



CITY COUNCIL MEETING AGENDA

September 25 – 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 – September 11, 2023. Pg.3
10. **Staff Reports, Boards, Commissions & Committees:**
Starting on Pg.7
 - 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 \$3,116,993.2 *Pg.22*

13. Introduction of Ordinances: None

14. Unfinished Business: None

15. New Business:

- A. Asset Water Management *Pg.24 Roll Call*
- B. AT&T Lease First Review *Pg.57 Roll Call*
- C. Hardscaping/Heavy Landscaping in ROW Policy *Pg.58 Roll Call*
- D. Recycling Cans In Park *Pg.67 Roll Call*
- E. ZBA Appointment *Pg.71 Voice Vote*
- F. Special Event Application- Homecoming Parade *Pg.73 Voice Vote*
- G. Special Event Application- Turkey Trot *Pg.79 Voice Vote*

16. Public Comments *(Limit 3 minutes)*

17. Correspondence

18. Council Comments

19. Adjourn *(Voice Vote)*



**CITY COUNCIL MEETING MINUTES - Proposed
September 11, 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 Pro-Tem Stanton at 7:00 p.m.

Attendance:

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

Absent: None.

Others Present: City Manager Heise, Director of Planning, Zoning & Project Management Cummins, Department of Public Works Superintendent Herbert, Clerk Wolters and City Attorney Witte.

Mayor's Comments: Acknowledged the 22nd anniversary of the September 11th attacks. It's a reminder how important it is to have first responders in our community and they were out in force for a more joyous occasion. Reminds us of how important the job they do themselves in the lines on the line for our safety.

City Manager Comments: City Manager report is included in the packet, happy to answer questions.

Agenda Changes: Add guest speaker.

Motion by Lewis, second by Stanton to approve the addition of guest speakers. Via voice vote, motion carried unanimously.

Guest Speakers:

Andy Campbell, Baker Tilly: EGLE talked to City about getting a financial plan and asset management plan in general, for the water system in place as part of the responsibilities for Saugatuck versus the authority.

Public Comment on Agenda Item Only: None.

Consent Agenda:

A. Regular City Council Meeting Minutes – August 28, 2023.

- Correction, Leo comments, change Kurt Sam to Kurt Stamm.

Motion by Lewis, second by Gardner to approve the regular city council meeting minutes of August 28, 2023, as presented. Upon roll call vote, motion carried unanimously.

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 August 28, 2023, for their respective departments.

Boards, Commissions & Committees:

Fire District Administration Board, Dan Fox:

- Passed out safety map of the Labor Day Bridge walk that happened and noted the organization of the safety of the event.

Interurban Board, Councilmember Muncey:

- MDOT increased funding for 2024 from 38% to 40% which is a \$60,000 increase.
- September 19th for next meeting.

KLSWA: None.

Kalamazoo Lake Harbor Authority, Mayor Pro-Tem Stanton:

- The next meeting is September 19th.

Zoning Board of Appeals, Ryan Cummins:

- No meeting this month.

Historic District Commission, Councilmember Lewis:

- 321 Water Street- ZBA granted variance for fence.
- 344 Lucy Street- multiple asks approved.
- 820 Holland- retroactive approvals.

Planning Commission, Chair Councilmember Gardner:

- Next meeting is September 21st.

Short Term Rental Task Force, Mayor Dean via Mayor Pro-Tem Stanton:

- Next meeting on September 21st will have recommendations for the Planning Commission.

Parks and Public Works Committee, Councilmember Baldwin:

- Several items will be brought to a Council workshop soon.

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

- Meeting next week.
- Updates from C2AE soon.

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

- \$19,500 in donations to work with for household hazardous waste.

Request for Payment: None.

Approval of Accounts Payable:

A. Accounts Payable in the amount of \$1,221,826.41.

Motion by Gardner, second by Baldwin to approve the accounts payable in the amount of \$432,722.62. Via roll call vote, motion carried unanimously.

Introduction of Ordinances: None.

Unfinished Business: None.

New Business:

Resolution 230911-A- Extending Waterfront Moratorium:

Motion by Gardner, second by Baldwin to approve Resolution No. 230911-A, A Resolution Extending the Temporary Waterfront Commercial Development and Construction Moratorium. Via roll call, motion carried unanimously.

Right of Way Signage Request- Hazardous Waste Day:

Motion by Stanton, second by Muncey to approve the request the signage request from the Saugatuck Douglas Rotary for Household Hazardous Waste Day for the dates of 9/18/23-9/27/23. Via voice vote, motion carried unanimously.

2023 Street Improvement Pay Application:

Motion by Muncey, Second by Stanton to approve the pay application to Krohn Excavating in the amount of \$41,217.51. Via roll call vote, motion carried unanimously.

AT&T Zoning Board of Appeals Application:

Motion by Lewis, Second by Muncey to approve the request from AT&T to submit a dimensional variance request application for 750 Park Street to the Zoning Board of Appeals and authorize the Mayor to sign. Via roll call vote, motion carried unanimously.

Sign Request- Rotary Club for Allegan County Cup Mini-Golf Tournament:

Motion by Muncy, second by Stanton to approve the signage request from the Saugatuck Douglas Rotary Club. Via voice vote, motion carried unanimously.

Public Comment: None

Correspondence: None.

Council Comments:

- Councilmember Baldwin: Took everyone for the Mt. Baldhead success. Runners, Sponsors, Volunteers, Safety services, public thank you on behalf of Rotary.
- Councilmember Muncey: Will be assisting SDABA with events for the rest of the year. He will start to decorate for Fall soon. Any businesses that donate to SDABA, make a check payable to SDABA and will receive a shout out on 92.7.
- Councilmember Leo: None.
- Councilmember Garnder: None.
- Mayor Pro-Tem Stanton: Thanked the Rotary, city staff, volunteers, first responders, our business community for a wonderful event. Kudos for trying to do better every year. Thank you all for a wonderful summer season. Helen Baldwin's idea for the post-race party in Coghlin Park was innovative, genius and fantastic.

Adjournment:

Motion by Stanton, second by Muncey to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Dean adjourned at 8:00 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



City Managers Report – September 25th, 2023

Infrastructure- Cellular Service Discussions Continue with AT&T

Next steps:

- 1) Review proposed lease with City Council, including rent negotiations.
- 2) Present to Council needed electrical upgrades for current code compliance, and in preparation for AT&T wireless infrastructure.

Staff and the AT&T team are reviewing the appropriate zoning requirements and process for infrastructure to support antennas within the radome (ball) structure. Legal has reviewed the terms of the lease, including a range of existing rents throughout the state of Michigan. City staff is actively working with a vendor to assist with ensuring that current electric connections servicing the radome are safe and to code. The Department of Public Works has begun removing all ancillary equipment, allowing AT&T to finalize their design from the antenna array within the dome. City will need to rotate a large existing antenna within the radome for the AT&T team to complete their design (allowing the existing antenna to stay intact). AT&T remains focused on completing this project by summer of '24... but is largely dependent on the City taking timely action on: electrical upgrades, removing of non-historical & ancillary equipment, lease negotiations, and ZBA approval.

Infrastructure- Discussions with AT&T on Potential Downtown WiFi

On pause. Discussed project with Allegan County Broadband Director and will coordinate a “needs survey,” to be disseminated to business owners and residents.

There appears to be enthusiasm and motivation to tackle this project from both the City and AT&T. Initial proposal was presented to Council for a site analysis. Council requested that we work with Jill Dunham, Broadband Project Manager for Allegan County to review proposal and assist with making recommendations.

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

On your agenda- Water Asset Management Draft Plan.

Meeting conducted with EGLE and regional municipal managers on 9.7.23.

City/Township Managers continue to discuss the Asset Management Plan (AMP), along with our respective attorneys and engineers. Council engaged Baker Tilly (consultant) to assist with the AMP and the first meeting was conducted on 8.9.23. The Tri-Communities have directly engaged

with EGLE to ensure that our respective municipalities stay in compliance. Discussions with the City Council will be needed to ensure that assets owned by the city are funded for replacement after their useful life. If everything goes as planned, Baker Tilly will have authority to submit thereafter. If Council has some additional questions and comments to work through in the proposed AMP, we have the September 20th and 25th meetings of Council also available.

Infrastructure - Blue Star Highway Multi-Modal Path

Progress meetings continue with the engineer. An updated timeline has been requested and will be presented soon. City of Saugatuck stakeholder members and Parks and Public Works Committee will begin to review path designs that are unique to the City, namely incorporation of existing pallet sign and vertical elements along the Blue Star Bridge.

For additional details, please see pp.55-66, from the August 22nd Parks and Public Works Committee meeting (also on website).

https://www.saugatuckcity.com/uploads/1/3/3/9/133977444/ppw_packet_08-22-23.pdf

MDOT Exit 36 and 41 Bridge Work

Information on traffic detours continue to be provided through social media and constant contact email list, when appropriate.

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

A Tri-Community effort- Development of plan is underway. Community survey has been launched, signage placed throughout the tri-communities with QR codes to solicit input and an open house was hosted at the Saugatuck-Douglas Library on the 21st of September (well attended).

The purpose of the plan is to: Evaluation of recreation facilities • Identify recreational needs - public perception • Provide a guide for improvements – goals • Set timetable for improvements – actions • Eligible for recreation grants through DNR.

Sections of the plan include: • Community Description • Administrative Structure • Recreation Inventory • Recreation Needs / Deficiencies • Public Input Process • Goals and Objectives • Action Plan.

Public Input Methods: • On-line survey • Public Input Open House • Input Collection at Community Event • 30-day Public Review • Public Hearing.

Timeline of the project- Five-month process ending with a plan adoption by Council in late January.

Parks and Public Works Update

Attention remains on the following projects: playground/village square, Blue Star Trail multi-modal path, 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. More details on projects from the August 22nd PPW meeting found here (also on website):

https://www.saugatuckcity.com/uploads/1/3/3/9/133977444/ppw_packet_08-22-23.pdf

Next meeting is 10 AM, Tuesday, 26th- City Hall or via Zoom (please check website calendar).

The playground fact finding group is prepared to make initial recommendations for new playground equipment, in hopes of approval, purchase and install by spring of '24.

Ongoing- Oval Beach Staffing and Operations

Expense and revenue report to come soon; the City has surpassed the '21 & '22 Seasons for daily beach pass sales. Continued congratulations to our City staff for a safe and successful season. A special thank you to Sara Williams (Dept. Administrator), and Peter Stanislawski (Treasurer), and Scott Herbert and the entire DPW team for their focused efforts to provide quality service at Oval Beach.

City Hall

Paint and structural repairs complete and pending final inspection. Many compliments were received on the fall decorations in the newly restored flower boxes. Landscape and irrigation improvements are forthcoming.

Old news- Dune Ridge Waterfront Update

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

Meetings

- Asset Management Plan meeting with EGLE
- MDOT bridge repair and management of traffic meeting
- AT&T meeting
- Tri-Community Parks and Public Works Open House
- Community bike rack meeting with student

Council-Manager form of Government Tid-bit

September Tidbit- In the council-manager form of government, Council members are the leaders and policy makers elected to represent various segments of the community and to concentrate on policy issues that are responsive to citizens' needs and wishes. The manager is appointed by the City Council to carry out policy and ensure that the entire community is being served. If the manager is not responsive to the City Council's wishes, the Council has authority to terminate the manager at any time. In that sense, the manager's responsiveness is tested daily.



Treasurer Report

Below is a summary of notable activities carried out by the Treasurer's Office since the last council meeting on 9/11/2023:

- Paid routine bills
- Completed and disseminated bi-weekly payroll
- Proceeding with the 2023 audit
- Wrap up Season on Oval & Culver Parking
- Summer Property Taxes late notices going out October 1.
- Attending fire department meeting.



Planning, Zoning and Project Report

September 25, 2023

Planning and Zoning

- Prepared for and attended Short Term Rental Task Force meeting. September 21 is the last meeting scheduled for the Task Force.
- Prepared for and attended Planning Commission meeting.
- Reviewed zoning recommendations for the waterfront provided by David Jirousek.
- Reviewed McKenna's draft STR Task Force report and provided feedback.
- Reviewed draft expanded outdoor dining ordinance changes and discussed with legal.
- Attended MSU Extension Annual Case Law and Legislative Update webinar. Provided annual update document to the Planning Commission and Zoning Board of Appeals.
- Attended virtual meeting with AT&T and other stakeholders.
- Reviewed legal opinions related to AT&T project, hardscaping in ROW, and 850 Park St.
- Continued follow-up on complaints of code violations throughout the City.
- 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

320 Mason	Enforcement	Discovered STR property still being advertised contrary to options presented to owner and agent in several e-mails and in person meeting. Also found evidence property isn't being rented under a single contract despite past warnings. Civil infraction notice issued. Owner denied responsibility. Evaluated next steps with legal. Legal working with owner's attorney on compliance.
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. Received independent appraisal. Assessor and I reviewed. Sent questions on the appraisal back to association president. Still awaiting a response.
560 Mill and 860 Simonson	Enforcement	Enforcement of hardscaping in ROW report back to City Council for further policy direction occurred at September 20 workshop meeting. Awaiting formal vote to move forward to ordinance amendments and formal policy creation.
665 Spear St	Drainage Complaint	Concern of drainage issues from project. Over winter similar concerns received. Engineer reviewed and felt issues were soil and erosion related. Notified Allegan County Health Department at that time. Received further information from neighbor. Viewed on site with Engineer and DPW Superintendent. Project still ongoing. Some storm water items on site but not connected. Sand bags on portion of property. Engineer advised stormwater plans should be requested. He advised to notify Allegan County as well to check on soil and erosion control permit. Advised owner of complaint and requested stormwater management plans. Advised Allegan County. Meeting held with owner. He advised he was meeting with contractor soon and will provide formal stormwater plans to review. Sent e-mail asking if formal plans have been developed. Received report that permanent stormwater items are being installed and owner may soon be installing a fence. Contacted owner for stormwater plans and advised of fence permit requirement. Owner submitted fence permit application. Fence permit issued. Owner provided stormwater plans. Engineer reviewed. Comments/questions provided back to owner. Responses received and under engineer review.
333 Lucy	HDC and Zoning	HDC app to remove sliding doors, replace with double hung windows and French door. Replacement of entrance steps. HDC approved with conditions. Zoning permit app received. Zoning permit issued. Still awaiting spec sheets for final HDC permit issuance.
234 Francis	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection. Failed. Sent reinspection invoice which has been paid.

Planning and Zoning Casework Continued

717 Water #5	Short Term Rental	STR app. New owner of existing STR. Needed property transfer affidavit and fee paid. Both received. Sent to Fire Department for inspection. Failed two reinspections. Sent invoice.
145 Grant	Enforcement	Complaint of cars and boat parked along Elizabeth St. Complainant also believes boats being rented out of back yard. Did not have evidence to support, but sees three boats and assumes rental activity. Investigated claims. No evidence to support boat rentals. Did observe boat stored along Elizabeth St. Home is on a corner lot. Sent warning letter to remove. Talked with owner and answered questions. Owner has plans for addition and garage and plans to seek variances for project. Met with owner, answered questions and provided resources. Responded to additional questions post meeting.
118 Hoffman	Enforcement	Complaint of structures built without screening or permits. Complainant advised outdoor refrigeration building was built in late winter/early spring. Checked area and discovered two structures built in northwest section of property. Refrigeration unit not permitted by zoning or historic district. Checked with MTS and no building permits. Prior approved plans and survey did not show any structures in the northwest area of the property. Assessing photos confirm this. Previously a mix of retail. Construction began on new restaurant in October 2021. Water Street East zoning changed in November 2020 to make restaurants a SLU instead of permitted use. No special land use or formal site plan approvals. Sent owner letter to apply for permits for recent structures and apply for SLU and formal site plan review for restaurant use. Met with owner and answered questions and provided resources. Owner submitted special land use application. Scheduled for October Planning Commission meeting. Will need variances if shed and refrigeration building is to remain. HDC application still needed.
125 Elizabeth	Short Term Rental / Enforcement	STR app. New STR. Sent to Fire Department for inspection. Discovered home is already being rented without a certificate. Also discovered hot tub and patio installed without zoning permits. Sent letter to owner to cease STR use until certificate is obtained and apply for zoning permits. Talked to owner. Answered questions. Provided resources. Discovered dwelling still being rented without STR certificate. Civil infraction notice issued. Asked about status of applying for zoning approvals for hot tub and patio. Owner paid fine. Advised he is working on applying for variances.
344 Lucy	Various Work	HDC app to repair siding, repair/replace pergola, replace doors, deck, and light fixtures. HDC approved at September meeting. Permit issued. Need zoning app for deck/balcony and pergola work.
296 Sugar Hill	New Home	Zoning app for new home. Need height and floor area ratio info. Provided resources. Updated application received. Under review. Awaiting water/sewer connection applications.

Planning and Zoning Casework Continued

570 Shorewood	New Home	Zoning app to demolish existing home and build new single family home. Reviewed zoning regulations and EGLE documents to date. EGLE has not yet issued permits. Association did not submit application as required. No review committee signatures submitted. Discussed with legal. Spoke with contractor in person. He withdrew application. Discussed regulations, various questions and concerns. EGLE permits issued. Contractor sent plans to Fire Department for review. New zoning app forthcoming.
984 Ridgeway	New Home	Zoning app for new home. Further information was needed and requested from applicant. Also advised of water-sewer connection application. Received updated plan and water-sewer connection application. Engineer reviewed. Under zoning review.
640 Water St	Enforcement	Complaint of demolition work without historic district permits. No historic district permit. No MTS permits. Checked on alteration or demo work. Found some eave demolition occurring on the west elevation by a contractor. They stated they were hired by the owners. Advised them to stop work. Sent enforcement letter to stop work and apply for permits for unpermitted work. Issued civil infraction notice. Answered contractor questions and provided applications and resources. Historic district application received and under review.
787 Lake	Enforcement	After the fact complaint of disturbance and nuisance issues with STR rental including indecent exposure or lewd acts, noise, and drunkenness. Complaint states incidents occurred on weekend of 8/25 and weekend of 9/1. Advised complainant he can make an indecent exposure/lewd acts report to law enforcement. Warning letter to be sent as STR regulations prohibit this conduct. Recommended for future that law enforcement be contacted when incidents are occurring so they may investigate and take appropriate action.
240 Lucy	Short Term Rental	STR app for rear studio/cottage. Existing STR. Reviewed history. Discussed with legal. Determined is legally non-conforming. Sent to Fire Department for inspection.
750 Park	Variance	ZBA application for a dimensional variance for construction of a new platform and equipment to support AT&T cellular technology. AT&T is applicant. Council approved application as owner. Scheduled for October 12 ZBA meeting.
298 Sugar Hill	New Home	Zoning app and plans for new home. Under review.
745 Pleasant	Short Term Rental	STR app. New owner. Sent to Fire Department for inspection.
120 Mary	Enforcement/Rezoning Request	STR app. New STR. Denied due to STRs only being permitted on second or third floors in water street east zoning district. Sent email and letter to owner and agent. Answered owner questions. Provided resources related to rezoning and use variances. Discovered home is being advertised and rented as an STR without the certificate. Issued a civil infraction notice. Fine paid. Conditional rezoning application received to change from Water Street East to City Center Transitional Residential. Scheduled for October Planning Commission meeting.

Planning and Zoning Casework Continued

844/868 Holland	Enforcement	Received information that Saugatuck Yacht Service was replacing metal roof without permits. No HDC permits issued. Checked with MTS on any permits they may have issued. None issued. Sent letter to apply for retroactive approval. Met with manager and contractor and answered questions. HDC application pending. Contractor to contact MTS for any permits.
350 Mason	Street Cut	Street cut app to retire gas service. Engineer reviewed. Unclear if work already occurred. Payment of fees mailed.
594 Campbell	Final Inspections	Final inspections completed.
772 Manchester	Final Inspections	Request for final inspections. Carport not built. Deck and pergola ok.
321 Water	New Fence	ZBA app for a dimensional variance for a 6'10" fence where only a 6' fence is allowed, a variance of 10". Variance granted. HDC and zoning app received. Chair Straker advised full commission review needed. HDC approved. Zoning and HDC permits issued.
820 Holland	Inspections/Enforcement	MTS requested final inspections. Inspected site and found several items differed from approved historic district and zoning plans. Notified HDC Chair. Sent owners letter to apply for HDC and zoning permits for deviations from approved plans and work not permitted. Owner applied for approval of deviations. HDC approved. Requested zoning plans to be updated with further detail. Updated plans received. Zoning and Historic District permits issued.
1035 Holland	Inquiry	Questions about renewing STR certificate. Left return voicemail answering questions.
984 Singapore	Inquiry	Questions about permits for residing a home. Not in historic district. No zoning or historic district permits needed. MTS advised him no building permits. Will not need a dumpster in ROW.
Mason St	Inquiry	Questions about setbacks. Provided resources.
184 Park	Inquiry	Questions about possible amendment to sewer connection to connect to Vine St. Referred to engineer to answer questions. Provided initial engineer feedback.
642 and 648 Allegan	Short Term Rental	STR app for both dwellings. New owner of existing STRs. This property is a legal nonconforming use. Advised applicant another app and fee will be needed to issue a certificate to each unit. Second app received. Sent to Fire Department for inspection. Both passed. STR certificates issued.
816 State	Inquiry	Met with owner to discuss plans and permits for gravity drain. Sent questions to engineer for feedback. Provided feedback to owner answering questions. Provided resources.
1050 Holland	EGLE Approval	EGLE approved dock replacement and extension. Advised contractor waterfront construction permit will also be needed from City.

Planning and Zoning Casework Continued

515 Water	Inquiry	Request for prior buildings plans. Found none in assessing or older zoning files. Referred to MTS.
111 Park	Inquiry	Questions about rebuilding staircase. Plans also show enclosure around stairs and proposed bed garden enclosure. Asked for further detail. Provided decision that a variance would be required for all work. Provided app, fees and deadline.
901 Allegan	New Fence	Zoning app for a new fence. Permit issued.
559 Hoffman	Inquiry	Met owner and discussed temporary structure plans. Reviewed regulations. Discussed with legal. Talked to owner and advised temporary zoning permit will be needed. Mailed application. Temp. Zoning application received. E-mail from letter also received. Temp. zoning permit issued.
117 Perryman	Inquiry	Phone meeting with the owner to answer questions related to ZBA application. Provided several resources.
N/A	Inquiry	Questions about dock length regulations. Provided resources.
423 Grand	Street Cut	Questions regarding water/sewer connection permit. Answered questions and provided street cut permit app. Contractor reached out to engineer. Advised contractor and builder that street cut permit still required. Street cut app received. Permit issued.
Parcel # is 57-550-004-02	Inquiry	Questions about access to parcel. Provided discovered documents.
149 Griffith	Inquiry	Questions about possible changes to approved plans. Advised return to HDC will be required and submission of an application of minor amendment to formal site plan.
57-350-013-01	Inquiry	Questions about setbacks and window wells. Answered questions.
1010 Holland	EGLE Approval	EGLE approved dock modification and slight extension. Advised contractor waterfront construction permit will also be needed from City.

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 09/11/2023:

Rex Roth Calibration Training:

Truck and Trailer Specialties hosted a training seminar for DPW staff members to learn how to properly calibrate our new Rex Roth salt spreader control box. Having the proper calibration is critical to ensure that enough material is applied to the streets for the safety of motorists, while not overapplying salt which results in money wasted on material and negative impacts on the environment.

Brush and Leaf Collection:

City-wide brush and leaf collection took place on September 12th and 13th.

Invasives at Mt. Baldhead Park:

DPW assisted with a volunteer event coordinated by PPW Committee member Kelly Roche. The event took place at Mt. Baldhead Park where students from SPS helped manually remove Asian Bittersweet, pick up litter, and plant dune grass.

Mt. Baldhead Park:

Public Works assisted West Michigan Wireless with the uninstallation and removal of their equipment that was installed within the Mt. Baldhead radar dome.

Meetings:

- **9/11/2023** – DPW Weekly Goals Meeting
- **9/12/2023** – Street progress meeting with F&V and Krohn Excavating
- **9/15/2023** – Bridge Street meeting with Daniel Defranco and Jon Moxey
- **9/15/2023** – 850/856 Park Street meeting with Jon Moxey and Chris Patterson
- **9/15/2023** – DPW Weekly Goals Follow Up Meeting
- **9/18/2023** – DPW Weekly Goals Meeting
- **9/20/2023** – City Council Workshop Meeting
- **9/22/2023** – DPW Weekly Goals Follow Up Meeting



Sheriff's Department

September 25,2023

- Deputy Connor Lajoice is now a certified child safety seat technician. That basically means that he can make sure people are properly installing their child seats and properly fastening their children in them. So if anyone in the city ever needs a seat checked he's the guy for it. .

**City of Saugatuck
Status Report of Engineering Activities
September 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.
- 2023 System-wide Pavement Markings: Work is ongoing and will be complete soon.
- 2023 System-wide Crack Sealing: Work is anticipated to begin soon and be completed in October.
- Category B Application: The application has been submitted and results should be available soon.
- 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.
- City-wide parking, safety, signage, etc. review: Prepared a letter reviewing on-street parking vs. sight distance concerns. We plan to conduct a kickoff meeting with City staff and F&V traffic team this fall to develop a scope for the broader study, if required.
- N. Park Street Slope Erosion: We are working with DPW, City Attorney and property owners to resolve the concern.
- Bridge Street Resurfacing: Met with the Township to discuss a joint resurfacing project.

Blue Star Highway Bridge Navigation Lighting

- Bids were received on July 27 with construction scheduled to be complete prior to Memorial Day 2024. Prepared a Recommendation of Award to the low bidder. Once all three communities have awarded the project, a contract can be prepared.

EGLE Drinking Water State Revolving Fund

- The City scored 70/100 in the 2023 funding round. We received almost all of the points that were practically available.
- Working on preparing the Intent To Apply for the 2024 funding round to meet the November 1, 2023 deadline.

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

- Storm sewer work on East Street is complete and Krohn is working on Takken Street, then Taylor.
- Work is anticipated to be completed by the end of October or early November.

Water System Asset Management Plan

- The draft AMP has been submitted for staff and financial consultant review.

Mt. Baldhead Conceptual Planning

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

Mt. Baldhead AT&T Project Assistance

- We have a meeting scheduled with the Allegan Conservation District, who will be preparing the Vegetation Removal Assurance that is part of the EGLE/USACoE Critical Dunes permitting process.

Vendor Name	Description	Amount
1. A1 ASPHALT INC	ASPHALT REPAIRS	121,611.00
2. ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	41.80
3. ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	31,019.60
4. ALLEGAN COUNTY TREASURER	CHARGE BACK TAXES	22.41
	PROPERTY TAXES	1,310,975.58
	TOTAL	1,310,997.99
5. COMCAST	TELEPHONES & INTERNET	193.40
6. CORE LOGIC	PROPERTY TAX OVERPAYMENTS	4,972.37
7. EVERGREEN SPRINKLING INC	ROSE GARDEN	148.93
8. FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES	1,519.75
	EAST WEST TAKKEN TAYLOR	2,546.50
	TOTAL	4,066.25
9. GLOBAL EQUIPMENT COMPANY	DPW CABINETS	2,083.99
10. GRAND RAPIDS POPCORN	CONCESSION	205.00
11. HOLLAND P.T.	PARKS	10.51
12. INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	4.08
13. JOHN DEERE FINANCIAL	PRUNING SAW & PARTS	722.13
14. LANDSCAPE DESIGN SERVICES INC	ROSE GARDEN MAINTENANCE	950.00
15. LERETA	010-001-14 PROPERTY TAX OVERPAYMENT	67.10
16. MARILYN MILGLIORE	ESCROW REFUND	1,843.75
17. MCKELLIPS PLUMBING INC	PLUMBING SERVICES	1,191.50
18. MCKENNA	SHORT TERM RENTAL	8,005.00
19. MERCHANTS BANCARD NETWORK	BANK FEES OVAL	2,359.58
	BANK FEES OVAL	545.35
	TOTAL	2,904.93
20. MICHIGAN MUNICIPAL LEAGUE	CONVENTION	610.00
21. MIKE'S MOBIL INC	REPAIRS	1,030.42
22. NET2PHONE INC	TELEPHONES	209.28
23. NOBLE TWIST LLC	ESCROW DEPOSIT REFUND	1,812.50
24. OTTAWA AREA INTERMEDIATE	SCHOOL DIS	722,855.02
	PROPERTY TAXES	
25. PLUMMER'S ENVIRONMENTAL SERVICES IN	STREET SWEEPINGS	605.74
26. PRO-TEMP INC	CONCESSION	155.00

Vendor Name	Description	Amount
27. R SMITH & SONS INC	ROAD GRAVEL	1,719.68
28. SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	6.06
29. SAUGATUCK FIRE	RENTAL INSPECTIONS	375.00
30. SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	877,304.84
31. SEPTIC TANK SYSTEMS CO INC	OVAL	670.00
	PORTABLE TOILETS	1,400.00
	TOTAL	2,070.00
32. SPECTRUM PRINTERS INC	ELECTION MATERIALS	62.80
33. STANDARD INSURANCE COMPANY	INSURANCE	416.43
34. STATE OF MICHIGAN	SALES TAX CONCESSION	1,080.36
35. STINGERS PEST CONTROL	PEST CONTROL	80.00
36. STREAMLINE DESIGN.COM LLC	SIGNS	100.00
	SOCIAL DISTRICT SIGNS	476.10
	TOTAL	576.10
37. TAYLOR RENTAL	TOILETS SCRUBBER	82.50
38. TNT ROOFING	ROOF MT BALDHEAD TOILETS	2,067.17
	ROOF MT BALDHEAD PAVILION	9,150.00
	TOTAL	11,217.17
39. TOWNSHIP OF SAUGATUCK	TRI COMMUNITY REC PLAN	1,125.00
	PARKS PLAN SIGNS	94.37
	TOTAL	1,219.37
40. VINE STREET COTTAGES LLC	ESCROW DEPOSIT REFUND	1,531.25
41. WEST MICHIGAN LIFT & DOCK LLC	BOUYS RIVER	935.00
TOTAL - ALL VENDORS		3,116,993.85
FUND TOTALS:		
Fund 101 - GENERAL FUND		70,956.72
Fund 202 - MAJOR STREETS		715.68
Fund 203 - LOCAL STREETS		125,217.12
Fund 661 - MOTOR POOL FUND		3,919.28
Fund 701 - CURRENT TAX FUND		2,916,185.05



City Council Agenda Item Report

FROM: Ryan Heise

MEETING DATE: 9/20/23

SUBJECT: Asset Water Management Plan

DESCRIPTION:

City/Township Managers continue to discuss the Asset Management Plan (AMP), along with our respective attorneys and engineers. The City Council engaged Baker Tilly (consultant) to assist with the AMP and the first meeting was conducted on 8.9.23. The Tri-Communities have directly engaged with EGLE to ensure that our respective municipalities stay in compliance. Discussions with the City Council will be needed to ensure that assets owned by the city are funded for replacement after their useful life.

The City Engineer has provided a draft Drinking Water Assessment Plan, and in turn Baker Tilly has provided a draft financial analysis.

Baker Tilly has highlighted key points:

1. No decisions will be made until after Authority discussions are completed.
2. Unsure of Drinking Water State Revolving Fund (DWSRF) funding at this point, but not anticipated this year.
3. City will need to implement a user rate to have funding needed to do future capital improvements.
4. Talk through what current expectations are with capital responsibilities and how they may change over time.

The immediate focus for the City Council is to 1) comply with EGLE mandates for lead and copper rules and 2) provide a water asset management plan.

BUDGET ACTION REQUIRED:

None at this time

COMMITTEE/COMMISSION REVIEW

NA

LEGAL REVIEW:

Yes

SAMPLE MOTION:

Move to approve the draft water asset management plan as provided by Baker Tilly.



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

September 21, 2023

City of Saugatuck
102 Butler St.
PO Box 86
Saugatuck, MI 49453

Re: City of Saugatuck (Michigan) Water Asset Management Plan

Dear City of Saugatuck:

The attached schedules (listed below) present unaudited and limited information for the purpose of discussion and consideration in the preliminary planning stage of a rate study by the appropriate officers, officials and advisors of the City of Saugatuck. The use of these schedules should be restricted to this purpose, for internal use only, as the information is subject to future revision and final report.

Page

1	Comparative Statement of Net Position
2	Comparative Statement of Revenues, Expenses, and Changes in Net Position
3	Comparative Detail of Operating Expenses
4	Schedule of Estimated Capital Improvements – Scenario One
5	Cash Flow Analysis – Scenario One
6	Schedule of Estimated Capital Improvements – Scenario Two
7	Cash Flow Analysis – Scenario Two

We would appreciate your questions or comments on this information and would provide additional information upon request.

Sincerely,

BAKER TILLY MUNICIPAL ADVISORS, LLC

Andy Campbell, CPA, Director

CITY OF SAUGATUCK (MICHIGAN) WATER FUND

COMPARATIVE STATEMENT OF NET POSITION

	As Of		
	<u>6/30/2020</u>	<u>6/30/2021</u>	<u>6/30/2022</u>
	(-----Per Audit-----)		
Assets			
Cash and cash equivalents	\$464,503	\$381,884	\$318,985
Investments	193,702	168,885	169,296
	<u> </u>	<u> </u>	<u> </u>
Total Assets	<u>\$658,205</u>	<u>\$550,769</u>	<u>\$488,281</u>
Liabilities			
Accounts payable	\$127,735	-	-
	<u> </u>	<u> </u>	<u> </u>
Fund Balances			
Public Works	530,470	\$550,769	\$488,281
	<u> </u>	<u> </u>	<u> </u>
Total Liabilities and Fund Balances	<u>\$658,205</u>	<u>\$550,769</u>	<u>\$488,281</u>

CITY OF SAUGATUCK (MICHIGAN) WATER FUND

COMPARATIVE STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

	Fiscal Year Ended		
	<u>6/30/2020</u>	<u>6/30/2021</u>	<u>6/30/2022</u>
	(-----Per Audit-----)		
Operating Revenues			
Charges for services	\$8,450	\$19,810	\$29,650
Interest and rents	15,468	1,489	306
Total operating revenues	<u>23,918</u>	<u>21,299</u>	<u>29,956</u>
 Operating Expenses			
Public Works	<u>41,566</u>	<u>1,000</u>	<u>92,444</u>
 Net operating income (loss)	<u>(17,648)</u>	<u>20,299</u>	<u>(62,488)</u>
 Fund balance, beginning of year	<u>548,118</u>	<u>530,470</u>	<u>550,769</u>
 Fund balance, end of year	<u><u>\$530,470</u></u>	<u><u>\$550,769</u></u>	<u><u>\$488,281</u></u>

CITY OF SAUGATUCK (MICHIGAN) WATER FUND

COMPARATIVE DETAIL OF OPERATING EXPENSES

		Fiscal Year Ended			Test Year	Multiplier
		6/30/2022	6/30/2023	6/30/2024		
		<small>(-----Per Client-----)</small>				
Expenditures						
801.000	Contractual Services	\$92,444	-	\$5,000	-	3.0%
	Salaries, Wages, & Benefits	-	-	-	\$10,000	3.0%
	Total Water Operating Expenses	\$92,444	-	\$5,000	\$10,000	

CITY OF SAUGATUCK (MICHIGAN) WATER FUND

SCHEDULE OF ESTIMATED CAPITAL IMPROVEMENTS - SCENARIO ONE

<u>Project Name/Description</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>
Complete Distribution System Materials Inventory	\$150,000			
Lead Service Line Replacement - Systemwide	500,000	\$5,000,000		
Wellhouse #5 Improvements	20,000	200,000		
Install Permanent Generator for Wells #4 & #5	10,000	100,000		
Maple Street Water Service Separation (720/ Olde Mill)		30,000		
Maple Street Water Main Replacement - Blue Star to S of North	115,000	1,150,000		
Elizabeth Street Water Main Replacement - Allegan to Main	35,000	350,000		
Lucy Street Water Main Replacement - Water to Butler	15,000	150,000		
Hoffman Street Water Main Replacement - Griffith to Grand	20,000	200,000		
Butler Street Water Main Replacement - Culver to Lucy	100,000	1,000,000		
Grand Street Water Main Replacement - Mason to Hoffman & Francis to St. Joseph	20,000	200,000		
Water Main Replacement/Looping in Well Field, Maple to High School	35,000	350,000		
River Crossing Water Main Replacement - Park to Water	85,000	850,000		
Bridge Street Water Main Extension				<u>\$600,000</u>
Total Estimated Capital Improvements:	<u><u>\$1,105,000</u></u>	<u><u>\$9,580,000</u></u>	<u><u>-</u></u>	<u><u>\$600,000</u></u>
Cash Funded:	\$150,000	\$30,000	-	-
Bond Funded:	-	10,505,000 [1]	-	\$600,000 [2]

[1] Includes 2023/24 & 2024/25 capital improvements.

[2] Includes 2026/27 capital improvements.

CITY OF SAUGATUCK (MICHIGAN) WATER FUND

CASH FLOW ANALYSIS - SCENARIO ONE

	<u>2023/24</u>		<u>Increases Per Year</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>Increases Per Year</u>	<u>2028/29</u>	<u>2029/30</u>
	<u>July - Dec.</u>	<u>Jan. - June</u>								
Assumptions										
Meter Equivalent Units (MEU) Billed	1,382	1,382		1,382	1,382	1,382	1,382		1,382	1,382
MEU Charge (monthly)	\$0.00	\$23.00	\$3.00	\$26.00	\$29.00	\$32.00	\$35.00	\$1.00	\$36.00	\$37.00
<i>Typical homeowner's monthly bill</i>										
Charges from City	-	\$23.00		\$26.00	\$29.00	\$32.00	\$35.00		\$36.00	\$37.00
Charges from KLSWA	\$25.40	25.40		26.16	26.95	27.76	28.59		29.45	30.33
Typical homeowner's monthly bill (assumes 4,500 gallons/month)	\$25.40	\$48.40		\$52.16	\$55.95	\$59.76	\$63.59		\$65.45	\$67.33
Revenue										
MEU Charge	-	\$190,716		\$431,184	\$480,936	\$530,688	\$580,440		\$597,024	\$613,608
Miscellaneous	\$3,000	-		3,000	3,000	3,000	3,000		3,000	3,000
Total Revenues	3,000	190,716		434,184	483,936	533,688	583,440		600,024	616,608
Less: Total Operating Expenditures	(5,000)	-		(10,300)	(10,609)	(10,927)	(11,255)		(11,593)	(11,941)
Net Operating Revenue	(2,000)	190,716		423,884	473,327	522,761	572,185		588,431	604,667
Less: Estimated Cash-Funded Capital Improvements	(150,000)	-		(30,000)	-	-	-		-	-
Estimated Debt Service #1 2024/25 State Revolving Fund Bonds [1]	-	-		(100,000)	(430,000)	(430,000)	(430,000)		(430,000)	(430,000)
Estimated Debt Service #2 2026/27 Open Market Bonds [2]	-	-		-	-	(15,000)	(80,000)		(80,000)	(80,000)
Net Cash Flow	(\$152,000)	\$190,716		\$293,884	\$43,327	\$77,761	\$62,185		\$78,431	\$94,667
<i>Cash & Investments</i>				\$260,957	\$108,957	\$299,673			\$593,557	\$636,884
									\$714,644	\$776,829
									\$855,260	\$949,928

[1] Estimated debt service payments based on \$9,454,500 30-year state revolving fund bond issue at an estimated interest rate. Total project assumed to be \$10,505,000 with \$1,050,500 grant.

[2] Estimated debt service payments based on \$600,000 10-year open market bond issue at an estimated interest rate.

CITY OF SAUGATUCK (MICHIGAN) WATER FUND

SCHEDULE OF ESTIMATED CAPITAL IMPROVEMENTS - SCENARIO TWO

<u>Project Name/Description</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>
Complete Distribution System Materials Inventory	\$150,000			
Lead Service Line Replacement - Systemwide	100,000	\$200,000	\$200,000	\$5,000,000
Wellhouse #5 Improvements				220,000
Install Permanent Generator for Wells #4 & #5				110,000
Maple Street Water Service Separation (720/ Olde Mill)			30,000	
Maple Street Water Main Replacement - Blue Star to S of North				1,265,000
Elizabeth Street Water Main Replacement - Allegan to Main				385,000
Lucy Street Water Main Replacement - Water to Butler				165,000
Hoffman Street Water Main Replacement - Griffith to Grand				220,000
Butler Street Water Main Replacement - Culver to Lucy				1,100,000
Grand Street Water Main Replacement - Mason to Hoffman & Francis to St. Joseph				220,000
Water Main Replacement/Looping in Well Field, Maple to High School				385,000
River Crossing Water Main Replacement - Park to Water				935,000
Bridge Street Water Main Extension				600,000
Total Estimated Capital Improvements:	<u>\$250,000</u>	<u>\$200,000</u>	<u>\$230,000</u>	<u>\$10,605,000</u>
Cash Funded:	\$250,000	\$200,000	\$230,000	-
Bond Funded:	-	-	-	\$10,605,000 [1]

[1] Includes 2026/27 capital improvements.

CITY OF SAUGATUCK (MICHIGAN) WATER FUND

CASH FLOW ANALYSIS - SCENARIO TWO

	<u>2023/24</u>		<u>Increases Per Year</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>2029/30</u>
	<u>July - Dec.</u>	<u>Jan. - June</u>							
Assumptions									
Meter Equivalent Units (MEU) Billed	1,382	1,382		1,382	1,382	1,382	1,382	1,382	1,382
MEU Charge (monthly)	\$0.00	\$20.00	\$3.00	\$23.00	\$26.00	\$29.00	\$32.00	\$35.00	\$38.00
<i>Typical homeowner's monthly bill</i>									
<i>Charges from City</i>	-	\$20.00		\$23.00	\$26.00	\$29.00	\$32.00	\$35.00	\$38.00
<i>Charges from KLSWA</i>	\$25.40	25.40		26.16	26.95	27.76	28.59	29.45	30.33
<i>Typical homeowner's monthly bill (assumes 4,500 gallons/month)</i>	\$25.40	\$45.40		\$49.16	\$52.95	\$56.76	\$60.59	\$64.45	\$68.33
Revenue									
MEU Charge	-	\$165,840		\$381,432	\$431,184	\$480,936	\$530,688	\$580,440	\$630,192
Miscellaneous	\$3,000	-		3,000	3,000	3,000	3,000	3,000	3,000
Total Revenues	3,000	165,840		384,432	434,184	483,936	533,688	583,440	633,192
Less: Total Operating Expenditures	(5,000)	-		(10,300)	(10,609)	(10,927)	(11,255)	(11,593)	(11,941)
Net Operating Revenue	(2,000)	165,840		374,132	423,575	473,009	522,433	571,847	621,251
Less: Estimated Cash-Funded Capital Improvements	-	(250,000)		(200,000)	(230,000)	-	-	-	-
Estimated Debt Service #1 2026/27 State Revolving Fund Bonds [1]	-	-		-	-	(160,000)	(540,000)	(540,000)	(540,000)
Net Cash Flow	(\$2,000)	(\$84,160)		\$174,132	\$193,575	\$313,009	(\$17,567)	\$31,847	\$81,251
<i>Cash & Investments</i>	\$260,957	\$258,957	\$174,797	\$348,929	\$542,504	\$855,512	\$837,945	\$869,792	\$951,044

[1] Estimated debt service payments based on \$10,605,000 30-year state revolving fund bond issue at an estimated interest rate.

CITY OF SAUGATUCK
ALLEGAN COUNTY, MI



DRAFT
DRINKING WATER
ASSET MANAGEMENT PLAN

September 2023
Project No. 862350



ASSET MANAGEMENT TEAM

Utility Information

Utility Name: Saugatuck Water Utility System
Street Address: 102 Butler St
City: Saugatuck
Zip Code: 49453
Phone Number: (269) 857-2603
WSSN: 03525

Number of Connections: 907

Personnel

City of Saugatuck

Contact Person: Scott Herbert
Title: Superintendent, Department of Public Works
Email: scott@saugatuckcity.com

Team Member: Ryan Heise
Title: City Manager
Email: ryan@saugatuckcity.com

Kalamazoo Lake Sewer & Water Authority

Contact Person: Daryl VanDyke
Title: Manager, Kalamazoo Lake Sewer & Water Authority
Email: daryl@klswa.com

Fleis & VandenBrink

Contact Person: Jon Moxey, PE
Title: Client Manager
Email: jmoxey@fveng.com

Team Member: Elaine Venema, PE
Title: Project Manager
Email: evenema@fveng.com

Team Member: Peter Drogosh, PE
Title: Project Engineer
Email: pdrogosh@fveng.com

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VI. Revenue Structure & Rate Methodology	7

Appendix A: Figures

Appendix B: Asset Inventory

Appendix C: Capital Improvements Plan

Appendix D: Water System Budget

Appendix E: Billing Rate Structure

I. BACKGROUND

A. SERVICE AREA

The City of Saugatuck (City) is located in western Allegan County on Lake Michigan and has an area of 1.77 square miles. Saugatuck is located 11 miles southwest of the City of Holland and 18 miles north of the City of South Haven. As of the 2020 U.S. Census, Saugatuck has a permanent population of 865, though the City and other surrounding municipalities see a large increase in seasonal population during the summer months. According to the City's 2019 Parks & Recreation Plan, a seasonal influx of cottage owners, visitors, and boaters is estimated to virtually double the region's population.

The City of Saugatuck, the City of the Village of Douglas, and Saugatuck Township are Constituent Municipalities of the Kalamazoo Lake Sewer & Water Authority (KLSWA). KLSWA provides sanitary sewer and water service within the three Constituent Municipalities, as well as within Laketown Township. Laketown Township receives service through various contractual arrangements, but is not a Constituent Municipality of KLSWA under Act 233 and KLSWA's Articles of Incorporation.

B. PURPOSE

In a letter dated January 11, 2021 addressed to KLSWA and the managers of the Constituent Municipalities, the Michigan Department of Environment, Great Lakes, and Energy (EGLE) outlined deficiencies identified in a Partial Sanitary Survey of the KLSWA water system. The following is an excerpt from the letter:

EGLE's evaluation of KLSWA has revealed issues with ownership accountability, defined authority between owners and managers/operators, and fiscal management and revenue sourcing.

EGLE understands that KLSWA operates and maintains the water supply facilities, and the individual units of government have retained ownership of the water supply facilities within their jurisdictional boundaries. Therefore, the owner of the water supply facilities is not maintaining their own facilities; KLSWA is serving as a contract operator with additional authority to make operation and maintenance decisions and repairs. This agreement only establishes authority for daily operations and maintenance of facilities, and does not include a structure for capital improvements, long term asset management, authority for cross connection inspections, or other items necessary for the long term management of a water supply.

In a Corrective Action Plan dated April 27, 2021 addressed to EGLE, KLSWA and the managers of the Constituent Municipalities elected to develop, adopt, and implement a new water service agreement between KLSWA and the Constituent Municipalities. Additionally, each Constituent Municipality would prepare and submit an Asset Management Plan (AMP) and associated Capital Improvements Plan (CIP) for the water system assets located within their jurisdictional boundary.

The purpose of this report is to provide the City of Saugatuck with an AMP and associated CIP for the water system assets located within its jurisdictional boundary, to comply with EGLE and the Michigan Safe Drinking Water Act (Act 399 of 1976). Rule 1606 of Act 399 (R 325.11606) states that a community water supply that serves more than 1,000 people shall implement an asset management program (as defined in R 325.10102).

The intent of asset management is to ensure the long-term sustainability of the water utility by helping the utility manager make informed decisions on when it is most appropriate to repair, replace, or rehabilitate particular assets and by developing a long-term funding strategy. This report is intended to be the master plan for guiding the City on the overall water system improvements needed to ensure its ability to perpetually deliver the required level of service.

II. ASSET INVENTORY

Saugatuck’s publicly owned water system assets consist of two groundwater production wells, approximately 13 miles of water main, and a concrete ground storage reservoir; the City shares equal ownership of the reservoir with the City of the Village of Douglas. A map of the system is provided as Figure 1 in Appendix A.

Well #4 is rated for a capacity of 500 gpm, Well #5 is rated for 300 gpm, and together they produce between 51 and 64 million gallons of water annually. Water treatment at the wells consists of injection of chlorine for disinfection and polyphosphate for iron sequestration. The wells are housed in two separate buildings.

Water mains range from 4” to 16” in diameter and are composed of cast iron, ductile iron, and HDPE. The oldest water mains pre-date 1927, and were constructed as part of the original distribution system. Throughout the system, there are 134 fire hydrants with valves and approximately 162 water main isolation valves.

The storage reservoir has a capacity of 1,000,000 gallons and is the only storage available for Saugatuck, as well as the greater KLSWA water system.

The water asset inventory is presented in Appendix B and provides asset descriptions, year installed, location, manufacturer (where applicable), replacement cost, useful life, and criticality assessment. All information in the asset inventory is based on construction record drawings and other data received from the City and KLSWA. Not all assets had record drawings available, so their construction dates are either unknown or approximated based on record drawings from adjacent projects. There is currently a Geographic Information System (GIS) in place for refining the inventory as assets are replaced and further documented.

III. CRITICALITY ASSESSMENT

The criticality of each water system asset is based on a combination of its Probability of Failure and its Consequence of Failure. Determining each asset’s criticality allows the City to manage its risk and aids in determining where to spend operation and maintenance dollars and plan capital expenditures.

When determining an asset’s Probability of Failure, the following factors are considered: asset age, physical condition of asset, failure history, historical knowledge, experiences with that type of asset in general, maintenance records, and knowledge regarding how that type of asset is likely to fail. The table below details the Probability of Failure rating system. These ratings have been applied to each asset listed in the asset inventory in Appendix B.

Probability of Failure		
Rating	Probability	Description
5	Imminent	Will occur several times in the life of an item
4	Probable	Likely to occur several times in the life of an item
3	Occasional	Likely to occur sometime in the life of an item
2	Remote	Unlikely, but possible to occur in the life of an item
1	Improbable	So unlikely, it can be assumed occurrence may not be experienced

When determining an asset’s Consequence of Failure, the following factors are considered: cost of repair; social cost associated with the loss of the asset; repair/replacement costs related to collateral damage caused by the failure; legal costs related to additional damage caused by the failure; environmental costs created by the failure; loss of business revenue to the community; and any other associated costs or asset losses. The Consequence of Failure can be high if any one of these costs is significant or the accumulation of several costs occur with a failure. Other considerations when determining an asset’s Consequence of Failure may include the following:

- Can the system continue to produce an acceptable quantity and quality of water if asset fails?
- Is there redundancy for the asset built into the system?
- Are replacements / replacement parts on hand to replace/repair the asset on site?
- How long does it take to obtain parts or have service completed?

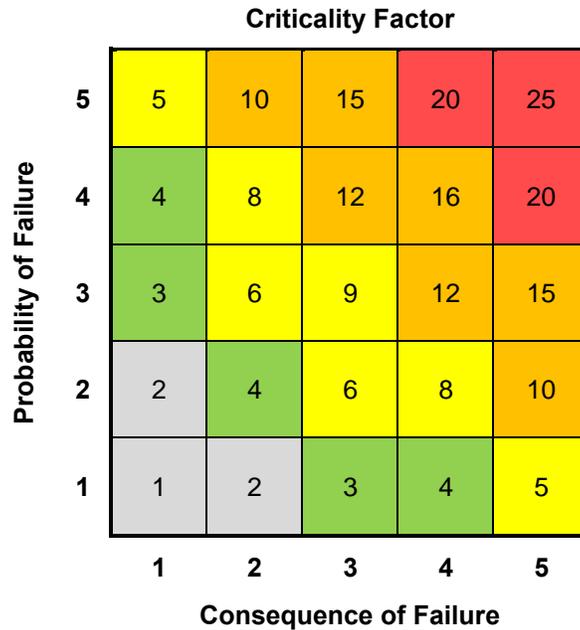
The table below details the Consequence of Failure rating system. These ratings have been applied to each asset listed in the asset inventory in Appendix B.

Consequence of Failure		
Rating	Consequence	Description
5	Catastrophic disruption	Massive system failure, severe health effects and death, persistent and extensive damage
4	Major disruption	Major effect, major loss of system capacity, major health effects, major costs, important LOS compromised
3	Moderate disruption	Moderate effect, moderate loss of system capacity, moderate health effects, moderate costs, important LOS still achieved
2	Minor disruption	Minor effect, minor loss of system capacity, minor health effects, minor costs
1	Insignificant disruption	Slight effect, slight loss of system capacity, slight health effects

Assessing an asset’s criticality requires an examination of its Probability of Failure and its Consequence of Failure as discussed above. The assets that have the greatest probability of failure and the greatest consequences associated with the failure will be the assets that are the most critical and, therefore, present the greatest business risk to the City. An analysis of each asset reveals which assets have the highest criticality factors and, therefore, which assets require the most attention either for repair or replacement. The following formula is used to determine an asset’s criticality:

$$\text{Criticality Factor} = \text{Probably of Failure} \times \text{Consequence of Failure}$$

The matrix below presents the various possible criticality factors, which are color coded based on their associated business risk. These factors have been applied to each asset listed in the asset inventory in Appendix B.



Assets with higher criticality factors and associated business risk should be more closely monitored and scheduled for rehabilitation or replacement. The table below provides recommended inspection and rehabilitation strategies based on an asset’s business risk.

Business Risk Management		
Criticality Factor	Business Risk	Strategies for Asset Rehabilitation or Replacement
17 - 25	Very High	Inspect immediately and replace in 1-2 years
10 - 16	High	Inspect immediately and develop short- to medium-term rehabilitation plan
5 - 9	Medium	Inspect immediately and develop long-term rehabilitation plan
3 - 4	Low	Develop short-term inspection strategy and long-term rehabilitation plan
1 - 2	Very Low	Develop medium- to long-term inspection strategy and long-term rehabilitation plan

IV. LEVEL OF SERVICE GOALS

The City of Saugatuck’s mission, as it relates to the water system, is to provide the community with continuous, safe drinking water and adequate fire protection that meets or exceeds Federal and State requirements by maintaining and improving the water system through the most cost-effective means without sacrificing quality.

The Asset Management Team (F&V and City staff) reviewed the City’s Level of Service (LOS) goals to ensure they aligned with the City’s standards and capabilities; the goals are detailed in the table below. The goals will be reviewed on an annual basis to determine if the City was successful in achieving the goals and what steps can be taken to improve the City’s performance.

LOS Determinant	Define the Goal	How the Goal is Achieved
Safe Drinking Water	Meet all Federal and State water quality regulations	Monitor water quality: monthly for bacteria, annually for partial chemical, and triennially for metals.
Health & Safety	Provide a safe and injury-free workplace	Conduct regular safety meetings. Incur no MIOSHA safety violations.
Security	Secure all water installations from tampering	Maintain well-lit, fenced and/or locked facilities with proper signage.
Operator Certification	Retain certified personnel to operate and maintain the system	Employ at least 1 operator in charge and 1 backup operator. Operators must maintain a minimum of D-2 and S-2 licenses.
Customer Complaints	Provide excellent customer service	Investigate all customer complaints within 2 business days of report. Report results of the complaint to customer verbally, via the phone, in person, or in writing. Follow up on all complaints to ensure customer satisfaction.
Regulatory Changes	Be aware of regulatory changes and comply with changes as they occur	Attend industry conferences and training sessions to stay informed of changes and requirements. Request annual meeting with local EGLE representative to ensure compliance.
Response Time	Provide excellent customer service	Respond to customer emergencies within 2 hours. Provide customers with written notice 24 hours in advance of any planned interruption in service.
Financial	Maintain funds to address unexpected breakdowns and major expenses	Evaluate water rates every 5 years and adjust the rates/budget accordingly. Seek external funding for major projects as they present themselves. Maintain an operating reserve of 10%.
Water Supply	Maintain all well-related equipment	Have wells and pumps professionally inspected annually, then complete recommended maintenance items. Regularly test and perform maintenance on backup power generators. Maintain well houses in adequate condition.
Water Quality	Provide high-quality, good-tasting drinking water	Maintain water treatment equipment. Flush water mains at least once annually.
Water Storage	Maintain storage tank for longer lifespan	Have the storage tank professionally inspected every 5 years, then complete recommended maintenance items.
Water Distribution	Maintain water mains, hydrants, and valves to ensure good working order	Flush all hydrants at least once annually. Exercise all primary valves on a 4-year rotation. Maintain system pressure above 35 psi, but strive for 60-80 psi under normal conditions. Monitor water losses annually and maintain below 10%.
Administrative	Ensure accurate billing	Review discrepancies and correct in a timely fashion.
Rules & Regulations	Monitor and enforce	Update and review rules annually - cross connections, site sampling plan, required lab analysis, consumer confidence report, safety program.

V. CAPITAL IMPROVEMENTS PLAN

A Capital Improvements Plan (CIP) was developed for the City of Saugatuck based on the Water System Reliability Study (WSRS) completed for KLSWA in February 2021 by Fleis & VandenBrink. Some items have been refined as better information has become available since then. The CIP is summarized below and a complete table of capital improvements, including anticipated costs and dates of completion, is presented in Appendix C. A map of the proposed improvements is provided as Figure 2 in Appendix A.

A. WATER SUPPLY

According to the WSRS, the system's water supply capacity is sufficient to meet projected water demands. The City's well pumps were last inspected in November 2019 by Peerless Midwest and were found to be operating at their rated capacities. No improvements to the well pumps are recommended at this time.

Well 5 is housed in a building that is constructed of sheet metal, which is in fair to poor condition. The wellhouse should be replaced with an appropriate block/brick building to provide better protection and security for Well 5. Additionally, the underground electric line that serves Wells 4 and 5 is not well protected and needs to be replaced with additional protection against potential damage or tampering. It is also recommended that the City install a permanent generator to power Wells 4 and 5 in the event of a power outage.

B. WATER STORAGE

The storage tank was last inspected in October 2019 by Dixon Engineering and was found to be in good overall condition. No improvements to the tank are recommended at this time.

C. WATER DISTRIBUTION

EGLE requires all water supplies to submit a complete Distribution System Materials Inventory (DSMI) by January 1, 2025. The DSMI involves physically verifying the material of a uniformly random, statistically sound number (20%) of service lines of unknown material. Due to the prevalence of known lead service lines throughout Saugatuck's system, it is recommended that the City verify at least 50% of its 229 service lines of unknown material, which equates to 115 service line verifications. Once lead service lines throughout the system are confidently located, they must all be replaced by January 1, 2041.

Distribution system improvements are recommended to improve available fire flows and overall system reliability. These improvements should be considered and implemented by City officials as deemed necessary and as funding allows. The City should plan on replacing any water mains smaller than 6 inches as road improvements are conducted in the service area. These pipes should be replaced with minimum 8-inch pipes.

Anticipated project costs are meant to be rough estimates for budgeting purposes only. Unit prices were assumed at \$385 per foot of 8" water main, \$410 per foot of 12" water main, and \$1,000 per foot of 16" water main (directional drill river crossing). Unit prices were based on recent contractor bid prices from similar projects designed by Fleis & VandenBrink. The unit price of water main includes the cost of appurtenances (hydrants, valves, fittings, etc.) and surface restoration, assuming a worst case scenario of the water main being installed along the centerline of the roadway, requiring two lanes of road pavement restoration.

D. FUNDING SOURCES

Four possible sources of funding have been identified for The City of Saugatuck to complete the capital improvement projects if desired. A brief description of each follows:

Drinking Water State Revolving Fund

This is a preferred alternative. It is a low interest loan program sponsored by EGLE. The current interest rate is 1.875% for 20-year loans (or 30- to 40-year loans for overburdened applicants), and 2.125% for 30-year loans. Some communities may be eligible for principal forgiveness based on their overburdened status.

The program is competitive, and projects are scored on a point system that ranks them on a priority list. Not all submitted projects are funded, so it is important to maximize points on the application. Requirements include a fairly extensive project plan, but most expenses, including the project plan, are eligible activities that can be rolled into the loan. In order for a community to be competitive, they should have an active Source Water Protection Program. Applications are submitted by June 1st of every year.

Special Assessment Bonds

Special assessments levied under PA 188 of 1954 are one of the most common ways to finance infrastructure improvements. The City may levy special assessments against properties that receive special benefits from a public improvement. Property owners have petition rights that must be satisfied before the special assessment can go forward.

Special assessments typically can be repaid in installments with interest. The bonds may not exceed the amount of the special assessment roll and may be secured secondarily by a pledge of the City's full faith and credit.

Revenue Bonds

Revenue bonds are authorized by PA 94 of 1933. They authorize the City to borrow money and issue bonds. They are paid from user fees generated by the operation of the improvements.

Revenue bonds are subject to the right of referendum. Petitions for a public vote can be filed by registered City voters during a 45-day referendum period. Voter approval is not required if the referendum period expires without petitions being filed.

Contract Bonds

Contract bonds are authorized by several state laws. They authorize the City to enter into an agreement with the County or a public authority in order to have the County or authority issue bonds on behalf of the City.

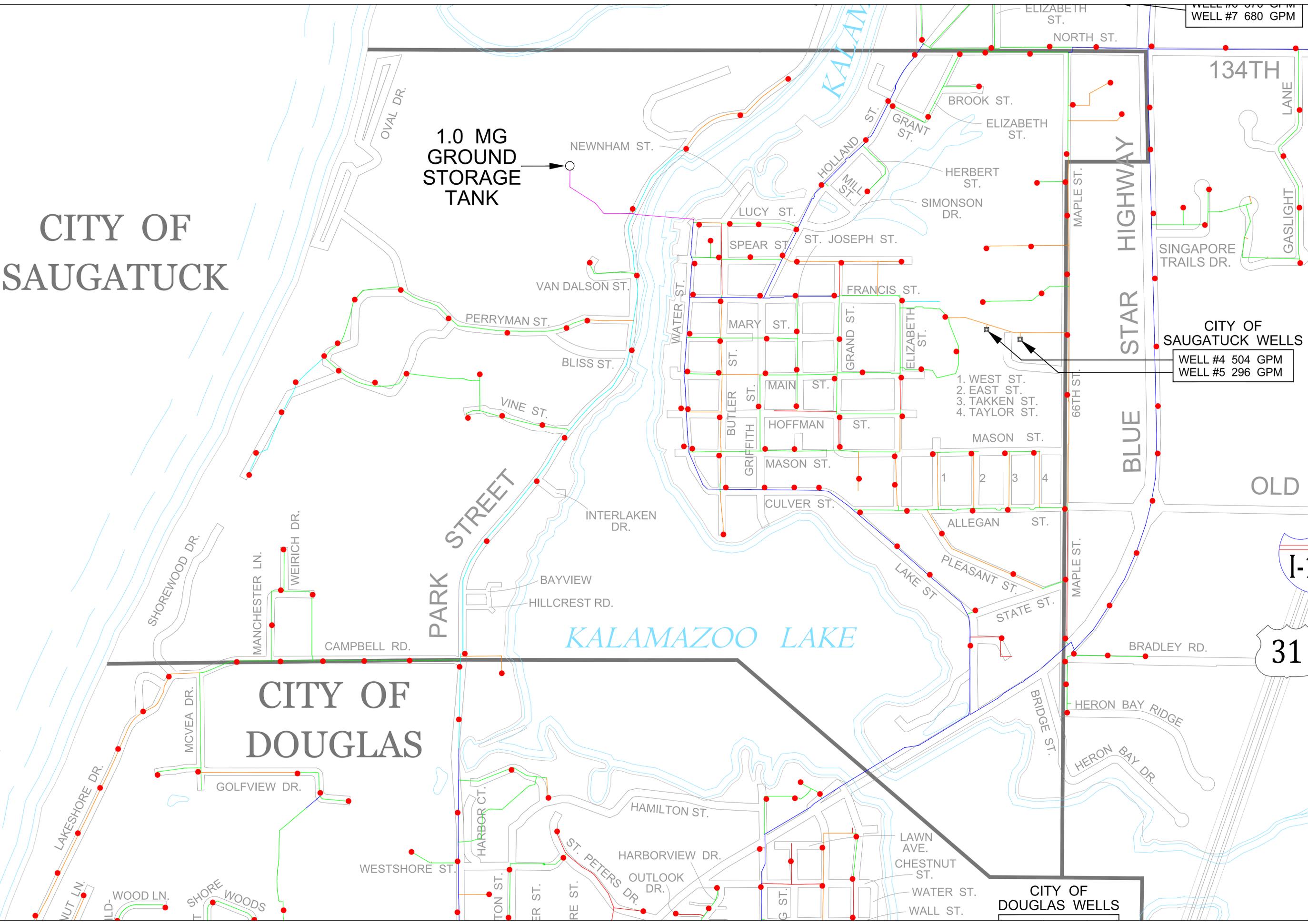
The City may want to consider a contract bond as the County may be able to borrow at a more favorable rate than the City if they are willing to pledge its taxing power as secondary security for repayment of the bonds. Also contract bonds may be paid back by a number of sources including specials assessments, connection fees, and user fees.

VI. REVENUE STRUCTURE & RATE METHODOLOGY

Saugatuck's financial advisor incorporated the CIP into the City's water system budget and determined the adjustments to the billing rate structure that will be required to generate sufficient revenue for implementing the CIP. The City has provided its water system budget in Appendix D and its current rate structure in Appendix E.

APPENDIX A: FIGURES

CITY OF SAUGATUCK



1.0 MG
GROUND
STORAGE
TANK

WELL #6 576 GPM
WELL #7 680 GPM

CITY OF SAUGATUCK WELLS
WELL #4 504 GPM
WELL #5 296 GPM

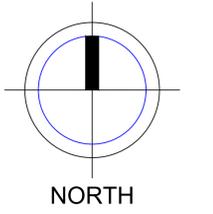
1. WEST ST.
2. EAST ST.
3. TAKKEN ST.
4. TAYLOR ST.



CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN
WATER ASSET MANAGEMENT PLAN
FIGURE 1:
EXISTING WATER SYSTEM

LEGEND

4" WATER MAIN	Red line
6" WATER MAIN	Orange line
8" WATER MAIN	Green line
10" WATER MAIN	Blue line
12" WATER MAIN	Purple line
16" WATER MAIN	Pink line
FIRE HYDRANT	Red dot



APPENDIX B: ASSET INVENTORY

Source Assets												
Source Assets	Year Installed (Year Overhauled)	Location	Latitude	Longitude	Manufacturer/Model	Replacement Cost	Estimated Useful Life in Years	Remaining Useful Life in Years	Percent of Useful Life Remaining	Probability of Failure	Consequence of Failure	Criticality Factor
Well #4 (12" diameter; 205' deep)	1966	Well #4	42.658722	-86.195667		\$ 150,000	90	33	37%	1	2	2
Well #5 (12" diameter; 157' deep)	1974	Well #5	42.658500	-86.194611		\$ 150,000	90	41	46%	1	2	2
Well #4 Wellhouse	1966	Well #4	42.658722	-86.195667		\$ 150,000	90	33	37%	1	1	1
Well #5 Wellhouse	1974	Well #5	42.658500	-86.194611		\$ 150,000	90	41	46%	4	1	4
Well #4 Pump (Rated 500 gpm @ 258 ft TDH)	1966 (2006)	Well #4	42.658722	-86.195667	Peerless	\$ 12,000	20	3	15%	3	2	6
Well #5 Pump (Rated 300 gpm @ 261 ft TDH)	1974 (2008)	Well #5	42.658500	-86.194611	Peerless	\$ 10,000	20	5	25%	3	2	6

Treatment Assets												
Treatment Assets	Year Installed	Location	Latitude	Longitude	Manufacturer/Model	Replacement Cost	Estimated Useful Life in Years	Remaining Useful Life in Years	Percent of Useful Life Remaining	Probability of Failure	Consequence of Failure	Criticality Factor
Chemical feed pump - chlorine	2015	Well #4	42.658722	-86.195667	Grundfos DDC 6-10	\$ 2,000	15	7	47%	2	4	8
Chemical feed pump - chlorine	2015	Well #5	42.658500	-86.194611	Grundfos DDC 6-10	\$ 2,000	15	7	47%	2	4	8
Chemical feed pump - phosphate	2015	Well #4	42.658722	-86.195667	Grundfos DDC 6-10	\$ 2,000	15	7	47%	2	4	8
Chemical feed pump - phosphate	2015	Well #5	42.658500	-86.194611	Grundfos DDC 6-10	\$ 2,000	15	7	47%	2	4	8

Storage Assets												
Storage Assets	Year Installed	Location	Material	Capacity (gal)	Manufacturer	Replacement Cost	Estimated Useful Life in Years	Remaining Useful Life in Years	Percent of Useful Life Remaining	Probability of Failure	Consequence of Failure	Criticality Factor
Ground storage tank (shared ownership w/ Douglas)	1984	Park St	concrete	1,000,000	Natgun	\$ 3,000,000	90	51	57%	2	4	8

Distribution Assets												
Distribution Assets	Year Installed	Material	Diameter (in)	Total Length (ft)	Manufacturer	Replacement Cost	Estimated Useful Life in Years	Remaining Useful Life in Years	Percent of Useful Life Remaining	Probability of Failure	Consequence of Failure	Criticality Factor
Water Mains	Unknown	Ductile Iron	6	385		\$ 108,000	110	Unknown	Unknown	2	1	2
Replacement Cost*:	Unknown	Ductile Iron	8	1,038		\$ 291,000	110	Unknown	Unknown	2	2	4
8" @ \$280 per foot	Unknown	Ductile Iron	10	344		\$ 104,000	110	Unknown	Unknown	2	2	4
12" @ \$300 per foot	Pre-1927	Cast Iron	4	2,355		\$ 660,000	125	Unknown	Unknown	5	1	5
16" @ \$320 per foot	Pre-1927	Cast Iron	6	1,791		\$ 502,000	125	Unknown	Unknown	5	1	5
	Post-1927	Cast Iron	4	198		\$ 56,000	125	Unknown	Unknown	4	1	4
*Assumes all water main less than 8" will be replaced with 8" water main	Pre-1979	Cast Iron	4	1,102		\$ 309,000	125	Unknown	Unknown	3	1	3
	Pre-1979	Cast Iron	6	4,274		\$ 1,197,000	125	Unknown	Unknown	3	1	3
*Assumes all 10" water main will be replaced with 12" water main	Post-1979	Ductile Iron	6	1,140		\$ 320,000	110	Unknown	Unknown	2	1	2
	Pre-1983	Ductile Iron	6	228		\$ 64,000	110	Unknown	Unknown	2	1	2
	Pre-1983	Ductile Iron	8	1,245		\$ 349,000	110	Unknown	Unknown	2	2	4
	Post-1984	Ductile Iron	6	303		\$ 85,000	110	Unknown	Unknown	2	1	2
	Pre-2000	Ductile Iron	6	327		\$ 92,000	110	Unknown	Unknown	2	1	2
	Pre-2000	Ductile Iron	8	618		\$ 174,000	110	Unknown	Unknown	2	2	4
	Pre-2005	Ductile Iron	8	784		\$ 220,000	110	Unknown	Unknown	1	2	2
	Pre-2010	Ductile Iron	8	260		\$ 73,000	110	Unknown	Unknown	1	2	2
	1966	Cast Iron	6	1,119		\$ 314,000	125	68	54%	3	1	3
	1979	Ductile Iron	6	104		\$ 30,000	110	66	60%	2	1	2
	1979	Ductile Iron	10	5,099		\$ 1,530,000	110	66	60%	2	2	4
	1980	Ductile Iron	6	1,033		\$ 290,000	110	67	61%	2	1	2
	1980	Ductile Iron	8	1,509		\$ 423,000	110	67	61%	2	2	4
	1984	Ductile Iron	6	455		\$ 128,000	110	71	65%	2	1	2
	1984	Ductile Iron	8	566		\$ 159,000	110	71	65%	2	2	4
	1984	Ductile Iron	12	8,186		\$ 2,456,000	110	71	65%	2	3	6
	1984	Ductile Iron	16	1,324		\$ 424,000	110	71	65%	2	3	6
	1987	Ductile Iron	6	3,248		\$ 910,000	110	74	67%	2	1	2
	1988	Ductile Iron	6	878		\$ 246,000	110	75	68%	2	1	2
	1988	Ductile Iron	8	736		\$ 207,000	110	75	68%	2	2	4
	1989	Ductile Iron	6	18		\$ 6,000	110	76	69%	2	1	2
	1989	Ductile Iron	8	966		\$ 271,000	110	76	69%	2	2	4
	1992	Ductile Iron	8	489		\$ 137,000	110	79	72%	2	2	4
	1994	Ductile Iron	6	412		\$ 116,000	110	81	74%	2	1	2
	1994	Ductile Iron	8	456		\$ 128,000	110	81	74%	2	2	4
	1996	Ductile Iron	6	753		\$ 211,000	110	83	75%	2	1	2
	1996	Ductile Iron	8	1,689		\$ 473,000	110	83	75%	2	2	4
	2000	Ductile Iron	6	85		\$ 24,000	110	87	79%	2	1	2
	2000	Ductile Iron	8	3,520		\$ 986,000	110	87	79%	2	2	4
	2003	Ductile Iron	8	651		\$ 183,000	110	90	82%	1	2	2
	2005	Ductile Iron	8	1,211		\$ 340,000	110	92	84%	1	2	2
	2007	Ductile Iron	8	730		\$ 205,000	110	94	85%	1	2	2
	2008	Ductile Iron	8	59		\$ 17,000	110	95	86%	1	2	2
	2008	Ductile Iron	12	1,063		\$ 319,000	110	95	86%	1	3	3
	2009	Ductile Iron	6	30		\$ 9,000	110	96	87%	1	1	1
	2009	Ductile Iron	8	1,456		\$ 408,000	110	96	87%	1	2	2
	2010	Ductile Iron	6	296		\$ 83,000	110	97	88%	1	1	1
	2010	Ductile Iron	8	2,980		\$ 835,000	110	97	88%	1	2	2
	2010	Ductile Iron	12	2,652		\$ 796,000	110	97	88%	1	3	3
	2010	HDPE	8	916		\$ 257,000	55	42	76%	2	2	4
	2011	Ductile Iron	6	74		\$ 21,000	110	98	89%	1	1	1
	2014	Ductile Iron	6	31		\$ 9,000	110	101	92%	1	1	1
	2014	Ductile Iron	8	513		\$ 144,000	110	101	92%	1	2	2
	2015	Ductile Iron	6	175		\$ 49,000	110	102	93%	1	1	1
	2015	HDPE	8	4,540		\$ 1,272,000	55	47	85%	1	2	2
	2015	HDPE	10	1,238		\$ 372,000	55	47	85%	1	2	2
	2018	Ductile Iron	8	394		\$ 111,000	110	105	95%	1	2	2
	2022	Ductile Iron	6	32		\$ 9,000	110	109	99%	1	1	1
	2022	Ductile Iron	8	1,072		\$ 301,000	110	109	99%	1	2	2

Distribution Assets												
Distribution Assets	Year Installed	Material	Diameter (in)	Quantity	Manufacturer	Replacement Cost	Estimated Useful Life in Years	Remaining Useful Life in Years	Percent of Useful Life Remaining	Probability of Failure	Consequence of Failure	Criticality Factor
Hydrants	Unknown			4		\$ 12,000	90	Unknown	Unknown	2	2	4
Replacement Cost: \$3,000 each	Pre-1927			6		\$ 18,000	90	Unknown	Unknown	3	2	6
	Pre-1979			7		\$ 21,000	90	Unknown	Unknown	3	2	6
	Post-1979			2		\$ 6,000	90	Unknown	Unknown	3	2	6
	Pre-1983			2		\$ 6,000	90	Unknown	Unknown	3	2	6
	Post-1984			1		\$ 3,000	90	Unknown	Unknown	2	2	4
	Pre-2005			2		\$ 6,000	90	Unknown	Unknown	1	2	2
	Pre-2010			1		\$ 3,000	90	Unknown	Unknown	1	2	2
	1979			7		\$ 21,000	90	46	51%	3	2	6
	1980			5		\$ 15,000	90	47	52%	3	2	6
	1984			23		\$ 69,000	90	51	57%	3	2	6
	1987			2		\$ 6,000	90	54	60%	2	2	4
	1988			7		\$ 21,000	90	55	61%	2	2	4
	1989			2		\$ 6,000	90	56	62%	2	2	4
	1994			2		\$ 6,000	90	61	68%	2	2	4
	1996			7		\$ 21,000	90	63	70%	2	2	4
	2000			9		\$ 27,000	90	67	74%	2	2	4
	2003			1		\$ 3,000	90	70	78%	2	2	4
	2005			2		\$ 6,000	90	72	80%	1	2	2
	2007			1		\$ 3,000	90	74	82%	1	2	2
	2008			1		\$ 3,000	90	75	83%	1	2	2
	2009			4		\$ 12,000	90	76	84%	1	2	2
	2010			14		\$ 42,000	90	77	86%	1	2	2
	2011			1		\$ 3,000	90	78	87%	1	2	2
	2014			3		\$ 9,000	90	81	90%	1	2	2
	2015			15		\$ 45,000	90	82	91%	1	2	2
	2022			3		\$ 9,000	90	89	99%	1	2	2

Distribution Assets												
Distribution Assets	Year Installed	Material	Diameter (in)	Quantity	Manufacturer	Replacement Cost	Estimated Useful Life in Years	Remaining Useful Life in Years	Percent of Useful Life Remaining	Probability of Failure	Consequence of Failure	Criticality Factor
Valves	Unknown		8	3		\$ 6,000	70	Unknown	Unknown	2	2	4
Replacement Cost*:	Pre-1927		4	1		\$ 2,000	70	Unknown	Unknown	3	2	6
8" @ \$2,000 each	Pre-1927		6	1		\$ 2,000	70	Unknown	Unknown	3	2	6
12" @ \$3,000 each	Pre-1979		4	3		\$ 6,000	70	Unknown	Unknown	3	2	6
	Pre-1979		6	4		\$ 8,000	70	Unknown	Unknown	3	2	6
*Assumes all valves less than 8" will be replaced with 8" valves	Post-1979		6	2		\$ 4,000	70	Unknown	Unknown	3	2	6
*Assumes all 10" valves will be replaced with 12" valves	Pre-1983		6	1		\$ 2,000	70	Unknown	Unknown	3	2	6
	Pre-1983		8	3		\$ 6,000	70	Unknown	Unknown	3	2	6
	Post-1984		6	1		\$ 2,000	70	Unknown	Unknown	2	2	4
	Pre-2000		6	1		\$ 2,000	70	Unknown	Unknown	2	2	4
	Pre-2000		8	2		\$ 4,000	70	Unknown	Unknown	2	2	4
	Pre-2005		8	1		\$ 2,000	70	Unknown	Unknown	2	2	4
	Pre-2010		8	2		\$ 4,000	70	Unknown	Unknown	2	2	4
	1966		6	3		\$ 6,000	70	13	19%	5	2	10
	1979		10	8		\$ 24,000	70	26	37%	4	2	8
	1980		6	4		\$ 8,000	70	27	39%	4	2	8
	1980		8	4		\$ 8,000	70	27	39%	4	2	8
	1984		8	8		\$ 16,000	70	31	44%	3	2	6
	1984		12	9		\$ 27,000	70	31	44%	3	2	6
	1984		16	4		\$ 12,000	70	31	44%	3	2	6
	1987		6	10		\$ 20,000	70	34	49%	3	2	6
	1988		6	2		\$ 4,000	70	35	50%	3	2	6
	1988		8	1		\$ 2,000	70	35	50%	3	2	6
	1989		8	4		\$ 8,000	70	36	51%	3	2	6
	1992		8	1		\$ 2,000	70	39	56%	3	2	6
	1994		6	2		\$ 4,000	70	41	59%	3	2	6
	1994		8	1		\$ 2,000	70	41	59%	3	2	6
	1996		6	1		\$ 2,000	70	43	61%	2	2	4
	1996		8	5		\$ 10,000	70	43	61%	2	2	4
	2000		8	9		\$ 18,000	70	47	67%	2	2	4
	2003		8	5		\$ 10,000	70	50	71%	2	2	4
	2005		8	5		\$ 10,000	70	52	74%	2	2	4
	2007		8	3		\$ 6,000	70	54	77%	2	2	4
	2008		12	1		\$ 3,000	70	55	79%	2	2	4
	2009		8	5		\$ 10,000	70	56	80%	1	2	2
	2010		6	2		\$ 4,000	70	57	81%	1	2	2
	2010		8	18		\$ 36,000	70	57	81%	1	2	2
	2010		12	5		\$ 15,000	70	57	81%	1	2	2
	2011		6	1		\$ 2,000	70	58	83%	1	2	2
	2014		8	2		\$ 4,000	70	61	87%	1	2	2
	2015		8	10		\$ 20,000	70	62	89%	1	2	2
	2015		10	2		\$ 6,000	70	62	89%	1	2	2
	2018		8	1		\$ 2,000	70	65	93%	1	2	2
	2022		8	1		\$ 2,000	70	69	99%	1	2	2

APPENDIX C: CAPITAL IMPROVEMENTS PLAN

City of Saugatuck
Water System Capital Improvements Plan 2024-2028

Project	Anticipated Funding Source(s)	Anticipated Project Cost By Year					Total	Notes
		2024	2025	2026	2027	2028		
Water System								
Complete Distribution System Materials Inventory	Local/General	\$ 150,000					\$ 150,000	Due to State January 1, 2025
Lead Service Line Replacement - Systemwide	Potentially EGLE/DWSRF	\$ 500,000	\$ 5,000,000				\$ 5,500,000	Locations and final count TBD. Contingent on EGLE funding.
Wellhouse #5 Improvements	Potentially EGLE/DWSRF	\$ 20,000	\$ 200,000				\$ 220,000	Contingent on EGLE funding.
Install Permanent Generator for Wells #4 & #5	Potentially EGLE/DWSRF	\$ 10,000	\$ 100,000				\$ 110,000	Contingent on EGLE funding.
Maple Street Water Service Separation (720/Olde Mill)	Local/General		\$ 30,000				\$ 30,000	Concurrent with Maple St WM replacement
Maple Street Water Main Replacement - Blue Star to S of North Street	Potentially EGLE/DWSRF	\$ 115,000	\$ 1,150,000				\$ 1,265,000	Contingent on EGLE funding.
Elizabeth Street Water Main Replacement - Allegan to Main	Potentially EGLE/DWSRF	\$ 35,000	\$ 350,000				\$ 385,000	Contingent on EGLE funding.
Lucy Street Water Main Replacement - Water to Butler	Potentially EGLE/DWSRF	\$ 15,000	\$ 150,000				\$ 165,000	Contingent on EGLE funding.
Hoffman Street Water Main Replacement - Griffith to Grand	Potentially EGLE/DWSRF	\$ 20,000	\$ 200,000				\$ 220,000	Contingent on EGLE funding.
Butler Street Water Main Replacement - Culver to Lucy	Potentially EGLE/DWSRF	\$ 100,000	\$ 1,000,000				\$ 1,100,000	Contingent on EGLE funding.
Grand Street Water Main Replacement - Mason to Hoffman & Francis to St. Joseph	Potentially EGLE/DWSRF	\$ 20,000	\$ 200,000				\$ 220,000	Contingent on EGLE funding.
Well Field Loop Water Main Replacement - Maple to High School	Potentially EGLE/DWSRF	\$ 35,000	\$ 350,000				\$ 385,000	Contingent on EGLE funding.
River Crossing Water Main Replacement - Park to Water	Potentially EGLE/DWSRF	\$ 85,000	\$ 850,000				\$ 935,000	Contingent on EGLE funding.
Bridge Street Water Main Extension	Local/General				\$ 600,000		\$ 600,000	
	Subtotal Water System	\$ 1,105,000	\$ 9,580,000	\$ -	\$ 600,000	\$ -	\$ 11,285,000	

Note: Projects shaded blue/gray denote those that would be partially funded by EGLE and are thus contingent on EGLE funding.

APPENDIX D: WATER SYSTEM BUDGET

APPENDIX E: BILLING RATE STRUCTURE



2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005
www.fveng.com



City Council Agenda Item Report

FROM: Ryan Heise

MEETING DATE: 9/25/23

SUBJECT: AT&T Lease Mt. Baldhead Cellular Services

DESCRIPTION:

Staff and legal counsel are presenting a draft version of a lease agreement with AT&T for cellular services to be provided at the MT Baldhead tower. The draft lease was reviewed in detail at your Council Workshop and is a 1st review.

BUDGET ACTION REQUIRED:

NA

COMMITTEE/COMMISSION REVIEW

NA

LEGAL REVIEW:

Yes

SAMPLE MOTION:

Move to allow staff and consultants to continue lease negotiations with AT&T to provide cellular services at the MT Baldhead radome site, conditioned on Zoning Board of Appeals (ZBA) approval and all other local, state and federally required conditions.



City Council Agenda Item Report

FROM: Ryan Cummins, Director of Planning and Zoning

MEETING DATE: September 25, 2023

SUBJECT: Hardscaping and Heavy Landscaping in City Right of Way

DESCRIPTION:

Complaints have been received and staff have personally observed instances where the installation of hardscaping and heavier landscaping have taken place without proper licensing. In response, City staff have initiated enforcement actions to address these violations.

While the City has established ordinances allowing licenses for certain items in the right of way, there is a lack of clear guidance for more permanent hardscaping and heavier landscaping. This issue raises several important considerations, including:

- Access and improvements to City infrastructure
- Safety
- Visual aesthetics
- Liability (both personal injury and property damage claims)
- Ongoing maintenance

At the July 19 workshop meeting, City Attorney Chris Patterson and I engaged in a discussion with the City Council and sought guidance in order to ensure the appropriate management and regulation of hardscaping and heavier landscaping within the City right of way. The City Council asked for further evaluation and a report back with options.

Attached is a report prepared by the City Attorney. The City Council reviewed the report at its September 20 workshop. The feedback from Council was interest in moving forward with the creation of a formal policy and ordinance amendments consistent with the report.

LEGAL REVIEW:

Staff has discussed and consulted with the City Attorney on various right of way issues. City Attorney, Chris Patterson, prepared the attached report.

SAMPLE MOTION:

Motion to approve staff and legal drafting proposed ordinance amendments and a formal policy regarding uses in the right of way that are consistent with the City Attorney's report.

September 18, 2023

Via Electronic Mail

City Council
c/o Ryan Cummins
City of Saugatuck
102 Butler St.
Saugatuck, MI 49453

Dear Council Members:

Re: Liability for Resident Features in the Right-of-Way

We have worked with Ryan Cummins, Director of Planning, Zoning & Project Management, to provide guidance as to how the City of Saugatuck (the “City”) should address residents who are choosing to modify the City’s right of way by greenscaping, landscaping and/or hardscaping. In assessing this query, we first assessed the potential liability of the City in allowing various improvements within the City streets, and the limits on such liability due to the City’s various protections under the Governmental Tort Liability Act, MCL 691.1401 *et seq.*, and Michigan case law. Additionally, the City is not the first to deal with this issue, and thus we surveyed various regulations and permitting requirements of other Michigan municipalities and the MML, setting forth those that are representative of a balance in allowing City residents to make some improvement on City streets that are unimproved and contiguous to the City residents’ property, but allowing use by the City in the future. The overview of potential liability and analysis of relevant legal theories are set forth in a separate legal opinion for Council’s own edification in reviewing other information set forth in this memorandum.

As set forth below, we are recommending that the City implement a permitting process for certain features that could be permitted in the City streets, in which homeowners’ obligations will differ based on the type of improvement desired, and the potential for liability.

HOW OTHER MUNICIPALITIES HAVE REGULATED RESIDENT USE OF THE RIGHT OF WAY

Some municipalities have developed ordinances that address adjacent residents' use of the municipality's right of way. At a minimum, a municipality will adopt an ordinance that assigns duty to maintain sidewalks to the landowners abutting them. See City of Kalamazoo Ordinance, Section 33-38. However, some municipalities, such as the City of Royal Oak, have developed a comprehensive permitting system which regulates the types of improvements a property owner can make to land in the right of way.

Under such system, an individual is required to obtain a permit to construct in the right-of-way, unless such activity constitutes lawful and customary use by adjoining property owners (i.e., landscaping and lawful repair activities) or the landowner has already received city approval to do so. RO Ordinance, Section 650-12(A)(2); see City of Farmington Code of Ordinances, Section 28-1(a) (noting that permitting process does not apply to "de minimis activities" such as cutting the grass, removing snow, or parking vehicles in the right of way). A landowner must obtain approval to place items such as fences, rocks, stones, walls, planters, pots, or snow in the "highway, alley, public place, sidewalk, or crosswalk." RO Ordinance, Section 650-7(A). If required to apply for a permit, the system enumerates certain standards for the applicant to meet to obtain and keep a permit. RO Ordinance, Section 650-12(C), (F). Absent such approval and/or permit, the landowner must remove the constructed item within 24 hours of receiving notice from the City Engineer. RO Ordinance, Section 650-7(C).

Some municipalities have adopted systems that heavily regulate permitting sought by utility companies, though take a more laid-back approach to others. The City of Farmington requires an individual to obtain a permit from the city manager or designee "to make any excavation in, or to conduct any construction and/or maintenance activities within, over or below any public right-of-way." Farmington Ordinance, Section 28-1(a). This requirement does not apply to de minimis activities such as grass cutting, snow removal, sprinkler system installation, landscaping, or installation of other activities authorized by the code. Farmington Ordinance, Section 28-1(b).

However, for endeavors that require a permit, the Farmington Ordinance creates an application process and sets out standards to be met to obtain a permit. Property owners of single family residences excavating less than two feet are exempt from obtaining a permit to build in the right of way. See Section 28-3(f). However, utility companies and other property owners must comply with the application process, which includes submittal of a site plan, a description of the proposed equipment to be installed, and review by the city manager or his designee to determine whether installation would damage the existing utilities or infrastructure. Section 28-3. The Farmington Ordinance expressly regulates utility companies seeking to use the public right of way in Section 28-5.

THE CITY'S OPTIONS TO REGULATE HARDSCAPING AND LANDSCAPING IN THE RIGHT OF WAY

The City has state law protections from liability arising out of features such as fencing, topiary, or hardscaping, installed by property owners on the unimproved part of the right of way. The City could have liability for features that encroach into the improved portion of the roadway and for improperly maintained sidewalks established by landowners. With this in mind, the City has a few options that we have investigated for further evaluation by Council:

(I) Maintain Status Quo

At this time, the City's Code of Ordinances prohibits individuals from placing "any article, thing or obstruction" or tree in any street¹, except upon receipt of a permit, Saugatuck Code, Sections 96.21(B), 96.22, and 97.04.² One can obtain a permit for street openings, backfilling, curb cuts, snow removal, house moving, and outdoor seating. See e.g., Section 96.21 *et seq.* However, there is no provision expressly pertaining to placement of hardscaping or landscaping in the roadway.

The City Code gives landowners some responsibility for features placed in the street. Under Section 96.27:

Every owner of and every person in control of any estate hereafter maintaining a sidewalk vault, coal hole, manhole or any other excavation, or any post, pole, sign, awning, wire, pipe, conduit or other structure in, under, over or upon any street which is adjacent to or a part of his or her estate shall do so only on condition that the maintenance shall be considered as an agreement on his or her part with the city to keep the same and the covers thereof, and any gas and electric boxes and tubes thereon, in good repair and condition at all times during his or her ownership or control thereof, and to indemnify and save harmless the city against all damages or actions at law that may arise or be brought by reason of the excavation or structure being under, over, in or upon the street, or being unfastened, out off repair or defective during the ownership or control.

This places the responsibility for these installations on the property owners. While it does not directly address security for removal of these encroachments, it does allow the City to

¹ Definition of "street" includes "all of the land lying between property lines on either side of all streets, alleys and boulevards in the city, and includes lawn extensions and sidewalks and the area reserved therefor where the same are not yet constructed. Saugatuck Code, Section 96.20.

² Placement of a tree in the right of way merely requires permission from the Department of Public Works Superintendent. See Saugatuck Code, Section 97.04(B)(2).

charge the cost of encroachment removal to the abutting landowner. Section 96.29. It is assumed that “other structure” would encompass encroachments not authorized by the City Code.

Further, the City Code requires individuals to obtain a permit to construct, rebuild, or repair a sidewalk. Saugatuck Code, Section 96.48. The permit places the duty to maintain the sidewalk on the adjacent property owners. See Saugatuck Code, Section 96.54. If the property owner fails to maintain such sidewalk, the City can undertake the repair and charge the property owner. Section 96.55(C).

This current system covers liability arising from defective sidewalks and, in a limited sense, encroachments in the streets. However, it still does not expressly permit any encroachments in the street. It is expected that a City will strictly enforce the terms of its Ordinance. Should the City do that, it may have a negative impact on the aesthetic and feel of the City. It would discourage individuals from beautifying the area abutting the right of way. It may also impose tension for current properties that already have improvements within the City rights-of-way and, to our knowledge, have made such improvements without proper permits. Such prohibition would prevent an individual from doing something as minimal as planting flowers along or mowing the edge of their property. Should the City wish the continuance of such improvements, one may argue that it should undertake the costs and time associated with this itself.

(2) Limited Allowance by Permit of Landscaping and Hardscaping in the Right of Way

Should the City wish to permit some limited development of the right of way (especially as to the unimproved areas), it can adopt a regulatory scheme which requires a permit for individuals to build City-approved features in the right of way.

A comprehensive scheme allows the City to choose what sorts of improvements are placed in the right of way. Under such a scheme, the City can not only foster a certain aesthetic for the community, but also regulate the types of improvements built or desired to be built. This allows the City to monitor if features encroach on the improved portion of the highway. Furthermore, it gives the City a method (by bond or cost recovery ordinance) to fund removal of the improvement to enable City or utility improvements in the right of way.

If the City chooses to adopt this approach, it may consider exempting certain “softscaping” from the permitting process. This would constitute improvements such as flower beds, mulch, and general landscaping that pose little risk of causing injury and are easily removable.

With that said, the City can regulate more obtrusive features, such as fences, walls, or pavers, by requiring the permitholder to name the City as an additional insured on their homeowners' policy and agree to defend and indemnify the City if any adverse injury were to result that would subject the City to liability. This would help protect the City in the event of liability arising out of poor maintenance of the features. Additionally, this approach allows the City to prohibit features that constitute large liabilities—such as boulders or waterfall fixtures or other large scale features—that may fall into the improved portion of the roadway and lead to damage or injury.

CONCLUSION AND RECOMMENDATION

The City's liability is fairly limited in regards to landscaping and hardscaping encroaching on the right of way. As the City Code is currently drafted, individuals can only place certain objects in the right of way and require a permit to do so. Many of the encroachments placed by property owners do not fall under the permitted categories. Therefore, if the City chooses to permit some property owners to make aesthetic changes to the right of way and regulate what is placed in the right of way, it should consider amending the City Code to delineate what would be acceptable improvements and provide security for the City in the event that such improvements need to be removed or cause damage.

Should the City choose to undertake such an approach, we would recommend that the City amend its current regulatory ordinance that regulates prospective uses in the right of way based on a tiered system, as set out below:

Regulation of Permitted and Prohibited Uses:

(1) De Minimis Activities

- Permitted as of right
- Encompasses easy-to-remove features that do not pose a great risk of liability, such as yard clippings (grass, weeds, and soft clippings), snow, organic mulch, artificial turf and flowers and flower beds
- 48-hour notice required for removal

(2) Licensed Uses

- Permitted with License
- Encompasses mid-tier permanent features that have higher installation costs and pose a greater risk of harm, but generally improve and support the aesthetic of the community
- Examples: pavers, features that do not have the potential to create a dangerous condition in the roadway, small to medium sized planters, posts, small bushes that do not obscure view of the public right of way
- Licensees shall have reasonable notice to remove the feature should the City deem removal necessary to perform maintenance or other activity in the right of way

- City Council has discretion to grant exceptions to these rules
- (3) Prohibited Uses
 - These uses are expressly prohibited from being established and/or installed in the City Right of Way
 - Should be expressly delineated in the Ordinance
 - Encompasses features that are permanent, costly, and pose a great risk of harm to those utilizing the right of way if manipulated or moved or by operation
 - Examples: statutes; concrete, brick, or stone walls; boulders; fountains; bridges; light posts; accessory buildings; homes; and any feature that has the potential to create a dangerous condition in the roadway
 - Can be permitted only if pre-existing, incredibly costly to remove, and approved by the City Council. Examples of circumstances where such approval would be granted include pre-existing homes that abut the public right of way. Such approved use will be governed by the Licensed Uses standard, unless additional conditions are set by the City Council
 - This would not apply to traditional driveway access to property or curb cuts

For uses that require a license, we would recommend that the City Council adopt the following process:

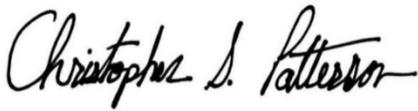
- Application submitted to the City Council containing at minimum the following information:
 - Name, address, and contact information for applicant
 - Desired Use/Installation
 - Prospective Cost of Installation
- License Application shall require an escrow deposit to cover any costs associated with reviewing the Application
- Within 30 days, reviewed by City Council, who can approve, deny, or approve with conditions.
 - Example of potential condition:
 - Requirement that the Applicant deposit with the City a bond constituting the reasonable cost of removal
 - City Council can consider proposed uses that are not expressly enumerated or prohibited in the Ordinance
 - City Council has discretion to deny such a use if it poses an unreasonable risk of harm to citizens
 - City Council must expressly set forth its reasons for denial or approval
- Any approved license may be filed by the Property Owner with the Register of Deeds
- All licenses issued are revocable

Revocation of a license may take place only after a hearing before the City Council upon not less than seven days written notice to the licensee at the address stated in the application of the licensee stating the time and place of the hearing and the reasons for revocation.

By imposing a system such as this, the City can effectively regulate features encroaching the right of way and limit its potential exposure for liability. This would serve to protect the City from unnecessary litigation expenses, as well as honor the community's desires to improve these parts of the roadway and create an aesthetically pleasing environment. Further, note that use of the public right of way for outdoor dining should be expressly exempted from these provisions, as it is covered by a process set forth in a different section of the City Code.

Please let us know any questions and concerns regarding this issue or our recommendation.

Sincerely,

A handwritten signature in black ink that reads "Christopher S. Patterson". The signature is written in a cursive, flowing style.

CHRISTOPHER S. PATTERSON
MEMBER

Direct: 517.381.3205

cpatterson@fsbriaw.com

CSP/kjm



City Council Agenda Item Report

FROM: Ryan Heise

MEETING DATE: 9/20/23

SUBJECT: Recycling Bins in Public Spaces & Trash Can Upgrades

DESCRIPTION:

This is a recommendation to start a pilot project to collect and properly dispose of recycled materials in public spaces. Members of the Parks and Public Works Committee have been working with the Department of Public Works to review details of the best options for collecting recycled materials in public spaces.

The pilot program will be a step towards the states goals and mandates to modernize waste management in Michigan and increase recycling and composting by overhauling regulations in the solid waste law, known as Part 115 of the Natural Resources and Environmental Protection Act.

Additionally, the staff recommends trash receptacles be purchased to match the adjacent recycling receptacles.

Proposal included in the agenda packet. Staff is not married to the design and cost included in the attached proposal.

The cost associated with the proposal is contained within the current budget.

BUDGET ACTION REQUIRED:

\$6,297.92

COMMITTEE/COMMISSION REVIEW

Reviewed with Parks and Public Works Committee

LEGAL REVIEW:

NA

SAMPLE MOTION:

Move to allow City staff to begin a pilot project to collect recyclables in public spaces, and purchase recycling receptacles along with new trash receptacles.

Recycling & Waste Barrel Proposal



ITEM CODE	QTY	DESCRIPTION	UNIT PRICE	TOTAL
N1-20355P1DT P-0-2424	3.00	55 Gallon Recycling and Waste Barrel with Circle Canopy Lid Size: 55 Gallon Body Color: Blue Lid: Canopy with 2 Way Circle - Blue Label : Cans & Bottles *Website \$1020.00 / Your Price: \$969.00	\$969.00	\$2,907.00
N1-20355P1DT	3.00	Recycling and Waste Barrel with Dome-Top Size: 55 Gallon Body Color: Black Lid: Dome Top - Black Label: Waste *Website \$1020.00 / Your Price: \$969.00	\$969.00	\$2,907.00

Subtotal	\$5,814.00
Tax	\$348.84
Shipping	\$483.92
Total	\$6,646.76

QUOTE DATE	QUOTE AMOUNT	QUOTE EXPIRES
July 25, 2023	\$6,646.76	August 28, 2023

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City Council Agenda Item Report

FROM: Ryan Cummins

MEETING DATE: 9/25/23

SUBJECT: Zoning Board of Appeals Alternate Appointment

DESCRIPTION:

The City Clerk provided notice that the City is accepting applications for the Zoning Board of Appeals alternate member vacancy. The City received one application.

Nicholas Barna was interviewed on 9/6/23. After consulting Chair Kubasiak and I, Mayor Dean is recommending that Nicholas Barna be appointed as a Zoning Board of Appeals alternate member with a term ending July 1, 2026.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

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

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to appoint Nicholas Barna to the Zoning Board of Appeals alternate member seat with a term ending July 1, 2026.



P.O. Box 86, Saugatuck, MI 49453
Phone: 269.857.2603 Fax: 269.857-4406
Website: www.saugatuckcity.com

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

Name: NICHOLAS BARNA Home Phone: 616-844-8788

Home/Mailing Address: 414 FRANCIS SAUGATUCK, MI 49453

E-mail Address: NICHOLAS BARNA45@GMAIL.COM

Employer: RETIRED Occupation/Position: _____

Business Phone: N/A Business Reference: _____

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

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

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

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

- | | | |
|-------------------------|------------------------------|--------------------------------|
| Planning Commission | Historic District Commission | <u>Zoning Board of Appeals</u> |
| Board of Review | Harbor Commission | Township Fire Board |
| Twp. Recreation Comm. | Kalamazoo Lake Sewer & Water | Library Board |
| Interurban Transit Auth | Construction Board | |

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

I AM A RESIDENT OF THIS CITY, AND BEING RETIRED I HAVE
THE TIME & MOTIVATION TO HELP MAKE THINGS BETTER.

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

Signature: [Handwritten Signature]

Date: 1-31-23

***Disclaimer: Per the City of Saugatuck's retention schedule this application will be kept on file for twelve months, unless you are chosen to serve on a board, then this application is kept on file for the duration of your term.*

COPY: Mayor City Council City Clerk



City Council Agenda Item Report

FROM: Jamie, Wolters

MEETING DATE: September 25, 2023

SUBJECT: Special Event Application- Saugatuck High School Parade

DESCRIPTION:

Attached is the special event form for Ride for the SHS Homecoming Parade sponsored by SHS. Safety planning to happen closer to event.

Special Event: SHS Homecoming Parade
Date: 10/20/23
Location: From SHS > Francis > Butler > Culver > Allegan >
Event Hours: SHS 4:15 or 4:35p.m.
Estimated Attendees: 500
Estimated Volunteers: None
Banner Palette Sign: No
Barricades: tbd
No Music, No Fireworks, No Liquor

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** the special event application Saugatuck High School Homecoming Parade to be held on October 20th, 2023.



Council Action

_____ Approved

_____ Denied

_____ Date

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

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Saugatuck High School TELEPHONE: 269-857-2133
MAILING ADDRESS: 401 Elizabeth
CONTACT NAME: Christina Lewis TELEPHONE: _____
E-MAIL ADDRESS: CLewis3@Saugatuckps.com CELL PHONE: 616-218-9593

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Christina Lewis TELEPHONE: _____
E-MAIL ADDRESS: above CELL PHONE: above

EVENT INFORMATION

NAME OF EVENT: SHS Homecoming Parade DATE(S) OF EVENT: 10/20/23
PURPOSE OF EVENT: Homecoming RAIN DATE: N/A

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

EVENT LOCATION: High School EVENT HOURS: ~~4:30-5:30 PM~~
4:15pm - 4:35pm

ESTIMATED NUMBER OF ATTENDEES: 500
ESTIMATED NUMBER OF VOLUNTEERS: 0

ESTIMATE DATE / TIME FOR SET-UP: 10/20 _____ A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 10/20 _____ A.M. P.M.

blocking streets, only

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____

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

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

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

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

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

"YARD" SIGNS - Number requested: ____ (Maximum size is 2' 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): _____

Description of signs: _____

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

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

BOOTHS – QUANTITY _____ **TENTS – QUANTITY** _____

AWNINGS – QUANTITY _____ **TABLES – QUANTITY** _____

PORTABLE TOILETS – QUANTITY _____

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

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

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

DEPARTMENT OF PUBLIC WORKS

APPROVED DENIED

Authorized Personnel Signature

Will this event require the use of any of the following municipal equipment:

Yes No

TRASH RECEPTACLES – QUANTITY _____

BARRICADES – QUANTITY _____ *for blocking*
 PARKING SIGNS – QUANTITY _____ *Street*
only

TRAFFIC CONES – QUANTITY _____

FENCING WATER ELECTRIC

RESTROOM CLEANING

OTHER _____

POLICE DEPARTMENT

APPROVED DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times up to discretion of PP

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: 10/20 4:10 pm A.M. P.M.

Street re-open date/time: 10/20 4:40 pm A.M. P.M.

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

Describe Sidewalk Use: _____

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

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

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

Parking Lot Location: _____

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

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

What parking arrangements are proposed to accommodate potential attendance: _____

APPLICATION CHECK LIST

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

If document is missing, please explain: _____

The applicant and sponsoring organization understand and agrees to:

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

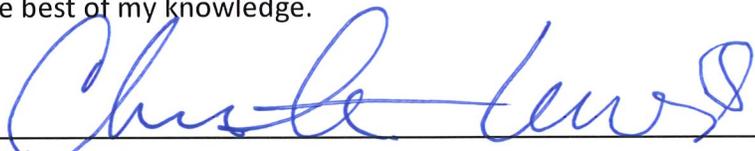
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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

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

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

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



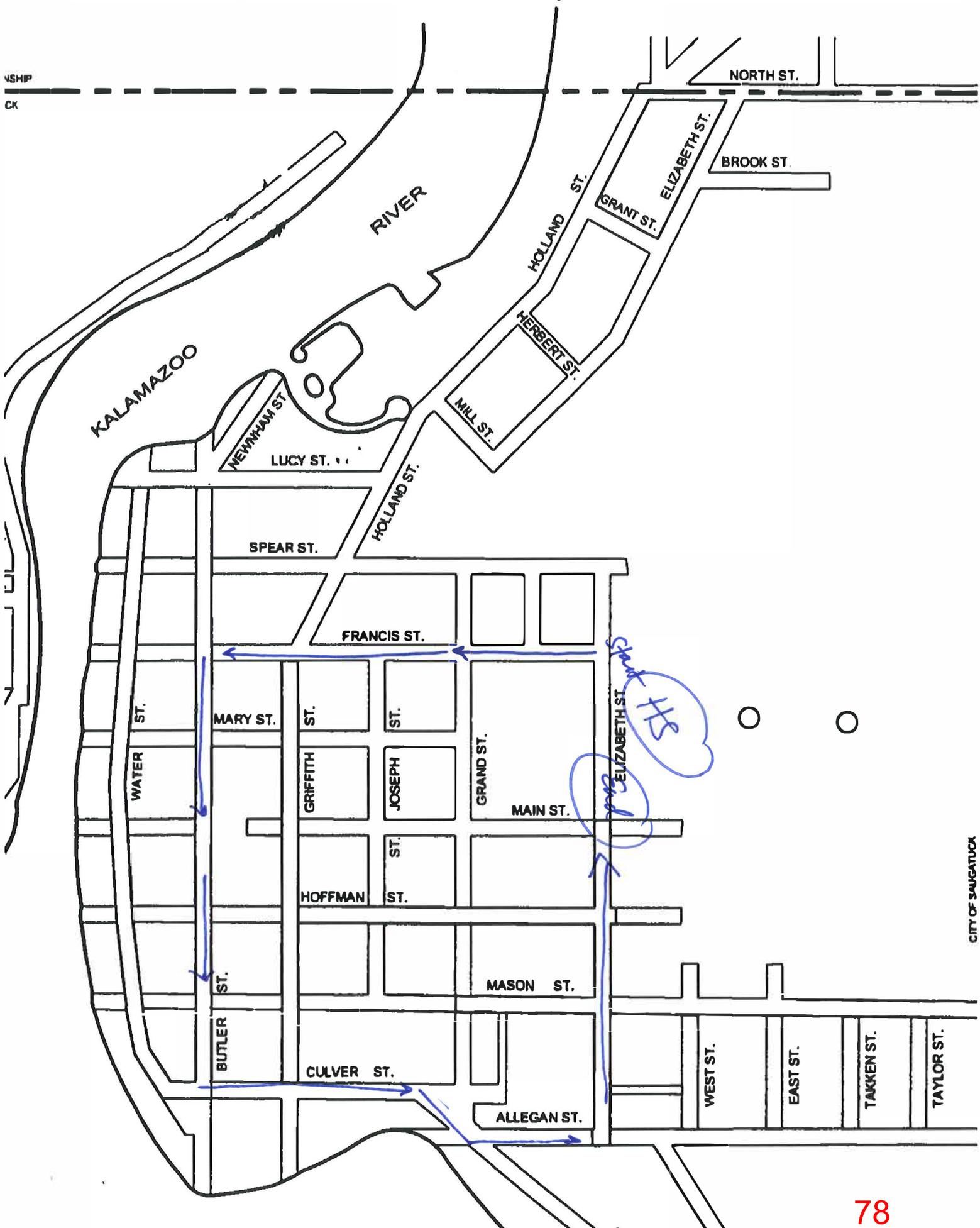
Applicant Signature



Date

Downtown Street / Sidewalk Closure(s)

NSHP
CK



CITY OF SAUGATUCK



City Council Agenda Item Report

FROM: Jamie, Wolters
MEETING DATE: September 25, 2023
SUBJECT: Special Event Application- Turkey Trot

DESCRIPTION:

Attached is the special event form for the Turkey Trot sponsored by Rotary Club of Saugatuck/Douglas. Safety planning to happen closer to event. Request for street closures to run on the road.

Special Event: Turkey Trot
Date: 11/18/23
Location: Downtown, start and end at Wick Park Bar and Grille
Event Hours: 10:30 a.m. - 1:00 p.m.
Estimated Attendees: 75-100
Estimated Volunteers: 15
Banner Palette Sign: Yes
Barricades: tbd
No Music, No Fireworks, No Liquor

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

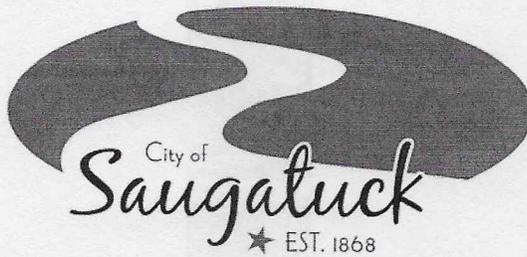
N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** the special event application Turkey Trot to be held on November 18th, 2023.



Council Action

_____ Approved

_____ Denied

_____ Date

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

SPECIAL EVENT & PARADE APPLICATION

Must be filled out in its entirety & returned to the City Clerk's Office 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: _____

E-MAIL ADDRESS: hbaldwin0925@gmail.com CELL PHONE: 248-245-4210

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Helen Baldwin TELEPHONE: _____

E-MAIL ADDRESS: hbaldwin0925@gmail.com CELL PHONE: 248-245-4210

EVENT INFORMATION

NAME OF EVENT: Turkey Trot

DATE(S) OF EVENT: Saturday Nov. 18, 2023

PURPOSE OF EVENT: Fundraiser

RAIN DATE: n/a

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

EVENT LOCATION: Wicks Bar + Grill

EVENT HOURS: 10:30 - 1pm

ESTIMATED NUMBER OF ATTENDEES: 75-100

ESTIMATED NUMBER OF VOLUNTEERS: 15

ESTIMATE DATE / TIME FOR SET-UP: n/a _____ A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: n/a _____ A.M. P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____

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

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

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

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

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

"YARD" SIGNS - Number requested: ____ (Maximum size is 2' 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): _____
Description of signs: signs for runners @ intersections during event only
(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

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

BOOTHS – QUANTITY _____ TENTS – QUANTITY _____
 AWNINGS – QUANTITY _____ *n/a* TABLES – QUANTITY _____
 PORTABLE TOILETS – QUANTITY _____

VENDOR PARKING: Have you made arrangement for vendor parking? Yes No
If yes, where do you propose your vendors park? n/a

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

DEPARTMENT OF PUBLIC WORKS

APPROVED DENIED

_____ *Authorized Personnel Signature*

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

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

POLICE DEPARTMENT

APPROVED DENIED

_____ *Authorized Personnel Signature*

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

APPROVED DENIED

_____ *Authorized Personnel Signature*

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

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

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

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

Describe Sidewalk Use: _____

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

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

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

Parking Lot Location: _____

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

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

What parking arrangements are proposed to accommodate potential attendance: _____

APPLICATION CHECK LIST

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

If document is missing, please explain: _____

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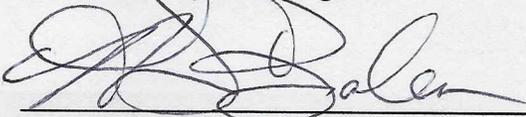
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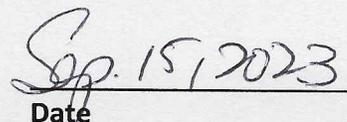
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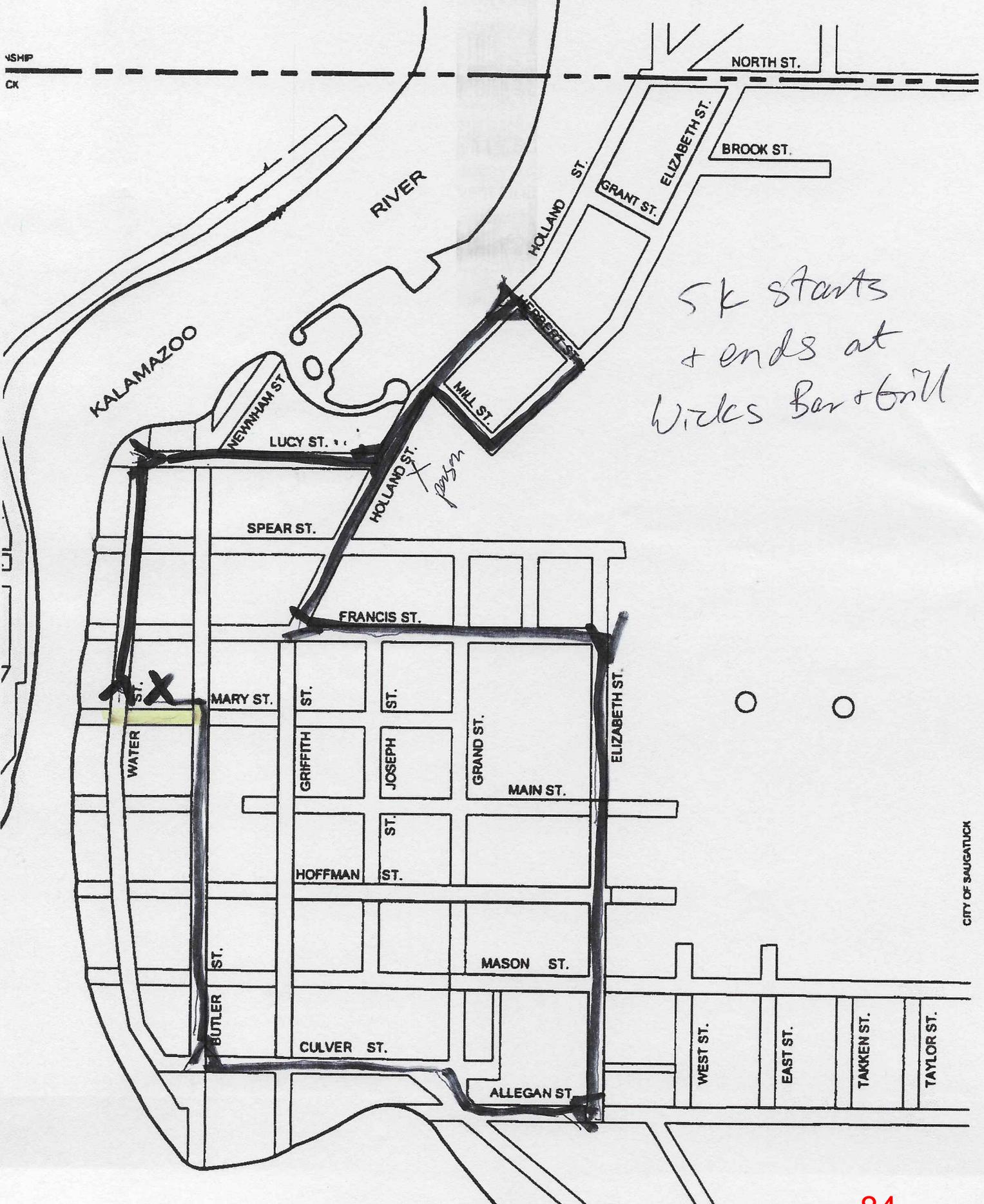
Applicant Signature



Date

Downtown Street / Sidewalk Closure(s)

USHP
CX



5k starts
+ ends at
Wicks Bar + Grill

CITY OF SAUGATUCK