CITY COUNCIL MEETING AGENDA
July 8, 2024 – 6:30 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.** Regular Meeting Minutes- June 24, 2024
   - **B.** Historic District Commission Appointment
   - **C.** Zoning Board of Appeals and Parks and Public Works Committee Reappointments - Richard Bont and Kelly Roche.
10. **Staff Reports, Boards, Commissions & Committees:** ***Pg*.13**
    - **A. Staff Reports:**
      1. City Manager
      2. Treasurer
      3. Clerk
      4. Planning and Zoning
      5. Department of Public Works
      6. Police
      7. Engineer
    - **B. Boards, Commissions & Committees:**
      1. Fire District Administration Board
      2. Interurban Board

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

11. Request for Payment: None.

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

A. Accounts Payable in the amount of $190,213.28 ***Pg.30***

13. Introduction of Ordinances: None.

14. Unfinished Business: None.

15. New Business:

A. Ordinance No. 240708-A, Amending the Water Regulations and Resolution No. 240708-A, Approving a Change in the City's Schedule of Fees to Establish a Water Capital Improvement Charge. (Roll Call) ***Pg.37***

B. Planning Commission Recommendation for Caps on short-Term Rentals in R-1 Residential Districts. (Roll Call) ***Pg.79***

C. Staff Wage Scale and Paid Holiday Adjustments. (Roll Call) ***Pg.85***

16. Public Comments *(Limit 3 minutes)*

17. Correspondence:

A. Timothy O'Keefe-Navar
B. Greg Auer
C. Richard Williams
D. Jennifer Davenport & Stephen Boyd
E. Petition for a Pause – Airport Property

18. Council Comments

19. Adjourn *(Voice Vote)*

CITY COUNCIL MEETING MINUTES - *Proposed*
June 24, 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 Pro-Tem Baldwin at 7:00 p.m.

Pledge of Allegiance.

Attendance:
Present: Mayor Pro-Tem Baldwin and Councilmembers Anderson, Gardner, Muncey and White.
Absent: Mayor Stanton.

Motion by Anderson, second by Dean to excuse Mayor Stanton from tonight's meeting. Via voice vote, motion carried 6-0.

Others Present: City Manager & Director of Planning/Zoning & Project Management Cummins, Department of Public Works Superintendent Herbert, Attorney Jake Witte and Clerk Wolters.

Mayor's Comments: None.

City Manager Comments: None.

Agenda Changes:

Motion by Gardner, second by Dean to add County Commissioner Dean Kapenga as guest speaker. Via voice vote, motion carried 6-0.

Guest Speakers:
County Commissioner Dean Kapenga**:**

- Judge Baker gave stats last week
  - 2663 new cases filed
- New addition of Judge going well
- Time capsule found during construction, partnered with historical society to open. They put a new one in.
- The court summoned 4950 county residents as jurors.
- A report from the health department of all they do:
  - Environmental health for wells, septic tanks, soil erosion, restaurant inspections,

groundwater contamination and beach samplings.
    - Plan health education for students**.**
    - Personal health for immunizations, hearing, vision, children and special health care and provide education on-site inspections.
    - Health need assessment, community health improvement plans.
- Have spent two years on groundwater study and when completed will go out to cities and townships.

Public Comment on Agenda Item Only: None.

Consent Agenda:

A. Regular 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.

Motion by Dean, second by Anderson to approve the consent as presented. Via roll call vote, motion carried 6-0.

Staff Reports:
City Manager/Director of Planning & Zoning, Treasurer, City Clerk, Police and Engineer submitted status reports of current activities since the last Council meeting on June 24, 2024, for their respective departments.
City Manager Cummins added to his report:

- The Oval Beach E. Coli advisory has been lifted.
- Receiving a little over $10,000 from insurance for reimbursement of costs from recent lawsuit.

Superintendent Herbert added to his report:

- Irrigation at Village Square Park will be installed during the upcoming week.

Boards, Commissions & Committees:
<u>Fire District Administration Board, Dan Fox:</u>

- Saugatuck Township and Douglas endorsed the Fire budget.
- Presented photograph of Coast Guard training with both sheriff and fire departments.

<u>Interurban Board, Councilmember Muncey</u>:

- Turning two more buses to propane which is cheaper and cleaner.
- Rider numbers increased 14.8% compared to last May's ridership.
- The building project does not need an archaeological dig.
- The director drove Saugatuck Township officials around to tour the lakeshore to show the erosion.
- Had a ceremony for Maria Muha who served on the board for almost 40 years.

<u>KLSWA, Barry Johnson:</u>

- Started sampling for lead and copper, everything has been within criteria thus far.
- 2023 water quality report has been posted and distributed.
- Conducted a workshop meeting about the water agreement, City Manager Cummins was present.

Kalamazoo Lake Harbor Authority, Councilmember White: None.

Zoning Board of Appeals, Ryan Cummins:

- No meeting this month.

Historic District Commission, Councilmember Gardner:

- Next meeting July 10th at 6:00 p.m.

Planning Commission, Chair Councilmember Anderson:

- The last meeting focused on CAPS regarding short-term rentals.
- They voted 4-3 to recommend a 20% CAP in R1 districts.

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

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

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

- Nothing more than what is noted in the City Manager report.

Request for Payment: None.

Approval of Accounts Payable:

A. Accounts Payable in the amount of $101.441.04.

Motion by Gardner, second by Anderson to approve the accounts payable in the amount of $101.441.04. Via roll call vote, motion carried 6-0.

Introduction of Ordinances: None.

Unfinished Business: None.

New Business:

Resolution 240624-A- Budget Amendments for Fiscal Year 2023-2024:

Motion by Muncey, second by Dean Motion to approve Resolution No. 240624-A to amend the budget of the 2023/2024 General Appropriations Act. Via roll call vote, motion carried 6-0.

Fire Department Budget for Fiscal Year 2024-2025:

Motion by Dean, second by Muncey to approve the fire department budget for fiscal year 2024-2025. Via roll call, motion carried 6-0.

Engagement of Plant Moran for Financial Consulting Services:

Motion by Anderson, second by White to approve the engagement letter and the accompanying professional services agreement with Plant Moran.

Motion amended by Anderson:

Motion by Anderson, second by White to approve the engagement letter and the accompanying professional service agreement with Plant Moran PLLC using the option of a blended rate. Via roll call, motion carried 6-0.

Temporary Wayfinding Signage Request:

Motion by Muncey, second by Gardner approve 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.

Via voice vote, motion carried 6-0.

Hardscaping Installation Request – Wicks Park Bar & Grille:

Motion by Muncey, second by Dean 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.

Muncey withdrew his motion.

Motion by Gardner, second by Anderson to deny the application as presented. Via voice vote, motion carried 6-0.

Consideration of 6:30p Start Time for Regular City Council Meetings*:*

Motion by Anderson, second by White to change the start time for future City Council regular meetings to 6:30 p.m. Via voice vote, motion carried 6-0.

Right of Way Signage Request:

Motion by Muncey, second by Gardner to approve the right of way sign application by the Chamber Music Festival of Saugatuck.

Muncey amended his motion:

Motion by Muncey, second by Gardner to approve the right of way sign application by the Chamber Music Festival of Saugatuck excluding the five-foot feather flag sign but including the two by three a-frame sign and seven foot banner. Via voice vote, motion carried 6-0.

Boards/Commission/Committee Reappointments:

Motion by Muncey, second by Dean 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. 117*
- *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.*

Via voice vote, motion carried 6-0.

Public Comment:

Joe Leonatti, resident: He would like to see consideration that all decisions made are on firm legal grounds.

Myrene Koch, non-resident: Introduced herself as she is running for Allegan County prosecutor.

Sevryn Nowicki, resident: Thanked Council for approving the wayfinding signage that was on the

agenda.

Correspondence: None.

Council Comments:

- Councilmember Anderson:
  - Acknowledged City Manager Cummins stepped down from the Grand Haven City Council and knows the people of Grand Havem appreciated his service.
  - Thanked Fire Department for the informative budget presentation.

- Councilmember Gardner:
  - Made a correction to his June 10 Council meeting statement:
    - "We are not a corporate board with typical officers that is CEO, CFO etc. and board members. We are seven individuals elected to represent the residents of our city. Per section 4.12 of our city charter-
      - The mayor shall preside at all meetings of the Council shall speak and vote at such meetings as any other council member shall be recognized as head of city government for all ceremonial purposes and for purposes of military law, but shall have no administrative duties.
      - The Mayor Pro Tem shall act as mayor during the absence or disability of the mayor.
      - Regarding the city manager, per the current job description, the city manager serves as the Chief Administrative Officer for the City ensuring all laws and ordinances are properly enforced. implementing policies and directives to the council and coordinating the day-to-day activities of diverse city operations and staff so just need to correct and Thank you."

- 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 April Gundy and CVB for hosting Music in the Park.
  - Interurban has a free shuttle to and from events.
  - Asked if Council was riding in the DPW dump truck for the Fourth of July parade.
- Councilmember White: None.

Adjournment:

Motion by Gardner, second by Dean to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Pro-Tem Baldwin adjourned at 8:31p.m.

Respectfully Submitted

_____

Jamie Wolters, City Clerk

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: July 8, 2024

SUBJECT: Historic District Commission Appointment

DESCRIPTION:

Historic District Commissioner, Nico Leo, recently resigned from the Historic District Commission.

The City Clerk provided notice that the City was accepting applications to the HDC. The City received two applications. However, one applicant later withdrew.

Chair Straker, Mayor Stanton, and I recently interviewed Meagan Lampen. Mayor Stanton is recommending that Mrs. Lampen be appointed as a Historic District Commissioner with a term ending August 1, 2025.

BUDGET ACTION REQUIRED:
N/A

COMMITTEE/COMMISSION REVIEW:
Historic District Chair, Tim Straker, was provided with a copy of the applications and supplemental materials, and participated in the interview.

LEGAL REVIEW:
N/A

SAMPLE MOTION:
Motion to appoint Meagan Lampen to the Historic District Commission with a term ending August 1, 2025.

MEAGAN LAMPEN

COVER LETTER



HISTORIC DISTRICT COMMISSION
CITY OF SAUGATUCK

Greetings,

I have had the good fortune of working in the residential building industry in West Michigan in some way shape or form for over 17 years with experience ranging from flooring sales, furniture sales, commercial construction, property management, and high-end closet design, to name a few. I am currently operating my own Interior Design business, Fine Point Interiors, LLC out of my cozy, Saugatuck cottage home and raising my two boys, Parker (11), Brooks (9), and our pup Rosie alongside my husband Dean. We have been full time residents in the city for the last 14 + years and enjoy all that this precious community has to offer. I would love the opportunity to serve this community and lend my expertise to the local chapter of The Historic District Commission.

Thank you for your consideration.

Namaste,

Meagan Lampen

MEAGAN LAMPEN

SAUGATUCK RESIDENT & BUSINESS OWNER

616-416-0329 meagan.lampen@finepointinterios.com

PASSIONS OUTSIDE OF FAMILY AND WORK

Avid reader, outdoor enthusiast, lover of the arts, strong coffee, personal development, gratitude, meditation & yoga, beach going, boating, and sunsets.

EXPERIENCE

OWNER/FOUNDER
2021 - PRESENT | FINE POINT INTERIORS

- Function focused Interior Design, Closets & Kitchens.
- Communication centered Project Management.
- Committed to changing the landscape of the building industry in West Michigan by raising the bar and setting the standard of communication and process in the local construction community.

SALES MANAGER/BUILDER ACCOUNT SALES REP
2011 - 2021| ORG WEST MI

- Proven track record of exponential sales growth.
- Successful account acquisition from 0-45+ builder, architect and interior design accounts in 6 years.
- Position myself and my team as industry experts by staying on top of industry trends.

SALES REPRESENTATIVE
2006-2011

- Finished first in training class of 30
- Managed and streamlined office processes for a sales territory with 65 accounts and annual delivered volume of 1.6 million.
- Promoted from sales associate to Sales Rep.

EDUCATION

2003-2005

DAVENPORT UNIVERSITY

Bachelor's Degree in Business Management

2001-2003

GRAND RAPIDS COMMUNITY COLLEGE

Associates Degree in Interior Design

SKILLS

- Web Design
- Social Media
- Business Development
- Sales
- Public Speaking
- Problem-Solving
- Design Software (CAD)
- Project Management Tools
- Strong Communication Skills

VOLUNTEER

- 2015-Present DES PTO Volunteer
- 2016-2019 Volunteer Coach U6 & U8 Soccer, Saugatuck Community Rec
- 2011-2013 Women's Council of Realtors, Lakeshore Chapter Board Treasurer.

City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: July 8, 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:

Zoning Board of Appeals:

- Richard Bont

Parks and Public Works Committee:

- Kelly Roche

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to re-appoint the following:

- Richard Bont to the Zoning Board of Appeals with a term ending July 1, 2027.
- Kelly Roche to the Parks and Public Works Committee with a term ending August 1, 2026.

City Manager, Planning, Zoning and Project Report
July 8, 2024

Roundabout Construction

- Construction of the new roundabout at Blue Star/Old Allegan is ongoing.
- DPW has continued their pothole patching work.
- Last update is that the road will be re-opening on July 15!

Blue Star Trail

- C2AE continues their design work and is working through the necessary MDOT approvals.
- C2AE, C2AE's environmental consultants, the Township and I had a meeting with MDOT officials to discuss the current status of the project and required reviews. MDOT has advised the following:
    - "Since the whole project is within a sensitive area for Archaeological Resources and Traditional Cultural Properties, the entire project will require archaeological survey from the outside of the ROW, and all areas of disturbance including grading and slope stake lines (not just the area limited to the trail footprint) must be surveyed."
    - Tribal consulting parties will need to review and advise on any concerns.
- C2AE advised the following:
    - "Trail plans are near 80% complete. Grade inspection submittal is near completion pending QAQC and any revisions required by the environmental reviews. Final construction documents are approximately two months behind the target schedule. Construction cost estimate has been completed based on the final design."
    - 2-28-25 Construction Start Date – "We expect to hit this target date despite delays to the bid letting schedule. Target bid letting date is based on allowing for a range of winter months in which construction could be begin."

AT&T Cellular

- State Historic Preservation Office (SHPO) approvals remain pending.
- AT&T continues to work on a response to the latest SHPO and tribal consulting party concerns.
- Met with AT&T to discuss status. AT&T has asked if the City would allow conduit to be installed as an attachment under the stairs and upper platform to minimize

ground disturbance concerns. The City Engineer and DPW Superintendent are open to this. This would be installed in way that is least visible and AT&T understands they would need to reinstall when stairs are replaced. AT&T contractor is preparing conceptual designs 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 sent a questionnaire to assist in preparing a high level estimate of the costs and a quote to conduct survey work.
- Metro Wireless met with the CVB, PPW Chair/Mayor Pro Tem, DPW Superintendent and myself to evaluate the downtown area and Oval Beach. Estimated costs will be forthcoming.

Trash Services Survey Results

- The City received 159 responses to the trash and recycling services survey.
- 70% of respondents expressed that they are very satisfied or satisfied with the current trash collection services. 12% were neutral and 18% were dissatisfied.
- With the trash satisfaction results, I plan to work on negotiating an extension with Republic. Negotiations will focus on improvement in services identified in the survey, with an emphasis on increasing recycling to at least twice monthly pickup.
- The full survey results are attached.

Vacant Positions

- Both the City Treasurer/Finance Officer and Director of Planning and Zoning positions were posted on June 14. As of July 5, we have four applicants for Director of Planning and Zoning and six applicants for City Treasurer/Finance Officer.
- Interviews are scheduled to take place the week of July 8.

Planning and Zoning

- STR Enforcement Plan Implementation
    - Continued dialogue with Granicus based on results of user testing for the address identification system.
    - Held further meetings with consulting planner and his code enforcement to begin their work. The code enforcement officer reviewed Granicus data and identified several violations. The first set of violation notices have been drafted and will be sent soon.
    - Granicus advised they plan to have a project manager assigned this month to begin the work of setting up the 1-800 hotline.
- Worked with consulting planner and assessor to develop STR data.

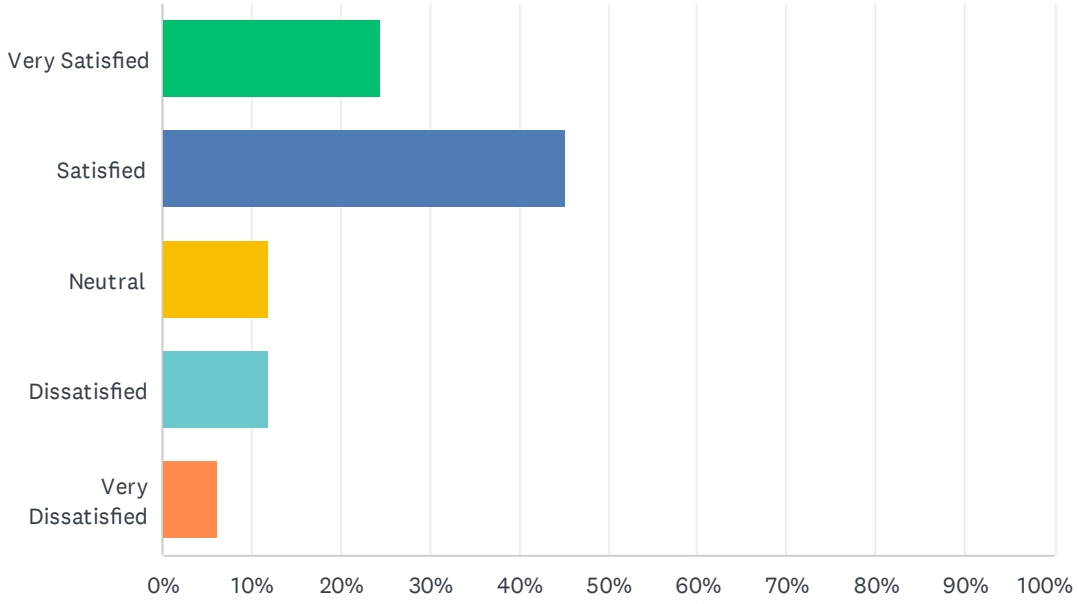
- Met with legal and consultant to discuss Planning Commission recommendations and draft documents for Councl to review.
- Met and talked with property owners and applicants to answer questions and provide resources.
- Continued follow-up on complaints of code violations throughout the City.

Miscellaneous

- Held a Department Head team meeting.
- Met with DPW Superintendent for monthly 1 on 1.
- Conducted exit interview with Assistant DPW Supervisor, Cody Hardy.
- Participated in Historic District Commission candidate interview.
- Met with Huntington Bank Government Relations Manager.
- Met with IT President to discuss current systems and renewal of agreement.
- Attended MERS Defined Contribution System training.
- Attended pre-PUD application meetings.
- Attended Friends of Blue Star Trail fundraising focus group meeting.
- Met with Garden Club members to discuss their ideas for streetscape improvements.

Q1 Overall Satisfaction:How satisfied are you with the current trash collection services?

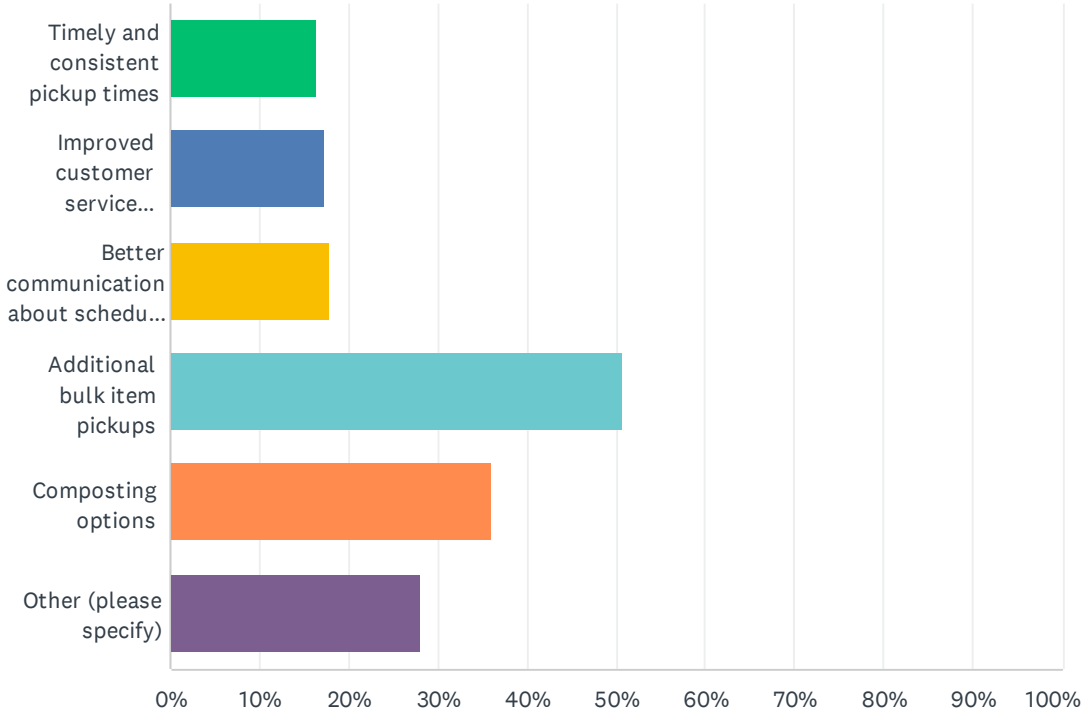
Answered: 159 Skipped: 0



ANSWER CHOICES	RESPONSES
Very Satisfied	24.53%
Satisfied	45.28%
Neutral	11.95%
Dissatisfied	11.95%
Very Dissatisfied	6.29%
TOTAL	

Q2 Service Improvement:What improvements would you like to see in ou trash collection services? (Select all that apply)

Answered: 128 Skipped: 31

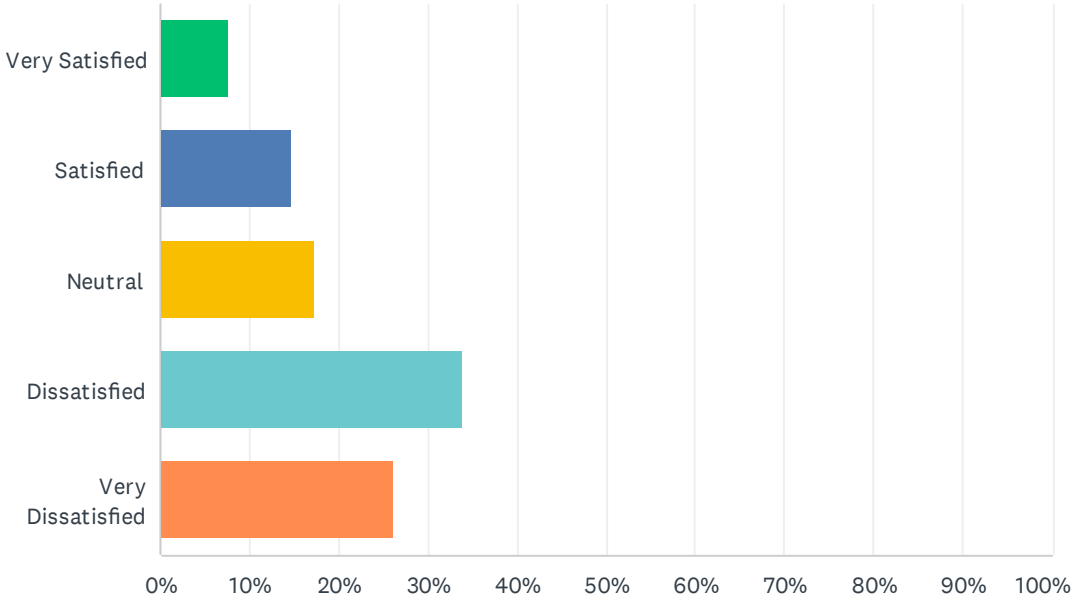


ANSWER CHOICES	RESPONSES
Timely and consistent pickup times	16.41%
Improved customer service assistance	17.19%
Better communication about schedules and changes	17.97%
Additional bulk item pickups	50.78%
Composting options	35.94%
Other (please specify)	28.13%
Total Respondents: 128	

17

Q3 Recycling Services:How satisfied are you with the current recycling pickup frequency?

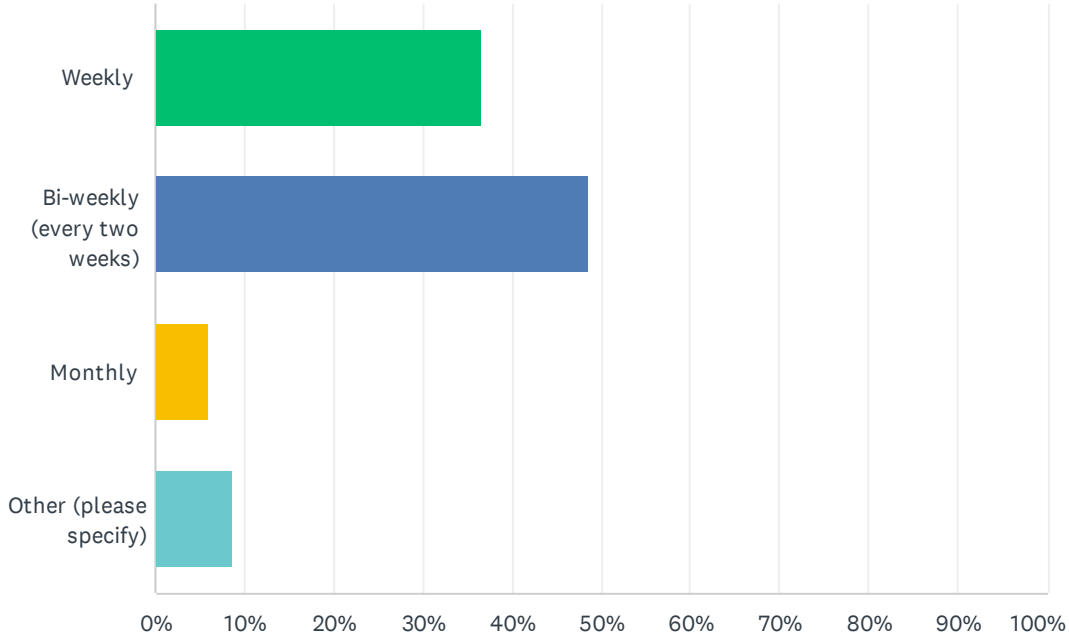
Answered: 156 Skipped: 3



ANSWER CHOICES	RESPONSES
Very Satisfied	7.69%
Satisfied	14.74%
Neutral	17.31%
Dissatisfied	33.97%
Very Dissatisfied	26.28%
TOTAL	

Q4 Recycling Frequency Preferences:How often would you prefer recycling to be picked up?

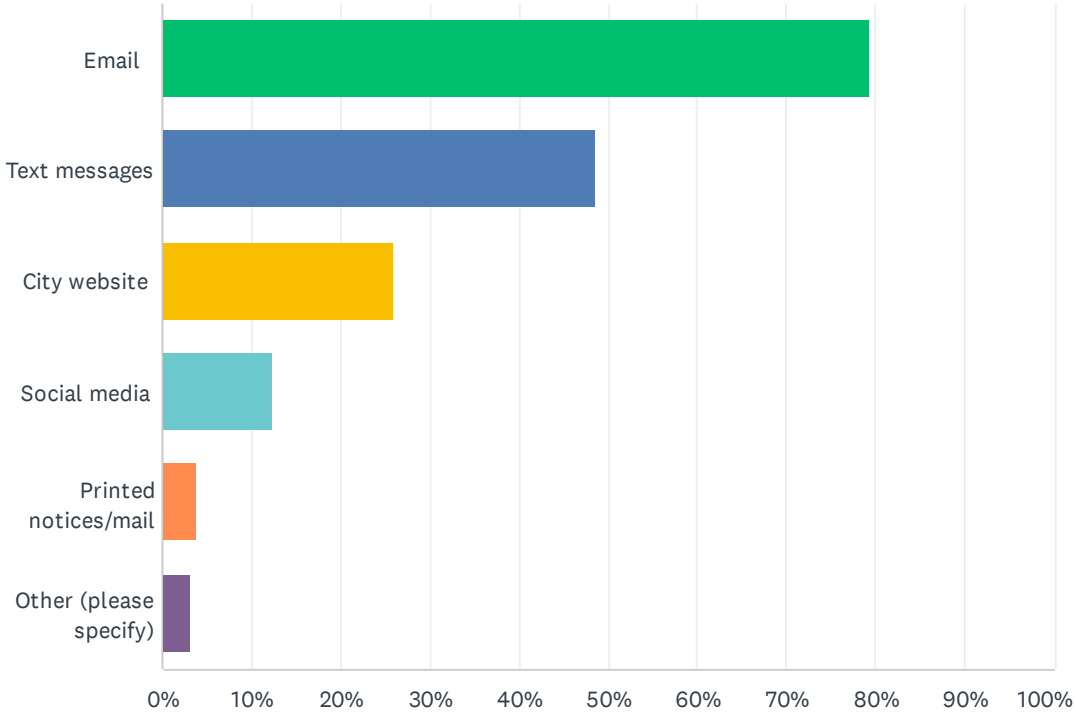
Answered: 150 Skipped: 9



ANSWER CHOICES	RESPONSES
Weekly	36.67%
Bi-weekly (every two weeks)	48.67%
Monthly	6.00%
Other (please specify)	8.67%
TOTAL	

Q5 Communication and Information:How do you prefer to receive update and information about trash and recycling services? (Select all that apply

Answered: 154 Skipped: 5



ANSWER CHOICES	RESPONSES
Email	79.22%
Text messages	48.70%
City website	25.97%
Social media	12.34%
Printed notices/mail	3.90%
Other (please specify)	3.25%
Total Respondents: 154	

Q6 Additional Comments:

Answered: 44 Skipped: 115

#	RESPONSES	DATE
1	PLEASE increase the recycling pickup to weekly or at least bi-weekly. We personally are happy to pay more for this service and many other residents we speak to feel the same.	6/23/2024 4:03 PM
2	I'd like to see quarterly pickup of other discarded larger items which is now done once a year by the city in May	6/22/2024 8:42 AM
3	Chef was so much more responsive to our needs as a small resort town. New Republic is way too rigid and refuses to take any responsibility when their drivers miss stops or leave trash all over. The monthly recycling is laughable for a Great Lakes state. We should be recycling more than trashing, but often I find myself trashing recycling because my bin has been full for 3 weeks. Find a smaller hauler that can focus resources on making Saugatuck part of their business. There are tons of small haulers. Don't lock us in with another large scale conglomerate that just wants to raise prices for substandard service.	6/20/2024 8:55 PM
4	Need updates about what can & cannot be recycled.	6/20/2024 9:14 AM
5	It is absolutely Ridiculous that we have recycling pick up once a month… Most of our disposal is 2/3 recyclable and we are trying to do the right thing	6/18/2024 9:24 PM
6	Republic has the absolute worst customer service of any vendor second to Comcast. Please find another vendor and send Republic down the road.	6/18/2024 9:05 PM
7	I wish there was an option for less frequent trash pick up. Most times, twice a month would be adequate for us.	6/18/2024 7:53 PM
8	Cost saving ideas!	6/18/2024 7:15 PM
9	As a long-time homeowner near the downtown business district, and on behalf of people who reside in upstairs apartments in the downtown business district, the noise of garbage trucks servicing downtown businesses - some mornings as early as 4:30 AM - denies homeowners and renters quiet enjoyment of their properties. Could meeting the trash collection needs of downtown businesses not be accomplished between 6:00 and 7:00 AM while also not inconveniencing their commercial needs? Please feel free to contact me. Thank you, Steve Waugh, 346 Griffith Street. 616-291-8000	6/18/2024 6:08 PM
10	Stop the 1 hauler policy	6/18/2024 5:58 PM
11	When the current contract was entered into with only once every 4 weeks recycling, Kirk Harrier assured me that it was an easy adjustment to change the frequency. We must go to at least every 2 weeks. I am literally climbing into my bin to squish it all down once a month so it can get picked up. Surely not a huge additional cost? Or, go back to yellow bags in the weekly trash pick up but I understand the garbage company was not in favor of that.	6/18/2024 4:58 PM
12	Recycling is a joke when your bin is full at two weeks or less	6/18/2024 4:13 PM
13	I would not want to pay more for this additional service. But if recycling can become efficient enough to allow every 2 weeks instead of monthly that would be great	6/18/2024 3:16 PM
14	Republic Services is so difficult to deal with. They charge ridiculous amounts for container delivery/pick up and overages. If our dumpster lid isn't flush close, it is an additional $85 per pick up. That is MORE than service for a month. Once a month recycling is also out of step in our community. We need weekly pick up!	6/18/2024 3:13 PM
15	We have monthly recycling and have to call every month after Republic missed our pickup. If we don't call, they won't come. They seem to have made a decision to purposely skip our	6/18/2024 3:04 PM

	street (Vine) simce there are so few addresses. Also, in this day and age, everyone should be required to recycle. Some on our block have turned back their recycling bin years ago.	
16	Both garbage & recycling seem to be going well!	6/18/2024 2:51 PM
17	I would like the recycling pick up to be the same as garbage. I would like them to be able to get it from the driveway and return the bin to the driveway.	6/18/2024 2:47 PM
18	Picking up recycling monthly is absolutely ridiculous. Not everyone in town is a visitor/short term resident. PLEASE add additional pickups for recycling.	6/18/2024 2:24 PM
19	Debis should be picked up from streets every other day at least	6/18/2024 2:16 PM
20	Please move to weekly recycling.	6/18/2024 2:15 PM
21	Everyone, but especially STR's should be required to have recycling service. The STR next to me does not.	6/18/2024 2:10 PM
22	I feel that Republic does a great job. Whenever there has been a problem they fix it immediately. I simply run out of space in the recycling container each month. Then I throw the recycling in the trash....	6/18/2024 1:10 PM
23	A cardboard recycling drop off would be great - I often have to throw it in the trash because I'm out of room in the recycling bin	6/18/2024 1:03 PM
24	Residential customers are at your mercy. We are charged too much. Please give us a choice to pick our own company. The city is doing us a disservice by allowing one company to charge too much for pickup. Bob Cline 269.217.2549 1007 Holland St	6/18/2024 12:50 PM
25	called twice last year because they forgot me all together.	6/18/2024 12:46 PM
26	Thanks for asking!!	6/18/2024 12:45 PM
27	Recycling should be no charge We already pay a large fee	6/18/2024 12:22 PM
28	Please we need competition. The trash companies run their truck daily up and down the streets. Please change your ordinance to allow 2 trash companies. Thank you	6/18/2024 12:13 PM
29	About compost, I lived in a suburb of Detroit before here where the consolidated service that picked up our leaves/branches then composted them (along with cut grass from the city parks) and THEN made that available to the community for free. I know that would cut into the private services that provide this, but why not?	6/18/2024 12:13 PM
30	Should have a city recycling center.	6/18/2024 12:07 PM
31	The company is fine and the pricing seems ok. The mixed use of old cans (black) and new cans (blue with different lids) is super confusing. And monthly recycling is way too infrequent and makes it impossible to use.	6/18/2024 11:57 AM
32	Allow residents to select service provider as is done in other communities. You're creating a monopoly by forcing the use of Republic.	6/18/2024 11:54 AM
33	Thanks for asking	6/18/2024 11:51 AM
34	Fuel charge is very high even though they make numerous stops in Saugatuck. It is a way to capture additional moneys not included in the residential contact.	6/18/2024 11:46 AM
35	Republic's customer service is pretty bad, at least when I've had to contact them. Recycling pick up once per month is inadequate.	6/18/2024 11:39 AM
36	There is the option to have the trash can returned next to the house, but not the recycling bin. As part time residents this is inconvenient as we are not always there to take the recycling bin back from the street.	6/18/2024 11:38 AM
37	Recycling really needs to be improved. Every other place I've lived in the last 20 years has had weekly pick up. Given the nature of our community I get why it might be less frequent, but only once a month is problematic	6/18/2024 11:30 AM
38	Keep up the good work. Our driver is always friendly and accommodating.	6/18/2024 11:27 AM

22

39	Thanks for asking!	6/18/2024 11:18 AM
40	In a resort town with vacation rentals Recycling must be picked up at the same time as the trash every week. If it is not then the guest will put trash into the recycle bin if the trash gets too full.	6/18/2024 11:17 AM
41	Recycling weekly	6/18/2024 11:16 AM
42	The recycling service is not reliable. We have to call several times a year because they have missed us. Each time we call they respond promptly.	6/18/2024 11:13 AM
43	We are only in Saugatuck about 3 days/week--and it's sometimes difficult to remember the one recycling week. We typically generate more recycling than trash, so I would love to see a weekly (or at least bi-weekly) service. That seems to promote the right practices. Also, it would be nice if you could stack a few extra broken down boxes to the side and have them p/u for recycling, too. We end up bringing bigger things to be recycled back to Chicago with us, which is a bit of a pain.	6/18/2024 11:11 AM
44	Service is very inconsistent and drivers will not pick up anything extra or not in the tote. Very poor service.	6/18/2024 11:11 AM

City Clerk Staff Report

July 8, 2024

Completed Tasks:

- Deputy Clerk Williams and I are handling the following weekly duties:
    - Cash receipting and deposits
    - Bank Reconciliations
    - Payroll
    - Accounts Payable
    - Tax Administration
- Attended department head meeting.
- Attended a meeting with Huntington Bank.
- 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.
    - Absent Voter Ballots have been mailed.

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 06/24/2024:

Village Square Playground:
GMS has installed a new irrigation system in the NW quadrant of Village Square. Next, DPW will work on lawn restoration including installing sod.

General Maintenance:
Staff has spent most of its time tending to the maintenance demands of an active busy tourism season. Maintenance items include landscape maintenance, Oval Beach maintenance, MISS Dig locate requests, cleaning restrooms, emptying trash, street sweeping, patching potholes, and more.

Special Event Assistance:

- **4th of July Parade**
- **4th of July Party in the Park**
- **Music in the Park** (6/26/2024)
- **Music in the Park** (7/3/2024)

Meetings:

- **6/24/2024 –** DPW Weekly Goals Meeting
- **6/25/2024 –** Parks and Public Works Committee Meeting
- **6/26/2024 –** Department Head Team Meeting
- **6/28/2024 –** Streetscape Discussion
- **6/27/2024 –** Oval Beach Management Meeting
- **6/28/2024 –** DPW Weekly Goals Follow Up Meeting
- **7/1/2024 –** DPW Weekly Goals Meeting
- **7/2/2024 –** Monthly One-on-One Meeting
- **7/2/2024 –** Metro Wireless Meeting + City Walkthrough
- **7/3/2024 –** Oval Beach Management Meeting
- **7/5/2024 –** DPW Weekly Goals Follow Up Meeting

June 2024 stats

Accidents – 5

Alarms – 3

Animal – 3

Assault – 1

Assist fire – 1

Boating - 2

Check welfare – 1

Civil 3

Disorderly – 2

Domestic assault – 1

Found property – 4

Fraud – 3

General assist – 43

Harassment – 1

Medical – 4

Intox subject – 4

Larceny – 1

Lewd – 1

Loud noise – 5

Missing person – 1

Motorist assist – 1

Parade – 1

Parking – 18

Priv prop impound – 1

Road Hazard – 1

Suspicious – 3

Tree down – 1

Weapons – 1

Total calls for service – 108

Traffic stops – 56

School contact – 4

Deputy Lajoice's last day is July 6th. Deputy Melina Castro will be taking over his position in the city. She will be starting in the City on July 10th. She enjoys community policing and engaging with the public so you should see her around town. She spent the past 6 months filling in as the School Resource officer in Fennville schools.

City of Saugatuck
Status Report of Engineering Activities
July 3, 2024

General Consultation

- 2024 Asphalt Repairs: The bid package is complete, and the project will be out for bids soon. We anticipate 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 conferences on June 5, 2024 and 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)

- Final paperwork to close out the project has been prepared.

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.
- Bid documents for the potholing work, including a list of addresses to be investigated, is nearly complete and will be out for bids soon. The work is anticipated to be completed in late summer and early fall.
- We will be assisting City staff with communications to affected property owners soon.

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 nearly complete.
  - 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.
  - Depending on timeframes for Critical Dunes permitting and coordination with stakeholders, we are anticipating fall 2024 or spring 2025 construction.
- Observation Platform Replacement
  - Design work is progressing. Additional survey work is complete.
  - 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 permitting timeframe and coordination with stakeholders.

Maple Street Improvements

- Topographic survey will be completed soon to kick off the study phase. Survey work will be completed after Blue Star Highway is reopened, when the traffic volume on Maple will return to normal.
- A workshop (or series of workshops) will be scheduled when the survey is ready to review with adjacent property owners and other stakeholders. We anticipate that will take place late summer or early fall, to accommodate as many seasonal residents as possible.
- 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.

Vendor Name	Description		Amount
1. ALLEGAN COUNTY SHERIFF			
	SHERIFF CONTRACT		616.00
	SHERIFF CONTRACT		31,826.12
		TOTAL	32,442.12
2. ASSESSING SOLUTIONS INC			
	ASSESSING SERVICES		2,934.00
3. FRONTIER			
	TELEPHONES		578.75
4. GIL- ROY'S HARDWARE			
	SUPPLIES		221.98
5. GLASS ENTERPRISE AUTO GLASS			
	GLASS REPAIR		240.00
6. GORDON FOOD SERVICE			
	OVAL BEACH SUPPLIES		135.85
			359.35
	OVAL BEACH SUPPLIES		740.31
	OVAL BEACH SUPPLIES		865.42
		TOTAL	2,100.93
7. GRANICUS LLC			
	SHORT TERM RENTALS		18,548.47
8. K&R TRUCK SALES INC			
	MOTORPOOL		3,439.57
9. MICHIGAN GAS UTILITIES			
	MICHIGAN GAS UTILITIES		139.83
10. MICHIGAN MUNICIPAL LEAGUE			
	MML MEMBER DUES		1,112.00
11. MML LIABILITY & PROPERTY POOL			
	LIABILITY & PROPERTY POOL		34,838.00
12. MML WORKER COMP			
	WORKER COMP INSURANCE		12,642.00
13. ODC NETWORK			
	FORMER AIRPORT PROJECT		65,000.00
14. OVERISEL LUMBER COMPANY			
	SUPPLIES		550.79
15. PRIORITY HEALTH			
	HEALTH INSURANCE		9,552.84
16. PROTEC			
	MEMBERSHIP DUES		108.13
17. PURITY CYLINDER GASES INC			
	CONCESSION		19.85
18. REPUBLIC SERVICES			
	TRASH		3,151.48
19. SEPTIC TANK SYSTEMS CO INC			
	SEPTIC CLEANING		360.00
20. SHORELINE TECHNOLOGY SOLUTIONS			
	COMPUTER SERVICES		1,262.80
21. STANDARD INSURANCE COMPANY			
	INSURANCE		359.81
22. TIME SAVES LIVES LLC			
	TRAINING		375.00
23. VALLEY CITY LINEN INC			
	SHOP TOWELS		63.76
	SHOP TOWELS		63.67
	SHOP TOWELS		66.00
		TOTAL	193.43
24. WESTENBROEK MOWER INC			
	OIL		41.50

Vendor Name / Description	Amount
TOTAL - ALL VENDORS	190,213.28

FUND TOTALS:

Fund 101 - GENERAL FUND	184,213.91
Fund 202 - MAJOR STREETS	552.07
Fund 203 - LOCAL STREETS	577.29
Fund 661 - MOTOR POOL FUND	4,870.01

07/03/2024	CHECK REGISTER FOR CITY OF SAUGATUCK			
CHECK DATE FROM 06/01/2024 - 06/30/2024				
Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
06/03/2024	20086	MCKENNA	SHORT TERM RENTAL	3,065.00
06/07/2024	20087	GOODMAN FROST PLLC		275.57
06/07/2024	DD6728(A)	ARAMENDI, NOAH	Payroll	2,384.03
06/07/2024	DD6729(A)	BLACQUIERE, BRADYN	Payroll	247.79
06/07/2024	DD6730(A)	BOUWMAN, CHAD	Payroll	1,385.81
06/07/2024	DD6731(A)	BRIGGS, FALLON	Payroll	469.13
06/07/2024	DD6732(A)	BRINK, CHASE	Payroll	211.44
06/07/2024	DD6733(A)	BURGE, SHELBY	Payroll	340.28
06/07/2024	DD6734(A)	BUTER, HUNTER	Payroll	391.31
06/07/2024	DD6735(A)	CHRISTENSON, JUDE	Payroll	218.04
06/07/2024	DD6736(A)	CUMMINS, RYAN	Payroll	3,320.00
06/07/2024	DD6737(A)	DEJAEGHER, JOHN	Payroll	1,011.15
06/07/2024	DD6738(A)	DEYOUNG, CHARLES	Payroll	198.23
06/07/2024	DD6739(A)	FLANAGAN, HANNAH	Payroll	350.47
06/07/2024	DD6740(A)	GARCIA, AMAYA	Payroll	251.09
06/07/2024	DD6741(A)	GARCIA, MARIELA	Payroll	198.23
06/07/2024	DD6742(A)	GRIGG-MARTINEZ, DAYTON	Payroll	760.03
06/07/2024	DD6743(A)	HARDY, CODY	Payroll	1,162.76
06/07/2024	DD6744(A)	HEISE, RYAN	Payroll	375.00
06/07/2024	DD6745(A)	HERBERT, SCOTT	Payroll	2,343.94
06/07/2024	DD6746(A)	KERRIDGE, ADAM	Payroll	1,635.66
06/07/2024	DD6747(A)	LOKKER, LILY	Payroll	105.72
06/07/2024	DD6748(A)	MACK, ELLIS	Payroll	1,312.40
06/07/2024	DD6749(A)	MARTIN, DANNY	Payroll	1,516.13
06/07/2024	DD6750(A)	MITCHELL, JACE	Payroll	66.08
06/07/2024	DD6751(A)	MOLENHOUSE, ANNE	Payroll	280.82
06/07/2024	DD6752(A)	PETERS, AVERY	Payroll	962.11

06/07/2024	DD6753(A)	SAMUELS, ROBERT	Payroll	197.34
06/07/2024	DD6754(A)	STANISLAWSKI, PETER	Payroll	1,436.40
06/07/2024	DD6755(A)	STEZOWSKI, BRAYDEN	Payroll	185.01
06/07/2024	DD6756(A)	STEZOWSKI, LOGAN	Payroll	232.15
06/07/2024	DD6757(A)	VAN HOWE, AINSLEY	Payroll	613.00
06/07/2024	DD6758(A)	WILLIAMS, SARA	Payroll	1,754.02
06/07/2024	DD6759(A)	WOLTERS, JAMIE	Payroll	1,916.85
06/07/2024	EFT1822(E)	ALERUS		3,750.67
06/07/2024	EFT1823(E)	EXPERT PAY		139.54
06/07/2024	EFT1824(E)	MERS HYBRID		2,082.21
06/07/2024	EFT1825(E)	FEDERAL TAX DEPOSIT		9,093.79
06/10/2024	5330(E)	AT&T MOBILITY	CELL PHONES	577.89
06/10/2024	5331(E)	CAPITAL ONE	SUPPLIES	165.12
06/10/2024	5332(E)	CONSUMERS ENERGY	ELECTRIC	3,603.30
06/10/2024	5333(E)	FIRST BANK CARD	OVAL, TRAINING, SUPPLIES	2,502.98
06/10/2024	5334(E)	MERS	RETIREMENT	4,500.00
06/10/2024	5335(E)	MICHIGAN GAS UTILITIES	CITY HALL	43.10
06/10/2024	5336(E)	MICHIGAN GAS UTILITIES	BUTLER STREET TOILETS	49.91
06/10/2024	5337(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	57.73
06/10/2024	5338(E)	PRIORITY HEALTH	HEALTH INSURANCE	9,552.84
06/10/2024	5339(E)	REPUBLIC SERVICES	TRASH	1,536.50
06/10/2024	5340(E)	REPUBLIC SERVICES	TRASH	35.01
06/10/2024	5341(E)	SHELL	GASOLINE & DIESEL	120.50
06/10/2024	5342(E)	VALLEY CITY LINEN INC	SHOP TOWELS	191.79
06/10/2024	5343(A)	ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	224.75
06/10/2024	5344(A)	ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	31,826.12
06/10/2024	5345(A)	ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,791.50
06/10/2024	5346(A)	DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	2,555.86
06/10/2024	5347(A)	FAHEY SCHULTZ BURZYCH RHODES	WATER & SEWER	23,542.80
06/10/2024	5348(A)	GAME TIME	VILLAGE PARK	63,675.00
06/10/2024	5349(A)	GROUNDS MANAGEMENT SOLUTIONS	PARKS MAINTENANCE	754.40
06/10/2024	5350(A)	HOLLAND LITHO PRINTING SERVICE	OVAL BEACH	745.35
06/10/2024	5351(A)	MAC QUEEN	STREET SWEEPER	1,462.49

06/10/2024	5352(A)	MC NALLY ELEVATOR COMPANY INC	ELEVATOR CITY HALL	1,497.00
06/10/2024	5353(A)	MICHIGAN ELECTRO FREEZE INC	OVAL BEACH	1,468.92
06/10/2024	5354(A)	PLUMMER'S ENVIRONMENTAL SERVICES IN	STORM SEWER CLEANING	328.80
06/10/2024	5355(A)	PRO-TEMP INC	OVAL BEACH	396.96
06/10/2024	5356(A)	PURITY CYLINDER GASES INC	CONCESSION	13.93
06/10/2024	5357(A)	RAF ELECTRIC	OVAL BEACH	2,820.09
06/10/2024	5358(A)	SAUGATUCK FIRE	RENTAL INSPECTIONS	700.00
06/10/2024	5359(A)	SEPTIC TANK SYSTEMS CO INC	OVAL BEACH	2,150.00
06/10/2024	5360(A)	SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	1,262.80
06/10/2024	5361(A)	TIME SAVES LIVES LLC	TRAINING	687.00
06/10/2024	20088	BILLS DOZER SERVICE INC	OVAL BEACH	8,400.00
06/10/2024	20089	COMMERCIAL RECORD	PUBLISHING	154.00
06/10/2024	20090	LAKESHORE OUTDOORS LLC	VILLAGE PARK	1,030.32
06/10/2024	20091	MINER SUPPLY CO	SUPPLIES	13,683.71
06/10/2024	20092	NEDERVELD	VILLAGE PARK	602.00
06/10/2024	20093	OVERISEL LUMBER COMPANY	SUPPLIES	1,202.85
06/10/2024	20094	RAHMBERG STOVER ASSOCIATES	COMPENSATION STUDY	2,350.00
06/10/2024	20095	VAN TILL'S GREENHOUSE	PARK FLOWERS	914.38
06/10/2024	20096	WYOMING ASPHALT PAVING CO	ASPHALT	201.00
06/10/2024	20097	ZEIGLER GMC OF HOLLAND	PARTS	1,267.21
06/21/2024	DD6760(A)	ARAMENDI, NOAH	Payroll	3,370.35
06/21/2024	DD6761(A)	BLACQUIERE, BRADYN	Payroll	453.27
06/21/2024	DD6762(A)	BOUWMAN, CHAD	Payroll	1,425.81
06/21/2024	DD6763(A)	BRIGGS, FALLON	Payroll	1,000.93
06/21/2024	DD6764(A)	BRINK, CHASE	Payroll	946.71
06/21/2024	DD6765(A)	BURGE, SHELBY	Payroll	524.75
06/21/2024	DD6766(A)	CHRISTENSON, JUDE	Payroll	389.84
06/21/2024	DD6767(A)	CUMMINS, RYAN	Payroll	3,268.68
06/21/2024	DD6768(A)	DEJAEGHER, JOHN	Payroll	1,141.02
06/21/2024	DD6769(A)	DEYOUNG, CHARLES	Payroll	507.18
06/21/2024	DD6770(A)	FLANAGAN, HANNAH	Payroll	871.41
06/21/2024	DD6771(A)	GARCIA, AMAYA	Payroll	759.05
06/21/2024	DD6772(A)	GARCIA, MARIELA	Payroll	277.51

06/21/2024	DD6773(A)	GRIGG-MARTINEZ, DAYTON	Payroll	1,141.71
06/21/2024	DD6774(A)	HARDY, CODY	Payroll	1,637.32
06/21/2024	DD6775(A)	HERBERT, SCOTT	Payroll	2,034.15
06/21/2024	DD6776(A)	KERRIDGE, ADAM	Payroll	2,069.30
06/21/2024	DD6777(A)	LARSEN, SAGE	Payroll	273.11
06/21/2024	DD6778(A)	LOKKER, LILY	Payroll	429.49
06/21/2024	DD6779(A)	MACK, ELLIS	Payroll	1,352.40
06/21/2024	DD6780(A)	MARTIN, DANNY	Payroll	1,562.16
06/21/2024	DD6781(A)	MITCHELL, JACE	Payroll	303.94
06/21/2024	DD6782(A)	MOLENHOUSE, ANNE	Payroll	389.83
06/21/2024	DD6783(A)	PETERS, ADDISON	Payroll	661.82
06/21/2024	DD6784(A)	PETERS, AVERY	Payroll	1,044.29
06/21/2024	DD6785(A)	RUSSELL, JUSTIN	Payroll	583.32
06/21/2024	DD6786(A)	SAMUELS, ROBERT	Payroll	359.46
06/21/2024	DD6787(A)	SANCHEZ, ADAN	Payroll	105.72
06/21/2024	DD6788(A)	STANISLAWSKI, PETER	Payroll	2,055.39
06/21/2024	DD6789(A)	STEZOWSKI, BRAYDEN	Payroll	449.30
06/21/2024	DD6790(A)	STEZOWSKI, LOGAN	Payroll	625.11
06/21/2024	DD6791(A)	VAN HOWE, AINSLEY	Payroll	788.54
06/21/2024	DD6792(A)	WILLIAMS, SARA	Payroll	1,945.13
06/21/2024	DD6793(A)	WOLTERS, JAMIE	Payroll	2,106.29
06/21/2024	EFT1826(E)	ALERUS		4,760.74
06/21/2024	EFT1827(E)	EXPERT PAY		139.54
06/21/2024	EFT1828(E)	MERS HYBRID		2,371.13
06/21/2024	EFT1829(E)	FEDERAL TAX DEPOSIT		11,413.69
06/21/2024	EFT1830(E)	MERS		4,423.20
06/21/2024	EFT1831(E)	GOODMAN FROST PLLC		275.57
06/24/2024	5362(E)	COMCAST	INTERNET	233.40
06/24/2024	5363(E)	GORDON FOOD SERVICE	CONCESSION	1,322.36
06/24/2024	5364(E)	JOHN DEERE FINANCIAL	PARTS	252.89
06/24/2024	5365(E)	KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	1,565.77
06/24/2024	5366(E)	MERCHANTS BANCARD NETWORK	BANK FEES	1,416.93
06/24/2024	5367(E)	MERS	RETIREMENT	4,500.00

06/24/2024	5368(E)	NET2PHONE INC	TELEPHONES	215.07
06/24/2024	5369(A)	ABSOPURE WATER COMPANY	WATER	658.95
06/24/2024	5370(A)	ACE PARKING LOT STRIPING INC	STREET LINE PAINTING	33,545.00
06/24/2024	5371(A)	ALLEGAN COUNTY SHERIFF	DEBT CREW	419.00
06/24/2024	5372(A)	AQUATIC DOCTORS LAKE INC	MILFOIL TREATMENT	33,605.00
06/24/2024	5373(A)	FLEIS & VANDENBRINK ENGINEERING INC	DWSRF	4,819.47
06/24/2024	5374(A)	HORIZON COMMUNITY PLANNER	PLANNING & HISTORIC DISTRICT	1,430.00
06/24/2024	5375(A)	LAKESHORE OUTDOORS LLC	VILLAGE SQUARE	508.80
06/24/2024	5376(A)	LORRIE PASTOOR	CLEANING SERVICES	420.00
06/24/2024	5377(A)	MICHIGAN ELECTRO FREEZE INC	CONCESSION	483.74
06/24/2024	5378(A)	NEW AGE LABORATORIES	WATER TESTING	115.00
06/24/2024	5379(A)	REPCOLITE	STREET PAINT	577.10
06/24/2024	5380(A)	SAUGATUCK FIRE	RENTAL INSPECTIONS	200.00
06/24/2024	5381(A)	SEPTIC TANK SYSTEMS CO INC	CULVER STREET	650.00
06/24/2024	5382(A)	SISTERS IN INK	SUPPIES	178.00
06/24/2024	5383(A)	SPECTRUM PRINTERS INC	ELECTION MATERIALS	53.99
06/24/2024	20098	BD SCHOOLCRAFT LLC	ESCROW REFUND	1,843.75
06/24/2024	20099	C2AE	BLUE STAR TRAIL	2,551.56
06/24/2024	20100	EL BURRITO FILIZ INC 2	ESCROW REFUND	725.00
06/24/2024	20101	HAMILTON READY MIX CO	VILLAGE SQUARE	2,464.00
06/24/2024	20102	IHLE AUTO PARTS	SUPPLIES	49.44
06/24/2024	20103	MINER SUPPLY CO	SUPPLIES	3,239.60
06/24/2024	20104	RATHCO SAFETY SUPPLY CO	SIGNS	119.84
06/24/2024	20105	WALSH MUNICIPAL SERVICES LLC	CITY MANAGER	3,000.00
06/24/2024	20106	WYOMING ASPHALT PAVING CO	ASPHALT	277.38
Total of 151 Checks:				399,564.31
Less 1 Void Checks:				275.57
Total of 150 Disbursements:				399,288.74

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: July 8, 2024

SUBJECT: Ordinance No. 240708-A, Amending the Water Regulations and Resolution No. 240708-A, Approving a Change in the City's Schedule of Fees to Establish a Water Capital Improvement Charge

DESCRIPTION:

In April 2021, the City agreed in a corrective action plan submitted to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to submit a Drinking Water Asset Management Plan (AMP) and associated Capital Improvement Plan (CIP) for the water system assets located within our jurisdiction.

In September 2023, the City completed the AMP and CIP and City Council approved the submittal of the attached plan to EGLE.

A major component of the AMP was a recommendation from Baker Tilly to implement a water capital improvement charge to provide adequate cash flow to fund necessary future improvements to water mains and lead service lines in the City.

The need for a water capital improvement charge:

- **Aging Infrastructure:** The water infrastructure is aging, necessitating replacement to ensure continued functionality and safety.

- **Environmental Compliance:** New environmental regulations require improvements to the water systems. Complying with these standards is crucial for both regulatory adherence and the well-being of the community.

The rationale for capital improvement charge:

- **User-Pay Principle:** Charging for capital improvements ensures that those who benefit from the enhanced water infrastructure contribute to its costs.

- **Dedicated Funding Source:** Adding a separate line item on water bills for capital improvement charges creates a dedicated funding source specifically for infrastructure projects, ensuring proper and transparent allocation of funds.

- **Long-Term Financial Stability:** Implementing these charges allows us to establish a sustainable financial model for long-term capital improvement projects, reducing reliance on general fund budget allocations.

Baker Tilly's second scenario analysis estimated annual revenue of $331,680 with a charge of $20 per month per meter equivalent unit (MEU). A MEU is a water customer with a 5/8" meter size. According to account information from the Kalamazoo Lake Water-Sewer Authority (KLSWA), 84% of City customers have a meter this size. For those with larger meter sizes, they would pay a higher proportion based on their meter size. The following chart summarizes the charge and percentage of customers impacted:

Meter Size	Meter Equivalent (per KLSWA)	Recommended Capital Improvement Charge (per month)	Customers with this Meter Size
5/8"	1	$20	84.5%
1"	2.5	$50	11.3%
1 ½"	5	$100	1.2%
2"	8	$160	1.8%
3"	15	$300	.1%

Workshop Review

At the June 5 workshop meeting, Council discussed the recommended charge and asked staff to draft the necessary ordinance and fee schedule updates. Both drafts are attached. KLSWA has indicated it will take approximately three months to add this charge to the water bills. Revenue from the charge would be sent to the City at least quarterly and kept separate from other City funds. The funds from this charge can only be used for water system capital improvements.

LEGAL REVIEW:

The City Attorney has reviewed the necessary steps to authorize this type of charge. The City Attorney also drafted the attached ordinance and resolution.

SAMPLE MOTION:

Motion to approve Ordinance No. 240708-A, amending the water regulations and Resolution No. 240708-A, approving a change in the City's schedule of fees to establish a water capital improvement charge.

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

AMENDMENT TO WATER REGULATIONS

ORDINANCE NO. 240708-A,

At a meeting of the City Council of the City of Saugatuck, Allegan County, Michigan, held at the City of Saugatuck Hall on _____, 2024 at _____ p.m., City Council Member _____ moved to adopt the following ordinance, which motion was seconded by City Council Member _____.

An Ordinance to amend the City of Saugatuck City Code, Title V, Section 52.72 to update the City's water regulations to authorizes certain charges for water system capital improvements to better protect the public health, safety, and general welfare of the City, its residents, and visitors.

THE CITY OF SAUGATUCK, ALLEGAN COUNTY, ORDAINS:

SECTION 1: AMENDMENT TO TITLE V, SECTION 52.72 OF THE CITY CODE. The City of Saugatuck Code of Ordinances, Title V, Section 52.57 shall be amended and will now read as follows:

§ 52.72 WATER SERVICE USER CHARGE SYSTEM.

(A) All premises connected directly or indirectly to the water service system of the city, except as hereinafter provided, shall be charged and shall make payments to the Authority in amounts computed on the basis of the actual flow where a certified meter exists or a residential user equivalent or meter equivalent unit in all other cases.

(B) The water service user charges shall include a "user operation and maintenance charge" billable quarterly for residential users and monthly for commercial and industrial users so designated by the Authority, and a "water capital improvement charge" billable monthly for all users per meter equivalent unit.

(C) Rates to be charged for service furnished by the system shall be as follows.

(1) *Water service use charges.*

(a) The charges for water service in the city shall be established by the City Council and set in the city's schedule of fees. Charges for water service shall be adjusted as needed by the City Council.

(b) The charges for water service to premises outside the city limits shall be established by the City Council and set in the city schedule of fees. Charges for water service shall be adjusted as needed by the City Council and in accordance with state laws governing water sales to other municipalities.

(c) The city shall have the right to adjust the user charge by resolution of a majority vote of the City Council based on an annual audit review of the water system operation and maintenance costs of the system. The city shall have the right to adjust the user charge at any time when the adjustment is in the best interest of the system and will protect the reliability of the system. All rate adjustments shall be made in the city's schedule of fees.

(2) *Connection charge*.

(a) *Direct connection*. For each direct connection to the lines of the system, there shall be charged a fee established by the City Council and set in the city's schedule of fees per single-family residence equivalent, except for premises outside the city limits, whose connection charge shall be established by the City Council and set in the city's schedule of fees per single-family residence equivalent.

(b) *Indirect connection*. In order to defray the proportional share for each indirect connection to the system, there shall be charged a fee established by the City Council and set in the city's schedule of fees per single-family residence equivalent, except for premises outside the city limits, whose connection charge shall be established by the City Council and set in the city's schedule of fees per single-family residence equivalent. An INDIRECT CONNECTION shall be defined as one made to lines added to the system after its original construction, the cost of which is paid from special assessments or private funds.

(c) *Equivalent user factor*. Each premises, other than a single-family residence, shall pay either a direct or indirect connection charge multiplied by a factor representing a ratio of water use by the class of premises to normal single-family residential use, as reflected in § 52.73 or the schedule of fees set by the City Council.

(3) *Water capital improvement charge*.

(a) In order to defray the costs of capital improvements to the system, there shall be charged a fee established by the City Council and set in the City's schedule of fees per meter equivalent unit ("MEU") as reflected in § 52.73 or the schedule of fees set by the City Council. The water capital improvement charge shall be collected monthly.

(b) Each premises shall pay the water capital improvement charge established by the City Council and set in the city's schedule of fees. This charge shall be adjusted as needed by the City Council and in accordance with state laws governing water sales to other municipalities. All rate adjustments shall be made in the city's schedule of fees.

(D) § 52.73 WATER CONNECTION EQUIVALENT USER FACTORS AND WATER CAPITAL IMPROVEMENT CHARGE METER EQUIVALENT UNIT FACTORS.

Water Connection Equivalent User Factor		
Occupation Use	***Units***	***Unit Factor***
Residential I		
Single-family residence	1.00	Per dwelling unit
Two-family residence	1.00	Per dwelling unit
Mobile home (free-standing)	1.00	Per dwelling unit
Mobile home (in park)	1.00	Per dwelling unit
Duplex or row house	1.00	Per dwelling unit
Apartment building	1.00	Per dwelling unit
Condominium	1.00	Per dwelling unit
Residential II		
Hotel	1.00	Per building; plus 0.30 per bedroom*
Motel	1.00	Per building; plus 0.30 per bedroom*
Sorority or fraternity house	1.00	Per building; plus 0.30 per bedroom*
Boarding house or inn	1.00	Per building; plus 0.30 per bedroom*
Convalescent home (sheltered home)	1.00	Per building; plus 0.30 per bedroom*
Convent	1.00	Per building; plus 0.30 per bedroom*
Other		
Church	0.25	Per 1,000 square feet
School	1.00	Per classroom

Water Connection Equivalent User Factor		
Occupation Use	***Units***	***Unit Factor***
Public building, municipal	0.75	Per 1,000 square feet
Public building, federal and state	1.00	Per 1,000 square feet
Commercial and Industrial		
Athletic club	1.50	Per 1,000 square feet of building*
Auto dealer	1.00	Per building plus 0.25 per 1,000 square feet of building area including service area
Auto repair/collision service	1.00	Per building plus 0.25 per 1,000 square feet of building area including service area

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Auto wash; automatic or mechanical, fresh or recycled water		
Under 20 gallons per car	1.00	Per car capacity of wash line or per stall
20 to 40 gallons per car	1.50	Per stall
40 to 70 gallons per car	3.00	
Auto wash; coin operated, manual	1.00	Per stall
Bar	3.00	Per 1,000 square feet*
Barber shop	1.00	Per premise plus 0.10 per station after two stations
Beauty shop	1.00	Per premise plus 0.10 per station after two stations
Bowling alley	1.00	Per premise plus 0.20 per alley*
Cleaners (drop-off and pick-up only)	1.00	Per building
Cleaners (with cleaning and pressing)	1.00	Per building plus 0.50 per 500 square feet
Clinic (medical or dental)	1.00	Per premise plus 0.50 per exam room
Country club	1.50	Per 1,000 square feet of clubhouse*
Drive-in restaurant	2.00	Per 1,000 square feet
Dry goods; retail store	1.00	Per premise plus 0.10 per 1,000 square feet
Drug store	1.00	Per premise*
Factory; dry process; office and production area	0.75	Per 1,000 square feet
Factory; wet process; office and production area	1.50	Per 1,000 square feet
Funeral home	1.50	Per 1,000 square feet*
Grocery store; food market	1.00	Per premise plus 0.50 per 1,000 square feet

Water Connection Equivalent User Factor		
Occupation Use	***Units***	***Unit Factor***
Hospital or skilled nursing care	1.10	Per bed
Laundry (self-serve)	1.00	Per premise, plus 0.25 per standard washing machine, plus 0.35 per large capacity washing machine
Marina	1.00	Per building plus 0.08 per boat slip*
Professional office building	0.75	Per 1,000 square feet
Restaurant (meals only)	2.00	Per 1,000 square feet

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Restaurant (with bar)	5.00	Per 1,000 square feet
Service station	1.00	Per 1,000 square feet of building area
Snack bar	2.00	Per 1,000 square feet
Theater	0.03	Per seat or car space
Veterinarian facility	1.50	Per premise plus 0.10 per kennel
Warehousing; storage	0.20	Per 1,000 square feet
*Additional fees for bars, laundry facilities, snack bars and restaurant facilities.		
Water-cooled air conditioning, refrigeration, freezing compressors to be evaluated and charged according to formula.		
Minimum connection fees of 1.00 unit applies in cases where square footage criteria amounts to less than one unit.		

Water Capital Improvement Charge Meter Equivalent Unit Factor	
Meter Size	***Meter Equivalent Unit***
5/8”	1
1”	2.5
1½”	5
2”	8
3”	15

SECTION 2: REPEAL. All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed.

SECTION 3: SEVERABILITY. If any section, clause, or provision of this Ordinance be declared unconstitutional or otherwise invalid by a court of competent jurisdiction, said declaration shall not affect the remainder of the Ordinance. The City Council hereby declares that it would have passed this Ordinance and each part, section, subsection, phrase, sentence and clause irrespective of the fact that any one or more parts, sections, subsections, phrases, sentences, or clauses be declared invalid.

SECTION 4: EFFECTIVE DATE. This Ordinance shall become effective immediately upon publication.

YEAS: _____

NAYS: _____

ABSENT/ABSTAIN: _____

ORDINANCE DECLARED ADOPTED.

_____
Lauren Stanton
City of Saugatuck, Mayor

DRAFT

CERTIFICATION

I, Jamie Wolters, being the duly elected and acting Clerk of the City of Saugatuck, Allegan County, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of an Ordinance duly adopted by the City Council at a regular meeting held on July 8 2024, at which meeting a quorum was present and remained throughout, (2) that an original thereof is on file in the records of the City, (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended), and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

_____

Jamie Wolters
City of Saugatuck, Clerk

DRAFT

CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN

RESOLUTION NO. 240708-A,

A RESOLUTION APPROVING A CHANGE IN THE CITY'S SCHEDULE OF FEES

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

WHEREAS, the City of Saugatuck amended its Code of Ordinances to authorize the assessment of a water capital improvement charge, billable monthly to all users of the water system, to finance necessary capital improvements of City-owned water system assets; and

WHEREAS, the Code of Ordinances provides that the City Council shall establish the amount of the water improvement charge by resolution and include the same in the City's Schedule of Fees; and

WHEREAS, based on the City's water system asset management plan, water system capital improvement plan and other matters of record presented to it, the City Council hereby establishes a water capital improvement charge at a rate of $20 per meter equivalent unit per month.

NOW, THEREFORE, IT IS RESOLVED THAT:

1. The City Council hereby approves a change in the City's adopted Schedule of Fees to establish a "Water Capital Improvement Charge" as follows, effective January 1, 2025:

WATER CAPITAL IMPROVEMENT CHARGE		
Meter Size	Meter Equivalent Unit	Capital Improvement Charge
5/8"	1	$20/mo
1"	2.5	$50/mo
1½"	5	$100/mo
2"	8	$160/mo
3"	15	$300/mo

2. The City Manager and City Clerk are authorized to take all actions necessary to effectuate the terms of the Resolution including, without limitation, modifying the City's adopted Schedule of Fees maintained at City Hall.

3. All resolutions and parts of resolutions that conflict with the provisions of this Resolution are hereby rescinded; provided, however, that the remainder of the City's Schedule of Fees shall remain in full force and effect.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this ____ day of _____, 2024.

Signed: _____
Lauren Stanton, Mayor

_____
Jamie Wolters, City Clerk

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 July 8, 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.

_____
Jamie Wolters, City Clerk

CITY OF SAUGATUCK

ALLEGAN COUNTY, MI

DRAFT

DRINKING WATER
ASSET MANAGEMENT PLAN

September 2023
Project No. 862350

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

ASSET MANAGEMENT TEAM

Utility Information

Utility Name:	Saugatuck Water Utility System
Street Address:	102 Butler St
City:	Saugatuck
Zip Code:	49453
Phone Number:	(269) 857-2603
WSSN:	03525
Number of Connections:	907

Personnel

City of Saugatuck

Contact Person:	Scott Herbert
Title:	Superintendent, Department of Public Works
Email:	scott@saugatuckcity.com
Team Member:	Ryan Heise
Title:	City Manager
Email:	ryan@saugatuckcity.com

Kalamazoo Lake Sewer & Water Authority

Contact Person:	Daryl VanDyke
Title:	Manager, Kalamazoo Lake Sewer & Water Authority
Email:	daryl@klswa.com

Fleis & VandenBrink

Contact Person:	Jon Moxey, PE
Title:	Client Manager
Email:	jmoxey@fveng.com
Team Member:	Elaine Venema, PE
Title:	Project Manager
Email:	evenema@fveng.com
Team Member:	Peter Drogosh, PE
Title:	Project Engineer
Email:	pdrogosh@fveng.com

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Appendix B: Asset Inventory

Appendix C: Capital Improvements Plan

Appendix D: Water System Budget

Appendix E: Billing Rate Structure

I. Background

A. Service Area

The City of Saugatuck (City) is located in western Allegan County on Lake Michigan and has an area of 1.77 square miles. Saugatuck is located 11 miles southwest of the City of Holland and 18 miles north of the City of South Haven. As of the 2020 U.S. Census, Saugatuck has a permanent population of 865, though the City and other surrounding municipalities see a large increase in seasonal population during the summer months. According to the City's 2019 Parks & Recreation Plan, a seasonal influx of cottage owners, visitors, and boaters is estimated to virtually double the region's population.

The City of Saugatuck, the City of the Village of Douglas, and Saugatuck Township are Constituent Municipalities of the Kalamazoo Lake Sewer & Water Authority (KLSWA). KLSWA provides sanitary sewer and water service within the three Constituent Municipalities, as well as within Laketown Township. Laketown Township receives service through various contractual arrangements, but is not a Constituent Municipality of KLSWA under Act 233 and KLSWA's Articles of Incorporation.

B. Purpose

In a letter dated January 11, 2021 addressed to KLSWA and the managers of the Constituent Municipalities, the Michigan Department of Environment, Great Lakes, and Energy (EGLE) outlined deficiencies identified in a Partial Sanitary Survey of the KLSWA water system. The following is an excerpt from the letter:

> EGLE's evaluation of KLSWA has revealed issues with ownership accountability, defined authority between owners and managers/operators, and fiscal management and revenue sourcing.
>
> EGLE understands that KLSWA operates and maintains the water supply facilities, and the individual units of government have retained ownership of the water supply facilities within their jurisdictional boundaries. Therefore, the owner of the water supply facilities is not maintaining their own facilities; KLSWA is serving as a contract operator with additional authority to make operation and maintenance decisions and repairs. This agreement only establishes authority for daily operations and maintenance of facilities, and does not include a structure for capital improvements, long term asset management, authority for cross connection inspections, or other items necessary for the long term management of a water supply.

In a Corrective Action Plan dated April 27, 2021 addressed to EGLE, KLSWA and the managers of the Constituent Municipalities elected to develop, adopt, and implement a new water service agreement between KLSWA and the Constituent Municipalities. Additionally, each Constituent Municipality would prepare and submit an Asset Management Plan (AMP) and associated Capital Improvements Plan (CIP) for the water system assets located within their jurisdictional boundary.

The purpose of this report is to provide the City of Saugatuck with an AMP and associated CIP for the water system assets located within its jurisdictional boundary, to comply with EGLE and the Michigan Safe Drinking Water Act (Act 399 of 1976). Rule 1606 of Act 399 (R 325.11606) states that a community water supply that serves more than 1,000 people shall implement an asset management program (as defined in R 325.10102).

The intent of asset management is to ensure the long-term sustainability of the water utility by helping the utility manager make informed decisions on when it is most appropriate to repair, replace, or rehabilitate particular assets and by developing a long-term funding strategy. This report is intended to be the master plan for guiding the City on the overall water system improvements needed to ensure its ability to perpetually deliver the required level of service.

II. Asset Inventory

Saugatuck's publicly owned water system assets consist of two groundwater production wells, approximately 13 miles of water main, and a concrete ground storage reservoir; the City shares equal ownership of the reservoir with the City of the Village of Douglas. A map of the system is provided as Figure 1 in Appendix A.

Well #4 is rated for a capacity of 500 gpm, Well #5 is rated for 300 gpm, and together they produce between 51 and 64 million gallons of water annually. Water treatment at the wells consists of injection of chlorine for disinfection and polyphosphate for iron sequestration. The wells are housed in two separate buildings.

Water mains range from 4" to 16" in diameter and are composed of cast iron, ductile iron, and HDPE. The oldest water mains pre-date 1927, and were constructed as part of the original distribution system. Throughout the system, there are 134 fire hydrants with valves and approximately 162 water main isolation valves.

The storage reservoir has a capacity of 1,000,000 gallons and is the only storage available for Saugatuck, as well as the greater KLSWA water system.

The water asset inventory is presented in Appendix B and provides asset descriptions, year installed, location, manufacturer (where applicable), replacement cost, useful life, and criticality assessment. All information in the asset inventory is based on construction record drawings and other data received from the City and KLSWA. Not all assets had record drawings available, so their construction dates are either unknown or approximated based on record drawings from adjacent projects. There is currently a Geographic Information System (GIS) in place for refining the inventory as assets are replaced and further documented.

III. Criticality Assessment

The criticality of each water system asset is based on a combination of its Probability of Failure and its Consequence of Failure. Determining each asset's criticality allows the City to manage its risk and aids in determining where to spend operation and maintenance dollars and plan capital expenditures.

When determining an asset's Probability of Failure, the following factors are considered: asset age, physical condition of asset, failure history, historical knowledge, experiences with that type of asset in general, maintenance records, and knowledge regarding how that type of asset is likely to fail. The table below details the Probability of Failure rating system. These ratings have been applied to each asset listed in the asset inventory in Appendix B.

Probability of Failure		
Rating	**Probability**	**Description**
5	Imminent	Will occur several times in the life of an item
4	Probable	Likely to occur several times in the life of an item
3	Occasional	Likely to occur sometime in the life of an item
2	Remote	Unlikely, but possible to occur in the life of an item
1	Improbable	So unlikely, it can be assumed occurrence may not be experienced

When determining an asset's Consequence of Failure, the following factors are considered: cost of repair; social cost associated with the loss of the asset; repair/replacement costs related to collateral damage caused by the failure; legal costs related to additional damage caused by the failure; environmental costs created by the failure; loss of business revenue to the community; and any other associated costs or asset losses. The Consequence of Failure can be high if any one of these costs is significant or the accumulation of several costs occur with a failure. Other considerations when determining an asset's Consequence of Failure may include the following:

- Can the system continue to produce an acceptable quantity and quality of water if asset fails?
- Is there redundancy for the asset built into the system?
- Are replacements / replacement parts on hand to replace/repair the asset on site?
- How long does it take to obtain parts or have service completed?

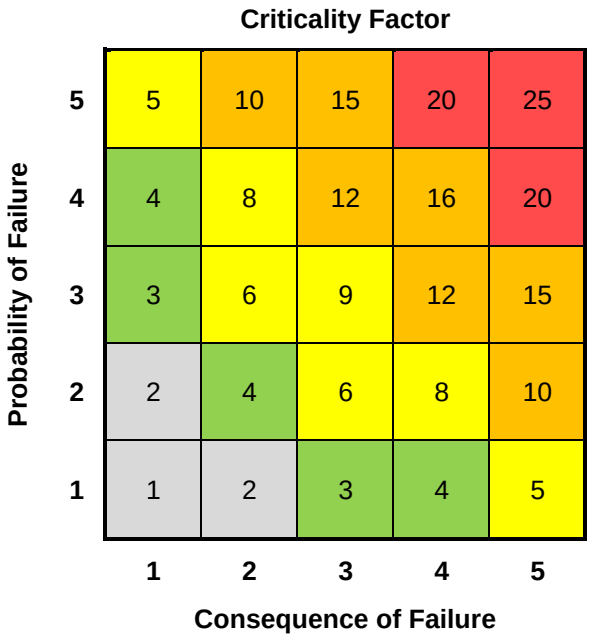
The table below details the Consequence of Failure rating system. These ratings have been applied to each asset listed in the asset inventory in Appendix B.

Consequence of Failure		
Rating	**Consequence**	**Description**
5	Catastrophic disruption	Massive system failure, severe health effects and death, persistent and extensive damage
4	Major disruption	Major effect, major loss of system capacity, major health effects, major costs, important LOS compromised
3	Moderate disruption	Moderate effect, moderate loss of system capacity, moderate health effects, moderate costs, important LOS still achieved
2	Minor disruption	Minor effect, minor loss of system capacity, minor health effects, minor costs
1	Insignificant disruption	Slight effect, slight loss of system capacity, slight health effects

Assessing an asset's criticality requires an examination of its Probability of Failure and its Consequence of Failure as discussed above. The assets that have the greatest probability of failure and the greatest consequences associated with the failure will be the assets that are the most critical and, therefore, present the greatest business risk to the City. An analysis of each asset reveals which assets have the highest criticality factors and, therefore, which assets require the most attention either for repair or replacement. The following formula is used to determine an asset's criticality:

Criticality Factor = Probably of Failure × Consequence of Failure

The matrix below presents the various possible criticality factors, which are color coded based on their associated business risk. These factors have been applied to each asset listed in the asset inventory in Appendix B.



Assets with higher criticality factors and associated business risk should be more closely monitored and scheduled for rehabilitation or replacement. The table below provides recommended inspection and rehabilitation strategies based on an asset's business risk.

Business Risk Management		
Criticality Factor	**Business Risk**	**Strategies for Asset Rehabilitation or Replacement**
17 - 25	Very High	Inspect immediately and replace in 1-2 years
10 - 16	High	Inspect immediately and develop short- to medium-term rehabilitation plan
5 - 9	Medium	Inspect immediately and develop long-term rehabilitation plan
3 - 4	Low	Develop short-term inspection strategy and long-term rehabilitation plan
1 - 2	Very Low	Develop medium- to long-term inspection strategy and long-term rehabilitation plan

IV. Level of Service Goals

The City of Saugatuck's mission, as it relates to the water system, is to provide the community with continuous, safe drinking water and adequate fire protection that meets or exceeds Federal and State requirements by maintaining and improving the water system through the most cost-effective means without sacrificing quality.

The Asset Management Team (F&V and City staff) reviewed the City's Level of Service (LOS) goals to ensure they aligned with the City's standards and capabilities; the goals are detailed in the table below. The goals will be reviewed on an annual basis to determine if the City was successful in achieving the goals and what steps can be taken to improve the City's performance.

LOS Determinant	Define the Goal	How the Goal is Achieved
Safe Drinking Water	Meet all Federal and State water quality regulations	Monitor water quality: monthly for bacteria, annually for partial chemical, and triennially for metals.
Health & Safety	Provide a safe and injury-free workplace	Conduct regular safety meetings. Incur no MIOSHA safety violations.
Security	Secure all water installations from tampering	Maintain well-lit, fenced and/or locked facilities with proper signage.
Operator Certification	Retain certified personnel to operate and maintain the system	Employ at least 1 operator in charge and 1 backup operator. Operators must maintain a minimum of D-2 and S-2 licenses.
Customer Complaints	Provide excellent customer service	Investigate all customer complaints within 2 business days of report. Report results of the complaint to customer verbally, via the phone, in person, or in writing. Follow up on all complaints to ensure customer satisfaction.
Regulatory Changes	Be aware of regulatory changes and comply with changes as they occur	Attend industry conferences and training sessions to stay informed of changes and requirements. Request annual meeting with local EGLE representative to ensure compliance.
Response Time	Provide excellent customer service	Respond to customer emergencies within 2 hours. Provide customers with written notice 24 hours in advance of any planned interruption in service.
Financial	Maintain funds to address unexpected breakdowns and major expenses	Evaluate water rates every 5 years and adjust the rates/budget accordingly. Seek external funding for major projects as they present themselves. Maintain an operating reserve of 10%.
Water Supply	Maintain all well-related equipment	Have wells and pumps professionally inspected annually, then complete recommended maintenance items. Regularly test and perform maintenance on backup power generators. Maintain well houses in adequate condition.
Water Quality	Provide high-quality, good-tasting drinking water	Maintain water treatment equipment. Flush water mains at least once annually.
Water Storage	Maintain storage tank for longer lifespan	Have the storage tank professionally inspected every 5 years, then complete recommended maintenance items.
Water Distribution	Maintain water mains, hydrants, and valves to ensure good working order	Flush all hydrants at least once annually. Exercise all primary valves on a 4-year rotation. Maintain system pressure above 35 psi, but strive for 60-80 psi under normal conditions. Monitor water losses annually and maintain below 10%.
Administrative	Ensure accurate billing	Review discrepancies and correct in a timely fashion.
Rules & Regulations	Monitor and enforce	Update and review rules annually - cross connections, site sampling plan, required lab analysis, consumer confidence report, safety program.

V. Capital Improvements Plan

A Capital Improvements Plan (CIP) was developed for the City of Saugatuck based on the Water System Reliability Study (WSRS) completed for KLSWA in February 2021 by Fleis & VandenBrink. Some items have been refined as better information has become available since then. The CIP is summarized below and a complete table of capital improvements, including anticipated costs and dates of completion, is presented in Appendix C. A map of the proposed improvements is provided as Figure 2 in Appendix A.

A. Water Supply

According to the WSRS, the system's water supply capacity is sufficient to meet projected water demands. The City's well pumps were last inspected in November 2019 by Peerless Midwest and were found to be operating at their rated capacities. No improvements to the well pumps are recommended at this time.

Well 5 is housed in a building that is constructed of sheet metal, which is in fair to poor condition. The wellhouse should be replaced with an appropriate block/brick building to provide better protection and security for Well 5. Additionally, the underground electric line that serves Wells 4 and 5 is not well protected and needs to be replaced with additional protection against potential damage or tampering. It is also recommended that the City install a permanent generator to power Wells 4 and 5 in the event of a power outage.

B. Water Storage

The storage tank was last inspected in October 2019 by Dixon Engineering and was found to be in good overall condition. No improvements to the tank are recommended at this time.

C. Water Distribution

EGLE requires all water supplies to submit a complete Distribution System Materials Inventory (DSMI) by January 1, 2025. The DSMI involves physically verifying the material of a uniformly random, statistically sound number (20%) of service lines of unknown material. Due to the prevalence of known lead service lines throughout Saugatuck's system, it is recommended that the City verify at least 50% of its 229 service lines of unknown material, which equates to 115 service line verifications. Once lead service lines throughout the system are confidently located, they must all be replaced by January 1, 2041.

Distribution system improvements are recommended to improve available fire flows and overall system reliability. These improvements should be considered and implemented by City officials as deemed necessary and as funding allows. The City should plan on replacing any water mains smaller than 6 inches as road improvements are conducted in the service area. These pipes should be replaced with minimum 8-inch pipes.

Anticipated project costs are meant to be rough estimates for budgeting purposes only. Unit prices were assumed at $385 per foot of 8" water main, $410 per foot of 12" water main, and $1,000 per foot of 16" water main (directional drill river crossing). Unit prices were based on recent contractor bid prices from similar projects designed by Fleis & VandenBrink. The unit price of water main includes the cost of appurtenances (hydrants, valves, fittings, etc.) and surface restoration, assuming a worst case scenario of the water main being installed along the centerline of the roadway, requiring two lanes of road pavement restoration.

D. Funding Sources

Four possible sources of funding have been identified for The City of Saugatuck to complete the capital improvement projects if desired. A brief description of each follows:

Drinking Water State Revolving Fund

This is a preferred alternative. It is a low interest loan program sponsored by EGLE. The current interest rate is 1.875% for 20-year loans (or 30- to 40-year loans for overburdened applicants), and 2.125% for 30-year loans. Some communities may be eligible for principal forgiveness based on their overburdened status.

The program is competitive, and projects are scored on a point system that ranks them on a priority list. Not all submitted projects are funded, so it is important to maximize points on the application. Requirements include a fairly extensive project plan, but most expenses, including the project plan, are eligible activities that can be rolled into the loan. In order for a community to be competitive, they should have an active Source Water Protection Program. Applications are submitted by June 1st of every year.

Special Assessment Bonds

Special assessments levied under PA 188 of 1954 are one of the most common ways to finance infrastructure improvements. The City may levy special assessments against properties that receive special benefits from a public improvement. Property owners have petition rights that must be satisfied before the special assessment can go forward.

Special assessments typically can be repaid in installments with interest. The bonds may not exceed the amount of the special assessment roll and may be secured secondarily by a pledge of the City's full faith and credit.

Revenue Bonds

Revenue bonds are authorized by PA 94 of 1933. They authorize the City to borrow money and issue bonds. They are paid from user fees generated by the operation of the improvements.

Revenue bonds are subject to the right of referendum. Petitions for a public vote can be filed by registered City voters during a 45-day referendum period. Voter approval is not required if the referendum period expires without petitions being filed.

Contract Bonds

Contract bonds are authorized by several state laws. They authorize the City to enter into an agreement with the County or a public authority in order to have the County or authority issue bonds on behalf of the City.

The City may want to consider a contract bond as the County may be able to borrow at a more favorable rate than the City if they are willing to pledge its taxing power as secondary security for repayment of the bonds. Also contract bonds may be paid back by a number of sources including specials assessments, connection fees, and user fees.

VI. Revenue Structure & Rate Methodology

Saugatuck's financial advisor incorporated the CIP into the City's water system budget and determined the adjustments to the billing rate structure that will be required to generate sufficient revenue for implementing the CIP. The City has provided its water system budget in Appendix D and its current rate structure in Appendix E.

APPENDIX A:
FIGURES

CITY OF SAUGATUCK

CITY OF DOUGLAS

1.0 MG GROUND STORAGE TANK

CITY OF SAUGATUCK WELLS
WELL #4 504 GPM
WELL #5 296 GPM
WELL #7 680 GPM

CITY OF DOUGLAS WELLS

1. WEST ST.
2. EAST ST.
3. TAKKEN ST.
4. TAYLOR ST.

KALAMAZOO LAKE

NEWNHAM ST.
OVAL DR.
VAN DALSON ST.
PERRYMAN ST.
BLISS ST.
VINE ST.
INTERLAKEN DR.
PARK STREET
SHOREWOOD DR.
MANCHESTER LN.
WEIRICH DR.
BAYVIEW
HILLCREST RD.
CAMPBELL RD.
MCVEA DR.
GOLFVIEW DR.
LAKESHORE DR.
WOOD LN.
SHORE WOODS
WESTSHORE ST.
HAMILTON ST.
HARBORVIEW DR.
OUTLOOK DR.
ST. PETERS DR.
HARBOR CT.
LUCY ST.
SPEAR ST.
ST. JOSEPH ST.
FRANCIS ST.
MARY ST.
MAIN ST.
HOFFMAN ST.
MASON ST.
CULVER ST.
ALLEGAN ST.
PLEASANT ST.
STATE ST.
LAKE ST
BRADLEY RD.
HERON BAY RIDGE
HERON BAY DR.
BRIDGE ST.
LAWN AVE.
CHESTNUT ST.
WATER ST.
WALL ST.
WATER ST.
BUTLER ST.
GRIFFITH ST.
GRAND ST.
ELIZABETH ST.
MILL ST.
HOLLAND ST.
GRANT ST.
BROOK ST.
ELIZABETH ST.
NORTH ST.
HERBERT ST.
SIMONSON DR.
MAPLE ST.
66TH ST.
STAR HIGHWAY
BLUE
OLD
134TH
LANE
GASLIGHT
SINGAPORE TRAILS DR.
I-1
31

LEGEND
4" WATER MAIN
6" WATER MAIN
8" WATER MAIN
10" WATER MAIN
12" WATER MAIN
16" WATER MAIN
FIRE HYDRANT

NORTH

F&V PROJECT NO. 862350

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN
WATER ASSET MANAGEMENT PLAN

FIGURE 1:
EXISTING WATER SYSTEM

CITY OF SAUGATUCK

CITY OF DOUGLAS

1.0 MG GROUND STORAGE TANK

WELLHOUSE #5 IMPROVEMENTS

CITY OF SAUGATUCK WELLS
WELL #4 504 GPM
WELL #5 296 GPM
WELL #7 680 GPM

CITY OF DOUGLAS WELLS

16" 8" 8" 8" 8" 8" 8" 8" 8" 12"

NEWNHAM ST.
OVAL DR.
LUCY ST.
SPEAR ST.
ST. JOSEPH ST.
VAN DALSON ST.
PERRYMAN ST.
BLISS ST.
VINE ST.
WATER ST.
MARY ST.
FRANCIS ST.
GRAND ST.
ELIZABETH ST.
MAIN ST.
BUTLER ST.
HOFFMAN ST.
GRIFFITH ST.
MASON ST.
CULVER ST.
ALLEGAN ST.
1. WEST ST.
2. EAST ST.
3. TAKKEN ST.
4. TAYLOR ST.
1 2 3 4
HOLLAND ST.
MILL ST.
GRANT ST.
BROOK ST.
ELIZABETH ST.
HERBERT ST.
SIMONSON DR.
NORTH ST.
MAPLE ST.
66TH ST.
BLUE STAR HIGHWAY
134TH LANE
GASLIGHT
SINGAPORE TRAILS DR.
OLD
I-1
31
BRADLEY RD.
PLEASANT ST.
STATE ST.
LAKE ST
BRIDGE ST.
HERON BAY RIDGE
HERON BAY DR.
INTERLAKEN DR.
PARK STREET
BAYVIEW
HILLCREST RD.
SHOREWOOD DR.
MANCHESTER LN.
WEIRICH DR.
CAMPBELL RD.
MCVEA DR.
GOLFVIEW DR.
LAKESHORE DR.
WESTSHORE ST.
HARBOR CT.
HAMILTON ST.
HARBORVIEW DR.
OUTLOOK DR.
ST PETERS DR.
LAWN AVE.
CHESTNUT ST.
WATER ST.
WALL ST.
WOOD LN.
SHORE WOODS

KALAMAZOO LAKE

LEGEND
PROPOSED WATER MAIN REPLACEMENT

NORTH

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN
WATER ASSET MANAGEMENT PLAN

FIGURE 2:
PROPOSED IMPROVEMENTS

F&V PROJECT NO. 862350

APPENDIX B:
ASSET INVENTORY

Source Assets												
Source Assets	Year Installed (Year Overhauled)	Location	Latitude	Longitude	Manufacturer/Model	Replacement Cost	Estimated Useful Life in Years	Remaining Useful Life in Years	Percent of Useful Life Remaining	Probability of Failure	Consequence of Failure	Criticality Factor
Well #4 (12" diameter; 205' deep)	1966	Well #4	42.658722	-86.195667		$ 150,000	90	33	37%	1	2	2
Well #5 (12" diameter; 157' deep)	1974	Well #5	42.658500	-86.194611		$ 150,000	90	41	46%	1	2	2
Well #4 Wellhouse	1966	Well #4	42.658722	-86.195667		$ 150,000	90	33	37%	1	1	1
Well #5 Wellhouse	1974	Well #5	42.658500	-86.194611		$ 150,000	90	41	46%	4	1	4
Well #4 Pump (Rated 500 gpm @ 258 ft TDH)	1966 (2006)	Well #4	42.658722	-86.195667	Peerless	$ 12,000	20	3	15%	3	2	6
Well #5 Pump (Rated 300 gpm @ 261 ft TDH)	1974 (2008)	Well #5	42.658500	-86.194611	Peerless	$ 10,000	20	5	25%	3	2	6

Treatment Assets											
Treatment Assets	Year Installed	Location	Latitude	Longitude	Manufacturer/Model	Replacement Cost	Estimated Useful Life in Years	Remaining Useful Life in Years	Percent of Useful Life Remaining	Probability of Failure	Consequence of Failure	Criticality Factor
Chemical feed pump - chlorine	2015	Well #4	42.658722	-86.195667	Grundfos DDC 6-10	$ 2,000	15	7	47%	2	4	8
Chemical feed pump - chlorine	2015	Well #5	42.658500	-86.194611	Grundfos DDC 6-10	$ 2,000	15	7	47%	2	4	8
Chemical feed pump - phosphate	2015	Well #4	42.658722	-86.195667	Grundfos DDC 6-10	$ 2,000	15	7	47%	2	4	8
Chemical feed pump - phosphate	2015	Well #5	42.658500	-86.194611	Grundfos DDC 6-10	$ 2,000	15	7	47%	2	4	8

Storage Assets												
Storage Assets	Year Installed	Location	Material	Capacity (gal)	Manufacturer	Replacement Cost	Estimated Useful Life in Years	Remaining Useful Life in Years	Percent of Useful Life Remaining	Probability of Failure	Consequence of Failure	Criticality Factor
Ground storage tank (shared ownership w/ Douglas)	1984	Park St	concrete	1,000,000	Natgun	$ 3,000,000	90	51	57%	2	4	8

Distribution Assets												
Distribution Assets	Year Installed	Material	Diameter (in)	Total Length (ft)	Manufacturer	Replacement Cost	Estimated Useful Life in Years	Remaining Useful Life in Years	Percent of Useful Life Remaining	Probability of Failure	Consequence of Failure	Criticality Factor
Water Mains	Unknown	Ductile Iron	6	385		$ 108,000	110	Unknown	Unknown	2	1	**2**
Replacement Cost*:	Unknown	Ductile Iron	8	1,038		$ 291,000	110	Unknown	Unknown	2	2	**4**
8" @ $280 per foot	Unknown	Ductile Iron	10	344		$ 104,000	110	Unknown	Unknown	2	2	**4**
12" @ $300 per foot	Pre-1927	Cast Iron	4	2,355		$ 660,000	125	Unknown	Unknown	5	1	**5**
16" @ $320 per foot	Pre-1927	Cast Iron	6	1,791		$ 502,000	125	Unknown	Unknown	5	1	**5**
	Post-1927	Cast Iron	4	198		$ 56,000	125	Unknown	Unknown	4	1	**4**
*Assumes all water main less than 8" will	Pre-1979	Cast Iron	4	1,102		$ 309,000	125	Unknown	Unknown	3	1	**3**
be replaced with 8" water main	Pre-1979	Cast Iron	6	4,274		$ 1,197,000	125	Unknown	Unknown	3	1	**3**
*Assumes all 10" water main will be replaced	Post-1979	Ductile Iron	6	1,140		$ 320,000	110	Unknown	Unknown	2	1	**2**
with 12" water main	Pre-1983	Ductile Iron	6	228		$ 64,000	110	Unknown	Unknown	2	1	**2**
	Pre-1983	Ductile Iron	8	1,245		$ 349,000	110	Unknown	Unknown	2	2	**4**
	Post-1984	Ductile Iron	6	303		$ 85,000	110	Unknown	Unknown	2	1	**2**
	Pre-2000	Ductile Iron	6	327		$ 92,000	110	Unknown	Unknown	2	1	**2**
	Pre-2000	Ductile Iron	8	618		$ 174,000	110	Unknown	Unknown	2	2	**4**
	Pre-2005	Ductile Iron	8	784		$ 220,000	110	Unknown	Unknown	1	2	**2**
	Pre-2010	Ductile Iron	8	260		$ 73,000	110	Unknown	Unknown	1	2	**2**
	1966	Cast Iron	6	1,119		$ 314,000	125	68	54%	3	1	**3**
	1979	Ductile Iron	6	104		$ 30,000	110	66	60%	2	1	**2**
	1979	Ductile Iron	10	5,099		$ 1,530,000	110	66	60%	2	2	**4**
	1980	Ductile Iron	6	1,033		$ 290,000	110	67	61%	2	1	**2**
	1980	Ductile Iron	8	1,509		$ 423,000	110	67	61%	2	2	**4**
	1984	Ductile Iron	6	455		$ 128,000	110	71	65%	2	1	**2**
	1984	Ductile Iron	8	566		$ 159,000	110	71	65%	2	2	**4**
	1984	Ductile Iron	12	8,186		$ 2,456,000	110	71	65%	2	3	**6**
	1984	Ductile Iron	16	1,324		$ 424,000	110	71	65%	2	3	**6**
	1987	Ductile Iron	6	3,248		$ 910,000	110	74	67%	2	1	**2**
	1988	Ductile Iron	6	878		$ 246,000	110	75	68%	2	1	**2**
	1988	Ductile Iron	8	736		$ 207,000	110	75	68%	2	2	**4**
	1989	Ductile Iron	6	18		$ 6,000	110	76	69%	2	1	**2**
	1989	Ductile Iron	8	966		$ 271,000	110	76	69%	2	2	**4**
	1992	Ductile Iron	8	489		$ 137,000	110	79	72%	2	2	**4**
	1994	Ductile Iron	6	412		$ 116,000	110	81	74%	2	1	**2**
	1994	Ductile Iron	8	456		$ 128,000	110	81	74%	2	2	**4**
	1996	Ductile Iron	6	753		$ 211,000	110	83	75%	2	1	**2**
	1996	Ductile Iron	8	1,689		$ 473,000	110	83	75%	2	2	**4**
	2000	Ductile Iron	6	85		$ 24,000	110	87	79%	2	1	**2**
	2000	Ductile Iron	8	3,520		$ 986,000	110	87	79%	2	2	**4**
	2003	Ductile Iron	8	651		$ 183,000	110	90	82%	1	2	**2**
	2005	Ductile Iron	8	1,211		$ 340,000	110	92	84%	1	2	**2**
	2007	Ductile Iron	8	730		$ 205,000	110	94	85%	1	2	**2**
	2008	Ductile Iron	8	59		$ 17,000	110	95	86%	1	2	**2**
	2008	Ductile Iron	12	1,063		$ 319,000	110	95	86%	1	3	**3**
	2009	Ductile Iron	6	30		$ 9,000	110	96	87%	1	1	**1**
	2009	Ductile Iron	8	1,456		$ 408,000	110	96	87%	1	2	**2**
	2010	Ductile Iron	6	296		$ 83,000	110	97	88%	1	1	**1**
	2010	Ductile Iron	8	2,980		$ 835,000	110	97	88%	1	2	**2**
	2010	Ductile Iron	12	2,652		$ 796,000	110	97	88%	1	3	**3**
	2010	HDPE	8	916		$ 257,000	55	42	76%	2	2	**4**
	2011	Ductile Iron	6	74		$ 21,000	110	98	89%	1	1	**1**
	2014	Ductile Iron	6	31		$ 9,000	110	101	92%	1	1	**1**
	2014	Ductile Iron	8	513		$ 144,000	110	101	92%	1	2	**2**
	2015	Ductile Iron	6	175		$ 49,000	110	102	93%	1	1	**1**
	2015	HDPE	8	4,540		$ 1,272,000	55	47	85%	1	2	**2**
	2015	HDPE	10	1,238		$ 372,000	55	47	85%	1	2	**2**
	2018	Ductile Iron	8	394		$ 111,000	110	105	95%	1	2	**2**
	2022	Ductile Iron	6	32		$ 9,000	110	109	99%	1	1	**1**
	2022	Ductile Iron	8	1,072		$ 301,000	110	109	99%	1	2	**2**

Distribution Assets												
Distribution Assets	Year Installed	Material	Diameter (in)	Quantity	Manufacturer	Replacement Cost	Estimated Useful Life in Years	Remaining Useful Life in Years	Percent of Useful Life Remaining	Probability of Failure	Consequence of Failure	Criticality Factor
Hydrants	Unknown			4		$ 12,000	90	Unknown	Unknown	2	2	**4**
Replacement Cost: $3,000 each	Pre-1927			6		$ 18,000	90	Unknown	Unknown	3	2	**6**
	Pre-1979			7		$ 21,000	90	Unknown	Unknown	3	2	**6**
	Post-1979			2		$ 6,000	90	Unknown	Unknown	3	2	**6**
	Pre-1983			2		$ 6,000	90	Unknown	Unknown	3	2	**6**
	Post-1984			1		$ 3,000	90	Unknown	Unknown	2	2	**4**
	Pre-2005			2		$ 6,000	90	Unknown	Unknown	1	2	**2**
	Pre-2010			1		$ 3,000	90	Unknown	Unknown	1	2	**2**
	1979			7		$ 21,000	90	46	51%	3	2	**6**
	1980			5		$ 15,000	90	47	52%	3	2	**6**
	1984			23		$ 69,000	90	51	57%	3	2	**6**
	1987			2		$ 6,000	90	54	60%	2	2	**4**
	1988			7		$ 21,000	90	55	61%	2	2	**4**
	1989			2		$ 6,000	90	56	62%	2	2	**4**
	1994			2		$ 6,000	90	61	68%	2	2	**4**
	1996			7		$ 21,000	90	63	70%	2	2	**4**
	2000			9		$ 27,000	90	67	74%	2	2	**4**
	2003			1		$ 3,000	90	70	78%	2	2	**4**
	2005			2		$ 6,000	90	72	80%	1	2	**2**
	2007			1		$ 3,000	90	74	82%	1	2	**2**
	2008			1		$ 3,000	90	75	83%	1	2	**2**
	2009			4		$ 12,000	90	76	84%	1	2	**2**
	2010			14		$ 42,000	90	77	86%	1	2	**2**
	2011			1		$ 3,000	90	78	87%	1	2	**2**
	2014			3		$ 9,000	90	81	90%	1	2	**2**
	2015			15		$ 45,000	90	82	91%	1	2	**2**
	2022			3		$ 9,000	90	89	99%	1	2	**2**

Distribution Assets												
Distribution Assets	Year Installed	Material	Diameter (in)	Quantity	Manufacturer	Replacement Cost	Estimated Useful Life in Years	Remaining Useful Life in Years	Percent of Useful Life Remaining	Probability of Failure	Consequence of Failure	Criticality Factor
Valves	Unknown		8	3		$ 6,000	70	Unknown	Unknown	2	2	**4**
Replacement Cost*:	Pre-1927		4	1		$ 2,000	70	Unknown	Unknown	3	2	**6**
8" @ $2,000 each	Pre-1927		6	1		$ 2,000	70	Unknown	Unknown	3	2	**6**
12" @ $3,000 each	Pre-1979		4	3		$ 6,000	70	Unknown	Unknown	3	2	**6**
	Pre-1979		6	4		$ 8,000	70	Unknown	Unknown	3	2	**6**
*Assumes all valves less than 8" will be	Post-1979		6	2		$ 4,000	70	Unknown	Unknown	3	2	**6**
replaced with 8" valves	Pre-1983		6	1		$ 2,000	70	Unknown	Unknown	3	2	**6**
*Assumes all 10" valves will be replaced with	Pre-1983		8	3		$ 6,000	70	Unknown	Unknown	3	2	**6**
12" valves	Post-1984		6	1		$ 2,000	70	Unknown	Unknown	2	2	**4**
	Pre-2000		6	1		$ 2,000	70	Unknown	Unknown	2	2	**4**
	Pre-2000		8	2		$ 4,000	70	Unknown	Unknown	2	2	**4**
	Pre-2005		8	1		$ 2,000	70	Unknown	Unknown	2	2	**4**
	Pre-2010		8	2		$ 4,000	70	Unknown	Unknown	2	2	**4**
	1966		6	3		$ 6,000	70	13	19%	5	2	**10**
	1979		10	8		$ 24,000	70	26	37%	4	2	**8**
	1980		6	4		$ 8,000	70	27	39%	4	2	**8**
	1980		8	4		$ 8,000	70	27	39%	4	2	**8**
	1984		8	8		$ 16,000	70	31	44%	3	2	**6**
	1984		12	9		$ 27,000	70	31	44%	3	2	**6**
	1984		16	4		$ 12,000	70	31	44%	3	2	**6**
	1987		6	10		$ 20,000	70	34	49%	3	2	**6**
	1988		6	2		$ 4,000	70	35	50%	3	2	**6**
	1988		8	1		$ 2,000	70	35	50%	3	2	**6**
	1989		8	4		$ 8,000	70	36	51%	3	2	**6**
	1992		8	1		$ 2,000	70	39	56%	3	2	**6**
	1994		6	2		$ 4,000	70	41	59%	3	2	**6**
	1994		8	1		$ 2,000	70	41	59%	3	2	**6**
	1996		6	1		$ 2,000	70	43	61%	2	2	**4**
	1996		8	5		$ 10,000	70	43	61%	2	2	**4**
	2000		8	9		$ 18,000	70	47	67%	2	2	**4**
	2003		8	5		$ 10,000	70	50	71%	2	2	**4**
	2005		8	5		$ 10,000	70	52	74%	2	2	**4**
	2007		8	3		$ 6,000	70	54	77%	2	2	**4**
	2008		12	1		$ 3,000	70	55	79%	2	2	**4**
	2009		8	5		$ 10,000	70	56	80%	1	2	**2**
	2010		6	2		$ 4,000	70	57	81%	1	2	**2**
	2010		8	18		$ 36,000	70	57	81%	1	2	**2**
	2010		12	5		$ 15,000	70	57	81%	1	2	**2**
	2011		6	1		$ 2,000	70	58	83%	1	2	**2**
	2014		8	2		$ 4,000	70	61	87%	1	2	**2**
	2015		8	10		$ 20,000	70	62	89%	1	2	**2**
	2015		10	2		$ 6,000	70	62	89%	1	2	**2**
	2018		8	1		$ 2,000	70	65	93%	1	2	**2**
	2022		8	1		$ 2,000	70	69	99%	1	2	**2**

APPENDIX C:
CAPITAL IMPROVEMENTS PLAN

City of Saugatuck
Water System Capital Improvements Plan 2024-2028

Project	Anticipated Funding Source(s)	Anticipated Project Cost By Year					Total	Notes
		2024	2025	2026	2027	2028		
Water System								
Complete Distribution System Materials Inventory	Local/General	$ 150,000					$ 150,000	Due to State January 1, 2025
Lead Service Line Replacement - Systemwide	Potentially EGLE/DWSRF	$ 500,000	$ 5,000,000				$ 5,500,000	Locations and final count TBD. Contingent on EGLE funding.
Wellhouse #5 Improvements	Potentially EGLE/DWSRF	$ 20,000	$ 200,000				$ 220,000	Contingent on EGLE funding.
Install Permanent Generator for Wells #4 & #5	Potentially EGLE/DWSRF	$ 10,000	$ 100,000				$ 110,000	Contingent on EGLE funding.
Maple Street Water Service Separation (720/Olde Mill)	Local/General		$ 30,000				$ 30,000	Concurrent with Maple St WM replacement
Maple Street Water Main Replacement - Blue Star to S of North Street	Potentially EGLE/DWSRF	$ 115,000	$ 1,150,000				$ 1,265,000	Contingent on EGLE funding.
Elizabeth Street Water Main Replacement - Allegan to Main	Potentially EGLE/DWSRF	$ 35,000	$ 350,000				$ 385,000	Contingent on EGLE funding.
Lucy Street Water Main Replacement - Water to Butler	Potentially EGLE/DWSRF	$ 15,000	$ 150,000				$ 165,000	Contingent on EGLE funding.
Hoffman Street Water Main Replacement - Griffith to Grand	Potentially EGLE/DWSRF	$ 20,000	$ 200,000				$ 220,000	Contingent on EGLE funding.
Butler Street Water Main Replacement - Culver to Lucy	Potentially EGLE/DWSRF	$ 100,000	$ 1,000,000				$ 1,100,000	Contingent on EGLE funding.
Grand Street Water Main Replacement - Mason to Hoffman & Francis to St. Joseph	Potentially EGLE/DWSRF	$ 20,000	$ 200,000				$ 220,000	Contingent on EGLE funding.
Well Field Loop Water Main Replacement - Maple to High School	Potentially EGLE/DWSRF	$ 35,000	$ 350,000				$ 385,000	Contingent on EGLE funding.
River Crossing Water Main Replacement - Park to Water	Potentially EGLE/DWSRF	$ 85,000	$ 850,000				$ 935,000	Contingent on EGLE funding.
Bridge Street Water Main Extension	Local/General				$ 600,000		$ 600,000	
	Subtotal Water System	**$ 1,105,000**	**$ 9,580,000**	**$ -**	**$ 600,000**	**$ -**	**$ 11,285,000**	

Note: Projects shaded blue/gray denote those that would be partially funded by EGLE and are thus contingent on EGLE funding.

APPENDIX D:
WATER SYSTEM BUDGET

APPENDIX E:
BILLING RATE STRUCTURE

2960 Lucerne Drive SE
Grand Rapids, MI 49546
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Baker Tilly Municipal Advisors, LLC
2852 Eyde Pkwy, Suite 150
East Lansing, MI 48823
(517) 321-0110
bakertilly.com

September 21, 2023

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

Re: City of Saugatuck (Michigan) Water Asset Management Plan

Dear City of Saugatuck:

The attached schedules (listed below) present unaudited and limited information for the purpose of discussion and consideration in the preliminary planning stage of a rate study by the appropriate officers, officials and advisors of the City of Saugatuck. The use of these schedules should be restricted to this purpose, for internal use only, as the information is subject to future revision and final report.

Page	
1	Comparative Statement of Net Position
2	Comparative Statement of Revenues, Expenses, and Changes in Net Position
3	Comparative Detail of Operating Expenses
4	Schedule of Estimated Capital Improvements – Scenario One
5	Cash Flow Analysis – Scenario One
6	Schedule of Estimated Capital Improvements – Scenario Two
7	Cash Flow Analysis – Scenario Two

We would appreciate your questions or comments on this information and would provide additional information upon request.

Sincerely,

BAKER TILLY MUNICIPAL ADVISORS, LLC

Andy Campbell, CPA, Director

CITY OF SAUGATUCK (MICHIGAN) WATER FUND

COMPARATIVE STATEMENT OF NET POSITION

	As Of		
	6/30/2020	**6/30/2021**	**6/30/2022**
	(----------Per Audit----------)		
Assets			
Cash and cash equivalents	$464,503	$381,884	$318,985
Investments	193,702	168,885	169,296
Total Assets	$658,205	$550,769	$488,281
Liabilities			
Accounts payable	$127,735	-	-
Fund Balances			
Public Works	530,470	$550,769	$488,281
Total Liabilities and Fund Balances	$658,205	$550,769	$488,281

CITY OF SAUGATUCK (MICHIGAN) WATER FUND

COMPARATIVE STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

	Fiscal Year Ended		
	6/30/2020	6/30/2021	6/30/2022
	(----------Per Audit----------)		
Operating Revenues			
Charges for services	$8,450	$19,810	$29,650
Interest and rents	15,468	1,489	306
Total operating revenues	23,918	21,299	29,956
Operating Expenses			
Public Works	41,566	1,000	92,444
Net operating income (loss)	(17,648)	20,299	(62,488)
Fund balance, beginning of year	548,118	530,470	550,769
Fund balance, end of year	$530,470	$550,769	$488,281

CITY OF SAUGATUCK (MICHIGAN) WATER FUND

COMPARATIVE DETAIL OF OPERATING EXPENSES

		Fiscal Year Ended				
		6/30/2022	6/30/2023	6/30/2024	Test Year	Multiplier
		(----------Per Client----------)				
Expenditures						
801.000	Contractual Services	$92,444	-	$5,000	-	3.0%
	Salaries, Wages, & Benefits	-	-	-	$10,000	3.0%
	Total Water Operating Expenses	$92,444	-	$5,000	$10,000	

CITY OF SAUGATUCK (MICHIGAN) WATER FUND

SCHEDULE OF ESTIMATED CAPITAL IMPROVEMENTS - SCENARIO ONE

Project Name/Description	2023/24	2024/25	2025/26	2026/27
Complete Distribution System Materials Inventory	$150,000			
Lead Service Line Replacement - Systemwide	500,000	$5,000,000		
Wellhouse #5 Improvements	20,000	200,000		
Install Permanent Generator for Wells #4 & #5	10,000	100,000		
Maple Street Water Service Separation (720/ Olde Mill)		30,000		
Maple Street Water Main Replacement - Blue Star to S of North	115,000	1,150,000		
Elizabeth Street Water Main Replacement - Allegan to Main	35,000	350,000		
Lucy Street Water Main Replacement - Water to Butler	15,000	150,000		
Hoffman Street Water Main Replacement - Griffith to Grand	20,000	200,000		
Butler Street Water Main Replacement - Culver to Lucy	100,000	1,000,000		
Grand Street Water Main Replacement - Mason to Hoffman & Francis to St. Joseph	20,000	200,000		
Water Main Replacement/Looping in Well Field, Maple to High School	35,000	350,000		
River Crossing Water Main Replacement - Park to Water	85,000	850,000		
Bridge Street Water Main Extension				$600,000
Total Estimated Capital Improvements:	$1,105,000	$9,580,000	-	$600,000
Cash Funded:	$150,000	$30,000	-	-
Bond Funded:	-	10,505,000 [1]	-	$600,000 [2]

[1] Includes 2023/24 & 2024/25 capital improvements.
[2] Includes 2026/27 capital improvements.

CITY OF SAUGATUCK (MICHIGAN) WATER FUND

CASH FLOW ANALYSIS - SCENARIO ONE

		2023/24									
		July - Dec.	Jan. - June	Increases Per Year	2024/25	2025/26	2026/27	2027/28	Increases Per Year	2028/29	2029/30
Assumptions											
Meter Equivalent Units (MEU) Billed		1,382	1,382		1,382	1,382	1,382	1,382		1,382	1,382
MEU Charge (monthly)		$0.00	$23.00	$3.00	$26.00	$29.00	$32.00	$35.00	$1.00	$36.00	$37.00
Typical homeowner's monthly bill											
Charges from City		-	*$23.00*		*$26.00*	*$29.00*	*$32.00*	*$35.00*		*$36.00*	*$37.00*
Charges from KLSWA		*$25.40*	*25.40*		*26.16*	*26.95*	*27.76*	*28.59*		*29.45*	*30.33*
Typical homeowner's monthly bill (assumes 4,500 gallons/month)		*$25.40*	*$48.40*		*$52.16*	*$55.95*	*$59.76*	*$63.59*		*$65.45*	*$67.33*
Revenue											
MEU Charge		-	$190,716		$431,184	$480,936	$530,688	$580,440		$597,024	$613,608
Miscellaneous		$3,000	-		3,000	3,000	3,000	3,000		3,000	3,000
Total Revenues		3,000	190,716		434,184	483,936	533,688	583,440		600,024	616,608
Less: Total Operating Expenditures		(5,000)	-		(10,300)	(10,609)	(10,927)	(11,255)		(11,593)	(11,941)
Net Operating Revenue		(2,000)	190,716		423,884	473,327	522,761	572,185		588,431	604,667
Less: Estimated Cash-Funded Capital Improvements		(150,000)	-		(30,000)	-	-	-		-	-
Estimated Debt Service #1 2024/25 State Revolving Fund Bonds [1]		-	-		(100,000)	(430,000)	(430,000)	(430,000)		(430,000)	(430,000)
Estimated Debt Service #2 2026/27 Open Market Bonds [2]		-	-		-	-	(15,000)	(80,000)		(80,000)	(80,000)
Net Cash Flow		($152,000)	$190,716		$293,884	$43,327	$77,761	$62,185		$78,431	$94,667
Cash & Investments	*$260,957*	*$108,957*	*$299,673*		*$593,557*	*$636,884*	*$714,644*	*$776,829*		*$855,260*	*$949,928*

[1] Estimated debt service payments based on $9,454,500 30-year state revolving fund bond issue at an estimated interest rate. Total project assumed to be $10,505,000 with $1,050,500 grant.
[2] Estimated debt service payments based on $600,000 10-year open market bond issue at an estimated interest rate.

CITY OF SAUGATUCK (MICHIGAN) WATER FUND

SCHEDULE OF ESTIMATED CAPITAL IMPROVEMENTS - SCENARIO TWO

Project Name/Description	2023/24	2024/25	2025/26	2026/27	
Complete Distribution System Materials Inventory	$150,000				
Lead Service Line Replacement - Systemwide	100,000	$200,000	$200,000	$5,000,000	
Wellhouse #5 Improvements				220,000	
Install Permanent Generator for Wells #4 & #5				110,000	
Maple Street Water Service Separation (720/ Olde Mill)			30,000		
Maple Street Water Main Replacement - Blue Star to S of North				1,265,000	
Elizabeth Street Water Main Replacement - Allegan to Main				385,000	
Lucy Street Water Main Replacement - Water to Butler				165,000	
Hoffman Street Water Main Replacement - Griffith to Grand				220,000	
Butler Street Water Main Replacement - Culver to Lucy				1,100,000	
Grand Street Water Main Replacement - Mason to Hoffman & Francis to St. Joseph				220,000	
Water Main Replacement/Looping in Well Field, Maple to High School				385,000	
River Crossing Water Main Replacement - Park to Water				935,000	
Bridge Street Water Main Extension				600,000	
Total Estimated Capital Improvements:	$250,000	$200,000	$230,000	$10,605,000	
Cash Funded:	$250,000	$200,000	$230,000	-	
Bond Funded:	-	-	-	$10,605,000	[1]

[1] Includes 2026/27capital improvements.

CITY OF SAUGATUCK (MICHIGAN) WATER FUND

CASH FLOW ANALYSIS - SCENARIO TWO

		2023/24								
		July - Dec.	Jan. - June	Increases Per Year	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Assumptions										
Meter Equivalent Units (MEU) Billed		1,382	1,382		1,382	1,382	1,382	1,382	1,382	1,382
MEU Charge (monthly)		$0.00	$20.00	$3.00	$23.00	$26.00	$29.00	$32.00	$35.00	$38.00
Typical homeowner's monthly bill										
Charges from City		-	*$20.00*		*$23.00*	*$26.00*	*$29.00*	*$32.00*	*$35.00*	*$38.00*
Charges from KLSWA		*$25.40*	*25.40*		*26.16*	*26.95*	*27.76*	*28.59*	*29.45*	*30.33*
Typical homeowner's monthly bill (assumes 4,500 gallons/month)		*$25.40*	*$45.40*		*$49.16*	*$52.95*	*$56.76*	*$60.59*	*$64.45*	*$68.33*
Revenue										
MEU Charge		-	$165,840		$381,432	$431,184	$480,936	$530,688	$580,440	$630,192
Miscellaneous		$3,000	-		3,000	3,000	3,000	3,000	3,000	3,000
Total Revenues		3,000	165,840		384,432	434,184	483,936	533,688	583,440	633,192
Less: Total Operating Expenditures		(5,000)	-		(10,300)	(10,609)	(10,927)	(11,255)	(11,593)	(11,941)
Net Operating Revenue		(2,000)	165,840		374,132	423,575	473,009	522,433	571,847	621,251
Less: Estimated Cash-Funded Capital Improvements		-	(250,000)		(200,000)	(230,000)	-	-	-	-
Estimated Debt Service #1 2026/27 State Revolving Fund Bonds [1]		-	-		-	-	(160,000)	(540,000)	(540,000)	(540,000)
Net Cash Flow		($2,000)	($84,160)		$174,132	$193,575	$313,009	($17,567)	$31,847	$81,251
Cash & Investments	*$260,957*	*$258,957*	*$174,797*		*$348,929*	*$542,504*	*$855,512*	*$837,945*	*$869,792*	*$951,044*

[1] Estimated debt service payments based on $10,605,000 30-year state revolving fund bond issue at an estimated interest rate.

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: July 8, 2024

SUBJECT: Planning Commission Recommendation for Caps on Short-Term Rentals in R-1 Residential Districts

DESCRIPTION:

On June 19, the Planning Commission made the following recommendation to the City Council:

> *Motion by Anderson, second by Clark, that the Planning Commission recommend to Saugatuck City Council, the adoption of a 20% cap on short-term rental licenses in reach R1 Residential District calculated based on the number of dwelling units currently in that district, with a provision to grandfather all existing short-term rental licenses until the property is sold or otherwise changes ownership, and a provision for full-time residents with a PRE to be allowed to short-term rent their home for up to three (3) weeks per year.*
>
> *Yes: Anderson, Broeker, Clark, Gaunt*
>
> *No: Bagierek, LaChey, Chair Manns*

No proposed ordinance amendments have yet been prepared, so this recommendation is conceptual in nature and it will be up to the City Council to determine how to process this recommendation.

Moving forward, the Council has three general options in responding to this recommendation. The Council may: 1) Accept the recommendation (with or without changes) and direct staff to implement the necessary ordinance amendments and other documentation for review and approval; 2) Reject the recommendation; or 3) Remand the

issue back to the Planning Commission for additional proceedings. As always, the Council can request additional information from staff prior to committing to any of these options.

Adoption Considerations:

Notably, the Council is not required to adopt the Planning Commission's recommendation as presented, as it is only a recommendation—the Council can make any adjustments to the implementation of license caps that it deems advisable. If the Council feels that different cap percentages, caps applicable to different zoning districts, different exemptions, or other deviations from the Planning Commission's recommendation are warranted, it can direct staff to prepare corresponding documents or make additional inquiries into the same.

If the Council is inclined to accept the Planning Commission's recommendation, staff recommends that a cap be implemented through amendments to the STR police power ordinance as well as the portion of the Zoning Ordinance. Therefore, the Planning Commission will, at a minimum, be required to hold a public hearing on the zoning amendment and make a recommendation on the same to Council. The Council will need to determine whether the Planning Commission should also be involved in the preparation of the police power ordinance amendment. As previously explained to the Council, there is no legal requirement to have the Planning Commission review and make recommendations on police power ordinances, but it is an option available to the Council.

In addition, the City will need to adopt a policy dictating how available licenses will be issued when the maximum number of STRs drops below the cap. Possible options include issuing available licenses via a first-come, first-served basis, via lottery, or via a merit-based competitive review process, which could take into account factors impacting the suitability of a proposed site for a new STR, such as the availability of parking, the proximity of other residences or the concentration of existing STRs in the immediate vicinity. Each of these approaches will come with varying degrees of administrative burden (with the merit-based process being the most burdensome), and each may be subject to challenges from unsuccessful applicants

DATA:

In partnership with staff and the assessor, Consulting Planner, David Jirousek, has prepared the attached STR data report with STR data as of 6/29/24. Also attached is a map, showing STRs as of 4/17/24.

LEGAL REVIEW:

The City Attorney was at the Planning Commission meeting and helped prepare this memo.

SAMPLE MOTION:

Based on the Council's work session deliberations, the following sample motions have been prepared:

Sample Motion No 1: Planning Commission's Recommendation
Motion to direct City staff to prepare the necessary ordinance amendments, resolution language, and policy necessary to implement a cap on the total number of STR licenses that may be issued within the City's R-1 Residential districts consistent with the following:

- The cap will be established by resolution of the City Council in an amount approximately equal to 20% of the dwelling units in each R-1 District.
- The cap will not operate retroactively, and existing STR licenses will remain valid unless there is a transfer of the property or the license is revoked or lapses.
- The cap will not apply to dwelling units owned by full-time residents with a valid principal residence exemption, provided that such dwelling units are not rented more than twenty-one days per year. Such dwelling units shall not count towards the total number of STR licenses for the purposes of computing the cap, but shall comply with all other regulations applicable to STRs.
- Once available, STR licenses will be issued as follows: [first-come, first-served / lottery / merit-based competitive review].
- The Planning Commission will hold a public hearing on the zoning amendment necessary to implement the cap and [will / will not] assist with the preparation of the amendment to the STR police power ordinance.

Sample Motion No. 2: 25% Cap in Community Residential District; No Exemption for PREs.
Motion to direct City staff to prepare the necessary ordinance amendments, resolution language, and policy necessary to implement a cap on the total number of STR licenses that may be issued within the City's R-1 Residential districts consistent with the following:

- The cap will be established by resolution of the City Council in an amount approximately equal to 25% of the dwelling units in in the R-1 Community Residential District, and in an amount approximately equal to 20% of the dwelling units in all other R-1 Districts.
- The cap will not operate retroactively, and existing STR licenses will remain valid unless there is a transfer of the property or the license is revoked or lapses.
- Once available, STR licenses will be issued as follows: [first-come, first-served / lottery / merit-based competitive review].
- The Planning Commission will hold a public hearing on the zoning amendment necessary to implement the cap and [will / will not] assist with the preparation of the amendment to the STR police power ordinance.

Sample Motion No 3: Caps in All Residential Zoning Districts; No Exemption for PREs.
Motion to direct City staff to prepare the necessary ordinance amendments, resolution language, and policy necessary to implement a cap on the total number of STR licenses that may be issued within all of the City's Residential districts consistent with the following:

- The cap will be established by resolution of the City Council in an amount approximately equal to the following percentages of the total dwelling units in each zoning district:
    - ___% in the R-1 Community Residential zoning district.
    - ___% in all other R-1 zoning districts.
    - ___% in the R-2 zoning district.

    - ___% in the R-3 zoning district.
    - ___% in the R-4 zoning district.
- The cap will not operate retroactively, and existing STR licenses will remain valid unless there is a transfer of the property or the license is revoked or lapses.
- Once available, STR licenses will be issued as follows: [first-come, first-served / lottery / merit-based competitive review].
- The Planning Commission will hold a public hearing on the zoning amendment necessary to implement the cap and [will / will not] assist with the preparation of the amendment to the STR police power ordinance.

HORIZON
Community Planning

Memorandum

To: Saugatuck City Council

Date: July 1, 2024

From: David M. Jirousek, AICP

RE: Short-Term Rental Permit Data

Overview

Based on the Planning Commission's recommendation of 20% short-term rental permit caps in each of the six R-1 zoning districts, we have prepared background data for your consideration. The purpose of the data and the method of presentation is to show the results of a 20% cap based on the current number of dwelling units and short-term rental permits in each R-1 zoning district. Of note is that the motion did not mention whether accessory dwelling units (ADU) were to be considered in the equation for the denominator.

The "improved parcel" data below does not include ADUs, as they are not assigned parcel numbers. Although ADUs are dwelling units, calculating the number of them in the city would be more involved and take additional time. However, the short-term rental ordinance only allows *one rental contract* between the combination of principal and accessory dwellings, so it is not necessary to calculate accessory dwelling units in the denominator *or* numerator. Requiring two permits in these scenarios only serves an administrative purpose, as each dwelling unit (principal and accessory) is inspected and certified separately.

The calculations below have also excluded one permit for every property with two permits (i.e., one for a principal dwelling and one for an accessory dwelling). Because of the single rental contract restriction, we also suggest that only one permit is counted in these arrangements if a cap is implemented.

Zoning Districts	29-Jun STR Permits*	Improved Parcels-Dwelling Units**	Current % STR	Proposed Cap 20%	Calculated Available	Actual Available
COMMUNITY RESIDENTIAL - R-1	123	334	37%	66.8	-56.2	0
PENINSULA WEST - R-1	13	52	25%	10.4	-2.6	0
MAPLE STREET - R-1	9	36	25%	7.2	-1.8	0
PENINSULA SOUTH - R-1	9	54	17%	10.8	1.8	1
PENINSULA NORTH (DUNESIDE) - R-1	4	14	29%	2.8	-1.2	0
PENINSULA NORTH (RIVERSIDE) - R-1	0	11	0%	2.2	2.2	2
	158	**501**	32%	100.2		**3**

*- Adjusted to delete ADUs permits when there is a principal permit. Includes "hold" status units.

**-No ADUs.

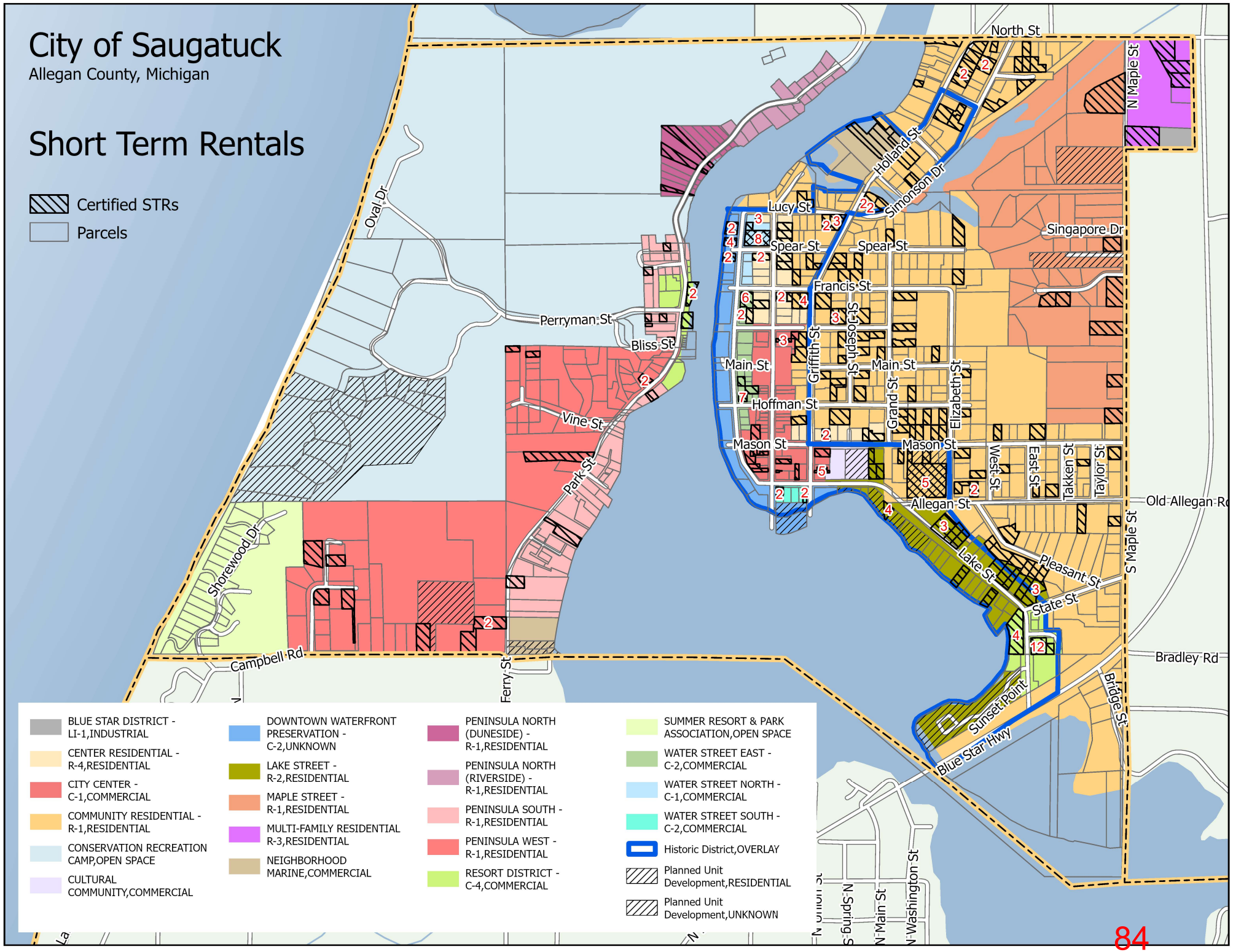
City of Saugatuck

Allegan County, Michigan

Short Term Rentals

Certified STRs

Parcels



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: July 8, 2024

SUBJECT: Staff Wage Scale and Paid Holiday Adjustments

DESCRIPTION:

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

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

Wage Study

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

near the City of Saugatuck as well as comparable communities in other parts of the state. Based on the comparable data, review of job descriptions, and interviews with staff about their job duties, the following salary structure is being reocmmended:

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

Step Progression and Cost of Living Adjustments

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

Benefits

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

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

BUDGET ACTION REQUIRED:

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

LEGAL REVIEW:

N/A at this time.

SAMPLE MOTION:

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

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

Jamie Wolters

From: no-reply@weebly.com
Sent: Tuesday, July 2, 2024 8:05 AM
To: Jamie Wolters
Subject: New Form Entry: Website Communication for Council

Follow Up Flag: Follow up
Flag Status: Flagged

You've just received a new submission to your Website Communication for Council.
Mark as Spam

Submitted Information:

Name
Timothy O'Keefe-Navar

Email
timothyjokeefe@gmail.com

Address
749 Holland St
Saugatuck, MI United States 49453

Are you a resident of the City of Saugatuck?
Yes

Please share your comments
Hello Council Members,

I am writing to voice my concern and disagreement with the proposed 20% cap on rental properties in the City of Saugatuck. I believe this is a hasty decision that hasn't been fully researched and will dramatically decrease property values, harm local businesses and discourage investment(s) into our community. Additionally, this

measure will certainly open the Council and City of Saugatuck up to another drawn out lawsuit (by current and potential future residents/property owners) that will further escalate the City's excessive spending on legal matters. I don't understand the rush on this issue as we just passed new fees and regulations after a long, thoughtful and collaborative process and haven't given those initiatives ample time to take effect.

As a relatively new full time residents, my husband and I have invested heavily in purchasing and completely renovating our home in this community that we love. Our hope is that the Council will not arbitrarily devalue our investment and undermine our belief that City Council should act to protect the investments and well being of residents and property owners.

I strongly encourage the Council to vote against the proposed rental caps.

Concerned,

Timothy O'Keefe-Navar
Property Owner and Resident

-----Original Message-----
From: Greg Auer <auer.creative@gmail.com>
Sent: Thursday, July 4, 2024 3:14 PM
To: Jamie Wolters <Jwolters@saugatuckcity.com>
Subject: I would like to have this included for Monday's packet

Hi Jamie As I made public, I offered to help city council with accurate Data model of implications to tax revenue and small business they ignored me.
So I want the people to see this. Sorry about the length it's very detailed. And reflect conservative results.

Greg Auer 548 Hoffman

IF YOU READ NOTHING ELSE IN THIS ECONOMIC DATA MODEL KNOW...

1. **Charlevoix is looking to increase STR cap to 120 homes. That's 20 More than the Proposed Saugatuck Cap . IT'S NOT WORKING.** **The proposal was introduced to balance the need for maintaining neighborhood quality with the economic benefits brought by increased tourism. It's hurting small business.** For more information, you can visit the official Charlevoix government website (CharlevoixMI)

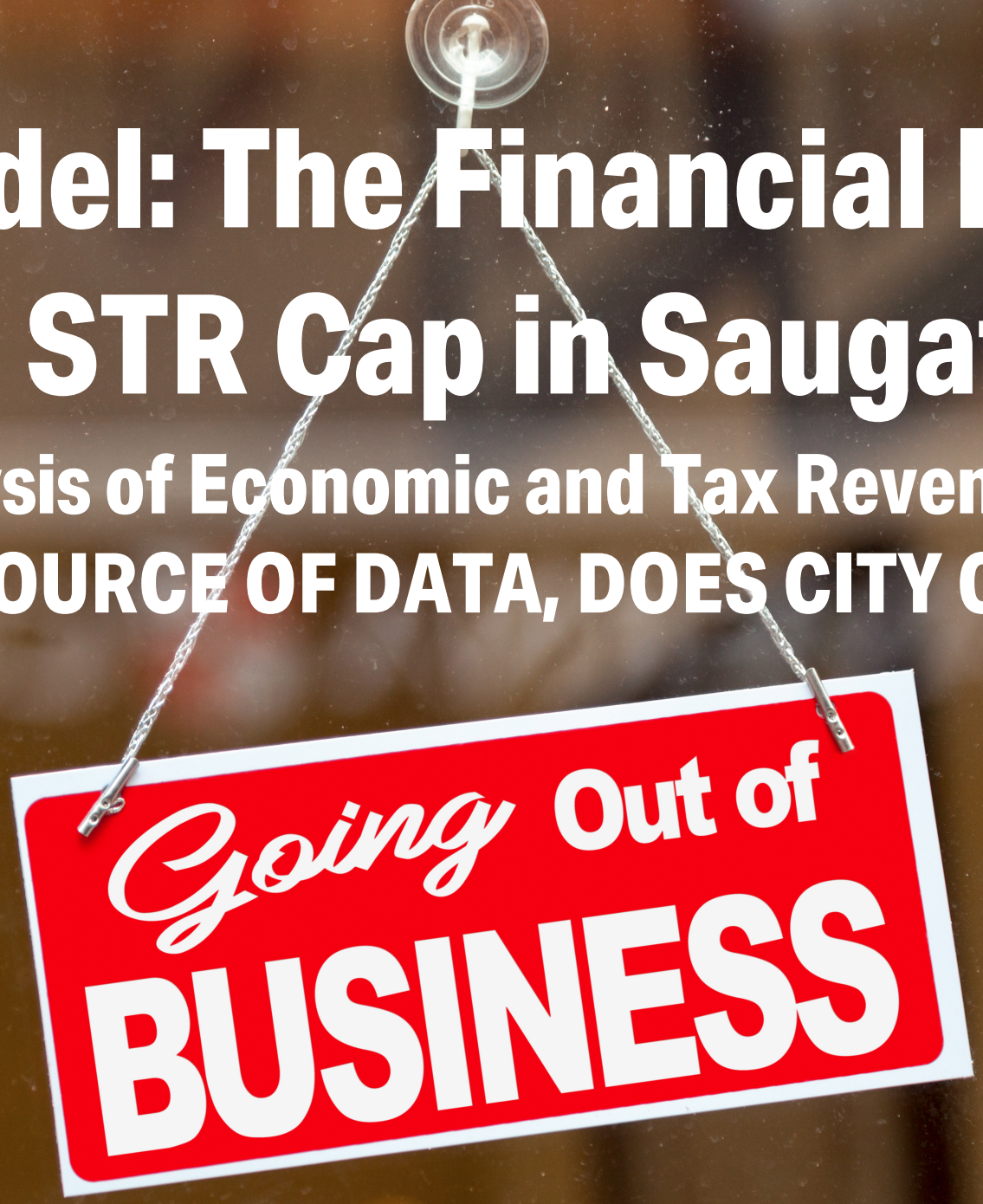
2. **Saugatuck sees 400,000 tourists annually. A 12% in CAP will results in 48,000 less tourists. WE LOSE.**
   If we know from Factual Data consumers spend $500 a Day per person when traveling Locally. Let's assume $200 a Day is being spent per person on meals, souvenirs, gas and drinks. RESULTS in $9.6 million loss for small business. Occupancy Tax collected from STRs = LOSS of $576,000, Sales Tax Revenue LOSSES of $576,000. (See attached Data Model & Sources)
   TOTAL LOSSES: $10.7 Million

3. **STRs Fix our roads, rebuild football fields and more. Pay City Council's Legal bills. THEY DO MORE GOOD THAN HARM.**
   State Sales Tax: 6%
   Occupancy Tax: Additional local taxes may apply.
   If each listing generates $44,418 annually, the total revenue from 282 listings is **approximately $12,515,256.** The estimated tax revenue (6% state sales tax) would be around **$750,915 annually** from STRs in Saugatuck (Airbtics | Airbnb Analytics) (Saugatuck Township). For more information, you can visit the Saugatuck Township official website (City of Saugatuck).

EXECUTIVE SUMMARY OF DATA MODEL

Data Model: The Financial Impact of a 20% STR Cap in Saugatuck.

The Real Analysis of Economic and Tax Revenue Losses (I NAME MY SOURCE OF DATA, DOES CITY COUNCIL?)



LET'S START BY UNDERSTANDING THE CURRENT SITUATION.

Current Tourism Economic Contribution

- Saugatuck attracts approximately 400,000 tourists annually.
- Each tourist spends an average of $500 per day on lodging, dining, shopping, gas, and entertainment.
- Total annual tourist spending: $200 million.
- 40% of tourists use STRs, equating to 160,000 tourists.
- 158 homes out of 501 dwelling units currently used for STRs.
- Average cost per night for an Airbnb in Saugatuck: $300.
- Revenue from STR tourists: $1,422,000 annually.

(Michigan) (Saugatuck Douglas, MI).

SMALL BUSINESS & CITY, SCHOOL IMPROVEMENTS WILL BE THE ULTIMATE LOSERS

Impact of Reducing STRs from 32% to 20%

- **A 20% cap on STRs limits the number of STR-using homes to 100 out of 501.**
- **58 fewer STR homes (158 - 100) * 30 nights * $300 per night = $522,000 annual loss.**
- **Each STR home attracts an average of 4 tourists per stay.**
- **Loss of 58 homes * 4 tourists * $200 * 30 nights = $1,392,000 annual loss.**

WHY DOES THIS MATTER?

Cont'd

LET'S FIRST LOOK AT THE TAX REVENUE LOSSES WHICH GO DIRECTLY TO THE SCHOOL & SERVICES

Potential Tax Revenue Losses

- **Occupancy Tax Revenue Loss: $54,000**
- **Sales Tax Revenue Loss: $1,836,480**
- **Total Tax Revenue Loss: $1,890,480**

BASED ON PREVIOUS PAGE DATA

(This is potential because it hasn't happened...yet!)

IN CONCLUSION

Total Revenue Loss for Businesses and Restaurants:
$1,914,000 due to reducing STRs from 158 to 100 homes.

Total Tax Revenue Loss: $1,890,480 due to the reduction in STRs.

RESULT: A 20% cap on STRs in Saugatuck could result in substantial financial impact.

This data model highlights the need for a more balanced regulatory approach that supports the local economy.

THE FULL DATA MODEL IF YOU STILL HAVE QUESTIONS OR DOUBT THE DATA

Introduction

Implementing a cap that reduces the number of short-term rentals (STRs) in Saugatuck from 158 out of 501 dwelling units (32%) to a 20% cap, equating to 100 homes, could significantly affect local businesses, restaurants, and municipal tax revenues. This analysis estimates the potential financial impact by examining current tourism-driven revenue and projecting changes based on reduced STR availability.

Current Tourism Economic Contribution

1. Tourist Numbers and Spending
    1. Visitor Statistics: Saugatuck attracts approximately 400,000 tourists annually (Michigan) (Saugatuck Douglas, MI).
    2. Average Daily Spending: Each tourist spends an average of $500 per day on lodging, dining, shopping, gas, and entertainment.
    3. Total Annual Tourist Spending: 400,000 tourists * $500 per day = $200 million annually.
2. STR Contribution
    1. STR Usage: Assume 40% of tourists use STRs.
    2. Tourists Using STRs: 40% of 400,000 = 160,000 tourists.
    3. Homes for STRs: 158 homes out of 501 dwelling units currently used for STRs.
    4. Average Cost Per Night: The average cost per night for an Airbnb in Saugatuck is approximately $300(Airbnb) (Airbnb) (Airbnb) (Airbnb) (Airbnb).
    5. Revenue from STR Tourists: 158 homes * average of 30 nights rented per year * $300 = $1,422,000 annually.

Cont'd

Revenue Distribution

- **Lodging: $1,422,000 annually from STRs.**
- **Dining, Shopping, Gas, and Entertainment: Assume remaining $200 per tourist per day spent on other expenses.**
    - **Total Dining, Shopping, Gas, and Entertainment Revenue: 160,000 tourists * $200 = $32 million annually.**

Impact of Reducing STRs from 32% to 20%

1.Reduced Tourist Numbers

1. **Tourist Reduction Estimate: A 20% cap on STRs would limit the number of STR-using homes to 100 out of 501.**
2. **Spending Reduction: With only 100 homes available for STRs, the reduction in annual revenue from STR tourists would be substantial compared to 158 homes.**

2.Projected Revenue Loss

1. **Lodging Revenue: 58 fewer STR homes (158 - 100) * 30 nights * $300 per night = $522,000 annual loss**

   Dining, Shopping, Gas, and Entertainment Revenue: Assume each STR home attracts an average of 4 tourists per stay, leading to a loss of 58 homes * 4 tourists * $200 * 30 nights = $1,392,000 annual loss.

Cont'd

Total Estimated Financial Impact on Businesses and Restaurants

- Lodging Revenue Loss: $522,000
- Dining, Shopping, Gas, and Entertainment Revenue Loss: $1,392,000
- Total Revenue Loss: $1,914,000

Potential Tax Revenue Losses

Occupancy Tax

1. Current Occupancy Tax Revenue
    1. Occupancy Tax Rate: 6% of lodging revenue.
    2. Current Occupancy Tax: 6% of $1,422,000 = $85,320 annually.
2. Reduced Occupancy Tax Revenue
    1. New Lodging Revenue: $522,000 (additional potential revenue loss due to the cap).
    2. Reduced Occupancy Tax: 6% of $522,000 = $31,320 annually.
3. Occupancy Tax Revenue Loss
    1. $85,320 - $31,320 = $54,000 annually.

Cont'd

Sales Tax

1. Current Sales Tax Revenue
    1. Sales Tax Rate: 6% of dining, shopping, gas, and entertainment revenue.
    2. Current Sales Tax: 6% of $32 million = $1.92 million annually.

2. Reduced Sales Tax Revenue
    1. New Revenue: $1,392,000 (additional potential spending loss due to the cap).
    2. Reduced Sales Tax: 6% of $1,392,000 = $83,520 annually.

3. Sales Tax Revenue Loss
    1. $1.92 million - $83,520 = $1,836,480 annually.

Total Estimated Tax Revenue Loss:

- Occupancy Tax Revenue Loss: $54,000
- Sales Tax Revenue Loss: $1,836,480
- Total Tax Revenue Loss: $1,890,480

Cont'd

Summary

The implementation of a 20% cap on short-term rentals in Saugatuck could lead to significant financial impacts, reducing annual tourism-related revenue and tax revenues as follows:

- **Total Revenue Loss for Businesses and Restaurants: $1,914,000 due to reducing STRs from 158 to 100 homes.**
- **Total Tax Revenue Loss: $1,890,480 due to the reduction in STRs.**

Conclusion

A 20% cap on STRs in Saugatuck could result in a substantial financial impact, reducing potential annual tourism-related revenue by approximately $1,914,000 and tax revenues by $1,890,480.

This loss would primarily affect local businesses, restaurants, and municipal budgets, highlighting the need for a balanced regulatory approach that addresses community concerns while supporting the local economy.

Sources:

- **Saugatuck Douglas Area CVB**
- **Michigan.org**
- **Holidify.com**
- **Airbnb data: Airbnb Listings in Saugatuck (Airbnb) (Airbnb) (Airbnb) (Airbnb) (Airbnb).**

Cont'd

THE CASE STUDIES SHOW:

STR RESTRICTIONS MEANT TO DELIVER COMMUNITY BALANCE ARE FAILING, CAUSING MASSIVE ECONOMIC STRAIN TO CITIES LIKE OURS...

Cont'd

Restrictions Are Failing cities like TRAVERSE CITY & GRAND HAVEN, CASE STUDIES: Grand Haven

Pre-2020 Restrictions and Negative Impact on Businesses: Similar to Traverse City, Grand Haven had stringent STR regulations before 2020, restricting STRs to certain areas and limiting the number of rental days per year. These restrictions aimed to preserve the residential character of neighborhoods and address the affordable housing shortage. However, these measures also resulted in decreased tourism and economic activity. Local businesses, particularly those in hospitality and retail, faced reduced customer numbers, leading to lower revenues and, in some cases, business closures.

Post-2020 Loosening of Restrictions and Community Growth: Grand Haven, recognizing the economic benefits of STRs, began relaxing some restrictions after 2020. The city council allowed more flexibility in STR operations, including increased rental days and expanded zones where STRs were permitted. These changes were designed to boost tourism while still maintaining some level of control over housing availability.

The impact of these adjustments was positive, with an increase in tourist visits and spending in local businesses. The additional revenue from STRs helped homeowners cover costs and contribute to the local economy. Despite the ongoing debate about the best way to balance tourism and housing needs, the city experienced growth in both business activity and community engagement as a result of the more flexible STR policies.

Ryan's home of Grand Haven Has NO set cap!

Cont'd

Restrictions Are Failing cities like TRAVERSE CITY & GRAND HAVEN, CASE STUDIES: TRAVERSE CITY

Pre-2020 Restrictions and Negative Impact on Businesses: Before 2020, Traverse City had strict regulations on short-term rentals (STRs), limiting them to specific commercial zones and requiring various licenses. The planning commission and city council took a cautious approach due to concerns about housing availability for local residents. Short-term rentals were banned in several commercial districts to free up housing for long-term residents (The Ticker | Traverse City News & Events) (The Ticker | Traverse City News & Events).

These restrictions led to significant backlash from property owners and investors who relied on STR income to pay mortgages and maintain properties. Some residents argued that the STR restrictions were driving up long-term housing prices and limiting housing options, forcing locals to move farther from the city center (The Ticker | Traverse City News & Events) (Interlochen Public Radio). Businesses that depended on tourist traffic also experienced declines, as fewer tourists meant reduced spending in local restaurants, shops, and entertainment venues.

Post-2020 Loosening of Restrictions and Community Growth: In response to the ongoing economic pressures, Traverse City began loosening some STR restrictions around 2020. This included allowing STRs in more commercial districts and implementing measures to grandfather existing STR properties, ensuring they could continue operating even if new rules were enacted (Interlochen Public Radio) (The Ticker | Traverse City News & Events).

These changes led to a resurgence in local tourism and business revenues. Property owners who could now rent out their homes short-term reported increased financial stability, allowing them to reinvest in their properties and the local economy. Community engagement and careful zoning adjustments continue to be key strategies in balancing the needs of residents and the benefits of tourism (The Ticker | Traverse City News & Events) (The Ticker | Traverse City News & Events).

Conclusion

Both Traverse City and Grand Haven experienced significant impacts from their respective STR regulations. Initially, strict restrictions led to negative economic consequences, particularly for local businesses reliant on tourist spending. However, the gradual loosening of these restrictions post-2020 has resulted in increased tourism, business revenues, and community growth. These case studies highlight the importance of finding a balanced approach to STR regulation that supports both local residents and the broader economy.

Sources: Interlochen Public Radio, The Ticker Traverse City Government

Cont'd

HOLLY LIKES TO COMPARE US TO CHARLEVOIX… THEY HAVE MORE DIVERSIFIED INDUSTRIES TO SUPPORT THE LOCAL ECONOMY… SO LET'S

Industries Supporting Charlevoix Residents

1.Tourism and Hospitality:
1. Charlevoix is a popular destination known for its scenic beauty, outdoor activities, and charming downtown area.
2. Local businesses thrive on tourism, especially during peak seasons.
3. Main industry data source: Charlevoix MI Government Website, Mackinac Center for Public Policy.

2.Manufacturing:
1. **Harbor Industries**: A major employer in Charlevoix, providing jobs in manufacturing and retail design.
2. Main industry data source: Michigan Economic Development Corporation (MEDC).

3.Healthcare:
1. Local hospitals, clinics, and healthcare providers offer employment and essential services to residents.
2. Main industry data source: Charlevoix Area Hospital, Michigan Health and Hospital Association.

4.Construction:
1. Driven by residential and commercial development, construction firms and contractors play a crucial role.
2. Main industry data source: Charlevoix Chamber of Commerce, MEDC.

5.Education and Public Services:
1. Schools, municipal services, and other public sector jobs are vital to the community.
2. Main industry data source: Charlevoix Public Schools, City of Charlevoix Government.

THEY HAVE MORE INDUSTRY TO SUPPORT FULL-TIME RESIDENTS AND ECONOMY

Cont'd

HOLLY LIKES TO COMPARE US TO CHARLEVOIX… THEY HAVE MORE DIVERSIFIED INDUSTRIES TO SUPPORT THE LOCAL ECONOMY… SO LET'S COMPARE…

Proposed Increase in STR Cap in 2024

In 2024, a proposal was made to increase the cap on short-term rentals (STRs) in Charlevoix from 80 to 120 units in residential zones. This proposal aims to balance the needs of the local housing market with the economic benefits of tourism. The proposed increase has been discussed in various city council meetings and has garnered attention from both supporters and opponents.

Sources:

- Charlevoix MI Government Website
- Mackinac Center for Public Policy
- Michigan Economic Development Corporation (MEDC)
- Charlevoix Area Hospital
- Michigan Health and Hospital Association
- Charlevoix Chamber of Commerce
- Charlevoix Public Schools
- City of Charlevoix Government

INDICATIONS ARE THE CAP IS HURTING TAX REVENUE & SMALL BUSINESS: A PROPOSAL HAS BEEN MADE TO INCREASE TO 120 STRs (20 More Than Proposed Saugatuck Cap of 100)

Cont'd

BEFORE CITY COUNCIL CAN ARGUE WITH THIS…THEY'RE CORRECT TRAVERSE CITY & GRAND HAVEN ARE NOT SAUGATUCK THEY HAVE MORE INDUSTRY TO SUPPORT THE LOCAL ECONOMY AND THEY DO NOT HAVE A SET CAP…SO WHY WOULD IT WORK HERE?

Cont'd

Traverse City
Main Revenue Sources:
1. Tourism: Traverse City is a major tourist destination, known for its wineries, breweries, and outdoor activities like the National Cherry Festival and Traverse City Film Festival. Tourism significantly boosts local businesses and city revenues.
2. Agriculture: The surrounding area is rich in agricultural activity, particularly in fruit production, with many orchards and vineyards.
3. Healthcare: Munson Healthcare is a significant employer in the region, contributing to the local economy.
4. Manufacturing and Technology: There is a presence of manufacturing and technology companies, providing jobs and contributing to the economic diversity of the city (Encyclopedia Britannica).

Grand Haven
Main Revenue Sources:
1. Tourism: Grand Haven is famous for its beaches, the Grand Haven Musical Fountain, and the Coast Guard Festival, drawing numerous visitors annually. This tourism is vital for local businesses and city revenue.
2. Maritime and Recreational Activities: The city's location on Lake Michigan makes it a hub for boating, fishing, and other water-based activities.
3. Manufacturing: There are various small to medium manufacturing businesses in Grand Haven, contributing to employment and economic activity.
4. Retail and Services: The downtown area, supported by the Main Street Downtown Development Authority, is a significant commercial zone, with numerous shops, restaurants, and service-oriented businesses (City of Grand Haven) (City of Grand Haven).

Saugatuck
Main Revenue Sources:
1. Tourism: Saugatuck's economy heavily relies on tourism, with its artsy vibe, galleries, beaches, and the Saugatuck Dune Rides being major attractions.
2. Arts and Culture: The city is known for its vibrant arts scene, including the Ox-Bow School of Art and numerous galleries.
3. Retail and Hospitality: Local shops, restaurants, and hotels are crucial, drawing in visitors and supporting the local economy.
4. Seasonal Events: Events and festivals contribute significantly to the city's revenue, attracting tourists throughout the year.

Cont'd

Comparison
While all three cities relying heavily on tourism, Traverse City and Grand Haven have more diversified economies. Traverse City benefits from its strong healthcare sector and agricultural activities, while Grand Haven capitalizes on its manufacturing base and maritime activities. Saugatuck, on the other hand, has a more concentrated reliance on tourism and the arts. This heavy dependence on tourism makes Saugatuck more vulnerable to fluctuations in tourist numbers, which can significantly impact local businesses and city revenues.
Conclusion
The economic structures of Traverse City, Grand Haven, and Saugatuck show that while tourism is a common critical industry, the degree of economic diversification varies. Traverse City and Grand Haven have additional revenue streams from agriculture, healthcare, and manufacturing, making their economies more resilient compared to Saugatuck's tourism-centric economy. Understanding these differences is crucial for crafting policies that can sustain and grow these local economies.
Sources:

•Interlochen Public Radio
•The Ticker
•City of Grand Haven
•Britannica

IF THESE CITIES HAVE NO SET CAP, WHAT MAKES CITY COUNCIL THINK THEY KNOW BETTER THAN EVERYONE ELSE OR THE DATA?

People of Saugatuck I wanted you to see the Data vs being told "we have data" Show us your sources

Thank you for your time.

IN CLOSING:

No other Michigan city is so connected to the tourism tax revenue and tourism being the lifeblood to support the small business dream. What makes Mayor Stanton Think "We'll Be Fine" when the CAP 48,000 less people have the opportunity to stay in Saugatuck and spend their money in Saugatuck?

APPENDIX: THIS IS THE LAST DOCUMENT SHARED AND IGNORED AND THE BASIS FOR AVERAGE AMERICAN SPENDING HABITS.



A Quick Data Study On Economic Impact On Any Tourism Reduction In Saugatuck

*A brief Data Study based on Experian Data which covers 49453 and a 10-mile radius of Saugatuck


Setting The Context:
Americans in the US spend approximately $933 billion on domestic tourism 2023 (2% up on last year and growing), so appealing to tourists can make or break a local economy.

Our Spending Habits When We Vacation Locally

For this Data Model Let's Look at the Impact of Just 100 people visiting Saugatuck:

Based on aggregated data, we can estimate that **each person** spends an average of $50 on gasoline, $25 on snacks, $100 in restaurants, and $200 on entertainment, and $125 on retail merchandise, for a total of $500.

Commodity	Description	Per Person Spending
3154	Refined petroleum products	$50
3098	Other snack foods	$25
3509	Full-service restaurant services	$100
3502	Entertainment	$200
3411	Retail services - General merchandise stores	$125
TOTAL		$500

Knowing that most visitors travel in groups of two or more, this translates to at least **$1,000 per trip.**

Now Let's Look At Our Local Resident Make-up and 10 Miles Beyond.

Outcome: An examination of the residents doesn't support the notion that they (alone) can support the local economy with their current income levels and/or spending habits. Consider the following data on the people living within zip codes 49453, 49406, 49408, 49434, 49423, 49422,and 49419

Household Income	Count	Percent of Total
$75,000 - $99,999	8,271	16.55%
$100,000 - $149,999	7,425	14.86%
$65,000 - $74,999	5,678	11.36%
$45,000 - $49,999	3,803	7.61%
$35,000 - $39,999	2,958	5.92%
$55,000 - $59,999	2,522	5.05%
$15,000 - $19,999	2,417	4.84%
$60,000 - $64,999	2,324	4.65%
$25,000 - $29,999	2,142	4.29%
$175,000 - $199,999	1,855	3.71%
$40,000 - $44,999	1,669	3.34%
$150,000 - $174,999	1,665	3.33%
$200,000 - $249,999	1,544	3.09%
$30,000 - $34,999	1,351	2.70%
$50,000 - $54,999	1,150	2.30%
$10,000 - $14,999	1,117	2.23%
$250,000 +	877	1.75%
$20,000 - $24,999	861	1.72%
Under $10,000	351	0.70%
(blank)		
Grand Total	**49,980**	**100%**

The red box shows that approximately 42% of the residents have a household income of $15,000 to $75,000

Chart Two Shows: Many of these residents are on fixed incomes.

Age Range	Count	Percent of Total
Age 62 - 63	1,939	3.70%
Age 60 - 61	1,921	3.66%
Age 32 - 33	1,915	3.65%
Age 58 - 59	1,878	3.58%
Age 24 - 25	1,843	3.51%
Age 30 - 31	1,839	3.51%
Age 26 - 27	1,827	3.48%
Age 64 - 65	1,805	3.44%
Age 22 - 23	1,797	3.43%
Age 28 - 29	1,788	3.41%
Age 68 - 69	1,781	3.39%
Age 56 - 57	1,767	3.37%
Age 66 - 67	1,748	3.33%
Age 34 - 35	1,737	3.31%
Age 54 - 55	1,672	3.19%
Age 52 - 53	1,664	3.17%
Age 36 - 37	1,642	3.13%
Age 70 - 71	1,629	3.10%
Age 42 - 43	1,620	3.09%
Age 20 - 21	1,578	3.01%
Age 40 - 41	1,551	2.96%
Age 50 - 51	1,514	2.89%
Age 38 - 39	1,496	2.85%
Age 44 - 45	1,477	2.82%
Age 48 - 49	1,446	2.76%
Age 72 - 73	1,438	2.74%
Age 46 - 47	1,413	2.69%
Age 74 - 75	963	1.84%
Age 18 - 19	887	1.69%
Age 76 - 77	754	1.44%
Age 80 - 81	703	1.34%
Age 78 - 79	688	1.31%
Age 82 - 83	503	0.96%
Age 84 - 85	437	0.83%
Age 86 - 87	380	0.72%
Age 88 - 89	284	0.54%
Age 90 - 91	272	0.52%
Age 92 - 93	221	0.42%
Age greater than 99	202	0.39%
Age 94 - 95	196	0.37%
Age 96 - 97	138	0.26%
Age 98 - 99	111	0.21%
(blank)		0.00%
Grand Total	**52,464**	**100.00%**

Even Deeper Dive Into Spending Habits Locally Of Our Residents And Household Make-up

Over 50% of the households have less than 2 people. This indicates the spending limits per household are relatively low.

Household Size	Percent of Total
2 People in the Household	29.70%
1 Person in the Household	25.71%
3 People in the Household	17.34%
4 People in the Household	11.37%
5 People in the Household	6.83%
6 People in the Household	4.47%
7 People in the Household	2.46%
8 People in the Household	1.33%
Greater than 8 People in the Household	0.80%
(blank)	0.00%
Grand Total	**100.00%**

(4yr Total)

Sum of Total Online Dollars	Sum of Total Offline Dollars
$10,687,709	$22,669,722

While the residents seem to make more "offline" purchases than "online", this amount (over 4 years) doesn't suggest spending habits that could support a local economy.

(Continued)

Lastly, the residents appear to spend their money during non-peak months

Month	Sum of Dollars
Jan	$ 3,511,783
Feb	$ 3,338,310
Mar	$ 4,121,834
Apr	$ 5,218,210
May	$ 3,957,631
Jun	$ 3,642,912
Jul	$ 3,253,402
Aug	$ 3,572,001
Sept	$ 3,659,286
Oct	$ 4,063,236
Nov	$ 4,734,050
Dec	$ 5,265,473

In Closing... Without tourism in the summer months, the existing spending suggests we could not support the local economy.

What This Brief Study Shows Is any Reduction To Tourism Visits Will Have A Catastrophic Effect To The Local Business that we Love.

Less money being spent in Saugatuck will affect our tax revenue to fix our roads, pay our teachers.

Our businesses being closed in winter months will no longer be a winter issue it will become a Summer Issue.

I would be happy to work with the city with much more data modeling that can link how much money is being generated by tourist dining and shopping down to the household level.

July 5, 2024

Dear Saugatuck City Council:

A threat looms over the Saugatuck community. Local business owners, property owners, and employees' livelihoods are at risk. My own business and real estate property rights are endangered, and I am angry.

As a former federal agent, I firmly believe that due diligence and due process must be upheld. These are requirements, not options. Decisions should be based on facts, not biases or a council member's personal feelings or a spurious task force survey.

Where is the opportunity for community input regarding the proposed STR cap? Let's not resort to the overused and dismissive excuse that it's "…all been discussed in the past… in some random meeting…" held at an inconvenient time. We need well-publicized public gatherings where facts are presented, and questions are answered. Not a one-sided discussion buried in another commission meeting (i.e., planning, parks, workshops, etc.) or added last minute to an agenda. Transparency and community buy-in are sorely needed. This community deserves it.

Where is the fact-based study supporting the seemingly arbitrary 20% cap in one zone? Why not carve out a new R-1 zone for the "hill" since that's where the supposed community outrage resides? How many licensed STRs are actually used as such? Many people, including this taxpayer and members of the City Council, possess STR certificates but do not actively rent out their properties as STRs. Does Granicus have the ability to identify this portion of STRs? So far, Granicus has provided zero reporting or the "hotline" for taxpayers. What a useless and expensive "service."

Where is the impact study on the likely reduced school taxes collected from STRs, which pay more because they're not fully homesteaded? It's true that these taxes support the 41% (2022 data for school of choice) out-of-district students whose families are not the council's constituents, but what analysis has been prepared to account for the probable shortfall once the STR cap is met?

The economics of supply and demand will balance the supply of STRs. In a reportedly declining economy in Saugatuck, it's outrageous to inflict undue pressure and financial hardship on the community's brick-and-mortar businesses. This council is anti-local-business.

Where are multi-generational family vacationers supposed to stay in Saugatuck? In the 7/3/24 workshop, the mayor mentioned the idea of a new "boutique hotel" on BSH (township, not really walkable to town) or redeveloping the Coral Gables property and creating additional STRs along the waterfront. However, this isn't where families prefer to vacation. There is no existing lodging for large families traveling with children, grandparents, and a dog in the city—**nowhere other than an STR**.

Saugatuck has been a rental community for decades, and its current industry is tourism. The pie factory, fruit trade, cruise ship port, and fishing trade are gone. What's left is tourism and a community for seasonal residents. It's detrimental for the minority to control the majority.

"They" say to attend meetings and write to elected officials. But why bother? Asking for follow-up information and costs incurred by the city is often futile. This taxpayer's queries (in person, via Zoom, or in writing) mostly go unanswered. The arrogance of many on the council is an affront to democracy and civility. Direct questions are met with silence from the majority of council members. Collaboration and consensus-building are absent. Rudeness is present, as witnessed in several meetings when certain council members are belittled or steamrolled by others on the council. Such unseemly behavior is unbecoming and pervasive in this group, and this letter certainly isn't a warm hug to these public servants.

I resent Saugatuck's never-ending fiscal waste, and this matter will saddle taxpayers with additional unnecessary legal fees. The dereliction of duty is pervasive in this council, and it must stop.

Richard Williams
Saugatuck City Taxpayer
Saugatuck City Business Owner

Judson Heath
Colonial Inn

July 3, 2024

Saugatuck City Counsel

102 Butler Street

Saugatuck, Michigan 49453

Re: Proposed 20% Cap on Short Term Rentals

Dear City Council Members,

We are Jennifer Davenport and Stephen Boyd and are the owners of the Judson Heath Colonial Inn at 607 Butler Street. We are writing to you today to express our opposition to the proposed 20% cap on Short Term Rental Permits in the R-1 Zoning Districts in Saugatuck that was approved by the Saugatuck Planning and Zoning Commission on June 18, 2024.

As residents and business owners in Saugatuck we have fully invested our lives and our livelihood in this community that we love. Last year the STR Task Force made up of Saugatuck City residents that you selected and appointed dedicated their time and effort with the input of professionals and concluded that regulation and enforcement were required, and Counsil adopted STR ordinances. Although the impetus of the formation of the task force was the Planning and Zoning Commission decision to impose a moratorium on STRs, the STR Task Force did NOT recommend STR caps.

And here we are several months later. The Planning and Zoning Commission has gone one step further beyond a moratorium and determined that the City of Saugatuck needs STR caps. Why?

Council adopted ordinances designed to address the issues identified by the STR Task Force including creating a 1-800 number for residents to call with complaints. To date that complaint hotline has not been created. I requested information from the City Clerk and was told that no log or report of complaints are kept by the City. If you're drafting an ordinance to address an issue you need to know whether or not the issue is being addressed. How can you know that if you have no data?

And here we are several months later. We have ordinances that may or not be enforced, and the Planning and Zoning Commission has again stepped in to attempt to determine the trajectory of our vibrant tourism based city by capping the number of STRs in R-1 Zoning districts. What has changed in the past few months since the work of the Task Force was completed?

Our only industry in Saugatuck is tourism. Period. From the data supplied by your contractor Horizon Community Planning, the proposed 20% cap on STRs would reduce the number of STRs in R-1 Districts from the current 158 to 100. That's 58 fewer families per week who will be staying in town. That's 58 fewer families per week

eating in restaurants, shopping in stores, renting boats & kayaks, eating ice cream. That's huge! We need to know the economic impact of this. We need an economic impact study. You cannot look at other lakeshore cities that have additional industries like manufacturing or healthcare and equate them to Saugatuck. Their outcomes after imposing caps on STRs in other lakeshore communities are not relevant to Saugatuck. We are a one industry town: tourism.

There are people who have been here for generations but for many of us we discovered Saugatuck as short term renters. We came here Labor Day weekend 2015 and stayed in a STR on Lucy Street. Walking into town to Phil's we fell in love with a very dilapidated old house in the center of town. We moved here our family here and opened our business. We have so many neighbors and friends who have the same story of how they ended up in Saugatuck.

Second Home Owners: We know so many STR permitted owners who rent out their "second home". It's their vacation home that they rent out as an STR when they are not using it themselves. For many of them they plan to retire to Saugatuck in a few years. Placing a STR cap on these homes affects their life plan. We are surrounded by STRs and have had no issues with renters. All of the properties are managed by responsible management companies.

Lastly, if you pass the 20% cap the City will most definitely face yet another lawsuit. We urge you to reject the implementation of a 20% cap and actively enforce the ordinances you adopted last year to address STR issues.

Thank you for your consideration.

Jennifer Davenport & Stephen Boyd

607 Butler St

Saugatuck, MI 49453

A Petition for a Pause

July 3, 2024

To the Saugatuck City Council:

What follows are some 19 pages of a "Petition for a Pause" signed over the past two weeks by 121 individuals, including 75 (62%) Saugatuck residents with the remainder being citizens of nearby communities as well as tourist visitors, individuals whose comments on city matters are regularly welcomed at city council meetings. The petition language asks the city council to pause any and all action related to "the airport property" until such time as the citizens of Saugatuck can be surveyed on their views concerning the future of that city property.

Thank you in advance for your thoughtful consideration.

A Petition for a Pause

Circulated in the City of Saugatuck, Allegan County, Michigan
to require the city to pause any and all action
regarding "The Airport Property"
until a survey of citizens to determine their opinions on the property's future
can be completed and studied.

Over the past few months, the City of Saugatuck—primarily through its Parks and Public Works Committee—has discussed the future uses of the The Airport Property (170 acres located in Saugatuck Township, well outside the city limits). This undeveloped property is a city-asset acquired many years ago. The acreage has a commercial value which has been professionally estimated to range between $1.3 million and $2.4 million. Recently, a private individual (or individuals) offered a six-figure donation to the city contingent on the city creating and maintaining a trail system on the property, and placing an easement on the ownership records which could run in perpetuity and impact the property's market value.

Signing this petition adds your voice to those calling on the City to:

- Immediately cease any work at the Airport Property, and refrain from entering into any easement or other agreement or make any further expenditure commitment related to the property.
- Undertake an opinion survey of Saugatuck citizens offering them the opportunity to weigh in on multiple possible and reasonable courses of action related to the Airport Property and its future use.

In agreement with the above, we are:

Print your name	*City of Residence*	*Sign in Ink*	*Date*
Clarissa Lawrence	3503 Center St Saugatuck, MI 49453 Township		6/27/24
James Gowran	Saugatuck Twp.		6/27/24
KEVIN BURT	233 FRANCIS SAUGATUCK, MI 49453		6/27/24
PAULA PONSETTO	521 Butler Saug. 49453		6/27/24
RICHARD CRAWFORD	124 ELIZABETH SAUGATUCK		6-27-24
Robert Boyle	891 HOLLAND Saugatuck		6-28-24
Maggie Shoemaker	750 Allegan St Saugatuck, MI 49453	Maggie Shoemaker	6/28/24

Note to petition circulators: ***Do not enter any numbers here.***

Sheet Number 1 of 19

A Petition for a Pause

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In agreement with the above, we are:

Print your name	*City of Residence*	*Sign in Ink*	*Date*
Doug Hoekema	GR		6-26-24
John Overmyer	Township		6-26-24
John Thomas	Saugatuck		6-26-24
Catherine Simpson	Saugatuck		6-27-24
Edward Green	Saugatuck		6-27-24
Kirbie Peterson	Saugatuck		6/28/24
Brian Stephens	Saugatuck		6/28/24

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In agreement with the above, we are:

Print your name	*City of Residence*	*Sign in Ink*	*Date*
Zack Zafis	Saugatuck		6-30
[illegible]	Saugatuck		6-30
LINDA RODRIGUES	Saugatuck		6-30
Teddy Wenn	Saugatuck		6-30
Rob Jan	Douglas		7-1

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Sheet Number 3 of 19

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In agreement with the above, we are:

Print your name	*City of Residence*	*Sign in Ink*	*Date*
Henry Gries	Saugatuck Twp		7-1-24
Andrea Farmer	Fennville		07/01/24
Doris Forker	Saugatuck twp		7-2-24

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Print your name	*City of Residence*	*Sign in Ink*	*Date*
JENNIFER HILTON	SAUGATUCK	Jennifer Hilton	7-2-24
Aidan Wolters	Bangor	aidan W	7-2-24
Cara Bottbyl	Holland	Cara Bottbyl	7-2-24
Seani Hesse	Saugatuck	Seani Hesse	7-2-24
Ingrid Avery	Laketown		7-2-24
Dawn Tuckerman	Saugatuck		7/2/24
Allan Alongi	Clarendon Hills		7-2-24

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Sheet Number 5 of 19

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In agreement with the above, we are:

Print your name	*City of Residence*	*Sign in Ink*	*Date*
Samantha Wolters	Bangor		6/28/24
Angela Andry	saugatuck		6/28/24
Lillian Mason	Riverside		6/28/24
Warren Mason	Riverside		6/28/24
Anastacia Peterson	Riverside		6/28/24

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In agreement with the above, we are:

Print your name	*City of Residence*	*Sign in Ink*	*Date*
[redacted] CHRISTINE PETERSON	[redacted] Saugatuck	[redacted]	6/27/2024 [redacted]
NICOLE EGRIATH	Arlington Heights, IL		6/27/24
ASHLEY CARIBAL	Arlington Heights, IL		6/27/24
JORDAN CABIBAL	NAPERVILLE, IL		6/27/24
AMANDA CABIBAL	NAPERVILLE, IL		6/27/24
Candace Sureddin	Flower Mound, TX		6/27/24
Danielle Purply	SAUGATUCK		6/27/24

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Print your name	*City of Residence*	*Sign in Ink*	*Date*
Jennifer Davenport	Saugatuck		6/27/24
Ted Reyda	Saugatuck	Ted Reyda	6/27/24
Forrest Morris	SAUGATUCK	Forrest Morris	6/27/24
Patti Andrea	Fennville	Patti Andrea	6/27/24
Lee Andrea	"		6.27.24
Liz Houlihan	Chicago		6/27/24
Eric Peterson	Saugatuck		6/29/24

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Sheet Number 8 of 19

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Print your name	*City of Residence*	*Sign in Ink*	*Date*
Ethan Barde	584 Lake St.		7-2-24
JOHN MAYER	233 LUCY ST	John B Mayer	7-2-24
LINDA DEWINDT	336 LUCY ST SAUGATUCK	Linda DeWindt	7-2-24
Chris Draves	994 Holland St Saugatuck		7/2/24
GARY KEMP	SAUGATUCK	Gary Kemp	7/2/24
JANET KEMP	SAUGATUCK	Janet Kemp	7/2/24

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Print your name	*City of Residence*	*Sign in Ink*	*Date*
Maria White	Saugatuck		29 JUN 2024
Dan Fox	Saugatuck		29 Jun 2024
Erin Wilkinson	Saugatuck	Erin K. Wilkinson	6/30/24
Russ Wilkinson	Saugatuck		6/30/24
Robert Cline	Saugatuck		6-30-24
LAURA Rosenberg	Saugatuck	Laura Rosenberg	6-30-24
Neil Lewis	Saugatuck		6/30/24

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Print your name	*City of Residence*	*Sign in Ink*	*Date*
Brad Ingell	Saugatuck		6-28-24
Mike Gutaitis	Saugatuck		6-28-24
Michael J Prince	Saugatuck		6-29-24
Lynne H O'Brien	Douglas		6-29-24
Michael O'Brien	Douglas		6-29-24
Ben Barton	Fennville		6-29-24
Martin Geraghty	Douglas		6/29/24

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Sheet Number 11 of 19

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Print your name	*City of Residence*	*Sign in Ink*	*Date*
Janet Schmidt	Saugatuck		6-28-24
FRED SCHMIDT	SAUGATUCK		6/28/24
Laura Durham	Saugatuck		6/28/24
Kristie Noguera	Saugatuck		6-28-24
Damon Potter	Holland		6-28-24
Melanie Durham	Saugatuck		06/28/24
Tyler Kane	Douglas		6-28/24

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Signing this petition adds your voice to those calling on the City to:

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- Undertake an opinion survey of Saugatuck citizens offering them the opportunity to weigh in on multiple possible and reasonable courses of action related to the Airport Property and its future use.

In agreement with the above, we are:

Print your name	*City of Residence*	*Sign in Ink*	*Date*
Jane Verplank	Saugatuck	Jane Verplank	6/26/24
JAMES H. GARDNER	SAUGATUCK	James H. Gardner	6-26-24
Charles Rees	Saugatuck	Charles Rees	6-26-24
Stephen Boyd	Saugatuck		6-26-24
Tim Woodby	Saugatuck		6-26-24
Rosemary Johnson	Saugatuck	Rosemary C. Johnson	6-26-24
MARY BURNET	Saugatuck	Mary Burnet	6/27/24

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Sheet Number 13 of 19

A Petition for a Pause

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ELISAN MINIFIE	SAUGATUCK	Susan Minifie	6-23-24
John Weisenhorn	Saugatuck	John Weisenhorn	6-23-24
Louise Patrick	Douglas	Louise Patrick	6/26/24
Brent Bierman	Saugatuck		6/28/24
Dale Dawson II	Fennville	Dale Dawson II	06/29/24
Michael Foster	Saugatuck		6/29/24
Joseph Leavitt	Saugatuck		6/29/24

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Craig Steenbergh	Saugatuck		6/29/24
CJ Bagnek	Saugatuck		6/29/24
Kimberly Bagnek	Saugatuck	Kimberly Bagnek	6/29/2024
~~Jennifer Rees~~	~~Saugatuck~~		
Jennifer Rees	Saugatuck	Jennifer Rees	6/29/2024
RUSSELL GARDNER	SAUGATUCK		6/29/2024
LOGAN WHITE	SAUGATUCK		6/29/2024

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John Webb	Saugatuck		6/30/24
William Cipille	Saugatuck		6-29-24
MIKE MATTERN WILLIAM HESS	Saugatuck		6-29-24
Willa Wilson	SAUGATUCK	Willa Hess	6/29/24
Deo Ford	Saugatuck		6/25/
Guy Burrus	Saugatuck		6/
Cathy Hart	SAUGATUCK		6/29/24

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Sheet Number 16 of 19

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Terry Sova	Douglas	Terry Sova	6/28/2024
Jennifer Ludwick	Douglas	J Ludwick	6.29.24
Todd N Anderson	Saugatuck	Todd N Anderson	6.29.24
Max n Sloan	Douglas	MA Sloan	6.29.24
Kristyn Boyce	Saugatuck	Kristyn Boyce	6-29-24
Elizabeth Jerfita	Douglas	Elizabeth Jerfita	6-29-24
Mike Jerfita MIKE JERFITA	Douglas	Mike Jerfita	6-29-24

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MARGARET SANFORD	SAUGATUCK	Margaret Sanford	6/28/2024
CHRISTIAN KUNNER	HOLLAND SAUGATUCK PROPERTY OWN		6/28/24
Susan Beebe	Saugatuck Twp.	Susan Beebe	6-28-24
Diana Smit	Saugatuck	Diana Smit	6/29/24
Alan Smit	Saugatuck	Alan Smit	6/29/24
Jim Smit	Saugatuck	Jim Smit	6/29/24
DEAN LAMPEN	SAUGATUCK		6/29/24

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In agreement with the above, we are:

Print your name	*City of Residence*	*Sign in Ink*	*Date*
Katie Lupiak	Saugatuck Twnsp		7/2/24
Brittani O'Brien	Saugatuck Township		7.2.24
Ken Lupiak	Saugatuck Twp.		7/2/24
Chris Moskaites	Saugatuck Township		7/2/24
Brighid Moskaites	Saugatuck Township		7/2/24

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Sheet Number 19 of 19