



**CITY COUNCIL MEETING AGENDA  
DECEMBER 13, 2021 – 7:00 pm**

*\*This public meeting will be held using Zoom video/audio conference technology due to the COVID-19 restrictions currently in place\**

- 1. Call to Order**
- 2. Attendance** *(Roll Call)*
- 3. Consent Agenda:** *(Roll Call)*
  - A. Regular City Council Meeting Minutes-November 22, 2021
  - B. Closed Session Meeting Minutes-December 8, 2021
  - C. Accounts Payable
- 4. Staff Reports**
  - A. City Manager
  - B. Treasurer
  - C. Planning and Zoning
  - D. DPW
  - E. Fire
  - F. Police
  - G. Engineer
- 5. Agenda Changes** (Additions/Deletions)
- 6. Public Comment on Agenda Items** (Limit 3 minutes) *Select "unmute" mic in the Zoom interface and speak your name to be recognized or press \*6 if you are calling in by phone to unmute your phone to speak.*
- 7. Introduction of Ordinances**
- 8. Public Hearings**
- 9. Unfinished Business**
- 10. New Business:**
  - A. Historic District Commission Appointment-Lauren Stanton *(Roll Call)*
  - B. Planning Commission Appointment-Ann Broeker & Richard Heriford *(Roll Call)*
  - C. Extension of Allegan County Sheriff's Agreement *(Roll Call)*
  - D. CALA Dumpster Agreement *(Roll Call)*
  - E. Bridge Street Proposal *(Roll Call)*

**NOTICE:**

Join online by visiting:  
<https://us02web.zoom.us/j/2698572603>

Join by phone by dialing:  
**(312) 626-6799 -or-  
(646) 518-9805**

Then enter "Meeting ID":  
**2698572603**

Please send questions or comments regarding meeting agenda items prior to meeting to:  
[ryan@saugatuckcity.com](mailto:ryan@saugatuckcity.com)

Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck City Clerk at 269-857-2603 or [clerk@saugatuckcity.com](mailto:clerk@saugatuckcity.com) for further information.

**F. Mt. Baldhead Proposal**

**11. Public Comments** (Limit 3 minutes) *Select “unmute” mic in the Zoom interface and speak your name to be recognized or press \*6 if you are calling in by phone to unmute your phone to speak.*

**12. Communications**

**13. Boards, Commissions & Committee Reports**

**14. Council Comments**

**15. Mayor’s Comments**

**16. Adjourn** (*Roll Call*)



**CITY COUNCIL MEETING MINUTES-PROPOSED  
NOVEMBER 22, 2021 – 7:00 pm**

*\*This public meeting will be held using Zoom video/audio conference technology due to the COVID-19 restrictions currently in place\**

**1. Call to Order:**

The meeting was called to order by Mayor Lewis at 7:03 p.m.

**2. Roll Call:**

Present: Mayor Lewis, Mayor Pro-Tem Dean, Councilmembers Bekken, Gardner, Leo, Stanton & Trester.

Absent: None.

Staff Present: City Manager Heise, City Treasurer Stanislawski & City Clerk Wolters.

There were nine persons in the audience.

**3. Approval of Minutes:**

A. Regular City Council Meeting Minutes – November 8, 2021.

A motion was made by Trester, 2<sup>nd</sup> by Stanton, to approve the November 8, 2021, regular meeting minutes as presented. Upon roll call the motion carried unanimously.

**4. Mayor's Comments:**

Mayor Lewis moved Mayor's comments to the last portion of the council meeting.

**5. City Manager's Report:**

City Manager Heise noted council reviewed the City Manager Report in the last workshop and opened the table for council questions. City Manager Heise added two new items to the City Manager Report. First item added was the Bridge Street Water Extension and second was the news that Intern/Deputy Clerk Kate White will be graduating this December with her Master's in Public Administration.

**6. Agenda Changes:**

Mayor Lewis moved Dan Fox from Guest Speaker to Boards, Commissions & Committee Reports.

**7. Guest Speakers:**

A. Ken Berthiaume- Auditor, Berthiaume & Company. Mr. Berthiaume presented the audited financial statements for fiscal year ended June 30, 2021. Mr. Berthiaume stated

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Then enter "Meeting ID":

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the City reports a very healthy condition on June 30, 2021, the general fund balance came in at approximately \$5,180,000.

**8. Public Comment:**

Lt. Brett Ensfield congratulated the council on their newly appointed and elected positions. Lt. Ensfield went on to report incidents this year are at 14,188 vs. last year at 14,184.

**9. Consent Agenda:** None.

**10. Request for Payment:**

- A. Accounts Payable approval: A motion was made by Trester, 2<sup>nd</sup> by Dean, to approve the accounts payable in the amount of \$90,099.46. Upon roll call vote the motion carried unanimously.

**11. Introduction of Ordinances:** None.

**12. Public Hearings:** None.

**13. Unfinished Business:** None.

**14. New Business:**

- A. SDABA Special Event Permit and Parade Permit: A motion was made by Dean, 2<sup>nd</sup> by Stanton, to approve both SDABA events of The Annual Tree Lighting Ceremony and The Annual Whootville Parade. Upon roll call vote the motion carried unanimously.
- B. Pop-Up Patio Special Meeting: Council agreed on the Pop-Up Patio Special Meeting date of December 7, 2021, at 10: 00a.m. No action required by council.
- C. Strategic Goals Resident Survey: A motion was made by Trester, 2<sup>nd</sup> by Leo, to approve the survey as presented to be sent through various channels. Upon roll call vote the motion carried unanimously.
- D. Hazard Mitigation Plan: A motion was made by Dean, 2<sup>nd</sup> by Leo, to approve Resolution 211122-A as presented adopting a Multi-Jurisdictional Hazard Mitigation Plan. Upon roll call vote the motion carried unanimously.
- E. Oval Beach Operations: City Manager Heise presented The Oval Beach Operations revenue and overall park expenses. Revenue over expenses were \$313,157.00; these dollars sit in the general fund and can be utilized for a wide range of purposes. No action required by council.
- F. Project Manager Position: A motion was made by Dean, 2<sup>nd</sup> by Leo, to approve the Project Coordinator Position with a salary range of \$45,000.00 to \$52,000.00 depending on qualifications. Upon roll call vote the motion carried unanimously.
- G. Butler Street Sanitary Sewer Project Bid Award: City Manager Heise presented the recommendation of award for the sanitary project at Butler and Hoffman in the amount of \$134,840.00 submitted by Al's Excavating, Inc. of Hamilton, Michigan. A motion was made by Trester, 2<sup>nd</sup> by Gardner, to approve the bid received from Al's Excavating for \$148,313.00. Upon roll call vote the motion carried unanimously.

**15. Public Comments:**

Lisa Anagnostopolous spoke on behalf of the Safe Harbor Children’s Advocacy Center. Lisa presented a request for funding due to current plan to increase facility size allowing them to serve more children at one time.

**16. Communications:**

- A. Solberg Dock License at 720 Park Street: City Manager Heise noted that council did discuss this and had public comment at the beginning of the meeting on Wednesday November 17, 2021.

**17. Boards, Commissions & Committee Reports:**

Saugatuck Township Fire District: Dan Fox provided a summary of the Fire Board Meeting on November 15, 2021.

Councilmember Mark Bekken provided a summary of the Kalamazoo Lake Sewer and Water Authority Board.

**18. Council Comments:**

Councilmember Lauren Stanton thanked Mayor Lewis for having council meetings moved to virtual. She noted that during her Marketing Committee meeting for the Saugatuck-Douglas Convention and Visitor’s Bureau, the committee noted they would like to partner with council on the citywide Wi Fi plan if the plan moves forward.

Councilmember Mark Bekken wished everyone a Happy Thanksgiving.

Councilmember Ken Trester echoed what councilmember Stanton said about virtual meetings and Happy Thanksgiving.

Councilmember Russ Gardner wished everyone a Happy Thanksgiving.

Mayor Pro-Tem Scott Dean wished everyone a Happy Thanksgiving.

**19. Mayor’s Comments:**

Mayor Lewis congratulated Intern/Deputy Clerk Kate White on her upcoming graduation. She also reminded council of the upcoming SDABA upcoming Annual Tree Lighting Ceremony and Annual Christmas Parade.

- 20. Adjourn:** A motion was made by Gardner, 2<sup>nd</sup> by Trester, to adjourn the meeting. Upon roll call the motion carried unanimously. Mayor Lewis adjourned the meeting at 8:21p.m.

Respectfully Submitted,

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Jamie Wolters  
City Clerk

Vendor Name	Description	Amount
1. A-1 ASPHALT INC	MILL STREET MILLINGS	6,654.00
2. ALLEGAN COUNTY CLERK	ELECTION	779.20
3. ALLEGAN COUNTY SHERIFF	RESERVE OFFICERS SHERIFF CONTRACT	352.00 25,725.72
	TOTAL	26,077.72
4. ALLEGAN COUNTY TREASURER	PROPERTY TAXES	32,248.18
5. ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,500.00
6. AT&T MOBILITY	CELL PHONES	92.65
7. CAPITAL ONE	HOLIDAY LIGHTING	1,341.25
8. CHIPS GROUNDCOVER LLC	HOLIDAY LIGHTING WICKS PARK HOLIDAY LIGHTING	4,300.00 21,145.00
	TOTAL	25,445.00
9. COMCAST	TELEPHONE & INTERNET INTERNET & TELEPHONES	153.40 153.40
	TOTAL	306.80
10. COMMERCIAL RECORD	ELECTION PUBLISHING	49.00 301.00
	TOTAL	350.00
11. CONSUMERS ENERGY	ELECTRIC	3,431.01
12. DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL GASOLINE & DIESEL	1,142.53 1,376.57
	TOTAL	2,519.10
13. FAHEY SCHULTZ BURZYCH RHODES	LEGAL FEES POP UPS LEGAL FEES ZBA LEGAL FEES LEGAL FEES LEGAL FEES	72.00 2,107.20 21,621.54 1,119.50 445.00
	TOTAL	25,365.24
14. FARMHOUSE	TRAINING	240.00
15. FIRST BANK CARD	HOLIDAY LIGHTING TRAINING ELECTION, TRAINING & SUPPLIES	443.32 101.72 2,147.19
	TOTAL	2,692.23
16. FRONTIER	OVAL BEACH 911 DPW GARAGE	62.79 187.48
	TOTAL	250.27

Vendor Name	Description	Amount
17. IHLE AUTO PARTS	BATTERY	120.99
18. INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	7,605.57
19. KENDALL ELECTRIC INC	LED LIGHTS	283.92
20. LANDSCAPE DESIGN SERVICES INC	ROSE GARDEN MAINTENANCE	2,823.75
21. LORRIE PASTOOR	CLEANING SERVICES	100.00
22. MERCHANTS BANCARD NETWORK	BANK FEES	146.53
23. MERS	RETIREMENT	4,500.00
24. MICHIGAN CAT	CUTTING EDGE WHEEL LOADER	910.54
25. MICHIGAN GAS UTILITIES	CITY HALL	76.58
	BUTLER STREET BATHROOM	43.75
	DPW GARAGE	237.23
	TOTAL	357.56
26. MISS DIG SYSTEM INC	ANNUAL FEES	1,790.66
27. NET2PHONE INC	TELEPHONES	177.09
28. NEWCOMER PLOW & HITCH	SNOW PLOW CUTTING EDGES	560.77
29. OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES	3,108.00
	PROPERTY TAXES	1,842.14
	TOTAL	4,950.14
30. OVERISEL LUMBER COMPANY	SUPPLIES	774.52
31. PRIORITY HEALTH	HEALTH INSURANCE	9,658.98
32. REPCOLITE	MT BALDHEAD	97.30
33. ROOT SPRING SCARPER CO	SNOW PLOW MAINTENANCE	975.00
34. SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	12,685.93
35. SAUGATUCK FIRE	PROPERTY TAXES	35,338.51
36. SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	55,593.27
37. SCOTT'S LANDSCAPE MANAGEMENT INC	TRUCKING BRUSH & LEAVES	2,805.00
38. SEPTIC TANK SYSTEMS CO INC	PORTA JOHNS	368.00
39. SHELL	GASOLINE & DIESEL	1,267.95
40. SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	1,126.50
41. STANDARD INSURANCE COMPANY	INSURANCE	386.22
42. XEROX FINANCIAL SERVICES	COPIER LEASE	481.54
TOTAL - ALL VENDORS		276,178.89

Vendor Name	Description	Amount
<b>FUND TOTALS:</b>		
Fund 101 - GENERAL FUND		109,439.01
Fund 202 - MAJOR STREETS		705.25
Fund 203 - LOCAL STREETS		7,390.12
Fund 661 - MOTOR POOL FUND		7,362.22
Fund 701 - CURRENT TAX FUND		148,421.60
Fund 715 - ROSE GARDEN		2,860.69



12/09/2021 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 11/01/2021 - 11/30/2021				
Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
11/08/2021	16825	D & L TRUCK & TRAILER LLC	ANNUAL MAINTENANCE INTERNATIONAL T	1,004.00
11/08/2021	16826	GIL- ROY'S HARDWARE	GRASS SEED & STRAW NETTING	272.93
11/08/2021	16827	KENDALL ELECTRIC INC	LED LIGHTS	425.90
11/08/2021	16828	MAJOR BRANDS OIL CO.	OIL	399.75
11/08/2021	3739(E)	CAPITAL ONE	SUPPLIES	119.76
11/08/2021	3740(E)	FIRST BANK CARD	ELECTION, SUPPLIES POSTAGE	992.19
11/08/2021	3741(E)	FRONTIER	DPW TELEPHONES & INTERNET	190.02
11/08/2021	3742(E)	FRONTIER	OVAL 911	63.25
11/08/2021	3743(E)	MICHIGAN GAS UTILITIES	CITY HALL	33.82
11/08/2021	3744(E)	MICHIGAN GAS UTILITIES	BUTLER ST BATHROOM	41.97
11/08/2021	3745(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	35.59
11/08/2021	3747(E)	VALLEY CITY LINEN INC	SHOP TOWELS	75.95
11/08/2021	3748(E)	XEROX FINANCIAL SERVICES	COPIER LEASE	481.54
11/08/2021	3749(A)	ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	214.05
11/08/2021	3750(A)	ALLEGAN COUNTY SHERIFF	DEBT CREW	318.00
11/08/2021	3751(A)	ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,500.00
11/08/2021	3752(A)	ETNA SUPPLY	FLOODING WINTERIZE	351.32
11/08/2021	3753(A)	FLEIS & VANDENBRINK ENGINEERING IN	ENGINEERING FEES	7,560.23
11/08/2021	3754(A)	GROUND MANAGEMENT SOLUTIONS	PARKS MAINTENANCE IRRIGATION	1,221.00
11/08/2021	3755(A)	LORRIE PASTOOR	CLEANING SERVICES	100.00
11/08/2021	3756(A)	MICHIGAN OFFICE SOLUTIONS	COPIER USE	928.62
11/08/2021	3757(A)	PURITY CYLINDER GASES INC	CONCESSION	10.06
11/08/2021	3758(A)	REPCOLITE	MT BALDHEAD	46.75
11/08/2021	3759(A)	SHORELINE TECHNOLOGY SOLUTIONS	CLERK MONITORS	1,790.50
11/08/2021	3760(A)	SMART BUSINESS SOURCE LLC	SUPPLIES	47.47
11/08/2021	3746(E)	SHELL	GASOLINE & DIESEL	1,195.10
11/12/2021	16829	ARANT, LESTER	PAYROLL	1,131.51
11/12/2021	DD5229(A)	BLOSE, SUSAN	PAYROLL	132.00
11/12/2021	DD5230(A)	BOSCH, LEXIE	PAYROLL	324.61
11/12/2021	DD5231(A)	BOUWMAN, CHAD	PAYROLL	1,036.78
11/12/2021	DD5232(A)	CARRILLO, DONNA	PAYROLL	115.50
11/12/2021	DD5233(A)	HANSON, PETER	PAYROLL	105.00
11/12/2021	16830	HARDY, CODY	PAYROLL	1,105.75
11/12/2021	DD5234(A)	HEISE, RYAN	PAYROLL	3,017.02
11/12/2021	DD5235(A)	HERBERT, SCOTT	PAYROLL	1,638.81
11/12/2021	16831	KERRIDGE, ADAM	PAYROLL	1,287.74
11/12/2021	DD5236(A)	KNOBLAUCH, MYRA	PAYROLL	115.50
11/12/2021	DD5237(A)	MARTIN, DANNY	PAYROLL	824.67
11/12/2021	DD5238(A)	MATTERN, MICHAEL	PAYROLL	115.50
11/12/2021	DD5239(A)	MUIR, BETSY	PAYROLL	105.00
11/12/2021	DD5240(A)	MUIR, JAMES	PAYROLL	105.72

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CHECK DATE FROM 11/01/2021 - 11/30/2021				
Check Date	Check	Vendor Name	Description	Amount
11/12/2021	DD5241(A)	OSMAN, CINDY	PAYROLL	1,414.78
11/12/2021	DD5242(A)	SANFORD, MARGARET	PAYROLL	105.00
11/12/2021	DD5243(A)	STANISLAWSKI, PETER	PAYROLL	1,357.52
11/12/2021	DD5244(A)	WENDT, MICHAEL	PAYROLL	1,426.00
11/12/2021	16832	WHITE, KATHERINE	PAYROLL	1,488.65
11/12/2021	16833	WOLTERS, JAMIE	PAYROLL	1,548.56
11/12/2021	EFT1484(E)	ALERUS	PAYROLL	2,941.90
11/12/2021	EFT1485(E)	EXPERT PAY	PAYROLL	418.16
11/12/2021	EFT1486(E)	MERS HYBRID	PAYROLL	1,726.00
11/12/2021	EFT1487(E)	FEDERAL TAX DEPOSIT	PAYROLL	5,785.29
11/15/2021	16835	SHIP'N SHORE MOTEL & BOATEL	2021 Win Tax Refund 57-300-903-07	447.05
11/15/2021	16836	CORAL GABLES	2021 Win Tax Refund 57-300-903-12	421.96
11/15/2021	16837	SERGEANT MARINE	2021 Win Tax Refund 57-300-903-08	172.80
11/15/2021	16834	JOHNSON DONALD & YATES ANDREW	2021 Win Tax Refund 57-056-003-00	203.34
11/22/2021	16838	A CUT ABOVE TREE CARE	TREE REMOVAL HOFFMAN	1,075.00
11/22/2021	16840	DANIEL DE FRANCO	TRAINING HOUSEHOLD HAZARD WASTE	339.39
11/22/2021	16841	FMG INVESTMENTS	STREET CUT REFUND	2,000.00
11/22/2021	16843	HORIZON COMMUNITY PLANNING	40 BUTLER STREET	1,638.16
11/22/2021	3761(E)	CONSUMERS ENERGY	ELECTRIC	3,476.11
11/22/2021	3762(E)	GREENMARK EQUIPMENT INC	SUPPLIES	298.47
11/22/2021	3764(A)	ALLEGAN COUNTY SHERIFF	DEBT CREW	25,769.72
11/22/2021	3765(A)	ALLEGAN COUNTY TREASURER	TAX PAPER	19,110.86
11/22/2021	3766(A)	FAHEY SCHULTZ BURZYCH RHODES	PLANNING LEGAL SERVICES	15,196.06
11/22/2021	3767(A)	HIGH POINT ELECTRIC	WICKS PARK	367.23
11/22/2021	3768(A)	MICHIGAN MUNICIPAL LEAGUE	CDL DRIVERS FEE	400.00
11/22/2021	3769(A)	OTTAWA AREA INTERMEDIATE SCHOOL	PROPERTY TAXES	8,192.23
11/22/2021	3770(A)	SAUGATUCK FIRE	SHORT TERM RENTAL INSPECTIONS	750.00
11/22/2021	3771(A)	SEPTIC TANK SYSTEMS CO INC	WICKS PARK & CULVER STREET	430.00
11/22/2021	3772(A)	SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	312.50
11/22/2021	3773(A)	SMART BUSINESS SOURCE LLC	OFFICE SUPPLIES	120.70
11/22/2021	3774(A)	SPECTRUM PRINTERS INC	ELECTION MATERIALS	54.86
11/22/2021	3775(A)	STINGERS PEST CONTROL	PEST CONTROL	257.60
11/22/2021	16839	BERTHIAUME & COMPANY	ANNUAL AUDIT	10,125.00
11/22/2021	16842	HOLLAND MEDI-CENTER	DRUG TESTING	80.00
11/22/2021	16844	IHLE AUTO PARTS	SUPPLIES	147.63
11/22/2021	16845	MICHIGAN ASS OF MAYORS	DUES	20.00
11/22/2021	16846	OVERISEL LUMBER COMPANY	SUPPLIES	667.17
11/22/2021	16847	STAR OF SAUGATUCK LLC	SPEAR ST BOAT LAUNCH	645.50
11/22/2021	16848	SUPERIOR ASPHALT INC	LUCY WATER FLOODING	2,100.00
11/22/2021	16849	TNT ROOFING	MT BALDHEAD	400.00
11/22/2021	16850	WESTENBROEK MOWER INC	LEAF BLOWER	199.99
11/22/2021	16851	WYOMING ASPHALT PAVING CO	ASPHALT	298.00
11/22/2021	3763(E)	KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	2,382.13

12/09/2021 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 11/01/2021 - 11/30/2021				
Check Date	Check	Vendor Name	Description	Amount
11/26/2021	DD5245(A)	ARANT, LESTER	PAYROLL	1,171.50
11/26/2021	DD5246(A)	BOUWMAN, CHAD	PAYROLL	1,119.31
11/26/2021	DD5247(A)	HARDY, CODY	PAYROLL	1,145.75
11/26/2021	DD5248(A)	HEISE, RYAN	PAYROLL	3,017.02
11/26/2021	DD5249(A)	HERBERT, SCOTT	PAYROLL	1,703.82
11/26/2021	DD5250(A)	KERRIDGE, ADAM	PAYROLL	1,701.54
11/26/2021	DD5251(A)	MARTIN, DANNY	PAYROLL	528.59
11/26/2021	DD5252(A)	OSMAN, CINDY	PAYROLL	1,504.77
11/26/2021	DD5253(A)	STANISLAWSKI, PETER	PAYROLL	1,357.53
11/26/2021	DD5254(A)	WENDT, MICHAEL	PAYROLL	1,466.00
11/26/2021	DD5255(A)	WHITE, KATHERINE	PAYROLL	1,222.30
11/26/2021	DD5256(A)	WOLTERS, JAMIE	PAYROLL	1,548.55
11/26/2021	EFT1488(E)	ALERUS	PAYROLL	2,946.56
11/26/2021	EFT1489(E)	EXPERT PAY	PAYROLL	418.16
11/26/2021	EFT1490(E)	MERS HYBRID	PAYROLL	1,726.00
11/26/2021	EFT1491(E)	FEDERAL TAX DEPOSIT	PAYROLL	5,647.30
11/26/2021	EFT1492(E)	MERS	PAYROLL	3,827.06
11/26/2021	EFT1493(E)	MI DEPT OF TREASURY	PAYROLL	1,885.93
11/30/2021	3776(E)	COMCAST	TELEPHONE & INTERNET	153.40
11/30/2021	3777(E)	MERCHANTS BANCARD NETWORK	BANK FEES	146.53
11/30/2021	3778(E)	NET2PHONE INC	TELEPHONES	177.09
Total of 105 Checks:				182,306.91
Less 0 Void Checks:				0.00
Total of 105 Disbursements:				182,306.91



## **City Managers Report – Highlights December 8, 2021**

### **New! Results from Chain Ferry Operations 2019-21 Season**

The City of Saugatuck partners with the owner of the Star of Saugatuck to assist with maintenance and operations of the historical Chain Ferry. Attached to this report are summaries of operations from year 2019-2021, in addition to the improvements plans for 2022. City of Saugatuck receives \$3,000.00 annually with a 7% increase year over year. The City is in year three of a five year agreement.

### **New! Saugatuck Joins Michigan Green Communities**

At no cost to the City, Saugatuck has joined Michigan Green Communities; *a statewide network of local government and university staff that collaborate with one another, through peer learning and information sharing, to promote innovative sustainability solutions at the local, regional, and state level. The annual Michigan Green Communities Challenge is a key part of the program and allows participants to track and benchmark their sustainability progress.*- Michigan Green Communities website.

Benchmark Challenge begins in January. Learn more here: [www.migreencommunities.com](http://www.migreencommunities.com)

### **New! Council Meeting Summary Notifications**

Kate White utilized our email distribution list to provide a summary of Council meeting outcomes. Kate and Jamie received numerous positive responses to the info-graphs. Staff plans to continue providing the info-graphs going forward.

### **New! Resident Survey**

To date 178 responses received. Staff will provide a full report in advance of the strategic workshop and provide the same to the community.

### **New! Bridge Street Utilities - Some owners have requested sewer as well**

There is a new home being constructed on Bridge Street along the Kalamazoo River, west of Blue Star HWY. City ordinances require a connection to the water system. City staff is reviewing extending water services in cooperation with engineering and in partnership with the Kalamazoo Lake Water and Sewer Authority. Special assessment methodologies will be reviewed and presented to Council. On agenda for discussion.

### **New Hire**

The approved Project Coordinator position has been advertised on the Michigan Municipal League website.

### **KLSWA Agreement**

City Managers planning to meet with KLSWA to begin discussions on asset management plans for water and sewer as required by EGLE. Agreements to be finalized by 2023.

## **Pop-up Patios**

City Council is conducting a series of listening session (Workshop) meetings to discuss the future of Pop-up-patios. Dates: Tuesday the 7<sup>th</sup> at 10 AM, and Wednesday the 15<sup>th</sup> at 6 PM.

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

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

## **Oval Beach Staffing and operations**

Staff retention/recruitment will be a priority over the winter months. Staff to connect and visit with regional high schools.

## **Blue Star Trail Update**

Grant proposal submitted. Details on final design will come in future months.

## **Dune Ridge Waterfront Update**

The City attorneys are currently pursuing the removal of floating homes with Dune Ridge's attorney and through the current pending lawsuit. Closed session on agenda.

## **Road resurfacing (and utility) projects**

**Campbell Road** – Project underway, communication with affected residents ongoing.

**Maple Street- Spring '22 project.** Engineering proposal received. Project plans shared with the Township. Maple street requires 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.

**Park Street-** I anticipate that staff and Council will be prepared to re-start the conversations on the Park Street project scope in the winter months. Park Street will be a highlight of the upcoming strategic planning session.

**Butler/Hoffman Street sanitary project-** Begins Monday the 6<sup>th</sup>. On the agenda for review with engineer.

## **Milfoil update**

Staff will bring recommendation on treatment and billing methodology during the winter months.

## **AT&T & Verizon Cellular Facilities**

The city continues active conversations with AT& T as they continue 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. Placement recommendations are being reviewed by Verizon. AT&T also looking into the potential of a downtown WIFI. Meeting scheduled with AT&T on Wednesday the 8<sup>th</sup>.

## **City Hall Office Space**

New office furniture and layout remains under review, looking forward to this winter project.

## **City of Saugatuck Chain Ferry Agreement review 2019**

2019 Average passengers (+-) 30,000

Repairs made were as follows

Updated all signs on both sides of the river

Updated website

CPR Training

Updated Safety protocol and training

Painted white part of vessel

Minor repairs of the upper terrace décor

Coast guard inspection and new operator inspection

Transport vessel to storage barn

Winter storage of vessel in our barn

Transport vessel to the river

## **City of Saugatuck Chain Ferry Agreement review 2020**

2020 Average passengers (+-) 19,000

Repairs made were as follows

Replaced main chain sprocket

Out of water vessel inspection with Coast Guard

Painted white part of vessel

Painted Bottom

Minor repairs of the upper terrace décor

CPR training

Safety Protocol and training

Coast guard inspection

Transport vessel to storage barn

Winter storage of vessel in our barn

Transport vessel to the river

## **City of Saugatuck Chain Ferry Agreement review 2021**

2021 Average passengers (+-) 30,000

Repairs made were as follows

Repaired main chain sprocket

Painted white part of vessel

Minor repairs of the upper terrace décor

Wiring issues with the upper lights

New Battery

Coast guard inspection

CPR training

Safety Protocol and training

High water issues and landing adjustments

Transport vessel to storage barn

Winter storage of vessel in our barn

Transport vessel to the river



## **Saugatuck Chain Ferry needed repairs for 2022**

Some costly repairs are needed for the chain ferry and wanted to bring it to the city attention.

Replace upper frame and trellis decor

Replace wiring for horn and navigational lights

Install solar charging system to maintain battery system

Secure gate latches for public safety

Replace idler wheels main sprocket and replace chain.

Repair idler chain pans and secure them per coast guard recommendation

Add anti -skid paint to deck surface

And other as seen during repairs.

We are ok with getting this all done this winter but would like to execute the right to extend our agreement for the additional 5 years under the current agreement.

We believe this will benefit both parties for the long-term plan for the success of the Chain Ferry.

Thank You Star of Saugatuck



### **Treasurer Report**

Below is a summary of the administrative work done within the Treasurer's Office since the last Council meeting on 11/22/21:

- Paid routine bills
- Completed and disseminated bi-weekly payroll
- Mailed out winter tax bills on 11/30/21
- Winter tax bill collection in progress with tax bill due date on 2/14/22
- Filed annual audit and required governmental forms



### **Planning & Zoning Report**

Below is a summary of the administrative work done within the Planning and Zoning Office since the last Council meeting on 11/22/21:

- Received, processed, and researched various applications for ZBA and HDC
- Consulted with citizens in person, over the phone, and via email
- Met virtually with the Attorney's office regarding Dunegrass
- Interviewed with potential Planning Commission members
- Historic District Commission packet prep and meeting (547 Butler Street and 302 Culver)
- Met virtually with Granicus regarding short term rentals
- Attended PuP presentation
- Met virtually with AT&T regarding cell tower and wi-fi
- Attended Council Workshop meeting
- Verified floating kitchen removal
- Inspections at 841 Holland Street and 979 Singapore Drive
- Attended virtual meeting with SolSmart
- ZBA meeting – 994 Holland Street
- Set up meeting with BPW (Holland) regarding broadband
- Planning Commission set up training for the tri-communities
- Sign permit consultation with Brad Rottschafer/Fire Department



## Department of Public Works Report

### Tentative Schedule for December

#### Week One

##### Core Responsibilities:

- **Daily Routine Maintenance:** Empty Street Trash, Clean Restrooms, Mark Storm Drains Per MISS DIG Requests
- **Maintenance As Needed:** Equipment Maintenance, Remove Sand from Oval Parking Lot, Repair Erosion Control Fencing, Clean Storm Drain Covers, Snow/Ice Removal, Repair/Replace Mailboxes, Street Sweeping, Fill Mutt Mitt Dispensers, Manage Brush/Leaves at 63<sup>rd</sup> Street Property, Cleaning at DPW Garage, Maintaining Christmas Decorations, Tree Trimming, Litter, Resident Requests, Flag Height Adjustments, Resident Requests
- **Unforeseen Events:** Wind/Storm Debris, Flooding, Plumbing Issues, Electrical Issues, Resident Requests, Off-Season Projects, Assignments as Instructed by City Manager

##### Additional Responsibilities:

- Employee Training
- Brush/Leaf Collection
- Picnic Table Maintenance

#### Week Two

##### Core Responsibilities:

- **Daily Routine Maintenance:** Empty Street Trash, Clean Restrooms, Mark Storm Drains Per MISS DIG Requests
- **Maintenance As Needed:** Equipment Maintenance, Remove Sand from Oval Parking Lot, Repair Erosion Control Fencing, Clean Storm Drain Covers, Snow/Ice Removal, Repair/Replace Mailboxes, Street Sweeping, Fill Mutt Mitt Dispensers, Manage Brush/Leaves at 63<sup>rd</sup> Street Property, Cleaning at DPW Garage, Maintaining Christmas Decorations, Tree Trimming, Litter, Resident Requests, Flag Height Adjustments
- **Unforeseen Events:** Wind/Storm Debris, Flooding, Plumbing Issues, Electrical Issues, Resident Requests, Off-Season Projects, Assignments as Instructed by City Manager



### **Additional Responsibilities:**

- Heavy Emphasis on Equipment Maintenance
- Snow/Ice Removal
- Tree Work
- Sidewalk Maintenance

### **Week Three**

#### **Core Responsibilities:**

- **Daily Routine Maintenance:** Empty Street Trash, Clean Restrooms, Mark Storm Drains Per MISS DIG Requests
- **Maintenance As Needed:** Equipment Maintenance, Remove Sand from Oval Parking Lot, Repair Erosion Control Fencing, Clean Storm Drain Covers, Snow/Ice Removal, Repair/Replace Mailboxes, Street Sweeping, Fill Mutt Mitt Dispensers, Manage Brush/Leaves at 63<sup>rd</sup> Street Property, Cleaning at DPW Garage, Maintaining Christmas Decorations, Tree Trimming, Litter, Resident Requests, Flag Height Adjustments
- **Unforeseen Events:** Wind/Storm Debris, Flooding, Plumbing Issues, Electrical Issues, Resident Requests, Off-Season Projects, Assignments as Instructed by City Manager

#### **Additional Responsibilities:**

- Tree Work Continued
- Sidewalk Maintenance Continued
- Equipment Maintenance

### **Week Four**

#### **Core Responsibilities:**

- **Daily Routine Maintenance:** Empty Street Trash, Clean Restrooms, Mark Storm Drains Per MISS DIG Requests
- **Maintenance As Needed:** Equipment Maintenance, Remove Sand from Oval Parking Lot, Repair Erosion Control Fencing, Clean Storm Drain Covers, Snow/Ice Removal,



Repair/Replace Mailboxes, Street Sweeping, Fill Mutt Mitt Dispensers, Manage Brush/Leaves at 63<sup>rd</sup> Street Property, Cleaning at DPW Garage, Maintaining Christmas Decorations, Tree Trimming, Litter, Resident Requests, Flag Height Adjustments

- **Unforeseen Events:** Wind/Storm Debris, Flooding, Plumbing Issues, Electrical Issues, Resident Requests, Off-Season Projects, Assignments as Instructed by City Manager

**Additional Responsibilities:**

- Tree Work Continued
- Sidewalk Maintenance Continued
- Anticipated Snow/Ice Removal

**\*Please note that the purpose of this document is to serve as a general overview and does not account for all activities carried out by the DPW as priorities may change on a daily basis.**



# Incidents for November 2021



Photo: Chief Janik

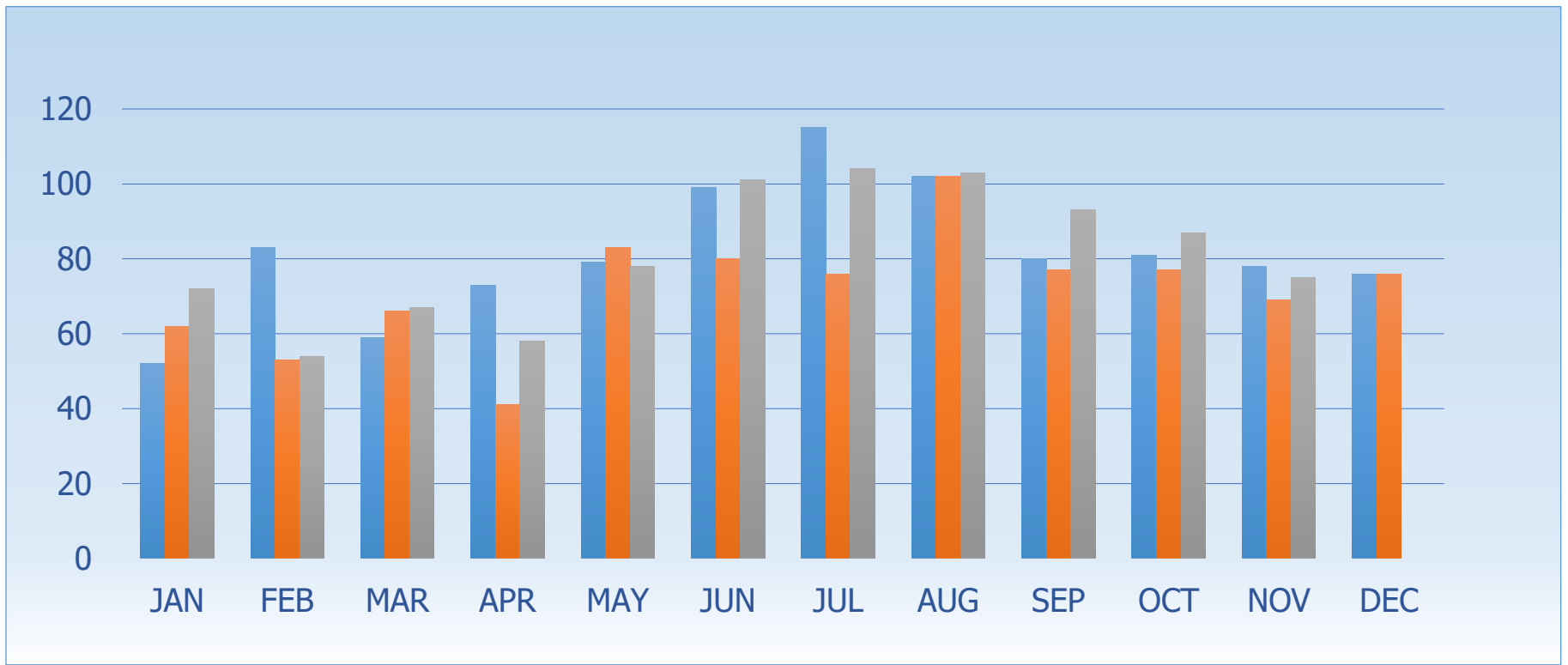
## Summary of Incidents

- ❖ November experienced another near record month. Our November total was 75 calls.
- ❖ Year to date was 892 calls, or a 13.5% increase compared to the same period as last year.
- ❖ Our response time for November is very close to our annual average. November showed 44 emergent calls (lights and siren) an average number compared to previous months and years.
- ❖ Friday, Sunday and Monday are now the busy days compared to the rest of the week with 130+ calls per day on an annual basis. The hours from 8AM-9PM count for the busy time of the day, this reflects our usual statistic from previous years.  
26 overlapping calls showed a slight downward trend compared to October. 35% of our calls in November were overlapping. For the whole year it is 28%.
- ❖ Type of calls saw an increase of EMS (medical); this category counts for 67% of our volume for November. The typical (or most common) EMS call type is still falls, 119 such incidents this year, or 21% reported this year, followed by general sickness at 82 or 14.3% of all EMS calls.  
We do have an address in our area where we frequently are called for lift assists. So far this year we have responded 23 times, compared to 4 times last year. A possible trend related to an aging population in our community.
- ❖ Total November MVI's (motor vehicle incidents, i.e., crashes, fires etc.) are at 9 incidents, compared to 4 and 5 in 2020/2019.  
Please take note that as of 11/30/21, MVI's are up to a total of 75 incidents, or 70% increase. At 75 MVI's, we are at level for the 2019 year-end.  
November did not see any MVI's at Blue Star Highway intersections.
- ❖ Location of calls shows Township accounts for 41%, compared to Douglas at 28 and Saugatuck City at 31%.

# 2021 Incidents by Month

[Green is an all-time high month]

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2021	72	54	67	58	78	101	104	103	93	87	75		892
2020	62	53	66	41	83	80	76	102	77	77	69	76	862
2019	52	83	59	73	79	99	115	102	80	81	78	76	977



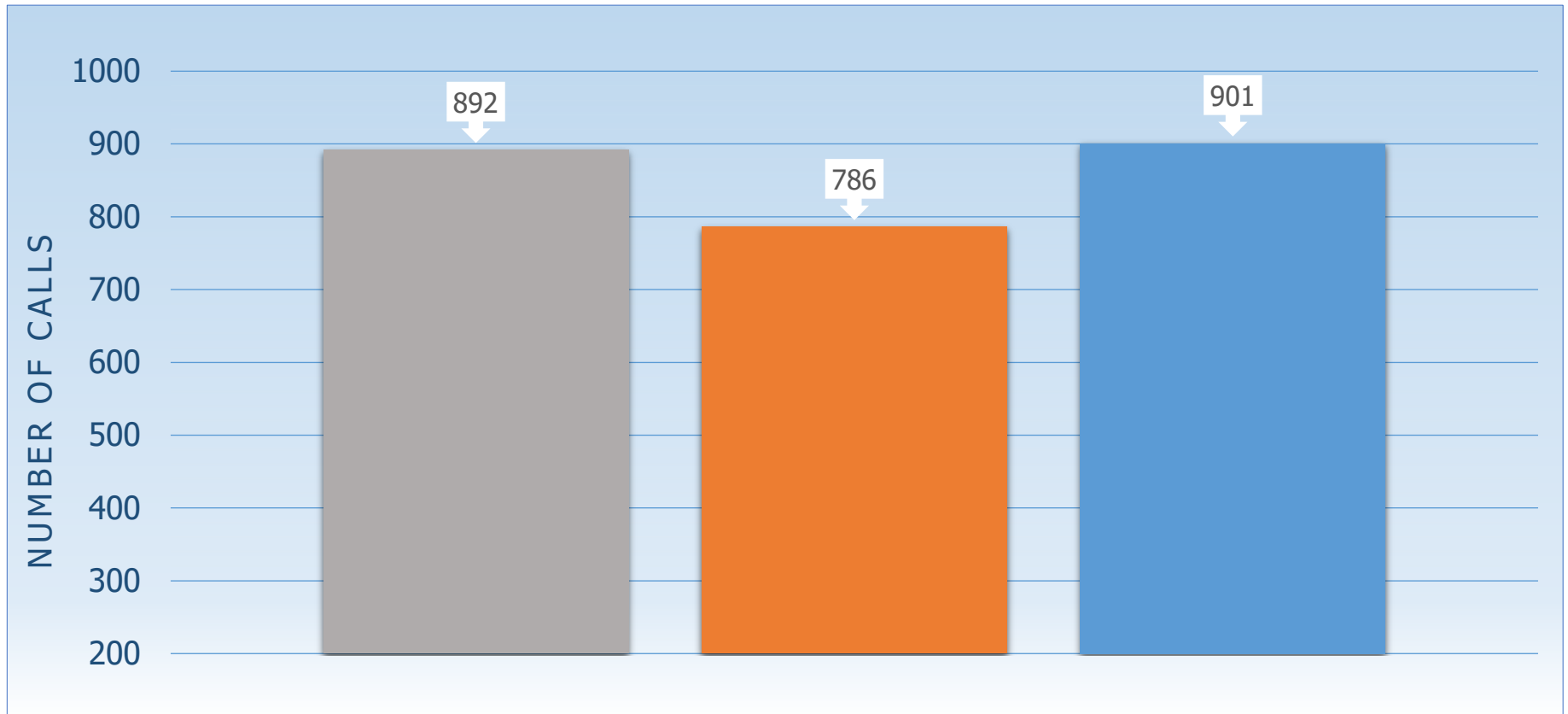


# 2011-21 Incidents by month

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2021	72	54	67	58	78	101	104	103	93	87	75		892
2020	62	53	66	41	83	80	76	102	77	77	69	76	862
2019	52	83	59	73	79	99	115	102	80	81	78	76	977
2018	61	58	55	79	85	94	103	101	83	77	52	59	907
2017	54	35	62	51	68	89	116	76	66	91	48	57	813
2016	47	51	53	64	76	95	113	105	82	64	60	65	875
2015	57	61	50	50	73	67	110	90	71	58	49	47	783
2014	62	51	49	56	85	77	84	59	72	52	59	39	745
2013	67	62	44	39	57	53	70	74	42	58	66	58	690
2012	52	33	58	55	54	74	104	77	54	40	52	76	729
2011	42	38	57	34	52	51	92	70	63	61	40	41	641
Average	57	53	56	55	72	80	99	84	69	66	56	58	796

Lowest Highest

# 2019-2021 Incident Comparison

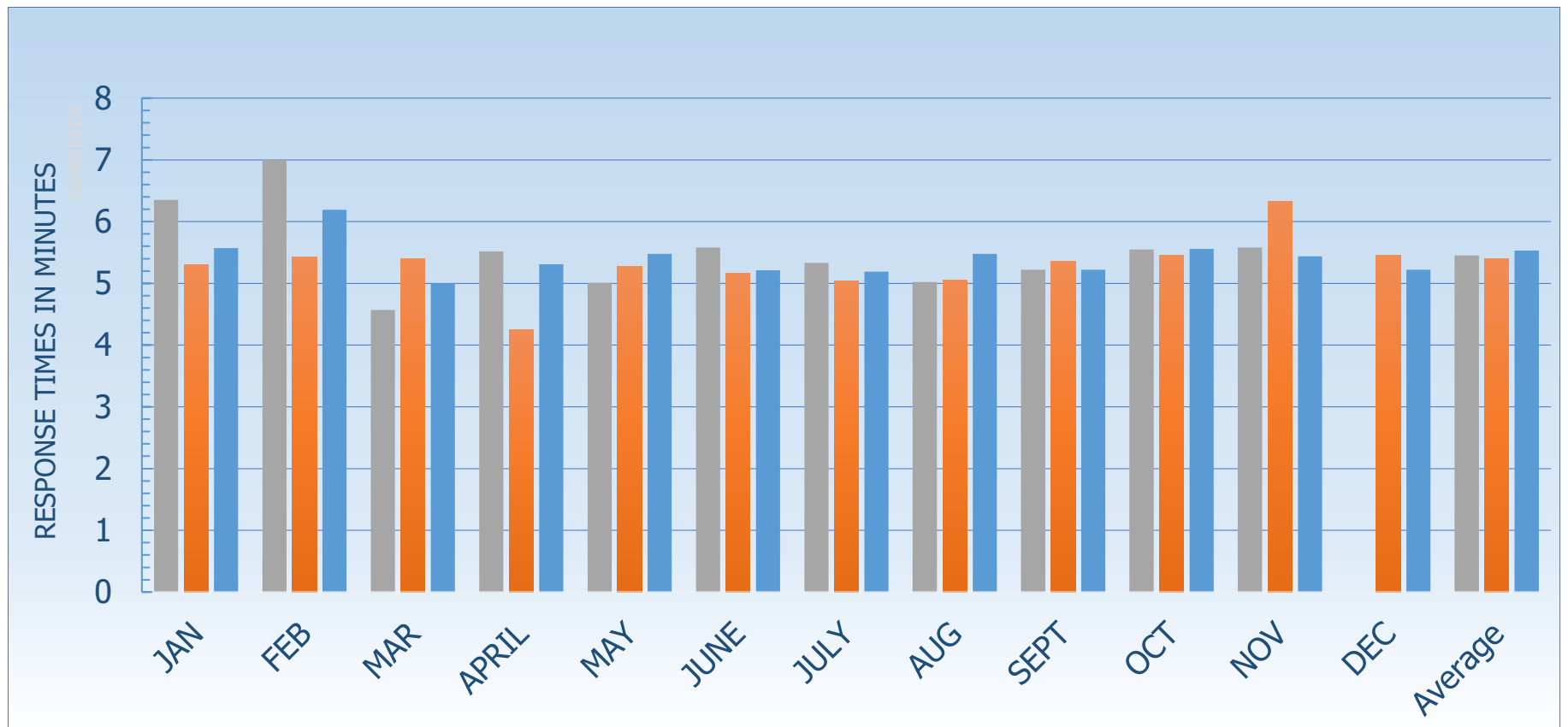


Year	November 30	+/-	+/- %
2021	892	106	13.5
2020	786	(115)	(12.8)
2019	901		

# 2019-2021 Response Times by Month

[From 2019 Response Times are now emergencies that requires lights and siren.]

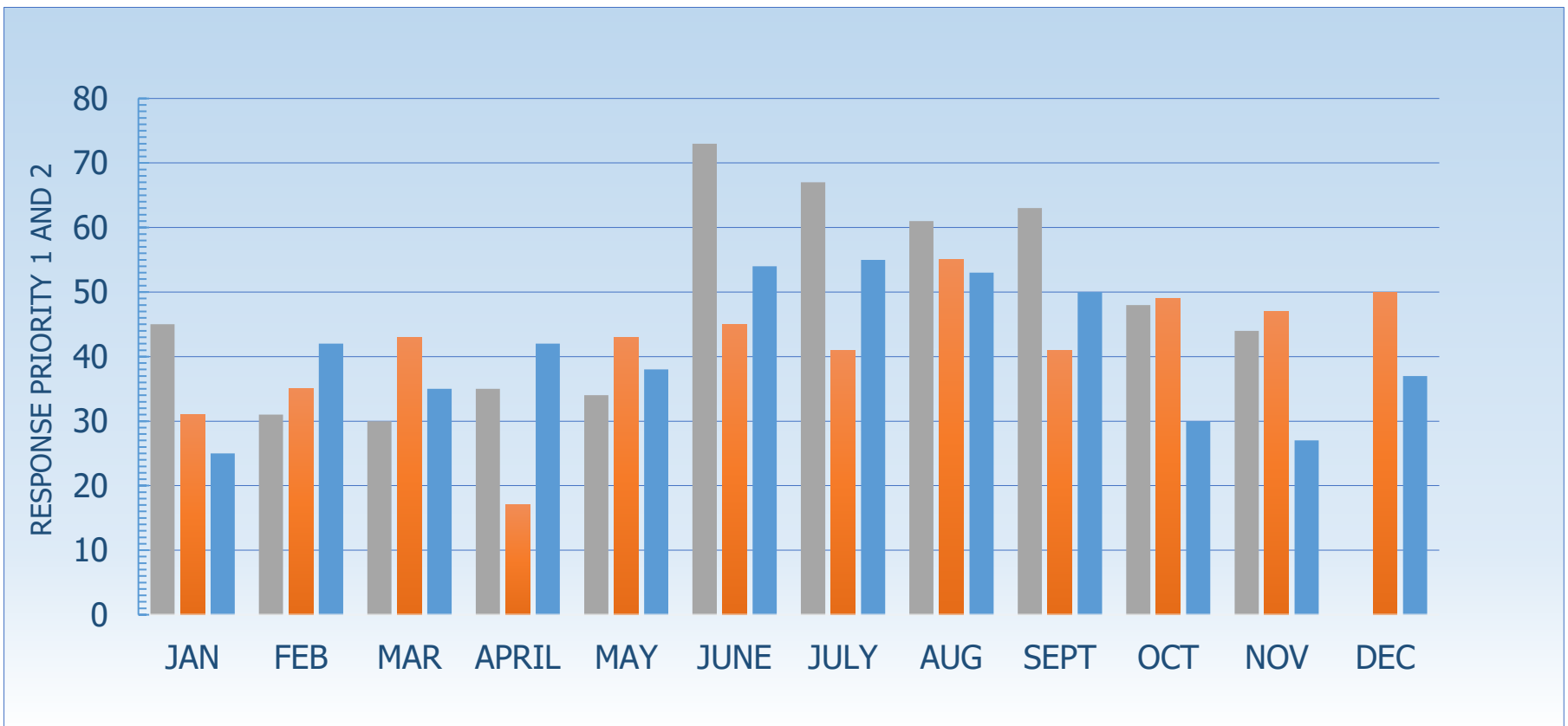
Year	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Average
2021	6:35	7:00	4:57	5:52	5:01	5:58	5:33	5:02	5:22	5:55	5:58		5:45
2020	5:30	5:42	5:40	4:25	5:27	5:16	5:04	5:05	5:36	5:45	6:33	5:45	5:40
2019	5:57	6:19	5:00	5:31	5:48	5:21	5:19	5:48	5:22	5:56	5:44	5:22	5:53



# 2021 Emergency Responses

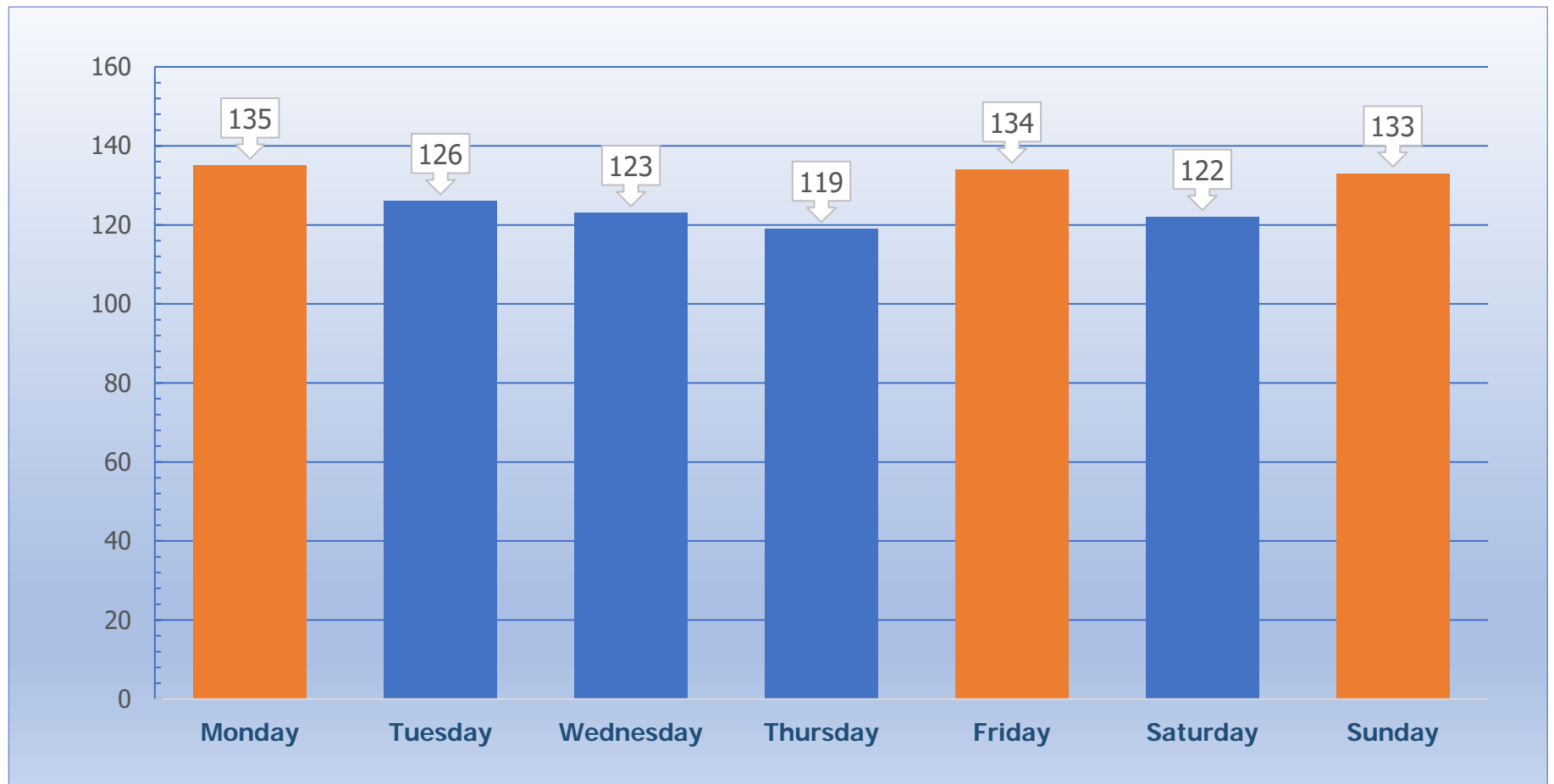
[Emergent responses per month in our district.]

Year	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD
2021	45	31	30	35	34	73	67	61	63	48	44		531
2020	31	35	43	17	43	45	41	55	41	49	47	50	497
2019	25	42	35	42	38	54	55	53	50	30	27	37	488

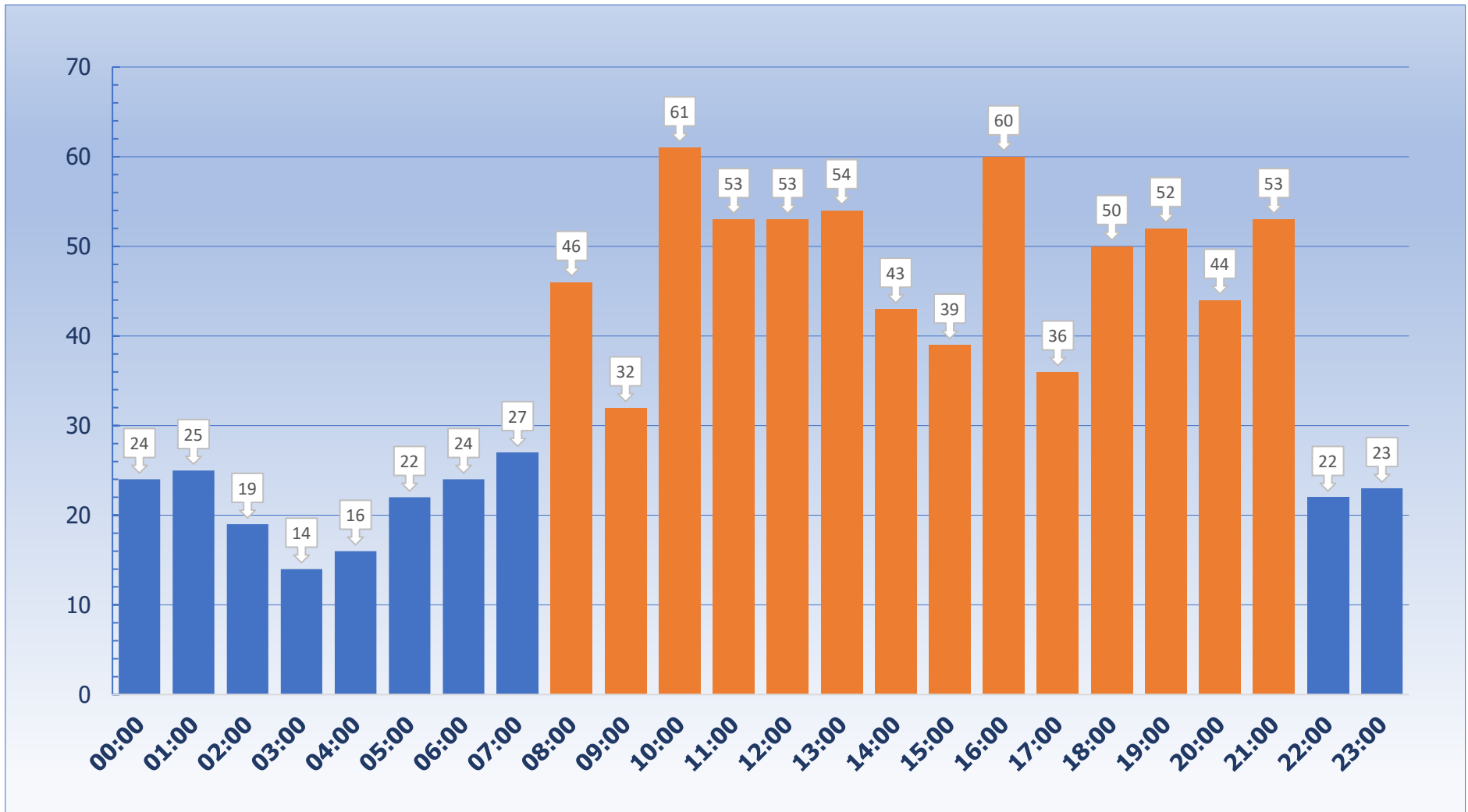


# 2021 Incidents per Day of the Week

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
135	126	123	119	134	122	133



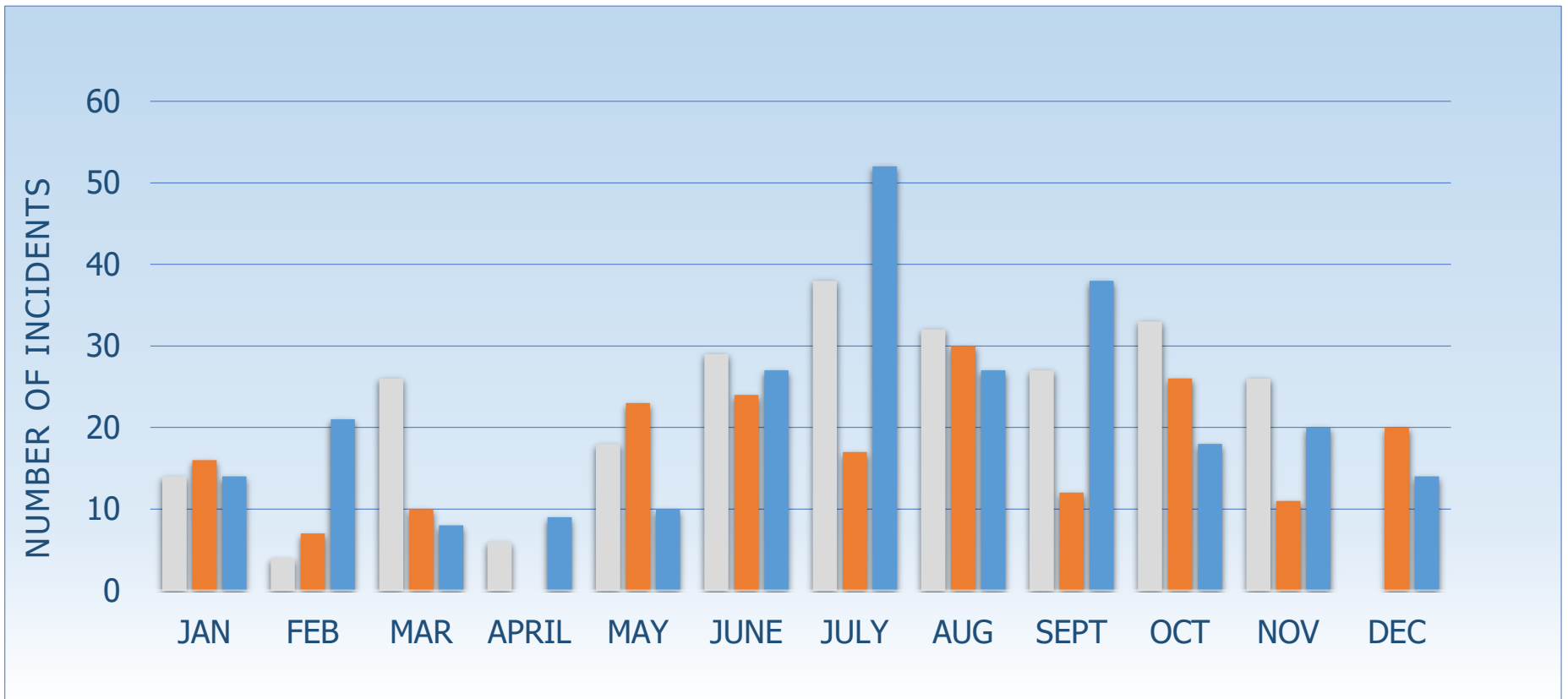
# 2021 Incidents by Time of Day



# 2021 Overlapping Incidents YTD

[Another emergency incident that requires fire department response that occurs within the time frame of a previous emergency incident.]

Year	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2021	14	4	26	6	18	29	38	32	27	33	26	0	253
2020	16	7	10	0	23	24	17	30	12	26	11	20	196
2019	14	21	8	9	10	27	52	27	38	18	20	14	258



# 2021 Overlapping Incidents YTD

Year	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
<b>2021</b>													
Runs	72	54	67	58	78	101	104	103	93	87	75		892
Overlap	14	4	26	6	18	29	38	32	27	33	26		253
Percent	19.4	7.4	38.8	10.3	23.1	28.7	36.5	31.1	29.0	37.9	34.7		28.4
<b>2020</b>													
Runs	62	53	66	41	83	80	76	102	77	77	69	76	862
Overlap	16	7	10	0	23	24	17	30	12	26	11	20	196
Percent	25.8	13.2	15.2	0.0	27.7	30.0	22.4	29.4	15.6	33.8	15.9	26.3	22.7
<b>2019</b>													
Runs	52	83	59	73	79	99	115	102	80	81	78	76	977
Overlap	14	21	8	9	10	27	52	27	38	18	20	14	258
Percent	26.9	25.3	13.6	12.3	12.7	27.3	45.2	26.5	47.5	22.2	25.6	18.4	26.4



# National Fire Incident Reporting System (NFIRS) Incident Code Guide

## 100 Series (Fire)

- (11) Structure Fire**
  - (111) Building Fire
  - (112) Fires in structures other than in a building
  - (113) Cooking fire, confined to container
  - (114) Chimney or flue fire, confined to chimney or flue
  - (115) Incinerator overload or malfunction, fire confined
  - (116) Fuel burner/boiler malfunction, fire confined
  - (117) Commercial compactor fire, confined to rubbish
  - (118) Trash, or rubbish fire in a structure, no flame damage
- (12) Fire in mobile property used as a fixed structure**
  - (121) Fire in mobile home used as a fixed residence
  - (122) Fire in motor home, camper, recreational vehicle
  - (123) Fire in portable building, fixed location
- (13) Mobile property (vehicle) fire**
  - (131) Passenger vehicle fire
  - (132) Road freight or transport vehicle fire
  - (133) Rail vehicle fire
  - (134) Water vehicle fire
  - (135) Aircraft vehicle fire
  - (136) Self-propelled motor home or recreational vehicle fire
  - (137) Camper or recreational vehicle
  - (138) Off-road vehicle or heavy equipment fire
- (14) Natural vegetation fire**
  - (141) Forest, woods, or wildland fire
  - (142) Brush, or brush and grass mixture fire
  - (143) Grass fire, includes fire confined to area.
- (15) Outside rubbish fire**
  - (151) Outside rubbish, trash, or waste fire
  - (152) Garbage dump or sanitary landfill fire
  - (153) Construction or demolition landfill fire
  - (154) Dumpster or other outside trash receptacle fire
  - (155) Outside stationary compactor/compacted trash fire
- (16) Special outside fire**
  - (161) Outside storage fire on residential or commercial/ industrial property
  - (162) Outside equipment fire
  - (163) Outside gas or vapor combustion explosion
  - (164) Outside mailbox fire
- (17) Cultivated vegetation, crop fire**
  - (171) Cultivated grain or crop fire
  - (172) Cultivated orchard or vineyard fire
  - (173) Cultivated trees or nursery stock fire

## 200 Series (Overpressure Explosion, Overheat - No Fire)

- (21) Overpressure rupture from steam (no ensuing fire)**
  - (211) Overpressure rupture of steam pipe or pipeline
  - (212) Overpressure rupture of steam boiler
  - (213) Steam rupture of pressure or process vessel
- (22) Overpressure rupture from air or gas - no fire**
  - (221) Overpressure rupture of air or gas pipe/pipeline
  - (222) Overpressure rupture of boiler from air or gas
  - (223) Air or gas rupture of pressure or process vessel
- (23) Overpressure rupture, chemical reaction - no fire**
  - (231) Chemical reaction rupture of pressure or process vessel
- (24) Explosion (no fire)**
  - (241) Munitions or bomb explosions (no fire)
  - (242) Blasting agent explosion (no fire)
  - (243) Fireworks explosion (no fire), all classes of fireworks
- (25) Excessive heat, scorch burns with no ignition**
  - (251) Excessive heat, scorch burns with no ignition

## 300 Series (Rescue & EMS Incidents)

- (31) Medical assist**
  - (311) Medical assist, assist EMS crew
- (32) Emergency medical service (EMS) incident**
  - (321) EMS call, excluding vehicle accident with injury
  - (322) Vehicle accident with injuries
  - (323) Motor vehicle/pedestrian accident (MV Ped)
  - (324) Motor vehicle accident with no injuries
- (33) Lock-in**
  - (331) Lock-in, includes vehicles (if lock-out, use 511)
- (34) Search for lost person**
  - (341) Search for person on land
  - (342) Search for person in water
  - (343) Search for person underground
- (35) Extrication, rescue**
  - (351) Extrication of victim(s) from building/structure
  - (352) Extrication of victim(s) from vehicle
  - (353) Removal of victim(s) from stalled elevator
  - (354) Trench/below grade rescue
  - (355) Confined space rescue
  - (356) High angle rescue
  - (357) Extrication of victim(s) from machinery
- (36) Water or ice-related rescue**
  - (361) Swimming/recreational water areas rescue
  - (362) Ice rescue
  - (363) Swift water rescue
  - (364) Surf rescue
  - (365) Watercraft rescue
- (37) Electrical rescue**
  - (371) Electrocutation or potential electrocution
  - (372) Trapped by power lines
- (38) Rescue or EMS standby**
  - (381) Rescue or EMS standby; hazardous conditions

## 400 Series (Hazardous Conditions - No Fire)

- (41) Combustible/flammable spills & leaks**
  - (411) Gasoline or other flammable liquid spill, Class I
  - (412) Gas leak (natural gas or LPG)
  - (413) Oil or other combustible liquid spill, Class II or III
- (42) Chemical release, reaction or toxic condition**
  - (421) Chemical hazard (no spill or leak)
  - (422) Chemical spill or leak
  - (423) Refrigeration leak
  - (424) Carbon monoxide incident
- (43) Radioactive condition**
  - (431) Radiation leak, radioactive material
- (44) Electrical wiring/equipment problem**
  - (441) Heat from short circuit (wiring), defective/worn insulation
  - (442) Overheated motor or wiring
  - (443) Breakdown of light ballast
  - (444) Power line down
  - (445) Arcing, shorted electrical equipment
- (45) Biological hazard**
  - (451) Biological hazard, confirmed or suspected
- (46) Accident, potential accident**
  - (461) Building or structure weakened or collapsed
  - (462) Aircraft standby
  - (463) Vehicle accident, general cleanup
- (47) Explosive, bomb removal**
  - (471) Explosive, bomb removal (for bomb scare, use 721)
- (48) Attempted burning, illegal action**
  - (481) Attempt to burn
  - (482) Threat to burn

## 500 Series (Service Call)

- (51) Person in distress**
  - (511) Lock-out
  - (512) Ring or jewelry removal, no transport to hospital
- (52) Water problem**
  - (521) Water (not people) evacuation
  - (522) Water or steam leak, includes open hydrants
- (53) Smoke problem**
  - (531) Smoke or odor removal
- (54) Animal problem or rescue**
  - (541) Animal problem
  - (542) Animal rescue
- (55) Public service assistance**
  - (551) Assist police or other governmental agency
  - (552) Police matter
  - (553) Public service, not government agencies
  - (554) Assist invalid
  - (555) Defective elevator, no occupants
- (56) Unauthorized burning**
  - (561) Cover assignment, standby at fire station, move-up
  - (571) Cover assignment, standby, moveup

## 600 Series (Good Intent Calls)

- (61) Dispatched and canceled enroute**
  - (611) Dispatched & canceled enroute
- (62) Wrong location, no emergency found**
  - (621) Wrong location
  - (622) No incident found at dispatch address
- (63) Controlled burning**
  - (631) Authorized controlled burning
  - (632) Prescribed fire (with prior written, approved fire plan)
- (64) Vicinity alarm**
  - (641) Vicinity alarm (incident in other location)
- (65) Steam, other gas mistaken for smoke**
  - (651) Smoke scare, odor of smoke, not steam
  - (652) Steam, vapor, fog or dust thought to be smoke
  - (653) Smoke from barbecue, tar kettle (not hostile fire)
- (66) EMS call where party has been transported**
  - (661) EMS call, party transported by non-fire agency
- (67) Hazmat release investigation w/ no hazmat**
  - (671) Hazmat release investigation w/ no hazmat found
  - (672) Biological hazard, none found

## 700 Series (False Alarms & False Calls)

- (71) Malicious, mischievous false alarm**
  - (711) Municipal alarm system, malicious false alarm
  - (712) Direct tie to FD, malicious/false alarm
  - (713) Telephone, malicious false alarm
  - (714) Central station, malicious false alarm
  - (715) Local alarm system, malicious false alarm
- (72) Bomb scare**
  - (721) Bomb scare - no bomb
- (73) System or detector malfunction**
  - (731) Sprinkler activation due to system malfunction or failure
  - (732) Extinguishing system activation due to malfunction
  - (733) Smoke detector activation due to malfunction
  - (734) Heat detector activation due to malfunction
  - (735) Alarm system activation due to malfunction
  - (736) CO detector activation due to malfunction
- (74) Unintentional system/detector operation - no fire**
  - (741) Sprinkler activation, no fire - unintentional
  - (742) Extinguishing system activation
  - (743) Smoke detector activation, no fire -unintentional
  - (744) Detector activation, no fire - unintentional
  - (745) Alarm system activation, no fire - unintentional
  - (746) Carbon monoxide detector activation, no CO
- (75) Biological hazard**
  - (751) Biological hazard, malicious false report

## 800 Series (Severe Weather & Natural Disaster)

- (81) Severe Weather & Natural Disaster**
  - (811) Earthquake assessment, not rescue/other service
  - (812) Flood assessment, not water rescue
  - (813) Wind storm, tornado/hurricane assessment
  - (814) Lightning strike (no fire), includes investigation
  - (815) Severe weather or natural disaster standby

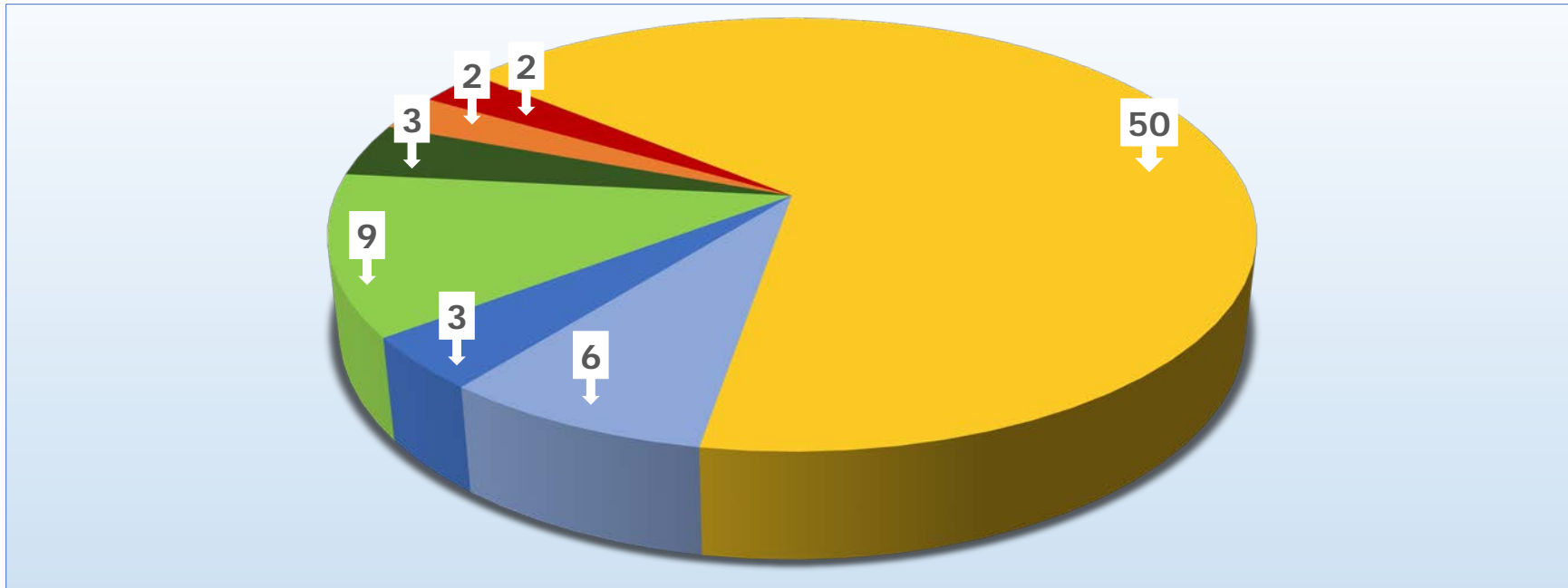
## 900 Series (Special Incident Type)










- (91) Citizen compliant**
  - (911) Citizen complaint, includes code violations



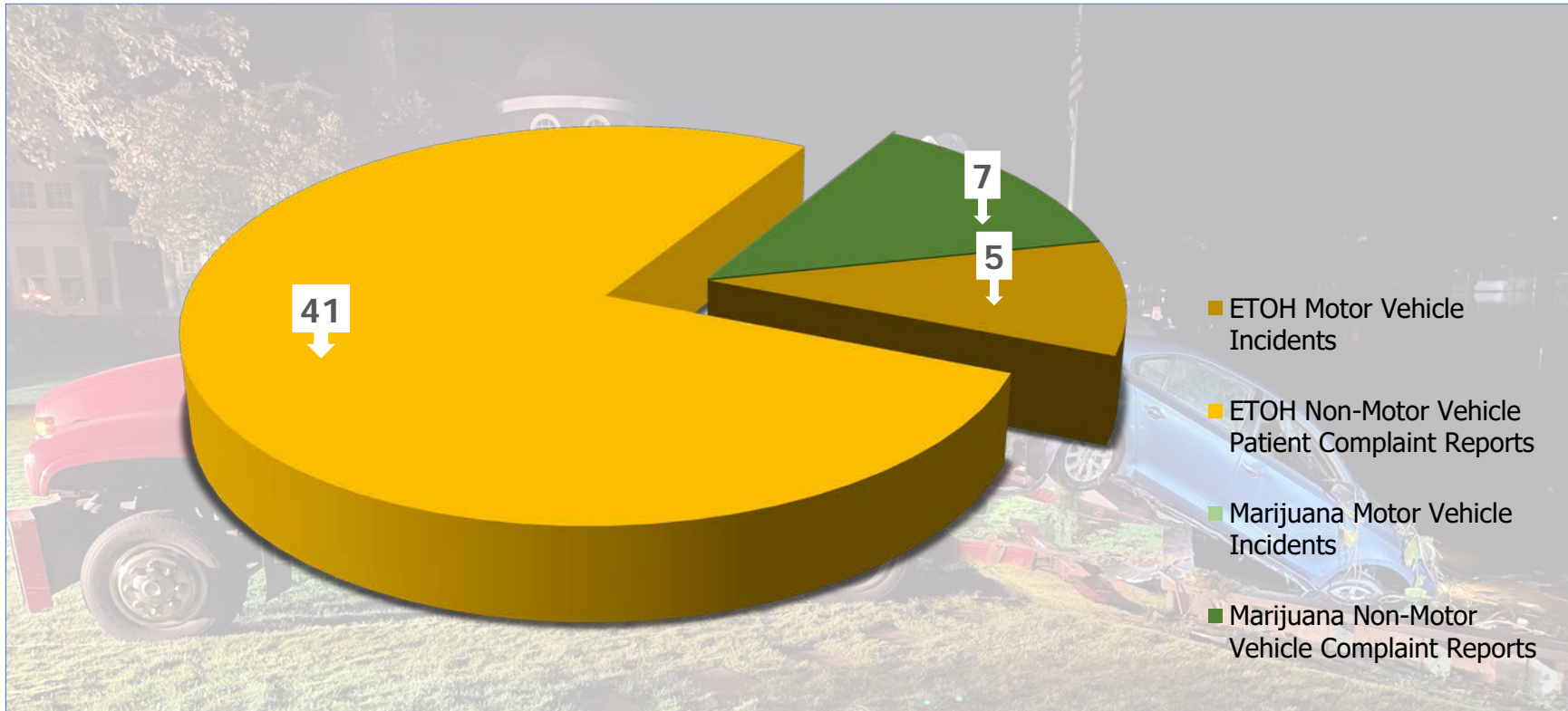
All Incident Type Codes are part of the National Fire Incident Reporting System standard NFIRS used in this document.

# November 2021 Incidents by NFIRS Type



Type Of Incident:	Total Incidents:	Percentage Value:
 100s - All types of fire, structure, vehicle and wildland.	2	2.7%
 200s - Excessive heat, explosions and ruptured pipelines. No Fire.	0	0.0%
 300s - Medical assist, traffic accidents, water and ice rescues.	50	66.7%
 400s - Hazardous Conditions, gas leaks and carbon monoxide etc.	6	8.0%
 500s - Public service Calls. Water and smoke problems. Animal rescue.	3	4.0%
 600s - Cancelled calls, controlled burns and smoke investigation.	9	12.0%
 700s - False alarms. Smoke, heat and CO detector malfunctions.	3	4.0%
 800s - Severe weather, flooding, storm and lightning strike damage.	2	2.7%
 900s - Community participation and citizen concerns.	0	0.0%
<b>Totals:</b>	<b>75</b>	<b>100.0%</b>

# 2021 YTD ETOH and Marijuana Related



Type Of Incident:	Incidents:	Percentage:
01 ETOH Motor Vehicle Incidents	5	1.1%
02 ETOH Non-Motor Vehicle Patient Complaint Reports	41	8.7%
03 Marijuana Motor Vehicle Incidents	0	0.0%
04 Marijuana Non-Motor Vehicle Complaint Reports	7	1.5%
<b>Total Impaired Complaints</b>	<b>53</b>	<b>11.3%</b>
<i>All other EMS Complaints</i>	<b>416</b>	<b>88.7%</b>
<i>Total EMS Complaints</i>	<b>469</b>	<b>100.0%</b>

# 2021 YTD ETOH and Marijuana Related by Month

	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	Total
1	03202	07302	17902	24302	26202	34704	48202	53802	64902	74902	87102	90002	
2	04802			24302	27702	35602	48204	54404	65002	79704			
3	05302			24302		35702	48602	55002	65502	79902			
4	06502					40902	51302	56602	66302	81502			
5	07202					41504	51402	56902	66802				
6						42002	51802	58002	67002				
7						43002		58301	69401				
8								59301	70402				
9								59602	72902				
10								60704					
11								60901					
12								60901					
13								62704					
14													
	5	1	1	3	2	7	6	13	9	4	1	1	53

01	ETOH Motor Vehicle Incident
02	ETOH Non-Motor Vehicle Patient Complaint Reports
03	Marijuana Motor Vehicle Incident
04	Marijuana Non-Motor Vehicle Complaint Reports

# 2018-2021 ETOH and Marijuana Related

ETOH		Marijuana		Totals		
ETOH Motor Vehicle Incidents	ETOH Non-Motor Vehicle Patient Complaint Reports	Marijuana Motor Vehicle Incidents	Marijuana Non-Motor Vehicle Complaint Reports	Annual Grand Total	Difference in Percent from Previous Year	Year
5	41	0	7	53	-9%	2021
2	47	2	7	58	0%	2020
2	55	0	1	58	-9%	2019
3	58	1	2	64	-	2018
Totals by Category						
12	201	3	17	233		

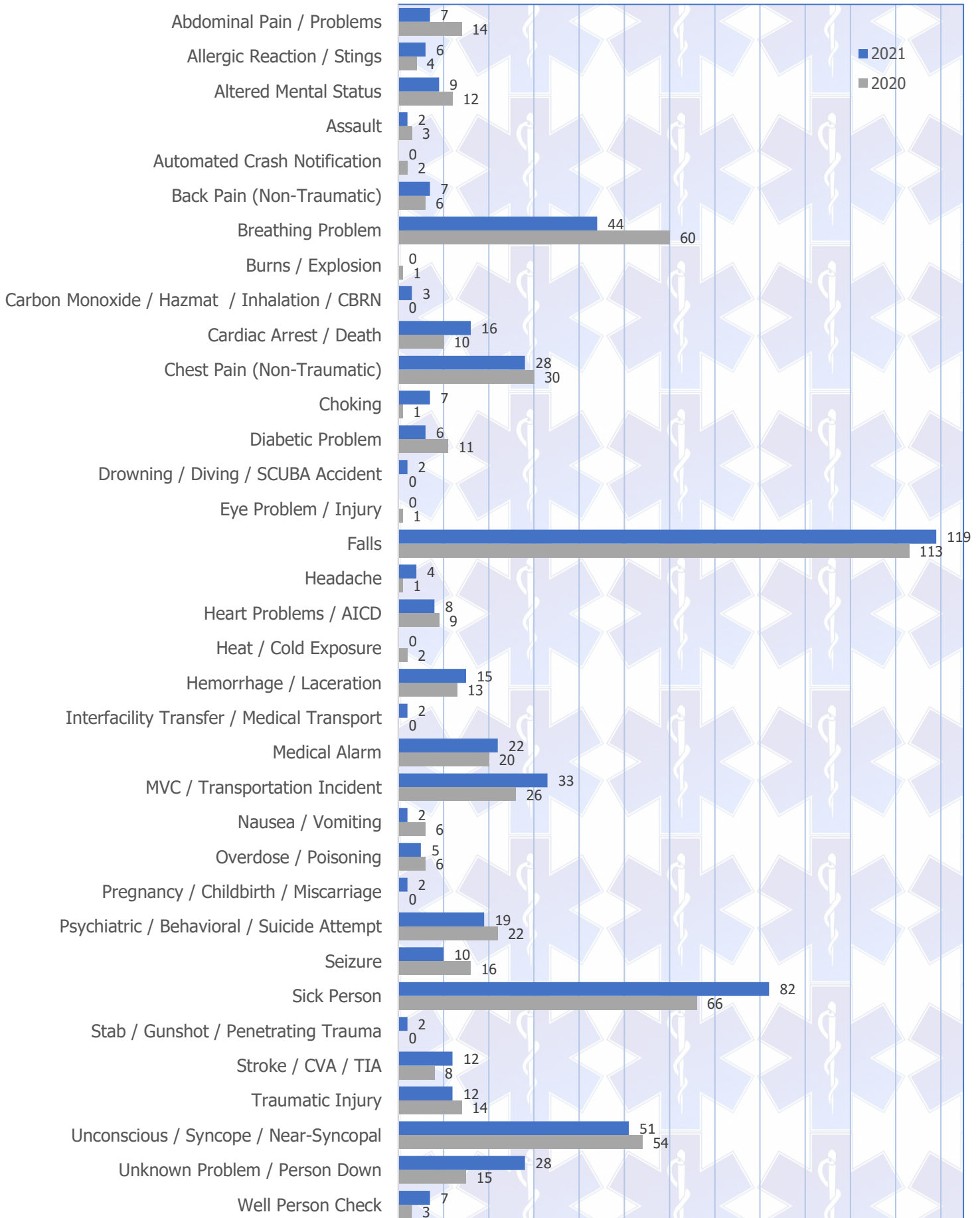
# NEMESIS Report January 1, 2020-November 30, 2021

(National Emergency Medical Service Information System)

Incident Complaint Reported By Dispatch	Number of Patients 2021	Percent of Total Patients 2021	Number of Patients 2020	Percent of Total Patients 2020	Response Priority
Abdominal Pain / Problems	7	1.22%	14	2.55%	1
Allergic Reaction / Stings	6	1.05%	4	0.73%	1
Altered Mental Status	9	1.57%	12	2.19%	3
Assault	2	0.35%	3	0.55%	1
Automated Crash Notification	0	0.00%	2	0.36%	3
Back Pain (Non-Traumatic)	7	1.22%	6	1.09%	3
Breathing Problem	44	7.69%	60	10.93%	1
Burns / Explosion	0	0.00%	1	0.18%	1
Carbon Monoxide / Hazmat / Inhalation / CBRN	3	0.52%	0	0.00%	1
Cardiac Arrest / Death	16	2.80%	10	1.82%	1
Chest Pain (Non-Traumatic)	28	4.90%	30	5.46%	1
Choking	7	1.22%	1	0.18%	1
Diabetic Problem	6	1.05%	11	2.00%	1
Drowning / Diving / SCUBA Accident	2	0.35%	0	0.00%	1
Eye Problem / Injury	0	0.00%	1	0.18%	3
Falls	119	20.80%	113	20.59%	3
Headache	4	0.70%	1	0.18%	3
Heart Problems / AICD	8	1.40%	9	1.64%	1
Heat / Cold Exposure	0	0.00%	2	0.36%	1
Hemorrhage / Laceration	15	2.62%	13	2.37%	1
Interfacility Transfer / Medical Transport	2	0.35%	0	0.00%	3
Medical Alarm	22	3.85%	20	3.64%	1
MVC / Transportation Incident	33	5.77%	26	4.74%	1
Nausea / Vomiting	2	0.35%	6	1.09%	3
Overdose / Poisoning	5	0.87%	6	1.09%	1
Pregnancy / Childbirth / Miscarriage	2	0.35%	0	0.00%	1
Psychiatric / Behavioral / Suicide Attempt	19	3.32%	22	4.01%	1
Seizure	10	1.75%	16	2.91%	1
Sick Person	82	14.34%	66	12.03%	3
Stab / Gunshot / Penetrating Trauma	2	0.35%	0	0.00%	1
Stroke / CVA / TIA	12	2.10%	8	1.46%	1
Traumatic Injury	12	2.10%	14	2.55%	1
Unconscious / Syncope / Near-Syncopal	51	8.92%	54	9.84%	1
Unknown Problem / Person Down	28	4.90%	15	2.73%	1
Well Person Check	7	1.22%	3	0.55%	3
<b>Totals EMS</b>	<b>572</b>	<b>100%</b>	<b>549</b>	<b>100%</b>	
<b>Totals All Calls</b>	<b>892</b>	<b>64%</b>	<b>862</b>	<b>64%</b>	

# EMS Calls - 2021-2020

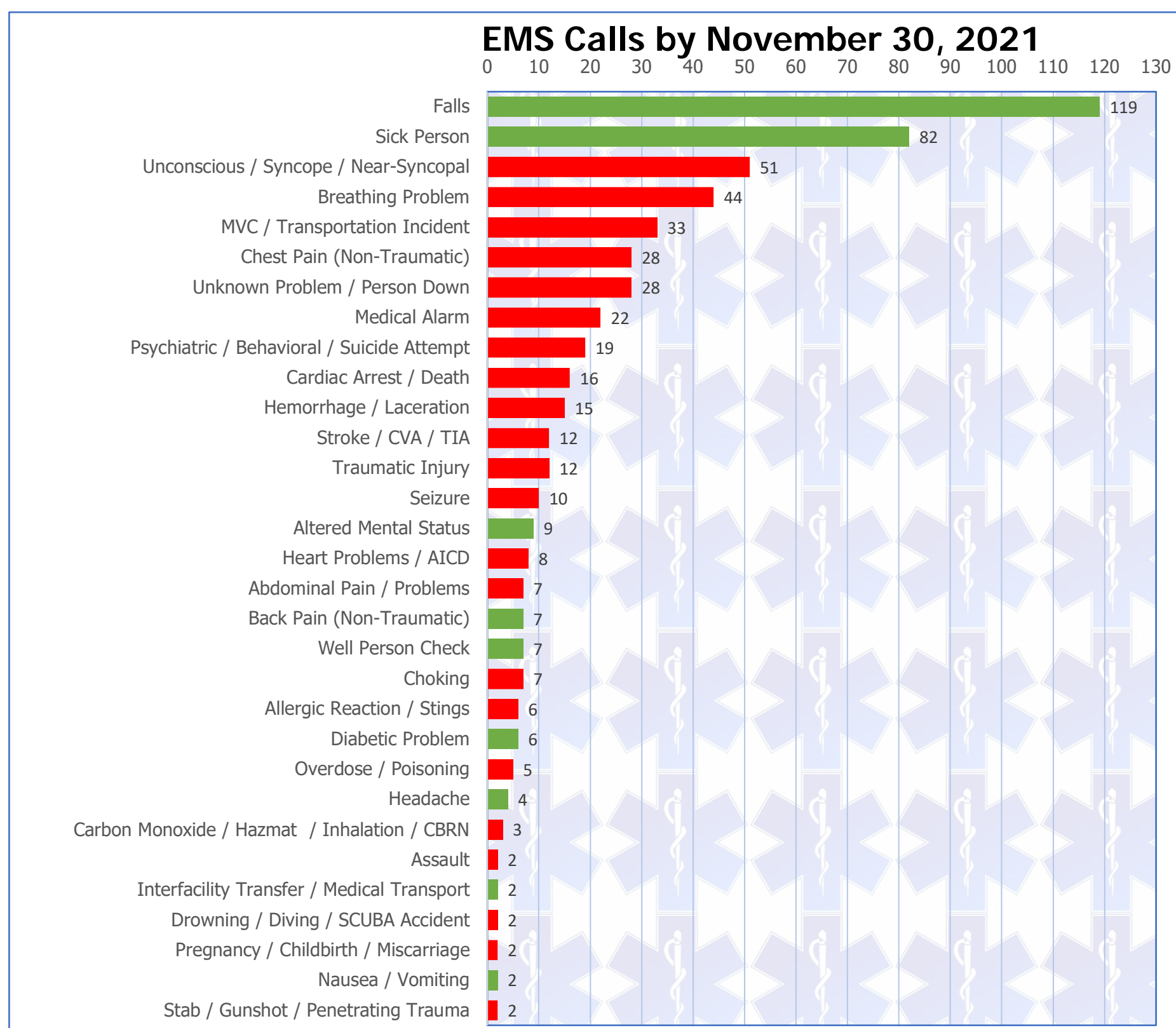
0 10 20 30 40 50 60 70 80 90 100 110 120



# NEMESIS Report by November 30, 2021

(National Emergency Medical Service Information System)

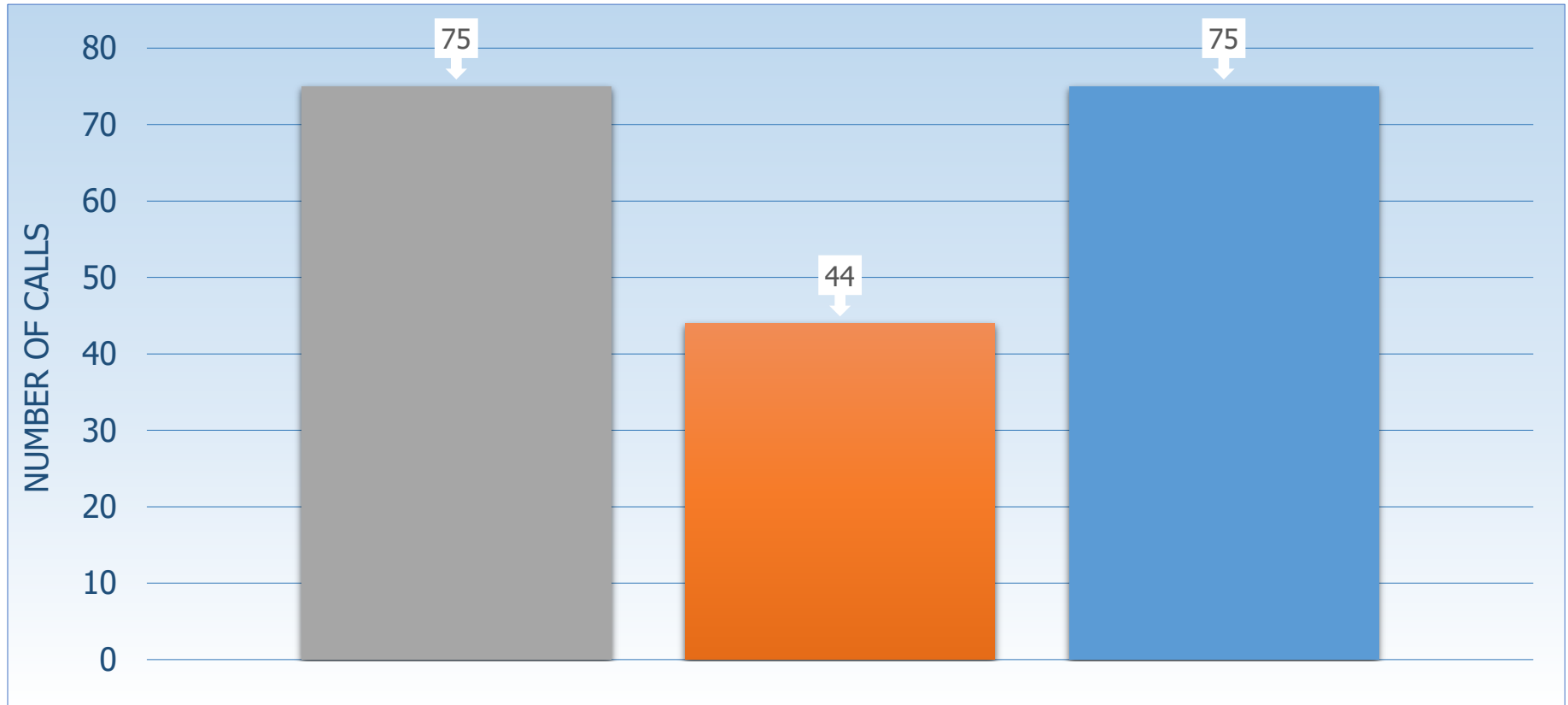
Incident Complaint Reported By Dispatch	Number of Patients 2021	Percent of Total Runs 2021	Response Priority
Falls	119	20.80%	3
Sick Person	82	14.34%	3
Unconscious / Syncope / Near-Syncopal	51	8.92%	1
Breathing Problem	44	7.69%	1
MVC / Transportation Incident	33	5.77%	1
Chest Pain (Non-Traumatic)	28	4.90%	1
Unknown Problem / Person Down	28	4.90%	1
Medical Alarm	22	3.85%	1
Psychiatric / Behavioral / Suicide Attempt	19	3.32%	1
Cardiac Arrest / Death	16	2.80%	1
Hemorrhage / Laceration	15	2.62%	1
Stroke / CVA / TIA	12	2.10%	1
Traumatic Injury	12	2.10%	1
Seizure	10	1.75%	1
Altered Mental Status	9	1.57%	3
Heart Problems / AICD	8	1.40%	1
Abdominal Pain / Problems	7	1.22%	1
Back Pain (Non-Traumatic)	7	1.22%	3
Well Person Check	7	1.22%	3
Choking	7	1.22%	1
Allergic Reaction / Stings	6	1.05%	1
Diabetic Problem	6	1.05%	3
Overdose / Poisoning	5	0.87%	1
Headache	4	0.70%	3
Carbon Monoxide / Hazmat / Inhalation / CBRN	3	0.52%	1
Assault	2	0.35%	1
Interfacility Transfer / Medical Transport	2	0.35%	3
Drowning / Diving / SCUBA Accident	2	0.35%	3
Pregnancy / Childbirth / Miscarriage	2	0.35%	1
Nausea / Vomiting	2	0.35%	3
Stab / Gunshot / Penetrating Trauma	2	0.35%	1
<b>Totals EMS</b>	<b>572</b>	<b>100%</b>	
<b>Totals All Calls</b>	<b>892</b>	<b>64%</b>	





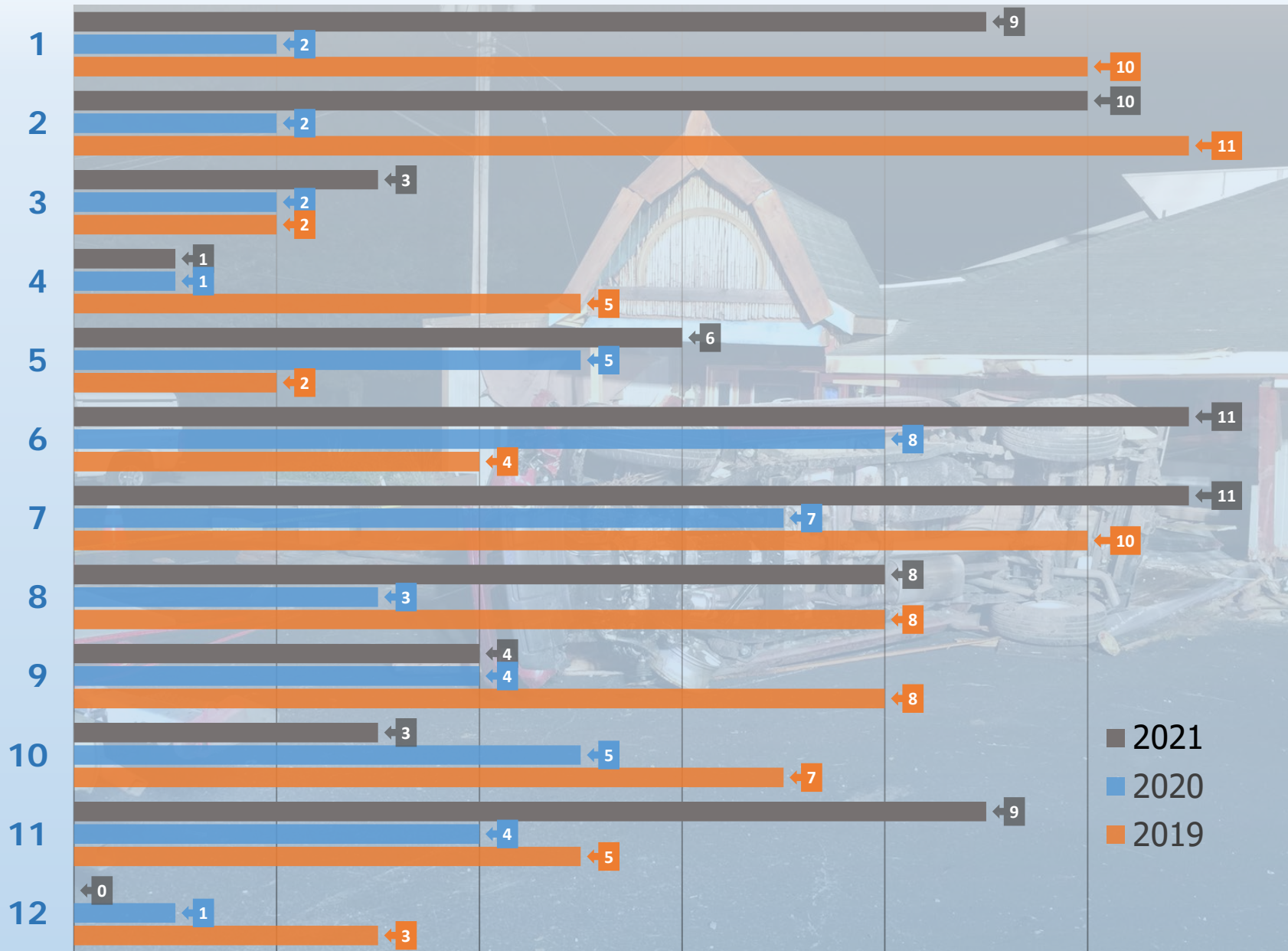
# 2019-2021 Motor Vehicle Incidents

[All incidents with any motorized vehicle involved in accidents, fires etc.]



As of:	# of Incidents	+/-	+/- %	Extrication	%
11/30/2021	75	31	70.45	3	4.0
12/31/2020	44	(31)	(41.33)	0	0.0
12/31/2019	75	11	21.15	3	4.0

# MV Incidents by Month 2019-2021



# 2015-21 MVIs by month

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2021	9	10	3	1	6	11	11	8	4	3	9		75
2020	2	2	2	1	5	8	7	3	4	5	4	1	44
2019	10	11	10	5	2	4	10	8	8	7	5	3	83
2018	9	5	4	5	9	5	7	6	6	0	1	7	64
2017	4	4	2	2	7	7	8	4	2	3	2	7	52
2016	15	8	3	13	4	8	16	4	0	2	5	11	89
2015	6	11	3	1	3	6	7	7	4	2	1	2	53
Average	8	7	4	4	5	7	9	6	4	3	4	5	68

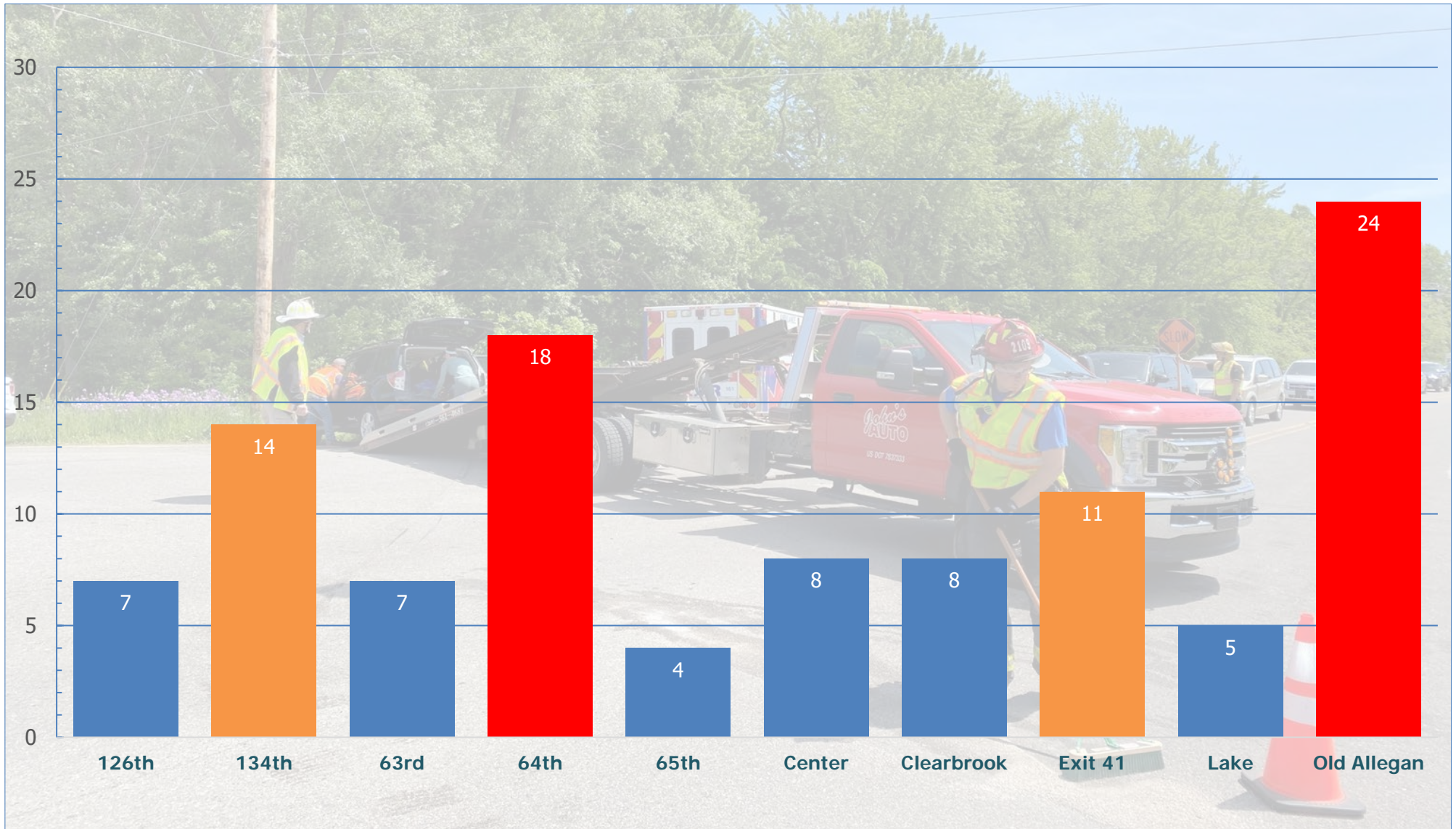
Lowest Highest

# 2021 Vehicle Fires - Value and Loss

NFIRS Category	Call #	Date	Address	Year	Make	Model	VIN Check Value	State	Loss
<b>Fire</b>									
131	0113	02/21/2021	Gaslight Circle		VW	TD Wagon		Totaled	
-	-	-	-		Mazda	Sedan CX5		Totaled	
132	0342	06/04/2021	63rd and Blue Star		Dodge	3500		Totaled	
-	-	-	-		Trailer	5-wheel		Totaled	
131	0421	06/28/2021	I-196 @35 MM SB	2006	Subaru	Legacy 2.5i L	\$3,165	Totaled	\$3,165
131	0629	08/26/2021	I-196 @39 MM NB	2008	Chrysler	Aspen	\$2,950	Totaled	\$2,950
131	0758	10/10/2021	I-196 @38 MM SB		Toyota	Camry		Totaled	
131	0798	10/22/2021	Maple and Blue Star						
131	0819	11/02/2021	I-196 @ 36 MM NB	2003	Buick	Lucerne	\$2,000	Totaled	\$2,000
<b>TOTAL</b>							<b>\$8,115</b>		<b>\$8,115</b>

# Accidents at Blue Star Intersections 1999-2021

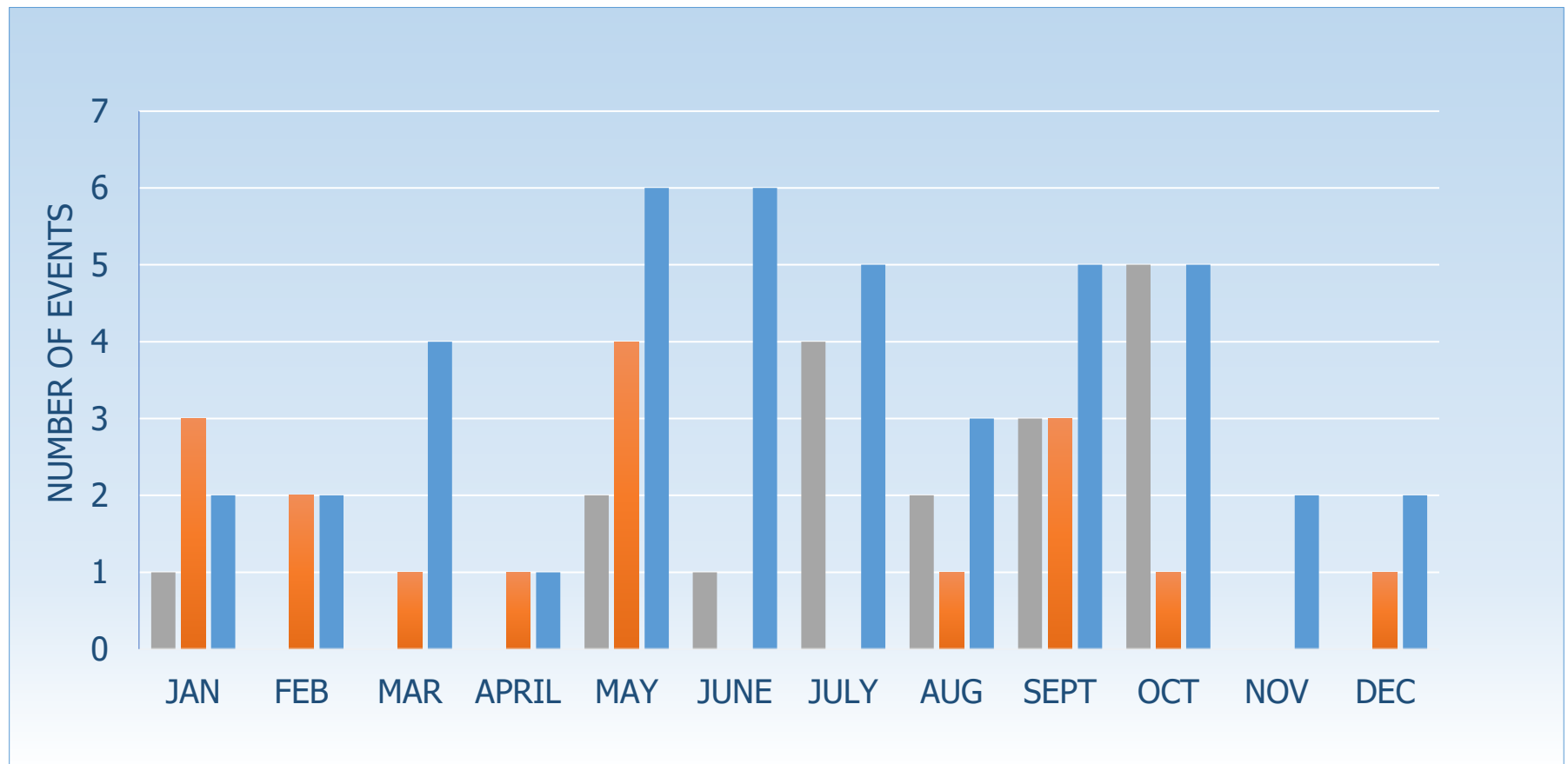
Total All 24 Intersections: 127



126th	134th	63rd	64th	65th	Center	Clearbrook	Exit 41	Lake	Old Allegan
7	14	7	18	4	8	8	11	5	24

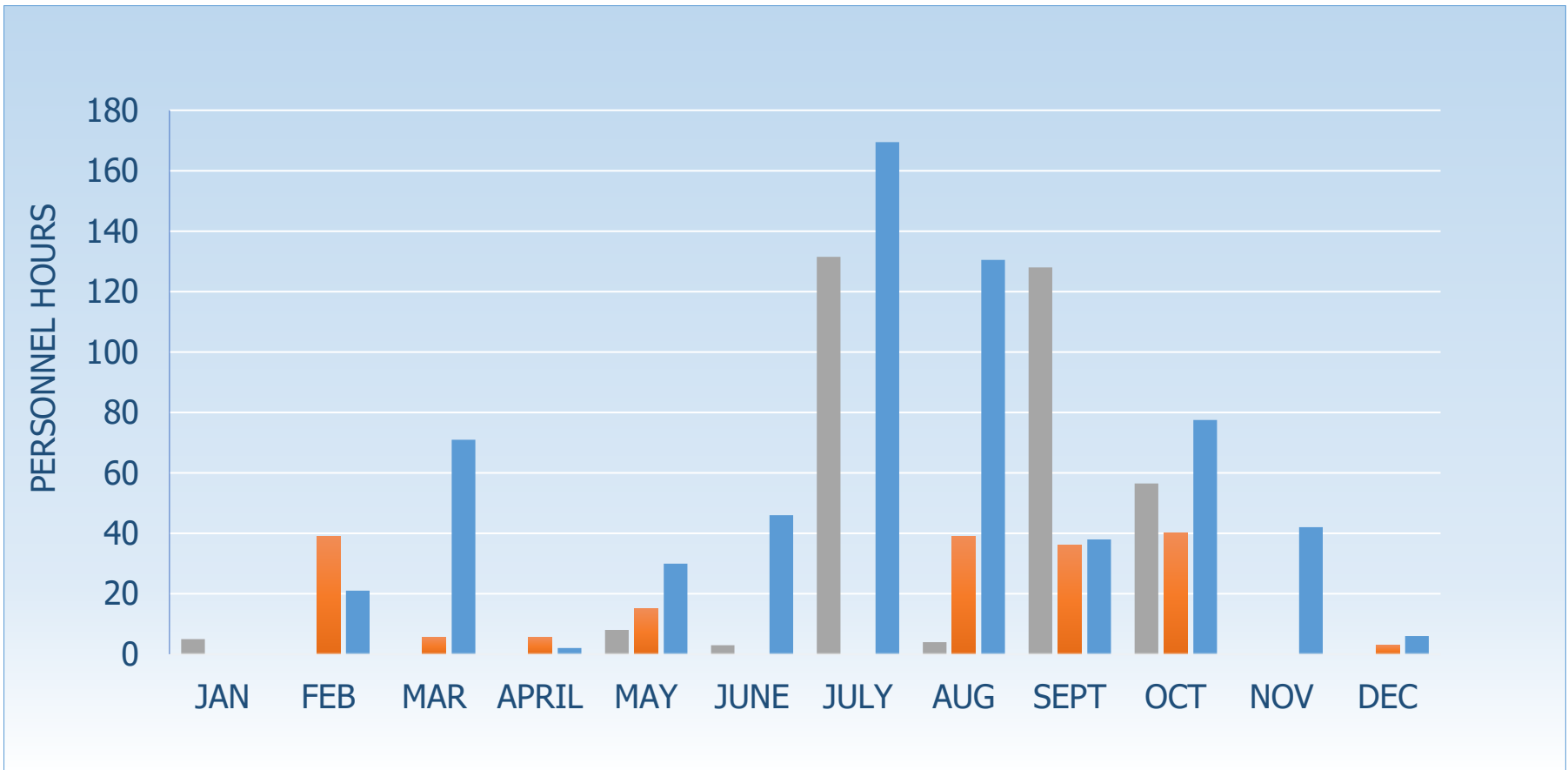
# 2019-2021 Special Events by month

Year	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Total
2021	1	0	0	0	2	1	4	2	3	5	0		18
2020	3	2	1	1	4	0	0	1	3	1	0	1	17
2019	2	2	4	1	6	6	5	3	5	5	2	2	43



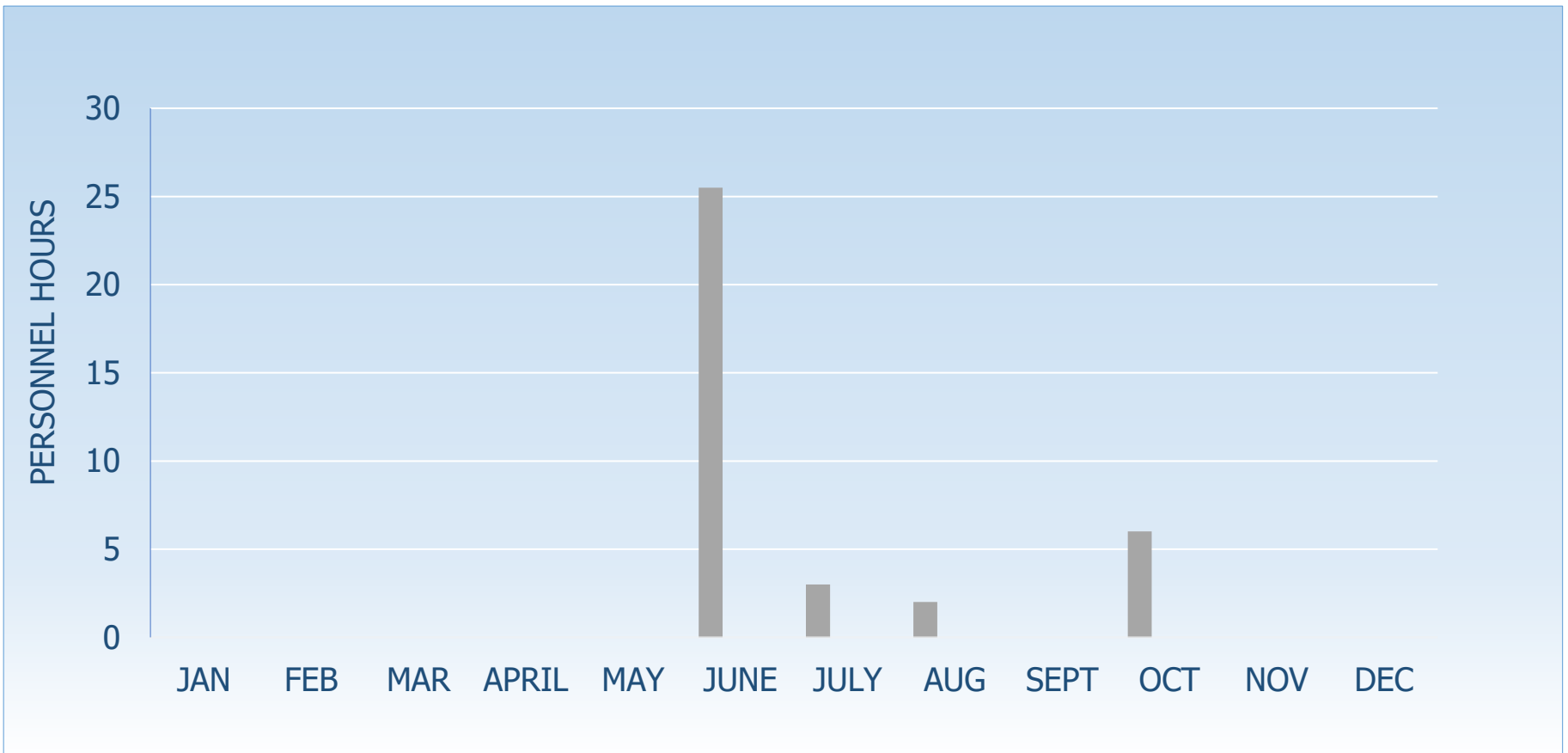
# 2019-2021 Special Events Personnel Hours

Year	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Total
2021	5	0	0	0	8	3	132	4	128	57	0		336
2020	0	39	6	6	15	0	0	39	36	40	0	3	183
2019	0	21	71	2	30	46	170	131	38	78	42	6	634



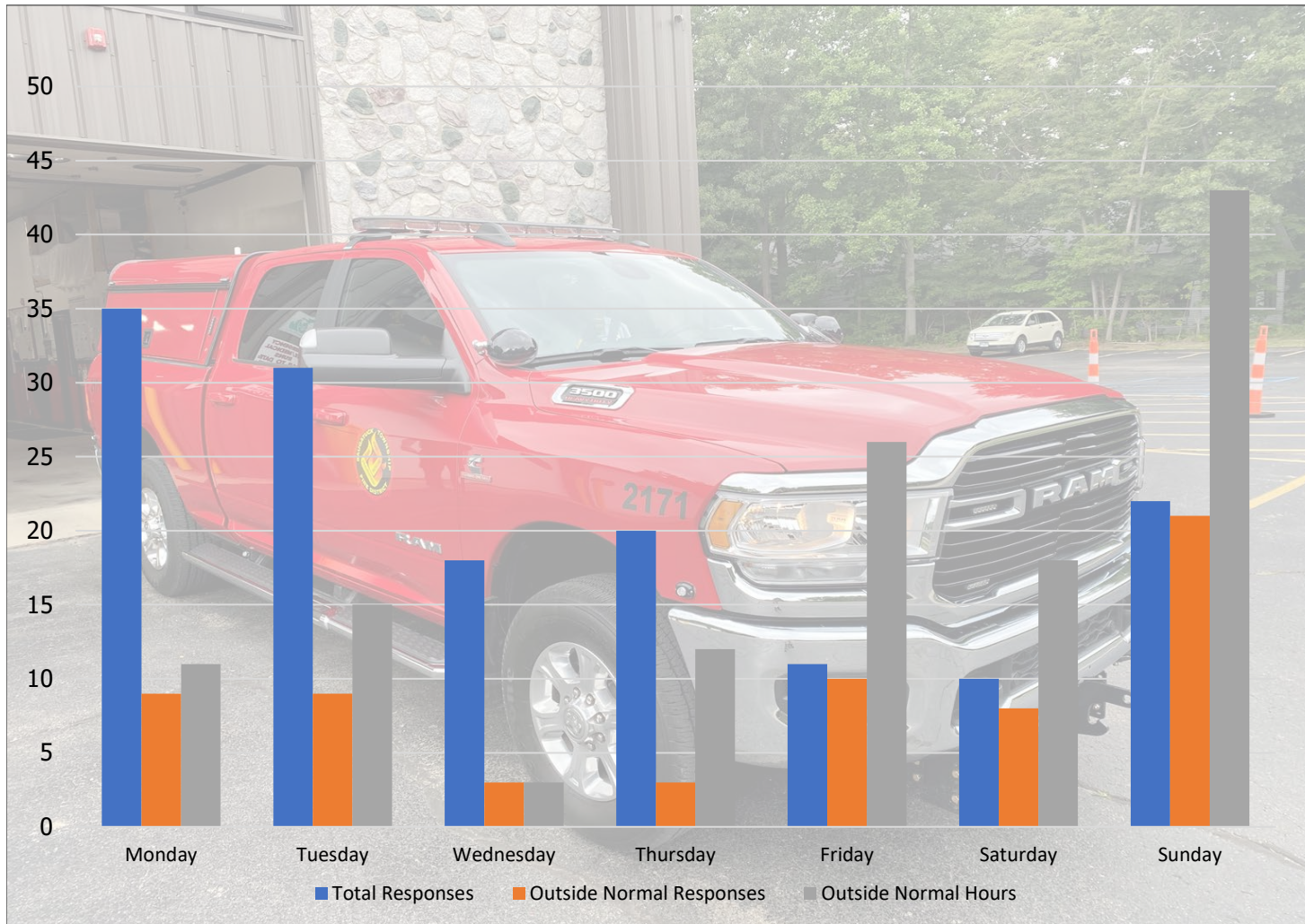
# 2019-2021 Special Events Preparation Hours

Year	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Total
2021	0	0	0	0	0	26	3	2	0	6	0		37
2020	0	0	0	0	0	0	0	0	0	0	0	0	0
2019	0	0	0	0	0	0	0	0	0	0	0	0	0





# Chief Janik's Response 2021



**Normal Hours:**  
Monday-Thursday 6AM-5PM

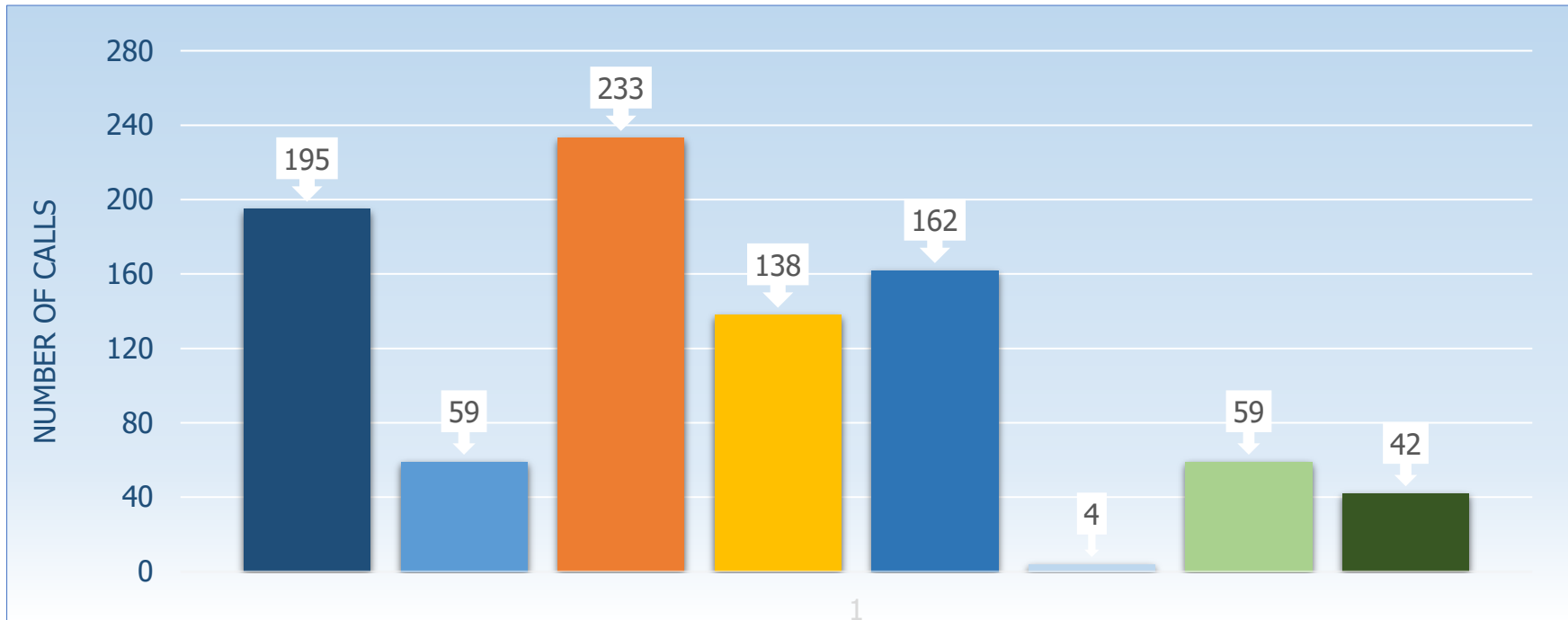
**Total Responses:**  
All calls during the week.

**Outside Normal Responses:**  
Number of calls between the hours of 5PM to 6AM, Monday thru Thursday and Thursday 5PM to Monday 6AM.

**Outside Normal Hours:**  
Total accrued hours according to above schedule.

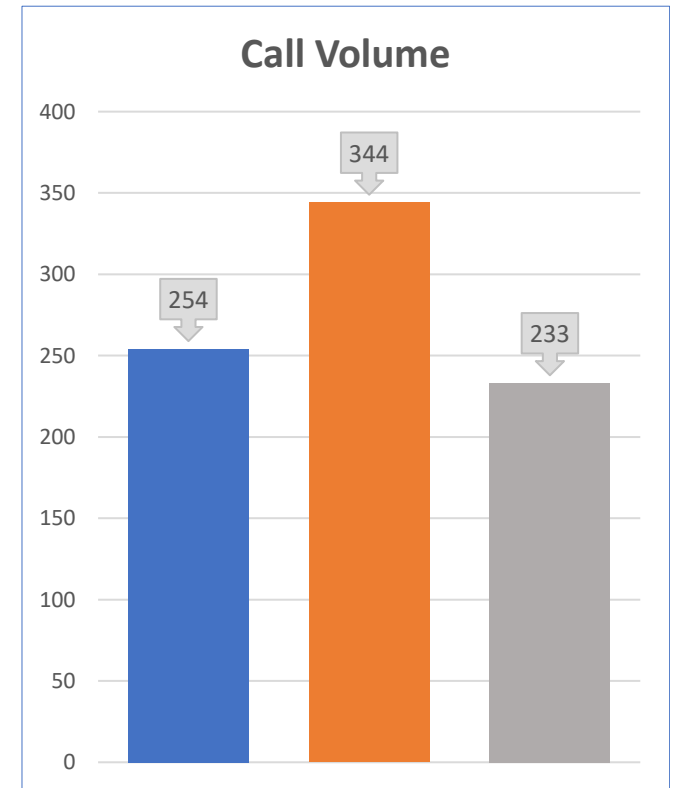
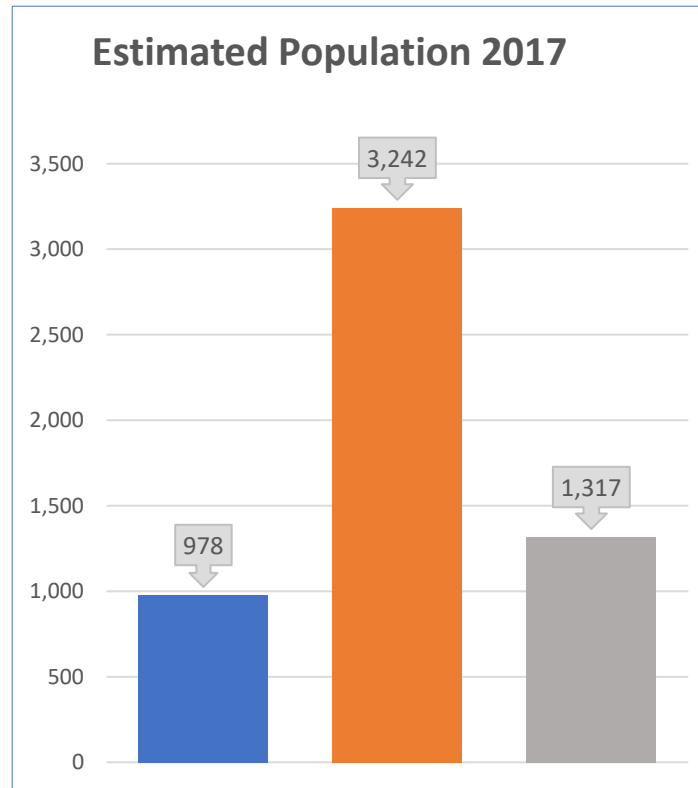
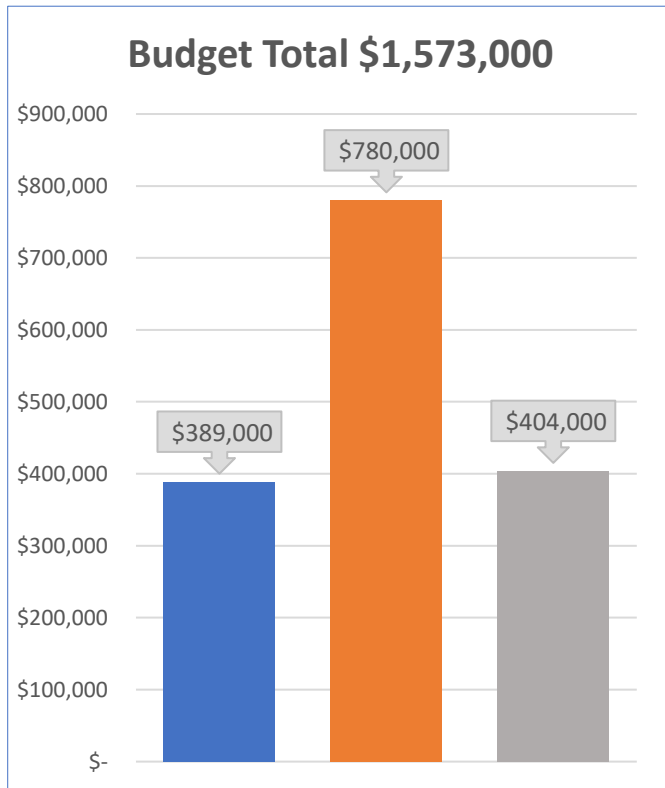
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
<b>Total Responses</b>	35	31	18	20	11	10	22	147
<b>Outside Normal Responses</b>	9	9	3	3	10	8	21	63
<b>Outside Normal Hours</b>	11	15	3	12	26	18	43	128

# 2021 Incidents by Area



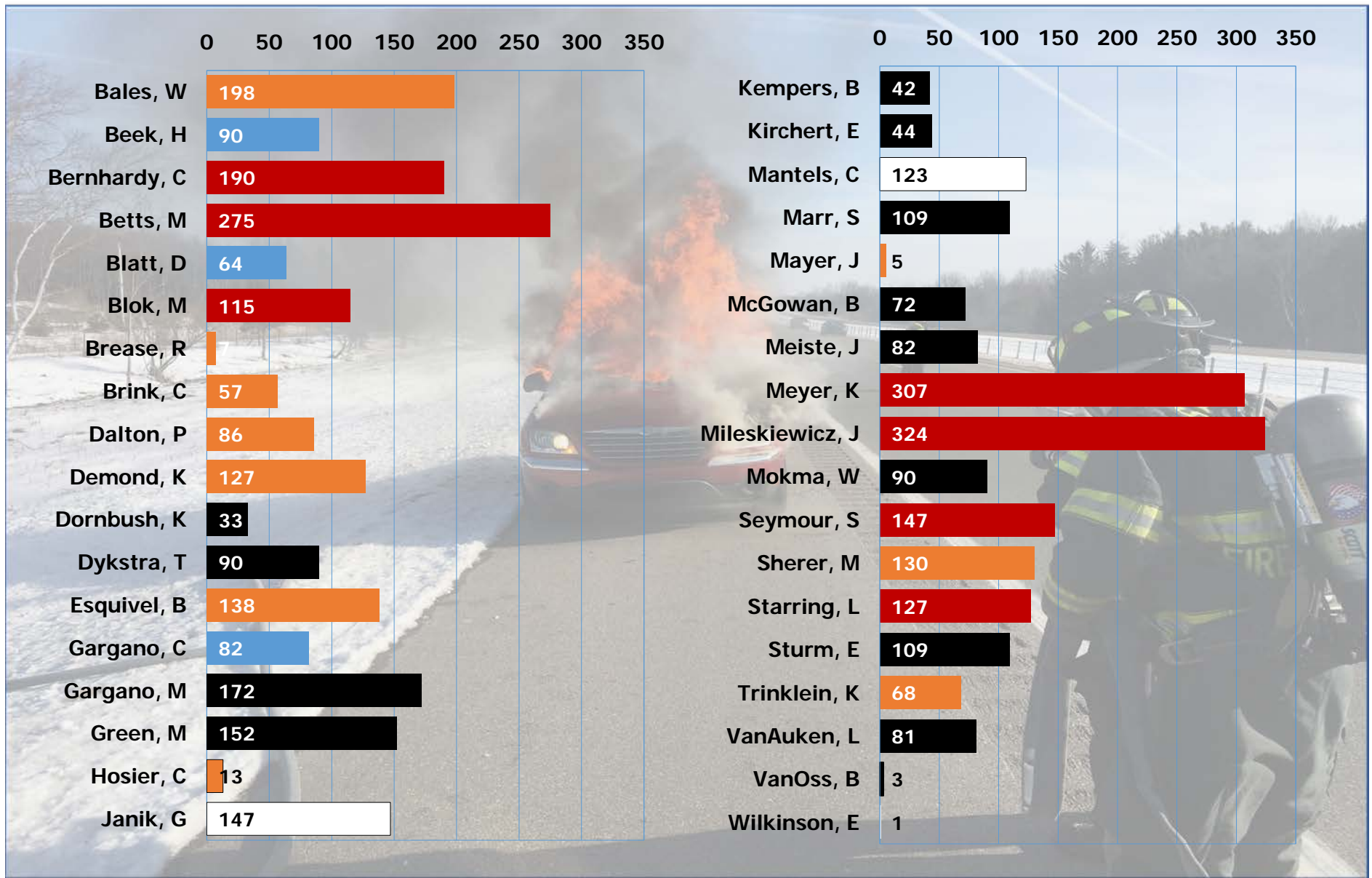
Area	November 30	%
Saugatuck North	195	21.9
Saugatuck South	59	6.6
Douglas	233	26.1
Township North	138	15.5
Township South	162	18.2
Lake Michigan	4	0.4
I-196	59	6.6
Outside Area	42	4.7
<b>Total</b>	<b>892</b>	<b>100.0</b>

# 2021 Key numbers for Tri-Community



	Square Miles	Budget	%	Est. Population 2017	%	Call Volume	%
Saugatuck City	1.47	\$ 389,000	24.7	978	17.66	254	30.57
Saugatuck Township	24.21	\$ 780,000	49.6	3,242	58.55	344	41.40
City of Douglas	1.98	\$ 404,000	25.7	1,317	23.79	233	28.04
<b>Total</b>	<b>27.66</b>	<b>\$ 1,573,000</b>	<b>100.0</b>	<b>5,537</b>	<b>100.00</b>	<b>831</b>	<b>100.00</b>

# 2021 Personnel Response to Incidents

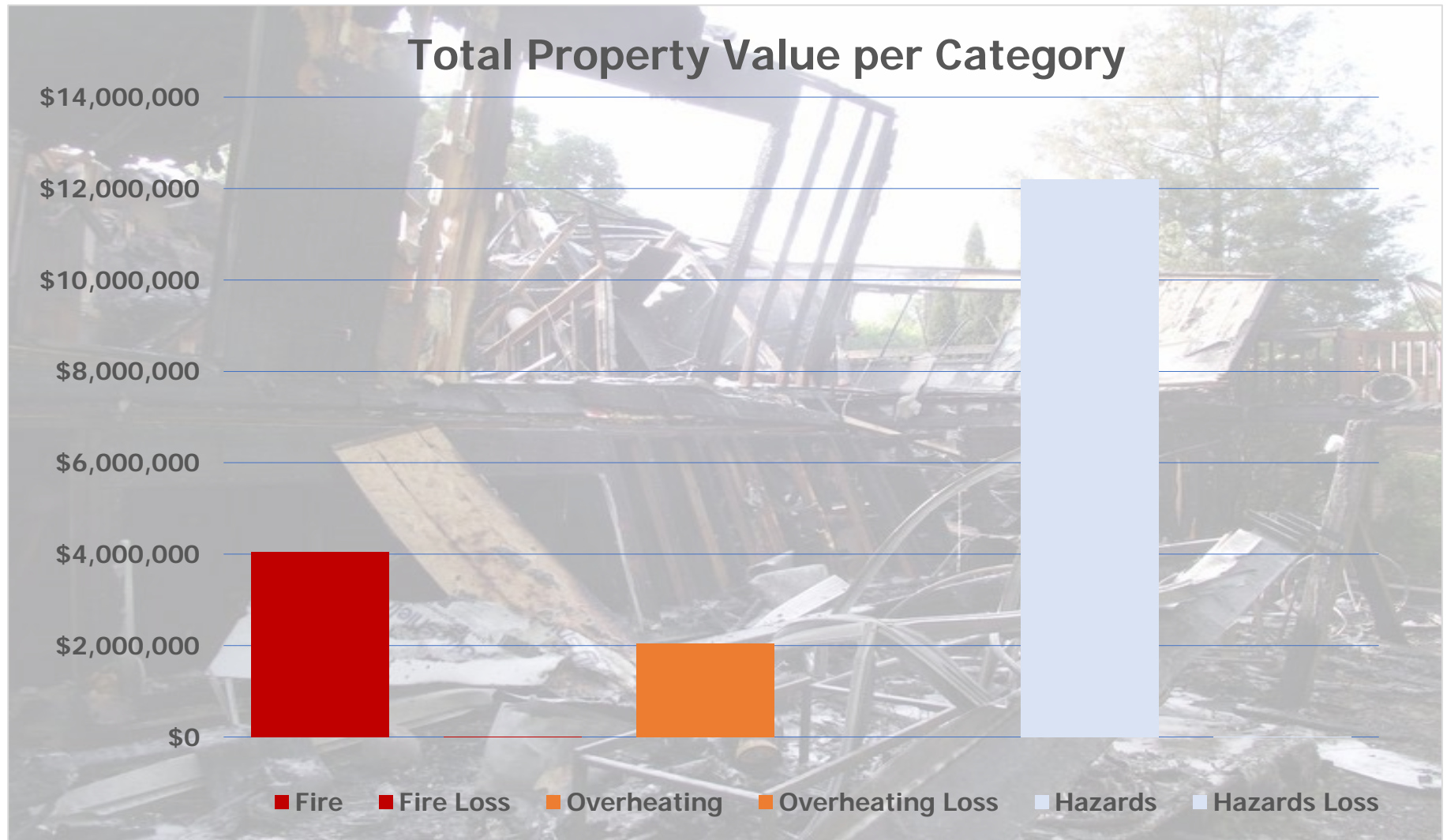


Total Incidents: 892    Chiefs    Officers    Firefighters    EMS    Probationary

# 2021 Protected Property Value

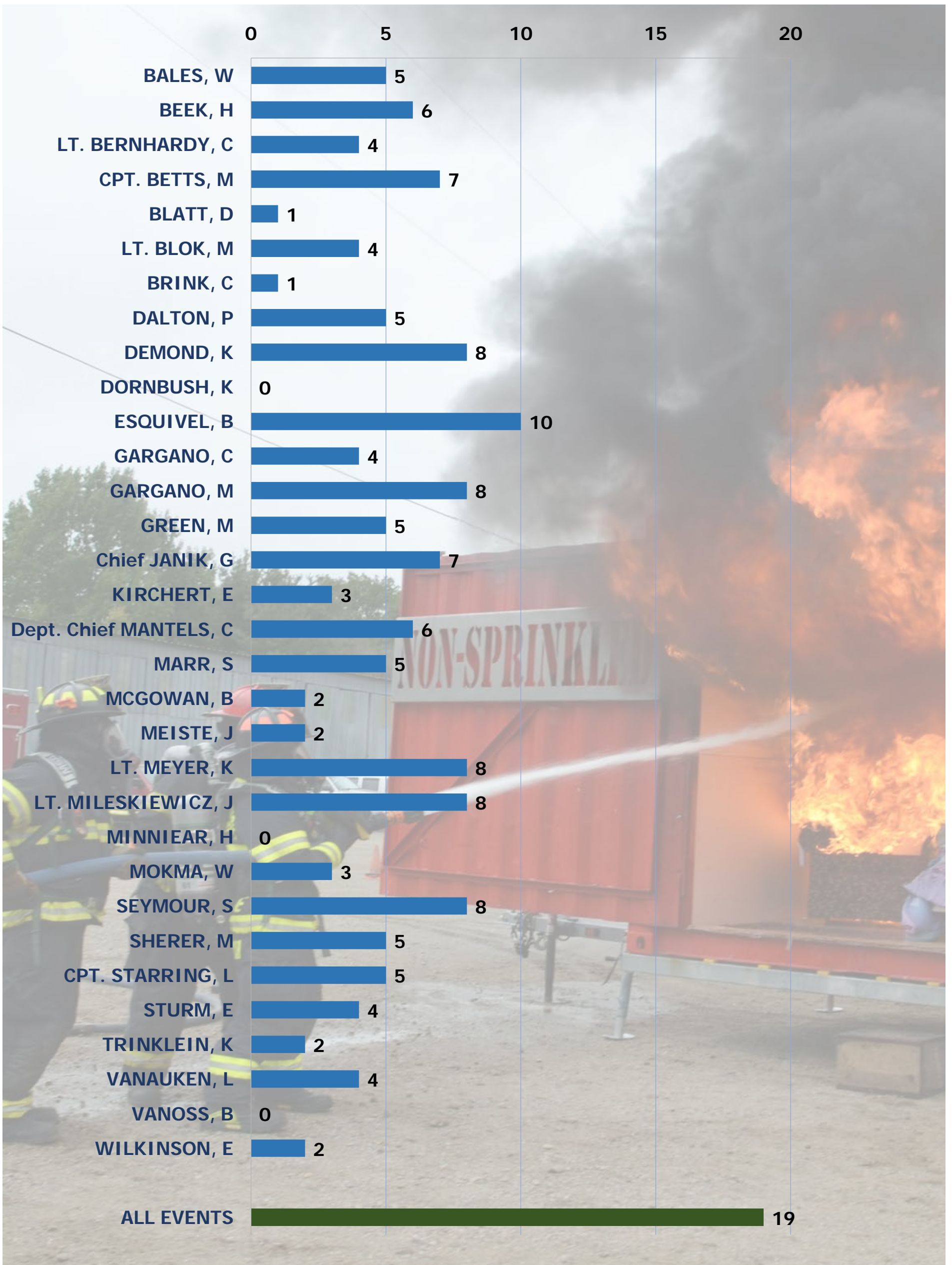
NFIRS Category	Call #	Date	Address	Zillow Market Value	Loss
<b>Fire</b>					
161	210369	06/13/2021	Water Street	\$4,057,000	\$1,000
			TOTAL	\$4,057,000	\$1,000
<b>Overpressure Explosion, Overheat - No Fire</b>					
251	210184	03/30/2021	Lakeshore Drive	\$2,052,909	\$0
			TOTAL	\$2,052,909	\$0
<b>Hazardous Conditions - No Fire</b>					
412	210019	01/07/2021	Elizabeth Street	\$418,233	\$0
412	210094	02/14/2021	Sandra Lane	\$248,287	\$0
412	210101	02/14/2021	Maple Lane	\$75,000	\$0
412	210260	05/07/2021	Culver Block Total	\$9,957,000	\$0
441	210354	06/08/2021	Hoffman Street/Water Street	\$1,001,200	\$500
412	210467	07/11/2021	Center Street	\$505,000	\$5,000
412	210507	07/22/2021	Center Street		\$1,000
			TOTAL	\$12,204,720	\$6,500

# 2021 Protected Property Value



# Special Events Attendance

October 31, 2021



**City of Saugatuck  
Status Report of Engineering Activities  
December 3, 2021**

General Consultation

- Water Street Sidewalk: Sidewalk design is complete. We are refining details for the fire dock ramp or steps with STFD based on site topography.
- We are reviewing the latest plans for improvements at the high school.

Campbell Road Improvements

- Water main installation is over half complete, expected to be complete in December.
- Water service replacement is anticipated to begin late December or January, depending on weather.
- Consumers Energy is scheduled for pole relocation on the north side near Park Street in January.
- Roadway improvements are scheduled for April/May, 2022.

Butler Street Sanitary Sewer Improvements

- Project includes extending sanitary sewer to serve 314, 317, 318, and 325 Butler Street between Hoffman and Main. 314 and 318 have a plumber lined up to connect during the project. 317 and 325 will have laterals capped for future connection.
- Construction is scheduled to begin Monday December 6.
- Work in December will include sanitary mainline and lateral installation, concrete sidewalk and curb & gutter replacement and temporary road restoration with asphalt millings. That work is anticipated to take approximately 2 weeks.
- In April/May 2022, millings will be removed and asphalt pavement will be replaced, along with pavement markings.

Bridge Street Water Main Extension

- Project includes extension of watermain south from Blue Star Highway to serve new development in the City. Project may also include looping to Maple Street and/or sanitary sewer extension.
- Survey is scheduled in the near future to supplement and update existing information.
- Design and permitting is anticipated to take place in early 2022 with bidding in spring 2022 and construction potentially in summer or fall.
- City staff is working on a special assessment process for the project and future similar extensions.

Maple Street Improvements

- This project includes 4 parts: (1) water main (and service) replacement from Blue Star Highway to south of North Street; (2) drainage improvements at Mason Street; (3) crush, shape and resurface from Blue Star Highway to south of North Street; and (4) reconstruct the failing portion of Maple Street near North Street (raise alignment, improve base, etc.).
- We have provided a pre-design cost estimate to the Township with a breakdown for those aspects of the project that are shared (water main/services and a portion of the road improvements).
- Depending on how quickly coordination with the Township proceeds, construction could be fall 2022 – spring 2023 (similar to Campbell) or during the traditional 2023 construction season.





## City Council Agenda Item Report

**FROM:** Jamie Wolters  
**MEETING DATE:** December 13, 2021  
**SUBJECT:** Historic District Commission Appointment

**DESCRIPTION:**

It has been policy of the City Council to have a representative of Council on the Historic District Commission. Garnet Lewis has been the representative and is relinquishing her position on the Historic District Commission. Her recommendation is to appoint Lauren Stanton to replace her. The Mayor's appointment for the Historic District Commission position is as follows:

Lauren Stanton, with said term expiring November 1, 2023

**BUDGET ACTION REQUIRED:**

N/A

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

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



## City Council Agenda Item Report

**FROM:** Jamie Wolters  
**MEETING DATE:** December 13, 2021  
**SUBJECT:** Planning Commission Position Appointment

**DESCRIPTION:**

Per the City Charter Section 6.11 the council shall provide for and maintain a city planning commission which shall possess all of the powers and perform the functions of planning commissions as set forth by state statute. The citizen members of the planning commission shall be appointed by the mayor, subject to confirmation by the council. The Mayor's appointments for the two Planning Commission positions is as follows which are replacing Chris Peterson(resigned) and Michael VanMeter(moving effective 12.17.21):

Richard Heriford, with said term expiring July 1, 2022  
Ann Broeker, with said term expiring July 1, 2023

**BUDGET ACTION REQUIRED:**

N/A

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

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



## City Council Agenda Item Report

**FROM:** Ryan Heise  
**MEETING DATE:** 12/13/21  
**SUBJECT:** Extension of Allegan County Sheriff's Agreement

**Recommended Motion:**

*I move to approve the contract extension with the Allegan County Sheriff's Department remaining in effect through April 30, 2022.*

**Description:**

The City of Saugatuck entered into an agreement with the Allegan County Sheriff's Department on March 12, 2018. The terms expired June 30<sup>th</sup>, 2021; recently flagged by City staff. The Allegan County Administrative office has indicated that they will be requesting modifications to insurance and liability. Recognizing that this will need to be reviewed by legal and insurance carrier, I requested an extension under existing terms until the end of the year.

**AMENDMENT #1**

**to the**

**Allegan County Sheriff's Office Law Enforcement Services Agreement**

**Entered into between the City of Saugatuck, County of Allegan and the Sheriff of Allegan County  
on March 12, 2018**

The parties mutually agree to amend the above-referenced Agreement as detailed herein.

1. **Section 3 – Term of Agreement.** The language in this section is deleted in its entirety and replaced with the following:

The term of this Agreement shall be three (3) years and six (6) months starting on July 1, 2018, and remaining in effect through April 30, 2022, unless a Notice of Termination is exercised as provided for in Section 10 or Section 11.

It is understood and agreed by both parties that all other terms and conditions of the original Agreement and any preceding amendments, not modified by the change(s) above, remain in effect.

The individual or officer signing below certifies that they are authorized to sign this Amendment.

City of Saugatuck:

Sheriff of Allegan County:

Sign: \_\_\_\_\_

Sign: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

County of Allegan:

Sign: \_\_\_\_\_

Name: Robert J. Sarro

Title Allegan County Administrator

Date: \_\_\_\_\_



## City Council Agenda Item Report

**FROM:** Kate White  
**MEETING DATE:** December 13, 2021  
**SUBJECT:** License Agreement (Commercial Dumpster)

**DESCRIPTION:**

License agreement identifying terms/conditions for privately owned commercial dumpsters to be placed on City owned property. Existing dumpsters were approved by City Council via a previous agreement. However, the previous agreement has expired and a new agreement is necessary. There is not a private location available for the owner of the CALA building (302 Culver St.) to place the dumpsters.

**BUDGET ACTION REQUIRED:**

N/A

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

Originally prepared by Bloom & Sluggett; renewal of past agreement.

**SAMPLE MOTION:**

Motion to **approve/deny** the License Agreement between the City of Saugatuck and FMG Investments to place commercial dumpsters in a location that does not interfere with the City of Saugatuck's parking space layout plan as presented and attached to the Agreement and consistent with local and state laws and regulations.

## LICENSE AGREEMENT

**THIS LICENSE AGREEMENT** is made this 13th day of December, 2021, by and between the **City of Saugatuck**, a home rule city, hereinafter referred to as “**CITY**,” and FMG Investments, LLC, a Michigan limited liability company, hereinafter referred to as “**LICENSEE**.”

1. Licensed Premises: The real property that is subject of this Agreement is a public parking lot off of Culver Street as shown on the sketch map attached as Exhibit A and incorporated by reference herein.

2. Term of License: This License shall be for the term commencing December 13, 2021, and terminating on December 13, 2026, unless earlier terminated as permitted by law.

3. Consideration for License: LICENSEE shall pay to the CITY a one-time administration fee of \$100 upon its execution of this Agreement.

4. Use of Licensed Premises: LICENSEE shall use the licensed premises for the following purposes only:

a. Placement of commercial dumpster(s) (for the benefit of the business located at 302 Culver Street only) in a location that does not interfere with the parking space layout plan on attached Exhibit A and subject to the approval of CITY staff.

b. Any additional uses shall be allowed only after review and with the prior approval of the Saugatuck City Council.

5. Obligations of the Licensee:

a. Maintain the dumpster located on the licensed premises in a clean and sanitary condition and in compliance with all local and state laws and regulations.

b. Make no improvements or other structural alterations or additions to the licensed premises without the prior written consent of the CITY.

c. Promptly pay, when due, trash removal charges and any fees or taxes associated with the use of the licensed premises.

d. Clean licensed premises of all refuse generated from the dumpster, keep all garbage and trash within the dumpster and provide for the regular removal of the same from the licensed premises.

6. Indemnification and Insurance: LICENSEE shall indemnify and hold CITY harmless from any and all claims for damages and/or personal injuries which might arise from the occupation or use of the licensed premises by LICENSEE or its employees, agents or customers. LICENSEE shall provide and maintain during the term of this License a public liability insurance policy. Proof of such insurance protection shall be filed with the City Clerk. CITY shall not be responsible for any damage to any personal property which may be placed on the licensed premises by LICENSEE and LICENSEE shall be responsible to carry its own personal property insurance

relative thereto and the CITY shall be held harmless therefrom. LICENSEE's obligation to the CITY hereunder shall survive any termination of this Agreement.

7. Public Rights to Licensed Premises: The public shall be entitled to walk across and use the licensed premises unimpeded, but LICENSEE shall have complete control over the dumpster subject to the terms of this Agreement.

8. Non-Transferability of License: This License may not be transferred by assignment, sub-license, or otherwise, by the LICENSEE to any third party without the expressed written approval of the City.

9. Environmental Issues: The LICENSEE shall not cause or permit any hazardous or toxic substances to be re-licensed, stored, produced, emitted, disposed of or used upon the licensed premises. The LICENSEE shall hold the CITY harmless from, indemnify it for, and defend it against any and all cost, claims, losses, liability, damages, administrative and criminal proceedings, or other actions as a result of environmental contamination occurring on the licensed premises resulting from the presence of the dumpster(s).

10. Enforcement. This Agreement shall be construed and enforced from the laws of the state of Michigan. The parties agree that the jurisdiction and venue for any action brought pursuant to and to enforce any provision of this Agreement shall be in the state courts in Allegan County, Michigan. The failure of either party to enforce any term or condition of this Agreement shall be not a waiver thereof or of the right of either party to enforce every provision of this Agreement. No provision of this Agreement shall be deemed to have been waived unless such waiver is in writing and signed by both parties.

FMG INVESTMENTS, LLC

CITY OF SAUGATUCK

By: \_\_\_\_\_

By: \_\_\_\_\_

Garnet Lewis

Its: Mayor

Its: \_\_\_\_\_

By: \_\_\_\_\_

Jamie Wolters

Its: City Clerk



## City Council Agenda Item Report

**FROM:** Ryan Heise  
**MEETING DATE:** December 8<sup>th</sup>, 2021  
**SUBJECT:** Bridge Street Utility Extension

**DESCRIPTION:**

A new home is being constructed on Bridge Street along the Kalamazoo River, east of Blue Star HWY. City ordinances require a connection to the water system. City staff is reviewing extending water services in cooperation with engineering and in partnership with the Kalamazoo Lake Water and Sewer Authority. Special assessment methodologies will be reviewed and presented to Council. On agenda for discussion with a request to ratify a proposal submitted for design and bidding of the project. The possibility of including sanitary as part of the project is under review.

**BUDGET ACTION REQUIRED:**

None- Engineering expense.

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

NA

**SAMPLE MOTION:**

Motion to **approve/deny** the proposal from Fleis and Vandenbrink in the amount of \$14,000.00 for the design and bidding of water extension on Bridge Street.



November 8, 2021

Via Email: [ryan@saugatuckcity.com](mailto:ryan@saugatuckcity.com)

Ryan Heise, City Manager  
City of Saugatuck  
102 Butler Street  
Saugatuck, MI 49453

**RE: Bridge Street Water Main Extension – Design & Bidding Phase Proposal**

Dear Ryan,

We understand that there is a developer on Bridge Street south of Blue Star Highway that desires to connect to the public water system. The City will be working with the developer to extend 8-inch water main and potentially loop it with an existing dead end water main on Maple Street just to the east. We propose the following scope of services to assist you with design, permitting and bidding for the project:

**Scope of Services**

- Meet with City and Kalamazoo Lake Sewer and Water Authority (KLSWA) representatives to review the proposed improvements.
- Assist City staff with coordinating with affected property owners, including reaching out to a property on Maple Street regarding the potential for an easement required for the looping work.
- Obtain topographic survey of the project area as required for design. Contact private utilities to obtain available construction records for their facilities and incorporate them into the drawings.
- If required, prepare a sketch of the easement area for the City to use as an attachment to the easement agreement document.
- Prepare preliminary project plans and specifications for the project. Based on the scope of the work. Update the pre-design cost estimate for the project as appropriate.
- Review preliminary plans and specifications with City and KLSWA staff. Make revisions based on comments received.
- Prepare and submit the EGLE Act 399 Water Supply Permit application package. Address comments received from EGLE staff and make revisions as required.
- Assist the City with advertising and bidding the project.
- Prepare a bid tabulation and recommendation of award.

**Schedule**

We anticipate collecting survey information in November or December, 2021, completing design and permitting work in early 2022 and bidding the project in spring 2022 for construction in late spring or early summer, 2022.

**Budget**

We propose to complete the Scope of Services identified above at our standard hourly rates plus reimbursable expenses with the following estimated fees:

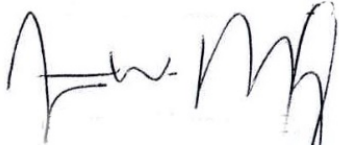
<u>Phase</u>	<u>Est. Fee</u>
Topographic Survey	\$3,600
Preliminary Design	\$4,800
Final Design & Permitting	\$4,200
<u>Bidding Assistance</u>	<u>\$1,400</u>
Total Estimated Fee	\$14,000

We will prepare a proposal for construction phase services once the scope and schedule for construction have been established.

We are prepared to begin work upon authorization. Authorization to proceed with the work under our existing Professional Services Agreement for General Consultation dated November 13, 2018 can be given by returning a copy of this proposal signed below as indicated. We look forward to continuing our work with you on this project. Please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK



Jonathan W. Moxey, P.E.  
Project Manager



Don DeVries, P.E.  
Principal

**AUTHORIZATION TO PROCEED WITH  
BRIDGE STREET WATER MAIN EXTENSION DESIGN  
& BIDDING PHASE SERVICES**

By: \_\_\_\_\_

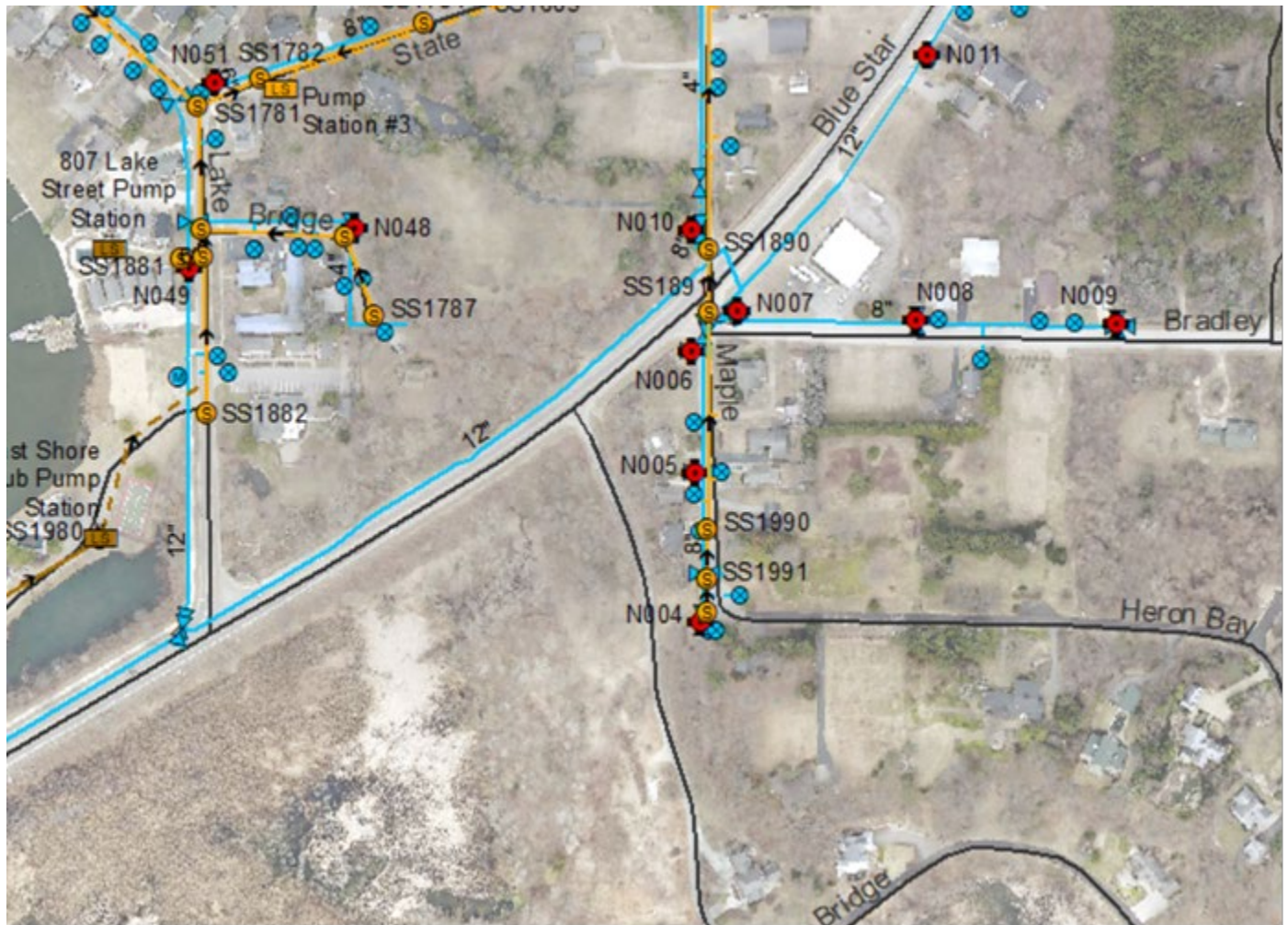
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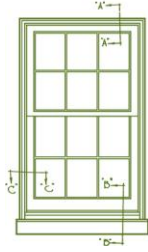
Date: \_\_\_\_\_

## Bridge Street Utility Extension

Regarding the potential for a sewer connection as well.

*I don't think I had considered it before. That's a trickier proposition than water. There is no sanitary sewer on Blue Star at Bridge Street, so it would need to connect to Maple Street or get to the end of the section of Bridge Street that comes off Lake Street (there used to be a 4-inch water main on Bridge Street that connected there), or the south end of Lake Street. Given the topography, it would need a lift station or pressure sewer. Definitely feasible, but it won't be cheap.*





# PAST PERFECT

CONSULTING FOR HISTORIC PRESERVATION

616.581.4416

PASTPERFECTINC.COM

303 BRIARWOOD AVENUE, SE

GRAND RAPIDS, MICHIGAN 49506

November 16, 2021

## Proposal

TO: Russ Gardner, Friends of Mt. Baldhead SAGE Radar Tower/Saugatuck Gap Filler Annex

RE: Proposal Planning Document Mt. Baldhead/Saugatuck Gap Filler Annex

Dear Mr. Gardner and the Friends of Mt. Baldhead SAGE Radar Tower,

It was a pleasure to meet with you and see this important historic resource last week. We feel a planning document would assist your goals for protection, preservation, and future work associated with the site. Please find below a proposal for that work. If you have questions or concerns about the proposal please do not hesitate to ask.

Sincerely,

Jennifer Metz

616-581-4416

[jennifermetz@pastperfectinc.com](mailto:jennifermetz@pastperfectinc.com)

## **PROPOSAL**

**Scope:** Historic Site Resources and Future Planning Document, Draft and Final Report Versions

**Purpose:** Synopsis of the history, site, and conditions and suggested phasing for prioritizing future work and use of the site. The document will be useful for planning and fundraising purposes to focus work and succinctly “tell the story” of the site.

**Report Fee:** \$6500.00

**Timeline:** Estimated delivery of Draft, January 31, 2022

Final report delivered estimated 2-3 weeks after receipt of edit requests by client.

### **Report content will include:**

- 1) Executive summary
- 2) Report goals and methodology
- 3) Description and brief history
  - a. Location, site description
  - b. Date of construction, alterations
  - c. Architect/engineer/designers
  - d. Original and current use, potential future uses
  - e. History, historic context, why is the resource significant?
  - f. Description of features, interior resources
- 4) Proposed work phases and estimated costs
  - a. Exterior envelope “button up”
  - b. Structural foundation issues
  - c. Hazardous material abatement
  - d. Educational efforts (ongoing)
  - e. Location of missing interior equipment (ongoing)
  - f. Potential plans/use for interior and exterior, base (ongoing)
- 5) Fundraising and organizational collaboration opportunities
- 6) Conclusion
- 7) Supporting materials
  - a. Photographs
  - b. Historical documentation
  - c. Previous Reports if appropriate (National Register Nomination, Environmental Report ECT, Inc., and others)
  - d. Bibliography/Sources

Report will be provided in draft and final forms after client review.

Report cost estimates will be general estimates only based upon industry knowledge and information provided by local and regional professional contacts and contractors.

Past Perfect, Inc. cannot be held liable for any work undertaken at the site by the owner(s), interested parties, or contractors.

Future planning goals will need to be finalized and determined by the City of Saugatuck and the Friends of Mt. Baldhead, the document will serve as a collection of useful information, potential phases, and ideas for connection with other related organizations for collaboration and fundraising.

The client will have ownership of report.

Past Perfect, Inc. will invoice half of the fee after delivery of the draft report and the remaining half after the final report is delivered.

Past Perfect will provide the report contents in a digital Dropbox folder for client use as well as two printed copies.

Work outside the scope or additional expenses will be billed at an hourly rate and cost of expenses.

If acceptable please sign and return to Past Perfect, Inc.

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Name

Date