



**CITY COUNCIL AGENDA  
SEPTEMBER 23, 2019 – 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 September 9, 2019**
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**
9. PUBLIC COMMENT *Agenda Items Only (Limit 3 minutes)*
10. REQUESTS FOR PAYMENT
  - A. **Approval of Accounts Payable**
11. INTRODUCTION OF ORDINANCES:
12. PUBLIC HEARINGS: **None**
13. UNFINISHED BUSINESS: **None**
14. NEW BUSINESS
  - A. **Resolution No. 190923-A - Temporary Traffic Calming Measures on North Park Street (ROLL CALL)**
  - B. **Resolution No. 190923-B – MNRTF Grant Application Amendment (ROLL CALL)**
  - C. **Holiday Lighting Services (VOICE VOTE)**
  - D. **Tri-Community Advisory Board Appointment (VOICE VOTE)**
15. CONSENT AGENDA: **None**
16. PUBLIC COMMENTS *(Limit 3 minutes)*
17. COMMUNICATIONS:
  - A. **S/D Garden Club Community Pride Thank You – Accept as information**
  - B. **Blue Star Trail Regional Stakeholder Meeting Notes – Accept as information**
  - C. **Southwest Michigan Solid Waste Consortium Meeting Presentation – Accept as information**
18. BOARDS, COMMISSIONS & COMMITTEE REPORTS
  - A. **KLSWA, Harbor Authority, Fire Board, Planning Commission,**
19. COUNCIL COMMENTS
20. PERSONNEL EVALUATION – CITY MANAGER
  - A. **Closed Session to Discuss Personnel Evaluation Pursuant to Section 8(a) of OMA (ROLL CALL)**
21. 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](mailto:monica@saugatuckcity.com) for further information.

**PROPOSED Minutes**  
**Saugatuck City Council Meeting**  
**Saugatuck, Michigan, September 9, 2019**

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: Simon, Johnson, Hess, Verplank, Peterson & Trester  
 Absent: Bekken,  
 Others Present: City Manager Harrier & City Clerk Nagel

A motion was made by Hess, 2<sup>nd</sup> by Johnson, to excuse Council Member Bekken with prior notification. Upon voice vote the motion carried unanimously.

4. **Approval of Minutes:** A motion was made by Peterson, 2<sup>nd</sup> by Hess, to approve the August 26, 2019 regular meeting minutes as amended. Upon voice vote the motion carried unanimously.

5. **Mayor's Comments:** None

6. **City Manager's Report:** City Manager Harrier announced the following: City website hasn't been working properly and are looking to move to a different platform that is compatible with mobile browsers; Michigan Municipal League (MML) has begun the non-contracted employee compensation study; new camera and recording software installed in the council chambers; Fleis & VandenBrink will be presenting council with the Comprehensive Capital Improvement Project; Park Street paving project will start in Spring 2020; City Manager & Mayor had a conference call with Colin Books regarding the Millfoil invasive species.

7. **Agenda Changes:** None

8. **Guest Speakers:**

A. **Lt. Brett Ensfield – Allegan County Sheriff's Department:** Lt. Ensfield presented Council with Detailed Incident Analysis Report from August 26-September 9, 2019 and announced the Sheriff's Department will once again offer the House Watch/Property Inspection program.

9. **Public Comment:** Sean Steele (*non-resident*) regarding agenda item (14C) inquired if he should present his holiday lighting budget amendment options at this point or during the agenda item discussion.

Mark Klungle (*resident*) regarding agenda item (17) presented Council with pictures of flooding at Lucy/Water Street since May and encouraged council to consider Fleis & VandenBrinks proposal to raise the street.

John Sharar (*resident*) regarding agenda item (17) reiterated Mark Klungle's statement and stated he and Mark Klungle have been working together running pumps 24/7 to keep the street opened and inquired if the city would take over that operation once his business shuts down for the season.

10. **Request for Payment:** A motion was made by Hess, 2<sup>nd</sup> by Simon, to approve the accounts payable in the amount of \$699,940.40. Upon voice vote the motion carried unanimously.

11. **Introductions of Ordinances:** None

12. **Public Hearings:** None

13. **Unfinished Business:** None

14. **New Business:**

**A. Ordinance No. 190909-1 – Chapter 155 “Groundwater Protection”:** A motion was made by Johnson, 2<sup>nd</sup> by Peterson, to approve Ordinance No. 190909-1 adding Chapter 155 to the City Code of Ordinances. Upon roll call the motion carried unanimously.

**B. Resolution No. 190909-A – Street Vacation of Culver and Grand Streets at Lake Street:** A motion was made by Hess, 2<sup>nd</sup> by Peterson, to approve Resolution No. 190909-A vacating a portion of Culver Street and Grand Street where they intersect with Lake Street as presented. Upon roll call the motion carried unanimously.

**C. Resolution No. 190909-B – Budget Amendment Holiday Lighting:** A motion was made by Simon, 2<sup>nd</sup> by Peterson, to approve Resolution No. 190909-B amending the FY 19/20 budget as presented. Upon roll call the motion carried by the following vote.

Yes: Simon, Peterson, Hess, Trester

No: Verplank, Johnson

**D. Resolution No. 190909-C – MDNR Waterway Grant:** A motion was made by Johnson, 2<sup>nd</sup> by Peterson, to approve Resolution No. 190909-C committing the City of Saugatuck to participate financially in the Michigan Department of Natural Resources Waterway Grant as presented in the amount not to exceed \$5,000. Upon roll call the motion carried unanimously.

**E. Saugatuck/Douglas Library Board Reappointment:** A motion was made by Hess, 2<sup>nd</sup> by Simon, to approve the reappointment of Cathy Brockington to serve as one (1) of two (2) City of Saugatuck Trustees on the Saugatuck/Douglas Library Board with said term expiring September 2023. Upon voice vote the motion carried unanimously.

**F. Zoning Board of Appeals Alternate Appointment:** A motion was made by Verplank, 2<sup>nd</sup> by Johnson, to approve the Mayor’s appointment of Stephanie Vlasity as an Alternate to the Saugatuck Zoning Board of Appeals with said term expiring July 1, 2022. Upon voice vote the motion carried unanimously.

15. **Consent Agenda:** None

16. **Public Comment:** None

17. **Communications:**

**A. Water & Lucy Street Flooding – Accepted as information**

18. **Boards, Commissions & Committee Reports:** None

19. **Council Comments:** Council Member Simon thanked council members that voted for the holiday lighting budget amendment.

20. **Adjournment:** Mayor Trester adjourned the meeting at 8:09 p.m.

Respectfully Submitted,

Monica Nagel, CMC  
City Clerk

10A

Vendor Name	Description	Amount
1. ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	163.99
2. ALLEGAN COUNTY NEWS	PRINTING	115.00
3. ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	25,725.72
	DEBT CREW	212.00
	TOTAL	25,937.72
4. ALLEGAN COUNTY TREASURER	PROPERTY TAXES	897,117.70
	TAX TRIBUNAL	9.56
	TOTAL	897,127.26
5. AMERICAN LEGAL PUBLISHING CORP.	ORDINANCES	203.00
6. BLOOM SLUGGETT PC	LEGAL FEES	1,889.05
	ORDINANCE LEGAL FEES	915.15
	LEGAL FEES	3,823.50
	TOTAL	6,627.70
7. CAPITAL ONE	PARKS	165.61
8. CARELTON EQUIPMENT	REPAIR BOBCAT	319.35
9. CONSUMERS ENERGY	LED STREET LIGHTS	564.31
10. DIANNA MC GREW	ASSESSING SERVICES	2,611.13
11. DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	795.86
12. FIRST BANK CARD	WEBSITE	6.99
	CONCESSION	293.35
	MAINTENANCE, ELECTION & SUPPLIES	844.82
	TOTAL	1,145.16
13. FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES	1,580.00
14. GIL- ROY'S HARDWARE	GRASS SEED	109.99
15. KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	2,473.29
16. MERCHANTS BANCARD NETWORK	CREDIT CARD OVAL BEACH FEES	2,100.75
17. MERS	RETIREMENT	4,500.00
18. MICHIGAN ELECTRO FREEZE INC	CONCESSION	100.00
19. MINER SUPPLY CO	SUPPLIES	111.24
20. OTTAWA AREA INTERMEDIATE	SCHOOL DIS	539,715.71
	PROPERTY TAXES	
21. OVERISEL LUMBER COMPANY	PARKS & SUPPLIES	79.25
22. PRO-TEMP INC	CONCESSION WINTERIZE	132.19
23. R SMITH & SONS INC	ROAD GRAVEL	338.10
24. RATHCO SAFETY SUPPLY CO		

Vendor Name	Description	Amount
25. REPUBLIC SERVICES	SIGNS	41.76
	TRASH	369.95
	TRASH	87.71
	TOTAL	457.66
26. SAUGATUCK PUBLIC SCHOOLS	CULVER STREET	15,690.14
	PROPERTY TAXES	549,260.85
	TOTAL	564,950.99
27. SECURE N SAFE LLC	COUNCIL CHAMBERS AUDIO SYSTEM	804.00
28. STANDARD INSURANCE COMPANY	INSURANCE	349.60
29. STAR OF SAUGATUCK LLC	SPEAR STREET	336.00
TOTAL - ALL VENDORS		2,053,956.62
<b>FUND TOTALS:</b>		
Fund 101 - GENERAL FUND		66,450.66
Fund 202 - MAJOR STREETS		24.82
Fund 203 - LOCAL STREETS		24.82
Fund 661 - MOTOR POOL FUND		1,316.03
Fund 701 - CURRENT TAX FUND		1,986,094.26
Fund 715 - ROSE GARDEN		46.03



# City Council Agenda Item Report

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City of Saugatuck

**FROM:** Kirk Harrier, City Manager

**MEETING DATE:** September 23, 2019

**SUBJECT:** Resolution No. 190923-A (Temporary Traffic Calming Measures on North (Park Street

## **DESCRIPTION**

City Council recently received a request from a resident that lives at the northern section of Park Street to install a temporary traffic calming device (speed bump or hump) from Memorial Day until the end of October. The specific location is approximately at the Saugatuck City limits on the northern section of Park Street prior to the hill leading up and into the Ox-Bow School of Arts property. The City Council has reviewed the specific area the resident has identified and determined the topography, property lines and location of residential structures in relation to the actual roadway does present unique safety issues not present in other areas of the City.

## **BUDGET ACTION REQUIRED**

N/A

## **LEGAL REVIEW**

N/A

## **SAMPLE MOTION:**

Motion to **approve/deny** Resolution No. 190923-A as presented.

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

**RESOLUTION NO. 190923-A**

**A RESOLUTION REGARDING TEMPORARY TRAFFIC CALMING  
MEASURES ON NORTH PARK STREET**

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

WHEREAS, The Saugatuck City Council monitors speed issues and safety concerns from residents that live on the Park Street north corridor; and

WHEREAS, from time-to-time the Saugatuck City Council may take reasonable measures to address those concerns and explore alternative traffic calming measures; and

WHEREAS, the City Council has received a request from a resident that lives at the end of the Park Street north corridor to install a traffic calming device (speed hump or bump) directly before the northern city limits on Park Street from Memorial Day until the last week of October; and

WHEREAS, the City Council has reviewed the specific area the resident has identified and determined the topography, property lines and location of residential structures in relation to the actual roadway does present unique safety issues not present in other areas of the City.

**NOW, THEREFORE, BE IT RESOLVED:**

1. The City Council directs the City Manager to install a traffic calming device (speed hump or bump) directly before the northern city limits on the Park Street north corridor from Memorial Day until the last week of October.
2. The City will continue to monitor speed issues and safety concerns from residents that live on the Park Street north corridor and take reasonable measures to address those concerns and explore alternative traffic calming measures, if necessary.
3. 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 23<sup>rd</sup> day of September, 2019

Signed: \_\_\_\_\_  
Ken Trester, Mayor

\_\_\_\_\_  
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 September 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.

Attest: \_\_\_\_\_  
Monica Nagel, City Clerk





# City Council Agenda Item Report

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City of Saugatuck

**FROM:** Kirk Harrier, City Manager  
**MEETING DATE:** September 23, 2019  
**SUBJECT:** Resolution No. 190923-B (MNRTF Grant Application Amendment)

**DESCRIPTION:**

The City Council identified making improvements to the lower level of Mt. Baldhead Park as a priority project for FY 18/19 and funds were appropriated for the project. The City Council has engaged F&V Engineering to assist with developing a preliminary site plan for the proposed improvements to the property in order to apply for a Michigan Natural Resources Trust Fund (MNRTF) grant. A conceptual site plan and cost estimate was developed and the application was approved by City Council and submitted to the MNRTF on April 1, 2019.

The City has received a preliminary score of 180 points for the application which is low. In order to increase the score, the City has a limited opportunity to provide the MNRTF staff with revisions to increase the final score. One option to gain more points is to increase the match amount to a 50/50 match. Therefore if approved, this resolution would increase the City's match from \$251,000 to \$275,000. The total project costs is estimated at \$551,000.

**BUDGET ACTION REQUIRED:**

N/A

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Motion to **approve/deny** Resolution No. 190923-B as presented.

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

**RESOLUTION NO. 190923-B**

**A RESOLUTION TO AMEND MDNR MNRTF GRANT APPLICATION**

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

**WHEREAS**, the City of Saugatuck previously approved a resolution on April 1, 2019 that supported the Department of Natural Resources' (DNR) submission of an application titled, "Mt. Baldhead Park Improvements " to the Michigan Natural Resources Trust Fund for development of recreational facilities and uses at the Mt. Baldhead Park; and,

**WHEREAS**, City of Saugatuck would like to amend the original application to increase the local match amount for the purpose of increasing the City's preliminary grant score; and

**WHEREAS**, the location of the proposed project is within the jurisdiction of the City of Saugatuck and,

**WHEREAS**, the City of Saugatuck's 2019-2023 Five Year Parks and Recreation Plan identified the improvements at the Mt. Baldhead Park Improvements as a priority,

**WHEREAS**, the proposed project, if completed, will be a benefit to the community; and,

**WHEREAS**, the City of Saugatuck will provide the necessary \$275,500 (50%) local match in cash as identified in the grant application by October 1, 2019.

**NOW THEREFORE, BE IT RESOLVED** that City of Saugatuck, after receiving public comment, hereby authorizes a revision to the Michigan Natural Resources Trust Fund Application previously approved on April 1, 2019 requesting \$275,500 and further resolves to make available its financial obligation amount of \$275,500 (50%) for a total \$551,000 project cost, during the 2019-2021 fiscal years.

YEAS: Council Members: \_\_\_\_\_

NAYS: Council Members: \_\_\_\_\_

ABSTAIN: Council Members: \_\_\_\_\_

ABSENT: Council Members: \_\_\_\_\_

**ADOPTED** this 23<sup>rd</sup> day of September, 2019

Signed: \_\_\_\_\_  
Ken Trester, 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 September 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.

Signed: \_\_\_\_\_  
Monica Nagel, City Clerk



# City Council Agenda Item Report

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City of Saugatuck

**TO:** City Council  
**FROM:** Kirk Harrier, City Manager  
**MEETING DATE:** September 23, 2019  
**SUBJECT:** Holiday Lighting Services

**DESCRIPTION:**

The Saugatuck City Council recently instructed the city manager to prepare a request for proposals (RFP) and solicit a reasonable number of bidders to provide holiday lighting services (lighting specific trees in the public right-of-way on Butler and Culver Streets) to the City of Saugatuck. 6 firms were contacted (Hollinda Gardens, Chips Ground Cover, AAA Lawn Care, Christmas Creations LLC, Christmas Decor (Lakeshore Lighting), and Shine). Due to the sensitive timeline with the upcoming holiday season approaching, the RFP due date was expedited with bids due on September 23 in order for City Council to review at the regular meeting also on September 23. Therefor the actual bids will be presented at the meeting as they are not available at the time the council agenda/packet was prepared and distributed. However attached to this memo is a copy of the RFP that was sent to all perspective bidders.

**BUDGET ACTION REQUIRED**

N/A

**COMMITTEE/COMMISSION REVIEW**

N/A

**LEGAL REVIEW**

N/A

**SAMPLE MOTION:**

Motion to **approve/deny** the bid dated \_\_\_\_\_ from \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ to provide holiday lighting services to the City of Saugatuck for a three (3) year term and authorize the Mayor and the City Clerk to effectuate the agreement.

# City of Saugatuck, Michigan



## Request for Proposals for Holiday Tree Lighting Project

**September 16, 2019**

### **NOTICE:**

PROPOSALS WILL BE OPENED AT 3PM EASTERN STANDARD TIME ON, **MONDAY, SEPTEMBER 23, 2019**. PROPOSALS RECEIVED AFTER THAT TIME WILL BE DEEMED NON-RESPONSIVE AND WILL NOT BE ACCEPTED, OPENED, OR CONSIDERED.

PLEASE NOTE OTHER PROPOSAL REQUIREMENTS CONTAINED HEREIN, INCLUDING CRITICAL DATES TO BE MET.

## **Section I: Purpose**

The City of Saugatuck seeks a professional firm to install and remove holiday lighting on designated streets in the City of Saugatuck, Saugatuck, MI 49453. This Request for Proposals (the “RFP”) is to solicit proposals from firms desiring to provide such services.

## **Section II: Specifications/Scope of Work**

The City of Saugatuck (the “City”) anticipates executing a 3-year contract (the “Contract”) with a selected professional firm (the “Firm”) to provide services and products as identified below. Please refer to appendix A (holiday tree lighting map) for designated streets and actual trees that relate to the below scope of work:

1. Light strand specifications—Type: LED, bulb shape: 5MM, bulb spacing: 6”, lens color: warm white, wire color: green;
2. Lights strings shall be installed by wrapping the strings starting a base of trunk then upwards 10’ to 12’ including branches at least 2” in diameter. The distance between parallel sections of the wrapped string shall generally be within 2” and 3”;
3. Connect installed lights to power sources on municipal power poles using extension cords as necessary. Extension cord color shall be consistent from tree to tree and a color that blends in with trees, i.e. generally either green or brown;
4. Light placement should be installed in a manner to avoid contact with any dangerous high-power utility lines;
5. The number of light strands per tree will vary depending on size of tree--however a consistent lighting effect is desired;
6. All lights, extension cords, and installation devices are to be supplied by the Firm and included in the bid price. The bid shall clearly identify and separate the cost of light strands and extension cords;
7. Bid price shall include 20 service calls per season. Service calls are expected to be completed within 1 to 4 business days of notice of the closest business day. Bidder shall identify a rate for additional service calls over 20.
8. Installation activities shall not be initiated prior to the fourth week of October. All lighting must be functional and powered on by the weekend prior to Thanksgiving Day. Removal of all lighting shall not start prior to the third week of January.

### **Section III: Desired Qualifications of the Bidder and Insurance**

The City will consider executing any Contract resulting from this RFP with a single firm. Any firm desiring to submit a proposal in response to this RFP must possess (at a minimum) the following capabilities to meet the demands of a project of this type and scope and to meet the needs of the City:

1. The required number and types of professional disciplines, licensed and/or certified personnel, equipment, and resources;
2. Adequate experience and qualifications within the firm and personnel;
3. Adequate local presence, management capabilities, and availability of personnel and resources to pursue the project in a timely manner to meet the City's needs;
4. Sufficient organizational and financial resources;
5. Must include evidence of liability insurance from an admitted insurance company in the State of Michigan with minimum limits of \$1,000,000 per occurrence. If project is awarded, a Certificate of Insurance from an admitted carrier showing satisfactory limits of liability and listing the City of Saugatuck as an additional insured must be provided prior to commencement of work. The City reserves the right to declare the award null and void if it determines that the Certificate is not satisfactory or it is not supplied in a timely fashion.

In evaluating the responses to this RFP, the City reserves the right to determine, in its exclusive opinion, the bidder's ability to meet the City's needs in accordance with the above criteria.

In addition, the City requires that the selected bidder must **not be**:

1. A party to, or otherwise involved in, any pending litigation, investigation, financial foreclosure or other action, or any other procedure that would in any way impair its ability to perform its responsibilities under the anticipated Contract;
2. Affiliated with, owned by, or otherwise engaged with any other firms that could pose a real or potential conflict of interest with the City;
3. Receiving, either as an organization and/or on the part of its owners, principals, or executives, any financial benefit from the services to be provided to the City other than as a direct result of the fees to be paid by the City under the anticipated Contract;
4. In arrears to the City of Saugatuck for any taxes, fees, or other obligations;
5. Found guilty of, either as an organization and/or on the part of its owners, principals, or executives, any illegal activities that preclude it from establishing contracts with government entities.

#### **Section IV: Evaluation Criteria and Process**

Following the opening of the proposals, the City Manager or his administrative staff will compile the proposals and submit to City Council for evaluation in order to ultimately select a Firm for this project. The Firm selected for any Contract resulting from this RFP must, in the sole opinion of the City:

1. Be best qualified and able to meet the City's needs on this Project;
2. Demonstrate proven experience and capability to complete a Project of this type and scope in a timely and professional manner;
3. Offer the City the greatest efficiency in operating methods for this Project; and
4. Provide the greatest value for the proposed expenditure.

The City intends to award this Contract to the Firm that will provide the best professional services to the City inclusive of cost considerations, experience, and overall capability. The City reserves the right to select a Firm at other than the lowest total cost if, in the sole discretion of the City, such selection would best serve the interests of the City and the public good.

#### **Section V: Contact Information**

Questions relating to this RFP can be directed to:

Kirk R. Harrier  
City Manager  
City of Saugatuck  
(269) 857-2603  
[kirk@saugatuckcity.com](mailto:kirk@saugatuckcity.com)

Questions raised must be solely for clarification of the City's intent or information as expressed in this RFP.

#### **Section VI: Instructions for Submitting Proposals**

1. One (1) complete copy of the proposal must be provided in a sealed enclosure, and on the outside front must be clearly labeled, "Sealed Proposal – Holiday Tree Lighting Project."
2. Proposals must be submitted to:

Saugatuck City Hall  
Attn: Kirk Harrier  
P.O. Box 86  
Saugatuck, MI 49453



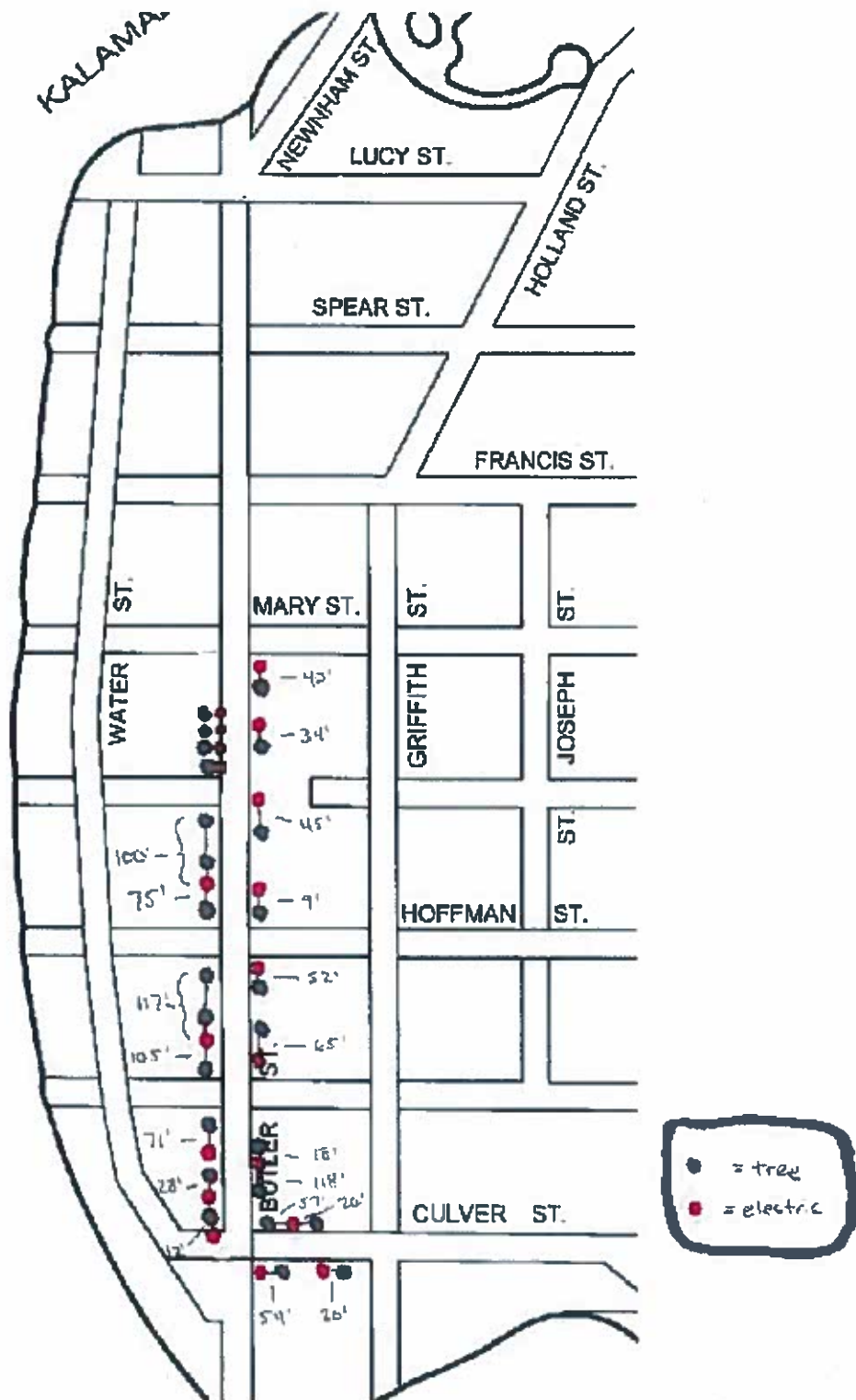
3. To be considered, proposals must be received prior to the Public Opening at 3PM (Eastern Standard Time) on Monday, September 23, 2019. Any proposals received after 3PM Eastern Standard Time will not be accepted, opened, or considered.

#### **Section VII: Terms and Conditions of this RFP**

1. The City Council, acting at its sole discretion, reserves the right to accept or reject any or all proposals and/or to enter into, or decline to enter into, a Contract for the services covered under this RFP, based upon its determination of the needs of the City and the public good.
2. All proposals submitted in response to this RFP become the property of the City and public records, and as such may be subject to public review.
3. The City reserves the right to request additional information and/or clarifications from any or all bidders responding to this RFP as part of the City's evaluation of proposals received and in an effort to determine which bidder could best meet the City's needs.
4. Failure to submit information in accordance with the RFP may be cause for disqualification from the selection process.
5. Prior to the commencement of the work, the firm selected by the City will be required to provide a certificate of insurance with a minimum one million dollar liability coverage and naming the City of Saugatuck as an additional insured.

APPENDIX A

**CITY OF SAUGATUCK 2019 HOLIDAY TREE LIGHTING MAP  
25 TOTAL TREES**



**CULVER STREET NORTH SIDE**



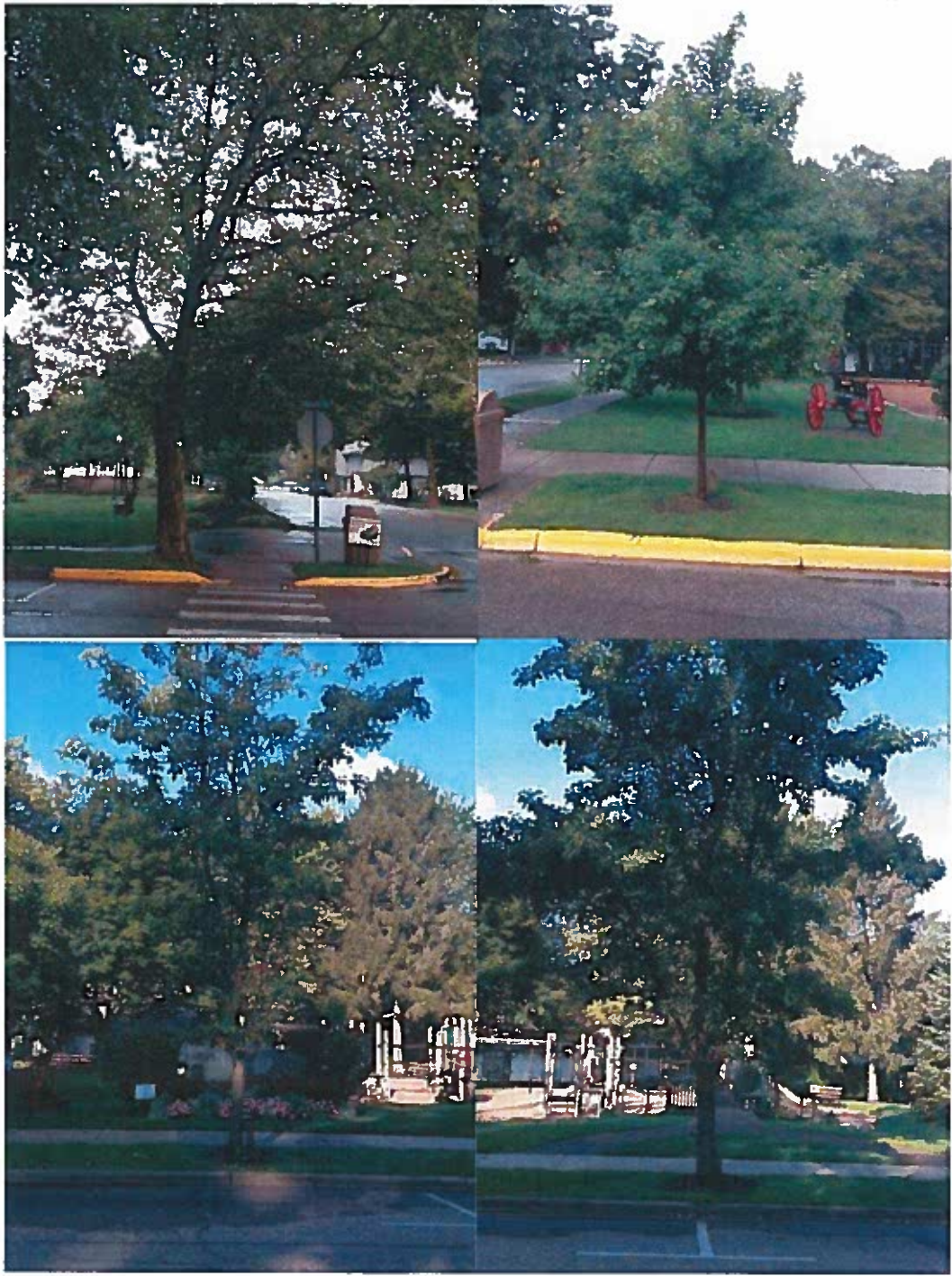
**CULVER STREET SOUTH SIDE**



**BUTLER STREET WEST SIDE**









**BUTLER STREET EAST SIDE**









# City Council Agenda Item Report

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City of Saugatuck

**FROM:** Monica Nagel, City Clerk  
**MEETING DATE:** September 23, 2019  
**SUBJECT:** Tri-Community Recreation Advisory Board Appointment

## **DESCRIPTION**

The Tri-Community Recreation Advisory Board is made up of a representative from each of the communities within the Saugatuck School District and from Saugatuck Public Schools. City Representative, Ron Wilkins, resigned from this Advisory Board in August 2019 due to health reasons. Saugatuck Public Schools is recommending the appointment of city resident Kelly Roche to such board with a two (2) year term expiring September 23, 2021.

## **BUDGET ACTION REQUIRED**

N/A

## **COMMITTEE/COMMISSION REVIEW**

N/A

## **CITY ATTORNEY REVIEW**

N/A

## **SAMPLE MOTION:**

Motion to **approve/deny** the Mayor's appointment of Kelly Roche to the Tri-Community Recreation Advisory Board with said term expiring September 23, 2021.



*City of Saugatuck*  
 P.O. Box 86, Saugatuck, MI 49453  
 Phone: 269.857.2603 Fax: 269.857-4406  
 Website: [www.saugatuckcity.com](http://www.saugatuckcity.com)

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

Name: Kelly Roche Home Phone: \_\_\_\_\_

Home/Mailing Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Employer: Glaukos Occupation/Position: Sr Regional Business Manager

Business Phone: \_\_\_\_\_ Business Reference: \_\_\_\_\_

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

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

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

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

- |                         |                              |                         |
|-------------------------|------------------------------|-------------------------|
| Planning Commission     | Historic District Commission | Zoning Board of Appeals |
| Board of Review         | Election Inspector           | Township Fire Board     |
| <b>Recreation Comm.</b> | Kalamazoo Lake Sewer & Water | Library Board           |
| Interurban Transit Auth | Peterson Nature Preserve     | Construction Board      |

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

I was on the Board at my children's prior school in downtown Chicago as well as Vice President of the Board of our local park. I'm currently helping coach my son's team in Saugatuck Rec soccer as well as helping run the annual Rock the Walk fundraiser at Douglas Elementary. My family has always been committed to and involved in the communities in which we live. We have a goal of through effort and service to create the best possible environment in which to live and work.

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

17A



Dear City Council Members,  
Labor Day Weekend has passed  
and we hope you enjoyed the  
lovely flower pots at City Hall  
and throughout downtown this  
summer. Our sixth graders were  
thrilled to contribute their efforts  
on Community Pride Day and Augie  
and Mallory (the students hired  
to water) just completed their  
great work taking care of them  
all summer. We'll take over for a few wks  
your annual support keeps this  
tradition alive and we thank you  
all so much!

Happy Fall!  
Cathy Carmichael + Roberta Eisinger  
Community Pride Co-Chairs



17B

## Memo

To: Saugatuck City Council  
From: Ken Trester—Mayor, Kirk Harrier—City Manager  
Date: September 20, 2019  
Re: Blue Star Trail Regional Stakeholders Meeting Notes

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At the direction of the Saugatuck City Council, Mayor Ken Trester and City Manager Kirk Harrier organized and attended a Blue Star Trail regional stakeholders meeting on September 19, 2019 at the Allegan County facilities in Allegan, MI. The other attendees were as follows:

City of Douglas: Mayor: Linda Anderson, City Manager: Rich LaBombard. Saugatuck Township: Supervisor: Cindy Osman, Township Manager: Griffin Graham. Allegan County Board of Commissioners: District 1 Commissioner: Dean Kapenga, County Administrator: Rob Sarro, Director of Service/Transportation: Dan Wedge. Allegan County Road Commission: Managing Director: Craig Atwood. Ganges Township: Township Trustee: Dick Hutchins. Friends of the Blue Star Trail: Board Member: Richard Donovan, Board Member: Clark Carmichael.

The purposes of the meeting was to have an thorough and candid dialogue with the other units of government along the proposed trail route regarding the status of each jurisdiction relevant to development, commitment, coordination and planning activities for the trail. Below are relevant meeting notes:

- Total project estimated in 2017 was \$11 million. Updated estimates have not been provided by the Friends of the Blue Star Trail. The Friends of the Blue Star Trail are proposing that 75% of the needed funds will need to be obtained from state grants. Therefore, \$2.75 million would need to be raised for the local match. None of the local governments present at the meeting stated they had these funds. Any grant applications would need to be applied for by a governmental entity as the Friends of the Blue Star Trail is an advocacy organization and cannot legally apply for grant funds.
- Friends of the Blue Star Trail currently have \$170,000 on deposit.
- The Allegan County Board of Commissioners approved a resolution in 2018 (EXHIBIT A ATTACHED) accepting ownership of the future portion of the Non-Motorized Blue Star Trail to be constructed within Casco and Ganges Townships but were very specific that any expenses relative to the construction, maintenance and operation of the trail shall be funded by the Friends of the Blue Star Trail and Allegan County would not expend funds. The County Board of Commissioners would still need to

take action to approve a design and identify the level of maintenance expenditures to be supported by the FOTBST so final approve has not yet been obtained or granted.

- The Allegan County Road Commission identified they do not have funds committed for the proposed project at any location and their role is, and has been, to simply act as a pass through agency, if needed, for the purpose of applying for state grants.
- The City of Douglas still has sections of trail in their jurisdiction that would need to be completed to make the project a regional trail. Douglas representatives stated they have not identified the construction as a priority in their capital improvement plan nor appropriated any funds for construction at this time.
- Saugatuck Township stated they have new board members and new administrative employees and the Township governing body has not accepted ownership, appropriated funds for construction or authorized the submittal of any grant application on the Township's behalf to the Friends of the Blue Star Trail or any other governmental agency for any further trail construction. Saugatuck Township representatives stated they do not have the funds available within their budget to maintain the trail infrastructure they have in place now.
- It was clearly identified and agreed upon by all attendees that the City of Saugatuck alone is not holding up or preventing the project from moving forward. The project is much more complex. The Friends of the Blue Star Trail are now proposing that the City of Douglas, City of Saugatuck and Saugatuck Township complete the "northern" section of the route as one project. Therefore all three jurisdictions would need to pass a resolution making the project a priority, dedicating sufficient staff and monetary resources and approve applying for grant funds and ultimately construct the project. Based upon their comments at the meeting, it is highly unlikely that Saugatuck Township will have the fiscal and human resource capacity to do so. City of Saugatuck representatives identified between \$5 and \$10 million in existing capital improvement needs that do not have substantial funding in place.
- The area of proposed trail in Ganges Township has significant issues as the public right-of-way is limited and a considerable amount of private easements need to be obtained by some governmental entity in order to construct the trail. The Ganges Township representative stated the property owners in that jurisdiction did not want to grant the easements because trees on their property would need to be removed.
- The representatives from the Friends of the Blue Star Trail stated members of their board have solicited donations for this project from their own personal friends and therefore they have a strong obligation and commitment to them to make this project a reality and would encourage the local governments to assist as they feel it would benefit the area if the trail were built.
- The meeting adjourned with participants agreeing that the managers of the three jurisdictions involved in the "northern section" would work on a possible resolution, similar to what the Allegan County Board of Commissioners approved in 2018 that each entity might present to its governing board.

**(EXHIBIT A)**

S T A T E O F M I C H I G A N

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**WHEREAS**, the Friends of the Blue Star Trail (FOTBST) are engaged in the construction of a Non-Motorized trail connecting existing trails from South Haven to Holland; and

**WHEREAS**, FOTBST is requesting the Board of Commissioners' acceptance of ownership of the future portion of the Non-Motorized Blue Star Trail to be constructed within Casco and Ganges Townships, as attached.

**THEREFORE BE IT RESOLVED** the Board accepts ownership under the following conditions:

1. Any expenses relative to the construction, maintenance and operation of the trail shall be funded by FOTBST which may include other funding sources facilitated by the FOTBST i.e. grants, endowment, etc.,

2. The level of expenditures to be supported by the FOTBST shall be determined by the County consistent with the standards by which other County park related properties are maintained,

3. Prior to the construction of any portion of the trail within Casco and Ganges Townships the FOTBST shall secure the approval of the Board to proceed with construction by demonstrating the availability of funds and the existence of a design that is acceptable to the County,

4. (An) Agreement(s) subsequent to this resolution between the parties shall be drafted, which shall include, but not be limited to, specific language relative to the conditions listed within this resolution, said agreement(s) may alter such conditions and therefore supersede the stipulations considered herein and shall only be considered executed upon approval of the Board of Commissioners; and

**BE IT FINALLY RESOLVED** notwithstanding any specific resolutions already rescinded by the Board of Commissioners, this resolution supersedes any prior resolutions to the extent that they may conflict with the provisions of this resolution.

Moved by Commissioner DeYoung, seconded by Commissioner Jessup to approve the resolution as amended. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

ATTEST, A TRUE COPY

\_\_\_\_\_  
Clerk-Register

APPROVED: January 11, 2018

cc: Admin. - Finance - Human Resources



17C

## Memo

To: Saugatuck City Council  
From: Barry Johnson—Council Member, Kirk Harrier—City Manager  
Date: September 20, 2019  
Re: Southwest Michigan Solid Waste Consortium Meeting Presentation

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Council member Barry Johnson and City Manager Kirk Harrier attended the Southwest Michigan Solid Waste Consortium Meeting on September 18<sup>th</sup> held at the Kalamazoo Community College campus. In 2017, the Chinese National Sword Policy restricted the import of recyclables from the United States. Since then, the recycling market in the United States has faced decline, and municipal recycling programs have faced increased costs. The speakers at the meeting included a recycling hauler, a MRF plant supervisor, a recycling brokerage company, a consultant, and the Recycling Market Development Specialist with EGLE on what impacts this policy has had on the recycling industry and what we can all do moving forward.

Attached is a copy of the presentation from Republic Services that Council members and the public may find informative.





# Recycling is Broken

*Update – January 2019*



**Matt Biolette**

*Manager, Municipal Services*



# Recap - Trends Strain Existing Model

## Trends



48,000 plastic bottles = 1 ton<sup>1</sup>

92,000 plastic bottles = 1 ton<sup>1</sup>

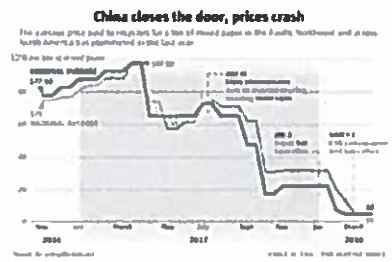
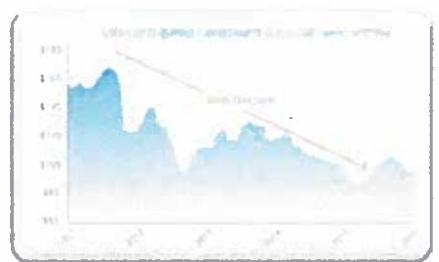
## Implications

Some material changing faster than capital investment cycles  
*18M tons in 2000 → ~2M in 2015*

Some material has limited end markets  
*HDPE (Good) → off-spec PET (Limited)*

Material Light-weighting skews current success metrics  
*Water Bottles → Almost 2x transactions*

Commodity markets have steadily declined  
*OCC down 40% → Mixed Paper down 95%*



# Recap - China Sword Explained

For decades, China has been the largest importer of the world's recycled commodity, and the U.S. was 40% of the inbound stream.

In 2017, China announced efforts to clean up the country, which included dramatic changes for acceptance criteria of imported recyclables.

- A significant reduction in acceptable contamination levels (From ~3% to 0.5%) in any recovered paper and plastic grades.



- Additionally, China banned all mixed paper from import, regardless of contamination levels. (20% of historical stream).

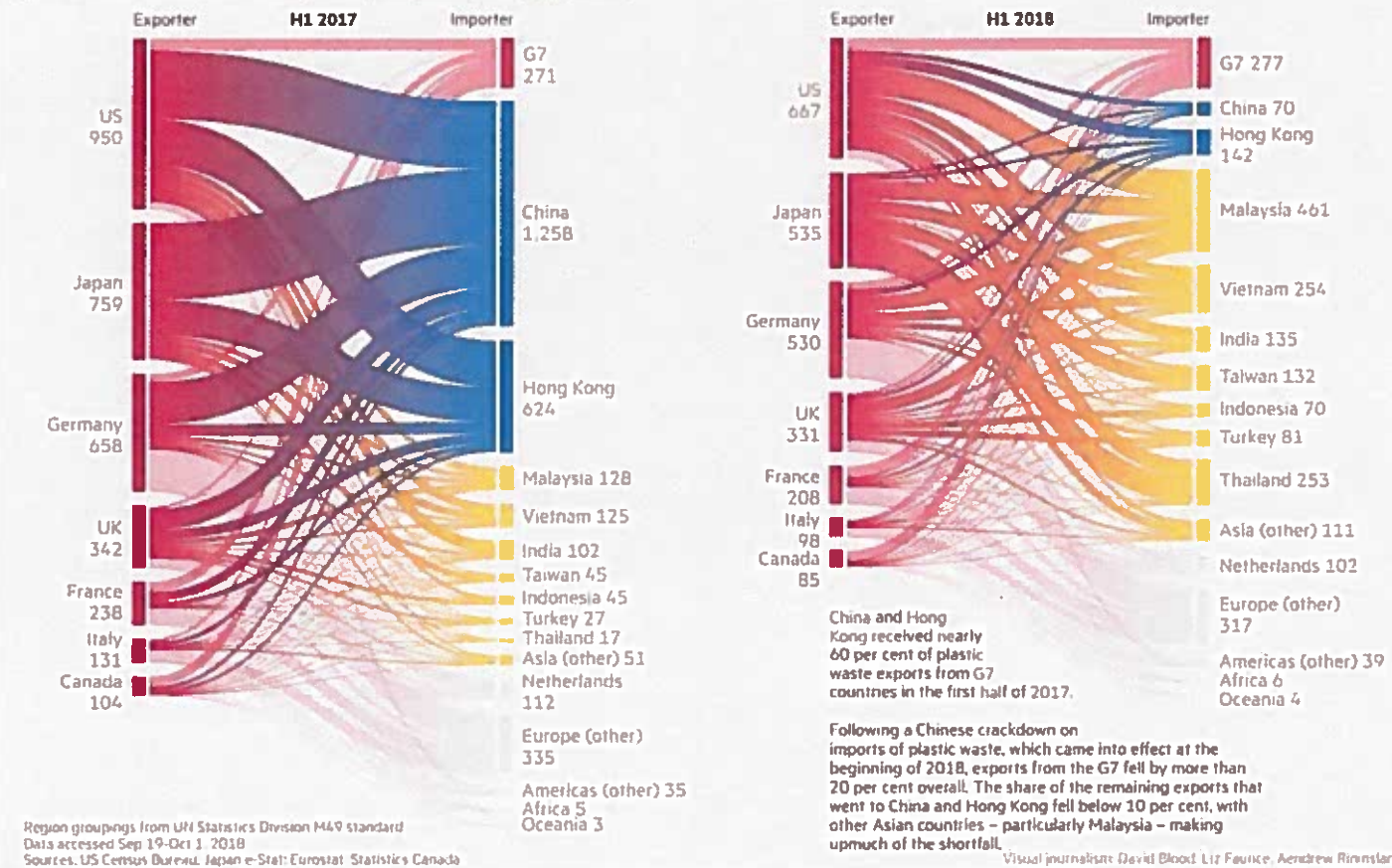


Reductions took effect in March 2018, which drove costs and changes at most recycling facilities in the country to meet new standards

# Post China – Shift in Commodity Markets

## How the global river of plastic waste changed course in just 12 months

Exports of plastic waste, parings and scrap from G7 countries ('000 tonnes)

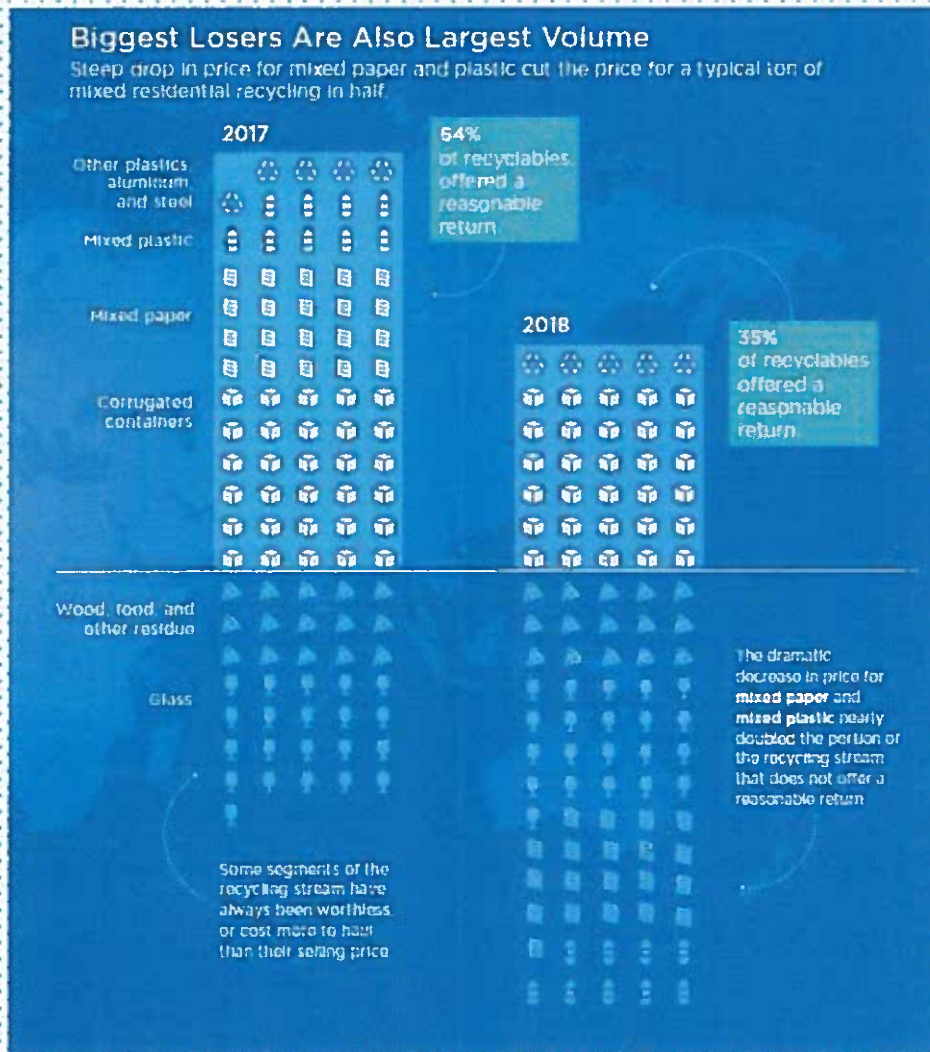


Source: Financial Times, Oct 24, 2018

- China consumed a majority of Commodities globally
- Alternate markets are saturated; Some countries unprepared for influx

Supply and demand economics kick in as commodities flood alternate markets world wide

# Post China – Dramatic Shift in Values



Source: NLC Report, 2018

- Normal supply and demand theories in play
- Excess material results in low/negative value for most commodities (Mixed Paper and Mixed Plastics)
- Only 35% of processed commodities have current positive value (Metals and OCC)

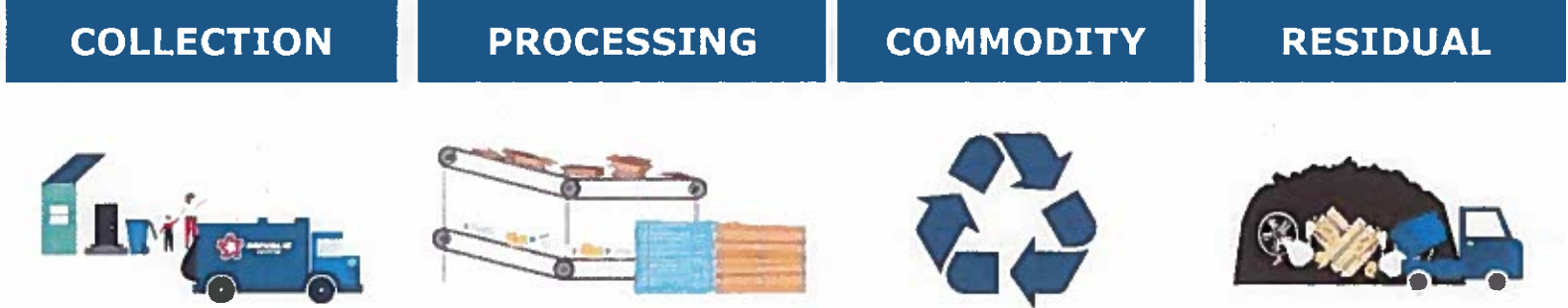
Recycling Processors move the material, but average values are down 50%+ from recent years

# Recycling Costs: Then and Now

## THEN

Household cost artificially low to foster adoption	Costs lower due to inbound material being cleaner and heavier	Commodity values strong, due to Supply & Demand and cleaner material	Low contamination averages, attributed to focus on basics and no diversion mandates
Industry Avg	<b>\$2.00/Mo</b>	<b>\$60/Ton</b>	<b>\$200/Ton</b>
			<b>\$25/Ton</b>

Net Position **(\$3.00/Mo) + (\$1.50/Mo) + \$4.60/Mo + (\$0.10/Mo) = \$0.00**



## NOW

Still artificially low but with higher costs to run Collection service	Dramatically higher costs from labor, technology and equipment, along with lighter material	Average values down significantly, further impacted by China Sword	Contamination average up to 30%, requiring more transport and disposal
Industry Avg	<b>\$3.00/Mo</b>	<b>\$100/Ton</b>	<b>\$50/Ton</b>

Net Position **(\$4.00/Mo) + (\$2.50/Mo) + \$1.50/Mo + (\$0.50/Mo) = (\$5.50)**

# Recommended Business Model



## Durable Recycling Model



### COLLECTION

- Includes costs for truck, driver, container and to collect material and transport to a processing facility
- Comparable to trash collection



### PROCESSING

- Includes costly facility, equipment and labor to separate material and remove contamination
- Results in ready-to-ship baled material



### RESIDUAL

- Includes all contaminated or non-recyclable material, which has no marketability and must be transported and disposed at a landfill for additional cost



### COMMODITY SALES

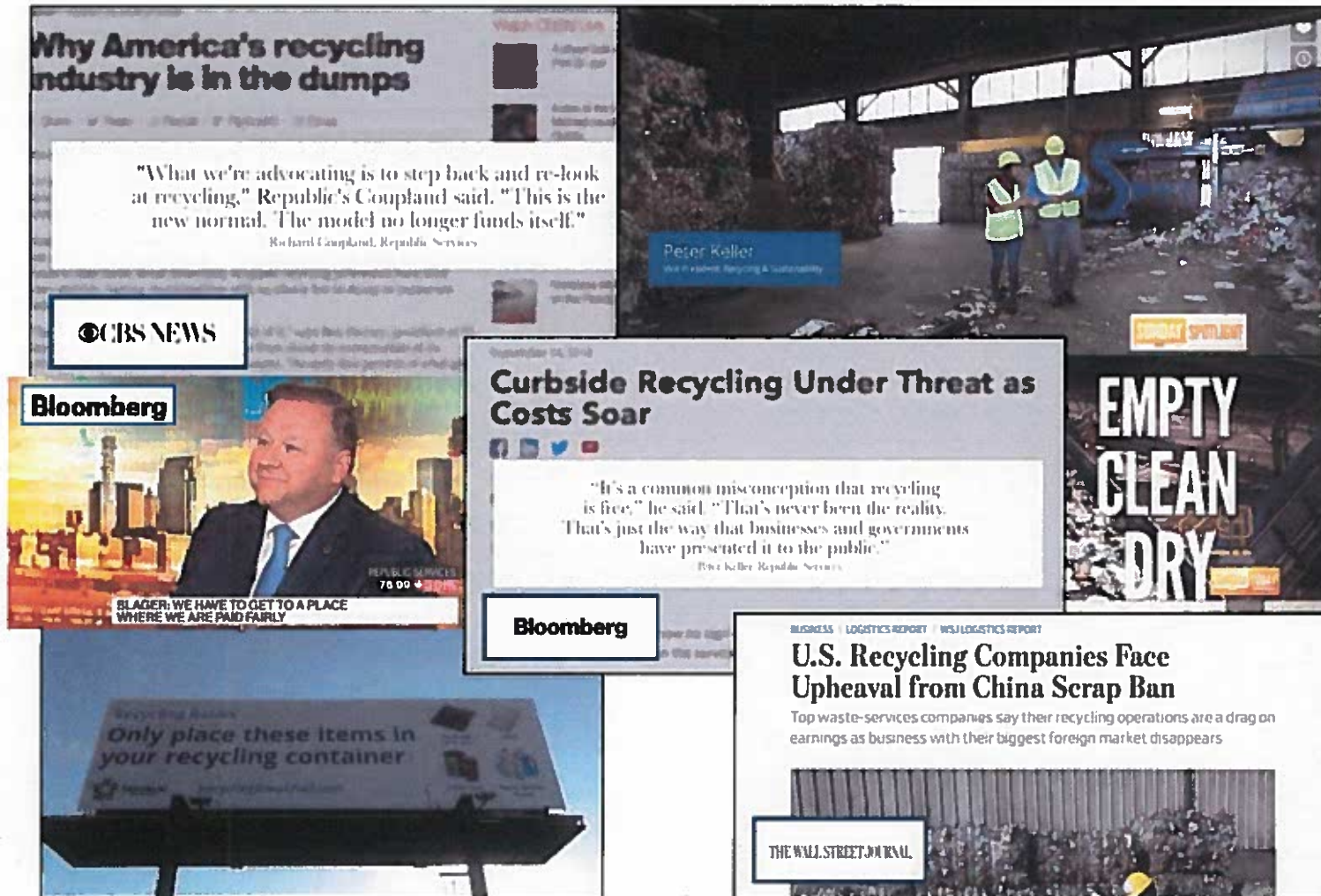
- Sale of processed material to buyers around the world
- Cleaner material has greater value



$$\text{COLLECTION FEE} + \text{PROCESSING FEE} + \text{DISPOSAL OF RESIDUAL} - \text{COMMODITY SALES} = \text{THE COST OF RECYCLING}$$

The cost of a recycling program is the sum of fees for two services; the **Collection Fee** and the **Net Processing Fee**

# Informing the Public



- Public needs to understand the issue
- Economic reset is needed for long term viability
- Public awareness on what and how to recycle

Over 1 Billion media impressions on the topic, on articles interviewing Republic Services team alone



# Public Education – Clean Up The Stream

New simplified educational collateral that can be distributed to residents and businesses.

Container Labels



Container Tags



Door Tags



Reference Guides



Brochures



Post Cards & Bill Inserts



Posters



Billboards



Emails

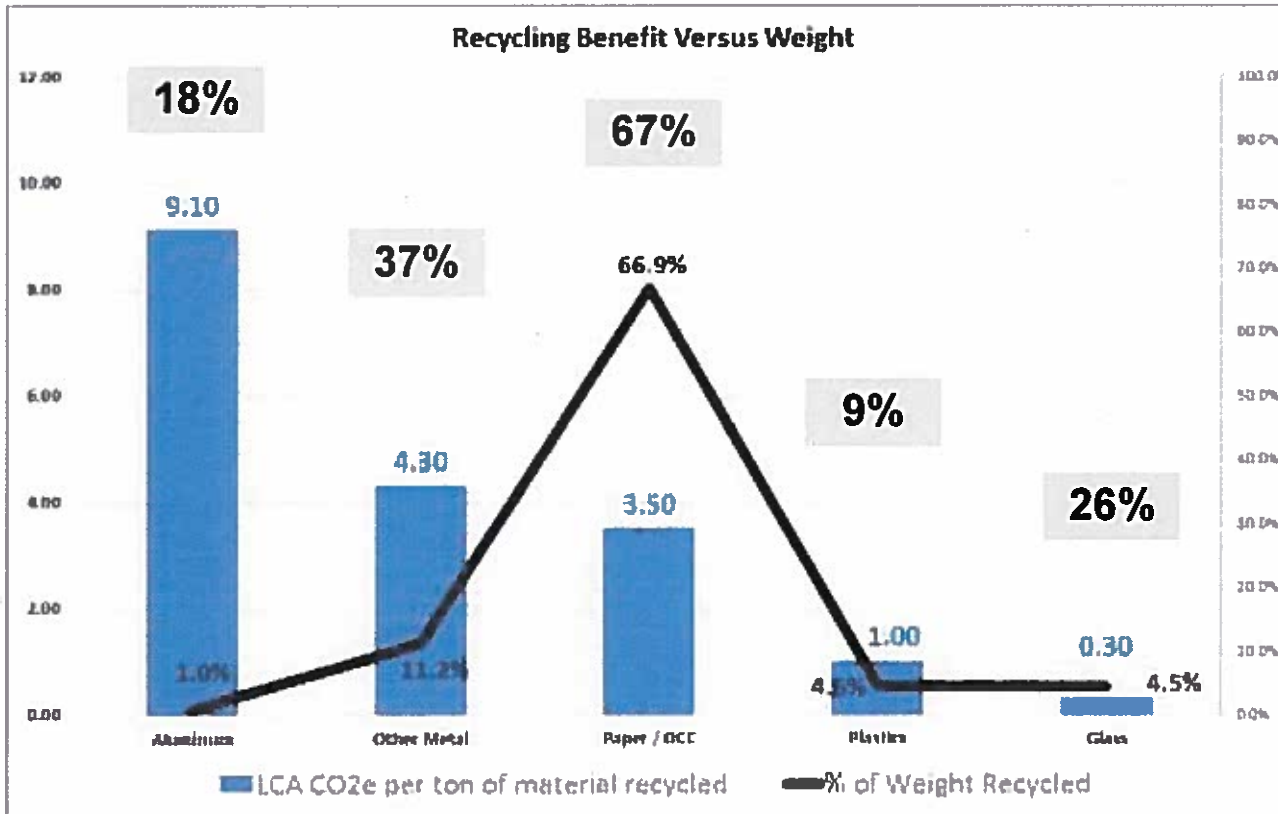


Print Ads



Most collateral is available on [www.RecyclingSimplified.com](http://www.RecyclingSimplified.com), or from your Municipal Sales Manager

# Measurements of Success



xx% = % of Generation Currently Recycled

Source: Advancing Sustainable Material Management 2015 Fact Sheet, EPA, 2018

- Current metrics focus on weight
- Incentivizes “any” rather than “the right” diversion
- Some of the more beneficial CO<sub>2</sub>e materials are lighter

Weight-based goals don't correlate to GHG benefits.  
 Reconsider “Any Diversion” (weight) vs “Good Diversion” (GHG)

# Reassessment of Accepted Materials

- Programs have drifted to focus on total diversion rates, rather than what materials are truly beneficial to recycle
- Some collected materials are recyclable, but lack local end markets, or have a negative recycling value. These realities render the processed materials unmarketable
- Municipalities need to shift program focus to Sustainable Materials Management-based views, which looks at the overall benefits of each accepted material in the stream.



(\$10)

Glass has a negative value to recycle



Some packages have evolved to less marketable materials

Recycling programs must focus on Sustainable Materials Management, not simply diverting material that may have no beneficial use

# Key Topics Going Forward

- Evaluate Program Recyclables that offer best benefit to planet
- Consider better metrics to track success
- Increase Public Education, leading to lower contamination and better commodity values
- Update the Business Model – Two services provided in a recycling program (without reliance on commodity value)

The path to creating a durable recycling program requires multi-faceted approach



**REPUBLIC**  
**SERVICES**

We'll handle it from here.™

**Matt Biolette**

**616-213-9348**

[mbiolette@republicservices.com](mailto:mbiolette@republicservices.com)



# City Council Agenda Item Report

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City of Saugatuck

**TO:** City Council  
**FROM:** Kirk Harrier, City Manager  
**MEETING DATE:** September 23, 2019  
**SUBJECT:** Personnel Evaluation—City Manager

**DESCRIPTION:**

The Saugatuck City Council from time-to-time may review the performance of the city manager. It is anticipated the Council will vote to enter into closed session for discussion purposes pursuant to Section 8 (a) of the Michigan Open Meetings Act to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing.

**BUDGET ACTION REQUIRED**

N/A

**COMMITTEE/COMMISSION REVIEW**

N/A

**LEGAL REVIEW**

N/A

**SAMPLE MOTION:**

Motion to enter into closed session per Section 8 (a) of the Michigan Open Meetings Act at the request of employee Kirk Harrier regarding personnel evaluation.

# City of Saugatuck

## CITY MANAGER ANNUAL PERFORMANCE REVIEW

Employee: Kirk Harrier

Title: City Manager

Evaluated by:

Date: September 2019

1. **QUALITY OF WORK:** Completes work accurately and thoroughly; compiles and supplies requested information in a timely manner; is well prepared for meetings; follows through on issues and/or assignments.

<b>1--Poor</b> Does not meet requirements. <input type="checkbox"/>	<b>2--Below Average</b> Partially meets requirements. <input type="checkbox"/>	<b>3--Average</b> Meets requirements. <input type="checkbox"/>	<b>4--Good</b> Exceeds requirements. <input type="checkbox"/>	<b>5--Excellent</b> Far exceeds requirements. <input type="checkbox"/>
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Comment:

2. **PLANNING/PROBLEM SOLVING:** Anticipates and/or analyzes problem areas; researches and establishes alternative solutions; makes sound decisions; is skillful in conflict resolution.

<b>1--Poor</b> Does not meet requirements. <input type="checkbox"/>	<b>2--Below Average</b> Partially meets requirements. <input type="checkbox"/>	<b>3--Average</b> Meets requirements. <input type="checkbox"/>	<b>4--Good</b> Exceeds requirements. <input type="checkbox"/>	<b>5--Excellent</b> Far exceeds requirements. <input type="checkbox"/>
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Comment:

3. **INTERPERSONAL RELATIONS:** Cooperates effectively with governing body, other public officials and/or the public; exhibits tact and sensitivity to the needs of others.

<b>1--Poor</b> Does not meet requirements. <input type="checkbox"/>	<b>2--Below Average</b> Partially meets requirements. <input type="checkbox"/>	<b>3--Average</b> Meets requirements. <input type="checkbox"/>	<b>4--Good</b> Exceeds requirements. <input type="checkbox"/>	<b>5--Excellent</b> Far exceeds requirements. <input type="checkbox"/>
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Comment:

4. **ORGANIZATION:** Ability to arrange work and to respond to conflicting or changing priorities; ability to maintain orderliness of documentation and to assure effective functioning of City if absent.

<b>1--Poor</b> Does not meet requirements. <input type="checkbox"/>	<b>2--Below Average</b> Partially meets requirements. <input type="checkbox"/>	<b>3--Average</b> Meets requirements. <input type="checkbox"/>	<b>4--Good</b> Exceeds requirements. <input type="checkbox"/>	<b>5--Excellent</b> Far exceeds requirements. <input type="checkbox"/>
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**Comment:**

5. **COMMUNICATION:** Ability to effectively communicate, in oral and written form, with governing body and/or the public; ability to keep others informed of pertinent information; ability to listen to the position of others.

<b>1--Poor</b> Does not meet requirements. <input type="checkbox"/>	<b>2--Below Average</b> Partially meets requirements. <input type="checkbox"/>	<b>3--Average</b> Meets requirements. <input type="checkbox"/>	<b>4--Good</b> Exceeds requirements. <input type="checkbox"/>	<b>5--Excellent</b> Far exceeds requirements. <input type="checkbox"/>
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**Comment:**

6. **JOB KNOWLEDGE/PROFESSIONAL DEVELOPMENT:** Has a solid understanding of all phases of job description on a professional level; takes action to acquire new knowledge and skills.

<b>1--Poor</b> Does not meet requirements. <input type="checkbox"/>	<b>2--Below Average</b> Partially meets requirements. <input type="checkbox"/>	<b>3--Average</b> Meets requirements. <input type="checkbox"/>	<b>4--Good</b> Exceeds requirements. <input type="checkbox"/>	<b>5--Excellent</b> Far exceeds requirements. <input type="checkbox"/>
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**Comment:**

7. **WORK ATTITUDES/ETHICS:** Is open and straight-forward; accepts responsibility; responds to direction of the governing body; conforms to high ethical standards.

<b>1--Poor</b> Does not meet requirements. <input type="checkbox"/>	<b>2--Below Average</b> Partially meets requirements. <input type="checkbox"/>	<b>3--Average</b> Meets requirements. <input type="checkbox"/>	<b>4--Good</b> Exceeds requirements. <input type="checkbox"/>	<b>5--Excellent</b> Far exceeds requirements. <input type="checkbox"/>
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**Comment:**



8. **SUPERVISION/LEADERSHIP:** Ability to motivate others; effectively assigns work to others; encourages and affords the opportunity to employees to increase skills.

<b>1--Poor</b> Does not meet requirements. <input type="checkbox"/>	<b>2--Below Average</b> Partially meets requirements. <input type="checkbox"/>	<b>3--Average</b> Meets requirements. <input type="checkbox"/>	<b>4--Good</b> Exceeds requirements. <input type="checkbox"/>	<b>5--Excellent</b> Far exceeds requirements. <input type="checkbox"/>
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Comment:

9. **FINANCIAL MANAGEMENT:** Accurately and efficiently manages financial and material resources; is well versed in budget preparation.

<b>1--Poor</b> Does not meet requirements. <input type="checkbox"/>	<b>2--Below Average</b> Partially meets requirements. <input type="checkbox"/>	<b>3--Average</b> Meets requirements. <input type="checkbox"/>	<b>4--Good</b> Exceeds requirements. <input type="checkbox"/>	<b>5--Excellent</b> Far exceeds requirements. <input type="checkbox"/>
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Comment:

10. **CITY GOALS AND ACCOMPLISHMENTS:** Has the ability to focus efforts to accomplish City goals and needs as outlined by the Saugatuck City Council, able to effectively work as a team player.

<b>1--Poor</b> Does not meet requirements. <input type="checkbox"/>	<b>2--Below Average</b> Partially meets requirements. <input type="checkbox"/>	<b>3--Average</b> Meets requirements. <input type="checkbox"/>	<b>4--Good</b> Exceeds requirements. <input type="checkbox"/>	<b>5--Excellent</b> Far exceeds requirements. <input type="checkbox"/>
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Comment:

**OVERALL NARRATIVE COMMENTS:**