



CITY COUNCIL MEETING AGENDA

January 9, 2023 – 7:00 pm

*This is an in-person meeting at Saugatuck City Hall, 102 Butler St, Saugatuck, MI 49453.
The meeting will also be available live, virtually on Zoom.*

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Consent Agenda: (Roll Call)**
 - A. Regular City Council Meeting Minutes – December 12, 2022 Pg.3
 - B. Special City Council Meeting Minutes- December 13, 2022 Pg. 6
 - A. Accounts Payable in the amount of \$ 1,013,583.20 Pg. 8
5. **Reports:**
 - A. City Manager
 - B. Treasurer
 - C. Planning and Zoning
 - D. Department of Public Works
 - E. Fire
 - F. Police
 - G. Engineer
6. **Agenda Changes (Additions/Deletions)**
7. **Guest Speakers**
8. **Public Comment on Agenda Items Only (Limit 3 minutes)**
9. **Introduction of Ordinances**
10. **Public Hearings**
11. **Unfinished Business**

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

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 Wolters@saugatuckcity.com for further information.

12. New Business:

- A. Maple Street Erosion Concern (*No Vote*) Pg. 28
- B. Commercial Fishing Accommodations Request (*No Vote*) Pg. 54
- C. Venetian Festival Announcement (*No Vote*) Pg. 55
- D. Special Event Application-Saugatuck Second Line Parade (*Voice Vote*) Pg. 56
- E. ZBA Kate McPolin Appointment (*Voice Vote*) Pg. 64
- F. Council Meetings Rules of Procedure Amendment (*Voice Vote*) Pg. 69
- G. Council Meeting Start Time to 6 p.m (*No Vote*) Discussion
- H. Strategic Planning Session Report of Generated Ideas and Infographic (*No Vote*) Pg. 71

13. Public Comments (Limit 3 minutes)

14. Correspondence

15. Boards, Commissions & Committees Reports

16. Council Comments

17. Mayor's Comments

18. Adjourn (*Voice Vote*)



**CITY COUNCIL MEETING MINUTES - Proposed
December 12, 2022**

The City Council met for Regular Council Meeting at 7:00 p.m.
City Hall
102 Butler St., Saugatuck, MI 49453.

Call to Order:

The meeting was called to order by Mayor Dean at 7:00 p.m.

Attendance:

Present: Mayor Dean, Mayor Pro-Tem Stanton, Councilmembers Baldwin, Gardner, Leo, Lewis and Muncey.

Absent: None.

Others Present: City Manager Heise, DPW Assistant Supervisor Hardy & Clerk Wolters.

Consent Agenda:

A. Regular City Council Meeting Minutes – November 28, 2022.

B. Accounts Payable in the amount of \$321,232.26.

Motion by Lewis, second by Baldwin, to approve the consent agenda as presented. Upon roll call vote, motion carried unanimously.

Staff Reports:

City Manager, Treasurer, Zoning Administrator, DPW Superintendent, Engineer and Fire Chief submitted status reports of current activities since the last Council meeting on November 28th, 2022, for their respective departments. Lt. Ensfield was present for questions regarding his department. Barry Johnson-Kalamazoo Lake Sewer and Water Authority Board-City of Saugatuck representative reported on the most recent meeting. There was a sporadic power loss on October 27th that affected the Blue Star lift station. They applied for a Clean Water State Revolving Fund Grant to assist with some needed improvements at the KLSWA facility. City Council will be touring the facility on January 11th and encouraged all members to attend. He also suggested that a City Council Special Meeting is called for January 11 so interested constituents may attend.

Agenda Changes: None

Guest Speakers: None

Public Comment on Agenda Item Only:

Gary Medler (resident): Regarding the Dune Ridge waterfront litigation, he would like the City Manager or Council to provide the current status, recent events and scheduled court events coming up.

102 Butler St. ★ PO Box 86 ★ (269) 857-2603 ★ www.SaugatuckCity.com

Recommended a committee be formed to evaluate what actions and inactions led to this lawsuit and for code changes to the zoning administrator's authority and impose appropriate oversight backstops.

Introduction of Ordinances: None

Public Hearings: None

Unfinished Business: None

New Business:

Resolution 221212-A City Council 2023 Schedule of Meetings: Michigan's Open Meetings Act (Public Act No. 267 of 1976, as amended) states that within 10 days of the first meeting of the public body in each calendar or fiscal year, the body must publicly post a list stating the dates, times, and places of all its regular meetings at its principal office.

Section 4.13 of the City Charter- Regular meetings of the council shall be held at least twice in each calendar month at the usual place of holding meetings of the Council. If any time set by resolution of the Council for the holding of a regular meeting of the council shall be a holiday, then such regular meeting shall be held on the next following secular day which is not a holiday or on such other day as may be set by the Council. Regular City Council meetings will be held at Saugatuck City Hall, 102 Butler Street, Saugatuck, MI 49453 at 7:00 p.m. on the second and fourth Monday of each month.

Motion by Leo, second by Lewis to approve Resolution 221212-A listing the City Council schedule of meetings for the year 2023. Upon voice vote, motion carried unanimously.

Spear Street License Agreement: The CITY OF SAUGATUCK, a Michigan home rule city with offices located at 102 Butler Street, Saugatuck, Michigan 49453 ("City") and Star of Saugatuck, LLC of 716 Water St., Saugatuck, Michigan 49453 (collectively, "Operator"), enter into the attached Launch Ramp Management Agreement ("Agreement").

Motion by Lewis, second by Stanton to approve the continuation of the Spear Street Launch Agreement with "Star of Saugatuck," agreement begins March 1, 2023 to November 30, 2023. Upon voice vote, motion carried unanimously.

Planning Commission and Zoning Board of Appeals Appointments:

Motion by Muncey, second by Gardner to appoint Christopher Bagierek and Holly Anderson to the Planning Commission. Upon voice vote, motion carried unanimously.

New Business Continued: None

Public Comment:

Barry Johnson (resident): Noted that Craig Baldwin's letter regarding short term rentals was very well written and well thought out. He is glad to see we have people like him that take the time to write letters to the City.

Correspondence: None.

Boards, Commissions & Committees Reports:

- Councilmember Gardner: The Planning Commission meets on December 15th and is exciting for CJ and Holly who are joining the committee.
- Councilmember Lewis: The Historic District Commission met on Thursday December 1st. They approved an application for various work including new windows, roof doors, lights, fence, new deck, porch, new bedroom, and covered porch/living room extension.
- Councilmember Leo: Just received word from MDot, there is a conditional commitment for the [102 Butler St.](http://102ButlerSt.com) ★ [PO Box 86](mailto:POBox86@saugatuckcity.com) ★ (269) 857-2603 ★ www.SaugatuckCity.com

Tap Grant in the amount of \$1.34 million. Still waiting for communication from the Michigan Trust Fund. She thanked all participants involved in this first tri-community committee. Project should start hopefully 2024 or 2025.

- Councilmember Muncey: Interurban Board meeting is December 20th.
- Councilmember Baldwin: Parks and Public Works Committee meets Dec 27th.

Council Comments:

- Councilmember Gardner: Noted the City Manager report was excellent. He requested if the information about the new oval beach swings can be provided since they have been ordered. He is excited about the progress on City Hall improvements. Noted that DPW has requested the public to check their mailboxes to ensure structural integrity. He thanked everyone who wrote in support of his continued Planning Commission service.
- Lauren Stanton: Thanked everyone involved in the Whoville parade as well as SDABA for gathering all the volunteers. She is looking forward to the strategic planning meeting, it is a time to gather everyone's thoughts together, get organized and see what they want to get accomplished for the upcoming year.
- Councilmember Leo: Noted she enjoyed the parade and it's Christmas in Saugatuck.
- Councilmember Muncey: He appreciates all the correspondence that Council has been receiving. Reminded citizens of what was noted on the Allegan County Sheriff's report to make arrangements to have delivered packages picked up to deter theft. The second and last weekend for the Christmas Carol performance.
- Councilmember Baldwin: Very excited about the strategic planning meeting. Congratulated Councilmember Leo and her leadership with the bike trail.
- Concilmember Lewis: She enjoyed the holiday lighting party and the holiday parade, said it's always wonderful and the light look spectacular,

Mayor Comments:

- Mayor Dean: Thanked both the Fire and Sheriff's department for keeping the community safe during the Christmas parade. He attended the Christmas Carol and complimented Councilmember Muncey on his performance, as well as Councilmember Gardner's spouse. Noted the upcoming strategic planning for Council that will allow Council and staff to look at what the community said through the recent survey to help prioritize and get everybody on the team on board with the strategic priorities for the upcoming year.

Adjournment:

Motion by Lewis, second by Leo to adjourn, upon voice vote, motion carried unanimously, and Mayor Dean adjourned at 7:31 p.m.

Respectfully Submitted,

Jamie Wolters
City Clerk



CITY COUNCIL MEETING MINUTES - *Proposed*
December 13, 2022

The City Council met for the Special Council Meeting at 9:30 a.m.
Saugatuck Center for the Arts
400 Culver St., Saugatuck, MI 49453.

Call to Order:

The meeting was called to order by Mayor Dean at 9:30 p.m.

Attendance:

Present: Mayor Dean, Mayor Pro-Tem Stanton, Councilmembers Baldwin, Gardner, Leo, Lewis and Muncey.

Absent: None.

Others Present: City Manager Heise, Treasurer Stanislawski, Director of Planning, Zoning & Project Management Cummins, DPW Superintendent Herbert, DPW Assistant Supervisor Hardy, Clerk Wolters & Deputy Clerk & DPW Admin Williams.

Agenda Changes: Mayor Dean added one item of "Council Comments" to the agenda discussion.

Public Comment: Bobbie Gaunt (*resident*)- spoke in favor and importance of the strategic planning meeting and value of it being open to the public.

Strategic Planning Meeting:

Marilynn Semonick- Chief Exploration Officer, The Success Studio Educator, Facilitator, Consultant, Coach & Professional Speaker facilitated the meeting.

Discussion Items were as follows:

- Training on Council/Manager form of governance.
- Review results of Citizen Survey.
- Discussion of priorities. Council and staff reviewed and ranked City Operation, Infrastructure, Parks & Recreation and Economic Development priorities into four areas of Essential, Desirable, Acceptable and Deferrable.
- Council was trained on Council/Manager form of governance focusing on attributes of members of high-functioning leadership team as well as productive and non-productive behaviors.
- Council discussed the current agenda format and effectiveness and possibly rearranging the current agenda and also explored options for the meeting start time.

Adjournment:

Motion by Lewis, second by Stanton to adjourn, upon voice vote, motion carried unanimously, and Mayor Dean adjourned at 1:38 p.m.

Respectfully Submitted,

Jamie Wolters
City Clerk

Vendor Name	Description	Amount
1. ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	26,100.28
2. ALLEGAN COUNTY TREASURER	PROPERTY TAXES	15,019.93
	PROPERTY TAXES	114,656.38
	DRAINS AT LARGE	888.97
	TOTAL	130,565.28
3. ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,582.50
4. AT&T MOBILITY	CELL PHONES	172.74
	CELL PHONES	172.74
	TOTAL	345.48
5. BELL EQUIPMENT CO	STREET SWEEPER	390.00
6. CAPITAL ONE	HOLIDAY SUPPLIES	203.43
7. CERTASITE LLC	CITY HALL INSPECTION & FIRE ALARM	550.64
8. COMCAST	TELEPHONES & INTERNET	153.40
9. CONSUMERS ENERGY	ELECTRIC	3,595.46
10. D & L TRUCK & TRAILER LLC	TRUCK 1 REPAIR	6,518.35
11. DETROIT SALT COMPANY	ROAD BULK SALT	6,806.98
12. DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	3,833.34
	GASOLINE & DIESEL	3,160.54
	TOTAL	6,993.88
13. E DOWD CRANE SERVICE LLC	TREE SERVICE	255.00
14. FIRST BANK CARD	TOOLS, HOLIDAY, TRAINING & SUPPLIES	4,396.16
15. FRONTIER	OVAL BEACH	75.27
	DPW GARAGE	202.18
	OVAL BEACH	214.15
	TOTAL	491.60
16. HOLLAND P.T.	PARTS	94.09
17. HORIZON COMMUNITY PLANNER	PLANNING & HISTORIC DISTRICT	3,105.75
18. INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	3,484.02
	PROPERTY TAXES	31,830.25
	TOTAL	35,314.27
19. JOHN DEERE FINANCIAL	PARTS	286.20
20. K&R TRUCK SALES INC	TRUCK REPAIR	728.26
	FILTERS	105.75
	TOTAL	834.01

Vendor Name	Description	Amount
21. KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	1,139.87
22. KENDALL ELECTRIC INC	SUPPLIES	243.28
23. LANDSCAPE DESIGN SERVICES INC	ROSE GARDEN MAINTENANCE	1,497.74
24. LORRIE PASTOOR	CLEANING SERVICES	120.00
25. MARILYNN J SEMONICK	STRATEGIC PLANNING	3,308.34
26. MASON LAWN & SNOW	SALT SPREADER REPAIRS	415.35
27. MERCHANTS BANCARD NETWORK	BANK FEES	50.06
	CREDIT CARD FEES	50.19
	TOTAL	100.25
28. MERS	RETIREMENT	4,500.00
29. MICHIGAN CAT	PARTS	58.20
	LOADER WINDOW REPAIR	847.56
	TOTAL	905.76
30. MICHIGAN GAS UTILITIES	CITY HALL	139.35
	DPW GARAGE	671.17
	BUTLER STREET TOILETS	220.88
	TOTAL	1,031.40
31. MINER SUPPLY CO	SUPPLIES	495.84
	SUPPLIES	1,487.52
	TOTAL	1,983.36
32. NET2PHONE INC	TELEPHONES	209.24
33. NEWCOMER PLOW & HITCH	PLOW REPAIR	127.02
34. OTTAWA AREA INTERMEDIATE	SCHOOL DIS	
	PROPERTY TAXES	1,363.72
35. OVERISEL LUMBER COMPANY	SUPPLIES	950.86
36. POMP'S TIRE SERVICE INC	LOADER NEW TIRES	6,006.95
37. PRIORITY HEALTH	HEALTH INSURANCE	8,928.36
38. RAF ELECTRIC	WATER ST SIDEWALK	5,550.00
39. RATHCO SAFETY SUPPLY CO	SIGNS	95.69
40. REPUBLIC SERVICES	TRASH	1,533.73
41. RICOH USA INC	COPIER LEASE	127.97
42. ROSS EDUCATION LLC	CDL TRAINING	1,900.00
43. SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	5,191.03
	PROPERTY TAXES	47,425.48

Vendor Name	Description	Amount
	TOTAL	52,616.51
44. SAUGATUCK FIRE		
	PROPERTY TAXES	15,330.30
	SHORT TERM RENTALS	75.00
	PROPERTY TAXES	139,361.23
	SHORT TERM RENTAL	625.00
	TOTAL	155,391.53
45. SAUGATUCK PUBLIC SCHOOLS		
	PROPERTY TAXES	58,889.55
	PROPERTY TAXES	457,981.82
	TOTAL	516,871.37
46. SAUGATUCK TOWNSHIP		
	DPW BUILDING PERMIT	86.75
47. SCOTT'S LANDSCAPE MANAGEMENT INC		
	BRUSH & LEAF HAULING	3,525.00
48. SEPTIC TANK SYSTEMS CO INC		
	PORTABLE RESTROOMS	440.00
49. SHELL		
	GASOLINE & DIESEL	4,728.62
	GASOLINE & DIESEL	888.03
	TOTAL	5,616.65
50. SHORELINE TECHNOLOGY SOLUTIONS		
	LAWSUIT IT FEES	1,086.50
	COMPUTER SERVICES	1,212.00
	TOTAL	2,298.50
51. SHULTS EQUIPMENT LLC		
	FLOW PARTS	938.00
52. STANDARD INSURANCE COMPANY		
	INSURANCE	427.46
53. STREAMLINE DESIGN.COM LLC		
	PLANNING SIGNS	489.24
54. TRUCK & TRAILER SPECIALTIES		
	TRUCK TARP REPLACEMENT	1,455.70
55. VALLEY CITY LINEN INC		
	SHOP TOWELS	50.00
56. WESTENBROEK MOWER INC		
	REPAIRS SMALL ENGINES	106.48
	PARTS	221.82
	TOTAL	328.30
57. WMOI		
	DPW OFFICE FURNITURE	945.00
58. XEROX FINANCIAL SERVICES		
	COPIER LEASE	481.54
TOTAL - ALL VENDORS		1,013,583.20
FUND TOTALS:		
Fund 101 - GENERAL FUND		78,742.75
Fund 202 - MAJOR STREETS		4,615.05
Fund 203 - LOCAL STREETS		3,278.65
Fund 661 - MOTOR POOL FUND		34,850.06
Fund 701 - CURRENT TAX FUND		890,533.71
Fund 715 - ROSE GARDEN		1,562.98

01/06/2023 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 11/01/2022 - 12/31/2022				
Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
11/10/2022	DD5813(A)	BOUWMAN, CHAD	PAYROLL	1,257.87
11/10/2022	DD5814(A)	CUMMINS, RYAN	PAYROLL	2,113.76
11/10/2022	DD5815(A)	GOODRICH, RICHARD	PAYROLL	855.95
11/10/2022	DD5816(A)	HARDY, CODY	PAYROLL	1,344.11
11/10/2022	DD5817(A)	HEISE, RYAN	PAYROLL	3,161.13
11/10/2022	DD5818(A)	HERBERT, SCOTT	PAYROLL	1,776.02
11/10/2022	DD5819(A)	HINKLE, MARY	PAYROLL	1,024.13
11/10/2022	DD5820(A)	KAMMENZIND, ALBERT	PAYROLL	590.85
11/10/2022	DD5821(A)	KERRIDGE, ADAM	PAYROLL	1,355.55
11/10/2022	DD5822(A)	MACK, ELLIS	PAYROLL	1,191.28
11/10/2022	DD5823(A)	MARTIN, DANNY	PAYROLL	982.96
11/10/2022	DD5824(A)	STANISLAWSKI, PETER	PAYROLL	1,382.42
11/10/2022	DD5825(A)	WENDT, MICHAEL	PAYROLL	1,464.84
11/10/2022	DD5826(A)	WILLIAMS, SARA	PAYROLL	1,454.22
11/10/2022	DD5827(A)	WOLTERS, JAMIE	PAYROLL	1,735.47
11/11/2022	EFT1616(E)	ALERUS	PAYROLL	3,101.54
11/11/2022	EFT1617(E)	EXPERT PAY	PAYROLL	301.61
11/11/2022	EFT1618(E)	MERS HYBRID	PAYROLL	2,098.38
11/11/2022	EFT1619(E)	FEDERAL TAX DEPOSIT	PAYROLL	7,351.68
11/14/2022	17089	AMERICAN LEGAL PUBLISHING CORP.	ORDINANCE PAGES	1,572.99
11/14/2022	17090	CARELTON EQUIPMENT	SUPPLIES	161.33
11/14/2022	17091	D & L TRUCK & TRAILER LLC	INTERNATIOAL TRUCK REPAIRS	3,375.72
11/14/2022	17092	ERLANDSON CONCRETE LLC	SIDEWALKS	24,575.00
11/14/2022	17093	GIL- ROY'S HARDWARE	SUPPLIES	126.90
11/14/2022	17095	IHLE AUTO PARTS	SUPPLIES	207.44
11/14/2022	17096	KRAMER J SERVICES INC	IRRIGATION INSTALL VILLAGE SQUARE	3,800.00
11/14/2022	17097	MIKE'S NUISANCE ANIMAL CONTROL	PETERSON PRESERVE	550.00
11/14/2022	17098	OVERISEL LUMBER COMPANY	SUPPLIES	425.04
11/14/2022	17099	PRINTING SYSTEMS, INC.	SUPPLIES	183.32
11/14/2022	17100	SAUGATUCK DRUG	SUPPLIES	12.19
11/14/2022	17101	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	6,687.01
11/14/2022	17102	SAUGATUCK PUBLIC SCHOOLS	PARK GAMES	120.00
11/14/2022	17103	SCOTT'S LANDSCAPE MANAGEMENT INC	BRUSH & LEAF HAULING	2,600.00
11/14/2022	17104	SOUTHWEST TRANSPORT CO	CAMPBELL ROAD FINAL	1,678.95
11/14/2022	17105	STAR OF SAUGATUCK LLC	SPEAR ST LAUNCH	863.00
11/14/2022	17106	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	27,591.39
11/14/2022	4334(E)	AT&T MOBILITY	CELL PHONES	172.74
11/14/2022	4335(E)	CAPITAL ONE	SNOW FENCE, SIDEWALK FENCE & SUPPLIES	3,628.88
11/14/2022	4336(E)	COMCAST	TELEPHONES & INTERNET	153.40
11/14/2022	4337(E)	CONSUMERS ENERGY	ELECTRIC	4,417.95
11/14/2022	4338(E)	FIRST BANK CARD	ELECTION, PARKS & SUPPLIES	3,607.79
11/14/2022	4339(E)	FRONTIER	DPW GARAGE	199.91
11/14/2022	4340(E)	FRONTIER	OVAL BEACH	69.75

01/06/2023 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 11/01/2022 - 12/31/2022				
Check Date	Check	Vendor Name	Description	Amount
11/14/2022	4341(E)	KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	3,446.42
11/14/2022	4342(E)	MERS	RETIREMENT	4,500.00
11/14/2022	4343(E)	MICHIGAN GAS UTILITIES	BUTLER STREET BATHROOM	88.33
11/14/2022	4344(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	154.16
11/14/2022	4345(E)	MICHIGAN GAS UTILITIES	CITY HALL	55.30
11/14/2022	4346(E)	VALLEY CITY LINEN INC	SHOP TOWELS	132.90
11/14/2022	4347(E)	XEROX FINANCIAL SERVICES	COPIER LEASE	481.54
11/14/2022	4348(A)	ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	57.20
11/14/2022	4349(A)	ALLEGAN COUNTY SHERIFF	RESERVE DEPUTIES	876.83
11/14/2022	4350(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	11,375.07
11/14/2022	4351(A)	ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,582.50
11/14/2022	4352(A)	BURNETT & KASTRAN PC	LEGAL FEES	120.00
11/14/2022	4353(A)	CERTASITE LLC	ALARM MONITORING	480.00
11/14/2022	4354(A)	CHIPS GROUNDCOVER LLC	TOP SOIL	1,519.05
11/14/2022	4355(A)	FAHEY SCHULTZ BURZYCH RHODES	LEGAL FEES MANAGER	37,400.14
11/14/2022	4356(A)	FLEIS & VANDENBRINK ENGINEERING IN	CAMPBELL ROAD	4,286.51
11/14/2022	4357(A)	GROUNDS MANAGEMENT SOLUTIONS	PARKS MAINTENANCE	1,374.00
11/14/2022	4358(A)	HORIZON COMMUNITY PLANNER	PLANNING & HISTORIC DISTRICT	1,537.50
11/14/2022	4359(A)	LANDSCAPE DESIGN SERVICES INC	ROSE GARDEN MAINTENANCE	272.25
11/14/2022	4360(A)	LORRIE PASTOOR	CLEANING SERVICES	120.00
11/14/2022	4361(A)	MC CANN INDUSTRIES INC	BACK HOE REPAIR	157.56
11/14/2022	4362(A)	MICHIGAN MUNICIPAL LEAGUE	CDL CONSORTIUM	400.00
11/14/2022	4363(A)	MICHIGAN OFFICE SOLUTIONS	COPIER USE	571.64
11/14/2022	4364(A)	OTTAWA AREA INTERMEDIATE SCHOOL	PROPERTY TAXES	6,280.46
11/14/2022	4365(A)	SAUGATUCK FIRE	PROPERTY TAXES	900.00
11/14/2022	4366(A)	SEPTIC TANK SYSTEMS CO INC	TOILETS PARKS	1,833.00
11/14/2022	4367(A)	SMART BUSINESS SOURCE LLC	OFFICE SUPPLIES	280.22
11/14/2022	4368(A)	STANDARD INSURANCE COMPANY	INSURANCE	427.46
11/14/2022	17094	HOLLAND TRAILER SALES	TRAILER REPAIR INTERURBAN	977.00
11/25/2022	DD5828(A)	BLOSE, SUSAN	PAYROLL	205.00
11/25/2022	DD5829(A)	BOUWMAN, CHAD	PAYROLL	1,331.34
11/25/2022	DD5830(A)	BROCKINGTON, CATHERINE	PAYROLL	266.50
11/25/2022	DD5831(A)	CARRILLO, DONNA	PAYROLL	205.00
11/25/2022	DD5832(A)	CUMMINS, RYAN	PAYROLL	2,113.77
11/25/2022	DD5833(A)	ESCOTT, LINDA	PAYROLL	160.00
11/25/2022	DD5834(A)	GOODRICH, RICHARD	PAYROLL	752.45
11/25/2022	DD5835(A)	HANSON, PETER	PAYROLL	205.00
11/25/2022	DD5836(A)	HARDY, CODY	PAYROLL	1,448.08
11/25/2022	DD5837(A)	HEISE, RYAN	PAYROLL	3,161.13
11/25/2022	DD5838(A)	HERBERT, SCOTT	PAYROLL	1,784.24
11/25/2022	DD5839(A)	HINKLE, MARY	PAYROLL	335.38
11/25/2022	DD5840(A)	KERRIDGE, ADAM	PAYROLL	1,782.34
11/25/2022	DD5841(A)	KNOBLAUCH, MYRA	PAYROLL	160.00
11/25/2022	DD5842(A)	MACK, ELLIS	PAYROLL	1,222.89
11/25/2022	DD5843(A)	MARTIN, DANNY	PAYROLL	915.05

01/06/2023 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 11/01/2022 - 12/31/2022				
Check Date	Check	Vendor Name	Description	Amount
11/25/2022	DD5844(A)	MATTERN, MICHAEL	PAYROLL	205.00
11/25/2022	DD5845(A)	MUIR, BETSY	PAYROLL	160.00
11/25/2022	DD5846(A)	MUIR, JAMES	PAYROLL	179.18
11/25/2022	17064	RIEDBERGER, BARBARA	PAYROLL	160.00
11/25/2022	DD5847(A)	STANISLAWSKI, PETER	PAYROLL	1,382.41
11/25/2022	DD5848(A)	WENDT, MICHAEL	PAYROLL	1,543.36
11/25/2022	DD5849(A)	WILLIAMS, SARA	PAYROLL	1,454.21
11/25/2022	DD5850(A)	WOLTERS, JAMIE	PAYROLL	1,735.46
11/25/2022	EFT1620(E)	ALERUS	PAYROLL	3,108.26
11/25/2022	EFT1621(E)	EXPERT PAY	PAYROLL	301.61
11/25/2022	EFT1622(E)	MERS HYBRID	PAYROLL	2,096.62
11/25/2022	EFT1623(E)	FEDERAL TAX DEPOSIT	PAYROLL	7,112.82
11/25/2022	EFT1624(E)	MERS	PAYROLL	4,402.27
11/25/2022	EFT1625(E)	MI DEPT OF TREASURY	PAYROLL	2,355.26
11/25/2022	17107	RIEDBERGER, BARBARA	PAYROLL	160.00
11/28/2022	17109	COMMERCIAL RECORD	ELECTION	217.00
11/28/2022	17110	DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	3,696.65
11/28/2022	17111	QUALITY DOOR COMPANY INC	DPW DOOR REPAIR	126.10
11/28/2022	17112	SAUGATUCK PUBLIC SCHOOLS	CULVER STREET PARKING	26,252.64
11/28/2022	17113	SUPERIOR SPORT STORE	ENGRAVING	40.00
11/28/2022	17114	WONDERLAND TIRE COMPANY	TIRES	1,391.44
11/28/2022	17115	WYOMING ASPHALT PAVING CO	HOT PATCH ASPHALT	354.29
11/28/2022	4369(E)	COMCAST	TELEPHONES & INTERNET	153.40
11/28/2022	4370(E)	MERCHANTS BANCARD NETWORK	BANKING FEES	51.84
11/28/2022	4371(E)	NET2PHONE INC	TELEPHONES	209.24
11/28/2022	4372(A)	ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	26,100.28
11/28/2022	4373(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAX	63.10
11/28/2022	4374(A)	BUIST ELECTRIC INC	COUNCIL CHAMBERS UPGRADE MONITORS	9,345.00
11/28/2022	4375(A)	HUNTINGTON NATIONAL BANK	INVESTMENTS	244,543.60
11/28/2022	4376(A)	LANDSCAPE DESIGN SERVICES INC	ROSE GARDEN MAINTENANCE	667.70
11/28/2022	4377(A)	SEPTIC TANK SYSTEMS CO INC	OVAL BEACH & MT BALD HEAD	487.00
11/28/2022	4378(A)	SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	625.01
11/28/2022	4379(A)	STINGERS PEST CONTROL	PEST CONTROL	257.60
11/28/2022	4380(E)	HUNTINGTON NATIONAL BANK	INVESTMENTS	244,543.60
11/28/2022	17108	BOAT LIFTS UNLIMITED INC	BOUYS IN & OUT	935.00
11/30/2022	4382(E)	JOHN DEERE FINANCIAL	MAINTENANCE & PARTS	415.97
12/09/2022	4381(A)	SAUGATUCK FIRE	PROPERTY TAXES	20,354.97
12/09/2022	DD5851(A)	BOUWMAN, CHAD	PAYROLL	1,451.22
12/09/2022	DD5852(A)	COLLINS, RONALD	PAYROLL	160.00
12/09/2022	DD5853(A)	CUMMINS, RYAN	PAYROLL	2,113.76
12/09/2022	DD5854(A)	HARDY, CODY	PAYROLL	1,344.11
12/09/2022	DD5855(A)	HEISE, RYAN	PAYROLL	3,161.13
12/09/2022	DD5856(A)	HERBERT, SCOTT	PAYROLL	2,088.26
12/09/2022	DD5857(A)	KERRIDGE, ADAM	PAYROLL	1,355.55
12/09/2022	DD5858(A)	MACK, ELLIS	PAYROLL	1,191.28

01/06/2023 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 11/01/2022 - 12/31/2022				
Check Date	Check	Vendor Name	Description	Amount
12/09/2022	DD5859(A)	MARTIN, DANNY	PAYROLL	660.54
12/09/2022	DD5860(A)	STANISLAWSKI, PETER	PAYROLL	1,382.42
12/09/2022	DD5861(A)	WENDT, MICHAEL	PAYROLL	1,464.84
12/09/2022	DD5862(A)	WILLIAMS, SARA	PAYROLL	1,454.22
12/09/2022	DD5863(A)	WOLTERS, JAMIE	PAYROLL	1,735.46
12/09/2022	EFT1626(E)	ALERUS	PAYROLL	3,166.49
12/09/2022	EFT1627(E)	EXPERT PAY	PAYROLL	301.61
12/09/2022	EFT1628(E)	MERS HYBRID	PAYROLL	2,120.04
12/09/2022	EFT1629(E)	FEDERAL TAX DEPOSIT	PAYROLL	6,709.99
12/12/2022	17116	NUNN MARIAN M	2022 Win Tax Refund 57-016-010-00	810.66
12/12/2022	17117	A-1 ASPHALT INC	BUTLER ST REPAIR	1,137.00
12/12/2022	17118	BERTHIAUME & COMPANY	AUDIT	10,300.00
12/12/2022	17119	D & L TRUCK & TRAILER LLC	TRUCK 1 REPAIRS	3,817.73
12/12/2022	17120	ELHART GMC	REPAIRS	26.91
12/12/2022	17121	HOLLAND MEDI-CENTER	DOT PHYSICAL	50.00
12/12/2022	17122	IHLE AUTO PARTS	PARTS	40.67
12/12/2022	17123	KATERBERG VER HAGE	WATER STREET SIDEWALK	64,172.12
12/12/2022	17124	MINER SUPPLY CO	SUPPLIES	4,854.50
12/12/2022	17125	OVERISEL LUMBER COMPANY	SUPPLIES	891.52
12/12/2022	17126	PETER STANISLAWSKI	HOLIDAY LIGHTS, WREATHS, GARLAND & TREE	2,029.09
12/12/2022	17127	QUALITY DOOR COMPANY INC	DPW GARAGE DOORS	126.10
12/12/2022	17128	RICOH USA INC	COPIER LEASE	255.94
12/12/2022	17129	SAUGATUCK CENTER FOR THE ARTS	TRAINING	300.00
12/12/2022	17130	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	71,641.28
12/12/2022	17131	SHANAHAN CATERING CO	TRAINING	375.00
12/12/2022	17132	SIGNS NOW	SUPPLIES	184.72
12/12/2022	17133	WESTENBROEK MOWER INC	OIL	35.98
12/12/2022	17134	WONDERLAND TIRE COMPANY	TIRES	1,760.17
12/12/2022	4383(E)	CAPITAL ONE	MENARDS	688.32
12/12/2022	4384(E)	CONSUMERS ENERGY	ELECTRIC	3,252.23
12/12/2022	4385(E)	FIRST BANK CARD	MAINTENANCE	3,129.20
12/12/2022	4386(E)	FRONTIER	OVAL BEACH	68.83
12/12/2022	4387(E)	FRONTIER	DPW GARAGE	195.74
12/12/2022	4388(E)	KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	1,396.71
12/12/2022	4389(E)	MERS	RETIREMENT	4,500.00
12/12/2022	4390(E)	MICHIGAN GAS UTILITIES	CITY HALL	95.19
12/12/2022	4391(E)	MICHIGAN GAS UTILITIES	BUTLER STREET BATHROOMS	160.24
12/12/2022	4392(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	318.43
12/12/2022	4393(E)	PRIORITY HEALTH	HEALTH INSURANCE	8,928.36
12/12/2022	4394(E)	VALLEY CITY LINEN INC	SHOP TOWELS	50.00
12/12/2022	4395(A)	ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	459.17
12/12/2022	4396(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAX	16,786.02
12/12/2022	4397(A)	ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,582.50
12/12/2022	4398(A)	BELL EQUIPMENT CO	STREET SWEEPER	550.92
12/12/2022	4399(A)	BURNETT & KASTRAN PC	LEGAL FEES	96.00

01/06/2023 CHECK REGISTER FOR CITY OF SAUGATUCK				
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12/12/2022	4400(A)	CERTASITE LLC	ALARM MONITORING & ANNUAL INSPECTION	724.37
12/12/2022	4401(A)	CHIPS GROUNDCOVER LLC	HOLIDAY LIGHTING	23,945.00
12/12/2022	4402(A)	ETNA SUPPLY	PARK STREET	2,647.90
12/12/2022	4403(A)	FAHEY SCHULTZ BURZYCH RHODES	LEGAL FEES	41,338.82
12/12/2022	4404(A)	FLEIS & VANDENBRINK ENGINEERING IN	ENGINEERING FEES	6,218.57
12/12/2022	4405(A)	GATES ELECTRIC INC	CITY HALL	200.91
12/12/2022	4406(A)	HORIZON COMMUNITY PLANNER	PLANNING & HISTORIC DISTRICT	1,568.25
12/12/2022	4407(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	4,660.03
12/12/2022	4408(A)	LORRIE PASTOOR	CLEANING SERVICES	120.00
12/12/2022	4409(A)	MICHIGAN MUNICIPAL LEAGUE	TRAINING	115.00
12/12/2022	4410(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	6,943.14
12/12/2022	4411(A)	SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	1,220.00
12/12/2022	4412(A)	STANDARD INSURANCE COMPANY	INSURANCE	427.46
12/23/2022	DD5864(A)	BOUWMAN, CHAD	PAYROLL	1,353.65
12/23/2022	DD5865(A)	CUMMINS, RYAN	PAYROLL	2,113.75
12/23/2022	DD5866(A)	HARDY, CODY	PAYROLL	1,640.97
12/23/2022	DD5867(A)	HEISE, RYAN	PAYROLL	3,161.13
12/23/2022	DD5868(A)	HERBERT, SCOTT	PAYROLL	1,841.02
12/23/2022	DD5869(A)	KERRIDGE, ADAM	PAYROLL	1,782.34
12/23/2022	DD5870(A)	MACK, ELLIS	PAYROLL	1,215.79
12/23/2022	DD5871(A)	MARTIN, DANNY	PAYROLL	474.68
12/23/2022	DD5872(A)	STANISLAWSKI, PETER	PAYROLL	2,386.52
12/23/2022	DD5873(A)	WENDT, MICHAEL	PAYROLL	1,722.83
12/23/2022	DD5874(A)	WILLIAMS, SARA	PAYROLL	1,509.67
12/23/2022	DD5875(A)	WOLTERS, JAMIE	PAYROLL	1,735.47
12/23/2022	EFT1630(E)	ALERUS	PAYROLL	6,313.82
12/23/2022	EFT1631(E)	EXPERT PAY	PAYROLL	301.61
12/23/2022	EFT1632(E)	MERS HYBRID	PAYROLL	3,041.15
12/23/2022	EFT1633(E)	FEDERAL TAX DEPOSIT	PAYROLL	7,961.73
12/23/2022	EFT1634(E)	MERS	PAYROLL	4,856.67
12/30/2022	4413(E)	JOHN DEERE FINANCIAL	PARTS	286.20
12/30/2022	4414(E)	MERCHANTS BANCARD NETWORK	BANK FEES	50.06
12/30/2022	4415(E)	MERS	RETIREMENT	4,500.00
12/30/2022	4416(E)	NET2PHONE INC	TELEPHONES	209.24
12/30/2022	4417(E)	SAUGATUCK FIRE	PROPERTY TAXES	139,361.23
12/30/2022	4418(E)	SHELL	GASOLINE & DIESEL	4,728.62
12/30/2022	4419(E)	XEROX FINANCIAL SERVICES	COPIER LEASE	481.54
12/30/2022	4420(A)	ALLEGAN COUNTY TREASURER	DRAINS AT LARGE	115,545.35
12/30/2022	4421(A)	CERTASITE LLC	CITY HALL INSPECTION & FIRE ALARM	550.64
12/30/2022	4422(A)	MICHIGAN CAT	PARTS	905.76
12/30/2022	4423(A)	E DOWD CRANE SERVICE LLC	TREE SERVICE	255.00
12/30/2022	4424(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	31,830.25
12/30/2022	4425(A)	K&R TRUCK SALES INC	FILTERS	105.75
12/30/2022	4426(A)	LANDSCAPE DESIGN SERVICES INC	ROSE GARDEN MAINTENANCE	1,497.74
12/30/2022	4427(A)	LORRIE PASTOOR	CLEANING SERVICES	120.00

01/06/2023 CHECK REGISTER FOR CITY OF SAUGATUCK				
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12/30/2022	4428(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	47,425.48
12/30/2022	4429(A)	SAUGATUCK FIRE	SHORT TERM RENTALS	700.00
12/30/2022	4430(A)	SEPTIC TANK SYSTEMS CO INC	PORTABLE RESTROOMS	440.00
12/30/2022	4431(A)	TRUCK & TRAILER SPECIALTIES	TRUCK TARP REPLACEMENT	1,455.70
12/30/2022	DD5876(A)	ANDERSON, HOLLY	PAYROLL	52.86
12/30/2022	DD5877(A)	BAGIEREK, CHRISTOPHER	PAYROLL	52.86
12/30/2022	DD5878(A)	BEKKEN, MARK	PAYROLL	87.10
12/30/2022	DD5879(A)	BONT, RICHARD	PAYROLL	26.42
12/30/2022	DD5880(A)	BOUCK, JAMES	PAYROLL	52.86
12/30/2022	DD5881(A)	BROEKER, ANN	PAYROLL	78.29
12/30/2022	DD5882(A)	CANNARSA, JOHN	PAYROLL	51.66
12/30/2022	DD5883(A)	CRAWFORD, RICHARD	PAYROLL	52.26
12/30/2022	DD5884(A)	DEAN, SCOTT	PAYROLL	279.82
12/30/2022	DD5885(A)	GARDNER, RUSSELL	PAYROLL	335.78
12/30/2022	DD5886(A)	GAUNT, BOBBIE	PAYROLL	52.86
12/30/2022	DD5887(A)	KUBASIAK, ROBERT	PAYROLL	52.86
12/30/2022	DD5888(A)	LA CHEY, MARK	PAYROLL	78.28
12/30/2022	DD5889(A)	LEO, HOLLY	PAYROLL	263.30
12/30/2022	DD5890(A)	LEO, NICHOLAS	PAYROLL	78.38
12/30/2022	DD5891(A)	LEWIS, LEIGH	PAYROLL	216.67
12/30/2022	DD5892(A)	MANNS, STEVEN	PAYROLL	79.28
12/30/2022	DD5893(A)	MUNCEY, GREGORY	PAYROLL	132.14
12/30/2022	DD5894(A)	PATERSON, KEITH	PAYROLL	52.86
12/30/2022	DD5895(A)	STANBERRY, LAUREN	PAYROLL	316.16
12/30/2022	DD5896(A)	STRAKER, TIMOTHY	PAYROLL	78.39
12/30/2022	DD5897(A)	TRESTER, KENNETH	PAYROLL	130.64
12/30/2022	EFT1635(E)	FEDERAL TAX DEPOSIT	PAYROLL	476.97
12/30/2022	EFT1636(E)	MI DEPT OF TREASURY	PAYROLL	2,361.81
12/31/2022	4432(E)	AT&T MOBILITY	CELL PHONES	172.74
12/31/2022	4433(E)	FRONTIER	OVAL BEACH	214.15
Total of 253 Checks:				1,554,993.95



City Managers Report –Highlights

January 9th, 2023

Newish! - Cellular Service Discussions Continue with AT&T & Verizon Update

Verizon

Verizon is “on-air,” with their small cellular technology. Congratulations to the City and Verizon for this much needed infrastructure improvement. The City stakeholders have identified telecom and cellular improvements as a top priority.

AT&T

Continued discussions with the AT&T government liaisons to review potential install/service agreement. AT&T has expressed interest in partnering with infrastructure improvements for the facilities at Mt. Baldhead, which could potentially include new restrooms and stair repairs.

Newish! Blue Star Highway- Michigan Natural Resource Trust Fund (MNRTF) Grant & Transportation Alternative Program (TAP) Grant

Two for two; the City was successful in both grant applications for the Blue Star Trail. Many thanks to everyone involved and a special thanks to the Friends of the Blue Star Trail. Next steps include a programming schedule for construction design and long-term schedule for the project.

<https://www.hollandsentinel.com/story/news/local/2022/12/28/saugatucks-blue-star-trail-grant-application-recommended-for-approval/69758642007/>

<https://www.hollandsentinel.com/story/news/local/2022/07/23/blue-star-trail-saugatuck-connection-still-track-grant-money/10124538002/>

Ongoing- Road resurfacing (and utility) projects

Engineers have concluded their road assessment and have met with City staff and Council to review preliminary findings. Council ranked infrastructure as a priority for '23. Staff will present improvement plans for the upcoming season.

Newish! Results of City Strategic Planning Meeting

The City Council conducted their strategic planning session, the third such meeting within two years. Council reviewed results of the citizen survey which included over 115 comments. The meeting was open to the public and several residents attended. Detailed results from the meeting are included in this packet.

The objectives for the meeting included:

- Review results from strategic planning from December of 2021
- Discussion on Council Manager form of Gov't (Council Training)
- Define Key Result Areas for annual planning
- Review results of Resident Survey
- Prioritize projects for upcoming year
- Discuss current Council meeting dates and Staff preparation
- Review current boards & committees

Discussion with Saugatuck Township regarding potential substation for Consumers Energy

Met with Saugatuck Township officials to discuss potential locations for Consumers Energy desired substation for improved electrical infrastructure. At the same time, we are discussing potential synergies with adding additional electrical capacity to the "Airport Property," along with capacity for community solar. Any potential zoning applications from Consumers Energy will need be approved by Saugatuck Township.

Discussions continue with Allegan County Conservation District

Allegan Conservation District (ACD) conducted surveys for treating Hemlock trees for hemlock woolly adelgid (HWA). A reminder that they are willing to assist with other invasive species treatment in the area.

Ongoing- Kalamazoo Lake Sewer and Water (KLSWA) Agreement

City/Township Managers continue to discuss the Asset Management Plan, along with our respective attorneys and engineers.

KLSWA prefers to begin with negotiating the asset management plan for sewer to utilize as a roadmap for the water agreement. Legal counsel has been engaged and provided initial comments.

Ongoing- Oval Beach Staffing and Operations

Discussions on safety improvements, operational improvements, staff retention and recruitment continue. Beach Community Summit conducted in South Haven was helpful. This year's summit to be held in Saugatuck.

Old news- Dune Ridge Waterfront Update

Litigation continues...

City Hall

Bids received and being reviewed. To be presented at an upcoming Workshop.



Treasurer Report

Below is a summary of notable activities carried out by the Treasurer's Office since the last council meeting on 12/12/2022:

- Paid routine bills
- Completed and disseminated bi-weekly payroll
- Collecting winter tax bills



Planning, Zoning and Project Report

January 9, 2023

Planning and Zoning

- Set up Historic District Commission Member interviews.
- Attended Planning Commission Member interviews.
- Attended Zoning Board of Appeals Member interviews.
- Continued researching 631 Perryman PUD history and prior approvals.
- Prepared for and attended regular and special Planning Commission meetings.
- Prepared for and attended Historic District Commission meeting.
- Attended Strategic Planning meeting.
- Began gathering Short Term Rental data requested by the Planning Commission.
- Completed planning and zoning casework as outlined in the chart below.

Projects

- Continued organizing new Council Member orientation for January 11.
- Attended City Hall exterior repair bid opening.
- Reviewed final list of 2023 strategic priorities.
- Met with City Manager and Saugatuck Township to review substation locations and requirements

Planning and Zoning Casework

640/650 Water Street	Inquiry	Worked with legal and consultant to review non-conformity questions by the property owner and provided owner with interpretations.
700 Maple Street	Lot Split Request	After extensive review and research, application was referred to the Planning Commission. Applicant advised they did not wish for their application to be heard in January. Set for January PC meeting.
383 Dunegrass Circle	New Home	Planning Commission approved the site plan with conditions. Met with consultant and architect to discuss height options.
647 Butler	Historic District Review and Zoning Permit Application	Historic District application received for various work including new windows, roof, doors, lights, fence and new deck and porch addition. HDC approved roof and lights, denied remainder. Applicant advised some zoning permit requests would require ZBA variance.
1044 Holland (1034 Holland)	New Home	Reviewed zoning ordinance definitions related to floor area ratios. Floor area ratio exceeds .3:1. Applicant submitted special land use application. Set for January PC meeting.
233 Lucy St	Home Alteration and Addition	Zoning permit application received for a front porch demolition and rebuild. HDC previously approved. Setbacks not met. Applicant applied for dimensional variance. Set for January ZBA meeting.
311 Water St	Short Term Rental Application	Existing STR renewing. Failed inspection. Sent re-inspection invoice.
726 Water St	Short Term Rental Application	Existing STR units renewing. Still pending Fire Department for inspection.
255 Spear St	Short Term Rental Application	Existing STR units renewing. Still pending Fire Department for inspection.
807 Lake #7	Short Term Rental Application	Existing STR renewing. Sent to Fire Department for inspection. Failed. Sent letter/invoice for re-inspection fee.
712 Lake St	Short Term Rental Application	Existing STR renewing. Sent to Fire Department for inspection. Failed inspection. Sent invoice for re-inspection fee.

Planning and Zoning Casework Continued

435 Mason St	Short Term Rental Application	Existing STR unit renewing. Sent to Fire Department for inspection.
555 Grand St	Short Term Rental Application	Existing STR renewing. Sent to Fire Department for inspection.
710 Butler St	Short Term Rental Application	Existing STR renewing. Sent to Fire Department for inspection.
350 Mason St	New Bed and Breakfast	Amended bed and breakfast plans received. Sent to consultant for review.
764 Mason St	Short Term Rental Application	New STR. Sent to fire department for inspection.
526 Butler St	Short Term Rental Application	Existing STR changed ownership and submitted application. Also received application for guest house. Researched history regarding prior approvals. Reviewing whether guest house needs special land use approval to rent the accessory dwelling unit.
820 Holland St	New Garage with ADU Above	Applicant submitted cut sheet for proposed garage door and lights. Approved at 9/1 HDC meeting with conditions. HDC permit issued. Owners submitted curb cut permit to widen driveway. Zoning permit still needed.
555 Shorewood Dr	Home Addition	Zoning permit application received for cantilevered addition. Sent to consultant for review.
633 Butler	Short Term Rental Inquiry	Agent requested copy of STR certificate. Was never issued. Shows hold. Investigating cottage history and approvals and whether special land use approval is needed for rented accessory dwelling unit.
Unknown	Inquiry	Call about short term rental regulations and whether there are limitations on how many or days of operation. Answered questions.
252 Butler	Inquiry	Questions about allowed uses in the zoning district of this property. Provided info.

Planning and Zoning Casework Continued

582 Campbell	Inquiry	Questions about options for the property and rental of the ADU. Provided zoning ordinance information and review process for lot splits (if splits are still allowed). Also advised EGLE and other state reviews may also be necessary.
233 Culver	Inquiry	Questions about placing a dumpster in the right of way for carpet removal. Advised a dumpster in ROW permit will be needed.
455 Mason St	Inquiry	Questions about rented ADUs. Provided zoning ordinance information.
111 Park St	Inquiry	Questions about setbacks and nonconformity. Provided zoning ordinance information.
647 Butler	Enforcement	Complaint about water discharge from dumpster. Warning sent at suggestion of City Engineer.
15 Park St	Tennis Court Replacement	Zoning permit application to replace tennis courts. Consultant reviewed. Zoning permit issued.
125 Mason St	Short Term Rental Application	Existing STR renewing. Passed inspection. STR certificate issued.
602 Francis	Short Term Rental Application	Existing STR. New Owner. Sent to Fire Department for inspection. Passed. STR certificate issued.
N/A	Inquiry	Call requesting information about STR discussions and next meeting. Provided meeting date.
135 Van Dalson St	New Porch and Deck Addition	Zoning permit application received. Reviewed ZBA approvals. Consulted with legal. Zoning permit issued.
700 N Maple	Inquiry	Questions about the drive that serves this property and whether it's a public or private drive. Provided history and info related to these questions at upcoming Planning Commission meeting.
1050 Holland St	Final Inspections	Final inspections requested for new home. Viewed on site against approved plans. Advised MTS.

Planning and Zoning Casework Continued

649 Pleasant St	Enforcement	Complaint of recycling totes being left out for multiple days. Warning sent. Property owner made arrangements, so issue doesn't continue.
Unknown	Inquiry	Question about roof overhangs and setbacks. Provided zoning ordinance requirements.
985 Park St	New Fence	Fence permit app previously submitted. App was not complete. Fence was too high in waterfront. Application withdrawn.
449 Water St	Enforcement	Complaint of dumpsters being left out for three days. Checked regulations and commercial pickup days. Couldn't ask to remove on day of complaint. Warning sent. Property owner advised they had issues with non-pickup by trash hauler.
324 N Maple	Final Inspection/Rented ADU	Final inspections on accessory dwelling unit above garage requested/completed. Home owner wishes to rent ADU. Provided special land use application and zoning ordinance requirements.
720 Park St.	New Dock Request	Lessee requests to build a new 45 ft dock on city owned property at 735 Park St. Reviewed historical information, license agreement and minor waterfront construction regulations. Updated Ryan H on findings.
439 Butler	Short Term Rentals	New owner. Existing STR. Apps for three units. Sent to fire department for inspections. Loft unit failed. Reinspection invoice sent. Other two units approved. Loft passed re-inspection. Certificate issued.
423 Grand St	New Home and Water/Sewer Connection	Zoning permit app for new home. Not in historic district. Sent to consultant for review. Water/sewer app received. Sent water/sewer connection to engineering for review and provided feedback to applicant. Sent to MTS and KLSWA. Issued zoning permit.
312 St. Joseph	Inquiry	Questions about fence regulations. Provided requested information.
201 Butler	Inquiry	Questions about permitting and requirements to add a "lobby ATM with enclosure" outside the drug store. Reviewed with consultant. Provided regulations and feedback that city staff would not be supportive if portion is on city right of way.



Department of Public Works

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 12/12/22:

Equipment Maintenance – Emphasis was placed on washing and relubricating equipment that was used during the first snow event of the year. Staff also detailed under-blades, bobcat snowblower & plow.

Snow Plowing and Snow Removal – The crew worked to remove snow from the City after the first blizzard of the season. Snow pile accumulation on Culver & Butler Streets were moved to the DPW garage.

Oval Beach Sand – Continual clean-up of large volumes of sand that accumulate in the parking lot areas of the park during high wind events and storms.

Tree Removal – Eleven dead trees were removed in the City. New trees will be planted in the spring to replace those trees that were removed.

Deep Cleaning & Painting – Staff are working to deep-clean and paint the restrooms and lunchroom at the DPW garage when they have free time.

City Street Repair – The staff has begun to apply Cold Patch Asphalt Repair to fill potholes around the City.

Street Sweeping – The crew have been street sweeping since the last storm to clean any debris from roadways after snow plowing.

City of Saugatuck
Status Report of Engineering Activities
January 5, 2023

General Consultation

- Water Street Sidewalk: Project is complete. Will review grass restoration in the spring.
- Water System Asset Management Plan: The Intent to Apply deadline for EGLE's Drinking Water Revolving Fund was submitted to meet the November 1 deadline. Guidance for the full application is due out in January (we have heard that the requirements will be reduced from prior years). Once the new guidance is available, we will prepare a proposal for completing the application.
- Olde Mill Apartments Water Service: Quotes have been received. We are preparing a background memo to summarize what limited information is available to assist council with making decisions on whether to proceed, cost sharing, etc.
- City Hall Exterior Renovations: Bids were opened on December 20. Three bids were received, and we are following up on references and other due diligence. The work is slated for spring 2023.
- Spark Grant: There are two rounds of funding in 2023, \$25M each. It will be a competitive program, but if the City has a park-type project (or projects, up to 3 can be submitted), we can assist with conceptual design/planning work and submitting the application.

Maple Street Improvements

- Presented drainage study at January 4 workshop. Will be working with staff on implementation of short term opportunities and incorporating long term into the capital improvements planning.

Capital Improvements Planning

- The CIP has been revised based on feedback from council and incorporated into the EGLE Intent To Apply. The section of Park Street at the chain ferry has been prioritized and included in the application.
- Prepared a proposal for design phase services for the East/West/Takken/Taylor project. It is a resurfacing project with drainage improvements that was prioritized by staff.

Blue Star Highway Bridge Navigation Lighting

- We are working with the Coast Guard to finalize lighting details.
- Once the details have been finalized, we will assist the communities with soliciting quotes for light installation.



City Council Agenda Item Report

FROM: Ryan Heise
MEETING DATE: January 9, 2023
SUBJECT: Maple and Mason St Stormwater Project

DESCRIPTION:

Engineer presented a number of options for the City to consider to assist in mitigating erosion. Council has requested a timeline on improvements and provided direction on incremental steps.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

N/A



November 22, 2022

Via Email: ryan@saugatuckcity.com

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

RE: Maple Street Drainage Study

Dear Ryan,

As requested, we have studied the drainage in the area of Maple Street & Mason Street. The City was approached by residents in that area expressing concerns that roadway improvements in that area resulted in increased erosive forces downstream from the City's storm sewer outlet at the northwest corner of Mason and Maple Street. We offer the following:

Regional Drainage

Stormwater runoff from Saugatuck Township in the area bounded by Maple Street, Old Allegan Road and Blue Star Highway (Saugatuck Christian Reformed Church and several businesses and residences) crosses Maple Street through a culvert near the wastewater pump station located on the west side of Maple Street approximately 300 feet north of Mason Street. Water discharged from that culvert flows through the ravine along the east side of Saugatuck High School and discharges into Goshorn Creek in the Mildred A. Peterson Nature Preserve area. Portions of Goshorn Creek are under the jurisdiction of the Allegan County Drain Commissioner. Ultimately, Goshorn Creek flows under Simonson Drive and Holland Street into the Kalamazoo River. A copy of a figure recently prepared by the Allegan County Drain Commissioner depicting watershed boundaries and proposed drains in the area is attached for reference.

The stream begins as an open swale at the northwest corner of Maple and Mason Streets. According to plans from sanitary sewer construction in the area, the stream has existed since at least 1977, and it appears the stream and swale are part of a natural drainage course that existed prior to the development of the area. The swale flows northwest around 208 Maple Street and discharges into the main tributary located in the ravine northwest of 212 Maple Street. Tributary areas for the stream include the west half of Maple Street from north of State Street to just north of Mason Street, Allegan Street from Elizabeth Street to Maple Street, Pleasant Street within approximately 500 feet of Allegan Street and Mason Street from Takken Street to Maple Street (including Taylor Street from Allegan Street to Mason Street). The City completed drainage improvements in each of these areas over the past 15 years, which may have had a cumulative impact on the stream. While stormwater improvements improve the capacity and efficiency of stormwater conveyance, increased efficiency of the upstream conveyance systems can reduce the "time of concentration", resulting in increased peak flow responses.

It is also important to note that higher intensity/short duration storm events experienced over the past several years may be a contributing factor for stormwater and erosion concerns expressed by residents. The Great Lakes region is experiencing more frequent localized high intensity/short duration storms. Larger quantities of rainfall exceed the capacity of stormwater systems designed convey rainfall based on historical meteorological data that does not include recent weather patterns. The situation is compounded as soils do not have adequate time to infiltrate stormwater, further increasing runoff volumes.

Overview of Drainage Areas

Following is a summary of each recent drainage improvement project within the drainage district:

- **Pleasant Street:** In 2008, the City improved Pleasant Street, and the area between the curve near 648/703 Pleasant Street and Allegan Street is within the tributary area of this study. As is the case with the other projects that followed, the Pleasant Street improvements project was completed in part as a response to drainage concerns from residents. Prior to the project, Pleasant Street had ineffective ditching and undersized storm sewer, which caused standing water in the area during and after rain events. The project included replacement of the storm sewer and construction of concrete curbing. The project did not alter the drainage area or significantly increase the acreage that contributes to stormwater flows at the Maple & Mason Street outfall. However, the improvements did improve the efficiency of the City's stormwater conveyance system.
- **Allegan Street:** In 2009, the City improved Allegan Street from Elizabeth Street to Maple Street. Prior to that project, Allegan Street was a ditched road with drive culverts and basic storm sewer. Similar to Pleasant Street, improvements included concrete curb and gutter and storm sewer replacement to bring the roadway in line with other City streets. Again, the project didn't alter the drainage area significantly, however storm sewer is more efficient than open ditches in transporting storm water and doesn't allow opportunity for infiltration and evaporation like an open ditch.
- **Mason Street:** In 2011, the City resurfaced Mason Street with storm sewer replacement at the Takken Street and Maple Street intersections and the additional of asphalt curbing. The portion of Mason Street west of Takken has a storm sewer outlet on the northwest corner of Takken Street. The outlet at Mason & Maple carries water from Takken, Taylor and the portion of Mason Street east of Takken. As with concrete curbing, the asphalt curbing is more efficient in conveying storm water to the Maple Street intersection than ditching alone.
- **Maple Street:** In 2014, the City enclosed the open ditch on the west side of Maple Street between Allegan Street and Mason Street. The ditch line was fairly steep, deep and overgrown and required ongoing maintenance for erosion issues, possibly in part due to the upstream improvements on Pleasant and Allegan Street discussed above. In this case, the road was not curbed, but a shallower swale was constructed above the storm sewer with a series of catch basins. This has less of an impact than curbing would have had, but the storm sewer is more efficient in transporting the water from those upstream areas.

Google Street View still has areas of the October 2007 photography available – screen captures showing conditions before and after drainage and roadway improvements are attached.

Mitigation Alternatives

Based on our review of the areas in question and discussions with City staff, Allegan County Drain Commissioner (ACDC), Michigan Department of Environment, Great Lakes & Energy

(EGLE), property owners and others, we have identified the following potential mitigation alternatives:

- **Provide Property-Specific Detention/Retention:** The drainage area contributing to the Maple & Mason Street outfall consists of entirely single family residential with lots on the order of 0.5 acres or less. The relatively small lot sizes and lack of undeveloped property available is not necessarily conducive to site-specific detention/retention measures, however detention/retention at the source is a concept recommended by EGLE staff. A variety of options are available, some of which include:
 - Collecting runoff from gutters in rain barrels to be used for watering plants, lawns, etc. during drier times.
 - Directing runoff from the property to rain gardens – shallow depressions or swales with native plantings. These can have the added benefit of providing habitat for wildlife, like butterflies, that a well-drained and mowed lawn area does not. Rain gardens can work well if they are designed properly, but require maintenance to function correctly.
 - Construction of dry wells or cisterns that can be used like a rain barrel or incorporate an open bottom to help recharge groundwater.

The advantage of property-specific detention/retention is the relatively low capital cost. There are approximately 40 parcels in the drainage area. The City could consider providing rain barrels or monetary incentive to the property owner and/or implement changes within the public right of way directly. For the purposes of comparing alternatives, \$1,000 per parcel in City funding would be a project cost of approximately \$40,000. The main disadvantage of this option is the degree of benefit depends heavily on engagement of the property owners, which will require educational efforts. There are a number of resources the City could draw on to assist with education. Another drawback is that level of engagement could change over time as properties change ownership.

- **Re-Establish Ditching:** This is anticipated to be an unpopular option, given that problems associated with ditching were a primary driver of the various drainage improvement projects. This option would also be costly, as it would involve removal of curbing, grading ditches, new drive approaches and culverts and modifications to the storm sewer system. One area that would be conducive to this option would be Mason Street. Instead of removing the asphalt curbing for the entire length between Takken and Maple, a series of spillways could be constructed to strategically allow water to exit the road surface prior to Maple Street and discharge into new or re-established ditching. The cost for constructing spillways and ditches is estimated to be on the order of \$25,000, portions of which could potentially be completed by the Department of Public Works.
- **Redirect Wet Weather Flow:** This option would involve constructing additional storm sewer along Maple Street north approximately 300 feet to the culvert that crosses under Maple Street from the Township. In this alternative, a flow diversion structure would be constructed at the existing outlet at Mason Street to allow normal flow to continue but direct higher flows to the north, where the creek channel is better defined and is anticipated to have more capacity for conveying the additional stormwater flows. One drawback of this option is that the diversion structure would need periodic maintenance to function properly. Another drawback is that this is essentially “moving the problem”, albeit from a more sensitive area to a potentially less sensitive area. The water eventually ends up following the same course once the two streams converge to the northwest of 212 Maple Street. The ACDC is in the process of establishing this watercourse as Blue Star Highway Drain within the Township (upstream/east of Maple Street). In our discussion with ACDC, it appears there may be opportunity to partner and provide stormwater detention for the area, however that likely involves relinquishing control over the direction of the project. The estimated cost for the diversion structure

and sewer to redirect the flow is \$101,000, including undeveloped details, engineering, permitting and contingencies. Costs for regional detention would depend on the amount and participation level of the Drain Commissioner.

This alternative could be enhanced by providing “inline detention” within the storm sewer itself. An oversized pipe would be used with an additional control structure prior to discharging into the culvert. The estimated cost for redirecting the flow with inline detention is \$196,000.

- **Enclose the Open Channel:** This alternative would involve extending the City’s storm sewer system beyond the area of erosion concern, enclosing a portion of the open channel. This option would require acquiring an easement from the property owner at 208 Maple. The benefit of this option is its relatively low cost, which is estimated to be \$74,000. This alternative has several disadvantages. First, like the prior option, drain enclosure could be simply moving the problem area downstream (again, from a more sensitive area to a less sensitive one). Second, enclosing an open stream could be challenging from a permitting standpoint, as it removes habitat and other benefits of the natural environment. Finally, this is not a desirable alternative to the property owner that would need to grant an easement, primarily due to the loss of trees and natural character of the area. Given the disadvantages, this alternative is likely not viable.
- **Extend the Public Stormwater System:** The area of concern is located on private property (208 Maple Street). This alternative would involve acquiring an easement to incorporate a section of the open channel area into the public system to avoid the concern of making improvements on private property. As an extension of the public system, the City could install sheet pile, stone armoring, geotextile bank stabilization and/or spur dikes (stone features configured to direct water away from areas of erosion). This could also have permitting challenges, but likely less than enclosing the drain. We would recommend a budget of \$124,000 for this option, depending on the type and limits of the work.
- **Construct a Regional Detention Basin:** While the area has limited open space to provide stormwater detention within the City Limits, Saugatuck Christian Reformed Church owns the property on the southeast corner of Maple and Mason Street (within the Township but adjacent to the City). Based on our preliminary survey work, it appears to be possible to develop that area into a detention basin, either by diverting the Maple Street storm sewer or constructing a control structure at the current outlet to back water up into that area. We have had a preliminary conversation with the property owner, who is coincidentally in the process of listing portions of the property for sale. We estimate the cost of this option to be \$152,000 plus the cost of property acquisition (easement or outright purchase), which could be as much as \$300,000, depending on market conditions and opportunities for shared use/development.

One other consideration is wetlands. While the area is not identified on the EGLE wetland mapping available online, that mapping does not show smaller isolated wetland areas. If the area is identified as wetland, it still may be possible to utilize for detention (wetlands are very effective for treating stormwater) but will involve permitting from EGLE. If the City decides to pursue this option, we recommend conducting an on-site pre-application meeting with EGLE to determine what activities could be permitted and/or what mitigation measures may be required. Cost of wetland mitigation is not included in the estimate as further evaluation of the property would be required to determine the extent and requirements of mitigation measures, if required.

This may be another opportunity to partner (and share costs) with the ACDC, as this area receives storm water from the east ditch line of Maple Street and other areas

outside the City. Again, that likely involves relinquishing control over the direction of the project.

- **Construction Underground Detention:** This alternative would involve the construction of underground stormwater detention at or near the intersection of Mason and Maple Street within the City Limits. This is a fairly high-cost option that is often reserved for situations where space is limited, which is the case in this area of the City. Underground chambers would be constructed and surrounded by coarse stone to allow for infiltration to occur. The size of the chambers required is based on the soil permeability, drainage area and other factors. The estimated cost for underground detention of a volume large enough to reduce peak flows is \$381,000, heavily dependent on-site constraints.

Table 1 – Summary of Mitigation Alternatives

Alternative	Estimated Cost
Provide Property-Specific Detention/Retention	\$40,000 (depending on level of engagement)
Re-Establish Ditching	\$25,000 (Mason Street only)
Redirect Wet Weather Flow	\$101,000
Redirect Wet Weather Flow with Inline Detention	\$196,000
Enclose the Open Channel	\$74,000 (likely not viable)
Extend the Public Stormwater System	\$124,000
Construct a Regional Detention Basin	\$152,000 (plus property acquisition and potentially wetland mitigation)
Construct Underground Detention	\$381,000

Estimated costs are in 2023 dollars and should be adjusted for inflation, depending on the timeframe for construction. They are provided for comparative and budgeting purposes only and should be refined throughout the design process. Detailed cost estimates are attached for reference.

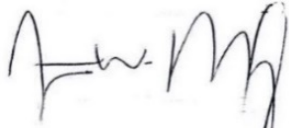
Conclusion

In summary, drainage and roadway improvements completed in the drainage area may have had a cumulative impact on the downstream watershed and stormwater conveyance. However, more frequent high intensity/short duration storms may also contribute to higher peak stormwater flows and increased erosive forces. Conversely, several of the alternatives discussed above could be combined and/or phased in to have a cumulative mitigation benefit. The City could take an incremental approach. One such approach would be to focus on property owner education with property-specific detention/retention and spillways/re-ditching on Mason Street in the short term and regional or underground detention in the long term if the benefits of the short-term steps are not adequate.

We appreciate the opportunity to assist you with this study and look forward to helping with implementation of any of the options identified. In the meantime, please feel free to contact me with any questions.

Sincerely,

FLEIS & VANDENBRINK

A handwritten signature in black ink, appearing to read 'Jonathan W. Moxey'.

Jonathan W. Moxey, P.E.
Project Manager

Enclosures

- Comparison Photography
- ACDC Watersheds Map
- Parcel Map of Study Area
- Approximate Tributary Area Map
- Schematics of Mitigation Measures
- Cost Estimates

**CITY OF SAUGATUCK – MAPLE STREET DRAINAGE STUDY
COMPARISON PHOTOGRAPHY (COURTESY GOOGLE STREETVIEW)**



Pleasant Street looking southwest from Allegan Street (October 2007)



Pleasant Street looking southwest from Allegan Street (September 2019)

**CITY OF SAUGATUCK – MAPLE STREET DRAINAGE STUDY
COMPARISON PHOTOGRAPHY (COURTESY GOOGLE STREETVIEW)**



Pleasant Street looking northwest toward Allegan Street (October 2007)



Pleasant Street looking northwest toward Allegan Street (September 2019)

**CITY OF SAUGATUCK – MAPLE STREET DRAINAGE STUDY
COMPARISON PHOTOGRAPHY (COURTESY GOOGLE STREETVIEW)**



Allegan Street at Takken Street looking east (October 2007)



Allegan Street at Takken Street looking east (August 2018)

**CITY OF SAUGATUCK – MAPLE STREET DRAINAGE STUDY
COMPARISON PHOTOGRAPHY (COURTESY GOOGLE STREETVIEW)**



Allegan Street at Taylor Street looking east (October 2007)



Allegan Street at Taylor Street looking east (August 2018)

**CITY OF SAUGATUCK – MAPLE STREET DRAINAGE STUDY
COMPARISON PHOTOGRAPHY (COURTESY GOOGLE STREETVIEW)**

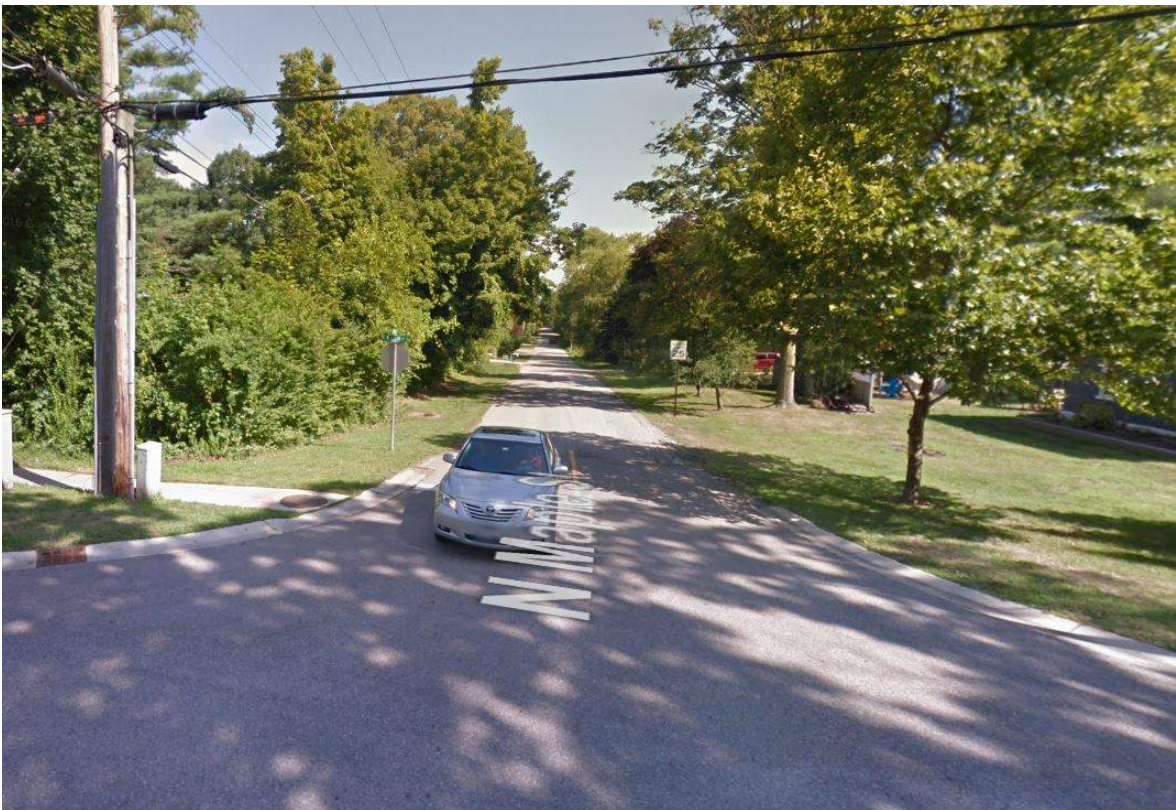


Mason Street looking east from Taylor Street (October 2007)

**CITY OF SAUGATUCK – MAPLE STREET DRAINAGE STUDY
COMPARISON PHOTOGRAPHY (COURTESY GOOGLE STREETVIEW)**



Maple Street looking north from Allegan Street (October 2007)

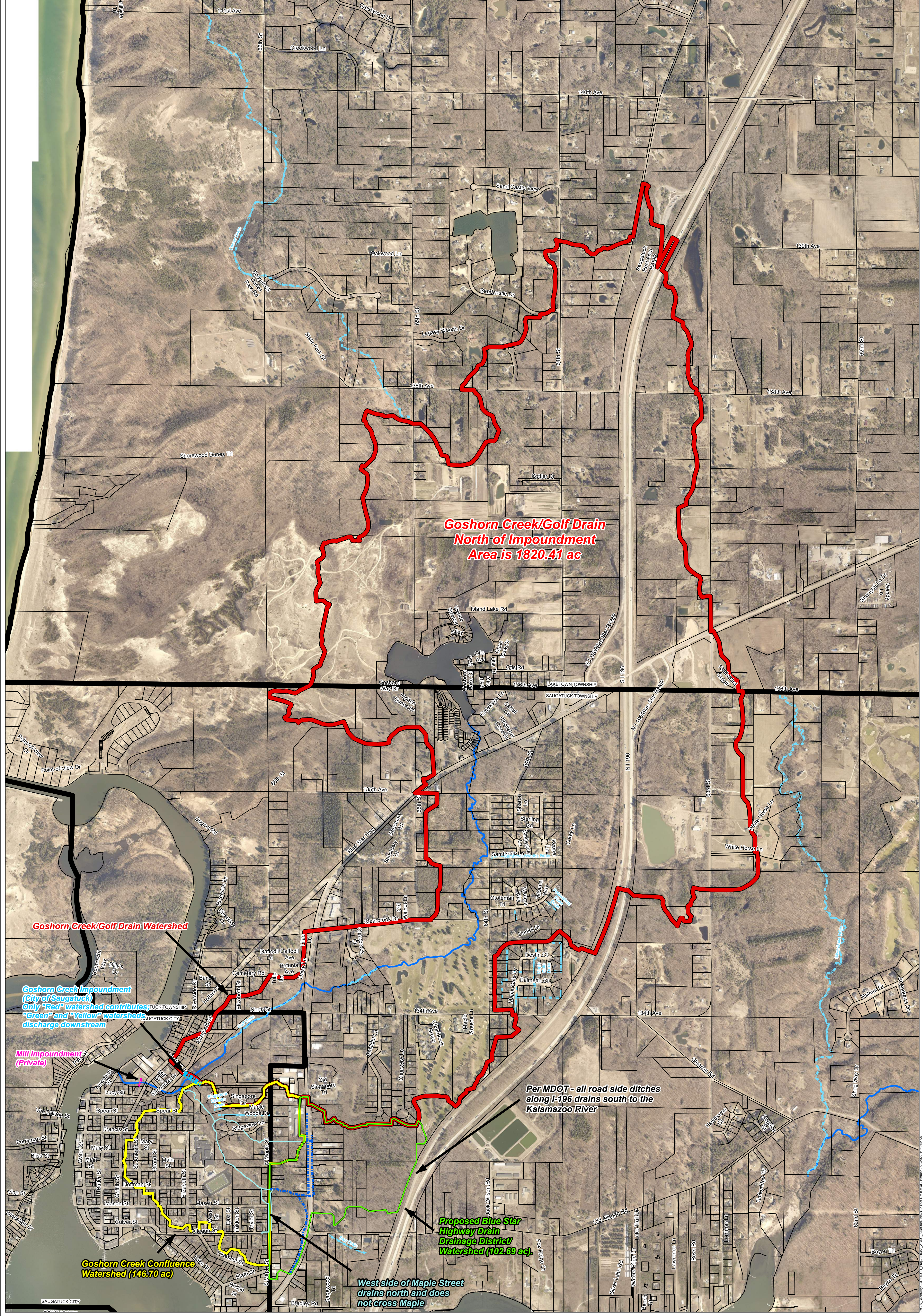


Maple Street looking north from Allegan Street (August 2018)

**CITY OF SAUGATUCK – MAPLE STREET DRAINAGE STUDY
COMPARISON PHOTOGRAPHY (COURTESY GOOGLE STREETVIEW)**



Maple Street at Mason Street looking north (October 2007)



**Goshorn Creek/Golf Drain
North of Impoundment
Area is 1820.41 ac**

Goshorn Creek/Golf Drain Watershed

**Goshorn Creek Impoundment
(City of Saugatuck)
Only "Red" watershed contributes;
"Green" and "Yellow" watersheds
discharge downstream**

**Mill Impoundment
(Private)**

**Goshorn Creek Confluence
Watershed (146.70 ac)**

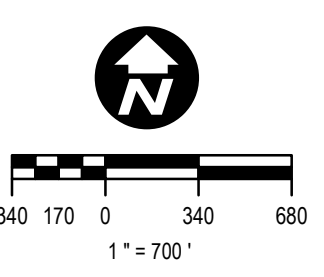
**Per MDOT - all road side ditches
along I-196 drains south to the
Kalamazoo River**

**Proposed Blue Star
Highway Drain
Drainage District/
Watershed (102.69 ac)**

**West side of Maple Street
drains north and does
not cross Maple**

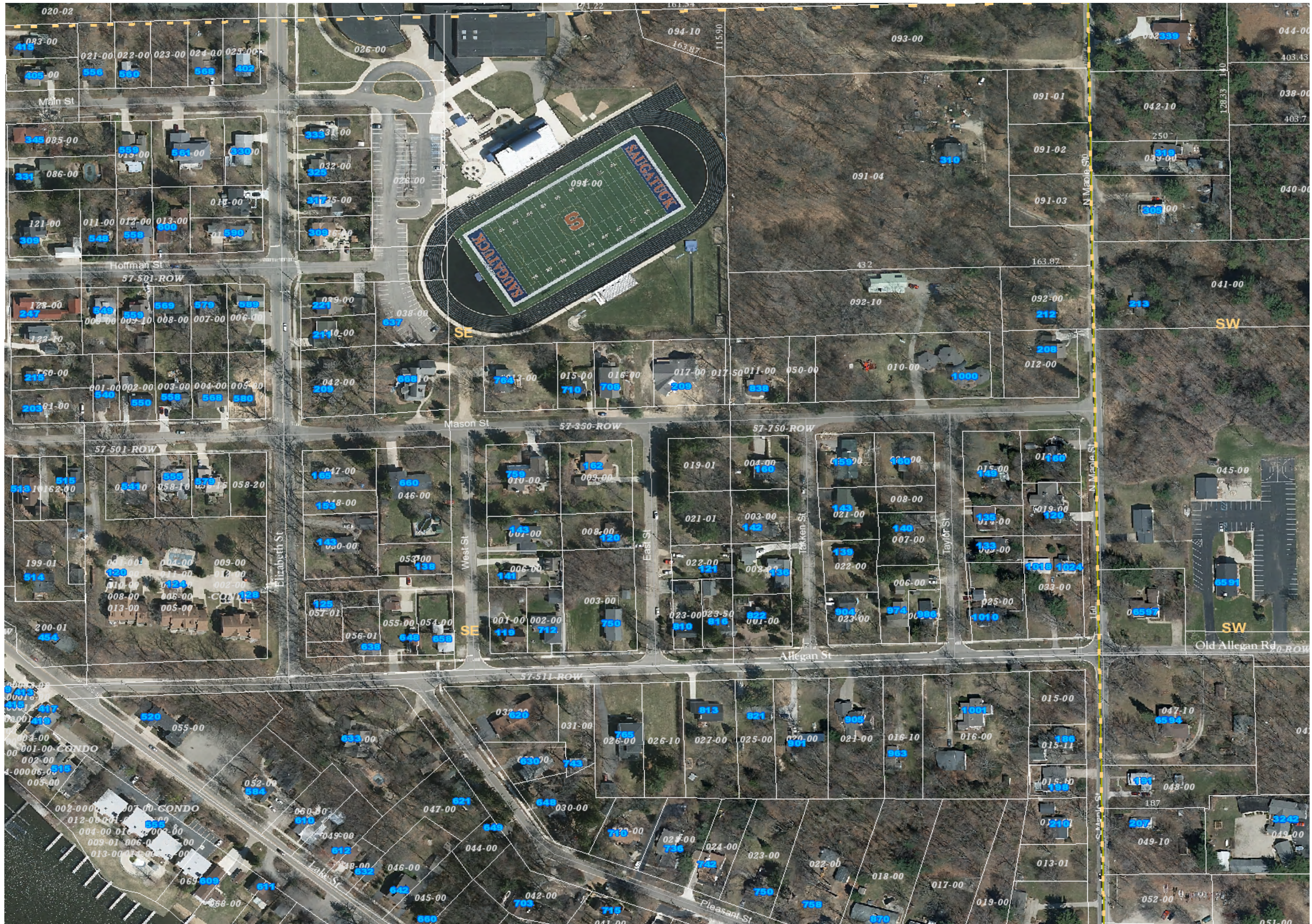
LEGEND

- ▬ PROP. BLUE STAR HIGHWAY DRAINAGE DISTRICT (WATERSHED)
- ▬ GOSHORN CREEK CONFLUENCE WATERSHED
- ▬ GOSHORN CREEK/GOLF DRAIN WATERSHED
- ▬ PROP. BLUE STAR HIGHWAY DRAIN
- ▬ COUNTY DRAINS
- ▬ OTHER WATERCOURSES
- ▬ RIVERS

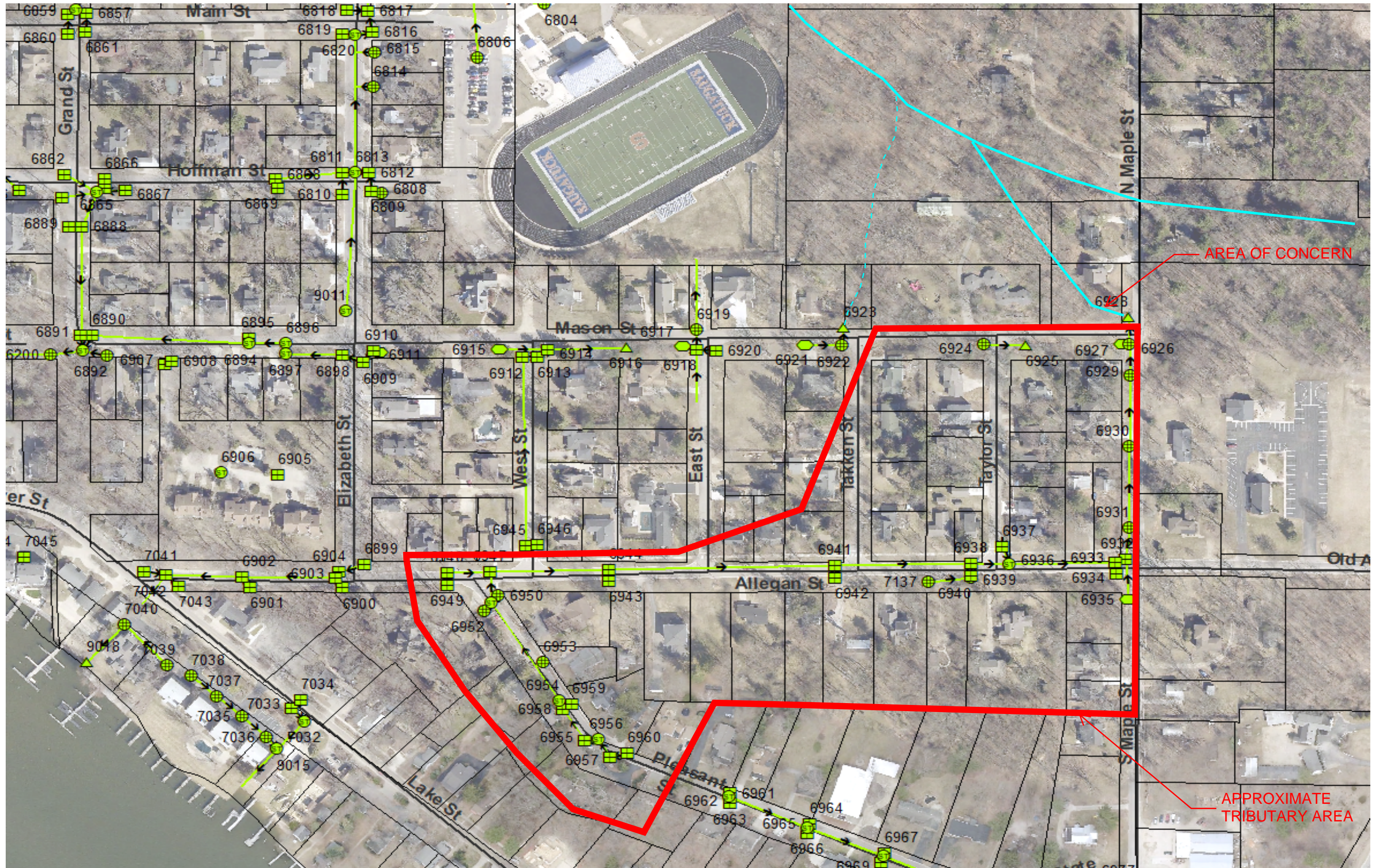


ALLEGAN COUNTY DRAIN COMMISSIONER
SAUGATUCK TOWNSHIP, CITY OF SAUGATUCK, AND LAKETOWN TOWNSHIP
**PROPOSED BLUE STAR HIGHWAY DRAIN AND
NEIGHBORING WATERSHEDS**
Prein&Newhof
2220358

CITY OF SAUGATUCK - MAPLE STREET DRAINAGE STUDY
PARCEL MAP OF STUDY AREA (ALLEGAN COUNTY GIS)



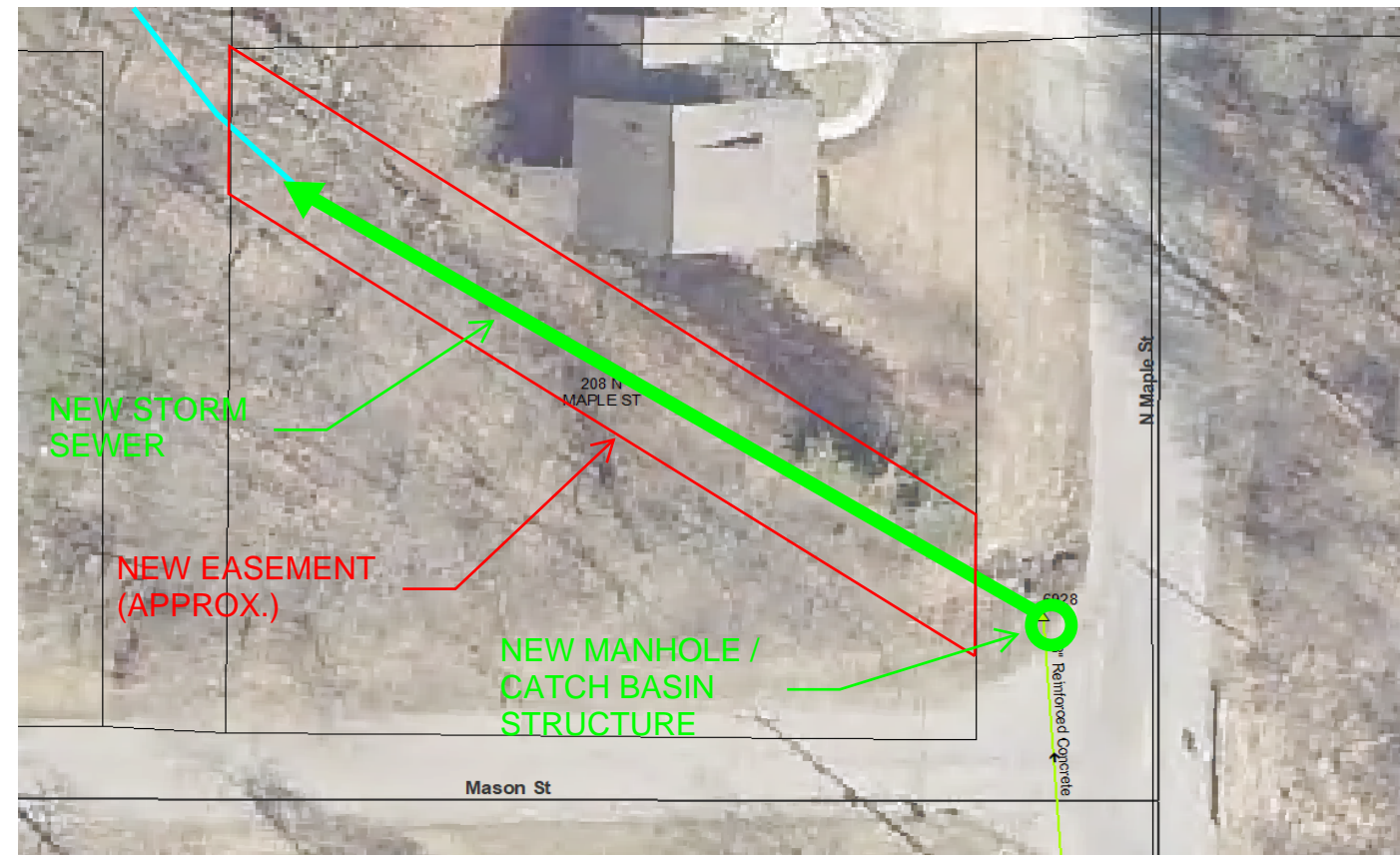
CITY OF SAUGATUCK - MAPLE STREET DRAINAGE STUDY
APPROXIMATE TRIBUTARY AREA MAP



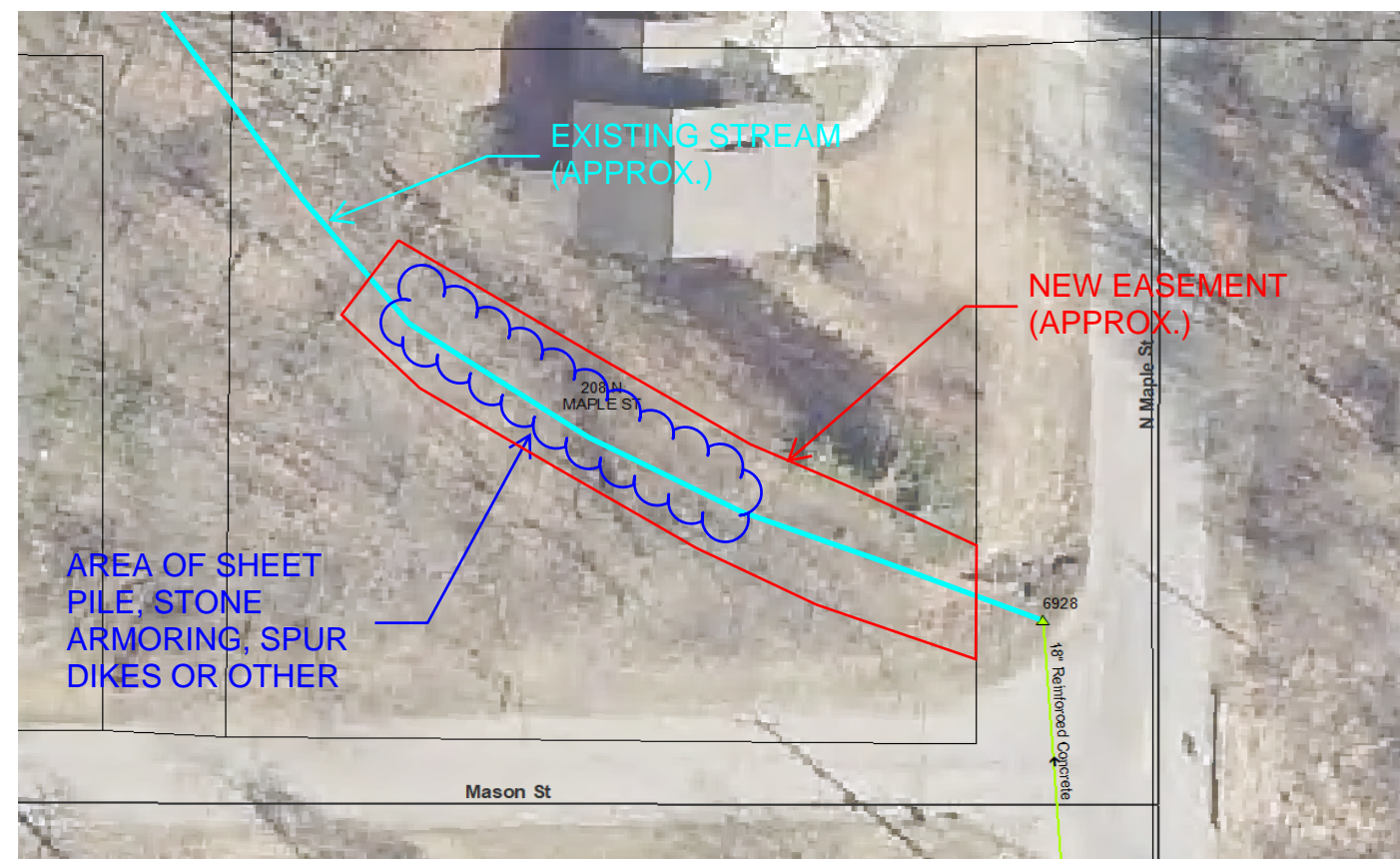
CITY OF SAUGATUCK - MAPLE STREET DRAINAGE STUDY
MITIGATION OPTION SCHEMATICS



REDIRECT FLOW OPTION

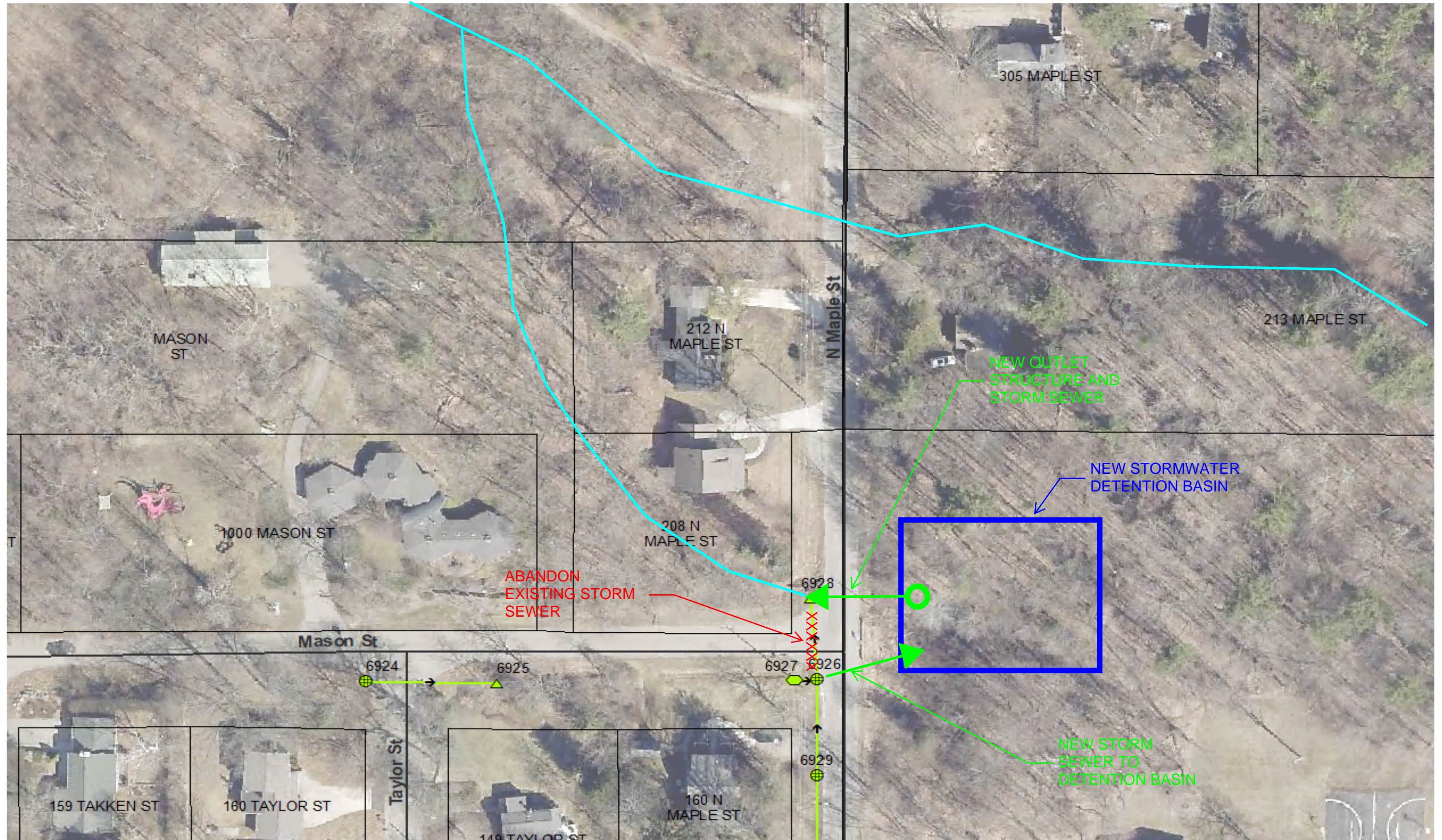


DRAIN ENCLOSURE OPTION

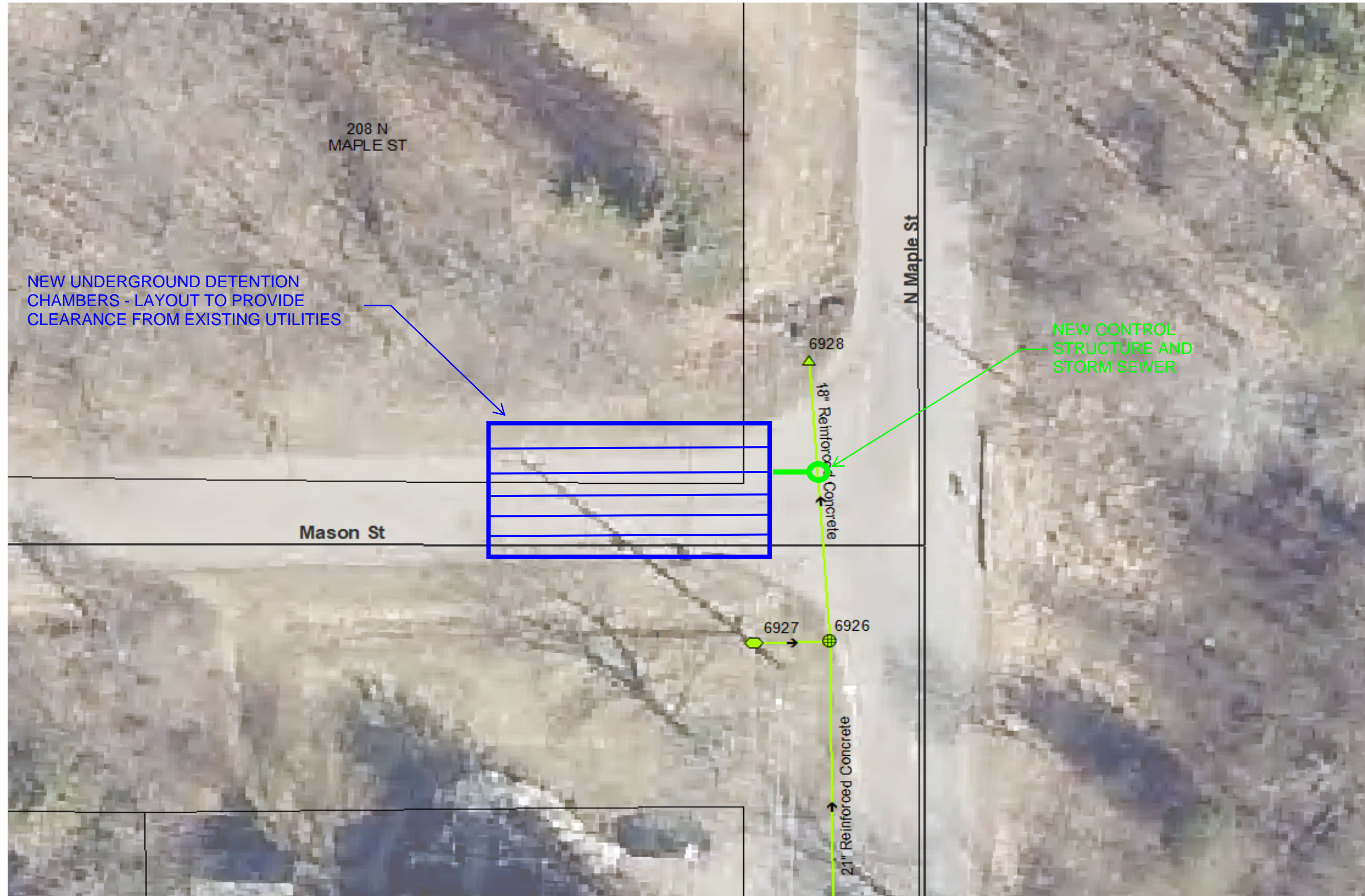


PUBLIC DRAIN EXTENSION OPTION

CITY OF SAUGATUCK - MAPLE STREET DRAINAGE STUDY
REGIONAL DETENTION SCHEMATIC



CITY OF SAUGATUCK - MAPLE STREET DRAINAGE STUDY
UNDERGROUND DETENTION SCHEMATIC



City of Saugatuck
 Maple Street Drainage Study
 Engineer's Pre-Design Estimate of Probable Project Cost



Project No.: 3187-30
 By: JWM
 Date: 11/22/2022

Scope: Redirect wet weather flow north to existing culvert under Maple Street near lift station property.

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	ESTIMATED UNIT PRICE	ESTIMATED AMOUNT
1	General Conditions, Bonds & Insurances (10%)	LSUM	1	\$ 6,700.00	\$ 6,700.00
2	Temporary Traffic Control	LSUM	1	\$ 8,000.00	\$ 8,000.00
3	Soil Erosion and Sedimentation Control	LSUM	1	\$ 1,000.00	\$ 1,000.00
4	HMA Surface, Rem	Syd	250	\$ 5.00	\$ 1,250.00
5	Outlet Control Structure	Ea	1	\$ 10,000.00	\$ 10,000.00
6	Storm Sewer, 18 inch	Ft	250	\$ 80.00	\$ 20,000.00
7	Storm Manhole, 5-foot dia	Ea	1	\$ 5,000.00	\$ 5,000.00
8	Connect to Ex Storm Sewer	Ea	2	\$ 1,000.00	\$ 2,000.00
9	Riprap, Heavy	Syd	15	\$ 100.00	\$ 1,500.00
10	Subbase, CIP	Cyd	100	\$ 20.00	\$ 2,000.00
11	Aggregate Base, 8 inch	Syd	250	\$ 15.00	\$ 3,750.00
12	HMA, 13A	Ton	50	\$ 200.00	\$ 10,000.00
13	Turf Restoration	Syd	250	\$ 10.00	\$ 2,500.00

Estimated Construction Costs (Rounded): \$ 74,000.00
 Undeveloped Details & Contingencies (15%): \$ 12,000.00
Est. Design & Construction Engineering, Permitting & Admin (20%): \$ 15,000.00
Total Estimated Project Cost: \$ 101,000.00

The Design Professional has no control over costs or the price of labor, equipment or materials, or over the Contractor's method of pricing. Bid prices may vary significantly based on these factors and market conditions at time of bid.

City of Saugatuck
 Maple Street Drainage Study
 Engineer's Pre-Design Estimate of Probable Project Cost



Project No.: 3187-30
 By: JWM
 Date: 11/22/2022

Scope: Redirect wet weather flow north to existing culvert under Maple Street near lift station property with inline detention.

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	ESTIMATED UNIT PRICE	ESTIMATED AMOUNT
1	General Conditions, Bonds & Insurances (10%)	LSUM	1	\$ 13,100.00	\$ 13,100.00
2	Temporary Traffic Control	LSUM	1	\$ 8,000.00	\$ 8,000.00
3	Soil Erosion and Sedimentation Control	LSUM	1	\$ 1,000.00	\$ 1,000.00
4	HMA Surface, Rem	Syd	250	\$ 5.00	\$ 1,250.00
5	Outlet Control Structure	Ea	2	\$ 15,000.00	\$ 30,000.00
6	Storm Sewer, 18 inch	Ft	50	\$ 80.00	\$ 4,000.00
7	Storm Sewer, 60 inch	Ft	200	\$ 300.00	\$ 60,000.00
8	Storm Manhole, 5-foot dia	Ea	1	\$ 5,000.00	\$ 5,000.00
9	Connect to Ex Storm Sewer	Ea	2	\$ 1,000.00	\$ 2,000.00
10	Riprap, Heavy	Syd	15	\$ 100.00	\$ 1,500.00
11	Subbase, CIP	Cyd	100	\$ 20.00	\$ 2,000.00
12	Aggregate Base, 8 inch	Syd	250	\$ 15.00	\$ 3,750.00
13	HMA, 13A	Ton	50	\$ 200.00	\$ 10,000.00
14	Turf Restoration	Syd	250	\$ 10.00	\$ 2,500.00

Estimated Construction Costs (Rounded): \$ 145,000.00
 Undeveloped Details & Contingencies (15%): \$ 22,000.00
Est. Design & Construction Engineering, Permitting & Admin (20%): \$ 29,000.00
Total Estimated Project Cost: \$ 196,000.00

The Design Professional has no control over costs or the price of labor, equipment or materials, or over the Contractor's method of pricing. Bid prices may vary significantly based on these factors and market conditions at time of bid.

City of Saugatuck
 Maple Street Drainage Study
 Engineer's Pre-Design Estimate of Probable Project Cost



Project No.: 3187-30
 By: JWM
 Date: 11/22/2022

Scope: Enclose existing open drainage course to a point beyond the area of concern.

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	ESTIMATED UNIT PRICE	ESTIMATED AMOUNT
1	General Conditions, Bonds & Insurances (10%)	LSUM	1	\$ 4,900.00	\$ 4,900.00
2	Temporary Traffic Control	LSUM	1	\$ 6,000.00	\$ 6,000.00
3	Soil Erosion and Sedimentation Control	LSUM	1	\$ 2,500.00	\$ 2,500.00
4	Clearing and Tree Removal	LSUM	1	\$ 10,000.00	\$ 10,000.00
5	HMA Surface, Rem	Syd	100	\$ 5.00	\$ 500.00
6	Storm Sewer, 18 inch	Ft	150	\$ 80.00	\$ 12,000.00
7	Storm Manhole, 5-foot dia	Ea	1	\$ 5,000.00	\$ 5,000.00
8	Riprap, Heavy	Syd	25	\$ 100.00	\$ 2,500.00
9	Subbase, CIP	Cyd	40	\$ 20.00	\$ 800.00
10	Aggregate Base, 8 inch	Syd	100	\$ 15.00	\$ 1,500.00
11	HMA, 13A	Ton	20	\$ 200.00	\$ 4,000.00
12	Turf Restoration	Syd	400	\$ 10.00	\$ 4,000.00

Estimated Construction Costs (Rounded): \$ 54,000.00
 Undeveloped Details & Contingencies (15%): \$ 9,000.00
Est. Design & Construction Engineering, Permitting & Admin (20%): \$ 11,000.00
Total Estimated Project Cost: \$ 74,000.00

The Design Professional has no control over costs or the price of labor, equipment or materials, or over the Contractor's method of pricing. Bid prices may vary significantly based on these factors and market conditions at time of bid.

City of Saugatuck
 Maple Street Drainage Study
 Engineer's Pre-Design Estimate of Probable Project Cost



Project No.: 3187-30
 By: JWM
 Date: 11/22/2022

Scope: Extend public system into open drainage course beyond the area of concern and stabilize bank.

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	ESTIMATED UNIT PRICE	ESTIMATED AMOUNT
1	General Conditions, Bonds & Insurances (10%)	LSUM	1	\$ 8,300.00	\$ 8,300.00
2	Temporary Traffic Control	LSUM	1	\$ 6,000.00	\$ 6,000.00
3	Soil Erosion and Sedimentation Control	LSUM	1	\$ 2,500.00	\$ 2,500.00
4	Clearing and Tree Removal	LSUM	1	\$ 10,000.00	\$ 10,000.00
5	Steel Sheet Piling	Sft	1,000	\$ 50.00	\$ 50,000.00
6	Riprap, Heavy	Syd	100	\$ 100.00	\$ 10,000.00
7	Turf Restoration	Syd	400	\$ 10.00	\$ 4,000.00

Estimated Construction Costs (Rounded): \$ 91,000.00
 Undeveloped Details & Contingencies (15%): \$ 14,000.00
 Est. Design & Construction Engineering, Permitting & Admin (20%): \$ 19,000.00

Total Estimated Project Cost: \$ 124,000.00

The Design Professional has no control over costs or the price of labor, equipment or materials, or over the Contractor's method of pricing. Bid prices may vary significantly based on these factors and market conditions at time of bid.

City of Saugatuck
 Maple Street Drainage Study
 Engineer's Pre-Design Estimate of Probable Project Cost



Project No.: 3187-30
 By: JWM
 Date: 11/22/2022

Scope: Construct a detention basin near the intersection of Maple Street and Mason Street (does not include property acquisition cost).

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	ESTIMATED UNIT PRICE	ESTIMATED AMOUNT
1	General Conditions, Bonds & Insurances (10%)	LSUM	1	\$ 10,100.00	\$ 10,100.00
2	Temporary Traffic Control	LSUM	1	\$ 10,000.00	\$ 10,000.00
3	Soil Erosion and Sedimentation Control	LSUM	1	\$ 2,500.00	\$ 2,500.00
4	HMA Surface, Rem	Syd	300	\$ 5.00	\$ 1,500.00
5	Clearing and Tree Removal	LSUM	1	\$ 10,000.00	\$ 10,000.00
6	Outlet Control Structure	Ea	1	\$ 10,000.00	\$ 10,000.00
7	Storm Manhole, 5-foot dia	Ea	2	\$ 5,000.00	\$ 10,000.00
8	Storm Sewer, 18 inch	Ft	100	\$ 80.00	\$ 8,000.00
9	Connect to Ex Storm Sewer	Ea	3	\$ 1,000.00	\$ 3,000.00
10	Detention Basin Grading	LSUM	1	\$ 15,000.00	\$ 15,000.00
11	Subbase, CIP	Cyd	100	\$ 20.00	\$ 2,000.00
12	Aggregate Base, 8 inch	Syd	300	\$ 15.00	\$ 4,500.00
13	HMA, 13A	Ton	60	\$ 200.00	\$ 12,000.00
14	Riprap, Heavy	Syd	25	\$ 100.00	\$ 2,500.00
15	Turf Restoration	Syd	1,000	\$ 10.00	\$ 10,000.00

Estimated Construction Costs (Rounded): \$ 112,000.00
 Undeveloped Details & Contingencies (15%): \$ 17,000.00
Est. Design & Construction Engineering, Permitting & Admin (20%): \$ 23,000.00
Total Estimated Project Cost: \$ 152,000.00

The Design Professional has no control over costs or the price of labor, equipment or materials, or over the Contractor's method of pricing. Bid prices may vary significantly based on these factors and market conditions at time of bid.

City of Saugatuck
 Maple Street Drainage Study
 Engineer's Pre-Design Estimate of Probable Project Cost



Project No.: 3187-30
 By: JWM
 Date: 11/22/2022

Scope: Construct underground detention near the intersection of Maple Street and Mason Street (within the right of way).

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	ESTIMATED UNIT PRICE	ESTIMATED AMOUNT
1	General Conditions, Bonds & Insurances (10%)	LSUM	1	\$ 25,500.00	\$ 25,500.00
2	Temporary Traffic Control	LSUM	1	\$ 10,000.00	\$ 10,000.00
3	Soil Erosion and Sedimentation Control	LSUM	1	\$ 2,500.00	\$ 2,500.00
4	HMA Surface, Rem	Syd	500	\$ 5.00	\$ 2,500.00
5	Outlet Control Structure	Ea	1	\$ 10,000.00	\$ 10,000.00
6	Underground Detention	Cft	12,000	\$ 15.00	\$ 180,000.00
7	Storm Manhole, 5-foot dia	Ea	2	\$ 5,000.00	\$ 10,000.00
8	Storm Sewer, 18 inch	Ft	20	\$ 80.00	\$ 1,600.00
9	Connect to Ex Storm Sewer	Ea	2	\$ 1,000.00	\$ 2,000.00
10	Subbase, CIP	Cyd	200	\$ 20.00	\$ 4,000.00
11	Aggregate Base, 8 inch	Syd	500	\$ 15.00	\$ 7,500.00
12	HMA, 13A	Ton	100	\$ 200.00	\$ 20,000.00
13	Riprap, Heavy	Syd	15	\$ 100.00	\$ 1,500.00
14	Turf Restoration	Syd	300	\$ 10.00	\$ 3,000.00

Estimated Construction Costs (Rounded): \$ 281,000.00
 Undeveloped Details & Contingencies (15%): \$ 43,000.00
Est. Design & Construction Engineering, Permitting & Admin (20%): \$ 57,000.00
Total Estimated Project Cost: \$ 381,000.00

The Design Professional has no control over costs or the price of labor, equipment or materials, or over the Contractor's method of pricing. Bid prices may vary significantly based on these factors and market conditions at time of bid.



City Council Agenda Item Report

FROM: Ryan Heise
MEETING DATE: January 9, 2023
SUBJECT: Introduction to Charter Fishing Accommodations

DESCRIPTION:

Initial conversation to gauge Council interest:

One of the Great Lakes premier charter fishermen/women groups “Best Chance Too,” are losing their current location at 650 S Water Street, Saugatuck, MI. I’ll be recommending that the PPW Committee consider the idea of offering a limited number of slips (transient docks, “shopper docks”) at Coghlin Park be designated as commercial charter slips.

Items to consider:

- 1) Another potential Private/Public Partnership, supported by DNR grants.
- 2) Grant opportunities for restroom and fish cleaning station to activate the space.
- 3) Keeping their business in the City of Saugatuck.
- 4) Competitive bidding requirements.

Much to be reviewed here, including funding sources for initial construction of the existing docks, associated grants and obligations contained within. I also informed Mr. Dave Engle that if the Council can/will support this idea, it would require a public RFP process. Mr. Engle understands that this can’t happen “overnight,” and he is prepared to make accommodations for lack of facilities for the first few years. If supported by Council he will be asking for a fish hanging stand for pictures, which we (City) could partner with for branding or the CVB.

I believe that the transient dockage is underutilized and having a premiere charter that has national recognition will add interest to the park.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

None. Initial conversation.

To the Editor

After nearly a decade of sponsoring the Venetian Festival, the board of directors of the Cow Hill Yacht Club is looking to pass the torch to another organization interested in organizing and running the event in 2023.

A popular event in the community for several decades, in 2014 Cow Hill Yacht Club the City of Saugatuck requesting permission to organize and sponsor Venetian Festival. Our interest in sponsoring the festival was to raise funds for our organization and allow us to expand the assistance we provide to those in need in Saugatuck, Douglas and our neighboring communities.

Except for July 2020 when Covid restrictions shut down nearly every local event, the Cow Hill Yacht Club has successfully put on eight Venetian Festival events. Each year there has been a Friday night beer tent party featuring the band Star Farm followed by a fun filled Saturday with a Ding Poker Run, a lighted boat parade and topped off with a beautiful fireworks display.

We could not have put on these events without the financial sponsorship of numerous individuals and businesses, countless vendors, the support of the cities of Saugatuck and Douglas including the police and fire departments, and hundreds of volunteers.

Not surprisingly, the cost of staging Venetian Festival has more than doubled since we began sponsoring the event and financial support has become more difficult to secure. The Cow Hill board is actively working to hand the reins of this event to another charitable organization with the resources to organize and manage it in the future.

We are grateful to our communities, membership, sponsors and vendors who have been along for the ride. We will continue to organize smaller events to support our work and engage our membership and community. To keep up to date with us, please visit our website at cowhill.org

Many thanks to everyone
The Board of Directors
Cow Hill Yacht Club



City Council Agenda Item Report

FROM: Jamie, Wolters
MEETING DATE: January 9, 2023
SUBJECT: Special Event Application- Saugatuck Second Line Parade

DESCRIPTION:

Attached is the special event form for the Saugatuck Second Line Parade sponsored by Apriori, LLC dba The Southerner.

Special Event: Saugatuck Second Line Parade
Date: 2/21/23
Location: See map on application
Event Hours: 5:30 p.m. - 7 p.m.
Set up: 5 p.m.
Clean up: 7:30 p.m.
Estimated Attendees: 75-100
Estimated Volunteers: 12
Banner Palette Sign: Yes
Music: Yes
No Fireworks, No Liquor

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** special event form for the Saugatuck Second Line Parade sponsored by Apriori, LLC dba The Southerner to be held on February 21, 2023.



Council Action
_____ Approved
_____ Denied
_____ Date

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453
 Phone: 269-857-2603 • Website: www.saugatuckcity.com

SPECIAL EVENT & PARADE APPLICATION

Must be filled out in its entirety & returned to the City Clerk's Office 30 days prior to scheduled event

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Apriori, LLC dba The Southerner TELEPHONE: 269-857-3555
 MAILING ADDRESS: 880 Holland Street, Saugatuck, MI 49453
 CONTACT NAME: Amy Cook TELEPHONE: 269-355-2112
 E-MAIL ADDRESS: cookillar@gmail.com CELL PHONE: ^ ^ ^ ^ ^

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: same as above TELEPHONE: _____
 E-MAIL ADDRESS: _____ CELL PHONE: _____

EVENT INFORMATION

NAME OF EVENT: Saugatuck Second Line Parade DATE(S) OF EVENT: 2-21-23
 PURPOSE OF EVENT: Mardi Gras celebration RAIN DATE: none

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Non-Profit | <input type="checkbox"/> For-Profit | <input type="checkbox"/> City Operated/Sponsored | <input type="checkbox"/> Co-Sponsored |
| <input type="checkbox"/> Marathon/Race | <input type="checkbox"/> Festival/Fair | <input type="checkbox"/> Video/Film Production | <input checked="" type="checkbox"/> Other <u>parade only</u> |

EVENT LOCATION: see map EVENT HOURS: 5:30 - 7 pm

ESTIMATED NUMBER OF ATTENDEES: 75-100

ESTIMATED NUMBER OF VOLUNTEERS: 12

ESTIMATE DATE / TIME FOR SET-UP: 2-21-23 5:00 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 2-21-23 7:30 A.M. P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: 5:30 pm END: 7:00 pm

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department) Yes No
 Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT: Yes No
 Provide Copy of Liquor Liability Insurance (listing the City as additionally insured)
 Provide Copy of Michigan Liquor Control License

If yes, describe measures to be taken to prohibit the sale of alcohol to minors: _____

WILL FIREWORKS BE APART OF EVENT: Yes No
 Provide Copy of Liability Insurance (listing the City as additionally insured)
 Provide Copy of Fireworks Permit

EVENT SIGNAGE: City Council approval is required for any temporary signing in the public right-of-way, across a street or on City property. Which of the following signs are requested for this event:

"YARD" SIGNS - Number requested: ____ (Maximum size is 2' x2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

BANNER UNDER SAUGATUCK PALETTE SIGN - (Size cannot be greater than 14' x 4'). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

SIGNAGE AT EVENT SITE - Location(s): _____

Description of signs: _____

(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

TENTS/CANOPIES/MISC: The City of Saugatuck does not have tents, stage, tables or chairs available for rental. There are a number of businesses listed in the yellow pages under "Rental Service Stores" that specialize in the rental of event supplies. Will the following be constructed or located in the event area:

BOOTHS – QUANTITY _____ TENTS – QUANTITY _____

AWNINGS – QUANTITY _____ TABLES – QUANTITY _____

PORTABLE TOILETS – QUANTITY _____

VENDOR PARKING: Have you made arrangement for vendor parking? Yes No

If yes, where do you propose your vendors park? _____

Will the Interurban be utilized? Yes No Time(s) _____

DEPARTMENT OF PUBLIC WORKS

APPROVED DENIED

_____ *Authorized Personnel Signature*

Will this event require the use of any of the following municipal equipment: Yes No

- TRASH RECEPTACLES – QUANTITY _____ BARRICADES – QUANTITY _____
- TRAFFIC CONES – QUANTITY _____ PARKING SIGNS – QUANTITY _____
- FENCING WATER ELECTRIC RESTROOM CLEANING
- OTHER _____

POLICE DEPARTMENT

APPROVED DENIED

_____ *Authorized Personnel Signature*

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

APPROVED DENIED

_____ *Authorized Personnel Signature*

STREET CLOSURES: Yes No (use attached map to outline proposed closures)

Street closure date/time: 2-21-23 5:30 A.M. P.M.

Street re-open date/time: 2-21-23 6:30 A.M. P.M.

SIDEWALK CLOSURES: Yes No (use attached map to outline proposed closures)

Describe Sidewalk Use: _____

Sidewalk closure date/time: _____ _____ A.M. P.M.

Sidewalk re-open date/time: _____ _____ A.M. P.M.

PARKING LOT CLOSURES: Yes No (use attached map to outline proposed closures)

Parking Lot Location: _____

Sidewalk closure date/time: _____ _____ A.M. P.M.

Sidewalk re-open date/time: _____ _____ A.M. P.M.

What parking arrangements are proposed to accommodate potential attendance: _____

APPLICATION CHECK LIST

- Completed Application
- Event Map (includes detailed event layout for vendors, booths, porta potties, etc.)
- Road/Sidewalk/Parking Lot Closure Map
- Certificate of Insurance (listing the City of Saugatuck as additionally insured)
- Fireworks Permit (if applicable)
- Michigan Liquor Control Commission Special Event License (if applicable)
- Health Department Food Service License (if applicable)

If document is missing, please explain: Not clear if insurance is needed for parade - please advise

The applicant and sponsoring organization understand and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for the event, name the City of Saugatuck as an additional insured on all applicable policies and submit the certificate to the City Clerk's Office no later than one (1) week following notice of the event approval.

Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval is necessary.

Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss cost of expense is caused in whole or in part by the negligence of the City of Saugatuck or by third parties, or by the agents, servants, employees or factors of any of them.

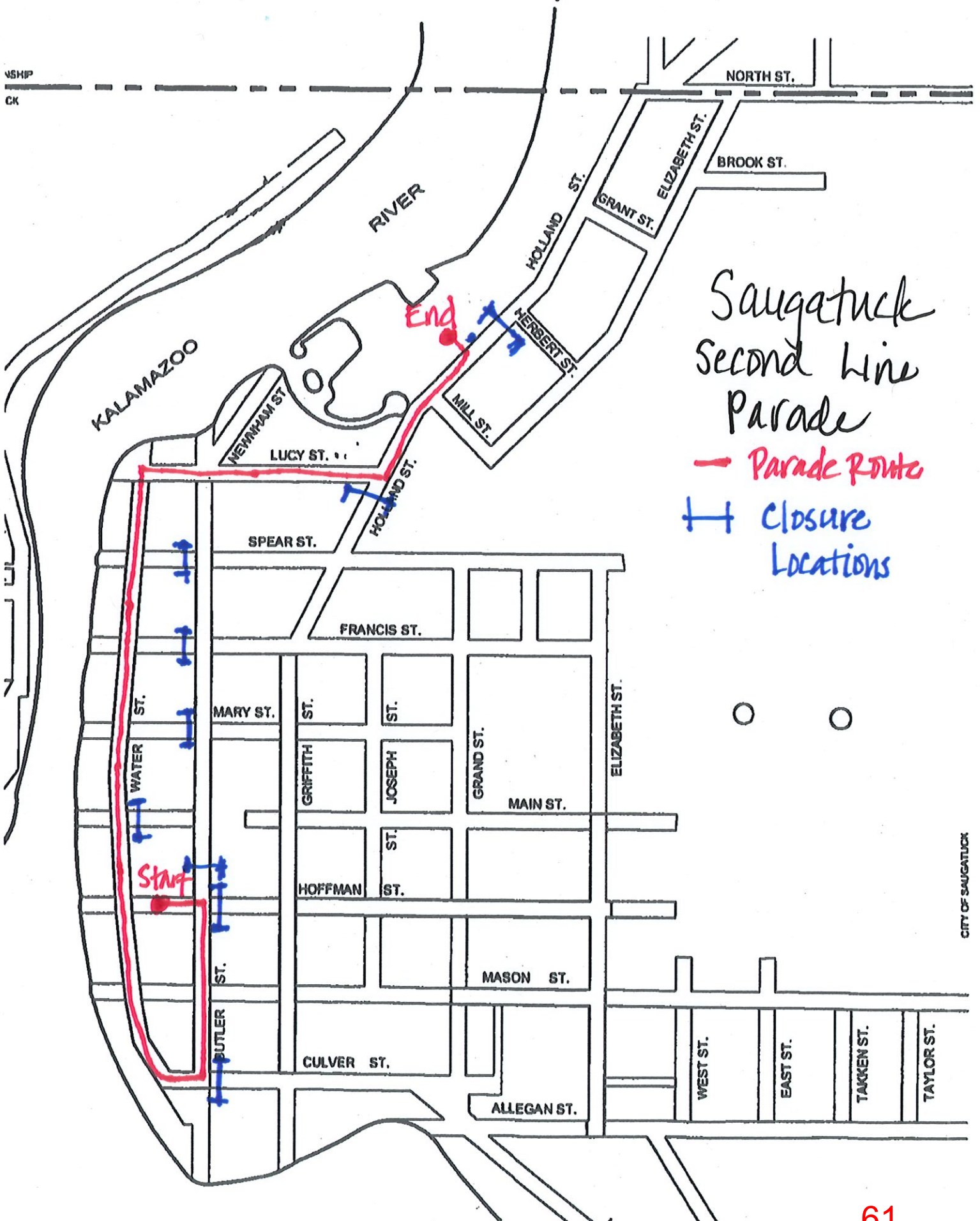
As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.


Applicant Signature

12-21-22
Date

Downtown Street / Sidewalk Closure(s)

NSHP
CK



Saugatuck
Second Line
Parade

— Parade Route
+ Closure Locations

CITY OF SAUGATUCK

**Saugatuck Second Line
2023 Route & Road Planning**

**Tuesday, February 21, 2023
5:30 pm - 7 pm**



SAUGATUCK SECOND LINE 2023

FEBRUARY 21
FAT TUESDAY

7 PM MARDI GRAS POP-UP MENU

WALLY'S
Bar & Grill

PHIL'S

THE
BUTLER

CORNER
BAR

WICK'S
PARK

JOIN THE PARADE ~ FROM HERE TO THERE...

THE
SOUTHERNER

2ND LINE PARADE LEAVES
WALLY'S @ 5:30

WITH LIVE MUSIC FROM
GREAT LAKES BRASS

9 PM LIVE MUSIC



City Council Agenda Item Report

FROM: Ryan Cummins

MEETING DATE: 12/27/2022

SUBJECT: Zoning Board of Appeals Appointment

DESCRIPTION:

The City Clerk provided notice that the city is accepting applications for the Zoning Board of Appeals. Two applicants are interested in the open seat. One of the applicants is a current ZBA alternate member who wishes to be considered for the regular seat. Both applicants were contacted to participate in an interview with Mayor Dean, Chairperson Kubasiak and myself on December 14.

Kate McPolin and Jane Verplank were interviewed. After consulting Chair Kubasiak and myself, Mayor Dean is recommending that Kate McPolin be appointed as a regular Zoning Board of Appeals member with a term ending July 1, 2025.

If Ms. McPolin is confirmed, this will create an alternate ZBA member vacancy which the City Clerk will publish notice for.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

Zoning Board of Appeals Chairperson, Bob Kubasiak, was provided with a copy of the applications and interview questions participated in the interviews, and provided his recommendations to Mayor Dean.

LEGAL REVIEW:

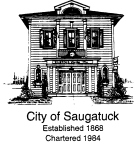
N/A

SAMPLE MOTION:

Motion to appoint Kate McPolin to the regular Zoning Board of Appeals member seat with a term ending July 1, 2025.

City

P.O. Box
Phone:
Website:



of Saugatuck

86, Saugatuck, MI 49453
269.857.2603 Fax: 269.857-4406
www.saugatuckcity.com

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

Name: Kate McPolin Home Phone: (616) 990-7720

Home/Mailing Address: PO Box 953, Saugatuck, MI 49453

E-mail Address: katemcpolin@gmail.com

Employer: self Occupation/Position: Marketing copywriter

Business Phone: same Business Reference: _____

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

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

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

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

Planning Commission

Historic District Commission

Zoning Board of Appeals

Election Inspector

Board of Review

Township Fire Board

Twp. Recreation Comm.

Kalamazoo Lake Sewer & Water

Library Board

Interurban Transit Auth

Peterson Nature Preserve

Construction Board

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

I'm interested in serving as an alternate on the ZBA. I've lived in Saugatuck for 30 years and spent 15+ years on the planning commission, much of that time as vice-chair.

You may wish to submit a cover letter with your application. Please return the original to the City Clerk's office at the above address for processing. The City of Saugatuck recognizes and supports the concept of balanced representation in regard to filling vacancies on Boards and Commissions. To this end, every effort is made to appoint members who represent Saugatuck's diverse community, including citizens of all ethnic groups as well as people with disabilities. Reasonable accommodations and equal access to communication are provided upon request.

Signature: Kate McPolin
COPY: Mayor City Council

Date: 10/14/21

Jamie Wolters

From: no-reply@weebly.com
Sent: Saturday, November 12, 2022 1:43 PM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

Follow Up Flag: Follow up
Flag Status: Completed

You've just received a new submission to your [Application for Boards & Commissions](#).
[Mark as Spam](#)

Submitted Information:

Name

Jane Verplank

Email

verplankj@yahoo.com

Home Phone Number**Mobile Phone Number**

616 836 6532

Address

447 Butler Street
Box 111
Saugatuck, Mich Allegan 49453

Current Employer

Inn of Saugatuck

Occupation/Position

owner

Business Phone Number

616 836 6532

Business Reference Name

Jane Verplank

Business Reference Phone Number

616 836 6532

Business Reference Email

verplankj@yahoo.com

Does your employer have any business dealings wth the City which might present a conflict of interest

No

If yes, please explain:

Are you a City of Saugatuck resident?

Yes

Are you a registered City of Saugatuck voter?

Yes

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

Yes

On which boards and/or commissions would you be willing to serve? .Planning Commission

1

On which boards and/or commissions would you be willing to serve? .Zoning Board of Appeals

1

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

I was involved with writing the last try-community plan. I have been on council and understand the workings of the government and have a necessary knowledge of the history of the city.

Digital Signature

Jane Verplank



City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: January 9, 2023
SUBJECT: City Council Meetings Rules of Procedure Amendment

DESCRIPTION:

This proposed amendment to the existing Rules and Procedures document amends the "Conduct of Meetings" section 3, "Agenda Order of Business" to rearrange the current agenda. Please see the current and proposed new agenda below.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** the amendment to the City Council Rules and Procedures for Meetings originally adopted on July 23, 2007 and last revised on January 10, 2022.

Current Agenda:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Consent Agenda:
 - A. Regular City Council Meeting Minutes
 - B. Accounts Payable
5. Reports:
 - A. City Manager
 - B. Treasurer
 - C. Planning and Zoning
 - D. Department of Public Works
 - E. Fire
 - F. Police
 - G. Engineer
 - H. KLSWA
6. Agenda Changes (Additions/Deletions)
7. Guest Speakers
8. Public Comment on Agenda Items Only (Limit 3 minutes)
9. Introduction of Ordinances
10. Public Hearings
11. Unfinished Business
12. New Business:
13. Public Comments
14. Correspondence
15. Boards, Commissions & Committees Reports
16. Council Comments
17. Mayor's Comments
18. Adjourn

New Agenda:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Mayor's Comments
5. City Manager Comments
6. Agenda Changes (Additions/Deletions)
7. Guest Speakers
8. Public Comment on Agenda Items Only (Limit 3 minutes)
9. Consent Agenda: (*Roll Call*)
 - A. Regular City Council Meeting Minutes
10. Staff Reports, Boards, Commissions & Committees
 - A. Staff Reports:
 - a. City Manager
 - b. Treasurer
 - c. Planning and Zoning
 - d. Department of Public Works
 - e. Police
 - f. Engineer
 - B. Boards, Commissions & Committees:
 - a. Fire District Administration Board
 - b. Interurban Board
 - c. Kalamazoo Lake Sewer & Water Authority
 - d. Kalamazoo Lake Harbor Authority
 - e. Zoning Board of Appeals
 - f. Historic District Commission
 - g. Planning Commission
 - h. Parks & Public Works Committee
 - i. Tri-Community Non-Motorized Trail Study Committee
 - j. Tri-Community Recycling Ad-Hoc Committee
11. Request for Payment
 - A. Approval of Accounts Payable
12. Introduction of Ordinances
13. Public Hearings
14. Unfinished Business
15. New Business
16. Public Comments (Limit 3 minutes)
17. Correspondence
18. Council Comments
19. Adjourn



Leadership Team Strategic Goal Setting Work Session

December 13, 2022

Report of Generated Ideas

Overview of Planning Process

The Mayor, City Manager, City Council, and Senior Staff of the City of Saugatuck conducted the leadership team's annual workshop to revisit current Strategic Goal Areas for relevancy and prioritize projects within each for the upcoming year. The Strategic Goal Areas serve as a blueprint for annual planning and prioritization.

Work Session Objective:

- ◆ Review progress made on priority projects from planning in December of 2021
- ◆ Review and discuss Council-Manager form of Gov't (Council Training)
- ◆ Revisit Key Strategic Goal Areas for relevancy and inclusion of priorities
- ◆ Review results of Resident Survey
- ◆ Prioritize projects for upcoming year
- ◆ Discuss current Council meeting dates and Staff preparation
- ◆ Review current boards & committees
- ◆ Discuss Next Steps

Strategic Goal Areas

Four Key Strategic Result Areas were identified for the Blueprint: City Operations, Infrastructure, Parks & Recreation, and Economic Development.

Prioritizing projects within a lengthy list of items in each Key Strategic Goal Area:

- ◆ Priority 1: Essential
- ◆ Priority 2: Desirable
- ◆ Priority 3: Acceptable
- ◆ Priority 4: Deferrable

*The last page of this document contains a more detailed explanation of the above priority ratings.

*Following the priorities of ideas are participant's generated ideas about Attributes of Effective Members of High Functioning Leaderships and Operating Guidelines.

CITY OPERATIONS

Priority 1: Essential

- ◆ Dune Ridge Issues: Ongoing litigation (#30)
- ◆ "Special Event Management" discussions with CVB and SDABA: Barricades, Increased Responsibility for Event Organizers, Discuss number of events benefits v. work (#20)
- ◆ Short term rental (STR) Regulations: Track state legislation and work on ways to minimize damage with loss of housing stock (#53)
- ◆ Room Tax Fee Review for STR (#57)
- ◆ Establish Ad Hoc Committee for STR policy recommendations (#58)
- ◆ Trash and Recycling: Review new legislation and discuss options with Allegan County (#21)
- ◆ Review agenda format and staff reports/speakers: Review agenda format and revise as needed (#35)

Priority 2: Desirable

- ◆ Connect with Mike Shaw High School Rotary: Try to get Scott Dean to join and talk about summer jobs in Saugatuck and career opportunities (#28)

Priority 3: Acceptable

- ◆ Routine inspections for violations city code: Track state legislation and work on ways to minimize damage with loss of housing stock (#52)

Priority 4: Deferrable

- ◆ Citizen and Staff complaint and work order tracking: Understand Council hopes & citizen expectations for system and work with staff to understand the same (#38)
- ◆ Establish on-call program for DPW: Research and develop policy (#31)

INFRASTRUCTURE

Priority 1: Essential

- ◆ Develop special assessment methodology for lake treatment: Work with legal on methodology (#29)
- ◆ Maple Street Project: Resurface & water service & infrastructure upgrades (#40)
- ◆ Federal Infrastructure Bill tracking: Track infrastructure bill as it reaches the state (#32)
- ◆ Plan Commission to review Fee-in-lieu-of parking (FILOP): Establish annual fee for new businesses or change of use that cannot accommodate parking on-site (#48)
- ◆ Park Street Project: Review Walkability and traffic calming, water service replacement, buried utilities? (#47)
- ◆ Allegan Street No Parking Consideration: Increased amount of vehicles parking on the north side of the Allegan Street, west bound- presented by fire chief (#22)
- ◆ Automated Parking Devices: Review options for automated parking meters and review similar communities who have implemented (#25)

Priority 2: Desirable

- ◆ Waterfront Development Vision: Long-term vision for commercial and residential waterfront development (#19)
- ◆ Solar: Community solar and solar at public facilities (#26)
- ◆ Complete streets policy: Review complete streets philosophy with Council & discussing guiding policies (#27)

Priority 3: Acceptable

Priority 4: Deferrable

- ◆ Public WIFI: Investigate possible PSC grant (#50)
- ◆ Holland power and fiber: Discuss with Holland Power and Fiber Director (#34)

PARKS AND RECREATION

Priority 1: Essential

- ◆ Five year parks plan: Work with consultant and community to develop comprehensive parks plan (#33)
- ◆ Milfoil Treatment: Research establishing a special assessment for next season, work with attorneys (#43)
- ◆ Master Plan for Oval Beach and Natural Harbor Area: Review previous plans and update: Oval Beach Discussion of Potential Ideas - Beach Storage, Incident Command Station, Safety, Commercial use of beach (weddings, picnics, yoga, etc.); Volleyball nets at Oval Beach (#42, 44, 45 combined)

Priority 2: Desirable

- ◆ Saugatuck Harbor Natural Area Improvements: Funds available through endowment (140K) (#17)
- ◆ Bathroom Repairs: PPW Review Needed for '23 or budget for future year? Water filling stations and other improvements (#23)

Priority 3: Acceptable

- ◆ Streetscape plan for urban trees and sidewalks: Visit municipalities with fulltime urban foresters to discuss their long-term maintenance plan (#56)
- ◆ Paint the radar dome: Story is lifetime warranty? Need a skilled fiberglass painter, maybe water tower paint team? Grant? (#46)

Priority 4: Deferrable

- ◆ Recycling bins in parks: Review and gather cost estimate and recycling dumpster at shop (#51)
- ◆ QR Code System: Trails, Specimen Trees and plants, Art Pieces (#54)
- ◆ Solar lights along Crows Nest Trail: Improved trail during winter months (#55)
- ◆ Public Art Policy (#49)
- ◆ Improved fishing at Willow Park (#36)

ECONOMIC DEVELOPMENT

Priority 1: Essential

- ◆ Attainable Housing: Develop regional strategies for creating attainable housing (#18)
- ◆ Car Charging Stations (#24)

Priority 2: Desirable

- ◆ Grant writing: Review opportunities for outsourcing (#39)

Priority 3: Acceptable

- ◆ Marijuana Facilities: Review regulations & make changes as directed by Council (#41)
- ◆ Interurban Report and plans for future improvements (#37)

Priority 4: Deferrable

Next Steps

Marilynn Semonick will create and send report of generated ideas to City Manager, Ryan Heise, who will send the report and prioritizations to Council members and Staff.

Clerk Jaime Walter has captured and documented changes in the agenda format and will review with City Manager and Mayor, then distribute to Council.

City Manager Heise and Staff will investigate costs of highest priorities and alignment with budget and report back to the Council.

Once again, I commend your service to your exceptional City and your investment of time, energy, and intelligence in prioritizing and planning. And, I applaud your commitment to creating and sustaining a high-functioning leadership team and intentionally creating a culture of respect, civility, and collaboration – a legacy that will live beyond your service.

Great work engaging your citizens through the survey that gathered their priorities, with an impressive number of responses. Then, reflecting upon their input as you prioritized your projects.

It is a complete pleasure to assist you in your commitment to serve effectively, productively and with honor and integrity.

MUST HAVE Attributes of a Member of a High-Functioning Leadership Team:

- ◆ Trust
- ◆ Patience
- ◆ Emotional Intelligence
- ◆ Active listening (for understand, not “ammunition” for your response)
- ◆ Humility
- ◆ Integrity
- ◆ Effective communications
- ◆ Accountability
- ◆ Gather information and make decisions via data
- ◆ Empathy
- ◆ Be authentic
- ◆ Support and encouragement
- ◆ Respect – including for similarities and differences
- ◆ Forgiveness
- ◆ Compromise

**Operating Guidelines
The Way We Do Business**

BEHAVIORS

PRODUCTIVE (+)

Ask open ended questions
 Do your homework; be prepared
 Welcome people, including citizens
 Be respectful of time
 Active engagement: eye contact
 Active Listening
 Assuming positive intentions
 Focus on the meeting w/no technology

NON-PRODUCTIVE (-)

Talking over others
 Personal attacks
 Being condescending
 A needy ego
 Having/working from a personal agenda
 Deflecting, derailing, hijacking conversation;
 taking the conversation off topic
 Resistance to change
 Disrespectful language and action

Prioritization of Ideas

Priority 1: Essential

Urgent, high-priority projects that should be done if at all possible. These include projects that are required to complete a major public improvement; projects that would address an emergency or remedy a dangerous condition to public health, welfare and safety; projects that would provide facilities for a critically needed community program; projects that needed to correct an inequitable distribution of public improvements in the past; and projects vital to the economic stability of the City. A special effort is made to find sufficient funding for all the projects in this group.

Priority 2: Desirable

High-priority projects that should be done as funding becomes available. These include projects that would benefit the community, and projects whose validity of planning and validity of timing have been established and are appropriate for a progressive community to pursue.

Priority 3: Acceptable

Worthwhile projects to be considered if funding is available. These are projects that are adequately planned, but not absolutely required, and should be deferred to a subsequent year if budget reductions are necessary.

Priority 4: Deferrable

Lower-priority projects which are desirable but not essential and can be postponed without detriment to preset services.

CITY OF SAUGATUCK:

Strategic Planning Survey Results

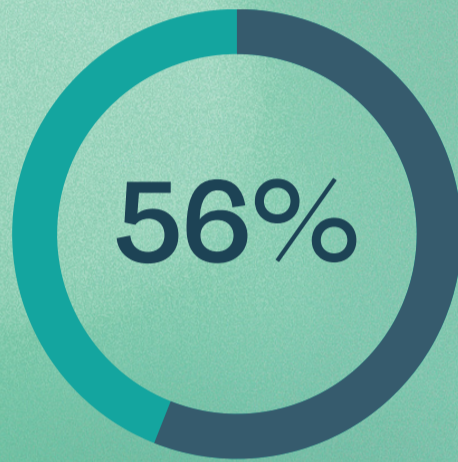


The City received 196 responses from the community input survey.

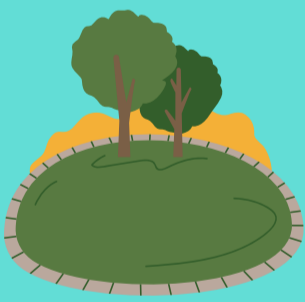
The survey was sent to 629 recipients via our email subscription list and roughly 26% of the community responded. Out of those responses, 63.78% were full-time residents, 23.47% were part-time residents, 6.63% were business owners, and 10.20% were considered as an "other" category.

For the second consecutive year, "Infrastructure" was voted as the #1 priority for the City in 2022-2023.

Infrastructure has been the top vote for respondents as their number one priority for the City in the upcoming Fiscal year. Investing in infrastructure updates throughout the City to support the needs of our citizens and visitors, such as road surfacing, water service line replacement, and improved cellular coverage.

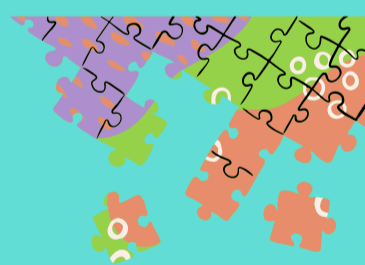


"Parks and Recreation" voted the #2 priority by respondents for 2022-2023



Prioritizing Parks and Recreation projects for improved and well-maintained natural park spaces, which will add to the beauty and desirability of the City.

"City Organization & Culture" were the respondents #3 priority for 2022-2023



Improving the efficiency and effectiveness of the administration and Council/Boards/Commissions & Committees, in order to provide better quality services to the residents.



Respondents left 115 comments regarding specific goals, projects and action items they would like addressed.

There were 3 specific areas that respondents felt were the highest priority including Short-Term rentals, improving internet/cell service in the City and at Oval Beach, and the completion of the Blue Star Trail. Public restrooms were another area of concern for the residents and businesses.

We greatly appreciate the community feedback! Thank you to all who participated in the survey.