



CITY COUNCIL MEETING AGENDA

In-person meeting held at City Hall, 102 Butler St, Saugatuck, MI

NOVEMBER 8, 2021 – 7:00 pm

The meeting will be available live, virtually on Zoom, but it is not open for virtual participation

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Mayor & Mayor Pro Tem Nomination/Election**
- 5. Approval of Minutes**
 - A. Regular City Council Meeting Minutes – October 25, 2021
- 6. Mayor’s Comments**
- 7. City Manager’s Report**
- 8. Agenda Changes (Additions/Deletions)**
- 9. Guest Speakers:**
 - A. Lt. Brett Ensfield – Allegan County Sheriff’s Department
 - B. Dan Fox – Saugatuck Township Fire District
- 10. Public Comment (Limit 3 minutes)**
- 11. Consent Agenda: None**
- 12. Request for Payment**
 - A. Accounts Payable approval
- 13. Introduction of Ordinances: None**
- 14. Public Hearings: None**

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

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

Then enter “Meeting ID”:
2698572603

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

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

15. Unfinished Business: None

16. New Business:

- A. Zoning Ordinance Resolution 211108-A
- B. Capitalization Policy Resolution 211108-B
- C. Engineering Oversight for Campbell Road Project
- D. Allegan County Sheriff's Department Agreement
- E. Zoning Board of Appeals Alternate Appointment – Kate McPolin
- F. Proposals for Landscape Improvements at Village Square Park and Mize Rose Garden

17. Public Comments (Limit 3 minutes)

18. Communications:

- A. Chris Peterson – Planning Commission Resignation

19. Boards, Commissions & Committee Reports: None

20. Council Comments:

21. Adjourn (Roll Call)



City Council Agenda Item Report

FROM: Kate White

MEETING DATE: November 8, 2021

SUBJECT: Election of Mayor and Mayor Pro Tempore (Pro Tem)

DESCRIPTION:

SECTION 4.12 ORGANIZATION OF THE COUNCIL, MAYOR AND MAYOR PRO TEM.

The council at its first meeting following each regular city election shall elect one (1) of its members as mayor and one (1) mayor pro tem by an affirmative vote of a majority of its members, and whom shall serve for one (1) year or until their successors are elected. The mayor shall preside at all meetings of the council, shall speak and vote at such meetings as any other council member, shall be recognized as head of the city government for all ceremonial purposes and for purposes of military law, but shall have no administrative duties. The mayor pro tem shall act as mayor during the absence or disability of the mayor.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

PROCESS:

- 1.) Mayor opens nominations for office of mayor;
- 2.) Any member may make a nomination (does not need a second); Mayor then asks for other nominations and the process is continued until no further nominations are offered;
- 3.) A vote is then held for each nominee in the order nominated (roll call by City Clerk) until a majority of the Council has voted in favor of a particular nominee, at which point the person is announced to be elected as mayor and that election is over;
- 4.) New Mayor assumes chair position;
- 5.) Repeat steps 1 thru 3 for mayor pro tem position.

Policy/Procedure: Mayor and Mayor Pro Tem Election

Date Adopted or Implemented: 11-10-2007

Revision Date: N/A

Resolution Number (if applicable): N/A

CITY OF SAUGATUCK

Per Section 4.12 (Organization of the Council, Mayor and Mayor Pro Tem) of the Saugatuck City Charter requires the City Council at its first meeting following each regular City election to select one Council member as Mayor and one member as Mayor Pro Tem. Each position requires an affirmative vote of the majority (4) membership of the entire Council.

Process:

1. Mayor opens the floor to accept nominations for Mayor from Council members;
2. Mayor closes the floor for nominations;
3. City Clerk administers roll call vote in which each City Council member selects one nomination. Vote by secret ballot is not permitted and nominees are required to vote and may vote for themselves;
4. The nominee with the majority vote is elected;
5. Repeat process for Mayor Pro Tem;
6. After Mayor and Mayor Pro Tem election is complete, seats are changed and new Mayor presides over meeting.

Bloom Sluggett, PC

COUNSELORS & ATTORNEYS

Jeffrey V.H. Sluggett
Direct Dial: (616) 965-9341
Direct Fax: (616) 965-9351
jsluggett@bsmlawpc.com

November 6, 2019

Mr. Kirk Harrier, City Manager
City of Saugatuck
102 Butler Street
Saugatuck, MI 49453

Re: Term of Office/Possible Charter Conflict

Dear Mr. Harrier:

This letter is intended as a follow up to our earlier letter of November 4 regarding terms of office for elected City Councilmembers. After that letter was sent the City asked that we compare language found in Section 3.7 of the Charter with Section 4.3 (addressed in the earlier letter) and advise if there is a conflict regarding when terms of office begin to run.

In relevant part, Section 3.7 of the Charter provides:

SECTION 3.7 ELECTIVE OFFICERS AND TERMS OF OFFICE.

At each regular city election, there shall be elected councilpersons in the number as hereinafter provided. ... The term of office of the councilpersons shall commence **on the second Monday in November next following the date of the regular city election at which they were elected**, at seven thirty o'clock (7:30) p.m., local time.

As noted in our earlier letter, the language from Section 4.3 provides in full that:

SECTION 4.3 TERM OF OFFICE.

The councilmen shall hold office for his elected term **from the second Monday following the city election** at which he was elected.¹

We do not believe there is a conflict between the two Charter sections quoted.

Sections 3.7 uses the modifier "next" before "following." "Next" in this context is simply legalese, meaning "nearest; closest; [or] immediately following."² Use of "next" does not

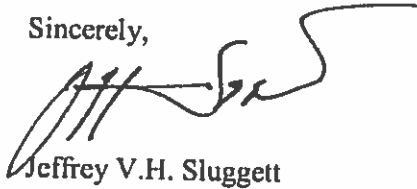
¹ The sections of the Charter quoted are taken verbatim from the copy of the City Charter found on the American Legal Publishing Corporation's website found at:
[http://library.amlegal.com/nxt/gateway.dll/Michigan/saugatuck_mi/cityofsaugatuckmichigancodeofordinances?f=templates\\$fn_default.htm\\$3.0\\$vid-amlegal:saugatuck_mi](http://library.amlegal.com/nxt/gateway.dll/Michigan/saugatuck_mi/cityofsaugatuckmichigancodeofordinances?f=templates$fn_default.htm$3.0$vid-amlegal:saugatuck_mi)

change the meaning of the sentence at issue (conversely, inserting it into 4.3 would not change the mean of that section). Both sections, read properly, mean that terms begin on the second Monday after the election (in this case, on the 18th of November). The only substantive difference between the two sections is the express reference in Section 3.7 to the time at which the term begins (i.e., 7:30 PM). Again, however, there is no conflict as the two sections can be read harmoniously; that the terms are to begin at 7:30 PM as nothing in Section 4.3 requires a different interpretation.

As an aside, to avoid misunderstandings in the future the City Council may wish to consider (when it is next looking at possible amendments to the Charter) an amendment which would delete one of these references to "terms of office."

I trust this answer the City's questions. If would like to discuss further or if I can be of additional assistance please contact me

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey V.H. Sluggett". The signature is stylized with a large, sweeping flourish at the end.

Jeffrey V.H. Sluggett

² Black's Law Dictionary, Fifth Edition, p 941.

Saugatuck Boards/Committees Member List

City Administration

Ryan Heise	City Manager				
Cindy Osman	Zoning Administrator				
Jamie Wolters	City Clerk				
Peter Stanislawski	Treasurer				
Kate White	Intern/Deputy Clerk				
Scott Herbert	DPW Superintendent				
Assessing Solutions, Inc.	Assessor				
Brett Ensfield	Allegan Co				
Greg Janik	Fire Chief				

City Council

Term Exp Date (2 year terms - elected)

Mark Bekken	Mayor	11/1/2022			
Garnet Lewis	Mayor Pro Tem	11/1/2023			
Scott Dean	Member	11/1/2022			
Holly Leo	Member	11/1/2023			
Russ Gardner	Member	11/1/2023			
Lauren Stanton	Member	11/1/2022			
Ken Trester	Member	11/1/2022			

Planning Commission

Term Exp Date (3 year terms, except council rep)

Daniel Fox	Chair	7/1/2024			
Bobbie Gaunt	Member	7/1/2024			
Richard Crawford	Member	7/1/2022			
Russ Gardner	Member	11/1/2023			
Steven Manns	Member	7/1/2023			
		7/1/2022			
		7/1/2023			

Zoning Board of Appeals

Term Exp Date (3 year terms)

Bob Kubasiak	Chair	7/1/2024			
Richard Bont	Vice Chair	7/1/2024			
James Bouck	Member	7/1/2023			
James Muir	Member	7/1/2022			
Zack Zerfas	Member	7/1/2022			
		7/1/2023			
Jim Hundreiser	Alternate	7/1/2022			

Historic District Commission

Term Exp Date (3 year terms)

Timothy Straker	Chair	8/1/2024			
Nico Leo	Vice Chair	8/1/2022			
John Cannarsa	Member	8/1/2023			
Jennifer Davenport	Member	8/1/2022			
Garnet Lewis	Member	11/1/2023			
Daniel Pannozzo	Member	8/1/2023			
Keith Paterson	Member	8/1/2024			

KLSWA Board

Term Exp Date (3 year terms)

Mark Bekken	Member	2/8/2022			
Barry Johnson	Member	2/28/2024			

Interurban Board

Term Exp Date (4 Year Terms)

Kathy Johnson	Member	9/30/2024			
Gregory Muncey	Member	9/30/2022			

Tree Board (until removed)					
Jane Verplank	Member				
Chris Peterson	Member				
Janet Schmidt	Member				
	Member				
Library Board Term Exp Date (4 year terms)					
Laurence Blose	Member	9/1/2025			
Bonnie Lowe	Member	9/1/2025			
Fire District Administration Board Term Exp Date (6 Year Terms)					
Dan Fox	Member	6/30/2026			
Jane Verplank	Member	1/14/2025			
Board of Review) Term Exp Date (3 Year Terms)					
Nico Leo	Member	1/1/2022			
Brian Stephens	Member	1/1/2022			
Construction Board of Appeals Term Exp Date (2 Year Terms)					
Jim Muir	Member				
	Member				
	Member				
Tri Community Planning Committee (until removed)					
Kate McPolin	Member				
Jane Verplank	Member				
Tri Community Recreation Advisory Board (until removed)					
Jim Sellman	Member				
Kelly Roche	Member				
Compensation Commission Term Exp Date (3 Year Terms)					
Peg Sanford	Member	12/11/2023			
Jim Muir	Member	12/11/2023			
William Lint	Member	12/11/2023			
Tri-Community Non-Motorized Trail Study Committee					
Holly Leo	Chair		Saugatuck City		
Ken Trester	Council Member		Saugatuck City		
Ryan Heise	City Manager		Saugatuck City		
Brenda Marcy	Twp. Trustee		Saugatuck Twp.		
Cindy Osman	Twp. Supervisor		Saugatuck Twp.		
Joe Frey	Twp. Manager		Saugatuck Twp.		
Jerry Donovan	Council Member		Douglas City		
Kathy Moordian	Member		Douglas City		
Richard LaBomard	City Manager		Douglas City		
John Adams			Blue Star Trail Representative		
Richard Donovan			Blue Star Trail Representative		
Craig Atwood			Allegan County Road Commission		

Tri-Community Recycling Ad-Hoc Committee

Garnet Lewis	Mayor Pro Tem		Saugatuck City		
Linda Escott	Member		Saugatuck City		
Barry Johnson	Member		Saugatuck City		
Kelly Roche	Member		Saugatuck City		
Daniel DeFranco	Member		Saugatuck Twp.		
Patrick Stewart	Member		Saugatuck Twp.		
Mark Epstein	Member		Saugatuck Twp.		
Ronna Alexander	Member		Douglas City		
Cathy North	Member		Douglas City		
Demetrhea Terrien	Member		Douglas City		



**PROPOSED CITY COUNCIL MEETING MINUTES
SAUGATUCK, MICHIGAN, OCTOBER 25, 2021**

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

1. Call to Order:

The meeting was called to order by Mayor Bekken at 7:01 p.m.

2. Pledge of Allegiance

3. Attendance:

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

Absent: Peterson

Others Present: City Manager Heise, Clerk Wolters & Deputy Clerk White

Council recognized that Peterson would not be present for the October 25, 2021, Council meeting with advanced notice.

4. Approval of Minutes:

1. Regular City Council Meeting Minutes – October 11, 2021

Motion was made by Dean, 2nd by Lewis, to approve the Regular City Council Meeting Minutes from October 11, 2021. Upon voice vote, the motion carried 6-0.

2. Regular City Council Meeting Closed Session Minutes – October 11, 2021

Motion was made by Stanton, 2nd by Trester, to approve the closed session meeting minutes from the Regular City Council Meeting on October 11, 2021. Upon voice vote, the motion carried 6-0.

5. Mayor's Comments:

Mayor Bekken recognized Chief Greg Janik, Saugatuck Township Fire District, he was awarded this year's President award from the Michigan Fire Inspectors Society.

6. City Manager's Comments:

City Manager Heise noted new audio/visual equipment is fully functioning, two televisions installed soon. Recognized Deputy Clerk White on her partnership with Saugatuck High School teacher, Mr. Heyser, with construction of new recreational corn hole game for Saugatuck Social District.

7. **Agenda Changes:**
None
8. **Guest Speakers:**
 - A. **Lt. Brett Ensfield - Allegan County Sheriff's Department:** Lt. Ensfield noted Reserve school starts December 1, 2021. Council Member Lewis asked Lt. Ensfield for update on recent vehicle theft on Lake Street, Lt. Ensfield noted no leads as of now. Council Member Leo inquired about adding a radar sign at Saugatuck High School due to recent distracted driving concerns from citizens. Lt. Ensfield will advise officers to patrol area. Lt. Ensfield will not be at the November Council meetings.
 - B. **Saugatuck Township Fire District:** Dan Fox reviewed minutes from October 18, 2021 meeting.
9. **Public Comment:**
Glenna DeJong (*resident*) updated council on Allegan County's redistricting efforts. She noted the support she is receiving from Boards and Councils from multiple jurisdictions.
10. **Consent Agenda:** None
11. **Request for Payment:**
 - A. Account Payable approval: Motion was made by Trester, 2nd by Lewis, to approve the accounts payable in the amount of \$380,796.08. Upon voice vote, the motion carried 6-0.
 - B. Council Member Lewis requested clarification on the Sheriff overtime. Lt. Ensfield explained the normally scheduled officer was on vacation; the substitute officer's pay is stated under overtime.
12. **Introduction of Ordinances:**
 - A. Zoning Ordinance No. 211108-A. Council member Lewis requested further clarification on Zoning Ordinance No. 211108-A. The discussion is tabled to the City Council Workshop meeting on November 3, 2021.
13. **Public Hearings:** None
14. **Unfinished Business:** None
15. **New Business:**
 - A. **SDABA's Annual People & Pet's Halloween Special Event and Parade Permit:** A motion was made by Dean, 2nd by Leo, to approve the SDABA's Annual People & Pet's Halloween Special Even and Parade Permit. Upon voice vote, the motion carried 6-0.
16. **Public Comment:**
Timothy Woodby (*resident*) requested a more environmentally friendly material used for milling on Mill Street instead of proposed crushed asphalt.

17. **Communications:** None

18. **Boards, Commissions & Committee Reports:**

- Council Member Lewis updated Council on the Tri-Community Recycling Committee. Committee received a Recycling partnership and Michigan Eagle grant to do a pre and post audit of the recycling bins during the entire 2022 year. Submitted a grant application to boost local business recycling and composting practices.
- Council Member Leo updated Council on the Tri-Community Non-Motorized Trail Study Committee. Committee submitted Michigan Department of Transportation TAP grant application on October 13, 2021.
- Mayor Bekken updated Council on Kalamazoo Lake Sewer and Water Authority Board. Utilities fully recovered from the August and October storms. Conducted a wage study to develop a competitive environment to attract, hire and maintain individuals interested in pursuing career with department.
- Council Member Trester updated Council on the Kalamazoo Lake Harbor Authority. Two new representatives added from the Township. Study continuing to place navigation lights on the Blue Star Bridge. Discussed requesting from EGLE that the waterway between Blue Star Bridge and Highway Bridge be declared a no wake zone.
- Zoning Administrator Osman updated Council on Planning Commission activities. Site plan and special land use permit for The Butler's two story outdoor open deck were approved with conditions.

19. **Council Comments:**

20. **Adjournment:** Mayor Bekken adjourned meeting at 7:54pm.

Respectfully Submitted,

Jamie Wolters
City Clerk



City Managers Report – Highlights November 3rd, 2021

Pop-up Patios

Staff conducted its second informational meeting regarding Pop-Up patios. Staff will present feedback and recommendations to Council at late November meeting.

Traffic Light Study by Allegan County Road Commission for Blue Star Highway

Allegan County Road Commission has commenced a study for traffic light warrants and potential need (Lake Street and Allegan). Study anticipated to be complete by the end of calendar year.

Radar Signs

Solar panels installed at existing radar signs. All signs will soon be decommissioned for winter.

Oval Beach Staffing and operations

Beach erosion barriers being installed. Staff retention/recruitment will be a priority over the winter months.

Department of Public Works (DPW) Staff

Landscape improvement proposals included on agenda. The following is a shortlist of activities in the coming week:

- Usual maintenance (street sweeping, mowing, fall cleanup in the parks, cleaning restrooms, emptying trash, MISS DIG requests, flag height adjustments, filling mutt mitt dispensers)
- Work on dewatering station at Water/Lucy
- Remove fall decorations
- Begin installing Christmas decorations, a three (3) week process.
- Remove Interurban banners/signs
- Remove speed bumps on Park Street
- Manage leaves at 63rd Street property to make room for next week's brush and leaf collection
- Oversee Campbell Road, Mill Street, and Park Street projects

Blue Star Trail Update

Grant proposal submitted. Details on final design will come in future months.

Dune Ridge Waterfront Update

The City attorneys are currently pursuing the removal of floating homes with Dune Ridge's attorney and through the current pending lawsuit.

Road resurfacing (and utility) projects

Campbell Road – Bid awarded. Communication with affected residents ongoing.

Mill Street- DPW to schedule milling.

Maple Street- Spring '22 project. Maple street needs resurfacing. However, there are three infrastructure improvement projects that should coincide with the repairs, which include:

- Elevating Maple Street at the intersection of North Street, including the potential for adding culverts.
- Stormwater Improvements at Maple and Mason Street, addressing a resident concern that increased water runoff is causing erosion issues in an adjacent creek.
- Water service investigation and replacement.

Park Street- The road survey has been complete for months. I anticipate that staff and Council will be prepared to re-start the conversations on the Park Street project scope in the winter months. Water service investigations and potential replacement will become a large part of the project scope.

Butler/Hoffman Street sanitary project- Design is underway to connect a number of businesses to the sanitary system, and permits submitted to EGLE. The four affected property owners will be contacted next week and permitting to be submitted.

Milfoil update

Staff will bring recommendation on treatment and billing methodology during the winter months.

AT&T & Verizon Cellular Facilities

The city continues active conversations with AT& T as they continue their structural review of the Mt. Baldhead Tower for cellular use (inside existing dome). The Verizon permits for small cell technology have been provided to legal counsel for review, please anticipate seeing the permits on an upcoming agenda. Placement recommendations are being reviewed by Verizon.

City Hall Office Space

New office furniture and layout remains under review, looking forward to this winter project.

Summary of Incidents

- ❖ October experienced a near record month. Our October total was 87 calls. Year to date was 817 calls, or a 14% increase compared to the same period as last year.
- ❖ Our response time for October is very close to our annual average. October showed 48 emergent calls (lights and siren) a more average number compared to previous months and years.
- ❖ Sunday is now the busy day compared to the rest of the week with 123 calls. However the other days of the week are approaching Sunday's number. The hours from 10AM-9PM count for the busy time of the day, this reflects our usual statistic from previous years.
- ❖ 33 overlapping calls showed a slight uptick compared to September, now it is on par with July and August. 38% of our calls in October were overlapping. For the whole year it is 28%.
- ❖ Type of calls saw a decrease of EMS (medical); this category counts for 58% of our volume for October. The typical (or most common) EMS call type is falls, 96 such incidents this year, or 18.5% reported this year, followed by general sickness at 75 or 14.4% of all EMS calls.
A very serious medical call on Halloween night raised our concern when we received the following info from dispatch: "*Per AMR [Ambulance], **no trucks available.** Requesting Life [Ambulance] be sent*" Luckily Life was able to respond.
- ❖ Total October MVIs (motor vehicle incidents, i.e., crashes) are at 3 incidents, compared to 5 and 7 in 2020/2019.
Please take note that as of 10/31/21, MVI's are up to a total of 66 incidents, or 50% increase. At 66 MVI's, we are only 9 incidents under the 75 MVIs for the 2019 year-end.
- ❖ Marine response is drawing to a close for the season 2191 is out of the water.
- ❖ Location of calls shows Township accounts for 43%, compared to Douglas at 26 and Saugatuck City at 31%.



Incidents for October 2021

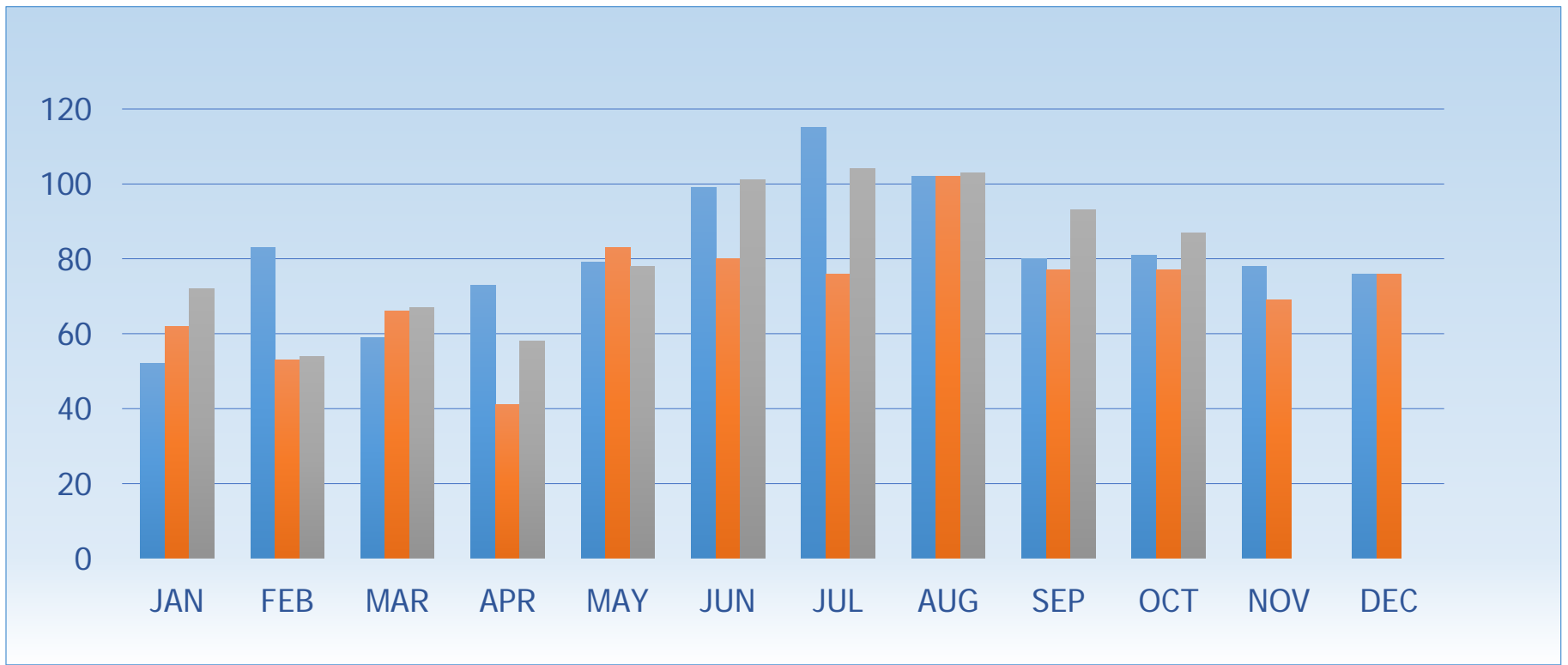


Photo: STFD Crew

2021 Incidents by Month

[Green is an all-time high month]

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2021	72	54	67	58	78	101	104	103	93	87			817
2020	62	53	66	41	83	80	76	102	77	77	69	76	862
2019	52	83	59	73	79	99	115	102	80	81	78	76	977

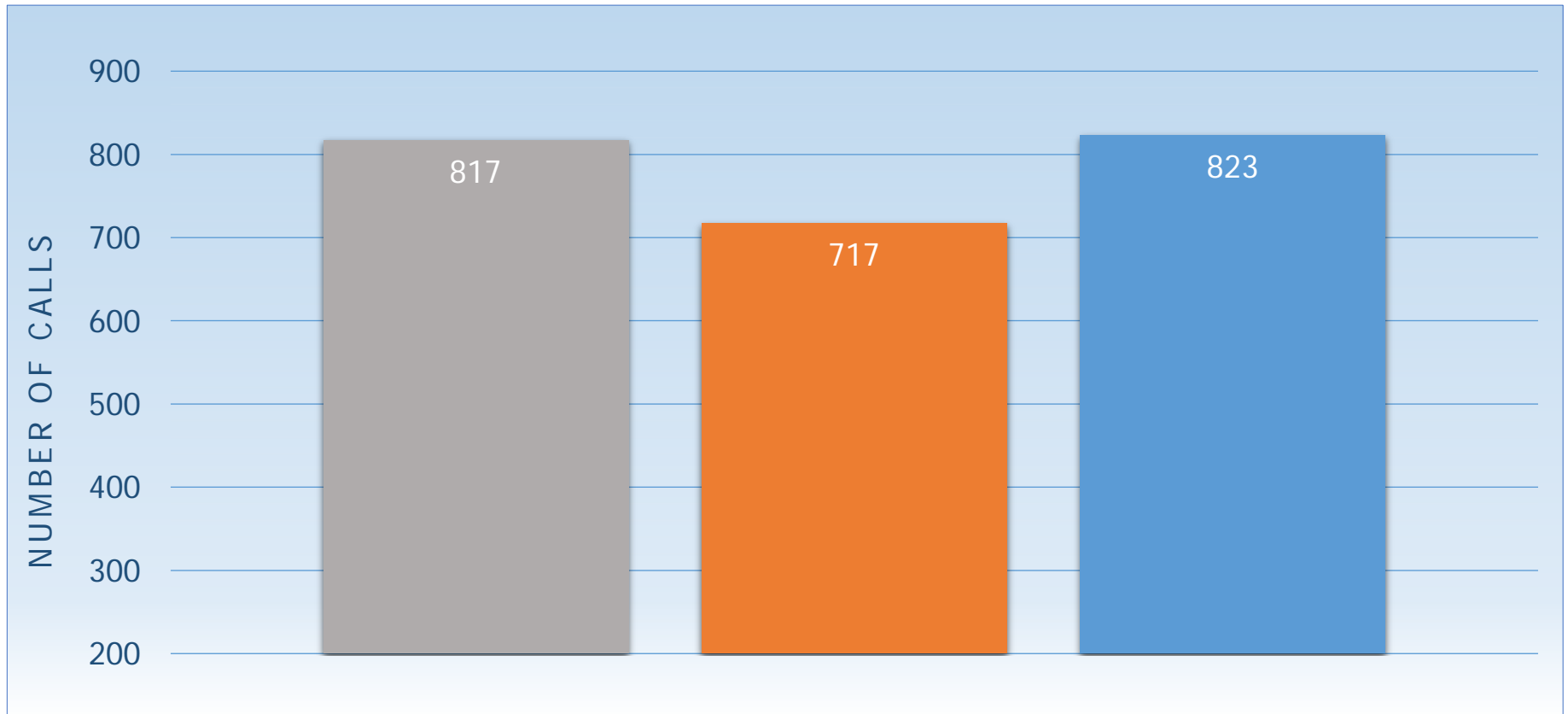


2011-21 Incidents by month

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2021	72	54	67	58	78	101	104	103	93	87			817
2020	62	53	66	41	83	80	76	102	77	77	69	76	862
2019	52	83	59	73	79	99	115	102	80	81	78	76	977
2018	61	58	55	79	85	94	103	101	83	77	52	59	907
2017	54	35	62	51	68	89	116	76	66	91	48	57	813
2016	47	51	53	64	76	95	113	105	82	64	60	65	875
2015	57	61	50	50	73	67	110	90	71	58	49	47	783
2014	62	51	49	56	85	77	84	59	72	52	59	39	745
2013	67	62	44	39	57	53	70	74	42	58	66	58	690
2012	52	33	58	55	54	74	104	77	54	40	52	76	729
2011	42	38	57	34	52	51	92	70	63	61	40	41	641
Average	57	53	56	55	72	80	99	84	69	66	56	58	796

Lowest Highest

2019-2021 Incident Comparison

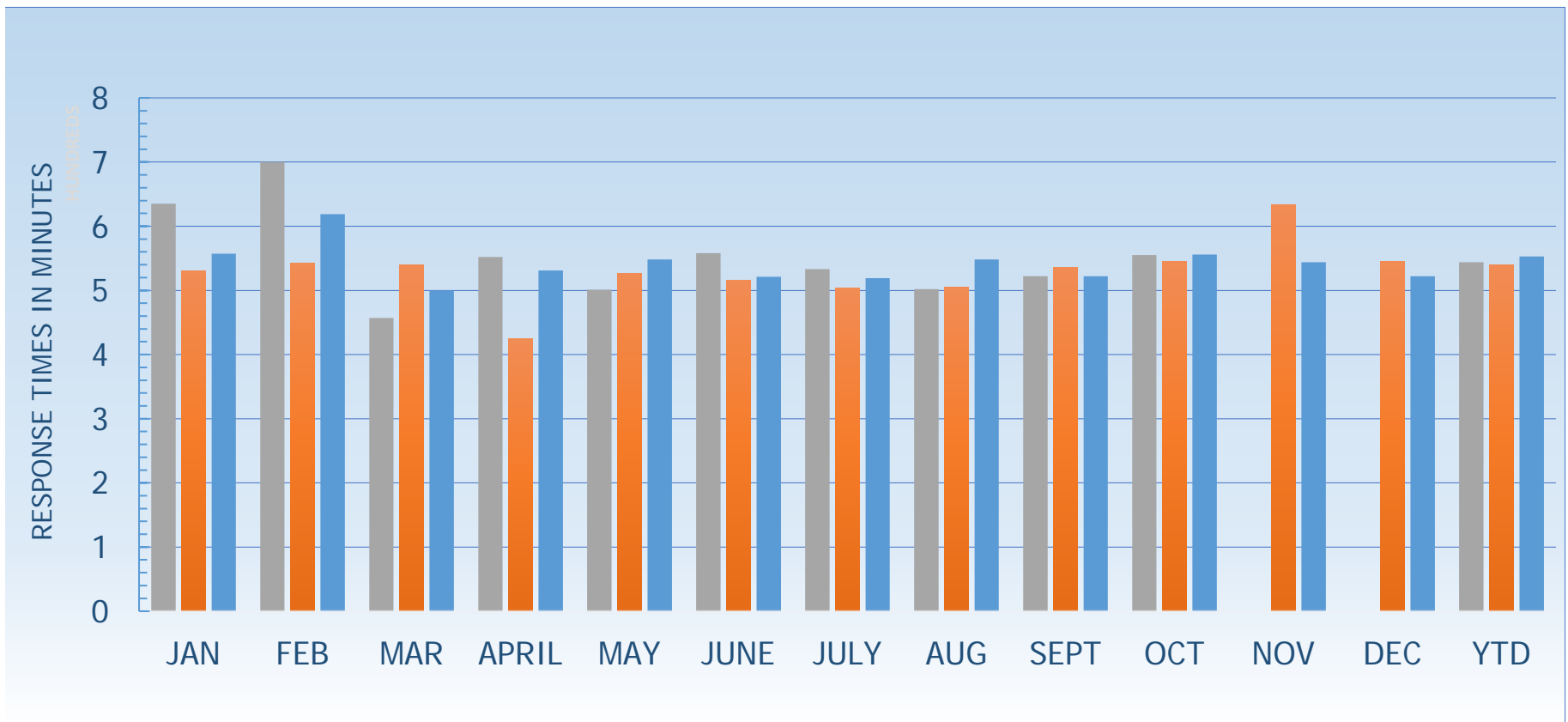


Year	October 31	+/-	+/- %
2021	817	100	13.9
2020	717	(106)	(12.9)
2019	823		

2019-2021 Response Times by Month

[From 2019 Response Times are now emergencies that requires lights and siren.]

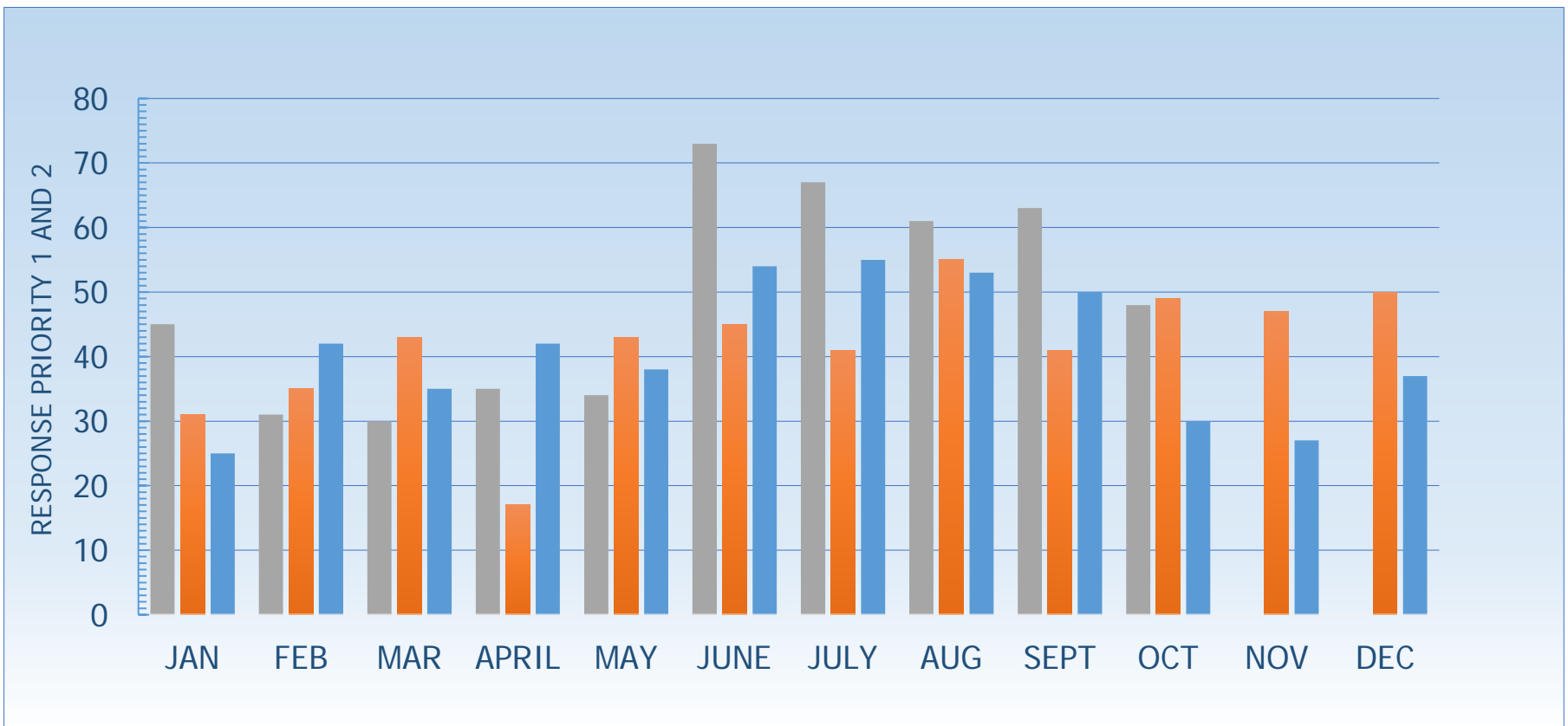
Year	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD
2021	6:35	7:00	4:57	5:52	5:01	5:58	5:33	5:02	5:22	5:55			5:44
2020	5:30	5:42	5:40	4:25	5:27	5:16	5:04	5:05	5:36	5:45	6:33	5:45	5:40
2019	5:57	6:19	5:00	5:31	5:48	5:21	5:19	5:48	5:22	5:56	5:44	5:22	5:53



2021 Emergency Responses

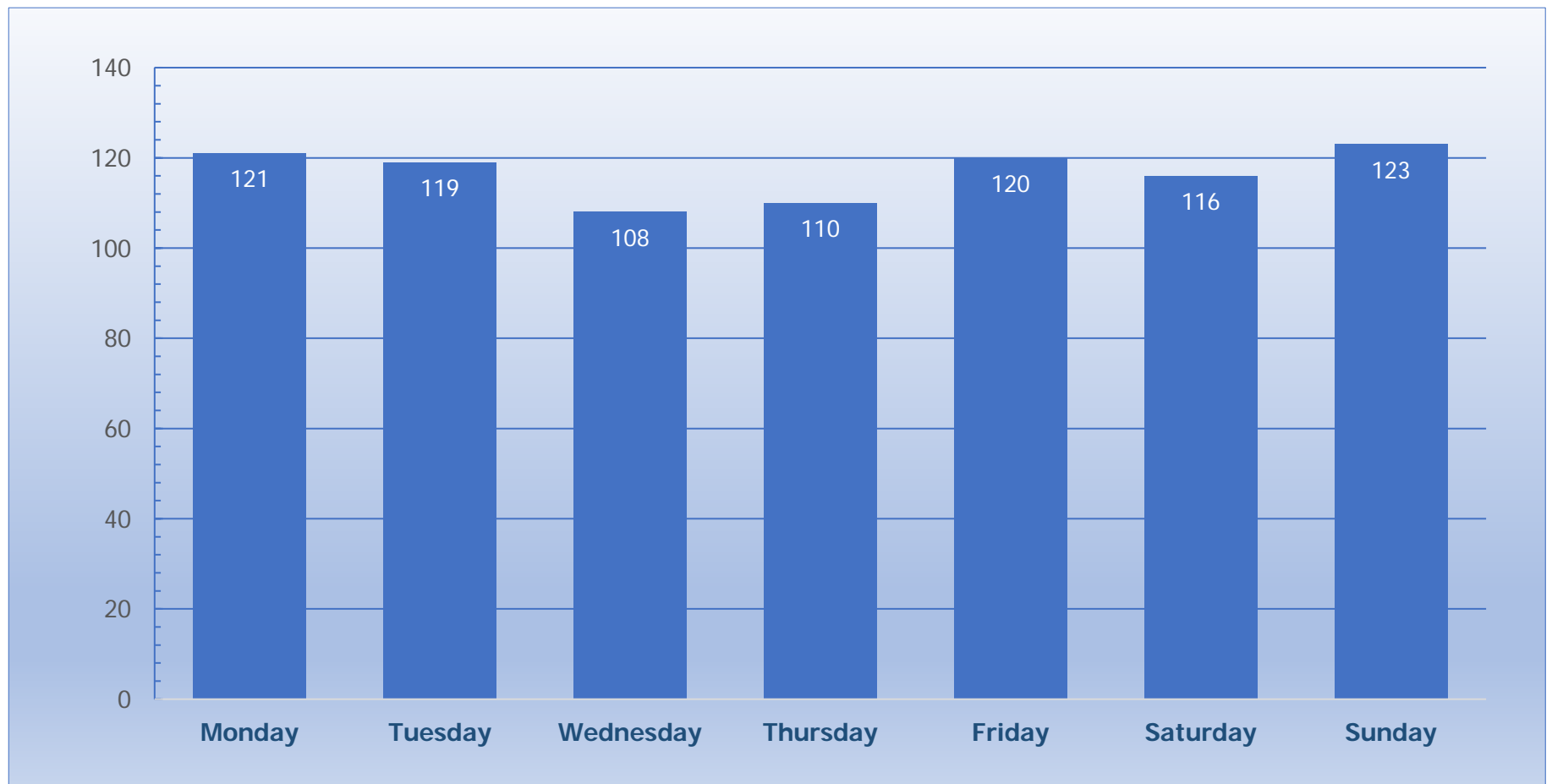
[Emergent responses per month in our district.]

Year	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD
2021	45	31	30	35	34	73	67	61	63	48			487
2020	31	35	43	17	43	45	41	55	41	49	47	50	497
2019	25	42	35	42	38	54	55	53	50	30	27	37	488

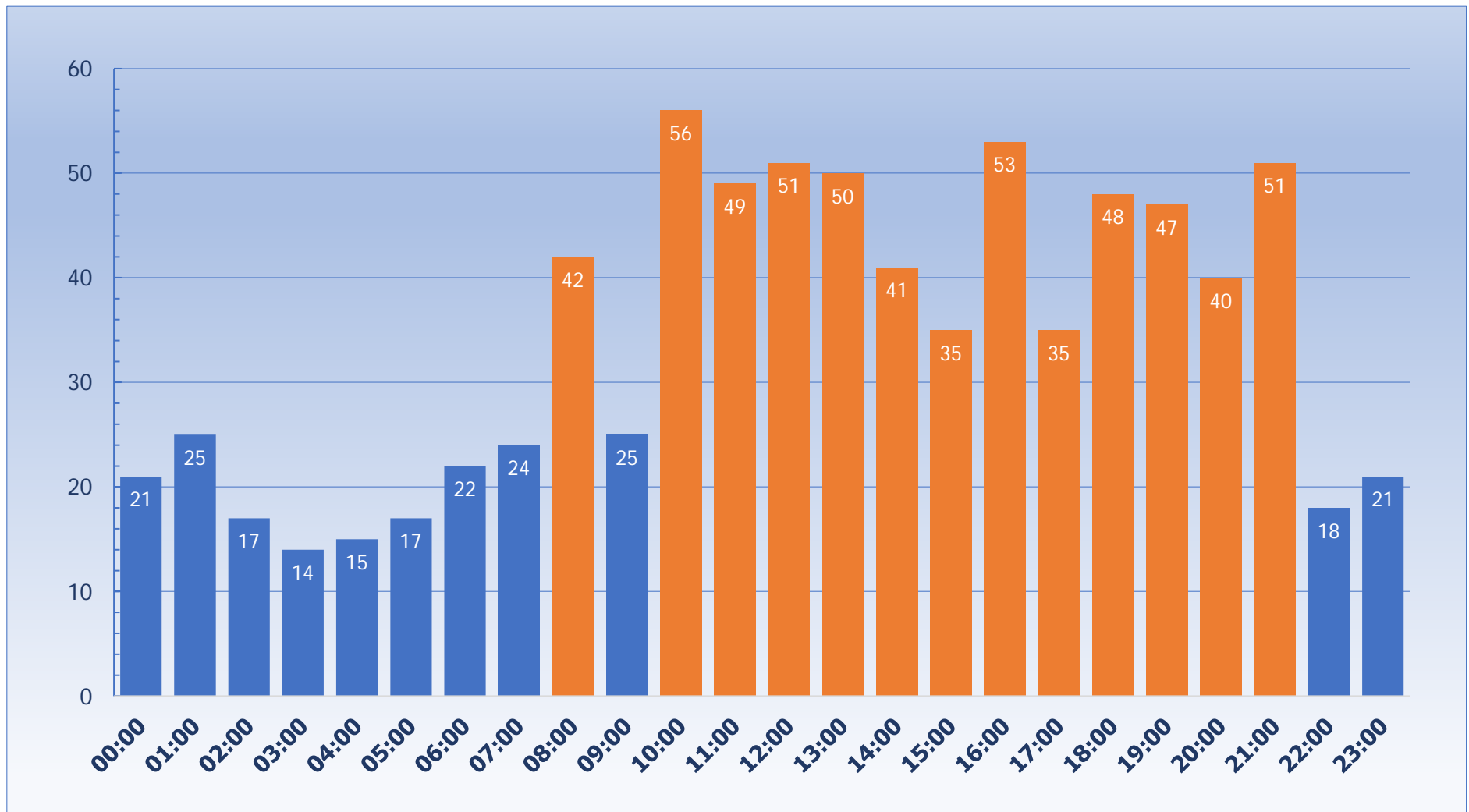


2021 Incidents per Day of the Week

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
121	119	108	110	120	116	123



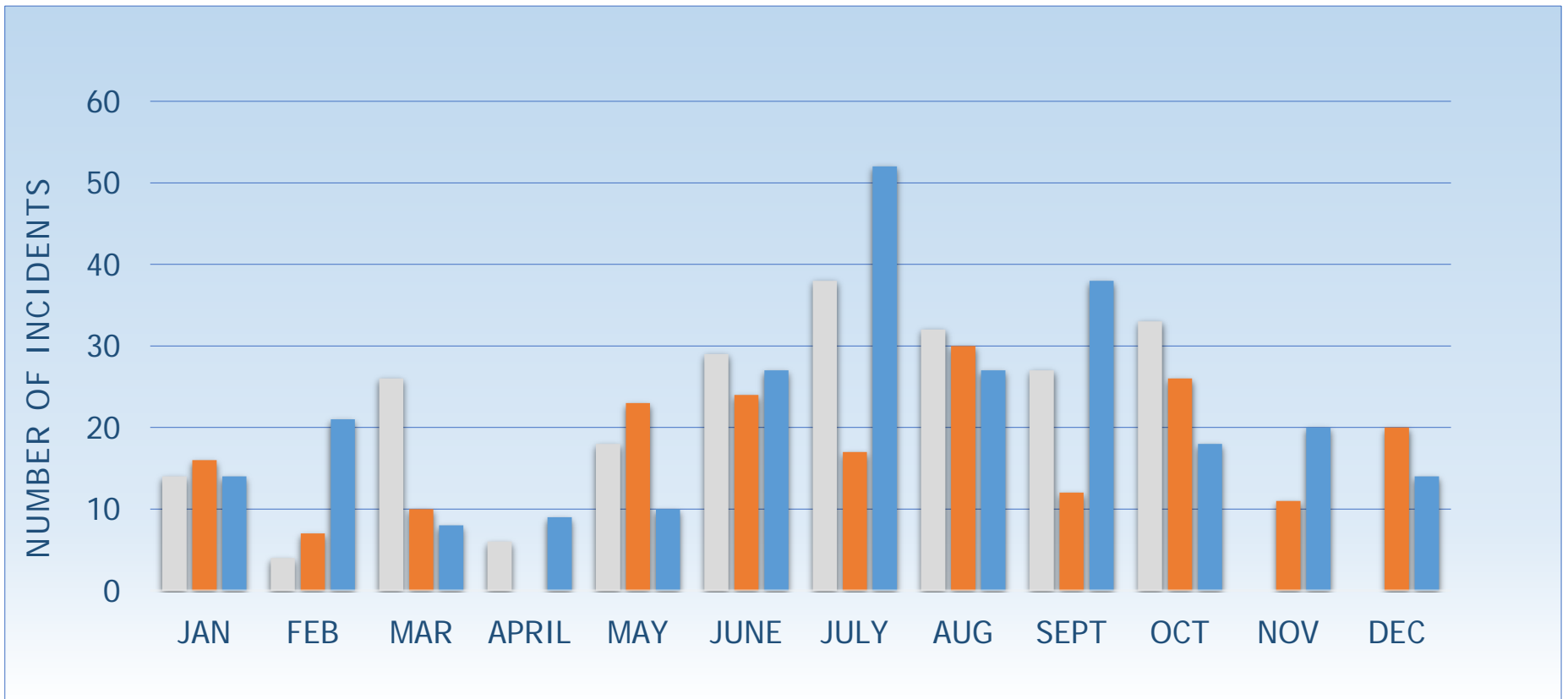
2021 Incidents by Time of Day



2021 Overlapping Incidents YTD

[Another emergency incident that requires fire department response that occurs within the time frame of a previous emergency incident.]

Year	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2021	14	4	26	6	18	29	38	32	27	33			227
2020	16	7	10	0	23	24	17	30	12	26	11	20	196
2019	14	21	8	9	10	27	52	27	38	18	20	14	258



2021 Overlapping Incidents YTD

Year	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2021													
Runs	72	54	67	58	78	101	104	103	93	87			817
Overlap	14	4	26	6	18	29	38	32	27	33			227
Percent	19.4	7.4	38.8	10.3	23.1	28.7	36.5	31.1	29.0	37.9			27.8
2020													
Runs	62	53	66	41	83	80	76	102	77	77	69	76	862
Overlap	16	7	10	0	23	24	17	30	12	26	11	20	196
Percent	25.8	13.2	15.2	0.0	27.7	30.0	22.4	29.4	15.6	33.8	15.9	26.3	22.7
2019													
Runs	52	83	59	73	79	99	115	102	80	81	78	76	977
Overlap	14	21	8	9	10	27	52	27	38	18	20	14	258
Percent	26.9	25.3	13.6	12.3	12.7	27.3	45.2	26.5	47.5	22.2	25.6	18.4	26.4

National Fire Incident Reporting System (NFIRS) Incident Code Guide

100 Series (Fire)

- (11) Structure Fire**
 - (111) Building Fire
 - (112) Fires in structures other than in a building
 - (113) Cooking fire, confined to container
 - (114) Chimney or flue fire, confined to chimney or flue
 - (115) Incinerator overload or malfunction, fire confined
 - (116) Fuel burner/boiler malfunction, fire confined
 - (117) Commercial compactor fire, confined to rubbish
 - (118) Trash, or rubbish fire in a structure, no flame damage
- (12) Fire in mobile property used as a fixed structure**
 - (121) Fire in mobile home used as a fixed residence
 - (122) Fire in motor home, camper, recreational vehicle
 - (123) Fire in portable building, fixed location
- (13) Mobile property (vehicle) fire**
 - (131) Passenger vehicle fire
 - (132) Road freight or transport vehicle fire
 - (133) Rail vehicle fire
 - (134) Water vehicle fire
 - (135) Aircraft vehicle fire
 - (136) Self-propelled motor home or recreational vehicle fire
 - (137) Camper or recreational vehicle
 - (138) Off-road vehicle or heavy equipment fire
- (14) Natural vegetation fire**
 - (141) Forest, woods, or wildland fire
 - (142) Brush, or brush and grass mixture fire
 - (143) Grass fire, includes fire confined to area.
- (15) Outside rubbish fire**
 - (151) Outside rubbish, trash, or waste fire
 - (152) Garbage dump or sanitary landfill fire
 - (153) Construction or demolition landfill fire
 - (154) Dumpster or other outside trash receptacle fire
 - (155) Outside stationary compactor/compacted trash fire
- (16) Special outside fire**
 - (161) Outside storage fire on residential or commercial/ industrial property
 - (162) Outside equipment fire
 - (163) Outside gas or vapor combustion explosion
 - (164) Outside mailbox fire
- (17) Cultivated vegetation, crop fire**
 - (171) Cultivated grain or crop fire
 - (172) Cultivated orchard or vineyard fire
 - (173) Cultivated trees or nursery stock fire

200 Series (Overpressure Explosion, Overheat - No Fire)

- (21) Overpressure rupture from steam (no ensuing fire)**
 - (211) Overpressure rupture of steam pipe or pipeline
 - (212) Overpressure rupture of steam boiler
 - (213) Steam rupture of pressure or process vessel
- (22) Overpressure rupture from air or gas - no fire**
 - (221) Overpressure rupture of air or gas pipe/pipeline
 - (222) Overpressure rupture of boiler from air or gas
 - (223) Air or gas rupture of pressure or process vessel
- (23) Overpressure rupture, chemical reaction - no fire**
 - (231) Chemical reaction rupture of pressure or process vessel
- (24) Explosion (no fire)**
 - (241) Munitions or bomb explosions (no fire)
 - (242) Blasting agent explosion (no fire)
 - (243) Fireworks explosion (no fire), all classes of fireworks
- (25) Excessive heat, scorch burns with no ignition**
 - (251) Excessive heat, scorch burns with no ignition

300 Series (Rescue & EMS Incidents)

- (31) Medical assist**
 - (311) Medical assist, assist EMS crew
- (32) Emergency medical service (EMS) incident**
 - (321) EMS call, excluding vehicle accident with injury
 - (322) Vehicle accident with injuries
 - (323) Motor vehicle/pedestrian accident (MV Ped)
 - (324) Motor vehicle accident with no injuries
- (33) Lock-in**
 - (331) Lock-in, includes vehicles (if lock-out, use 511)
- (34) Search for lost person**
 - (341) Search for person on land
 - (342) Search for person in water
 - (343) Search for person underground
- (35) Extrication, rescue**
 - (351) Extrication of victim(s) from building/structure
 - (352) Extrication of victim(s) from vehicle
 - (353) Removal of victim(s) from stalled elevator
 - (354) Trench/below grade rescue
 - (355) Confined space rescue
 - (356) High angle rescue
 - (357) Extrication of victim(s) from machinery
- (36) Water or ice-related rescue**
 - (361) Swimming/recreational water areas rescue
 - (362) Ice rescue
 - (363) Swift water rescue
 - (364) Surf rescue
 - (365) Watercraft rescue
- (37) Electrical rescue**
 - (371) Electrocutation or potential electrocution
 - (372) Trapped by power lines
- (38) Rescue or EMS standby**
 - (381) Rescue or EMS standby; hazardous conditions

400 Series (Hazardous Conditions - No Fire)

- (41) Combustible/flammable spills & leaks**
 - (411) Gasoline or other flammable liquid spill, Class I
 - (412) Gas leak (natural gas or LPG)
 - (413) Oil or other combustible liquid spill, Class II or III
- (42) Chemical release, reaction or toxic condition**
 - (421) Chemical hazard (no spill or leak)
 - (422) Chemical spill or leak
 - (423) Refrigeration leak
 - (424) Carbon monoxide incident
- (43) Radioactive condition**
 - (431) Radiation leak, radioactive material
- (44) Electrical wiring/equipment problem**
 - (441) Heat from short circuit (wiring), defective/worn insulation
 - (442) Overheated motor or wiring
 - (443) Breakdown of light ballast
 - (444) Power line down
 - (445) Arcing, shorted electrical equipment
- (45) Biological hazard**
 - (451) Biological hazard, confirmed or suspected
- (46) Accident, potential accident**
 - (461) Building or structure weakened or collapsed
 - (462) Aircraft standby
 - (463) Vehicle accident, general cleanup
- (47) Explosive, bomb removal**
 - (471) Explosive, bomb removal (for bomb scare, use 721)
- (48) Attempted burning, illegal action**
 - (481) Attempt to burn
 - (482) Threat to burn

500 Series (Service Call)

- (51) Person in distress**
 - (511) Lock-out
 - (512) Ring or jewelry removal, no transport to hospital
- (52) Water problem**
 - (521) Water (not people) evacuation
 - (522) Water or steam leak, includes open hydrants
- (53) Smoke problem**
 - (531) Smoke or odor removal
- (54) Animal problem or rescue**
 - (541) Animal problem
 - (542) Animal rescue
- (55) Public service assistance**
 - (551) Assist police or other governmental agency
 - (552) Police matter
 - (553) Public service, not government agencies
 - (554) Assist invalid
 - (555) Defective elevator, no occupants
- (56) Unauthorized burning**
 - (561) Cover assignment, standby at fire station, move-up
 - (571) Cover assignment, standby, moveup

600 Series (Good Intent Calls)

- (61) Dispatched and canceled enroute**
 - (611) Dispatched & canceled enroute
- (62) Wrong location, no emergency found**
 - (621) Wrong location
 - (622) No incident found at dispatch address
- (63) Controlled burning**
 - (631) Authorized controlled burning
 - (632) Prescribed fire (with prior written, approved fire plan)
- (64) Vicinity alarm**
 - (641) Vicinity alarm (incident in other location)
- (65) Steam, other gas mistaken for smoke**
 - (651) Smoke scare, odor of smoke, not steam
 - (652) Steam, vapor, fog or dust thought to be smoke
 - (653) Smoke from barbecue, tar kettle (not hostile fire)
- (66) EMS call where party has been transported**
 - (661) EMS call, party transported by non-fire agency
- (67) Hazmat release investigation w/ no hazmat**
 - (671) Hazmat release investigation w/ no hazmat found
 - (672) Biological hazard, none found

700 Series (False Alarms & False Calls)

- (71) Malicious, mischievous false alarm**
 - (711) Municipal alarm system, malicious false alarm
 - (712) Direct tie to FD, malicious/false alarm
 - (713) Telephone, malicious false alarm
 - (714) Central station, malicious false alarm
 - (715) Local alarm system, malicious false alarm
- (72) Bomb scare**
 - (721) Bomb scare - no bomb
- (73) System or detector malfunction**
 - (731) Sprinkler activation due to system malfunction or failure
 - (732) Extinguishing system activation due to malfunction
 - (733) Smoke detector activation due to malfunction
 - (734) Heat detector activation due to malfunction
 - (735) Alarm system activation due to malfunction
 - (736) CO detector activation due to malfunction
- (74) Unintentional system/detector operation - no fire**
 - (741) Sprinkler activation, no fire - unintentional
 - (742) Extinguishing system activation
 - (743) Smoke detector activation, no fire -unintentional
 - (744) Detector activation, no fire - unintentional
 - (745) Alarm system activation, no fire - unintentional
 - (746) Carbon monoxide detector activation, no CO
- (75) Biological hazard**
 - (751) Biological hazard, malicious false report

800 Series (Severe Weather & Natural Disaster)

- (81) Severe Weather & Natural Disaster**
 - (811) Earthquake assessment, not rescue/other service
 - (812) Flood assessment, not water rescue
 - (813) Wind storm, tornado/hurricane assessment
 - (814) Lightning strike (no fire), includes investigation
 - (815) Severe weather or natural disaster standby

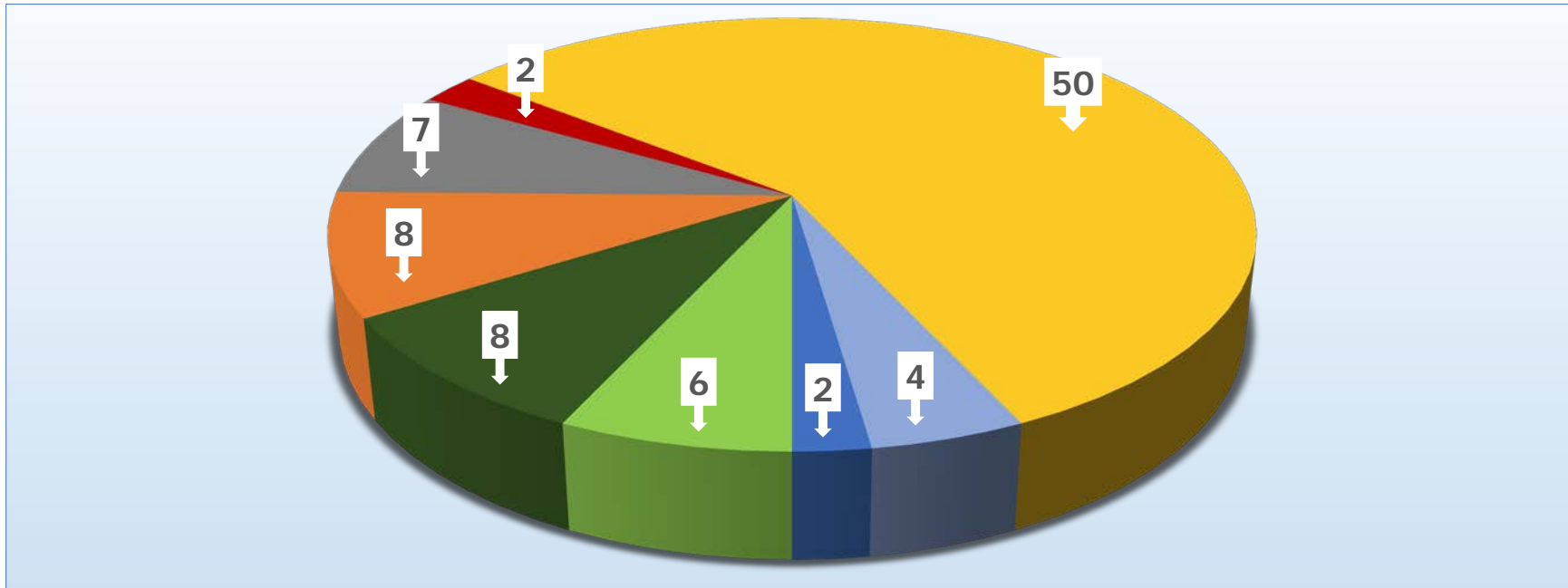
900 Series (Special Incident Type)










- (91) Citizen compliant**
 - (911) Citizen complaint, includes code violations



All Incident Type Codes are part of the National Fire Incident Reporting System standard NFIRS used in this document.

October 2021 Incidents by NFIRS Type



Type Of Incident:	Total Incidents:	Percentage Value:
 100s - All types of fire, structure, vehicle and wildland.	2	2.3%
 200s - Excessive heat, explosions and ruptured pipelines. No Fire.	0	0.0%
 300s - Medical assist, traffic accidents, water and ice rescues.	50	57.5%
 400s - Hazardous Conditions, gas leaks and carbon monoxide etc.	4	4.6%
 500s - Public service Calls. Water and smoke problems. Animal rescue.	2	2.3%
 600s - Cancelled calls, controlled burns and smoke investigation.	6	6.9%
 700s - False alarms. Smoke, heat and CO detector malfunctions.	8	9.2%
 800s - Severe weather, flooding, storm and lightning strike damage.	8	9.2%
 900s - Community participation and citizen concerns.	7	8.0%
	87	100.0%

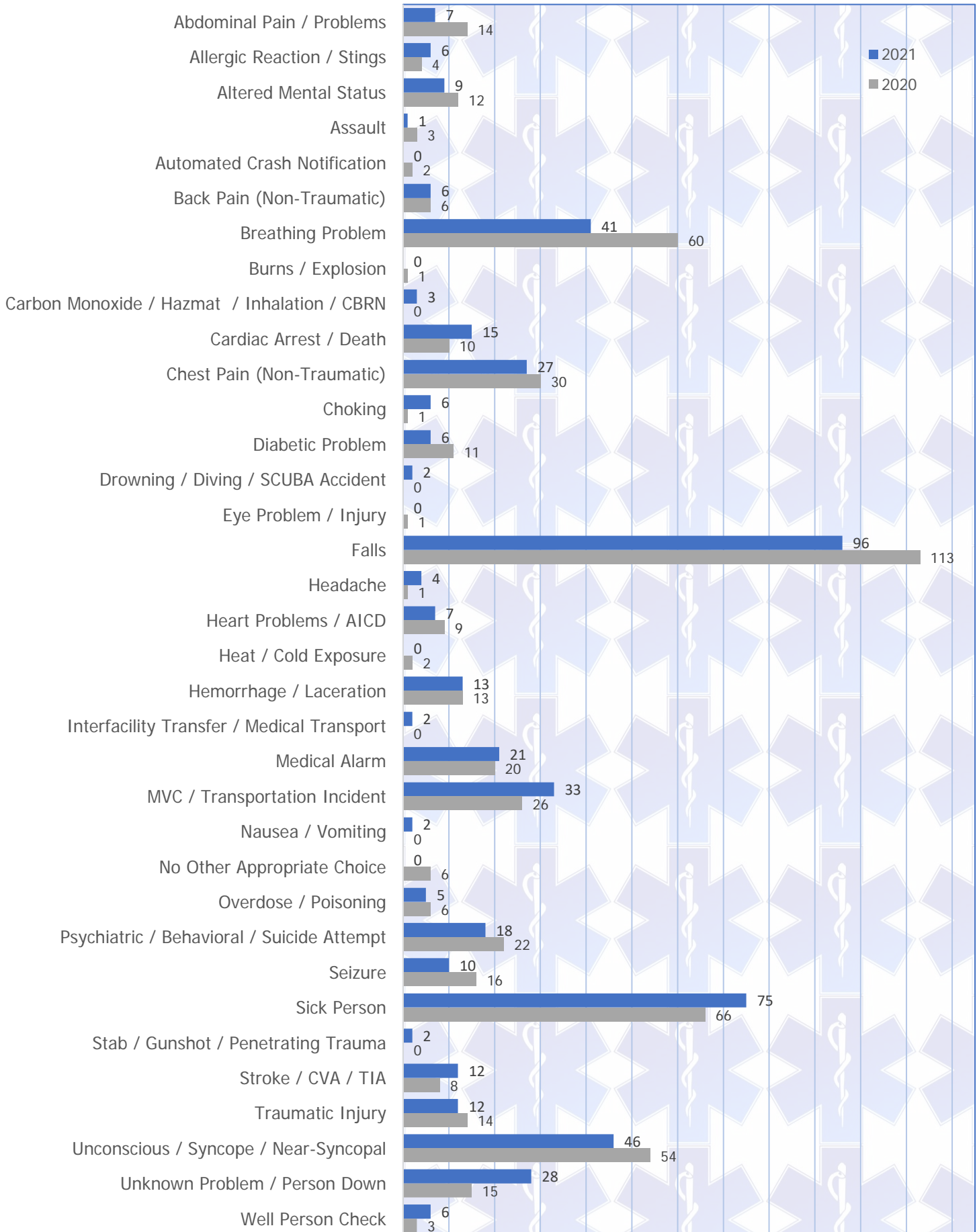
NEMESIS Report January 1, 2020-October 31, 2021

(National Emergency Medical Service Information System)

Incident Complaint Reported By Dispatch	Number of Patients 2021	Percent of Total Patients 2021	Number of Patients 2020	Percent of Total Patients 2020	Response Priority
Abdominal Pain / Problems	7	1.34%	14	2.55%	1
Allergic Reaction / Stings	6	1.15%	4	0.73%	1
Altered Mental Status	9	1.73%	12	2.19%	3
Assault	1	0.19%	3	0.55%	1
Automated Crash Notification	0	0.00%	2	0.36%	3
Back Pain (Non-Traumatic)	6	1.15%	6	1.09%	3
Breathing Problem	41	7.87%	60	10.93%	1
Burns / Explosion	0	0.00%	1	0.18%	1
Carbon Monoxide / Hazmat / Inhalation / CBRN	3	0.58%	0	0.00%	1
Cardiac Arrest / Death	15	2.88%	10	1.82%	1
Chest Pain (Non-Traumatic)	27	5.18%	30	5.46%	1
Choking	6	1.15%	1	0.18%	1
Diabetic Problem	6	1.15%	11	2.00%	1
Drowning / Diving / SCUBA Accident	2	0.38%	0	0.00%	1
Eye Problem / Injury	0	0.00%	1	0.18%	3
Falls	96	18.43%	113	20.59%	3
Headache	4	0.77%	1	0.18%	3
Heart Problems / AICD	7	1.34%	9	1.64%	1
Heat / Cold Exposure	0	0.00%	2	0.36%	1
Hemorrhage / Laceration	13	2.50%	13	2.37%	1
Interfacility Transfer / Medical Transport	2	0.38%	0	0.00%	3
Medical Alarm	21	4.03%	20	3.64%	1
MVC / Transportation Incident	33	6.33%	26	4.74%	1
Nausea / Vomiting	2	0.38%	0	0.00%	1
No Other Appropriate Choice	0	0.00%	6	1.09%	3
Overdose / Poisoning	5	0.96%	6	1.09%	1
Psychiatric / Behavioral / Suicide Attempt	18	3.45%	22	4.01%	1
Seizure	10	1.92%	16	2.91%	1
Sick Person	75	14.40%	66	12.03%	3
Stab / Gunshot / Penetrating Trauma	2	0.38%	0	0.00%	1
Stroke / CVA / TIA	12	2.30%	8	1.46%	1
Traumatic Injury	12	2.30%	14	2.55%	1
Unconscious / Syncope / Near-Syncopal	46	8.83%	54	9.84%	1
Unknown Problem / Person Down	28	5.37%	15	2.73%	1
Well Person Check	6	1.15%	3	0.55%	3
Totals EMS	521	100%	549	100%	
Totals All Calls	817	64%	862	64%	

EMS Calls - 2021-2020

0 10 20 30 40 50 60 70 80 90 100 110 120



NEMESIS Report by October 31, 2021

(National Emergency Medical Service Information System)

Incident Complaint Reported By Dispatch	Number of Patients 2021	Percent of Total Runs 2021	Response Priority
Falls	96	18.43%	3
Sick Person	75	14.40%	3
Unconscious / Syncope / Near-Syncopal	46	8.83%	1
Breathing Problem	41	7.87%	1
MVC / Transportation Incident	33	6.33%	1
Unknown Problem / Person Down	28	5.37%	1
Chest Pain (Non-Traumatic)	27	5.18%	1
Medical Alarm	21	4.03%	1
Psychiatric / Behavioral / Suicide Attempt	18	3.45%	1
Cardiac Arrest / Death	15	2.88%	1
Hemorrhage / Laceration	13	2.50%	1
Stroke / CVA / TIA	12	2.30%	1
Traumatic Injury	12	2.30%	1
Seizure	10	1.92%	1
Altered Mental Status	9	1.73%	3
Abdominal Pain / Problems	7	1.34%	1
Heart Problems / AICD	7	1.34%	1
Allergic Reaction / Stings	6	1.15%	3
Back Pain (Non-Traumatic)	6	1.15%	3
Choking	6	1.15%	1
Diabetic Problem	6	1.15%	1
Well Person Check	6	1.15%	3
Overdose / Poisoning	5	0.96%	1
Headache	4	0.77%	3
Carbon Monoxide / Hazmat / Inhalation / CBRN	3	0.58%	1
Drowning / Diving / SCUBA Accident	2	0.38%	1
Interfacility Transfer / Medical Transport	2	0.38%	3
Nausea / Vomiting	2	0.38%	3
Stab / Gunshot / Penetrating Trauma	2	0.38%	1
Assault	1	0.19%	1
Totals EMS	521	100%	
Totals All Calls	817	64%	



Cardiac Arrest Incidents 2014-2021 Totals

[Not including incidents of obvious deaths with no medical intervention]

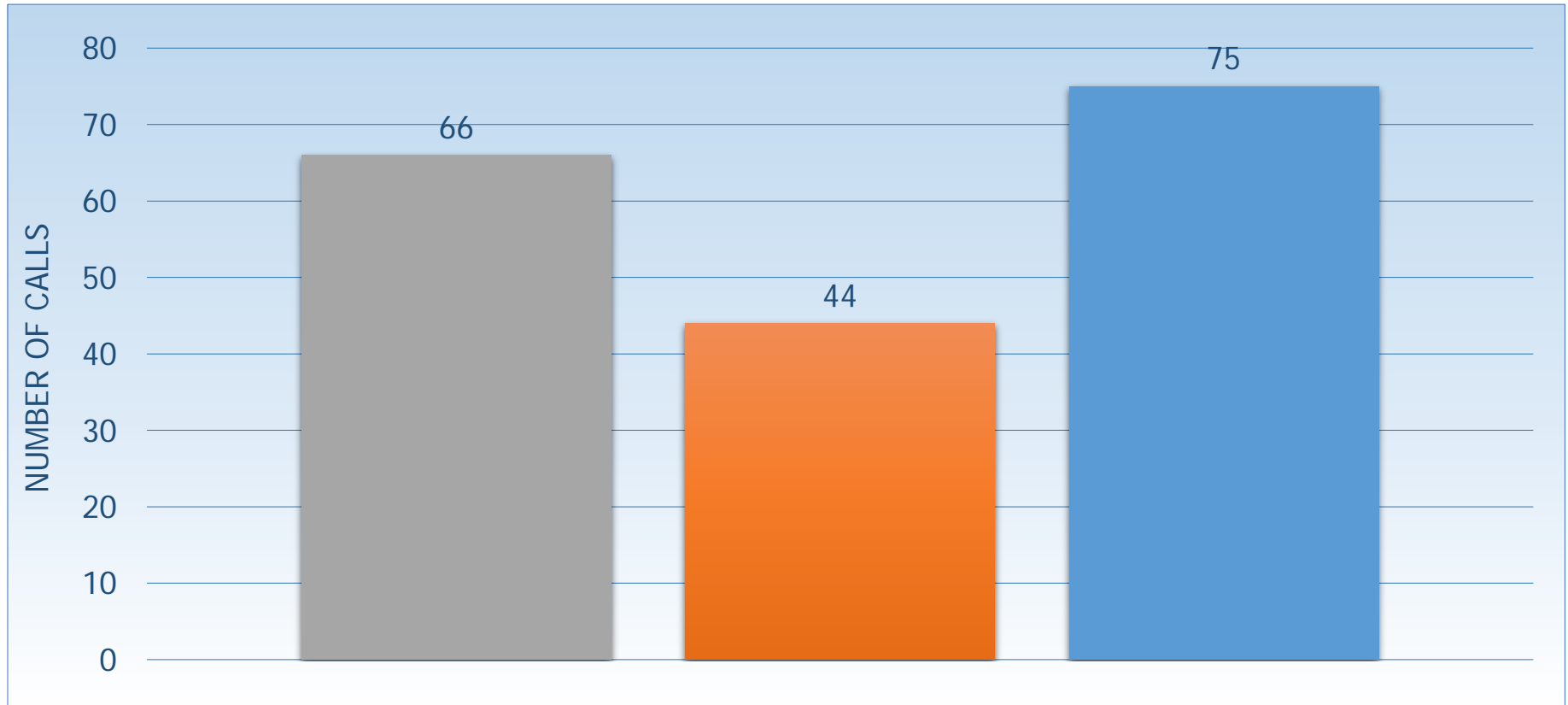
LUCAS and I-Gel Deployment				Patient Condition					Total Incidents		
LUCAS Standby	LUCAS Deployed	I-Gel Standby	I-Gel Deployed	Puls Detected	Patient deceased on scene	Patient transported	Patient deceased at hospital	Patient released from hospital	Year Grand Total	Percent from Previous Year	Year
4	8	4	8	4	8	4	4	0	14	27%	2021
2	9	2	1	4	7	4	4	0	11	57%	2020
1	6	-	-	4	3	4	3	1	7	600%	2019
0	1	-	-	0	1	0	0	0	1	-89%	2018
0	9	-	-	4	5	4	2	2	9	13%	2017
0	8	-	-	6	2	6	5	1	8	100%	2016
0	4	-	-	1	3	1	0	1	4	100%	2015
0	2	-	-	0	2	0	0	0	2	-	2014
Totals by Category											
7	47	6	9	23	31	23	18	5	56		8

2018-2021 ETOH and Marijuana Related

ETOH		Marijuana		Totals		
ETOH Motor Vehicle Incidents	ETOH Non-Motor Vehicle Patient Complaint Reports	Marijuana Motor Vehicle Incidents	Marijuana Non-Motor Vehicle Complaint Reports	Annual Grand Total	Difference in Percent from Previous Year	Year
5	39	0	7	51	-12%	2021
2	47	2	7	58	0%	2020
2	55	0	1	58	-9%	2019
3	58	1	2	64	-	2018
Totals by Category						
12	199	3	17	231		

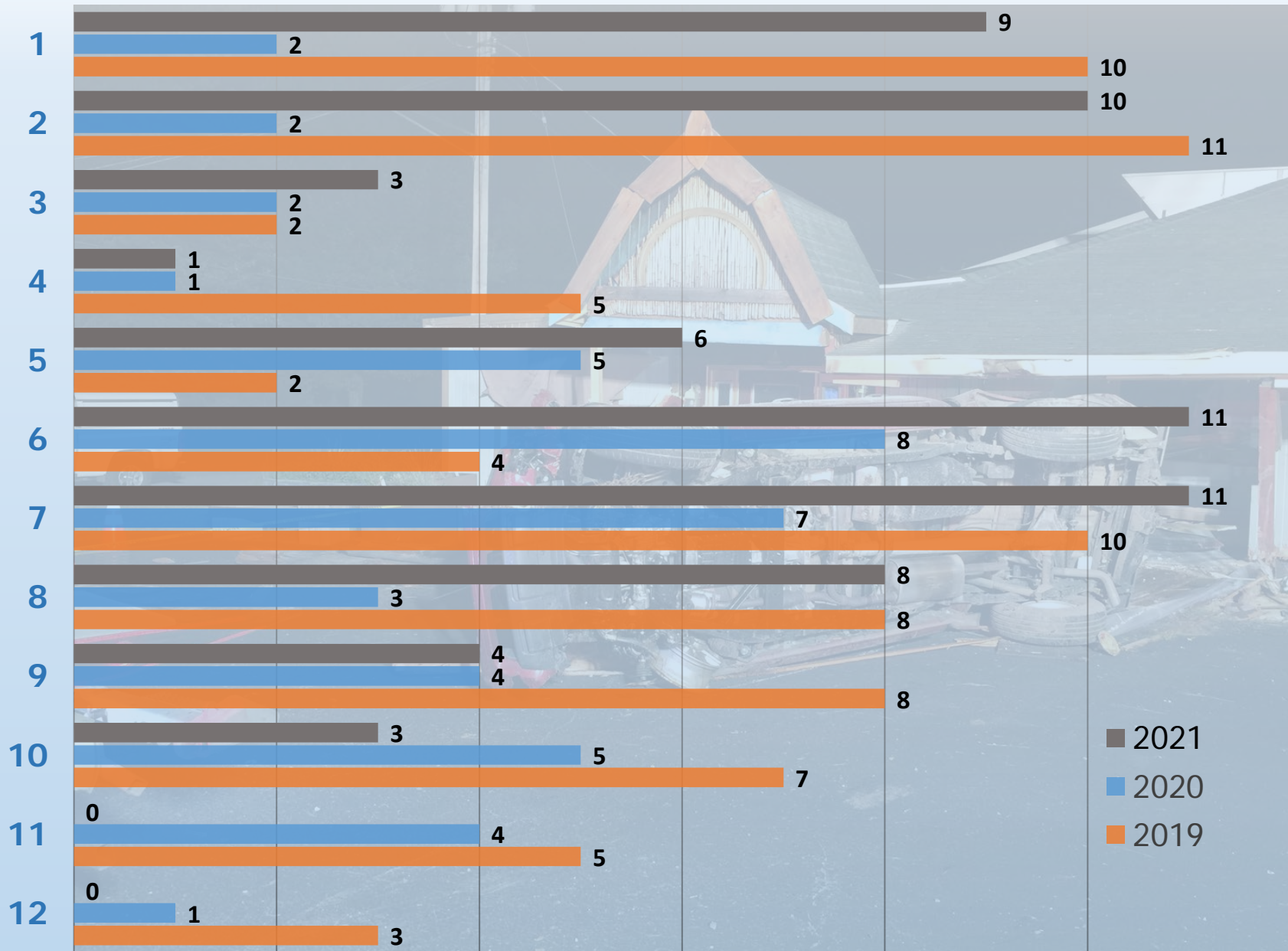
2019-2021 Motor Vehicle Incidents

[All incidents with any motorized vehicle involved in accidents, fires etc.]



As of:	# of Incidents	+/-	+/- %	Extrication	%
10/31/2021	66	22	50.00	3	4.5
12/31/2020	44	(31)	(41.33)	0	0.0
12/31/2019	75	11	21.15	3	4.0

MV Incidents by Month 2019-2021



2015-21 MVIs by month

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2021	9	10	3	1	6	11	11	8	4	3			66
2020	2	2	2	1	5	8	7	3	4	5	4	1	44
2019	10	11	10	5	2	4	10	8	8	7	5	3	83
2018	9	5	4	5	9	5	7	6	6	0	1	7	64
2017	4	4	2	2	7	7	8	4	2	3	2	7	52
2016	15	8	3	13	4	8	16	4	0	2	5	11	89
2015	6	11	3	1	3	6	7	7	4	2	1	2	53
Average	8	7	4	4	5	7	9	6	4	3	3	5	68

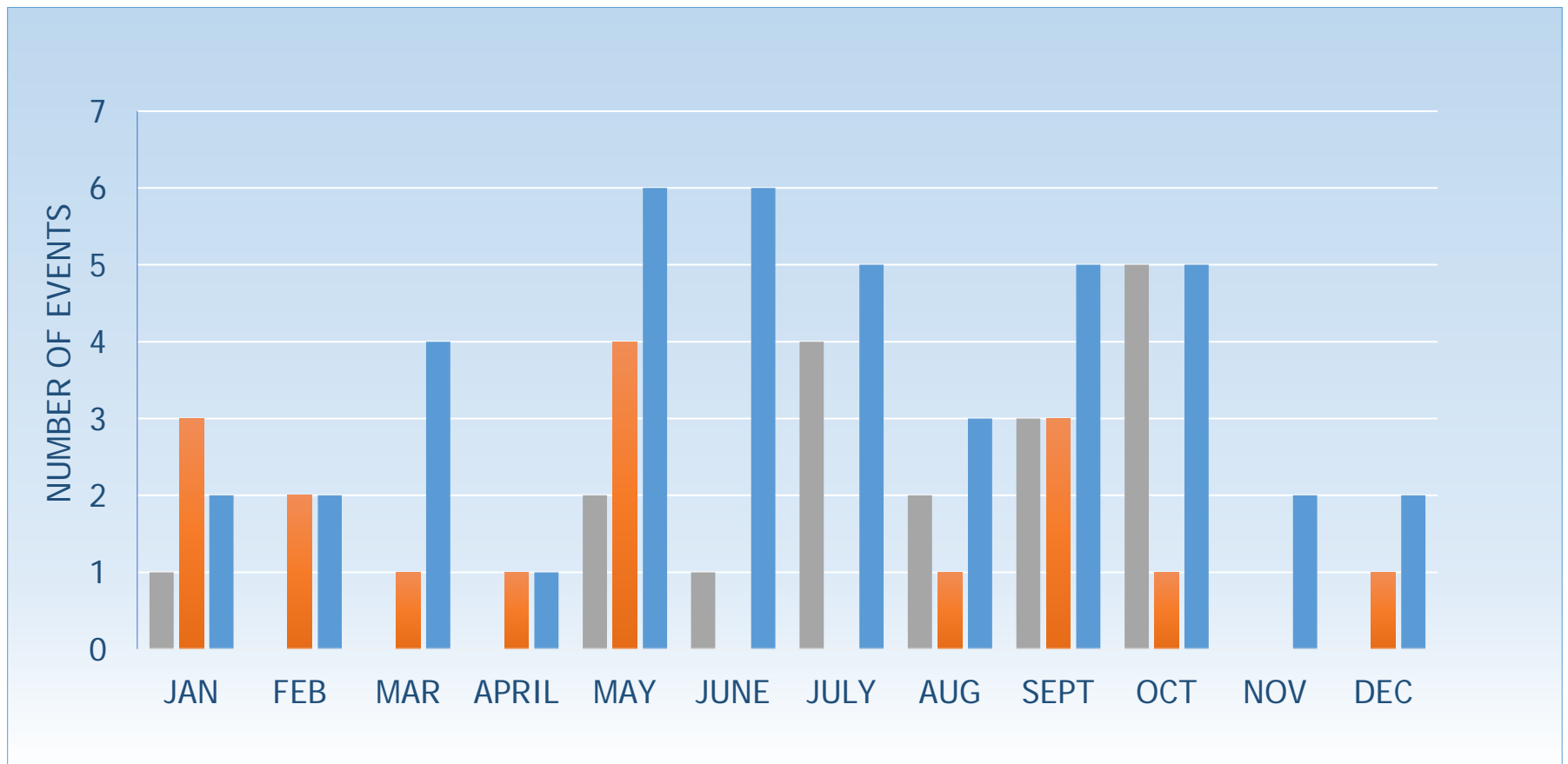
Lowest Highest

2021 Vehicle Fires - Value and Loss

NFIRS Category	Call #	Date	Address	Year	Make	Model	VIN Check Value	State	Loss
Fire									
131	0113	02/21/2021	Gaslight Circle		VW	TD Wagon		Totaled	
-	-	-	-		Mazda	Sedan CX5		Totaled	
132	0342	06/04/2021	63rd and Blue Star		Dodge	3500		Totaled	
-	-	-	-		Trailer	5-wheel		Totaled	
131	0421	06/28/2021	I-196 @35 MM SB	2006	Subaru	Legacy 2.5i L	\$3,165	Totaled	\$3,165
131	0629	08/26/2021	I-196 @39 MM NB	2008	Chrysler	Aspen	\$2,950	Totaled	\$2,950
131	0758	10/10/2021	I-196 @38 MM SB		Toyota	Camry		Totaled	
131	0798	10/22/2021	Maple and Blue Star						
			TOTAL				\$6,115		\$6,115

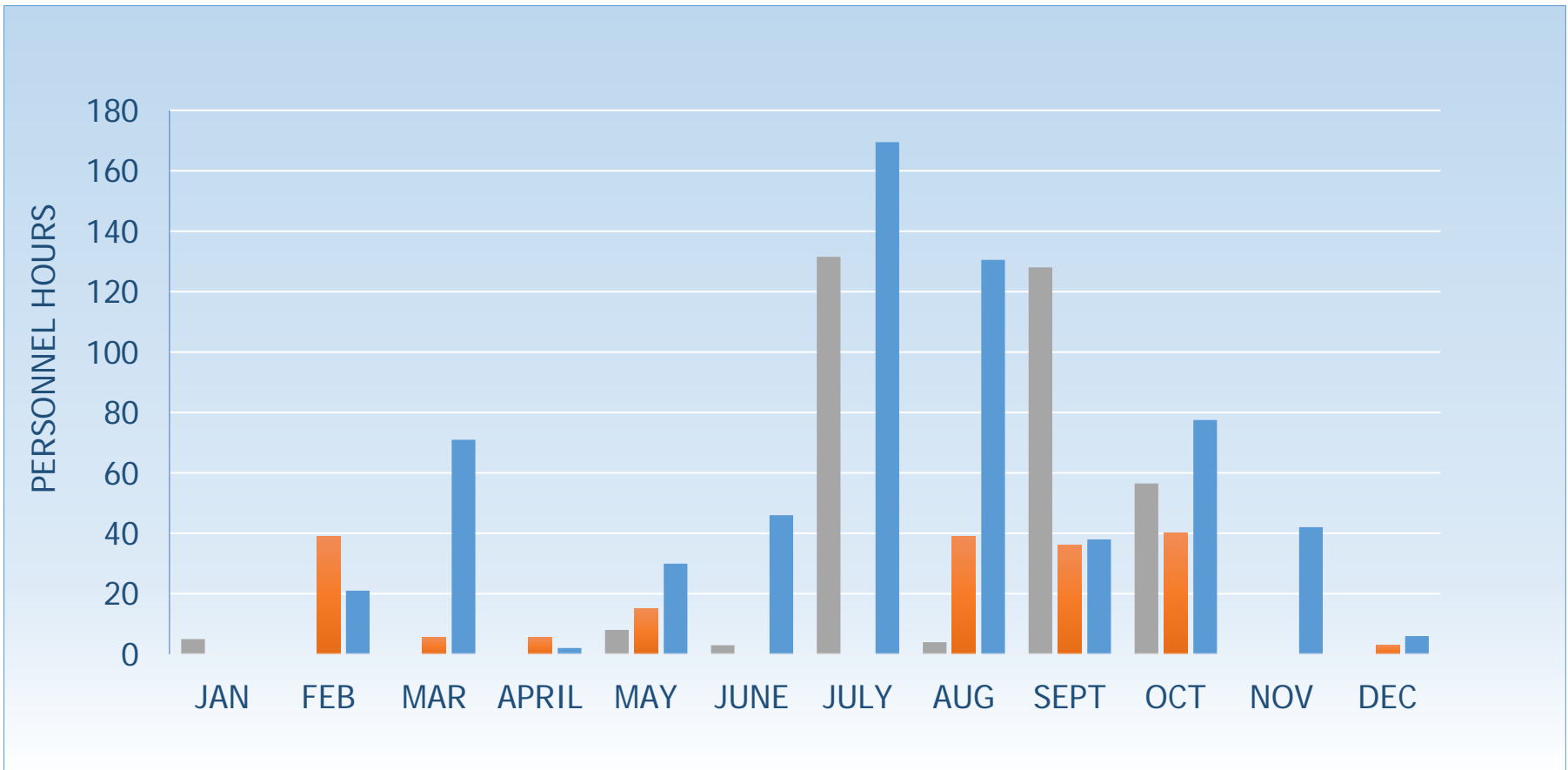
2019-2021 Special Events by month

Year	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Total
2021	1	0	0	0	2	1	4	2	3	5			18
2020	3	2	1	1	4	0	0	1	3	1	0	1	17
2019	2	2	4	1	6	6	5	3	5	5	2	2	43



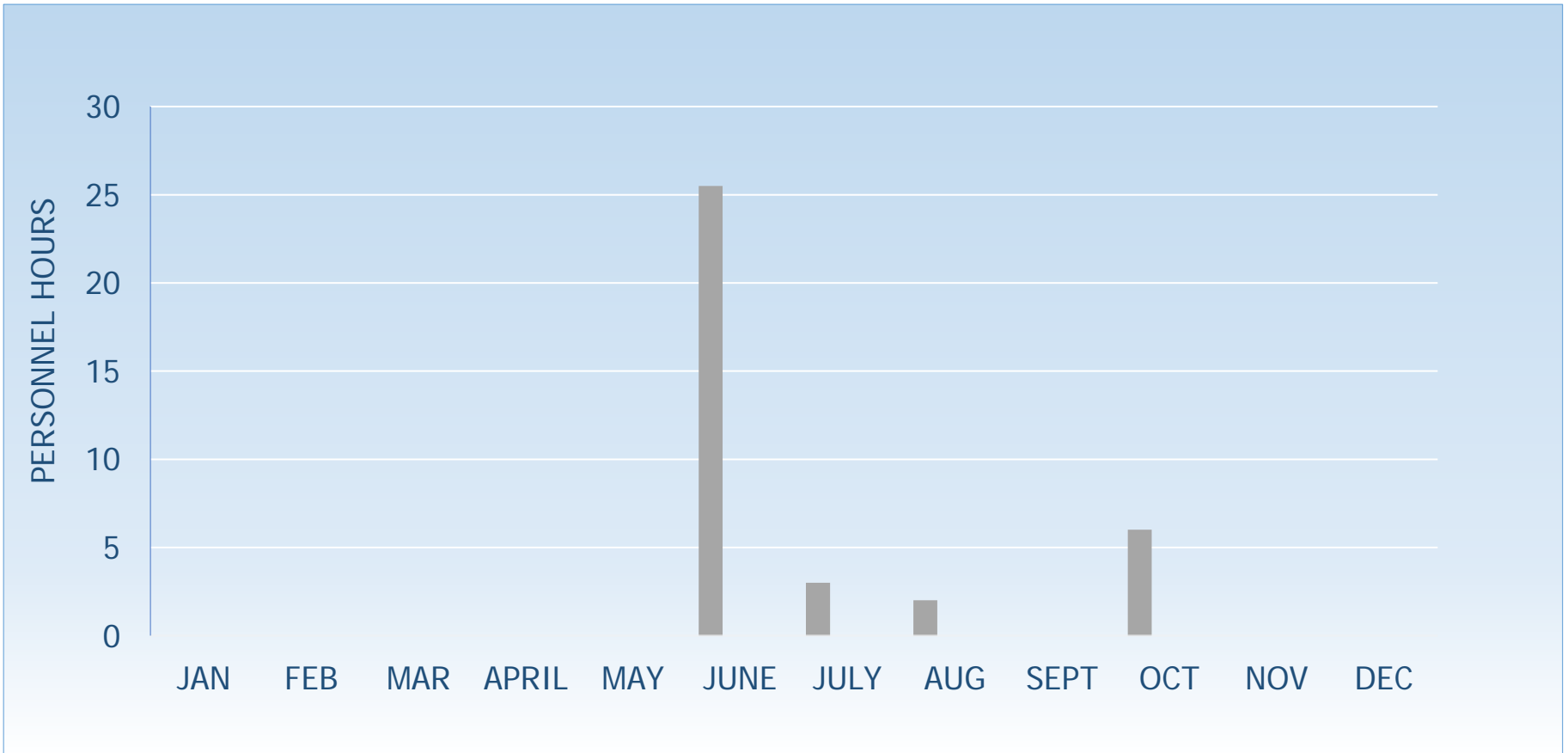
2019-2021 Special Events Personnel Hours

Year	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Total
2021	5	0	0	0	8	3	132	4	128	57			336
2020	0	39	6	6	15	0	0	39	36	40	0	3	183
2019	0	21	71	2	30	46	170	131	38	78	42	6	634

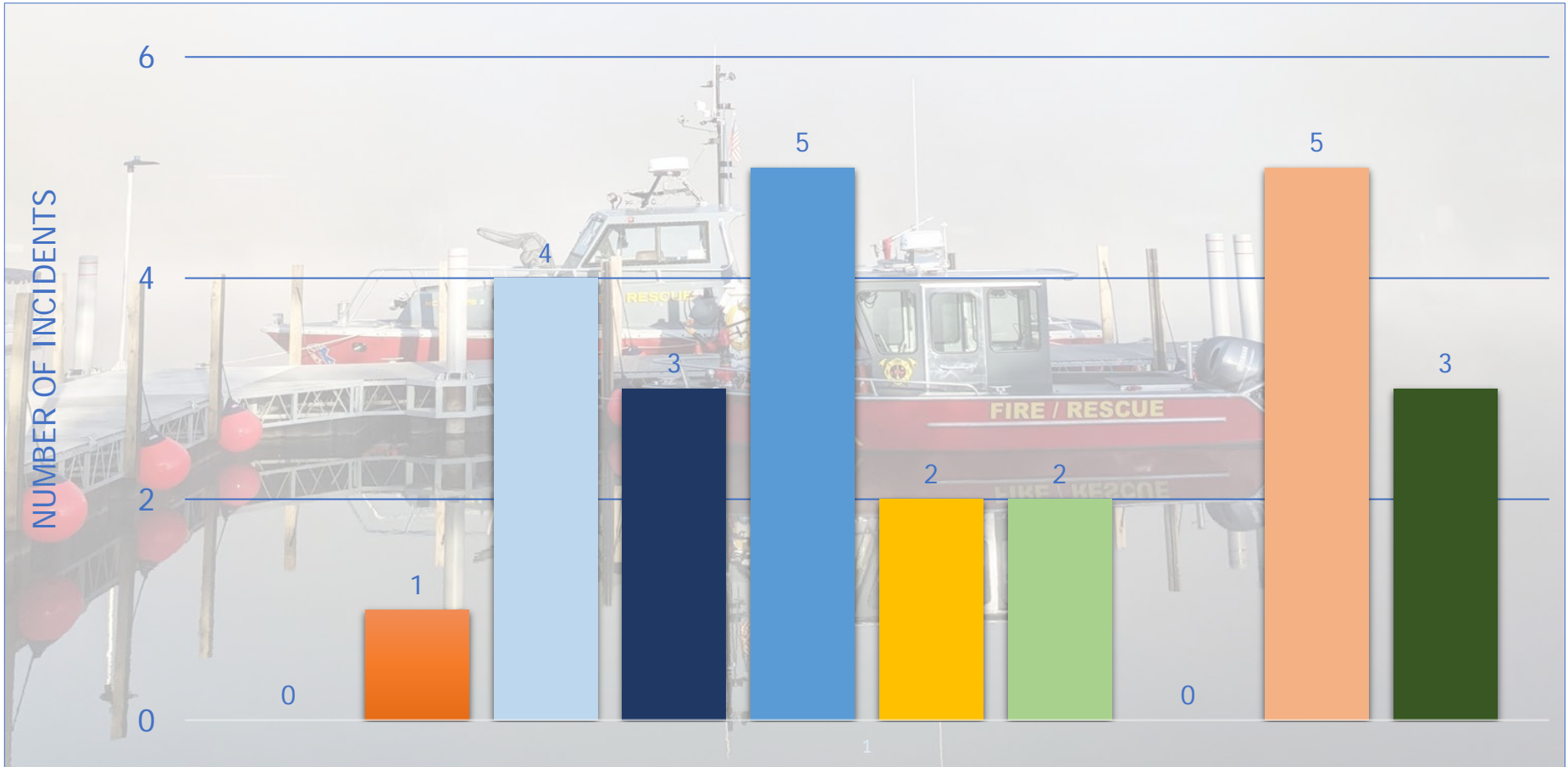


2019-2021 Special Events Preparation Hours

Year	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Total
2021	0	0	0	0	0	26	3	2	0	6			37
2020	0	0	0	0	0	0	0	0	0	0	0	0	0
2019	0	0	0	0	0	0	0	0	0	0	0	0	0



2021 Marine Responses

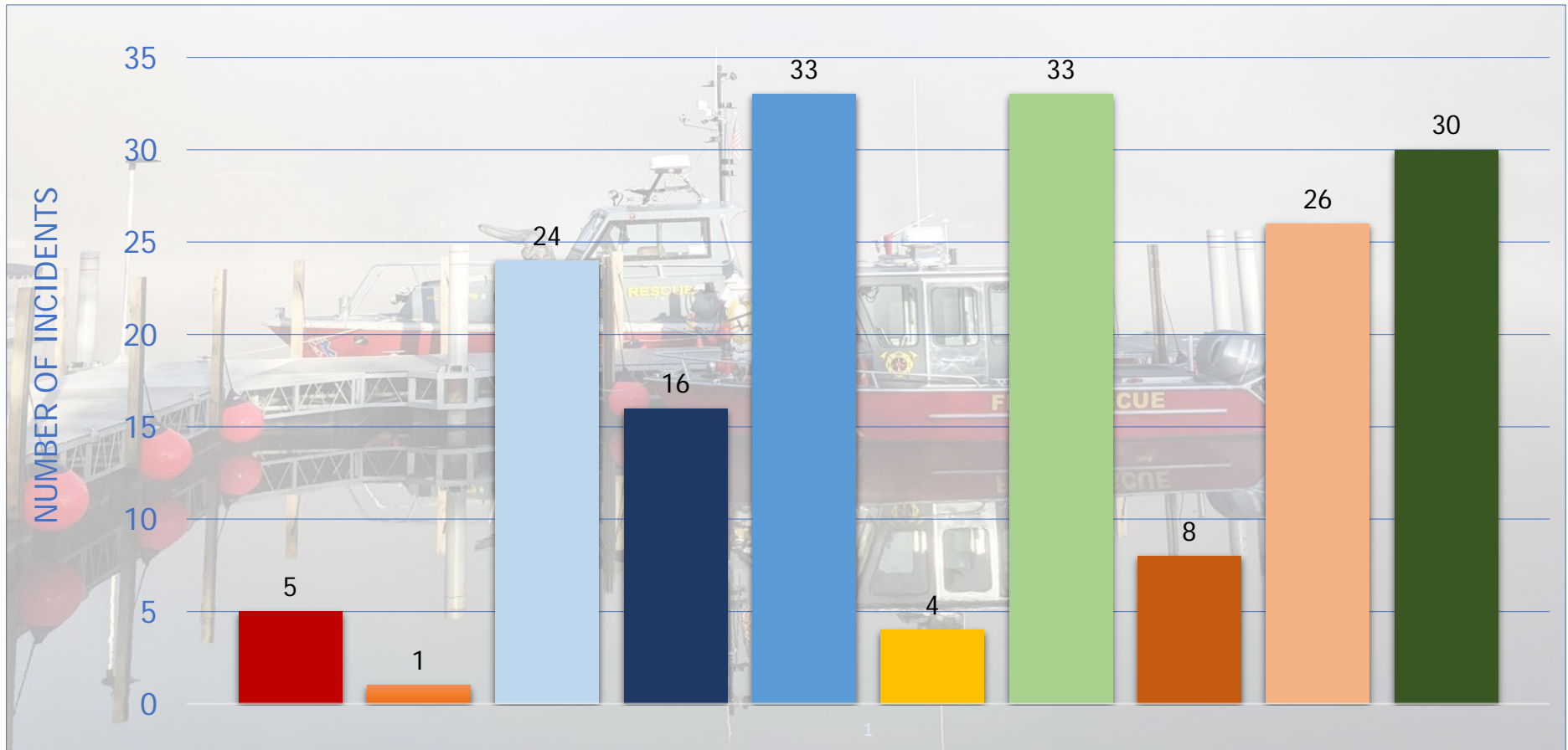


Boat Fire	0	Hazards	2	Totals as of: 10/31/2021
Fire (On shore)	1	Events	2	
Water Rescue	4	Dive Training	0	
Missing Person	3	Training	5	
Boat in Distress	5	Work Detail	3	

2011-2021 - List of Totals

Emergencies							Non-Emergencies					Totals		
Boat Fires	Fires (On Shore)	Water Rescues	Missing Persons	Boats in Distress	Hazards	Total	Events	Dive Training ACSO	Training	Work Details	Total	Year Grand Total	Percent from Previous Year	Year
0	1	4	3	5	2		2	0	5	3		25	32%	2021
1	0	3	1	8	2		1	0	1	2		19	46%	2020
0	0	0	0	2	0		4	1	2	4		13	-35%	2019
0	0	2	4	5	0		3	1	3	2		20	-13%	2018
1	0	5	1	3	0		4	0	2	7		23	53%	2017
3	0	1	1	1	0		4	0	3	2		15	36%	2016
0	0	3	0	1	0		3	0	2	2		11	10%	2015
0	0	0	0	1	0		3	2	2	2		10	-9%	2014
0	0	0	0	2	0		3	2	2	2		11	-27%	2013
0	0	4	0	2	0		3	2	2	2		15	-17%	2012
0	0	2	6	3	0		3	0	2	2		18	-	2011
Totals by Category														
5	1	24	16	33	4	83	33	8	26	30	97	180		11

2011-2021 Marine Responses

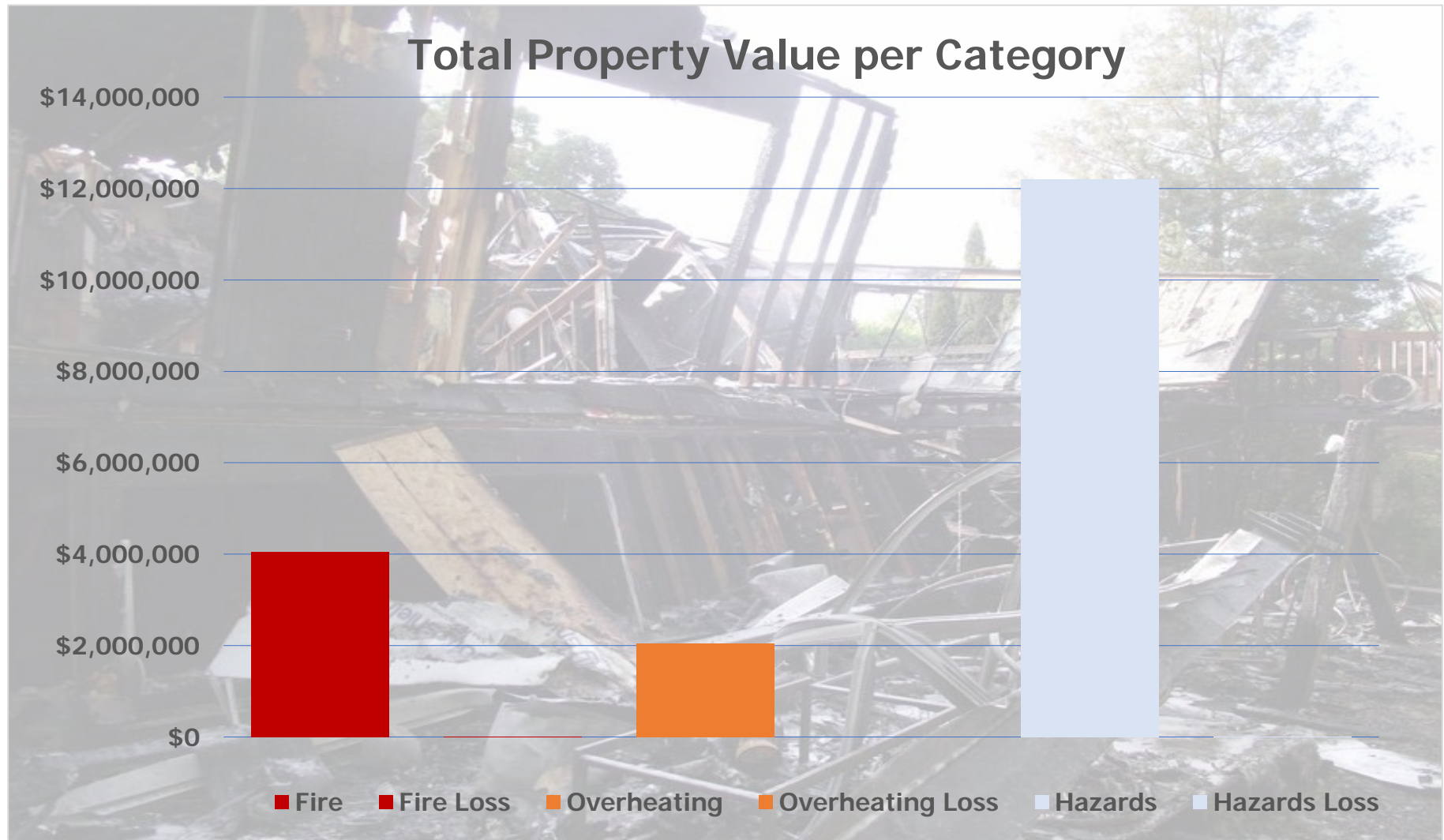


Boat Fire	5	Hazards	4	2011-2021 Totals
Fire (On shore)	1	Events	33	180
Water Rescue	24	Dive Training	8	
Missing Person	16	Training	26	
Boat in Distress	33	Work Detail	30	

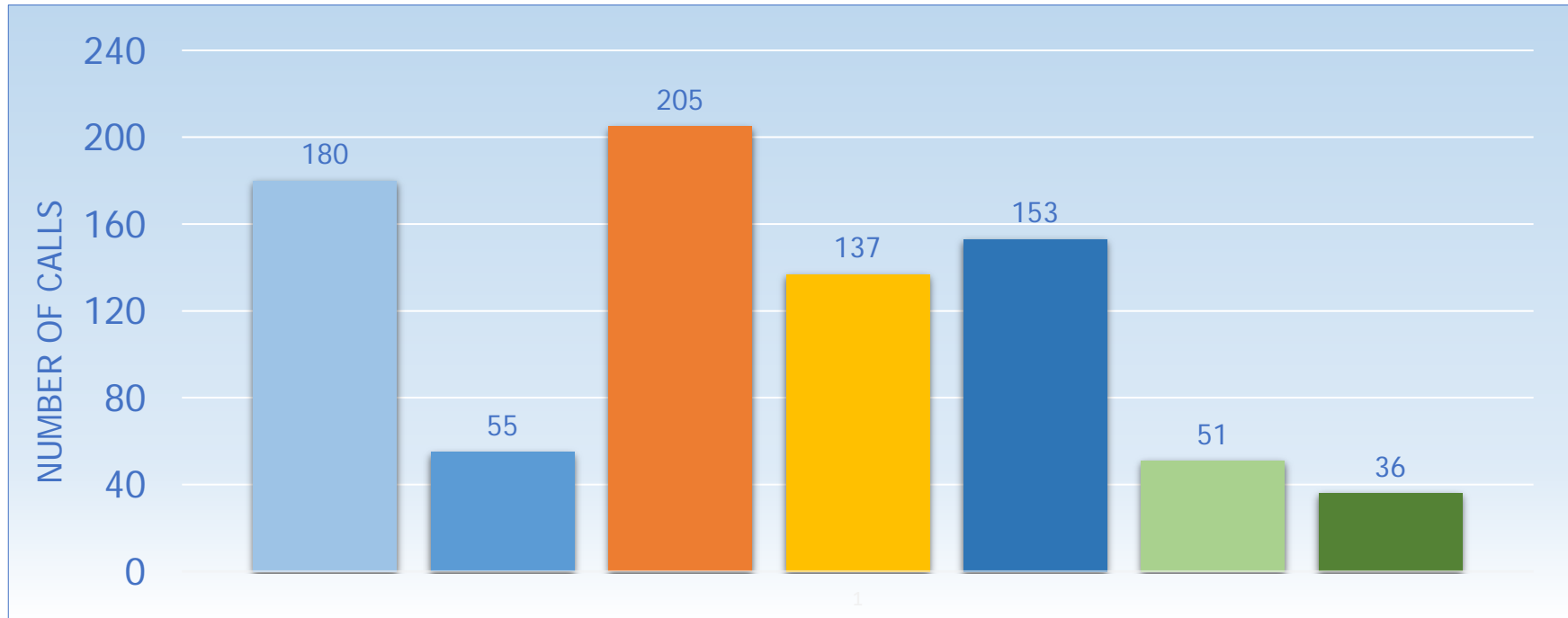
2021 Protected Property Value

NFIRS Category	Call #	Date	Address	Zillow Market Value	Loss
Fire					
161	210369	06/13/2021	Water Street	\$4,057,000	\$1,000
			TOTAL	\$4,057,000	\$1,000
Overpressure Explosion, Overheat - No Fire					
251	210184	03/30/2021	Lakeshore Drive	\$2,052,909	\$0
			TOTAL	\$2,052,909	\$0
Hazardous Conditions - No Fire					
412	210019	01/07/2021	Elizabeth Street	\$418,233	\$0
412	210094	02/14/2021	Sandra Lane	\$248,287	\$0
412	210101	02/14/2021	Maple Lane	\$75,000	\$0
412	210260	05/07/2021	Culver Block Total	\$9,957,000	\$0
441	210354	06/08/2021	Hoffman Street/Water Street	\$1,001,200	\$500
412	210467	07/11/2021	Center Street	\$505,000	\$5,000
412	210507	07/22/2021	Center Street		\$1,000
			TOTAL	\$12,204,720	\$6,500

2021 Protected Property Value



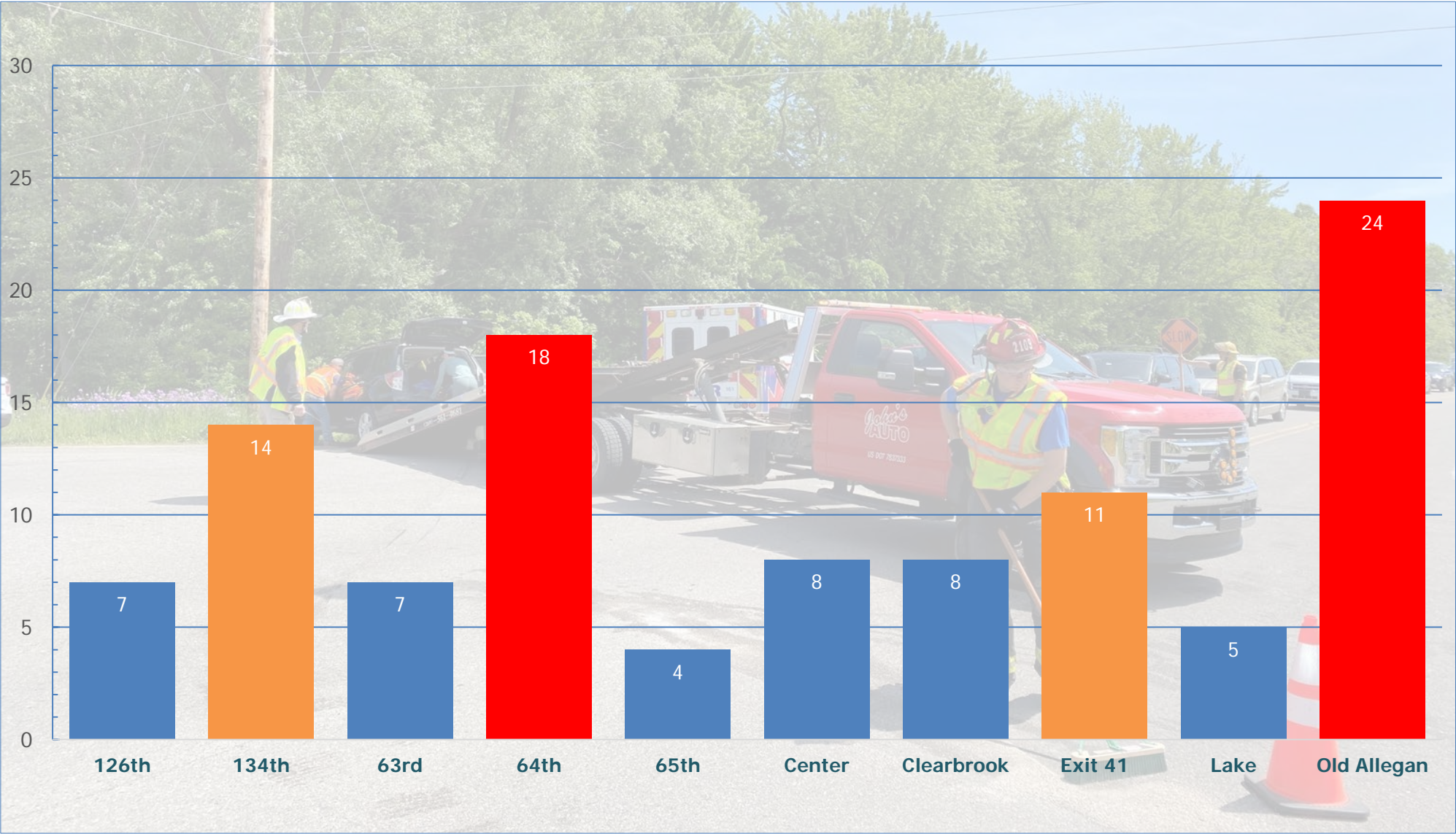
2021 Incidents by Area



Area	October 31	%
Saugatuck North	180	22.0
Saugatuck South	55	6.7
Douglas	205	25.1
Township North	137	16.8
Township South	153	18.7
I-196	51	6.2
Outside Area	36	4.4
Total	817	100.0

Accidents at Blue Star Intersections 1999-2021

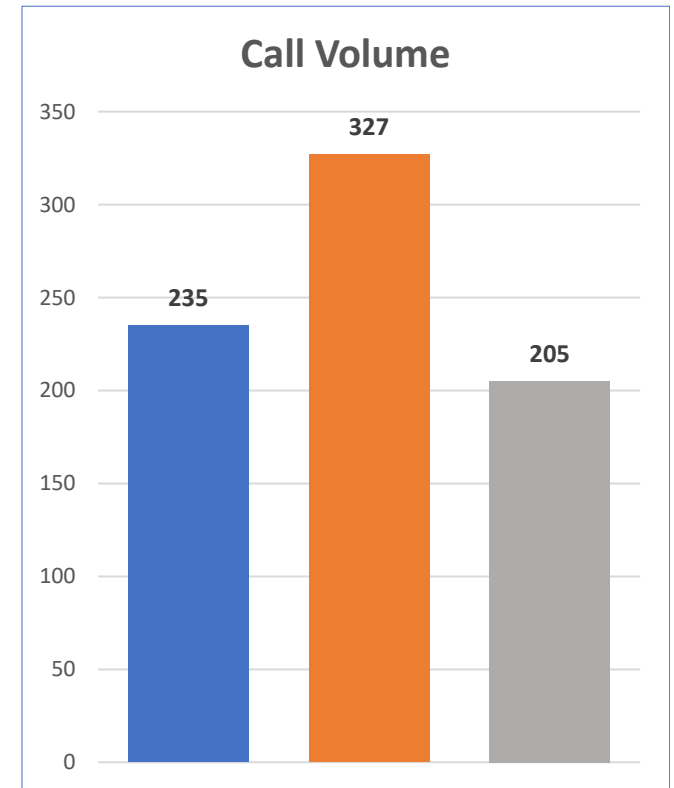
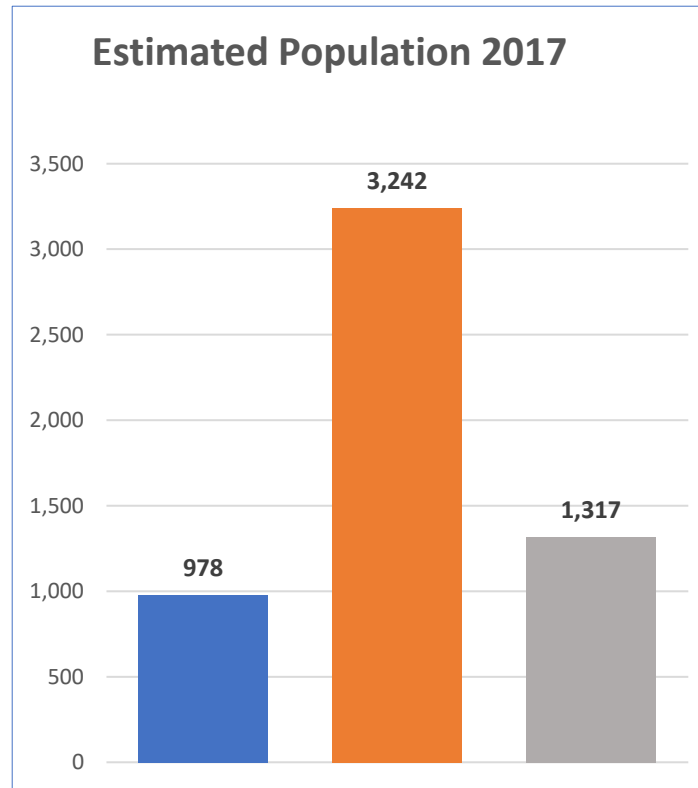
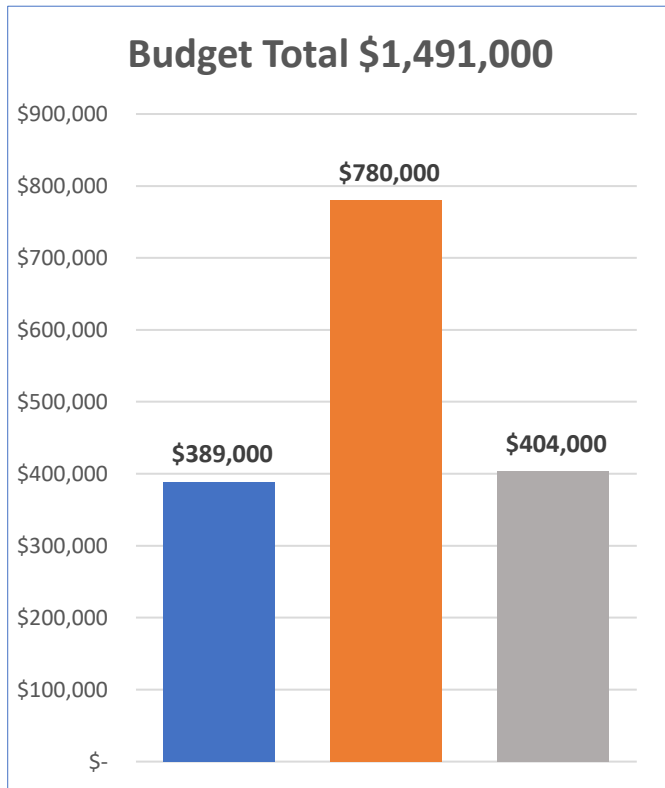
Total All 24 Intersections: 127



126th	134th	63rd	64th	65th	Center	Clearbrook	Exit 41	Lake	Old Allegan
7	14	7	18	4	8	8	11	5	24

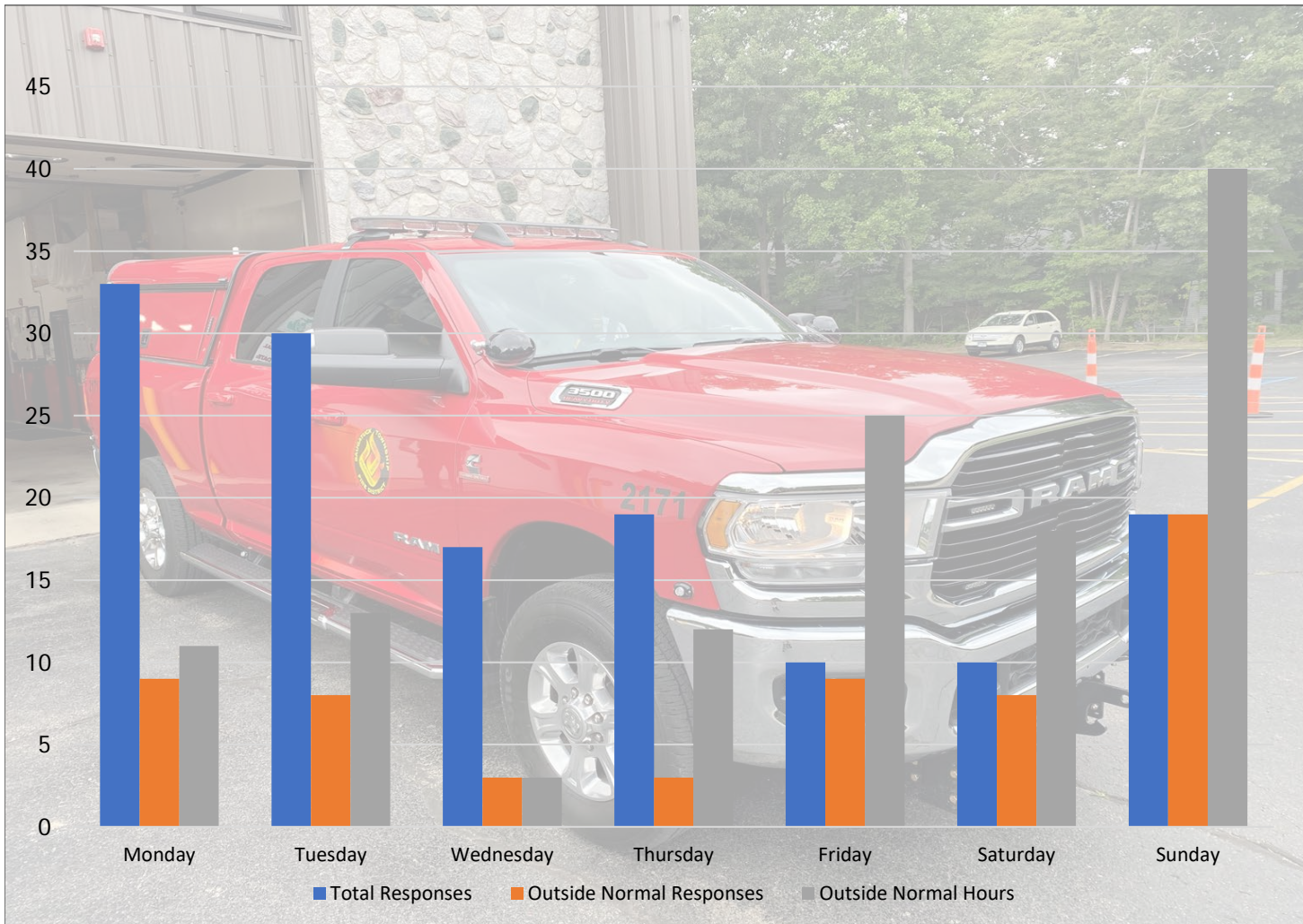
45

2021 Key numbers for Tri-Community



	Square Miles	Budget	%	Est. Population 2017	%	Call Volume	%
Saugatuck City	1.47	\$ 389,000	24.7	978	17.66	235	30.64
Saugatuck Township	24.21	\$ 780,000	49.6	3,242	58.55	327	42.63
City of Douglas	1.98	\$ 404,000	25.7	1,317	23.79	205	26.73
Total	27.66	\$ 1,573,000	100.0	5,537	100.00	767	100.00

Chief Janik's Response 2021



Normal Hours:
Monday-Thursday 6AM-5PM

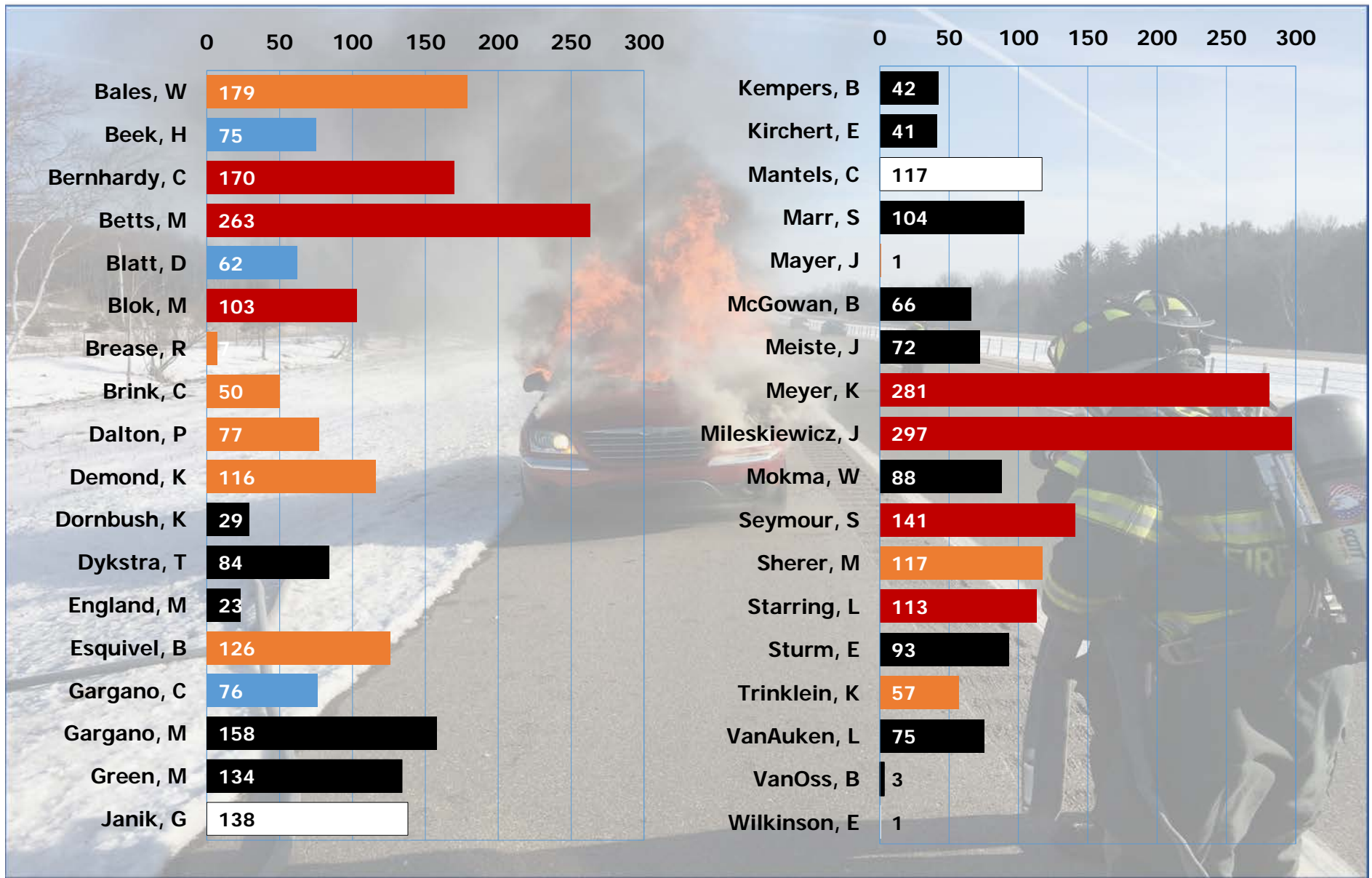
Total Responses:
All calls during the week.

Outside Normal Responses:
Number of calls between the hours of 5PM to 6AM, Monday thru Thursday and Thursday 5PM to Monday 6AM.

Outside Normal Hours:
Total accrued hours according to above schedule.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Total Responses	33	30	17	19	10	10	19	138
Outside Normal Responses	9	8	3	3	9	8	19	59
Outside Normal Hours	11	13	3	12	25	18	40	122

2021 Personnel Response to Incidents



Total Incidents: 817

Chiefs

Officers

Firefighters

EMS

Probationary

Vendor Name	Description	Amount
1. ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	214.05
2. ALLEGAN COUNTY SHERIFF	DEBT CREW	252.00
	DEBT CREW	66.00
	TOTAL	318.00
3. ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,500.00
4. CAPITAL ONE	SUPPLIES	119.76
5. D & L TRUCK & TRAILER LLC	ANNUAL MAINTENANCE INTERNATIONAL TRUCK	1,004.00
6. ETNA SUPPLY	FLOODING WINTERIZE	326.32
	FLOODING WINTERIZE	25.00
	TOTAL	351.32
7. FIRST BANK CARD	ELECTION, SUPPLIES POSTAGE	992.19
8. FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES	7,560.23
9. FRONTIER	DPW TELEPHONES & INTERNET	190.02
	OVAL 911	63.25
	TOTAL	253.27
10. GIL- ROY'S HARDWARE	GRASS SEED & STRAW NETTING	272.93
11. GROUNDS MANAGEMENT SOLUTIONS	PARKS MAINTENANCE IRRIGATION	117.00
	PARKS MAINTENANCE	1,104.00
	TOTAL	1,221.00
12. KENDALL ELECTRIC INC	LED LIGHTS	425.90
13. LORRIE PASTOOR	CLEANING SERVICES	100.00
14. MAJOR BRANDS OIL CO.	OIL	399.75
15. MERS	RETIREMENT	1,722.84
16. MICHIGAN GAS UTILITIES	CITY HALL	33.82
	BUTLER ST BATHROOM	41.97
	DPW GARAGE	35.59
	TOTAL	111.38
17. MICHIGAN OFFICE SOLUTIONS	COPIER USE	928.62
18. PURITY CYLINDER GASES INC	CONCESSION	10.06
19. REPCOLITE	MT BALDHEAD	46.75
20. SHELL	GASOLINE & DIESEL	1,195.10
21. SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	1,153.50
	CLERK MONITORS	637.00
	TOTAL	1,790.50

Vendor Name	Description	Amount
22. SMART BUSINESS SOURCE LLC		
	SUPPLIES	47.47
23. VALLEY CITY LINEN INC		
	SHOP TOWELS	75.95
24. XEROX FINANCIAL SERVICES		
	COPIER LEASE	481.54
TOTAL - ALL VENDORS		22,142.61
FUND TOTALS:		
Fund 101 - GENERAL FUND		12,252.21
Fund 203 - LOCAL STREETS		182.00
Fund 592 - WATER AND SEWER		6,660.25
Fund 661 - MOTOR POOL FUND		3,048.15

11/02/2021 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 10/01/2021 - 10/31/2021				
Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
10/01/2021	EFT1473(E)	FEDERAL TAX DEPOSIT	PAYROLL	5,389.11
10/01/2021	EFT1472(E)	MERS HYBRID	PAYROLL	1,653.45
10/01/2021	EFT1471(E)	STATE OF MICHIGAN	PAYROLL	255.63
10/01/2021	DD5203(A)	STANISLAWSKI, PETER	PAYROLL	1,357.53
10/01/2021	DD5202(A)	OSMAN, CINDY	PAYROLL	1,414.78
10/01/2021	DD5201(A)	MARTIN, DANNY	PAYROLL	505.16
10/01/2021	DD5200(A)	KERRIDGE, ADAM	PAYROLL	1,287.74
10/01/2021	DD5199(A)	HERBERT, SCOTT	PAYROLL	1,638.81
10/01/2021	DD5198(A)	HEISE, RYAN	PAYROLL	3,017.02
10/01/2021	DD5197(A)	HARDY, CODY	PAYROLL	1,105.75
10/01/2021	DD5196(A)	GALLAGHER, PADLEY	PAYROLL	1,702.80
10/01/2021	DD5195(A)	BOUWMAN, CHAD	PAYROLL	1,199.32
10/01/2021	DD5194(A)	BOSCH, LEXIE	PAYROLL	471.04
10/01/2021	EFT1470(E)	457 MERS	PAYROLL	2,845.16
10/01/2021	DD5205(A)	WHITE, KATHERINE	PAYROLL	1,237.52
10/01/2021	DD5204(A)	WENDT, MICHAEL	PAYROLL	1,426.00
10/11/2021	16805	AMERICAN LEGAL PUBLISHING CORP.	ANNUAL ORDINANCE FILINGS	2,340.12
10/11/2021	16806	GIL- ROY'S HARDWARE	SUPPLIES	45.77
10/11/2021	16807	HANNAH DE ZEEUW	GAZEBO DEPOSIT	500.00
10/11/2021	16808	MINER SUPPLY CO	SUPPLIES	1,689.18
10/11/2021	16809	MMTA	DUES	75.00
10/11/2021	16810	OVERISEL LUMBER COMPANY	SUPPLIES	798.01
10/11/2021	16811	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	23,048.99
10/11/2021	16812	STATE OF MICHIGAN	NOTARY FILING	10.00
10/11/2021	3686(E)	AT&T MOBILITY	CELL PHONES	82.29
10/11/2021	3687(E)	CAPITAL ONE	SUPPLIES	797.68
10/11/2021	3688(E)	CONSUMERS ENERGY	ELECTRIC	3,642.41
10/11/2021	3689(E)	FIRST BANK CARD	CONCESSION, SUPPLIES & TRAINING	2,652.25
10/11/2021	3690(E)	FRONTIER	DPW GARAGE	190.02
10/11/2021	3691(E)	FRONTIER	OVAL BEACH 911	78.68
10/11/2021	3692(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	47.14
10/11/2021	3693(E)	MICHIGAN GAS UTILITIES	BUTLER STREET	45.94
10/11/2021	3694(E)	MICHIGAN GAS UTILITIES	CITY HALL	41.62
10/11/2021	3695(E)	PRIORITY HEALTH	HEALTH INSURANCE	8,214.17
10/11/2021	3696(E)	REPUBLIC SERVICES	TRASH	443.31
10/11/2021	3697(E)	REPUBLIC SERVICES	TRASH	443.88
10/11/2021	3698(E)	SHELL	GASOLINE & DIESEL	1,051.14
10/11/2021	3699(E)	VALLEY CITY LINEN INC	SHOP TOWELS	102.00
10/11/2021	3700(E)	XEROX FINANCIAL SERVICES	COPIER LEASE	481.54
10/13/2021	3701(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	22,393.22
10/13/2021	3702(A)	ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,500.00

11/02/2021 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 10/01/2021 - 10/31/2021				
Check Date	Check	Vendor Name	Description	Amount
10/13/2021	3703(A)	BARBER FORD INC	SHERIFF VEHICLE	170.58
10/13/2021	3704(A)	BELL EQUIPMENT CO	STREET SWEEPER	954.41
10/13/2021	3705(A)	CHIPS GROUNDCOVER LLC	TOP SOIL	768.54
10/13/2021	3706(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	190.69
10/13/2021	3707(A)	LAMB INDUSTRIAL SUPPLY	SUPPLIES	9.49
10/13/2021	3708(A)	LORRIE PASTOOR	CLEANING SERVICES	100.00
10/13/2021	3709(A)	OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES	12,392.15
10/13/2021	3710(A)	PRO-TEMP INC	CONCESSION	162.00
10/13/2021	3711(A)	PURITY CYLINDER GASES INC	CONCESSION	36.70
10/13/2021	3712(A)	REPCOLITE	MT BALDHEAD GROUP	83.85
10/13/2021	3713(A)	RUSSELL R GARDNER	MT BALDHEAD GROUP	64.66
10/13/2021	3714(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	202.93
10/13/2021	3715(A)	SAUGATUCK FIRE	PROPERTY TAXES	455.06
10/13/2021	3716(A)	SMART BUSINESS SOURCE LLC	SUPPLIES	211.70
10/15/2021	DD5214(A)	STANISLAWSKI, PETER	PAYROLL	1,357.53
10/15/2021	DD5213(A)	OSMAN, CINDY	PAYROLL	1,417.08
10/15/2021	DD5216(A)	WHITE, KATHERINE	PAYROLL	1,407.16
10/15/2021	EFT1474(E)	457 MERS	PAYROLL	5,442.83
10/15/2021	DD5212(A)	MARTIN, DANNY	PAYROLL	767.60
10/15/2021	EFT1476(E)	MERS HYBRID	PAYROLL	1,814.90
10/15/2021	EFT1477(E)	FEDERAL TAX DEPOSIT	PAYROLL	5,496.16
10/15/2021	DD5211(A)	KERRIDGE, ADAM	PAYROLL	1,701.53
10/15/2021	DD5210(A)	HERBERT, SCOTT	PAYROLL	1,703.83
10/15/2021	DD5209(A)	HEISE, RYAN	PAYROLL	3,017.02
10/15/2021	DD5208(A)	HARDY, CODY	PAYROLL	1,145.75
10/15/2021	DD5207(A)	BOUWMAN, CHAD	PAYROLL	1,076.78
10/15/2021	DD5206(A)	BOSCH, LEXIE	PAYROLL	389.04
10/15/2021	DD5215(A)	WENDT, MICHAEL	PAYROLL	1,466.01
10/15/2021	EFT1475(E)	STATE OF MICHIGAN	PAYROLL	418.16
10/25/2021	16813	COMMERCIAL RECORD	PUBLISHING	203.00
10/25/2021	16814	FAHEY SCHULTZ BURZYCH RHODES	LEGAL FEES	7,177.50
10/25/2021	16816	IHLE AUTO PARTS	SUPPLIES	16.86
10/25/2021	16818	MCKELLIPS PLUMBING INC	WICKS PARK	675.00
10/25/2021	16823	VINCE HEYSER	PARK BOARD GAMES	516.97
10/25/2021	3718(E)	COMCAST	INTERNET & TELEPHONES	153.40
10/25/2021	3719(E)	FRONTIER	OVAL BEACH	159.21
10/25/2021	3720(E)	GREENMARK EQUIPMENT INC	MOWER PARTS	147.85
10/25/2021	3722(E)	MERCHANTS BANCARD NETWORK	OVAL FEES	468.89
10/25/2021	3724(E)	REPUBLIC SERVICES	TRASH	114.97
10/25/2021	3725(A)	ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	345.57
10/25/2021	3726(A)	ALLEGAN COUNTY SHERIFF	SHERIFF OVERTIME	28,338.97
10/25/2021	3727(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	16,525.79
10/25/2021	3728(A)	APEX SOFTWARE	ASSESSING SOFTWARE	235.00

11/02/2021 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 10/01/2021 - 10/31/2021				
Check Date	Check	Vendor Name	Description	Amount
10/25/2021	3729(A)	ETNA SUPPLY	SUPPLIES	166.00
10/25/2021	3730(A)	FAHEY SCHULTZ BURZYCH RHODES	ZONING LEGAL	29,968.75
10/25/2021	3731(A)	FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES	4,254.62
10/25/2021	3732(A)	GROUND MANAGEMENT SOLUTIONS	PARKS MAINTENANCE	35.00
10/25/2021	3733(A)	MICHIGAN MUNICIPAL LEAGUE	CLERK POSTING	37.00
10/25/2021	3734(A)	NET2PHONE INC	TELEPHONES	177.09
10/25/2021	3735(A)	OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES	9,784.99
10/25/2021	3736(A)	SAUGATUCK FIRE	SHORT TERM RENTALS	375.00
10/25/2021	3737(A)	SEPTIC TANK SYSTEMS CO INC	PORTABLE JOHN CLEANINGS	368.00
10/25/2021	16815	HOLLAND MEDI-CENTER	DOT PHYSICAL	92.00
10/25/2021	16817	MACATAWA BANK	2017 ROAD BOND	246,817.75
10/25/2021	16819	MINER SUPPLY CO	SUPPLIES	3,114.80
10/25/2021	16820	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	16,887.50
10/25/2021	16821	STANDARD INSURANCE COMPANY	INSURANCE	386.21
10/25/2021	16822	STATE OF MICHIGAN	OVAL WELL	142.40
10/25/2021	16824	WESTENBROEK MOWER INC	TORO REPAIR	2,107.32
10/25/2021	3717(E)	AT&T MOBILITY	CELL PHONES	97.84
10/25/2021	3721(E)	KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	2,051.01
10/25/2021	3723(E)	PRIORITY HEALTH	HEALTH INSURANCE	8,853.82
10/29/2021	DD5217(A)	ARANT, LESTER	PAYROLL	1,156.86
10/29/2021	DD5218(A)	BOSCH, LEXIE	PAYROLL	459.32
10/29/2021	DD5219(A)	BOUWMAN, CHAD	PAYROLL	1,036.78
10/29/2021	DD5222(A)	HERBERT, SCOTT	PAYROLL	1,692.89
10/29/2021	DD5223(A)	KERRIDGE, ADAM	PAYROLL	1,287.74
10/29/2021	DD5224(A)	MARTIN, DANNY	PAYROLL	818.97
10/29/2021	DD5225(A)	OSMAN, CINDY	PAYROLL	1,679.77
10/29/2021	DD5220(A)	HARDY, CODY	PAYROLL	1,105.76
10/29/2021	DD5221(A)	HEISE, RYAN	PAYROLL	3,017.03
10/29/2021	DD5226(A)	STANISLAWSKI, PETER	PAYROLL	1,357.52
10/29/2021	DD5227(A)	WENDT, MICHAEL	PAYROLL	1,425.99
10/29/2021	DD5228(A)	WHITE, KATHERINE	PAYROLL	1,286.98
10/29/2021	EFT1478(E)	457 MERS	PAYROLL	2,790.07
10/29/2021	EFT1479(E)	STATE OF MICHIGAN	PAYROLL	418.16
10/29/2021	EFT1480(E)	MERS HYBRID	PAYROLL	1,607.46
10/29/2021	EFT1481(E)	FEDERAL TAX DEPOSIT	PAYROLL	5,288.83
10/29/2021	EFT1482(E)	MERS	PAYROLL	5,409.24
10/29/2021	EFT1483(E)	MI DEPT OF TREASURY	PAYROLL	2,578.53
10/31/2021	3738(E)	MERS	RETIREMENT	1,722.84
Total of 122 Checks:				559,582.14
Less 0 Void Checks:				0.00
Total of 122 Disbursements:				559,582.14

FROM: Cindy Osman Planning and Zoning

MEETING DATE: **Introduction:** November 3, 2021
Action Date: November 8, 2021

SUBJECT: Introduction of Ordinance to amend Section 154.025 R-4 City Center Transitional Residential District (CER)

DESCRIPTION: To reduce front yard setbacks in the R-4 City Center Transitional Residential District when certain conditions are found to exist.

TIMELINE:

October 25, 2021, Ordinance introduced to Council for first reading at a regular meeting.

Reintroduced at Council Workshop November 3, 2021.

November 8, 2021, Council action on the ordinance to adopt.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

Proposed Zoning Ordinance amendments were reviewed by Planning Commission on September 16, 2021 who recommends that City Council adopt the attached zoning ordinance amendment.

LEGAL REVIEW

Reviewed by Municipal Attorney Jacob Witte.

SAMPLE MOTION:

Motion to adopt Zoning Ordinance amendment 211108-A to amend Section 154.025, (R-4 CER) Chapter 154, Title XV, of the Code of the City of Saugatuck, entitled "Land Usage." *and Section 154.026, (R-1 CR) Chapter 154, Title XV, of the Code of the City of Saugatuck, entitled "Land Usage."*

**CITY COUNCIL
CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN**

ORDINANCE NO. 211108 – A

**AN ORDINANCE TO AMEND TITLE XV, CHAPTER 154, SECTION 154.025 OF
THE CODE OF THE CITY OF SAUGATUCK**

The City of Saugatuck Ordains:

Section 1. Amendment of Section 154.025. That Section 154.025, and 154.026, Chapter 154, Title XV, of the Code of the City of Saugatuck, entitled “ZONING DISTRICTS AND DISTRICT REGULATIONS; R-4 City Center Transitional Residential District (CER),” is amended to read as follows:

§ 154.025 R-4 CITY CENTER TRANSITIONAL RESIDENTIAL DISTRICT (CER).

(A) *Generally.*

(1) The purpose of the Transitional Residential Zone is to create a buffer zone from the high intensity City Center Commercial Zone to the low intensity Community Residential Zone.

(2) This zone will permit a limited number of mixed uses but intentions are to promote residential land uses.

(3) As a transitional zone its character shall be reviewed more frequently to assess the needs of the adjoining zones.

(4) This zone is not intended to be static but rather to adjust with the development needs of the community.

(B) *Permitted uses:*

(1) Dwelling, single-family detached, with a floor area ratio that does not exceed 0.3:1;

(2) Dwelling, two-family;

(3) Essential public services;

(4) Bed and breakfasts;

(5) Home occupations; and

(6) Short-term rental unit.

(C) *Special land uses.* Special land uses are subject to review and approval by the Planning Commission in accordance with §§ [154.060](#) through [154.068](#) and §§ [154.080](#) through [154.092](#):

- (1) Home businesses;
- (2) Rented accessory dwelling units in accordance with § [154.092\(J\)](#); and
- (3) Dwelling, single-family detached, with a floor area ratio that exceeds 0.3:1.

(D) *Dimension and area regulations.*

Front setback	20 feet**
Side setback	7 feet
Rear setback	10 feet
Minimum lot area	8,712 square feet
Minimum lot width	66 feet
Maximum lot coverage	25%*

* Maximum lot coverage in this district may be increased to a maximum of 35% for properties that are below, the required minimum lot area following a hearing and approval by the Zoning Board of Appeals at which time consideration of factors affecting adjoining properties will be reviewed. All other dimension and area regulations shall be met. **The following formula shall be used in calculating the allowable lot coverage and shall be rounded to the nearest whole percentage: minimum lot area divided by actual lot area multiplied by 25%.**

** If structures are established on at least 40% of the parcels on the same side of the street between two intersecting platted streets and at least half of the established structures are built within the required front yard setback, the front yard setback for new construction may be reduced to the lesser established front yard setback, provided that no new construction may be established closer than seven feet to the front street line. This section shall not require a front yard greater than that required for this zone district.

§ 154.026 R-1 COMMUNITY RESIDENTIAL DISTRICT (CR).

(A) *Generally.*

(1) This district is designed to protect and promote low density single-family residential uses and development in the city.

(2) The purpose of this district is to preserve the residential character of the district and to provide a mechanism for orderly development in undeveloped areas.

(3) Residential land use is the only use that will be permitted or encouraged in this district.

(B) *Permitted uses:*

- (1) Dwelling, single-family detached, with a floor area ratio that does not exceed 0.3:1;
- (2) Essential public services;
- (3) Home occupations; and
- (4) Short-term rental unit.

(C) *Special land uses.* Special land uses are subject to review and approval by the Planning Commission in accordance with §§ [154.060](#) through [154.068](#) and §§ [154.080](#) through [154.092](#):

- (1) Home businesses;
- (2) Religious facilities;
- (3) Rented accessory dwelling units in accordance with § [154.092](#)(J); and
- (4) Dwelling, single-family detached, with a floor area ratio that exceeds 0.3:1.

(D) *Dimension and area regulations.*

Front setback*	20 feet
Side setback	7 feet
Rear setback	10 feet
Minimum lot area	8,712 square feet
Minimum lot width	66 feet
Maximum lot coverage	30%
* If structures are established on at least 40% of the parcels on the same side of the street in a platted subdivision between two intersecting platted streets and at least half of the established structures are built within the required front yard setback, the front yard setback for new construction may be reduced to the lesser established front yard setback, provided that no new construction may be established closer than seven feet to the front street line. This section shall not require a front yard greater than that required for this zone district.	

Section 2. Severability: The provisions of this Ordinance are declared severable. If any part of this Ordinance is declared invalid for any reason by a court of competent jurisdiction, that declaration does not affect or impair the validity of all other provisions that are not subject to that declaration.

Section 3. Repeal: All Ordinances or parts of Ordinances in conflict with this Ordinance are hereby repealed.

Section 4. Effective Date. This Ordinance shall become effective seven (7) days after its publication unless otherwise provided by law.

YEAS: _____

NAYS: _____

ABSENT: _____

ORDINANCE NO. 211108-A ADOPTED

I, Jamie Wolters, the Clerk of the City of Saugatuck, certify that the foregoing is a true and accurate copy of an ordinance adopted at a regular meeting of the City Council of the City of Saugatuck, held on November 8, 2021, and noticed in accordance with all legal requirements.

Jamie Wolters, Clerk

Introduced: October 25, 2021 and November 3, 2021

Adopted: November 8, 2021

Published: _____

Sent to ALP: _____



City Council Agenda Item Report

FROM: Peter Stanislawski, Finance Director

MEETING DATE: November 8, 2021

SUBJECT: Capitalization Policy

DESCRIPTION

Capitalization Policy for the City of Saugatuck

BUDGET ACTION REQUIRED

N/A

SAMPLE MOTION

Motion to **approve/deny** Resolution 211108-B as presented adopting the City of Saugatuck Capitalization Policy.

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

RESOLUTION NO. 211108-B

RESOLUTION TO ADOPT CITY OF SAUGATUCK CAPITALIZATION POLICY

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

WHEREAS, the Generally Accepted Accounting Principles (GAAP) requires the capitalization of costs associated with the acquisition of real property and equipment. This document provides the general framework for determining whether such costs should be capitalized.

WHEREAS, the City’s independent auditing firm, Finance Director and City Manager recommend that the City Council establish the Capitalization Policy as presented.

THEREFORE, BE IT RESOLVED, that the attached City of Saugatuck Capitalization Policy, which is intended to comply with the general framework under GAAP, a true copy of which is attached hereto and made a part hereof, is hereby adopted.

All prior resolutions or parts of resolutions are, to the extent of any conflict with this Resolution, rescinded.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

Signed: _____
Mark Bekken, Mayor

Signed: _____
Jamie Wolters, City Clerk

ADOPTED this 8th day of November 2021

Signed: _____
Jamie Wolters, City Clerk

CERTIFICATION

I, Jamie Wolters, the duly appointed clerk of the City of Saugatuck does hereby certify the foregoing is a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held November 8, 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.

Signed: _____
Jamie Wolters, City Clerk

CITY OF SAUGATUCK CAPITALIZATION POLICY OF ASSETS

This policy establishes requirements for the capitalization of moveable equipment and real property within the City of Saugatuck.

All moveable equipment with a useful life of more than two years and an acquisition cost of \$5,000 or more per unit will be capitalized. A group or lot of moveable equipment that in total cost of \$5,000 or more but each unit is less than \$5,000 will not be capitalized.

All real property acquisitions or improvements with a useful life in excess on two years and cost of \$100,000 or more will be capitalized.

Repair is an expenditure that keeps the property in ordinary efficient operating condition. The cost of the repair does not add to the value or prolong the life of the asset. All repairs are charged to the appropriate department and fund.

Improvements are expenditures for additions, alterations and renovations that appreciably prolong the life of the asset, materially increase its value, or adapt it to a different use. Improvements of the nature are capitalized when the expenditures are greater than \$10,000.

The City of Saugatuck will use the Straight-Line Method to depreciate capital assets. Assets put into service during the first half of the month shall incur a full month's depreciation. Assets put into service during the last half of the month shall not incur depreciation.

The following ranges are guidelines in setting estimated useful lives for depreciating assets.

Building and Structures : 20-50 years

Vehicles: 3-15 years

Other Equipment : 3-15 years

Disposition of City of Saugatuck assets will be performed in accordance with applicable City policies and procedures.

Adopted: November 8, 2021



City Council Agenda Item Report

FROM: Ryan Heise
MEETING DATE: 11/8/21
SUBJECT: Campbell Road Engineering Services

Recommended Motion:

I move to approve the engineering service contract for the Campbell Road project in the amount of \$42,600.00.

Description: Road project engineering services

Council recently approved the Campbell Road water service and road resurfacing project (\$319,123.75). The attached proposal is for the engineering services related to the project in the amount of \$42,600.00.

The proposed amount is well within industry standards for pricing; below 15%.



October 1, 2021

Via Email: rlabombard@douglasmi.gov; Ryan@saugatuckcity.com

Rich LaBombard, City Manager
 City of the Village of Douglas
 86 W. Center Street
 P.O. Box 757
 Douglas, MI 49406-0757

Ryan Heise, City Manager
 City of Saugatuck
 102 Butler Street
 P.O. Box 86
 Saugatuck, MI 49453

RE: Proposal for Construction Engineering Services – Campbell Road Improvements

Rich and Ryan,

As you are aware, we received bids for the Campbell Road project on September 28, 2021 and are now moving into the construction phase of the project. Based on conversations with the low bidder, Southwest Transport, we anticipate construction will begin once water main materials can be delivered, which appears to be November. Water main work will continue as long as weather allows, and may need to be completed in early spring. Road work will be completed in April/May as planned.

Based on our understanding of the project schedule, we have prepared the attached Work Plan and Proposed Engineering Fees for construction engineering services for the project. We have based our fees on a 12-week construction period (total for water main and road work). If the schedule deviates significantly, either shorter or longer, we propose to adjust the fees proportionally for those aspects affected by schedule.

We propose to complete the scope of work identified in the attached Work Plan for the following lump sum fees:

Task	Construction Engineering Fees		
	Douglas	Saugatuck	Total
Construction Administration	\$11,200	\$8,800	\$20,000
Construction Staking	\$2,000	\$1,600	\$3,600
On-Site Observation & Testing	\$38,100	\$29,900	\$68,000
Off-Site Testing	\$1,100	\$900	\$2,000
Contract Closeout	\$1,800	\$1,400	\$3,200
Total Construction Engineering Fees	\$54,200	\$42,600	\$96,800

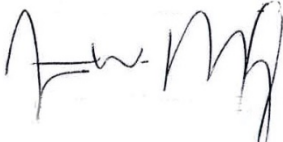
2960 Lucerne Drive SE
 Grand Rapids, MI 49546
 P: 616.977.1000
 F: 616.977.1005
 www.fveng.com

The breakdown for construction engineering services is based on the estimated breakdown of construction costs (as outlined in the Recommendation of Award dated September 28, 2021), which works out to approximately 56% for Douglas and 44% for Saugatuck.

We are excited for the opportunity to continue our work with you on this project! Authorization to proceed with construction phase services as outlined in our Work Plan in accordance with the Professional Services Agreement for the project dated December 2020 can be given by returning a copy of this proposal, signed below as indicated. In the meantime, please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK



Jonathan W. Moxey, P.E.
Project Manager



Don DeVries, P.E.
Principal

Encl.

CITY OF THE VILLAGE OF DOUGLAS APPROVAL

By: _____

Title: _____

Date: _____

CITY OF SAUGATUCK APPROVAL

By: _____

Title: _____

Date: _____

WORK PLAN

A. CONSTRUCTION ENGINEERING SERVICES

1. Prepare the Notice of Award after an award is made by each City.
2. Review bonds and insurances provided by the Contractor and assemble contracts.
3. Schedule and attend the pre-construction meeting with the Contractor, City representatives, Kalamazoo Lake Sewer & Water Authority (KLSWA) and private utility companies. Prepare and distribute meeting minutes.
4. Perform construction staking for the improvements. Based on the scope of the improvements and anticipated project schedule, we have assumed four (4) staking trips will be required – two for water main and two for road work.
5. Provide project administration and engineering consultation throughout the construction period (12 weeks assumed), including:
 - Schedule and attend periodic progress meetings with the Contractor and City staff. Prepare and distribute meeting minutes.
 - Review shop drawings and other project submittals.
 - Review Contractor pay applications and, if appropriate, submit a recommendation to each City for approval. We will provide a breakdown of each City's costs with each pay application.
 - Maintain project records.
6. Provide on-site observation and testing during project construction activities. Based on our understanding of the project schedule, we have included 12 weeks of observation at 50 hours per week total between fall and spring construction. The field technician's duties will include:
 - Provide daily record keeping of construction activities.
 - Address complaints filed with either City on a daily basis, if any.
 - Provide on-site density testing of soils, concrete testing and density testing of asphalt paving.
7. Provide and coordinate off-site materials testing as required (e.g., sieve analysis of soils and concrete cylinder breaks). Off-site testing services will be sub-contracted to a qualified independent testing consultant and are included in our fees.
8. Conduct a final review meeting on site with the Contractor, City staff and KLSWA staff to review the completed work. Prepare a final punch list of remaining work items. Provide follow-up review to see that the punch list items have been completed.
9. Prepare record drawings reflecting the as-constructed improvements.
10. Coordinate final payment with release of retainage and contract closeout.



Item: 16-D

City Council Agenda Item Report

FROM: Ryan Heise
MEETING DATE: 11/8/21
SUBJECT: Extension of Allegan County Sheriff's Agreement

Recommended Motion:

I move to approve the contract extension with the Allegan County Sheriff's Department remaining in effect through December 31, 2021.

Description:

The City of Saugatuck entered into an agreement with the Allegan County Sheriff's Department on March 12, 2018. The terms expired June 30th, 2021; recently flagged by City staff. The Allegan County Administrative office has indicated that they will be requesting modifications to insurance and liability. Recognizing that this will need to be reviewed by legal and insurance carrier, I requested an extension under existing terms until the end of the year.

AMENDMENT #1

to the

Allegan County Sheriff's Office Law Enforcement Services Agreement

**Entered into between the City of Saugatuck, County of Allegan and the Sheriff of Allegan County
on March 12, 2018**

The parties mutually agree to amend the above-referenced Agreement as detailed herein.

1. **Section 3 – Term of Agreement.** The language in this section is deleted in its entirety and replaced with the following:

The term of this Agreement shall be three (3) years and six (6) months starting on July 1, 2018, and remaining in effect through December 31, 2021, unless a Notice of Termination is exercised as provided for in Section 10 or Section 11.

It is understood and agreed by both parties that all other terms and conditions of the original Agreement and any preceding amendments, not modified by the change(s) above, remain in effect.

The individual or officer signing below certifies that they are authorized to sign this Amendment.

City of Saugatuck:

Sheriff of Allegan County:

Sign: _____

Sign: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

County of Allegan:

Sign: _____

Name: Robert J. Sarro

Title: Allegan County Administrator

Date: _____

**ALLEGAN COUNTY SHERIFF'S OFFICE
LAW ENFORCEMENT SERVICES AGREEMENT**

THIS AGREEMENT, dated for reference purposes as of March 12, 2018, between the CITY OF SAUGATUCK, 102 Butler Street, Saugatuck, MI 49453 (the "Entity"), the COUNTY OF ALLEGAN, Allegan County Services Building, 3283 – 122nd Avenue, Allegan, MI 49010 (the "County") and the SHERIFF OF ALLEGAN COUNTY, 640 River Road, Allegan, MI 49010 (the "Sheriff") is made with reference to the following facts and circumstances:

- A. The Sheriff is the chief law enforcement officer of the Allegan County Sheriff's Office;
- B. The Sheriff and the County, through the Office, provide road patrol and general law enforcement services throughout the County, including the Entity; and
- C. The Entity wishes to purchase additional road patrol and general law enforcement services from the County and the Sheriff.

THEREFORE, IT IS AGREED;

Section 1 GENERAL AGREEMENT.

Subject to all the terms and provisions of this Agreement, the Entity, the County and the Sheriff agree that the County and the Sheriff shall, as independent contractors, provide additional road patrol and general law enforcement services (sometimes referred to collectively herein as "law enforcement services") to the Entity.

Section 2 FACILITIES, SUPPLIES AND EQUIPMENT.

The Entity shall not be obligated to provide supplies or equipment to the County or the Sheriff relative to the additional road patrol and general law enforcement services rendered to the Entity pursuant to this Agreement except any items identified hereafter in the contract.

Section 3 INDEPENDENT CONTRACTOR.

In the performance of all work, duties and obligations pursuant to this Agreement, it is mutually understood and agreed that the County and the Sheriff are and shall at all times be acting and performing as independent contractors. The Entity shall neither have nor exercise any control or direction over the methods by which the County and the Sheriff perform the work outlined in this Agreement.

The law enforcement officers rendering services to the Entity on behalf of the County and Sheriff pursuant to this Agreement shall be employees of the County and the Sheriff and, as such, the County and the Sheriff shall:

- a) pay or cause to be paid all compensation and fringe benefits of such law enforcement officers;
- b) withhold or cause to be withheld all applicable federal, state and local taxes, including without limitations FICA;

- c) make or cause to be made any and all required payments relating to such law enforcement officers, including any unemployment compensation fund payments;
- d) maintain or cause to be maintained worker's compensation fund insurance as required under Michigan law; and
- e) pay or cause to be paid required costs of continuing or additional education or training to maintain law enforcement officer licensing or certification as required by the Michigan Commission on Law Enforcement Standards

The County and the Sheriff agree that the law enforcement officers rendering services to the Entity on behalf of the County and the Sheriff pursuant to this Agreement are not employees of the Entity, and accordingly are not eligible to participate in any fringe benefit program, receive any sickness or health insurance benefits, or receive any pension or similar benefits accorded employees of the Entity.

Section 4 PERSONNEL.

All persons who provide law enforcement services to the Entity on behalf of the County and the Sheriff pursuant to this Agreement shall be and remain at all times duly qualified and shall also be certified in good standing as required by Michigan Law. Further, all such persons shall be knowledgeable of and able to enforce all applicable State and local ordinances.

The Entity is contracting for one or more law enforcement service position(s). Unless the necessary number of positions are contracted for, the contracted service will not provide 24-hours-a-day, seven-days-a-week coverage. Each contracted position shall maintain a normal schedule consistent with the practices of the Allegan County Sheriff's Office. In general, the normal schedule for law enforcement officers on road patrol is currently a 14-day tour of duty that averages 84 hours. The normal schedule includes, but is not limited to, work time and time on paid time off or other leave, holidays, training, meetings, call-ins and court appearances. The Entity is responsible for payment for the entire normal schedule consistent with the payment section of this Agreement and the County and Sheriff are not responsible for providing personnel to "backfill" services during times of leave or other non-work hours unless requested by, and at the sole expense of, the Entity consistent with Section 13 of this Agreement.

Contracted law enforcement service position(s), to the extent they are paid for by the Entity and do not include any portion funded by the County, shall be in addition to the road patrol and general law enforcement services already provided by the Sheriff and the County to the Entity pursuant to their discretion under applicable law. The County-funded portion of the contracted position(s) shall be considered a component of County-wide road patrol and law enforcement services.

The Entity shall work with the Sheriff's designee to determine the appropriate schedule for services and to identify priorities that may exist for the delivery of law enforcement services. Nothing in this Agreement is intended to supersede or limit the Sheriff's constitutional and statutory rights, powers and/or authority.

Section 5 GENERAL CALLS FOR SERVICE.

The Entity agrees that, commensurate with the County-funded portion of the contracted position(s), the contracted position(s) shall respond to calls for service in the County outside the Entity's geographic area. At any time, if the Sheriff's Office determines that there are no other available law enforcement personnel who can promptly respond to an emergent call, the Sheriff's Office may direct a law enforcement officer providing law enforcement services pursuant to this Agreement to respond to such calls for service.

Section 6 INSURANCE AND INDEMNIFICATION.

Each and every law enforcement officer who provides law enforcement services to the Entity on behalf of the County and the Sheriff pursuant to this Agreement shall be fully covered by every liability insurance policy maintained by the County and / or the Sheriff for any other law enforcement officer working in the Office. During the term of this Agreement, the County and / or the Sheriff shall not terminate or reduce any such liability insurance coverage relative to each and every law enforcement officer who provides law enforcement services to the Entity pursuant to this Agreement unless ten days prior written notice of such termination or reduction is provided to the Entity. Any such termination or reduction shall be grounds for the Entity to immediately terminate this Agreement. Upon request, the County and / or Sheriff shall provide the Entity with appropriate certificates confirming the maintenance of such liability insurance coverage.

The Entity agrees to defend, indemnify, and hold the County, the Allegan County Sheriff, and their employees, agents, and assigns harmless from and against all claims, damages, fines, judgments, penalties, costs, liabilities or losses, including, without limitation, reasonable actual attorney fees, arising out of the acts or omissions (including negligence) of the Entity or its employees, agents, or officers, or arising from or out of the breach by such party of its obligations under this Agreement. Such responsibility shall not be construed as a liability for damage caused by or resulting from the sole negligence of the County, the Sheriff, or its employees.

The County, the Sheriff and the Entity shall promptly notify each other of any knowledge regarding any occurrence arising pursuant to this Agreement which may result in a claim against any of them; they shall cooperate with each other whenever any claim is filed against any of them with respect to the law enforcement services rendered pursuant to this Agreement.

Section 7 PAYMENT.

See Schedule "A".

Section 8 TERM.

The term of this Agreement shall be three (3) years starting on July 1, 2018, and remaining in effect through June 30, 2021, unless a Notice of Termination is exercised as provided for in Section 10 or Section 11.

Section 9 TERMINATION BY NOTICE OR MUTUAL AGREEMENT.

The County, the Sheriff or the Entity, without cause may terminate this Agreement, at any time, upon ninety (90) days prior written notice to the other parties. In addition, this Agreement may be terminated at any time by the parties hereto on mutual agreement.

Section 10 TERMINATION FOR CAUSE.

This Agreement may be terminated by the County, the Sheriff, or the Entity, upon thirty (30) days prior written notice to the other parties, in the event one or both of the non-terminating parties fail or refuse to perform any of their duties and responsibilities under this Agreement. However, in the event a failure to perform can be remedied within thirty (30) days after such notice is given, such notice shall be null and void if the failure is in fact remedied within such thirty (30) day period.

Section 11 EFFECT OF TERMINATION.

Upon termination or expiration of this Agreement, as provided above, the parties hereto shall have no further obligation hereunder except for obligations occurring prior to the effective date of the termination or expiration. Notwithstanding the foregoing, the County, the Sheriff and the Entity shall be obligated to cooperate with each other whenever any claim is filed against any of them with respect to the services rendered pursuant to this Agreement. All equipment belonging to the County shall revert to the County's possession as defined in Schedule A of this agreement.

Section 12 MISCELLANEOUS.

- a) This Agreement and all rights and obligations hereunder shall be non-assignable unless all parties agree in writing to such assignment. This Agreement shall inure to the benefits of and be binding upon the parties hereto and their respective permitted assignees and successors.
- b) All notices and other documents to be served or transmitted hereunder shall be in writing and addressed to the respective parties hereto at the addresses stated on Page 1 of this Agreement or such other address or addresses as shall be specified by the parties hereto from time to time; further, such notices and documents may be served or transmitted in person or by ordinary or certified mail documents properly addressed with sufficient postage.
- c) This Agreement has been executed in the State of Michigan and shall be governed by Michigan Law. The parties agree that the proper forum and venue for litigation arising out of the Agreement is in Allegan County, Michigan.
- d) The waiver by any party hereto of a breach or violation of any provision of this Agreement shall not be waiver of any subsequent breach or violation of the same or any other provision of this Agreement.
- e) If any section or provision of this Agreement is unenforceable for any reason, the unenforceability thereof shall not impair the remainder of this Agreement, executed in multiple counterparts, all of which together shall be deemed to be one contract.

- f) This Agreement represents the entire understandings and agreements between the parties hereto and all prior understandings and agreements are specifically merged herein.
- g) This Agreement shall not be changed, modified or discharged orally, but only in a written document, signed by the parties, against whom enforcement of the change, modification or discharge is sought. Any exhibits now or hereafter attached hereto are incorporated by reference as though fully stated herein.

Section 13 ADDITIONAL CONTRACTED HOURS.

The Entity reserves the right to utilize additional contracted hours, as needed and as agreed to by the Entity and the Sheriff. It is agreed that overtime and any other related expenses generated to serve the Entity for special events that occur outside of the normal course of law enforcement activity shall be fully paid for by the Entity. Such additional expenses relating to overtime will be included on the invoice issued by the County during the billing cycle immediately following the accrual of the overtime.


Section 14 DEFINITION.

Whenever in this Agreement there is a reference to the employees of the County and / or the Sheriff, such reference shall be deemed to also include all agents and independent contractors thereof.


INWITNESS WHEREOF, the parties hereto have executed this Agreement.

ENTITY

By 
 Its Mayor - Ken Trestler

By 
 Its Clerk - Monica Nagel

COUNTY OF ALLEGAN

By 
 Its County Administrator

By 
 Its Sheriff

**ALLEGAN COUNTY
LAW ENFORCEMENT
CONTRACT COST PER DEPUTY
Schedule A - 2018**

Hourly Wage	28.28
Annual Regular Hours	2,184
Annual Salary	61,763.52

	Total Cost	Township Commitment	County Portion
Wages	61,763.52	46,322.64	15,440.88
Overtime @ 50 hrs	2,121.00	1,590.75	530.25
Holiday Overtime	3,054.24	2,290.68	763.56
Holiday Pay	2,036.16	1,527.12	509.04
Total Compensation	68,974.92	51,731.19	17,243.73
FICA	5,276.58	3,957.44	1,319.15
WC	1,331.22	998.41	332.80
H/D/V	18,787.00	14,090.25	4,696.75
Life Ins.	66.00	49.50	16.50
Disability	369.60	277.20	92.40
Retirement	6,897.49	5,173.12	1,724.37
Longevity	400.00	300.00	100.00
Liability Ins.	300.00	225.00	75.00
Total Fringes	33,427.89	25,070.92	8,356.97
Uniforms/Training	500.00	375.00	125.00
Total Cost Per Year	102,902.81	77,177.11	25,725.70
Monthly Rate	8,575.23	6,431.43	2,143.81
Percent of Total Cost		75%	25%



City Council Agenda Item Report

FROM: Kate White

MEETING DATE: November 8, 2021

SUBJECT: Zoning Board of Appeals Alternate Position Appointment

DESCRIPTION:

Per the City Charter Section 6.11 and 6.12 and City Ordinance Section 152.06 reappointments and appointments shall be made by the Mayor subject to the confirmation/approval of the City Council. The Mayor's appointment for the Zoning Board of Appeals alternate position is as follows:

Kate McPolin, with said term expiring July 1, 2023

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

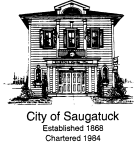
N/A

SAMPLE MOTION:

Motion to **approve/deny** the Mayor's appointment as presented.

City

P.O. Box
Phone:
Website:



of Saugatuck

86, Saugatuck, MI 49453
269.857.2603 Fax: 269.857-4406
www.saugatuckcity.com

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

Name: Kate McPolin Home Phone: (616) 990-7720

Home/Mailing Address: PO Box 953, Saugatuck, MI 49453

E-mail Address: katemcpolin@gmail.com

Employer: self Occupation/Position: Marketing copywriter

Business Phone: same Business Reference: _____

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

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

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

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

Planning Commission

Historic District Commission

Zoning Board of Appeals

Board of Review

Election Inspector

Township Fire Board

Twp. Recreation Comm.

Kalamazoo Lake Sewer & Water

Library Board

Interurban Transit Auth

Peterson Nature Preserve

Construction Board

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

I'm interested in serving as an alternate on the ZBA. I've lived in Saugatuck for 30 years and spent 15+ years on the planning commission, much of that time as vice-chair.

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

Signature: Kate McPolin
COPY: Mayor City Council

Date: 10/14/21



City Council Agenda Item Report

FROM: Ryan Heise
MEETING DATE: 11/8/21
SUBJECT: Landscape Improvement Proposal

Recommended Motion:

I move to approve the Proposal received by Landscape Design Services for improvements to the “Village Square Park” area and Rose Garden in the amount of \$71,150.00.

Description:

Competitive proposals were sought for landscape improvements on city property. We reached out to Israel’s, DJ’s, GMS, and Landscape Design. Four (4) in total in total, two (2) non-responsive and one (1) proposal received. Lack of interest/response is not shocking considering low staffing levels industry wide. Through conversations with service providers, it’s clear that landscape maintenance/install contractors are not taking on new projects, while they struggle to maintain levels of service to existing customers. We are recommending a two-phase projecting- clearing and scrubbing this fall/winter and new install this spring.

There is an existing fund to cover Mize Rose Garden Improvements. Discussions were conducted with the maintenance contractor (Landscape Design Services; same contractor who was responsive) on the current condition of the Rose Garden. Response was as follows:

Hi Ryan & Scott,

Thank you for taking the time to review the Village Square Park and Mize Memorial Rose Garden yesterday.

Ryan, Per your request, see the attached summary of the maintenance visits performed this season by our maintenance team at the Rose Garden.

Scott, you had mentioned “not remembering seeing maintenance activity at the Rose Garden site this summer”. We had (21) visits between April 2nd and Oct. 7th. See attached summary. The crew does do the maintenance work early in the mornings thru the busy summer months to avoid parking issues with tourist traffic in the downtown area.

Notes on the Rose Garden over-all health (defending our maintenance team):

- The rose garden is a 20 year old site in desperate need of over-hauling the site. Many over-grown shrubs and trees in the space make it difficult to maintain the site a certain way.*
- The irrigation is very poor on the site and many of the roses need help with extra water to have adequate flowers thru the summer months to thrive and look good to the public.*
- The plant material, as it matures will naturally have root-growth competition. There are groundcover planting materials smothering many of the plantings and adding to difficulty of growth of the rose shrubs.*

- *The tree canopy has matured over the years, creating more shade over the garden. Roses require sun-light to thrive and look good to the public.*

We will have a crew stop at the site next week and cut-back the ivy along the back perimeter edges of the garden and prune the Viburnum and Hydrangea shrubs per our discussion.

I believe the items we discussed yesterday for the “Mize Rose Garden Scope of Work – landscape improvements” will help the garden area become a focal-point attraction to the downtown area once again!

Thank you,

*Matt Ertzinger, B.S. Horticulture
Landscape Designer*



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

Landscape Proposal
Matt Ertzinger
October 29, 2021

RE: Mize Memorial Rose Garden – Butler St./Mason St.

Landscape improvements – removals & installation Budget \$ 41,300

Work included:

- Remove unwanted pine trees and grind stumps.
- Removal of old shrubs, unwanted plant materials and existing drip tube irrigation.
- Dig out bark beds and remove ground covers in planting beds on-site.
- Remove ground cover around center sculpture and install planting mix for annual flowers.
- Natural, organic debris to be dumped at City of Saugatuck Public Works designated site.
- Reset sections of brick path areas that present trip hazards or have settled.
- Pressure wash brick paths and sweep in new joint sand if needed.
- Install new irrigation drip tubing system throughout planting beds on-site.
- Install new Roses, shrubs, perennials and ground covers.
- Install planting soil and Brown Majestic Enviro-Mulch.

Other considerations not included:

- Reset all brick paver path areas – not necessary at this time.
- Metal fencing work by others.

Please feel free to contact me per email or phone if you have any questions or would like to schedule the work.

LANDSCAPE DESIGN SERVICES, INC.

Matt Ertzinger
Landscape Designer

Signature

Date

Terms: 35% down payment is required to book and schedule this order. When payment is received, the work will be scheduled. Your 35% down payment will be applied toward final invoicing of the project. (1½% per month or 18% annual time price differential after 30 days). Thank you.



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

Landscape Proposal
Matt Ertzinger
October 29, 2021

RE: Village Square Park – Butler St./Main St.

Landscape project – removals & installation Budget \$ 23,350

Work included:

- Remove unwanted trees and grind stumps.
- Vines removed off large Norway Spruce.
- Remove section of concrete sidewalk.
- Dig out bark beds in four areas in SW quarter and NW quarter of park.
- Natural, organic debris to be dumped at City of Saugatuck Public Works designated site.
- Install topsoil and sod in excavated planting bed areas.
- Add and adjust irrigation heads to existing irrigation lines to cover new lawn areas.
- Install mulch tree rings (Brown Majestic Enviro-mulch) on trees.
- Remaining plantings beds, remove the old mulch and add new mulch.
- Aeration of lawn areas.
- Add grass seed in disturbed lawn areas from construction.

Additional work: SE quarter - basketball court area Budget \$ 6,500

- Remove existing Spirea hedge along west side of basketball court.
- Install a new shrub hedge and perennial border with Brown Majestic Enviro-mulch.

(no work at this time on east side of basketball court)

Please feel free to contact me per email or phone if you have any questions or would like to schedule the work.

LANDSCAPE DESIGN SERVICES, INC.

Matt Ertzinger
Landscape Designer

Signature

Date

Terms: 35% down payment is required to book and schedule this order. When payment is received, the work will be scheduled. Your 35% down payment will be applied toward final invoicing of the project. *(1½% per month or 18% annual time price differential after 30 days).*
Thank you.

From: [Ryan Heise](#)
To: [Jamie Wolters](#); [Katherine White](#)
Subject: FW: Resignation
Date: Friday, October 29, 2021 2:43:41 PM

Will you please add as correspondence?

Thank you,

Ryan

From: Chris Peterson <cpeterson@saugatuckcity.com>
Sent: Friday, October 29, 2021 2:22 PM
To: Ryan Heise <Ryan@saugatuckcity.com>; Mark Bekken <mbekken@saugatuckcity.com>; Daniel Fox <danielwfox101@gmail.com>
Subject: Resignation

Good morning,

This is to inform you that I am resigning from the Planning Commission.

Chris Peterson