



CITY COUNCIL AGENDA
Monday, June 28, 2021 - 7:00 pm

1. Call to Order
2. Roll Call
3. Approval of Minutes:
 - A. Regular City Council Meeting of June 14, 2021 (Roll Call)
4. Mayor's Comments
5. City Manager's Comments
6. Agenda Changes (Additions/Deletions)
7. Guest Speakers:
 - A. Lt. Brett Ensfield - Allegan County Sheriff's Department
 - B. Fire Department - Daniel Fox
8. Public Comment (Limit 3 minutes) Select "unmute" mic in the Zoom interface and speak your name to be recognized or press *6 if you are calling in by phone to unmute your phone to speak.
9. Consent Agenda:
10. Request for Payment:
 - A. Accounts Payable in the amount of \$72,668.33
11. Introduction of Ordinances: None
12. Public Hearings: None
13. Unfinished Business: None

NOTICE:
This public meeting will be held using Zoom video/audio conference technology due to the COVID-19 restrictions currently in place.

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 padley@saugatuckcity.com for further information.

14. New Business:

- A. Assessor Contract**
- B. Budget Amendment Resolution -210628 – A**
- C. Adoption of the Budget for FY 2021-2022 – 210628 – B**
- D. Opt-out Insurance – 210628 – C**
- E. 4th of July Parade Permit**

15. Public Comments:(Limit 3 minutes) Select “unmute” mic in the Zoom interface and speak your name to be recognized or press *6 if you are calling in by phone to unmute your phone to speak.

16. Communications:

17. Boards, Commissions & Committee Reports:

18. Council Comments:

19. Adjourn (Roll Call)

Proposed Minutes
Saugatuck City Council Meeting
Saugatuck, Michigan, June 14, 2021

The City Council met in regular session at 7:00 p.m. The meeting was held using Zoom video/audio conference technology due to the COVID-19 restrictions currently in place.

1. Call to Order

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

2. Attendance

Present: Bekken, Stanton, Leo, Lewis, Peterson, Dean, & Trester

Absent: None

Others Present: City Manager Heise, City Clerk Gallagher, Treasurer Stanislowski, Zoning Administrator Osman, and City Intern White.

3. Approval of Minutes:

A motion was made by Peterson, 2nd by Stanton, to approve the May 24, 2020 regular meeting minutes as presented. Upon roll call the motion carried unanimously.

4. Mayor's Comments

Mayor Bekken addressed council about representation from the city for a round table on Poverty with Christian Neighbors on Thursday, June 17, 2021.

5. City Manager's Report

City Manager Heise welcomed new City Clerk Gallagher and new City Intern White.

6. Approval of Agenda

7. Guest Speakers

A. Brett Ensfield – Allegan County Sherriff's Department

8. Public Comment

Sherry Tedaldi – Reviewed her history of the Venetian Festival.

Erin Wilkinson – Expressed her support of the Venetian Festival and the coordination of police and fire services.

9. Consent agenda

10. Request for Payment

A. Approval of Accounts Payable

A motion was made by Trester, 2nd by Lewis, to approve the accounts payable in the amount of \$44,515.34. Motion carried unanimously by roll call vote.

11. Introductions of Ordinances

12. Public Hearings 27:57

13. Unfinished Business

A. Report from Strategic Meeting

A motion was made by Trester, 2nd by Peterson to extend ordinance 210222-A for two additional months to expire August 23, 2021. Motion carried unanimously by roll call vote.

14. New Business:

A. Commercial Tour Vehicle

A motion was made by Peterson, 2nd by Trester to waive the 2021 Fee for the Duck Adventures and for the next cycle to begin in 2022 contingent upon having insurance and listing the City as additionally insured. Motion carried unanimously by roll call vote.

B. Special Event – Venetian Festival:

A motion was made by Lewis, 2nd by Dean to approve Special Event Permit for the Venetian Festival with alcohol sales and live music ending at 11pm. Pending approval from DPW, Fire, and Police. Authorize City Staff to handle execution and details administratively. Motion carried unanimously by roll call vote.

C. City Parking Fee

A motion was made by Stanton, 2nd by Lewis to increase the City Parking Fees from \$5 to \$10. Motion carried unanimously by roll call vote.

D. Board Appointments

A motion was made by Trester, 2nd by Lewis to approve the Mayors appointments as presented. Motion carried unanimously by roll call vote.

E. Set Public Hearing for 2021-2022 Budget to June 28, 2021

A motion was made by Lewis, 2nd by Peterson to set a Public Hearing for the FY 2021-2022 Budget Hearing on June 28, 2021. Motion carried unanimously by roll call vote.

16. Public Comment

Brent Birkholz – Welcomed new City Clerk Gallagher.

17. Communications:

A. Interurban Update

B. MDOT Correspondence Temporary Light at Lake and Blue Star

18. Boards, Commissions & Committee Reports

Scott Dean – Planning Commission update.

Garnet Lewis – Historic District Commission update and Tri Community Recycling Committee update.

19. Council Comments

Council member Stanton asked everyone to encourage the use of the Interurban to help relieve some of the downtown parking issues.

Council member Leo welcomed the new members of city staff.

Council member Dean welcomed the new members of city staff. Thanked Scott at DPW and his team for the good work keeping downtown looking nice.

Council member Peterson welcomed the new members of city staff. Thanked Scott at DPW and his team for the good work keeping downtown looking nice.

Council member Peterson is happy to see the Duck come back again this year.

Council member Lewis asked about the possibility of a sidewalk across the street from the Chain Ferry to the wood trail.

20. Adjournment

A motion was made by Peterson, 2nd by Trester to adjourn at 8:30 p.m. Motion carried unanimously by roll call vote.

Respectfully Submitted,

Padley Gallagher

City Clerk



City Managers Report – Highlights June 28, 2021

A Special Thank you

To our Department of Public Works crew and Oval Beach Staff. Demands on the city infrastructure remain very high and staff has done well to manage the workload. A special thank you, to our one current seasonal DPW staff member, Susie. She has been servicing the downtown area on weekends and Holidays with a smile, please thank her should you have an opportunity.

New hires

Clerk- Ms. Padley Gallagher has immediately demonstrated that she is a talented trained Clerk. She takes the business of the city very seriously and we are fortunate to have her.

Intern- Ms. Katherine White has been assisting with various projects, including: research on converting the Styrofoam cups and packaging at Oval Beach to compostable material, starting a survey for businesses in regards to pop-up patios and collecting data on the same, assisting with general office duties.

4th of July

Emergency services have been working hard to develop their incident action plan. A special event permit for a 4th of July permit has been submitted.

Pop-up Patios

Number of pop-up patios applied for stands at (18) eighteen. Staff has been reviewing compliance and is beginning to collect data on pop-ups around the state and how they will be managed going forward.

Oval Beach Staffing and operations

Oval Beach management remains challenging and currently we have skeletal crew. However, we have a number of interviews scheduled for additional personnel. We have scheduled to increase the number of port-o-lets and servicing.

DPW Seasonal Staff

Staffing seasonal work remains challenging. Scott Herbert is doing well to maintain parks and infrastructure but is concerned about personnel for remainder of summer. Scott continues to explore outside vendors to provide services and fill gaps.

Blue Star Trail Update

Contract has been executed. Committee work is underway. A meeting was conducted with emergency personnel to review preliminary design plans.

Floating Homes

Moratorium ends August 23, 2021. Planning and Zoning to review ordinance recommendations.

Dune Ridge Updates

No update- following guidance provided by Council at their special meeting held in April. Zoning Board of Appeals meeting was continued to 6.22.21.

Road resurfacing (and utility) projects

Park Street- Discussions on the project will likely include adding waterline service replacement to the scope causing further delays on the project.

Campbell Road The city agreed to proceed a grant for the project. If the grant is not awarded, the project can be completed fall of '21. If the grant is awarded the project would become a spring '22 project. This is a shared project with Douglas.

Mill Street- To receive millings from the North Park Street project sometime during this summer.

Radar Signs & temporary traffic light & pedestrian crossing

Radar sign ordered for Blue Star Highway. Working with Allegan County Sheriff Department on deployment.

Received an email from MDOT that the temporary sign could not be deployed given the accepted opening on the southbound on 196.

Pedestrian crossing markers have been placed.

Milfoil update

First treatment conducted on schedule. Secondary touch-up event to occur on the 24th. Next full treatment planned for mid-July.

AT&T Cellular Facilities

A partner company to AT&T is reviewing the structural integrity of the Mt. Baldhead Radar Tower to determine if it would be suitable for cellular facilities. Updates will be provided as their review continues. Verizon has submitted permitting for small cell technology.

Vendor Name	Description	Amount
1. ALLEGAN COUNTY NEWS	PUBLISHING	140.00
2. ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	25,725.72
3. ALLEGAN COUNTY TREASURER	TAX PAPER	26.00
4. AQUATIC DOCTORS LAKE MGT INC	MILFOIL TREATMENT	27,214.65
5. AT&T MOBILITY	CELL PHONES	82.34
6. BELL EQUIPMENT CO	STREET SWEEPER	724.22
7. CONSUMERS ENERGY	ELECTRIC	3,318.86
8. DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	684.67
	GASOLINE & DIESEL	597.34
	TOTAL	1,282.01
9. ELHART GMC	GMC TRUCK MIRROR	446.22
10. FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES	744.00
11. FRONTIER	OVAL BEACH	243.12
	DPW GARAGE	182.79
	OVAL BEACH	143.31
	OVAL	62.96
	OVAL BEACH	78.08
	DPW GARAGE	184.75
	TOTAL	895.01
12. GRATTAN TOWNSHIP	TRAINING CLERK	446.25
13. HAMILTON READY MIX CO	CEMENT BLOCKS	750.00
14. HOLLAND SENTINEL	PUBLISHING	141.45
15. IHLE AUTO PARTS	PARTS	539.47
16. KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	1,464.25
17. LORRIE PASTOOR	CLEANING SERVICES	100.00
18. MCKELLIPS PLUMBING INC	OVAL BEACH	112.50
19. MERS	RETIREMENT	4,500.00
20. NET2PHONE INC	TELEPHONES	177.89
21. REPCOLITE	STREET PAINT	844.50
	SPRAY PAINT TIPS	47.20
	TOTAL	891.70
22. SAUGATUCK FIRE	SHORT TERM RENTALS	1,875.00
23. SHIVER ME TIMBERS	STUMP GRINDING	222.75
24. SISTERS IN INK	OVAL BEACH	192.10

Vendor Name	Description	Amount
25. SMART BUSINESS SOURCE LLC		
	OFFICE SUPPLIES	112.78
	OFFICE SUPPLIES	16.17
	TOTAL	128.95
26. VAN TILL'S GREENHOUSE		
	FLOWERS	526.99
TOTAL - ALL VENDORS		72,668.33
FUND TOTALS:		
Fund 101 - GENERAL FUND		67,932.22
Fund 202 - MAJOR STREETS		447.20
Fund 203 - LOCAL STREETS		444.50
Fund 661 - MOTOR POOL FUND		3,794.41
Fund 715 - ROSE GARDEN		50.00



ASSESSING SOLUTIONS INC.

ASSESSING SOLUTIONS INC. WHO WE ARE

- Owner / President
 - Anthony Meygaard
 - Michigan Master Assessing Officer
 - State Tax Commission approved education instructor
 - Currently or have served on...
 - Michigan Assessors Association (Vice President)
 - Michigan Association of Equalization Directors (Secretary)
 - Mid Michigan Assessors Association (President)
 - Standards Committees for the MAA, MAED and STC
 - Teaches the following courses
 - Statistics, Commercial / Industrial Valuation, Advanced Depreciation, Annual Key Update, Annual MBOR course, GIS short courses, Basic Income, All MCAO Certification courses
 - MMAO (level 4) grading panel Chair

ASSESSING SOLUTIONS INC. WHAT DO WE DO?

- We are a full-service assessing firm offering
 - Local Township or City assessing services
 - Re-appraisal services
 - Equalization appraisal study services
 - Equalization Director services
 - Third party contractor for AMAR deficiencies

WHY CHOOSE ASSESSING SOLUTIONS INC.

- Experience
 - Owner Anthony Meygaard has 22 years of working experience at all levels of the assessing and equalization industry.
 - Working at both the Local and County level offers a unique understanding to know what it takes to get the job done and approved at all levels.
- Established relationships
 - We have a proven and established relationship with the STC Property Services Division.
 - They know our work and they know that we strive to do the best possible job.
- We operate with complete transparency
 - All working files are made available to local municipalities and County Equalization Departments.

ASSESSING SOLUTIONS INC. STAFF

- Anthony E. Meygaard MMAO
 - Owner / President
- Lyndsey Shembarger MAAO
 - Assessing Division Manager
- Jeffrey VanHassel MCAO
 - Appraiser
- Joseph VanHassel MCAO
 - Equalization / GIS Specialist
- Don Jollay
 - Appraisal Technician
- Angie Daniels MAAO
 - Tax Bill Specialist
- James Whitten MCAT
 - Field Appraiser
- Brandon Murphy MCAO
 - Field Appraiser
- Hayden Struckmeyer
 - Field Appraiser

ASSESSING SOLUTIONS INC. CONTACT INFORMATION

- Website
 - www.assessingsolutions.com
- Email
 - tony@assessingsolutions.com
- Phone
 - (616) 836-6720
- Address
 - 53710 Pulver Road
Three Rivers, MI 49093

ANTHONY E. MEYAARD MMAO (4)

53710 Pulver Rd. Three Rivers, MI 49093 (616)836-6720

SUMMARY OF QUALIFICATIONS: Currently hold Michigan Master Assessing Officer certification. Twenty-two years of experience in assessing industry. Eight years management of Equalization Departments and local assessing units. Skilled in training personnel on assessing and GIS practices. Recognized within the assessing industry as an innovative thinker to develop new and efficient processes which enhance work product and time efficiency.

PROFESSIONAL EXPERIENCE

ASSESSING AND EQUALIZATION

- Audit tax rolls for proper utilization of headlee additions and losses
- Calculate Millage Reduction Fractions for Townships, Cities, Schools and other taxing authorities
- Provide technical assistance to township and city assessors on a variety of issues
- Determine level of assessments for local units to ensure fair and equitable values throughout the County
- Prepare mandated local and state reports for both assessing units and equalization departments
- Create custom reports for data analysis from BS&A
- Individually write and assist in writing appraisals for Michigan Tax Tribunal proceedings
- Appear as witness for small claims appeals
- Enter and verify annual personal property statements
- Analyze and develop economic condition factors for all classes of property
- Analyze and develop land values for all classes of property

GEOGRAPHIC INFORMATION SYSTEMS

- Maintain and develop all base layers for City of Holland GIS
- Instrumental in the development of the Geographical Information System for Allegan County
- Maintain base layers for 24 townships county wide
- Revised and redeveloped City Plat Book system layout
- Analyze market trends using GIS software
- Developed automated system to create tax maps and land value maps citywide
- Digitize site plans for valuation purposes
- Train office personnel on use of GIS software
- Create custom maps for special projects

FINANCE & MANAGEMENT

- Create and administer 5 county equalization department budgets annually
- Responsible for all personnel issues at City of Fennville and four Equalization Departments
- Train all new personnel on all issues related to equalization and assessing
- Formulate and implement new policies and procedures for three Equalization Departments
- Project Implementation: Quotes / Bids

PUBLIC SPEAKING / INSTRUCTING

- Instruct 15 hour GIS integration class for State Tax Commission Certification continuing education credit
- Instruct 40 hour Appraisal Statistics class for State Tax Commission Certification requirements
- Instruct 40 hour Commercial & Industrial Valuation class State Tax Commission Certification continuing education credit

ANTHONY E. MEYAARD MMAO (4)

53710 Pulver Rd. Three Rivers, MI 49093 (616)836-6720

- Instruct 30 hour Advanced Depreciation class for State Tax Commission Certification requirements
- Instruct 40 hour Basic Income Approach class for State Tax Commission Certification requirements
- Instruct entire MCAO certification program for State Tax Commission Certification requirement
- Instruct multiple other 6 to 8 hour course for State Tax Commission Certification continuing education credit

PUBLIC SERVICE / AFFILIATIONS

- Served as City Commissioner / Mayor Pro-tem for City of Fennville
- Served as vice president of the Ottawa County Assessors Association
- Currently serve as the Vice President of the Michigan Assessors Association
- Currently serve on the Michigan Assessors Association education committees
- Currently serve on the Michigan Association of Equalization Directors Board
- Past President of the Mid-Michigan Assessors Association Board
- Currently serve as the Chair of the Michigan Master Assessing Officer grading panel
- International Association of Assessing Officers member

EDUCATION

Fennville Public High School

Graduate – Diploma

Allegan Area Vocational Center

Graduate – Certificate

Lincoln Technical Institute

Graduate – Valedictorian – Associates Degree

Michigan Assessors Association

17 years continuing education

CERTIFICATES

- Michigan Master Assessing Officer MMAO
- Michigan Personal Property Examiner PPE
- CPR certified

ANTHONY E. MEYAARD MMAO (4)

53710 Pulver Rd. Three Rivers, MI 49093 (616)836-6720

WORK HISTORY

Equalization Director	Delta County Equalization Dept	Jan 2021 - Present
Equalization Director	Mason County Equalization Dept 304 E Ludington Ave. Ludington, MI 49431	May 2020 - Present
Equalization Director	Arenac County Equalization Dept. 120 N. Grove St. Standish, MI 48658	Oct 2018 - Present
Equalization Director	Van Buren County Equalization Dept 219 E. Paw Paw St. Ste 201 Paw Paw, MI 49079	Feb 2018 - Present
Equalization Director	Ionia County Equalization Dept. 100 W. Main St Ionia, MI 48846	July 2015 – Present
Equalization Director	Berrien County Equalization Dept. 701 Main St. St. Joseph, MI 49085	Dec 2015 – May 2020
City Assessor	City of Buchanan 302 N. Redbud Trail Buchanan, MI 49107	Dec 2015 – May 2017
Equalization Director	St. Joseph County Equalization Dept. 115 S. Dean St. Centreville, MI 49032	May 2013 –Jan 2019
Equalization Director	Cass County Equalization Dept. 120 N Broadway St. Cassopolis, MI 49031	May 2013 – Dec 2015
Appraiser Analyst	City of Holland 270 River Ave. Holland, MI 49423	May 2007 – May 2013
Real Property Appraiser / GIS	Allegan county Equalization Dept 113 Chestnut St Allegan, MI 49010	June 1999 – May 2007

ANTHONY E. MEYAARD MMAO (4)

53710 Pulver Rd. Three Rivers, MI 49093 (616)836-6720

CONSULTING HISTORY

- **Gratiot County** – Conduct Commercial / Industrial appraisal studies for 2020-2021 Equalization Study
- **Jackson County** – Conduct Commercial / Industrial appraisal studies for 2020-2021 Equalization Study, including calculating land values and ecf's to be used in the study
- **Jackson County** – Conduct Commercial / Industrial appraisal studies for 2019-2020 Equalization Study, including calculating land values and ecf's to be used in the study
- **Sandstone Twp** – Served as third party contractor to correct AMAR deficiencies which included, Land Values and ecf analysis for all classes of property, uncapping audit, identify and correct land value adjustments without sufficient reasoning and identify and correct parcels in override.
- **Springport Twp** – Served as third party contractor to correct AMAR deficiencies which included, Land Values and ecf analysis for all classes of property, identify and correct land value adjustments without sufficient reasoning, audit and identify parcels with new construction where “new” and “additions” where not handled correctly and identify and correct parcels with flat land values.
- **Reed City Reappraisal** – Calculated all land values and ECF's to be used in the reappraisal
- **Gilmore Twp Reappraisal** – Calculated all land values and ECF's to be used in the reappraisal
- **Manlius Twp** – Serve as State Contractor to correct all assessment roll deficiencies.

ANTHONY E. MEYAARD MMAO (4)

Course Instruction List

- 2021
 - MMAO grading panel chair
 - MAAO Basic Income (Online Hybrid)
 - MAAO Equalization and Data Collection (online Hybrid)
 - Equalization 101 (4 hours)
 - Equalization 102 (4 hours)
 - Equalization 103 (4 hours)
 - Equalization 104 (4 hours)
 - Michigan Equalization Gateway Training (4 hours)
- 2020
 - Serve as MMAO grading panel chair
 - 2020 MBOR Training (4 hours)
 - MAAO Equalization and Data Collection (online Hybrid)
 - MCAO Mod 1 Real & Personal Prop Appraisal Concepts (online hybrid)
 - MCAO Mod 2 Valuing Residential & Agricultural Real Property (online hybrid)
 - MCAO Mod 3 Valuing Commercial Industrial Real Property (online hybrid)
 - MCAO Mod 4 Equalization Process (online hybrid)
 - MCAO Mod 5 Exemptions and Transfer of Ownership (online hybrid)
 - MCAO Mod 6 Property Tax Administration (online hybrid)
 - MCAO Mod 7 Putting it all together (online hybrid)
- 2019
 - Serve as MMAO grading panel chair
 - 2019 MBOR Training (4 Hours)
 - MAAO Commercial and Industrial Valuation (5days)
 - Depreciation Determination (15 Hours)
 - Doug Stover Education Day Presenter (6 hours)
 - MCAO Mod 3 Valuing Commercial Industrial Real Property (Online Hybrid)
 - STC Statistics for Assessors (6 hours)
 - MAAO Introduction to Appraisal Statistics (5 days)
- 2018
 - 2018 Key Updates (4 Hours)
 - 2018 MBOR Training (4 Hours)
 - MAAO Basic Income (online Hybrid)
 - Local Official Training (8 hours)
 - MAAO Principles of Appraising (5 days)
 - MAAO Introduction to Appraisal Statistics (5 days)
 - MAAO Commercial and Industrial Valuation (5 days)
- 2017
 - MAAO Introduction to Appraisal Statistics (5 days)
 - MAAO Commercial and Industrial Valuation (5 days)
 - MMAO Advanced Depreciation (4 days)
 - 2017 Key Updates (4 hours)
 - March Board of Review (4 hours)
 - Agricultural Property Administration (4 Hours)
- 2016
 - MAAO Introduction to Appraisal Statistics (5 days)
 - MAAO Commercial and Industrial Valuation (5 days)
 - GIS in an Assessing World (4 hours)

ANTHONY E. MEYAARD MMAO (4)

Course Instruction List

- 2015
 - GIS in Assessing (3 days)
 - MMAO Introduction to Appraisal Statistics (4 days)
 - GIS in an Assessing World (4 hours)
- 2014
 - GIS in Assessing (3 days)
 - GIS in an Assessing World (4 hours)
- 2013
 - GIS in Assessing (3 days)
- 2012
 - GIS in Assessing (15 hours)
 - GIS in an Assessing World (4 hours)



AGREEMENT FOR PROFESSIONAL CONTRACTOR SERVICES

THIS AGREEMENT (“Agreement”), made and entered into this 1st day of July, 2021, by and between the **CITY OF SAUGATUCK**, 102 Butler St., Saugatuck Michigan 49453, hereinafter referred to as “**CITY**,” and Assessing Solutions Inc, 53710 Pulver Road, Three Rivers Michigan 49093, hereinafter referred to as “**CONTRACTOR**.”

WITNESSETH:

WHEREAS, it is the intent of the City to retain Contractor to perform the duties as its certified assessor as an independent contractor.

WHEREAS, Contractor retains qualified personnel with the proper State certification to act in that capacity for and on behalf of the City; and

WHEREAS, the parties wish, by this Agreement, to define their respective rights and responsibilities during the term of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants herein expressed, **IT IS HEREBY AGREED** by and between the parties hereto as follows:

SECTION I: BASIC SERVICES OF THE CONTRACTOR

The following are deemed services or requirements included in the compensation of the Contractor under Section III - Payment unless otherwise stated:

1.1 Performance By Appointed Assessor:

By approving this Agreement, the City Council is appointing Anthony E. Meyaard MMAO as the City Assessor and Don Jollay as the Deputy Assessor. It is the parties’ intent that Mr. Meyaard be employed solely by Contractor. Contractor’s obligations under this Agreement shall be performed by Anthony E. Meyaard and other Contractor staff unless otherwise provided in this Agreement or unless consented to in writing by the City Manager. Contractor shall ensure that Mr. Meyaard has and maintains assessor certification at at least the level of a Michigan Master Assessing Officer during the term of this Agreement.

1.2 General Duties:

The Contractor shall be required to perform all duties of an assessor pursuant to Michigan statutes and laws, and all other rules and guidelines established for the proper performance of said position, and as same may be from time to time amended, while this agreement is in effect, and shall conduct and perform same in accordance with all applicable standards of professional conduct required of such assessors. Said duties shall include, but not be limited to, any and all requirements made effective or promulgated under Michigan Public Act 415 of 1994. In the event material changes in the laws, statutes, rules, guidelines during the term of this Agreement result in a substantial additional work burden on the Contractor, then the Contractor and City shall renegotiate the

compensation paid pursuant to the terms and provisions of this Agreement. For purposes of this paragraph, the term “substantial additional work burden” shall be determined to exist by mutual agreement of the parties to this Agreement, provided, in the event the parties cannot agree as to whether a substantial additional work burden has been imposed upon the Contractor, then the parties shall select a mutually agreeable mediator who shall make such determination and whose determination shall be final, however, said mediator shall not have authority to establish the amount of additional compensation, if any.

1.3 Office Hours:

During the term hereof, the Contractor shall maintain four (16) office hours per month at the City of Saugatuck Municipal Building at the above address, as follows:

- A. The Contractor shall devote four (8) hours every other week to maintaining office hours at the City office for public appointments. The parties shall specifically agree upon a regular schedule for the maintenance of such office hours.
- B. Days spent at the Small Claims Division of the Michigan Tax Tribunal shall not count as office days.
- C. If specified office days of the Contractor fall on a day recognized as a holiday to City employees, then it will be recognized as a holiday by the Contractor, However, an alternate day agreeable to both parties may be substituted.

1.4 Public Relations/Customer Service:

The Contractor shall work with and advise property owners in the ad valorem taxation system in an attempt to eliminate adversarial situations and establish positive public relations. The parties acknowledge that holding specific office hours for the public is valuable in the process of providing high quality customer service. The City wants to ensure that members of the public and City staff that need information from the Contractor, or wish to speak to Contractor, are able to do so on a relatively convenient basis. In that regard, in addition to the hours specified in Paragraph 1.3, the Contractor agrees to meet with or contact residents and City staff members beyond normal office hours as appropriate to address their tax assessment-related concerns. Phone calls and answers to e-mails and faxes will be responded to in a timely manner, expected within 24 hours of receipt by the Contractor.

1.5 New Construction/Loss Adjustment:

During the term of this Agreement, the Contractor shall physically observe all new construction and real estate improvements through cooperation with the Zoning Administrator and will review all building permits. The Contractor shall obtain copies of the building permits from the Building Department. Likewise, the Contractor shall physically observe damaged or destroyed properties with respect to the making of any loss adjustments as shall be necessary in the performance of her duties. To assist with this requirement, the City shall also supply the Contractor with a copy of all fire calls involving improved properties with permanent parcel number attached.

1.6 Economic Condition Factors (ECF):

During the term hereof, the Contractor shall review and prepare new land values and economic condition factors (ECF) by areas and apply these factors to property records so that the current assessment is reflected as 50% of true cash value on the assessment record.

1.7 “Proposal A” Requirements:

The requirements of Michigan Public Act 415 of 1994 and all related property tax reform legislation amendments and updates shall be followed and monitored as required. This includes by example, but is not limited to, the filing of all associated reports and forms to fulfill the following requirements:

- A. Approve or deny homestead and agricultural exemptions;
- B. Track property transfer affidavits, matching them with deeds within 45 days of being filed;
- C. Apportion the homestead portion of a combination-use building;
- D. Determine the homestead status of parcels resulting when homestead parcels are split or combined; and
- E. Calculate both assessed and tentative taxable values for all parcels, taking into consideration losses, new construction and replacement in any given year.

1.8 Assessment Roll Preparation and Records:

The Contractor shall enter the assessments onto the Ad Valorem assessment roll, specific tax rolls (IFTs, OPRAs, PILTs, TIFs, Tool & Die Renaissance Recovery Zone, Outside District Fire Roll, etc.), and special assessment rolls or other special assessment rolls and prepare the warrant authorizing the collection of taxes by the City Treasurer. The Contractor, in cooperation with the City Treasurer and City Clerk, shall also enter any delinquent City utility payments onto the appropriate rolls. Contractor shall prepare, obtain and maintain, as necessary or desirable, such property cards, photographs, measurements, sketches, records and documents to meet all requirements set by the City and/or the State of Michigan regarding such assessment rolls and shall organize same on a basis that will provide easy access and comprehension of the information contained in each respective file and regarding each respective roll.

1.9 Annual Reports:

The Contractor will prepare a report annually summarizing the entire year that shall advise the City of the overall activities, progress, problems and corrective measures regarding the various aspects of the duties of the Contractor under this Agreement if requested. The City shall have the right at any time to require the Contractor to make available to the City, within 48 hours of notice being provided, all records and documents developed and maintained by the Contractor under the terms of this Agreement for review and audit. All time spent in the preparation and presentation of such reports or in gathering and making information available to City by the Contractor shall be deemed a part of the services contracted under the terms and provisions of this Agreement.

1.10 Board of Review:

The Contractor shall have staff available for each of the two (2) March Board of Review sessions. (In the event the City chooses to hold additional meetings, the Contractor may choose to have a certified staff member in attendance in thier absence.) March Board of Review sessions shall be scheduled as provided in the City’s resolutions, within the time limits prescribed by law.

*see City charter

The Contractor shall provide adequate information to the Board of Review members as to how the assessments, capped and taxable values were determined to allow them to determine how best to decide a taxpayer's appeal; such information shall include the following:

- A. Sales map indicating all neighborhood increases or decreases
- B. Sales "comparable" book to include the following:
 - 1. Current picture
 - 2. Sales price versus assessment at time of sale
 - 3. Building permits issued before or after the sale.

The Contractor shall also attend and serve as secretary at the March, July and December Boards of Review. If the Contractor is unable to attend these two sessions, however, the Contractor must supply the City Clerk with a written agenda for the Board of Review that contains the reasons for all recommended adjustments.

1.11 Sales and Appraisal Studies:

The Contractor shall prepare sales studies using available data and evaluate all equalization and/or appraisal studies and respond as appropriate.

1.12 Forms:

The Contractor shall file all forms fully completed with the Allegan County Equalization Department, State Tax Commission and other agencies and entities, as required, in a timely manner.

1.13 Defense of Appeals:

This Section shall apply to real and personal, IFT and ad valorem property tax appeals.

The City shall retain ultimate control of all litigation and settlement negotiations and Contractor shall operate under the direction of the City in any litigation regarding a tax appeal, including appeals to the Small Claims Division.

Any appeal to the Tax Tribunal may result in the City obtaining competent legal counsel at its expense. If counsel shall desire the assistance of the Contractor in the defense of such appeals, additional fees for preparing necessary appraisals and/or consultation shall be reviewed in advance by the City and agreed upon on a case-by-case basis. The City may choose to retain the Contractor to prepare this report or may employ another firm to prepare a supportable and defensible report for an additional fee.

The Contractor shall defend all appeals to the Small Claims Division of the Michigan Tax Tribunal. This shall include, but not be limited to, filing necessary petitions, preparing and submitting such material, statistics and other information as is necessary to properly defend any such appeal, and appearing at all hearings and meetings as are required for the purpose of defending said appeal. City hereby authorizes Contractor, subject to approval by the City manager, to settle where Contractor deems it appropriate or advisable any appeal. All the foregoing regarding appeals to the Small Claims Division is deemed to be included the services compensated pursuant to the terms and provisions of this Agreement.

In all other potential appeals to the Michigan Tax Tribunal or State Tax Commission, Contractor shall provide as part of the services included under the terms and provisions of this Agreement such time and effort as is necessary to properly provide to City information, documents, analysis and

advice as may be required in the determination of the Contractor or the City to forestall the formal filing of an appeal or to settle a disputed case up to the date of the filing of a petition appealing a decision of the City or any of its agencies or boards to the Michigan Tax Tribunal or State Tax Commission. After the filing of said petition, the Contractor shall make the appointed assessor available to the City for such further assistance as is required by the City in the defense of such appeal. The Contractor shall make the appointed assessor available as an expert witness on behalf of the City in any proceedings. Mileage expenses for out-of-City travel required for appearance at Tax Tribunal hearings or State Tax Commission hearings shall be reimbursed at the rate per mile recognized by the Internal Revenue Service's allowance for business use of an automobile. In the event of the termination of this Agreement and the necessity for the services of the Contractor for purposes of consulting, review of information, analysis or expert testimony after the date of termination, the Contractor shall make the appointed assessor available, notwithstanding the termination of this Agreement, for assistance in the defense of such appeals, provided, same shall not apply to appeals filed in the Small Claims Division of the Michigan Tax Tribunal. Contractor shall keep the City Manager informed of appeals and provide the City Manager with any recommendation regarding said proceedings, the manner in which same are to be handled, any proposed settlement and like advice if needed.

The provisions of Paragraph 1.13 regarding appeals shall be and are hereby incorporated regarding any appeal of a personal property tax assessment.

1.14 Reappraisal Program:

This contract shall include annual inspection of 20% of the properties in each class. Should the City desire all properties to be re-inspected in less than a 5 year timeframe, there may be additional charges as well as a contract addendum pursuant to Section 5.1.

1.15 Personal Property Statements, Canvas and Audits:

The Contractor shall prepare and maintain the mailing list for personal property tax statements and maintain records for personal property including data entry and calculation of depreciated values and their extension within each statement. The Contractor shall conduct a personal property canvas to ensure equity among business owners within the City. The Contractor is required to perform random personal property audits when warranted by questionable data or lack of submitted data.

1.16 Equalization Increases:

The Contractor shall strive to eliminate across-the-board increases in property values by applying any increases received through the Allegan County Equalization Department to appropriate areas by using the economic condition factors hereinabove described, by adjustment of individual property assessments to 50% of true cash value, or as required by the State Tax Commission, in order to achieve maximum equity by class, and in accordance with the latest laws and regulations then in force. The Contractor shall represent the City when requested by the City Manager by attending any annual Allegan County equalization meetings.

1.17 Land Division Applications:

The Contractor shall assist the City Zoning Administrator in reviewing land division applications.

1.18 Transportation and Equipment:

The Contractor shall provide all necessary transportation and field equipment to perform the services and meet the requirements of this Agreement.

1.19 Indemnification/Employment:

The parties hereto acknowledge that all personnel, except any current employees of the City, that may or might be utilized by the Contractor in the performance of its duties hereunder shall, for all purposes, be considered employees of the Contractor and not employees of the City. The Contractor shall be responsible for Workers' Compensation, Unemployment Compensation, state and federal withholding and payment of personnel. The Contractor shall indemnify the City and hold the City harmless from any claim, cause of action or other liability that may or might arise by virtue of any claim of any employee of the Contractor relating to his/her employment by Contractor.

1.20 Tax Increment Finance Authority:

The Contractor shall be responsible for the recording of any property value changes, new or loss, on the ad valorem assessment roll, specific tax rolls (IFTs, LDFA, Commercial Rehab. District OPRAs, PILTs, TIFs, Tool & Die Renaissance Recovery Zone, Outside District Fire Roll, etc.) and special assessment rolls relating to the designation of properties as within the Downtown Development Authority (DDA) District boundaries.

1.21 Contractor's Recommendations:

On or before December 31, 2021, at the city manager's request, and each year thereafter, the Contractor shall prepare written recommendations and conclusions regarding the current state of the City's assessment rolls, by class, together with specific recommendations concerning actions which, in the opinion of the Contractor, should be taken in order to achieve maximum equity in the assessment rolls and compliance with all State Tax Commission rules, regulations and guidelines. Such report shall be submitted to the City manager for his review. Preparation and submission of such recommendations shall be a part of the Basic Services to be performed by the Contractor under this Agreement.

1.22 Security of Information:

If any documents, data, drawings, specifications, photographs, property cards, summaries, accounts, reports, software applications or other products or materials are held in the possession of the Contractor outside of the City offices, then Contractor shall be under an affirmative duty to provide adequate security to safeguard said materials from fire, theft and other hazards of a like nature or type, while same are in possession of the Contractor. This may include, but not be limited to, providing for a fire proof safe or vault in which to store same, preparing and holding duplicates of same in the possession of the Contractor, but separately or providing same to the City for possession. Said security measures shall be deemed a part of the Basic Services to be provided hereunder as part of the costs to be born by the Contractor.

1.23 Optional Services:

The Contractor is responsible for determination and preparation of special assessment rolls for City projects such as sewer, street, sidewalk, drain, etc. The Contractor shall report outstanding special assessments, properly completed, on forms required by the State Tax Commission, and same shall be deemed part of the services required by this Agreement. The Contractor will coordinate with the Zoning Administrator for assigning street addresses.

SECTION II: TERM OF AGREEMENT

2.1 Contract Period:

The Contractor shall commence performance of the services herein required on July 1, 2021. Unless sooner terminated, this Agreement shall, by its terms, expire June 31, 2026.

2.2 Mutual Right of Termination:

Either party may terminate this Agreement upon ninety (90) days written notice to the other. This right of termination is specifically exercisable at the sole discretion of either party, and requires no just cause or other reason or justification for the exercise thereof. The effective date of such termination shall be ninety (90) days from the date of mailing of such notice by certified mail/return receipt requested.

2.3 Termination for Cause or Breach:

Notwithstanding anything to the contrary on this Agreement, either party may immediately terminate this Agreement in the event of material breach by the other. In such case, either party may seek such remedies as shall be available, at law or equity.

2.4 Notice of Termination:

Upon receipt of notice of termination or upon termination of this Agreement by expiration of its term, the Contractor shall immediately deliver to the City copies of all data, paper and computer files, drawings, specifications, reports, value estimates, summaries and other information and materials as may have been accumulated by the Contractor in performing the Agreement, whether completed or in process and same shall be in unaltered form, readable by the City. In the event of the failure or refusal of the Contractor to forthwith deliver the above referenced materials, documents and files, City may seek a Circuit Court order compelling the production of same forthwith, and the Contractor herein expressly waives notice of hearing thereon agreeing that a mandatory injunction may immediately issue due to the fact that the failure to receive the stated materials, documents and files will result in irreparable harm to the City without leaving the City an adequate remedy at law, thereby entitling the City to an immediate judgment in its favor in this regard. City shall be entitled to damages from Contractor for any information, materials or documents which are turned over to City in unusable or altered form.

2.5 Amendment/Renegotiation:

Nothing herein contained shall be construed to limit or abrogate the rights of the parties to modify or amend this Agreement at any time hereafter, provided however, that no such amendment or modification shall be effective unless in writing and duly executed by both parties hereto, through their authorized representatives.

If the Agreement is not renewed or extended prior to its expiration date, and the City desires to have the Contractor continue on a month-to-month basis, the fee will be that which existed for the final month of the previous term plus the rate of inflation (consumer price index), being June 30, 2026.

SECTION III: PAYMENT

3.1 Compensation for Basic Services:

During the term of this Agreement, which shall be from July 1, 2021 - June 30, 2026, unless sooner canceled or terminated under the provisions of Section II herein, the City agrees to pay to the Contractor for performance of the Basic Services set forth in Section I of this Agreement as follows:

During the period July 1, 2021 through June 30, 2022, the sum of \$30,000 per year at a rate of \$2,500 per month.

For each year thereafter the compensation will be increased by the Consumer Price Index (CPI) as set forth by the STC for the applicable year rounded to the nearest hundred. In the event the CPI is less than 1.0000 the compensation will remain the same as the prior year. This will ensure contract cost are not increasing at a rate greater than what the City will see in property tax revenue increases.

3.2 Proration of Payments on 90-Day Termination:

In the event this Agreement is terminated pursuant to Paragraph 2.2, City shall pay Contractor to the date of termination on a prorated daily basis for any part of a month for which services have been rendered by Contractor and for which no compensation has been received.

SECTION IV: CITY RESPONSIBILITIES

4.1 Basic Data:

The City shall provide access to Contractor to property description files as currently exist as of the date of execution of this Agreement, containing initial information such as property number, legal description, owner and address information, as well as all data that the City may possess concerning such properties (i.e. measurements, sketches, photographs, etc.).

4.2 Office Equipment:

The City shall provide the Contractor with appropriate tax parcel maps, office space and furniture, telephone, personal computer, printers, copying machine, fax machine, and office supplies (as defined in Paragraph 4.5) as reasonably needed during the duration of this Agreement. Contractor acknowledges that some of the equipment (i.e. fax, printers, copying machine) is shared among all administrative office personnel, and the Contractor will not have exclusive use of such equipment.

The Contractor shall have access to the City's computer network for the use of the following software products: BS&A Equalizer Assessing & Tax Modules and Microsoft Office applications. The City's Internet website will also have available on-line to the Contractor and the public the property record cards, digital photographs and tax payment information. The Contractor shall not use any other software within the City's network or download or upload any software to the City's network, except with the City's prior written approval. The Contractor shall be liable for any adverse consequence upon the City's computer network or function caused by any software introduced in the network by the Contractor without prior written consent of the City. Further,

Contractor shall be liable for any act of negligence on the part of the Contractor in creating or causing an adverse consequence to the City's computer network.

The Contractor agrees that City equipment shall be used only for the purposes of fulfilling Contractor's obligations under this Agreement and shall not be used for personal reasons or to conduct other business not authorized under this Agreement.

4.3 Computer:

The City shall supply computer hardware, software and peripherals necessary to fulfill the Contractor's duties under this Agreement. The City will maintain the hardware, software and peripheral equipment through a regular maintenance program. The City will back up the system on a daily basis with alternate tapes or disks. Any data loss not due to the negligence of the Contractor as a result of hardware or software malfunction will be replaced at the City's expense.

4.4 Map Maintenance/Tax Roll Printing:

The Contractor shall assume the responsibility for preparing the assessment notices, which will print and mail the assessment change notices during the term of this Agreement. The Contractor shall be provided digital parcel maps. The Contractor shall utilize such maps to develop and maintain land value maps showing dates of property sales, sale amounts and ratio to the current estimated value of the property.

4.5 Office Supplies:

The City shall provide the Contractor with office supplies, including computer paper, file folders, hanging folders, assessment notices and forms, postage and such other supplies as shall be necessary for the performance of Contractor's responsibilities hereunder.

4.6 Legal Counsel:

The City shall supply legal counsel, at its expense, for Small Claims and full Tax Tribunal hearings, should the need arise.

SECTION V: REAPPRAISAL AND OTHER NON-BASIC SERVICES

5.1 Additional Services (Pricing/Reappraisal):

In the event that the City desires to implement some or all of the recommendations made by the Contractor as herein contemplated, the City may request and the Contractor shall provide such services as are desired by the City, provided however, an addendum to this Agreement, reduced to writing and executed by both parties, shall set forth the terms and provision under which the additional services shall be rendered. Such addendum shall specify the nature, extent and timetable for the performance of such additional services and establish the rate of compensation therefor.

5.2 Implementation/Responsibility:

The parties acknowledge that it shall be the sole responsibility of the City to determine the nature and extent of implementation of the Contractor's recommendations under this Section or any other additional, non-basic services. To that end, the City assumes responsibility for defense of any claim, cause of action or other proceeding that may or might be instituted by the Michigan State Tax Commission, or other entity, arising from any failure, or alleged failure, to implement such recommendations.

SECTION VI: MISCELLANEOUS PROVISIONS

6.1 Relationship Between City and Contractor:

In the fulfillment of the services provided herein the Contractor and its employees, agents and officers shall be at all times be deemed in a relationship of independent contractor to the City.

6.2 Indemnification/Insurance:

The Contractor shall secure and maintain general liability and property damage, unemployment, errors and omissions, workers' disability compensation, automobile liability and any other insurance required by law for the Contractor, or its employees, agents or officers as will protect him and the City from claims (including claims under the Workers' Compensation Acts) for bodily injury, death or property damage that may arise from its negligence or that of its employees in the performance of services under this Agreement or failure to properly perform its duties as described herein. The Contractor shall save the City harmless and defend and indemnify the City from any claims for bodily injury, death or property damage that may arise due to its acts or negligence or that of its employees in the performance of services under this Agreement or that arise from his error or omission to properly perform its duties as described herein. Contractor shall, however, have no liability arising out of adjustments to assessments or other actions by Contractor, the City's Board of Review and/or the Michigan Tax Tribunal if such adjustments or actions result from honest differences of opinion regarding the value of the subject property and if the Contractor established the assessment pursuant to professional assessment standards. The insurance policies shall be in such minimum amounts as shall from time to time be acceptable to the City or as set by the City.

A Certificate of Insurance incorporating such requirements and naming the City (and its officers and employees) as an Additional Insured Party and Certificate Holder along with a certificate showing its premium has been paid and a copy of the policy shall be filed each year with the City Clerk. Any such insurance policy shall provide that the City will be given at least thirty (30) days advance notice before cancellation of the policy. The coverages provided by the General Liability and Automobile Liability policies of the Contractor shall be primary to any insurance maintained by the City.

6.3 Non-Assignability:

The parties to this Agreement acknowledge that, inasmuch as the Agreement is in the nature of a Personal Services Contract, and as the City's decision to contract with the Contractor is based in part on the perceived expertise and ability of the Contractor, it is agreed that the Contractor's duties and obligations hereunder may not be assigned, transferred nor conveyed without the advance written approval of the City. Nothing in this Agreement shall prevent the Contractor from employing such employees or agents, as Contractor shall deem reasonably necessary to assist it in the performance of its obligations under this Agreement. Also, in the event that vacation, illness, injury or incapacity in any form, whether elective or imposed, should cause the appointed assessor to be unable to personally fulfill the terms and obligations of this Agreement for a period exceeding three (3) calendar weeks (21 days), Contractor shall provide the City, at its expense, a certified Level II Contractor to perform any and all such functions as required by this Agreement for the complete term of the appointed assessor's absence or incapacity. The City reserves the right to approve or reject, without cause and at its sole discretion, any Contractor designee named to "fill-in" for the contracted assessor for a period exceeding two (2) calendar months (60 days)..

6.4 Professional Standards:

The Contractor shall be responsible, to the highest levels of competency presently maintained by other practicing professional assessors and appraisers, for the professional and technical soundness, accuracy and adequacy of property valuations, drawings, property inspection data and all other work and materials furnished under this Agreement. At the time of commencement of performance, Contractor shall be properly certified, equipped, organized and financed to perform the services required by this Agreement. Subject to compliance with the requirements of this Agreement, the Contractor shall work independently.

6.5 Ownership of Documents:

All documents, data, drawings, specifications, photographs, property cards, summaries, accounts, reports, software applications and other information, products or materials produced or held by the Contractor, of whatsoever nature or type, in connection with this Agreement shall be the sole property of the City with the City having sole and exclusive right, title and interest in any and all records, compilation, documents, papers, maps or manuscripts pertaining to or prepared pursuant to this Agreement. All of the foregoing shall be forwarded to the City at its request and may be used by the City as it sees fit. The City agrees that if any of the foregoing prepared by the Contractor are used for purposes other than those intended by this Agreement, the City does so at its sole risk and agrees to hold Contractor harmless for such use. All services performed under this Agreement shall be conducted solely for the benefit of the City and will not be used for any other purpose by Contractor without written consent of the City. Any information relating to the services shall not be released without the written permission of the City. The Contractor shall act and preserve the confidentiality of all City documents and data accessed for use in Contractor's work products to the extent allowed or required by law. Any requests for information under the Freedom of Information Act shall be immediately forwarded to the City manager for a proper determination of the response to be provided.

6.6 Attorney's Fees:

In the event of material breach of this Agreement by either party, it is agreed that the non-defaulting party shall be permitted to recover, in addition to any other remedies as may be available to it, at law or at equity, all reasonable attorney's fees and costs incurred as a direct result or consequence of such breach.

6.7 Validity:

If any paragraph or provision of this Agreement shall be determined to be unenforceable or invalid by any court of competent jurisdiction, such provision shall be severed, and the remainder of this contract shall remain in force.

6.8 Survival:

All express representations, indemnifications or limitations of liability made in or given in this Agreement shall survive the completion of all services of Contractor under this Agreement or the termination of the Agreement for any reason.

6.9 Controlling Law/Venue:

This Agreement is to be governed by the laws of the State of Michigan. It is mutually agreed that, in the event of any proceeding, at law or at equity, arising under this Agreement or breach thereof, that the venue of any such action shall be in the County of Hillsdale and the State of Michigan.

6.10 Authorization:

The respective signatories hereto expressly acknowledge that this Agreement is made and entered into with full authority of the Saugatuck City council and Assessing Solutions Inc. and that the persons executing this Agreement on behalf of the respective parties have been duly authorized and empowered to make and enter into this Agreement by said City Council and said Contractor.

6.11 Covenant Not To Discriminate:

Contractor agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status and to comply with all other State and Federal laws, including but not limited to the Americans with Disabilities Act. Contractor further agrees that any services, programs and activities delivered pursuant to this Agreement shall be delivered without discrimination on the basis of disability, in accordance with the Americans with Disabilities Act and Rules promulgated pursuant thereto.

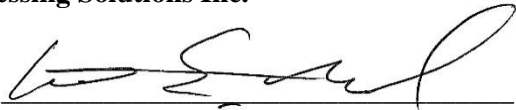
IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first above written.

City of Saugatuck:

By: _____
_____, Mayor

By: _____
_____, City Clerk

Assessing Solutions Inc.

By: 

Anthony E. Meyaard Owner



City Council Agenda Item Report

City of Saugatuck

FROM: Peter Stanislawski, City Treasurer

MEETING DATE: June 28, 2021

SUBJECT: Resolution 210628-A (FY 20/21 Year-End Budget Amendments)

DESCRIPTION

The City Council is authorized by statute to amend the budget throughout the fiscal year as it becomes apparent that a deviation from the original general appropriations act is necessary. Attached are the recommend final year-end budget amendments.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

N/A

LEGAL REVIEW

Resolution was originally prepared by municipal attorney Jeff Sluggett.

SAMPLE MOTION:

Motion to **approve/deny** Resolution No. 210628-A amending the FY 21/22 budget as presented.

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To: Saugatuck City Council
From: Ryan Heise—City Manager
Date: June 28, 2021
Re: Recommended Fiscal Year 2021/2022 Budget Transmittal

INTRODUCTION

In accordance with the City Charter, annually the City Manager is required to prepare a recommended operating budget and submit to the City Council. While the recommended budget represents my professional opinion for fiscal year 2021/2022 spending, this recommendation is subject to the Council's review and ultimate decision. Council is the elected body of the people and maintains the right to adopt a 2021/2022 budget for the City of Saugatuck as the body considers appropriate.

The City Council is required, not later than June 30 of each year, to adopt by resolution a final budget for the ensuing fiscal year and make appropriations therefor. A public hearing on the final budget is required to be held as provided by law and has been scheduled for June 28, 2021. An appropriation should be viewed as an authorization to spend and not a mandate to spend. An appropriation provides authority, not cash. It indicates that, if the revenue is there, it may be spent in a certain way. The budget, while often viewed as a financial instrument, is first a planning and management tool and second an accounting device. When it is used exclusively as a mechanism to set up accounts, it loses much of its utility.

PURPOSE AND DEVELOPMENT

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

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

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

➤ **Fiscal Responsibility:**

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

➤ Maintain and Improve Public Infrastructure and Facilities:

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

➤ Friendly, Honest and Transparent Government”

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

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

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

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

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

Big Picture

The City’s engineering firm completed an updated capital improvement plan for 2021 which is included in the appendix section. The plan identifies **\$4,357,000** in road and utility projects and **\$4,095,000** in park projects for a total of **\$8,452,000** of estimated expenditures. Due to limited revenues, the City has been committed to being strategic in its future planning in order to continue maintaining and improving its infrastructure. It is incumbent upon City elected leaders and staff to ensure the City of Saugatuck is ready with excellent roads, parks, up-to-date facilities, and the best employees in order to tackle the new challenges ahead. The 2021/2022 recommended budget will move the City forward in a positive, calculated and cautious manner.

FUND STRUCTURE

The City of Saugatuck currently has seven (7) separate funds. Each fund is considered a separate accounting entity

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

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

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

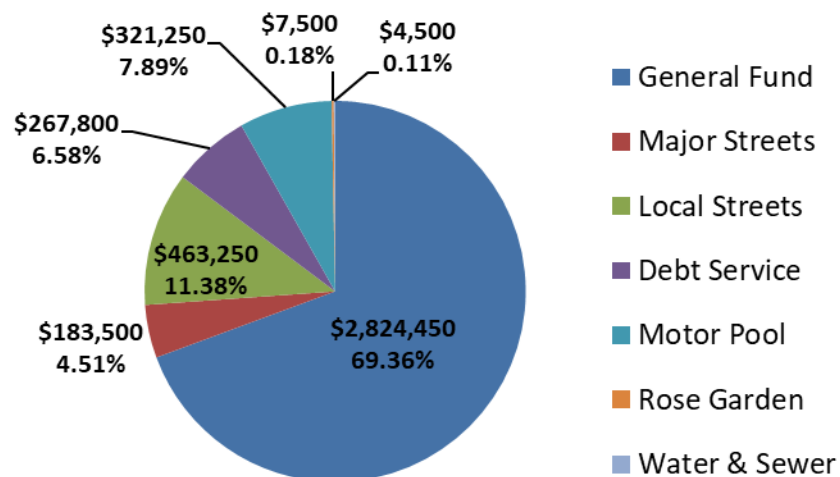
GENERAL FUND REVENUES

The general fund revenues are funded through nineteen (19) different sources. The general fund generates the majority of its revenue from property taxes, beach fees, state shared revenues and fees.

FUND 101 - GENERAL FUND ESTIMATED REVENUES		
101-000-402.000	REAL PROPERTY TAXES	1,940,000
101-000-403.000	PERSONAL PROPERTY TAXES	27,000
101-000-445.000	PENALTIES & INTEREST	9,000
101-000-447.000	ADMINISTRATION FEE	82,000
101-000-478.000	PERMIT FEES	14,000
101-000-574.000	REVENUE SHARING	89,000
101-000-577.000	LIQUOR LICENSE FEES	12,000
101-000-607.000	FRANCHISE FEES	39,000
101-000-614.000	SCHOOL TAX COLLECTION FEE	3,200
101-000-651.000	OVAL BEACH FEES	475,000
101-000-652.000	OVAL CONCESSION	50,000
101-000-653.000	BOAT RAMP FEES	250
101-000-654.000	GAZEBO FEES	1,500
101-000-655.000	POLICE & ORDINANCE FEES	3,500
101-000-665.000	INTEREST EARNED	10,000
101-000-667.000	STREET END & PROPERTY FEES	25,000
101-000-670.000	BOAT SLIP FEES	18,000
101-000-674.000	MISC DONATIONS & INCOME	1,000
101-000-682.000	ELECTION FEES & USE TAX	15,000
	TOTAL ESTIMATED REVENUES	2,824,450

TOTAL REVENUES ALL FUNDS

The City of Saugatuck receives revenue from several sources, which include property taxes, state revenue sharing, permits, licenses, fees, and charges for services amongst other sources. The City is estimating revenue of \$4,072,450 for all seven (7) funds for the fiscal year 2021-2022.



MILLAGE RATES

The City is charged with preparing summer and winter tax bills and collecting revenue via the millage rates the various taxing entities levy within the City of Saugatuck boundaries. The complete list of approximate millages to be levied in 2021 is listed below. The **GREEN** line items are the millages levied by the City only.

CITY OF SAUGATUCK OPERATING	11.0348
CITY OF SAUGATUCK ROADS	1.8154 (VOTED EXPIRES 2031)
CITY OF SAUGATUCK ROAD BOND DEBT	1.4000 (VOTED EXPIRES 2028)
SCHOOL STATE EDUCATION	6.0000
SCHOOL OPERATING	17.2278
SCHOOL DEBT	3.4500
SCHOOL SUPPLEMENTAL	0.7722
SCHOOL BLDG/SITE	0.4780
SCHOOL RECREATION	0.2426
SCHOOL INTERMEDIATE DISTRICT	6.2245
ALLEGAN COUNTY OPERATING	4.5125
ALLEGAN COUNTY MED CARE	0.2475
ALLEGAN COUNTY ROADS	0.9760
ALLEGAN COUNTY CONSERVATION	0.0990
ALLEGAN COUNTY SENIORS	0.4811
INTERURBAN TRANSIT AUTHORITY	0.4858
DISTRICT LIBRARY	0.4019
DISTRICT LIBRARY DEBT	0.3700
FIRE DISTRICT	2.2000

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

CITY OF SAUGATUCK TAX PORTION (NON-PRE PROPERTIES)



75%
Other Taxing
Entities

25%
City of Saugatuck

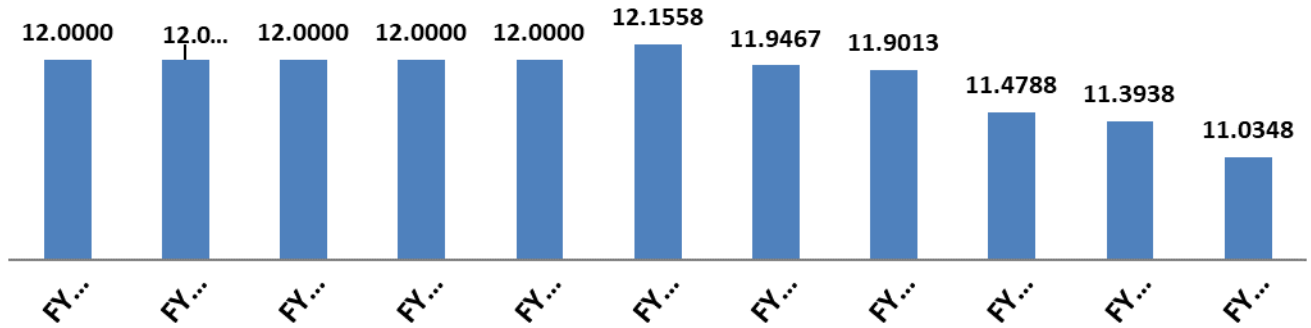
CITY OF SAUGATUCK TAX PORTION (PRE PROPERTIES)



63%
Other Taxing
Entities

37%
City of Saugatuck

CITY OF SAUGATUCK OPERATING MILLAGE HISTORY (19 YEARS)

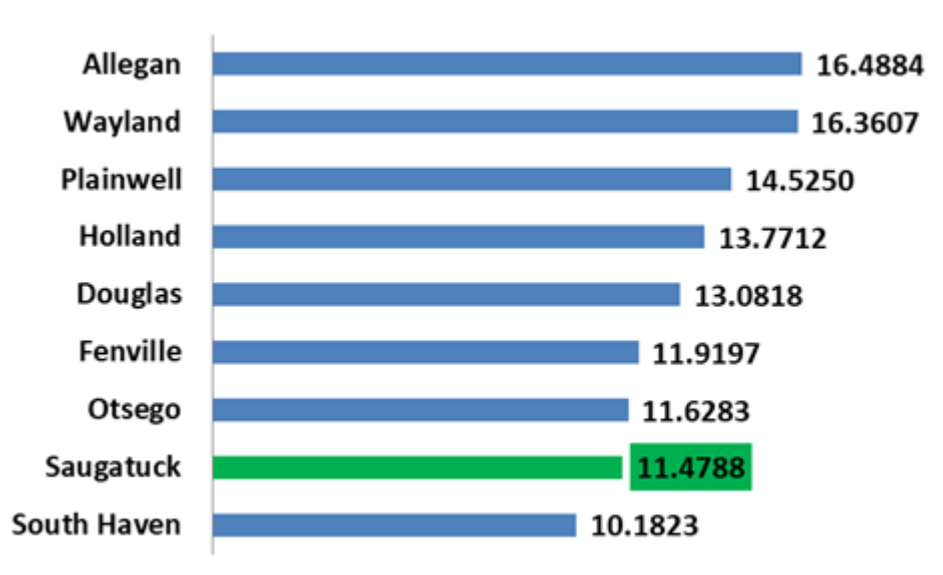


The recommend budget for the 2021/2022 fiscal year was developed using a lower operating millage rate of 11.3938 (maximum allowed due to Headlee reduction) compared to last year’s rate of 11.4788. The recommended operating millage for 2021/2022 is the lowest it has been over an 18 year historical period as shown on the chart above. A lower levy of 1.8745 (maximum allowed to due Headlee reduction) is recommended for the voted road millage compared to last year’s rate of 1.8885 in order to continue improving/maintaining the City’s aging critical road infrastructure. This voted millage will expire in 2031. Finally, the road bond debt millage of 1.4 mills is required to be levied to pay the principle and interest of the City’s outstanding debt. The voted road bond debt millage expires in 2028. The total recommended millage levy (operating and extra voted) is slightly lower at 14.6683 compared to last year’s 14.7673.

NAME	RECOMMENDED FY 21/22	CHANGE	PRIOR FY 20/21
OPERATING	11.0348	↓	11.3938
VOTED ROADS	1.8154	↓	1.8745
VOTED BOND DEBT	1.4000	NONE	1.4000
	14.2502	↓	14.6683

Data obtained from the 2021 Allegan County Equalization Tax Levy Report demonstrates the City of Saugatuck had the 8th lowest operating millage out of total nine (9) cities in Allegan County for the 2019 tax year.

2021 ALLEGAN COUNTY CITIES OPERATING MILLAGE LEVY RANKING



CITY NEEDS/FINANCIAL SNAPSHOT (ESTIMATED AS OF JUNE, 30 2021)

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

The City's long-term debt is \$2,580,000. This debt is for the road improvement bond voters approved in 2008. This debt will expire in 2028. The bond was approved as an unlimited tax general obligation bond. This type of municipal bond is backed by the full faith and commitment of the City taxpayers, and allows the City to raise taxes, without limit, to service the debt until it is repaid.

The City completed an in-depth capital improvement plan in 2021 which identified a number of critical infrastructure projects need to be completed in order to keep the City competitive economically as well and operating safely (see appendix). It is worth identifying the true scope of the City's costly public infrastructure responsibilities.

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

The City has an aging infrastructure that will continue to need investment as it is a considerable factor in driving the City's property values and overall tourist economy. Below are the overall costs identified in the 2021 capital improvement plan for roads/utilities and parks.

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

The City has approximately \$6,240,000 overall in fund balances. Below is the recommend allocation of those funds. The City has maintained a policy of preserving, at a minimum, a \$1,000,000 general fund unrestricted fund balance. Keeping with that policy, the potential cash on hand available for capital projects identified in the capital improvement plan is \$4,740,000. Even though that number looks promising, it is important to note there is still \$3,712,000 of unfunded projects as of June 30, 2021.

• General Fund Unrestricted	\$3,000,000
• General Fund Parks Committed	\$1,000,000
• Major Street Fund	\$ 572,000
• Local Street Fund	\$1,661,000
• <u>Water/Sewer Fund</u>	<u>\$ 530,000</u>
TOTAL	\$6,763,000

2021/2022 BUDGET PRIORITY EXPENDITURES AND HIGHLIGHTS

- Balanced Budget - \$3,880,374 total estimated revenues and \$3,880,374 total estimated expenditures.
- **The following will require a budget adjustment in FY '22:**
- Capital Project \$350,000 – Campbell Road Reconstruction – Manchester Drive to Park Street. Start fall of 2022. This is a combined project with the City of Douglas. Total project cost is \$700,000 shared between the two communities. The current road has many dangerous surface issues and the underground utilities need replacement.
- Capital Project \$180,000 – Wicks Park Outdoor Performance Structure – There is currently a pending grant; however should the city not be fortunate enough to receive the grant, the structure is in need of immediate action.
- Capital Project \$50,000 – Mt. Baldhead Radar Building– there is a talented group of residents developing plans for improvements.
- Facilities \$130,000 – City Hall Building Renovations – Remove and replace exterior siding. The exterior of City Hall has deteriorated and siding will no longer hold paint. There is also suspected internal structural damage that needs to be addressed, as well insulating the structure. Interior office layout needs to be redesigned to increase efficiency of personnel and workflow.
- Facilities \$25,000 – City Hall Technology and Council Chamber Meeting Upgrades – Technology improvements are needed for improving meetings. Currently audio visual aids are deficient, proper live streaming capability is lacking and upgrades are needed to allow better remote meeting access and working remotely by employees when applicable. The current Council chamber desk is large, bulky and inefficient. A modular type desk system that is easily and quickly reconfigured for different activities is required. Specific needs are proper social distancing during meetings, better elections setup, pop-up work spaces and conference table capabilities.

- Personnel –The City of Saugatuck has an experienced and highly functional non-union workforce and it's important the City doesn't lose staff to other entities and maintains morale as best as possible. The job market has become increasingly challenging on all levels. During the COVID-19 Pandemic, all City Employees are identified as "critical infrastructure workers" per the Governor's Executive Orders and required to work in order to maintain critical government operations. The City did not implement any hazard pay increases. Employee increases will stay within the compensation study that the City commissioned in 2019.
- Motor Pool \$175,000 – DPW Single axle dump and plow, replacing an 2009 vehicle.
- Training \$3,000 – Capital Improvement Plan Long Term Planning Session.



**RECOMMENDED
Annual Budget
Fiscal Year
July 1, 2021 – June 30, 2022**

CITY OF SAUGATUCK

ANNUAL BUDGET

FOR THE FISCAL YEAR

July 1, 2021 – June 30, 2022

102 Butler Street
PO Box 86
Saugatuck, MI 49453

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

FOR
Saugatuck City Council

Mark Bekken, Mayor
Garnet Lewis, Mayor Pro Tem
Scott Dean, Council Member
Lauren Stanton, Council Member
Holly Leo, Council Member
Garnet Lewis, Council Member
Ken Trester, Council Member

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

Appendix

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

RESOLUTION NO. 210628-B

A RESOLUTION ADOPTING GENERAL APPROPRIATIONS ACT

At a regular meeting of the Saugatuck City Council held on **June 28, 2021** at 7:00 P.M. the following Resolution was offered:

Moved by: _____ and supported by: _____

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

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

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

NOW, THEREFORE, IT IS RESOLVED, THAT:

1. Title. This resolution shall be known as the City of Saugatuck General Appropriations Act.
2. Chief Administrative Officer. The City Manager shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act. The Chief Administrative Officer is authorized to make transfers within limits between appropriations
3. Fiscal Officer. The Treasurer (or other designated official) shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.
4. Public Hearing on the Budget. Pursuant to the Act, notice of a public hearing on the proposed budget was published in a newspaper of general circulation as required by law, and a public hearing on the proposed budget was held on **June 28, 2021**.
5. Estimated Revenues. Estimated City general fund revenues for fiscal year **2021-2022**, including a charter operating millage of **11.0348** mills (inclusive of Headlee rollback), and various miscellaneous revenues shall total **\$2,824,450**
6. Millage Levy. The Saugatuck City Council shall cause to be levied and collect general property taxes on all real and personal property within the City upon the current tax roll in an amount equal to a total of **14.2502** mills, inclusive of Headlee rollback (charter operating **11.0348** mills; extra voted roads **1.8154** mills; 2017 road bond **1.4** mills).
7. Appropriation is not a Mandate to Spend. Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and

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

8. The following budget, with fund revenues and appropriations as set forth below, is hereby approved and adopted for the fiscal year beginning July 1, 2021:

2021-2022 FISCAL YEAR		
		2021-2022
		REQUESTED
		BUDGET
ACCOUNT	DESCRIPTION	
Fund 101 - GENERAL FUND		
ESTIMATED REVENUES		
101-000-402.000	REAL PROPERTY TAXES	1,940,000
101-000-403.000	PERSONAL PROPERTY TAXES	27,000
101-000-445.000	PENALTIES & INTEREST	9,000
101-000-447.000	ADMINISTRATION FEE	82,000
101-000-478.000	PERMIT FEES	14,000
101-000-574.000	REVENUE SHARING	89,000
101-000-577.000	LIQUOR LICENSE FEES	12,000
101-000-607.000	FRANCHISE FEES	39,000
101-000-614.000	SCHOOL TAX COLLECTION FEE	3,200
101-000-651.000	OVAL BEACH FEES	475,000
101-000-652.000	OVAL CONCESSION	50,000
101-000-653.000	BOAT RAMP FEES	250
101-000-654.000	GAZEBO FEES	1,500
101-000-655.000	POLICE & ORDINANCE FEES	3,500
101-000-665.000	INTEREST EARNED	10,000
101-000-667.000	ST END & PROPERTY FEES	25,000
101-000-670.000	BOAT SLIP FEES	18,000
101-000-674.000	MISC DONATIONS & INCOME	1,000
101-000-682.000	ELECTION FEES & USE TAX	15,000
	TOTAL ESTIMATED REVENUES	2,824,450
APPROPRIATIONS		
Dept 101-COUNCIL		75,000
Dept 173-CITY ADMINISTRATION		264,500
Dept 215-CITY CLERK		99,850
Dept 253-CITY TREASURER		123,700
Dept 257-ASSESSING		45,625
Dept 265-CITY HALL		54,150
Dept 301-POLICE		394,500
Dept 441-PUBLIC WORKS		446,200
Dept 721-PLANNING/ZONING		96,025

Dept 723-HISTORIC DISTRICT COMMISSION		51,075
Dept 730-HARBOR		17,000
Dept 751-PARKS & RECREATION		230,400
Dept 751 OVAL BEACH		194,050
Dept 758-OVAL CONCESSION		60,400
Dept 760-SPEAR BOAT LAUNCH		1,250
Dept 965-TRANSFERS		670,725
TOTAL APPROPRIATIONS		2,824,450
NET OF REVENUES/APPROPRIATIONS - FUND 101		0
Fund 202 - MAJOR STREETS		
ESTIMATED REVENUES		
202-000-538.000	COUNTY ROAD MILLAGE	82,000
202-000-546.000	ACT 51 FEES	101,000
202-000-665.000	INTEREST	500
TOTAL ESTIMATED REVENUES		183,500
APPROPRIATIONS		
Dept 463-ROUTINE MAINTENANCE		136,500
Dept 464-WINTER MAINTENANCE		47,000
TOTAL APPROPRIATIONS		183,500
NET OF REVENUES/APPROPRIATIONS - FUND 202		0
Fund 203 - LOCAL STREETS		
ESTIMATED REVENUES		
203-000-402.000	LOCAL ROAD MILLAGE	316,000
203-000-445.000	PENALTIES & INT ON TAXES	500
203-000-538.000	COUNTY ROAD MILLAGE	83,500
203-000-546.000	ACT 51 FEES	62,250
203-000-665.000	INTEREST	1,000
TOTAL ESTIMATED REVENUES		463,250
APPROPRIATIONS		
Dept 463-ROUTINE MAINTENANCE		417,500
Dept 464-WINTER MAINTENANCE		45,750
TOTAL APPROPRIATIONS		463,250
NET OF REVENUES/APPROPRIATIONS - FUND 203		0
Fund 301 - DEBT SERVICE		
ESTIMATED REVENUES		
301-000-402.000	DEBT MILLAGE	244,000
301-000-445.000	PENALTIES & INT ON TAXES	270

301-000-665.000	INTEREST	50
301-000-697.000	TRANSFER FUND BALANCE	23,480
	TOTAL ESTIMATED REVENUES	267,800
APPROPRIATIONS		
Dept 592-ROAD BOND 2009		267,800
	TOTAL APPROPRIATIONS	267,800
NET OF REVENUES/APPROPRIATIONS - FUND 301		0
Fund 592 - WATER AND SEWER		
ESTIMATED REVENUES		
592-000-610.000	WATER FEES	2,000
592-000-611.000	SEWER FEES	2,000
592-000-665.000	INTEREST	500
	TOTAL ESTIMATED REVENUES	4,500
APPROPRIATIONS		
Dept 536-WATER AND SEWER SYSTEMS		4,500
	TOTAL APPROPRIATIONS	4,500
NET OF REVENUES/APPROPRIATIONS - FUND 592		0
Fund 661 - MOTOR POOL FUND		
ESTIMATED REVENUES		
661-000-664.000	MOTOR POOL REVENUE	263,750
661-000-665.000	INTEREST	2,000
661-000-697.000	TRANSFER FROM F/B	55,500
	TOTAL ESTIMATED REVENUES	321,250
APPROPRIATIONS		
Dept 443-MOTOR POOL		321,250
	TOTAL APPROPRIATIONS	321,250
NET OF REVENUES/APPROPRIATIONS - FUND 661		0
Fund 715 - ROSE GARDEN FUND		
ESTIMATED REVENUES		
715-000-665.000	INTEREST	250
715-000-697.000	TRANSFER FROM FUND BALANCE	7,450
	TOTAL ESTIMATED REVENUES	7,700
APPROPRIATIONS		
Dept 742-ROSE GARDEN		7,700
	TOTAL APPROPRIATIONS	7,700
NET OF REVENUES/APPROPRIATIONS - FUND 715		0

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this 28th day of June, 2021.

Signed: _____
Mark Bekken, Mayor

Padley Gallagher City Clerk

CERTIFICATION

I, Padley Gallagher, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held **June 28, 2021**, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

Attest:

Padley Gallagher City Clerk

06/23/2021 09:50 AM

User: Peter
DB: Saugatuck

BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 101 GENERAL FUND

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
APPROPRIATIONS						
Dept 101 - COUNCIL						
101-101-702.000	SALARY	7,600	8,600	7,013	8,600	8,600
101-101-720.000	FRINGE BENEFITS	999	860	561	750	1,000
101-101-801.000	CONTRACTUAL SERVICES	2,005	16,000	14,744	16,000	2,100
101-101-803.000	LEGAL FEES	29,996	20,000	19,845	25,000	25,000
101-101-831.000	CEMETERY FEES		5,834	5,834	5,834	6,000
101-101-860.000	EDUCATIONAL TRAINING	2,308	5,500	4,199	4,199	3,500
101-101-882.000 *	EVENTS/SERVICES	5,471	6,600	1,625	1,625	24,700
101-101-900.000	PRINTING & PUBLISHING		250	580	580	600
101-101-908.000	DUES & PUBLICATIONS	946	1,000	994	994	1,000
101-101-913.000	INSURANCE	2,500	2,500	2,000	2,000	2,500
Totals for dept 101 - COUNCIL		51,825	67,144	57,395	65,582	75,000

* NOTES TO BUDGET: DEPARTMENT 101 COUNCIL

882.000	EVENTS/SERVICES					
					3,000	22,000
	FIREWORKS				1,000	1,000
	4TH JULY INTERURBAN				1,500	1,500
	GARDEN CLUB				200	200
	ART CLUB					
	ACCOUNT '882.000' TOTAL				5,700	24,700
	DEPT '101' TOTAL				5,700	24,700

BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 101 GENERAL FUND

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
APPROPRIATIONS						
Dept 173 - CITY ADMINISTRATION						
101-173-702.000 *	SALARY/WAGES	107,691	109,000	118,318	129,000	132,000
101-173-720.000	FRINGE BENEFITS	41,657	41,000	33,198	33,198	60,000
101-173-727.000	OFFICE SUPPLIES	1,042	1,500	1,242	1,500	1,500
101-173-801.000 *	CONTRACTUAL SERVICES	16,507	26,000	57,437	61,000	26,000
101-173-802.000	AUDIT	9,850	10,000	9,950	9,950	10,100
101-173-803.000	LEGAL FEES	19,999	20,000	23,130	26,000	25,000
101-173-850.000	TELEPHONES	1,744	2,500	1,793	1,793	2,500
101-173-860.000	EDUCATIONAL TRAINING	15	3,000	46	46	3,000
101-173-900.000	PRINTING & PUBLISHING	46	100	172	200	200
101-173-910.000	INSURANCE	2,100	2,100	2,000	2,000	2,200
101-173-970.000	CAPITAL OUTLAY	1,500	1,500	2,635	2,635	2,000
Totals for dept 173 - CITY ADMINISTRATION		202,151	216,700	249,921	267,322	264,500
* NOTES TO BUDGET: DEPARTMENT 173 CITY ADMINISTRATION						
702.000	SALARY/WAGES					
	FORMER MANAGER PTO				26,000	26,000
801.000	CONTRACTUAL SERVICES					
	COPIER LEASE & COMPUTER SERVICES MONTHLY				17,000	14,000
	DEPT '173' TOTAL				43,000	40,000

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User: Peter

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BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 101 GENERAL FUND

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
APPROPRIATIONS						
Dept 215 - CITY CLERK						
101-215-702.000	SALARY/WAGES	76,563	56,000	40,176	40,176	54,000
101-215-720.000	FRINGE BENEFITS	48,999	25,500	17,616	17,616	25,500
101-215-727.000	OFFICE SUPPLIES	1,041	1,000	1,027	1,100	1,200
101-215-801.000	CONTRACTUAL SERVICES	235	250	942	1,000	500
101-215-803.000	LEGAL FEES	642	500	1,993	2,250	500
101-215-820.000	ELECTIONS	5,299	12,500	8,499	8,499	12,500
101-215-850.000	TELEPHONES	451	625	537	537	650
101-215-860.000	EDUCATIONAL TRAINING	477	3,000	1,809	1,809	3,000
101-215-900.000	PRINTING & PUBLISHING	20	500	280	280	500
101-215-970.000	CAPITAL OUTLAY		4,000	3,537	3,537	1,500
Totals for dept 215 - CITY CLERK		133,727	103,875	76,416	76,804	99,850

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DB: Saugatuck

BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 101 GENERAL FUND

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
APPROPRIATIONS						
Dept 253 - CITY TREASURER						
101-253-702.000	SALARY/WAGES	70,837	72,000	69,633	77,500	80,000
101-253-720.000	FRINGE BENEFITS	40,998	27,500	26,236	28,500	30,000
101-253-727.000	OFFICE SUPPLIES	2,457	2,500	2,184	2,184	2,500
101-253-801.000 *	CONTRACTUAL SERVICES	3,821	4,000	3,494	3,494	5,000
101-253-803.000	LEGAL FEES		1,000	118	118	1,000
101-253-850.000	TELEPHONE	447	700	542	542	700
101-253-860.000	EDUCATIONAL TRAINING	1,488	2,000	1,339	2,000	2,000
101-253-900.000	PRINTING & PUBLISHING	56	500	150	500	500
101-253-913.000	INSURANCE	1,000	1,000	800	800	1,000
101-253-970.000	CAPITAL OUTLAY	1,000	1,000		1,000	1,000
Totals for dept 253 - CITY TREASURER		122,104	112,200	104,496	116,638	123,700

* NOTES TO BUDGET: DEPARTMENT 253 CITY TREASURER

801.000	CONTRACTUAL SERVICES					
	BSA SOFTWARE MAINTENANCE					5,000
	DEPT '253' TOTAL					5,000

BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 101 GENERAL FUND

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
APPROPRIATIONS						
Dept 257 - ASSESSING						
101-257-702.000	SALARY	1,200	1,350	1,000	1,000	1,350
101-257-720.000	FRINGE BENEFITS	92	175	77	77	125
101-257-727.000	OFFICE SUPPLIES	1,193	1,200	446	1,200	1,200
101-257-801.000 *	CONTRACTUAL SERVICES	32,322	34,500	33,119	34,500	36,000
101-257-804.000	BOARD OF REVIEW	282	300	242	242	300
101-257-807.000	TRIBUNAL CHARGEBACKS	270	3,000	16,940	20,000	3,000
101-257-850.000	TELEPHONES	451	650	515	650	650
101-257-860.000	EDUCATIONAL TRAINING	246	3,000	594	594	1,500
101-257-900.000	PRINTING & PUBLISHING	126	500	105	105	500
101-257-970.000	CAPITAL OUTLAY		1,000	235	235	1,000
Totals for dept 257 - ASSESSING		36,182	45,675	53,273	58,603	45,625

* NOTES TO BUDGET: DEPARTMENT 257 ASSESSING

801.000	CONTRACTUAL SERVICES					
	ASSESSOR CONTRACT				36,000	36,000
	DEPT '257' TOTAL				36,000	36,000

06/23/2021 09:50 AM

User: Peter
DB: Saugatuck

BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 101 GENERAL FUND

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
APPROPRIATIONS						
Dept 265 - CITY HALL						
101-265-702.000	SALARY/WAGES	4,214	8,000	6,285	11,000	8,000
101-265-720.000	FRINGE BENEFITS	7,999	8,000	3,066	8,000	8,000
101-265-730.000	SUPPLIES	630	650	625	625	650
101-265-801.000	CONTRACTUAL SERVICES	2,163	3,500	3,429	3,429	3,500
101-265-850.000	TELEPHONE	680	500	199	500	500
101-265-900.000	PRINTING & PUBLISHING		150			150
101-265-913.000	INSURANCE	1,200	1,200	1,000	1,000	1,200
101-265-920.000	UTILITIES	4,205	4,400	3,620	4,400	4,400
101-265-930.000	REPAIRS & MAINTENANCE	1,095	2,000	1,270	1,270	2,000
101-265-946.000	EQUIPMENT RENTAL	650	750	641	641	750
101-265-970.000 *	CAPITAL OUTLAY		150,000			25,000
Totals for dept 265 - CITY HALL		22,836	179,150	20,135	30,865	54,150
* NOTES TO BUDGET: DEPARTMENT 265 CITY HALL						
970.000	CAPITAL OUTLAY					25,000
	TECHNOLOGY UPGRADES					25,000
	DEPT '265' TOTAL					25,000

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BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 101 GENERAL FUND

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
APPROPRIATIONS						
Dept 301 - SHERIFF						
101-301-702.000	WAGES DEPUTIES	308,709	310,000	282,983	310,000	325,000
101-301-702.001	OVERTIME		10,000	1,494	10,000	10,000
101-301-702.002	RESERVE OFFICERS	8,248	10,000	5,300	10,000	10,000
101-301-748.000	FUEL & OILS	8,978	9,000		10,000	10,000
101-301-803.000	LEGAL FEES	1,140	5,000	864	3,500	2,500
101-301-882.000	EVENTS/SERVICES	729	1,000	170	1,000	1,000
101-301-946.000	EQUIPMENT RENTAL	35,000	35,000		35,000	36,000
Totals for dept 301 - SHERIFF		362,804	380,000	290,811	379,500	394,500

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BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 101 GENERAL FUND

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
APPROPRIATIONS						
Dept 441 - PUBLIC WORKS						
101-441-702.000	SALARY/WAGES	102,796	100,000	87,674	103,000	105,000
101-441-720.000	FRINGE BENEFITS	199,503	100,000	95,759	100,000	105,000
101-441-730.000	SUPPLIES	5,600	4,000	4,234	5,000	5,500
101-441-740.000	UNIFORMS	2,070	3,000	2,619	2,619	3,000
101-441-755.000	TOOLS	1,742	3,000	379	3,000	3,000
101-441-799.000	PARKWAY TREES	1,337	2,000	2,003	2,003	2,500
101-441-801.000	CONTRACTUAL SERVICES	77,691	76,000	54,314	76,000	50,000
101-441-805.000	HOLIDAY LIGHTING	22,516	24,500	25,346	25,346	28,000
101-441-860.000	EDUCATIONAL TRAINING	245	500	2,493	2,493	1,000
101-441-882.000	EVENTS/SERVICES	175	500			500
101-441-900.000	PRINTING & PUBLISHING	395	500	156	500	500
101-441-913.000	INSURANCE	4,250	4,350	4,350	4,350	4,500
101-441-920.000	UTILITIES	2,414	2,700	3,045	3,700	2,750
101-441-926.000	STREET LIGHTS	24,346	25,000	20,351	25,000	25,750
101-441-930.000	REPAIRS & MAINTENANCE	1,133	1,500		1,500	1,500
101-441-932.000	SIDEWALK REPAIRS	5,332	5,000	1,608	1,608	5,500
101-441-945.000	CAPITAL OUTLAY	48,280		10,020	17,000	
101-441-946.000	EQUIPMENT RENTAL	84,322	100,000	88,754	100,000	100,000
101-441-960.000	SIGNS	3,400	2,000	1,712	2,200	2,200
Totals for dept 441 - PUBLIC WORKS		587,547	454,550	404,817	475,319	446,200

BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 101 GENERAL FUND

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
APPROPRIATIONS						
Dept 721 - PLANNING/ZONING						
101-721-702.000	SALARY/WAGES	38,907	41,000	37,440	41,000	42,750
101-721-720.000	FRINGE BENEFITS	22,356	24,000	22,351	24,000	25,000
101-721-727.000	OFFICE SUPPLIES	1,004	1,000	537	1,000	1,000
101-721-801.000 *	CONTRACTUAL SERVICES	3,250	4,000	7,359	11,000	8,000
101-721-803.000	LEGAL FEES	5,804	6,500	6,404	6,500	6,500
101-721-850.000	TELEPHONES	451	575	502	575	575
101-721-860.000	EDUCATIONAL TRAINING	474	1,200	960	960	1,200
101-721-900.000	PRINTING & PUBLISHING	1,000	1,000	910	1,000	1,000
101-721-908.000	DUES, FEES & PUBLICATIONS		500			500
101-721-913.000	INSURANCE	1,287	2,000	1,500	1,500	2,000
101-721-970.000 *	CAPITAL OUTLAY		1,500	1,287	1,287	7,500
Totals for dept 721 - PLANNING/ZONING		74,533	83,275	79,250	88,822	96,025
* NOTES TO BUDGET: DEPARTMENT 721 PLANNING/ZONING						
801.000	CONTRACTUAL SERVICES					8,000
	FIRE INSPECTIONS & ORDINANCE UPDATES					
970.000	CAPITAL OUTLAY					7,500
	BSA TABLET ASSESSING/ PLANNING					
	DEPT '721' TOTAL					15,500

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BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 101 GENERAL FUND

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
APPROPRIATIONS						
Dept 723 - HISTORIC DISTRICT COMMISSION						
101-723-702.000	SALARY	26,348	27,250	24,366	27,250	28,000
101-723-720.000	FRINGE BENEFITS	16,000	16,500	14,628	16,500	17,500
101-723-727.000	OFFICE SUPPLIES	1,151	1,000	527	1,000	1,000
101-723-801.000	CONTRACTUAL SERVICES	307	1,000	605	1,000	1,000
101-723-803.000	LEGAL FEES		1,500	100	1,500	1,500
101-723-850.000	TELEPHONES	440	525	407	525	525
101-723-860.000	EDUCATIONAL TRAINING	145	1,000	179	179	1,000
101-723-900.000	PRINTING & PUBLISHING		300		300	300
101-723-908.000	DUES & PUBLICATIONS		250			250
Totals for dept 723 - HISTORIC DISTRICT COMMISSIO		44,391	49,325	40,812	48,254	51,075

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BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 101 GENERAL FUND

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
APPROPRIATIONS						
Dept 730 - HARBOR						
101-730-801.000 *	CONTRACTUAL SERVICES	6,650	3,000	5,777	38,000	17,000
Totals for dept 730 - HARBOR		6,650	3,000	5,777	38,000	17,000
* NOTES TO BUDGET: DEPARTMENT 730 HARBOR						
801.000	CONTRACTUAL SERVICES					15,000
	MILFOIL					2,000
	BOUYS					17,000
	ACCOUNT '801.000' TOTAL					17,000
	DEPT '730' TOTAL					17,000

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BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 101 GENERAL FUND

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
APPROPRIATIONS						
Dept 751 - PARKS & RECREATION						
101-751-702.000	SALARY/WAGES	61,023	64,000	48,177	64,000	75,000
101-751-720.000	FRINGE BENEFITS	42,234	36,500	23,100	36,500	40,000
101-751-730.000	SUPPLIES	15,998	16,000	16,217	17,000	16,500
101-751-801.000	CONTRACTAUL SERVICES	12,006	12,500	11,281	12,500	13,000
101-751-809.000	GRANT PROJECTS	71,790				
101-751-819.000	CHAIN FERRY REPAIRS		3,000		3,000	3,000
101-751-900.000	PRINTING & PUBLISHING		500		500	500
101-751-913.000	INSURANCE	2,200	2,400	2,000	2,000	2,400
101-751-920.000	UTILITIES	20,756	22,000	19,623	22,000	22,750
101-751-928.000	TRASH	6,091	7,000	4,449	7,000	7,250
101-751-930.000	REPAIRS & MAINTENANCE	1,727	5,000	5,657	6,000	5,000
101-751-946.000	EQUIPMENT RENTAL	45,500	38,000	34,326	38,000	39,500
101-751-960.000	SIGNS	187	500		500	500
101-751-970.000	CAPITAL OUTLAY	1,900	260,000			5,000
Totals for dept 751 - PARKS & RECREATION		281,412	467,400	164,830	209,000	230,400

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BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 101 GENERAL FUND

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
APPROPRIATIONS						
Dept 756 - OVAL BEACH						
101-756-702.000	SALARY/WAGES	78,679	72,000	63,107	80,000	81,000
101-756-720.000	FRINGE BENEFITS	41,496	30,000	15,943	30,000	42,000
101-756-730.000	SUPPLIES	7,694	10,000	8,821	10,000	10,500
101-756-801.000	CONTRACTUAL SERVICES	12,499	16,000	7,730	16,000	16,000
101-756-850.000	TELEPHONE	2,496	3,000	1,883	3,000	3,000
101-756-860.000	EDUCATIONAL TRAINING	458	500	300	300	1,000
101-756-900.000	PRINTING & PUBLISHING	2,054	3,250	3,199	3,250	3,250
101-756-913.000	INSURANCE	3,800	3,800	3,000	3,000	3,800
101-756-920.000	UTILITIES	3,377	4,500	4,276	4,500	5,000
101-756-930.000	REPAIRS & MAINTENANCE	12,859	3,000	3,206	4,000	3,000
101-756-946.000	EQUIPMENT RENTAL	23,391	25,000	16,506	25,000	25,000
101-756-960.000	SIGNS	367	500	428	500	500
Totals for dept 756 - OVAL BEACH		189,170	171,550	128,399	179,550	194,050

BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 101 GENERAL FUND

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
APPROPRIATIONS						
Dept 758 - OVAL CONCESSION						
101-758-702.000	SALARY	21,600	13,500	12,153	15,000	15,000
101-758-720.000	FRINGE BENEFITS	3,681	3,500	2,630	3,500	3,750
101-758-730.000	SUPPLIES	34,705	20,000	24,826	30,000	35,000
101-758-801.000	CONTRACTUAL SERVICES	2,386	1,600	1,050	1,600	2,400
101-758-850.000	TELEPHONES	550	500		500	500
101-758-860.000	EDUCATIONAL TRAINING		500	202	202	500
101-758-920.000	UTILITIES		500		500	750
101-758-930.000	REPAIRS & MAINTENANCE	51	500	295	500	500
101-758-960.000	SIGNS		500		500	500
101-758-970.000	CAPITAL OUTLAY		500		500	1,500
Totals for dept 758 - OVAL CONCESSION		62,973	41,600	41,156	52,802	60,400

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BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 101 GENERAL FUND

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
APPROPRIATIONS						
Dept 760 - SPEAR BOAT LAUNCH						
101-760-801.000	CONTRACTUAL SERVICES	336	1,000	258	1,000	1,000
101-760-900.000	PRINTING & PUBLISHING		250		250	250
Totals for dept 760 - SPEAR BOAT LAUNCH		336	1,250	258	1,250	1,250

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BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 101 GENERAL FUND

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
APPROPRIATIONS						
Dept 965 - TRANSFERS						
101-965-998.202	TRANSFER TO MAJOR STREETS		86,500		86,500	
101-965-998.203	TRANSFER TO LOCAL STREETS		30,790		30,790	
101-965-998.390	TRANSFER TO FUND BALANCE					670,725
Totals for dept 965 - TRANSFERS			117,290		117,290	670,725
TOTAL APPROPRIATIONS						
		2,178,641	2,493,984	1,717,746	2,205,601	2,824,450
NET OF REVENUES/APPROPRIATIONS - FUND 101						
		1,008,400	290,934	1,303,588	830,017	

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BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 202 MAJOR STREETS

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
202-000-538.000	COUNTY ROAD MILLAGE	81,623	80,000	81,712	81,712	82,000
202-000-546.000	ACT 51 FEES	101,569	82,500	89,840	89,840	101,000
202-000-665.000	INTEREST	6,305	1,000	206	206	500
202-000-697.000	TRANSFER FROM FUND BALANCE		148,000			
202-000-699.000	DUE FROM LS & GF		155,600			
Totals for dept 000 -		189,497	467,100	171,758	171,758	183,500
TOTAL ESTIMATED REVENUES		189,497	467,100	171,758	171,758	183,500

BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 202 MAJOR STREETS

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
APPROPRIATIONS						
Dept 463 - ROUTINE MAINTENANCE						
202-463-702.000	SALARY/WAGES	13,184	15,100	13,239	17,100	15,500
202-463-720.000	FRINGE BENEFITS	9,275	10,000	5,976	10,000	10,250
202-463-727.000	SUPPLIES	825	2,000	140	2,000	2,000
202-463-801.000	CONTRACTUAL SERVICES	9,675	375,000	37,938	375,000	90,250
202-463-930.000	REPAIRS & MAINTENANCE	528	2,500		2,500	2,500
202-463-946.000	EQUIPMENT RENTAL	10,794	15,500	18,632	20,000	16,000
Totals for dept 463 - ROUTINE MAINTENANCE		44,281	420,100	75,925	426,600	136,500

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BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 202 MAJOR STREETS

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
APPROPRIATIONS						
Dept 464 - WINTER MAINTENANCE						
202-464-702.000	SALARY/WAGES	7,165	15,000	8,563	10,000	15,000
202-464-720.000	FRINGE BENEFITS	3,973	8,000	4,351	7,500	8,000
202-464-727.000	SUPPLIES	8,355	10,000	6,124	10,000	10,000
202-464-946.000	EQUIPMENTAL RENTAL	6,576	14,000	9,558	14,000	14,000
Totals for dept 464 - WINTER MAINTENANCE		26,069	47,000	28,596	41,500	47,000
TOTAL APPROPRIATIONS		70,350	467,100	104,521	468,100	183,500
NET OF REVENUES/APPROPRIATIONS - FUND 202		119,147		67,237	(296,342)	

BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 203 LOCAL STREETS

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
203-000-402.000	LOCAL ROAD MILLAGE	306,413	310,000	318,591	318,591	316,000
203-000-445.000	PENALTIES & INT ON TAXES	546	500	756	756	500
203-000-538.000	COUNTY ROAD MILLAGE	81,623	82,500	78,606	78,606	83,500
203-000-546.000	ACT 51 FEES	62,031	57,500	52,830	52,830	62,250
203-000-665.000	INTEREST	18,468	1,850	920	920	1,000
Totals for dept 000 -		469,081	452,350	451,703	451,703	463,250
TOTAL ESTIMATED REVENUES		469,081	452,350	451,703	451,703	463,250

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BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 203 LOCAL STREETS

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
APPROPRIATIONS						
Dept 463 - ROUTINE MAINTENANCE						
203-463-702.000	SALARY/WAGES	13,519	17,000	11,189	17,000	17,500
203-463-720.000	FRINGE BENEFITS	6,763	12,000	5,996	12,000	12,500
203-463-727.000	SUPPLIES	946	2,500		2,500	2,500
203-463-801.000	CONTRACTUAL SERVICES	51,716	200,000	49,191	200,000	364,000
203-463-930.000	REPAIRS & MAINTENANCE	502	1,500		1,000	1,500
203-463-946.000	EQUIPMENT RENTAL	17,776	18,000	13,121	18,000	19,500
Totals for dept 463 - ROUTINE MAINTENANCE		91,222	251,000	79,497	250,500	417,500

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BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 203 LOCAL STREETS

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
APPROPRIATIONS						
Dept 464 - WINTER MAINTENANCE						
203-464-702.000	SALARY/WAGES	7,973	13,500	8,102	13,500	13,500
203-464-720.000	FRINGE BENEFITS	4,390	9,250	4,111	9,250	9,250
203-464-727.000	SUPPLIES	8,499	10,000	5,989	10,000	10,000
203-464-946.000	EQUIPMENT RENTAL	8,311	13,000	9,272	13,000	13,000
Totals for dept 464 - WINTER MAINTENANCE		29,173	45,750	27,474	45,750	45,750

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BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 203 LOCAL STREETS

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
APPROPRIATIONS						
Dept 965 - TRANSFERS						
203-965-998.202	TRANSFER TO MAJOR STREETS		155,600			
Totals for dept 965 - TRANSFERS			155,600			
TOTAL APPROPRIATIONS		120,395	452,350	106,971	296,250	463,250
NET OF REVENUES/APPROPRIATIONS - FUND 203		348,686		344,732	155,453	

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BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 301 DEBT SERVICE

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
301-000-402.000	DEBT MILLAGE	227,727	234,000	236,199	236,199	244,000
301-000-445.000	PENALTIES & INT ON TAXES	419	300	572	572	270
301-000-665.000	INTEREST	499	200	50	50	50
301-000-697.000	TRANSFER FROM FUND BALANCE		24,024			23,480
Totals for dept 000 -		228,645	258,524	236,821	236,821	267,800
TOTAL ESTIMATED REVENUES		228,645	258,524	236,821	236,821	267,800

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BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 301 DEBT SERVICE

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
APPROPRIATIONS						
Dept 592 - ROAD BOND 2009						
301-592-804.000	AGENT FEE		500			500
301-592-991.000	DEBT PRINCIPAL	194,000	213,000	213,000	213,000	225,000
301-592-995.000	DEBT INTEREST	47,259	45,024	44,914	44,914	42,300
Totals for dept 592 - ROAD BOND 2009		<u>241,259</u>	<u>258,524</u>	<u>257,914</u>	<u>257,914</u>	<u>267,800</u>
TOTAL APPROPRIATIONS		<u>241,259</u>	<u>258,524</u>	<u>257,914</u>	<u>257,914</u>	<u>267,800</u>
NET OF REVENUES/APPROPRIATIONS - FUND 301		<u>(12,614)</u>		<u>(21,093)</u>	<u>(21,093)</u>	

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BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 592 WATER AND SEWER

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
592-000-610.000	WATER FEES	6,450	4,950	14,310	14,310	2,000
592-000-611.000	SEWER FEES	2,000	4,000	5,500	5,500	2,000
592-000-665.000	INTEREST	15,468	1,000	469	469	500
Totals for dept 000 -		23,918	9,950	20,279	20,279	4,500
TOTAL ESTIMATED REVENUES		23,918	9,950	20,279	20,279	4,500

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BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 592 WATER AND SEWER

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
APPROPRIATIONS						
Dept 536 - WATER AND SEWER SYSTEMS						
592-536-801.000	CONTRACTUAL SERVICES	41,566	128,000	1,000	128,735	4,500
Totals for dept 536 - WATER AND SEWER SYSTEMS		41,566	128,000	1,000	128,735	4,500
TOTAL APPROPRIATIONS						
		41,566	128,000	1,000	128,735	4,500
NET OF REVENUES/APPROPRIATIONS - FUND 592						
		(17,648)	(118,050)	19,279	(108,456)	

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BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 661 MOTOR POOL FUND

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
661-000-664.000	MOTOR POOL REVENUE	232,321	228,000	190,808	228,000	263,750
661-000-665.000	INTEREST	6,082	2,000	3,200	3,200	2,000
661-000-673.000	SALE OF FIXED ASSETS		30,000	29,310	29,310	
661-000-697.000	TRANSFER FROM FUND BALANCE					55,500
Totals for dept 000 -		238,403	260,000	223,318	260,510	321,250
TOTAL ESTIMATED REVENUES		238,403	260,000	223,318	260,510	321,250

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BUDGET REPORT FOR CITY OF SAUGATUCK
 Fund: 661 MOTOR POOL FUND
 Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
APPROPRIATIONS						
Dept 443 - MOTOR POOL						
661-443-702.000	SALARY/WAGES	16,825	22,000	27,957	30,000	24,000
661-443-720.000	FRINGE BENEFITS	7,555	12,000	10,564	12,000	13,000
661-443-727.000	SUPPLIES	4,410	5,000	7,257	8,000	5,000
661-443-748.000	FUEL & OILS	15,608	25,000	22,065	25,000	27,500
661-443-750.000	TIRES & BATTERIES	1,899	10,000	3,393	7,500	10,000
661-443-755.000	SMALL TOOLS		1,000	806	1,000	1,000
661-443-801.000	CONTRACTUAL SERVICES	1,230	3,000	2,533	3,000	3,000
661-443-850.000	TELEPHONES	4,496	5,000	3,898	5,000	5,000
661-443-913.000	INSURANCE	12,319	14,000	13,704	13,704	15,000
661-443-920.000	UTILITIES	6,064	8,000	5,418	8,000	8,250
661-443-930.000	REPAIRS & MAINTENANCE	21,057	30,000	33,872	40,000	34,500
661-443-968.000	DEPRECIATION	121,127			120,000	
661-443-970.000 *	CAPITAL OUTLAY		100,000	96,934	96,934	175,000
Totals for dept 443 - MOTOR POOL		212,590	235,000	228,401	370,138	321,250
* NOTES TO BUDGET: DEPARTMENT 443 MOTOR POOL						
970.000	CAPITAL OUTLAY					150,000
	NEW SNOW PLOW TRUCK W/ WING					150,000
	DEPT '443' TOTAL					150,000
TOTAL APPROPRIATIONS		212,590	235,000	228,401	370,138	321,250
NET OF REVENUES/APPROPRIATIONS - FUND 661		25,813	25,000	(5,083)	(109,628)	

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BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 715 ROSE GARDEN

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
715-000-665.000	INTEREST	3,868	1,000	1	1	250
715-000-697.000	TRANSFER FROM FUND BALANCE		6,500			7,450
Totals for dept 000 -		3,868	7,500	1	1	7,700
TOTAL ESTIMATED REVENUES		3,868	7,500	1	1	7,700

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BUDGET REPORT FOR CITY OF SAUGATUCK

Fund: 715 ROSE GARDEN

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
APPROPRIATIONS						
Dept 742 - PARK ENDOWMENT						
715-742-801.000	CONTRACTUAL SERVICES	7,891	7,500	4,783	8,000	7,700
Totals for dept 742 - PARK ENDOWMENT		7,891	7,500	4,783	8,000	7,700
TOTAL APPROPRIATIONS		7,891	7,500	4,783	8,000	7,700
NET OF REVENUES/APPROPRIATIONS - FUND 715		(4,023)		(4,782)	(7,999)	

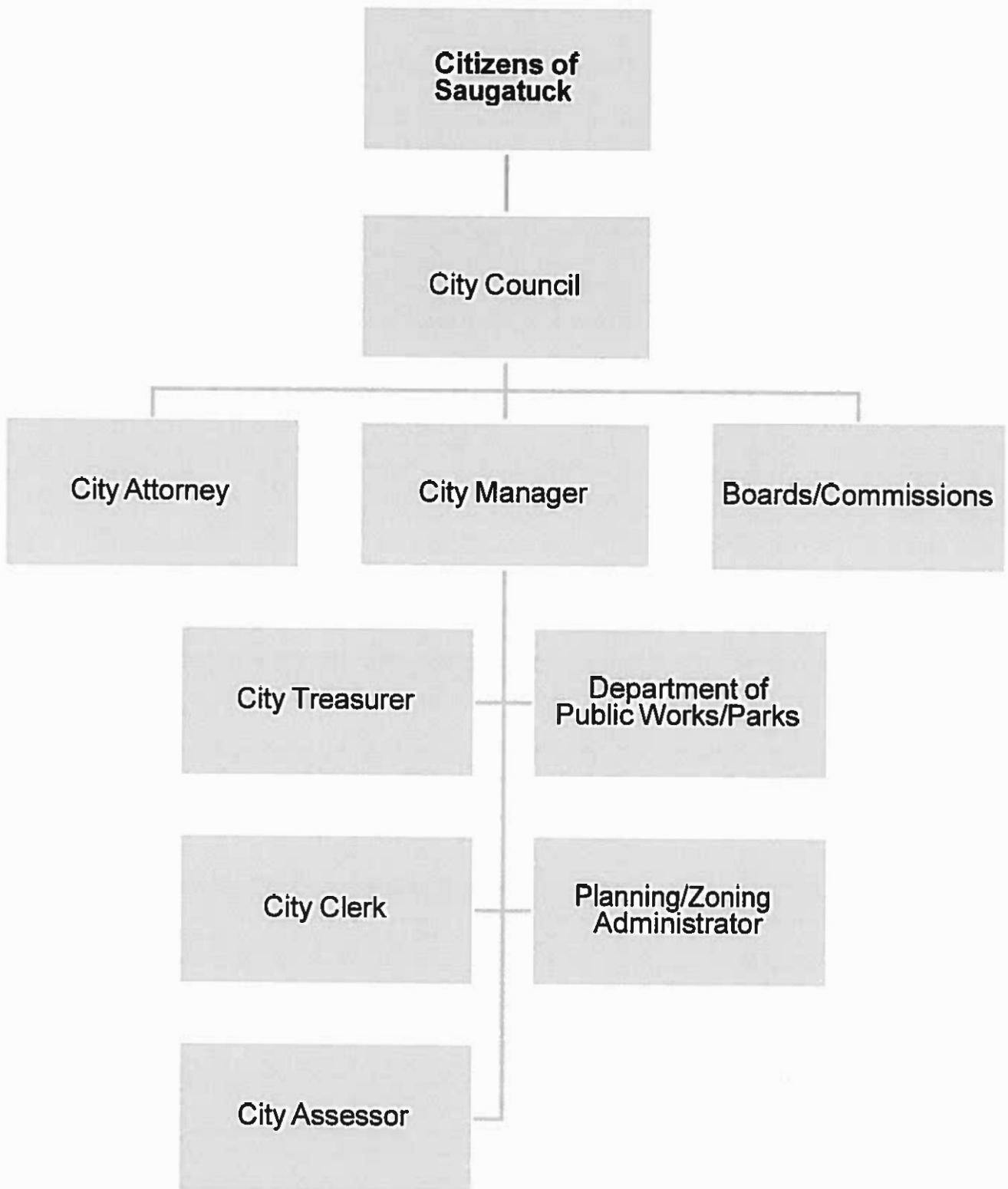
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BUDGET REPORT FOR CITY OF SAUGATUCK
 Fund: 717 PARK SCULPTURE MAINTENANCE

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
717-000-665.000	INTEREST EARNED	2				
Totals for dept 000 -		2				
TOTAL ESTIMATED REVENUES						
		2				
NET OF REVENUES/APPROPRIATIONS - FUND 717						
		2				
ESTIMATED REVENUES - ALL FUNDS						
		4,340,455	4,240,342	4,125,214	4,176,690	4,072,450
APPROPRIATIONS - ALL FUNDS						
		2,872,692	4,042,458	2,421,336	3,734,738	4,072,450
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS						
		1,467,763	197,884	1,703,878	441,952	

CITY OF SAUGATUCK ORGANIZATIONAL CHART





City Council Agenda Item Report

City of Saugatuck

FROM: Ryan Heise, City Manager

MEETING DATE: June 28, 2021

SUBJECT: Resolution No. 210628-C (PA 152 Compliance)

DESCRIPTION

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

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

Due to unforeseen consequences of the federal government's Affordable Care Act, health care plan providers now use the age of an employee to establish cost. Prior to the federal government's involvement, the plan options/rates were based on single, double or family participation regardless of age. Now plan providers set rates higher for employees that are older. The premiums paid by the City over the last 10 years for health care benefits for the City's workforce are as follows: 2013 \$85,267, 2014 \$95,228, 2015 \$96,404, 2016 \$94,999, 2017 \$104,000, 2018 \$98,746, 2019 \$97,992.60, 2020 \$84,409, 2021 \$84,462, 2022 \$88,786.

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

LEGAL REVIEW

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

SAMPLE MOTION:

Motion to **approve/deny** Resolution No. 210628-C as presented.

