



This meeting is being held via video conference.

REMOTE ACCESS INSTRUCTIONS

CITY COUNCIL WORKSHOP AGENDA THURSDAY, MAY 7, 2020 – 4:00 PM

1. **CALL TO ORDER**
2. **ATTENDANCE (ROLL CALL)**
3. **PUBLIC COMMENT** (Agenda Items Only Limit 3 minutes) *Use the “raise hand” button in the participants screen in Zoom or enter *9 if you are calling in by phone to raise hand. You will be recognized and unmuted to speak in the order received.*
4. **DISCUSSION ITEMS**
 - A. Road Flooding Mitigation Plan: Fleis and Vandenbrink
 - B. Saugatuck Planning/Zoning Update: Cindy Osman (Planning/Zoning Administrator)
 - C. City of Saugatuck FY 20/21 Revenue Projections: Peter Stanislawski (City Treasurer/Finance Director)
 - D. Downtown Street Closures and Sidewalk Usage for Business Activities
 - E. Emergency No Wake Zones Process Review
 - F. 5-11-2020 City Council Agenda Item Review
5. **OTHER ITEMS OF DISCUSSION**
6. **PUBLIC COMMENT** (Limit 3 minutes) *Use the “raise hand” button in the participants screen in Zoom or enter *9 if you are calling in by phone to raise hand. You will be recognized and unmuted to speak in the order received.*
7. **COUNCIL COMMENT**
8. **ADJOURN (ROLL CALL)**

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(312) 626-6799

-or-

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Then enter
“Meeting ID”:

269 857 2603

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City Council Workshop Discussion/Action Item

To: Saugatuck City Council
 From: Kirk Harrier—City Manager
 Meeting Date: May 7, 2020
 Re: Road Flooding Mitigation Plan

Attached is the Road Flooding Mitigation Plan that was developed by the City’s engineering firm Fleis & Vandenbrink (F&V). This plan was developed using the Kalamazoo River High Water report from Edgewater Resources and input from City Council to identify priorities to address specific flooding issues. Planning Commission member Marsha Casper also assisted City Council with a comprehensive priority matrix at the April 30th special workshop meeting that helped guide the decision making process.

If City Council is supportive of the work and costs identified in the F&V Road Flooding Mitigation Plan, this item will placed on the regular Council agenda for approval on Monday; as additional funds will need to be appropriated.

On January 27, 2020 the City Council amended the FY 19/20 budget and transferred \$20,000 from the general fund into a new fund, 101-441-945.000, for the purpose of flood mitigation activities.

Below are the estimated costs that will be associated with fund 101-441-945.000 (FLOODING MITIGATION) and the estimated expenses based on new information we now have.

| | |
|-----------------------------------|-----------------|
| Edgewater Report | \$9,300 |
| Sandbag Machine | \$4,805 |
| Engineering (F&V) | \$5,000 |
| Road Flooding Mitigation Projects | \$18,000 |
| Contingencies | \$3,000 |
| TOTAL | \$40,105 |

| | |
|-----------------|-----------------|
| Original Budget | \$20,000 |
| New Budget | \$40,105 |
| DEFICIT | \$20,105 |

If Council would like to move forward with the Road Flooding Mitigation Plan as presented, a budget amendment will need to be approved at Monday night’s regular City Council meeting.

Any labor costs (regular or overtime) associated with DPW staff to execute the Plan is not factored into the amounts above. Those costs would be allocated to fund 101-441-702.000 (SALARY/WAGES).

**CITY OF SAUGATUCK
ROAD FLOODING MITIGATION PLAN – MAY 6, 2020**

Water Street & Lucy Street Intersection

Contracted Work

- Install a 24” diameter precast catch basin structure in the roadway just south of the existing structure on the west side of the intersection. Order a structure height of approximately 4 feet with an opening for an 8-inch PVC pipe invert 18” below the top of the structure. Set the top of the new structure approximately 2 inches below the curb flowline. Use submersible pumps to control water during the excavation. Backfill with pea stone. Estimated cost: \$3,000.
- Trench across the road to install 8-inch PVC pipe from the new sump structure to the catch basin on the southeast corner. Tap the structure just below the casting and re-seal with mortar. Backfill the trench with pea stone. Estimated cost: \$2,000.
- Pour 6-inch concrete pavement to restore traffic over the trench. Estimated cost: \$2,000.
- Hire an electrical contractor to assist with power supply and pump installation/startup. Electrical allowance: \$2,000.

Department of Public Works

- Plug the 12-inch outlet from the catch basin on the southeast corner (in front of Mill Pond Realty) with an inflatable ball plug. This will isolate that catch basin from the public storm sewer system and prevent backflow onto the roadway area. Estimated cost: \$500.
- Re-seal the other three storm sewer structures in the intersection using plastic sheeting, sandbags, etc. to achieve the most watertight seal practical. Estimated cost: \$100.
- Install a short piece of Unistrut to the top of the sump structure with an expansion anchor on either end. This will serve as a mounting point for pumps and floats. Estimated cost \$100.
- Install 2 float switch-actuated pumps in the sump structure:
 - Low flow pump: 1 horsepower, 110V, ~100gpm. Set float approximately 6-12” above the floor of the structure. This pump is intended to handle leakage from the storm structure seals. Estimated cost: \$600.
 - High flow pump: 1 horsepower, 110V, ~100gpm. Set float approximately 12-18” above the floor of the structure. This pump is intended to help with heavier leakage and small storm events. Estimated cost: \$600.
 - Alternate the float settings periodically to balance the wear on the pumps.
- Protect the top of the berm between the river and intersection with a short sandbag wall (with plastic sheeting). Estimated cost: \$200.
- Assist the Boat House property owner with improving sandbagging around the structure. Estimated cost: \$500.
- Protect the open sump area with construction fencing, barricades, etc. as required. Estimated cost: \$200.

Summary

- Total estimated initial cost: \$11,800, plus DPW labor and equipment. Operational costs are primarily the power to run the pumps and DPW time to monitor the system and clear debris periodically.

Potential enhancements

- Upgrade one or both pumps. Space in the sump is limited and a 48” diameter sump would involve much more excavation work, but a second 24” structure could be installed. Larger pumps would require substantially more power.

Spear Street Boat Launch Area

Department of Public Works

- Install 3 units of Hesco Floodline 2424 flood barriers at the launch ramp. Each unit is 2' wide by 2' tall by 10' long. Start at the east end of the steel sheet pile sea wall on the south side of the launch ramp. At the north end of the 30' barrier, supplement with sandbags (and plastic sheeting) as required to tie into the grassy berm area. Estimated cost: \$1,200.
- Install 3 units of Hesco Floodline 2424 flood barriers north of the Star of Saugatuck. The north end is the concrete retaining wall supporting the condo driveway. The south end is the grassy berm area. Supplement with sandbags (and plastic sheeting) as required to tie into the grassy berm area. Re-route the existing pump discharge over the wall and remove the existing sandbag wall. Estimated cost: \$1,500.
- During/after storms, DPW to use trailer-mounted trash pump to pump from existing manhole in northwest area of Water Street & Spear Street intersection to control water on the road.

Summary

- Total estimated initial cost: \$2,700, plus DPW labor and equipment. Operational costs are primarily the DPW costs during/after storm events.

Potential enhancements

- Seal the six catch basin structures in the intersection with plastic sheeting, sandbags, etc. This would require more DPW effort to clear water from the street after storm events.
- Install three plugs to isolate most of the catch basins in the area from the public system and prevent backflow. Again, this would require more DPW effort to clear water from the street after storm events.
- Install a sump structure with pump(s) similar to what is recommended at Lucy Street. This is not recommended initially due to high anticipated cost-benefit ratio.

Wick's Park Restroom Building

Department of Public Works

- Plug the outlet from the catch basin at the building to prevent backflow. Estimated cost: \$500.
- During/after storm events, DPW to use the catch basin as a sump to remove water from the area.

Summary

- Total estimated initial cost: \$500, plus DPW labor and equipment. Operational costs are primarily the DPW costs during/after storm events.

Potential enhancements

- Install a "permanent" pump in the catch basin. This is not initially recommended, as the pump discharge would impact park maintenance (primarily mowing) and would cross the concrete sidewalk along the river, adding a trip hazard to be mitigated.

South End of Butler Street

Department of Public Works

- Seal the catch basin in the road with plastic sheeting, sandbags, etc. Estimated cost: \$100.
- Install six units of Hesco Floodline 2424 flood barriers from the steel sheet pile wall on the west side of the street to the concrete curb on the east side. Supplement with sandbags (and plastic sheeting) at the ends as required. Estimated cost: \$2,400.
- Purchase a “puddle pump” for the DPW to use during/after storm events. Estimated cost: \$500.

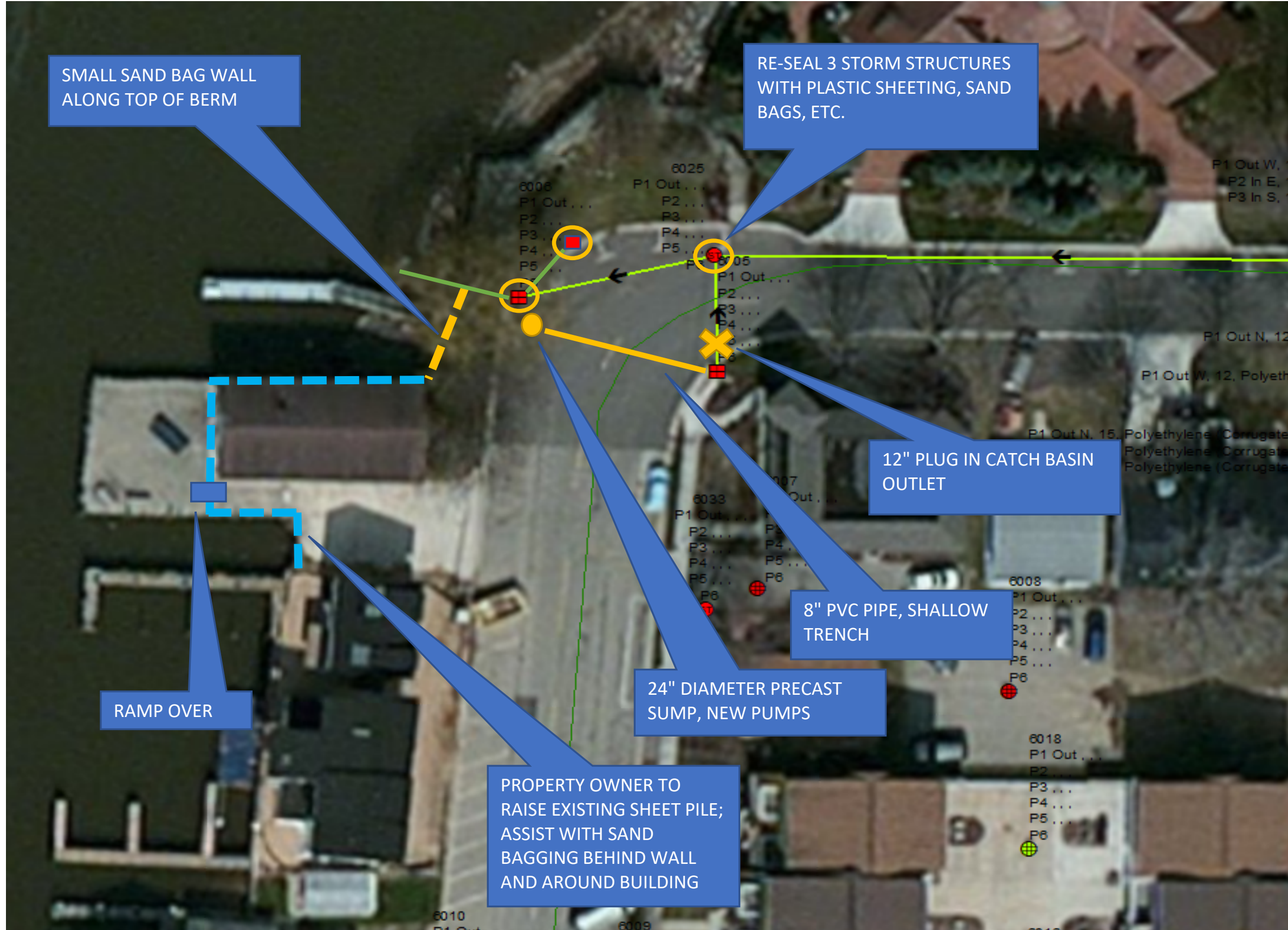
Summary

- Total estimated initial cost: \$3,000, plus DPW labor and equipment. Operational costs are primarily the DPW costs during/after storm events.

Potential enhancements

- Install a sump structure with pump(s) similar to what is recommended at Lucy Street. This is not recommended initially due to high anticipated cost-benefit ratio.

WATER STREET & LUCY STREET CONCEPTUAL PLAN



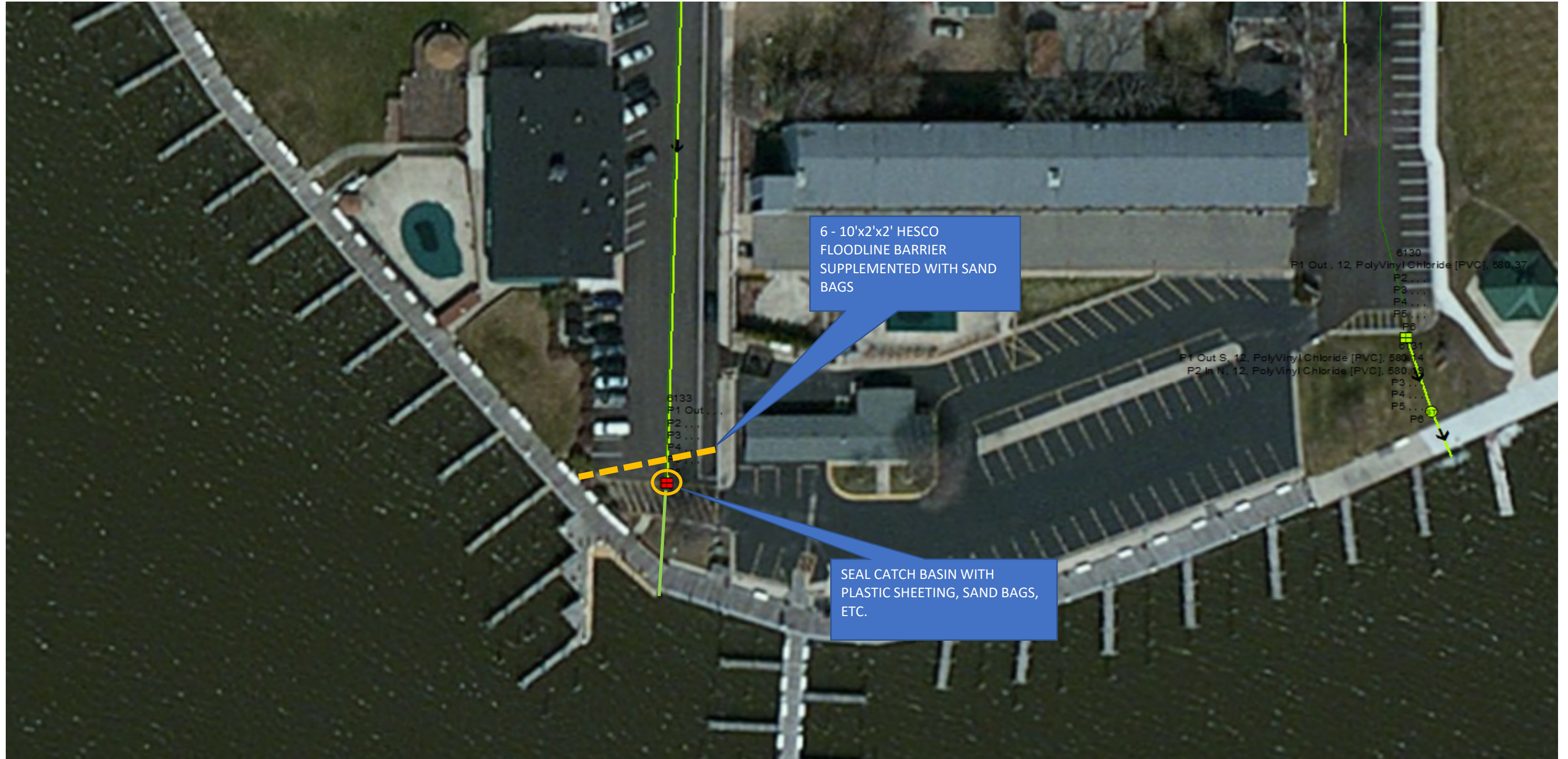
SPEAR STREET BOAT LAUNCH AREA CONCEPTUAL PLAN



WICKS PARK RESTROOM BUILDING



SOUTH END OF BUTLER STREET CONCEPTUAL PLAN





City Council Workshop Discussion Item

To: Saugatuck City Council
From: Cindy Osman— Planning/Zoning Administrator
Meeting Date: May 7, 2020
Re: Saugatuck Planning/Zoning Update

Cindy Osman (Planning/Zoning Administrator) will give a verbal update.



City Council Workshop Discussion Item

To: Saugatuck City Council
From: Peter Stanislowski—City Treasure/Finance Director
Meeting Date: May 7, 2020
Re: City of Saugatuck FY 20/21 Revenue Projections

Attached are the estimated revenue projections that will be used to develop the FY 20/21 Budget.

05/06/2020

ACCOUNT BALANCE HISTORY REPORT FOR CITY OF SAUGATUCK

Month Ended: June

| GL NUMBER | DESCRIPTION | BALANCE AS OF 06/30/2018 | BALANCE AS OF 06/30/2019 | BALANCE AS OF 05/06/2020 | 2020-2021 |
|-------------------------|----------------------------|--------------------------------|--------------------------------|--------------------------------|------------------|
| Fund 101 - GENERAL FUND | | | | | |
| Revenues | | | | | |
| Dept 000 | | | | | |
| 101-000-402.000 | REAL PROPERTY TAXES | 1,684,405.08 | 1,761,521.37 | 1,844,202.33 | 1,866,000.00 |
| 101-000-403.000 | PERSONAL PROPERTY TAXES | 20,223.20 | 24,075.68 | 20,134.86 | 20,000.00 |
| 101-000-445.000 | PENALTIES & INTEREST | 18,090.20 | 12,976.10 | 8,592.02 | 0.00 |
| 101-000-447.000 | ADMINISTRATION FEE | 75,312.46 | 77,149.16 | 81,864.63 | 80,000.00 |
| 101-000-478.000 | PERMIT FEES | 24,148.14 | 20,668.20 | 18,778.35 | 14,000.00 |
| 101-000-574.000 | REVENUE SHARING | 86,632.00 | 90,181.00 | 63,509.00 | 72,000.00 |
| 101-000-577.000 | LIQUOR LICENSE FEES | 10,031.45 | 9,858.75 | 12,013.65 | 10,000.00 |
| 101-000-579.000 | GRANTS RECEIVED | 56,750.27 | 41,316.00 | 40,174.68 | 0.00 |
| 101-000-607.000 | FRANCHISE FEES | 43,084.67 | 42,610.08 | 32,120.00 | 38,000.00 |
| 101-000-614.000 | SCHOOL TAX COLLECTION FEE | 3,253.25 | 3,203.75 | 3,212.00 | 3,200.00 |
| 101-000-615.000 | PARKING LOT FEES | 19,684.00 | 17,045.65 | 6,571.15 | 0.00 |
| 101-000-650.000 | CHAIN FERRY FEES | 38,203.67 | 24,980.24 | 0.00 | 0.00 |
| 101-000-651.000 | OVAL BEACH FEES | 491,443.19 | 475,779.13 | 388,671.83 | 225,000.00 |
| 101-000-652.000 | OVAL CONCESSION | 122,069.87 | 121,266.95 | 95,565.11 | 50,000.00 |
| 101-000-653.000 | BOAT RAMP FEES | 4,299.75 | 2,538.13 | 732.00 | 700.00 |
| 101-000-654.000 | GAZEBO FEES | 2,500.00 | 1,500.00 | 1,500.00 | 1,500.00 |
| 101-000-655.000 | POLICE & ORDINANCE FEES | 7,764.35 | 6,052.58 | 6,401.56 | 3,500.00 |
| 101-000-665.000 | INTEREST EARNED | 31,166.42 | 66,422.23 | 41,183.25 | 15,000.00 |
| 101-000-667.000 | STREET END & PROPERTY FEES | 32,040.81 | 23,371.28 | 12,774.91 | 20,000.00 |
| 101-000-670.000 | BOAT SLIP FEES | 18,117.20 | 19,831.00 | 17,156.40 | 17,000.00 |
| 101-000-674.000 | MISC DONATIONS & INCOME | 30,792.12 | 11,745.64 | 34,300.83 | 1,000.00 |
| 101-000-682.000 | USE TAX & ELECTION FEES | 18,524.15 | 16,964.13 | 15,841.13 | 12,000.00 |
| Total Dept 000 | | 2,838,536.25 | 2,871,057.05 | 2,745,299.69 | 2,448,900.00 |
| TOTAL REVENUES | | | | | |



City Council Workshop Discussion Item

To: Saugatuck City Council
From: Kirk Harrier—City Manager
Meeting Date: May 7, 2020
Re: Downtown Street Closures and Sidewalk and Other Property Usage for Business Activities

SDABA is conducting a survey to determine if business owners have a desire for the streets in the downtown closed for business related activities.

City staff has received a request to allow businesses to use areas of the sidewalk to display merchandise and alleviate potential issues with social distancing inside their buildings. Currently the City Ordinance states, “A business may not display any merchandise, signs, banners, racks or tables in a public right-of-way.” City staff has determined that a license can be issued by the City. The license would require businesses to maintain proper clearance for the public to pass on the sidewalk, i.e. the sidewalk could not be blocked with merchandise.

Current Ordinance:

(A) The following regulations shall apply to businesses operating in the city:

(1) A business may not display any merchandise, signs, banners, racks or tables in a public right-of-way, park or easement without first receiving a license from the city.

Public Works Superintendent, Scott Herbert, will give an update on city picnic tables and current allocation in the City parks.

Staff is also reaching rules associated with liquor licensing and expanding outside seating in the public right of way and will have verbal reports for Council at the workshop.



City Council Workshop Discussion Item

To: Saugatuck City Council
From: Kirk Harrier—City Manager
Meeting Date: May 7, 2020
Re: Emergency No Wake Zones Process Review

Attached are the existing no wake boundary maps. These maps identify the current no wake zones in the Kalamazoo Harbor and are approved by the DNR and are enforceable.

On April 2, 2020, Michigan’s Governor signed House Bill 5401, 5402 and 5463 into law. The bills are designed to work together to combat lakeshore erosion, flooding and degradation across the state by creating a process for establishing “no wake zones” in various Michigan lakes.

1. House Bill 5401 and 5402 allow the Department of Natural Resources (DNR), county emergency management coordinator, or county sheriff to set temporary watercraft speed limits during the high-water season and fine violators. **However the time period is only for 14 days and can only be extended once per calendar year.**
2. House Bill 5463 allows a political subdivision to request a temporary ordinance for the use of vessels on a water body subject to its jurisdiction. A temporary ordinance would include a local watercraft control or administrative rule. **A temporary ordinance would expire after six months and could not be extended or renewed in consecutive years.**

A political subdivision could submit an application and a resolution for a temporary ordinance to the DNR. The application would have to contain all of the following information:

- The resolution and a copy of the public notice listing the adoption of the resolution on the agenda.
- The information required for the DNR to conduct investigations and inquiries into whether special rules are needed.
- The circumstances that justify a temporary ordinance rather than a special rule.
- A complete list of all local ordinances, regulations, and rules concerning the water body and how they are enforced.
- How the political subdivision plans to provide for and fund the public notice of the temporary ordinance, including buoy placement and signage, and how it will be enforced.
- Any other information the political subdivision believes is relevant or necessary.

The DNR would have to review the application within 10 days after receiving it. For a complete application, the DNR would have to conduct an investigation and inquiry within 10 days into the need for a temporary ordinance. For an application requiring additional information, the DNR would have to request that information and conduct the investigation and inquiry within 10 days after receiving that information.

Within 10 days after completing its investigation and inquiry, if the DNR determines that there is a need for a temporary ordinance, the DNR would have to propose a temporary ordinance affecting all boats or boat types on the water body. The DNR would have to submit the proposed temporary ordinance to the political subdivision. Notwithstanding any charter provision or other provision of law, the proposed temporary ordinance would take effect when both of the following requirements were met, which would have to occur within 20 days after the DNR submitted the proposed temporary ordinance to the political subdivision:

- The governing body of the political subdivision adopts the ordinance at a public meeting.
- The political subdivision notifies the DNR of the adoption.

If the political subdivision failed to notify the DNR of its adoption of the proposed temporary ordinance, then the proposed temporary ordinance would be considered disapproved and no further action could be taken.

If the DNR determines that there is not a need for a temporary ordinance, the DNR would have to notify the political subdivision and provide the specific reasons for this determination. A denial of a temporary ordinance could be appealed by the political subdivision to the director of the DNR, who would make the final agency decision on the need for a temporary ordinance.



**No Wake Zones
Kalamazoo Lake & Kalamazoo River**

1 inch equals 2500 feet



No Wake Zone R281.703.1

1 inch equals 800 feet



No Wake Zone WC-03-92-001 & WC-03-98-001

1 inch equals 350 feet



No Wake Zone WC-03-94-002 & R281.703.12

1 inch equals 350 feet



No Wake Zone WC-03-96-001

1 inch equals 350 feet



**No Wake Zones
Kalamazoo Lake & Kalamazoo River**

1 inch equals 2500 feet



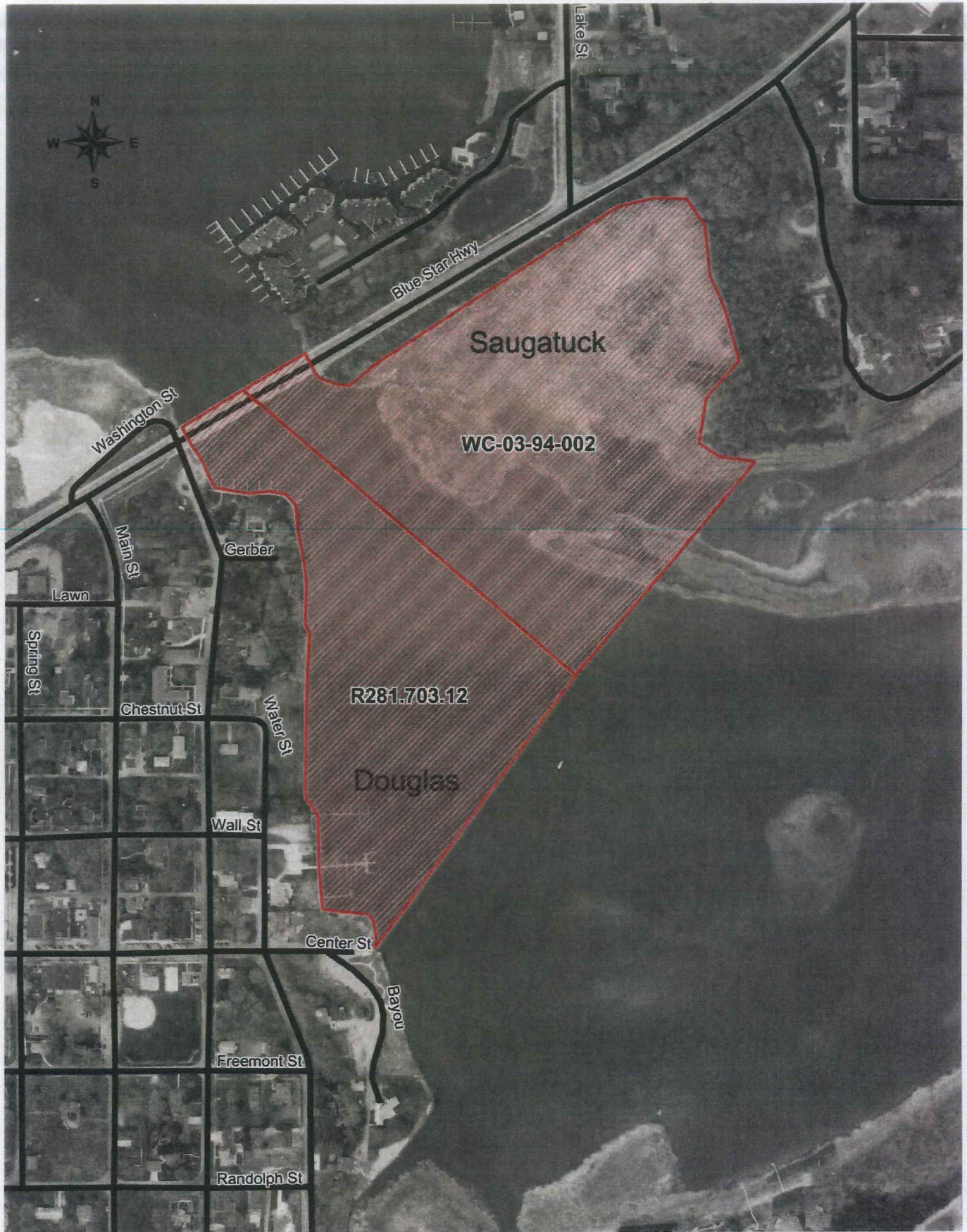
No Wake Zone R281.703.1

1 inch equals 800 feet



No Wake Zone WC-03-92-001 & WC-03-98-001

1 inch equals 350 feet



No Wake Zone WC-03-94-002 & R281.703.12

1 inch equals 350 feet



No Wake Zone WC-03-96-001

1 inch equals 350 feet