems.

Fees and Payment Terms

The fee for our services, subject to the terms and conditions of the accompanying Professional Services Agreement, will be based on the actual time that staff expend and will be billed at the following discounted hourly rates:

Accounting Consultant	$170
Senior Accounting Consultant	$185
Manager	$250
Partner	$475

The majority of our work will be performed by either a Consultant or Senior Consultant. We strive to be as efficient as possible and delegate work to the most cost-effective member of our team.

At the City's request, we are also offering a blended rate for all employees regardless of role or title instead of the rate card above. If this option is preferable to the City, we will charge a blended rate of $195 per hour.

The rates listed above will increase by CPI on July 1, 2025 and annually thereafter should you continue to utilize this service. We reserve the right to make additional changes to our hourly rates given prevailing market conditions; however, you will be notified before incurring time at the new adjusted rate.

Any other projects or consulting services in addition to the ones noted above may be requested by Client management. Fees for those additional services will be negotiated and included in a separate engagement letter.

As you probably realize, our primary cost is salaries that are paid currently. Accordingly, our invoices, which will be rendered as services are provided are due when received. In the event an invoice is not paid timely, a late charge in the amount of 1.25 percent per month will be added, beginning 30 days after the date of the invoice.

For your convenience, payments can be made via domestic wire or ACH to the following account:

Domestic Wire
Bank of America
100 West 33rd Street
New York, NY 10001

Account No.	9890996003
Routing/ABA No.	026009593
Account Name:	Plante & Moran, PLLC
Account Address:	3000 Town Center Suite 100 Southfield, MI 48075

ACH
Bank of America
1401 Elm Street 2nd Floor
Dallas TX 75202

Account No.	9890996003
Routing/ABA No.	071000039
Account Name:	Plante & Moran, PLLC
Account Address	3000 Town Center Suite 100 Southfield, MI 48075

If you are in agreement with our understanding of this engagement, as set forth in this engagement letter and the accompanying Professional Services Agreement, please sign the enclosed copy of this letter and return it to us with the accompanying Professional Services Agreement.

Thank you for the opportunity to serve you.

Very truly yours,

Plante & Moran, PLLC



Brian J. Camiller, CPA
Partner

Agreed and Accepted

We accept this engagement letter and the accompanying Professional Services Agreement (collectively "Agreement"), which set forth the entire agreement between City of Saugatuck and Plante & Moran, PLLC with respect to the services specified in the Scope of Services section of this engagement letter.

City of Saugatuck

_____ _____
Lauren Stanton Date

_____
Mayor

_____ _____
Jamie Wolters Date

_____
City Clerk

Professional Services Agreement – Temporary Finance Assistance
Addendum to Plante & Moran, PLLC Engagement Letter

The terms of this Professional Services Agreement are incorporated into the accompanying engagement letter, (collectively, the Professional Services Agreement and the accompanying engagement letter are referred to herein as "Agreement") for temporary finance assistance services dated June 10, 2024 between Plante & Moran, PLLC (referred to herein and in such letter as "PM") and City of Saugatuck (referred to as "Client"). Any work performed in connection with the engagement before the date of this letter will also be governed by the terms and conditions of this Agreement.

1. **Management Responsibilities** – The temporary finance services PM will provide are advisory in nature. While providing these services, PM will have no authority or responsibility for any management decisions or management functions. Further, Client acknowledges that Client is solely responsible for all such management decisions and management functions. Client will also be responsible for evaluating the adequacy and results of the services PM will provide and accepting responsibility for the results of those services. Client has designated Ryan Cummins to oversee the services PM will provide.

   Client is responsible for the design, implementation, and maintenance of internal controls, including monitoring ongoing activities in connection with our engagement.

   PM accepts no responsibility as a responsible party for the payment of taxes of any nature, including, but not limited to income, withholding, sales, excess of other taxes assessed at the Federal, State or local levels that may be owed or otherwise arise.

   Client represents and warrants that any and all information that it transmits, or otherwise makes available, to PM will be done so in full compliance with all applicable federal, state, local, and foreign privacy and data protection laws, as well as all other applicable regulations and directives, as may be amended from time to time (collectively, "Data Privacy Laws"). Client shall not disclose personal data of data subjects ("Personal Data") who are entitled to certain rights and protections afforded by Data Privacy Laws to PM without prior notification to PM. Client shall make reasonable efforts to limit the disclosure of Personal Data to PM to the minimum necessary to accomplish the intended purpose of the disclosure to PM.

2. **Review and Supervision** – Client understands and acknowledges that all PM staff assigned to this project are working solely at Client's direction and agree that all work performed will be subject to the same supervision, review, and approval practices that Client undertakes with its own staff. It is understood that, in accordance with the terms of this Agreement, the work of PM staff assigned to this project will not be reviewed by any other person at PM. Client is solely responsible for supervision, review and approval of the work performed, including review and approval of any journal entries prepared by PM staff prior to posting.

3. **Nature and Limitations of Services** – PM's project activities will be based on information and records provided by Client. PM will rely on such underlying information and records and PM's project activities will not include audit or verification of the information and records provided to PM in connection with PM's project activities.

   The project activities PM will perform will not constitute an examination or audit of any Client financial statements or any other items, including Client's internal controls. If Client requires financial statements or other financial information for third-party use, or if Client requires tax preparation or consulting services, a separate engagement letter will be required. Accordingly, Client agrees not to associate or make reference to PM in connection with any financial statements or other financial information of Client. In addition, PM's engagement is not designed and cannot be relied upon to disclose errors, fraud or illegal acts that may exist. However, PM will inform Client of any such matters that come to PM's attention.

   In performing services under this agreement, PM will not provide any advice with respect to municipal financial products or the issuance of municipal securities, nor will it act as a municipal advisor as defined by 15 U.S.C. § 78o-4. To the extent Client requires services from a municipal advisor in connection with this engagement, Client represents that it will engage and rely on the advice of an independent registered municipal advisor. Client affirms its understanding that PM is not a registered municipal advisor and that it therefore is not subject to the fiduciary duties imposed on such advisors under federal law.

4. **Project Deliverables** – At the conclusion of PM's project activities and periodically as the project progresses, PM will review the results of the project work with Client and provide Client with any observations related to PM's services that PM believes warrant Client's attention. PM also will provide Client with copies of analyses, tax filings, or other materials that PM may develop in the course of this engagement upon Client's request. PM will not issue a written report as a result of this engagement and Client agrees that the nature and extent of the work product that PM will provide, as outlined in this Agreement, are sufficient for Client's purposes.

5. **Confidentiality, Ownership, and Retention of Workpapers** – During the course of this engagement, PM and PM staff may have access to Client's confidential, proprietary information, including, but not limited to, information regarding general ledger balances, financial transactions, trade secrets, business methods, plans, or projects. PM acknowledges that such information, regardless of its form, is confidential and proprietary to Client. PM will comply with all applicable ethical standards, laws, and regulations as to the retention, protection, use and distribution of such confidential client information. Except to the extent set forth herein, PM will not disclose such information to any third party without the prior written consent of Client.

   In the interest of facilitating PM's services to Client, PM may communicate or exchange data by internet, e-mail, facsimile transmission, or other electronic methods. While PM will use its best efforts to keep such communications and transmissions secure in accordance with PM's obligations under applicable laws and professional standards, Client recognizes and accepts that PM has no control over the unauthorized interception of these communications or transmissions once they have been sent, and consents to PM's use of these electronic devices during this engagement.

   Because the work performed under this Agreement is subject solely to Client's review and supervision, we do not expect that we will need to retain detailed workpapers supporting our work. Workpapers and documentation created will be provided to the Client to maintain as part of Client's accounting records. If, however, we conclude to retain copies of such workpapers or documentation, such workpapers retained in the course of this engagement are and shall remain the property of PM. PM will maintain the confidentiality of all such workpapers as long as they remain in PM's possession.

   Both Client and PM acknowledge, however, that PM may be required to make its workpapers available to regulatory authorities or by court order or subpoena in a legal, administrative, arbitration, or similar proceeding in which PM is not a party. Disclosure of confidential information in accordance with requirements of regulatory authorities or pursuant to court order or subpoena shall not constitute a breach of the provisions of this Agreement. In the event that a request for any confidential information or workpapers covered by this Agreement is made by regulatory authorities or pursuant to a court order or subpoena, PM agrees to inform Client in a timely manner of such request and to cooperate with Client should Client attempt, at Client's cost, to limit such access. This provision will survive the termination of this Agreement. PM's efforts in complying with such requests will be deemed billable to Client as a separate engagement. PM shall be entitled to compensation for its time and reasonable reimbursement of its expenses (including legal fees) in complying with the request.

   PM reserves the right to destroy, and it is understood that PM will destroy, workpapers created in the course of this engagement in accordance with PM's record retention and destruction policies, which are designed to meet all relevant regulatory requirements for retention of workpapers. PM has no obligation to maintain workpapers other than for its own purposes or to meet those regulatory requirements.

6. **Data Access Management and Consent** – PM has operations both in and outside the United States and may, from time to time and at its reasonable discretion, use third-party service providers both in and outside the United States in support of its operations and the services for Client (individually and collectively "Third-Party Provider(s)"). Third-Party Providers may include, for example and without limitation, PM's international affiliates that support PM's domestic operations, cloud service providers that support PM's infrastructure in general, or independent contractors that serve to supplement a particular engagement team's services for specific engagements. In such circumstances, PM will be solely responsible for the provision of any services by such Third-Party Providers and, where such Third-Party Providers' services involve the accessing or processing of Client data, PM will require Third-Party Providers to maintain the confidentiality of any such data and not use such data for any purpose unrelated to assisting with PM's services for Client. In turn, Client, by its duly authorized signature on the accompanying engagement letter, consents to PM disclosing or otherwise allowing access to Client's data to such Third-Party Providers for such purposes. Client further acknowledges that, from time to time, PM representatives may have occasion to access Client data from outside the United States, for example and without limitation, when such PM representative(s) reside in or travel to another country. In such instances, PM agrees to use data access and storage protocols designed to reasonably safeguard data and Client consents to PM accessing Client data from outside of the United States under such circumstances.

7. **Fee Quotes** – In any circumstance where PM has provided estimated fees, fixed fees, or not-to-exceed fees ("Fee Quotes"), these Fee Quotes are based on responsibilities under the scope of services. PM's services frequently depend upon the availability and cooperation of those Client personnel relevant to PM's project activities and providing needed information to PM in a timely and orderly manner. In the event that undisclosed or unforeseeable facts regarding these matters causes the actual work required for this engagement to vary from PM's estimates, the estimated fees will be adjusted for the additional time PM incurs as a result.

   In any circumstance where PM's work is rescheduled due to Client's failure to provide information or assistance necessary for the engagement, PM offers no guarantee, express or implied, that PM will be able to meet any previously established deadline related to the completion of the work. Because rescheduling work imposes

plante moran 101

additional costs on PM, in any circumstance where PM has provided estimated fees, those estimated fees may be adjusted for additional time PM incurs as a result of rescheduling its work.

PM will use best efforts to advise Client in the event any circumstances occur which would require PM's work to be rescheduled. However, it is acknowledged that the exact impact on the Fee Quotes may not be determinable until the conclusion of the engagement. Such fee adjustments will be determined in accordance with the Fee Adjustments provision of this Agreement.

8. **Payment Terms** – PM invoices for professional services are due upon receipt unless otherwise specified in this engagement letter. In the event any of PM's invoices are not paid in accordance with the terms of this Agreement, PM may elect, at PM's sole discretion, to suspend work until PM receives payment in full for all amounts due or terminate this engagement. In the event that work is suspended, for nonpayment or other reasons, and subsequently resumed, PM offers no guarantee, express or implied, that PM will be able to meet any previously established deadlines related to the completion of PM's services upon resumption of PM's work, whether imposed by agreement or by law. Client agrees that in the event that work is suspended, for non-payment or other reasons, PM shall not be liable for any damages that occur as a result of PM ceasing to render services.

9. **Fee Adjustments** – Any fee adjustments for reasons described in this Agreement will be determined based on the actual time expended by PM staff at PM's current hourly rates, plus all reasonable and necessary travel and out-of-pocket costs incurred and included as an adjustment to PM's invoices related to this engagement. Client acknowledges and agrees that payment for all such fee adjustments will be made in accordance with the payment terms provided in this Agreement.

10. **Beneficial Ownership Reporting** – Beginning January 1, 2024, the Corporate Transparency Act ("CTA") requires certain companies to provide specified information related to beneficial ownership to FinCEN, a bureau of the United States Department of Treasury. Failure to comply with the beneficial ownership reporting requirements established by the CTA may be punishable by civil fines and criminal penalties.

    PM's services shall not consist of the provision of advice regarding the CTA and its beneficial ownership reporting requirements or any similar reporting requirements, or the preparation and/or the submission of beneficial ownership reports. PM recommends that any Client requiring such services should contact Client's legal counsel.

11. **Conditions of PM Visit to Client Facilities** – Client agrees that some or all of PM's services may be provided remotely. In order to facilitate the provision of services remotely, Client agrees to provide documentation and other information reasonably required by PM for PM's performance of the engaged services electronically to the extent possible throughout the course of the engagement. In the event in-person visits to Client's facility(ies) are requested by Client or otherwise determined by PM to be necessary for the performance of the engaged services, Client agrees, upon PM's request, to provide to PM Client's policies and procedures that Client has implemented relating to workplace safety and the prevention of the transmission of disease at its facility(ies). In addition, Client affirms that it is in compliance with applicable Centers for Disease Control and Prevention and OSHA guidance pertaining to the prevention of the transmission of disease (collectively, "Applicable Preventative Guidance") and agrees that it shall continue to comply with Applicable Preventative Guidance throughout any in-person visits by PM to Client's facility(ies). Notwithstanding the foregoing, PM reserves the right to suspend or refrain from any in- person visit by PM to Client's facility(ies) or impose further conditions on any such in-person visit if and as PM deems necessary. Client agrees and acknowledges that any determination by PM to visit Client's facility(ies) is not and shall not be construed to be or relied on by Client as a determination by PM of Client's compliance with Applicable Preventative Guidance.

12. **Receipt of Legal Process** – In the event PM is required to respond to a subpoena, court order, or other legal process (in a matter involving Client but not PM) for the production of documents and/or testimony relative to information PM obtained and/or prepared during the course of this engagement, Client agrees to compensate PM for the affected PM staff's time at such staff's current hourly rates, and to reimburse PM for all of PM's out-of-pocket costs incurred associated with PM's response unless otherwise reimbursed by a third party.

13. **Termination of Engagement** – This engagement may be terminated by either party upon written notice. Upon notification of termination of this engagement, PM will cease providing services under the engagement. Client shall compensate PM for all time expended and reimburse PM for all out-of-pocket expenditures incurred by PM through the date of termination of this engagement.

14. **Entire Agreement** – This Agreement is contractual in nature and includes all of the relevant terms that will govern the engagement for which it has been prepared. The terms of this Agreement supersede any prior oral or written representations or commitments by or between the parties regarding the subject matter hereof. Any material changes or additions to the terms set forth in this Agreement will only become effective if evidenced by a written amendment to this Agreement, signed by all of the parties.

15. **Severability** – If any provision of this Agreement (in whole or part) is held to be invalid or otherwise unenforceable, the other provisions shall remain in full force and effect.

16. **Conflicts of Interest** – PM's engagement acceptance procedures include a check as to whether any conflicts of interest exist that would prevent acceptance of this engagement. No such conflicts have been identified. Client understands and acknowledges that PM may be engaged to provide professional services, now or in the future, unrelated to this engagement to parties whose interests may not be consistent with interests of Client. Should Plante Moran be so engaged to provide provisional services to parties whose interests may not be consistent with interests of Client during the course of this Agreement, it shall promptly notify Client in writing of any such potential conflict.

17. **Force Majeure** – Neither party shall be deemed to be in breach of this Agreement as a result of any delays or nonperformance directly or indirectly resulting from circumstances or causes beyond its reasonable control, including, without limitation, fire or other casualty, acts of God, war, other violence, epidemic, pandemic or other public health emergency or government mandated shut down (each individually a "Force Majeure Event"). A Force Majeure Event shall not excuse any payment obligation relating to fees or costs incurred prior to any such Force Majeure Event.

18. **Electronic Signatures** – The parties intend that any electronic signature shall be given full legal effect as if it were a handwritten signature.

19. **Governing Law/Venue** – This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, and jurisdiction over any action to enforce this Agreement, or any dispute arising from or relating to this Agreement shall reside exclusively within the Allegan County Circuit Court.

End of Professional Services Agreement –Temporary Finance Assistance Services

Plante Moran Government Accounting Professionals
Sample of clients similar to City of Saugatuck
As of June 13, 2024

	City of Milan	Village of Franklin	Village of Romeo	Village of Owendale	City of Marlette	City of Saugatuck
Client Since	2014	2021	2022	2022	2023	2024
Population	6,079	3,139	3,731	241	1,855	865
FY23 hours incurrred	398	293.00	620.35	791.5	n/a	n/a
FY23 fee	$ 64,381.26	$ 47,416.33	$ 92,309.61	$ 121,640.84	n/a	n/a
FY23 fee/hr	$ 161.76	$ 161.83	$ 148.80	$ 153.68	n/a	n/a
FY24 hours through 3/31 (9 months)	327.75	271.25	789.5	301.25	232.75	TBD
FY24 fee through 3/31 (9 months)	$ 55,296	$ 49,015	$ 128,453	$ 52,402	$ 38,178	TBD
FY24 fee/hr	$ 168.71	$ 180.70	$ 162.70	$ 173.95	$ 164.03	TBD

Engagement scope:

	City of Milan	Village of Franklin	Village of Romeo	Village of Owendale	City of Marlette	City of Saugatuck
Direct supervisor	FD/ Treasurer	City Manager	Clerk or Village President	Clerk	City Manager	City Manager
Monthly bank reconciliations	Yes	Yes	Yes	Yes	Yes	TBD
Maintaining General Ledger throughout the year	Assist	Assist	Yes	Yes	Assist	TBD
Budget development, monitoring, amendments	Assist	Yes	Yes	Yes	Assist	TBD
Audit preparation	Yes	Yes	Yes	Yes	Yes	Yes
Annual state reporting(s)	Yes	Yes	Yes	Yes	Yes	Yes
Develop utility rates	Yes	No	Yes	Yes	Assist	TBD
Ad-hoc projects and analysis throughout the year	Yes	Yes	Yes	Yes	Yes	TBD

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: June 24, 2024

SUBJECT: Temporary Wayfinding Signage Request

DESCRIPTION:

Cellar Door Trades (CDT) of 403 Water Street has submitted a request for temporary wayfinding signage at Village Square Park to help drive foot traffic to businesses on Water Street. CDT advised many visitors walk down Butler Street and once reaching Main Street, are unaware additional businesses are on Water Street. CDT is proposing the following:

- To pay for a sandwich board sign as shown in the image below to be placed at Butler/Main.
- CDT would handle daily setup and removal.
- Possible magnets with the names of each business.



The Con d maps that show there are shopping opportu tions allow each business to obtain a

permit to have one temporary sign outside their business. However, City Council has the authority to waive this requirement:

> 154.30 (H) *Exceptions.* City Council or a designee shall have the authority to waive any of the requirements of this section subject to the following:
> (1) The sign does not create a traffic vision obstruction;
> (2) The sign does not create a pedestrian traffic obstruction;
> (3) The sign is compatible with the surroundings and is not uniquely out of character for the community; and
> (4) The sign does not create a situation which could be detrimental to health, safety, or welfare.

The Council may also wish to provide future direction to evaluate the overall signage brand and wayfinding in the City. Recently, the gateway sign at Holland/Blue Star was damaged and had to be removed. The look of that signage is very similar to other signage in the City including signage at North/Blue Star, Coughlin Park, Cook Park, and some private entities including the Singapore Yacht Club, Star of Saugatuck, and Saugatuck Yacht Service. The City could have a similar sign made or evaluate new signage throughout the City. In evaluating the recent work that the City of the Village of Douglas recently undertook, the Parks and Public Works Committee is interested in evaluating wayfinding signage.

LEGAL REVIEW:
N/A at this time.

SAMPLE MOTION:
Motion to approve/deny the request from Cellar Door Trades to place temporary wayfinding signage consistent with the submitted sample. Approval is based on the following conditions:

1. The sandwich board shall not obstruct the general flow of pedestrian traffic or cause a vision obstruction.
2. The sign shall not be displayed between the hours of 10p-7a.
3. No names, logos, or other features specific to any business shall be displayed.
4. The City reserves the right to withdraw this authorization at any time.
5. _____
6. _____

City Council Agenda Item Report

FROM: Ryan Cummins – City Manager

MEETING DATE: 6/24/2024

SUBJECT: Hardscaping Installation Request – Wicks Park Bar & Grille

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

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

1. It expands the accessible sidewalk area to mitigate the space taken up by the seating in the right-of-way, providing additional flexibility for wheelchairs and other sidewalk users.

2. It provides a stable space for the furniture, so that they remain approximately level and don't sink into the underlying soil.

The City Engineer and DPW Superintendent reviewed. The City Engineer's preference is that pavers be installed to allow for some stormwater infiltration and provide a visual distinction between the primary sidewalk and seating area, so the seating area has less tendency to encroach into sidewalk space. However, both the City Engineer and DPW Superintendent are agreeable to concrete being installed as long as there is adequate clearance around the trees and sleeves are around the signposts.

At the workshop, some Council members preferred that pavers be used instead of concrete. Two sample motions are provided.

BUDGET ACTION REQUIRED:
N/A

COMMITTEE/COMMISSION REVIEW:
The Planning Commission and Historic District Commission both reviewed the outdoor seating request and approved.

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

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

1. Cut outs around trees shall be 5 ft x 5 ft.
2. 10" sleeves shall be installed around existing signage.
3. Concrete shall meet engineer and Department of Public Works specifications.

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

1. Pavers shall meet engineer and Department of Public Works requirements and specifications.

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

City of Saugatuck ★ EST. 1868

RIGHT OF WAY PERMIT APPLICATION

Applicant Information	
Name: Christine Murphy	Business or Organization: Wick's Park Bar + Grille
Address: 449 Water St.	Phone: 239-272-4296
E-mail: christine@wickspark.com	
Contractor: Mitch Hertz	

Project Information	
Request Type (select all that apply):	☐ Street Cut ☐ Curb Cut ☐ Boring ☐ Stormwater Connection ☐ Sidewalk Closure ☐ Sidewalk Removal/Replacement ☐ Installation ☐ Temporary Encroachment
Project Location: Mary Street Solid Surface for Picnic Tables	
Description of Work/Project/Installation: Remove mulch and replace with cement.	
Cost of Installation: Estimate: $1800	
Safety Measures:	
Start Date: ASAP	End Date: ASAP

City of Saugatuck
EST. 1868

Checklist	
Attachments (select all that apply):	☑ Survey, Site Plan and/or Drawing ☐ Traffic Control Plan ☐ Certificate of Insurance naming City of Saugatuck as additional insured

Attestation

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

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

Applicant Signature:	Date: 6/5/24

MARY ST.

mulch

cement

mulch

cement

mulch

Trash + Sanitation Station

WICKS PARK BAR AND GRILL

OUTDOOR EXTENDED DINING

WATER ST.

PAVERS UNDER SEATING

PROJECT DESCRIPTION
WICKS PARK BAR AND GRILL

EXTENDED OUTDOOR DINING
METAL FENCE IN PAVERS

SHEET A1


STOP

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: June 24, 2024

SUBJECT: Start Times for Council Meetings

DESCRIPTION:

In early 2023, City Council discussed whether to change the 7p start time for regular Council meetings. City Council requested a survey which showed a majority of respondents were supportive of an earlier start time:

- 6p - 38.4%
- 6:30p - 20.5%
- 7p – 41%

At the time, no changes were made due to conflicts with the work schedules of some Council members.

The Mayor and Mayor Pro Tem have asked to revisit the start time of regular meetings.

The City's Historic District Commission holds their regular meetings at 6p.

The cities of Holland and Fennville hold their regular meetings at 6p. Saugatuck Township does as well. Laketown Township holds one regular meeting at 6p and a second at 3p.

The City of the Village of Douglas starts at 7p.

At the June 5 workshop, the Council discussed changing the meeting time to 6p or 6:30p. The consensus was that starting at 6:30p may work for everyone, but further time to consider was desired.

LEGAL REVIEW:

N/A at this time.

SAMPLE MOTION:

Motion to change the start time for future City Council regular meetings to 6:30p.

City Council Agenda Item Report

FROM: MEETING Jamie Wolters, City Clerk

DATE: SUBJECT: June 24, 2024

DESCRIPTION: Right of Way Signage Request

The Chamber Music Festival of Saugatuck has applied for a right of way signages to be displayed to promote six weeks of concerts at the Saugatuck Woman's Club.
Requested signage approval:
A banner to be displayed on the Pallet Sign.
A 5' Feather Flag in the right of way in front of the building.
A 2' by 3' sandwich board on the sidewalk in front on the building.

Section 150.30 Temporary Sign Regulation States:

1. (C) Banners. Unless approved by City Council, each non-residential use shall be permitted to display one banner at a time, and said banner shall meet the following requirements:
   (1) The banner shall be no larger than 16 square feet in area;
   (2) The banner shall be located entirely on private property;
   (3) The banner shall be displayed for no more than three 14-day periods between January 1 and December 31 of any year; and
   (4) The banner shall not be illuminated.

2. (G) Further regulations pertaining to all temporary signs. Unless permitted elsewhere within this section, temporary signs shall meet the following standards:
   (1) Temporary signs shall not be installed within the public right-of-way;
   (2) Pennants, feather flag signs, windfeather signs, and portable signs as defined in § 154.140 of the Zoning Ordinance shall be prohibited;
   (3) Temporary signs shall not create a traffic vision obstruction; and
   (4) Temporary signs shall not exceed 28 feet in height from grade.

3. Exceptions. City Council or a designee shall have the authority to waive any of the requirements of this section subject to the following:
   (1) The sign does not create a traffic vision obstruction;
   (2) The sign does not create a pedestrian traffic obstruction;
   (3) The sign (typo) is compatible with the surroundings and is not uniquely out of character for the community; and
   (4) The sign does not create a situation which could be detrimental to health, safety, or welfare.

BUDGET ACTION REQUIRED:
N/A

COMMITTEE/COMMISSION REVIEW:
N/A

LEGAL REVIEW:
N/A

SAMPLE MOTION:
Move to approve/deny the right of way sign application from The Chamber Music Festival of Saugatuck.

Right of Way Sign Application

APPLICANTS INFORMATION **APPLICATION NUMBER** ____ - ____

Name Vivian Boot/CMFS Address / PO Box P.O. Box 1073

City Saugatuck State MI Zip 49453 Phone 616.836.5993

E-Mail vivianadelboot@gmail.com

Signature V Boot Date 6-18-2024

SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Type: Number of Yard Signs 2 Number of Banners 1

Dates to be displayed July 8 - Aug 16

Further Comments: Chamber Music Festival of Saugatuck Runs 6 weeks of concerts - each Thurs & Fri evening (From July 11 - Aug. 16). We rent the Woman's Club for all the concerts. Since we are not visible from main roads, we'd like to bring visibility by the use of a Flag sign & A-Frame, as well as a 7' Banner to hang at the entrance to Saugatuck (corner of Blue Star Hwy & Lake St.)

PLEASE INCLUDE THE FOLLOWING INFORMATION

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

Y	N	NA		
☑	☐	☐	Dimensions and type of each proposed sign	5' Flag, 2'x3' A-frame (on ground) 7' Banner - Hung
☑	☐	☑	Map showing the location of each sign	
☑	☐	☐	Explanation of how each sign will be attached and secured	

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

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

City Council Agenda Item Report

FROM: Jamie Wolters, City Clerk

MEETING DATE: June 24, 2024

SUBJECT: Boards/Commission/Committee Appointments

DESCRIPTION:

I provided notice that the city is accepting applications for the Planning Commission, Zoning Board of Appeals, Historic District Commission and Parks and Public Works Committee. Per City Ordinance Section 152.06, appointments shall be made by the Mayor subject to the confirmation/approval of the City Council. Copies of the applications are in your meeting packet. The following have applied for re-appointment:

Planning Commission:

- Christopher Bagierek
- Bobbie Gaunt

Zoning Board of Appeals:

- Bob Kubasiak

Historic District Commission:

- Timothy Straker
- Keith Paterson

Parks and Public Works Committee:

- Keith Charak
- Bryan Hoffman

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to re-appoint the following:

- Christopher Bagierek to the Planning Commission with a term ending July 1, 2027.
- Bobbie Gaunt to the Planning Commission with a term ending July 1, 2027.
- Bob Kubasiak to the Zoning Board of Appeals with a term ending July 1, 2027.
- Timothy Straker to the Historic District Commission with a term ending August 1, 2027.

- Keith Paterson to the Historic District Commission with a term ending August 1, 2027.
- Keith Charak to the Parks and Public Works Committee with a term ending August 1, 2026.
- Bryan Hoffman to the Parks and Public Works Committee with a term ending August 1, 2026.

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: CJ Bagierek Home Phone: (248)640-3598

Home/Mailing Address: 610 Lake St Saugatuck MI 49453 United States

E-mail Address: badgec1@yahoo.com

Employer: Self employed 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	Historic District Commission	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:
Currently serving MSU MSU planning commission training.

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: Date: 2024.06.06

***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

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: Bobbie Gaunt Home Phone: 616-550-3497

Home/Mailing Address: 341 Main Street, Saugatuck, MI 49453

E-mail Address: bobbiegaunt+coastal@gmail.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? n/a If yes, explain n/a

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	Historic District Commission	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:
Three years of experience on Planning Commission; experience w/ Tri-Community Master Plan development. Active citizen advocate for the common good.

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: [signature] Date: 6 June 2024

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COPY: Mayor City Council City Clerk

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: BOB KUBASIAK Home Phone: 616-990-5672

Home/Mailing Address: 818 STATE ST SAUGATUCK MI 49453

E-mail Address: BKUBASIAK@GMAIL.COM

Employer: — Occupation/Position: RETIRED

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	Historic District Commission	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: CONTINUE TO SERVE ON ZBA

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: Bob Kubasiak Date: 6/7/24

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COPY: Mayor City Council City Clerk

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:tim straker Home Phone: 61 4.352.6055

Home/Mailing Address:PO 729 Saugatuck, MI 49453 (333 Culver)

E-mail Address:tcstraker@gmail.com

Employer:MillerKnoll Occupation/Position:C M O

Business Phone:61 4.352.6055 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	Historic District Commission	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:

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: Date: 6 .72 4

***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

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: KEITH A. PATERSON Home Phone: 616 239 5648

Home/Mailing Address: KPAT1862 @ GMAIL.COM

E-mail Address: 335 CULVER ST

Employer: N/A Occupation/Position: N/A

Business Phone: N/A Business Reference: N/A

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

Do you or your employer have any business dealings with the City which might present a conflict of interest? N If yes, explain

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

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

Planning Commission	Historic District Commission	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: APPLYING FOR REAPPOINTMENT TO HDC

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: Keith A Paterson Date: 6.13.24

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

COPY: Mayor City Council City Clerk

City of Saugatuck EST 1868

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: Keith Churak Home Phone: 269-543-7547

Home/Mailing Address: 560 Main Street P.O. Box 315

E-mail Address: einstein042@gmail.com

Employer: Self Occupation/Position: Monitor 2nd Homes

Business Phone: Same 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	Historic District Commission	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
		(Parks and Public Works)

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

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: [signature] Date: 6-10-24

***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

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: Bryan Hoffman Home Phone: 269-857-1136/810-434-1110

Home/Mailing Address: 345 Grand St.

E-mail Address: bmatth60@gmail.com

Employer: N/A Occupation/Position: artist

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? n/a 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	Historic District Commission	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 am currently serving on the Parks and Public Works Committee and would like to continue for another term.

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: Bryan Hoffman Date: 06/17/2024

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COPY: Mayor City Council City Clerk