



**CITY COUNCIL WORKSHOP AGENDA
THURSDAY, FEBRUARY 20, 2020 – 4:00 PM**

1. **CALL TO ORDER**
2. **ATTENDANCE**
3. **PUBLIC COMMENT (Agenda Items Limit 3 minutes)**
4. **DISCUSSION ITEMS**
 - A. Municipal Attorney Jeff Sluggett re: complaints policy
 - B. Boards and Commission Selection Policy re: review language
 - C. 2020 Capital Improvement Plan re: update and next steps
 - D. 2-24-2020 City Council Agenda Item Review
5. **OTHER ITEMS OF DISCUSSION**
6. **PUBLIC COMMENT (Limit 3 minutes)**
7. **COUNCIL COMMENT**
8. **ADJOURN**



City Council Workshop Discussion Item

To: Saugatuck City Council
From: Kirk Harrier—City Manager
Date: February 20, 2020
Re: Complaints Policy

Staff has determined a need for a more detailed policy regarding certain complaints submitted to the City regarding members of City government. Jeff Sluggett will be in attendance at the meeting to discuss with Council suggested policy options. Attached is a draft policy prepared by Mr. Sluggett for discussion purposes.

Complaints Procedure and Policy:

1. For purposes of this Policy, “complaints” are defined to mean written communications received by the City of Saugatuck which contain allegations against a City employee or officer of: (a) a failure to perform or uphold the duties and/or responsibilities of the office or position at issue or (b) affirmatively acting in a manner contrary to the best interests of the City.
2. Nothing herein shall be interpreted to restrict a person’s ability to bring complaints of purported criminal behavior to the attention of law enforcement or to limit a person’s ability to attend or communicate in the context of a public meeting. The purpose of this Policy is to provide guidance to City officers in terms of how to treat the processing of complaints received by the City.
3. Contract employee/officer: Before proceeding with steps as set forth below, upon receipt of a complaint the City shall determine if a particular process for complaints is set out by an employment contract in which case the contract’s procedure/process will control.
4. Employees subject to the City’s adopted Personnel Handbook: Before proceeding with steps as set forth below, upon receipt of a complaint the City shall determine if a particular process for complaints is set out in the City’s Personnel Handbook then in effect in which case the Handbook’s procedure/process will control.
5. In all instances involving the review of complaints by the City Council or another public body during a public meeting, the person named in the complaint shall be afforded an opportunity to discuss and review the complaint with the public body in closed session to the extent and in the manner otherwise authorized under the Michigan Open Meetings Act.
6. Unless restricted or governed by Section 3 or 4 above, complaints received by the City shall be *initially* directed and processed as follows:
 - A. Employees – Complaints concerning employees not otherwise addressed by his Policy shall be directed to the City Manager for review, investigation and resolution in coordination with the person’s Department Head (if applicable).
 - B. Administrative Officers (i.e., Clerk, Finance Director/Treasurer, Assessor) – Complaints concerning administrative officers shall be directed to the City Manager for review, investigation and resolution. Findings and determinations of the City Manager shall be reported to the City Council _____.
 - C. Appointive Officers and City Manager- Complaints concerning appointive officers or the City Manager shall be directed to the City Council at its next regular meeting following receipt of the complaint. The complaint shall be included in the agenda packet for that meeting and will be received into the City Council’s record under “Correspondence.”
 - D. Elective Officers – Complaints shall be directed to the attention of City Manager who shall advise that elected official of the receipt of the complaint and provide a copy of the same to the official. Thereafter, a copy of the complaint shall be provided to the City Council at its next regular meeting following receipt of the complaint. The complaint shall be included in

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the agenda packet for that meeting and will be received into the City Council's record under "Correspondence."

7. Absent extraordinary circumstances involving the public health, safety or welfare, in all cases where a complaint is received by the City, a copy shall be provided to the person named in the complaint and the person shall be afforded an opportunity to address the reviewing body/individual as set forth herein in a reasonable manner.

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City Council Workshop Discussion Item

To: Saugatuck City Council
From: Kirk Harrier—City Manager
Date: February 20, 2020
Re: Boards and Commission Selection Policy

At the February 10 regular City Council meeting a motion was made to delete item 14B Resolution No. 200210-B – Boards/Commission Selection Policy under “Agenda Changes”. There was unanimous consent. The intent of deleting the item was to discuss the policy in more detail at a later date.

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**CITY COUNCIL
CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN**

RESOLUTION NO. _____

**A RESOLUTION TO APPROVE THE CITY OF SAUGATUCK
BOARDS AND COMMISSIONS SELECTION POLICY**

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

- A. The City of Saugatuck Charter vests the City Council with all powers granted by law including, when not otherwise delegated, responsibility for City operations and functions.
- B. The City Charter further provides that the City Council is responsible to determine matters of policy on behalf of the City.
- C. Based on its review, the City Council concludes that adoption of a policy regarding selection of boards and commissions is in the best interest of the City.

NOW, THEREFORE, IT IS RESOLVED THAT:

The Boards and Commission Selection Policy, is hereby adopted as follows:

Purpose: These rules shall be used to create a uniform process for filling vacancies for City of Saugatuck boards/commissions (Planning Commission, Historic District Commission, Zoning Board of Appeals, Fire District Administrative Board, Fire District Board of Appeals, Tree Board, Construction Board of Appeals, Library Board, Interurban Board, Board of Review, Tri-Community Planning Committee, and Tri-Community Recreation Advisory Board). The City Council can suspend these rules by a majority vote.

1. Once a vacancy is official, the City Clerk shall notify the Mayor and prepare a notice which provides the necessary information needed for residents to apply. The notice shall be included on the nearest regular Saugatuck City Council agenda under "Communications."
2. The notice shall be posted at City Hall and may be advertised via electronic and/or print media.
3. Applications will be available at City Hall and on the City's Web site.
4. The Mayor or his/her designee, a representative from the board or commission in which the vacancy exists (typically the chair or vice chair based on availability) and/or a City staff member shall select and interview applicants that are the most qualified for the specific board/commission.

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5. The Mayor, subject to the approval by a majority vote of the City Council, shall make a formal appointment to fill the vacancy at a regular meeting of the City Council. The City Council will be provided with a list of all applicants that applied with supporting material for the position to be filled. The Mayor will use the following criteria as a general guide for evaluating applicants for appointment:

- **Eligibility for Appointment**—the applicant is a resident of the City, registered voter, and does not have any outstanding debt owed to the City including, but not limited to, tax delinquency and/or pending litigation with the City.
- **Time Commitment**—the applicant has an understanding of the time involved in serving, and expects to be available to attend meetings throughout the year.
- **Experience/Background in Relevant Fields**—the applicant has demonstrated professional or personal qualifications and backgrounds in relevant areas.
- **Contributive Potential**—the applicant has demonstrated the ability to effectively communicate, express ideas, concepts, and has a strong desire to perform public service.
- **Encouraging Civic Engagement**— Engaging community members without prior service on City of Saugatuck boards and commissions strengthens the community's civic participation and involvement of citizens in their local government. Applicants who do not currently or have not previously served on a City of Saugatuck board or commission may be given preference.

The foregoing criteria are not exclusive and the Mayor need not assign ratings to or rank applications.

BE IT FURTHER RESOLVED THAT:

All resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, repealed.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

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RESOLUTION NO. _____ DECLARED ADOPTED.

Dated: _____, 2020

Signed: _____
Ken Trester, Mayor

Monica Nagel, City Clerk

CERTIFICATION

I, _____, the acting clerk (for the purpose of signatures) 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.

Attest:

City Clerk



City Council Workshop Discussion Item

To: Saugatuck City Council
From: Kirk Harrier—City Manager
Date: February 20, 2020
Re: 2020 Capital Improvement Plan Update and Next Steps

City Council met with the City's engineering firm, Fleis and Vandenbrink (F&V), on February 5 to review the list of identified capital improvement projects. The City Engineer revised the CIP worksheet based on the comments during that meeting. Attached to this report is the revised CIP document.

The next step in this process involves prioritizing various projects in relation to the City's available financial and human resources. Many governmental entities use a third-party facilitator to assist in this step. Staff would like to discuss as to whether this would be a direction City Council would like to explore. If so, staff could solicit proposals from a reasonable number of vendors and present to Council for review and approval.

If the City Council determines this is an appropriate direction, staff envisions a 6 hour session with a qualified facilitator to focus on alignment among Council members regarding a project assessment approach and ultimately achieving consensus on a prioritized list of projects.

**CITY OF SAUGATUCK
CAPITAL IMPROVEMENTS PLAN
FEBRUARY, 2020**



Project No.: 840640
By: JWM
Date: 2/18/2020

Road & Utility Projects

Project No.	Location and Limits	Anticipated Scope of Work	Estimated Project Cost	PASER Rating	Traffic Volume
1	Park Street - Mt. Baldhead Park to North City Limits	Combination of mill & fill and crush & shape strategies. Coordinating with Saugatuck Township to complete their short section as part of the project.	\$ 300,000	2	Local
2	Lakeview Street - Park Street to East End	Stabilize existing gravel surface with millings from the Park Street project.	\$ 10,000	N	Local
3	Interlaken Drive - Park Street to East End	Stabilize existing gravel surface with millings from the Park Street project.	\$ 10,000	N	Local
4	Campbell Road - Manchester Drive to Park Street	Replace existing 6-inch water main with 8-inch. Crush & shape Manchester to "the hill". Reconstruct "the hill" with underdrain and storm sewer improvements. Shared project cost with Douglas (half of total shown).	\$ 300,000	2	Moderate
5	Park Street - Campbell Road to Perryman Street	Widen shoulders (where topography practically allows), miscellaneous asphalt replacement, slurry seal.	\$ 480,000	2	Heavy
6	Butler Street - Culver Street to Lucy Street	Replace existing 4-inch and 6-inch water main with 8-inch. Slip line existing sanitary sewer between Culver Street and Mason Street. Replace deteriorated storm sewer and catch basins/manholes. Mill and fill remaining asphalt pavement with miscellaneous curb and sidewalk replacement. For constructability reasons, project is recommended to be placed on hold until Kalamazoo Lake returns to a more normal level.	\$ 1,220,000	2	Heavy
7	Maple Street - Blue Star Highway to North Street	Replace existing 4-inch and 6-inch water main with 8-inch or 12-inch. Address miscellaneous sanitary sewer needs. Crush & shape from Blue Star Highway to ~500 feet south of North Street. Reconstruct the 500 feet south of North Street with underdrain and geotextile stabilization. Shared project cost with township/road commission (60% of total shown).	\$ 750,000	2	Moderate
8	Griffith Street - Culver Street to Francis Street	Miscellaneous asphalt replacement followed by slurry seal.	\$ 120,000	2-3	Heavy
9	Mason Street - Elizabeth Street to Grand Street	Reconstruct with storm sewer replacement, miscellaneous water main and sanitary sewer repairs.	\$ 500,000	2	Low
10	State Street - Lake Street to Maple Street	Slurry seal to address cracking associated with difficult paving on steep slope.	\$ 40,000	2	Low
11	Lucy Street - Water Street to Holland Street	Slurry seal to address premature cracking associated with high water table (after water level returns to a more normal condition).	\$ 50,000	4	Moderate
12	Culver Street Parking Lot	Resurface.	\$ 330,000	N	N
13	Bridge Street - Blue Star Highway to City Limits	Crush and shape.	\$ 80,000	1	Local
14	Grant/Elizabeth Street - Holland St. to North St.	Slurry seal.	\$ 40,000	2	Low
15	Mill Street - Holland Street to Simonson Drive	Gravel base improvements & paving for the unpaved portion (approximately 200 feet). Alternatively, could cap with asphalt millings (similar to Newman several years ago) for a few thousand dollars.	\$ 15,000	N	Local
16	Stormwater Pump Station at Water & Lucy Street	Install precast wet well structure, pumps, piping, electrical, outlet plug, etc.	\$ 100,000	N	Low
17	Stormwater Pump Station at S. End Butler Street	Install precast wet well structure, pumps, piping, electrical, outlet plug, etc.	\$ 100,000	N	Local
Subtotal Priority Road & Utility Projects:			\$ 4,445,000		

Park Projects (Summary of Prior Parks CIP with estimated inflationary adjustment)

Project No.	Location	Anticipated Scope of Work	Total Est. Project Cost
1	Oval Beach (2 options for wastewater)	Restroom building, well & drain field improvements, parking lot expansion, maintenance/storage building	\$ 1,200,000
2	Mt. Baldhead Park (Upper)	Restroom building, well & sanitary sewer connection, parking lot expansion, maintenance/storage building	\$ 1,600,000
3	Mt. Baldhead Park (Stairs)	Address radar building contamination, radar tower dome repairs, water main (reservoir feed) imps.	\$ 150,000
4	Mt. Baldhead Park (Lower)	Stringer repair/replacement (~5 sections), upper deck improvements and general maintenance	\$ 150,000
5	Mt. Baldhead Park (Lower)	Pavilion replacement, restroom building, picnic area, parking improvements, drainage improvements	\$ 550,000
6	Information/Directional Kiosks	Approximately 10 throughout downtown	\$ 10,000
7	Wicks Park	Restroom improvements and performance space, address pavilion	\$ 300,000
8	Willow Park	Deck/platform and miscellaneous improvements (coordinate with dock)	\$ 100,000
9	Village Square	Paver repairs, playground improvements, court improvements, restroom renovations	\$ 300,000
10	Rose Garden Park	Fence replacement	\$ 25,000
11	Coghlin Park	Develop a space to house temporary/seasonal sanitary facilities.	\$ 15,000
12	City Dock Improvements	Floating docks at Coghlin Park (2), Wicks Park (5) and Spear Street Boat Launch (1)	\$ 200,000
13	Blue Star Trail	Trail development. Budgetary cost is highly dependent on trail layout TBD.	\$ 600,000
14	Willow Park Sidewalk Extension	Install sidewalk along the west side of Water Street from Spear Street to Willow Park.	\$ 70,000
15	Chain Ferry	Landing improvements	\$ 25,000
Subtotal Park Projects (using second Oval Beach option):			\$ 4,095,000