



**CITY COUNCIL AGENDA  
JANUARY 14, 2019 – 7:00 P.M.**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES
  - A. **Regular City Council Meeting of December 26, 2018**
5. MAYOR'S COMMENTS
6. CITY MANAGER'S COMMENTS
7. AGENDA CHANGES (ADDITIONS/DELETIONS)
8. GUEST SPEAKERS:
  - A. **Kristen Armstrong - SCA Executive Director**
  - B. **Lt. Brett Ensfield – Allegan Co. Sheriff Department**
9. PUBLIC COMMENT *Agenda Items Only (Limit 3 minutes)*
10. REQUESTS FOR PAYMENT
  - A. **Approval of Accounts Payable**
11. INTRODUCTION OF ORDINANCES:
12. PUBLIC HEARINGS: **None**
13. UNFINISHED BUSINESS: **None**
14. NEW BUSINESS
  - A. **Resolution No. 190114-A – Cost Sharing for Master Meter Project (ROLL CALL)**
  - B. **Wicks Park Boat Slip Policy (VOICE VOTE)**
  - C. **Schedule of Fees – Wicks Park Boat Slips (VOICE VOTE)**
  - D. **Saugatuck Public School 2019 Summer Tax Collection Agreement (VOICE VOTE)**
  - E. **Saugatuck Township Fire Board City Representative Reappointment (VOICE VOTE)**
15. CONSENT AGENDA: **None**
16. PUBLIC COMMENTS *(Limit 3 minutes)*
17. COMMUNICATIONS:
18. BOARDS, COMMISSIONS & COMMITTEE REPORTS
  - A. **HDC, Tree Board**
19. COUNCIL COMMENTS
20. ADJOURN

**NOTICE**

This facility is wheelchair accessible with accessible parking spaces available. 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 [monica@saugatuckcity.com](mailto:monica@saugatuckcity.com) for further information.

**Proposed Minutes**  
**Saugatuck City Council Meeting**  
**Saugatuck, Michigan, December 26, 2018**

The City Council met in regular session at 7:00 p.m. at City Hall, 102 Butler Street, Saugatuck, Michigan.

1. **Call to Order** by Mayor Trester at 7:00 p.m.
2. **Pledge of Allegiance**
3. **Attendance:**  
Present: Spangler, Bekken, Johnson, Hess, Verplank & Trester  
Absent: Peterson  
Others Present: City Manager Harrier & City Clerk Nagel

A motion was made by Johnson, 2<sup>nd</sup> by Spangler, to excuse Council Member Peterson with prior notification. Upon voice vote, the motion carried unanimously.

4. **Approval of Minutes:** A motion was made by Johnson, 2<sup>nd</sup> by Verplank, to approve the December 10, 2018 regular meeting minutes as presented. Upon voice vote the motion carried unanimously.
5. **Mayor's Comments:** None
6. **City Manager's Report:** City Manager Harrier announced he contacted the United States Army regarding the removal of the Mt. Baldhead Radar Tower building and contamination and found that the Army is claiming they are not responsible for contamination and will not help with clean-up efforts.
7. **Agenda Changes:** (*deletion*) 8(A) Lt. Brett Ensfield – Allegan Co. Sheriff Dept.
8. **Guest Speakers:**
  - A. ~~Lt. Brett Ensfield – Allegan Co. Sheriff Department~~
  - B. **Berthiaume & Company – 2018 Audit Presentation:** Kenneth Berthiaume of Berthiaume & Company presented Council via telephone conference call with an overview of the City of Saugatuck FY 17/18 Audit.
  - C. **Peter Stanislawski – Finance Report:** City Treasurer Stanislawski reviewed with City Council year-to-date financial report.
  - D. **Fleis & Vandenbrink / Friends of Blue Star Trail:** John Moxey of Fleis & Vandenbrink and John Adams of Friends of Blue Star Trail presented Council with a revised Blue Star Trail Feasibility Study that incorporated concerns Council expressed at the December 6, 2018 workshop meeting.
9. **Public Comment:** None
10. **Request for Payment:** A motion was made by Hess, 2<sup>nd</sup> by Verplank, to approve the accounts payable in the amount of \$464,337.34. Upon voice vote the motion carried unanimously.
11. **Introductions of Ordinances:** None
12. **Public Hearings:** None
13. **Unfinished Business:** None

**14. New Business:**

**A. Ordinance No. 181226-1 – Chapter 98 (New) Marihuana Facilities and Establishments:** A motion was made by Spangler, 2<sup>nd</sup> by Verplank, to approve Ordinance No. 181226-1 amending the Code of the City of Saugatuck by adding a new chapter designated at Title IX (9), Chapter 98, Marihuana Facilities and Establishments. Upon roll call the motion carried unanimously.

**B. Ordinance No. 181226-2 – Section 154.022(H) & (M) – Occupancy of Motorhomes/Trailers:** A motion was made by Hess, 2<sup>nd</sup> by Johnson, to approve Ordinance No. 181226-2 amending Sections 154.022(H) & (M) of the Code of the City of Saugatuck as presented. Upon roll call the motion carried unanimously.

**C. Waste Services Agreement Addendum:** A motion was made by Verplank, 2<sup>nd</sup> by Spangler, to approve the third addendum dated December 26, 2018 to the Waste Services Agreement between the City of Saugatuck and Allied Waste Systems as presented. Upon voice vote the motion carried unanimously.

**D. Revocable License Agreement – 810 Allegan Street:** A motion was made by Spangler, 2<sup>nd</sup> by Johnson, to approve the Revocable License Agreement between the City of Saugatuck and Christopher and Whitney Vishey as presented. Upon voice vote the motion carried unanimously.

**15. Consent Agenda:** None

**16. Public Comment:** Dan Fox (*resident*) with regards to the Blue Star Trail Feasibility Study, reminded Council that they work for the taxpayers when making decisions regarding the trail.

Richard Donavon (*non-resident*) thanked Jon Moxey and Lindsay Sagorski from Fleis & Vandenbrink Engineering for their work in revising the feasibility study.

**17. Communications:**

**18. Boards, Commissions & Committee Reports:** Council received reports from the following committee(s): KLSWA, Fire Board, Planning Commission, Ad-Hoc Personnel Compensation Committee

**19. Council Comments:** Council Member Hess thanked Treasurer Stanislawski for presenting Council with the latest police cost and thanked Jon Moxey and Lindsay Sagorski for their Blue Star Trail presentation.

**20. Adjournment:** Mayor Trester adjourned the meeting at 9:30 p.m.

Respectfully Submitted,

Monica Nagel, CMC  
City Clerk

10A

Vendor Name	Description	Amount
1. ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	25,725.72
	TIRES 2015 EXPLORER	600.24
	TIRES & OIL CHANGE 2014 EXPLORER	634.17
	TOTAL	26,960.13
2. APPROVED FIRE PROTECTION	DPW FIRE ALARM INSPECTION	659.40
	FIRE ALARM INSPECTIONS	337.70
	TOTAL	997.10
3. AT&T MOBILITY	CELL PHONES	75.70
4. BARTLETT TREE EXPERTS	TREE REMOVALS	10,070.00
5. BERTHIAUME & COMPANY	AUDIT	9,850.00
6. BLOOM SLUGGETT PC	LEGAL FES	1,183.00
	LEGAL FEES	2,052.00
	TOTAL	3,235.00
7. BURNETT & KASTRAN PC	LEGAL FEES	150.00
8. CHEMICAL BANK	BANKING FEES	100.00
9. COMCAST	INTERNET & TELEPHONES	284.60
10. CONSUMERS ENERGY	ELECTRIC	3,297.04
11. FIRST BANK CARD	POSTAGE, HOLIDAY & SUPPLIES	1,300.48
12. FRIS OFFICE OUTFITTERS	SUPPLIES	82.42
	SUPPLIES	50.84
	TOTAL	133.26
13. FRONTIER	DPW GARAGE	185.77
	911 OVAL BEACH PHONE	69.87
	OVAL BEACH	131.38
	TOTAL	387.02
14. HOLLAND MEDI-CENTER	DOT PHYSICALS	92.00
15. IHLE AUTO PARTS	SUPPLIES	48.00
16. IHLE SERVICE	TIRE REPAIR	20.00
17. LAKE VISTA VALU	SUPPLIES	9.98
18. MARK'S BODY SHOP	SHERIFF VEHICLES	1,455.00
19. MICHIGAN CAT	LOADER PARTS	78.24
20. MICHIGAN GAS UTILITIES	DPW GARAGE	182.70
	BUTLER BATHROOMS	138.66
	CITY HALL	86.18
	DPW GARAGE	345.29

Vendor Name	Description	Amount
	DPW GARAGE	182.70
	TOTAL	935.53
21. OVERISEL LUMBER COMPANY	SUPPLIES	46.55
22. PETTY CASH	FRAMES	4.00
23. POMP'S TIRE SERVICE INC	2009 INTERNATIONAL TIRES	2,146.96
24. SAUGATUCK DRUG	SUPPLIES	9.78
25. SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	486.00
26. STINGERS PEST CONTROL	PEST CONTROL	184.00
27. TRUCK & TRAILER SPECIALTIES	REPAIR 2017 INTERNATIONAL	417.05
28. VALLEY CITY LINEN INC	SHOP TOWELS	31.00
29. XEROX FINANCIAL SERVICES	COPIER LEASE	411.32
TOTAL - ALL VENDORS		63,215.74
<b>FUND TOTALS:</b>		
Fund 101 - GENERAL FUND		55,803.80
Fund 661 - MOTOR POOL FUND		7,301.60
Fund 715 - ROSE GARDEN		110.34

01/02/2019 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 12/01/2018 - 12/31/2018				
Check Date	Check	Vendor Name	Description	Amount
<b>Bank GEN GENERAL POOLED CASH</b>				
12/06/2018	16082	SHOREWOOD ASSN INC	2018 Sum Tax Refund 57-800-012-	673.35
12/06/2018	16083	COREY LOUIS & LISA	2018 Win Tax Refund 57-515-068-	856.80
12/10/2018	16084	MENGEL JEFFREY F & NANCY E	2018 Win Tax Refund 57-502-014-	254.77
12/10/2018	16085	CHIPS GROUNDCOVER LLC	HOLIDAY LIGHTS	9,923.00
12/10/2018	16086	ELHART GMC	GMC REPAIR	89.95
12/10/2018	16087	MCKELLIPS PLUMBING INC	OVAL & PARKS	425.00
12/10/2018	16088	MINER SUPPLY CO	SUPPLIES	1,690.11
12/10/2018	16089	MISS DIG SYSTEM INC	MISS DIG ANNUAL FEES	641.73
12/10/2018	16090	OVERISEL LUMBER COMPANY	SUPPLIES	112.89
12/10/2018	16091	RIVER TOWN ENTERPRISES LLC	ELECTION	190.00
12/10/2018	16092	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	14,904.99
12/10/2018	16093	WESTENBROEK MOWER INC	ENGINE PARTS	129.95
12/10/2018	2193(E)	CONSUMERS ENERGY	ELECTRIC	3,052.64
12/10/2018	2194(E)	FIRST BANK CARD	ELECTION	2,733.98
12/10/2018	2195(E)	FRONTIER	911 BEACH PHONE	69.40
12/10/2018	2196(E)	FRONTIER	DPW PHONES & INTERNET	185.30
12/10/2018	2197(E)	FRONTIER	OVAL	131.38
12/10/2018	2198(E)	MICHIGAN GAS UTILITIES	BUTLER ST BATHROOM	113.42
12/10/2018	2199(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	64.73
12/10/2018	2200(E)	MICHIGAN GAS UTILITIES	CITY HALL	68.94
12/10/2018	2201(E)	XEROX FINANCIAL SERVICES	COPIER LEASE	411.32
12/10/2018	2202(A)	ALLEGAN COUNTY SHERIFF	RESERVE GLOW PARK	144.00
12/10/2018	2203(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	5,010.45
12/10/2018	2204(A)	GOVERNMENTAL BUSINESS SYSTEMS	ELECTION	390.00
12/10/2018	2205(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	1,621.59
12/10/2018	2206(A)	MONICA NAGEL	ELECTION	31.13
12/10/2018	2207(A)	OTTAWA AREA INTERMEDIATE SCHOOL	PROPERTY TAXES	55.41
12/10/2018	2208(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	1,341.78
12/10/2018	2209(A)	SAUGATUCK FIRE	PROPERTY TAXES	6,568.34
12/10/2018	2210(A)	SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	486.00
12/14/2018	DD3837(A)	BULTMAN, LINDA	PAYROLL	1,207.50
12/14/2018	DD3838(A)	HALLGREN, JON	PAYROLL	1,356.84
12/14/2018	DD3839(A)	HARRIER, KIRK	PAYROLL	2,557.99
12/14/2018	DD3840(A)	HERBERT, SCOTT	PAYROLL	1,678.39
12/14/2018	DD3841(A)	HINKLE, MARY	PAYROLL	754.96
12/14/2018	DD3842(A)	KAZDA, NATHAN	PAYROLL	1,216.64
12/14/2018	DD3843(A)	NAGEL, MONICA	PAYROLL	1,585.15
12/14/2018	DD3844(A)	OSMAN, CINDY	PAYROLL	1,421.86
12/14/2018	DD3845(A)	STANISLAWSKI, PETER	PAYROLL	1,448.49
12/14/2018	DD3846(A)	WENDT, MICHAEL	PAYROLL	1,214.99
12/14/2018	EFT1102(E)	457-VALIC	PAYROLL	3,278.61

01/02/2019 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 12/01/2018 - 12/31/2018				
Check Date	Check	Vendor Name	Description	Amount
12/14/2018	EFT1103(E)	STATE OF MICHIGAN	PAYROLL	64.37
12/14/2018	EFT1104(E)	MERS HYBRID	PAYROLL	1,102.44
12/14/2018	EFT1105(E)	FEDERAL TAX DEPOSIT	PAYROLL	5,166.34
12/26/2018	2214(E)	SHELL	GASOLINE & DIESEL	882.85
12/26/2018	2215(A)	ALLEGAN COUNTY SHERIFF	DEBT CREW	26,075.72
12/26/2018	2216(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	51,612.72
12/26/2018	2217(A)	BELL EQUIPMENT CO	STREET SWEEPER	276.14
12/26/2018	2218(A)	BLOOM SLUGGETT PC	LEGAL FEES	3,003.50
12/26/2018	2219(A)	DIANNA MC GREW	ASSESSING SERVICES	2,535.08
12/26/2018	2220(A)	FLEIS & VANDENBRINK ENGINEERING IN	ROAD TESTING MGU	20,950.42
12/26/2018	2221(A)	FRIS OFFICE OUTFITTERS	SUPPLIES	251.42
12/26/2018	2222(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	17,069.07
12/26/2018	2223(A)	ELF SHACK	HOLIDAY TREES & MT BALDHEAD T	1,615.00
12/26/2018	2224(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	14,124.59
12/26/2018	2225(A)	SAUGATUCK FIRE	PROPERTY TAXES	68,847.35
12/26/2018	2226(A)	SHAGS-SHOP, INC.	SALT SPREADER REPAIR	74.00
12/26/2018	2227(A)	TELE-RAD INC.	SHERIFF CARS	372.16
12/26/2018	16094	ALLEGAN COUNTY CLERK	ELECTION	522.26
12/26/2018	16095	BOAT LIFTS UNLIMITED INC	INSTALL & REMOVAL BOUYS	1,205.00
12/26/2018	16096	GROUNDS MANAGEMENT SOLUTIONS	IRRIGATION REPAIRS	172.00
12/26/2018	16097	IHLE AUTO PARTS	SUPPLIES	541.59
12/26/2018	16098	KEN'S AUTO & MARINE REPAIR LLC	2014 SHERIFF	959.56
12/26/2018	16099	PETTY CASH	DIESEL	20.00
12/26/2018	16100	PRINTING SYSTEMS, INC.	TAX FORMS	249.78
12/26/2018	16101	RATHCO SAFETY SUPPLY CO	SIGNS	234.32
12/26/2018	16102	RAY'S SERVICE CENTER LLC	GMC TRUCK TOW	100.00
12/26/2018	16103	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	242,885.49
12/26/2018	16104	STANDARD INSURANCE COMPANY	INSURANCE	344.29
12/26/2018	2211(E)	KALAMAZOO LAKE SEWER & WATER	WATER	911.68
12/26/2018	2212(E)	PRIORITY HEALTH	INSURANCE	8,166.05
12/26/2018	2213(E)	REPUBLIC SERVICES	TRASH	335.30
12/28/2018	DD3847(A)	BEKKEN, MARK	PAYROLL	217.75
12/28/2018	DD3848(A)	BOUCK, JAMES	PAYROLL	26.43
12/28/2018	DD3849(A)	BULTMAN, LINDA	PAYROLL	1,206.45
12/28/2018	DD3850(A)	CANNARSA, JOHN	PAYROLL	51.66
12/28/2018	DD3851(A)	CASPAR, MARSHA	PAYROLL	52.86
12/28/2018	DD3852(A)	COBB, VICKY	PAYROLL	25.82
12/28/2018	DD3853(A)	CRAWFORD, RICHARD	PAYROLL	52.26
12/28/2018	DD3854(A)	DAVENPORT, JENNIFER	PAYROLL	51.66
12/28/2018	DD3855(A)	HALLGREN, JON	PAYROLL	1,322.19
12/28/2018	DD3856(A)	HARRIER, KIRK	PAYROLL	3,028.65
12/28/2018	DD3857(A)	HERBERT, SCOTT	PAYROLL	1,628.64
12/28/2018	DD3858(A)	HESS, WILLIAM	PAYROLL	270.01

01/02/2019

## CHECK REGISTER FOR CITY OF SAUGATUCK

CHECK DATE FROM 12/01/2018 - 12/31/2018

Check Date	Check	Vendor Name	Description	Amount
12/28/2018	DD3859(A)	JOHNSON, BARRY	PAYROLL	274.05
12/28/2018	DD3860(A)	KAZDA, NATHAN	PAYROLL	1,143.45
12/28/2018	DD3861(A)	KUBASIAK, ROBERT	PAYROLL	52.86
12/28/2018	DD3862(A)	LEO, NICHOLAS	PAYROLL	95.81
12/28/2018	DD3863(A)	LEWIS, LEIGH	PAYROLL	69.68
12/28/2018	DD3864(A)	LUDLOW, JOHN	PAYROLL	79.29
12/28/2018	DD3865(A)	MAY, BRIAN	PAYROLL	43.55
12/28/2018	DD3866(A)	MC POLIN, KATE	PAYROLL	26.13
12/28/2018	DD3867(A)	NAGEL, MONICA	PAYROLL	1,522.00
12/28/2018	DD3868(A)	OSMAN, CINDY	PAYROLL	1,364.19
12/28/2018	DD3869(A)	PETERSON, CHRISTINE	PAYROLL	270.00
12/28/2018	DD3870(A)	SPANGLER, JEFF	PAYROLL	261.30
12/28/2018	DD3871(A)	STANISLAWSKI, PETER	PAYROLL	1,400.01
12/28/2018	DD3872(A)	STRAKER, TIMOTHY	PAYROLL	52.26
12/28/2018	DD3873(A)	TRESTER, KENNETH	PAYROLL	293.96
12/28/2018	DD3874(A)	VERPLANK, JANE	PAYROLL	261.30
12/28/2018	DD3875(A)	VLASITY, STEFFANIE	PAYROLL	51.66
12/28/2018	DD3876(A)	WENDT, MICHAEL	PAYROLL	1,141.78
12/28/2018	DD3877(A)	ZERFAS, ZACHARY	PAYROLL	52.86
12/31/2018	2228(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	182.70
12/31/2018	EFT1106(E)	457-VALIC	PAYROLL	2,431.93
12/31/2018	EFT1107(E)	STATE OF MICHIGAN	PAYROLL	64.37
12/31/2018	EFT1108(E)	MERS HYBRID	PAYROLL	1,054.44
12/31/2018	EFT1109(E)	FEDERAL TAX DEPOSIT	PAYROLL	5,234.11
12/31/2018	EFT1110(E)	MERS	PAYROLL	5,538.86
12/31/2018	EFT1111(E)	MI DEPT OF TREASURY	PAYROLL	1,659.18
<b>Total of 110 Checks:</b>				<b>573,320.37</b>
<b>Less 0 Void Checks:</b>				<b>0.00</b>
<b>Total of 110 Disbursements:</b>				<b>573,320.37</b>





# City Council Agenda Item Report

## City of Saugatuck

**FROM:** Kirk Harrier, City Manager

**MEETING DATE:** January 14, 2019

**SUBJECT:** Resolution No. 190114-A (Cost Sharing for Master Meter Project)

### DESCRIPTION

In October of 2017 the Saugatuck City Council approved a sewer master meter design proposal from Fleis & VandenBrink. The total project cost for this engineering proposal was \$21,000. The City of Saugatuck's portion was \$7,000. The engineering has been completed and the master meter project was bid out for construction. The authorization to bid was granted by the KLSWA Board on December 17, 2018 and bids were due January 7, 2019. Seventeen qualified bidders were contacted. Eight bids were received. Pre-bid cost projections in May of 2017 were \$210,000. When actual bids were received in January 2018 it was \$361,900. The project was reevaluated and re-bid in January 2019 and total project cost is now \$499,022.

The purpose of the sewer master meter project is to determine actual use of the allocated capacity at the wastewater treatment plant; use and capacity of the plant directly influences a community's ability for future development. Sewer master metering is required per the active Sewer Agreement of 2012 under section 11. Measurement of Wastewater Flow; Master Meters. Allocated capacity is currently being calculated using a method that is not as accurate as utilizing multiple meters. Attached to this agenda item report is a copy of the F&V Sewer Flow Metering Study that will assist Council members in better understanding specific details of this project.

The proposed resolution reflects the City of Saugatuck (a constituent municipality in the KLSWA) will be approving participation in and cost-sharing for the project. Based on the January 7, 2018 bids, the City of Saugatuck' upfront share is \$175,344.50. This amount reflects the preliminary 50/50 cost-sharing between the City of Saugatuck and City of Douglas for both master meter No. 1 and 2, subject to adjustment of that cost-sharing by the two cities following two years of metered flow through each meter by KLSWA.

### BUDGET ACTION REQUIRED

Funds from the City's sewer/water account will be used to pay for this expenditure.

### COMMITTEE/COMMISSION REVIEW

KLSWA Board recommends approval.

### LEGAL REVIEW

Municipal attorney Jeff Sluggett has reviewed and approved the attached Resolution as to form and content.

### SAMPLE MOTION:

Motion to **approve/deny** Resolution No. 190114-A agreeing to participate with the constituent municipalities of KLSWA in the Master Meter Project as presented.

**EXHIBIT A****FVC**

Job Name: Kalamazoo Lake Sewer &amp; Water

Estimator: REH

Date: 1/08/19

Location: Saugatuck

Design By: FVE

Bid Date: 1/07/2019

Job Number: 1196

Check By: ADC

Description: Installation of [4] Mag Meters at 3 locations

Duration: 62 Days [48 days of construction]

<u>Trade Category / Contract</u>	<u>Subcontractor</u>	<u>Notes</u>	<u>Estimated Bid Amount</u>
Contract No. 1 Excavation	Grade Eight Services	Quote	\$ 261,620.00
Contract #2 Electrical	Steve Essenburg Elect.	Quote	\$ 28,940.00
Contract #3 By-pass pumping	Plummer's Disposal	Quote	\$ 29,420.00
Contract #4 Mission Control	Windemuller	Quote	\$ 32,900.00
<b>Total of Trade Bids</b>			<b>\$ 352,880.00</b>
<b>General Conditions</b>			<b>\$ 11,155.00</b>
<b>Subtotal</b>			<b>\$ 364,035.00</b>
<b>Overhead &amp; Construction Management Fee</b>			<b>\$ 36,403.50</b>
<b>Subtotal</b>			<b>\$ 400,438.50</b>
<b>Construction Engineering</b>			<b>\$ 15,500.00</b>
<b>Basic Services</b>			<b>\$ 37,773.00</b>
<b>Estimated Construction Subtotal</b>			<b>\$ 453,711.50</b>
<b>Construction Contingency (10%)</b>			<b>\$ 45,371.15</b>
<b>Estimated Construction Total</b>			<b>\$ 499,082.65</b>

**Kalamazoo Lake Sewer & Water Authority**  
 Sewer Metering Project  
 BID TABULATION

**Bid Date** 1/7/2019  
**PM** REH  
**Project No.** 1196



	Contract 1 - Excavation	Contract 2 - Electrical	Contract 3 - By- Pass Pumping	Contract 4 - Mission - Meg Meters		Commits				
Essenburg Electric		\$28,320.00		\$38,650.00						
Windemuller Electric		\$28,900.00		\$32,900.00						
Cicut Electric						<i>could not meet bid date</i>				
OVT Electric						<i>not intrested</i>				
Van Herin Electric						<i>not intrested</i>				
Bulst Electric						<i>could not meet bid date</i>				
Grade Eight Services	\$261,620.00									
Effective Excavating	\$288,310.00									
Ron Meyer Excavating						<i>could not meet bid date</i>				
Loadstar Construction						<i>not intrested</i>				
Affordable Excavating						<i>could not meet bid date</i>				
In Depth Excavation						<i>not intrested</i>				
Harris Excavation	\$308,110.00									
Plummer's Disposal			\$29,420.00							
Miller Pumping						<i>not intrested</i>				
Kerkstras Septic						<i>not intrested</i>				
Triad Enviromental						<i>not intrested</i>				



January 8, 2019

Mr. Daryl VanDyke  
Kalamazoo Lake, Sewer & Water Authority  
6449 Old Allegan Road  
PO Box 789  
Saugatuck, MI 49453

**RE: Proposal to provide Construction Services for the Installation of Flow Meters**

Dear Daryl:

Thank you for the opportunity to submit this proposal for the above referenced work. The following outlines our understanding of the work, scope of work and proposed fee.

**STATEMENT OF UNDERSTANDING**

The project as designed (F&V plans dated December 2017) and includes installation of four [4] sewer flow meters (Mag Meters) at three [3] locations; two [2] located at the WWTP [16" influent line from Pump Station No. 1 and 8" influent line from Clearbrook Pump Station], one [1] located at Pump Station No. 6 [10" discharge line] and one [1] located at Laketown Pump Station [3" discharge line]. All locations are on active force mains and by-pass pump & haul will be required along with careful coordination with KLSWA staff.

**PROPOSED SCOPE OF WORK**

1. Installation of required site dewatering for piping modifications at the WWTP.
2. By-pass pumping during installation of flow meters and piping modifications; we are proposing a pump-haul approach.
3. Excavation and installation of meter chambers, piping modifications and valves.
4. Installation of by-pass connection port at Pump Station No. 6.
5. Electrical work for new flow meters.
6. Mission system configuration as required to integrate flow meters.
7. Schedule and supervise the work.
8. Perform start-up operations with engineering and vendor support.
9. Updated drawings to reflect as-built revisions.
10. Provide one-year warranty on the work performed. Manufacturers' warranties and operational manuals will be provided to KLSWA for your files.

Our proposed fee for the above scope of work is a lump sum of **\$499,082.00**. Listed below is the meter location cost breakout.

**Meter No. 1 [from Pump Station No. 1 to WWTP]**

Meter No. 1 Total \$199,623.00

**2960 Lucerne Drive SE, Suite 100**  
**Grand Rapids, MI 49546**  
P: 616.977.4400  
F: 616.977.4800  
[www.fv-construction.com](http://www.fv-construction.com)

**Meter No. 3 [from Clearbrook Pump Station to WWTP]**

Meter No. 3 Total \$116,807.00

**Meter No. 2[pump station No. 6]**

Meter No. 2 Total 119,186.00

**Meter No. 4[Laketown Pump Station]**

Meter No. 4 Total \$63,466.00

**SCHEDULE**

Authorization is anticipated on January 21, 2019, with mobilization and construction to follow shortly thereafter. The project completion target is March 31, 2019. However, the installation date of the individual meters may be affected by the manufacturer's delivery schedule. System operation will likely need to occur in by-pass mode until the meters are delivered and installed.

If this proposal is acceptable, we will prepare a construction contract for your review. We look forward to working with you on this project. If you have any questions, please contact me.

Sincerely,

F&V CONSTRUCTION MANAGEMENT, INC.



Robert Holmen  
Construction Manager

**CITY COUNCIL  
CITY OF SAUGATUCK  
COUNTY OF ALLEGAN**

**RESOLUTION NO. 190114-A**

**RESOLUTION TO APPROVE PARTICIPATION IN AND  
COST SHARING FOR MASTER METER PROJECT**

Minutes of a \_\_\_\_\_ meeting of the City Council of the City of Saugatuck, County of Allegan, State of Michigan, held in the Saugatuck City Hall on \_\_\_\_\_, 2019.

PRESENT: Members: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: Members: \_\_\_\_\_  
\_\_\_\_\_

Member \_\_\_\_\_ offered and moved the adoption of the following preamble and resolution, seconded by Member \_\_\_\_\_:

WHEREAS, the City of Saugatuck (the "City"), the City of the Village of Douglas ("Douglas"), and the Township of Saugatuck (together, the "Constituent Municipalities") previously incorporated the Kalamazoo Lake Sewer and Water Authority (the "Authority") pursuant to Act 233 of the Public Acts of Michigan of 1955 ("Act 233"); and

WHEREAS, the Authority provides wastewater treatment service to the Constituent Municipalities and portions of the Township of Laketown ("Laketown Township"); and

WHEREAS, the Authority, the Constituent Municipalities and Laketown Township have determined that it is necessary and in the best interests of the sanitary sewer system and the Constituent Municipalities' and Laketown Township's use of that sewer system to acquire, install and use "master meters," including, but not limited to, Master Meter No. 1 ("Master Meter No. 1") and Master Meter No. 2 ("Master Meter No. 2") to be installed to monitor and measure

the flow from the City and Douglas, so as to determine actual use by the Constituent Municipalities and Laketown Township of the allocated capacity of the sewer system's wastewater treatment plant (the "Project"); and

WHEREAS, the Authority would oversee the acquisition and construction of the Project on behalf of the Constituent Municipalities and Laketown Township; and

WHEREAS, it is necessary and appropriate to set forth the obligations of the City of Saugatuck with respect to the participation in and cost-sharing for the Project.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Council, subject to the terms of this Resolution, hereby:
  - a. Approves and agrees to participate with the Constituent Municipalities of the KLSWA and Laketown Township in the Project;
  - b. Approves the City's participation in the Project with respect to Master Meter Nos. 1 and 2;
  - c. Determines that, consistent with the provisions of the City Code allowing the City to bypass competitive bidding under limited circumstances, the public interest is best served by joining with the other Constituent Municipalities and Laketown Township to purchase through KLSWA engineering and construction services and goods for the Project;
  - d. Approves the as-bid cost for Master Meter No. 1 in the amount of \$199,623 on a pro-rata basis with Douglas (plus the pro-rata share, with Douglas, of contingency costs for Master Meter No. 1 in the amount of \$19,962), and approves the as-bid cost for Master Meter No. 2 in the amount of \$119,186 on a pro-rata basis with Douglas (plus the pro-rata share, with Douglas, of contingency costs for Master Meter No. 2 in the amount of \$11,918); and

e. Approves the City's share of the final, as-constructed cost for Master Meter Nos. 1 and 2 at 50% and Douglas' share of the final, as-constructed cost for Master Meter Nos. 1 and 2 at 50%; provided, however, that the final, as-constructed cost for Master Meter Nos. 1 and 2 to be paid by the City and Douglas shall be subject to adjustment based on actual metered flow by KLSWA through both Master Meter Nos. 1 and 2 for a period of two-years from the date that each meter is placed into service by KLSWA. If the average metering data for the two-year period for each meter reflects that the cost sharing between the cities should be other than on a 50%/50% basis for one or both of the meters, the cities agree to and will provide such an adjustment and reimbursement between each other (by way of example only, if the average two-year metering data discloses that the City has 60% of the flow through Master Meter No. 1 and 50% through Master Meter No. 2, the City's share of the final, as-constructed cost of Master Meter No. 1 would be 60% and Douglas' share would be 40%, and Saugatuck City's and Douglas' share of the final, as-constructed cost of Master Meter No. 2 would remain at 50%/50%).

2. The City Council hereby authorizes and directs the KLSWA to:

a. Undertake the Project on the City of Saugatuck's behalf, and

b. Enter into all design, engineering and construction contracts necessary to

construct the Project and place the Project into operation.

3. The City Council hereby authorizes and directs the KLSWA, by and through its manager and consistent with KLSWA's purchasing policy, to:

a. Review and approve necessary change orders for the Project, and

b. Review invoices for the Project.



4. The City Council hereby authorizes the direct payment of invoices for the costs related to Master Meter Nos. 1 and 2 that are submitted by the Project engineer to the City and Douglas for Master Meter Nos. 1 and 2, following review and approval by the KLSWA manager.

5. All resolutions and parts of resolutions in conflict herewith shall be and the same are hereby rescinded.

YEAS: Members: \_\_\_\_\_  
\_\_\_\_\_

NAYS: Members: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED

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Monica Nagel, Clerk  
City of Saugatuck  
County of Allegan

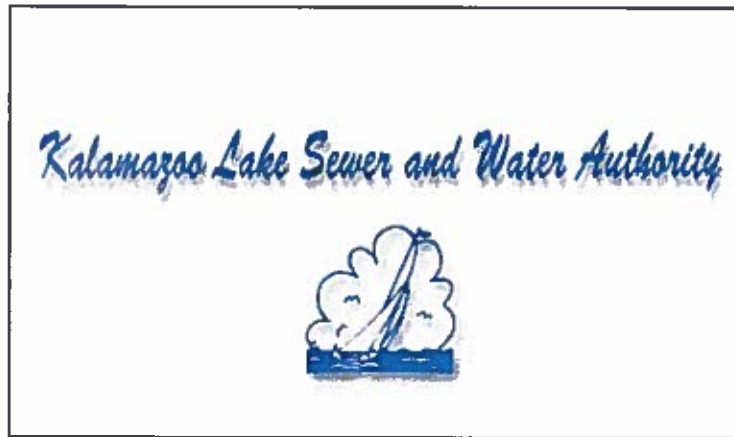
I hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the City Council of the City of Saugatuck, County of Allegan, at a \_\_\_\_\_ meeting held \_\_\_\_\_, 201\_, said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Monica Nagel, Clerk  
City of Saugatuck  
County of Allegan

# SEWER FLOW METERING STUDY

## KALAMAZOO LAKE SEWER AND WATER AUTHORITY ALLEGAN, MI



### KLSWA FLOW METER FEASIBILITY STUDY

Date 6.5.2017  
Project No. 830240



June 5, 2017

Mr. Daryl VanDyke  
6449 Old Allegan Road  
PO Box 789  
Saugatuck, MI 49453

**Re: Sewer Flow Metering Study**

Dear Daryl:

Presented below and attached is the feasibility study for the installation of wastewater flow meters at strategic locations to measure the flow from the four communities that contribute flow to the Authority's WWTP.

Locations of flow meters were strategically located to capture the flow from the four communities and a spreadsheet was developed to add or subtract the flow from individual properties within a community that are measured by the neighboring community's flow meter.

**Flow meter locations, size & power source:**

A flow schematic was created to assist the reader to understand where the four proposed flow meters are located within the collection system. The flow schematic is Attachment A to this report. The locations of the meters are further discussed below and in the attached flow meter site plans.

**Meter #1:** This meter would be located at the WWTP on the 16" forcemain from Pump Station #1 just prior to its discharge into the grit chamber. It would be located in a below ground meter chamber and would likely be constructed utilizing a 6' diameter precast concrete manhole structure adapted for a flow meter. The meter would be powered from the 120-volt panel in the nearby *former blower building* that now houses the power panels for the lagoon aerators.

Pump Station #1 has three pumps each on VFD's. Flow from the pump station can vary significantly and can range from approximately 800 gpm to as much as 3,000 gpm and is pumped through a 16" Class 52 Ductile Iron forcemain. The flow meter size needed is 12" (velocity range of the above flow: 2.2 – 8.5 fps)

**Meter #2:** This meter would be located at pump station #6 within the fence or just outside of the fence in the right-of-way. It would be located upstream of where the pump station #5 forcemain ties into the common 14" forcemain. It would be located in a below ground meter chamber and would likely be constructed utilizing a 6' diameter precast concrete manhole structure adapted for a flow meter. The meter would be powered from the 120 volt panel in the pump station control panel.

Pump station #6 has two pumps each on VFD's. Flow from the pump station can vary from approximately 800 gpm to 2,000 gpm and is pumped through a 14" Class 52 Ductile Iron pipe. The flow meter size needed is 10" (velocity range of the above flow 3.2-8.2 fps)

**Meter #3:** This meter would be located at the WWTP on the 8" forcemain from the Clearbrook Pump Station just prior to its discharge into the grit chamber. The meter would be located in a below ground meter chamber and would likely be constructed utilizing a 6' diameter precast concrete manhole structure adapted for a flow meter. The meter would be powered from the 120 volt in the nearby *former blower building* that now houses the power panels for the lagoon aerators and the electric circuit for this meter can be shared with Meter #1 above.

The Clearbrook Pump Station has two pumps each on VFD's and can pump between 300 gpm and 700 gpm and is pumped through an 8" AWWA C900 PVC forcemain. The flow meter size needed is 6" (velocity range of the above flow 3.4-7.9 fps)

**Meter #4:** This meter would be located at the 136<sup>th</sup> Avenue Pump Station on the 3" forcemain a few feet from the pump station. It would be located in a below ground meter chamber and would likely be constructed utilizing a 4' diameter precast concrete manhole structure adapted for a flow meter. The meter would be powered from the 120 volt panel in the pump station control panel.

The 136<sup>th</sup> Avenue pump station has two grinder pumps with a flow of 60 gpm and is pumped through a 3" forcemain believed to be AWWA C900 PVC. The flow meter size needed is 2" (velocity of the above flow is 6.1 fps)

#### **Flow Meter Data Storage:**

Several options exist for flow data storage, each with its own benefits and costs. Three of the more reasonable options are discussed below.

**Local Read:** The flow meters would have a remote display mounted in the nearby control panels. The display would have a totalized flow displayed on them. KLSWA staff can read the meters at an appropriate interval and manually record the numbers. This option is the least expensive but also the least detailed.

**Mission Data Storage:** The flow meter data can be connected into the on-line *Mission* system that the Authority currently uses to monitor their wastewater pump stations. The data would be transmitted via cell phone technology to the cloud data storage system where it could be retrieved by Authority staff via the internet similar to the data stored for the pump stations. The Mission system offers different levels of service for different prices and the appropriate level of service to meet the Authority's needs would need to be explored.

**SCADA Data Storage:** The flow meter data can be connected to the Authority's newly reconfigured SCADA system utilizing PLC's and radio modems, similar to how the water wells communicate with the SCADA system. Authority staff would be able to monitor real time flow rates and look up past data in several formats.

Each of the three options above would utilize slightly different equipment and have different computing needs. Existing equipment may or may not be expandable to fit the need. For instance, pump station #6 has an expandable PLC that can easily accommodate the SCADA option, but it is unclear if the 136<sup>th</sup> Avenue pump station has a PLC capable of processing the data. Each meter location would need to be evaluated to determine what improvements might be necessary to accommodate the selected data storage and retrieval system. For these reasons, the estimated project cost presented later in this report only estimates the cost of the Local Read option above.

#### **Constructability:**

Installation of each of the flow meters would require a temporary stoppage of flow within the forcemain where the meter would be installed. This could be accomplished by stopping the pump station, redirecting flow, pump and haul, etc... For each of the meter installations, we estimate that flow would need to be redirected for a period of approximately one work day. Below are options for the most cost effective way to temporarily stop flow for each of the meters to be installed.

Meter #4 at the 136<sup>th</sup> Avenue Pump Station will be the easiest to accommodate since the flow from the pump station is relatively low at 60 gpm. This pump station can likely be turned off or bypass pumped for the meter installation and a vacuum truck or other small volume storage vehicle used to store the wastewater during meter installation.

Meters #1 & #3 at the WWTP will be more difficult than Meter #4 but the adjacent lagoon #1 is an easily accessed alternate discharge point. To install these two meters, temporary discharge pipes can be constructed from a point upstream of the proposed flow meter utilizing a tapping sleeve and valve and a Hydra-Stop style insertion cut-in-valve. Flow would be discharged directly into lagoon #1 while the meters were installed. A similar method was utilized when the work on the grit channels was undertaken during the SRF project built in 2012. Thought should also be given to making these two temporary discharge pipes a permanent part of the WWTP. The benefit to leaving the temporary discharge pipes in place is they can be utilized in the future to bypass the meters should they ever need to be removed for repairs.

Meter #2 at pump station #6 may be the most difficult to install. Two potential options may be appropriate and should be investigated further during the design of the project. The first is to utilize a pump and haul system similar to the method implemented during the SRF project in 2012 when pump station #6 was overhauled. This option would utilize a trailer mounted portable pump that pumps to a waiting series of waste hauling trucks that would transport the wastewater directly to the WWTP. The second utilizes the construction of a permanent bypass pipe that would travel around the location of the meter discharging back into the forcemain utilizing strategically placed valves. Similar to Meters #1 & #3 above, this method would utilize tapping sleeves and valves and Hydra-Stop style insertion valves. This option would have the added benefit of being permanent and could be utilized if the meter ever needed to be removed for maintenance.

Each of the construction techniques mentioned above would benefit from a construction schedule that occurred over the winter months. As you are aware, wastewater flow in the winter is significantly lower than during the summer months and the potential effects of accidental damage would be minimized.

#### **Spreadsheet & Maps:**

Each of the four meters, in general, represents flow from one of the four communities. However, there are several collection system areas whose flow is measured by the neighboring community's flow meter. A spreadsheet was created that appropriately adds or subtracts the flow from individual connections to arrive at a total flow for each community. Accompanying the spreadsheet is a series of maps that visually depict the areas whose flow is calculated and added to or subtracted from the appropriate flow meter.

Flow from each Residential Equivalent Unit (single family home) is assumed to be 200 gallons per day. This value was used to comply with the various agreements currently in place between the communities and the Authority (for instance, reference Article 11 on page 15 of the Laketown Township Sewer System Operations Contract dated May 1<sup>st</sup>, 2016).

The spreadsheet also identifies which homes are connected to the sewer system and which aren't. Vacant land and homes that aren't connected to the sewer system are not included in the flow calculations (flow = 0). As homes are connected and vacant land is built upon, the spreadsheet would need to be updated to accurately calculate the flow. If the Authority should implement the construction of the flow meters, the spreadsheet should be compared against the sewer billing software data and modified accordingly.

When complete, only the flow measurements from the flow meters will need to be manually entered into the spreadsheet to calculate the total flow from the four individual communities.

#### **Project Cost Estimate:**

Attached to this report is the engineer's project cost estimate to design and construct the project. The estimate is in 2017 dollars and assumes the project would be constructed during the winter months when the wastewater flow is significantly less than in the summer tourist months.

The estimate also assumes the meters will implement the Local Read option presented in the *Flow Meter Data Storage* section above.

Attachments to this report are:

- Attachment A – Flow Schematic
- 3 Site Plans (Labeled A, B, C)
- Attachment B – Flow Summary Spreadsheet (2 pages)
- Attachment C – Flow Calculation for Maps (7 pages)
- 11 Maps (Maps 1A through Map 9)
- Project Cost Estimate

Should you have any questions please do not hesitate to contact us.

Sincerely,

**FLEIS & VANDENBRINK**

Steven M. Bishop, PE  
Project Manager



# City Council Agenda Item Report

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City of Saugatuck

**FROM:** Kirk Harrier, City Manager  
**MEETING DATE:** January 14, 2019  
**SUBJECT:** Saugatuck City Policy (Wicks Park Boat Slip Leasing)

**DESCRIPTION**

From time-to-time city staff prepares written policies documenting procedures for specific municipal operations. The attached recommend policy pertains to procedures related to the annual leasing of the City boat slips in Wicks Park.

**BUDGET ACTION REQUIRED**

N/A

**LEGAL REVIEW**

N/A

**SAMPLE MOTION:**

Motion to **approve/deny** the Wicks Park Boat Slip Leasing policy dated 1-14-2019 as presented.



Policy/Procedure: Wicks Park Boat Slip Leasing

Date Adopted or Implemented: 01-14-2019

Revision Date: N/A

Resolution Number (if applicable): N/A

<b>CITY OF SAUGATUCK</b>
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### **I. General Purpose and Objective**

To establish fair and equitable policies and procedures for the operation of leasing ten (10) Wicks Park Boat Slips, on the Kalamazoo River, owned/maintained by the City of Saugatuck. Boat slip season commences April 1 and ends Oct 1, weather permitting.

### **II. Season Dates & Fees.**

1. April 1 – October 1 annually, weather & water level permitting.
2. Fee's will be established per Schedule of Fees adopted by City Council.

### **III. Criteria**

1. City of Saugatuck real-property taxpayers will receive priority.
2. Boat slips are for pleasure (non-commercial) boats. Slips are 26 feet in length and are approximately 10 feet wide.

### **IV. Application/Selection Process**

1. The city will accept applications (1 per real-property taxpayer) for a period of two weeks prior to the lottery date selected/advertised. Persons with multiple properties may only submit one application.
2. Applicants may request a particular slip number on application however the City cannot guarantee assignment due to lottery selection process.
2. Selection will be completed by random lottery drawing open to the public. City of Saugatuck real-property taxpayer applications will be processed first.
3. If additional slips remain, a random lottery of non-resident applications will be held.
4. All selected individuals shall sign a lease agreement providing personal, boat, and insurance information, which shall remain on file during lease period.
5. lessees selected during the lottery will have 10 business days following the lottery selection to submit completed lease agreement and full payment.

### **V. Cancellations**

1. If lessee cancels the lease agreement, rental amount is un-refundable.
2. The lease agreement cannot be sublet, or transferred. Any attempted reassignment entitles the City to terminate lease agreement and require immediate vacation of the slip.

### **VI. Terms & Conditions**

1. The City makes no guarantees concerning water level. Lessee will make its own independent determination. Lessee has an obligation to pay the total fee due under the lease agreement.
2. Lessee shall provide to City prior to commencement term a copy of current boat registration that list the lessee as the registered owner of watercraft. The boat registered with the City is the only watercraft to be moored in the slip.

3. City is NOT responsible for any damage or vandalism that occurs while boat is moored in the slip. Lease will include statements releasing City from liability.
4. Lessee is responsible for safety and actions of guests; and will be respectful of neighbors while accessing the boat slips.
5. Trailer and/or seasonal boat storage is not permitted on City property.
6. The City will assume no responsibility for the slip being occupied or obstructed by a third party. Lessee is prohibited from occupying or obstructing any other slips.
7. Alterations, additions, or modifications to the slip structure, water, or other structure is not permitted. Boat cradles, lifts, etc. are not permitted unless approved by City Council.
8. Storage of supplies, materials, accessories, or debris upon floats, slips, or docks is prohibited.
9. Terms and conditions of the lease, including fees, are subject to change from one boating season to the next.
10. Any infraction of the terms or conditions outlined in the lease agreement or as posted at the slip facility constitutes grounds, at the option of the City, to cancel the lease agreement. Lessee will be given 7 days after receipt of written notice to remove boat. No refund will be given.



# City Council Agenda Item Report

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City of Saugatuck

**FROM:** Kirk Harrier, City Manager  
**MEETING DATE:** January 14, 2019  
**SUBJECT:** Schedule of Fees Amendment (Wicks Park Boat Slips)

## DESCRIPTION

The City of Saugatuck owns ten 24' boat slips located at Wicks Park. The City leases the slips out on an annual basis. Saugatuck City residents are given first priority. The lease rates are reviewed by City Council on an annual basis. Staff has researched comparable lease rates for similar size docks with no utilities and the market rate for 2019 is \$1,700. Staff is recommending the Schedule of Fees be amended by increasing the rates by \$200 to be consistent with market as follows:

2019 Wicks Park Boat Slip Lease:	\$1,400 resident rate
	\$1,700 non-resident rate

## BUDGET ACTION REQUIRED

N/A

## LEGAL REVIEW

N/A

## SAMPLE MOTION:

Motion to **approve/deny** amending the City of Saugatuck Schedule of Fees as follows:  
Wicks Park Boat Slip Lease: \$1,400 resident rate, \$1,700 non-resident rate.



# City Council Agenda Item Report

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City of Saugatuck

**FROM:** Kirk Harrier, City Manager  
**MEETING DATE:** January 14, 2019  
**SUBJECT:** Saugatuck Public School 2019 Summer Tax Collection Agreement

**DESCRIPTION**

The attached Agreement allows the City of Saugatuck to bill Saugatuck Public Schools for the collection of the Saugatuck Public Schools and of the Ottawa Area Intermediate School District (OAISD) 2019 Summer Tax levies at a rate of \$2.75 per parcel.

**BUDGET ACTION REQUIRED**

N/A

**COMMITTEE/COMMISSION REVIEW**

N/A

**LEGAL REVIEW**

N/A

**SAMPLE MOTION:**

A motion to approve/deny and authorize the Mayor and City Clerk to sign and enter into an Agreement between the City of Saugatuck, Saugatuck Public Schools and the OAISD for the collection of the 2019 Summer Tax levies at a rate of \$2.75 per parcel.

**SAUGATUCK PUBLIC SCHOOLS  
MEMORANDUM OF AGREEMENT  
FEE FOR COLLECTION OF 2019 SUMMER TAXES**

WHEREAS, the City of Saugatuck, has, pursuant to Section 1613 of the School Code of 1976 (MCLA 380.1613 as amended), negotiated and reached agreement with the school district of Saugatuck Public Schools ("Local School District") on behalf of itself and the Ottawa Area Intermediate School District ("Intermediate School District"), for collection of the respective summer tax levies of the Local School District and Intermediate School District:

NOW THEREFORE, the City of Saugatuck, the Local School District, and the Intermediate School District understand and agree as follows:

1. The City shall collect the respective 2019 Summer Tax levies of the Local School District and of the Intermediate School District for an aggregate price of **\$2.75 Per Parcel**, to be billed to, and paid by, the Local School District, subject to the Local School District's rate of contribution from the Intermediate School District (current agreed upon rate of 100%).
2. The summer school taxes collected by the City of Saugatuck for the Local School District and the Intermediate School District shall be accounted for and delivered to said school districts as follows (select a. or b.):

- X   a. Within the time prescribed by Section 43 of the General Property Tax Act (MCLA 211.43 as amended):
- b. If a shorter alternate delivery schedule has been negotiated and agreed upon, then such accounting and delivery shall be as follows:

**Date:** \_\_\_\_\_

**City / Township of:**

**Saugatuck**

**By City / Township Official:**

\_\_\_\_\_

**Position**

**School District:**

**Saugatuck Public Schools**

**By School District Official:**

  
\_\_\_\_\_

Tom Lagone,  
Director of Finance

**Position**

**Ottawa Area Intermediate School District:**

**By Director of Finance:**

\_\_\_\_\_



# City Council Agenda Item Report

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City of Saugatuck

**FROM:** Kirk Harrier, City Manager

**MEETING DATE:** January 14, 2019

**SUBJECT:** Saugatuck Township Fire Board City Representative Reappointment

## **DESCRIPTION**

Reappointments shall be made by the Mayor subject to confirmation/approval of the City Council. Jane Verplank currently serves as one of the city representatives on the Saugatuck Township Fire District Administrative Board with current term expiring January 28, 2019. It is suggested that Jane Verplank be reappointed to another six year term as city representative to such board with term to expire January 14, 2025.

## **BUDGET ACTION REQUIRED**

N/A

## **COMMITTEE/COMMISSION REVIEW**

N/A

## **LEGAL REVIEW**

N/A

## **SAMPLE MOTION:**

Motion to **approve/deny** the reappointment of Council Member Jane Verplank to the Saugatuck Township Fire District Administrative Board with said term expiring January 14, 2025.