



## CITY COUNCIL MEETING AGENDA

**December 11<sup>th</sup> – 7:00 pm**

*This is an in-person meeting at Saugatuck City Hall, 102 Butler St, Saugatuck, MI 49453.*

*The meeting will also be available live, virtually on Zoom.*

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Mayor's Comments**
5. **City Manager Comments**
6. **Agenda Changes** (*Additions/Deletions*)
7. **Guest Speakers**
8. **Public Comment on Agenda Items Only** (*Limit 3 minutes*)
9. **Consent Agenda:** (*Roll Call*)
  - A. Regular City Council Meeting Minutes – November 27<sup>th</sup>, 2023. *Pg.3*
10. **Staff Reports, Boards, Commissions & Committees:**  
Starting on *Pg.9*
  - A. **Staff Reports:**
    1. City Manager
    2. Treasurer
    3. Planning and Zoning
    4. Department of Public Works
    5. Police
    6. Engineer

**NOTICE:**

Join online by visiting:

<https://us02web.zoom.us/j/2698572603>

Join by phone by dialing:

**(312) 626-6799 -or-  
(646) 518-9805**

Then enter "Meeting ID":

**2698572603**

Please send questions or comments regarding meeting agenda items prior to meeting to:  
[ryan@saugatuckcity.com](mailto:ryan@saugatuckcity.com)

Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck City Clerk at 269-857-2603 or [Wolters@saugatuckcity.com](mailto:Wolters@saugatuckcity.com) for further information.

**B. Boards, Commissions & Committees:**

1. Fire District Administration Board
2. Interurban Board
3. Kalamazoo Lake Sewer & Water Authority
4. Kalamazoo Lake Harbor Authority
5. Zoning Board of Appeals
6. Historic District Commission
7. Planning Commission
  - a) Short Term Rental Task Force
8. Parks & Public Works Committee
9. Tri-Community Non-Motorized Trail Study Committee
10. Tri-Community Recycling Ad-Hoc Committee

**11. Request for Payment:** None

**12. Approval of Accounts Payable:** *(Roll Call)*

- A. Accounts Payable in the amount of \$166,439.46 *Pg.23*

**13. Introduction of Ordinances:** None

**14. Unfinished Business:** None

**15. New Business:**

- A. Waterfront moratorium extension- Resolution 231211-B *(Roll Call) Pg.27*
- B. Council approval of STR police powers *(Voice Vote) Pg.31*
- C. Blue Star Trail- include previous agreements approved by Council, along with updated terms and conditions *(Roll Call) Pg.32*
- D. Poverty guidelines – Resolution 231211-C *(Roll Call) Pg.37*
- E. Council meeting dates- Resolution 231211-A *(Roll Call) Pg.43*

**16. Public Comments** *(Limit 3 minutes)*

**17. Correspondence**

**18. Council Comments**

**19. Adjourn** *(Voice Vote)*



**CITY COUNCIL MEETING MINUTES - Proposed  
November 27, 2023**

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

**Call to Order:**

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

**Attendance:**

Present: Mayor Stanton, Mayor Pro-Tem Baldwin and Councilmembers Anderson (via Zoom), Dean, Gardner, Muncey and White.

Absent: None.

*Motion by Baldwin, second by Dean to have Holly Anderson fully participate as a voting member and receive a special accommodation for her illness this evening. Via voice vote, motion carried unanimously.*

Others Present: City Manager Heise, Director of Planning, Zoning & Project Management Cummins, Treasurer Stanislawski, Department of Public Works Assistant Superintendent Herbert, Attorney Kyle O'Meara, Engineer Jon Moxey and Clerk Wolters.

**Mayor's Comments:**

Mayor Stanton welcomed Logan White, Holly Anderson and Russ Gardner as they were all sworn in earlier. She thanked DPW for their hard work with leaf cleanup also with the tree lighting at Coghlin and Wick's Park. The tree lighting ceremony was beautiful, thanked all the volunteers. Thanked April Gundy and Birdie Holley for stepping up at the last minute to organize the holiday parade.

**City Manager Comments:** City Manager noted his report is on page nine and alerted the Council of the strategic planning session planned for December 20<sup>th</sup>.

**Agenda Changes:**

*Motion by Baldwin, second by Gardner to add Bob Genetski and Dean Kapenga as our guest speakers to our meeting this evening. Via voice vote, motion carried unanimously.*

**Guest Speakers:**

Bob Genetski, Allegan County Clerk-

- Sign up for property fraud is now available through the Register of Deed's office.

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- Thanked Clerk Wolters and team for a successful election on November 7<sup>th</sup>.
- 48<sup>th</sup> Circuit Court records are available online now.
- Presented the Council with the 2022 Annual Report from the Allegan County Clerk and Register of Deeds.
- Informed the Council that Proposal 2 is going to strain all of the Clerks and Election inspectors. He encouraged local bodies to strongly consider how they compensate them, giving they will now be working two full weekends before each election next year and throughout big election.

Dean Kapenga, Allegan County Commissioner, District 3-

- Celebrated receiving extra funds from the State and Feds for broadband for 1000 miles of fiber for between 11,000-12,000 residents.
- Looking how to educate adults and children on the Aquifer.
- They had MSU Extension come in, they assist with people they need help with their greenhouses.
- He is part of Community Action. Many people helped during Thanksgiving including Boars Head out of Holland to help Veterans and the poor.
- He met with the public service commission on the Calkins Dam. They are fighting it, it would have an economic impact on the value of about 1,000 residents' homes that live around the dam. It is only dam out of eleven that is actually making money.

**Public Comment on Agenda Item Only:** None.

**Consent Agenda:**

**A.** Regular City Council Meeting Minutes – November 11<sup>th</sup>, 2023.  
*Motion by Dean, second by Muncey to approve the regular city council meeting minutes from November 11<sup>th</sup>, 2023. Upon roll call vote, motion carried unanimously.*

**Staff Reports:**

City Manager, Director of Planning & Zoning, Treasurer, DPW Superintendent and Engineer submitted status reports of current activities since the last Council meeting on November 11<sup>th</sup>, 2023, for their respective departments.

**Boards, Commissions & Committees:**

Fire District Administration Board, Dan Fox:

- The meeting was on November 20<sup>th</sup> and thanked Mayor Pro-Tem Baldwin for attending.
- Some schools in the servicing area have not tested having emergency services to use their radios in their schools to talk to each other during an emergency. The STFD is trying to work their way through this, but it has urgency.
- A fire in an electric vehicle can take 30,000 gallons of water to extinguish. Most tankers are 7,500 to 10,000 gallons.
- The current full-time opening at the STFD has eleven candidates that applied.
- The potential Ordinance changes for Short-Term rentals could possibly impact the STFD if they increase the frequency of inspections required by the STFD.

Interurban Board, Councilmember Muncey:

- Working on the plans to expand the building.
- They have increased ridership.

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- There is a meeting on November 30<sup>th</sup>.
- They are possibly increasing their hours.
- Councilmember Muncey continues learning his new role as Treasurer.

KLSWA, Barry Johnson: None.

Kalamazoo Lake Harbor Authority, Mayor Stanton:

- They are meeting in January.

Zoning Board of Appeals: None.

Historic District Commission: None.

Planning Commission, Chair Councilmember Gardner:

- Recap from November 16<sup>th</sup> meeting:
- The Planning Commission recommends approval of re-zoning for 120 Mary St., which is on the Council agenda tonight.
- They had a public meeting to amend the City’s zoning code for waterfront districts. It was tabled until the December meeting.
- The Planning Commission has proposed a joint meeting with the City Council to discuss the Short-Term Rental Task Force recommendations on Short Term Rentals.

Parks and Public Works Committee, Mayor Pro-Tem Baldwin:

- Next meeting is tomorrow morning.

Tri-Community Non-Motorized Trail Study Committee: None.

Tri-Community Recycling Ad-Hoc Committee: None.

**Request for Payment:** None.

**Approval of Accounts Payable:**

A. Accounts Payable in the amount of \$ \$135,761.94.

*Motion by Muncey, second by Dean to approve the accounts payable in the amount of \$135,761.94. Via roll call vote, motion carried unanimously.*

**Introduction of Ordinances:** None.

**Unfinished Business:** None.

**New Business:**

Organization Meeting- Appointment of Council Members:

Mayor Stanton appointed the following:

- Russ Gardner to Historic District Commission
- Holly Anderson to Planning Commission
- Scott Dean to Tri-Community Non-Motorized Trail Study Committee

*Motion by Baldwin, second by Muncey to appoint Russ Gardner to the Historic Commission, Holly Anderson to the Planning Commission and Scott Dean to the Tri-Community Trail Study Group. Via voice vote, motion carried unanimously.*

850 Park Street Erosion:

*Motion by Gardner, second by Muncey to approve the Storm Sewer and Erosion Mitigation Agreement between the City and Landowners for 850 and 856 Park Street, including authorization for Krohn Excavating and Kramer Services to complete the work at a cost not to exceed \$35,800.00, and authorize the City Manager to execute the Agreement and sign any contractor invoices/contracts to complete the work set forth in the Agreement. Via roll vote, motion carried unanimously.*

Bridge Street Repaving:

*Motion by Muncey, second by Gardner to approve the agreement between the City of Saugatuck and Saugatuck Township to share road construction costs for Bridge Street in the amount not to exceed \$70,000. Via roll call vote, motion carried unanimously.*

615 Park St. Public Hearing on Waiver from Moratorium Request:

*Motion by Baldwin, second by Muncey to start the public hearing, Via roll call vote, motion carried unanimously.* The public meeting started at 7:53 p.m.

Drew Anthony, owner and representative from association gave the Council a brief chronological breakdown of the flooding that destroyed the entire bottom level of the condominium unit.

Public Comment was open at 7:59 p.m.

Cliff Pelloni noted that the footprint of the condos will not change and the interior and exterior will be restored to the original state.

Public Comment was closed at 8:01 p.m.

*Motion by Dean, second by White to close the public hearing on the waiver for moratorium request for 615 Park. Via roll call vote, motion carried unanimously.* The public hearing ended at 8:02 p.m.

*Motion by Baldwin, second by Muncey Motion to grant 615 Park Street a waiver to the temporary moratorium established under Ordinances No. 230612-A and No. 230322-B, for the proposed site improvements, based on the following findings: The owners have demonstrated that they will suffer immediate and irreparable harm. Via roll call, motion carried unanimously.*

120 Mary Street Re-Zoning:

*Motion by Dean, second by Baldwin to approve Ordinance No. 231127-A, an amendment of Section 154.043 of the Code of the City of Saugatuck, Zoning Map, so as to rezone the land commonly described by tax identification number 03-57-300-053-50 and is located at 120 Mary Street lot that is currently zoned C-2 Water Street East to R-4 City Center Transitional Residential District. Via roll call vote, motion carried unanimously.*

General Service Agreement with C2AE for Design and Construction of Blue Star Trail Multimodal Path:

*Motion by Baldwin, second by Dean to staff and legal counsel to review a general service contract with C2AE to facilitate the unique design aspects within the City of Saugatuck for the construction of the Blue Star Trail Multimodal Path. Via roll call vote, motion carried unanimously.*

Special Event Application- Holiday Parade:

*Motion by Muncey, second by Dean to approve the special event application for the Annual Holiday Parade to be held on December 2<sup>nd</sup>, 2023. Via voice vote, motion carried unanimously.*

**Public Comment:**

Joey Andrews, State Representative, 38<sup>th</sup> House District-

- Next year is another budget cycle, any projects the City is looking at and would them to consider-send it their way.
- They were successful this last year getting a lot of investments into the district, most notably the \$150 million for the Palisades plant.
- Other notables wins for the year:
  - Repealing the Right-to-Work
  - Reinstating Prevailing Wage
  - Expanding the Earned Income Tax Credit
  - Repealing the Pension Tax
  - Repealing the Abortion Ban
  - Expanding the Elliott Larsen Civil Rights Act
  - Passing the Michigan My Healthy Climate Plan- Make Michigan one of the top five states in the country making the transition to 100% clean energy.
  - Passed the Reproductive Health Act
  - Working on a package for Sales and Used Tax Exemptions for hyper scale data centers
  - Working on Short-Term Rental package
- Noted how beautiful the drive into town was with the lights and Saugatuck is ahead of the curve on Christmas décor.

**Correspondence:** None.

**Council Comments:**

- Councilmember White: He is excited to be here. It was great reading through the packet, familiarizing himself with the issues and good to see things in action.
- Councilmember Muncey: They got great things done at the meeting and that is why he enjoys serving on Council. He reminded everyone that the Lakeshore Community Concert will be at the SCA on Friday night. The 37<sup>th</sup> Annual production of The Christmas Carol will debut on December 10th at 8pm. They will have two shows on Saturdays at 1:00 p.m. and 8:00 p.m. On Sundays the show will be at 7:00 p.m. and repeat that the next weekend.
- Mayor Pro-Tem Dean: He was pleased that Representative Andrews noticed the lights. It's a credit to Superintendent Herbert and his team.
- Councilmember Baldwin: The lights in town look incredible and reminded her how lucky she is to live here. She reminded everyone of the Holiday Parade and Ugly Sweater Pub Crawl on Saturday.
- Councilmember Gardner: He welcomed Councilmembers White and Anderson and looks forward to serving with them. He was happy with the number of people in attendance for the meeting. He thinks the City Council should have some discussion about the agenda for the upcoming Strategic Planning meeting and there should be more focus on the survey. One of the

strategic objectives should be sustainability. That is just one example for the Council to set some leadership for the community.

- Councilmember Anderson: Thanked everyone for letting her attend via Zoom. She thanked Clerk Wolters for administering her oath and Clerk Wolter's daughter for taking the picture. Her father was a Councilman in Boise, Idaho and wish he was alive to see it. She thanked Councilmember Garnder for the work he has done on Planning Commission, he was very a very effective commissioner. She is excited to welcome someone new to the Planning Commission. The City is gorgeous, so thanks to Scott and everyone who made it happen.
- Mayor Stanton: She noted her and Mayor Pro-Tem Baldwin had the opportunity to meet with a group of parents interested in having a school resource officer in the school district. It was an informational meeting along in attendance was fire Chief Janik. She looks forward to when they present to the school board. Mayor Pro-Tem Baldwin is available to discuss if anyone would like to know the details.

**Adjournment:**

*Motion by Muncey, second by Dean to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Stanton adjourned at 8:40 p.m.*

Respectfully Submitted

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Jamie Wolters, City Clerk





## **City Managers Report – December 11, 2023**

### **Infrastructure- Cellular Service Discussions Continue with AT&T**

Next steps (same as last report):

- 1) Review any concerns that the State Historical Preservation Office (SHPO) has with placing equipment within the existing boundaries of utilized facilities.
- 2) Schedule Special Meeting to review proposed lease, including rent negotiations. Return for Council approval.
- 3) Present to Council needed electrical upgrades for current code compliance, and in preparation for AT&T wireless infrastructure.
- 4) Final SHPO review and permitting.
- 5) 1<sup>st</sup> Net discussions and contract working with emergency service partners.

City staff is required to go to bid to select a vendor to assist with ensuring that current electric connections servicing the radome are safe and code compliant. There is a parallel discussion of including any necessary electrical upgrades as part of the AT&T improvements. The Department of Public Works has begun removing all ancillary equipment, allowing AT&T to finalize their design from the antenna array within the dome. The city will need to rotate a large existing antenna within the radome for the AT&T team to complete their design (allowing the existing antenna to stay intact). AT&T remains focused on completing this project by summer of '24... but is largely dependent on the City taking timely action on the following items: electrical upgrades, removing of non-historical & ancillary equipment, lease negotiations, final SHPO discussions and permitting.

### **Infrastructure- Discussions on Potential Downtown WiFi**

Meetings continue with Allegan County Broadband Director, Ms. Jill Dunham, and staff will coordinate a “needs survey,” to be disseminated to business owners and residents. Also, looking for independent outside consultants to provide a proposal for site assessment. Ms. Dunham and I continue to meet with potential vendors to install booth fiber and WiFi.

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

Meeting conducted with EGLE and the tri-communities along with Baker Tilly. Council has approved Water Asset Management Draft Plan.

The Tri-Communities have directly engaged with EGLE to ensure that our respective municipalities stay in compliance. Discussions with the City Council will continue to ensure that assets owned by the city are funded for replacement after their useful life.

## **Infrastructure - Blue Star Highway Multi-Modal Path**

Please look forward to a Parks and Public Works Committee discussion on how to maintain the existing palette sign and improve landscape, along with increasing vehicle and multi-modal safety at the intersection of Lake and Blue Star. Additionally, the public meetings will review options for the bridge crossing and will trigger a roughly fifteen (15) year-old discussion about the options for traffic signalization at Lake Street and Blue Star HWY.

## **MDOT Exit 36 and 41 Bridge Work**

Information on traffic detours provided through social media and constant contact email list, when appropriate. Projected construction schedule list a bridge opening by mid-December.

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

A Tri-Community effort- Development of plan is underway. Community survey has been completed.

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

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

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

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

## **Ongoing- Oval Beach Staffing and Operations**

Winter maintenance and staff continuity.

## **City Hall**

City Hall exterior repair project complete! City staff has done an outstanding job with winter décor. Landscape and irrigation improvements are forthcoming. City staff is also working on soliciting a proposal for connecting storm gutters to the stormwater system to improve drainage. Interior renovations will be a discussion point for the City Council's strategic planning session.

## **Old news- Dune Ridge Waterfront Update**

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

## **Meetings**

- Not a meeting (Holiday Parade)
- EGLE and managers meeting to discuss water asset maintenance
- Blue Star Trail multi-modal meetings
- AT&T Meeting to discuss next steps and existing hurdles with SHPO
- Discussions with State Historical Preservation Office and the local 1<sup>st</sup> Nation Tribes
- MME coordination meetings.

## **Council-Manager form of Government Tid-bit**

Major goals for the City Manager's office are:

To enforce all laws and ordinances as prescribed in the City Charter and Municipal Code.

To promote the efficient administration of all City Departments.

To formulate and submit recommended actions concerning policy issues to the City Council.

To improve service delivery to residents in a cost-effective manner.

To ensure that the City's interests are effectively represented in decisions made by other governmental agencies.



### **Treasurer Report**

Below is a summary of notable activities carried out by the Treasurer's Office since the last council meeting on 11/27/2023:

- Paid routine bills
- Completed and disseminated bi-weekly payroll
- Proceeding with the 2023 audit completed
- Filing State & Federal Financial reports
- Processed Winter Tax Bills & receiving payments



## **Planning, Zoning and Project Report**

December 11, 2023

### **Planning and Zoning**

- Prepared for and attended Historic District Commission meeting.
- Viewed Planning Commission meeting video that occurred while I was on vacation.
- ZBA meeting is cancelled due to a lack of agenda items.
- Met with the Planning Commission Chair, Mayor, City Manager, Planning Consultant, and Legal to debrief Planning Commission meeting and next steps.
- Planning Commission Vacancy – One applicant so far.
- Prepared letter to be sent to restaurant owners outlining next steps for expanded outdoor dining approvals. Scheduling a Zoom information session and will also be available for one-on-one appointments.
- Sent friendly reminder letters to property owners who have STR certificates expiring soon.
- Met and talked with property owners and applicants to answer questions and provide resources.
- Continued follow-up on complaints of code violations throughout the City.
- Completed planning and zoning casework as outlined in the chart below.

## Planning and Zoning Casework

615 Park St	Structural Improvements	Zoning permit application previously received for exterior wall, deck and foundation work. Some units will also receive interior re-builds due to water damage. Reviewed with legal and consultant. Advised applicants of issues related to substantial improvements in a floodplain, zoning, and current moratorium. Discussed further with applicant. Discussed market value questions with FEMA. Met in person with HOA president and applicant to discuss findings and options. Answered questions from additional independent appraisers. Received independent appraisal. Assessor and I reviewed. Sent questions on the appraisal back to association president. Received and reviewed responses from association. EGLE floodplain permit pending. Association applied for waiver from moratorium. After a public hearing, Council approved waiver. Awaiting further submittal from owners.
560 Mill and 860 Simonson	Enforcement	Enforcement of hardscaping in ROW report back to City Council for further policy direction occurred at September 20 workshop meeting. Work is ongoing in finalizing formal policy and ordinance amendments for Council review/decision. Aiming for January Council meeting.
717 Water #5	Short Term Rental	STR app. New owner of existing STR. Needed property transfer affidavit and fee paid. Both received. Sent to Fire Department for inspection. Failed two reinspections. Sent invoice. Passed reinspection. Reinspection fee received. STR certificate issued.
118 Hoffman	Enforcement	Complaint of structures built without screening or permits. Complainant advised outdoor refrigeration building was built in late winter/early spring. Checked area and discovered two structures built in northwest section of property. Refrigeration unit not permitted by zoning or historic district. Checked with MTS and no building permits. Prior approved plans and survey did not show any structures in the northwest area of the property. Assessing photos confirm this. Previously a mix of retail. Construction began on new restaurant in October 2021. Water Street East zoning changed in November 2020 to make restaurants a SLU instead of permitted use. No special land use or formal site plan approvals. Sent owner letter to apply for permits for recent structures and apply for SLU and formal site plan review for restaurant use. Met with owner and answered questions and provided resources. Owner submitted special land use and HDC application. HDC tabled pending further detail and plans. Planning Commission approved with conditions that other approvals are obtained. Variance application received. Requested as built survey to verify dimensions. Owner withdrew historic district and variance applications as they will now be removing the shed and freezer. Shed being removed week of 12/4. Freezer removal still pending.
145 Grant	Variance Request	ZBA application for setback and lot coverage variances for home addition and new garages. ZBA approved variances for home addition but denied variances related to detached garage. Owner submitted a historic district application but withdrew until a later date. Met with owner and answered his questions as he considers next steps. Answered further questions via phone.

## Planning and Zoning Casework Continued

439 Butler	Enforcement/Historic Request	Complaint of mural, signage, and window tint work occurring without permits. Checked site and found mural being painted and freshly painted wall signage. Some rear building windows did appear to be tinted. Sent owner a letter to stop work and apply for required permits . HDC app received for mural, paint touch up to wall sign, and window tint for rear unit. Chair advised full commission review needed. Advised applicant. Chair advised work was still occurring. Talked with applicant who denied any further work but stated scaffolding is still up. HDC approved signage and tint but denied mural request due to painting of unpainted masonry on contributing resources not meeting historic district guidelines. Continued follow up with owner and property manager to develop timeline to remove unapproved mural. Property manager provided details regarding removing during spring (warmer weather needed).
247 Grand	Short Term Rental	STR app. New STR. Sent to Fire Department for inspection. Still pending.
350 Mason	Water-Sewer	Water-Sewer replacement app. Requested updated plan of intended connection and plumber section filled out. Info received. Sent to engineer for review.
254 Francis	New Home	HDC app for new home. Scheduled for December HDC meeting. Zoning app forthcoming.
297 Sugar Hill	New Home	Zoning app for new home. EGLE has not yet issued permits. Under review.
1050 Holland	Enforcement	Curb not restored as stipulated in curb cut permit. Sent contractor and owner e-mail asking for confirmation of the work being scheduled and advising engineer monitoring and inspection will be required. Contractor advised work was turned over to landscaper. Awaiting response from owner.
N/A	Inquiry	Questions about private road standards. Answered questions.
344 Lucy	Revised HDC Plans	HDC app to revise previously approved plans. Deviations include a shed roof instead of a pergola, adding corbel, different exterior lights, and modifying existing front stoop to extend further east. Chair reviewed and agreed admin approval of changes. Fee paid. HDC permit issued.
296 Sugar Hill	New Home	Zoning app for new home. Needed height and FAR info. Provided definition. Updated application and plans received. Sent to consultant for review. Reviewed. Clarified patio distance. Water/sewer app received. Asked for clarification on sewer size. Updated sewer plan received. Engineer reviewed. Connection fees received. Permits issued.
298 Sugar Hill	New Home	Zoning app and plans for new home. Water/sewer app received. All reviewed. Needed sewer size clarified and stormwater plan. Updated sewer plans received. Received stormwater plans. Reviewed by engineer and feedback provided on stormwater. Stormwater approved. Connection fees received. Permits issued.
Village Square	Temporary Sign	Temporary banner sign request. HDC Chair agreed admin approval.

## Planning and Zoning Casework Continued

234 Spear	Inquiry	Questions about historic district regulations and guidelines. Answered questions and provided resources.
570 Shorewood	New Home	Zoning app to demolish existing home and build new single family home. Reviewed zoning regulations, design review committee letter, and EGLE approvals. Contractor sent plans to Fire Department for review. Researched history of zoning in this area. Discussed with legal. Engineer and KLSWA reviewed. Met with contractor and discussed application and requested 50 year high risk erosion information. Applicant engineer provided further detail and plans. Requested height clarifications which were provided and compliant. Permit issued.
650 Campbell	Water Replacement	Water line replacement app. Sent to engineer for review. Approved. Asked Douglas for any reviews as water main is theirs. They agreed to Saugatuck permitting as curb stop in our jurisdiction. Permit issued.
436 Shorewood	Enforcement	Complaint of a cut into the dune and installation of a retaining wall and parking space without a permit. EGLE also notified and advised permit was required. EGLE sending letter to apply for retroactive permit. They advised work was "minimal". Sent enforcement letter to apply for necessary zoning permits within 30 days (by 11/23). Association president seeking EGLE approval. Zoning app received. Site plan provided. Approval conditioned on EGLE approval.
Metro Act Permit	Metro Act	Metro Act Permit request from 123Net. Route was proposed along Park and Perryman. Reviewed with legal and engineer. Initially 123Net was going to withdraw but decided to go forward when application fee wasn't going to be returned. Surety bond proposed. Concerns raised with historical sites being impacted. Requested applicant consent to extension or withdrawing, review with SHPO, and return with positive finding. Otherwise, request may be denied. 123Net withdrew request.
57-850-010-00	Inquiry	Request for copy of water main easement. Engineer and I unable to locate. Referred to register of deeds.
890 Simonson	Water-Sewer Connection	Water-Sewer connection app. Asked applicant for additional fees and to clarify size. Both received. Engineer previously reviewed. Permit issued.
650 Water	Inquiry	Additional questions about zoning and moratorium for property. Answered questions and provided resources.
125 Elizabeth	Inquiry	Questions about enforcement case and STR certificate status. Answered questions and provided resources.
350 Mason	Enforcement	Sidewalk closed and construction supplies left in ROW without permit. Sent owner notice to remove or apply for temporary right of way permit. Checked on 11/28 and items remain and additional items added. Sent formal letter to remove or apply for permit within 5 days. Temporary right of way app received. DPW reviewed. Shared feedback with contractor. Insurance received. Temporary ROW permit issued.



## Planning and Zoning Casework Continued

149 Griffith	HDC	Revised plans received for HDC review. Request to remove porch extension. HDC approved. Reviewed signage and provided preliminary feedback. Also provided regulations to sign contractor. Answered sign contractor questions. Still awaiting sign application. Answered questions related to additional modifications the owner would like which will require zoning and historic district approval.
Multiple	STR Letters	Sent reminder letters to properties whose STR certificates will be expiring in December and January.
N/A	Inquiry	Questions about regulations related to light nuisances. Answered questions.
592 Campbell	Rear Addition	Zoning app for rear addition. Permit issued.
125 Elizabeth	Short Term Rental / Enforcement	STR app. New STR. Sent to Fire Department for inspection. Discovered home is already being rented without a certificate. Also discovered hot tub and patio installed without zoning permits. Sent letter to owner to cease STR use until certificate is obtained and apply for zoning permits. Talked to owner. Answered questions. Provided resources. Discovered dwelling still being rented without STR certificate. Civil infraction notice issued. Asked about status of applying for zoning approvals for hot tub and patio. Owner paid fine. Advised he is working on applying for variances. Owner has missed deadlines to apply for variances. Provided final warning to apply or further enforcement will occur. Received another STR app from a party with a pending purchase of the property. Advised application cannot be processed until there is proof of ownership. Advised of unresolved zoning issues with hot tub and patio. Purchaser will be working with current owner to resolve. Current owner applied for required permits which were issued. Hot tub moved to compliant location.
700 N Maple	Inquiry	Questions about accessory buildings and size. Answered questions and provided resources.
350 Mason	Inquiry	Questions about allowed signage for a bed and breakfast. Answered questions and provided resources.
880 Holland	Sign Replacement	Sign app to replace freestanding sign. Sent to HDC Chair. Chair agreed admin approval. Permit issued.
582 Campbell	Street Cut	Street was cut and not repaved. No recent street cut permits issued for this area. Sent to engineer and DPW for any work they may be aware of. DPW advised Michigan Gas cut road. Prior correspondence showed they were referred to Douglas in late September for any permits. Sent Michigan Gas e-mail asking for timeline to restore and that engineer needed to inspect. They will repave in spring and monitor cold patch this winter. DPW advised they will do the same.

## Planning and Zoning Casework Continued

120 Mary	Enforcement/Rezoning Request	<p>STR app. New STR in a single family home. Denied due to STRs only being permitted on second or third floors in water street east zoning district. Sent email and letter to owner and agent. Answered owner questions. Provided resources related to rezoning and use variances. Discovered home is being advertised and rented as an STR without the certificate. Issued a civil infraction notice. Fine paid. Conditional rezoning application received to change from Water Street East to City Center Transitional Residential. Reviewed with consultant and legal. Legal provided feedback to owner's attorney. Owner revised request to be a rezoning request with no conditions. Planning Commission reviewed in October and tabled to November meeting. Planning Commission recommended approval at November meeting. Council approved rezoning. Ordinance published. Reminded applicants that valid STR certificate will still be needed to begin STR use.</p>
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## Department of Public Works Report

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 11/13/2023:

### **Fall Clean Up:**

City parks, streets, sidewalks, buildings, and grounds have been continuously groomed throughout the fall season to keep up with large amounts of fallen leaves and to keep storm water draining freely.

### **Brush and Leaf Collection:**

City-wide brush and leaf collection is complete for 2023. The final collection took place during the week of November 27<sup>th</sup>. The dump trucks that were used for brush and leaf collection are now outfitted with salt spreaders in preparation for snow and ice events.

### **Motor Pool Maintenance:**

The Public Works team has been firing on all cylinders over the past several weeks. The focus for the next week or two is to get ourselves organized by cleaning the garage, motor pool fleet, along with routine maintenance.

### **Special Event Assistance:**

- Christmas Parade
- Tree Lighting Ceremony

### **Meetings:**

- **11/27/2023** – DPW Weekly Goals Meeting
- **11/27/2023** – Holiday Parade Safety Meeting
- **11/28/2023** – Parks and Public Works Committee Meeting
- **12/01/2023** – DPW Weekly Goals Follow Up Meeting
- **12/04/2023** – DPW Weekly Goals Meeting
- **12/06/2023** – Radio Consultation Meeting with Motorola
- **12/08/2023** – DPW Weekly Goals Follow Up Meeting

**City of Saugatuck  
Status Report of Engineering Activities  
December 6, 2023**

General Consultation

- Olde Mill Apartments Water Service: This work could be combined with other work on Maple Street or the Drinking Water State Revolving Fund project.
- 2023 System-wide Pavement Markings: Work is ongoing and will be complete soon.
- 2023 System-wide Crack Sealing: Due to weather concerns, this work has been delayed to spring 2024.
- Grants Workshop: We are discussing the possibility of having grant experts from F&V put together a workshop for council, staff and other interested parties to review the various programs used in the past, recent applications and brainstorming for new opportunities.
- City-wide parking, safety, signage, etc. review: Prepared a letter reviewing on-street parking vs. sight distance concerns. We plan to conduct a kickoff meeting with City staff and F&V traffic team this fall to develop a scope for the broader study, if required.
- N. Park Street Slope Erosion: We are working with the contractor to coordinate scheduling for the work.
- Bridge Street Resurfacing: Once the Township has approved the cost sharing agreement, we will work with the contractor to get the project scheduled for spring 2024.

Blue Star Highway Bridge Navigation Lighting

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

EGLE Drinking Water State Revolving Fund

- The Intent To Apply was submitted on November 1 for the 2024 funding round.

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

- Asphalt paving is complete.
- Final grading and topsoiling is nearly complete.
- Grass will be planted in the spring.

### Water System Asset Management Plan

- The draft AMP has been prepared and will be finalized based on input from the financial consultant and comments from EGLE.
- We will be preparing an application for EGLE's new Community Technical, Managerial, and Financial (TMF) support for lead line replacement grant. Applications become available on December 15 and accepted January 1-31, 2024. If successful, this would provide funding to help the City complete its final Distribution System Materials Inventory, which is due by January 1, 2025.

### Mt. Baldhead Conceptual Planning

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

### Mt. Baldhead AT&T Project Assistance

- The EGLE/USACoE Critical Dunes permitting process has been put on hold for now, pending SHPO approvals.

Vendor Name	Description	Amount
1. 633 BUTLER LLC	ESCROW REFUND	2,000.00
2. ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	161.59
	UNIFORMS & SAFETY EQUIPMENT	90.55
	TOTAL	252.14
3. ALLEGAN COUNTY CLERK	ELECTIONS	798.35
4. ALLEGAN COUNTY SHERIFF	DEBT CREW	214.00
5. ALLEGAN COUNTY TREASURER	PROPERTY TAXES	22,585.30
6. ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,791.50
7. AT&T MOBILITY	CELL PHONES	172.79
8. CAPITAL ONE	SUPPLIES	1,431.98
9. COMCAST	INTERNET & TELEPHONES	193.40
10. CONSUMERS ENERGY	ELECTRIC	3,188.90
11. ELF SHACK	HOLIDAY GARLAND & TREES	2,084.00
12. FIRST BANK CARD	ELECTIONS, SUPPLIES & TRAINING	940.52
13. FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES	3,294.33
	EAST WEST TAKKEN TAYLOR	23,251.89
	TOTAL	26,546.22
14. FRONTIER	OVAL BEACH	173.22
	DPW GARAGE	227.63
	OVAL	173.22
	TOTAL	574.07
15. GOLDMAN SACHS BANK USA	EMPLOYEE HOLIDAY APPRECIATION	691.69
16. GROUNDS MANAGEMENT SOLUTIONS	PARKS MAINTENANCE	1,426.70
17. HORIZON COMMUNITY PLANNER	PLANNING & HISTORIC DISTRICT	2,207.50
18. INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	2,903.87
19. KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	1,623.27
20. KENDALL ELECTRIC INC	SUPPLIES	42.36
21. LANDSCAPE DESIGN SERVICES INC	ROSE GARDEN MAINTENANCE	570.00
22. MCKELLIPS PLUMBING INC	OVAL BEACH	1,915.00
23. MERS	RETIREMENT	4,500.00
24. MICHIGAN CAT	LOADER REPAIR	908.76
25. MICHIGAN GAS UTILITIES	DPW GARAGE	165.87
	BUTLER STREET TOILETS	84.50

Vendor Name	Description	Amount
	CITY HALL	73.28
	TOTAL	323.65
26. OTTAWA AREA INTERMEDIATE SCHOOL DIS	SCHOOL DIS	
	PROPERTY TAXES	6,686.24
27. OVERISEL LUMBER COMPANY	SUPPLIES	850.55
28. PRIORITY HEALTH	HEALTH INSURANCE	10,044.25
29. RICOH USA INC	COPIER LEASE	127.97
30. SAUGATUCK CENTER FOR THE ARTS	PLANNING SESSION	300.00
31. SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	4,278.16
32. SAUGATUCK FIRE	PROPERTY TAXES	14,404.93
33. SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	46,414.37
34. SEPTIC TANK SYSTEMS CO INC	CITY HALL NO WATER	150.00
	CULVER STREET	140.00
	TOTAL	290.00
35. SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	1,262.80
36. STANDARD INSURANCE COMPANY	INSURANCE	453.31
37. VALLEY CITY LINEN INC	SHOP TOWELS	50.00
38. ZEIGLER GMC OF HOLLAND	REPAIRS	390.91
TOTAL - ALL VENDORS		166,439.46
<b>FUND TOTALS:</b>		
Fund 101 - GENERAL FUND		41,831.11
Fund 202 - MAJOR STREETS		533.07
Fund 203 - LOCAL STREETS		23,809.96
Fund 661 - MOTOR POOL FUND		2,992.45
Fund 701 - CURRENT TAX FUND		97,272.87

12/04/2023 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 11/01/2023 - 11/30/2023				
Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
11/10/2023	DD6449(A)	ARAMENDI, NOAH	PAYROLL	1,487.63
11/10/2023	DD6450(A)	BLOSE, SUSAN	PAYROLL	195.00
11/10/2023	DD6451(A)	BOUWMAN, CHAD	PAYROLL	1,381.88
11/10/2023	DD6452(A)	BROCKINGTON, CATHERINE	PAYROLL	195.00
11/10/2023	DD6453(A)	BUTER, HUNTER	PAYROLL	821.84
11/10/2023	DD6454(A)	CARRILLO, DONNA	PAYROLL	150.00
11/10/2023	DD6455(A)	COLLINS, RONALD	PAYROLL	120.00
11/10/2023	DD6456(A)	CUMMINS, RYAN	PAYROLL	2,246.07
11/10/2023	DD6457(A)	ESCOTT, LINDA	PAYROLL	160.00
11/10/2023	DD6458(A)	GARCIA, DANIELA	PAYROLL	901.86
11/10/2023	DD6459(A)	HANSON, PETER	PAYROLL	150.00
11/10/2023	DD6460(A)	HARDY, CODY	PAYROLL	1,518.87
11/10/2023	DD6461(A)	HEISE, RYAN	PAYROLL	3,464.35
11/10/2023	DD6462(A)	HERBERT, SCOTT	PAYROLL	1,953.03
11/10/2023	DD6463(A)	HINKLE, MARY	PAYROLL	525.43
11/10/2023	DD6464(A)	KERRIDGE, ADAM	PAYROLL	1,662.22
11/10/2023	DD6465(A)	MACK, ELLIS	PAYROLL	1,308.47
11/10/2023	DD6466(A)	MARTIN, DANNY	PAYROLL	804.84
11/10/2023	DD6467(A)	MATTERN, MICHAEL	PAYROLL	150.00
11/10/2023	DD6468(A)	MUIR, BETSY	PAYROLL	90.00
11/10/2023	DD6469(A)	MUIR, JAMES	PAYROLL	182.63
11/10/2023	17332	RIEDBERGER, BARBARA	PAYROLL	70.00
11/10/2023	DD6470(A)	STANISLAWSKI, PETER	PAYROLL	1,470.93
11/10/2023	DD6471(A)	VAN HOWE, AINSLEY	PAYROLL	941.44
11/10/2023	DD6472(A)	WILLIAMS, ANTHONY	PAYROLL	419.36
11/10/2023	DD6473(A)	WILLIAMS, SARA	PAYROLL	1,742.69
11/10/2023	DD6474(A)	WOLTERS, JAMIE	PAYROLL	1,900.70
11/10/2023	EFT1744(E)	ALERUS	PAYROLL	3,553.92
11/10/2023	EFT1745(E)	EXPERT PAY	PAYROLL	139.54
11/10/2023	EFT1746(E)	MERS HYBRID	PAYROLL	2,219.57
11/10/2023	EFT1747(E)	FEDERAL TAX DEPOSIT	PAYROLL	8,149.60
11/13/2023	17352	COMMERCIAL RECORD	PUBLISHING	717.00
11/13/2023	4971(E)	AT&T MOBILITY	CELL PHONES	172.49
11/13/2023	4972(E)	CAPITAL ONE	HOLIDAY SUPPLIES, OVAL & CITY H	2,066.10
11/13/2023	4973(E)	COMCAST	TELEPHONES & INTERNET	193.40
11/13/2023	4974(E)	CONSUMERS ENERGY	ELECTRIC	3,243.77
11/13/2023	4975(E)	FIRST BANK CARD	TRAINING, ELECTION & SUPPLIES	2,309.56
11/13/2023	4976(E)	FRONTIER	DPW GARAGE	221.27
11/13/2023	4977(E)	FRONTIER	OVAL BEACH	83.70
11/13/2023	4978(E)	KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	3,289.07
11/13/2023	4979(E)	MERCHANTS BANCARD NETWORK	BANKING FEES	190.11



12/04/2023 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 11/01/2023 - 11/30/2023				
Check Date	Check	Vendor Name	Description	Amount
11/13/2023	4980(E)	MERS	RETIREMENT	4,500.00
11/13/2023	4981(E)	MICHIGAN GAS UTILITIES	CITY HALL	44.14
11/13/2023	4982(E)	MICHIGAN GAS UTILITIES	BUTLER STREET	46.94
11/13/2023	4983(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	68.29
11/13/2023	4984(E)	PRIORITY HEALTH	HEALTH INSURANCE	10,277.61
11/13/2023	4985(E)	RICOH USA INC	COPIER LEASE	624.78
11/13/2023	4986(E)	VALLEY CITY LINEN INC	SHOP TOWELS	155.51
11/13/2023	4987(A)	ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,791.50
11/13/2023	4988(A)	CERTASITE LLC	ALARM MONITORING	480.00
11/13/2023	4989(A)	MICHIGAN CAT	LOADER REPAIR	2,841.52
11/13/2023	4990(A)	ETNA SUPPLY	SUPPLIES	54.40
11/13/2023	4991(A)	FAHEY SCHULTZ BURZYCH RHODES	ELECTRICAL LAWSUIT	23,280.32
11/13/2023	4992(A)	FLEIS & VANDENBRINK ENGINEERING INC	WATER MANAGEMENT PLAN	1,130.50
11/13/2023	4993(A)	GATEHOUSE MEDIA MICHIGAN HOLDINGS I	PUBLISHING NOTICES	258.70
11/13/2023	4994(A)	GEI CONSULTANTS INC	HEMLOCK WOOLLY ADELGID	3,885.58
11/13/2023	4995(A)	KROHN EXCAVATING LLC	WEST EAST TAKKEN TAYLOR	173,159.50
11/13/2023	4996(A)	MICHIGAN MUNICIPAL LEAGUE	CDL CONSORTIUM FEE	450.00
11/13/2023	4997(A)	PURITY CYLINDER GASES INC	SUPPLIES	131.35
11/13/2023	4998(A)	REPCOLITE	TRASH BARRELS	298.05
11/13/2023	4999(A)	SAUGATUCK FIRE	SHORT TERM RENTAL	400.00
11/13/2023	5000(A)	SEPTIC TANK SYSTEMS CO INC	CULVER ST & OVAL	1,095.00
11/13/2023	5001(A)	SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	1,303.60
11/13/2023	5002(A)	SPECTRUM PRINTERS INC	ELECTION MATERIALS	45.00
11/13/2023	5003(A)	STANDARD INSURANCE COMPANY	INSURANCE	453.31
11/13/2023	5004(A)	STINGERS PEST CONTROL	PEST CONTROL DPW	257.60
11/13/2023	5005(A)	TOWNSHIP OF SAUGATUCK	TRI COMMUNITY PARK PLAN	500.00
11/13/2023	17353	MCKENNA	SHORT TERM RENTAL	3,065.00
11/13/2023	17354	MUNICIPAL SUPPLY CO	LOCATOR	1,192.00
11/13/2023	17355	OUTDOOR DISCOVERY CENTER	AIRPORT PROPERTY	2,200.00
11/13/2023	17356	OVERISEL LUMBER COMPANY	SUPPLIES	2,188.36
11/13/2023	17357	PAINTING SERVICES OF WEST MICHIGAN	CITY HALL	5,000.00
11/13/2023	17358	PETTY CASH	SUPPLIES	21.99
11/13/2023	17359	STATE OF MICHIGAN	OVAL BEACH	171.92
11/13/2023	17360	WEST MICHIGAN LIFT & DOCK LLC	REMOVE BUOYS	935.00
11/13/2023	17361	WYOMING ASPHALT PAVING CO	ASPHALT	343.04
11/24/2023	DD6475(A)	ARAMENDI, NOAH	PAYROLL	1,567.63
11/24/2023	DD6476(A)	BOUWMAN, CHAD	PAYROLL	1,575.40
11/24/2023	DD6477(A)	CUMMINS, RYAN	PAYROLL	2,246.08
11/24/2023	DD6478(A)	HARDY, CODY	PAYROLL	1,537.76
11/24/2023	DD6479(A)	HEISE, RYAN	PAYROLL	3,464.36
11/24/2023	DD6480(A)	HERBERT, SCOTT	PAYROLL	2,018.02
11/24/2023	DD6481(A)	KERRIDGE, ADAM	PAYROLL	2,092.97
11/24/2023	DD6482(A)	MACK, ELLIS	PAYROLL	1,348.46

12/04/2023 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 11/01/2023 - 11/30/2023				
Check Date	Check	Vendor Name	Description	Amount
11/24/2023	DD6483(A)	MARTIN, DANNY	PAYROLL	791.31
11/24/2023	DD6484(A)	STANISLAWSKI, PETER	PAYROLL	1,470.94
11/24/2023	DD6485(A)	WILLIAMS, SARA	PAYROLL	1,742.69
11/24/2023	DD6486(A)	WOLTERS, JAMIE	PAYROLL	1,900.71
11/24/2023	EFT1748(E)	ALERUS	PAYROLL	3,551.60
11/24/2023	EFT1749(E)	EXPERT PAY	PAYROLL	139.54
11/24/2023	EFT1750(E)	MERS HYBRID	PAYROLL	2,219.57
11/24/2023	EFT1751(E)	FEDERAL TAX DEPOSIT	PAYROLL	7,303.77
11/24/2023	EFT1752(E)	MERS	PAYROLL	4,951.00
11/24/2023	EFT1753(E)	MI DEPT OF TREASURY	PAYROLL	2,496.65
11/27/2023	5006(E)	NET2PHONE INC	TELEPHONES	210.29
11/27/2023	5007(A)	ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	31,019.60
11/27/2023	5008(A)	DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	1,977.51
11/27/2023	5009(A)	ETNA SUPPLY	SUPPLIES	353.60
11/27/2023	5010(A)	FLEIS & VANDENBRINK ENGINEERING INC	EAST WEST TAKKEN TAYLOR	24,856.23
11/27/2023	5011(A)	HORIZON COMMUNITY PLANNER	PLANNING & HISTORIC DISTRICT	4,051.25
11/27/2023	5012(A)	SAUGATUCK FIRE	SHORT TERM RENTAL	700.00
11/27/2023	5013(A)	SISTERS IN INK	UNIFORMS	991.21
11/27/2023	17362	ALLEGAN COUNTY CLERK ASSOCIATION	TRAINING	50.00
11/27/2023	17363	C2AE	BLUE STAR TRAIL	52,755.49
11/27/2023	17364	IHLE AUTO PARTS	SUPPLIES	1,015.87
11/27/2023	17365	MINER SUPPLY CO	SUPPLIES	8,646.56
11/27/2023	17366	PLAINFIELD CHARTER TOWNSHIP	TRAINING	200.00
11/27/2023	17367	VORK BROTHERS PAINTINING LLC	ROSE GARDEN & BUTLER ST BATH	8,600.00
11/27/2023	17368	WYOMING ASPHALT PAVING CO	ASPHALT	334.33
11/30/2023	5014(E)	FRONTIER	OVAL BEACH	173.22
11/30/2023	5015(E)	RICOH USA INC	COPIER LEASE	127.97
Total of 111 Checks:				474,695.44
Less 0 Void Checks:				0.00
Total of 111 Disbursements:				474,695.44



## City Council Agenda Item Report

**FROM:** Ryan Cummins, Director of Planning and Zoning

**MEETING DATE:** December 11, 2023

**SUBJECT:** Resolution No. 231211-B, A Resolution Extending the Temporary Waterfront Commercial Development and Construction Moratorium

**DESCRIPTION:**

After recommendations from the Planning Commission, the City Council enacted a temporary moratorium, through the adoption of Ordinances No. 230612-A and No. 230322-B, on Waterfront Commercial Development and Construction within the City. This includes new site developments including parking and site improvements, new building construction, and existing building expansion in the Waterfront Commercial Temporary Moratorium Area.

Since the moratorium was enacted, the Planning Commission has made good progress on the waterfront assessment project:

- April – A kickoff meeting was held with Planning Consultant, David Jirousek, and the Planning Commission to discuss project scope.
- May and June – Survey designs and study of the area.
- July - Extensive public engagement was conducted with two surveys and pop-up events with poster boards. The Planning Commission reviewed and provided feedback on assessment report.
- August, September, and October – Planning Commission considered options and finalization of recommendations.
- November – Planning Commission held a public hearing and deliberated on the draft changes.

The Planning Commission will have further deliberations on a recommendation to Council at their December meeting. After a recommendation is received from the Planning Commission, the City Council will then review and make a decision on the recommendations. This will likely take another two to three months to accomplish.

The moratorium ordinances provide that the City Council may extend the moratorium by resolution from time-to-time to finish adopting new regulations governing uses in moratorium area. The City Council approved an extension in September through the end of December. Extending the moratorium

through March 31, 2024 will ensure the City has sufficient time to adopt new regulations governing uses in the moratorium area.

**LEGAL REVIEW:**

The City Attorney prepared the resolution to extend the moratorium. The City Attorney will be at your meeting to answer any questions you may have.

**SAMPLE MOTIONS:**

Motion to approve Resolution No. 231211-B, A Resolution Extending the Temporary Waterfront Commercial Development and Construction Moratorium

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

**RESOLUTION NO. 231211-B**

**A RESOLUTION EXTENDING THE TEMPORARY WATERFRONT COMMERCIAL  
DEVELOPMENT AND CONSTRUCTION MORATORIUM**

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

**RECITALS**

WHEREAS, the City of Saugatuck has enacted a temporary moratorium, through the adoption of Ordinances No. 230612-A and No. 230322-B (collectively, the “Moratorium”), on Waterfront Commercial Development and Construction within the City, which includes among other things new site developments including parking and site improvements, new building construction, and existing building expansion in the Waterfront Commercial Temporary Moratorium Area, as defined in the Moratorium;

WHEREAS, the Moratorium was enacted to provide the City with time study its zoning regulations and temporarily stop permitting, consideration, and construction within the Waterfront Commercial Temporary Moratorium Area to ensure the City can adequately develop land use regulations to protect the public health, safety, and general welfare of the City and its residents;

WHEREAS, the City has initiated the process of reviewing its zoning ordinance and revising regulations applicable to the Waterfront Commercial Temporary Moratorium Area to ensure that commercial waterfront development within the City will be regulated in an appropriate manner that protects the City’s waterways, natural resources, and economic land uses;

WHEREAS, Section 2 of Ordinance No. 230612-A and Section 2 of Ordinance No. No. 230322-B provide that the City Council may extend the Moratorium by resolution from time-to-time to finish adopting new regulations governing uses in the Waterfront Commercial Temporary Moratorium Area;

WHEREAS, the City Council previously adopted Resolution 230911-A extending the Moratorium through December 31, 2023;

WHEREAS, draft land use regulations governing uses in the Waterfront Commercial Temporary Moratorium Area have been presented to the City Planning Commission, and the Planning Commission has held a public hearing on the same, but the Planning Commission requires additional time to finalize these regulations, which must still be presented to and approved by the City Council before becoming effective; and

WHEREAS, the City of Saugatuck desires to extend the Moratorium through March 31, 2024, to ensure that it has sufficient time to adopt new regulations governing uses in the Waterfront Commercial Temporary Moratorium Area.

NOW, THEREFORE, BE IT RESOLVED that:

1. The City Council hereby extends the existing Moratorium imposed by Ordinances No. 230612-A and No. 230322-B on the permitting, accepting applications, approvals, and consideration of new site development including parking and site improvements, new building construction and existing building expansion in the Waterfront Commercial Temporary Moratorium Area under Michigan law until March 31, 2024, or an earlier time in which the City adopts new regulations governing uses in the Waterfront Commercial Temporary Moratorium Area and rescinds the Moratorium.

2. The City Council may further extend the Moratorium by resolution from time-to-time to finish adopting new regulations governing uses in the Waterfront Commercial Temporary Moratorium Area.

3. All resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, repealed.

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

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

ABSTAIN: Council Members: \_\_\_\_\_

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

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2023

**CITY OF SAUGATUCK**

BY: \_\_\_\_\_

Lauren Stanton, Mayor

BY: \_\_\_\_\_

Jamie Wolters, City Clerk

**CERTIFICATION**

I, Jamie Wolters, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the City Council at a regular meeting held \_\_\_\_\_, 2023.

Signed: \_\_\_\_\_

Jamie Wolters, City Clerk



## City Council Agenda Item Report

**FROM:** Ryan Cummins, Director of Planning and Zoning

**MEETING DATE:** December 11, 2023

**SUBJECT:** Authorizing Planning Commission to make Police-Powers Ordinance Recommendations for Short-Term Rentals

### **DESCRIPTION:**

The City's STR Task Force met for several months and finalized its report at the end of September. The Task Force report was presented to the Planning Commission on October 19 and to the City Council on November 8. The Task Force made several recommendations. Some recommendations may relate to the zoning ordinance, but staff believes many recommendations may be more appropriate for a police-powers ordinance.

A zoning ordinance generally regulates the use of land by district whereas a police-powers ordinance typically regulates licensing and activities on a City-wide basis. The Michigan Zoning Enabling Act grants the Planning Commission the authority to make recommendations on a zoning ordinance. Historically, the City Council has also deferred to the Planning Commission for recommendations on some police-powers ordinances as well.

While the land use of short-term rentals is appropriately included in the zoning ordinance, registration of short-term rentals and regulation of their activities are currently entirely in the zoning ordinance as well and may be better suited to a police-powers ordinance. Staff would like to work with the Planning Commission to review the current ordinances and Task Force recommendations and develop recommendations to Council for both zoning and police-power ordinances regulating short-term rentals. In order for the Planning Commission to make a recommendation on a police-powers ordinance, staff is seeking City Council approval for them to do so.

### **LEGAL REVIEW:**

This request has been discussed with the City Attorney. The City Attorney will be present at your meeting to answer any questions.

### **SAMPLE MOTION:**

Motion to authorize the Planning Commission to make police-power ordinance recommendations regarding short-term rentals.



## City Council Agenda Item Report

**FROM:** Ryan Heise

**MEETING DATE:** 12/11/23

**SUBJECT:** Blue Star Trail Design

**DESCRIPTION:**

Dear Council,

Council requested certain insurances that the current city charter would allow for budget allotments for design elements for the Blue Star Trail Multi-Modal Path

*Legal - Section 32.18(D) of the City Code provides that competitive bidding is not required: "To take advantage of favorable unit prices in an existing contract with the city, the city may amend the existing contract by issuing a change order, for example, to expand the scope of work without competitive bidding, provided that a substantial majority of the additional work, as determined in the discretion of the Council, shall be performed at the unit prices set forth in the existing contract."*

*To qualify under this exemption to competitive bidding, the contract should be essentially an extension of an existing contract with the City, and the Council will need to determine that the additional work is being performed at the same unit prices as the existing contract. Given that the proposed streetscape contract is related to the project C2AE is already working on, I think it is fair to characterize it as an extension of that existing contract.*

I agree.

**BUDGET ACTION REQUIRED:**

Action at Council meeting on December 11<sup>th</sup>.

**COMMITTEE/COMMISSION REVIEW**

NA

**LEGAL REVIEW:**

Yes

**SAMPLE MOTION:**

Move to allow staff and legal to approve the Blue Star Trail amendment as presented.



December 8, 2023

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

## City of Saugatuck General Services: Phase 1 Improved Streetscape Design (23-0349)

Dear Mr. Heise,

Below is a summary of the proposed not to exceed costs for design services under Phase 1 of the General Agreement.

### Scope of Services

Engineering Services

C2AE will prepare the following:

1. Palette Sign Improvements
  - a. Preliminary Design: Prepare three (3) streetscape layout options for sign relocation and landscape improvements. Proposed streetscapes will include three distinct landscape layouts with a variety of design options for hardscape and plant materials. Preliminary design deliverable will include a high-quality rendering, plan view, and construction cost opinion for each layout option. Material selections that can be applied to any chosen layout will be itemized in the cost opinion for convenience. Deliverables will be sent to city stakeholders upon completion. One (1) review meeting will be held with the city to approve selected features before proceeding to final design. Layouts will be prepared according to the following levels of design, ascending in order of anticipated construction costs:
    - Option #1: Basic
      - Minimal as needed adjustments to existing dimensions of landscaped area
      - Minor improvements to existing hardscape and plant materials
      - As needed adjustments to existing utilities in coordination with trail route design
    - Option #2: Premium
      - Adjust and expand dimensions of existing landscaped area
      - Upgraded decorative hardscape
      - Upgraded plant and bedding materials
      - Maintenance improvement features
    - Option #3: Landmark
      - Utilize additional perimeter as topography allows for maximized landscape area
      - Custom layout features and decorative hardscape
      - Upgraded plant and bedding materials
      - Maintenance Improvement features
      - Historical decorative implements

- b. Final Design: Prepare final construction cost opinion based on the selected options. Provide an advanced digital rendering of the approved selections including intersection details. Prepare elevation and utility plans. Develop landscape and plant schedules. Complete construction documents and specifications necessary for bidding. Coordinate bidding process and awarding of construction contract per city requirements. One (1) review meeting will be held with city stakeholders at 80% completion of the final design. A separate meeting will be held at the completion of construction documents to initiate the bidding process.

## 2. Blue Star Highway/Lake St. Intersection Improvements

- a. Preliminary Design: Provide recommendation for proposed traffic signal location. Include changes to geometry of the intersection, as required, for optimal trail routing and palette sign design option selections. Provide construction cost opinion for traffic signal installation and street improvements. Coordinate with subconsultants, as required, for preliminary signal design details and specifications.

At the conclusion of preliminary design, the city may request one (1) additional review meeting, if necessary, specific to design considerations for any intersection improvements that need to be coordinated separately from palette sign and trail design.

- b. Final Design: Prepare intersection and sight distance layout plan. Create utility plan including all pole location details and soil erosion control plan. Provide schedules for road markings and required signage. Coordinate with subconsultants as required to complete traffic signal details and installation plan. Add intersection details to advanced digital rendering. Complete construction documents and specifications necessary for bidding.

At the conclusion of final design, the city may request one (1) additional review meeting, if necessary, specific to design considerations for any intersection improvements that need to be coordinated separately from palette sign and trail design.

## 3. Bidding

- a. Pre-bid meeting: Prior to bidding, C2AE will hold one (1) pre-bid meeting to confirm city requirements for public bidding.
- b. Public bidding: C2AE will coordinate public bid process according to city requirements. Anticipated bidding tasks to include creating of the public bid listing, response to bidder questions and requests for information, collection, tabulation, and review of received bids, recommendation for award, and preparation of construction contracts.

## 4. Meetings & Field Visits

- a. Required Meetings: C2AE recommends a minimum of three (3) meetings with city stakeholders throughout the design schedule. One (1) meeting at the conclusion of preliminary design to confirm selected palette sign layout and design features, one (1) meeting at 80% completion of the final design to review construction documents; and one (1) meeting to coordinate details for the bidding process.
- b. Optional Meetings: If requested by the city, two (2) additional coordination meetings may be requested specific to the intersection design and traffic light installation.
- c. Field Visits: C2AE plans on a minimum of three (3) field visits specific to these design efforts for the purposes of site inspection, coordination of subconsultants, and bidding preparation.

5. Construction Administration

- a. Construction administration services will not be included in this design phase. Prior to construction, C2AE and the city will revisit the need for construction observation services specific to this project. It is anticipated that this task will require further coordination with blue star trail construction.

Subconsultant Services

C2AE will utilize subconsultant services for specific components related to traffic signal engineering, collecting additional topographic information, and soil borings required at the proposed traffic signal post locations. C2AE will include subconsultant fees with monthly billings at cost plus 10%.

Additional Services (optional)

Design contingencies: Additional services may be performed as requested with written approval from the city. Design contingencies include any services related to these design efforts not specifically listed herein under the scope. The city may include an optional time and materials budget for design contingencies if additional services outside of the provided scope are anticipated.

Additional Services may include, but are not necessarily limited to the following:

1. Petition for and obtaining any needed site plan approvals, re-plats, vacations, rezoning, annexation or subdivision.
2. Geotechnical exploration, beyond those listed herein.
3. Wetlands determinations/delineations.
4. Mass mailings to local residents, business owners or citizen's groups
5. Assembly of public information materials for city use at council and committee meetings
6. Preparation of plans and/or other items for review and approval by regulatory agencies including but not limited to any City Board, Planning Commission, Board of Zoning Appeals or Building Authority with jurisdiction over resources other than those specifically identified under outlined scope.
7. Attending and preparing for neighborhood meetings to discuss proposed plans with adjacent residents or property owners.
8. Construction observation.

In the fee section below, we have recommended an allowance for design contingencies to be used only at your direct request and at your discretion.

## Schedule

Design schedule for the outlined scope above will be as follows:

<u>Task</u>	<u>Complete by</u>
Preliminary Design	January 19, 2024
Final Design	March 29, 2024
Bidding	September 6, 2024*

*\*Recommended that this task be completed at least one month prior to MDOT bid letting date for the blue star trail project.*

### Fee

C2AE will perform the scope outlined above for a total not-to-exceed cost of \$55,800.00. Invoices will be submitted monthly, due upon receipt, that reflect the level of work completed in the previous period.

This total cost is based on estimated fees as summarized below.

#### Financial Plan (Budget):

1. <u>Design</u>	<u>Estimated Fee</u>	<u>Basis</u>
Digital Renderings	\$6,900.00	Time & Materials
Palette Sign Design	\$12,900.00	Time & Materials
Intersection Engineering	\$15,500.00	Time & Materials
Bidding	\$5,000.00	Time & Materials
Meetings/Site Visits	\$2,900.00	Time & Materials
2. <u>Subconsultant Services</u>	<u>Estimated Fee</u>	<u>Basis</u>
Traffic Signal Engineering	\$11,500.00	Allowance
Additional Topographic Survey & Soil Borings	\$1,100.00	Allowance
3. <u>Additional Services (optional)</u>	<u>Fee</u>	<u>Basis</u>
Design Contingency (requires written request from client)	\$5,000.00	Time & Materials

Sincerely,  
C2AE

Jared T. Secor  
Project Manager

Roger F. Marks, PE  
Client Services Leader

Accepted by:

\_\_\_\_\_  
City of Saugatuck

\_\_\_\_\_  
Date

# Memo

**To:** Saugatuck City Council

**From:** Anthony E. Meyaard, Assessor

**Date:** December 11, 2023

**Re:** Approval of the 2023 Poverty Exemption guidelines

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PA 253 of 2020 amended MCL 211.7u which requires the Township Board to approve and adopt Poverty Exemption Guidelines on an annual basis. The attached resolution and policy has been updated with the income levels as approved by the U.S. Department of Health and Human Services for 2022.

In addition, you will find the new Poverty Exemption Application as approved by the State Tax Commission. In the past we had created and used our own application but since the passage of PA 253 of 2020 we must now use the State approved form.

I respectfully request City Council approval of the attached poverty exemption resolution and guidelines in order to stay in compliance of MCL 211.7u

Respectfully submitted,

Anthony E. Meyaard  
Saugatuck City Assessor

# 2024 POVERTY RESOLUTION

## Resolution 231211-C

**WHEREAS**, the adoption of guidelines for poverty exemptions is within the purview of the City Council, and

**WHEREAS**, the homestead of persons who, in the judgment of the Supervisor and Council of Review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under Public Act 390, 1994 (MCL 211.7u) and as amended by PA 620 of 2002 and further amended by PA 253 of 2020; and

**WHEREAS**, pursuant to PA 390, 1994, PA 620, 2002 and PA 253 of 2020, Saugatuck City, Allegan County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the immediately preceding year,

To be eligible, a person shall meet all the following requirements:

- 1) Be an owner of and occupy as a principal residence of the property for which an exemption is requested.
- 2) File a claim with the Supervisor, Assessor or Council of Review, accompanied by federal and state income tax returns **for all persons** residing in the homestead, including any property tax credit returns filed in the immediately preceding year UNLESS the attached affidavit is completed for each person that is not required by law to file Federal and/or State income tax return(s).
- 3) Produce a valid driver's license or other form of identification.
- 4) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is required, if requested.
- 5) Meet the federal poverty income standards as defined and determined annually by the United States Office of Management and Budget (see attached).
- 6) Have assets totaling no more than \$15,000, not including the primary residence.
- 7) The application for an exemption shall be filed after January 1, but before the day prior to the last day of Board of Review in the year that the exemption is being requested.
- 8) Any additional eligibility requirements allowed by law as determined by the City Council of Review.

**NOW, THEREFORE BE IT HEREBY RESOLVED** that the Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption.

The foregoing resolution offered by Council Member \_\_\_\_\_ and supported by Council Member \_\_\_\_\_.

Upon roll call vote, the following number of Council Members voted "Aye": \_\_\_\_\_.

The following number of Council Members voted "Nay": \_\_\_\_\_.

The Supervisor declared the resolution adopted.

ADOPTED this 11th day of December 2023

Signed: \_\_\_\_\_  
Lauren Stanton, Mayor

\_\_\_\_\_  
Jamie Wolters, City Clerk  
**CERTIFICATE**

I, Jaime Wolters, the duly elected and acting Clerk of Saugatuck City, hereby certify that the foregoing resolution was adopted by the City Council at the regular meeting of said Council held on December 11th, 2023 at which meeting a quorum was present by a roll call vote of said members and hereinbefore set forth; that said resolution was ordered to take immediate effect.

\_\_\_\_\_  
Jaime Wolters  
Saugatuck City Clerk

## FEDERAL POVERTY INCOME STANDARDS FOR 2023 ASSESSMENTS

The following are the federal poverty income standards as of December 31, 2023 for use in setting poverty exemption guidelines for 2024 assessments.

<b><u>Federal Poverty Income Guidelines a</u></b>	
<b>Number of Persons Residing in the Principal Residence</b>	<b>Maximum Total Income</b>
1	\$14,580
2	\$19,720
3	\$24,860
4	\$30,000
5	\$35,140
6	\$40,280
7	\$45,420
8	\$50,560
<b>Each Additional Person \$5,140</b>	

## Income Guidelines

The income guidelines used by the Board of Review have been established in accordance with P.A. 390 of 1994. In determining qualifications for the exemption, the Board of Review shall consider every variable on the application including total household income, the nature and duration of the income stream, the current taxable and state equalized values of the subject property, the quality and accuracy of the information submitted and any other such evidence as they feel appropriate in making their decision. These guidelines shall assist the Board of Review in their decisions.

### 2024 Poverty Income Guidelines Range for Saugatuck City

<u>Number of Persons Residing in the Principal Residence</u>	<u>Household Income</u>	<u>Recommended Council Action Exemption % Percentage Granted</u>
1	\$0 - \$14,580 \$17,010 \$19,440 Max \$21,870	Maximum 100% At this range point 75 % At this range point 50 % At this range point 25 %
2	\$0 - \$19,720 \$23,010 \$26,290 Max \$29,580	Maximum 100 % At this range point 75 % At this range point 50 % At this range point 25 %
3	\$0 - \$24,860 \$29,000 \$33,150 Max \$37,290	Maximum 100 % At this range point 75 % At this range point 50 % At this range point 25 %
4	\$0 - \$30,000 \$35,000 \$40,000 Max \$45,000	Maximum 100 % At this range point 75 % At this range point 50 % At this range point 25 %
5	\$0 - \$35,140 \$41,000 \$46,850 Max \$52,710	Maximum 100 % At this range point 75 % At this range point 50 % At this range point 25 %
6	\$0 - \$40,280 \$46,990 \$53,710 Max \$60,420	Maximum 100 % At this range point 75 % At this range point 50 % At this range point 25 %
7	\$0 - \$45,420 \$52,990 \$60,560 Max \$68,130	Maximum 100 % At this range point 75 % At this range point 50 % At this range point 25 %



8	\$0 - \$50,560	Maximum 100 %
	\$58,990	At this range point 75 %
	\$67,410	At this range point 50 %
	Max \$75,840	At this range point 25 %
Each Additional Person \$ 5,140		

Assets (not including the primary residence) shall not exceed \$15,000

## 2024 Poverty Exemption Application Instructions

THIS APPLICATION SHOULD BE RETURNED TO:

**Mailing Address & Building Location:**

Saugatuck City Assessing Department, 102 Butler, PO Box 86, Saugatuck, MI 49453

### **CITY OF SAUGATUCK**

[www.saugatuckcity.com/](http://www.saugatuckcity.com/)

To be considered for a hardship exemption, the following steps must be followed:

1. The Petitioners must complete this application **IN FULL** including signatures on the last page. Signatures must be notarized. Return the application and attachments to the Assessing Department after January 1, but before the day prior to the last day of Board of Review in the year that the exemption is being requested.
2. Per Saugatuck City's Poverty Resolution, you must attach signed copies of the following for all persons living in the household:
  - \_\_\_ 2023 FEDERAL INCOME TAX RETURN (1040) with W 2's & 1099's.
  - \_\_\_ 2023 MICHIGAN INCOME TAX RETURN (MI-1040)
  - \_\_\_ 2023 HOMESTEAD PROPERTY TAX CREDIT FORM (MI-1040CR)
  - \_\_\_ 2023 SOCIAL SECURITY BENEFIT STATEMENT (SSA-1099)
  - \_\_\_ YEAR END STATEMENTS FOR ASSET INFORMATION

**IF YOU ARE NOT REQUIRED, BY LAW, TO FILE OR STATE INCOME TAX FORMS, YOU MUST COMPLETE THE ATTACHED POVERTY EXEMPTION AFFIDAVIT.**

Hardship Exemption as defined by the Michigan Compiled Laws is as follows:

**Section 211.7u: The homestead of persons who, in the judgment of the supervisor and Council of Review, by reason of poverty, are unable to contribute toward the public charges are eligible in whole or in part from taxation under this act.**

Please be aware that as an applicant for Hardship Exemption, you must also comply with the following sections of the Michigan Compiled Laws:

**Section 211.116 Perjury: Any person who, under any of the proceedings required or permitted by this act, shall willfully swear falsely, will be guilty of perjury and subject to its penalties.**

If received timely, your application will be presented at the next scheduled Board of Review.

**Your attendance at the appropriate meeting is strongly encouraged but is not required. The Board of Review may have questions for you regarding your application or documentation. Please be aware that the Board of Review MUST conduct their meetings according to the Open Meetings Act.**



## City Council Agenda Item Report

**FROM:** Jamie Wolters  
**MEETING DATE:** December 11, 2023  
**SUBJECT:** City Council Schedule of Meetings for the year 2024

**DESCRIPTION:**

Michigan’s Open Meetings Act (Public Act No. 267 of 1976, as amended) states that within 10 days of the first meeting of the public body in each calendar or fiscal year, the body must publicly post a list stating the dates, times, and places of all its regular meetings at its principal office.

**Section 4.13 of the City Charter-** Regular meetings of the council shall be held at least twice in each calendar month at the usual place of holding meetings of the Council. If any time set by resolution of the Council for the holding of a regular meeting of the council shall be a holiday, then such regular meeting shall be held on the next following secular day which is not a holiday or on such other day as may be set by the Council.

Regular City Council meetings will be held at Saugatuck City Hall, 102 Butler Street, Saugatuck, MI 49453 at 7:00 p.m. on the second and fourth Monday of each month.

**BUDGET ACTION REQUIRED:**

N/A

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Move to **approve/deny** Resolution 231211-A listing the City Council schedule of meetings for the year 2024.

**City of Saugatuck  
County of Allegan  
State of Michigan**

**RESOLUTION NO. 231211-A**

**A RESOLUTION ADOPTING CITY COUNCIL SCHEDULE OF MEETINGS FOR 2024**

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

**WHEREAS**, Section 4.13 for the City Charter requires that regular meetings of the City Council shall be held at least twice in each calendar month and;

**WHEREAS**, Michigan’s Open Meetings Act (Public Act No. 267 of 1976, as amended) states that within 10 days of the first meeting of the public body in each calendar or fiscal year, the body must publicly post a list stating the dates, times and places of all its regular meetings at its principal office.

**NOW, THEREFORE, IT IS RESOVED THAT:**

1. Regular City Council meetings will be held at Saugatuck City Hall, 102 Butler Street, Saugatuck, MI 49453 at 7:00 p.m. on the second and fourth Monday of each month.
2. Special and Irregular meetings of the City Council require a notice posted indication the date, time, and place at least 18 hours before the meetings.
3. The City Council adopts the following meeting schedule for the regular City Council meetings for 2023.

January 8, 2024	May 13, 2024	September 9, 2024
January 22, 2024	May 27, 2024	September 23, 2024
February 12, 2024	June 10, 2024	October 14, 2024
February 26, 2024	June 24, 2024	October 28, 2024
March 11, 2024	July 8, 2024	November 11, 2024
March 25, 2024	July 22, 2024	November 25, 2024
April 8, 2024	August 12, 2024	December 9, 2024
April 22, 2024	August 26, 2024	December 23, 2024

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

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

ABSTAIN: \_\_\_\_\_

ABESTN: \_\_\_\_\_

ADOPTED this 11<sup>th</sup> day of December 2023

Signed: \_\_\_\_\_  
Lauren Stanton, Mayor

\_\_\_\_\_  
Jamie Wolters, City Clerk

Certification:

I, Jamie Wolters, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is true and complete copy of resolution adopted by the Saugatuck City Council at a regular meeting held on December 11, 2023, in compliance with the Open Meetings Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

Attest:

\_\_\_\_\_  
Jamie Wolters, City Clerk