



**CITY COUNCIL AGENDA
JANUARY 27, 2020 – 7:00 P.M.**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES
 - A. **Regular City Council Meeting of January 13, 2020**
5. MAYOR'S COMMENTS
6. CITY MANAGER'S COMMENTS
7. AGENDA CHANGES (ADDITIONS/DELETIONS)
8. GUEST SPEAKERS:
 - A. **Lt. Brett Ensfield – Allegan Co. Sheriff Department**
 - B. **Jon Vanderbeek - Future Development of City Parks/Trails**
9. PUBLIC COMMENT *Agenda Items Only (Limit 3 minutes)*
10. REQUESTS FOR PAYMENT
 - A. **Approval of Accounts Payable**
11. INTRODUCTION OF ORDINANCES: **None**
12. PUBLIC HEARINGS: **None**
13. UNFINISHED BUSINESS: **None**
14. NEW BUSINESS
 - A. **Resolution No. 200127-A – FY 19/20 Budget Amendment (ROLL CALL)**
 - B. **Resolution No. 200127-B – Planning Commission Marihuana Report (ROLL CALL)**
 - C. **Resolution No. 200127-C – 2020 Advisory Blue Star Trail Joint Committee (ROLL CALL)**
 - D. **2020 Boat Slip Management Agreement (VOICE VOTE)**
 - E. **2020 Saugatuck Public Schools Summer Tax Collection Agreement (VOICE VOTE)**
 - F. **Planning Commission Appointment (VOICE VOTE)**
15. CONSENT AGENDA: **None**
16. PUBLIC COMMENTS *(Limit 3 minutes)*
17. COMMUNICATIONS:
 - A. **Construction Board of Appeals Vacancy– Accept as information**
 - B. **Allegan Co. Resolution Enhancing State & Local Involvement in Refugee Resettlement– Accept as information**
 - C. **2020 Election FAQ's – Accept as information**
18. BOARDS, COMMISSIONS & COMMITTEE REPORTS
 - A. **Harbor Authority, Fire Board, Tree Board, KLSWA**
19. COUNCIL COMMENTS
20. ADJOURN

NOTICE

This facility is wheelchair accessible with accessible parking spaces available. 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 monica@saugatuckcity.com for further information.

Proposed Minutes
Saugatuck City Council Meeting
Saugatuck, Michigan, January 13, 2020

The City Council met in regular session at 7:00 p.m. at City Hall, 102 Butler Street, Saugatuck, Michigan.

1. **Call to Order** by Mayor Trester at 7:00 p.m.
2. **Pledge of Allegiance**
3. **Attendance:**
Present: Bekken, Johnson, Leo, Peterson, Verplank, & Trester
Absent: Lewis
Others Present: City Manager Harrier & City Clerk Nagel

A motion was made by Peterson, 2nd by Johnson, to excuse Council Member Lewis with prior notification. Upon voice vote the motion carried unanimously.

4. **Approval of Minutes:** A motion was made by Peterson, 2nd by Leo, to approve the December 23, 2019 regular meeting minutes as presented. Upon voice vote the motion carried unanimously.
5. **Mayor's Comments:** None
6. **City Manager's Report:** None
7. **Agenda Changes:** None
8. **Guest Speakers:**
A. Lt. Brett Ensfield – Allegan Co. Sheriff's Department: Lt. Ensfield presented Council with the Incident Analysis Report from December 30, 2019 through January 13, 2020.
9. **Public Comment:** None
10. **Request for Payment:** A motion was made by Johnson, 2nd by Verplank, to approve the accounts payable in the amount of \$518,291.38. Upon voice vote the motion carried unanimously.
11. **Introductions of Ordinances:** None
12. **Public Hearings:** None
13. **Unfinished Business:** None
14. **New Business:**
A. Board of Review Reappointment: A motion was made by Johnson, 2nd by Leo, to approve the Mayor's reappointment of Lewis Wessel to the Saugatuck Board of Review with said term expiring January 1, 2023. Upon voice vote the motion carried unanimously.

B. Amendment to 2020 Schedule of Meetings: A motion was made by Bekken, 2nd by Verplank, to amend the 2020 Schedule of Meetings to hold the first meeting in March on Wednesday, March 11, 2020 following the Presidential Primary. Upon voice vote the motion carried unanimously.

C. Special Event Application – 4th Annual Woman's March: A motion was made by Leo, 2nd by Peterson, to approve the Special Event Application to hold the 4th Annual Woman's March and close a portion of Culver Street in the City of Saugatuck on January 18, 2020 contingent on applicant signing the Letter of Understanding dated January 13, 2020. Upon voice vote the motion carried unanimously.

15. Consent Agenda: None

16. Public Comment: John Helmrich, Saugatuck Township Treasurer, would like to increase collaboration between the township and both cities and suggested having a joint council/board meeting in March or April 2020.

17. Communications:

A. March 10, 2020 Presidential Primary Election News – *Accept as information*

18. Boards, Commissions & Committee Reports: Council received reports from the following committee(s): Water/Lucy Street End Advisory Commission, HDC

19. Council Comments: None

20. Adjournment: Mayor Trester adjourned the meeting at 7:32 p.m.

Respectfully Submitted,

Monica Nagel, CMC
City Clerk

10A

Vendor Name	Description	Amount
1. ALLEGAN COUNTY NEWS	PUBLISHING	310.00
2. ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	25,725.72
3. ALLEGAN COUNTY TREASURER	PROPERTY TAXES	21,851.93
4. AT&T MOBILITY	CELL PHONES	81.40
5. BELL EQUIPMENT CO	LEAF PUSHER REPAIR	186.00
6. CAPITAL ONE	HOLIDAY LIGHTING & SUPPLIES	211.65
7. COMCAST	TELEPHONES & INTERNET	284.60
8. D & L TRUCK & TRAILER LLC	2014 DUMP TRUCK REPAIRS	1,883.15
9. DIANNA MC GREW	ASSESSING SERVICES	2,611.13
10. DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	1,107.75
11. FASTENAL	SUPPLIES	61.70
12. FIRST NATIONAL BANK OF MICHIGAN	TRANSFER TO CD	200,000.00
13. FRONTIER	OVAL BEACH DPW GARAGE	61.77 206.88
	TOTAL	268.65
14. IHLE AUTO PARTS	SUPPLIES & REPAIRS	164.88
15. INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	7,168.23
16. JANE ELEANOR VERPLANK	TRAINING	46.00
17. K&R TRUCK SALES INC	TRUCK PARTS	76.64
18. KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	929.61
19. MERS	RETIREMENT	4,500.00
20. MICHIGAN GAS UTILITIES	BUTLER STREET CITY HALL	201.47 89.64
	TOTAL	291.11
21. MICHIGAN OFFICE SOLUTIONS	COPIER USE	25.51
22. MINER SUPPLY CO	SUPPLIES	115.42
23. QUALITY DOOR COMPANY INC	DOOR OPENERS DOOR TRANSMITTER	288.68 270.00
	TOTAL	558.68
24. REPUBLIC SERVICES	TRASH	414.05
25. SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	11,389.61
26. SAUGATUCK FIRE	PROPERTY TAXES	32,315.92

Vendor Name	Description	Amount
27. SAUGATUCK PUBLIC SCHOOLS		
	PROPERTY TAXES	128,627.03
28. SISTERS IN INK		
	UNIFORMS	747.57
29. SMART BUSINESS SOURCE LLC		
	SUPPLIES	32.46
	SUPPLIES	176.29
	TOTAL	208.75
30. STANDARD INSURANCE COMPANY		
	INSURANCE	343.59
TOTAL - ALL VENDORS		442,506.28
FUND TOTALS:		
Fund 101 - GENERAL FUND		36,599.25
Fund 202 - MAJOR STREETS		24.82
Fund 203 - LOCAL STREETS		24.82
Fund 661 - MOTOR POOL FUND		204,491.87
Fund 701 - CURRENT TAX FUND		201,352.72
Fund 715 - ROSE GARDEN		12.80



City Council Agenda Item Report

City of Saugatuck

FROM: Peter Stanislawski, City Treasurer

MEETING DATE: January 27, 2020

SUBJECT: Resolution 200127-A (FY 19/20 Budget Amendments)

DESCRIPTION

The City Council is authorized by statute to amend the budget throughout the fiscal year as it becomes apparent that a deviation from the original general appropriations act is necessary. Attached are the recommend budget amendments.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

Resolution was originally prepared by municipal attorney Jeff Sluggett.

SAMPLE MOTION:

Motion to **approve/deny** Resolution No. 200127-A amending the FY 19/20 budget as presented.

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**CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN**

RESOLUTION NO. 200127-A

**A RESOLUTION TO AMEND THE BUDGET OF THE 2019/2020 GENERAL
APPROPRIATIONS ACT**

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

WHEREAS, in accordance with the Uniform Budgeting and Accounting Act, 1968 PA 2, as amended, the Budget Hearings of Local Governments Act, 1963 PA 43, and Chapter VII of the City Charter, the City Council of the City of Saugatuck established and approved the City's budget for fiscal year commencing July 1, 2019 and ending June 30, 2020; and

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

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

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

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The City Council of the City of Saugatuck amends the 2019/2020 budget as follows:

CITY OF SAUGATUCK
BUDGET AMENDMENT#2

GL #	DESCRIPTION	DR	CR
Fund 101 GENERAL FUND			
101-000-403.000	PERSONAL PROPERTY TAXES	125.00	Revenue
101-000-577.000	LIQUOR LICENSE FEES	2,300.00	Revenue
101-000-579.000	GRANTS RECEIVED	13,230.00	Revenue
101-000-607.000	FRANCHISE FEES	15,000.00	Revenue
101-000-614.000	SCHOOL TAX COLLECTION FEE	12.00	Revenue
101-000-655.000	POLICE & ORDINANCE FEES	500.00	Revenue
101-000-674.000	MISC DONATIONS & INCOME	30,000.00	Revenue
101-000-682.000	USE TAX & ELECTION FEES	3,000.00	Revenue
101-101-860.000	EDUCATIONAL TRAINING		2,000.00 Council
101-215-702.000	SALARY/WAGES		8,500.00 Clerk
101-441-805.000	HOLIDAY LIGHTING		8,600.00 Public Works
101-441-932.000	SIDEWALK REPAIRS		1,000.00 Public Works

101-441-945.000	CAPITAL OUTLAY (FLOODING MITIGATION)	20,000.00	Public Works
101-730-801.000	CONTRACTUAL SERVICES	2,500.00	Harbor

2. The funds appropriated shall be approved pursuant to the authority granted by the Saugatuck City Charter.
3. An appropriation is not a mandate to spend.
4. All resolutions or parts of resolutions in conflict with this Resolution are rescinded.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

RESOLUTION DECLARED ADOPTED.

Dated: January 27, 2020

Ken Trester, Mayor

Monica Nagel, City Clerk

CERTIFICATION

I, _____, the City Clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held January 27, 2020, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

Attest:

Monica Nagel, City Clerk



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager
MEETING DATE: January 27, 2020
SUBJECT: Resolution No. 200127-B (Planning Commission Marihuana Report)

DESCRIPTION

On December 26, 2018, the Saugatuck City Council adopted an ordinance (Exhibit A) that, among other matters, requested the City’s Planning Commission research and recommend to the City Council whether the City should authorize one or more types of marihuana establishments/facilities in the City. Attached as Exhibit B, is the final report as prepared by the City’s Zoning Administrator, Cindy Osman.

The attached resolution is presented in order for the City Council to officially accept the Planning Commission’s report. The resolution also includes two options the City Council may consider in regards to moving forward to allow some or all types of marihuana establishments and/or facilities in the City or to continue, at this time, to maintain the opt out provisions in the City ordinance adopted on December 26, 2018 to provide the City the opportunity to determine the impact of such uses in other communities.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION RECOMMENDATION

At the August 15, 2019 meeting of the Planning Commission the final public hearing was held to gather public input on whether the City should authorize one or more types of marihuana establishments. A motion to retain the “opt out” ordinance to allow time to learn from other communities was approved by a 4-3 vote by the Planning Commission.

LEGAL REVIEW

Municipal attorney, Jeff Sluggett, has prepared the attached resolution.

SAMPLE MOTION:

Motion to **approve** Resolution No. 200127-B, utilizing the option 3. (A) language in the “NOW, THEREFORE, IT IS RESOLVED THAT:” section

OR

Motion to **approve** Resolution No. 200127-B, utilizing the option 3. (B) language in the “NOW, THEREFORE, IT IS RESOLVED THAT:” section.

**CITY COUNCIL
CITY OF SAUGATUCK
COUNTY OF ALLEGAN**

RESOLUTION NO. 200127-B

**A RESOLUTION TO ACCEPT A REPORT AND RECOMMENDATION FROM THE
PLANNING COMMISSION AND TO ACT ON THAT REPORT AND
RECOMMENDATION**

Minutes of a _____ meeting of the City Council of the City of Saugatuck, County of Allegan, State of Michigan, held in the Saugatuck City Hall on _____, 2020.

PRESENT: Members: _____

ABSENT: Members: _____

Member _____ offered and moved the adoption of the following preamble and resolution, seconded by Member _____:

WHEREAS, in response to the Michigan Regulation and Taxation of Marihuana Act, Initiated Law 1 of 2018, the City Council of the City of Saugatuck (the "City Council") adopted an ordinance that, among other matters, requested that the City's Planning Commission (the "Planning Commission") research and recommend to the City Council whether the City should authorize one or more types of marihuana establishments and/or marihuana facilities in the City; and

WHEREAS, the Planning Commission, over the course of several months, discussed and researched these issues and held public hearings regarding the same; and

WHEREAS, following its review, the Planning Commission adopted a motion, on August 15, 2019, recommending to the City Council that the City continue to "opt out" of

permitting such uses to allow sufficient time to study the impact such uses have in other communities; and

WEHREAS, the Planning Commission's report and recommendation were received by the City Council at its workshop meeting on December 19, 2019; and

WHEREAS, the City Council is advised that some area communities have determined to permit one or more types of marihuana establishments and/or marihuana facilities within their boundaries.

NOW, THEREFORE, IT IS RESOLVED THAT:

1. The City Council hereby formally receives with appreciation the report and recommendation of the Planning Commission.

2. The City Council further acknowledges the Planning Commission's recommendation that the City should continue to "opt out" of permitting marihuana establishments and/or marihuana facilities in the City in order to allow further time to learn from other communities the impact such uses might have.

3. **[A]** In recognition of the Planning Commission's expertise in reviewing and making determinations concerning land uses, the City Council requests that the Planning Commission prepare and submit to the City Council a draft ordinance that would allow some or all types of marihuana establishments and/or marihuana facilities along with a report identifying the basis for the draft ordinance's provisions.

OR

3. **[B]** In recognition of the Planning Commission's expertise in reviewing and making determinations concerning land uses, the City Council hereby adopts the Planning Commission's recommendation and resolves to maintain the opt out provisions in the

City's ordinances at the current time subject, however, to further studies and reviews and to allow the City an opportunity to determine the impact of such uses in other communities.

4. All resolutions and parts of resolutions in conflict herewith shall be and the same are hereby rescinded.

YEAS: Members: _____

NAYS: Members: _____

RESOLUTION NO. _____ ADOPTED

Monica Nagel, Clerk
City of Saugatuck
County of Allegan

I hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the City Council of the City of Saugatuck, County of Allegan, at a _____ meeting held _____, 2020, said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Monica Nagel, Clerk
City of Saugatuck
County of Allegan

EXHIBIT A

CITY COUNCIL
CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

Council Member Spangler, seconded by Council Member Verplank, moved the adoption of the following ordinance:

ORDINANCE NO. 181226-1

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF
SAUGATUCK BY ADDING A NEW CHAPTER WHICH NEW CHAPTER
SHALL BE DESIGNATED AS TITLE IX, CHAPTER 98 OF SUCH CODE

THE CITY OF SAUGATUCK ORDAINS:

Section 1. Addition of Title IX, Chapter 98. That the Code of the City of Saugatuck is hereby amended by adding a new Title IX, Chapter 98, Sections 98.01 through 98.04, inclusive; such chapter to read as follows:

CHAPTER 98. – MARIHUANA ESTABLISHMENTS AND FACILITIES.

§ 98.01 DEFINITIONS.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- (a) *IHRA* means the Industrial Hemp Research Act, 2014 PA 547, MCL 286.841 *et seq.*
- (b) *Marihuana establishment* means that term as defined in the MRTMA.
- (c) *Marihuana facility* means that term as defined in the MMFLA.
- (d) *MMFLA* means the Medical Marihuana Facilities Licensing Act, 2016 PA 281, as amended.
- (e) *MMMA* means the Michigan Medical Marihuana Act, 2008 IL 1, as amended.
- (f) *MRTMA* means the Michigan Regulation and Taxation of Marihuana Act, 2018 IL 1, as amended.

§ 98.02 MARIHUANA ESTABLISHMENTS AND FACILITIES PROHIBITED.

- (a) Pursuant to law and Section 6 of the MRTMA, marihuana establishments are prohibited within the boundaries of the City of Saugatuck.
- (b) Marihuana facilities are prohibited within the boundaries of the City of Saugatuck.

§ 98.03 RIGHTS UNAFFECTED.

- (a) Except as specifically provided in Section 98.02, this chapter shall not affect the rights or privileges of any individual or other person preserved under the MRTMA..
- (b) This chapter does not affect the rights or privileges of a marihuana facility outside of the City of Saugatuck to engage in activities within the City of Saugatuck that it is permitted to engage in under the MMFLA within a municipality that has not authorized marihuana facilities to operate within its boundaries.

(c) This chapter does not affect the rights or privileges of registered qualifying patients or registered primary caregivers under the MMMA or the MMFLA.

(d) This chapter does not affect the rights or privileges of any individual or other person under the IHRA.

(e) This chapter does not affect the rights or privileges of any individual or other person under any other federal or state law, rule or regulation related to the medical use of marihuana.

§ 98.04 PLANNING COMMISSION REVIEW.

The City of Saugatuck Planning Commission shall take the following actions to study marihuana establishments within the City:

(a) Study the City's options for authorizing and regulating marihuana establishments under the MRTMA;

(b) Hold at least one public hearing to seek input from the public; and

(c) Prepare and submit a report to the City Council by December 30, 2019, with a recommendation as to whether the City should authorize one or more types of marihuana establishments. If the Planning Commission recommends authorization, the report shall outline, in general terms, recommended regulations.


Section 2. Effective Date. In accordance with § 10.15 of the Code of the City of Saugatuck, this Ordinance shall take effect from and after the due publication thereof or publication of a summary of its provisions in a newspaper of general circulation in the City. A copy of this Ordinance and the Code shall be available for public inspection at the office of the City Clerk.


YEAS: Spangler, Verplank, Bekken, Hess, Johnson, Trester

NAYS: None

ABSENT: Peterson

ORDINANCE NO. 181226-1 ADOPTED.


Ken Trester, Mayor


Monica Nagel, City Clerk

I, Monica Nagel, the Clerk of the City of Saugatuck, attest that the foregoing is a true and accurate copy of an ordinance adopted by the City Council of the City of Saugatuck at a regularly scheduled meeting held on December 26, 2018, which meeting was held in accordance with state law.


Monica Nagel, City Clerk

Adopted: December 26, 2018
Published: January 17, 2019
Effective: January 17, 2019
American Legal Publishing: January 7, 2019



EXHIBIT B

To: Saugatuck City Council
From: Cindy Osman—Planning/Zoning
Date: December 19, 2019
Re: Planning Commission Marihuana Facilities Report

On December 26, 2018, City Council adopted an ordinance (attached) that charged the Planning Commission with the following task:

“(c) Prepare and submit a report to the City Council by December 30, 2019, with a recommendation as to whether the City should authorize one or more types of marihuana establishments. If the Planning Commission recommends authorization, the report shall outline, in general terms, recommended regulations.”

BACKGROUND:

- May, 2018 PC discussed medical and recreational marihuana and set a public hearing for June.
- June 21, 2018 PC had their first public hearing on medical marihuana. Motion carried to “opt out”
- July 9, 2018 Council passed resolution to “opt out.”
- December 20, 2018, PC recommends to Council to “opt out” of recreational marihuana.
- December 26, 2018 Council adopts ordinance to “opt out” of recreational marihuana, calling on PC to study the issue and present results by December 31, 2019
- March 21, 2019, PC forms committee to develop survey on MJ
- April 29, 2019 Survey went out, due May 10
- May 21, 2019 Public hearing
- June 20, 2019 Survey results presented at PC meeting
- July 20, 2019 PC public hearing on marihuana facilities and establishments – directing staff to prepare various ordinances.
- August 15, 2019 Public hearing with PC held to introduce ordinances.

At the August 15, 2019 meeting of the Planning Commission the final public hearing was held to gather public input on whether the City should authorize one or more types of marihuana establishment. A motion to retain the “opt out” ordinance to allow time to learn from other communities was approved by a 4-3 vote.

GENERAL OPTIONS FOR RECREATIONAL MARIHUANA:

1. Recommend accepting the Planning Commission recommendation to continue to “opt out” letting the “opt out” ordinances to remain in place.
2. Reject the Planning Commission recommendation and repeal the “opt out,” let the market decide.
3. Accept in part the recommendation of the Planning Commission and amend section 98.04 (C) to set a new date specific review by Planning Commission.
4. Reject the Planning Commission recommendation and adopt a general (police power) ordinance requiring a city license, and a zoning ordinance. Direct staff to prepare an ordinance and bring zoning ordinance to Planning Commission. (can limit number)
5. Reject the Planning Commission recommendation and adopt a general ordinance requiring a city license and allow wherever retail sales are permitted. (can limit number)

LEGAL REVIEW

City Attorney Jeff Sluggett comments:

1. *Section 98.04 required certain actions of the City Planning Commission in order to provide advice to the City Council.*
2. *It appears from a review of Cindy's timeline that the Planning Commission has fulfilled all of the actions requested of it.*
3. *Because this is a regulatory ordinance (not zoning), there is no legal requirement at this stage that City Council take any particular action with respect to the report received from the Planning Commission.*
4. *Thus, if it chooses to, the City Council could simply adopt a motion to “receive and file” the report (thus providing a “paper trail” as to what has occurred) and do nothing further. If this option is chosen, then Chapter 98 will remain as is and there is no obligation to amend the Code or take other action. This would have the effect, until the Council determines otherwise, to continue to have the City designated as an “opt out” community for the time being.*
5. *Alternatively, the Council could choose to take any of the actions set out under “General Options” Cindy has suggested.*



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager
MEETING DATE: January 27, 2020
SUBJECT: Resolution No. 200127-C 2020 Advisory Blue Star Trail Joint Committee

DESCRIPTION

Resolution to appoint members to the 2020 Advisory Blue Star Trail Joint Committee consistent with Resolution No. 191223-B adopted by Saugatuck City Council on December 23, 2019 (Exhibit A).

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to **approve/deny** Resolution 200127-C as presented.

**CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN**

RESOLUTION NO. 200127-C

A RESOLUTION TO APPOINT A 2020 ADVISORY BLUE STAR TRAIL JOINT COMMITTEE

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

WHEREAS, the Friends of the Blue Star Trail (FOTBST) is a 501(c)(3) non-profit organization incorporated in the State of Michigan for the charitable purpose of advocating for the development and continuance of the Blue Star Trail from South Haven to Saugatuck; and

WHEREAS, the FOTBST is requesting that Saugatuck Township, the City of the Village of Douglas, and the City of Saugatuck (“Communities” or “Community” as appropriate) jointly accept responsibility to construct a section of the Blue Star Trail, from Washington Street in the City of the Village of Douglas, through the City of Saugatuck, and into Saugatuck Township terminating at Holland Street; and

WHEREAS, while unknown at this time, the FOTBST estimate the cost of the portion of the Blue Star Trail to be constructed within the Communities would be between \$1,000,000 and \$2,000,000, to be paid using state grants (75%) and a local match (25%); and

WHEREAS, the Communities need to collaborate regarding such topics as staff resources, engineering/construction costs, on-going maintenance costs and replacement costs in order to construct and operate the proposed section of Blue Star Trail, and recognize that these activities would involve expenditures for the Communities, which funds are currently not available or limited.

WHEREAS, the Communities each adopted a Joint Resolution to pursue construction of a non-motorized trail segment within each jurisdiction (City of Saugatuck Resolution No. 191223-B); and

WHEREAS, the Joint Resolution established the formation of an Advisory Blue Star Trail Joint Committee (“Committee”); and

WHEREAS, the City of Saugatuck is allowed two (2) voting members to be appointed to serve on the Committee and the City Manager as an ex-officio member; and

WHEREAS, per Section 4.28 of the Saugatuck City Charter, the Mayor, with the advice and consent of the Council may, from time to time, appoint such committees or boards as are deemed appropriate to advise and consult with them, and with appropriate departments, regarding any municipal activity, and such committees or boards shall be advisory, serve temporarily and without compensation unless otherwise provided by the Council.

THEREFORE, BE IT RESOLVED the Council does hereby authorize the appointment of members to serve on the 2020 Advisory Blue Star Trail Joint Committee as follows:

1. The City of Saugatuck members appointed to the Committee will be comprised of Mayor Ken Trester and Council Member Holly Leo with Mayor-Pro Tem Chris Peterson serving as an alternate in case of an absence of any City of Saugatuck Committee member.

2. The Committee's actions shall be advisory in nature only.
3. The Council does not delegate any authority to the Committee to make decisions on behalf of the Council.
4. The Committee shall terminate on July 1, 2020 unless otherwise extended by Council via resolution.

BE IT FINALLY RESOLVED All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are rescinded.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this ____ day of _____, 2020

Signed: _____
Monica Nagel, City Clerk

CERTIFICATION

I, Monica Nagel, 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 _____, 2020, 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.

Signed: _____
Monica Nagel, City Clerk

EXHIBIT A

CITY OF SAUGATUCK RESOLUTION No. 191223-B
SAUGATUCK TOWNSHIP RESOLUTION _____
CITY OF THE VILLAGE OF DOUGLAS RESOLUTION _____

A JOINT RESOLUTION ON BEHALF OF SAUGATUCK TOWNSHIP, THE CITY OF THE VILLAGE OF DOUGLAS, AND THE CITY OF SAUGATUCK TO PURSUE CONSTRUCTION OF A NON-MOTORIZED TRAIL SEGMENT WITHIN EACH JURISDICTION

WHEREAS, the Friends of the Blue Star Trail (FOTBST) is a 501(c)(3) non-profit organization incorporated in the State of Michigan for the charitable purpose of advocating for the development and continuance of the Blue Star Trail from South Haven to Saugatuck; and

WHEREAS, the FOTBST is requesting that Saugatuck Township, the City of the Village of Douglas, and the City of Saugatuck (“Communities” or “Community” as appropriate) jointly accept responsibility to construct a section of the Blue Star Trail, from Washington Street in the City of the Village of Douglas, through the City of Saugatuck, and into Saugatuck Township terminating at Holland Street; and

WHEREAS, while unknown at this time, the FOTBST estimate the cost of the portion of the Blue Star Trail to be constructed within the Communities would be between \$1,000,000 and \$2,000,000, to be paid using state grants (75%) and a local match (25%); and

WHEREAS, the Communities need to collaborate regarding such topics as staff resources, engineering/construction costs, on-going maintenance costs and replacement costs in order to construct and operate the proposed section of Blue Star Trail, and recognize that these activities would involve expenditures for the Communities, which funds are currently not available or limited.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Communities reaffirm their support for the Blue Star Trail.
2. A Joint Study Committee will be formed by the Communities, the FOTBST, and the Allegan County Road Commission with two (2) voting members appointed by each municipality, agency, or corporation.
3. The Manager from each Community will serve as an ex-officio member with the right to discuss and debate but without the power to vote.
4. The Joint Study Committee will elect a chairperson and vice chairperson, and conduct meetings in compliance with the Open Meetings Act.

5. The Study Committee will be tasked with drafting an intergovernmental agreement, including but not limited to provisions that address:
- a. The scope and nature of the project;
 - b. The potential lead (Act 51) agency for grant funding and oversight;
 - c. Responsibilities for preparing grant applications and for bidding and awarding contracts;
 - d. Indemnification and insurance requirements;
 - e. Expenses and responsibilities for the construction, maintenance and future operations;
 - f. Possible funding options available to the Communities, and the funding of the local match required;
 - g. The route of the trail; and,
 - h. The engineer of record.

6. The Joint Study Committee will use its best efforts to complete its work and present a draft agreement and written report to the Communities no later than July 1, 2020.

BE IT FURTHER RESOLVED that notwithstanding any specific resolution already rescinded by the Communities, this resolution supersedes any prior resolutions to the extent that it may conflict with the provisions of this resolution.

BE IT FINALLY RESOLVED this resolution shall become effective only in the event that the governing body for each of the Communities adopts it in the form and substance as set forth herein. Thereafter, the last date of approval shall be considered its effective date.

The foregoing resolution was proposed by Council Member Lewis, and seconded by Council Member Johnson.

YEAS: Council Members: Johnson, Lewis, Leo, Bekken, Verplank, Trester

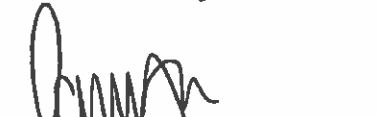
NAYS: Council Members: None

ABSTAIN: Council Members: None

ABSENT: Council Members: Peterson

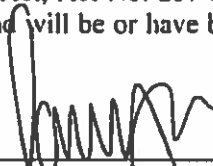
RESOLUTION NO. 191223-B DECLARED ADOPTED

Signed: 
Ken Tresler, Mayor

Signed: 
Monica Nagel, City Clerk

CERTIFICATION

I, Monica Nagel, 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 December 23, 2019, 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.



Monica Nagel, City Clerk



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager
MEETING DATE: January 27, 2020
SUBJECT: 2020 Boat Slip Management Agreement

DESCRIPTION

2020 boat slip management agreement between the City of Saugatuck and Sergeant Marina for the management of boat slips #1 thru #4 located at the Griffith Street-end and a portion of Coghlin Park. Due to high water levels, the 2019 slip rentals were down as water was over the docks and they were not usable.

The revenues collected by the City over the last 11 years from this agreement are as follows:

2019	\$2,156.40
2018	\$5,831.00
2017	\$6,097.20
2016	\$6,501.60
2015	\$6,328.20
2014	\$7,681.40
2013	\$6,840.20
2012	\$5,347.70
2011	\$7,152.16
2010	\$6,947.70
2009	\$7,393.26

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION RECOMMENDATION

N/A

LEGAL REVIEW

Municipal attorney Jeff Sluggett has prepared the agreement.

SAMPLE MOTION:

Motion to **approve/deny** the 2020 Boat Slip Management Agreement between the City of Saugatuck and Sergeant Marina for the management of boat slips #1 thru #4 located at the Griffith Street-end and a portion of Coghlin Park as presented.

2020 BOAT SLIP MANAGEMENT AGREEMENT

The CITY OF SAUGATUCK, a Michigan home rule city with offices located at 102 Butler Street, Saugatuck, Michigan 49453 (“City”) and Sergeant Marina, a Michigan Corporation located at 31 Butler Street, Saugatuck, Michigan 49453 (“Operator”), enter into this 2020 Boat Slip Management Agreement (“Agreement”).

RECITALS

1. The City owns four (4) boat slips on Kalamazoo Lake (“City Slips”), as depicted in the attached Exhibit “A”.
2. The City desires to make available to the general public the City Slips for transient dockage.
3. Operator owns and operates a marina adjacent to the City Slips (“Operator Property”).
4. Operator is willing to oversee the rental of the City Slips and to provide certain services in connection with such rentals as more fully set forth in this Agreement.

AGREEMENT

The parties agree as follows:

1. Term. The term of this Agreement shall extend from January 27, 2020 through October 31, 2020, unless sooner terminated as provided in this Agreement.
2. Operator Obligations. Operator shall, at its sole cost and expense, oversee the rental of the City Slips and provide ancillary services to customers renting those slips. Operator’s obligations shall include:
 - 2.1 Scheduling the rental of the City Slips for transient dockage by the general public (including but not limited to slip assignment, maintenance of a waiting list, and other activities incidental to the rental of boat slips including the completion of any rental agreements utilized by Operator);
 - 2.2 Providing potable water and electrical service to each of the City Slips;
 - 2.3 Providing access for persons renting the City Slips to the bathroom and shower facilities located on the Operator Property;
 - 2.4 Providing parking for persons renting the City Slips to the vehicle parking areas located on the Operator Property;
 - 2.5 Providing an on-site dock master for the City Slips; and

- 2.6 Assessing and collecting fees for rental and use of the City Slips (“**Rental Fees**”), with the Rental Fees to be determined by Operator but in no event less than those fees of other marinas located on Kalamazoo Lake that offer similar transient dockage. Operator agrees that it shall require customers to prepay all Rental Fees, which payments shall be evidenced by receipts or such other documents as the City may reasonably request.

The parties agree that Operator’s obligations shall not include maintenance, repair or replacement of the City Slips except to the extent such maintenance, repair or replacement is necessitated by the acts of Operator or any person acting at the direction or request of Operator. Operator agrees to promptly notify the City of any damage to, or condition of, the City Slips which may need repair or replacement. The Operator shall perform its obligations in compliance with all federal, state and local laws, as well as any permits issued with respect to the City Slips.

3. Operator Compensation. In consideration of its obligations, Operator shall be entitled to retain 60% of all of the Rental Fees assessed, and shall remit to the City 40% of the Rental Fees assessed. Payment of the City’s portion shall be accompanied by all documents the City may reasonably request to verify the calculation of Rental Fees and the City’s portion thereof, including without limitation all rental agreements and receipts. The amount to be paid to the City, and all supporting documentation, shall be delivered to the City on or before November 1, 2020. Additionally, the City may request at any time during the term of this Agreement that Operator provide to the City reports and other documents evidencing the rental activities with respect to the City Slips, including the amount of Rental Fees assessed and collected to date.
4. Taxes/Expenses. Operator shall pay all taxes attributable to the rental of City Slips and Operator’s provision of services hereunder. Operator shall provide and pay for all operational supplies, as well as all utilities and water service for the City Slips.
5. Relationship of the Parties. Operator shall act as an independent contractor and shall furnish the labor and all equipment and materials required in connection with the performance of its obligations under this Agreement. Nothing herein shall be deemed to grant to Operator any legal or equitable interest in the City Slips.
6. Termination. The City shall have the right to cancel this Agreement with 30 days’ prior written notice to Operator if Operator substantially or materially breaches this Agreement or Operator endangers the public health or safety with regard to the City Slips. Upon the termination by the City of this Agreement, Operator shall remit to the City 40% of all Rental Fees assessed through the date of such termination, and provide the City with all supporting documentation, within five days following such termination.
7. Indemnity. Operator agrees to hold the City (including for purposes of this paragraph, its officers and employees) harmless from, indemnify it for and defend it (with legal counsel reasonably acceptable to the City) against any liability for damages, injury or other casualty and costs or expenses, including reasonable attorneys’ fees, caused or arising from any act or omission by Operator or any of its agents, servants, visitors, licensees or employees with respect to the City Slips.

8. Insurance. The City shall maintain general liability insurance with respect to the City Slips, as well as property insurance with respect to any damage or destruction of the City Slips. Operator shall be responsible for maintaining general liability insurance with respect to the performance of its obligations hereunder and with respect to the services it will provide pursuant to this Agreement. Additionally, Operator shall maintain automobile insurance in such amounts as the City may reasonably request.
9. No Assignment. This Agreement shall not be assigned, in part or in whole, without the prior written consent of the City in the City's sole and absolute discretion.
10. Third-Party Beneficiary. No person shall be deemed to be a third-party beneficiary of this Agreement.
11. Miscellaneous. This Agreement is written pursuant to the laws of the State of Michigan and was made in Allegan County, Michigan. This is the entire agreement between the parties regarding its subject matter. There are no contemporaneous agreements. It may not be modified or amended except in writing, signed by both parties. More than one copy of this Agreement may be signed, but all constitute but one agreement.

Executed this 27th day of January, 2020.

CITY OF SAUGATUCK

By _____
Ken Trester
Its Mayor

And by _____
Monica Nagel
Its City Clerk

OPERATOR

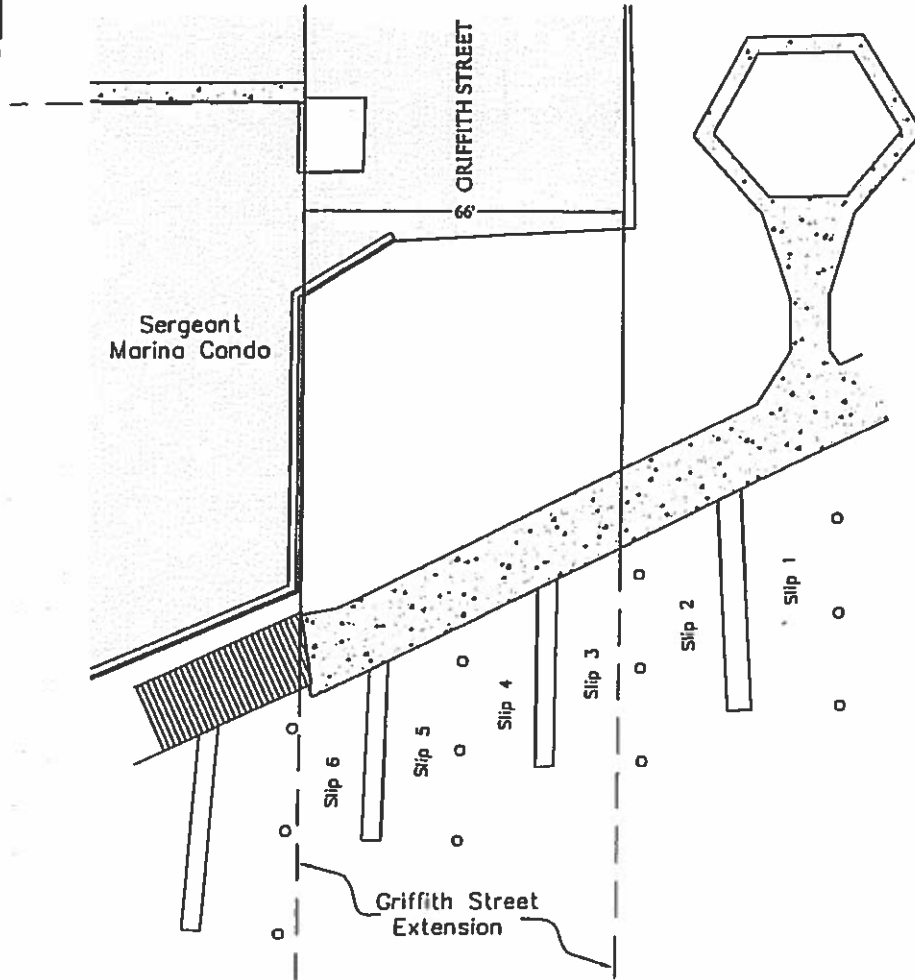
By _____

Its _____

Date 4/18/08	Drawn rdb	Job Number 1010801
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P.O. Box 410
Allendale, MI 49401

Phone (616) 895-7190
Fax (616) 895-7191



Scale 1" = 30'

= Concrete
 D = Description dimension
 M = Measured dimension
 P = Platted dimension
 = Sec iron stake
 = Found iron stake

Prepared For:
City of Saugatuck
102 Butler Street
Saugatuck, MI 49453



By:

Todd D. Bronson
Licensed Professional Surveyor No. 45494



EXHIBIT A



City Council Agenda Item Report

City of Saugatuck

FROM: Peter Stanislawski, Treasurer / Finance Director

MEETING DATE: January 27, 2020

SUBJECT: Saugatuck Public Schools Tax Collection Agreement

DESCRIPTION

The attached agreement is between the City of Saugatuck and Saugatuck Public Schools for the collection of the Saugatuck Public Schools and the Ottawa Area Intermediate School District (OAISD) 2020 summer tax levies at a rate of \$2.75 per parcel. The other 3 municipal taxing units in the school district also have similar agreements in place. The rates of collection for other taxing units within the district are as follows:

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

Saugatuck City = \$2.75
Douglas City = \$2.75
Laketown Township = \$3.00
Saugatuck Township = \$3.25

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION RECOMMENDATION

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to authorize the Mayor and City Clerk to sign and enter into an agreement between the City of Saugatuck, Saugatuck Public Schools, and the OAISD for collection of the 2020 summer tax levies at a rate of \$2.75 per parcel.

**MEMORANDUM OF AGREEMENT
FEE FOR COLLECTION OF 2020 SUMMER TAXES**

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

NOW THEREFORE, the City of Saugatuck, the Local School District, and the Intermediate School District understand and agree as follows:

1. The City of Saugatuck shall collect the respective 2020 Summer Tax levies of the Local School District and of the Intermediate School District for an aggregate price of **\$2.75 Per Parcel**, to be billed to, and paid by, the Local School District, subject to the Local School District's rate of contribution from the Intermediate School District.
2. The summer school taxes collected by the City of Saugatuck for the Local School District and the Intermediate School District shall be accounted for and delivered to said school districts as follows (select a. or b.):

- X a. Within the time prescribed by Section 43 of the General Property Tax Act (MCLA 211.43 as amended):
- b. If a shorter alternate delivery schedule has been negotiated and agreed upon, then such accounting and delivery shall be as follows:

Date: _____

The City of Saugatuck

By City Official:

Signature

Position

School District:

By School District Official:

Signature

Position

Ottawa Area Intermediate School District:

By OAISD Director of Finance:



City Council Agenda Item Report

City of Saugatuck

FROM: Cindy Osman, Zoning Administrator

MEETING DATE: January 27, 2020

SUBJECT: Planning Commission Appointment

DESCRIPTION

Per the City Charter Section 6.11, appointments shall be made by the Mayor subject to the confirmation/approval of the City Council. The Mayor's appointment is as follows:

Planning Commission with said term expiring July 1, 2023

Michael Van Meter

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to **approve/deny** the Mayor's appointment as presented.



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

**APPLICATION FOR APPOINTMENT TO
BOARDS/COMMISSIONS/COMMITTEES**

Name: Michael Van Meter Home Phone: _____

Home/Mailing Address: _____ Saugatuck

E-mail Address: _____

Employer: Van Meter Assoc L.L.C Occupation/Position: Managing Partner

Business Phone: same as above Business Reference: Clarke Van Meter

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

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

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

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

- Planning Commission Historic District Commission Zoning Board of Appeals
- Board of Review Harbor Commission Township Fire Board
- Twp. Recreation Comm. Kalamazoo Lake Sewer & Water Library Board
- Interurban Transit Auth Construction Board

Please describe any qualifications, expertise or special interests that relate to your possible appointment:
Financial analyst currently manage stocks & bond portfolios

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

Signature: [Signature] Date: 12-5-19

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

COPY: Mayor City Council City Clerk



NOTICE

The City of Saugatuck is seeking applications for appointments to the following board/commission:

CONSTRUCTION BOARD OF APPEALS

The Construction Board of Appeals is a committee of five (5) city residents appointed by City Council that considers appeals and issues involving the administration and enforcement of the State of Michigan Construction Codes.

Candidates must have background in construction and a working knowledge of the codes being enforced by the governmental subdivision in order to process appeals and consider variances.

If you are a resident of the City of Saugatuck and have the desire and ability to serve, please contact City Hall at (269) 857-2603 to request an application.

Monica Nagel
Saugatuck City Clerk
Dated: January 15, 2020
(269) 857-2603

STATE OF MICHIGAN
ALLEGAN COUNTY BOARD OF COMMISSIONERS

RESOLUTION

WHEREAS, on September 26, 2019, the President of the United States issued Executive Order No. 13888 (“Executive Order”), entitled “Enhancing State and Local Involvement in Refugee Resettlement”; and

WHEREAS, the Executive Order requires the United States Secretary of State and the United States Secretary of Health and Human Services to develop and implement a process to determine, before refugees are resettled within a state or locality, whether the state and locality both consent, in writing, to the resettlement of refugees within the state or locality; and

WHEREAS, on December 10, 2019, Governor Gretchen Whitmer sent a letter to Secretary of State Michael R. Pompeo providing consent to the resettlement of refugees within the State of Michigan; and

WHEREAS, Allegan County is currently home to resettled refugees, and churches and families have supported the arrival and integration of refugee families within Allegan County; and

WHEREAS, the United States extensively vets individuals who apply for refugee status;

RESOLVED, that the Board of Commissioners of Allegan County consents to the continued resettlement of refugees within Allegan County.

BE IT FURTHER RESOLVED, that the Board of Commissioners of Allegan County directs the County Administrator to affirmatively undertake to comply with any process developed by the Secretary of State and/or Secretary of Health and Human Services, if any, to perfect the Board of Commissioners’ consent, on behalf of Allegan County, under the terms of the Executive Order.

BE IT FURTHER RESOLVED, that the County Administrator will transmit a letter confirming consent and copy of this resolution by first class mail to:

Secretary Michael R. Pompeo
U.S. Department of State
Bureau of Population, Refugees, and Migration
2201 C Street NW
Washington, DC 20520; and

Secretary Alex Azar
U.S. Department of Health & Human Services
Hubert H. Humphrey Building
200 Independence Avenue SW
Washington, DC 20201

BE IT FURTHER RESOLVED, that the County Administrator will also transmit a copy of this resolution by first class mail to the Governor of the State of Michigan, and State Representatives and local elected boards as appropriate.

RESOLUTION approved this 9th day of January, 2020, by the Board of Commissioners of Allegan County.

Moved by Commissioner Dugan, seconded by Commissioner Jessup to adopt the resolution as presented. Motion carried by roll call vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

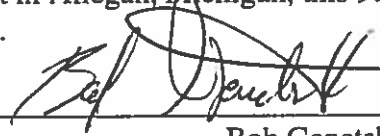
(STATE OF MICHIGAN)

)ss

(COUNTY OF ALLEGAN)

I, Bob Genetski, Clerk of the Allegan County Board of Commissioners and Clerk of the County of Allegan, do hereby Certify that the above Resolution was duly adopted by said Board on January 9, 2020.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said County and Court in Allegan, Michigan, this 9th day of January, 2020.



Bob Genetski, Clerk-Register

F

A

Qs



Registering to Vote

HOW DO I KNOW IF I AM CURRENTLY REGISTERED TO VOTE?

- Contact your local city/township/village clerk
- Visit the Michigan Voter Information Center – www.michigan.gov/vote

WHERE CAN I REGISTER TO VOTE?

- At your city/township/village/county clerk’s office
- At any of the Secretary of State branch offices located throughout the state
- At any Public Assistance Agencies
- On-line - www.michigan.gov/vote

WHO CAN REGISTER TO VOTE?

- A resident of Michigan and the jurisdiction where you are applying for at least 30 days before Election Day
- A United States Citizen
- At least 18 years of age by Election Day
- Not serving a sentence in jail or prison

CAN I REGISTER TO VOTE ON ELECTION DAY?

Yes, under the passage of Proposal 18-3, an unregistered elector or a registered elector who has moved, may register to vote in person on Election Day with his/her city/township/village clerk with the following stipulations:

	Michigan DL or PID with current address*	Michigan DL or PID without current address & other Proof of Residency	Other Picture ID and Proof of Residency	No Picture ID (Affidavit Required) with Proof of Residency	No Proof of Residency
Proof of Residency	Regular	Challenged	Challenged	Challenged	Ineligible
Type of Ballot	Regular Ballot	Challenged Ballot	Challenged Ballot	Challenged Ballot	Ineligible for this Election

*Note, voters who register in person beginning 14 days prior to the election, including election day, with their Michigan Driver’s License or Personal ID that has their current residential address have met all requirements and will be issued a regular ballot. A driver’s license with a Secretary of State provided sticker on the back, and a temporary driver’s license, would qualify.

Documents that may be accepted if additional proof of residency is required (these items must include the applicant’s name and current address):

- a current utility bill
- bank statement
- paycheck
- government check
- other government document.

Voting and Election Day

DO I NEED TO SHOW IDENTIFICATION IN ORDER TO VOTE?

Yes, whether you are voting by absentee ballot or in person, Michigan does have a voter identification requirement. Voters are asked to present an acceptable photo ID such as a Michigan driver's license or identification card. Please note that voters who do not have an acceptable form of ID or failed to bring it with them still can vote. They simply sign a brief affidavit stating that they're not in possession of a photo ID. Their ballots are included with all others and counted on Election Day. The following types of photo ID are acceptable:

- Driver's license or personal identification card issued by another state
- Federal or state government-issued photo identification
- U.S. passport
- Military ID with photo
- Student identification with photo from a high school or accredited institution of higher learning
- Tribal identification card with photo

WHAT HOURS ARE THE POLLS OPEN ON ELECTION DAY?

Polls are open on Election Day from 7:00 a.m. to 8:00 p.m.

DO I HAVE TO VOTE THE ENTIRE BALLOT?

You are not required to vote the entire ballot. You may pick and choose the races or ballot questions for which you want to vote. Skipping sections of the ballot does not invalidate your ballot. You may vote a blank ballot if you choose to do so.

WHEN DO I HAVE TO RETURN MY ABSENTEE BALLOT?

Absentee ballots must be returned to your city/township/village clerk by 8:00 p.m. on Election Day. Postmarks are not acceptable.

ARE ABSENTEE BALLOTS COUNTED?

Yes, they are counted on Election Day along with all ballots voted at the polls.

WHAT IS THE LAST DAY I CAN VOTE AN ABSENTEE BALLOT?

Absentee voters have until 4:00 p.m. the day before the election to obtain and vote an absentee ballot in person at their local city/township/village clerk's office.

WHAT IS THE LAST DAY I CAN HAVE AN ABSENTEE BALLOT MAILED TO ME?

The last day an absentee ballot may be mailed out is the Friday prior to the Tuesday Election.

CAN I WEAR ELECTION RELATED MATERIAL TO THE POLLS?

Michigan has prohibited the practice of displaying election-related materials at the polls for decades. This includes clothing and buttons as well as materials such as pamphlets, fliers and stickers. You cannot display such items in the polling place or within 100 feet of an entrance to a polling place. If you go to the polls with a shirt or button bearing election-related images or slogans, you will be asked to cover or remove it.