



CITY COUNCIL MEETING AGENDA

June 26 – 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. **Mayor's Comments**
5. **City Manager Comments**
6. **Agenda Changes** (*Additions/Deletions*)
7. **Guest Speakers**
8. **Public Comment on Agenda Items Only** (*Limit 3 minutes*)
9. **Consent Agenda:** (*Roll Call*)
 - A. Regular City Council Meeting Minutes – June 12, 2023. *Pg.3*
 - B. Special City Council Meeting Minutes – June 12, 2023. *Pg.8*
10. **Staff Reports, Boards, Commissions & Committees:** Starting on *Pg.11*
 - A. **Staff Reports:**
 1. City Manager
 2. Treasurer
 3. Planning and Zoning
 4. Department of Public Works
 5. Police
 6. Engineer

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

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

Then enter "Meeting ID":
2698572603

Please send questions or comments regarding meeting agenda items prior to meeting to:
ryan@saugatuckcity.com

Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck City Clerk at 269-857-2603 or Wolters@saugatuckcity.com for further information.

B. Boards, Commissions & Committees:

1. Fire District Administration Board
2. Interurban Board
3. Kalamazoo Lake Sewer & Water Authority
4. Kalamazoo Lake Harbor Authority
5. Zoning Board of Appeals
6. Historic District Commission
7. Planning Commission
 - a) Short Term Rental Task Force
8. Parks & Public Works Committee
9. Tri-Community Non-Motorized Trail Study Committee
10. Tri-Community Recycling Ad-Hoc Committee

11. Request for Payment: None

12. Approval of Accounts Payable: *(Roll Call)*

- A. Accounts Payable in the amount of \$90,038.72 Pg.

13. Introduction of Ordinances: None

14. Public Hearings:

- A. City of Saugatuck Budget '23 - '24 Pg. 28

15. Unfinished Business: None

16. New Business:

- A. Resolution 230626-A Final year end budget amendments *(Roll Call) Pg.79*
- B. Resolution 230626-B General Appropriations Act *(Roll Call) Pg.31*
- C. Resolution 230626-C PA 152 Compliance *(Roll Call) Pg.85*
- D. Coastal Alliance Request- EGLE Resolution *(Roll Call) Pg.90*
- E. Right of Way Encroachment Request- 246 Culver St. *(Voice Vote) Pg.92*
- F. Sidewalk seating agreement- 127 Hoffman (Uncommon Coffee) *(Voice Vote) Pg.101*
- G. STR Task Force Engagement Proposal *(Roll Call) Pg.111*
- H. Planning, Commission & ZBA Re-Appointments *(Roll Call) Pg.116*
- I. Signage Request- Fourth of July *(Voice Vote) Pg.129*
- J. Special Event- Mt. Baldhead Challenge *(Voice Vote) Pg.130*
- K. Water Asset Management Plan and Rate Study *(Roll Call) Pg.138*
- L. Recommendation of Award- 2023 Crack Sealing *(Roll Call) Pg.153*

17. Public Comments *(Limit 3 minutes)*

18. Correspondence

- A. Dan Fox

19. Council Comments

20. Adjourn (Voice Vote)



**CITY COUNCIL MEETING MINUTES - Proposed
June 12 , 2023**

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

Call to Order:

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

Attendance:

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

*Motion by Muncey, second by Lewis to excuse councilmember Baldwin from tonight's meeting.
Via voice vote, motion carried 6-0.*

Others Present: City Manager Heise, Director of Planning, Zoning & Project Management Cummins,
Department of Public Works Supervisor Hardy, Clerk Wolters, City Attorney O'Meara, Sargent Haas.

Mayor's Comments: None.

City Manager Comments: City Manager Heise- opened the floor for any questions regarding his City
Manager Report.

Agenda Changes: None.

Guest Speakers: None.

Public Comment on Agenda Item Only: None.

Consent Agenda:

A. Regular City Council Meeting Minutes – May 22, 2023.
*Motion by Lewis, second by Stanton to approve the consent agenda. Via roll call vote, motion
carried 6-0.*

Staff Reports:

City Manager, Director of Planning & Zoning, Treasurer, DPW Superintendent, Engineer and Police
submitted status reports of current activities since the last Council meeting on May 22, 2023, for their

respective departments.

Short Term Rental Task Force:

Councilmember Stanton gave an update on the Short-Term Rental Task Force.

1. Captain Ensfield presented some enforcement issues and departments procedure for noise complaints.
2. The Task Force discussed issues, concerns and opportunities and presented ideas.
3. Next meeting, they will go over the master plan as it deals with short term rentals.
4. They are looking at zoning, and how it relates to how many short-term rentals are in each zone.
5. Next meeting is June 15th.

Boards, Commissions & Committees:

Fire District Administration Board: None.

Interurban Board: Councilmember Muncey-

Next meeting this coming Wednesday.

1. The QR code design is finished.
2. QR codes will be distributed to local businesses so people can get a ride by scanning.

KLSWA: None.

Kalamazoo Lake Harbor Authority: Mayor Pro-Tem Stanton-

No meeting since last update.

Zoning Board of Appeals: Zoning Director Ryan Cummins-

Met last Thursday and had one case for 184 Park Street for a front yard setback which was granted.

Historic District Commission: Councilmember Lewis-

201 Butler twice has asked for ATM in front of building. It was denied.

149 Griffith has been in front of HDC for renovations and improvements.

Planning Commission: Chair Councilmember Gardner-

Scheduled to meet week from Thursday the 21st:

1. Discussion will be the waterfront moratorium.
2. There was a survey presented to planning commissioners and feedback was due back to the Zoning Director by June 1.

Parks and Public Works Committee: None.

Tri-Community Non-Motorized Trail Study Committee: Councilmember Leo-

Having a meeting with C2AE, in the process of scheduling for next week.

Tri-Community Recycling Ad-Hoc Committee: Councilmember Lewis-

Waiting to hear back on the electronics recycling grant.

Request for Payment: None.

Approval of Accounts Payable:

A. Accounts Payable in the amount of \$119,177.47.

Motion by Lewis, second by Muncey to approve the accounts payable in the amount of \$119,177.47. Via roll call vote, motion carried 6-0.

Introduction of Ordinances: None

Public Hearings: None

Unfinished Business: None

New Business:

AT&T Update:

Motion by Lewis, second by Leo to approve the staff work with AT&T on developing plans for developing plans for supporting infrastructure for the AT&T project near the radar tower. Via roll call, motion carried 6-0.

MDOT Cat B Application:

Motion by Lewis, second by Leo to approve Resolution number 230612-A, a Resolution to establish request for funding, designate an agent, attest to the existence of funds, and commit to implementing a maintenance program for the roadway improvements on Maple Street funded by the transportation economic development fund Category B Program. Via roll call, motion carried 6-0.

Ordinance 230612-A- Temporary Waterfront Moratorium:

Motion by Stanton, second by Gardner to adopt Ordinance number 230612-A for a temporary waterfront commercial development and construction moratorium zoning ordinance amendment. Via roll call, motion carried 6-0.

Revocable License- Pumpnickels:

Motion by Muncey, second by Stanton to approve the revocable license agreement for temporary restaurant seating in the public right of way for Caldwell and Caldwell LLC also known as Pumpnickels. Via voice vote, motion carried 6-0.

Revocable License- Scooters Café & Pizzeria:

Motion by Stanton, second by Lewis to approve the Revocable License agreement for temporary restaurant seating in the public right-of-way for Scooters Café & Pizzeria LLC. Via voice vote, motion carried 6-0.

Special Event- Movie in the Park:

Motion by Lewis, second by Muncey to approve Movie in the Park to take place on August 11th, 2023, organized by Mill Pond Realty, contingent on approval from Fire, Police & DPW. Via voice vote, motion carried 6-0.

Special Event- Saugatuck Film Festival:

Motion by Leo, second by Gardner to approve Saugatuck Film Festival to take place on November 11th, 2023, organized by Saugatuck Film Fest, contingent on approval from Fire, Police and DPW. Upon voice vote, motion carried 6-0.

Special Event- Spear Street Block Party:

Motion by Stanton, second by Muncey to approve the 11th annual Spear Street and friends block party to take place on August 19th, 2023, contingent on approval from Fire, Police and DPW. Upon voice vote motion carried 5-0. Councilmember Gardner recused himself, he is a member of the Spear Street block party.

Special Event- Fourth of July Parade:

Motion by Muncey, second by Stanton to approve the Fourth of July Parade to take place on July 4th, 2023, organized by Birdie Holley. Upon voice vote, motion carried 6-0.

Special Event- Fourth of July:

Motion by Lewis, second by Muncey to approve Fourth of July extravaganza to take place on July 4th, 2023, in Coghlin Park organized by City of Saugatuck. Via voice vote, motion carried 6-0.

Set Budget Hearing Date:

Motion by Lewis, second by Stanton to set the budget hearing date for June 26th, at the regular City Council meeting. Via voice vote, motion carried 6-0.

443 Park Street Boat Slip:

Motion by Lewis, second by Gardner to authorize the City attorneys to file all necessary pleadings to obtain party status in a pending EGLE contested case hearing involving a permit obtained by Dune Ridge that authorized permanent boat slips at 443 Park Street, and if such status is granted, proceed accordingly on behalf of the City. Via roll call, motion carried 6-0.

Public Comment:

Chuck Myers, resident- Thanked Council for approving his revocable license agreement for sidewalk seating.

Correspondence: Board and Vacancy Notice.

Council Comments:

- **Councilmember Lewis**: Will forward to Council the notice from MML to contact the State representative and State senator regarding the aggregate mining bills that are up in front of the house right now.
- **Councilmember Gardner**: The Society for Industrial Archaeology toured the Mt. Baldhead radar tower. Digital images similar to what was done on the Titanic will take place in the radar tower. Citizens asked Councilmember Gardner about some outdoor dining spaces that they believe cause site line issues.
- **Councilmember Stanton**: Met with Attorney General Dana Nessel along with members of the Coastal Alliance. Met on the top of the dunes overlooking Oval Beach and the Natural area.
- **Councilmember Leo**: Thanked owner of Scooter's Pizzeria for kicking off the street seating.
- **Councilmember Muncey**: Thanked Liz Engel, who started the Pridefest. Pridefest took place in Douglas at Beery Field.
- **Mayor Dean**: Thanked City staff for putting together a great budget packet. Asked when the last time the City did a comprehensive parking study. With residents asking for no parking and businesses asking for loading zones, he would like to see the subject matter in a future

workshop.

Adjournment:

Motion by Gardner, second by Stanton to adjourn the meeting. Upon voice vote, motion carried 6-0. Mayor Dean adjourned at 7:58 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



CITY COUNCIL SPECIAL MEETING MINUTES - *Proposed* **June 12 , 2023**

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 special meeting was called to order by Mayor Dean at 6:00 p.m.

Attendance:

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

Motion by Gardner, second by Muncey to excuse councilmember Baldwin from this evening's special meeting. Via voice vote, motion carried 6-0.

Others Present: City Manager Heise, Director of Planning, Zoning & Project Management Cummins, Treasurer Stanislawski, Department of Public Works Supervisor Hardy, Clerk Wolters, City Attorney O'Meara.

Agenda Changes: None.

Public Comment on Agenda Item Only:

Dan Fox, resident:

He spoke to a resident who made the distinction between presentation of the budget and a budget presentation.

- Presentation of the budget is what is presented tonight. It's a product of integrity and completeness. It's generally the output of the accounting function in a corporation. Management takes that and creates a budget presentation which makes the budget easier for the public to understand.

New Business:

Budget Presentation and Discussion:

Treasurer Stanislawski shared a budget presentation:

Revenue side-Highlights:

- General tax levy from \$2,053,620.00 to \$2,230,000.00 = \$176,280.00
- Oval Beach \$437,435.00 to \$500,000.00

- Fund Balance transfer-\$387,500.00

Expense General Highlights:

- \$40,000-Invasive Species and Conservation, HWA (P.13 of budget PARKS)
- \$25,000-Milfoil treatment (P.9 no longer charging shoreline owners)
- \$80,000-Archer Road Barriers Previously presented at 50K.
- \$70,000-Event Planner/ Administrative ASST (Grant Writing, Planning and Zoning Assistance)
- \$5,000-Fireworks
- \$65,000-10% employee increases across the Board
- \$100,000-Legal

Expense Side-Administrative:

- \$6,000- MML wage Study
- \$20,000- Preparations for New Elections Equipment

Expense Side-DPW:

- \$45,000- GMC Pickup
- \$4,000- Asphalt hot box and spreader

Reserves and Fund Balance:

- Street Fund- \$3,000,000
- Reserves- \$5,800,000
- Fund Balance- \$200,000
- Endowments- \$125,000 Saugatuck Harbor Area

Public Comment: None.

Correspondence: None.

Council Comments:

- Councilmember Muncey: Thanked Treasurer Stanislawski for the hard work. He appreciated all the details so he can answer questions from constituents.
- Councilmember Leo: None.
- Councilmember Lewis: Will forward to Council the notice from MML to contact the State representative and State senator regarding the aggregate mining bills that are up in front of the house right now.
- Councilmember Gardner: Thanked Treasurer Stanislawski and City staff, it's a group effort. There is an opportunity next year to review the budget at the beginning of the calendar year and break down each department and talk about needs. This year's budget seems rushed. He would like to see a discussion on the budget process at a workshop meeting.
- Councilmember Stanton: None.
- Mayor Dean: Thanked Treasurer Stanislawski and City staff for a great job. Mayor Dean would like to track the budget on a quarterly basis.

Adjournment:

Motion by Gardner, second by Stanton to adjourn the meeting. Upon voice vote, motion carried 6-0. Mayor Dean adjourned at 6:47 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk

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



City Managers Report – June 26, 2023

Newish! 4th of July Celebration

It's a go, City staff has secured vendors for a laser, fireworks and music extravaganza. Rain or shine event, if we have rain, the lasers and music show will happen, with a rescheduling of the fireworks for a later date. The music is a kid friendly event, no beer tent or alcohol for the Coghlin Park DJ House Shoes show.

Newish! Cellular Service Discussions Continue with AT&T

Improvements are planned for the fiber required to provide cell service City legal has provided their red-line version of a lease agreement provided by AT&T, which has been provided to both Council and AT&T. Lease agreements are being collected from around the state, including monthly rental rates charged to telecom. AT&T is moving forward with a plan to place their equipment room near the tower.

Discussions with AT&T on Potential Downtown WiFi

Meetings with AT&T on a potential downtown WiFi project were continued. There appears to be enthusiasm and motivation to tackle this project from both the City and AT&T. I will bring a proposal to Council for the initial site analysis.

Blue Star Highway Multi-Modal Path

Kickoff meeting to be scheduled with engineer. Construction design work approved by City Council. Township voted to approve the same, along with the Intergovernmental Agreement; I'm checking on the status from Douglas.

MDOT Exit 36 and 41 Bridge Work

Information on traffic detours provided through social media and

Parks and Recreation Master Plan- Tri-Community Effort (Including Saugatuck Public Schools Community Recreation).

A Tri-Community effort- A draft request for proposals (RFP) for professional services to assist in updating plan has been created and after staff review will be brought to Council.

Harbor Dredging Funding- Tri-Community Effort

The Army Corp of Engineers (ACOE) has confirmed that Saugatuck Harbor will be receiving \$895,000.00 for dredging this year. The focus is now on timing; this is a major unknown now. A note from the Army Corp revied on March 28th: Municipal Managers are waiting to receive the dredge survey conducted by ACOE. It's unlikely that any dredging will be conducted this summer season, however the results of the survey will trigger a new discussion amongst the government entities on safety precautions for this summer season.

Parks and Public Works Update

Attention remains on the following projects: playground/village square, Blue Star Trail multi-modal path (on your agenda), Airport Property, Mt. Baldhead and Park Street. The PPW Committee has organized study groups to perform "fact finding" to present to the PPW Committee. This is designed to be a bottom-up process with many opportunities for citizen input.

Ongoing- Kalamazoo Lake Sewer and Water (KLSWA) Agreement- Tri-Community

City/Township Managers continue to discuss the Asset Management Plan, along with our respective attorneys and engineers. The Tri-Communities have directly engaged with EGLE to ensure that our respective municipalities stay in compliance. KLSWA prefers to begin with negotiating the asset management plan for sewer to utilize as a roadmap for the water agreement. KLSWA has requested an extension from EGLE to provide the agreement. I've been sorting through historical water agreements in anticipation of the next phase of discussions. Discussions with City Council needed for collecting funds for long-term asset management.

Ongoing- Oval Beach Staffing and Operations

Compliments to staff on their excellent efforts and success in recruitment and staffing Oval Beach operations for the '23 season. Discussions on safety improvements, operational improvements, staff retention and recruitment continue.

City Hall

Phase one (1) complete with paint removal. We now move to wood repairs, sealing and painting.

Discussions continue with Allegan County Conservation District

Presentation made by Allegan Conservation District (ACD) regarding a survey conducted for treating Hemlock trees for hemlock woolly adelgid (HWA). A reminder that they are willing to assist with other invasive species treatment in the area, including Phragmites on city owned property. Please look forward to a budget recommendation for treating city owned property.

Old news- Dune Ridge Waterfront Update

Litigation continues...we typically do not discuss ongoing litigation.

Meetings

- AT&T WiFi meetings
- Special Event meetings
- AT&T Cell meetings
- 4th of July potential sponsor meetings
- Lakeshore Advantage Economic Development meeting
- Wood TV 8 Interview
- CVB Meeting

Council-Manager form of Government Tid-bit

The council-manager form of government combines the strong political leadership of elected officials with the strong managerial experience of an appointed city manager. All power and authority to set policy rests with an elected governing body, the city council. The council in turn hires a nonpartisan manager who runs the organization.



Treasurer Report

Below is a summary of notable activities carried out by the Treasurer's Office since the last council meeting on 6/12/2023:

- Paid routine bills
- Completed and disseminated bi-weekly payroll
- Proceeding with the 2023-2024 budget process
- Oval Beach working through the process
- FY 2023 Budget Adjustment; end year closing.
- Monthly Fire Department meeting



Planning, Zoning and Project Report

June 26, 2023

Planning and Zoning

- Prepared for and attended Short Term Rental Task Force meeting.
- Prepared for and attended Planning Commission meeting.
- Met with McKenna consultants and STR Task Force Chair to plan for future meetings.
- Continued follow-up on complaints of code violations throughout the City.
- Attended a Strategic Short-Term Rental Regulations webinar.
- Attended free Zoning Enforcement webinar offered by City Attorney's firm.
- Began reviewing expanded outdoor dining regulations for alignment and streamlining.
- Met and talked with property owners and applicants to answer questions and provide resources.
- Completed planning and zoning casework as outlined in the chart below.

Planning and Zoning Casework

133 Butler St	Short Term Rental	STR application, renewing unit B. Application initially incomplete. Owner advised unit A is no longer an STR. Talked with agent and advised of required information in applications to process. Complete application received and sent to Fire Authority for inspection. Still pending.
449 Water St	Enforcement	Complaint that a large outdoor fireplace was not indicated on approved site plan. Reviewed site plan. No outdoor fireplace shown or mentioned. Reviewed consent judgement. Reviewed zoning regulations for site plans. Reviewed with legal. Sent owner an e-mail requesting amended site plan to review. Owner consulted with her attorney. City Attorney conversed with owner's attorney. Amended site plan application received and reviewed. Approval was denied due to the setback not being met. Owner submitted revised plans that are under review. Fire Department requested additional information. Owner provided additional information to Fire Department. Awaiting final Fire Department review.
615 Park St	Structural Improvements	Zoning permit application received for exterior wall, deck and foundation work. Some units will also receive interior re-builds due to water damage. Reviewed with legal and consultant. Advised applicants of issues related to substantial improvements in a floodplain, zoning, and current moratorium. Discussed further with applicant. Discussed market value questions with FEMA. Met in person with HOA president and applicant to discuss findings and options. Answered questions from additional independent appraisers.
412 Mason	Short Term Rental	STR application. Renewing. Sent to Fire Department for inspection. Inspection pending.
129 Griffith #12	Short Term Rental	STR application. Previous STR under new ownership. Applicant did not provide contact information of a local representative within 45 miles of the City. Requested update of application. Owner provided updated application. Sent to Fire Department for inspection. Passed inspection. Awaiting payment of no-show reinspection invoice before certificate issuance.

Planning and Zoning Casework Continued

149 Griffith	Historic District Application	<p>Historic District application for various work. Replacing siding, decks, fencing, windows, and doors. Repair and modify existing roof. Remove existing chimney, basement hatch, walk-in cooler, steps, shrubs and ivy. Add new deck and steps. HDC approved work with conditions. Discussed additional work the applicant is considering and issues with a front window. A second HDC app was submitted to replace fence, modify window, add new patio space and freezer, and remove a rear door and infill. HDC approved with conditions. Applicant submitted site plan application and materials requested by HDC. Both under review .</p>
560 Mill	Enforcement	<p>Written request to extend fence onto City property. Also received a complaint of hardscape in right of way and lack of parking along Simonson Dr. Reviewed history. Sent to legal for review as no prior formal approval for landscaping or hardscaping on city property and fencing can't be placed in right of way per zoning ordinance. Discussed with City Manager, City Attorney, City Engineer and insurance carrier. Homeowner asked to remove hardscape items from right of way. Met with homeowner and landscaper. Discussed options. Applicant and neighbor planned to approach City Council. Due to no change in direction as of 6/20, advised owner items need to be removed within 30 days.</p>
860 Mill	Enforcement	<p>Complaint of hardscaping in the right of way along Simonson Dr and parking issues in area. Observed site. Found stone wall in the City right of way. Work occurred sometime after 2019. Was not permitted or licensed. Sent owner e-mail requesting hardscaping to be removed. Owner requested an in person meeting. Met with owner to discuss options. Owner plans to work with neighbor to approach City Council. Due to no change in direction as of 6/20, advised owner items need to be removed within 30 days.</p>

Planning and Zoning Casework Continued

727 Butler	Historic District Application	Historic District application to replace windows, siding, and concrete steps, enclose porch, replace roof above back porch, and move kitchen window. Additional information requested from applicant and provided. Scheduled for June HDC meeting but applicant requested to be heard at July HDC meeting.
313 St. Joseph	Zoning Permit	Zoning permit app for fencing. Other work unclear. Plans not submitted with application. Requested plans and survey. Answered owner's additional questions. Owner requested STR app be cancelled. Owner is trying to find contractor to provide additional application materials.
405 Park	Enforcement	Complaint of possible retaining wall, gravel fill, and window/door additions without permits. Researched history and investigated concerns. Asked EGLE whether gravel was allowed without a permit. Asked MTS whether doors and windows require permit. No permits found for retaining wall which is in city ROW. Previous discussion of work but no final plans. Sent email to property owner. MTS advised permits are needed. They sent a letter. EGLE logged a complaint and advised work appears to be a violation of Part 31 and may not be permissible "after-the-fact". They stated they will process accordingly. Additional complaint of new dumpster without screening. Discussed with legal. Sent letter to owner to remove dumpster and apply for appropriate permits when moratorium is no longer in place. Dumpster has been removed. No EGLE updates at this time.
184 Park	Setback Variance / New Home	ZBA application for front setback variance. ZBA granted variance. Zoning app for new home received. Under review.

Planning and Zoning Casework Continued

418 Park	Dangerous Building	Complaint that roof is caving in and home is abandoned. Reported to previous Zoning Administrator (ZA) who sent a letter on 7/29/22. Taxpayer contact e-mailed prior ZA on 8/8/22 but ZA was retired. Followed up with the contact on the status of having an engineer and/or architect evaluate the structure. Initially no response via e-mail. Sent written letter. Received e-mail from contact who advised of efforts to find a contractor to make repairs. Home is in probate and awaiting a court date.
120 East	Enforcement	Complaint of trailer and other equipment in front yard. Refuse containers also improperly screened. Numerous prior complaints over several years. Sent owner a letter with 10 days to correct. Checked site and issued remained after 10 day period. Issued civil infraction notice. Owner acknowledged the notice.
246 Culver	Signage and Flower Planters	HDC app to install flower boxes and add signage. Chair reviewed and administrative approval is appropriate. Flower boxes will encroach into ROW and will need revocable license agreement. Revocable license pending Council approval.
547 Water St #4	Short Term Rental	Observed STR being advertised for rental. Certificate expired several years ago. Contacted owner. Owner advised she was working with City during COVID to renew but didn't. STR app received. Sent to Fire Department for inspection. Still pending.
129 Hoffman	Enforcement	Uncommon Coffee has seating on sidewalk but no revocable license agreement. Contacted owner. Application for sidewalk seating received. Also received a special land use (SLU) app for expanded seating on private property. SLU not complete. Asked for additional required information. Revocable license for sidewalk seating pending City Council decision.
202 Butler	Enforcement	Pumpenickels has seating on sidewalk but no revocable license agreement for 2023 season. Sent e-mail and application. App received. City Council approved license agreement.

Planning and Zoning Casework Continued

1044 Holland	New Home	Revised zoning app and plans for a new home. Water/sewer connection app. Reviewed. Requested additional items from the applicant based on engineering feedback.
790 Lake	Short Term Rental	STR app. Renewing. Three STRs on this property. Researched history and files. Home has a multiple family dwelling use variance. Advised owner STR app needed for each dwelling unit. Owner advised they will submit additional apps.
339 Lucy	Short Term Rental	STR app for ADU. ADU and main home will be rented under a single contract. Sent to Fire Department for inspection. Still pending.
345 Mary St.	Enforcement	Expired STR certificate. Did not respond to reminder letter prior to expiration. Sent first notice letter. Has until 6/23 to apply or investigation fee will be issued with second notice per Council policy.
445 St. Joseph	Enforcement	STR shows suspended. No Fire Department inspection listed after app in 2021. No notes. E-mailed Fire Department on status of any inspections. Fire Department advised inspection was scheduled in 2021 but no record of it occurring. Asked agent to work with owner to submit new app. New app received and sent to Fire Department for inspection.
647 Butler	Enforcement	Complaint of fence between properties being higher than permitted and closer to sidewalk than allowed. Fence is below the required zoning height. Fence is setback from the sidewalk.
633 Butler	Enforcement	Complaint that ADU and main home are being rented separately. Complainant advised they would send information they discovered supporting this. Awaiting further information.
129 Griffith #101	Enforcement	Stogies placed sandwich board sign in right of way again. Civil infraction notice for second violation issued. Owner advised employee mistakenly placed sign after initial enforcement action.

Planning and Zoning Casework Continued

990 Ridgeview	Enforcement	Complaint about stormwater drainage from new home site. Reviewed approved plans. Sent plans and complaint to City Engineer to review/advise. Another call received indicating trenching was occurring on site. City Engineer reviewed stormwater infrastructure for area. Met on site with Engineer. Water is being directed to a swale. City Engineer provided recommendation to connect to storm sewer. Advised applicant of concerns and recommendation. Applicant response under review.
230 Griffith	Short Term Rental	STR App. Renewing. Sent to Fire Department for inspection.
202 Butler	Enforcement	Large metal object and refrigerator on sidewalk outside the business. E-mailed owner to remove. Owner advised pickup scheduled to remove.
133 Butler	Enforcement	Observed new retail store, I Am Saugatuck, has attached signage without a permit. E-mailed owner to submit sign app.
249 Mason	Inquiry	Question about parking facility use continuing. Answered general inquiry.
727 Butler	Inquiry	Questions about ADUs, zoning, and building permits. Provided resources.
145 Grant	Inquiry	Questions about permits for a possible garage and home addition. Provided resources.
312 Hoffman	Inquiry	Question about whether property is in historic district and lot coverage. Answered questions. Also advised of floor area ratio regulation.
N/A	Inquiry	Caller left questions about noise ordinance. Returned call and left a voicemail answering questions.
N/A	Inquiry	Questions about vacant lots and whether multiple small STR units would be allowed on a parcel. Answered questions and provided resources.
Sugar Hill	Land Division	Land Division application for lots 1, 2 and 7. Legal previously reviewed. Consultant and I reviewed. Land division approval issued. Owner advised formal site plan review will be needed for zoning approval.

Planning and Zoning Casework Continued

787/807 Lake ST	Enforcement	Trash receptacles left at roadside after day of collection two weeks in a row. Contacted both Shady Shores Condominiums and Saugatuck Harbor Inn to remove receptacles same day collection is made. Shady Shores advised totes are for recycling and they have had pickup issues. Provided schedule.
901 Allegan	Addition, Pool, Deck and Hot Tub	Zoning app for addition, pool, pool equipment house and deck. Additional information requested and provided by applicant. Zoning permit issued.
322 Culver	Enforcement	Scooters Pizzeria has seating on sidewalk but no revocable license agreement. Some prior zoning approvals for seating outside CALA building. Sent e-mail and application to owner. Corresponded with owner via e-mail and in person. Application received. City Council approved revocable license agreement. Permit issued.
N/A	Inquiry	Question about noise ordinance for leaf blowers. Provided copy of ordinance.
245 Spear	Inquiry	Question about permits required for a new patio. Zoning permit is required. Provided app.
246 Butler	Inquiry	Questions about a mortgage/real estate broker planning on opening an office at this location. Advised in City Center zoning district, business professional is only permitted on second and third floor.
402 Elizabeth St	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection. Fire Department attempted to schedule and was advised unit would be ready for inspection in a few weeks. Fire Department still not able to schedule with owner despite attempts. Denied STR application due to no inspection. Sent owner letter.
237 Francis Apt B	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection. Inspections scheduled twice and owner now wants additional three weeks. Fire Department has been unable to inspect despite continued attempts. Denied STR application due to no inspection. Sent owner letter.

Planning and Zoning Casework Continued

128 Van Dalson	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection. Fire Department advised unit was not ready for inspection. Reinspection invoice sent. Reinspection fee paid. Fire Department still been unable to inspect. Denied STR application due to no inspection. Sent owner letter.
340 Water	Enforcement	Baldy's observed to have a windfeather sign. These signs are prohibited in the City. E-mailed business contacts to remove. Sign removed.
246 Culver	Inquiry	Questions about obtaining SLU approval. Provided resources. Advised water infrastructure will need to be reviewed for type of use being considered.
555 Mason	Short Term Rental	STR app. New. Sent to Fire Department for inspection. Failed inspection. Reinspection invoice sent and paid. Passed reinspection. STR certificate issued.
703 Pleasant	Short Term Rental	STR application to rent ADU. Previous STR several years ago. Requested further info from applicant on how they would like to rent ADU and advised of zoning ordinance requirements to rent ADU. Owner advised they wish to rent just the ADU and not the main home. Advised SLU approval required. Applicant applied for SLU approval. Planning Commission approved. Passed Fire Department inspection. STR certificate issued.
775 Manchester	Enforcement	Expired STR certificate. Unsuccessful response to letters. Was able to reach owner by phone and discussed the expired certificate. STR app and fee received. Sent to Fire Department for inspection. Passed. STR certificate issued.
842 Lake #4	Short Term Rental	STR application. Previous STR, new owner. Needed copy of property transfer affidavit and additional \$100. E-mailed new owner. Owner provided documents and paid additional fee. Sent to Fire Department for inspection. Passed. STR certificate issued.
312 St. Joseph	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection. Failed inspection. Sent reinspection invoice. Passed reinspection. STR certificate issued.

Planning and Zoning Casework Continued

231 Butler	Enforcement	Lala Land Beachwears found to have a clothing rack on the sidewalk. Checked GIS and does appear to be in City right of way. Stopped into business and spoke to employee. Provided card and explained ordinance. He advised he would remove racks and also advise owner. Discussed same issue with another employee after racks observed on sidewalk again.
1020 Holland St	Inspections	Final inspections completed.
439 Butler	Enforcement	Feather flag/windfeather sign observed outside business. These signs are prohibited in the City. E-mailed business owner to remove. Owner advised a separate business had placed the flag and would pass along the information. Flag removed.

Department of Public Works

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 06/12/2023:

Street and Parking Lot Painting:

Ace Parking Lot Striping and Public Works have begun painting City streets and parking lots. Work is expected to be fully completed by the 4th of July. So far, staff has been very impressed with the professionalism and quality of work received by Ace Parking Lot Striping and their ability to get the job done with almost no inconvenience to visitors, businesses, or residents.

Mill/Overlay Work:

A-1 Asphalt completed mill and overlay work as outlined in previous updates to council. Sites include Griffith Street, Park Street, Francis Street, Hoffman Street, Grand Street, and Spear Street. Public Works has received multiple compliments about the work that was executed.

Brush and Leaf Collection:

The June brush and leaf collection was completed citywide.

Archer 1200 Rental:

Staff continues to conduct research to determine if it makes sense to purchase Archer 1200 vehicle stopping barriers for special events. As part of the ongoing research, we have signed a rental agreement to rent a trailer containing 8 Archer 1200 barriers which will be deployed during the 2023 4th of July Parade.

Assisted Special Events:

- Music in the Park
- Coghlin Park Wedding
- Town Crier
- Flag Day

Buter Street Sink Hole:

Public Works fixed a sink hole that had developed near a stormwater catch basin within the 400 block of Buter Street. The sink hole was most likely caused by a void that had developed between the bricks of a catch basin which has been repaired.

Mt. Baldhead Deck Repair:

Staff fixed a section of old decking after digging out sand that had built up around a joist. This is a temporary repair intended to keep the deck safe until the deck can get rebuilt.

Boardwalk Extension at Oval Beach:

After receiving input from the public, Public Works built and added two additional sections of boardwalk decking to the existing structure which allows for closer access to the water's edge.

**City of Saugatuck
Status Report of Engineering Activities
June 21, 2023**

General Consultation

- Olde Mill Apartments Water Service: This work could be combined with other work on Maple Street or the Drinking Water State Revolving Fund project.
- Mason Street and Oval Beach Drainage Asphalt Spillways: Work is complete.
- 2023 Asphalt Repairs: Work is complete.
- 2023 System-wide Pavement Markings: Work is ongoing and will be complete soon.
- 2023 System-wide Crack Sealing: Bids were received June 21 and will be presented to council at the June 26 meeting or July 5 workshop. The work is scheduled to be completed after the Labor Day holiday.
- Category B Application: The application has been submitted and results should be available in a few months.
- Grants Workshop: We are discussing the possibility of having grant experts from F&V put together a workshop for council, staff and other interested parties to review the various programs used in the past, recent applications and brainstorming for new opportunities.

Blue Star Highway Bridge Navigation Lighting

- The project is being rebid with a more flexible schedule. Bids are due July 27 with construction scheduled to be complete prior to Memorial Day 2024.

EGLE Drinking Water State Revolving Fund

- The Project Plan has been submitted.
- The final project priority list is anticipated to come out in the fall. If the project is funded, design would begin in late 2023 or early 2024 for construction to begin in late 2024 or early 2025.

2023 Street Improvements (West, East, Takken, Taylor and N. Maple)

- The EGLE permit has been issued.
- The project is out for bids with bids due June 29. Bids will be presented at the July 5 council workshop.
- Construction is scheduled for fall 2023 (after Labor Day to mid-November).

Mt. Baldhead Conceptual Planning

- We are working on scheduling a public workshop to begin soliciting community input.

Mt. Baldhead AT&T Project Assistance

- Restroom design assistance has been put on hold due to the change in direction.
- F&V will still be taking the lead in obtaining the EGLE/USACoE Critical Dunes permitting for the reduced scope project. That work will begin as soon as the AT&T site plan progresses to the point that limits of vegetation disturbance is established.

Airport and Landfill Property Environmental

- Reports have been issued for both properties.

Vendor Name	Description	Amount
1. ACE PARKING LOT STRIPING INC	DOWNTOWN CROSS WALK	2,000.00
2. ALL TRAFFIC SOLUTIONS INC	RADAR SIGN BATTERIES	566.00
3. ALLEGAN COUNTY SHERIFF	DEBT CREW	312.00
	DEBT CREW	176.00
	DEBT CREW	256.00
	SHERIFF CONTRACT	31,019.60
	TOTAL	31,763.60
4. AQUATIC DOCTORS LAKE MGT INC	MILFOIL TREATMENT	27,214.65
5. AT&T MOBILITY	CELL PHONES	171.62
6. CHIPS GROUNDCOVER LLC	MULCH	593.10
7. COMCAST	INTERNET & TELEPHONES	193.40
8. COMMERCIAL RECORD	PRINTING & PUBLISHING	300.00
9. CONSUMERS ENERGY	ELECTRIC	1,224.04
10. DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	2,428.55
11. FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES	2,660.11
12. GORDON FOOD SERVICE	CONCESSION	2,646.66
13. JOHN DEERE FINANCIAL	PARTS & OIL	92.37
14. KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	1,701.90
15. LANDSCAPE DESIGN SERVICES INC	ROSE GARDEN MAINTENANCE	890.00
16. MCKENNA	SHORT TERM RENTAL	4,730.00
17. MERCHANTS BANCARD NETWORK	OVAL CREDIT FEES	1,350.19
18. MERS	RETIREMENT	4,500.00
19. NET2PHONE INC	TELEPHONES	209.25
20. RAF ELECTRIC	VILLAGE SQUARE FLAG POLE ELECTRIC	1,615.00
21. REPUBLIC SERVICES	TRASH	988.27
22. SAUGATUCK FIRE	RENTAL INSPECTIONS	1,025.00
23. SMART BUSINESS SOURCE LLC	OFFICE SUPPLIES	56.45
24. STREAMLINE DESIGN.COM LLC	SIGNS SOCIAL DISTRICT	476.10
25. UNEMA PLUMBING & EXCAVATING	350 MAPLE STREET	515.74
26. WYOMING ASPHALT PAVING CO	ASPHALT	126.72
TOTAL - ALL VENDORS		90,038.72
FUND TOTALS:		
Fund 101 - GENERAL FUND		85,170.11
Fund 202 - MAJOR STREETS		126.72

06/22/2023 01:10 PM
User: Peter
DB: Saugatuck

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
INVOICE ENTRY DATES 06/13/2023 - 06/26/2023
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Vendor Name	Description	Amount
Fund 661 - MOTOR POOL FUND		2,766.03
Fund 701 - CURRENT TAX FUND		1,025.00
Fund 715 - ROSE GARDEN		950.86



From: Jamie Wolters
Meeting Date: June 26, 2023
Subject: Public hearing for FY Budge 2023-2024

PUBLIC HEARING PROCEDURE

- A. Hearing is called to order by the Mayor
- B. Public comment regarding the proposed FY 2023-2024 Budget
 1. Supporting comments (audience & letters)
 2. Opposing comments (audience & letters)
 3. General comment opportunity (Supporting, Opposing, General)
 - Participants shall identify themselves by name and if they are a citizen or non-citizen of the City of Saugatuck
 - Comments/Questions shall be addressed to the Mayor
 - Comments/Questions shall be limited to three minutes
- C. Public comment portion closed by the Mayor
- D. Council Comment
- E. Hearing is closed by the Mayor



**RECOMMENDED
Annual Budget
Fiscal Year
July 1, 2023 – June 30, 2024**

CITY OF SAUGATUCK

ANNUAL BUDGET

FOR THE FISCAL YEAR

July 1, 2023 – June 30, 2024

102 Butler Street
PO Box 86
Saugatuck, MI 49453

(269) 857-2603 phone
(269) 857-4406 fax

FOR
Saugatuck City Council

Scott Dean, Mayor
Lauren Stanton, Mayor Pro Tem
Gregory Muncey, Council Member
Helen Baldwin, Council Member
Holly Leo, Council Member
Garnet Lewis, Council Member
Russ Gardner, Council Member

PREPARED BY
Ryan Heise, City Manager
Peter Stanislawski, City Treasurer/Finance Director

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To: Saugatuck City Council
From: Ryan Heise—City Manager
Date: June 26, 2023
Re: Recommended Fiscal Year 2023/2024 Budget Transmittal

INTRODUCTION

In accordance with the City Charter, annually the City Manager is required to prepare a recommended operating budget and submit to the City Council. City staff presents to Council a balanced budget with an operating millage for 2023/2024 which remains the lowest it has been over a 12-year historical period. While the recommended budget represents staff’s professional opinion for fiscal year 2023/2024 spending, this recommendation is subject to the Council’s review and ultimate decision. Council is the elected body of the people and maintains the right to adopt a 2023/2024 budget for the City of Saugatuck as the body considers appropriate.

The City Council is required, not later than June 30 of each year, to adopt by resolution a final budget for the ensuing fiscal year and make appropriations. A public hearing on the final budget is required to be held as provided by law and has been scheduled for June 26, 2023. An appropriation should be viewed as an authorization to spend and not a mandate to spend. An appropriation provides authority, not cash. It indicates that, if the revenue is there, it may be spent in a certain way. The budget, while often viewed as a financial instrument, is first a planning and management tool and second an accounting device.

PURPOSE AND DEVELOPMENT

The overriding purpose of the budget can be defined in three key points:

- Allocation of public resources over time and among public operations.
- Accountability to the public for the expenditure of public funds.
- Maintenance of financial stability of the City of Saugatuck.

The following guiding principles/goals were used during the development of the recommended budget:

➤ **Fiscal Responsibility:**

“City Council and staff will serve as stewards of the City’s fiscal resources in safeguarding assets, planning long-term financial stability and maintaining adequate contingency reserves. Fiscal activities will be justifiable, efficient, effective, transparent and accountable.”

➤ Maintain and Improve Public Infrastructure and Facilities:

“The City of Saugatuck understands the very basic foundation of any successful municipality is a well maintained and sustainable infrastructure that meets the functional needs of the community.”

➤ Friendly, Honest and Transparent Government”

“The City of Saugatuck is committed to providing timely and accurate information about City services and openly sharing information about City actions, events and decisions to our residents and businesses in the most friendly, honest and transparent manner possible. Our commitment is to our customers.”

➤ Position Saugatuck as a Recreational and Cultural Center That Attracts Visitors:

“The City of Saugatuck will capitalize on our diverse community and our respect for the City’s history, unique character and natural resources. We will develop facilities and amenities that promote Saugatuck as a small-town tourism destination.”

➤ The City’s Employees are its Most Valued Asset:

“None of the high level of services that Saugatuck City residents, businesses and visitors enjoy would be possible without the City’s small but highly trained and dedicated workforce. The City of Saugatuck strives to treat all employees fairly in their job position classifications in order to recruit and retain the best employees who are focused on public service and are always willing to work with all stakeholders in achieving success”

Fiscal Year 2024

The 2023/2024 recommended budget reflects the anticipated reduction in City revenues due to cuts in state revenue sharing, beach fees, parking lot fees, and the low interest rate on the City’s investments. It is also anticipated property values will either not increase as they have in prior years or decrease to some degree. However due to the nature of the assessment cycle in Michigan, this will not be recognized for two to three years.

The City of Saugatuck has operated conservatively, and past budgets and audits support this statement. The City has planned and spent very wisely and strategically, due to an experienced and knowledgeable City Council. The Council has always sought the advice of the City’s experienced professional staff as well as professional engineers and financial experts when developing spending policy. The City has maintained reserves that I am confident will allow the Council to increase investments in infrastructure and proceed with protecting your environmental resources. The City’s engineering firm completed an updated capital improvement plan for 2020 which is included in the appendix section. The plan identifies **\$4,357,000** in road and utility projects and **\$4,095,000** in park projects for a total of **\$8,452,000** of estimated expenditures. Due to limited revenues, the City will need to be strategic in its future planning in order to continue maintaining and improving its infrastructure. The economy will bounce back according to experts. When it does, it is incumbent upon City elected leaders and staff to ensure the City of Saugatuck is ready with excellent roads, parks, up-to-date facilities, water and sewer infrastructure, and the best employees and heavily resource professional resources in order to tackle the new challenges ahead.

FUND STRUCTURE

The City of Saugatuck currently has six (6) separate funds. Each fund is considered a separate accounting entity

FUND #	FUND NAME	FUND DESCRIPTION
101	GENERAL FUND	Government resources and activities not listed in other funds
202	MAJOR STREETS	Maintenance and construction of the Major Streets System
203	LOCAL STREETS	Maintenance and construction of the Local Streets System
301	DEBT SERVICE	Account for payment of principal and interest on City's debt
592	WATER/SEWER	Fees collected for water/sewer hookups
661	MOTOR POOL	Maintenance of the Motor Vehicle Fleet

The General Fund is the City's general operating fund and accounts for all financial resources of the general government, except for those required to be accounted for in another fund. The general fund is made up of sixteen (16) departments. These departments include:

DEPT #	DEPARTMENT NAME
101	COUNCIL
173	CITY ADMINISTRATION
215	CITY CLERK
253	CITY TREASURER
257	ASSESSING
265	CITY HALL
301	POLICE
441	PUBLIC WORKS
721	PLANNING/ZONING
723	HISTORIC DISTRICT COMMISSION
730	HARBOR
751	PARKS & RECREATION
756	OVAL BEACH
758	OVAL CONCESSION
760	SPEAR BOAT LAUNCH
965	TRANSFERS

GENERAL FUND REVENUES

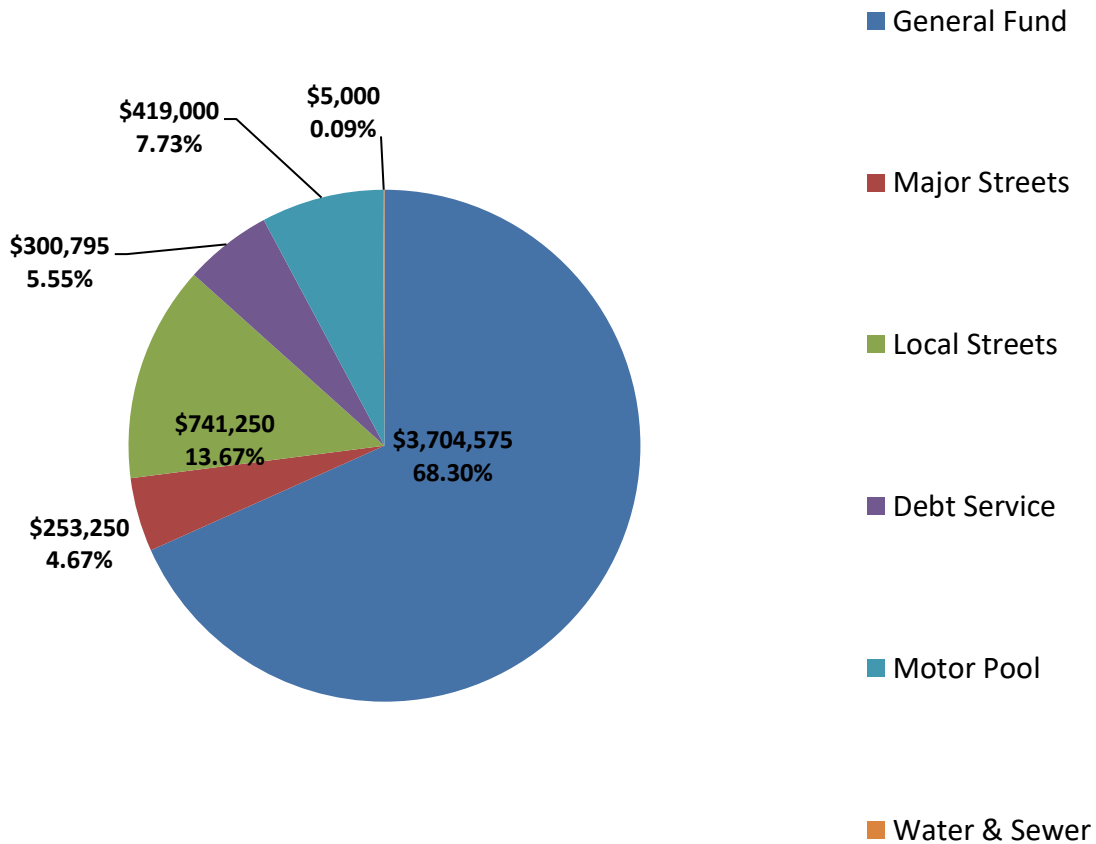
The general fund revenues are funded through twenty-one (21) different sources. The general fund generates the majority of its revenue from property taxes, beach fees, state shared revenues and fees.

FUND 101 - GENERAL FUND ESTIMATED REVENUES		
101-000-402.000	REAL PROPERTY TAXES	2,230,000
101-000-403.000	PERSONAL PROPERTY TAXES	30,000
101-000-445.000	PENALTIES & INTEREST	10,000
101-000-447.000	ADMINISTRATION FEE	100,000
101-000-478.000	PERMIT FEES	28,100
101-000-574.000	REVENUE SHARING	90,000
101-000-577.000	LIQUOR LICENSE FEES	11,700
101-000-607.000	FRANCHISE FEES	39,000

101-000-614.000	SCHOOL TAX COLLECTION FEE	3,200
101-000-615.000	PARKING LOT FEES	27,000
101-000-650.000	CHAIN FERRY FEES	3,675
101-000-651.000	OVAL BEACH FEES	500,000
101-000-652.000	OVAL CONCESSION	85,000
101-000-653.000	BOAT RAMP FEES	1,400
101-000-654.000	GAZEBO FEES	1,500
101-000-655.000	POLICE & ORDINANCE FEES	1,500
101-000-665.000	INTEREST EARNED	70,000
101-000-667.000	STREET END & PROPERTY FEES	40,000
101-000-670.000	BOAT SLIP FEES	28,000
101-000-674.000	MISC DONATIONS & INCOME	1,000
101-000-682.000	ELECTION FEES & USE TAX	16,000
101-000-697.000	TRANSFER IN FUND BALANCE	387,500
	TOTAL ESTIMATED REVENUES	3,704,575

TOTAL REVENUES ALL FUNDS

The City of Saugatuck receives revenue from several sources, which include property taxes, state revenue sharing, permits, licenses, fees, and charges for services amongst other sources. The City is estimating revenue of \$5,423,870 for all six (6) funds for the fiscal year 2023-2024.



MILLAGE RATES

The City is charged with preparing summer and winter tax bills and collecting revenue via the millage rates the various taxing entities levy within the City of Saugatuck boundaries. The complete list of all millages projected to be levied in 2023 is listed below. The **GREEN** line items are the millages levied by the City only.

CITY OF SAUGATUCK OPERATING	10.803
CITY OF SAUGATUCK ROADS	1.7772 (VOTED EXPIRES 2031)
CITY OF SAUGATUCK ROAD BOND DEBT	1.4000 (VOTED EXPIRES 2028)
SCHOOL STATE EDUCATION	6.0000
SCHOOL OPERATING	18.000
SCHOOL DEBT	3.4500
SCHOOL BLDG/SITE	0.5000
SCHOOL RECREATION	0.2500
SCHOOL INTERMEDIATE DISTRICT	6.1546
ALLEGAN COUNTY OPERATING	5.1619
ALLEGAN COUNTY ROADS	0.9654
ALLEGAN COUNTY SENIORS	0.4759
ALLEGAN COUNTY MED CARE	0.2448
ALLEGAN COUNTY CONSERVATION	0.0979
INTERURBAN TRANSIT AUTHORITY	0.5000
DISTRICT LIBRARY	0.4553
DISTRICT LIBRARY DEBT	0.3300
FIRE DISTRICT	2.5000

Not all taxes collected by the City of Saugatuck are retained by the City. The majority of taxes collected are distributed to other taxing authorities. Approximately .25 cents of every dollar collected stays with the City of Saugatuck for properties that do not have a principle resident exemption (PRE) in place, which is 77% of properties. .37 cents of every dollar collected stays with the City of Saugatuck for properties that do have a principle resident exemption (PRE) in place, which is approximately 23% of properties.

CITY OF SAUGATUCK TAX PORTION (Non-Homestead)



75%
Other Taxing
Entities

25%
City of Saugatuck

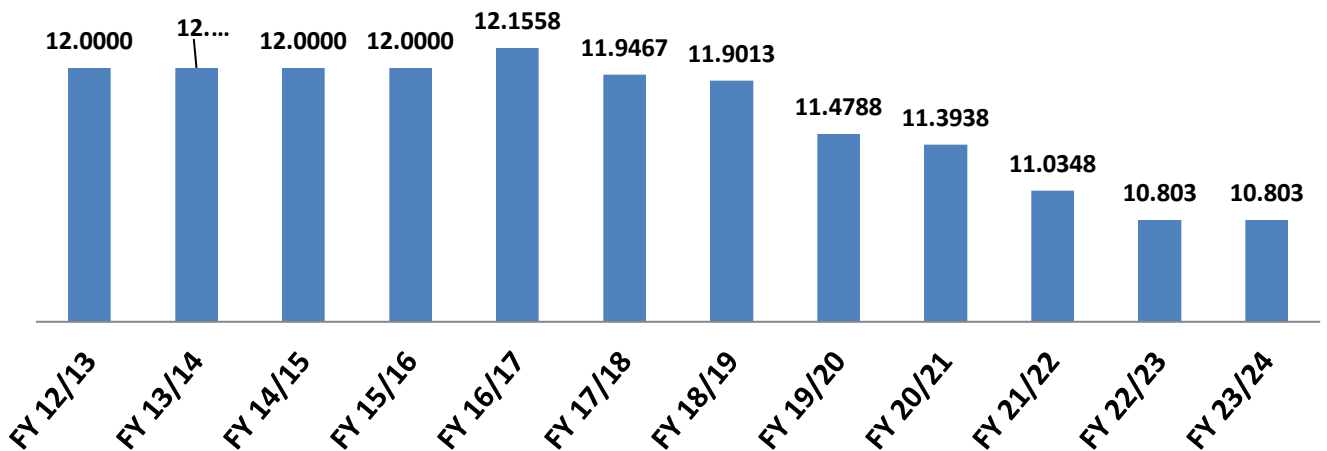
CITY OF SAUGATUCK TAX PORTION (Principal Residency)



63%
Other Taxing
Entities

37%
City of Saugatuck

CITY OF SAUGATUCK OPERATING MILLAGE HISTORY (12 YEARS)



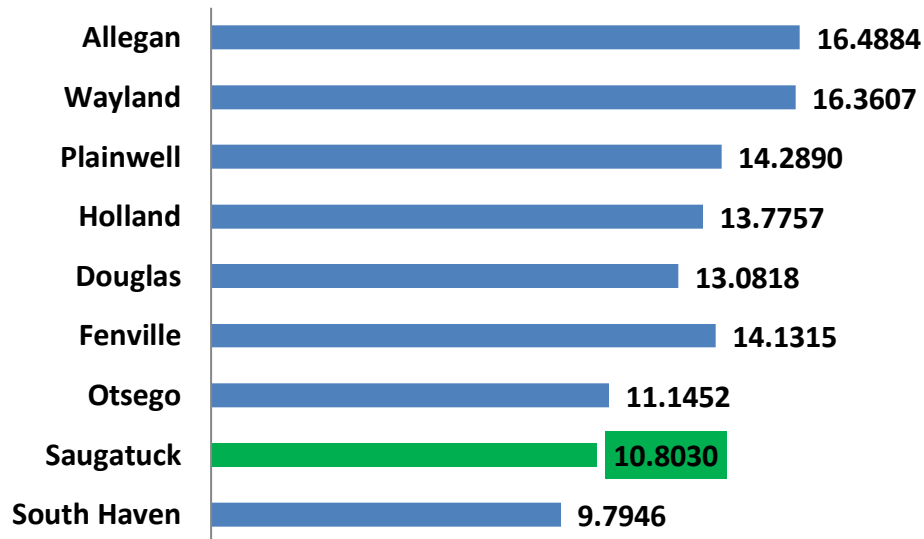
The recommend budget for the 2023/2024 fiscal year was developed using an equal operating millage rate of 10.8030 (maximum allowed due to Headlee reduction). The recommended operating millage for

2023/2024 remains the lowest it has been over a 12-year historical period as shown on the chart above. A lower levy of 1.7772 (maximum allowed to due Headlee reduction) is recommended for the voted road millage compared to last year’s rate of 1.7772 in order to continue improving/maintaining the City’s aging critical road infrastructure. This voted millage will expire in 2031. Finally, the road bond debt millage of 1.4 mills is required to be levied to pay the principal and interest of the City’s outstanding debt. The voted road bond debt millage expires in 2028. The total recommended millage levy (operating and extra voted) is slightly lower at 13.9802 compared to last year’s 13.9802.

NAME	RECOMMENDED FY 23/24	CHANGE	PRIOR FY 22/23
OPERATING	10.8030	NEUTRAL	10.8030
VOTED ROADS	1.7772	NEUTRAL	1.7772
VOTED BOND DEBT	1.4000	NEUTRAL	1.4000
	13.9802	NEUTRAL	13.9802

Data obtained from the 2022 Allegan County Equalization Tax Levy Report demonstrates the City of Saugatuck had the 8th lowest operating millage out of total nine (9) cities in Allegan County for the 2022 tax year.

2022 ALLEGAN COUNTY CITIES OPERATING MILLAGE LEVY RANKING



CITY NEEDS/FINANCIAL SNAPSHOT (ESTIMATED AS OF JUNE, 30 2023)

The City maintains an AA Standard and Poor's (S&P) credit rating, which is the highest rating available for a municipality the size of Saugatuck.

The City’s long-term debt is \$2,142,000. This debt is for the road improvement bond voters approved in 2008. This debt will expire in 2028. The bond was approved as an unlimited tax general obligation bond. This type of municipal bond is backed by the full faith and commitment of the City taxpayers, and allows the City to raise taxes, without limit, to service the debt until it is repaid.

The City completed an in-depth capital improvement plan in 2020 which identified a number of critical infrastructure projects need to be completed in order to keep the City competitive economically as well

and operating safely (see appendix). It is worth identifying the true scope of the City’s costly public infrastructure responsibilities.

- Parks: 330 acres. Oval Beach, Saugatuck Harbor Natural Area, Mt. Bladhead , Coghlin Park, Jones Park, Cook Park, Wicks Park, Willow Park, Peterson Preserve and Village Square Park.
- Roads: 11.5 miles.
- Water Utilities: 298 curb stop valves, 138 fire hydrants, 302 system valves, and 14.6 miles of main.
- Sanitary Sewer Utilities: 17 lift stations, 259 manholes, and 4.8 miles of gravity/force main.
- Storm Sewer Utilities: 84 manholes, 68 catch basins, 51 outfalls and 6.7 miles of gravity main.

The City has an aging infrastructure that will continue to need investment as it is a considerable factor in driving the City’s property values and overall tourist economy. Below are the overall costs identified in the 2020 capital improvement plan for roads/utilities and parks.

• Road Utility Projects	\$4,357,000
• <u>Park Projects</u>	<u>\$4,095,000</u>
TOTAL PROJECT NEED	\$8,452,000

The City has approximately \$7,892,586 overall in fund balances. Below is the recommended allocation of those funds. The City has maintained a policy of preserving, at a minimum, a \$1,000,000 general fund unrestricted fund balance. Keeping with that policy, the potential cash on hand available for capital projects identified in the capital improvement plan is \$4,740,000.

• General Fund Unrestricted	\$4,641,948
• General Fund Parks Committed	\$1,000,000
• Major Street Fund	\$ 759,765
• Local Street Fund	\$1,002,592
• <u>Water/Sewer Fund</u>	<u>\$ 488,281</u>
TOTAL	\$7,892,586

2023/2024 BUDGET PRIORITY EXPENDITURES AND HIGHLIGHTS

- Balanced Budget - \$5,423,870 total estimated revenues and \$5,423,870 total estimated expenditures.
- Capital Project \$250,000 – Mt. Baldhead area improvements.
- Personnel COLA – The City Treasurer has polled other local units of government and found between a 3% and 8% COLA is the norm for 2023/2024 municipal budgets. The City of Saugatuck has an experienced and highly functional non-union workforce and it’s important the City doesn’t lose staff to other entities and maintains morale as best as possible. Included in the budget is a wage study through MML. The last wage study was done in 2018. The City has new job descriptions and staff positions. Included in this recommended budget is funding for a new rate study, and a 10% increase for employee wages (excluding the City Manager). Staff have included a placeholder for an additional administrative employee to assist with event planning and other administrative duties.

- Elections \$20,000 – Upgrades necessary to hold safe elections and updated State of Michigan laws.
- Motor Pool \$100,000 – DPW pickup Truck. This purchase will replace the 2016 GMC 2500 in the current fleet. This truck is used primarily for maintenance of all the parks in the City. Also, included is hot asphalt box along with a planer/grinder attachment for the skid steer for minor road repairs.
- Training \$3,000 – Capital Improvement Plan Long Term Planning Session – The City Council is likely to convene with a third-party facilitator to work as a team and prioritize the projects identified in the capital improvement plan using a long-term focus objective

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

RESOLUTION NO. 230626-B

A RESOLUTION ADOPTING GENERAL APPROPRIATIONS ACT

At a regular meeting of the Saugatuck City Council held on **June 26, 2023** at 7:00 P.M. the following Resolution was offered:

Moved by: _____ and supported by: _____

WHEREAS, pursuant to the Uniform Budgeting and Accounting Act, P.A. 2 of 1968, as amended, (the “Act”) local units of government are required to pass a general appropriations act; and

WHEREAS, in accordance with the Act, the City has provided the required notice and hearing; and

WHEREAS, in order to comply with the Act, the City wishes to adopt an appropriations act pursuant to this resolution.

NOW, THEREFORE, IT IS RESOLVED, THAT:

1. Title. This resolution shall be known as the City of Saugatuck General Appropriations Act.
2. Chief Administrative Officer. The City Manager shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act. The Chief Administrative Officer is authorized to make transfers within limits between appropriations
3. Fiscal Officer. The Treasurer (or other designated official) shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.
4. Public Hearing on the Budget. Pursuant to the Act, notice of a public hearing on the proposed budget was published in a newspaper of general circulation as required by law, and a public hearing on the proposed budget was held on **June 26, 2023**.
5. Estimated Revenues. Estimated City general fund revenues for fiscal year **2023-2024**, including a charter operating millage of **10.803** mills (inclusive of Headlee rollback), and various miscellaneous revenues shall total **\$3,704,575**
6. Millage Levy. The Saugatuck City Council shall cause to be levied and collect general property taxes on all real and personal property within the City upon the current tax roll in an amount equal to a total of **13.9802** mills, inclusive of Headlee rollback (charter operating **10.803** mills; extra voted roads **1.7772** mills; 2017 road bond **1.4** mills).
7. Appropriation is not a Mandate to Spend. Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and

control to ensure that expenditures are within appropriations, and shall not issue any order for expenditures that exceed appropriations.

8. The following budget, with fund revenues and appropriations as set forth below, is hereby approved and adopted for the fiscal year beginning July 1, **2023**:

2023-2024 FISCAL YEAR		
		2023-2024
		REQUESTED
		BUDGET
ACCOUNT	DESCRIPTION	
Fund 101 - GENERAL FUND		
ESTIMATED REVENUES		
101-000-402.000	REAL PROPERTY TAXES	2,230,000
101-000-403.000	PERSONAL PROPERTY TAXES	30,000
101-000-445.000	PENALTIES & INTEREST	10,000
101-000-447.000	ADMINISTRATION FEE	100,000
101-000-478.000	PERMIT FEES	28,100
101-000-574.000	REVENUE SHARING	90,000
101-000-577.000	LIQUOR LICENSE FEES	11,700
101-000-607.000	FRANCHISE FEES	39,000
101-000-614.000	SCHOOL TAX COLLECTION FEE	3,200
101-000-615.000	PARKING LOT FEES	27,000
101-000-650.000	CHAIN FERRY FEES	3,675
101-000-651.000	OVAL BEACH FEES	500,000
101-000-652.000	OVAL CONCESSION	85,000
101-000-653.000	BOAT RAMP FEES	1,400
101-000-654.000	GAZEBO FEES	1,500
101-000-655.000	POLICE & ORDINANCE FEES	1,500
101-000-665.000	INTEREST EARNED	70,000
101-000-667.000	ST END & PROPERTY FEES	40,000
101-000-670.000	BOAT SLIP FEES	28,000
101-000-674.000	MISC DONATIONS & INCOME	1,000
101-000-682.000	ELECTION FEES & USE TAX	16,000
101-000-697.000	TRANSFER FROM RESERVES	387,500
	TOTAL ESTIMATED REVENUES	3,704,575
APPROPRIATIONS		
Dept 101-COUNCIL		395,000
Dept 173-CITY ADMINISTRATION		300,350
Dept 215-CITY CLERK		216,600
Dept 253-CITY TREASURER		142,175
Dept 257-ASSESSING		46,850

Dept 265-CITY HALL		43,250
Dept 301-POLICE		405,500
Dept 441-PUBLIC WORKS		774,650
Dept 721-PLANNING/ZONING		300,725
Dept 723-HISTORIC DISTRICT COMMISSION		62,975
Dept 730-HARBOR		20,000
Dept 751-PARKS & RECREATION		686,325
Dept 751 OVAL BEACH		231,275
Dept 758-OVAL CONCESSION		77,650
Dept 760-SPEAR BOAT LAUNCH		1,250
	TOTAL APPROPRIATIONS	3,750,575
NET OF REVENUES/APPROPRIATIONS - FUND 101		0
Fund 202 - MAJOR STREETS		
ESTIMATED REVENUES		
202-000-538.000	COUNTY ROAD MILLAGE	88,000
202-000-546.000	ACT 51 FEES	115,000
202-000-665.000	INTEREST	5000
202-000-697.000	TRANSFER FUND BALANCE	45,250
	TOTAL ESTIMATED REVENUES	253,250
APPROPRIATIONS		
Dept 463-ROUTINE MAINTENANCE		206,750
Dept 464-WINTER MAINTENANCE		46,500
	TOTAL APPROPRIATIONS	253,250
NET OF REVENUES/APPROPRIATIONS - FUND 202		0
Fund 203 - LOCAL STREETS		
ESTIMATED REVENUES		
203-000-402.000	LOCAL ROAD MILLAGE	370,000
203-000-445.000	PENALTIES & INT ON TAXES	500
203-000-538.000	COUNTY ROAD MILLAGE	88,000
203-000-546.000	ACT 51 FEES	70,000
203-000-665.000	INTEREST	15,000
203-000-697.000	TRANSFER FUND BALANCE	197,750
	TOTAL ESTIMATED REVENUES	741,250
APPROPRIATIONS		
Dept 463-ROUTINE MAINTENANCE		700,000
Dept 464-WINTER MAINTENANCE		41,250
	TOTAL APPROPRIATIONS	741,250
NET OF REVENUES/APPROPRIATIONS - FUND 203		0

Fund 301 - DEBT SERVICE		
ESTIMATED REVENUES		
301-000-402.000	DEBT MILLAGE	293,900
301-000-445.000	PENALTIES & INT ON TAXES	200
301-000-697.000	TRANSFER FUND BALANCE	6695
	TOTAL ESTIMATED REVENUES	300,795
APPROPRIATIONS		
Dept 592-ROAD BOND 2009		300,795
	TOTAL APPROPRIATIONS	300,795
NET OF REVENUES/APPROPRIATIONS - FUND 301		0
Fund 592 - WATER AND SEWER		
ESTIMATED REVENUES		
592-000-610.000	WATER FEES	1,000
592-000-611.000	SEWER FEES	1,000
592-000-665.000	INTEREST	3,000
	TOTAL ESTIMATED REVENUES	5,000
APPROPRIATIONS		
Dept 536-WATER AND SEWER SYSTEMS		5,000
	TOTAL APPROPRIATIONS	5,000
NET OF REVENUES/APPROPRIATIONS - FUND 592		0
Fund 661 - MOTOR POOL FUND		
ESTIMATED REVENUES		
661-000-664.000	MOTOR POOL REVENUE	240,000
661-000-665.000	INTEREST	7,000
661-000-697.000	TRANSFER FROM F/B	172,000
	TOTAL ESTIMATED REVENUES	419,000
APPROPRIATIONS		
Dept 443-MOTOR POOL		419,000
	TOTAL APPROPRIATIONS	419,000
NET OF REVENUES/APPROPRIATIONS - FUND 661		0

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this 26th day of June, 2023.

Signed: _____
Scott Dean, Mayor

Jamie Wolters, City Clerk

CERTIFICATION

I, Jamie Wolters, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held **June 26, 2023**, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

Attest:

Jamie Wolters City Clerk

Calculations as of 06/30/2023

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 06/30/23	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
101-000-402.000	REAL PROPERTY TAXES	1,954,012	2,040,000	2,053,620	2,053,620	2,230,000
101-000-403.000	PERSONAL PROPERTY TAXES	27,918	28,000	30,653	30,653	30,000
101-000-445.000	PENALTIES & INTEREST	14,174	10,000	11,131	11,131	10,000
101-000-447.000	ADMINISTRATION FEE	91,533	92,000	100,403	100,403	100,000
101-000-478.000	PERMIT FEES	77,778	26,000	75,291	78,000	28,100
101-000-528.000	OTHER FEDERAL GRANTS	97,476				
101-000-574.000	REVENUE SHARING	106,477	90,000	70,895	100,000	90,000
101-000-577.000	LIQUOR LICENSE FEES	11,720	12,000	11,612	11,612	11,700
101-000-607.000	FRANCHISE FEES	46,127	39,000	35,340	46,000	39,000
101-000-614.000	SCHOOL TAX COLLECTION FEE	3,201	3,200	3,218	3,218	3,200
101-000-615.000	PARKING LOT FEES	26,128	20,000	23,940	28,000	27,000
101-000-643.000	CHARGES FOR SERVICE	23,712		316	316	
101-000-650.000	CHAIN FERRY FEES	9,645		3,675	3,675	3,675
101-000-651.000	OVAL BEACH FEES	578,694	488,000	462,275	488,000	500,000
101-000-652.000	OVAL CONCESSION	91,669	90,000	75,282	80,000	85,000
101-000-653.000	BOAT RAMP FEES	1,372	1,300	1,866	1,866	1,400
101-000-654.000	GAZEBO FEES	5,500	2,500	3,000	3,000	1,500
101-000-655.000	POLICE & ORDINANCE FEES	2,758	3,000	1,753	2,000	1,500
101-000-665.000	INTEREST EARNED	9,555	10,000	158,239	200,000	70,000
101-000-667.000	STREET END & PROPERTY FEES	38,409	27,000	6,490	38,500	40,000
101-000-670.000	BOAT SLIP FEES	28,267	25,000	27,904	27,904	28,000
101-000-674.000	MISC DONATIONS & INCOME	41,872	1,000	28,948	28,948	1,000
101-000-682.000	USE TAX & ELECTION FEES	16,973	15,000	17,010	17,010	16,000
101-000-697.000	TRANSFER FROM FUND BALANCE		506,975			387,500
Totals for dept 000 -		3,304,970	3,529,975	3,202,861	3,353,856	3,704,575
TOTAL ESTIMATED REVENUES		3,304,970	3,529,975	3,202,861	3,353,856	3,704,575

Calculations as of 06/30/2023

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 06/30/23	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET
APPROPRIATIONS						
Dept 101 - COUNCIL						
101-101-702.000	SALARY	7,300	8,600	5,963	8,000	8,600
101-101-720.000	FRINGE BENEFITS	583	800	481	650	800
101-101-801.000	CONTRACTUAL SERVICES	989	2,100	169	2,100	2,100
101-101-803.000	LEGAL FEES	249,930	250,000	478,420	500,000	350,000
101-101-831.000	CEMETERY FEES	6,067	6,200	6,431	6,431	6,800
101-101-860.000	EDUCATIONAL TRAINING	4,686	5,000	5,087	5,087	5,000
101-101-882.000 *	EVENTS/SERVICES	20,682	11,200	6,315	7,500	17,200
101-101-900.000	PRINTING & PUBLISHING	234	600	138	300	600
101-101-908.000	DUES & PUBLICATIONS	1,113	1,200	1,124	1,124	1,200
101-101-913.000	INSURANCE	2,500	2,575	2,575	2,575	2,700
Totals for dept 101 - COUNCIL		294,084	288,275	506,703	533,767	395,000

* NOTES TO BUDGET: DEPARTMENT 101 COUNCIL

882.000	EVENTS/SERVICES					10,000
	FIREWORKS					1,000
	4TH JULY INTERURBAN					4,000
	FIREWORKS TOILETS					1,500
	GARDEN CLUB					200
	ART CLUB					500
	SWAG					
	ACCOUNT '882.000' TOTAL					17,200
	DEPT '101' TOTAL					17,200

Calculations as of 06/30/2023

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 06/30/23	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET
APPROPRIATIONS						
Dept 173 - CITY ADMINISTRATION						
101-173-702.000	SALARY/WAGES	130,994	130,250	120,608	130,250	120,000
101-173-720.000	FRINGE BENEFITS	59,999	60,000	42,880	60,000	50,000
101-173-727.000	OFFICE SUPPLIES	1,556	1,500	1,303	1,500	1,600
101-173-801.000 *	CONTRACTUAL SERVICES	21,917	26,000	21,606	25,000	33,000
101-173-802.000	AUDIT	10,125	10,750	10,300	10,300	11,000
101-173-803.000	LEGAL FEES	81,106	75,000	28,554	35,000	75,000
101-173-850.000	TELEPHONES	1,804	2,200	1,776	2,000	2,200
101-173-860.000	EDUCATIONAL TRAINING	743	3,000	487	1,000	3,000
101-173-900.000	PRINTING & PUBLISHING		200		100	200
101-173-910.000	INSURANCE	2,200	2,275	2,275	2,275	2,350
101-173-970.000	CAPITAL OUTLAY		2,000			2,000
Totals for dept 173 - CITY ADMINISTRATION		310,444	313,175	229,789	267,425	300,350

* NOTES TO BUDGET: DEPARTMENT 173 CITY ADMINISTRATION

801.000	CONTRACTUAL SERVICES					
	MML WAGE STUDY					6,000
	IT & COPIER					27,000
	ACCOUNT '801.000' TOTAL					33,000
	DEPT '173' TOTAL					33,000

Calculations as of 06/30/2023

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 06/30/23	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET
APPROPRIATIONS						
Dept 215 - CITY CLERK						
101-215-702.000	SALARY/WAGES	81,977	108,000	96,774	108,000	124,200
101-215-720.000	FRINGE BENEFITS	35,500	40,000	41,380	44,000	46,000
101-215-727.000	OFFICE SUPPLIES	1,400	1,200	1,985	2,200	2,000
101-215-801.000	CONTRACTUAL SERVICES	1,648	2,500	2,500	2,500	2,600
101-215-803.000	LEGAL FEES	4,283	5,500	2,490	3,000	5,500
101-215-820.000	ELECTIONS	4,240	10,000	6,787	8,000	30,000
101-215-850.000	TELEPHONES	674	675	926	1,000	800
101-215-860.000	EDUCATIONAL TRAINING	1,365	3,000	876	1,000	3,000
101-215-900.000	PRINTING & PUBLISHING	466	500	187	200	500
101-215-970.000	CAPITAL OUTLAY	637	1,500	275	1,000	2,000
Totals for dept 215 - CITY CLERK		132,190	172,875	154,180	170,900	216,600

Calculations as of 06/30/2023

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 06/30/23	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET
APPROPRIATIONS						
Dept 253 - CITY TREASURER						
101-253-702.000	SALARY/WAGES	78,370	84,000	76,375	83,500	90,000
101-253-720.000	FRINGE BENEFITS	34,999	34,000	33,198	36,000	36,500
101-253-727.000	OFFICE SUPPLIES	2,694	2,600	1,677	2,000	2,600
101-253-801.000	CONTRACTUAL SERVICES	6,396	5,500	5,446	5,500	5,700
101-253-803.000	LEGAL FEES		1,000	312	1,000	1,000
101-253-850.000	TELEPHONE	670	725	577	725	775
101-253-860.000	EDUCATIONAL TRAINING	1,563	2,000	945	1,200	2,500
101-253-900.000	PRINTING & PUBLISHING	349	500		200	500
101-253-913.000	INSURANCE	1,000	1,025	1,025	1,025	1,100
101-253-970.000	CAPITAL OUTLAY	150	1,000	304	500	1,500
Totals for dept 253 - CITY TREASURER		126,191	132,350	119,859	131,650	142,175

Calculations as of 06/30/2023

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 06/30/23	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET
APPROPRIATIONS						
Dept 257 - ASSESSING						
101-257-702.000	SALARY	900	1,350	950	950	1,350
101-257-720.000	FRINGE BENEFITS	69	125	73	73	125
101-257-727.000	OFFICE SUPPLIES	617	1,200	1,199	1,300	1,300
101-257-801.000	CONTRACTUAL SERVICES	30,638	36,000	32,513	34,000	37,800
101-257-804.000	BOARD OF REVIEW	207	300	205	205	300
101-257-807.000	TRIBUNAL CHARGEBACKS	1,624	3,000	36	100	1,500
101-257-850.000	TELEPHONES	668	675	575	675	725
101-257-860.000	EDUCATIONAL TRAINING		1,500			1,500
101-257-900.000	PRINTING & PUBLISHING	615	750	166	200	750
101-257-970.000	CAPITAL OUTLAY	2,564	1,500			1,500
Totals for dept 257 - ASSESSING		37,902	46,400	35,717	37,503	46,850

Calculations as of 06/30/2023

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 06/30/23	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET
APPROPRIATIONS						
Dept 265 - CITY HALL						
101-265-702.000	SALARY/WAGES	18,045	10,000	7,530	8,200	10,000
101-265-720.000	FRINGE BENEFITS	7,999	5,000	3,419	5,000	5,000
101-265-730.000	SUPPLIES	1,150	650	1,485	1,500	1,500
101-265-801.000	CONTRACTUAL SERVICES	3,490	3,500	2,927	3,500	3,500
101-265-850.000	TELEPHONE	333	500	282	500	500
101-265-900.000	PRINTING & PUBLISHING		150		50	150
101-265-913.000	INSURANCE	1,200	1,300	1,300	1,300	1,400
101-265-920.000	UTILITIES	4,783	4,800	5,038	5,500	5,200
101-265-930.000	REPAIRS & MAINTENANCE	1,636	202,000	114,824	202,000	5,000
101-265-946.000	EQUIPMENT RENTAL	1,115	750	845	1,000	1,000
101-265-970.000 *	CAPITAL OUTLAY	16,272		10,435	10,500	10,000
Totals for dept 265 - CITY HALL		56,023	228,650	148,085	239,050	43,250

* NOTES TO BUDGET: DEPARTMENT 265 CITY HALL

970.000	CAPITAL OUTLAY					
	COUNCIL CHAMBERS MICS					10,000
	DEPT '265' TOTAL					10,000

Calculations as of 06/30/2023

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 06/30/23	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET
APPROPRIATIONS						
Dept 301 - SHERIFF						
101-301-702.000	WAGES DEPUTIES	310,581	325,000	291,018	320,000	327,000
101-301-702.001	OVERTIME	457	10,000		5,000	10,000
101-301-702.002	RESERVE OFFICERS	5,134	10,000	8,137	10,000	11,500
101-301-748.000	FUEL & OILS	16,342	15,000	6,818	15,000	16,000
101-301-803.000	LEGAL FEES	343	2,500	2,160	2,500	2,500
101-301-882.000	EVENTS/SERVICES	46	1,000		500	1,000
101-301-946.000	EQUIPMENT RENTAL	36,000	37,500	18,000	37,500	37,500
Totals for dept 301 - SHERIFF		368,903	401,000	326,133	390,500	405,500

Calculations as of 06/30/2023

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 06/30/23	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET
APPROPRIATIONS						
Dept 441 - PUBLIC WORKS						
101-441-702.000	SALARY/WAGES	107,783	120,000	126,268	133,000	144,000
101-441-720.000	FRINGE BENEFITS	108,999	120,000	109,111	120,000	120,000
101-441-730.000	SUPPLIES	5,715	6,000	5,611	6,000	6,000
101-441-740.000	UNIFORMS	4,319	3,500	4,146	4,500	3,500
101-441-755.000	TOOLS	3,000	3,000	297	1,000	3,000
101-441-799.000	PARKWAY TREES	1,984	2,950	2,497	2,600	3,000
101-441-801.000 *	CONTRACTUAL SERVICES	154,609	200,000	87,061	125,000	215,000
101-441-805.000	HOLIDAY LIGHTING	29,520	30,000	27,264	27,500	30,000
101-441-860.000	EDUCATIONAL TRAINING	2,084	3,500	2,617	3,000	3,500
101-441-882.000	EVENTS/SERVICES	377	500		500	500
101-441-900.000	PRINTING & PUBLISHING	500	500	579	600	500
101-441-913.000	INSURANCE	4,500	4,700	4,700	4,700	4,900
101-441-920.000	UTILITIES	2,673	2,950	4,225	4,600	3,300
101-441-926.000	STREET LIGHTS	23,580	26,750	23,110	26,750	26,750
101-441-930.000	REPAIRS & MAINTENANCE		1,500	1,437	1,500	1,500
101-441-932.000	SIDEWALK REPAIRS		5,500	10,650	14,000	20,000
101-441-945.000 *	CAPITAL OUTLAY		150,000	69,722	80,000	80,000
101-441-946.000	EQUIPMENT RENTAL	104,757	100,000	91,494	105,000	107,000
101-441-960.000	SIGNS	2,574	2,200	96	500	2,200
Totals for dept 441 - PUBLIC WORKS		556,974	783,550	570,885	660,750	774,650

* NOTES TO BUDGET: DEPARTMENT 441 PUBLIC WORKS

801.000	CONTRACTUAL SERVICES					200,000
	MILFOIL, DEBT CREW, TREE MAINTENANCE, TOILETS, ENGINEERING					15,000
	AIRPORT PROPERTIES PHASES					
	ACCOUNT '801.000' TOTAL					215,000
945.000	CAPITAL OUTLAY					
	VEHICLE BARRIERS					80,000
	DEPT '441' TOTAL					295,000

Calculations as of 06/30/2023

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 06/30/23	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET
APPROPRIATIONS						
Dept 721 - PLANNING/ZONING						
101-721-702.000	SALARY/WAGES	47,300	48,000	49,315	555,000	57,000
101-721-720.000	FRINGE BENEFITS	26,000	27,000	18,243	27,000	27,000
101-721-727.000	OFFICE SUPPLIES	1,491	1,200	1,229	1,400	1,200
101-721-801.000 *	CONTRACTUAL SERVICES	19,589	75,000	48,087	75,000	130,000
101-721-803.000	LEGAL FEES	81,405	75,000	81,795	90,000	75,000
101-721-850.000	TELEPHONES	615	650	571	650	675
101-721-860.000	EDUCATIONAL TRAINING	2,335	3,200	3,046	3,200	3,200
101-721-900.000	PRINTING & PUBLISHING	1,000	1,000	2,295	2,800	1,500
101-721-908.000	DUES, FEES & PUBLICATIONS		500		500	500
101-721-913.000	INSURANCE	2,000	2,075	2,075	2,075	2,150
101-721-970.000	CAPITAL OUTLAY		5,000		1,000	2,500
Totals for dept 721 - PLANNING/ZONING		181,735	238,625	206,656	758,625	300,725

* NOTES TO BUDGET: DEPARTMENT 721 PLANNING/ZONING

801.000	CONTRACTUAL SERVICES					20,000
	CODE ENFORCEMENT					40,000
	CONSULTANTS					70,000
	GRANT WRITER/EVENT/ADMIN ASSISTANT					130,000
	ACCOUNT '801.000' TOTAL					130,000
	DEPT '721' TOTAL					130,000

Calculations as of 06/30/2023

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 06/30/23	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET
APPROPRIATIONS						
Dept 723 - HISTORIC DISTRICT COMMISSION						
101-723-702.000	SALARY	30,773	31,000	32,466	35,000	38,000
101-723-720.000	FRINGE BENEFITS	18,500	18,400	12,138	18,400	18,400
101-723-727.000	OFFICE SUPPLIES	1,000	1,000	839	1,000	1,000
101-723-801.000	CONTRACTUAL SERVICES		1,000	3,414	4,000	2,000
101-723-803.000	LEGAL FEES		1,500		100	1,500
101-723-850.000	TELEPHONES	530	525	568	600	525
101-723-860.000	EDUCATIONAL TRAINING		1,000	101	250	1,000
101-723-900.000	PRINTING & PUBLISHING		300	182	300	300
101-723-908.000	DUES & PUBLICATIONS		250		100	250
Totals for dept 723 - HISTORIC DISTRICT COMMISSION		50,803	54,975	49,708	59,750	62,975

Calculations as of 06/30/2023

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 06/30/23	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET
APPROPRIATIONS						
Dept 730 - HARBOR						
101-730-801.000	CONTRACTUAL SERVICES	1,870	10,000	2,171	3,000	10,000
101-730-931.000 *	WATERWAYS REPAIR					10,000
Totals for dept 730 - HARBOR		1,870	10,000	2,171	3,000	20,000
* NOTES TO BUDGET: DEPARTMENT 730 HARBOR						
931.000	WATERWAYS REPAIR					10,000
	BRIDGE LIGHTS					10,000
	DEPT '730' TOTAL					10,000

Calculations as of 06/30/2023

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 06/30/23	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET
APPROPRIATIONS						
Dept 751 - PARKS & RECREATION						
101-751-702.000	SALARY/WAGES	71,793	78,000	74,368	83,000	100,000
101-751-720.000	FRINGE BENEFITS	38,869	41,750	30,708	41,750	32,000
101-751-730.000	SUPPLIES	22,674	20,000	37,129	40,000	22,000
101-751-801.000 *	CONTRACTAUL SERVICES	13,000	13,500	14,113	15,000	49,500
101-751-809.000	GRANT PROJECTS		50,000			50,000
101-751-819.000	CHAIN FERRY REPAIRS		3,000			3,000
101-751-900.000	PRINTING & PUBLISHING	187	500	213	300	500
101-751-913.000	INSURANCE	2,400	2,500	2,500	2,500	2,575
101-751-920.000	UTILITIES	22,750	23,000	24,677	27,000	25,250
101-751-928.000	TRASH	8,250	7,400	13,220	16,000	9,000
101-751-930.000	REPAIRS & MAINTENANCE	21,754	300,000	22,982	100,000	50,000
101-751-946.000	EQUIPMENT RENTAL	44,500	40,000	35,703	46,000	42,000
101-751-960.000	SIGNS	236	500	360	500	500
101-751-970.000 *	CAPITAL OUTLAY	33,600	15,000	14,700	15,000	300,000
Totals for dept 751 - PARKS & RECREATION		280,013	595,150	270,673	387,050	686,325

* NOTES TO BUDGET: DEPARTMENT 751 PARKS & RECREATION

801.000	CONTRACTAUL SERVICES					9,500
	ROSE GARDEN					40,000
	WOOLLY ADELGID TREATMENT					49,500
	ACCOUNT '801.000' TOTAL					49,500
970.000	CAPITAL OUTLAY					300,000
	MT BALDHEAD UPGRADES & TABLES					349,500
	DEPT '751' TOTAL					349,500

Calculations as of 06/30/2023

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 06/30/23	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET
APPROPRIATIONS						
Dept 756 - OVAL BEACH						
101-756-702.000	SALARY/WAGES	94,267	89,000	97,099	110,000	120,000
101-756-720.000	FRINGE BENEFITS	42,000	30,000	23,295	30,000	30,000
101-756-730.000	SUPPLIES	11,018	11,000	12,055	14,000	12,000
101-756-801.000	CONTRACTUAL SERVICES	9,846	16,000	14,201	16,000	16,000
101-756-850.000	TELEPHONE	1,746	3,000	1,555	2,000	2,000
101-756-860.000	EDUCATIONAL TRAINING	1,000	1,000	1,113	1,200	1,000
101-756-900.000	PRINTING & PUBLISHING	1,782	3,250	1,657	2,000	3,000
101-756-913.000	INSURANCE	3,800	4,000	4,000	4,000	4,200
101-756-920.000	UTILITIES	7,810	6,500	7,824	8,500	7,575
101-756-930.000	REPAIRS & MAINTENANCE	9,300	10,000	3,311	5,000	10,000
101-756-946.000	EQUIPMENT RENTAL	18,838	25,000	22,118	30,000	25,000
101-756-960.000	SIGNS	2,112	500		500	500
101-756-970.000	CAPITAL OUTLAY			21,256	22,000	
Totals for dept 756 - OVAL BEACH		203,519	199,250	209,484	245,200	231,275

Calculations as of 06/30/2023

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 06/30/23	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET
APPROPRIATIONS						
Dept 758 - OVAL CONCESSION						
101-758-702.000	SALARY	24,842	18,000	25,142	28,000	30,000
101-758-720.000	FRINGE BENEFITS	4,740	4,800	2,726	4,800	5,000
101-758-730.000	SUPPLIES	34,008	35,000	29,593	35,000	36,000
101-758-801.000	CONTRACTUAL SERVICES	2,167	2,400	1,917	2,400	2,400
101-758-850.000	TELEPHONES		500		500	500
101-758-860.000	EDUCATIONAL TRAINING	600	500	440	440	500
101-758-920.000	UTILITIES	814	750	537	750	750
101-758-930.000	REPAIRS & MAINTENANCE		500	1,186	1,500	500
101-758-960.000	SIGNS	261	500		500	500
101-758-970.000	CAPITAL OUTLAY	449	1,500		1,500	1,500
Totals for dept 758 - OVAL CONCESSION		67,881	64,450	61,541	75,390	77,650

Calculations as of 06/30/2023

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 06/30/23	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET
APPROPRIATIONS						
Dept 760 - SPEAR BOAT LAUNCH						
101-760-801.000	CONTRACTUAL SERVICES	646	1,000	863	1,000	1,000
101-760-900.000	PRINTING & PUBLISHING		250		250	250
Totals for dept 760 - SPEAR BOAT LAUNCH		646	1,250	863	1,250	1,250

Calculations as of 06/30/2023

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 06/30/23	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET
APPROPRIATIONS						
Dept 965 - TRANSFERS						
101-965-998.202	TRANSFER TO MAJOR STREETS	7,129				
Totals for dept 965 - TRANSFERS		7,129				
TOTAL APPROPRIATIONS		2,676,307	3,529,975	2,892,447	3,961,810	3,704,575
NET OF REVENUES/APPROPRIATIONS - FUND 101		628,663		310,414	(607,954)	
BEGINNING FUND BALANCE		5,013,280	5,641,948	5,641,948	5,641,948	5,033,994
ENDING FUND BALANCE		5,641,943	5,641,948	5,952,362	5,033,994	5,033,994

Calculations as of 06/30/2023

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 06/30/23	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
202-000-538.000	COUNTY ROAD MILLAGE	83,116	83,000	91,113	91,113	88,000
202-000-546.000	ACT 51 FEES	112,129	106,000	101,071	115,000	115,000
202-000-665.000	INTEREST	1,400	250	18,624	20,000	5,000
202-000-697.000	TRANSFER FROM FUND BALANCE					45,250
202-000-699.000	DUE FROM LS & GF	7,129				
Totals for dept 000 -		<u>203,774</u>	<u>189,250</u>	<u>210,808</u>	<u>226,113</u>	<u>253,250</u>
TOTAL ESTIMATED REVENUES		203,774	189,250	210,808	226,113	253,250

Calculations as of 06/30/2023

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 06/30/23	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET
APPROPRIATIONS						
Dept 463 - ROUTINE MAINTENANCE						
202-463-702.000	SALARY/WAGES	20,781	16,000	17,578	19,000	20,000
202-463-720.000	FRINGE BENEFITS	9,869	10,250	8,756	10,250	10,250
202-463-727.000	SUPPLIES	1,975	2,000	1,716	2,000	2,000
202-463-801.000 *	CONTRACTUAL SERVICES	231,886	95,000	116,917	135,000	150,000
202-463-930.000	REPAIRS & MAINTENANCE	1,857	2,500	2,775	3,000	2,500
202-463-946.000	EQUIPMENT RENTAL	25,351	18,000	19,194	25,000	22,000
Totals for dept 463 - ROUTINE MAINTENANCE		291,719	143,750	166,936	194,250	206,750

* NOTES TO BUDGET: DEPARTMENT 463 ROUTINE MAINTENANCE

801.000	CONTRACTUAL SERVICES					
	MAPLE ST					90,000
	MINOR REPAIRS					60,000
	ACCOUNT '801.000' TOTAL					150,000
	DEPT '463' TOTAL					150,000

Calculations as of 06/30/2023

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 06/30/23	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET
APPROPRIATIONS						
Dept 464 - WINTER MAINTENANCE						
202-464-702.000	SALARY/WAGES	9,172	12,000	10,233	12,000	12,000
202-464-720.000	FRINGE BENEFITS	5,396	6,000	5,606	6,000	6,000
202-464-727.000	SUPPLIES	12,848	13,500	12,237	13,500	14,500
202-464-946.000	EQUIPMENTAL RENTAL	12,802	14,000	11,402	11,402	14,000
Totals for dept 464 - WINTER MAINTENANCE		40,218	45,500	39,478	42,902	46,500
TOTAL APPROPRIATIONS		331,937	189,250	206,414	237,152	253,250
NET OF REVENUES/APPROPRIATIONS - FUND 202		(128,163)		4,394	(11,039)	
BEGINNING FUND BALANCE		887,926	759,765	759,765	759,765	748,726
ENDING FUND BALANCE		759,763	759,765	764,159	748,726	748,726

Calculations as of 06/30/2023

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 06/30/23	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
203-000-402.000	LOCAL ROAD MILLAGE	325,592	333,000	342,503	342,503	370,000
203-000-445.000	PENALTIES & INT ON TAXES	472	500	468	468	500
203-000-538.000	COUNTY ROAD MILLAGE	83,116	84,000	91,114	91,114	88,000
203-000-546.000	ACT 51 FEES	65,288	63,500	58,956	67,000	70,000
203-000-665.000	INTEREST	2,955	1,000	43,168	50,000	15,000
203-000-672.000	SPECIAL ASSESSMENTS	5,000				
203-000-697.000	FUND BALANCE					197,750
Totals for dept 000 -		482,423	482,000	536,209	551,085	741,250
TOTAL ESTIMATED REVENUES		482,423	482,000	536,209	551,085	741,250

Calculations as of 06/30/2023

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 06/30/23	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET
APPROPRIATIONS						
Dept 463 - ROUTINE MAINTENANCE						
203-463-702.000	SALARY/WAGES	14,849	17,500	16,056	17,500	17,500
203-463-720.000	FRINGE BENEFITS	7,057	12,500	7,327	12,500	9,000
203-463-727.000	SUPPLIES	1,976	2,500	1,798	2,500	2,500
203-463-801.000 *	CONTRACTUAL SERVICES	140,240	381,750	73,426	110,000	650,000
203-463-930.000	REPAIRS & MAINTENANCE	328	1,500	4,229	4,500	1,500
203-463-946.000	EQUIPMENT RENTAL	16,717	19,500	16,796	19,500	19,500
Totals for dept 463 - ROUTINE MAINTENANCE		181,167	435,250	119,632	166,500	700,000

* NOTES TO BUDGET: DEPARTMENT 463 ROUTINE MAINTENANCE

801.000	CONTRACTUAL SERVICES					
	EAST WEST TAKKEN REPAIRS					550,000
	MINOR REPAIRS					100,000
	ACCOUNT '801.000' TOTAL					650,000
	DEPT '463' TOTAL					650,000

Calculations as of 06/30/2023

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 06/30/23	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET
APPROPRIATIONS						
Dept 464 - WINTER MAINTENANCE						
203-464-702.000	SALARY/WAGES	9,237	13,500	9,504	9,504	10,000
203-464-720.000	FRINGE BENEFITS	4,502	9,000	6,282	9,000	7,000
203-464-727.000	SUPPLIES	9,252	10,750	8,158	8,500	10,750
203-464-946.000	EQUIPMENT RENTAL	12,163	13,500	7,061	7,061	13,500
Totals for dept 464 - WINTER MAINTENANCE		35,154	46,750	31,005	34,065	41,250
TOTAL APPROPRIATIONS		216,321	482,000	150,637	200,565	741,250
NET OF REVENUES/APPROPRIATIONS - FUND 203		266,102		385,572	350,520	
BEGINNING FUND BALANCE		1,736,490	2,002,592	2,002,592	2,002,592	2,353,112
ENDING FUND BALANCE		2,002,592	2,002,592	2,388,164	2,353,112	2,353,112

Calculations as of 06/30/2023

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 06/30/23	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
301-000-402.000	DEBT MILLAGE	251,617	269,775	270,372	270,372	293,900
301-000-445.000	PENALTIES & INT ON TAXES	364	200	369	369	200
301-000-665.000	INTEREST			456	456	
301-000-697.000	TRANSFER FROM FUND BALANCE		17,610			6,695
Totals for dept 000 -		251,981	287,585	271,197	271,197	300,795
TOTAL ESTIMATED REVENUES		251,981	287,585	271,197	271,197	300,795

Calculations as of 06/30/2023

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 06/30/23	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET
APPROPRIATIONS						
Dept 592 - ROAD BOND 2009						
301-592-804.000	AGENT FEE		500			500
301-592-991.000	DEBT PRINCIPAL	225,000	248,000	248,000	248,000	265,000
301-592-995.000	DEBT INTEREST	42,173	39,085	38,975	38,975	35,295
Totals for dept 592 - ROAD BOND 2009		<u>267,173</u>	<u>287,585</u>	<u>286,975</u>	<u>286,975</u>	<u>300,795</u>
TOTAL APPROPRIATIONS		<u>267,173</u>	<u>287,585</u>	<u>286,975</u>	<u>286,975</u>	<u>300,795</u>
NET OF REVENUES/APPROPRIATIONS - FUND 301		(15,192)		(15,778)	(15,778)	
BEGINNING FUND BALANCE		88,074	72,883	72,883	72,883	57,105
ENDING FUND BALANCE		72,882	72,883	57,105	57,105	57,105

Calculations as of 06/30/2023

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 06/30/23	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
592-000-610.000	WATER FEES	18,800	1,000	19,450	19,450	1,000
592-000-611.000	SEWER FEES	10,850	1,000	2,000	2,000	1,000
592-000-665.000	INTEREST	306	500	8,945	10,000	3,000
Totals for dept 000 -		29,956	2,500	30,395	31,450	5,000
TOTAL ESTIMATED REVENUES		29,956	2,500	30,395	31,450	5,000

Calculations as of 06/30/2023

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 06/30/23	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET
APPROPRIATIONS						
Dept 536 - WATER AND SEWER SYSTEMS						
592-536-801.000	CONTRACTUAL SERVICES	92,444	2,500		2,500	5,000
Totals for dept 536 - WATER AND SEWER SYSTEMS		92,444	2,500		2,500	5,000
TOTAL APPROPRIATIONS						
		92,444	2,500		2,500	5,000
NET OF REVENUES/APPROPRIATIONS - FUND 592						
		(62,488)		30,395	28,950	
BEGINNING FUND BALANCE		550,769	488,281	488,281	488,281	517,231
ENDING FUND BALANCE		488,281	488,281	518,676	517,231	517,231

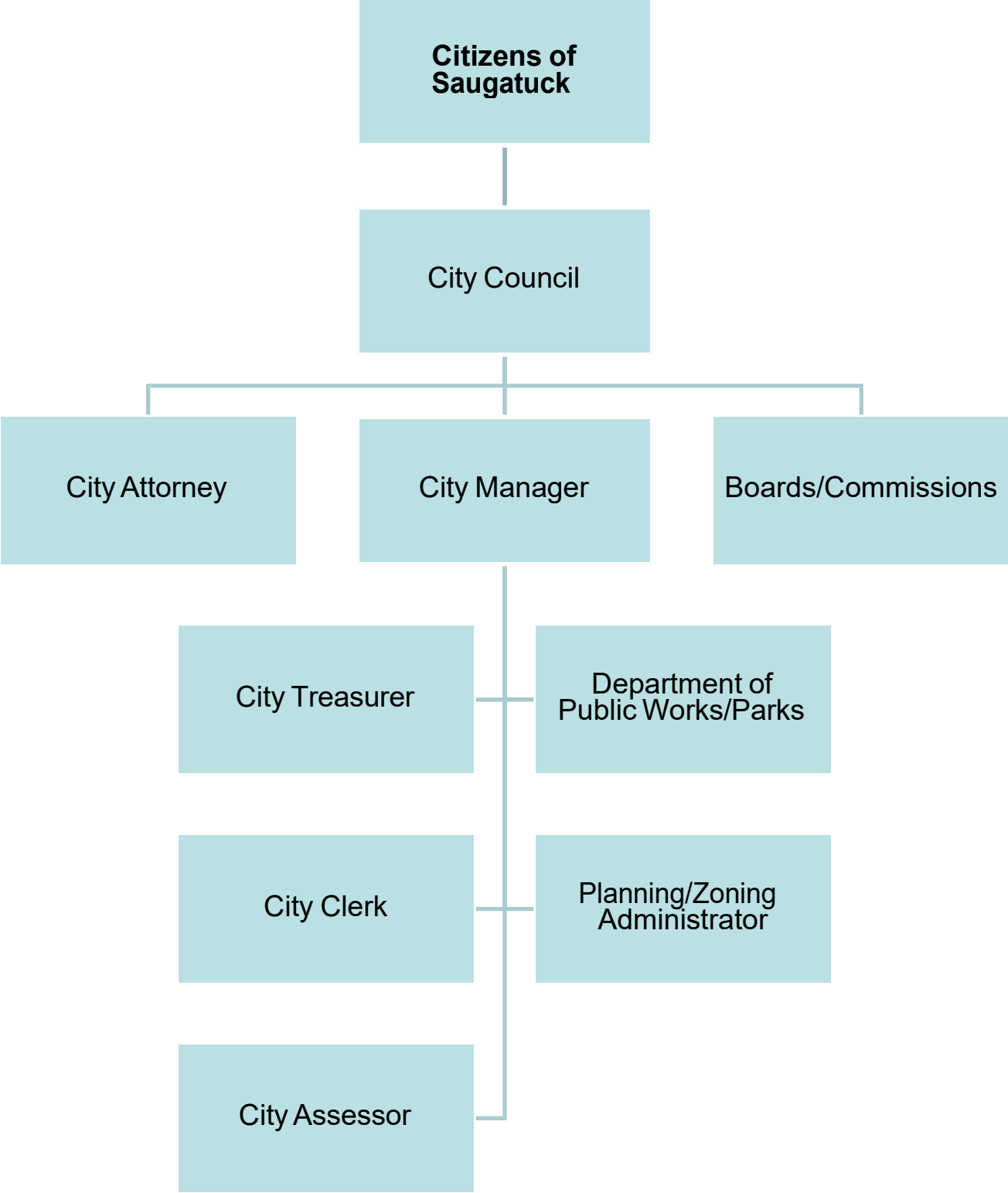
Calculations as of 06/30/2023

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 06/30/23	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
661-000-579.000	GRANTS RECEIVED	6,000				
661-000-664.000	MOTOR POOL REVENUE	272,242	268,250	204,613	255,000	240,000
661-000-665.000	INTEREST	937	2,000	15,804	18,000	7,000
661-000-673.000	SALE OF FIXED ASSETS			88,986	88,986	
661-000-697.000	TRANSFER FROM FUND BALANCE		100,000			172,000
Totals for dept 000 -		279,179	370,250	309,403	361,986	419,000
TOTAL ESTIMATED REVENUES		279,179	370,250	309,403	361,986	419,000

Calculations as of 06/30/2023

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 06/30/23	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET
APPROPRIATIONS						
Dept 443 - MOTOR POOL						
661-443-702.000	SALARY/WAGES	26,979	25,000	39,121	42,000	46,000
661-443-720.000	FRINGE BENEFITS	11,081	12,000	15,380	17,500	18,000
661-443-727.000	SUPPLIES	5,668	5,000	6,864	7,200	6,000
661-443-748.000	FUEL & OILS	28,010	35,000	38,212	40,000	35,000
661-443-750.000	TIRES & BATTERIES	1,407	10,000	11,300	12,000	10,000
661-443-755.000	SMALL TOOLS	1,392	1,250	1,350	1,500	1,250
661-443-801.000	CONTRACTUAL SERVICES	2,575	3,000	4,033	4,500	3,000
661-443-850.000	TELEPHONES	5,010	5,000	5,351	6,000	5,500
661-443-913.000	INSURANCE	10,628	15,000	10,409	10,409	10,000
661-443-920.000	UTILITIES	8,143	8,250	12,071	15,000	9,250
661-443-930.000	REPAIRS & MAINTENANCE	38,034	34,500	55,308	60,000	35,000
661-443-968.000	DEPRECIATION	139,224	16,250		140,000	140,000
661-443-970.000 *	CAPITAL OUTLAY	961	200,000	140,214	200,000	100,000
Totals for dept 443 - MOTOR POOL		279,112	370,250	339,613	556,109	419,000
* NOTES TO BUDGET: DEPARTMENT 443 MOTOR POOL						
970.000	CAPITAL OUTLAY					45,000
	NEW GMC TRUCK					35,000
	ASHPALT BOX					12,000
	PLANNER ATTACHMENT					92,000
	ACCOUNT '970.000' TOTAL					92,000
	DEPT '443' TOTAL					92,000
TOTAL APPROPRIATIONS		279,112	370,250	339,613	556,109	419,000
NET OF REVENUES/APPROPRIATIONS - FUND 661		67		(30,210)	(194,123)	
	BEGINNING FUND BALANCE	1,221,164	1,221,233	1,221,233	1,221,233	1,027,110
	ENDING FUND BALANCE	1,221,231	1,221,233	1,191,023	1,027,110	1,027,110
ESTIMATED REVENUES - ALL FUNDS		4,552,283	4,861,560	4,560,873	4,795,687	5,423,870
APPROPRIATIONS - ALL FUNDS		3,863,294	4,861,560	3,876,086	5,245,111	5,423,870
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		688,989		684,787	(449,424)	
BEGINNING FUND BALANCE - ALL FUNDS		9,497,703	10,186,703	10,186,703	10,186,703	9,737,279
ENDING FUND BALANCE - ALL FUNDS		10,186,692	10,186,703	10,871,490	9,737,279	9,737,279

CITY OF SAUGATUCK ORGANIZATIONAL CHART





City Council Agenda Item Report

FROM: Peter Stanislawski, City Treasurer

MEETING DATE: June 26, 2023

SUBJECT: Resolution 230626-A (FY 22/23 Year-End Budget Amendments)

DESCRIPTION:

The City Council is authorized by statute to amend the budget throughout the fiscal year as it becomes apparent that a deviation from the original general appropriations act is necessary. Attached is the recommended budget amendment for fiscal year 2023.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny Resolution 230627-A amending the FY 22/23 budget as presented.

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

RESOLUTION NO. 230626-A

**A RESOLUTION TO AMEND THE BUDGET OF THE 2022/2023 GENERAL
APPROPRIATIONS ACT**

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

WHEREAS, in accordance with the Uniform Budgeting and Accounting Act, 1968 PA 2, as amended, the Budget Hearings of Local Governments Act, 1963 PA 43, and Chapter VII of the City Charter, the City Council of the City of Saugatuck established and approved the City's budget for fiscal year commencing July 1, 2022 and ending June 30, 2023; and

WHEREAS, the City Manager has recommended that said budget be amended based on new information now available; and

WHEREAS, the Council is authorized by statute to amend the budget throughout the fiscal year as it becomes apparent that a deviation from the original general appropriations act is necessary; and

WHEREAS, the Council is authorized to make additional appropriations during the fiscal year.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The City Council of the City of Saugatuck amends the 2022/2023 budget as follows:

GL #	DESCRIPTION	Increase/(Decrease)	
	Fund 101 GENERAL FUND		
101-000-402.000	REAL PROPERTY TAXES	13,620.00	Revenue
101-000-403.000	PERSONAL PROPERTY TAXES	2,653.00	Revenue
101-000-445.000	PENALTIES & INTEREST	1,130.00	Revenue
101-000-447.000	ADMINISTRATION FEE	8,402.00	Revenue
101-000-478.000	PERMIT FEES	52,000.00	Revenue
101-000-528.000	OTHER FEDERAL GRANTS	3,400.00	Revenue
101-000-574.000	REVENUE SHARING	15,000.00	Revenue
101-000-577.000	LIQUOR LICENSE FEES	(388.00)	Revenue
101-000-607.000	FRANCHISE FEES	8,000.00	Revenue
101-000-614.000	SCHOOL TAX COLLECTION FEE	17.00	Revenue
101-000-615.000	PARKING LOT FEES	10,000.00	Revenue
101-000-643.000	CHARGES FOR SERVICE	19,000.00	Revenue
101-000-650.000	CHAIN FERRY FEES	3,675.00	Revenue
101-000-651.000	OVAL BEACH FEES	20,000.00	Revenue

101-000-653.000	BOAT RAMP FEES	566.00	Revenue
101-000-654.000	GAZEBO FEES	500.00	Revenue
101-000-655.000	POLICE & ORDINANCE FEES	(1,000.00)	Revenue
101-000-665.000	INTEREST EARNED	200,000.00	Revenue
101-000-670.000	BOAT SLIP FEES	2,904.00	Revenue
101-000-674.000	MISC DONATIONS & INCOME	8,000.00	Revenue
101-000-682.000	USE TAX & ELECTION FEES	2,010.00	Revenue
101-101-803.000	LEGAL FEES	260,000.00	Council
101-101-831.000	CEMETERY FEES	232.00	Council
101-101-860.000	EDUCATIONAL TRAINING	100.00	Council
101-215-720.000	FRINGE BENEFITS	3,700.00	Clerk
101-215-727.000	OFFICE SUPPLIES	1,000.00	Clerk
101-215-850.000	TELEPHONES	400.00	Clerk
101-253-720.000	FRINGE BENEFITS	800.00	Treasurer
101-257-727.000	OFFICE SUPPLIES	50.00	Assessor
101-265-730.000	SUPPLIES	1,000.00	City Hall
101-265-920.000	UTILITIES	1,000.00	City Hall
101-265-946.000	EQUIPMENT RENTAL	250.00	City Hall
101-265-970.000	CAPITAL OUTLAY	10,435.00	City Hall
101-441-702.000	SALARY/WAGES	16,500.00	Public Works
101-441-740.000	UNIFORMS	750.00	Public Works
101-441-900.000	PRINTING & PUBLISHING	400.00	Public Works
101-441-920.000	UTILITIES	2,800.00	Public Works
101-441-932.000	SIDEWALK REPAIRS	5,200.00	Public Works
101-441-946.000	EQUIPMENT RENTAL	10,000.00	Public Works
101-721-702.000	SALARY/WAGES	5,300.00	Planning
101-721-727.000	OFFICE SUPPLIES	100.00	Planning
101-721-801.000	CONTRACTUAL SERVICES	2,000.00	Planning
101-721-803.000	LEGAL FEES	15,000.00	Planning
101-721-900.000	PRINTING & PUBLISHING	2,000.00	Planning
101-723-702.000	SALARY	4,200.00	Historic
101-723-801.000	CONTRACTUAL SERVICES	3,000.00	Historic
101-723-850.000	TELEPHONES	200.00	Historic
101-723-900.000	PRINTING & PUBLISHING	500.00	Historic
101-751-702.000	SALARY/WAGES	4,000.00	Parks
101-751-730.000	SUPPLIES	20,000.00	Parks
101-751-801.000	CONTRACTUAL SERVICES	5,000.00	Parks
101-751-920.000	UTILITIES	6,000.00	Parks
101-751-928.000	TRASH	8,000.00	Parks
101-751-930.000	REPAIRS & MAINTENANCE	(106,178.00)	Parks
101-751-930.000	REPAIRS & MAINTENANCE	(5,000.00)	Parks
101-751-946.000	EQUIPMENT RENTAL	6,000.00	Parks
101-756-702.000	SALARY/WAGES	34,500.00	Oval
101-756-730.000	SUPPLIES	3,000.00	Oval
101-756-860.000	EDUCATIONAL TRAINING	150.00	Oval
101-756-920.000	UTILITIES	2,800.00	Oval
101-756-946.000	EQUIPMENT RENTAL	5,000.00	Oval
101-756-970.000	CAPITAL OUTLAY	21,300.00	Oval

101-758-702.000	SALARY	17,000.00	Concession
101-758-930.000	REPAIRS & MAINTENANCE	1,000.00	Concession
GL #	DESCRIPTION	Increase/(Decrease)	
	Fund 202 MAJOR STREETS		
202-000-538.000	COUNTY ROAD MILLAGE	8,112.00	Local Streets
202-000-546.000	ACT 51 FEES	20,000.00	Local Streets
202-000-665.000	INTEREST	20,000.00	Local Streets
202-463-702.000	SALARY/WAGES	4,000.00	Local Streets
202-463-801.000	CONTRACTUAL SERVICES	39,812.00	Local Streets
202-463-930.000	REPAIRS & MAINTENANCE	300.00	Local Streets
202-463-946.000	EQUIPMENT RENTAL	4,000.00	Local Streets
GL #	DESCRIPTION	Increase/(Decrease)	
	Fund 203 LOCAL STREETS		
203-000-402.000	LOCAL ROAD MILLAGE	9,500.00	Major Streets
203-000-445.000	PENALTIES & INT ON TAXES	(33.00)	Major Streets
203-000-538.000	COUNTY ROAD MILLAGE	7,113.00	Major Streets
203-000-546.000	ACT 51 FEES	5,000.00	Major Streets
203-000-665.000	INTEREST	48,000.00	Major Streets
203-463-801.000	CONTRACTUAL SERVICES	64,580.00	Major Streets
203-463-930.000	REPAIRS & MAINTENANCE	5,000.00	Major Streets
GL #	DESCRIPTION	Increase/(Decrease)	
	Fund 301 Debt Service Road		
301-000-402.000	DEBT MILLAGE	597.00	Road Debt
301-000-445.000	PENALTIES & INT ON TAXES	168.00	Road Debt
301-000-665.000	INTEREST	455.00	Road Debt
301-592-804.000	AGENT FEE	1,220.00	Road Debt
GL #	DESCRIPTION	Increase/(Decrease)	
	Fund 403 BUSINESS LICENSE		
403-000-665.000	INTEREST	10.00	Business License

403-451-900.000	PRINTING & PUBLISHING	10.00	Business License
GL #	DESCRIPTION	Increase/(Decrease)	
	Fund 592 WATER & SEWER		
592-000-610.000	WATER FEES	18,450.00	Water/Sewer
592-000-611.000	SEWER FEES	1,000.00	Water/Sewer
592-000-665.000	INTEREST	9,500.00	Water/Sewer
592-536-801.000	CONTRACTUAL SERVICES	28,950.00	Water/Sewer
GL #	DESCRIPTION	Increase/(Decrease)	
	Fund 661 MOTOR POOL		
661-000-665.000	INTEREST	15,000.00	Motor Pool
661-000-673.000	SALE OF FIXED ASSETS	88,986.00	Motor Pool
661-000-697.000	TRANSFER FROM FUND BALANCE	47,014.00	Motor Pool
661-443-702.000	SALARY/WAGES	16,000.00	Motor Pool
661-443-720.000	FRINGE BENEFITS	4,000.00	Motor Pool
661-443-727.000	SUPPLIES	2,000.00	Motor Pool
661-443-748.000	FUEL & OILS	2,000.00	Motor Pool
661-443-750.000	TIRES & BATTERIES	1,400.00	Motor Pool
661-443-755.000	SMALL TOOLS	100.00	Motor Pool
661-443-801.000	CONTRACTUAL SERVICES	2,000.00	Motor Pool
661-443-850.000	TELEPHONES	1,000.00	Motor Pool
661-443-913.000	INSURANCE	(4,500.00)	Motor Pool
661-443-920.000	UTILITIES	5,000.00	Motor Pool
661-443-930.000	REPAIRS & MAINTENANCE	22,000.00	Motor Pool
661-443-968.000	DEPRECIATION	100,000.00	Motor Pool

2. The funds appropriated shall be approved pursuant to the authority granted by the Saugatuck City Charter.

3. All resolutions or parts of resolutions in conflict with this Resolution are rescinded.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

RESOLUTION DECLARED ADOPTED.

Dated: June 27 2023

Scott Dean, Mayor

Jamie Wolters, City Clerk

CERTIFICATION

I, Jamie Wolters City Clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held June 26, 2023, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

Attest:

Jamie Wolters City Clerk



FROM: Peter Stanislawski, Finance
MEETING DATE: June 26, 2023
SUBJECT: Resolution No. 220626-C (PA 152 Compliance)

DESCRIPTION

The Michigan Department of Transportation requires certification of compliance with PA 152 in order to receive Michigan Transportation Fund payments. The Michigan legislature in 2011 adopted Act No. 152 which regulates municipal employee benefit expenditures. Under the Act, communities are given the option to exempt itself of the requirements of the Act for compliance.

The City of Saugatuck has been proactive in an effort to reduce and manage responsibly all employee costs, especially health care expenditures. Annually the City reviews the cost of health care benefits for its employees and adjusts the yearly plan accordingly in order to keep costs acceptable relative to budget constraints and wage levels. The City has worked with its employees to maintain health care cost. Employees have agreed to coverage changes, increased deductibles, increased copays, and increased prescription cost to maintain acceptable levels. The City does not have any collective bargaining units (non-union).

Due to unforeseen consequences of the federal government’s Affordable Care Act, health care plan providers now use the age of an employee to establish cost. Prior to the federal government’s involvement, the plan options/rates were based on single, double or family participation regardless of age. Now plan providers set rates higher for employees that are older. The premiums paid by the City over the last 10 years for health care benefits for the City’s workforce are as follows: 2014 \$95,228, 2015 \$96,404, 2016 \$94,999, 2017 \$104,000, 2018 \$98,746, 2019 \$97,992.60, 2020 \$84,409, 2021 \$84,462, 2022 \$88,786, 2023 \$105,316.

Other local governments in the state have exercised their right to exempt themselves from the requirements of Act 152 while continuing a commitment to reduce long-term costs for medical (and other) benefits. Ultimately, a “one size fits all” approach to managing medical benefit costs, as implemented through the use of hard-caps, may not serve all local governments in Michigan because it fails to account for the local job market, total compensation packages offered to other public employees and age of employees. The Saugatuck Township, Kalamazoo Lake Sewer Water Authority, and Saugatuck Fire District do not have an employee contribution requirement towards premiums. The City of Douglas implemented a \$50 a month charge for employees towards health insurance for fiscal year 2024.

LEGAL REVIEW

N/A.

SAMPLE MOTION:

Motion to **approve/deny** Resolution No. 230626-C as presented.

**COUNTY OF ALLEGAN
STATE OF MICHIGAN**

RESOLUTION NO. 230626-C

**A RESOLUTION ELECTING TO COMPLY WITH THE PROVISIONS OF PUBLIC ACT 152
OF 2011 BY EXERCISING THE CITY’S RIGHT TO EXEMPT ITSELF FROM THE
REQUIREMENTS OF THE ACT FOR THE CURRENT YEAR**

At a regular meeting of the City Council for the City of Saugatuck, Michigan, held at the City of Saugatuck City Hall, Saugatuck, Michigan, on the 26th day of June 2023, at 7:00 p.m.

PRESENT: _____

ABSENT: _____

The following Resolution was offered by Council Member _____ and supported by Council Member _____:

RESOLUTION

WHEREAS, on September 27, 2011 the Publicly Funded Health Insurance Contribution Act, Act No. 152 of the Public Acts of Michigan of 2011 (“Act 152”), became effective in the State of Michigan; and

WHEREAS, the Michigan Department of Transportation (“MDOT”) requires certification of compliance with the Act in order to receive Michigan Transportation Fund payments; and

WHEREAS, under Act 152, communities are given the option to exempt itself of the requirements of the Act 152 to obtain MDOT certification compliance; and

WHEREAS, Act 152 establishes standards and a process with respect to medical benefit plans offered by public employers; and

WHEREAS, the City of Saugatuck has historically recognized, in its role as steward for the public funds entrusted to it, that it must efficiently manage those limited resources; and

WHEREAS, the City of Saugatuck constantly engages in a review of expenditures in order to maximize the value it receives for goods and services; and

WHEREAS, the City Council of the City of Saugatuck believes that, as the elected representatives for the City and answerable directly to the City’s voters, it is best positioned to determine

what benefits (including medical benefits) ought to be offered in order to attract and retain the best qualified City employees at the lowest overall costs; and

WHEREAS, the City Council of the City of Saugatuck further believes that compensation determinations for City employees are most properly the responsibility of the City’s elected representatives, and not the State of Michigan or its officials; and

WHEREAS, to express its support for home rule government and to recognize that it is the City Council’s duty to manage City affairs in order to be most responsive to City voters, taxpayers and residents.

NOW, THEREFORE, IT IS RESOLVED that:

1. Pursuant to Section 8 of Act 152, the City of Saugatuck hereby exempts itself from the requirements of Act 152 for the current year.
2. 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 26th day of June, 2023.

CITY OF SAUGATUCK

BY: _____
Scott Dean, Mayor

BY: _____
Jamie Wolters, City Clerk

CERTIFICATION

I, Jamie Wolters, the duly appointed Clerk of the City of Saugatuck, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City of Saugatuck at a regular meeting held June 26, 2023, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

CITY OF SAUGATUCK

BY: _____
Jamie Wolters, City Clerk

From: Mercs, Deana (EGLE)
Sent: 6/12/2023 12:33:03 PM
To: "scottbosgraaf@gmail.com" <scottbosgraaf@gmail.com>; "Carl Gabrielse" <carl@gabrielselaw.com>; "USACE , Katie Otanez (katie.l.otanez@usace.army.mil)" <katie.l.otanez@usace.army.mil>; "swan.dunes@gmail.com" <swan.dunes@gmail.com>; "john.rodwan@nhbp-nsn.gov" <john.rodwan@nhbp-nsn.gov>; "james.crawford@fcp-nsn.gov" <james.crawford@fcp-nsn.gov>; "Matthew.Bussler@pokagonband-nsn.gov" <Matthew.Bussler@pokagonband-nsn.gov>; "Elizabeth.Binoniemi-Smith@glt-nsn.gov" <Elizabeth.Binoniemi-Smith@glt-nsn.gov>; "Lambeth, Katherine (EGLE)" <LambethK@michigan.gov>; "Kalamazoo River Watershed Council (krwc@kalamazooriver.org)" <krwc@kalamazooriver.org>; "City of Saugatuck Clerk (JWolters@saugatuckcity.com)" <jwolters@saugatuckcity.com>; "Kalamazoo River Protection Assoc (daylelharrison@gmail.com)" <daylelharrison@gmail.com>; "Tchorzynski, Stacy (DNR)" <TchorzynskiS@michigan.gov>; "Diana, Matthew (DNR)" <DianaM@michigan.gov>; "Mills, Mark (DNR)" <MILLSM@michigan.gov>; "Garwood, Anne (EGLE)" <GarwoodA@michigan.gov>; "Gyekis, Keto (EGLE)" <GyekisK@michigan.gov>; "Alexander, Kyle (EGLE)" <AlexanderK7@michigan.gov>; "Combs, Jason (EGLE)" <CombsJ8@michigan.gov>
Cc: "Bayha, John (EGLE)" <BayhaJ@michigan.gov>
Subject: Allegan County Public Notice for EGLE Submission #: HPF-7A8A-RGC7Q and Site Name: 03-3574 Dugout Road & 6500 135th Avenue-Saugatuck

The Michigan Department of Environment, Great Lakes, and Energy (EGLE), Water Resources Division (WRD), has posted the following notice to the MiEnviro Portal home page. To make comments and view documents please click on the following link: <https://mienviro.michigan.gov/ncore/external/publicnotice/info/-6973438944478510227/details>

Once the link is open, to view documents click the "Documents" button to view the Public Notice Announcement and the appropriate plans for the project. To leave a comment, please click on the "Add Comment" button. When inputting your comment please do not add any personal identification information (PII) concerning yourself or any other individual, into the comment box, including but not limited to email or telephone number.

The above link will expire 20 days from today's date.

District Office: [Kalamazoo District Office](#)
WRD Contact: [John Bayha, P.E., BayhaJ@michigan.gov](#)
County: [Allegan](#)
Public Notice Start Date: **June 12, 2023**
Public Notice End Date: **July 2, 2023**
Site Name: [03-3574 Dugout Road & 6500 135th Avenue-Saugatuck](#)
Application Submission Number: [HPF-7A8A-RGC7Q](#)
Applicant: [Scott Bosgraaf](#)
Project Location: Saugatuck
TRS: [03N16W04](#)

Regulatory Authorities Under NREPA: **Part 31, Water Resources Protection, Part 301, Inland Lakes and Streams, and Part 353, San Dune Protection and Management**
The applicant proposes: **Marina Basin, Steel Sheet Pile Wall**

Sincerely,

Deana Mercs
Secretary
Water Resources Division /Kalamazoo District Office
Michigan Department of Environment, Great Lakes, and Energy
Ph: 269-330-8571 | MercsD@michigan.gov
[Follow Us](#) | Michigan.gov/EGLE





City Council Agenda Item Report

FROM: Ryan Cummins

MEETING DATE: 6/26/2023

SUBJECT: 246 Culver St – Right of Way Encroachment Request

DESCRIPTION:

Todd Martinson of LP Operations, Inc. has submitted an application to install 48” x 10” x 10” window flower boxes at 246 Culver St. There were previously window flower boxes installed at this property, but they were removed several years ago. The window flower boxes will encroach into the City right of way.

Attached is a Revocable License Agreement that would allow for LP Operations, Inc to have window flower boxes that encroach into the City right of way. Staff recommends approval.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

The City Attorney reviewed the revocable license agreement for the window flower box encroachment in the public right of way.

SAMPLE MOTION:

Motion to **approve/deny** the Revocable License Agreement for window flower boxes in the public right-of-way for LP Operations, Inc.

Commission Review Fee: \$250
Administrative Review Fee: \$50



Historic District Permit Application

LOCATION INFORMATION **APPLICATION NUMBER** _____ - _____

Address 246 Culver St Parcel Number 57-300-192-00

APPLICANTS INFORMATION

Name Todd Martinson Address / PO Box 589 Campbell Rd
City Saugatuck State MI Zip 49453 Phone 616-304-3666
Interest In Project New Owner of Building E-Mail martinson.todd@gmail.com
Signature *Todd Martinson* Date 5/19/2023

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name _____ Address / PO Box _____
City _____ State _____ Zip _____ Phone _____
E-Mail _____

I hereby authorize that the applicant as listed above is authorized to make this application for proposed work as my agent and we agree to conform to all applicable laws and regulations of the City of Saugatuck. I additionally grant City of Saugatuck staff or authorized representatives thereof access to the property to inspect conditions, before, during, and after the proposed work is completed.

Signature _____ Date _____

CONTRACTORS/ DEVELOPERS INFORMATION (UNLESS PROPOSED WORK IS TO BE DONE BY THE PROPERTY OWNER)

Name _____ Contact Name _____
Address / PO Box _____ City _____
State _____ Zip _____ Phone _____ Fax _____
E-Mail _____

PROPERTY INFORMATION

Depth 65 Width 120 Size 0.18 ac Zoning District C-1 Current Use _____
Check all that apply: Waterfront _____ Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

- Repaint Exterior Trim - Color: Dark Brown, Benjamin Moore 2116-10 "Nightshade"
Color: White, Benjamin Moore "Swiss Coffee OC 45"
- Replace Window Flower Boxes: Mayne Valencai 4ft Window Box - Black - 48" x 10" x 10"
- Restrain front doors same color as current, remove mold from front blocks
- Add Vinyl Window Signs 8" x 36" in size to two windows facing Culver St. (2 Sq ft each sign)
- Add Vinyl Window Signs 8" x 36" in size to two windows facing Griffith St. (2 Sq ft each sign)

246 CULVER ST ~ 40 FT WIDE



VITRYL WINDOW SIGN: 8" X 36" EACH

GRIFFITH FRONTAGE



— VINYL WINDOW SIGN: 8" X 36" EACH

Mayne Valencia 4ft Window Box - Black - 48in L x 10in H x 10in H - Polyethylene Planter - Built-in Water Reservoir (5872-B)



PROPOSED WINDOW BOX



PREVIOUS PICTURE
SHOWING WINDOW BOXES

REVOCABLE LICENSE AGREEMENT

REGARDING ENCROACHMENT IN THE RIGHT-OF-WAY

THIS AGREEMENT is made this _____ day of _____, 2023, between the CITY OF SAUGATUCK (the “City”) a Michigan municipal corporation located in Allegan County, Michigan, and LP OPERATIONS INC., a Michigan corporation with ownership interest in real property commonly known as 246 Culver Street, Saugatuck MI 49453, P.P. No. 57-300-192-00 (the “Licensee”).

Recitals

- A. Licensee has ownership interest in real property located at 246 Culver Street in the City, further described as P.P. No. 57-300-192-00 (the “Property”).
- B. A public right-of-way owned and controlled by the City crosses the Property as shown on the sketch map attached as Exhibit A and incorporated by reference.
- C. Licensee desires to install window flower boxes approximately 48” x 10” x 10” in size in the City’s right-of-way (the “Encroachment”). Licensee seeks a license in order to install the Encroachment.
- D. Licensee will insure and maintain the Encroachment within and immediately adjacent to the public right-of-way for Culver Street as hereinafter described.
- E. The City is amenable to granting a revocable license to Licensee for the installation and maintenance of the Encroachment within the right-of-way for Culver Street, subject to terms of this Agreement.

Agreement

- 1. The City hereby grants to Licensee a revocable license for the Encroachment for the purpose of installing and maintaining the Encroachment in the precise location shown on Exhibit A subject to the terms of this Agreement. The Encroachment shall be as depicted on attached Exhibit A, which is incorporated by reference.
- 2. The Encroachment shall meet all requirements of the City of Saugatuck Code including, without limitation, any historic district requirements.
- 3. Licensee shall maintain the Encroachment in the public right-of-way in good condition at all times, and in compliance with all applicable laws and regulations of the City, County and State of Michigan.
- 4. Licensee shall indemnify and hold harmless the City, and its officers, agents, and employees, from any and all claims, demands, or suits by any person or entity for damages, injuries, or losses in any way connected or arising out of the placement, maintenance, existence or use of the Encroachment. The provisions of this section shall survive any termination of this Agreement.

5. Licensee shall obtain and maintain general liability insurance in a form and amount satisfactory to the City for the Encroachment at all times that this Agreement is in effect and the City shall be named as an additional insured on any such policy.
6. The placement of the Encroachment in no way creates any title, claim of right, or other property rights or interest for Licensee in any public right-of-way.
7. The license granted to the Licensee and this Agreement shall not be assigned or otherwise transferred by Licensee to any other person or business entity without the City's prior written approval.
8. The license granted by this Agreement shall be revocable at the will of the City, with or without cause, by the City giving Licensee or its successor thirty (30) days written notice of intent to revoke. Upon written notice to Licensee or its successor, mailed by regular mail to 589 Campbell Rd, Saugatuck, MI 49453, Licensee or its successor shall immediately remove the Encroachment and discontinue placing anything in the City right-of-way. The area where the Encroachment was removed shall be returned to its previous condition by the Licensee at no cost to the City.
9. At the time of execution of this Revocable License Agreement, Licensee shall pay to the City the cost of preparation of this Agreement.

In witness whereof, the parties have caused this Agreement to be executed on the date first set forth above.

City of Saugatuck, a Michigan municipal corporation

By: _____

Its: _____

By: _____

Its: _____

LP Operations Inc., a Michigan corporation

By: _____

Its: _____

Exhibit A



PREVIOUS PICTURE
SHOWING WINDOW BOXES



Mayne Valencia 4ft Window Box - Black - 48in L x 10in H x 10in H - Polyethylene Planter - Built-in Water Reservoir (5872-B)



PROPOSED WINDOW BOX



City Council Agenda Item Report

FROM: Ryan Cummins

MEETING DATE: 6/26/2023

SUBJECT: Sidewalk Seating Request – Uncommon Coffee Roasters

DESCRIPTION:

Marie Zill, Café Manager of Uncommon Coffee Roasters, has submitted the attached application and sketch plan to place 2 tables, 8 [chairs](#), and 2 benches on the public sidewalk adjoining the property.

Attached is a Revocable License Agreement that would allow for Uncommon Coffee Roasters to have temporary restaurant seating in the public right-of-way until November 1.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

On March 27, City Council approved continued flexibility and staff discretion for temporary expanded outdoor dining during the 2023 spring/summer/fall tourist season. Ms. Zill and Uncommon Coffee Roasters ownership has been advised after November 1, 2023, all city codes, including zoning, will have to be followed related to the use of the public right of way. Uncommon Coffee has additional plans to add additional seating on their private property which they have submitted a special land use and site plan application for.

LEGAL REVIEW:

The City Attorney reviewed revocable license agreement language for restaurant seating in the public right of way.

SAMPLE MOTION:

Motion to **approve/deny** the Revocable License Agreement for temporary restaurant seating in the public right-of-way for M. E. Coffee Holdings LLC dba Uncommon Coffee Roasters.



Sidewalk Restaurant Seating

LOCATION INFORMATION APPLICATION NUMBER _____ - _____

Business Address 127 Hoffman St PO Box 577 Parcel Number _____

APPLICANTS INFORMATION

Name Marie Zill Address / PO Box 127 Hoffman St PO Box 577
City Saugatuck State MI Zip 49453 Phone 734-223-4915
Interest In Project Sidewalk tables (2), 8 seats E-Mail marie.z@uncommoncoffeeroasters.com
Signature Date 06/09/2023

SUBJECT PROPERTY OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name Mauricio Da Silva Address / PO Box 127 Hoffman St PO Box 577
City Saugatuck State MI Zip 49453 Phone 314-415-0544
E-Mail mauricio@uncommoncoffeeroasters.com

I hereby authorize that the applicant as listed above is authorized to make this application for proposed work as my agent and we agree to conform to all applicable laws and regulations of the City of Saugatuck. I additionally grant City of Saugatuck staff or authorized representatives thereof access to the property to inspect conditions, before, during, and after the proposed work is completed.

Signature Date 06/09/2023

BUSINESS PROPERTY INFORMATION

Depth _____ Width _____ Size _____ Zoning District _____ Current Use _____
Check all that apply: Waterfront Dunes _____ Vacant _____

DESCRIPTION (LOCATION OF TABLES, NUMBER OF CHAIRS, HOURS OF OPERATION, DURATION OF OPERATION)

2 tables, 8 chairs, 2 benches adjacent to the sidewalk, on the north side of the property (near the street).
Summer hours Sunday-Thursday 7am-7pm Friday and Saturday 7am-8pm

STANDARDS AND APPLICATION REQUIREMENTS

Please submit a scaled drawing showing the following:

Y N NA

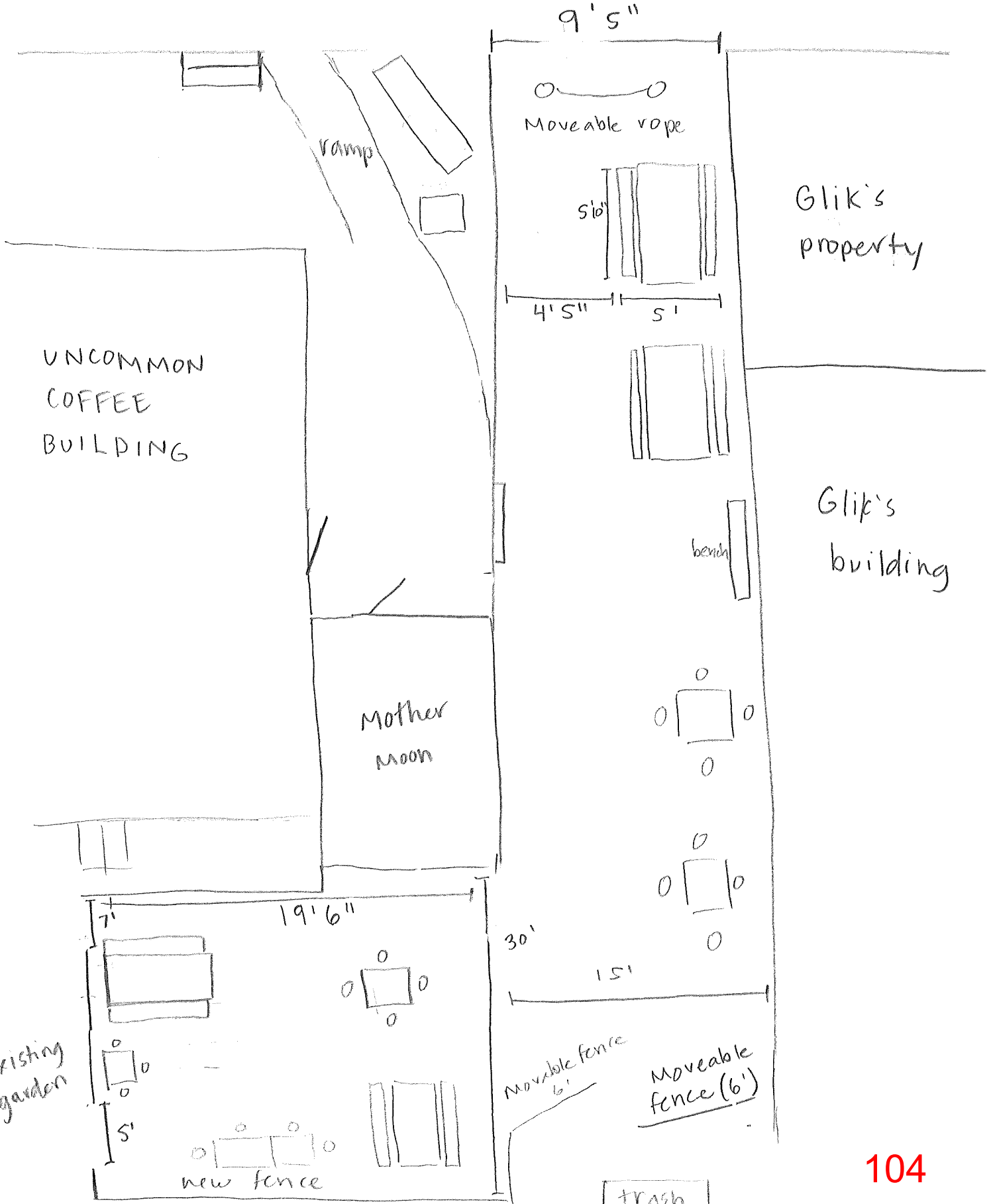
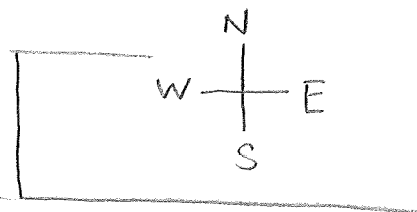
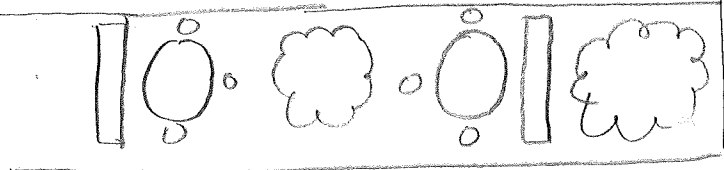
- Scaled drawing showing the location of the proposed seating,
- Sidewalk surface materials
- Adjacent Property lines,
- Curb-line and crosswalks,
- Obstructions including but not limited to trees, tree pits, signs, fire hydrants, benches, or similar features within 25 feet of proposed seating area.



Please note that the restaurants with outdoor seating within the right of way shall be required to meet the following standards to receive approval and before any tables or chairs can be placed within the public right-of-way.

- (1) Tables, chairs, or similar features shall not have display signage or emblems representative of the restaurant;
- (2) Outdoor seating area shall be on a fully improved surface of concrete, paver brick, or similar solid material.
- (3) If alcohol is served, area shall meet all applicable local, state, and federal regulations;
- (4) Tables must be removed from the public right-of-way when restaurant is not open;
- (5) A 5-foot wide, unobstructed space must be maintained on the sidewalk at all times to prevent pedestrian traffic obstruction;
- (6) An approved revocable usage license, issued by the City, and liability insurance shall be obtained before any tables can be placed within the right of way;
- (7) No accessory features, including but not limited to garbage cans, service stations, fencing, or similar features shall be permitted within the public right-of-way;
- (8) Seating shall be arranged to not interfere with pedestrian travel or the opening of car doors and shall be located between the front of the business and the edge of the curb;
- (9) No outdoor seating within the public right of way shall be permitted between November 1 and April 1; and

HOFFMAN ST





REVOCABLE LICENSE AGREEMENT

FOR RESTAURANT SEATING IN THE PUBLIC RIGHT OF WAY

THIS AGREEMENT is made this ___ day of _____, 2023, by and between the CITY OF SAUGATUCK, (hereinafter “City”) a municipal corporation located in Allegan County, Michigan; and M. E. Coffee Holdings LLC dba Uncommon Coffee Roasters (hereinafter “Licensee”).

Recitals

- A. Licensee has leasehold interest in real property located at 127 Hoffman Street, in the City of Saugatuck, further described as PP No. 03-57-300-139-00. A restaurant is operated on the property.
- B. Licensee desires to place 2 tables, 8 chairs, and 2 benches within and on the public sidewalk adjoining the property, to be utilized in conjunction with the restaurant.
- C. The public sidewalk is under the control and jurisdiction of the City and the City is amenable to granting a revocable license to Licensee for the purposes described herein, subject to the terms of this Agreement.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is acknowledged by the parties, it is agreed as follows:

Agreement

1. The parties affirm that the recitals set forth above are correct, form an integral part of this Agreement and are incorporated by reference.
2. The City grants to the Licensee, and the Licensee accepts from the City, a non-exclusive, revocable license to place and utilize the number of tables and chairs set forth above within and on the public sidewalk directly adjacent to the Licensee’s property, in the precise location shown on the attached sketch plan, marked as Exhibit A (the “Licensed Premises”) subject to the terms and conditions of this Agreement. Without limiting the foregoing, the placement and use of the seating and tables shall not obstruct or interfere with a five (5) foot wide path on the improved sidewalk, which path shall be continuously maintained for pedestrian travel.
3. The Licensee acknowledges and agrees that Licensee has inspected the Licensed Premises and has determined such premises to be in a satisfactory condition and that the Licensee's entry upon and use of the Licensed Premises constitutes acceptance of the Licensed Premises on an "as is" basis. The City makes no representations or warranties as to the condition of the public right-of-way, the suitability of the use of the Licensed Premises proposed by Licensee, or any physical or other condition. The City will have no liability or responsibility for upkeep, maintenance, or any other action with regard to personal property located on the Licensed Premises or the Licensed

Premises as a result of this Agreement. Licensee will comply with all applicable ordinances, laws, and regulations governing the same and will keep personal property placed thereon in neat and clean condition, reasonable wear and tear excepted.

4. This Agreement is subject, without limitation, to the following general restrictions:
 - A. The use of the personal property on the Licensed Premises shall not be conducted in such a way as to become a public nuisance; and Licensee's use of the Licensed Premises shall not interfere with traffic or circulation on any adjoining streets, alleys, sidewalks or public open-space areas.
 - B. The Licensee is responsible for maintaining, in a clean and safe condition, the personal property as well as the Licensed Premises.
 - C. The personal property shall only be located in that area expressly designated on Exhibit A.
5. This Agreement shall not authorize the use or placement of any other personal property within or on the Licensed Premises, including, but not limited, to signage, fencing, trash cans, service stations, or features except those items referenced in Recital B above.
6. The Licensee shall hold the City and its officers, employees, and agents harmless from, and defend and indemnify them against, any and all claims or lawsuits seeking recovery for damage or injury, including death, and against any other legal proceedings instituted against any of them, directly or indirectly, arising from the use or placement of the tables and chairs within and on the public sidewalks or from the City's permitting the Licensee to install and maintain such encroachment, regardless of whether the Licensee or any of its officers, employees, or agents are negligent. The obligations of the Licensee under this paragraph shall survive the termination of this Agreement for a period of three years.
7. The license granted by this Agreement shall expire on November 1, 2023. Notwithstanding the foregoing, the license granted by this Agreement shall be revocable at the will of the City, with or without cause, by the City giving Licensee 15 days written notice of intent to revoke. Upon written notice to Licensee, mailed by regular mail to the Licensee at the property Licensee's address of record (PO Box 577, Saugatuck, MI 49453), Licensee shall forthwith remove the tables, chairs and benches from within the City right-of-way. In the event the license is revoked, neither Licensee nor its successors or assigns shall be entitled to any compensation.
8. Any food service shall conform to applicable local, county, state, and federal laws, regulations, licensing requirements, and standards, subject to any limits imposed in this license.
9. The Licensee shall obtain, continuously maintain for the duration of this Agreement, and provide the City prior to execution of this Agreement, and from time to time

thereafter, with proof acceptable to the City Manager of commercial general liability insurance coverage, naming the City as an additional insured party. Such insurance shall have an initial limit of \$1,000,000 per occurrence and \$2,000,000 general aggregate. Said insurance must contain comprehensive coverage to insure against any and all claims arising out of or attributable to the encroachment of the tables and chairs into the Licensed Premises or other public right-of-way, regardless of whether the Licensee or any of its officers, employees, or agents are negligent in any manner. The certificate of insurance must contain an unqualified guarantee that the City will be provided with 30 days prior written notice of cancellation, termination, non-renewal, or material change in coverage of the insurance policy provided. If the Licensee fails to maintain the required insurance in force, the City may, at its option, obtain such insurance at its own expense and bill the costs of the same to the Licensee, which costs the Licensee agrees to promptly pay.

10. In no event shall the City be responsible for loss or damage to improvements or personal property owned by the Licensee or its invitees or employees and located on the Licensed Premises, which are caused by fire, theft, loss, vandalism or other casualty.
11. The failure of either party to enforce any covenant or condition of this Agreement shall not be deemed a waiver thereof or of the right of either party to enforce each and every covenant and condition of this License. No provision of this Agreement shall be deemed to have been waived unless such waiver shall be in writing.
12. Licensee acknowledges and agrees that the City is the owner of the Licensed Premises, that the license granted under this Agreement involves the permission to enter and use property which is a public right of way, that the public's rights are paramount, and that the Licensee's use under this license may not interfere with the public's rights to the reasonable use of the Licensed Premises. Licensee further acknowledges that its use of the Licensed Premises does not constitute any title, claim of right, or other interest in the Licensed Premises.
13. Violations of a term of this Agreement by Licensee shall result in the suspension of Licensee's rights hereunder with 24-hour notice to Licensee.
14. This license is personal with the Licensee and does not run with the land. This license shall not be assigned or transferred in any manner by the Licensee to any other person or business entity. The City, in its sole discretion, may authorize the assignment or transfer of this license to a third party by amendment to this Agreement or by a separate license agreement.

In witness whereof, the parties have caused this Agreement to be executed on the date first set forth above.

CITY OF SAUGATUCK, a municipal corporation

By: _____

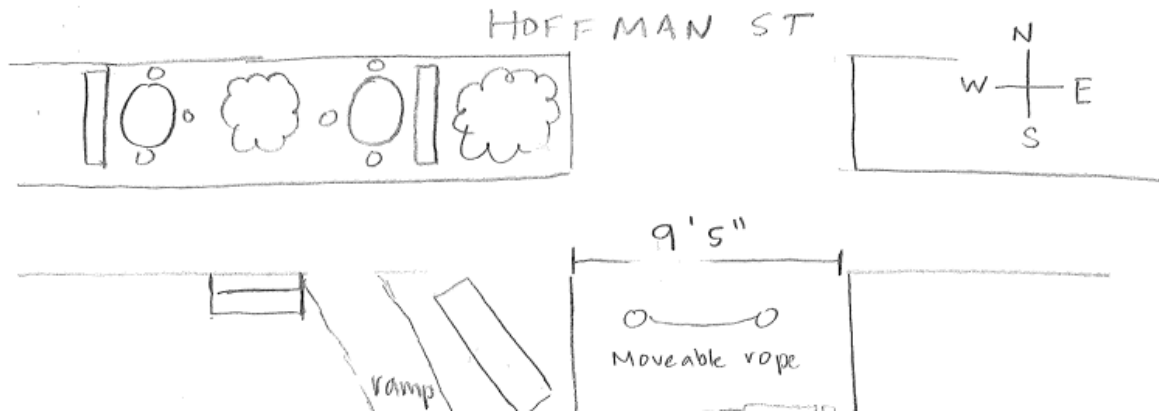
Its: _____

_____, a _____

By: _____

Its: _____

EXHIBIT A





City Council Agenda Item Report

FROM: Ryan Cummins, Director of Planning and Zoning

MEETING DATE: June 26, 2023

SUBJECT: STR Task Force Community Engagement Proposal

DESCRIPTION:

The STR Rental Task Force has held five meetings since its inception. The Task Force has received many public comments during their meetings as well as some written correspondence.

Each meeting packet is shared via the City's e-news blast list and available on the City website. Task Force meetings are streamed live via Zoom and available to view after the meeting on YouTube.

The STR Task Force Chair recently authored a letter to the editor that was published in the Commercial Record. The letter provided an update on the progress of the Task Force and invited community members to engage with the Task Force to share their views and ideas.

City staff and planning consultants from McKenna are recommending that the Task Force also conduct additional public engagement via a survey and town hall meeting. Both the resolution recommending the formation of the Task Force by the Planning Commission and the resolution creating the Task Force by the City Council identified gathering "resident, property and business owner feedback in the form of forums and surveys".

The Task Force discussed additional community engagement during their last two meetings. There was consensus from Task Force members to conduct a survey, although one of the members suggested the survey be prepared and conducted by City staff. The Task Force also discussed conducting a town hall meeting. There was some interest in doing this although cost was a concern. The Task Force also discussed holding their second meeting each month at a later time (5p-7p) so that additional opportunities were available to stakeholders to attend and share their views and ideas.

Attached is a proposal from McKenna for a survey and town hall meeting. The initial proposal and approved agreement with McKenna listed community engagement as optional services that would be an additional cost. City Council was advised that these additional costs would be brought back for review and consideration of approval.

BUDGET ACTION REQUIRED:

The proposed budget for next fiscal year includes \$130,000 for contractual services and \$40,000 of that was identified for consultants.

COMMITTEE/COMMISSION REVIEW:

The Task Force reviewed and discussed the community engagement proposals at their last two meetings.

LEGAL REVIEW:

N/A

SAMPLE MOTIONS:

Motion to **approve/deny** the Mckenna Associates Short-Term Rental Task Force community engagement proposal and cost.



June 9, 2023

Mr. Ryan Cummins
Director of Planning & Zoning
City of Saugatuck
102 Butler Street
PO Box 86
Saugatuck, MI 49453

Subject: Short-Term Rental Task Force – Community Engagement

Dear Mr. Cummins & Members of the City of Saugatuck Short Term Rental Task Force

At the June 1st, 2023, task force meeting, McKenna was asked to provide an updated recommendation for community engagement as it relates to the topic of Short-Term Rentals within the City of Saugatuck. At the June 1st meeting, Task Force members indicated their desire to limit the additional public engagement.

It is our understanding that the Task Force felt additional public engagement may not be as fruitful for new ideas and considerations by the members of the public.

While McKenna acknowledges the viewpoints of the Task Force members, we highly encourage additional community engagement opportunities: allowing members of the community the ability to dialogue with Task Force members is a vital component of the review process. Currently, members of the community are only permitted to provide voice comments during Task Force meetings, or by submitting written communication. The ability for members of the community to actively engage with the Task Force would be paramount to ensure that ample opportunity to express one’s thoughts and ideas on this topic is achieved.

McKenna has revised our community engagement proposal to offer members of the community a forum in which they can dialogue with the Task Force, but also be cognizant of the direction of the Task Force regarding public input. We present the following for consideration by the Task Force.

COMMUNITY “TOWN HALL”

McKenna proposes to partner with the Task Force during a “Town Hall” meeting. At this meeting, members of the Task Force and McKenna planners will be on-site to dialogue with area residents, key stakeholders and other members of the public to discuss short-term rentals. McKenna will provide three (3) visual preference/engagement boards along with a “Welcome” sign. The engagement boards will consist of the following:

Board 1: Opportunities

The opportunity board will list key opportunities noted from discussion with the Task Force and ask members in attendance to place a sticker mark on each opportunity that they feel the Task Force should continue to pursue. Such opportunities could include:

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

○ 248.596.0920
F 248.596.0930
MCKA.COM

Communities for real life.



- Develop “Good Neighbor” policy guidelines.
- Conduct and analysis of the existing noise ordinance and make recommendations for potential changes
- Conduct a fee analysis as it pertains to short-term rentals
- Explore short-term rental license types: small occupancy verse large occupancy
- Review permitted residential density within the Zoning Ordinance
- Additional items as listed by the Task Force

Board 2: Perceived Connotations of Short-Term Rentals

The second board will ask participants to make with a sticker if they agree to a statement regarding short-term rentals. Such statements may include:

- Short-term rentals support the local economy
- Short-term rentals generate excessive noise
- Short-term rentals increase the local tax base
- Short-term rentals detract from neighborhood feel
- Supports businesses by offering patrons short-term stays
- Current regulations regarding short-term rentals are not sufficient
- Reduce reliance on large hotel chains
- Increase housing costs within the City

Board 3: Comments

The third board will be generic in nature – asking participants to provide general comments and feedback they wish the Task Force to be aware of.

Upon completion of the “Town Hall”, McKenna will provide a summary of the key findings based on the engagement boards and dialogue with participants. The “Town Hall”, including material costs, production and staffing can be completed for a total of \$3,500.

COMMUNITY SURVEY

A potential avenue to reach residents and key stakeholders is to offer a survey. The survey questions can be designed to highlight the positive, not-so-positive and opportunities that short-term rentals bring to the community. The survey will be designed to offer quick completion – an in-depth survey may turn potential participants away. McKenna will work with the Task Force and City staff in designing the questions within the survey.

A key finding review memorandum will follow the closure of the community input survey. The community survey, including design and analysis can be completed for \$1,000.



COMMUNITY ENGAGEMENT RECOMMENDATION

McKenna recommends that the proposed “Town Hall” and community survey be undertaken by the Task Force and City Council. The “Town Hall” will allow members to dialogue with the community, while providing an avenue to fruitful discussions. Additionally, the community survey will provide a means for residents and stakeholders an opportunity to voice their input on the direction of short-term rentals within the City of Saugatuck.

Respectfully submitted,

McKENNA

Kyle Mucha, AICP
Senior Planner



City Council Agenda Item Report

FROM: Ryan Cummins

MEETING DATE: June 26, 2023

SUBJECT: Planning Commission and Zoning Board of Appeals Reappointments

DESCRIPTION:

Two members of the Planning Commission and one regular member of the Zoning Board of Appeals have terms that expire on July 1. The City Clerk provided notice that the City is accepting applications.

Planning Commissioners, Ann Broeker and Steven Manns, have applied for reappointment.

Zoning Board of Appeals Regular Member, James Bouck, has applied for reappointment.

Mayor Dean is recommending that Ann Broeker and Steven Manns be reappointed to the Planning Commission. He is also recommending that James Bouck be reappointed to the Zoning Board of Appeals.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

Steven Manns and Ann Broeker are the Chair and Vice-Chair of the Planning Commission.

Bob Kubasiak, Chair of the ZBA, is supportive of James Bouck being reappointed.

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to reappoint Ann Broeker to the Planning Commission with a term ending July 1, 2026, Steven Manns to the Planning Commission with a term ending July 1, 2026, and James Bouck to the Zoning Board of Appeals with a term ending July 1, 2026.

Jamie Wolters

From: no-reply@weebly.com
Sent: Tuesday, June 6, 2023 6:26 PM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

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

[Mark as Spam](#)

Submitted Information:

Name

Steven Manns

Email

mannssteven@hotmail.com

Home Phone Number

17738481941

Mobile Phone Number

17738481941

Address

568 Weirich Dr
Saugatuck, MI United States 49453

Current Employer

Retired

Occupation/Position

Business Phone Number

Business Reference Name

Business Reference Phone Number

Business Reference Email

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

No

If yes, please explain:

Are you a City of Saugatuck resident?

Yes

Are you a registered City of Saugatuck voter?

Yes

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

Yes

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

1

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

possible appointment:

I have been a member of the Planning Commission for the past 3+ years. I am currently the Chair of the Planning Commission(PC). If re-appointed, I am hopeful to be voted by my fellow commissioners as Chair once again. I believe in the last year, I have contributed significantly to the goals and tasks of the Planning Commission. I believe my re-appointment and subsequent election to remain Chair, will benefit the PC by continuing to be a fair, transparent and forward looking commissioner. And effectively carry out the role of a commissioner for the betterment of the City of Saugatuck, now and future. Thank you for the consideration.

Digital Signature

Steven Manns

Jamie Wolters

From: no-reply@weebly.com
Sent: Monday, June 12, 2023 10:00 PM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

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

[Mark as Spam](#)

Submitted Information:

Name

Ann Broeker

Email

annbroeker@hotmail.com

Home Phone Number

17732550142

Mobile Phone Number

17732550142

Address

508 Park Street
Box 1145
Saugatuck, MI United States 49453

Current Employer

Moody's Corporation

Occupation/Position

Senior Assistant General Counsel

Business Phone Number

Business Reference Name

Business Reference Phone Number

Business Reference Email

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

No

If yes, please explain:

Are you a City of Saugatuck resident?

Yes

Are you a registered City of Saugatuck voter?

Yes

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

Yes

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

1

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

I would appreciate the opportunity to serve as a member of the City of Saugatuck Planning Commission for another term. I have gained a significant amount of experience and training over the past year and a half while serving on the Planning Commission, including as Vice Chair for part of that time. I believe I can contribute this learning to the city by serving on the Planning Commission for another three year term.

Digital Signature

Ann Broeker

Submitted Files

Resume

[ann_broeker_resume_2023.docx](#)

Jamie Wolters

From: no-reply@weebly.com
Sent: Monday, June 5, 2023 5:42 PM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

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

[Mark as Spam](#)

Submitted Information:

Name

James Bouck

Email

jamesbouck@protonmail.com

Home Phone Number

2698571954

Mobile Phone Number

2487092267

Address

638 Spear
Saugatuck , Mi Allegan 49453

Current Employer

Retired

Occupation/Position

Business Phone Number

Business Reference Name

Business Reference Phone Number

Business Reference Email

If yes, please explain:

Are you a City of Saugatuck resident?

Yes

Are you a registered City of Saugatuck voter?

Yes

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

Yes

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

1

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

I appreciate the opportunity to continue serving on the ZBA

Completed Michigan State University Zoning Board of Appeals member training

6 years experience on the Saugatuck ZBA, currently serving as Vice Chairperson

Degrees:

BS mechanical engineering

MBA

Previously a State of Michigan licensed residential builder

Digital Signature

James Bouck

Jamie Wolters

From: no-reply@weebly.com
Sent: Saturday, June 10, 2023 3:04 PM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

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

[Mark as Spam](#)

Submitted Information:

Name

Barbara Lucier

Email

barbaralucier@comcast.net

Home Phone Number**Mobile Phone Number**

2695125439

Address

1035 Park St.
Saugatuck, MI Allegan 49453

Current Employer

retired

Occupation/Position

college administrator

Business Phone Number

Business Reference Name

Business Reference Phone Number

Business Reference Email

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

No

If yes, please explain:

Are you a City of Saugatuck resident?

Yes

Are you a registered City of Saugatuck voter?

Yes

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

Yes

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

1

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

possible appointment:

I have served as a member of this board and am now an alternate. I am happy to continue as an alternate but am also willing to serve as a regular board member if you need someone.

Digital Signature

Barbara Lucier



City Council Agenda Item Report

FROM: Ryan Heise

MEETING DATE: 6/21/2023

SUBJECT: 4th of July Signage Request

DESCRIPTION:

City Council approved the 4th of July parade and evening fireworks/laser/music event via a special event application. Not included in the application was a request for a banner and signs, as typically approved with other events. City staff requests a banner to be placed at the pallet sign and yard signs throughout the City.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

NA

LEGAL REVIEW:

NA

SAMPLE MOTION:

Motion to **approve/deny** signage for the 4th of July events.



City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: June 26, 2023
SUBJECT: Special Event-Mt. Baldhead Challenge

DESCRIPTION:

The Rotary Club of Saugatuck and Douglas are organizing the Mt. Baldhead Challenge to take place on September 9, 2023. See attached application with race route maps and breakdown of event below. City Staff, Fire, Police, and event organizer will meet closer to the event date to discuss specifics needed from each department.

BREAKDOWN OF EVENT:

Name: Mt. Baldhead Challenge
Date/Time: 9/9/23, 9:00am-2:00pm
Location: Oval Beach start to Coghlin Park finish
Estimated Attendees: 500
Estimated Volunteers: 70-100
Fireworks: No
Alcohol: Yes
Music: Yes

BUDGET ACTION REQUIRED:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny the Mt. Baldhead Challenge to take place on September 9, 2023, organized by the Rotary Club of Saugatuck and Douglas.



Council Action

_____ Approved

_____ Denied

_____ Date

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

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Rotary Club of Saugatuck-Douglas TELEPHONE: 248-245-4210

MAILING ADDRESS: P.O. Box 211 Douglas, MI 49406

CONTACT NAME: Helen Baldwin

TELEPHONE: 248-245-4210

E-MAIL ADDRESS: hbaldwin0925@gmail.com

CELL PHONE: Same

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Helen Baldwin

TELEPHONE: 248-245-4210

E-MAIL ADDRESS: hbaldwin0925@gmail.com

CELL PHONE: Same

EVENT INFORMATION

NAME OF EVENT: Mt Baldhead Challenge

DATE(S) OF EVENT: Sep 9, 2023

PURPOSE OF EVENT: support Boys & Girls Club

RAIN DATE: N/A

- Non-Profit For-Profit City Operated/Sponsored Co-Sponsored
- Marathon/Race Festival/Fair Video/Film Production Other _____

EVENT LOCATION: Oval Beach start, Coeplin Park Finish

EVENT HOURS: at 9:00am
races begin

ESTIMATED NUMBER OF ATTENDEES: 500

ESTIMATED NUMBER OF VOLUNTEERS: 70-100

ESTIMATE DATE / TIME FOR SET-UP: 9/8/23 9:00 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 9/9/23 noon-2 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: 8:00 am END: 1:00 pm

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

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

If yes, describe measures to be taken to prohibit the sale of alcohol to minors: Bar area fenced in - ID's checked at entrance TIPS trained servers

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): Oral + Coors 1/2
Description of signs: Triumphant Arch, Sponsor Signs, Course Maps
(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 1 20' x 30'
- AWNINGS - QUANTITY _____
- TABLES - QUANTITY 10
- PORTABLE TOILETS - QUANTITY 10

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 10
- TRAFFIC CONES – QUANTITY TBD pending course review
- FENCING WATER ELECTRIC
- BARRICADES – QUANTITY TBD
- PARKING SIGNS – QUANTITY TBD pending course review
- RESTROOM CLEANING
- OTHER _____

POLICE DEPARTMENT

APPROVED DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times Saturday am along course during race

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. TBD pending course review
Street re-open date/time: _____ A.M. P.M.

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

Describe Sidewalk Use: request closures along Griffith + Calver Cognlin Borders
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: request closures along Griffith + Calver Cognlin Borders
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) *in process*
- Fireworks Permit (if applicable)
- Michigan Liquor Control Commission Special Event License (if applicable) *provided after city approval*
- Health Department Food Service License (if applicable)

If document is missing, please explain: see notes above.

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.

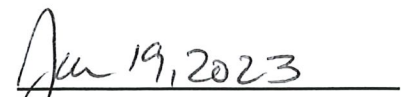
Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during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

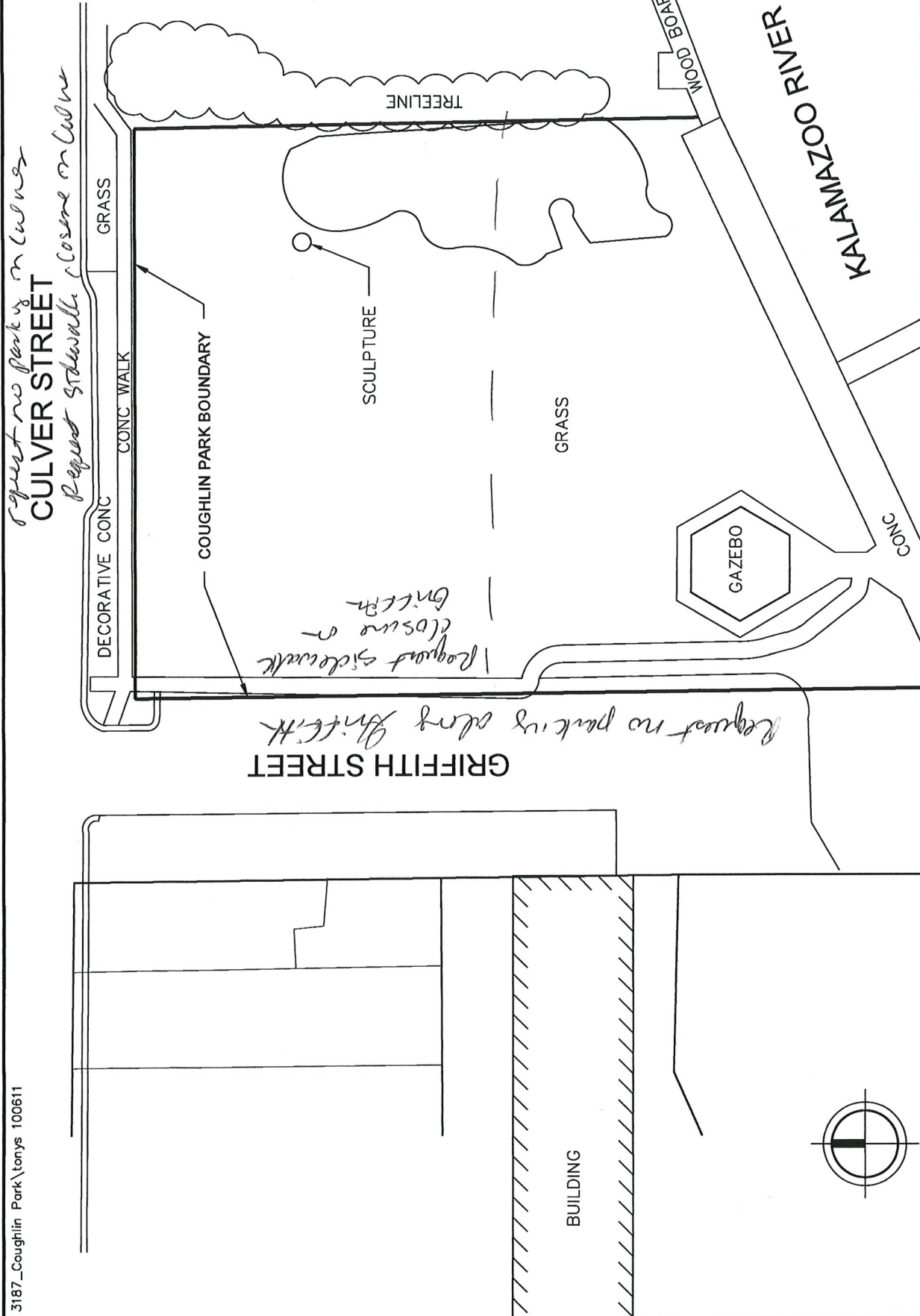
Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

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



CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

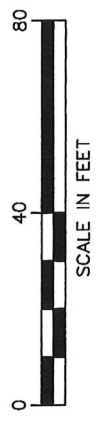
COUGHLIN PARK
PARK USE PERMIT APPLICATION

2011 3187

APPLICANT TO SKETCH LOCATION OF PROPOSED TEMPORARY STRUCTURES, TENTS, STAGES, EQUIPMENT, TRAILERS, PORTA POTTY'S, ETC...



NORTH









City Council Agenda Item Report

FROM: Ryan Heise

MEETING DATE: 6/21/2023

SUBJECT: Water Rate Study and Assessment Management Plan (AMP)

DESCRIPTION:

As provided by legal counsel:

In 2021, EGLE conducted a sanitary survey of KLSWA. Following the survey, EGLE provided KLSWA with a letter identifying deficiencies and recommending corrective action. KLSWA was cited for deficiencies of managerial and financial capacity requirements related to water infrastructure, including a lack of structure for capital improvements, long term asset management, authority for cross connection inspections, and a clear line of authority for permitting and other items necessary for the long-term management of water supply. EGLE subsequently approved a corrective action plan submitted by KLSWA and its member communities, which committed to developing a new water agreement addressing the concerns identified by EGLE. The revised water agreement must be submitted to EGLE no later than December 15, 2023.

As part of the approved corrective action plan, Asset Management Programs (“AMPs”) were required to be submitted for each member community. Although the individual AMPs were targeted to be completed within 18 months, there was some confusion within the member communities as to this deadline and which entity would be responsible for preparing these plans, our office and City staff has been in contact with EGLE on this matter, and EGLE has extended the time for member communities to submit the AMPs to a tentative deadline of August 2023. Although EGLE has been exceedingly gracious throughout our interactions with its District Supervisor, we believe that a failure to meet the extended deadline for the City’s AMP could result on a ban on new permits from EGLE for extensions to the City’s water system, so the City should make completing its AMP a priority.

The AMP required by EGLE must embrace two main concepts: itemization of the assets that comprise the City’s water system, and how those assets are to be managed in the long term. While Fleis & VandenBrink Engineering will be able to assist the City in surveying and cataloging its water system assets, the City will require assistance in developing a long-term management plan for those assets. To that end, Baker Tilly has submitted a proposal to review the City’s rates and fees and determine the appropriate rate structure to provide sufficient

revenue to cover anticipated operating and maintenance expenses, debt service, extensions and improvements, current expenditures, and to maintain adequate cash reserves. Baker Tilly has already been retained by two other member communities (Saugatuck Township and the City of the Village of Douglas) to complete this work relative to the AMPs those communities will be submitting to EGLE.

In light of the fast-approaching deadline from EGLE to submit AMPs, we recommend the Council approve Baker Tilly's proposal so that the AMP can be completed as soon as possible.

BUDGET ACTION REQUIRED:

\$10,500.00

COMMITTEE/COMMISSION REVIEW:

NA

LEGAL REVIEW:

Yes

SAMPLE MOTION:

Motion to **approve/deny** proposal provided by Baker Tilly for Asset Management Plan and Rate Study in the amount of \$10,500.00



City of Saugatuck
PROPOSAL FOR WATER RATE STUDY SERVICES
June 9, 2023



MUNICIPAL ADVISORS

Baker Tilly Municipal Advisors, LLC
2852 Eyde Parkway
Suite 150
East Lansing, MI 48823
T (517) 321-0110
bakertilly.com

June 9, 2023

City of Saugatuck
102 Butler Street
PO Box 86
Saugatuck, MI 49453

Dear City of Saugatuck:

On behalf of Baker Tilly Municipal Advisors, LLC (BTMA), we are pleased to submit this proposal to the City of Saugatuck (the “City” or “Client”) to develop a comprehensive water rate study.

BTMA is the result of a combination of three leading service providers to the public sector: H.J. Umbaugh and Associates, Certified Public Accountants, LLP (“Umbaugh”), Springsted Incorporated (“Springsted”) and Baker Tilly US, LLP (“Baker Tilly”). This strategic combination brings together what we believe to be a unique set of resources within a municipal advisory practice. BTMA is a leader in the municipal advisory space with more than 90 registered municipal advisors (MAs) to act as your independent fiduciary. We have the necessary resources, experience, commitment to quality and timeliness you require. With BTMA you will benefit from:

- Dedicated municipal advisors with deep experience providing water and wastewater rate studies for Michigan municipal utilities
- A collaborative approach through which we share insights and best practices
- Data and reporting that is understandable and supports your goals

We are appreciative of the opportunity to provide our qualifications, and we would welcome a chance to meet with you to further discuss your plans and visions, to share ideas, strategize and develop plans to achieve your goals. We are eager to offer our expertise and demonstrate the BTMA difference to you!

Very truly yours,

BAKER TILLY MUNICIPAL ADVISORS, LLC

Andy Campbell, CPA, Director
T: (517) 325-9655
E: andy.campbell@bakertilly.com

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EXPERIENCE AND QUALIFICATIONS 5
APPROACH TO THE PROJECT..... 8
PRICE ESTIMATE..... 12
APPENDIX I: RECENTLY COMPLETED STUDIES.....I
APPENDIX II: RESUME II

Firm Overview

About BTMA

BTMA brings more than 80 years of experience in solid financial consulting and planning for governmental units, not-for-profit corporations and special districts that has resulted in completed projects and improved management and operations for utilities, municipalities, counties, schools, libraries, and other governmental units. We realize that our success is a result of personal attention, integrity, and the high quality of service we provide to each individual client.

At any time, we represent several hundred governmental units. The financial advice and solutions we provide reflect our broad range of experiences with similar projects.

Accounting services	Efficiency studies
Arbitrage/rebate regulatory compliance	Financial management services
Attestation services	Investment services*
Bond issuance	Post-issuance compliance
Capital planning	Public sector human capital services
CAFR & GAAP services	Referendum assistance/surveys
Cybersecurity planning	TIF management
Economic development	User fees/Utility rate consulting

** Services provided by Baker Tilly Investment Services, LLC, a registered investment advisor and wholly-owned subsidiary of Baker Tilly US, LLP, an accounting firm.*

Experience and Qualifications

Rate study experience

BTMA has extensive knowledge of ratemaking and municipal finance across the country including in Michigan and the surrounding states of Indiana, Ohio, Pennsylvania and Minnesota. We currently serve as municipal advisor for both large and small municipalities, as well as a wide array of other entities, such as economic development districts and special districts.

For several decades, our specialists have worked with communities to review and develop cost-based utility rates and connection/impact fees, explore available financing for project improvements, and perform long-range financial forecasting. We help as many as 50 utility clients each year prepare for the future through long-term forecasting and planning for major capital projects that require creative rate and funding solutions. This experience provides a broad view of industry issues and a specific familiarity with municipal utility goals.

Our East Lansing office has completed over 200 rate studies and 200 bond issues in the past several years with communities of all sizes. These financial plans and bond issues have helped a wide range of communities, including many in your area:

- City the Village of Douglas
- Saugatuck Township
- City of Coloma
- City of Plainwell

In addition, we are a nationwide firm that has offices and consultants with a wealth of experience and similar project experience that can add value to the engagement, if needed.

Please see **Appendix I** for a list of recently completed rate studies.

Key professionals

We know the City expects to work with professionals who are experienced municipal advisors, who understand the City’s needs, who are proactive and creative in identifying issues and who are flexible in providing solutions. BTMA has the capacity and knowledge to provide comprehensive municipal advisory services.

Team member	Role
Andy Campbell, CPA, Director	Lead advisor
Brittany Brower	Advisor

The team will be led by Andy Campbell. He has personally served more than 250 local governments throughout Michigan, with the majority of his work focused on water utility finance and rate management. In recent years, he has managed over 200 rate studies and 200 bond issues.

Resumes, highlighting the relevant qualifications and experience of these team members, are included in **Appendix II**.

References

We always are glad to provide references because we think it is important for you to talk with organizations we serve. We encourage you to connect with the clients listed below to learn more about the value of their relationship with BTMA. Each may have a different perspective that you may find valuable as you think about your needs.

Reference contact information
<p>City of Coloma Marsha Hammond, Mayor (352) 497-7125 hammondmarsha704@gmail.com</p>
<p>City of Plainwell Brian Kelley, Finance Director (269) 685-6821 bkelly@plainwell.org</p>
<p>Benton Charter Township Debbie Boothby, Treasurer (269) 925-0616 dboothby@bentonchartertownship-mi.gov</p>

Approach to the Project

BTMA has extensive experience with water and wastewater related long-term financial forecasts, cost of service and rate studies. Our utility specialization uniquely qualifies our firm to provide value-added rate consulting services to the City. Our dedicated utility professionals will provide you with realistic ideas and solutions to your challenges. We understand your unique business needs and our principal objective is to provide you with strategic insights and assist you in achieving your long-term goals.

BTMA will conduct a comprehensive review of the City's existing rate structure, compile a five-year financial plan and make recommendations as necessary. Our recommendations will ensure compliance with any bond covenants and meet the system's necessary revenue requirements so that operating revenue meets operating expenses, repair and replacement needs and cash requirements.

Our experience in providing this type of study will enable us to provide best practice approaches to the City that will enhance efficiency and effectiveness and meet all specifications requested.

Our approach is to review and analyze the water utility to gain an understanding of the current rate classes, rate structures, fees and other charges, as well as the basis for each. Our analysis would enable the City to determine the appropriate rate structures, fees and other charges needed for these operations over a five-year planning period. The rate structure established for the water utility will provide sufficient revenue to cover anticipated operating and maintenance expenses; debt service, including principal and interest; utility extensions and improvements; provide adequate cash flow to pay for current expenditures; and an adequate level of cash reserves. The cost allocation for the water utility will be based on our extensive experience and the *MI Principles of Water, Rates, Fees, and Charges* by the American Water Works Association.

The ultimate goal of our work will be to assure the City that rates recommended are fair and equitable and will provide adequate funding of the utility's operating and maintenance expenses and capital needs. The utility's rate study will include at a minimum:

- Data collection/validation
- Revenue requirements

- Cost of service analysis including an analysis of different customer classes and revenue requirement allocations
- Rate design
- Analysis of potential areas for service and system charges or update to existing system charges
- Ability to fully fund system costs under impacts of future environmental regulations
- Recommended levels of cash reserves
- The rate study will provide financial planning factoring in a mix of cash, rate funding and possible long-term debt funding for capital requirements to allow the water utility to construct the necessary projects while limiting the burden on ratepayers

Baker Tilly will recommend rate structures that consider and make provisions for the following factors:

- Current and future cost of providing utility service in accordance with established and anticipated standards and regulations
- Different customer classifications (e.g., residential, commercial, industrial)
- Projected demands
- Needed capital improvements including new infrastructure, replace and upgrade existing infrastructure and change in use
- Potential utilization categories
- Age and condition of systems
- Funding requirements for all current and future long-term liabilities and debt obligations (bonds and loans)
- Affordability of proposed rates for customers
- The recommendations will provide cost of service and rate phasing to ease the burden resulting from the cost-of-service results, if necessary, and overall rate phasing over a three to five year phase-in period

The total revenue collected will reflect not only recent cost experience but will also recognize anticipated future costs during the period for which the rates are established. We will identify the relative responsibility of each rate classification for the recovery of the costs of service that provides equity to the users. Equity to the users will be evaluated based on the allocated cost of service to each customer class in proportion to the benefit received.

Historical and current financials

Historical operating expenses are reviewed using audit and budget information.

- Three years' audits and budgets.

- Current and proposed (if available) budget.

A “Test Year” is developed that reflects a baseline operating cost.

- Based on current budget with leveling for base operating cost.
- Determination of anticipated changes to operating cost.
- Inflation factors by budget line item.

Customer base

The customer base is reviewed, including the number of billable customers and volumetric sales.

- The accuracy of this data is verified by applying it to the current rate structure and compared to current audit and budget revenue.
- Other operating and non-operating revenues evaluated.

Forecasting

Assumptions are made regarding the customer base through the forecasted period.

- Prediction of customer and volume counts (may include more than one scenario).
- Trending in system utilization, particularly by industry

Projection of operating cost

- Anticipated inflation by expense category.
- Determination of any additions or reductions based on changing operations.

Compilation of existing debt

- Existing annual debt service by debt issue.
- Debt is separated by revenue support, in particular, debt that is paid from rates.
- Refinancing and/or restructuring possibilities are explored.

Operating and capital funding

Capital improvement planning will identify the estimated asset investment cost by year for a selected forecast period of time.

- The annual investment cost is evaluated, and scenarios developed for cash funding and debt financing.

- Funding asset investment from cash balances is weighed against potential efficiency of grouping certain costs together for purposes of debt financing.
- Financing options are considered including State and Federal agency funding sources as well as open market bonds. Open market options will be affected by the size of the borrowing as well as other aspects such as credit and security.

The projected cash flow is solved to a cash and investment balance.

- Actual cash and investments are analyzed including restricted assets.
- A cash balance policy is developed that identifies a targeted upper limit as well as a minimum balance as appropriate for the particular system. These balances encompass legal commitments and good business practices.
- The policy includes flexibility for temporary reductions below the minimum balance based on a plan to attain the level within a given period.
- Separate capital improvement funds are considered. If utilized, policy is developed as to whether they are to be restricted, and if so, whether by resolution or ordinance.

Rate management may be accomplished with more than one approach as to rate structuring and rate adjustment timing.

- The elements of a rate structure, including the proportion of revenue generated from ready to serve and commodity charge are determined by policy decision, and other customer base characteristics.
- Rate adjustment over time may be incremental or one time in nature.

Data collection requirements

We will work with the City staff to identify the necessary components. Typical rate studies require the following example information:

1. Three years of actual revenue and expenditures report results
2. One year of budget revenue and expenditures report forecast
3. Schedule of principal and interest payments to be made by the Water Fund, separated by year and by bond issue
4. Meter counts by meter size
5. Three years' history of billable cubic feet or gallons per rate charged
6. Three years' history of the 10+ largest users on each system and their respective use
7. Capital improvement forecasts

Price Estimate

BMTA will provide the scope of service detailed in the “Approach to the Project” section for a Water Rate Study. The fee for this service will be not-to-exceed \$10,500. The typical billing method for this service is quarterly bills until completion, but this can be negotiated with the Client. This fee includes all expenses incurred and up to three in-person meetings attended (additional meetings would be charged at \$1,500 per meeting above fee detailed above and approved by the Client prior to incurrence).

Appendix I: Recently Completed Studies

BTMA provides rate study services to municipal utilities across the country. Below is a listing of recently completed studies for Michigan municipalities.

Client	Fund(s)	Year
Williamston City	Water & Sewer	2023
Shelby Village	Sewer	2023
Saginaw City	Sewer	2023
New Buffalo City	Water & Sewer	2023
Hastings City	Water & Sewer	2023
Bridgman City	Water	2023
Sheridan Village	Water	2023
GRSD Authority	Sewer	2022
Honor Village	Sewer	2022
Coloma City	Water	2022
Delhi Township	Sewer	2022
Courtland Township	Sewer	2022
Marcellus Village	Water	2022
Saline City	Water & Sewer	2022
Springfield City	Water & Sewer	2022
Owosso City	Water & Sewer	2022
Linden City	Water & Sewer	2022
Gull Lake Sewer Authority	Sewer	2022
Durand City	Water & Sewer	2022
White Pigeon Sanitary Authority	Sewer	2021
Lawton Village	Water & Sewer	2021
Ontwa Township	Sewer	2021
Bronson City	Sewer	2021
Ewart City	Water & Sewer	2021
Kent City Village	Sewer	2021
Onkama Village	Sewer	2021
Pinckney Village	Sewer	2021
Sister Lakes Area Utility Authority	Sewer	2021
South County Water & Sewer Authority	Sewer	2021
St. Johns City	Water & Sewer	2021

Appendix II: Resume

Andy Campbell, CPA

Andy Campbell, director in the East Lansing office, joined the firm in 2013.



Baker Tilly Municipal Advisors, LLC

Director

2852 Eyde Parkway
Suite 150
East Lansing, MI 48823
United States

T +1 (517) 325-9655

M +1 (517) 243-1186

andy.campbell@bakertilly.com

bakertilly.com

Education

Bachelor of Science in Business Administration,
Finance and Accounting
Central Michigan University (Mt. Pleasant, MI)

Certified Public Accountant (CPA)
State of Michigan

Registered municipal advisor with the Securities
and Exchange Commission

Andy has provided assistance to local governments, utilities, and school districts. His experience includes bond issuance, installment purchase agreements, government grant/loan programs, asset management planning, rate studies and tax increment finance.

Specific experience

- Assists local governments, counties, libraries, and authorities to obtain financing for projects through issuance of tax-exempt and taxable bonds
- Develops cash flow estimates, asset management financial plans and user rate charges

Industry involvement

- Michigan Government Finance Officers Association (MGFOA)
- MGFOA Professional Development Committee
- Michigan Water Environment Association
- American Water Works Association
- Michigan Municipal Executives
- Michigan Township Association
- American Institute of Certified Public Accountants
- Michigan Association of Certified Public Accountants

RECOMMENDATION OF AWARD

June 21, 2023

Via Email: ryan@saugatuckcity.com

Ryan Heise, City Manager
City of Saugatuck
102 Butler Street
PO Box 86
Saugatuck, MI 49453

RE: 2023 Crack Sealing

Dear Ryan,

We received bids for the 2023 Crack Sealing project on June 21, 2023. The following roads have been identified for crack sealing work:

- Perryman Street, from Oval Beach to Park Street
- Park Street, from Mt. Baldhead Park to North City Limits
- Frederick Street, from Vine Street to north end
- Water Street, from Culver Street to Lucy Street
- Holland Street, from Francis Street to North Street
- North Street, from Holland Street to Maple Street
- Culver Street, from Griffith Street to Lake Street
- Lake Street, from Culver Street to Blue Star Highway
- Blue Star Highway, from Kalamazoo River Bridge to Maple Street
- Allegan Street, from Lake Street to Maple Street

Road segments were selected based on PASER ratings in the higher fair to good range, where crack sealing is an effective maintenance strategy. Some of the segments have very limited cracking and will thus require little work. The work is scheduled to be completed between September 5, 2023 and October 27, 2023 to avoid the busy summer season.

Two bids were received, and a tabulation is attached. The low bid is from Wolverine Sealcoating, LLC of Jackson, Michigan in the amount of \$18,150.00, which is slightly less than our Engineer's Estimate for the work. Wolverine is prequalified by the Michigan Department of Transportation for this type of work, and we feel they are capable of meeting the project requirements. Wolverine performed crack sealing work for the City in 2017. The crack sealing in 2017 did not perform as well as expected. Based on our observations and conversations with the Department of Public Works, we feel the result was a combination of Wolverine accommodating the City's request to perform the work quite late in the season when temperatures were less than ideal and inadequate crack preparation work. We have discussed these concerns with Wolverine and feel both issues can be avoided in the 2023 project.

Based on the above, we recommend an award to Wolverine Sealcoating LLC in the amount of \$18,150.00.

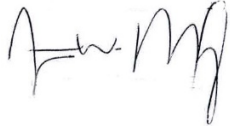
For budgetary purposes, we recommend that the City plan on the following construction phase costs:

Item	Budget
Construction (as awarded):	\$18,150
Contingencies (~25%):	\$4,350
Construction Engineering & Administration:	\$2,500
Total Recommended Construction Budget:	\$25,000

Please feel free to contact me with any questions.

Sincerely,

FLEIS & VANDENBRINK



Jonathan W. Moxey, P.E.
Project Manager

Encl.

Cc: Scott Herbert, Superintendent of Public Works (scott@saugatuckcity.com)

City of Saugatuck
 2023 Crack Sealing
 Bid Tabulation



Project No.: 3187-40
 By: JWM
 Date: 6/21/2023

ITEM NO.	ITEM DESCRIPTION	UNIT	EST. QTY.	Engineer's Estimate		Wolverine Sealcoating LLC		Scodeller Construction, Inc	
				ESTIMATED UNIT PRICE	ESTIMATED AMOUNT	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE
1	General Conditions, Bonds, and Insurance, Max 5%	LSum	1	\$ 1,250.00	\$ 1,250.00	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00
2	Traffic Control	LSum	1	\$ 1,500.00	\$ 1,500.00	\$ 250.00	\$ 250.00	\$ 1,000.00	\$ 1,000.00
3	Overband Crack Fill	Lb	15,000	\$ 1.50	\$ 22,500.00	\$ 1.16	\$ 17,400.00	\$ 1.52	\$ 22,800.00
				Total: \$ 25,250.00		\$ 18,150.00		\$ 24,800.00	

Jamie Wolters

From: Daniel Fox <danielwfox101@gmail.com>
Sent: Wednesday, June 21, 2023 8:16 PM
To: Jamie Wolters
Subject: Could you include this...

... letter to the editor in the council packet for Monday?

Thanks.

LETTERS TO THE EDITOR

Why are city legal costs so high?

To the editor,
Like all municipalities in Michigan, the City of Saugatuck is in the final stages of budgeting for the coming fiscal year.

One item in the budget summary almost leaps off the page. It's the amount of tax money the city plans to spend for legal fees: \$500,000, or roughly one out of every seven dollars the city takes in! For added perspective, this is more than the total planned revenue the city receives from Oval Beach. It exceeds the combined salaries of every employee in city hall. What gives?

Some city council members have attempted to portray this as normal cost inflation due to the rise in litigations in recent years. And while there have indeed

been more lawsuits involving the city, there's no indication this will be the new normal.

What has become normal, however, is the city's unprecedented move to have at least one lawyer from its Lansing area-based outside legal firm present in every public meeting. Not just city council meetings, but meetings of the planning commission, zoning board of appeals, historical commission and more.

Rarely do these hired attorneys speak, but they're always there, no doubt assiduously charging their hours and round-trip travel expenses to the city.

What about comparable cities? A quick look at the budgeting for legal expenses by the cities of Douglas and Grand

Haven only adds to the shock. For the current fiscal year, the official budget for Douglas lists only \$17,500 "attorney expense," while Grand Haven shows \$120,000 for "legal fees." This while both these cities operate with substantially larger total budgets than Saugatuck.

Michigan State law requires municipalities to submit balanced city budgets. In the case of Saugatuck's bloated legal expense, this means whatever's sent to the city's law firm is not available for other improvement projects in town.

Seems like a bad deal for everyone ... except the lawyers.

Dan Fox
Saugatuck

Dan