



## CITY COUNCIL MEETING AGENDA

May 23, 2022 – 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 – May 9, 2022
  - B. Accounts Payable in the amount of \$92,974.16
5. **Staff Reports:**
  - A. City Manager
  - B. Treasurer
  - C. Planning and Zoning
  - D. Department of Public Works
  - E. Fire – No Report
  - F. Police
  - G. Engineer
6. **Agenda Changes** (Additions/Deletions)
7. **Guest Speakers**
  - A. Phyllis Yff – Interurban Executive Director
  - B. Kelly Roche – Tri-Community Recreation Advisory Board Member
8. **Public Comment on Agenda Items Only** (Limit 3 minutes)
9. **Introduction of Ordinances**
10. **Public Hearings**
11. **Unfinished Business**
12. **New Business:**
  - A. Resolution 220523-A: Bridge Street Project Bid Award *(Roll Call)*
  - B. Dock Purchase Request *(Voice Vote)*
  - C. Special Event – Saugatuck Center for the Arts Jump Into Summer *(Voice Vote)*

**NOTICE:**

Join online by visiting:

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

Join by phone by dialing:

**(312) 626-6799 -or-  
(646) 518-9805**

Then enter "Meeting ID":

**2698572603**

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

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

- D. Special Event – National Trails Days (*Voice Vote*)
- E. Garden Club Banner Request (*Voice Vote*)
- F. Fourth of July Financial Contribution (*No Action*)
- G. Pavement Management Plan (*No Action*)
- H. Special Event – Memorial Day Parade (*No Action*)

**13. Public Comments** (Limit 3 minutes)

**14. Correspondence**

- A. Renee Zita – Mt. Baldhead Deck & Pavilion Concern
- B. Gregory Frey – Road Conditions Concern
- C. Saugatuck Township Fire District – Budget Answers

**15. Boards, Commissions & Committees Reports**

**16. Council Comments**

**17. Mayor’s Comments**

**18. Adjourn** (*Roll Call*)



**CITY COUNCIL MEETING MINUTES-*PROPOSED***

**May 9, 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 Lewis at 7:00 p.m.

**Attendance:**

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

Absent: None.

Others Present: City Manager Heise, DPW Superintendent Herbert & Clerk Wolters.

**Approval of Minutes:**

**A.** Regular City Council Meeting Minutes – April 25<sup>th</sup>, 2022.

**B.** Accounts Payable in the amount of \$76,008.36.

*Motion by Dean, second by Stanton, to approve the minutes from the April 11<sup>th</sup> meeting and the accounts payable. Upon roll call vote, motion carried unanimously.*

**Staff Reports:**

City Manager, Treasurer, Zoning Administrator, DPW Superintendent, Fire Chief, Police Lieutenant, and Engineer submitted status reports of current activities since the last Council meeting on April 25<sup>th</sup>, 2022, for their respective departments.

**Agenda Change:** None

**Guest Speakers:** None

**Public Comment on Agenda Items Only:** None

**Introduction of Ordinances:** None

**Public Hearings:** None

**Unfinished Business:** None

**New Business:**

**A. Proclamation No. 220509-P1-Pride Month:**

Mayor Lewis' proclamation of June 2022 as Pride Month within the City of Saugatuck is found in the subsequent document. The City of Saugatuck has been proclaiming June as Pride Month since 2019 to show support for the LGBTQ+ community.

*Motion by Leo, second by Trester, to Proclamation No. 220509-P1 designating June 2022 as Pride Month in the City of Saugatuck and proclaiming that Pride flags will be on display at Saugatuck City Hall throughout the month of June. Upon voice vote, motion carried unanimously.*

**B. Special Event- Town Crier Race:**

The Saugatuck Douglas Art Club is proposing the Waterfront Invitational Fine Art & Craft Fair to be held on July 2, 2022, and July 30, 2022. City Staff, Fire, Police, and event organizer will meet closer to the event date to discuss specifics needed from each department.

*Motion by Stanton, second by Leo, to approve Motion to approve/deny the Town Crier Race event to take place on June 18th, 2022, organized by Town Crier Races. Upon voice vote, motion carried unanimously.*

**C. Household Hazardous Waste Day Contribution Request:**

May 24<sup>th</sup>, 2022, will be the second Household Hazardous Waste (HHW) Day hosted by the Tri-Communities. To fund the event in 2021, the Tri-Communities Recycling Committee (TCRC) received donations from the City of Saugatuck, City of the Village of Douglas, Saugatuck Township, Saugatuck Township Fire District, Rotary Club of Saugatuck Douglas, and other various private donors. For this second HHW event, TCRC is asking again for financial support from the three municipalities in order to fund an event that provides a benefit to the Tri-Communities area. TCRC is requesting a contribution of up to \$5,000.00 from the City of Saugatuck for the 2022 HHW Day event.

*Motion by Leo, second by Trester, contribution of \$5,000.00 to the Tri-Community Recycling Ad-Hoc Committee to cover costs incurred by the Household Hazardous Waste Day event on May 24, 2022. Upon voice vote, motion carried unanimously.*

**Public Comment:** None.

**Correspondence:**

- Dan Fox submitted via email correspondence regarding parade safety.

**Boards, Commissions & Committee Reports:**

- Councilmember Stanton updated Council with the Historic District Commission's last meeting.
- Councilmember Gardner updated Council with Planning Commission next meeting date.

- Councilmember Bekken updated Council with KLSWA next meeting date.

**Council Comments:** None.

**Mayor's Comments:**

Mayor Lewis stated the Tri-Community Recycle Committee will send out a mailer to alert City residents prior to the Recycle audit. Mayor and City Manager Heise had coffee with the Dutch Ambassador to the United States and attended the annual Tulip Time luncheon.

**Adjournment:** *Motion by Stanton, second by Trester, Mayor Lewis adjourned at 7:16 p.m.*

Respectfully Submitted,

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Jamie Wolters, City Clerk

Vendor Name	Description	Amount
1. ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	10.60
2. ALLEGAN COUNTY SHERIFF	MAINTENANCE ON CAR 3	317.40
	SHERIFF CONTRACT	26,100.28
	TOTAL	26,417.68
3. AMERICAN LEGAL PUBLISHING CORP.	CODE OF ORDINANCES WEBSITE	495.00
4. BBC DISTRIBUTING LLC	CONCESSION	1,472.23
5. COMCAST	INTERNET & TELEPHONES	153.40
6. DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	1,567.74
7. E DOWD CRANE SERVICE LLC	TREE SERVICE	1,505.00
8. FAHEY SCHULTZ BURZYCH RHODES	LEGAL FEES	1,508.00
	LEGAL FEES ZONING	2,158.00
	CLERK LEGAL	231.00
	LEGAL FEES COUNCIL	124.00
	LEGAL EMPLOYMENT	615.50
	LEGAL FEES	1,544.00
	LEGAL FEES LAWSUIT	17,134.91
	LEGAL FEES ZBA	3,809.50
	TOTAL	27,124.91
9. FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES	6,079.18
	CAMPBELL ROAD	7,440.00
	BRIDGE STREET WATER	4,543.30
	TOTAL	18,062.48
10. GATES ELECTRIC INC	CITY HALL COUNCIL CHAMBERS	570.00
11. GORDON FOOD SERVICE	CONCESSION	2,455.93
	CONCESSION	156.62
	CONCESSION	169.84
	TOTAL	2,782.39
12. GREAT LAKES ORNAMENTALS	PARKWAY TREES	1,984.00
13. HOLLAND LITHO PRINTING SERVICE	OVAL DAILY PASSES	711.63
	CULVER STREET PASSES	196.93
	TOTAL	908.56
14. IHLE AUTO PARTS	SUPPLIES	210.02
15. MC NALLY ELEVATOR COMPANY INC	ELEVATOR CITY HALL	379.00
16. MERCHANTS BANCARD NETWORK	CREDIT CARD FEES	370.77
17. MINER SUPPLY CO	SUPPLIES	472.50
18. NET2PHONE INC	TELEPHONES	175.67
19. PETTY CASH		

Vendor Name	Description	Amount
20. REPCOLITE	OVAL BEACH START UP	2,500.00
21. SAUGATUCK DOUGLAS CVB	STREET PAINT	1,324.80
22. SAUGATUCK FIRE	SUPPLIES	128.21
23. SISTERS IN INK	SHORT TERM RENTAL	75.00
	UNIFORMS	208.19
	HOUSEHOLD HAZARD WASTE	302.10
	OVAL BEACH	1,245.60
	TOTAL	1,755.89
24. SMART BUSINESS SOURCE LLC	SUPPLIES	197.01
25. SPRING BROOK SUPPLY	IRRIGATION	1,635.05
	IRRIGATION	16.84
	TOTAL	1,651.89
26. STANDARD INSURANCE COMPANY	INSURANCE	424.43
27. WYOMING ASPHALT PAVING CO	HOT PATCH ASPHALT	254.98
TOTAL - ALL VENDORS		92,974.16
<b>FUND TOTALS:</b>		
Fund 101 - GENERAL FUND		75,689.38
Fund 202 - MAJOR STREETS		4,068.97
Fund 203 - LOCAL STREETS		11,089.90
Fund 661 - MOTOR POOL FUND		2,125.91



## **City Managers Report –Highlights**

**May 23, 2022**

### **Salmon In the Classroom Kids Fishing Tournament**

Saugatuck Sport Fishing Association hosted the annual kids fishing tournament associated with the Salmon in the Classroom program, Mayor Lewis and I were fortunate to be invited. Congrats to the 6<sup>th</sup> graders Leo and Dakota for catching eight (8) Lake Trout on our boat. Each student received a free fishing pole, lunch was provided and many thanks to the Charter Captains and all involved in this excellent educational program.

### **Pavement Management Plan**

On agenda for review and discussion.

### **Oval Beach Staffing and operations**

Jaime Wolters continues to help with recruitment and hiring of Oval Beach staff, and Scott Herbert is very involved with getting operations up and running for the season.

### **Blue Star Trail Update**

Transportation Alternatives Program (TAP) grant has been submitted, along with state trust fund grant application. We are looking forward to good news soon on the TAP grant. The State trust Fund Board will be meeting in Saugatuck in June to review and discuss applications received from around the state.

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

**Campbell Road** –Near completion.

### **Dune Ridge Waterfront Update**

Litigation continues... the Dune Ridge request to dismiss the ZBA case was denied. Legal Counsel is directly involved in current activities happening on the site.

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



Bids received and on agenda. Special assessment methodologies will be reviewed and presented to Council. Meeting being scheduled with property owners to review process. Supply chain issues for water infrastructure are predicted.

Two lot owners have requested an exemption from the City to install a well. I will be recommending that council allow the exemption with an understanding that when City water becomes available, they are to connect and participate in the special assessment cost.

### **Maple Street Watershed**

Staff and engineers continue to study the drainage and watershed related to Maple and Mason Street creek concern. The Township is working with the Drainage Commission to create an expanding Drainage District, this may come into play for the City. More details to come later.

### **City Hall Office Space**

Staff has prepared an RFP for architectural services for interior renovations and will request that selected Architect work with Herman Miller's design team. Staff will present plans as they begin to develop. Staff will be putting together an advisory team to assist with reviewing the project.

Exterior repairs are also needed. This project has been delayed given existing staff workload, however I hope to begin the process by end of May.

### **Kalamazoo Lake Sewer and Water (KLSWA) Agreement**

City/Township Managers continue to discuss the Assessment 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. The last meeting was conducted on the 15th of April. Local municipal managers will continue to meet and discuss.



### **Treasurer Report**

Below is a summary of notable activities carried out by the Treasurer's Office since the last council meeting on 05/09/2022:

- Paid routine bills
- Completed and disseminated bi-weekly payroll
- Met with Council members to review draft budget for FY 2022-2023



## **Planning & Zoning Report**

Below is a summary of notable activities carried out by the Planning and Zoning Office since the last council meeting on 05/09/2022:

### **1. Planning Commission:**

May 19, 2022 - Meeting Cancelled – no applications

- Signed up various members for the three week Get on Board! Training with MSU extension

### **2. Historic District Commission:**

May 5, 2022

- 450 Culver Street – new shed – approved.
- 233 Francis Street – windows, siding, chimney siding, remove garage and shed, build new garage with carriage house – all approved.
- 880 Holland Street – fence – administrative approval.

### **3. Zoning Board of Appeals:**

No meeting

### **4. Other:**

- May 9 and May 16 attended two of three Get on Board! Training with MSU extension.
- Attended bid opening for Bridge Street
- Set meeting with engineer and property owners for new sidewalk on Water Street
- Met with buyers of 640 and 650 Water Street for a zoning consultation.



### **Department of Public Works Report**

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 05/09/2022:

- 2 rounds of pothole patching
- Cleaned up fallen tree at the Francis and Grand Street intersection
- Planted 13 of 17 trees – waiting on stump grinds to replant the remaining 4 trees
- Oval Beach was bulldozed
- Installed the boardwalk at Oval Beach
- Raked Oval Beach
- Began painting parking spaces downtown
- Painted 2 of 4 rainbow crosswalks at the Butler and Culver Street Intersection
- City-wide brush and leaf collection



### **Allegan County Sheriff Report**

Below is a summary of notable activities carried out by the Allegan County Sheriff's Deputies since the last council meeting on 05/09/2022:

- Preparing for summer events – determining reserves for public events in the City
- Nothing out of the ordinary to report

**City of Saugatuck  
Status Report of Engineering Activities  
May 19, 2022**

General Consultation

- Water Street Sidewalk: Met with the property owner and working on a plan revision with additional detail. Construction is tentatively planned for September.
- High School Improvements: Construction work is underway. Providing assistance on an as-needed basis.
- Water Street Water Services: We reviewed options for the water services at 403-449 Water Street (4 properties on a shared service that appears to run under several of the buildings) and prepared a summary memo recommending that these be included in the City's overall water system asset management planning. **A draft proposal has been prepared for discussion.**
- The Butler Improvements: Work on the structure is ongoing. The asphalt has been patched. Sidewalk will be replaced as other work on site is completed.
- Olde Mill Apartments Water Service: We have reached out to both property owners that may be connected through Olde Mill and made contact with one so far. We are working with staff to develop a recommended solution.

Campbell Road Improvements

- Water main and water service work is complete.
- The contractor is working on road grading and conduit installation activities.
- Roadway grading work will begin soon. The Substantial Completion date in the contract is May 26, before the Memorial Day weekend.

Butler Street Sanitary Sewer Improvements

- The project is complete.
- Final billing will be processed soon.

Bridge Street Water Main Extension

- One bid was received on May 18.
- A Recommendation of Award will be presented to council on May 23.
- Construction is anticipated in fall 2022, depending on availability of materials.

Maple Street Improvements

- We are completing a study to evaluate options identified in our design proposal (and others) for addressing drainage concerns at Mason Street ("Part 1") for council consideration.
- We have ongoing dialogue with EGLE and others regarding options and plan to meet with the adjacent property owner in June.

Road Project Planning

- We have reviewed current road conditions with City staff and prepared a draft plan for discussion.
- We prepared an application for the MDOT Category B program, which is due June 15 and will be presented to council at the June 8 workshop.



## City Council Agenda Item Report

**FROM:** Cindy Osman, Planning & Zoning

**MEETING DATE:** May 23, 2022

**SUBJECT:** Bridge Street Improvements

**DESCRIPTION:**

The construction of two new homes on Bridge Street between Blue Star Highway and Heron Bay Drive in Saugatuck Township will necessitate the extension of municipal water system on Bridge Street. Our ordinance states in part:

***52.02 SERVICE CONNECTIONS.** (B) Each and every house shall have a single water service connection. All single and multiple-family structures, businesses and industries located in the corporate limits of the city shall be connected to the municipal water system in accordance with the Kalamazoo Lake, Sewer and Water Authority regulations.*

The City Engineer prepared the attached documents to install a new water main and resurface Bridge Street between Blue Star Highway and Heron Bay Drive in Saugatuck Township. One bid was received. The recommendation is to award the bid to Al's Excavating Inc. in the amount of \$429,254.00 with a 5-10% for construction contingencies, and notes that it might be necessary to complete the asphalt paving in the spring of 2023 depending on when water main materials are available. Easements for the utilities and road are in the process of being attained.

Both homeowners are asking to temporarily connect to water via private wells because of the lengthy delay on the delivery of the ductile iron. This could result in a delivery delay of six months or more. This would be conditioned on immediate connection to the municipal water as soon as it is available. Staff is supportive of this temporary arrangement.

**BUDGET ACTION REQUIRED:**

Future budget action will be required.

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Motion to award the bid to install the water main and resurface Bridge Street between Blue Star Highway to the City Limits, to Al's Excavating Inc. in the amount of \$429,254.00 with a 5-10% for construction contingencies.

-AND-

Motion to temporarily waive the requirement of connection to municipal water due to the unavailability of water main materials for 1045 Bridge Street and 1065 Bridge Street via private wells as approved by the Allegan County Health Department until the new main is available.



## RECOMMENDATION OF AWARD

May 18, 2022

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

Cindy Osman  
City of Saugatuck  
102 Butler Street  
P.O. Box 86  
Saugatuck, MI 49453

### **RE: Recommendation of Award – Bridge Street Improvements**

Cindy,

As you are aware, the Bridge Street project involves water main extension crossing Blue Star Highway to serve new development and road restoration/widening work. We have reviewed the bid received on May 18, 2022 for the project and tabulated it in the attached spreadsheet. While only one bid was received, there were three other potential bidders on the plan holder's list. We reached out to those contractors to get feedback. Following are some of the common things we heard:

- Water main materials (the pipe itself, valves, hydrants, fittings, etc.) have extremely long lead times right now. Even though the project is scheduled for fall construction, they were not confident whether they could get materials in time. This concern was also expressed by the one bidder on the project.
- There are so many projects out for bids right now that they have been focusing on ones that don't have water main.
- They were the low bidder on other project(s) while this project was out for bids, and the fall calendar is now busy.

This project is organized in two parts:

- The Base Bid includes the Blue Star Highway crossing and work on Bridge Street to extend water main approximately 300 feet south of Blue Star to serve a new home that is nearly complete.
- Bid Alternate 1 was incorporated to extend the work to the City Limits, as 1165 Bridge Street will be breaking ground soon on a new home there.

The bid received was submitted by Al's Excavating, Inc. of Hamilton, Michigan with a Base Bid of \$224,820.00 and Alternate 1 amount of \$204,425.00 (\$429,245.00 total). While these are both higher than our Engineer's Estimate for the project, they are within approximately 10% and felt to be an accurate reflection of the current construction market. Al's Excavating is prequalified by the Michigan Department of Transportation for all of the major items in this project. We have worked with them on a number of occasions and feel that they are capable of meeting the project requirements. Most recently, they completed the Butler Street Sanitary Sewer Improvements project in fall 2021 and spring 2022.

We recommend making an award to AI's Excavating, Inc. in the amount of \$429,245.00 (Base Bid and Alternate 1). It may be necessary to complete the asphalt paving work on Bridge Street in spring 2023, depending on when water main materials are available (AI's has indicated they will order materials as soon as practical following a Notice of Award). In that case, Bridge Street would be asphalt millings over the winter – given its current condition, well-graded millings would probably be seen as an improvement. Completing the water main work at Blue Star Highway will be the first priority, so that the asphalt pavement on Blue Star can be restored before asphalt plants close for the season.

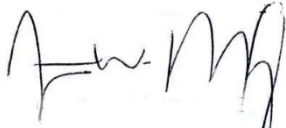
The City could also re-bid the project for spring 2023 construction. We would anticipate receiving at least 3 or more bids, as the concerns we heard from other bidders would be addressed. However, the cost savings may not be significant, if any, with ongoing inflation plus added uncertainty for things like asphalt pricing.

We recommend budgeting approximately 5-10% for construction contingencies beyond the bid amount. We will prepare a budget for construction phase engineering services once the timeframe has been finalized.

We appreciate the opportunity to assist you with this project and look forward to its successful completion. Please feel free to contact me with any questions.

Sincerely,

FLEIS & VANDENBRINK



Jonathan W. Moxey, P.E.  
Project Manager

Enclosure

**City of Saugatuck  
Bridge Street Improvements  
Bid Tabulation**



Project No.: 853130  
By: JWM  
Date: 5/18/2022

**Base Bid**

**Engineer's Estimate**

**AI's Excavating**

ITEM NO.	ITEM DESCRIPTION	UNIT	EST. QTY.	ESTIMATED UNIT PRICE	ESTIMATED AMOUNT	BID UNIT PRICE	BID PRICE
1	Mobilization, Max 10%	LSum	1	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
2	Preconstruction Video Survey	LSum	1	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	\$ 5,000.00
3	Erosion Control, Silt Fence	Ft	290	\$ 2.50	\$ 725.00	\$ 3.00	\$ 870.00
4	HMA Base Crushing and Shaping	Syd	700	\$ 5.00	\$ 3,500.00	\$ 13.00	\$ 9,100.00
5	Subbase, CIP	Cyd	135	\$ 20.00	\$ 2,700.00	\$ 25.00	\$ 3,375.00
6	Aggregate Base	Ton	175	\$ 60.00	\$ 10,500.00	\$ 40.00	\$ 7,000.00
7	Maintenance Gravel, LM	Cyd	20	\$ 30.00	\$ 600.00	\$ 40.00	\$ 800.00
8	Trench Undercutting and Backfill	Cyd	50	\$ 30.00	\$ 1,500.00	\$ 40.00	\$ 2,000.00
9	HMA Spillway	Sft	60	\$ 20.00	\$ 1,200.00	\$ 11.00	\$ 660.00
10	HMA Surface, Rem	Syd	50	\$ 20.00	\$ 1,000.00	\$ 25.00	\$ 1,250.00
11	HMA, 13A or HMA 4EML (Leveling & Surface, Bridge St)	Ton	130	\$ 175.00	\$ 22,750.00	\$ 200.00	\$ 26,000.00
12	HMA, 5EML (Surface, Blue Star Hwy)	Ton	20	\$ 200.00	\$ 4,000.00	\$ 330.00	\$ 6,600.00
13	HMA, 4EML (Leveling, Blue Star Hwy)	Ton	20	\$ 200.00	\$ 4,000.00	\$ 330.00	\$ 6,600.00
14	HMA Valley Gutter	Ft	365	\$ 2.00	\$ 730.00	\$ 1.00	\$ 365.00
15	Minor Traf Devices	LSum	1	\$ 15,000.00	\$ 15,000.00	\$ 20,000.00	\$ 20,000.00
16	Traf Regulator Control	LSum	1	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
17	Sign, Type B, Temp, Prismatic, Furn	Sft	600	\$ 8.00	\$ 4,800.00	\$ 3.00	\$ 1,800.00
18	Sign, Type B, Temp, Prismatic, Oper	Sft	600	\$ 1.00	\$ 600.00	\$ 1.00	\$ 600.00
19	Sign, Type B, Temp, Prismatic, Spec, Furn	Sft	50	\$ 12.00	\$ 600.00	\$ 6.00	\$ 300.00
20	Sign, Type B, Temp, Prismatic, Spec, Oper	Sft	50	\$ 1.00	\$ 50.00	\$ 1.00	\$ 50.00
21	Channelizing Device, 42 inch, Fluorescent, Furn	Ea	100	\$ 25.00	\$ 2,500.00	\$ 20.00	\$ 2,000.00
22	Channelizing Device, 42 inch, Fluorescent, Oper	Ea	100	\$ 5.00	\$ 500.00	\$ 1.00	\$ 100.00
23	Lighted Arrow, Type C, Furn	Ea	2	\$ 500.00	\$ 1,000.00	\$ 500.00	\$ 1,000.00
24	Lighted Arrow, Type C, Oper	Ea	2	\$ 125.00	\$ 250.00	\$ 100.00	\$ 200.00
25	Pavt Mrkg, Waterborne, 4 inch, White	Ft	550	\$ 0.50	\$ 275.00	\$ 2.00	\$ 1,100.00
26	Pavt Mrkg, Waterborne, 4 inch, Yellow	Ft	500	\$ 0.50	\$ 250.00	\$ 2.00	\$ 1,000.00
27	Pavt Mrkg, Longit, 6 inch or less Width, Rem	Ft	1,000	\$ 1.00	\$ 1,000.00	\$ 2.00	\$ 2,000.00
28	Pavt Mrkg, Wet Reflective, Type R, Tape, 4 inch, White, Temp	Ft	525	\$ 2.00	\$ 1,050.00	\$ 2.00	\$ 1,050.00
29	Pavt Mrkg, Wet Reflective, Type R, Tape, 4 inch, Yellow, Temp	Ft	550	\$ 2.00	\$ 1,100.00	\$ 2.00	\$ 1,100.00
30	Water Main, DI, 6 inch	Ft	10	\$ 120.00	\$ 1,200.00	\$ 125.00	\$ 1,250.00
31	Water Main, DI, 8 inch	Ft	340	\$ 140.00	\$ 47,600.00	\$ 150.00	\$ 51,000.00
32	Hydrant	Ea	1	\$ 5,000.00	\$ 5,000.00	\$ 5,500.00	\$ 5,500.00
33	Gate Valve & Box, 6 inch	Ea	1	\$ 1,750.00	\$ 1,750.00	\$ 2,000.00	\$ 2,000.00

34	Gate Valve & Box, 8 inch	Ea	2	\$ 2,500.00	\$ 5,000.00	\$ 2,700.00	\$ 5,400.00
35	8 inch Plug	Ea	1	\$ 300.00	\$ 300.00	\$ 400.00	\$ 400.00
36	22.5 Deg Bend, 8 inch	Ea	3	\$ 500.00	\$ 1,500.00	\$ 550.00	\$ 1,650.00
37	8"x8"x6" Tee	Ea	1	\$ 900.00	\$ 900.00	\$ 1,000.00	\$ 1,000.00
38	12"x8" Tapping Sleeve	Ea	1	\$ 15,000.00	\$ 15,000.00	\$ 8,000.00	\$ 8,000.00
39	Water Service, 1 inch	Ft	15	\$ 50.00	\$ 750.00	\$ 125.00	\$ 1,875.00
40	Corp Stop, Curb Stop & Box, 1 inch	Ea	1	\$ 1,000.00	\$ 1,000.00	\$ 900.00	\$ 900.00
41	Surface Restoration	Syd	550	\$ 10.00	\$ 5,500.00	\$ 15.00	\$ 8,250.00
42	Riprap, Plain	Syd	20	\$ 75.00	\$ 1,500.00	\$ 50.00	\$ 1,000.00
43	Post, Mailbox	Ea	1	\$ 150.00	\$ 150.00	\$ 100.00	\$ 100.00
44	Monument Box	Ea	3	\$ 750.00	\$ 2,250.00	\$ 800.00	\$ 2,400.00
45	Monument Preservation	Ea	3	\$ 750.00	\$ 2,250.00	\$ 725.00	\$ 2,175.00

Subtotal Base Bid: \$ 206,330.00

\$ 224,820.00

Alternate 1

Engineer's Estimate

AI's Excavating


ITEM NO.	ITEM DESCRIPTION	UNIT	EST. QTY.	ESTIMATED UNIT PRICE	ESTIMATED AMOUNT	BID UNIT PRICE	BID PRICE
46	Erosion Control, Silt Fence (ALTERNATE 1)	Ft	500	\$ 2.50	\$ 1,250.00	\$ 3.00	\$ 1,500.00
47	HMA Base Crushing and Shaping (ALTERNATE 1)	Syd	1,100	\$ 5.00	\$ 5,500.00	\$ 13.00	\$ 14,300.00
48	Excavation, Earth (ALTERNATE 1)	Cyd	75	\$ 25.00	\$ 1,875.00	\$ 20.00	\$ 1,500.00
49	Subbase, CIP (ALTERNATE 1)	Cyd	300	\$ 20.00	\$ 6,000.00	\$ 25.00	\$ 7,500.00
50	Aggregate Base (ALTERNATE 1)	Ton	350	\$ 60.00	\$ 21,000.00	\$ 40.00	\$ 14,000.00
51	HMA, 13A or 4EML (Leveling & Surface, Bridge St)(ALTERNATE 1)	Ton	210	\$ 175.00	\$ 36,750.00	\$ 200.00	\$ 42,000.00
52	Water Main, 8 inch (ALTERNATE 1)	Ft	585	\$ 140.00	\$ 81,900.00	\$ 140.00	\$ 81,900.00
53	Hydrant (ALTERNATE 1)	Ea	2	\$ 5,000.00	\$ 10,000.00	\$ 5,500.00	\$ 11,000.00
54	Gate Valve & Box, 6 inch (ALTERNATE 1)	Ea	1	\$ 1,750.00	\$ 1,750.00	\$ 2,000.00	\$ 2,000.00
55	Gate Valve & Box, 8 inch (ALTERNATE 1)	Ea	1	\$ 2,500.00	\$ 2,500.00	\$ 2,700.00	\$ 2,700.00
56	8"x6" Reducer (ALTERNATE 1)	Ea	1	\$ 600.00	\$ 600.00	\$ 550.00	\$ 550.00
57	11.25 Deg Bend, 8 inch (ALTERNATE 1)	Ea	5	\$ 500.00	\$ 2,500.00	\$ 550.00	\$ 2,750.00
58	22.5 Deg Bend, 8 inch (ALTERNATE 1)	Ea	3	\$ 500.00	\$ 1,500.00	\$ 550.00	\$ 1,650.00
59	8"x8"x6" Tee (ALTERNATE 1)	Ea	1	\$ 900.00	\$ 900.00	\$ 1,000.00	\$ 1,000.00
60	Surface Restoration (ALTERNATE 1)	Syd	1,025	\$ 10.00	\$ 10,250.00	\$ 15.00	\$ 15,375.00
61	Post, Mailbox (ALTERNATE 1)	Ea	7	\$ 150.00	\$ 1,050.00	\$ 100.00	\$ 700.00
62	Tree, Rem, 6 inch to 18 inch (ALTERNATE 1)	Ea	3	\$ 600.00	\$ 1,800.00	\$ 500.00	\$ 1,500.00
63	Water Main, 6 inch (ALTERNATE 1)	Ft	20	\$ 120.00	\$ 2,400.00	\$ 125.00	\$ 2,500.00

Subtotal Alternate 1: \$ 189,525.00

\$ 204,425.00

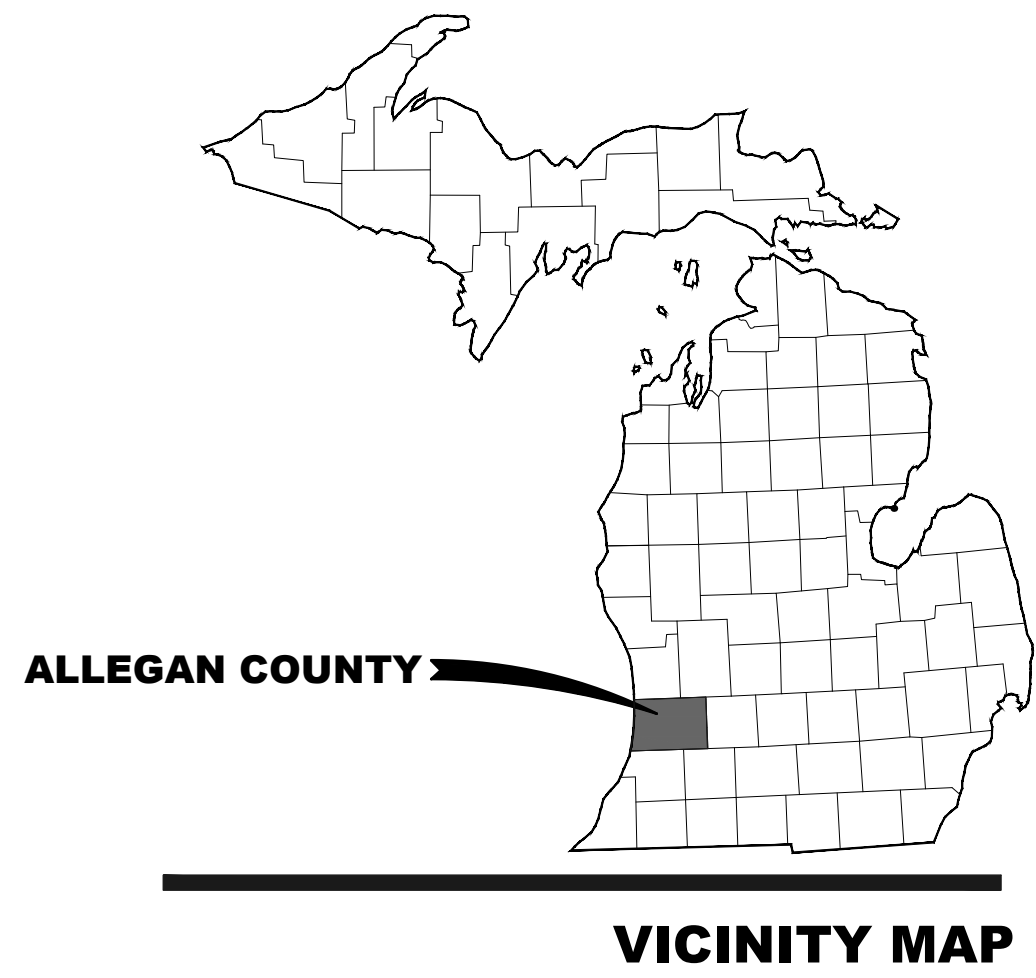
Total Base Bid + Alternate 1: \$ 395,855.00

\$ 429,245.00

 Indicates a mathematical error in the Bid Form that has been corrected.

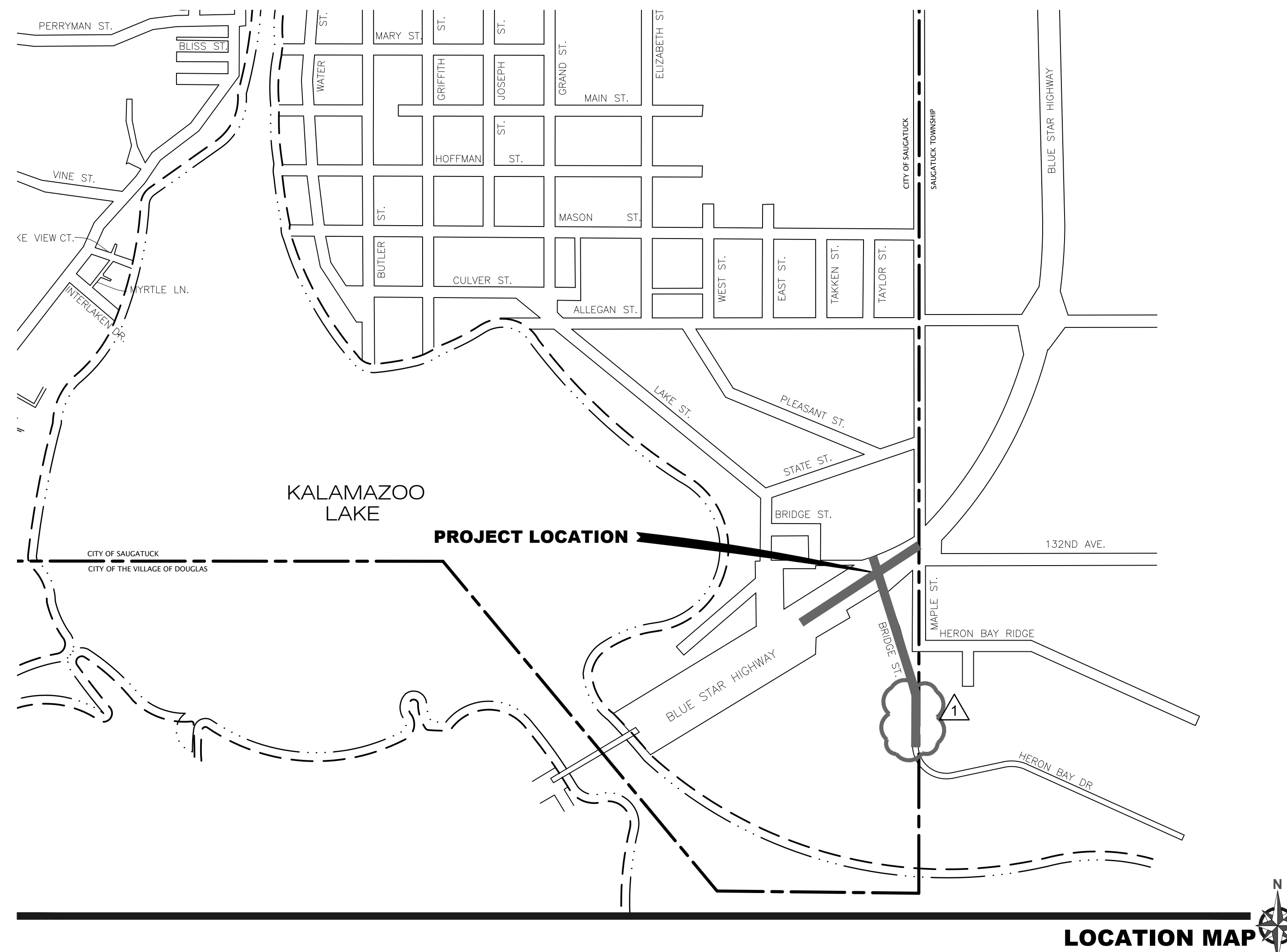
# CITY OF SAUGATUCK ALLEGAN COUNTY, MICHIGAN

## BRIDGE STREET IMPROVEMENTS MAY 2022



### INDEX OF DRAWINGS

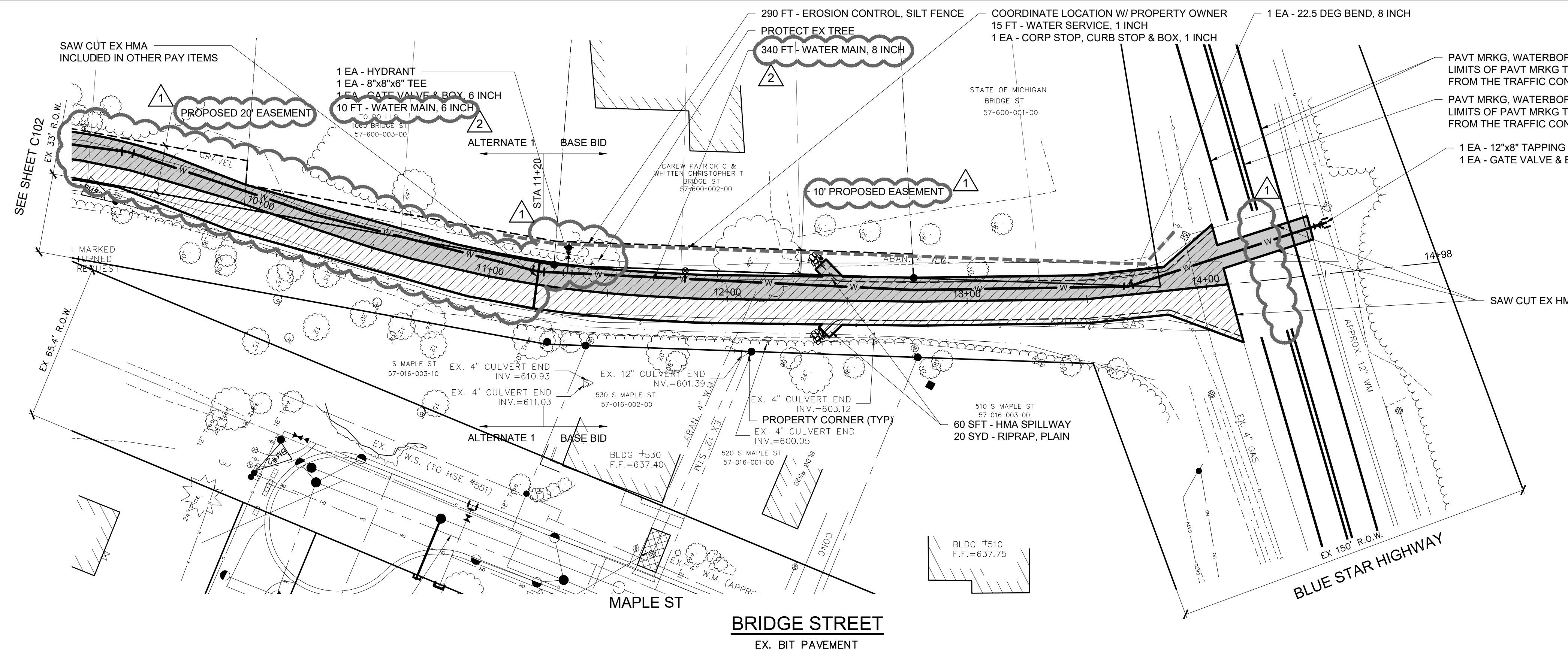
DESCRIPTION	SHEET NO.
COVER SHEET	G001
<b>PLAN AND PROFILE BASE BID</b>	<b>C101</b>
<b>PLAN AND PROFILE ALTERNATE 1</b>	<b>C102</b>
MAINTAINING TRAFFIC	C401
TYPICAL CROSS SECTIONS AND NOTES	C402
DETAILS	C501



Know what's below.  
Call before you dig.

BM #2 EL. 636.54'  
RR SPIKE N FACE PP @ S END OF MAPLE ST

BM #2A EL. 593.80'  
PKNAIL N FACE LP E SIDE OF BRIDGE ±460' S OF  
BLUE STAR HIGHWAY

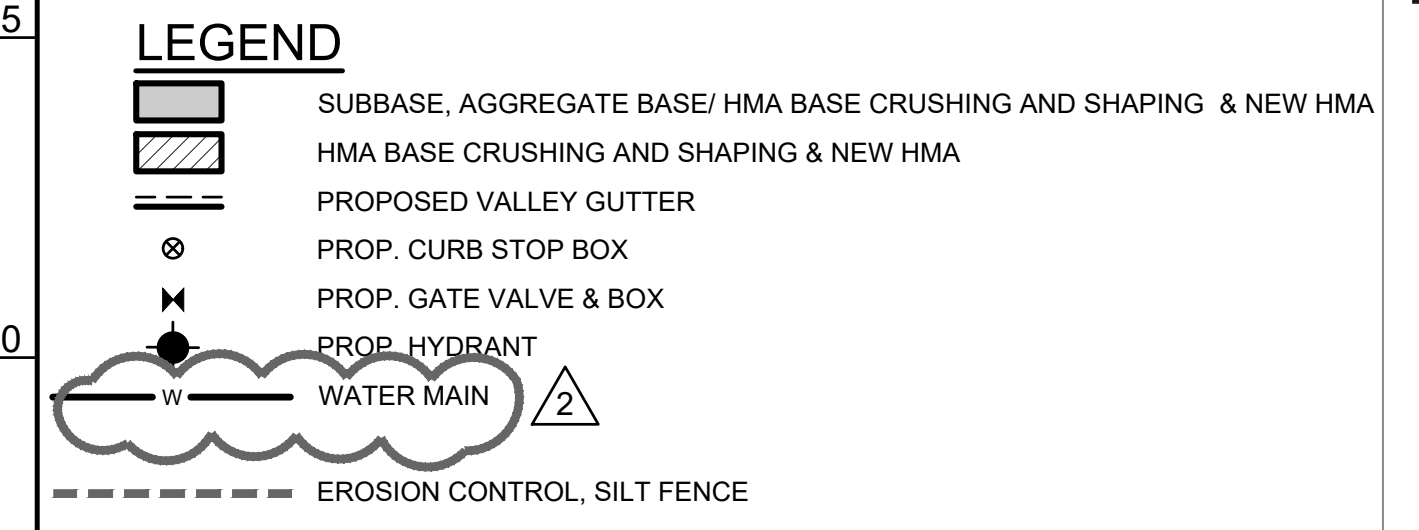
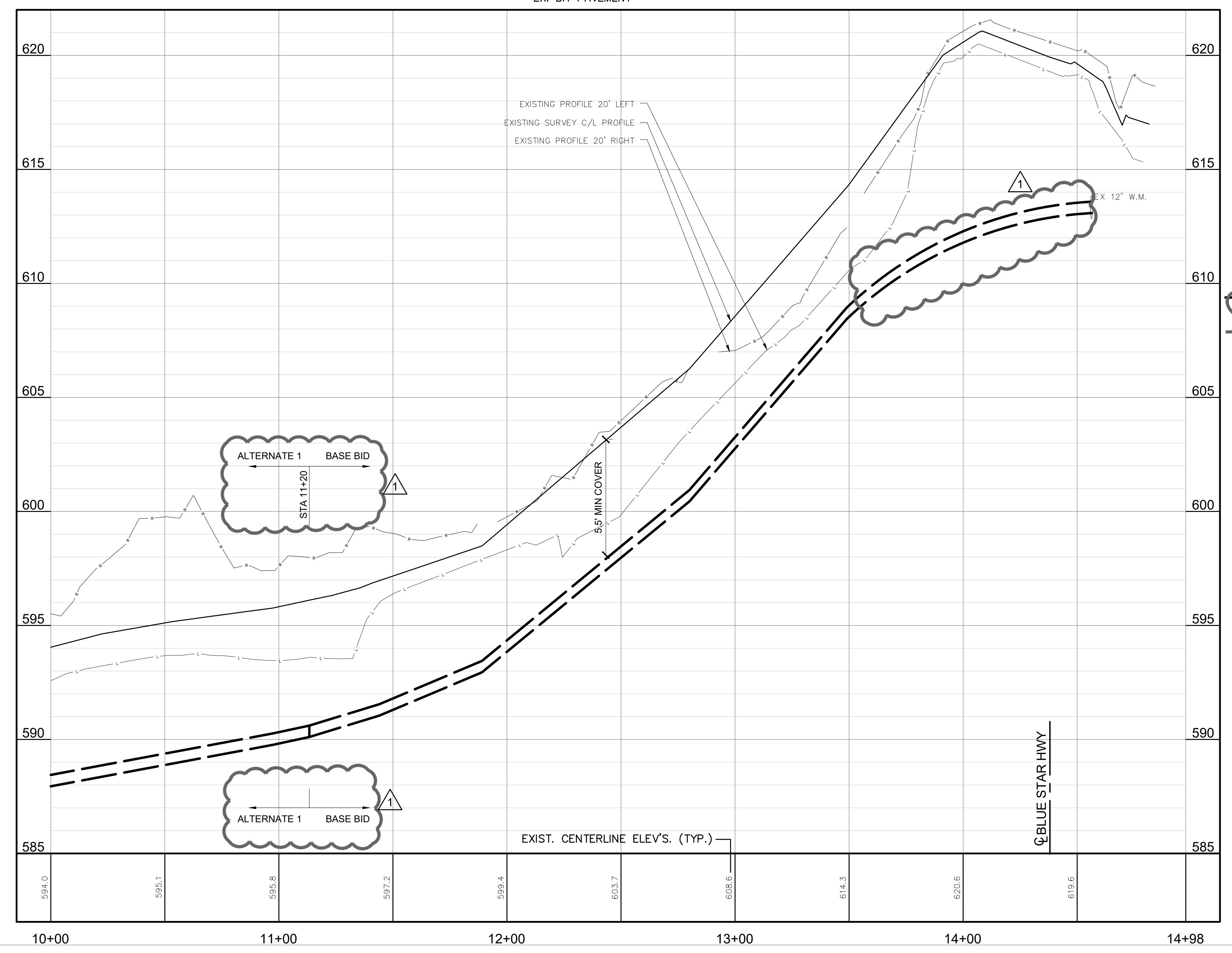
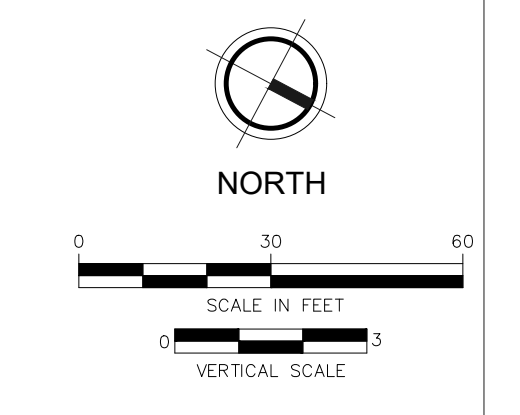


**MAINLINE QUANTITIES (THIS SHEET)**

QUANTITY	UNIT	DESCRIPTION
50	SYD	HMA SURFACE, REM
700	SYD	HMA BASE CRUSHING AND SHAPING
175	TON	AGGREGATE BASE
135	CYD	SUBBASE, CIP
365	FT	HMA VALLEY GUTTER
130	TON	HMA, 13A OR HMA, 4EML
20	TON	HMA, 5EML
20	TON	HMA, 4EML

**PAVEMENT MARKINGS QUANTITIES (ENTIRE PROJECT)**

QUANTITY	UNIT	DESCRIPTION
550	FT	PAVT MRKG, WATERBORNE, 4 INCH, WHITE
500	FT	PAVT MRKG, WATERBORNE, 4 INCH, YELLOW



**FLEISCHMANN**  
DESIGN, BUILD, OPERATE

2960 Lucerne Drive SE  
Grand Rapids, MI 49546  
P: 616.977.1000  
F: 616.977.1005

5922 JMW  
4/20/22 JMW

APPENDIX 2  
APPENDIX 1

REVISION:

**CITY OF SAUGATUCK**  
ALLEGAN COUNTY, MICHIGAN  
**BRIDGE STREET IMPROVEMENTS**  
**PLAN AND PROFILE BASE BID**

DESIGN TEAM: JMW  
PROJ MGR: JMW  
DESIGNED BY: PMT  
DRAWN BY: PMT  
CHECK BY:

DRAWING INFORMATION:  
C101 PLAN & PROFILE  
050922 bob.dolwick

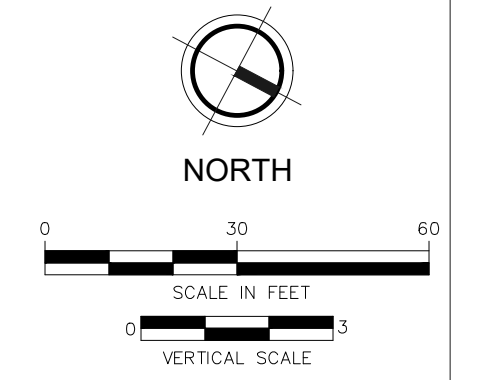
MAY 2022  
REV PROJECT NO.  
853130

**C101**

BM #2 EL. 636.54'  
RR SPIKE N FACE PP @ S END OF MAPLE ST

BM #2A EL. 593.80'  
PKNAIL N FACE LP E SIDE OF BRIDGE ±460' S OF  
BLUE STAR HIGHWAY

DRIVEWAY IMPROVEMENTS BY PROPERTY OWNER  
(1165 BRIDGE ST) - COORDINATE AS REQ'D



**FLEISCHMANN**  
DESIGN, BUILD, OPERATE

2960 Lucerne Drive SE  
Grand Rapids, MI 49546  
P: 616.977.1000  
F: 616.977.1005

ADDENDUM 2  
ADDENDUM 1

5/9/22 JMW  
4/20/22 JMW

REVISION:

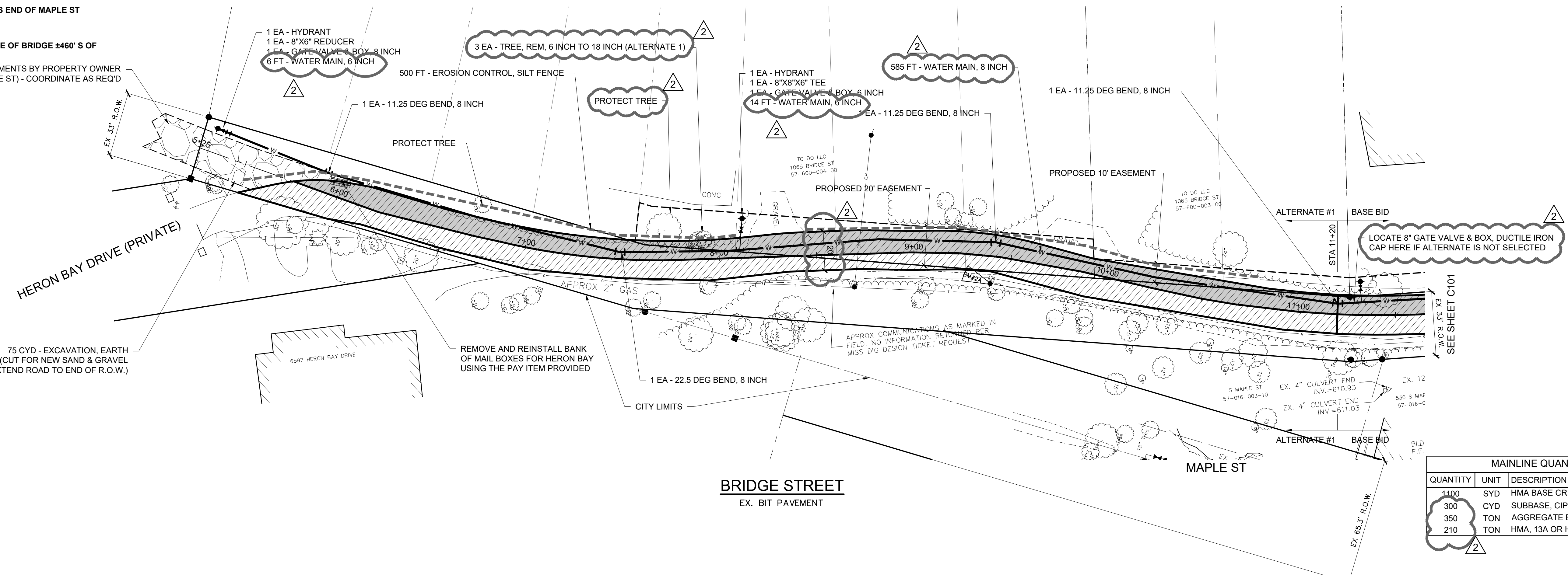
CITY OF SAUGATUCK  
ALLEGAN COUNTY, MICHIGAN  
BRIDGE STREET IMPROVEMENTS  
PLAN AND PROFILE - ALTERNATE 1

DESIGN TEAM: JMW  
PROJ MGR: JMW  
DESIGNED BY: PMT  
DRAWN BY: PMT  
CHECK BY:

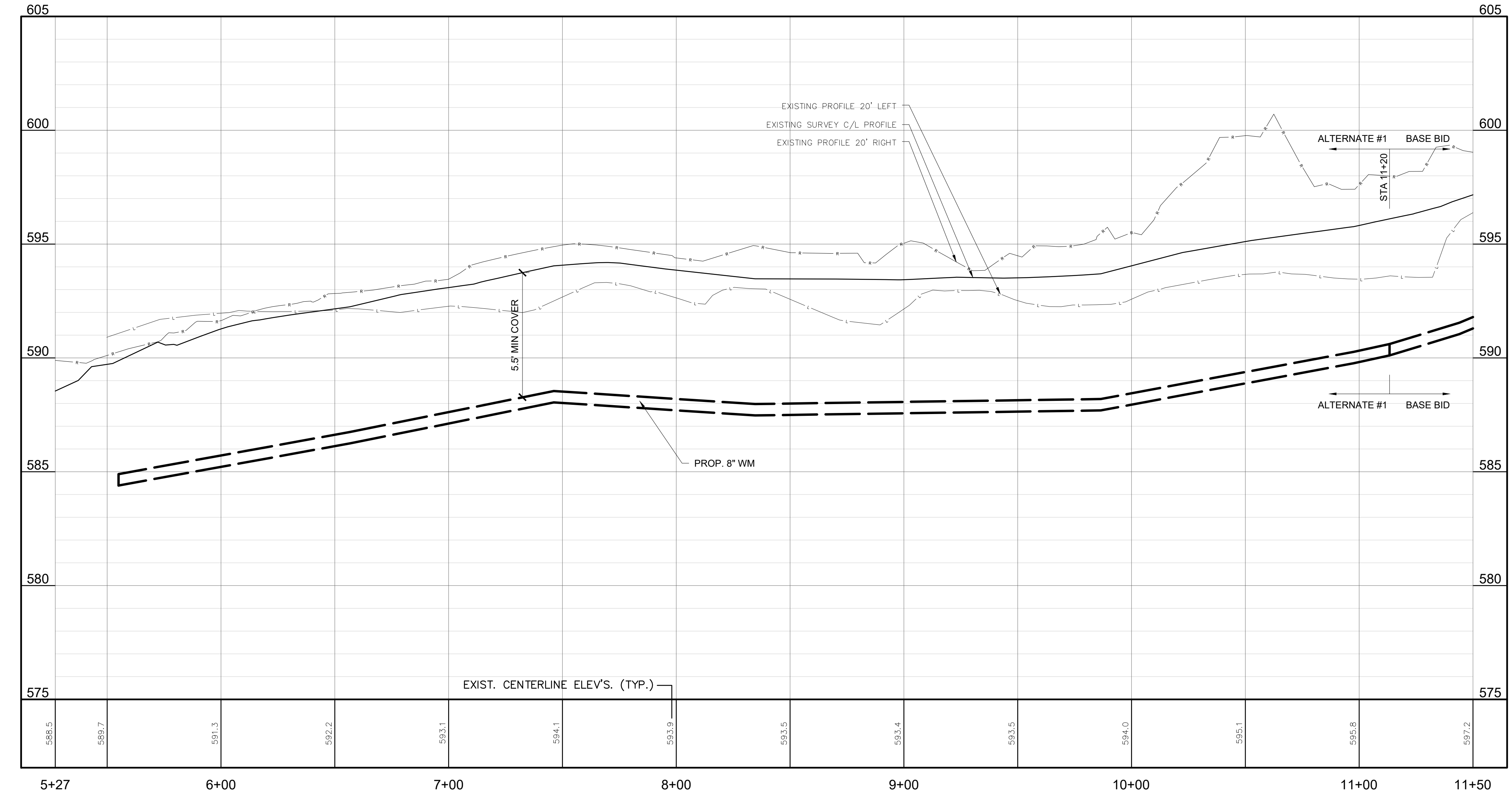
DRAWING INFORMATION:  
C102 PLAN & PROFILE  
5/9/22 jmw

MAY 2022  
P&V PROJECT NO.  
853130

**C102**



MAINLINE QUANTITIES (THIS SHEET)		
QUANTITY	UNIT	DESCRIPTION
1100	SYD	HMA BASE CRUSHING AND SHAPING (ALTERNATE 1)
300	CYD	SUBBASE, CIP (ALTERNATE 1)
350	TON	AGGREGATE BASE (ALTERNATE 1)
210	TON	HMA, 13A OR HMA, 4EML (ALTERNATE 1)



**LEGEND**

- SUBBASE, AGGREGATE BASE/HMA BASE CRUSHING AND SHAPING & NEW HMA
- HMA BASE CRUSHING AND SHAPING & NEW HMA
- PROPOSED VALLEY GUTTER
- PROP. CURB STOP BOX
- PROP. GATE VALVE & BOX
- PROP. HYDRANT
- WATER MAIN
- EROSION CONTROL, SILT FENCE

U:\Projects\10-450000\853130\_Saugatuck Bridge\5\CA\Plan\Profile\C102\_P&V.dwg - plotted on 5/9/2022 3:13 PM

REVISION:

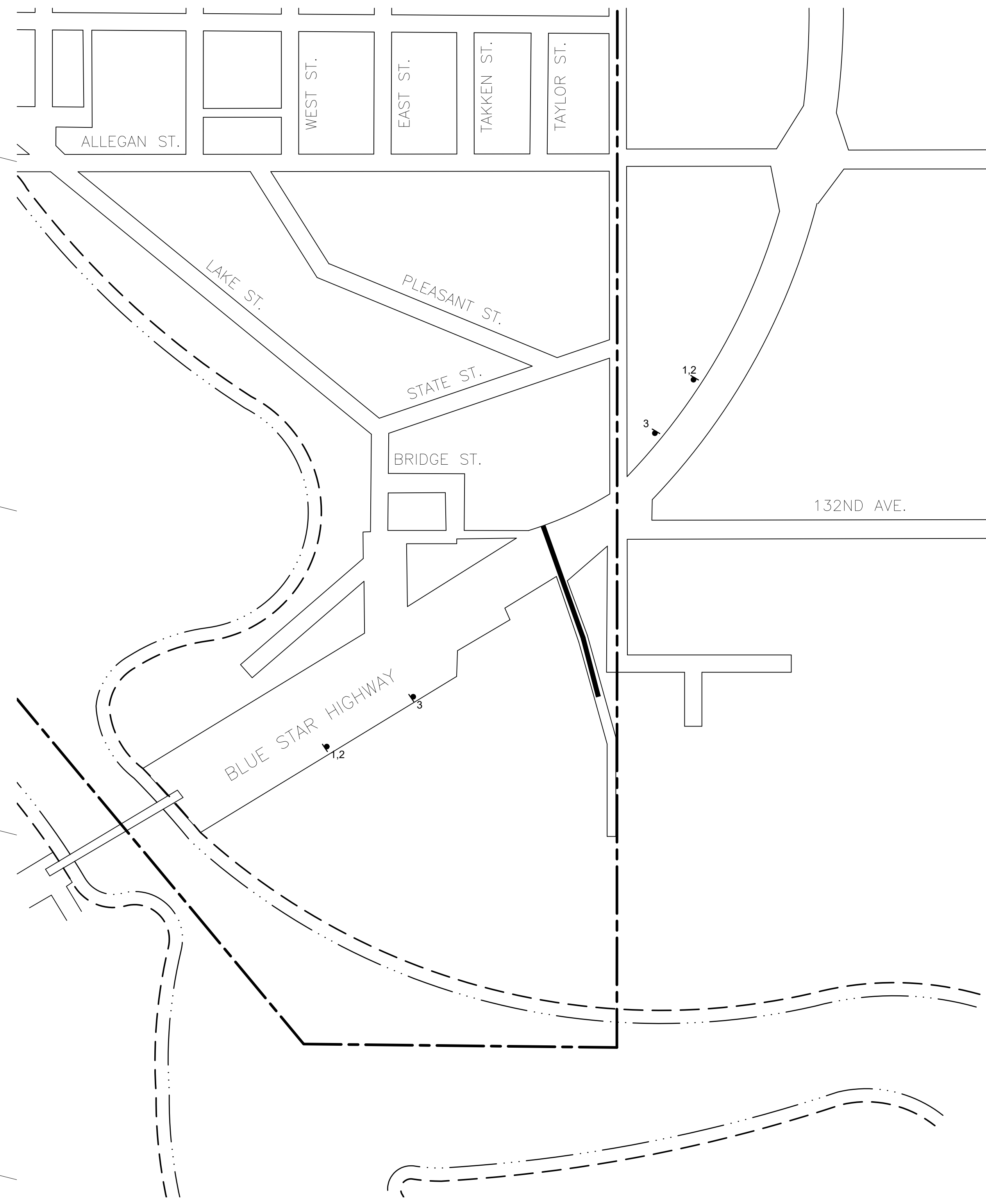
CITY OF SAUGATUCK  
ALLEGAN COUNTY, MICHIGAN  
**BRIDGE STREET IMPROVEMENTS**  
MAINTAINING TRAFFIC

DESIGN TEAM: PROJ MGR: JHM  
DESIGNED BY: PMT  
DRAWN BY: PMT  
CHECK BY:

DRAWING INFORMATION:  
C401 MAINTAINING TRAFFIC  
05022 p401r1

MAY 2022  
F&V PROJECT NO.  
853130

**C401**



NOTE: CONTRACTOR MAY PROPOSE ALTERNATE STAGING PLAN, SUBJECT TO APPROVAL BY ENGINEER.

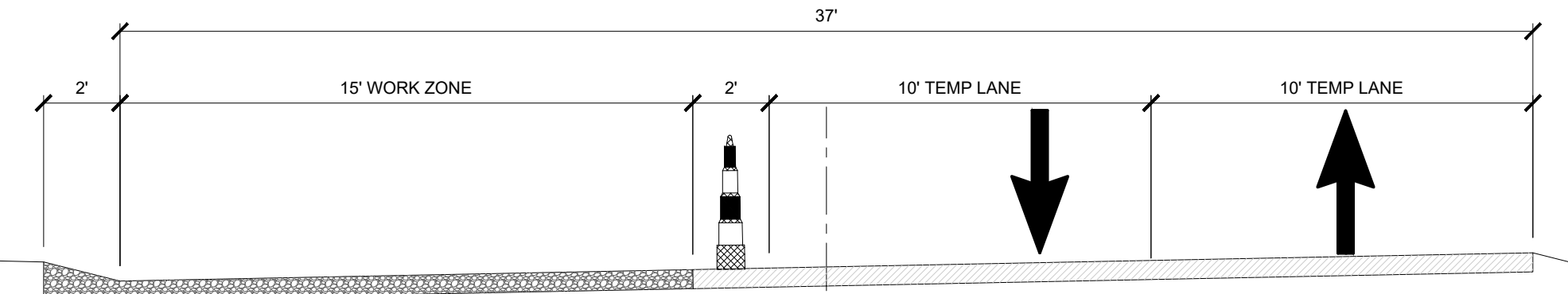
**LEGEND**

- PROJECT LOCATION
- ▼ SIGN
- ▬ BARRICADE, TYPE III, HIGH INTENSITY, LIGHTED

**DETOUR SIGNAGE**

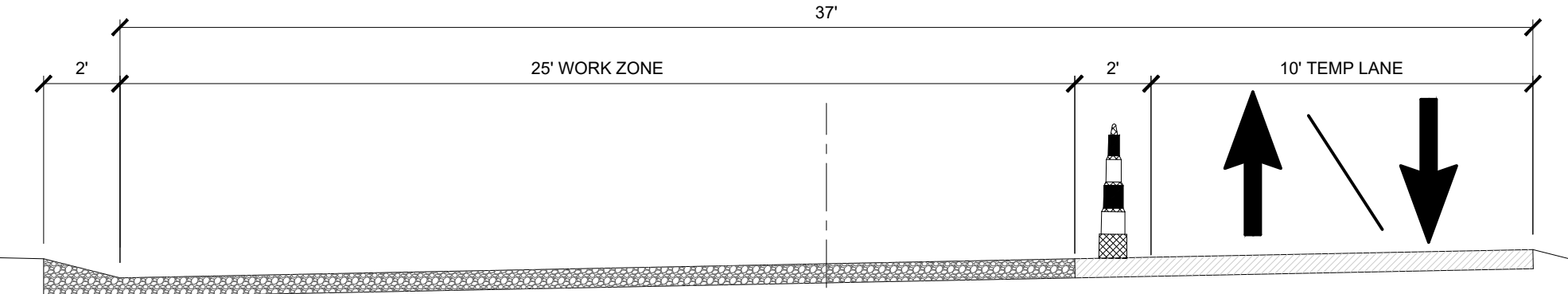
- 1 ROAD WORK AHEAD W21-4 (48" x 48") 16 5ft TYPE III B SIGN
- 2 BRIDGE ST SPEC (36" x 12") 3 5ft TYPE III B SIGN
- 3 WARNING GRAVEL SURFACE AHEAD SPEC (48" x 48") 16 5ft TYPE III B SIGN

CONSTRUCTION SIGNING (FOR INFORMATION ONLY)					
SIGN	TYPE	SIZE	SIGN AREA (SFT)	NUMBER	TOTAL AREA (SFT)
1	W21-4	48"x48"	16	2	32
2	SPEC	36"x12"	6	2	12
3	SPEC	48"x48"	16	2	32
MDOT TYPICAL 110					328
MDOT TYPICAL 127					192
TOTAL:					596



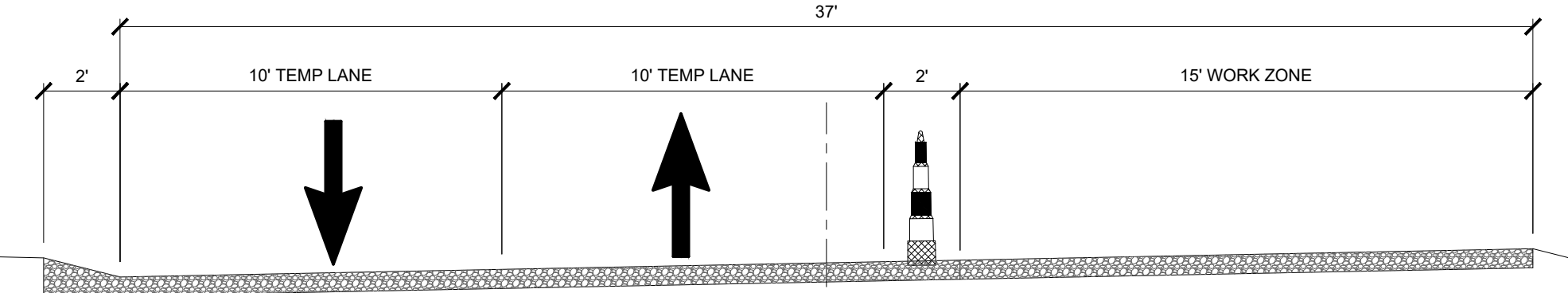
**BLUE STAR HIGHWAY WATER MAIN CROSSING**

STAGE I: CLOSE THE SB LANE PER MDOT 127-NFW-SHIFT-OLC\*. SHIFT TRAFFIC INTO NB LANE AND SHOULDER TO CREATE ONE LANE IN EACH DIRECTION. INSTALL WATER MAIN THROUGH SB LANE AND CONNECT TO EXISTING WATER MAIN.



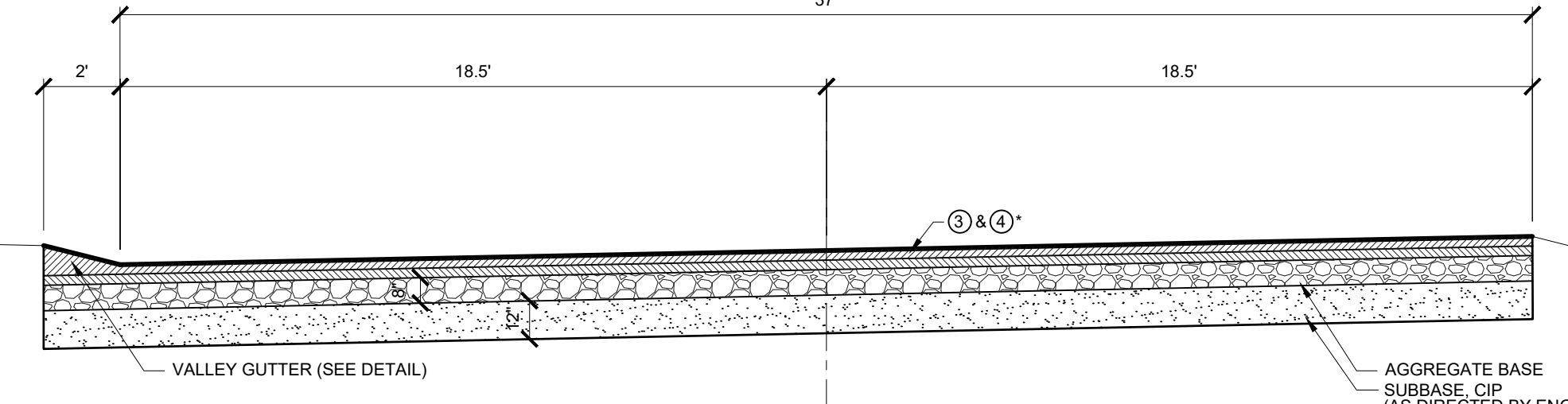
**BLUE STAR HIGHWAY WATER MAIN CROSSING**

STAGE II: CLOSE TEMPORARY NB LANE AND MAINTAIN TRAFFIC WITH TRAFFIC REGULATOR CONTROL PER MDOT 110-TR-NFW-2L-RUM\*. INSTALL WATER MAIN ACROSS CENTERLINE OF BLUE STAR HIGHWAY



**BLUE STAR HIGHWAY WATER MAIN CROSSING**

STAGE III: CLOSE THE NB LANE PER MDOT 127-NFW-SHIFT-OLC\*. SHIFT TRAFFIC INTO SB LANE AND SHOULDER TO CREATE ONE LANE IN EACH DIRECTION. INSTALL WATER MAIN IN NB LANE, CONNECTING TO NEW MAIN ON BRIDGE ST, INSTALLED AND TESTED PREVIOUSLY



**BLUE STAR HIGHWAY WATER MAIN CROSSING**

STAGE IV: PLACE HMA SURFACE IN TRENCH AREA

\*MATCH EXISTING THICKNESS OF HMA ON BLUE STAR HIGHWAY. SEE APPLICATION TABLE (SHEET C402)

\*PLACE SPEED LIMIT SIGNS OF 25 MPH

QUANTITIES (THIS SHEET)		
QUANTITY	UNIT	DESCRIPTION
1	LSUM	MINOR TRAF DEVICES
1	LSUM	TRAF REGULATOR CONTROL
600	SFT	SIGN, TYPE B, TEMP, PRISMATIC, FURN
600	SFT	SIGN, TYPE B, TEMP, PRISMATIC, OPER
50	SFT	SIGN, TYPE B, TEMP, PRISMATIC, SPECIAL, FURN
50	SFT	SIGN, TYPE B, TEMP, PRISMATIC, SPECIAL, OPER
100	EA	CHANNELIZING DEVICE, 42 inch, FLUORESCENT, FURN
100	EA	CHANNELIZING DEVICE, 42 inch, FLUORESCENT, OPER
2	EA	LIGHTED ARROW, TYPE C, FURN
2	EA	LIGHTED ARROW, TYPE C, OPER
1000	FT	PAVT MRKG, LONGIT, 6 INCH OR LESS WIDTH, REM
525	FT	PAVT MRKG, WET REFLECTIVE, TYPE R, TAPE, 4 INCH, WHITE, TEMP
550	FT	PAVT MRKG, WET REFLECTIVE, TYPE R, TAPE, 4 INCH, YELLOW, TEMP
20	CYD	MAINTENANCE GRAVEL, LM



**CONSTRUCTION NOTES**

**PUBLIC UTILITIES**

THE EXISTING UTILITIES LISTED BELOW AND SHOWN ON THESE PLANS REPRESENT THE BEST INFORMATION AVAILABLE. THIS INFORMATION DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY TO SATISFY HIMSELF AS TO THEIR ACCURACY OR OF HIS RESPONSIBILITY IN CASE UTILITIES HAVE BEEN CONSTRUCTED OR REMOVED.

<b>GAS</b>	KELLY BAUER MICHIGAN GAS UTILITIES 711 STARLITE DRIVE BENTON HARBOR, MI 49022 TEL: (269) 605-2188	<b>SEWER &amp; WATER ELECTRIC</b>	DARYL VANDYKE KALAMAZOO LAKE SEWER & WATER AUTHORITY 6449 OLD ALLEGAN RD SAUGATUCK, MI 49453 TEL: (269) 857-2709
<b>CABLE TELEVISION</b>	JOE SCHOFF COMCAST 11921 E. M-89 RICHLAND, MI 49083 TEL: (269) 203-7114	<b>TELEPHONE</b>	LANCE WEBLEY FRONTIER COMMUNICATIONS TEL: (269) 370-4046 LAWEBLEY@FTR.COM
<b>ELECTRIC</b>	KYLEE MAVCROFT CONSUMERS ENERGY 4000 CLAY AVENUE, SW GRAND RAPIDS, MI 49548 TEL: (616) 337-2314		
<b>DRAINS/STORM SEWER</b>	SCOTT HERBERT SAUGATUCK DPW 3338 BLUE STAR HIGHWAY SAUGATUCK, MI 49543 TEL: (269) 857-2558		

THE CONTRACTOR SHALL EXPOSE AND VERIFY LOCATION AND DEPTH OF EXISTING UNDERGROUND UTILITIES PRIOR TO CONSTRUCTION OF NEW UTILITY. CONFLICTS IN GRADES SHALL BE REPORTED TO ENGINEER AND ADJUSTMENTS SHALL BE MADE AT NO ADDITIONAL COST TO OWNER.

THE OWNERS OF EXISTING SERVICE FACILITIES THAT ARE WITHIN THE GRADING OR STRUCTURE LIMITS WILL MOVE THEM TO LOCATIONS DESIGNATED BY THE ENGINEER OR WILL REMOVE THEM ENTIRELY FROM THE ROAD RIGHT-OF-WAY. OWNERS OF PUBLIC UTILITIES WILL NOT BE REQUIRED TO MOVE ADDITIONAL POLES OR STRUCTURES IN ORDER TO FACILITATE THE OPERATION OF CONSTRUCTION EQUIPMENT UNLESS IT IS DETERMINED BY THE ENGINEER THAT SUCH POLES OR STRUCTURES CONSTITUTE A HAZARD TO THE PUBLIC OR ARE EXTRAORDINARILY DANGEROUS TO THE CONTRACTOR'S OPERATIONS.

NO ADDITIONAL COMPENSATION WILL BE PAID TO THE CONTRACTOR FOR DELAYS DUE TO MATERIAL SHORTAGES OR OTHER REASONS BEYOND CONTROL OF THE OWNER, OR FOR DELAYS IN CONSTRUCTION DUE TO ENCOUNTERING OF EXISTING UTILITIES THAT ARE, OR ARE NOT, SHOWN ON PLANS.

WORK STOPPAGE BY EMPLOYEES OF UTILITY COMPANIES WHICH RESULTS IN A DELAY OF UTILITY REVISIONS ON ANY PORTION OF THIS PROJECT MAY BE CONSIDERED THE BASIS FOR A CLAIM FOR AN EXTENSION OF THE TIME FOR COMPLETION, BUT WILL NOT BE CONSIDERED THE BASIS FOR A CLAIM FOR EXTRA COMPENSATION OF AN ADJUSTMENT IN CONTRACT UNIT PRICES.

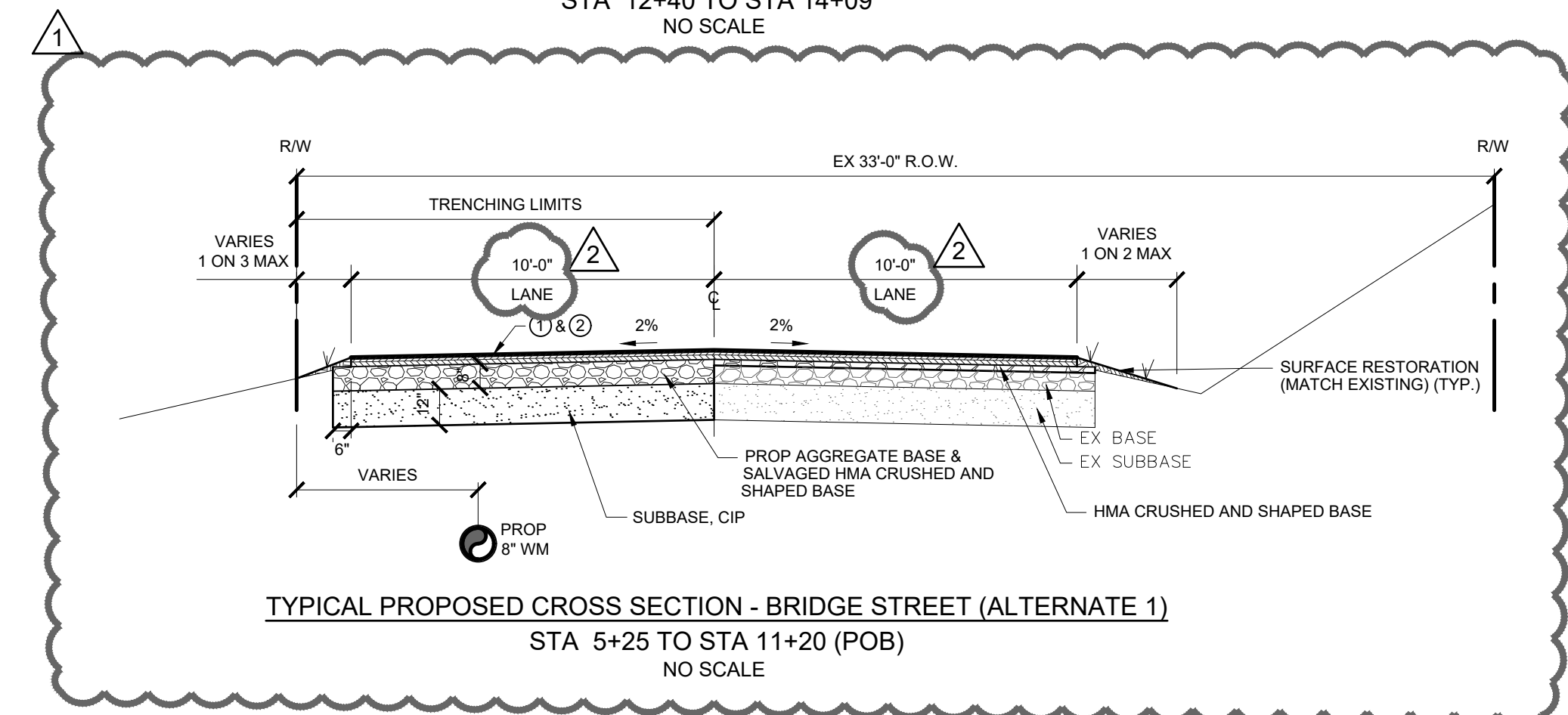
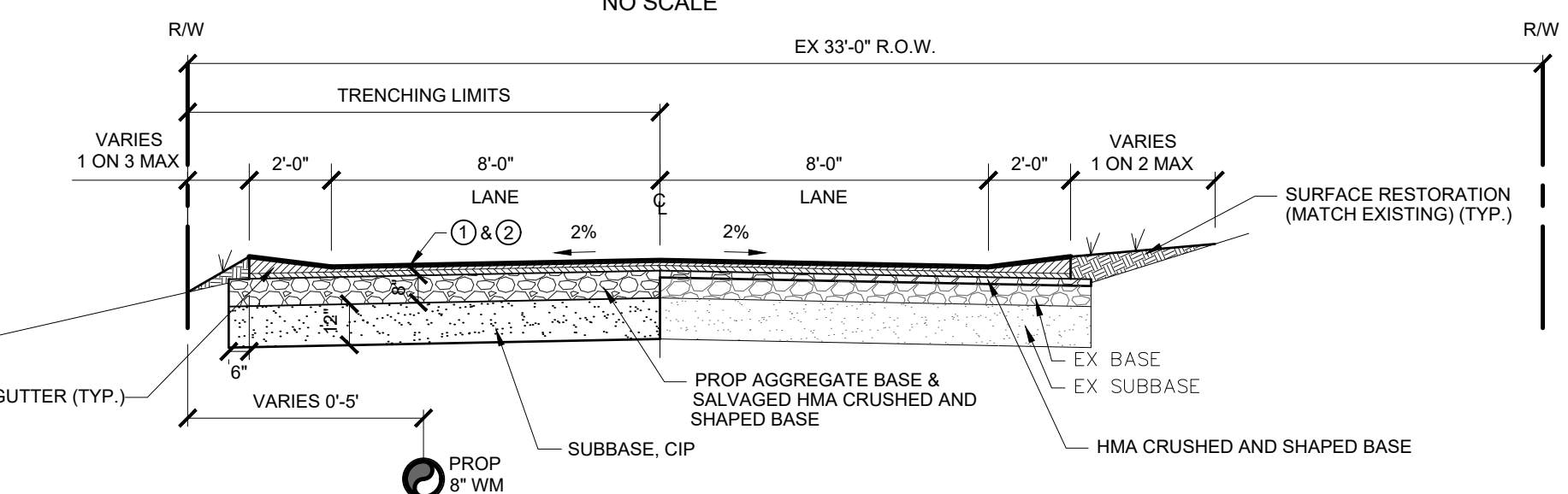
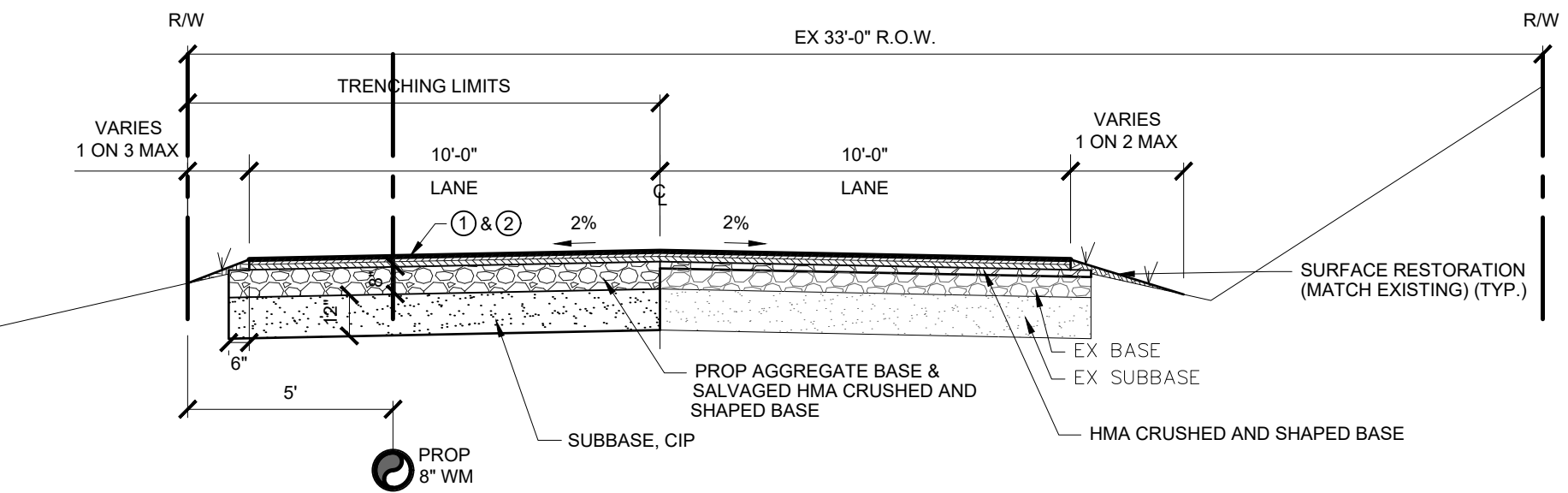
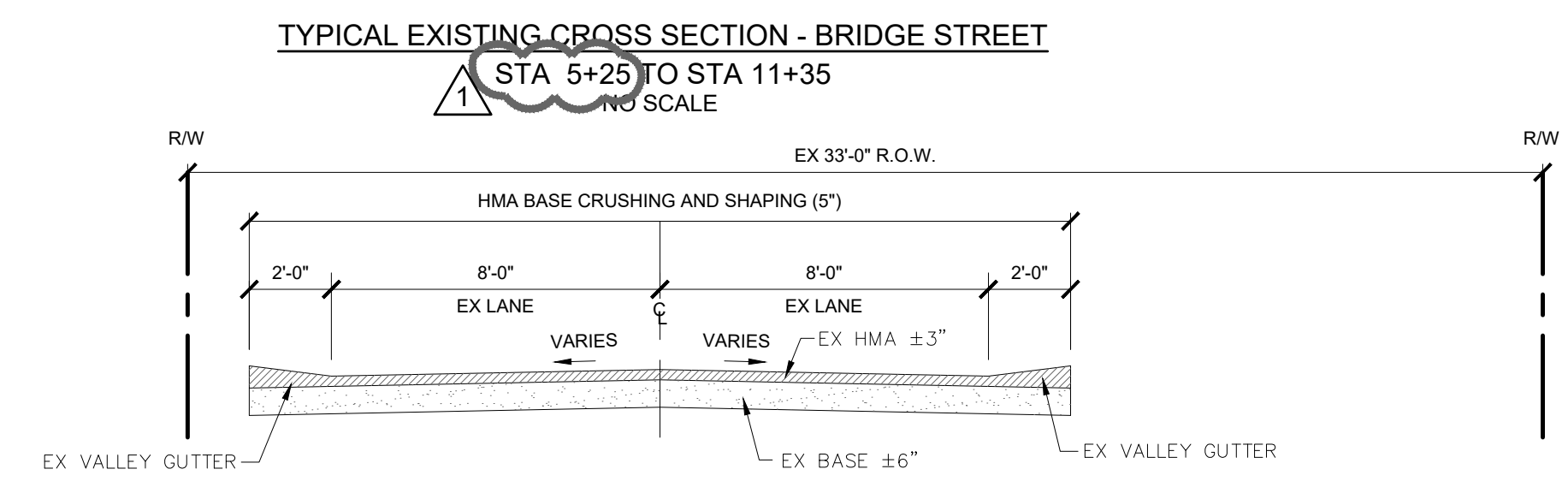
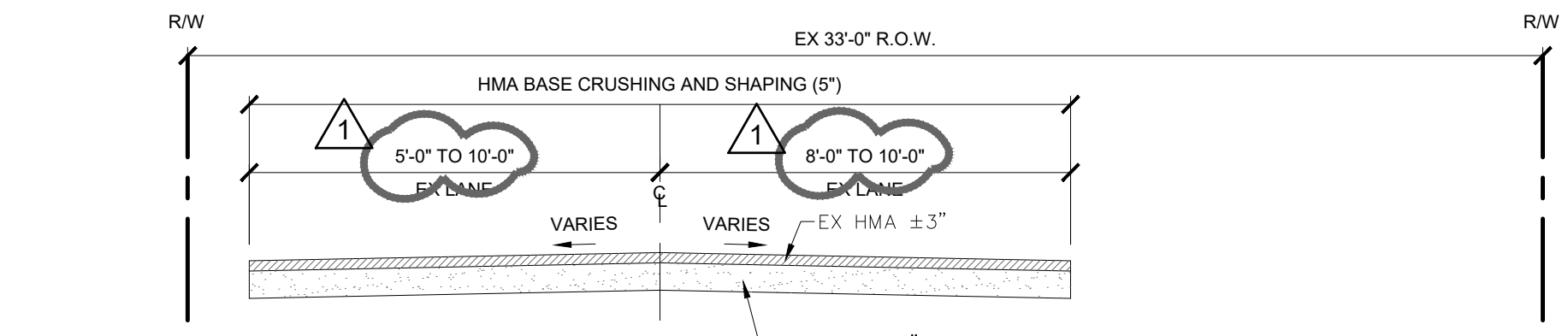
MISCELLANEOUS QUANTITIES		
QUANTITY	UNIT	DESCRIPTION
1	LSUM	MOBILIZATION, MAX, 10%
1	LSUM	PRECONSTRUCTION VIDEO SURVEY
3	EA	MONUMENT BOX
3	EA	MONUMENT PRESERVATION
50	CYD	TRENCH UNDERCUTTING AND BACKFILL
1	EA	POST, MAILBOX
2	EA	22.5 DEG BEND, 8 INCH
550	SYD	SURFACE RESTORATION
2	EA	11.25 DEG BEND, 8 INCH (ALTERNATE 1)
2	EA	22.5 DEG BEND, 8 INCH (ALTERNATE 1)
1,025	SYD	SURFACE RESTORATION (ALTERNATE 1)
7	EA	POST, MAILBOX (ALTERNATE 1)

HMA APPLICATION TABLE						
COURSE	TYPE	ITEM	EST. YIELD	BINDER GRADE	AWI	REMARKS
①	SURFACE	HMA, 13A OR HMA 4EML	165 LBS/SYD	PG 58-28	-	BRIDGE STREET TOP COURSE
②	LEVELING	HMA, 13A OR HMA 4EML	165 LBS/SYD	PG 58-28	-	BRIDGE STREET LEVELING COURSE
③	SURFACE	HMA, 5EML	275 LBS/SYD	PG 64-28	260	BLUE STAR HWY TOP COURSE
④	LEVELING	HMA, 4EML	275 LBS/SYD	PG 64-28	-	BLUE STAR HWY LEVELING COURSE

NOTE: BOND COAT SHALL BE APPLIED BETWEEN SUCCESSIVE COURSES OF HMA (PAYMENT INCLUDED IN HMA MIX). APPLICATION RATE 0.05 - 0.15 GAL/SYD SS-IH, AS DIRECTED BY ENGINEER.

**CONSTRUCTION SEQUENCE**

- CRUSH ALL MAINLINE HMA ON BRIDGE STREET IN THE PROJECT LIMITS.
- SALVAGE HMA MILLINGS AND AGGREGATE BASE IN THE WATER MAIN TRENCHING AREA, MOVING THEM TO THE EAST LANE (TO THE EXTENT PRACTICAL).
- WATER MAIN INSTALLATION - CONTRACTOR SHALL INSTALL WATER MAIN AND RESTORE AFFECTED ROADWAY SECTION THROUGH AGGREGATE BASE AND SALVAGED HMA MILLINGS AND AGGREGATE BASE ACCORDING TO TYPICAL SECTIONS. CONSTRUCT WEST LANE SO TOP OF GRAVEL GRADE MATCHES TOP OF ADJACENT MILLINGS GRADE.
- WATER MAIN SHALL BE PLACED ON BRIDGE STREET FIRST WITH IT TERMINATING SHORT OF BLUE STAR HIGHWAY. THE WATER MAIN WILL THEN BE CHLORINATED AND PRESSURE TESTED (STA 11+10 TO STA 14+00).
- WATER MAIN WILL THEN BE PLACED ACROSS BLUE STAR HIGHWAY AS A TIE-IN AS PER THE TRAFFIC STAGING ON SHEET C401. USE DUE CARE TO PROTECT PIPE FROM CONTAMINATION. SWABBING EACH STICK WITH A BLEACH SOLUTION PRIOR TO INSTALLATION. THE LIVE TAP WILL CONNECT THE WATER MAIN INTO SERVICE. FLUSH THE NEW MAIN THOROUGHLY IN CONSTRUCTION WITH PLACING IT INTO SERVICE USING THE NEW HYDRANT.
- CONSTRUCT NEW WATER MAIN SERVICE AS INDICATED.
- PLACE HMA FOR ENTIRE PROJECT.



2960 Lucerne Drive SE  
Grand Rapids, MI 49546  
P: 616.977.1000  
F: 616.977.1005

5/9/22 JWM  
4/20/22 JWM  
ADDENDUM 2  
ADDENDUM 1

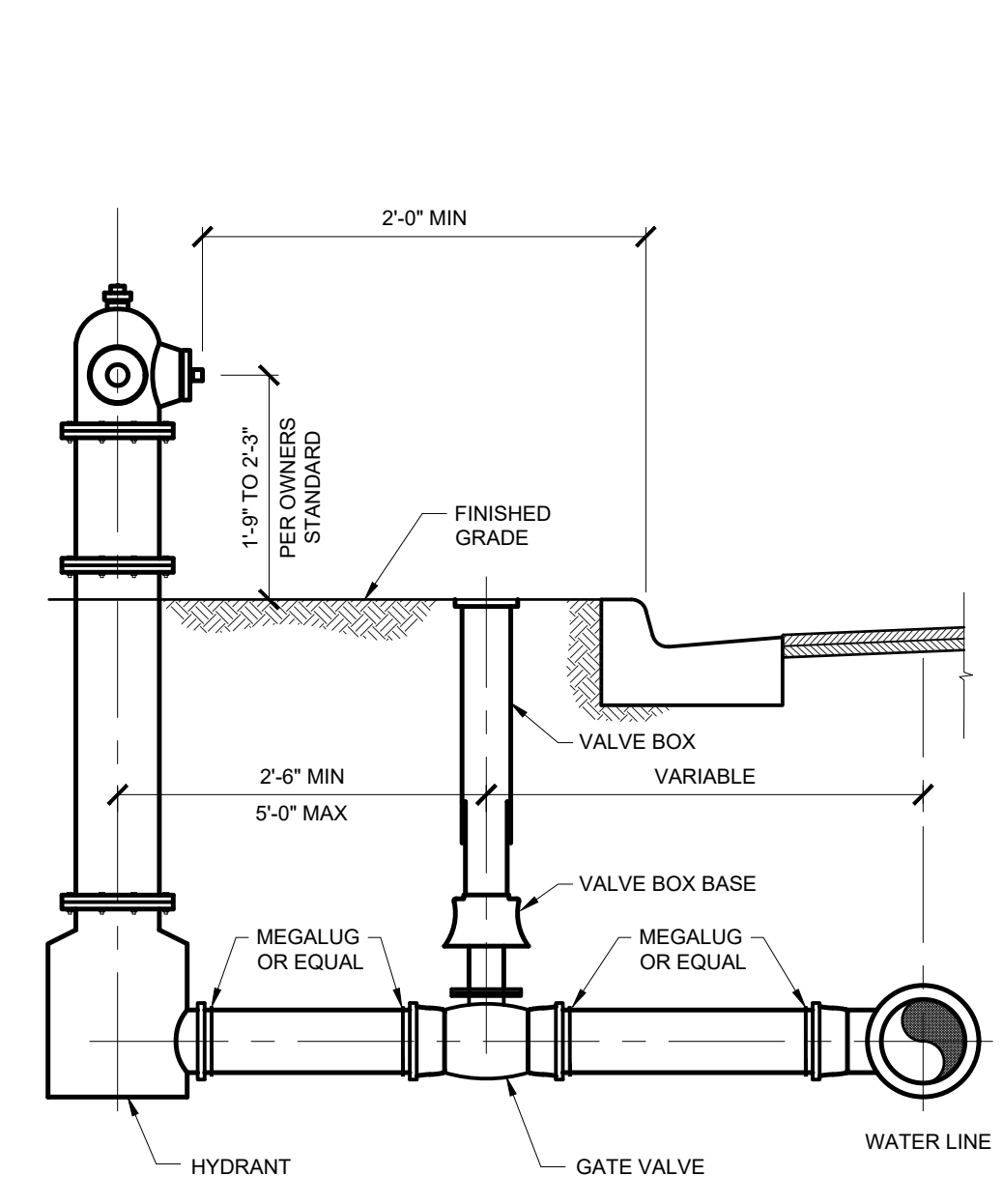
REVISION:  
CITY OF SAUGATUCK  
ALLEGAN COUNTY, MICHIGAN  
BRIDGE STREET IMPROVEMENTS  
TYPICAL CROSS SECTIONS AND NOTES

DESIGN TEAM:	PROJ MGR:	JWM
	DESIGNED BY:	PMT
	DRAWN BY:	PMT
	CHECK BY:	

DRAWING INFORMATION:  
C402 TYPICALS  
050922 bob.dolwick

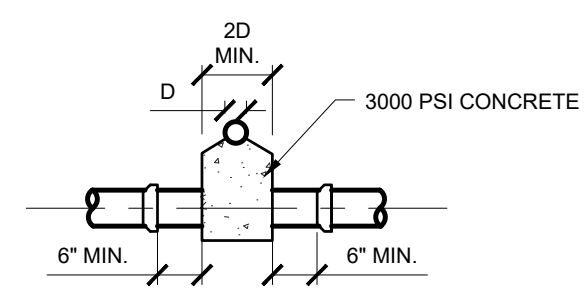
MAY 2022  
REV PROJECT NO.  
853130

**C402**

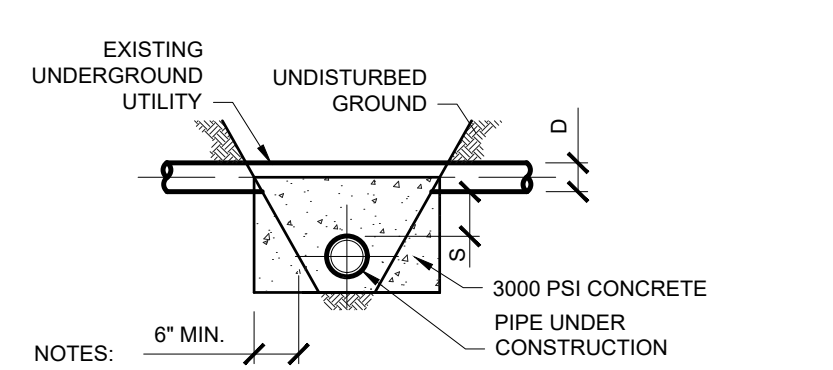


**HYDRANT ASSEMBLY**

NOTE: THE CITY RESERVES THE RIGHT TO CLAIM ANY EX. WATER BOXES. ALL UNCLAIMED WATER BOXES BECOME THE PROPERTY OF THE CONTRACTOR.



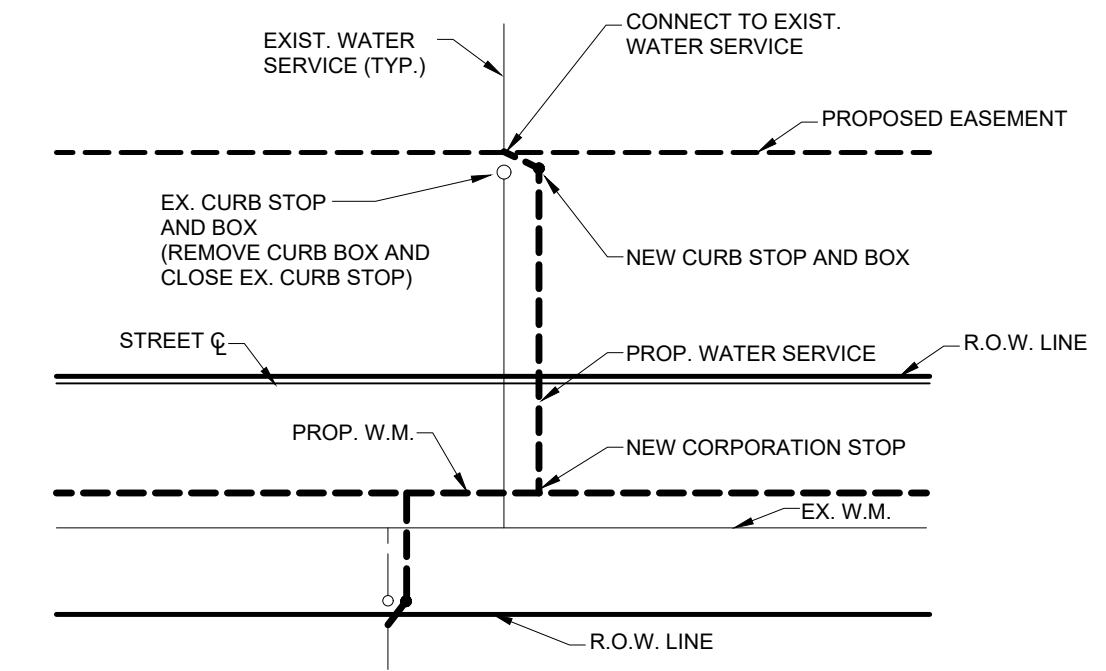
**ELEVATION**



NOTES:  
1. PIPE SADDLE REQUIRED WHEN SEPARATION(S) IS 12 INCHES OR LESS UNLESS OTHERWISE DIRECTED OR SHOWN ON DRAWINGS  
2. PIPE SADDLE IS NOT REQUIRED FOR PLASTIC, STEEL LEAD OR COPPER PIPE 2" OR SMALLER.

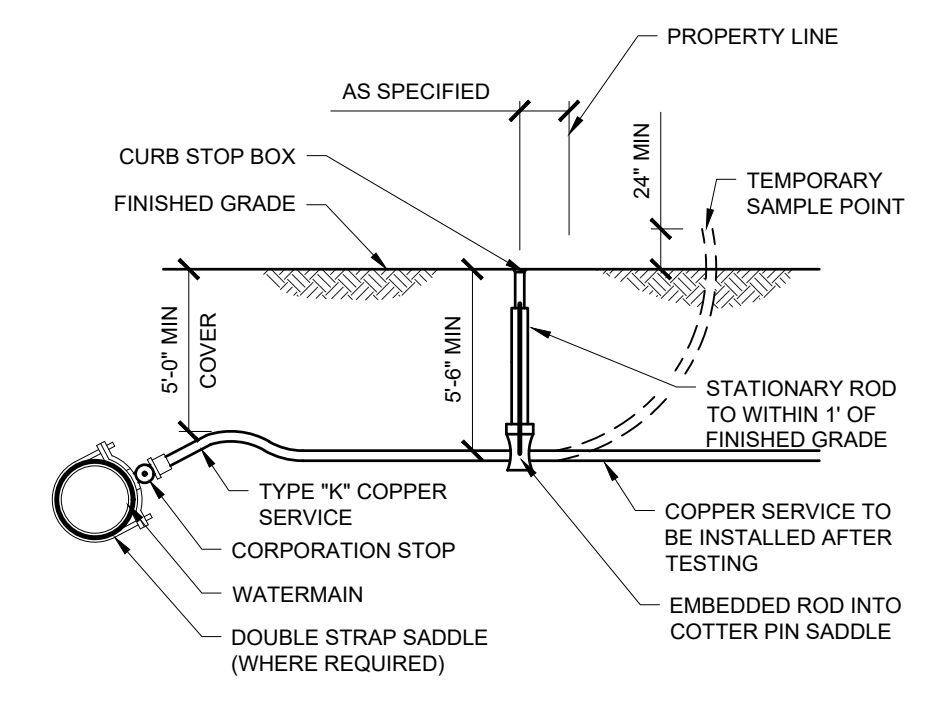
**SECTION**

**PIPE SADDLES**



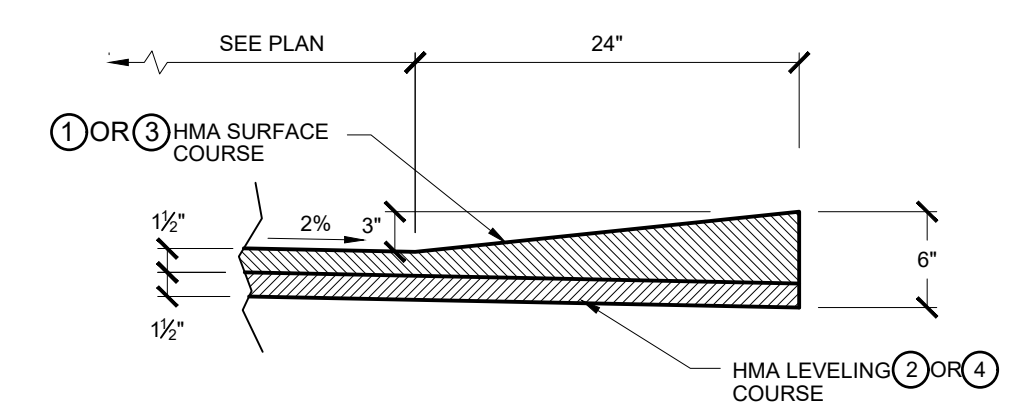
**WATER SERVICE CONNECTION DETAIL**

NOT TO SCALE



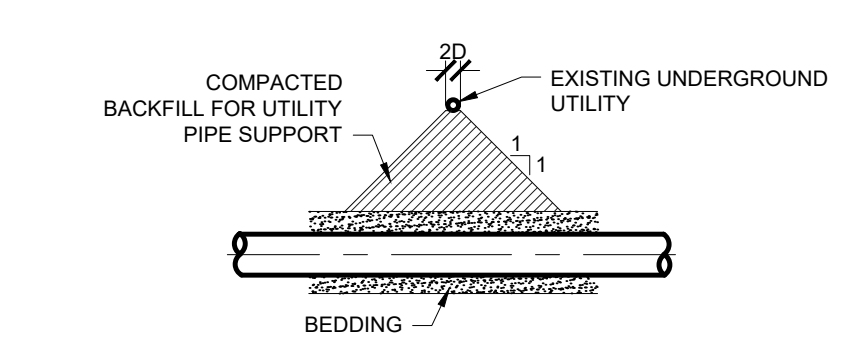
NOTES:  
1. SAMPLE POINT TO BE USED FOR FUTURE SERVICE LEAD.  
2. NO TAP SHALL BE MADE CLOSER THAN 18" TO ANY COUPLING OR JOINT IN THE PIPE.  
3. STATIONARY ROD REQUIRED IN AREAS OF HIGH GROUNDWATER.

**COPPER SERVICE LEAD CONNECTION/SAMPLE POINT**



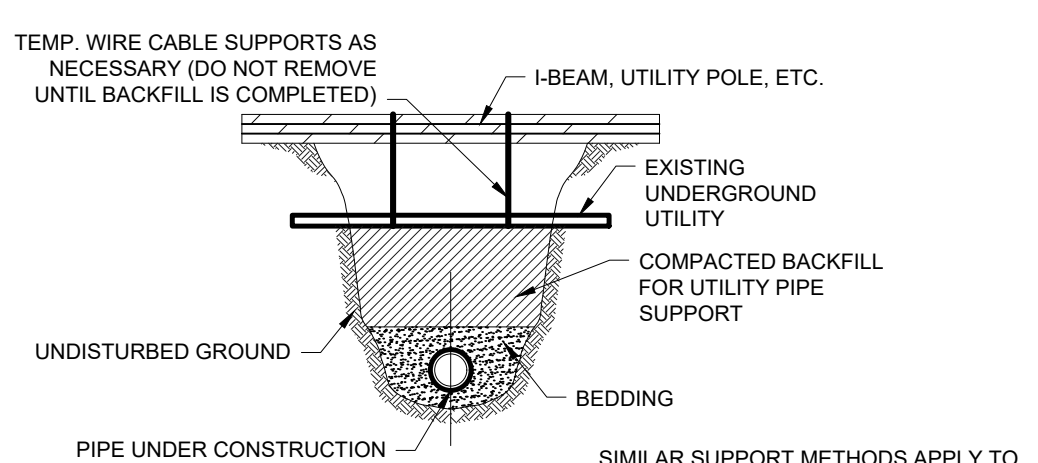
**HMA VALLEY GUTTER DETAIL**

NOT TO SCALE



**ELEVATION**

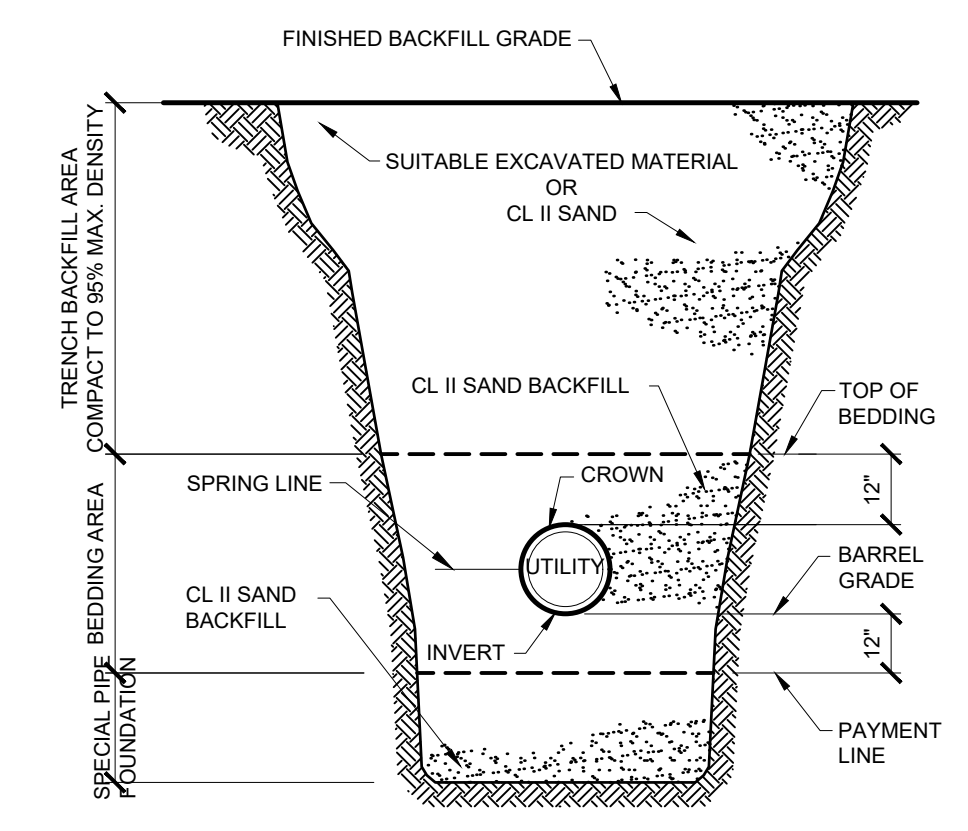
NOTE: MAINTAIN EXISTING COATING ON UTILITY



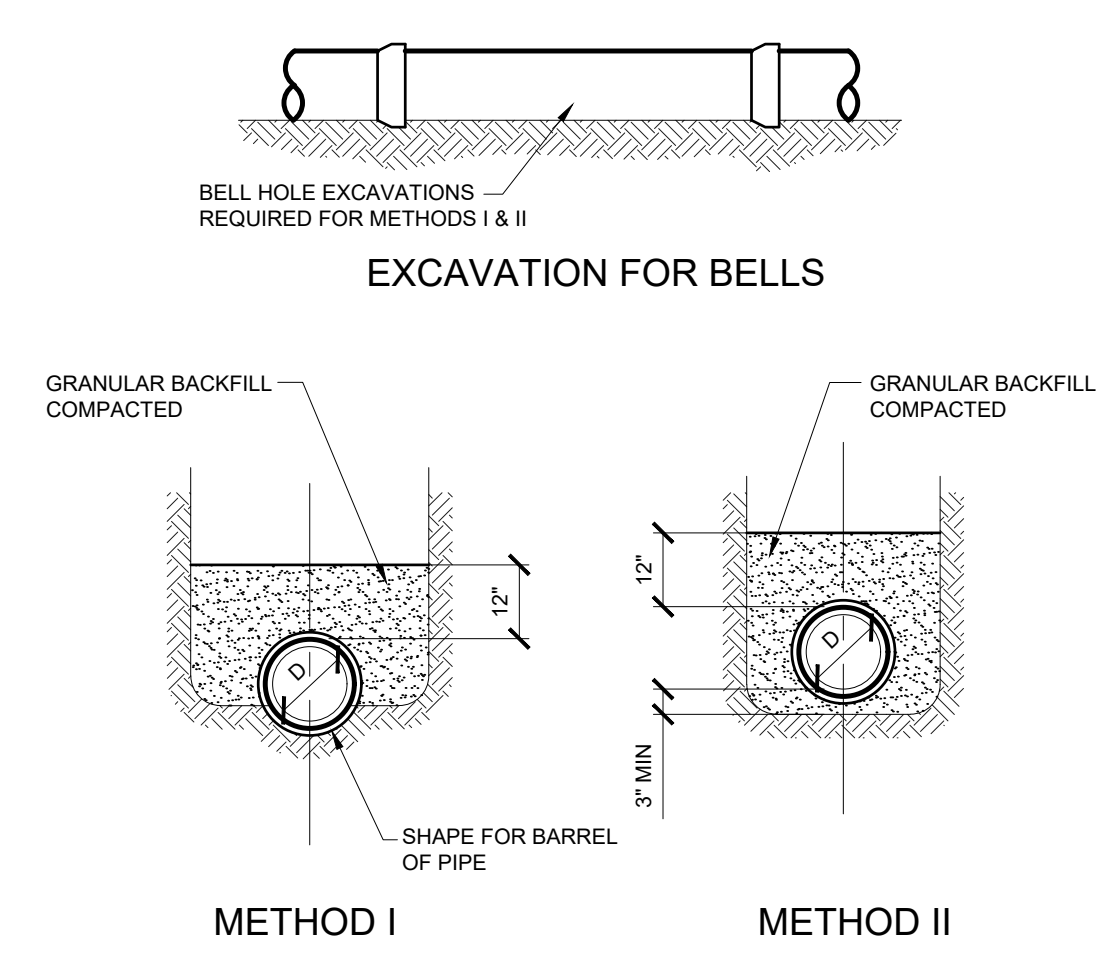
**SECTION**

SIMILAR SUPPORT METHODS APPLY TO UTILITIES PARALLELING AND ABOVE THE PIPE UNDER CONSTRUCTION

**SPECIAL SUPPORTS FOR UNDERGROUND UTILITIES**

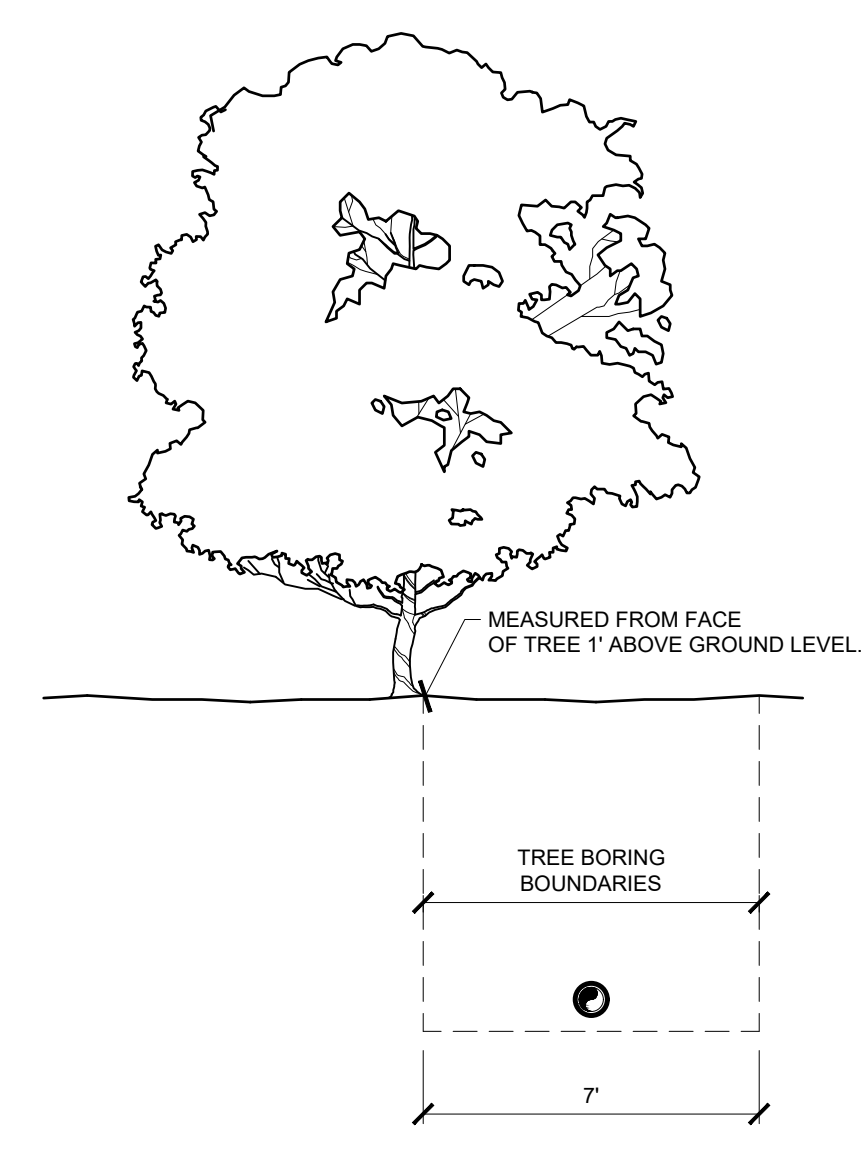


**UTILITY TRENCHING, EXCAVATING AND BACKFILLING TERMINOLOGY**



NOTES:  
1. METHOD I: IN AREAS OF UNCONSOLIDATED SOILS (SAND, GRAVEL, ETC.)  
2. METHOD II: IN AREAS OF CONSOLIDATED SOILS (CLAY, HARDPAN, ROCK, ETC.)

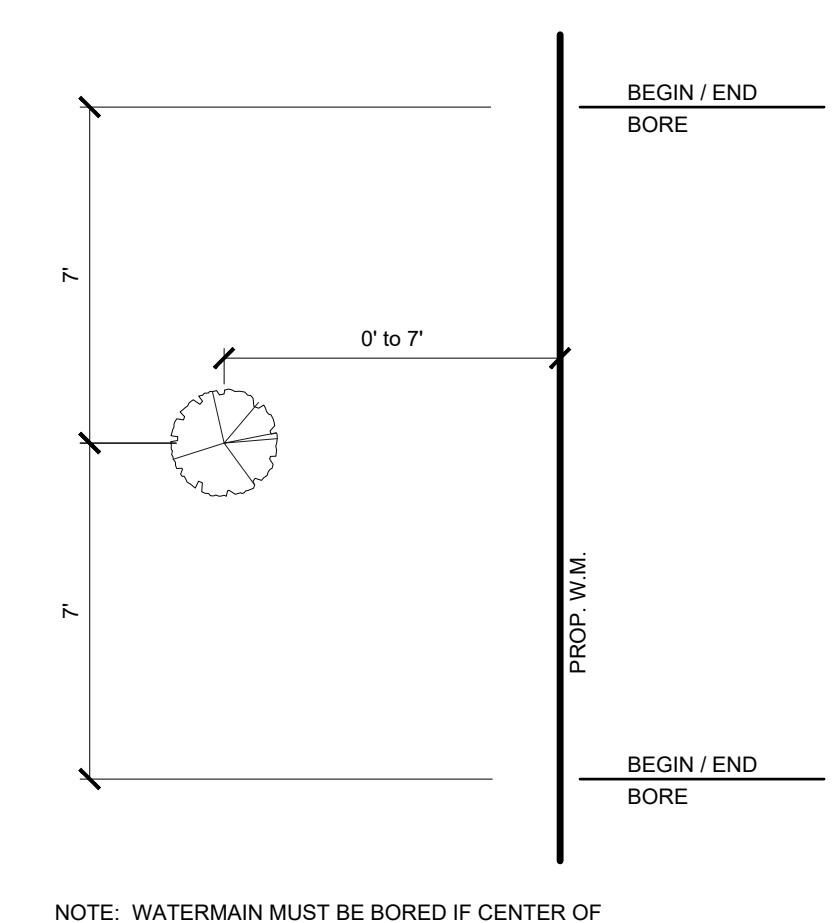
**METHODS OF BEDDING PRESSURE PIPE**



**PROFILE VIEW**

**TREE BORING DETAIL**

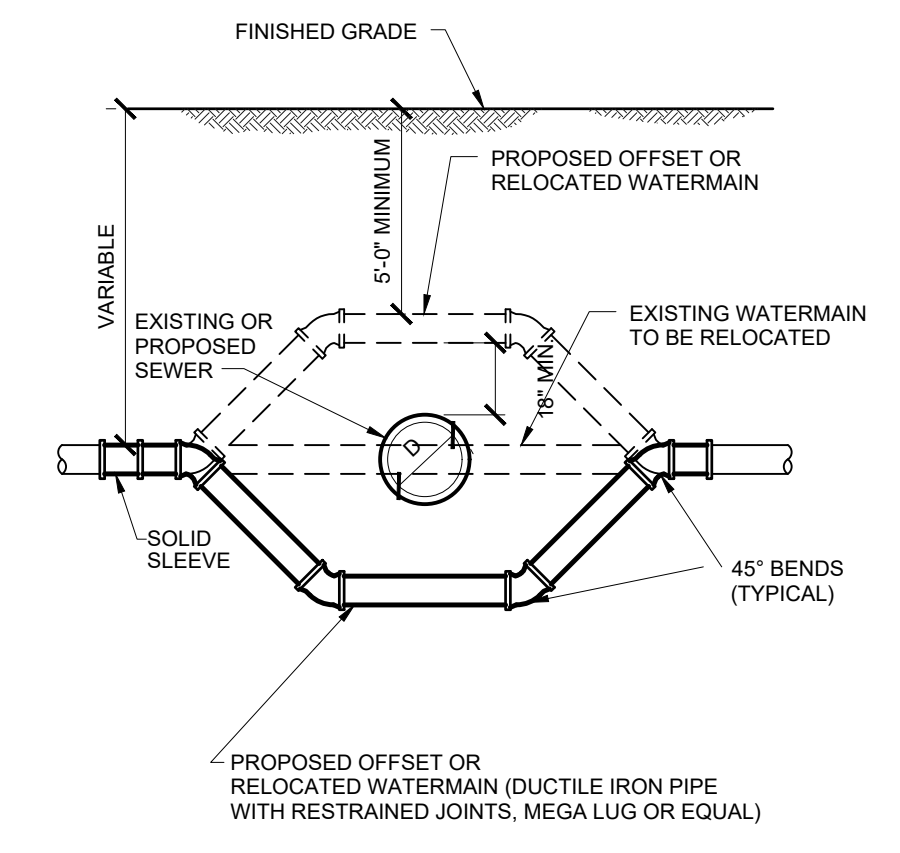
NOT TO SCALE



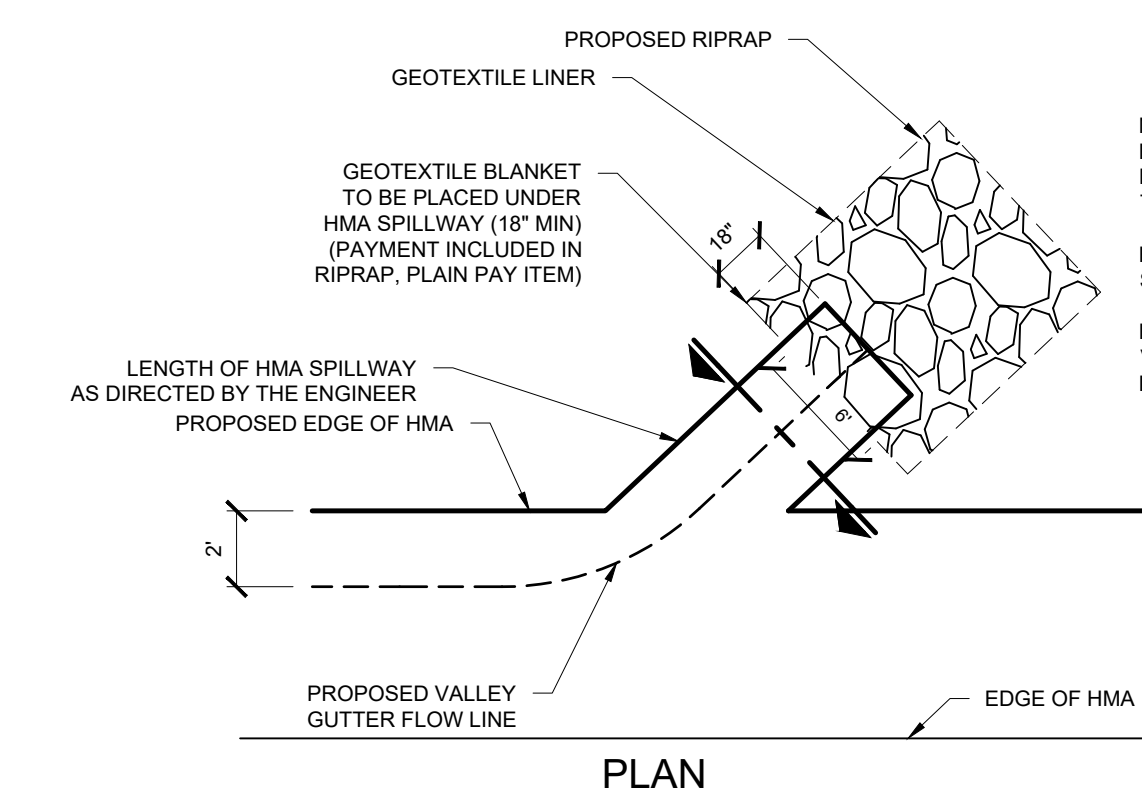
**PLAN VIEW**

**WATERMAIN OFFSET / RELOCATION DETAIL**

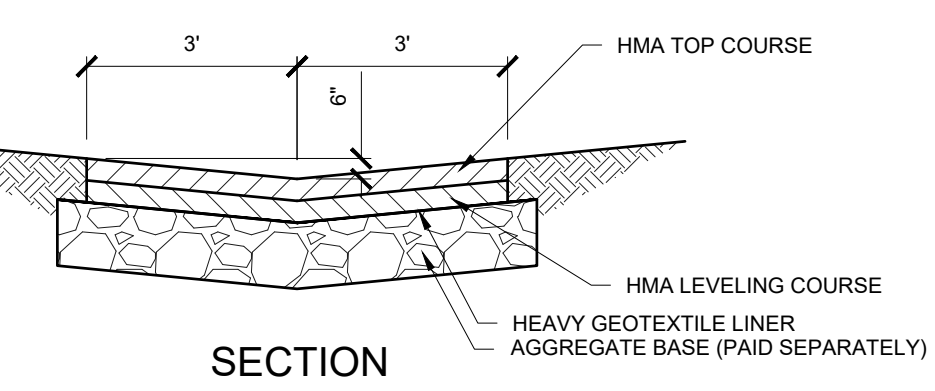
NOTE: WATERMAIN MUST BE BORED IF CENTER OF MAIN IS WITHIN 7' OF THE FACE OF THE TREE TRUNK



NOTE: WHEN THE MINIMUM CLEARANCE AND COVER CAN BE OBTAINED, THE WATERMAIN IS TO BE RELOCATED ABOVE THE SEWER.



**PLAN**



**SECTION**

**HMA SPILLWAY DETAIL**

NOT TO SCALE

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

**RESOLUTION NO. 220523-A**

**A RESOLUTION TO AWARD A BID FOR THE LOWER BRIDGE STREET WATER MAIN  
INSTALLATION AND RESURFACING PROJECT**

At a regular meeting of the City Council for the City of Saugatuck, Michigan, held at the City Hall, Saugatuck, Michigan, on the 23<sup>rd</sup> day of May, at 7 p.m.

PRESENT:

ABSENT:

The following Resolution was offered by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_:

**RECITALS**

**WHEREAS**, the City of Saugatuck has, consistent with the City Charter and City Code, bid out the water main installation and resurfacing project for the section of Bridge Street from Blue Star Highway south to Heron Bay Drive in Saugatuck Township, and

**WHEREAS**, the low qualified bid was received from Al's Excavating, Inc. of Hamilton, Michigan, in the amount of \$429,245.00, and

**WHEREAS**, based on the recommendation of the City's engineering firm, it is the determination of the City Council that the bid of Al's Excavating, Inc. should be accepted.

**NOW, THEREFORE, IT IS RESOLVED:**

1. The Recitals set forth above are affirmed as correct and incorporated herein in their entirety.
2. Consistent with the City Code, the City Council hereby awards the bid for the 2022 Bridge Street project from Blue Star Highway south to Heron Bay Drive in Saugatuck Township to Al's Excavating, Inc.
3. The City Manager and other City staff and officers are hereby authorized and directed to take all actions necessary and advisable to contract with Al's Excavating, Inc. to complete the Bridge Street project from Blue Star Highway south to Heron Bay Drive in Saugatuck Township.
4. All resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, repealed.

YEAS: Council Members:  
NAYS: Council Members:  
ABSTAIN: Council Members:  
ABSENT: Council Members:

ADOPTED this 23<sup>rd</sup> day of May, 2022

---

Garnet Lewis, Mayor

---

Jamie Wolters, City Clerk

**CERTIFICATION**

I, Jamie Wolters, the duly appointed clerk of the City of Saugatuck, certify the foregoing is a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held May 23, 2022, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended.

---

Jamie Wolters, City Clerk



## City Council Agenda Item Report

**FROM:** Ryan Heise  
**MEETING DATE:** May 18, 2022  
**SUBJECT:** Resident Request

**DESCRIPTION:**

The City Council previously discussed an offer from the Solberg's to purchase property from the City; no action was taken. A follow-up request was sent from the Solberg's:

*Greetings Mr. Heise and City Council:*

*Last November 17th at the City Council Workshop, we presented our request to either purchase the embankment area adjacent to our property at 720 Park Street (which we currently lease on a 5-year term from the City), or to negotiate a longer term (10 year) lease. We engaged in this process because we would like to upgrade that property, which is in disrepair and currently no longer ideal for use as a dock area. As we discussed at the Workshop, we not comfortable making a significant expenditure on property we don't have longer term rights to. Our current lease is expiring this year. After our presentation at the Council, we never heard anything back on this issue. What can we do to have this addressed by the Council? We would like a response either way so that we can plan our next steps accordingly.*

*We would also be willing to double our original offer for the area to \$50,000.*

*Best regards,*

*Scott & Michelle Solberg*

**BUDGET ACTION REQUIRED:**

N/A

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Deny the offer until such time that the Council has had time to review long-term plans for Mt Baldhead Parking area.



City Council Agenda Item Report

**FROM:** Jamie Wolters  
**MEETING DATE:** June 18th, 2022  
**SUBJECT:** Special Event-Jump into Summer

**DESCRIPTION:**

The third annual Jump into Summer event hosted by the SCA is a FREE hands-on, immersive experience celebrating the intersection of art, nature, music, and movement! In collaboration with community partners from around West Michigan, the SCA will pack the afternoon with family-friendly activities, games, and friendly conversation.

- Screen Printing on site with The Printmobile.
- Decorate your own planting pot (all supplies provided).
- Choose your own seedling to bring home.
- Get hands-on in the dirt.
- Learn about composting, sustainability, and gardening!
- Meet and greet with professional gardeners and nature lovers.
- Wishbone Pet Rescue will have 5-7 adoptable dogs at the park.
- Ox-Bow will be cranking out the dancing beats from their DJ-mobile.

**BREAKDOWN OF EVENT:**

**Location:** Coghlin Park  
**Event Date:** 6/18/22  
**Event Hours:** 9:00am-4pm  
**Attendees:** 500  
**Volunteers:** 20  
**Music:** 11am-3pm  
**Trash Receptacles:** 5  
**Traffic cones:** 13

**BUDGET ACTION REQUIRED:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Motion to approve/deny the Jump into Summer event to take place on June 18<sup>th</sup>, 2022, organized by Saugatuck Center for the Arts.



<b>Council Action</b>
_____ Approved
_____ Denied
_____ Date

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453  
 Phone: 269-857-2603 • Website: [www.saugatuckcity.com](http://www.saugatuckcity.com)

## SPECIAL EVENT 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: Saugatuck Center for the Arts TELEPHONE: 269-857-2399  
 MAILING ADDRESS: 400 Culver Street  
 CONTACT NAME: Kristin Armstrong TELEPHONE: 269-857-2399  
 E-MAIL ADDRESS: kristin@sc4a.org CELL PHONE: 269-921-2650

### CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Megan Hodgin TELEPHONE: 269-857-2399  
 E-MAIL ADDRESS: mhodgin@sc4a.org CELL PHONE: 616-298-0151

### EVENT INFORMATION

NAME OF EVENT: Jump Into Summer DATE(S) OF EVENT: June 18, 2022  
 PURPOSE OF EVENT: Free/Public Community Engagement RAIN DATE: na

- |  |  |  |                                       |
|--|--|--|---------------------------------------|
| <input checked="" 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 type="checkbox"/> Other _____  |

EVENT LOCATION: Coghlin Park EVENT HOURS: 9am-4pm

ESTIMATED NUMBER OF ATTENDEES: 500

ESTIMATED NUMBER OF VOLUNTEERS: 20

ESTIMATE DATE / TIME FOR SET-UP: June 18, 2022 9:00  A.M.  P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: June 18, 2022 4:00  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: 11am END: 3pm

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' x 2'. 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): Wayfinding signage along Culver St.  
Description of signs: Sandwich board signs directing participants from SCA parking lot to park  
(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 12-15

PORTABLE TOILETS – QUANTITY \_\_\_\_\_

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

If yes, where do you propose your vendors park? SCA parking lot

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 5

BARRICADES – QUANTITY \_\_\_\_\_

■ TRAFFIC CONES – QUANTITY 13

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: \_\_\_\_\_  A.M.  P.M.

Street re-open date/time: \_\_\_\_\_  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: \_\_\_\_\_

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

4/26/22  
Date



SAUGATUCK  
CENTER FOR THE ARTS

Addendum to Permit Application for Coghlin Park - June 18, 2022  
Wishbone Pet Rescue

**WISHBONE PET RESCUE** would like to be present as a community partner at the Saugatuck Center for the Arts' Jump Into Summer event on June 18, 2022 in Coghlin Park.

**TYPE OF ANIMALS:** Wishbone Pet Rescue will be bringing dogs only.

**NUMBER OF ANIMALS:** 5-7 dogs

**CARE AND CONTAINMENT OF ANIMALS:** Each dog will have an assigned handler, one handler per dog. Kennels will also be on site for us if needed.

**INSURANCE COVERAGE:** A certificate of insurance from Wishbone Pet Rescue is attached.

## Jamie Wolters

---

**From:** Brett Ensfield <BEnsfield@ALLEGANCOUNTY.ORG>  
**Sent:** Tuesday, May 10, 2022 10:58 AM  
**To:** Jamie Wolters  
**Subject:** Re: Special Event- Jump into Summer

I have a reserve signed up to work the town crier and jump into summer.  
Deputy Flokstra is also on that day.

---

**From:** Jamie Wolters <Jwolters@saugatuckcity.com>  
**Sent:** Monday, May 2, 2022 4:24 PM  
**To:** Greg Janik <gjanik@saugatuckfire.org>; Mike Betts <mbetts@saugatuckfire.org>; Scott Herbert <scott@saugatuckcity.com>; Brett Ensfield <BEnsfield@ALLEGANCOUNTY.ORG>  
**Subject:** Special Event- Jump into Summer

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

Please see attached special event form for "Jump into Summer" hosted by the SCA. This is the same date as the Town Crier Race. I'd like to get this to Council for approval, and set up a meeting with the organizer afterwards for planning with all of us.

Date of Event: 6/18  
Place: Coghlin Park  
Time: 9am-4pm  
Attendees: 500  
Volunteers: 20  
Music: Yes  
Alcohol: No  
Fireworks: No  
Trash Receptacles: 5  
Traffic cones: 13

Thank You,

*Jamie Wolters*

City Clerk

City of Saugatuck

O: 269.857.2603

F: 269.857.4406



## Jamie Wolters

---

**From:** Scott Herbert  
**Sent:** Monday, May 16, 2022 1:56 PM  
**To:** Katherine White  
**Cc:** Jamie Wolters  
**Subject:** RE: SCA's Jump Into Summer Special Event Application

It looks doable. I don't see any issues.

Thanks,

**Scott Herbert**  
**Public Works Supt.**  
**City of Saugatuck**  
**(269) 857-2558**

---

**From:** Katherine White <KWhite@saugatuckcity.com>  
**Sent:** Monday, May 16, 2022 9:02 AM  
**To:** Scott Herbert <scott@saugatuckcity.com>  
**Cc:** Jamie Wolters <Jwolters@saugatuckcity.com>  
**Subject:** RE: SCA's Jump Into Summer Special Event Application

Scott,

Thoughts on the application?

Thank you

**Kate White**

Project Coordinator & Deputy Clerk | City of Saugatuck

[KWhite@saugatuckcity.com](mailto:KWhite@saugatuckcity.com) | O: 269.857.2603



---

**From:** Katherine White  
**Sent:** Wednesday, May 11, 2022 3:07 PM  
**To:** Scott Herbert <[scott@saugatuckcity.com](mailto:scott@saugatuckcity.com)>; Greg Janik <[gjanik@saugatuckfire.org](mailto:gjanik@saugatuckfire.org)>; Brett Ensfield <[bensfield@allegancounty.org](mailto:bensfield@allegancounty.org)>  
**Cc:** [jwolters@saugatuckcity.com](mailto:jwolters@saugatuckcity.com)  
**Subject:** SCA's Jump Into Summer Special Event Application

Good afternoon all,

Please review the attached special event application for the Saugatuck Center for the Arts "Jump Into Summer" event. There will be no road closures, only some coning off of parking spots. Let Jamie and I know of your thoughts.

Cheers,

**Kate White**

Project Coordinator & Deputy Clerk | City of Saugatuck

[KWhite@saugatuckcity.com](mailto:KWhite@saugatuckcity.com) | O: 269.857.2603



**From:** [Greg Janik](#)  
**To:** [Katherine White](#); [Scott Herbert](#); [Brett Ensfield](#)  
**Cc:** [Jamie Wolters](#)  
**Subject:** RE: SCA's Jump Into Summer Special Event Application  
**Date:** Tuesday, May 17, 2022 12:20:21 PM  
**Attachments:** [image002.png](#)

---

Good afternoon Jamie:

We are happy to approve the event with concrete, water or vehicular barrier protection as indicated on the confidential map to protect the event attendees.

Please let me know if concrete or water barriers cannot be provided, we can offer our fire trucks for barrier protection.

Thank you,  
Greg

*Greg Janik*

Fire Chief/Fire Marshal  
3342 Blue Star Highway  
Saugatuck, MI 49453

Phone: 269 857-3000

E-mail : [gjanik@saugatuckfire.org](mailto:gjanik@saugatuckfire.org)



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*attachment(s) and copies.*

---

**From:** Katherine White <KWhite@saugatuckcity.com>

**Sent:** Wednesday, May 11, 2022 3:07 PM

**To:** Scott Herbert <scott@saugatuckcity.com>; Greg Janik <gjanik@saugatuckfire.org>; Brett Ensfield <bensfield@allegancounty.org>

**Cc:** Jamie Wolters <Jwolters@saugatuckcity.com>

**Subject:** SCA's Jump Into Summer Special Event Application

Good afternoon all,

Please review the attached special event application for the Saugatuck Center for the Arts “Jump Into Summer” event. There will be no road closures, only some coning off of parking spots. Let Jamie and I know of your thoughts.

Cheers,

**Kate White**

Project Coordinator & Deputy Clerk | City of Saugatuck

[KWhite@saugatuckcity.com](mailto:KWhite@saugatuckcity.com) | O: 269.857.2603







City Council Agenda Item Report

**FROM:** Jamie Wolters  
**MEETING DATE:** May 23rd, 2022  
**SUBJECT:** Special Event-National Trails Day

**DESCRIPTION:**

The Radar Hill Hiking Club has organized a second annual “Saugatuck - Douglas - Laketown Trail Scramble” in observance of National Trails Day on June 4, 2022, between 1:00 and 4:00 pm. Participants start by picking up a trail card at the Welcome Center on the Blue Star Highway in Douglas. Then they go to any of the selected trails, where a volunteer will stamp the card. After collecting three stamps, coupons on the card become valid, providing discounts at area merchants. The only request is approval for organizer to set up a table at the Chain Ferry West dock to stamp cards for participants.

**BREAKDOWN OF EVENT:**

**Location:** Woollam Trail and Peterson Preserve Trail.  
**Race Date:** 6/04/22.  
**Event Hours:** 1:00pm-4:00pm.  
**Attendees:** 100.  
**Volunteers:** 4.  
**Signage:** Yard Sign at Peterson Preserve and Chain Ferry West dock.

**BUDGET ACTION REQUIRED:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Motion to approve/deny the National Trails Day event to take place on June 4<sup>th</sup>, 2022, organized by Radar Hill Hiking Club.



<b>Council Action</b>
_____ Approved
_____ Denied
_____ Date

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453  
 Phone: 269-857-2603 • Website: [www.saugatuckcity.com](http://www.saugatuckcity.com)

## SPECIAL EVENT & PARADE APPLICATION

Must be filled out in its entirety & returned to the City Clerk's Office 60 days prior to scheduled event

### SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

### CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

### EVENT INFORMATION

NAME OF EVENT: \_\_\_\_\_ DATE(S) OF EVENT: \_\_\_\_\_

PURPOSE OF EVENT: \_\_\_\_\_ RAIN DATE: \_\_\_\_\_

- |  |  |  |                                       |
|--|--|--|---------------------------------------|
| <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 type="checkbox"/> Other _____  |

EVENT LOCATION: \_\_\_\_\_ EVENT HOURS: \_\_\_\_\_

ESTIMATED NUMBER OF ATTENDEES: \_\_\_\_\_

ESTIMATED NUMBER OF VOLUNTEERS: \_\_\_\_\_

ESTIMATE DATE / TIME FOR SET-UP: \_\_\_\_\_  A.M.  P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: \_\_\_\_\_  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: \_\_\_\_\_ END: \_\_\_\_\_

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: \_\_\_\_\_  A.M.  P.M.

Street re-open date/time: \_\_\_\_\_  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: \_\_\_\_\_

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

Date

## DRAFT — NOT FOR RELEASE

### SECOND ANNUAL TRAIL SCRAMBLE

The Radar Hill Hiking Club has organized a second annual “Saugatuck - Douglas - Laketown Trail Scramble” in observance of [National Trails Day](#) on June 4, 2022, between 1:00 and 4:00 pm.

Participants start by picking up a trail card at the Welcome Center on the Blue Star Highway in Douglas. Then they go to any of the selected trails, where a volunteer will stamp the card. After collecting three stamps, coupons on the card become valid, providing discounts at area merchants.

Organizer Chris Clark says, “National Trails Day advocates for trails and promotes land conservation. There are more than twenty hiking trails within five miles of the Blue Star Bridge. The Scramble introduces people to some of the trails, and we hope it sparks interest in exploring the others.” Detailed information about local trails is available at [RadarHill.Club/trails](#).

There’s more going on! Guardian Brewing Company will offer three varieties of “Radar Hill Gorp Porter” and the Saugatuck Douglas Area Convention and Visitors Bureau has a beautiful paper map of area hiking trails. Radar Hill Hiking Club is offering a new club patch in return for a donation, as a way to cover the costs of the event.

[Radar Hill Hiking Club](#) is an outgrowth of RiverWood Council, whose goal is to “preserve and expand the ability of visitors and residents to enjoy the natural beauty of the greater Saugatuck/Douglas area.” Recently, the group helped a landowner create a private conservation and worked with Saugatuck Township to create a new trail by the dog park.

The Trail Scramble is supported by Allegan County Parks & Rec, Laketown Township Parks, Friends of the Blue Star Trail, Scout Troop 333, Community Church of Douglas, and the Mount Baldhead Challenge. Local businesses donating coupons include Landsharks of Saugatuck, Guardian Brewing, Back Alley Pizza, Lakeshore Pet Boutique, and Grins of Saugatuck.

Participants in National Trails Day are encouraged to “take action to care for trails and advocate for equitable, safe access to quality green spaces.” Suggested actions include encouraging legislators to protect public lands, supporting local trail efforts, adhering to the principles of “Leave No Trace”, or leading a local hike.

National Trails Day began thirty years ago and there have been as many as a thousand local observances, spread across all fifty states. The American Hiking Society promotes the event, along with partners that include the National Parks Service. Commercial sponsors include REI, Osprey, Ben’s Insect Repellent, and Athletic Brewing.

---

Contact information (**not for publication**): Chris Clark [clark.96@nd.edu](mailto:clark.96@nd.edu) / (574) 276-2275

# Trail Scramble

Saugatuck - Douglas - Laketown



## #NATIONALTRAILSDAY®

(lawn sign displayed at each trailhead)



(map available at the visitors center)



(hiking club patch)

## Jamie Wolters

---

**From:** Brett Ensfield <BEnsfield@ALLEGANCOUNTY.ORG>  
**Sent:** Monday, May 16, 2022 11:07 AM  
**To:** Jamie Wolters  
**Subject:** RE: Trail Scramble

I approve

Sent via the Samsung Galaxy S9, an AT&T 5G Evolution capable smartphone

----- Original message -----

**From:** Jamie Wolters <Jwolters@saugatuckcity.com>  
**Date:** 5/16/22 11:05 AM (GMT-05:00)  
**To:** Greg Janik <gjanik@saugatuckfire.org>, Brett Ensfield <BEnsfield@ALLEGANCOUNTY.ORG>, Scott Herbert <scott@saugatuckcity.com>  
**Cc:** Katherine White <KWhite@saugatuckcity.com>  
**Subject:** Trail Scramble

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

This attached form has been submitted for the second annual Trail Scramble. This will go to Council on May 18<sup>th</sup> and May 23<sup>rd</sup>. The only request is approval for organizer to set up a table at the Chain Ferry West dock to stamp cards for participants.

### **SECOND ANNUAL TRAIL SCRAMBLE**

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### **BREAKDOWN OF EVENT:**

**Location:** Woollam Trail and Peterson Preserve Trail.  
**Race Date:** 6/04/22.  
**Event Hours:** 1:00pm-4:00pm.  
**Attendees:** 100.  
**Volunteers:** 4.  
**Signage:** Yard Sign at Peterson Preserve and Chain Ferry West dock.  
**Tables:** Request of one table set up at Chain Ferry West dock.

Thank You,



## Jamie Wolters

---

**From:** Scott Herbert  
**Sent:** Monday, May 16, 2022 2:02 PM  
**To:** Jamie Wolters; Greg Janik; Brett Ensfield  
**Cc:** Katherine White  
**Subject:** RE: Trail Scramble

Thanks Jamie. It looks good to me.

**Scott Herbert**  
**Public Works Supt.**  
**City of Saugatuck**  
**(269) 857-2558**

---

**From:** Jamie Wolters <Jwolters@saugatuckcity.com>  
**Sent:** Monday, May 16, 2022 11:05 AM  
**To:** Greg Janik <gjanik@saugatuckfire.org>; Brett Ensfield <bensfield@allegancounty.org>; Scott Herbert <scott@saugatuckcity.com>  
**Cc:** Katherine White <KWhite@saugatuckcity.com>  
**Subject:** Trail Scramble

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Thank You,

*Jamie Wolters*  
City Clerk  
City of Saugatuck



**FROM:** Cindy Osman, Planning and Zoning  
**MEETING DATE:** May 23, 2022  
**SUBJECT:** Banner at the Pallett sign for plant sale

**DESCRIPTION**

Janet Ryskamp, on behalf of the Saugatuck Douglas Garden Club has submitted an application for the installation of a banner on the Pallet Sign from July 15 through July 23, 2022.

The City Council may approve a banner as an exception, as listed in section 150.30(H). The conditions for approval of the exception are as follows:

1. The sign does not create a traffic vision obstruction;
2. The sign does not create a pedestrian traffic obstruction;
3. The sign is compatible with the surroundings and is not uniquely out of character for the community;
4. The sign does not create a situation which could be detrimental to health safety, or welfare; and,
5. The banner shall be displayed for no more than three 14-day periods between January 1 and December 31 of any year.

**BUDGET ACTION REQUIRED**

N/A

**COMMITTEE/COMMISSION REVIEW**

None

**LEGAL REVIEW**

None

**SAMPLE MOTION:**

Motion to approve/deny the request to install a banner to promote the Saugatuck Douglas Garden Club plant sale within the public right of way from July 15, 2022 through July 23, 2022.



### Right of Way Sign Application

**APPLICANTS INFORMATION** **APPLICATION NUMBER** \_\_\_\_\_ - \_\_\_\_\_

Name SAUGATUCK DOUGLAS GARDEN CLUB Address / PO Box % JANET RYSKAMP - 1572 LEON RD.  
City FENNVILLE State MI Zip 49408 Phone 269-760-4259  
E-Mail JJ RYSKAMP @ YAHOO.COM  
Signature Janet Ryskamp Date \_\_\_\_\_

**SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)**

Type: Number of Yard Signs 8 Number of Banners 1  
Dates to be displayed 7-23-2022  
Further Comments: BANNER TO BE DISPLAYED 7-15-22

**PLEASE INCLUDE THE FOLLOWING INFORMATION**

Pursuant to Section 150.30, please attach the following supporting documents when applying for sign approval

Y N NA

- Dimensions and type of each proposed sign 18" X 24" + 1 6' BANNER
- Map showing the location of each sign
- Explanation of how each sign will be attached and secured METAL STAKES

Pursuant to Section 150.30(H), please to the following questions:

- Will the signs create a traffic vision obstruction?
- Will the signs create a pedestrian traffic obstruction?
- Are the signs compatible with the surroundings and is not uniquely out of character for the community? and
- Do the signs create a situation which could be detrimental to health, safety, or welfare?

1 Memorial Garden in down town Douglas

2 Garden's of the Old School house

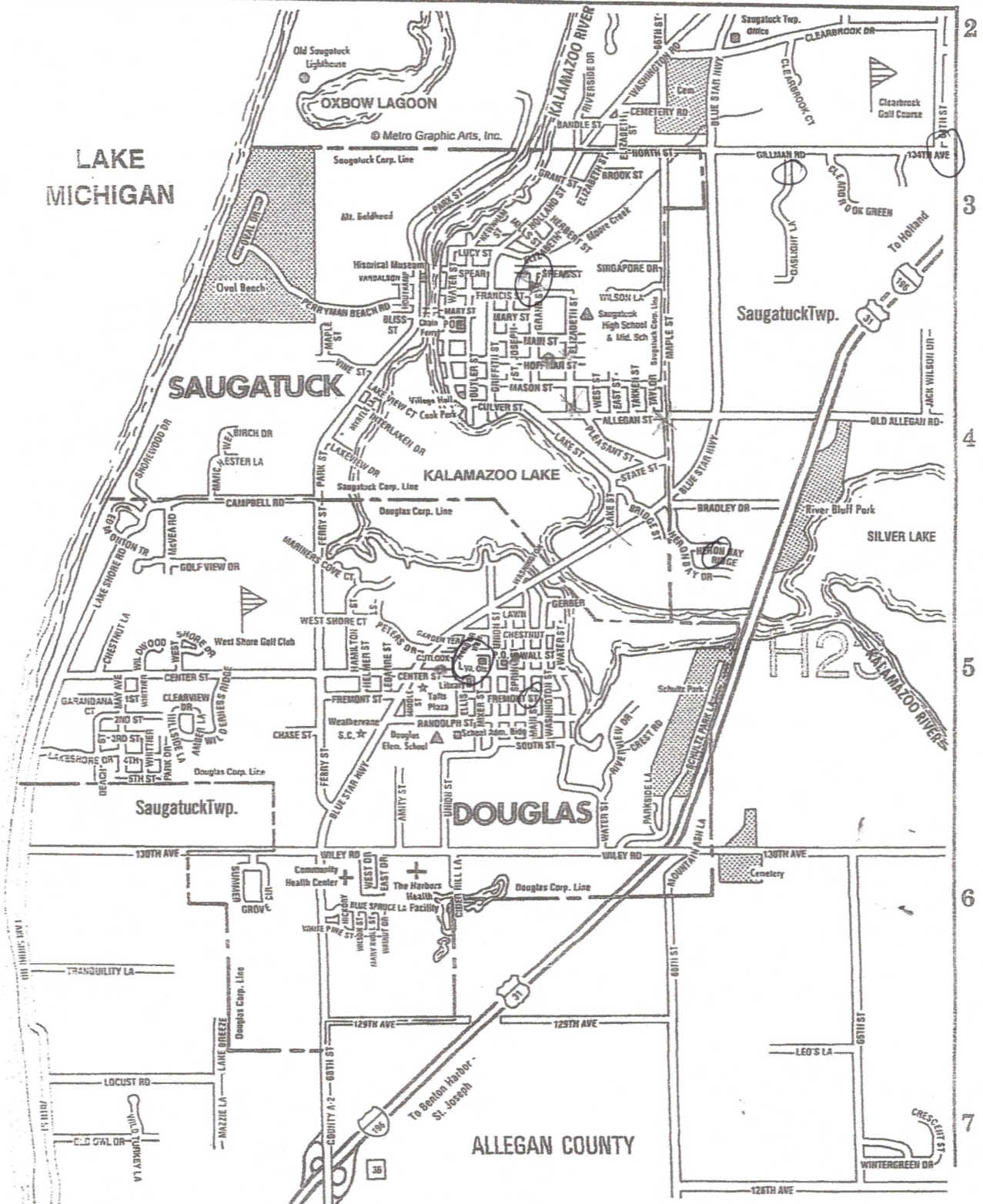
3 13 Freemont St Douglas Mi

4 543 Heron Bay Saugatuck Mi

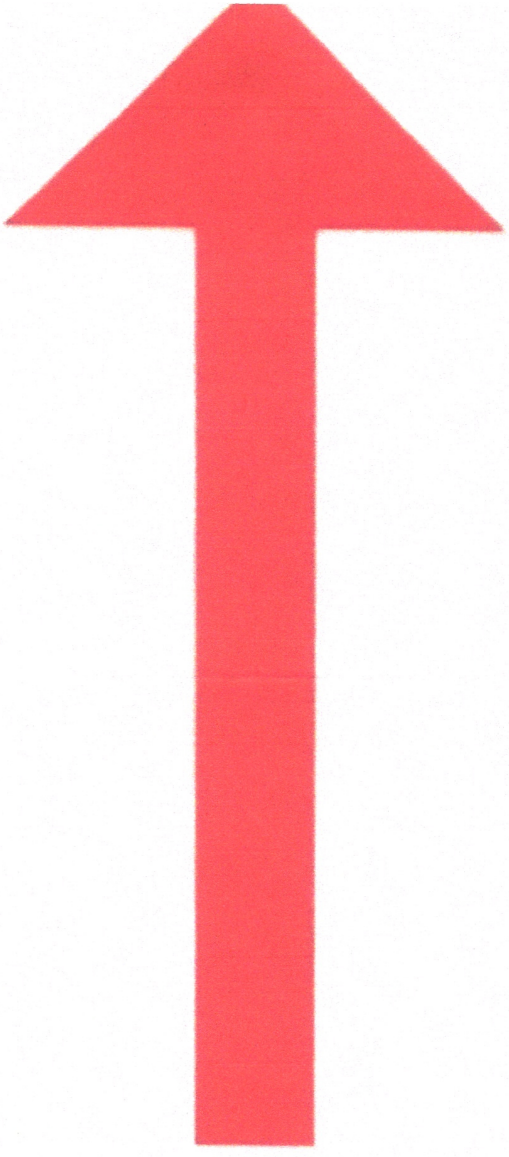
976 Ridgeview Ln. Saugatuck, Mi

3393 Gaslight Ln Saugatuck, Mi

6448 134th Ave. Saugatuck Mi.



# GARDENS



18x24





## City Council Agenda Item Report

**FROM:** Ryan Heise

**MEETING DATE:** 4.11.22

**SUBJECT:** Road Improvement

**DESCRIPTION:** Pavement Assessment and Capital Improvement Plan

Scott Herbert along with City Engineer Jon Moxey analyzed current road conditions; brief narrative:

*Scott took me on an “ugly road tour” Friday. It’s a little hard to distinguish which of the high priority needs are higher than others because there are so many of them, but I gave it a shot to help foster discussion. Some thoughts:*

- *From an asset management standpoint, highest priority is to focus on maintaining the roads that have been improved in the last 20 years with crack sealing every 1-3 years. Move up to patching and slurry seal as needed – Lucy and State are to that point.*
- *For the older roads, I think Mark B. had a good point – the lead service line issue is a bit of a game changer. Just about every road in town is going to be affected in some way in the next 20 years. My thinking is to focus on patch & seal and mill & fill type projects in the short term while we get our arms around the water system and try to get some outside funding to help with that. That is reflected here. The nice part about that strategy is it has a pretty big immediate impact. The drawback is we are kicking the larger issues down the road, pun intended.*
- *I pushed the bigger reconstruction projects like Butler and Elizabeth down to medium priority, but they could be pulled ahead any time.*
- *I am showing Maple Street as medium priority in the big picture sense, but the drainage issue and north end can be pulled forward. MDOT has another round of Category B funding out with applications due in June. I was thinking we could give Maple Street a try, since it’s another border road.*
- *I am showing Park Street as medium priority only because there is open discussion on the non-motorized part. Maybe we take the same approach here and do some patching/sealing in the short term to buy some additional time for that discussion.*
- *I tried to group things into logical larger projects but we can rearrange as needed.*
- *I tried to be conservative with my patch & seal cost, thinking some of those might flip to mill & fills.*
- *Scott, let me know if I’m off the mark on traffic volume or priority on any of these. This is my gut feel, but you’re obviously closer to it.*
- *I left the parks off for now, but we can revisit that as well if you want to.*



*Slurry seal is essentially a thin asphalt overlay. The City did quite a bit of it 15-20 years ago and I think it was pretty well received. It's a little like a chip seal process but doesn't have all of the loose stone issues. On day 1 it looks a lot like a new road. You'll see cracks start to pop through after the first winter, so they will get added to the crack seal list.*

**BUDGET ACTION REQUIRED:**

None at this time

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

None... Information only at this time

**CITY OF SAUGATUCK**  
**SUMMARY OF PRIORITY PROJECTS - APRIL 2022 (DRAFT)**

Project Number	Street	From	To	Utility Needs?	Patch & Seal	Mill & Fill	Crush & Shape	Recon.	Budgetary Estimate	Traffic Volume	Priority	Comments
1	Citywide Crack Sealing			No					\$ 25,000	N/A	High	Recommended every 1-3 years on good condition streets. Target fall 2022.
2	Bridge Street	Blue Star Highway	South End	Yes					\$ 400,000	Local	High	Water main extension and resurfacing is planned for fall 2022 to serve new development.
3	Mary Street	Water Street	Butler Street	No	X				\$ 41,000	High	High	
	Francis Street	Water Street	Butler Street	No	X				\$ 34,000	High	High	
	Spear Street	Water Street	Butler Street	No	X				\$ 30,000	High	High	
	Lucy Street	Water Street	Holland Street	No*	X				\$ 54,000	High	High	Water main replacement from Water to Butler is on KLSWA CIP.
4	Francis Street	Butler Street	Elizabeth Street	No	X				\$ 93,000	Medium	High	
	Hoffman Street	Griffith Street	Elizabeth Street	No	X				\$ 52,000	Medium	High	
	Grand Street	Hoffman Street	Mason Street	No	X				\$ 26,000	Medium	High	
5	Griffith Street	Culver Street	Mason Street	No	X				\$ 35,000	High	High	
6	Griffith Street	Mary Street	Francis Street	No			X		\$ 35,000	High	High	
7	West Street	Allegan Street	Mason Street	No	X				\$ 45,000	Local	High	
	East Street	Allegan Street	Mason Street	No	X				\$ 45,000	Local	High	
	Takken Street	Allegan Street	Mason Street	No	X				\$ 45,000	Local	High	
	Taylor Street	Allegan Street	Mason Street	No	X				\$ 45,000	Local	High	
8	State Street	Lake Street	Maple Street	No					\$ 41,000	Medium	High	
9	Maple Street	Blue Star Highway	North Street	Yes			X	X	\$ 1,300,000	Medium	Medium	Drainage study ongoing. Requires Township involvement for water main work - City cost for full project shown.
10	Butler Street	Culver Street	Hoffman Street	Yes				X	\$ 1,000,000	High	Medium	Water main replacement, sanitary sewer lining, storm sewer improvements, sidewalk replacement.
11	Butler Street	Mary Street	Lucy Street	Yes				X	\$ 1,000,000	High	Medium	Resurfaced Francis Street intersection in 2022.
12	Elizabeth Street	Allegan Street	Francis Street	Yes	X			X	\$ 1,500,000	High	Medium	Water main replacement, storm sewer improvements.
	Hoffman Street	West End	Water Street	No		X			\$ 30,000	Local	Medium	
13	Francis Street	West End	Water Street	No		X			\$ 50,000	Local	Medium	Repair settlement along sea wall and resurface.
14	Grant/Elizabeth	Holland Street	North Street	No	X				\$ 50,000	Local	Medium	
15	Park Street	Campbell Road	Perryman Street	No	X				\$ 156,000	High	Medium	Performed study for non-motorized options in 2019-2020 and obtained survey.
16	Mason Street	Grand Street	Elizabeth Street	Yes				X	\$ 600,000	Medium	Medium	Storm sewer, water and sanitary improvements.
	Mason St Alley	Mason Street	South End	Yes		X			\$ 100,000	Local	Low	Alley is essentially a shared driveway for two properties. Existing is concrete near Mason Street.
17	Butler Street	Hoffman Street	Mary Street	Yes				X	\$ 1,000,000	High	Low	Installed new sanitary and resurfaced Hoffman to Main in 2022. Water and storm still needed.
	Lakeview Street	Park Street	East End	No					\$ 15,000	Local	Low	Place millings from other projects on existing gravel surface.
18	Interlaken Drive	Park Street	East End	No					\$ 15,000	Local	Low	Place millings from other projects on existing gravel surface.
19	Culver Street Parking Lot Improvements			No					TBD	N/A	TBD	
20	Blue Star Highway Bridge Maintenance			No					TBD	N/A	TBD	
21	DPW Parking Lot Improvements			No					TBD	N/A	TBD	

**From:** [no-reply@weebly.com](mailto:no-reply@weebly.com)  
**To:** [Katherine White](#)  
**Subject:** New Form Entry: Website Contact Us Form  
**Date:** Tuesday, May 17, 2022 1:36:26 PM

You've just received a new submission to your [Website Contact Us Form](#).  
[Mark as Spam](#)

**Submitted Information:**

---

**Name**

Renee Zita

**Email**

[REDACTED]

**Address**

985 Park Street  
Saugatuck, MI United States 49453-9780

**Comment**

I am writing today regarding the safety of the Mt Baldy upper Deck. I climb up to the top the other day and snap these pictures of the upper platform. Reaching out to share my concerns regarding the safety of the upper platforms. A stunning view after climbing 300 steps to look out at the beautiful Lake Kalamazoo. I have ached two photos I had taken and wanted express concern regarding these two areas that are in disrepair. I am requesting that they could possibly be repaired for the season. In addition I would like to know what are the future plans for the upper platform area and lower pavilion that is such disrepair? Mt Baldy has become one of Saugatuck's most frequented attractions, currently its condition is not making a very good impression.

Thanks,  
Renee Zita.





**From:** [no-reply@weebly.com](mailto:no-reply@weebly.com)  
**To:** [Katherine White](#)  
**Subject:** New Form Entry: Website Contact Us Form  
**Date:** Friday, May 20, 2022 10:26:25 AM

You've just received a new submission to your [Website Contact Us Form](#).  
[Mark as Spam](#)

**Submitted Information:**

---

**Name**

Gregory Frey

**Email**

[REDACTED]

**Address**

988 Singapore Drive  
Saugatuck, MI Allegan 49453

**Comment**

When will the large pot holes at the north end of Maple street be addressed. The road condition overall is "deplorable" in the words of the city manager. It appears that nothing will be done to the road until the township gets onboard, other than pot hole fixes, so please fix them.



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



3342 Blue Star Highway  
Saugatuck, MI 49453  
269 857-3000 / Fax: 269 857-1228  
E-mail: [info@saugatuckfire.org](mailto:info@saugatuckfire.org)

## City Council Members

As everyone knows, yearly budgets are fluid documents set up by districts to project future spending. They are by no means a mandate to spend. The fire district has put together some bullet points to answer the concerns put forth by the Mayor from your Wednesday workshop. Please include this in your upcoming City Council Meeting packet as correspondence.

## Property Tax Revenue

The tax revenue is increasing \$111k over the current fiscal year. We are holding the millage rate the same at 2.2000 mills since Winter 2019 tax bill. The revenue increase is from the State of Michigan CPI factor of 3.3% plus all new construction and uncapping. The special assessment millages are not affected by Headlee roll back. The last three fiscal years the department has rolled over \$100+ each year to the fund balance. This puts us in a position to pay cash for the new purchases of large capital items (i.e., the new engine that is being built currently). When you compare the increase of tax collections the last three fiscal years, the department via direction from the Board has rolled over the increases directly into the fund balance.

## Expenditures

### Education

2019 we spent \$18k. 2020 we spent \$13k the decrease was COVID we stopped inhouse training per Governor directives. 2021 \$15k there was small bump. Currently we are \$17k with two months to go. Asking for \$23k for 2023. Education line item is to pay for inhouse instruction and training outside conferences and the training for new hires paid on call members. Large commitment from young people today .

### Medical Supply

2019 we spent \$10k, \$17k & \$11k in 2020 & 2021, currently we are at \$9k with two months of expenses yet to be. Asking for \$16k for 2023 fiscal year. The increase in 2020 was due to COVID ramp up. Then 21 decrease was because people were hesitant to call for help and the Fed did give us supplies and cash to help with supply purchases also there were many



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



items not available supply chain issues that still exist today, so we are in need to replenish depleted stock. If you go from 2019 to 2023 it is a 6% increase year over year.

## Community Risk Reduction

Funds used for instruction in the school system plus the fire safety week in the fall plus swag items for little kids. Large decrease the last two fiscal years due to the pandemic and schools being closed. We also have stopped the fall community picnic that was held at the station and have not held an appreciation or awards dinner for members of the department the last few years. Again, it's a 6% increase year over year from 2019

## Physicals

The current and last fiscal year we have not performed the physicals. They are scheduled for career and paid on call members. The vendor has increased their fee schedule.

## General Insurance

We will be adding a new engine to the policy and typical inflationary increase. Previous years we have had dividend refunds applied to the insurance cost. The last few fiscal years the dividend payments have been greatly reduced.

## Truck Payment

Current year \$260k was for the cab & chassis for the new engine. Fiscal year 23 \$417k is for complete truck and apparatus. We are paying cash. No financing.

Greg Janik

Fire Chief