



CITY COUNCIL MEETING AGENDA

July 25, 2022 – 7:00 pm

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Consent Agenda:** *(Roll Call)*
 - A. Regular City Council Meeting Minutes – July 11, 2022
 - B. Accounts Payable in the amount of \$713,283.04
5. **Staff Reports:**
 - A. City Manager
 - B. Treasurer
 - C. Planning and Zoning
 - D. Department of Public Works
 - E. Fire
 - F. Police
 - G. Engineer
6. **Agenda Changes** (Additions/Deletions)
7. **Guest Speakers**
8. **Public Comment on Agenda Items Only** (Limit 3 minutes)
9. **Introduction of Ordinances**
10. **Public Hearings**
11. **Unfinished Business**
12. **New Business:**
 - A. Structure/Dockage License Transfer – S. ½ South of the Museum *(Roll Call)*
 - B. Windfeather Signage Request – Saugatuck Center for the Arts *(Voice Vote)*
13. **Public Comments** (Limit 3 minutes)

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 JWolters@saugatuckcity.com for further information.

14. Correspondence:

A. Oval Beach Pass Letter

B. C2AE- Blue Star Trail Questions and Reponses

15. Boards, Commissions & Committees Reports

16. Council Comments

17. Mayor's Comments

18. Adjourn (*Voice Call*)



CITY COUNCIL MEETING MINUTES- PROPOSED
July 11, 2022

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

Call to Order:

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

Attendance:

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

Absent: Dean.

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

Consent Agenda:

A. Special City Council Meeting Minutes – June 22, 2022

B. Regular City Council Meeting Minutes – June 27, 2022

C. Accounts Payable in the amount of \$160,244.28.

Motion by Trester, second by Leo, to approve the consent agenda. Upon roll call vote, motion carried 6-0.

Staff Reports:

City Manager, Treasurer, Zoning Administrator, DPW Superintendent, Police Lieutenant, and Engineer submitted status reports of current activities since the last Council meeting on June 27th, 2022, for their respective departments.

Agenda Change: None

Guest Speakers: None

Public Comment on Agenda Items Only: None

Introduction of Ordinances: None

Public Hearings: None

Unfinished Business: None

New Business:

A. Windfeather sign at the Pump House Museum

John Kerr, on behalf of the Saugatuck Douglas History Center submitted a request for City Council to waive the prohibition for a wind feather sign at the Pump House Museum at 735 Park Street.

Motion by Gardner, second by Leo, to approve the request to use a windfeather sign at the Pump House Museum during operating hours as described in the attached request to promote the Saugatuck Douglas History Center's Mount Baldhead display for this season only. Upon voice vote, motion carried 6-0.

B. Lights on Blue Star Bridge

The Kalamazoo Lake Harbor Authority, in support with the Township and City Village of Douglas is recommending the navigational lights be placed on the Blue Star Bridge. Douglas has committed \$14,000.00 and Township of Saugatuck has dedicated \$4,000.00. The request to Saugatuck City is a match of \$14,000.00.

Motion by Trester, second by Gardner, to table the City contribution for the installation of navigation lights on the Blue Star Bridge. Upon roll call vote, motion to table carried 6-0.

Public Comment:

- Maryjo Lemanski, former Saugatuck gallery owner- informed Council of a program she is involved in called the Saugatuck Fennville Arts Initiative. They are donating \$4,000 a piece to Saugatuck, Douglas and Fennville to fund an install of an outdoor sculpture in each community. The specific piece of artwork will be announced at a later date.

Correspondence: None

Boards, Commissions & Committee Reports:

- Mayor Lewis- Updated Council on the Tri-Community Recycling Committee report that she passed out to all Council members to review. There will be another Styrofoam collection and she noted the areas around town that paper gators are set up for recycling.
- Councilmember Stanton- Historic District Commission hasn't met in the last couple months due to no applications submitted. She also noted, the Historic District Commission notice in the packet had the wrong meeting date on it, HDC meets the first Thursday of every month not the fourth.

Council Comments:

- Councilmember Trester- sent kudos to the employees of the Saugatuck Township Fire District for offering to donate their beach passes, he noted it's a very worthy cause to the less fortunate people and veterans in the Saugatuck Douglas areas. That's a very, very nice community minded gesture. Second, commended all of whom took part in organizing especially Mayor Lewis, the

Fourth of July parade and went off without a hitch, it was well organized and, and a good time was had by all.

- Councilmember Bekken- asked DPW Superintendent to describe to Council the state of Mt. Baldhead and what led to the decision to tape off portions of areas.
- Councilmember Leo- Echoed Councilmember Trester's comments and thanked Mayor Lewis for a great job with the fourth of July parade. She is looking forward to the Parks Committee which is funded and has a mandate to tackle items like Mt. Baldhead very quickly.
- Councilmember Gardner- echoed that comment about fourth of July and noted it was fun to walk out in front of the DPW truck that Scott was driving. He mentioned Council received communication regarding the candy at the parade and thinks that's something that the Council should discuss sooner rather than later. Regarding Council workshops, going forward, if the decision was made to cancel the workshops, he would appreciate Council receiving a reason for that as well as an opportunity to reschedule. He has received notice by Park Street residents that people coming off the Chain Ferry into the street is a danger and there should be signage on which direction to walk and safety barriers for children.
- Councilmember Stanton- thanked Rotary Club for their successful Boys and Girls Club program at the Saugatuck High School.
- Councilmember Bekken- noted there seem to be a lot of younger folks in town, these are the visitors that will keep coming down for future generations.

Mayor's Comments:

- Mayor Lewis thanked everyone who came to the fourth of July parade and appreciate all the volunteers. She noted she had her family in town, and they had a delightful time.

Adjournment: *Motion by Stanton, second by Bekken to adjourn, Mayor Lewis adjourned at 7:38 p.m.*

Respectfully Submitted,

Jamie Wolters, City Clerk

Vendor Name	Description	Amount
1. ACCURATE STRIPING	STREET PAINTING	8,697.35
2. ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	26,100.28
	OIL CHANGES	298.61
	TOTAL	26,398.89
3. ALLEGAN COUNTY TREASURER	PROPERTY TAXES	227,472.14
4. BBC DISTRIBUTING LLC	CONCESSION	528.09
5. BELL EQUIPMENT CO	STREET SWEEPER	1,419.96
6. BS&A SOFTWARE	SOFTWARE UPDATES & ANNUAL SUPPORT	5,815.00
7. COMCAST	INTERNET & TELEPHONES	153.40
8. COMMERCIAL RECORD	PRINTING & PUBLISHING	434.00
9. FAHEY SCHULTZ BURZYCH RHODES	LEGAL FEES	1,294.00
	ZONING LEGAL FEES	416.00
	LEGAL FEES CLERK	26.00
	LEGAL FEES	780.00
	LEGAL FEES	2,125.00
	LEGAL FEES DUNE RIDGE	46,625.20
	LEGAL FEES ZONING DUNE RIDGE	4,804.02
	LEGAL FEES ZONING WPBG	1,671.06
	LEAGL FEES DUNE RIDGE ELECTRICAL	6,035.02
	TOTAL	63,776.30
10. FLEIS & VANDENBRINK ENGINEERING INC	CAMPBELL ROAD	9,900.00
	BRIDGE ST WATER	223.12
	TOTAL	10,123.12
11. FRONTIER	OVAL BEACH	82.20
	DPW GARAGE	185.57
	OVAL BEACH	210.33
	TOTAL	478.10
12. GORDON FOOD SERVICE	CONCESSION	2,646.97
13. GRAND RAPIDS POPCORN	CONCESSION	385.00
14. GROUNDS MANAGEMENT SOLUTIONS	PARKS MAINTENANCE	714.00
15. HUNTREE NURSERY	PARKWAY TREE	170.00
16. IHLE AUTO PARTS	PARTS	89.86
17. INTERURBAN TRANSIT AUTHORITY	4TH JULY	468.00
18. JOHN DEERE FINANCIAL	MOWER ATTACHMENTS	1,359.95
	REPAIRS	46.31
	PARKS REPAIR MOWER	269.99
	TOTAL	1,676.25

Vendor Name	Description	Amount
19. K&R TRUCK SALES INC	INTERNATIONAL TRUCK REPAIR	1,051.32
20. KENDALL ELECTRIC INC	LIGHTS	381.82
21. KEPPEL'S LOCK & SAFE CO.	OVAL BEACH	115.00
22. MERCHANTS BANCARD NETWORK	CREDIT CARD FEES OVAL	2,556.61
23. MERS	RETIREMENT	53,303.00
	RETIREMENT	4,422.13
	TOTAL	57,725.13
24. MINER SUPPLY CO	SUPPLIES	707.63
25. NET2PHONE INC	TELEPHONES	177.13
26. OTTAWA AREA INTERMEDIATE	SCHOOL DIS PROPERTY TAXES	125,592.06
27. RATHCO SAFETY SUPPLY CO	TRAFFIC CONES	251.40
28. REPCOLITE	STREET LINE PAINT	495.75
	STREET LINE PAINT	508.65
	TOTAL	1,004.40
29. REPUBLIC SERVICES	TRASH	1,734.48
30. SAUGATUCK FIRE	SHORT TERM RENTALS	1,250.00
31. SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	165,775.79
32. SEPTIC TANK SYSTEMS CO INC	OVAL BEACH & CULVER STREET	1,230.00
	OVAL BEACH & CULVER STREET	984.00
	TOTAL	2,214.00
33. SISTERS IN INK	OVAL BEACH	180.72
34. SMART BUSINESS SOURCE LLC	OFFICE SUPPLIES	363.90
35. SPECTRUM PRINTERS INC	ELECTION MATERIALS	90.00
36. STANDARD INSURANCE COMPANY	INSURANCE	392.23
37. WESTENBROEK MOWER INC	REPAIRS TORO MOWER	272.99
TOTAL - ALL VENDORS		713,283.04
FUND TOTALS:		
Fund 101 - GENERAL FUND		169,310.37
Fund 202 - MAJOR STREETS		16,098.38
Fund 203 - LOCAL STREETS		4,702.24
Fund 403 - BUSINESS LICENSE FUND		315.00
Fund 661 - MOTOR POOL FUND		4,017.06
Fund 701 - CURRENT TAX FUND		518,839.99



City Managers Report –Highlights

July 25, 2022

New! Saugatuck Remains a Premier Destination for Commercial Photo Shoots

Haworth Company received accommodations to promote their new fabric made from recycled plastic bottles at Oval Beach.

General Motors received accommodations for a photo shoot to take place Monday the 25th or Tuesday the 26th to promote one of their new electric vehicles.

I appreciate that both of these companies are promoting products that seem “on brand,” with the goals of the City in being a sustainable destination. I do my best to connect the Visitors Bureau with each group, in hopes of potential collaboration. It takes time to coordinate these events, but it’s good for the local economy and you never know what these connections can bring to the City in the future.

New! Presentation To Allegan County Water Study Workgroup

Jon Moxey (engineer) and I had an opportunity to present a project to the Allegan County Water Study Workgroup on July 13, for ARPA Broadband & Water Study Projects (Shovel Ready) and provided required application paperwork. The City is seeking a match of \$100,000.00 of ARPA funds for the much needed and required water asset management plan.

New! Attended a Portion of the Michigan Municipal Executives Conference

I was able to attend a portion of the Municipal Executives Conference. Always nice to network, learn and commensurate with colleagues from around the State. No big surprise, but we mostly deal with the same issues, just at a different scale.

Debrief for 4th of July and Planning for Venetian Festival Conducted

Emergency services, city staff and local managers met to discuss lessons learned from the 4th of July event. Planning and logistics reviewed for the Venetian Festival.

Native American Burial Remains

A lengthy process of working with the University of Michigan to transfer Native American burial remains discovered near City Hall has finally been completed. There will be a ceremonial transfer of the remains in the near future. Representatives from the University said that they would keep me posted on the event.

City Hall Exterior Repairs

Kate White and Scott Herbert, along with the assistance of our city engineering firm are in the process of developing a scope of work for exterior repairs to City Hall. Basic scope includes scrape and paint existing wood (replacing rotten pieces as needed, gutter repairs, replacing flower boxes, exterior stairway repairs as needed. Bids will be solicited and a review by the Historical Commission will also be included.

Pavement Management Plan

Staff met with the City Engineer, work on a five-year pavement management plan being developed.

Estimated timeline:

- Update the PASER study in July
- Meet with staff in August to develop priority list
- Develop cost estimates for priority projects and draft CIP in September
- Review with council in October and finalize based on feedback

Oval Beach Staffing and operations

Meeting requested with emergency services to discuss potential safety improvements for Oval Beach.

Blue Star Trail Update

The process of working with MDOT continues for the TAP grant. We remain very optimistic that we will be receiving a verbal commitment soon.

Road resurfacing (and utility) projects

Campbell Road –Very near completion. First road project to include the required lead service replacements. The project was a bit painful with lessons learned.

Dune Ridge Waterfront Update

Litigation continues... there are three (3) pending legal cases related to the subject parcel along the waterfront. A significant amount of staff time is being dedicated to facilitating the litigation process.

Kalamazoo Lake Sewer and Water (KLSWA) Agreement

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

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



Treasurer Report

Below is a summary of notable activities carried out by the Treasurer since the last council meeting on 07/11/2022:

- Paid routine bills
- Completed and disseminated bi-weekly payroll
- Collecting and processing summer tax payments



Planning & Zoning Report

Below is a summary of notable activities carried out by the Zoning Administrator since the last council meeting on 07/11/2022:

1. Planning Commission:

July 21, 2022. Discussion about the tri-community master plan.
Next meeting is August 18, 2022

2. Historic District Commission:

No meeting scheduled.
Next meeting is August 4, 2022

Zoning Board of Appeals:

No meeting scheduled
Next meeting is August 11, 2022

3. Other:

Working on one more Easements for Bridge Street
Deposition prep – July 20, 2022
Deposition July 21, 2022 all day
Rescheduled Public Hearing for Dangerous Structure
Attended broadband meeting via Zoom
Friday July 22, 2022 Job shadowed by Sam Beckman



Department of Public Works Report

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 07/11/2022:

- Street painting and striping continues
- Repair to Mt. Baldhead steps continues
- Coordinated tree work to be completed by AxMan Enterprises
- Approved Mt. Baldhead fence work – work to be completed by Grand Rapids Fence Company
- Assisted with Music in the Park
- Participated in Parks and Public Works Committee interviews
- Conducted inspection of City Hall’s exterior with F&V to determine the scope of work – F&V will report back their findings
- Reviewed Oval Beach safety protocols with staff – Incident occurred on 7/19/2022
- Working with PLM Lake and Land Management Corporation on invasive species treatment at Peterson Nature Preserve – targeting purple loosestrife

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

General Consultation

- Water Street Sidewalk: Finalized plans based on input from the property owner. The property owner is preparing for construction in September (canceling bookings, arranging vacation, etc.). Based on the anticipated project cost, this should likely be a formal public bidding vs. obtaining several quotes. **We can prepare a bid package as soon as the City is ready to proceed (ongoing discussion regarding property owner cost participation).**
- High School Improvements: Water main construction work is complete.
- Water System Asset Management Plan: Assisted City staff with preparing an application for Allegan County ARPA funding to help complete the AMP.
- Olde Mill Apartments Water Service: We have received two of three quotes we are expecting to replace the water service to 720 N. Maple Street, as it appears to be currently connected to the private water main for the Olde Mill Apartments complex. We will be discussing cost sharing options in the near future.
- Takken Street Repairs: We are assisting the DPW in obtaining quotes to repair underdrain and pavement at the intersection of Mason & Takken Streets.
- City Hall Renovations: Assisting City staff with preparing an RFP for exterior building improvements.

Campbell Road Improvements

- Conducted the project walkthrough on July 19 and created a punch list of remaining items to be addressed.
- Concrete driveway work is scheduled for July 20 and pavement markings tentatively July 22.
- Restoration and cleanup work is ongoing.
- The Substantial Completion date in the contract was May 26. Liquidated damages are being imposed starting May 27 per the contract to cover the Cities' hard and soft costs for the schedule overrun.

Maple Street Improvements

- Met with the affected property owner to review the options in the draft drainage study.
- We will finalize the study once feedback is received for council consideration.

Road Project Planning

- We submitted the application for the MDOT Category B program and should hear whether we received funding later this summer.
- We are in the process of updating the 2019 PASER study and will then develop a draft Capital Improvements Plan for council consideration.



City Council Agenda Item Report

FROM: Ryan Heise
MEETING DATE: July 25, 2022
SUBJECT: Dock Lease Assignment

DESCRIPTION:

The Weingart's (assignor) would like to convey their dock lease to the Wren family (assignee) due to the sale of their home. Assignment of lease agreement attached.

BUDGET ACTION REQUIRED:

Yes.

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

NA

SAMPLE MOTION:

Motion to **approve/deny** the agreement as attached.

ASSIGNMENT OF LEASE AGREEMENT

This ASSIGNMENT OF LEASE AGREEMENT (“Assignment”) is made on this ___ day of _____, 2022 (the “Effective Date”), by and Arnold Weingart, whose address is 2729 N. Hampden Court, Chicago, Illinois 60614-1611 (“Assignor”), Theodore Wern, whose address is 128 Van Dalson Street, Saugatuck, Michigan 49453 (“Assignee”), and the CITY OF SAUGATUCK, a municipal corporation, located in Allegan County, Michigan (“City,” collectively, the “Parties”).

RECITALS

WHEREAS, the City entered into a Lease Agreement with Neil Lefort and Assignor for the lease of the dock located at S. ½ SOUTH OF MUSEUM in the City of Saugatuck (the “Lease”).

WHEREAS, on August 9, 2021, Neil Lefort assigned his interest in the Lease to Joseph and Emma Melrose, whose address is 714 Park Street, Saugatuck, Michigan 49453.

WHEREAS, Assignor has entered into an agreement for the sale of the real property at 128 Val Dalson Street, Saugatuck, Michigan 49453 with Assignee.

WHEREAS, the Parties desire to assign the Lease from Assignor to Assignee.

ASSIGNMENT

NOW, THEREFORE, in consideration of the mutual obligations set forth herein, the Parties hereto covenant and agree as follows:

1. **Assignment.** Assignor hereby assigns, conveys, transfers, and sets over to Assignee, its successors and assigns, all of Assignor’s right, title, and interest in, to the Lease. Assignee hereby accepts the foregoing assignment and assumes all of the obligations of Assignor as lessee under the Lease accruing from and after the Effective Date and agrees, for the benefit of Assignor, its successors and assigns, and for the benefit of the City, its successors and assigns, to pay, perform, discharge when due, and otherwise satisfy in due course all of such obligations and liabilities of Assignor under and in accordance with the provisions of the Lease.

2. **Effect.** This Assignment shall have no effect on the Lease Agreement in effect with Joseph and Emma Melrose, which will continue in full force according to its terms.

3. **Term.** This Assignment shall be effective as of the Effective Date and shall continue in full force according to the terms of the Lease.

4. **Consent.** The City hereby consents to this Assignment of the Lease to Assignee without any waiver of any restriction in the Lease concerning further assignment.

5. **Amendment of Lease.** The City and Assignee may enter into any agreement that amends the Lease without Assignor’s consent or approval, or notice to Assignor.

6. **Modification.** This Assignment may be executed in several counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Assignment.

CITY OF SAUGATUCK, City

Dated: _____

By: _____
Garnet Lewis, Mayor

Dated: _____

By: _____
Jamie Wolters, Clerk

ARNOLD WEINGART Assignor

Dated: _____

By: _____

Its: _____

THEODORE WERN, Assignee

Dated: _____

By: _____

Its: _____

FROM: Cindy Osman, Planning and Zoning

MEETING DATE: July 25, 2022

SUBJECT: Windfeather sign at the SCA farmer's market

DESCRIPTION:

Kirstin Armstrong, on behalf of the Saugatuck Center for the Arts has submitted a request for City Council to waive the prohibition for wind feather signs at the SCA farmer's market at 400 Culver Street.

The relevant sections of Chapter 150.30 state in part:

“(2) Pennants, feather flag signs, windfeather signs, and portable signs as defined in § [154.140](#) of the Zoning Ordinance shall be prohibited;

And

(H) Exceptions. City Council or a designee shall have the authority to waive any of the requirements of this section subject to the following:

- (1) The sign does not create a traffic vision obstruction;*
- (2) The sign does not create a pedestrian traffic obstruction;*
- (3) The sign is compatible with the surroundings and is not uniquely out of character for the community; and*
- (4) The sign does not create a situation which could be detrimental to health, safety, or welfare.”*

The City Council may approve a wind feather sign as an exception.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

None

LEGAL REVIEW

None

SAMPLE MOTION:

Motion to approve/deny the request to use a windfeather sign at the Saugatuck Center for the Arts as described in the attached request to promote the vendors at the Friday and Tuesday Farmers market at 400 Culver Street.



July 20, 2022

Dear Ryan,

This letter is to request a variance from the City Council for wind feather flags flown by **vendors** at the SCA's weekly Markets.

It was recently brought to our attention that wind feather flags are prohibited under Section 150.3 of the City's Zoning Code. We were unaware of this, and would like to ask the Council for a waiver for Market vendors.

Section 150.3 is housed within Section 150: BUILDING regulations. As stated in the preamble to Section 150.3, the Temporary Sign rules are in place for "maintaining the protection of the city's appearance and the general welfare of the public."

Vendors at our Tuesday and Friday Markets come once a week which is quite different from merchants in permanent bricks & mortar buildings located within the City's downtown. Market vendors use wind feather signs to differentiate their tents since the tents can look very similar when all set up in our lot. [NOTE: to our knowledge only ONE vendor currently utilizes a wind feather flag.]

SCA Market vendors are all contained within our parking lot and do not create any public right of way issues nor any "clutter" (branding) issues for the downtown. Our lot is open to foot traffic only on Market days.

Our Markets run Fridays, 9am - 3pm, May - September and Tuesdays, 10am - 2pm, June - August. More than 15,000 guests shopped at The Markets last summer, which makes the Markets another tool in our community's "creative placemaking toolkit", drawing guests to town and enhancing services for residents.

Thank you for your consideration and support of regional farmers and small businesses.

A handwritten signature in blue ink that reads "Kristin".

Kristin Armstrong
SCA Executive Director

Jamie Wolters

From: Greg Janik <gjanik@saugatuckfire.org>
Sent: Thursday, July 21, 2022 4:06 PM
To: Ryan Heise
Cc: Jamie Wolters
Subject: FW: Oval Beach Passes
Attachments: Oval Beach Pass Letter.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Manager Heise:

I would like to respectfully request the July 20, 2022 email correspondence and the attached letter be included in the next Council meeting packet as a communication.

Regards,
Greg

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

Phone: 269 857-3000
E-mail : gjanik@saugatuckfire.org

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

From: Greg Janik
Sent: Wednesday, July 20, 2022 5:32 PM
To: Ryan Heise <Ryan@saugatuckcity.com>; Garnet Lewis <glewis@saugatuckcity.com>; Scott Dean <sdean@saugatuckcity.com>; Ken Trester <ktrester@saugatuckcity.com>; Holly Leo <hleleo@saugatuckcity.com>; Russ Gardner <Russ@saugatuckcity.com>; Lauren Stanton <lstanton@saugatuckcity.com>; Mark Bekken

<mbekken@saugatuckcity.com>; Scott Herbert <scott@saugatuckcity.com>; Katherine White <KWhite@saugatuckcity.com>; Jamie Wolters <Jwolters@saugatuckcity.com>
Subject: Oval Beach Passes

Manager Heise:

Thank you for delivering the thirty-four Oval Beach passes for department personnel at the Venetian meeting and July 4th EOC post event debriefing on July 12, 2022.

Again, personnel has kindly declined the offer as indicated in the letter dated July 1, 2022 and emailed to you. The beach passes will be returned to the city by the end of the week.

Fire District employees position has not changed and would like the passes donated to benefit members of the community. They request consideration for all beach passes to be donated to recipients listed in the July 1, 2022 letter.

Thank you,

Greg

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

Phone: 269 857-3000

E-mail : gjanik@saugatuckfire.org

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SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



3342 Blue Star Highway
Saugatuck, MI 49453
Phone: 269 857-3000

July 1, 2022

Mr. Ryan Heise
City Manager
Saugatuck City Hall
102 Butler Street
Saugatuck, MI 49453

Dear City Manager Heise:

On behalf of Saugatuck Township Fire District employees, I would like to extend our appreciation to the Saugatuck City Council for approving Oval Beach passes to be distributed to department personnel. The gesture does not go unnoticed or unappreciated.

A survey was sent out to each Fire District employee in order to provide you with a headcount on beach passes for the department. Per the results of the survey, the department has come to the decision as a whole to kindly decline the offer. In lieu of the Oval Beach passes being donated to department personnel, Fire District employees would instead like to donate our passes to benefit members of the community.

Fire District employees request City Council consideration to donate thirty-four Oval Beach passes to recipients as listed below:

- **Less Fortunate Families in the Saugatuck / Douglas Areas**
 - Suggestions of organizations to use to help facilitate donations:
Christian Neighbors, Cow Hill Yacht Club, Saugatuck Women's Club
- **Veterans in the Saugatuck / Douglas Areas**
 - Suggestions of organizations to use to help facilitate donations:
Rotary Club of Saugatuck – Douglas, Saugatuck American Legion Post

The decision to pass along the generous offer of City Council to instead benefit our community is a true reflection of the values and service-driven characteristics of Fire District employees. We hope that City Council members will honor our request, and we feel confident that they can successfully work out the logistics on achieving it.

If there is anything further you may need from me, please let me know.

Thank you,

Greg Janik

Fire Chief/Fire Marshal

Enclosure: List of Saugatuck Township Fire District Employees

Subject: TA 2021057.01 Blue Star Trail Application reopened - response required

The grant application noted above has been reviewed. Following is a summary of the review. If you have questions, please contact Julie Thomas.

- Both MDOT and the SHPO archaeologists recommend that if at all possible, the trail be moved to the other side (west side) of the road to avoid unnecessary complications (Of concern is that the proposed trail passes dangerously close to ca. 1873 (and probably older) cemetery north of Goshorn Creek/south of Clearbrook. While many cemeteries retain accurate maps of the location of interments in relation to the legal boundaries of the cemetery, human remains have been inadvertently recovered during ground disturbing construction outside of the perceived boundaries (e.g., cemetery fencing, a line of trees or other ornamental vegetation, a consistent line of gravestones adjacent to the project, etc.) or, especially in the case of older portions of a cemetery, when records or grave markers of the interments have been lost over the years).

Saugatuck Township has given approval to move the proposed trail location to the west side of 66th Street to avoid any potential conflicts with the cemetery. Refer to the attached marked up drawing. Please indicate if this alleviates all the above concerns regarding the cemetery.

- Archeological survey to be completed along the north side of North St. west of Blue Star Highway, in the undeveloped, wooded area surrounding Goshorn Creek, north and south of the creek terrace because this project bisects an area that is sensitive for historic and prehistoric archaeological sites. A survey including shovel tests (small excavation units placed every 25 to 50 feet and excavated about 1.0 to 2.5 feet deep with the soils screened to look for artifacts) will be required by the State Historic Preservation Office (SHPO). The archaeological survey must be performed by a qualified archaeologist.

The City is willing to hire a qualified archaeologist to conduct a field survey (Cardno) per your request. They are in the process of soliciting a proposal for this work. There are a couple of questions with regards to the specifics of your request to be sure that the archaeological survey will be completed within your expectations. Please refer to that attached marked up plan sheet of the area to assist with answering the following questions:

- **For the trail section that parallels North Street from the Blue Star Highway to the west, the trail will be constructed on the old railroad road bed. There is also a fiber optic cable that was constructed under this railroad bed. Since this area has previously been disturbed by construction is the archaeological survey needed in this section? You can see the previous grade mounding and construction work in the project photographs submitted with the original TAP application.**
- **It is mentioned above that the survey should be conducted north and south of the creek terrace. What is meant by the term creek terrace? Does that include the wetland areas adjacent to the creek or really just the upland areas where the trail goes through the undeveloped area? Refer to the attached drawing.**
- **If you could mark on the attached map the specific areas you would like the archaeological survey completed that would be of great assistance. We may want to have Cardno coordinate directly with you on this, so contact information would be appreciated.**

- Project needs to be designed in accordance with current AASHTO and MDOT design standards. To meet those requirements and meet the project's goals of increased safety, the existing bridge deck may need to be modified to allow the cycle track / sidewalk / bike lanes that will meet the design standards.

We have reviewed the site and previous bridge plans to see where this portion of the project would not be compliant with AASHTO or MDOT standards. We have confirmed that both the cross slope and longitudinal slopes are compliant, and have previously demonstrated in the January response that the cycle track/roadway configurations are compliant. The only thing that we see that may need some work is that minor repairs to a couple areas of the bridge surface (within the cycle track only) may be needed. The bridge deck had an epoxy concrete resurfacing about 10 years ago and there are minor areas of spalling.

If there are other, specific detailed comments/concerns that you have regarding AASHTO/MDOT compliance, please provide them, because we are not seeing anything else.

- Estimate should be updated to include some bridge deck modifications to accommodate the intended design work, and to include updating bridge rails on both sides to current design standards

Per the above discussion, costs for addressing some minor bridge deck surface repairs can be included in an updated cost estimate.

However, the comment above to include costs to update the bridge rails appears unwarranted by the construction of a cycle track within the bridge deck. The 2012 AASHTO Guide for the Development of Bicycle Facilities specifically states on page 4-42 that "In locations where bicyclists will operate in close proximity to bridge railings, then a minimum height of 42" is needed. However, there are no proposed improvements to the existing pedestrian walkways, and the cyclists will not be in close proximity to the bridge railings. They will be a minimum of 8' from the bridge railing on the west side, and also separated by a 6" curb. The bridge rail on the east side would be across 3 lanes of traffic, a 6" curb and 5 foot sidewalk away from any cyclists.

The comment is also very generic as to what current design standards would be applicable. We have just mentioned above that they should not need to meet a bicycle rail height of 42" because they are not in close proximity. We have roughly estimated that to remove and replace both bridge railings would cost in the neighborhood of \$600,000 (depending on which standard is to be met), which would likely kill the entire project, unless MDOT is willing to fund this extra work.

In light of these questions, could you please be more specific on the following:

- Under what authority/standard does the placement of the cycle track on the bridge deck dictate that bridge rail upgrades are required?
- If they are required, what specific design standards are you referencing?

This may have been discussed before, but the City would be willing to remove the portion of the cycle track on the bridge deck and approaches from the project application and construct them with local funds prior to the trail construction if that makes it easier on MDOT to approve this project.

- Strongly suggest hiring a cultural resources consultant immediately to begin looking at identifying historic properties both above and below ground.

The City is also getting a proposal from Cardno to conduct a cultural resources review in addition to the archaeological work. Unless it is cost exorbitant the City plans to engage their services.

- The neon sign and its historic status is still a concern. The trail WILL have an impact on the sign because it will be changing the existing conditions. Historic impacts are physical, visual, contextual, etc.

Based on information provided by the City, that particular sign was relocated to that position/location around the year 2000. So all of the site work, foundations, lighting, landscaping and road/curb modifications were completed about the year 2000. So certainly none of the site location, construction or site context is historic with regard to that sign. Additionally, the City has indicated that that is not an original sign, but one of several copies that were made from the original sign. The City is currently looking for additional documentation to provide. This can also be further documented in the cultural resources review.

- The trail WILL have an impact on the cemetery because it will be adding a trail where there is not one currently. As with the sign mentioned above, there will be impacts. It is unknown if the cemetery is eligible for listing on the National Register of Historic Places or not. The first step will be to make the eligibility determinations for the sign and the cemetery. If either or both are eligible, then the SHPO will be weighing in on the trail impacts. Following the process is extremely important to avoid negative impacts on this project and it needs to be done in a timely fashion to avoid the project not being built or lose funding. Please understand that the identification piece is key. This only covers the cemetery from the above-ground perspective, there could be significant archaeological concerns as well.

As stated previously it is now intended to construct the trail on the west side of 66th Street to avoid any potential conflicts with the cemetery. During the cultural resources review, the eligibility for listing of the cemetery and sign can be investigated, but based on the above information, the sign is very unlikely. And since the trail is being moved to the west side of 66th Street, is the cemetery still of concern?

- Given the pending outstanding items, I believe this will need to be moved to FY2025. Please update Schedule tab in MGS accordingly.

We would prefer to continue to plan on utilizing the proposed schedule in the grant application until the above issues can be further resolved. Once the above questions are answered we can mutually make a better determination on the schedule.

Please contact me directly with any questions – Julie Thomas. Your application has been opened for you to login, respond to any questions, and/or make any requested changes. All responses must be made in MGS. Provide your responses in one uploaded document, giving both the questions and the responses, and please keep them in the same order as listed above. If you need to change the budget, schedule, documents, etc., please change the information on the corresponding tab in the system or upload new documents as appropriate. When all responses or changes are complete, please re-submit the grant application. This grant application may not be processed any further until it has been re-submitted.

Thank you for your time Julie in reviewing these items with us over the phone. Based on our discussion it was determined that the above line of questioning would be the most applicable response that we can make at this time.

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Thank you,
MDOT Grant System