



CITY COUNCIL MEETING AGENDA
An in-person meeting held at 102 Butler St., Saugatuck, MI
September 13, 2021 – 7:00 pm

This meeting will be available live, virtually on Zoom at the following link, *but is not open for virtual participation.*

<https://us02web.zoom.us/j/2698572603>

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Approval of Minutes**
 - A. Regular City Council Meeting Minutes – August 23, 2021
- 5. Request for Payment**
 - A. Accounts Payable in the amount of \$1,479,030.77
 - B. Check Register – August 2021
- 6. Mayor’s Comments**
- 7. City Manager’s Comments**
- 8. Agenda Changes (Additions/Deletions)**
- 9. Public Comment** *(Limit 3 minutes)*
- 10. Reports**
 - A. Saugatuck Township Fire Department
 - B. Allegan County Sheriff – Brett Ensfield
- 11. Guest Speakers**
- 12. Unfinished Business**
 - A. Appointments to Various Boards & Commissions
- 13. New Business**

- A. Social District Activities**
- B. Holiday Lights**
- C. TAP & MNRTF**
- D. Matching Contribution**
- E. Resolution for Blue Star Maintenance Agreement**
- F. Resolution of Appreciation for Deputy Jason Kruithoff**
- G. AV Proposals**

14. Public Comments *(Limit 3 minutes)*

15. Communications

Notice of Construction

Knights of Columbus

Buzz Burrell

Craig Steenbergh

Laura Godfrey

Tim Straker & John Cannarsa

16. Boards, Committees, and Commissions Reports

17. Council Comments

18. Adjourn (Roll Call)



CITY COUNCIL MEETING MINUTES
A Regular Meeting held at 102 Butler St., Saugatuck, MI 49453
August 23, 2021 – 7:00 pm

The City Council met for Regular Council Meeting at 7:02 p.m. The meeting was held at 102 Butler St., Saugatuck, MI 49453.

1. Call to Order

The meeting was called to order by Mayor Bekken at 7:02 p.m.

2. Attendance

Present: Bekken, Stanton, Trester, Dean

Absent: Leo, Lewis, & Peterson

Others Present: City Manager Heise and City Clerk Gallagher

Motion was made by Trester, 2nd by Stanton to approve the absence of Council Members Leo, Lewis, and Peterson.

3. Approval of Minutes

A. Regular City Council Meeting Minutes – August 9, 2021

Motion was made by Dean, 2nd by Stanton, to approve the Regular City Council Meeting Minutes from August 9, 2021.

4. Request for Payment

A. Accounts Payable

Motion was made by Trester, 2nd by Dean to approve the Accounts Payable in the amount of \$449,085.45.

5. Mayor's Comments

6. City Manager's Comments

7. Agenda Changes

8. Reports

- a. Saugatuck Township Fire Department
- b. Allegan County Sheriff

9. Public Comment

Jane Underwood – Thanked Council for looking at Park Street tonight. It is a very dangerous road for pedestrians to be walking down.

Jeff Cowhill presented a check to Council for Sparkle Downtown in the amount of \$1,500.

10. Unfinished Business

11. New Business

A. Approval of Special Event Permit.

Motion was made by Stanton, 2nd by Trester to approve the Special Event Permit from the Saugatuck Center to the Arts as presented.

B. Approval of Liquor License Transfer

Motion was made by Dean, 2nd by Stanton to Approve the transfer of the Liquor License to El Burrito Feliz as presented.

C. Approval of Appointments to Various Boards & Commissions

Motion was made by Trester, 2nd by Dean to approve the Mayors Appointments to various boards and commissions.

12. Public Comments

Jane Underwood – Thanked Council for their work, and the planning commission for their thorough work.

13. Closed Session – Pursuant to MCL 15.268(h) of the Open Meetings Act – To consider material exempt from discussion or disclosure by state or federal statute.

Motion was made by Trester, 2nd by Stanton to go into closed session pursuant to MCL 15.268(h) of the Open Meetings Act – to discuss a confidential written legal opinion from the City Attorney regarding the enforcement of zoning violations at 443 Park Street.

Motion was made by Trester 2nd by Dean to resume public session at 8:28pm.
Motion carried unanimously by roll call vote.

14. Council Boards & Commissions Updates

a. Kal Lake Update

15. Communications

A. STORM

B. Library Board

C. Social District Signage

16. Council Comments

a. Council Member Dean – This evening’s council meeting has been thought

provoking. The city is getting busier, and we have an over-taxed emergency response system and we don't have an ambulance in the City. We also are looking at opening the Social District. We should talk about how we want to keep people safe as Saugatuck gets more popular. We want to look out for our residents and guests.

17. Adjournment

Motion made by Dean, 2nd by Stanton to adjourn the meeting at 8:36p.m. Motion carried unanimously by roll call vote.

Respectfully Submitted,

Padley Gallagher
City Clerk

Vendor Name	Description	Amount
1. ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	291.93
2. ALL TRAFFIC SOLUTIONS INC	RADAR SIGN & SOLAR KITS	5,495.00
3. ALLEGAN COUNTY TREASURER	PROPERTY TAXES	611,205.99
	TAX TRIBUNALS	1,125.34
	TOTAL	612,331.33
4. AMERICAN BOTTLING COMPANY	CONCESSION	675.00
5. ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,500.00
6. BELL EQUIPMENT CO	STREET SWEEPER	1,610.83
7. BURNETT & KASTRAN PC	LEGAL FEES	216.00
8. COMMERCIAL RECORD	PUBLISHING	217.00
9. DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	1,169.85
	GASOLINE & DIESEL	1,187.88
	TOTAL	2,357.73
10. FIRST BANK CARD	OVAL, ELECTION & SUPPLIES	1,569.42
	DPW SUPPLIES	580.75
	TOTAL	2,150.17
11. FRONTIER	DPW GARAGE	190.02
	OVAL BEACH 911	93.39
	OVAL BEACH	159.21
	TOTAL	442.62
12. GORDON FOOD SERVICE	CONCESSION	1,533.44
13. GROUNDS MANAGEMENT SOLUTIONS	PARKS MAINTENANCE	1,090.00
14. HOLLAND P.T.	REPAIRS	9.10
15. IHLE AUTO PARTS	SUPPLIES	38.38
16. IHLE SERVICE	TIRE REPAIRS	20.00
17. K&R TRUCK SALES INC	TRUCK REPAIR	2,969.42
18. KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	84.60
19. LANDSCAPE DESIGN SERVICES INC	ROSE GARDEN	4,706.25
20. LORRIE PASTOOR	CLEANING SERVICES	150.00
21. MCKELLIPS PLUMBING INC	PLUMBING SERVICES	5,267.50
22. MERCHANTS BANCARD NETWORK	OVAL BEACH CREDIT CARD FEES	3,100.82
23. MICHIGAN GAS UTILITIES	DPW GARAGE	25.73
	DPW GARAGE	40.10
	BUTLER STREET BATHROOMS	43.56

Vendor Name	Description	Amount
	CITY HALL	39.02
	TOTAL	148.41
24. NEW AGE LABORATORIES	OVAL WATER TESTING	70.00
25. OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES	361,897.74
26. OVERISEL LUMBER COMPANY	SUPPLIES	510.89
27. PLUMMER'S ENVIRONMENTAL SERVICES IN	STORM SEWER CLEANING	1,775.50
28. PRIORITY HEALTH	HEALTH INSURANCE	9,685.08
29. PURITY CYLINDER GASES INC	CONCESSION	27.34
30. REPCOLITE	STREET PAINT	215.60
	PARKS WICK	263.94
	STREET PAINT	281.25
	TOTAL	760.79
31. REPUBLIC SERVICES	TRASH	498.44
	TRASH	489.44
	TRASH	114.97
	TOTAL	1,102.85
32. RUSSELL GARDNER	SIGNS MT BALDHEAD	235.58
33. SAUGATUCK DRUG	ELECTION	2.39
34. SAUGATUCK FIRE	SHORT TERM RENTALS	700.00
35. SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	442,613.48
36. SEPTIC TANK SYSTEMS CO INC	OVAL	320.00
37. SHELL	GASOLINE & DIESEL	1,486.34
38. SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	1,153.50
39. SMART BUSINESS SOURCE LLC	OFFICE SUPPLIES	61.12
40. STANDARD INSURANCE COMPANY	INSURANCE	317.05
41. STATE OF MICHIGAN	CONCESSION SALES TAX	2,380.70
	SALES TAX CONCESSION	1,809.57
	FEES	225.00
	TOTAL	4,415.27
42. STREAMLINE DESIGN.COM LLC	SOCIAL DISTRICT SIGNS	1,052.16
43. TNT ROOFING	MT BALDHEAD ROOF REPAIR	2,500.00
44. VALLEY CITY LINEN INC	SHOP TOWELS	166.70
45. WESTENBROEK MOWER INC	SUPPLIES CHAINSAWS	289.92
46. XEROX FINANCIAL SERVICES	COPIER LEASE	481.54

Vendor Name	Description	Amount
TOTAL - ALL VENDORS		1,479,030.77
FUND TOTALS:		
Fund 101 - GENERAL FUND		47,498.06
Fund 202 - MAJOR STREETS		600.14
Fund 203 - LOCAL STREETS		582.49
Fund 661 - MOTOR POOL FUND		9,842.02
Fund 701 - CURRENT TAX FUND		1,415,801.81
Fund 715 - ROSE GARDEN		4,706.25

09/03/2021 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 08/01/2021 - 08/31/2021				
Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
08/02/2021	EFT1448(E)	MI DEPT OF TREASURY	PAYROLL	2,380.70
08/06/2021	DD5082(A)	BOSCH, LEXIE	PAYROLL	1,043.13
08/06/2021	DD5083(A)	BROCKINGTON, CATHERINE	PAYROLL	232.00
08/06/2021	DD5084(A)	BROWDER, WILL	PAYROLL	601.61
08/06/2021	DD5085(A)	DEROO, MADYSON	PAYROLL	486.77
08/06/2021	DD5086(A)	DEWITT, MAXWELL	PAYROLL	654.91
08/06/2021	DD5087(A)	FLANAGAN, HANNAH	PAYROLL	390.19
08/06/2021	DD5088(A)	GALLAGHER, PADLEY	PAYROLL	1,452.12
08/06/2021	DD5089(A)	GARCIA, DANIELA	PAYROLL	634.60
08/06/2021	DD5090(A)	GRIGG-MARTINEZ, DAYTON	PAYROLL	642.22
08/06/2021	16758	HANSON, PETER	PAYROLL	196.00
08/06/2021	DD5091(A)	HARDY, CODY	PAYROLL	1,306.54
08/06/2021	DD5092(A)	HEISE, RYAN	PAYROLL	3,107.03
08/06/2021	DD5093(A)	HERBERT, SCOTT	PAYROLL	1,638.81
08/06/2021	DD5094(A)	KAZDA, AIDEN	PAYROLL	756.44
08/06/2021	DD5095(A)	KERRIDGE, ADAM	PAYROLL	1,287.73
08/06/2021	DD5096(A)	MARTIN, DANNY	PAYROLL	1,595.78
08/06/2021	DD5097(A)	OSMAN, CINDY	PAYROLL	1,634.77
08/06/2021	DD5098(A)	SHIVELY, CALLIE	PAYROLL	665.06
08/06/2021	DD5099(A)	SIMPSON, KATIE	PAYROLL	563.53
08/06/2021	DD5100(A)	SMITH, SUSIE	PAYROLL	870.35
08/06/2021	DD5101(A)	STANISLAWSKI, PETER	PAYROLL	1,357.52
08/06/2021	DD5102(A)	STORK, JACK	PAYROLL	632.07
08/06/2021	DD5103(A)	THEODORE, PAUL	PAYROLL	743.25
08/06/2021	DD5104(A)	WENDT, MICHAEL	PAYROLL	1,426.00
08/06/2021	DD5105(A)	WHITE, KATHERINE	PAYROLL	1,100.54
08/06/2021	EFT1449(E)	457 MERS	PAYROLL	2,711.78
08/06/2021	EFT1450(E)	STATE OF MICHIGAN	PAYROLL	255.63
08/06/2021	EFT1451(E)	MERS HYBRID	PAYROLL	1,553.44
08/06/2021	EFT1452(E)	FEDERAL TAX DEPOSIT	PAYROLL	7,332.17
08/09/2021	16759	AQUATIC DOCTORS LAKE MGT INC	MILFOIL SECOND TREATMENT	22,663.40
08/09/2021	16760	BRINK WOOD PRODUCTS	PLAYGROUND WOOD CHIPS	240.00
08/09/2021	16761	HOLLAND SENTINEL	4TH JULY NOTICE	85.95
08/09/2021	16763	MINER SUPPLY CO	SUPPLIES	315.36
08/09/2021	16764	OVERISEL LUMBER COMPANY	SUPPLIES	350.41
08/09/2021	16765	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	103,402.00
08/09/2021	16766	SCHOLTEN PLUMBING INC	STREET CUT REFUND	1,300.00
08/09/2021	16767	WYOMING ASPHALT PAVING CO	ASPHALT	198.24
08/09/2021	3585(E)	CAPITAL ONE	US FLAGS	59.44
08/09/2021	3586(E)	FIRST BANK CARD	TRAINING, ASSESSOR & CONCESSION	6,232.34
08/09/2021	3587(E)	GORDON FOOD SERVICE	CONCESSION	2,570.84

09/03/2021 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 08/01/2021 - 08/31/2021				
Check Date	Check	Vendor Name	Description	Amount
08/09/2021	3588(E)	KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	2,573.35
08/09/2021	3589(E)	REPUBLIC SERVICES	TRASH	517.56
08/09/2021	3590(E)	REPUBLIC SERVICES	TRASH	114.77
08/09/2021	3591(E)	SHELL	GASOLINE & DIESEL	1,268.28
08/09/2021	3593(E)	XEROX FINANCIAL SERVICES	COPIER LEASE	481.54
08/09/2021	3594(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	133,242.29
08/09/2021	3595(A)	ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,500.00
08/09/2021	3596(A)	BBC DISTRIBUTING LLC	CONCESSION	421.46
08/09/2021	3597(A)	BELL EQUIPMENT CO	STREET SWEEPER	530.51
08/09/2021	3598(A)	BS&A SOFTWARE	BUSINESS LICENSE	1,570.00
08/09/2021	3599(A)	HIGH POINT ELECTRIC	WICKS PARK	1,172.33
08/09/2021	3600(A)	HOLLAND P.T.	REPAIRS BACKHOE	12.01
08/09/2021	3601(A)	MICHIGAN OFFICE SOLUTIONS	COPIER USE	423.29
08/09/2021	3602(A)	MML LIABILITY & PROPERTY POOL	LIABILITY & PROPERTY POOL	30,228.00
08/09/2021	3603(A)	MORTON SALT	ROAD SALT	3,913.20
08/09/2021	3604(A)	OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES	78,893.37
08/09/2021	3605(A)	PURITY CYLINDER GASES INC	CONCESSION	20.30
08/09/2021	3606(A)	SMART BUSINESS SOURCE LLC	OFFICE SUPPLIES	7.93
08/09/2021	16762	JESSICA VAZQUES	PARK REFUND DEPOSIT	500.00
08/09/2021	3592(E)	VALLEY CITY LINEN INC	SHOP TOWELS	40.25
08/20/2021	DD5106(A)	BOSCH, LEXIE	PAYROLL	991.76
08/20/2021	DD5107(A)	BOUWMAN, CHAD	PAYROLL	1,141.11
08/20/2021	DD5108(A)	BROWDER, WILL	PAYROLL	619.38
08/20/2021	DD5109(A)	DEROO, MADYSON	PAYROLL	338.82
08/20/2021	DD5110(A)	DEWITT, MAXWELL	PAYROLL	426.46
08/20/2021	DD5111(A)	FLANAGAN, HANNAH	PAYROLL	604.94
08/20/2021	DD5112(A)	GALLAGHER, PADLEY	PAYROLL	1,452.13
08/20/2021	DD5113(A)	GARCIA, DANIELA	PAYROLL	753.15
08/20/2021	DD5114(A)	GRIGG-MARTINEZ, DAYTON	PAYROLL	614.30
08/20/2021	DD5115(A)	HARDY, CODY	PAYROLL	1,145.76
08/20/2021	DD5116(A)	HEISE, RYAN	PAYROLL	3,017.02
08/20/2021	DD5117(A)	HERBERT, SCOTT	PAYROLL	1,784.92
08/20/2021	DD5118(A)	KAZDA, AIDEN	PAYROLL	878.20
08/20/2021	DD5119(A)	KERRIDGE, ADAM	PAYROLL	1,701.55
08/20/2021	DD5120(A)	MARTIN, DANNY	PAYROLL	1,583.65
08/20/2021	DD5121(A)	OSMAN, CINDY	PAYROLL	1,414.79
08/20/2021	DD5122(A)	SHIVELY, CALLIE	PAYROLL	657.45
08/20/2021	DD5123(A)	SIMPSON, KATIE	PAYROLL	306.37
08/20/2021	DD5124(A)	SMITH, SUSIE	PAYROLL	807.55
08/20/2021	DD5125(A)	STANISLAWSKI, PETER	PAYROLL	1,357.53
08/20/2021	DD5126(A)	STORK, JACK	PAYROLL	692.99
08/20/2021	DD5127(A)	THEODORE, PAUL	PAYROLL	685.36
08/20/2021	DD5128(A)	WENDT, MICHAEL	PAYROLL	1,466.01

09/03/2021 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 08/01/2021 - 08/31/2021				
Check Date	Check	Vendor Name	Description	Amount
08/20/2021	DD5129(A)	WHITE, KATHERINE	PAYROLL	1,183.01
08/20/2021	EFT1453(E)	457 MERS	PAYROLL	2,824.87
08/20/2021	EFT1454(E)	STATE OF MICHIGAN	PAYROLL	255.63
08/20/2021	EFT1455(E)	MERS HYBRID	PAYROLL	1,631.20
08/20/2021	EFT1456(E)	FEDERAL TAX DEPOSIT	PAYROLL	7,693.23
08/20/2021	EFT1457(E)	MERS	PAYROLL	3,426.67
08/23/2021	16769	ALLEGAN COUNTY NEWS	PUBLISHING	119.00
08/23/2021	16773	MINER SUPPLY CO	SUPPLIES	453.06
08/23/2021	16774	RATHCO SAFETY SUPPLY CO	SIGNS	211.77
08/23/2021	3607(E)	COMCAST	TELEPHONES & INTERNET	163.40
08/23/2021	3608(E)	CONSUMERS ENERGY	ELECTRIC	4,314.56
08/23/2021	3609(E)	GORDON FOOD SERVICE	CONCESSION	2,621.61
08/23/2021	3611(E)	MERCHANTS BANCARD NETWORK	OVAL BEACH FEES	3,414.91
08/23/2021	3612(E)	VALLEY CITY LINEN INC	SHOP TOWELS	23.30
08/23/2021	3613(A)	ALLEGAN COUNTY SHERIFF	OVAL BEACH OFFICER	28,821.72
08/23/2021	3614(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	150,045.34
08/23/2021	3615(A)	BBC DISTRIBUTING LLC	CONCESSION	486.20
08/23/2021	3616(A)	BLOOM SLUGGETT PC	LEGAL FEES	151.00
08/23/2021	3617(A)	FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES	24,323.96
08/23/2021	3618(A)	INTERURBAN TRANSIT AUTHORITY	4TH JULY SHUTTLE	624.00
08/23/2021	3619(A)	MICHIGAN MUNICIPAL LEAGUE	CLERK AD	181.68
08/23/2021	3620(A)	NET2PHONE INC	TELEPHONES	177.50
08/23/2021	3621(A)	OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES	88,842.50
08/23/2021	3622(A)	REPCOLITE	SIDEWALK	154.75
08/23/2021	3623(A)	SAUGATUCK FIRE	SHORT TERM RENTALS	650.00
08/23/2021	3624(A)	SEPTIC TANK SYSTEMS CO INC	PORT A JOHNS	2,605.00
08/23/2021	3625(A)	SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	1,026.50
08/23/2021	3626(A)	SISTERS IN INK	UNIFORMS	511.92
08/23/2021	3627(A)	SMART BUSINESS SOURCE LLC	SUPPLIES	144.26
08/23/2021	16768	ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	15.72
08/23/2021	16770	FAHEY SCHULTZ BURZYCH RHODES	ZONING	21,833.50
08/23/2021	16771	IHLE AUTO PARTS	SUPPLIES	280.25
08/23/2021	16772	KEPPEL'S LOCK & SAFE CO.	LOCKS	477.91
08/23/2021	16775	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	112,370.55
08/23/2021	16776	WESTENBROEK MOWER INC	BACK PACK BLOWERS	959.98
08/23/2021	3610(E)	KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	3,079.60
08/31/2021	3628(E)	STATE OF MICHIGAN	CONCESSION SALES TAX	2,380.70
08/31/2021	3629(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	25.73
Total of 122 Checks:				928,048.80
Less 0 Void Checks:				0.00
Total of 122 Disbursements:				928,048.80



City Managers Report – Highlights September 8th, 2021

Pop-up Patios & Social Districts

Pop-ups

Staff will provide a presentation and bring recommendations for Council to consider for the '22 season at a future meeting.

Social District

Social District signage has been placed and there will be a discussion on creating a social space/s on the agenda.

Holiday Lighting

The City is in year three (3) of a three-year contract for holiday lighting. The vendor (Chips Groundcover) will begin installing lights after Labor Day. Lights are active 24/7, a decision made after failed experiences with timers that are subject to ground faults and are notoriously unreliable.

Traffic Light Study by Allegan County Road Commission for Blue Star Highway

Proposals have been received by the Allegan County Road Commission for a study for traffic light warrants and potential need (Lake Street and Allegan). Study anticipated to be complete by the end of calendar year.

4th of July Expenses and Revenue

Revenue

Donations	\$13,750
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Expenses

Allegan Sheriff	\$7,552
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State Police	\$6,727
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<u>Port-a-Lets</u>	<u>\$3,259</u>	Port-a-Lets cost not a direct firework cost
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Total Expenses	\$17,539
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Highway Construction Update

WB I-196 mainline work will continue between 60th and Blue Star Hwy (Exit 41) until early November. The ramp from NB/EB I-196 to NB US-31 will also remain closed and detoured to M-40 until early November.

The rest area work has been postponed and will now occur during the 2022 construction season. The new rest area schedule has an opening date of December 2022.

Oval Beach Staffing and operations

Many thanks to Scott Herbert and beach staff for a successful season in light of staffing issues. Members of existing beach staff will transition to seasonal help for Department of Public Works for the remainder of the season, a major help. Recruitment for staffing next season is underway.

DPW Staff

An additional full time DPW staff position is in the process of being advertised with interviews to begin on or around September 1, 2021.

Blue Star Trail Update

Staff reviewing proposed designs from an operations and maintenance viewpoint. Next steps for grant submittal include:

1. Confirmation of who is the TAP grant applicant
2. Concurrence that both township (& city) are willing to apply for a MNRTF grant.
3. Route decision
4. Funding package, how much to request from TAP? Although a 50% grant is most competitive, 40% is average, 30% is possible. What is realistic on local funding capacity?
5. Maintenance agreement; the agreement John shared showing the collaboration will be good for the Trust Fund grant but would work fine for the TAP grant.

Dune Ridge Waterfront Update

Violation Summary:

Eight (8) Foot Privacy fence

Violation- Violates multiple sections of city code and a section of fence is on city property.

Requested correction- Remove the screening fence.

Timeline- Confirm fence will be removed within seven (7) days of receipt of letter. Fourteen (14) days for removal.

Electric meter and panel

Violation- Approved land use permit represented “no utilities proposed.” Installation of electrical meters constitutes a “major change.”

Requested correction- Amended site plan and seek approval from the Planning Commission, or removal.

Timeline- Communicate intentions for electrical meters within seven (7) days, submit applications for zoning approval or remove within fourteen (14) days, or remove.

Boat Hoists

Violation- Installation of boat hoists subject to waterfront development permit and not depicted in the approved site plan and represent a “major change.”

Requested correction- Amend site plan seek approval from the Planning Commission, or removal.

Timeline- Communicate intentions for boat hoists within seven (7) days, submit applications for zoning approval or remove within fourteen (14) days, or remove.

Moored boat displaying commercial boat rental advertising

Violation- A minor construction marina can be used for no retail or commercial uses.

Requested correction- Discontinue the use.

Timeline- Seven (7) days

Additionally, legal is working directly with the title company to research the Prokopeak easement.

Road resurfacing (and utility) projects

Campbell Road Please see attached construction notice included as part of this packet.

Mill Street- Engineer working with A1 Asphalt to schedule milling.

Maple Street- Maple street is in need of resurfacing. However, there are three infrastructure improvement projects that should coincide with the repairs, which include:

- Elevating Maple Street at the intersection of North Street, including the potential for adding culverts.
- Stormwater Improvements at Maple and Mason Street, addressing a resident concern that increased water runoff is causing erosion issues in an adjacent creek.
- Water service investigation and replacement.

Given the number of infrastructure improvements needed, this looks to be a spring '21 project.

Park Street- The road survey has been complete for months. I anticipate that staff and Council will be prepared to re-start the conversations on the Park Street project scope in the winter months. Water service investigations and potential replacement will become a large part of the project scope.

Hoffman Street sanitary project- a note from the engineer as of 7.26.21- *We compiled all of the relevant background information we have in terms of plans, sketches, GIS. The next step will be to do some televising to trace the laterals on that block. I reached out to Plummers to see if it is something they can help us with. If I don't hear back soon, I'll try some others.*

I spoke to Kreig at Rapid Flush who is doing the work for 314 Butler. I am fairly confident that they will need to cut across Hoffman this fall, but we want to have a better understanding of the surrounding properties' connections in case that changes the strategy.

Radar Signs & temporary traffic light & pedestrian crossing

Radar sign ordered for Blue Star Highway have been shipped. Working with Allegan County Sheriff Department on deployment.

Milfoil update

Second round of treatment complete. Inspections were requested by the aquatic company based on some concerns that the treatment was not effective in all areas. Based on the inspection conducted on or around 8/30/21 the following was reported by the aquatic's maintenance contractor:

Hi Ryan,

I took a trip down to both Saugatuck and Douglas harbors this morning to take a look at the status of the milfoil growth in both the harbor areas. After jumping in the boat and surveying the areas, I am extremely excited to inform you that we are experiencing phenomenal control of the invasive plant in both harbors. I toured both the offshore and near shore areas in Saugatuck harbor and found very little milfoil in the area. What milfoil I did observe looked to be new growth that has occurred following our last treatment. I did observe about an acre and a half sized patch of weeds growing near the surface offshore. Upon further investigation, the plants are in fact native plant species (i.e. Coontail, algae, and various pondweed species). These plants, as you are aware, we are not allowed to target by laws and regulations put in place by EGLE. In conclusion, I am extremely satisfied with the amount of milfoil control we have accomplished out there as I estimate about 93%-95% control of the initial Eurasian Watermilfoil infestation. I have attached some photos and videos of the harbor that I took this morning. The close ups of the weeds at the surface are about 99% percent native plants with the majority of them being Coontail (a milfoil look-a-like).The other photos and videos are of the area as a whole.

With this being our very first season of conducting treatments in the harbor, I am beyond satisfied with what I observed today. We set the bar very high for ourselves and I feel as if that bar has been exceeded greatly. The battle against invasive species is not often an overnight

success and requires lots of work and persistence and in most cases requires multiple years of management. We will continue to combat this invasive species in your harbor to the very best of our abilities so the City of Saugatuck can enjoy the harbor at its fullest potential. Please feel free to reach out with any further questions as we are very eager to help.

Have a wonderful week!

Zach

AT&T & Verizon Cellular Facilities

AT& T continues their structural review of the Mt. Baldhead Tower for cellular use (inside existing dome). The Verizon permits for small cell technology have been provided to legal counsel for review, please anticipate seeing the permits on an upcoming agenda. Historic District Committee approved one of the small cells with conditions.

City Hall Office Space

New office furniture and layout remains under review, likely a winter project.



City Council Agenda Item Report

FROM: Kate White
MEETING DATE: September 13th, 2021
SUBJECT: Social District Gathering Spaces

Recommended Motion:

I move to allow staff to utilize Wicks Park as a “Social Space” within the Social District to serve as a gathering place with activities subject to the parameters set forth in the cover page. Approve expenditures for the gathering space of up to \$1,000.00

Description: Gathering Spaces

- 1) *Background:* The Social District reactivates on Labor Day, 9/6. With reactivation, the City is looking to create family-friendly social spaces where people can gather, play games, and casually enjoy their beverages; these spaces will adhere to COVID-19 restrictions to ensure a safe space for visitors. Other Michigan communities with Social Districts in place have created social spaces for visitors. For example, Farmington DDA purchased games, like cornhole and four-in-a-row, to create spaces for friends and family to have fun in while enjoying a Social District drink. Niles closed a half block of their street to establish the NODE, a gathering space for all with music, tables, and games. Rockford had installed putt-putt within their common area and are actively investigating other outdoor games options for their Social District.

Games and activities within the gathering space could include cornhole, laddergolf, giant chess, jumbo Jenga, four-in-a-row, ring toss and Kan Jam. These are popular yard games and options like cornhole, Jenga, and four-in-a-row are common across Social District communities with activity spaces. See attached for examples of yard games that could be used for the social space. Games and associated materials will be weatherproof to last through the seasons. Given that these games will be used by the general public, damage and loss of pieces is inevitable. Extra accessory pieces and replacement ordering of games is to be expected.

- 2) *Selection of Space:* After investigating options for social spaces within the common area of the Saugatuck Social District, Wicks Park is the best option for a gathering space. Wicks Park has easy access to public restrooms until seasonal closure, waterfront views, bench seating, and ample open space to set-up yard games. With the possibility of additional string lighting, the Wicks Park space would create a tasteful, charming gathering space for friends and families. Staff recommends starting with a single space and expanding to other areas if the need arises.
- 3) *Sponsorship/Funding of Activities:* Funding and sponsorship opportunities are available for the City to cover the costs of creating a gathering space in Wicks Park. Local non-profits have expressed interest in

helping to create these spaces through sponsorship. The funding and creation of the gathering space for the fall season would run as a beta test for these organizations to gauge further funding in the future.

- 4) *Concerns:* Scott Herbert has voiced concerns about clean up of the gathering space. With added movable structures in Wicks Park, DPW would have to perform extra work to clear the space for grounds maintenance and, with an already overloaded department, Herbert would like to minimize logistical challenges with grounds maintenance. A storage space for the games and accessories is an option to keep the area cleaned up for DPW maintenance of the grounds. Alongside the Wicks Park restroom is a graveled drainage area that would be an optimal space for a storage container(s) as it would store games off the grass for the DPW.

- 5) The recommended motion as framed would grant permission to begin working with non-profit organizations to create the Social Spaces given the following parameters:
 - All activities and amenities are to be reviewed by DPW.
 - Efforts are to be made to work with local non-profits to assist with funding of spaces.
 - Reports on the status of the Social Spaces are to be provided to Council monthly.
 - Efforts are to be made to work with local vendors to build weatherproof, wooden yard games. Some games may not be buildable, so alternative online options would be pursued.

GAME SUGGESTIONS

1. GIANT CHESS/CHECKERS



2. CORNHOLE



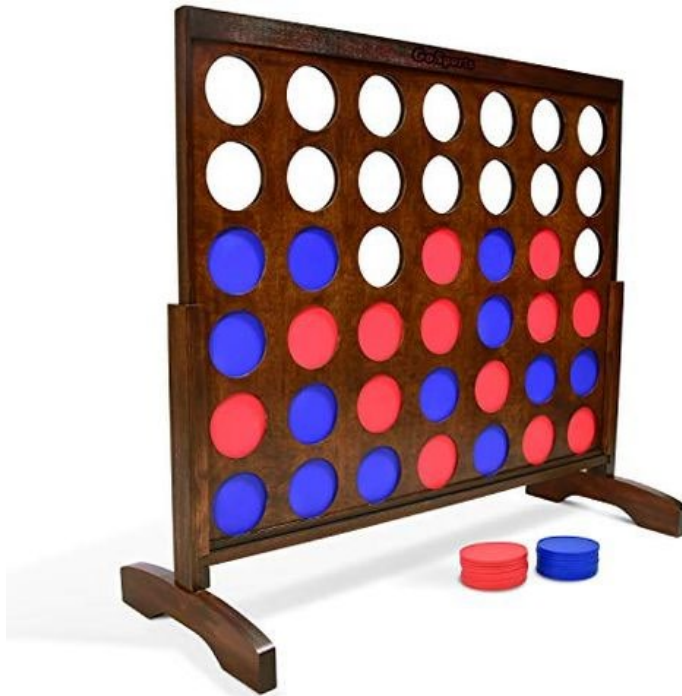
3. JUMBO JENGA



4. LADDERGOLF



5. FOUR-IN-A-ROW



6. KAN JAM



7. RING TOSS





City Council Agenda Item Report

FROM: Ryan Heise
MEETING DATE: 9/13/21
SUBJECT: Holiday lighting

Recommended Motion:

To be determined after workshop discussion.

Description:

Holiday lighting install will begin after Labor Day weekend. Given that the light installation will likely be complete by October 1; I was curious if the Council would consider activating the lights earlier in the season? The electrical cost appears to be nominal given the use of the LED lighting.



City Council Agenda Item Report

FROM: Ryan Heise
MEETING DATE: 9/13/2021
SUBJECT: Additional lighting cost for Wicks Park

Recommended Motion:

Approve the expenditure of up to \$5,000.00 for the addition of seasonal lighting at Wicks Park.

Description: Additional lighting for Wicks Park as part of the Social District gathering space.

The City is year three (3) of a three-year contract with Chips Groundcover.

The following is a review of revenue and expenses as it relates to existing contract:

Revenue

\$28,000.00- budgeted for lighting and ancillary expenses

\$3,000.00-\$5,000.00- SADABA donation, amount yet to be determined

\$5,000- CVB donation

\$35,000.00-\$38,000.00

Expenses

\$21,145.00- existing contract

Email from Chips Groundcover LLC for Wicks Park Lighting:

Hi Ryan,

Proposal for Wicks Park (Christmas Lights) is attached, along with a map showing which trees are quoted. Pricing is to install trunk wraps (similar to downtown) and then tree canopies (lighting outside tree's canopies) up to approximately 20'. This would be a little different look than downtown, where we wrap certain branches in the tree's canopies. (There are no overhead power lines in Wicks park.) Pricing is for a "solid" look, meaning each tree would have a good amount of lights installed in them. We could reduce overall cost by reducing the amount of lights.

Lighting the roofline edges and ridges going to the peak of the gazebo would look good as well, but isn't listed on the proposal. Ball park numbers would be \$1500 this year and approx \$1000 next year.

Pricing shows this year's cost and next year's cost. If its helpful, we could average the 2 year cost annually if The City would like a 2-year agreement (if it helps with budgeting). Similar to lights used downtown, pricing does not include the sale of material.

It looked like each tree had an outlet nearby. We did not test each outlet and we are making the assumption that the outlets are in working condition.

Please reach out if you have questions.

Thank you!

-Nick

Nicholas Weaver



11931 E Lakewood Blvd • Holland MI 49424 • info@chipsgroundcover.com • Phone - 616.546.9196 • Fax – 616.546.9210

Christmascape Renewal. Prepared For:

Job Name:	City of Saugatuck Attn: Attention Chris Peterson		Date:	9-1-21
Phone:	269-857-2603	Email:	cpeterson@saugatuckcity.com	
Billing Address, City, State, Zip:	102 Butler St. PO Box 86. Saugatuck MI 49453			
Jobsite Address:	Downtown Saugatuck			

Thank you for your interest in our services! We take pride in the displays we create (we call them “Christmascares!”) for your enjoyment and we hope to work with you soon.

Please initial at each desired item. Please complete top-portion of reverse side for scheduling

(\$400 job minimum)

Item #:	CUSTOMER INITIAL	Description:	Current Year:	Next Year:
1		<p>Renewal of Previous year Display (Year 3 of 3 year contract) 2019 DISPLAY: Wrap (25) tree trunks and select branches to 10-12 foot height, using 5 mm warm white LED lights with green wire (bulb spacing @ 6”). Each “wrap / strand” approx 6” apart. (Extension cord cost allocated at \$250 per year, or \$750 total. Pricing does not include sale of material at end of 3-year agreement. Cost of lighting installation, takedown, service, and storage per year: \$6,600) Butler St from Culver to Mason: 5 trees, Butler St from Mason to Hoffman: 5 trees, Butler St from Hoffman to Main: 5 trees, Butler St from Main to Mary: 6 trees, Culver Street from Butler to Griffith St: 4 trees Additional Trees: Up to 10 additional trees (2 per block, or as desired) with similar shape and size (adequate power required prior to installation). Lighting installation to be consistent as described from bid requirements as listed in Item 1. (Cost of extension cords allocated at \$100 per year, or \$300 total. Pricing does not include sale of material at end of 3-year agreement. Cost of lighting installation, takedown, service, and storage per year: \$2760) 10 Trees as discussed along Culver St. (7 trees between Butler St. and Griffith. 3 Trees between along Culver St from Griffith to Near Scooter Pizza). Lighting to be installed consistent with Trees on Butler St. 5 additional trees (location to be determined) due to increasing spacing of tree wraps from 3” to approximately 6”. 15 trees total. (2019: \$2950. 2020 cost: \$1450) 2020 ADDITION: Add estimated 20,000 lights (400 strands) to trees as possible. See proposed map & cover letter for detail. Pricing does not include sale of material. Installation and Takedown requires use of rented lifts (included in pricing) and will require traffic closures. Fees may apply if rented equipment is needed for service. Annual price for 2020 & 2021 seasons. Pricing Includes up to 20 free service calls per season upon renewal acceptance. Service calls are typically completed within 4 business days of notice of the closest business day, weather and safety depending (Saturday and Sunday calls will be processed Monday). Each additional service call billed at \$85 first hour (minimum). \$85 each additional hour, billed in 15 minute increments. Material needing replacement due to theft, vandalism, or acts of nature may be billed additional. Material to be replaced due to installation error or manufacturer defect will be completed at no additional costs. No Sunday or Holiday call-outs</p>	\$21,145	Quoted at renewal



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Christmascap Proposal.

Name:	City of Saugatuck. Attn: Ryan Heise		Date:	9-10-21 R1
Phone:	269-857-2603	Email:	ryan@saugatuckcity.com	
Billing Address, City, State, Zip:		102 Butler St. PO Box 86. Saugatuck MI 49453		
Jobsite Address (if different)		Wicks Park		

Thank you for your interest in our services! We take pride in the displays we create (we call them “Christmascapes!”) for your enjoyment and we hope to work with you soon.

Item #:	CUSTOMER INITIAL	Description:	Color of Lights	Estimated Count or linear ft (rooflines)	Current Year	Next Year:
1		Tree Lighting. (7) Trees as identified (by city) on overhead map using 5mm mini style Christmas lights (warm white). Trunk wraps and tree canopies up to approximately 20’ height, Trunk wraps approx 6” spacing. Canopy wraps approx 12-24” spacing. (Pricing does not include sale of material)	Warm white	200	\$4300	\$2800

Our installation schedule fills quickly and is affected by weather, work routes, and time. Any part of your display we can install early helps ensure timely installation. It may take several visits to complete installation and takedown of your display.

You will not be charged for items that cannot be installed due to crew’s safety concerns (at their discretion). Due to the need of walking on roofs, roofline lighting may cause premature wear to roofing materials.

Unless stated, pricing includes material, installation, service, takedown, and storage. See next page for detail.

Tree lighting can often be changed by adding or subtracting strands for a lighter or heavier look.

INSTALLATION: Weather (rain, frost, snow, ice) effects installation scheduling We start installing as early as September to ensure your Christmascap can be complete by your desired "power on" date. There is no charge for items that cannot be installed safely. Christmascapes are installed in 2 steps. Step 1 is installation of Roofline and Tree lighting, beginning in September. Step 2 is installation of Garland, Wreaths, and leaving your system "plug-in ready" (lighting needs to be plugged into the timer) or powered on; usually completed late November or Early December. (Sometimes we're able to combine both steps. Providing adequate power is client's responsibility.)

Please mark when you'd like your display POWERED ON:

_____ The week BEFORE Thanksgiving. _____ The week OF Thanksgiving. _____ The week AFTER Thanksgiving.

Other (Please Specify): _____

TIMERS: (typically set for 5pm – 11 pm & 6am – 8am) Please note if other time is desired: _____

TAKEDOWN: Wreath and Garland Takedown is typically completed first. Remaining lighting takedown will be completed weather and timing dependent. Sometimes we're able to combine steps. Unplug timers if you'd like your display off before we're able to complete takedown. Call us if you have questions regarding turning your system off. Pricing includes takedown within 1 year of installation. Takedowns requested to be completed 1 year or more after of installation billed at service rates.

Please mark when you'd like your display TAKEN DOWN:

Please choose what month:	January	February	March
Choose time of the month:	Beginning	Middle	End

Other (Please Specify): _____

Notes: _____

Signature: _____ **Date:** _____

Your (the client) signature, verbal agreement, or agreement via email to this contract acknowledges that you personally guarantee payment for services rendered. The client agrees to pay all costs associated with the collection process, if necessary. Payment may be required prior to beginning work otherwise payment is due 30 days after invoice date. \$25 returned check fee, 24% annual finance charge on past due invoices. Proposals valid for thirty days. Prices based on product availability. Client required to supply adequate electric power prior to installation date. Alterations from plans are to be added or subtracted from the sum quoted in this contract. Chips Groundcover, LLC agrees to carry worker's compensation and general liability insurance, and to pay all taxes on material and labor furnished under this contract as required by federal laws and the laws of the state of Michigan.

SERVICE / MATERIAL WARRANTY AND REPLACEMENT: You receive 3 free service calls per season (3 months) upon proposal / renewal acceptance. Service calls are typically completed within 3 days of notice of nearest business day; and are weather and safety dependent. Each additional service call billed at \$85 first hour (minimum). \$85 each additional hour, billed in 15 minute increments. New material covered for 1 season (3 months) under manufacturer's warranty. At re-installation: defective and non-working material may be billed additional, if unable to be fixed by us. Material needing replacement due to theft, vandalism, or acts of nature may be billed additional. Material to be replaced due to installation error or manufacturer defect will be completed at no additional costs. Client is responsible for providing adequate power. No Sunday or Holiday call-outs. No service fee will be assessed for items which are unserviceable due to safety concerns. (Material not supplied by us excluded from service & material warranty policy) **Need Service? Don't hesitate to call- we might be working in your area and might be able to waive service charges.**

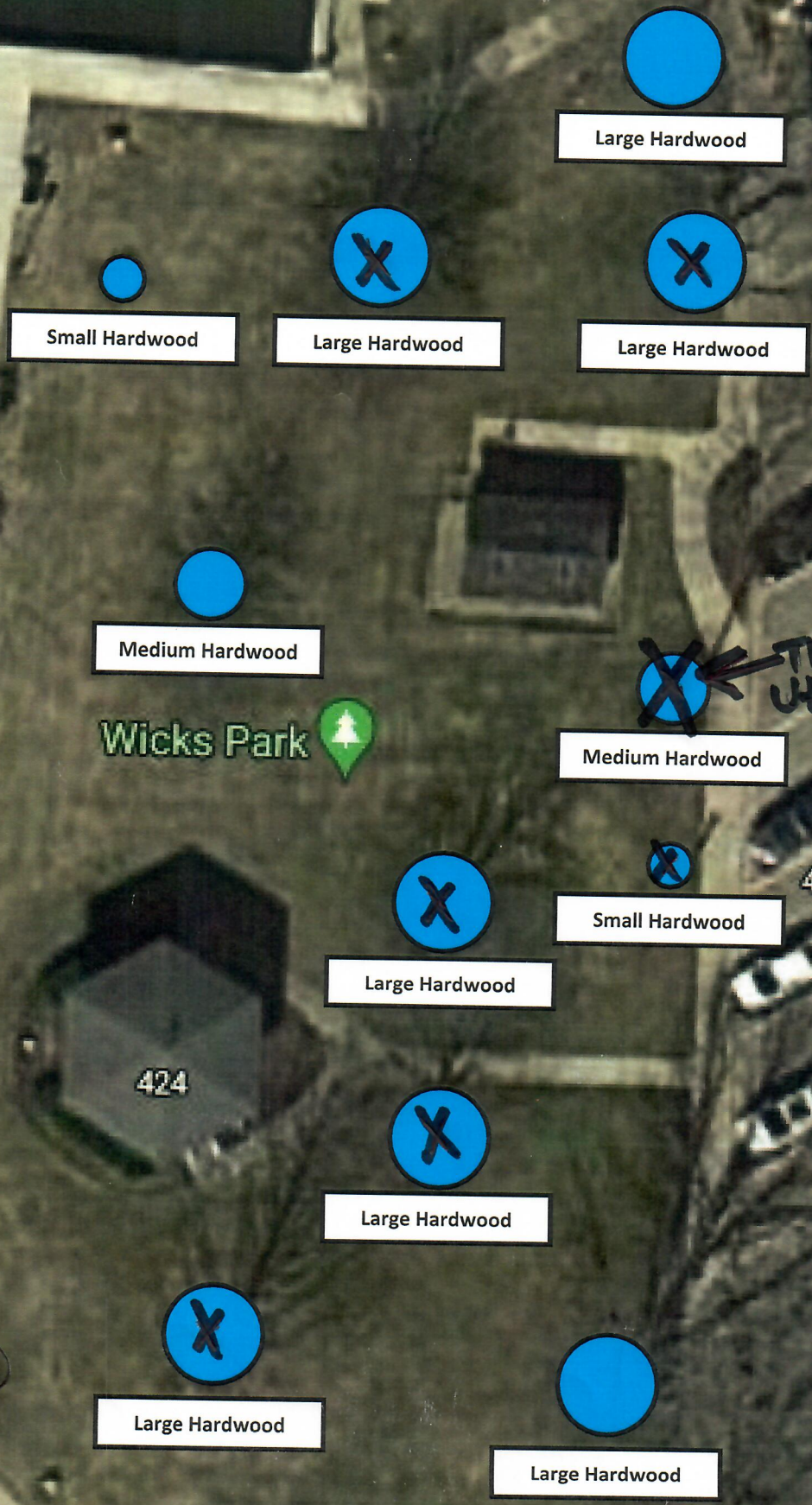
STORAGE: Unless noted, you are purchasing material upon initial installation. Type and number of Timers and Extension cords may change annually based on installation method. Prices include 11 months of off-season storage (when installed for seasonal use). Additional storage billed \$8 per month per \$1,000 of job total, \$8/month minimum, billed annually at beginning of storage period. Your material is stored off site and insured during the off-season.

Office Use: Date Received: _____	Date Confirmed: _____	Initial: _____	WG/WM Complete: _____
ReqInsDate: _____	Type of Timer: _____	Timers set for: _____	Tentative Takedown: _____ rv

Water St

Water St

Water St



That's a utility pole
No power outlet

424

452

Large Hardwood

Large Hardwood

X = power outlet



City Council Agenda Item Report

FROM: Ryan Heise

MEETING DATE: September 13, 2021

SUBJECT: Transportation Alternatives Program (TAP) Grant and Michigan Natural Resources Trust Fund (MNRTF)

Recommended Motion:

Approve having the City of Saugatuck be the lead agency for the Transportation Alternatives Program (TAP) related to the construction of the non-motorized Blue Star trail and to also apply for the Michigan Natural Resources Trail Fund (MNRTF).

Description:

A lead Act 51 Agent is required to apply for federal grant funding through the Transportation Alternatives Program to assist with capital cost for the construction of Blue Star Trail. The Tri-Community Non-Motorized Committee has recommended the City of Saugatuck act as the lead agency.

It is proposed that both the City of Saugatuck and Saugatuck Township apply for MNRTF separately.

To be provided as part of a resolution at September 27th Council Meeting.



City Council Agenda Item Report

FROM: Ryan Heise
MEETING DATE: 9/13/21
SUBJECT: Contribution towards capital cost of Blue Star Trail

Recommended Motion:

Approve the contribution of \$ _____ towards the construction of the non-motorized Blue Star Trail in the City of Saugatuck.

Description:

The Transportation Alternatives Program grant application will ask a question related to funds that the municipality has committed to the construction of the project. The Non-Motorized Trail Committee has recommended that each municipality determine what dollar amount they are willing to contribute to strengthen the grant application.

To be included as part of a resolution presented to Council on September 27th.



City Council Agenda Item Report

FROM: Ryan Heise
MEETING DATE: 9/13/21
SUBJECT: Maintenance agreement for the Non-Motorized Trail (Blue Star)

Recommended Motion:

Agree to join the existing memorandum of understanding regarding Blue Star Trail maintenance with Laketown Township, City of Village of Douglas, and Saugatuck Township.

Description:

The Transportation Alternative Program (TAP) grant requires that maintenance of the newly created infrastructure be determined or agreed upon. The Non-Motorized Trail Committee is recommending that the City of Saugatuck join an existing agreement with Laketown Township, City of Village of Douglas, and Saugatuck Township (attached in this packet.) The memorandum of understanding encourages intergovernmental cooperation for operations and maintenance while recognizing that each municipality is responsible for the ongoing maintenance within their respective jurisdictions.

To be included as part of a resolution which will be presented to Council on September 27th.

MEMORANDUM OF UNDERSTANDING

REGARDING

THE BLUE STAR TRAIL

BETWEEN

SAUGATUCK TOWNSHIP AND LAKETOWN TOWNSHIP AND THE CITY OF VILLAGE OF DOUGLAS

PURPOSE: The purpose of this Memorandum of Understanding is to illustrate that the “Blue Star Trail”, a non-motorized trail linear park, will be shared, maintained, and operated in a mutual beneficial and collaborative manner between the entities of Saugatuck Township and Laketown Township and the City of the Village of Douglas (“The Partners”).

SCOPE: The scope of this agreement is limited to the constructed sections of the Blue Star Trail that traverses the partners’ respective legal jurisdictions.

HISTORY OF RELATIONSHIP:

- The Partners work together on preparing plans and routes for the Blue Star Trail.
- The Partners support good faith efforts to collaborate on general maintenance of the Blue Star Trail which may include sharing of equipment, materials and/or staff, Allegan County “Debt Crew” services, as necessary and as agreed to in advance.
- The Partners have residents and taxpayers in the independent non-profit “Friends of the Blue Star” organization that assists with maintenance, development, and events related to the “Blue Star Trail”.
- The Partners collaborate on funding and development efforts of the “Blue Star Trail”.
- All the Partners have recognized regional safety, economic and sociological benefits of the “Blue Star Trail” and encouraged collaboration between local governments and Allegan County and Allegan County Parks Department.

UNDERSTANDING:

1. The Partners agree to collaborate on maintenance associated with public ownership/operation of their owned non-motorized trails. **Each Partner shall be responsible for all costs associated with their segment of the Blue Star Trail.** Such activities may include but are not limited to: weed spraying, tree removal, tree trimming, grass mowing, trail sweeping, non-motorized trail drain replacement and/or improvements, edging, sign replacement and/or other activities associated with regular use of non-motorized trail facilities.

2. The Partners agree to collaborate on sectional trail replacements, asphalt crack sealant, asphalt repairs and/or replacements, bridge span repairs and/or replacements and other large projects such as grant applications, engineering design and/or planning and engineering.

3. The Partners will at their option utilize staff members, private contractor(s) and/or volunteers to conduct shared trail maintenance. The Partners will endeavor to utilize common request for proposals, bids and/or contract agreements for maintenance services. The parties further agree to coordinate solicitation of resources including any grant applications, requests to foundations, or public fundraising efforts.

ACTIVITES:

1. Project development – The Partners will plan and work together to identify projects necessary or that are desired to maintain or enhance a uniform and cost effective Blue Star Trail experience.

A. To reduce regular maintenance costs of mobilization and coordinate work schedules of private contractor services and public employees such as tree trimming, weeding, lawn mowing and or fertilizing;

B. Partners shall endeavor to fund and replace uniform trail signage that exists along their respective portions of the Blue Star Trail and shall endeavor to preserve any approved artistic metal sculptures along the Blue Star Trail.

C. Partners shall endeavor to share formal “Request for Proposals” (RFP) and agree on terms and evaluation criteria that is to be used to grade the proposals or bids pursuant to the formal RFPs.

D. Partners agree to coordinate efforts in case of catastrophic weather conditions to facilitate timely repairs of damages or losses to the Blue Star Trail.

E. Partners agree to adhere to generally accepted engineering standards of design, inspection, and construction of all portions of the Blue Star Trail that exist in their jurisdictions. Partners agree to adhere to appropriate public developmental practices for all repairs, reconstructions or extensions of the Blue Star Trail.

2. Construction - The Partners will coordinate construction, alteration, repairs, reconstruction, or improvement projects for the Blue Star Trail.

3. Special Events – The Partners will determine that special events designed to promote the Blue Star Trail are appropriate and will work cooperatively as appropriate to conduct such events.

4. Community Promotion – The Partners may from time to time determine to engage in community promotional efforts and will endeavor to work cooperatively to conduct such promotion efforts for the Blue Star Trail. These may include but not be limited to such projects as trail newsletter, Facebook posts, and local newspaper articles.

OTHER:

1. Addressing issues and concerns – Any issues or concerns with this Memorandum of Understanding should be addressed to the Manager of the Partner Office or other chief appointed official(s) of the partnership as appropriate.

2. This Memorandum of Understanding is a formal agreement that shall be in effect upon signing by all Partners.

NOW, THEREFORE, it is hereby agreed to by and between the partners the following:

- Saugatuck Township and Laketown Township and the City of the Village of Douglas will continue to collaborate on development, operation, and maintenance of the “Blue Star Trail.”
- Resources, including staff time, materials and/or equipment will be shared on an as needed basis in a working collaborative relationship that shall minimize public expense of each Partner and maximize value of each Partners’ owned portion of the Blue Star Trail.

IN WITNESS WHEREOF, the parties hereto have caused this Memo of Understanding to be a formal agreement between the aforementioned public entities.

Linda Anderson

City of the Village of Douglas Date

Title: Mayor 8-14-18

Terry Hofmeyer 8-14-18

Laketown Township Date

Title: Supervisor

Cheryl Grunig 8-14-18
Saugatuck Township Date

Title: SUPERVISOR

BLUE STAR TRAIL

connecting douglas, saugatuck & saugatuck township



community open house information packet



Blue Star Trail - Route Descriptions and Alternates

Washington Street to Lake Street (Douglas and Saugatuck)

Option 1 – 3 Lane Roadway with 8' Non-motorized Trail

- Restripe roadway to provide three each 11 foot traffic lanes
- Add 3 foot separation between trail and southbound traffic lane via pavement marking and vertical separation (traffic delineators, or other to be determined).
- Provides 8 foot non-motorized pathway with paved 2 foot clear zones on each side.
- North bridge approach includes a 10 foot wide separated trail behind the curb with a bike rail on the west side along the embankment (same for both alternates).

Observations/Discussion

- May require "design exception" from MDOT for 8 foot wide trail. Good justification is available.
- Vertical separation proposed through use of traffic delineators. MDOT may require curb or other separation technique.
- Maintains full 3 lane section through bridge and approaches. 11 foot center lane highly desirable by emergency services.
- Estimated Construction Cost for this Alternative is \$130,000

Option 2 – 2 Lane Roadway with 10' Non-motorized Trail and Traffic Signal

- Restripe roadway to provide 2 lane bridge crossing with 4.5 foot paved shoulders and greater separation from non-motorized trail. Vertical separation also required or highly recommended (traffic delineators or other to be determined).
- Provides 10 foot wide non-motorized trail with paved 2' clear paved clear zones on each side.
- South bridge approach transitions back to 3 lanes for left turns at Washington Street. This section has 2 each 11' travel lanes with a 10' left turn lane and no shoulders.
- Two lane alternate requires traffic signal at Lake Street for emergency vehicles

Observations/Discussion

- Short left turn lane stacking at south end of bridge may cause traffic backups
- Vertical separation proposed through use of traffic delineators. MDOT may require curb or other separation technique.
- Traffic Signal Provides the following benefits:
 - o Southbound traffic lane through bridge can be cleared of traffic via remote control of the signal before emergency vehicles get to the bridge.
 - o Would provide traffic control of vehicular and pedestrian traffic at the Lake Street intersection during normal operation.
- Adds fairly significant cost (approx. \$150,000), of which only approximately 20% would be eligible for funding participation.
- Estimated Construction Cost for this Alternative is \$280,000

Alternates Also Considered for this section but not recommended for further evaluation

- Two lane roadway w/o traffic signal. – Not supported by Emergency Responders.
- Various width additions to the existing concrete sidewalk on north side. – Requires bike railing along traffic lane/edge of sidewalk as well as increased height rail on outer edge of bridge. Significantly changes the bridge loading and drainage systems. Very high costs.
- Three lanes configuration with 11.5' travel lanes and 10' left turn lane. – Not supported by Emergency Responders due to limited left turn lane width.
- For northerly bridge section, on roadway lane to Lake Street (utilizes existing acceleration lane). – Traffic impacts at Lake Street due to loss of existing acceleration lane.

Blue Star Trail - Route Descriptions and Alternates

Lake Street to Maple Street (City of Saugatuck)

Option 1 – Full Roadway Separation with At Grade Boardwalk or Retaining Wall Section

- Maintains existing roadway as-is
- Requires guardrail relocation north of Lake Street
- Limited top width and steep embankment section on northwest side of roadway requires adding an at-grade boardwalk or retaining wall section north to Bridge Street to provide 10' separated trail with required clear zone (5' from edge of paved shoulder).
- From Bridge Street to Maple Street, embankment reverses and retaining wall on west side of trail likely required.

Observations/Discussion

- AASHTO Compliant separation
- No roadway configuration changes
- Estimated Construction Cost for this Alternative is \$675,000

Option 2 – 10' Non-motorized Trail with Reduced Separation

- Because of the high cost of Option 1, it may be possible to reduce the roadway separation requirement by adding a vertical separation component. This option would add concrete curb and gutter to the west side of the roadway along with a vertical component such as delineators. This can then reduce the separation from the travel lane to approximately 4 feet, and reduces the overall top width requirement by approximately 7 feet from Option 1.
- Requires existing guardrail relocation to face of curb.
- Roadway reconfiguration consists of cutting and removing paved shoulder and adding concrete curb and gutter at lane line.
- From Bridge to Maple, embankment reverses and retaining wall on west side of trail likely required.

Observations/Discussion

- Reduced horizontal separation from AASHTO minimum 5 feet requires vertical element and design exception approval from MDOT.
- Vertical separation proposed through use of traffic delineators and curb and gutter. Curb and gutter may not be eligible for TAP funding and may increase the local share requirement.
- Roadway drainage reconfiguration required
- Estimated Construction Cost for this Alternative is \$600,000

Alternates Also Considered for this section but not recommended for further evaluation

- Utilize a portion of the existing paved shoulder with pavement marking and rumble strips. = Requires a significant design exception. AASHTO standards require a minimum 5' separation from the edge of the paved shoulder (not lane line). Existing paved shoulder width on roadway is needed to continue to comply with AASHTO roadway standards.

Blue Star Trail - Route Descriptions and Alternates

Maple Street to Old Allegan Road (Saugatuck Township)

Three Distinct Typical Cross Sections Apply to the Area (No Alternates Provided)

All Sections are AASHTO compliant Separated Trails with No Roadway Reconfiguration

10' HMA Trail with Retaining Wall - From Maple to approximately 350' north

This section has a steep embankment up from the roadway and some structures close to the right of way line that will require a retaining wall to be constructed in order to construct the path within the right of way.

10' Separated Trail

The section from 350 feet north of Maple to 900 feet north of Maple has grades that allow for a standard separated trail construction.

- AASHTO Compliant separation
- No roadway configuration changes

Boardwalk – Old Allegan Road to 300 feet South

The northernmost section of trail to Old Allegan Road has wetland/low area adjacent to the roadway and will require a boardwalk section.

Estimated Construction Cost for this section is \$450,000

Alternates Also Considered for this section but not recommended for further evaluation

- None

Blue Star Trail - Route Descriptions and Alternates

Blue Star Highway to Holland Street via North Street, Amalanchier Park and 66th Street (Saugatuck Township))

Two Distinct Typical Cross Sections Apply to the Area

All Sections are AASHTO compliant Separated Trails with No Roadway Reconfiguration

10' Separated Trail

The section will apply along North Street (construction along old RR grade offset from roadway) from the Blue Star Highway to just east of the creek crossing, then north through Amalanchier Park and then along the east side of 66th Street (adjacent to cemetery) to Holland Street and the Beeline Trail to Holland.

Boardwalk

This section will apply to the wetland/creek crossing in Amalanchier Park. The length of boardwalk will be limited as much as practical.

Observations/Discussion

- This section of trail will be routed through a forested, undeveloped park setting providing a high aesthetic user experience.
- This section of 66th Street has very few residences. Location on the east side would not impact any residences but may require some tree removal.
- Estimated Construction Cost for this section is \$330,000

Alternates Also Considered for this section but not recommended for further evaluation

- Continue trail along the west side of the Blue Star Highway to Clearbrook and then along Clearbrook to Holland Street. – Requires at grade boardwalk or retaining wall due to steep dropoff near roadway and high costs.
- Continue trail along the north side of North Street to Holland Street rather than north through Amalanchier Park. – Limited right of way and steep slopes would require retaining wall, higher costs and greater impact to residences than other alternatives. A timber bridge crossing of the creek would still be required.
- A shared use roadway for the 66th Street portion was considered by would not be supported by the Road Commission. Grant requirements would dictate concrete sidewalks on both sides of the roadway which make cost comparable to a separated trail.

BST City of Saugatuck portion - Trail Maintenance Cost Calculator								
Facility Type	Distance (Miles)/ Bridges/ # Sq. Feet Retaining Wall	Annual Maintenance & Operations Costs/Mile***	Annual Ops Cost	Preventative Maintenance Costs/Mile Includes: Annual inspection, 7 year trenching, as needed crack sealing, and/or culvert clearing***	Annual Preventative Cost	Annual Snow Removal Cost/Mile***	Snow Removal Cost	Total
Shared Roadway: Includes updating pavement markings and signage	0.09	\$850.00	\$76.50	\$200.00	\$18.00	\$2,000.00	\$180.00	\$274.50
Asphalt Shared-Use Path (25 year life): Includes updating pavement markings and signage, debris & tree limb clearing, mowing, minor isolated surface repair	0.13	\$1,700.00	\$221.00	\$725.00	\$94.25	\$2,000.00	\$260.00	\$575.25
Concrete Shared-Use Path (30 year life): Includes updating concrete markings and signage, debris & tree limb clearing, mowing, minor isolated surface repair	0	\$1,700.00	\$0.00	\$725.00	\$0.00	\$2,000.00	\$0.00	\$0.00
Crushed Limestone Shared-Use Path (10 year material add): Includes updating signage, tree limb clearing, mowing, periodic grading	0	\$1,700.00	\$0.00	\$225.00	\$0.00	\$2,000.00	\$0.00	\$0.00
Timber Boardwalk (20 year deck life): Includes updating signage, debris & tree limb clearing, isolated deck board replacement and railing replacement	0.13	\$550.00	\$71.50	\$200.00	\$26.00	\$2,000.00	\$260.00	\$357.50
Bridge (25 year deck life): Annual inspection**	0	\$300.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00
Railings (25 year life); not associated with boardwalk	0.09	\$100.00	\$9.00	\$100.00	\$9.00	NA	\$0.00	\$18.00
Fencing (25 year life)	0	\$100.00	\$0.00	\$100.00	\$0.00	NA	\$0.00	\$0.00
Retaining Wall (50 year life)	0.04	\$0.00	\$0.00	\$100.00	\$4.00	NA	\$0.00	\$4.00
Trailhead Maintenance^	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	0.35		\$378.00		\$151.25		\$700.00	\$1,229.25

*Maintenance Cost Data Sources: TART Trails Current & Historical Costs, Sleeping Bear Heritage Trails Current & Historical Costs

**Assumes private contractor inspection 1x/year

*** Assume annual 3% inflation increase/adjustment

^ Trailhead maintenance is relative to what amenities exist at the site and the amount of use.

For a modern facility that needs regular cleaning budget \$10,000-\$12,000 annually

For a rural gravel lot with a pit toilet that needs weekly

cleaning budget \$3000-45000 annually

RESOLUTION # 210913-A

**A RESOLUTION OF APPRECIATION
TO
DEPUTY JASON KRUIHOFF**

WHEREAS, The City of Saugatuck appreciates and honors the services provided by Allegan County Sherriff's Department.

WHEREAS, Deputy Jason Kruihoff attempted an underwater rescue under extremely challenging circumstances.

WHEREAS, the City wishes to express its gratitude for his heroic act; now therefore be it **RESOLVED BY THE SAUGATUCK CITY COUNCIL**, That the Council hereby adopts this **RESOLUTION OF APPRECIATION TO JASON KRUIHOFF**, on behalf of its Citizens.

ADOPTED THIS 13th DAY OF SEPTEMBER, 2021.

Signed: _____
Mark Bekken, Mayor

Padley Gallagher, Clerk



City Council Agenda Item Report

FROM: Kate White
MEETING DATE: September 13th, 2021
SUBJECT: AV Proposals for Upgraded Media in Council Chambers

Recommended Motion:

I move to authorize staff to enter into agreement with vendor to install AV equipment at City Hall, with an amount not to exceed \$22,000.

Staff Recommendation

Given the comparability in the AV proposal quotes, the staff recommends using a local, reputable electric company for the necessary AV upgrades in the City Council chambers. AV companies located close to Saugatuck would be ideal for any emergent issues or needed repairs for the installed AV system. We also recommend using a vendor with a reliable reputation among local municipalities. Both Parkway Electric and Buist Electric were recommended by local government officials. Parkway Electric & Communication has a strong reputation in the area, comes recommended from the City of Holland, and performed an on-site visit to better understand the City's AV needs.

Description: AV Proposals for Upgraded Media in Council Chambers

- 1) *Background:* As the COVID-19 Pandemic pushed people to use virtual and streaming applications for meeting purposes, different organizations realized that the versatility of virtual meeting applications and created hybrid meeting settings as COVID restrictions lifted. Once the City of Saugatuck opened up in-person meetings, the City maintained use of Zoom meetings to provide meeting access to people who wanted to watch council, board, and commission meetings from home. However, the current multimedia system in the chambers is not compatible with Zoom conferencing or YouTube broadcasting. The current system strictly records meetings and requires a USB to pull video recordings for upload to YouTube or the city website. In place of the multimedia system in the chambers, staff has been using a laptop, conference speakerphone, and cellphone to broadcast public meetings on Zoom. This current system has been both inefficient and ineffective.
- 2) *Scope of Work:* The purpose of gathering proposals is to ultimately improve the audio/visual components within the City Hall council chambers to facilitate better hybrid board, council, and commission meetings. General equipment requirements include an improved video system for clearer visuals and a permanent computer station for the Clerk to record and stream public meetings; this may include a permanent processing station and monitor station for the Clerk's control. Some optional equipment may include better displays for presentations, like TV(s) for

displaying presentations or a better projection system, or an improved audio system. The required and optional equipment may need accessory electronics and devices to ensure usability (e.g. cabling, additional outlet installation, and so on).

The work will upgrade the audio/visual components within the council chambers for improved video recording, streaming, and broadcasting. Meetings will be clearly heard and seen for Zoom participants and YouTube watchers. The upgraded AV system will be easily usable for City staff to broadcast meetings for public viewing, improving “plug and play” capabilities and enhancing meeting efficiencies. If improved presentation displays are installed, the displays will be easily viewable for all council members and for in-person attendees. Ultimately, the end experience will result in a professional quality AV system where virtual meeting attendees can clearly hear and see public meetings.

3) *Cost Comparison & Timing of Installation:*

Budget Expense: Line item for capital outlay “AV upgrades” exists in the 2021-2022 budget (101-265-970-000) in the amount of \$25,000. Additional electric accommodations not included in the AV proposals are anticipated as an additional expense.

Option 1: Abel Electronics, from Saint Clair Shores, provided a quote for the required work to upgrade the council chambers with improved audio/visual electronics. Abel was sent photographs of the City’s existing AV equipment. They composed a scope work, which included 10 Televic mics with built in speakers for sound reinforcement, Reach Bee3 video production and streaming system, an upgraded computer and 1080P PTZ camera for video conferencing, and a PTZ camera will be controlled with manufacturer provided remote. The estimated audio system upgrade is \$10,284.00 (including labor). The estimated video system upgrade is \$9,945.63 (including labor). This estimate total project cost is \$21,172.01 (including sales tax).

Mark Monarch at Abel Electronics noted that their crews are typically booked out by 30 days. Televic electronic products have a backorder roughly between 30 to 60 days. The installation is estimated to take 2-2 ½ days.

Option 2: TPC Technologies, Inc., from Niles, submitted a quote that totals to \$19,301.91, including labor costs. This quote was not broken down by material or line item. Their quote is for a system that would upgrade the existing gear in the council chambers, while attempting to reuse the projector, microphones, speaker, and rack. However, this quote is only good for 30 days from its submittal in August 31, 2021. Their quote does include a list of recommended materials for their upgraded AV system, like a presentation switcher, Sony PTZ camera, and assorted cables/converters to enable the streaming of meetings. Any electrical issues or updates will have to be contracted through a separate electrician. The computer must be furnished by the City.

Golob noted that installation time for the project would span 2-3 days, but that national lead times on electronics have been lagging behind by 3 to 4 months. TCP will have a better understanding of lead times for electronics once a contract has been signed and materials have been ordered.

Option 3: Parkway Electric & Communications LLC came recommended by the City of Holland multimedia specialists. Parkway installed the AV system in the council chambers at Holland City Hall. Todd Billin, at Parkway, performed an onsite visit on August 25th to understand the current AV lay-out and the streaming/broadcasting needs of staff. Billin submitted a quote amount of \$21,425 on September 3, which is valid for 30 days. The quoted amount includes labor, materials, and any needed training or testing of the AV equipment. The Crestron media controller, included in Parkway's quote, will allow for controlled, wireless casting of any device onto displays in the council chambers. The quoted amount of \$2,000 dollars for the computer system can be eliminated from the quote as the City can instead purchase a computer system through Shoreline Technology Solutions, if so desired.

Parkway has an estimated project lead time of 4 to 6 weeks, with product and material availability being the biggest constraint on project timing. Estimated installation will take 2 to 3 days.

Option 4: Bob McLaughlin of Buist Electric is to submit a quote between September 6th and 10th. Buist Electric were the AV integrators at Ottawa County and came recommended by the Technical Innovation Manager at Ottawa County. The current microphone system used in the Saugatuck City Hall council chambers was set up by Buist Electric in the past.

Chamber Council - Audio and Video Steaming System

City of Saugatuck

102 Butler St.
Saugatuck, MI 49453
269-857-2603

Revision: 0
Modified: 8/10/2021



Presented By:

Abel Electronics

27201 Harper Ave
Saint Clair Shores, Michigan 48081 United States
586-777-8232
www.AbelElectronics.com



SCOPE OF WORK

Upgrade sound and video system for existing chamber council. Since we did not do a site visit this quote assumes that there are existing path ways for all new wiring. This system design includes the following:

- 10 Televic mics with built in speakers for sound reinforcement
- Reach Bee3 video production and streaming system
- Upgraded computer and 1080P PTZ camera for video conferencing
- PTZ camera will be controlled with manufacturer provided remote

Customer to provide the following working equipment:

- Room monitor with HDMI input (existing)
- Mixer, room speakers and amp (existing)
- Network connection for video conferencing
- Equipment rack
- All 120 volt power and networking

Audio System

		Equipment	Labor
1	Televic D-Cerno C SL Digital Chairman Discussion unit (supports 30, 40, 50 or 70 cm mic)	\$400.00	\$0.00
1	Televic D-Cerno CUR - Digital control unit for 50 D-Cerno units	\$1,625.00	\$0.00
9	Televic D-Cerno D SL Digital Delegate Discussion unit (supports 30, 40, 50 or 70 cm)	\$2,925.00	\$0.00
10	Televic D-Mic 40SL Digital Delegate Discussion unit with removeable microphone (30, 40, 50 or 70 cm)	\$1,500.00	\$0.00
1	Televic Global Supply Surcharge As the continuity of deliveries is of the utmost importance, we are forced to implement a surcharge on the hardware items supplied. This surcharge will go in effect on all quotations as of April 13th and all orders received as of April 15th 2021, as net extra cost per item.	\$490.00	\$0.00
2	Televic ICC5/10 Connection cable, 10m, black	\$304.00	\$0.00
1	SHIPPING Freight Charge	\$300.00	\$0.00
1	Abel Electronics Custom Audio Cable & Network Audio cable from D-Cerno system to existing mixer (connection TBD) and network cable	\$150.00	\$0.00
1	Abel Electronics Custom D-Cerno Cables D-Cerno custom shielded cabling and ends between units	\$400.00	\$0.00
1	LABOR INSTALL - FINISH - TRAVEL Installation labor, travel and labor	\$0.00	\$2,200.00
Audio System Total		\$8,094.00	\$2,200.00

* Price Includes Accessories

Chamber Council - Audio and Video Steaming System

Project No : ABEL -0545

Rev. 0

8/10/2021

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Video System

		Equipment	Labor
1	DigitaLinx DL-USB-PTZ20-W HD PTZ Camera USB 3.0/SDI	\$861.63	\$0.00
1	Reach BEE3 PLUS - With 1TB Upgrage SSD Drive Bee3 Plus Encoder & Capture	\$3,195.00	\$0.00
1	Reach CC11 CC11: 4K Capture Card Converter from HDMI to USB-C USB-C Output Resolution: 4K @ 60 fpsallows for 3rd party interface from Bee series to products like Skype, Google Meets & Hangouts, Webex, Teams, & Zoo	\$349.00	\$0.00
2	Crestron Electronics HD-EXT3-C-B_SYSTEM 4K HDMI over HDBaseT Extender w/IR & RS-232, Black	\$1,390.00	\$0.00
1	Abel Electronics Cabling Budget number for video cables and POE network switch. Need to determine equipment location for actual cost	\$1,000.00	\$0.00
1	Abel Electronics HP I5 processor PC with 500GB SSD, Windows 10, Refurb for video conferencing. Includes wireless keyboard and mouse. Also includes PC flat screen LCD monitor	\$650.00	\$0.00
1	LABOR INSTALL - FINISH - TRAVEL Installation labor,programming, traing, travel and labor	\$0.00	\$2,500.00
Video System Total		\$7,445.63	\$2,500.00

Project Subtotal:

\$15,539.63

\$4,700.00

* Price Includes Accessories

Chamber Council - Audio and Video Steaming System

Project No : ABEL -0545

Rev. 0

8/10/2021

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PROJECT SUMMARY

Equipment:	\$15,539.63
Labor:	\$4,700.00
Sales Tax:	\$932.38

Grand Total: \$21,172.01

Client: Padley Gallagher

Date

Contractor: Abel Electronics

Date

9/3/2021

Kate White
City of Saugatuck
102 Butler St., P.O. Box 86
Saugatuck, MI 49453
269-857-2603
KWhite@saugatuckcity.com

Quote Number: G211209

Re: City Council Chamber A/V system

Dear Kate,

Thank you for the opportunity to provide the City of Saugatuck with this quote to install a new A/V solution in the city council room. Prices include all material, labor, programming, testing, and training for a turn-key solution. The new solution will allow for sharing any device screen (PC, phone, tablet) to the room displays. The system will also provide audio and video support for any remote meetings (Zoom, Teams, Webex, etc.).

Scope of Work

The following features and items are included:

- Two (2) 75" diagonal HD professional displays mounted on side walls with tilting mounts
- Biamp digital signal processor (DSP) for connecting existing microphones for conferencing
- Crestron AirMedia controller for wireless connectivity of video devices (Phones, Tablets, PC)
- Crestron 7" touch screen room/system controller
- 12x pan/tilt/zoom USB camera for video conferencing
- Reconnect existing microphones and bulkhead speakers
- \$2,000 allowance for rack mounted computer, w/ wireless keyboard, mouse, and monitor.
- \$800 allowance for electric outlets for the displays

Pricing

Pricing for the services outlined in the above scope of work is shown below.

Quote Amount: **\$21,425.00**

If paying via credit card a 3% processing fee will be added.

The quoted price does not include sales, use excise or other similar taxes. Buyer shall pay, in addition to the prices quoted, the amount of any present or future tax applicable to the sale or use of the goods and services

Quotation Terms & Conditions

This quotation is subject to the Parkway Electric & Communications LLC standard terms and conditions, and is valid for 30 days. For a complete listing of the Parkway standard terms and conditions, please refer to the "terms of sale" link located on our website at www.parkwayelectric.com

Milestone Payment Schedule

The project will be billed according to the milestone payment schedule outlined below:

- A 25% down payment will be invoiced upon receipt of the signed quote or Purchase Order
- Monthly billing of labor & materials
- Last 10% upon delivery of final documentation

If you have any questions regarding this quotation, do not hesitate to contact me at 616-820-1289.

Customer Acceptance

Please reference G211209 on any purchase orders generated from this quotation.

Accepted by

Date

Title

Thank you for the opportunity to provide the City of Saugatuck with this quotation.

Sincerely,

Todd Billin

April 29, 2021

Peter Stanislawski Peter@saugatuckcity.com
Erin Wilkinson Erin@saugatuckcity.com

City of Saugatuck
3102 Butler St.
Saugatuck, MI 49453

Dear Peter & Erin:

We are pleased to submit a proposal for Streaming & AV enhancements to the Saugatuck Council Chambers. The system as designed will update all the gear in the Chamber to current technology. Based on the age and connectivity of the existing hardware, it is more cost effective to replace with new than attempt to interface with old.

We intend on re-using the existing projector, microphones, speakers and rack. We are recommending against a flat panel in the stairwell as a safety consideration... the projector is less likely to be jostled or adjusted in its hanging position. All other gear will be replaced.

The basis of the design is the AMX DVX-2265-4K Presentation Switcher... A 6in x 2out video matrix with Dante Audio, BSS Processing, AMX Systems Control & Crown Amplification built-in to a single chassis. The existing mics will be retained and routed back to the system via a Dante (CAT#) connection passing through a new floor-box under the head table. An HDMI input will also be provided at the head table and routed to the head-end via a CAT# connection through the same floor box. System control (source, volume, camera position, etc.) will be achieved through a 7" tabletop touch panel that can be plugged into the same floor-box at the head table or positioned on top of the rack at the rear of the room. In addition to an owner furnished rack PC, the streaming camera and the head table input, the system allows for 3 additional units (e.g. blu ray player, etc.).

The owner furnished Rack PC will facilitate external participation via zoom, skype, etc. This PC will serve as an input to the Presentation Switcher so that far end participants can be cast into the room on the existing projector and speakers. A Sony PTZ camera will be added to the system in a similar location to the existing unit. Control of the camera is via the touch panel. The Presentation switcher will also enable transmission of meeting content &/or images from the PTZ camera back to the far end participants.

The total installed price of this system as described is \$17,804.47 and assumes use of existing power &/or any new power by owner/others.

Recommended Materials:

Qty	Manu / Part #	Description
1	Kramer AD-RING-5	HDMI Adapter Ring #5
1	AMX DX-TX-4K60	DXLink 4K HDMI Decor Style Wallplate Transmitter (US), 4K and UHD support, HDCP compliant, black
1	AMX DX-RX-4K60	DXLink 4K HDMI Twisted Pair Receiver Module with SmartScale, HDCP compliant; compatible with all DXLink Transmitters, Enova DGX DXLink Twisted Pair Output Board and Enova DVX-3155HD/3156HD/2155HD/3150HD/DVX-2150HD
1	AMX AVB-VSTYLE-SURFACE-MNT	V Style Single Module Surface Mount Brackets, use with Solecis Digital Switchers, DXLink Transmitter / Receiver, Converter, DAD Modules and more
1	AMX AVB-VSTYLE-POLE-MNT	V Style Single Module Pole Mounting Kit, use with Solecis Digital Switchers, DXLink Transmitter / Receiver, Converter, DAD Modules and more
1	AMX DVX-2265-4K-TAA	DVX 6 x 2+1 All-In-One Presentation Switcher SKU:AMX-FG1906-0202
1	BMD CONVCMIC/HS03G/WPSU	Micro Converter HDMI to SDI wPSU
1	Mid-Atlantic U1V	1SP VENTED UTILITY SHELF
1	AMX MT-702	7" Modero S Tabletop Touch Panel, features include: brilliant 24-bit color depth, PoE, VoIP, Bluetooth, USB and streaming video, 1080x600 touch panel resolution
1	SRG-120DH	SRG-120DH
	Full HD remotely operated PTZ camera	Full HD remotely operated PTZ camera
1	Sony BRCWMALL	Sony BRCWMALL
	Wall Mount	Wall Mount
1	SKAARHOJ TCP	SKAARHOJ TCP Control ATEM Switcher for Crestron, Extron & Select AV Systems BH #SKATMTCPLINK • MFR #ATEM-TCP-LINK-V1
3	Shure ANI4IN-XLR	4CH MIC/LINE IN-DNTE,1/3RU,XLR
LOT	Kramer C-UNIKat-25	Four-Pair U/FTP Cable assembly for DGKat,HDBaseT and LAN-25'
LOT	Kramer C-UNIKat-10	Four-Pair U/FTP Cable assembly for DGKat, HDBaseT and LAN-10'
LOT	Kramer C-UNIKat-6	Four-Pair U/FTP Cable assembly for DGKat, HDBaseT and LAN-6'
LOT	WestPenn 254246AFBK0500	4PR 23G SHLD CAT6A CMP
LOT	Kramer C-HM/HM/PICO/BK-6	Slim High Speed HDMI Cable with Ethernet-6ft
LOT	Kramer C-BM/BM-6	Molded BNC (Male - Male) Cable (6')
LOT	Kramer C-USB/CA-6	USB 2.0 C(M) to A(M) Cable-6ft
LOT	Kramer CA-HM-66	Active High Speed HDMI Cable with Ethernet -66"
LOT	Kramer C-D9F/OPEN-3	RS-232, D9(F) to bare wires cable-3ft
LOT	Kramer C-HM/HM/PICO/BK-3	Slim High Speed HDMI Cable with Ethernet-3ft

Thanks again for the opportunity to submit a proposal. Please contact me with any revisions or questions.

Sincerely,



Marty Golob
 TPC Technologies Inc.
 (269) 687-9798 ext. 118
 mgolob@tpctechnologies.com

All material is guaranteed to be as specified. All electrical circuits, conduits and cables provided by others at no cost to TPC Technologies. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the bid price. All agreements are contingent upon strikes, accidents, or delays beyond our control. TPC takes responsibility for disposal of all gear removed from or demolished from any system unless noted otherwise.

Quote good for thirty days from above date.

ACCEPTANCE OF PROPOSAL:

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment schedule; 50% down, 25% due upon start of installation and the balance at system completion and acceptance. A 3% surcharge will be added to credit card payments.

The total installed price of this system as described is \$17,804.47 and assumes use of existing power &/or any new power by owner/others.

Date of Acceptance: ___/___/___ Signature: X_____

~~April 29, 2021~~
August 31, 2021

Peter Stanislowski Peter@saugatuckcity.com
Erin Wilkinson Erin@saugatuckcity.com

City of Saugatuck
3102 Butler St.
Saugatuck, MI 49453

Dear Peter & Erin:

We are pleased to submit a **REVISED** proposal for Streaming & AV enhancements to the Saugatuck Council Chambers. The system as designed will update all the gear in the Chamber to current technology. Based on the age and connectivity of the existing hardware, it is more cost effective to replace with new than attempt to interface with old.

We intend on re-using the existing projector, microphones, speakers, and rack. We are recommending against a flat panel in the stairwell as a safety consideration... the projector is less likely to be jostled or adjusted in its hanging position. All other gear will be replaced.

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1	AMX DX-RX-4K60	DXLink 4K HDMI Twisted Pair Receiver Module with SmartScale, HDCP compliant; compatible with all DXLink Transmitters, Enova DGX DXLink Twisted Pair Output Board and Enova DVX-3155HD/3156HD/2155HD/3150HD/DVX-2150HD
1	AMX AVB-VSTYLE-SURFACE-MNT	V Style Single Module Surface Mount Brackets, use with Solecis Digital Switchers, DXLink Transmitter / Receiver, Converter, DAD Modules and more
1	AMX AVB-VSTYLE-POLE-MNT	V Style Single Module Pole Mounting Kit, use with Solecis Digital Switchers, DXLink Transmitter / Receiver, Converter, DAD Modules and more
1	AMX DVX-2265-4K-TAA	DVX 6 x 2+1 All-In-One Presentation Switcher SKU:AMX-FG1906-0202
1	BMD CONVCMIC/HS03G/WPSU	Micro Converter HDMI to SDI wPSU
1	Mid-Atlantic U1V	1SP VENTED UTILITY SHELF
1	AMX MT-702	7" Modero S Tabletop Touch Panel, features include: brilliant 24-bit color depth, PoE, VoIP, Bluetooth, USB and streaming video, 1080x600 touch panel resolution
1	SRG-120DH	SRG-120DH
	Full HD remotely operated PTZ camera	Full HD remotely operated PTZ camera
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LOT	Kramer C-UNIKat-25	Four-Pair U/FTP Cable assembly for DGKat,HDBaseT and LAN-25'
LOT	Kramer C-UNIKat-10	Four-Pair U/FTP Cable assembly for DGKat, HDBaseT and LAN-10'
LOT	Kramer C-UNIKat-6	Four-Pair U/FTP Cable assembly for DGKat, HDBaseT and LAN-6'
LOT	WestPenn 254246AFBK0500	4PR 23G SHLD CAT6A CMP
LOT	Kramer C-HM/HM/PICO/BK-6	Slim High Speed HDMI Cable with Ethernet-6ft
LOT	Kramer C-BM/BM-6	Molded BNC (Male - Male) Cable (6')
LOT	Kramer C-USB/CA-6	USB 2.0 C(M) to A(M) Cable-6ft
LOT	Kramer CA-HM-66	Active High Speed HDMI Cable with Ethernet -66"
LOT	Kramer C-D9F/OPEN-3	RS-232, D9(F) to bare wires cable-3ft
LOT	Kramer C-HM/HM/PICO/BK-3	Slim High Speed HDMI Cable with Ethernet-3ft

Thanks again for the opportunity to submit a proposal. Please contact me with any revisions or questions.

Sincerely,



Marty Golob
 TPC Technologies Inc.
 (269) 687-9798 ext. 118
 mgolob@tpctechnologies.com

All material is guaranteed to be as specified. All electrical circuits, conduits and cables provided by others at no cost to TPC Technologies. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the bid price. All agreements are contingent upon strikes, accidents, or delays beyond our control. TPC takes responsibility for disposal of all gear removed from or demolished from any system unless noted otherwise.

Quote good for thirty days from above date.

ACCEPTANCE OF PROPOSAL:

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment schedule; 50% down, 25% due upon start of installation and the balance at system completion and acceptance. A 3% surcharge will be added to credit card payments.

The total installed price of this system as described is ~~\$17,804.47~~ **\$19,301.91 and assumes use of existing power &/or any new power by owner/others.**

Date of Acceptance: ___/___/___ Signature: X_____

August 31, 2021

Dear Saugatuck Resident,

The City of Saugatuck and the City of Douglas are working with Fleis & VandenBrink Engineering of Grand Rapids to replace the water main and water service lines, and then resurface and widen Campbell Road between Park Street and McVea Drive. This letter is being provided to introduce you to the proposed scope of work and provide information about the construction process. Based on feedback we received from residents, we have requested a widened road shoulder to provide a safer walking / cycling route along the newly resurfaced section of Campbell Road. We don't anticipate at this time that there will be major tree removal as part of this project, primarily smaller bushes and some tree trimming on the north side near Park Street by Consumers Energy during pole relocation work. Final plans are being completed and the bidding process will begin in the next few weeks.

How is this project being paid for? Unfortunately, the City received notice that we were not successful in our third attempt to secure a MDOT Category B Grant to help defray the cost of the project. MDOT received 139 applications totaling \$21.9 million in grant fund requests but only had \$3 million to award for projects. Both Cities have decided to move forward with the project without the grant funding. The cost of the project will be divided proportionally between the two Cities. Because this is a water main replacement project identified in the water asset management plan, none of the project costs are anticipated to be passed onto the homeowners as a special assessment.

When will the work begin? We don't have an established timeline to begin construction; however, to avoid major construction during peak tourism season, the project will be split into two phases—water main and service line replacement in fall 2021 and resurfacing in spring 2022. The water main and service line replacement phase will involve milling the road, replacing and upsizing the water main using a combination of open trenching and boring, and replacing the lead and galvanized service lines. Where lead services are encountered, service line replacement will extend up to and in some cases into the home, which will require the cooperation of homeowners but will not be a cost to the homeowner. Upon completion of the water main installation, compacted gravel will be installed to maintain traffic through the winter months. Resurfacing Campbell Road from Park Street to McVea Drive is planned for spring 2022 as soon as the asphalt plants open for the season.

Why are water service lines being replaced? Per the State's drinking water quality standards, all lead and certain galvanized service lines must be completely replaced from the water main all the way up to eighteen inches inside the home. The contractor will need access to your home to complete this process. If you choose not to participate, you may leave the lead and galvanized service lines in service, but the City will not replace those lines at a later date and you will have to confirm in writing your desire to not participate in the service line replacement.

What if I'm not home? We anticipate some residents will be leaving for the winter months to warmer destinations. We are requesting your assistance providing a local contact for the lead and galvanized service line replacement process. Please fill out the form included in this letter so that we have your contact information. If you are leaving for the winter, a local contact will need to be provided for an individual who is permitted by the owner to provide access to the property.

Will the service line replacement damage my yard? We are planning to directionally bore the portion of the services lines that are on private property, however, some open trenching will still be required for connections. This process may disturb small areas of lawns, landscape, sidewalks, and driveways. Please let us know if you have a lawn irrigation system on your property. The contractor will regrade, reseed, and restore any disturbed areas. We appreciate your patience during this process and will work with homeowners to properly restore the site.

I have an irrigation system installed in the right of way. What do I do? There may be some disturbance of lawn areas adjacent to the road edge in preparation for paving. If underground irrigation is near the road edge, residents should clearly mark the locations so that every effort may be taken to avoid damage. The City will not replace or repair damaged unmarked private irrigation systems, landscape, plantings, fences, or other miscellaneous encroachments located within the City's right-of-way or public utility easements.

Will the City keep me informed about the project? We propose to communicate construction timelines via group email with blind copy. Simply email the City at the address indicated below if you wish to be included. Full plans will be available at Saugatuck City Hall if you'd like to review the scope of work.

Will access to my driveway be interrupted? Driveway access for residents in the construction zone will be maintained throughout construction, though there may be periods of time when a driveway is temporarily inaccessible with construction operations.

Will home deliveries be interrupted? While construction is an inconvenience, the City will work to minimize traffic conflicts and provide access. Active construction operations will limit vehicle travel to local residents only. All others should follow the marked detour routes. Parcel delivery services will be allowed to complete their normal deliveries when feasible.

How will trash and recycle pickup be managed? Trash and recycling pickup times are anticipated to continue as usual during construction.

When construction operations cease for the winter, who do I call about a pothole? Please contact the Department of Public Works at 269-857-2558 for pothole maintenance during the winter months while temporary gravel is in place until the road resurfacing is completed in the spring.

More information will become available when a contractor is selected and a more detailed schedule is developed. If you have questions, please contact City Hall at 269-857-2603 or email Kate White at KWhite@saugatuckcity.com.

Thank you for your patience.

Kate White
Intern

WATER SERVICE LINE REPLACEMENT CONTACT INFORMATION:

Owners Name: _____

Physical Address: _____

Mailing Address: _____

Phone #: _____ Email Address: _____

Yes, I have irrigation.

Local Contact Name:(if different from owner) _____

Phone #: _____ Email Address: _____

I hereby grant permission for _____ to enter the above listed address for the purpose of replacing the water service line from Campbell Road.

Owners Signature _____ Date

Please return form to the City of Saugatuck either by email – Kate White, KWhite@saugatuckcity.com, by mail - PO Box 86, Saugatuck, MI 49453, or by drop box at Saugatuck City Hall, 102 Butler St., Saugatuck, MI 49453.



KNIGHTS OF COLUMBUS

September 1, 2021

City Of Saugatuck
102 Butler St.
Saugatuck, MI 49453

Attn: Mark Bekken and City Council

Once again, we are asking for your participation in the Annual Tootsie Roll Drive to aid the mentally handicapped in our immediate area. The drive will take place October 1st and 2nd. This year we are asking for your permission to collect at the Saugatuck Drug Store in our familiar yellow and red aprons.

Over the years our members have collected tens of thousands of dollars to aid less fortunate individuals in our immediate community. Several local organizations have come to depend upon our support for some of their critical needs and we try not to disappoint them. As we have stated in the past, all profits will benefit the mentally handicapped. This is a volunteer drive. No members are paid salaries or expenses compensated. Our rewards are the smiles and enthusiastic applause for our Knights when we hand out the checks to the organizations we support.

Thank you for your previous efforts on behalf of our Council and I hope to hear from you soon.

Sincerely,

Rich Van Eizenga
Grand Knight
Council 8687
P.O. Box 941
Douglas, MI 49406

Padley

From: no-reply@weebly.com
Sent: Wednesday, September 8, 2021 3:48 PM
To: Padley
Subject: New Form Entry: Website Communication for Council

You've just received a new submission to your [Website Communication for Council](#).
[Mark as Spam](#)

Submitted Information:

Name

Buzz Burrell

Email

buzzburrell@mac.com

Address

348A Mariners Cove Ct
Douglas, MI United States 49406

Are you a resident of the City of Saugatuck?

No

Please share your comments

Please, please complete the Blue Star Trail!

As a resident of Douglas, I've quit going to Saugatuck in the summer because it's an automobile gridlock. Bicycles are an easy solution - good for the City, good for business, good for visitors.

I appreciate Fire and Police concerns of emergency access across the bridge. I also note that my chances of being harmed in my home, by fire or an intruder, are almost zero, while my chances of being hit by a car are distressingly high.

In Michigan in 2018, 1,128 bicyclists were injured by a car, and 21 killed.

Bike lanes are how we protect public health and safety.

Padley

From: Ryan Heise
Sent: Tuesday, September 7, 2021 3:40 PM
To: Padley
Subject: FW: Non-Mortorize Trail

HI... will you please add?

From: Cathy Hart <chart@inthebox.com>
Sent: Tuesday, September 7, 2021 2:58 PM
To: Ryan Heise <Ryan@saugatuckcity.com>; 'Craig Steenbergh' <craig@inthebox.com>
Cc: Holly Leo <hleo@saugatuckcity.com>; Ken Trester <ktrester@saugatuckcity.com>; Padley <Padley@saugatuckcity.com>; Katherine White <KWhite@saugatuckcity.com>
Subject: RE: Non-Mortorize Trail

Yes that would be great.

From: Ryan Heise [<mailto:Ryan@saugatuckcity.com>]
Sent: Tuesday, September 07, 2021 12:13 PM
To: Craig Steenbergh
Cc: Holly Leo; Cathy Hart; Ken Trester; Padley; Katherine White
Subject: RE: Non-Mortorize Trail

Craig and Cathy,

Thank you for the email. Would you like staff to include it as "City Council Correspondence?"

Best,

Ryan Heise
Saugatuck City Manager

From: Craig Steenbergh <craig@inthebox.com>
Sent: Tuesday, September 7, 2021 10:18 AM
To: Ryan Heise <Ryan@saugatuckcity.com>
Cc: Holly Leo <hleo@saugatuckcity.com>; Cathy Hart <chart@inthebox.com>; Ken Trester <ktrester@saugatuckcity.com>
Subject: Non-Mortorize Trail

Hi Ryan,

We just wanted to send a quick note about the Non-Motorized Trail. It seems that the enthusiasm to connect the trail from the short stretch in Douglas to the longer portion in Saugatuck Township is missing some economic understanding. The majority of the people who come to Saugatuck come via car (>99%) and really are not here because of a trail. Placing a stoplight at the left turn from Blue Star onto Lake will create substantial congestion backing up traffic behind the 30 to 35% of the people who are turning left. The right turn acceleration lane heading south on Blue Star from Lake was built to smooth the transition of traffic heading south and reduce accidents. I know that there are people on the committee who say that the data is too old, but it is better to make

changes with data than simply based on emotions. Also, it is likely that the County of Allegan will put a light at Old Allegan and Blue Star, which will make the Lake Street light redundant.

People I have talked to on Lake Street think the changes to Blue Star will negatively impact their ability to travel. If we want to know how big of an impact will occur with the lane closures, let's run an experiment. Let's shut down the left turn, right acceleration lanes with cones for 30 to 60 minutes midday on Friday, Saturday or Sunday and measure the results. The congestion will cause frustration with both left and right turn vehicles and people heading north beyond Lake waiting for people to turn left onto lake. This frustration and feeling of being unwelcomed is counter to the Saugatuck brand of being a friendly, welcoming small town that is laid back and not like most larger cities.

I personally want to trail to be completed. It is problematic when I turn left up Blue Star from Lake and is confronted with cars traveling too fast and not providing a comfortable space to run.

I am hoping logical thinking wins out in this discuss and that City of Saugatuck does let some enthusiastic people from outside of Saugatuck dictate spending money on changes that will create more problems year round and present an unwelcoming entrance to our City.

Thank
Craig & Cathy

Padley

From: Ryan Heise
Sent: Thursday, September 9, 2021 11:32 AM
To: Padley
Subject: FW: Complete it, ride it, treasure it

Additional correspondence for packet please.

-----Original Message-----

From: Laura Godfrey <godfreylaura10@gmail.com>
Sent: Wednesday, September 8, 2021 10:21 AM
To: Mark Bekken <mbekken@saugatuckcity.com>; Ken Trester <ktrester@saugatuckcity.com>; Chris Peterson <cpeterson@saugatuckcity.com>; Holly Leo <hleleo@saugatuckcity.com>; Garnet Lewis <glewis@saugatuckcity.com>; Scott Dean <sdean@saugatuckcity.com>; Lauren Stanton <lstanton@saugatuckcity.com>; Ryan Heise <Ryan@saugatuckcity.com>
Cc: robertgodfrey7@gmail.com
Subject: Complete it, ride it, treasure it

Team,

Please record with all enthusiasm my support to finalize the Blue Star Trail. I thank you truly for your ongoing work to get this over the finish line. It will be a true accomplishment!

Sincere regards,

Laura

Laura J. Godfrey

Padley

From: Ryan Heise
Sent: Thursday, September 9, 2021 4:24 PM
To: Padley
Subject: FW: Advocacy for completion of Bike Trail

Hi Padley,

Communication please for council packet.

Thank you,

Ryan

From: Tim Straker <tim_straker@hermanmiller.com>
Sent: Wednesday, September 8, 2021 9:58 AM
To: Mark Bekken <mbekken@saugatuckcity.com>; Ken Trester <ktrester@saugatuckcity.com>; Chris Peterson <cpeterson@saugatuckcity.com>; Holly Leo <hleleo@saugatuckcity.com>; Garnet Lewis <glewis@saugatuckcity.com>; Scott Dean <sdean@saugatuckcity.com>; Lauren Stanton <lstanton@saugatuckcity.com>; Ryan Heise <Ryan@saugatuckcity.com>
Cc: John Cannarsa <john@cannarsadesign.com>
Subject: Advocacy for completion of Bike Trail

Dear City Council:

I'm writing to voice our support for the completion of the bike trail. John and I appreciate your diligence in exploring all options to make this a reality. If you're like us, you visit resort towns all over the country that have a visible infrastructure of trails supporting bikers, walkers, and strollers. Towns like ours don't make it on "must see/must visit" lists without having the infrastructure for residents and guests to experience our little slice of heaven easily and safely. This is another chance to move away from being a village with a reputation of "no" to community of "yes" supporting the recreational needs and safety of many. Thanks for your ongoing efforts working on important issues.. It isn't easy and your work is appreciated.

Kind regards,

Tim Straker and John Cannarsa

Tim Straker
Chief Marketing & Communications Officer

Mobile: +1 614 352 6055
Pronouns: he/him/his

Executive Assistant: Sally Wisbang
Mobile: +1 616 566 8234
Office: +1 616 654 3548
sally_wisbang@hermanmiller.com

MillerKnoll